



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Council Meeting Agenda

Wednesday, 15 November 2023

9.00am

Council Chambers,

28-32 Ruataniwha Street, Waipawa

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

RECOMMENDATION

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

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

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

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

5 CONFIRMATION OF MINUTES

Ordinary Council Meeting held on 19 October 2023.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 19 October 2023 as circulated, be confirmed as true and correct.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 19 OCTOBER 2023 AT 9.00AM**

UNCONFIRMED

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

IN ATTENDANCE: Doug Tate (Chief Executive)
Nicola Bousfield (Group Manager, People and Business Enablement)
Brent Chamberlain (Chief Financial Officer)
Dennise Elers (Group Manager Community Partnerships)
Lisa Harrison (Acting Group Manager Strategic Planning & Development)

Annalena Atzwanger, MSD Senior Advisor (*Online*)
Karen Bartlett, MSD Regional Commissioner
Brieley Brown (People & Capability Advisor)
Bridget Cover (Community and Library Services Manager)
Rebecca England (Project Manager)
Reuben George (Director Projects & Programmes)
Riley Kupa (Recovery Manager)
Ben Swinburne (Project Development & Engineering Manager)
Annelie Roets (Governance Lead)

1 KARAKIA

Her Worship, The Mayor Alex Walker welcomed everyone to the meeting and Councillor Kate Taylor opened with a karakia.

Three key discussions today around Council's 2022/23 Annual Report, Review of Rates Remission, Postponement, Discounts & Collection Policy & the Adoption of Draft Statement of Proposal - Freedom Camping Bylaw.

2 APOLOGIES

Moved: Cr Exham Wichman
Seconded: Cr Kate Taylor

That apologies from Councillor Brent Muggeridge be received and accepted.

CARRIED

3 DECLARATIONS OF CONFLICTS OF INTEREST

There were no Declarations of Conflict of Interest received.

4 STANDING ORDERS

RESOLVED: 23.93

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

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

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

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

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

CARRIED

5 CONFIRMATION OF MINUTES

RESOLVED: 23.94

Moved: Cr Pip Burne

Seconded: Cr Gerard Minehan

That the minutes of the Ordinary Council Meeting held on 21 September 2023 and the Extraordinary Council Meeting held on 5 October 2023 as circulated, be confirmed as true and correct.

CARRIED

6 REPORTS FROM COMMITTEES

There were no reports received.

7 REPORT SECTION

7.1 RESOLUTION MONITORING REPORT

PURPOSE

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

RESOLVED: 23.95

Moved: Cr Jerry Greer

Seconded: Cr Kate Taylor

That the report be noted.

CARRIED

The report was introduced by the Chief Executive, Doug Tate, which was taken as read.

7.2 MINUTES FROM THE RISK & ASSURANCE COMMITTEE MEETING HELD ON 13 SEPTEMBER 2023

RESOLVED: 23.96

Moved: Cr Gerard Minehan
Seconded: Cr Exham Wichman

That the Minutes from the Risk & Assurance Committee held on 13 September 2023 be received.

CARRIED

- Request from councillors whether non-members could have access to Risk & Assurance reports, agendas and minutes.

7.3 ADOPTION OF ANNUAL REPORT 2022/23

PURPOSE

The matter for consideration by the Council is to adopt the Annual Report for the Year Ended 30 June 2023.

The Annual Report 2022/23 document will be provided as a late attachment.

RESOLVED: 23.97

Moved: Cr Tim Aitken
Seconded: Cr Pip Burne

That having considered all matters raised in the report and following the recommendation from the Risk and Assurance Committee:

1. **That Council adopt the Annual Report for the year ended 30 June 2023, and delegate to the Chief Executive to make any minor adjustments requested by audit as they finalise their checks.**

CARRIED

The report was introduced by Brent Chamberlain with discussions noting:

- Councillors received a Draft Set of Accounts today noting that this year has been unusual due to Cyclone Gabrielle recovery activities.
- Ernst Young Auditors have been contracted from the Audit NZ to undertake an audit of both the financial and non-financial disclosures contained in the report.
- One of the things Council had to consider this year is the state of Council owned assets in particular roading and water assets following the cyclone.
- Audits are still working through the final checks, including validating the roading valuation and impairment numbers but are not expecting significant changes.

The meeting paused for 3 minutes at 9.31am – 9.33am to partake in the National “Shake out”.

- Both the Risk & Assurance Committee and Ernst Young have reviewed the Annual Report and are happy for it to be adopted.

7.4 REVIEW OF RATES REMISSION, POSTPONEMENT, DISCOUNTS & COLLECTION POLICY

PURPOSE

The matter for consideration by the Council is the three yearly review of the Council's Rates Remission, Postponement, Discounts and Collections Policy.

RESOLVED: 23.98

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Exham Wichman

- 1. That Council accepts the recommended changes to the Rates Remission, Postponement, Discounts and Collection Policy as amended.**
- 2. That the Rates Remission, Postponement Discounts and Collections Policy is brought back to Council to consider any proposed changes from the implementation of the new District Plan, including but not limited to SNA's.**

CARRIED

The report was introduced by Brent Chamberlain with discussions noting:

- Leading into the next Long Term Plan, officers are reviewing policies applicable to their activities.
- One policy relates to the Rates Remission, Postponement, Discounts and Collection Policy presented for adoption today.
- A marked up version of changes made in the Policy were provided for Council to review.
- Mr Chamberlain gave a high level overview on the changes being proposed.
- It has been proposed that council accepts the recommended changes noting that further work needs to be done.
- Working on an implementation plan and the way forward.

7.6 'OUR HOMES' STRATEGY FOR TAMATEA CENTRAL HAWKE'S BAY

PURPOSE

The purpose of this report is to present the 'Our Homes' Strategy for Tamatea Central Hawke's Bay for endorsement by Council.

RESOLVED: 23.99

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Exham Wichman

- 1. That Council endorses the 'Our Homes' Strategy for Tamatea Central Hawke's Bay.**

CARRIED

The report was introduced by Dennise Elers which was taken as read.

- The Mayor welcomed Karen Bartlett, MSD Regional Commissioner to the meeting and also welcomed Annalena Atzwanger, MSD Senior Advisor who attended online.

- Acknowledging the Tamatea Housing Taskforce committee (THT) who has developed this strategy.
- The Strategy builds on the current adopted Housing Strategic Framework which was adopted back in 2019 focussing on the most vulnerable in our community.
- The new strategy includes other key areas in relation to housing, making better use of the land and infrastructure, building stronger connected communities, supporting the most vulnerable and supporting Māori aspirations and working together and acting locally.
- THT adopted the “Our Homes Strategy” at their meeting on 10 August 2023.
- The key to success for delivering on the Strategy lies in working together with our partners, being clear and determined in our direction and focussed on our collected intend to create a sustainable pathway for housing.
- Link the Economic Development Strategy documents with “Our Homes Strategy”.
- Need to focus on permanent housing solutions rather than short term approaches.
- Proposed to share this strategy (at a local level) to introduce to new incoming Ministers.
- Feedback received and will be shared with the THT committee.

The meeting adjourned at 11.10am and reconvened at 11.32am.

7.5 ADOPTION OF DRAFT STATEMENT OF PROPOSAL - FREEDOM CAMPING

PURPOSE

The matter for consideration by the Council is to consider adopting the draft Statement of Proposal for Freedom Camping Bylaw for public consultation.

Schedule 1, 2 and 3 of the Statement of Proposal will be a late attachment to this report.

RESOLVED: 23.100

Moved: Cr Jerry Greer

Seconded: Cr Gerard Minehan

1. **That Council adopt the draft Statement of Proposal for Freedom Camping Bylaw for consultation with amendments.**

CARRIED

The report was introduced by Lisa Harrison which was taken as read with key highlights being noted:

- Council does not currently have a policy approach in the way we manage freedom camping, other than our Regulatory and Compliance Strategy.
- The compliance team have been strongly focused on education to gain compliance as there has been not effective enforcement instrument in place.
- The purpose of adopting a Freedom Camping Bylaw is to enable and regulate freedom camping in the district while ensuring that we are meeting our obligations under the relevant legislation listed above in the executive summary.
- The statement of proposal for the Freedom Camping Bylaw is proposed to be taken out for community consultation between 21 October - 24 November 2023
- Based on feedback from councillors, minor changes are being proposed in the Bylaw.
- Needs to be clearer on what times public are allowed to camp – Options provided either to

retain status quo or to change it for people to camp all year round.

- There will be no restrictions this season for this year.
- Some key points were highlighted in the Bylaw (with hyperlinks) to assist public who manage their way through the Bylaw.
- Propose to close submissions by end of January 2024 to allow better community feedback.

7.7 ORGANISATION PERFORMANCE REPORT - QUARTER 1 UPDATE

PURPOSE

The purpose of this report is to present to Council the Organisation Performance Report – Quarter 1 for the period of 1 July to 30 September 2023.

This new format of reporting also includes the non-financial quarterly reporting, previously reported separately to Council each quarter.

RESOLVED: 23.101

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

That the Organisation Performance Report for quarter 1 (1 July – 30 September 2023) be noted.

CARRIED

The report was introduced by Doug Tate and Brieley Brown with discussions noting:

- The report was taken largely as read.
- Noting that the non-financial performance report (which captures the Level of Service in the Long Term Plan) and Organisation Report are now being combined as one report.
- Ms Brown gave a high level overview on the new Organisation Report template which now aligns with Elected Members' priorities.

7.8 CYCLONE GABRIELLE - RECOVERY UPDATE

PURPOSE

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

RESOLVED: 23.102

Moved: Cr Jerry Greer

Seconded: Cr Pip Burne

1. That the report be noted.

CARRIED

The report was introduced by Riley Kupa which was taken as read. Discussions noted:

- Continues to make progress.
- Mr Kupa provided Council with a snapshot of the key activities undertaken across the four key

priorities for Central Hawke's Bay identified in the recovery and resilience plan.

- The Mataweka connectors continue to consult with the recovery team, particularly around the NZ Red Cross Housing Bundles programme. Will report on this in a future report.
- General storm water programme – suggest putting up a sign for community to note the period of time this work will continue.
- Councillor Greer noted an email received from the Rapid Relief Team (RRT), on what was handed out to farmers on the cyclone day. 177 farmers each received a \$1,500 worth of gear. 240 bacon and egg muffins were provided, 180 swag bags, 300 food boxes and 110 Cookie the kookaburra soft toys. 52 volunteers volunteered on the day with more than 416 hours worked. Councillor Greer proposed that a letter of thanks and appreciation be sent to the RRT team on behalf of the community.

7.9 ANNUAL UPDATES FROM COMMUNITY ORGANISATIONS - 2022/2023

PURPOSE

The purpose of this report is to present to Council, the Central Hawke's Bay Museums Annual Report for the period 1 July 2022 – 30 June 2023.

RESOLVED: 23.103

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

That the report be noted.

CARRIED

The report was taken as read.

8 CHIEF EXECUTIVE REPORT

None.

9 DATE OF NEXT MEETING

RESOLVED: 23.104

Moved: Cr Pip Burne

Seconded: Cr Exham Wichman

That the next meeting of the Central Hawke's Bay District Council be held on 15 November 2023.

CARRIED

10 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLVED: 23.105**

Moved: Cr Pip Burne

Seconded: Cr Jerry Greer

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Public Excluded Resolution Monitoring Report	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.2 - Public Excluded Minutes from the Risk & Assurance Committee meeting held on 13 September 2023	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>authority</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	
10.3 - District Plan Key Project Status Report	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
10.4 - Land Transport Response Procurement - Titoki Bridge	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
10.5 - Pound Facility - Options and Update	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
CARRIED		

RESOLVED: 23.106

Moved: Cr Pip Burne

Seconded: Cr Jerry Greer

That Council moves into Public Excluded business at 12.49pm.**CARRIED****RESOLVED: 23.107**

Moved: Cr Tim Aitken

Seconded: Cr Kate Taylor

That Council moves out of Public Excluded business at 2.12pm.**CARRIED****11 TIME OF CLOSURE**

The Meeting closed at 2.12pm.

The minutes of this meeting will be confirmed at the next Ordinary Council meeting to be held on 15 November 2023.

.....
CHAIRPERSON

6 REPORTS FROM COMMITTEES

Nil

7 REPORT SECTION

7.1 RESOLUTION MONITORING REPORT

File Number: COU1-1400

Author: Annelie Roets, Governance Lead

Authoriser: Doug Tate, Chief Executive

Attachments: 1. 15 Nov 2023 Resolution Monitoring Report.pdf [↓](#)

RECOMMENDATION

That the report be noted.

PURPOSE

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

SIGNIFICANCE AND ENGAGEMENT

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

DISCUSSION

The monitoring report is **attached**.

IMPLICATIONS ASSESSMENT

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

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

NEXT STEPS

An updated Resolution Monitoring Report will be presented at the next Ordinary Council meeting.

RECOMMENDATION

That the report be noted.



Council Resolution Monitoring Report 15 November 2023

Key	
Completed	
On Track	
Off Track	

Item Number	Item	Council Resolution or Action	Resolution Date	Responsible Officer	Progress Report	
1	7.2.	Third Quarter Non-Financial Performance Report (Jan - March '23)	2. That council schedule a review of the measures and tools for building the LTP including Snap, Send Solve.	18-May-23	Doug Tate	On Track - This item has been reopened. Measures such as open RFS' have been included as part of updates to the Organisational Performance Report and also noting Councillors will have the opportunity as part of the Long Term Plan measures review also.
2	7.3	Centralines Aquatic Centre - Annual Plan 2023/24	1. That the report is noted. 2. That Council notes that a Section 17a Review will be conducted in collaboration with the Trust ahead of the development of a new agreement beyond 30 June 2024. 3. That subject to the funding for urgent works being confirmed by Council, Officers will develop an agreement with the Trust confirming expectations and obligations of the funding, including that the Trust continue to seek external funding support for the required works.	15-Jun-23	Dennise Elers	On Track - Planning for this work is underway following Councils resolution of 15 June. The funding agreement has now been executed and work scoping the Section 17a Review has commenced.
3	7.6	Kairakau Water Treatment Plant Upgrade - Approval for funding and procurement	1. That Council note the update on the project physical and financial progress 2. That Council approve the increase in contract value to Trility from \$951,398 to \$1,188,480. 3. That Council note the increase in total project budget from \$1,289,000m to \$1,700,000 to be funded from the water capital programme. 4. That council endorse and accept an internal review of financial controls and process for capital projects to be completed and reported to the next Risk and Assurance Committee in September 2023.	15-Jun-23	Reuben George	On Track - Item number four is included in the Risk and Assurance Work Programme for its December 2023 meeting.
4	9.3	Tukituki (Tarewa) Swing Bridge - Project Direction	That having considered all matters raised in the report: 1. Council approves the continuation of the project to rebuild the Tukituki (Tarewa) Swing Bridge including the attached wastewater conveyance pipe. 2. That this report be released as publicly available information on 15 June 2023.	15-Jun-23	Ben Swinburne	On Track - The bridge design has recently been finalised and we await finalisation of a Memorandum of understanding with HBRC in order to enable the issue of Resource consent. A further paper to council is planned for the 15th of November requesting an increase in both project and contract budgets due to unforeseen additional costs.

5	10.3	Land Transport Procurement - Response Funding	1. That Council approves the Land Transport Response Works Procurement Strategy as the overarching framework for procuring and delivering land transport response works. 2. That the resolution relating to this item be released as publicly available information upon the Contractors being notified.	21-Sep-23	Rebecca England/ Shawn McKinley	RFT for the first 16 sites released to shortlisted contractors for tender. The closing date for this tender is 22nd November. Evaluation of tenders and award of contracts will take place subsequently.
6	7.3	Adoption of Annual Report 2022/23	That having considered all matters raised in the report and following the recommendation from the Risk and Assurance Committee: 1. That Council adopt the Annual Report for the year ended 30 June 2023, and delegate to the Chief Executive to make any minor adjustments requested by audit as they finalise their checks.	19-Oct-23	Brent Chamberlain	On Track - Annual Report has been agreed with Ernst Young, at the time of writing officers are awaiting the final Office of the Auditor General signoff.
7	7.4	Review of Rates Remission, Postponement, Discounts & Collection Policy	1. That Council accepts the recommended changes to the Rates Remission, Postponement, Discounts and Collection Policy as amended. 2. That the Rates Remission, Postponement Discounts and Collections Policy is brought back to Council to consider any proposed changes from the implementation of the new District Plan, including but not limited to SNA's.	19-Oct-23	Brent Chamberlain	On Track - Updated policy is now live on website and Officers are working through its implementation with community, including organisations such as Budget Services. The wider aspects considering the implementation of the District Plan (such as Significant Natural Areas) remains work in progress to be reported back to Council.
8	7.5	Adoption of Draft Statement of Proposal Freedom Camping	That Council adopt the draft Statement of Proposal for Freedom Camping Bylaw for consultation with amendments.	19-Oct-23	Lisa Harrison	On Track - The Bylaw is currently out for consultation.

7.2 REPRESENTATION REVIEW - MĀORI REPRESENTATION

File Number:**Author:** Doug Tate, Chief Executive**Authoriser:** Doug Tate, Chief Executive**Attachments:** 1. Maori Representation Review - Supporting Information [↓](#)

RECOMMENDATION

1. That Council retain the status quo and have no Māori wards for the 2025 and 2028 Election.

OR

2. That Council resolves to establish a Māori Ward for the 2025 and 2028 Local Body Elections.

OR

3. That Council retain the status quo and continue discussions with Māori and seek community feedback in advance for the 2028 elections.

PURPOSE

The purpose of this report is to decide whether Māori wards will be established for the 2025 and 2028 local election.

In advance of considering this report, a number of speakers will be presenting their feedback directly to Council on the establishment of a Māori Ward in public forum.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as of high significance.

The assessment gives the decision a high level of significance. Councils Significance and Engagement policy generally requires matters with a high level of significance to be the subject of community engagement, before any decisions are made, which has been satisfied in presenting this option to Council.

BACKGROUND

Council as good practice and as required under the Local Electoral Act 2001 ("The Act"), is required to review its local representation arrangements every six years. Council last completed a representation review in 2018 with changes coming into effect for the 2019 Local Government Election.

Council is now in the next review cycle of its representation review and as part of this review, must consider the place of Māori Wards in its wider representation review for the 2025 and 2028 Elections. A key step in this process of its Representation review, is determining whether to establish Māori Wards or not. Council must make a resolution on whether to include Māori Wards by 23 November 2023.

Having provided an opportunity for community to provide feedback on the option for Māori Representation, including the establishment of a Māori Ward, this report provides information and context to support Councils decision on whether or not to establish a Māori Ward.

What is a Māori Ward?

Māori wards provide a way for Māori to contribute to decision-making and have representation at the council table. Māori wards are a tool in the Local Government Electoral Act to assist Council decision-making to be more inclusive of the Māori world view of those Māori voters on the Māori Electoral roll.

If a Māori Ward is approved, in the 2025 and 2028 Local Elections, Electors enrolled on the Māori electoral roll will vote for candidates standing for Māori wards. Similarly, electors enrolled on the general electoral roll will vote for candidates standing for general wards. Successful Māori ward candidates in the Local Government elections will become a councillor and while they would have a duty to represent their community that elected them, also would swear an oath to act in the best interests of the entire community in our District.

It is important to recognise that Māori wards are one tool available to support a Māori world view in decision making and ensure equitable representation. Māori wards do not replace Councils wider partnership or legislative obligations.

Māori Representation

Māori wards would provide for dedicated, elected representation for Central Hawke's Bay District residents on the Māori electoral roll and increase the diversity of representation at the council table.

Māori are typically proportionally underrepresented on councils compared to population figures. In a Central Hawke's Bay context, some 24% of the total population identify as Māori with 1,166 people on the Māori Electoral Roll as of July 2023, in contrast to 9,370 voters on the General Electoral Roll.

Having a representative elected directly by those on the Māori electoral roll ensures that a specifically Māori perspective is present in the council chamber. This is important given the legislative importance of recognising and incorporating such perspectives in all public decision-making. In particular, the provision of Māori representation will help support the Council meet its existing obligations under the Local Government Act 2002 in a way that is aligned with Te Tiriti o Waitangi.

However, there may be other ways of achieving representation. For example, co-governance models and/or appointments to our standing committees where appointees can focus on the matters that are important to them and more than one appointment could be made. These models allow for significant input to decision-making by Council, but any appointments directly to the Council table do not hold a legal right to a vote. Council could also look at other ways to have input and a voice for Māori at the Council table.

Why have Māori Wards not been established to date?

In 2018, guidance from Te Taiwhenua o Tamatea, was that Mana whenua had not appropriately considered the matter. Council was also early in its partnership journey with Marae and hapu and again at this time, other avenues for partnership were being developed. Again in 2021, Council had the option to establish Māori Wards with a change in legislation, however at that time the same advice from Taiwhenua was sought and given, that saw no decision on the establishment of Māori Wards.

Current arrangements

Central Hawke's Bay District Council does not currently have a Māori Ward. In the 2016- 2019 and 2019- 2022 Trienniums, Council held a non-voting Kaiarahi Matua position around the Council table, until his retirement at the 2022 Triennium. While the role of the Kaiarahi Matua could still be

established in the current arrangements, this would still rely on feedback from Manawhenua on how best to identify an appointment to this role, and whether one appointment is still suitable.

While Councils Committee structure identifies the Tamatea Partnership Committee, this Committee remains in its establishment phase and does not replace the role of a Māori Ward or wider Māori representation structure.

Māori representation in other councils and future recommendations

At the 2022 local elections, six (of 11) regional councils (54.5%) have Māori constituencies, and 29 (of 67) territorial authorities (43.3%) have Māori wards. A number of councils are in the same position as Central Hawke's Bay and are currently considering establishing a Māori ward.

Central Hawke's Bay is the only Hawke's Bay Council that does not have Māori Wards, and Tararua to the south also has Māori Wards.

Other Māori representation arrangements being used elsewhere in the country include appointments to Iwi Liaison positions, Māori Standing Committees and forums, and representatives on Committees.

Hapū appointments and the establishment of a Māori Ward can operate together – they are not mutually exclusive. Some Councils have Māori Wards, as well as other arrangements in place.

Under the Local Electoral Act 2001/ Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 there is no provision for the direct appointment of iwi/Māori representatives to a voting seat on the Council. However, using special legislation there is Māori representation with voting on the Bay of Plenty and Canterbury Regional Councils under the Bay of Plenty Regional Council (Māori Constituency Empowering) Act 2001 and the Canterbury Regional Council (Ngāi Tahu Representation) Act.

Additional context

Chapters 3 and 4 of the Future for Local Government Report propose changes in the future structures and representation arrangements that would provide for a much more strongly Treaty-based approach.

The Panel supports a new system of local government that has te ao Māori, mātauranga Māori and tikanga woven into its fabric. This will enable local government to become a better Te Tiriti partner, be a safe place for Māori to work, and deliver enhanced outcomes for all communities in the face of significant wellbeing challenges. (p.68).

Recommendation 4 of the review notes as a recommend for Councils to:

Introduce a statutory requirement for councils to develop partnership frameworks with hapū/iwi and Māori to give effect to new Te Tiriti provisions in the Local Government Act 2002 that create new governance arrangements and complement existing ones.

This next section of the paper outlines the proposed timeframes and structure of engagement, in order to reach a decision on the establishment on Māori Wards.

DISCUSSION

This section of the report outlines the feedback received on Māori Representation.

Feedback Process

There is no requirement under the Local Electoral Act 2001 for engagement on Māori Wards before making a decision to have them. However, the general requirements for decision-making

under the Local Government Act 2002 apply to all decisions a council makes, including decisions empowered by other Acts.

Council led out a community feedback process that included shared information sheets and the opportunity for community to provide feedback online through a survey, as well as at three separate community drop in sessions held in Waipukurau, Porangahau and Takapau over a four-week period.

From the community feedback 101 responses were provided through the survey. The following key analysis is provided. The next headings outline the feedback received.

Engagement with and feedback from Māori

Elected Members and staff held an initial meeting targeted meeting with the Kahui of Manawhenua leaders in early August on how best to approach engagement with Māori on the establishment of Māori Wards. From this initial meeting, was a second meeting led by Manawhenua in September.

In late September, Council wrote to every Marae and Manawhenua partners providing the opportunity to meet also to address any specific areas of information that may be sought on the proposal.

Early support from those Council engaged with was that a Māori Ward should be established. This was further supported with a unanimous letter of support from Te Taiwhenua o Tamatea, formally received by Council at its 21 September 2023 meeting.

Through the feedback process, Council has also received feedback from the Ngati Kere Hapū Authority formally rejecting the proposition of a Māori Ward, noting it does not reflect the Authority's Māori world of Māori decision making for its hapū.

A common concern from the feedback is that one seat would simply be tokenistic, and the voice of that one Councillor would be drowned out. There was suggestion that three or more seats would be a better option, however that is not provided for in legislation.

A key message from all of the feedback from Māori is a willingness and importance to continue to grow and prosper relationships for the future. Again, this is an area that Council will need to continue to prioritise and resource if it is to be successful.

Community Engagement

From the total respondents, 64% if all respondents supported the establishment of a Māori Ward. 100% of respondents that identified as Māori supported Māori wards at the close of survey.

While there were overall supportive comments, some 35% of the total survey didn't support Māori Wards. From the general comments, this related to a view that all citizens should be treated equally with one vote for all.

OPTIONS

Three possible options for Council to consider are:

Option 1 – Council retains the status quo and have no Māori wards for the 2025 and 2028 Election.

Under this option, the Council would continue to develop and improve its relationship with mana whenua in the district. Some improvements could include greater involvement of Māori representatives in Council decision-making, in accordance with powers that already exist in the Local Government Act 2002. The status quo would currently include the establishment of the Tamatea Partnerships Committee, however it would be difficult to include the role of the Kaiarahi Matua in our status quo arrangements – noting it is currently vacant.

Advantages:

- Reduced Council resources required for representation review.
- All financial costs can be met within existing budgets.
- Existing ward boundaries and representation would not be affected.

Disadvantages:

- Relying on Māori candidates standing in general wards provides no guarantee that a Māori councillor will be elected, and they do not hold a mandate directly from Māori
- Lack of Māori representation increases the likelihood that Council decision-making does not reflect the views and outcomes sought by Māori.
- Lost opportunities to further Māori participation in decision making required in the Local Government Act
- Possible damage to the Council/Iwi relationship as Council not demonstrating its commitment to developing meaningful partnerships with local Iwi.

Option 2 – Resolves to establish a Māori Ward for the 2025 and 2028 Local Body Elections.

Under this option, Council would still need to continue to develop and improve its relationship with Mana whenua in the district, however this would include the establishment of a Māori Ward.

If the Council decides to have Māori wards for the 2025 election, a comprehensive representation review will need to occur, which is already legally required. Having been six years since Councils last representation review. That review process is heavily prescribed under the Act and involves considerable public consultation. However, the review process does not revisit the decision to have Māori wards, rather the review will consider the detail of the wards, such as how many and their names and boundaries.

Advantages:

- Increased governance diversity, Te Āoo Māori view in decision making, potential for significantly improved relationships and connection to Māori communities.
- Recognises Council's obligations under the LGA to increase participation of Māori in decision making and to recognise the diversity of its communities.
- Aligns with current Council strategy Tuhono mai Tuhono atu which reflects Te Tiriti o Waitangi.
- Consistent with the Local Electoral Act 2001 to consider principle of fair and effective representation for individuals and communities.

Disadvantages:

- By instigating a Māori ward, those on the Māori electoral roll would only be able to vote in that ward (i.e. they would be excluded from voting in their local general ward) under the restrictions of the Act.
- A more significant representation arrangements review would be required to be done in 2024, increasing cost and Council resources needed to do the review.

Option 3 – Council retains the status quo and continue discussions with Māori and seek community feedback in advance for the 2028 elections.*Advantages:*

- Allows time to engage further with Māori on the issue of Māori wards.
- Provides for engagement with the wider community to seek their views.
- Provides for a longer lead in time.

Disadvantages:

- Staff time and Council resources required.
- Engagement may not produce a balanced view.

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

In the event that Council determines to establish a Māori Ward, Council then needs to develop, resolve, and notify a full representation review proposal between 20 December 2023 and 31 July 2024, as part of the wider representation review already planned for early 2024.

The representation review process would include decisions on:

- The number of Councillors.
- The number and make up of wards.
- Ward boundaries and names.

Regardless of the decision to establish a Ward or not, the process to further develop and build relationships with Māori and ensure strong engagement is critical for the future. This is an ongoing process that Council will need to remain committed to.

RECOMMENDATION

1. **That Council retain the status quo and have no Māori wards for the 2025 and 2028 Election.**

OR

2. **That Council resolves to establish a Māori Ward for the 2025 and 2028 Local Body Elections.**

OR

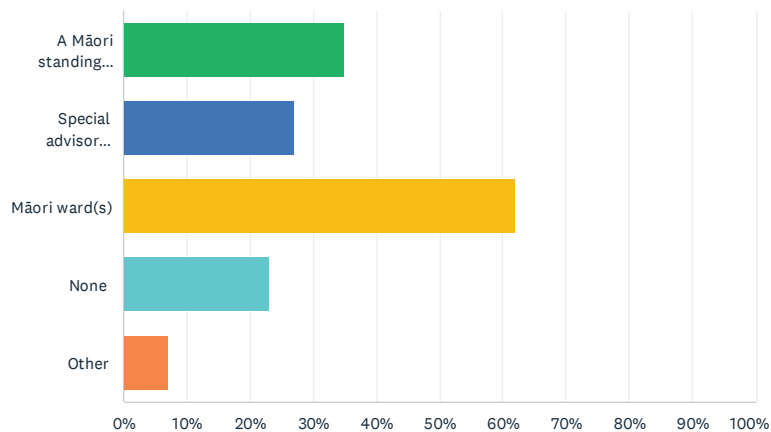
3. **That Council retain the status quo and continue discussions with Māori and seek community feedback in advance for the 2028 elections.**

Reviewing Māori representation for Central Hawke's Bay

SurveyMonkey

Q6 There are three potential options for Māori representation and decision-making. Council could choose to have any, or several. Which option(s) do you think would best achieve Māori representation in Central Hawke's Bay? (You can choose as many or few as you wish).

Answered: 100 Skipped: 1



ANSWER CHOICES	RESPONSES
A Māori standing committee	35.00% 35
Special advisor position(s)	27.00% 27
Māori ward(s)	62.00% 62
None	23.00% 23
Other	7.00% 7
Total Respondents: 100	

#	TELL US WHY:	DATE
1	The standing committee would be able to get many views from all marae. A maori ward would mean maori would directly be represented and could have their views voted on. The special advisor could also give guidance on specific issues.	10/27/2023 3:43 PM
2	Appointed Roles	10/27/2023 3:04 PM
3	Appointed Role(s)	10/27/2023 2:59 PM
4	Democracy is based on one person one vote	10/27/2023 2:50 PM
5	All the residents of Central Hawkes Bay should have the same representation rights. Under the current situation these rights are fulfilled. Maori have the opportunity to stand for Council election as does anyone else that lives in Central Hawkes Bay. Maori also have the same opportunity to make submissions to the Council on any issues that concern them as do the rest of the residents of Central Hawkes Bay.	10/27/2023 2:27 PM
6	More reopresentation	10/27/2023 8:59 AM
7	More representation and voice with regards to decision being made	10/27/2023 8:52 AM

1 / 13

Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
8	Māori are already represented in local body politics	10/27/2023 8:25 AM
9	Great to have diversity	10/27/2023 5:49 AM
10	Support equal rights on an equal basis for all NZers . Current trends at all political levels are are wkg against racial harmony rather than enhancing.	10/26/2023 2:41 PM
11	Māori representation would best reflect a democratic leadership and decision making role for Māori in and Tamatea Ngai Te Whatuiapiti Central Hawkes Bay.	10/26/2023 11:00 AM
12	We are all New Zealanders. There should not be any discrimination between Maori and anyone else. If a Maori person wishes to stand for council, good. hey have that right	10/26/2023 9:48 AM
13	Māori wards ensure Māori have a voice in any decision making that would affect our communities.	10/26/2023 9:44 AM
14	One small step forward in supporting and honouring Te Tiriti which in my opinion would lead to better outcomes for all of CHB.	10/25/2023 1:30 PM
15	Having governed within the council before (1998 -2010) when there was a Standing Committee established, I'm aware this proved unsuccessful. I do however feel we live in a different time and whilst Advisors have played an important role within council, I feel a Ward would provide a greater voice for Māori and thereby offer wider and greater representation of Te Ao Māori whilst assisting the Council with their operations and decision making.	10/25/2023 11:09 AM
16	In any society the host require a seat at the table where decision making occurs.	10/25/2023 8:40 AM
17	That will give more effective representation	10/24/2023 10:01 AM
18	It is racial discrimination. We are all human beings, everybody is special and unique. Everybody should be treated equally. People should be elected for their merit. There is nothing in the Treaty about partnerships or sharing of governance and decision making specifically with Maori. It affirms equality for all. All NZ citizens have equal rights regardless of where they were born. There should be fair treatment for all New Zealanders.	10/22/2023 2:16 PM
19	Maori wards will have a specific kaupapa and guided by tekanga Maori Committee more general	10/22/2023 7:59 AM
20	Righting historical wrongs: Māori as first settlers were overwhelmed and sidelined by further settler groups. They deserved equal status in decisionmaking from the beginning and under Te Tiriti rather than majority rule. In my lifetime, "consult and ignore" has been successive govt policy towards Māori input in every system of government.. most Māori roles were assigned to govt chosen figureheads or Māori reps or Boards not even able to vote - total disempowerment and discrimination. Wards would be a beginning step towards inclusion and especially decision making by Māori in the local body area.	10/18/2023 11:52 AM
21	Appointed roles can create a division between whanau and hapu. which means we are often working in our relationships with each other rather than the crown organisations.	10/18/2023 8:57 AM
22	Maori have the same rights as any other ethnic group in N Z to stand and be elected to Council. Consecutive Govts, over the years have split this Country down the middle regarding ethnicity. Maori in particular. When I went to school 70 years ago, pupils of Maori decent were not regarded as Maori and treated the same as other pupils of the school. They all did as well as anybody else. This separation must stop if this country is to go ahead.	10/16/2023 4:17 PM
23	There has been no rationale given in any of the many pages of information as to why the cufent system is not working. The tone of the many pages I have waded through indicates Coucil has already decided to create Maori Wards. Co sultation implies that you will take ratepayers views into account and be guided by them, not paying service to them. In my view if the elected members don't feel that the views of Maori in CHB are being voiced at Council they should be able to appoint a non voting consultant to sit at the table and be heard. To introduce Maori wards gives special privileges to one racial group over another which constitutes racism in my view	10/16/2023 2:57 PM
24	The committee would represent each hapu/marae - have better feedback from the people. Advisor - adds a different perspective but can't vote. Māori ward/s - they be part of the committee as they will have voting rights at council meetings.	10/15/2023 1:21 PM
25	Over the last few years it has been very sad to see the increased divisions within our country, based on so-called racial grounds. I truly believe that such divisions are escalating, and democracy is being eroded. This is not racist! I personally have read as much as possible about the Treaty of Waitangi and the history surrounding this document and have come to believe that the founding document is now being used to cover terms and settlements for which the Treaty was never intended. New Zealand is now a multi-cultural	10/14/2023 5:00 PM

Reviewing Māori representation for Central Hawke's Bay

SurveyMonkey

society and this should be reflected in both local and national government. Please note: the Maori Representation Act 1867 established four Maori seats in the House of Representatives, initially for a period of five years. This meant that all Maori men aged 21 or more could vote, starting with the 1868 elections. It was anticipated that this would be a temporary measure only, to encourage Maoris to vote, and that the seats would be disestablished after that period with all eligible voters, regardless of race, being on the one Roll. It is therefore obvious that Maoris were eventually expected to have the same voting rights as people of other races, and this would surely apply to local government as well.

26	All people regardless of race need to be voted on Win the votes = seats No votes no seats	10/14/2023 2:26 PM
27	Maori need a voice and in positions where we can make a difference for the future of our people. Tanagata whenua should be on all boards.	10/14/2023 1:53 PM
28	It's un-democratic and racist.	10/14/2023 7:41 AM
29	The more options for Māori participation the better.	10/13/2023 3:06 PM
30	Te Tiriti 3 principle - Oritetanga/Equity I wish to have the same choices as I do for the National Elections. I am on the Māori electoral role and have the same choices.	10/13/2023 1:55 PM
31	I believe advisors would continue to give Council the benefit of a Maori perspective.	10/13/2023 9:02 AM
32	One person one vote, no one should have any other right stand and be elected, we are one	10/12/2023 9:11 PM
33	I feel that for too long Maori have not been able to have a direct impact on local issues. A Maori ward would mean that Maori could more directly explain Te Ao Maori perspectives and have representation and a vote at the Council table.	10/12/2023 4:27 PM
34	We all are NZ people and deserve the same amount of say as each other. If any of us are not happy with the way our council is run then get voted on fairly at election time.	10/11/2023 9:56 PM
35	I think the current system is perfectly adequate to allow for Maori views to be aired and advice sort where required. There is plenty of opportunity for any Maori to stand for council under the current system if they so wish, without creating further racial separatism of special seats .	10/11/2023 8:25 PM
36	Maori Wards should not happen - definitely not until we see a Central Government direction going forward. There must be thought given as to whether there is evidence of ethnic groups being compromised and I do not believe that in our district that has happened. Our Maori communities have been extremely well supported and decisions have Maori at the forefront currently. I accept some advisory positions as required from Maori, but nothing else.	10/11/2023 11:50 AM
37	to give more of a range of opinions/feelings	10/11/2023 9:24 AM
38	This would be a significant step in improving our local democracy, by ensuring our indigenous people are represented at the decision making table.	10/11/2023 7:21 AM
39	We (CHB) severally lack true māori representation. Council seems at a loss and often misinformed as to what māori input is, so it's about time we had māori for māori. Example Youth Dev Hui , run by council. With no iwi rep and then I was argued with who was an iwi rep (and they were absolutely incorrect and just assumed someone attending from TToT automatically made them an iwi rep)	10/10/2023 7:25 PM
40	They are the Tangata Whenua and should have a say. It is difficult for Maori to get voted into positions on the council due to the racist attitudes of many in CHB.	10/9/2023 11:11 AM
41	Māori Wards achieve democracy in local government by honouring Te Tiriti o Waitangi: Article 2 - centred on Māori making decisions about resources and taonga; and Article 3, which demands equal rights for Māori and non-Māori. It will ensure that Māori are represented in local government decision making. Māori Wards demonstrate that councils are honouring the principles of partnership as stated in Te Tiriti. Unity. People elected in Māori wards will represent Māori communities and Māori within communities for a representation that is fair and effective. Māori wards provide an opportunity for Māori to sit at the top table with an equal "voice" where Māori Ward councillors can participate fully in decision making. Māori Ward councillors will bring inclusivity representation of indigenous values to council practices and policies. Māori Wards will result in authenticity to local decision-making through representing views, issues and challenges that face iwi, hapū and whānau.	10/8/2023 7:04 PM
42	A standing committee could be swayed by those in control in giving advice to full Council; whereas Māori wards are potentially more representative of people living within the whenua, giving their voice to the elected candidate, which then with other ward Councillors make decisions.	10/8/2023 11:34 AM

Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
43	Māori wards is the beginning process towards a true reflection of a Te Tiriti o Waitangi partnership. At this early stage, this is not a true partnership as the representation is not a 50/50 representation model of decision makers. However, we as a community have to start somewhere with this process.	10/7/2023 5:33 PM
44	This system appears to be working very well for our council and I cannot see any reason to alter it. Also with high rates do ratepayers really need the cost of another councillor?	10/7/2023 3:37 PM
45	If our Māori population is 25 % of our total population then that would justify (in my opinion) in having the extra ward in addition to the existing two.	10/7/2023 12:28 PM
46	Improve Maori representation and ensure tangata whenua input into policy making and resource allocation	10/7/2023 7:10 AM
47	Māori have the same right as all citizens to stand for election. Representatives of local councils should be elected democratically by all ratepayers, not appointed by sectional interests. Any representative body must be elected by those entitled to vote, and members elected on competence not racial origin. Appointment to such bodies based on ethnicity amounts to racism.	10/6/2023 8:58 PM
48	Maori are under represented in local body politics through out New Zealand. Even in Central Hawkes Bay with 25% of the population identifying as Maori they struggle to be heard - particularly given the high opposition to anything Maori that seems to be prevalent in this district My preference would be for a Maori standing committee with power to make recommendations on any aspect of Council's work. There would need to be some way to ensure the committee's recommendations were evaluated fairly and reasonably in Council as a whole and acted on as necessary.	10/6/2023 5:49 PM
49	Partnership, treaty obligations	10/6/2023 8:06 AM
50	To have a Maori specific say on the council. to support this idea of partnership under the treaty.	10/6/2023 8:03 AM
51	Under the treaty, governance should be in partnership. We are a minority in numbers so we will never have a proper voice inelections and therefore governance	10/6/2023 7:59 AM
52	Every person has the right to run for council and to be democratically voted in by their electorate. I don't believe that any one should be treated any differently from anyone else in the world in total. We all have equal rights and opportunities in life - its our attitude that determines what we do. So I believe that if anything, there could be a role for special advisors but that is absolutely it.	10/4/2023 9:41 AM
53	Maori representation can be achieved by standing for Council to be voted on by our whole community. We have been fortunate to have Maori stand in past elections and democratically gain a seat.	10/3/2023 5:11 PM
54	There is no need for Maori wards. Under the current system Maori have as much ability to get themselves on Council as anyone, of any other race does. Special rights based on race should never happen in New Zealand and just increases racial division.	9/30/2023 5:45 PM
55	MAORI WARDS, It is racist to have representatives based on race. There should be nothing to do with race, the right representatives voted in. My definition of the treaty of Waitangi is of the same opinion as many others and opposite of many others. Maori want their cake and to eat it too. Why not have representatives of all other ethnic backgrounds or is it just good for Maori, if I asked for a percentage of wards based on non-Maori I would be classified as a racist. We are one nation. Government departments stop deviding this country on race. NO TO MAORI WARDS.	9/29/2023 4:31 PM
56	A Maori standing committee with representation of all Maori groups the area would be useful to understand Maori view on decisions made by the council. Their advice could help councillors to make the right decision. Voting on decisions should be by councillors only. They are elected, in a one man/one vote system, to make these decisions, after careful consideration of the options and after hearing advice from involved parties.	9/29/2023 4:23 PM
57	We vote for individuals that are judged by the the quality of character and not the colour of their skin. Representation of 25% of the population of CHB could be represented by quality candidates.	9/29/2023 3:27 PM
58	As a Maori committee, they can decide as a collective on issues that arise	9/29/2023 10:20 AM
59	All people in New Zealand are equal. If you have 25% Maori population and want special seats and representatives then all other ethnic groups should get the same special treatment. We are one country not treated differently because of race.	9/29/2023 6:34 AM

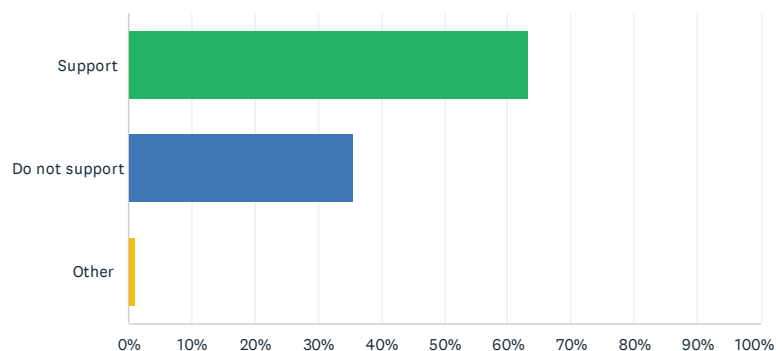
Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
60	None (no special treatment) They are capable of representation like the rest of us	9/28/2023 9:17 PM
61	If council are determined to have some form of Māori representation, then a non voting option is the best way forward for people who aren't democratically elected. Voting rights should be earned fairly through an equal opportunity.	9/28/2023 7:44 PM
62	CHBDC needs to become part of the solution by supporting the fact that Māori Wards will add value to our community. Stop allowing room for doubt and fear to fester in the minds of non-Māori by denying Māori the opportunity to have a seat at the decision making table. Honour the treaty and become part of the movement that leads our next generations out of the dark ages into a modern bilingual partnership that listens and helps one another and our taiao.	9/28/2023 7:35 PM
63	I believe māori representation by way of a māori ward and/or a māori advisor would prove to be successful for the outcomes and aspirations māori in Tamatea are focused on for future generations to thrive in our community. By māori for māori. Working collaboratively with each other on decision making will be beneficial for all.	9/28/2023 5:23 PM
64	None of the above but this survey will not allow me to continue with my answers unless I pick one. That's very deceitful and can be used to slant the outcome of this data	9/28/2023 3:56 PM
65	I simply don't agree with ethnicity being a driver for deciding who sits on council. I also find it ironic you're talking about fair representation while removing binding referenda on the matter (I know this law change came from central government). Essentially what this says is, non-Maori don't get a say on Maori issues.	9/28/2023 2:22 PM

Reviewing Māori representation for Central Hawke's Bay

SurveyMonkey

Q7 Specifically, do you think Central Hawke's Bay District Council should introduce Māori wards for the 2025 local elections?

Answered: 101 Skipped: 0



ANSWER CHOICES	RESPONSES	
Support	63.37%	64
Do not support	35.64%	36
Other	0.99%	1
TOTAL		101

#	TELL US WHY:	DATE
1	Partnership, whanaungatanga, whakapapa	11/1/2023 9:28 AM
2	The introduction of Māori wards to our local council is important for several reasons. Māori wards align with the three key principles of partnership, protection and participation outlined in The Treaty of Waitangi, which acknowledges the unique rights and status of Māori. By providing a platform for Māori representation, our local council can better engage with the Māori community and collaborate on issues such as land use, cultural heritage and economic development.	10/31/2023 9:02 AM
3	Introducing Māori wards here in CHB would be a positive step forward towards ensuring both fair representation and inclusivity for the Māori community.	10/31/2023 8:56 AM
4	Introducing Māori wards here in Central Hawke's Bay would be good, as it would be a positive step forward towards ensuring both fair representation and inclusivity for the Māori community. It promotes diversity and gives Māori a stronger voice in local government decisions. Doing this would also help to address historical imbalances in representation.	10/31/2023 8:50 AM
5	The Treaty of Waitangi and the Local Government Act require local government to provide for Māori participation in local government processes, opportunities for Māori participation and contribution to decision making; and effective and fair representation. The current arrangement of 2 Wards - urban and rural, provides for governance representation that does not fairly take into account the distinct needs and aspirations of Māori communities, which encompass an Ao Māori world view. There are historical, cultural and economic values and structures which are unique to Māori, for example, deep and intergenerational ties to whenua, whanau, hapu and marae, as well as particular economic legal structures. It is appropriate that Māori have the ability to participate in Council decisionmaking through Māori wards to ensure Māori needs and aspirations are adequately represented.	10/31/2023 8:31 AM
6	1. Māori need a vote at Council table. 2. I believe it is our democratic right. 3. I vote yes to Māori wards.	10/31/2023 8:13 AM

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Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
7	CHB and CHBDC should be following the agreements made under Te Tiriti o Waitangi re governance. A Maori Ward would allow everyone to be heard in our rohe.	10/27/2023 3:43 PM
8	Te Kaunihera a rohe o Tamatea/Central Hawkes Bay will decide in November 2023 on Māori representation for the district, including whether to introduce Māori wards for the 2025 local elections Māori hold a special and unique position as Mana Whenua of Tamatea Central Hawkes Bay. There are nine marae across Tamatea and 21 iwi/hapū. This decision on Māori representation is important. It's about how democratic leadership and decision-making in Central Hawkes Bay can best reflect the role of Mana Whenua, and ensures democratic representation in an equitable way for Māori. Council has legislative responsibility for this under the Local Government Act 2002, Resource Management Act, new Spatial Planning Act, Natural and Built Environment Acts 2023 and Treaty Settlement legislation of Heretaunga Tamatea. For the first time, Mana Whenua o Tamatea Central Hawkes Bay, via representatives on Te Taiwhenua o Tamatea have requested Council consider Māori Wards as part of partnership, rangatiratanga and representation in this rohe(district). Before, deciding, Council would like to hear and consider views and preferences of Māori and wider Central Hawkes Bay public. This says it all!	10/27/2023 3:12 PM
9	We need to have a say in what is happening. Do we approve or not.	10/27/2023 3:06 PM
10	Tangata Whenua - Honour the Treaty	10/27/2023 3:04 PM
11	We are tangata whenua	10/27/2023 3:04 PM
12	So that we of various races within Central Hawke's Bay stand together as one by understanding, acknowledging and accepting future decisions. Kei te piki ake tatau ki te maunga teitei	10/27/2023 3:03 PM
13	A great chance to secure a strong partnership for the future planning decision that would involve Maori local knowledge of Maori deliverance towards tourism throughout various areas within Tamatea Taiwhenua. Acknowledge Maori culture and calendar events. More for our Kaumatua - activities - trips to the beach - city's - Maori Health and Wellbeing.	10/27/2023 3:00 PM
14	So maori have a vote at the table and a maori perspective - world view is part of the decision making	10/27/2023 2:59 PM
15	I've gone back and forth from the Maori Role to the general role. In the last few years the Labour Government has caused such division. Sir Aprana Ngata, Sir Peter Buck, Sir Tui Carrol stood for one people under the treaty	10/27/2023 2:59 PM
16	Because we're Maori	10/27/2023 2:58 PM
17	Because I want a fair representation for myself and my children who are Maori. I want to see diversity & inclusion in CHB so we feel a valued part of society here. I want a voice that reflects me & my children.	10/27/2023 2:55 PM
18	Maori are outnumbered in the general population. The general numbers of mainstream voters will outnumber maori voters. Maori will always be affected by a democratic voting system.	10/27/2023 2:53 PM
19	Regarding the many significant areas based in Tamatea Taiwhenua the Six Tapere in the Kahungunu region can only be addresses by expert knowledge of those who are versed in a particular region e.g. Waipukurau. Encourage those from the Marae base to forward and acknowledge their history and its importance.	10/27/2023 2:52 PM
20	To have a voice at the table. To uphold the validity of the treaty of Waitangi as it was/is supposed t be a partnership between Tangata whenua and the crown	10/27/2023 2:47 PM
21	Establishing Maori wards is giving a small proportion of the residents of Central Hawkes Bay an enhanced privilege on influencing the decisions of Council; this is undemocratic. If Maori wards go ahead are Council going to introduce wards for all the other 6 ethnic groups listed above?	10/27/2023 2:27 PM
22	The question I ask is "Why not"? They have the knowledge of their own areas and would be speaking and working for their iwn	10/27/2023 8:59 AM
23	Will provide fair representation for Maori Local iwi/ Hapu have the knowledge of their areas that others dont	10/27/2023 8:52 AM
24	Māori can be represented by being democratically elected	10/27/2023 8:25 AM
25	Differing opinions help decision making that is more tobudt and is more reflective of the entire Community rather than a small group	10/27/2023 8:19 AM
26	Diversity	10/27/2023 5:49 AM

Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
27	as above	10/26/2023 2:41 PM
28	As Manawhenua , a pathway forward to work and contribute in partnership and participate actively in Council decisions for Tamatea, Ngai Te Whatuiapiti AND for the benefit of all peoples of Central Hawkes Bay.	10/26/2023 11:00 AM
29	As per my previous statement	10/26/2023 9:48 AM
30	This representation is long overdue and any delay adds insult to injury	10/25/2023 1:30 PM
31	It is timely! We have a greater interest by the younger generation of political engagement particularly to protect the whenua, wai etc.	10/25/2023 11:09 AM
32	Māori are tangata whenua. Colonisation is always detrimental to indigenous cultures. I see this every day in my mahi at the kura tuarua o Ruataniwha. CHB College..Rangatahi who don't know their iwi, their whakapapa etc. Te Ao Māori provides extraordinary templates of how to care for the taiao..environment..run businesses using holistic models ...etc etc we are supposed to be partners i te Tiriti o Waitangi...this is a good start!	10/25/2023 11:03 AM
33	All Councillors have an alteria motive for entering the politics of Council, few if any with the intention of being the voice and vote of the Indigenous population.	10/25/2023 8:40 AM
34	CHB united as one district. Enabling harmony to discuss issues that will benefit all of CHB.	10/25/2023 8:39 AM
35	Why wait?	10/24/2023 10:01 AM
36	Tell us why: It is racial discrimination. We are all human beings, everybody is special and unique. Everybody should be treated equally. People should be elected for their merit. There is nothing in the Treaty about partnerships or sharing of governance and decision making specifically with Maori. It affirms equality for all. Proposals of divisive Māori wards and co-governance could lead to racist policies that divide people and assumes one race is more important. All NZ citizens have equal rights regardless of where they were born.	10/22/2023 2:16 PM
37	Maori kaupapa is a view for Maori by Maori and is guided by tekanga	10/22/2023 7:59 AM
38	Long overdue. This should be Implemented as soon as possible to give less time for racists, entitled or those who hate change to further sow fear and dissent.Councils will need to ignore the vocal minority who fear Māori input into decision making (even though Māori will still be in a minority) They will undoubtedly make organised submissions here. Many who do support Wards or even more representation may not submit, including the disempowered and dispossessed so, like referendums, Council decisions should be based on fairness and equality not just feedback.	10/18/2023 11:52 AM
39	We are all one community.	10/18/2023 9:03 AM
40	To give our people a voice	10/18/2023 8:59 AM
41	The same reasons as above.	10/16/2023 4:17 PM
42	See above	10/16/2023 2:57 PM
43	We need to have consistent maori representation on council and boards that are making decisions about our whanau, awa & moana in yhe districts.	10/15/2023 1:53 PM
44	I believe that it should be "one person - one vote" in both local and government, regardless of race. If there are 25% of people identifying as Maori within Central Hawke's Bay, this is NOT a majority and therefore the minority could conceivably out-vote the majority. This is NOT democracy in any shape or form. If you have a Maori ward (or any other race-based ward, for that matter) -how will the non-Maori residents be affected? Will they have any say in any decisions which are made? By introducing race into local government, you are pushing us further down the path of separatism. This is already happening in our country unfortunately.	10/14/2023 5:00 PM
45	We are all one stop bloody division	10/14/2023 2:26 PM
46	Yes we are tangata whenua.	10/14/2023 1:53 PM
47	Maori have the opportunity to stand and be elected to Council if they receive enough votes. This is called democracy. To simply create a ward for one particular ethnicity is wrong, this is racially divisive. Will there also be wards created for Pasifika, Indian, Chinese and every other race within NZ?	10/14/2023 7:41 AM
48	Seems like a necessary step in the path toward giving effect to the principles of the Treaty. Specifically, partnership.	10/13/2023 3:06 PM
49	Te Tiriti 3 principle - Oritetanga/Equity I wish to have the same choices as I do for the	10/13/2023 1:55 PM

Reviewing Māori representation for Central Hawke's Bay

SurveyMonkey

	National Elections. Recognition of the Mana Whenua through the Heretaunga Tamatea Settlement Act 2018.	
50	I have become increasingly concerned about the trend towards our community being divided along cultural and other boundaries. I think the decisions made by Council should be made by people democratically elected by all who are eligible to vote.	10/13/2023 9:02 AM
51	Read the above	10/12/2023 9:11 PM
52	I think that this is very important as soon as possible so that there is a clear way forward for Central Hawkes Bay	10/12/2023 4:27 PM
53	As above.	10/11/2023 9:56 PM
54	As stated above .	10/11/2023 8:25 PM
55	This gives unfair over representation from one ethnic group. There needs to be a pause while we see what the direction of Central Government going forward will be. We want unity in our district - not division by race.	10/11/2023 11:50 AM
56	broader range of opinions	10/11/2023 9:24 AM
57	We're well behind other Councils.	10/11/2023 7:21 AM
58	Māori for māori <i>100</i>	10/10/2023 7:25 PM
59	They are entitled to their say on matters that affect them and this district as they are not represented on council.	10/9/2023 11:11 AM
60	People should continue to be voted on to council by the democratic process currently in place.	10/8/2023 8:37 PM
61	Mana whenua need to have a bigger say and more participation at the table around pollution, water and climate change effects because we have solutions that will benefit Māori and non Māori. Māori Wards will benefit our mokopuna - their future and the future of our planet - for Everybody.	10/8/2023 7:04 PM
62	Should be time to put the outcome into effect by the 2025 elections.	10/8/2023 11:34 AM
63	Because 183 years later Māori are finally being recognised as the Te Tiriti partner, therefore it most definitely should be happening as soon as possible.	10/7/2023 5:33 PM
64	As above.	10/7/2023 3:37 PM
65	Same as the previous question.	10/7/2023 12:28 PM
66	Representation and having a voice that represents partnership is important.	10/7/2023 10:41 AM
67	Sooner the better	10/7/2023 7:10 AM
68	It is undemocratic.	10/6/2023 8:58 PM
69	Separate Maori wards would not be my preference but if Maori deem them necessary, then I would support them. My concern here would be the constant cries of 'racism' from people who do not support Maori initiatives or actions.	10/6/2023 5:49 PM
70	Partnership and Treaty	10/6/2023 8:06 AM
71	Partnership	10/6/2023 8:03 AM
72	as my response says in the above box	10/6/2023 7:59 AM
73	See above and in addition, anything that halts or slows progress in this country, especially at the moment while we are in a dire economic position, should not be enabled and I believe that this is exactly what extra layers of representation will do. We see it daily where bridges that have been in operation for years, need to be blessed when being reopened after repairs - how about the extra carbon footprint of the traffic that had to go the long way for those extra couple of days and the blatant inconvenience for those affected. This rubbish just has to stop if we are to become productive and thriving again	10/4/2023 9:41 AM
74	We have 2 councillors of Maori descent voted by our eligible voting community. I believe this is a fair representation of our voting community. Of the 25% of people who identify as Maori I believe 16% are of voting age.	10/3/2023 5:11 PM
75	As above: There is no need for Maori wards. Under the current system Maori have as much ability to get themselves on Council as anyone, of any other race does. Special rights based on race should never happen in New Zealand and just increases racial division.	9/30/2023 5:45 PM

Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
76	As above	9/29/2023 4:31 PM
77	Asking the population for feedback regarding the introduction of Maori wards, without a decision or without revealing the number of Maori councillors in the Maori wards is withholding information. CHB council should announce the number of councillors in the Maori wards. If it is 8 we end up with "co governance" where half the councillors are elected by 25% of the population. Not democratic, and under representation of 75% of the population. Please announce and ask for feedback/submissions before making a decision! Be clear!	9/29/2023 4:23 PM
78	It is an affront to 1 person one vote democracy. It also reduces the value of a minority vote not strengthen. We need to all vote for the best candidate.	9/29/2023 3:27 PM
79	For Maori representation with tangata whenua (people) and taiao (environment). Main kaupapa for our people	9/29/2023 10:20 AM
80	All people in New Zealand are equal. If you have 25% Maori population and want special seats and representatives then all other ethnic groups should get the same special treatment. We are one country not treated differently because of race.	9/29/2023 6:34 AM
81	Why should they get preference. Pretty racist policy	9/28/2023 9:17 PM
82	I believe allowing Māori only wards is lending towards a race base elected system. Why should one particular ethnic minority have such a large impact on the community and its future versus any other ethnicity. There is not a European only based vote as far as I'm aware. You've already mentioned this is a democratic based community and you want democratic leadership and decision making in CHB. It's not very democratic allowing one race to have special election rights. There could be a dangerous situation where Māori ward members are making decisions concerning the wider community and they are not even fairly elected by the community. As our population already has a high proportion of Māori and they have an equal opportunity to get on council If they choose to put the effort in to go through the election process. But as they don't seem to want to put this effort in, why should they be gifted this right by way of race. I have talked to friends in the Wairoa, Hastings and Tararua council regions, and they all inform me that they gave feed back to council the same way you have asked us to do, and this feedback was overwhelmingly in favour of not having Māori wards by the community, but this feedback went unnoticed by their councils who decided to proceed with Māori wards despite the community giving Feedback against it. Where will the council stand on this if their community gives the same feedback?	9/28/2023 7:44 PM
83	Because I'm not a racist that is fearful of change.	9/28/2023 7:35 PM
84	Yes.	9/28/2023 5:23 PM
85	There's no need as anyone can stand already	9/28/2023 3:56 PM
86	I think there are better ways to represent the whole community, such as participatory and/or deliberative democracy. But regarding Maori I would think 25% of the local population is more than enough for a Maori candidate/s to get elected.	9/28/2023 2:22 PM

Reviewing Māori representation for Central Hawke's Bay

SurveyMonkey

Q8 Is there anything else you would like the Mayor and Councillors to consider when making this decision?

Answered: 63 Skipped: 38

#	RESPONSES	DATE
1	Please make the right decision for my mokopuna.	11/1/2023 9:28 AM
2	Māori wards bring diverse perspectives to local governance, enriching the decisionmaking process by considering the needs and views of Māori communities, leading to more equitable outcomes. Overall, the introduction of Māori wards to our local council will be a step forward in addressing historical injustices, promoting inclusivity and working towards a more equitable and representative community.	10/31/2023 9:02 AM
3	An option floated was 1 Maori seat in an 8 seat Council (based on the Maori electoral roll population compared to the General roll population). This is a step in the right direction, however I advocate that Maori wards should be proportionate to the Maori population, which is c 24% of CHBDC rohe (in 2018) and approximates 2 seats in a 9 seat Council.	10/31/2023 8:31 AM
4	4. I vote yes for change. Ko Rāwiri tōku ingoa.	10/31/2023 8:13 AM
5	On completion of reading this document, I do not see why this hasn't already been undertaken	10/27/2023 3:12 PM
6	Just to be included in final decisions.	10/27/2023 3:06 PM
7	It is just to have Maori Wards Repcs that sit at the round table/ decision making table, Council having Maori not just in an advisory capacity only.	10/27/2023 3:04 PM
8	Support good relationship	10/27/2023 3:04 PM
9	That the mayor and councillors feel safe in making their decisions regardless of outcomes with dignity on 15th November 2023, for the sake of partnership, management and governance, within the Tamatea rohe	10/27/2023 3:03 PM
10	Have the hapu, iwi included.	10/27/2023 3:02 PM
11	The Maori/Polynesian rolls delivered in their participation in sport. Stronger participation guidance for sports control officers and administrative rolls among any sports bodies. Participation in decision making at local rivers, lakes, beaches, during festive periods and other public holidays. Education tautoko - Kura, college, Kotanga Reo.	10/27/2023 3:00 PM
12	I was brought up that their was no divergence in race. Never was their talk in Porangahau about separatism people trated differently. In my home also with such a mixture :-). Some may boast in 800 years of occupation in NZ but the lord give us, eternity to all those that would believe	10/27/2023 2:59 PM
13	We share the land	10/27/2023 2:58 PM
14	Kia Kaha Kia Maia Kia Manawanui!	10/27/2023 2:55 PM
15	The Treaty of Waitangi promised partnership for Maori and Pakeha. The current structure of the voting council members does not guarantee a vote to the current Maori representatives ie Maori Standing Committee and the appointed Maori role????!! The Maori Ward nomination would at least guarantee one vote for Maori representation	10/27/2023 2:53 PM
16	Working and understanding a partnership in a final decision plan with Maori locals. Adopting local iwi meeting protocol and others. The sitting councilors and leaders to know and understand the listed Maraes situated in CHB and its historical roll. Understanding the given roll of Mana Whenua.	10/27/2023 2:52 PM
17	Yup lower our out of control rates! Pricing everyone out of the market	10/27/2023 2:47 PM
18	Personally, I think that completing this survey is most likely a waste of time, in that the Mayor and Council has already decided to introduce Maori wards and this survey is just their way of making it look like they are considering the opinions of the residents of Central Hawkes Bay. It is much like all the other feedback surveys the Mayor and Council put out. If Maori wards go ahead are Council going to introduce wards for all the other 6 ethnic groups listed above?	10/27/2023 2:27 PM

11 / 13

Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
19	Are Maori fairly represented?	10/27/2023 8:59 AM
20	Consider the current makeup of the council and whether Maori are fairly represented	10/27/2023 8:52 AM
21	That this is an obligation under Te Tiriti.	10/27/2023 8:19 AM
22	Na to rourou taku to rourou, ka ora ai te Iwi With your food basket and my food basket the people will thrive.	10/26/2023 11:00 AM
23	If you go ahead with this consider where it might lead in years to come	10/26/2023 9:48 AM
24	No matter what the submissions say the choice of which option should be made by Te Taiwhenua O Tamatea	10/25/2023 1:30 PM
25	Hmmmm...speaking..that sounds daunting but it is something i feel very strongly about so yes	10/25/2023 11:03 AM
26	Avoid expense of voting process by accepting Marae Trustees to nominate their rep and let them decide who best represents them. Cover the cost of these extra ordinary joint Marae hui would be appreciated.	10/25/2023 8:40 AM
27	Te Tiriti o Waitangi	10/25/2023 7:19 AM
28	No	10/24/2023 10:01 AM
29	Equality, racial discrimination, universal human rights and democracy. Costs and time involved for CHBDC to enable Māori representation and partnerships. Complications for the people of CHB. Proposals of divisive co-governance could lead to racist policies that divide people and assumes one race is more important. When writing reports always have a full glossary of Maori words translated into English or the English meaning of the Maori words.	10/22/2023 2:16 PM
30	Don't make the decision let us all make the decision considering some of the reason why you have made the decision	10/22/2023 7:59 AM
31	The decision of what number and types of representation should be made by the people of the Taiwhenua O Tamatea.	10/18/2023 11:52 AM
32	Stay as we are now.	10/18/2023 9:03 AM
33	No I said enough.	10/16/2023 4:17 PM
34	See above	10/16/2023 2:57 PM
35	It would be a fairer vote if those on māori role could also choose which persons standing for 'general' can also represent them	10/15/2023 1:21 PM
36	Unfortunately I will be away for the first public meetings where this will be debated. Will there be notes or minutes available please? I may wish to speak on 15 November.	10/14/2023 5:00 PM
37	We are one not 2 treat us all equal This is absolute rubbish	10/14/2023 2:26 PM
38	Diverse perspectives add value to the decision making process. All peoples are inclusive.	10/14/2023 1:53 PM
39	You will in turn be voted out if this is implemented	10/14/2023 7:41 AM
40	It is time to be progressive and recognise Te Tiriti/Mana Whenua. Te Tiriti is a founding document and is core to the NZs Consitutional platform.	10/13/2023 1:55 PM
41	Status quo, the mayor or council do not have the right, all as they are creating is division in our community	10/12/2023 9:11 PM
42	I truly believe that this is the way forward for a vibrant ,harmonious, Central Hawkes Bay that sets an exemplary example for other councils. Assimilation is not an acceptable outcome and never has been!	10/12/2023 4:27 PM
43	There seems to be a move in this country to drive our diverse cultural community apart by giving preferential treatment to a minority group. I fail to see how the progression of this will in any way foster unity and cohesion in our society, and I have personally witnessed a decline cultural relations in recent times . I would urge the CHB Council to consider very the carefully the ramifications of any change in council structure , if you are truly interested in helping CHB Thrive ! Regards,Rick Gunson.	10/11/2023 8:25 PM
44	Be bold, be progressive.	10/11/2023 7:21 AM
45	Not just tick boxing, but embracing māori tikanga and views. Including macrons on their emails when writing in māori and inviting a broader input than just organisation's that agree with them.	10/10/2023 7:25 PM

Reviewing Māori representation for Central Hawke's Bay		SurveyMonkey
46	You should also consult with the disabled community when making decisions on their behalf re accessibility. There is a distinct lack of consultation with minorities at a local level.	10/9/2023 11:11 AM
47	9 Councillors with 2 Māori seats. A Māori Ward will encourage Māori participation in local government issues and decision making. Māori having an effective voice in Council will highlight the importance to rangatahi, of engaging with Council. Māori Ward Councillors would improve voter turnout for Māori as it better reflects Māori and gives a sense of security. It feels safe.	10/8/2023 7:04 PM
48	Co-governance could be addressed by the Mayor in her executive role inviting a Tamatea representative to jointly consider decisions of full council, for a final sign-off by the joint Mayor/Tamatea executive body.	10/8/2023 11:34 AM
49	It should not be the decision of the CHBDC Mayor and Councillors to make this decision. It is not their decision to make; it is Mana Whenua o Tamatea decision to make.	10/7/2023 5:33 PM
50	Time to get over outdated and spurious fears about power sharing with tangata whenua. In several generations majority of population will have Maori ethnicity so embrace it. Tangata whenua advocate for the earth and future generations	10/7/2023 7:10 AM
51	Local referendum.	10/6/2023 8:58 PM
52	I'm originally from outside of this district but have been living here for over 20 years. As an outsider I was staggered by the blatant racist views held by many people living in CHB. As an example one view I have heard expressed by some people/groups of people is that Maori land should be confiscated from Maori if they are not doing anything productive with it. Having discussed this with a number of people who hold these views, they simply do not believe that Maori should have the same rights to do what they want with their land that non-Maori have.	10/6/2023 5:49 PM
53	Equality and fairness for all - I would like to remind them that they are democratically elected & by rights should be doing a referendum to see what everyone in the electorate that can vote, thinks	10/4/2023 9:41 AM
54	Do your own personal home on the treaty of waitangi, also read up on our history from many different authors etc. I have always said there is 3 sides to a story, his, hers and the truth.	9/29/2023 4:31 PM
55	Be clear and communicate the whole story, not half the story with important decisions to be made after the decision to introduce Maori wards has been made.	9/29/2023 4:23 PM
56	A split voting system does not put the best candidate in the position to gain the most votes	9/29/2023 3:27 PM
57	I can speak if needed	9/29/2023 10:20 AM
58	Not make race based policies. Focus on what really matters, infrastructure, jobs, getting more people to move here, fixing roads,	9/29/2023 6:34 AM
59	Consider why they are not using the existing means of representation	9/28/2023 9:17 PM
60	Democracy is defined as rule by the people. You can't have a democratic process if one ethnic group has special rights and able to get elected merely by the colour of their skin, and not by earning the right through a voting system Like every other elected Member. I would like to th No that is the community shows overwhelmingly objection to having Māori wards, then the council who were elected by the community will follow the community's direction and not ignore it.	9/28/2023 7:44 PM
61	Please pay for all CHBDC staff to attend this, https://thewallwalk.co.nz/ . This one day course is educational and will set your staff up to adapt to change once Māori Wards are introduced to CHBDC.	9/28/2023 7:35 PM
62	Separation is not conducive to unity0	9/28/2023 3:56 PM
63	I think council should first be focusing on poor engagement with locals. The voter turnout last election was only 44%. Low engagement equals low representation, not just for Maori. More needs to be done to encourage engagement with the broader community. Personally I'd like to see more direct democracy in local politics. Participatory and deliberative have their origins in direct democracy and are starting to gather momentum. For example Wellington council is currently looking at a citizen assembly for their long term strategy. A good initiative on their part. Regarding question 9 below. I'd like to speak but the 15th is my birthday so I'm unavailable.	9/28/2023 2:22 PM



Māori representation for Central Hawke's Bay District Council

Feedback must be received by 5pm on 27 October

Central Hawke's Bay District Council currently has a mayor and eight elected councillors from two wards. We want to know your views on Māori representation for the 2025 local elections. If we decide to have Māori wards for the 2025 local elections, planning for this would need to begin in November 2023.

We encourage you to give feedback online at letstalkchb.co.nz, or fill out the survey form below.

Privacy Statement

For the purposes of this consultation, your feedback will be collected via the Māori representation in CHB Consultation document, you will be asked a number of questions and will be provided an opportunity to provide your feedback. This information will be held in confidence. **Your first and last name along with your feedback will be presented to the Central Hawke's Bay District Council Elected members by way of a publicly available report.** All other information requested in the consultation document will not be used in any public domain. And will be destroyed no later than 6 week after the submission closing date.

Your details

Your name and feedback will be included in public documents. All other personal details will not be made publicly available.

First name: Huria Last name: Heperi

Email address or postal address: [REDACTED]

Phone number: [REDACTED]

Is your feedback on behalf of an organisation or business?

(If yes, this confirms you have authority to submit on the organisation's behalf) Yes ☐ No ☒

Tamatea Pokai Whenua trustee for Te Rongo a Tahu marae

Name of organisation/business:

Which ethnic group(s) do you feel you belong to? (Please select as many as apply)

- | | | |
|--|---------------------------------|---|
| <input checked="" type="checkbox"/> Pākehā/NZ European | <input type="checkbox"/> Samoan | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Other European | <input type="checkbox"/> Tongan | <input type="checkbox"/> Other (please specify) |
| <input checked="" type="checkbox"/> Māori | <input type="checkbox"/> Indian | <u></u> |

With which Iwi/Hapū do you affiliate?

Ngati Kahungunu ki
Tamatea:
Ngai Tahu ki Takapau
Toroiwaho
Ngai Te Kikiri o te Rangi

There are three potential options for Māori representation and decision-making. Council could choose to have any, or several. Which option(s) do you think would best achieve Māori representation?

- ☐ A Māori standing committee ☒ Appointed Role(s) ☒ Māori ward(s)



Specifically, do you think Central Hawke's Bay District Council should introduce Māori wards for the 2025 local elections?

☒ Support

☐ Do not support

☐ Other

Tell us why:

The Treaty of Waitangi and the Local Government Act require local government to provide for Maori participation in local government processes, opportunities for Maori participation and contribution to decisionmaking; and effective and fair representation.

The current arrangement of 2 Wards - urban and rural, provides for governance representation that does not fairly take into account the distinct needs and aspirations of Maori communities, which encompass an Ao Maori world view. There are historical, cultural and economic values and structures which are unique to Maori, for example, deep and intergenerational ties to whenua, whanau, hapu and marae, as well as particular economic legal structures. It is appropriate that Maori have the ability to participate in Council decisionmaking through Maori wards to ensure Maori needs and aspirations are adequately represented.

Is there anything else you would like the Mayor and Councillors to consider when making this decision?

An option floated was 1 Maori seat in an 8 seat council (based on the Maori electoral roll population compared to the General roll population). This is a step in the right direction, however I advocate that Maori wards should be proportionate to the Maori population, which is ~24% of CHBDC rohe (in 2018), and approximates 2 seats in a 9 seat council.

This is part of futureproofing CHB rohe, noting the young and growing Maori population and the aging general population. NZ and international examples show how participation in these decisionmaking fora is a critical factor in indigenous economic development.

Would you like to speak for 5 minutes during the public forum session at Council meeting on 15 November?

☐ Yes (if you have answered yes, we will be in touch to arrange a time for you to speak please ensure you have completed your contact details)

☒ No

If you need more room, please attach extra pages.

The personal information that you provide in this form will be held and protected by Central Hawke's Bay District Council in accordance with the Privacy Act 1993.



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Kim Steffert (late submission)

Kim in her feedback has said she doesn't support Māori wards and believes a more appropriate for Māori method of representation be adopted.

In her feedback she also states that the whole process needs to be looked at. Needs to be LORE not law. Going on to further say that wananga is the better option for Māori. Wananga on a marae. She ends her comments with one person can't speak for all hapū and marae.

**KŌRERO MAI
LET'S TALK!**

Māori representation for Central Hawke's Bay District Council

Feedback must be received by 5pm on 27 October

Central Hawke's Bay District Council currently has a mayor and eight elected councillors from two wards. We want to know your views on Māori representation for the 2025 local elections. If we decide to have Māori wards for the 2025 local elections, planning for this would need to begin in November 2023.

We encourage you to give feedback online at letstalkchb.co.nz, or fill out the survey form below.

Privacy Statement
For the purposes of this consultation, your feedback will be collected via the Māori representation in CHB Consultation document, you will be asked a number of questions and will be provided an opportunity to provide your feedback. This information will be held in confidence. Your first and last name along with your feedback will be presented to the Central Hawke's Bay District Council Elected members by way of a publicly available report. All other information requested in the consultation document will not be used in any public domain. And will be destroyed no later than 6 week after the submission closing date.

Your details
Your name and feedback will be included in public documents. All other personal details will not be made publicly available.

First name: Bewan Last name: Thompson

Email address or postal address: 54 Charlotte street Takapau (4203)

Phone number: 0273501566

Is your feedback on behalf of an organisation or business?
(If yes, this confirms you have authority to submit on the organisation's behalf) ☒ Yes ☐ No

Name of organisation/business: Te Tapaiau marae

Which ethnic group(s) do you feel you belong to? (Please select as many as apply)

<input type="checkbox"/> Pākehā/NZ European	<input type="checkbox"/> Samoan	<input type="checkbox"/> Chinese
<input type="checkbox"/> Other European	<input type="checkbox"/> Tongan	<input type="checkbox"/> Other (please specify)
<input checked="" type="checkbox"/> Māori	<input type="checkbox"/> Indian	

With which Iwi/Hapū do you affiliate?
Ngati Kahungunu, Ngati maarau, Ngati whatuiapiti

There are three potential options for Māori representation and decision-making. Council could choose to have any, or several. Which option(s) do you think would best achieve Māori representation?

<input checked="" type="checkbox"/> A Māori standing committee	<input type="checkbox"/> Appointed Role(s)	<input checked="" type="checkbox"/> Māori ward(s)
--	--	---

✂

Specifically, do you think Central Hawke's Bay District Council should introduce Māori wards for the 2025 local elections?

☒ Support

☐ Do not support

☐ Other

Tell us why:

To be a voice for the tangata whenua

Is there anything else you would like the Mayor and Councillors to consider when making this decision?

Would you like to speak for 5 minutes during the public forum session at Council meeting on 15 November?

☒ Yes (if you have answered yes, we will be in touch to arrange a time for you to speak please ensure you have completed your contact details)

☐ No

If you need more room, please attach extra pages.

The personal information that you provide in this form will be held and protected by Central Hawke's Bay District Council in accordance with the Privacy Act 1993.



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4 September 2023

E Te Rangatira, kei te mihi ki ā koe Mayor Walker

RE: Māori Wards - Taiwhenua Board Decision

At our Te Taiwhenua o Tamatea Board meeting of the 4th of September 2023 there was a unanimous decision to support Māori Wards in Tamatea Central Hawkes Bay.

Eight of the nine marae were present with Pukehou unable to attend due to work commitments.

We look forward to supporting this Kaupapa and are excited for the future of Tamatea with our voice represented at the table.

KA WHITA TE AHIKAROA O TAMATEA TAUHĀ, WHIWHITA!

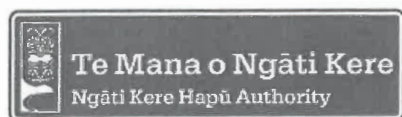
The home flames of Tamatea are secured, we are here we are luminous!

Tihei Tamatea!

A handwritten signature in black ink, appearing to read "Jenny Nelson Smith".

Jenny Nelson Smith | Chair

Te Taiwhenua o Tamatea



27 October, 2023

SUBMISSION TO THE CENTRAL HAWKE'S BAY DISTRICT COUNCIL ON MĀORI REPRESENTATION FOR TAMATEA CENTRAL HAWKE'S BAY

We acknowledge the Council's request for submissions on the options for Māori representation for the district, which best reflect the role of Mana Whenua.

Ngāti Kere Hapū Authority was formed after the Heretaunga Tamatea Settlement Trust concluded the 2019 settlement of all historical treaty grievances of Heretaunga Tamatea against the Crown.

A key part of the settlement was recognition of the grievances that individual hapū suffered through acts or omissions of the Crown between 1840 and 1992, resulting in breaches of Te Tiriti o Waitangi.

This recognition was highly significant and it included the 9 recognised hapū within Tamatea, including Ngāti Kere receiving financial compensation under the Deed of Settlement.

Ngāti Kere chose to form a Hapū Authority to receive these funds and the Authority has gone onto to take the leading role in advancing and protecting the interests of Ngāti Kere.

These submissions are based

Submissions

Against this background, and in respect of the Council's Māori representation review, and a number of meetings of Ngāti Kere kaumatua and others concerned with the issue – the Ngāti Kere Hapū Authority submits as follows:

1. We agree that representation of Māori at the council table is important to ensure the participation of Māori in Council's decision-making.
2. It is also important that those who speak for Māori at the Council table are representative of, and accountable to, the marae and hapū communities of the Tamatea rohe.
3. In order to ensure that these two objectives are met, Ngāti Kere supports the facilitation of Māori representation to Council by appointment rather than election.

Reasons

1. Those who represent Māori within Tamatea must have the mana to speak on our behalf with confidence and to be always accountable to us. We think this is better achieved by using a selection process rather than relying on the ballot box.
2. The process to select the representative(s) can be self-regulated by the 9 hapū using an appointment process which is well understood on each marae.

3. This form of mana whenua representative(s) at the Council table will provide a direct and accountable connection between hapū/marae and Council. This relationship will continue to grow.
4. Conversely, establishment of a Māori Ward may result in the election of a person who does not represent the voice hapū/marae/mana whenua voice.
5. It is acknowledged that a person elected from within the Māori Ward would have the right to vote at Council meetings whereas the appointed representative(s) would not have a vote.
6. We do not consider this to be a reason to reject the appointment option. In our view, the need to have well supported, accountable and recognised representative(s) is more important than having a voting right.
7. If the appointed representative has the knowledge, the mana and the hapū support and support at the Council table, then their position on a particular issue should be influential without the need to vote.

Summary

Ngāti Kere Hapū Authority strongly supports the appointment option.

This is because it will provide the best opportunity to have representatives at the Council table who are directly accountable to hapū within Tamatea Central Hawke's Bay who are able to advocate on their behalf with confidence, based on their knowledge and experience.

Nāhaku

David Tipene-Leach



Chair

Support letters for the establishment of Māori Wards

From: Robin Hape

Sent: Thursday, 24 August 2023 11:42 am

To: Pam Kupa; Hine (Kahunguni Iwi); Matty Ngarotata; Anthony Tipene Matua; Dianne Smith; Kahuirangitauri; Cath Pekepo; Pam Kupa Sheeran; Roger Maaka; Marge Hape; Jenny Nelson Smith; J Nepe Apatu; Brian Morris; Dr James Graham; Erin; Jahk Munro; JR Hutcheson; Liz Graham; Tipene Heperi; Ahuririhouk; Brian Morris; Darryn Russell; HM Heperi; Tuakanaa August

Subject: RE: Representation Review - Māori Wards

Kia ora whanau,

Apologies for the proposed hui but reiterate my support for Māori wards so we have champions for Kaupapa Māori on the CHBDC.

At HDC we supported Maori wards through the Māori Joint Committee at the last election review and HDC now have representatives that sit equally at the table to make decisions for Māori in that takiwa alongside the geographic ward specific seats.

I reside in the HDC takiwa so leave it to the whanau resident in CHBDC takiwa to decide the best option for whanau there. Either way I support their decision and if I can help in the deliberation then happy to contribute.

Nga mihi

Robin

From: Zack Makoare >

Sent: Thursday, 28 September 2023 7:59 am

To: Pam Kupa

Subject: RE: Representation Review – Māori Representation – Māori wards

Kia ora Pam,

I would like the opportunity to present a case for Rural Māori Ward in Tamatea at a CHB council hui Kanohi ki te Kanohi.

It's important to me that the voice of all Whanau is heard, and the change needs to happen with everyone being involved Māori make up a very small part of the Big Picture let's move together for all people.

Nga mihi

Zack Makoare

From: Brenda Bishara >

Sent: Sunday, 10 September 2023 9:44 am

To: Pam Kupa

Cc: Anna Douglas; Harriet Kuru; Katarina Scott; Mahinaarangi Robinson; MakoaretiHEMA; Matariki Makoare; Orlando MacDonald; Tania Nicholas; Thompson Hokianga; Wiki Brown; Zac Makoare; Ahuriri Houk; Brian Morris ; Darryn Russell; Erins57; HM Heperi; Jenny Nelson Smith; Liz Graham; Robin Hape; Tuakana August; Anthony Tipene Matua; Cath Pekepo; Dianne Smith; Hine (Kahungunu Iwi); Kahuirangitauri; Marge Hape; Matty Ngarotata; Roger Maaka; Brian Morris; Dr James Graham; Jahk Munro; JR Hutcheson; Tipene Heperi; Arapera Paewai; Beverly Te Huia; Crystal Pekepo; Crystal Ratu Joanne Heperi; Keri Ropiha; Paora Sciascia; Stella August; Teone Sciascia; Tyne Nelson; Amy Martin; Bevan Thompson; Brendan Tracey; D Tipene; Exham Wichman; Haana Wilcox; Henare Hutana; Kani Henare; Hirani Maaka; Hogan Hynes; Lucky Kiwi01; Josephine-rese Kenrick; Joy Pekepo; Kohine Rata; Kohine Thompson; Kurawaka Retreat Centre; Liz Munroe; Lynne Honotapu Irwin; Makere Jones; Nick & Pauline Kupa; Peggy Schott; Riley Kupa; Russell Kupa Snr; Dennise Elers; Annelie Roets

Subject: Re: Māori Wards Hui

Kia ora koutou,

Unfortunately, I'm unable to attend today's hui, please accept my apologies.

I am in favour of Māori Ward for Central Hawkes Bay, and happy to discuss further if necessary.

Nga Mihi
Brenda

Sent from my iPhone

From: [Robin Hape](#)
To: [Alex Walker \(Mayor\)](#); [Councillors](#); [4rauiti](#); [Anthony Tipene-Matua](#); [Cath Pekepo](#); [dtipene diannesmith](#); [Dr Roger Maaka](#); [erins57](#); [James Graham](#); [jahk.munro](#); [jrhutcheson](#); [liz.graham](#); [Te Rongo](#); [Waipukurau Marae](#); [diannesmith](#); [exhamw](#); [hine](#); [kahuirangitauri](#); [Marge Hape](#); [Pam Kupa](#); [Tracey Ngarotata](#); [Ahuriri Houkamau](#); [Darryn Russell](#); [Huria Heperi](#); [office@heretaungatamatea](#); [tuakanaaAugust](#)
Cc: [Dennise Elers](#); [Pam Kupa](#); [Doug Tate](#); [Governance](#)
Subject: RE: Invitation to hui - Representation Review
Date: Friday, 11 August 2023 1:59:38 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Kia ora ra,

I was the Chairman of the Maori Joint Committee for HDC and strongly advocated for Maori wards which stimulated the early move for HDC to discuss and establish Maori wards within HDC.

While opposed by few in HDC the premiss was simply to allow councillors elected for Maori wards to focus on their constituent voters similar to other geographic/ population based wards. Under the existing regime councillors who were Maori became responsible/ felt responsible for anything Maori which was an additional responsibility to their specific ward issues. Maori wards allowed people to campaign on Maori issues and bring dialogue and solutions to the council table.

In case I do not make the hui I would strongly urge CHBDC to establish Maori wards to ensure a Iwi/ Maori voice is at the decision making table to enhance the partnership and collaboration in Tamatea.

Nga mihi

Robin

From: Alex Walker (Mayor)
Sent: Monday, August 7, 2023 2:01 PM
To: Councillors ; 4rauiti; Anthony Tipene-Matua; Cath Pekepo; dtipene; diannesmith; Dr Roger Maaka; erins57; James Graham; jahk.munro; jrhutcheson;liz.graham; Robin Hape; Te Rongo; Waipukurau Marae; diannesmith; exhamw; hine kahungunu; kahuirangitauri; Marge Hape; Pam Kupa; Tracey Ngarotata; Ahuriri Houkamau; Darryn Russell; Huria Heperi ; office@heretaungatamatea; tuakanaaAugust
Cc: Dennise Elers; Pam Kupa <pam.kupa> Doug Tate ; Governance
Subject: Invitation to hui - Representation Review

Tēnā koutou kātoa

I invite you to further discussion about the way forward for 'partnership and collaboration in Tamatea'.

Attached is a letter and an invitation to hui next week , **Wednesday 16 August in Council Chambers at 5.30pm. Calendar invite to follow.**

Nga manaakitanga

Alex



Alex Walker (Mayor)
Mayor of Central Hawke's Bay | Koromatua
Central Hawke's Bay District Council

This communication, including any attachments, is confidential. If you are not the intended recipient, please delete it. Refer to the disclaimer on our website.
 Got an idea or feedback? Fantastic! You can [let us know here](#).



Attention:

7.3 MINUTES FROM THE CHIEF EXECUTIVE PERFORMANCE & EMPLOYMENT COMMITTEE MEETING HELD ON 12 OCTOBER 2023**File Number:****Author:** Annelie Roets, Governance Lead**Authoriser:** Doug Tate, Chief Executive**Attachments:** 1. 12 Oct 2023 Unconfirmed Minutes - CE Performance & Employment Committee [↓](#)**RECOMMENDATION**

That the Minutes from the Chief Executive Performance & Employment Committee held on 12 October 2023 be received.

RECOMMENDATION

That the Minutes from the Chief Executive Performance & Employment Committee held on 12 October 2023 be received.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
CE EMPLOYMENT AND PERFORMANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 12 OCTOBER 2023 AT 10.00AM**

UNCONFIRMED

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Kate Taylor

IN ATTENDANCE: Nicola Bousfield (Group Manager: People & Business Enablement)

1 KARAKIA

The meeting opened at 10.05am. Her Worship, The Mayor Alex Walker welcomed everyone to the meeting and opened with a karakia.

2 APOLOGIES

RESOLVED: 23.12

Moved: Deputy Mayor Kelly Annand
Seconded: Mayor Alex Walker

That the apology from Councillor Brent Muggeridge be received.

CARRIED

3 DECLARATIONS OF CONFLICTS OF INTEREST

RESOLVED: 23.13

Moved: Deputy Mayor Kelly Annand
Seconded: Mayor Alex Walker

There were no Declarations of Conflict of Interest received.

CARRIED

4 STANDING ORDERS

RESOLVED: 23.14

Moved: Cr Kate Taylor
Seconded: Deputy Mayor Kelly Annand

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

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

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

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

CARRIED**5 CONFIRMATION OF MINUTES****RESOLVED: 23.15**

Moved: Deputy Mayor Kelly Annand
 Seconded: Cr Kate Taylor

That the minutes of the CE Employment and Performance Committee Meeting held on 30 June 2023 as circulated, be confirmed as true and correct.

CARRIED**6 DATE OF NEXT MEETING****RESOLVED: 23.16**

Moved: Mayor Alex Walker
 Seconded: Cr Kate Taylor

That the next meeting of the CE Performance & Employment Committee be held on 13 December 2023.

CARRIED**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION**

Moved: Deputy Mayor Kelly Annand
 Seconded: Mayor Alex Walker

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - Chief Executive Officer - Professional Development Framework Establishment	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
7.2 - Chief Executive Officer Performance Framework - First Quarter Update	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

CE Employment and Performance Committee Meeting Minutes

12 October 2023

	deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

RESOLVED: 23.17

Moved: Deputy Mayor Kelly Annand
Seconded: Mayor Alex Walker

That the CE Performance and Employment Committee moves into Public Excluded business at 10.10am.

CARRIED**RECOMMENDATION**

That the CE Performance and Employment Committee moves out of Public Excluded business at 12.10pm.

8 TIME OF CLOSURE

The Meeting closed at 12.10pm

The minutes of this meeting will be confirmed at the next CE Performance and Employment Committee on 13 December 2023.

.....
CHAIRPERSON

7.4 OPTIONS ON POOL INSPECTION FEES & CHARGES

File Number:

Author: Connie Mills, Customer and Consents Manager

Authoriser: Nicola Bousfield, Group Manager: People & Business Enablement

Attachments: Nil

PURPOSE

Following community feedback and a workshop with Council on 5 October 2023, the matter for consideration by the Council is to review how the fees and charges are applied to the implementation of swimming pool fence safety.

RECOMMENDATION

1. **That Council include the introduction of a targeted rate to pool owners for pool inspection fees from 1 July 2024, to be consulted on and formally considered as part of the Long-Term Plan 2024/34.**

BACKGROUND

As part of our Territorial Authority functions, the Central Hawke's Bay District Council (Council hereafter) must inspect residential swimming pools *at least* once every three years to check whether the pool fences remain compliant with the Building Act. These requirements took effect from 1 January 2017.

The statutory functions only apply to pools with a depth of 400mm or greater and does not apply to small, heated pools, if a compliant cover is used as the pool barrier. Temporary pools are treated the same as permanent pools.

Council is aware of 555 residential pools throughout the district. On average 185 pools are inspected annually.

Council officers commenced the first round of pool inspections in January 2019. There was no charge to pool owners for this first inspection, as it was new legislation that had been recently introduced and considered for the "greater good". The first charge pool owners would have experienced began in August 2022, when the "user pays" fee was implemented.

Fees and Charges Council-wide were adopted in 2021 which included the new flat rate for a pool inspection fee of \$200 and were later increased from 01 July 2022 to \$220.

DISCUSSION

This matter is before Council for consideration in response to community feedback received by Elected Members, Council Officers, and on Council's social media. The primary issue raised by community has been related to affordability.

The following discussion seeks to understand Elected Members appetite for considering how pool fees are charged in order to make the costs more affordable to rate payers.

For clarity, the purpose of this paper is not asking Council to reconsider the fee value. The current fee of \$220 remains Council Officers' recommendation to provide this service. As part of the discussion in setting this fee, Council Officers have also considered fees from neighbouring councils to gain confidence that the fee is set at the appropriate levels. The fee includes the time allocated to inspecting pools, travel, administration, and the issuance of certificates (approximately

1.5 hours). Noting here that \$220 does not cover the full cost to undertake the activity, there is a portion (just under 20%) that is covered by the general ratepayer funded via the wider Territorial Authority activity, as per the Revenue and Financing Policy. The Territorial Authority activity encompasses a range of functions, including Land Information Memorandums (LIMs), property file administration, and Building Warrant of Fitness (BWofFs). The user pays fee for swimming pool inspections averages approximately 80% and is in line with the Revenue and Financing Policy.

In addition to affordability feedback, Council has also received feedback on from pool owners on Council's process and communication prior to inspections. Council Officers have taken this feedback onboard and have already undertaken initiatives to enhance communication related to this activity. These efforts include a social media campaign, updates to our communication systems and processes with pool owners, and revisions to the notification letter sent to pool owners before inspections.

For the purpose of this discussion, Council Officers treat temporary pools the same as permanent pools, in accordance with the legislation. There may be scope in the future to apply some exceptions to temporary pools on a case-by-case basis.

RISK ASSESSMENT AND MITIGATION

There are no significant risks with the adoption of the recommended option (Option 1 - Apply the inspection fee as a targeted rate to pool owners).

It is noted again here that there is no recommendation to change the value of the fee, only the way in which the fee is charged.

DELEGATIONS OR AUTHORITY

In the event that Option 1 (Apply the inspection fee as a targeted rate to pool owners) or Option 3 (Apply the inspection fee to general rates) are endorsed by Council, a change to the Revenue and Financing Policy would be required. Option 1 would mean a new rate type would need to be introduced and Option 3 would change the way in which this activity is funded.

Council holds the delegations to change this policy.

SIGNIFICANCE AND ENGAGEMENT

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

The recommended option (Option 1 - Apply the inspection fee as a targeted rate to pool owners) is of significance to the pool owners and as such, Council Officers recommend if this option is endorsed, to consult directly with pool owners to apply the swimming pool fee as a targeted rate.

OPTIONS ANALYSIS

There are four options to consider in relation to this matter noted below:

Option 1 – Apply the inspection fee as a targeted rate to pool owners

This is the preferred option to address this matter. The fee for pool owners would remain as 'user pays' system, but they fee instead of being invoiced 3-yearly would be applied to the pool owners' rates. Based on this current 3-yearly fee of \$220, would become \$73.30 annually (or \$18.33 quarterly). This enables a pathway forward of addressing affordability by spreading the fee across 3 years. It also enables the tension to be reduced at the point of inspection as the fee would no longer require an invoice. This option would be part of the LTP consultation and would take effect on 1 July 2024 being the next rating year.

Option 2 – The status quo

This option is not preferred based on the volumes of feedback received to date around affordability. The status quo would continue to see pool owners charged at least once every three years for a pool inspection.

Option 3 – Apply the inspection fee to general rates

This option is not preferred as the general rate payer would be funding an activity that they do not benefit from. This option would see the cost of undertaking the pool inspection as being a cost absorbed by all rate payers. This option would be part of the LTP consultation and would take effect on 1 July 2024 being the next rating year.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Apply the inspection fee as a targeted rate to pool owners	The status quo	Applied the inspection fee to general rates
Financial and Operational Implications	Financial mechanisms would become more streamlined as a reduction of annual invoices no longer needing to be processed by the accounts team. No operational changes.	No changes to financial or operational processes.	Financial mechanisms would become more streamlined as a reduction of annual invoices no longer needing to be processed by the accounts team. No operational changes.
Long Term Plan and Annual Plan Implications	Triggers the need to consult on the Revenue and Financing Policy as it introduces a new rate type. This would be conducted as part of LTP consultation. Individual consultation letters seeking feedback on proposal of introducing the new rate would be sent to pool owners.	No change	Triggers the need to consult on the Revenue and Financing Policy because of change from a “user pays” fee to a general rate for all rate payers district wide. This would be conducted as part of LTP consultation. Being a general rate, the cost would be applied to all rate payers regardless of whether they have a pool or not.
Statutory Requirements	All options would meet all statutory requirements.		
Consistency with Policies and Plans	A change would be required to the Revenue and Finance Policy.	No change required to the Revenue and Financing Policy.	A change would be required to the Revenue and Finance Policy.
Risks	Some pool owners may prefer to continue to be invoiced, rather than the fee being applied to their rates. Council's systems do not allow a mixed model of fees by rates and fees by invoice. Wouldn't take effect until 01 July 2024. An operational decision would need to be made on whether we abandon inspections for the remainder of this financial year and re-set the inspection cycle from 01 July 2024.	Perceived unaffordability to pool owners. Continued dissatisfaction in the manner in which fees charged.	Inequity risk of general rate payer is paying for an activity which they cannot benefit from. Consultation with whole community would be required. Wouldn't take effect until 01 July 2024. Decision would need to be made on whether we abandon inspections for the remainder of this financial year and re-set the inspection cycle from 01 July 2024.

Recommended Option

Officers recommend **Option One – Apply the inspection fee as a targeted rate to pool owners.**

Option 1 is preferred as it will continue to collect the same amount of fees over a three-year period but spreads the financial burden for pool owners. This option breaks the link between the inspection and the fee minimising the tension experienced during the inspection. Remains a 'user pays' system.

NEXT STEPS

If Council endorse Option One (Apply the inspection fee as a targeted rate to pool owners) Officers will undertake consultation planning the roll-out engagement with affected pool owners for feedback within the Long-Term Plan consultation period.

RECOMMENDATION

That Council include the introduction of a targeted rate to pool owners for pool inspection fees from 1 July 2024, to be consulted on and formally considered as part of the Long Term Plan 2024/34.

7.5 REVIEW OF COUNCIL'S REVENUE AND FINANCING POLICY

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

PURPOSE

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

RECOMMENDATION

1. That Council accept the proposed changes to the Revenue and Financing Policy as recommended for inclusion in the LTP consultation document for public feedback.

EXECUTIVE SUMMARY

The matter for consideration by the Council is the review of Council's Revenue and Financing Policy ahead of next year's Long Term Plan development.

Only minor wording changes are proposed, with the possible introduction of a new targeted rate for swimming pool inspections and the addition to deal with the possibility of Category 3 property buy-outs following Cyclone Gabrielle, which while not anticipated is a prudent approach.

BACKGROUND

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

As part of preparing for the 2024-2034 Long Term Plan (LTP) it is timely that Council reviews its policy and considers any changes that might be required, and which need consulting on.

While Officers are presenting the report to Council with a recommendation, there remains time in the programme for Council Officers to receive feedback and further present changes to Council for their consideration. Such changes may include, but not be limited to, extending the boundaries on the maps for refuse, recycling, or even 3 Waters, or relooking at the existing differentials.

DISCUSSION

The policy itself was reviewed in detail in the lead up to the last LTP when Council undertook a full rating review. It is not proposed to undertake a full rating revenue this time, but rather make minor adjustments reflecting public frustrations and changes in circumstances.

The table on the below sets out how Council performed against its policy in the last financial year:

Activity	Private Target	Private Achieved 22/23	Notes
Community Leadership Group			
Leadership, Governance and Consultation	0%	0%	Small amount of recovery from other Councils
Economic and Social Development	0%	0%	Some Central Govt funding and sub-leasing
Planning and Regulatory Group			
District Planning	0%	0%	
Land Use and Subdivision Consents	70%-80%	65%	High use of Outsourced Consenting due to staff shortage and volume saw lower than expected recovery
Building Control	70%-85%	74%	
Environmental Health	27%-36%	42%	
Animal Control	90%-100%	88%	
Compliance & Monitoring	10%-25%	30%	
Land Transport Group			
Land Transport	0%	0%	Very small amount of fee revenue <1%
Solid Waste Group			
Solid Waste	46%-48%	51% Fees 10% Targeted Rate	Exceeds policy and needs reviewing
Water Supplies Group			
Water Supplies	100%	100%	
Wastewater Group			
Wastewater	100%	100%	
Stormwater Group			
Stormwater	80%-90%	91%	
Places and Open Spaces Group			
Parks, Reserves and Swimming Pools	3%	6%	
Public Toilets	0%	0%	
Retirement Housing	100%	100%	
Libraries	10%	2% Fees 5% External	
Cemeteries	10%	20%	
Community Facilities	0%	11%	This varies facility to facility. Most have little to no income, but the Municipal Theatre and Civic Theatre are the exceptions

The main activity that varied to policy last year were:

Land Use and Subdivision Consents – this missed its private recovery target but is more a reflection of volumes being processed and the senior planning vacancy. This should correct itself and no change is recommended.

Solid Waste – In the past year 51% of this activity was fees and charges, and a further 10% from targeted rates, making a total of 61% user pays, with only 39% coming from the general rate payer.

The policy as it is currently written refers to public good component as being funded through general rates, UAGC, and targeted rates. However in other activities such as 3 waters we refer to targeted rates as being user pays. This is inconsistent.

Therefore officers suggest treating targeted rates as being user pays and include the extra 10% being collected through targeted rates in the user pays target, and remove it from the public good target. Increase the User Pays component to 60%-65%, and reduce the public good component to 35%-40%. This is simply a reclassification of existing revenue and not a requirement to collect more in fees and charges.

Community Facilities – While the majority of Council's community facilities generate little to no income, Council does have a couple of more commercial facilities (being the two theatres) and officers recommend a change in policy to reflect these semi-commercial activities being in the mix and lift the user pays ratio to 10%-15%.

Cemeteries – The private income on this activity varies from year to year depending on the mix of services being acquired and the plot prepayments. Suggest the private percentage is lifted from 10% to be 10%-20% to reflect this variability.

The other proposed changes are:

- Expanded commentary on how operational and capital expenditure will be undertaken.
- Removed historical, prior year differentials from tables.
- Changed swimming pool inspections from a fee and charge to a new targeted rate applicable to Swimming Pool owners (dependent on the outcome of the previous Council Paper on Swimming Pool Inspections).
- Added a new section that deals with Category 3 Property buyouts post Cyclone Gabrielle. Currently this is just in there as a placeholder, and hopefully won't be required but proposes to recover any possible costs over a period of time as an addition to the existing Uniform Annual General Charge regime.

The benefit is a community wide benefits from having a safe community, where protection from future flooding through residential areas is offered, reducing risk to residents and emergency services. Impacted homeowners can't easily mitigate the risk and it requires a community wide response. The benefit of the response is long term, as should the funding response through the use of debt and repayments funded through a UAGC charge.

At a recent workshop there was a brief discussion about the need to add backflow prevention values for properties that have swimming pools and are connected to our water reticulation network.

The issue here is not all swimming pools are connected to Council's water reticulation network, some swimming pools already have Council supplied backflow prevention values, and Council has historically allowed pools to be built without them.

The beneficiaries of the backflow prevention value is not the swimming pool owner, but everyone connected to the water reticulation network (which includes the pool owners) through preventing contaminated pool water returning to the water reticulated water supply.

Officers therefore recommend that the drinking water budgets cover the cost of retro-fitting the backflow prevention valves and this is funded through water rates in the normal fashion. This doesn't require a change in policy.

Alternatively, Councillors may choose to pursue a part charge to existing pool owners as exacerbator (say 25%) and 100% to new pool owners. This could be achieved through a bylaw change.

While Officers are presenting the report to Council with a recommendation, there remains time in the programme for Council Officers to receive feedback and further present changes to Council for their consideration. Such changes may include, but not be limited to, extending the boundaries on the maps for refuse, recycling, or even 3 Waters, or relooking at the existing differentials.

RISK ASSESSMENT AND MITIGATION

The proposed changes in the policy are minor in nature, while the two more substantial changes (swimming pool inspection fees and category 3 property buyouts) will be contained in the Long Term Plan consultation for feedback for ensure than the public have a chance to provide feedback.

FOUR WELLBEINGS

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

DELEGATIONS OR AUTHORITY

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

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

Council has 3 options:

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

Recommended Option

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

NEXT STEPS

Officers will include the proposed changes, if any, in the LTP consultation documents.

Officers will also investigate any other changes that the elected members may wish to consider and bring these back to a later meeting for consideration.

RECOMMENDATION

That having considered all matters raised in the report:

- 1. That Council accept the proposed changes to the Revenue and Financing Policy as recommended for inclusion in the LTP consultation document for public feedback.**



Revenue and Financing Policy

Adopted: 13/05/2021

Review: 13/05/2024



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Purpose of this Policy

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

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

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

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

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

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

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Definitions of Council Services Funding Options

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

District Wide Rates

General rates

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

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

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

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

Differential Groups

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

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

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

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

Uniform Annual General Charge (UAGC)

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

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

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

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

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

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

These examples are not considered inclusive of all situations

Cyclone Gabrielle - Voluntary Residential and Property Rights Purchase

At present Central Hawke's Bay District does not have any properties designated category 3 and requiring voluntary buyout following Cyclone Gabrielle, however it does have a number of properties in Porangahau whose final status is yet to be determined. Should they be upgraded to category 3 the following funding mechanism will apply:

The Crown have set the policy parameters (which differ from the Christchurch earthquake approach) and determined the 50/50 cost share arrangement with local authorities. Note: The private benefit to property owners is covered via the proposed policy and its criteria in respect of the offers to purchase. – therefore, this Revenue and Financing Policy only addresses the remaining costs & beneficiaries.

The benefits are considered to be district wide, extending over time and not easily differentiated among identifiable groups or individuals. The magnitude of the recovery cost is another consideration in respect of the overall liability for revenue needs. The costs (should they be incurred) will be allocated via the UAGC which spreads costs district wide.

This recognises that the entire community benefits from having a safe community, where protection from future flooding through residential areas is offered, reducing risk to residents and emergency services. Impacted home owners can't easily mitigate the risk and it requires a community wide response. The benefit of the response is long term, as should the funding response through the use of debt and repayments funded through a UAGC charge.

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District Land Transport Rate

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

Targeted Rates

Targeted rates are set to recover the costs of providing services such as wastewater, refuse collection, disposal and recycling charges, swimming pool inspections. A targeted rate is levied only from those SUIPs that receive the service. For example, a household connected to the Council's water network is charged a targeted rate for water supply, but household

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using tank water is not. The Council charges targeted rates in the form of uniform annual charges (flat rate) and demand-related charges.

Voluntary targeted rates

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

Fees and charges

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

Interest and dividends from investments

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

Borrowing

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

Proceeds from asset sales

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

Development contributions

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

Financial contributions under the Resource Management Act

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

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Grants and subsidies

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

Funding of Operating Expenditure

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

	General Rates	Uniform Annual General Charge	Targeted Rates	Grants and Subsidies	Fees and Charges
Community Leadership Group					
Leadership, Governance and Consultation	✓	✓		✓	
Economic and Social Development	✓	✓	✓		
Planning and Regulatory Group					
District Planning	✓				
Land Use and Subdivision Consents	✓				✓
Building Control	✓				✓
Public Health	✓				✓
Animal Control	✓				✓
Compliance & Monitoring	✓		✓		✓
Land Transport Group					
Land Transport	✓		✓	✓	✓
Solid Waste Group					
Solid Waste	✓	✓	✓		✓
Water Supplies Group					
Water Supplies			✓		✓
Wastewater Group					
Wastewater			✓		✓
Stormwater Group					
Stormwater			✓		
Places and Open Spaces Group					
Parks, Reserves and Swimming Pools	✓	✓			✓
Public Toilets	✓				
Retirement Housing					✓

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Libraries	✓	✓			✓
Theatres, Halls and Museums	✓				✓
Cemeteries	✓				✓
Community Facilities	✓				✓
Overheads	✓	✓	✓	✓	

Council funds operating expenditure from the following sources:

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

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Council may choose to not fully fund operating expenditure in any particular year, if the deficit can be funded from operating surpluses in the immediately preceding or subsequent years. An operating deficit will only be budgeted when beneficial to avoid significant fluctuations in rates or fees and charges. In practice the Council will usually budget for an overall operating surplus while the operating expenditure of some individual functions may be under/over funded in any particular year, depending on requirements specific to that function.

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

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

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

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

Funding Of Capital Expenditure

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

	General Rates	Targeted Rates	Borrowings	Reserves	Funding assistance/ Fees and	Development Contributions
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					Charges	
Community Leadership Group						
Leadership, Governance and Consultation	No Capital Expenditure					
Economic and Social Development					✓	
Planning and Regulatory Group						
District Planning			✓			
Land Use and Subdivision Consents					✓	
Building Control					✓	
Public Health					✓	
Animal Control					✓	
Compliance & Monitoring	✓				✓	
Land Transport Group		✓	✓	✓	✓	✓
Solid Waste Group	✓		✓	✓		✓
Water Supplies Group		✓	✓	✓	✓	✓
Wastewater Group		✓	✓	✓	✓	✓
Stormwater Group	✓	✓	✓	✓	✓	✓
Places and Open Spaces Group						
Parks, Reserves and Swimming Pools	✓		✓	✓	✓	
Public Toilets	✓		✓	✓	✓	
Retirement Housing				✓	✓	
Libraries			✓	✓	✓	
Theatres, Halls and Museums	✓		✓	✓	✓	
Cemeteries	✓		✓	✓	✓	
Community Facilities	✓		✓	✓	✓	
Overheads	✓	✓	✓	✓		

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

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

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

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

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

Community Leadership Group

Leadership, Governance and Consultation

Description

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Connected Citizens

Distributions of benefits

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

Timeframes of benefits

Ongoing.

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

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Recommended Funding

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

Social Development**Description**

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

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

Timeframes of benefits

Ongoing.

Contributors to need for activity

All groups contribute to the need for this activity.

Costs and Benefits of distinct funding

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

Recommended Funding

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

Economic Development**Description**

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

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Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

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

Timeframes of benefits

Ongoing.

Contributors to need for activity

All groups contribute to the need for this activity.

Costs and Benefits of distinct funding

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

Recommended Funding

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

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

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

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Strong Communities
2. Prosperous District

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3. Smart Growth
4. Environmentally Responsible

Distributions of benefits

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

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

Timeframes of benefits

Ongoing.

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

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

Land Use and Subdivision Consents**Description**

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

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

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

Timeframes of benefits

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Ongoing.

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

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

Building Control**Description**

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

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

Once a consent has been obtained, Council monitors compliance through inspections and provides code compliance certificates confirming that new building work meets the provisions of the building code.

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

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

Timeframes of benefits

Ongoing.

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

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

Environmental Health**Description**

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Prosperous District
2. Strong Communities

Distributions of benefits

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

The community benefits through the expectation that

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

Timeframes of benefits

Ongoing.

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

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

Animal Services**Description**

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Strong Communities

Distributions of benefits

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

Timeframes of benefits

Ongoing, but occur mainly in the short-term.

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

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

Compliance and Monitoring**Description**

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Smart Growth
2. Environmentally Responsible

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Distributions of benefits

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

Timeframes of benefits

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

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

Council has agreed on 10-25% private funding for this activity, with the remainder from public funding. Public funding is collected through the capital value based general rate, [or through a targeted pool inspection rate in the case of swimming pool owners](#). Private funding is obtained through various fees and charges including fines.

Land Transport Group**Land Transport****Description**

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

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

Timeframes of benefits

Ongoing.

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Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

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

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

Solid Waste Group**Solid Waste****Description**

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

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

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

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Timeframes of benefits

Ongoing.

Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

Council has agreed on ~~46-48%-60-65%~~ private funding for this activity ~~through fees and charges and targeted rates for kerbside recycling and refuse collection~~. The remaining Public funding is collected through a combination of a Capital Value based General Rate, ~~and~~ Uniform Annual General Charge ~~and targeted rates for kerbside recycling and refuse collection~~. ~~Private funding is derived from fees and charges.~~

Water Supplies Group**Water Supplies****Description**

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

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

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

Timeframes of benefits

Ongoing and long-term for future generations.

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Contributors to need for activity

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

Costs and Benefits of distinct funding

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

Recommended Funding

Council has agreed on a 100% private funding for this activity. Private funding is derived from a targeted rate from those connected to water systems, volumetric water meter rates and fees and charges. In addition, development and capital contributions are applied to new development to recognise capacity requirements.

Wastewater (Sewerage) Group**Wastewater (Sewerage)****Description**

Central Hawke's Bay District Council sewer systems comprise of six reticulated systems and associated treatment plants.

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

Provision of a sewerage system provides a number of public benefits, including maintenance of public health standards, prevention of disease and maintenance of a healthy environment. All properties, both domestic and industrial, that are connected to Council's sewerage system receive a direct benefit which relates to the cost of providing the service. A sewerage system is a key infrastructural need for maintaining public health and growth of business opportunities.

Timeframes of benefits

Ongoing and long-term for future generations.

Contributors to need for activity

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The community and the trade waste industry benefits widely from having a sewerage system available. Additional costs may be caused through overloading of systems, disposal of hazardous material and illegal connections.

Costs and Benefits of district funding

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

Recommended Funding

Council has agreed on a 100% private funding split for this activity. Private funding is collected through a targeted rate from those connected to wastewater systems and with fees and charges and levies raised through the Trade Waste Bylaw. The targeted rates and trade waste fees and charges will collect both the wastewater operational costs and capital costs. In addition, development and capital contributions are applied to new development to recognise capacity requirements. Council has agreed to recover a capital contribution from the trade waste industry contributors for the Waipukurau, Waipawa and Otane wastewater investment programme based on volumetric charges as detailed in the fees and charges schedule B13-B20.

Council has agreed to work towards a 100% trade waste industry capital contribution over a four year period staging the increase as outlined in the table below.

The capital contribution is anticipated to recover the trade waste industry share of the upgrade works required as [originally set out in the Long Term Plan 2021-2031 wastewater investment programme](#), [and further updated in the 2024-2034 Long Term Plan](#).

Targeted Rate/Fees and Charges Differential	2021/22 Differential	2022/23 Differential	2023/24 Differential	2024/25 Differential	2025/26 and onwards Differential
Targeted Rate	1.0	1.0	1.0	1.0	1.0
Trade Waste Volumetric Operational Fees (B1-B6)	1.0	1.0	1.0	1.0	1.0
Trade Waste Volumetric Capital Contribution Fees (B13-B20)	0.50	0.60	0.85	1.0	1.0

Stormwater Group

Stormwater

Description

Central Hawke's Bay District Council stormwater systems comprise of several systems. The systems generally consist of a primary piped network with some open channel and secondary flow paths.

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Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Environmentally Responsible
2. Durable Infrastructure

Distributions of benefits

Provision of a stormwater system provides a number of public benefits, including decreased risk from flooding and encouraging residential development. Private benefits are particularly to property owners via stormwater disposal away from their properties.

Timeframes of benefits

Ongoing and long-term for future generations.

Contributors to need for activity

The community benefits widely from having a stormwater system available.

Costs and Benefits of distinct funding

Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity separately.

Recommended Funding

Council has agreed on 80-90% private funding for this activity. Private funding is collected through a targeted rate from those within stormwater catchment areas, with the remainder from public funding. Public funding is collected through the capital value based general rate. The funding of the Te Aute drainage scheme is based on a targeted rate on scheme members. In addition, development and capital contributions are applied to new development to recognise capacity requirements.

Maps of the Stormwater Catchment Areas:



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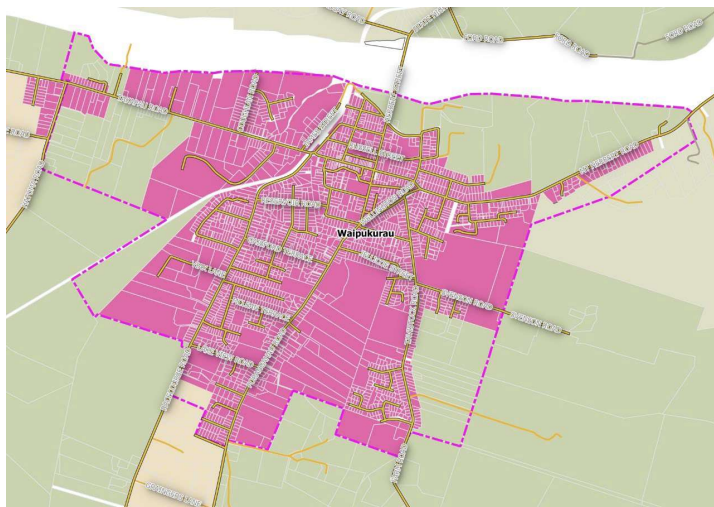
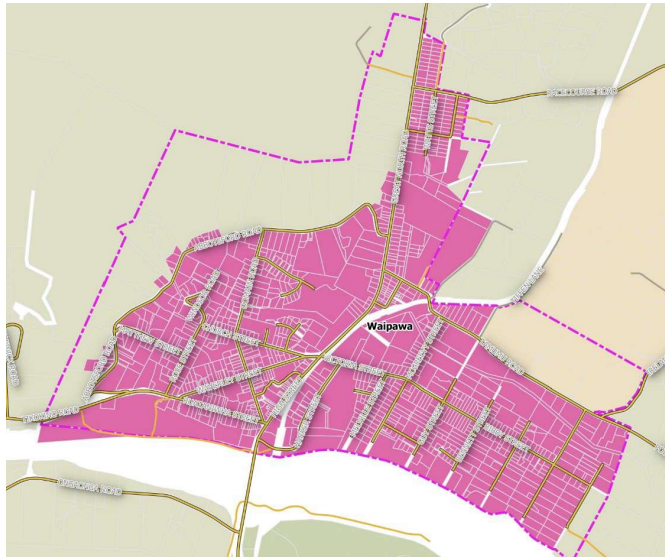
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Differential Groups

The variable capital value component of the Council's stormwater targeted rate is set using 4 differentials.

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

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

Stormwater Zone	2021/22 Differential	2022/23 Differential	2023/24 Differential	2024/25 Differential	2025/26 and onwards Differential
Otane	0.16	0.32	0.48	0.64	0.80
Takapau	0.12	0.24	0.36	0.48	0.60
Waipawa	1.00	1.00	1.00	1.00	1.00
Waipukurau	1.00	1.00	1.00	1.00	1.00

Places and Open Spaces Group

Reserves and Open Spaces

Description

A number of parks, reserves, war memorials and camping grounds are provided throughout the district for recreation, including sports fields, children's playgrounds and amenity areas.

Community Outcomes

This activity contributes primarily to the following community outcomes:

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

Distributions of benefits

Benefits from parks accrue to the community generally through the provision of facilities for groups and individuals to pursue active and passive leisure pursuits, education on the natural environment, community pride and contributing to community health and well-being.

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There can be private benefits to people and sports groups through the use of sports fields for organized sport, but these are available to the wider community at other times.

Timeframes of benefits

Ongoing.

Contributors to need for activity

The community benefits widely from having these facilities available.

Costs and Benefits of distinct funding

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

Recommended Funding

Council have agreed a 97% public, 3% private funding split and that the cost of funding the public component of the Parks, and Reserves should occur by way of 70% from the General Rate assessed on Capital Value and 30% from the Uniform Annual General Charge. The private funding component will be collected from fees and charges with market rentals being applied to camp grounds.

Public Toilets**Description**

The Council provides 24 public conveniences located throughout the District.

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Prosperous District
2. Environmentally Responsible

Distributions of benefits

Public toilets provide a mix of public and private benefits. While private benefits are obvious, public benefits are through having these essential facilities available for residents and visitors, and maintaining standards of public hygiene.

Timeframes of benefits

Ongoing.

Contributors to need for activity

The community benefits widely from having public conveniences available.

Costs and Benefits of distinct funding

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

Recommended Funding

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Council have agreed 100% public funding and that the cost of funding the public component of the Public Toilets should occur by way of 100% from the General Rate assessed on Capital Value.

Retirement Housing

Description

A total of 48 one bedroom flats are owned by Council in different locations in Waipukurau and Waipawa. These provide affordable housing for those elderly in need.

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Strong Communities
2. Connected Citizens

Distributions of benefits

Benefits from housing accrue to tenants of the housing units. This is a relatively small and identifiable group who are provided with affordable accommodation in convenient locations. There may be some small community benefits through the availability of low cost housing to vulnerable groups in the community.

Timeframes of benefits

Ongoing.

Contributors to need for activity

The community benefits from having housing available. The main benefit is to people who choose to tenant these units.

Costs and Benefits of distinct funding

The activity is self-funding and separate funding is not required.

Recommended Funding

The Council believes the optimum funding is 100% private, through user rental charges.

Libraries

Description

The Council operates two libraries in Waipukurau and Waipawa.

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Strong Communities
3. Connected Citizens

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Distributions of benefits

Benefits from libraries accrue largely to the community, by promoting and supporting literacy, unlocking access to information and providing valued community resources. There is a direct benefit to each individual who reads a book, or accesses one of the other library services. In some cases, these can be recovered, however a high level of recovery could restrict the ability of some users to access these services.

Timeframes of benefits

Ongoing.

Contributors to need for activity

The community benefits widely from having library services available.

Costs and Benefits of distinct funding

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

Recommended Funding

The Council has agreed the optimum allocation of costs is 90% public to 10% private. Public funding is through the Uniform Annual Charge, with private funding through user charges for some library services.

Community Facilities**Description**

Community Facilities include several community halls located throughout the District, the Council's Civic Theatre and the Municipal Theatre and the Central Hawke's Bay Museum. There are two swimming pools, one owned by the Council and one owned by a Community Trust that is largely funded by the Council.

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Strong Communities
3. Connected Citizens

Distributions of benefits

Benefits from this activity largely accrue to the community, through cultural enrichment and community identity. There may be direct benefits to some people using these services, but a high level of recovery may restrict the ability of some people to continue to use these services.

Public benefits are from the ability to use the facilities for public events and gatherings and as a hub for communities in the event of natural disaster. There are direct benefits for individuals and groups who choose to use the facilities available for personal functions.

Timeframes of benefits

Ongoing.

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Contributors to need for activity

The community benefits widely from the provision of these assets and services.

Costs and Benefits of distinct funding

Benefits from this activity are community wide and there is not benefit perceived from separate funding.

Recommended Funding

Council have agreed ~~85-90~~100% public funding. Public funding is ~~85-90~~100% from the capital value based general rate, with limited private funding ~~10-15~~% through user charges for hireage and rental.

Cemeteries**Description**

Council currently operates ten cemetery sites for burial and cremation interments.

Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Environmentally Responsible

Distributions of benefits

Benefits from cemeteries are considered to be largely private, although it is necessary for communities to have an interment system that meets appropriate health standards. Private benefits are from the provision of individual gravesites for remembrance and burial.

Timeframes of benefits

Ongoing.

Contributors to need for activity

The community benefits widely from having cemeteries available. In some cases, vandalism and failure to maintain headstones may cause additional costs.

Costs and Benefits of distinct funding

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

Recommended Funding

The Council have agreed a ~~80-90~~% public, 10-~~20~~% private funding split. Public funding is from the capital value based general rate, with private funding through fees and charges.

7.6 FIRST QUARTERS FINANCIAL RESULTS FOR THE 2023/2024 FINANCIAL YEAR

File Number: COU1-1400

Author: Brent Chamberlain, Chief Financial Officer

Authoriser: Doug Tate, Chief Executive

Attachments: Nil

PURPOSE

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

RECOMMENDATION

That the report be noted.

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

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

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

DISCUSSION

Council's revenues have started the year ahead of budgets (see the graph below), but this is misleading as the extra revenue is coming from the emergency roading funding from Waka Kotahi +\$6.5m and the tail end of economic recovery grants, social work contracts +\$0.9m not budgeted for and come with corresponding additional costs.

Putting these unbudgeted revenue streams aside, business as usual revenue is actually down on budget, namely in the fees and charges area. Resource Consents and Building Consents are down \$126k and \$23k respectively on lower volumes than the previous year, Solid Waste is down \$173k against budget (broadly flat against last year despite fee increases), Trade Waste revenue is down \$106k with the loss of Council's second largest contributor.

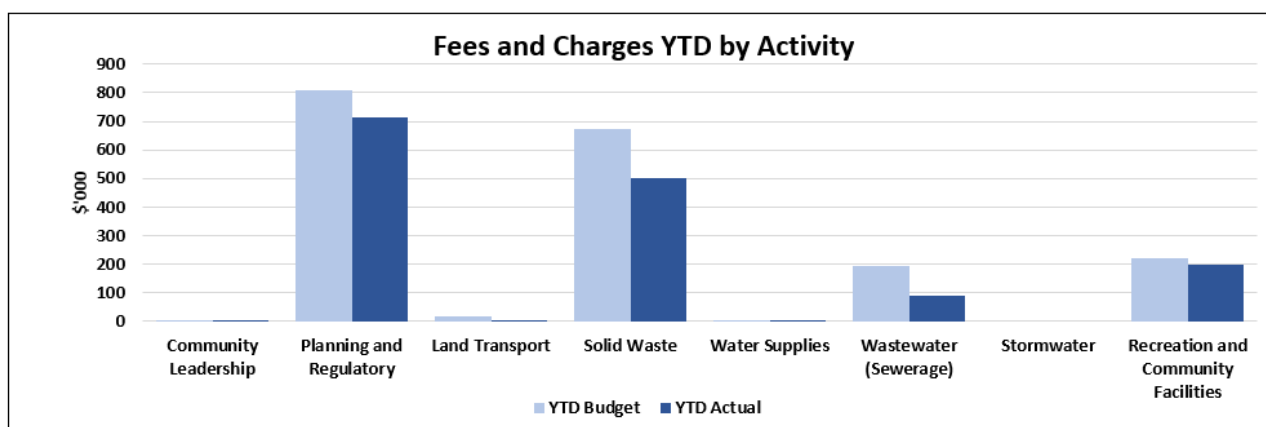
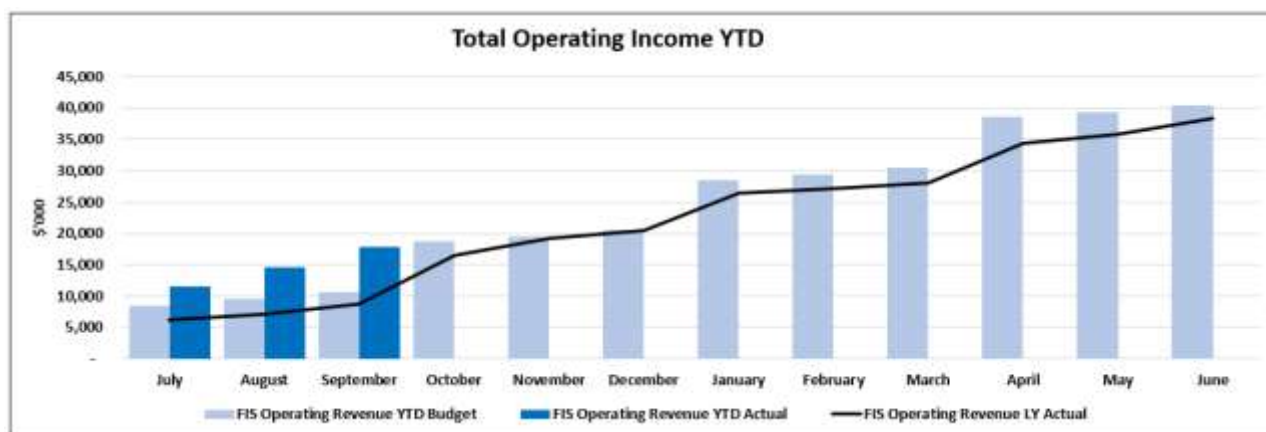
A more granular look at solid waste's revenue shortfall has revealed:

	Volume in Tons	Fee Revenue	Avg Price per Ton (excl gst and carbon)
Q1 2022 Act	2,698	\$356,816	\$132.25
Q1 2023 Act	2,597	\$362,647	\$139.64
Q1 2023 Bud	3,375	\$489,378	\$145.00

What this shows is that the largest driver of the revenue shortfall is volume (the annual plan volumes were set based on the 2021/22 volumes which included additional volumes from

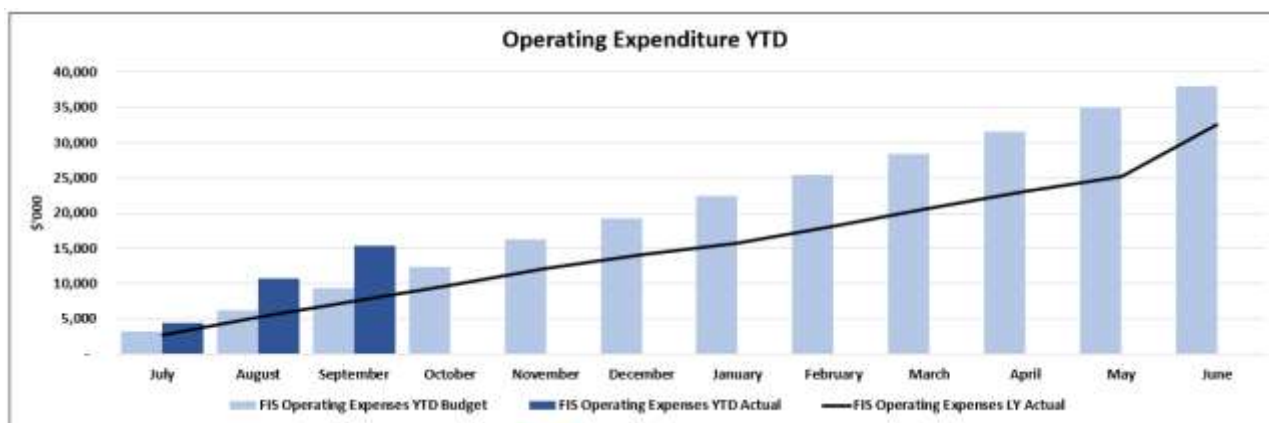
wastewater pond desludging and a more buoyant building/house renovation market), and to a lesser extent price. The price issue is largely timing related with the budget assumption that the commercial rates and Taranaki District Council rates were going to have a significant increase from July 2023, however in practice this increase is being introduced in 2 six monthly increments with only step 1 showing in the quarterly results.

We have also introduced internal charging this year so that the transfer station and kerbside services are also paying full landfill and carbon credit fees as if they were external customers. What this has shown is these two services historically have been subsidised through rates and commercial activities and potentially needs further fee increases at Councils February 2024 meeting if the Council table wishes to achieve its projected revenue for solid waste.



Like Councils revenues, Councils costs are also running ahead of budget +\$6.5m (see graph below). As stated above, in many cases the addition revenues are linked to additional costs such as economic recovery and social work +\$0.5m, and road reinstates+\$5.6m.

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



At a top level Council is under budget in staff costs for the quarter \$176k reflecting the vacancies being carried.

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

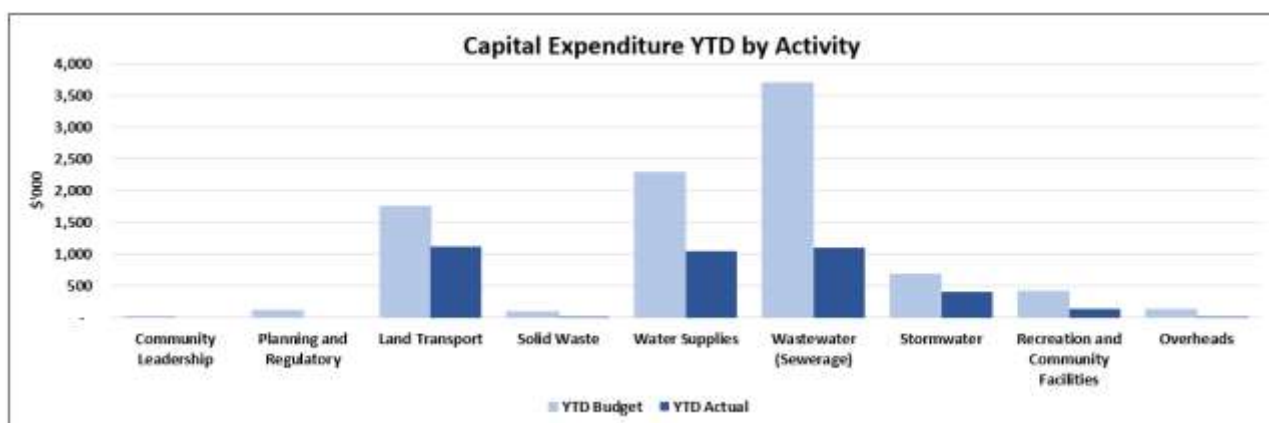
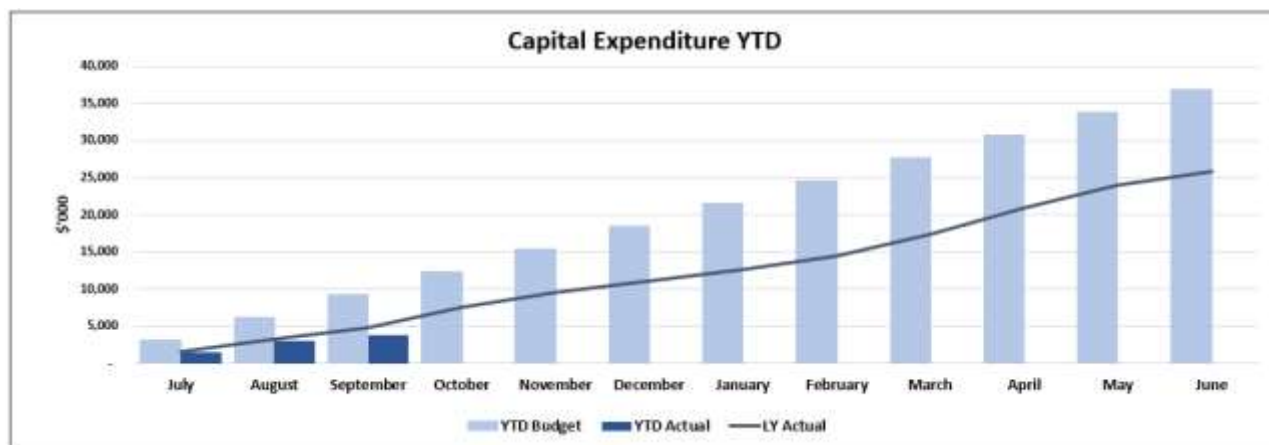
Finance costs are slightly above budget with no sign that interest rates will fall any time soon. Councils debt remains steady at \$42m (reflect the lower than budgeted capital spend), and this is incurring approximately \$2m in interest cost per year to hold.

Despite this, Council is well inside its funding limits set by the Local Government Funding Authority and Councils own Treasury policies:

<u>Treasury Compliance with Policy</u>		
<u>Liquidity (Liquid Assets + Debt / Debt)</u>		
✓	Policy Limit >115%	Actual 124%
<u>Finance Costs / Total Revenue</u>		
✓	Policy Limit <20%	Actual 2.7%
<u>Finance Costs / Total Rates Revenue</u>		
✓	Policy Limit <25%	Actual 7.9%
<u>Debt to Operating Revenue</u>		
✓	Policy Limit <150%	Actual 53.1%

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

Roading capex is also below budget, but most of repair work being undertaken post cyclone is being treated as repairs, or operational, at present. Summer also brings the annual reseal program so expect to see a lift in spend here in the next quarter.



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

Funding Impact Statement Report

Sources of Operating	YTD Actuals	YTD Budget	Bud Var
General rates, uniform annual general charges and rates penalties	4,434,735	4,452,709	(17,974)
Targeted rates	2,390,195	2,459,923	(69,728)
Subsidies and Grants for Operating Purposes	9,247,627	1,589,020	7,658,607
Fees, charges	1,505,034	1,917,319	(412,285)
Interest and dividends from investments	110,235	19,806	90,429
Local authorities fuel tax, fines, infringement fees and other receipts	153,237	121,551	31,686
TOTAL	17,841,062	10,560,328	7,280,734
Applications of Operating			
Payments to staff	1,949,485	2,125,764	176,279
Payments to suppliers	13,159,405	7,219,709	(5,939,696)
Finance costs	538,046	495,477	(42,569)
Other operating funding applications	(301,311)	(489,012)	(187,701)
TOTAL	15,345,626	9,351,938	(5,993,688)
Net Operating Cash Flows	2,495,436	1,208,390	1,287,046

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

Sources of Capital	YTD Actuals	YTD Budget	Bud Var
Subsidies and grants for capital expenditure	1,410,271	1,036,014	374,257
Gross proceeds from sale of assets	0	5,295	(5,295)
Development and financial contributions	460,625	549,324	(88,699)
Increase (decrease) in debt	(350)	6,190,236	(6,190,586)
TOTAL	1,870,546	7,780,869	(5,910,323)
Applications of Capital			
to meet additional demand	165,272	959,319	794,047
to improve the level of service	1,270,576	3,899,244	2,628,668
to replace existing assets	2,411,272	4,354,275	1,943,003
Increase (decrease) in reserves	130,091	21,501	(108,590)
Increase (decrease) of investments	(955,000)	(881,397)	73,603
TOTAL	3,022,210	8,352,942	5,330,732
Net Capital Cash Flows	(1,151,664)	(572,073)	(579,591)
Grand Total	1,343,772	636,317	707,455

Long Term Plan 2024-2034

Initial budgets are being drafted at the time of writing this report following the recent work being completed concerning asset management plans and levels of service.

Work is also underway with Morrison Low to understand rates affordability for the district.

This Long Term Plan will need to a balance of affordability, cyclone recovery, and levels of service deliverable and this will be reflected in the Councils Financial Strategy.

IMPLICATIONS ASSESSMENT

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

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

NEXT STEPS

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

RECOMMENDATION

That the report be noted.

7.7 FORECASTING ASSUMPTIONS FOR THE 2024 - 2034 LONG TERM PLAN

File Number:

Author: Lisa Harrison, LTP Programme Manager

Authoriser: Dylan Muggeridge, Group Manager, Strategic Planning & Development

Attachments: 1. Draft Long Term Plan 2024 - 2034 Key Assumptions [↓](#)

RECOMMENDATION

That the report be noted.

PURPOSE

The matter for consideration by the Council is to receive and update on progress with the significant forecasting assumptions for the 2024-2034 Long Term Plan.

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

On 31 August Council was presented with the first draft of the significant forecasting assumptions for the 2024 – 2034 Long Term Plan. Since this meeting, further advice has been sought on the significant forecasting assumptions and further feedback from Councillors has been included in the current draft provided today.

Significant forecasting assumptions are one of the essential building blocks of a Long Term Plan. There are three principal aspects to forecasting assumptions that assist with the development of a Long Term Plan which are:

1. Growth Assumptions – population and economic (adopted on 21 September 2023).
2. Activity Assumptions – major assumptions for individual activity areas, e.g., how legislation may impact a particular area.
3. Significant Forecasting Assumptions – typically factors that impact other locations as well, e.g., climate change.

All of our forecasting assumptions are important pieces of information in their own right as they actively demonstrate that Council has gone through a long-term planning process.

At this point, Officers are presenting the further draft significant assumptions for Councils feedback and noting, as these continue to be refined based on changes, particularly relating to three waters and wider potential changes to reform programmes following the change in government.

Officers will be formally presenting the key assumptions for adoption in 2024. The purpose of this is for Council to provide any wider feedback on the assumptions at this point, as a further step in its decision making process.

FOUR WELLBEINGS

This work does not directly tie into the Four Wellbeing's but supports Councils ability to appropriately plan for the ongoing prosperity of Central Hawke's Bay.

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

That the final significant forecasting assumptions for the 2024 – 2034 Long Term Plan come back to Council for formal adoption on in early 2024.

RECOMMENDATION

That the report be noted.

SIGNIFICANT FORECASTING ASSUMPTIONS

Council has made a number of assumptions in preparing this Long Term Plan. This ensures that all our planning across all of our activities is using the same estimates and forecasts. Assumptions are used to identify trends and forecasts and assess the risk and potential impact that are expected to affect the Council and community.

Schedule 10 of the Local Government Act 2022, specifies the contents of a LTP. Where there is a high degree of uncertainty, Councils are required to identify the uncertainty and estimate the potential effects of that uncertainty on the financial estimates.

Contents

1.0	Strategic Direction and Levels of Service	2
2.0	Council Operation and Structure / Local Government reorganisation	3
3.0	Population and household projections and locations.....	5
4.0	Ability to deliver the work programmes	13
5.0	Legislative/Regulatory environment	16
6.0	Climate change and Carbon Implications.....	17
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1.0 Strategic Direction and Levels of Service

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Strategic Direction and community demand for levels of services	Council has a clear strategic direction established by Project Thrive and ongoing conversation with communities across the district. This direction guides the future of the district and for Council services and the resources applied to progress that direction.	Substantial changes in the strategic direction and level of service as a result of changing community and political priorities, or other contextual drivers, could result in increased cost and/or opportunity costs.	Moderate	Moderate	The strategic direction and services of Council are regularly monitored to ensure a clear, appropriate and realistic direction for the district. Any changes to the Council's strategic direction would be considered within the parameters of the Financial Strategy and if needed reassessed through an Annual Plan process.
	The Council's budgets and work programme are based on the strategic direction as set out in the introductory chapters to this LTP, developed through Project Thrive. The priorities respond to a number of opportunities and challenges facing the future of our District.	Cyclone Gabrielle has put a significant strain on Council's resources. An additional extreme weather event would compound the strain on Council.	Moderate	High	The Financial Strategy shall ensure that sufficient financial headroom is available to responds to unforeseen events.

2.0 Council Operation and Structure / Local Government reorganisation

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Structure of Central Hawke's Bay District Council services	<p>The LTP is based on the assumption that activities are being delivered under the current structure for at least the first three years of the LTP period. The exception to this is three waters activities, where a specific assumption is made.</p> <p>Central Government has delivered an independent review entitled the "Future for Local Government" which considers things such as the roles, functions, partnerships, representation and governance, and funding and financing of Local Government.</p> <p>While a final report was released in June 2023, a confirmed way forward is not yet known.</p>	Major changes to the structure of service delivery could be costly and significantly disruptive to the delivery of services during a transition phase.	High	High	Any changes to the structure of local government services will be developed with a long lead in time and with consultation with Council and affected communities. This would allow our communities and the Council to influence the process and outcome and to plan for the financial implications accordingly. Further, the change of any core activities would have a significant impact on the operation of Council. Any changes by Central Government that changes Services delivered or Levels of Service would likely require an amendment to the LTP.
3 Waters Reform	TO BE CONFIRMED				

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Skills shortages	<p>Council will face challenges in attracting and retaining key staff in specialist areas.</p> <p>Nationally across all industries (not unique to Council organisations) businesses remain facing a specialist skills shortage – that, coupled with recent economic and inflationary pressures has resulted in a particularly competitive job market.</p> <p>Salary expectations are at an all-time high and Council will not be able to meet or compete with these expectations. Council will need to instead position itself as an “employer of choice” promoting our Council brand to be an attractive employer to potential applicants.</p>	<p>Council will not be able to attract or retain key staff. This will place increased reliance on external contractors with an increased cost to Council to ensure it meets its levels of service.</p>	High	Moderate	<p>As part of the People & Capability activity, Council has reviewed and implemented a refreshed employee attraction package to help position Council as an “employer of choice” that focuses on wellbeing outcomes for staff and the lifestyle offerings of living in Central Hawke’s Bay. Council is also developing an “employer brand” project to support this as part of a wider attraction, development, and retention strategy.</p> <p>Council has strong external contractor relationships that continue to provide resources and support teams through period of vacancies, however this market too has its challenges, and this comes with significant additional cost. It will continue to utilise these opportunities whilst undertaking recruitment.</p>

3.0 Population and household projections and locations

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors																														
Population Growth	<p>Population growth estimates aligns with the Squillions Central Hawke's Bay Demographic and Economic Growth Projections 2023-2053, medium growth assumption rate over the next 10 years to 2034. This assumes a growth rate of 2.57% per annum. In 2023, the population of Central Hawke's Bay is estimated to be 16,270.</p> <table><tr><th>Year</th><th>Total Population</th><th>% aged 65 and over</th></tr><tr><td>2023</td><td>16240</td><td>22%</td></tr><tr><td>2028</td><td>18420</td><td>23%</td></tr><tr><td>2033</td><td>20930</td><td>24%</td></tr><tr><td>2038</td><td>23540</td><td>25%</td></tr></table> <table><tr><th>Age</th><th>2023</th><th>2033</th></tr><tr><td>0-14</td><td>3260</td><td>3990</td></tr><tr><td>15-39</td><td>4240</td><td>5380</td></tr><tr><td>40-64</td><td>5200</td><td>6500</td></tr><tr><td>65+</td><td>3540</td><td>5060</td></tr></table> <p>Most of the growth is expected to occur in Waipukurau.</p>	Year	Total Population	% aged 65 and over	2023	16240	22%	2028	18420	23%	2033	20930	24%	2038	23540	25%	Age	2023	2033	0-14	3260	3990	15-39	4240	5380	40-64	5200	6500	65+	3540	5060	That population growth is higher or lower than expected.	High	High	<p>Population projections take into account impacts resulting from Cyclone Gabrielle and the ongoing Cost of Living crisis.</p> <p>There are a large number of variables that remain uncertain nationally and internationally that could impact the projections, and Council will need to carefully monitor these regularly against projections.</p> <p>Increases in population will exacerbate the strain on council services, facilities and infrastructure.</p> <p>A decrease in population will impact on the rate revenue calculated from growth assumptions and therefore our ability to maintain infrastructure and services from the current rating base.</p>
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Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors																																																																																																																														
Demographic changes - age	<p>That the proportion of residents aged 65+ in the district will rise from 22% in 2023 to 24% in 2033. This is a trend that is forecast to continue past 2033 into subsequent years.</p> <p>Central Hawke's Bay State of the District 2023 Squillions Ltd</p> <p>Figure 14: Population by age with projections: high scenario</p> <table border="1"> <thead> <tr> <th>Year</th><th>Total</th><th>0-14 years</th><th>15-39 years</th><th>40-64 years</th><th>65+ years</th></tr> </thead> <tbody> <tr><td>2018</td><td>14,650</td><td>3,050</td><td>3,650</td><td>5,100</td><td>2,850</td></tr> <tr><td>2019</td><td>14,900</td><td>3,090</td><td>3,740</td><td>5,080</td><td>2,990</td></tr> <tr><td>2020</td><td>15,400</td><td>3,150</td><td>3,950</td><td>5,150</td><td>3,150</td></tr> <tr><td>2021</td><td>15,700</td><td>3,190</td><td>4,090</td><td>5,130</td><td>3,290</td></tr> <tr><td>2022</td><td>15,950</td><td>3,300</td><td>4,100</td><td>5,150</td><td>3,400</td></tr> <tr><td>2023</td><td>16,270</td><td>3,270</td><td>4,250</td><td>5,200</td><td>3,550</td></tr> <tr><td>2024</td><td>16,690</td><td>3,370</td><td>4,440</td><td>5,180</td><td>3,700</td></tr> <tr><td>2025</td><td>17,180</td><td>3,490</td><td>4,590</td><td>5,250</td><td>3,850</td></tr> <tr><td>2026</td><td>17,760</td><td>3,570</td><td>4,780</td><td>5,440</td><td>3,970</td></tr> <tr><td>2027</td><td>18,360</td><td>3,670</td><td>4,990</td><td>5,600</td><td>4,100</td></tr> <tr><td>2028</td><td>19,020</td><td>3,800</td><td>5,230</td><td>5,730</td><td>4,260</td></tr> <tr><td>2029</td><td>19,730</td><td>3,950</td><td>5,520</td><td>5,800</td><td>4,460</td></tr> <tr><td>2030</td><td>20,440</td><td>4,090</td><td>5,760</td><td>5,930</td><td>4,660</td></tr> <tr><td>2031</td><td>21,170</td><td>4,240</td><td>5,970</td><td>6,100</td><td>4,860</td></tr> <tr><td>2032</td><td>21,890</td><td>4,390</td><td>6,170</td><td>6,310</td><td>5,020</td></tr> <tr><td>2033</td><td>22,640</td><td>4,550</td><td>6,380</td><td>6,520</td><td>5,190</td></tr> <tr><td>2038</td><td>26,480</td><td>5,360</td><td>7,440</td><td>7,650</td><td>6,030</td></tr> <tr><td>2043</td><td>30,510</td><td>6,080</td><td>8,570</td><td>8,930</td><td>6,930</td></tr> <tr><td>2048</td><td>35,030</td><td>6,920</td><td>9,840</td><td>10,300</td><td>7,970</td></tr> <tr><td>2053</td><td>40,060</td><td>7,730</td><td>11,180</td><td>11,760</td><td>9,390</td></tr> </tbody> </table>	Year	Total	0-14 years	15-39 years	40-64 years	65+ years	2018	14,650	3,050	3,650	5,100	2,850	2019	14,900	3,090	3,740	5,080	2,990	2020	15,400	3,150	3,950	5,150	3,150	2021	15,700	3,190	4,090	5,130	3,290	2022	15,950	3,300	4,100	5,150	3,400	2023	16,270	3,270	4,250	5,200	3,550	2024	16,690	3,370	4,440	5,180	3,700	2025	17,180	3,490	4,590	5,250	3,850	2026	17,760	3,570	4,780	5,440	3,970	2027	18,360	3,670	4,990	5,600	4,100	2028	19,020	3,800	5,230	5,730	4,260	2029	19,730	3,950	5,520	5,800	4,460	2030	20,440	4,090	5,760	5,930	4,660	2031	21,170	4,240	5,970	6,100	4,860	2032	21,890	4,390	6,170	6,310	5,020	2033	22,640	4,550	6,380	6,520	5,190	2038	26,480	5,360	7,440	7,650	6,030	2043	30,510	6,080	8,570	8,930	6,930	2048	35,030	6,920	9,840	10,300	7,970	2053	40,060	7,730	11,180	11,760	9,390				
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Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Housing Growth	With increasing population comes the demand for increased housing to support growth. To calculate projected households, we consider population projections as well as household size in terms of number of people residing in each home. Population growth is expected to increase by 2.0% p.a over the next 10 years and household sizes are expected to increase quarter-way through the next 10 years <i>before returning to the same average size as now.</i> (2.3 people per household on average).	Household growth is lower than the levels expected relieving pressure on housing supply, impacting rate payer projections.	Moderate	Moderate	Council have adopted the medium growth scenario from the growth projection work based on the level of activity over the past 12 months and the level of uncertainty post Cyclone Gabrielle.
		Household growth increases above the expected levels placing further pressure on existing housing supply.	High	Moderate	Population and household sizes will continue to be monitored annually and compared to assumed forecasts so that variances can be identified early, and housing and financial projects can be adapted accordingly.
	*				

Funding and Finances

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors									
Inflation forecasts	<p>That local government cost inflation will be consistent with BERL forecasts.</p> <p>The BERL local government cost index reflects the selection and relative importance of the goods and services which represent broadly the expenditure pattern of Local Authorities in New Zealand. This basket thus includes more directly relevant items including capital expenditure on pipelines, and earthmoving, and site works, and operating expenditure such as local government sector salary and wage rates. Forecasts have been provided across specific activity groups; for capital expenditure versus operating expenditure and broadly overall (as set out below) in the form of the LGCI.</p> <p>**BERL TABLE TO BE CONFIRMED**</p>	Inflation is higher than forecast. This could impact the cost and affordability of Council services.	Moderate	Moderate	<p>BERL price change estimates are an industry recognised measure.</p> <p>Given the volatility to inflation presented by the current economic environment, inflation and its impact on local government costs, and rate payers will continue to be reviewed annually.</p>									
Insurance forecast	Insurance premiums will increase over time due to numerous natural events that have resulted in major insurance payouts. Insurance costs are predicted to rise by at least 20% as a result of the natural events.	That inflation is higher than forecast. This could impact the cost and affordability of Council services.	Moderate	Moderate	BERL price change estimates are an industry recognised measure. As these are updated annually, Council will review its financial strategy accordingly noting in particular the impact of any upward movement on affordability.									
Interest Rates Forecast	<p>That Council will be able to negotiate favourable borrowing terms, and interest rates for borrowing will be in keeping with forecast expectations.</p> <p>Council is forecasting for the ten-year period of this LTP that the interest rate will range from 4.00% to 5.50 %.</p> <table><tr><th>Financial Year</th><th>Residential Floating</th><th>Councils Cost of Funds</th></tr><tr><td>2022/23</td><td>7.0%</td><td>5.0%</td></tr><tr><td>2023/24</td><td>7.5%</td><td>5.5%</td></tr></table>	Financial Year	Residential Floating	Councils Cost of Funds	2022/23	7.0%	5.0%	2023/24	7.5%	5.5%	That we will not be able to access loan funding, or interest rates are higher than forecast. The Council will have a greater level of exposure to this risk with increases in Council's debt levels and cap likely to be required for water related services.	Moderate	High	The Council has a Financial Strategy and Liability Management Policy which sets parameters for Council debt and contains strategies to protect ratepayers against significant fluctuations.
Financial Year	Residential Floating	Councils Cost of Funds												
2022/23	7.0%	5.0%												
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Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors																														
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Borrowing Status with LGFA	That Council's debt will not exceed the debt cap and borrowing can continue at the same level.	That Council fails to obtain a credit rating by 2025/2026 and hits the LGFA debt ceiling of 175% and no longer has access to further debt funding.	Low	High	The likelihood of this occurring is low. Credit Rating Agencies look favourably on New Zealand Councils as their main revenue stream is guaranteed by statute (rates) and can be changed annually to suit Council's budgets.																														
Income from Development Contributions	<p>Income received from development contributions is sufficient to fund growth related infrastructure, as per the Development Contributions Policy.</p> <p>Significant assumptions in relation to development contributions are included in the Development Contributions Policy.</p>	The risk is that development contributions do not cover the cost of growth-related infrastructure because there is less growth than expected or changes to the zoning of land in the Proposed District Plan are not progressed through decisions.	Moderate	Moderate	<p>The Council's Development Contributions Policy is reviewed alongside the development of the LTP and conservatively based on latest available growth forecasts.</p> <p>The policy provides for annual adjustments of development contributions relative to lending costs and inflation.</p> <p>Any shortfall in Development Contributions will need to be loan funded until such time the growth does occur, and the loan can be repaid.</p>																														
Income from Central Government	That the Council will continue to receive subsidies from Waka Kotahi / NZTA as per the agreed funding regime	The risk is that the level of subsidy funding available for services and projects is less	Moderate	Moderate to High	The FAR subsidy is the largest source of Council revenue after rates and dropped																														

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Subsidies and/or grants	<p>(the Funding Assistance Rate (FAR)) at 59% for non-Cyclone recovery work.</p> <p>Cyclone Gabrielle (February 2023) has left significant damage across the Councils network. At the start of the 2024-2034 Long Term Plan Council will have residual unrepaid damage of approximately \$100m which the LTP assumes that NZTA will provide some bespoke funding at a higher FAR for this work, with Council continuing to co-contribute at a rate of \$2m per year for at least the first 3 years of this LTP.</p>	than budgeted and/or expected.			<p>to 59% on 1 July 2024. This has been confirmed for the three-year period.</p> <p>This amount gets reviewed every three years and if subsidy available is reduced, this could have a longer-term detrimental effect on our network.</p> <p>Levels of service may have to reduce if subsidy rates, or level of funding continues to decrease.</p>

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Trade Waste-Capital Financial Contributions	Council will receive the level of capital financial contributions forecast from Trade Waste Suppliers over the Long Term Plan to fund part of the cost of the demand that trade creates on our District Wastewater Services as part of the Tradewaste Bylaw Review, that will be undertaken as an 'other consultation' alongside the Long Term Plan.	The key risk is that the Bylaw is not amended significantly, and the revenue forecast in the Long Term Plan does not eventuate. This means that, over the ten years, in the event that no financial contribution was received from Trade Waste Suppliers (in the absolute worst-case scenario), Council would have to loan fund the \$XX million.	Moderate	Moderate	<p>Council has engaged early with trade waste users on the proposed Bylaw review, that forms part of the other consultations that have been included as part of the Long Term Plan Consultation Document.</p> <p>There is awareness amongst the trade waste industry that Capital Financial Contributions, would at some point be required, as they currently experience at other operating locations throughout the country.</p> <p>Council has been relatively conservative apportioning the level of capital contribution that Trade Waste creators will pay in the Long Term Plan, currently apportioning only \$XXX million (inflated) of the total cost of upgrades that could reasonably be apportioned to Trade Waste users. To this end, this is the potential that this revenue could increase, decreasing Council's requirement for borrowing to fund the balance of Council's wastewater programme.</p>

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Average Replacement Costs of Assets	Planning for renewals over the long term involves building an understanding of the condition of assets, the risk of them failing and then modelling/ building plans to replace them. To create budget estimates, the type and number of assets planned for replacement each year is multiplied by assumed average asset replacement costs.	The risk is that the actual costs to replace/renew assets are higher or lower than the average costs used to create long-term budgets. This could result in changes to the work programme and levels of service or financial impacts.	Moderate	High	There is an ongoing focus on improving the levels of Asset Management sophistication. Recent project data has been used to inform average replacement cost assumptions giving confidence that figures used are as up to date as possible. Depreciation is substantially funded through either rates or user fees depending on the funding of the activity where the assets are utilised. The Council is able to access borrowings at levels forecast within the LTP. Council can reduce capex levels and opex (levels of service) to meet funding constraints

4.0 Ability to deliver the work programmes

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Waipukurau South Growth Precinct	That Kainga Ora will provide \$10.9m of funding to provide the infrastructure that will allow the Waipukurau South Growth Precinct to be developed, with the balance coming from Council and Developers. That as a consequence this could add approximately 950 new homes before 2035.	<p>The level of external funding available for services and projects is less than expected/ budgeted.</p> <p>With cost escalations, the level of external funding for services and projects will enable a lower number of houses than initially expected.</p>	Moderate	Moderate	Council will continue to work with Kainga Ora and to provide a high level of project oversight to ensure the scope, budget and timing of the project are well managed.

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Delivery of Capital Programme	<p>Council will be able to deliver on its capital work programme as outlined in proposed work programmes associated with the Long Term Plan.</p> <p>The plan sees a major increase in capital expenditure over the ten years, particularly in the three waters activity. The increases are significant increases above the level of capital funding this Council has been able to successfully deliver historically.</p>	<p>That Council is unable to deliver the works programmes as outlined. If the risk occurs then this creates a wave and backlog of work, in particular continued delays in the delivery of renewal and upgrades. Subsequently that may impact on desired levels of service being achieved. Cost escalation may occur, and asset failure may occur before asset replacement is achieved. This also comes with the risk that Council strikes rates, borrows and charges Development Contributions to fund a programme it can't deliver in the budgeted timeframe.</p>	Moderate	Moderate	<p>Council has been purposely raising the level of project management sophistication and rigour in the organisation over the last three years to prepare for the anticipated major increases in capital expenditure in this Long Term Plan.</p> <ul style="list-style-type: none"> - Establishing a specialist internal project management office. - Procuring and implementing long-standing professional services arrangements with key providers - Early engineering design work for the wastewater projects has already been completed. <p>If the project does fall behind the schedule contained in the Long Term Plan, Council has the ability to revise the speed of delivery in future annual plans, and alter rating, development contributions and borrowing assumptions at that time. Any money already collected can be carried forward to a later year to be used at the point of construction.</p>
Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Contractor availability	<p>We will be able to find skilled contractors to undertake the work we require, to the agreed standards, deadlines and cost.</p> <p>There are a number of emerging and forecast challenges with availability of contractors. These are associated with infrastructure being severely impacted by the extreme flooding events of earlier this year, as well as possible skill shortages within the contracting sectors themselves.</p>	<p>That there will be a shortage of contractors, or that contractors will not deliver to the agreed standards and specification with the agreed time. If the risk occurs it could result in an increase in the</p>	Moderate	High	<p>Our procurement manual ensures we have robust contracts. We are further supporting industry through skills and talent opportunities to bridge these gaps. We are procuring and implementing long-standing professional services arrangements with key providers.</p>

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
	These challenges may impact Council in terms of availability, cost and quality of work. A certain amount of this risk is reduced with some services being brought in-house rather than contracted out.	price, timeframes, and/or quality.			

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5.0 Legislative/Regulatory environment

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Legislative Demands on Council	<p>Further changes are anticipated to the Essential Freshwater Regulations that have been previously outlined.</p> <p>Following Government announcements in May 2023 on the Affordable Water Reform (formerly Three Waters) to shift from establishing four to ten new water service entities to take on the delivery of drinking water, wastewater and stormwater services across New Zealand, further amendments to legislation are anticipated.</p> <p>Given the high levels of uncertainty about the final form or timing of the reform we have assumed no changes to the way that we deliver water services.</p> <p>The Resource Management planning framework was reformed in August 2019, with the introduction of two new acts to replace the Resource Management Act 1991. – the Natural and Built Environment Act and the Spatial Planning. The incoming Government made manifesto commitments during the campaign to repeal these reforms. There is therefore uncertainty on the future approach to resource management planning.</p>	<p>That reform happens earlier faster than currently anticipated and requires amendments to this LTP. Alternatively, a change in Government in 2023 may result in a significant change in direction on water reforms.</p>	High	High	<p>We are keeping a close watch on how regulation develops to ensure we are prepared for whatever happens.</p>

6.0 Climate change and Carbon Implications

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Climate change - flooding	<p>That minor storm and flood events are expected to continue to happen on a frequent (often annual) basis whereas significant high impact events cannot be accurately predicted. Generally speaking, the frequency and severity of extreme weather events is forecast to increase based in current climate change scenarios.</p> <p>Our District is at risk of a range of natural hazards such as earthquakes, flooding, tsunami, debris flows, slips, tornado and fire activity. Storms and tropical cyclone events occur on a frequent basis often bringing high intensity rainfall but are generally manageable within existing work programmes and budgets.</p> <p>That we are able to keep operating to deliver essential services to the community in the event of disruption or a disaster.</p>	Flooding events occur to a greater extent than predicted or in areas we have not predicted.	Moderate.	High	<p>A number of projects, plans and initiatives seek to reduce the risk associated with natural hazards. In the first instance these seek to reduce exposure to risk while the secondary focus is on community preparedness for response. Given the events of the last three years, a number of areas have been identified and will be delivered as part of the Cyclone Recovery Plan. This will include adapting risks of wetter and dryer scenarios.</p> <p>Council has a Policy to build up enough contingency funds to pay for storm damage. Central Government also has a role in disaster recovery and restoration works after natural disasters have happened.</p> <p>Over this LTP period we will seek to further understand our risk and role in mitigating the impacts of natural hazards across our district.</p> <p>Complete projects identified in the Cyclone Recovery Plan continuing to increase resilience to flood events.</p> <p>This includes work being completed by the Hawke's Bay Regional Council.</p>
Emissions Trading Scheme	Council is required to buy and surrender carbon credits in arrears based on tonnage of waste being received by its landfill operation. These carbon credits are subject to market pricing and these costs are passed through to consumers at the time of receipt of waste.	Council has to set its gate fee / transfer station fee 12 months ahead of the ETS liability being settled. The risk	Moderate	High	Council has the ability to enter into forward exchange contracts to lock in certainty on pricing, but this does reduce the ability to react to market declines.

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
		is in price fluctuation during the intervening time.			

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7.0 Natural Hazards

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Major Weather Events	That major weather events droughts/cyclones will continue to increase, exhausting any remaining funding and costs will be significant to an extent that Council cannot afford to recover.	Risk is that unplanned events will occur more frequently than planned for putting additional stress on our financial preparedness and ability to recover.	High	High	<p>Continue to prioritise resilience projects for funding and delivery, where ever possible, including considering the long term impacts of climate change.</p> <p>Ensure the Financial Strategy retains a portion of available debt for unplanned events where possible.</p> <p>We will continue to monitor weather patterns and work with partners to continue to better prepare our communities for these severe events.</p>

8.0 Cyclone Recovery Expectations

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Deliverability of Cyclone Recovery Plan	<p>It has been assumed that recovery is a function whose funding is borne by the Local Council. No new funding has been budgeted for.</p> <p>Built into the budget is ratepayer, reserve, and loan funding of \$2.2m per year for the first three years of the LTP towards roading recovery. Council has applied for a higher than normal co-funding rate from Waka Kotahi to be added to this \$2.2m but is yet to find out the outcome of this application. At this stage the budget only reflects Council's share, and any additional funding will be in addition to, and will allow additional repairs to be undertaken.</p>	No Co-Funding is received from Waka Kotahi, and only a small fraction of the repairs needed can be completed in the first 3 years of the LTP.	Low	Low	Roading Recovery work will be phased to match the income available to undertake the works.
Land Categorisation Costs	That the level of costs required to purchase properties will be shared 50/50 with the Crown, will be loan funded with the loan servicing costs being met by the general ratepayer, and affordable over the life of the LTP and not severely impact on our debt headroom.		Moderate	Moderate	<p>Central Hawke's Bay District Council was party to the recent Crown Negotiations regarding land categorisation and cost sharing arrangements for property buy outs that result from this categorisation. At present there are no properties in Category 3 requiring a property buy out located in Central Hawkes Bay, however there are still circa 138 properties in Category 2 that may or may not be moved to Category 3 or downgraded to Category 1 once engineering assessments have been completed.</p> <p>In the worst-case scenario where these properties are upgraded to Category 3 and require a buyout, the residual buy back costs after applying any insurance proceeds from the owner's insurance policy will be shared 50/50 with the Crown. As this is a new and unbudgeted activity any Council funding required will be loan funded with the loan servicing</p>

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
					costs being met by the general ratepayer over the life of the LTP to mitigate the impact.

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9.0 Asset lifecycles and depreciation methods

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Lifecycles of Significant Assets	The useful life of assets will be in keeping with expectations as shown in the Statement of Accounting Policies. Accurate condition assessments and knowledge of the lifespan of our assets are necessary to inform Council's asset maintenance and renewal programme. Accurate information on assets allows for timely and efficient maintenance and renewal that minimises service disruption and maximises lifespan.	That the useful life of assets is substantially shorter or longer than our assumptions. This could result in service disruption and/or have financial implications due to changes to the capital works programme, or an inefficient renewal programme.	High	High	Condition assessment continue to be undertaken by the Council in line with Asset Management expectations with condition information updated based on actual rather than theoretical expectations. Capital projects could be reprioritised in the event of early expiration of assets.
Asset Management Planning 2021 LTP	Asset Management Plans provide the substantive basis for investment planning across Council.	The risk is that asset management planning approaches are not adequately sophisticated and result in sub-optimal asset management plans.	Moderate	High	There is typically a relationship between the level of risk involved in as asset class and the sophistication of the asset management planning approaches used for that asset class (i.e., waste water wastewater has more sophisticated planning approaches than reserves). Council has an extensive asset management planning process which includes regular condition monitoring and assessment. Where a decision is made not to replace an asset, this will be factored into capital projections.

10.0 Technology

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Technology and Connectivity	That there will be no technological changes that make some projects unnecessary. Disruptive technologies that we are aware of are incorporated into our planning.	Technology generally presents opportunities rather than risk. However, there is some risk associated with long term planning and infrastructure commitments made by Council which could be inconsistent with any emerging technologies that provide more preferable solutions. The greatest risk is therefore the 'opportunity loss' of new technologies that are not taken up or adopted late.	Moderate	Moderate	Council will stay informed of developments in this area and will amend projects as needed.
Cyber Security	That our controls will protect us from significant cyber security attacks.	Increasing sophistication of cyber security attacks may cause Council to be unable to defend a significant cyber-attack, resulting in an inability to communicate through normal channels, operate core functions or stand up a response, severely impacting Councils reputation and potential legal implications and /or fines.	Moderate	High	Council has numerous soft (governance) and hard (cyber protection tools) controls in place. These controls are based on the Centre of Internet Security (CIS) and National Institute of Standards and Technology (NIST) frameworks. Audits are undertaken using external cyber security experts to ensure ongoing improvement in Councils overall security posture. Council shares both soft and hard controls with other Councils in Hawke's Bay to foster regional capacity in the event of a cyber incident.

11.0 Community expectation

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Community Support	That with the level of engagement we have completed to inform this LTP that there will be high levels of support for our proposed LTP direction and delivery programme.	That high levels of community support are not present, and our planned programme will need to be significantly adjusted. The lack of community acceptance of proposed projects and the means to fund them (i.e., impact on rates to provide additional funding) would limit Council's ability to deliver.	High	High	Many proposed projects have had and will continue to include community engagement so that the communities voice is heard and responded to. Plans to mitigate the impact to ratepayers by timing delivery and seeking funding from alternative parties where possible shall also be communicated with the announcement of each new project. Informing and involving the local community regarding the challenges that our district is facing regarding the delivery of activities mentioned in this LTP. In addition, Council wishes to maintain the commitment to delivering a project through to completion once it is announced to boost community confidence in our ability to deliver.

12.0 Affordability

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Affordability Rates	That rate payers and residents will be able to afford the cost of rates and user fees and charges proposed in the LTP.	<p>Revised rates are set too high, and rate payers are unable to pay rates and afford to live in the area.</p> <p>Revised rates are too low, limiting Council's ability to deliver projects and seek alternative funding from other sources due to credit rating issues.</p>	Low	High	<p>Financial impact of whatever level rates set remain high due to the large pipeline of works to be delivered in this LTP. Council will work to offset dependence on any one source of funding as part of the Financial Strategy.</p> <p>Due to the large number of activities proposed in this LTP, ongoing sources of funding will need to be reviewed as part of the Council's Financial Strategy. This includes income sourced from rates which will take into account increasing cost of living, countered with low unemployment and increasing salaries etc.</p> <p><i>Squillions report notes employees are seeing nominal wage growth – wages up 7.3% for the year, this effect is negated by rising food, housing and petrol costs.></i></p>

Forecasting Assumption	Description	Risk	Likelihood of occurrence	Financial Impact	Risk Mitigation factors
Affordability – Property Values	<p>That affordable housing will continue to be a constraint throughout the term of this LTP.</p> <p>While in most recent years there has been a falling demand (21% drop in new residential consents issued from previous year) and a steady increase in construction costs, looking forward there is ongoing concern regarding the availability of property in CHB that is affordable which has been placed further under pressure by the affected households relocating from neighbouring districts to Central Hawke's Bay due to Cyclone Gabrielle.</p>	Risk that insufficient housing available driving house prices up into even more unaffordable levels.	Moderate	High	<p>Council to continue to review proposed scheme of works to deliver more housing to the region, including identifying further opportunities to develop and deliver housing.</p> <p>Through its work through the Tamatea Housing Taskforce with key partners (including mana whenua and Crown agencies) Council is working collaboratively to deliver on affordable housing outcomes for the people of Central Hawke's Bay.</p>
Affordability - Incomes	That our balanced approach to our programme of works ensures we are not placing unrealistic financial pressure on individuals and whanau.	That we have placed too much rates burden on individuals and whanau and that this leads to rates defaults and decreasing levels of use of our services and facilities.	Moderate	Moderate	Financial impact of whatever level rates set remain high due to the large pipeline of works to be delivered in this LTP. Council will work to offset dependence on any one source of funding as part of the Financial Strategy.

7.8 KEY PROJECT STATUS REPORT - BIG WASTEWATER/BIGWATER STORY

File Number:**Author:** Ben Swinburne, Project Manager**Authoriser:** Doug Tate, Chief Executive**Attachments:**

1. KPSR - Big Wastewater Story - November 2023 [↓](#)
2. KPSR - Big Stormwater Story - November 2023 [↓](#)
3. KPSR - Big Water Story - November 2023 [↓](#)

RECOMMENDATION

That the report be noted

PURPOSE

The purpose of this key project status report serves as an opportunity to formally report to elected members on the progress of each of the projects and their expected delivery against time, scope, budget and quality standards against the larger programme objectives.

The report covers three key programmes:

- The Big Water Story (including all renewals projects).
- The Big Wastewater Story (Wastewater Upgrade Programme).
- The Big Stormwater Story.

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

As part of Project Thrive, the importance of water to our community was one of the loudest messages. This, combined with a vision for growth and prosperity, environmental responsibilities, as well as strong and durable infrastructure is how #thebigwaterstory began.

To deliver the improvements required, Council has developed a programme of upgrades and improvements to ensure that the drinking water, wastewater and stormwater infrastructure is able to meet the current and future needs of the community.

Following project THRIVE, creation of The Big Water Story brand, and adoption of the LTP in 2018 and subsequently 2021, attention and focus have shifted from discussion and consultation to planning and delivery. Projects must be sequenced and prioritised based on several factors. This holistic approach to managing several interrelated projects to achieve a single promised outcome is referred to as Programme Management.

DISCUSSION

The detail is generally outlined with the attached relevant key project status report.

For the Wastewater programme:

- Our current focus has moved into considering and providing options to ensure the best possible outcomes for the community should funding constraints limit our ability to deliver the programme to the timeframes outlined within the 2021-2031 Long term plan, this follows an update to budget forecasts and assessments of the impact of both Cyclone Gabrielle and a delay to the 3 Waters Reform (Affordable Waters) programme.

For the Water Supply Upgrade and Renewal Programmes:

- The Second Supply Central Reservoir access track is now completed.
- Recent renewals projects at Great North Road and Pōrangahau Road have essentially been completed (last remaining detail on Pōrangahau Road to be installed during future wider network shutdown). Where logical designs that were underway have been continued to enable future works to progress quickly should funding allow.
- Our current focus has moved into considering and providing options to ensure the best possible outcomes for the community should funding constraints limit our ability to deliver the programme to the timeframes outlined within the 2021-2031 Long term plan, this follows an update to budget forecasts and assessments of the impact of both Cyclone Gabrielle and a delay to the 3 Waters Reform (Affordable Waters) programme.

For the Stormwater Programme:

- The impacts of Cyclone Gabrielle required greater focus on stormwater and as a result the general stormwater programme has seen significantly more progression since.
- Work to clear the major open drainage channels in the district has been carried out in Waipawa and is currently underway in Waipukurau.
- A report identifying the next “quick win” projects has been received and a work programme is being created.
- A Severe Weather Outlook Checklist (SWOC) has been created to assist operational teams in ensuring optimal performance of the network prior to forecast poor weather.

Across all of these projects and programmes the capital constraints that Cyclone Gabrielle has created, as well as uncertainty around central governments reform programmes (particularly following the recent election), are a critical risk to the long-term implementation of these programmes of work. Council will need to carefully consider the constraints, risk and options ahead of it and rephase, re-prioritise or modify these programmes as required to ensure the best possible outcomes are achieved.

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 report be noted.

**# the BIG.
Waste Water Story**



KEY PROGRAMME STATUS REPORT



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

***Together
we thrive!***
E ora ngātahi ana!

KEY PROGRAMME STATUS REPORT- The Big Wastewater Story**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Programme Name	The Big Wastewater Story
Programme Manager	Ben Swinburne
Programme Sponsor	Doug Tate
Reporting Period	August - October 2023

Programme Objectives:

- Upgrade infrastructure so that it will last longer, and we can maintain and improve service levels.
- Meet changing legislative and compliance requirements relevant to 3 water assets.
- Ensure we are providing for smart growth in the district including the rapidly growing number of new homes being built in our residential areas and forecast over the next 10 years.
- Deal with wastewater to ensure minimal impact on our rivers.
- Ensure we do not burden future generations with ageing infrastructure.
- To deliver the capital projects in the allocated year/s that align with future resource consents.
- To deliver within budget and quality whilst ensuring maximum community benefit from these projects.
- Communicate and engage with the community and Mana whenua on the programme and the progress of each project.

KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



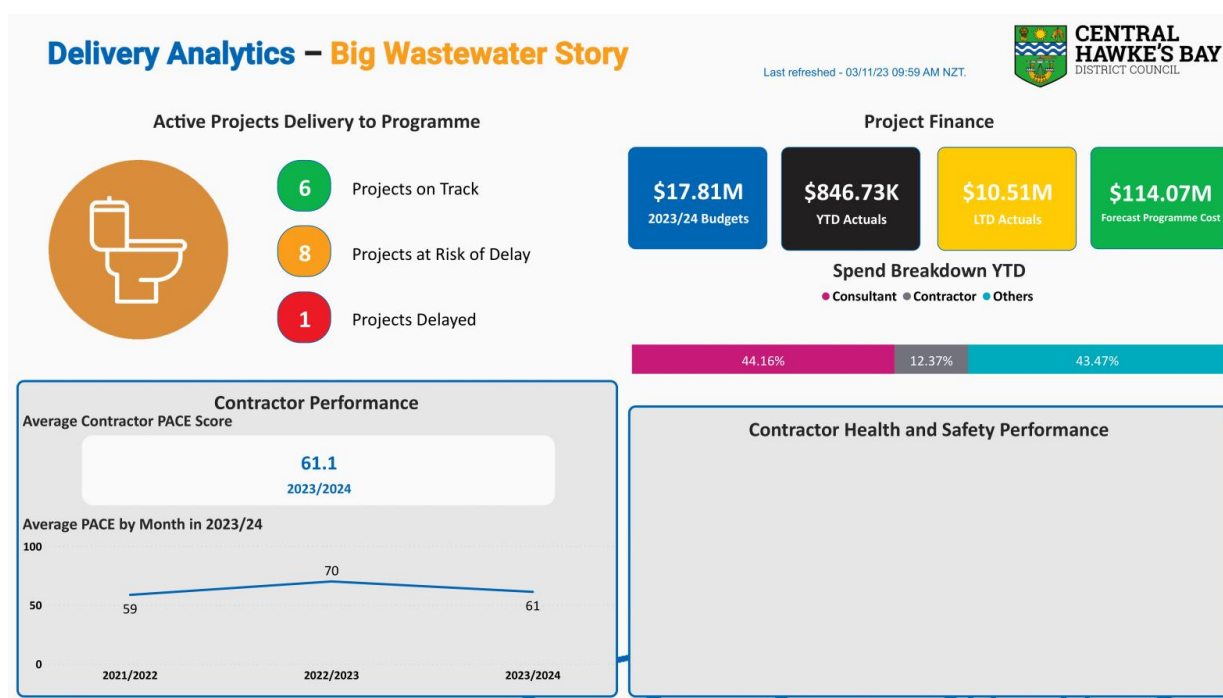
Executive Summary:

Officers focus has foremost been in considering and providing options to ensure the best possible outcomes for the community as funding constraints limit our ability to deliver the programme to the timeframes outlined within the 2021-31 Long Term Plan. This follows an update to budget forecasts and assessments of the impact of both Cyclone Gabrielle and a delay to the 3 Waters Reform (Affordable Waters) programme and well as the recent election and change in Government.

The need to make some improvements in particular at Waipukurau is apparent, currently compliance with existing consent conditions is difficult to fully achieve and maintain, while some minor short term works are continuing, this remains a significant risk.

We continue to work through the final technical issues impeding the granting of a new discharge consent in Porangahau while also continuing to engage with iwi to ensure the proposed consent conditions both align with cultural views and values but remain achievable.

Budgetary constraints affecting the wider programme also have impact at Takapau where in October 2022 a new discharge consent was issued. Infrastructure upgrades will be required in order to achieve compliance with this new consent. Officers continue to work with the new land irrigation site landowner in Takapau and HBRC around issues with stream erosion in the wake of recent storm events, this relationship is key to the implementation of upgrades in Takapau and remains a significant risk.



KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Risk and Issues Assessment

Key Issues Impact on Project Objectives	Yes	No	Explanation and Proposed Resolution
Are there scope control problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scopes are set at the initiation of each project. Overall programme scope remains although some short term refinement may be required due to funding constraints
Will target dates be missed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The milestone targets set within the LTP 21-31 will be missed, while delays within the projects had put these at some risk, financial constraints and reform uncertainty will mean initial target dates will be missed
Will project budgets be overrun?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recent budget projections, accounting for cost escalations resulting from inflation, material price increases and design refinements indicate project costs are likely to be overrun at the programme level.
Are there quality problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present
Are there resource problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	With the delays mentioned above, the future availability of consultants to complete key design and consenting work is a risk.
Are there risk management problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No significant risk management problems are perceived at present, risks will be identified below and managed as per project management practices, with programme level risks escalated to the project governance group. Hazard/operability and Safety in design workshops are held for each physical works package.
Are there issues with key stakeholders?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Key affected stakeholders will be communicated with and managed as per defined stakeholder management and communication plans for each project.
Are there communications problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None present, regular updates placed on CHBDC website and social media.
Are there health and safety issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present

KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Key Programme Risks

Risk	Mitigation	Residual Risk Level
Programme Funding and Cost increases	Thorough assessment of the opportunities for mitigation and the effects of this risk. Engagement with Governance group and councillors will be regular and ongoing	Extreme
Programme Delays	Thorough assessment of the opportunities for mitigation and the effects of this risk. Engagement with Governance group and councillors will be regular and ongoing	Extreme
Existing and future consent non-compliances	Alternative short-term options have been formulated and assessed, balancing maximum possible benefit with affordability constraints, active engagement with regulators on the challenges faced	Extreme
Takapau Landowner Relationship	Continued communication with landowners to keep updated about HBRC work and concurrently progress agreement on operational and easement agreements.	Extreme
Takapau River Erosion	HBRC are currently working on finalising a design plan which includes the affected area. We will continue to work with HBRC as their design progresses and works commence	Significant
Pōrangahau Consenting	Further conversations with HBRC directly to minimise the risk presented by current outstanding technical issues.	Significant
Tarewa Swingbridge Project Delay	Delay has occurred through the design finalisation process creating additional reputational risk. Thorough project programming has been undertaken now design is completed	Significant

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

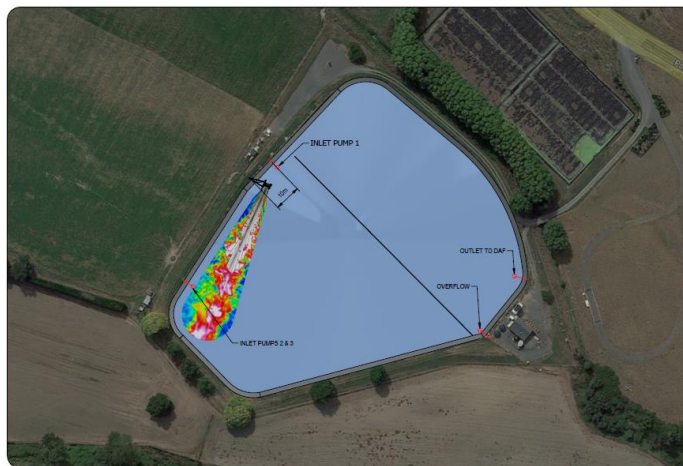
KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Communications and Engagement

The communications and engagement with various key stakeholders will continue to be key to the successful delivery of outcomes for the community. As we work through affordability issues mentioned above, and council considers how the programme can be phased considering these constraints, officers expect to need to work closely with stakeholders to communicate these changes and understand how these may affect them.

Following the long-term plan process currently underway, officers also plan to refresh our communications and engagement plan to reflect the potential need for changes in our approach.



WAIPAWA WWTP AERDISC UPGRADE (1 : 1300)

Figure 1 - Proposed Trial
Aerator Location -
Waipawa WWTP

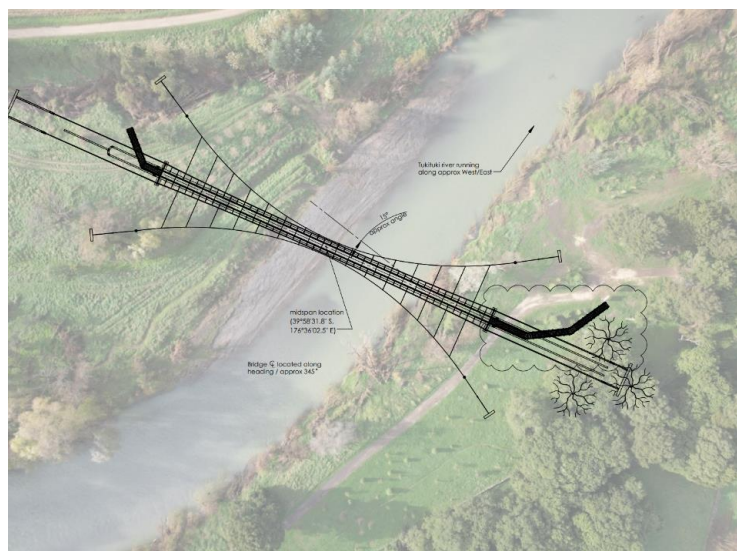


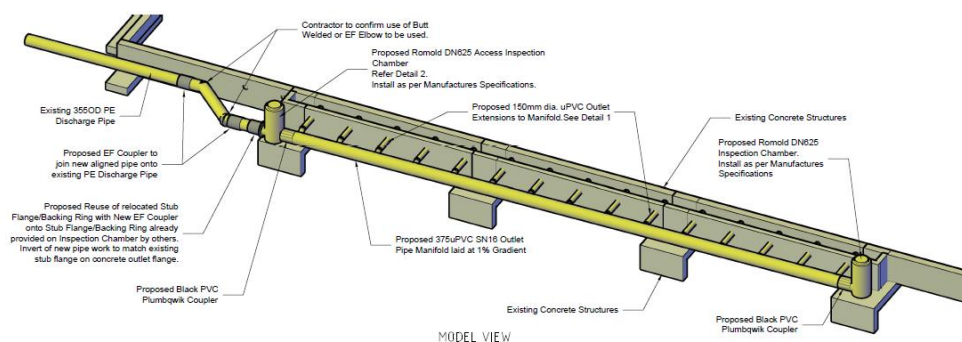
Figure 2 - Proposed Tarewa (Tukituki)
Swingbridge alignment

KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Project 1: WOW Upgrades (Short term upgrades)

Various	60% PROGRESS	2020 START DATE	TBC END DATE	\$TBC BUDGET	\$2.79m SPEND TO DATE
<p>Scope: Following the completion of the works required to convey Otāne's wastewater to Waipawa, including treatment upgrades at the Waipawa WWTP, some focus has shifted to how the Waipukurau WWTP can be improved in the short term. Detailed optioneering has been undertaken to understand what possible upgrades could be undertaken, with a focus on affordability, however these options all either do not provide enough benefit or remain affordable. The ability to deliver these larger short term improvement works at Waipukurau within any reasonable timeframe is unlikely.</p> <p>Works being undertaken:</p> <ul style="list-style-type: none"> • Design of UV upgrades for Waipukurau, Waipawa • Repair of Waipukurau Anaerobic pond outflow channel degradation • Optimisation of Treatment systems at Waipawa • New trial aerator installation at Waipawa 					
PROGRAMME	Works being undertaken are generally on track to be delivered within expected timeframes.				
BUDGET	The works currently being undertaken are all on track to be delivered within set budgets.				
RISK	No significant risks exist within the works currently being completed.				



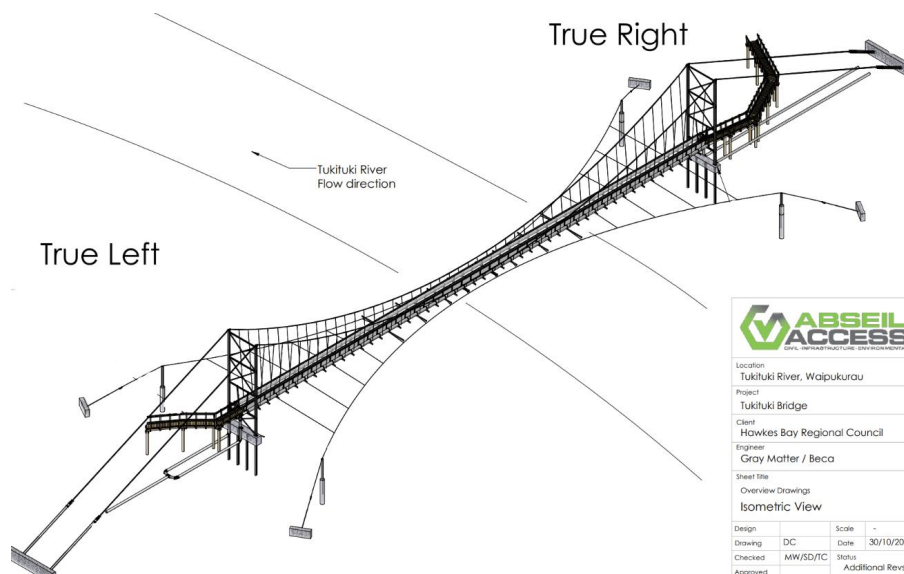
KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



**CENTRAL
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Tukituki Swing Bridge

Planning	30% PROGRESS	Aug 2022 START DATE	Apr 2024 END DATE	\$1,565,000 BUDGET	\$280,000 SPEND TO DATE
Scope: To design and rebuild the Tukituki swing bridge whilst ensuring it is able to accept the planned future wastewater pipes enabling conveyance of wastewater from Waipukurau to Waipawa. Furthermore, ensuring resilience of the bridge is also of key importance.					
PROGRAMME	The project has been delayed significantly as officers have worked to mitigate risks following Cyclone Gabrielle, updating flood modelling, design changes and peer review and additional requests through the resource consenting process. However, the project is now, subject to some approvals, ready to progress from the planning phase into construction.				
BUDGET	The mitigation of risks mentioned above, including a number of unforeseen costs has seen the forecast budget for the project significantly increase, further approval will be required in order for the project to progress.				
RISK	A number of previously significant risks have now been mitigated				



KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Project 2: Pōrangahau and Te Paerahi Wastewater Upgrade

Planning	15% PROGRESS	Dec 2019 START DATE	Jul 2029 END DATE	\$17.6M BUDGET	\$1.8M SPEND TO DATE
Scope: To consent and build a land-based discharge system for the Pōrangahau and Pōrangahau Beach wastewater system to accommodate current and future growth and meet the community, environmental and cultural aspirations while balancing the affordability constraints community.					
PROGRAMME	Milestone targets set within the LTP 21-31 are likely to be missed. Progress through the consenting process is unrushed to ensure the best outcomes for community and Council. Planning has taken place in preparation for the commencement of key milestones such as procurement of an irrigation contractor, finalisation of landowner agreements and commencement of UV & conveyance design.				
BUDGET	Recent budget projections, accounting for cost escalations resulting from inflation, material price increases and design refinements indicate project costs are likely to be overrun at the programme level.				
RISK	There is a risk that consent conditions imposed by HBRC regarding nitrogen loading and concentration lead to a significant increase in cost to meet design standards and necessary change in scope				



KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Project 3: Takapau Wastewater Upgrade

Planning	20% PROGRESS	Sep 2017 START DATE	Jul 2025 END DATE	\$3M BUDGET	\$1.68M SPEND TO DATE
Scope: To consent and build a land-based discharge scheme for the Takapau wastewater system to accommodate current and future growth and meet the community, environmental and cultural aspirations while balancing the affordability constraints community.					
PROGRAMME	Milestone targets set within the LTP 21-31 are likely to be missed. Compliance with the newly granted consent is feasible but will need to be considered within the rephasing of the programme. Planning has taken place in preparation for the commencement of key milestones such as procurement of an irrigation contractor				
BUDGET	Recent budget projections, accounting for cost escalations resulting from inflation, material price increases and design refinements indicate project costs are likely to be overrun at the programme level.				
RISK	<p>There is a risk of a change in scope and/or cost to meet UV disinfection requirements set by the resource consent conditions.</p> <p>There is a risk of delay and increased cost to the project if the landowner declines to sign the operational agreement and easement agreement with the Council.</p> <p>There is a risk that the current irrigation design will need to be altered following erosion along the Mākāretu River's boundary with the proposed irrigation site</p>				

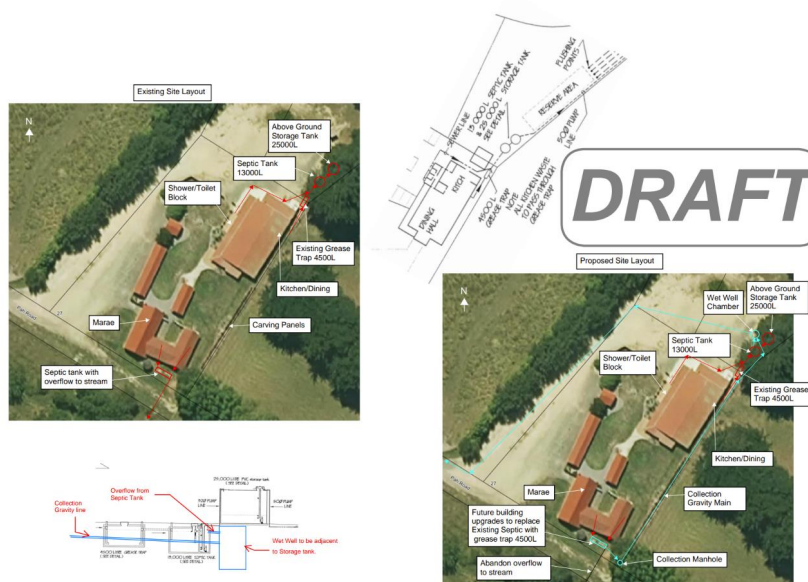


KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Rongomaraeroa Marae Wastewater Connection

Planning	20% PROGRESS	Jun 2022 START DATE	Jul 2024 END DATE	\$764,800 BUDGET	\$45,133 SPEND TO DATE
Scope: To design and construct a wastewater pump station and conveyance pipeline which connects Rongomaraeroa Marae (Pōrangahau Marae) to the existing local wastewater network.					
PROGRAMME	Detailed design is in progress and work to submit the archaeological authority is underway. Work is on track to procure a contractor in the new year.				
BUDGET	The project is 50% funded by the Tourism Infrastructure Fund (TIF). The progress is behind the original schedule, and as such, the spend to date is also low. The invoice for the second TIF payment was sent 31/10/23, totalling \$248,300 invoiced to date.				
RISK	Current risks include: <ul style="list-style-type: none"> - Delays with private property connection confirmation impacting on design delivery timescales - Delay with development of Cultural Impact Assessment having the potential to prevent commencement of construction - Project costs increasing beyond current budget - Construction delays results in frustration from Marae Trustees and impacting relationship 				



KEY PROGRAMME STATUS REPORT- BIG WASTEWATER STORY

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KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Project 4: Residuals Management

Planning	30% PROGRESS	Nov 2021 START DATE	June 2024 END DATE	\$200K BUDGET	\$30K SPEND TO DATE
Scope: A residuals management strategy has been developed for implementation to inform the larger wastewater programme. As part of this, the current focus is on removal of the matured biosolids stored at the treatment plant for beneficial reuse. A consent has been acquired for this activity, an application management plan has been developed, we have completed a procurement exercise and are currently working through methodology.					
PROGRAMME	Some programme delays have presented themselves in the form of budget prioritisation, however this is not expected to cause major issues. Main programme risk is consent expiry in December 2024.				
BUDGET	Contractor quotes have been lower than engineers estimates for biosolids application short term works. Budget for implementation of residuals management strategy remains undetermined with higher priority items taking precedence.				
RISK	Main risk for short term works lies in landowner relationship which is necessary to keep amenable if we wish to utilise the existing consent. Risk for strategy implementation is currently low.				



KEY PROGRAMME STATUS REPORT- The Big Wastewater Story



Project 5: Inflow and Infiltration

Execution	65% PROGRESS	July 2020 START DATE	June 2027 END DATE	\$1.5M BUDGET	\$685K SPEND TO DATE
Scope: Investigation of wastewater reticulation defects allowing liquid ingress and remediation of defects. Includes identification of stormwater system improvements that reduce I&I. Aimed at reducing treatment upgrade cost, increasing level of service of Stormwater/Wastewater system and reducing the environmental contamination.					
PROGRAMME	I&I management strategy and implementation plan for each township has been completed. Pipe Vision have completed their investigation contract with CHBDC. During the contract 21km of pipe was CCTV'd and 1640 houses were inspected for defects. A total of 573 defects were found on private property. The next step is to send defects notices to property owners with defects.				
BUDGET	Projected budget does not exceed what is in the LTP.				
RISK	There is a risk that the community will negatively engage with the remediation process of the private assets.				



Above image: Private properties inspected in Waipawa during Pipe Vision's contract.



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#the BIG Stormwater Story

Key Programme Status Report

Together we Thrive! E ora ngātahi ana!

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story**CENTRAL
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Programme Name	The Big Stormwater Story
Programme Manager	Ben Swinburne
Programme Sponsor	Doug Tate
Reporting Period	October 2023

Programme Objectives:

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

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

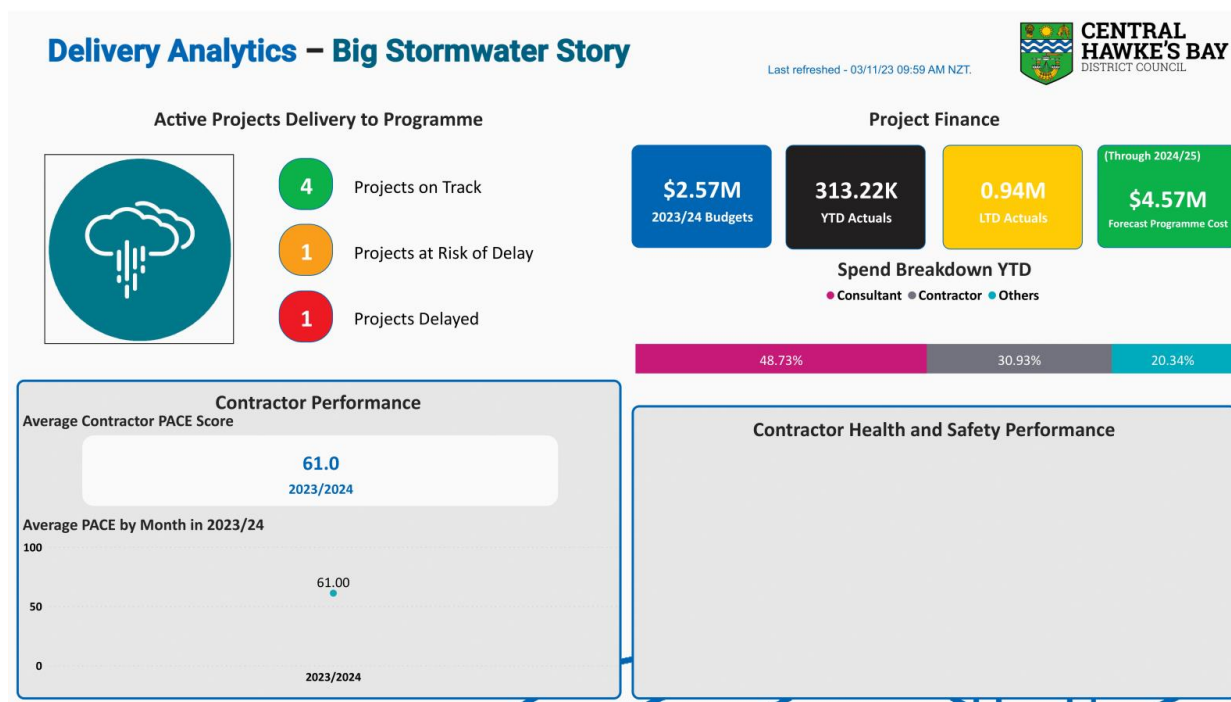
To achieve this Council will:

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

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Executive Summary:

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

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

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

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

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Risk and Issues Assessment

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

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Key Programme Risks

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

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

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Communications and Engagement

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

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



Figure 1: Bulldozer constructing access track to Eastern Interceptor Drain

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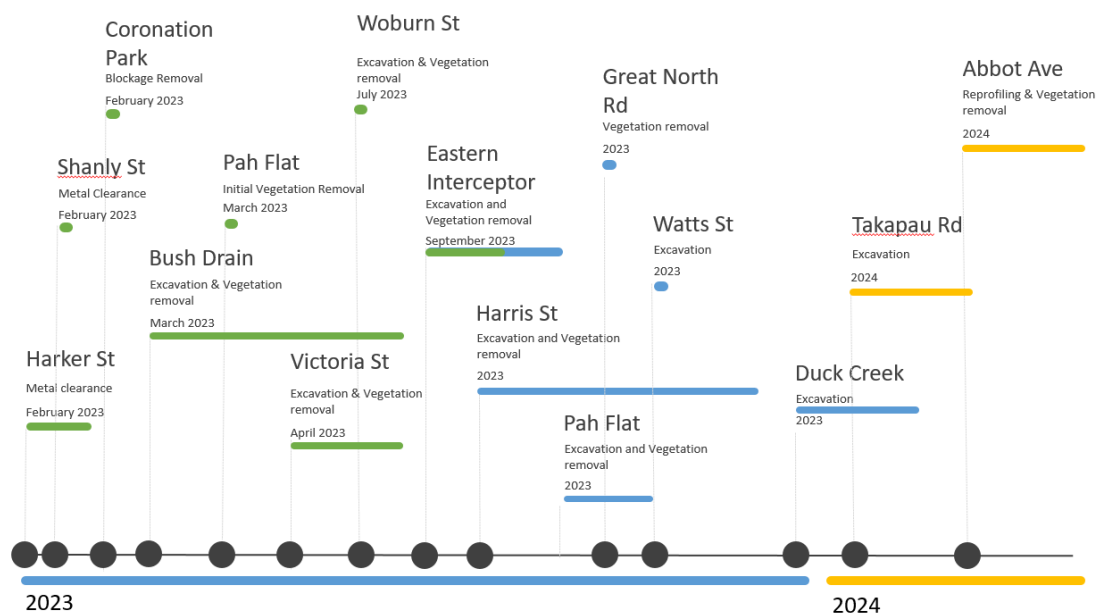
Cyclone Gabrielle Response – Open Drain Maintenance

MONITORING	70% PROGRESS	March 2023 START DATE	March 2024 END DATE	\$1.1M BUDGET	\$610K SPEND TO DATE	\$440K PLANNED SPEND
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Scope: Addressing deferred maintenance in cyclone affected drains, improving major district drainage channels and paving the way for capital upgrades programme.

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

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



KEY PROGRAMME STATUS REPORT- THE BIG
STORMWATER STORY

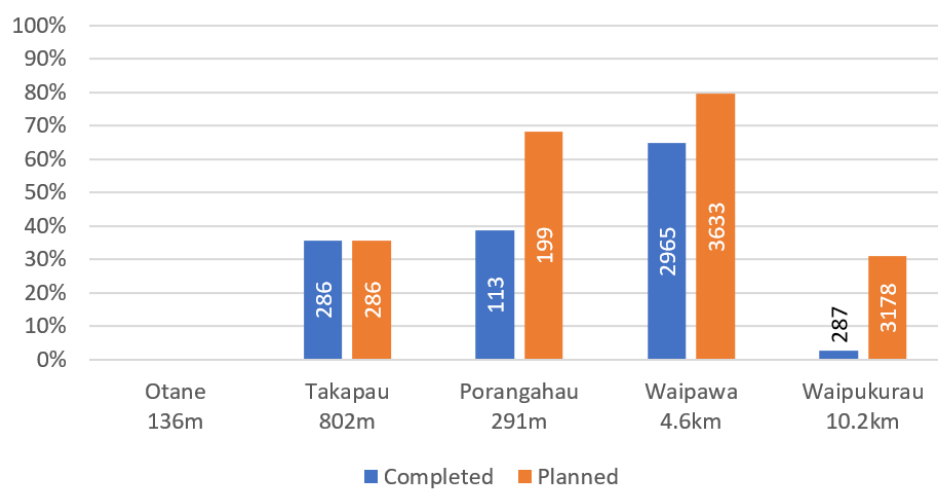
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KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



Figure 2: Scope of maintenance works in the Kiripara, Waipukurau Industrial Area

Council Controlled Open Drain Clearance



KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Stormwater Strategy – Iteration One (Current Year)

Closure	100% PROGRESS	1 June 2023 START DATE	30 Sept 2023 END DATE	\$156,000 BUDGET	\$156,000 SPEND TO DATE
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Scope: Develop a stormwater strategy that informs decision making in the short term and enables investment in works that provide immediate improvement to the stormwater network, improving the level of service provided and alleviating some of community's concerns following Cyclone Gabrielle.

PROGRAMME	Draft iteration one of the stormwater strategy has been delivered, Council officers to undertake review and adoption of documents.
BUDGET	Delivered within planned budget
RISK	Risks continue to undergo assessment and mitigation as required

Iteration 1 (qualitative):



Iteration 1

- To be endorsed by Council in September 2023
- Provides a framework for robust decision making and support investment
- Community understanding enhanced
- Prioritises flooding issues and a 1-2 year horizon

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



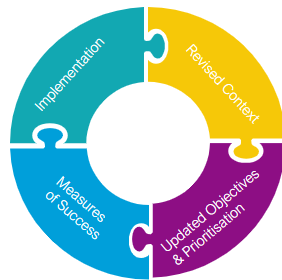
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Stormwater Strategy – Iteration Two (Long term)

INITIATION	5% PROGRESS	Sept 2023 START DATE	June 2024 END DATE	\$TBC BUDGET	\$- SPEND TO DATE
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Scope: To engage with community on how stormwater should be managed across the district, understand expectations and agree on outcomes, then create a strategy document with a clear vision, purpose, principles and measures that sets out a clear strategic direction and informs decision making

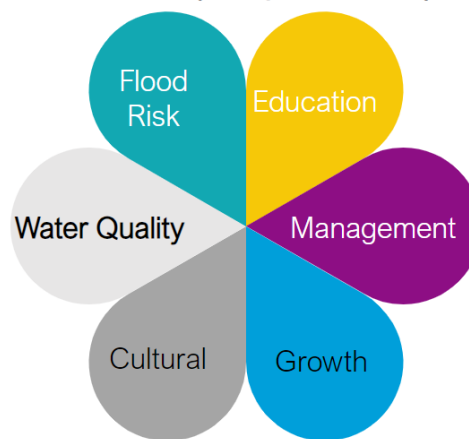
PROGRAMME	Initial drafting to be an extension of iteration one of the strategy, a communication and engagement plan to be finalised informing the overall programme for delivery of the long term strategy in 2024
BUDGET	A budget for the creation of the strategy to be further refined
RISK	There is a risk that the ability to effectively engage with community will be compromised by an inability to look past the short term issues



Iteration 2

- Oct 2023 - Feb 2024
- Allows for collaboration / partnership
- Focuses on objectives and targets
- Brings in water quality issues
- 3-10 year horizon (AMP and LTP)

Iteration 2 (comprehensive):



KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Quick wins programme

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

▶ QUICK WINS

Installation of
Flap Gates

Pipe Size
Upgrades

Waterway
Bank
Stabilisation

Waterway
Maintenance



▶ EXTREME WEATHER EVENTS

Immediate Plan:

Severe Weather Outlook
Checklist (SWOC)

Medium Term:

Identify pump location and
confirm land ownership
and consent requirements

Create safe accessible
platform for temporary
pumps

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

Catchment changes to
improve flows to pumps

Long Term:

Engagement and
consultation

Land
purchase/consenting if
required.

Develop standardised
design

Procure and construct

KEY PROGRAMME STATUS REPORT



*#the BIG
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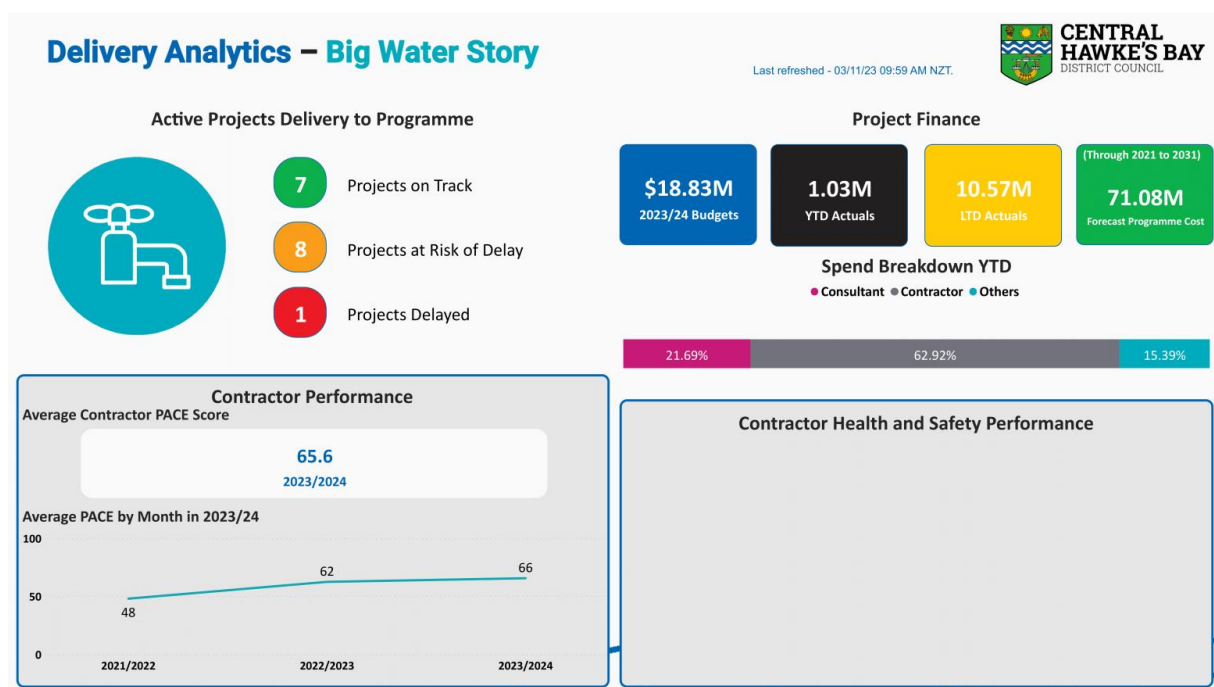




Programme Name	Water Supply
Programme Manager	Ben Swinburne/Bilyana Podrumac
Programme Sponsor	Doug Tate
Reporting Period	1 July 2023 - 31 October 2023

Programme Objectives:

- To deliver the capital and renewal projects in the allocated year/s that together form the Big Water Story to budget and quality whilst ensuring maximum community benefit from these projects.
- To Upgrade infrastructure to last longer, meet changing legislative and compliance requirements relevant to waters assets and build resilience in our waters infrastructure by having second supplies, firefighting capacity and right sized reticulation systems.
- To communicate to the community on the programme and the progress of each project.
- To provide input through the design and improvement projects to future infrastructure works and asset management plans, to inform where future expenditure and improvements are targeted for the betterment of infrastructure in the district.





Executive Summary:

Officers focus has moved into considering and providing options to ensure the best possible outcomes for the community as funding constraints limit our ability to deliver the programme to the timeframes outlined within the 2021-31 Long Term Plan. This follows an updated budget forecasts and assessments of the impact of both Cyclone Gabrielle and a delay to the 3 Waters Reform (Affordable Waters) programme.

The resiliency of critical drinking water assets remains a significant risk to the continued safe and reliable delivery of water services to the community. Given the budgetary constraints and affordability challenges, it is likely that significant changes to the phasing of future work programmes and potentially the scope of these programmes will need to be considered to ensure these resiliency risks can be managed.

Within the reporting period a number of projects have been completed or significantly progressed, the Second Supply Central Reservoir access track now completed and recent renewals projects at Great North Road and Porangahau Rd have essentially been completed (last remaining detail on Porangahau Rd to be installed during future wider network shutdown).

Where logical designs that were underway have been continued to enable future works to progress quickly should funding allow.



Risk and Issues Assessment

Key Issues Impact on Project Objectives	Yes	No	Explanation and Proposed Resolution
Are there scope control problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The scope of the Big Water Story is defined with listed projects. Project scopes will be refined as each project progresses through phases.
Will target dates be missed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uncertainty of budget allocation and funding has meant that planned target dates will be missed. Rephasing of key projects the Waipukurau 2 nd Water Supply and the Reservoir Replacement programme is required
Will project budgets be overrun?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forecast costs to complete key programmes indicate significant budget increases are required above what was allocated in the 2021-31 Long Term Plan
Are there quality problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The quality of physical works is considered non-negotiable and is managed through well-established project management processes.
Are there resource problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	With the delays mentioned above, the future availability of consultants to complete key design and consenting work is a risk. Contractor resource is expected to primarily be managed through the Civil and Pipeline panel however significant delays may have an impact on this resourcing
Are there risk management problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The risk management system is in place and is regularly reviewed and updated.
Are there issues with key stakeholders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is generally stakeholder support for key projects. Additional focus is required in some cases to ensure positive outcomes for all. Iwi impact is considered high specifically for proposed river crossings, and ongoing engagement is required.
Are there communications problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal communication is well established. External communication with affected parties and wide public is being run in a similar manner with regular project updates on Council website, social media and direct communication with affected landowners, when required.
Are there health and safety issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	H&S management is another non-negotiable for the delivery of all Big Water Story projects. It is mandatory that robust H&S management plans and procedures are provided for each project



Key Programme Risks

Risk	Mitigation	Residual Risk Level
Budget overruns	Rephasing of the Second Supply Project, Reservoir Renewals programme and the pipework Renewals Programme	Significant
Resource consent not obtained for W2WS river crossings	Early consultation with Tangata Whenua	Moderate
Flooding impacts at the Tikokino Rd WTP	Rebuild stopbank and provide additional flood protection measures and/or relocate to high ground	Moderate
Critical failure of key assets (Reservoirs, rising/falling mains)	Options assessment and prioritisation of funding to increase asset resilience	Moderate

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

Communications and Engagement

Project	Communication and engagement to date	Risks/Issues
Kairakau Water	Regular newsletter and web site updates	None
Waipukurau 2 nd supply	Regular web site updates, direct communication with affected landowners (access track)	Iwi engagement (river crossing)
Abbotsford Road reservoirs replacement	Negotiations with two adjacent landowners. Agreements to lease/purchase land for access track and platform drafted.	Land purchase and lease agreements.
Waipawa WTP access to stopbank rebuild	Negotiations with affected landowner ongoing.	Access agreement signed.
Waipawa WTP relocation to above flood level platform	Negotiations with affected landowner to commence.	Purchase agreement, land value agreed.



WAIPUKURAU SECOND WATER SUPPLY

Execution	25% PROGRESS	July 2017 START DATE	Dec 2024 END DATE	\$15.8M BUDGET	\$6.1M SPEND TO DATE
Scope: <ul style="list-style-type: none"> To find and construct a new water source bore, pipe a rising main to a reservoir. To erect new Central Reservoir and gravity feedback into Waipukurau to supply a second water supply to the town. To upgrade Waipawa WTP. 					
PROGRAMME	Access track and platform for new Central Reservoir completed. Pipework design 90% complete. Reservoir supplier selected. Programme is now on hold pending budget availability and cannot be delivered to the timeframes set in the 21-31 LTP				
BUDGET	Budget adjustment required to reflect forecasted increase in costs as well as potential changes in scope associated with improving the resilience of the Tikokino Rd WTP				
RISK	Funding constraints associated with 3 Waters reform. Resource consent for river crossings. Budget for new water treatment plant.				





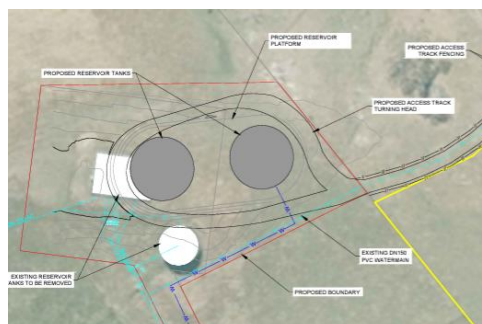
KAIRAKAU WATER TREATMENT UPGRADE

Closure	100% PROGRESS	July 2017 START DATE	August 2023 END DATE	\$1.868M BUDGET	\$1.824M SPEND TO DATE
Scope: To upgrade Kairakau WTP to meet Drinking Water standards and address aesthetic water quality issues, specifically water hardness.					
PROGRAMME	Works have now been completed along with the 3-month proving period – no significant issues have been found				
BUDGET	Project will be completed under approved budget.				
RISK	Backflow prevention to be implemented at each connection.				



RESERVOIR REPLACEMENT PROGRAMME – WAIPAWA RESERVOIRS REPLACEMENT

Planning	15% PROGRESS	July 2017 START DATE	July 2025 END DATE	\$0 BUDGET	\$281K SPEND TO DATE
Scope: To replace end of life reservoirs with new. Considering additional resilience, improving access, increases in capacity and minimising impact on the existing networks during the project					
PROGRAMME	Design of the new reservoirs is 90% completed. Programme on hold pending budget availability to complete as well as forming agreements with affected landowners				
BUDGET	The Reservoir replacement programme is required to be rephased due to budget constraints which, due to recent extreme construction inflation since the programme was developed sees the forecast cost considerably higher than allowed for in the 2021-31 LTP				
RISK	Funding constraints Landowners' agreements				



KEY PROGRAMME STATUS REPORT- BIG WATER STORY

6



TIKOKINO ROAD WATER RISING MAIN STAGE 2, 3 AND STAGE 3 PHASE 2

Monitoring	95% PROGRESS	2023 START DATE	Dec2024 PROJECTED END DATE	\$1.74m BUDGET	\$1.7m SPEND TO DATE
Scope: To Complete the last remaining section of Tikokino Road Water Stage 3					
PROGRAMME	Running over time schedule due difficulty in sorting sufficient potable water supply to carry out disinfection of Stage 2, 3 and 3.2				
BUDGET	Currently within Budget but is requiring close monitoring due to delays and changes to material and fitting requirements.				
RISK	Delay in commissioning Stage 2, 3 and 3.2 of the Tikokino Road water main is delaying recommissioning current AC Rising Main which is known to have leak concerns.				

TIKOKINO ROAD WATER MAIN RENEWAL STAGE 4 AND 4A

Monitoring	95% PROGRESS	April 2023 START DATE	December 2023 END DATE	\$720K BUDGET	\$540K SPEND TO DATE
Scope: To renew and replace the water main from the Tikokino Road water treatment plant to the reservoir on Abbotsford Road					
PROGRAMME	Works largely complete with Stage 4A (connecting the reservoir) on hold due to ongoing negotiations with an affected landowner				
BUDGET	Budget forecast is within approved budget				
RISK	Landowner negotiation are ongoing and remains a risk to the successful delivery of this project				





GREAT NORTH RD WASTEWATER EXTENSION AND WATER SUPPLY UPGRADE - ABBOTSFORD TO TAMUMU (STAGE 1 +2)

Closure	99% PROGRESS	January 2021 START DATE	October 2023 END DATE	\$1.3M BUDGET	\$1.23M SPEND TO DATE
Scope: Wastewater: Wastewater Main Installation to service future developments in the area, partly funded by developers. Includes design, liaise with Waka Kotahi for approval, and physical installation. Potential efficiency with Great North Road water main replacement Water Supply: Installation of new water assets along Great North Road. Ideally has some feasibility to be integrated with Great North Road wastewater main installation which will help with cost efficiency. This project will deliver more reliable infrastructure along this very costly and difficult to access section of main.					
PROGRAMME	Works completed				
BUDGET	Final spend within approved budget				
RISK	Project construction completed. Risk of public annoyance over Waka Kotahi potholes				





PORANGAHAU ROAD WATER MAIN IMPROVEMENTS STAGE 1 AND 2

Monitoring	95% PROGRESS	2022 START DATE	February 2024 PROJECTED END DATE	\$1.7m BUDGET	\$1.374m SPEND TO DATE
Scope: To renew and replace the water main along Porangahau Road between Gaisford Tce and Lakeview Road to increase water network capacity.					
PROGRAMME	Works largely completed with 100% Stage 1 and 95% of Stage 2 completed. Last remaining detail is on hold due to Risks associated with aging valving infrastructure that requires replacement first.				
BUDGET	Budget forecast is currently within approved budget but is likely to require reforecasting once all known costs are worked through in relation to the delay with completion and addition works required to complete.				
RISK	Delays in Valve replacement due to risk of extended water shutdown to the Waipukurau Water Network leading to additional planning work to be undertaken				





SH2 BOREFIELD WAIPUKURAU

Monitoring	95% PROGRESS	2019 START DATE	June 2024 PROJECTED END DATE	\$1.918m BUDGET	\$1.901m SPEND TO DATE
Scope: To renew and replace the water main from the Tikokino Road water treatment plant to the reservoir on Abbottsford Road					
PROGRAMME	Running over time schedule due to numerous design changes, turbidity issues and a Pump Failure during commissioning.				
BUDGET	Budget has been increased from original to deal with multiple design changes and Turbidity changes from original Budget allocation. Further issues during commissioning with a pump failure will add to overall Budget requirements.				
RISK	Due to numerous design changes and now the Pump Failure on commissioning there is additional Risk been placed on the Borefield to maintain Water Supply.				



7.9 CYCLONE GABRIELLE - RECOVERY UPDATE

File Number:

Author: Riley Kupa, Recovery Manager

Authoriser: Doug Tate, Chief Executive

Attachments:

1. Key Program Status Report - River and Environmental management [↓](#)
2. Key Programme Status Report - Land Transport Planned Response & Recovery [↓](#)
3. Key Programme Status Report - The Big Stormwater Story [↓](#)
4. Key Program Status Report - Community Wellbeing & Resilience.pdf [↓](#)

PURPOSE

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

RECOMMENDATION

That the report be noted.

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

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

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

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

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

direction going forward. We are grateful to everyone that have provided us with feedback, thoughts and engaged in robust discussion over the last 7 weeks. These interactions are the foundation of our roadmap for our journey through the recovery, no reira, tēnei te mihi ki a koutou katoa, te whānau whānui o Tamatea.

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

DISCUSSION

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

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

1. River and Environmental management.

The river and waterway management aspect of the Recovery Plan continues to be led by Hawke's Bay Regional Council (HBRC). HBRC have all but completed the repair work of all stopbanks identified in the Rapid Response programme. We continue to support HBRC who are facilitating multiple reviews across our river systems.

Land Categorisation

We continue to work with HBRC and PDP engineers who have developed a longlist of flood mitigation options for Pōrangahau where 130 properties remain categorised as 2A. We look forward to supporting the discussion of these options at an upcoming Community meeting scheduled for 14 November.

Key milestones/actions

- Rapid Response, river reinstatement work – 98% complete.
- River Reviews continue:
 - Upper Tukituki – progress 10%
 - Biosecurity – progress 50%
- HBRC and PDP have finalised list of flood mitigation options for Pōrangahau. Community meeting scheduled for 14 November.

See full report attached for further information.

2. Land transport and drainage management

In the last month, substantial focused work to define the scope of our remaining response funding. As discussed previously the criteria surrounding this funding have strongly dictated the work which has been undertaken. It has also heavily impacted the selected process for work which will be

completed prior to the end of June 2024. Attached to the report below is the confirmed scope of works under the remaining response funding. This work includes completing remediation of the remaining minor faults, protection works for unfunded sites, professional service costs and 31 simple/complex sites.

Although work to understand the community conversation data collected has commenced there has been minimal room for its use in the work which has led up to defining the scope. This is due to the financial and resourcing constraints we are currently facing.

Procurement has continued in the last month with the successful release of a number of Requests for Tender (RFT) including the main simple and complex works package including 16 sites. In the appendix attached note the fourth column which outlines which these 16 sites are. We also continue to work with small local contractors in our procurement space. Alongside the MTFJ team, we are preparing for a networking event for contractors to take place at the beginning of November. This work, aiming for small local contractors to work as subcontractors has to date received positive feedback.

Whilst optioneering and design rapidly continue for the funded response works and recovery phase 1 sites we turn our attention to further funding applications to Waka Kotahi which if successful will enable further work to continue past the end of June 2024.

Key milestones/actions

- Procurement process continues.
- Planning networking event for local contractors.
- Upcoming Community Conversation meeting scheduled for Wallingford and Pōrangahau to discuss Rooding priorities.
- 27 landslip sites have been identified as candidates for retreats or realignments of the road.

The full Project Status Report is attached.

3. Three Waters - Recovery

Drinking Water

Drinking Water conveyance and treatment has returned to pre cyclone Gabrielle activity.

Wastewater

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

Stormwater

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

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

While we undertake this work that will shape how the activity is managed long term, it is recognised that in the short-term work is needed to quell community concern around future extreme events and the performance of the network to ensure protection of their properties. To support this, expert technical consultants have been engaged to support officers. Together a first

short-term iteration of an overarching strategy was formulated to help guide the current and next financial years' work programme with a large focus on mitigation of flood risk.

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

Key milestones/actions

- Communication and engagement plan being drafted.
- Stormwater Strategies endorsed.
- Maintenance programme continues.
- The first iteration of a quarterly newsletter was shared to the Stormwater Focus Groups.

See the full Project Status Report **attached** for further information.

4. Community Wellbeing and Resilience

The Community Connections Manger Recovery continues to provide navigational support as required to affected property owners. The Pōrangahau connector service via the Ngāti Kere Hapū Authority has been extended until the end of November.

The online orders for the first tranche of 20 Red Cross home bundles has been completed with deliveries starting to arrive. We are now awaiting the release of tranche two.

The first community resilience workshop was held in Tikokino on 18 October with over 30 people attending. From the workshop, the Community Resilience Plan (CRP) will be drafted by HBCDEM and provided to the community for feedback by the end of November.

Planning for community emergency hubs continues with donated generators being distributed to our rural halls. A funding meeting is being held with New Zealand Red Cross in November to the support the resourcing of the hubs.

An event to support lifestyle block owners is planned for November. This includes workshops (both face to face and online) and a community champion programme. The project is being delivered by BML Consulting via NIWE funding.

The remaining round two community conversations are scheduled for Wallingford on 7 November and Pōrangahau on 14 November.

Mana Whenua

Mana whenua are due for the second visit from the Hawke's Bay Independent Flood Review Panel. Starting from Otāne and Te Whatuiapiti marae on the 23 November, they will work their way around the other marae ending at Takapau. They are visiting Pōrangahau on 24 November and will spend a day with the marae and flood affected community.

As discussed previously the purpose of the review is to understand the circumstances and contributing factors that led to flooding in the Hawke's Bay region during Cyclone Gabrielle and to report on the performance of Hawke's Bay Regional Council's flood scheme assets and river management programmes during the Cyclone Gabrielle event.

The Waipawa and Pōrangahau communities that have previously had hubs operating are now being supported by the Council teams and community services. Transition discussions are in

progress with Council teams, emergency services, the recovery team and the Pou Whātua to ensure support is still available.

Ngāti Kere Hapū authority are nearing the end of their rebuild programme with the next steps being to encourage homeowners to purchase insurance packages and future proofing options. To date house repairs, kitchen and bathroom packages, and healthy homes heating packages have been added to the builds.

Economic Development

Sasha D'Ath has been appointed to role of Economic Development Manager. Sasha comes to us from Assure Quality, and in her role as Key Account Manager covered the Central Hawke's Bay District so has existing relationships in the economic development sector.

Sasha will be supporting the economic actions under our recovery and resilience plan.

Key milestones/actions

- Community Conversations Round 2 continue.
- Pōrangahau connector service via the Ngāti Kere Hapū Authority has been extended until the end of November.
- Deliveries of the Red Cross Housing Bundles continue.
- Community resilience workshop held in Tikokino.
- Funding received to support actions under the Whānau and Community Wellbeing Pou.
- Generators being distributed to community halls.

See the full report attached.

IMPLICATIONS ASSESSMENT

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

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

NEXT STEPS

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

RECOMMENDATION

That the report be noted.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

KEY PROGRAMME STATUS REPORT



KEY PROGRAMME STATUS REPORT- PROGRAMME NAME



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

RIVER REINSTATEMENT WORKS.

Rapid Response Stopbank rebuild	98% PROGRESS	Mar 2023 START DATE	Oct 2023 END DATE	\$3m BUDGET	\$2.9m SPEND TO DATE
Scope: Completion of Rapid Response stop bank work					
PROGRAMME	Repair of all stopbanks identified in programme to be complete by the end of October 23				
BUDGET	Not completed – likely to be completed by the end of November 23				
RISK	All managed				

Waipawa river Protection u/s SH50	10% PROGRESS	Jul 2023 START DATE	Mar 2024 END DATE	\$1.5m BUDGET	\$60k SPEND TO DATE
Scope: Completion of river control work on Waipawa 3.5km US of SH50					
PROGRAMME	Temporary work has been completed and design is underway				
BUDGET	On track				
RISK	Funding – initially agreed with NZTA, however a change of personnel at NZTA place funding at risk. Shortage of materials for river works nationwide.				

Waipawa river – Walker Rd stopbank edge protection	15% PROGRESS	Jul 2023 START DATE	Feb 2024 END DATE	\$1m BUDGET	\$100k SPEND TO DATE
Scope: Edge protection to protect the stopbank at Walker Rd – Papanui diversion					
PROGRAMME	Temporary work has been completed and design is underway				
BUDGET	On track				
RISK	Funding and materials				

Makaretu – Fairway maintenance and gas main protection	5% PROGRESS	Oct 2023 START DATE	Dec 2024 END DATE	\$110 BUDGET	\$0 SPEND TO DATE
Scope: First Gas to complete river works to true right to protect gas pipe. River works from SH50 bridge to Burnside Rd bridge.					
PROGRAMME	On track – First Gas have appointed PDP to complete a design for the protection of the gas pipe. Work will start by the start of October.				

KEY PROGRAMME STATUS REPORT- PROGRAMME NAME

1

KEY PROGRAMME STATUS REPORT- PROGRAMME NAME



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BUDGET	On track
RISK	Funding and Materials

Makara Dams 1 and 4 – Repair and removal of silt.	20% PROGRESS	Oct 2023 START DATE	Feb 2024 END DATE	\$1.6m BUDGET	\$100k SPEND TO DATE
Scope: To repair access tracks to the dams, remove silt and deposit it in deposit sites, repair discharge structures and repair spillways.					
PROGRAMME	On track – contractor appointed, building consents applied for and environmental consenting process underway.				
BUDGET	On track				
RISK	Funding through LAF from silt taskforce and insurance.				

UPPER TUKITUKI RIVER CATCHMENT REVIEW

UTT Scheme review	10% PROGRESS	Jul 2023 START DATE	Mar 2024 END DATE	\$550k BUDGET	\$20k SPEND TO DATE
Scope: To review to UUT flood control scheme, including: Update of current modelling; Review of LOS; Review of performance against LOS; Recommendations to upgrade assets based on LOS review from flood frequency analysis; Review of gravel management (river fairway design, mean bed level, sustainable gravel replenishment, tools for interventions and whole river gravel strategy); Development of strategies for over design flood events.					
PROGRAMME	The programme is on track. Following meetings with CHBDC a reference group is to be formed. Depending on how this is managed, it may lead to a delay.				
BUDGET	Budget is on track				
RISK	Key risks are resourcing and supply of flood frequency analysis from NIWA				

BIOSECURITY PROTECTION POLICY FOR CHILEAN NEEDLE GRASS REVIEW

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

KEY PROGRAMME STATUS REPORT- PROGRAMME NAME



**CENTRAL
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LAND CATEGORISATION

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



Key Programme Status Report

ROAD to RECOVERY



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



**CENTRAL
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Programme Name	Land Transport Planned Response and Recovery
Programme Manager	Rebecca England
Programme Sponsor	Doug Tate
Reporting Period	Oct 23 - Nov 23

Programme Objectives:

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

Delivery Analytics

Active Project Delivery



Contractor Performance

To retrospectively be provided for minor works contractors in Decembers report

Programme Finance



Spend Breakdown

- Professional Services
- Construction
- Other

Response



Recovery



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

In the last month, substantial focused work to define the scope of our remaining response funding. As discussed previously the criteria surrounding this funding have strongly dictated the work which has been undertaken. It has also heavily impacted the selected process for work which will be completed prior to the end of June 2024. Attached to the report below is the confirmed scope of works under the remaining response funding. This work includes completing remediation of the remaining minor faults, protection works for unfunded sites, professional service costs and 31 simple/complex sites.

Although work to understand the community conversation data collected has commenced there has been minimal room for its use in the work which has led up to defining the scope. This is due to the financial and resourcing constraints we are currently facing.

Procurement has continued in the last month with the successful release of a number of Requests for Tender (RFT) including the main simple and complex works package including 16 sites. In the appendix attached note the fourth column which outlines which these 16 sites are. We also continue to work with small local contractors in our procurement space. Alongside the MTFJ team, we are preparing for a networking event for contractors to take place at the beginning of November. This work, aiming for small local contractors to work as subcontractors has to date received positive feedback.

Whilst optioneering and design rapidly continue for the funded response works and recovery phase 1 sites we turn our attention to further funding applications to Waka Kotahi which if successful will enable further work to continue past the end of June 2024.

KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



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Risk and Issues Assessment

Key Issues Impact on Project Objectives	Yes	No	Explanation and Proposed Resolution
Are there scope control problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Balancing funding criteria, the significant volume of damage across the network and community priorities requires a fluid approach to the scope of the programme. The list of sites appended to the report confirms the scope for response funding and the sites which will remain unfunded.
Will target dates be missed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delays in procurement of contractors have in turn delayed the commencement of works at key sites. We are working with contractors to minimise impact.
Will project budgets be overrun?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present.
Are there quality problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present.
Are there resource problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The scale of the programme and the funding timeframes continues to present resourcing issues which are being managed both internally at Council and through work with consultant partners.
Are there risk management problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present, a risk register is established and regularly maintained by key team members.
Are there issues with key stakeholders?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present.
Are there communications problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present, the website page and first public communications have been published.
Are there health and safety issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present, a monthly health and safety meeting has been established between key contractors and is producing effective results.

Key Programme Risks

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

KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



Risk	Mitigation	Residual Risk Level
Funding constraints restrict work from taking place at certain sites. There is a risk that with continued rain we will lose access to some roads. E.g. Titoki Bridge, Kahuranaki Rd and Cooks Tooth Rd and Patangata bridge.	At-risk sites have been weight-restricted, closed and or temporary repairs implemented where possible. Monitoring and repair of sites where possible under funding restrictions.	Extreme
There is a risk that Hawkes Bay Regional Council remove the provision of emergency works (RMA S330) which results in significant delays to projects whilst consent is granted and will result in response funding not being spent by June 2024. This would also affect two of the recently approved recovery projects.	Discuss at Mayoral level across Hawkes Bay Region and potentially engage with the minister to highlight risk to the regions recovery programme.	Extreme
Uncertainty surrounding the timing of phase 1 recovery funding and its delivery could cause delays in the commencement of works at key sites where funding is provided.	Work with Crown Infrastructure Partners and Hawkes Bay Regional Recovery Agency to develop specific funding agreements and better understand reporting requirements has commenced.	Significant
There is a risk that due to the significant volume of work, limited resources and varying requirements at each site the required designs take longer than planned. This in turn could lead to delays in construction at related sites.	Development of a detailed programme of remaining sites and resources required.	Significant
Lack of communication with the community leads to incorrect messaging of the work programme and in due course reputational damage to Council.	Implementation of work outlined in the finalised communications plan including visual aids, website, social media, radio and community conversations.	Moderate
No visibility of future funding provision from Waka Kotahi leading to uncertainty in the recovery programme and the ongoing operation and maintenance of unrepaired recovery sites.	Discussions with Waka Kotahi, Hawkes Bay Regional Recovery Agency and other affected Councils to understand potential paths to apply for further funding.	Moderate
There is a risk that pressures on the construction market including capacity and availability of resources lead to increased cost and timeframe of delivery.	Development of procurement strategy to enable moving from emergency procurement to a planned approach. Early engagement with contractors.	Moderate

KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



Communications and Engagement

At the time of writing this report, the newly crafted website pages outlining Council's approach to the response and recovery are now live. As a part of the implementation of the communications plan there has also been a range of work to plan for social media posts, newsletters etc.

The website page can be found [here](#).

Community Conversations

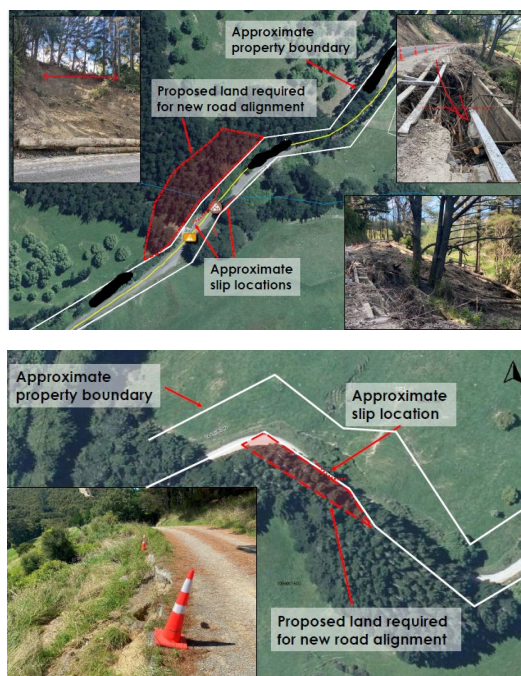
In the most recent weeks, the team has begun preparing for the upcoming community conversations in Wallingford/ Flemington and Pōrangahau. Concurrently the information gathered at previous meetings has been utilised in the work to ascertain the sites which are prioritised into response funding.

Landowner and Stakeholder Engagement

Engagement with community members specifically affected by construction or restricted/ closed roads is managed by the programme lead and the construction management team, where possible disruption is minimised. As we move into construction the disruption to communities and businesses is likely to increase at some sites. Where required an implementation plan will be developed to ensure clear, consistent, and effective communication with affected parties.

Property Acquisition and Access

To date, 27 landslip sites have been identified as candidates for retreats or realignments of the road. These sites vary in size and complexity and over the last month Council, in partnership with The Property Group have made significant progress on the highest priority sites, meeting with 4 landowners and drafting 2 sets of entry/ acquisition agreements. In the coming month, we hope to continue with this pace of work.



KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



Taurekaitai Bridge

Planning	15% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$30,000 BUDGET	\$11,520 SPEND TO DATE
Scope: To design and construct a repair to the true left bank approach of Taurekaitai Bridge					
PROGRAMME	Options report reviewed and approved by Council, detailed design underway. The procurement plan was approved by the Executive Leadership team on 13/10/23.				
BUDGET	Engineers estimate for works has been provided.				
RISK	There is a risk that communities are affected by road closures during construction. A specific communications implementation plan is to be drafted.				

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



Douglas Cutting Bridge

Execution	30% PROGRESS	Mar 2023 START DATE	Jun 2024 END DATE	\$1,900,000 BUDGET	\$10,475 SPEND TO DATE
Scope: To design and construct a new bridge replacing the infrastructure damaged in Cyclone Gabrielle					
PROGRAMME	Delay to programme due to unexpected cost increase which needs to be worked through with the contractor.				
BUDGET	Price provided by contractor is significantly over budget. Discussions regarding risk level				
RISK	Temporary access is currently being maintained. Work to obtain a licence to occupy for the continuation of temporary access is currently underway.				

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



KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



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DISTRICT COUNCIL

Gwavas Road Bridge

Execution	30% PROGRESS	Mar 2023 START DATE	Jun 2024 END DATE	\$2,500,000 BUDGET	\$8,454 SPEND TO DATE
Scope: To design and construct a new bridge replacing the culvert on Gwavas Road.					
PROGRAMME	Contract award currently underway. Works are likely to continue past Christmas.				
BUDGET	Contract value has been confirmed through negotiations.				
RISK	Community expectations are the bridge to be reopened by Christmas 2023. The selected contractor is likely to also work on other projects across the district which could limit resources.				

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



Wakarara Road Bridge

Execution	50% PROGRESS	Mar 2023 START DATE	Jun 2024 END DATE	\$700,000 BUDGET	\$4,120 SPEND TO DATE
Scope: To design and construct true right abutment repairs to the Wakarara Road Bridge					
PROGRAMME	Design is complete and the procurement approach was approved by the Executive Leadership Team on 13/10/23. This site has been included in the first package of works issued to contractors to avoid further programme delays.				
BUDGET	An engineers estimate has been provided.				
RISK	There is a risk that construction could be delayed due to high flow and river levels				

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



KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



Titoki Bridge

Planning	15% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$1,100,000 BUDGET	\$84,659 SPEND TO DATE
Scope: To design and construct an underpinning of the true left abutment.					
PROGRAMME	Design option selected by Council. Detailed design for temporary works is underway. The procurement plan approved by Council and an RFT is being finalised alongside temporary works design.				
BUDGET	Temporary works have not had an engineer's estimate due to the compressed timeframe.				
RISK	Access is restricted to a 3.5t weight limit which is significantly impacting the farming business located on Titoki Road.				

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



Scannell's Bridge

Planning	45% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$700,000 BUDGET	\$8,781 SPEND TO DATE
Scope: To design and construct an MSE wall, supporting the road on the downstream side (TR) abutment.					
PROGRAMME	Detailed design is complete and under review. A schedule of prices is being prepared to allow for contractor pricing in second package of works.				
BUDGET	Temporary works have not had an engineer's estimate due to the compressed timeframe.				
RISK	There is a risk that access for the community during construction may be restricted- work for a specific engagement and communications plan is underway.				

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



KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



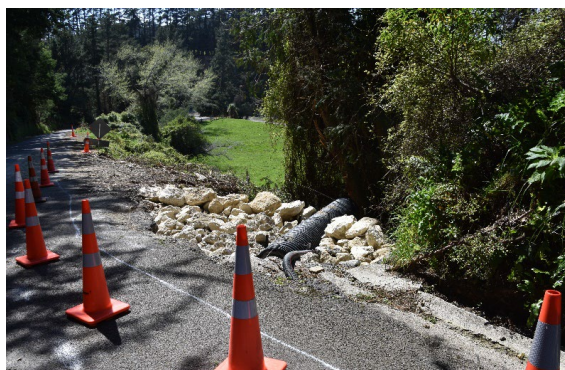
Minor Sites

Monitoring	85% PROGRESS	Apr 2023 START DATE	Dec 2023 END DATE	\$3,100,000 BUDGET	\$2,555,264 SPEND TO DATE
Scope: Approximately 2500 minor faults were identified across the network following Cyclone Gabrielle. These are low-cost, low-risk sites which can be restored by contractors using standard designs.					
PROGRAMME	Construction is continuing at pace It is expected that work will be completed by early December 2023. There are now approximately 100 minor fault sites remaining. Procurement to formalise remaining engagement has been approved.				
BUDGET	Work to realign day rates has commenced following procurement approval.				
RISK	There is a risk that the community perceive inefficiency in the way Council is completing the minor works. A communications plan has been drafted and implementation is underway.				

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



Longrange Road



Paget Road

KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



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DISTRICT COUNCIL

Simple Landslip Sites

Planning	20% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	TBC BUDGET	\$617,203 SPEND TO DATE
Scope: Approximately 41 simple and complex landslip sites are to be delivered under the response funding. Treatments at each site can differ depending on the scale, size, and complexity of the site.					
PROGRAMME	The first 11 site designs have been released to contractors for pricing as a part of the first package of works under the simple and complex procurement. Work is underway to select treatments for the remaining sites.				
BUDGET	An engineer's estimate for each site's physical works to take place at each site is currently underway.				
RISK	A number of the sites have the potential to be impacted by land agreements where retreating the road is recommended. Treatment of sites can be highly impacted by response funding criteria.				

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



Atua Road



Old Hill Road

KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



**CENTRAL
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Rock Armouring and River Protection

Planning	15% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	TBC BUDGET	\$74,403.67 SPEND TO DATE
Scope: To design and implement rock armouring protection at 34 at-risk sites across the district. For example this includes; Tipenes Bridge, Flaxmill Bridge, Pōrangahau Bridge, Saleyards Bridge and Wharetoka Bridge					
PROGRAMME	5 sites have been issued to contractors for pricing as a part of the first simple and complex package of works RFT. Design continues to progress aiming for release of further sites in the second package of simple and complex works before Christmas.				
BUDGET	Work is underway to scope the remaining design work required and estimate construction costs.				
RISK	There is a risk that construction at certain sites may be delayed in we experience significant rainfall.				

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



Saleyards Bridge

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

The final invitation letters providing details on the National Resilience Plan funding were provided on 10th October. We are currently working with Crown Infrastructure Partners and Hawkes Bay Regional Recovery Agency to finalise the individual project funding agreements. Concurrently optioneering work has commenced for the four sites to provide direction for project delivery planning.

The four sites include:

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



Wimbledon 9.5-9.7



Fletchers Crossing



Elsthorpe Road

Site	Fault Type	Asset types	Procurement
Gwavas Bridge	Complex	Bridge	DS
Douglas Cutting Bridge	Complex	Bridge	DS
Hautope Road_RP1.270	Simple	Landslide	RFT1
Hautope Road_RP6.12	Simple	Landslide	RFT1
Hiranui Road_RP1.385	Simple	Landslide	RFT1
Old Hill Road_RP5.943	Simple	Landslide	RFT1
Rangitoto Road_RP4.187	Simple	Landslide	RFT1
Rotohiwi Road_RP8.337	Simple	Landslide	RFT1
School Road _RP0.992	Simple	Landslide	RFT1
Te Apiti Rd_1688 - 1708m	Simple	Landslide	RFT1
Te Awa Road_RP7.500	Simple	Landslide	RFT1
Tourere Road_RP3.52	Simple	Landslide	RFT1
Wakarara Road _RP28.86	Simple	Landslide	RFT1
Wimbledon Road_RP12.94	Simple	Landslide	RFT1
Farm Road_RP16.875	Complex	Landslide	RFT2
Kahuranaki Road_RP6.100	Complex	Landslide	RFT2
Pourerere Road_RP14.331	Complex	Landslide	RFT2
Tourere Road_RP3.85	Complex	Landslide	RFT2
Tourere Road_RP4.53	Complex	Landslide	RFT2
Taurekaitai Bridge	Complex	Bridge	RFT2
Titoki Bridge Temporary option	Complex	Bridge	DS
Culvert 72.00 - 3.14 on matheson road	Complex	Rock Armouring	RFT2
Bush Road Culvert	Complex	Rock Armouring	RFT2
Tipenes	Complex	Rock Armouring	RFT2
Old Gwavas Bridge - Walsh's Bridge	Complex		
(Temporary Access)	Complex	Bridge	RFT2
Flaxmill	Complex	Rock Armouring	RFT1
Porangahau Stream Bridge	Complex	Rock Armouring	RFT1
Porangahau Stream Bridge	Complex	Bridge	RFT1
Renalls Bridge	Complex	Rock Armouring	RFT1
Salesyard Bridge	Complex	Rock Armouring	RFT1
Wakarara Bridge abutment	Complex	Bridge	RFT1
Wallingford Bridge	Complex	Rock Armouring	RFT1



**CENTRAL
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#the BIG Stormwater Story

Key Programme Status Report

Together we Thrive! E ora ngātahi ana!

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story**CENTRAL
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DISTRICT COUNCIL

Programme Name	The Big Stormwater Story
Programme Manager	Ben Swinburne
Programme Sponsor	Doug Tate
Reporting Period	October 2023

Programme Objectives:

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

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

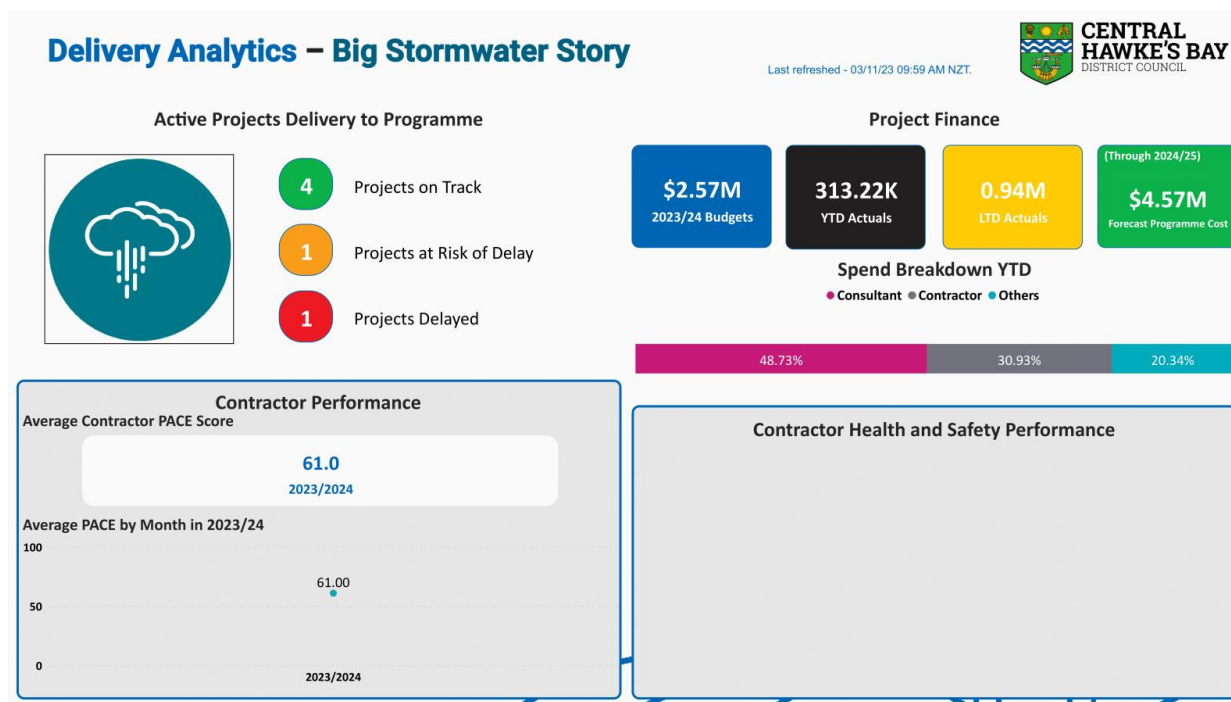
To achieve this Council will:

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

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Executive Summary:

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

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

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

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

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Risk and Issues Assessment

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

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



**CENTRAL
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Key Programme Risks

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

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

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

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

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



Figure 1: Bulldozer constructing access track to Eastern Interceptor Drain

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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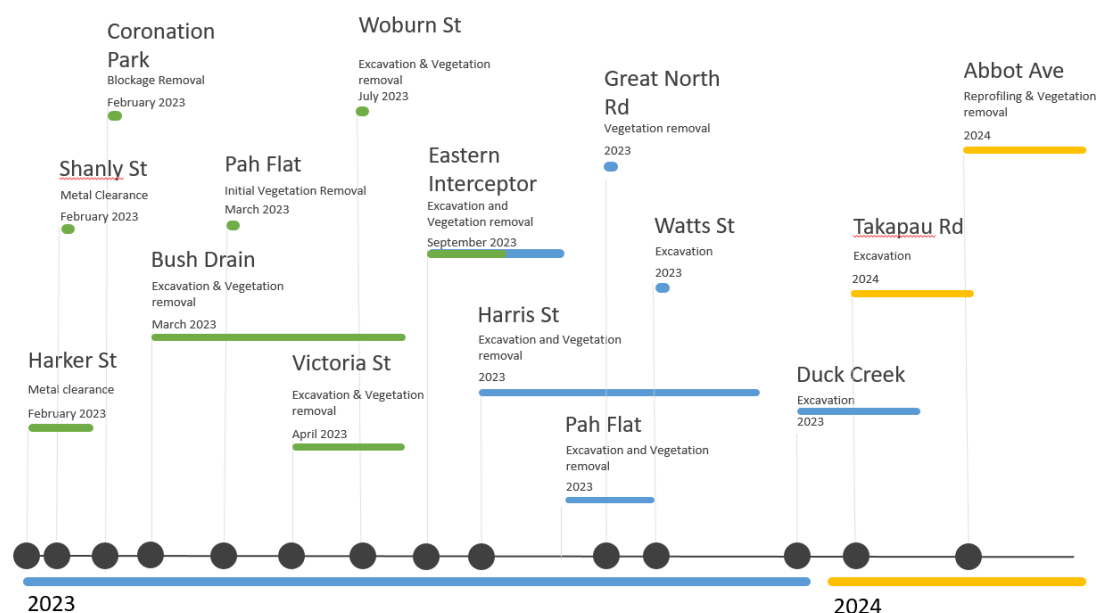
Cyclone Gabrielle Response – Open Drain Maintenance

MONITORING	70% PROGRESS	March 2023 START DATE	March 2024 END DATE	\$1.1M BUDGET	\$610K SPEND TO DATE	\$440K PLANNED SPEND
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Scope: Addressing deferred maintenance in cyclone affected drains, improving major district drainage channels and paving the way for capital upgrades programme.

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

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



KEY PROGRAMME STATUS REPORT- THE BIG
STORMWATER STORY

6

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story

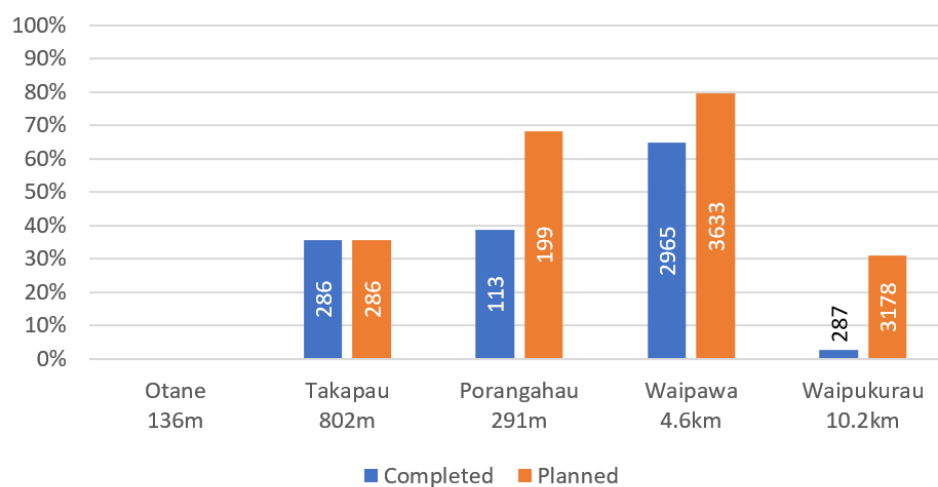


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DISTRICT COUNCIL



Figure 2: Scope of maintenance works in the Kiripara, Waipukurau Industrial Area

Council Controlled Open Drain Clearance



KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Stormwater Strategy – Iteration One (Current Year)

Closure	100% PROGRESS	1 June 2023 START DATE	30 Sept 2023 END DATE	\$156,000 BUDGET	\$156,000 SPEND TO DATE
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Scope: Develop a stormwater strategy that informs decision making in the short term and enables investment in works that provide immediate improvement to the stormwater network, improving the level of service provided and alleviating some of community's concerns following Cyclone Gabrielle.

PROGRAMME	Draft iteration one of the stormwater strategy has been delivered, Council officers to undertake review and adoption of documents.
BUDGET	Delivered within planned budget
RISK	Risks continue to undergo assessment and mitigation as required

Iteration 1 (qualitative):



Iteration 1

- To be endorsed by Council in September 2023
- Provides a framework for robust decision making and support investment
- Community understanding enhanced
- Prioritises flooding issues and a 1-2 year horizon

KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



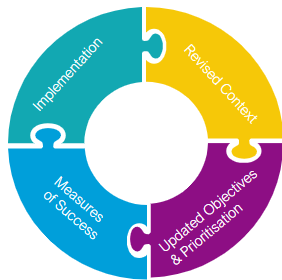
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Stormwater Strategy – Iteration Two (Long term)

INITIATION	5% PROGRESS	Sept 2023 START DATE	June 2024 END DATE	\$TBC BUDGET	\$- SPEND TO DATE
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Scope: To engage with community on how stormwater should be managed across the district, understand expectations and agree on outcomes, then create a strategy document with a clear vision, purpose, principles and measures that sets out a clear strategic direction and informs decision making

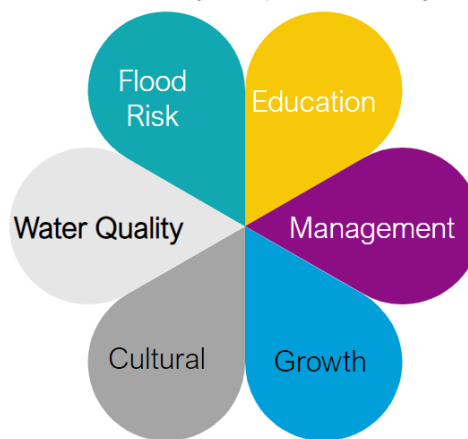
PROGRAMME	Initial drafting to be an extension of iteration one of the strategy, a communication and engagement plan to be finalised informing the overall programme for delivery of the long term strategy in 2024
BUDGET	A budget for the creation of the strategy to be further refined
RISK	There is a risk that the ability to effectively engage with community will be compromised by an inability to look past the short term issues



Iteration 2

- Oct 2023 - Feb 2024
- Allows for collaboration / partnership
- Focuses on objectives and targets
- Brings in water quality issues
- 3-10 year horizon (AMP and LTP)

Iteration 2 (comprehensive):



KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



**CENTRAL
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Quick wins programme

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

▶ QUICK WINS

Installation of
Flap Gates

Pipe Size
Upgrades

Waterway
Bank
Stabilisation

Waterway
Maintenance



▶ EXTREME WEATHER EVENTS

Immediate Plan:

Severe Weather Outlook
Checklist (SWOC)

Medium Term:

Identify pump location and
confirm land ownership
and consent requirements

Create safe accessible
platform for temporary
pumps

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

Catchment changes to
improve flows to pumps

Long Term:

Engagement and
consultation

Land
purchase/consenting if
required.

Develop standardised
design

Procure and construct



**CENTRAL
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Key Programme Status Report

**Cyclone Gabrielle Recovery and
Resilience Plan – Social Pou**
October 2023

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



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



Programme Name	Community Wellbeing & Resilience
Programme Manager	Debbie Northe, Community Connections Manager - Recovery
Programme Sponsor	Dennise Elers – Group Manager Community Partnerships
Reporting Period	01/10/2023 – 31/10/2023

Programme Objectives

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

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

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

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

Sustaining Community Wellbeing

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

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

Building Community Resilience

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

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

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



Delivery Analytics

Project Phasing

Project	Project Phase	Progress to date	Last month
Neighbourhood Support *NEW*	Initiation	5%	0%
Lifestyle Block Support	Planning	15%	10%
Community Resilience Plans	Planning	15%	10%
Community Emergency Hubs	Planning	20%	15%
New Zealand Red Cross Home Bundles Tranche one as at 31/10/2023 for 20 housing bundles <ul style="list-style-type: none"> - all recipient declarations and on-line orders completed. - referrals from Mataweka (3), Epic Ministries (7), CHBDC Community Connector (1), Ngāti Kere (9) - deliveries underway 	Execution	55%	50%
New Zealand Red Cross Cleaning Kits	Completed	100%	100%

Funding

A grant of \$135,000 was received from the Ministry of Social Development on 17 October to support actions under the Whānau and Community Wellbeing Pou (Regional Recovery). This follows Council's initial request for funding for 'implementation of community and whānau wellbeing initiatives following locality plan meetings'.

Under the funding allocation tool developed for the distribution of untagged social sector funding, allocated funds are to be split 50/50 between Territorial Local Authorities and Taiwhenua Rohe. Accordingly, Te Taiwhenua o Tamatea ("TToT") have also received \$135,000. The recovery team have held an initial meeting with TToT to discuss their priorities for this funding and we will continue to look for opportunities to work in partnership as they develop their funding plan.

A proposal for the allocation of some of this funding to support immediate community resilience activities is currently being prepared.

The recovery team are meeting with New Zealand Red Cross on 8 November to progress our application to the NZ Disaster Fund for resilience funding to support the resourcing of community emergency hubs under our locality plans.

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

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



Executive Summary

The Community Connections Manger Recovery continues to provide navigational support as required to affected property owners. The Pōrangahau connector service via the Ngāti Kere Hapū Authority has been extended until the end of November.

The online orders for the first tranche of 20 Red Cross home bundles has been completed with deliveries starting to arrive. We are now awaiting the release of tranche two.

The first community resilience workshop was held in Tikokino on 18 October with over 30 people attending. From the workshop, the Community Resilience Plan (CRP) will be drafted by HBCDEM and provided to the community for feedback by the end of November.

Planning for community emergency hubs continues with donated generators being distributed to our rural halls. A funding meeting is being held with New Zealand Red Cross in November to the support the resourcing of the hubs.

An event to support lifestyle block owners is planned for November. This includes workshops (both face to face and online) and a community champion programme. The project is being delivered by BML Consulting via NIWE funding.

The remaining round two community conversations are scheduled for Wallingford on 7 November and Pōrangahau on 14 November.

Mana Whenua

Mana whenua are due for the second visit from the Hawke's Bay Independent Flood Review Panel. Starting from Otāne and Te Whatuiapiti marae on the 23 November, they will work their way around the other marae ending at Takapau. They are visiting Pōrangahau on 24 November and will spend a day with the marae and flood affected community.

As discussed previously the purpose of the review is to understand the circumstances and contributing factors that led to flooding in the Hawke's Bay region during Cyclone Gabrielle and to report on the performance of Hawke's Bay Regional Council's flood scheme assets and river management programmes during the Cyclone Gabrielle event.

The Waipawa and Pōrangahau communities that have previously had hubs operating are now being supported by the Council teams and community services. Transition discussions are in progress with Council teams, emergency services, the recovery team and the Pou Whātua to ensure support is still available.

Ngāti Kere Hapū authority are nearing the end of their rebuild programme with the next steps being to encourage homeowners to purchase insurance packages and future proofing options. To date house repairs, kitchen and bathroom packages, and healthy homes heating packages have been added to the builds.

Economic Development

Sasha D'Ath has been appointed to role of Economic Development Manager. Sasha comes to us from Assure Quality, and in her role as Key Account Manager covered the Central Hawke's Bay District so has existing relationships in the economic development sector.

Sasha will be supporting the economic actions under our recovery and resilience plan.

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



Risk and Issues Assessment

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

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



Key Programme Risks

[Order risk from highest residual risk level to lowest]

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

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

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



Communications and Engagement

Community Conversations

The final two locality community conversations will be held in November in Wallingford and Pōrangahau. The promotion of these hui is via social media and 'Keeping it Central' which is also promoting the online survey.

Community Conversations Round Two

Moving Forward Together

Next week we are coming to Wallingford Hall!

After the devastating impact of Cyclone Gabrielle in February and a series of nine initial conversations in May, the first edition of Central Hawke's Bay's Recovery and Resilience Plan was released. It focused on the short term needs to restore social, built, economic and natural environments, and supporting our people in the immediate aftermath. As we forge ahead with recovery, we invite you to join us at a conversation near you. We'll update you on progress and want to hear how you think we're tracking and where our priorities should be in the long-term for your community. We want your local knowledge and experience to ensure everything we're hearing from our communities is included in our planning.

Date	Time	Locality/catchment	Location
Tues 7 Nov	6 – 7.30pm	Wallingford & Flemington	Wallingford Hall
Tues 14 Nov	6 – 7.30pm	Pōrangahau	Pōrangahau Sports Club

For more information on what you told us in the initial meetings scan the QR code or visit www.chbdc.govt.nz

SCAN ME

Cyclone Survey

An online survey is available for members of the community who are unable to attend a conversation or wish to send through more detailed information.

One respondent from Takapau completed the survey during October, bringing the total responses to 25 with a 50/50 split of respondents living in an urban area versus living rurally.

The survey will close once the community conversations have finished in November.

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

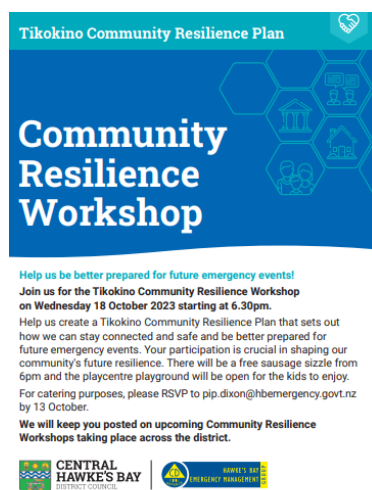


Locality	Responses	Total % response
Elsthorpe / Kairākau / Mangakuri	4	16.0%
Omakere / Pourerere	1	4.0%
Ongaonga / Ashley Clinton	2	8.0%
Otāne / Papanui	2	8.0%
Pōrangahau	2	8.0%
Takapau	1	4.0%
Tikokino / Wakarara / Argyll	1	4.0%
Waipawa	10	40.0%
Waipukurau	2	8.0%
Total responses received	25	100%

[Community Resilience Workshop Collateral](#)

Collateral has been developed to support Community Resilience workshops.

For the Tikokino workshop in October, this included the below collateral being used in social and print media, and printed as leaflet which was distributed throughout the community via the rural delivery service.



[Lifestyle Block Support Workshop](#)

The workshop is being promoted by the event organisers via social media and print media with tickets available via Eventbrite.

<https://www.eventbrite.co.nz/e/lifestyle-block-support-recovery-resilience-workshop-central-hawkes-bay-tickets-748865917117?aff=odcleoeventsincollection>

Promotional fliers will also be distributed at the CHB Show.

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



Neighbourhood Support - *NEW*

INITIATION	5% PROGRESS	October 2023 START DATE	June 2024 END DATE	TBC BUDGET	N/A SPEND TO DATE
Scope: A programme to support communities to stay connected, improve safety, and be prepared for emergencies.					
PROGRAMME		<p>Neighbourhood Support brings people together to create safe, supportive, and connected communities.</p> <p>Neighbourhood Support has been identified at the community conversations and community resilience workshops as a mechanism to help build a well-connected community that helps to improve safety, resilience, and wellbeing for all.</p> <p>Initial conversations have been held with Neighbourhood Support NZ to source programme and membership criteria.</p> <div style="text-align: center;"> <pre> graph TD CP[Community Priority Be better prepared for future events] <--> CRP[Community Resilience Plan] CP <--> NS[Neighbourhood Support] CRP <--> NS </pre> </div>			
BUDGET		To be determined			
RISK		To be determined			



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



Lifestyle Block Support – Recovery & Resilience Project

INITIATION	10% PROGRESS	October 2023 START DATE	November 2023 END DATE	NIWE funding BUDGET	N/A SPEND TO DATE
Scope: To empower isolated and underserved lifestyle block rural communities impacted by the North Island Weather Events through the delivery of workshops and a community champion programme.					
PROGRAMME	<p>BML Consulting have received funding to deliver a Lifestyle Block Support – Recovery and Resilience Project.</p> <p>The project comprises specialist support, information resources, access to expert advice and facilitation of community connections to empower regionally led recovery of isolated and underserved lifestyle block rural communities impacted by the North Island weather events.</p> <p>The project consists of workshops and a community champion programme.</p> <p><u>Lifestyle Block Recovery and Resilience Workshops</u></p> <p>A face-to-face workshop will be held in Central Hawke's Bay on 18 November at the Waipukurau Club and an on-line workshop for HB on 21 November.</p> <p>Workshop participants will receive recovery and resilience information resources aimed at lifestyle block owners, work through recovery and resilience strategies for their properties and receive expert advice from animal emergency management practitioners, emergency management, emergency services and recovery organisations.</p> <p>The workshops will also:</p> <ul style="list-style-type: none"> • create an opportunity for CDEM, emergency services, MPI and other recovery agencies to connect with lifestyle block owners. • identify recovery and resilience challenges for lifestyle block owners and capture the weather event impacts on lifestyle properties including livestock losses to inform future preparedness, response, recovery, and resilience strategies for lifestyle block owners. • create opportunities for lifestyle block community connections, networks, and relationships. <p>The workshops will be a mix of presentations and interactive stations that will assist lifestyle block owners with discussing their recovery challenges, connect with their community, emergency services and emergency management personnel and other agencies as well as work through an emergency management plan for their property.</p> <p><u>Lifestyle Block Community Champions</u></p> <p>BML will work with community hubs, CDEM, MPI and other local organisations and businesses to identify lifestyle block community champions from each impacted region.</p>				

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



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	<p>The champions will receive monthly group coaching (until the end of the project) that will support the development of a community of lifestyle block champions across the North Island.</p> <p>The lifestyle block champions will be a conduit for the lifestyle block community in their local area and they will continue to connect with CDEM, FENZ and MPI beyond the project.</p> <p>The project consists of identifying community champions and delivering group coaching. The coaching consists of leadership development and training in emergency management to assist in intelligence gathering, advocating, and communicating with lifestyle block owners during an event. They will make a difference by being a trusted source of information to CDEM, MPI and FENZ.</p> <p>To be a Community Champion they will:</p> <ul style="list-style-type: none"> • Reside on a lifestyle block or farm. • aged 18 and over. • a respected member of an established community group or organisation or have exhibited leadership in recent events. • willing to receive training. • available to attend the Lifestyle block workshop in their region. • available to assist during emergencies. • not a current emergency service volunteer or officer.
BUDGET	Project funded by the MPI North Island Weather Event Grant.
RISK	Lack of attendance – mitigated through active marketing campaign



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



Community Resilience Plans

PLANNING	10% PROGRESS	August 2023 START DATE	December 2024 END DATE	\$TBC BUDGET	\$Nil SPEND TO DATE
Scope: Supporting our communities to be more resilient by being better prepared for future emergency events.					
PROGRAMME	<p>During and after an emergency a community resilience plan will be a community's reference guide with important contact details and response tips for dealing with specific impacts.</p> <p>Community resilience champions are being identified at the second round of community conversations and follow up meetings are underway with interested groups.</p> <p>A draft work programme for the development of CRP's is attached.</p> <p>Initial meetings have been held in Otāne, Tikokino and Ongaonga.</p> <p>Actions to date:</p> <ul style="list-style-type: none"> - The first Community Resilience Workshop was held in Tikokino on Wednesday 18 October with over 30 people attending. Draft plan will be sent to community for feedback by the end of November with a practical exercise to test the plan in the new year. - Meeting with Otāne and Ongaonga groups by mid-December to finalise workshop timetable. <p>Workshop lead HB Emergency Management.</p>				
BUDGET	To be determined.				
RISK	Community expectation re timeframes. Addressed through a clearly defined workplan with timeframes and budget.				

Community Resilience Workshop

Tikokino Community Resilience Workshop
Wednesday, 18 October at 6pm
Tikokino Hall

Help us create a Tikokino Community Resilience Plan that sets out how we can stay connected and safe and be better prepared for future emergency events.

Join us for a free sausage sizzle from 6pm, workshop starts at 6.30pm.

Playcentre playground will be open for the kids to enjoy.

For catering purposes, please RSVP to pip.dixon@hbemergency.govt.nz by 13 October 2023.

Together we thrive! E ora ngāhihi ānau!
Phone 06 857 8060 (24 hour service)
www.chbdc.govt.nz

CENTRAL HAWKE'S BAY DISTRICT COUNCIL



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



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Community Resilience Plan (CRP)2023 ACTION PLAN



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

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

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

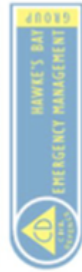
Deliverable 1: Increase Community emergency preparedness

Milestone 1: Identify groups and focus areas	Description of Tasks	Task Owner
1. Identify community leaders, community associations, community groups	Prepare a list of community leaders, associations, groups that would form part of the "community lead" group.	
2. Identify partners / stakeholders	Identify a list of businesses and schools in the target area Identify key partner stakeholders. These partners / stakeholders will support the CRP workshops 80 FENZ, NCC, Police, CHBDC Councillors	
Milestone 2: Prepare communication and engagement plan	Description of Tasks	Task Owner
2. Define key messages to the community	Identify key messaging to the community. What is required, why it is required	
3. Plan Comms approach	Prepare a comms strategy, letter drops, social media.	

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



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Community Resilience Plan (CRP) 2023 ACTION PLAN



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

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Community Emergency Hubs

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

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



BUDGET	To be determined – paper going to November Council workshop, meeting with NZ Red Cross in November re application to NZ Disaster Fund.
RISK	Community expectation re timeframes. Addressed through a clearly defined workplan with timeframes and budget.



Generators

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

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

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

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

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

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

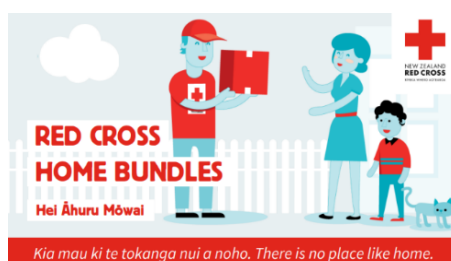


**KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,
Cyclone Gabrielle**



New Zealand Red Cross Home Bundles

EXECUTION	55% PROGRESS	August 2023 START DATE	December 2023 END DATE	\$Nil BUDGET	\$Nil SPEND TO DATE
Scope: Provision of furniture and other basic household items lost in Cyclone Gabrielle for those most in need in our community.					
PROGRAMME	<p>We are pleased to be partnering with New Zealand Red Cross to help them deliver their Red Cross Home Bundles programme in CHB. This initiative will help those most in need in our community to replace furniture and other basic household items damaged in the cyclone (or floods).</p> <p>We are using our information and networks to identify households eligible for a Red Cross Home Bundle, and our partner agencies will invite them to participate in the programme. New Zealand Red Cross will then provide bundles of furniture and other goods based on each household's needs.</p> <p>The Bundles contain a range of basic household furniture and goods from The Warehouse and Noel Leeming. People can order what they need from a list for their household. A Bundle may include whiteware, kitchenware, beds, linen, and living room furniture. Bundles will include a store Gift Card from The Warehouse for other household items.</p> <p>50 household bundles have been secured for CHB, which will be rolled out in three tranches. Tranche one has been actioned and we are awaiting the release of tranche two.</p>				
BUDGET	Fully funded via New Zealand Disaster Fund				
RISK	<p>Delays in delivery - Applicants not communicated with in a timely manner around confirmation of their order, and delivery timeframes from supplier.</p> <p>Breach of trust in terms of eligibility criteria - eligible households have been identified using a high-trust model with our partner agencies. Red Cross will not be seeking evidence or information from the organisations or the applicant to validate their eligibility or vulnerability.</p> <p>If the recipient provides false information on their declaration form or the bundle order form, Red Cross may revoke the approval of the bundle or require repayment of all or part of the costs.</p>				



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



New Zealand Red Cross Cleaning Kits – “COMPLETED”

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



7.10 ADOPTION OF 2024 COUNCIL MEETING SCHEDULE

File Number: COU1-1400

Author: Annelie Roets, Governance Lead

Authoriser: Doug Tate, Chief Executive

Attachments: 1. **2024 Governance Meetings and Key Dates Calendar** [↓](#)
2. **Chief Ombudsman Report - Open for Business** [↓](#)

PURPOSE

The purpose of this report is for Council to confirm the Council Meeting Schedule for 2024.

RECOMMENDATION

1. **That the 2024 Council Meetings Schedule be adopted.**

SIGNIFICANCE AND ENGAGEMENT

This report requires a decision but is assessed as not significant per Council's significance and engagement policy.

BACKGROUND

Council may adopt a schedule of meetings for Council and Standing Committees for the calendar year in accordance with Schedule 7 Clauses 19(5)(a)(b) and 19(6)(a)(ii) of the Local Government Act 2002 (LGA).

By setting a schedule the Chief Executive fulfils his responsibilities for giving notice in writing to each member. The schedule can be amended and where this occurs members are provided written notice of the change and any new meetings that are set.

DISCUSSION

At any time during the year there is provision under the LGA and standing orders to hold extraordinary Council meetings to deal with urgent matters.

Council is required to publicly notify Council meetings, and the adoption of a schedule ensures for seamless operational management of both public notification and development of agendas.

The **attached** proposed schedule is recommended. The proposed meeting calendar takes into account: •

- A four weekly Council meeting cycle
- A four weekly Council workshop cycle
- the Risk and Assurance Committee to meet five times a year, up from four
- the Chief Executive Officer Performance and Employment Committee to meet four times a year.

Workshops and Briefings

While in the adoption of Council and workshop schedules in previous years, Council has not formally excluded the public from workshop sessions, workshops have not historically been notified to the public or in which documents from workshops have been proactively released. For the upcoming 2024 calendar year, this will be a focus Council workshops and Officers will be working on a process to open workshops by default to the public ahead of the 2024 year.

In support of this, the Chief Ombudsman recently released a report encouraging that workshops sessions are open to the public by default amongst other findings and recommendations for the sector to continue to enhance transparency in Governance. This recently released report is **attached** for Councils information.

Local Government New Zealand are also currently preparing a best practice guidance for the sector on its implementation, noting that how open workshops are conducted varies significantly across the Country.

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.
- 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

On adoption of the 2024 Council Meeting Schedule, Council Officers will publicly notify and prepare for meetings. As a second step, Officers will then work to programme the wider governance programme for the 2024 Calendar year.

RECOMMENDATION

1. **That the 2024 Council Meetings Schedule be adopted.**

Central Hawke's Bay Combined Meeting and Event Annual Planner 2024													
	January	February	March	April	May	June	July	August	September	October	November	December	
SUN									1			1	SUN
MON	1			1	Easter Monday		1	Regional Collaboration	2			2	MON
TUES	2			2			2		3			3	TUES
WED	3			3			3		4			4	WED
THUR	4	1	Workshop	4	Council / Workshop	2	4		5	Workshop	3	Workshop	THUR
FRI	5	2		5	LTP Submissions open	3	5		6		4		FRI
SAT	6	3		6		4	6		7		5		SAT
SUN	7	4		7		5	7		8		6		SUN
MON	8	5		8	Regional Collaboration	6	LTP Submissions Close	3	King's Birthday	8	5		MON
TUES	9	6	Waitangi Day	9		7		4		9	6		TUES
WED	10	7		10	Workshop	8		5		10	7		WED
THUR	11	8	Workshop	11		9	Workshop	6		11	8	R & A	THUR
FRI	12	9		12		10		7		12	9		FRI
SAT	13	10		13		11		8		13	10		SAT
SUN	14	11		14		12		9		14	11		SUN
MON	15	12		15		13		10		15	12		MON
TUES	16	13		16		14		11		16	13		TUES
WED	17	14		17	CE Performance	15		12	CE Performance	17	14	CE Performance	WED
THUR	18	15	Council	18	Council	16		13		18	15	Council	THUR
FRI	19	16		19		17		14		19	16		FRI
SAT	20	17	Art Deco Weekend	20		18		15		20	17		SAT
SUN	21	18	Art Deco Weekend	21		19		16		21	18		SUN
MON	22	19		22		20		17		22	19		MON
TUES	23	20		23	R & A	21		18		23	20		TUES
WED	24	21		24	Workshop	22	LTP Hearings/ workshop	19		24	21		WED
THUR	25	22	EHL Breakaway Day	25	ANZAC Day	23	Council	20	R & A	25	22		THUR
FRI	26	23		26		24		21		26	23		FRI
SAT	27	24		27		25		22		27	24		SAT
SUN	28	25		28		26		23		28	25		SUN
MON	29	26		29		27		24		29	26		MON
TUES	30	27		30		28		25		30	27		TUES
WED	31	28		31		29		26		31	28		WED
THUR		29	Workshop	28		30	LTP Deliberations	27	Council / Workshop		29	Workshop	THUR
FRI				29	Good Friday		31		28	Matariki Public Holiday			FRI
SAT				30					29				SAT
SUN				31					30				SUN
MON													MON
TUES													TUES
key meetings													
	Council meeting	Workshop	Risk & Assurance (R&A)	Regional Collaboration Day	Weekends/Public Holidays	School holidays							

A report on the Chief Ombudsman's
investigation into local council
meetings and workshops

Open for business

Te Kaitiaki Mana Tangata Aotearoa
The Ombudsman New Zealand

October 2023



A report on the Chief Ombudsman's investigation into workshop and meeting practices of eight local authorities for the purpose of compliance with the principles and purposes of the Local Government Official Information and Meetings Act 1987.

Te Kaitiaki Mana Tangata Aotearoa | The Ombudsman New Zealand
October 2023

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Introduction

The Local Government Official Information and Meetings Act 1987 (LGOIMA) is a key tool and safeguard of New Zealand's democracy. The LGOIMA was introduced five years after the Official Information Act 1982 (OIA) turned the existing legislation—the Official Secrets Act 1951—on its head. The Official Secrets Act was based on the premise that all official information should be withheld from the public, unless good reason existed to release it. New Zealand's freedom of information legislation (both the OIA and the LGOIMA) reversed the presumption of secrecy and introduced the principle of availability—that official information should be available to the public unless there is good reason to withhold it.

The purposes of the LGOIMA are to increase the availability of information held by local authorities and to '*promote the open and public transaction of business at meetings*' to enable the public to participate in local authority decision making, to promote accountability of elected members and staff, ultimately enhancing respect for the law and ensuring the promotion of good local government in New Zealand¹

1 Link to [section 4](#) LGOIMA

INTRODUCTION

OPEN FOR BUSINESS

As Chief Ombudsman, I have been tasked by Parliament to monitor agencies' official information and meeting practices, resources and systems. I have jurisdiction to investigate 'any decision or recommendation made or any act done or omitted'² by a local authority.³ One way I do this is by undertaking targeted investigations and publishing reports of my findings. I am committed to improving the operation of the LGOIMA to ensure the purposes of this important constitutional measure are realised.

Local councils in New Zealand face a challenging task: meeting high expectations of public accountability and participation, while delivering services in an efficient and effective way, as well as keeping rates as low as possible. Local democracy is built on the premise that the closer decision makers are to the population they serve, the more the people can, and should, participate directly in decisions that affect their daily lives. This is an important task for councils to get right.

Trust is at the core of the relationship between the people and their locally elected representatives. One way local government can earn trust is through transparent decision making that is open to public involvement and scrutiny. Transparency supports accountability, encourages high performance and increases public confidence. People may not always agree with council's decisions but a transparent process allows them to understand a council's reasoning, and can mitigate any suspicions of impropriety in the decision making process. Even a perception of secrecy can be damaging, as secrecy breeds suspicion.

A 2023 report by the Organisation for Economic Co-operation and Development (OECD) titled *Drivers of Trust in Public Institutions in New Zealand* found that only 45 percent of New Zealanders surveyed reported having trust in local government councillors.⁴ This is significantly lower than reported trust in the public service at 56 percent. Councils' conduct around meetings and workshops are likely to be factors that contribute to the level of public trust in elected officials.

2 Pursuant to section 13(1) and 13(3) of the Ombudsmen Act 1975.

3 'Local authority' in the context of this investigation refers to all city, district and regional councils referred to in Part 3 of Schedule 1 of the Ombudsmen Act 1975.

4 [OECD report](#) Drivers of Trust in Public Institutions in New Zealand, published in February 2023.

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I initiated this investigation on 2 August 2022 to test concerns that councils were using workshops and other informal meetings to make decisions.⁵ As outlined in my chapter on [Workshops](#), final decisions and resolutions cannot lawfully be made outside the context of a properly constituted council meeting. If councils were making decisions of this nature in workshops, it would be an avoidance of their responsibilities under the LGOIMA. I also examined councils' practices around excluding the public from meetings that are regulated by the LGOIMA.

The scope of my investigation was to investigate eight councils⁶ actions and decisions in relation to both council meetings⁷ held under the LGOIMA; and workshops (or informal meetings) to which LGOIMA meeting provisions do not apply.⁸ In particular, I explored whether councils met their obligations under Part 7 of the LGOIMA in relation to council meetings, and good administrative practice in relation to workshops, briefings and informal meetings. The timeframe of matters considered in my investigation was from the electoral term beginning 12 October 2019 until 30 June 2023.

In order to investigate workshops, it was important to clearly understand what a 'meeting' is in accordance with the LGOIMA, and whether or not 'workshops' (or other informal meetings) should in fact be treated as 'meetings' under that Act.

The LGOIMA states that any meeting of a local authority, at which no resolutions or decisions are made, is not a 'meeting' for the purposes of the Act. During the course of my investigation, it became apparent that there is a lack of clarity around the definition of a 'decision'. As discussed in [Relevant Legislation](#), the historical context of the drafting of section 45(2) of the LGOIMA indicates that legislators thought it was not necessary or appropriate to require deliberative meetings (such as workshops) to be notified to the public. When actual and effective decisions or resolutions are made, the meetings must be notified.

5 Link to meeting and workshop practice investigation [announcement](#).

6 My investigation considered practices from a mix of different sized councils, both urban and rural, across a variety of geographical locations. I notified eight councils across the country that I would be investigating their meeting and workshop practices: Rotorua Lakes Council, Taranaki Regional Council, Taupō District Council, Palmerston North City Council, Rangitikei District Council, Waimakariri District Council, Timaru District Council and Clutha District Council.

7 For the purpose of this investigation 'meeting' has the meaning given to it in section 45(1) of the LGOIMA.

8 Any organised or scheduled meeting attended by council staff and elected members which falls outside of the definition of a 'meeting' in section 45(1) of the LGOIMA.

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I saw no evidence in my investigation that actual and effective decisions were made in workshops, but I saw some workshop practices that are counter to the principles of openness and could contribute to a public perception that workshops are not being used in the right way.

This investigation has highlighted to me the important role that workshops play in the decision making process for councils. Provided an actual and effective decision is not made, deliberative discussion may take place in a workshop. Workshops can be an efficient use of time, in order to convey information which may be voluminous and complex to elected members, and for elected members to give council officials advice to focus their efforts on the range of tenable options. This prevents time and energy being wasted on options that aren't realistic.

However, this is not to say that all workshops should take place behind closed doors or without adequate record keeping. The principles of openness and good administrative practice apply to workshops as much as any other aspect of council business. It is crucial that these are adhered to in order to maintain public trust and avoid perceptions that councils are operating in secret. In this report, I provide guidance on what those principles are, to ensure each council's practices are consistent with good record keeping and the requirement under the Local Government Act 2002 (LGA) to '*conduct its business in an open, transparent, and democratically accountable manner*'.⁹

I expect all councils to make sure their policies and practices meet my expectations of good workshop practice. Crucially, this includes opening workshops to the public by default; closing them only where good reason exists. I acknowledge concerns raised by some councils about what they consider to be a 'growing trend' of people with strong views and/or activist groups applying undue pressure to elected members and staff. At least one elected member said they had been threatened by a member of the public. I understand there is an escalating environment of misinformation and elected members should not have to endure unreasonable or harassing behaviour. However, they should be resilient enough to withstand reasonable public scrutiny. Ensuring the public has access to accurate information should provide an antidote to misinformation. Local government will need to look at how to respond to these challenges, perhaps by leveraging new technologies, in ways that advance open government principles.

9 Link to [section 14](#) LGA

INTRODUCTION**OPEN FOR BUSINESS**

Workshops are not the only forum in which the public may perceive councils to be conducting business behind closed doors. My investigation also looked at a variety of practices around council meetings, which are required to be open under the LGOIMA. In particular, I looked at councils' practices around public excluded portions of meetings, as well as the records kept of council meetings. I am pleased that the majority of councils I investigated now live stream council meetings, which greatly aids transparency.

Conducting a great deal of council business behind closed doors, whether through workshops or public excluded meetings, can have a damaging effect on how open the community perceives a council to be. The appropriate use of meeting provisions and workshops is at the heart of openness and transparency. As set out in the purposes of the LGOIMA and LGA, it is crucial that councils conduct their business in an open and transparent manner so the public can see democracy in action, and participate in democratic processes. Local authorities in New Zealand should be open for business.

Peter Boshier

Chief Ombudsman

October 2023

Summary

What councils should do now

Leadership and culture

- Induction training for staff and elected members must highlight the distinction between the operational and governance arms of local councils.
- Senior leaders should communicate clear and regular messages to all staff, signalling the council's commitment to conducting business in a manner that is open, transparent, and promotes accountability and public participation.
- Councils should have clear and visible public statements about their commitment to conducting business in a manner that is open, transparent, and facilitates accountability and public participation.
- Ensure pathways exist for council staff to make suggestions about meeting and workshop practices.
- Consider including a link to information about meetings and workshops prominently on the website landing page.
- Consider surveying constituents to establish the type of information about meetings and workshops they want to see on the website.

Meetings

- Review ease of access for meeting agendas, papers, and minutes on council websites (with a clear navigation path from the home page and minimal 'clicks' required).
- Make sure agendas and papers are posted on council websites with as much advance notice as possible before the meeting date.
- Review practice and internal guidance for the writing of public exclusion resolutions, ensuring:
 - the form includes all elements of the Schedule 2A form;
 - exclusion grounds are clearly identified, and section 7(2)(f)(i) is not relied on to exclude the public from meetings; and
 - the reasons for applying the named exclusion ground to the content of the agenda item are clearly set out in plain English along with how the decision to exclude the public has been balanced against public interest considerations.
- Review practice and internal guidance for the keeping of meeting minutes, ensuring that minutes reliably contain a clear audit trail of the full decision making process, including any relevant debate and consideration of options, and how individual elected members voted.
- Formalise a process for reconsidering the release of public excluded content at a time when the basis for withholding it may no longer apply.

What councils should do now

Workshops

- Adopt a principle of openness by default for all workshops (and briefings, forums etc.), including a commitment to record a clear basis for closure where justified, on a case-by-case basis.
- Make sure the time, dates, venues, and subject matter, of all workshops are publicised in advance, along with rationale for closing them where applicable.
- Review practice and internal guidance for keeping records of workshop proceedings, ensuring they contribute to a clear audit trail of the workshop, including details of information presented, relevant debate, and consideration of options. Councils may wish to consider consulting with Archives NZ to determine good practice in this respect.
- Publish workshop records on the council's website as soon as practicable after the event.
- Formalise a process for considering release of information from closed workshops.
- Consider adding the message that members of the public are able to make a complaint to me about the administration of workshops on a relevant section of a council's website.

Accessibility

- All councils should aim to live stream council meetings and/or audio visually record meetings and publish the recording on their website.
- Consider live streaming and/or audio visually recording workshops.
- Consider making meeting dates and times more visible to the public.
- Ensure full agendas, including reports, supporting materials, and meeting minutes are in a searchable format for screen readers.
- Undertake an accessibility audit to identify any barriers to inclusion and on completion of the audit, put in place a schedule of work to remedy any access issues or barriers to full inclusion of a wide range of people.

Organisation structure, staffing and capability

- Ensure sufficient staff have training in governance functions so that institutional knowledge does not rest with only a small number of staff, and processes for fulfilling these functions are written down and easily accessible.
- Explore ways of using existing networks in local government to bolster resilience in critical areas of meeting and workshop practice.
- Review the general training and guidance provided to staff, and consider approaching my office for assistance in improving those resources or in assisting with direct training of relevant staff.

Terminology

- When I use the term 'council' this primarily relates to the operational arm of the organisation, unless the context suggests otherwise. When I am referring to the governance function, I use the term 'elected members'.
- I undertook online surveys of staff, elected members and the public. These are referred to as my 'staff surveys', 'elected member surveys' and 'public surveys'.
- I and my staff spoke with council officials and elected members to gain their views and experiences of council meetings and workshops. I refer to those who participated in these conversations as 'staff meeting attendees' or 'elected member meeting attendees'.

Legislation referred to in this report:

- [Local Government Act 2002](#) (LGA)
- [Local Government Official Information and Meetings Act 1987](#) (LGOIMA)
- [Ombudsmen Act 1975](#) (OA)
- [Public Records Act 2005](#) (PRA)
- [Legislation Act 2019](#)
- [Official Information Act 1982](#) (OIA)

Legislative context

The purposes of the LGOIMA are to increase the availability of information held by local authorities and to promote the open and public transaction of business at meetings. This ensures people can:

- effectively participate in the actions and decisions of local authorities;
- hold local authority members and their officials to account for any decisions; and
- understand why decisions were made, which will enhance respect for the law and promote good local government in New Zealand.

The LGOIMA also protects official information and the deliberations of local authorities from disclosure but only to the extent consistent with the public interest and the need to protect personal privacy. The principle and purposes of the LGOIMA are set out in full in [Appendix 1](#).

A reference point for understanding how local government should operate in New Zealand is the Local Government Act 2002 (LGA), and in particular, the sections that set out the purpose (section 10) and principles (section 14) of local government as a whole. The most pertinent principle states that in performing its role, a local authority should conduct its business in an open, transparent and democratically accountable manner. These provisions of the LGA are also set out in [Appendix 1](#).

In light of the statutory obligations that openness, transparency, and public participation are foundational principles for local government practice - as required by both the LGOIMA and the LGA - it is not surprising that Part 7 of the LGOIMA (which regulates council meetings where decisions or resolutions are made) is quite prescriptive. Part 7 sets out what is required before, during, and after, any council meeting. I have described what part 7 of the LGOIMA stipulates in [My expectations](#) of council meetings.

The definition of a 'meeting' in section 45 of the LGOIMA is fundamental to understanding the scope of the requirements. Section 45(2) provides:

- (2) *For the avoidance of doubt, it is hereby declared that any meeting of a local authority or of any committee or subcommittee of a local authority, at which no resolutions or decisions are made is not a meeting for the purposes of this Part.*

The breadth of the exclusion in section 45(2) was determined as the result of discussion and debate that followed the commencement of the LGOIMA in 1988 and added by the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54). The legislative history of Part 7 of the LGOIMA, and this subsequent amendment, sheds helpful light on what Parliament intended to include in its coverage. The legislative history of key terms is included in [Appendix 2](#).

In my view, the legislative history illustrates that policy makers thought it was not necessary or appropriate to *require* deliberative meetings (such as workshops) to be 'notified' and held in public because:

- it is not possible or desirable to stop elected members from 'caucusing' in private (that is, discussing matters among themselves where no council staff are present);
- anything that is discussed at deliberative meetings (such as workshops) is official information (therefore the public has a right to request it);
- councils have a discretion to notify and hold deliberative meetings in public; and
- actual and effective decisions always have to be made at notified public meetings as required by the LGOIMA.

Viewed in this context, and in the context of a general expectation of openness, Part 7 of the LGOIMA with its very prescriptive rules for meetings can be seen as having a deliberately narrow application. The LGOIMA only requires meetings with these prescriptive rules where *'actual and effective decisions or resolutions are made'*.

The Ombudsmen Act 1975 (OA) allows me to review any act or omission by a local authority, except a decision made by full council.¹⁰ This allows me to examine and comment on how councils are administering meetings as defined in the LGOIMA, as well as workshops and briefings that are not regulated by the LGOIMA, either in response to a complaint or using my powers under the OA to initiate my own investigation.¹¹

As established in the above section on the LGOIMA's legislative history, councils have the discretion to notify and hold all non-decision making meetings (such as workshops) in public if they choose. I can examine the exercise (or non-exercise) of this discretion.

In examining the ways councils conduct meetings that fall outside of Part 7 of the LGOIMA, I can draw on:

- the LGA, which requires a local authority to *'conduct its business in an open, transparent, and democratically accountable manner'*. This obligation complements the requirements in the LGOIMA to conduct decision making meetings in public; and
- the requirement that anything taking place or provided to any meeting is official information and can be requested unless there is good reason to withhold.

10 Link to [section 13\(1\)](#) of the OA

11 Link to [section 13\(3\)](#) of the OA

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This provides a basis for me to adopt the following principles of good administrative practice that should guide council meetings that fall outside of Part 7 of the LGOIMA:

- Councils have a general discretion to advertise and undertake all meetings in public, and this is consistent with the principle in the LGA that councils should conduct their business in an open, transparent, and democratically accountable manner.
- A general policy of not publicising/closing all non-decision making meetings, such as workshops, may be unreasonable and/or contrary to law. The Ombudsman can assess this on a case-by-case basis.
- Using closed workshops to do 'everything but' make a final decision could be seen as undermining the principles in the LGA and purposes of the LGOIMA, and may be unreasonable in terms of the OA.



Leadership and Culture

My expectations

Achieving the principle and purposes of the LGOIMA depends significantly on the culture of a council, and the attitudes and actions of its senior leaders. Elected members, chief executives, and senior managers, should take the lead in developing an environment that promotes openness and transparency within the organisation, with external stakeholders, and importantly, with their constituents. This environment should champion positive engagement with those who want to know and understand the work a council is doing.

Councils' senior leaders must role model open and transparent behaviour by ensuring that council practices and processes around conducting meetings and workshops are transparent, and promote accountability. They should also demonstrate clear knowledge and support for their obligations set out in the LGOIMA. Council chief executives must make clear, regular statements to staff and stakeholders in support of the principle and purposes of official information legislation, and remind staff about their obligations. Consistent, clear messaging and behaviours communicate a real expectation that councils are committed to openness and transparency.

LEADERSHIP AND CULTURE

OPEN FOR BUSINESS

My conclusions

Interactions between councils' operational and governance arms

The word 'council' is sometimes used as a catch-all that encompasses the operational arm of the organisation as well as the governance provided by elected members. However, the distinction between the operational and governance functions should not be forgotten. Senior leaders, staff, and elected members, must carefully tread this line in their interactions.

Elected members have a reasonable requirement to be aware of operational issues, but there should be a clear delineation between operations and governance. Elected members should not cross the line into directing or influencing operations. A commonality in the investigated councils that were perceived as open, by staff and the public, were respectful relationships between the operational and governance arms of the organisation. Staff and elected members must have a clear understanding of the responsibilities and limits of their, and each others' roles. Councils should ensure these lines are clearly drawn in their induction training for elected members and for council staff.

Internal perceptions of openness

I surveyed the staff of the eight councils under investigation in order to gather their perspectives of the agencies' overall commitment to a strong culture of openness and public participation in meetings and workshops. The results were encouraging. Across the eight councils, an average of 81 percent of staff survey respondents perceived their council to be strongly or moderately pro-openness and public participation in meetings and workshops, as shown in the table below:¹²

What is your impression of your council's overall commitment to a strong culture of openness and public participation, in meetings and workshops?

	Strongly or moderately pro-openness and public participation	'It is silent on the issue' or 'I don't know'	Strongly or moderately anti-openness and public participation
Highest percentage at an individual council	97%	15%	17%
Lowest percentage at an individual council	68%	3%	0%
Average across eight councils	81%	11%	8%

¹² Percentages are rounded to the nearest whole number.

LEADERSHIP AND CULTURE

OPEN FOR BUSINESS

It is important for senior leaders to communicate clear and regular messages to all staff, signalling the councils' commitment to conducting business in a manner that is open, transparent, and facilitates accountability and public participation. Senior leaders can actively promote a culture of openness in their regular communications via, for example:

- statements published on intranet pages;
- as standing items in internal meetings; and
- in high-level statements including written guidance.

Promoting an open culture through a variety of methods may help ensure that the message is received by all staff.

In councils that appeared to have a strong culture of openness, staff expressed that the Chief Executive played a key role in establishing and building that culture:

The understanding about openness and transparency has been driven by our CE [Chief Executive]... When the CE is leading that culture, it filters down to [our] leadership team and onwards to elected members.

The Chief Executive has no qualms regarding communicating issues to all staff however difficult they might be.

I think we've got a very exceptional CE and [their] views filter down to [their] immediate staff as well.

...the current CEO is more open and transparent than I have ever seen...

...new CE is all about getting ideas from everyone in the council.

While messaging is important, senior leaders must follow their words with action. Failing to do so risks undermining their own messages. For example, senior leaders should ensure there is sufficient capacity and capability to execute governance functions, which I discuss further in [Organisation structure, staffing and capability](#). They should also ensure their council has robust practices and policies in place around meetings and workshops which facilitate and emphasise openness. I will speak about this in more detail in the [Meetings](#) and [Workshops](#) sections.

It is important that councils establish mechanisms for staff to give feedback and suggestions to senior leaders about council practices. It is staff who give effect to councils' policies and practices, so they can help make sure these are fit-for-purpose. Councils that are open to staff feedback also appear to have an open and transparent culture.

LEADERSHIP AND CULTURE

OPEN FOR BUSINESS

Public perceptions of openness

The public's perception of a council's openness is heavily influenced by how easy people find it to participate in elected members' decision making; and by how easy it is to find records of the key proceedings related to those decisions. More generally, the public's experience of navigating council websites to find information relevant to them, and the helpfulness of a council's overall messaging about accessibility and openness, are also key to this perception.

All of the councils under investigation gave assurances that workshops were not used to make decisions. All of the council staff and elected members spoken to during the course of my investigation were very clear that decisions could only be made in meetings held under Part 7 of the LGOIMA. However, the public's perception of council decision making processes do not appear to always align with councils' own confidence in the integrity of their processes. Many respondents to my public survey expressed concern about the reasons used to exclude the public from meetings, and about some councils' practices around workshops:

*Not enough debate. It all seems to have been decided beforehand.
Too much 'public excluded' with very little explanation.*

Seems a level of predetermination occurs [in workshops].

...there seems to be a disproportionate number of public excluded meetings—behind closed doors.

I understand the need for information sharing and discussion, but I feel workshops often take it beyond that and reduce the ability for the public to have input on issues until it's too late.

These views were expressed, to varying degrees, about all of the councils under investigation. It is understandable that the public is sceptical when their elected members meet behind closed doors, particularly where the reasons for closing the meeting or workshop are not made sufficiently clear, and little or no information about what took place in a closed meeting or a closed workshop is made available after the fact. This inevitably breeds suspicion.

While councils may have confidence in the integrity of their processes, I urge them to understand it is in the public interest not only that decisions are made appropriately but *they must be seen to be made appropriately*. Councils must ensure that their processes leave no room for perceptions to develop that decisions are being made in workshops, or that workshops are being used to 'debate out' issues to the extent that a decision has been made in all but name, and just need to be 'rubber stamped' in the council meeting. Does this mean that all workshops and meetings must be open without exception? No.

LEADERSHIP AND CULTURE

OPEN FOR BUSINESS

There will be occasions where there is good reason to close meetings, parts of meetings¹³, or workshops. Where this is the case, councils must be scrupulous in:

- ensuring that the occurrence of closed workshops are made public (i.e. even if a workshop is closed, the public should still be aware it is happening. If the public is unaware of a workshop, they will be unable to request, under the LGOIMA, information about it);
- publishing their reasons for closing the meeting or workshop;¹⁴
- keeping adequate records of the content of closed meetings and workshops; and
- releasing information about workshops and closed meetings where possible.

I will speak more about [meeting](#) and [workshop](#) practices in their respective chapters below.

Website content

I consider the content of a council's website to be one indicator of their culture. Councils must ensure they deliver clear and consistent messaging to the public about their commitment to openness and transparency. A visible and explicit statement should exist on councils' websites affirming this commitment in its work.

Information about meetings

The majority of respondents to my public survey said they found it difficult to access information about meetings on council websites. One respondent said:

Information is not easily accessible as there is no 'tab' on the front page for the meetings, you actually have to put 'meeting' in the search bar to get direction to it.

This accords with my assessment of council websites. Of the eight councils under investigation, only three had a visible link to 'meetings' on the landing pages, and none of these were displayed very prominently. On the websites of the other five councils, information about meetings was one mouse click away from their landing pages under the very broad heading 'Council' or 'Your council' which, according to my survey, users do not appear to find intuitive:

13 Section 48 of the LGOIMA recognises this.

14 Except where explaining the harm might, itself create a prejudice to the protected interest.

LEADERSHIP AND CULTURE

OPEN FOR BUSINESS

How easy or difficult is it to navigate the Council's website to find information about the Council's Meetings?

	'Somewhat' or 'very' easy	Neither easy nor difficult	'Somewhat' or 'very' difficult	I don't know
Highest percentage at an individual council	27%	42%	60%	11%
Lowest percentage at an individual council	0%	7%	43%	0%
Average across the eight councils under investigation	19%	22%	53%	6%

I consider it is good practice for councils to clearly signpost information about meetings on their landing pages.

My survey also asked respondents what additional information, if any, they would like to see councils publish about meetings on their websites. There were a range of answers, with some of the common themes from respondents being:

- meeting agendas should be published more than two days in advance;¹⁵
- more information about why meetings or parts of meetings, were closed;
- more details in minutes, such as which elected members voted for and against resolutions; and
- easy-to-read summaries of key information and updates on key projects.

Councils may find it useful to do their own surveys of constituents and website users about the type of information about decision making and council proceedings the public would like to find on their websites.

15 Section 46A(1) of the LGOIMA states that the public may inspect within a period of **at least** two working days before every meeting, all agendas and associated reports circulated to members of the local authority and relating to that meeting.

LEADERSHIP AND CULTURE

OPEN FOR BUSINESS

Councils are required under Part 7 of the LGOIMA to notify the public of the occurrence of meetings¹⁶ and to make available meeting minutes¹⁷ and agendas.¹⁸ When the LGOIMA passed into law in 1987, councils would publicly notify meetings through advertising in newspapers, and meeting minutes and agendas would be available at councils' public offices. Nowadays, councils advertise meetings on their websites as well as in local newspapers, and minutes and agendas are often made available on councils' websites.

I asked public survey respondents how easy or difficult it was to find information about when meetings occurred; and how easy or difficult they found it to access meeting minutes and agendas. Their responses are in the table below:

How easy or difficult is it to	'Somewhat' or 'very' easy	Neither easy nor difficult	'Somewhat' or 'very' difficult	I don't know
Find out when a public meeting of the Council is being held	27%	22%	47%	4%
Obtain a copy of the meeting agenda prior to a public Meeting of the Council	18%	15%	52%	15%
Obtain a copy of the Meeting minutes following a public meeting of the Council	17%	15%	50%	17%

Councils can do more to make the occurrence of meetings visible to the public, and to increase access to minutes and agendas. As noted above, website users may find it easier to find information about meetings if prominently displayed on the landing page of councils' websites. Councils may also wish to consider how they can use social media platforms to promote awareness of meetings and workshops.

16 Link to [section 46](#) of the LGOIMA

17 Link to [section 51](#) of the LGOIMA

18 Link to [section 46A](#) of the LGOIMA

LEADERSHIP AND CULTURE

OPEN FOR BUSINESS

What councils should do now

- Induction training for staff and elected members must highlight the distinction between the operational and governance arms of local councils.
- Senior leaders should communicate clear and regular messages to all staff, signalling the council's commitment to conducting business in a manner that is open, transparent, and promotes accountability and public participation.
- Councils should have clear and visible public statements about their commitment to conducting business in a manner that is open, transparent, and facilitates accountability and public participation.
- Ensure pathways exist for council staff to make suggestions about meeting and workshop practices.
- Consider including a link to information about meetings and workshops prominently on the council's website landing page.
- Consider surveying constituents to establish the type of information about meetings and workshops they want to see on the council's website.

A range of additional suggestions specific to meetings, workshops, and accessibility improvements, are included in the following sections. I believe implementing these will improve the public experience and perception of council engagement and openness.



Meetings

My expectations

As outlined in [Appendix 1: Relevant legislation](#), Part 7 of the LGOIMA sets out a number of specific requirements for council meetings to meet the Act's overarching purpose to '*promote the open and public transaction of business at meetings of local authorities*'.¹⁹

The Working Group on Official Information in Local Government²⁰ specifically considered that a standalone Act applying the principles of the Official Information Act 1982 to local authorities was the most appropriate legislative course of action. Importantly, the new Act was designed to incorporate meetings to supersede the Public Bodies Meetings Act 1962.

The key requirements of Part 7 are:

- every local authority must publicly notify all 'meetings' that are scheduled to take place each month, but failing to do so does not invalidate any meeting;²¹

19 Link to [section 4\(a\)](#) of the LGOIMA

20 Report of the Working Group on Official Information in Local Government, June 1986: a report to the Minister of Local Government and the Minister of Justice by the Working Group on Official Information in Local Government.

21 Link to [section 46](#) of the LGOIMA

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- agendas and reports are publicly available at least two days in advance;²²
- meetings are open to the public, unless there is good reason for excluding them;²³ and
- minutes of a meeting must be made accessible to members of the public.²⁴

Meeting minutes should represent a full and accurate record of the content of local authority meetings. Minutes should not just record the final decision taken by elected members, but details of any debate or discussion preceding and informing the decision. In addition to aligning with principles of openness and accountability, recording the content of discussion and debate is a safeguard against any perception that decisions have been taken prior to the meeting, and are merely being 'rubber stamped' in the meeting setting. Though it is not a legislative requirement, I consider it is good administrative practice, and in the interests of accountability, to record the names of elected members who voted 'for' and 'against' resolutions and motions.

Where good reason exists to exclude the public from a meeting, this must be effected by way of a resolution.²⁵ This may apply to the whole or a relevant part of a meeting. A resolution to exclude the public is a decision made by full council (elected members), with their decision typically being informed by advice given by council staff. In considering how councils administer meetings, I do not have jurisdiction to consider decisions taken by full councils (committees of the whole).²⁶ However, in relation to decisions by full councils, I can review the reasonableness of any advice provided by officials or employees (on which the decisions were based).

Section 48 of the LGOIMA states that a local authority may exclude the public from meetings where good reason exists under sections 6 or 7 of the LGOIMA, though it specifically excludes section 7(2)(f)(i).²⁷ That is, a council cannot close a meeting to the public to have a 'free and frank' discussion. This is because local authority meetings are precisely where elected members are expected to hold their free and frank discussion and debate in full view of the public.

22 Link to [section 46A](#) of the LGOIMA

23 Link to [section 48](#) of the LGOIMA

24 Link to [section 51](#) of the LGOIMA

25 Link to [section 48](#) of the LGOIMA

26 Link to [section 13\(1\)](#) of the OA

27 Link to [section 7\(2\)\(f\)\(i\)](#) of the LGOIMA. This section allows for information to be withheld where it is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority.

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Councils considering the application of a clause or clauses of section 7(2) of the LGOIMA to exclude the public from a meeting, must also consider the extent of any public interest in the release of the information (the matters to be discussed). For example, there will always be a public interest in meetings being open to the public to promote accountability, transparency, and public participation. If it is considered that the public interests favouring release in a particular case outweigh the identified need to withhold the information, then the clause(s) in section 7(2) of the LGOIMA cannot be relied on as good reason to exclude the public.

This weighing of competing interests is known as ‘the public interest test’.²⁸ I expect that where the advice of council staff is for elected members to hear an item in a public excluded meeting, this advice should include the officials’ assessment of public interest considerations in hearing the item in an open session. Council staff should also document how they formulated their advice. In making their decision, elected members should weigh these competing interests, and record their considerations, as well as their final decision. Public interest considerations can be recorded by councils in the Schedule 2A form discussed below, and I consider it would be beneficial to adopt this practice.

A resolution to exclude the public must be put forward at a time when the meeting is open to the public.²⁹ In other words, elected members must make the decision to go into a public excluded part of a meeting in front of the public. The meeting is then closed in accordance with standing orders. The resolution to exclude the public must be made in the form set out in Schedule 2A of the LGOIMA³⁰, and must include:³¹

- the general subject of any matters to be considered while the public is excluded;
- the reasons for passing a resolution (with reference to the particular provision relied on); and
- the actual ground in section 48(1) relied on.

The general subject of matters to be considered should be detailed enough to give the public a clear sense of the matter being discussed, in the interest of being as open as possible about the work a council is conducting.

28 Link to Ombudsman guide [Public interest: A guide to the public interest test](#).

29 Link to [section 48\(4\)](#) of the LGOIMA

30 Link to [Schedule 2A](#) of the LGOIMA

31 Link to [section 48\(3\)](#) of the LGOIMA

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I expect the reason for passing a resolution should contain specific details about the harm the agency is trying to avoid, rather than simply reciting the clause from section 6 or section 7(2) as it is written in the LGOIMA. Councils can allow for specified people to remain while the public is excluded if they have knowledge that would assist. In that case, the resolution must state the particular knowledge they possess, and how it is relevant to the matter under consideration.

The public can request information heard in the public excluded part of a meeting under the LGOIMA. I expect that council guidance makes clear that if a LGOIMA request is made for information heard in a public excluded meeting, such a request must be considered on its individual merits and based on the circumstances at the time of the request; it may not be refused under the LGOIMA merely on the basis the information was earlier heard in a public excluded meeting.

It is also good practice to ensure there is a process for re-visiting public excluded parts of meetings to determine if any of the information heard in a public excluded part of a meeting can subsequently be released, when the reasons for withholding the information no longer apply.

Finally, I expect that councils will organise their structure and resources so they meet their legal obligations under Part 7 of the LGOIMA and good administrative practice generally, in a way that is fit for purpose considering their particular size and responsibilities.

My conclusions

To aid clarity, I have organised my conclusions by the different phases of a meeting: pre-meeting; during the meeting; and post-meeting. For each phase, there are mandatory requirements prescribed by the legislation and there are also good practice elements (where non-compliance is not in breach of the law but may be the subject of adverse comment or opinion by an Ombudsman as part of an investigation). I have covered both elements in my commentary for each phase, with footnotes identifying the relevant statutory provision for each mandatory element.

Pre-meeting

All meetings (gatherings at which elected members make decisions on behalf of their community) must be publicly notified in accordance with section 46 of LGOIMA, and all agendas and papers must be available to any member of the public at least two working days before the date of that meeting.

As outlined in [Information about meetings](#), when the LGOIMA passed into law in 1987, councils would publicly notify meetings through advertising in newspapers, as that is what the LGOIMA specifically

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requires. However, now councils advertise meetings on their websites as well as in local newspapers and website prominence is likely to be the most effective way of reaching the greatest number of constituents.

Although I did not identify any particular issues with the publication of agendas at the councils I investigated, a number of public survey respondents wanted agendas and associated reports published on a council's website as early as possible, with the statutory minimum of two working days prior to the meeting sometimes allowing insufficient time to prepare (particularly in cases where the associated material for the meeting is lengthy). Comments from my survey of members of the public included:

The agendas are published only two days prior to a meeting and often contain a lot of material. They should provide the agendas much earlier so that the material provided can be digested properly before a meeting. Only the most determined can do so.

One of the main problems is that meeting agendas are published really late, with never sufficient time for the public to review the content and to think about potential submissions or deliberations. The agendas are often over 100 pages long, often with highly technical information, that is difficult to navigate and understand. There is seldom time to review the agenda and associated materials properly let alone seek technical advice before the meetings.

Although the LGOIMA states agendas are to be published within a period of least two working days before every meeting, this should not be the goal. I encourage councils to release documents with enough time to allow ample preparation for meeting participants (which will benefit both attendees from the public as well as elected members themselves).

During the meeting - excluding the public

The practice of excluding members of the public from any part of a council meeting is an exception to the usual presumption of openness emphasised by both the LGOIMA and the LGA. The stipulations in the LGOIMA are reasonably detailed and exacting.

A primary requirement is that public exclusion may only be made by way of formal resolution of elected members at the meeting itself. It is important that elected members take this responsibility seriously and carefully consider the advice of council officials. The resolution must:

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- Be put at time when the meeting is open to the public, with the text of the resolution being available to anyone present.³²
- Be in the form set out in Schedule 2A of the LGOIMA.³³
- Only exclude on one of the grounds set out in section 48(1).³⁴
- State reasons for the resolution, including the interests it is protecting in the case of section 6 or 7 withholding grounds.³⁵
- Where exceptions to the exclusion are made for particular individuals, the resolution must detail their relevant expertise to the topic for discussion.³⁶

To gain an understanding of councils' use of reasons to exclude the public from meetings, my investigators reviewed a number of examples of resolutions to exclude the public. The reviews found that three of the eight councils investigated had excluded the public from some meetings citing section 7(2)(f)(i) (free and frank expression of opinions) as the reason. However, section 48(7)(a)(1) of the LGOIMA specifically states that section 7(2)(f)(i) cannot be used as a good reason to exclude the public from meetings.

I wrote to those councils to raise my concerns as soon as I identified this practice. Each council advised me that they had ceased the practice of using 'free and frank' to exclude the public from meetings, and put systems in place to prevent this error from happening again. For instance, one council said it had tightened its practices in relation to reviewing the reasons to exclude the public from meetings. Another council said it had corrected its workflow system (InfoCouncil) to align with the requirements of the LGOIMA. The third council provided additional training and support to its governance team, as well as updating its agenda template.

While I was pleased with these actions, I am concerned that unchecked errors were allowed to occur and potentially embed into councils' practices. I urge all councils to make sure this is not occurring at any of their meetings. Most councils cited eligible withholding grounds in their exclusion resolutions, but lacked records about how those grounds were applied to the specific topic for discussion (described in more detail below). This makes it difficult to scrutinise the quality of the advice on which the resolution was based.

My surveys of the public and of elected members showed a sharp disparity in their perceptions of the clarity, robustness, and appropriateness, of the reasons for public exclusion.

32 Link to [section 48\(4\)](#) of the LGOIMA

33 Link to [section 48\(3\)](#) of the LGOIMA

34 Link to [section 48\(1\)\(a\)](#) of the LGOIMA

35 Link to [section 48\(3\)\(b\) and \(c\)](#) of the LGOIMA

36 Link to [section 48\(6\)](#) of the LGOIMA

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What is your experience/view of the Council's use of public excluded Meetings?³⁷

	The reasons for excluding the public are always clear, robust and in line with LGOIMA	The reasons for excluding the public are always clear, but are not always in line with LGOIMA	The reasons for excluding the public are often unclear, or do not align with LGOIMA	I don't know/ Other
Elected member survey responses	80%	10%	5%	5%
Public survey respondents	7%	6%	62%	25%

As shown in table above, 80 percent of elected member respondents considered the reasons for exclusion to be clear, robust and appropriate, whereas 62 percent of public respondents were of the opposite opinion.

It seems elected members generally consider they are excluding the public in a robust and principled way. However, it appears that councils are not communicating the reasons for these decisions to those they are excluding in a way that is clear to them. This is best addressed by ensuring that public exclusion resolutions are documented properly and a clear rationale for exclusion is easily accessible—and I deal with this next.

Record keeping - public exclusion resolutions

Of the eight councils I investigated, four were using the form in Schedule 2A of the LGOIMA for exclusion resolutions, while the other four were using their own templates.

While the LGOIMA states that the Schedule 2A form should be used, the Legislation Act 2019 allows minor variations to forms prescribed by legislation,³⁸ and I consider that the content of the form is more important than the layout. I take no issue with councils using a template form of their own design, providing that it contains the same prompts to enter information as detailed in the Schedule 2A form:

- a prompt to include the general subject matter for each item;
- a prompt to enter the grounds under section 48 for excluding the public;

³⁷ Respondents to my survey of the public were asked for their *view* of the council's use of public excluded meetings; elected members were asked about their *experience*.

³⁸ Link to [section 52](#) of the Legislation Act 2019

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- a prompt to enter the plain English reason for excluding the public; and
- wording around allowing specific people to remain, if they have knowledge that would assist the agency, while the public is excluded.

Whatever form a council uses, it needs to meet these minimum requirements and the form should clearly identify the specific exclusion ground, and also explain in plain English how the council has applied that ground to the meeting content under consideration.

I do not consider it good practice to cite a section number under the 'Ground' field and simply quote the text of that section in the 'Reason' field. Instead, both the section number and its text should appear under 'Ground'. The 'Reason' field should be used to explain, in plain English and in reasonable detail, the reason(s) for excluding the public (that is, how the LGOIMA ground applies to the information held or created) and weighing this against any countervailing public interest arguments for non-exclusion.

This should not be too difficult. By excluding the public by means of a section 7 ground, a council is obliged to both determine specifically how the ground applies to the agenda item, and how it has balanced the public interest in the information being shared against the need to withhold it. While ultimately, the public interest balancing question should be assessed by the body conducting the meeting (essentially, the elected members), it is reasonable to expect that their decision is informed by advice from council officials that includes public interest considerations. The details of the ultimate decision should be included in the meeting minutes, with the preceding advice from council staff also included in a council's records.

A smooth process relies on councils having clear and consistent guidance for staff about the records they should create and maintain for public exclusion decisions. This includes documenting the rationale for advice to elected members on public excluded meetings. The guidance should outline the requirement to apply the public interest test, and should include the following:

- that the public interest factors must be weighed when relying on section 7(2) of the LGOIMA to hear an item in a public excluded meeting; and
- factors that affect the public interest in favour of opening a meeting, such as:
 - the policy or decision-making process involved and the stage it has reached;

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- the ability of the public to be informed, influence that process or decision and/or hold the officials involved to account;
- the level of public interest or debate;
- the level of any disquiet, speculation or controversy;
- the extent of information in the public domain;
- the significance of the issue to the public or the operations of the council; and
- the amount of public money involved.

When updating guidance, councils may wish to refer to my guide titled '*Public interest: a guide to the public interest test*'.³⁹

My investigation revealed significant variation in the way councils fill out the Schedule 2A form, and few would meet my expectations of good practice. Not one gave an actual, plain English reason for excluding the public from a meeting, rather, most are simply clipping wording from the legislation or using a vague term such as 'commercial sensitivity' as full rationale for public exclusion, with no attempt to apply the exclusion ground to the facts of the affected agenda item.

The opportunity to use the Schedule 2A form to record information about the public interest considerations is also going unrealised. When the evidence of thoughtful application of exclusion rationale is so starkly absent from the resolution itself, the public may well wonder how robust the determinations were. Addressing these deficiencies must be a priority if councils are to improve public trust in the process.

Record keeping - minutes

Ombudsmen have consistently supported a full audit trail for advice that contributes to decisions made by an agency. This also ensures council practices are consistent with sections 17(1) and 17(2) of the Public Records Act 2005 (PRA)⁴⁰ which respectively, require councils to:

- create and maintain full and accurate records of affairs in accordance with normal, prudent business practice; and
- maintain records in an accessible form to enable use for subsequent reference.

In addition to complying with the relevant legislation, sound record keeping discipline in meetings will also benefit councils by promoting transparency and openness, and improving business practices in general.

39 Link to Ombudsman guide [Public interest: A guide to the public interest test](#).

40 Link to [sections 17\(1\) and 17\(2\)](#) of the Public Records Act 2005

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Keeping good meeting records:

- helps ensure transparency of council decision making by providing a complete and clear record of reasoning;
- provides a reference for councils in the event of issues around decision making processes that may arise internally or externally;
- provides an opportunity to create a repository of knowledge about how councils make decisions, and so develop a consistent approach.

My review of the meeting minutes of the councils I investigated showed that some included very little detail about any discussion, debate, or questioning, that may have taken place. I do not expect that a verbatim transcript is taken at a meeting but simply recording the final decision taken by elected members is plainly inadequate.

Local Government New Zealand (LGNZ)'s guidance for minute taking⁴¹ includes the following pointers for good practice:

- minutes should be a clear audit trail of decision making;
- less is best;
- someone not in attendance will be able to understand what was decided; and
- anyone reading in 20 years' time will understand them.

I agree with this guidance, with two important comments:

1. A '*clear audit trail of decision making*' is more than simply recording the decision itself. It entails clearly documenting the path by which the decision was made, including how options were considered and how the decision ensued from the deliberation.
2. '*Less is best*' should be interpreted as a prompt to maintain clarity and succinctness, rather than sacrificing elements of the decision making audit trail.

Minutes should record both the final decision and key details of any debate or discussion preceding and informing the decision. In addition to aligning with the principles of openness and accountability, recording the content of discussion and debate is a safeguard against any perception that decisions were made prior to the meeting, and are merely being 'rubber stamped' in the meeting setting. Though it is not a legislative requirement, as outlined earlier, I consider it good practice, in the interest of accountability, to record the names of elected members who voted 'for' and 'against' resolutions and motions.

41 Link to [The guide to LGNZ standing orders](#), Ko Tātou LGNZ, 2022, p 35.

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Councils' internal guidance and training material should also include clear instructions for staff to record advice and decision making processes around public excluded meetings. This includes taking notes of relevant internal meetings and documenting any verbal conversations held in relation to council decisions on public excluded meetings. These, and other relevant records (such as emails), should be documented in a manner that makes them easily accessible.

Any review and update of guidance material should also be accompanied by training and messaging to staff about the importance of comprehensive record keeping to comply with the law and promote the transparency of council's practices and accountability to the public.

Post-meeting**Making minutes publicly accessible**

All the councils within my investigation published meeting minutes on their websites. I reiterate that I expect that meeting minutes should also comprise a full and accurate record of the meeting. As noted under [Leadership and culture](#), a number of public survey respondents consider that the minutes are not always easy to find. This may be addressed, as I noted, by making information about meetings more prominent on council websites.

Revisiting public excluded material for release

A powerful way to increase the public's trust in Councils and to improve transparency is to establish a consistent practice of reconsidering public excluded information for release at a point when the reason for withholding information no longer applies. Mutual trust between the public and their representatives will likely improve if the public knows why the information was protected. This way the public can see that a council is making efforts to be as open as possible.

I appreciate this may not be at the top of mind for council staff as they juggle the multiple demands of busy meetings schedules. However, I consider it integral to sound practice, and should not be unduly burdensome when integrated into a well-designed process.

Practice in this area was mixed among the councils I reviewed, with most examples of post-meeting review of information being ad hoc rather than consistent. However, I was encouraged that most of the eight councils have either begun scheduling later reviews for public excluded information, or have agreed to consider adding this step to their standard meeting processes.

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What councils should do now

- Review how easy it is for the public to access meeting agendas, papers, and minutes on council websites (this should include a clear navigation path from the home page and minimal 'clicks' to reach it).
- Make sure agendas and papers are posted on council websites with as much advance notice as possible before the meeting date and certainly no later than the minimum requirement of two working days.
- Review practice and internal guidance for the writing of public exclusion resolutions, ensuring:
 - the form includes all elements of the Schedule 2A form;
 - exclusion grounds are clearly identified, and section 7(2)(f)(i) is not relied on to exclude the public from meetings; and
 - the reasons for applying the named exclusion ground to the content of the agenda item are clearly set out in plain English along with how it has been balanced against public interest considerations.
- Review practice and internal guidance for the keeping of meeting minutes, ensuring that minutes reliably contain a clear audit trail of the full decision making process, including any relevant debate and consideration of options, and how individual elected members voted.
- Formalise a process for reconsidering the release of public excluded content at a time when the basis for withholding it may no longer apply.



Workshops

My expectations

The LGOIMA does not define or regulate workshops (or other informal meetings),⁴² but *The Guide to LGNZ Standing Orders* states that workshops are best described as ‘*informal briefing sessions where elected members get the chance to discuss issues outside of the formalities of kaunihera meeting*’.⁴³ It is common for councils to conduct workshops about complex or technical issues on which elected members will later be required to debate and make decisions.

The purpose of workshops should be to prepare elected members with the appropriate background and knowledge to make robust decisions for their communities, and to allow interrogation, discussion and deliberation among and between elected members and council staff. As outlined in the earlier section [Legislative context](#), workshops are part of the educative and deliberative phases of councils’ decision making process. However, final decisions and resolutions cannot lawfully be made outside the context of a properly constituted meeting.

42 For the purpose of this investigation, ‘workshops, briefings and informal meetings’ mean any organised or scheduled meeting attended by Council staff and elected members which fall outside the definition of ‘meeting’ in section 45(1) of the LGOIMA.

43 Link to [The guide to LGNZ standing orders](#), Ko Tātou LGNZ, 2022

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Because workshops cannot lawfully be used to make actual and effective decisions, and are not conducted under the LGOIMA, the legal requirements in the LGOIMA that relate to council meetings—such as requirements to notify the public, to take minutes, and to exclude the public only under certain defined circumstances—do not apply to council workshops. Nonetheless, councils have a general discretion to advertise and undertake workshops that fall outside of Part 7 of the LGOIMA, in public. While it may be reasonable to close a workshop in a particular case, I consider that a general policy of not advertising workshops or having all workshops closed to the public, is likely to be unreasonable. It is my expectation and a requirement of the LGA, that *'...a local authority should conduct its business in an open, transparent and democratically accountable manner...'*⁴⁴

As a matter of good practice, workshops should be closed only where that is reasonable. What might be considered reasonable is a truly open category depending on each individual case, and may include situations where the reasons for withholding information under sections 6 and 7(2) of the LGOIMA might apply, as well as other situations. What is reasonable in a particular case will vary, however the decision to close a workshop should be made on the individual merits of each workshop, rather than being based on a blanket rule.

Even where it is reasonable to close a workshop, I encourage councils to be mindful of the public perception of secrecy this may create, and mitigate this risk through ensuring the public has access to sufficient and timely information about the purpose and content of workshops. The legislative history of the LGOIMA makes it clear that full and accurate records of workshops are expected to be kept. Consistent with the guiding principle and purposes of the LGOIMA, the public can request this information under Part 2 of that Act. It is also a requirement of the PRA (see [Appendix 1](#) and [Appendix 2](#)).⁴⁵ Keeping full and accurate records of workshops is a safeguard against the perception that decisions are being made outside a local authority meeting; and, being able to request access to this information allows members of the public to meaningfully engage with the work of councils.

Information arising from workshops can be requested under the LGOIMA although, ideally, councils would proactively release information generated in workshops.⁴⁶ Creating records of workshops is good administrative practice, and it promotes a council's accountability and transparency. Councils should adopt a standard

44 Link to [section 14](#) of the LGA

45 Link to [section 17\(1\)](#) of the PRA

46 Even if no record is made at the time, information held in an official's memory as to what transpired at a workshop can also be requested under the LGOIMA, and it is preferable to have a contemporaneous account of what happened.

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approach to recording information about workshops/forums and ensure this is embedded in its guidance on record keeping for workshops.

All workshop attendees should be aware that workshops cannot be used for making an actual and effective 'decision', and take care when discussion and deliberation in a workshop could carry elected members too far down a path toward a decision. For example, where council staff present a range of options to elected members in a workshop, and those options are narrowed down significantly, it could give the appearance of a 'decision' being made in the workshop in all but name. There may then be a perception that the corresponding decision made in the public council meeting is a 'rubber stamp' of earlier workshop discussions. In particular, using a closed workshop to do 'everything but' make a decision could be seen as undermining the principles of the LGOIMA and the LGA, which I may view as unreasonable.

As Chief Ombudsman, I can review the reasonableness of any act or omission by a local authority under the OA.⁴⁷ This includes whether it is reasonable for a council to advise or decide to not advertise or close workshops, or using closed workshops to do 'everything but' make a final decision.⁴⁸ I expect councils to make it clear to the public that they can complain to me about workshops.

Some councils draw a distinction between 'workshops' and 'briefings' with the former being open to the public and the latter; closed. Other councils may refer to the same type of informal briefing session between elected members and staff using different terminology entirely, such as a 'forum' or 'hui'. Irrespective of the title(s) a council chooses to give informal briefing sessions, the same requirements to conduct business in a transparent and accountable manner, and to keep full and accurate records, apply to all.

My conclusions

Terminology around workshops

The terminology used for workshops is an area that can cause confusion. Many councils define workshops in their standing orders based on a template developed by LGNZ, which defines workshops as follows:

Workshop in the context of these Standing Orders, means a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions

47 Link to [section 13](#) of the OA

48 This refers to council staff, not a decision of full council.

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*are made and to which these Standing Orders will not apply, unless required by the local authority. Workshops may include non-elected members. Workshops may also be described as briefings.*⁴⁹

One council organised what it termed ‘non decision making meetings’ regularly and used the terminology of ‘briefing’ or ‘workshop’ to differentiate whether a specific topic for discussion within the meeting would be open to the public (workshops) or closed to the public (briefings). This distinction between ‘workshops’ and ‘briefings’ is one that is also adopted by LGNZ in its guidance for standing orders and is widely used by councils throughout New Zealand.

In addition to ‘workshops’ and ‘briefings’, a number of other terms have been adopted by councils at different times for non-decision making meetings. One council that held all its workshops in private was aware of the negative public perception that had developed around the use of the term ‘workshops’. To address this, the council changed its terminology to ‘forums’, rather than amending the actual practice of closing workshops to the public. While councils are able to use their own terminology, creating different terms for what is essentially the same thing—a meeting of elected members and staff to progress council business, at which no decision making occurs—risks distraction and confusion. The guidelines for good practice in this report apply to any workshop, briefing, forum, hui, wānanga, or whatever else a council calls the gatherings of elected members and council officials used to transact council business.

Councils’ use of workshops

All councils that were part of my investigation used workshops to some degree. A number of staff and elected member meeting attendees commented that workshops were a key part of the decision making process for elected members and used for ‘direction setting’. Workshops are used by elected members to discuss policy options put forward by staff in order to eventually make a decision in a local authority meeting. This includes adding, removing or amending options, and ensuring elected members have the information needed to make an informed decision on a topic. Workshops may also involve elected members giving feedback to staff where they might require further information to support their consideration of a particular option.

⁴⁹ Nearly all councils have incorporated into their standing orders this definition, or the following variation: *Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.*

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A chief executive I spoke with during my investigation said there were different stages to get to a final decision in a formal council meeting. If there was a complex, contentious decision to be made, it will need 'pre-work and pre-thinking' with multiple layers of workshops and consultations in order to reach the final decision. Staff will not be writing the final decision report for the formal council meeting 'all in one go' because it takes time, and revisions will be made as it develops. Multiple workshops may be held on a topic in order to explore the options, with the most realistic and reasonable ones being included in the report which goes to the full council meeting for a final decision.

Some councils appeared to give their view on 'direction setting' with a show of hands and indicated that there was 'some degree of straw polling' in order to narrow options down. Examples of comments from my surveys of both staff and elected members include:

...workshops have been a valuable avenue to get a fuller understanding of issues and ask the dumb question if needed. Differences of opinion may occur and be discussed/debated but full deliberation and decision making is made at the full Council meeting.

...[workshops] can be used as a gauge for staff to structure formal advice to Councillors for decision-making at the Committee phase. Workshops are critical.

Workshops provide staff with the opportunity to spend more time with elected members to improve their understanding on a topic. Often formal meetings don't have the time allocated for this to occur. They are also a good way to build trust and rapport between staff and councillors, and allows for open and honest feedback in a less formal setting than a meeting.

Councillors over a period of months or years will have a myriad of matters that require at the very least a working knowledge of the issue under consideration. ...workshops serve a meaningful part of the process where Councillors can better understand the issues and this will lead to stronger debate and better decisions.

Provided an 'actual and effective decision' is not made, I consider this type of deliberative process may appropriately take place in a workshop. However, a perception is likely to grow that the council is not operating transparently, if the following occurs:

- workshops are regularly conducted behind closed doors;
- the fact that they are occurring, and the rationale for closing the workshop, is kept out of public awareness;
- full and accurate records are not kept or are withheld from the community without explicit and robust rationale.

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I also caution against workshops including a significant component of determination, such as a substantial narrowing of options prior to public consultation. At several councils I investigated, a range of options would occasionally be narrowed down at workshops so staff would not waste time and resources pursuing options that the elected members were not willing to consider. A meeting attendee said there was '*some degree of straw polling*' in order to narrow down the options for decision, typically to four or five options. The risk is that such straw polling may be perceived by the public as decision making. Good records of workshops and making the records available to the public would go some way to alleviating this perception.

Councils should be mindful of the public perceptions that may develop where council business is conducted behind closed doors. Even when the reasons for conducting a closed workshop are entirely legitimate, secrecy inevitably breeds suspicion. While it may not be the reality that the council is wrongfully keeping information from the public, even the perception of such may result in reduced public trust and diminished public participation in council processes. Councils can reduce this risk by opening workshops to the public where possible and by publishing information from workshops, as I will discuss further below.

Open by default

I was pleased that the majority of councils open workshops, or had begun to open their workshops from the start of the 2022 electoral term.

My view is that the principle of 'open by default' should be followed for all meetings and workshops.⁵⁰ I understand there may be occasion to close, either partially or fully, a particular workshop. However, councils should start from a position of openness, and then consider specific reasons why any proceedings may need to be closed and whether those reasons are compelling.

The principle of 'open by default' is also supported by *The Guide to LGNZ Standing Orders*.⁵¹

Please note, when deciding to hold a workshop or briefing the first question that should be considered is whether there is a convincing reason for excluding the public. The default position should be to allow public access.

50 The 'open by default' principle is also consistent with section 4 of LGOIMA 'to promote the open and public transaction of business at meetings of local authorities'.

51 Link to [The guide to LGNZ standing orders](#), Ko Tātou LGNZ, 2022, p 41

WORKSHOPS**OPEN FOR BUSINESS**

I accept that, in some cases, there may be a need to protect some of the information presented in such a workshop where good reason exists. In such a case, I expect that councils would endeavour to present material in such a way that the public could have access to as much information as possible. This might be achieved through providing the protected information (such as names/costings) to elected members in advance and ensuring this information doesn't enter the discussion held in public.

Some of the councils I investigated advised me that they needed to hold closed workshops to provide training/background to elected members on complex issues—the intent being to ensure elected members are equipped to make a robust decision on the matter at hand. I absolutely support the use of workshops to educate elected members and to facilitate better decision making. However, it seems evident to me that, where there is benefit to elected members to understand an issue in order to make a decision, it is equally beneficial to allow the public access to the same information so they can better understand the eventual decision.

Another reason put forward by councils for closing workshops was to provide elected members a 'safe space' to ask 'silly questions' out of the public eye. I do not accept this argument. Councillors are elected to public office, a position that demands accountability. They should be prepared for a level of scrutiny and even reasonable criticism from those they represent. The questions and concerns councillors have are no doubt shared by many of their constituents. It may be valuable for the answers to these 'silly questions' to be heard by the public.

This is not to say that no good reasons exist to close workshops, only that I do not consider controversy, complexity, or the potential for embarrassment, to be good reasons in themselves. Difficult or contentious issues are often the very ones that warrant the greatest level of transparency. The determination to close a workshop should always be made on the basis of what best serves the public interest, and the rationale for that determination should be as open as possible.

Publicising upcoming workshops

It is important that details (time, dates, venue, and subject matter) of open workshops are publicised in advance so that members of the public can attend, and for transparency about the business the council is conducting. As a matter of good practice, councils should maintain awareness of community groups with a particular interest in topics for upcoming workshops and consider contacting them directly to encourage their attendance and contribution. This is in keeping with the principles of inclusiveness included in the LGA.

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It is equally important that *closed* workshops and their subject matter are publicised, along with a suitably detailed reason for closing them. This maintains transparency and allows for members of the public to request under the LGOIMA information about the closed workshop, while also clearly identifying and safeguarding against harms to council deliberations that legitimately need to be conducted in confidence.

I saw very little evidence of consistently sound practice about publicising the timing and subject matter of closed workshops, along with the rationale for closing them. For instance, at least one council advised me that they held 'open workshops' yet they did not tell the public they were happening. It is difficult to imagine how a council could consider a workshop to be 'held in public' when the public doesn't know about it. I am encouraged that several of the councils under investigation are now advising the public about closed workshops, their topics, and the reason they are being held in a closed session.

Records of workshops

Many councils did not keep records of workshops. Councils would commonly explain that this was because decisions are not made in workshops and records were not required. This is not only incorrect, but counter to the principles of openness and public participation in the LGOIMA and the LGA, respectively; and may constitute a breach of the PRA. It does not matter if no decisions are made, it is good administrative practice to keep a record. How can the public, the Ombudsman or even the council *itself* look back at how council business was undertaken without having record of the information elected members were given and the discussions that resulted?

The baseline is the requirement under the PRA to '*create and maintain full and accurate records in accordance with normal, prudent business practice*'. LGNZ's standing orders guide suggests:⁵²

A written record of the workshop should be kept and include:

- *time, date, location, and duration of workshop*
- *people present, and*
- *general subject matter covered.*

My view is that the detail in the first and third of these bullets should be publicised before the workshop even occurs as explained in the previous section. The record made during the workshop should include all these elements, plus details of the discussion that contribute to a clear, concise and complete audit trail.

⁵² Link to [The guide to LGNZ standing orders](#), Ko Tātou LGNZ, 2022, p 41.

WORKSHOPS

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I expect each council to adopt a standard approach to ensuring that full and accurate records are created and maintained for workshops. It is important to note that this process does not have to be as detailed as taking meeting minutes. Nor is there an expectation of a verbatim transcript of workshops. However, councils must make sure a full and accurate record is kept which should encompass not just the information presented to elected members but any substantive, deliberative discussion or debate around that material. Councils should make records publicly accessible as soon as practicable after the workshop. Where the workshop was not open to the public, councils should implement a system for revisiting those records and releasing information when and if the reason for presenting and discussing material out of public view, no longer applies.

What councils should do now

- Adopt a principle of openness by default for all workshops (and briefings, forums etc), including a commitment to record a clear basis for closure where justified, on a case-by-case basis.
- Make sure the time, dates, venues, and subject matter, of all workshops are publicised in advance, along with rationale for closing them where applicable.
- Review practice and internal guidance for the keeping of records of workshop proceedings, ensuring they contribute to a clear audit trail of the workshop (including details of information presented, relevant debate and consideration of options). Councils may wish to consider consulting with Archives NZ to determine good practice in this respect.
- Publish workshop records on the council's website as soon as practicable after the event.
- Formalise a process for considering release of information from closed workshops.
- Consider adding a message on a relevant section of council websites stating that members of the public are able to make a complaint to me in relation to the administration of workshops.



Accessibility

Accessibility of meetings and workshops is not guaranteed by unlocking the doors, issuing invitations, and publishing the records. If some members of the public are unable to get to the door, if they cannot access the record as published, then they are excluded as surely as if they were physically barred. Universal design in access to public spaces, and publication mechanisms built to maximise reach to all, are essential if a public body is to be truly representative and inclusive of all.

My expectations

The United Nations Convention on the Rights of Persons with Disabilities (Disability Convention) is an international human rights agreement that New Zealand signed up to in 2007.⁵³ The purpose of the Disability Convention is to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities. As Chief Ombudsman, I have a role as an Independent Monitoring Mechanism partner, under the United Nations Convention on the Rights of Persons with Disabilities.

⁵³ Link to the [United Nations Convention on the Rights of Persons with Disabilities \(Disability Convention\)](#)

ACCESSIBILITY

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Councils should take all practicable steps to remove barriers to full participation in their processes. Public meetings and workshops should be made as accessible as possible to the public, keeping in mind those people with disabilities as well those with other challenges to attending meetings. This might include living a long distance from where meetings take place or being unable to attend because of the time the meeting is held.

Ideally, all councils would livestream and audio visually record their meetings, and publish the recording after the meeting. Keeping a record in this way benefits the community by making the meetings accessible to those who are not able to attend in-person. Another benefit of livestreaming is that it provides an accurate record of the public portion of the meeting is immediately available.

My conclusions

I am pleased the majority of councils investigated are now livestreaming meetings, and those that are not have committed to live streaming or considering it in the near future. Live streaming, audio visual recording meetings, and publishing the records, can increase the transparency of meetings to the public.

Councils should also consider audio visually recording workshops and either making the recordings publicly available or letting the public know they can be requested. As discussed in [Workshops](#), the public may perceive decisions are being made behind closed doors if workshops are not open to the public. If councils take the additional measure of live streaming or audio visually recording workshops (and publishing the recording), transparency and public participation in local government will likely improve.

There are other ways councils can make meetings more accessible. For instance, meeting agendas, associated reports and minutes should be published in a searchable format, rather than 'image only' (such as scanned PDF or JPEG). Image only formats are not accessible for blind and low vision individuals using screen readers, or those with learning disabilities using read aloud applications. It also limits the ability to search documents using keywords. Ideally searchable PDF documents will also be accompanied by accessible Microsoft Word versions and the public advised that they can ask for other accessible formats if required.

Meetings and workshops should be advertised widely and on as many mediums as possible to reach a diverse range of people. Some councils advertise meetings on their website, on social media, and in their local newspapers. As discussed in [Leadership and culture](#),

ACCESSIBILITY**OPEN FOR BUSINESS**

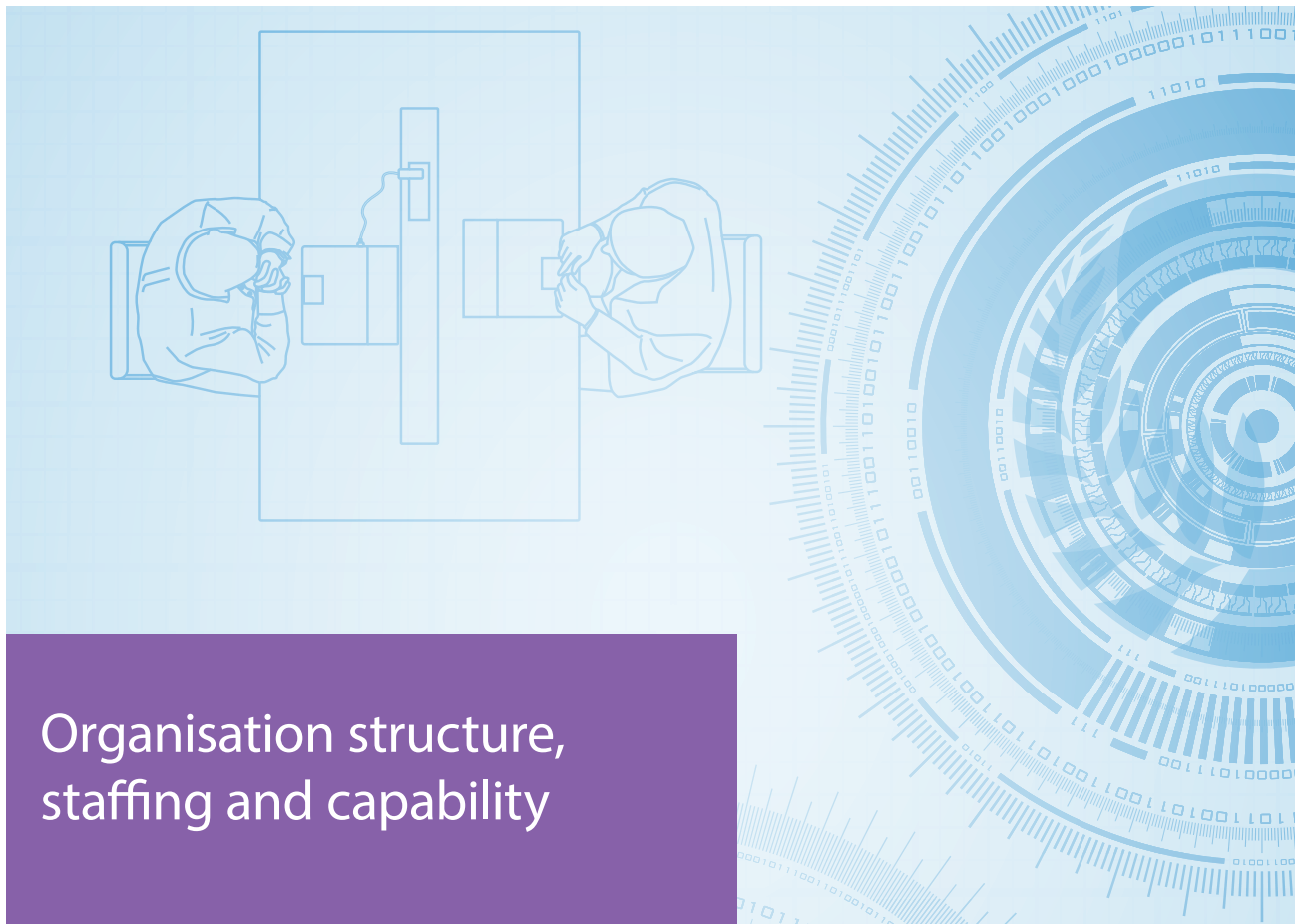
councils should make sure that the links to meetings are in a prominent place on their websites' home pages. I have suggested a number of councils consider additional ways of making meeting dates and times more visible to the public.

I was pleased that there was a range of other accessibility measures in place. For instance, one council's website utilises ReadSpeaker, a text-to-speech aid which allows text to be read aloud. Another council uses NZ Relay, which is a telecommunications service for people who are deaf. The majority of council chambers are wheelchair accessible, although one public survey respondent said that one council appeared to be physically difficult to access. Disabled people have the right to take part in all aspects of community life, on an equal basis with others. Public meetings, and all public spaces, need to be accessible. To ensure appropriate accessibility and public participation, I suggested the council undertake an accessibility audit by a suitable provider to identify barriers to inclusion.

Ultimately, making spaces such as meetings and workshops accessible, and welcoming to as many people as possible means that a diverse group of people are able to participate as fully as possible in council business. Ideally, this will encourage diverse voices to participate in local government, which should lead to a council that is more representative of the community as a whole.

What councils should do now

- All councils should aim to live stream council meetings and/or audio visually record meetings and publish the recording on their website.
- Consider live streaming and/or audio visually recording workshops.
- Consider making meeting dates and times more visible to the public.
- Ensure full agendas, including reports, supporting materials, and meeting minutes, are in a searchable format for screen readers.
- Undertake an accessibility audit to identify any barriers to inclusion and on completion of the audit, put in place a schedule of work to remedy any access issues or barriers to full inclusion of a wide range of people.



Organisation structure, staffing and capability

I am aware that it will take some effort to fully meet expectations of good administrative practice for meetings and workshops, and that councils are juggling competing demands with limited resources. I recognise that an important way to meet and sustain the reasonable standard I expect is through the building of organisational capacity, capability and resilience, which is especially challenging for small councils. Nonetheless, organisational stewardship that fosters long-term strength and institutional integrity is fundamental to any democratic institution of whatever size.

My expectations

I expect councils to organise their structure and resources to meet their legal obligations under Part 7 of the LGOIMA in a way that is relevant to their particular size and responsibilities. I also expect councils to make sure there is sufficient awareness of the LGOIMA and meeting administration across the organisation, and to provide coverage for key staff when they are away or if a staff member leaves.

ORGANISATION STRUCTURE, STAFFING AND CAPABILITY

OPEN FOR BUSINESS

I expect the LGOIMA function to be appropriately resourced, with roles and responsibilities clearly defined, and with resilience arrangements in place. This ensures staff are able to draw on specialist expertise when required. Sufficient resilience could involve building the skill set of a group of senior staff, combined with regular training, good resources and guidance material.

My conclusions

I identified organisational resilience as an issue in some of the councils I investigated. Business continuity and legislative adherence may be at risk during periods where councils are overwhelmed with work or when experienced staff members leave or are temporarily absent. There was a correlation between the size of the council and organisational resilience. I was not surprised to find that the smaller councils had less governance staff and weaker resilience measures.

Each of the councils identified as having issues in this area employed under 200 staff members and either did not have a team responsible for the administration of meetings and workshops, or had a very small team. They each had one or two staff members with specialist knowledge of the LGOIMA and provided advice to the chief executive regarding meetings or workshops. There is a risk that when those staff members are away or leave a council, especially if their departure is unexpected, their institutional knowledge is lost. This effect is amplified in a small council where the absence or departure of just one staff member can have a disproportionately large impact.

I also identified specialist knowledge as an issue, particularly for smaller councils. Two of the three small councils only had one key staff member providing advice to the chief executive about items to be heard in the public excluded portion of meetings. I am concerned that where there is only one subject matter expert at the senior leadership level this will not provide adequate flexibility to allow a council to respond to short term shocks. If the COVID-19 pandemic has demonstrated anything, it is the importance of preparation.

Regular training and accurate guidance should ensure staff know enough about the legislation to make correct decisions, and not simply rely on what others have done before them, or on using standard templates. I acknowledge that templates are useful for consistency of practice. However, it is important that templates are supported by guidance and training, especially for those who do not have specialist or legal knowledge; and that templates are updated to reflect changes in practice or legislation.

ORGANISATION STRUCTURE, STAFFING AND CAPABILITY**OPEN FOR BUSINESS**

I identified a number of councils as having good organisational resilience. The LGOIMA function was appropriately resourced in these councils and they were able to draw on specialist expertise when required. A number had dedicated governance and democracy teams that were responsible for administering council meetings and taking minutes.

One council in particular demonstrated that bolstering its governance team could lead to increased transparency by making improvements to practices such as releasing documents heard in the public excluded portion of meetings. The council underwent a significant internal culture shift, which included increasing the number of staff in its Governance and Democracy team and legal oversight. A number of staff survey respondents and staff meeting attendees said the strengthening of this team led to improvements in transparency.

I acknowledge that a lack of organisational resilience is a common issue among smaller councils, and it takes resources to establish formal training and guidance. I encourage councils to consider taking advantage of the expertise and existing resources of other councils within its networks, and outside of them, in order to share and develop good meeting and workshop practices. Bolstering specialist expertise and organisational resilience, including through training and resources such as guidance and process documents, will provide an extra layer of protection.

One staff meeting attendee from a smaller council said that if they have a 'curly' issue, they talk to one of their network contacts in another council. They said their surrounding councils meet up to four times a year to discuss issues and work collaboratively. The meeting attendee said the council works hard to strengthen networks. I am pleased that some of the smaller councils are taking advantage of the resources available to them and working in a collaborative way. I encourage other councils to share resources and reach out to networks if their organisational resilience or specialist knowledge is lacking.

Councils should ensure there is sufficient resilience in their structure to respond to contingencies such as staff absences or departures. Organisational risk can be reduced by investing in regular LGOIMA training and resources such as guidance, policies, and process documents, to assist them to carry out their responsibilities, particularly if a key staff member is away. I encourage councils to ensure that regular training is delivered to staff and elected members on these topics. Some staff and elected members may be proficient in these areas but I urge councils to train staff and not rely on individuals' knowledge and past experience alone. Good training and guidance provide staff with additional tools to utilise when they encounter a complex or unique problem in relation to meetings and workshops.

ORGANISATION STRUCTURE, STAFFING AND CAPABILITY

OPEN FOR BUSINESS

What councils should do now

- Ensure sufficient staff have training in governance functions so that institutional knowledge does not rest with only a small number of staff, and processes for fulfilling these functions are written down and easily accessible.
- Explore ways of using existing networks in local government to bolster resilience in critical areas of meeting and workshop practice.
- Review the general training and guidance provided to staff, and consider approaching the Ombudsman for assistance in improving those resources or in assisting with direct training of relevant staff.

Appendix 1. Relevant legislation

The LGOIMA sets out the principle and its overall purposes as follows:

4 Purposes

The purposes of this Act are—

- (a) *to increase progressively the availability to the public of official information held by local authorities, and to promote the open and public transaction of business at meetings of local authorities, in order—*
 - (i) *to enable more effective participation by the public in the actions and decisions of local authorities; and*
 - (ii) *to promote the accountability of local authority members and officials,—*

and thereby to enhance respect for the law and to promote good local government in New Zealand...

5 Principle of availability

The question whether any official information is to be made available, where that question arises under this Act, shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and the principle that the information shall be made available unless there is good reason for withholding it.

Section 10 and 14 of the Local Government Act 2002:

10 Purpose of local government

- (1) *The purpose of local government is—*
 - (a) *to enable democratic local decision-making and action by, and on behalf of, communities; and...*

14 Principles relating to local authorities

- (1) *In performing its role, a local authority must act in accordance with the following principles:*
 - (a) *a local authority should—*
 - (i) *conduct its business in an open, transparent, and democratically*

accountable manner; and

- (b) *a local authority should make itself aware of, and should have regard to, the views of all of its communities; and*
- (c) *when making a decision, a local authority should take account of—*
 - (i) *the diversity of the community, and the community's interests, within its district or region; and*
 - (ii) *the interests of future as well as current communities; and*
 - (iii) *the likely impact of any decision on each aspect of well-being referred to in section 10:*
- (d) *a local authority should provide opportunities for Māori to contribute to its decision-making processes:*
- (e) *a local authority should actively seek to collaborate and co-operate with other local authorities and bodies to improve the effectiveness and efficiency with which it achieves its identified priorities and desired outcomes;*

...

(2) *If any of these principles, or any aspects of well-being referred to in section 10, are in conflict in any particular case, the local authority should resolve the conflict in accordance with the principle in subsection (1)(a)(i).*

The Public Records Act 2005 sets out a fundamental obligation of all public sector organisations in section 17:

17 Requirement to create and maintain records

- (1) *Every public office and local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.*
- (2) *Every public office must maintain in an accessible form, so as to be able to be used for subsequent reference, all public records that are in its control, until their disposal is authorised by or under this Act or required by or under another Act...*

Appendix 2. Legislative history of key terms

Part 7 of the LGOIMA has its origins in the Public Bodies Meetings Act 1962.⁵⁴ In 1986, officials recommended to Ministers that this Act be incorporated into a new piece of legislation to deal with access to local authority information and meetings, and this became the LGOIMA.⁵⁵

Accordingly, in the Local Government Official Information and Meetings Bill⁵⁶ as introduced, the definition of ‘meeting’ largely mirrored the wording from the 1962 Act:⁵⁷

‘Meeting’, in relation to any local authority, includes any annual, biennial, triennial, ordinary, special, or emergency meeting of that local authority, and also includes any meeting of the representatives of 2 or more local authorities, and any meeting of a committee or a subcommittee of a local authority other than a special committee or subcommittee without power to act:

This definition was carried into the LGOIMA as enacted in 1987.

The Hansard debates discussing the Bill, as reported back from Select Committee, contains a useful statement from the Minister for Local Government, at Second Reading:⁵⁸

The intent of clause 44 is that all council meetings, and any council committee meetings which have a decision making role, will be covered by Part VII. The meetings of the full council, and the meetings of a council committee that has decision making powers, will be open to the public unless that council or the council committee determines to go into closed session.

This supports the view that, at the time, the intent was:

- All full council meetings be notified and open, *whether or not a decision was being made at the meeting* [emphasis added].
- The meetings of any committees of the full council only have to be notified and open where the committee is exercising a power of decision.

54 Link to the [Public Bodies Meetings Act 1962](#).

55 Report of the Working Group on Official Information in Local Government, June 1986: a report to the Minister of Local Government and the Minister of Justice / by the Working Group on Official Information in Local Government.

56 Link to [Local Government Official Information and Meetings Bill](#).

57 Clause 44

58 Second Reading of Local Government Official Information and Meetings Bill, Hansard, page 10250, 7 July 1987.

However, not long after the LGOIMA came into force, proposals to amend the definition of 'meeting' were considered by officials and Ministers. Papers prepared by the Department of Internal Affairs and the legislative history help illustrate the intended scope of section 45(2). A paper for a 'Local Government Consultative Group' in April 1988 discussed problems being posed by 'informal gatherings' taking place in councils:

Since the Act came into force the Minister has correspondence received considering the activities of the local authorities in holding "informal gatherings" of all their Councillors, with officers present, to discuss council business (such as the estimates and relations with citizen/ratepayer groups) but with no formal agenda or minutes taken. The question was raised in correspondence whether this procedure is an attempt to circumvent the provisions of Part 7 of the Act.

The Mayor of Hamilton City Council wrote seeking the views of the Chief Ombudsman at the time who, in reply, noted:

There is a distinction between a 'meeting of a Council' and 'a meeting together of councillors', the latter not being in any way ... controlled or regulated provided no attempt is made to conduct Council business which is only authorised to be done at a properly constituted meeting of the Council or its subcommittees.

The Chief Ombudsman at the time went on to say that any information arising from an informal gathering, even though it may not be contained in any official document, is clearly official information and therefore subject to disclosure in terms of the legislation.

The Minister at the time went on to comment:

It is the view of the Minister that the conduct of 'informal gatherings' or caucusing within local authorities is legitimate and LGOIMA recognises this. However the potential does exist for local authorities to use 'informal gatherings' to reduce the level of open debate and in this way be deliberately secretive in its activities to an extent which is not in keeping with the spirit of the legislation. This is particularly of concern where the 'informal gathering' happens to consist of all of the elected members of a local authority with senior officers also present. While not wanting to affect the rights of elected members to caucus, it is felt that some action must be taken to clarify in the minds of elected members and the public, the difference between a meeting of the Council and a meeting of councillors.

In 1989, the Minister of Local Government, Hon Michael Bassett, established a 'Working Party on LGOIMA' in response to concerns that some local authorities were conducting business of direct concern to the public committee or closed sessions. The Working Party's final report stated:

... it may not be clear whether or not recommendatory and purely deliberative meetings are covered in the definition of the word 'meetings' in the Act.

The Working Party noted that some submissions held that meetings of working parties and similar groups which make recommendations to parent authorities and committee, and informal meetings of councillors, ought to be open to the public. Such groups could make decisions or recommendations that could be rubber stamped by local authorities. In such circumstances decisions could be made without issues being fully debated in public.

While it appreciated the above argument, the Working Party also recognised the truth of a comment contained in a British report [the Committee of Inquiry in to the Conduct of Local Authority Business]:

It is a simple reality, which no legislation can alter, that politicians will develop policy options in confidence before presenting the final choice for public decision. We do not think that is unreasonable. If the law prevents them from conducting such discussions in private in formal committees then they will conduct them less formally elsewhere ... It is unsatisfactory to force policy deliberation out of the formal committee system into groupings of indeterminate status. It is also unnecessary. No decisions can be taken by a local authority without it eventually being referred to a decision making committee or the Council, where there will be full public access to the meeting and documentation. Given this basic safeguard, we can see no benefit in applying the Act also to deliberative committees. We would not in any way wish to discourage individual local authorities from opening deliberative committees to the public and press if that is appropriate to their particular circumstances, but do not believe they should be required by law to do so.

The Working Party concluded that the availability of information arising from 'working parties', similar groups and informal meetings, coupled with the need for recommendations to be confirmed at a public meeting was sufficient protection of the public's interest. In addition local authorities have discretion to open informal meetings to the public if they wish.

The Working Party was also concerned that it may not be clear under the present definition of 'meeting' whether or not recommendatory and purely deliberative meetings are covered by Part 7 ... The Working Party sought advice from the Department

of Affairs. It was advised that the current legislation was unclear on this point. There is no legal convention or definition which makes it clear whether the discussion of a function is in fact part of the exercise or performance of that function.

The Working Group did not specifically recommend a change to the definition of ‘meeting’ in the LGOIMA, but its preference *not to include* deliberative meetings in scope of Part 7 is relatively clear from the excerpts above. It appears that the Department of Internal Affairs did recommend to the Minister that the definition of meetings should be amended to make it clear that ‘deliberative’ meetings are not covered by Part 7.

The Local Government Law Reform Bill 1991 (62-1)⁵⁹ that was then introduced, which contained a clause that inserted a new subclause into section 45 of the LGOIMA to ‘*make it clear that any meeting of a local authority that is solely deliberative in nature is not subject to Part VII of the principal Act.*’⁶⁰ The wording proposed was:

(2) For the avoidance of doubt, it is hereby declared that any meeting of a local authority that is solely deliberative in nature and is a meeting at which no resolutions or decisions are made is not a meeting for the purposes of this Part of this Act.

This clause was amended at Select Committee to remove ‘*that is solely deliberative in nature and is a meeting.*’ The Departmental Report stated that ‘*The words “solely deliberative” are unnecessary as meetings which do not make resolutions or decisions are “solely deliberative”.*’

There was limited debate in the House about this provision (it being one small aspect of a much larger set of local government reforms), but one comment from an opposition MP at second reading is consistent with the tenor of the policy discussions outlined above:⁶¹

We have seen in the Dominion as recently as 19 June 1991 that the [...] Council has come in for some criticism. No notification of a meeting was sent to the news media, but the council held a meeting. But was it a meeting? That is the real point. Council meetings are meetings at which decisions are made. To try to stop councils from getting together outside of the decision-making process to discuss ideas would be a very backward step.

On 1 October 1991 the change came into force.

Two pieces of correspondence from the then Minister (Hon Warren Cooper) expanded on the intention in enacting section 45(2):

59 Link to [Local Government Law Reform Bill 1991 \(62-1\)](#).

60 From the Explanatory Note to the Bill.

61 George Hawkins, Labour MP, Manurewa, Local Government Reform Bill, Second Reading, Hansard, 20 June 1991.

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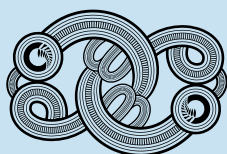
[section 45(2)] ... is not new, but rather a clarification of an existing provision. The previous definition of meeting was ambiguous and it was felt that it was unfair to expect councils to comply with the provision when they were not clear on what they were complying with. Meetings at which no resolutions or decision are made are not subject to the Act for two reasons. Firstly, it is inevitable that local authority members will sometimes initially discuss matters in private. It is better that they can do so at formal meetings which all members may attend than at private meetings to which some members may not be invited. Secondly, decisions cannot be made at such meetings. Any meeting which does require a resolution, even if that resolution is only recommendatory, is subject to Part 7 and must be publicly notified and open to the public. Local authorities therefore can only decide to hold meetings that do not comply with Part 7 of LGOIMA where they are certain, in advance of the meeting, that they will not be making decisions or recommendations.⁶²

And:

While local authorities are not required to publicly notify informal meetings it is at their discretion to do so and you might like to suggest to the Deputy Mayor that these meetings be publicly notified ... In any case, any information generated from informal meetings is official information under LGOIMA and may be requested under that Act.⁶³

62 Undated letter to G Liddell.

63 Letter dated 13 November 1991 to Secretary of the Te Atatu Residents and Ratepayers Association.



Ombudsman
Tuia kia ōrite • Fairness for all

7.11 LOCAL GOVERNMENT NEW ZEALAND (LGNZ) FOUR-MONTHLY REPORT FOR MEMBERS - OCT 2023

File Number:

Author: Doug Tate, Chief Executive

Authoriser: Doug Tate, Chief Executive

Attachments: 1. LGNZ Four Monthly Report for Member Councils [↓](#)

RECOMMENDATION

That the report be noted.

PURPOSE

The purpose of this report is to present the Local Government New Zealand (LGNZ) Four Monthly Report for Member Councils to Council for its noting for the period of July – October 2023.

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

The attachment is a new LGNZ initiative, that summarises LGNZ's work on behalf of member councils. It is specifically designed to be placed on council agenda for discussion and feedback. The report will be produced three times a year and complements LGNZ's regular communication channels, including Keeping it Local (our fortnightly e-newsletter).

The report provides updates across the five priorities for LGNZ and outlines a number of other important work programmes underway.

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 report be noted.



LGNZ FOUR-MONTHLY REPORT FOR MEMBER COUNCILS

// JULY-OCTOBER 2023



Ko Tātou LGNZ.

This report summarises LGNZ's work on behalf of member councils. It's designed to be put on your council agenda for discussion and feedback, or you might choose to use it in another way. We will produce this report three times a year.

This report complements our regular communication channels, including Keeping it Local (our fortnightly e-newsletter), providing a more in-depth look at what we do.

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Introduction

At National Council's most recent meeting, we decided to provide regular formal updates from LGNZ to member councils. A number of you have suggested a paper that you could put on your council agenda would be a helpful way to ensure everyone was across our work and able to give feedback. It's important to National Council that all member councils are across the breadth and depth of work that LGNZ is doing on your behalf.

These reports will be provided three times a year, and this first one covers the period July-October 2023.

Our SuperLocal Conference in July attracted record attendance and very positive feedback. Since conference, our energies have turned to a range of matters specific to the period between now and the end of the calendar year: the Future for Local government response, which is part of our broader Choose Localism campaign; preparation of our briefing document for the incoming Government; close liaison and partnership settings with Mayors Taskforce for Jobs, which is having a strategic reset; and numerous other matters that are captured in this report.

This report shows the breadth and scope of the mahi that our small team delivers – with care, commitment, creativity and very high standards.

Ngā mihi
Sam and Susan



Progress on strategic goals

Priority/01

Resetting the relationship with Central Government

Political engagement and government relations

Our political engagement is currently geared towards advancing the Choose Localism campaign. We have released a toolkit for members to use when they're meeting with local MPs so that they can champion localism and galvanise central politicians behind the movement.

Sitting alongside that is also our work to continue influencing election policy from Wellington. In late August, National's Social Development Spokesperson, Louise Upston and candidate for Remutaka Emma Chatterton, met with Susan, Scott and Mayors Max Baxter and Alex Walker from the MTFJ governance group to talk about how we could work with National, if in government, to progress the initiative. The briefing note we sent prior to the meeting emphasised the links between how MTFJ works in practice and the power of localism.

In mid-August, LGNZ also met with the Green Party to brief them about the Ratepayers Assistance Scheme and how it could support their Clean Power Payment Policy. We also took the opportunity to socialise the Regional Sector's flood protection business case with them.

Briefing to the Incoming Government

We've prepared a Briefing to the Incoming Government, which is an opportunity to familiarise the incoming government with local government, our key areas of focus, and to open the door for future engagement.

We are grounding this year's briefing in our Choose Localism campaign. It has two parts:

1. Cover letters tailored to individual ministers explaining how local government can help them, and how the work of local government interacts with their portfolio and priorities.
2. A briefing that covers key information about local government in New Zealand and LGNZ, and sets out key advocacy issues and opportunities for local government – as well as constraints.

It will be vibrant, high level, tailored to the government and ministers receiving it, and based largely on existing information and resources including our Relationship Reset and Policy Priorities documents, which were socialised with political parties in the lead up to and during the campaign period. It will be sent to ministers once a Government has been formed.



Priority/02

Establishing stronger Te Tiriti-based partnerships with Iwi Māori

Te Maruata update

Te Maruata held a whānui hui in Ōtautahi on 26 July as part of SuperLocal. This was a really well-attended hui, with around 70 Māori elected and appointed members, council staff and other key stakeholders in attendance. A key focus for the hui was for whānui members to share their expectations of the Rōpū Whakahaere – including what they want the Rōpū Whakahaere to prioritise focus on over this triennium, and how members want to be kept up to date on that mahi.

Rōpū Whakahaere members are meeting in November and will discuss the feedback that was shared and come up with a plan for actioning it.

Te Maruata are actively engaged in the mahi that LGNZ is doing on Choose Localism and the Future for Local Government. Mayor Faylene Tunui and Councillor Moko Tauariki are the Te Maruata representatives on the Future for Local Government Advisory Group.

With support from Councillor Dinnie Moeahu, we're continuing to hold monthly online wānanga for Te Maruata where whānui members get updates on key kaupapa and/or provide support to one another around issues members might be facing.

Mana whenua relations

We are also setting up a meeting with mana whenua in Te Whanganui-a-Tara to start building our own relationships and understanding of local needs. Tania Hawkins (on our team) and her husband, Hawkins, who is a kaumatua and has provided mihi whakatau at many of our events over the past 18 months, are facilitating this. Hawkins is keen to help build a bridge with mana whenua and walk alongside us as we build our knowledge of te ao Māori and tikanga. We will loop in Te Maruata and our new Māori advisor once they're on board.

Priority/03

Campaigning for greater local decision-making and localism

Choose Localism and Future for Local Government

An overview of this mahi

At SuperLocal we launched Choose Localism, our campaign to breathe new life into localism. The idea was to generate some excitement and optimism amongst our LG whānau as we navigate the



future for local government together. Choose Localism is our compass for the future. All our mahi needs to drive towards a more inclusive, participative and localist future.

The first stage of this work is to galvanise the LG whānui and create a strong consensus position that we can take to Central Government on our vision for the future. The second stage will be our localism showcase, planned for next year. This will include a collection of the best examples of localism being delivered around the motu. It will be designed to open central government's eyes to, and strengthen their view of, the value and capability of local government. The aim is to build confidence that local government can be a trusted partner in this new way of working together. And finally, the third stage, which is about engaging the public, will include our citizens' assembly. While the topic for this citizens assembly needs to be thought through, it is an opportunity to ask New Zealanders what they might need to participate in local democracy. The idea is that it will provide innovative solutions to the increasingly pressing problem of irrelevance and apathy.

Building consensus on the Future for Local Government

Our work to develop a consensus position on the final Future for Local Government report is a key part of our first step in our wider Choose Localism work programme – galvanising the sector. We're making good progress on our approach to building consensus with excellent engagement and input from our FFLG Advisory Group.

We've held one in-person meeting with members on 18 September and will hold another on 2 November. We've also shared a wide range of resources with councils and elected members, including data from the first event. And we've launched an online engagement platform that allows everyone to have their say. After 2 November, we'll develop a draft position with the Advisory Group that will be sent to members on 24 November. Then we are proposing to hold an SGM on 11 December for members to formally vote on whether to agree the position.

The position we develop with members will inform the conversations and negotiations that we'll be having around the future with the incoming government. We're conscious of the need to land on a position that our members are happy with – but that has enough flex to put us in a robust position to negotiate with the incoming government. We know there'll need to be some give and take on both sides.

Our Choose Localism work will pick up aspects of the Panel's final report that local government can get on with implementing now – without the need for legislative change or support from central government.

Priority/04

Ramping up our work on climate change

Next steps

Now that we've finished conversations with several councils about what they think we could be doing in the climate change space, we're pulling together a strategy and plan for this work. With



vacancies in the policy team, we're needing to think carefully about how we manage our limited resources to deliver across a number of priorities. We're also observing how our climate change work (and other policy and advocacy work) closely aligns with our work on Choose Localism – which adds to our leverage.

One of the big pieces of work that we are engaging on is the inquiry into community-led retreat. This inquiry was kicked off by the previous Environment Select Committee. Given strong levels of support for it from across the House, we expect that it will continue regardless of the outcome of the General Election. The Ministry for the Environment has put out two reports setting out issues and options for dealing with the challenge of managed retreat (including how to fund it) that we're analysing and discussing with members. We think this is an area where LGNZ can really add value by driving policy thought leadership on behalf of our members.

We've also submitted on the first round of consultation on a strategy to strengthen the resilience of critical infrastructure in Aotearoa New Zealand. With the impacts of climate change being increasingly felt around the country, it's clear that critical infrastructure such as roads and water treatment plants are not capable of withstanding more intense and frequent extreme weather events. We will work with DMPC to ensure Councils are heard through the second round of consultation, which is expected in Q1 of 2024.

Support for cyclone-affected councils

We were funded by the Ministry for the Environment to commission Simpson Grierson to provide legal advice to councils in Tairāwhiti and the Hawke's Bay on the voluntary buyout of category 3 land or changes to residential use rights. This advice made it clear that to achieve greater certainty and minimise the risk of legal challenge for affected councils, either amendments to the existing legislation or a new bespoke framework are needed. We wrote former Ministers Robertson (Minister of Cyclone Recovery) and McAnulty to ask for action on this. Their reply acknowledged the changes would minimise risk but did not agree to pre-emptive action. We will raise this matter with the new government at the appropriate time.

We're continuing to engage with DIA on the regulatory relief for councils affected by the severe weather events earlier this year. We had several affected councils attend our zoom meeting for Mayors, Chairs, and Chief Executives with DIA and other government agencies. This largely focused on the recently gazetted Order in Council that enables three-year plans instead of LTPs for eight of the most affected councils.



Priority/05

Delivering and building on our core work

Water services reform

During this reporting period, the Water Services Entities Amendment Bill was enacted. This was the last piece in the previous Government's water reform puzzle. We successfully advocated for several changes to the Bill:

- Setting establishment dates for the 10 entities now requires consultation with affected councils and iwi/hapū. Establishment dates have to be confirmed within six months of the legislation passing.
- References to no-worse-off payments to councils in the legislation were retained.
- When DIA oversight of council decision-making applies has been clarified.
- The potential burden of community priority statements has been reduced.

The outcome of the election has implications for water reform. If there are any changes to the way in which water reform proceeds, we will engage with National Council on that when details are clearer.

Prior to the General Election, DIA and the NTU changed the approach that they were taking to developing constitutions for the water services entities. They started with work with a Technical Advisory Group on the Northland/Auckland entity's constitution. LGNZ's legal advisor has participated in the Technical Advisory Group process, so that learnings from the first process can be shared with other councils. Whether this process continues given the election outcome remains to be seen.

Transport

In August, the Government released its draft GPS Land Transport. We developed a submission with strong input from members. We also launched our Position Statement on Transport in conjunction with the release of the draft GPS Land Transport. The position statement outlines the key policy objectives we will advocate for, including:

- A strategic, long-term approach to planning that joins up central and local government decision-making to address maintenance and climate adaptation needs.
- Sufficient, long-term transport investment that prioritises resilience building, safety and better asset management across both new developments as well as maintenance and renewals.
- Integrated transport and freight networks that support placemaking by connecting our rural communities, towns and cities and making them great places to live and work.
- A transport network that can adapt to the future climate and prioritise decarbonisation.

This provides a good basis for our policy and advocacy work, and we are now working with a newly appointed Transport Reference Group to develop a robust plan for our transport work, which will align with our broader Choose Localism mahi. This work will ramp up following the 2023 general



election, once we know the shape of the next government and have a good understanding of its transport priorities.

Resource management reform

During this reporting period, the Natural and Built Environments and Spatial Planning Acts were enacted. This was a significant milestone. Local government didn't get all the changes that we wanted and some fundamental concerns remain – particularly the reform's impact on local voice. However, LGNZ and the Local Government Steering Group successfully advocated for several key changes, in particular the inclusion of Statements of Community Outcomes and Statements of Regional Environmental Outcomes. This is one mechanism to ensure that there is local input into regional planning decisions. There was also broad support for the introduction of regional spatial planning.

We've been working closely with the Local Government Steering Group and the Ministry for the Environment to support the work that is ramping up on transition and implementation. A lot of this work is technical and targeted at council officers. However, we've been stressing the importance of making sure that elected members are engaged, updated on and involved in appropriate parts of the transition and implementation work.

It's not entirely clear what the change of Government will mean for Resource Management Reform; however, we know that both the National and ACT parties have expressed concerns about the reform, in particular the erosion of local voice and the creation of more complexity and added layers of bureaucracy. LGNZ is support the Local Government Steering Group to develop a briefing to the incoming Minister for the Environment.

If significant changes to the reform are proposed by an incoming Government, some of the thinking we've provided in earlier submissions on both Acts will be useful to inform the position that we take on any changes. Specifically, we've previously said that we see the introduction of regional spatial planning and the need for prioritised work on the Climate Adaptation Act as the most fundamental aspects of the reform. We've also expressed a view that the proposed Regional Planning Committees could be stewards of a planning process, by bringing together input from each individual council in a region and stripping out unnecessary duplication, rather than being responsible for making all planning decisions for individual communities.

We will assess the situation as the makeup of the government and its priorities become clearer and keep National Council involved in any decisions that need to be made.

Remits

The team are working through each of the remits that were passed at the 2023 AGM and coming up with a plan to action them. Due to staff shortages in the Policy Team right now and the need to factor in the outcome of the General Election, we anticipate work on remits ramping up in the New Year.



Other policy and advocacy work

Freedom camping

Following the introduction of the Self-contained Motor Vehicles Legislation Act, we are working with Simpson Grierson, the New Zealand Motor Caravan Association, MBIE and Taituarā to review and update the model bylaw for freedom camping, and also the good practice guide for councils and tourism operators. The previous guidance was produced in 2018 but is no longer consistent with the new legislation introduced this year. We're on track to have this guidance ready to share shortly.

Emergency management reform

We've developed and shared a submission on the Emergency Management Bill with members. Submissions are due on 3 November 2023, so there'll be plenty of time for members to provide us with feedback on our draft, and to use our draft to inform their own submissions.

Elected member census and survey of voters and non-voters

We're working on completing two research reports, which will be shared with members soon. The first is a report outlining findings from LGNZ's survey of people who voted, or didn't vote, in the 2022 local elections. This survey is one of a series which dates back to the 2001 elections and looks at the profile of voters and non-voters and their reasons for voting or not. The second is the findings from our triennial Census of elected members, undertaken in April/May of this year. The Census provides information on the demographics of elected members and allows us to determine the degree to which elected members reflect the diversity of the communities they represent. It also provides information on elected members' priorities. The information is helpful for our broader advocacy and engagement work, and for policy makers who seek to ensure that councils are both inclusive and relevant.

Media

Choose Localism

As our Choose Localism campaign takes shape, we are using social media and media to build awareness and understanding. You will see more of our work make the connection with localism in the media in the coming weeks.

In August we announced our position on Transport, which is advocating for a transformative approach to address challenges in the nation's transport network. LGNZ highlighted five key actions to address these challenges. The press release, which made a strong case for choosing localism being the answer to our transport woes, was picked up by RNZ, NewsTalkZB and by Inside Government.

Two opinion editorial articles, authored by Susan, called for genuine partnership, where localism is not just a slogan that's talked about, but governments follow through on it. That means central government listens to and collaborates with local councils, respecting their insights and engaging with communities to find the best path forward for major projects like LGWM. One op-ed was run in Inside Government and the other on Stuff.

Progressing remits

At the AGM, the membership passed a remit that LGNZ calls on central government to take action to reduce council audit fees. Advocacy in the media is part of that work. Newsroom published an article that discusses the increasing audit fees faced by local councils in New Zealand and their relevance to



the justice system and local government accountability. The Auditor-General highlights the challenges faced by councils in managing affordable rates and funding community needs.

Support for councils affected by engineering consenting issues

A large number of councils have been affected by alleged fraudulent signing of consenting documents by engineer, Jonathan Hall of Kodiak Consulting. Taupo District Council contacted LGNZ to see if we could help support affected councils.

We held zooms with affected and developed a media plan with input from law firm Rice Speir, which is working closely with several affected councils.

Our media approach is geared towards three key objectives:

- Help de-risk councils – Give councils guidance on best practice while supporting them to drive comms through local channels.
- Reduce pressure on councils – Be a source of support for councils when they need it, enabling them to focus on addressing the situation and supporting their communities.
- Align with advocacy efforts – Liaise with Engineering New Zealand and MBIE to enhance advocacy efforts and demonstrate a cohesive response to the situation.

Conference and Excellence Awards Update

We're already in planning mode for SuperLocal 24, which is being held in Wellington/Te Whanganui-a-Tara in August next year. We'll be working with WCC and mana whenua to make sure we provide a remarkable programme and an even better conference experience than this year.

We're working on the theme and a prospectus, which we're hoping to get out to potential partners and sponsors very soon.

Engagement with members, including sector and zone meetings

We're busy planning for our in-person combined sector hui in November, with the Future by Local Government on day one and our usual individual sector meetings on day two.

We've had really good engagement with our email newsletters and direct emails recently. Eighty percent of members opened our first post-conference email and more than 60% opened our Choose Localism email (and 43% of those clicked through to the website). These are astonishing open rates by industry standards so we're consciously working on how we keep them high over the coming months as well as experimenting with a new online participation platform to see if we can encourage greater two-way dialogue online.

Mayors Taskforce for Jobs

We've been heavily involved with the management of MTFJ since our Programme Manager departed in early July. We very pleased to have successfully recruited a new Programme Manager who started in October, as well as made a permanent appointment in the MTFJ Advisor role.

We've also been working closely with the Chair and a small subset of the Core Group on governance and the relationship with LGNZ. The Core Group has agreed to establish a Governance Group to help make more efficient and effective decisions and oversee the development of a new strategy for



MTFJ. An external facilitator will help guide this work alongside some insights research by TRA into the value of the programme and where the opportunities lie for growing and strengthening MTFJ in the future.

In September, we met with key National Party MPs from the Hutt to talk about the value of MTFJ as a vehicle for delivering positive social outcomes locally and the importance of sustainable funding for this crucial kaupapa. In the meantime, our 36 Community Employment Programme councils now all have their new two-year contracts and are deep in the mahi of getting rangatahi into work.

Young Elected Members

Our Young Elected Members had a successful hui pre-conference, with just under 40 attendees. Planning is now well underway for the YEM annual hui, which will take place in the Far North this year, from 6-8 December. This will be YEM's first annual hui since COVID, and the theme will be "Anga whakamua: Setting our collective course in the birthplace of Aotearoa".

Beyond the annual hui, the YEM committee are also working on updating and refreshing the YEM kaupapa, and developing a work plan to put this into action. YEM co-chair Alex Crackett is also a part of the FFLG Advisory Group and will bring a YEM-perspective to this work.

Community Boards Executive Committee

Our Community Boards Executive Committee (CBEC) is an engaged group and have had several constructive engagements early this year. Key areas of focus for CBEC include planning the Community Boards Conference, which will be held as part of SuperLocal 2024, and surveying community board members to understand their experience, needs and opportunities to support them.

Sarah Lucas, one of the CBEC Co-Chairs, has joined the FFLG Group and is contributing useful grassroots, community governance perspectives. A key concern for CBEC was the lack of reference in the Panel's final report to the role that community boards could play in local government's future.

Council capability

Ākona

We launched our new Ākona L&D platform and are now focused on building great courses tailored to our members' distinct needs. We've had several new councils join and are openly talking to both Taituarā and CEs to encourage more to come on board. The pricing is prorated so is now below the \$3500 threshold and that seems to be helping.

The new digital platform is performing well, and the three new courses are proving popular. Another six courses are under development, three of which are being co-developed with the councils who requested them. Work on preparing the framework to become a self-assessment tool and basis for a micro credential has begun, with a new sector working group being assembled to help boost the process.

The new Health & Safety course being co-developed with Tararua District Council will offer the sector a bespoke option to the Institute of Directors course, which is both unhelpfully generic and



costly. We expect to continue to enhance and tailor the Ākōna Governance course so that it too may offer an alternative option to expensive IoD offerings.

CouncilMARK refresh

The CouncilMARK programme has undergone an extensive overhaul. The Research Agency (TRA) was commissioned in 2022 to highlight areas the programme is performing well and areas for evolution. Based on these findings we initiated a programme redesign to optimise CouncilMARK and make it fit for purpose within this new local government context. We continued to work very closely with our stakeholders, including elected members, CEs, senior council staff and relevant central government agencies.

Guidance for members

We completed the Guide to recruiting and managing chief executives. This is a comprehensive guide that includes relevant templates, such as a draft employment agreement, performance committee terms of reference, and guidance on performance management.

Work is currently underway on an Elected Members' Guide to Representation Reviews. Shortly, approximately half of New Zealand's councils will be undertaking representation reviews. Many elected members, especially those elected for the first time in 2019 and 2022, will not only have little understanding of the representation review process itself, but also of the choices that they are able to make through that process.

Streetlights Profiles

In June 2022, the Electricity Authority approved a Streetlight dimming profile that when applied by councils will generate significant savings on the energy consumed by LED dimmable streetlights. Without this innovative new profile, some councils that have upgraded their streetlights to include a centralised dimming function may find themselves stymied by Electricity Authority rules that deem them non-compliant. This could lead to penalties being passed on by suppliers, or even their suppliers opting out of offering dimmable streetlighting.

We have been working with the energy retailers and a couple of councils to work through the operational processes and to implement a pricing structure before we can take this offering further to our members. It is estimated that the profiles will save Auckland Transport up to \$1.1m in energy savings, whereas some smaller energy consumers, like Palmerstown North City Council, will have savings in the region of \$18k per year. This will be for the life of the streetlights (usually 25 years) and does not include the carbon savings councils will be able to generate. We have just completed our implementation with Auckland Transport and are working with Christchurch, Wellington and Tauranga for the next implementations.

Moata Carbon Portal

We partnered with Mott MacDonald in 2021 to bring the Moata carbon portal to New Zealand. This is a tool that allows embedded (capital) carbon to be measured and monitored across any capital works programme. It enables councils to account for and reduce carbon emissions generated from water, transport and infrastructure (vertical and horizontal) projects. We have seen spreadsheets



being used to do this that quickly become out of date, with emissions factors varying. The portal allows councils to make real-time decisions that can shape their future carbon emissions and make greener infrastructure choices. The added benefit is that all the models developed in the portal are shareable with other councils and industry players.

Queenstown Lakes and Tauranga have both just completed carbon baselines with Mott MacDonald and we presented the results to QLDC in September. The QLDC baseline is the first carbon baseline that we are aware of in New Zealand that covers all business activities/groups across their entire long-term plan. Tauranga's baseline covered their water services only, with discussion ongoing about including transport next.

Napier have become portal subscribers to add to Auckland's Water Care and Wellington Water, and we are having conversations with Wellington and Nelson about being the next councils to take this up. The Wellington City implementation will be on their transport programme, with Napier using the portal on their water programme.

We are certainly seeing councils becoming more carbon focused – and with the next round of LTP planning underway, it's a perfect opportunity to embed carbon thinking and the Moata portal into the decision-making process.

Libraries partnership

Our Libraries Advisor has continued to engage with councils and their library teams, sharing best practice and advice and advocating for the importance of investing in libraries as vital community hubs. She is preparing a report before her contract ends in June 2024. It will set out the key trends and learnings that she's identified during her time with us.

In August, our Libraries Advisor travelled to Australia with a group of representatives from the library sector to visit Australian public libraries to identify best practice and trends that can be shared with New Zealand's councils and public libraries. This trip was fully funded by the National Library's New Zealand Libraries Partnership Programme.

8 CHIEF EXECUTIVE REPORT

Nil

9 DATE OF NEXT MEETING**RECOMMENDATION**

THAT THE NEXT EXTRAORDINARY MEETING OF THE CENTRAL HAWKE'S BAY DISTRICT COUNCIL BE HELD ON 7 DECEMBER 2023.

10 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Public Excluded Resolution Monitoring Report	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.2 - Tukituki Swing Bridge Contract Variation and Project Budget	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<p>10.3 - Public Excluded Minutes from the Chief Executive Performance & Employment Committee held on 12 October 2023</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

11 TIME OF CLOSURE