

CENTRAL HAWKE'S BAY



I hereby give notice that a Meeting of Council will be held on:

Date: Thursday, 13 December 2018
Time: 9.30 am
Location: Council Chamber
28-32 Ruataniwha Street
Waipawa

AGENDA

Council Meeting 13 December 2018

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

Monique Davidson
Chief Executive

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1 PRAYER

*"We dedicate ourselves to the service of the District of
Central Hawke's Bay/Tamatea and its people.
We ask for God's help
to listen to all
to serve all
and to lead wisely.
Amen."*

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:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers
- THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

5 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 31 October 2018

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 31 October 2018, 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 WEDNESDAY, 31 OCTOBER 2018 AT 9.00 AM**

PRESENT: Mayor Alex Walker
Cr Ian Sharp (Deputy Mayor)
Cr Shelley Burne-Field
Cr Kelly Annand
Cr Tim Chote
Cr Gerard Minehan
Cr Brent Muggeridge
Cr David Tennent

IN ATTENDANCE: Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Helen O'Shaughnessy (Senior Planner)
Bronda Smith (Group Manager, Corporate Support and Services)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (People and Capability Manager)
Lisa Harrison (Organisation Transformation Lead)
Leigh Collecutt (Governance and Support Officer)
Bridgett Bennett (Project Support Officer)
Janeen Kydd-Smith (Sage Planning)
Stella Morgan (Sage Planning)
Rowena MacDonald (Sage Planning)
Commissioner Mick Lester

1 PRAYER

2 APOLOGIES

Cr Tim Aitken

3 DECLARATIONS OF CONFLICTS OF INTEREST

4 STANDING ORDERS

RESOLVED: 18.96

Moved: Cr Ian Sharp
Seconded: Cr Gerard Minehan

THAT

1. The following standing orders are suspended for the duration of the meeting:
 - 20.2 Time limits on speakers
 - 20.5 Members may speak only once
 - 20.6 Limits on number of speakers
2. 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

CARRIED

5 CONFIRMATION OF MINUTES

RESOLVED: 18.97

Moved: Cr Gerard Minehan

Seconded: Cr David Tennent

That the minutes of the Ordinary Council Meeting held on 20 September 2018, the Extraordinary Council Meeting held on 27 September 2018, the Extraordinary Council Meeting held on 4 October 2018 and the Extraordinary Council Meeting held on 18 October 2018 as circulated, be confirmed as true and correct.

CARRIED

6 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

RESOLVED: 18.98

Moved: Cr Brent Muggeridge

Seconded: Cr Kelly Annand

THAT Council has read the reports associated with items 8.1, 8.2, 8.3, 9.1 and 10.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

CARRIED

7 REPORTS FROM COMMITTEES

Nil

8 REPORT SECTION

8.1 SH2 BORE UPGRADE PROJECT

PURPOSE

The matter for consideration by the Council is regarding the original budget set for the project to upgrade the bores, pumps, wet well and general site on SH2 supplying water to the Pukeora reservoir.

CHBDC has a project to upgrade the bores onsite to ensure compliance with drinking water standards (DWS). The original budget set, prior to the LTP and #thebigwaterstory is insufficient to complete the project.

CHBDC has recently been working with WSP Opus to better understand the costs, finalise design and timeframe for completion of this project.

It has been identified the costs expected are in excess of the original budget, CHBDC identified it to be prudent to come back to council prior to moving any further with this project.

RESOLVED: 18.99

Moved: Cr David Tennent

Seconded: Cr Ian Sharp

That having considered all matters raised in the report:

That Council approve officers to re-allocate \$71,758 from 17/18 water renewals and re-allocate \$87,000 from Takapau Water Treatment Improvement Project and \$84,000 from the Otane Alternate Supply project to the SH2 Bore Upgrade project..

CARRIED

8.2 SEPTEMBER WEATHER EVENT FUNDING

PURPOSE

The matter for consideration by the Council is the approval of the use of \$450,000 from the adverse events fund to support Councils contribution to the costs of repairing the September storm damage.

RESOLVED: 18.100

Moved: Cr Gerard Minehan

Seconded: Cr Brent Muggeridge

That having considered all matters raised in the report:

- a) That Council approve the use of up to \$450,000 from the Adverse Events Fund to support Councils contribution to the costs of repairing September storm damage.**
- b) That Council delegate authority to the Chief Executive to expedite the procurement of services to support repair works.**

CARRIED

8.3 PROCUREMENT AND CONTRACT MANAGEMENT POLICY

PURPOSE

The matter for consideration by the Council is the adoption of the Procurement and Contract Management Policy

RESOLVED: 18.101

Moved: Cr Shelley Burne-Field

Seconded: Cr Kelly Annand

That having considered all matters raised in the report:

- a) Council adopts the Procurement and Contract Management Policy to replace the current Tendering Policy.**
- b) That Council reviews the policy in 12 months**

CARRIED

8.4 ADOPTION OF COUNCIL'S 2019 MEETING SCHEDULE

PURPOSE

The purpose of this report is to present the schedule of meetings for the Council and its Committees for 2019.

RESOLVED: 18.102

Moved: Cr Gerard Minehan

Seconded: Cr Kelly Annand

That, having considered all matters raised in the report, Council adopts the 2019 meeting schedule.

CARRIED

9 MAYOR'S REPORT

MAYORAL UPDATE

The purpose of this report is to present to Council, an update from the Mayor

RESOLVED: 18.103

Moved: Cr Gerard Minehan

Seconded: Cr Kelly Annand

That the Mayor's report dated 31 October 2018 be noted.**CARRIED****10 CHIEF EXECUTIVE REPORT****10.1 CHIEF EXECUTIVE - SIX WEEKLY ORGANISATION REPORT****PURPOSE**

The purpose of this report is to present to Council, the six weekly organisation report for September/October.

RESOLVED: 18.104

Moved: Cr Shelley Burne-Field

Seconded: Cr Kelly Annand

That, having considered all matters raised in the report, the report be noted.**CARRIED****11 PUBLIC EXCLUDED BUSINESS****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLVED: 18.105**

Moved: Cr Gerard Minehan

Seconded: Cr David Tennent

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 - Adoption of Draft District Plan Review	s7(2)(b)(ba) - the withholding of the information is necessary to protect information where the making available of the information in the case only of an application for a resource	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

	<p>consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu</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)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	<p>exist under section 6 or section 7</p>
CARRIED		

RESOLVED: 18.106

Moved: Cr David Tennent
Seconded: Cr Gerard Minehan

That Council moves out of Closed Council into Open Council.

CARRIED**12 DATE OF NEXT MEETING****RESOLVED: 18.107**

Moved: Cr Ian Sharp
Seconded: Cr Shelley Burne-Field

THAT the next meeting of the Central Hawke's Bay District Council be held on 13 December 2018.

CARRIED

13 TIME OF CLOSURE

The Meeting closed at 11.44am.

The minutes of this meeting were confirmed at the Council Meeting held on 13 December 2018.

.....
CHAIRPERSON

6 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

RECOMMENDATION

THAT Council has read the reports associated with items 7.1 to 10.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE FINANCE AND PLANNING COMMITTEE MEETING HELD ON 29 NOVEMBER 2018

File Number: COU1-1400

Author: Leigh Collecutt, Governance and Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Minutes of the Finance and Planning Committee Meeting held on 29 November 2018

RECOMMENDATION

1. That the minutes of the meeting of the Finance and Planning Committee held on 29 November 2018 be received.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
FINANCE AND PLANNING COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 29 NOVEMBER 2018 AT THE CONCLUSION OF THE PUBLIC FORUM
WHICH COMMENCES AT 9.00AM**

PRESENT:

Cr Ian Sharp (Deputy Mayor)
Cr Tim Aitken
Cr Kelly Annand
Cr Shelley Burne-Field
Cr Tim Chote
Cr Gerard Minehan
Cr David Tennent

IN ATTENDANCE:

Dr Roger Maaka (Maori Consultative Representative)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Monique Davidson (CEO)
Bronda Smith (Group Manager, Corporate Support and Services)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (People and Capability Manager)
Lisa Harrison (Organisation Transformation Lead)
Leigh Collecutt (Governance and Support Officer)
Pat Gallagher (Chairman CHB Community Trust)
Di Petersen (Trustee CHB Community Trust)
Pip Burne (Trustee CHB Community Trust)
Michele Hayes (Aqua Management on behalf of CHB Community Trust)
Annie Dundas (Hawke's Bay Tourism)
Anna Baldwin (Hawke's Bay Tourism)

1 APOLOGIES

Moved: Cr Gerard Minehan
Seconded: Cr David Tennent

That apologies from Mayor Alex Walker and Cr Brent Muggeridge be accepted.

CARRIED

2 DECLARATIONS OF CONFLICTS OF INTEREST

NONE

3 STANDING ORDERS**COMMITTEE RESOLUTION**

Moved: Cr Kelly Annand
Seconded: Cr Tim Aitken

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

- 20.2 Time limits on speakers

- 20.5 Members may speak only once
- 20.6 Limits on number of speakers
- THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

CARRIED

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr David Tennent

That the minutes of the Finance and Planning Committee Meeting held on 18 October 2018 as circulated, be confirmed as true and correct.

CARRIED

5 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

COMMITTEE RESOLUTION

Moved: Cr Tim Chote

Seconded: Cr Kelly Annand

THAT Council has read the reports associated with items 6.1 to 7.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

CARRIED

6 REPORT SECTION

6.1 FINANCE AND PLANNING COMMITTEE WORK PROGRAMME - PROGRESS REPORT

PURPOSE

The purpose of this report is to provide an update to the Finance and Planning Committee on the key priorities as identified in the Terms of Reference and work programme for the committee.

COMMITTEE RESOLUTION

Moved: Cr Shelley Burne-Field

Seconded: Cr Tim Aitken

RECOMMENDATION

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

CARRIED

6.2 DRAFT DISTRICT PLAN - OPTIONS FOR NEXT PHASES

PURPOSE

The purpose of this report is to seek from the Council consideration and approval of the date of release of the Draft District Plan for public consultation.

COMMITTEE RESOLUTION

Moved: Cr Kelly Annand

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

- a) That the Council adopt option B and release the draft District Plan for public consultation in May/June 2019.**

CARRIED

- Cr Tennent sought clarification from officers about when stakeholders would be notified.
- Cr Aitken raised the point that although timing of the election has been highlighted as a risk for the district plan, it may be a good opportunity for what has been developed to be scrutinised further by new elected members.
- Cr Sharp agreed that election and consultation timing might be positive, as by the time of the election, there will be a clear direction from the public about what issues are of importance to people.
- Cr Burne-Field sought clarification on what the additional \$110,000 for Option B would be spent on. It was confirmed that this cost would predominantly be spent on ensuring the community is consulted with effectively.

6.3 REGIONAL THREE WATERS REVIEW TERMS OF REFERENCE AND SCOPE

PURPOSE

The matter for consideration by the Council is to provide its support and endorsement to the Regional three water review.

COMMITTEE RESOLUTION

Moved: Cr Kelly Annand

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report, the Finance and Planning Committee recommend to Council:

- a) That the Council provide its support for the project to deliver a review in association with the other Hawkes Bay Council's to address how we can improve the management of drinking water, storm water and wastewater ("Three Waters") to better support our community's prosperity, health, safety and environment.**
- b) That Council note that the cost of the review is within the Chief Executive delegated authority and shall be apportioned across the Hawkes Bay Councils as follows: 35% NCC, 35% HDC, 15% HBRC, 7.5% WDC, 7.5% CHBDC.**

CARRIED

- Cr Burne-Field sought clarification on how this review might impact current projects. Confirmation was received that it would not impact current projects and that the mandate was to continue with the agreed programme of work.
- Cr Aitken indicated his support for the review, provided that the review does not lose sight of Central Hawke's Bay specific issues.
- Cr Tennent raised the view that there was potential that this would trigger the debate about amalgamation for Hawke's Bay. Cr Tennent also indicated that this review would be a practical way for councils to solve water issues across the region.

6.4 QUARTERLY FINANCIAL REPORTING FOR SEPTEMBER 2018**PURPOSE**

Provide Council with a summary of Council's first quarter financial performance for the 2018/19 financial year.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Tim Chote

That, having considered all matters raised in the report, the report on Council's first quarter financial performance for the 2018/19 financial year be noted.

CARRIED

- Cr Tennent asked whether the capping at the landfill would wait until the demolition work was finished at the hospital site. Mrs Davidson confirmed that she had met with the developers and understood that most of what would be going to the landfill was already there meaning that there would not be a big impact.
- Cr Sharp commended staff on the quality of reporting.

6.5 CENTRAL HAWKE'S BAY DISTRICT COMMUNITY TRUST - ANNUAL REPORT**PURPOSE**

To present to Council the Central Hawke's Bay Community Trust Annual Report.

COMMITTEE RESOLUTION

Moved: Cr Kelly Annand

Seconded: Cr Shelley Burne-Field

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

CARRIED

- Pat Gallagher, Michele Hayes, Pip Burne and Di Petersen were in attendance for this item.
- Cr Minehan sought clarification around whether the turf would be used for teams coming from elsewhere in Hawke's Bay. It was confirmed that in some cases this would be the case.
- Cr Tennent asked whether the funding provided was sufficient to cover the needs of the facility. It was confirmed that although it has covered most of what was initially required, that there are still ongoing operational costs to manage. Aqua Management are overseeing the management of these running costs.
- Cr Sharp sought confirmation about whether members of the public could make contact if they wished to use the facility. It was confirmed that it did not need to be an organised sports team and that everyone was welcome to use it.

6.6 CENTRAL HAWKE'S BAY PROMOTIONS ANNUAL REPORT - 2017/18**PURPOSE**

To present to Council the Annual Report for Central Hawke's Bay Promotions.

COMMITTEE RESOLUTION

Moved: Cr Tim Chote

Seconded: Cr Gerard Minehan

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

CARRIED

6.7 HAWKE'S BAY TOURISM ANNUAL REPORT - 2017/18**PURPOSE**

The purpose of this report is to present the Annual Report of Hawke's Bay Tourism for the 207/18 year.

COMMITTEE RESOLUTION

Moved: Cr Kelly Annand

Seconded: Cr Shelley Burne-Field

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

CARRIED

Annie Dundas and Anna Baldwin were in attendance for this item.

- Cr Sharp sought clarification about how businesses could get onto the Hawke's Bay tourism website. It was confirmed that they could do this for a charge of \$100.
- Cr Burne-Field asked whether there were opportunities to promote Central Hawke's Bay Marae on the website. Ms Baldwin confirmed that this was something that could be explored.
- Cr Sharp asked whether there were opportunities for businesses to collaborate. Mrs Baldwin indicated that moving forward, she would like to provide informal opportunities for businesses to get together.
- Cr Sharp spoke about investment in the district and expressed that he was pleased that there was a dedicated Central Hawke's Bay Tourism person, connected with Hawke's Bay Tourism and looked forward to seeing continued growth in this space.

RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Cr Kelly Annand

Seconded: Cr Tim Chote

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 - Key Project Status Report - Big Water Story	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 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

CARRIED

The Finance and Planning Committee went into a public excluded session to consider this item.

While giving consideration to the item, Cr Burne-Field queried why it was in a public excluded session, given the high public interest in this matter.

The meeting continued in a public excluded session and went back into open committee, moved by Cr Annand and seconded by Cr Tennent.

Subsequently, Cr Tennent expressed that the committee should go back into closed session to reconsider what specific information contained within the report required it to exclude the public. This was moved by Cr Annand and moved by Cr Tennent.

Within the closed session Cr Tennent raised a motion as follows:

MOTION

Moved: Cr David Tennent

Seconded: Cr Shelley Burne-Field

That the Key Project Status Report on the Big Water Story be removed from Public Excluded, after removing any commercially sensitive information.

CARRIED

The modified report will be added to the council website in conjunction with these minutes.

COMMITTEE RESOLUTION

Moved: Cr Kelly Annand

Seconded: Cr David Tennent

That Council moves out of Closed Council into Open Council.

CARRIED**7 DATE OF NEXT MEETING****RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Finance and Planning Committee be held on 14 February 2019 .

8 TIME OF CLOSURE

The Meeting closed at 11.27am.

The minutes of this meeting were confirmed at the Finance and Planning Committee Meeting held on 14 February 2019.

.....
CHAIRPERSON

7.2 MINUTES OF THE RISK AND AUDIT COMMITTEE MEETING HELD ON 29 NOVEMBER 2018

File Number: COU1-1400

Author: Leigh Collecutt, Governance and Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Minutes of the Risk and Audit Committee Meeting held on 29 November 2018

RECOMMENDATION

1. That the minutes of the meeting of the Risk and Audit Committee held on 29 November 2018 be received.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 29 NOVEMBER 2018 AT THE CONCLUSION OF THE FINANCE AND
PLANNING COMMITTEE MEETING**

PRESENT: Cr Tim Aitken (Chairperson)
Cr Gerard Minehan
Cr David Tennent

IN ATTENDANCE:

Cr Kelly Annand
Cr Ian Sharp
Cr Shelley Burne-Field
Cr Tim Chote
Dr Roger Maaka (Maori Consultative Representative)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Monique Davidson (CEO)
Bronda Smith (Group Manager, Corporate Support and Services)
Nicola Bousfield (People and Capability Manager)
Lisa Harrison (Organisation Transformation Lead)
Leigh Collecutt (Governance and Support Officer)

1 APOLOGIES

Mayor Alex Walker

Cr Muggeridge

2 DECLARATIONS OF CONFLICTS OF INTEREST

NONE

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

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

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers
- THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

CARRIED

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

That the minutes of the Risk and Audit Committee Meeting held on 18 October 2018 as circulated, be confirmed as true and correct.

CARRIED

5 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

THAT the Risk and Audit Committee has read the reports associated with items 6.1 and 6.2 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

CARRIED

6 REPORT SECTION

6.1 RISK AND AUDIT UPDATE

PURPOSE

The purpose of this report is to update the Committee of Risk and Audit activities for monitoring and review purposes.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

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

CARRIED

6.2 SAFETY & WELLBEING UPDATE**PURPOSE**

The purpose of this Report is to update the Risk & Audit Committee on Council's Safety and Wellbeing activities, as well as the reported incidents and near misses for Council staff for this quarter.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr David Tennent

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

CARRIED

7 DATE OF NEXT MEETING**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Cr David Tennent

THAT the next meeting of the Central Hawke's Bay District Council be held on 14 February 2019

CARRIED

8 TIME OF CLOSURE

The Meeting closed at 11.39am.

The minutes of this meeting were confirmed at the Risk and Audit Committee Meeting held on 14 February 2019.

.....
CHAIRPERSON

7.3 MINUTES OF THE ENVIRONMENT AND REGULATORY COMMITTEE MEETING HELD ON 29 NOVEMBER 2018

File Number: COU1-1400

Author: Leigh Collecutt, Governance and Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Minutes of the Environment and Regulatory Committee Meeting held on 29 November 2018

RECOMMENDATION

1. That the minutes of the meeting of the Environment and Regulatory Committee held on 29 November 2018 be received.

The Finance and Planning Committee refers the following resolution to Council for adoption:

6.2 DRAFT DISTRICT PLAN - OPTIONS FOR NEXT PHASES

PURPOSE

The purpose of this report is to seek from the Council consideration and approval of the date of release of the Draft District Plan for public consultation.

COMMITTEE RESOLUTION

Moved: Cr Kelly Annand

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

- a) That the Council adopt option B and release the draft District Plan for public consultation in May/June 2019.

CARRIED

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
ENVIRONMENT AND REGULATORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 29 NOVEMBER 2018 AT THE CONCLUSION OF THE RISK AND AUDIT
COMMITTEE MEETING**

PRESENT: Cr David Tennent (Chairperson)
Cr Ian Sharp (Deputy Mayor)
Cr Tim Chote

IN ATTENDANCE:
Cr Kelly Annand
Cr Shelley Burne-Field
Cr Gerard Minehan
Cr Tim Aitken
Dr Roger Maaka (Maori Consultative Representative)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Monique Davidson (CEO)
Bronda Smith (Group Manager, Corporate Support and Services)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (People and Capability Manager)
Lisa Harrison (Organisation Transformation Lead)
Leigh Collecutt (Governance and Support Officer)

1 APOLOGIES

Mayor Alex Walker
Cr Brent Muggeridge

2 DECLARATIONS OF CONFLICTS OF INTEREST

NONE

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr Ian Sharp
Seconded: Cr Tim Chote

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

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers
- THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

CARRIED

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Tim Chote

Seconded: Cr Ian Sharp

That the minutes of the Environment and Regulatory Committee Meeting held on 6 September 2018 as circulated, be confirmed as true and correct.

CARRIED

5 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

COMMITTEE RESOLUTION

Moved: Cr Tim Chote

Seconded: Cr Ian Sharp

THAT the Environment and Regulatory Committee has read the reports associated with items 6.1 and 6.2 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

CARRIED

6 REPORT SECTION

6.1 ENVIRONMENT AND REGULATORY COMMITTEE UPDATE

COMMITTEE RESOLUTION

Moved: Cr Tim Chote

Seconded: Cr Ian Sharp

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

CARRIED

- Cr Sharp congratulated staff, particularly the Building Consent Authority around improvements made over the last year
- Cr Tennent – indicated that officers needed to look at getting leachate out of at least one of the ponds to understand the impact of how it affects ammonia levels.

It was reiterated by Cr Sharp that this would provide invaluable information and could potentially indicate cost savings for the council.

- Cr Sharp commented that the pace of Wastewater treatment projects is going well.
- Cr Tennent commented that the working group was looking at all options for waste water treatment before investigating the monetary costs, so that the outcome of the project was the primary driver rather than the figures. However Cr Sharp and Cr Tennent both agreed that the figures would have some impact at the end of the analysis process.

7 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Tim Chote

Seconded: Cr Ian Sharp

THAT the next meeting of the Environment and Regulatory Committee be held in 2019 with the exact date to be advised.

CARRIED

8 TIME OF CLOSURE

The Meeting closed at 11.55am

The minutes of this meeting were confirmed at the Environment and Regulatory Committee Meeting held in 2019 .

.....
CHAIRPERSON

8 REPORT SECTION

8.1 DELIBERATION OF SUBMISSIONS RECEIVED ON THE PROPOSED EARTHQUAKE PRONE BUILDING POLICY

File Number: COU1-1400

Author: Alison Francis, Customer and Consents Lead

Authoriser: Doug Tate, Group Manager Customer and Community Partnerships

Attachments:

1. Proposed Priority Building Area
2. Submissions received on the Proposed Earthquake Prone Building Policy

PURPOSE

The matter for consideration by the Council is to approve a modified Priority Building Area in accordance with the Building (Earthquake Prone) Amendment Act 2016.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- 1) That Council deliberates on the submissions received on the Proposed Earthquake Prone Buildings Policy.

Once submissions have been considered:

- a) That Council adopts option 2 where the priority area for the identification of Earthquake Prone Buildings as required under the Building (Earthquake-prone Buildings) Amendment Act 2016 is reduced to the area outlined in Attachment A.
- b) That Council directs officers to advise submitters of the outcome of the deliberation.

COMPLIANCE	
Significance	This matter is assessed as being significant.
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> 1. No change to the Priority area consulted on. 2. Reduce the priority area. 3. Define a new area and re-consult with the community.
Affected persons	The persons who are affected by or interested in this matter are building owners, ratepayers and the wider community.
Recommendation	<i>This report recommends option 2 The priority area for the identification of Earthquake Prone Buildings as required under the Building (Earthquake-prone Buildings) Amendment Act 2016 is reduced to the area outlined in Attachment A for addressing the matter.</i>
Long-Term Plan / Annual Plan Implications	Yes

COMPLIANCE	
Significant Policy and Plan Inconsistencies	Yes

EXECUTIVE SUMMARY

This report gives an update to Council on the consultation undertaken recently for routes of importance in relation to Earthquake Prone Buildings. This report summarises the feedback received as part of the consultation, provides a recommended option for moving forward and outlines the next steps for Council to consider.

BACKGROUND

Central Hawke's Bay District Council is located within a high seismic area and as such is within the strictest timeframes for the identification and restoration of earthquake prone buildings.

On 6 September, Council approved a Statement of Proposal identifying potential priority buildings as per the requirements under the Building (Earthquake-prone Buildings) Amendment Act 2016. This Statement of Proposal formed the basis for public consultation which then ran from 12 September – 12 October 2018.

A total of eight submissions were received and these are summarised later in this report. With the public consultation now complete, Council is able to move forward into the identification phase of earthquake prone buildings in Waipukurau and Waipawa. This report asks Council to agree on a study area in order for Council Officers to then appoint an appropriate person to undertake this assessment.

Consultation and Feedback

The public consultation on the routes of importance was successful. While only 8 submissions were received, on the basis of this consultation, Council officers have met or spoken with a number of building owners in Waipukurau and Waipawa.

Two separate building forums have also been held, allowing for engagement and with building and business owners affected. These forums have provided a space for building owners to get an update on the process and to be able to voice their concerns and ask questions about this process.

Submission Summary

Eight submissions were received. There were no late submissions received.

The main points raised by the submitters:

- Agreed that we had generally identified the correct routes of importance were through our town centres.
- Indicated that some areas identified (Waverly Street in Waipawa and the eastern end of Ruataniwha Street in Waipukurau) are not heavily trafficked enough to warrant being within the study area.
- Identified that Harker Street in Waipawa should not be in the study area as the road does not provide a suitable route in the time of an emergency due to the location of the railway.
- Asked that Council acts prudently to ensure that there is no undue cost on ratepayers/building owners.

No submitters wished to be heard.

Recommended changes to Priority Area

Based on community consultation, feedback and analytical data, a reduction of the proposed priority area is recommended by Officers.

Pedestrian counters were also used in certain areas, including Ruataniwha Street in Waipukurau. This data has been used as the basis for reducing some areas that had initially been assessed as being of priority.

The following changes to the proposed priority area include:

Waipukurau

- Reducing the length of priority area on the eastern end of Ruataniwha Street based on pedestrian counts.

Waipawa

- Removing Harker Street, as the road does not qualify as a strategic route post consultation.
- Reducing the Ruataniwha Street, Kenilworth and Waverley Street areas, to reflect priority routes.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as significant because the impact of the identification of priority buildings will have potentially significant effects on property owners.

There is an effect on the wider community, if the work is not undertaken and there is an earthquake that causes damage, this could have detrimental effects on people and property. The wider community may be engaged in discussions around town centre viability and long term retention of buildings important to our district.

OPTIONS

Option 1 No change to the areas of Waipukurau and Waipawa identified in the statement of proposal.

a) Financial and Resourcing Implications

There are financial and resourcing requirements with this option. These are unavoidable and required as part of legislation. This option has a higher financial and resource implication, being a larger area.

b) Risk Analysis

The risk of going forward with the original defined areas within Waipukurau and Waipawa is that some buildings may be included in the study that are not relevant, and the extra time taken by the engineer to assess and then dismiss these buildings will be extra cost.

c) Alignment to Project Thrive and Community Outcomes

This option aligns with our Project Thrive themes of a prosperous district, strong communities and durable infrastructure. It is important that Council proceeds with the requirements of the legislation to ensure that our community is as safe as possible in the event of an emergency.

d) Statutory Responsibilities

Going forward with this option will meet our requirements under the Building (Earthquake-prone Buildings) Amendment Act 2016.

e) Consistency with Policies and Plans

This option achieves levels of Service as set out in the 2018 Long Term Plan.

f) Community Views and Preferences

Going forward with this option would indicate that community input was not considered, as there has not been any weight given to the public submissions.

g) Advantages and Disadvantages

The advantage of this option is that this will be the most thorough and consider a wide range of buildings within the study area. Disadvantages are that this option will be more costly and wasteful of time as it will cover an area that is potentially too conservative.

Option 2 The priority area for the identification of Earthquake Prone Buildings as required under the Building (Earthquake-prone Buildings) Amendment Act 2016 is reduced to the area outlined in Attachment A.

a) Financial and Resourcing Implications

There are financial and resourcing requirements with this option. These are unavoidable and required as part of legislation. This option has reduced financial and resource implications, being a smaller area than option 1.

b) Risk Analysis

The risk of this option is reduced from Option 1 as a smaller number of buildings are in the study area. This option still ensures that the main transport routes through Waipukurau and Waipawa are included in the study area.

c) Alignment to Project Thrive and Community Outcomes

This option aligns with our Project Thrive themes of a prosperous district, strong communities and durable infrastructure. It is important that Council proceeds with the requirements of the legislation to ensure that our community is as safe as possible in the event of an emergency.

d) Statutory Responsibilities

Going forward with this option will meet our requirements under the Building (Earthquake-prone Buildings) Amendment Act 2016.

e) Consistency with Policies and Plans

This option achieves Levels of Service as set out in the 2018 Long Term Plan.

f) Community Views and Preferences

This option reflects the views of the community as heard through the public consultation.

g) Advantages and Disadvantages

The Disadvantages to this proposal is a larger study area, resulting in a larger assessment area with the associate resource and financial costs.

Option 3

Council reject the priority area and propose a new area for consultation

a) Financial and Resourcing Implications

This option still has further financial and resourcing implications to it, requiring a further round of public consultation.

b) Risk Analysis

This option will create an unknown financial risk to Council, without knowing how much further public consultation is required. A risk to the timeframes required to complete the work may also arise, as we have to have identified priority buildings by 1 January 2020. Further delays to this project may jeopardise this date being achieved.

c) Promotion or Achievement of Community Outcomes

This option aligns with our Project Thrive themes of a prosperous district, strong communities and durable infrastructure. It is important that Council proceeds with the requirements of the legislation to ensure that our community is as safe as possible in the event of an emergency.

d) Statutory Responsibilities

a) Going forward with this option will meet our requirements under the Building (Earthquake-prone Buildings) Amendment Act 2016, provided we meet the timeframes set out.

e) Consistency with Policies and Plans

This option would support the Level of Service set out in the 2018 Long Term Plan.

f) Community Views and Preferences

Our community may ask why we are revisiting the maps at this stage after public consultation has concluded, and question the rationale for not proposing these changes originally.

g) Advantages and Disadvantages

Advantages to this option may be that Council has an opportunity to further refine the study area. Disadvantages may be extra cost and the time taken to revisit the study area for no additional benefit.

Recommended Option

This report recommends **Option 2 – The priority area for the identification of Earthquake Prone Buildings as required under the Building (Earthquake-prone Buildings) Amendment Act 2016 is reduced to the area outlined in Attachment A** for addressing the matter.

NEXT STEPS

Provided that Option 2 is adopted, officers will procure an expert resource to identify priority buildings and the owners of the priority buildings will be notified. There will be ongoing consultations events with affected owners, managed by the Customer and Community Partnerships group.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- 1) That Council deliberates on the submissions received on the Proposed Earthquake Prone Buildings Policy.**

Once submissions have been considered:

- a) That Council adopts option 2 where the priority area for the identification of Earthquake Prone Buildings as required under the Building (Earthquake-prone Buildings) Amendment Act 2016 is reduced to the area outlined in Attachment A.**
- b) That Council directs officers to advise submitters of the outcome of the deliberation.**





MAKE A SUBMISSION

Tell us what you think!

Your name: Ivan BettelheimPostal address: 23 Nelson St - Waipukurau

Phone: _____ Mobile: _____

Do you wish to present your comments to Council in person at a hearing? ☐ Yes ☒ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public. Submissions Close on Friday 12 October at 5pm.

Question 1: Have we identified the right routes of importance? ☒ Yes ☐ NoComments: All LogicalQuestion 2: Do you think we should add in any other roads or pedestrian routes? ☐ Yes ☒ No

Comments: _____

Question 3: Do you think we should remove any of the roads we have identified? ☒ Yes ☐ NoComments: East end of Ruataniwha St - Waipukurau.Low Pedestrian area

Do you have any further comments to add?

I own 66 High St Waipawa.Please note there is no Veranda on this building.

Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission to Central Hawke's Bay District Council, P O Box 127 Waipawa 4210; deliver it in person to our libraries or Council building in Waipawa; fill out an online form at www.chbdc.govt.nz or email it to governance@chbdc.govt.nz.

EARTHQUAKE PRONE BUILDINGS STATEMENT OF PROPOSAL

E ora ngātahi ana! 4

2



MAKE A SUBMISSION

Tell us what you think!

Your name: Mrs MARY QUAYLE
 Postal address: 92 HARVEY ST, TAUPŌ
 Phone: 3785264 Mobile: 0276883306

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

☐ Yes☒ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.
 Submissions Close on Friday 12 October at 5pm.

Question 1: Have we identified the right routes of importance?

☐ Yes☐ No

Comments:

I am not qualified to make this decision

Question 2: Do you think we should add in any other roads or pedestrian routes?

☐ Yes☐ No

Comments:

I am not qualified to make this decision

Question 3: Do you think we should remove any of the roads we have identified?

☐ Yes☐ No

Comments:

I am not qualified to make this decision

Do you have any further comments to add?

I appreciate the opportunity to have input into this important topic but I haven't lived in area for 14 years. NZ sits on a major fault line so all buildings are prone to earthquake risk.

Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission to Central Hawke's Bay District Council, P O Box 127 Waipawa 4210; deliver it in person to our libraries or Council building in Waipawa; fill out an online form at www.chbdc.govt.nz or email it to governance@chbdc.govt.nz.

EARTHQUAKE PRONE BUILDINGS STATEMENT OF PROPOSAL

E ora ngātahi ana! 4

MAKE A SUBMISSION

Tell us what you think!

Your name: Denise Dakin's
 Postal address: 2956 Hwy 50
 Phone: 06 8558343 Mobile: 027 2961197

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

☐ Yes☒ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.
 Submissions Close on Friday 12 October at 5pm.

Question 1: Have we identified the right routes of importance?

☐ Yes☐ No

Comments:

Yes but could be reduced
along priority routes = Highways

Question 2: Do you think we should add in any other roads or pedestrian routes?

☐ Yes☒ No

Comments:

Question 3: Do you think we should remove any of the roads we have identified?

☐ Yes☐ No

Comments:

as above.

Do you have any further comments to add?

Concerned about possible additional
costs put on owners because
of reviews & changes.

Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission to Central Hawke's Bay District Council, P O Box 127 Waipawa 4210; deliver it in person to our libraries or Council building in Waipawa; fill out an online form at www.chbdc.govt.nz or email it to governance@chbdc.govt.nz.

4.

MAKE A SUBMISSION

Tell us what you think!

Your name: R & R Flack
 Postal address: 7 Waverley St Waipawa 4210
 Phone: 8577093 Mobile: _____

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

☐ Yes☒ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.
 Submissions Close on Friday 12 October at 5pm.

Question 1: Have we identified the right routes of importance?

☒ Yes☐ No

Comments:

Could you please explain why the north side of Waverley St ~~is not~~ (even numbers) is excluded from the green zone. Houses that side are just as likely to effect the main route.

Question 2: Do you think we should add in any other roads or pedestrian routes? ☒ Yes☐ No

Comments:

All roads within the hill area.

Question 3: Do you think we should remove any of the roads we have identified?

☐ Yes☐ No

Comments:

Do you have any further comments to add?

Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission to Central Hawke's Bay District Council, P O Box 127 Waipawa 4210; deliver it in person to our libraries or Council building in Waipawa; fill out an online form at www.chbdc.govt.nz or email it to governance@chbdc.govt.nz.

EARTHQUAKE PRONE BUILDINGS STATEMENT OF PROPOSAL

E ora ngātahi ana! 4

5



MAKE A SUBMISSION

Tell us what you think!

Your name: Sam Campbell
 Postal address: PO Box 154 Waipukuruan
 Phone: 06 858 6660 Mobile: _____

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

☐ Yes☒ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.
 Submissions Close on Friday 12 October at 5pm.

Question 1: Have we identified the right routes of importance?

☐ Yes☐ No

Comments:

See below.Question 2: Do you think we should add in any other roads or pedestrian routes? ☒ Yes☐ No

Comments:

Yes, the traffic bypass along Peel St & Railway
(Chapel Road) Esplanade. Possibly Russell
St. Although not many masonry buildings along
them. High traffic flows through & getting worse.

Question 3: Do you think we should remove any of the roads we have identified? ☐ Yes☒ No

Comments:

Do you have any further comments to add?

Probably not yet relevant, but some consideration
should be given to buildings which survived the
1931 HB earthquake.

Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission to Central Hawke's Bay District Council, P O Box 127 Waipawa 4210; deliver it in person to our libraries or Council building in Waipawa; fill out an online form at www.chbdc.govt.nz or email it to governance@chbdc.govt.nz.

EARTHQUAKE PRONE BUILDINGS STATEMENT OF PROPOSAL

E ora ngātahi ana! 4

6.

MAKE A SUBMISSION

Tell us what you think!

Your name: BRUCE DORAN
 Postal address: 617 RAKEPOURSE RD WPK
 Phone: 06 858 2905 Mobile: 021 220 68 26

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

☐ Yes☒ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.
 Submissions Close on Friday 12 October at 5pm.

Question 1: Have we identified the right routes of importance?

☐ Yes☐ No

Comments:

Question 2: Do you think we should add in any other roads or pedestrian routes?

☐ Yes☐ No

Comments:

Question 3: Do you think we should remove any of the roads we have identified?

☒ Yes☐ No

Comments:

Delete highlighted section. As business owner visibly
noting foot traffic, too low to warrant
high volume.

Do you have any further comments to add?

Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission to Central Hawke's Bay District Council, P O Box 127 Waipawa 4210; deliver it in person to our libraries or Council building in Waipawa; fill out an online form at www.chbdc.govt.nz or email it to governance@chbdc.govt.nz.

EARTHQUAKE PRONE BUILDINGS STATEMENT OF PROPOSAL

E ora ngātahi ana! 4

Based on the above, Council have identified the following routes that have the potential for unreinforced masonry buildings to fall.

WAIPUKURAU



WAIPAWA



Map key	
Red-lined roads	These are state highways.
Green zones	Areas where within which priority routes fall.

Leigh Collecutt

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PS1 of 3

From: Dean Hyde <dean-nph@hotmail.com>
Sent: Monday, 1 October 2018 8:35 PM
To: Governance
Subject: Earthquake Prone Buildings - Routes
Attachments: Submission (EPB 2018).docx

Please find attached my submission.

Dean Hyde (JP)
4 Smith Street
Waipukurau 4200
Central Hawkes Bay
Aotearoa/New Zealand
Mobile: 027 2886748

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pg 2 of 3**DEAN HYDE (JP)**

4 SMITH STREET, WAIPUKURAU, CENTRAL HAWKES BAY 4200
AOTEAROA/NEW ZEALAND
MOBILE TELEPHONE: 027 2886748
EMAIL: dean-nph@hotmail.com

1st of October 2018

Attn: Governance
Central Hawkes Bay District Council
WAIPAWA
Via Email: governance@chbdc.govt.nz

Your Worship the Mayor and Councillors

EARTHQUAKE PRONE BUILDINGS - ROUTES

Firstly, thank you for the opportunity to submit on the proposal.

As part of this process, Council has asked several questions; namely, have those routes deemed of high importance being identified, are there any additional routes (vehicular and pedestrian) and equally should any of those identified be removed?

I would respectfully submit the following.

Routes of High Importance:**Waipukurau:**

- I believe that Council has identified several routes of high importance, namely the 'cross access' routes of Takapau Road – Ruataniwha Street – Mt Herbert Road and Porangahau Road – Herbert Street.
- These routes are logical as they are the main vehicle access through our township encompassing access to the aerodrome, Health Centre and south, main bridge over the Tuki Tuki River, along with the Civil Defence Centre and routes to our rural/coastal communities south and east. Thus supporting Waipukurau's key role in being a major hub for any localised relief efforts.

Waipawa:

- I believe that Council has identified several routes of high importance, namely the 'cross access' routes of High Street – Great North Road and Tikokino Road – Waverley Street.
- These routes are logical as they are the main vehicle access through the township, namely the main bridge over the Waipawa River and south, north to the main communities of Hastings and Napier, access both in land and towards rural/coastal communities in the east.
- Whilst the Civil Defence Centre is based in Kenilworth Street, there are very few buildings of such height or size that would warrant the Street being designated important. Furthermore, the Centre can be accessed at various other points.

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page 3 of 3.

Additional Routes (Vehicular and Pedestrian):

Waipukurau:

- I am assuming that the by-pass (Railway Esplanade and Peel Streets) is considered as being of high importance?

Waipawa:

- I believe Tamumu Road from Great North Road should be considered; this is the most significant road leading to and from the township and rural/coastal communities in the east. It can also be accessed via several side roads which I believe enhances its consideration as a strategic route.

Should any Routes identified be removed?

Waipukurau:

- I do not believe that Ruataniwha Street needs to be considered significant, simply as it is the retail heart of the township; emergency services however are all primarily in Russell street which if I have interpreted the map correctly is considered of high importance.

Waipawa:

- I do not believe that Victoria and Bibby streets should be considered of high importance, as Waipawa Primary school can be accessed via Harker Street; it is also pragmatic to note that on these two streets there aren't any significantly large structures that could collapse and block the carriage way.

Given the potential and significant impact on property owners in designating routes of high importance; and the likelihood of historically important buildings being demolished due to the unaffordability of strengthening costs. I would encourage Council to be prudent and be mindful during its deliberations of the risk to our communities built cultural heritage.

Thank you once again for this opportunity.

Yours sincerely

DEAN HYDE

8

pg 1 of 2

Leigh Collecutt

From: Muffler & Radiator Auto Services Ltd <mrs.ltd@xtra.co.nz>
Sent: Tuesday, 2 October 2018 2:11 PM
To: Governance
Subject: EQ Prone Buildings Consultation Form
Attachments: CCE02102018.pdf

Many thanks

Tanya Iremonger

Muffler & Radiator Auto Services Ltd & Ironforce Engineering

22 Takapau Road

PO BOX 365

Waipukurau

p) 06 8588097

f) 06 8588099

c) 0275 505269

e) sales@ironforce.co.nz



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pg 2 of 2.

MAKE A SUBMISSION

Tell us what you think!

Your name: Tanya Tremore
 Postal address: Po Box 365 Waipukurua.
 Phone: 0655 88097 Mobile: 0275268111

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

☐ Yes ☒ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.
 Submissions Close on Friday 12 October at 5pm.

Question 1: Have we identified the right routes of importance?

☐ Yes ☒ No

Comments:

All of Takapan road south of
Waipukurua of industrial buildings.
From Bridgestone - Chris Whites to
Mills Honda & CARs CHB.

Question 2: Do you think we should add in any other roads or pedestrian routes?

☒ Yes ☐ No

Comments:

St Mary's Road,

Question 3: Do you think we should remove any of the roads we have identified?

☐ Yes ☒ No

Comments:

Do you have any further comments to add?

Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission to Central Hawke's Bay District Council, P O Box 127 Waipawa 4210; deliver it in person to our libraries or Council building in Waipawa; fill out an online form at www.chbd.govt.nz or email it to governance@chbd.govt.nz.

EARTHQUAKE PRONE BUILDINGS STATEMENT OF PROPOSAL

E ora ngātahi ana! 4

8.2 DELIBERATION ON SUBMISSIONS RECEIVED ON THE PROPOSED DEVELOPMENT CONTRIBUTIONS POLICY.

File Number: COU1-803

Author: Peter Eastwood, Asset Strategy Manager

Authoriser: Monique Davidson, Chief Executive

Attachments:

1. Proposed Development Contributions Policy
2. Submissions on Proposed Development Contributions Policy

PURPOSE

The matter for consideration by the Council is to approve the Development Contributions Policy.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- 1) That Council deliberates on the submissions received on the Proposed Development contributions Policy

Once submissions have been considered:

- a) That Council adopts option 1 - the Draft Development Contributions Policy as final and coming into effect on the 1st January 2019
- b) That Council directs officers to advise submitters of the outcome of the deliberation.

COMPLIANCE	
Significance	This matter is assessed as being significant.
Affected persons	The persons who are affected by or interested in this matter are the community of Central Hawkes Bay, particular property developers.
Recommendation	This report recommends the Development Contribution Policy be adopted coming in to force on the 1 January 2019
Long-Term Plan / Annual Plan Implications	Yes
Significant Policy and Plan Inconsistencies	Yes the adoption of this policy will assist with funding of critical 3 waters assets project outlined in the current LTP

EXECUTIVE SUMMARY

Council has discussed the proposed Development Contribution Policy and approved the policy for public consultation at the Finance and Planning Committee on 31st October 2018

At the meeting it was agreed to consult on the policy requiring all developers connecting to the reticulated system outlined in the policy at a rate of 10% of capital works.

Council received 1 written submission on the proposal and 1 verbal submission on the proposed policy

BACKGROUND

Council plays a significant role in facilitating and coordinating development and providing infrastructure in a timely and affordable manner. This is a strategic role that individuals, the community, the private sector or central government cannot fulfil alone. The effects of growth require CHBDC to incur capital expenditure acting on behalf of the wider community to provide new or additional network or community infrastructure. Previously in the late 1980s and early 1990s Council has collected financial contributions using the Resource Management Act, but in recent times with changes to the Local Government Act Council we have changed to using section 102(2) (d) of the Local Government Act 2002 to take development contributions. This part of the act allows Council to consider contribution for the following activities;

- Reserves
- Network infrastructure
- Community infrastructure

Development contributions are a funding tool through which new development is specifically targeted and required to contribute to their portion of the capital cost of network and community infrastructure resulting from growth. Council has assessed that under this development contributions policy a development contribution will be payable by any development which creates an additional unit of demand, in respect of the following activities:

- Water,
- Wastewater, and
- Stormwater (serviced townships only).

No contributions are sought for land transport, community centres, halls, public toilets or reserves. These facilities are deemed adequate to provide for the potential future demand created through growth.

As part of developing this policy, Officers workshopped various methods with Council on 20th September 2018. The discussion looked at two methods of grouping the contribution, into either a single district wide levy for each service or a network by network approach as was used in previous versions of the policy.

Based on the outcome of the September workshop and legal advice, Officers determine that a network by network approach is preferable.

Based on the Finance and Planning Committee meeting on 31st October 2018 Officers presented the proposed policy with a contribution rate of 10 % for public consultation.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as significant because of its impact on the reticulated communities of Central Hawke's Bay.

CONSULTATION AND FEEDBACK

Following the adoption of the Draft Development Contribution Policy, consultation with the public occurred from the 29th October to 16th November 2018.

SUBMISSION SUMMARY

One written and one verbal submission was received from the community. None of the submitters indicated that they wished to speak to their submissions. Both submissions were in favour of the Draft Development Contribution Policy.

APPEALS AND OBJECTIONS

As Submitters are in favour of the Policy, Council considers there will be no appeal against the Council decision.

OPTIONS

Option 1 Council adopt the Draft Development Contributions Policy as final and coming into effect on the 1st January 2019

- a) Financial and Resourcing Implications
The Draft Policy (adopted for consultation) will not place any financial or resourcing burdens on Council but will change the way that development contributions (revenue) are collected.
- b) Risk Analysis
The risk of adopting the Draft Development Contributions Policy is considered low with limited public feedback and all positive and in support.
- c) Alignment to Project Thrive and Community Outcomes
The Draft Development Contributions Policy is aligned to project THRIVE and community feedback about apportioning costs fairly within the community and specifically towards those who are carrying out activities resulting in cost to the districts infrastructure.
- d) Statutory Responsibilities
We are required to have a development contributions policy under s 102 of the Local Government Act, however no specific issues relating to this option.
- e) Consistency with Policies and Plans
There are no specific issues around consistency with policies and plans for this option.
- f) Community Views and Preferences
Consultation was carried out on this option with limited, but positive, feedback received.
- g) Advantages and Disadvantages

This option will see CHBDC implement a Policy reflective of the needs of infrastructure and aligned with community views.

Option 2 Do not adopt the Draft Development Contributions Policy and begin a new process to further change the Policy.

a) Financial and Resourcing Implications

This option would incur additional cost through further legal review and advice and would require significant officer time.

b) Risk Analysis

The primary risk of this option is confusion and dissatisfaction with the process raised within the affected community. Consultation has provided evidence of support for the Draft Policy so any decision not to adopt could be perceived as disagreement with the outcomes of consultation.

h) Alignment to Project Thrive and Community Outcomes

None

c) Statutory Responsibilities

We are required to have a development contributions policy under s 102 of the Local Government Act, however there are no specific issues relating to this option.

d) Consistency with Policies and Plans

There are no specific issues around consistency with policies and plans for this option.

e) Community Views and Preferences

This option would not be consistent with community views and preferences made clear through the consultation process.

f) Advantages and Disadvantages

The Disadvantages of this option are the additional time, money and resource required to conduct a further review and drafting of the Policy and the potential for dissatisfaction in the community.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- 1) That Council deliberates on the submissions received on the Proposed Development contributions Policy**

Once submissions have been considered:

- a) That Council adopts option 1 - the Draft Development Contributions Policy as final and coming into effect on the 1st January 2019**
- b) That Council directs officers to advise submitters of the outcome of the deliberation.**

Background

Central Hawke's Bay District Council (CHBDC) plays a significant role in facilitating and coordinating development and providing infrastructure in a timely and affordable manner. It is an essential part of CHBDC business to take into account the social, economic, and cultural interests of people and communities to meet reasonably foreseeable needs of future generations. This is a strategic role that individuals, the community, the private sector or central government cannot fulfil alone. The effects of growth require CHBDC to incur capital expenditure acting on behalf of the wider community to provide new or additional network or community infrastructure. Development contributions are a funding tool through which new development is specifically targeted and required to contribute to the capital cost of network and community infrastructure resulting from growth.

CHBDC is required to have a range of financial and funding policies to provide predictability and certainty about sources and levels of funding for future sustainability of the District. These include a policy on development contributions under section 102(2) (d) of the Local Government Act 2002 (LGA).

The LGA (S199) provides that development contributions may be required in relation to development if the effect of the development, either individually or cumulatively, is to require new or additional assets or assets of increased capacity, and as a consequence Council incurs capital expenditure to provide appropriately for:

- Reserves
- Network infrastructure
- Community infrastructure.

But Council has exercised its right to charge Development Contributions for these three major groups;

- Water
- Wastewater
- Stormwater

No contributions are sought for land transport, community centres, halls, public toilets or reserves. Existing facilities are deemed adequate to provide for the potential future demand created through growth.

Purpose

The key purpose of the development contributions policy is to ensure that those who cause the need for and benefit from growth infrastructure fund a fair, equitable and proportionate share of the cost of infrastructure. Development contributions are not a tool to fund the cost of maintaining infrastructure or changing levels of service for existing users. Those costs will be met from other sources.

Principles and Approach

The primary involvement of CHBDC in the development process is to ensure that the social, economic, environmental and cultural wellbeing of the community is provided for. While driven by demand, the level of service is directed by the community outcomes contained in the Long Term Plan (LTP). CHBDC is therefore not directly in the business of developing commercial or industrial, housing or tourism ventures but instead is required to provide for sustainable development by setting appropriate standards.

Development that results in additional dwellings, buildings and activity, in turn impacts on CHBDC's services infrastructure. This impact must be recognised and mitigated. Those causing the impact should meet a reasonable proportion of the costs associated with upgrading infrastructure where that upgrading occurs due to development pressure. Where costs can be identified as a result of development impact, they should be quantified. Such costs should then be borne by those who generated them, and those who benefit from the underlying capital works. The market by itself will not achieve the coordinated response required to develop the networks.

A fair and equitable approach needs to be taken to fund the provision of infrastructure having regard to existing and future populations. The existing population has already made a considerable investment in services. Those initiating new development benefit from connecting to or using existing services and should pay their fair share of capital expenditure.

A development contribution may be required in relation to developments if the effect of the development is to require new or additional assets or assets of increased capacity and where as a consequence CHBDC incurs capital expenditure. The effect of a development includes the effect that a development may have in combination with another development.

A development contribution may also be collected and used to pay for expenditure already incurred by CHBDC in anticipation of development. These effects have been quantified or will be quantified and used to calculate development contributions for specific services.

To enable a simple application of the policy CHBDC has set the minimum unit of demand as an equivalent household unit (EHU). Any activity that in CHBDC's opinion uses CHBDC's network infrastructure to a greater extent than that of a single household unit will be assessed in multiples of household units as covered under the section headed "Extraordinary Users" in this policy.

Growth Prediction

CHBDC has had a report prepared by Sean Bevin to provide an Assessment of "Central Hawkes Bay District Long-Term Planning – Demographic and Economic Growth Direction 2018 to 2048" (Bevin Report) to guide long-term infrastructural, asset management and development contribution strategies and policies. The Bevin Report analysed growth projections for the district over the next 30 years.

Growth Implications for Network and Community Infrastructure

The need for new infrastructure or upgraded capacity for existing infrastructure is largely driven by but not limited to the following factors:

- Growth in the built areas of the district especially around Waipukurau, Waipawa and Otane.

- The impact of new dwellings, commercial and industrial development on the infrastructure.

The report indicates that there have been a number of positive demographic and economic trends in the district over the past four years, including significant population and new housing gains, a number of consented new commercial and industrial buildings, approximately 115 consented new farm buildings, increase in meat/wool and pipfruit export receipts, significant gains in visitor activity and spending, increased business numbers within a number of industry sectors and increased labour earnings. **Table A** below indicates projected household growth within the Central Hawke's Bay district over the long-term period 2018-2048.

Table A: Location of Projected Central Hawke's Bay District Household Growth 2018-2048

Housing Locality/Area	Number of Households (EHU)						
	Actual		Projected				
	2013	2017	2018	2028	Change 2018-2028	2048	Change 2018-2048
Waipukurau Main Urban Area	1,970	2,040	2,065	2,295	230	2,500	435
Waipawa Main Urban Area	990	1,015	1,020	1,080	60	1,175	155
Otane Rural Township	240	250	260	310	50	340	80
Coastal/Rural Townships	750	770	775	825	50	865	90
Porangahau Rural Township	90	95	100	120	20	150	50
Other Eastern District Rural Areas	65	80	85	150	65	160	75
Takapau Rural Township	215	215	215	220	5	245	30
Western District Rural Townships	810	820	825	850	25	925	100
Other Western District Rural Areas	270	275	280	310	30	340	60
Total	5,400	5,560	5,625	6,160	535	6,700	1,075

Demand Summary

Based on the assumptions posed in the Bevin Report and outlined in Growth Implications for Network and Community Infrastructure

Growth

Based on the development of the significant assumptions for the LTP, the district population is expected to grow by 360 people over the next 10 years however household numbers are expected to increase by 535.

This is reflected on the number of people per household dropping from 2.46 people per household to 2.30 people per household. During this time the percentage of people over 65 increases from 20% to 26%. This will mean new or expanded infrastructure (including community infrastructure) is anticipated in the following areas.

Determination of Who Benefits

In consideration of S101 (3) (a) (ii) of the LGA, Council recognises that there are benefits for the greater community that flow from the extra capacity provided by infrastructure. These benefits flow to the existing community and the new growth community. Therefore, Council makes a judgement about whether the assets being created will provide additional capacity or improve Level of Service (LOS) and therefore who benefits, the existing users, or the growth users. For this policy Council has only looked at the capital projects for water, wastewater and Stormwater.

The benefits are assumed to have a value proportionate to the capital expenditure and similar to the benefits which flow from the underlying service activity.

The capital expenditure and benefit allocation in this policy is analysed in the following way:

- renewal expenditure: this benefits the existing user only and replaces the existing asset base;
- backlog expenditure: new asset capacity is of benefit to the existing user only, to meet the shortfall in the current Level of Service;
- new services expenditure: capital expenditure to provide benefits to both the existing and the growth user on a pro-rata basis;
- growth expenditure: that which benefits and is needed by the projected growth in the community, estimated over the next 10 years. The life of the LTP. Asset capacity which provides benefits beyond that period will be allocated to future growth communities and may form part of future Development Contribution Policy.

The Level of Service supplied for these activities generates a benefit that is enjoyed by the whole community, both existing and growth users. There is no mechanism to exclude one group from the other. Similarly, both existing and growth users share proportionately in the benefits of excess capacity up to the point that it is consumed by the expanding community.

There is recognition of transitional benefits to both the existing community and the incoming growth community that may occur in some circumstances as a result of excess capacity provided in anticipation of growth. This is often perceived as an improvement in Level of Service, but if there has been no change in the planned Level of Service this is an 'improvement' that will be eroded over time as growth takes up that additional capacity. Council's cost allocation methodology takes account of this transitional benefit where appropriate and allocates it between the growth community and the existing community.

It is recognised that there are components built into the existing network with excess capacity which will benefit the growth community. Some of these components are included in the development contributions calculations as past projects with residual capacity for anticipated growth. Therefore, the growth community benefits from some significant past capital expenditure without incurring any additional charges.

The process of cost and benefit allocation is undertaken using a modelling tool, this model records:

- The judgements made about the drivers of a project i.e. the reasons Council has undertaken the project and who will benefit from the project.

- The model assists in making and recording the allocation of costs between the beneficiaries.
- The model apportions the cost of infrastructure that can be attributed to the existing and growth communities.

Determining the Development Contribution Model

Council has, after deliberations and having regard to considerations of fairness and equity under section 197AB of the LGA and the overall impact on the commencing of development contributions under section 101(3) (b), of the LGA, and elected to use a rate of 10% on any capital work listed in the LTP as cost of development.

The decision to take this action was made by considering the following:

- provide reasonable consistency to the growth community of the level of charges (both across all networks and over time)
- recognise the benefits of sustainable District-wide growth and Council's role in the development cycle that has longer timeframes than other parties.
- ensure optimal environmental outcomes
- protect public health
- encourage the use of communal wastewater systems to promote sustainable development.

Therefore, the model we currently use sets the sharing of benefits as follows

10% for new or growth users of the infrastructure.

90% for the existing benefactors of the infrastructure.

Below is an outline summary of the capital expenditure project that the Council considers will benefit both existing and new users.

Water Infrastructure

Water Project
Waipukurau Water Supply: Second Supply
A project to construct a second supply to Waipukurau including new pump station, treatment plant and reservoir to provided security of supply and increased demand.
Water Supply: Alternative supply to Otane
Project for larger trunk main for an alternative supply for Otane to improve security of supply and increase flow to meet demand.
Waipukurau Water Supply: Increase/Improve reticulation
Project to provide additional flows around Waipukurau to meet demand.
Waipawa Water Supply: Increase/Improve reticulation
Project to provide additional flows around Waipukurau to meet demands.
Takapau Water Supply: Treatment Upgrade and improvements
A project to upgrade improvements to the treatment plant at Takapau to meet Levels of Service, the Drinking Water Standard NZ, and future demand for water.
Porangahau Water Supply: Treatment Upgrade and improvements
A project to upgrade improvements to the treatment plant at Porangahau to meet future water demand from development and Levels of Service, the Drinking Water Standard NZ.
Kairakau Water Supply: Treatment Upgrade and improvements
A project to upgrade improvements to the treatment plant at Kairakau to meet demand from Drinking Water Standard NZ.
District Water Supply: Increase/Improve reticulation
Project to provide additional flows around Waipukurau, Waipawa and Otane water supply systems to meet demand.
Waipukurau Water Supply: Takapau Road Industrial area Reticulation
A project to provide reticulation to service water supply to the Waipukurau industrial area that may be developed in the future.

Wastewater Infrastructure

Wastewater Project
Wastewater: Program of wastewater treatment plant upgrades
Programme of upgrades to meet the higher standards for consent requirements at Otane, Takapau, Porangahau, and Te Paerahi wastewater treatment plants. This work includes increase capacity to ensure the plants are capable of meeting existing flows as well as new flow predicted from growth.
Wastewater: Waipukurau reticulation improvements
Upgrade to reticulation improvements and removal of bottle necks
Wastewater: Waipawa reticulation improvements
Upgrade to reticulation improvements and removal of bottle necks which restrict existing flows and will include the impact of growth on the network.
Wastewater: Reticulation increase for growth
Up-size and additional mains to meet growth demands
Wastewater industrial servicing
Wastewater project to enable growth for the industrial area of Waipukurau with additional wastewater infrastructure to meet predicted growth in the industrial areas of Waipukurau.

Stormwater Infrastructure

Waipukurau Stormwater: CBD upgrades
A project to upgrade the stormwater reticulation in the CBD area to reduce flooding issues to improve reticulation LOS and allow for future development.
Waipukurau Stormwater: Upgrades to the network
Project is to upgrade the stormwater network in Waipukurau to meet future demands.

Growth Impact

This will mean that these projects will impact on the existing infrastructure based on an Equivalent Household Unit (EHU) as outlined in the table below, based on Sean Bevans growth household growth predictions.

Table B – Estimated numbers of New Household Units

Area	Number of Equivalent New Household Units 2018 to 2028 *
Waipukurau Main Urban Area	230
Waipawa Main Urban Area	60
Otane Township	50
Te Paerahi Townships	20
Porangahau Township	20
Takapau Township	10
Kairakau Township	10
Blackhead Township	0
Total	400

* Calculated using anticipated growth figures in the *Bevin Report*.

Adoption, Implementation and Review

Following CHBDC adopting this policy, is anticipated that the policy will be updated in 3 yearly intervals, or at shorter periods if CHBDC deems it necessary to take account of:

- changes to the assumptions around which the development contributions policy has been established;
- changes resulting from the phasing in of new or amended strategic plans or documents;
- changes in central government legislation or Regional Council policy;
- change in the rate of population or dwelling growth or the pattern or location of development;
- addition or deletion of a growth related capital project or other changes in the capital works programme;
- changes to the operative District Plan or variations to the proposed District Plan that affect changes in zone or residential density;
- significant changes in cost assumptions for infrastructure;
- correction of errors or omissions in the infrastructural cost estimates;
- incorporating any relevant actual costs of completed projects;
- any changes resulting from developer agreements and consequent cost apportionment; or
- any other matters CHBDC considers relevant.

Limitations to the Application of Development Contributions

CHBDC will not require a development contribution in the following cases:

- Where it has, under Section 108(2)(a) of the RMA, 1991 imposed a financial contribution condition on a resource consent in relation to the same development for the same purpose; or
- Where the developer will fund or otherwise provide for the same network or community infrastructure as is to be funded by development contributions under this policy; or

- Where CHBDC has already required a development contribution for the same purpose or work; or
- Where CHBDC has received or will receive funding from a third party for those works.

Financial Contributions

In 2006 Council resolved to only take financial contributions for Roothing working when the road to be modified or upgraded is adjacent to the subdivision. This will be done by way of conditions in a Resource Consent for subdivision and the development will not be subject to Development Contributions under the LGA for Roothing.

Requirements For and Use of Development Contributions

Nothing in this policy will prevent CHBDC from requiring, as a condition of resource consent, the provision of works and services internal to or on the boundaries of the development site in order to connect it to existing infrastructural services, except where such works are provided for in the LTP. These works may include but not be limited to, services connections, private vehicle crossings, extension of roading or utilities infrastructure, etc. In some cases, CHBDC may agree to a developer constructing and vesting in CHBDC additional infrastructure in lieu of development contributions, but this will be assessed on a case by case basis.

CHBDC will use development contributions only for the purpose for which they were intended. Where CHBDC anticipates funding from a third party for any part of the growth component of the infrastructure then this proportion will be excluded from the total estimated growth component funded by development contributions.

Water, Wastewater and Stormwater

Water, wastewater and stormwater contributions may be required in the identified catchments to address the overall impact of growth on CHBDC infrastructure.

The cost of new or expanded water, wastewater and stormwater infrastructure has been estimated and surplus capacity built into the network to meet future demands as identified. New connection costs are then calculated on the basis of an existing/new user split for reticulation and headwork's. This enables the cumulative effect of additional connections joining the system and either depleting the networks spare capacity or resulting in demand for new infrastructure. An appropriate level of service to the community is then maintained.

All changes to the utility network directly caused by the development (internally or externally) are to be constructed by the developer at the developers' expense and completed to CHBDC standards. The developer will therefore meet the full actual cost of the water supply, wastewater or stormwater disposal system to the development.

Contributions for water, wastewater and stormwater will be used for the works identified in but can generally be described as:

- increasing the capacity of pipes, pumps, and storage, treatment and disposal facilities;
- providing new pipes, pumps, and storage, treatment and disposal facilities;
- extension of piped infrastructure to service additional areas;

- increasing the capacity of drains, culverts and other structures;
- extension of the drainage network to service other areas;
- land purchase and easements;
- modelling networks to assess the impact of development.
- design and consenting costs which form part of the capital work projects

Any development outside of the identified catchments has not been addressed in terms of infrastructure capacity anticipated as part of the existing reticulation network. Any request to extend services or infrastructure outside of the determined areas will need to be specifically assessed through a separate development agreement.

Under the LGA the Council may require contributions in relation to developments if the effect of the developments is to require new or additional assets or assets of increased capacity and, as a consequence, the Council incurs capital expenditure to provide appropriately for network infrastructure or community infrastructure.

Community Infrastructure

Central Hawkes Bay District Council has reviewed the LTP for what project could be included in this policy but after due consideration we believe the construction of new toilets or cycleway's are best defined as providing the current Level of Services provision. Therefore, no Development Contributions will be set under this policy.

Land Transport

The Central Hawke's Bay road network is extensive, servicing a relatively low population, has severe geotechnical conditions and is subject to weather extremes. The network itself is generally of a high standard and of a high value. No major roading capital expenditure is anticipated. It is however possible that this will need to be revised in the event of an increase in truck and other heavy vehicle movements.

In the event of significant subdivision development all changes to the road network directly caused by the development (internally and/or externally) are to be completed by the developer at the developers' expense based on the criteria set out in the District Plan under the Financial Contributions as allowed under the RMA. Therefore, no Development Contributions have been assessed or required under this policy.

Reserves

No contributions will be taken for reserves as it is anticipated that the existing reserve network is adequate to provide for growth.

Timing, Invoicing and Payment of Contributions

CHBDC will assess whether development contributions are payable when:

- a resource consent is granted for a development (for either a subdivision or land use consent);
- a building consent is granted;
- a certificate of acceptance is issued for work situated in its district; and/or
- an authorisation for a service connection is granted.

Contributions will be required when granting resource consent for either subdivision or land use consents granted under the RMA, 1991. Where a new activity or expanded activity permitted by the District Plan occurs the development contribution will be required when granting Building Consent or authorisation for connection to the network. This is considered appropriate for:

- Practicality of implementation and efficient cost collection
- Economies of scale in implementation costs
- Fairness
- Provides best and most accurate means of calculating development cost, facilitating project management and allocating budgets.

If the contribution was required when granting a subdivision consent, invoicing of the contribution will occur on receipt of the application for a section 224 certificate under the RMA, and payment must occur before the certificate is granted. If the contribution was required when granting a land use consent, invoicing will occur on granting the consent and payment must occur before uplifting the Consent. If the contribution was required when granting a building consent or authorisation for service connection, invoicing will occur when granting the Building Consent or authorisation for a connection to the network, and payment must occur before uplifting the consent or authorisation (or connecting to the utility system).

Remission, Postponement, Refunds, Non-Payment and Reimbursement

Non Payment of Development Contributions and Refunds

The provisions of sections 208 and 209 LGA 2002 shall apply. Until payment of a development contribution is received CHBDC may:

If a development contribution was required when a resource consent was granted:

- withhold the section 224(c) RMA certificate (if the resource consent was a subdivision consent)
- prevent the commencement of a resource consent under the RMA

If a development contribution was required when a building consent was granted, CHBDC may withhold the code compliance certificate under the Building Act 2004

Where a contribution is required at connection stage CHBDC may withhold the service connection.

CHBDC will refund contributions in the following circumstances:

- if a resource consent lapses, under section 125 of the Resource Management Act 1991;
- if a resource consent is surrendered, under section 138 of the RMA 1991;
- if the building consent under the Building Act 2004 lapses;
- if the development for which the resource consent or building consent was granted does not proceed; or
- if CHBDC does not provide the infrastructure for which the contribution was required.

If the infrastructure that requires a contribution has been installed e.g. water connection has been installed then the connection will be demand to have been made and no refund will be made.

A portion of the contribution paid to CHBDC may be retained to the value equivalent of costs incurred, in accordance with section 209(2) of the LGA 2002. The refund will generally be of the payment made plus interest earned less 1% of the total for administration.

Reimbursement

Reimbursement may be considered in circumstances where a developer undertakes to construct works upon resolution of CHBDC and has requested through the LTP or annual plan process or through a signed developer agreement that reimbursement be provided where:

- the project has been built and satisfactorily completed at the time the request is assessed by CHBDC;
- the project has been committed through the letting of a contract at the time the request is assessed by CHBDC and evidence is provided to CHBDC of that contractual obligation; or
- CHBDC has accepted that the development confers some public benefit.

Where reimbursement has been provided for in the LTP or Annual Plan budget, payment will be made to the developer as subdivision occurs, or earlier should CHBDC resolve. The timing of a re-imbursements will be specifically stipulated in any develop agreement.

Transitional Provisions

It is proposed that this Policy will apply to applications for resource consent, building consent or service connection received after 1st January 2019.

In all other cases, CHBDC will apply the provisions of the previous Development Contributions Policy in force at the time a complete application was lodged.

Private Development Agreements

CHBDC reserves the discretion to enter into a Private Development Agreement with a developer for the provision of infrastructure to meet the special needs of development. This scenario is anticipated in circumstances where significant developments occurs and requires

new capital expenditure to cater for growth, but no budgeted capital expenditure has been provided or development contribution has been set or the development requires a level of service of a type or scale that is not readily assessed in terms of units of demand. CHBDC may enter into a private developer agreement if:

- the developer has requested in writing that CHBDC enter into an agreement with the developer; or
- CHBDC has requested in writing that the developer enter into an agreement with CHBDC.

The developer must provide information to CHBDC on the demands of the development including detailed calculations in terms of units of demand.

The agreement must state departures from the standard process and calculations and the reasons for entering the agreement. The agreement must also specify land to be vested in CHBDC, works to be undertaken on or off-site, timeframes for when infrastructure will be provided and financial contributions for the provision or upgrading of existing services.

CHBDC may:

- accept the request;
- accept the request in part;
- decline the request; or
- accept the request subject to any agreed amendments.

CHBDC must provide the developer with written notice of its decision and the reasons for it. A developer who receives a request from CHBDC to enter into a developer agreement may in a written response to CHBDC accept the request in whole or part subject to any agreed amendments or decline the request.

Reconsideration and Objections Process

The LGA 2002 section 199A requires CHBDC to provide a mechanism for:

- reconsideration of requirement for development contributions; and
- objection to assessed amount of development contributions.

Reconsideration

The applicant may request CHBDC to reconsider the development contribution if the applicant has grounds to believe that:

- the development contribution was incorrectly calculated or assessed under this policy;
- CHBDC incorrectly applied this policy; or
- the information used to assess the applicant's development against this policy, or the way CHBDC recorded or used it when requiring a contribution, was incomplete or contained errors.

A request for reconsideration must be made in writing stating which of the above matters the applicant believes CHBDC erred on, and decided according to the following procedure.

The request must be made within 10 working days after the date on which the application received notice or invoice for payment of the development contribution

The written request shall be considered by the Chief Executive Officer and the Group Manager of Community Infrastructure and Development. The applicant will be advised in writing of the decision and any amendments within 15 working days of the date on which the Council receives all relevant information relating to the reconsideration request.

Reconsideration cannot be requested if the applicant has already lodged an objection.

Objection under Section 199C of the LGA

An applicant may lodge an objection with CHBDC for a review development contributions by an independent commissioner/s.

The applicant may object if there are grounds to believe CHBDC:

- failed to properly take into account features of the development that would substantially reduce the demand on CHBDC's infrastructure;
- required a development contribution for community facilities not required by, or related to, the applicant's development;
- required a development contribution in breach of section 200 of the Local Government Act 2002; or
- incorrectly applied this development contributions policy to the applicant's development.

The commissioner's decision is binding on both parties.

The following costs incurred by CHBDC shall be recovered from the applicant:

- costs incurred during selection, engagement and employment of the development contributions commissioner/s;
- administrative support costs of the objections process; and
- costs incurred preparing for, organising and holding the hearing (fees and allowances for witnesses appearing at the hearing to be paid by the party on behalf the witness is called).

Lodgement of an Objection

The objector must lodge an objection within 15 working days after the date on which the objector received a notice from CHBDC on the total development contribution required. If an objector has received notice of an outcome of a reconsideration (as detailed above), the 15 day working period begins on the day after the date the objector received the notice of the reconsideration outcome.

The objection must:

- be in writing;
- set out the grounds and reasons for the objection;

- the relief sought; and
- whether the objector wishes to be heard on the objection.

CHBDC may, at its discretion, allow an objection notice to be served after the 15 day working period if it is satisfied exceptional circumstances exist.

The objector may withdraw their notice of objection by service of the withdrawal on CHBDC and any development contributions commissioner appointed to decide the objection.

Selection of Development Contributions Commissioners

CHBDC must, as soon as practicable following receipt of an objection notice, select no more than 3 development contributions commissioners to decide the objection.

The development contribution commissioners must:

- be selected from persons named in a register appointed by the Minister;
- not be an elected member or employee of CHBDC;
- not be a board member, shareholder, owner, or contractor of the objector;
- in the opinion of CHBDC have collectively or individually have the skills, knowledge and experience to:
 - a. conduct a fair and appropriate hearing; and
 - b. understand and determine the principal matters in contention.

If CHBDC selects more than one commissioner, it shall appoint one of them as the Chairperson.

Development Contributions Commissioners to set Date of Exchange for Evidence

The commissioners must give parties notice of the date by which briefs of evidence relating to the objection must be exchanged. The briefs of evidence shall be exchanged not less than 10 working days before:

- commencement of the hearing; or
- if there is no hearing, a date fixed by the commissioners.

Statements of **evidence** referred to in a brief of evidence must be provided to:

- each appointed commissioner;
- CHBDC; and
- the objector.

Obligation to Hold A Hearing

A hearing on an objection need not be held if the objector does not wish to be heard, or has agreed that no hearing is required. A hearing is also not required if the commissioners are satisfied having regard to the nature of the objection and the evidence already provided that they are able to determine the objection without a hearing.

Hearing date and notice

If a hearing is to be held the commissioners must fix the date, time and place of the hearing. Notice of the hearing must be served on CHBDC and the objector at least 5 working days before the date of the hearing.

Replies to brief of evidence where no hearing is held

If no hearing is held, a development contributions commissioner may direct that that CHBDC and the objector provide written replies to each other's evidence and provide copies of those replies to the commissioners. The direction shall stipulate the period within which written replies must be served on the commissioners, CHBDC and the objector.

Development Contribution Objection Hearings

If a hearing is required it must be held at the date, time and place specified above. The commissioners must establish a process that is appropriate and fair in the circumstances and avoids unnecessary formality and where appropriate recognises tikanga Maori. The hearing does not need to be held in public.

Decisions on Objections

The Commissioners must give a decision in writing irrespective whether a hearing is held. The decision must:

- uphold all or part of the objection; or
- dismiss all or part of the objection.

The decision may quash, or require that amendments be made to, the requirement for a development contribution. The decision must state:

- the reasons for the decision;
- a summary of the issues that were contention; and
- the relevant provisions of CHBDC's development contributions policy that required the contribution; and
- a summary of the evidence presented.

The decision may not direct a change to a development contributions policy but may pass comment on the policy.

Written copies of the Commissioners decision must be served on the objector and CHBDC.

The decision must be given within 15 working days after the end of the hearing, or if no hearing is held, the last day of the commissioner's consideration of the evidence.

Development Contributions Calculations and Assumptions

This section outlines the specific contribution required for each of the following assets:

- Water
- Wastewater
- Stormwater

Contributions methodology can be briefly described as:

- Assess capital expenditure for growth on an asset by asset basis per geographic catchment area as listed in table A
- Apportion capital expenditure for growth by calculating the anticipated population growth for each Housing Locality/area in the Bevin report and the estimated EHU in table B. This is then apportioned on a per EHU basis to derive the contribution amount.

GST

Development contributions specified in Appendix B are exclusive of GST at the current rate.

Development Contributions Credits

Credits EHU's are a term used to describe the existing or historical level of impact associated with a site and, are allocated to the historical demand associated with a site. This may be in terms of:

- Existing residential dwelling units on site
- Payment of ½ or full rates charges for the water, wastewater or stormwater on the existing lot
- The previous lawfully established activity or lawfully consented buildings on a site
- Credits will not be given if the original activity was non-residential and did not pay or was unlikely to have paid a contribution. This applies to activities that were permitted and did not require any form of consent, but that have placed additional demand on Councils services.
- Cross leases that are separated into 'Fee Simple' titles will not attract contributions if there are no related works on site that will increase demand for Council infrastructure.
- Any vacant section is assumed to have one EHU credit to the extent that it is serviced (if physical connections are not in place no credit may be assumed).
- For existing buildings that are extended or demolished and re-built to the same or higher intensity, the assessment of credits will be based only on the existing development prior to rebuilding. Sites that contained buildings that were demolished or destroyed prior to start date of this policy will be deemed to be vacant lots and will be assessed on the above criteria for credits at time of development.

Credits will be assessed using the same methodology as assessing additional demand in Section on EHU calculations.

Credits remain with the site they were originally established on and are not transferable from one activity to another (i.e. credits for water will only be applied to a water contribution, etc.). For the purposes of clarity, surplus development contribution credits are not redeemable by other means (either land or money).

Equivalent Household Units methodology for calculating Development Contributions

In assessing demand on the systems Council has based its calculations on the number of dwelling predicated to be built in the next 10 and 35 year period as shown in the Bevan report. Therefore Council has based all increase in capacity on estimate number of new domestic dwelling this is referred to as an equivalent household unit or EHU.

In quantitative terms this unit equates to:-

- Water – 820 litres per residential unit per day
- Wastewater – 615 litres per residential unit per day
- Stormwater – 430 litres per residential unit

To enable this to be used to assess commercial and industrial development we have developed the following table C:

Table C – EHU equivalents for other Activities

Type of Development	Brief description of facilities	EHU
Simple commercial or industrial development, e.g. small office space or small workshop building.	Small toilet and kitchen facilities similar to a domestic dwelling in size etc.	1
Complex Commercial/Industrial development, employing more than 20 staff	Large toilet block and cafeteria	Divide estimated water usage by figures indicated above.

Water, Wastewater and Stormwater Formula and Assumptions

The formula applied to residential users for a single new domestic connection for water, wastewater and stormwater is:

$C = (\text{Capital Works for catchment} \times \text{New User Share}) / \text{Est. no of new users over 10 years}$:

Assumptions for Water, Wastewater and Stormwater

- The calculations take into account where new or expanded infrastructure is required. The total cost is apportioned over the maximum number of new users equating to a \$ value per lot.
- Where an extraordinary user constitutes a significant percentage of the total network usage that user will have its development contribution assessed up to an equivalent number of residential connections.
- The maximum number of lots possible is the maximum number of lots allowable under the District Plan for the site(s) being developed.
- The ratepayer contribution is expected to be 90% with developer contributions making up 10% of the cost.
- The respective geographic catchments are shown on the Maps attached as Appendix A 1 and the summarised development contributions table in Appendix B.

Water Otane

As a result of growth CHBD will need to spend \$2,775,505.14. CHBDC having considered s101(3) matters considers \$277,550.51 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be additional 50 units of demand (EHU) and, therefore the development contribution per unit of demand is \$5,551.01 + GST.

Water Takapau

As a result of growth CHBDC will need to spend \$767,250.00. CHBDC having considered s101(3) matters considers \$76,725.00 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 10 units of demand and, therefore the development contribution per unit of demand is \$3,836.25 + GST

Water Waipukurau

As a result of growth CHBDC will need to spend \$6,751,772.52. CHBDC having considered s101(3) matters considers \$675,177.25 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 230 units of demand and, therefore the development contribution per unit of demand is \$2,935.55 + GST.

Water Waipawa

As a result of growth CHBDC will need to spend \$1,018,647.70. CHBDC having considered s101(3) matters considers \$101,864.67 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 60 units of demand and, therefore the development contribution per unit of demand is \$1,697.74 + GST.

Water Kairakau

As a result of growth CHBDC will need to spend \$549,218.42. CHBDC having considered s101(3) matters considers \$54,921.84 of capital expenditure should be recovered through

development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 10 units of demand and, therefore the development contribution per unit of demand is \$5,492.18 + GST

Water Porangahau

As a result of growth CHBDC will need to spend \$408,944.25. CHBDC having considered s101(3) matters considers \$40,894.43 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 20 units of demand and, therefore the development contribution per unit of demand is \$2,044.72 + GST

Water Te Paerahi

As a result of growth CHBDC will need to spend \$408,944.25. CHBDC having considered s101(3) matters considers \$40,894.43 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 20 units of demand and, therefore the development contribution per unit of demand is \$2,044.72 + GST

Wastewater Otane

As a result of growth CHBDC will need to spend \$844,985.42. CHBDC having considered s101(3) matters considers \$84,498.54 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 50 units of demand and, therefore the development contribution per unit of demand is \$1,689.97 + GST. *Note: These costs do not include any additional work involved in the review of the discharge consent and the possible combination of this site with the Waipukurau and/or Waipawa treatment plants.*

Wastewater Takapau

As a result of growth CHBDC will need to spend \$831,187.50. CHBDC having considered s101(3) matters considers \$83,118.75 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 10 units of demand and, therefore the development contribution per unit of demand is \$4,155.94 + GST.

Wastewater Waipukurau

As a result of growth CHBDC will need to spend \$243,649.98. CHBDC having considered s101(3) matters considers \$24,365.00 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 230 units of demand and, therefore the development contribution per unit of demand is \$105.93 + GST. *Note: No allowance has been allowed for the cost involved in the future upgrade and extension of the wastewater treatment plant which is currently under investigation.*

Wastewater Waipawa

As a result of growth CHBDC will need to spend \$64,065.94. CHBDC having considered s101(3) matters considers \$6,406.59 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 60 units of demand and, therefore the development contribution per unit of demand is \$106.78 + GST. *Note: No allowance has been allowed for the cost involved in the future upgrade and extension of the wastewater treatment plant which is currently under investigation.*

Wastewater Porangahau

As a result of growth CHBDC will need to spend \$641,203.61. CHBDC having considered s101(3) matters considers \$64,120.36 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 20 units of demand (EHU) and, therefore the development contribution per unit of demand is \$3,206.02 + GST.

Wastewater Te Paerahi

As a result of growth CHBDC will need to spend \$1,208,280.52. CHBDC having considered s101(3) matters considers \$120,828.05 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 20 units of demand (EHU) and, therefore the development contribution per unit of demand is \$6,041.40 + GST.

Stormwater Waipukurau Only

As a result of growth CHBD will need to spend \$544,236.00. CHBDC having considered s101(3) matters considers \$4454,423.60 of capital expenditure should be recovered through development contributions. The appropriate unit of demand is an EHU. The CHBDC anticipates that over the next 10 years there will be 230 units of demand (EHU) and, therefore the development contribution per unit of demand is \$236.62 + GST.

Extraordinary Users for Water, Wastewater and Stormwater

Extraordinary users (EU) are all users other than standard residential users whose water usage, wastewater generation or stormwater runoff is expected to exceed that of a standard residential user. Extraordinary users include agriculture, industrial, commercial and institutional. If usage is not expected to exceed standard residential user requirements, then the standard residential development contribution will apply. Where the usage exceeds those of a standard residential unit development contributions (DC) will be calculated on an equivalent household unit basis.

Based on modelling and knowledge of CHBDC's infrastructure the standard residential demand is:

- Water – 820 litres per residential unit per day
- Wastewater – 615 litres per residential unit per day
- Stormwater – 430 litres per residential unit

The extraordinary user will need to provide CHBDC with modelling calculations to determine their anticipated demand. This demand will be reduced to EHU and multiplied by the development contribution figure for water, wastewater and stormwater set out in Appendix B.

Glossary of Terms

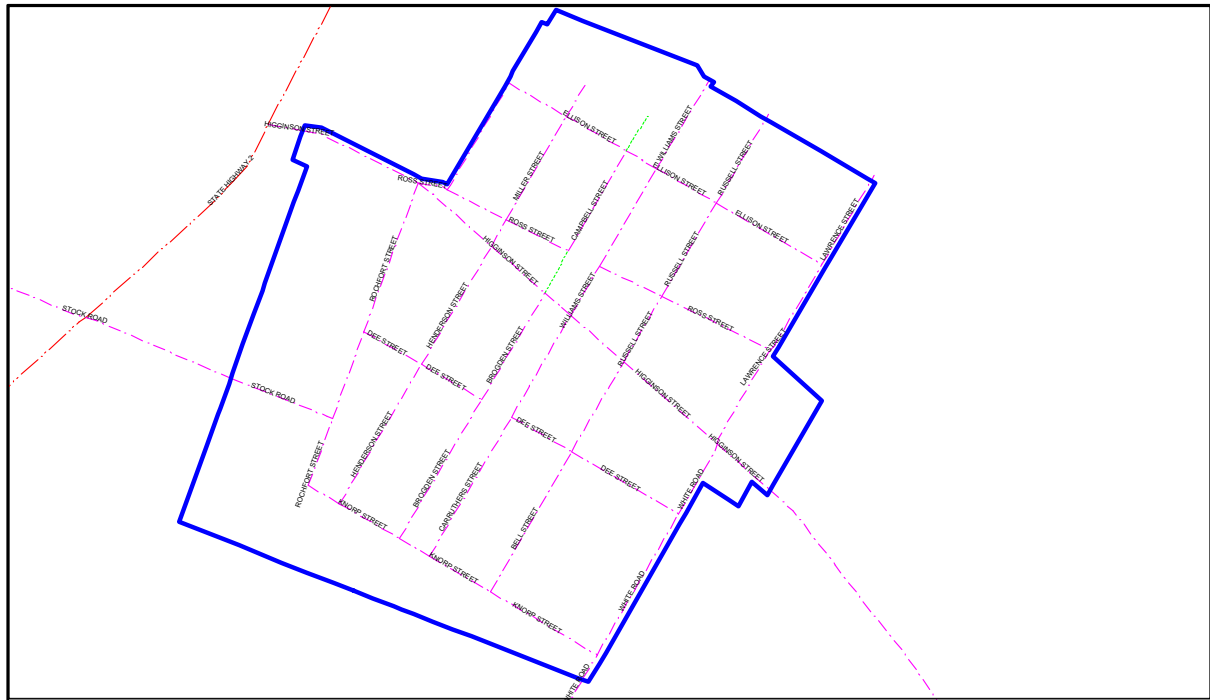
Term	CHBDC Meaning
Connection	<p>Means in the case of:</p> <ul style="list-style-type: none"> ○ Roads: The creation of a site that has physical or legal access to a Public road or approved vehicle crossing from the property to a public road. ○ Utility System: The connection to a CHBDC operated and managed water, Wastewater (Sewer) or Stormwater reticulation.
Development	<p>As set out in the LGA 2002 S197</p> <ul style="list-style-type: none"> • means— <ul style="list-style-type: none"> ○ any subdivision or other development that generates a demand for reserves, network infrastructure, or community infrastructure; but ○ does not include the pipes or lines of a network utility operator.
Development Contribution	<p>As set out in the LGA 2002 S197</p> <ul style="list-style-type: none"> • means a contribution— <ul style="list-style-type: none"> ○ provided for in a development contribution policy included in the long-term plan of a territorial authority; and ○ calculated in accordance with the methodology; and comprising— <ul style="list-style-type: none"> (i) money; or (ii) land, including a reserve or esplanade reserve (other than in relation to a subdivision consent), but excluding Māori land within the meaning of Te Ture Whenua Māori Act 1993, unless that Act provides otherwise; or (iii) both
Equivalent Household Unit	<p>The type of unit of demand that equates to a single average house hold.</p>
Headworks	<p>Headworks describe the pumping station/treatment/Bores etc. part of the network. For Water this occurs at the start of the network where the water is extracted from the bores. For Wastewater and Stormwater headworks means the main pumping stations, treatment ponds, discharge structures etc that occur at the end of the network.</p>

Network Infrastructure		Means the provision of roads and other transport, water, wastewater, and stormwater collection and management.
LTP		Long Term Plan.
RMA		Resource Management Act
Utility System		CHBDC owned and managed Water, Wastewater (Sewer) and/or Stormwater network.

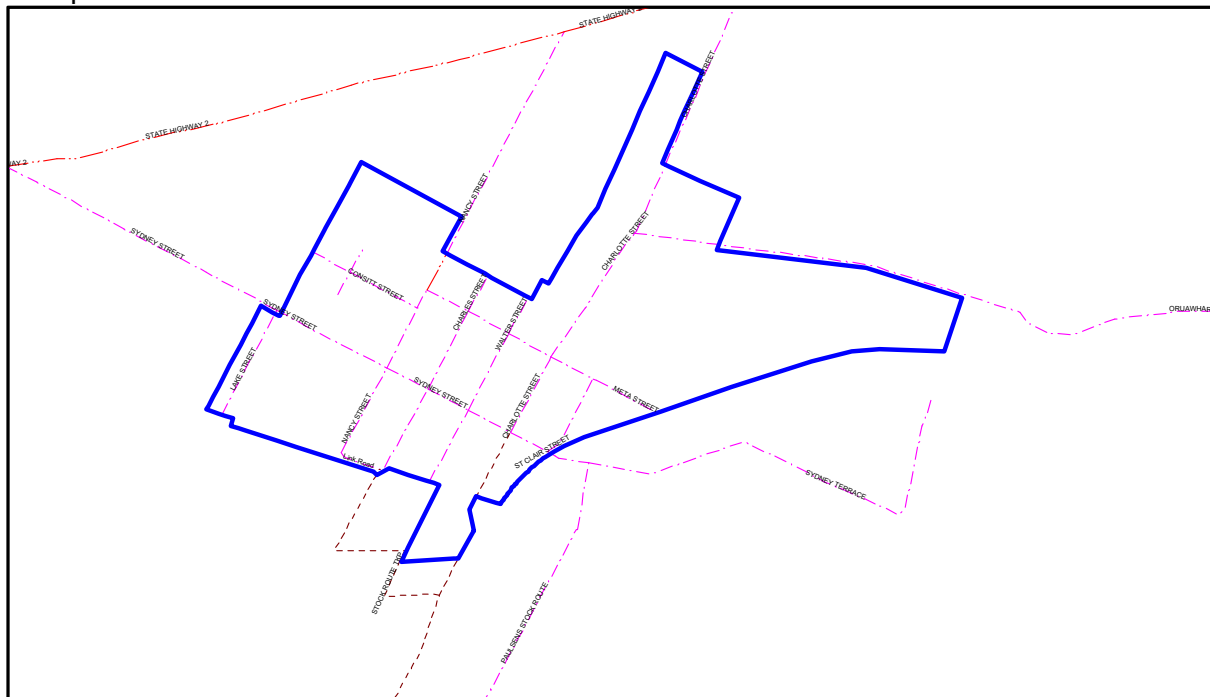
APPENDIX A 1 – Geographic Catchments – Water, Wastewater and Stormwater

Water

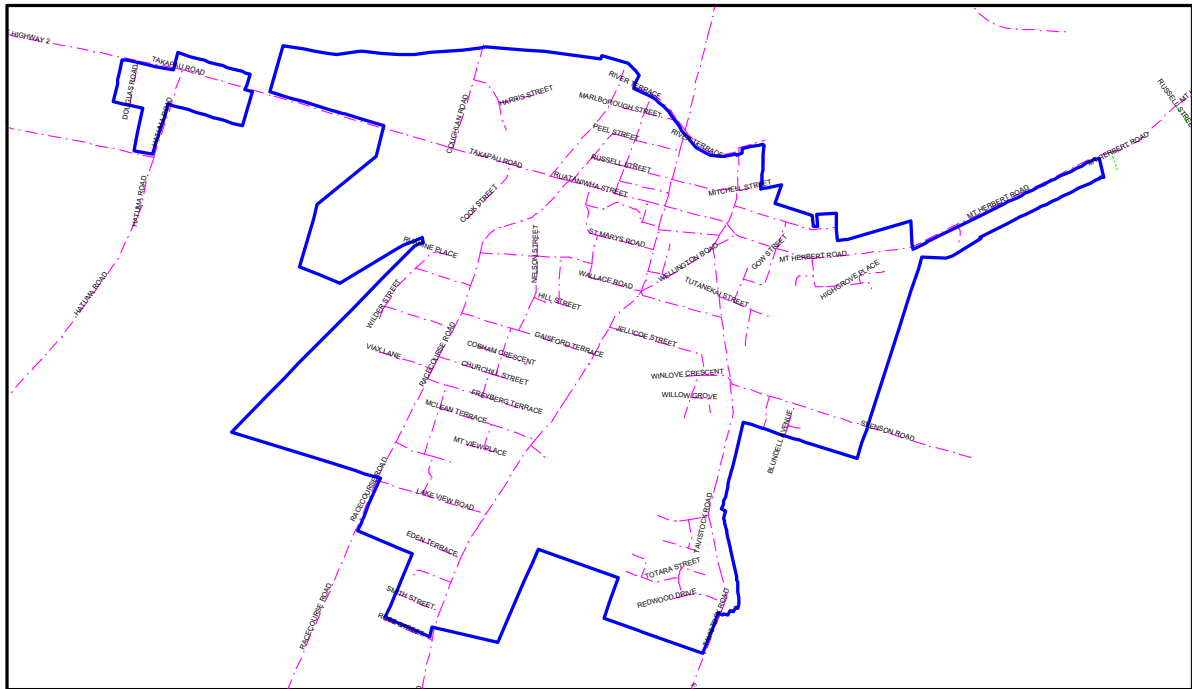
Otane



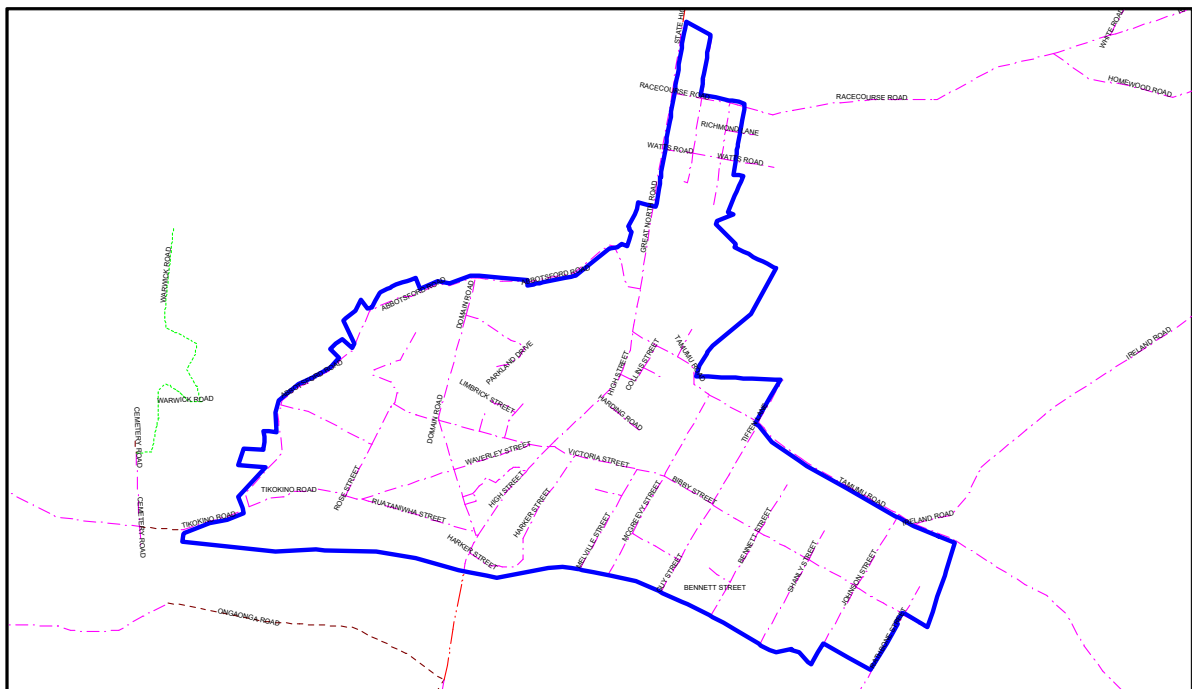
Takapau



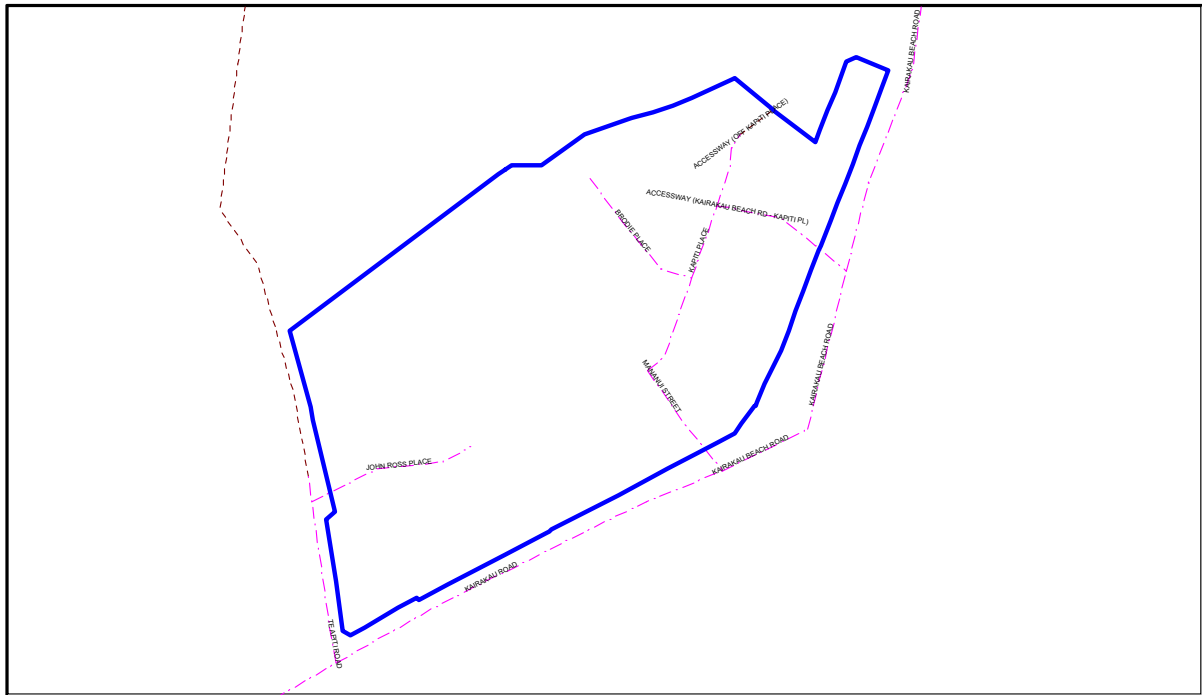
Waipukurau



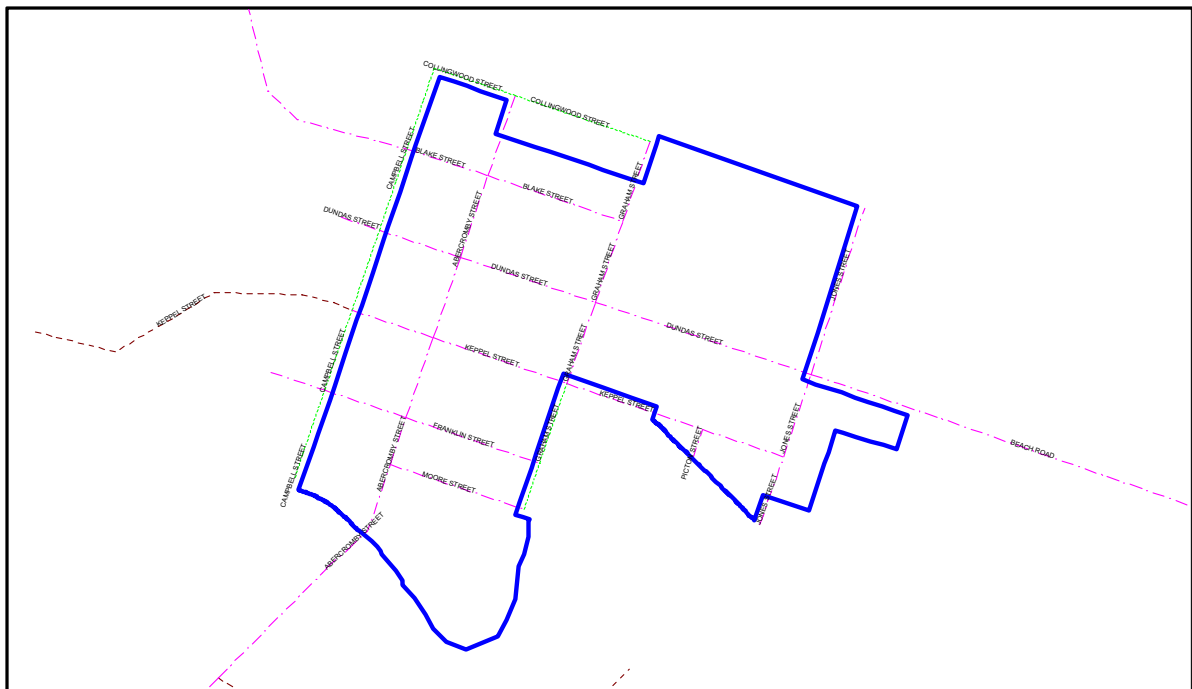
Waipawa



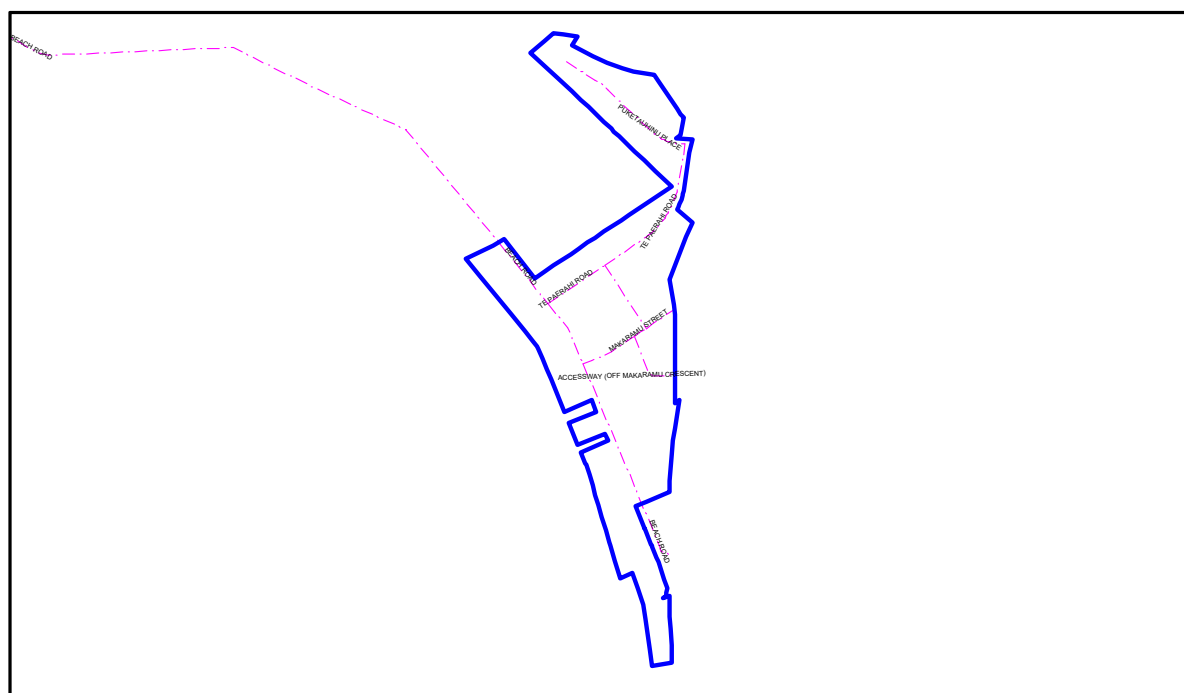
Kairakau



Porangahau



Te Paerahi

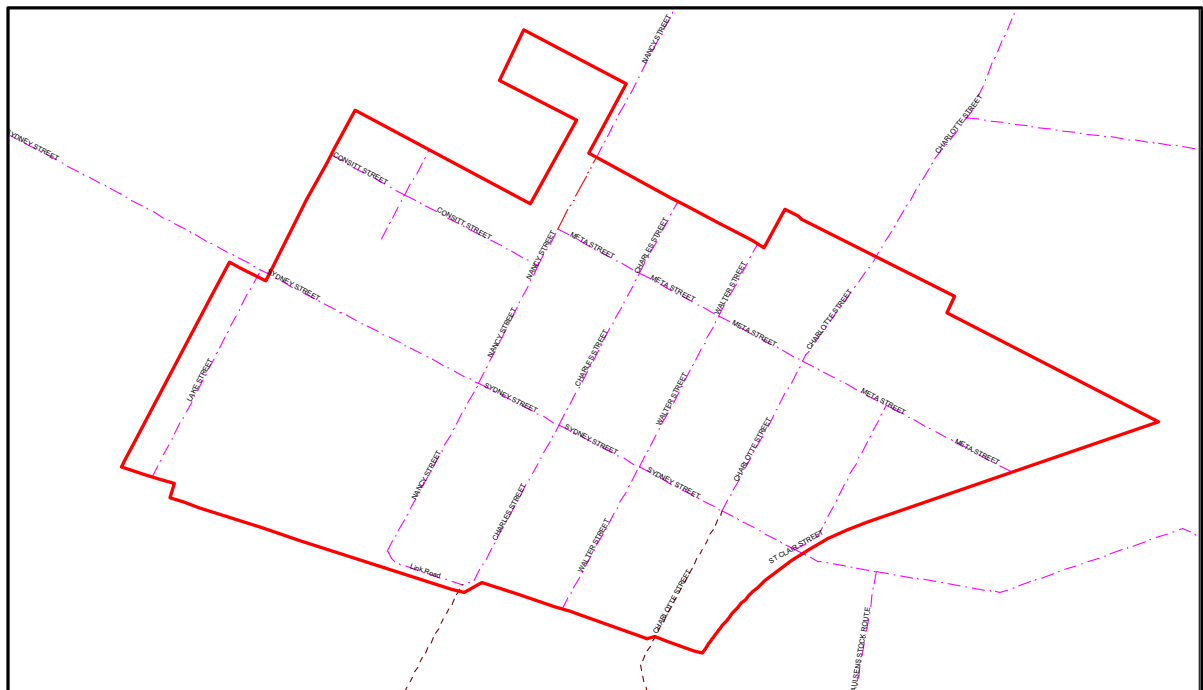


Wastewater

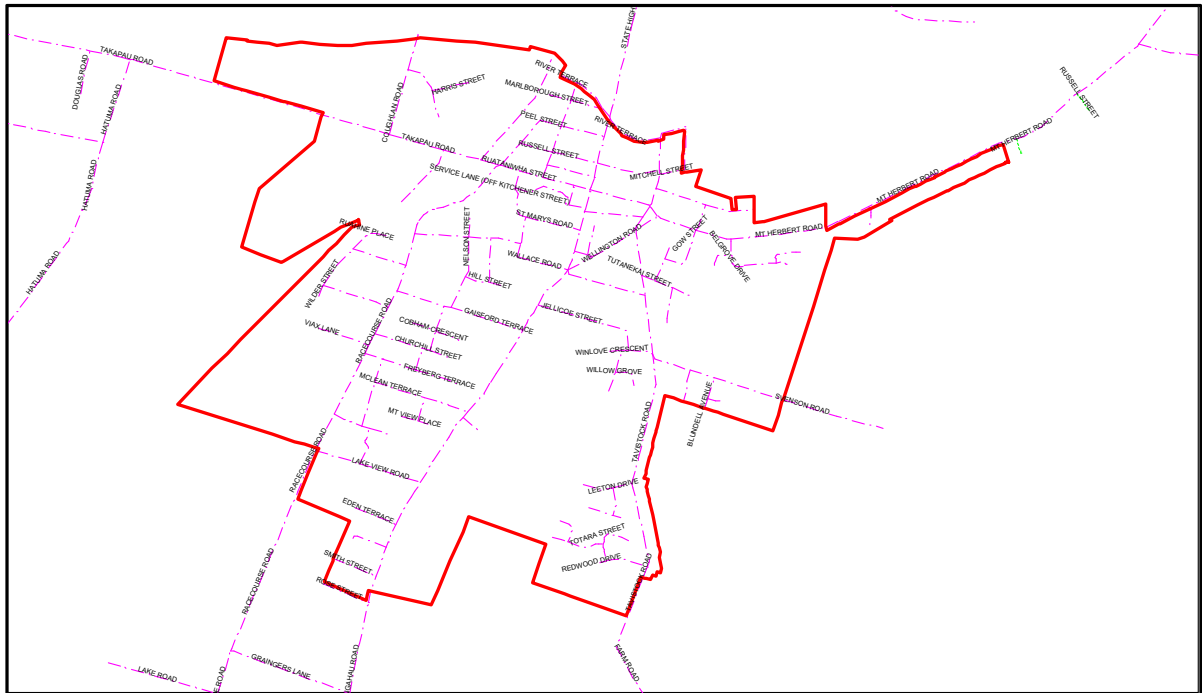
Otane



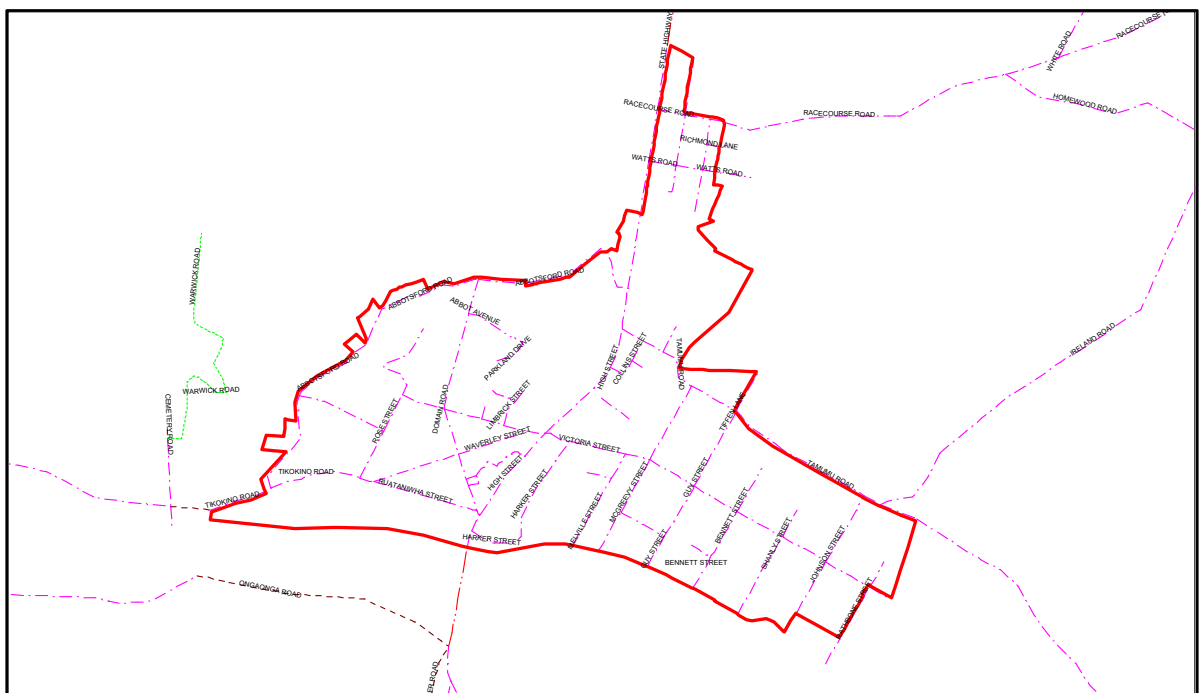
Takapau



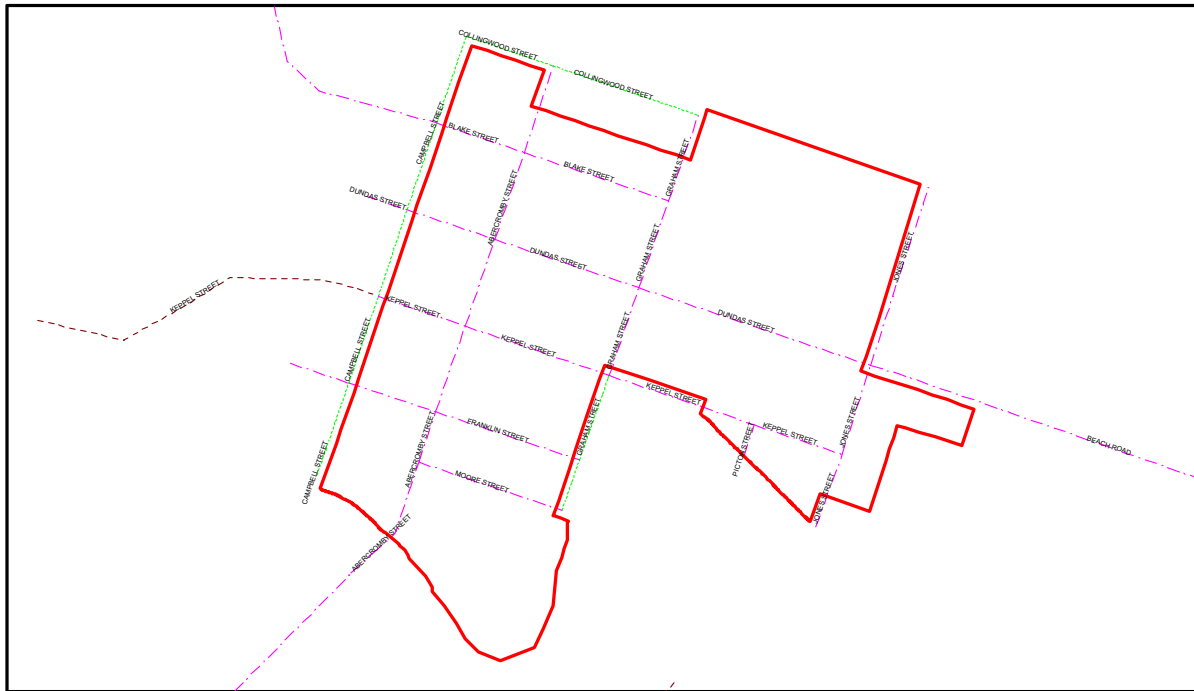
Waipukurau



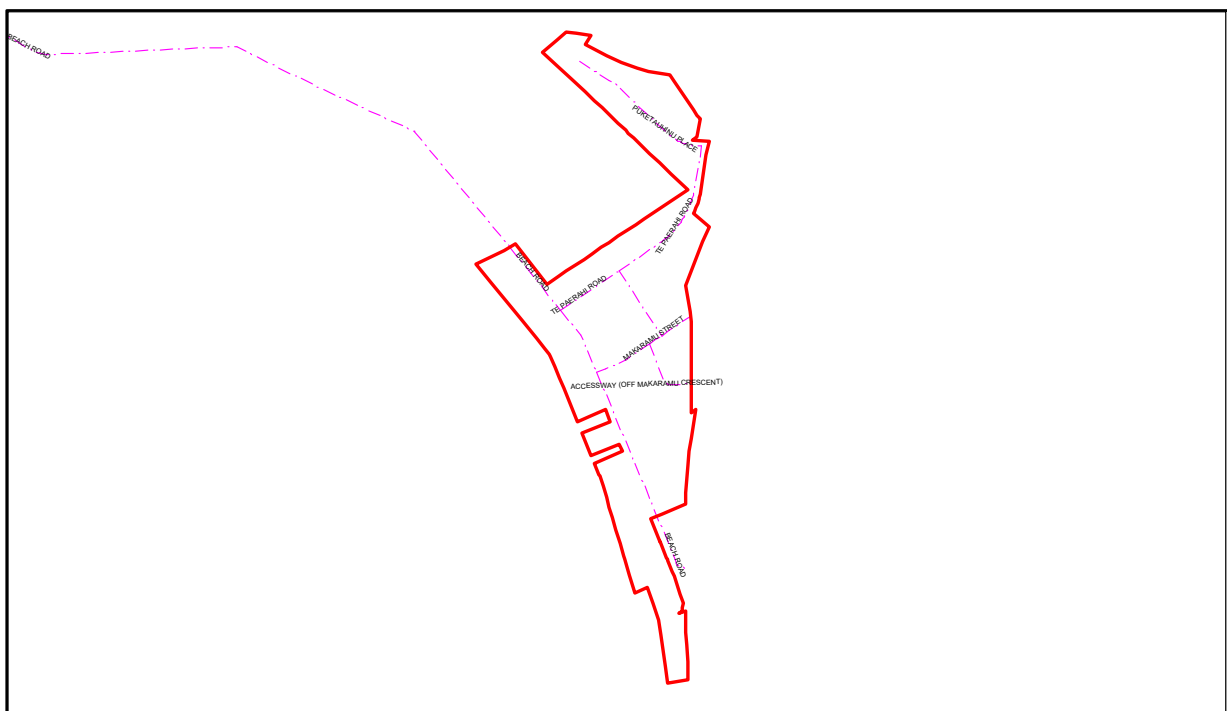
Waipawa



Porangahau

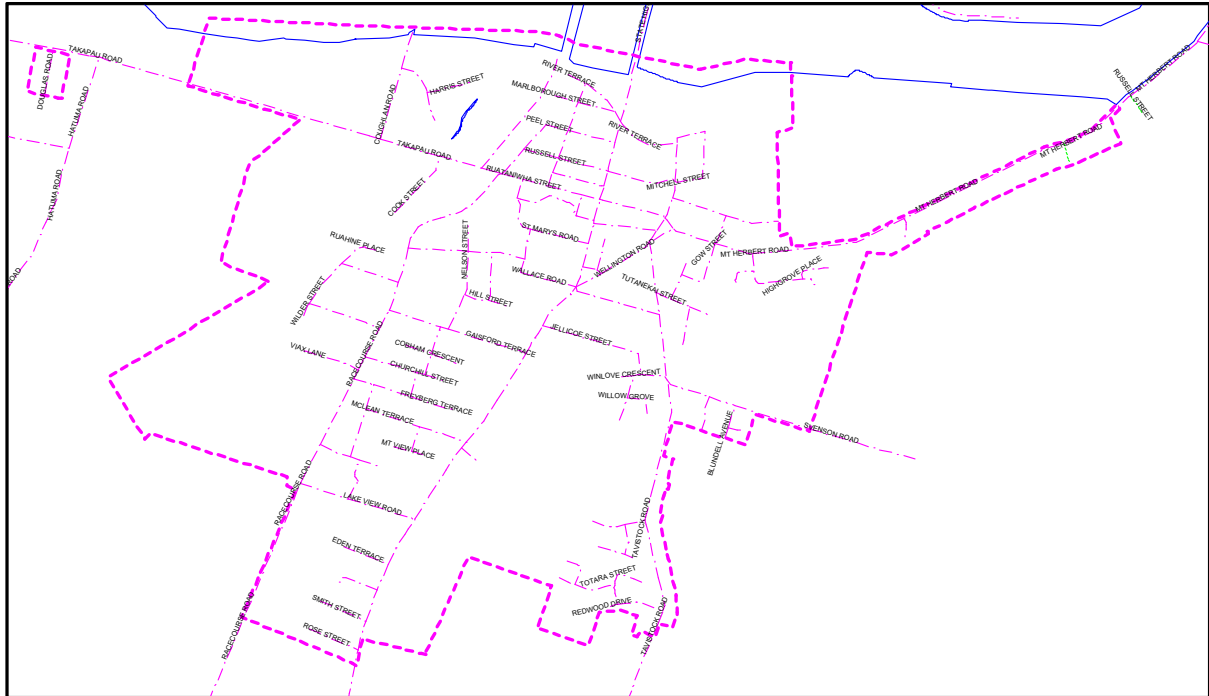


Te Paerahi Beach



Stormwater

Waipukurau



APPENDIX B – Development Contributions Table C

This table is a summary of Development Contribution for each activity and network

Current Development Levies as at 1st January 2019				
				GST rate 1.15
Capital Contribution levies for Water				
Area	Total Capital Works Contribution	Inc. GST 15%		
Otane	\$2,775,505.14	\$5,551.01	\$6,383.66	50
Takapau	\$767,250.00	\$7,672.50	\$8,823.38	10
Waipukurau	\$6,751,772.52	\$2,935.55	\$3,375.89	230
Waipawa	\$1,018,646.70	\$1,697.74	\$1,952.41	60
Kairakau	\$549,218.42	\$5,492.18	\$6,316.01	10
Porangahau	\$408,944.25	\$2,044.72	\$2,351.43	20
Te Paerahi	\$408,944.25	\$2,044.72	\$2,351.43	20
Capital Contribution levies for Wastewater				
Area	Total Capital Works Contribution	Inc. GST 15%		
Otane	\$844,985.42	\$1,689.97	\$1,943.47	50
Takapau	\$831,187.50	\$8,311.88	\$9,558.66	10
Waipukurau	\$243,649.98	\$105.93	\$121.82	230
Waipawa	\$64,065.94	\$106.78	\$122.79	60
Porangahau	\$641,203.61	\$3,206.02	\$3,686.92	20
Te Paerahi Beach	\$1,208,280.52	\$6,041.40	\$6,947.61	20
Capital Contribution levies for Storm Water				
Area	Total Capital Works Contribution	Inc. GST 15%		
Otane	\$0.00		\$0.00	
Takapau	\$0.00		\$0.00	
Waipukurau	\$544,236.00	\$236.62	\$272.12	230
Waipawa	\$0.00		\$0.00	
Porangahau	\$0.00		\$0.00	
Te Paerahi Beach	\$0.00		\$0.00	
Kairakau Beach	\$0.00		\$0.00	
Blackhead Beach	\$0.00		\$0.00	

APPENDIX C – Summary Schedule of Capital Expenditure and Estimated Development Contributions –

Water

LGA 2002 Reference	106(2)(a)			106 (2) (b) (i)	107 (2) (b) (i & ii)
Water Activity by Network	Purpose for which contributions may be required	Total Capital expenditure (\$m) expected to be incurred demand during LTP period	Estimated percentage considered to be growth related	Capital expenditure (\$m) expected to be incurred to meet growth demand during LTP period	Proportion of Capital expenditure that will be funded over the LTP period DC per EHU
Otane	Secondary supply main to improve quantity and resilience of network plus addition reticulation to meet demand in area of limited service	\$2,775,505.14	10.00%	\$277,550.51	\$5,551.01
Takapau	Upgrade of plant to meet LOS and increase capacity of plant for future demands	\$767,250.00	10.00%	\$76,725.00	\$7,672.50
Waipukurau	Develop new alternative supply to town to meet future demands and improve system resilience. Also improving reticulation to meet LOS and well as demands for future users (both domestic, commercial and Industrial).	\$6,751,772.52	10.00%	\$675,177.25	\$2,935.55
Waipawa	Improving reticulation to meet LOS and well as demands for future users (both domestic, commercial and Industrial).	\$1,018,646.70	10.00%	\$101,864.67	\$1,697.74
Kairakau	Upgrade of plant to meet LOS and increase capacity of plant for future demands	\$549,218.42	10.00%	\$54,921.84	\$5,492.18
Porangahau	Upgrade of plant to meet LOS and increase capacity of plant for future demands	\$408,944.25	10.00%	\$40,894.43	\$2,044.72
Te Paerahi	Upgrade of plant to meet LOS and increase capacity of plant for future demands	\$408,944.25	10.00%	\$40,894.43	\$2,044.72

Wastewater

LGA 2002 Reference	106(2)(a)			106 (2) (b) (i)	107 (2) (b) (i & ii)
Wastewater Activity by Network	Purpose for which contributions may be required	Total Capital expenditure (\$m) expected to be incurred demand during LTP period	Estimated percentage considered to be growth related	Capital expenditure (\$m) expected to be incurred to meet growth demand during LTP period	Proportion of Capital expenditure that will be funded over the LTP period
Otane	Upgrade of the wastewater treatment plants including increase capacity for development based on Demand.	\$844,985.42	10.00%	\$84,498.54	\$1,689.97
Takapau	Upgrade of the wastewater treatment plants including increase capacity for development based on Demand.	\$831,187.50	10.00%	\$83,118.75	\$8,311.88
Waipukurau	Improvements the reticulated network to meet existing LOS and increase from Demand due to new/estimated developments	\$243,649.98	10.00%	\$24,365.00	\$105.93
Waipawa	Improvements the reticulated network to meet existing LOS and increase from Demand due to new/estimated developments	\$64,065.94	10.00%	\$6,406.59	\$106.78
Porangahau	Upgrade of the wastewater treatment plants including increase capacity for development based on Demand.	\$641,203.61	10.00%	\$64,120.36	\$3,206.02
Te Paerahi Beach	Upgrade of the wastewater treatment plants including increase capacity for development based on Demand.	\$1,208,280.52	10.00%	\$120,828.05	\$6,041.40

Stormwater

LGA 2002 Reference	106(2)(a)			106 (2) (b) (i)	107 (2) (b) (i & ii)
Stormwater Activity by Network	Purpose for which contributions may be required	Total Capital expenditure (\$m) expected to be incurred demand during LTP period	Estimated percentage considered to be growth related	Capital expenditure (\$m) expected to be incurred to meet growth demand during LTP period	Proportion of Capital expenditure that will be funded over the LTP period
Waipukurau	Improvements in both capacity for development and LOS in the reticulation partially around the CBD area in this LTP period.	\$544,236.00	10.00%	\$54,423.60	\$236.62

APPENDIX D –Schedule of Capital Expenditure and Estimated Development Contributions at a Project Level.

Project Description	Project Completion	Planned Capital Expenditure over the LTP period										Total Capital Expenditure	Total Funding from Development Contributions	Total Funding from Other Sources (e.g. Rates)
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028			
Extensions for growth	2027									\$373,926		\$373,926	\$28,044	\$345,881
Kairakau treatment improvement	2022				\$549,218							\$549,218	\$41,191	\$508,027
Alternative supply to Otane	2019	\$1,023,000										\$1,023,000	\$76,725	\$946,275
Alternative supply to Otane	2020		\$1,677,720									\$1,677,720	\$125,829	\$1,551,891
Porangahau treatment improvement	2020		\$817,889									\$817,889	\$61,342	\$756,547
Takapau treatment improvement	2019	767,250										\$767,250	\$57,544	\$709,706
Waipawa Models	2020		\$52,429									\$52,429	\$3,932	\$48,497
Waipawa Shortfalls in existing reticulation	2021			\$53,635								\$53,635	\$4,023	\$49,612
Waipawa Shortfalls in existing reticulation	2022				\$82,383							\$82,383	\$6,179	\$76,204
Waipawa Shortfalls in existing reticulation	2023					\$84,360						\$84,360	\$6,327	\$78,033
Waipawa Shortfalls in existing reticulation	2024						\$86,469					\$86,469	\$6,485	\$79,984
Waipawa Shortfalls in existing reticulation	2025							\$88,717				\$88,717	\$6,654	\$82,063
Waipawa Shortfalls in existing reticulation	2026								\$91,024			\$91,024	\$6,827	\$84,197
Waipawa Shortfalls in existing reticulation	2027									\$93,481		\$93,481	\$7,011	\$86,470
Second supply	2019	\$2,046,000										\$2,046,000	\$153,450	\$1,892,550
Waipukurau Shortfalls in existing reticulation	2019	\$51,150										\$51,150	\$3,836	\$47,314
Second supply	2020		\$3,670,013									\$3,670,013	\$275,251	\$3,394,762
Waipukurau Shortfalls in existing reticulation	2020		\$131,072									\$131,072	\$9,830	\$121,241
Waipukurau Shortfalls in existing reticulation	2021			\$134,087								\$134,087	\$10,056	\$124,030
Waipukurau Shortfalls in existing reticulation	2022				\$137,305							\$137,305	\$10,298	\$127,007
Waipukurau Shortfalls in existing reticulation	2023					\$140,600						\$140,600	\$10,545	\$130,055
Waipukurau Shortfalls in existing reticulation	2024						\$144,115					\$144,115	\$10,809	\$133,306
Waipawa fire fighting improvements	2025							\$236,579				\$236,579	\$17,743	\$218,836
Waipukurau Shortfalls in existing reticulation	2025							\$147,862				\$147,862	\$11,090	\$136,772

Project Description	Project Completion	Planned Capital Expenditure over the LTP period										Total Capital Expenditure	Total Funding from Development Contributions	Total Funding from Other Sources (e.g. Rates)
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028			
Otane wastewater treatment upgrade	2019	\$511,500										\$511,500	\$38,363	\$473,138
Otane wastewater treatment upgrade	2022				\$164,766							\$164,766	\$12,357	\$152,408
Otane wastewater treatment upgrade	2023					\$168,720						\$168,720	\$12,654	\$156,066
Porangahau / Te Paerahi wastewater treatment	2022				\$1,208,281							\$1,208,281	\$90,621	\$1,117,659
Porangahau / Te Paerahi wastewater treatment	2020		\$104,858									\$104,858	\$7,864	\$96,993
Porangahau / Te Paerahi wastewater treatment	2021			\$536,346								\$536,346	\$40,226	\$496,120
Takapau wastewater treatment upgrade	2019	\$306,900										\$306,900	\$23,018	\$283,883
Takapau wastewater treatment upgrade	2020		\$524,288									\$524,288	\$39,322	\$484,966
Waipawa trunk main renewal	2019													
Waipawa trunk main renewal	2020													
Waipawa Shortfalls in existing reticulation	2028										\$64,066	\$64,066	\$4,805	\$59,261
Shortfalls in reticulation	2025							\$59,145				\$59,145	\$4,436	\$54,709
Shortfalls in reticulation	2026								\$91,024			\$91,024	\$6,827	\$84,197
Shortfalls in reticulation	2027									\$93,481		\$93,481	\$7,011	\$86,470

Project Description	Project Completion	Planned Capital Expenditure over the LTP period										Total Capital Expenditure	Total Funding from Development Contributions	Total Funding from Other Sources (e.g. Rates)
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028			
Waipukurau CBD improvements	2019	\$460,350										\$460,350	\$34,526	\$425,824
Waipukurau Models	2020		\$83,886									\$83,886	\$6,291	\$77,595

Written Submission

Submission Form

Submitters Name: Kathryn Bayliss

Postal Address: 116 Maharakeke Road, R D 1, Waipukurau 4281 Day Time phone: 068589900 Night

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Do you wish to present you submission in person at the hearing **No**

Submission Questions and answers:

1. Do you agree with the intent of the policy?

Yes. I agree with the model used to set the sharing of benefits as 10% for new or growth users of the infrastructure, 90% for the existing benefactors of the infrastructure. (i.e. the benefactors connected to or able to be connected to the Water, wastewater and storm-water infrastructure.)

2. Do you consider the value of the contribution acceptable?

I think the contributions for Waipukurau and Waipawa could be more to be more level with the other district Wastewater contributions.

3. Any other suggestions:

For Waipukurau, Waipawa and Otane Wastewater where no allowance has been allowed for the cost involved in the future upgrade and extension of the wastewater treatment plants (which is currently under investigation):

There should be statement that the development contribution per unit of demand will be revised when the cost of future upgrades and extensions of the wastewater treatment plants are known, after the current investigation. This will ensure that developers continue to pay their fair share.

Memo of Verbal Submission

M E M O R A N D U M

DATE: 31st October 2018
TO: File Note
FROM: Peter Eastwood. CID
RE: Development Contribution Policy consultation

I had a phone call from Warwick Marshall on Monday 29th October regarding the letter sent to him advising a new policy is out for consultation.

Basically we discussed what we had done for Land Transport contributions and he was happy with the fact we didn't require a contribution for this activity.

So as he was happy with the policy he will not be making any other submission, but was happy for me to record his comments

8.3 APPOINTMENT OF CHAIR - DISTRICT LICENCING COMMITTEE**File Number:** COU1-1400**Author:** Gina McGrath, Customer Relationships and Experience Manager**Authoriser:** Monique Davidson, Chief Executive**Attachments:** Nil**PURPOSE**

This report seeks confirmation of new arrangements for the District Licensing Committee.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

1. Accept the resignation of the Chair of the District Licensing Committee, Councillor Shelley Burne-Field, effective 13 December 2018, as per section 194 of the Sale and Supply of Alcohol Act 2012.
2. Appoint the Deputy Chair, Councillor Tim Chote, as Chair of the District Licensing Committee, effective from 14 December 2018 (option 1).

And

3. Nominate a Councillor to take on the role as Deputy Chair, to act in place of the Chair in times of absence or illness.

COMPLIANCE	
Significance	This matter is assessed as being of some importance.
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none">1. Appointment of Councillor Tim Chote as Chair of the District Licensing Committee.2. Seek Expressions of Interest for a new appointment for the Chair of the District Licensing Committee, including appointment of a Commissioner (section 193 of the Sale and Supply of Alcohol Act 2012).
Affected persons	The persons who are affected by or interested in this matter are District Licensing Committee and licence holders.
Recommendation	<i>This report recommends option one for addressing the matter.</i>
Long-Term Plan / Annual Plan Implications	

COMPLIANCE	
Significant Policy and Plan Inconsistencies	

BACKGROUND

The Chair of the District Licensing Committee, Councillor Shelley Burne-Field, has advised of her intention to resign from this position.

Council needs to accept her resignation (section 194 of the Sale and Supply of Alcohol Act 2012) and then identify an appropriate person to take her place as Chair of the District Licensing Committee.

It is recommended that, with either option a Councillor is nominated to become Deputy Chair. This is recommended to ensure that there is cover for any absence or illness, as the Deputy Chair will carry the same delegations as the Chair for decision-making purposes. The Deputy Chair can only be an elected member of a territorial authority. While there is no requirement to appoint a Deputy Chair, it is often prudent.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as of some importance because it is a change to the current Chair and Deputy Chair of the District Licensing Committee.

OPTIONS

Both options have the following statutory responsibilities:

The District Licensing Committee has the following functions under section 187 of the Sale and Supply of Alcohol Act 2012:

- determining applications for licences, managers' certificates and renewals (s.187(a)(b))
- determining temporary authority applications (on/off-licences)(s.187(c))
- varying, suspending or cancelling special licences (s.187(d))
- referring applications to ARLA (s.187(f))
- conducting inquiries and making reports as required by ARLA (s.187(g))
- other functions conferred on it by any Act. (s.187(h))

The Chair of the District Licensing Committee is able to act in a quorum of one when no objections or matters have been raised in opposition to a licence of manager's certificate application.

Option 1 That Council appoint the Deputy Chair, Councillor Tim Chote, as Chair of the District Licensing Committee, effective from 14 December 2018.

- a) Financial and Resourcing Implications
There are no financial or resourcing implications for this option.
- b) Risk Analysis

This is a low risk option. Councillor Chote is currently the Deputy Chair of the District Licensing Committee. Councillor Chote has undertaken the requisite training to undertake this role. He has acted as Chair when required and has an understanding of the process for alcohol licensing.

c) Alignment to Project Thrive and Community Outcomes

Council must appoint a District Licensing Committee Chair for licensing operations to take place in the community. Without a Chair, licences for the sale and supply of alcohol cannot be issued.

d) Consistency with Policies and Plans

This option is consistent with our policies and plans.

e) Participation by Māori

The District Licensing Committee is a quasi-judicial body and appointment of its members is governed by legislation.

f) Community Views and Preferences

Licence holders are the key group impacted by this appointment. However, there should be no impact on their operations as the process underpinning the issuing of licences remains the same (in accordance with the legislation).

g) Advantages and Disadvantages

Councillor Chote has undertaken the requisite training to undertake this role. He has acted as Chair when required and has an understanding of the process for alcohol licensing.

Appointment of Councillor Chote as Chair still leaves three List Members of the District Licensing Committee. This means that there is no requirement for further appointment of additional List Members, as legally a District Licensing Committee is made up of a chair and two members who have terms of office up to five years.

Option 2 Seek Expressions of Interest for a new appointment for the Chair of the District Licensing Committee, including appointment of a Commissioner (section 193 of the Sale and Supply of Alcohol Act 2012).

a) Financial and Resourcing Implications

If a Commissioner is appointed, this will attract additional unbudgeted costs for the role as it is remunerated.

b) Risk Analysis

We are intending to undertake further work in the New Year regarding the operation, process and make-up of the District Licensing Committee in order to identify opportunities for improvement. By appointing a commissioner or external party before this work is completed, it may have an impact on current operations.

c) Promotion or Achievement of Community Outcomes

Council must appoint a District Licensing Committee Chair for licensing operations to take place in the community. Without a Chair, licences for the sale and supply of alcohol cannot be issued.

d) Consistency with Policies and Plans

This option is consistent with our policies and plans operationally, however would not be consistent with our current budgeted costs.

e) Participation by Māori

The District Licensing Committee is a quasi-judicial body and appointment of its members is governed by legislation.

f) Community Views and Preferences

Licence holders are the key group impacted by this appointment. However, there should be no impact on their operations as the process underpinning the issuing of licences remains the same (in accordance with the legislation).

g) Advantages and Disadvantages

Advancing this option would make it more difficult to progress and implement changes to operations and process in the New Year. It is also unbudgeted expenditure if there is the appointment of a Commissioner into the role.

Recommended Option

This report recommends option one, appointment of Councillor Tim Chote for addressing the matter.

NEXT STEPS

If Council chooses to nominate a Councillor for the Deputy Chair role, the appointee would need to undertake relevant training to assist with upcoming District Licensing Committee work.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- 1. Accept the resignation of the Chair of the District Licensing Committee, Councillor Shelley Burne-Field, effective 13 December 2018, as per section 194 of the Sale and Supply of Alcohol Act 2012.**
- 2. Appoint the Deputy Chair, Councillor Tim Chote, as Chair of the District Licensing Committee, effective from 14 December 2018 (option 1).**

And

- 3. Nominate a Councillor to take on the role as Deputy Chair, to act in place of the Chair in times of absence or illness.**

8.4 APPOINTMENT OF DEPUTY CHAIR TO COMMUNITY DEVELOPMENT COMMITTEE**File Number:** COU1-1400**Author:** Doug Tate, Group Manager Customer and Community Partnerships**Authoriser:** Monique Davidson, Chief Executive**Attachments:**
1. Council, Committee and Community Representation Policy
2. Community Pride and Vibrancy Fund Policy**PURPOSE**

The matter for consideration by the Council is the appointment of a Deputy Chair to the Community Development Committee.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council appoints a new Deputy Chair to the Community Development Committee.
- b) That Council appoints xx as the new Deputy Chair of the Community Development Committee.
- c) That the Council, Committee and Community Representation Policy is updated to reflect the decision.

Or

- a) That Council chooses not to appoint a Deputy Chair.
- b) That Council directs officers to amend the Community Funding Policy to allow funding under \$500 to be approved by the Chairperson and one other Member of the Community Development Committee.

COMPLIANCE	
Significance	This matter is assessed as being of some importance
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ul style="list-style-type: none">1. That Council appoints a Deputy Chair to the role.2. That Council chooses not to appoint a Deputy Chair and instead amend the Community Pride and Vibrancy Funding Policy.
Affected persons	The persons who are affected by or interested in this matter are Councillors and the wider community.
Recommendation	<i>This report recommends option one for addressing the matter.</i>

COMPLIANCE	
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

BACKGROUND

Councillor Burne-Field has served as the Deputy Chairperson of the Community Development Committee since the committee was established following the 2016 local body elections.

Earlier this year, Councillor Burne-Field resigned from the position.

This report provides the forum to consider the appointment of a new Community Development Committee Deputy Chair.

A replacement Deputy Chair role is sought to support the running of the Community Development Committee in the absence of the Chair, but in particular to support the implementation of the Community Pride and Vibrancy Fund. The fund provides for funding under \$500 to be allocated by the Chair and Deputy Chair of the Community Development Committee, rather than having to wait for a Council meeting cycle for approval.

In addition, if a new Deputy Chair is appointed for this committee, the Council, Committee and Community Representation Policy will need to be updated to reflect this. If Council decides not to proceed with appointing a new Deputy, the policy will remove the reference to Councillor Burne-Field as the Deputy Chairman. This policy is attached.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as of some importance because it has limited impact in relation to the Long Term Plan or community long-term.

OPTIONS

Option 1 Appoint a new Deputy Chair to the Community Development Committee

a) Financial and Resourcing Implications

Adopting a new chair will aid the management of the Community Pride and Vibrancy Fund, not requiring reports to be presented to Council for every application.

b) Risk Analysis

There are no obvious risks with this option.

c) Alignment to Project Thrive and Community Outcomes

The appointment of a Deputy Chair supports the implementation of the Community Pride and Vibrancy Fund, which was an outcome of Project Thrive. Ensuring efficient processing of applications for this funding is encouraged.

- d) Statutory Responsibilities
There are no statutory responsibilities in this decision.
- e) Consistency with Policies and Plans
This option supports the implementation of the Community Pride and Vibrancy Fund.
- f) Participation by Māori
There are no obvious participation by Maori matters in this option.
- g) Community Views and Preferences
The Community would likely appreciate a timely response to Community Pride and Vibrancy fund applications for small amounts as outlined in the policy. Otherwise there is likely to be little community view or preference.
- h) Advantages and Disadvantages
The key advantage of this option is that a Deputy Chair is nominated for Committee meetings in the absence of the Chair. There are no obvious disadvantages.

Option 2 Council chooses not to appoint a Deputy Chair, but directs officers to amend the Community Funding Policy to allow funding under \$500 to be approved by the Chairperson and one other Member of the Community Development Committee.

- a) Financial and Resourcing Implications
There would be no additional resourcing pressures, as it would allow applications for the Community and Vibrancy Fund to be signed off in an efficient manner.
- b) Risk Analysis
There are no obvious risks with this option, with the exception of having no Deputy Chair in place for the Community Development Committee.
- c) Alignment to Project Thrive and Community Outcomes
The Community Pride and Vibrancy Fund was an outcome of project Thrive. Ensuring efficient processing of applications for this funding is encouraged.
- d) Statutory Responsibilities
There are no statutory responsibilities in this decision.
- e) Consistency with Policies and Plans
This option would support the implementation of the Community Pride and Vibrancy Fund.

f) Participation by Māori

There are no obvious participation by Maori matters in this option.

g) Community Views and Preferences

The Community would likely appreciate a timely response to Community Pride and Vibrancy fund applications for small amounts as outlined in the policy.

h) Advantages and Disadvantages

The key disadvantage of this option is that a Deputy Chair is not nominated for Committee meetings in the absence of the Chair. There are no obvious advantages.

Recommended Option

This report recommends that Council considers which option it would prefer.

NEXT STEPS

It is for Council to determine whether or not to appoint a Deputy Chair to the Committee.

The relevant policies will be updated in relation to the decision made about the appointment.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council appoints a new Deputy Chair to the Community Development Committee.**
- b) That Council appoints xx as the new Deputy Chair of the Community Development Committee.**
- c) That the Council, Committee and Community Representation Policy is updated to reflect the decision.**

Or

- a) That Council chooses not to appoint a Deputy Chair**
- b) That Council directs officers to amend the Community Funding Policy to allow funding under \$500 to be approved by the Chairperson and one other Member of the Community Development Committee.**

Central Hawke's Bay District Council COUNCIL, COMMITTEE AND COMMUNITY REPRESENTATION POLICY	POLICY MANUAL	
	Document #	1.20
	Approved by:	Council
	Adoption Date:	15-12-2016
	Last Amended:	15-12-2016
	Review Date:	November 2019
	Page:	Page 1 of 12

Schedule 7 of the Local Government Act 2002 provides the power for a Local Authority to appoint committees, sub committees, other subordinate decision making bodies and joint committees. The Act also provides direction over the powers of delegation conferred on a local authority and then subsequently delegated to any Standing Committee.

The composition and membership of committees is normally reviewed at each triennial election – but Council, through various Acts, consents and the constitutions of other entities, is also represented on a number of other Boards, Committees, Groups, Trusts and similar entities.

In addition – Council provides treasury administrative support to a number of entities, where it in the public interest that Council be involved.

This Policy therefore sets out details of Council representation or involvement in entities not only as contained in its Local Governance Statement, but in the wider community.

Standing Committees

Finance and Planning Committee

Councillor I G S Sharp (Chairman)
 Councillor T H Aitken (Deputy Chairman)
 Councillor K R Annand
 Councillor S M Burne-Field
 Councillor T R Chote
 Councillor G A Minehan
 Councillor B W Muggeridge
 Councillor D N Tennent
 Her Worship the Mayor A R Walker

Environment and Regulatory Committee

Councillor D N Tennent (Chairman)
 Councillor T R Chote
 Councillor B W Muggeridge (Deputy Chairman)
 Councillor I G S Sharp
 Her Worship the Mayor A R Walker

Community Development Committee

Councillor K R Annand (Chairman)
 Councillor T H Aitken
 Councillor S M Burne-Field (Deputy Chairman)
 Councillor G A Minehan
 Councillor I G S Sharp
 Her Worship the Mayor A R Walker

Risk and Audit Committee

Independent Chair -
 Councillor T H Aitken (Chairman)
 Councillor G A Minehan

Councillor B W Muggeridge
 Councillor D N Tennent
 Her Worship the Mayor Walker ex officio

Hearing Committee

Councillor K R Annand
 Councillor T R Chote
 Councillor G A Minehan
 Councillor I G S Sharp
 Her Worship the Mayor Walker ex officio

District Licensing Committee

Councillor S M Burne-Field (Chairman)
 Councillor T R Chote (Deputy Chairman)

CE Employment and Performance Committee

Her Worship the Mayor Walker
 Councillor B W Muggeridge
 Councillor I G S Sharp

Ad Hoc Committees

Conduct Review Committee	Her Worship the Mayor Walker and two other members co-opted as required.
Civic Awards Selection Panel	Her Worship the Mayor Walker, Councillors G A Minehan and T R Chote
Community Voluntary Organisation Support Fund Assessment Committee (CVOS)	Councillors K R Annand, G A Minehan and S M Burne-Field
Creative Communities Scheme Assessment Committee	Councillor S M Burne- Field
Landfill Liaison Committee	Councillors D N Tennent and T R Chote
Tenders Board	Councillor B W Muggeridge Alternate T R Chote

Council may, from time to time, establish sub committees to consider a particular issue or issues, Her Worship the Mayor Walker may make appointments to sub committees.

Other Council Representation

Business Hawke's Bay	CHBDC Community Development Coordinator
CHB Consumer Power Trust	One Mayoral appointed trustee (TBC) and one Council appointed trustee – George Williams
CHB District Community Trust	Council appointed trustees – Martin Rockel, Marcus Peacock
CHB Health Liaison Group	Councillor K R Annand
CHB Promotions Inc	Councillor K R Annand
CHB Settlers Museum	Councillor I G S Sharp
District Halls	Various Councillors
Eric Tate Scholarship Trust	Her Worship the Mayor Walker
Forest Gate Domain	Councillor T H Aitken
Hawke's Bay Crematorium Committee	Councillor D N Tennent
Hawke's Bay Civil Defence Emergency Management Group	Her Worship the Mayor Walker
Hawke's Bay/East Coast Leaders Group	Her Worship the Mayor Walker
Hawke's Bay Medical Research Foundation	Council appointed nominee – Di Petersen
Hawke's Bay Sports Council	Councillor I G S Sharp
Hawke's Bay Tourism	CHB Promotions Inc
Hawke's Bay Wine Country	CHB Promotions Inc
HB Cycling Governance Group	Councillor I G S Sharp
Heritage Hawke's Bay	Councillor I G S Sharp
Howard Estate Advisory Board (Smedley Station)	Joint Council nominated representative – Hugh Pearse
Intersectoral Leadership Group	Her Worship the Mayor Walker
LIFT HB (HB Mayor's and Chair)	Her Worship the Mayor Walker
Local Government NZ Zone 3	Her Worship the Mayor Walker
Local Government NZ – Rural Sector	Her Worship the Mayor Walker

Maori Consultative Representative	Roger Maaka
Mayoral Health Taskforce	Her Worship the Mayor Walker
Mayoral Taskforce for Jobs	Her Worship the Mayor Walker
Porangahau Environmental Management Team	Councillors D N Tennent and S M Burne-Field
Regional Transportation Committee	Her Worship the Mayor Walker Alternate: D N Tennent
Road Safe Governance Group	Councillor K R Annand
Rural Advisory Group	Councillor T H Aitken
Te Aute Drainage Scheme	Councillor B W Muggeridge
Waipawa Building Society Trust	Her Worship the Mayor Walker and Councillor I G S Sharp (alternate Councillor T R Chote)

Central Hawke's Bay Consumers Power Trust

The Central Hawke's Bay Consumer Power Trust holds 100% of the shares in Centralines.

In terms of the Trust Deed, a Mayoral appointment and a Trustee appointed by Central Hawke's Bay District Council, shall be the appointed (as opposed to elected) Trustees of the CHB Consumers Power Trust. Appointed Trustees remain in office until the expiry of their three year term - usually the 31st March of the relevant year. New appointments will take effect from 1st April.

One of the appointed Trustees has a residential qualification requiring that they essentially reside more than 15 kms from the centre of Waipawa or Waipukurau.

Central Hawke's Bay District Community Trust

The Trust is the owner and operator of the indoor heated pool at Russell Park Waipukurau. Council provides funding to the Trust under a Service Contract to enable the Trust to provide community access to modern recreational swimming and fitness facilities.

The Trust Deed provides that there shall be no more than 10 Trustees, nor less than 6. The Trustees shall include two (2) Trustees appointed by the Central Hawke's Bay District Council. Elections are held three (3) yearly. Trustees appointed by the Central Hawke's Bay District Council may have their appointment revoked by giving written notice to the Trust Secretary. Council reviews these appointments after each triennial election.

Council's current appointed Trustees are Martin Rockel and Marcus Peacock.

CHB Promotions Inc

This organisation has been established by the business community in conjunction with Central Hawke's Bay District Council, to promote Central Hawke's Bay as a tourism destination, assist in the development of tourism product, promote the commercial centres/central business district, and assist in the promotion of economic development within Central Hawke's Bay. Council is represented on the board and has one Council representative out of a total of five appointed board members. The performance of this organisation is monitored by Council directly.

CHB Settlers Museum Society

This society has been established to ensure that the residents of Central Hawke's Bay and visitors have access to a Museum providing the history of the early settlement of the District. Council is represented on the society's committee and has one Council representative out of a total of ten committee members. Council provides ongoing financial support to the society on an annual basis and its performance is monitored by the Council directly.

Civic Awards Selection Panel

Refer to: 1.4 Civic Awards Policy.

Community Voluntary Organisation Support Fund Assessment Committee (CVOS)

Refer to: 1.5 Community Voluntary Organisation Support Fund Policy.

Creative Communities Scheme Assessment Committee

Refer to: 1.7 Creative Communities Scheme Assessment Committee Policy.

Creative Hawke's Bay

CHB Promotions Inc represents Council and Central Hawke's Bay on the Creative Hawke's Bay committee.

District Halls

Refer to: 6.11 District Hall Committees Policy.

Eric Tate Scholarship Trust

The Eric Tate Scholarship Trust was established in 1984 to provide scholarships to students who normally reside in the area served by the former Waipawa District High School and the townships of Onga Onga, Tikokino and Otane.

Scholarships are initially for one year to assist students pursuing a full time course at university. This may however be extended.

The Scholarship Award Panel is the Mayor, Council Chief Executive and the Principal of the CHB College.

Forest Gate Domain

In 1980 Council's were asked to accept responsibility for their local Domain Boards. In the case of Forest Gate – the existing Domain Board decided to accept Council's control by way of vesting the Domain in the Waipawa District Council in trust for recreation purposes.

Although the land has been vested in Council, effectively the "Domain Board Committee" has the day to day running of it. The Domain is split into a Golf Course, run by the Onga Onga Golf Club, a small farm, run by a Farming Committee, and a Cricket Club, run by the cricket club. The Domain Board reports to Council once a year. An agreement between the Domain Board Committee and the Farming Committee is in place with a copy of this agreement kept by Council; it is not signed by Council. Any profits from the farm are split between the Farming Committee, Golf Club, and Cricket Club with rent being paid to the Domain Board.

Council has never contemplated taking over the running of the Domain, part of the discussions and agreement at the time was that the running of the Domain would be left to the "Domain Committee". Council does appoint a Councillor to be on the Domain Board to give them Council's support.

Hawke's Bay Crematorium Committee

The Hawke's Bay Crematorium Committee was established by an Order in Council in June 1989 as part of the Local Government (Hawke's Bay Region) Reorganisation Order 1989.

Hastings District Council are tasked with establishing and maintaining a committee which consists of –

- Two members from Napier City Council
- Two members from Hastings District Council
- One member from Central Hawke's Bay District Council

Hawke's Bay / East Coast Leaders Group

In 1996, the Joint Issues Group of the Hastings District Council and Napier City Council, decided to invite the Central Hawke's Bay District Council, Wairoa District Council and Hawke's Bay Regional Council to attend their future meetings. The enlarged group was known as the East Coast Local Government Leaders Group.

The Group meet on a two monthly basis and is chaired by the Hawke's Bay Regional Council.

Hawke's Bay Medical Research Foundation

The Hawke's Bay Medical Research Foundation was formed in 1961 to foster and support medical research and health education in and outside Hawke's Bay. The objectives of the Foundation are to promote, initiate and support research in all health related fields including medical and health education, knowledge and understanding.

Funds are administered by skilled professionals from medical, legal, and business professions to foster medical research, education and the provision of equipment for the benefit of the people of Hawke's Bay.

The governing body comprises of a president and nine Council members. Council members included nominees from Napier City Council, Hastings District Council, Central Hawke's Bay District Council, Wairoa District Council, four members appointed by the Foundation, and a Public Hospital's of Hawke's Bay staff representative.

Council is represented on the Foundation by Di Petersen.

Hawke's Bay Sports Council

The Hawke's Bay Sports Council was formed (in June 2010) out of the Sport Hawke's Bay territorial authorities Stakeholders Group. It was decided that it was important to have Elected Members participation on a Hawke's Bay wide sporting strategy and the formation of a Sports Council was the best vehicle to achieve its aims.

Hawke's Bay Tourism

CHB Promotions Inc represents Council and Central Hawke's Bay on the Hawke's Bay Tourism committee.

Hawke's Bay Wine Country

CHB Promotions Inc represents Council and Central Hawke's Bay on the Hawke's Bay Wine Country committee.

Landfill Liaison Committee

The Landfill Liaison Committee is a requirement of Council's Resource Consent and comprises –

1. One person representing the owners of neighbouring properties
2. One person representing the Hawke's Bay Regional Council (HBRC) (a staff member)
3. One person representing the Central Hawke's Bay District Council (CHBDC) (a staff member)
4. One person nominated by the local tangata whenua

5. So long as the landfill is leased by the CHBDC, one owner of the land, provided however that if the CHBDC shall acquire the fee simple, this entitlement of the owner to be a member of the Committee shall cease

The purpose of the committee is –

- To liaise with the Central Hawke's Bay District and the community in respect of the construction, operation and final restoration of the landfill and to facilitate consultation relating to the finalisation and review of the Landfill Management Plan.
- To disseminate information and to hear concerns of residents and to suggest ways of alleviating those concerns to the District and Hawke's Bay Regional Council.

Local Government NZ Zone 3

Zones have been set up by Local Government New Zealand to amongst other things, provide an opportunity for two way communication between Zone Member Authorities and Local Government NZ, and to provide information sharing opportunities.

Central Hawke's Bay District Council belongs to Zone 3 which comprises a group of Councils across the Central North Island.

The Zone Chair and National Council and Community Board Zone representative are appointed after each triennial election and hold office until the next triennial election. The Chair Secretary is normally an officer from the chair's council.

Local Government NZ – Rural Sector

Each Council is a member of one of four sector groups – metropolitan, regional, provincial or rural. Each sector has one representative on the LGNZ National Council. The purpose of the sector groups, as set out in the Local Government New Zealand constitution, is to act as an electoral college for the appointment of National Council representatives.

Each sector group has developed their own set of priority issues which are addressed, with assistance from Local Government NZ, with the objective of simultaneously pursuing the particular interests of each sector and the general interests of local government.

The Rural Sector Group meets twice annually, usually, but not always, in Wellington.

Mayoral Health Taskforce

In September 1991, Council resolved to form and fund a group to be known as the Task Force on the Future of Health Services in Central Hawke's Bay. Initial funding of \$15,000 was provided by Council. At that time the primary objective was to ensure the retention of facilities in Central Hawke's Bay following the closure of the old Waipukurau Hospital.

The entity was subsequently renamed the Mayoral Health Taskforce and focuses on the availability of Health Services in Central Hawke's Bay.

Council is represented on the taskforce by the Mayor.

Mayor's Taskforce for Jobs

Central Hawke's Bay District Council is a member of the Mayor's Taskforce for Jobs. The goal of the Taskforce is to try to ensure that all young people under 25 years are engaged in appropriate education, training, work or other activities that contribute to their long term economic independence and well being.

Council is represented on the Taskforce by the Mayor.

Porangahau Environmental Management Team

The Porangahau Environmental Management Team is a team set up to look at the treatment and disposal of wastewater for the Porangahau and Te Paerahi townships.

The consent requirements state that –

The consent holder shall, in accordance with the agreement entitled "Finding a solution to wastewater disposal at Porangahau and Te Paerahi" facilitate the establishment and provide reasonable administrative support for the Porangahau Environmental Management Team (PEMT).

The PEMT shall comprise representatives of Central Hawke's Bay District Council, including at least one senior officer, and representatives as nominated by Ngati Kere. A minimum of 1 meeting shall be arranged every 12 months, and the Regional Council shall be notified of all meeting dates.

The main task of the PEMT is to look at the effects of the discharges from the two oxidation ponds, and to report suitable alternative solutions for wastewater treatment and disposal. The condition in the consents about this function reads:

Within 30 months of the date of commencement of this consent the consent holder in accordance with the agreement entitled "Finding a solution to wastewater disposal at Porangahau and Te Paerahi" shall lodge with the (Hawke's Bay Regional) Council a report entitled "Wastewater Treatment for Porangahau and Te Paerahi - Long Term Treatment Strategy."

Regional Transportation Committee (RTC)

The RTC is a subcommittee of the Hawke's Bay Regional Council (HBRC). It has two HBRC Councillors, one is the chairman and the other who is their elected representative on the RTC and the Mayor from each of the four (4) Hawke's Bay local authorities. .

Each of the Land Transport Managers in the local authorities are a representative on the TAG (Transportation Advisory Group) who support and provide information and recommendations to and attend the RTC meetings.

The key responsibility of the RTC is to coordinate, discuss and prioritise the land transport projects and direction at a regional level before they are submitted to HBRC for approval and submission to the NZ Transport Agency (NZTA) for inclusion in the National Land Transport Program (NLTP) at a national level.

Ruataniwha Plains Water Storage Scheme**Stakeholders Group**

Access to fresh water for irrigation purposes within the Ruataniwha basin both from surface water and ground water sources is increasingly constrained with surface water resources being fully allocated and substantial uncertainty over whether ground water will or will not be available.

The Hawke's Bay Regional Council, together with the Ministry of Agriculture and Forestry have committed funds for a feasibility study of water storage potential in the Ruataniwha Basin and have identified the need for a stakeholder group to –

1. Share information.
2. Enable open discussion and consultation to take place.
3. Help develop community views and expectations on water management for all the various uses in the upper Tukituki catchment, specifically on the Ruataniwha Plains, in a collaborative way.
4. Assist in identifying values of water to the whole community.
5. Coordinate more effective stakeholder input into water management decision-making processes for the Plains.
6. Advise the Hawke's Bay Regional Council and Water Storage Leadership Group of jointly agreed findings and thereby provide input into decision-making processes.
7. Communicate project progress and milestones with key stakeholders including the Hawke's Bay Regional Council, the proposed project stakeholder group, affected landowners and the Central Hawke's Bay Community, and media, as appropriate and through the Chair, with Hawke's Bay Regional Council staff support,

The composition of the stakeholder group includes –

An independent chair

Representatives from:

- Fish and Game
- Forest and Bird
- Department of Conservation
- Iwi
- Water Users
- Central Hawke's Bay District Council
- Potentially affected landowners
- Tukituki Liaison Group
- Other Interested and Affected Parties and the media.

Te Aute Drainage Scheme

Council collects rates from Drainage Scheme members to fund the operations of the Scheme. The level of rates required is set each year at an Annual General Meeting. Payments are made by Council against authorised expenditure – which will be tabled for ratification by scheme members at the following Annual General Meeting.

Council appoints a Councillor who attends the Annual General Meeting.

Tenders Board

Refer to: 7.21 Tendering Policy.

Waipawa Building Society Trust

Refer to: 1.16 Waipawa Building Society Trust Fund Policy.

Other Council Involvement

There are a number of organisations where Council hold and dispense their funds, but where Central Hawke's Bay District Council has no active involvement with the day to day management of that organisation. However because of the benefit that the community receive from their activities, it is appropriate that Council provide administrative support.

These include:

Aramoana Environmental and Education Charitable Trust

Council has no direct involvement with the above Trust – however the Trust has undertaken to fund and implement Council's adopted Reserve Management Plan for the Ouepoto Reserve at Aramoana.

Business Hawke's Bay

The CHBDC Economic Development Coordinator sits as a member on the Business Hawke's Bay Advisory Group.

CHB Settlers Museum

Central Hawke's Bay District Council holds funds on behalf of the CHB Settlers Museum and undertakes its accounting functions. Receipt and payment of authorized expenditure is made by Central Hawke's Bay District Council on behalf of the CHB Settlers Museum committee. This includes preparation of GST returns and year-end financial reports.

A Memorandum of Understanding between Council and the CHB Settlers Museum establishes the relationship between the respective parties.

Eastern and Central Reading Encouragement Network (E C Read'n)

Central Hawke's Bay District Council is the fund holding Council for the E C Read'n program funded annually by the Eastern and Central Community Trust. Receipt and payment of funds are made by Central Hawke's Bay District Council on behalf of the E C Read'n organising committee and the 23 public libraries in the Central and Eastern part of the North Island. This includes preparation of GST returns and year-end financial reports.

A Memorandum of Understanding between Council and the Eastern and Central Community Trust establishes the relationship between the respective parties.

Friends of the Central Hawke's Bay Library Incorporated

The Society is registered as a charitable entity with the Charities Commission and its primary objective is to actively help, promote and support the CHB Library, including the organising of fundraising projects. Funds raised provide resources which enhance library services to the Community.

Howard Estate Advisory Board

Smedley Station and Cadet Training Farm.

The original block of land was owned by the Howard Family. At the time of death the will specified that a Trust be formed to establish a farm cadet training centre which would use the original block of land and prevent it from reverting back to scrub, to farm the land and train farm cadets. The trust formation structure and representation was specified in the original will and has been administered by the Public Trust since its inception. The Public Trust was appointed to run the Smedley Station and Cadet Training Farm by an Act of Parliament.

The Trust comprises of six board members of which this Council collectively along with Tararua District Council, Waiora District Council, Dannevirke Chamber of Commerce, Waipawa Chamber of Commerce and CHB Promotions all have the ability to nominate one representative on this advisory board. The six representative represent A&P Society, School Trustee Association, Federated Farmers, Smedley Cadet Training Farm Old Boy's Association, and Napier/Hastings Chamber of Commerce. No financial support is provided by this Council. The performance of the organisation is monitored by the Public Trust.

The current combined Council representative to the board is Hugh Pearse.

Maori Consultative Representative

The Maori Consultative Representative attends council workshops and meetings. Te Taiwhenua O Tamatea appointment the representative for this position.

Te Aute Koiri Reserve

Council provides Treasury Administrative support to the Te Aute College 150th celebration organisation committee.

Funds are disbursed based on instructions from that committee (or its successor).

Waipukurau Community Marae Committee

Council holds Building Trust funds belonging to the Marae Committee and makes payments on its behalf. Building activities are currently inactive – but a Memorandum of Understanding covering Council's responsibilities will be prepared should this change.

Waipawa Municipal Theatre Society Incorporated

The Society is registered with the Charities Commission as a charitable entity. Its main purpose is to fundraise for the Waipawa Municipal Theatre.

Council provides Treasury Administrative support to the Society who make donations to Council to fund the refurbishment and upgrade of the Council owned Municipal Theatre building.



COMMUNITY FUNDING POLICY

INTRODUCTION

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

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

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

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

PURPOSE

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

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

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

GRANTS FUNDED BY COUNCIL UNDER THIS POLICY

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

- Community Voluntary Organisation Support Fund (CVOS)
- Community Pride & Vibrancy Fund

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

COMMUNITY VOLUNTARY ORGANISATION SUPPORT FUND (CVOS)

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

The Assessment Committee consists of three Councillors and three members of the public, assisted by the Community Development Co-ordinator, who co-ordinates the annual CVOS applications. The three public members of the Assessment Committee are appointed by resolution of Elected Council, following the triennial election and these appointments will be reported to Council for confirmation.

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

CATEGORY ONE

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

Applications must meet the following criteria:

- Community organisations must be domiciled in Central Hawke's Bay and be a voluntary non-profit organisation serving wholly or mainly residents of Central Hawke's Bay.
- The application should be able to demonstrate that the project is in response to a significant need in the community and can clearly link to the outcomes of Project THRIVE.
- The group should receive a wide measure of support from their community.
- The level of funding available from other agencies, including fund-raising, will be taken into account when assessing the project
- The project should wholly or mainly benefit residents of Central Hawke's Bay.
- The level of funding available from other agencies will be taken into account when assessing the project, as will the contribution being made by the applicant.
- Projects that are eligible for or have received funding from other agencies may be considered for funding from CVOS. Priority however will be given to projects that are unable to source funding from elsewhere.
- Applicants that have received funding from CVOS previously for the same project are not eligible for funding.
- Grants made for Category One projects will not exceed 75% of the total cost of the individual project.
- Projects will be prioritised and the level of funding granted will be based on this.
- The Assessment Committee is allowed the flexibility to allocate excess funds from Category One to Category Two in those years when there is insufficient successful applicants to receive grants from Category One.
- There must be evidence of the long-term sustainability of the project.
- Applicants must provide evidence of the organisation's management of finances (bank statements etc) with the application for funding.

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

CATEGORY TWO

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

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

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

Costs which are ineligible include the following:

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

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

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

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

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

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

APPLICATION PROCESS

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

COMMUNITY PRIDE & VIBRANCY FUND

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

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

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

FUNDING AVAILABILITY

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

The funds available each financial year are:

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

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

ELIGIBILITY

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

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

other project before they can make another application, unless the other project is still in progress

- Funds of over \$1,000 will only be granted to formalised Incorporated or Charitable bodies.

APPLICATION PROCESS

- Applications to the fund are open and encouraged throughout the year and are only limited by the funding available.
- Applicants must complete the application form and provide supporting documentation.
- Applications under \$500 will be assessed and approved by the Community Development committee Chair and Deputy Chair, and reported back to the Community Development Committee.
- Applications over \$500 will be assessed and approved by the full Community Development Committee, received and co-ordinated by the Community Development Co-ordinator.
- Applicants will be notified in writing as to the outcome of their application.
- All applicants must provide a report on the project to Council. Failure to do this could negate future council funding requests from the applicant.

CREATIVE COMMUNITIES SCHEME

The Creative Communities Scheme (CCS) provides funding to communities so New Zealanders can be involved in local arts activities. Creative New Zealand works with Central Hawke's Bay District council to deliver the scheme.

ELIGIBILITY

The Applicant:

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

The proposed project or proposal:

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

APPLICATION PROCESS

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

RURAL TRAVEL FUND

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

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

ELIGIBILITY

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

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

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

APPLICATION PROCESS

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

8.5 COUNCILMARK REPORT

File Number: COU1-1400

Author: Lisa Harrison, Organisation Transformation Manager

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. CouncilMark Assessment Report

PPURPOSE

The purpose of this report is for Council to formally receive the CouncilMARK Assessment Report dated the 30 October 2018.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

DISCUSSION

CouncilMARK is a programme run by Local Government New Zealand to improve the public's knowledge of the work councils are doing in their communities and to support individual councils to further improve the service and value they provide.

This year, Central Hawke's Bay District Council participated in the assessment process to be given a rating of our performance, alongside other councils throughout New Zealand.

Attached is the assessment report, which outlines the organisation's rating from this process and specific learnings for the organisation to consider.

FINANCIAL AND RESOURCING IMPLICATIONS

This report does not present any financial implications or resourcing implications.

IMPLICATIONS ASSESSMENT

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

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

RECOMMENDATION

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

WE ARE.

Making our
communities better

**Council
MARK™
BB**

Central Hawke's Bay District

Independent assessment report | October 2018*

An independent assessment report issued by the Independent Assessment Board for the CouncilMARK™ local government excellence programme. For more information, visit www.councilmark.co.nz

 **CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

 **Council
MARK**

A measure
for better
community value.

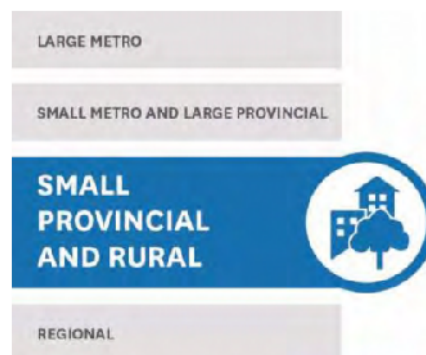
*Assessment August 2018

Assessment Summary

AT A GLANCE



Central Hawke's Bay is a largely rural region in which conservative values, strong ties to the land and an increasing commitment to sustainable development are prevalent.



The current situation

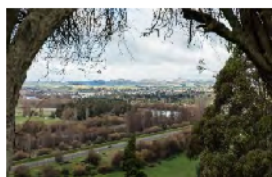
Central Hawke's Bay District Council serves the residents of Waipukurau and Waipawa, numerous smaller settlements, and a large rural community. Relationships with residents, ratepayers, business, Māori and other stakeholders are strong. Council is now highly responsive to community needs and expectations are high. Balancing of priorities and courageous decisions will be required if expectations are to be met and goodwill maintained.

The Council is emerging from a period of poor performance and underinvestment in infrastructure. A new mayor and six new councillors were elected in 2016. A new chief executive was then appointed, and a new executive leadership team followed. After considerable consultation, Council embarked on a major transformation. A clear sense of vision is apparent and priorities have been identified.

Some 22 per cent of the district's population identify as Māori, with Ngāti Kahungunu the dominant iwi. Council and Māori display a genuine intent to engage for the betterment of all.

Period of assessment

The assessment took place on 30 and 31 August 2018.



\$472m
GROSS DOMESTIC
PRODUCT

SERVES

12,717

PEOPLE, A MIX OF
84.1% EUROPEAN/PĀKEHĀ
22.2% MĀORI
2.3% PASIFIKA
1.4% ASIAN



POPULATION TREND
DECLINE/STABLE

MAKES UP

1.2%

OF NEW ZEALAND'S TOTAL LAND AREA
REPRESENTING CENTRAL HAWKE'S BAY
DISTRICT, THE AREA FROM PUKEHOU
IN THE NORTH TO TAKAPAU IN THE
SOUTH, AND FROM THE WESTERN
RUAHINE RANGE TO THE PACIFIC
COAST IN THE EAST. AN AREA OF:

3,332 km²

RESPONSIBLE FOR

1,264km

ROADS



Key learnings

The council is working hard to provide effective leadership after a long period of underinvestment and poor practices and behaviours. The new Mayor and Chief Executive enjoy high levels of support. A remedial work programme is in place, alongside an increasingly comprehensive strategy to deliver a well-articulated district vision. However, expectations are now very high, and will need to be actively managed. Council, both elected members and senior employees are likely to be open to criticism should delivery fall short:

- The recently-appointed Chief Executive has assembled a capable Executive Leadership Team to deliver core and community services, and necessary infrastructure projects.
- The Mayor, elected members and staff are working well as a team, and are highly committed to delivering on what is demonstrably an ambitious transformation programme.
- Community engagement and support for the Council and the new vision, is exemplary.
- Relationships with Maori are good. The Council and Maori are committed to working together to achieve mutually-beneficial outcomes.

Assessment Summary

continued...

OVERVIEW

Central Hawke's Bay District Council is emerging from a period of under investment and low levels of trust both within Council and with the community. However, the new leadership in place (the Mayor was elected in 2016, and the Chief Executive appointed in 2017) has seen the Council become highly responsive to current and emerging community needs. Community expectations are now very high, and early improvements are becoming apparent.

RATING



Findings



CENTRAL HAWKE'S BAY DISTRICT COUNCIL HAS TURNED A CORNER.

The new Mayor and Councillors are working well together, and with the Chief Executive and Council staff. A strong understanding of community needs is apparent, and a remedial work programme has been initiated.



STRONG EMPHASIS ON INFRASTRUCTURE INVESTMENT.

However, projections are ambitious and are likely to place a strain on rates and affordability. Careful financial management is crucial if desired outcomes are to be achieved.



EXEMPLARY COMMUNITY ENGAGEMENT

The enthusiasm and humility through which the Mayor and Chief Executive have engaged with the broader community is praiseworthy.

Commonly used terms

Term	Definition
Asset Management Plan	A tactical plan for managing a council's infrastructure and other assets to deliver an agreed standard of service.
Infrastructure	Local and regional roads, pathways and cycleways, drinking water, wastewater and stormwater assets, sports and recreation facilities (parks, sportsgrounds, green spaces etc...), community and tourism facilities (playgrounds, public toilets, libraries, museums, galleries and public art etc...), town centres, and other facilities.
Local Government Act 2002 (LGA 2002)	The legislative Act that provides a framework and powers for councils to decide which activities they undertake and the manner in which they will undertake them.
Long Term Plan	The document required under the LGA 2002 that sets out a council's priorities in the medium to long-term.



Governance, leadership and strategy	Financial decision-making and transparency	Service delivery and asset management	Communicating and engaging with the public and business
Better than competent	Variable	Areas for improvement	Performing well

STRENGTHS

The Council's reputation has been reinvigorated under the leadership of the Mayor and a supportive Council and Chief Executive.

Council has a very clear sense of purpose and direction, and now enjoys strong community support as a result of a 'best in class' engagement process.

The Mayor and Chief Executive are providing strong, inclusive leadership and know that their respective roles are different.

Widespread agreement is apparent within the community at large that the Council is heading in a direction agreed to by all.

AREAS OF IMPROVEMENT

Key infrastructure is not performing to community expectations, notably the two urban waste water treatment plants.

Courageous leadership will be required to secure funding and to maintain community support for necessary infrastructure upgrades.

Further development of the Council's relationship with Māori is encouraged, in pursuit of mutually beneficial outcomes in relation to both natural resources and the community.

Leading locally

Governance, leadership and strategy

Council has embarked on a transformational programme since the last local body election. Strong, inclusive leadership is in place. Relationships with the community and other stakeholders are largely positive.

Priority grading

Better than competent

< The Council has established a strong vision for the district, and a high level of commitment to serve the community and its interests is apparent. >

Setting the direction for the community

Following a period of underinvestment and low trust, Central Hawke's Bay District Council has embarked on a major transformation. Wholesale change at the last local body election has resulted in a strong focus on transparency, organisational culture, communication and leadership.

A new vision, THRIVE, was established in 2017 following intensive community consultation. The consultation revealed seven themes sought after to make Central Hawke's Bay a thriving district, namely: a proud district; a prosperous district; strong communities; connected citizens; smart growth; environmental responsibility; and durable infrastructure. These have been incorporated within a framework now used to assess and prioritise initiatives and ideas. The first full use of the framework was during the Long Term Plan 2018–2028 development, the result of which was a coherent set of projects and priorities.

Fresh leadership

A new Chief Executive was appointed in 2017 following the retirement of the incumbent. Stated objectives of the incoming appointee included providing strong and effective leadership;

leading the implementation of a new culture; and making progress on the priorities that emerged during the intensive community consultation.

An early priority for the new Chief Executive was to assess the capability of the Executive Leadership Team (ELT). Several changes were deemed necessary to deliver on what is demonstrably an ambitious work programme required to meet community expectations. The result is a strong, confident and united ELT, which is also acutely aware of its comparative inexperience.

The elected members and ELT display high levels of confidence in each other, and the Mayor commands high respect. A broad mix of experience and complementary competencies is apparent amongst elected members - from real wisdom on one hand to well-intentioned inexperience on the other. Several elected members have taken up professional development opportunities. Further governance training, for the elected members as a group, is likely to be beneficial to group effectiveness and decision-making quality.

Balancing ambition and effectiveness

Considerable ambition is apparent amongst elected members and Council staff as they respond to the mandate for change provided through the electoral process. That leaders have responded—boldly—has raised expectations within the Council and in the community, to very high levels. Consequently, careful management will be required, including wisdom amongst the elected members to ensure ambition is tempered with reality and so commitments are fulfilled both cost-effectively and in a timely manner.

Effective working relationships

Working relationships between the new Mayor and elected members, and between the Mayor and Chief Executive are demonstrably strong. The Mayor and Chief Executive are clearly visible in the community and they regularly attend events together.

The Mayor and Chief Executive meet formally and informally, in private and in public. Together, they provide a united and

compelling face of an organisation committed to serving the local community and beyond. They also meet on a weekly basis, to review progress, discuss priorities for the week ahead and explore strategic matters. A well-defined performance management agreement is in place, with clear goals and accountability measures.

Health and safety

The Council displays a solid commitment to the safety and well-being of staff, contractors, stakeholders and visitors. A comprehensive health and safety policy is in place, with formal quarterly reporting. However, no external audit or review has been completed, and detailed documentation is relatively weak.

Discussions with third-tier managers revealed some sensitivity to the rate at which change is occurring within the organisation, as the transformational change programme is pursued. However, this did not extend to criticism of the need for change. Mid-level managers are very supportive of the new Chief Executive and ELT. Further clarity around expectations and delegations would be useful to ensure third-tier managers are appropriately empowered and equipped for success.

Managing the organisation

The new Chief Executive is providing strong leadership. A major organisational restructure is being finalised to align capability with both THRIVE and Long-Term Plan priorities. The Council reports little, if any, problem attracting suitable staff, most probably because the Chief Executive assigns responsibility and resources with transparent expectations.

The Chief Executive creates agendas based on clear committee work programmes in consultation with the Mayor and Chairs. Requests for reports and workshops are inserted into the agenda programme in a timely and transparent way.

Strengthening risk management

The Council's Audit and Risk Committee (ARC), a subset of the full Council, meets every six weeks. While no external member sits on the ARC, the stated intention is to consider an independent member once a more comprehensive skills assessment of the members is completed.

The ELT is improving the quality of reporting to the ARC, so that they have a more strategic view of risk rather than just an operational view.

Information flows

Councillors meet regularly in accordance with a published schedule. A risk-based approach to reporting is used, and

disclosures by officers is remarkably transparent. Problems are declared without fear or apprehension.

Council has recently embraced a new reporting template, as a result of learning from a visit with another Council. The workshop mechanism is used judiciously, to ensure elected members are appropriately informed ahead of chamber debates and decision-making processes that follow.

Strengths

Central Hawke's Bay has a very clear sense of direction and purpose.

Strong community support (of the Council and for the change programme) is apparent, as a result of exemplary engagement processes.

Projects and initiatives are explicitly assessed against a framework to test alignment with the agreed vision

Both elected members and the ELT display high levels of awareness that community expectations are high, and that sustaining the pace of change will require careful management of resources and the continued support of staff.

Areas for improvement

Further professional development of the elected members as a group, especially in accepting collective responsibility for decisions.

Reporting improvements to provide a more comprehensive view of what is being achieved and what needs to happen.

Further development of risk reporting, to provide a more strategic view of risk.

Currently, no assessment or evaluation system is in place to evaluate the capability and effectiveness of elected members.

Investing money well

Financial decision-making and transparency

The Council has had a long history of austerity and careful financial management. However, this has resulted in underinvestment in some core service areas. Also, some important decisions were not supported by robust financial analysis and justification.

Priority grading

Variable

< The Council is managing its finances reasonably well, with low levels of debt. However, the community has expressed a willingness to pay for higher service levels. >

Financial strategy

The Council's financial strategy is well articulated, and its priorities are now clearly documented.

Currently, the Council has relatively low levels of debt. However, this situation will come under pressure in conjunction with the #bigwaterstory and various investments in infrastructure, such as new wastewater treatment plants.

Further, population growth and affordability assumptions may not be robust and may not be relevant at a local level. A more robust testing of key assumptions would be helpful, to ensure the foundation upon which the financial strategy is formed is sound.

Financial data

Considerable improvements in financial reporting have been implemented over the past 12 to 18 months. Reporting is now observed to be sound.

Management reporting to the ELT is provided monthly. Reporting to the Council's financial and planning committee occurs quarterly. The extent of change amongst both elected members and ELT means institutional knowledge is relatively light. This observation is tempered by high competencies amongst the ELT.

Reporting to residents is a little obtuse at present. For example, actual performance against budget is somewhat difficult to assess. This has been identified as a work-on that needs to be remedied with some urgency, producing a dilemma of where to direct limited resource.

Risk and control function

Historically, contracting and procurement decisions have been made with little evidence-based justification. This is now being remedied, and with considerable urgency. A Procurement and Contract Management Framework is being developed, using 'best practice' guidance, such as that published by the OAG and MBIE. Implementation of what promises to be an innovative contracting and procurement policy is expected to deliver considerable operational and strategic benefits.

The risk and control functions are being reviewed and refined, as current documentation is either out of date or incomplete. As the reviews proceed, the level of understanding of both operational processes and of the state of assets is expected to continue to grow. Further improvements are expected once a more comprehensive review of strategic risks is complete.

Council is under no illusions that considerable work is needed to deliver the quality of reporting and operational documentation that is required. Once in place, this documentation should enable more informed decision-making and provide reliable assessments of actual performance.

Council's commitment to engagement and the tenet of collective responsibility, in relation to risk and control in particular, is laudable.

Financial position of council and transparency

Heightened expectations have emerged over the last 12 months, fuelled by several key initiatives, perhaps most notably the #bigwaterstory. The community has accepted the need for investment in infrastructure and has given a mandate to council to deliver. Priorities are documented in the Long-Term Plan. However, careful management will be required because the scheduled investment in infrastructure over the next ten years will place considerable financial demands on ratepayers.

Financial and management accounting practices seem to be sound, with adequate staffing in place. This is a somewhat surprising finding given the reported concern that prevailed in the past. It suggests considerable effort has been expended to address immediate gaps in knowledge and reporting.

The elected members are capable of making sensible and rational decisions in the best interests of, the community.

Awareness of the need to communicate effectively with the community is high. The Council's response, especially in terms of transparency, has been continues to be exemplary.

Depreciation of assets has not been appropriately accounted for in the past, creating an additional challenge to be managed. Considerable effort has been applied to update the asset register and asset use and deterioration are now beginning to be accounted for correctly. However, the gap between assumed asset productivity and actual performance continues to be a problem.

Council needs to reach a shared understanding with the community of what 'value for money' actually means.

Strengths

Council's commitment to improving the quality of financial reporting, both to elected members and the wider community is very high.

The Procurement and Contract Management Framework (under development) should result in higher quality investment decisions, and expedite reliable verification of project and services outcomes.

Council (both ELT and elected members) display a strong commitment to courageous decision-making, without fear or favour, especially in relation to asset renewals and replacement of core infrastructure.

Areas for improvement

Gaps are apparent between the assumed productivity of assets and the actual asset performance achieved.

A more rigorous treatment of depreciation is required, to ensure adequate provisions for renewals in the future.

The Council should develop a finance strategy specifically for major infrastructure spend.

Council should consider appointing an external member to the Audit and Risk Committee.

Delivering what's important

Service delivery and asset management

The Council's delivery of core infrastructure services to meet community expectations of performance has been compromised by inadequate investment in the past. Considerable remedial activity is now underway, and a prioritised action plan is being developed.

Priority grading

Areas for Improvement

< Central Hawke's Bay District Council is facing several immediate infrastructure challenges, which are being addressed proactively. >

Aligning services with strategy

The Council is recovering from a period of significant underinvestment in infrastructure management and maintenance, weak processes and inadequate documentation.

The Council's infrastructure strategy is weak, and some asset classes are not supported by appropriate asset management plans. However, Council's awareness of this gap, its willingness to share, explain and discuss the gap, and its commitment to address it, is remarkably high and transparent.

While big challenges lie ahead, especially to prioritise and fund maintenance and renewals, a sound plan of action to redress the documentation and process gaps by 2020 is in place. Early indications suggest that the Council's commitment to explicitly link work programmes and asset management plans with overall vision and strategic priorities is sound. However, the fully prioritised programme of work is yet to be fully established.

Monitoring and assessing service levels

Service levels are set in conjunction with the community via an exemplary resident's survey (run for the first time in 2018) and an intensive consultation process. The results provide a comprehensive representation of community desires and

preferences. These have been analysed, prioritised and incorporated in the Long-Term Plan.

Community stakeholders have expressed strong support for the Council's commitment to change and deliver on considerably improved service levels. But such support is not blind; stakeholders are very aware that change of the scale faced by Central Hawke's Bay District Council is not without risk.

Elected members are similarly cognisant of the risks and challenges that lie ahead. A series of decisive actions have been taken already. Council will need to be vigilant to ensure expected benefits are actually delivered.

An extensive communications programme will be required to maintain community support, because it will simply not be possible to do everything without vastly increasing the financial demands on the rating base.

Service delivery

One Section 17a review has been completed in the current triennium. More are scheduled, to a managed timetable and as funding allows. Findings are being assessed and implemented as reviews are completed.

Drinking water quality is assured through the use of multiple barriers. High levels of awareness are apparent following the system failure in Havelock North, and the Council is well informed directly, and from the Hastings District Council and Hawke's Bay Regional Council.

Careful management of the local water resource is a notable concern, more so since the Ruataniwha Dam decision (the Supreme Court decision to disallow a dam for water storage purposes) and the flow-on economic and social impacts such as the prospect of declining GDP per capita (in relative terms) have been recognised.

Council has experienced major failures in its urban wastewater treatment plants, in Waipukurau and Waipawa. A complete review of both plants has been commissioned, and it is likely that a significant investment will be required for urgently required remediation. Considerable consultation will be required, to secure

support for what is expected to be a \$34M investment. It is noted that earlier efforts at remediation achieved

The single largest problem facing the region's roads for which the Council is responsible, is heavy vehicle usage, specifically logging on gravel roads and overbridges not rated for maximum loadings. The possibility of developing an inland railhead at Dannevirke may provide a mitigation. However, if the cost of the rail option proves to be prohibitive, then district roads will need to bear the burden of the already mounting 'wall of wood'. The decommissioning of SH52 provides a tacit understanding of the implications of failure; unsurmountable costs that are unlikely to ever be addressed.

Capability and capacity

Council reports little, if any, difficulty recruiting staff to fill vacancies, including those in specialist roles. That several recent appointees are returning to the district since the last local body election is indicative of increased confidence in the Council as a great place to work, and the vision and leadership of the Chief Executive and ELT.

Considerable effort has been expended by the Chief Executive and ELT to inculcate the vision, and help staff embrace the new THRIVE culture. But while staff morale is reported to be lifting, some mid-tier staff appear to be disenfranchised by the rate of change and the implicit expectation to accept greater responsibility and the need for initiative. The rapid change to a performance driven culture could also challenge others.

Council appears to have suffered from weak systems in recent years, notably in IT and information management. These systems are now being addressed in a structured and orderly manner.

While Council is not burdened with significant community services, those it does provide, notably the library and urban recreational areas are well frequented. The interface between the library and local community groups was observed to be both well managed and a source of civic pride.

Compliance with regulatory requirements

Council's regulatory practices are dependent on the good will and institutional knowledge of long-standing staff. There has been a considerable enhancement of compliance performance and service delivery over the last 18 months that has attracted praise from a wide range of stakeholders.

Community services

Core community services are delivered within the context of Section 11a of the Local Government Act. Community needs have been elicited through a comprehensive consultation process. Consequently, Council's decisions in relation to the delivery of community services are well informed.

Several innovative projects have been initiated, including taking services to residents (usage of iPad technology within eldercare facilities, for example). Stakeholders report high levels of

satisfaction with service delivery, both in terms of core community services and more innovative ones.

Spatial planning

Council is currently undertaking a generational review of its District Plan. Funding has been appropriated and the community seems to be engaged in the process.

The emergence of both Waipawa and Waipukurau as satellite towns of Napier and Hastings (they are within commuting range and offer lifestyle options) is increasingly apparent. Careful longer-term planning will be required to meet community expectations and developer interests. Close collaboration with the Hastings District Council and Hawke's Bay Regional Council was observed.

Strengths

Council displays remarkable levels of transparency in relation to both asset performance and remedial action plans.

Community engagement in future planning is exemplary.

Delivery of regulatory services is winning plaudits across a broad constituency.

Council is formulating a structured and prioritised asset renewal programme.

Areas for improvement

Careful management will be required to ensure delivery of projects and quality of services provided meet the very high expectations.

Much of Council's infrastructure strategies and associated asset documentation is either out of date or weak.

Information technology and management systems are inadequate for the increasing needs.

Council would benefit from further analysis of emerging roading needs, especially in relation to demands from heavy vehicle use, and the development of suitable maintenance plans to ensure service level expectations are met.

Listening and responding

Communicating and engaging with the public and businesses

The Mayor's and Chief Executive's commitment to effective communications, within Council and with the community, is exemplary. There is evidence of meaningful engagement with Māori.

Priority grading

Performing well

< The Central Hawke's Bay District Council has become highly proactive in terms of engagement with the community, stakeholder groups and the general public. >

Communications strategy

Central Hawke's Bay District Council displays high levels of consultation and communication with its community. In the last twelve months alone, over 60 media releases have been distributed, the purpose of which has been to keep the community informed of various developments.

The quality and completeness of communications documentation and systems is improving. The recent residents' survey provided considerable insight into the expectations of the community. The insights from the residents' survey have informed the development of a new Community Communications and Engagement Strategy which was being finalised at the time of the assessment.

Media and digital engagement

Council officers maintain regular contact with local media to respond to enquiries and share information about Council activity. A Group Manager, Customer and Community Partnerships role has been created to provide much-needed focus and ensure the relevance and timeliness of Council communications. Council news is published in a weekly column in the local newspaper and on the website, to keep relevant issues in front of the community.

A digital enablement strategy is being prepared with the intention of moving many traditional paper-based services into an on-line environment. The temptation to 'digitise everything' is great, however, Central Hawke's Bay District appears to be striking a fair and reasonable balance with 'what works best for the community'.

Council has recognised that the on-line channels such as social media and the website provide a valuable means of communicating with residents, especially for people in remote settlements and on farms. However, the difficulty of establishing reliable internet connectivity, especially in remote areas imposes limits on what can be achieved.

Engagement with Māori

The Council is developing a robust relationship with local Māori and has identified the need to engage across the nine marae in the district, of which eight have whakapapa. Marae-level engagement is expected to lead to more effective outcomes than the more conventional model of iwi-level engagement because the aspirations and interests at marae-level are somewhat different. Both the Council and Maori are aware such engagement adds complexity and agree that priorities may take longer to emerge.

Engagement is authentic. High levels of intention are apparent, and trust is building. A Maori Consultative Representative attends all Council meetings, with appropriate speaking rights, providing a valuable conduit for information and views. A partnership document is being developed to undergird the relationship. However, matters relating to what this means in real terms and how it will be implemented across the district (given variations between marae) are still being worked through.

Engagement by Council with the general public and business

The process of re-engagement with ratepayers and the broader community began immediately after the last local body election. Attuned to the urgent need to re-establish constructive dialogue between Council (at all levels) and the broader community, a comprehensive 'listening tour' of the district was undertaken, resulting in more than 70 A1 pages of output.

An Economic Development Strategy is being developed, to provide clarity to the community about the role Council will play in relation to economic development. Proactive and coordinated engagement, including tapping into resources outside the district such as the Provincial Growth Fund exemplify the Council's strong commitment to secure additional support to fund various development initiatives. Notwithstanding this, Council is realistic about what is possible in a small community with a relatively stable population.

Strengths

Council displays a remarkable level of honesty and humility in its communications with the community it serves.

Council is actively upholding transparency with and between stakeholders and has displayed much courage to address past and current issues.

The Mayor, elected members, Chief Executive and ELT are all accessible to ratepayers and the broader constituency.

Areas for improvement

Council would benefit from an accessible and well-informed online platform through which to engage informally with stakeholders.

Council needs to recognise that its exemplary engagement process has created heightened expectations and that these now need to be managed.

The CouncilMARK™ local government excellence programme is a proprietary programme operated by Local Government New Zealand (utilising independent assessors). The rating given to a council is an independent assessment of that council's performance in certain areas, as at the time the rating was given. LGNZ does not accept any liability to any person whatsoever in relation to any rating, or the council's participation in the programme. For more information, visit www.councilmark.co.nz

8.6 USE OF THE COMMON SEAL

File Number: COU1-1400

Author: Leigh Collecutt, Governance and Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Register of the use of the CHBDC Common Seal

PURPOSE

The purpose of this report is to update Council on the recent use of the Common Seal.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

DISCUSSION

The Common Seal is the mark of the Council which is used to execute legal documents as required by various pieces of legislation and also for ceremonial purposes. It provides endorsement of an official Council document.

Although a Council resolution is required for the Seal to be affixed to a document, the delegations register specifies that -

In the case of a document of a routine nature, and/or a document which is urgent, the Seal may be affixed to such documents and such action reported to Council for a confirmation resolution.

The seal is held by the Chief Executive who is responsible for its use.

The Common Seal is affixed to any document that is required to be executed under the Seal, including:

- Warrants to enter private land on behalf of the Council made under the Resource Management Act, the Biosecurity Act, the Building Act, Local Government Act 1974 or the Local Government Act 2002;
- When executing any Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002;
- Regional policy statements and regional and district plans prepared under the Resource Management Act;
- Central Hawke's Bay District Council – Delegations Register May 2018 Page 9
- Bylaws prepared under the Local Government Act 2002 or other relevant statutes;
- Any documents (e.g. covenants, caveats, or consent notices) which otherwise require the use of the Council's Common Seal with the exception of "Deeds".
- In relation to executing any Deed, the authority to impress on any document the Common Seal of the Council is delegated to the Mayor or in his absence Deputy Mayor, and any one councillor by virtue of section 9 of the Property Law Act 2007 (two signatures required).

The Register detailing the Use of the Common Seal is attached.

FINANCIAL AND RESOURCING IMPLICATIONS

There are no financial or resourcing implications to consider when affixing the seal.

IMPLICATIONS ASSESSMENT

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

- Council staff have delegated authority for any decisions made;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- 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 use the seal in accordance with the delegations register and report its use to Council on a six monthly basis.

RECOMMENDATION

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



Use of the Common Seal of the Central Hawke's Bay District Council

2018

Number	Date	Used on	To Whom
18/01	8-Feb-18	Warrant of Authority	BCA Lead - Murray Lougher
18/02	8-Feb-18	Warrant of Authority	Snr Consent Planner - James Minehan
18/03	8-Feb-18	Warrant of Authority	Animal Control Officer - Karen Mooney
18/04	8-Feb-18	Warrant of Authority	Grp Mgr CID - Joshua Lloyd
18/05	27-Feb-18	ANZ - Amendment to Master Mandate	
18/06	20-Mar-18	ANZ - Amendment to Master Mandate	
18/07	26-Mar-18	Warrant of Authority	Grp Mgr CCP - Doug Tate
18/08	26-Mar-18	Warrant of Authority	Customer & Consents Lead - Alison Francis
18/09	26-Mar-18	Warrant of Authority	Building Consent Officer - Nigel Moore
18/10	26-Mar-18	Warrant of Authority	Building Consent Officer - Duncan Renner
18/11	26-Mar-18	Warrant of Authority	Building Consent Officer - Ben Swinburne
18/12	26-Mar-18	Warrant of Authority	Building Consent Officer - John Carter
18/13	10-Apr-18	Warrant of Authority	Building Consent Officer - Samuel Hayward
18/14	17-Apr-18	Warrant of Authority	Liquor Licensing Inspector - Mala Bishop
18/15	17-Apr-18	Warrant of Authority	Senior Consent Planner - Amber Lebioda
18/16	17-Oct-18	Warrant of Authority	Grp Mgr CCP - Doug Tate
18/17	17-Oct-18	Warrant of Authority	Customer Relationships & Experience Mgr - Gina McGrath
18/18	31-Oct-18	Warrant of Authority	Chief Executive - Monique Davidson
18/19	31-Oct-18	Warrant of Authority	Grp Mgr CID - Joshua Lloyd
18/20	31-Oct-18	Warrant of Authority	Customer & Consents Manager - Alison Francis
18/21	31-Oct-18	Warrant of Authority	Solid Waste Manager - Harry Robinson
18/22	31-Oct-18	Warrant of Authority	Land Transport Manager - Shawn McKinley
18/23	31-Oct-18	Warrant of Authority	3 Waters Programme Mgr - Darren de Klerk
18/24	31-Oct-18	Warrant of Authority	3 Waters Operations Manager - Karen Bothwell
18/25	31-Oct-18	Warrant of Authority	Asset Strategy Manager - Peter Eastwood
18/26	31-Oct-18	Warrant of Authority	3 Waters Project Engineer - Shane Kingston
18/27	31-Oct-18	Warrant of Authority	Environmental Health Officer - Mala Bishop
18/28	31-Oct-18	Warrant of Authority	Chief Liquor Licensing Inspector - Mala Bishop
18/29	31-Oct-18	Warrant of Authority	Solid Waste Officer - Themba Ncomanzi
18/30	31-Oct-18	Warrant of Authority	Animal Services Officer - Karen Mooney
18/31	31-Oct-18	Warrant of Authority	Consents Support Officer - Rachael Stanbra
18/32	31-Oct-18	Warrant of Authority	Building Consent Lead - Murray Lougher
18/33	31-Oct-18	Warrant of Authority	Senior Building Consent Officer - Duncan Renner
18/34	31-Oct-18	Warrant of Authority	Building Consent Officer - Ben Swinburne
18/35	31-Oct-18	Warrant of Authority	Building Consent Officer - Nigel Moore
18/36	31-Oct-18	Warrant of Authority	Building Consent Officer - John Carter
18/37	31-Oct-18	Warrant of Authority	Building Consent Officer - Samuel Hayward
18/38	31-Oct-18	Warrant of Authority	Resource Consents Planner - Brandon Baillie
18/39	31-Oct-18	Warrant of Authority	Land Transport Officer - Elle Gilbert
18/40	31-Oct-18	Warrant of Authority	Land Transport Services Officer - Ross Munro
18/41	31-Oct-18	Warrant of Authority	Land Transport Contracts Manager - Brian Steed
18/42	31-Oct-18	Warrant of Authority	3 Waters Officer - Nataline van Leeuwen
18/43	9-Nov-18	ANZ - Amendment to Master Mandate	
18/44	20-Nov-18	Warrant of Authority	Infrastructure Engineering Cadet - Gareth Saxby
18/45	20-Nov-18	Warrant of Authority	Deputy Electoral Officer - Leigh Collicutt
18/46	26-Nov-18	Warrant of Authority	Places & Open Spaces Officer - Ben Hunt

9 CHIEF EXECUTIVE REPORT**9.1 CHIEF EXECUTIVE REPORT - SIX WEEKLY ORGANISATION REPORT****File Number: COU1-1400****Author: Monique Davidson, Chief Executive****Authoriser: Monique Davidson, Chief Executive****Attachments:**
1. Six Weekly Organisation Report
2. Council Monitoring Report**PURPOSE**

The purpose of this report is to present to Council, the six weekly organisation report for October/November.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

DISCUSSION

This reports seeks to update Council on a number of key projects and priorities for Central Hawke's Bay District Council.

FINANCIAL AND RESOURCING IMPLICATIONS

This report does not present any financial or resourcing implications.

IMPLICATIONS ASSESSMENT

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

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

RECOMMENDATION

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



CENTRAL
HAWKE'S BAY
DISTRICT COUNCIL

Together we thrive!

Chief Executive's Report
Central Hawke's Bay District Council





**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

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

Together we thrive!

Our Strategic Direction for Central Hawke's Bay

What we know - Our DNA -



WORKING TOGETHER

Central Hawke's Bay will be stronger when we work together. Partnerships and collaboration are at the core of everything we do.



CUSTOMER EXCELLENCE

The communities we serve are our customers. They are at the heart of our decisions, interactions and communication. We'll engage with our customers to deliver value and exceed expectations.



THINKING SMARTER

We need to think smarter and better in everything we do. With a culture of innovation and continuous improvement we will add value to our communities.

What we stand for - Our Values -



Our values capture who we are and what matters most to us. They are the attitudes we embrace as individuals, teams and as a whole organisation. We are all personally responsible for acting with these in mind.

- T** TRUST – We create trust by acting with integrity.
- H** HONESTY – We do what is right even when no one is looking.
- R** RESPECT – We have respect for each other, our community and our stakeholders.
- I** INNOVATION – We find smarter ways to do things to produce improved and sustainable results.
- V** VALUING PEOPLE – We are one team, supporting each other to succeed.
- E** EXCELLENCE – We deliver exceptional results.

What we're most proud of - Our Greatest Asset -

People are our greatest asset. At Central Hawke's Bay District Council we are committed to providing a safe and great place to work that values diversity and inclusion, and develops skilled people who can lead our community to thrive.



Why we do what we do - Our Purpose -

It's our goal to create an environment that supports a thriving Central Hawke's Bay district, by providing efficient and appropriate infrastructure, services and regulatory functions.



The outcomes we want to achieve - Our Objectives -



- A proud district.
- A prosperous district.
- Strong communities.
- Connected citizens.
- Smart growth.
- Environmentally responsible.
- Durable infrastructure.

How we'll reach our outcomes - Our Focus -



- Promoting smart growth.
- Attracting and enabling business success.
- Strengthening our district and community identity.
- Protecting and promoting our unique landscape.
- Planning for tomorrow to future-proof Central Hawke's Bay.

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CHIEF EXECUTIVE REPORT

2

Overview

FROM CHIEF EXECUTIVE

KIA ORA FROM THE CHIEF EXECUTIVE

E ORA NGĀTAHI ANA – TOGETHER WE THRIVE.

On the 5th of December 2018, staff joined Councillors to celebrate the end of year and celebrate the achievements of the team. The Together we Thrive Awards celebrated those staff, teams and projects who have brought the vision of thrive alive in their work. My thanks goes to all those who have contributed towards the success of 2018.

2018 has been a massive year and there are too many highlights to choose from but amongst such rapid and transformational change, I am most proud of the continued focus we put on enhancing the customer experience, working with others to achieve our community vision and encouraging smart thinking across the organisation.

This report marks the final 6 weekly organisation report for the 2018 calendar year. This report contains a snapshot of the significant progress we are making as an organisation, and I have chosen two significant highlights to demonstrate the success of the November/December period.

Community Facilities and Infrastructure Maintenance Services Contract

In late July, Central Hawke's Bay District Council awarded a new contract for the delivery of its Community Facilities and Infrastructure Maintenance Services to a joint venture between Recreational Services Limited and Veolia.

On 1 December the Contract is took effect, with there being no risks for mobilisation flagged. A number of Veolia and Recreational Services Staff were mobilised in Central Hawke's Bay for a number of weeks prior to take over.

Strategic Contractor engagement sessions were planned for early December and will have taken place at the time of reporting.



Community communication about the new contract commenced the week before 1 December. Above is a picture of the fleet, with all Recreational Services and Veolia staff wearing Council branding on uniforms and vehicles throughout the District.

Nga Taonga o Tamatea - Te Hokinga Mai Exhibition

On Saturday 1 December the Central Hawke's Bay Early Settlers Museum Hokinga Mai exhibition opens with a dawn blessing ceremony. This special event sees the return of Taonga to Central Hawke's Bay from all over the country. To mark the opening there will be a community powhiri, followed by a free breakfast and tour of the exhibition.

As a major community funder and supporter of the Museum, Council supported the museum in the community event through publicity and organisational support of breakfast and communications. Planning included involving children from Waipawa School to create a 40m sign which was displayed adjacent to the museum for the duration of the exhibition. Each child has been given a section to paint their own matawhaiaro symbols.

This project represents yet another example of working with others to celebrate what is special about Central Hawke's Bay.



Activity

UPDATES



GOVERNANCE AND LEADERSHIP

Representation Review

The Local Electoral Act 2001 requires all councils to review their representation arrangements at least once every 6 years. Following initial discussions in September 2017, Council went out to the community for preliminary consultation, seeking open views from the community on representation for Central Hawke's Bay District.

Following this preliminary consultation, Council adopted an initial proposal on 9 August for formal consultation with the community. Consultation closed on 14 September 2018. There were four submissions with all submissions supporting the retention of eight Elected Members, elected via two wards, and the Mayor elected at-large across the district.

On the 4 October 2018 Council adopted the initial proposal as the final proposal with no amendments.

Any person who made a submission on the Council's initial proposal were entitled to lodge an appeal against the Council's decision by the 24th November.

No appeals have been received, therefore the final proposal for representation will stand for the 2019 elections.

Armistice Day

Led by Her Worship the Mayor Alex Walker, a successful Armistice Day Service was held on Sunday 11 November at 11am to remember the one-hundredth anniversary of the Armistice that ended World War 1.

For the first time ever, there was a united service to recognise our losses as a whole district. Our Field of Remembrance, in Nelly Jull Park in Waipawa, included white crosses to honour every one of 214 Central Hawke's Bay service personnel that lost their lives during World War 1 and whom we recognise on our cenotaphs around the district.

The Service was well attended with special thanks going the Ruahine Cadets and the Returned Services Association for their support in running and delivering the day.

Partnership with Maori

Council continues to progress discussions with Te Taiwhenua o Tamatea on the developing relationship and how we can work together better. The Draft Partnership Document requires some further work. It is anticipated that a further update will be provided to Elected Members in the new year.

Howard Estate Advisory Board

Following the resignation of the Rural Bodies Representative on the Howard Estate Advisory Board, the Council along with Taranaki District Council and Wairoa District Council, have worked through an expressions of interest process to appoint the Rural Bodies Representative. Expressions of interest closed on Friday 16 November. A report will come to Council with details of the new appointment.

Eric Tate Scholarship

The Eric Tate Scholarship was established in 1984 by Eric Tate, who was formerly a resident of Waipawa. The scholarship is for students who have spent most of their secondary education at Central Hawke's Bay College and who reside in the area served by the former Waipawa District High School, Ongaonga, Tikokino and Otane.

An interview process for the scholarship was overseen by Her Worship the Mayor, the Chief Executive and Lance Christiansen - Principal of CHB College.

The scholarship recipients were announced at the school's prizegiving Wednesday 28 November. The recipients for this year's scholarship are Ally Hislop and Hamish Taylor.

Waipawa Building Society Scholarship

The Waipawa Building Society Scholarship Trust was established in 1990 by the Waipawa County Permanent Building and Investment Society. As custodian trustee, the council is responsible for allocation of funds from the trust. The council is represented by Her Worship the Mayor, Councillor Ian Sharp and the Chief Executive along with representatives from the Waipawa Lions Club and the Waipukurau Rotary Club. Applications for the

scholarship were open throughout November and closed on Friday 30th November. Trustees will meet on Thursday 6th December to assess the applications received.



SOCIAL AND ECONOMIC DEVELOPMENT

Community Funding

Rural Travel Fund

Central Hawke's Bay District Council administers the Rural Travel Fund on behalf of Sport New Zealand and is designed to help subsidise travel for junior teams participating in local sport competition. The fund, which has a pool of \$9500 to distribute, is currently open for application and will close on 14 December.

Community Pride and Vibrancy Fund

The fund is currently open for applications, and these will be assessed as and when required by council's Community Development Committee.

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

One application to the fund has been made to date which Officers are currently assessing.

Community Christmas Parade and Carnival

This free festive family fun day is scheduled for Saturday 8 December beginning with the Christmas Parade from 1pm. The parade will make its way down Ruataniwha Street to Russell Park where there will be food, entertainment activities and the official prize giving, and of course father Christmas making an entrance.

2018 Spring Fling

The Spring Fling is a series of standout events which celebrate the essence of Central Hawke's Bay in Spring time. In 2018 we hosted more than thirty events over nine weeks, with a mixture of art, adventure, historic homesteads, food and wine.

We are pleased with the final results of the Spring Fling, events sold well and were largely very well attended. We have had great feedback and a really pleasing number of out of town visitors at the events. In terms of numbers:

- At least 17,000 people attended a Spring Fling event
- 75% of visitor purchasers were from outside Central Hawke's Bay

We are hosting a debrief on Thursday 6 December at 4pm at the Municipal Theatre which will wrap up the 2018 event and start our planning for the 2019 Spring Fling.

Community Wellbeing Strategy

Safer Central Hawke's Bay

No governance meeting of Safer CHB was held in this reporting period however individual workstreams have continued to regularly meet.

Safer CHB were again present at the annual CHB A & P Show with their Safe Communities Precinct. 15 coalition partners participated in the precinct promoting messages of resilience, safety and injury prevention.



Positive Ageing

No meeting has been held in this reporting period.

Youth Development

This group is currently working on scoping youth development providers in the district and providing training for those working with young people in the district.

The group is also working on a submission to the Ministry of Social Development on how best to utilise approximately \$40,000 of funding that has become available. This funding was previously invested in the community via CHB Family Services, which has now closed, and the YMCA.

CHB Disability Reference Group

Supported by the Waipawa Lions, the group held a Fun Run/Walk from Waipukurau to Waipawa, via the Tukituki trails to support Duck Day on Saturday 13th October. Numbers were small due to the weather however the group intends to run the event again, highlighting that those with disabilities can actively participate in our community.

The group also hosted Bruce Stephenson, Chair of the Waipawa & Districts Centennial Memorial Pool committee, who spoke to the group about progress on the pool. Reference Group members expressed their appreciation on being consulted in the early stages of the project so that aspects for those with disabilities can be taken into account in the design stages of the project.

A member of disability reference group currently sits on the Waipawa and Districts Centennial Memorial Pool committee.

Ministry of Housing and Urban Development Meeting

On Monday 19 November a meeting was held with the Ministry of Housing and Urban Development to work collaboratively with the Department to 'land' Central Hawke's Bay's 10 Central Government Funded houses.

A number of sites and locations were looked at, with Officers now working closely with the Ministry to land long term solutions to housing for Central Hawke's Bay as part of the Governments ambitious goal to build 10,000 homes in the next ten years.

Central Hawke's Bay Sports Awards

The Central Hawke's Bay Sports Awards were held on Friday 2 November with Mayor Alex Walker an opening speaker for the event. The event was well attended with over 400 tickets sold for this event strongly supported by the Central Hawke's Bay Community.

Regan Gough, was selected as Senior Male Sports Person of the Year with Amanda Jamieson being the Senior Female Sports person of the Year. Other highlights included Robbie Stuart being inducted into the Central Hawke's Bay Hall of Fame.

This event is a huge success for Central Hawke's Bay with special thanks to Sport Hawke's Bay for organising this event.

Economic Development Lead Role

Craig Ireson started in the role on 12 November and is working with Doug Tate on a 12-month work programme to develop an effective economic development strategy for Central Hawkes Bay, which links to regional and national strategies as well as aligning to other Central Hawke's Bay District Council strategies. The priority for the work plan is to progress the Provincial Growth Fund Applications.

Provincial Growth Fund

Work continues on applications and ongoing support work for the Provincial Growth Fund.

Central Hawke's Bay District Councils applications are focussing on the considerable foundational work that Council needs to undertake on behalf of the community and the capacity challenges we face in making applications to the fund.

Central Hawke's Bay District Council has five applications currently submitted:

- Enhancing Social Inclusion through Collaboration
- Nga Ara Tipuna - Waipukurau Pa Site Interpretation
- Supporting Central Hawke's Bay to participate in the Tukituki Water Taskforce
- Exploring central Hawke's Bay's Economic Development Opportunities
- Forestry Infrastructure Needs Assessment

Further applications are likely on the basis that these applications are successful, to progress work identified in these initial applications.

Officers continue to work closely regionally, to ensure consistency in approach, to identify opportunities for collaboration and minimising any potential duplication.

Central Hawke's Bay Tourism Co-ordinator

A new contract with Hawke's Bay Tourism has been finalised, now directly with Council.

Currently the Central Hawke's Bay Co-Ordinator role is fixed term, with the recruitment of this role into a permanent underway. This role will share their time between Council offices and the HB Tourism office in Napier.

A debrief on the 2018 Spring Fling was held on 6 December with event managers, staff and other key stakeholders at the Municipal Theatre.



Central Hawke's Bay Promotions

Council has a contract for service with Central Hawke's Bay Promotions for the delivery of the Central Hawke's Bay Visitor Information Centre and other local services. At the time of writing CHB Promotions were presenting their Annual Report to Councils Finance and Planning Committee on 29 November.

CHB Promotions held their AGM on 19 November and were unable to achieve a quorum. Their existing board intend to stand down in their entirety and there are no nominations for the board. Officers are working with the existing Board members on options for the Association, with particular note for existing staff being considered.



DRINKING WATER

Otane Alternative supply

Construction of the 6km pipe section from Otane to Waipawa to improve capacity, redundancy and security of supply is underway with the 150m section at the Otane end in progress as part of development work in the area. Tenders are being evaluated for design and procurement services for the remainder of the large build with construction to begin next year. An application has been submitted to KiwiRail for a crossing along the intended route.

Waipukurau Second Supply

Resource consent has been granted by HBRC for the drilling of test bores at three selected sites (Russel Park and two lots of private property). An MOU has been formed and will be signed by the owners of the preferred site for test bores to be drilled. The preferred location has excellent site access and favourable route for electricity and pipework. A drilling contractor has been briefed and has committed resource to drill the test bores. HBRC have also been engaged regarding the proposed reservoir site on Mangatarata Road.

Takapau & Porangahau Water Treatment Upgrades

A combined project to upgrade drinking water treatment facilities at both Porangahau and Takapau is being scoped for procurement in December 2018). Combining the projects will have significant benefit and cost savings through synergies in design and engineering. Both sites (although geographically disparate) have similar issues and require similar solutions at a similar scale. Based on early engagement with contractors (both design/engineering and construction), Officers are confident of a 2019 completion for both sites with Takapau programmed slightly ahead and Porangahau to be completed towards the end of 2019.

Pipe Renewals

Backbone infrastructure replacements form a key part of the Big Water Story and several sites have been identified for renewal in urban areas based on age and condition. 100m of pipe in Porritt Place is scheduled for replacement in December 2018 with design and procurement completed already. Four sites in Waipukurau have been identified and grouped into a single project with work scheduled to begin in March 2019.



WASTEWATER

Takapau WWTP Upgrade

HBRC have provided draft consent conditions for a 3yr extension of the Takapau WWTP resource consent from May 2018 to October 2021. The new (draft) conditions are very similar to those currently in place and would require little to no physical works. The extension in consent is to allow Officers to consider long-term solutions for Takapau including discharge to land options and has been met positively by affected residents and groups.

Waipawa Trunk Sewer Main Renewal

The project to renew 2.2km of 375mm glazed urbanware pipe that forms the gravity main from Waipawa to the Waipawa ponds is progressing on or ahead of schedule. The pipework (installed in 1910) is severely deteriorated and showing cracking, separation at joints and ingress of tree roots and water.

Officers and GHD together are designing options to the renewal of the line that will include a mixture of relining and replacement. An option of abandonment and reliance on a secondary existing rising main is also being considered.

The project is phased across two years in the BWS and expected to be completed by the end of the 2019 calendar year. 24 affected landowners have been identified as part of a preliminary stakeholder management plan.

Waipukurau and Waipawa (and Otane) WWTP Upgrade

In November, Officers supported by a consultant on the project technical team, presented to Taiwhenua to seek direction on the best means of engagement and collaboration for the project going forward. Taiwhenua have committed to providing input into the project that they see as vital for the district and that they hope will take a 100yr+ view on infrastructure requirements. The project reference group has met twice and has developed a set of criteria for evaluating options moving forward. These are aligned to a project vision statement:

“Our effluent is treated in a sustainable way that creates a resource, protects our environment and continues to do so for generations to come”

Options are currently being assessed at a high level against the criteria with some quickly being ruled out as unfeasible or not meeting minimum acceptable levels against some criteria. A press release to inform the wider public of project progress and timelines is being published in November. Greater representation is also being

sought for the project reference group with the group identifying that it lacks representation from several key demographics. Otane has formally been included in project scope with an application for resource consent extension formally lodged with the HBRC and approved in principle through discussion.



STORMWATER

Helicoil Pipe Replacements

Detailed scoping was completed in the period for a major project to replace and renew poor condition Helicoil pipe in Waupukurau. Known issues with Helicoil pipe have been investigated over the past 12 months with growing concern about the quickly deteriorating condition evidenced by several asset failures and supported by camera-based condition assessment. The scoping exercise has identified several areas in the network where Helicoil pipe requires replacement or repair and has prioritised work to begin at two locations (Jellicoe and Francis Drake Streets).

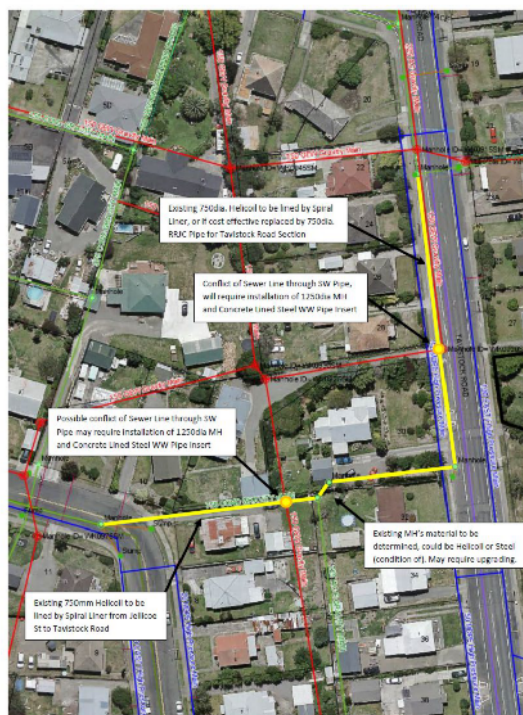
Resource Consent – High Risk Site Assessments

As part of the resource consent issued by HBRC, CHBDC must identify high risk sites as assessed against risk criteria contained in the consent. In October Stantec published a report to Council identifying and prioritising high risk network sites. Risk was graded primarily on the likelihood of sites discharging contaminants harmful to the environment and the resulting list of high risk sites contained 14 listed sites.

The list of high risk sites will inform further programmes of work including engagement with the site owners and further assessment of stormwater discharges with a focus on awareness and education.

JELlicoe STREET THROUGH TO TAVISTOCK ROAD SCOPE OF WORKS

Prepared by S Kingston Nov 2018



LAND TRANSPORT

Mobilisation of new Professional Services providers Stantec Ltd was the focus for the Land Transport function in the period. CHBDC Officers maintained a high level of involvement in the preparation of the contracts, agreed working relationships and recruitment of seconded staff.

Stantec have been instrumental in the period also in furthering the programme of work to repair the network from September storm damage. The complete programme of work has now been scoped (collaboratively with contractors) and is issued for construction in most cases. There is confidence among Council and Stantec staff that the programme of work (totalling \$4.5M) is achievable by end June 2019.



EMERGENCY MANAGEMENT

New Local Civil Defence Co-Ordinator Teresa Simcox

New local Group Co-Ordinator Teresa Simcox has now returned to work and has hit the ground running addressing a number of the corrective actions identified from an internal Audit conducted in early 2018.

Teresa is based in Central Hawke's Bay two days a week, with other staff including Jae Sutherland spending a further one to two days a week in the offices.

The initial activity for Teresa has been to review the findings of the recent capability assessment completed by the CDEM Group for CHBDC, and to start implementation of the corrective action plan. This will see the identification of Council staff for specific response roles (including training), creation of documentation to support the Emergency Operations Centre, and the development of deployable kits to enable fast set-up and establishment of the EOC during an emergency.

Work has begun to replace UPS batteries in the Omakere Repeater Site which hosts the Council's VHF network and telemetry systems, due for completion December 2018. This will ensure continuity of services in the event of power and solar failure and improve the resilience of this critical site.

A Tier One exercise has been scheduled for February 2019 for Council staff to rehearse the set-up/establishment of emergency operations in the chambers. Several training sessions will be provided to staff through Jan/Feb leading up to this to ensure confidence and back-capture any who missed the sessions earlier in 2018.

Following successful tests of the new HBRC/CDEM duty system, Teresa will be designing an activation system for Council staff within the HBCDEM Whispir system. This will allow the notification and 'activation' of key staff in an emergency via SMS and Voicemail. This is a pilot project which will use CHB as the template before rolling this out to other Councils in the region.

National Emergency Management Alert

On Sunday 25 November the National Emergency Alert System was tested for the first time on a wide scale. Council promoted this through its online and social media channels, including running an online poll to create local engagement and awareness of the testing.



RECREATION AND COMMUNITIES GROUP

Central Hawke's Bay District Libraries

The libraries of Central Hawke's Bay have been engaged in a multitude of training and changes over the last six weeks, including delivering Council services at the Waipukurau Library, training for electronic document storage and management, Kotui 'go live' and ongoing training, Pressreader, Stepping Up, Spark Jump, in-library delivery of programmes and visits to school and community groups.

Highlights for the service include:

Armistice Day presentation to Central Hawke's Bay students.

Military historian and author, Neil Frances, shared photos, artifacts and stories about our soldiers in World War One. Senior students from CHB primary schools and colleges were invited to the Waipukurau Library to enjoy this hands on presentation. Neil focused on how our soldiers spent their leisure time, which was an interesting variation on the traditional view of New Zealanders at war.

Mayor Alex also played the last post as the 80 attendees reflected on what the sacrifice of New Zealanders that served meant to them. Each student left with a gift of a commemorative Armistice Day coin.





Kōtui

Kōtui is a shared service that provides New Zealand public libraries with an affordable, efficient option to help them manage their collections, and includes leading edge functionality for library users that would otherwise have been unaffordable to many councils.

Library staff have been working through the processes necessary to facilitate the change to this new library collection management system. Training began prior to Go Live on the 22nd of November and has continued since. Over 2000 duplicate barcode items required relabelling, and collection and customer data had to be migrated from the old system.



Library users will have a more user friendly and dynamic online experience. Searching the physical and electronic collections will be easier and individuals can manage their own accounts and borrowings more effectively.

Connecting with the Community

Visits to and from community groups continued with home school and primary schools using library digital equipment and assisted by staff to create stop motion animation movies. Problem solving, digital literacy, creativity, discipline and cooperation are all skills encouraged in these sessions.

The Paul Hunter Centre has also been added to the list of 'digital experience' groups that library staff visit.

Waipawa Library hosted the finals of the Central Hawke's Bay Home School Association speech finals. Children from four to sixteen participated and the judges were impressed with the range of topics and oratory skills on display.



The Amazing Read

The Library's Summer Reading Programme. Children and teens from all over Central Hawke's Bay are encouraged to read books and share their love of reading with others. Once registered, these young readers receive a folder full of ideas and activities. They come into the libraries during the summer and check in with a librarian. They receive incentives and may attend activities and storytellers throughout the programme. At the end of the 'Amazing Read' those that complete the programme will be invited to a finale celebration where they will receive a certificate and a book personally chosen for them by a librarian.

Sue convenes this programme for over 40 libraries from around the country and all material and incentives are sorted and distributed from our Central Hawke's Bay libraries.

All of this is offered free of charge for libraries in the Eastern and Central Region thanks to funding from the Eastern and Central Community Trust.

Pressreader

Despite the frustrations of a number of technical holdups, the Pressreader service is now available to visitors to the libraries through our hotspot, and offsite to library members via their browser or the Pressreader app. It provides full and free access to over 7000 newspapers and magazines from 120 countries in over 60 languages.

PLACES AND OPEN SPACES

The focus for this activity during the period continues to remain on ensuring operational delivery of parks, property and open spaces, as we prepare for the new Community Facilities and Infrastructure Maintenance Services Contract.

The role of Places and Open Spaces Officer has now been filled with Ben Hunt starting in the role in late November. The Manager role remains vacant at this time.

With Ben now on board, the focus turns to delivery on the small renewal and capital projects for the 2018/19 year to see their successful delivery in 2019.

Opening of the Centralines Multisport Turf

The official turf opening was held on Saturday 3 November.

Despite the cooler and wetter weather some 150 people to celebrate and be the first to walk over the new turf. Acknowledgement was made of Councils financial and other in-kind contributions to the project, to see the project successfully delivered.

Already the turf is booked for hockey, netball with many other local sports showing interest in the facility.

Pictured is Mayor Alex Walker speaking at the opening ceremony.



Porangahau Hall – Memorial Plaza

This work was successfully completed in time for Armistice Day on 11 November.

The project driven by the Porangahau Community and the Hall Committee, has seen a new memorial plaza completed, which was officially opened and rededicated with a new display in the foyer to the Memorial Hall on Armistice Day.

The work was made possible with Council approving a report to redirect funding from the Longest Place Name project to this new project.

COMPLIANCE, HEALTH AND ANIMAL SERVICES

This year we have put in a significant amount of work contacting owners with un-registered dogs to ensure that they get registered. This process began with reminder letters in late August/early September and concluded with a series of phone calls and letter-drops to households. We also promoted it in the CHB Mail and social media.

At the beginning of the process we had numerous dogs unregistered, which left us at about a 94.5% registration rate, with our Long-Term Plan Key Performance Indicator being 95%. Following a proactive follow up by staff, we now have a 97.3% registration rate. Next year, we will be focussing on identifying unregistered dogs that are currently not in our system (the unknown unregistered dogs).

We have completed significant work with the RNZSPCA in drafting a new service agreement for the operation of the Council Pound. This agreement is to take us to the end of the financial year, when we will review the arrangement.



BUILDINGS AND REGULATORY

The Building Control Authority underwent the biennial audit with IANZ and MBIE from 13-16 November. Two assessors from IANZ were on site for the four days, working with the BCA, reviewing our policies, technical and quality manuals and processing systems. One of the assessors also went out on inspections with two of our Building Control Officers. Throughout the period, a number of General Non-Compliances were raised, and all were resolved before the assessors left the audit. One assessor commented that this is the first accreditation he has been involved in where all General Non-Compliances were resolved before the end. Both assessors were very

positive in their remarks towards the BCA and we await the final report which is due soon. A big thank you and commendation to the team, especially the Building Control Authority Lead, Murray Lougher. Mr Lougher worked tirelessly in the lead up to the accreditation to make sure everything was in place and was the first point of contact for the assessors. He led the team through this process and did an outstanding job.

Meanwhile, in the lead up to Christmas, the consents team is busier than ever. All officers are working hard to get through the large number of consent applications. The resource consents team are currently utilising the services of Opus Consultants, due to a vacancy for a senior planner. Recent recruitment for this role was not successful, we hope to entice someone into the role over Christmas.

Recently we have completed the recruitment of a new BCA support officer, Bridget Cover. Ms Cover is a local resident and we will be happy to have her helping out with administration for two days a week. We are currently recruiting for a TA Compliance Officer, this role will help to manage our swimming pool, Building Warrent of Fitness and Compliance Schedule inspections, amongst other things. We are hopeful to be able to recruit into this role before Christmas.

Earlier this year the Liquefaction Policy was workshopped with Council. This policy will be updated and brought to the first meeting of the Environment and Regulatory Committee next year.

Safety

AND WELLBEING

CONTRACTORS

Contractor safety pre-qualifications

Following the completion of contractor pre-qualification, six new contractors were identified requiring pre-qualification. The Safety & Wellbeing Lead is working with the applicable contract managers to obtain pre-qualification prior to engagement.

Contractor Audits

The i-Auditor App has been successfully trialled and it suited for "on the go" audits for employees working in the field. The Safety & Wellbeing Lead is creating templates which will be rolled out to employees.

The Safety and Wellbeing Lead has met with Stantec to discuss safety and wellbeing and how we can work together under the new Professional Services contract.

Hazard/Risk Register Reviews

A new Risk register has been developed for the Land Transport team, relative to the activities they undertake. Risk registers are being populated by Veolia for all 3 Waters activities, with input from the Safety and Wellbeing Lead.

Asbestos Liaison Protocol Hawke's Bay

The Safety & Wellbeing Lead has been working with WorkSafe, Safety Representatives from other Hawke's Bay Councils and the District Health Board to finalise the Asbestos Liaison Protocol for Hawke's Bay.

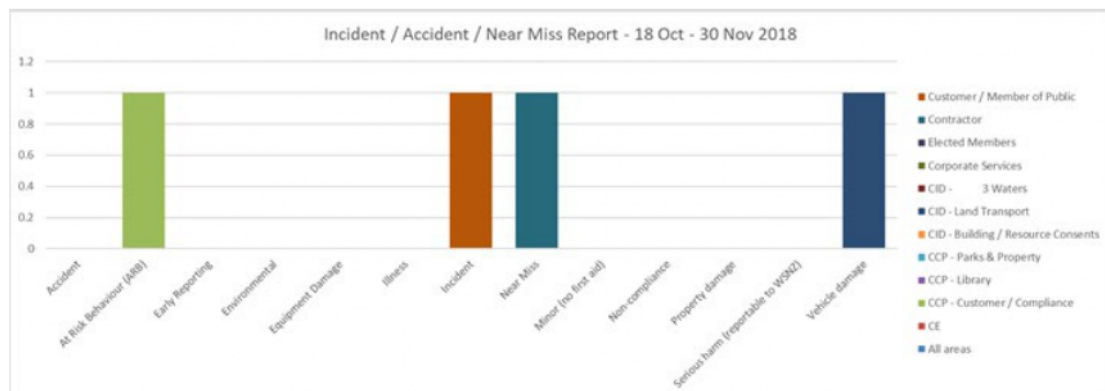
The purpose of the Protocol is to increase public confidence in asbestos incident management by setting out processes for effective liaison between government agencies in response to asbestos-related enquiries and incidents in the Hawke's Bay Area

The protocol has been finalised and is expected to be signed off by each Council before the end of 2018.

ACTIVITIES UPDATE

Wellbeing

Two Wellbeing Workshops were held in October and November for staff by a psychologist from EAP Support Services. The workshops have been well received with the final topic 'Fatigue and Sleep' for this year to be held early December.



Financial

PERFORMANCE

FINANCIAL PERFORMANCE YEAR ENDING 30 JUNE 2019

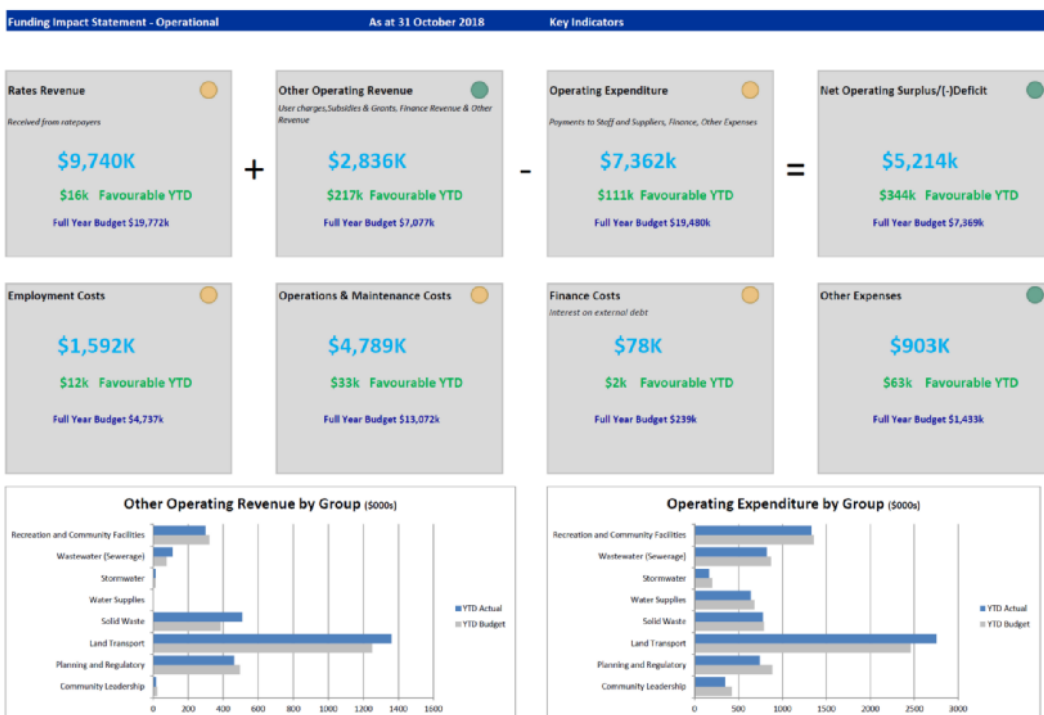
The first Quarterly Financial Reporting was presented to Finance and Planning Committee on the 29 November based on the timing of the committee meetings.

The Monthly Financial Report for October was been provided to Council on 27 November.

Overall the Surplus for Operational Funding is ahead of operating budget by \$233k which includes a revenue increase in Subsidies and Grants of \$1117k and Fees and Charges of \$105k and Payment to Staff and Suppliers being below budget by \$109k. Employment Costs are \$12k below budget due to vacant positions and other expenses are below budget by \$63K.

High level results are provided in the graphs below.

Central Hawke's Bay District Council - Whole of Council



Organisational

PERFORMANCE



THINKING SMARTER

Organisational Transformation

To date we have had 111 deposits into the SMART Bank. Of those 43 have been actioned, 42 are currently being worked on and 26 are awaiting further investigation or are on-hold.

The Organisation Transformation Manager recently attended the Future Gov Summit hosted by Liquid Learning as she was invited as to be on a panel to discuss the 'Impacts of Digital Transformation'. This was a great opportunity to talk about what is happening in the space of Digital Transformation and what we can be doing here at Central Hawke's Bay to work smarter in this space.

With our new strategic partners on-board, and with a number of new staff there will be some further workshops around Organisation Transformation being held in the first quarter of 2019.

Digital Enablement Strategy

In September, work on the Digital Enablement Strategy was begun with staff workshops combined with our discussions on customer excellence given the crossover between the two projects.

Following the workshops, analysis has been conducted on the inputs with a view of developing a high level strategy to assist with the priorities of digital enablement work within the organisation. The strategy has been drafted with a two levelled focus with a view of better for customers and stakeholders and a view of better for staff.

Electronic Data Management System (EDRMS) – THE HIVE

The EDRMS project is a key component of the move towards a digital Council and is a step change in the way we manage our data. Along with having the potential to increase staff productivity, the EDRMS will also improve the records function of the Council and will be the backbone to opening up access to the public the data we hold in the future.

The project team have completed the bulk of the training of staff and the work on the enhanced sites continues. The enhanced sites includes integration between our main Enterprise system, Magiq and The Hive to allow staff to bring the information together and allow connectivity between the two systems.

The project team is investigating the development of a Councillor portal to replace the current system Goodreader. The purpose is to enable Councillors better access to information required to make decisions.



WORKING TOGETHER

Shared Services across the Region

Of note is the 3 Waters Review which the five Chief Executive's from across the region are working together to investigate options for a regional Three Waters delivery model to manage the region's water infrastructure. The Councils are working in partnership with central Government and support its review of the current Three Waters (drinking water, storm water, waste water) model most regional and local authorities work to. An increasingly complex operating environment, increasing standards and expectations, and affordability are part of the Government review. A final Terms of Reference for the project have been developed and awaiting confirmation from the 5 Councils so that a scope of works can be determined and appropriate resources to complete the review. The terms of reference identify that the Hawkes Bay region wants to gain a broad understanding of the problems and opportunities with the asset management and delivery of three waters and to assess the benefits of establishing a Three Waters shared services arrangement to deliver on the following objectives:

1. Ensure the region can meet a collective vision for the management and delivery of three waters that aligns with the Government's vision for the future of water services
2. Identify realistic service and delivery model opportunities through joint provision of all or some elements of water services

The Finance and Planning Committee endorsed this review on the 29 November 2018.



CUSTOMER EXCELLENCE

Customer Excellence Charter

To date we have run a number of workshops with Councillors, customers, staff and focus groups. Some of these have been done in conjunction with the Digital Enablement Strategy given the clear overlap between facets each piece of work. Together, the combined views has given us a clear sense of what customer excellence is.

We are continuing to analyse the outputs from these workshops, as well as other relevant information from Project Thrive and the finalised Residents' Satisfaction Survey results. All of these are important inputs into the work and create a rich picture of what customer expectations are. We are working on the charter expected for delivery in the New Year.

Strategic

PROJECTS

DISTRICT PLAN

Background

The review of the draft District Plan is now substantially complete. The draft document was adopted by the District Plan Sub-Committee on Friday 26 October and then presented to the full Council for their adoption on 31 October 2018 in a public excluded meeting.

The completion of the draft document marks a major milestone in the District Plan Review process. The review of the District Plan began in August 2017 and was divided into five major sections including; Urban, Rural, Coastal, Subdivision and Remaining Chapters.

In addressing each of these phases of the review the focus of Officers has been on ensuring that the new Plan will be compliant with the provisions of the Resource Management Act 1991 and also include best practise. The Council has been assisted in this from a number of technical experts engaged by Council to provide advice on a range of resource management issues.

Additional Work

There remain additional bodies of work that will need to be completed before the draft plan can be finalised.

Following the completion of the additional bodies of work any required amendments will be made to the draft plan. Amendments to the draft plan will also be made to include recommendations from the informal hearings and other comments made through submissions from the public.

Next Steps

At the time of writing, Council at its Finance and Planning Committee on 29 November will be considering the remainder of the District Plan Programme and its related funding implications.

Once Council have confirmed this, Officers will be able to formalise and proceed with the public consultation and statutory processes that follow.





WAIPAWA AND DISTRICT CENTENNIAL MEMORIAL POOL REDEVELOPMENT

The Waipawa Pool Project is a two-stage project, with Stage 1 being the installation of a new pool and filtration.

The project was considered as part of the 2018 – 2028 Long Term Plan, following the Waipawa Pool being unable open for the 2017/18 summer season due to considerable age-related defects. Council approved funding of \$650,000 that initiated the project in May 2018. Phase 1 of the project has three key objectives/success criteria:

1. To provide clean, safe, reliable and accessible bodies of water for recreation and active water sport in Waipawa by 1 December 2018.
2. To enable facilities that will provide a unique 'Central Hawke's Bay' range of activities and opportunities based in Waipawa that will double historical attendances within the first 12 months of operation.
3. To develop an overarching master plan for Waipawa Pool and surrounds that has the approval of the community for future implementation by 1 July 2020.

The project team is made up of staff, specialist external support and community members. The project is being managed with the support of specialist project management and aquatics support. Oversight of the project and the community-funding portion of the project is being led by a Community Reference Group made up of Council staff and members of the Central Hawke's Bay Community.

Programme and Objectives

The first objective of the project to have a pool open by 1 December 2018 will not be met.

Due to delays outside of the Contractors control the pool will not be open to meet the target of 1 December 2018. It is expected that opening will occur in late January/early February with the Myrtha Pool still yet to land in New Zealand.

Despite the best efforts, including procuring the Myrtha Pool early in the programme, delays have still resulted from the manufacturer of the pool incurring delays in component being

manufactured from suppliers and shipping delays occurring while in transit in Singapore from Italy.

At this time an opening date is anticipated in January.

It is acknowledged that this is a disappointing outcome, however is completely outside of the control of the Contractor. Officers are now underway planning summer activities on the basis the pool will not be open for the New Year.

The delay in the arrival of the pool will affect the project, with the installation of the pool and critical task in order for reticulation and other works to occur. Works that can be complete prior to the arrival of the Myrtha are 'on track'. The delay does however provide the opportunity to further extend fundraising opportunities.

Funding

Council has committed \$650,000 of funding to Stage 1 of the project. In June Council were successful in achieving \$120,000 of funds from the New Zealand Community Trust, with applications to other local funding and other organisations underway or submitted.

The project reference group have already held a number of fundraising avenues including raffles, a quiz night, the selling of lanes and a 'drop' campaign. Community fundraising for the project continues to proceed with all of the pool lanes either sold or nearly committed.

The outcome of applications to the Eastern and Central Community Trust and Napier Port are expected at the time of writing in early December.

Disappointingly the project will receive no funding from Centralines, with the Directors declining outright direct sponsorship. Opportunities exist in the future for corporate support in the form of electrical storage for heating.

Key achievements since last report

Since our last report the following key achievements have occurred on the project:

- Filtration is being setup and established off-site for installation
- The new learn to swim pool is now formed with all of the ramps and block work complete
- The majority of the Fundraising lanes are either sold or committed.
- Planning for the receipt of the Myrtha has been completed to accelerate the programme once arrived in the country.
- Planning for summer events is underway.

Progress has focussed on planning, design and procurement activities for several large projects that together form the base of the Big Water Story. The key project status report presented to Council in November highlighted progress made against key projects outlined in the table below:

Project	Achievement	When
Waipukurau Second Water Supply	Gained resource consent for all 3 x test bores	September 2018
Takapau Wastewater Resource Consent Extension	Draft resource consent issued with conditions	November 2018
Waipawa Trunk Sewer Main Renewal	GHD engaged, and project kick off + site visit held	November 2018
Otane Alternate Water Supply	Expected physical completion of stretch between Dee and Higginson Street	By end of Nov 2018
Waipukurau Stormwater Improvement Project	GHD engaged to model and design improvements, workshop planned for end of Nov 2018	November 2018
Otane Wastewater	Resource consent extension submitted to HBRC	October 2018
WPK, WPA and Otane Wastewater Project	Media release to update community on project	November 2018
Waipukurau Water SH2 Borefield Upgrade	Budget better understood, funds re-allocated and next phase of design implemented	October 2018
BWS Programme	Communications Strategy completed	November 2018
BWS Programme	Budget confidence and presentation given to Council	October 2018



Thrive! PROJECTS

DUST SUPPRESSION AND RURAL SEALING PROJECT

In November Officers workshopped the complete Land Transport investment planning approach with elected members. The workshop presented a high-level approach to how each category of work is planned for. Dust suppression featured and was described as a category of work not currently 'planned for'. Officers presented highlights of work that has been carried out in the past year to trial new products for suppressing dust without the need for sealing.

In December Officers will present a workshop item specific to dust suppression and the sealing of unsealed roads. The information gathered over the past 12 months about the effectiveness and cost of 'non-sealing' options will be presented as well as proposed criteria to form a policy about when/where sealing would be appropriate.

DISTRICT FOOTPATHS

Stantec and Council officers together have worked on a more formal prioritisation means for creating new footpaths. This is planned to culminate in a work strategy in January and the formation of a contract that will go to market in February. Construction of new footpaths is scheduled for March – June 2019 with high levels of confidence in completion of the programme.

BILINGUAL SIGNAGE

This project is still in the initiation phases. An initial scoping meeting was held with the Community Development Committee in August with a further meeting to be held on the return of Professor Roger Maaka from leave, with Ngati Kahungunu on work that they already have underway on bilingual signage.

With the new Places and Open Spaces Officer on board, it is hoped to progress this meeting this calendar year.

LEACHATE TO LAND

Tonkin and Taylor have been engaged to support the project to extract leachate from the landfill and apply it via surface irrigation to land. Officers and T&T staff visited the site in October carrying out an assessment to feed into a report being developed to define the project scope parameters, solution/s and design challenges. The report is a requirement for a resource consent application to be lodged with HBRC.

The report will also identify opportunities to reduce leachate before removal. The report is expected in November with a firm project timeline to follow soon after and physical works

budgeted for in the first half of 2019. Officers expect to have the physical work completed by July 2019.

ENVIRONMENTAL STRATEGY

A community reference group for the Environmental and Sustainability Strategy met in October to perform a similar exercise as Elected Members did at the August Workshop. The reference group agreed key themes and objectives for the strategy and a strong alignment was noted with those agreed among Elected Members.

A second workshop was held with Elected Members in October to agree a Vision and to discuss future governance of the Strategy to bring it to life and ensure it is an enduring document. Workshop participants agreed a need for diversity and inclusion in any future governance structure to own and maintain the strategy.

The strategy will be put to Council in draft for approval to consult with the community as part of the Annual Plan process.

COMMUNITY AND TOWN CENTRE PLANS

In June Council workshopped its proposed approach to Town Centre and Community Planning. Community Planning has been identified as the priority for implementation with Town Centre Planning proposed to complement and address potential challenges and opportunities as part of earthquake strengthening in Waipawa and Waipukurau.

An initial community meeting to prepare for Community Planning in Takapau and Otane will be held in December with the first 'proper' community planning sessions being held in the new year.

With the arrival of the new Economic Development Lead, Town Centre Planning in Waipawa will now be programmed and scoped.

SOCIAL HOUSING STRATEGY

In August Council adopted the Social Housing Strategy Project Charter to initiate the project to develop a Social Housing Strategy and action plan.

Work on the strategy is now underway with Tracey Hunt of Geoff Canham Consulting leading the delivery of the strategy. An update was presented to Council at workshop at its meeting of 31 October, with a draft of the Strategy expected in December.

Council Resolution Monitoring Report – 2018

Key	
Completed	
On Track	
Off Track	

Item number	Council Resolution	Date of Resolution	Responsible Officer	Progress Report
18.28	Council considers Option 5 – Retain the current funding for drinking water and wastewater with targeted rates for those connected to the network and initiate a full Rating Review only after all the information is gathered and known about the extent of the CHB drinking water and wastewater future expenditure.	03.05.2018	Bronda Smith	On Track. Council has completed an initial Rates Review workshop. A programme for the rating review will be completed and present to Council at the beginning of 2019
18.29	Council proceed with Option 1 as outlined in the Long Term Plan and carry out proposed works in the first 10 years such as the second supply to Waipukurau.	03.05.2018	Josh LLoyd	On Track. The Big Water Story is prioritised operationally and strategically. A programme manager has been appointed and key projects are being progressed. A reforecasting exercise was completed and presented to Council in October. The wider programme is progressing well.
18.30	c) Council proceeds with Option three of the Draft Long Term Plan for the Waipawa Pool, being that a staged approach estimated at \$1.72 million is adopted, with Council contributing funding of \$650,000 in Year 1 of the Long Term Plan for the construction of a new 25 metre pool and learn to swim pool/playpool and filtration, at a value of \$900,000 with the remaining funds to be funded by the Central Hawke's Bay Community; and further:	03.05.2018	Doug Tate	On Track. While construction has commenced there has unfortunately been delays outside of the contractors control that will result in the delay of the Myrtha Pool arriving from Italy. This impact will result in the pool not being complete until January 2019.

	d) Council underwrites from Reserves, any community funding shortfall to ensure the development of the new 25 metre pool and learn to swim pool/playpool and filtration can be completed in the first year of the Long Term Plan and that phase 2 of the project not commence until the balance of community funds from phase 1 is completed.			Fundraising continues with the group optimistic of raising all funds in the 2018/19 year.
18.31	That Council proceeds with Option two of the Draft Long Term Plan being to develop town centre plans for Waipukurau and Waipawa and Community Plans for Tikokino, Ongaonga, Takapau, Porangahau and Otane.	03.05.2018	Doug Tate	On Track. This work is underway. The first community session to plan the programme will occur the week of the 17 th .
18.36	That Council support Officers to advocate for the continued enhancement of public transport in Central Hawke's Bay through the HBRC Regional Public Transport Plan.	03.05.2018	Josh Lloyd	On Track. Public transport linkages remains a key discussion point at relevant working groups. Officers continue to work with HBRC to promote public transport. This work stream aligns with new direction provided by NZTA under the 2018 GPS that prioritises access to roading infrastructure with public transport seen as a key means of doing so. Recently Officers have worked with NZTA and InterCity to reinstate bus services through Takapau.
18.40	That Council contributes \$60,000 in year 1 of LTP for upgraded toilets at Te Paerahi Freedom camping area, to be funded from the Rural Ward Fund with the balance being sourced from the Tourism Infrastructure fund or other external partner.	03.05.2018	Doug Tate	On Track. The next round is open in March 2019.

				Officers continue preparing background work including developing a scope for the project and costings prior to the next round of funding opening.
PE	<p>That the contents of this report be noted.</p> <p>That progress on the risks and actions identified in the Contract Management Internal Audit be reported to the Risk and Audit Committee quarterly.</p> <p>That this report be released as publicly available information on 1 August 2018.</p> <p>That the minute relating to this item be released as publicly available information on 1 August 2018.</p>	13.06.2018 PE	Bronda Smith	<p>On Track.</p> <p>An update on the progress of the actions from the Contract Management Internal Audit is being reported to the Risk and Audit Committee as part of the Risk Update Report.</p>
18.48 PE	<p>That Council awards the Community Facilities and Infrastructure Maintenance Services Contract – Ref 551 to a joint venture consortium of Recreational Services Limited and Veolia Limited for a term of up to 11 years, subject to performance for a value of up to \$3,920,000 excluding GST per annum.</p> <p>That the Successful supplier and the contract price contained in this report are released publicly available information immediately, following the adoption of this report.</p> <p>That the Chief Executive be delegated authority to negotiate the final details of the contract and to execute the contract.</p>	26.07.2018 PE	Doug Tate	<p>Complete</p> <p>Mobilisation was successful with the contractor successfully commencing works on 1st December.</p>
18.63	That Council approve the Project Charter to initiate the Social Housing Strategy project.	9.08.2018	Doug Tate	<p>On Track</p> <p>A draft is due for officer review in December with a workshop planned in the next year with Council.</p>

18.73	That Council approve the Project Charter to initiate the Environmental and Sustainability Strategy project.	20.09.2018	Josh Lloyd	On Track. A reference group has been established and the project has been workshopped twice with elected members. A project vision has been created and the strategy is programmed to be drafted for consultation in line with the Annual Plan.
18.75	That Council approve putting the Otane Wastewater Treatment Project on hold, and further options are investigated as part of the wider Waipawa and Waipukurau Wastewater Treatment project; and further That Council endorse seeking an extension application for 24 months with the Hawke's Bay Regional Council.	20.09.2018	Darren de Klerk	On Track. Officers continue to work with Hawke's Bay Regional Council. Officers are working with original submitters to the consent to ensure appropriate consultation has occurred before the final extension request is submitted on Tuesday 30 October 2018. 4/12 - We submitted application for extension on 1 st Nov 2018. We are currently waiting on one submitter formal response, we have the other four. We are due to submit an I&I management plan on 17 th Dec 2018, otherwise initial feedback from HBRC is promising.
18.81	That Council awards the Kerbside Collection, Recycling and Transfer Station Contract to Smart Environmental Ltd for a term of up to 11 years, subject to performance for a value of up to \$1,000,000 per annum excluding GST.	27.09.2018	Josh Lloyd	On Track Contract awarded and contractor mobilised. A continued comms effort remains a focus.

18.89	<p>Council retain the status quo for representation arrangements with 4 members for the Aramoana-Ruahine ward and 4 members for the Ruataniwha ward and no community boards are established.</p> <p>Council directs Officers to record and publicly notify the Final Proposal and the responses to submissions along with the reasons for each response, as required under section 19N(2) of the Local Electoral Act 2001</p>	04.10.2018	Bronda Smith	<p>Completed</p> <p>The public notice for the Final Proposal has been advertised and no submissions have been received. The Local Government Commission has been informed of the outcome.</p>
18.92	That Council award the Professional Services Contract 530 to Stantec Ltd for a term of up to 5 years, subject to performance for a value up to \$1,300,000 per annum excluding GST.	04.10.2018	Josh Lloyd	<p>On track</p> <p>Contract awarded and new contractor mobilised with staff.</p>
18.93	That Council award the landfill management contract 556 to Higgins Limited for a term up to 11 years, subject to performance for a value up to \$400,000 per annum excluding GST.	04.10.2018	Josh Lloyd	<p>On track</p> <p>Contract awarded and Higgins continuing to manage landfill operations.</p>
18.94	That Council adopt the Annual report for 2017/18 and the Annual Summary Report for 2017/2018.	18.10.2018	Bronda Smith	<p>Completed</p> <p>The Annual Report and Annual Summary Report has been distributed as required.</p>
18.99	That Council approve officers to re-allocate \$71,758 from 17/18 water renewals and re-allocate \$87,000 from Takapau Water Treatment Improvement Project and \$84,000 from the Otane Alternate Supply project to the SH2 Bore Upgrade project.	31.10.2018	Darren de Klerk	<p>Completed – Re-allocation of funds has occurred, and all projects are progressing as planned.</p>
18.100	That Council approve the use of up to \$450,000 from the Adverse Events Fund to support Councils contribution to the costs of repairing September storm damage	31.10.2018	Josh Lloyd	<p>On track</p> <p>Management of network repairs from September weather event has been prioritised within the land transport function. Professional Service contractor and works contractors are engaged and working towards an</p>

				agreed programme plan to see all work complete pre July 2019.
18.101	That Council adopts the Procurement and Contract Management Policy to replace the current Tendering Policy.	31.10.2018	Bronda Smith	Completed The Procurement and Contract Management Policy has been communicated to the organisation and officers are working with the other HBLASS Councils in the development of the Procurement and Contract Management operationally manuals and templates.

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 - Procurement Plan for Porangahau & Takapau Water Treatment Upgrades	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.2-Appointment to the Howard Estate Advisory Board	s7(2)(a) the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

11 DATE OF NEXT MEETING**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 28 February 2019.

12 TIME OF CLOSURE