

**A guide to the
CENTRAL HAWKE'S BAY
DISTRICT COUNCIL
and its Services
2017**



Central Hawke's Bay District Council
32 Ruataniwha Street, Waipawa 4210
PO Box 127, Waipawa 4240
NEW ZEALAND

Phone: 06 857 8060

Fax: 06 857 7179

Email: info@chbdc.govt.nz

www.chbdc.govt.nz

General Information

Population: 13,000 approx.
Area: 3,200 sq. kms

Address: 28-32 Ruataniwha St, Waipawa 4210
P O Box 127, Waipawa 4240

Email: info@chbdc.govt.nz
Website: www.chbdc.govt.nz

Telephone/Fax Numbers:

Main Office, Waipawa (06) 857 8060
Fax (06) 857 7179

Waipukurau Service Centre (06) 858 8195
Fax (06) 858 9159

Waipukurau Library (06) 858 9154
Fax (06) 858 9159

Waipawa Library (06) 857 8123
Fax (06) 857 8103

- If you are planning to purchase a property, build a house, make alterations to a building, change the use of a site or apply for a resource consent, then further information can be obtained from the Regulatory Department. Land Information Memoranda (LIMs) or Project Information Memoranda (PIMs) which provide all the details about a property are available for a fee.

- Council contracts out its facility maintenance (water, sewer, stormwater, parks, gardens etc) to Higgins CHB, and its professional engineering services and roading etc to GHD. For any queries please phone the Council's 24 hour answering service on (06) 857 8060.

For queries regarding **Dogs or Wandering Stock, Civil Defence or Rural Fire**, please phone the Council's 24 hour answering service on (06) 857 8060.

Council has a number of Parks, Reserves and Playgrounds in the District as follows:

Sportsfields:

- **Russell Park**, Waipukurau
- **Mackie Street Park**, Waipukurau
- **Coronation Park**, Tikokino Rd, Waipawa
- **Otane Recreation Ground**
- **Takapau Memorial Ground**
- **White Domain**, Porangahau

Playgrounds:

- **Nelly Jull Park**, Waipawa
- **A'deane Park**, Wallace Rd, Waipukurau
- **Takapau Playground**, Charlotte St, Takapau
- **Foreshore**, Kairakau Beach
- **Otane Playground**, Corner Higginson and Campbell Streets, Otane

Central Hawkes Bay District Council

Mission Statement

“The Central Hawke’s Bay District Council

will be accountable to its citizens

for the good management of the public assets

of the District and provide

open Local Government

at minimum economic cost,

with the least possible intervention

in the private lives of individuals.

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Message from the Chief Executive

This guide provides a summary of the structure and the services of the Central Hawke's Bay District Council as required by the Local Government Official Information and Meetings Act 1987.

Its purpose is to provide assistance to the citizens of, and visitors to Central Hawke's Bay in their dealings with Council, staff and civic matters. It provides general information on Council, its elected members (including the various committees and meetings), staff, structure, coat of arms, bylaws, regulations, services, contact numbers, as well as some general statistics.

If you require more detailed information or have queries or complaints that need further clarification or action, please do not hesitate to ring Council on 857 8060 or come into the Waipukurau Library/Service Centre, Kitchener Street, Waipukurau, or the Waipawa Administration Office, Ruataniwha Street, Waipawa. Council staff pride themselves on answering your queries and providing an excellent, friendly and courteous customer service.

This Services Guide is updated regularly, and if you have any suggestions regarding improvements that we can make to the information in future editions, please do not hesitate to contact the Council.

Coat of Arms

CENTRAL HAWKE'S BAY



Symbolism.

The green field (background) represents the pastures and the abundance of the district.

The two rivers, Waipawa and Tukituki are represented by the two blue wavy bars.

The sun with straight and wavy rays, represents the light and warmth, the two necessities for growth.

The sheaf of wheat (garb) represents horticulture, the fleece represents agriculture, and the ship (lymphad) represents the exports on which the district depends for its prosperity.

History of Central Hawke's Bay District Council

The Central Hawke's Bay District Council came into existence on 1 November 1989 due to the amalgamation of:

- Waipawa District Council
- Waipukurau District Council
- A part of the Dannevirke District Council
- Waipawa River Board
- Hatuma Domain Board
- Pourerere Domain Board
- Elsthorpe Reserve Board

It is a Local Authority in the Hawke's Bay Region situated approximately 40km south of Hastings. It has an estimated resident population of approximately 13,000 and a land area of 3,200 square kilometres covering Tikokino, Onga Onga, Takapau, Otane, Patangata, Porangahau, Wanstead, Aramoana, Waipukurau and Waipawa.

It is an aesthetically pleasing district with many parks, reserves, beaches and Heritage trails. The district has a diverse physical environment which includes the forest covered Ruahine Ranges, the rolling to flat plains where agriculture and horticulture predominates, the urban areas accessed by the East Coast Rail Line and State Highway 2, and the coastal beaches on the east coast. Less than 1% of the land in the district has urban development.

Council Structure

The Council currently consists of a Mayor and 8 Councillors, elected by the residents for a three year term from October 2013. Central Hawke's Bay District is currently divided into two wards:

Aramoana/Ruahine **4 councillors**

Ruataniwha **4 councillors**

Council meets on a six weekly basis to carry out the functions of Council. Councillors are assigned portfolios to provide an overview of the Long Term Plan (LTP) activities. Council also has a Finance and Services Committee, an Audit Committee, Hearings Committee and a Maori Consultative Committee that meet periodically.

Council's staff is organised into six departments under the control of the Chief Executive, as per the organisational chart on page 16.

Mayor

Her Worship the Mayor is Alex Walker.

Alex can be contacted at the Council Office on 857 8060 or 027 860 7752 or email alex.walker@chbdc.govt.nz

Councillors

Aramoana/Ruahine Ward

Tim Aitken

'The Steyning'

1200 Makaroro Road

R D 4

Waipawa 4274

Phone: 06 8565 522 Mobile: 0274 724 587

Email: tim.aitken@chbdc.govt.nz

Shelley Burne-Field

15 Lake Street

Takapau 4203

Phone: 06 855 8123 Mobile: 027 630 6363

email: shelley.burne-field@chbdc.govt.nz

Brent Muggeridge

243 White Road

Otane 4277

Phone: 06 856 8626 Mobile: 021 332 353

Email: brent.muggeridge@chbdc.govt.nz

David Tennent

4397 State Highway 2

R D 1

Takapau 4286

Phone: 06 858 4947 Mobile: 0274 450 952

Email: david.tennent@chbdc.govt.nz

Ruataniwha Ward

Kelly Annand

3 Francis Drake Street

Waipukurau 4200

Phone: 0274 794 000

Email: kelly.annand@chbdc.govt.nz

Tim Chote

64 Abbotsford Road

Waipawa 4210

Phone: 06 857 7371 Mobile: 0274 482 014

Email: tim.chote@chbdc.govt.nz

Gerard Minehan

51 Mt Herbert Road

Waipukurau 4200

Phone: 06 858 8374 Mobile: 0274 793 773

Email: gerard.minehan@chbdc.govt.nz

Ian Sharp

PO Box 373

Waipukurau 4242

Phone: 06 858 8877 Mobile: 021 614 311

Email: ian.sharp@chbdc.govt.nz

Council Meetings

- Council meetings are held six weekly. The Committees of Council report their minutes at these meetings. A quorum of five members is required for Council meetings.
- All Council and Committee meetings are held in the Council Chamber, 28-32 Ruataniwha Street, Waipawa.
- Special meetings of Council are called to deal with specific special issues as and when required.
- Council has adopted the Equip Model Standing Orders. These Standing Orders contain the rules for the conduct of the proceedings of Local Authority Meetings.
- Members of the public do not have speaking rights at these meetings but are welcome to attend any public meetings. However, the public will be asked to leave if the Chairman announces that the Council or Committee are going “in-committee” to consider public excluded items.
- Agendas and Minutes of Council and Committee meetings are available to the public [with the exception of public excluded business]

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

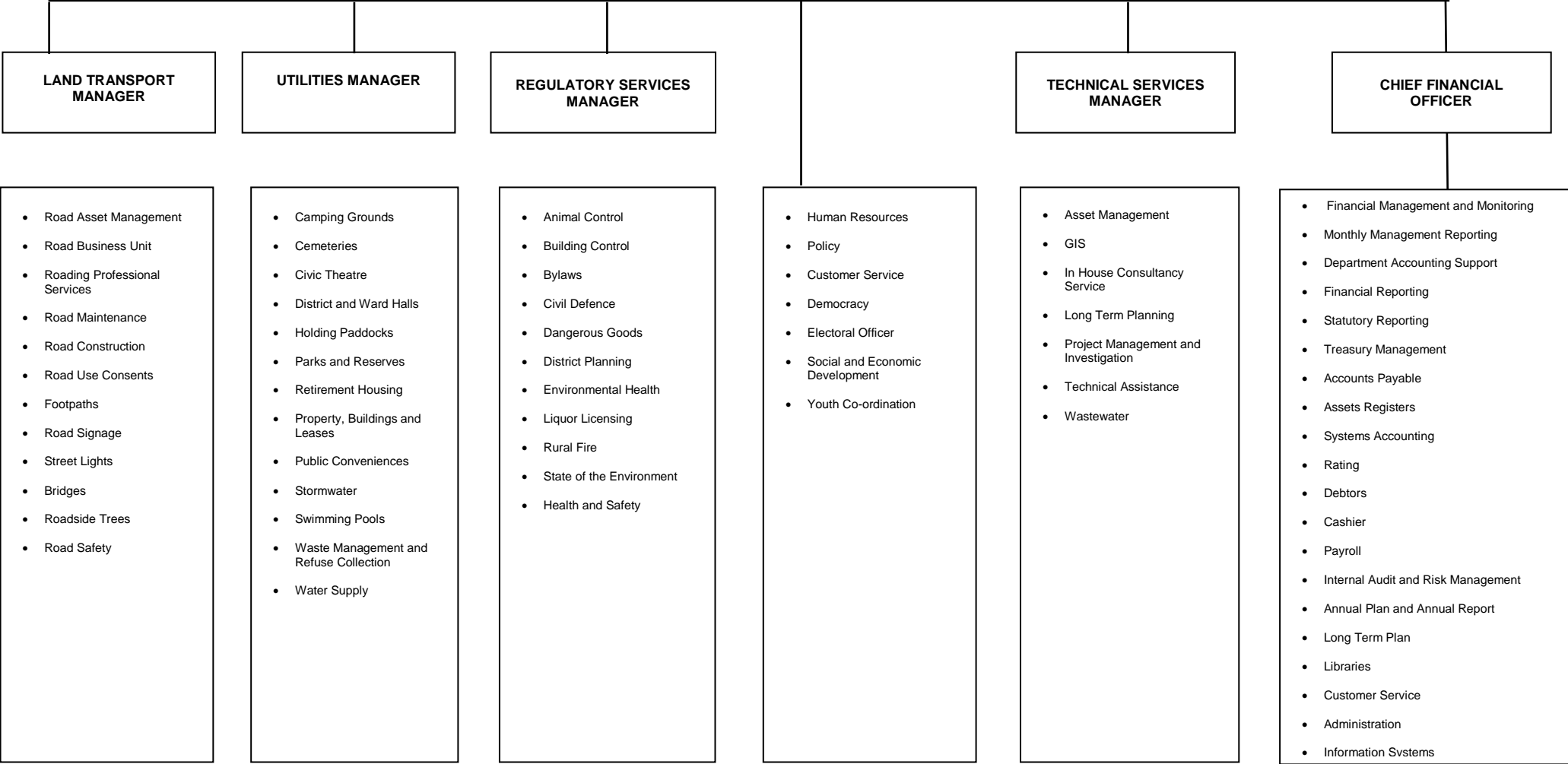
Councillor K R Annand
Councillor T R Chote
Councillor G A Minehan
Councillor I G S Sharp
Her Worship the Mayor Walker ex officio

District Licensing Committee

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

Council Structure

CHIEF EXECUTIVE



- LAND TRANSPORT MANAGER**
- Road Asset Management
 - Road Business Unit
 - Roothing Professional Services
 - Road Maintenance
 - Road Construction
 - Road Use Consents
 - Footpaths
 - Road Signage
 - Street Lights
 - Bridges
 - Roadside Trees
 - Road Safety

- UTILITIES MANAGER**
- Camping Grounds
 - Cemeteries
 - Civic Theatre
 - District and Ward Halls
 - Holding Paddocks
 - Parks and Reserves
 - Retirement Housing
 - Property, Buildings and Leases
 - Public Conveniences
 - Stormwater
 - Swimming Pools
 - Waste Management and Refuse Collection
 - Water Supply

- REGULATORY SERVICES MANAGER**
- Animal Control
 - Building Control
 - Bylaws
 - Civil Defence
 - Dangerous Goods
 - District Planning
 - Environmental Health
 - Liquor Licensing
 - Rural Fire
 - State of the Environment
 - Health and Safety

- CHIEF EXECUTIVE**
- Human Resources
 - Policy
 - Customer Service
 - Democracy
 - Electoral Officer
 - Social and Economic Development
 - Youth Co-ordination

- TECHNICAL SERVICES MANAGER**
- Asset Management
 - GIS
 - In House Consultancy Service
 - Long Term Planning
 - Project Management and Investigation
 - Technical Assistance
 - Wastewater

- CHIEF FINANCIAL OFFICER**
- Financial Management and Monitoring
 - Monthly Management Reporting
 - Department Accounting Support
 - Financial Reporting
 - Statutory Reporting
 - Treasury Management
 - Accounts Payable
 - Assets Registers
 - Systems Accounting
 - Rating
 - Debtors
 - Cashier
 - Payroll
 - Internal Audit and Risk Management
 - Annual Plan and Annual Report
 - Long Term Plan
 - Libraries
 - Customer Service
 - Administration
 - Information Svstems

Maori Consultative Committee

Members:

- Up to seven representatives, whose term of office shall expire at the end of the year in which the triennial local body elections are held.

Objective:

- To provide Council with a Tangata Whenua perspective on Council issues.

Functions:

- Comment on issues before Council for debate and make recommendations.
- Allow for consultation between Council and local Iwi on Treaty Issues.
- Raise with Council, matters which concern local Maori.

Other Committees of Council

In addition to the Standing Committees, the following are also Committees of Council:

Management Team – Chief Executive and the five Department Managers

Tenders Board

Te Aute Drainage Committee

Various Ward Hall Committees

Community Voluntary Organisation Support Fund Assessment Committee

Civic Awards Selection Panel

Creative Communities Scheme Assessment
Committee

Landfill Liaison Committee

Solid Waste Advisory Committee

Conduct Review Committee

Council also provides Administration Services to the following:

Eric Tate Scholarship

Is Awarded for Tertiary Education to Students who normally reside in the area which is served by the former Waipawa District High School and the Townships of Onga Onga, Tikokino and Otane.

Waipawa Building Society Scholarship Trust

Awarded for Tertiary Education in New Zealand to any person whose place of residence is within the Central Hawke's Bay District.

Council Senior Management

Chief Executive:

Monique Davidson

monique.davidson@chbdc.govt.nz

Technical Services Manager

Steve Thrush

steve.thrush@chbdc.govt.nz

Regulatory Services Manager: Te Arohanui Cook

tearoha.cook@chbdc.govt.nz

Land Transport Manager

Shawn McKinley

shawn.mckinley@chbdc.govt.nz

Utilities Manager:

Brett Way

brett.way@chbdc.govt.nz

Chief Financial Officer:

Bronda Smith

bronda.smith@chbdc.govt.nz

Acts of Parliament

The principal empowering Act for the Central Hawkes Bay District Council is the Local Government Act 2002. Council is also governed by numerous other Statutes and Regulations which are available from the Council office as follows:

- Local Government Act 2002 and Amendments
- Local Government Official Information and Meetings Act 1987
- Animals Welfare Act 1999
- Building Act 2004
- Burial and Cremation Act 1964
- Civil Defence Emergency Management Act 2002
- Dog Control Act 1996
- Employment Relations Act 2000
- Health Act 1956
- Impounding Act 1955
- Local Authorities (Members Interests) Act 1968
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Privacy Act 1993
- Public Works Act 1981
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Transit New Zealand Act 1989
- Land Transport Act 1998

Bylaws

Bylaws are rules set by Council to control specific activities within the district.

Copies of the bylaws are available from the Council offices in Waipawa.

For further information, please contact the Regulatory Services Manager.

- Cemeteries
- Control of Advertising Signs
- Dog Control
- Fires in the Open Air
- Food Safety
- Hostels
- Liquor Control in Public Places
- Livestock Movement and Animals in Public Places
- Public Places
- Solid Waste
- Speed Limits
- Storm water
- The Keeping of Animals in Public Places
- Trade Waste
- Trading in Public Places
- Traffic
- Wastewater
- Water Supply

Civic Awards

In October 1990, the Central Hawke's Bay District Council in conjunction with Women's Institute and the 1990 Commission of New Zealand, established the Civic Awards.

This award was established to recognise the voluntary and outstanding service rendered to the community in the District of Central Hawke's Bay.

Nominations are called for in May of each year. These nominations are considered by the Civic Awards Assessment Panel, who decide how many awards should be allocated in each year, and who should receive the awards.

A function is held usually in August, where the recipients are presented with a citation and a badge in recognition of their services to the community.

New Zealand Citizenship

Council holds Citizenship Ceremonies on behalf of the Department of Internal Affairs.

For further details on the granting of New Zealand Citizenship, please contact the:

Department of Internal Affairs:
P O Box 10 680, Wellington, 6143
Phone: 0800 22 51 51,

Fax: 04 382 3406.

Council Archives and Documents

Council has on record all archived material from its predecessors.

Council also holds a variety of documents which contain policy, principles, rules and guidelines under which Council operates. Some of which are:

- Statutes and Regulations
- Annual Plan and Estimates
- Annual Report
- Strategic Plan
- Civil Defence Plan
- Council and Committee Agendas
- Council and Committee Minutes
- Delegations Manual
- Policy Manual
- District Plan
- Fees and Charges Schedule
- Long Term Plan (LTP)
- Local Government Act 2002
- Model Standing Orders
- Rating Protocol
- Beach Plan
- Integrated Waste Management Plan
- Residential and Ratepayer Electoral Rolls

For details on these documents please contact the Services Administration Officer

Rates

Rates are payable in four quarterly instalments. All rate notices are posted out six weeks prior to the last day of payment. See your rate notice for these dates.

A discount is available for early payment of rates for the year in full. Details are shown on the rate demand.

Payment Options

Council has schemes to assist ratepayers to make payments which are easy to set up and hassle free.

1. Regular Automatic Payments

From ratepayers bank accounts, either weekly, fortnightly, monthly or quarterly.

2. Direct Debits

From ratepayers bank accounts, either, weekly, fortnightly, monthly or quarterly on the last day for payment for each instalment.

For further details regarding these payment options please contact the Rates Officer on DDI (06) 857 7738.

Rubbish Collection

Central Hawkes Bay District Council offer Kerbside collection using official Central Hawkes Bay District Council rubbish bags, available at retail outlets at a recommended retail price, and Council offices.

Collection Days:

Tuesday: Waipukurau

Wednesday: Waipawa & Otane

Thursday: Takapau, Onga Onga & Tikokino, Porangahau and Te Paerahi.
(Bags must be out by 7.30am)

Beach Communities:

Monday am Kairakau, Mangakuri, Pourerere, Aramoana

Sunday pm Blackhead

- Additional collections at beaches every summer.
- Council operates a District Landfill at Farm Rd, Waipukurau which was opened on 1 May 1996 with an expected life of 50 years.

Recycling:

- A Kerbside collection of recycled materials using Central Hawkes Bay District Council recycling bins in Waipukurau on **Mondays** and Waipawa on **Fridays**.

Transfer Stations

- Refuse Transfer Stations are open for limited hours and days. Please check with Council on 857 8060.
- Separated green waste is collected at transfer stations
- Further information on Council's refuse disposal system and fees can be obtained from the Utilities Department on 857 8060.

Dog Registration

Council's dog registration year is 1 July to 30 June. Once dogs are included in our records, owners are automatically sent a renewal form each year which is payable by 1 August.

The fees for Dog Registration for 2016/2017 are as follows:

Town dogs	\$95.00
Responsible Dog Owner	\$55.00
Responsible Dog Owner Property Inspection	\$50.00
Rural Dogs	\$47.00
Replacement Tags	\$3.00
Collars	\$8.00 to \$10.00
Micro-chipping	\$30.00

Discount per dog if paid by 1 August \$10.00

Proportionate fees apply for Dog Registrations from 1 August for all dogs legally required to be registered from that date and pups that turn 3 months of age after that date.

For further details please contact Council's Animal Control Officer on 857 8060 or Mobile 027 224 1706.

Libraries

Council operates two District Libraries at Waipukurau and Waipawa respectively.

Opening hours are as follows:

Waipawa Library – Centre Court/High Street

Monday to Friday: 10.00 am - 5.00 pm
Saturday: 10.00 am - 1.00 pm

Phone: 857 8123

Waipukurau Library – Kitchener St

Monday, Tuesday, Wednesday and Friday: 9.00 am - 5.00 pm
Thursday: 9.00 am - 6.00 pm
Saturday: 10.00 am - 4.00 pm

Phone: 858 9154

Membership at the two Libraries is free of charge for Central Hawke's Bay District residents.

Policies

Council has a Policy Manual which documents all policies, decisions and directives that guide the operation of the organisation both in dealing with our customers and internally.

Some policies are required by legislation while others have been formulated over many years to assist in the consistent approach to decision-making.

Equal Employment Opportunity Policy

To ensure that the recruitment and selection of staff, opportunities for training, promotion, transfer and conditions of employment are undertaken or offered without preference being given on the basis of race, colour, age, ethnic or national origin, gender, religion, marital status, family responsibilities, and regardless of any disability which is irrelevant to an individual's ability to carry out the job.

Smoke Free Policy

Council has a Smoke Free Workplace Policy. Smoking is strictly prohibited anywhere within the Administration building in Waipawa, the Waipukurau Library/Service Centre, the Waipawa Library and in all Council vehicles.

District Photos



Central Hawke's Bay District

