

Meeting of the Hawke's Bay Regional Council

Wednesday 25 March 2020 Date:

Time: 11.00am

Venue: Council Chamber

Hawke's Bay Regional Council 159 Dalton Street

NAPIER

Agenda

ITEM	Subject	Page
1.	Welcome/Apologies/Notices	
2.	Conflict of Interest Declarations	
3.	Confirmation of Minutes of the Regional Council meeting held on 26 February 2020 and the Extraordinary Regional Council Meeting held on 18 March 2020	
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Wednesday 25 March 2020

Subject: FOLLOW-UP ITEMS FROM PREVIOUS REGIONAL COUNCIL MEETINGS

Reason for Report

1. On the list attached are items raised at Council Meetings that staff have followed up on. All items indicate who is responsible for follow up, and a brief status comment. Once the items have been report to Council they will be removed from the list.

Decision Making Process

Staff have assess the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the Council receives and notes the "Follow-up Items from Previous Meetings" staff report.

Authored by:

Leeanne Hooper GOVERNANCE LEAD

Approved by:

James Palmer CHIEF EXECUTIVE

Attachment/s

5 Follow-ups from Previous Council Meetings

Follow-ups from previous Regional Council Meetings

Meeting held 26 February 2020

	Agenda Item	Action	Responsible	Status Comment
1	Significant Activities	CHBDC wastewater discharge consents – reconciliation of funding allocated in the CHB LTP and work required	N Zaman /M Miller	
2	Significant Activities	Possum control responsibilities of HBRC and Ospri	I Maxwell	Part of item on 8 April EICC meeting agenda including presentation by Ospri
3	Notice of motion	Managed aquifer recharge workshop for HBRC, CHBDC and Tukituki Taskforce to be organised	T Skerman	

Meeting held 29 January 2020

	Agenda Item	Action	Responsible	Status Comment
4	Cr Barker Notice of Motion: Council Name Change	Investigate changing name to Environment HB	J Palmer /J Ellerm	Item on 25 March 2020 Regional Council meeting agenda

Meeting held 18 December 2019

	Agenda Item	Action	Responsible	Status Comment
5	HBRIC Ltd and Napier Port	Information Protocol agreed prior to IPO to be provided to councillors,	J Ellerm	Is being compiled by B O'Keefe for circulation to Crs
	Holdings Ltd Director	and Council workshops to cover Governance and Functions of both	/J Palmer	
	Appointments	Napier Port and HBRIC to be scheduled		

Meeting held 6 November 2019

	Agenda Item	Action	Responsible	Status Comment
6	Adoption of Standing Orders	Re-write of standing orders to be more specific to HBRC	R Barker	No update provided.
			/M Williams	

Wednesday 25 March 2020

Subject: CALL FOR MINOR ITEMS NOT ON THE AGENDA

Reason for Report

- 1. This item provides the means for councillors to raise minor matters they wish to bring to the attention of the meeting.
- 2. Hawke's Bay Regional Council standing order 9.13 states:
 - 2.1. "A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion."

Recommendations

3. That Council accepts the following "Minor Items Not on the Agenda" for discussion as Item 16.

Topic	Raised by

Leeanne Hooper GOVERNANCE LEAD

James Palmer CHIEF EXECUTIVE

Wednesday 25 March 2020

SUBJECT: SIGNIFICANT ORGANISATIONAL ACTIVITIES THROUGH APRIL 2020

Reason for Report

1. The commentary attached is for Councillors' information, to highlight significant areas of Council activity. Significant Council resources are being directed toward various initiatives which reflect the Council's evolving agenda and it is considered important that Council is consistently informed on progress in areas that have, or may create a high external profile.

Executive Summary

2. Currently, the most significant activities impacting on the organization are related to the Region's response to the Drought and Covid-19 while attempting to carry on with all of the projects and programmes staff are involved with every day.

Decision Making Process

 Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the Hawke's Bay Regional Council receives and notes the **Significant HBRC Activities through April 2020** staff report.

Authored by:

Vicki Butterworth Desiree Cull

CYCLE NETWORK COORDINATOR STRATEGY AND PROJECTS LEADER

Peter Davis Ceri Edmonds

MANAGER ENVIRONMENTAL INFORMATION MANAGER POLICY AND PLANNING

Dean Evans Craig Goodier

MANAGER CATCHMENTS DELIVERY TEAM LEADER ENGINEERING

Martina Groves Nathan Heath

MANAGER REGIONAL PROJECTS CATCHMENT MANAGER (WAIROA/MOHAKA)

Dr Andy Hicks Dr Kathleen Kozyniak

TEAM LEADER/PRINCIPAL SCIENTIST PRINCIPAL SCIENTIST (AIR)
WATER QUALITY AND ECOLOGY

Campbell Leckie Dr Barry Lynch

MANAGER CATCHMENT SERVICES TEAM LEADER/PRINCIPAL SCIENTIST (LAND

SCIENCE)

Anna Madarasz-Smith Mark Mitchell

TEAM LEADER/PRINCIPAL SCIENTIST TEAM LEADER/PRINCIPAL ADVISOR,

MARINE AND COAST BIOSECURITY/BIODIVERSITY

Thomas Petrie Brendan Powell

PROJECT MANAGER ENVIRONMENTAL MANAGER CATCHMENTS POLICY

HOTSPOTS IMPLEMENTATION

Anne Redgrave Dr Jeff Smith

TRANSPORT MANAGER MANAGER SCIENTIST

Jolene Townshend SENIOR ADVISOR INTEGRATED CATCHMENT MANAGEMENT Thomas Wilding
TEAM LEADER HYDROLOGY
HYDROGEOLOGY

Approved by:

Chris Dolley
GROUP MANAGER ASSET MANAGEMENT

Iain Maxwell
GROUP MANAGER INTEGRATED
CATCHMENT MANAGEMENT

Tom Skerman GROUP MANAGER STRATEGIC PLANNING

Attachment/s

Table of Significant Activities Update April 2020

Organisational Activities

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Asset Management Engineering	Supporting CHBDC with river siltation problem at outlet to Wanstead Swamp (Flaxmill Bridge area). Update plan for UTTFCS scheme review.	3. Hydrodynamic modelling for Tutaekuri River as part of Level of Service Review. Model peer review done, minor changes to complete. Results will provide levels for 100yr, 200yr and 500yr flood scenarios, incorporating climate change. 4. Same as above for Ngaruroro River, then Lower Tukituki River 5. Condition assessment of flood control assets as part of Level of Service Review ~30% of HPFCS done. 6. Providing Engineering advice to consents for various subdivision developments (Te Awanga Downs, Brookvale Thompson) 7. Joint Coastal Strategy – Peer review of design report for Haumoana/Te Awanga coastal protection solution completed. Comments being addressed.	Providing engineering advice and modelling for weir at Whakaki (Rahui Channel).
Asset Management Regional Projects		Heretaunga Plains Scheme review Communication and consultation plan being discussed with internal stakeholders Land matters being investigated for future engineering options. Hwi engagement and communication planning. Clive River Dredging Working through land issues and lwi consultation including ongoing negotiating for land availability The Property Group is assisting with the market valuation etc. Early contractor engagement to set up methodology for the land discharge. Hawea Park Construction of a new car park underway.	

Asset Management	Bayview/Whirinaki cycle trail	
Regional Parks & Open	15. Preliminary alignment and land matters under	
Spaces	investigation, and initial communication with	
	affected parties under way working with	
	NCC/HDC. Agreements in principal with 2x	
	land owners near Esk Bridge. Working with	
	NZTA to confirm bridge crossing for cyclists	
	and potential use of SH corridor to North Shore Rd.	
	NZCT Priority Project Ahuriri Underpass Flooding	
	Safety Issues	
	16. Working with NZTA around solutions –	
	seawall plan is being finalised for Southern End. Funding deficit, requesting balance from	
	NZTA. To be completed by August 2020.	
	Detour for Northern End using Watchman Rd,	
	signage installed.	
	Te Mata Park	
	17. Working with HDC to complete safer off-road	
	cycle trail parallel to Waimarama Road, for all	
	trail users. HDC completed iwi consultation	
	21 February, expect completion by end of	
	2020.	
	Hawea Regional Park	
	18. Finalising the Management Plan between	
	HBRC and the four hapu involved in the	
	Management Committee.	
	Waitangi Regional Park	
	19. Completing the marquee area for use in June	
	over Matariki week. Planning for all	
	community planting days in June at Waitangi	
	wetlands and lower Tukituki.	
	Te Mata Park	
	20. Continued involvement in the Forestry project	
	currently underway by way of advice. Offering	
	advice on the Jack's Land development on	
	best practise planting, species selection, track	
	formation and invasive tree removal.	

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Asset Management Regional Projects and Integrated Catchment Management Environmental Science and Project Manager Environmental Hotspots and Environmental Information and Implementation	21. Working with NIWA to design model wetland in the Tukipo catchment to include in national programme to develop appropriate nitrogen offsetting values for constructed wetlands in farm nutrient budgeting. Wetland constructions costs are covered by previously obtained Fonterra funding. 22. A series of online dashboards for each subcatchment in the Tukituki has been produced, to view latest water quality information in association with rules and guidance around Tukituki plan.	Lake Tūtira (Te Waiū o Tūtira, the Milk of Tūtira), HBRC partnership with Maungaharuru-Tangitū Trust, 2018-2022 23. Kahakanui Stream Bridge geotech investigation complete and detailed design underway. Engineering cost estimate is higher than original budget so investigating alternatives. 24. Both Tutira and Waikopiro have had reasonable seasons this summer, despite power operational issues troubling the air curtain, and a layer of algae persisting at around 10m depth in Tutira. The community is commenting on the good conditions. 25. It is anticipated that the Cultural Health Monitoring Tool will be ready for the first round of monitoring in February/March 2020.	Lake Whakaki 26. Working through independent technical review of ecological effects of Rahui channel weir 27. Exploring dashboard option for displaying Whakaki water quality information

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Integrated Catchment Management Catchment Services (Biosecurity & Biodiversity)	28. Boom and handgun spraying of TaskForce at large Chilean needle grass sites on willing landowner properties to be undertaken.	Bovine Tuberculosis 29. TB detection has increased to 12 herds (9 beef and 3 dairy). A further 10 herds are currently under investigation; and a total of 56,916 animals have been tested since 1 November 2019 30. The infection still centres around the Napier-Taupo road. Infection is from wildlife north of the area. 31. This is an OSPRI led response. For up to date information, please visit OSPRI's Hawke's Bay TB response webpage www.ospri.co.nz/hawkes-bay 32. Woolly nightshade urban programme started - involves checking over 600 properties 33. Phragmites control programme completed including root dig on selected sites 34. Council is looking at supporting two landowners in the Pohokura area in regard to ground-based rabbit control. 35. 45,623 hectares has been monitoring to date across the PCA program with an average RTCI of 3%. There is still approximately 35,000 hectares of education monitoring to complete by 30 June 2020.	 36. Whakatipu Mahia Predator Free - The bait station network is fully laid out across the first zone of the peninsula (5500ha). The team will continue with rebaiting these stations, installing the wireless leg hold surveillance network and targeting any high risk areas. 37. Utilising contractor assistance to accelerate the project was a successful exercise in February and we will look at contracting more areas to support the team.

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Integrated Catchment Management Environmental Science	38. 3D Aquifer Mapping project – planning and preparation for additional data collection, including deep drilling to corroborate resistivity data 39. Continuing to monitor drought: informing	41. 3D Aquifer Mapping project – planning and preparation for additional data collection, including deep drilling to corroborate resistivity data 42. Supporting Ngaruroro WCO hearing process –	45. Planning and preparation for Mohaka plan change, including update to Mohaka environmental characterisation report (2016)
	Hawke's Bay and national support initiatives 40. Developing guidance around mitigation options to consider including in farm consents based on the nitrogen contribution from individual properties. Because the focus is to improve ecosystem health, mitigations may target sediment, phosphorus and riparian improvements as well as reducing nitrogen.	conferencing in March to be followed up with evidence preparation through April 43. Continuing to monitor drought: informing Hawke's Bay and national support initiatives 44. Undertook rapid assessment of Haumoana ponds to provide early recommendations to improve water quality and help assets reduce the odour complaints being received.	

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Strategic Planning Policy & Planning	46. Tukituki Plan Change – paper to RPC meeting on 18 March to consider options of whether to progress preliminary consultation on a possible plan change to recalibrate the nitrogen figures in Table 5.9.1D.	47. TANK Plan Change – Extraordinary RPC meeting scheduled for 18 March to determine a pathway for notification. 48. Heretaunga Plains Urban Development Strategy & NPS for Urban Development Capacity – HPUDS Implementation Working Group meeting to be scheduled for late April as coordinated by Hastings District Council.	53. Mohaka Plan Change – arrangements underway for a tāngata whenua hui.
		49. Quarterly reporting on urban development metrics as required by the NPS for Urban Development Capacity is ongoing. Reports regularly published at www.hpuds.co.nz/resources . 50. Planning staff liaising with officials at MFE & MPI regarding further drafting of both the proposed National Policy Statement on Highly Productive Land and proposed NPS for Urban Development before they are approved by Ministers and come into legal effect in mid 2020.	
		Ngaruroro River & Clive River Water Conservation Order (WCO) application – Prehearing Expert Conferencing was held in March covering hydrology, water quality, avifauna, fish and planning. The Environment Court hearing is scheduled	
Strategic Planning Policy & Planning Region-wide	asked to make recommendations for Hearing 55. HBRC's Climate Change Working Group held	for the weeks of 25 May and 1 June 2020. nissions closed on 28 February 2020. 40 submissions Panel Commissioners to hear submissions on PC7. first meeting on 16 March so discuss scope and prior ns. Will report back to 8 April 2020 Environment & Ir	ities for developing a regionally coordinated

Group /Team	Southern Catchments	Central Catchments	Northern Catchments	
Strategic Planning	56. Submission to the NPS-Indigenous Biodiversity - Joint submission with NCC, CHBDC and HDC submitted 13 March			
Policy & Planning	57. Improving Whitebait Management Discussion Document (Department of Conservation), submission 3 March			
Statutory Advocacy	S8. Upcoming			
	NES – Tyre Storage, submissions close 24 March 2020.			
	NES-Air Quality, submissions close 24 April 2020. Likely to be a joint submission with TLAs.			
Strategic Planning	59. The Hawke's Bay Transport Study is progressing, with the commencement of technical workshops to develop the second stage of the study, a			
Transport Strategy	network operating framework, which will determine how the region would like the network to operate in the future. The third stage is to prepare a programme business case of possible activities needed to achieve the desired future state.			
Public Transport	60. Discussions about the increase in bus driver hours required to comply with the Employment Relations Amendment Act 2018 are continuing with the			
r unic manaport	operator of our goBay services, other councils	ours required to comply with the Employment Relati and NZTA. Interim arrangements have been in place % to the annual net cost of our bus contract, after far	since May last year, with a permanent solution	

Wednesday 25 March 2020

Subject: CR REX GRAHAM NOTICE OF MOTION: ADVICE ON ZERO 2020-21 RATES INCREASE

Reason for Report

- Councillor Graham has submitted a Notice of Motion requesting that Council resolves:
 - 1.1. Directs the Chief Executive to provide Council with urgent advice on how the Council can deliver the 2020-21 Annual Plan with zero rates increase.

Process for Considering Notice of Motion

- 2. Councillor Graham moves his Notice of Motion, and if there is a seconder for it, the Motion is debated in accordance with Standing Orders before being put and voted on.
- 3. If there is not a seconder, then the Notice of Motion lapses.
- 4. Following resolution of the Motion (either CARRIED or LOST), the meeting moves to resolve the substantive motion as per the "Recommendations" section following.

Decision Making Process

- 5. Council is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and advise that the decision to resolve Cr Barker's Notice of Motion:
 - 5.1. Will not significantly alter the service provision or affect a strategic asset.
 - 5.2. Does not fall within the definition of Council's policy on significance.

Recommendations

That Hawke's Bay Regional Council:

- 1. Receives and considers the "Cr Rex Graham Notice of Motion: Advice on Zero 2020-21 Rates Increase".
- 2. Directs the Chief Executive to provide Council with urgent advice on how the Council can deliver the 2020-21 Annual Plan with zero rates increase.

Authored by:

Leeanne Hooper GOVERNANCE LEAD

Approved by:

James Palmer CHIEF EXECUTIVE

Attachment/s

There are no attachments for this report.

Wednesday 25 March 2020

Subject: REPORT AND RECOMMENDATIONS FROM THE MĀORI COMMITTEE Reason for Report

 The following matters were considered by the Māori Committee meeting on 4 March 2020 and the recommendations agreed are now presented for Council's consideration alongside any additional commentary the Co-chairs, Mike Paku and/or Michelle McIlroy wish to offer.

Reports Received

- 2. The Appointment of Tangata Whenua Representatives to the Māori Committee item confirmed the appointments made by each of the taiwhenua in the region.
- 3. The **Election of the Māori Committee Chairperson** confirmed the election of Cochairs Michael Paku and Michelle McIlroy.
- 4. The **Nomination of Māori Committee Representatives to Council's Committees** item presented the opportunity for Taiwhenua representatives to participate on the Hearings, Regional Transport, Environment & Integrated Catchments and Corporate & Strategic committees. Nominations made were:
 - 4.1. Dr Roger Maaka as a member of the Environment and Integrated Catchments Committee
 - 4.2. Peter Eden as a member of the Corporate and Strategic Committee
 - 4.3. Api Robin as an Advisory Member of the Regional Transport Committee
 - 4.4. Dr Roger Maaka and Katarina Kawana as members of the Hearings Committee
 - 4.5. Co-Chairs, Michael Paku and/or Michelle McIlroy are appointed to the Regional Council with full speaking rights.
- 5. The **Māori Committee Terms of Reference** item proposed an updated Terms of Reference incorporating the previous Charter and Terms of Reference, and the Committee resolved:
 - 5.1. Adopts the Terms of Reference with the inclusion of the agreed amendment that a Ngāti Kahungunu representative is added to the Committee's membership.
 - 5.2. That a wananga comprised of all taiwhenua members be established to review the Terms of Reference and propose an updated version to the 15 July 2020 meeting for the Committee's consideration and adoption.
- 6. The **Regional Climate Change Response Programme Development Update** presented an update and context around the Council's response actions underway and sought the nomination of two representatives to participate in a working party. The Committee resolved:
 - 6.1. nominates Dr Roger Maaka and Michelle McIlroy as the Māori Committee members on the climate change working party.
- 7. The **2017-21 Strategic Plan Refresh** sought Committee members' input into the proposed changes to identify and discuss any key priorities not captured or given sufficient emphasis.
- 8. As an item for discussion only, concerns were raised in relation to GoBus drivers' wages and a document tabled seeking a commitment by the Regional Council to engage with all parties involved. That document is attached for information and direction from Council as to next steps to be taken.

Decision Making Process

9. These items were specifically considered by the Māori Committee on 4 March 2020 and are now the subject of the following recommendations to Council.

Recommendations

The Māori Committee recommends that Hawke's Bay Regional Council:

- 1. Receives and considers the "Recommendations from the Māori Committee" staff report and commentary provided by the Co-chairs at the meeting.
- 2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community and persons likely to have an interest in the decision.

Appointment of Tangata Whenua Representatives to the Māori Committee

- 3. Confirms the appointments of:
 - 3.1. Bill Blake and Katarina Kawana representing Wairoa Taiwhenua, and Michelle McIlroy representing Wairoa Kahungunu Executive, with Teresa Smith as the proxy member.
 - 3.2. Peter Eden, Api Robin and Rose Hiha representing Te Taiwhenua o Te Whanganui-a-Orotū, with the proxy member to be advised.
 - 3.3. Haami Hilton, Marei Apatu and Michael Paku representing Heretaunga Taiwhenua, with the proxy member to be advised.
 - 3.4. Dr Roger Maaka, Zack Makoare and Paora Sciascia representing Tamatea Taiwhenua and Marge Hape as a proxy member.

Election of the Māori Committee Chairperson

4. Confirms the election of Michael Paku and Michelle McIlroy as Māori Committee Co-Chairpersons.

Nomination of Māori Committee Representatives to Council's Committees

- 5. Confirms the appointments of:
 - 5.1. Dr Roger Maaka as a member of the Environment and Integrated Catchments Committee
 - 5.2. Peter Eden as a member of the Corporate and Strategic Committee
 - 5.3. Api Robin as an Advisory Member of the Regional Transport Committee
 - 5.4. Dr Roger Maaka and Katarina Kawana as members of the Hearings Committee
 - 5.5. Co-chairs, Michael Paku and/or Michelle McIlroy to the Regional Council with full speaking rights.

Māori Committee Terms of Reference

6. Adopts the Terms of Reference (attached) which includes the agreed amendment to include a Ngāti Kahungunu representative on the Committee's membership.

Regional Climate Change Response Programme Development Update

7. Notes the appointment of Dr Roger Maaka and Michelle McIlroy as members of the climate change working party.

Reports Received

- 8. Notes that the following reports were provided to the Māori Committee
 - 8.1. Regional Climate Change Response Programme Development Update
 - 8.2. 2017-21 Strategic Plan Refresh
 - 8.3. Taiwhenua Representatives' Verbal Updates
 - 8.4. Verbal Update on Current Issues HBRC Chair and Chief Executive.

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Authored by:

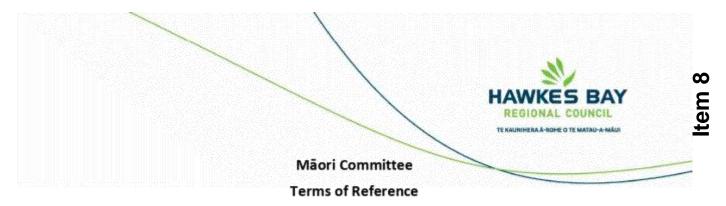
Leeanne Hooper GOVERNANCE LEAD Melanie Taiaroa SENIOR ADVISOR MAORI PARTNERSHIPS

Approved by:

Pieri Munro TE POU WHAKARAE

Attachment/s

- 2020 proposed Maori Committee Terms of Reference for adoption
- 4 March 2020 Letter re GoBus



Adopted by Hawke's Bay Regional Council resolution 25 March 2020 for proposal to the Māori Committee

The M\u00e3ori Committee comprises those 12-13 representatives nominated by each of the four Ng\u00e3ti
Kahungunu Taiwhenua / Executive in the Hawke's Bay region.

He Toa Takitini - Strength in Unity

- This Terms of Reference reflects the intent and expectations of both the Hawke's Bay Regional Council (Regional Council) and appointed members of the Māori Committee.
- 3. The Hawke's Bay Regional Council M\u00e3ori Committee has been in existence since the 1990s and has served as a valuable network for the Regional Council. This Terms of Reference has been updated over the many years and this the fifth version, since the establishment of the Regional Council's M\u00e3ori Committee.
- 4. It is important to acknowledge those who have contributed to this Committee over the years and particularly to recognise the prominent work of the late Ngarangimataeo Eru Smith and the Chairman of the Council at that time, Harry Romanes. They are remembered for their vision and commitment to:
 - 4.1. ensuring M\u00e4ori input to various activities of the Council, including active participation in the decision-making process and the development of sustainable relationships with M\u00e4ori.
- The calibre of Committee members over the years, has enabled the Regional Council and Tangata Whenua to engage more effectively on issues that have been both challenging and beneficial.
- 6. This Charter looks to continue the strengthening the relationship of this Committee with the Regional Council, to ensure that the role of Kaitiakitanga, through marae hapū lwi mandated entities is enacted for the protection and enhancement of the wellbeing of the Hawke's Bay environment and its people.
- The Treaty of Waitangi is between the Crown, Iwi, Hapū and Whānau. The Regional Council is a statutory body with powers and responsibilities delegated to it by the Crown.
- Councillors of the Hawke's Bay Regional Council are elected by the regional community and are accountable to that whole community, with the primary focus of the Council being environmental stewardship.
- Hapü have Mana Whenua and Mana Moana (Tino rangatiratanga self-determination, control over their own affairs) relating to the land or sea, as established in the Treaty, and the Regional Council exercises its functions as established by legislation.
- The M\u00e3ori Committee is a standing committee under clause 30(1)9b) of Schedule 7 of the Local Government Act 2002.

Attachment 1

Purpose

- The purpose of the M\u00e4ori Committee is to:
 - 11.1. Actively participate and contribute in the decision-making processes, policy development and other activities of the Hawke's Bay Regional Council
 - Consider ways in which to support the development of Māori capacity to contribute to the decision making process; and
 - 11.3. Provide leadership and relevant information to Council regarding economic, social, environmental and cultural matters regionally that support sustainable resource management and economic growth.
- 12. To make recommendations to the Council on matters of relevance affecting the tangata whenua of the Region, and to help fulfil the Māori consultative requirements of the Council particularly with regard to the principles of the Treaty of Waitangi, Local Government Act 2002 and the Resource Management Act 1991.

Work programme

- The Regional Council will engage with the M\u00e4ori Committee members in the spirit that reflects authentic partnership.
- 14. Within the first year of the Committee's establishment, a work plan for the Committee will be developed to set out, in general terms, what the Committee aims to achieve over its three-year term.
- 15. The work programme will be developed to provide an overview of key tasks that require the Māori Committee members input and direction:
 - 15.1. To provide policy advice with respect to the Regional Plan, regarding provisions for the W\u00e4hi Tapu, W\u00e4hi Taonga, W\u00e4hi Tipuna engagement processes and where relevant to T\u00e4ngata Whenua, any other amendments to the Plan.
 - 15.2. To provide input to the Long Term Plan and Annual Plan with particular reference to those issues of importance to M\u00e4ori from the region.
 - 15.3. To provide insight into Māori and other strategic community issues with particular reference to the Long Term Plan, the effectiveness of the Regional Plan and the delivery of the Annual Plan.
 - 15.4. To consider and recommend M\u00e3ori capacity building initiatives within budget and resource constraints of the Regional Council.
 - 15.5. To assist the Regional Council as appropriate in conducting and maintaining effective, good faith working relationships with the M\u00e4ori community including advice on governance arrangements.
- In given situations the Regional Council will communicate to and consult with Hapü/Marae/Tăngata Whenua via the contact(s) established by the Măori Committee.
- It is vital where contact is made, or is ongoing between the Regional Council and Hapû/Marae/Tängata Whenua, that the relevant members of the Māori Committee are kept informed of developments.
- Following is a communication process which reflects the engagement methodology for the Māori Committee and the Regional Council.

Model of Communication

Iwi, Hapū, Māori Hawke's Bay



- The expectation of the membership is that each Taiwhenua / Executive collective will engage with their respective constituents.
- 20. The Chairperson is to be elected at the first meeting of the Committee of each triennium, from among the appointed Māori members of the Committee. The Chairperson shall be elected for that term of the Committee but is not precluded from a subsequent term as Chairperson if so nominated. Two key roles of the Chairperson will be to:
 - 20.1. preside over meetings of the Committee in accordance with the Hawke's Bay Regional Council Standing Orders
 - 20.2. manage the nominations and appointments by Taiwhenua / Executive to the Māori Committee at the end of each triennium, for re-establishment of the Committee for the next triennium.
- The Deputy Chairperson is also to be elected at the first meeting of the Committee of each triennium from among the appointed members of the Committee.

Membership

 The Māori Committee are those 12 representatives nominated by each of the four Ngāti Kahungunu Taiwhenua and Executive in this region.

Members

<u>Twelve-Thirteen</u> representatives nominated by the Tangata Whenua, appointed at the first meeting of the Māori Committee each triennium; plus one Proxy representative nominated to attend in an appointee's absence; being:

- Kaumatua (Wairoa)
- Kahungunu Executive (Wairoa)
- Wairoa Taiwhenua
- Proxy (Wairoa Taiwhenua)
- Kaumatua (Hastings)
- Heretaunga Executive (Hastings)
- Heretaunga Taiwhenua (Hastings)
- Proxy (Heretaunga Taiwhenua)
- Te Taiwhenua o Tamatea (Central Hawke's Bay)
- Kaumatua (Central Hawke's Bay)
- Tamatea Taiwhenua (Central Hawke's Bay)
- Proxy (Tamatea)
- Te Taiwhenua o Te Whanganui-a-Orotü (Napier)
- Te Taiwhenua o Te Whanganui-a-Orotū (Napier)
- Te Taiwhenua o Te Whanganui-a-Orotū (Napier)
- Proxy

Ngäti Kahungunu

Up to four elected members of the Council, being:

Councillors Charles Lambert, Hinewai Ormsby, Rick Barker, and Rex Graham

Meeting Frequency

Bi-monthly, but with the Chairperson of the Committee authorised to arrange additional meetings should the need arise

Attachment 1

Meeting Procedures

- The Committee will meet on scheduled dates as agreed with Council for the purpose of discussing relevant agenda business put forward by either the Council or Māori Committee.
- Such meetings will generally be every second month with the ability for the M\u00e4ori Committee Chair to
 call extra meeting(s) if required to deal with specific and/or urgent business.
- The meetings of the Committee shall be conducted in accordance with HBRC's Standing Orders while incorporating tikanga Māori (Māori custom and practice) as appropriate.
- 31. The M\u00e3ori members of the Committee may hold a pre-meeting prior to the meeting proper to network and clarify issues to be raised at the meeting proper.
- 32. When meeting on marae the Standing Orders will be suspended to allow marae kawa.
- 33. Each rohe may appoint a proxy representative to attend committee meetings on occasions when the appointed representative from their area is unavailable, but this right is to be used as infrequently as is possible to ensure continuity and familiarity by appointed members.

Quorum

- 34. As per the Council's Standing Order 10.2:
 - 34.1. A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference.
- In accordance with SO 10.2 the quorum for the M\u00e4ori Committee, to be stated in the Terms of Reference, will be a majority of members including at least 1 HBRC councillor.

Delegated Powers

- 36. In its Advisory role, the Māori Committee is not delegated to exercise Regional Council powers, functions or authorities under the Local Government Act 2002 (I-GA), but rather will make recommendations to Council in relation to the matters detailed in the Māori Committee work programme and matters of significance to Māori.
- 37. The M\u00e3ori Committee has authority to develop procedures and protocols that assist in its operation, provided that such procedures and protocols meet the statutory requirements of the I-GA, the Local Government Official Information and Meetings Act 1987 or HBRC's Standing Orders.
- 38. The Chairperson does not have a casting vote.

Măori Committee Members' Responsibilities

- Ensure consultation and feedback to Hapū/marae and other Māori organisations.
- 40. Put forward appropriate agenda items for discussion by the Committee.
- Ensure that the work of the Māori Committee will align with Hapū marae aspirations, which, in turn, are appropriately promoted for Council consideration when developing the Council Long Term Plan (LT P), ITP review and/or Annual Plan.
- 42. Liaise with Hapū/Marae/Tāngata Whenua when required to assist direct contact with the Council.
- 43. Provide the Regional Council with appropriate Tangata Whenua contacts as and when necessary
- 44. When requested by Consents staff, provide appropriate T\u00e4ngata Whenua contacts for those deemed 'affected' by a notified resource consent application.
- 45. Promote Tängata Whenua interests in the Council's decision-making processes.
- 46. Assist Council to avoid disputes involving Tangata Whenua issues.
- 47. Responsibilities of Councillors on the Māori committee

- Seek an understanding of the issues relevant to the Regional Council that are of importance to T\u00e4ngata
 Whenua.
- 49. Represent and reflect the Council's policies, plans and responsibilities to the Māori Committee.
- 50. Promote an understanding of the concerns and reflect the resolutions of the Māori Committee to
- Assist with the promotion and support of hapū aspirations, which have been supported by the Māori Committee, when developing the Council's LT P, I-TP review or Annual Plan process. Policies

Te Tiriti O Waitangi (Treaty of Waitangi) Policies

- 52. The Treaty Article relevant to each Policy is shown in brackets.
- 53. The Hawke's Bay Regional Council acknowledges that:
 - 53.1. Major aspects of the Resource Management Act and Local Government Act place particular responsibilities on the Council regarding its involvement with Māori (Article One)
 - 53.2. It is necessary and valuable to have Māori input into decision-making and policy development, where appropriate (Article One & Two)
- There are special requirements of Council to consult with T\u00e4ngata Whenua over matters of interest to M\u00e4ori (Article Two).

Resource Consent Process (Articles One and Two)

- 55. The Council will provide a documented process to enable relevant T\u00e4ngata Whenua to have a meaningful input into publically notified or limited notified resource consent applications that affect them as either hap\u00fc/marae or iwi.
- Relevant M\u00e4ori members of the M\u00e4ori Committee will at times be asked to provide appropriate T\u00e4ngata
 Whenua contacts in relation to resource consent application(s) and in particular notified consents.
- 57. The appropriate contacts will be required to represent T\u00e4ngata Whenua's views in relation to the proposed activity requiring resource consent and may involve formal submissions either supporting or opposing the application and appearing at consent hearings.
- 58. The documented process will be reviewed at least every three years with members of the Māori Committee to ensure it is still relevant and effective.

Consultation/ Communication (Article One & Two)

- 59. The Council and Māori Committee acknowledge the elements of effective consultation as established through the Courts, being:
 - 59.1. That sufficient information is provided to the consulted party, so that they can make informed decisions
 - 59.2. That sufficient time is given for both the participation of the consulted party and the consideration of the advice given
 - 59.3. That genuine consideration of that advice, including an open mind and a willingness to change, is shown; and
- That consultation must be carried out in good faith by both parties. Consultation Policy for T\u00e4ngata Whenua Issues (Article One & Two)

Attachment 1

Kanohi ki te kanohi — Pokohiwi ki te pokohiwi Face to face — Shoulder to shoulder

- In a wide variety of the Council's work there will be a need for effective consultation/communication with T\u00e4ngata Whenua.
- 62. The Council will endeavour to identify those with Mana Whenua (authority for that land) through the appropriate members of the Māori Committee on relevant occasions and in particular for resource consent applications.
- The Council will endeavour to meet kanohi ki te kanohi (face to face) at an appropriate venue, such as marae.
- 64. The Council will acknowledge the mana (integrity) of the hui (meeting) by sending senior staff and, where appropriate, Councillors. That is, those who can make the decisions.
- 65. Where there are ongoing meetings required, Council will ensure that the relevant member of the Măori committee is kept informed about developments and involved directly at an early stage if there is a possibility of an impasse.
- 66. The Council will allow such time as is reasonable for a decision to be made allowing for tikanga Māori (Māori custom and practice) and thereby maximising the chances of a decision where the Council and tāngata whenua will be pokohiwi ki te pokohiwi (shoulder to shoulder) on the issue.
- 67. The Council's commitment is, through a process of pokohiwi ki te pokohiwi, to achieve a result where all parties are confident that their voice has been heard and respected and that the outcome has their support. It is accepted, however, that on rare occasions the Council may have to use its statutory powers or to refer issues to the legal system as a measure of last resort.
- The Council will, within its statutory responsibilities, exercise its duty to protect Māori taonga (treasures) to the fullest extent practicable. (Article Two & One)
- The Council will resource T\u00e4ngata Whenua, where appropriate, to ensure adequate consultation at a meaningful level is achieved on relevant issues. (Article Two & Three)
- The Council, in making any decision, will ensure that the results of any consultation with Tangata Whenua are fully considered. (Article Two & Three)

Wăhi Tapu (Article Two)

- 71. The Council will exercise its responsibility to assist Tangata Whenua to protect and preserve wahi tapu sites in the coastal marine area, on the beds of lakes and rivers and on Council owned or administered land through the Regional Resource Management Plan..
- Council acknowledges that only Tangata Whenua can identify w\u00e4hi tapu and decide on the importance
 of any particular w\u00e4hi tapu.
- Council will provide a facility for the registering of Wāhi Tapu, Wāhi Taonga and Wāhi Tipuna sites of significance.
- Council will take all practical measures to protect the sanctity of w\u00e4hi tapu sites within the reasonable bounds of budgetary allocation.
- 75. Council will respect the wishes of hapū/marae who wish to keep the actual site of a particular wāhi tapu secret by recording a general locality indicator, or by operating a 'silent file' for limited access.
- 76. Council will give the utmost respect to information given by hapü/marae in confidence.
- 77. The Council will investigate which powers could be transferred to recognised ngã hapū. (Article Two)
- 78. The Council will lift the general awareness within Council of the significance of Māori issues.

(Article Three)

- The Council will provide training, particularly of Officers and Councillors of the Council, in relation to bicultural awareness and issues. (Article Three)
- 80. The Council will provide relevant training to members of the Maori Committee. (Article Three)

Regional Council's Commitment to the Māori Committee

- 81. The Regional Council, in acknowledging the necessity and value of M\u00e3ori involvement in decision-making and policy development, will:
 - 81.1. Appropriately resource the Māori Committee.
 - Resource M\u00e4ori Committee meetings on marae when appropriate and also relevant consultation hui.
 - 81.3. Maintain one position on each of the Regional Council's Committees namely: Environment & Services, Corporate & Strategic and Regional Transport committees for representatives from the Māori Committee.
 - 81.4. Maintain up to two positions on the Hearings Committee for RMA Making Good Decisions qualified representatives from the Māori Committee.
 - 81.5. Where a new Māori Committee has not been established after a local body election, Regional Council will support previous Māori Committee representatives attending, with voting rights, relevant initial Council committee meetings. This will maintain continuity until the Māori Committee nominates its new representatives. This will also include the Māori Committee representative(s) on any Hearing Panel that transverses the election process. Maintain one position on other Regional Council committees/working groups to provide Māori input where the focus of the Committee has a direct impact on Māori
 - 81.6. Have the M\u00e4ori Committee Chairperson as a participant at Hawke's Bay Regional Council meetings.
 - 81.7. Councillors and appropriate staff will hold a wananga (seminar) with kaumatua from throughout the rohe (area) to listen to the issues that are of importance for these iwi leaders at times when it is considered appropriate by either party.
 - 81.8. Maintain a strong working relationship with the Post Settlement Governance Entities (PSGE) and Ngāti Kahungunu lwi Incorporated.
 - 81.9. As and when relevant, source appropriately experienced M\u00e4ori to undertake specific work for the Council.
 - 81.10. Ensure the Chair (and through him/her the members) of the Maori Committee is provided with the background information relating to Council's meeting agendas.
- 82. Be particularly mindful that T\u00e4ngata Whenua are not adversely affected in the decision making process when applying Council's policy on significance when the outcome has a clear impact on T\u00e4ngata Whenua.

Hawke's Bay Regional Planning Committee Act (2015) 1

- 83. The purpose of the Hawke's Bay Regional Planning Committee Act is to:
 - 83.1. Improve T\u00e4ngata Whenua involvement in the development and review of documents prepared in accordance with the Resource Management Act 1991 2 for the Hawke's Bay region.

¹ Hawke's Bay Regional Planning Committee Act (2015) hetp: / (legislation. govt.nz/ act/ public / 2015 0065 / latest/DLM6059509.html?src=qs

² Resource Management Act 1991 http://www.legislation.govt.nz(act/public/1991/0069/latest(DLM230265.html#DLM230264

- 84. To that end, the Act establishes the Hawke's Bay Regional Planning Committee (RPC) as a joint committee of the Hawke's Bay Regional Council. 1
- 85. The function of the RPC is to oversee the development and review of the RMA documents prepared in accordance with the RMA for the RPC region.
- 86. The construct of the T\u00e4ngata Whenua membership to the RPC is formed from the nine Treaty Entities within the Hawke's Bay region.
- 87. Relationship between the Māori Committee and the RPC Tangata Whenua members:
 - 87.1. Whilst the Local Government Act provides the backdrop for engagement, the fundamental composition of the Māori Committee focuses on Hapū, Iwi and Marae. With the establishment of the RPC Act and the role of the Treaty Partners; the unfolding relationship still sits in the commitment to Whānau, Hapū, Iwi and Marae, to which this Committee has performed competently over the years.
 - 87.2. The M\u00e3ori Committee members have developed a communication process for engaging with the RPC T\u00e3ngata Whenua membership. This is to strengthen the relationship between both respective committees in providing governance, oversight and engagement for the wider T\u00e3ngata Whenua of this region.
- 88. The M\u00e4ori Committee recognises the steps of evolution that will emerge from this relationship with the RPC and offer their commitment to working together for the benefit and wellbeing of the environment, the Hap\u00fc, Iwi and Marae.

Evaluation

- 89. To provide an evaluation of the effectiveness of the Māori Committee, the Māori Committee may request that an evaluation of its role, functions and performance be arranged by Council. Council may also indicate its intention to evaluate the role, functions and performance of the Māori Committee. Notwithstanding this process, the Māori Committee will provide an opportunity for a discussion of its performance at the last committee meeting each calendar year.
- 90. The Terms of Reference will be reviewed at least once every three years.

Summary

- 91. This Terms of Reference is a statement of the agreed principles of participation between the Hawke's Bay Regional Council and the Māori Committee of Council.
- 92. It sets out the broad parameters under which the parties will interact.
- The creation of the Māori Committee of Council is an important step in the process of strengthening Tino Rangatiratanga for Māori within the Hawke's Bay.
- 94. While it is not intended to be a legally binding document, this Charter is entered into by both parties with the utmost good faith.
- 95. The Terms of Reference is a continuation of the process to enable T\u00e4ngata Whenua to have a meaningful voice in local government, and is based on the trust that has been established between the two groups.

¹ Part 1- s3 Preliminary provisions - Purpose

Hawke's Bay Regional Council and Māori Committee of Council Hui Wed 4 March 2020

Go Bus is jointly owned by <u>Ngai Tahu and Tainui lwi</u>. Go Bus is managed by an Independent Auckland-based Company known as <u>Go Bus New Zealand</u>

Go Bus Drivers Concerns:

Wages: Currently \$19.50 per hour and still negotiating a 2% pay increase (40c) to \$19.90 for June 2020.

(Waipawa Drivers are/were currently on \$17.50 – Mostly School Bus Runs)

The Government's intention is to raise the 'living wage' to just over \$20 per hour this year 2020.

And the 'minimum wage' to \$20 by 2021

(Most Recent Action - End of 2019: Hamilton Go Bus Drivers were negotiating for \$20.55 per hour by Strike Action and Refusing to take bus fares)

Questions for HBRC:

- a) Is the current pay rate and 2% increase offer a fair rate of pay for our drivers? (As mentioned above in Wages)

 Especially, in regards to the huge amount of responsibility a driver has towards passenger (public) health and safety.
- b) Go Bus is always short of drivers why?

A small number of drivers are retired and, fortunately, for them, their pays are topped-up by their super's. However, the majority of drivers are bread-winners who are struggling to make ends meet hence the reason for the large turnover of drivers. (Daily advertising in HB Today and regular cancellations of runs between Napier and Hastings are the norm)

Attachment 2

c) What is the lowest minimum rate HBRC pays its own council workers (staff)?

It makes sense to ask to see if there are any relevant pay comparisons between HBRC lowest paid workers and Go Bus Drivers.

d) Like many issues out there such as "Ihu Matao" – Is the request to pay a decent living wage in this 'day and age' in the realms of 'moral' obligations?

Our HBRC needs to lead the Way to support better living standards by supporting better employment opportunities.(Goodwill to ALL Mankind)

Recommendation:

As a Leading Public Entity the **Hawkes Bay Regional Council** will/should endeavour to engage with ALL Parties to negotiate a realistic wage (hourly rate) that acknowledges the Valued and Loyal Support that ALL Go Bus Drivers provide in its Region.

Proposal: Api Robin

Wednesday 25 March 2020

Subject: REPORT AND RECOMMENDATIONS FROM THE CORPORATE AND STRATEGIC COMMITTEE

Reason for Report

 The following matters were considered by the Corporate and Strategic Committee meeting on 11 March 2020 and the recommendations agreed are now presented for Council's consideration alongside any additional commentary the Chair, Councillor Neil Kirton, wishes to offer.

Reports Received

- The Report and Recommendations from the Finance Audit and Risk Subcommittee (FARS) item provided the Committee with an overview of the discussions at the meeting and the resulting recommendations, including the adoption of the Terms of Reference for the Sub-committee.
- 3. The Investment Strategy Workshop Follow-up including Statement of Investment Policy Objectives Review followed up on a workshop held subsequent to the FARS meeting to discuss the sub-committee's internal audit work programme and potential amendments to the SIPO.
 - 3.1. In relation to the review and updating of the Statement of Investment Policy Objectives (SIPO), staff presented proposed changes in response to feedback received from Fund Managers (Jarden and Mercer), PwC Treasury and discussion at the recent 12 February 2020 FARS meeting. Subsequent to this meeting, the review of the SIPO has been postponed given the current state of financial markets and uncertainty.
- 4. The Remission of Penalties on Rates Policy (Fixed Term) Statement of Proposal (SoP) for Consultation was an 'administrative' item asking for the adoption of the SoP to begin consultation on a policy to circumvent potential difficulties for ratepayers unable to pay their rates within shorter timeframes.
- 5. The HBRC 2020 Local Governance Statement (LGS) presented and sought the Committee's agreement to the proposal to 'house' the Council's LGS solely on the HBRC website as a means of meeting the LGA requirement in the most efficient manner, which was agreed and resolved.
- 6. The **Regional Water Security** item provided the Committee with an update on the Regional Freshwater Security programme with a specific focus on the aligned work streams addressing medium term supply certainty for all water users in the Heretaunga and Tukituki districts as well as seeking feedback on potential governance structures.
- 7. The **Strategic Bi-lateral Arrangements** item discussed the establishment of an additional engagement structure between governors of this Council and the Territorial Authorities in the region, particularly around infrastructure planning, and the Committee resolved:
 - 7.1. Requests that the Hawke's Bay Regional Council Chairman and Chief Executive put forward a proposal to the next available HB Local Government Leaders Forum to establish regular bilateral meetings with the governors of each of the four territorial authorities in the region, with the broad scope of discussion to cover matters linked to the provision of urban infrastructure including resilience and adaptation to climate change, long term asset management planning, long-term water quality and ecological goals, overview and monitoring of performance standards, and agreed public communications.

- 8. The **HBRC Agrichemical Collection Service Funding** item sought recommendations on continued funding of the Hawke's Bay Regional Council Agrichemical Collection scheme for the 2019-20 financial year and the continued funding of the scheme for future financial years, with the Committee resolving:
 - 8.1. Recommends that Council funds up to an additional \$15,000 to subsidise the collection costs of the more hazardous high-risk chemicals and then no further funding until the 2020-21 period. Once spent the user would pay for the remaining high-risk chemicals not covered by this subsidy.
 - 8.2. Requests that staff investigate options to continue Agrichemical collection on a user pays basis for commercial users.
- 9. The **National Environment Standards for Plantation Forestry Update** item provided an update on the impact of the new National Environment Standards for Plantation Forestry (NES-PF) on forestry activities, what the new requirements mean and discussed outstanding risks to be resolved.
- 10. The Organisational Performance for Period to 31 December 2019 and Financial Results for the 2019-20 Financial Year, for the Period to 31 December 2019 items reported on performance against the level of service measures that the Council set in the 2018 Long Term Plan and financial results.
- 11. Council's investment fund manager, **Jarden**, presented an update on Council's investment portfolio returns and impacts of the financial market downturn in response to Covid-19.
- 12. The **Proposed Wellington Leasehold Property Sale** item considered with the Public Excluded sought a decision whether to enter into negotiations for the sale of Council's leasehold property in Wellington.
- 13. Finally, the **HB Tourism Quarterly Update** item provided the Committee with HB Tourism's quarterly update on achievements against key performance indicators.

Decision Making Process

14. These items were specifically considered by the Corporate and Strategic Committee on 11 March 2020 and are now the subject of the following recommendations to Council.

Recommendations

The Corporate and Strategic Committee recommends that Hawke's Bay Regional Council:

- 1. Receives and considers the "Report and Recommendations from the Corporate and Strategic Committee".
- Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on these items without conferring directly with the community or persons likely to have an interest in them.

Report and Recommendations from the Finance Audit and Risk Sub-committee

3. Adopts the Terms of Reference (attached) as proposed to and confirmed by the 12 February 2020 Finance, Audit and Risk Sub-committee meeting.

Remission of Penalties on Rates Policy (Fixed Term) Statement of Proposal for Consultation

- 4. Adopts the Statement of Proposal for Remission of Penalties on Rates Policy (Fixed Term) consultation as proposed.
- 5. Delegates the establishment of a Hearing Panel to hear submissions on 19 May 2020 if required, to the Hearings Committee.

HBRC 2020 Local Governance Statement

6. Adopts the HBRC 2020 Local Governance Statement web publication as proposed.

Regional Water Security

- Agrees that Council will continue to resource a comprehensive work programme focussed on regional water security consistent with completion of the Scoping Study for presentation to the May 2020 Regional Council meeting, of options to be carried through to pre-feasibility.
- 8. Directs staff to further investigate alternative governance models for the Tukituki Water Security Scheme and the Heretaunga Flow Enhancement Scheme that that will identify and assess a short list of programme governance models for recommendation to Council for adoption at the May 2020 Regional Council meeting.

HBRC Agrichemical Collection Service Funding

- 9. Funds up to an additional \$15,000 to subsidise the collection costs of the more hazardous high-risk chemicals and then no further funding until the 2020-21 period. Once spent the user will pay for the remaining high-risk chemicals not covered by this subsidy.
- 10. Requests that staff investigate options to continue Agrichemical collection on a user pays basis for commercial users.

Proposed Wellington Leasehold Property Sale

11. Declines the offer to sell 123-125 Molesworth Street, Wellington based on the current market rental returns and the possible future capital growth of the investment.

Reports Received

- 12. Notes that the following reports were provided to the Corporate and Strategic Committee
 - 12.1. Investment Strategy Workshop Follow-up including Statement of Investment Policy Objectives Review (resolved: 1. Supports the proposed actions and timeframes for staff to progress next steps from the Investment Strategy Workshop; and 2. Refers the proposed changes and revisions to the Statement of Investment Objectives to the 25 March 2020 Regional Council meeting.)
 - 12.2. Strategic Bi-lateral Arrangements (resolved: Requests that the Hawke's Bay Regional Council Chairman and Chief Executive put forward a proposal to the next available HB Local Government Leaders Forum to establish regular bilateral meetings with the governors of each of the four territorial authorities in the region, with the broad scope of discussion to cover matters linked to the provision of urban infrastructure including resilience and adaptation to climate change, long term asset management planning, long-term water quality and ecological goals, overview and monitoring of performance standards, and agreed public communications.)
 - 12.3. National Environment Standards for Plantation Forestry Update
 - 12.4. Organisational Performance for Period to 31 December 2019
 - 12.5. Financial Results for the 2019-20 Financial Year, for the Period to 31 December 2019
 - 12.6. Jarden Investment Fund Manager Introduction & Presentation
 - 12.7. HB Tourism Quarterly Update.

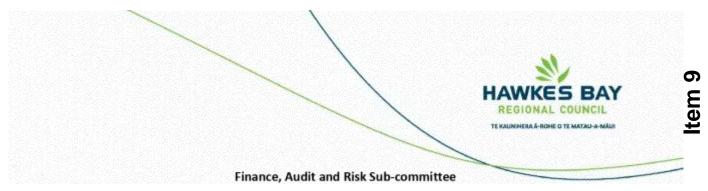
Authored by:

Approved by:

Leeanne Hooper GOVERNANCE LEAD Jessica Ellerm GROUP MANAGER CORPORATE SERVICES

Attachment/s

1 20200325 Finance Audit and Risk Sub-committee Terms of Reference



Terms of Reference

Adopted by Hawke's Bay Regional Council resolution 25 March 2020

Purpose

The purpose of the Finance, Audit and Risk Sub-committee is to report to the Corporate and Strategic Committee to fulfil its responsibilities for:

- 1.1. The provision of appropriate controls to safeguard the Council's financial and non-financial assets, the integrity of internal and external reporting and accountability arrangements
- 1.2. The review of Council's revenue and expenditure policies and the effectiveness of those policies.
- 1.3. The independence and adequacy of internal and external audit functions
- 1.4. The robustness of risk management systems, processes and practices
- 1.5. Compliance with applicable laws, regulations, standards and best practice guidelines.

2. Specific Responsibilities

The Finance, Audit and Risk Sub-committee shall have responsibility and authority to:

- 2.1. Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes
- 2.2. Satisfy itself that the financial statements and statements of service performance are supported by adequate management signoff and adequate internal controls and recommend adoption of the Annual Report by Council
- 2.3. Confirm that processes are in place to ensure that financial information included in Council's Annual Report is consistent with the signed financial statements
- 2.4. Monitor the performance of Council's investment portfolio
- 2.5. Confirm the terms of appointment and engagement of external auditors, including the nature and scope of the audit, timetable, and fees
- 2.6. Receive the internal and external audit report(s) and review actions to be taken by management on significant issues and recommendations raised within the report(s)
- 2.7. Enquire of internal and external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to this
- 2.8. Conduct a sub-committee members-only session with Audit NZ to discuss any matters that the auditors wish to bring to the Sub-committee's attention and/or any issues of independence
- 2.9. Review whether Council management has a current and comprehensive risk management framework and associated procedures for effective identification and management of the council's significant risks in place

Terms of Reference Finance, Audit and Risk Sub-committee Attachment 1

- 2.10. Undertake periodic monitoring of corporate risk assessment, and the internal controls instituted in response to such risks
- 2.11. Undertake systematic reviews of Council operational activities against Council stated performance criteria to determine efficiency/effectiveness of delivery of Council services
- 2.12. Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), Council's own standards, and best practice guidelines; including health and safety.

3. Accountability

 The Finance, Audit and Risk Sub-committee is not delegated to make any decisions unless by specific delegation of Council.

The Finance, Audit and Risk Sub-committee is delegated by Council to:

- Obtain external legal or independent professional advice within approved budgets in the satisfaction of its responsibilities and duties
- Secure the attendance at meetings of third parties with relevant experience and expertise as appropriate
- 3.4. Receive all of the information and documentation needed or requested to fulfill its responsibilities and duties, subject to applicable legislation
- Ensure that recommendations in audit management reports are considered and, if appropriate, actioned by management
- 3.6. Review the objectives and scope of the internal audit function, and ensure those objectives are aligned with Council's overall risk management framework
- 3.7. Assess the performance of the internal audit function, and ensure that the function is adequately resourced and has appropriate authority and standing within Council.

4. Membership

- Up to four members of Council, being: Councillors Will Foley, Craig Foss and Neil Kirton (confirmed by Council resolution 6 November 2019)
- 4.2. An external appointee, being: Rebekah Dinwoodie (confirmed by Council resolution 6 November 2019)

5. Chairperson

A member of the Committee as elected by the Council, being Councillor Craig Foss (confirmed by Council resolution 9 November 2016)

6. Meeting Frequency

The Committee shall meet quarterly, or as required

Quorum

The quorum at any meeting of the Committee shall be not less than 3 members of the Committee.

8. Officers Responsible

- 8.1. Chief Executive
- 8.2. Group Manager Corporate Services
- 8.3. Group Manager Office of the Chief Executive and Chair

Terms of Reference Finance, Audit and Risk Sub-committee

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 25 March 2020

Subject: LOCAL GOVERNMENT NEW ZEALAND 2020 CONFERENCE AND ANNUAL GENERAL MEETING

Reason for Report

 This report provides the means for Council to resolve confirmation of the councillors who will attend the upcoming 2020 Local Government New Zealand (LGNZ) Conference and Annual General Meeting (AGM); and the councillor delegated to vote on Council's behalf at the AGM.

Background

- 2. The conference and AGM will be held in Blenheim from 16 18 July 2020. At this stage the AGM is proceeding but this plan may change due to Covid-19 travel restrictions.
- 3. The theme of the conference is "Natural Capital: Leveraging what makes your place great".
- 4. The councillors booked and registered to attend the 2020 conference are Hinewai Ormsby, Martin Williams and Charles Lambert.

Financial and Resource Implications

5. The costs for attendance at the 2020 LGNZ conference are approximately \$1500 per councillor plus associated travel and accommodation costs, which are within the usual cost parameters.

Decision Making Process

- 6. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 6.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 6.2. The decision does not fall within the definition of Council's policy on significance.
 - 6.3. The decision is not inconsistent with an existing policy or plan.
 - 6.4. Given the nature and significance of the issues to be considered and decided, Council can exercise its discretion and make these without consulting directly with the community.

Recommendations

That Hawke's Bay Regional Council:

- 1. Agrees that the decisions to be made are not significant, and that Council can exercise its discretion and make decisions on this issue without conferring with the community.
- 2. Confirms the elected representatives to the LGNZ AGM, covering all associated registration, travel and accommodation expenses for attendance; being councilors Hinewai Ormsby, Martin Williams and Charles Lambert.

3.	Delegates Councillor	as	Council's	proxy,	to	vote	on	Council's
	behalf at the AGM.							

Authored by:

Approved by:

Leeanne Hooper GOVERNANCE LEAD Joanne Lawrence
GROUP MANAGER OFFICE OF THE CHIEF
EXECUTIVE AND CHAIR

Attachment/s There are no attachments for this report

62.000

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 25 March 2020

SUBJECT: COUNCILLOR REMUNERATION

Reason for Report

 The Remuneration Authority has gazetted their Local Government Elected Members' Determination (2019/20) Amendment Determination 2020 for local government elected member remuneration and allowances. This determination outlines the remuneration for the Chairman, Councillors and positions of additional responsibility, and is consistent with the proposal that the Council submitted in December 2019.

Officers' Recommendations

Council officers recommend that Council resolves to note receipt of the <u>Determination</u>
as gazetted, and also considers whether to apply for a change to account for the
appointment of Councillor Jerf van Beek as Chair of the Clifton to Tangoio Coastal
Hazards Strategy Joint Committee, for effect from 5 February 2020 (the day after the
Joint Committee elected Cr van Beek).

Executive Summary

- 3. The Council provided, to the Remuneration Authority, a proposal for how its Governance Pool should be distributed amongst the councillors, in December 2019.
- 4. The Authority has accepted the Council's proposal without change, and the amended Determination was gazetted on Thursday 5 March 2020.

Background / Discussion

Councillor with no additional responsibilities (4)

- 5. Each year the Remuneration Authority (RA) determines the remuneration for elected members. In 2019, each newly elected council was invited to give the RA recommendations (by resolution) for how its pool should be distributed among the Council members. This Council resolved that the remuneration levels to be paid to elected members under the Local Government Elected Members' Determination 2019 would be:
 - 5.1. \$62,000 per annum for a councillor with no additional responsibilities
 - 5.2. \$77,370.75 per annum for each position of additional responsibility following:
 - 5.2.1. Cr Rick Barker Deputy Chairman and Chair, Environment and Integrated Catchments Committee
 - 5.2.2. Cr Neil Kirton Chair, Corporate and Strategic Committee
 - 5.2.3. Cr Martin Williams Chair, Regional Transport Committee and Hearings Committee
 - 5.2.4. Cr Craig Foss Chair, Finance, Audit and Risk Sub-committee.
- 6. The RA considered the Council's proposal and gazetted amendments accepting the proposed remuneration, without change, as follows.
- (4) In Schedule 2, Part 1, item relating to Hawke's Bay Regional Council, after the item relating to Chairperson, insert:

 Deputy Chairperson of Regional Council and Chairperson Environment and Integrated
 Catchments Committee
 Chairperson Corporate and Strategic Committee
 Chairperson Regional Transport Committee and Hearings Committee
 Chairperson Finance, Audit and Risk Sub-committee
 77,371
 Chairperson Finance, Audit and Risk Sub-committee
 77,371
 (5) In Schedule 2, Part 1, item relating to Hawke's Bay Regional Council, before the item relating to Councillor (Minimum Allowable Remuneration), insert:

ITEM 11 COUNCILLOR REMUNERATION PAGE 43

7. The effective date (for remuneration to be back-dated to) for the councillors' base salary is 18 October 2019, and for positions of additional responsibility is the day after the date the appointment was made: 7 November 2019 for HBRC councillors.

Elected Member Allowances and Expenses

8. At the Regional Council meeting on 27 November 2019, Council also resolved to adopt the Elected Members' Expenses and Allowances Policy, which includes the allowances paid to councillors as set out in the following table.

Allowance	18 October 2019 – 30 June 2020
Mileage Allowance – petrol or diesel	\$0.79 per km
Mileage Allowance - Hybrid	\$0.79 per km
Mileage Allowance – Electric Vehicle	\$0.79 per km
Mileage Distance on Higher Rate	14,000 km per year
Mileage Allowance (after higher rate distance)	\$0.30/km petrol/diesel \$0.19/km hybrid \$0.09/km electric
Threshold time on daily travel	8 hours in a 24 hour period
Travel Time Allowances	\$37.50 per hour (after the first hour of eligible travel)
Communication Allowance	Limited to \$1,190 per year
Childcare Allowance	Limited to \$6,000 per child per year

Consideration of position of additional responsibility for Clifton to Tangoio Coastal Hazards Strategy Joint Committee Chair-elect

- 9. At the Regional Council meeting on 27 November 2019, Council also queried the ability to create what could effectively be called a "reserve" position of additional responsibility to enable some discretion if the need arose. Unfortunately this was not possible under the RA Determination which required that the entire pool must be spent.
- 10. Subsequently, Councillor Jerf van Beek has been elected Chair of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee. This gives rise to the question of whether Council should remunerate this Chairmanship at the same level as the Council's standing committee chairs. The Remuneration Authority assesses whether the additional remuneration is justified to recognise additional workload and responsibility based on a job description including expected meeting frequency of the related Committee(s).
- 11. In order to effect a change, Council is required to apply to the Remuneration Authority for a change to the Determination, supplying:
 - 11.1. A new structure for positions of responsibility
 - 11.2. An Excel workbook provided by the RA, completed to contain the details of the proposed, changed remuneration
 - 11.3. Job descriptions for the positions of responsibility and Terms of Reference for each of the committees.
- 12. Another option for Council is to apply for the change, for effect when the next Determination comes into effect on 1 July 2020.

Financial and Resource Implications

- 13. Changing the remuneration structure to include five positions of additional responsibility does not affect the total councillors' remuneration budget, however does have implications for the other four councillors' remuneration levels. The new remuneration amounts (as per attached spreadsheet) would be:
 - 13.1. \$62,000 per annum for a councillor with no additional responsibilities
 - 13.2. \$74,296.60 per annum for a councillor with additional responsibilities, e.g. Chair of a Committee, Sub-committee or Joint Committee.

Decision Making Process

14. Council is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements contained in the Act and have concluded that Council can exercise its discretion and make these decisions without consulting the community or others with an interest in the decision.

Recommendations

That Hawke's Bay Regional Council:

- 1. Receives and considers the "Councillor Remuneration and Allowances" staff report.
- 2. Confirms that the remuneration levels to be paid to elected members under the Local Government Elected Members' Determination (2019/20) Amendment Determination 2020, for the period to 30 June 2020 will be back-paid to the dates specified in the Determination, of:
 - 2.1. \$62,000 per annum (effective 18 October 2019) for a councillor with no additional responsibilities
 - 2.2. \$77,370.75 per annum (effective 7 November 2019) for each position of additional responsibility following:
 - 2.2.1. Cr Rick Barker Deputy Chairman and Chair, Environment & Integrated Catchments Committee
 - 2.2.2. Cr Neil Kirton Chair, Corporate and Strategic Committee
 - 2.2.3. Cr Martin Williams Chair, Regional Transport Committee and Hearings Committee
 - 2.2.4. Cr Craig Foss Chair, Finance, Audit and Risk Sub-committee.

And/Or

3. Requests that staff initiate the process of application to the Remuneration Authority for a change to the remuneration of HBRC councillors to include five positions with additional responsibilities, for immediate effect.

Authored by:

Leeanne Hooper GOVERNANCE LEAD

Approved by:

James Palmer
CHIEF EXECUTIVE

Attachment/s

- March 2020 Remuneration Authority Explanatory Memorandum
- **10** 20200325 Proposed HBRC Remuneration Allocation

Explanatory Local Government Members (2019/20) Amendment memorandum Determination 2020

Chairperson.

Member.

Explanatory memorandum

This memorandum is not part of the determination, but is intended to indicate its general effect.

This determination amends the Local Government Members (2019/20) Determination 2019 (the **principal determination**).

This determination is based on the changed approach to setting local government remuneration, signalled in the principal determination. The determination is operational for the period following the election of the local government representatives on 12 October 2019, ie, from 13 October 2019 until 30 June 2020.

After the 2019 local body elections, each council was required to provide the Remuneration Authority (the **Authority**) with recommendations for how its governance remuneration pool, which must be fully allocated, should be distributed among its elected members (excluding the mayor or regional council chairperson). The recommendations included a rate for base councillor remuneration and rates for all positions of responsibility. The Authority considered these recommendations before determining the remuneration payable to elected members that comes into effect on the dates specified in the *Schedule*.

This determination includes those councils that were unable to submit their recommendations to the Authority in time to be considered and included in the 13 December 2019 determination (Local Government Members (2019/20) Amendment Determination 2019).

Issued under the authority of the Legislation Act 2012. Date of notification in *Gazette*:

Proposed Remuneration for Councillors

₹8	Remuneration Authority
----	------------------------

Use this worksheet to calculate the proposed remuneration for the positions with additional responsibilties using dollar amounts.

Number of elected members (excluding the mayor or regional chair):

Councillor remuneration pool (\$):

557,483

Councillor minimum remuneration (\$):

50,378

) Enter name/title of proposed position with additional responsibilities	Enter number of members per position	Proposed councillor base remuneration (\$)	Enter proposed additional remuneration (\$)	Proposed annual total remuneration per member (\$)	Total (\$)
Deputy Chair, Regional Council & Chair, Environment & Integrated Catchments	1	62,000	12,297	74,297	74,297
Chair, Corporate & Strategic Committee	1	62,000	12,297	74,297	74,297
Chair, Regional Transport Committee & Hearings Committee		62,000	12,297	74,297	74,297
Chair, Finance, Audit & Risk Sub-committee	- 1	62,000	12,297	74,297	74,297
Chair, Clifton to Tangolo Cosstal Hazards Strategy Joint Committee	1	62,000	12,297	74,297	74,297
Councillor (with no additional responsibilties)	3	62,000	nia	62,000	186,000

Grand total (\$):

557.48

Balance of pool (\$):

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 25 March 2020

Subject: POTENTIAL HBRC NAME CHANGE

Reason for Report

1. This report is in response to the 29 January 2020 Notice of Motion to initiate investigations into changing the Council's name to Environment Hawke's Bay.

Officers' Recommendation(s)

 Council officers believe that Hawke's Bay Regional Council is already a strong brand name and that currently, external constraining factors wider than the Council do not support the investment in a name change. It is therefore the staff recommendation that Council discards further consideration of a name change.

Executive Summary

3. Following the 29 January 2020 Notice of Motion, staff engaged advice to evaluate the current landscape of councils in Hawke's Bay, the relative positioning of Regional Council brands in New Zealand, and the indicative costs associated with modifying Hawke's Bay Regional Council's brand, or completely rebranding.

Background /Discussion

- 4. The question posed is whether a name change to 'Environment Hawke's Bay' would more clearly differentiate the Council's regional role and function to the local community, in contrast to the role and function of the four territorial local authorities.
- 5. Councils in Hawke's Bay are differentiated by geography and the descriptor as a city, district or regional council, noting that the wider community does not have a clear understanding of differentiation between council roles and functions.
- 6. Regional Councils in New Zealand have a variety of naming conventions, relative to organisational preferences.
- 7. This matter is considered in the context of external constraining factors, such as the evolving Covid-19 virus and financial downturn, drought conditions, TB stock movement controls and Freshwater reform decisions.
- 8. Any impactful name change will require a substantial investment, i.e. \$172,000 at the lower end (estimated), due to the number of active brand touchpoints, such as branding on signs, buildings, uniforms, vehicles, digital assets, collateral, etc.
- 9. In 2019, 76.5% of Hawke's Bay residents named Hawke's Bay Regional Council as the main 'environmental organisation', an increase of 24.3% since 2015. (SIL Research)

Options Assessment

- 10. The three options relating to a potential name change are:
 - 10.1. Maintain the status quo name and brand (no cost)
 - 10.2. Direct a name change using a modified logo design (mid-high cost)
 - 10.3. Rebrand to a new name and logo (mid-high cost).

Strategic Fit

11. This matter does not contribute to a Strategic Plan goal, but does relate to the mission statement: Enhancing our Environment together – Te Whakapakari Tahi I Tō Tātau Taiao.

Significance and Engagement Policy Assessment

12. The significance (financial impact) of any potential name change would be high.

Climate Change Considerations

13. This matter does not contribute towards Council's climate change mitigation or adaptation response.

Considerations of Tangata Whenua

14. Any consideration to change Council's name would require consultation and engagement with tangata whenua.

Financial and Resource Implications

15. Any change in branding will require additional budget consideration and allocation. The indicative range of \$170,000 - \$450,000 has been estimated, depending on the approach taken.

Decision Making Process

- 16. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 16.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 16.2. The use of the special consultative procedure is not prescribed by legislation.
 - 16.3. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
 - 16.4. The persons affected by this decision are all ratepayers in the region.
 - 16.5. The decision is not inconsistent with an existing policy or plan.
 - 16.6. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That Hawke's Bay Regional Council:

- 1. Receives and considers the "Potential HBRC Name Change" staff report.
- 2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
- 3. Discards further consideration of a Council name change.

Authored by:

Drew Broadley
COMMUNITY ENGAGEMENT AND
COMMUNICATIONS MANAGER

Approved by:

Jessica Ellerm GROUP MANAGER CORPORATE SERVICES

Attachment/s

1 Name Change Presentation



Hawke's Bay Regional Council Name Change Feasibility Paper

16 March, 2020

Attachment 1

Item 12

Outline

- Background
- 2. Purpose of paper
- 3. Objectives of name change
- Current landscape review
- Evolution or revolution
- Learnings from other councils
- Council purpose

- 8. Financial implications
- Recommendations
- 10. Summary

Name Change Presentation Attachment 1

Background

Hawke's Bay Regional Council (HBRC) want to investigate changing their name to a more overt expression of who they are and what they do, e.g. Environment Hawke's Bay, to differentiate from other councils in Hawke's Bay.

Before this process can be considered the Council is interested to understand the implications of this initiative.

This is a review compiled to offer some thinking for that decision.

There are 78 local, regional and unitary councils in New Zealand. In Hawke's Bay there are 4 local councils (Hastings, Napier, Central HB and Wairoa) with one Regional Council - HBRC.

Local Councils are responsible for the built environment while the Regional Council is responsible for the natural environment.

This is a desktop paper. Research will need to be undertaken to validate core propositions.

Hawke's Bay Regional Council Name Change Feasibility Paper

ITEM 12 POTENTIAL HBRC NAME CHANGE PAGE 55

Purpose of paper

Provide the Council with information to assist a decision on:

- 1. Name change to Environment Hawke's Bay, or
- 2. Continue using the brand name Hawke's Bay Regional Council

Objective for name change

- Offer clearer differentiation for HBRC
- Clearer understanding for who it is and what it does
- Offer clearer differentiation to other councils

Hawke's Bay Regional Council

What is the current landscape?

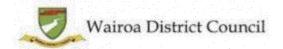
Hawke's Bay Regional Council Name Change Feasibility Paper

Landscape

Local - District







Local - City



Regional



Fundamental Question:

- Currently geography is lead differentiator e.g. Hastings, Napier, Hawke's Bay
- There is no reference to function
- All have reference to District, City and Regional Council

Do people understand the various types of councils and does that differentiate or obscure?

Hawke's Bay Regional Council

What could we do: Evolution or Revolution

Hawke's Bay Regional Council Name Change Feasibility Paper

Name change options

Existing



Evolution







Revolution

EXAMPLE ONLY Not designed





Hawke's Bay Regional Council

There are a couple of directions

When considering a name change you can do it through the following:

- Direct name change in existing logo design
- 2. New logo rebrand

Each direction has key considerations

Considerations

- Direct name change in existing logo design
 - Seamless
 - Cheaper transition
 - Could be harder for all stakeholders to grasp – there is little difference

- 2. New logo rebrand
 - More expensive
 - Could be easier for people to transition because there is more physical change

Hawke's Bay Regional Council

Learnings from other councils

Hawke's Bay Regional Council Name Change Feasibility Paper

National picture

Regional Councils who adopted brand names are:

- Waikato Regional Council (Environment Waikato)
- Bay of Plenty Regional Council (Environment Bay of Plenty/ EBOP)
- Horizons Regional Council Manawatu
- Greater Wellington Regional Council
- Environment Canterbury
- Environment Southland

Regional Councils in Northland, Auckland, Hawke's Bay, Taranaki, West Coast and Otago have retained their legal title only, i.e. without an additional brand name.

While we have tried to mine council experience, staff changes has meant not many people are around to share before and after scenarios.

Hawke's Bay Regional Council N

National Picture

Brand Name





Environment Brand





RC Change Back





Hawke's Bay Regional Council

Learnings: Bay of Plenty Regional Council







Learnings: Bay of Plenty Regional Council

Background – Originally Bay of Plenty Regional Council – 1993 changed to Environment BOP – 2002 changed to Environment Bay of Plenty – 2010 Bay of Plenty Regional Council

With changes to the Local Government Act in 2002 councillors began questioning whether the brand name Environment Bay of Plenty fully embraced all of the regional council functions.

Connects more strongly with all functions, the concepts of sustainable development and the four wellbeings.

Staggered rollout, so had dual brands for many years to the point they still have old brand. ^a

Taken a while for people to call the correct name, media still get it wrong. ²⁰

Personally 'Environment' helped, but if you don't call yourself Regional Council it can be hard too, as it is confusing for people [∞]

(Source: 1. Proposed brand name change paper 12 Nov, 2008 2. Verbatim - Prue Sisam BOP Communication Partner)

Hawke's Bay Regional Council

Learnings: Waikato Regional Council





Hawke's Bay Regional Council

Learnings: Waikato Regional Council

Environment Waikato name adopted in 1992 to promote the organisation's responsibilities to sustainable management of the region's natural resources.

Helped to reduce confusion with other local authorities in the region. ⁽¹⁾

Councillors then reviewed the brand name to help shift external stakeholder perceptions that the organisation was focused only on the environment, to enable the council to more easily communicate its mandate to contribute to the environmental, economic, social and cultural wellbeing of the Waikato region. (1)

Changed name back to Waikato Regional Council to allow it to represent leadership role in regional development.

"We believe changing our name back to Waikato Regional Council helps signal our direction and build more awareness about our regional role in transport, navigation safety and economic development, for example." (3)

Our new strategy spells out our intent to step up and play a more active role in providing strategic leadership that balances economic and environmental outcomes to help improve Waikato people's standard of living."

Transitioning back to Waikato Regional Council has been hard. They had built strong equity in Environment Waikato – people still refer to us as Environment Waikato.

Internal – staff can struggle to buy into the broader vision and we have some work to do to create connectedness between all our core drivers. (4)

(Source: 1 Report to Council Decision Require 18 March 2011, 2Stuff 'Public Blasts Name Change — 7th
April, 2011, 3 Waikato Regional Council stamps new strategic direction 31 March 2011, 4. Verbatim Kim
Jonson — Team Leader, Communications, Community and Service)

Hawke's Bay Regional Council

Learnings: Environment Southland



Hawke's Bay Regional Council | Name Change Feasibility Paper

Learnings: Environment Southland

There were two major drivers from memory, both relating to improving public understanding and support.

Too similar to Southland District Council was a primary reason for change.

After 1989 local government reforms there was ongoing public confusion between the Southland District Council and the Southland Regional Council, so rebranding to Environment Southland addressed that and created clear differentiation.

Also there was no clear understanding among the wider

public about what regional councils did. The RMA refocused RC activities on environmental matters — the whole land, air, water, sea holistic view of environmental management, with transport on the side. It was also the end of the transition away from the engineering-focused river management activities that they had also been associated with in the change from catchment boards to regional councils. So I think that was the more influential factor in the councillors' minds.

(Source : Michelle Poole - Southland District Council)

Hawke's Bay Regional Council

Key learnings

- Other councils have had same need, and changed
- 2x key councils have however changed back because it obscures what a Regional Council does - this tells us something
- If name is changed everyone needs to be on board
- If name is changed the community needs to be taken on the 'ride' which means investment
- Staggered dual branding seems to be common to minimise costs, but comes with risks and lag

Hawke's Bay Regional Council Name Change Feasibility Paper

What is the Council's purpose?

Hawke's Bay Regional Council | Name Change Feasibility Paper

Founding purpose



Hawke's Bay Regional Council

Name Change Feasibility Paper

Founding Purpose

- The role of Council is broad and all encompassing
- Leading with environment does run the risk of isolating the broader vision

Name Change Presentation Attachment 1

Financial implications

lawke's Bay Regional Council | Name Change Feasibility Paper

ITEM 12 POTENTIAL HBRC NAME CHANGE

Roll Out

Research \$5K - \$8K	\$5 – \$8K
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	Name Evolution – Mark only	Rebrand
Design	\$2K	\$8 - \$19K
Rollout	\$150K - \$250K	\$200K - \$400K
Communication	\$15K - \$30K	\$15K - \$30K
TOTAL	\$172K - \$290K	\$228K - \$457K

NB: Reversion back to Waikato Regional Council cost \$162K

*Please note: these are high level estimates to be reconfirmed; and dependent on a relaunch (all at once) with same mark or total new brand or staggered dual brand rollout (run 2 logos all at once) ** Does not include staff time, only external costs.

Hawke's Bay Regional Council

Name Change Feasibility Paper

Validation

Research will be important to validate core propositions from this document.

Hawke's Bay Regional Council

Recommendations

Hawke's Bay Regional Council | Name Change Feasibility Paper

Pros – for name change

Literal expression – clarifies a part of what HBRC does Environment is what people associate HBRC with most and the importance especially around water is increasing ••

(NB community vibrancy/ economic prosperity was not measured)

Source: 1. SIL Research - HBRC Resident Survey 2019

Hawke's Bay Regional Council

Name Change Feasibility Paper

Cons – for name change

- Association with HBRC as main environmental organisation has steadily grown 25% (to 75%) since 2015 — equity has built year on year
- Investment to change will be significant, even with dual brands
- Concurrent roll out means 2 brands operating at the same time could create confusion
- HBRC strategy is to build a healthy environment, a vibrant community and a prosperous economy – a name change to environment only references x1 of the 4 foundational wellbeings
- Taking an 'environment' positioning takes a step further away from any council reference and could create more confusion in the council landscape

Source: 1. * SIL, Research - HBRC Resident Survey 2019. 2. HRBC 2019-2020 Annual Plan

Hawke's Bay Regional Council Name Change Feasibility Paper

Considerations

A well thought through stakeholder communication campaign will need to be developed to ensure people are 'brought along for the ride'

Will a name change be enough with out a rebrand?

Timings of implementation around political and social landscape will need to be well considered e.g. drought, Covid-19, financial downturn, Freshwater reform

Hawke's Bay Regional Council

Name Change Feasibility Paper

In Summary

- Council investment needs to be considered
- Costs can be minimised if you stagger new brand and run dual branding for 2-3 years
- · Validate through research
 - ratepayer tolerance for any change and investment
 - understand level of perceptions of what HBRC does as a regional Council vs District/ Local – is there confusion

- It would be to good to start to offer some differentiation however:
 - Environment is quite a siloed view of what HBRC does (and has been evidenced by other councils' challenges)
 - Keep 'Regional Council' in the name, e.g. see other council marks
- Keep 'Hawke's Bay' in the name

- If you do change name you need unanimous Council approval – everyone has to buy into it
- You have to support it with strong communication campaign

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 25 March 2020

Subject: AFFIXING OF COMMON SEAL

Reason for Report

1. The Common Seal of the Council has been affixed to the following documents and signed by the Chairman or Deputy Chairman and Chief Executive or a Group Manager.

		Seal No.	Date
1.2	Staff Warrants		
	1.2.1 H. Petterson	4387	26 February 2020
	V. Anstis	4391	12 March 2020
	H. Blakeney	4392	12 March 2020
	K. McCollum	4393	12 March 2020
	D. Roughton	4394	12 March 2020
	(Delegations under Resource	9	
	Management Act 1991; Soil Conservation	7	
	and Rivers Control Act 1941; Land	d	
	Drainage Act 1908 and Civil Defence Ac	t	
	1983 (s.60-64); Civil Defence Emergenc		
	Management Act 2002 (s.86-91) and		
	Local Government Act 2002 (Clause	S	
	32(1) and 32B Schedule 7))		
	4.00 D. Zavavir	4200	5 March 2020
	1.22 D. Zarour	4388	5 March 2020
	K. Monteith	4389	5 March 2020
	C. Tovell-Soundy	4390	5 March 2020
	(Delegations under Resource		
	Management Act 1991; Civil Defence		
	Emergency Management Act 2002 (s.86		
	91) and Local Government Act 2002	-	
	(Clauses 32(1) and 32B Schedule 7))		

- 2. The Common Seal is used twice during a Leasehold Land Sale, once on the Sale and Purchase Agreement and once on the Land Transfer document. More often than not, there is a delay between the second issue (Land Transfer document) of the Common Seal per property. This delay could result in the second issue of the Seal not appearing until the following month.
- 3. As a result of sales, the current numbers of Leasehold properties owned by Council are:
 - 3.1. 0 cross lease properties were sold, with 70 remaining on Council's books
 - 3.2. 0 single leasehold property was sold, with 89 remaining on Council's books.

Decision Making Process

- 4. Council is required to make every decision in accordance with the provisions of Sections 77, 78, 80, 81 and 82 of the Local Government Act 2002 (the Act). Staff have assessed the requirements contained within these sections of the Act in relation to this item and have concluded:
 - 4.1 Council can exercise its discretion and make a decision on this issue without conferring directly with the community
 - 4.2 That the decision to apply the Common Seal reflects previous policy or other decisions of Council which (where applicable) will have been subject to the Act's required decision making process.

Recommendations

That Council:

- Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community.
- 2. Confirms the action to affix the Common Seal.

Authored by:

Trudy Kilkolly
PRINCIPAL ACCOUNTANT RATES AND
REVENUE

Diane Wisely
EXECUTIVE ASSISTANT

Approved by:

Jessica Ellerm GROUP MANAGER CORPORATE SERVICES James Palmer CHIEF EXECUTIVE

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 25 March 2020

Subject: CRANFORD FOUNDATION PRESENTATION

Reason for Report

1. This item was to provide the opportunity for Jenni Giblin and John Buck, representing the Cranford Foundation, the opportunity to share information about the organisation. Unfortunately the Regional Council is now closed, in response to Covid-19, to all members of the public under all but exceptional circumstances and the presentation has therefore been postponed and will be rescheduled once the current crisis has passed.

Decision Making Process

2. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the Hawke's Bay Regional Council receives the "Cranford Hospice" information.

Authored by:

Leeanne Hooper GOVERNANCE LEAD

Approved by:

Joanne Lawrence
GROUP MANAGER OFFICE OF THE
CHIEF EXECUTIVE AND CHAIR

Attachment/s



New Cranford Hospice Building Project

17 March 2020

Information for Hawke's Bay Regional Council

1. Background

For almost 40 years, Cranford Hospice has been at the heart of our community when families need compassion, support and care.

Cranford provides specialist palliative care to patients both in the hospice and in their own homes. Palliative care is also delivered indirectly by providing advice, support, education and training to support the primary provision of palliative care.

The existing hospice in Knight Street, Hastings has several shortcomings that impact on the quality of the patient and whanau experience, create inefficiencies and safety risks, and lead to a steady stream of maintenance and repair costs. Surveys completed by patients and family/whanau on the experience of hospice services show that patient comfort and wellbeing is at times being negatively affected by the physical inadequacies of the current building. This is contrary to the Hawke's Bay Palliative Care Strategy¹, which sets a priority for patient comfort and wellbeing to be maximised.

Furthermore, the demand for specialist palliative care services has risen by 40% over the last five years. Inpatient admissions to the hospice have increased over recent years, with an average annual occupancy rate rising from 67% to 75% within one year. This includes some monthly spikes where occupancy rates have peaked between 84% and 96%. This has caused the Cranford Hospice building to often operate at the limit of its capabilities.

The Cranford Hospice Foundation has the vision of providing for future palliative care demand by developing:

- · A suitable, well-located facility that will ensure everyone has access to expertise and care.
- A facility that provides a hub for community engagement, can deliver education, training and support to care providers and has space for day therapy services for patients and respite services. None of these support services can be provided at the current site.

This is a significant undertaking, but when achieved, will deliver to Hawke's Bay a purpose-built, modern hospice facility located within beautiful established grounds.

Identified Need

¹ HBDHB: Palliative Care in Hawke's Bay, Our vision and priorities for the future 2016-2026

1

Attachment 1

The current hospice facility is based in converted residential buildings. The facility has been expanded twice since 1982 incorporating neighbouring properties. Currently, the hospice building has an 8-bed capacity, which results in admissions being declined on occasion.

Patient rooms are inadequate in size and design, making it difficult to bring in hoist equipment, and visits from family members are often cramped. The rooms do not have individual ensuite facilities meaning privacy and convenience for patients are impacted upon.

The layout of the building has patient rooms interspersed with administration rooms and public spaces again impacting on patients' privacy, creating noise issues for patients and inefficiencies in service delivery. The wooden floors and verandahs of the old building have no soundproofing also causing noise issues and the old buildings are costly to maintain. The level of noise is often the subject of complaints and impacts upon the hospice being able to provide a quiet, restful space.

The lack of space also impacts on the ability for us to conduct education and training for community stakeholders. The delivery of day hospice services is affected by the lack of space as well.

Bereavement services onsite can only be offered during working hours, and the room is too small for even small groups of family members.

In summary, the current building has several limitations, which may be summarised as follows:

- The small size of the building means that most patient rooms are inadequate in size and visits by family/whānau quickly become too cramped. Communal spaces are small and few in number.
- The incremental way that the internal spaces have been repurposed over time means that clinical rooms and management offices are interspersed with patient and public areas, and this creates health and safety risks.
- The age of the building means that sound travels and that repairs and maintenance are required on a regular basis.

The following issues have been identified as shortcomings for the welfare of patients and their family/whānau as a direct result of the current building layout and structure:

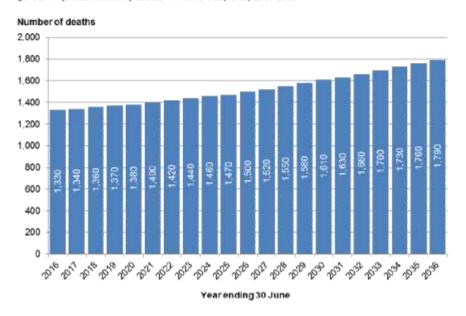
- The lack of a private bathroom for each room means that patients feel vulnerable that another
 patient may need to come into the bathroom while they are using it. Accessing the shared
 bathroom while maintaining dignity and privacy can be a challenge for some patients.
- Some patients have found that excessive noise comes from other nearby rooms. Noise also
 comes from families who are on the wooden verandahs and this impacts on their rest, sleep
 and ability to be with a family member in a quiet and peaceful space. Patient quiet times are
 also disrupted by telephones ringing, conversations and foot traffic on the wooden floors —
 arising from staff offices being set among patient rooms.
- Some families feel they have no space for time out together when, at times, a larger family can appear to 'take over' the kitchen, lounge or family flat.

These impacts are evidence that patient comfort and wellbeing is, at times, being negatively affected. However, it is important to note that the quality of care is maintained with dedicated staff and care givers.

3. Why is this needed?

Projections show that the number of deaths in Hawke's Bay will increase by 460 deaths or 35% over the next 20 years, from 1,330 in 2015/16 to 1,790 deaths in 2036. Consistent with this trend, the number of people dying who are likely to benefit from palliative care is projected to rise by 38% from 835 people in 2015/16 to 1,149 in 2036. This is equivalent to an additional 26 people needing care per month.

Figure 1: Projected number of deaths in Hawke's Bay DHB, 2016-2036



Source: Sapere Research Group Cranford Hospice Business Case: Professor Heather Mcleod (2016) on behalf of Hospice New Zealand

There will be an ongoing demand for specialist palliative care services, including direct care in hospice and community settings and indirect care, via education, training and support to primary palliative care providers.

The demand for palliative care services is already increasing with the average number of patients per month under the care of Cranford Hospice - community and inpatient care - rising from 133 patients in 2011/12 to 186 patients in 2016/17. This represents an average increase of 53 patients per month or 40% over this five-year period.

Consistent with this, the average number of home visits per month by Cranford's community nurses increased from 416 visits in 2011/12 to 542 visits in 2016/17 - an increase of 30%. The average number of doctor visits increased from 4 visits per month in 2011/12 to 7 visits per month in 2016/17. There has also been a 5% increase in inpatient admissions to the hospice in recent years, from 216 admissions in 2014/15 to 226 admissions in 2016/17.

Modelling commissioned by Hospice New Zealand found that while Cranford Hospice provided support in 663 deaths in Hawke's Bay in 2014/15, based on population and mortality data, the hospice could possibly have been involved in 822 deaths.

3

Attachment 1

Alongside this projected increase in the number of people who could benefit from a palliative approach to care, there are changing patterns of illness that are likely to increase the number of patients with complex needs. As well as malignant conditions such as cancer, increasing numbers of people will be presenting with chronic conditions, including dementia, obesity, chronic cardiac failure and renal failure.

The demand for hospice services will increase, from the delivery of palliative care in the community to the specialist setting of a hospice facility. This suggests that palliative care resources need to be planned and managed to ensure that providers are equipped to care and support the needs of those with a life-limiting condition.

Figure 2: Projected number of patients needing palliative care in Hawke's Bay, 2026 and 2036

Number of patients 1,400 # Additional patients 2016 base 1,200 1,000 314 117 800 600 400 200 0 2016 2026 2036 Year ending 30 June

Source: Sapere Research Group Cranford Hospice Business Case: Professor Heather Mcleod (2016) on behalf of Hospice New Zealand

4. Project Description and Planned Activity



Figure 3: New Cranford Hospice Artist's Impression

The proposal is to build a modern, purpose-built hospice facility to provide for increasing demand for hospice services in the Hawke's Bay region. The shortcomings of the current hospice impact on the quality of patient and family/whānau experience at a time when both patients and their loved ones are feeling extremely vulnerable and in need of focused support without distractions.

The key factors stakeholders identified as needing to be addressed in the new hospice design are:

- Sufficient space and privacy for patients onsite amenities include a private ensuite for each
 patient and outdoor therapeutic space to allow patients and their family/whānau to connect
 with the environment.
- Provision of an education centre at the hospice facility for educating and training professionals and family carers to support patients choosing to stay at home.
- Delivery of wider clinical and support services the ability to deliver a wider set of communityfocused services from the facility - including day hospice therapy and respite bereavement support groups.
- Separation for clinical areas the space and design of the hospice facility ensures that clinical
 preparation and delivery areas are separate from patient/family/public areas.
- 5. Future-proofed the hospice facility should be developed in a way that meets future needs.

Attachment 1

The following table compares the current facility with what is proposed:

Table 1: Comparison of current facility with what is proposed in the new facility

Current facility	New Cranford
The hospice building has an 8-bed capacity,	New Cranford will have 10 beds to meet
which results in admissions being declined on	current and future demand and room for
occasion.	additional beds when required.
Patient rooms are inadequate in size and	Rooms will have individual ensuites and better
design.	meet the requirements of patients.
Patient rooms are interspersed with	Better layout of spaces to improve patient
administration rooms and public spaces	privacy and enable more efficient service
impacting on patients' privacy.	delivery.
Lack of space and facilities for families when	Larger public spaces for families to visit and
they visit patients.	spend time with patients.
A lack of space for education and training for	Spaces for education, training and support to
community stakeholders.	primary palliative care providers.
A lack of space to deliver day hospice services.	Space for respite care services.
Wooden floors and verandahs have little	The new design will ensure a quiet, restful
soundproofing and are costly to maintain.	environment for patients and families.
Limited availability for family members to stay	The new design will enable overnight stay of
overnight.	some family members.

5. The Site

Figure 4: The Chesterhope site



A Memorandum of Understanding has been signed between the Cranford Hospice Foundation and the Joan Fernie Charitable Trust, which will allow the New Cranford to be built on land at Chesterhope Station, located off Pakowhai Road, almost exactly halfway between Hastings and Napier. The Cranford Hospice Foundation now has full ownership of the land.

The site has an established outdoor setting with a lake and gardens and includes an arboretum of mature trees, some of which were brought out from Kew Gardens, London in 1910. The garden provides a tranquil and therapeutic outdoor environment for patients and their family/whānau. We cannot currently offer an environment such as this to patients.

The Chesterhope Garden, with its heritage trees, also offers opportunities for community activities and events to support the hospice operation, the possibilities of which are being considered at present.

6. Expected benefits/outcomes from the new facility

The quality of care provided in Hawke's Bay to those at the end of their life is everyone's responsibility. Death is a certainty of life and involvement in caring for those people who are dying can strengthen family relationships, encourage compassion and resilience, promote positive connections within the community, enhance respect for health and life and reduce community fears about death and dying.

Despite this key service need in our community, large funders like the Government and the Hawke's Bay District Health Board (HBDHB) do not provide capital funding for hospice, only operational funding. It should be noted that the HBDHB has supported this project in the first instance with the co-funding of a Business Case prepared by Sapere Research Group.

The establishment of a new hospice is much more than a health sector project, however. This project has a goal of caring for and building resilience in our community. Around 63% of people facing death

Attachment 1

are likely to require palliative care, plus the patient's families/whānau and friends will be touched by our services. High quality and well-co-ordinated care at the end of life provides a setting for a healthy experience of death for both family/whānau and the surrounding community. A successful outcome for this project will ensure that high-quality hospice services will be available to the people of Hawke's Bay in the future.

In summary, benefits of this project include:

- Social benefits respect for health and life, reduction of fears about death and dying, resilient families and communities.
- Wrap around support system for families and friends of patients (medical, social, emotional and spiritual).
- · Improved quality of life for patients with a life-threatening illness and for their families.
- Improved education, information and guidance to help patients and families make informed decisions about care.
- Reduction of unnecessary hospital visits.
- A familiar, personal, comfortable and soothing environment for patients and their families/whānau.

Building proposed timeline

A Resource Consent application for the project was lodged with the Hastings District Council in May 2019 and has been granted, subject to conditions relating to the construction and occupancy stage.

The site has been surveyed and title was granted on February 4th 2020.

The proposed timeline for the project is for fundraising (commenced July 2019) to proceed for 18 months with a view of raising \$10M in donations and pledges before the final design and construction commences. Construction is proposed to commence mid to late 2021 and it is estimated this will take 18 months.

8. Capital cost

The Business Case on the project showed that the preferred option was to build a purpose-built facility on the homestead block at Chesterhope Station at Pakowhai. The estimated cost of this by an independent quantity surveyor is \$15,300,000. This estimate is based on an indicative budget that draws on the experience of prior hospice developments elsewhere in New Zealand.

Table 2: Indicative Budget - estimated capital cost

Budget Component	Estimated Cost
Land cost – 7 hectares gifted at Pakowhai	-
Build cost – based on 2,000m² at \$3,800 per m²	\$10,367,056
Bridge	\$800,000
Fit out – internal systems, fittings, finishing	\$440,000
Professional fees – e.g. design, consent, geotech, project management	\$1,955,623
Project costs	\$275,000
Sub-total	\$13,797,679
Contingency	\$1,200,000
Design Contingency	\$200,000
Total capital cost	\$15,237,679

The total capital cost excludes the land, which has been offered as a gift by the Joan Fernie Charitable Trust to the Cranford Hospice Foundation. The land has been valued, in its present state, at \$650k.

Cranford Hospice Foundation, as a not-for-profit community organisation is reliant on securing external support to fund the capital cost of the preferred option of a purpose-built facility on the gifted site at Pakowhai.

This Cranford Foundation respectfully requests funding of \$2,000,000 from the Hawke's Bay Regional Council.

The timing of the capital expenditure is likely to fall across three financial years. An indicative distribution of capital expenditure is provided in Table 3.

Table 3: Indicative distribution of capital expenditure across planned build timeframe

	2020/21	2021/22	2022/23	Total
Phasing of costs incurred (%)	15%	45%	40%	100%
Distribution of Expenditure (million)	\$2.30M	\$6.89M	\$6.12M	\$15.30M

Source: Sapere Research Group Cranford Hospice Business Case

Operating Impacts

The Business Case found that the near-term operating impacts are not expected to be material for the Cranford Hospice Foundation or the Cranford Hospice Trust. This is because the impacts relate to the operation of the facility whereas the underlying model of care, as set out in the Hawke's Bay Palliative Care Strategy, is already provided for in the five-year operational budget. Table 4 identifies the expense items from the five-year budget for Cranford Hospice that can be expected to be affected by the preferred option to build a new facility at Pakowhai. The net impact on operating expenses is estimated to be approximately \$26k in the first year, \$27k in the second year or less than 0.5% of all budgeted expenses in those years.

Table 4: Analysis of operating cost impact of the preferred option to build a new hospice at Pakowhai

Expense item	item Five Year Budget Revised For		Forecast	Net C	hange	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Energy & Power	\$25,939	\$26,458	\$33,369	\$34,037	\$7,430	\$7,579
Repairs & maintenance	\$41,710	\$42,544	0	0	(\$41,710)	(\$42,544)
Grounds maintenance	\$2,594	\$2,646	\$51,000	\$52,000	\$48,406	\$49,354
Insurance	\$17,244	\$17,589	\$29,578	\$30,170	\$12,334	\$12,581
Rates	\$2,325	\$2,372	\$2,325	\$2,372	0	0
Total	-	-	-	-	\$26,460	\$26,970

Source: Sapere Research Group Business Case: Cranford Hospice five-year budget (March 2017); impact analysisin consultation with the Foundation.

9. Project Governance and Management

The Cranford Hospice Foundation trustees are committed to the governance role while working in close consultation with the Cranford Hospice Trust, which oversees hospice operations.

Cranford Foundation Trustees

- John Buck
- Ray McKimm
- Chris Tremain
- David Martin
- Alison McEwan
- Debbie Hewitt
- Hannah Morrah

Management

- David Compton General Manager
- Kim Thorp Communications
- Jenni Giblin Fundraising
- Alwyn Corbin Property Manager

10. Design

Architecture HDT Hawke's Bay Ltd has developed concept designs. Architect, Shaun Thompson- Gray has given the following explanation of the inspiration for the building design and layout.

"The inspiration for our design is in understanding what Cranford Hospice is. Not only caring for the patients within the Inpatient Unit, but the hundreds of patients visited in the community every day. We envisaged the staff journeys creating a latticework across Hawke's Bay with moments of connection at the patient's homes. Moments of joy. Moments of tenderness. Moments of understanding.

whilst walking through a forest I chanced upon a sun-drenched clearing

The Cranford Hospice site is located within an established botanic garden, which is carefully planned around a placid lake, with gigantic trees surrounding the garden. The layout is informal. Unpretentious. The architecture could never be about the building. The architecture reflects the people within. The staff. The patients. Their loved ones. The building's double height glazed gallery creates a welcoming, sun-drenched circulation spine with ever changing views to the gardens beyond. The series of pods are accessed from the gallery. The public pods of Administration, Education & Day Services near the entry, with subsequent pods becoming ever more private. Each pod scaled to that of a homestead. It is important that people are home.

The inpatient units (IPU) pods are nestled away from the hustle and bustle. Each bedroom opens on to a sheltered patio. From each room there is an awareness of the seasons. The time of day. A connection to nature, natural daylight and natural ventilation. These provide space and time to allow people to come together. To laugh. To grieve. To remember."

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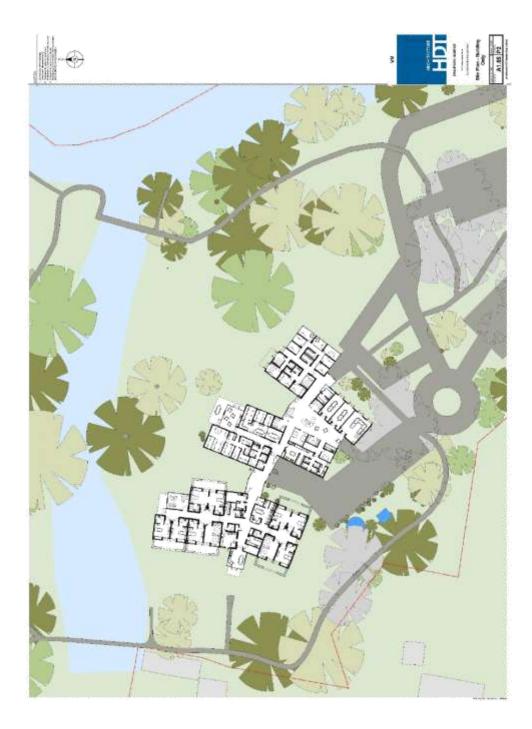


Figure 5: New Cranford Site Plan

One wing in the new hospice is designed to provide for the malignant and chronic conditions that are presenting at hospice such as dementia, obesity, chronic cardiac failure and renal failure. The rooms

are larger and can handle bigger beds and hoists for obese patients and the rooms and decks can be locked down if dementia is presented. This cannot be done in the current facility.

11. Funding

The Cranford Hospice Foundation has engaged local capital raising consultants, Giblin Group, who have developed a comprehensive funding strategy for the proposed capital project. They are now managing the implementation of the strategy.

Alongside Giblin Group, a fundraising sub-committee has been established with well-known members of the Hawke's Bay community (Pam Tremain, Dennis Atkinson, Alwyn Corban and Neville Smith) are volunteering their services to help with fundraising. Approaches to high net-worth individuals and families have commenced and a strong region-wide community fundraising campaign will be launched later this year. Successful applications have been made to eight private trusts. Local businesses have shown overwhelming in-kind support towards the project. Hastings District Council has made a significant funding commitment of \$2,000,000 and discussions are underway with Napier City Council for a commitment of \$2,000,000.

Table 5: Funding received to March 2020

Source	Amount Secured
Hastings District Council	\$2,000,000
Gwen Malden Charitable Trust	\$200,000
Tasman Smith Charitable Trust	\$50,000
Pam Torbett Charitable Trust	\$50,000
Bernard Chambers Charitable Trust	\$100,000
Frimley Foundation	\$50,000
SR & BJ Williams Charitable trust	\$5,000
Private Donors	\$250,000
Royston Health Trust	\$1,500,000
Total	\$4,205,000

The Trust has also been promised in-kind support for items such as timber, concrete, electrical work and roofing. This is estimated to be worth \$1 - \$1.5M.

In addition, the property at 300 Knight Street could be sold if required. This has been valued at \$1.6M by valuer, Frank Spencer.

Attachment 1

The Trust has developed a Funding Strategy and has identified five key funding streams. The fundraising will be supported by an ongoing community engagement campaign as the Hawke's Bay community is our key stakeholder and partner in this project.

The five funding streams are:

- Local Government Funding
- Lottery Grants Funding
- Philanthropic Support (Businesses, Families, Individuals)
- Trust Funding (Community, Private and Gaming Trusts)
- · Community Fundraising and Engagement

Proportionally the source of funding is shown in the following figure:

Figure 7: Funding Sources



12. Community Support

Stakeholder Engagement

During the development of the Business Case by consultants, Sapere Research Group, key community stakeholders were invited to participate in facilitated workshops. These included the Cancer Society, Central Health, the Hawke's Bay Foundation, Health Hawke's Bay, Presbyterian Support East Coast as well as representatives from the Hawke's Bay DHB, Cranford Hospice Trust, Cranford Hospice Foundation and Cranford Hospice staff. Most of the stakeholders had a preference for relocation of the hospice given the limited space to redevelop on the current site and the shortcomings of the current building. However, it was emphasised that the funding for the new building must not be at the expense of the operational funding Cranford requires for patient care.

The architectural plans are a response to extensive consultation with hospice staff, including the Kaitakawaenga (Māori Liaison) and hospice volunteers. Consultation has also been undertaken with primary palliative care providers and residents of Pakowhai (including the Pakowhai School) where

the new hospice will be located. Visits to the site have been arranged for a number of potential funding supporters.

Local Council Support

Submissions have been made through the Annual and Long-Term Plan process to all the Hawke's Bay Councils.

To date, the Hastings District Council has committed \$2M to the project, \$500,000 confirmed in the 2019/20 year and a further \$1.5M subject to community support in the 2020/21 Annual Plan.

Napier City Councillors visited Chesterhope in February this year and a submission will be made to the their 2020/21 Annual Plan for \$2M.

Further, smaller submissions will be made to both Wairoa District Council and Central Hawke's Bay District Council.

Hawke's Bay Regional Councillors and staff are welcome to visit Chesterhope at a time that is convenient to them.

Iwi Support

The Cranford Hospice Foundation Chairman has engaged in numerous conversations with iwi representatives to keep them informed of progress on this project, including Ngâti Kahunungu Iwi Inc Chairman, Ngahiwi Tomoana. As a kaumatua of Matahiwi Marae in Hastings District, John Buck is frequently in dialogue with mana whenua on the subject of the new hospice. On-going hui have occurred with Te Heretaunga o Taiwhenua, Chief Executive Marei Apatu, who is very supportive of the project.

Cranford's Kaitakawaenga, Anita Rarere, is an active member of the Hospice team, who works to promote and improve access to palliative care services for Māori patients and their whānau, to ensure their needs are met in a culturally appropriate way. She works constantly in connecting and building relationships with Māori health providers to support Māori patients and their whānau.

Cranford Hospice has strong partnerships with Ngati Kahungunu and Maori Health providers as an integral part of its work in the communities of Hawke's Bay.

Communications Plan

The communications plan for the project recognises the fact that Cranford Hospice is always in fundraising mode. The Hospice has an ongoing requirement for support from Government, local councils, health authorities and the community for operational funding. It achieves this in several ways including being the recipient of funds from a limited number of high-profile 'tent pole' events through the year.

A shift in location for the Hospice will not see a shift in the requirement for ongoing fundraising and support. It is therefore important that potential contributors see this capital fundraising effort specifically targeted at a new dwelling as being 'as well as' rather than 'instead of'.

The public-facing media campaign will have two approaches:

 The first will be focused, reasonably targeted, and a combination of paid publicity, PR and shoulder tapping.

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The second approach is for the public at large to feel involved and to add their support. This
is a project for the whole community, and we intend involving the community in its
development. To achieve this, we will include simple mechanisms and opportunities for
people to make single or small contributions and to provide mechanisms for ongoing
communications and participation.

We intend holding an open day at the site in the spring 2020 to invite the public to see the wonderful property we have secured for the hospice location.

13. Cranford Hospice sustaining and supporting the Hawke's Bay community

Who is not affected by the experience of death? Death, dying and loss affect everybody, and many people feel unprepared when faced with such an experience. Cranford Hospice is here to ensure that each person is supported with individualised care throughout this extremely difficult time, and their families/whānau, who care for them, are also supported. High quality and well-co-ordinated care at the end of life provides a setting for a 'healthy experience' of death for both family/whānau and the surrounding community.

The quality of care provided to those at the end of life is everyone's responsibility. Death is a certainty of life and involvement in caring for those people who are dying can strengthen family relationships, encourage compassion and resilience, promote positive connections within the community, enhance respect for health and life and reduce community fears about death and dying.

Cranford Hospice commenced its work in Hawke's Bay in 1982 with a handful of volunteers. 37 years later the Hawke's Bay community depends on us with around 750 patients and their families each year coming to us to help them face their final journey. Our role is not only to provide medical support but also practical help as well as cultural, emotional and spiritual support. Our services are at no cost to the patients.

Cranford Hospice has to fundraise annually to maintain its services (\$2.8M per year). We are reliant to a great degree on the generosity of the Hawke's Bay community to support us through fundraising activities.

Cranford Hospice is very much a part of the Hawke's Bay community, both historically and through active participation in community projects. Activities initiated by the community to support the Hospice in its fundraising efforts have also raised the profile of the region in ways that have benefited the wider economy of Hawke's Bay, e.g. the Hawke's Bay Wine Auction and Hospice Holly Trail now attract people to Hawke's Bay from outside the region, who contribute to the local economy while they are here.

Conclusion

The true value of this project is in the benefits a new hospice provides for the Hawke's Bay community in terms of essential services provided at a critical and stressful time in the lives of community members.

It is also about building a community. As is often seen when disasters strike, people come together in response to significant stress and the community becomes stronger because of this bond. Cranford has the expertise to support this process.

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We have been here in support of this community for decades, and we want to continue to provide the quality care we are known for into the future. A new hospice facility will enable us to do this. This new facility will allow Cranford Hospice to continue to provide the incredible care it is so respected for, but in a quiet, peaceful, welcoming environment for many decades to come.

We invite Hawke's Bay Regional Council to participate in our vision for the future of Cranford Hospice.

Please feel free to contact John Buck 021 836 282 <u>johnb@temata.co.nz</u> or Jenni Giblin 0276 304 392 <u>jenni@giblingroup.co.nz</u> if any further information is required.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 25 March 2020

Subject: HERITAGE TRAILS PRESENTATION

Reason for Report

1. This item was to provide the opportunity for Megan Williams, representing the Heritage Trails Trust, to share information about the Trust with Council. Unfortunately the Regional Council is now closed, in response to Covid-19, to all members of the public under all but exceptional circumstances and the presentation has therefore been postponed and will be rescheduled once the current crisis has passed.

Executive Summary

- 2. Information about the Trust is found online at the following links.
 - 2.1. https://www.hawkesbaynz.com/see-and-do/great-outdoors/heritage-trails/
 - 2.2. https://www.hastingsdc.govt.nz/hastings/about-hastings/heritage-trails/

Decision Making Process

3. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the Hawke's Bay Regional Council receives and considers the "Heritage Trails Trust" presentation.

Authored by:

Leeanne Hooper GOVERNANCE LEAD

Approved by:

Joanne Lawrence GROUP MANAGER OFFICE OF THE CHIEF EXECUTIVE AND CHAIR

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 25 March 2020

Subject: DISCUSSION OF MINOR MATTERS NOT ON THE AGENDA

Reason for Report

1. This document has been prepared to assist Councillors note the Minor Items Not on the Agenda to be discussed as determined earlier in Agenda Item 5.

Item	Торіс	Raised by
1.		
2.		
3.		