



## Extraordinary Meeting of the Hawke's Bay Regional Council

# LATE ITEMS

**Date:** Wednesday 15 April 2020

**Time:** 9.00am

**Venue:** Online using Zoom

## Agenda

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# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 15 April 2020

**SUBJECT: 15 APRIL 2020 UPDATE ON SIGNIFICANT ORGANISATIONAL ACTIVITIES**

**Item 9**

## Reason for Report

1. The commentary attached provides updates from across the Council, on the status of initiatives and work programmes.

## 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 and notes the ***15 April 2020 Update on Significant Organisational Activities***.

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## Item 9

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**PROJECT MANAGER ENVIRONMENTAL**  
**HOTSPOTS**

**Brendan Powell**  
**MANAGER CATCHMENTS POLICY**  
**IMPLEMENTATION**

**Stacey Rakiraki**  
**FACILITIES AND FLEET MANAGER**

**Anne Redgrave**  
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**Andrew Siddles**  
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**Nick Zaman**  
**MANAGER COMPLIANCE**

**Approved by:**

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**Tom Skerman**  
**GROUP MANAGER**  
**STRATEGIC PLANNING**

### **Attachment/s**

- [↓1](#) Asset Management Group Significant Activities update
- [↓2](#) Corporate Services Group Significant Activities Update
- [↓3](#) Integrated Catchment Management Significant Activities Update
- [↓4](#) Office of the CE & Chair Significant Activities update
- [↓5](#) Regulation Group Significant Activities update
- [↓6](#) Strategic Planning Significant Activities Update

## Organisational Activities – Asset Management

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Asset Management Engineering	<ol style="list-style-type: none"> <li>Supporting CHBDC with river siltation problem at outlet to Wanstead Swamp (Flaxmill Bridge area), Stantec working as consultant to CHBDC.</li> <li>Update plan for Upper Tukituki Flood Control Scheme review.</li> </ol>	<ol style="list-style-type: none"> <li>Hydrodynamic modelling for Tutaekuri, Ngaruroro and Lower Tukituki rivers as part of Level of Service Reviews. Results will provide levels for 100yr, 200yr and 500yr flood scenarios, incorporating climate change.</li> <li>Condition assessment of flood control assets ~30% of Heretaunga Plains Flood Control Scheme done. Field work on hold due to travel restrictions, focus on other parts of assessment.</li> <li>Joint Coastal Strategy – Peer review of design report for Haumoana/Te Awanga coastal protection solution completed and comments being addressed.</li> <li>LTP, Asset Management plan, Infrastructure strategy updates and preparation – slowed due to focus on current issues, Covid-19 reporting, as well as several complicated consents.</li> <li>Currently supporting GECC through status reports on HBRC functions.</li> </ol>	<ol style="list-style-type: none"> <li>Providing engineering advice and modelling for weir at Whakaki (Rahui Channel).</li> </ol>
Asset Management Schemes	<ol style="list-style-type: none"> <li>Maintenance contract on schedule.</li> <li>Surveillance patrols at public access to rivers.</li> </ol>	<ol style="list-style-type: none"> <li>Maintenance contract on schedule.</li> <li>Essential service of Flood Control and Drainage in place with planning to improve systems while working from home.</li> <li>Surveillance patrols at public access to rivers.</li> <li>Review of public access and security in progress.</li> <li>2020-21 maintenance contract being drafted.</li> <li>Pump stations SCADA review in progress.</li> </ol>	<ol style="list-style-type: none"> <li>Wairoa spraying contract and asset inspections completed.</li> <li>Wairoa tree work partially completed and placed on hold.</li> <li>Weekly surveillance</li> </ol>

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Asset Management Regional Parks & Open Spaces		<p><b>COVID 19</b></p> <p>21. All Regional Parks and Open Spaces closed to vehicle Access.</p> <p>22. Surveillance Patrols covering a 7-day roster and all public access and open spaces.</p> <p>23. All cycle trail work is currently on hold while managing public using the cycle trail network and helping clarify grey area of 'exercise near home' messaging.</p> <p><b>NZCT Priory Project Waimarama Road</b></p> <p>24. Expect completion of off-road cycle trail parallel to Waimarama Road by end of 2020</p> <p><b>Bayview/Whirinaki cycle trail</b></p> <p>25. Working with NZTA to confirm bridge crossing for cyclists and potential use of SH corridor to North Shore Rd. Some land issues.</p> <p><b>NZCT Priority Project Ahuriri Underpass Flooding Safety Issues</b></p> <p>26. 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.</p> <p><b>Planning</b></p> <p>27. Possible projects being investigated for TLA Focused Economic Recovery Proposal.</p> <p>28. Continued work on the Open Space, HB Trails and Forestry Asset Management Plans underway.</p> <p>29. Updating the 20-21 Works Group Maintenance Contract.</p> <p>30. Near completion of the Hawea Historical Park Draft Management Plan.</p>	

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Asset Management Regional Projects		<p><b>Heretaunga Plains Scheme review</b></p> <p>31. Communication plan with under review.</p> <p>32. Paper and presentation underway for the 6 May Māori Committee</p> <p>33. Land investigation and mapping work ongoing</p> <p>34. Modelling still as per original plan but the asset condition assessment delayed due to AL4</p> <p><b>Clive River Dredging</b></p> <p>35. Lease agreement to be reviewed and approved by the Group Manager and land owner- awaiting review</p> <p>36. Contractor involvement and methodology investigation underway.</p> <p>37. Resource Consent ongoing</p> <p><b>Hawea Park</b></p> <p>38. Construction of a new car park underway. Due to COVID 19 and shut down the site was closed down and the work will start again after the lock down is lifted.</p> <p>39. <b>Marakakaho access road</b> Tender drafted ready to be sent out.</p>	
Works Group	<p>40. Covid-19 Response: Office staff working from home. All catchment staff at home 'On Call'. Roster for essential services setup on Teams. 2 staff rostered on each week for essential services such as rubbish round. 1 week on 2 weeks off. Access to Waipukurau Road depot is closed off.</p> <p>41. All capital works disestablished and on hold until further notice</p> <p>42. All non-essential maintenance work has been stopped.</p> <p>43. All staff on call ready and available for flood response.</p>	<p>44. Covid-19 Response: Office staff working from home. All catchment staff at home 'On Call'. Roster for essential services setup on Teams. 4 staff rostered on each week for essential services such as rubbish rounds and pump rounds. 1 week on 2 weeks off. Access to Guppy Road depot is restricted and is manned during the day by 1 person in the office to maintain use of radio and SCADA networks.</p> <p>45. All project internal and external have either been disestablished and or put on hold until further notice.</p> <p>46. All non-essential maintenance has been stopped. Potential mowing round of public access areas and cycleways will be considered for next week.</p> <p>47. All staff on call ready and available for flood response.</p>	<p>48. All non-essential work has been stopped. Tree clearing crew disestablished and all further work on hold.</p>

**Asset Management Group Manager's Update**

49. Asset Management has transitioned well into the new working arrangements and impacts are different depending on the focus of each team:
50. Engineering is continuing on almost as usual with much all office based tasks continuing, the significant impact is that detailed asset condition assessments have stopped which is an input into the Heretaunga Plains Flood Control Upgrade project. Staff required to assist GECC with multiple event scenario planning, resource impact was minor.
51. Open Spaces has been significantly impacted with all open space work cancelled. At the moment vehicle access to Regional Parks is closed and Tutira and Peka Peka are closed. A significant proportion of the cycle way network is also closed. Resources (4 FTE) have been diverted into supporting essential services through increased security and surveillance of our essential infrastructure.
52. Schemes continues to deliver essential service of Flood Control and Drainage- maintenance has been reduced to that which is immediately necessary. Longer term tasks such as planning maintenance requirements for next financial year will continue as well as planning for essential service maintenance over multiple alert level scenarios
53. Works Group- All capital works and non essential maintenance has been stopped. Access to Guppy Road depot is restricted and is manned during the day by 1 person to maintain use of radio and SCADA networks. The outdoor workforce has been put on a 3 x 1 rotating roster where staff spent 1week rostered onto essential tasks and 2 weeks roster on standby at home. This roster provides a low risk of Covid-19 impacting our operational readiness. During rain events staff will be rostered on day and night shift as required for the event.
54. Regional Projects has paused all capital projects in construction phase and has work on hand for the next 4 weeks planning and definition work, mainly around the Heretaunga Flood Control Upgrade project.
55. Delivery of Essential Services is being managed through a temporary new CIMS (Coordinated Incident Management Structure) with daily operational meetings chaired by the Group Manager. A key task is planning for extended AL4 scenarios and transition through alert levels to business as usual and maintaining PPE stocks for outdoor workforce. Ongoing issues include rubbish dumping and public accessing closed infrastructure/locations.
56. Current position is that planned maintenance for FY19/20 can still be completed with 4 weeks at alert level 4 through additional hours post lockdown. Should AL4 extend then there is likely to an impact on our ability to catchup.



## Organisational Activities – Corporate Services

Group /Team	
Corporate Services Client Services	<ol style="list-style-type: none"> <li>1. The team continue to support CDEM welfare and logistics as required; All team members will be equipped to work from home this week, responding to emails and voicemail enquiries. Downtime due to reduced demand is being used for data management 'housekeeping'</li> <li>2. BAU for sustainable homes programme, processing applications, responding to supplier queries, processing invoices and providing loan settlement information to ratepayers.</li> <li>3. Procurement BAU, providing support for current RFPs, reviewing and updating policy and manual, planning and contract templates, managing the riparian planting supply chain.</li> </ol>
Corporate Services Corporate Support	<ol style="list-style-type: none"> <li>4. Maintaining essential business services that can be maintained remotely. Public Transport and Pollution Hotline enquiries continue to be monitored and answered by HBRC staff. General external enquires have been diverted to PNCC call centre as an interim solution due to current limitations with HBRC phone system. Requests for service from the public are distributed via Corporate Support to relevant staff for follow up.</li> <li>5. Staff are working with field and H&amp;S staff to ensure appropriate stocks of PPE are delivered and maintained for those staff still working on the front line. Orders have been increased to maintain a rolling stock of sanitiser (hand and surface), face masks and gloves.</li> <li>6. HBRC mail and courier services are diverted to staff households for distribution.</li> <li>7. BAU for customer service staff responding to internal customer requests for support, and maintaining vehicle compliance.</li> </ol>
Corporate Services Finance	<ol style="list-style-type: none"> <li>8. Six staff are currently supporting CDEM at the GECC or remotely with welfare support, including CFO (Logistics Manager) working with Group Logistics and TAs to establish a process for filling the roster.</li> <li>9. Remaining staff are working on BAU with payments, payroll and other transactional requirements continuing to be delivered. Some efficiency is being lost in this space due to slower connections speeds than would be achieved in the HBRC premises</li> <li>10. New Finance Accountant staff are continuing to be trained remotely</li> <li>11. Work is commencing on assessing the financial impacts on activities and projects over the next 3 months.</li> <li>12. Rates increase analysis is also continuing with possible options being worked out for reporting back to Council.</li> </ol>

Group /Team	
Corporate Services Information & Communications Technology	<p>13. Remote Working Capabilities</p> <ul style="list-style-type: none"> <li>• Feedback from managers indicates that staff are comfortable using the IT remote working tools. We're continuing to develop training resources to embed and improve the use of these new productivity tools.</li> <li>• IT Support requests are returning to normal - the volume has reduced, and the type of question being asked indicates that staff have moved on from remote work setup, and are into their usual work tasks.</li> </ul> <p>14. IT Risk Management continues to be a key focus:</p> <ul style="list-style-type: none"> <li>• Cybersecurity risks are still very high - they are being actively monitored, we've implemented some additional access controls, and are exploring further options.</li> <li>• IT Disaster Recovery - system dependencies have been documented and are being reviewed.</li> <li>• Information Governance / Sprawl - we've started some work to address this.</li> <li>• We're continually scanning the environment for new risks, assessing their likelihood and impact, and developing mitigations where appropriate.</li> </ul> <p>15. Some of the IT projects are coming back online:</p> <ul style="list-style-type: none"> <li>• Telephone system replacement - we've accelerated this work - to reduce our technical risk, and to provide the remote functionality we need.</li> <li>• Finance System Replacement - supplier demonstrations begin this week.</li> <li>• We're assessing our options for many of the other projects, and expect that we'll need to reprioritise them: eg System integration projects, Water Information Systems, Regulatory System upgrade, GIS upgrade, Water Allocation Calculator, LiDAR.</li> </ul> <p>16. Some of the team continue to provide support for CDEM activities.</p>
Corporate Services Marketing & Comms	<p>17. The MarComms team are returning to more of a BAU focus on Regional Council projects.</p> <p>18. A team member continues to give support to the continuing drought situation and related communications.</p> <p>19. There is minor ongoing support to the COVID-19 Civil Defence response and the operational role that HBRC contributes to this.</p> <p>20. Current projects include rates communication planning and rate remission consultation, TANK Plan consultation planning, Tukituki Plan support, winter comms planning – including Plant to Protect, and Sustainable Homes.</p>

Corporate Services Group Manager's Update
<p>21. Significant focus on the current financial status, financial scenario modelling impact on current and 2020-21 years. Annual plan progression preparation for next workshop.</p> <p>22. Oversight of current risk assessment taking place with specific attention to IT cyber-security risk and mitigations.</p> <p>23. Forward Corporate policy and operating expectations @ Level 3 or 2</p> <p>24. The group continues to support the Group CDEM response particularly in Logistics, GM has been Logistics Manager co-ordinating rostering for the 4 weeks ahead over Easter weekend.</p>

## Organisational Activities – Integrated Catchment Management

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Integrated Catchment Management Catchment Management	<ol style="list-style-type: none"> <li>Staff are continuing to support the CDEM response related to the Rural Drought situation in particular. A staff member is on each of the issue focused satellite teams. Staff are also supporting the Rural Advisory Group meetings and assisting with reporting through to CDEM.</li> <li>Workstreams continuing are policy implementation planning for next financial year which includes Tukituki.</li> <li>There is also involvement in work at a national level with other industry bodies on campaigns for best management of winter grazing. Progress on this has been reduced due to the necessary focus on the multi-regional drought situation.</li> <li>ECS processing and confirming ECP projects is continuing, however site visits remain a no-go area with the lock down.</li> </ol>	<ol style="list-style-type: none"> <li>Staff are continuing to support the CDEM response related to the Rural Drought situation in particular. A staff member is on each of the issue focused satellite teams. Staff are also supporting the Rural Advisory Group meetings and assisting with reporting through to CDEM.</li> <li>Workstreams continuing are policy implementation planning for next financial year which includes TANK.</li> <li>There is also involvement in work at a national level with other industry bodies on campaigns for best management of winter grazing. Progress on this has been reduced due to the necessary focus on the multi-regional drought situation.</li> <li>ECS processing and confirming ECP projects is continuing, however site visits remain a no-go area with the lock down.</li> </ol>	<ol style="list-style-type: none"> <li>Staff are continuing to support the CDEM response locally at the Wairoa EOC. Staff have been performing a variety of roles including Controller, Response Manager, Planning Manager and Logistics support. They have all been doing a fantastic job. The greater challenge has been keeping the WDC talent scouts at bay!</li> <li>Key workstreams continuing at present include – <ul style="list-style-type: none"> <li>Whakaki FIF Project – work continues with the design elements and consent variation requirements for the proposed relocation of the weir to the Patangata Bridge. The project team is meeting on 15 March to discuss progress.</li> <li>Whakaki Catchment Pilot Project – the final phase of this project is an Economic Impact Analysis of 3 case study farms comparing the costs of implementing 3 different scenarios including, implementing the actions in their recently produced farm plans, potential expectations of the Freshwater reform requirements and Greenhouse Gas Audits. These are all being carried out over the phone currently.</li> <li>Wairoa District Catchment Delivery Case Study – information gathered during the staff interviews is being consolidated and a draft will be circulated this week to check accuracy and seek feedback before the second phase begins, which is to interview external stakeholders.</li> </ul> </li> <li>We are keeping a close eye on the Wairoa River mouth and Lake Whakaki water level at the moment. The trigger point for opening the Rahui Channel at Whakaki is 11.8m and the Lake level currently sits at 11.76. The contractors have been informed of the potential need for an opening if rain continues.</li> <li>The local team is communicating well with each other and keeping up to date with priorities.</li> <li>ECS processing and confirming ECP projects is continuing, however site visits remain a no-go area with the lock down.</li> <li>No other major issues to report</li> </ol>

Integrated Catchment Management Catchment Services (Biosecurity & Biodiversity)	<p>15. Staff have ceased all field work and are working remotely from home. As a result, the woolly nightshade urban programme (involves checking over 600 properties) and old man's beard programme will not be completed this year. The marine pest vessel hull surveillance programme is also on hold.</p> <p>16. Staff are currently undertaking the following duties:</p> <p><u>Pest Animals:</u></p> <p>17. Writing/updating rabbit management plans;</p> <p>18. Review undertaken of 19-20 budgets and contracts;</p> <p>19. Update of the PCA 19-20 monitoring base tables;</p> <p>20. Data processing of 19-20 PCA monitoring results for Rangitoto, Tikokino South &amp; Makaretu Tukepo PCAs;</p> <p>21. Development of 20-21 PCA monitoring programme;</p> <p>22. Completion of Ruahine possum control audit report;</p> <p>23. Uploading maintenance reports into Bio-Vault;</p> <p>24. Processing landowner updates in bio-vault and SHU updates in GIS;</p> <p>25. Responding to public enquiries.</p> <p><u>Pest Plants:</u></p> <p>26. Undertaken Pest Plant programme review (three virtual meetings) focussing on improvements and current resourcing;</p> <p>27. Entering pest plant data into Clover and Budget Clover;</p> <p>28. Creating/updating property lists for pest plant programmes;</p> <p>29. General work flows (answering emails, landowner queries, HBRC staff queries);</p> <p>30. In process of cleaning up Arc-Gis pest plant point data;</p> <p>31. Generating invoices for pest plant works completed on private land through subsidy scheme.</p> <p><u>Biosecurity/Biodiversity:</u></p> <p>32. Responding to public enquires;</p> <p>33. Providing technical advice on an animal welfare issue (MPI are lead agency) concerning fallow deer in Taradale;</p> <p>34. Analysed results from Bat survey undertaken at Whittle block. Lots of long-tailed bats detected;</p> <p>35. Processing data from latest PCA education monitoring results (collate data, identify fails, undertake quality control, prepare maps, follow up with landholders);</p> <p>36. Developing an EIO document to tender for the development of a 10 year strategic plan for Waipatiki Sanctuary;</p> <p>37. Mapping and costing for potential community lead rabbit control operation on Napier Road (Karamu stream);</p> <p>38. Completing report for the Mediterranean fanworm incursion response and inform relevant stakeholders of the incursion;</p> <p>39. Writing up protocol for future marine pest incursions;</p> <p>40. Assisting with COVID-19 response (Logistics &amp; virtual Intelligence teams);</p> <p>41. Writing up end of year report for Ngaruroro Forest Remnant weed control programme;</p> <p>42. Virtual meetings with New Zealand Biosecurity Institute Exec;</p> <p>43. Updating Ecosystem Prioritisation Biodiversity Plans;</p> <p>44. Aquatic weeds global consent review;</p> <p>45. Technical report review - Wetland SOE;</p> <p>46. EMEP project management and contract management;</p> <p>47. Wetland information requests from compliance;</p>
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Group /Team	Southern Catchments	Central Catchments	Northern Catchments
	48. Progression of Envirolink – Tier 2 biodiversity monitoring project;		
Integrated Catchment Management Environmental Information	49. Jeff Cooke continues to work in GECC 50. Hydrology working as normal – gauging rivers for low flows and rating curves and keeping sites operational for flood warning (25 sites inspected, 3 repaired) 51. Groundwater measuring monthly water levels at sites as normal for drought monitoring. 52. Data team carrying on as normal but combining with Water Quality & Ecology team to enter data sets that have previously had no storage solution. 53. Data meetings continued with Engineering, ICT and Catchment Services to ensure ICM meeting their respective needs. 54. Flood warning team still operating on 7 day shift assessing sites. 55. Virtual weekly drought meeting with Compliance is continuing. 56. Planning underway so any move to level 3 will be seem less as possible 57. We aren't collecting any water quality or ecology samples. 58. Isco sediment sampling installations on hold. 59. No proposed groundwater sites being installed. 60. No lake monitoring.		
Integrated Catchment Management Environmental Science	61. Developing guidance around mitigation options with focus on improving ecosystem health. Mitigations may target sediment, phosphorus and riparian improvements as well as reducing nitrogen. This can continue whilst staff working from home. 62. Development of the Ruataniwha groundwater model continues with staff and consultants working from home on model construction.	63. Supporting Ngaruroro WCO hearing process – hearings have been postponed at least 4 weeks for COVID 19 response. 64. Investigations into how the fish populations of the Ngaruroro and Tukituki rivers coped with this year's drought was unable to proceed, due to the COVID 19 response. 65. Annual estuarine ecology monitoring of the Waitangi Estuary has been unable to proceed due to COVID 19 response.	66. Planning and preparation for Mohaka plan change, including update to Mohaka environmental characterisation report (2016), continues during COVID 19 response. 67. Mohaka Catchment SoE wetland fieldwork component completed. Report in preparation. 68. Annual estuarine ecology monitoring of the Wairoa Estuary has been unable to proceed due to COVID 19 response.
	69. 3D Aquifer Mapping project – Project schedule has so far not been affected by COVID-19 response. Survey data are being processed and prepared for analysis. Aarhus University (Denmark) were scheduled to visit NZ and contribute to data analysis, however this will now be done remotely (will take longer and is more challenging, but the schedule has been reworked to maintain delivery schedule). Work continues on preparation for additional data collection, including deep drilling to corroborate resistivity data. 70. Drought monitoring - providing status reports to the Rural Advisory Group, Ministry for Primary Industries and CDEM.		



Group /Team	Southern Catchments	Central Catchments	Northern Catchments
	<p>71. Support for Regional Water Security programme continues and is high priority while staff are working remotely.</p> <p>72. GNS Science are making very good progress on the Te Whakaheke o te Wai Endeavour-funded programme that includes using Heretaunga groundwater models as a case study for developing new modelling techniques ... including rapid up-scaling and down-scaling of regional models to investigate local-scale phenomena Draft report on Key Ecological Areas in the Hawke's Bay Marine Area is being reviewed.</p> <p>73. Recreational Water Quality season was completed prior to Level 4 lockdown. LAWA Can I Swim Here site has been updated to out of season results with messaging on not swimming during Level 4 to support Government COVID-19 response.</p> <p>74. A project is currently being scoped with NIWA to look at potential changes to estuarine values based on changes to sediment inputs etc.</p> <p>75. Regional Point analysis/land stability programme continues</p> <p>76. Land fragmentation study continuing</p> <p>77. Regional Smarter Targeting of Erosion Control (STEC) modelling completed and being reviewed</p> <p>78. Wetland inventory completed and report being prepared</p> <p>79. This year's Soil Quality Monitoring (SQM) programme still proposed for June.</p> <p>80. Most of the summer-related, freshwater ecology work had been completed before lockdown, so this sampling has not been compromised. For example, all bugs were collected for MCI assessments, and data was obtained from 48 out of 50 ecosystem health sites.</p> <p>81. Work is underway on the 2020 update of the Napier, Hastings and Havelock North Air Emissions Inventory</p> <p>82. NIWA is preparing a combined Gisborne and Hawke's Bay climate change predictions report.</p> <p>83. All routine non-essential Marine and Coast and Water Quality and Ecology fieldwork has been put on hold due to Level 4 COVID response.</p> <p>84. Riparian monitoring programme put on hold</p> <p>85. Regional LiDAR mapping put on hold</p>		
<b>Integrated Catchment Management Group Manager's Update</b>			
<p>86. Further support as Group Controller for the CDEM response</p> <p>87. Ongoing time supporting the RAG in the drought response</p> <p>88. Working with managers to begin thinking on working options post level 4 requirements.</p> <p>89. Engagement with MfE supporting Essential Freshwater and post COVID recovery.</p>			

## Organisational Activities – Office of the Chief Executive and Chair

Group /Team	
<b>OCEC Communications</b>	<ol style="list-style-type: none"> <li>Monday &amp; Wednesday staff newsletters in addition to the existing Friday weekly staff newsletter continue. We continue to update the intranet page with all key COVID19 information, web links and rolling newsfeed. The two new Microsoft Teams channels 'Virtual Staffroom' and 'Shout Outs' are starting to gain momentum with staff.</li> <li>We are still fielding media calls albeit a lesser amount. We had a few calls last week about charges laid over dairy effluent discharge in December and also Farmers Weekly are interested in Tukituki Plan Change.</li> </ol>
<b>OCEC Economic Development</b>	<ol style="list-style-type: none"> <li>The Regional Business Partner (RBP) team continues to see strong demand from the business community. The free virtual workshops have seen good uptake with 282 participants to date with the topic of greatest interest being Employment Relations/People Management followed by Continuity Planning, Cashflow/Finance, and Health &amp; Wellbeing.</li> <li>Regarding 1:1 business support to link with expertise, the RBPs have issued 55 Capability Vouchers worth \$140,685 to date. RBP are engaging with 187 Hawke's Bay businesses currently through this COVID-19 response mechanism. To put this demand into perspective, the volume of businesses that RBP are dealing with over this COVID response period equates to the normal annual KPI.</li> </ol>
<b>OCEC Governance</b>	<ol style="list-style-type: none"> <li>All Council meetings, including workshops and Public Excluded sessions are now being facilitated using Zoom.</li> <li>In addition to coordinating the meeting processes, the Governance team is focussing on administrative tasks, e.g. the application to the Remuneration Authority to change councillors' remuneration, and forward planning, e.g. review of the 2020 Meetings Schedule.</li> </ol>
<b>OCEC People &amp; Capability</b>	<ol style="list-style-type: none"> <li>The P&amp;C team continue to support our HBRC team with BAU and well-being and health &amp; safety advice. Due to Covid19, recruitment is largely on hold with regular updates being provided to the Executive team on status of existing processes. Inductions for new staff recruited prior to the Level 4 lockdown continue by way of Microsoft Teams meetings.</li> <li>Work has started on a transition plan to Levels 3 and 2 and how it may transpire, awaiting more guidance from central government this week.</li> <li>A P&amp;C survey has been initiated to gauge how staff are feeling at week 3 of the lockdown.</li> <li>The team are collaborating with the Maori Partnerships Team to facilitate cultural awareness learning sessions during the lockdown period.</li> <li>Strategy development – Health, Safety and Wellbeing has started.</li> </ol>

Group /Team	
OCEC Risk & Assurance	<p>12. The new Risk and Assurance Lead has been appointed and will commence the role on 18 May. In the meantime, we have contracted Shash Dave, former CFO and risk advisor, until then to examine the high-level organisational risks as a result of Covid19 impacts and these will be presented to Council next week. He will also manage the programmed internal audit schedule to ensure this work is completed, albeit by desktop, within the 30 June budget timeframe.</p> <p>13. The Business Analyst (BA) Quality is using the lockdown period to work with Integrated Catchment Management and Regulation teams to review work processes and make improvements, this work is ongoing.</p> <p>14. The BA is communicating with the Forestry Advisor re applying for an FSC certification. It is an example of the opportunity to work in collaboration on programmes of work like this across different business areas of the Council. Part of the quality work programme is to consider the various certifying standards that could combine across a few sections rather than being singular. If they cannot fit under the present ISO 9001:2015 the BA will work with those sections considering applying for a certification of any kind to establish the best approach and to have relevant documentation to support new applications, therefore reduce time spent repeating/creating what is already available.</p> <p>15. Part of the BA's role is also developing business improvement within the QMS and ISO, to benefit Council by the reduction in staff time spent on manual work that could easily be replaced with automation (that we already have and paid for). An example of this could be the LTP and annual plan submission process, this process could be automated via Nintex forms and workflow (presently lead by IT) leading to less time spent manually importing submission information into registers, plus reports being manually created. This would reduce potential for human error and staff time, create time to develop staff into other areas of work. This opportunity will be progressed further in due course with the relevant business teams.</p> <p>16. The BA is also working on QMS process reviews, helping staff complete theirs, making global changes, advising where requested is on-going.</p> <p>17. Commencing investigation into possible streamlining of calibration processes in collaboration with the Environmental Science champion and Environmental Information.</p>

Office of the CE & Chair Group Manager's Update
<p>18. No further update to last week's commentary as follows other than preparation is underway for transition to Levels 3/2 and supporting the new shift system at the CDEM Group level.</p> <p>GM OCEC continues working to support the CDEM Group welfare response and managing the Welfare Coordination Group. She is also alternating with the Group Welfare Manager, Alison Prins and supporting Councillor Barker with the Regional Leaders meetings. On the whole the OCEC group is in good shape; there is plenty of work to be getting on with and everyone is fully operational from their home. We remain regularly connected. The team is balancing effectively between their HBRC work and any CDEM responsibilities and maintaining a good work/life balance. As the reactive activities related to Covid19 settle, and the team adjusts to the virtual way of working, we can start to plan ahead for post lockdown work programmes.</p>



## Organisational Activities – Regulation

Group /Team	Southern Catchments	Central Catchment	Northern Catchments
Regulation Consents	1. One Tukituki production land use consent lodged this week. We are developing a process for receiving and acknowledging the pre-applications (streamlined consent process). 2. We are still seeking relief through emergency changes to Central Government legislation.	3. Two appeals against the Te Mata Mushrooms – trying to mediate with parties ahead of Court hearing. 4. Omarunui Landfill application for a new valley area – drafting a further information request.	
	5. Some consenting delays due to Covid19 are unavoidable, but will cause more uncertainty for people.		
Regulation Compliance & Enforcement	6. Notable increase in calls to the pollution hotline. 20 calls taken, nearly half of these were odour complaints. 7. A large algal marine bloom prompted speculation of a pollution incident. Explanation given via Facebook. 8. Remote monitoring of consents being undertaken where possible - essential services (including wineries) are sending in monitoring data 9. Bringing forward some end of year compliance reports – this includes several TLA monitoring reports.		
Regulation Harbourmaster	10. Government level 4 regulation restricts boating activity to commercial only, which appears to be well adhered to in our region. Maritime NZ has sent a message regarding staying home to all the local fishing clubs.		
Regulation Policy Implementation	11. An interim solution has been actioned for Tukituki landowners unable to meet the 31 May deadline due to the Covid-19 Level 4 lockdown. This solution encourages applicants to submit a pre application, while we wait for response from the Minister regarding a legislative change to extend timeframes.	12. TANK plan notification postponed until 4 May 2020.	

## Regulation Group Manager's Update

13. PC6 Implementation has remained a major focus for many staff this week. Unfortunately, there is no quick fix but a streamlined consent process is in place as an interim solution.
14. Work continues on catching up on the backlog of desk-based tasks.



## Organisational Activities – Strategic Planning

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Strategic Planning Policy & Planning	1. <b>Tukituki Plan Change</b> – No further Policy & Planning updates. Staff continue to be working in Civil Defence functions.	2. <b>TANK Plan Change</b> – Refer to decision item for 15 April Council meeting - 'Implications of Alert Level 3 on TANK notification'. Staff continue to be working in Civil Defence functions. 3. <b>Heretaunga Plains Urban Development Strategy &amp; NPS for Urban Development Capacity</b> – No further Policy & Planning updates. Staff continue to be working in Civil Defence functions. 4. <b>Ngaruroro River &amp; Clive River Water Conservation Order (WCO) application</b> – The Court have postponed all WCO proceedings in light of Covid-19 virus and will re-evaluate on 30 April. Staff continue to be working in Civil Defence functions.	5. <b>Mohaka Plan Change</b> – No further Policy & Planning updates. Staff continue to be working in Civil Defence functions.
Strategic Planning Policy & Planning Region-wide	6. <b>Outstanding water bodies plan change.</b> No further Policy & Planning updates. Staff continue to be working in Civil Defence functions. 7. <b>Climate Change Working Group.</b> Refer to separate briefing paper for 15 April Council meeting. Meanwhile, staff continue to be working in Civil Defence functions.		
Strategic Planning Statutory Advocacy	8. Extensions have been provided for submissions to the <b>NES-Tyres</b> to 8 April. The HBRC submission can be found <a href="#">here</a> 9. <b>Resource Management Amendment Bill</b> Select Committee Report was released on the 30 March 2020 <a href="https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/document/BILL_91358/tab/reports">https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/document/BILL_91358/tab/reports</a> 10. The 24 April 2020 deadline for submissions on proposed amendments to the <b>Air Quality NES</b> has been extended to 31 July 2020.		
Strategic Planning Strategy & Projects	11. Two of four members in the team deployed to CDEM. 12. Paper being prepared for Council to cancel consultation on the one-off Remission on Rates Penalty to reduce impact of changing the rates due date in light of delays to the adoption of the 2020-21 Annual Plan and subsequent rates invoicing. 13. Annual Plan – assisting Finance with proposed consultation and document changes. 14. Quarter 3 performance reporting in OPAL 3 open for staff data entry from 20 April. Video being prepared to assist staff. Liaising with Audit NZ on level of service measures. 15. Long Term Plan – on hold as staff deployed to Civil Defence. Work to be picked up once off GECC duty. 16. Strategic Plan refresh completed and draft amendments were about to be reported back to Council. 17. Change management for FUSE project continuing. 18. Project Management Office evolution on hold as staff deployed to Civil Defence 19. Project Sponsor programme on hold as staff deployed to Civil Defence		

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Strategic Planning Transport	<p>20. Regional transport planning work is continuing. The Programme Business Case stage of the HB Transport Study has been tendered and notification of a consultancy appointment is expected this week.</p> <p>21. The Government Policy Statement on Land Transport was released for consultation just before Level 4 came into effect. Video presentations about the GPS have been posted online. TAG members are commencing work on an RTC submission, due on 2 May.</p> <p>22. Extensive liaison with NZTA and Ministry of Transport over changes to bus and Total Mobility services as a result of Covid-19. Total Mobility costs to passengers have been reduced (commencing 14 April) to introduce consistency with NZTA's decision to make all buses free in the region until 30 June. Bus services continue to operate largely to a Saturday timetable, with planning underway for service increases as Covid-19 alert levels change.</p>		

<p><b>Strategic Planning Group Manager's Update</b></p> <p>Within the strategic planning group excluding those required for the delivery of essential services in Public Transport and Total Mobility, practically the entire group is deployed into managing or supporting roles within GECC. Group Manager recently deployed into Economic recovery initiatives, in particular responding to Central government recovery initiatives and working with local government colleagues to develop and plan for a regional recovery strategy that creates some cohesion across CDEM recovery obligations (legislative) LTP and AP initiatives and Matariki governance and operations. Securing a regional mandate for this strategy and approach is also vital</p>
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# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 15 April 2020

Item 10

## Subject: CONFIRMATION OF DECISION

### Reason for Report

1. This item seeks confirmation of the 8 April 2020 decision on Environmental Certificates of Appreciation which would normally have been recommended by the Environment and Integrated Catchments Committee.

### Officers' Recommendation

2. Council officers recommend that unless new contrary information has come to light since 8 April, the Council confirms the resolutions made on that day.

### Decision Making Process

3. 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:
  - 3.1. The decision does not significantly alter the service provision or affect a strategic asset.
  - 3.2. The use of the special consultative procedure is not prescribed by legislation.
  - 3.3. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
  - 3.4. The decision is not inconsistent with an existing policy or plan.

### Recommendations

That Hawke's Bay Regional Council:

1. 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.
2. Confirms the reintroduction of Certificates of Appreciation being awarded annually, in the three categories of:
  - 2.1. **Environmental Leadership in Business – Te Hautūtanga Taiao me te Pakihi:** Recognises business or local authorities that demonstrate kaitiakitanga, innovation or efficiency, or an ongoing commitment to environmental best practice.
  - 2.2. **Environmental Leadership in Land Management – Te Hautūtanga Taiao me te Whakahaere Whenua:** Recognises land users who are committed to environmental stewardship and sustainability in their meat, fibre, forestry or other land use operations.
  - 2.3. **Environmental Action in the Community – Te Oho Mauri Taiao ki te Hapori:** Recognises not-for-profit organisations or individuals that are taking action to protect or enhance the environment, or are increasing understanding of environmental issues.

### Authored & Approved by:

Leeanne Hooper  
GOVERNANCE LEAD

### Attachment/s

There are no attachments for this report.