



Extraordinary Meeting of the Hawke's Bay Regional Council

LATE ITEMS

Date: Wednesday 22 April 2020

Time: 9am

Venue: Online by Zoom Invitation

Agenda

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HAWKE'S BAY REGIONAL COUNCIL

Wednesday 22 April 2020

Item 7

Subject: MAY 2020 MEETINGS

Reason for Report

1. This item seeks Council's decision, by way of resolution, to extend the suspension of committee delegations and meetings during the Covid-19 pandemic through to the end of May, and to confirm the meeting schedule for May 2020

Officers' Recommendation(s)

2. Council officers recommend that Council reviews the period of suspension of the delegations to and meetings of Council's committees as previously resolved on 25 March 2020, and extends those suspensions to the end of May.
3. Further, staff also recommend that Council confirms the proposed schedule of Council meetings through to the end of May.

Background

4. Consistent with Central Government advice and the restrictions imposed by the Covid-19 Alert Levels 3 and 4, Council resolved to suspend committee meetings for the period during which restrictions would be in place, and that the resolution would be reviewed on 22 April.
5. In order for the business of Council to carry on through the period of the pandemic and while Committee meetings were suspended, it was proposed that any business normally considered at committee meetings be dealt with by the Council meetings.
6. At a subsequent Council meeting it was further resolved that any decisions normally made by a Committee would be subject to confirmation at the following Council meeting to allow for a period of reflection and the opportunity for double debate.

Discussion

7. With staff continuing to work from home and gatherings of more than 10 persons restricted under Covid Alert Level 3, Council officers anticipate the need for Council to continue meeting virtually. The meetings will continue to be streamed and recordings put onto the website as usual, and in order to retain the conduit to Māori Committee and RPC, tangata whenua representatives will be invited to attend.
8. The continuation of regular Council meetings is intended to enable staff to proceed with work to develop the Annual and Long Term plans and other essential Council business as well as keep councillors up to date with the latest developments in the Covid-19 pandemic response and recovery.

Decision Making Process

9. 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:
 - 9.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 9.2. The use of the special consultative procedure is not prescribed by legislation.
 - 9.3. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
 - 9.4. The decision is not inconsistent with an existing policy or plan.

- 9.5. 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 "May 2020 Meetings" 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 an interest in the decision.
3. Suspends delegations to the Corporate & Strategic and Environment & Integrated Catchments committees and the Finance, Audit & Risk Sub-committee
4. Meets virtually as a full Council in lieu of the Corporate & Strategic, Environment & Integrated Catchments and Finance, Audit & Risk committees until 20 May 2020, or such time as Covid-19 restrictions are lifted.
5. Confirms the May 2020 meetings schedule as proposed, being:
 - 5.1. 6 May 2020 Māori Committee meeting to proceed as previously scheduled
 - 5.2. 13 May 2020 Extraordinary Regional Council meeting in lieu of Finance, Audit & Risk Sub-committee (FARS)
 - 5.3. 20 May 2020 additional Extraordinary Regional Council meeting (including confirmation of 13 May decisions normally made by FARS)
 - 5.4. 27 May 2020 Regional Council meeting to proceed as previously scheduled.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

Joanne Lawrence
GROUP MANAGER OFFICE OF THE
CHIEF EXECUTIVE AND CHAIR

James Palmer
CHIEF EXECUTIVE

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 22 April 2020

Subject: ANNUAL PLAN UPDATE

Item 11

Reason for Report

1. This report provides an update to Hawke's Bay Regional Council (Council), and high-level timeline, on progression of the 2020-/21 Annual Plan, following the Notice of Motion on the 25 March 2020.
2. The objective of this work is to ensure Council is responding to, and acknowledging, the economic impact of recent events on the community and the uncertainty and stress that ratepayers will be under.
3. This report provides a public summary of the information presented to Council for the 8 April workshop, and subsequent discussion that took place.

Background

4. On 25 March 2020 Council resolved for the Chief Executive to provide Council with urgent advice on how the Council can deliver the 2020-21 Annual Plan with zero rates increase.
5. This was in response to a Notice of Motion introduced by Cr Rex Graham. The rationale being a need to recognise the current pressures on the community in the context of the Drought, TB outbreak and Covid-19.
6. Prior to the motion, officers had begun looking at how to best incorporate and respond to the potential impact to the region following the escalation of COVID-19 to a pandemic status by the World Health Organisation on 11 March 2020 and the subsequent announcement of the Four Stage Alert System on 21 March 2020 by the Government.
7. Legal advice was sought to establish the options available to Council within the bounds of the Local Government Act 2002, and its requirements for consultation for any significant or material differences from the 2018-28 Long Term Plan (LTP).
8. On 8 April 2020, Officers workshopped the options available to Council and sought guidance from Council on which options it would prefer to investigate.
9. Officers recommended an approach which involves an overall assessment of the current circumstances and updating of known and significant changes to assumptions, but largely maintains the current proposed levels of service. This is on the basis that any budget should be constructed using the best information available at the time. Officers therefore requested time to incorporate the most up to date information such as known significant changes to investment income expectations including portfolio returns and Napier Port dividend.
10. Once the impact of the above is known or better predicted staff recommend utilising the Rates Remission and Postponement Policies in conjunction with the intent to debt fund, as required, an unbalanced budget. It is possible to adopt an unbalanced budget when deemed prudent and in exceptional circumstances.

Discussion

Legislation requirements and Consultation

11. This cautionary note originates from the obligation in section 101(1) of the Local Government Act 2002 (LGA) for councils to manage their finances prudently and in a manner that promotes the current and future interests of the community. Section 14(1)(g) also sets out a principle in similar terms that councils must act in accordance with in performing their roles.

12. A decision to rework and set an annual plan based on an overall 0% rates increase would very likely require consultation before the decision is made. This is because the proposed change in rates impact for 2020-21 (7.3% decrease) is certainly a significant and/or material change from what the LTP set out for the 2020-21 year (section 95(2) and (2A) of the LGA). In this regard, section 95 applies regardless of whether the change is a proposed increase or decrease in rates.
13. The finance team is continuing to analyse what the impacts of a 0% increase would change in terms of service delivery. We note that in certain circumstances, section 97(1)(a) and 97(2) of the LGA might be triggered – decisions to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or a decision to cease (or commence) such activity can only be made if the decision is explicitly provided for in a long term plan and the proposal was consulted on in a LTP consultation document. Given 2020-21 is an annual plan year, this means if section 97 is engaged that the Council would need to undertake an LTP amendment, which includes consultation.
14. Council could set an unbalanced budget for 2020-21 if it considers it financially prudent to do so after considering:
 - 14.1. section 101(1) and (2) of the LGA 02, and
 - 14.2. the matters stated in section 100(2)(a) to (d) of the LGA 02.

Debt Levels and Debt Covenants

15. Current external debt is \$35 million. In the 2018-28 LTP debt was forecast to peak at \$38.1m in 2027-28. Part of the reason for that is that a conservative approach was applied to loan terms which means significant amounts were budgeted to be repaid.
16. The current draft AP revenue for 2020-21 (based on the 7.3% rates increase) is budgeted to be \$64.5m. This puts the current debt ceiling at around the \$100m mark. So there is no concern with the amount Council can borrow or the 150% ceiling.
17. The following are the debt covenants of Council.

	HBRC	LGFA
Net external debt as a percentage of total revenue	<150%	<175%
Net interest on external debt as a percentage of annual rates revenue	<20%	<25%
Net interest on external debt as a percentage of total revenue	<15%	<20%
Liquidity buffer amount comprising liquid assets and available committed debt facility amounts relative to existing total external debt	>10%	n/a

18. The debt limit is something each council sets based on its risk appetite and the requirements of the council as part of the LTP. Some councils take a more conservative stance than others. The LGFA limit gives an upper limit where, if you exceed that limit you will not be able to access further funding from LGFA (and cost of borrowing may increase).
19. The ability for HBRC to borrow is not the issue to consider. The issue is the ability, with a relatively small revenue base that is substantially comprised of rates, to service debt. Further, consideration should be made to the magnitude of future rate increases as Council rebalances its finances over the coming years.
20. As HBRC's LTP shows, there is an incremental impact from increasing the level of Council's borrowings. Debt servicing becomes an increasing proportion of the cost structure to be funded each year. Local Government debt, in general, does not generate a commercial return so the total cost of servicing falls on ratepayers.
21. Council needs to focus on what Council, and the community, would be comfortable servicing (and paying for through rates). In addition to HBRC rates, ratepayers have

been facing significant increases from the territorial councils (HDC, NCC, etc) as they grapple with the increased costs of infrastructure (water, etc). Council must also be mindful of the issue of intergenerational equity. Considering how much is reasonable to ask future generations to pay. If Council takes on extra debt now, how quickly should this be repaid?

Rating Information

22. The following table shows the breakdown of the rating revenue (GST incl) from the rating database for 2019-20.

Category	\$0	%
Residential	\$14,135	50%
Lifestyle	\$1,486	5%
Industrial	\$2,211	8%
Commercial	\$2,114	7%
Pastoral	\$5,484	19%
Horticultural	\$1,912	7%
Dairy	\$297	1%
Forestry	\$579	2%
Utility	\$102	0%
Specialist	\$44	0%
Mining	\$2	0%
Other	\$152	1%
Unidentified	\$6	0%
Total Rate take	\$28,522	100%

Options Analysis of how to achieve a 0% rates increase

23. Taking all the advice into account, a prudent approach would involve an overall assessment of circumstances and decision-making that takes a long-term view with consideration of future financial and non-financial consequences of the decision.
24. Based on this Council needs to consider if, in the long term, a 0% rates increase is a prudent decision to make on behalf of the ratepayers.
25. A number of options are available to Council to achieve a 0% rates increase depending on the options that Council would like to consider and the targeted response that may be considered.

Table / Option 1

Continue with the Proposed Rates Increase / Levels of Service (LoS) and use the Remissions of Rates in Special Circumstances Policy to remit the rates increase and fund the shortfall by borrowing through a resolution of Council.	
Pros	Cons
<ul style="list-style-type: none"> • Relief is given to rate payers based on the rates increases expected this year which reduces their rates required to be paid this year. • The ability to possibly target the ratepayers that are most affected • The ability for some ratepayers that are not affected to pay their full rates • The ability to relax the criteria on the remission policy easily. • The rates increase in Year 1 of the LTP will be based on the new rates values rather than a lowered value from this year. E.g. the increase will not be this year's missing increase plus the increase for the first year if the LTP. • Levels of services are not impacted as the budgets remain the same. • Benefit to the community of us continuing with planned programme of work (economic activity etc) 	<ul style="list-style-type: none"> • The media ignoring the remission process proposed and reporting that we are still increasing rates / expenditure in the current climate, which could be mitigated with a strong comms programme • The funding requirement to cover the reduction in income will need to be recovered future from rates.

26. Option 1 provides the ability to apply either:

26.1. A - A universal rates remittance so all rate-payers receive a zero % rates increase (this assumes the community is all impacted equally)

OR

26.2. B - A more targeted approach to benefit sectors / groups of rate-payers most affected (staff need to do more analysis and come back with options of what this looks like)

OR

26.3. C – Remission for those who apply for it only.

27. Staff are seeking legal advice on whether this option would require consultation. It may be that Council can adopt this option with an unbalanced budget should the Council deem it to be prudent without having to consult.

Table / Option 2

Continue with the Proposed Rates Increase / LoS and use the Postponement in Cases of Financial Hardship or Natural Disaster Policy to postpone rates increase and funding the shortfall by borrowing through a resolution of Council.	
Pros	Cons
<ul style="list-style-type: none"> • Postponement is given to rate payers based on the rates increases expected this year • The ability to target the ratepayers that are most affected • The ability for some ratepayers that are not affected to pay their full rates • The ability to relax the criteria on the postponement policy • The rates increase in Year 1 of the LTP will be based on the new rates values rather than a lowered value from this year. E.g. the increase will not be this year's missing increase plus the increase for the first year if the LTP. • Levels of services are not impacted as the budgets remain the same. • The funding requirement to cover the delay in receiving income will be reduced to only the time required to cover the postponement period 	<ul style="list-style-type: none"> • The media ignoring the remission process and reporting that we are still proceeding with rates increases in the current climate • The rates will still be required to be paid by the ratepayer at a future date and the debt of ratepayers will sit on our balance sheet.

28. This option would not require consultation. The use of the postponement policy means that the rates are still due and therefore the Levels of Services and the Annual Plan would be adopted as proposed.

Table / Option 3

Re-work the Annual Plan Budget by amending / reducing levels of service to reduce expenditure to achieve a 0% Rates Increase	
Pros	Cons
<ul style="list-style-type: none"> • Simple and clear media reporting of no budget increases • The ability to include alternative expenditure based on the Council's appetite for additional Economic Development / Recovery programs, if these can be funded within a zero rates increase. • Potential to fast track capital projects, if these can be funded within a zero rates increase. • Allows us to reflect changes to revenue assumptions based on the information we have now • Community trust / onboard with the Annual plan reflecting the current operating context. 	<ul style="list-style-type: none"> • Impacts all budgets and has implications for delivering the Levels of Service in each activity as we come out of the impact of COVID-19. • Is likely to trigger an LTP amendment requirement due to the reduction in the Levels of Service. • Consultation on the changes would be required with consideration of how this would be achieved satisfactorily with the Alert Level 4 requirements. • It is likely the adoption of the Annual Plan by 30 June will not be met and a delay in striking rates will be required. • The rates increase in Year 1 of the LTP will be based on a lowered value from this year, e.g. the increase will be this year's missing increase plus the increase for the first year of the LTP. • Possible continued impact to Service Delivery into the first year of the next LTP as rate increase are done off a lowered base from the previous year if the missing rates are not included in the Year 1 of the LTP. • Targeted Rates Reserves will reduce as the reduction of the rates flows into the reserves for future years.

29. Option 3 would require Consultation as the changes to Annual Plan would be classified as significant. This may also result in a concurrent LTP amendment if the Levels of Service are impacted by the changes to the budgets.
30. At the workshop Council asked Officers to investigate the following option (4).

Table / Option 4

Continue with the Proposed Levels of Service (LoS). Update known changes to revenue assumptions, reduce rates income to the same level as 2019/20 and fund the shortfall by borrowing through a resolution of Council.	
Pros	Cons
<ul style="list-style-type: none"> • Simple and clear media reporting of no rates increases • Allows us to reflect changes to revenue assumptions based on the information we have now • Community trust / onboard with the Annual plan reflecting the current operating context. • The rates increase in Year 1 of the LTP will be based on the new rates values rather than a lowered value from this year. E.g. the increase will not be this year's missing increase plus the increase for the first year if the LTP. • Levels of services are not impacted as the budgets remain the same. • Benefit to the community of us continuing with planned programme of work (economic activity etc) 	<ul style="list-style-type: none"> • Consultation on the changes would be required with consideration of how this would be achieved satisfactorily with the Alert Level 4 requirements. • It is likely the adoption of the Annual Plan by 30 June will not be met and a delay in striking rates will be required. • The funding requirement to cover the reduction in income will need to be recovered future from rates.

31. High-level analysis of option 4, to date, estimates the shortfall in revenue for the 2020-21 year to be between \$6m to \$10m.

The Annual Plan and Consultation

32. Online engagement is sensible, but consultation using only the internet is unlikely to be adequate in terms of s.82 of the LGA 02. Councils should provide consultation information in their usual ways except by any means which would breach Covid-19 lockdown rules, or which are no longer available due to external constraints (eg, community newspapers no longer being published/delivered).
33. Councillors should also consider alternatives to the internet, such as:
- 33.1. using local radio stations to raise awareness and provide information about engagement and participation opportunities
 - 33.2. options for contacting people by telephone and enabling telephone submissions
 - 33.3. household mailouts and/or special deliveries of printed documents under certain circumstances, and
 - 33.4. accepting and processing hard copy submissions by post with reference to advice from health authorities.
34. We note that current advice on essential services published by the Ministry of Business Innovation and Employment advises that "News (including news production) and broadcast media is considered essential. Daily delivery of newspapers is considered essential. Non-daily newspapers for communities that are hard to reach due to physical location and with limited access to digital connectivity, or for non-English language material audiences are considered essential."
35. Officers consider that the difficulty with Consultation based on the current climate should not be a reason for Council to manufacture an outcome that does not require

consultation. Following the assessment of the impact of COVID-19 and to revisit the Annual Plan and update assumptions with the best / latest information, Officers will be in a better position to understand if consultation is required and to develop a plan to ensure that Consultation is completed adequately in terms of s.82 of the Local Government Act.

36. If Consultation is required, then it is likely that adoption of the 2020-21 Annual Plan could be delayed until after 30 June.

Next Steps

37. Officers are assessing the impact of COVID-19 and revisiting the Annual Plan to update assumptions with the best / latest information available to us. Staff will present back the financials to a Council workshop on 29 April, clarify what the revenue shortfall is likely to be and the impact on current Levels of Service.
38. Officers will also provide information on the impact to significant projects with many having been impacted by the current lockdown, for example the LiDAR project where flying has temporarily stopped.
39. Further, analysis on the rating database is being undertaken to explore how to break down the rating database with current information and to be able to assess the impact of the above on a variety of ratepayers.
40. Following this revisit of the Annual Plan, staff will confirm if the revised Annual Plan will require Consultation due to significant or material changes based on the requirements of section 95(2) and (2A) of the LGA.
41. Officers suggest that a 'package' of works / initiatives to respond to and address both the immediate effects and the economic recovery to come, are developed as a response to COVID-19, the Drought and any impact of the TB outbreak.
42. The following timeline is indicative only and based on the assumption the Annual Plan will require consultation.

Date	Key deliverable
29 April (Council workshop)	Revised financials presented
20 May	Any new postponement and remission policies adopted (subject to consultation) Supporting Information adopted Consultation Document adopted
25 May	Comms Plan implemented
1 – 22 June	Public consultation undertaken
8 July	Hearings and deliberations
23 July	Revised Annual Plan document completed
29 July	Annual Plan and any new postponement and remission policies adopted

Decision Making Process

43. 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 Hawke's Bay Regional Council receives and notes the "Annual Plan Update" staff report.

Authored by:

**Bronda Smith
CHIEF FINANCIAL OFFICER**

Approved by:

**Jessica Ellerm
GROUP MANAGER
CORPORATE SERVICES**

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 22 April 2020

SUBJECT: 22 APRIL 2020 UPDATE ON SIGNIFICANT ORGANISATIONAL ACTIVITIES

Reason for Report

1. The commentary attached provides updates from across the Council, on the status of initiatives and work programmes with new information highlighted in **red text**.

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 ***22 April 2020 Update on Significant Organisational Activities***.

Authored by:

Drew Broadley
COMMUNITY ENGAGEMENT AND
COMMUNICATIONS MANAGER

Jenny Brown
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MANAGER CATCHMENTS POLICY
IMPLEMENTATION

Item 12

**Stacey Rakiraki
FACILITIES AND FLEET MANAGER**

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GROUP MANAGER INTEGRATED
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Attachment/s

- [↓1](#) Asset Management Significant Activities Update
- [↓2](#) Corporate Services Significant Activities Update
- [↓3](#) Integrated Catchment Management Significant Activities Update
- [↓4](#) Office of the CE & Chair Significant Activities Update
- [↓5](#) Regulation 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"> Supporting CHBDC with river siltation problem at outlet to Wanstead Swamp (Flaxmill Bridge area), Stantec working as consultant to CHBDC. Update plan for Upper Tukituki Flood Control Scheme review. 	<ol style="list-style-type: none"> 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. 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. Joint Coastal Strategy – Peer review of design report for Haumoana/Te Awanga coastal protection solution completed and comments being addressed. 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. Currently supporting GECC through status reports on HBRC functions. 	<ol style="list-style-type: none"> Providing engineering advice and modelling for weir at Whakaki (Rahui Channel).
Asset Management Schemes	<ol style="list-style-type: none"> Maintenance contract on schedule. Surveillance patrols at public access to rivers. 	<ol style="list-style-type: none"> 2019-20 Maintenance contract on schedule. Essential service of Flood Control and Drainage while working from home. Surveillance patrols at public access to rivers. Review of public access and security in progress. 2020-21 maintenance contract being drafted. Pump stations SCADA review in progress. 	<ol style="list-style-type: none"> Wairoa spraying contract and asset inspections completed. Wairoa tree work partially completed and placed on hold. Weekly surveillance patrols.

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Open Spaces		<p>COVID 19</p> <p>20. All Regional Parks and Open Spaces closed to vehicle Access.</p> <p>21. Surveillance Patrols covering a 7-day roster and all public access and open spaces.</p> <p>22. All cycle trail maintenance is currently on hold while managing public using the cycle trail network and helping clarify grey area of 'exercise near home' messaging. Due to research showing virus surviving up to 72hrs on stainless, some sections with gates need to be closed. HB Marathon aiming for 19 Sept on trails.</p> <p>NZCT Priority Project Waimarama Road</p> <p>23. HDC has submitted Archaeological Assessment, once accepted this will mean project can advance. Building window for trails is spring. Expect completion of off-road cycle trail parallel to Waimarama Road by end of 2020.</p> <p>Bayview/Whirinaki cycle trail</p> <p>24. Working with NCC on first stage, land owners second stage, third stage with NZTA to confirm bridge crossing for cyclists and potential use of SH corridor to North Shore Rd, final stage with HDC. Some land issues, held up with COVID19.</p> <p>NZCT Priority Project Ahuriri Underpass Flooding Safety Issues</p> <p>25. Seawall plan is being finalised for Southern End. Funding deficit, requesting balance from NZTA. Was to be completed by August 2020, delayed due to COVID19. Detour for Northern End using Watchman Rd, signage installed.</p> <p>Planning</p> <p>26. Possible projects being investigated for TLA Focused Economic Recovery Proposal.</p> <p>27. Work on the Open Spaces, HB Trails and Forestry Asset Management Plans underway and due for completion by July 2020</p> <p>28. Updating the 20-21 Works Group Maintenance Contract</p> <p>29. Near completion of Hawea Historical Park Draft Management Plan.</p>	

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Asset Management Regional Projects		<p>Heretaunga Plains Scheme review</p> <p>30. Communication plan under review</p> <p>31. Paper and presentation underway for the 6 May Māori Committee</p> <p>32. Land investigation and mapping work ongoing</p> <p>33. Modelling still as per original plan but the asset condition assessment delayed due to AL4.</p> <p>Clive River Dredging</p> <p>34. Lease agreement to be reviewed and approved by the Group Manager and land owner- awaiting review</p> <p>35. We received valuation estimate for the lease option and this will be discussed with the Group Manager further</p> <p>36. Contractor involvement and methodology investigation underway. – the contractor is not responding to our enquires at the moment</p> <p>37. Resource Consent ongoing.</p> <p>Hawea Park</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. We are proposing that if level 3 restrictions allow, the construction can start immediately after HBRC approval.</p> <p>Marakakaho access road</p> <p>40. Tender drafted ready to be sent out.</p>	

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Works Group	<p>41. 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>42. All capital works disestablished and on hold until further notice</p> <p>43. All non-essential maintenance work has been stopped.</p> <p>44. All staff on call ready and available for flood response.</p>	<p>45. 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>46. All project internal and external have either been disestablished and or put on hold until further notice</p> <p>47. All non-essential maintenance has been stopped</p> <p>48. All staff on call ready and available for flood response.</p>	<p>49. All non-essential work has been stopped. Tree clearing crew disestablished all work currently on hold.</p>

Asset Management Group Manager's Update

50. Asset Management has transitioned well into the new working arrangements and impacts are different depending on the focus of each team:
51. 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.~~
52. 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.
53. 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
54. 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.
55. Regional Projects has paused all capital projects in construction phase and has work on hand for the next 2 weeks planning and definition work, mainly around the Heretaunga Flood Control Upgrade project. ~~When the shift to AL3 occurs most construction will be able to recommence.~~
56. 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 and AL3 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.
57. 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"> 1. The team continues to support CDEM welfare and logistics as required; All team members equipped to work from home responding to emails and voicemail enquiries. Downtime due to reduced demand is being used for data management ‘housekeeping’ 2. BAU for sustainable homes programme, processing applications, responding to supplier queries, processing invoices and providing loan settlement information to ratepayers. 3. Procurement BAU, providing support for current RFPs, reviewing and updating policy and manual, planning and contract templates, managing the riparian planting supply chain.
Corporate Services Corporate Support	<ol style="list-style-type: none"> 4. Maintaining essential business services remotely. Public Transport and Pollution Hotline enquiries are 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. 5. Staff are working with field and H&S staff to ensure appropriate stocks of PPE are delivered and maintained for those working on the front line. Orders have been increased to maintain a rolling stock of sanitiser (hand and surface), face masks and gloves from local suppliers. 6. HBRC mail and courier services are diverted to staff households for distribution. 7. BAU for customer service staff responding to internal customer requests for support, and maintaining vehicle compliance. 8. Staff working on level 3 planning and preparations in terms of office safety and hygiene, staff PPE, ways to facilitate site contact tracing and utilise fleet to minimise the overlap of staff sharing vehicles.
Corporate Services Finance	<ol style="list-style-type: none"> 9. Five staff are currently supporting CDEM with two at the GECC and three remotely with welfare support and the CFO (Logistics Manager) working with Group Logistics and TAs to establish a process for filling the roster. 10. 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 11. New Finance Accountant staff are continuing to be trained remotely 12. Work is commencing on assessing the financial impacts on activities and projects over the next 3 months. Accountant are working with Budget Holders to help with the production of the Reforecast Numbers to be reported with the March reporting. 13. Rates increase analysis is also continuing with possible options being worked out for reporting back to Council. 14. The Annual Plan financials are continued to be developed following guidance from Council. A high level report will be included for the Council on 22 April. The development of the timing of the Annual Plan following the outcome of the direction from Council is also being considered. 15. We have received a number of emails thanking us for paying invoices as soon as they are received.

Group /Team	
Corporate Services Information & Communications Technology	<p>13. Remote Working Capabilities</p> <p>13.1 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.</p> <p>13.2 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.</p> <p>14. IT Risk Management continues to be a key focus:</p> <p>14.1 Cybersecurity risks are still very high - they are being actively monitored, we've implemented some additional access controls, and are exploring further options.</p> <p>14.2 IT Disaster Recovery - system dependencies have been documented and are being reviewed.</p> <p>14.3 Information Governance / Sprawl - we've started some work to address this. '</p> <p>14.4 We're continually scanning the environment for new risks, assessing their likelihood and impact, and developing mitigations where appropriate.</p> <p>15. Some of the IT projects are coming back online:</p> <p>15.1 Telephone system replacement - we've accelerated this work - to reduce our technical risk, and to provide the remote functionality we need.</p> <p>15.2 Finance System Replacement - supplier demonstrations begin this week.</p> <p>15.3 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.</p> <p>16. Some of the team continue to provide support for CDEM activities.</p>
Corporate Services Marketing & Comms	<p>17. Launched drought hub on HBRC website to assist farmers and landowners: https://www.hbrc.govt.nz/environment/farmers-hub/drought-crisis-hub/</p> <p>18. Starting comms input to Mohaka Plan Change approach</p> <p>19. Revising the plan for Annual Plan communication</p> <p>20. Preparing for 'Biodiversity month' comms in May</p> <p>21. Minor ongoing support to the COVID-19 Civil Defence response and the operational role that HBRC contributes to this.</p> <p>22. Current projects include rates communication planning, 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>23. Significant focus on the current financial status, financial scenario modelling impact on current and 2020-21 years. Revised financials and related content is being prepared for a 29 April workshop.</p> <p>24. Financials to 31 March and full 2019-20 financial year reforecast is being prepared for reporting through to Council mid-May.</p> <p>25. GM is liaising with NCC and HDC regarding Annual Plan consultations and working collaboratively on rates postponement / remissions policies.</p> <p>26. Oversight of current risk assessment taking place with specific attention to IT cyber-security risk and mitigations.</p> <p>27. Continue working towards Corporate policy and operating expectations @ Level 3 or 2</p> <p>28. The group continues to support the Group CDEM response particularly in Logistics, GM continues to fill the role of Logistics Manager co-ordinating rostering for the GECC.</p> <p>29. The procurement process for the Finance System upgrade continues, the project team has attended 5 x 2 hour vendor presentations as part of an open dialogue between vendors and the HBRC project team. This is a significant project which is moving ahead without any delay.</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"> 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. Workstreams continuing are policy implementation planning for next financial year which includes Tukituki. 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. ECS processing and confirming ECP projects is continuing, however site visits remain a no-go area with the lock down. 	<ol style="list-style-type: none"> 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. Workstreams continuing are policy implementation planning for next financial year which includes TANK. 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. ECS processing and confirming ECP projects is continuing, however site visits remain a no-go area with the lock down. 	<ol style="list-style-type: none"> Staff continue to support the CDEM response locally at the Wairoa EOC, performing a variety of roles including Controller, Response Manager, Planning Manager and Logistics support. Key workstreams continuing at present include – <ol style="list-style-type: none"> Whakaki FIF Project – A governance meeting via zoom is being planned to update the group on where we are at with the project and to seek their endorsement for the relocation of the weir. Whakaki Catchment Pilot Project – the final phase of this project is an Economic Impact Analysis of 3 case study farms. These are all being carried out over the phone currently. Wairoa District Catchment Delivery Case Study – information gathered during the staff interviews is being consolidated and a draft will be circulated this week. 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. The local team is communicating well with each other and keeping up to date with priorities. ECS processing and confirming ECP projects is continuing, however site visits remain a no-go area with the lock down. No other major issues to report

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Integrated Catchment Management Catchment Services (Biosecurity & Biodiversity)	<p>15. Pest Plant staff undertook two machinery inspections that had been operating in high risk Chilean needle grass properties in Maraekakaho;</p> <p>16. Pest Plant staff responded to a breach of the rules in Regional Pest Management Plan where gravel was moved from a known infected Chilean needle grass area (Kahuranaki area). Further action will be undertaken post lockdown.</p> <p>17. Staff continue to assist GECC (Logistics & virtual Intelligence teams)</p> <p>18. 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>19. Staff are currently undertaking the following duties:</p> <p><u>Pest Animals:</u></p> <p>20. Writing/updating rabbit management plans;</p> <p>21. Review undertaken of 19-20 budgets and contracts;</p> <p>22. Update of the PCA 19-20 monitoring base tables, data processing of 19-20 PCA monitoring results, uploading maintenance reports into Bio-Vault, processing landowner updates in bio-vault and SHU updates in GIS & development of 20-21 PCA monitoring programme;</p> <p><u>Pest Plants:</u></p> <p>23. Entering pest plant data into Clover and Budget Clover & cleaning up data;</p> <p>24. Creating/updating property lists for pest plant programmes & generating invoices for pest plant works completed</p> <p><u>Biosecurity/Biodiversity:</u></p> <p>25. Leading ecological assessment of Whittle block. Lots of long-tailed bats detected;</p> <p>26. Developing an EIO document to tender for the development of a 10 year strategic plan for Waipatiki Sanctuary;</p> <p>27. Marine pests - completing report for the Mediterranean fanworm incursion response and inform relevant stakeholders of the incursion. Developing protocol for future marine pest incursions;</p> <p>28. Updating Ecosystem Prioritisation Biodiversity Plans;</p> <p>29. Aquatic weeds global consent review;</p> <p>30. Technical report review - Wetland SOE;</p> <p>31. Progression of Envirolink – national Tier 2 biodiversity monitoring project;</p>		
Integrated Catchment Management Environmental Information	<p>32. Hydrology working as normal – gauging rivers for low flows and rating curves and keeping sites operational for flood warning. 2 sites repaired. Several flows measured for Compliance to confirm bans.</p> <p>33. Groundwater measuring monthly water levels at sites as normal for drought monitoring.</p> <p>34. Data team carrying on as normal but combining with Water Quality & Ecology team to enter data sets that have previously had no storage solution.</p> <p>35. Data meetings continued to ensure ICM meeting their respective needs.</p> <p>36. Flood warning team still operating on 7 day shift assessing sites.</p> <p>37. Virtual weekly drought meeting with Compliance is continuing and rain has relieved some pressure on this team.</p> <p>38. Planning underway so any move to level 3 will be seem less as possible. Labs and Couriers contacted.</p> <p>39. No collection of any water quality or ecology samples.</p> <p>40. Isco sediment sampling installations on hold.</p> <p>41. No proposed groundwater sites being installed.</p> <p>42. No lakes monitoring.</p>		

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Integrated Catchment Management Environmental Science	43. Development of the Ruataniwha groundwater model continues with staff and consultants working from home on model construction.	44. Supporting Ngaruroro WCO hearing process – hearings have been postponed at least 4 weeks for COVID 19 response. 45. 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. 46. Annual estuarine ecology monitoring of the Waitangi Estuary has been unable to proceed due to COVID 19 response.	47. Planning and preparation for Mohaka plan change, including update to Mohaka environmental characterisation report (2016), continues during COVID 19 response. 48. Mohaka Catchment SoE wetland fieldwork component completed. Report in preparation. 49. Annual estuarine ecology monitoring of the Wairoa Estuary has been unable to proceed due to COVID 19 response.
	50. 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. 51. Drought monitoring - providing status reports to the Rural Advisory Group, Ministry for Primary Industries and CDEM.		

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
	52. Support for Regional Water Security programme continues and is high priority while staff are working remotely. 53. GNS Science are making 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. 54. Draft report on Key Ecological Areas in the Hawke's Bay Marine Area is being reviewed. 55. 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. 56. State of the Hawke's Bay Coastal Environment 5 year Technical Report complete and available on HBRC website. 57. Recreational Water Quality Annual Report Card underway. 58. A project is currently being scoped with NIWA to look at potential changes to estuarine values based on changes to sediment inputs etc. 59. Regional Point analysis/land stability programme continues 60. Land fragmentation study continuing 61. Regional Smarter Targeting of Erosion Control (STEC) modelling completed and being reviewed 62. Wetland inventory completed and report being prepared 63. This year's Soil Quality Monitoring (SQM) programme still proposed for June. 64. 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. 65. Work is underway on the 2020 update of the Napier, Hastings and Havelock North Air Emissions Inventory 66. NIWA is preparing a combined Gisborne and Hawke's Bay climate change predictions report. 67. All routine non-essential Marine and Coast and Water Quality and Ecology fieldwork has been put on hold due to Level 4 COVID response. 68. Riparian monitoring programme put on hold 69. Regional LiDAR mapping put on hold		

Integrated Catchment Management Group Manager's Update
70. Further support as Group Controller for the CDEM response 71. Ongoing time supporting the RAG in the drought response 72. Working with managers to begin thinking on working options post level 4 requirements. 73. Engagement with MfE supporting Essential Freshwater and post COVID recovery. 74. Working with managers to develop a proposed list of regional recovery projects that will help our region's economic development post Covid-19.

Organisational Activities – Office of the Chief Executive and Chair

Group /Team	
OCEC Communications	<ol style="list-style-type: none"> Monday & 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. We are still fielding media calls albeit a lesser amount. This week we are working on a media query from Living HB to do a story on our Open Spaces.
OCEC Economic Development	<ol style="list-style-type: none"> The Regional Business Partner (RBP) team continues to see strong demand from the business community. The free virtual workshops have seen good uptake with over 400 participants to date with the topic of greatest interest being Employment Relations/People Management followed by Continuity Planning, Cashflow/Finance, and Health & Wellbeing. All workshops shall be updated to reposition their offering to respond to the move to Level 3. An additional topic is under development – Marketing & Digital Business – which will offer a selection of workshops run by Hawke's Bay providers. Regarding 1:1 business support to link with expertise, the RBPs have issued 99 Capability Vouchers worth \$219,805 to date. RBP are engaging with 256 (increased from 187 in 1 week) Hawke's Bay businesses currently through this COVID-19 response mechanism. The MBIE announcement on 15th April of \$25m for free specialist advice for SMEs looks to use the Regional Business Partner Network and helplines to disseminate this support. Further details on this scheme are expected this week. The RBP manager, Jenny Brown, will be providing a verbal update to Council at the meeting on 22 April. Tom Skerman has produced an economic recovery overview with a future pathway identified which will be discussed by Council in a workshop on 22 April. HB Tourism would like to provide an update to Council on their marketing recovery strategy in due course. This will be scheduled soon.
OCEC Governance	<ol style="list-style-type: none"> All Council meetings, including workshops and Public Excluded sessions are now being facilitated using Zoom. Staff have surveyed RPC and Māori Committee tangata whenua to ascertain 'virtual' readiness in anticipation of facilitating the 6 May Māori Committee meeting online and potential for electronic distribution of meeting materials on Stellar Library. As Committee meetings suspended to 22 April by Council resolution, staff will be seeking further guidance and potential extension of that suspension through May depending on the Government's 20 April alert level advice. 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. External risk assessment consultant will closely partner with the newly appointed Risk and Assurance Lead to assess and report on risks that could potentially materialise and adversely impact the Governance model (e.g. a reputational risk event requiring immediate response / diversion of resources).

Group /Team	
OCEC People & Capability	<p>11. The P&C team continues to support our HBRC team with BAU and well-being and health & 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.</p> <p>12. 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. Cross functional project team working on a Level 3 transition plan. Survey sent out to gather data to inform a detailed plan.</p> <p>13. A P&C survey has been initiated to gauge how staff are feeling at week 3 of the lockdown. Survey completed with 153 responses. The majority of staff indicating they are managing fine in their bubble with good support from their manager. Some requests for additional well-being information which has been made available via Herbi.</p> <p>14. The team is collaborating with the Māori Partnerships Team to facilitate cultural awareness learning sessions during the lockdown period.</p> <p>15. Strategy development – Health, Safety and Wellbeing has started. First wave of drive thru flu vaccinations carried out at Dalton St; Well-being virtual workshops being developed in conjunction with Wands Psychology.</p>

OCEC
Risk &
Assurance

16. 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 on 6 May. He will also manage the programmed internal audit schedule to ensure this work is completed, albeit by desktop, within the 30 June budget timeframe.
17. As part of this Executive-level organisational risk assessment, the OCEC team recently approved a standardised Impact Assessment Matrix for "non-strategic / operational" risks facing the Council in the near term. This impact matrix standardises risk consequence across all areas of the organisation by providing well-defined impact parameters for each broad risk category – i.e. Health and Well-being, Essential Services Quality, Reputation / Brand Equity, Financial and Legal / Regulatory). A copy of this formalised Impact Assessment Matrix is below, for information.

HBRC IMPACT ASSESSMENT MATRIX					
NON-STRATEGIC / OPERATIONAL RISKS					
IMPACT / CONSEQUENCE	HEALTH + WELL-BEING	ESSENTIAL SERVICES QUALITY	REPUTATION / BRAND-EQUITY	FINANCIAL	LEGAL + REGULATORY
EXTREME (5)	Mass casualties or loss of life; substantial and permanent physical + psychological harm to multiple individuals	Substantial sustained inability to deliver core services; unable to execute on key strategic objectives	Sustained national media attention (>5 days); requires urgent attention from Councillors & Executives	\$5MM+	Multiple non-conformities or violations of law or regulations; governance model under question by current leadership
VERY HIGH (4)	Serious physical or psychological injury w/ permanent impairment	Intermittent impact; core services partially functional; significant impact to key strategic objectives	National media coverage >3 days; requires a coordinated media response	\$3MM to \$5MM	Material non-compliance or breach of duty; prosecution or sanctions feasible
HIGH (3)	Physical injury with no hospitalisation or intermittent exposure to stressful environment	Intermittent impact; temporary workarounds required to deliver core services at 90% capacity	Regional media attention (2+ days); loss of stakeholder confidence possible	\$1MM to \$3MM	Material breach of regulation or law; likely to be investigated by a regulatory body or oversight committee
MODERATE (2)	Minor casualties or injuries w/ off-site medical attention and no long-term effects	Limited, sporadic impact; core services provided at reduced service-levels	Localised media coverage (1-3 days); loss in stakeholder confidence unlikely	\$250K to \$1MM	Dispute may require mediation or mandatory reporting of non-compliance
LOW (1)	Minor injuries; treatable on-site with no long-term impairment	Little to no impact on essential / critical services provided	Local or assorted complaints; little recognition; minimal change in stakeholder confidence	Up to \$250K	Minor contractual or regulatory breach or non-compliance; possibly remedied w/out notification or fines



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Group /Team	
	<p>18. Over the subsequent week, Executive risk assessment interviews will be conducted to map top 3-5 risks identified by each functional Executive Team member to be prioritised on this standardised scale.</p> <p>19. 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>20. 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>21. 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>22. The BA is also working on QMS process reviews, helping staff complete theirs, making global changes, advising where requested is on-going.</p> <p>23. Commencing investigation into possible streamlining of calibration processes in collaboration with the Environmental Science champion and Environmental Information.</p> <p>24. This week the BA is preparing the Management Review Team Meeting Report for Quarter 3 (January-March 2020) which is to be discussed at the internal quality meeting on 30 April.</p>
Office of the CE & Chair Group Manager's Update	
	<p>25. Wairoa Horticulture project PGF application will be submitted very shortly now that the business case is completed. The RPC Terms of Reference (with some changes) which were previously agreed with Council were distributed by letter to Appointers.</p> <p>26. Preparation is underway for transition to Levels 3/2 and supporting the new shift system at the CDEM Group level. GM OCEC continues working to support the CDEM Group welfare response and managing the Welfare Coordination Group. She is also alternating shifts 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.</p>

Organisational Activities – Regulation

Group /Team	Southern Catchments	Central Catchment	Northern Catchments
Regulation Consents	1. One new Tukituki production land use consent lodged this week from a major land owner/leaser in the Papanui catchment. 2. First Tukituki pre-application form has been lodged (streamlined process). 4. Receiving more consenting enquiries. Some new projects being talked about (such as dams and orchard developments) which is positive. 5. Finalising a contract to review forestry consenting practices. This will include a review of suitable sediment control guidelines for Forestry. 6. 8 applications received in the last week (14 th to 18 th April)		3. WDC Wastewater consent - submitters are reviewing draft conditions and will go back to WDC to discuss.
Regulation Compliance & Enforcement	7. Decrease in hotline calls - 12 pollution calls received this week compared to 22 in the same period last year and 20 last week. 8. Making good progress with online training - close to completing the NZ Certificate in Regulatory Compliance. 9. Starting a review of our Enforcement Policy. 10. Extra pressure on Council to lift water restrictions bans earlier than normal. Working with the farming sector to assist where we can.		
Regulation Harbourmaster	11. 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	12. We are still waiting for a response from the Minister regarding a legislative change to extend timeframes in the Tukituki Catchment Plan.	13. TANK plan notification postponed until 2 May 2020.	

Regulation Group Manager's Update

14. Teams have been undertaking planning work in relation to Level 3 and what that may mean for consenting and compliance operations. Staff have provided input to national work by MfE to develop consistent national guidance.
15. Staff have moved to lift bans quicker than the automated system allows for in severe drought-stricken areas, which have been on ban for prolonged periods. This includes ringing over 80 consent holders at a time. A project has been initiated to evaluate the automated system to see how response notifications can be further improved.

Organisational Activities – Strategic Planning

Group /Team	Southern Catchments	Central Catchments	Northern Catchments
Strategic Planning Policy & Planning	1. Tukituki Plan Change – No further Policy & Planning updates. Staff continue to be working in Civil Defence functions.	2. TANK Plan Change – Staff are preparing the communications and engagement for notification of the TANK plan on 2 May. 3. Heretaunga Plains Urban Development Strategy & NPS for Urban Development Capacity – No further Policy & Planning updates. Staff continue to be working in Civil Defence functions. 4. Ngaruroro River & Clive River Water Conservation Order (WCO) application – The Court have postponed all WCO proceedings in light of Covid-19 virus and will re-evaluate on 30 April.	5. Mohaka Plan Change – No further Policy & Planning updates. Staff continue to be working in Civil Defence functions.
Strategic Planning Policy & Planning Region-wide	6. Outstanding water bodies plan change. Work has resumed summarising submissions. 7. Climate Change Working Group. Following presentation of staff briefing paper to 15 April Council meeting, commencing work on: a) climate change community perceptions surveying during May/June period; and b) procuring expert consultancy services for undertaking an inventory of greenhouse gas emissions in the region. These initiatives are being progressed despite key staff continuing to work in Civil Defence functions.		
Strategic Planning Statutory Advocacy	8. An extension has been provided for the Death, Funerals, Burial and Cremation: A Review of the Burial and Cremation Act 1964 and Related Legislation to the 31 July 2020. The HBRC submission can be found here . 9. The 24 April 2020 deadline for submissions on proposed amendments to the Air Quality NES has been extended to 31 July 2020. Staff have recommended the review of the NES.		
Strategic Planning Strategy & Projects	10. Two of four members in the team deployed to CDEM. 11. Annual Plan – preparing for consultation and document changes. 12. Quarter 3 performance reporting in OPAL 3 open for staff data entry from 20 April. Organisational Performance Report due to council early May. 13. Long Term Plan – on hold as staff deployed to Civil Defence. Work to be picked up once off GECC duty. 14. Strategic Plan refresh completed and draft amendments were about to be reported back to Council. 15. Change management for FUSE project continuing. 16. Project Management Office evolution on hold as staff deployed to Civil Defence 17. Project Sponsor programme on hold as staff deployed to Civil Defence		
Strategic Planning Transport	18. Planning now underway for an increase to bus services when schools return. A full standard timetable difficult at present. We have a shortage of drivers due to age or health problems putting them at higher risk from Covid-19.		

Strategic Planning Group Manager's Update	
19.	Following decision to confirm hard wire of TANK notification date we have pulled back from GECC resourcing to ensure adequate preparation and planning. If Government's L4 to L3 transition plans throw up any difficulties these will be reported through to Council on 29 April. Group Manager remains deployed into Economic recovery initiatives, with primary focus on HBRC recovery framework and secondary focus on participation in the development of a regional recovery strategy that creates some cohesion across CDEM recovery obligations (legislative) LTP and AP initiatives and Matariki governance and operations. Supporting HBRC's input into the Regional Council sector strategy.

