



Meeting of the Hawke's Bay Regional Council

Date: Wednesday 24 June 2020
Time: 11.00am
Venue: Council Chamber, Hawke's Bay Regional Council
159 Dalton Street, NAPIER

Agenda

ITEM	TITLE	PAGE
1.	Karakia /Welcome/Apologies /Notices	
2.	Conflict of Interest Declarations	
3.	Confirmation of Minutes of the Regional Council Meeting held on 27 May 2020	
4.	Follow-up Items from Previous Regional Council Meetings	3
5.	Significant Organisational Activities through July 2020	7
6.	Call for Minor Items Not on the Agenda	17
Decision Items		
7.	HB Tourism Quarterly Report and Key Performance Indicators	19
8.	Strategic Plan Adoption	33
9.	Report and Recommendations from the Regional Planning Committee	37
10.	Notification Policy for Resource Consent Applications to Take Water for Water Bottling Purposes	41
11.	Report and Recommendations from the Corporate and Strategic Committee	47
12.	Adoption of Amended Tenders Committee Terms of Reference	49
13.	Hawke's Bay Disaster Relief Trust - Council Controlled Organisation Exemption	53
14.	Councillor Remuneration	73
15.	Affixing of Common Seal	89
16.	HBRIC Ltd 2020-21 Statement of Intent for Adoption	91
24.	<i>HBRIC Ltd Managed Funds Transfer to HBRC late agenda item to come</i>	
Information or Performance Monitoring		
17.	Report from the 8 June 2020 HB Civil Defence Emergency Management Group Joint Committee Meeting	93
18.	Procurement Policy Amendments and Activity Report	119
19.	Hawke's Bay Region Water Security Economic Impact Assessment	123
20.	Councillors' Reports from June 2020 Meetings of Outside Bodies	125
21.	Discussion of Minor Matters Not on the Agenda	127
Decision Items (Public Excluded)		
22.	Public Excluded Recommendations from the Corporate & Strategic Committee	129
23.	Confirmation of Public Excluded Minutes of the 27 May 2020 Regional Council Meeting	131

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: FOLLOW-UP ITEMS FROM PREVIOUS REGIONAL COUNCIL MEETINGS

Item 4

Reason for Report

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

Decision Making Process

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

Recommendation

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

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

James Palmer
CHIEF EXECUTIVE

Attachment/s

[1](#) Followups for 24 June 2020 Council mtg

Follow-ups from previous Regional Council Meetings

Meeting held 27 May 2020

Agenda Item	Action	Responsible	Status Comment
27 May 2020 Update on Significant Organisational Activities	Updates on the NCC, HDC & WDC wastewater discharge enforcement/infringements	L Lambert / N Zaman	Included in Regulation Update for 24 June 2020 Council meeting.

Meetings held 13 & 20 May 2020

Agenda Item	Action	Responsible	Status Comment
Procurement Policy Amendments to Support the HB Economic Recovery	Request for information clarifying the tender assessment criteria and how it's applied	J Ellerm / M Heaney	Item on 24 June 2020 Council agenda
Summary Report from the Clifton to Tangoio Coastal Hazards Strategy Joint Committee	Clr Rick Barker requested a copy of the case study report by MFE that was provided to the Resilience Ministers	J Palmer / G Ide	Copy of report emailed to Clr Rick Barker on 21 May 2020. Link to same report online here
Discussion of Minor Matters Not on the Agenda	Request for Council to develop a Strategy to enable farmers to put in reticulated stock water systems	I Maxwell	This work to be included in a regional Drought Resilience Strategy (or words to that effect). Work on this commencing late August/September.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

SUBJECT: SIGNIFICANT ORGANISATIONAL ACTIVITIES THROUGH JULY 2020

Item 5

Reason for Report

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

Whole of Region		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Technology for tangata whenua representatives on Māori and Regional Planning committees	1. iPads have arrived for four tangata whenua who don't have access to a device for receiving electronic meeting documents. Once devices are set up they will be loaned to tangata whenua, along with training on the Stellar app used for managing meeting documents, and email and calendar management as needed.	Corporate Services (IT) and OCEC (Governance)
2020 Council Meetings Schedule	2. Schedule for the remainder of 2020 was confirmed after the move to Level 1, with the addition of extraordinary meetings and workshops including (to date): <ul style="list-style-type: none"> - Tenders Committee, 2pm 24 June - Council Asset Management Strategy, 2pm 1 July - FARS Workshop, 9am 8 July - Annual Plan Submissions Hearing, 9am 15 July - LTP workshop 3, 9am 22 July - Extraordinary RPC meeting, 1.30pm 22 July - HB 3 Waters Review workshop 1, 9am 5 August - HB 3 Waters Review workshop 2, 9am 20 August - HB 3 Waters Review workshop 3, 9am 4 September - Coastal Hazards Funding workshop, 1pm 4 Sept - Extraordinary Regional Council meeting 11.30am 15 Sept. 	OCEC Governance
Risk Maturity	3. Phase one of the risk maturity roadmap endorsed by Corporate & Strategic Committee on 10 June, so the following milestones will be delivered to the 12 August FARS as part of phase one: <ul style="list-style-type: none"> - Draft Risk Management Policy - Draft Risk Management Framework, and - Revised List of Enterprise Risks 	OCEC Risk and Assurance
Audit Programme	4. The FY19/20 annual internal audit will be closed out at the FARS meeting to be held on 12 August. This will include presenting closeout reports of four individual audits that formed part of the FY19/20 annual internal audit plan.	OCEC Risk and Assurance

Whole of Region		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Regional Business Partner Programme	<p>5. The team continues to manage demand from the business community for support during Level 1. The free virtual workshops will end on Friday 19 June & have seen 1417 participants to date with the Business Hub, other training providers and national pre-recorded webinars filling that gap as standard Business As Usual recommences.</p> <p>6. RBP is engaging with 607 Hawke's Bay businesses through the "1:1 business support to link with expertise" COVID-19 response mechanism, having issued 428 Capability Vouchers worth \$825,972 to date (average voucher value \$2,450). The original HB regional voucher funding pool was \$493k which was repeatedly topped up on request.</p> <p>7. Cabinet paper seeking additional funds for the RBP programme was discussed 17 June & regions expect to hear the result on 22 June. Grant Robertson has publicly stated that he supports it and the paper is going through the ministerial approval process. It is envisaged that the additional funding will remain at 100% subsidy and the regional allocation will encompass additional resource until September; highlighting that there is a pipeline of voucher demand (\$120k from HB businesses) awaiting the new allocation of funds. The team expects a strong upturn in demand as Comms are released on the injection of additional funds.</p>	OCEC RBP
People & Capability (Inc Health & Safety)	<p>8. Health and Safety team actively managed and supported the transition of all HBC staff back to work. Ongoing maintenance of staff Covid-19 testing continues.</p> <p>9. Successful ATV training of all Wairoa staff in line with the new 'Off Road Rural Transport' policy.</p> <p>10. 4WD training booked for 26/5/20 for some Works Group staff with further dates scheduled in July to complete the rest.</p> <p>11. Preparation underway for a "Driving Awareness" campaign in July for all HBRC staff.</p> <p>12. Annual wellbeing workplan being updated and future activities increased.</p> <p>13. Health and Safety Governance Charter re-signed by Council for a further 12 months.</p> <p>14. Both the Officers and Works Group Collective Employment agreements are due to be reviewed at the end of June. The team have started conversations with the unions as they approach an official bargaining process.</p> <p>15. As we approach the end of the financial year, the team are supporting Managers and staff with the end of year performance appraisals and any associated remuneration changes.</p> <p>16. Currently 14 vacant roles under recruitment from entry level through to management tier. Achieved two placements into pole harvester roles with Work and Income clients, with the potential of 10-30 more candidates (subject to PGF project funding approval).</p>	OCEC People & Capability
Outstanding water bodies plan change (PC7)	17. Seeking Hearing Panel appointments at 22 July extraordinary RPC meeting.	Strategic Planning Policy & Planning
Regional Land Transport Plan	18. HB Transport Study which will form the base for the Regional Land Transport Plan is well underway, with a number of workshops held to develop the programme business case.	Strategic Planning Transport
Marine and Coast Science Review	19. An external review of the Marine and Coast Science programmes has been completed and report is available on the HBRC website.	Integrated Catchment Management

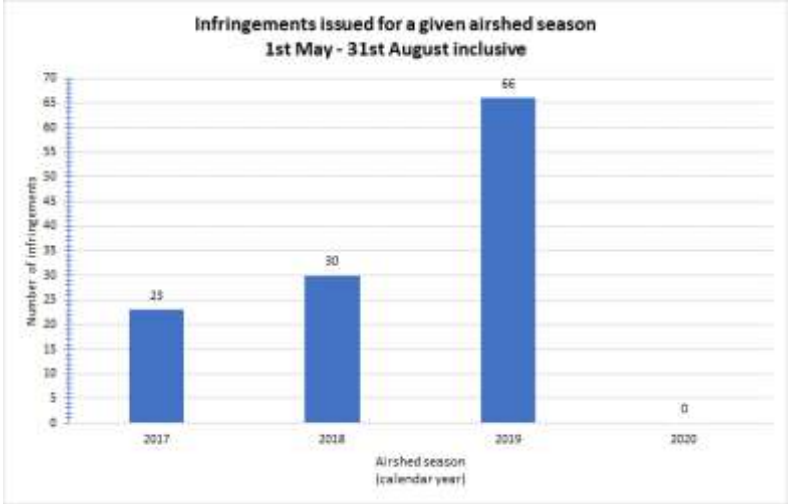
Whole of Region		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Coastal Spatial Mapping of Subsurface Oxygen Levels: Hawke Bay	20. Completion of an external report that investigates the spatial extent of low levels of dissolved oxygen in the coastal waters of Hawke's Bay using an unmanned glider. The report is available on our website .	Marine and Coast
HBMaC/ Sustainable Seas collaboration	21. The Marine and Coast team, and HBMaC are working with Challenge scientists on the drivers of ecosystem health and where goal gaps exist as part of a Sustainable Seas National Science Challenge. An overview of the project can be found here	
Erosion control/riparian plants distribution and planting	22. Late June, through July and August the Catchment Delivery staff will be distributing the range of poles and plants for this planting season. This includes work at the HBRC pole nursery to cut the poles ready for distribution.	Integrated Catchment Management Catchment Delivery
Predator Free Hawke's Bay	23. Due to COVID-19 the planned two day workshop hosted by PFHB with PF2050 Ltd for all currently funded PF projects as well as some new projects in the pipeline was postponed. Key technical talks were hosted online over the lockdown period which was valuable. PFHB and PF2050 are now working through what a newly planned workshop might look like. This is a valuable opportunity for the projects to share knowledge and experiences as we all navigate the challenge to becoming predator free. 24. The Whakatipu Māhia Trust Deed has been signed, and the first meeting of the Whakatipu Mahia Trust will get underway. This trust will drive outcomes led by the community for the community and the enhancement of the Māhia peninsula. 25. Bait station installation of phase one 5,500 ha is complete	Integrated Catchment Management Biosecurity/ Biodiversity

Northern Catchment		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Mohaka Plan Change	26. Staff have re-engaged with Ngāti Pāhauwera (post-Covid) to reschedule the pan-iwi hui.	Strategic Planning Policy & Planning
Nuhaka River Road	27. WDC received PGF and shovel ready project. QRC have been appointed as the principal contractor. HBRC act only as an advisory for the design.	Asset Management Regional Projects
Area Manager Activity	28. Compliance issues at Māhanga have been sorted. Meeting held on site with the community to discuss moving forward. Meeting scheduled with WDC and DoC to look to a long term solution. 29. Currently supporting the work we are involved in with the PGF shovel ready projects WDC were successful in receiving funding for – Nuhaka River Road (Ecological Impact Assessment terms of reference created and to be carried out this coming month), Te Rahui Bridge – working closely with project team to ensure alignment with Whakaki FIF weir project.	Integrated Catchment Management

Northern Catchment		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Wairoa District Council Wastewater	<p>30. Wairoa District Council discharged wastewater from the Wairoa WWTP into the Wairoa River on 14 April 2020, outside of its consented discharge time limits (6pm-6am). The discharge was of approximately 100m³ of treated effluent and occurred between the hours of 06:00am & 07:55am. The discharge is automatically programmed to close the valve outside of the consented tide and time constraints. However, on this occasion there was a fault in the communications system resulting in the valve remaining open until staff were able to respond. Alarms are sent to key staff however these are mobile alarms and the staff in this instance were out of mobile reception so did not receive the alarms until arriving at work. The discharge was promptly shut off as soon as it was identified and HBRC were informed.</p> <p>31. Additional alarms have been set up to avoid a similar situation in the future. Alert level 4 restrictions were in place at the time of the discharge meaning that it was unlikely to be anyone on the water at the time or for the days following and the discharge met the required treatment standards. HBRC issued an infringement fee of \$750.</p>	Regulation Compliance & Enforcement

Central Catchments		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
TANK plan change (PC9)	37. TANK Plan has been notified and an extension to the submission period agreed under delegated authority to the 14 August.	Strategic Planning Policy & Planning
Ngaruroro and Clive Rivers – Application for Water Conservation Order	<p>38. Pre-hearing expert witness conferences were held in March regarding hydrology, water quality, avifauna, fish and planning.</p> <p>39. Mediation is scheduled for 3 days, commencing 23 June.</p> <p>40. Hearings are tentatively scheduled for 2 weeks commencing 31 August.</p>	
Heretaunga Plains Scheme review	<p>41. Hydrodynamic modelling for Tutaekuri being constructed - to model 100yr, 200yr and 500yr flood scenarios, incorporating climate change. Tutaekuri model nearing completion and Ngaruroro river underway.</p> <p>42. Communication and consultation plan being discussed with internal stakeholders</p> <p>43. Maori committee supported the project and the project team to follow up with the specific Iwi groups for further communication.</p> <p>44. Land matters being investigated for future engineering options.</p>	
Flood Control Schemes	<p>45. Review of functionality, level of service provided, equity and accuracy of rating areas for the flood control schemes. HP level of service approximately 70% complete. Esk Catchment review commenced and progressing well.</p> <p>46. Asset Management Plans and framework review. Draft report and draft plans in place awaiting final review.</p>	Asset Management Regional Engineering
Clive River Dredging	<p>47. Deed of Land lease agreement sent to landowner for acceptance.</p> <p>48. Methodology for land based discharge requested by contractor.</p> <p>49. Resource Consent underway</p>	Asset Management Regional Projects
Lake Tūtira	50. Kahakanui Stream Bridge – detailed design complete. Tender document due for completion in August. Construction is planned for October.	Asset Management Regional Projects

Central Catchments		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Gravel Management	51. Maraekakaho access road- Tender evaluation completed and awaiting for the tender committee. Detailed design completed. Construction planned for October 2020. 52. Global gravel extraction consent conditions amended following submissions, and staff are meeting with all submitters to attempt to resolve issues to avoid the need for a Hearing. 53. Gravel allocation 2020-21 programme completed and gravel extraction report available.	Asset Management Regional Projects/ Schemes
Heretaunga Plains water take renewals	54. Takes from the Heretaunga Plains unconfined aquifer (approx. 200 lodged) expired 31 May 2018 and are being exercised under s124. These are being processed as a group, as requested by applicants. Report on the individual and combined stream depletion effects now received. Draft report being prepared for discussion with parties. Decision on notification pending.	Regulation Consents
Public Transport	55. Significant changes made to bus services during lockdown, with free services continuing until early August. New ticketing system will commence operation at the same time as a flat fare scheme is introduced	Strategic Planning Public Transport
Bayview/ Whirinaki track	56. Preliminary alignment and land matters under investigation, with initial communication with affected parties under way, working with NCC/HDC. Awaiting confirmation on HBRC contribution and budget.	Asset Management Regional Projects
NZCT Priority Project Ahuriri Underpass Flooding Safety Issues	57. Working with NZTA around solutions – seawall plan is being finalised by OPUS for Southern End. Funding deficit, asking balance from NZTA. Due to be completed by June 2020. Detour for Northern End using Watchman Rd, signage being installed in Feb/March.	Asset Management Open Spaces
Te Whanganui-ā-Orotu / Ahuriri Estuary	58. A SOURCE model has been developed for Te Whanganui-ā-Orotu / Ahuriri Estuary, which models flow pathways and constituents in order to provide information to assist in management of the catchment inputs. The report has been finalised and is available on the HBRC website, here .	Integrated Catchment Management Project Manager Environmental Hotspots Marine and Coast
NCC / HBRC Westshore tidal gates and NCC Lagoon Farm stormwater discharge consents	59. These applications have been limited notified and are open for submission by the notified parties.	Regulation Consents

Central Catchments														
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section												
Air discharges	<p>60. The Pollution Response and enforcement continue to receive a large number of call in relation to smokey fires since the beginning of the restrictions in the burning season 1 May to the 31 August. The graph shows we have ramped up our compliance enforcement effort significantly in the last three years after several years of education.</p>  <p>61. Last year we took 177 call to the hotline re smokey fires for the whole period May to August of which we infringed 66. The infringement or instant fine typically being \$300. Some of those calls (177) will have come from separate individuals about the same fire.</p> <p>62. A year to date comparison with where we are at with this time last year, so far shows we have had a decrease from 86 last burning season to 54 at the time of writing. We issued 12 infringements the week of the 15 June in relation to air quality issues. With some more serious case pending review by the Enforcement Decision Group.</p> <table border="1" data-bbox="475 1305 986 1574"> <thead> <tr> <th></th><th>Burning Stats 2019 YTD (1 May 2019 – 16 June 2019)</th><th>2020 YTD (1 May 20- 16 Jun 20)</th></tr> </thead> <tbody> <tr> <td>Burning Indoor</td><td>21</td><td>13</td></tr> <tr> <td>Burning materials (not veg)</td><td>20</td><td>7</td></tr> <tr> <td>Burning Veg</td><td>45</td><td>34</td></tr> </tbody> </table> <p>63. We have a prosecution sentencing decision pending for one serious incident last year that involved burning of prohibited items. An individual can receive a fine of up to \$300,000 and a company up to \$600,000.</p> <p>64. Update on enforcement action taken against NCC, HDC & WDC wastewater discharges are provided under each catchment</p>		Burning Stats 2019 YTD (1 May 2019 – 16 June 2019)	2020 YTD (1 May 20- 16 Jun 20)	Burning Indoor	21	13	Burning materials (not veg)	20	7	Burning Veg	45	34	Regulation Compliance & Enforcement
	Burning Stats 2019 YTD (1 May 2019 – 16 June 2019)	2020 YTD (1 May 20- 16 Jun 20)												
Burning Indoor	21	13												
Burning materials (not veg)	20	7												
Burning Veg	45	34												

Central Catchments		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Napier City Council Wastewater	<p>65. Napier City Council currently has two leaks in the outfall pipe associated with the wastewater treatment plant at Awatoto. The main leak is at 700m offshore at a bespoke fibreglass joint from time of installation. The joint has degraded and is currently leaking through small gaps in the join seal. This leak was first discovered in August 2018 during routine inspections of the outfall pipe and NCC has been working towards a solution since then. NCC has engaged consultants to provide repair options for the leak without further damaging the pipe. While repair options are being finalised, further additional ocean monitoring of the leak, the receiving environment and additional coastal monitoring is taking place to determine if there are any wider impacts on the receiving environment. The sampling data has been reviewed by HBRC scientists and there doesn't appear to be having any wider impact beyond a zone of approximately 100m.</p> <p>66. In early May 2020, another leak was identified during routine monitoring at 630m offshore and is a result of failure of a previous repair. Several meetings have been held between HBRC and NCC, most recently in January and February 2020 prior to Covid-19 restrictions to discuss repair options and timelines. HBRC have made it clear that we expect both leaks to be repaired by October 2020 and NCC has agreed that they will be able to undertake a repair by this date. Additionally they have been undertaking a review of the entire wastewater infrastructure and will be providing a review of future options in July 2020 including options to bring forward to full replacement of the outfall pipe given the number of leaks over recent years.</p> <p>67. On 6 June 2020, HBRC served an abatement notice on NCC requiring it to cease the unauthorised discharge (leaks) by the 30th of October 2020. This was to ensure that no slippage occurs, regular dialogue continues with Napier City Council as to update progress and emergency continuity plans. At a recent Council meeting NCC reaffirmed that repair is the priority and the consenting process should be used as to allow for increased monitoring of any leaks if repairs are not able to be undertaken. NCC has been undergoing a full review of their wastewater infrastructure including replacement options for the outfall which will begin to be investigated from the 2020-21 year.</p>	Regulation Compliance & Enforcement
Hastings District Council Wastewater	68. Hastings District Council discharged approximately 38m ³ of untreated domestic sewage/stormwater to the Te Kahika Stream in April 2020. This was as a result of root intrusion into the HDC operated sewage line causing a blockage and subsequent overflow. HBRC issued an infringement notice of \$750 for the discharge and a subsequent abatement notice requiring HDC to cease discharging from this section of the network and to undertake remedial/upgrade works on the section to prevent any future overflows to the stream. HDC have begun an investigation into replacement options for this section as root intrusion is likely to be causing significant blockages within this part of the network.	Regulation Compliance & Enforcement
Te Mata Park	69. Working with HDC to complete safer off-road section parallel to Waimarama Road, for all trail users. Expected completion December 2020.	Asset Management Open Spaces
Hawea Historical Park / Karamu Stream Diversion	<p>70. Draft park management plan prepared and under review. Management committee formed with monthly meetings underway.</p> <p>71. Carpark construction nearing completion.</p>	Asset Management Open Spaces Regional Assets

Central Catchments		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
Waitangi Regional Park	72. Earthworks for future marquee nearing completion minor amendments underway. 73. Overflow car park to be constructed in August 2020 74. New Waikahu wetland functioning well as a biodiversity habitat.	Asset Management Regional Projects

Southern Catchments		
Project / Activity Description	Significant Upcoming Milestone(s)	Group /Team or Section
CHBDC Wastewater discharge consents	75. Actions proposed by CHBDC for municipal wastewater discharges include further resource consents for new and amended discharges. These are anticipated to be lodged soon.	Regulation Consents & Compliance
Production land use consents - Tukituki catchment	76. 13 complete production land use activity consents have been lodged and approximately 130 pre-applications have been received to date.	Regulation Consents & Compliance
Tukituki Plan Change 6A	77. Application has been made to Minister for the Environment for a Streamlined Planning Process under RMA to recalibrate Table 5.9.1D (of the Regional Resource Management Plan) using OverseerFM and staff are now liaising with MFE officials on next steps for the application. 78. Seeking Hearing Panel appointments at extraordinary RPC meeting on 22 July.	Strategic Planning Policy & Planning

Decision Making Process

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

Recommendation

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

Authored by:

Drew Broadley
COMMUNITY ENGAGEMENT AND
COMMUNICATIONS MANAGER

Jenny Brown
PRINCIPAL BUSINESS ADVISOR - RBP

Vicki Butterworth
CYCLE NETWORK COORDINATOR

Desiree Cull
STRATEGY AND PROJECTS LEADER

Peter Davis
MANAGER ENVIRONMENTAL
INFORMATION

Ceri Edmonds
MANAGER POLICY AND PLANNING

Russell Engelke
TEAM LEADER OPEN SPACES

Dean Evans
MANAGER CATCHMENTS DELIVERY

Craig Goodier
TEAM LEADER ENGINEERING

Martina Groves
ACTING REGIONAL ASSET MANAGER

Nathan Heath
CATCHMENT MANAGER
(WAIROA/MOHAKA)

Dr Andy Hicks
TEAM LEADER/PRINCIPAL SCIENTIST
WATER QUALITY AND ECOLOGY

Dr Kathleen Kozyniak
PRINCIPAL SCIENTIST (AIR)

Campbell Leckie
MANAGER CATCHMENT SERVICES

Dr Barry Lynch
TEAM LEADER/PRINCIPAL SCIENTIST
(LAND SCIENCE)

Anna Madarasz-Smith
TEAM LEADER/PRINCIPAL SCIENTIST
MARINE AND COAST

Malcolm Miller
MANAGER CONSENTS

Thomas Petrie
PROJECT MANAGER ENVIRONMENTAL
HOTSPOTS

Brendan Powell
MANAGER CATCHMENTS POLICY
IMPLEMENTATION

Anne Redgrave
TRANSPORT MANAGER

Dr Jeff Smith
MANAGER SCIENTIST

Jolene Townshend
SENIOR ADVISOR INTEGRATED
CATCHMENT MANAGEMENT

Nick Zaman
MANAGER COMPLIANCE

Mark Heaney
MANAGER CLIENT SERVICES

Leeanne Hooper
GOVERNANCE LEAD

Helen Marsden
RISK AND ASSURANCE LEAD

Mark Mitchell
TEAM LEADER/PRINCIPAL ADVISOR,
BIOSECURITY/BIODIVERSITY

Approved by:

Liz Lambert
GROUP MANAGER REGULATION

Jessica Ellerm
GROUP MANAGER CORPORATE
SERVICES

Tom Skerman
GROUP MANAGER STRATEGIC
PLANNING

Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT

Iain Maxwell
GROUP MANAGER INTEGRATED
CATCHMENT MANAGEMENT

James Palmer
CHIEF EXECUTIVE

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: CALL FOR MINOR ITEMS NOT ON THE AGENDA

Item 6

Reason for Report

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

Recommendations

3. That Council accepts the following "Minor Items Not on the Agenda" for discussion as Item 21

Topic	Raised by

Leeanne Hooper
GOVERNANCE LEAD

James Palmer
CHIEF EXECUTIVE

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: HB TOURISM QUARTERLY REPORT AND KEY PERFORMANCE INDICATORS

Item 7

Reason for Report

1. This item provides HB Tourism's quarterly update (attached) on achievements against key performance indicators (KPIs) as required by their Funding Agreement with Hawke's Bay Regional Council, and seeks Council's confirmation of initiatives to enable HB Tourism to meet all of the KPIs set.

Officers' Recommendation(s)

2. That the Council receives and notes the "HB Tourism Quarterly Update" report and accepts the variance in the KPI performance due to the regional tourism impacts of the recent Covid19 pandemic.

Background /Discussion

3. HB Tourism last presented to Council on their KPI performance at the Corporate and Strategic Committee meeting on 11 March 2019.
4. At that time they were on track to meet their agreed KPIs. Since then the region has experienced the impact of the recent Covid19 pandemic. With travel restrictions in place over the course of the last quarter, this has resulted in a significant drop in domestic and international travel. As a result, this has caused some knock-on effect to HB Tourism's ability to fully meet their agreed performance targets, particularly with respect to visitor spend. Other initiatives were also delayed.
5. The attached report from the organisation explains this in more detail and representatives from HB Tourism will attend this Council meeting to discuss this further.
6. It should be noted, however, that during the lockdown period especially that HB Tourism were very active in supporting and engaging with the sector and wider business community. As well they played a key role in the Hawke's Bay Civil Defence welfare response, assisting affected visitors.
7. In addition, HB Tourism has launched a recovery campaign to attract those living in Wellington to visit. The scope of this campaign was outlined to Council previously.

Financial and Resource Implications

8. There are no financial or resource implications as a result of this report.

Other Considerations

9. There are no other considerations proposed with this report.

Decision Making Process

10. 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:
 - 10.1. The decision does not significantly alter the service provision or affect a strategic asset, nor is it inconsistent with an existing policy or plan.
 - 10.2. The use of the special consultative procedure is not prescribed by legislation.
 - 10.3. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
 - 10.4. The persons affected by this decision are all ratepayers in the region.

- 10.5. 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 "*HB Tourism KPIs Update*" staff report.
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Confirms that Council accepts the KPI performance variance with respect to HB Tourism's results for 2019-20 due to the regional tourism impacts from Covid19.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

Joanne Lawrence
GROUP MANAGER OFFICE OF THE
CHIEF EXECUTIVE AND CHAIR

Attachment/s

- [1](#) HB Tourism Quarterly Report June 2020
[2](#) HB Tourism Key Performance Indicators



24 June 2020

Hawke's Bay Tourism CEO Report

General Overview

Covid19 Response

Involvement in the region's Civil Defence "Network of networks" was a focus of our organisation during lockdown.

Hawke's Bay Tourism chaired the "Visitor Network" group. We brought together a group of tourism professionals representing sectors of the accommodation, hospitality, and visitor economy. Our focus was predominantly on visitor welfare, but we were able to assist other agencies with information on accommodation availability. Throughout the alert levels, our major areas of concern regarded freedom campers (particularly those in non-self-contained vehicles) and backpackers (particularly in the scenario that a cluster development could have affected fruit picking and packing undertaken by so many backpackers on working holiday visas). We developed a survey of backpackers and identified the potential issues related to the end of seasonal work, redundancies, and forecast welfare challenges to address..

Regular informative updates were distributed to our members. We tested best forms of communication with members, and found Facebook to be the preferred default, as our audience grew from 169 at the start of Level 4 lockdown to the current 358.

Surveys were developed in order to understand how member businesses were faring, and in order to ascertain what types of business support would be preferable at each alert level. Feedback strongly supported the need for marketing campaigns to be developed in order to reignite the visitor economy and attract people to the region.

We were part of weekly briefings and meetings with the wider business community, and ran our own regular tourism drop-in zooms for anyone that wanted to chat – or reconnect.

A 12-month membership holiday to 31 March 2021 was welcomed by our members, and we were able to extend that offer to lapsed and non-members through our database and networks. As a result, 58 new members have signed up. The benefit of this has been to share our knowledge with a wider audience of tourism-related businesses.

We supported the Chamber of Commerce by promoting their buy-local initiative.

We supported the hospitality sector with their deliveries initiative and website for Level 3 – "Hawke's bay at Home", and added food/wine delivery services to our own website <https://www.hawkesbaynz.com/eat-and-drink/eat/the-food-guide-guide/the-taste-of-hawkes-bay-at-home-2/>

We consulted with our sector and worked on a Hawke's Bay Tourism Recovery Marketing Strategy, starting with encouraging locals to reconnect with, and celebrate, the region. We then focused on the inter-regional and "drive" market (within 4 hours). Our "Hey Wellington" promotion was one of the country's first campaigns out of the blocks at Alert Level 2, and we have received extremely positive anecdotes about the number of visitors from our target markets travelling to the region. There was great support from the industry with 62 "Hot deals" submitted from 48 different members.



KPIs

It is vital to note that Covid19, border closures, and travel restrictions, have had an extreme effect on our ability to meet some KPIs, and are out of our realm of influence. Pre-Covid, Hawke's Bay Tourism was on track to meet and exceed KPIs,

Key Performance Indicator	Measure		Performance
Visitor spend, benchmarked against national performance. Data provided by MBIE's Monthly Regional Tourism Estimates.	MRTE 2% growth	Red	Was tracking well at over 3% pre-Covid.
Increase industry contribution	Increase to \$250k (22% increase)	Green	(Total \$261,732)
Develop membership engagement on climate change mitigation and adaptation – environmental sustainability Increase in members signing up to Tourism Industry Aotearoa's "Tourism Sustainability Commitment"	No less than 50 members signed up to TIA Sustainability Commitment	Amber	c. 35 members signed up A TIA Tourism Sustainability Commitment workshop is being conducted in June.
Industry advocacy. Support existing tourism operators to develop new products, and expand into new markets	Develop Maori tourism strategy Deliver annual series of workshops to build industry capability Support Hawke's Bay Regional Council with tourism expertise and support	Green	✓ Discussion group brought together to discuss. ✓ Workshops delivered in JUL. ✓ Ongoing support of HBRC.
Tourism operators value Hawke's Bay Tourism's leadership and contribution to growth of industry	Industry survey conducted, to set benchmark for future years	Green	Survey conducted
Lead the development of a regional visitor strategy for Hawke's Bay	Completion 30 June 2020.	Amber	Destination Management framework draft (MBIE) reviewed and responded to. Reverse brief received for Destination spatial plan working group.

(Green – on-track; Amber – in progress; Red – not on track, requires attention)



Monthly Regional Tourism Estimates

February 2020

February MRTE Spend Domestic \$59.4m Last year ↑28.8%	February MRTE Spend International \$25.1m Last year ↓0.2%	February MRTE Spend Overall \$84.6m Last year ↑18.6%
Summer MRTE Spend Domestic \$175.1m Last year ↑10.7%	Summer MRTE Spend International \$69.7m Last year ↓1.2%	Summer MRTE Spend Overall \$244.8m Last year ↑7.0%
Annual MRTE Spend Domestic \$526.0m Last year ↑6.0%	Annual MRTE Spend International \$164.9m Last year ↓2.2%	Annual MRTE Spend Overall \$690.9m Last year ↑3.9%

February spend was a record for the month, and in fact the region's biggest ever month of visitor spend, clearly benefiting from 3x Mission Estate Winery Concerts. However, the margin of increase suggests an increase beyond what can be attributed to just the concerts. This is consistent with December 2019 and January 2020 also being record months. Off the back of this, the summer season was also a record. Among International markets, Australia recorded it's best-ever summer season, as did Canada (albeit a relatively small international market for the region). A reduction in international visitors reflects the Covid outbreak in China, and its effect on travel from that region, and on travellers who had been in that region.

For Domestic markets, which are only available on a rolling 12 month basis, Wellington was up 7.1% to \$76m, Manawatu-Whanganui up 7.9% to \$61m - those markets being the focus of our post-Covid recovery campaign. Hawke's Bay residents also spent a record \$96m as 'local visitors' – a yearly increase of 13%. Those 3 regions alone combine for 45% of our total pre C-19 domestic spend.

The Domestic and Overall spend for the 12 months to February 2020 were high water marks for visitor spend, before the impacts of C-19.



March 2020

March MRTE Spend Domestic \$34.5m Last year ↓23.1%	March MRTE Spend International \$14.3m Last year ↓23.2%	March MRTE Spend Overall \$48.8m Last year ↓23.1%
Annual MRTE Spend Domestic \$515.6m Last year ↓4.2%	Annual MRTE Spend International \$160.5m Last year ↓3.9%	Annual MRTE Spend Overall \$676.2m Last year ↓2.1%

March spend was the first to be materially impacted by C-19. Although the impact was severe (a drop of approximately \$15m), the impact on Hawke's Bay was less so than for many other destinations - particularly those whose fortunes are more closely aligned to international markets.

April 2020

April MRTE Spend Domestic \$4.5m Last year ↓89.9%	April MRTE Spend International \$0.8m Last year ↓93.3%	April MRTE Spend Overall \$5.3m Last year ↓90.6%
Annual MRTE Spend Domestic \$475.5m Last year ↓4.6%	Annual MRTE Spend International \$149.3m Last year ↓10.6%	Annual MRTE Spend Overall \$624.8m Last year ↓6.1%

April spend was hit hard, falling by roughly 90%. April 2019 saw \$56.7m of visitor spend, which means \$51m of spend was lost in April alone. May visitor spend data will be available in the first week of July.



Accommodation Data Programme

A replacement for the Commercial Accommodation Monitor (CAM), is to be delivered by data analytics company Fresh Info. The first set of accommodation data is due in July.

It is important to note that where Statistics NZ were able to legally compel accommodation providers to complete the previous survey, Fresh Info are relying on voluntary completion by providers. Hawke's Bay Tourism therefore is encouraging as many providers as possible to provide information, and help us gain a reliable dataset for our region.

Marketing

Domestic

The post C-19 recovery campaign was launched to market on 27 May, with a high impact wrap of the Dominion Post. With a media buy of \$220k, this is likely the largest single campaign investment ever undertaken by Hawke's Bay Tourism, and is possible due to the wider organisational FY20 underspend as a result of the impacts of COVID-19.

The full media schedule lasts for 4 weeks, ending in the final week of June. Channels include newspaper, bus backs, shopping centres, radio, digital display, video, social media and radio. The wider Wellington region is the primary market, with Manawatu also targeted in all channels except print and out-of-home. This is a strategic decision by Hawke's Bay Tourism to focus on regions where a) the competition and noise from other RTOs will not be as intense (i.e. Auckland) b) we can make a significant impact within available budget c) the destination experience on offer in Hawke's Bay provides a strong point of difference to their local offering.

A campaign microsite www.hawkesbaycation.com 'receives' all prospective visitors, with a range of deals and multi-operator packages developed in partnership with the iSites help convert prospects into travelers. Media and PR activity is being developed to further extend the impact and reach of the campaign, including competitions, editorial and famils. To note, while also focusing on our target markets, PR activity is also taking advantage of free media opportunities in other markets.

To help encourage locals to reengage with the visitor economy, a small amount of marketing activity has been delivered - mostly through social media and the website, with the heavier lifting undertaken by media and PR activity.

International

No current activity.

Public Relations

COVERAGE

- Coverage since mid-April: \$90,556 EAV
- Coverage for Baycation Campaign = \$43,936 EAV including interview with Newshub 6pm Live and Te Karere, (notably excluding The Hits Baycation Campaign and Hawke's Bay Today Op-Ed columns).
- Coverage for The Hits Baycation Campaign = \$36,000 EAV
- Potential audience reach of 5,632,000



Media highlights:

Headline, HB Today: "Baycation' approved: A trip from Wellington to Napier gets PM's cautious tick"

Headline, Dominion Post / Stuff.co.nz: 'Bay-cation' push: Region to woo Wellington visitors

Newshub Live at 6pm: "Hawke's Bay considers itself the Food and Wine capital of New Zealand . . . For two months we have lost \$12million from the Wellington region alone that's a big chunk. HB is already planning its strategy to attract tourist from nearby regions like Wellington. We are going to be competing on behalf of our members, on behalf of tourism operators to attract to our region for great holidays"

New Zealand Herald Travel: School holidays are just around the corner so rediscover your inner child with a two night family "Baycation" in Hawke's Bay.

ACTIONS:

Press Releases developed and distributed on:

- Operator Survey – Response to Covid-19
- Baycation Campaign Launch
- Baycation Packages
- Government's Strategic Tourism Assets Protection funding announcement

Copy pointers provided to Stuart Nash's office for column on tourism industry

Media comment to various media outlets including Dominion Post, NewsHub Live at 6pm, Hawke's Bay Today, NZ Herald, Bay Buzz and More FM. Comment covering:

- Closure of Elephant Hill Restaurant
- Changes to allow Domestic Tourism at Alert Level 2
- Importance of local support for post-lockdown recovery of Tourism Industry
- Budget 2020 Announcements
- Impact on Hawke's Bay visitor economy following move to Alert Level 3
- Impact on Hawke's Bay visitor economy following move to Alert Level 2
- Hawke's Baycation Campaign and strategic focus on Wellington
- Impact on Hawke's Bay visitor economy following move to Alert Level 1
- Queen's Birthday Weekend and impact on visitor economy

Hawke's Bay regional content provided to:

- AA Traveller Magazine
- Motorhome Friendly Towns Magazines
- Let's Travel
- Meetings
- e-Panui
- Tourism Ticker
- NZ Herald Travel

Weekly Hawke's Bay Today op-ed column secured and currently underway.

- **Week 1:** Importance of Tourism for Hawke's Bay life, 12.05.20
- **Week 2:** VFR statistics: AKA the importance of advocating for this region and bringing family and friends to town, 19.05.20
- **Week 3:** The current state of play. Review of Deloitte forecasts of 'potential retained overseas spend', 26.05.20 (not included in above coverage tallies"
- **Week 4:** Benefits of the first long weekend post-lockdown
- **Week 5:** Air NZ connectivity critical to region's tourism industry



Local Hawke's Baycation listener giveaway on The Hits

- Ran for two weeks on Megan and Adam on The Hits Breakfast Show
- 11 members involved in daily on-air giveaways
 - o Members include Crab Farm Winery, Takaro Trails, Nola's Café, Urban Winery, Silky Oak Chocolates, Cape Kidnappers Golf Course, Art Deco Masonic Hotel Group, Peak House, Two Taniwha Street Food, Lime Rock Wines, Piku Japanese Restaurant
- Four Central Hawke's Bay businesses involved in ultimate Hawke's Baycation, hero prize online, including overnight accommodation at Wallingford Homestead and Central Hawke's Bay tour with Field Trip.

(Estimated EAV of \$36,000)

Electronic Direct Mail (EDM)

Trade EDMs

- 6 May '20 – Member Campaign Update – Locals Push – Open Rate: 55.3%
- 11 May '20 – Member Campaign Update – Wellington Push – Open Rate: 55.3%
- 18 May '20 – Hawke's Bay/Tairāwhiti Regional Tourism Webinar Invite – Open Rate: 59.5%
- 18 May '20 – Free Membership Announcement – Open Rate: 56.7%
- 22 May '20 – Hawke's Bay Tourism Wellington Campaign Detail Announcement – Open Rate: 54.3%
- 27 May '20 – Hawke's Baycation Campaign Now Live – Open Rate: 60.7%
- 05 June 20 – FOLKL Covid-19 Survey – Open Rate: 45%
- 10 June 20 – Winter Workshop Series – Open Rate: 45%

(Industry standard open rates = 15.7%)

Consumer EDM

- 02 June 2020 – Baycation Campaign & Packages Launch – Open Rate: 34%

Trade Marketing

The following Trade events that we were scheduled to attend this year, have been cancelled due to Covid-19:

- Kiwi Link UK/Europe – represented at ECNI level by Destination Rotorua
- RTONZ event in Auckland
- CINZ Meetings2020 in Auckland
- eXplore Central North Island show in Auckland
- TRENZ 2020 in Christchurch
- Tourism Export Council Conference in New Plymouth
- Cruise Conference in Christchurch

The following events are currently still scheduled to occur:

- CINZ BE-connected, November, Auckland
- TEC Symposium, December, Auckland

The majority of wholesale and inbound operators moved to significantly restricted hours for their staff with the announcement of level 4 covid-19 lockdown. The nature of our communication with them moved predominantly to that of escalation as our members were requesting assistance contacting the right people regarding outstanding invoices.



As the country moved down the lockdown levels through 3, and into 2, wholesale and inbound operators began proactively reaching out regarding 2020-2022 products, rates, and schedules. Feedback from our members suggests most operators will be holding their current rates moving into next summer.

A Travel Trade master database record has been created to be used to develop the sales call plan for relevant operators. While we remain in a state of uncertainty around border restrictions and the relevance of particular operators, we are focusing on creating digital resources available remotely for buyers. These include:

- Live webinars
- Recorded product trainings
- Trade resource sheets summarising operators by sector and theme

Business Events

- We have successfully rescheduled the CINZ conference & AGM originally planned for October, now confirmed for 11-13th October 2021. All operators were able to cater to the same requirements, honouring the same rates.
- Napier Conference centre and Toitū received mass cancellations due to Covid-19. They have reported mixed results in regards to being able to retain the business but at a later date.
- Work has commenced on a Hawke's Bay Business Events strategy. This piece of work will be in collaboration with key sector stakeholders. It will provide long term direction for the region in the business event space, and outline KPI metrics.

Membership

Hawke's Bay Tourism has now invited 97 businesses, previously members of HBTIA, to re-join and take advantage of the free membership holiday until 31 March 2021.

We have also gone out to our networks – Business Hawke's Bay, Great Things Grow Here, i-SITEs (Napier, Hastings, Havelock North, and Wairoa), and Council EDAs to share with businesses who may be interested in joining the Association and supporting HBT. We hope that through these networks we can also attract membership from Māori businesses and operators who have not previously been members, nor aware of HBT.

F.A.W.C!

At the beginning of April we consulted with the event managers and stakeholders via a webinar to check in and gauge interest for the summer series. The feedback was positive and there was a genuine desire to continue but also acknowledged the need for a longer planning time given the uncertainty around COVID-19. As a result, the prospectus for Summer F.A.W.C! 2020 was updated and shared to include an extended registration period until 19th June 2020 and a reduction in the event fee.

The F.A.W.C! Advisory group will meet at the end of June to approve the event listings for the summer series.

Winter workshop series for members

We will be running 13 workshops from June to September for our members covering off topics within marketing, trade, PR & Media, health and safety and environmental sustainability. We will be launching the series on the 10th June.

Classic New Zealand Wine Trail

Hawke's Bay Tourism is working collectively with Wairarapa, Wellington and Marlborough for upcoming famil for freelance journalist Sharon Stephenson, who will be writing two features on the CNZWT. Famil expected during June.



Membership

Since going live with the membership holiday incentive, we have had 58 members (new and reactivated)

Full members	198
Web Listers	149
Listings on Website	430

Hawke's Bay Tourism Industry Association Facebook site – 332 followers (169 followers 27MAR).

Financial Management

P&L attached to this report.

Environmental Initiatives

We are conducting a workshop on the TIA Tourism Sustainability Commitment

Health & Safety

Policies and procedures for the Hawke's Bay Tourism office for staff, and visitors, related to suppressing Covid19 have been developed, and are being adhered to. The government Covid tracing app for check-in was adopted.



Profit & Loss

Hawke's Bay Tourism Limited

For the 9 months ending 31 March 2020

	YTD Actual \$	YTD Budget \$	Var NZD \$	U/F	Full Year Budget \$
Income					
EV-Events Support Income	30,000	10,000	20,000	F	10000
EV-FAWC Eventfinder Ticket Sales Income	192,155	200,000	(7,845)	U	400,000
External/Other Revenue	200,006	217,075	(17,069)	U	319,102
HB Regional Council Grants	1,140,000	1,139,994	6	F	1,520,000
HBTIA Awards Revenue	22,290	26,400	(4,110)	U	26,400
Industry Partner Membership	68,242	84,000	(15,758)	U	90,000
Trade Marketing Events	37,420	0	37,420	F	9,200
Total Income	1,690,113	1,677,469	12,644	F	2,374,702
Less Cost Of Sales					
Consumer Marketing	398,702	534,031	(135,329)	F	681,254
Events	358,858	407,200	(48,342)	F	712,100
Partner Programme	23,440	28,650	(5,210)	F	29,150
Trade Marketing	96,318	54,300	42,018	U	83,650
Total Cost Of Sales	877,318	1,024,181	(146,863)	F	1,506,154
GROSS PROFIT	812,795	653,288	159,507	F	868,548
Less Operating Expenses					
Admin & Accounting/Legal	5,507	6,260	(753)	F	8,582
Board Expenses	6,703	7,497	(794)	F	10,000
Director's Fees	37,500	45,000	(7,500)	F	60,000
IT & Telecommunications	10,263	13,113	(2,850)	F	17,500
Meetings & Travel	10,593	11,247	(654)	F	15,000
Membership Holiday Expense	7,590	0	7,590	U	0
Motor Vehicle Expenses	9,052	10,647	(1,595)	F	14,200
Office Costs	19,445	23,169	(3,724)	F	30,910
Premises - Other	4,236	4,641	(405)	F	11,696
Premises - Rent	20,959	20,772	187	U	27,700
Salaries & Other Staff Expenses	412,117	486,738	(74,621)	F	649,000
Tax - FBT & Income	2,862	2,970	(108)	F	3,960
Tourism Development	0	10,000	(10,000)	F	20,000
Total Operating Expenses	546,827	642,054	(95,227)	F	868,548
NET PROFIT	265,968	11,234	254,734	F	0

HB Tourism Proposed 2020-21 Key Performance Indicators

Key Performance Indicator	Current 19-20 measure	Recommended measure 20-21	Commentary
Visitor spend, benchmarked against national performance. Data provided by MBIE's Monthly Regional Tourism Estimates.	MRTE 2% growth	Grow our share to at least 3% of MRTE Domestic Spend	<p>We were tracking really well pre-Covid, with FEB showing 3.9% growth in MRTE growth, exceeding our target (included international).</p> <p>For the year-ending FEB 2020, this reflected a 2.96% share of domestic spend on tourism in NZ.</p> <p>Domestic is now the only market worth reporting on, with borders closed to international visitors.</p> <p>It's going to be an intensely competitive market, with other RTOs traditionally reliant on international markets now focusing on domestic. We'll be up against some big players.</p> <p>Our job is to be more competitive than the other regions. Maintaining share is, in itself, going to be a challenge.</p>
Increase industry contribution	\$250k	<p>\$200k cash \$50k in kind</p> <p>Increased membership numbers Increased Industry Facebook #</p>	<p>Industry contribution will be down due to the membership holiday as a result of Covid. However, we expect increased interest and interaction with new members who have taken up the short-term free membership.</p> <p>Members of the industry Facebook site increased from 169 (23March) to 350 (05June).</p>

Key Performance Indicator	Current 19-20 measure	Recommended measure 20-21	Commentary
Develop membership engagement on climate change mitigation and adaptation – environmental sustainability Increase in members signing up to Tourism Industry Aotearoa's "Tourism Sustainability Commitment"	No less than 50 members signed up to TIA Sustainability Commitment	No less than 50 members signed up to TIA Sustainability Commitment.	The TIA Sustainability Commitment is a national framework we support and endorse, and we encourage more of our members to become partners. A HBT workshop with TIA has been developed to align more members to this initiative.
Industry advocacy. Support existing tourism operators to develop new products, and expand into new markets	<ul style="list-style-type: none"> Develop Maori tourism strategy Deliver annual series of workshops to build industry capability Support Hawke's Bay Regional Council with tourism expertise and support 	<ul style="list-style-type: none"> Align to values of NZ Maori Tourism Deliver annual series of workshops to build industry capability Support Hawke's Bay Regional Council with tourism expertise and support 	Having worked with 8 member businesses engaged in Māori tourism on strategic direction, it is now time to align our values with those of the national organisation, NZ Maori Tourism. In the 2020-21 year we aim to continue delivering workshops in the quieter winter period to assist with strengthening tourism businesses.
Tourism operators value Hawke's Bay Tourism's leadership and contribution to growth of industry	Industry survey conducted, to set benchmark for future years	Annual survey that includes info on sustainability.	We now have a benchmark from a survey conducted in the 19-20 year.
Lead the development of a regional visitor strategy for Hawke's Bay	Completion 30 June 2020.	Commence implementation of regional visitor strategy with key stakeholders.	Councils invested in development of a tourism gaps analysis (completion 30Jun20). This will be integrated into the destination management framework set out by MBIE.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Item 8

Subject: STRATEGIC PLAN ADOPTION

Reason for Report

1. This item presents the *Strategic Plan 2020-2025* for Council adoption.

Officers' Recommendation(s)

2. Council officers recommend that Council adopts the *Strategic Plan 2020-2025* as proposed, and attached.

Background

3. The Strategic Plan is a non-statutory document to define the organisation HBRC aspires to be and sets the organisation's objectives for the next five years and beyond. It provides the strategic direction leading into the Long Term Plan.
4. A "lite" review or refresh of the *2017-21 Strategic Plan* was initiated after the election of the new council in October 2019. It was agreed by Council that a refresh was appropriate to inform the next Long Term Plan as the Plan is a five year strategy document and we are only mid-way through, it has strong support from staff, there has been no material change to our largely statutory functions, and that an extensive review of the Strategic Plan will compress subsequent phases of the LTP project, in particular the time available to review existing levels of service and to develop, assess, and prioritise business cases to implement strategic intent.
5. Inputs into the refresh have included:
 - 5.1. Priorities raised by new and returning councillors at the strategic planning workshop at East Pier on 21 November 2019
 - 5.2. A review of what has changed in the macro-environment since the Strategic Plan was adopted three years ago.
 - 5.3. Feedback from discussion and the "bus stop" exercise held at the council workshop on 11 February 2020
 - 5.4. Feedback from discussion and the "bus stop" exercise held at the Māori Committee on 4 March 2020
 - 5.5. Presentation to the Council on key themes arising from the Māori Committee on 11 March 2020.
 - 5.6. Work done on the Climate. Smart. Recovery Plan related to the Covid-19 pandemic.
 - 5.7. Feedback on the designed version with additions post COVID-19 at the Council workshop on 17 June 2020.

Key changes to the document

6. The resulting changes from the refresh were to:
 - 6.1. More explicitly infuse climate change throughout the document to reflect the accelerating political and community expectations for climate change action. This includes wording changes to the vision and focus areas and a new row in the intervention logic matrix to describe how each focus area relates to climate change.
 - 6.2. Acknowledge the contextual effect of COVID-19 and an extended drought, and a Climate. Smart. Recovery. being the response to subsequent economic conditions.

- 6.3. Further refine council's vision to focus on the environment and people.
- 6.4. Align targets for freshwater quantity and quality limits and farm plans to new national targets set in the Government's Freshwater Reform Package.
- 6.5. Align the carbon neutrality target to the national target of 2050.
- 6.6. Explicitly reference the kaitiakitanga role of tāngata whenua and cultural connection with water.
- 6.7. Renewed focus on water security (vs water certainty) in light of climate change.
- 6.8. Clarify HBRC's role in goals that require a joined-up approach, e.g. carbon neutrality, coastal hazards etc.
7. Changes requested at the Council workshop held on 17 June 2020 are included in the latest version attached to this report. These include:
 - 7.1. Removing the numbering of the focus areas and noting that each pillar has equal weighting.
 - 7.1.1. Revising a goal to better reflect the national target to "By 2025, stock is excluded from all flowing permanent and intermittent rivers/ creeks, lakes and wetlands, and at least 30% are fenced and planted to filter contaminants"
 - 7.1.2. Revising a goal to reduce the deadline for HBRC to confirm it is carbon zero. "By 2025, HBRC is carbon zero and plays a leadership role in the region's goal of net zero greenhouse gases by 2050."

Significance and Engagement Policy Assessment

8. As this is a non-statutory document primarily for an internal audience and a refresh rather than a re-write significance was assessed as low therefore no community engagement was required.

Climate Change Considerations

9. The most significant change to the Strategic Plan resulting from the refresh is a greater focus on climate change. It was agreed that climate change is a pervasive driver across all council's activities and is now explicitly reflected in the vision and focus areas in the document.

Considerations of Tāngata Whenua

10. Council workshoped the Strategic Plan refresh with the Māori Committee on 4 March 2020. General feedback included:
 - 10.1. Support for the use of "resilience" in our vision and greater reference to climate change in the document to reflect the Council's climate change emergency declaration.
 - 10.2. Proposing a change to the vision statement to emphasise a prosperous community not just economy (to address inequality).
 - 10.3. Support for climate change as an overarching umbrella over the four pillars (land, water, biodiversity and infrastructure/services) and not a fifth pillar.
 - 10.4. Support for bringing forward aspirational targets e.g. from 2030 to 2025.
 - 10.5. The need for milestones along the way to achieving longer term goals and use of progress indicators that are relevant to Māori
11. A number of wording changes were also made to the "Our Strategic Outcomes, Goals and Actions" section of the Plan as a result of the Māori Committee's feedback.
12. A presentation will be made to the Māori Committee on 4 July to close the loop on its early involvement.

Financial and Resource Implications

13. There are no direct financial implications from adopting the refreshed Strategic Plan. The financial implications related to how each of the strategic goals will be achieved will be made during the development of the 2021-31 Long Term Plan.

Decision Making Process

14. 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:
 - 14.1. The decision does not significantly alter the service provision or affect a strategic asset, nor is it inconsistent with an existing policy or plan.
 - 14.2. The use of the special consultative procedure is not prescribed by legislation.
 - 14.3. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
 - 14.4. The persons affected by this decision are staff and governors of the Hawke's Bay Regional Council, and indirectly all ratepayers in the region.
 - 14.5. 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 "Strategic Plan Adoption" staff report.
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Adopts the *Strategic Plan 2020-2025* for publication.

Authored by:

Desiree Cull
STRATEGY AND PROJECTS LEADER

Approved by:

Tom Skerman
GROUP MANAGER STRATEGIC
PLANNING

Attachment/s

1 HBRC 2020-25 Strategic Plan Under Separate Cover

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Item 9

Subject: REPORT AND RECOMMENDATIONS FROM THE REGIONAL PLANNING COMMITTEE

Reason for Report

1. This item presents the recommendations arising from the 3 June 2020 Regional Planning Committee meeting for Council's consideration and approval.

Agenda Items

2. Paul Bailey presented a petition requesting that Council retains its current policy requiring that consent applications for water bottling plants be publicly notified, which the Committee received by way of resolution, being:
 - 2.1. That the Regional Planning Committee receives the petition, which reads "*We ask that Hawke's Bay Regional council maintain its current policy of making consent application for water bottling plants publicly notifiable*" from Mr Paul Bailey.
3. The **HBRC TANK Plan Change Submission** decision item provided an overview of the proposed submission seeking amendment of Policy 39 and associated provisions to improve the implementation of stream flow maintenance solutions, and sought the Committee's agreement to lodge said submission.
4. The **Proposed Plan Change 6A: Tukituki Catchment Table 5.9.1D** decision item was combined with item 9 "*Feedback from Tukituki Catchment Proposed Plan Change Pre-consultation*" and proposed to notify a Plan Change to amend Table 5.9.1D in the Hawke's Bay Regional Resource Management Plan, and to apply to the Minister for the Environment to use the Streamlined Planning Process.
5. The **Policy on Notification of Water Bottling Related Consent Applications** item sought feedback from the Regional Planning Committee on the potential to change the policy requiring that any application relating to water bottling is publicly notified, as requested by the Regional Council. Feedback from tangata whenua included the expression of concerns around water quantity and allocation, and support for retention of the status quo.
6. The **Update on Tukituki Regulatory Implementation** item provided the Committee with an update on Tukituki Regulatory Implementation in response to a request from Councilors, particularly in light of the current drought and the regulatory requirement for production land use consents by 1 June 2020.
7. A presentation by Christian Jirkowsky covered air quality and air pollution control systems, including an overview of biomass residue waste problems, sources of air pollution including from wood burning, emission limits, and emission control systems.
8. Following the presentation from Christian Jirkowsky, the **Air Quality June 2020 Update** item updated the Committee on the state of Air Quality in the HB airsheds and progress with the Government's updated NESAQ including a potential submission from HBRC.
9. The **Update on Government's Healthy Waterways Reform Package** item updated the Committee on the most recent amendments to the Healthy Waterways reform package, including advice that the comprehensive water reform package will have significant impact on councils with solid regulations that councils will need to enforce, and requires more active monitoring of the highest risk activities like discharges into waterways.
10. The **Resource Management Policy Projects Update** standing item updated the Committee on the current status of plan change processes, particularly the Mohaka and Outstanding Water Bodies plan change workstreams.
11. The **June 2020 Statutory Advocacy Update** standing item updated the Committee on activities, particularly during the Covid-19 lockdown period.

Decision Making Process

12. These items were specifically considered at the Committee level.

Recommendations

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

1. Receives and notes the "*Report and Recommendations from the Regional Planning Committee*".
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.

HBRC TANK Plan Change Submission

3. Lodges a submission on the Proposed TANK Plan Change 9 before 3 July 2020 that seeks replacement of Policy 39 with a new policy along the following lines.

Hawke's Bay Regional Council will:

- 3.1. consult with iwi and other relevant parties to investigate the environmental, technical, cultural and economic feasibility of options for stream flow maintenance and habitat enhancement schemes including water storage and release options and groundwater pumping and discharge options that:
 - 3.1.1 maintain stream flows in lowland rivers above trigger levels where groundwater abstraction is depleting stream flows and:
 - 3.1.2 improve oxygen levels and reduce water temperatures:
- 3.2. determine the preferred solutions taking into account whether:
 - 3.2.1 wide-scale aquatic ecosystem benefits are provided by maintaining stream flow across multiple streams
 - 3.2.2 multiple benefits can be met including for flood control and climate change resilience
 - 3.2.3 the solutions are efficient and cost effective
 - 3.2.4 scheme design elements to improve ecological health of affected waterbodies
 - 3.2.5 opportunities can be provided to improved public access to affected waterways.
- 3.3. develop and implement a funding mechanism that enables the Council to recover the costs of developing, constructing and operating stream flow maintenance and habitat enhancement schemes from permit holders, including where appropriate,
 - 3.3.1 management responses that enable permit holders to manage local solutions and
 - 3.3.2 commitment to develop any further plan change within an agreed timeframe if necessary to implement a funding solution
- 3.4. ensure that stream flow maintenance and habitat enhancement schemes are constructed and operating within ten years of the operative date of the Plan while adopting a priority regime according to the following criteria:
 - 3.4.1 solutions that provide wide-scale benefit for maintaining stream flow across multiple streams
 - 3.4.2 solutions that provide flow maintenance for streams that are high priority for management action because of low oxygen levels
- 3.5. review as per Policy 42 if no schemes are found to be feasible.

- 3.6. Makes amendments to TANK Rules 9 and 18 and Schedule 36, plus other consequential amendments as necessary to enable the new policy to be implemented including removing a choice between contribution to stream flow maintenance and a ban on abstraction at trigger flows.

Proposed Plan Change 6A: Tukituki Catchment Table 5.9.1D

4. Approves Proposed Plan Change 6A Tukituki Catchment – Table 5.9.1D for notification and the associated report, *Section 32 Evaluation of proposed plan change 6A Tukituki Catchment – Table 5.9.1D*
5. Requests staff apply to the Minister for the Environment to use the streamlined planning process
6. As a default, should there no response from the Minister for the Environment by 15 July 2020, then approve the use of the Part 1 Schedule 1 RMA plan making process to enable a Council decision for the date of notification
7. Requests staff inform all those who provided pre-notification feedback of the Regional Planning Committee's decision to approve Proposed Plan Change 6A Tukituki Catchment – Table 5.9.1D for notification.
8. Requests staff contact iwi authorities of the Tukituki Catchment to nominate a suitably qualified and accredited RMA hearing commissioner
9. Requests staff prepare a proposal to review nutrient management as part of the review of freshwater management provisions in the Regional Resource Management Plan, with notification of the reviewed provisions to occur by 31 December 2024. Resourcing for this review will be included in the Proposed Long Term Plan 2021-2031.

Reports Received

10. Notes that the following reports for information were provided to the Regional Planning Committee
 - 10.1. Mana Ahuriri Trust - Post Settlement Governance Entity Presentation by Piri Prentice (*resolved to receive*)
 - 10.2. Presentation of Petition (*resolved: That the Regional Planning Committee receives the petition, which reads "We ask that Hawke's Bay Regional council maintain its current policy of making consent application for water bottling plants publicly notifiable" from Mr Paul Bailey*)
 - 10.3. Policy on Notification of Water Bottling Related Consent Applications (*resolved: The Regional Planning Committee provides feedback to Hawke's Bay Regional Council in relation to how resource consent applications for activities relating to water bottling should be assessed for notification.*)
 - 10.4. Update on Tukituki Regulatory Implementation (*resolved to receive*)
 - 10.5. Christian Jirkowsky presentation and Air Quality June 2020 Update (*resolved: That the Regional Planning Committee receives and notes the "Air Quality June 2020 Update" staff report and presentation made by Mr Christian Jirkowsky.*)
 - 10.6. Update on Government's Healthy Waterways Reform Package (*resolved to receive*)
 - 10.7. Resource Management Policy Projects Update (*resolved to receive*)
 - 10.8. June 2020 Statutory Advocacy Update (*resolved to receive*).

Authored by:

Mary-Anne Baker
SENIOR PLANNER

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

Tom Skerman
GROUP MANAGER STRATEGIC PLANNING

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Item 10

Subject: NOTIFICATION POLICY FOR RESOURCE CONSENT APPLICATIONS TO TAKE WATER FOR WATER BOTTLING PURPOSES

Reason for Report

1. This report provides for Council to decide whether and how the current (2016-17) Policy, introduced to publicly notify all resource consent applications to take water for water bottling purposes should be amended. This follows consideration by Council at its meeting on 29 April 2020, with a recommendation to let the matter lie on the table pending feedback from the Regional Planning Committee.
2. The RPC considered the issue at its meeting on 3 June 2020. At the RPC meeting the committee also received a petition seeking: *"We ask that Hawke's Bay Regional Council maintain its current policy of making consent application for water bottling plants publicly notifiable"*.

Officers' Recommendations

3. Three options are proposed for Council to review. The Council is requested to adopt one of these options. All options have risks but are intended to provide some relief to the public concerns with consenting water takes for bottling.
 - 3.1. *Council retain the current policy that directs staff to apply special circumstances to water bottling take consent applications therefore requiring that they be publicly notified.* This approach was adopted in 2016 with modification in 2017
 - 3.2. *Council amend definition of water bottling to be where the water content of the container is more than 99%.* The current definition of water bottling is anything that comprises more than 90% of the water taken, but it could be amended to allow, for example, up to 99% water
 - 3.3. *Council retain Option 1 for any new applications for water bottling, but leaves discretion with staff to consider the requirement for public notification on a case-by-case basis for amendments to the conditions for any existing water takes.*

Executive Summary

4. The Council has a policy position established in 2016 that requires any water bottling proposal to be publicly notified. The policy was amended in May 2017.
5. Apollo Foods have taken the opportunity to present to staff and Council on their concerns that their plans to include products exceeding 90% water in their product range will curtail potential growth if their application is to be publicly notified.
6. Their current resource consent is for the take and use of up to 8,765 cumecs in a 7 day period, with a maximum rate of take of 14.5 litres per second.
7. Apollo Foods is not seeking any increase in the amount of water they are consented to take.
8. A condition and an advice note were included in the consent document that the consent did not provide for the use of the water for water bottling purposes.
9. Also review conditions were included to allow for the review of the consent to ensure that it aligns with operative TANK plan provisions. An advice note is also included which explains that reductions or restrictions may occur as a result of the TANK plan change process.
10. Apollo Foods have requested that Council review the current policy with their situation in mind. They are locally owned, they value add making beverages using local product, they are wanting to compete across the range of products with multi-national

competitors. They are not seeking more water they are wanting to use up to 20% of the water they have been allocated for purposes where greater than 90% of the bottled contents will be water.

11. Feedback from the Regional Planning Committee is included in the discussion.
12. There is no specific recommendation. Updated options from those presented at the April 2020 and June RPC meetings are provided for Council to consider.

Background

13. The Council decided in December 2016 that:
 - 13.1. all takes for water bottling trigger special circumstances and therefore should be publicly notified by staff
 - 13.2. for clarity, water bottling is defined as “taking and using water for bottling in bottles, bladders or other containers for human consumption where bore water makes up at least 90% of the content of the container”
14. This was amended in May 2017 to provide clarification of the Council policy position by:
 - 14.1. Amending the definition of water bottling to read “taking and using water for bottling in bottles, bladders or other containers for human consumption, where the water taken makes up at least 90% content of the container”
 - 14.2. Amending the Hearings Committee Terms of Reference to include the delegations to hear and decide applications for lapse date extensions for water bottling resource consents
 - 14.3. Advising that all applications to change any of the conditions of a water take resource consent for water bottling will be publicly notified
 - 14.4. Advising that all applications to transfer a water bottling resource consent, in part or in full, from site to site will be publicly notified.
15. No applications have been lodged for water bottling purposes and therefore none have been notified since this policy position was established.
16. The ability to apply for new water from the Heretaunga Plains has changed since this policy was established. The results of the groundwater modelling work undertaken for TANK were reported to Council in August 2017. This work determined that the sustainable allocation limit for the groundwater resource was in the order of 90 million cubic meters per year. The exact volume of water allocated across the plains cannot be established as not all groundwater takes have annual volumes assigned to them, but it is estimated that between 150 and 180 million cubic metres per year is allocated from the Heretaunga Plains groundwater resource. This is well in excess of the scientific recommendation and hence no more water has been allocated since this was determined, with some exceptions.
17. There was a transition period that applied where applications in process or underway and invested in on the basis of advice given prior to this date, were processed and granted. Apollo Foods was in this group and was able to obtain their water permit at this time. Their consent was issued in October 2017. Apollo Foods were aware of the policy position on water bottling and accepted that they would not seek to use the water for water bottling.
18. A condition and an advice note were included to document that the consent did not provide for the use of the water for water bottling purposes. These provided as follows:
 - 18.1. Condition 14: The consent holder shall undertake all operations in accordance with any drawings, specifications, statements of intent and other information supplied as part of the application for this resource consent. This includes (but is not limited to) the statement confirming that ‘water bottling’ will not occur under this consent (see Advice Note VI).
 - 18.2. Advice Note VI Water Bottling: The consent was issued on the basis of statements made in support of the application, including that water would not be

taken and used for 'water bottling'. 'Water bottling' is currently defined by the Council as "taking and using water for bottling in bottles, bladders or other containers for human consumption where bore water makes up at least 90% of the content of the container". A change of consent conditions would be required to authorise any proposed 'water bottling' under this consent.

19. Also review conditions were included to allow for the review of the consent to ensure that it aligns with operative TANK plan provisions. An advice note is also included which explains that reductions or restrictions may occur as a result of the TANK plan change process.
20. Apollo Foods is a beverage company and produce fruit juice and other high value beverage products. Much of the product they use is what they describe as "cosmetically challenged fruit". They also have a partnership with Fonterra to produce milk drinks and potentially a protein-based energy drink.
21. Some of the potential product range would use more than 90% water in a bottle, triggering the requirement to publicly notify the consent amendment. Apollo Foods is not looking for a commoditised water bottling use right, but more the ability to leverage off the trends operating within their market destinations to create "added value waters". The opportunities they see are for healthy, low sugar, nutritious, nutraceutical type products.
22. They are requesting that Council amend the requirement to notify a change of condition application that would allow for their resource consent to include the use of water for water bottling purposes. They propose that the consent be amended to allow a portion of their existing take (no more than 20%) to be used to produce products where more than 90% of the contents of a container is water.

Consultation with Regional Planning Committee

23. At the Council meeting of 29 April 2020 HBRC decided to let the matter of any change to the public notification policy lie on the table until such time as the matter was traversed with the Regional Planning Committee and their views canvassed.
24. For the Regional Planning Committee paper 5 options were presented for consideration including option 5 that had not been in the April Council paper. The 5 options were:
 - 24.1. Option 1 – retain current policy in its entirety
 - 24.2. Option 2 – notification decision on a case-by-case basis by Council or delegated councillors/commissioners
 - 24.3. Option 3 – Initiate Plan Change to require notification of "water bottling" activities
 - 24.4. Option 4 – revert to pre-2016 and leave discretion to staff to determine on case-by-case basis
 - 24.5. Option 5 – Amend definition of water bottling to be where the content of the container is greater than 99% water.
25. The RPC paper outlined a number of beverage products that already have higher than 90% water but would not be captured by the current policy but where the effect on the environment would be almost identical to water bottling.
26. The feedback provided at the RPC meeting is summarised as follows:
 - 26.1. It was noted that the current policy was not intended to catch all beverages listed, just water bottling plants
 - 26.2. Concern that the 90% figure in the definition of water bottling is inconsistent with other products that use more than 90% water, but are not necessarily required to be publicly notified
 - 26.3. Noted that the amendment proposed by Option 5 would allow the company to broaden their product range

- 26.4. Concerns raised by several committee members about the sustainable use of water for water bottling and retention of current policy supported
- 26.5. It was noted that the proposal by Apollo Foods does not seek any more water over and above what is consented.

Options for consideration

- 27. Following consultation with the Regional Planning Committee the following revised options are presented to Council:
 - 28. ***Option 1 Retain the current approach that directs staff to apply special circumstances to water bottling take consent applications.*** This option will leave it that any application to take water for water bottling purposes or to change a condition or to consider a lapse date extension would need to be publicly notified. The risks associated with this are that the notification may elicit submissions that are outside the scope of the RMA. It exposes Council to little additional cost given that the cost of the process is borne by the applicant. It could be argued that this approach indicates predetermination and is not demonstrating a fair process. It could be open to judicial review. It may be preferable that this direction is established via a plan and a rule. It is less necessary now that TANK has identified the Heretaunga Plains groundwater resource is over allocated.
 - 29. ***Option 2 amend definition of water bottling to be where the water content of the container is more than 99%.*** The current definition of water bottling is anything that comprises more than 90% of the water taken, but it could be amended to allow, for example, up to 99% water. This would then allow the use of water for the production of energy type beverages and flavoured drinks to be processed without being required to be notified as per the current policy. It would also remove the unintended consequence of imposing a more stringent limit on beverage manufacturing than on other food production activities that are significantly water-based.
- Option 2 would allow for a wider use of water without need for notification while still ensuring that any process for the bottling of 100% water would continue to be publicly notified. It may reduce the cost to applicants provided they don't wish to bottle 100% water. If the 90% trigger remains then the costs and risks set out in Option 1 remain.
- 30. ***Option 3 is to retain Option 1 for any new applications for water bottling activities but leave discretion with staff to consider requirement for public notification on a case-by-case basis for amendments to the conditions for any existing water takes.*** This allows for the public to have certainty of input into any application for any new water take that is proposed for water bottling activities. It will address the concerns around water allocation and water quantity that are within the scope of the RMA.

By differentiating between new and existing takes for public notification Option 3 will also provide a more pragmatic and efficient route for companies wishing to expand their beverage portfolio for example and will reduce the risk of judicial review of a notification decision.

Decision Making Process

- 31. 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:
 - 31.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 31.2. The use of the special consultative procedure is not prescribed by legislation.
 - 31.3. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
 - 31.4. The persons affected by this decision are Councillors, tangata whenua, resource consent applicants, the community, and generally all persons with an interest in the region's management of natural and physical resources under the RMA

- 31.5. The decision is not inconsistent with an existing policy or plan.
- 31.6. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That Hawke's Bay Regional Council:

1. Receives and considers the "*Notification Policy for Resource Consent Applications to Take Water for Water Bottling Purposes*" 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 and persons likely to be affected by or to have an interest in the decision.

Either

3. Option 1: Retains the current policy that directs staff to apply special circumstances to water bottling take consent applications, therefore requiring that they be publicly notified, as adopted in 2016 with modification in 2017.

OR

4. Option 2: Amends the definition of water bottling in the current policy to be where the water content of the container is more than 99%.

OR

5. Option 3: Retains Option 1 for any new applications for water bottling, but leaves discretion with staff to consider the requirement for public notification on a case-by-case basis for amendments to the conditions for any existing water takes.

Authored by:

Malcolm Miller
MANAGER CONSENTS

Approved by:

Liz Lambert
GROUP MANAGER REGULATION

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: REPORT AND RECOMMENDATIONS FROM THE CORPORATE AND STRATEGIC COMMITTEE

Item 11

Reason for Report

1. The following matters were considered by the Corporate and Strategic Committee meeting on 10 June 2020 and the recommendations agreed are now presented for Council's consideration alongside any additional commentary the Chair, Councillor Neil Kirton, wishes to offer.

Reports Received

2. The **Remit to Local Government New Zealand Annual General Meeting** item sought, and was granted by resolution following, the Committee's support for a Climate Change Coastal Hazards remit proposed by Hauraki District Council.
3. The Committee resolved "*Confirms support for the proposed Hauraki District Council Climate Change Coastal Hazard remit, to be supplied by the Hawke's Bay Regional Council Chairman via email.*"
4. The final Remit, including an amendment accepted from the Far North Regional Council, to be put to the LGNZ Annual General Meeting is:
 - 4.1. *That central government undertakes, in collaboration with all of local government, a comprehensive review of the current law relating to natural hazards and climate change adaptation along New Zealand's coastlines, and coordinates the development of a coastline strategy for the whole of New Zealand which would cover: the roles and responsibilities of territorial authorities, regional councils and central government; greater direction on an integrated approach; and development of principles for "who pays".*
5. The **Risk Maturity Roadmap** item sought, and was granted, the committee's endorsement of a proposed long-term pathway for implementation of an Enterprise Risk Management Framework to enable consistent and transparent risk intelligent decision making across every Council function.
6. The **Health & Safety Governance Charter** item sought the Committee's agreement to re-sign the Council's Health and Safety Governance Charter and advised that a follow-up review of the original Health and Safety internal audit has been conducted and will be presented to the 12 August Finance, Audit and Risk Sub-committee meeting.

Decision Making Process

7. These items were specifically considered by the Corporate and Strategic Committee on 10 June 2020 and are now the subject of the following recommendations to Council.

Recommendations

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

1. Receives and considers the "*Report and Recommendations from the Corporate and Strategic Committee*".
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 these items without conferring directly with the community or persons likely to have an interest in them.

Risk Maturity Roadmap

3. Endorses the approach proposed by staff to formally launch the proposed Risk Management Maturity Roadmap with the goal of embedding consistency in risk-intelligent decision making across all levels and functions of the organisation.

Health & Safety Governance Charter

4. Adopts the Health and Safety Governance Charter as proposed, for the signatures of the Regional Council and Finance, Audit and Risk Sub-committee Chairs.

Reports Received

5. Notes that the following reports were provided to the Corporate and Strategic Committee
 - 5.1. Remit to Local Government New Zealand Annual General Meeting *(resolved: Confirms support for the proposed Hauraki District Council Climate Change Coastal Hazard remit, to be supplied by the Hawke's Bay Regional Council Chairman via email.)*
 - 5.2. Quarterly Treasury Report for period to 31 March 2020 (and presentation from Mercer Investment Managers)
 - 5.3. Water Security Governance Model *(not considered)*
 - 5.4. Heretaunga Water Security Scoping Report *(Public Excluded)*
 - 5.5. HBRIC Ltd 2019-20 Statement of Intent *(Public Excluded)*
 - 5.6. Napier Port Verbal Update *(Public Excluded)*
 - 5.7. Request for Remissions of Leasehold Rent – Wellington Property *(Public Excluded)*.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

Joanne Lawrence
GROUP MANAGER OFFICE OF THE
CHIEF EXECUTIVE AND CHAIR

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: ADOPTION OF AMENDED TENDERS COMMITTEE TERMS OF REFERENCE

Item 12

Reason for Report

1. This item provides the amended Terms of Reference for the Tenders Committee (TC) for Council's adoption.

Officers' Recommendation(s)

2. Council officers recommend that the amended Terms of Reference (attached) is adopted as proposed.

Background/Discussion

3. The Tenders Committee membership has traditionally comprised the Chairs of HBRC, the Corporate & Strategic and Environment & Integrated Catchments (EICC) committees and the Deputy Chair of HBRC.
4. In response to the current situation where the roles of C&S Chair and FARS Chair are not held by the same councillor, it has been suggested that the Terms of Reference be amended to include the Chair of the Finance, Audit and Risk Sub-committee as a member of the Tenders Committee to provide additional oversight to the Tenders process as a function of the FARS.

Decision Making Process

5. 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:
 - 5.1. Council is required to (LGA sch.7 cl.19(1)) hold the meetings that are necessary for the good government of its region
 - 5.2. Council may appoint (LGA sch.7 cl. 30(1)(a)) the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate
 - 5.3. Given the provisions above, Council can exercise its discretion and make these decisions 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 "Adoption of Amended Tenders Committee Terms of Reference" staff report.
2. Agrees that Council can exercise its discretion and make these decisions without consulting directly with the community or others having an interest in the decision
3. Adopts the Terms of Reference for the Tenders Committee as proposed, with the inclusion of the Finance, Audit and Risk Sub-committee Chair as a member.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

James Palmer
CHIEF EXECUTIVE

Attachment/s

[!\[\]\(0f848bbd71cef6b345273b16f905912a_img.jpg\) 1](#) Amended Tenders Committee Terms of Reference for 24 June 2020 Adoption

Tenders Committee Terms of Reference

(adopted 24 June 2020)

The purpose of the Tenders Committee is to:

1. Consider and accept tenders which exceed the delegated authority of the Chief Executive.
2. Consider and decide on exemptions to Council's Contracts and Tenders policy.

Members:	The Chairman of the Council being: Rex Graham The Deputy Chairman of the Council being: Rick Barker The Chairs of the Corporate & Strategic, and Environment & Integrated Catchment committees; being: councillors Neil Kirton and Rick Barker The Chair of the Finance, Audit & Risk Sub-committee, being: councillor Craig Foss.
Chairman:	Chairman of the Council being: Rex Graham
Meeting Frequency:	As required
Staff Executive:	Chief Executive Group Manager as relevant

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: HAWKE'S BAY DISASTER RELIEF TRUST - COUNCIL CONTROLLED ORGANISATION EXEMPTION

Item 13

Reason for Report

1. The purpose of this report is to obtain a decision from the Council to exempt the Hawke's Bay Disaster Relief Trust from the requirements imposed on Council Controlled Organisations (CCO) under the Local Government Act 2002 (LGA).
2. The exemption will allow a reduced reporting requirement for the Trust under the LGA.
3. The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the LGA. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
4. This report concludes by recommending that the Hawke's Bay Disaster Relief Trust be exempt from being a CCO under the LGA.

Officers' Recommendation(s)

5. Council officers recommend that the Hawke's Bay Disaster Relief Trust be exempted from being a Council Controlled Organisation under the Local Government Act 2002, due to the disproportionate level of reporting required for a CCO.

Background /Discussion

6. Hawke's Bay Disaster Relief Trust was created by the Hawke's Bay Civil Defence Emergency Management (CDEM) Group in March 2020. As the Hawke's Bay CDEM Group is made up of all five Hawke's Bay local authorities and the Trustees are the Mayors and Regional Council Chair, it is considered that the Trust should be considered under the provisions of the LGA as they relate to a CCO.
7. It is proposed that the Trust be considered for exemption from the requirements imposed on CCOs under section 7 of the LGA. This exemption must be approved by all five councils. Section 7(6)(a) of the LGA also stipulates that a Council must review any exemptions granted under section 7 within 3 years after it was first granted.
8. The LGA allows a local authority to exempt organisations from being CCOs. The following are the relevant sections of the LGA.

"7 Exempted organisations

- (3) *A local authority may, after having taken account of the matters specified in subsection (5), exempt a small organisation that is not a council-controlled trading organisation, for the purposes of section 6(4)(i).*
 - (4) *An exemption must be granted by resolution of the local authority.*
 - (5) *The matters are –*
 - (a) *the nature and scope of the activities provided by the organisation; and*
 - (b) *The costs and benefits, if an exemption is granted, to the local authority, the council-controlled organisation, and the community."*
9. The Trust is not a council-controlled trading organisation. The LGA identifies monitoring and requirements for CCOs which include half yearly and annual reports plus an annual Statement of Intent.

10. The Hawke's Bay Disaster Relief Trust is a charitable trust that has the following stated purpose:
 - 10.1. *To provide financial and any other relief or assistance to meet the welfare and other needs of people who have suffered any injury, damage or loss following the occurrence of a disaster that qualifies as an "emergency" under the Civil Defence Emergency Management Act 2002 (or any later replacement thereof), whether natural or otherwise, within the legal boundaries of the Wairoa, Hastings, and Central Hawke's Bay District Councils and Napier City Council. For the avoidance of doubt "those in need" is to be construed as widely as possible and includes individuals, communities, businesses, non-government organisations, the Local Authorities and other legal persons approved by the Trustees.*
11. The Trust is a Council Controlled Organisation because under the trust deed the Mayors and Regional Council Chair are the Trustees. This means that the Hawke's Bay Councils have effective control of the Trust Board and its assets. In practical terms however, the Trust Board is allowed to administer and distribute funds to alleviate the impacts of an emergency or a disaster on the community as it sees fit with the constraints of the Trust Deed (Attachment 1).
12. Section 7(7) of the LGA states that a Local Authority may, at any time, revoke an exemption it has granted and Council would be inclined to do so if the nature and scope of activities provided by the Trust increased to a level that warranted a change.

Current Situation

13. Day to day the Hawke's Bay Disaster Relief Trust is a small entity with limited or no turnover.
14. This may change during an emergency where the Trust is gifted monies to administer within the confines of the Trust Agreement.
15. A good example of this is the current Hawke's Bay drought event where three Hawke's Bay councils, central government, companies and individuals have donated funds for the Trust to distribute in support of people impacted by the drought. The amount of money held by the Trust for this purpose amounts to approximately \$1m.
16. The Trust has approved a process for the distribution of these funds and at the time of writing this report applications are being received and processed.

Options

17. Council can either resolve to approve the exemption for the Hawke's Bay Disaster Relief Trust, or it can refuse the exemption and require the Trust to report as required under the LGA.
18. The preferred option is for the Hawke's Bay Disaster Relief Trust to be exempted from being a Council Controlled Organisation under the Local Government Act 2002, the reason being that the level of reporting required of a CCO under the LGA is disproportionate to the size, type and the breadth of operations the Trust undertakes.

Significance and Engagement Policy Assessment

19. The issues for discussion are not significant in terms of the Council's policy on significance and no consultation is required.

Decision Making Process

20. 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:
 - 20.1. The decision does not significantly alter the service provision or affect a strategic asset, nor is it inconsistent with an existing policy or plan.

- 20.2. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
- 20.3. Given the nature and significance of the issue to be considered and decided, Council can exercise its discretion and make this 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 "*Hawke's Bay Disaster Relief Trust Council Controlled Organisation Exemption*" staff report.
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. As provided for in sections 6 and 7 of the Local Government Act 2002, grants the Hawke's Bay Disaster Relief Trust an exemption from being a Council Controlled Organisation, as defined by section 6 of the local Government Act 2002, for a period of three years to 30 June 2023.

Authored by:

Bronda Smith
CHIEF FINANCIAL OFFICER

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

[1](#) Hawke's Bay Disaster Relief Trust Deed

TRUST DEED CREATING THE HAWKE'S BAY DISASTER RELIEF TRUST

I hereby certify that this is a correct copy of the trust deed or rules of the Hawke's Bay Disaster Relief Trust Board



Rex Graham
Trustee
Dated 15 May 2020

LJH-003502-248-14-V4:LJH

THIS DEED dated the 23rd day of March 2020.

PARTIES Those persons described in the Schedule of Initial Local Authority Trustees forming part of this document who are for the purposes of this document the initial Trustees ("the Trustees").

RECITALS:

- A The local authorities of Wairoa District Council, Hastings District Council, Napier City Council, Central Hawke's Bay District Council and Hawke's Bay Regional Council ("the Local Authorities") wish to establish a fund ("the Fund") for the primary purpose of providing financial and any other relief or assistance to meet the welfare and other needs of people who have suffered any injury, damage or loss following a disaster that qualifies as an "emergency" under the Civil Defence Emergency Management Act 2002 (or any later replacement thereof), whether natural or otherwise, within the boundaries of the Hawke's Bay Region.
- B The Local Authorities and the Trustees wish to establish a Charitable Trust ("the Trust") to hold, promote and manage, for the above primary purpose, the Fund comprising such money, property and investments which may have been acquired by the Local Authorities for this purpose at the date this Deed is signed, together with any further money, property and investments which may from time to time be acquired by the Trustees, or donated to the Fund, for the purposes of the Trust.
- C The parties have agreed to enter into this Deed to specify the purposes of the Trust and to provide for the management of the Fund.

THIS DEED NOW RECORDS AS FOLLOWS:

1. Name

- 1.1. The name of the Trust shall be the Hawke's Bay Disaster Relief Trust.

2. Registered Office

- 2.1. The registered office of the Trust shall be at the offices of Hawke's Bay Regional Council, 159 Dalton Street, Napier, or at such other place that the Board of Trustees may decide.

3. Purposes

- 3.1. The purposes of the Trust are as follows:

LJH-003502-248-14-V4:LJH

3.1.1 To provide financial and any other relief or assistance to meet the welfare and other needs of people who have suffered any injury, damage or loss following the occurrence of a disaster that qualifies as an "emergency" under the Civil Defence Emergency Management Act 2002 (or any later replacement thereof), whether natural or otherwise, within the legal boundaries of the Wairoa, Hastings, and Central Hawke's Bay District Councils and Napier City Council. For the avoidance of doubt "those in need" is to be construed as widely as possible and includes individuals, communities, businesses, non-government organisations, the Local Authorities and other legal persons approved by the Trustees (a "Triggering Event").

3.1.2 To seek public donations and to raise funds.

4. Limitations

4.1. In carrying out the above purposes, the following limitations shall apply:

4.1.1. All financial and other relief or assistance shall be paid, given or granted to organisations or individuals for the purposes set out in Clause 3 of this Deed. For the purposes of this paragraph organisations shall include the Local Authorities and any other local authority or organisation which may be approved for this purpose by the Trustees.

4.1.2. All donations and other funds received in relation to a particular Triggering Event will be applied to provide financial and any other relief or assistance in relation to that Triggering Event to the extent that this is reasonably possible or practicable, however the Trustees shall be entitled to retain what the Trustees consider as an adequate administration fund (plus any surplus of donations) for the Trust and in all circumstances shall ensure that the Fund is not reduced below a level of \$100.00.

5. Structure of the Trust

5.1. The Trust shall be administered by the Board of Trustees ("the Board").

6. Members of the Board

6.1. Number of Trustees

6.1.1. The Board shall consist of not less than five (5) and not more than seven (7) Trustees.

6.2. Membership of the Board

6.2.1. The Board, at the date of this Deed, comprises the Trustees described in the Schedule of Trustees.

LJH-003502-248-14-V4:LJH

6.2.2. The Trustees shall comprise the Mayors of Wairoa District Council, Hastings District Council, Napier City Council, Central Hawke's Bay District Council and the Chairperson of the Hawke's Bay Regional Council (or another person put forward by their respective Local Authority to be a trustee in their place pursuant to clause 7.1.1). There may, in the discretion of the Trustees, be up to two independent Trustees who are not representatives of any Local Authority and who, if appointed, may be appointed by the other trustees at any meeting of the Board of Trustees ("Independent Trustees").

6.2.3. In order to facilitate the practical operation of the Trust to cover periods of absence or inability to attend to the business of the Trust, the Trustees shall be entitled to appoint alternates by formal delegation from their constituent Council and such delegate may exercise the rights and powers of that Trustee whom they represent. Such power of delegation shall be in addition to the powers set out in clause 10 of this Deed.

6.3. Term of Office

6.3.1. Each Trustee (excluding any Independent Trustees) shall remain in office until such time as he or she resigns or otherwise ceases to hold their office listed in clause 6.2.2, or the person who put them forward as an alternate under clause 6.2.3, or made the request for appointment under clause 7.1.1, ceases to hold their office listed in clause 6.2.2. The effective date of appointment or resignation (respectively) shall be the date at which the relevant Mayor or Chairperson formally holds or ceases to hold their office. Should any of the Trustees (excluding Independent Trustees) no longer hold the office of Mayor or Chairperson (as the case may be) of the relevant Local Authority, then that Trustee shall resign immediately and be replaced by the person who is their successor to that office.

7. Vacancies

7.1. Filling of vacancies

7.1.1. On any request by a Trustee that is a Mayor or Chairperson, the Local Authority who appointed that Trustee shall have the option to appoint another person to fill that vacancy by notice in writing to the Board.

7.1.2. Should an Independent Trustee vacate office the remaining Trustees may make an appointment at the following meeting of the Board of Trustees.

7.2. Resignation of Independent Trustees

7.2.1. Any Independent Trustee may resign from the Board by giving written notice to the Board and the resignation shall take effect as from the date stipulated in that notice, otherwise to take effect as from the date of that

LJH-003502-248-14-V4:LJH

notice being served on the Board at its registered office, which ever date is the later.

7.3. Absence without leave

7.3.1. Any independent Trustee who fails to attend three consecutive meetings of the Board without the leave of the other Trustees shall be deemed to have vacated his or her position on the Board.

7.4. Removal of Trustees from office

7.4.1. Any independent Trustee may be removed from the Board if a majority of the Trustees so decide.

8. Proceedings of the Board

8.1. Ordinary Meetings

8.1.1. The Board shall hold ordinary meetings at such times and places as it determines. At least seven days' notice of any ordinary meeting shall be given to the Trustees, and the notice shall indicate the general nature of the business to be considered at that meeting.

8.2. Special Meetings

- 8.2.1. A special meeting may also be called by the Secretary upon requisition of the Chairperson or not less than three Trustees.
- 8.2.2. 24 hours notice of such meeting shall be given to the Trustees, and the notice shall indicate the general nature of business to be considered at that meeting.

8.3. Annual General Meeting

8.3.1. The Board shall hold an Annual General Meeting which meeting may be combined with an Ordinary Meeting at which shall be approved:

- 8.3.1.1. the audited annual accounts of the Trust.
- 8.3.1.2. a report from the Chairperson or nominee of that Chairperson dealing with the affairs of the Board for the previous year.
- 8.3.1.3. the appointment of a Chairperson for the forthcoming year, in accordance with Rule 8.7.

8.3.2. The Annual General Meeting shall be held prior to 30 September in each year. At least seven days' notice of an Annual General Meeting shall be given to the Trustees.

LJH-003502-248-14-V4:LJH

8.4. Notice of Meetings

- 8.4.1. Each notice shall specify the place, the day and the hour of the meeting.
- 8.4.2. Notice shall be deemed to have been given to any Trustee if it has been posted or emailed to the last known address of the Trustee and shall then be deemed to have been received the day after the notice is posted or emailed.
- 8.4.3. The accidental omission to give notice to any Trustee or the non-receipt by any Trustee of a notice shall not invalidate the meeting to be held.

8.5. Officers

- 8.5.1. The Chief Executive of Hawke's Bay Regional Council or their nominee shall be the Secretary.

8.6. Quorum

- 8.6.1. At any meeting of the Board there shall be a quorum if there is a majority of the Trustees present (excluding any vacancies) and no business shall be transacted unless a quorum is present.
- 8.6.2. If a meeting is short of a quorum at its commencement, or falls short of a quorum, and if no quorum is present within 15 minutes, the meeting shall lapse.

8.7. Chairperson

- 8.7.1. At the Annual General Meeting the Board shall in accordance with rule 8.3.1 appoint one of the Trustees as Chairperson.
- 8.7.2. The Chairperson shall preside at all meetings of the Board at which he or she is present.
- 8.7.3. In the absence of the Chairperson from any meeting the members present shall appoint one of their number to preside at that meeting.

8.8. Voting

- 8.8.1. All questions before the Board shall be decided by consensus if possible.
- 8.8.2. Where a consensus decision is unable to be reached on a matter it shall unless otherwise specified in this document be put as a motion to be decided by a majority of votes.
- 8.8.3. Each Trustee present, including the Chairperson, shall have one vote.

LJH-003502-248-14-V4:LJH

8.8.4. If the voting is tied the Chairperson shall have a second or casting vote.

8.9. Minutes

8.9.1. The Secretary shall keep minutes of all Board meetings which shall be available for inspection by Trustees at a reasonable time.

8.9.2. A copy of all minutes of all Board meetings shall be furnished to each Local Authority if requested.

8.10. Attendance

8.10.1. The Trustees are deemed to be personally present at a meeting if Trustees constituting a quorum are all linked by means of instantaneous communication devices through which they can simultaneously hear each other throughout the meeting provided that:

8.10.1.1. each Trustee eligible to attend the meeting is given notice that it will be held by such method;

8.10.1.2. at the commencement of the meeting each participant must acknowledge his or her presence to all the others taking part;

8.10.1.3. a participant may not leave the meeting by disconnecting his or her communication device without having previously obtained the express consent of the Chairperson of the meeting and will otherwise be deemed to have been present and to have formed part of the quorum at all times during the meeting; and

8.10.1.4. minutes of meetings by instantaneous communication devices are sufficient evidence of the proceedings and of the observance of all necessary formalities if certified correct by the Chairperson.

8.11. Resolution in lieu of meeting

8.11.1. A resolution in writing approved by the requisite majority of Trustees shall be valid as if it had been passed at a meeting of the Board duly called and held provided that the proposed resolution must have been notified to all the Trustees by post, facsimile or electronic mail prior to its being approved. Any such resolution may consist of several documents in like form each signed by one or more members.

9. Powers

9.1. In addition to the powers implied by the general law of New Zealand or contained in the Trustee Act 1956, the powers which the Board may exercise in order to carry out its charitable purposes for which it has been constituted under clause 3 are as follows:

9.1.1. to control, administer, and manage the property, funds and affairs of the Trust;

LJH-003502-248-14-V4:LJH

- 9.1.2. to use the funds of the Trust to provide financial and any other relief or assistance to meet the welfare and other needs of people following a Triggering Event;
- 9.1.3. to use the funds of the Trust as the Board thinks necessary or proper in payment of the costs and expenses of the Board, including the employment or engagement of professional advisors, agents, officers and staff as appears necessary or expedient;
- 9.1.4. subject to Rule 4.1.2 above, to invest surplus funds in any way permitted by law for the investment of trust funds and upon such terms as the Board thinks fit;
- 9.1.5. to do all things as may from time to time appear desirable to enable the Board to give effect to and to attain the charitable purposes of the Trust and to comply with the provisions of the Charitable Trusts Act 1957;
- 9.1.6. to open and operate such bank accounts as may be necessary for running the affairs of the Trust;
- 9.1.7. to enter into all negotiations, contracts and agreements in the name and on behalf of the Trust as the Trust Board thinks expedient for its purposes provided that such negotiations, contracts and agreements are not in conflict with the Trust's purposes;
- 9.1.8. to receive and give receipts and execute discharges for any gifts, legacies, bequests or other monies and to execute any trusts created for any of the purposes of the Trust or for furthering any such purposes;
- 9.1.9. to generally have the rights, powers and privileges of a natural person in the administration of the Trust; and
- 9.1.10. to receive, manage, distribute and/or sell material goods donated as a result of any public appeal. Where material goods are not distributed within a reasonable time frame (as determined by the Trustees) then they may be sold by any process deemed appropriate by the Trustees and the sale proceeds shall be available for the purposes of the Trust.
- 9.2. Nothing express or implied in this Deed shall permit the activities of the Trust or any business carried on by or on behalf of or for the benefit of the Trust to be carried on for the private pecuniary profit of any individual.

LJH-003502-248-14-V4:LJH

10. Power to Delegate**10.1. Delegation**

10.1.1. The Board may from time to time appoint any committee and may delegate in writing any of its powers and duties to any such committee or to any person, and the committee or person as the case may be, may without confirmation by the Board exercise or perform the delegated powers or duties in like manner and with the same effect as the Board could itself have exercised or performed them.

10.2. Delegate bound

10.2.1. Any committee or person to whom the Board has delegated powers or duties shall be bound by the terms of this Trust.

10.3. Delegation revocable

10.3.1. Every such delegation shall be revocable at will by the Board, and no such delegation shall prevent the exercise of any power or the performance of any duty by the Board.

10.4. Delegate need not be Board member

10.4.1. It shall not be necessary for any person who is appointed to be a member of any such committee, or to whom any such delegation is made, to be a trustee.

11. Employment

Under rule 9.1.3 the Board may not employ Trustees or any of them.

12. Income, Benefit or Advantage to be Applied to Charitable Purposes**12.1. Application**

12.1.1. Any income, benefit or advantage shall be applied for the charitable purposes of the Trust.

12.2. Influence

12.2.1. No Trustee or person or related entity associated with a Trustee shall derive any income, benefit or advantage from the Trust where they can materially influence the payment of the income, benefit or advantage except where that income, benefit or advantage is derived from:

12.2.1.1. services to the Trust rendered in the course of business charged at no greater rate than current market rates; or

12.2.1.2. interest on money lent at no greater rate than current market rates.

LJH-003502-248-14-V4:LJH

13. Accounts**13.1. True and Fair Accounts**

13.1.1. The Board shall keep true and fair accounts of all monies received and expended for each financial year with the balance date of 30 June in each year.

13.2. Audit

13.2.1. The Audited Accounts shall be available at the Annual General Meeting of the Trust and shall be presented to the Local Authorities by 30 September in each year.

13.3. Control of Funds

13.3.1. All monies received by the Trust shall be paid to the bank account of the Trust.

13.3.2. All cheques or payments to be drawn upon the bank account of the Trust shall be signed by at least two cheque signatories approved by the Trustees for that purpose.

13.4. Money received and identified for expenditure in a specific district (Napier, Hastings, Wairoa and Central Hawke's Bay)

13.4.1. Monies received by the Trust that are specifically identified as being for one specific district shall be considered separately by the Mayor of that district as well as the independent trustee/s (if any), and this money will be distributed in terms of the criteria agreed by those Trustees subject to complying with the purpose set out in clause 3.

13.4.2. Monies received by the Trust that are specifically identified as being for the region shall be considered separately by the Chairperson of the Hawke's Bay Regional Council as well as the independent trustee/s (if any), and this money will be distributed in terms of the criteria agreed by those Trustees subject to complying with the purpose set out in clause 3.

14. No Responsibility for Loss

14.1. No Trustee shall be responsible for any loss to the Trust unless the same is attributable to his or her or their own dishonesty or to the wilful commission or omission by him or her or them of any acts known to be a breach of trust.

15. Execution of Documents

15.1. The Trust may, but need not, have a Common Seal.

LJH-003502-248-14-V4:LJH

15.2. If the Trustees resolve to have a Common Seal it shall be kept in the custody of the Secretary, or such other officer as shall be appointed by the Board and shall be used only as directed by the Board.

15.3. Documents may be executed by any two Trustees or the Secretary and one Trustee with the prior approval of the Board. In each case the signatures of those executing the documents shall be witnessed.

16. Alteration to the Rules

16.1.1. The Board may, with the prior approval of at least four of the five Local Authorities, add to, amend or change any of these Rules at a Special Meeting.

16.1.2. Any amendment or change to the Rules shall require a resolution to be passed by least four of the five Trustees appointed by Local Authorities.

16.1.3. No addition to or alteration or rescission of these Rules shall be approved if it affects the Charitable purposes (Recitals and Clause 3), the Influence Rule (Clause 12.2), this Clause (16.2), or the winding up Clause (18) of this document without the prior consent of the Local Authorities and Inland Revenue which will need to be satisfied as to the maintenance of the charitable status of the Trust.

17. Incorporation

17.1. The Trust shall have the right to apply for incorporation under the provisions of the Charitable Trusts Act 1957 under the name **Hawke's Bay Disaster Relief Trust Board**, or such other name as shall be approved by the Register of Charitable Trusts and the Trustees.

18. Winding Up

18.1. The Trust may be wound up if a resolution to wind up the Trust or to dissolve it has been passed by three-quarters rounded up to the nearest whole number of the total number of Trustees, and such winding up or dissolution is approved in writing by at least four of the five Local Authorities.

18.2. In the event of the Trust being wound up the surplus assets and funds after payment of the Trust's liabilities including expenses of winding up shall be paid and transferred to such approved charitable entity or entities carrying out the same or similar charitable purposes as this Trust as the Trustees shall determine at the meeting when the resolution for winding up is duly confirmed.

18.3. In the event no such resolution as to the application of funds to any charitable purpose is passed by a majority of the Trustees then the surplus funds of the Trust shall be held for such other comparable charitable purpose as a Judge of the High Court of New Zealand on application of the Trustees shall determine.

LJH-003502-248-14-V4:LJH

19. Acceptance

- 19.1. The Trustees accept the above terms and conditions on the basis that all future Trustees will also be so bound.

20. Trust not to be a Council-Controlled Organisation

- 20.1. The Trust has been exempted by the Local Authorities from the requirements relating to council controlled organisations pursuant to section 7(3) of the Local Government Act 2002.
- 20.2. The exemption granted by the Local Authorities must be reviewed in accordance with the Local Government Act 2002 within three years of it being granted, and thereafter at intervals of not less than three years. This exemption may be revoked at any time by the Local Authorities or by any of them.

LJH-003502-248-14-V4:LJH

Schedule of Initial Local Authority Trustees

Name	Address	Local Authority appointer
Kirsten Wise	Dunvegan House 215 Hastings Street Napier 4110	Mayor Napier City
Alexandra Walker	28/32 Ruataniwha Street, Waipawa 4210	Mayor Central Hawke's Bay
Sandra Hazelhurst Hazelhurst	207 Lyndon Road East, Hastings 4122	Mayor Hastings District
Craig Little	97 Queen Street, Wairoa 4108	Mayor Wairoa District
Rex Graham	159 Dalton St Napier 4110	Chairperson Hawke's Bay Regional

Signed by Kirsten Wise)
as Trustee in the presence of:)

C. Mulise

[Signature]
Witness Signature

Jan Macdonald
Witness Name

159 Dalton St, Napier
Witness Address

Manager
Witness Occupation

LJH-003502-248-14-V4:LJH

Item 13

Attachment 1

Attachment 1

Item 13

Signed by Craig Little)
 as Trustee in the presence of:) Chitto

M T A Jones
 Witness Signature

M T A Jones
 Witness Name

12 Ormond Rd, Wairoa
 Witness Address

EA
 Witness Occupation

Signed by Rex Graham)
 as Trustee in the presence of:) James Palmer

James Palmer
 Witness Signature

James Palmer
 Witness Name

55 Tuki Tuki Hills Road, Hastings
 Witness Address

Chief Executive
 Witness Occupation

Signed by Sandra Hazlehurst)
 as Trustee in the presence of:) Paul Reymond

Paul Reymond
 Witness Signature

Paul Reymond
 Witness Name

157 Dalton St, Napier
 Witness Address

Manager
 Witness Occupation

LJB-005502-248-14-V4-LJB

Signed by Alexandra Walker,
as Trustee in the presence of:)




Witness Signature

Ian Macdonald
Witness Name

159 Dalton Cres, Napier
Witness Address

Manager
Witness Occupation

LJH-003502-248-14-V4:LJH

Item 13

Attachment 1

Attachment 1

Item 13

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

SUBJECT: COUNCILLOR REMUNERATION

Item 14

Reason for Report

1. This item confirms recent Remuneration Authority amended determinations for local government elected member remuneration and allowances as gazetted recently, being:
 - 1.1. Local Government Members (2019/20) Amendment Determination (No 2) 2020 change the HBRC councillors' remuneration to account for five roles with extra responsibility (added Coastal Hazards Strategy Joint Committee Chair)
 - 1.2. Local Government Members (Temporary Reduction COVID-19) Determination 2020 in relation to the Chairman's remuneration.

Officers' Recommendations

2. Council officers recommend that Council resolves to note receipt of the amended determinations as gazetted.

Executive Summary

3. The Council has been supplied with amended determinations for councillors' remuneration from the Remuneration Authority:
 - 3.1. in response to an application from HBRC submitted in April 2020 which was accepted as proposed by the Authority,
 - 3.2. and a Central Government directive in response to Covid-19.

Background / Discussion

4. Each year the Remuneration Authority (RA) determines the remuneration for elected members. In 2019, each newly elected council was invited to give the RA recommendations (by resolution) for how its pool should be distributed among the Council members. This Council resolved that the remuneration levels to be paid to elected members under the Local Government Elected Members' Determination 2019 would be:
 - 4.1. \$62,000 per annum for a councillor with no additional responsibilities
 - 4.2. \$77,370.75 per annum for each position of additional responsibility following
 - 4.2.1. Cr Rick Barker Deputy Chairman and Chair, Environment and Integrated Catchments Committee
 - 4.2.2. Cr Neil Kirton Chair, Corporate and Strategic Committee
 - 4.2.3. Cr Martin Williams Chair, Regional Transport Committee and Hearings Committee
 - 4.2.4. Cr Craig Foss Chair, Finance, Audit and Risk Sub-committee.
5. The RA considered the Council's proposal and gazetted amendments accepting the proposed remuneration without change.
6. Subsequently, on 25 March 2020, Council resolved:
 - 6.1. Requests that staff initiate the process of application to the Remuneration Authority for a change to the remuneration of HBRC councillors to include five positions with additional responsibilities, for immediate effect.
7. In response to the 25 March resolution, staff submitted an application to the Remuneration for an amended determination to remunerate 5 positions of responsibility, to include the Clifton to Tangoio Coastal Hazards Strategy Joint Committee Chair, on

21 April 2020. That application was approved by the Remuneration Authority and gazetted on 14 May 2020.

Financial and Resource Implications

8. Changing the remuneration structure to include five positions of additional responsibility does not affect the total councillors' remuneration budget, however does have implications for the other councillors' remuneration levels. The new remuneration amounts, with effect from 5 February 2020, are:
 - 8.1. \$62,000 per annum for a councillor with no additional responsibilities
 - 8.2. \$74,296.60 per annum for a councillor with additional responsibilities, e.g. Chair of a Committee, Sub-committee or Joint Committee (previously \$74,370.75).

Decision Making Process

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

Recommendations

That Hawke's Bay Regional Council:

1. receives and considers the "Councillor Remuneration" staff report
2. notes the consequential changes to the remuneration of councillors resulting from the Local Government Members (2019/20) Amendment Determination (No 2) 2020
3. notes the consequential changes to the remuneration of the HBRC Chairman resulting from the Local Government Members (Temporary Reduction COVID-19) Determination 2020.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

James Palmer
CHIEF EXECUTIVE

Joanne Lawrence
GROUP MANAGER OFFICE OF THE
CHIEF EXECUTIVE AND CHAIR

Attachment/s

- [1](#) Local Government Members (2019/20) Amendment Determination (No 2) 2020
- [2](#) Local Government Members (Temporary Reduction COVID-19) Determination

07/05/2020
PCO No 22922 version 2.0

Local Government Members (2019/20) Amendment Determination (No 2) 2020

Pursuant to the Remuneration Authority Act 1977 and to clauses 6 and 7A(1) and (5) of Schedule 7 of the Local Government Act 2002, the Remuneration Authority, after having regard to the matters specified in clause 7 of that schedule, makes the following determination (to which is appended an explanatory memorandum).

Contents

		Page
1	Title	1
2	Commencement	1
3	Principal determination	1
4	Schedule 2 amended	1

Determination

- 1 **Title**
This determination is the Local Government Members (2019/20) Amendment Determination (No 2) 2020.
- 2 **Commencement**
This determination is deemed to have come into force on 5 February 2020.
- 3 **Principal determination**
This determination amends the Local Government Members (2019/20) Determination 2019 (the **principal determination**).
- 4 **Schedule 2 amended**
 - (1) In Schedule 2, Part 1, item relating to Hawke's Bay Regional Council, replace "77,371" with "74,297" in each place.
 - (2) In Schedule 2, Part 1, item relating to Hawke's Bay Regional Council, after the item relating to Chairperson Finance, Audit and Risk Sub-committee, insert:

Chairperson, Clifton to Tangoio Coastal Hazards Strategy Joint Committee
74,297

Explanatory
memorandum


**Local Government Members (2019/20) Amendment
Determination (No 2) 2020**

- (3) In Schedule 2, Part 1, item relating to Hawke's Bay Regional Council, in the item relating to Councillor with no additional responsibilities, replace "(4)" with "(3)".

Dated at Wellington this 8 day of May 2020.

 Chairperson.

 Member.

 Member.

Explanatory memorandum

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

This determination, which is deemed to have come into force on 5 February 2020, amends the Local Government Members (2019/20) Determination 2019.

The amendments to Part 1 of Schedule 2 are made at the request of the council concerned and approved by the Remuneration Authority.

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

Local Government Members (Temporary Reduction— COVID-19) Determination 2020

Pursuant to section 19A of the Remuneration Authority Act 1977 and to clause 6 of Schedule 7 of the Local Government Act 2002, the Remuneration Authority, after having regard to the matters specified in clause 7 of that schedule, makes the following determination (to which is appended an explanatory memorandum).

Contents

		Page
1	Title	1
2	Commencement	1
3	Original determination	1
4	Temporary reduction of remuneration	1
5	Expiry	2
	Schedule	3
	Adjusted remuneration of elected members	

Determination

- 1 Title**

This determination is the Local Government Members (Temporary Reduction—COVID-19) Determination 2020.
- 2 Commencement**

This determination comes into force on 9 July 2020.
- 3 Original determination**

This determination applies to the Local Government Members (2019/20) Determination 2019 (the **original determination**).
- 4 Temporary reduction of remuneration**

While this determination is in force, the remuneration of an officeholder that is specified in Schedule 2 of the original determination must be read as if it were

cl 5	Local Government Members (Temporary Reduction— COVID-19) Determination 2020
	the remuneration for that officeholder that is set out in the Schedule of this determination (if any).
5	Expiry This determination expires on 6 January 2021.

Local Government Members (Temporary Reduction—
COVID-19) Determination 2020

Schedule

Schedule
Adjusted remuneration of elected members

cl 4

Part 1
Adjusted remuneration of members of regional councils

Bay of Plenty Regional Council

Office	Temporarily reduced remuneration (\$)
Chairperson	139,175

Hawke's Bay Regional Council

Office	Temporarily reduced remuneration (\$)
Chairperson	129,200

Manawatu–Wanganui Regional Council

Office	Temporarily reduced remuneration (\$)
Chairperson	135,850

Northland Regional Council

Office	Temporarily reduced remuneration (\$)
Chairperson	120,175

Southland Regional Council

Office	Temporarily reduced remuneration (\$)
Chairperson	116,375

Taranaki Regional Council

Office	Temporarily reduced remuneration (\$)
Chairperson	101,275

Wellington Regional Council

Office	Temporarily reduced remuneration (\$)
Chairperson	165,300

3

Schedule

Local Government Members (Temporary Reduction—COVID-19) Determination 2020

Part 2

Adjusted remuneration of members of territorial authorities

Ashburton District Council

Office

Mayor

Temporarily reduced remuneration (\$)

116,425

Auckland Council

Office

Mayor

Deputy Mayor

Chairperson Parks, Arts, Community and Events Committee

Chairperson Planning Committee

Chairperson Environment and Climate Change Committee

Chairperson Finance and Performance Committee

Chairperson Regulatory Committee

Deputy Chairperson Finance and Performance Committee

Deputy Chairperson Environment and Climate Change Committee

Deputy Chairperson Regulatory Committee

Deputy Chairperson Parks, Arts, Community and Events Committee

Chairperson Civil Defence and Emergency Committee

Chairperson Strategic Procurement Committee

Deputy Chairperson Strategic Liaison Committee

Panuku Liaison Councillor

Deputy Chairperson, Value for Money Committee

Deputy Chairperson Civil Defence and Emergency Management Committee

Deputy Chairperson Audit and Risk Committee

Deputy Chairperson Appointments and Performance Review Committee

Deputy Chairperson CCO Oversight Committee

Portfolio Leader Ethnic Communities

Temporarily reduced remuneration (\$)

266,400

157,303

132,967

132,267

136,263

136,967

131,967

119,209

119,209

119,209

121,209

117,083

117,083

120,083

118,073

112,898

111,768

111,768

111,768

113,768

107,516

Central Hawke's Bay District Council

Office

Mayor

Temporarily reduced remuneration (\$)

102,500

Christchurch City Council

Office

Mayor

Deputy Mayor

Temporarily reduced remuneration (\$)

\$180,375

\$124,688

Local Government Members (Temporary Reduction— COVID-19) Determination 2020		Schedule
Office	Temporarily reduced remuneration (\$)	
Chairperson Multicultural Committee	\$110,424	
Deputy Chairperson Sustainability and Community Relations Committee	\$108,424	
Chairperson Three Waters Infrastructure and Environment Committee	\$108,424	
Deputy Chairperson Three Waters Infrastructure and Environment Committee	\$108,424	
Chairperson Urban Development and Transport Committee	\$108,424	
Chairperson Youth Advisory Committee	\$108,424	
Chairperson Health Safety and Wellbeing Committee	\$113,424	
Chairperson Civic Awards Committee	\$108,424	
Deputy Chairperson Regulatory Performance Committee	\$108,424	
Deputy Chairperson Finance Performance Committee	\$110,224	
Deputy Chairperson Youth Advisory Committee	\$108,424	
Chairperson Regulatory Performance Committee	\$108,424	
Chairperson Sustainability and Community Resilience Committee	\$108,424	
Deputy Chairperson Urban Development and Transport Committee	\$108,424	
Clutha District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	109,100	
Far North District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	147,250	
Deputy Mayor	102,500	
Gisborne District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	147,250	
Grey District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	101,000	
Hamilton City Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	168,115	
Chairperson Infrastructure Operations Committee	100,850	

Schedule	Local Government Members (Temporary Reduction— COVID-19) Determination 2020	
Office		Temporarily reduced remuneration (\$)
Chairperson Strategic Growth Committee		101,170
Chairperson Finance Committee		101,700
Chairperson Hearings and Engagement Committee		101,550
Chairperson Economic Development Committee		100,850
Chairperson Community Committee		100,850
Hastings District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		146,825
Hauraki District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		112,100
Horowhenua District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		123,050
Hutt City Council		
Office		Temporarily reduced remuneration (\$)
Mayor		151,300
Deputy Mayor		100,260
Invercargill City Council		
Office		Temporarily reduced remuneration (\$)
Mayor		133,000
Kaipara District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		113,050
Kāpiti Coast District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		136,375


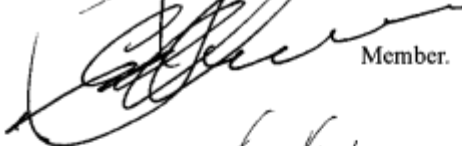

Local Government Members (Temporary Reduction— COVID-19) Determination 2020		Schedule
Manawatu District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	118,950	
Marlborough District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	133,950	
Masterton District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	115,900	
Matamata–Piako District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	116,850	
Napier City Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	142,725	
Palmerston North City Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	144,875	
Porirua City Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	139,970	
Rangitikei District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	103,500	
Rotorua Lakes Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	144,400	

Schedule	Local Government Members (Temporary Reduction— COVID-19) Determination 2020	
	Ruapehu District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		104,750
	Selwyn District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		129,675
	South Taranaki District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		119,700
	South Waikato District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		114,475
	Southland District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		117,800
	Tararua District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		106,875
	Tasman District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		146,300
	Taupō District Council	
Office		Temporarily reduced remuneration (\$)
Mayor		127,300
	Tauranga City Council	
Office		Temporarily reduced remuneration (\$)
Mayor		\$158,175
Deputy Mayor		\$132,585
8		

Local Government Members (Temporary Reduction— COVID-19) Determination 2020		Schedule
Office	Temporarily reduced remuneration (\$)	
Chairperson Policy, Regulatory, and City Plan Hearings Committees	\$115,213	
Chairperson Projects, Services and Operations, and Wastewater Management Review Committees	\$115,213	
Deputy Chairperson Projects, Services and Operations Committee	\$106,382	
Deputy Chairperson Urban Form and Transport Committee	\$104,382	
Deputy Chairperson Policy Committee	\$104,382	
Deputy Chairperson Finance, Audit and Risk Committee	\$104,382	
Thames–Coromandel District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	123,500	
Timaru District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	127,375	
Upper Hutt City Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	122,600	
Waikato District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	141,075	
Waimakariri District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	130,625	
Waipa District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	128,725	
Wairoa District Council		
Office	Temporarily reduced remuneration (\$)	
Mayor	100,500	

Schedule		Local Government Members (Temporary Reduction— COVID-19) Determination 2020
Wellington City Council		
Office		Temporarily reduced remuneration (\$)
Mayor		173,975
Deputy Mayor		127,004
Chairperson Finance Audit and Risk Committee		107,769
Portfolio Holder Sport and Recreation		105,664
Chairperson CCO Subcommittee		106,564
Chairperson Regulatory Processes Committee		107,672
Western Bay of Plenty District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		129,675
Whakatāne District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		127,300
Whanganui District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		133,950
Whangarei District Council		
Office		Temporarily reduced remuneration (\$)
Mayor		148,200

Dated at Wellington this 16 day of June 2020.

 Chairperson.
 Member.
 Member.

Local Government Members (Temporary Reduction—
COVID-19) Determination 2020

Explanatory
memorandum

Explanatory memorandum

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

This temporary reduction determination affects the Local Government Members (2019/20) Determination 2019 (the **original determination**).

This determination commences on 9 July 2020 and expires on 6 January 2021.

On 15 May 2020, the Remuneration Authority (COVID-19 Measures) Amendment Act 2020 (the **Amendment Act**) was passed. The purpose of the amendment Act, as outlined in its explanatory note, is to allow public sector leaders, including elected members of local authorities (mayors, deputy mayors, chairpersons, deputy chairpersons, and members), to show leadership in the public sector during the COVID-19 outbreak and to show solidarity with those in the private sector who are losing their jobs or facing significant pay reductions. Accordingly, the Amendment Act inserted section 19A into the Remuneration Authority Act 1977 to permit the Authority to reduce the remuneration for certain public office holders, including local government elected members (listed in Schedule 4A of the Amendment Act).

The remuneration of local government elected members is set according to the Remuneration Authority Act 1977 and the Local Government Act 2002 with the underlying premise to depoliticise the setting of their remuneration. The Authority is generally not permitted to make a determination that reduces existing elected members' pay and their remuneration must be paid according to the determination that is presently in force. However, section 19A overrides aspects of the legislative regime by permitting a capped reduction of elected members' remuneration by up to 20% for a period of up to 6 months.

In making this temporary reduction determination, the Authority has applied the existing criteria that it must take into account when setting the remuneration of elected members, which include taking account of any prevailing adverse economic conditions, fairness to the person whose remuneration is being determined, and fairness to ratepayers (see clause 7 of Schedule 7 of the Local Government Act 2002 and section 18A of the Remuneration Authority Act 1977). The adjusted remuneration payable to elected members as shown in the *Schedule* of this determination will apply on and from the day on which this determination comes into force until it expires.

In making its decisions on any deductions in elected members' pay, the Authority took account of the fact that many elected members are on relatively low rates of remuneration and decided that cuts would apply only to remuneration above \$100,000 per annum. The Authority is aware that elected members are easily identified in their communities, highly exposed to public opinion, and expected to show pro-active leadership. At the beginning of the Covid-19 crisis, many elected members publicly pledged to donate a proportion of their remuneration to local charities—some for several months. The Authority therefore invited those potentially impacted by its decision to provide confidential information to the Authority with details of any such donations they wished to have taken into account. Some took advantage of this and the

Explanatory
memorandum

**Local Government Members (Temporary Reduction—
COVID-19) Determination 2020**

deduction was adjusted accordingly. For a variety of reasons, others indicated that they did not wish to provide information. The Authority's decisions were made on the basis of the information supplied.

On the day after this temporary reduction determination expires, the elected members' remuneration will revert to the amount payable under the original determination.

Issued under the authority of the Legislation Act 2012.

Date of notification in *Gazette*:

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: AFFIXING OF COMMON SEAL

Item 15

Reason for Report

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

		Seal No.	Date
1.1	Staff Warrant R. Saunders <i>(Delegations under s. 34A(1) and s.38 Resource Management Act 1991; Civil Defence Emergency Management Act 2002 (s.86-91) and Local Government Act 2002 (Clauses 32(1) and 32B Schedule 7))</i>	4396	25 May 2020
1.2	Application for new record of Title Incorporating Accretion Record of Title No: 894724 <i>(the land affected by the boundary change has a moveable water boundary shown on Survey Plan 540720, which defines the original boundary, and on survey plan 540720 which defines the boundary as changed by accretion. The change in position of the water boundary has occurred gradually and imperceptibly over time and now Council are applying for a new record of title)</i>	4397	2 June 2020

2. The Common Seal is used twice during a Leasehold Land Sale, once on the Sale and Purchase Agreement and once on the Land Transfer document. More often than not, there is a delay between the second issue (Land Transfer document) of the Common Seal per property. This delay could result in the second issue of the Seal not appearing until the following month.
3. As a result of sales, the current numbers of Leasehold properties owned by Council are:
 - 3.1. 0 cross lease properties were sold, with 70 remaining on Council's books
 - 3.2. 1 single leasehold property was sold, with 88 remaining on Council's books.

Decision Making Process

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

Recommendations

That 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.
2. Confirms the action to affix the Common Seal.

Authored by:

Trudy Kilkolly
PRINCIPAL ACCOUNTANT RATES AND
REVENUE

Diane Wisely
EXECUTIVE ASSISTANT

Approved by:

Jessica Ellerm
GROUP MANAGER CORPORATE
SERVICES

James Palmer
CHIEF EXECUTIVE

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: HBRIC LTD 2020-21 STATEMENT OF INTENT FOR ADOPTION

Item 16

Reason for Report

1. This item seeks Council's formal adoption of the Hawke's Bay Regional Investment Company Ltd (HBRIC) 2020-21 Statement of Intent (Sol).

Background

2. HBRIC is required to submit a Draft Sol to Council each year outlining its role, strategic direction and objectives for the year ahead.
3. The Sol was presented to the Corporate and Strategic Committee for review and feedback to HBRIC at the 10 June meeting. The Sol was approved with no changes recommended by the Corporate and Strategic Committee and is therefore submitted for approval at this meeting.
4. The dividend expectation has been presented as a range between \$6-9m over the next three years. This range has been derived by considering the historical dividends paid by the Port, dividend expectation in the 2018-28 LTP and the current volatility in markets.
5. Napier Port Holdings Ltd (NPHL) is not required to prepare an Sol due to the exemption provided under section 71A of the LGA

Decision Making Process

6. The Statement of Intent for HBRIC Ltd is required to be prepared under section 64 of the Local Government Act 2022 (the Act). This is a statutory requirement and is not subject to consultation under the provisions of the Act.

Recommendations

That Hawke's Bay Regional Council:

1. Receives and considers the "*HBRIC 2020-21 Statement of Intent for Adoption*" staff report.
2. Adopts the HBRIC Ltd 2020-21 Statement of Intent as proposed.

Authored by:

Kishan Premadasa
MANAGEMENT ACCOUNTANT

Bronda Smith
CHIEF FINANCIAL OFFICER

Approved by:

Jessica Ellerm
GROUP MANAGER CORPORATE
SERVICES

Tom Skerman
GROUP MANAGER STRATEGIC
PLANNING

Attachment/s

 1 HBRIC Ltd 2020-21 Statement of Intent Under Separate Cover

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: REPORT FROM THE 8 JUNE 2020 HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MEETING

Item 17

Reason for Report

1. This item provides a summary of discussions at the 8 June 2020 HB Civil Defence Emergency Management Group Joint Committee (HB CDEMG JC) along with the opportunity for the Chairman to provide additional context to Council as they wish.

Agenda Items

2. Amendments to the Hawke's Bay CDEM Group Plan: Controller and Recovery Manager Appointment's item sought confirmation of proposed changes to Local Controller and Group Recovery Manager Appointments and as a result, proposed resulting changes to the Hawke's Bay CDEM Group Plan. A minor amendment was also proposed to clarify the delegations of Controllers.
3. A Financial and Results Based Accountability Report updated the Committee on the financial implications of the Covid-19 response and the current state of the Hawke's Bay CDEM Group budgets.
4. The final Results Based Accountability report for the COVID-19 response is attached. This report was used during the response to monitor how the response objectives were being achieved.

Decision Making Process

5. 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 "*Report from the 8 June 2020 HB Civil Defence Emergency Management Group Joint Committee meeting*".

Authored by:

Annelie Roets
GOVERNANCE ADMINISTRATION
ASSISTANT

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [1](#) Results Based Accountability Reporting 4 June 2020

COVID-19 & DROUGHT

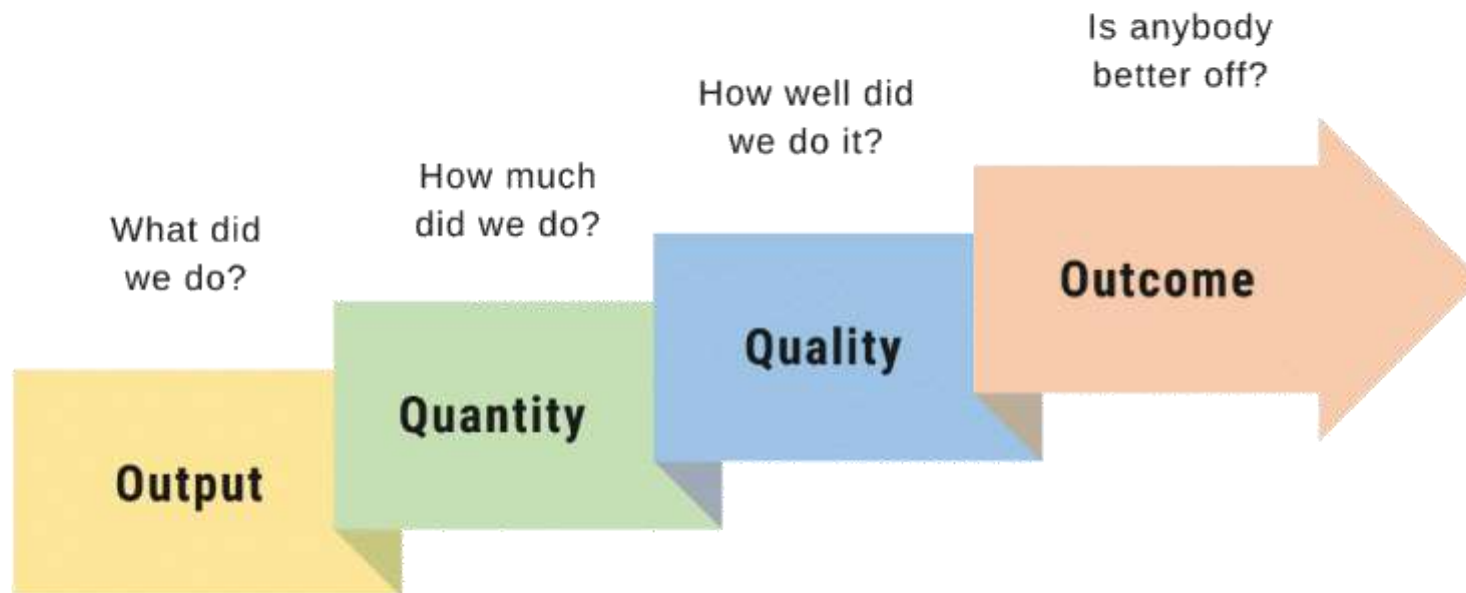
Reporting and Results-Based Accountability



Seeking to identify and connect our most vulnerable people with essential support services rapidly and safely, ensuring 'no one falls through the gaps'.



RESULTS BASED ACCOUNTABILITY SOCIAL IMPACT RETURN ON INVESTMENT



**Did we make a difference?
(output versus outcome)**

What did we do? (Output)

End to end service delivery

- Established a call centre and delivered Needs Assessment
- Ensured access to groceries and medications where people were unable to access themselves or with support of others

Network of Networks

- Establish network of networks around key populations
- Worked in partnership with Māori and Pasifika
- Activated Rural Advisory Group and supported with planning and coordination resource

By the Numbers (Quantity)



34 households in TAS accommodation
54 homeless persons accommodated



168 clothing or blanket requests processed



7,000+ inbound & outbound phone calls



~1,600* food parcels delivered
(standard pack = 4 people for 7 days)



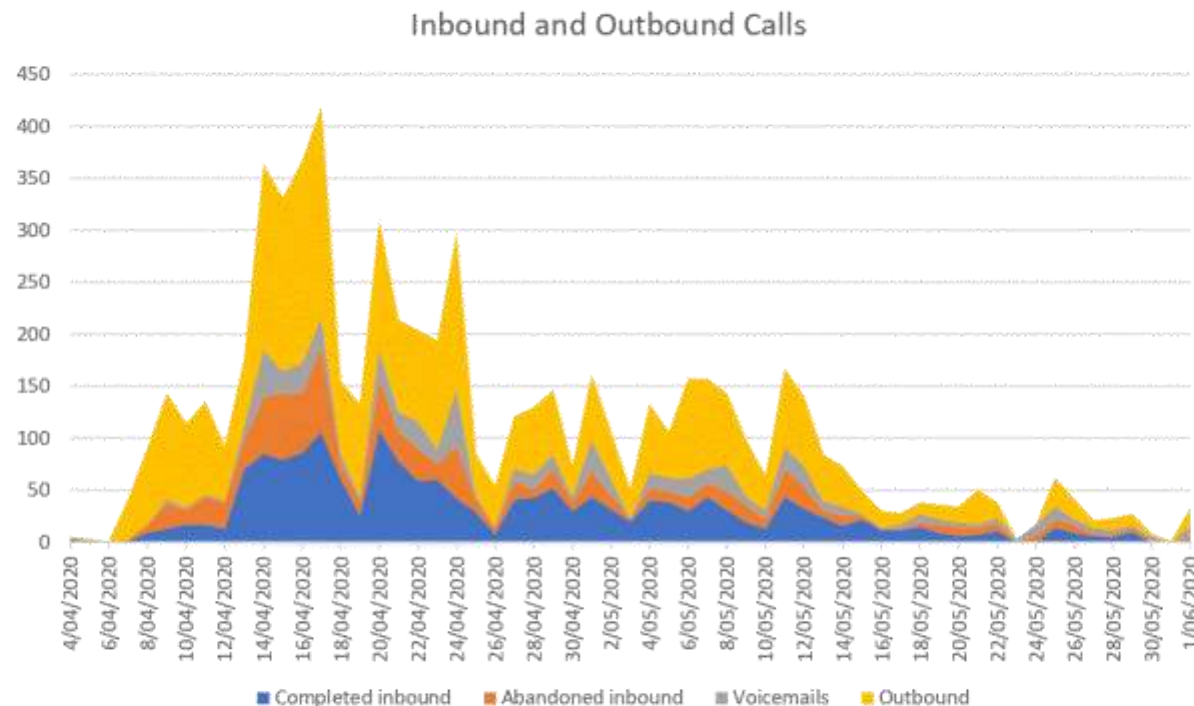
\$528,000 Claimable spend on Household Goods and Services (to date)

How much did we do? (Quantity)

Item 17

Attachment 1

Relating to: Established a call centre and delivered Needs Assessment – last 7 weeks

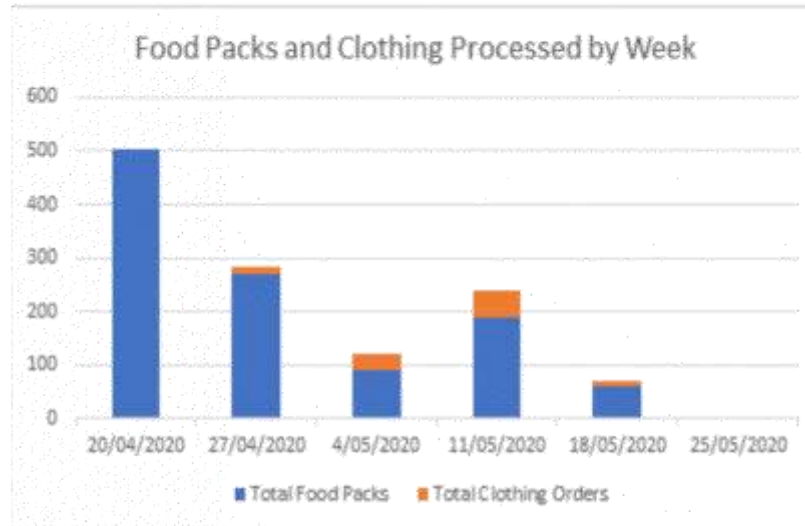


The call centre was established 8th April and fully operational 13th April. Prior to this time calls were managed by PNCC and needs assessors completed assessments by return phone call. The first week of formal call centre operation experienced peak call volumes as people requested assistance post-Easter, with similar spikes observed either side of ANZAC.

The peak day was 17th April - 419 in and outbound calls.

How much did we do? (Quantity)

Relating to: Ensured access to groceries and medications – Last 7 weeks



Food deliveries were managed by a 'Fit For Now' solution until the 20th April after which they transitioned to TDH. Peak food demand mirrored the call demand with ANZAC producing high volumes of food requests. Clothing requests peaked a couple of weeks later and coincided with the arrival of the first winter frosts.

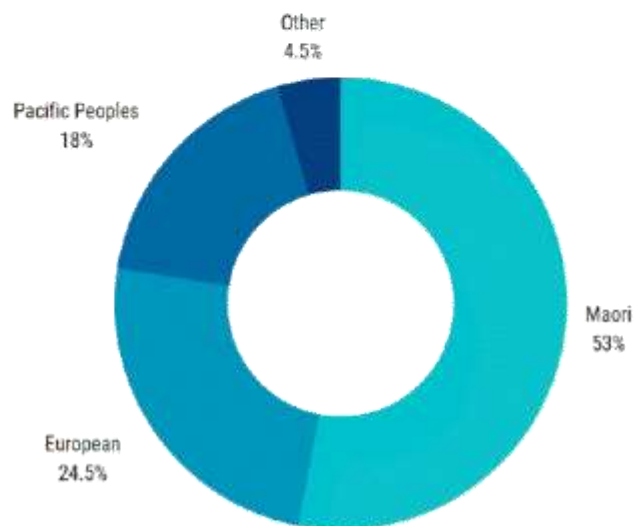
Persons serviced with CDEM food parcels – not inclusive of other foodbanks, or pre-'The Development Hub' deliveries:

Overall Sum	3,804 persons
Hastings	2,338 persons
Napier	1,239 persons
CHB	130 persons
Wairoa	22 persons

A change in the welfare assessment scripting came into play the week ending 18th May; this change meant all clothing requests were referred to MSD, and the criteria for CDEM assistance was tightened – resulting in minimal food orders (2 in the last week) and a high level of on-referrals to other assisting agencies.

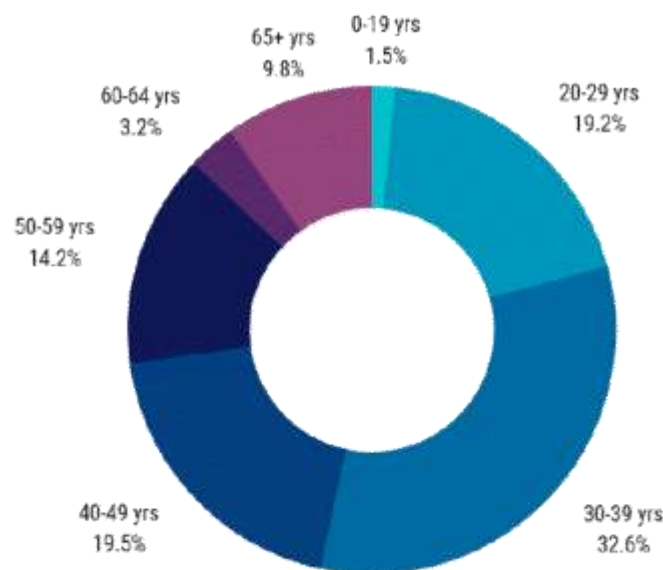
How much did we do? (Quantity)

Relating to: Ensured access to groceries and medications from Last 7 Weeks



← The figure to the left represents a 25% sample of the CDEM Needs Assessments. We are not able to back-date ethnicity for assessments (voluntary information)

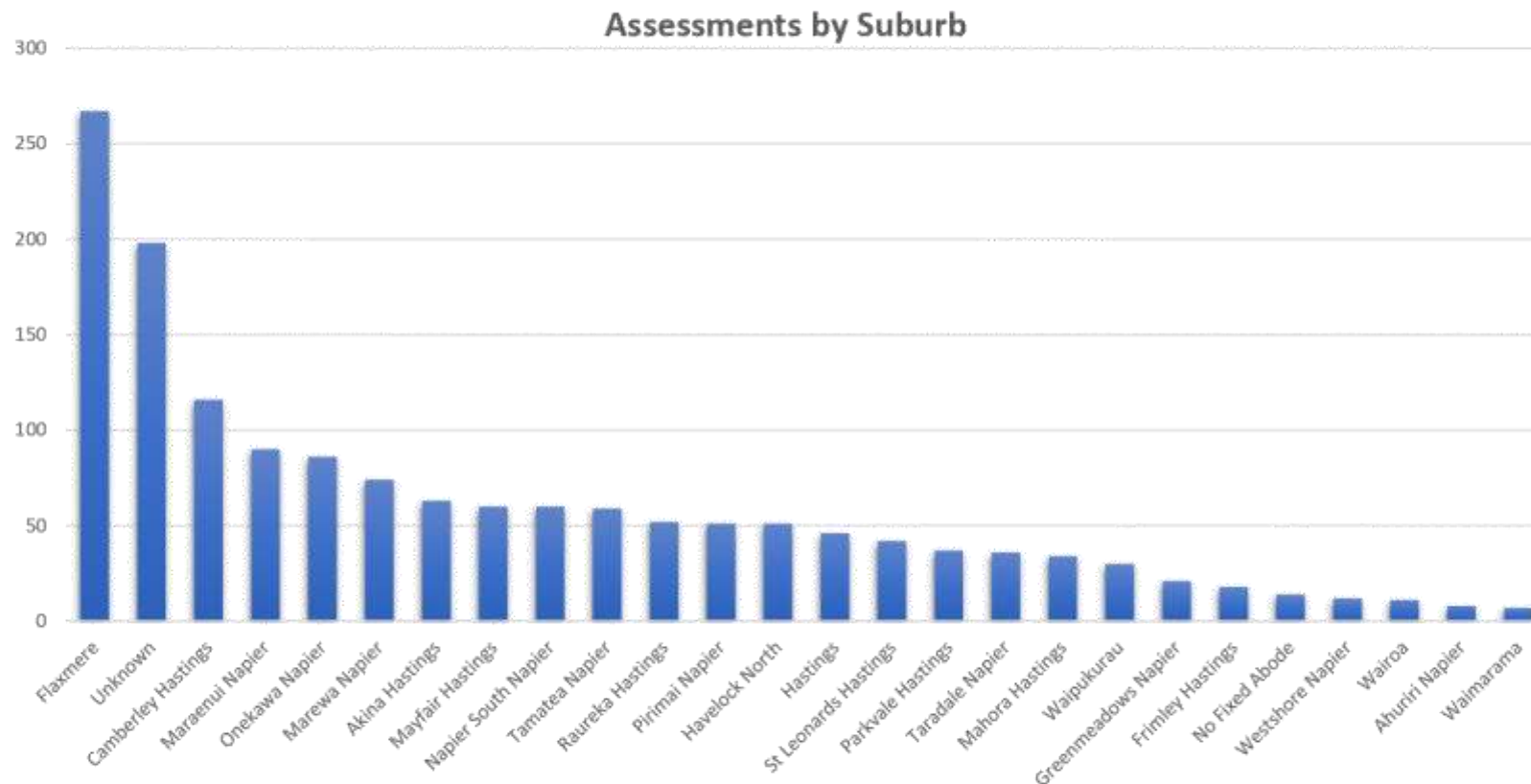
The figure to the right represents a 50% sample of the CDEM Needs Assessments → There is an under-representation of people in the 65+ age bracket* demonstrating the effectiveness of the 'older persons' network. We are not able to back-date age data for assessments (voluntary information)



**Data sets are incomplete for the first 2 weeks of response*

How much did we do? (Quantity)

Relating to: Ensured access to groceries and medications from Last 7 Weeks



The geographic location of assessments fits within expectation, in relation to deprivation index scores (although more than 10% of assessments had no address/location data supplied). 5.6% of assessments are not included in the graph above as the specified suburb had so few numbers of assessments as to be considered statistically insignificant

How well did we do it? (Quality)

Training

Assessors receive basic training to support them to do their jobs well and to keep themselves safe and well on the following topics:

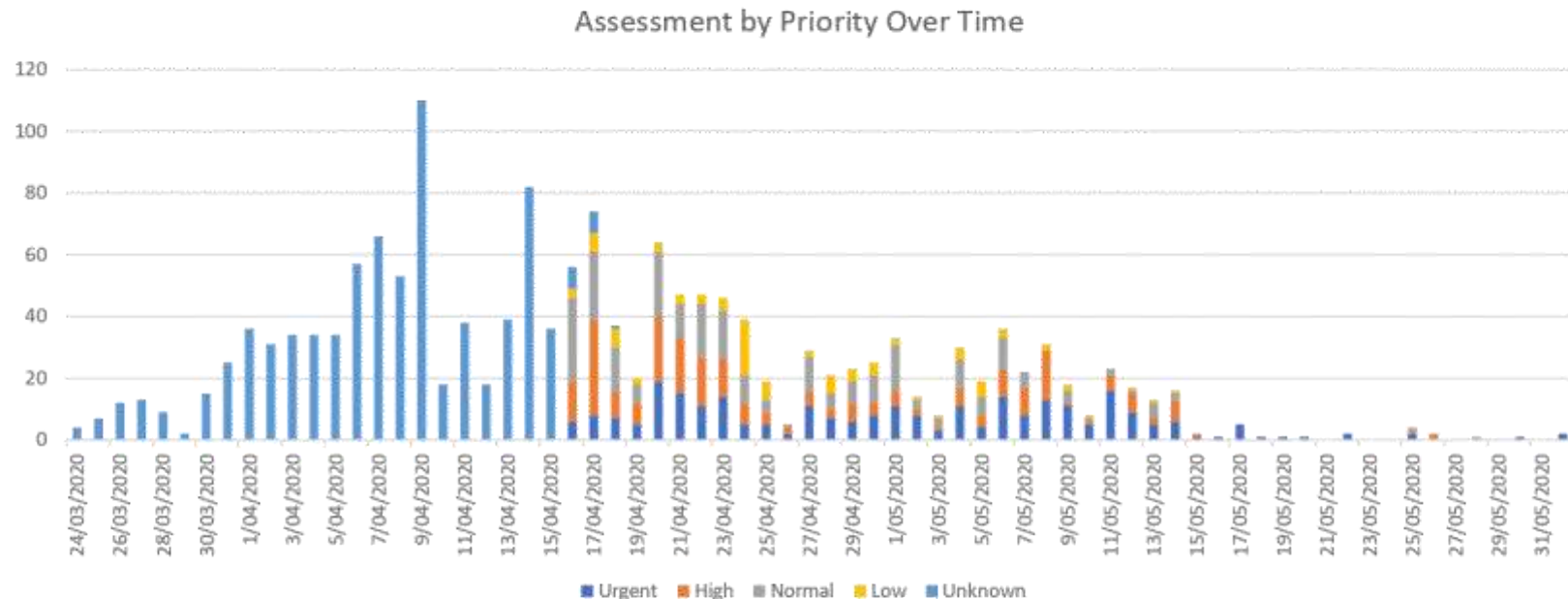
- Privacy
- Keeping themselves safe
- Self care
- Managing difficult calls
- System and scenarios

Ongoing training to keep assessors informed of the changing environment, learnings and policy changes was essential.

It was difficult to keep on top of training with 30+ assessors across multiple shifts from multiple backgrounds. We could do better in the area for future events to improve quality and consistency.

How well did we do it? (Quality)

Relating to delivered Needs Assessment from Last 7 Weeks



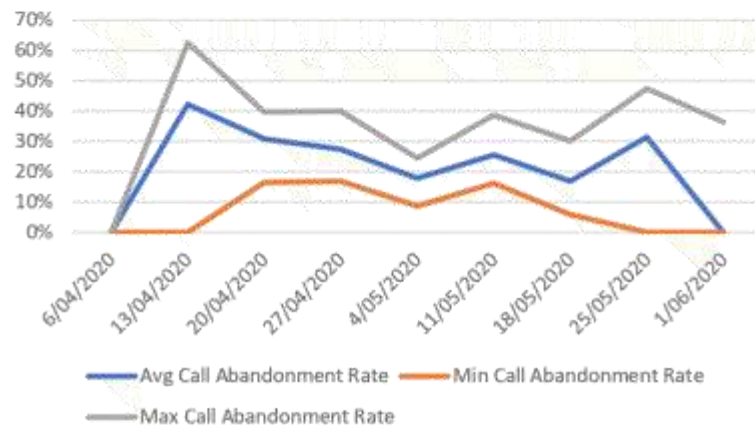
There has been a general decrease in 'Low' or 'Normal' priority assessments over time: this reflects that assessments were becoming more 'complex' and many were still 'first time callers.' It also reflected that people were learning to cope better.

The change may also indicate the experience of the needs assessors, over time their ability to on-refer clients was strengthened and other agencies were better able to meet the needs of the community (responsive to demand).

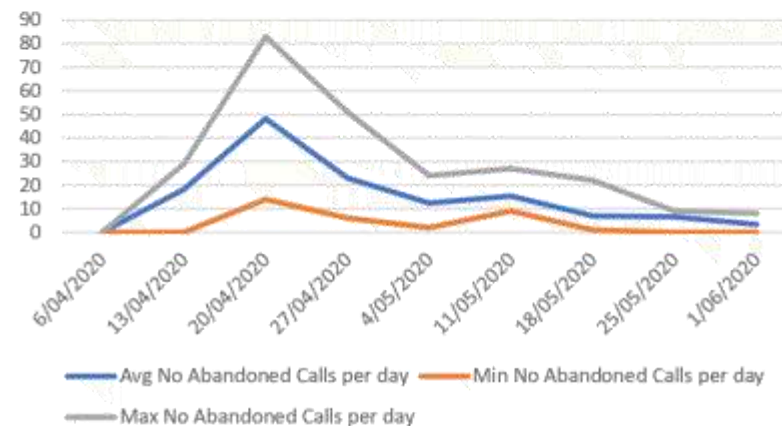
How well did we do it? (Quality)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

Call Abandonment Rate Summary By Week



No. Calls Abandoned By Week



Call abandonment rates would be considered high with an average around 30%. Fluctuating demand made it difficult to plan staff resource appropriately. There were also periods of understaffing.

How well did we do it? (Quality)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

Complaints

We managed several complaints largely relating to undelivered food /clothing longer than expected delivery times.

Where we had information we were able to investigate and resolve with positive responses from complainants.

Most complaints related to our Fit4Now solution which was cumbersome and mechanical.

The Fit4Future solution significantly improved service delivery and providing information to assessors around expected delivery times helped to manage expectations.

Nuisance Callers / Fraud

We picked a small number of nuisance callers and people in receipt of food then on-selling.

These were investigated and 3 were referred to the Police for follow up.

The rest were noted as nuisance callers and call takers were advised to no longer provided service instead advising clients to contact MSD if they needed further support.

How well did we do it? (Quality)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

"Thank you so much for your help, you guys are the bomb! Feeling very grateful for our help."

"Thank you very much for the support and the kindness from the staff. You warmed my heart."

Caller expressed how helpful the agent was that helped him out, the food parcel was delivered quite quickly, and it really helped out him and his wife.

"Many thanks for the help during the lockdown, I am happy to have had someone on my side who could help me and my family during a hard time with no work or income."

"I was in a very bad place after losing my baby and my husband had lost his job because of the lockdown. CD was able to help me so much after coming home to empty cupboards and took a huge stress off my shoulders. I am very grateful and thank you all for an awesome service."



Is anybody better off? (Outcome)

Complex Cases

Initially all cases were streamed through needs assessors with some elevated to a senior assessor if deemed complex.

Demand for navigation increased and there were delays due to workloads for those with complex needs at times. Over time processes developed to ensure improved triaging and a more highly trained group of navigators worked with those cases.

The benefits of specialist navigation services meant that deeper issues were understood, and the correct referrals could be made – treating the cause rather than the symptom. This led to better outcomes to people.

Navigation is specialist, we sought assistance from DHB, TMO and MSD to share the problem and work more collaboratively together. This was beneficial for all parties and we will embed our learnings for future responses.

Is anybody better off? (Outcome)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

We surveyed people we have conducted a full needs assessment with to understand more about their experience with our service delivery team.

Care was taken to survey a mix of ethnicities, ages and areas. We aimed to survey 10% (160) however after L2 came into effect it became very difficult to contact recipients. These results are based on 99 surveys to date (6%).

92% got the support they needed

89% very satisfied, and **8%** satisfied with the experience with CDEM Welfare staff.

88% rated the professionalism of the staff as 'Very good.'

What would've been the outcome if you hadn't had the support from CDEM?

11% would have **COPED**

42% would have coped but it would have been **DIFFICULT**

28% would **NOT** have coped

15% would have been in **CRISIS**

85% are better off

This reflects well on the public information messaging and strength-based needs assessment approach. It indicates we were not missing people by having a % getting through that would have coped but not so high a % to have concerns about over delivery.

Is anybody better off? (Outcome)

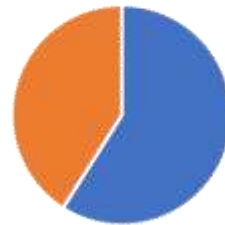
Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

Wk end 13 April



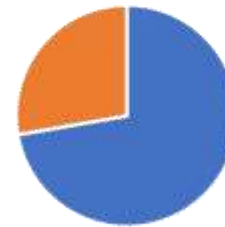
■ Self Help ■ Assessment

Wk end 27 April



■ Self Help ■ Assessment

Wk end 18 May



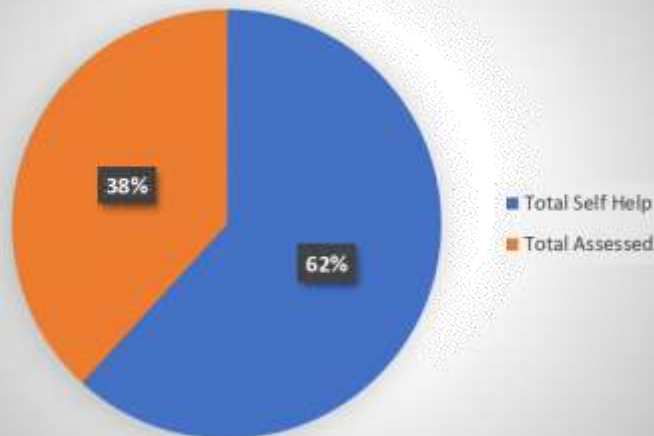
■ Self Help ■ Assessment

Wk end 25 May



■ Self Help ■ Assessment

Outcomes – Whole Response



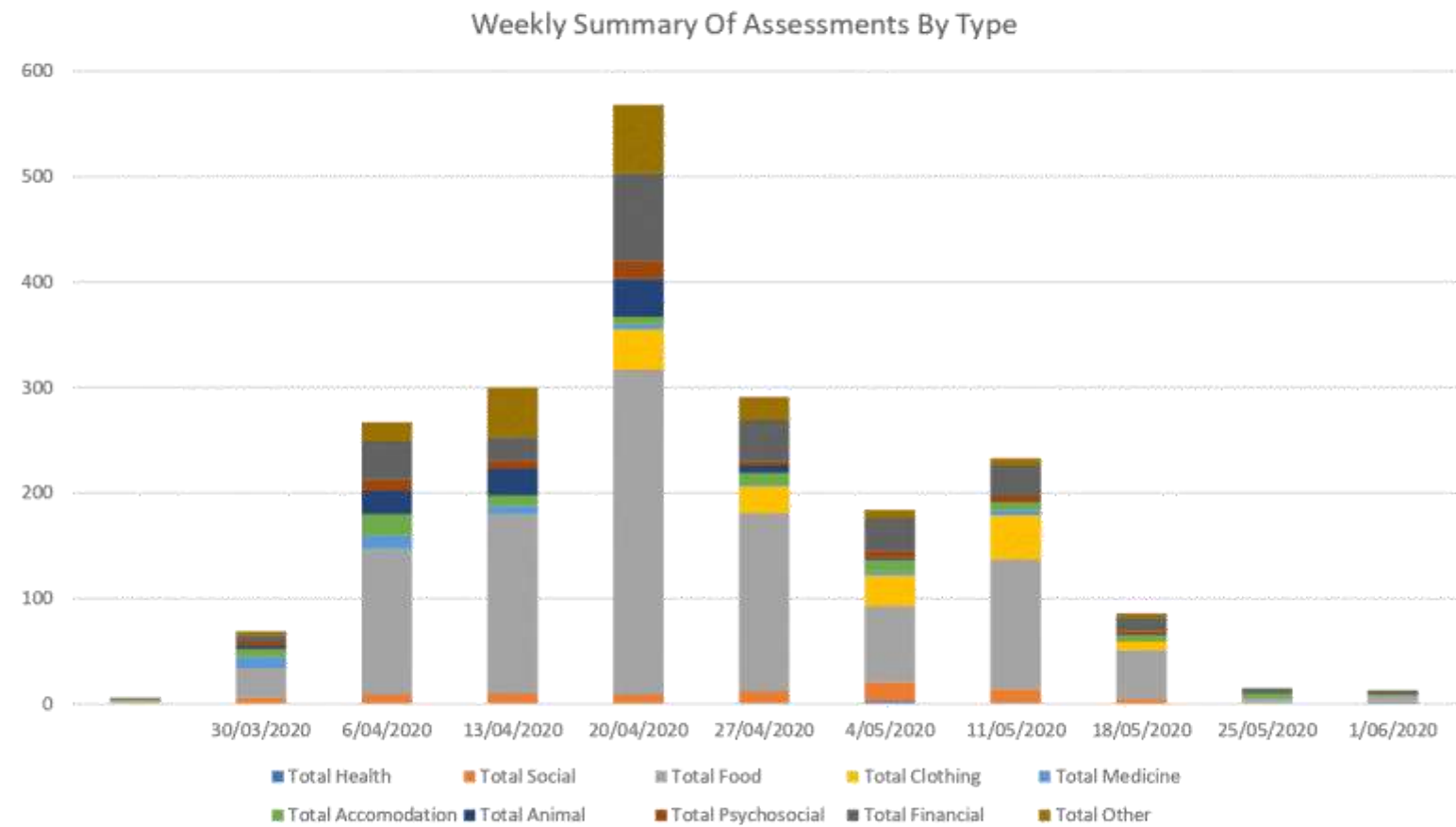
Those who were able to self help indicates the effectiveness of the strength-based approach and builds resilience.

Levels of self help also relate to factors such as actual need, effectiveness of other community supports, policy and resulting script changes throughout the levels.

Self-help outcomes jumped upward following the introduction of the script change in the week ending 18th May

Is anybody better off? (Outcome)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks



Item 17

Attachment 1

Food Demand (Outcome)

Analysis

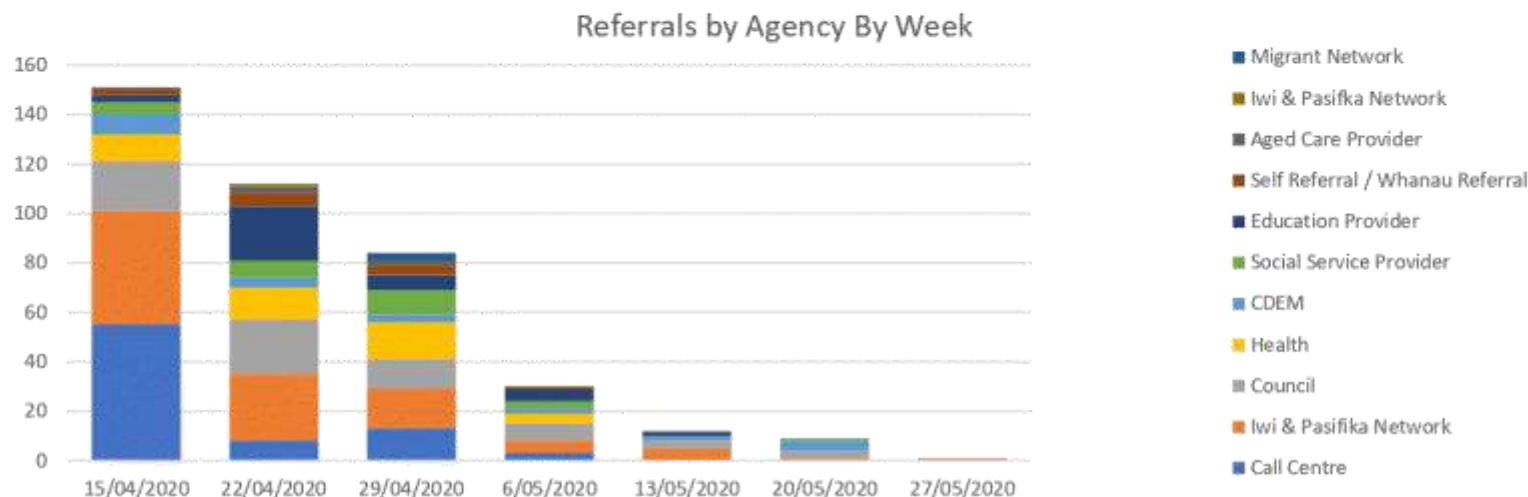
Food demand has followed a reasonably stable trend; upward until 1 month after level four lockdown then downward as restrictions lifted; however there was an unanticipated rise 2 weeks post-AL3, both in clothing and food requests.

Possible reasons for these trends may be seasonal weather changes (cold) and/or clients anticipating/interpreting time constraints on access to welfare assistance options.

It was expected that the demand for food between Levels 3 and 2 would decrease by 50% however the change in scripting (criteria) saw a much greater drop occur in a relatively faster time period: it has not however increased in equivalent numbers the amount of people being referred onto other agencies through the official response, suggesting that either people with food requirements are having these met through BAU networks, or are no longer requiring support.

Is anybody better off? (Outcome)

Relating to: Established a call centre and delivered Needs Assessment - Last 7 Weeks



- Direct referrals from the networks had enabled those most at risk to be connected into CDEM support. Referrals has decreased over time as networks matured and community systems were better able to cope.
- The anticipated drop in referrals began BEFORE the scripting change by CDEM reflecting that good communication was occurring between the referring agencies and CDEM

Is anybody better off? (Outcome)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

CASE STUDY 1

Mr Pink contacted CDEM requesting assistance with sourcing food. Mr Pink is blind, 71 years of age and is also caring for his 16-year-old son who has autism. The person who would usually do his grocery shopping for him could not break their isolation bubble at that time. He had an urgent need for food, so a 24-hour food pack was organised for him with a full vegetarian food pack to follow the next day.

Mr Pink contacted CDEM again for support with food as he and his son were in isolation. Mr Pink's son had come down with a cold and because the symptoms are similar to COVID-19 he had to be tested and placed in isolation. This resulted in the household needing food, again quite urgently. We sent them a 24-hour pack followed by a full Vegetarian food pack. He also stated that Age Concern called him from time to time. A navigator sent an email to Age Concern to ask them to contact Mr Pink and going forward to organise their shopping service with him.

Mr Pink called back very happy that his sons' COVID test had come back negative and he was able to go back to school. He was very grateful for the food CDEM were able to send him. He said that he and his son were over the moon with the support CDEM were able to provide for him. Age Concern has been in touch and they are organising a shopping service for him weekly.

Is anybody better off? (Outcome)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

CASE STUDY 2

Mr Blue's Mental Health support worker from Te Taiwhenua o Tamatea contacted CDEM on Mr Blue's behalf as he is hard of hearing and had lost his hearing aid. Mr Blue has moved that morning from a motel and had no belongings at all. The support worker requested a bed, bedding, heating and a food parcel. Social worker explained that they had tried to go through MSD but due to lockdown it was going to be up to 21 days for a bed to be delivered. Red Cross were able to help Mr Blue with blankets.

Email received from Mr Blue's support worker to let CDEM know that Mr Blue received his order and was grateful - overwhelmed and tearful with the support he received from CDEM.

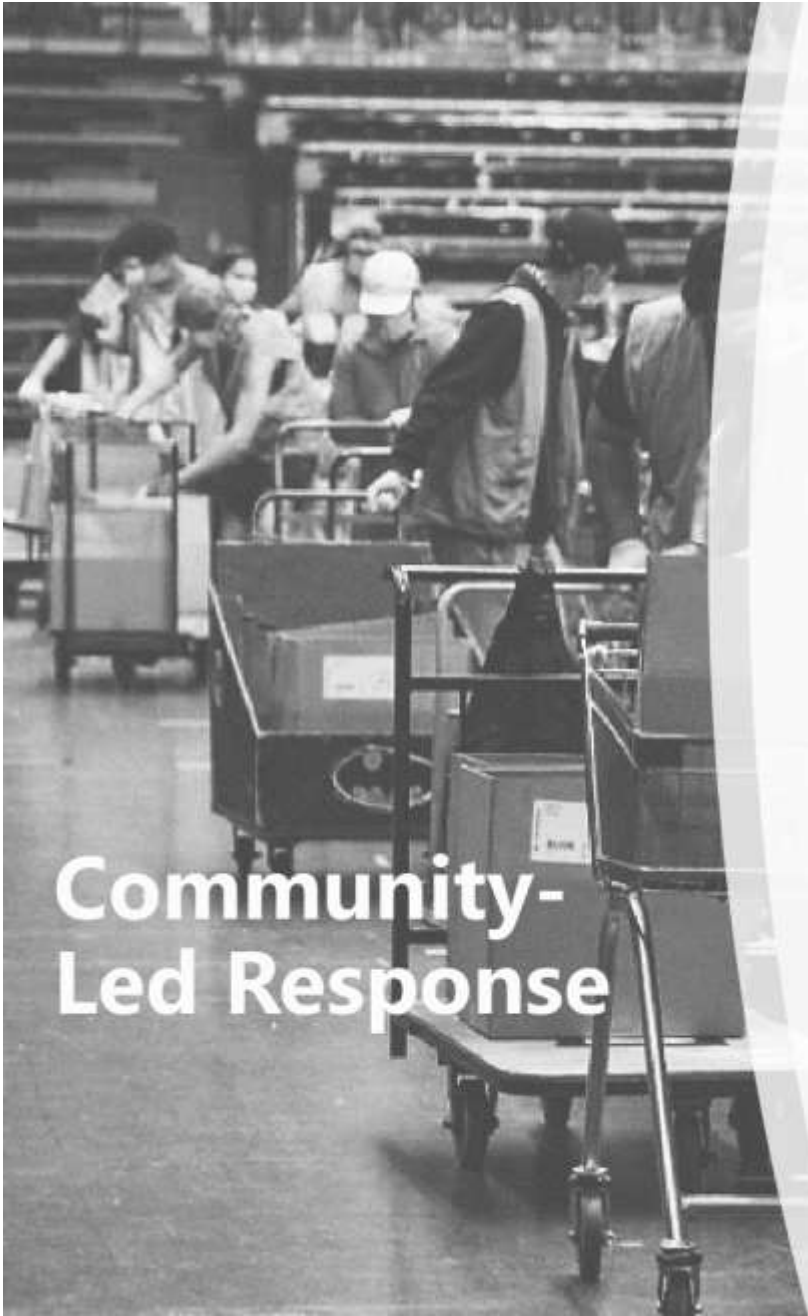
Is anybody better off? (Outcome)

Relating to: Established a call centre and delivered Needs Assessment from Last 7 Weeks

CASE STUDY 3

Mr Orange and his wife suffer from various health conditions. They do not own a car and because of their health they can only carry small amounts of shopping each per trip. They had been waiting in long queues at the supermarket. Both have compromised immune systems, so it was risky for them to be going to the supermarket. They were very relieved to hear that CDEM were able help.

A food pack was arranged to be sent to them, so they were able to stay in their bubble. Mr and Mrs Orange both expressed how grateful they were to be receiving help. They did not know they were "allowed" to call CDEM for help. When asked if there was anything else they needed help with they said they had prescriptions ready to be picked. Agent advised them to call the pharmacy and arrange a delivery.



FOODBANK NAME	NUMBER OF PARCELS DELIVERED
The Food Basket CHB	2278
Nourished For Nil	700
TTW O Te Whanganui ā Orotū	2113
CHB Food Bank	112 parcels individually prepared for whanau needs, feeding 195 Adults and 116 children and pets
Tihei Mauriora Response Centre	Food 781 parcels, 229 Other, 716 Hygiene, 693 Fish Parcels
Napier Community Foodbank Trust	17
Age Concern Havelock North	80 food parcels and 510 personal shopping trips.
Hastings Foodbank Trust	The Hastings Foodbank packed 24 parcels feeding 78 people.
The Salvation Army Napier	229 parcels (662 people assisted)
TTW o Heretaunga	419 parcels to 2122 households

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: PROCUREMENT POLICY AMENDMENTS AND ACTIVITY REPORT

Item 18

Reason for Report

1. This item elaborates on queries raised on 20 May, summarises proposed Procurement Policy wording amendments and provides a year to date report against procurement metrics previously agreed by the Finance Audit and Risk Sub-committee.

Executive Summary

2. The relationship between the procurement policy and the procurement manual is that the policy defines strategic objectives, where the manual describes how those objectives are to be achieved through process and procedure. The requested amendments to policy wording are highlighted in Attachment 1.
3. Suggested amendments to the procurement manual are highlighted in Attachment 2.
4. Reporting metrics as agreed by the Finance audit and risk sub-committee (FARS) reflect the period 1 July 2019 to 15 June 2020.
5. Council is asked to consider any additional reporting metrics they may find useful.

Background

6. On 15 May 2020 a letter was sent to local government CEOs from the Auditor General. [article on OAG website](#). Included with the letter was a report with key observations and recommendations to review procurement policy and procedure at a local level. The focus was on \$50m+ infrastructure and liaison with the new Te Waihangā (NZ Infrastructure Commission). The report noted that while it is not mandatory to comply with OAG Govt procurement rules, being known and accepted as best practice, it may be difficult to justify deviation. Key references from the report are listed below.
7. **Governance and operational.** "OAG often sees examples of procurements where the lines between governance and management are blurred. For example, mayors or other elected members might be part of tender evaluation panels. This is not good practice. However, it is entirely appropriate for major procurements to require sign-off by the governing body. In order for elected members to approve procurement decisions when required, they need enough information to make informed decisions."
 - 7.1. Action - Strengthened the HBRC procurement manual to include procurement plan and a tender recommendation templates to the tenders committee for items over \$400k, including a probity sign off check list to assure informed decisions, using the NZTA Transport contract evaluation template as a good example
8. **Conflicts of interest** "Under no circumstances should a procurement process allow council staff or elected members to receive preferential treatment. There are two specific restrictions that apply to elected members under the Local Authorities (Members' Interests) Act 1968. Under the Act, an elected member cannot:
 - 8.1. enter into contracts with their local authority worth more than \$25,000 in a financial year; or
 - 8.2. discuss or vote on matters before their authority in which they have a direct or indirect pecuniary interest, other than an interest in common with the public."
 - 8.3. **Action** - Added the above wording to the Procurement policy under 5.5 and reference Gifts and inducements (HBRC Policy 18) and Sensitive expenditure (HBRC Policy 24). This application will also be extended to HBRC committee members to ensure consistency.

9. **Emergency procurement** – There are no actions required as this is already covered in the current policy and manual
10. **Capability and capacity** – Policy and training. “Councils need to ensure that there are regular internal audits, or other reviews, of procurement activity. The findings from these reviews should be reported to the governing body either directly or through the audit and risk committee. Regular reviews of procurement practice can also help to identify training needs and other risks.”
 - 10.1. Action – As identified in points 21 and 22. Training and audit functions for procurement will be developed over the next six months supported by an internal communications programme
11. **Contract Management** – Contracts are managed by HBRC contract managers who are encouraged to develop a contract agreement with suppliers utilising an outcome agreement template (Attachment 3). While not legally binding it can mitigate potential contract management issues.
12. **Broader Outcomes procurement** The Government Procurement Rules require agencies to “consider, and incorporate where appropriate, broader outcomes when purchasing goods, services or works”. The rules define broader outcomes “as the secondary benefits that are generated from the procurement activity. They can be **environmental, social, economic or cultural** benefits.
 - 12.1. Although it is not mandatory for councils to comply with the rules, they are encouraged to do so. Councils that fail to comply with legislative requirements, or follow best practice, in their procurement practices will be at risk of legal challenge and additional scrutiny and criticism from stakeholders and other third parties.
 - 12.2. Councils can mitigate some of this risk by engaging with their elected members about their strategic objectives and how they can align these with their intended procurement outcomes. For example, if elected members want to prioritise using local suppliers, or support suppliers that pay a living wage, councils should be exploring ways to build those objectives into procurement policies and processes.
13. This is covered by HBRC procurement policy principle No.1 now extended to include Climate.Smart.Recovery. Practical considerations No.6; policy clauses 5.7 and 5.9 include local purchasing and fair wage. In discussion council requested information on how weighted evaluation criteria took into account eco-sourcing plants, and local purchasing, showing an evaluation table. An example is attached (Attachment 4). It is intended that sustainability criteria used as part of HBRC evaluation processes be reviewed to reflect developments on an annual basis.

Year to date activity reporting

14. Procurement reporting to FARS for the period 1 July 2019 to 15 June 2020
 - 14.1. 209 contracts were created
 - 14.2. 12 contracts were awarded with a value of \$100k+, 6 contracts were valued at \$75k-\$100k, and 8 contracts valued at \$50-\$75k were awarded.
 - 14.3. 144 contracts (70%) were assessed by the contract owners as being low risk, 53 contracts (26%) were assessed as being medium risk, and 7 contracts (3.5%) assessed as high risk
 - 14.4. Of the 27 contracts with a value greater than \$50,000 8 completed an RFP/RFQ process, 16 considered local suppliers, and 12 confirmed living wage payments.
 - 14.5. There are 59 contracts expiring in the next three months that will be subject to post contract evaluation. There are 11 significant or high value contracts (\$50k+) expiring in the next three months.
15. Procurement information is now available ‘live’ at organisation and group level utilising the Power BI Dashboard. Further levels of drill down detail are available at group, service and contract manager levels. A demonstration of the reporting data base could be provided to the FARS at a future meeting if required.

16. So far, on average, four contracts are being generated across the organisation every week, with the contract being one part of a three stage (planning, sourcing and managing) process. The contract and deliverables are managed by the individual contract managers.
17. A contract expiring triggers an automated evaluation process with the contract owner, collecting data on advisability of supplier future use based on timeliness, budget performance, meeting specification, health and safety performance, shared HBRC environmental vision, professionalism and any learnings from the project/contract delivery.

Next Steps

18. Procurement monitoring will continue to develop as an iterative process with the procurement team applying a continuous improvement ethos to meet organisational need.
19. The Procurement manager is seeking feedback from FARS regarding further information it would be useful to incorporate into a regular reporting format.
20. Over the next six months there will be a review to increase the use of 'All of Government' contracts, which may provide an opportunity for further cost savings.
21. The development of an ongoing internal procurement training and procurement communications programme.
22. The design and implementation of an internal procurement audit programme.

Strategic Fit

23. The development of a centralised procurement and contract management function has assisted HBRC to adopt best procurement practice that supports HBRC's strategic goals associated with mitigating *Climate* change, *Smart* continuous improvement and *Recovery* support for the local economy.

Financial and Resource Implications

24. There are no finance or resourcing consequences to this paper

Consultation

25. Consultation is not required to canvas the view of Councillors on policy development.

Decision Making Process

26. 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 "*Procurement Policy Amendments and Activity report*".

Authored by:





Mark Heaney
MANAGER CLIENT SERVICES

Approved by:

Jessica Ellerm
GROUP MANAGER CORPORATE SERVICES

Item 18

Attachment/s

 1	June 2020 Amended Procurement Policy	Under Separate Cover
 2	Revised Procurement Manual June 2020	Under Separate Cover
 3	Procurement Outcome Management Plan Template	Under Separate Cover
 4	Riparian Planting Contract Evaluation	Under Separate Cover

Subject: HAWKE'S BAY REGION WATER SECURITY ECONOMIC IMPACT ASSESSMENT

Reason for Report

1. To introduce research undertaken by M.E Research as part of the Regional Water Security programme. Dr Garry McDonald will make a presentation to Council in support of this work.

Executive Summary

2. Climate change will impact our freshwater systems in many ways and a transition to more extreme drought-flooding hydrological patterns could have profound consequences for freshwater ecosystems, and severe social and economic impacts. The effects of higher temperatures, declining precipitation and more frequent extremes will have implications not only for land and water management, but also community resilience and well-being
3. The wellbeing of many smaller communities on the TANK and Tukituki catchments are inextricably interconnected with the fortunes of the primary sector. The analysis shows that under climate change, with reduced water security (particularly post-2050) there is likely to be significant impacts not only on the environment and natural habitat that underpins the region's wealth, but also on the socio-economic wellbeing of the region's people. This assessment indicates that the socio-economic implications of climate change on water security is not just a localised issue for the Hawke's Bay region, but also a significant issues for the rest of New Zealand.
4. This report (attached) focusses on the projected impacts of reduced water security on the primary sector and associated sectors. Subsequent analysis will be undertaken to assess the increased demand pressures on freshwater from the environment and from municipal and industrial growth. As these domains mostly have higher priority access to freshwater then in the absence of interventions (including but not limited to water storage) they are likely to exacerbate the negative economic impacts identified in this report.

Strategic Fit

5. This work fits within the LTP funded Regional Water Security programme, as co-funded by the Provincial Growth Fund,
6. Conversations and debates around increasing the supply of freshwater using storage have historically focused on the extent to which additional socio-economic benefits or gains from a storage scheme will outweigh both the real and perceived negative effects of same. This analysis has been produced to provide policymakers and decision makers additional context by attempting to make a qualitative assessment of the impacts of a status-quo or "do nothing" adaptation response to climate change, and more particularly the impacts of climate change on projected water supply and demand. As noted earlier this analysis is limited to primary sector impacts and will be subsequently broadened to more complex scenarios that model the competing interests in an increasingly more scare freshwater resource.

Decision Making Process

7. 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 "Hawke's Bay Region Water Security Economic Impact Assessment" staff report and presentation.

Authored & Approved by:

Tom Skerman
GROUP MANAGER
STRATEGIC PLANNING

Attachment/s

 **1** HB Region Water Security Economic Impact Assessment Under Separate Cover

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

SUBJECT: COUNCILLORS' REPORTS FROM JUNE 2020 MEETINGS OF OUTSIDE BODIES

Item 20

Reason for Report

1. This item provides the means and opportunity for councillors appointed to Outside Bodies to bring significant issues of interest from recent meetings to the attention of Council.

Background

2. Each Triennium, Council appoints councillor representatives on the following Outside Bodies. Appointees for this Triennium are noted beside each body.
 - 2.1. Local Government New Zealand (LGNZ) Zone 3 (Hinewai Ormsby and Martin Williams)
 - 2.2. HB TB Free Committee (Will Foley)
 - 2.3. Future Farming Trust (Will Foley)
 - 2.4. Tukituki Leaders Forum (Will Foley and Jerf van Beek)
 - 2.5. HB Drought Committee (Will Foley and Jerf van Beek, Rex Graham ex officio)
 - 2.6. HPUDS Implementation Working Group (Jerf van Beek and Martin Williams)
 - 2.7. HB Cycling Governance Group (Jerf van Beek)
 - 2.8. Te Komiti Muriwai o Te Whanga (Neil Kirton)
 - 2.9. HB Tourism Board of Directors (Craig Foss)
 - 2.10. HBRIC Ltd (Rick Barker, Craig Foss, Neil Kirton).

Decision Making Process

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

Recommendation

That the Regional Planning Committee receives and notes the "*Councillors' Reports from June 2020 Meetings of Outside Bodies*".

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

James Palmer
CHIEF EXECUTIVE

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: DISCUSSION OF MINOR MATTERS NOT ON THE AGENDA

Reason for Report

1. This document has been prepared to assist Councillors note the Minor Items Not on the Agenda to be discussed as determined earlier in Agenda Item 6.

Topic	Raised by

Item 21

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

Subject: PUBLIC EXCLUDED RECOMMENDATIONS FROM THE CORPORATE AND STRATEGIC COMMITTEE

That Hawke's Bay Regional Council excludes the public from this section of the meeting, being Agenda Item 22 Public Excluded Recommendations from the Corporate and Strategic Committee with the general subject of the item to be considered while the public is excluded; the reasons for passing the resolution and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution being:

GENERAL SUBJECT OF THE ITEM TO BE CONSIDERED

Public Excluded Recommendations from the Corporate and Strategic Committee

REASON FOR PASSING THIS RESOLUTION

7(2)(f)(ii) The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.

s7(2)(b)(i) That the public conduct of this agenda item would be likely to result in the disclosure of information where the withholding of the information is necessary to ensure a trade secret is not disclosed.

s7(2)(b)(ii) That the public conduct of this agenda item would be likely to result in the disclosure of information where the withholding of that information is necessary to protect information which otherwise would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

s7(2)(i) That the public conduct of this agenda item would be likely to result in the disclosure of information where the withholding of the information is necessary to enable the local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

GROUND UNDER SECTION 48(1) FOR THE PASSING OF THE RESOLUTION

The Council is specified, in the First Schedule to this Act, as a body to which the Act applies.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

James Palmer
CHIEF EXECUTIVE

Item 22

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 24 June 2020

SUBJECT: CONFIRMATION OF THE PUBLIC EXCLUDED MINUTES OF THE REGIONAL COUNCIL MEETING HELD ON 27 MAY 2020

That the Council excludes the public from this section of the meeting being Confirmation of Public Excluded Minutes Agenda Item 23 with the general subject of the item to be considered while the public is excluded; the reasons for passing the resolution and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution being:

GENERAL SUBJECT OF THE ITEM TO BE CONSIDERED

Section 36 Charges Review

REASON FOR PASSING THIS RESOLUTION

s7(2)(b)(ii) That the public conduct of this agenda item would be likely to result in the disclosure of information where the withholding of that information is necessary to protect information which otherwise would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

GROUND UNDER SECTION 48(1) FOR THE PASSING OF THE RESOLUTION

The Council is specified, in the First Schedule to this Act, as a body to which the Act applies.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

James Palmer
CHIEF EXECUTIVE

Item 23