



## Meeting of the Hawke's Bay Regional Council

**Date:** Wednesday 28 November 2018  
**Time:** 1.00pm  
**Venue:** Council Chamber  
Hawke's Bay Regional Council  
159 Dalton Street  
NAPIER

### Agenda

ITEM	SUBJECT	PAGE
1.	Welcome/Apologies/Notices	
2.	Conflict of Interest Declarations	
3.	Confirmation of Minutes of the Regional Council Meeting held on 24 October 2018	
4.	Follow-up Items from Previous Regional Council Meetings	3
5.	Call for Items of Business Not on the Agenda	15
<b>Decision Items</b>		
6.	Hawke's Bay Regional Pest Management Plan 2018-2038	17
7.	Report and Recommendations from the Regional Planning Committee	25
8.	Recommendations from the Finance, Audit and Risk Sub-committee	27
9.	Napier Port Director Appointments	29
10.	Affixing of Common Seal	31
<b>Information or Performance Monitoring</b>		
11.	Report from the 14 November 2018 Environment and Services Committee Meeting	33
12.	Significant HBRC Activities through December 2018 and January 2019	35
13.	Clifton to Tangoio Coastal Hazards Strategy 2120 Update	45
14.	Discussion of Items Not on the Agenda	49
<b>Decision Items (Public Excluded)</b>		
15.	Confirmation of Public Excluded Meeting held on 24 October 2018	51
16.	<b>Late item to come</b> Kahutia – Ngati Kahungunu Iwi Incorporated Carbon Credit Proposal	



## HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

### 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.
2. Also attached is a list of LGOIMA requests that have been received since the last Council meeting.

#### Decision Making Process

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

#### Recommendation

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

#### Authored by:

Leeanne Hooper  
PRINCIPAL ADVISOR GOVERNANCE

#### Approved by:

James Palmer  
CHIEF EXECUTIVE

#### Attachment/s

[1](#) Follow-ups for 28 November Council meeting



## Follow-ups from previous Regional Council Meetings

## Meeting held 24 October

	Agenda Item	Action	Responsible	Status Comment
1	Follow-ups from previous Council meetings	Minutes of Tukituki Water Taskforce meetings to be circulated to councillors	I Maxwell	The September meetings minutes were emailed to councillors on the 24 <sup>th</sup> October as requested. The October meetings minutes were emailed 22 November and the latest November meetings will be emailed once completed.
2	Report & recommendations from the Corporate & Strategic Committee	Kahutia - Ngati Kahungunu Iwi Incorporated Carbon Credit Proposal recommendation deferred to 28 November Council meeting pending receipt of legal advice	J Palmer	Item on 28 November 2018 Regional Council agenda.
3	Significant HBRC Activities through November 2018	For 19 November HPUDS Implementation Working Group meeting – request staff provide list of recent developments to compare against rules to test for compliance + map of where development has occurred on productive land	T Skerman	HPUDS Technical Advisory Group (TAG) staff intend presenting information on recent developments (i.e. spanning the last two years) at the HPUDS IWG meeting on 19 November.
4	Significant HBRC Activities through November 2018	How many applications for resource consent and/or harvest notices have been received since the National Policy Statement for Plantation Forestry came into force	L Lambert	We have 74 on our books although some companies, such as Pan Pac, have included a spreadsheet of harvests in a single notice. So the actual total is closer to 130.

## Meeting held 26 September

	Agenda Item	Action	Responsible	Status Comment
5	Follow-ups from previous Council meetings	Workshop on councillor remuneration and allocation of the extra duties pool	J Lawrence	Workshop held 14 November – following Environment & Services Committee meeting
6	Items not on the Agenda	more concrete in the Karamu and confirmation sought about whether original material dumped in April has been removed	W Wright /C Dolley	Updates provided by James Palmer on 24 October 2018.

## LGOIMA Requests Received between 17 October and 22 November 2018

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By
16/11/2018	OIR-18-062	Completed	water discharge consents for Napier Port	electronic copies of any water discharge consents held in relation to activities at Napier Port	Theda Hall, Golden Bay Cement
				19/11/18 Response sent with list of consents (6) and direction to access these via the web site	
13/11/2018	OIR-18-061	Completed	Our Port consultation	<p>1. When did HBRC sell leasehold incomes to ACC? What was income from the portfolio prior to sale? What was the projected income from the portfolio over time?</p> <p>2. What does HBRIC cost to run? each year since establishment.</p> <p>3. Where did Napier Port debt come from, from 2001 to date. What was the Port dividend paid to HBRC each year for the same period?</p>	Clayton Fippard
				<p>21/11/18 response letter couriered</p> <p>1. When did HBRC sell the leasehold incomes to ACC?  <i>In 2013, HBRC sold the income stream for 50 years to ACC for \$38million with ACC entitled to the income stream from 1 July 2013.</i></p> <p>What was income from the portfolio prior to sale?  <i>The income from the portfolio prior to sale was \$1,745,000 per year</i></p> <p>What was the projected income from the portfolio over time?  <i>We do not have these figures to hand at present, however these could be provided if given more time. Please note that the leases have different expiry dates throughout the year or over the term of the lease, running on a 21 year lease cycle. There were 628 lessees when ACC acquired the income stream. To 30 June 2018 an additional 270 of those have been freeholded, leaving 358 lessees in the Portfolio. Freeholding reduces the income collected.</i></p> <p>2. What does HBRIC cost to run? each year since establishment.  <i>Full financial statements are available at <a href="https://www.hbrc.govt.nz/hawkes-bay/business/hbrc/">https://www.hbrc.govt.nz/hawkes-bay/business/hbrc/</a></i></p> <p>3. Where did Napier Port debt come from, from 2001 to date. What was the Port dividend paid to HBRC each year for the same period?  <i>Port debt rationale as provided by Napier Port is attached.  Port dividends paid are available at <a href="https://www.napierport.co.nz/corporate/annual-reports/">https://www.napierport.co.nz/corporate/annual-reports/</a></i></p>	

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By
14/11/2018	OIR-18-060	Completed	bullying and harassment complaints	<p>1. Number of bullying complaints and sexual harassment complaints the council has received relating to council staff in the last 10 years, by year including:</p> <p>a. outcome of complaint</p> <p>b. position held by complainant and accused</p> <p>c. gender of complainant and accused</p> <p>2. What procedures are in place to deal with bullying and sexual harassment complaints?</p>	Katie Scotcher, RNZ Journalist
	OIR-18-060			<p>Response emailed 19/11/18</p> <p>HBRC has had no official harassment claims of any sort in the last 10 years. One case of alleged bullying was raised through feedback to Council's last staff survey and was addressed directly with the individual who raised it. Further information could identify the person involved so is withheld in accordance with LGOIMA s.7(2)(a).</p> <p>I also advise that if you are unsatisfied with this response you have the right, by way of complaint under section 27(3) to an Ombudsman, to seek an investigation and review of Council's response.</p>	

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By
14/11/2018	OIR-18-059	Completed	walnut trees cut down and Karamu planting	<p>1. The name of the HBRC representative that gave permission to Bostock NZ to cut down the walnut trees on public land in July this year.</p> <p>2, What process was followed to grant Bostock naming rights on the planting work on the karamu and was HBRC involved in that conversation?</p>	Fenton Wilson
	OIR-18-059			<p>Response emailed 20/11/18</p> <p>Hi Fenton, the response to your question is as follows:</p> <ol style="list-style-type: none"> <li>1. Regional Council staff do not believe they gave permission for the walnut trees to be cut down, nor that any permission was sought although some discussion about the trees was had on site. Bostock NZ staff consider they had sought and gained verbal permission to fell these trees. As there are two versions of what has occurred during a conversation between staff of both organisations in the field, and no supporting written documentation, we have had to agree to disagree with Bostock NZ on the facts.</li> <li>2. HBRC does not have a naming rights policy <i>per se</i>. However, the Marketing and Communications Manager did advise the Bostock's PR representative what was acceptable for them to do with regards to signage and let them know that we were not comfortable with them putting our logo on the sign they wanted to erect and so they did not. The reason we were uncomfortable is that their own work represented only a portion of the much wider focus we have on Karamu Stream, and the many diverse communities, tangata whenua, schools etc who have contributed to this work. The end result has been two signs, the standard Karamu HBRC sign on the left hand side of the road and the Bostock's sign on the right hand. Bostock NZ sign is not on HBRC land and our permission to erect it was therefore not required.</li> </ol> <p>Hope this clarifies, James</p>	



Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By																						
14/11/2018	OIR-18-058	Completed	Baybuzz advertising	costs of advertising in Bay Buzz and how many times did HBRC used this medium	Fenton Wilson																						
	OIR-18-058			<p>Response emailed 15/11/18</p> <p>We have placed adverts in BayBuzz this year relating to the TANK project, the Long Term Plan and the Our Port consultation.</p> <p>The charge per half page advert is \$800 + GST, so the total cost of advertising in BayBuzz is \$3,200 + GST.</p> <p>I note the additional insert of the 2-page Our Port 'reminder to submit' flyer in the Nov/ Dec issue, at a further cost of \$883.45, paid direct to Format Print.</p> <p>Since July 2017, we have advertised as follows.</p> <table><tr><th>BayBuzz Issue</th><th>Advert (half pages)</th></tr><tr><td>July/Aug 2017</td><td>nil</td></tr><tr><td>Sept/Oct 2017</td><td>nil</td></tr><tr><td>Nov/ Dec 2017</td><td>nil</td></tr><tr><td>Jan/Feb 2018</td><td>nil</td></tr><tr><td>Mar/ Apr 2018</td><td>This is TANK</td></tr><tr><td>May/Jun 2018</td><td>2018-28 Long Term Plan – thanks for having your say</td></tr><tr><td>July/Aug 2018</td><td>2018-28 Long Term Plan – what happens now</td></tr><tr><td>Sept/ Oct 2018</td><td>nil</td></tr><tr><td>Nov/ Dec 2018</td><td>Our Port</td></tr><tr><td></td><td></td></tr></table>	BayBuzz Issue	Advert (half pages)	July/Aug 2017	nil	Sept/Oct 2017	nil	Nov/ Dec 2017	nil	Jan/Feb 2018	nil	Mar/ Apr 2018	This is TANK	May/Jun 2018	2018-28 Long Term Plan – thanks for having your say	July/Aug 2018	2018-28 Long Term Plan – what happens now	Sept/ Oct 2018	nil	Nov/ Dec 2018	Our Port			
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Nov/ Dec 2018	Our Port																										

Attachment 1

Item 4

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By
14/11/2018	OIR-18-057	Completed	Our Port consultation document distribution costs	<p>all details including communication, (email), costings, including distribution of all materials, booking forms, correspondence re:</p> <ol style="list-style-type: none"> <li>1. Proof that 95% urban &amp; 90% rural residents received the CD including when &amp; how this was formed &amp; checked.</li> <li>2. Breakdown to suburbs of distribution including when CD was delivered &amp; when council was made aware of delivery</li> <li>3. council's public consultation plan including breakdown of costings, printing, distribution areas, approval processes</li> <li>4. Costings for further distribution, printing of all other communications materials and timeline for these</li> </ol>	Anna Lorck
				<p>Response emailed 21/11/18 Good afternoon Anna</p> <p>As promised in my email yesterday, please find attached the information you requested as follows.</p> <p>File1 <b><i>Our Port Comms Plan incl costings</i></b> contains the communications plan for the Our Port consultation and estimated costings  File2 <b><i>communications re distribution of Our Port consultation document</i></b> contains all of the correspondence relating to the distribution of the Our Port consultation document  File3 <b><i>distribution maps referenced in email correspondence</i></b> contains the maps referenced in email correspondence relating to the distribution of the Our Port consultation document  File4 <b><i>communications re 2page Our Port submission reminder incl costs</i></b> contains the email correspondence relating to the printing and distribution of the 2 page Our Port flyer which had a submission form on one side  File5 <b><i>communications incl costs re Reminder to Submit on Our Port postcard</i></b> contains the email correspondence and invoices relating to the printing and distribution of the Our Port postcard, including timelines</p> <p>I trust this satisfies your LGOIMA request.</p> <p>Kind regards, Jo</p>	

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By
1/11/2018	OIR-18-056	Active	Ngaruroro and Clive rivers Water quality and quantity data	<ol style="list-style-type: none"> <li>1. Hydrological data for Ngaruroro incl all major tributaries downstream of Whanawhana and for Clive River and its tributaries.</li> <li>2. Water discharge consent info for Ngaruroro downstream of Whanawhana</li> <li>3. All technical reports re methods used for setting water quality objectives &amp; limits/targets for TANK</li> <li>4. All tech reports detailing the state &amp; trend for water quality in the Ngaruroro &amp; Clive catchments</li> <li>5. reports on native fish for Ngaruroro &amp; Clive catchments (not on TANK website) &amp; any fish survey records not currently accessible in NZ Freshwater Fish Database</li> <li>6. technical reports on the effects of land use on water quality or contaminant transport from land to water in Ngaruroro &amp; Clive catchments incl sediment, nutrients &amp; faecal contaminants.</li> </ol>	Sarah Eveleigh, Anderson Lloyd (legal firm)
30/10/2018	OIR-18-055	Completed	Our Port consultation document distribution	details of the distribution of the consultation document including, costs, confirmation of deliveries and timetable for distribution	Anna Lorck

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By								
	OIR-18-055			<p>14/11/18 Response emailed: Good morning Anna Further to your LGOIMA request dated 30 October 2018, please find below the information you asked for in relation to the distribution of the Port consultation document.</p> <table><tr><th>Costs</th><th>Confirmation of deliveries</th><th>Timetable for distribution</th><th>Areas</th></tr><tr><td>\$5,450.00 plus GST</td><td><p>Confirmation was provided by the contractor that delivery of the Port brochure was completed on 30 October 2018.*</p><p>*At that time all but one delivery person had confirmed completion on 30 October. This person had an area of 450 to deliver.</p></td><td><p>One week from delivery of documents to distributor for complete delivery throughout Hawke's Bay Regional Council area covering both rural and urban residents.</p></td><td><p>Hawke's Bay Regional Council area covering rural and urban residents:</p><ul style="list-style-type: none"><li>- Wairoa</li><li>- Napier</li><li>- Hastings</li><li>- Waipawa</li><li>- Waipukurau</li></ul></td></tr></table> <p>Kind regards, Jo</p>	Costs	Confirmation of deliveries	Timetable for distribution	Areas	\$5,450.00 plus GST	<p>Confirmation was provided by the contractor that delivery of the Port brochure was completed on 30 October 2018.*</p> <p>*At that time all but one delivery person had confirmed completion on 30 October. This person had an area of 450 to deliver.</p>	<p>One week from delivery of documents to distributor for complete delivery throughout Hawke's Bay Regional Council area covering both rural and urban residents.</p>	<p>Hawke's Bay Regional Council area covering rural and urban residents:</p> <ul style="list-style-type: none"><li>- Wairoa</li><li>- Napier</li><li>- Hastings</li><li>- Waipawa</li><li>- Waipukurau</li></ul>	
Costs	Confirmation of deliveries	Timetable for distribution	Areas										
\$5,450.00 plus GST	<p>Confirmation was provided by the contractor that delivery of the Port brochure was completed on 30 October 2018.*</p> <p>*At that time all but one delivery person had confirmed completion on 30 October. This person had an area of 450 to deliver.</p>	<p>One week from delivery of documents to distributor for complete delivery throughout Hawke's Bay Regional Council area covering both rural and urban residents.</p>	<p>Hawke's Bay Regional Council area covering rural and urban residents:</p> <ul style="list-style-type: none"><li>- Wairoa</li><li>- Napier</li><li>- Hastings</li><li>- Waipawa</li><li>- Waipukurau</li></ul>										
25/10/2018	OIR-18-054	Completed	Provincial Growth Fund Applications	<p>copies of:</p> <ol style="list-style-type: none"><li>1. funding applications, business cases &amp; funding agreements for each of the projects announced as recipients of funding under the Provincial Growth Fund.</li><li>2. all advice the Provincial Development Unit has provided to the Independent Advisory Panel on Provincial Growth Fund recipients.</li><li>3. all advice the Provincial Development Unit has provided to the Minister for Regional Economic Development on Provincial Growth Fund recipients</li></ol> <p>Email response 30/11/10 incl 1 application</p>	Ash Patel, MBIE Ministerial Advisor								

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By
19/10/2018	OIR-18-053	Refused	PONL Annual Reports	Napier Port annual reports for 2000-2009	Fred Robinson
	OIR-18-053			<p>23/10/18 emailed response:            Good morning Fred,            This email is acknowledgement that Hawke's Bay Regional Council (HBRC) has received your LGOIMA request dated 19 October 2018. As HBRC does not hold the information you have requested, your request is refused in accordance with LGOIMA section 17(g) <i>that the information requested is not held by the local authority</i>. In this regard, I also advise that you have the right, y way of complaint under section 27(3) to an Ombudsman, to seek an investigation and review of this refusal.</p> <p>I understand from our telephone conversation this morning, that you have enquired at Napier Port and that they may be able to retrieve the annual reports you've requested from archives so hopefully that request comes to fruition.</p> <p>Regards, <b>Leeanne Hooper</b></p> <p>29/10/18 emailed response:            Good morning Fred,            Thank you for your letter of 27 October 2018 to Leeanne Hooper, Principal Advisor Governance. As previously advised to you, Hawke's Bay Regional Council does not hold the information that you have requested, that being the Napier Port annual reports from 2009 each year back to 2000. I can advise that Archives Central does hold some of Council's archived information in relation to the Port, and include a link to their website to assist with your research on the subject.  <a href="http://archivescentral.org.nz/en/site">http://archivescentral.org.nz/en/site</a>            Leeanne Hooper has provided you with information in her email dated 23 October 2018 that if you disagree with Council's decision to refuse your request you have the right by way of complaint, under section 27(3) to an Ombudsman, to seek an investigation and review of this refusal. Advice on how to do this is contained in the email link below.  <a href="http://www.ombudsman.parliament.nz/make-a-complaint">http://www.ombudsman.parliament.nz/make-a-complaint</a>            regards, <b>Joanne Lawrence</b></p>	

Attachment 1

Request Date	Request ID	Request Status	Request Subject	Request Summary	Requested By
18/10/2018	OIR-18-052	Completed	HB Chamber of Commerce Sub-contract	a copy of the sub-contract between HBRC and HB Chamber of Commerce, for the Chamber to provide 0.6 FTE of Business Advisor role for the NZTE, Regional Business Partner programme delivery	Jacqui Thomas
	OIR-18-052			10/23/18 contract emailed	

Item 4

# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

## Subject: CALL FOR ITEMS OF BUSINESS NOT ON THE AGENDA

Item 5

### Reason for Report

1. Standing order 9.12 states:

*"A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:*

*(a) the reason the item is not on the agenda; and*

*(b) the reason why the discussion of the item cannot be delayed until a subsequent meeting.*

*Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.*

*Please note that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision making."*

2. In addition, standing order 9.13 allows "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

1. That Council accepts the following " Minor Items of Business Not on the Agenda" for discussion only, as Item 14.

Item	Topic	Councillor / Staff
1.		
2.		
3.		

**Leeanne Hooper**  
**PRINCIPAL ADVISOR GOVERNANCE**

**James Palmer**  
**CHIEF EXECUTIVE**





# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

**Subject: HAWKE'S BAY REGIONAL PEST MANAGEMENT PLAN 2018-2038**

**Item 6**

## Reason for Report

1. This item presents the recommendations of the Hearing Panel (the Panel) on the provisions of and submissions on the Hawke's Bay Regional Pest Management Plan (HB RPMP) and seeks Council's adoption of same for public notification of the decisions on 30 November 2018.

## Key points

2. Development of a Regional Pest Management Plan (RPMP) is a statutory requirement for Hawke's Bay Regional Council under the Biosecurity Act 1993 (the Act). It is also a key component of Hawke's Bay Regional Council's Biosecurity Programme which provides a regional framework for managing existing and future pests.
3. Hawke's Bay Regional Council's Biosecurity Programme is important to the region, given the threats posed by pests to our rural community and natural environment.
4. Hawke's Bay Regional Council is reviewing its Regional Pest Management Strategy 2013 to fulfil its requirements under the Act, including compliance with the National Policy Direction 2015 (NPD).
5. Council appointed a Hearing Panel, consisting of Mr John Simmons (Chair), Mr Apiata Tapine, Cr Paul Bailey and Cr Tom Belford to hear submissions on the Proposed Hawke's Bay Regional Pest Management Plan (the Proposal) and make recommendations to the Council.
6. The Report and Recommendations of the Panel have been received by Council and are now available to be considered by Council for adoption as the Council's decision on the Plan. If Council chooses not to adopt the Panel's recommendations on submissions either in full or in part for any submission (other than for minor corrections), then the Council must arrange to re-hear those matters in accordance with the Act.

## Background

7. The process for "making" a regional pest management plan is prescribed under sections 70 to 75 of The Act. While the process contains some similarities with the regional plan making process under the Resource Management Act 1991, there are some significant differences. The process involves six key steps, which are summarised in Table 1 below.

**Table 1 Steps to "make" a regional pest management plan under the Biosecurity Act**

S70, First step	Plan is initiated by a proposal (s70 prescribes the matters that must be set out in the Proposal)	Completed by Hearing Panel by way of Minute 1
S71, Second step	Satisfaction on requirements	Completed by Hearing Panel by way of Minute 1
S72, Third step	Council is satisfied with consultation, or requires further consultation to be undertaken (for example through public notification of the Proposal)	Council meeting (24 April 2018)
Public notification of the proposal, receipt of submissions Hearing of submissions		2 February - 16 March 2018 July 2018
S73, Fourth step	Approval of preparation of a plan and decision on the management agency	Completed by Hearing Panel by way of Minute 3

S74, Fifth step	Satisfaction on contents of the plan and requirements (included in hearing panel report to Council as per sixth step)	Completed by Hearing Panel by way of 'Report and Recommendations of the Hearing Panel'
<b>S75, Sixth step</b>	<b>Hearing Panel recommendations to Council on submissions and the Plan. Council makes decision on Plan.</b>	<b>November 2018</b>

8. The Proposed Regional Pest Management Plan was notified for public submissions on 2 February 2018.
9. This Proposal was developed after discussion and consultation with local communities, tangata whenua, central government agencies and industry, to ensure that the Plan's objectives will be achievable and reflect the pest management aspirations of stakeholders and communities. A discussion document was released June 2017 on the future of pest management in Hawke's Bay. Along with the usual communication channels, 4,500 letters were sent to stakeholders and an email was sent to organisations including the Department of Conservation, local authorities, Federated Farmers, OSPRI, TBFree Committee, Horticultural sector, Forestry sector, Ministry for Primary Industries, Fish & Game, Forest & Bird, Hawke's Bay Marine group, QEII and Hawke's Bay Regional Council contractors. The purpose of the discussion document was to seek the community's views on the best approaches in a new regional pest management plan. A total of 98 submissions were received. This feedback helped shape the Proposed Regional Pest Management Plan.
10. Three appointed members of the Regional Planning Committee were members of the Biosecurity Working Party. The Biosecurity team presented both the discussion document and the Proposed Plan to the Māori Committee, and updated them on key items of interest and the process of engagement. Three emails were sent specifically to the Regional Policy Committee, Māori Committee and Post Settlement Government Entities, one advertising the release of the discussion document for public consultation, one offering to meet with interested parties in person to discuss the Regional Pest Management Plan review and a final email advertising the release of the Proposed Plan for public consultation. A hui was held at Peak House, Te Mata Peak on 5 March on the Regional Pest Management Plan.
11. A total of 54 submissions were received on the Proposed Regional Pest Management Plan. Public hearings were held on 5th, 6th and 9th July 2018, and 3 August 2018 at the Hawke's Bay Regional Council Chambers in Napier.
12. Following the hearing of submissions on the Proposal, and in accordance with the delegations made to the Panel by Council, the Panel undertook Steps 3 to 5 of the plan making process. The Panel:
  - 12.1. confirmed satisfaction with consultation in accordance with sections 72 and 73(1)
  - 12.2. approved the preparation of a plan in accordance with section 73(1)
  - 12.3. decided that Hawke's Bay Regional Council would be the management agency for the Plan in accordance with section 73(2), and
  - 12.4. confirmed satisfaction with the contents of the Draft Plan under sections 73 and 74.
13. During that time the Proposal was developed into a draft plan following further staff recommendations and directions from the Panel.
14. The Panel directed further amendments to the draft plan on 15 October 2018.
15. The Panel has now satisfied part of Step 6 of the process by providing its Report and Recommendations on the Plan to Council. ***The final part of Step 6 is for the Council to adopt the Report and Recommendations as its decision on the Plan and publicly notify its decision.***

## Hearing Panel Recommendations

16. The Panel has prepared a report under section 75(1) of The Act, setting out its reasons for accepting or rejecting submissions received on the Proposal and its recommendations to the Council.
17. The Report and Recommendations and the table setting out the Panel's reasons for accepting or rejecting individual submissions are attached. Staff have summarised some of the key recommendations below.
  - 17.1. Inclusion of a Feral Goat Coordinated Management Area (CMA) programme based on the same principles as the successful Possum Control Area (PCA) programme.
  - 17.2. Inclusion of an old man's beard programme along the Kaweka and Ruahine Ranges to support the Department of Conservation's programme in preventing it establishing within the ranges.
  - 17.3. Inclusion of a Wilding Conifer programme containing the following key elements:
    - 17.3.1 Wilding conifers declared a pest when they meet the definition of 'wilding conifer' included in the Plan;
    - 17.3.2 Scots pine, mountain pine and dwarf mountain pine are declared pests within the progressive containment area mapped in the Plan;
    - 17.3.3 Contorta is declared a pest region-wide;
    - 17.3.4 A Wilding Conifer programme that secures the investment in wilding conifer management long-term;
    - 17.3.5 A 200m Good Neighbour Rule
  - 17.4. Increase of the possum residual trap catch (RTC) requirement for the Good Neighbour rule from 4% to 5%. The Good Neighbour Rule requires land adjacent to properties within a Possum Control Area to maintain possum densities at or below a specific RTC requirement within a marginal strip no less than 500 metres. This includes Department of Conservation and forestry land.

## Financial and Resource Implications

18. Funding for the Draft Regional Pest Management Plan has not been secured. Funding for the Proposed Regional Pest Management Plan was secured through the 2018-28 Long-Term Plan. However, the following funding is required to deliver the additional programmes included in the Draft Plan as a result of submissions and the hearing process:
  - 18.1. Wilding conifer programme (\$30,000)
  - 18.2. Old man's beard Kaweka and Ruahine Ranges buffer programme (\$32,500)
  - 18.3. Yellow bristle grass (\$10,000)
19. The total quantum is \$72,500 which will be sought through the 2019/2020 Annual Plan process through the Local Government (rating) Act 2002.

## Risk assessment and legal compliance

20. External legal advice has been provided throughout the review of the RPMP in particular to ensure that the Proposal and processes followed comply with the Act (including the NPD), the Local Government Act 2002 and the Local Government (Rating) Act 2002.
21. Section 76 of the Act sets out the process for Applications to the Environment Court.
22. This provides that upon notification of the decisions, persons who made a submission on the Proposal may make an application (similar to an appeal) to the Environment Court on the following matters:
  - 22.1 Any aspect of the plan
  - 22.2 Whether the plan is inconsistent with the national policy direction

- 22.3 Whether the process requirements for a plan in the national policy direction, if there were any, were complied with.<sup>1</sup>
- 23. Applications must be made within 15 working days after the date of the public notice.
- 24. The period for applications will be open from 3 December 2018 to 17 January 2019.

### **Significance and engagement**

- 25. The RPMP is a significant plan for the Council, as it establishes a region wide framework for pest management. It provides a stronger regulatory approach than previous plans for the management of emerging pest threats and threats posed to biodiversity values.

### **Consistency with council policy**

- 26. This report does not propose a departure from Council policy.

### **Communication**

- 27. A Communication plan has been prepared to support public notification of the decisions. Key elements of the communication plan include the following:
  - 27.1 A public notice advising of the notification of the decisions, to be inserted into Hawke's Bay Today, Wairoa Star and CHB mail (attached) on 30 November 2018.
  - 27.2 Hard copies of the Decision Report and RPMP will be available at HBRC offices upon request. Hawkes Bay Regional Council's website page on pest management will be updated with:
    - 27.2.1 the Panel's Report and Recommendations adopted as the Council's decision
    - 27.2.2 the Hawke's Bay Regional Pest Management Plan.
  - 27.3 Submitters will be emailed to advise them of the Council's decision on the plan and provide details of how to view or obtain a copy of the Report.

### **Decision Making Process**

- 28. Council is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
  - 28.1. The decision does not significantly alter the service provision or affect a strategic asset.
  - 28.2. A special consultative procedure on the Regional Pest Management Plan is being undertaken.
  - 28.3. The decision does not fall within the definition of Council's policy on significance.
  - 28.4. The persons affected by this decision are all persons with an interest in the management of pests for the protection of primary production or biodiversity values, or any person with a pest listed in the Proposed RPMP on their property. There have been opportunities (in accordance with the Biosecurity Act 1993) for any person to engage or make a submission the Proposed Regional Pest Management Plan.
  - 28.5. The decision is not inconsistent with an existing policy or plan.
  - 28.6. 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. Submitters affected by the adoption of the Panel's recommendations will have a right of appeal to the Environment Court.

<sup>1</sup> Section 76(3) of the Biosecurity Act 1993

## Recommendations

That Hawke's Bay Regional Council:

1. Receives the Report and Recommendations of the Hearing Panel.
2. Adopts the Report and Recommendations of the Hearing Panel as the Council's written report and decision on the Hawke's Bay Regional Pest Management Plan under section 75 of the Biosecurity Act 1993.
3. Resolves to publicly notify Council's decision on the Hawke's Bay Regional Pest Management Plan under section 75(4) of the Biosecurity Act 1993 on 30 November 2018.

### Authored by:






**Mark Mitchell**  
**TEAM LEADER/PRINCIPAL ADVISOR,**  
**BIOSECURITY/BIODIVERSITY**

**Campbell Leckie**  
**MANAGER CATCHMENT SERVICES**

### Approved by:

**Iain Maxwell**  
**GROUP MANAGER INTEGRATED**  
**CATCHMENT MANAGEMENT**

## Attachment/s

- |  |  |                      |
|--|--|----------------------|
|  <b>1</b> | RPMP Hearing Panel Report and Recommendations  | Under Separate Cover |
|  <b>2</b> | RPMP Hearing Panel Report Appendix 1 - Recommendations on Submissions                            | Under Separate Cover |
|  <b>3</b> | RPMP Hearing Panel Report Appendix 2 - Draft Hawke's Bay Regional Pest Management Plan 2018-2038 | Under Separate Cover |
|  <b>4</b> | RMPM Hearing Panel Report Appendix 3 -Minutes of the Hearing Panel                               | Under Separate Cover |
|  <b>5</b> | RPMP Public notice   |                      |



## REGIONAL PEST MANAGEMENT PLAN

### Council Decision

Hawke's Bay Regional Council has completed the draft Hawke's Bay Regional Pest Management Plan (the Plan), in accordance with the Biosecurity Act 1993 s 77(1). The Plan is a key component for Hawke's Bay's wider biosecurity programme and provides the regulatory requirements for priority pests across the region.

The draft plan has been publicly consulted on and the Hearing Panel made recommendations to Council on 28 November 2018. Council has adopted the Report and Recommendations of the Hearing Panel as the Council's written report and decision on the Hawke's Bay Regional Pest Management Plan under section 75 of the Act.

The Council's intention is for the Plan to commence on 21 January 2019. Previous submitters on the plan have been circulated with





## HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

### Subject: REPORT AND RECOMMENDATIONS FROM THE REGIONAL PLANNING COMMITTEE

Item 7

#### Reason for Report

1. The following matters were considered by the Regional Planning Committee meeting on 31 October 2018, and are now presented to Council for consideration and approval.

#### Agenda Items

2. **National Policy Statement for Freshwater Management Progressive Implementation Programme - Revised Third Edition** – presented an updated Implementation Programme for the National Policy Statement for Freshwater Management (the NPSFM).
3. **TANK (PC9) Plan Change and Decisions on Plan Change Matters** – provided information, options considered and recommendations in respect of:
  - 3.1. Issue 1: The management of nutrient loss and the management of risks of nutrient loss arising from land use changes that the TANK Group did not reach consensus on
  - 3.2. Issue 2: The recommendations in respect of the protection of registered drinking water sources from the Joint Drinking Water Working Group
  - 3.3. Issue 3: The completion of the policy and rules for managing stormwater discharges
  - 3.4. Issue 4: The draft s32 evaluation report and update of further work in progress.
4. **TANK (PC9) Consultation, Notification and Hearings Processes** – provided the Committee with a further outline of the RMA processes around publicly notifying a plan change, focussed on the necessary steps prior to notification, including targeted pre-consultation, of the proposed plan change and also key features of the submission and hearing phase.
5. **RPC Performance Review – Summary of Feedback from Appointers** – provided the Appointers' feedback received in response to the Regional Planning Committee performance review.
6. **Three Waters – Mātauranga Māori Presentation** – Riki Ellison presented the "Māori Word view".

#### Decision Making Process

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

#### Recommendations

That the Hawke's Bay Regional Council:

1. That Hawke's Bay Regional Council receives and adopts the Report and recommendations from the Regional Planning Committee including the Regional Planning Committee resolutions as follows.
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.

### **TANK (PC9) Plan Change and Decisions on Plan Change matters**

3. That the Regional Planning Committee adopts in principle, and subject to the Committee assessing and making a decision on the complete draft Plan Change and accompanying documents, the following provisions to be included into the draft TANK Plan Change (PC9) Version 8.
  - 3.1. Retain Policy 16(a) as provided in Draft Plan Change for TANK Catchments version 7.1.0 dated 8 August 2018.
  - 3.2. Include rules for managing contaminant loss effects from land use change as proposed to the 31 October 2018 RPC meeting, and to consequentially amend Schedule 4 in accordance and as proposed to the 31 October 2018 RPC meeting.
  - 3.3. Include provisions for managing drinking water as proposed to the 31 October 2018 RPC meeting.
  - 3.4. Include provisions for managing stormwater as proposed to the 31 October 2018 RPC meeting.

### **National Policy Statement for Freshwater Management Progressive Implementation Programme - Revised Third Edition**

4. Agrees that extending full implementation of the National Policy Statement for Freshwater Management's (NPSFM) policies out to 31 December 2030 in Hawke's Bay is appropriate because:
  - 4.1. meeting a 31 December 2025 timeframe would result in lower quality planning and
  - 4.2. it would be impracticable for the Council to complete implementation of all of the NPSFM policies by 31 December 2025.
5. Adopts the updated (3<sup>rd</sup> edition) 2018 Progressive Implementation Programme for the National Policy Statement for Freshwater Management as proposed.

### **Reports**

6. Notes that the following reports were provided to the Committee
  - 6.1. TANK (PC9) Consultation, Notification and Hearings Processes
  - 6.2. RPC Performance Review – Summary of Feedback from Appointers
  - 6.3. Three Waters - Matauranga Maori Presentation

### **Authored by:**

**Gavin Ide**  
**MANAGER POLICY AND PLANNING**

### **Approved by:**

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

### **Attachment/s**

There are no attachments for this report.

# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

## Subject: RECOMMENDATIONS FROM THE FINANCE, AUDIT AND RISK SUB-COMMITTEE

Item 8

### Reason for Report

1. The following matters were considered by the Environment and Services Committee meeting on 5 September 2018 and the recommendations agreed are now presented for Council's consideration.

### Local Government Funding Agency Accession

2. As part of its 2018-2028 Long Term Plan consultation, Council resolved to join Local Government Funding Agency (LGFA) as an unrated guaranteeing Local Authority.
3. Council must now make a formal resolution to join LGFA and execute the required legal documents in order to give effect to Council's accession to LGFA as an unrated guaranteeing Local Authority.

### Appointment of an Independent Member of the Finance, Audit & Risk Sub-Committee

4. The Council, at its meeting on 27 June 2018, resolved:
  - 4.1. Initiates the following process for the appointment of an Independent member of the Finance, Audit and Risk Sub-committee to replace David Benham; being:
    - 4.1.1. Chief Executive to seek expressions of interest from suitably qualified candidates
    - 4.1.2. Sub-committee to assess Expressions of Interest received and determine a shortlist of candidates for interview
    - 4.1.3. Sub-committee to undertake interviews of shortlisted candidates, after which the Sub-committee recommends the appointment of the preferred appointee to Council.
5. Following completion of the above process, the Finance, Audit and Risk Sub-committee is now recommending that Council agrees to the appointment of the successful candidate.

### Decision Making Process

6. The items for decision were specifically considered at the Committee level and recommendations to Council agreed.

### Recommendations

The Finance, Audit and Risk Sub-committee recommends 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 and persons likely to be affected by or to have an interest in the decision.

### Local Government Funding Agency Accession

2. Confirms Council's intention to join the Local Government Funding Agency as an unrated guaranteeing Local Authority.
3. Delegates authority to the Chief Executive to execute the following documents for the purposes of recommendation 2. above:
  - 3.1. Letter from Council to Computershare Investor Services Limited (to amend and restate Council's 21 October 2009 Registrar and Paying Agent Services

- Agreement)
- 3.2. Security Stock Certificate (in relation to the Multi-Issuer Deed)
  - 3.3. Security Stock Certificate (in relation to the Equity Commitment Deed)
  - 3.4. Security Stock Certificate (in relation to the Guarantee); and
  - 3.5. Stock Issuance Certificate (in relation to the documents noted at recommendation 3.2. – 3.4.).
4. Authorises Council's elected members (Chairperson and Deputy Chairperson) to execute the following deeds for the purposes of recommendation 2. above:
- 4.1. Deed of Amendment and Restatement of Debenture Trust Deed
  - 4.2. Accession Deed to Multi-Issuer Deed
  - 4.3. Accession Deed to Notes Subscription Agreement
  - 4.4. Accession Deed to Equity Commitment Deed, and
  - 4.5. Accession Deed to Guarantee and Indemnity.
5. Delegates authority to the Chief Executive to execute such other documents and take such other steps on behalf of Council as the Chief Executive considers it is necessary or desirable to execute or take to give effect to recommendation 2. above.

**Appointment of An Independent Member of the Finance, Audit & Risk Sub-Committee**

6. Confirms the appointment of Rebekah Dinwoodie to the Finance, Audit and Risk Sub-committee as an Independent Member.

**Authored by:**

**Leeanne Hooper**  
**PRINCIPAL ADVISOR GOVERNANCE**

**Jessica Ellerm**  
**GROUP MANAGER**  
**CORPORATE SERVICES**

**Approved by:**

**James Palmer**  
**CHIEF EXECUTIVE**

**Attachment/s**

There are no attachments for this report.

# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

Item 9

## Subject: NAPIER PORT DIRECTOR APPOINTMENTS

### Purpose of Report

1. This item seeks the extension of current Port Director appointment terms to allow for completion of a director recruitment process.

### Staff Recommendation

2. Under the Port Companies Act, the Port is required to maintain 6 directors. To provide for this, and to align with the capital review and Port director appointment timetable (due for Council approval in January 2019) the HBRIC Ltd Board recommends that Council approves the extension of current director appointments until the current director search process is completed.

### Considerations

3. Two Napier Port director positions are due for renewal at the upcoming Napier Port Annual General Meeting (date to be confirmed). Their term was set by Council resolution for three years ending at the AGM.
4. As previously advised to Council, a director search process is underway for up to three Napier Port directors, including the renewal positions. Decisions on director appointments and capital structure will not be resolved before the Port Annual General Meeting.

### Decision Making Process

5. Council is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
  - 5.1. The decision does not significantly alter the service provision or affect a strategic asset.
  - 5.2. The use of the special consultative procedure is not prescribed by legislation.
  - 5.3. The decision does not fall within the definition of Council's policy on significance.
  - 5.4. The persons affected by this decision are the current Napier Port Board of Directors
  - 5.5. The decision is not inconsistent with an existing policy or plan.
  - 5.6. 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. 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.
2. Approves the extension of current director appointments until the current director search process is completed, those being:
  - 2.1. Wendie Harvey and
  - 2.2. Chinthaka Abeywickrama.

**Authored by:**

**Blair O’Keeffe  
HBRIC LTD CHIEF EXECUTIVE**

**Approved by:**

**James Palmer  
CHIEF EXECUTIVE**

**Attachment/s**

There are no attachments for this report.

# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

## Subject: AFFIXING OF COMMON SEAL

Item 10

### 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	<b>Leasehold Land Sales</b>		
	1.1.1 Lot 3 DP 14960 CT G4/477 - Transfer	4275	26 October 2018
	1.1.2 Lot 1 DP DP17492 CT K1/1047 - Agreement for Sale and Purchase	4276	31 October 2018
	1.1.3 Lot Lot 202 DP 6598 CT C2/396 - Agreement for Sale and Purchase	4279	2 November 2018
1.2	1.2.1 J. Gardiner (Delegations under Resource Management Act 1991; Soil Conservation and Rivers Control Act 1941; Land Drainage Act 1908 and Civil Defence Act 1983 (s.60-64); Civil Defence Emergency Management Act 2002 (s.86-91) and Local Government Act 2002 (s.174))	4277	31 October 2018
	1.2.2 J. Genet C. Johnstone (Delegations under Soil Conservation and Rivers Control Act 1941; Land Drainage Act 1908; Civil Defence Act 1983 (s.60-64); Civil Defence Emergency Management Act 2002 (s.86-91) and Local Government Act 2002 (s.174))	4273 4274	23 October 2018 23 October 2018

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. When reporting each month, it may appear there are more Common Seals issued than properties sold. This month shows the Common Seal being used 3 times, but only one property sale. This is due to the timing issue noted above, as one Common Seal was for a Land Transfer from last month. The listed sales in the table reflect the true movement of leasehold properties.
4. As a result of sales, the current numbers of Leasehold properties owned by Council are:
  - 4.1. 3 cross lease properties were sold, with 75 remaining on Council's books
  - 4.2. 0 single leasehold properties were sold, with 110 remaining on Council's books.

### **Decision Making Process**

5. 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 the following:
  - 2.1 Sections 97 and 88 of the Act do not apply
  - 2.2 Council can exercise its discretion under Section 79(1)(a) and 82(3) of the Act and make a decision on this issue without conferring directly with the community or others due to the nature and significance of the issue to be considered and decided
  - 2.3 That the decision to apply the Common Seal reflects previous policy or other decisions of Council which (where applicable) will have been subject to the Act's required decision making process.

### **Recommendations**

That Council:

1. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy that Council can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 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.
2. Confirms the action to affix the Common Seal.

#### **Authored by:**

**Trudy Kilkolly**  
**FINANCIAL ACCOUNTANT**

**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 28 November 2018

### Subject: REPORT FROM THE 14 NOVEMBER 2018 ENVIRONMENT AND SERVICES COMMITTEE MEETING

Item 11

#### Reason for Report

1. The following matters were considered by the Environment and Services Committee meeting on 14 November 2018.

#### Agenda Items

2. **Ahuriri Estuary Stormwater and Wastewater** – Napier City Council presented among other matters on their stormwater and wastewater management regimes and programme for improvements to the respective systems.
3. **Integrated Catchment Management Implementation** – provided an update on activities under way to fully implement Integrated Catchment Management through Council's restructure.
4. **Essentially Freshwater – Government Freshwater Reform Discussion** – outlined Central Government's freshwater reform programme "Essentially Freshwater".
5. **Whangawehi Catchment Group Acknowledgement** – recognised the Group's receiving the Australasian River Prize award in Sydney recently, and provided an opportunity for the group to present on the outlining of the award and key observations from the field tour.
6. **Tukituki Water Taskforce Update** - provided an update on the community Taskforce set up and activities under way in response to water quantity concerns in Central Hawke's Bay.
7. **HBRC, TLA and Private Landowners' Obligations for Maintaining Waterways** – outlined the obligations with respect to maintaining waterways, in particular with respect to obstructions of watercourses.
8. **Hotspots Environmental & Freshwater Improvement Funded Projects November 2018 Update** – this regular update highlighted on the Freshwater Improvement Fund and Hotspots environmental projects.
9. **Verbal Update on the Future Farming Initiative** – this regular update highlighted on the status of Future Farming Initiative.
10. **Addressing New Zealand's Biodiversity Challenge – A Regional Council Think Piece** – Campbell Leckie presented on the importance of Biodiversity and its value in sustaining the environment, economy and cultural values.

#### Decision Making Process

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

#### Recommendations

That Hawke's Bay Regional Council receives and notes the ***"Report from the 14 November 2018 Environment and Services Committee Meeting"***.

#### Authored by:

**Annelie Roets**  
**GOVERNANCE ADMINISTRATION**  
**ASSISTANT**

**Approved by:**

**Iain Maxwell**

**GROUP MANAGER INTEGRATED  
CATCHMENT MANAGEMENT**

**Attachment/s**

There are no attachments for this report.

# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

**SUBJECT: SIGNIFICANT HBRC ACTIVITIES THROUGH DECEMBER 2018 AND JANUARY 2019**

**Item 12**

## Reason for Report

1. The following commentary is provided for Councillors' information, to inform them of significant issues and activities over the next couple of months.

## Significant Work Streams

TANK Plan Change		Project description	Activity Status Update
Group/Section	Team(s)		
<b>Strategic Planning</b>          <b>ICM</b>	Policy	Progressing PC to notification	<ol style="list-style-type: none"> <li>1. PC9 work programme through December circulated to Committee members on 18 September.</li> <li>2. At 12 December RPC meeting, staff will present further papers for consideration, including 'version 8' draft PC9.</li> <li>3. 29 &amp; 30 November remain penciled in as potential dates for additional workshop and/or fieldtrip to highlight particular matters arising in PC drafting prior to last 2018 RPC meeting on 12 December.</li> </ol>
	Marine and Coast	Proposed targets for estuaries	<ol style="list-style-type: none"> <li>4. Draft report on proposed trigger values for estuarine areas to be incorporated into Schedule 2 currently with reviewers.</li> </ol>
	Hydrogeology	Heretaunga groundwater modelling	<ol style="list-style-type: none"> <li>5. A report on development of stream depletion zones is being drafted</li> <li>6. Work continues on packaging and documenting the groundwater models, to facilitate external distribution of the modelling tools used to inform development of PC9.</li> </ol>
	WQE	WQE options report	<ol style="list-style-type: none"> <li>7. Compiling report with rationale behind options for different water quality objectives and limits, trying to understand and accommodate suggestions by tangata whenua representatives is proving somewhat difficult but we are doing our best</li> </ol>

Ngaruroro River & Clive River WCO application		Project description	Activity Status Update
Group/Section	Team(s)		
Strategic Planning	Policy	WCO Special Tribunal proceedings	8. Stage 2 hearings to commence 26 February 2019 (for 4 weeks thereafter) to focus on the mid-lower reaches of the catchment. 9. Tribunal has directed Applicants to pre-circulate expert evidence on stage 2 hearing by 30 November. 10. Any expert evidence presented by submitters (including HBRC) is directed to be provided to the Tribunal by 25 January. 11. Policy team personnel in lead coordinating role with HBRC's counsel and wider project team.
ICM	Hydrology/ Hydrogeology	WCO evidence	12. Significant amount of time is anticipated to prepare expert witness evidence to support HBRC's submission to the Stage 2 Hearings.
ICM	Water quality and ecology	WCO evidence	13. There is uncertainty how much work will be involved for us in this space at the moment, it could be large.

CHB Water		Project description	Activity Status Update
Group/Section	Team(s)		
ICM	Groundwater Science	Science to inform CHB Water Taskforce Group	14. Pre-feasibility assessment for a Groundwater Replenishment Scheme continues for the Ruataniwha Basin 15. Presentations and engagement with the TG continues. The Ruataniwha groundwater models will be refreshed in 2019 and preparation of input modelling and data is underway. The groundwater science team are looking to the TG for modelling objectives and potential solutions to investigate by scenario modelling.
	WQE	Sub catchment summaries  Tuki implementation	16. Porangahau / Maharakeke and Kahahakuri water quality summary reports finalized and available online 17. Exploring relationships between DIN and MCI, and mean annual DIN versus seasonal median DINs, to better inform farm consenting requirements

Hawke's Bay Drinking Water		Project description	Activity Status Update
Group/Section	Team(s)		
Strategic Planning	Policy	Joint Working Group	18. JWG have presented to RPC recommendations for drinking water policy for TANK. Ongoing refinement of proposals. Advisory support to the Drinking Water Governance Joint Committee. 19. Next meeting scheduled in 2019.
Office of CE & Chair	Governance	HB DW Governance Joint Committee	20. Joint Committee has now meet four times, most recent meeting 7 November. 21. Next meeting scheduled in 2019.

Clifton to Tangoio Coastal Hazards Strategy 2120		Project description	Activity Status Update
Group/Section	Team(s)		
Asset Management	Engineering	<b>Stage 4</b> Develop pathway options and solutions for priority cells, including funding considerations for consultation	22. Modelling of Tangoio to Clifton with pathway options. Wave and shoreline modelling.
Office of CE & Chair	Governance	Joint Committee	23. Meeting scheduled 10 December to continue discussion on funding.

Integrated Catchment Management		Project description	Activity Status Update
Section	Team		
Catchment Services	Biodiversity	HB Biodiversity Strategy	24. Regional Biodiversity Foundation Trustees strategic direction workshop and planning for 2019 activities
		Predator Free Hawke's Bay	25. Finalising control, monitoring and research plans for Predator Free Mahia 26. Employ Whakatipu Mahia – Predator Free Mahia predator control cadets and coordinator
	Biodiversity	Biodiversity and priority ecosystems	27. Complete selection of ten initial priority ecosystem sites, engage with landowners and finalise site management prescriptions
	Animal pest management	Regional Pest Management Plan (RPMP)	28. Notify 15 day submitter appeal period for the draft Regional Pest Management Plan 29. Central Hawke's bay Possum Control Area programme monitoring beginning
	Plant Pest management		30. Continue Chilean needle grass control season 31. Chinese privet flowering season starting – deal with complaints
Northern Catchment			32. Work is continuing with landholders on the Mahia Peninsula to fence off and protect the Taiporutu Catchment, next door to the Whangawehi. In combination with the work going on with the Whakatipu Mahia Predator Free Project, there are significant opportunities to align our work and optimise the outcomes they deliver. 33. The portacom is now officially up and running at the Wairoa office, enabling the team to spread themselves out a bit now. We will be recruiting an Catchment Management Administration support person this month
Environmental Science	Water Quality & Ecology	WQE	34. Preparing for our second round of data collection for Ecosystem Health, which will occur between December and April 35. Supporting operations to monitor ecological effects of new herbicides

Integrated Catchment Management		Project description	Activity Status Update
Section	Team		
	Hydrology / Hydrogeology	Heretaunga Plains	36. Field investigations of groundwater and surface water interaction are underway for the Paritua/Karewarewa stream. This was an area of unfavorable uncertainty with the Heretaunga groundwater model and the investigation intends to resolve this.
		Regional State of the Environment	37. Preparation and analysis for 5-yearly State and Trends reporting will commence for: i) Regional groundwater levels ii) Regional groundwater quality iii) Regional river flows
	Land		38. Continuing final preparations for New Zealand Soil Science Society conference 39. Continuing trial field work data collection for new regional riparian monitoring program 40. Continue collecting data for forage crop mapping project 41. Complete draft report for shelter belt mapping 42. Review point analysis reports (x4) 43. Continue compilation of regional wetland inventory 44. Continue with wind erosion study across Heretaunga Plains.
	Marine & Coast		45. Portfolio images have been received for the Wairoa Hard multibeam mapping undertaken in May, work will be ongoing to add detail and context to some aspects of this work – Marine Hotspot. 46. Additional mapping of subtidal systems is scheduled to December – Marine Hotspot. 47. Sustainable Seas National Science Challenge meeting with Hawke's Bay Marine and Coast Group (HBMaC) 30 <sup>th</sup> November to discuss potential collaboration.
	Climate & Air		48. Continued work on the outdoor burning tool 49. Climate briefings ongoing over spring and summer
Environmental Information	Environmental Monitoring		50. Summer monitoring programmes are underway. 51. Fish Barrier survey started.
	Data management		52. Draft Data strategy for ICM produced. 53. WIS busy with upcoming irrigation season 54. Continued data management support provided to Hydrology and Water quality teams

Integrated Catchment Management		Project description	Activity Status Update
Section	Team		
Freshwater Improvement Fund projects /Hotspots	Tutira		<p>55. Air curtain in Waikopiro is performing well so far this season, with the pulsed operation successfully breaking an early bloom of diatoms. Pursuing the option of a secondary surface aerator primarily designed for oxygen generation (as opposed to mixing) to be on stand-by in case another oxygen crash occurs.</p> <p>56. Lake Orakai sampling has commenced, and we will be sampling Lake Opuahi on a monthly basis due to deteriorating water quality trends in this lake</p>
	Whakaki		<p>57. Bird surveys undertaken in Whakaki to provide a baseline from which to assess performance of the lake and wetland rehabilitations. Good populations of bitterns, spotless crane and fernbirds observed.</p> <p>58. Meetings are being held with affected parties to obtain approvals prior to submitting resource consent application</p> <p>59. The monitoring platform is working superbly, and is a real testament to our highly skilled Environmental Information Section</p>
	Ahuriri		<p>60. Source modelling for the Ahuriri Catchment progressing well.</p> <p>61. Planting and fencing effort ongoing.</p> <p>62. Fish passage designs for the Wharerangi stream feasibility underway.</p> <p>63. Assessment of volume of invasive tubeworm contracted.</p>
	Whatuma	WQE	<p>64. Lake Inflows and outflows are being monitored and showing signs of extremely elevated phosphorus levels in both the inflows and the lake outflows. These data will be more thoroughly analysed in the new year.</p> <p>65. Discussions have begun around the ownership and long term management opportunities for the lake.</p>
		Erosion Control Scheme	<p>66. The first of the Erosion Control Plans are being completed by staff across the three catchment areas, and applications for funding are being tested following the new interim operating procedures.</p>

Asset Management		Project description	Activity Status Update
Group/Section	Team(s)		
Regional Assets	Engineering	Northern	67. Nuhaka River Road – river realignment – delayed for redesign. 68. Wairoa Playground sheet pile wall – additional tie-back work required – construction underway.
		Central	69. Bridge and gauging structure for forestry road at Tutira – being designed. 70. Flood report – Esk/Mangaone – plan to have report by early/mid December. 71. Westshore renourishment – Construction underway, due to be finished early Dec. 72. Awanui Stopbank – planning and discussion for last portion – right bank.
		Southern	73. UTTFCS – work is progressing on analysis of options for changes to rating system. Engineering is working with rates dept. One option developed at present, further options to be developed. Report back through rates dept.
		Gravel Resource Consents	74. Significant work completed answering Section 92 requests for further information now completed. Consent to be notified prior to Christmas.
	Open Spaces	Pākōwhai Regional Park Carpark	75. Construction is in progress on the new carpark at Pakowhai Park with completion scheduled for Dec 2018 and updated signage to be installed soon after.
		Hawea Park / Karamu Stream Diversion	76. Draft park management plan preparation. 77. Trust Deed lodged with Māori Land Court – hearing December 5. 78. Next stage to development management plan is underway with hapu – Hui on Nov. 29 79. Planning meeting for this activity scheduled for 23 October.
		Waitangi Regional Park	80. Estuary enhancement Stage 2. 81. Lower Tūtaekurī Floodplain Wetland proposal (funded by NKII/Port/Higgins/Te Wai Maori Fund/HBRC) cost estimate being prepared.
		Forestry	82. Tūtira forestry road scheduled for Dec 2018. 83. Tūtira replanting and management plan in development.
	Cycle Networks	NZCT Priority Project Waimarama Road Safety Project	84. Review of Project Implementation Plan with Hastings District Council.
		New Zealand Cycle Trail Business Case Hawke's Bay Trails 2018-2023	85. Completed, with CBA and now with panel for approval.



Asset Management		Project description	Activity Status Update
Group/Section	Team(s)		
		NZCT Priority Project Ahuriri Underpass Flooding Safety Issues	86. Working with NZTA around solutions.
		Hawke's Bay Trails Paper Map re- print/review with HBT	87. Updates with Official Partners now included and with HB Tourism to do cover & print.
		Hawke's Bay Regional Cycle Plan 2015 - Review	88. Review requested and workshop to be facilitated with key stakeholders.

Regulation		Project description	Activity Status Update
Group/Section	Team(s)		
Resource Consents		Large/ significant application Processes	<p>89. Te Mata Mushrooms Air discharge remains on hold waiting for the application for related consents required from HDC to catch up. The application has been lodged with HDC as required. The application is on hold at HDC awaiting further information. If the HDC application is notified it is likely to require a joint hearing.</p> <p>90. HBRC gravel extraction Ngaruroro Tukituki, Waipawa and Tutaekuri. Further information has been provided. Applications are due to be notified late November.</p> <p>91. There are four resource consent applications in process for discharging stormwater and drainage water into the Ahuriri Estuary. Landcorp farm discharge consent is on hold pending application by NCC for the Onehunga Road pump station. NCC have two other discharge consents lodged for stormwater discharges from the West Shore tidal gates and from Lagoon Farm. These are on hold pending discussion with affected parties.</p> <p>92. 50. Ruataniwha Tranche 2 groundwater takes. There are 8 applications for this water. These applications are on hold while applicants complete modelling work. Further information may be requested.</p>
		Hearings	<p>93. Port of Napier hearing completed and decision issued on 5<sup>th</sup> November. Appeal period closes on 26<sup>th</sup> November.</p> <p>94. Wantara Holdings. Application to take water from Otane groundwater. Affected neighbours submitted opposing and negotiations had not resolved the matter so a hearing was scheduled. The submission was then withdrawn and hearing cancelled. Consent has been granted by staff delegation.</p>

Regulation		Project description	Activity Status Update
Group/Section	Team(s)		
		Appeals/ Environment Court	95. PanPac Expert witness mediation held 18 – 19 September. Env Ct to determine process once this has been received. No further instructions from Ct. One s274 party (CEAC) has withdrawn.
		IRIS implementation	96. Go live date November 26.

Strategic Planning		Project description	Activity Status Update
Group/Section / Team(s)			
Project Management Office			97. The PMO roll-out is progressing well through the pilot projects. A full-day training course on “Project Management Essentials” was provided on 22 November for applicable Project Managers by an external facilitator. This course was based on the PMO’s methodology and framework and encompasses best practice principles. The first monthly summary report has been presented to the Executive Team with positive feedback. The first quarterly report will be presented to Corporate and Strategic in December.
RMA Planning			98. Next update report due to be presented to 12 December RPC meeting. 99. On 4 October, Environment Court issued a second decision in relation to the definition of ‘wetland’ as proposed in plan change 5. Court has directed HBRC to provide a ‘tracked changes’ version of the provisions as would-be amended by the Court’s decision. Currently awaiting further instructions from the Court. Council will be presented with consolidated version of Change 5 for its approval to become operative sometime in early 2019.
Statutory Advocacy			100. Next update report intended to be presented to 12 December RPC meeting. 101. Anticipating Bill for Stage 1 of RMA amendments late 2018 or early 2019. Details pending Bill drafting.
		Heretaunga Plains Urban Development Strategy & NPS for Urban Development Capacity	102. HPUIS Implementation Working Group (‘IWG’) met on 19 November. Effectively a ‘reset’ of the IWG’s work, supported by a small number of council technical officers. Next IWG anticipated ~March/April 2019. 103. Also continuing to support quarterly reporting on urban development metrics as required by the NPS for Urban Development Capacity.

Strategic Planning	Project description	Activity Status Update
Group/Section / Team(s)		
Transport	<p>Regional Land Transport Planning</p> <p>Public Transport</p> <p>Road Safety</p>	<p>104. Draft Regional Public Transport Plan to be reviewed by Regional Transport Committee in December before consideration by Council.</p> <p>105. First phase of testing of HBRC's new ticketing system takes place in January in Dunedin. Subject to successful testing, our system will go live on 15 April 2019.</p> <p>106. Google Transit feed is now live on the internet, meaning prospective passengers can plan a bus journey using Google Maps. This facility will be prominent on the new standalone goBay website, due to go live in early December.</p> <p>107. Major roading projects which have been top priorities in the Regional Land Transport Plan are nearing completion. The Pakowhai Links roundabout and Whakatu Arterial Link will facilitate the free flow of traffic across the Heretaunga Plains and to Napier Port.</p> <p>108. NZTA reports that car trips on key arterial routes in the region have declined as a result of fuel price increases. HBRC bus services between Napier and Hastings are carrying more passengers than last year, although suburban routes continue to decline.</p>

### 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 December 2018 and January 2019*** report.

### Authored by:

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**Attachment/s**

There are no attachments for this report.

## HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

Item 13

### Subject: CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY 2120 UPDATE

#### Reason for Report

1. To provide a regular update of progress of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.

#### Background

2. The Clifton to Tangoio Coastal Hazards Strategy 2120 represents a coordinated approach to identifying and responding to coastal hazards and influence of sea level rise over the next 100 years. It provides a platform for long term planning and decision making.
3. The strategy is being developed through a Joint Committee formed by elected representatives from the Hawke's Bay Regional Council, He Toa Takitini, Napier City Council, Mana Ahuriri Incorporated, Hastings District Council and the Maungaharuru-Tangitū Trust.
4. The Strategy:
  - 4.1. Covers the coastal area between Clifton and Tangoio
  - 4.2. Seeks to develop a planned response to coastal hazards out to year 2120
  - 4.3. Will assess and respond to the following coastal hazards:
    - 4.3.1. Coastal Erosion (storm cut, trends, effects of sea level rise
    - 4.3.2. Coastal Inundation (storm surge, run up, overtopping and sea level rise
  - 4.4. Incorporates climate change as an overriding influence.
5. The vision of the strategy is:
  - 5.1. That coastal communities, businesses and critical infrastructure from Tangoio to Clifton are resilient to the effects of coastal hazards.

#### Decision Making Process

6. 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 ***"Clifton to Tangoio Coastal Hazards Strategy 2120 Update"*** report.

#### Authored and Approved by:

Chris Dolley  
GROUP MANAGER ASSET  
MANAGEMENT

#### Attachment/s

- [1](#) Clifton to Tangoio Coastal Hazards Strategy - Meeting Summary 28 September 2018





## Clifton to Tangoio Coastal Hazards Strategy Summary Notes of Meeting held 28 September 2018

### 1. PURPOSE

The Clifton to Tangoio Coastal Hazards Strategy (the Strategy) is being developed through a Joint Committee formed by elected representatives from the Hawke's Bay Regional Council, He Toa Takitini, the Napier City Council, Mana Ahuriri Incorporated, the Hastings District Council and the Maungaharuru-Tangitū Trust. More information on the Strategy can be found on the project website at [www.hbcoast.co.nz](http://www.hbcoast.co.nz).

This briefing note has been prepared for Partner Councils at the request of the Joint Committee following their meeting on 28 September 2018. In future, a similar briefing note will be prepared after each Joint Committee meeting and provided to Partner Councils to communicate the activity of the Joint Committee as it progresses with the Stage 4 of the Strategy.

### 2. JOINT COMMITTEE MEETING SUMMARY: 28 SEPTEMBER 2018

Key points from the Joint Committee meeting held 28 September 2018 are highlighted below. The full minutes of the meeting will be provided to each Partner Council in due course.

#### Joint Committee Membership and Delegations

- For Stage 4 of the Strategy, the Joint Committee has agreed to increase Partner Council representation from 2 members per Council to 3.
- Further updates to the Terms of Reference were also agreed, including that all Partner Councils are represented at each meeting in order for there to be quorum, and for additional communications to be provided to the Partner Councils in the form of a briefing note following each Joint Committee meeting.
- These changes have been proposed in recognition of the significant decisions required of Councils in Stage 4, including confirming funding policies, Council expenditure, collection of rates, and share of responsibilities between Councils.
- The updated Terms of Reference will be presented to each Partner Council for endorsement.

#### Proposed Scope and Project Plan for Stage 4

- The scope of works and proposed project timeline for Stage 4 of the Strategy was presented for discussion.
- In summary, the three consecutive steps in Stage 4 are:
  1. Developing further implementation detail on the pathways recommended from Stage 3;
  2. Consulting with the broader Napier and Hastings communities on the detail of the full suite of activity proposed under the Strategy, including costs; and
  3. Strategy implementation, including seeking resource consents, implementing capital works programmes and seeking changes to the Regional and District Plans.

**Funding Update**

- A presentation was given by the Technical Advisory Group (TAG) to outline progress under the “Funding Workstream” of Stage 4 of the Strategy.
- The presentation outlined the current thinking, and sought feedback from the Joint Committee on a range of points
- A key matter for discussion is which Council or Councils would assume responsibility for the collection of rates to fund works completed under the Strategy. Options include TA’s collecting all rates for their respective areas, the Hawke’s Bay Regional Council collecting rates across both districts, or a hybrid option. TAG agreed to develop the concept for further discussion at the next meeting. It is noted that any option put forward by the Joint Committee would require endorsement by all Partner Councils.
- Another matter for discussion was the challenges posed by the LG Rating Act in terms of establishing a Contributory Fund. It appears to be problematic to collect rates ahead of time as envisioned by the contributory fund concept. Further legal advice is being sought.
- A further presentation and discussion would be held at the next Joint Committee meeting.

**3. NEXT MEETING**

- The next meeting of the Joint Committee will be held on 10 December 2018.



# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

## Subject: DISCUSSION OF ITEMS NOT ON THE AGENDA

Item 14

### Reason for Report

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

1.1. ***Urgent*** items of Business (*supported by tabled CE or Chairpersons' report*)

	Item Name	Reason not on Agenda	Reason discussion cannot be delayed
1.			
2.			

1.2. ***Minor*** items (*for discussion only*)

Item	Topic	Councillor / Staff
1.		
2.		
3.		



# HAWKE'S BAY REGIONAL COUNCIL

Wednesday 28 November 2018

## SUBJECT: CONFIRMATION OF THE PUBLIC EXCLUDED MINUTES

That the Council excludes the public from this section of the meeting being Confirmation of Public Excluded Minutes Agenda Item 15 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	REASON FOR PASSING THIS RESOLUTION	FOUNDATIONS UNDER SECTION 48(1) FOR THE PASSING OF THE RESOLUTION
Napier Port Capital Structure Project Update	7(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  7(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)	The Council is specified, in the First Schedule to this Act, as a body to which the Act applies.
Nominations for Certificates of Appreciation for Environmental Initiatives	7(2)(a) 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 protect the privacy of natural persons	The Council is specified, in the First Schedule to this Act, as a body to which the Act applies.
Confirmation of Public Excluded Minutes of the Regional Council Meeting held on 26 September 2018	7(2)(a) 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 protect the privacy of natural persons	The Council is specified, in the First Schedule to this Act, as a body to which the Act applies.
Confirmation of Public Excluded Minutes of the Regional Council Meeting held on 3 October 2018	7(2)(a) 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 protect the privacy of natural persons	The Council is specified, in the First Schedule to this Act, as a body to which the Act applies.

**Authored by:**

**Leeanne Hooper**  
**PRINCIPAL ADVISOR GOVERNANCE**

**Approved by:**

**James Palmer**  
**CHIEF EXECUTIVE**

**Item 15**