

## Meeting of the Hawke's Bay Regional Council

**Date:** 24 September 2025  
**Time:** 11.00am  
**Venue:** Council Chamber  
Hawke's Bay Regional Council  
159 Dalton Street  
NAPIER

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**Biosecurity Annual Report**  
**1 July 2024 - 30 June 2025**  
Report on the 2024-25 Operational Plan

August 2025

Hawke's Bay Regional Council Publication No. 5705



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Catchment Operations

## **Biosecurity Annual Report 1 July 2024 – 30 June 2025**

August 2025

Hawke's Bay Regional Council Publication No. 5705

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SEPTEMBER 2024



## Executive Summary

Hawke's Bay Regional Council is the management agency responsible for developing and implementing the Hawke's Bay Regional Pest Management Plan (RPMP) 2018-2038 in accordance with the Biosecurity Act 1993.

The RPMP is a combination of eradicating or effectively managing specified pests or groups of pests. It describes the biosecurity activities undertaken throughout Hawke's Bay and outlines the management or eradication of specific organisms. Doing so will:

- minimise the actual or potential adverse or unintended effects associated with these organisms, and,
- maximise the effectiveness of individual actions in managing pests through a regionally coordinated approach.

As the management agency, Council is required to prepare an annual operational plan that outlines how the plan will be implemented. Following the end of each financial year, staff will report to Council on the implementation of the operational plan.

This is the Annual Report for the 2024/2025 year relating to the Operational Plan for the Hawke's Bay Regional Pest Management Plan.

### 1 Introduction

Regional councils have a mandate under Part 2 of the Biosecurity Act 1993 (the Act) to provide regional leadership in activities that prevent, reduce, or eliminate adverse effects from harmful organisms in their region.

The purpose of the Hawke’s Bay Regional Pest Management Plan (RPMP) is to provide for the efficient and effective management or eradication of specified harmful organisms in the Hawke’s Bay Region. It builds on the 2013 Strategy and previous pest management programmes. The purpose of the Plan is to:

- Minimise the actual or potential adverse or unintended effects associated with those organisms; and
- Maximise the effectiveness of individual actions in managing pests through a regionally coordinated approach.

This Annual Report records progress in implementing the Regional Pest Management Plan via the Operational Plan 2024-2025, covering the council’s biosecurity activities from 1 July 2024 to 30 June 2025. The Annual Report of regulatory activities is a statutory requirement under section 100B(2) of the Biosecurity Act 1993 (the Act).

### 2 Pest Plants

The RPMP lists 33 plant species as pests, divided into five management categories.

The Annual Report provides a brief description of the Council’s activities in each of these pest plant categories for the 2024/2025 year.

#### 2.1 Exclusion Pest Plants

These are pest plants that are unknown in the Hawke’s Bay region and would likely have significant adverse environmental and/or economic impacts if they were to establish. The objective of this programme is to prevent their establishment.

Exclusion	Staff Days	Management Regime
Alligator weed	89	As a surveillance tool, eDNA samples were taken at a range of waterways across Hawke’s Bay. A notification process has also been established, and HBRC will be alerted to any notifiable organisms detected in eDNA samples taken in Hawke’s Bay.
Marshwort	0	
Noogoora bur	0	
Senegal tea	5.75	Through the above eDNA surveillance programme, alligator weed was detected at Lake Whatumā and the Mangatarata stream in Hawke’s Bay in 2023. Significant ground control works have been undertaken on the lake margins and in the Mangatarata stream, using both staff and contractors. Aerial spraying operations over the lake itself occurred in October and March after permission was granted by the Environmental Protection Authority.
Spartina	0	

Surveillance of the majority of the Mangatarata stream and adjacent low lying areas was undertaken with a detector dog and handler, as well as targeted surveillance by helicopter over likely sites of

	<p>incursion. The sites surveyed aially included Lake Poukawa, the wider Whatumā basin and the Tukituki river from the Mangatarata confluence to the Papanui confluence. No alligator weed was found during these surveillance events.</p> <p>A management plan for Alligator weed was prepared and presented to Council, outlining operations and associated costs.</p> <p>The area infested on and around Lake Whatumā is around 15 ha in total, with isolated patches of Alligator weed being found down the Mangatarata stream (the outlet of the lake). Approximately 10 properties have alligator weed on them on the lake's eastern edge. Although control efforts to date have significantly reduced the alligator weed infestation, continued pressure will need to be applied, as it can grow and spread rapidly. Ongoing monitoring and control are undertaken on the lakeside properties and Mangatarata stream.</p> <p>Senegal tea was discovered in Te Awa o Mokotūāraro (Clive River) in May 2024 through a positive eDNA test found in the Wilderlab public database from late 2022. This detection was escalated, and staff discovered multiple infestations encompassing much of the Clive and a portion of the Karamu stream. It is estimated that the total infestation occupies an area of less than a hectare but spans a 13km stretch of the respective waterways.</p> <p>No meaningful control was undertaken this year due to ongoing consultation with local and adjacent stakeholders/hapu regarding concerns about the proposed control tools. A trial was undertaken at a Council owned site to assess the effectiveness of using a salt solution as a control method. Staff will be assessing the results in spring.</p> <p>Surveillance was also undertaken to assess further extent of infestation with no significant increase in the extent of the infestation at this time.</p> <p>A management plan is being drafted for Senegal tea to provide information on costings and staff time.</p>
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2.2 Eradication Pest Plants

These are pest plants in the Hawke’s Bay region where eradication is possible. The objective is to destroy all known infestations of these species within the Hawke's Bay region before seed set. HBRC undertakes direct control through service delivery at all known sites.

Eradication	Staff days	Management Regime
African feather grass	2.3	This plant is confined to the Maraekakaho stream and some of the berms on the Ngaruroro river. All sites were checked with only one plant found.

Cathedral bells	2.3	All known rural sites were controlled by contractors or staff. A few sites are now clear. One site at Patoka, which suffered significant damage and overall vegetation clearance in Cyclone Gabrielle, was examined this year, with few plants found.
Goats rue	0.3	Staff monitored all high-risk roadside areas and known infestation sites in Eskdale. Plants were only found at one roadside area in Central Hawke's Bay and in the Eskdale area.
Purple loosestrife	0	Difficulty of access meant the two sites in the region could not be checked this season.
Spiny emex	4.4	Spiny emex exists at two sites in the region, in Ahuriri and at Whakaki. At the Whakaki site, higher moisture levels across the year led to significant germination and all plants were controlled. At the Ahuriri site, numbers remain static, with no germination this year. Spiny emex has a very long seed life.
White edged nightshade	4.75	All known sites were surveyed with no plants found.
Yellow water lily	0	After 25 years of repeated monitoring after initial control, the yellow water lily was declared eradicated from all formerly infested sites in the 2023/2024 financial year.
Phragmites	19	In accordance with the contract between HBRC and the Ministry of Primary Industries, HBRC will destroy all infestations before seed set. The majority of this time was spent dealing with multiple small sites around Napier, but with some time spent at the known sites in Havelock North and Puketitiri, assisting with excavation works.

2.3 Progressive Containment Pest Plants

These are pest plants in the Hawke's Bay region, where they are too widespread to eradicate. However, there is an opportunity to progressively contain and reduce their geographic distribution either across the region or specified areas within the region. This programme is achieved through a combination of occupier responsibility and direct control by HBRC through service delivery at all known sites.

Progressive containment	Staff days	Management Regime
Apple of Sodom	31	Several farms in the Seafield Road area are the main problem areas. One new site of significance was discovered in the Poraiti area, which will require repeated control. Improvements continue to be made each year on the existing sites. Staff removed and destroyed isolated plants.
Australian sedge	6.6	Australian sedge is only found in the Wairoa district. Most work is subsidised through the incentive scheme and undertaken by contractors. One new property was discovered in the Tuai area and controlled.

Progressive containment	Staff days	Management Regime
<b>Cotton thistle</b>	2.75	Numbers were higher than the previous two years, thanks to a new infestation on a property in the Bayview area. Otherwise, numbers would have been static.
<b>Darwin's barberry</b>	20	There are two infestations, one at Gwavas and one at Puketitiri. Both were surveyed, and control work is ongoing. An extensive surveillance and control programme continued at Puketitiri, using contractors and a more significant proportion of staff time than in previous years. A new area was discovered at Gwavas that was significantly infested, this was controlled in conjunction with DoC and Panpac.
<b>Japanese honeysuckle</b>	1.25	This programme applies to the Tutira area, as outlined in the RPMP. Much of this work involved the use of contractors.
<b>Nassella tussock</b>	2	Although plant numbers are reducing, there is a large seed bank. A site detected fourteen years ago in the Tukituki area continues to be of concern due to the high numbers of plants being found each year.
<b>Old man's beard</b>	44.5	The main control areas are north of the Napier-Taupo Highway and in areas of high biodiversity value. Areas found adjacent to the Ruahine Ranges were surveyed again and controlled, with one new site discovered in the uppermost reaches of the Tukituki river. One new site was discovered in the Waipunga valley that was significantly infested, which was controlled aerially. Aerial surveillance of the Waipunga river valley was also undertaken for a distance of more than 20 kilometres downriver of this new site, with no more found. A significant programme of aerial works in the Wairoa area was completed this financial year with no issues.
<b>Saffron thistle</b>	45	Numbers were low this year owing to a wet autumn and spring. All known sites were controlled.
<b>Velvetleaf</b>	0.5	Known sites were assessed. Machinery hygiene was enforced. No plants were found.
<b>Wilding Conifers</b>	21.5	<p><i>Pinus contorta</i> is mainly a problem in areas that are close to conservation land.</p> <p>12,113 hectares were aerially surveyed and controlled in the Napier/Taihapa Rd area, including Owhaoko B East, D7B, D1, and the eastern flanks of the Otupae range on Timahanga Station. A further 6,000 hectares was aerially surveyed, including the Owhaoko D1, D8B and D4B blocks and the area around Mt Meany adjacent to the headwaters of the Manson Creek, which is part of the western edge of the Kaweka Forest Park.</p> <p>In the Rangitaiki area, 381 hectares were surveyed and controlled with a mixture of ground and aerial methods. The areas included various Runanga blocks in the upper Waipunga catchment as well as Wairanga Station in the Taharua catchment.</p> <p>Any <i>Pinus contorta</i>/Douglas fir detected was controlled. MPI have continued to help finance control programmes in the Napier/Taihapa Rd area and has financed control programmes in the Rangitaiki area. However, this funding is projected to decrease.</p>



Progressive containment	Staff days	Management Regime
Woolly nightshade	145.25	Multiple new urban sites were found this season, most had small infestations of young plants with the occasional larger tree. Logged forestry blocks in the rural environment continue to provide significant numbers of seedling and sapling regrowth. Generally, numbers were similar to previous years in the rural environment, except Mahurangi Station, which was discovered in the 23/24 financial year.

## 2.4 Sustained Control Pest Plants

These are pest plants that are well established in Hawke's Bay, where preventing or minimising the spread of these pests between neighbouring properties is the primary objective. This includes boundary control pest plants, where a neighbouring occupier may be required to control these pests on their boundary to prevent the spread onto adjacent properties.

### Chilean needle grass

Chilean needle grass is a tough weed to control. With the current control tools available, HBRC can only attempt to contain it within known areas. Although only three new properties were discovered this season, over the last eight years the average rate of increase in the total number of properties sits at 10 percent per annum. New properties are generally found due to the advocacy programme and an increased surveillance programme. Continued subdivision creates extra properties, as well as other land use changes. This increase in properties has created additional pressure (in Spring/Summer) on staff resources and budgets at an extremely busy time for the Biosecurity team.

HBRC continues running a joint advocacy programme with Environment Canterbury and the Marlborough District Council regarding Chilean needle grass. Subdivision of properties with known Chilean needle grass infestations also increases the number of landowners contacted each year.

### Chilean needle grass and river gravel extraction

Chilean needle grass is known to occupy parts of the Tukituki and Waipawa River courses in Central Hawkes Bay. Gravel extraction restrictions remain in place from 2 kilometres downstream of the Patangata bridge down to the Tukituki mouth owing to the number of sites in the active channel.

A full length survey was commissioned in the summer of 2024 of the Waipawa and Tukituki rivers. The survey area extended from the Mangaonuku/Waipawa confluence, to the Tukituki/Waipawa confluence and from there to the Tukituki mouth at Haumoana, searching for Chilean needle grass in the river channel and beaches. This survey was conducted by contractors administered by Biosecurity staff and funded in partnership with the IPMO team. The results of this survey reinforced the current status of the restrictions, with no Chilean needle grass being found in the river channel from the Mangaonuku/Waipawa confluence to a point 2 kilometres downstream of Patangata bridge and moderate infestations of Chilean needle grass being found in places below the boundary of the unrestricted area for extraction.

### Privet

Contractors and individual staff removed 60 Privet plants. Management programmes for hedges are ongoing.

### Yellow bristle grass

Staff worked with NZTA and Wairoa District Council to manage the risk posed by mowing regimes during seeding and the requirement for mower washdowns. High-risk landowners were also contacted.

## 2.5 Sustained Control Pest Plants – Boundary Control

These are pest plants that may require neighbouring occupiers to control on their boundary. They are Bathurst bur, Blackberry, Gorse, Nodding thistle, Ragwort and Variegated thistle. This season, the amount of time spent in this area was minimal, with only 18 hours recorded. Complaints were related to Blackberry, Ragwort and Variegated Thistle.

Enforcement is the key management tool for Boundary Control plants. Controls are only enforced if their location contravenes RPMP rules (e.g., gorse within 10 metres of a neighbour's boundary, provided that boundary is clear) and only if there is a complaint.

## 2.6 Biodiversity Pest Plants

These plants have an adverse ecological effect and are managed outside the RPMP.

### Climbing Spindleberry



This plant is present along the banks of the Waipawa and Tukituki Rivers. This season, all areas were controlled by staff. Some of the remaining infested areas are difficult to move through owing to significant gorse, blackberry, and broom infestations.

### Giant/Asiatic Knotweed



This plant is present in the Tuai township area and at the Waipukurau Transfer Station. A contractor sprayed the Tuai infestation, and the Waipukurau site was clear. It is a very invasive plant that will smother native plants, especially lower-growing species and saplings.

### Aquatic Pests



HBRC, Fish and Game, and DOC took samples from strategic sites on the main Hawke's Bay Rivers and sent them away for DNA analysis to ascertain whether Didymo was present. All samples this year were negative for Didymo. eDNA samples were also taken at multiple feeder streams in areas not often surveyed. These included the Mangamahaki Stream, Maungatutu Stream, Otamauri Stream, Okoeke Stream, Mangatahi Stream and Waipunga River. No pests listed within the RPMP were detected.

## 2.7 Surveillance Programme

More staff time was invested in certain pest plants, such as Woolly nightshade, Chilean needle grass, Alligator weed, and Senegal tea.

During property inspections for pest plants, staff map pest locations using ArcGIS Field Maps. This allows staff to assess whether infestations have increased or reduced over time. During visits, staff take the opportunity to discuss any relevant concerns with the occupier. In comparison to the 2023/2024 financial year, visit totals increased by approximately 27 percent.

Biosecurity officer visits	Properties
Rural visits	1,516
High-risk sites/QEII	116
Urban visits	908
Nurseries and pet shop visits	20

## 2.8 Surveillance of Railway Land

Staff have a good working relationship with Treescape, the contractors responsible for vegetation control along the rail corridor in Hawke's Bay. Staff communicate with the Area Supervisor annually, identifying areas that need control. Treescape then does the work when required. This procedure enables staff to control pest plants along the railway tracks throughout the region in a timely manner.

## 2.9 State Highway and District Road Monitoring

A good working relationship has been developed between staff and Waka Kotahi (NZ Transport Agency) and the Central Hawke's Bay, Wairoa, and the Hastings District Councils for clearing roadside weeds. When weeds are cleared from roadsides, staff ensure the adjacent property owner clears their side. District Councils and NZTA have cooperated in setting up no-mow zones when Chilean needle grass is seeding in November/ December.

The NZTA provides an additional budget to control pest plants on its roadsides, such as Old man's beard, Japanese honeysuckle, Chilean needle grass, and Pampas. HBRC staff manage this budget, ensuring that these pest plants are controlled at the optimum time.

## 2.10 Nurseries and Pet Shops

Nurseries in the Hawke's Bay area are inspected at least once every three years to ensure that no plants banned for sale under the National Plant Pest Accord are being stocked. Twenty nurseries were visited this year. Three were non-compliant with National Pest Plant Accord rules and received non statutory advice to remove the offending plants. Where possible, staff focus efforts on new nurseries or informal plant sale arrangements as a higher priority.

## 2.11 Regulatory

No Notices of Direction were issued this year. 67.5 hours were spent on machinery inspections this year.

## 2.12 Education and Publicity

These activities aimed to reach a wider community than can be achieved through farm visits. Biosecurity staff worked with the Rural Partnerships team and the Communications team. There was only one display this year at the East Coast Farming Expo.

The following topics have been printed in the media (local newspapers, newspapers, magazines).

- Chilean needle grass
- Alligator weed
- Senegal tea
- Check Clean Dry



Our Communications team also made social media posts on the following topics.

- Chilean needle grass
- Senegal tea
- Darwins Barberry
- Apple of Sodom
- Wilding conifers
- Alligator weed

Further summary of the social media data is located at the end of this report.

Pamphlets on Woolly nightshade were distributed in selected urban areas throughout Hastings, Napier, and Wairoa.

Biosecurity staff worked with the Māori partnerships team to facilitate engagement with relevant iwi/hapu on the following pest plants.

- Alligator weed
- Senegal tea

2.13 Biological Control

HBRC contracted Landcare Research to:

- Develop new Biological Control Projects.
- Provide a plant identification service.

Landcare Research is continuing to evaluate/import possible biological controls for Aquatic weeds, Japanese honeysuckle, Woolly nightshade, Chinese privet, Field horsetail, Mothplant, Nassella tussock, Tradescantia, Sydney golden wattle, Chilean flame creeper, Pampas, Darwin’s barberry, Wild ginger, Old man’s beard, and Banana passionfruit.

Staff monitored the Californian green thistle beetle on behalf of Landcare Research, and the beetles were present at all sites monitored.

2.14 Pest Plant Subsidy Scheme

The scheme was set up to assist landowners in undertaking control programmes.

Type	Number	Amount
Rural	77	\$92,038
Urban	0	0

The main pests controlled through this scheme were Chilean needle grass, Saffron thistle, Australian sedge, and Old man’s beard. Please note that this subsidy only applies to a small number of pest plants within the RPMP.

2.15 Conclusion

Most pest plant programme objectives have been achieved.

Generally, the number of pest plants continues to decrease except for Chilean needle grass, where new properties/sites are continually being found.

The team were disappointed that Senegal tea control could not be undertaken this season, but in order to build good relationships with stakeholders, it was deemed that surveillance and consultation were the course of action to take for this year.

The biosecurity team's two aerial control operations on alligator weed at Lake Whatumā were successful, and the team hopes to continue to improve upon this in subsequent years. The overall infestation has significantly reduced when compared with the original infestation.

Surveillance and monitoring carried out this year have continued to target certain pest plants (particularly Chilean needle grass, Saffron thistle, Woolly nightshade, and exclusion pests). Staff continue targeting the areas surrounding known sites, areas of high risk, QEII covenanted sites, dump sites, creeks/drains, and rivers and areas that are presently being controlled for low-incidence plants.

3 Pest Animals

The RPMP lists 25 animal species as pests, divided into five management categories. The Annual Report provides a brief description of the activities the Council undertook in 2024/2025 for each pest category.

3.1 Exclusion Pest Animals

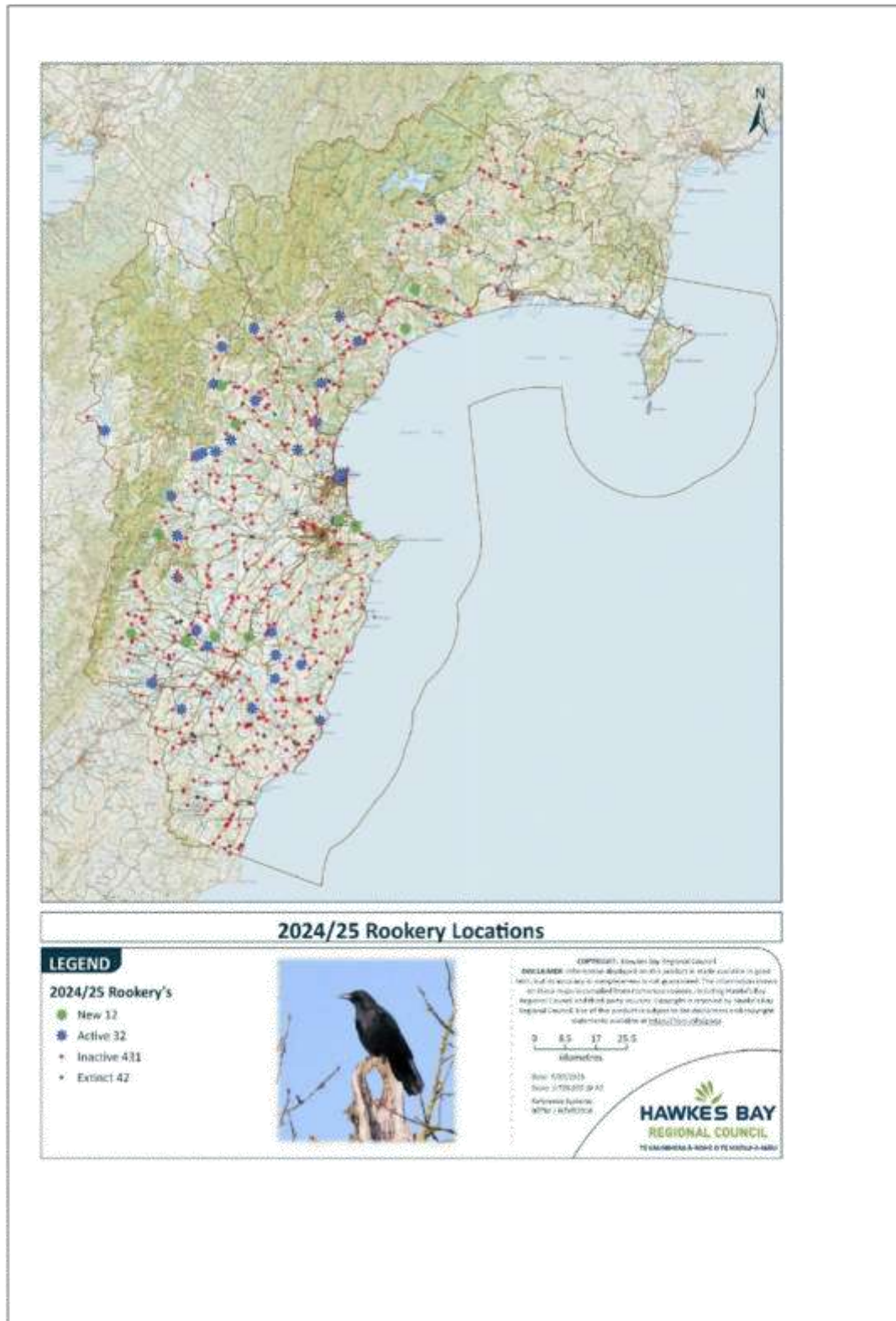
These are pest animals that are not known to be present in the Hawke’s Bay region. If they were to establish themselves, they would likely have significant negative environmental and/or economic impacts. The objective of this programme is to prevent their establishment.

Exclusion	Management Regime
Wallaby	Two reported sightings were deemed credible enough in the Tarawera/Waipunga area to conduct staff led surveillance. Staff undertook ground surveillance and eDNA sampling, taking samples from the Waipunga river and Okoeke streams, the nearest waterways to where these sightings. No wallabies were detected.
Mediterranean fanworm & Clubbed tunicate	<p>When a vessel berths in the Inner Harbour, an Incoming Vessel Form is completed and submitted to HBRC. A risk analysis is undertaken, and if the vessel is deemed high-risk, divers inspect it.</p> <p>The HBRC marine biosecurity surveillance program intercepted two incursions of Mediterranean fanworm this year – the two incursions were on the same vessel and the fanworm were removed and treated.</p> <p><u>Stakeholder and Partnerships</u></p> <p>Relationships have been formed with key stakeholders, including Napier City Council, Napier Sailing Club, Port of Napier, Legasea HB, Top of the North Marine Biosecurity Partnership, Top of the South Marine Biosecurity Partnership, NIWA and Biosecurity New Zealand.</p>

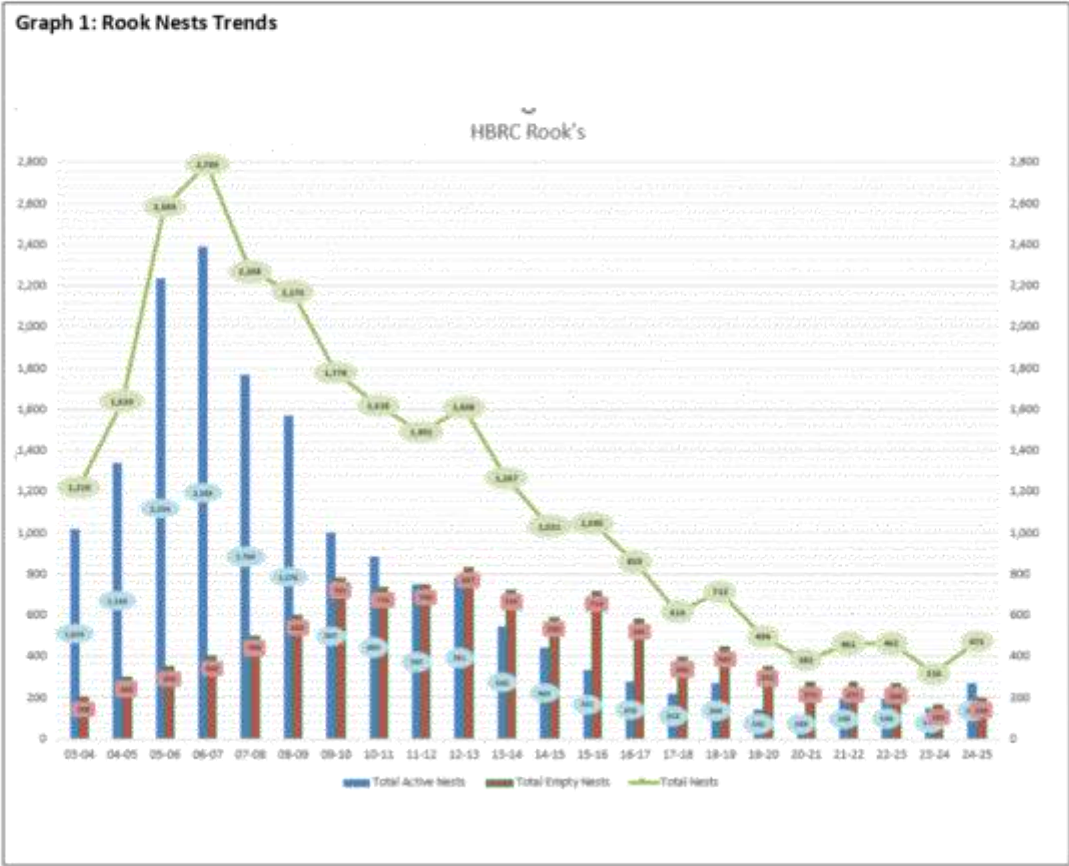
3.2 Eradication Pest Animals

These are pest animals in the Hawke’s Bay region where eradication is possible. The objective is to eradicate rooks from the region and all possums contained within Possum Eradication Areas.

Eradication	Management Regime
Possum (within the Whakatipu Mahia area)	<p>HBRC is in the final stages of removing possums from the 14,600ha Māhia Peninsula as part of the Whakatipu Māhia project. Land occupiers within this area have been signed up for the Possum Eradication Area programme contained within the RPMP. The Peninsula has been split into two areas – Phase 1, the southern 5500ha – and Phase 2, the northern 9000ha.</p> <p>A bait station contract was issued for 3 service rounds of bait station fills in the Mahia Scenic Reserve and all 3 services were completed by February 2025.</p> <p>Possum detection dogs and handler services were employed to survey and mop up pockets of remaining possums across the peninsula, with the majority of work occurring in or adjacent to Grandy Lakes Forest and Mahia Scenic Reserve. Two trapping contracts were issued for Grandy Lakes Forest and Mahia Scenic Reserve and were completed by April 2025.</p> <p>A camera network was reinstalled in December 2024 and stayed active throughout the financial year. The vast majority of detections occurred in the Mahia Scenic Reserve with the occasional vagrant individual noted in other parts of the peninsula. This helped inform the trapping contracts.</p>
Rook	<p>All known rookeries within the Hawke’s Bay Region were aerially treated using an under-slung strop man applying DRC 1339 gel directly into nests. This season, 44 active breeding rookeries were located. A total of 471 nests were treated, and of these, 273 nests had either chicks or eggs.</p> <p>Post-control inspections on some of these rookeries indicate that previous control has been successful with significantly reduced activity.</p> <p>This year, we received two enquiries regarding rook ground control. However, after some time and effort, it was cancelled due to the infrequent presence of rooks on the feed lines.</p>
<p>Figure1: Aerial Rook Control 2024-2025</p>	







3.3 Sustained Control Pest Animals

These are pest animals that are widespread across the Hawke’s Bay region. The objective is to sustainably control these pests to minimise adverse effects on the Hawke's Bay region's environmental values and economic well-being.

Sustained Control	Management Regime
Feral Goat	<p>Feral goat control operations were carried out across two Coordinated Management Areas (CMAs): Mahia (7,672 ha) and Maungaharuru (28,000 ha), resulting in the removal of 728 goats this season.</p> <ul style="list-style-type: none"><li><b>Mahia CMA</b> is jointly managed by Hawke’s Bay Regional Council (HBRC), the Department of Conservation (DOC), and supported by Grandy Lake Forests. The area is currently in the maintenance phase, with efforts focused on preserving gains within internal zones and keeping goat populations low along boundary properties. Reinvasion remains a significant challenge due to high goat numbers on surrounding lands.</li><li><b>Maungaharuru CMA</b> is jointly funded by HBRC and DOC and is also in the maintenance phase. Similar to Mahia, reinvasion from adjacent areas continues to pose a risk.</li></ul>

	<p><b>Graph 2: Goat CMA Kills</b></p> <table><caption>Goat CMA Kills Data</caption><thead><tr><th>Age Group</th><th>Mataia</th><th>Maungaharuru</th></tr></thead><tbody><tr><td>13-14</td><td>190</td><td>266</td></tr><tr><td>14-15</td><td>781</td><td>265</td></tr><tr><td>15-16</td><td>396</td><td>285</td></tr><tr><td>16-17</td><td>432</td><td>509</td></tr><tr><td>17-18</td><td>356</td><td>414</td></tr><tr><td>18-19</td><td>250</td><td>278</td></tr><tr><td>19-20</td><td>320</td><td></td></tr><tr><td>20-21</td><td></td><td></td></tr><tr><td>21-22</td><td></td><td></td></tr><tr><td>22-23</td><td></td><td>509</td></tr><tr><td>23-24</td><td></td><td>414</td></tr><tr><td>24-25</td><td></td><td>278</td></tr></tbody></table>	Age Group	Mataia	Maungaharuru	13-14	190	266	14-15	781	265	15-16	396	285	16-17	432	509	17-18	356	414	18-19	250	278	19-20	320		20-21			21-22			22-23		509	23-24		414	24-25		278
Age Group	Mataia	Maungaharuru																																						
13-14	190	266																																						
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16-17	432	509																																						
17-18	356	414																																						
18-19	250	278																																						
19-20	320																																							
20-21																																								
21-22																																								
22-23		509																																						
23-24		414																																						
24-25		278																																						
<b>Phytosanitary pests</b>	<p>Occupiers are responsible for managing production pests at pipfruit production sites. Resolving apple black spot, codling moth, European canker, fireblight or light brown apple moth control disputes between neighbouring parties is undertaken by the HBFGA in the first instance. If an agreement cannot be reached, the HBFGA will advise Hawke’s Bay Regional Council of the situation and seek appropriate enforcement action to be undertaken under the Biosecurity Act. HBRC has not received any requests to undertake enforcement action against phytosanitary pests.</p>																																							
<b>Possum (rest of region)</b>	<p>Land occupiers within Possum Control Areas (PCAs) are required to maintain possum densities at or below 4% residual trap catch (RTC). The PCA programme currently spans 772,900 hectares.</p> <p>Following the TB outbreak in Hawke’s Bay, approximately 99,973 hectares within the PCA programme are now managed by OSPRI. HBRC biosecurity staff are working closely with OSPRI, which has adopted a regionally based operating model with staff located in Hawke’s Bay.</p> <p>Possum monitoring was conducted over 188,587 hectares—approximately 28% of the PCA programme area—to assess compliance with RPMP requirements.</p> <table><thead><tr><th colspan="5">PCA possum monitoring programme 2024-2025</th></tr><tr><th>Properties</th><th>Area monitored (Ha)</th><th>Number of monitoring lines</th><th>Average Residual Trap Catch (RTC %)</th><th>Number of monitoring Lines &gt; 4% RTC</th></tr></thead><tbody><tr><td>567</td><td>188,587</td><td>2,371</td><td>1.3%</td><td>294</td></tr></tbody></table> <p>Despite an overall mean trap catch rate of 1.3% across the monitored area, a significant number of lines—294 in total—exceeded the 4% threshold, indicating localised possum pressure. Furthermore, 10% of the properties monitored (52 out of 567) failed to meet the required standard of 4% RTC.</p>	PCA possum monitoring programme 2024-2025					Properties	Area monitored (Ha)	Number of monitoring lines	Average Residual Trap Catch (RTC %)	Number of monitoring Lines > 4% RTC	567	188,587	2,371	1.3%	294																								
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Biosecurity staff are currently working with the Guardians of the Ruakituri Catchment group to resolve recent failed monitoring results in that catchment.

The majority of properties that initially failed have since engaged HBRC-approved contractors to carry out possum control, eliminating the need for formal enforcement measures.

HBRC supported land occupiers with best practice advice, a 40% subsidy on selected control products through Farmlands and PGG Wrightsons, and financial aid for possum control in difficult terrain.

Furthermore, 9 QEII covenants received either free possum control (covenants >20ha) or free bait sufficient to control possums within the QEII area (covenants <20ha).

HBRC engaged a contractor to carry out possum control across all river berm land managed by HBRC. This initiative was undertaken as part of HBRC's good neighbour responsibilities, to fulfil its obligations under the Regional Pest Management Plan (RPMP), and to support the efforts of neighbouring landowners participating in the Possum Control Area (PCA) programme.

Graph 3: Possum Monitoring Data



<b>Rabbits</b>	<p>23 rabbit enquiries for advice and assistance were received over the last 12 months. Assistance was provided in the form of Environment Topic handouts, verbal advice, and in some cases demonstrations on the use of Pindone pellets and Magtoxin for rabbit control.</p> <p><b>Rabbit night counts (April 2023, April 2025)</b></p> <p>For the 2024/2025 financial year, rabbit night counts began in May 2025 owing to weather conditions. These were not completed before the end of the financial year due to difficulties with weather conditions and are still ongoing. These will be reported upon in the 2025/2026 annual report owing to the data at time of reporting being incomplete. However, anecdotally rabbit numbers are similar to last season.</p> <p><b>Graph 4: Rabbit night counts</b></p> <p>Annual Rabbit Night Count Trend</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Average Rabbit Count</th> </tr> </thead> <tbody> <tr><td>1988</td><td>14.5</td></tr> <tr><td>1989</td><td>0.5</td></tr> <tr><td>1990</td><td>0.5</td></tr> <tr><td>1991</td><td>0.5</td></tr> <tr><td>1992</td><td>2.5</td></tr> <tr><td>1993</td><td>0.5</td></tr> <tr><td>1994</td><td>0.5</td></tr> <tr><td>1995</td><td>0.5</td></tr> <tr><td>1996</td><td>1.0</td></tr> <tr><td>1997</td><td>1.0</td></tr> <tr><td>1998</td><td>1.0</td></tr> <tr><td>1999</td><td>1.5</td></tr> <tr><td>2000</td><td>2.0</td></tr> <tr><td>2001</td><td>3.0</td></tr> <tr><td>2002</td><td>4.5</td></tr> <tr><td>2003</td><td>3.5</td></tr> <tr><td>2004</td><td>4.0</td></tr> <tr><td>2005</td><td>2.5</td></tr> <tr><td>2006</td><td>2.0</td></tr> <tr><td>2007</td><td>3.0</td></tr> <tr><td>2008</td><td>3.5</td></tr> <tr><td>2009</td><td>2.5</td></tr> <tr><td>2010</td><td>2.0</td></tr> <tr><td>2011</td><td>2.5</td></tr> <tr><td>2012</td><td>3.0</td></tr> <tr><td>2013</td><td>4.0</td></tr> <tr><td>2014</td><td>3.5</td></tr> <tr><td>2015</td><td>4.0</td></tr> <tr><td>2016</td><td>0.5</td></tr> <tr><td>2017</td><td>5.0</td></tr> <tr><td>2018</td><td>0.5</td></tr> <tr><td>2019</td><td>5.0</td></tr> <tr><td>2020</td><td>0.5</td></tr> <tr><td>2021</td><td>14.5</td></tr> <tr><td>2022</td><td>0.5</td></tr> <tr><td>2023</td><td>0.5</td></tr> <tr><td>2024</td><td>2.5</td></tr> </tbody> </table>	Year	Average Rabbit Count	1988	14.5	1989	0.5	1990	0.5	1991	0.5	1992	2.5	1993	0.5	1994	0.5	1995	0.5	1996	1.0	1997	1.0	1998	1.0	1999	1.5	2000	2.0	2001	3.0	2002	4.5	2003	3.5	2004	4.0	2005	2.5	2006	2.0	2007	3.0	2008	3.5	2009	2.5	2010	2.0	2011	2.5	2012	3.0	2013	4.0	2014	3.5	2015	4.0	2016	0.5	2017	5.0	2018	0.5	2019	5.0	2020	0.5	2021	14.5	2022	0.5	2023	0.5	2024	2.5
Year	Average Rabbit Count																																																																												
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3.4 Site-Led Pest Animals

The objective is to support coordinated and integrated pest control in defined areas that protect and restore specific ecological or biodiversity values that are threatened or compromised by pests.

Site-led	Management Regime		
Feral cats Feral deer Feral goats Feral pigs Hedgehogs Mustelids Possums Rats	The following table outlines the projects that received assistance through the site-specific programme. These projects form a wide range of initiatives, from working with individual land users to projects with significant local community involvement. The site-specific programme is only implemented at sites of ecological importance.		
	Project	Location	Target species
	Pohue Bush	Te Pohue	Ungulates
	Edenham	Elsthorpe	Ungulates
	Motumokai Bush	Porangahau	Ungulates
	Kapiti	Maraetotara	Ungulates
	Waiparere	Waiparere	Mustelids, Rats, Hedgehogs, feral cats, Possums
	Puahanui Bush	Tikokino	Ungulates, mustelids, Rats, Hedgehogs, feral cats, Possums
	Wedd Bush	Tikokino	Ungulates
	Gillies Bush	Maraetotara	Ungulates
	Te Aratipi	Maraetotara	Ungulates
	Little Bush	Puketitiri	Mustelids, Rats, Hedgehogs, feral cats, Possums
	Pakaututu Bush	Puketitiri	Mustelids, Rats, Hedgehogs, feral cats, Possums
	Maungataniwha	Whirinaki Forest Park/Te Urewera Forest Park border	Rodents

Site-led	Management Regime		
	Birch Hill	Porangahau	Mustelids, Rats, Hedgehogs, feral cats, Possums, Ungulates
	Aramoana Reserve	Aramoana	Mustelids, Rats, Hedgehogs, feral cats, Possums
	Hinekatorangi Wetlands	Eskdale	Mustelids, Rats, Hedgehogs, feral cats, Possums
	Te Kowhai	Porangahau	Ungulates
	Cloverfields	Porangahau	Ungulates
	100 Acre Bush	Maraetotara	Ungulates and rodents
	Whittle Bush	Puketitiri	Goats
	Tahere Bush	Whakaki	Ungulates
	Waikareao	Porangahau	Ungulates
	Waituku	Whakaki	Ungulates
	Baldwin	Central Hawkes Bay	Ungulates
	Waikokomiko	Esk Valley	Rodents

3.5 Education and Advice

The Biosecurity team continue to post regular articles in “Our Place”, concentrating on rabbits, rooks, PCA updates and the use of maintenance contractors. Alongside pest plants, Pest Animal staff have worked closely with the HBRC Communications Team to implement a new HBRC Pest Hub website, including incorporating factsheets covering all aspects of pest animal control.

3.6 Research Initiatives

One research initiative was implemented during the 2024-2025 year. This is a two year project conducted by AgResearch assessing weed seed survival in extracted gravel when that gravel has been subjected to various crushing and screening processes. This project was initiated by Hawkes Bay Regional Council to begin with but was joint funded by Otago Regional Council, Environment Canterbury, Marlborough District Council, Greater Wellington Regional Council, Horizons Regional Council, Hawkes Bay Regional Council, Waikato Regional Council and Auckland Council. This issue is particularly topical given the ongoing gravel extraction restrictions in the middle and lower sections of the Tukituki due to the presence of Chilean needle grass in the riverbed.

## 4 Communications

The 2024/2025 biosecurity communications plan aims to raise awareness of our efforts and educate the community on biosecurity in Hawke's Bay. It highlights how:

- We manage regional pests to reduce their impact on biodiversity, agriculture, and the economy.
- We protect, sustain, and enhance native species through animal and pest plant control.
- We collaborate with other organisations to align programmes and share biosecurity responsibilities.
- We work closely with landowners to support pest education and animal control.
- We promote education through community engagement and communications.
- We empower our community to take action against the spread of invasive pests.

This year we delivered a wide range of communications on animal and plant pests through multiple channels – media releases, video, social media, interviews for magazines and papers, web content, and internal comms.

Media release topics included Senegal tea, Alligator weed, Check Clean Dry and Chilean needle grass.

### HBRC website: Pest Hub

The HBRC website pest hub is user-friendly for all pest plants and animals under the Regional Pest Management Plan, including marine pests and diseases. It also includes many other pests in New Zealand, including those not currently known to be found in Hawke's Bay.

The site provides the ability to report a pest, including a geo-location. The hub details our regional pests, including descriptions, photos, what harm or damage they may cause, and how they can be controlled. Management programmes and rules relating to each pest are also included, which lets people know if they need to take any steps if found on their property - <https://www.hbrc.govt.nz/environment/pest-control/pest-hub/>

The tables below show that the usage of all web pages increased from the 2023-2024 Financial Year to the 2024-2025 Financial Year. This is pleasing as it could be inferred that landowners and occupiers are becoming more willing to research pests and solutions to those pests themselves. It could also be inferred that the communications plan is driving engagement with these pages.

As at approximately April 2025, the Pest Hub provider went into liquidation and was purchased by another company. The charges set by the new provider to host our pages on their platform increased significantly. It was decided that we would take the opportunity to review the pages and their functionality as well as bring the hosting of those pages in house. This review process began in June 2025.

**Table 1: Webpage Statistics 2023/2024**

Web Page	Visits: 01 July 2023 to 30 June 2024
Pest Hub	4475
Pest Control	709
Pest Plants	637
Regional Pest Management Plan	512
Animal Pests	393
Biosecurity	302
Pests On My Farm	272
Tukituki River Controlled Area Notice (now expired)	509
Predator Free Hawkes Bay	250
Marine Pests	249
Pest Hub Enquiry/Reporting Forms	194
Check Clean Dry	107
Chilean needle grass	31

**Table 2: Webpage Statistics 2024/2025**

Web Page	Visits: 01 July 2024 to 30 June 2025
Pest Hub	10,387
Pest Control	1,038
Pest Plants	833
Regional Pest Management Plan	596
Animal Pests	585
Biosecurity	394
Pests On My Farm	388
Tukituki River Controlled Area Notice (now expired)	43
Predator Free Hawkes Bay	255
Marine Pests	249
Pest Hub Enquiry/Reporting Forms	217
Check Clean Dry	126
Chilean needle grass	85

13 social media posts were made on the Hawkes Bay Regional Council social media channels relating to biosecurity with varying levels of engagement recorded.

Reach is a measure of unique users viewing content and is an indicator of potential audience size. Essentially this is a measure of who sees the content. Link clicks are a good sign of interest as usually links are set to drive traffic away from the post. For example, to an information page, article or Pest Hub page.

An example of the content posted is below.

#### **Darwin's barberry**

Reach: 28,293 (13 link clicks)

#### **Apple of Sodom**

Reach: 22,373 (17 link clicks)

#### **Mediterranean fanworm diving Ahuriri**

Reach: 20,223

#### **Californian Green Thistle Beetle**

Reach: 18,636 (25 link clicks)

#### **Wilding pines**

Reach: 14,571

#### **Senegal tea with Warren**

Reach: 7,468 (15 link clicks)

#### **Chilean needle grass**

Reach: 6,358 (22 link clicks)

#### **Dive Hard re share marine pests**

Reach: 4,503

#### **Corbicula check clean dry reminder**

Reach: 3,726

#### **Summer check clean dry reminder**

Reach: 1,639 (2 link clicks)

#### **Year to date achievements (posted in November 2024)**

Reach: 4,180 (3 link clicks)

#### **Duck shooting check clean dry**

Reach: 7,733 (6 link clicks)

#### **Senegal tea**

Reach: 2,261 (8 link clicks)

Have you heard of *Berberis darwinii*, also known as Darwin's barberry?

Recently, our biosecurity team was in Puketitiri working to contain and control this hardy pest plant. This one's a real piece of work! 🌿 Unlike other weeds, Darwin's Barberry doesn't need disturbed ground to take root; it can establish itself without any help, greatly increasing its potential for invasion.

It can thrive almost anywhere and is tolerant to a wide range of temperatures, humidity, and soil types. Darwin's Barberry spikey nature deters grazers, but birds and possums love the berries, which they pick up and take elsewhere. Over time, this leads to the plant rapidly spreading.

So, why is this an issue? Darwin's barberry negatively impacts our precious biodiversity by outcompeting native flora and making it harder for indigenous species to thrive. It can invade pristine native bush and even affect agriculture by reducing viable farmland.

We know Darwin's barberry is in Puketitiri and Gwavas, so our teams are working hard to prevent this plant from becoming widespread.

📌 Learn more about this plant and what we're doing – <https://hbrc.info/darwinsbarberry>



## 2025-2026 Biosecurity Operational Plan Regional Pest Management Plan 2018-38

August 2025

Hawkes Bay Regional Council Publication No. 5704



ISSN 2703-2051 (Online)  
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## 2025-2026 Biosecurity Operational Plan Regional Pest Management Plan 2018-38

August 2025  
Hawkes Bay Regional Council Publication No. 5704

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## Introduction

Regional councils have a mandate under Part 2 of the Biosecurity Act 1993 (the Act) to provide regional leadership in activities that prevent, reduce, or eliminate adverse effects from harmful organisms that are present in their region.

This operational plan sets out how Hawke's Bay Regional Council (HBRC) will implement the objectives set out in the Hawke's Bay Regional Pest Management Plan 2018-38 (the RPMP). This operational plan is effective from 01 July 2025 to 30 June 2026.

## Background

Hawke's Bay Regional Council is the management agency responsible for developing and implementing the Hawke's Bay Regional Pest Management Plan 2018-2038 in accordance with the Biosecurity Act 1993.

The RPMP sets out policies and rules that in combination seek to achieve the eradication or effective management of specified pests or groups of pests. It describes the biosecurity activities that will be undertaken throughout Hawke's Bay and outlines the management or eradication of specific organisms. Doing so will:

- minimise the actual or potential adverse or unintended effects associated with these organisms, and,
- maximise the effectiveness of individual actions in managing pests through a regionally coordinated approach.

As the management agency, Council is required to prepare an annual operational plan that sets out how the plan is to be implemented. Following the end of each financial year, staff will report to Council on the implementation of the operational plan.

This plan is the operational (management) response to supporting or directly achieving the objectives contained within the RPMP and is delivered by the Biosecurity team of the Catchment Services section within the Integrated Catchment Management (ICM) group.

## Integration with Annual Plan

As far as practicable, the Operational Plan has been integrated with council's Annual Plan. The Annual Plan sets the overall priorities and work programmes for the organisation and provides an overview of related pest management activities for the 2025/2026 year. Implementation costs are included in the Annual Plan.

## Integration with Biodiversity Activities

HBRC has responsibilities to manage biodiversity under the Resource Management Act 1991. The management of high value biodiversity areas across the region is coordinated by the Biodiversity team of the Catchment Operations team within the ICM group. Pest plant and pest animal control is a key method for managing native biodiversity, requiring ongoing investment of council resources, with resources allocated to the Priority Ecosystem programme. This programme focuses on managing the areas of highest biodiversity value in Hawke's Bay, which includes ongoing coordinated pest control. Implementation of this programme requires close coordination with the Pest Plant, Pest Animal and Predator Free Hawke's Bay teams. This work is complemented by other efforts such as deer fencing to exclude feral deer and advocating for legal protection under QEII and other covenanting agencies.

## Pest Categories

### Exclusion Pests

The purpose of this category is to prevent the establishment of a pest which is present in New Zealand but not yet established in the region. Eradication of an incursion of an exclusion pest will be attempted by the Council in conjunction with other agencies such as MPI, DOC and neighbouring Regional Councils.

### Eradication Pests

The purpose of this category is to reduce the incidence or density of a pest to zero levels in an area in the short to medium term. For pests such as rooks, this could take over 30 years to achieve.

### Progressive Containment Pests

The intermediate outcome for this category is to contain and reduce the geographic distribution of the pest to an area over time. Progressive containment pests are those where a pest is at high densities in parts of Hawke's Bay, but of low extent or limited range. Eradication is not feasible region-wide, but it is feasible to prevent the pest from spreading to other parts of Hawke's Bay or to eradicate the pest from parts of Hawke's Bay.

- Existing populations will be monitored and, where appropriate, systems set in place to prevent further spread.
- New technologies and methods will be investigated and introduced where possible.

### Sustained Control Pests

The purpose of this category is to ensure pests are being controlled, to reduce impacts on values and spread to other properties. This may include boundary control of pest plants or suppression of a pest animal over a large geographic area where eradication is not possible.

### Site Led Pests

A site-led programme is the coordinated and integrated control of pests in a defined area that aims to protect and restore specific ecological or biodiversity values which are threatened or compromised by pests. Site led programmes focus on the ecological or biodiversity values of the site rather than simply the control of pests.

## Pests contained within the RPMP

Table 0-1: Number of Pest Species in the Plan.

Number of species (or groups of species) in the Regional Pest Management Plan					
Type of pest	Exclusion	Eradication	Progressive containment	Site led	Sustained control
Plants	5	8	11		9
Animals	1	2		8	5

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Phytosanitary

5

Marine

2

\*Note some species have more than one programme.

Table 0-2: Pest Plant species included in RPMP

Common Name	Scientific Name	Programme
African feather grass*	<i>Cenchrus macrochrous</i>	Eradication
Alligator weed*	<i>Alternanthera philoxeroides</i>	Exclusion
Apple of Sodom	<i>Solanum linnaeanum</i>	Progressive Containment
Australian sedge	<i>Carex longibrachiata</i>	Progressive Containment
Bathurst bur	<i>Xanthium spinosum</i>	Sustained Control
Blackberry	<i>Rubus fruticosus</i> agg.	Sustained Control
Cathedral bells*	<i>Cobaea scandens</i>	Eradication
Chilean needle grass*	<i>Nassella neesiana</i>	Sustained Control
Cotton thistle	<i>Onopordum acanthium</i>	Progressive Containment
Darwin's barberry*	<i>Berberis darwinii</i>	Progressive Containment
Goats rue	<i>Galega officinalis</i>	Eradication
Gorse	<i>Ulex europaeus</i>	Sustained Control
Japanese honeysuckle	<i>Lonicera japonica</i>	Progressive Containment
Marshwort*	<i>Nymphoides geminata</i>	Exclusion
Noogoora bur	<i>Xanthium strumarium</i>	Exclusion
Nassella tussock*	<i>Nassella trichotoma</i>	Progressive Containment
Nodding thistle	<i>Cardus nutans</i>	Sustained Control
Old man's beard*	<i>Clematis vitalba</i>	Progressive Containment
Phragmites*	<i>Phragmites australis</i>	Eradication
Purple loosestrife*	<i>Lythrum salicaria</i>	Eradication
Privet (Chinese and tree)	<i>Ligustrum sinense</i> , <i>L. lucidum</i>	Sustained Control
Ragwort	<i>Jacobaea vulgaris</i>	Sustained Control
Saffron thistle	<i>Carthamus lanatus</i>	Progressive Containment
Senegal tea*	<i>Gymnocoronis spilanthoides</i>	Exclusion
Spartina	<i>Spartina alterniflora</i> , <i>S. anglica</i> , <i>S. gracilis</i> , <i>S. maritime</i> , <i>S. x townsendii</i>	Exclusion
Spiny emex	<i>Emex australis</i>	Eradication

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Common Name	Scientific Name	Programme
Variegated thistle	<i>Silybum marianum</i>	Sustained Control
Velvetleaf*	<i>Abutilon theophrasti</i>	Progressive Containment
White-edged nightshade*	<i>Solanum marginatum</i>	Eradication
Wilding Conifers	<i>Ref glossary pg 102</i>	Progressive Containment
Woolly nightshade*	<i>Solanum mauritianum</i>	Progressive Containment
Yellow bristle grass	<i>Setaria pumila</i>	Sustained Control
Yellow water lily*	<i>Nuphar lutea</i>	Eradication

\* Unwanted organisms (as declared by a Chief Technical Officer)

**Table 0-3: Pest Animal species included in RPMP**

Common Name	Scientific Name	Programme
Feral cat	<i>Felis catus</i>	Sustained Control, Site-led
Feral deer (incl. hybrids)	<i>Cervus elaphus</i> , <i>C. nippon</i> , <i>C. dama</i>	Site-led
Feral goat	<i>Capra hircus</i>	Sustained Control, Site-led
Feral pig	<i>Sus scrofa</i>	Site-led
Hedgehog	<i>Erinaceus europaeus</i>	Site-led
Mustelids (ferret, stoat, weasel)	<i>Mustelo furo</i> , <i>M. ermine</i> , <i>M. nivalis</i>	Sustained Control, Site-led
Possum	<i>Trichosurus vulpecula</i>	Eradication, Sustained Control, Site-led
Rabbit	<i>Oryctolagus cuniculis</i>	Sustained Control
Rat (Norway and ship)	<i>Rattus norvegicus</i> , <i>R. rattus</i>	Site-led
Rook*	<i>Corvus frugilegus</i>	Eradication
Wallaby (Bennett's, dama, parma, brush-tailed rock and swamp)*	<i>Macropus rufogriseus rufogriseus</i> , <i>M. eugenii</i> , <i>M. parma</i> , <i>Petrogale pencillata</i> , <i>Wallabia bicolor</i>	Exclusion

\* Unwanted organisms (as declared by a Chief Technical Officer)

**Table 0-4: Marine Pests species included in RPMP**

Common Name	Scientific Name	Programme
Mediterranean fanworm**	<i>Sabella spallanzanii</i>	Exclusion
Clubbed tunicate	<i>Styela clava</i>	Exclusion

\*\* Notifiable organism (s45 Biosecurity Act)

**Table 0-5: Phytosanitary Pests species included in RPMP**

Common Name	Scientific Name	Programme
Apple black spot	<i>Venturia inaequalis</i>	Sustained Control
Codling moth	<i>Cydia pomonella</i>	Sustained Control

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Common Name	Scientific Name	Programme
European canker	<i>Neonectria ditissima</i>	Sustained Control
Fireblight	<i>Erwinia amylovora</i>	Sustained Control
Lightbrown apple moth (Leafroller)	<i>Epiphyas postvittana</i>	Sustained Control

This operational plan details the Plan objective for the control of the pests defined within the RPMP and provides a brief description of what activities HBRC will undertake to achieve the stated objective.

## Principal Measures

This plan and the RPMP are based on the following core areas of HBRC's responsibility:

### Regulation (standards and enforcement)

Standards, rules, and restrictions are set, and compliance enforced with penalties, when and where necessary.

### Inspection

Regular property inspections ensure that rules and regulations are being met and changes in pest densities are determined over time.

### Monitoring

Undertaking monitoring for pests in the region to determine their presence, distribution, and effects, and to measure the extent to which the objectives of the RPMP are being achieved.

### Direct control

Funding and undertaking pest control in some circumstances as a service for regional benefit.

### Advice and education

Free advice is given to raise awareness of pest problems and to provide land occupiers with the information to control their own pests.

### Community initiatives

Guidance and support are provided for community driven initiatives to control pests.

### Cost recovery

A full cost recovery operational service is available for pest control.

### Biological control

As approved biological control agents become available, HBRC may elect to utilise them. Biocontrol is currently a key tool in the management of rabbits and various pest plant and other harmful species.



## Pest Plants

### 1.1. Exclusion Pest Plants

#### Objective

Prevent the establishment of exclusion pest plants in the Hawke's Bay region.

#### Targets

Conduct searches in areas vulnerable to infestation, follow up on reported sightings and raise public awareness of exclusion pests. Develop partnerships with other organisations and community groups that have expertise or an interest in protecting the environment.

Eradication of exclusion species will be attempted by HBRC in conjunction with relevant Crown agencies and stakeholders where practicable.

Council will provide training to relevant council staff and stakeholders about the identification of the exclusion pests to assist in early detection. Council will provide advice, attend events, and undertake publicity campaigns to increase public awareness of exclusion pests.

Exclusion	Management Regime
Alligator weed	Develop partnerships and distribute information to interested and relevant parties to extend the area monitored for the presence of these pest plants. Investigate possible pathways for these pest plants to move into Hawke's Bay. Respond to reports of these pests, using powers under the Biosecurity Act if required.
Marshwort	
Noogoora bur	
Senegal tea	Alligator weed and Senegal tea have been discovered in Hawke's Bay. Eradication and surveillance programmes have been put in place.
Spartina	

### 1.2. Eradication Pest Plants

#### Objective

Destroy all known infestations of these species within the Hawke's Bay region, prior to seed set.

#### Targets

Undertake direct control through service delivery at all known sites. Assessment of existing infestation points to decide whether any surveys are required. Inspection and delimit regime to be carried out at all known sites.

Control work will be undertaken annually by council staff, contractors, partners and/or stakeholders and data will be recorded in Clover.

Eradication	Management Regime
African feather grass	
Cathedral bells	
Goats rue	

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Purple loosestrife	HBRC will destroy all infestations prior to seed set.
Spiny emex	
White edged nightshade	
Yellow water lily	
Phragmites	In accordance with the contract between HBRC and Ministry of Primary Industries, HBRC will destroy all infestations prior to seed set.

### 1.3. Progressive Containment Pest Plants

#### Objective

Progressively contain and reduce the geographic distribution of the pest plant either across the region or specified areas within the region.

#### Targets

Through a combination of direct control (service delivery) and occupier responsibility (monitoring and compliance) all known infestations will be controlled prior to seed set where practical.

Council staff will control populations within the containment area through a variety of control methods, including but not limited to spraying. The long-term goal for many of these pests is eradication but is not feasible within the short to medium term.

Council staff will also support communities to reduce the impact of progressive containment pests through regulatory and non-regulatory biosecurity programmes.

Progressive containment	Management Regime
Apple of Sodom	Occupiers are responsible for the control of Apple of Sodom, Australian sedge, Cotton thistle, Darwin's barberry, Japanese honeysuckle, Saffron thistle, Velvetleaf and Woolly nightshade on their land. HBRC will at its discretion control some known infestations prior to seed set where it is practical to do so. Occupiers may qualify for a subsidy under the incentive scheme.
Australian sedge	
Cotton thistle	
Darwin's barberry	
Japanese honeysuckle	
Saffron thistle	
Velvetleaf	
Woolly nightshade	
Nassella tussock	Occupiers are responsible for controlling Nassella tussock on their land and may qualify for a subsidy under the incentive scheme. HBRC will at its discretion control known infestations before the seeds set.



Progressive containment	Management Regime
<b>Old man's beard</b>	<p>As stated in the RPMP, Old Man's Beard (OMB) is not as widespread North of SH5 as it is South of this area, therefore it is beneficial to require occupiers to continue to control old man's beard north of SH5. Occupiers North of SH5 are responsible for controlling old man's beard on their land and may qualify for a subsidy under the incentive scheme. HBRC will at its discretion control some known infestations prior to seed set where it is practical to do so.</p> <p>There is also a progressive containment programme along the Ruahine and Kaweka ranges, to prevent the establishment of old man's beard in the ranges. HBRC, upon forming an agreed work programme with the Department of Conservation, will control all old man's beard within a 500-metre buffer zone along the edge of the Ruahine and Kaweka ranges (as per map in RPMP 2018-38).</p> <p>South of SH5 and outside of the 500-metre buffer zone along the edge of the Ruahine and Kaweka ranges, Council will still encourage the control of OMB but will not enforce compliance. Land users below SH5 will still be eligible for the incentive scheme for the control of OMB. HBRC will at its discretion control some known infestations before seeds reach maturity where it is practical to do so.</p>
<b>Wilding Conifers</b>	<p>Occupiers are responsible for controlling Pinus contorta on their land and may qualify for a subsidy under the incentive scheme. HBRC will at its discretion control some known infestations where it is practical to do so.</p> <p>Occupiers are responsible for controlling Scots pine, mountain pine and dwarf mountain pine on their land in the designated containment area and may qualify for a subsidy under the incentive scheme. HBRC will at its discretion control some known infestations where it is practical to do so.</p> <p>HBRC will collaborate with other stakeholders to ensure the milestones it is responsible for within the Kaimanawa and Rangitaiki Management Units are completed, and MPI are supplied with all the necessary data required.</p>

#### 1.4. Sustained Control Pest Plants

##### Objective

To provide for ongoing control of the subject, or an organism being spread by the subject, to reduce its impacts on values and spread to other properties.

##### Targets

Several pests are well established in Hawke's Bay, many of which have been subject to various control aspirations over time. The primary objective is to prevent or minimise the spread of these pests between neighbouring properties.

Sustained Control	Management Regime
<b>Bathurst bur</b>	HBRC, upon receiving a written complaint, will ensure the occupier destroys all Bathurst bur within 5 metres of the property boundary that is adjacent to the adjoining occupier

	complainant's boundary where the adjoining occupier is also destroying, or the land is clear of, all Bathurst bur.
<b>Blackberry</b>	HBRC, upon receiving a written complaint, will ensure the occupier destroys all Blackberry within 10 metres of the property boundary that is adjacent to the adjoining occupier complainant's boundary where the adjoining occupier is also destroying, or the land is clear of, all Blackberry.
<b>Chilean needle grass</b>	Occupiers are responsible for controlling Chilean Needle grass on their land and may qualify for a subsidy under the incentive scheme. Chilean needle grass was identified in dry summer areas of Hawke's Bay - west of Napier, and at Bay View, Puketapu, Havelock North, Maraekakaho, Poukawa, Tukituki flood plain, Otane, Patangata, Waipawa, Waipukarau, Wakarara, Omakere, Onga Onga and Porangahau (approx. 800 ha in total). There are infestations on river berm land and roadsides. Biosecurity staff will arrange to control Chilean needle grass on public land. On private land, occupiers are required to meet the rules outlined in the RPMP and control Chilean needle grass in accordance with their agreed management programmes. HBRC will at its discretion control some known infestations before the seed set where it is practical to do so.  HBRC will work with Marlborough District Council and Environment Canterbury in raising awareness of CNG within New Zealand.
<b>Gorse</b>	HBRC, upon receiving a written complaint, will ensure the occupier destroys all Gorse within 10 metres of the property boundary that is adjacent to the adjoining occupier complainant's boundary where the adjoining occupier is also destroying, or the land is clear of, all Gorse.
<b>Nodding thistle</b>	HBRC, upon receiving a written complaint, will ensure the occupier destroys all Nodding thistle within 20 metres of the property boundary that is adjacent to the adjoining occupier complainant's boundary where the adjoining occupier is also destroying, or the land is clear of, all Nodding thistle.
<b>Privet (Chinese and Tree)</b>	Upon receipt by Council of a doctor's certificate/positive blood test clearly showing a person to be suffering a Privet allergy, Council will, within the urban area (50km speed zone or less), destroy any isolated Chinese and Tree privet plants within 50m of the residence or place of work of that person. If, upon inspection by Council, large numbers of plants exist, including as hedges, a direction will be served on the occupier to prune to prevent flowering or destroy the plants thoroughly.
<b>Ragwort</b>	HBRC, upon receiving a written complaint, will ensure the occupier destroys all Ragwort within 20 metres of the property boundary that is adjacent to the adjoining occupier complainant's boundary where the adjoining occupier is also destroying, or the land is clear of, all Ragwort.  The presence of biological controls will be considered when a complaint is made.
<b>Variegated thistle</b>	HBRC, upon receiving a written complaint, will ensure the occupier destroys all Variegated thistle within 5 metres of the property boundary that is adjacent to the adjoining occupier complainant's boundary where the adjoining occupier is also destroying, or the land is clear of, all Variegated thistle.
<b>Yellow bristle grass</b>	HBRC will collaborate with roading authorities to manage likely vector pathways of Yellow bristle grass.

### 1.5. Biodiversity Pest Plants

These are plants that have a negative ecological effect which are managed outside of the RPMP. Plants that presently fall into this category are Boneseed, Climbing Spindleberry, Blue passionflower, Asiatic knotweed, Giant knotweed, Moth plant, Pampas and Purple ragwort.

### 1.6. Biological Control of Pest Plants

HBRC continues to support research into biological control of pest plants. HBRC's priorities for further research into bio-control agents during the life of the RPMP are Chilean needle grass, Moth plant, Nassella tussock, Old man's beard and Japanese honeysuckle. The region's biological control agents for Ragwort, Nodding thistle, and Gorse are widespread and active. A biological control agent for Californian thistle is steadily becoming established.

HBRC contributes funding to the National Biocontrol Collective, a sector group of Regional Councils and Unitary Authorities that pool resources to research new biocontrol agents and set national priorities for biocontrol research.

Over the duration of this operational plan staff will continue to work effectively to engage Māori landowners and hapu at a local and regional level in the consultation around new biocontrol releases.

### 1.7. National Pest Plant Accord

The Ministry of Primary Industries manages the National Pest Plant Accord, which has declared 135 plants as unwanted organisms under the Biosecurity Act. HBRC has agreed to be responsible for ensuring that people selling plants are conforming to the requirements of the Act, and not selling or propagating these plants. All pest plants and unwanted organisms are banned from sale and propagation under the Biosecurity Act. All retail outlets that are known to sell plants will be visited at least once every three years, to ensure that they are not selling any pest plant listed in the RPMP or the Pest Plant Accord.

### 1.8. General Advice and Information

Biosecurity staff will provide advice, attend events and undertake publicity campaigns to increase public awareness of pests. The information is intended to assist occupiers meet their obligations under the RPMP. Biosecurity staff will also assist with the general identification of plants and provide information and education material about poisonous plants.

Staff will inspect plant outlets and markets within the Hawke's Bay region for the sale and/or propagation of RPMP species. Training will be provided to relevant staff and stakeholders in identifying pests to assist in early detection.

HBRC implemented a new website called Pest Hub in 2019. It lists many pests, including those listed within the RPMP. It contains information on their impact, best practice control techniques and the public can report a pest to HBRC staff.

As at approximately April 2025, the Pest Hub provider went into liquidation and was purchased by another company. It was decided that we would take the opportunity to review the pages and their functionality as well as bring the hosting of those pages in house. This review process began in June 2025.

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## Pest Animals

### 1.9. Exclusion Pest Animals

#### Objective

Prevent the establishment of exclusion pest animals in the Hawke's Bay region.

#### Targets

Undertake surveillance of high-risk areas/pathways. Follow up on reported sightings or reports of illegal releases and raise public awareness of exclusion pests. Develop partnerships with other organisations and community groups that have expertise or an interest in protecting the environment.

Eradication of exclusion species will be attempted by HBRC in conjunction with relevant Crown agencies and stakeholders where practicable.

Council will provide training to relevant council staff and stakeholders about identifying the exclusion pests to assist in early detection. Council will provide advice, attend events, and undertake publicity campaigns to increase public awareness of exclusion pests.

Exclusion	Management Regime
Wallaby	Undertake active surveillance of high-risk areas/pathways for these pests. Develop partnerships with interested and relevant parties to extend the area monitored for the presence of these pests. Investigate possible pathways for these pests to move into Hawke's Bay. Respond to reports of this pest, using powers under the Biosecurity Act if required.
Mediterranean fanworm	
Clubbed tunicate	

### 1.10. Eradication Pest Animals

#### Objective

Eradicate rooks from the region. Have no active rookeries within 20 years of the commencement of the RPMP. Eradicate all possums contained within Possum Eradication Areas.

#### Targets

Destroy all active rook nests within the Hawke's Bay region and eradicate possums within those areas identified as Possum Eradication Areas. Inspect pet shops, online sales and wildlife shelters if reports are received of the sale and/or breeding of possums and rooks. Support appropriate research initiatives, including biological control should it become available. Undertake direct control through service delivery.

Eradication	Management Regime
Possum	A Possum Eradication Area is created once written agreements have been entered into with 75% or more of the total proposed land area. The Council will undertake possum eradication work within the entire Possum Eradication Area. Once possum eradication commences, land occupiers within the area shall maintain possum eradication status in accordance with the Hawke's Bay Regional Possum Control Technical Protocol (PN 4969).

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	<p>The Whakatipu Māhia project is in the final stages of removing all possums from the 14,600ha Māhia Peninsula. Resident possums are now confined to the 360ha Māhia Scenic Reserve. The proof of absence camera network was removed over winter to minimise water damage to the cameras, and these will be reinstalled once lambing finishes in Spring.</p> <p>Remaining possums in the Scenic Reserve will be targeted utilising the bait station network, kill traps, and newly developed Spitfires. If the camera network indicates that possums are at a low enough density, then scat (using detector dogs) surveys to target this control work will be effective. Once this scat mapping is complete, night hunting using dogs will mop up any remaining individuals.</p>
<b>Rook</b>	<p>Over the duration of the Plan, all active rook nests will be destroyed within the Hawke's Bay region. Information will be provided to land occupiers on rook identification, the potential adverse effects they cause, whom to contact for rook control, and the risks of inappropriate control.</p>

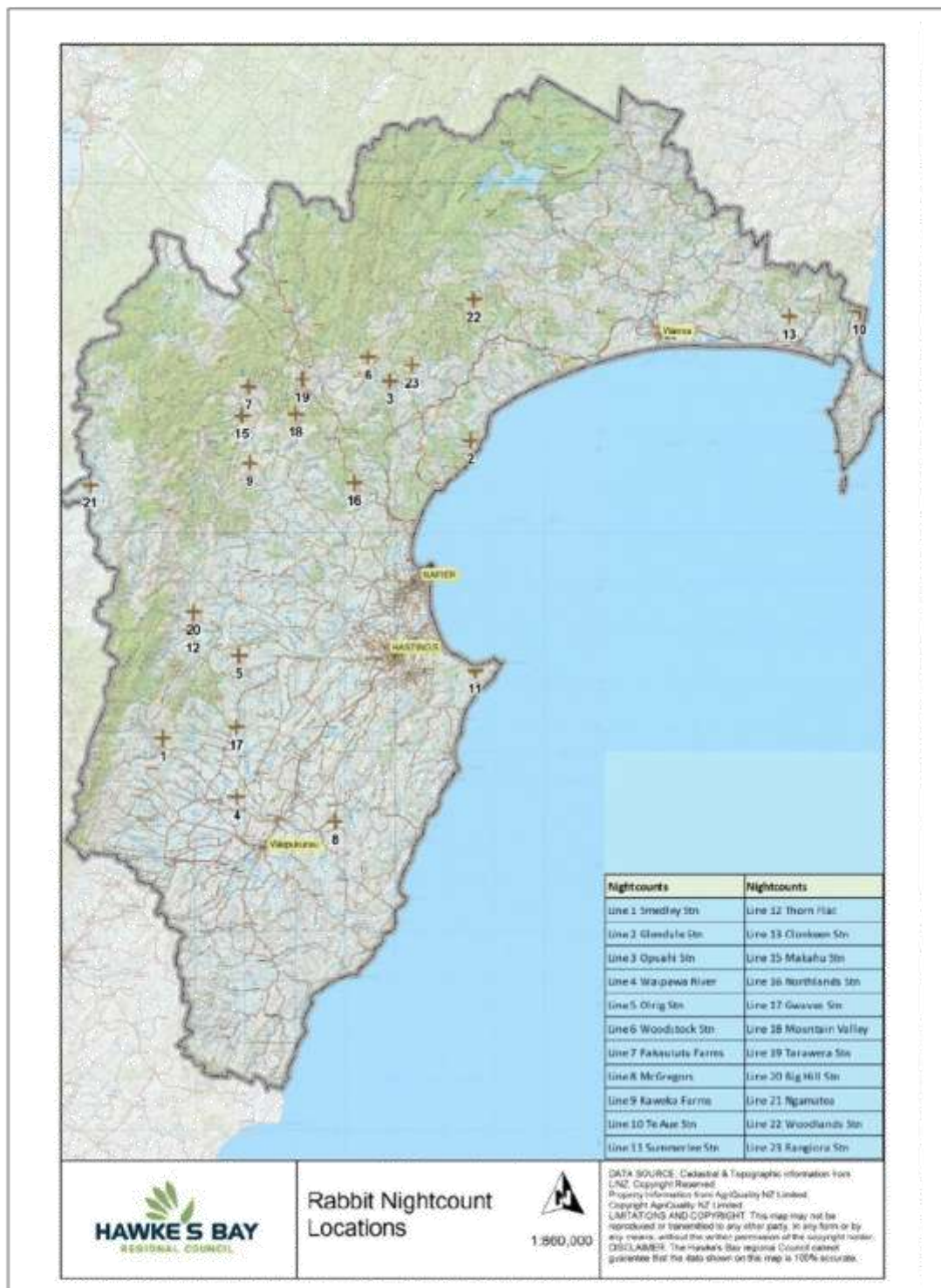
### 1.11. Sustained Control Pest Animals

#### Objective

Over the duration of the Plan, sustainably control sustained control pest animals in order to minimise adverse effects on environmental values and economic well-being within the Hawke's Bay region.



Sustained Control	Management Regime
<b>Feral Goat</b>	<p>Sustainably control feral goats on land contained within Feral Goat Coordinated Management Areas to zero density or to levels specified within a Written Management Agreement approved by Hawke's Bay Regional Council.</p> <p>A Feral Goat Coordinated Management Area is created once written agreements have been entered into with 75% or more of the total land area. The Council will coordinate initial feral goat control work within the entire Feral Goat Coordinated Management Area. Once feral goats have been reduced to low levels, occupiers within the area are required to maintain feral goats in accordance with this Protocol.</p>
<b>Possum</b>	<p>Sustainably control possums contained within Possum Control Areas to ensure population density on that land is at or below 4% residual trap catch.</p> <p>An occupier within a Possum Control Area shall maintain possum densities on their land at or below 4% residual trap catch, in accordance with the Hawke's Bay Regional Possum Control Technical Protocol (PN 4969).</p> <p>Possum monitoring will be undertaken by council on a sample of properties within the PCA area to assess if properties are meeting the plan rule. Compliance action will be undertaken for properties that fail to meet the plan rule. This includes land where the Good Neighbour Rule applies.</p> <p>HBRC will support land occupiers in managing possum densities through providing best practice advice, and financial assistance for managing possums in difficult terrain.</p> <p>Landowners who have a QEII block less than 20 hectares on their property are eligible to receive free possum bait sufficient to control possums within the QEII area. For landowners with QEIs greater than 20 hectares, or where several small QEIs are collectively greater than 20 hectares, HBRC arranges and pays for possum control.</p>
<b>Rabbits</b>	<p>Sustainably control rabbits to ensure population levels are maintained below Level 4 on the Modified McLean Scale (2012). The following will be undertaken:</p> <ul style="list-style-type: none"> <li>• Conduct annual regional rabbit night counts. (April 2021, April 2023, April 2025, April 2026)</li> <li>• Conduct targeted biannual surveillance of rabbit prone areas.</li> <li>• Provide advice and education to land occupiers, including occupiers of small blocks, to help them control rabbits by the most efficient and effective means.</li> <li>• Monitor for compliance and where appropriate enforce the rabbit control rule.</li> </ul> <p>At its discretion, and as set out in an approved management programme, Council may meet up to 50% of the cost of rabbit control on rateable land where rabbit numbers exceed 4 on the McLean Scale.</p> <p>Council will continue to support research initiatives, including biological control, and release biological control agents for the control of feral rabbits when appropriate.</p>
<b>Rabbit night count locations</b>	



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### 1.12. Site-led Pest Animals

#### Objective

Support sustainable control of site-led pests at sites of ecological importance to levels appropriate for the protection of ecological values, recreational values, and economic well-being within the Hawke's Bay region.

#### Targets

Coordinated and integrated control of pests in defined areas that protect and restore specific ecological or biodiversity values which are threatened or compromised by pests. Sites include:

- Priority Ecosystems (Hawke's Bay Regional Council)
- Recommended Areas for Protection (Department of Conservation)
- Sites of Special Wildlife Interest (Department of Conservation)

Site-led	Management Regime
<b>Feral cats</b> <b>Feral deer</b> <b>Feral goats</b> <b>Feral pigs</b> <b>Hedgehogs</b> <b>Mustelids</b> <b>Possums</b> <b>Rats</b>	<p>Support land occupiers and community groups in managing site-led pests at areas of high biodiversity value through technical information, best practice control techniques and provision of traps or ungulate control.</p> <p>An agreement will be signed with the land occupier agreeing to utilise the traps and undertake best practice.</p> <p>HBRC staff will work with other groups to maximise outcomes of council programmes e.g., Erosion Control Scheme, Predator Free Hawke's Bay, Environmental Enhancement projects, Ecological Management and Enhancement Plans.</p>

### Phytosanitary Pests

#### Objective

Sustainably control apple black spot, codling moth, European canker, fireblight and lightbrown apple moth on unmanaged pipfruit production sites to protect economic well-being of the pipfruit industry within the Hawke's Bay region.

#### Targets

Occupiers of unmanaged pipfruit production sites shall, on receipt of a written direction from an Authorised Person, control:

- Apple black spot (*Venturia inaequalis*) on their land from the presence of green tips until fruit maturity/harvest; and
- Codling moth (*Cydia pomonella*) on their land if five (5) or more codling moths are caught in any one codling moth pheromone trap during any calendar week on their land;
- European canker (*Neonectria ditissima*) by inspecting all pipfruit trees on their land at least four times during the year, applying post-harvest sprays if canker is found and removing and burning all infected pipfruit tree parts showing any presence of European canker; and

- Fireblight (*Erwinia amylovora*) on their land during the pipfruit bloom period (from pink to petal fall); and
- Lightbrown apple moth (Leafroller) (*Epiphyas postvittana*) on their land once thirty (30) lightbrown apple moths are caught in any one lightbrown apple moth pheromone trap on their land from 15 December until fruit harvest.

Sustained Control	Management Regime
Phytosanitary pests	<p>Resolving apple black spot, codling moth, European canker, fireblight or lightbrown apple moth control disputes between neighbouring parties will be undertaken by HBFGA in the first instance.</p> <p>If pest monitoring on the affected managed pipfruit production site over a reasonable time confirms that:</p> <ul style="list-style-type: none"> <li>• there is a clear difference in the management inputs required to control phytosanitary pests compared to the previous three years; and</li> <li>• monitoring results indicated that the phytosanitary pest outbreak is more severe along the boundary with the adjacent unmanaged pipfruit production site.</li> </ul> <p>Then HBFGA will advise the occupier of the unmanaged pipfruit production site(s), that they are deemed to be an exacerbator of phytosanitary pests. HBFGA will be entitled to give the occupier of the unmanaged pipfruit production site(s) 14 days to reach an agreement. If agreement cannot be reached and/or control is not undertaken within that time, HBFGA will advise Hawke's Bay Regional Council of the situation and seek a direction to control phytosanitary pests on the unmanaged pipfruit production site.</p> <p>On receiving advice regarding the situation, Hawke's Bay Regional Council will initiate appropriate enforcement procedures under the Biosecurity Act for the control of the phytosanitary pests.</p>

## Financial Summary

Council's Long-Term Plan 2021 – 2031 sets out the planned expenditure and required funding, via rates and user charges, for the operational and planning activities associated with pest management

The expenditure budgets as per the 2025-2026 Annual Plan are summarised in the table below:

Bioresecurity 25/26 Annual Expenditure	25/26 Annual Plan expenditure budget
Pest Management Strategies	\$ 0
Pest Plant Incentive Scheme	\$ 0
Primary production Pest Plants	\$ 499,987
Environmental/human health pest plants	\$ 944, 982
Biological Control	\$ 34,556
Rabbit control	\$ 32,652
Possum control	\$ 1,471, 719
Site specific pest animal control	\$ 121,489
Rook control	\$ 206,105
Possum Bait and Rabbit Subsidy	\$ 0
Pest Annual General Advice	\$ 0
Pest Animal Research	\$ 0
Marine Pests	\$ 120,707
<b>Total including Organisational Overheads</b>	<b>\$3,511,558</b>



## Regional Pest Management Plan Review

The Hawkes Bay Regional Pest Management Plan 2018-2038 is to be reviewed this financial year. The Regional Pest Management Plan is the main statutory document implementing the Biosecurity Act 1993 in the region.

As per section 100D of the Biosecurity Act 1993, 'council must initiate a review of a plan as a whole if the plan was last reviewed as a whole more than 10 years previously'.

The Act outlines a six step process for developing/reviewing a plan where all steps must be completed in the outlined order:

	<i>Regional pest management plans</i>	
68	Definitions for sections 69 to 78	107
69	Relationship of rules with law	108
70	First step: plan initiated by proposal	108
71	Second step: satisfaction on requirements	110
72	Third step: satisfaction with consultation or requirement of more consultation	112
73	Fourth step: approval of preparation of plan and decision on management agency	113
74	Fifth step: satisfaction on contents of plan and requirements	115
75	Sixth step: decision on plan	116
76	Application to Environment Court about plan	116
77	Making of plan	117
78	Exemptions from rules	118

Given the resource challenges HBRC is facing and current minimal budget and staff time to undertake this review, a pragmatic and fiscal approach will be undertaken that will meet the requirements of the BSA but not overcommit the limited resource.

## Measuring Performance

The following criteria will be used to measure the success or otherwise in implementing the Operational Plan:

- Completion rate of programmes contained within this Operational Plan;
- Results from trend monitoring undertaken, and an assessment of these results;
- The education initiatives undertaken during the year;
- The number of Notice of Directions issued, the level of compliance with those notices, and any follow-up activity undertaken;



- The outcomes of all service delivery operations undertaken;
- The results of biological control research and monitoring, and the number of bio-control releases undertaken;
- All research initiatives to which contributions have been made during the year; and
- Any cross-boundary issues that arose and how they were resolved.

### Implementation Report

A report on the Operational Plan and the success or otherwise of its implementation will be prepared no later than five months after the conclusion of the financial year. A copy of this report will be provided to Council.

# ***Ethical, planned and prudent*** **Procurement Policy**

***August 2025***

## Purpose of this document

The Hawke's Bay Regional Council (HBRC) is responsible for the expenditure of public funds. This Procurement Strategy and Policy outlines how HBRC manages its procurement activity and supplier engagements in an ethical, planned and prudent manner.

## Introduction

HBRC operates under the Local Government Act 2002 (LGA). The LGA requires HBRC to conduct its business in an open, transparent, and democratically accountable manner, and to undertake any commercial transactions in accordance with sound business practices while periodically assessing the risks and expected returns from a commercial activity.

The purpose of this policy is to document the principles and practices that guide and inform HBRC and its employees when making procurement decisions and undertaking processes for purchasing assets, goods, works and services. HBRC strives to ensure prudent stewardship, and the efficient and effective use of the region's limited resources by planning effectively for the future management of those assets.

It covers all purchasing over the thresholds outlined in this policy. This includes engaging a contractor, a professional services firm and the purchase of equipment.

Procurement covers all the business processes associated with buying the goods, services and works we use to run our business, and deliver our organisational objectives. It starts with identifying our needs, then planning the best way to meet them, continues through sourcing the goods, services and works, then managing the contract, and ends with expiry and evaluation of the contract or the end of the asset's life.

This policy applies to all HBRC staff, contractors, elected members and sub-committee appointees purchasing on behalf of, or for, HBRC.

## When the policy doesn't apply

This policy does not apply where a HBRC business unit is a supplier or potential supplier to HBRC.

HBRC will not invite any HBRC business unit to tender or submit for any work in any competitive process where it will be in direct competition with the open market. Where HBRC requires work to

be undertaken and an HBRC business unit has the capacity and capability to undertake the work, it is preferred that the work is carried out by the HBRC business unit.

The HBRC business unit wanting the work undertaken may either:

- Approach the supplying business unit directly to price the work as an alternative to engaging the market in a competitive process; or
- Having already undertaken a competitive process with the market and not being satisfied with the value it will receive, request the business unit to price and undertake the work.

## Document Information

<b>Issue Date</b>	August 2025
<b>File Name</b>	Procurement Policy - August
<b>Endorsed by Council</b>	

## The framework under which we operate

HBRC procurement is based on the Government Procurement Charter, Principles, Rules (issued by the Ministry of Business, Innovation and Employment) and other good practice guidance such as that issued by the Office of the Auditor General. Collectively, these provide a broad framework that supports accountability for spending, sound business practice and better results. It is about developing a strong understanding of all the aspects of the procurement lifecycle and skilfully applying these to deliver the best results. Where practical, HBRC complies with this guidance.

### Government Procurement Charter

The Charter sets out government's expectations of how agencies should conduct their procurement activity to achieve public value and requires HBRC to deliver economic benefits to New Zealand while looking for new and innovative solutions. It is important for HBRC that we engage businesses who operate with integrity, transparency and accountability and which engage with Māori, Pacifica, and regional businesses and social enterprises to actively contribute to the local economy.



### The five principles of Government Procurement

The principles of government procurement provide government's overarching values and assist HBRC to make good procurement decisions.

#### 1. Plan and manage for great results

HBRC identifies the need and actively plans the best way to approach the market. By involving suppliers early, we understand the market and demonstrate an openness to new ideas.

#### 2. Be fair to all suppliers

HBRC is committed to creating competition in the market and doesn't discriminate against suppliers. We make it easy for suppliers (small and large) to do business with us, and clearly explain how we will assess a supplier's proposal. If a supplier is unsuccessful in a tender, we will provide feedback that helps a supplier learn so they know how to improve for future tenders.

#### 3. Get the right supplier

We are committed to choosing the right supplier who can deliver what we need, at a fair price and on time. We will be clear about what we need and will build demanding, but fair and productive relationships with suppliers.

#### 4. Get the best deal for everyone

HBRC makes balanced procurement decisions which deliver the best public value over the lifetime of the goods or services. We encourage and are receptive to new ideas and ways of doing things, with an appetite to consider calculated risks and new ideas. We will work with suppliers to make ongoing savings and improvements.

#### 5. Play by the rules

We are committed to procurement activity which is transparent and reasonable, and we act with impartiality and actively manage conflicts of interest. It is our responsibility to ensure that everyone involved in the process acts responsibly, lawfully and with integrity.

### Our procurement policy

Our procurement policy outlines the expectations of HBRC and suppliers when undertaking procurement activity. It contains 29 focus areas to ensure effective, transparent, and appropriate procurement practices, under our principles of **ethical, planned and prudent** procurement.

### Accountability

HBRC operates a hybrid procurement model. Hybrid procurement combines elements of both centralised and decentralised approaches and typically involves central oversight for strategic decisions and large-scale purchases, while allowing individual business units to handle smaller, routine purchases. This model balances the benefits of uniformity and economies of scale with flexibility and responsiveness.

Business units are accountable to ensure that this policy is adhered to with guidance provided by the procurement function. Templates are available to the business to minimise rework and to ensure an appropriate procurement approach.

The central procurement function is responsible for strategic procurement functions such as policy development, probity and overall governance while ensuring compliance with this strategy.

### Thresholds

Our standard procurement processes are based on monetary thresholds. Where there is perceived additional risk, complexity, or there is a lack of clarity over best practice, advice should be sought from the procurement and/or legal teams.

**Note:** The value for a procurement activity is the whole-of-life cost. Whole-of-life cost refers to the total cost of acquiring, operating, maintaining and disposing of a product or service over its lifecycle. If a potential exists for ongoing work for the supplier, the total possible spend is the threshold which applies.

These thresholds do not apply when HBRC is approaching a HBRC business unit directly as an alternative to engaging the market in a competitive process, or where having already undertaken a competitive process with the market and not being satisfied with the value it will receive, is requesting a HBRC business unit to price and undertake the work.

1. Purchases under \$10,000 – A procurement plan is not required.
  - a. Procure directly from a suitable supplier. A purchase requisition and purchase order must be created for all purchases, approved by the appropriation financial delegation holder.
  - b. Retain a written summary outlining how the decision to engage the supplier was reached, options considered, deliverables required, and anticipated timeframe for delivery.
2. \$10,001 to \$100,000 – A procurement plan is required, right sized to the value, complexity and risk of the procurement activity.

- c. Obtain three quotes or undertake a closed tender. Where there is limited technical expertise available, advice should be sought from the procurement and/or legal teams.
- d. Retain a written summary outlining how the decision to engage the supplier was reached, options considered, deliverables required, and anticipated timeframe for delivery.
- 3. Over \$100,000 – A procurement plan is required, right sized to the value, complexity and risk of the procurement activity. The procurement team must be engaged for advice.
- e. A single or two stage open tender procurement process is required. These documents will be advertised publicly. The procurement and legal teams will provide guidance on potential approaches.
- f. Defined evaluation objectives, evaluation criteria and criteria ranking are required to be established prior to approaching the market. Supplier tenders are individually evaluated and subsequently agreed by the evaluation team.
- g. NOTE: Large value procurements can take up to 9 months to identify requirements, prepare documentation, approach the market and evaluate outcomes. It is recommended that planning is commenced as early as possible.

## The policy elements

These policy elements provide a clear framework and guidelines for acquiring goods and services on behalf of HBRC and integrity of the procurement process.

## Ethical, planned and prudent

1. An open approach to the market is the first choice for any procurement or purchasing activity.
2. A procurement plan proportionate to the size, complexity and risk of the procurement is created and approved for all proposed expenditure over \$10,000.
3. A documented tender process which follows the Government Procurement Rules is completed for all expenditure exceeding \$100,000.
4. All procurement opportunities exceeding \$100,000 are advertised publicly.
5. All procurement activity represents value for money and demonstrates active consideration that HBRC is spending public funds.
6. No procurement activity is undertaken without an approved budget for the expenditure.
7. Independent assurance (probity) is engaged for all procurement activity exceeding \$250,000.
8. HBRC does not engage in any practice which gives one party an advantage over another.
9. Our evaluation process reflects the environment we operate within.
10. Locally based suppliers meeting all procurement requirements will be preferred.
11. HBRC is committed to working with the community it represents.
12. Suppliers are engaged as the result of a robust procurement process.
13. All procurement activity from a panel of suppliers undergoes a secondary procurement process.
14. Contracts provide clear expectations for suppliers and are actively managed over the life of the contract.
15. All of Government panels or HBRC panels are HBRC's preferred engagement method for suppliers.
16. Former employees of the HBRC will not be engaged in a contract capacity until a period of 3 months have elapsed since their departure.
17. Suppliers must hold the appropriate level of insurance cover while working for HBRC.
18. Contracts are written on HBRC template documents unless prior dispensation is provided by the legal team.
19. All procurement activity complies with the legislative or regulatory context within which HBRC operates.
20. Intellectual property created by a supplier while working for HBRC remains the property of HBRC.
21. Supplier confidentiality is maintained subject to HBRC's legislative obligations.
22. HBRC has active governance over its procurement activity to ensure compliance and fairness in supplier engagement.
23. HBRC operates a hybrid procurement model ensuring everyone is responsible for the delivery of robust procurement outcomes.
24. All HBRC business units maintain a pipeline of potential procurement activity exceeding \$100,000 per opportunity at least two years forward.
25. Procurement is undertaken using a whole-of-life-cost approach. HBRC does not contract split to achieve financial thresholds.
26. Conflicts (perceived or real) are documented and actively managed.
27. Procurement activity over \$50,000 has risks identified and there is an actively managed risk mitigation plan.
28. A proposed exemption from the procurement policy requires a completed procurement plan and occurs before a market or supplier approach.
29. Emergency expenditure complies with MBIE's quick guide to emergency procurement.



*1. An open approach to the market is the first choice for any procurement or purchasing activity.*

A competitive process will be the default for selecting a supplier, unless there is justification for deviating from a competitive process. Wherever possible, HBRC will use an open approach to the market for any procurement or purchasing activity allowing all potential suppliers to participate in the process.

Without compromising commercial confidentiality, HBRC will be transparent in the administration of its external expenditure and supplier agreements. This supports HBRC's accountability to its ratepayers and community and ensures that the roles and obligations in agreements between HBRC and its suppliers are clear and well understood.

HBRC will as part of its product procurement and supplier selection consider minimising the impact on the environment, reflecting the organisation's role and responsibilities to the community it serves.

*2. A procurement plan proportionate to the size, complexity and risk of the procurement is created and approved for all proposed expenditure over \$10,000.*

All procurement activity exceeding \$10,000 in value is commenced by tailoring a procurement plan specific to the characteristics of the procurement. This assists in managing risk and ensures that resources are allocated appropriately, facilitating smoother execution and increasing the likelihood of a successful outcome.

*3. A documented tender process which follows the Government Procurement Rules is completed for all expenditure exceeding \$100,000.*

All procurement documentation is clear and comprehensive to ensure that all aspects of the procurement process are well understood and can be reviewed or audited if necessary. A formal approach to the tendering process is taken which ensures accountability and transparency in how contracts are awarded.

HBRC can demonstrate the background and reasons for procurement decisions. Records are maintained for each procurement that document:

- o The procurement processes which have been followed.
- o That sufficient budget has been allocated for the whole-of-life cost of the activity.

- o That approval has been given for the purchase from the relevant holder with the delegated financial authority.
- o Any conflicts of interest have been identified and managed.
- o Any risks have been identified and managed.
- o The supplier agreement(s) that have been entered.

*4. All procurement opportunities exceeding \$100,000 are advertised publicly.*

Publicly advertising procurement opportunities ensures that all potential suppliers have equal access to information about available contracts, unless a pre-approved exemption applies. This practice supports fairness and transparency in the procurement process.

HBRC communicates information openly and fairly to all participants in HBRC procurement processes. Any participants that are unsuccessful in becoming a supplier will be given the opportunity to be briefed on the reasons why they were not successful.

*5. All procurement activity represents value for money and demonstrates active consideration that HBRC is spending public funds.*

Products or services are evaluated using a 'whole-of-life cost' approach which ensures that purchases provide good value throughout their entire lifecycle. This approach considers not just initial costs but also long-term benefits and maintenance expenses.

Procurement decisions use objective criteria with clear, measurable factors, reducing the risk of bias and promoting transparency.

*6. No procurement activity is undertaken without an approved budget for the expenditure.*

An approach to the market or a panel of suppliers is only made when there is surety over the funds for the procurement activity.

*7. Independent assurance (probity) is engaged for all critical procurement activity exceeding \$250,000.*

Obtaining independent assurance ensures that procurement activities are conducted ethically and transparently. For all procurements exceeding \$250,000 the procurement team must be engaged to determine whether independent probity is required.

Regular internal audits are undertaken of procurement activity. The findings from these reviews are reported to Executive Leadership Team.



**8. HBRC does not engage in any practice which gives one party an advantage over another.**

Ensuring fairness between suppliers means avoiding practices that could benefit one supplier over others. All information available to a supplier is made available to other suppliers, except for supplier commercially confidential information.

**9. Our evaluation process reflects the environment we operate within.**

As a regional council, HBRC has responsibility for the economic viability of the region. This is achieved by managing the use of natural resources including air, water, land, coast, biodiversity, the public transport bus network and support a variety of biodiversity and biosecurity programmes that work to protect and improve forest remnants and wetlands amongst others.

To ensure that the right suppliers are engaged, our evaluation teams may consist of technical, specialist, mana whenua and locally based evaluators.

**10. Locally based suppliers meeting all procurement requirements will be preferred.**

Suppliers are evaluated based on their ability to meet the requirements of the contract. HBRC supports purchasing from local suppliers based on the benefits this provides the local community and economy however local suppliers are required to meet all procurement requirements including quality, competency and value for money before they can be considered for procurement opportunities.

Where the locality of the supplier is the determining factor in a purchase, HBRC will document this and include the justification for approving the procurement activity on this basis. Locally based suppliers are suppliers who are domiciled in the Hawke's Bay, engage local people, and demonstrate a commitment to growth and development in the region.

**11. HBRC is committed to working with the community it represents**

HBRC has a partnership with the mana whenua of the Hawke's Bay and are committed to better outcomes by building capability, resilience and opportunity. Suppliers to HBRC are encouraged to identify opportunities to develop small business and mana whenua where practicable. For example, engaging local suppliers, sub-contracting and supporting small entities, working with marae or hiring local people.

We recognise that there are occasions where direct engagement of local iwi is appropriate and necessary, and this will be considered as part of the overall procurement activity.

**12. Suppliers are engaged as the result of a robust procurement process.**

Establishing clear and objective criteria for evaluating suppliers ensures that decisions are based on measurable factors such as quality, cost, and capability. HBRC encourages competitive bidding, allowing multiple suppliers to submit proposals enabling HBRC to choose the best available option.

It is important that a written record is retained for all procurement activity which is right sized to the value, complexity and risk of the procurement activity (see procurement thresholds).

Suppliers will be selected based on a thorough due diligence process which includes assessing their reliability, financial stability, and ability to meet contract requirements. Suppliers will be required to demonstrate how they deliver economic benefit to the Hawke's Bay. For example, how they:

- o provide skills and training that benefit Hawke's Bay communities
- o employ workers in the Hawke's Bay
- o use Hawke's Bay businesses, including SMEs, regional businesses and Māori and Pacifica businesses in delivering goods and services, either directly or as a subcontractor or in the supply chain
- o create export opportunities for Hawke's Bay goods and services
- o develop Hawke's Bay industry capabilities or capacity
- o develop and adopt innovative products or practices that benefit the Hawke's Bay community
- o have considered the environmental benefit of the proposed solution
- o contribute to positive social and cultural outcomes in the Hawke's Bay community

**13. All procurement activity from a panel of suppliers undergoes a secondary procurement process.**

Where a supplier selection is made from a panel of suppliers, a secondary procurement process is undertaken which ensures the supplier selected is best suited to deliver the requirements of the contract.

**14. Contracts provide clear expectations for suppliers and are actively managed over the life of the contract.**

Contracts clearly define the roles and responsibilities of the supplier and HBRC ensuring that suppliers understand exactly what is required, including quality standards, delivery timelines, and performance metrics.

Open communication is maintained with suppliers over the life of the contract with active management of the contracts involving regular monitoring and evaluation of supplier performance.

**15. All of Government panels or HBRC panels are HBRC's preferred engagement method for suppliers.**

Where the services or products required by HBRC are ongoing in nature or are required on a frequent basis, HBRC uses All of Government (AoG) panels or will implement panels with suitably qualified suppliers. HBRC also maintains preferred supplier lists.

- A preferred supplier list is an indication of suppliers and capabilities available in the market based on factors like past performance or strategic fit. It can assist HBRC to identify suppliers to include in a competitive process. Subject to the thresholds in this policy, it is not a list from which suppliers can be selected without a formal procurement process.
- A supplier panel consists of pre-qualified suppliers selected through a robust competitive process, with a streamlined secondary procurement step used to engage suppliers for specific contracts.
- All of Government panels are supply agreements between the Crown and approved suppliers, administered by the Ministry of Business, Innovation and Employment. Local Government organisations are eligible to purchase goods or services under these AoG supply arrangements using a streamlined secondary procurement process.

HBRC has committed to AoG supply contracts for some categories of expenditure. HBRC is committed to saving on transaction costs and will continue to review its requirements against the availability of goods or services under AoG contracts or similar bulk purchasing schemes.

Where HBRC has committed to an AoG or HBRC supplier panel, initial procurement approaches are to the panel. If the panel members are unable to meet the procurement requirements, an approach to market will be made.

The approach to market may include approaching suppliers on a preferred supplier list as a component of a competitive procurement process.

HBRC recommends that suitably qualified suppliers seek to be included in supplier panels to increase the likelihood of being successful in HBRC procurement activity.

HBRC regularly reviews its approved supplier panels (at least every three years), and in particular the prices and quality of the suppliers on the list. One of the primary objectives of these reviews is for HBRC to consider the need for a fresh procurement process or price negotiation with suppliers.

HBRC preferred supplier lists are open. Suppliers may request inclusion on an existing suppliers list where the supplier can demonstrate capability in the subject area and meets the preconditions. The primary benefit of inclusion on a preferred supplier list is awareness by HBRC of the services available from suppliers.

Supplier agreements with suppliers contain terms and conditions that permit regular reviews.

**16. Former employees of the HBRC will not be engaged in a contract capacity until a period of 3 months have elapsed since their departure.**

HBRC staff who have left the employ of the Council are ineligible to be engaged in a contract capacity until a period of 3 months has elapsed since their departure from the Council. This is to ensure that public funds are used appropriately, and that HBRC is not paying a premium for same or similar services that would be provided by the contractor as they provided as an employee.

**17. Suppliers must hold the appropriate level of insurance cover while working for HBRC.**

Suppliers must hold suitable insurance including public liability and public indemnity while working for the HBRC. The quantum and type of insurance required will form part of the requirements of the procurement activity and will consider the level of potential risk being carried by both the supplier and HBRC.

**18. Contracts are written on HBRC template documents unless prior dispensation is provided by the legal team.**

Risk minimisation is a large component of the HBRC procurement process. Unless dispensation is provided by the legal team, all contracts are written on the HBRC standard form contract. This maintains consistency over contractual obligations, ensures HBRC meets its legal and regulatory obligations, and outlines the expectations of both parties.



**19. All procurement activity complies with the legislative or regulatory context within which HBRC operates.**

HBRC is a local government entity and needs to operate within specific legislative contexts. HBRC ensures that all procurement activity is undertaken within the legislation guiding its operation and actively promotes accountability and integrity.

**20. Intellectual property created by a supplier while working for HBRC remains the property of HBRC.**

Suppliers are encouraged to improve their offering by proposing innovative approaches in their submission responses and throughout the life of the contract.

Any intellectual property not in the ownership of the supplier prior to engagement by HBRC, and developed while working for HBRC, remains the property of HBRC. HBRC will:

- o Make every effort to ensure it values and protects its own intellectual property.
- o Seek appropriate licences to use supplier intellectual property.
- o Respect the intellectual property of its suppliers.
- o Treat suppliers fairly with the use and protection of supplier provided intellectual property.

**21. Supplier confidentiality is maintained subject to HBRC's legislative obligations.**

HBRC maintains supplier confidentiality unless required to release information to meet legislative or regulatory obligations. All information collected and held by HBRC is public information under section 2 of the Local Government Official Information and Meetings Act 1987 (LOGIMA) and may be requested by a third party. Access to information held by Council is administered in accordance with LOGIMA and the Privacy Act 1993. These Acts means that Council is not able to give suppliers comprehensive assurances about the protection of sensitive information.

All employees and consultants that may have access to confidential information are required by HBRC to sign and abide by a confidentiality undertaking.

**22. HBRC has active governance over its procurement activity to ensure compliance and fairness in supplier engagement.**

Governance takes many forms including suitably qualified tender evaluation committees for procurement activity. All procurement activity is transparent, documented, and adheres to legislative requirements and accepted procurement processes and methodology. HBRC keeps complete and accurate accounts of its external expenditure, including the reasons and justification for committing to the expenditure.

The Office of the Auditor-General (OAG) notes that when governors become involved in operational decisions, it interferes with their ability to hold management to account, blurring the line between governance and management. As a result, the OAG recommends that mayors or other elected members are not part of tender evaluation panels.

**23. HBRC operates a hybrid procurement model ensuring everyone is responsible for the delivery of robust procurement outcomes.**

Hybrid procurement involves central oversight for strategic decisions and large-scale purchases, while allowing individual business units to handle smaller, routine purchases. This model aims to balance the benefits of uniformity and economies of scale with the flexibility and responsiveness of decentralised procurement.

**24. All HBRC business units maintain a pipeline of potential procurement activity exceeding \$100,000 per opportunity at least two years forward.**

To promote transparency and accountability, all HBRC business units planning procurement or purchasing activity which exceeds \$100,000 per opportunity maintain a pipeline of potential activity at least two years forward. This enables HBRC to engage the market as early as possible to provide suppliers with adequate time in which to respond and to reduce any barriers to participation in procurement opportunities.

**25. Procurement is undertaken using a whole-of-life-cost approach. HBRC does not contract split to achieve financial thresholds.**

Whole-of-life cost refers to the total cost of acquiring, operating, maintaining and disposing of a product or service over its lifecycle.

HBRC does not split contract values into components to achieve financial thresholds, or to reduce the whole-of-life cost of a product or service. The approval of a contract is undertaken by the officer with the financial delegation that covers the whole-of-life cost not an individual component of the contract.

HBRC makes procurement decisions based on an assessment of the whole of life cost. Appropriate analysis, planning and evaluation prior to and during procurement is necessary for HBRC to make the best procurement decision. Whole of life cost assessments are in proportion to the potential size, value and duration of the investment by HBRC.

**26. Conflicts (perceived or real) are documented and actively managed.**

The perception of a conflict of interest is as important as an actual conflict. In HBRC, conflicting interests and roles, and associated perceptions, are identified, declared, and managed effectively, with no personal activity or interest able to influence any aspect of a supplier's engagement with HBRC. A register of conflicts of interest and how they will be managed is maintained to ensure HBRC is aware of potential conflict risks.

HBRC employees must not accept gifts or inducements from suppliers or potential suppliers that might be perceived as influencing any purchase decision. Gifts or inducements include entertainment, travel, tickets to events and the like.

Additionally, the following restrictions apply to elected members under the Local Authorities (Members' Interests) Act 1968. Under the Act, an elected member cannot:

- Section 3 - enter into contracts with their local authority worth more than \$25,000 in a financial year; or
- Section 6 - discuss or vote on matters before their authority in which they have a direct or indirect pecuniary interest.

**27. Procurement activity over \$50,000 has risks identified and there is an actively managed risk mitigation plan.**

Identifying and mitigating risks associated with supplier engagement helps protect HBRC from potential issues related to performance, quality, or compliance. All procurement activity over \$50,000 has an actively managed risk plan with appropriate mitigations in place.

We work with suppliers to develop risk mitigation strategies that ensure that managing risk resides with the party best placed to manage the risk, while looking to collaborate with suppliers to give likeminded groups the opportunity to find common solutions to HBRC's procurement opportunities.

**28. A proposed exemption from the procurement policy requires a completed procurement plan and occurs before a market or supplier approach.**

HBRC recognises that some of its requirements are best met through a direct approach to existing suppliers or niche suppliers (goods, works or services not readily available from competitive suppliers in the market). Sometimes there will be a clear benefit to HBRC from procuring assets, goods, works or services in this way.

Where justification for a deviation from a competitive procurement process is documented and approved at the appropriate level within HBRC, it is open for HBRC to directly negotiate with a supplier and not be bound by its competitive procurement processes and corresponding financial thresholds. The Head of Procurement and Commercial Contracting is a required signatory to any exemption.

Exemption from the requirements of this policy is the exception, not the norm. Exemptions must be considered prior to market or supplier engagement in conjunction with a fully completed procurement plan outlining the reasons that an exemption should apply.

**29. Emergency expenditure complies with MBIE's quick guide to emergency procurement.**

An emergency is defined under the Civil Defence Emergency Management Act 2002. In an emergency, departures from normal procurement and payment process are acceptable if it is necessary for HBRC and the Hawke's Bay CDEM Group to respond to the emergency effectively. It may include when life, property, or equipment is immediately at risk; or standards of public health, welfare, or safety need to be re-established without delay, such as disaster relief. It does not apply where a failure to plan has occurred.

## HBRC documents supporting this policy

- o [HBRC delegations policy](#)
- o [Purchase card use policy](#)
- o [HBRC employee policy handbook](#)
- o [Conflicts of interest policy](#)
- o [Gifts, hospitality and winnings policy](#)
- o [Controlling sensitive expenditure policy](#)
- o [Quick guide to emergency procurement](#)

## Policy owner

This policy is the responsibility of the Head of Procurement & Commercial Contracting, Hawke's Bay Regional Council.

## Further information

For more information on Hawke's Bay Regional Council's procurement, please contact Graham Pomeroy, Head of Procurement & Commercial Contracting at [graham.pomeroy@hbrc.govt.nz](mailto:graham.pomeroy@hbrc.govt.nz)



# Our Procurement Strategy



Our procurement strategy is built on three fundamental components: **the why, the what, and the how**. These elements collectively guide our approach to achieving HBRC's strategic goals and ensuring effective procurement practices.

## The why

- Delivering value with public funds

Our overarching strategy is to deliver value with the public funds by maximising efficiency, ensuring transparency and accountability, and delivering economic benefits. We aim to promote innovation, sustainability, and ethical practices, ensuring that our procurement activities align with HBRC's vision of a healthy environment and a resilient and prosperous community.

## The what

- We achieve value for money over the life of the product or service
- HBRC is considered by suppliers as a customer of choice
- We promote fair and open competition
- We provide certainty for suppliers
- We actively manage HBRC and supplier risk

We work with our suppliers to ensure they have equal opportunity to participate in procurement opportunities. Through consistent communication and clear and comprehensive supplier agreements, actively managing risk, and timely payments, we provide certainty for suppliers while building the reputation of HBRC.

## The how

- We demonstrate ethical conduct and manage conflicts of interest
- Our procurement activity is fit for purpose (value, complexity, risk)
- We maintain a transparent pipeline of work
- We share the risk between HBRC and our suppliers
- We develop and retain strategic supplier relationships
- We seek longer term supplier contractual agreements

By maintaining a pipeline of procurement activities and an appropriately tailored procurement approach, we engage with suppliers based on an understanding of the risks involved and the value to be achieved. Engaging in regular communication, we develop long-term partnerships with key suppliers to foster trust and cooperation and to encourage high quality delivery, innovation and continuous improvement.



# Progressive Procurement Supplier Guide





## He Mihi

Tirohia a Mataniki-kua noho ki ngā pari o Tautoru

Kua mōhio tātou ko ia te kai ruuri o te tau.

Tahitahi ki a Pipiri, Ruarua ki a Hongongoi,

Torutoru ki a Hereturikoka, Whāawhaarua-ā-tai

I mua o Hiringa-ā-Nuku, I mua o Hiringa-ā-Rangi

Ki tua o Hiringa-kerekere;

Ka kerekere te wai, ka kerekere te patu, ka  
kerekere te tangata.

Ka noho a Rehua, ka heke iho a Uruao;

Ka tootoo te kai, ka tootoo te tangata,

He kuaha whānui whakapuaretia ki te puna kai rūua  
ko te puna tangata.

Ka ora tētehi mea, ka ora tētehi mea.

Tihe Mauriora ki te Wheao, ki te Ao Mārama!

*Behold the Pleiades, which sits upon the banks of  
Orion's belt; confirming for us its influential powers  
over the seasons; the beginning of Winter in June,  
moving to July, then to August with its knee-hugging  
cold and sweeping depression; if that is all we adhere  
to, even in the approaching season of warmth and  
growth of September, then October, November and  
December, drought, famine, death of people and  
civilisation, will surely prevail.*

*However, Rehua, the planter of food awaits Uruao,  
the life-giving dew of the night that nourishes the  
earth from which all things grow; life, food, people;  
giving birth to widespread renewal of existence under  
the influence of the seasons. If we choose Peace,  
there is every chance of renewal of growth in all  
things. There is life!*

Kei ngā-nui, e noho paparahi nei i Te Matau a  
Māui. Nā Titokowaru te mihi whakataki hei  
tohutohu ki te tangata, titiro whakarunga,  
titiro whakararo, kia mohio mai koe te riterite  
mai o te rangi ki te whenua, o te whenua ki te  
rangi. Pēnā hoki te whakahaere o tēnei  
rauemi, 'He kete whakahaere me ōna  
taputapu'. Mahia katoatia, ngakia kia puawā!

*To all people who layer the expanse of Te Matau  
a Māui. The opening mihi is an acknowledgment  
from Titokowaru, an ancestral chief of Taranaki.  
He spoke of the synergy of the heavens, earth  
and all in between, the need to plan and act  
with respect to the seasons for survival, growth  
and prosperity. This Progressive Procurement  
Supplier Guide and Toolkit is a resource to  
promote region-wide synergy of focus,  
collaboration and action. Implement and refine  
over time so it may bear fruit for our collective  
sustenance.*



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1.0	Hawke's Bay Regional Council	May 21

This document has been prepared by Hawke's Bay Regional Council in collaboration with Height Project Management. It is modelled on the Sustainable Outcomes Toolkit (May 2019) developed by Auckland Council Healthy Waters and Height Project Management. We wish to acknowledge the open sourcing of this knowledge base and sharing of the kaupapa by Auckland Council, for the purposes of the advancement of sustainable outcomes in Aotearoa New Zealand.

While reasonable efforts have been made to ensure that the contents of this publication are factually correct, Hawke's Bay Regional Council and Height Project Management do not accept responsibility for the accuracy or completeness of the contents, and shall not be liable for any loss or damage that may be occasioned directly or indirectly through the use of, or reliance on, the contents of this document.



We acknowledge Ngāti Kahungunu as mana whenua and partner to our five Councils.

At the core of our strategy is a collaborative approach, drawing on the experience and passion of our people. We recognise that to achieve sustainable outcomes our framework needs to provide a standardised approach, accessible collateral, and ease of application.

This guide aims to explain to Te Matau-a-Māui Hawke's Bay suppliers:

- What Progressive Procurement is
- The challenges we seek to resolve
- Categories and sub-categories within Progressive Procurement you may be asked about
- How suppliers can demonstrate what they are doing in these areas.

This guide explains the level of detail we are seeking from market respondents.

It is our intent that the Progressive Procurement Suppliers Guide will exist as a living document that will be continually improved and adapted to meet the changing needs of the people and whenua of the Te Matau-a-Māui Hawke's Bay region.

## Our Region



- Our region is important to us and part of our success – local planning, local decisions and regional cohesion.
- Te Matau-a-Māui Hawke's Bay can demonstrate tangible success locally and regionally – achieved through the power of community action via both agency & industry leadership.
- Our region has significant strengths and a vibrant and growing economy, but we also have substantial socio-economic challenges: critical worker shortages, poverty, suicide, housing and an increasing amount of youth on benefits. Our prosperity depends on solutions to these challenges.
- Te Matau-a-Māui Hawke's Bay Local Government is already partnering with Central Government, iwi and industry sectors in housing and three waters infrastructure. As a region, we are well positioned to extend our partnerships to achieve transformation outcomes delivering community wellbeing, social inclusion and a thriving economy.
- Experience has shown that when working to our respective strengths, Local Government, Central Government and industry can complement each other to deliver better outcomes for all New Zealanders, across every area of policy, whether cultural, environmental, social or economic. That matters under business-as-usual circumstances, and even more so during times of crisis such as the COVID pandemic and climate challenges, such as drought.

### REGIONAL INDICATORS

- Te Matau-a-Māui Hawke's Bay population growth of approx. 1% per year.
- 27% of population is Māori.
- Ageing population with a significant portion of rangatahi.
- Te Matau-a-Māui Hawke's Bay comprises 3% of NZ's total GDP.
- Key regional GDP contributors are Manufacturing (14%), Agriculture (9%), Forestry & fishing (7%), Self-Employed businesses (7%), Health care and assistance (7%).
- 65% of the regions businesses are self-employed and 25% have less than 10 employees. Top 3 industries for self-employed workers are sheep & beef farming, residential building construction sector and consulting services.
- Migrant/seasonal workers make up approximately 7% of Te Matau-a-Māui Hawke's Bay's workforce. The fruit and nut growing industry is the largest employer at 6%.
- Construction sector businesses are predominantly self-employed – 62%.
- Tourism in Te Matau-a-Māui Hawke's Bay has accounted for 2% of national tourism expenditure.



# What is Progressive Procurement?

Progressive Procurement is the pathway to achieving positive sustainable outcomes, these being economic, social, environmental and cultural.

Central and local government organisations have the ability to deliver these additional benefits to the community and/or meet other strategic objectives through our supply chains, while ensuring competitive pricing and maintaining quality standards.

By embedding these outcomes through our procurements, we further enhance the wellbeing of our communities.

## PROGRESSIVE PROCUREMENT CAN:

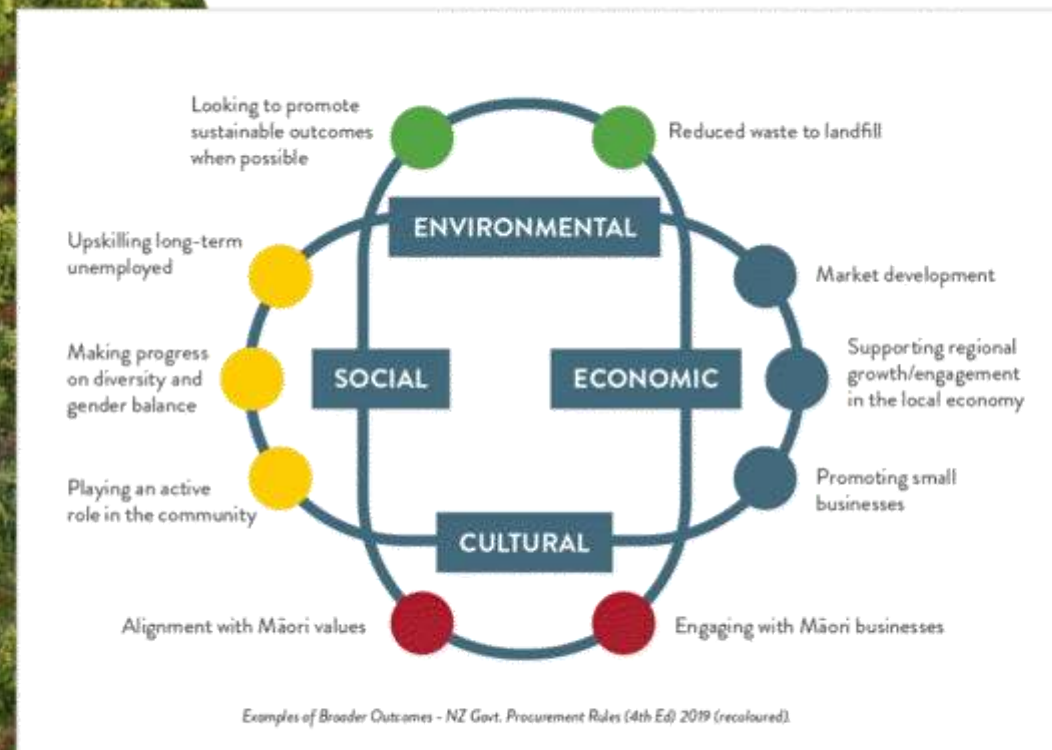
- Ensure engagement with iwi and hapū organisations, Māori businesses and social enterprises
- Optimise use of natural resources
- Create jobs
- Promote equality
- Encourage fair pay for suppliers' staff
- Regenerate the economy
- Build sustainable markets
- Ensure legal compliance
- Ensure health & safety compliance
- Protect and enhance public image
- Minimise use of hazardous substances
- Encourage waste minimisation
- Influence climate change
- Address ozone depletion



*A note on terminology: this kind of procurement is an emerging field internationally. We have called the approach 'Progressive Procurement'. Social procurement or sustainable procurement are other terms used. Central Government uses the term 'Broader Outcomes' to represent the benefits of this procurement approach.*



Progressive Procurement is in line with a shift in the Government Procurement Rules (4th Edition) 2019 to focus on 'Broader Outcomes,' with the focus changing from "value for money" to "public value".





## Our Focus Areas

THE FOCUS AREAS OF THIS PROGRESSIVE PROCUREMENT STRATEGY ARE:



PROVIDING EQUAL OPPORTUNITIES SO PROSPERITY IS SHARED ACROSS OUR COMMUNITY



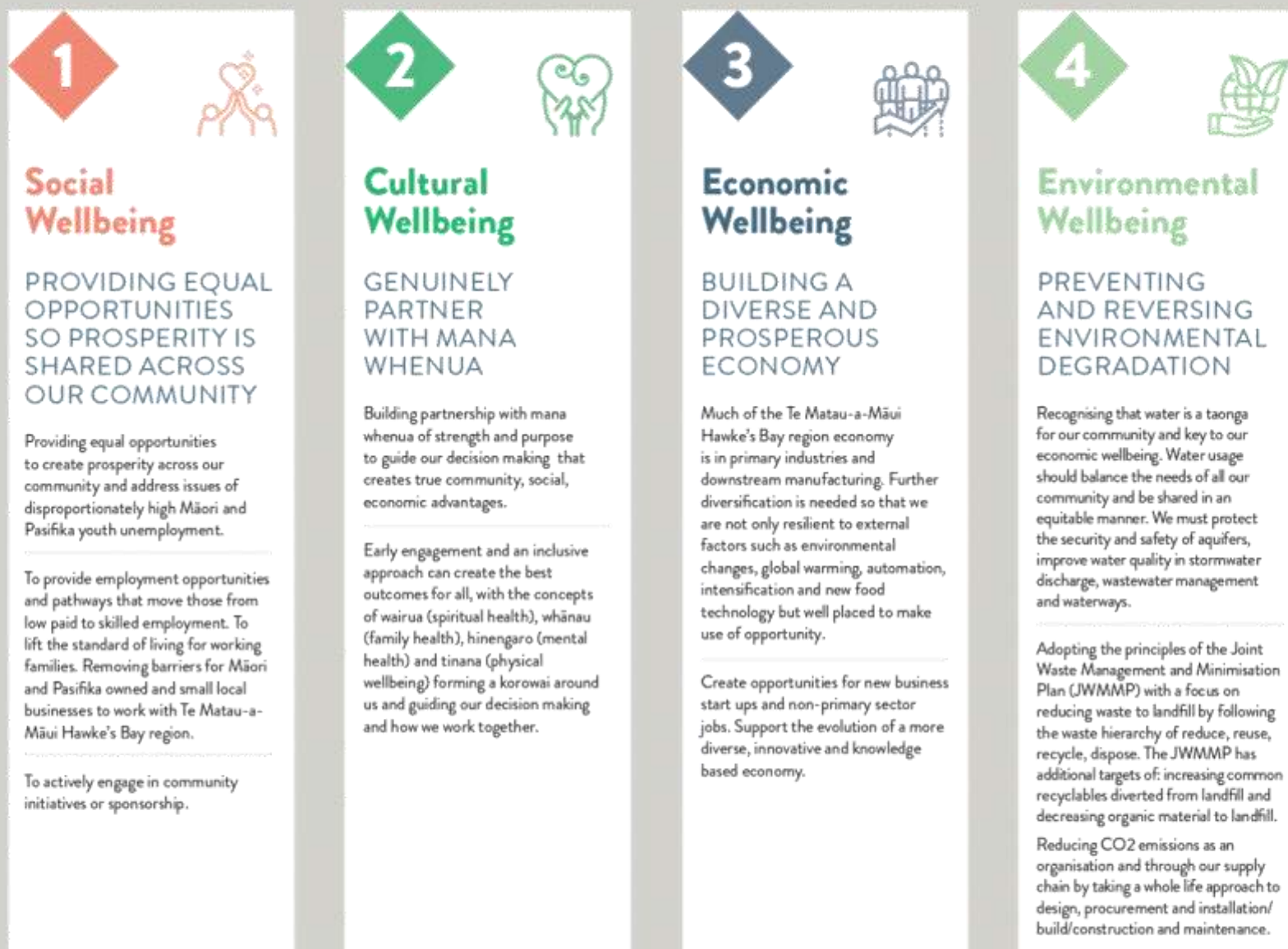
GENUINELY PARTNER WITH MANA WHENUA



BUILDING A DIVERSE AND PROSPEROUS ECONOMY



PREVENTING AND REVERSING ENVIRONMENTAL DEGRADATION



# What can you do as a supplier?

The long-term success of businesses in Te Matau-a-Māui Hawke's Bay is linked to the health of our region – economically, culturally, socially and environmentally.

Many of our suppliers are already contributing towards sustainable outcomes, and Progressive Procurement helps recognise and reward this. Many others have ideas or innovations they would like to put into practice or use.

We want to encourage suppliers to make a greater contribution towards achieving sustainable outcomes.

Through our procurements we will be asking questions about your contributions.



We have split our sustainable outcomes strategy into four categories, and our tender document questions will align with these:

- **Social:** how you look after the health and wellbeing of your staff; how you contribute to your local community clubs, schools, marae, social enterprises, through sponsorship, volunteering, or other forms of support; how you empower and enable more connected communities; how you provide employment opportunities or progression pathways.
- **Cultural:** how you engage with mana whenua; how you recognise Māori cultural heritage; and how you support diversity and inclusion.
- **Economic:** how many people you employ; how many of those are Māori and Pasifika, and at what levels of skills and experience; how you contribute to the upskilling and education of your staff; how you innovate and contribute towards diversifying the Te Matau-a-Māui Hawke's Bay economy; and how you support local when selecting your own suppliers.
- **Environmental:** your company's actions in environmental guardianship (kaitiakitanga); waste management approaches; water management; and reducing carbon emissions.

## ADVICE ON ANSWERING QUESTIONS:



### Be Specific

Answers to sustainable outcomes questions should be definite and demonstrable.

### Be Concise

In many cases word limits will be specified within proposal, tender or information request documents. However, if specific length guidelines are not provided, suppliers are advised to keep answers under 200-300 words (approximately).

### Be Innovative

We welcome new ways of thinking and problem solving. If you have future ideas and plans to support sustainable outcomes, please identify these, noting that you would be committing to see these through should you win the work.





## How will we measure your contribution to sustainable outcomes?

Measures depend on the size and nature of the procurement. Within your responses we will look for evidence aligned to the questions, such as:

- Whether you have initiatives/activities/relationships in place and the cost/time value of those if appropriate.
- Numbers and percentages of staff from priority groups/on training programmes.
- Value of spend locally/on innovation or Research & Development.

As we develop our Progressive Procurement approach and datasets, we will form clearer benchmarks.

We understand all suppliers are at different stages, and we don't expect you to have instant results. But we want all our suppliers to be planning for this shift, and the Questions Guide provides you with the kinds of initiatives and activities to integrate into your business to be part of this change.

This is about social, cultural, economic and environmental transformation. We endorse your efforts wherever your company or industry is in the journey.

For example, if you are an engineering company who has been unable to recruit a female engineer, we would like to understand what your company is doing, or would plan to do, at the school/tertiary education level to support more female engineers coming through the system, for example offering work experience/mentoring. We will look for progress over the course of the contract.



# Question Guide

In the Question Guide the categories align to our Focus Areas. Not all categories/ subcategories will be included in every tender. Be specific, be concise and use evidence in your answers. If there is nothing in place, tell us what you plan to do, and you will commit to making progress.

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1

# Social Wellbeing

The aim of the social wellbeing category is to support a healthy, safe, connected community.



1.1



## Health and Wellbeing

Wellbeing is more than just the absence of disease or illness, it is the multifaceted combination of physical, mental, emotional, and social factors that can lead to personal feelings of happiness and life satisfaction.

Wellbeing can have many co-benefits for productivity, improved social relationships, a healthier lifestyle and longevity, and motivates positive environmental behaviours. On a community scale, increased wellbeing can reduce health care costs, reduce antisocial behaviours and crime, increase economic outputs and create a more environmentally aware and harmonious society.

We seek suppliers who provide work environments that support the health and wellbeing of individuals, families and community members, ultimately contributing to a more resilient and prosperous economy. The information provided below is not exhaustive, but instead aims to provide clarity on the level of detail Council are expecting in supplier responses.

Health and wellbeing examples may include: flexible working arrangements, gym memberships, counselling/mental wellbeing services, pastoral care provided (noting whether pastoral care is accessible to priority groups), family violence leave, smoke-free environments or 'quit smoking' programmes, alcohol education initiatives, sun smart programmes and education (any outdoor roles should consider how employees will be protected), dietary advice or education programmes/ sharing groups/ food sponsorship, 'move more', fitness initiatives, limits to electronic device screen usage, social media wellbeing initiatives (cyber-bullying counselling or related).

### YOUR RESPONSE

Suppliers are encouraged to provide specific details on the types of initiatives in place that support employee health and wellbeing.

The below is a guide to support the goal, but is by no means exhaustive:


- The current health and wellbeing initiatives in place within your organisation (and/or sub-contractors hired).
- Who the health and wellbeing initiatives are available to for example the criteria that employees (or contractors) must meet to be eligible for health and wellbeing initiatives.
- Whether any initiatives have additional resources to support priority groups or have a priority group focus. Supplier responses should also consider providing the details of more formal health and wellbeing initiatives included within the organisation. Examples include, but are not limited to:
  - Staff policies (including parental leave policies available)
  - Flexible working arrangements
  - Remote working arrangements
  - Pensions provided
  - Employee paid sick leave entitlement

*Note: 'Priority groups' include, but are not limited to Māori, Pasifika, women, ethnically diverse (e.g. refugee background), apprentices/cadets/graduates, long-term unemployed, persons with a disability, mental health history, criminal history, vulnerable youth and vulnerable society members.*

In summary, we seek suppliers who show they care for employee and contractor wellbeing through their actions.

<p><b>1.2</b></p> <p><b>Community Support and Sponsorship</b></p> <p>So much of what we value in our region is enabled by those who volunteer labour, time, materials and funding.</p>	<p>Giving back to the community provides benefits far beyond the industry in which you operate.</p> <p>Council wish to partner with organisations that give back to the community through supporting charities, social enterprises or by volunteering time.</p> <p>Providing specific details on "who" your organisation is supporting, "how" support is being provided and "what" the charitable organisation stands for will help us understand the wider spread of positive influence your organisation is fulfilling.</p>	<p><b>YOUR RESPONSE</b></p> <p>Suppliers are encouraged to provide specific details on charitable support that they are either currently providing as part as business as usual, or how they intend to support social outcomes for a specific contract or project.</p> <p>The below is a guide to support the goal, but is by no means exhaustive:</p> <ul style="list-style-type: none"> <li>• Details of the charities, social enterprises, environmental or sustainable organisations that support goals from our 'Sustainable Outcomes' wellbeing focus areas.</li> <li>• Provide a concise summary of the positive social, environmental, cultural or economic impacts specified charities or similar provide, for example whether the supported organisation specifically supports the local community, local environment, uses sustainable practices or supports positive social outcomes.</li> <li>• Information on the support duration to date and intended timescale of support and the funding value.</li> </ul>
<p><b>1.3</b></p> <p><b>Local Stakeholder Engagement</b></p> <p>We need connected communities who understand what is happening around them, and how to be involved.</p>	<p>Through engaging meaningfully with the local community, we create stronger connections, safer environments and a sense of inclusion.</p> <p>Stakeholders with interests in the local area may include community groups, local boards, local schools, residents, local businesses and everything in between.</p> <p>In order to achieve genuine, positive community outcomes, the depth of engagement is key. It is suggested that suppliers take care to consider who they will be engaging with, why they think this choice is important and any means to support positive ongoing social outcomes. For example, is stakeholder engagement more likely to be in the form of one-way communication streams, or will there be an opportunity for interested parties to have more consultative or hands-on involvement? Some contracts can benefit from a designated stakeholder engagement manager to serve as a key contact point.</p>	<p><b>YOUR RESPONSE</b></p> <p>Suppliers are encouraged to provide specific details on the types of initiatives in place that support local stakeholder collaboration and an increased sense of community.</p> <p>The below is a guide, but is by no means exhaustive:</p> <ul style="list-style-type: none"> <li>• Consider the specific local stakeholders that will be engaged with as part of this contract, including their interest levels. For example, community groups, local boards, schools, businesses, community members and residents.</li> <li>• Consider the degree/level of engagement that would be most beneficial to achieve positive community outcomes and drive collaboration. For example, community wide updates, targeted once off engagements, ongoing consultation, or opportunity for stakeholder involvement or influence.</li> <li>• Outline the benefits of the chosen approach.</li> </ul>





# 1.4

## Future Generations

The long term sustainability and prosperity of our region will be picked up by our rangatahi. Let's give them all we can.

Council welcomes the opportunity to work with organisations that support rangatahi/young people – the future leaders of the Te Mataua-Māui Hawke's Bay region.

By enriching this generation through education, guidance, and instilling values of acceptance and inclusivity, we are investing in the future of our communities.

Council wishes to partner with organisations that see the benefit and importance in investing in the development of youth.

Support of future generations can take many different forms including mentoring, funding of youth projects or schools, fundraising, investment in education, counselling, employment pathway guidance and pastoral care initiatives. It can include supporting our most vulnerable youth who have experienced challenging childhoods.

Every organisation has the opportunity to influence and pass on the types of values we hope to see in our future environment.

### YOUR RESPONSE

- Any current initiatives to work with rangatahi/youth, including internships, cadetships, graduate schemes, placement opportunities, youth groups and mentoring.
- Whether any initiatives are targeted primarily at Māori and other priority groups.
- Whether any initiatives are targeted at vulnerable youth, such as those who have experienced addiction, homelessness, violence, and/or who have come from difficult home environments.
- Identify the successes your organisation has had with supporting or educating rangatahi/youth in terms of education, career or life pathways.

2

# Cultural Wellbeing



The aim of the cultural wellbeing category is to encourage initiatives that promote embracing cultural diversity, inclusivity of all people and revitalisation of our indigenous heritage through Mātauranga Māori (knowledge).

2.1



## Mana Whenua Engagement

Kaitiaki (Guardians), mana whenua have a deep spiritual connection with the land and are our partners in Te Tiriti o Waitangi.

Te Tiriti o Waitangi is New Zealand's founding document. The Treaty principles aim to provide guidance on best practice collaboration between mana whenua and New Zealand's government. Acknowledging it's importance has formed the base of numerous engagements with Māori throughout Aotearoa.

Within Te Matau-a-Māui Hawke's Bay, mana whenua interests are represented by iwi (tribal Māori) authorities. Consequently, consideration needs to be paid to ensure mana whenua interests are upheld and a united approach is taken with regard to the land.

We seek suppliers who value Māori mōhiotanga (knowledge) and support collaboration and partnerships with Māori to achieve sustainable outcomes for the Te Matau-a-Māui Hawke's Bay. Through engaging with mana whenua early on in the project lifecycle there is greater chance of Mātauranga Māori values influencing the overall project approach and values that underpin it. Māori engagement will not only encourage sustainable outcomes based considerations in relation to the care of the Papatuanuku (Earth Mother) but provides for a direct communication stream to help foster social change within the Māori community.

Te Matau-a-Māui Hawke's Bay has 68 maraes (meeting grounds) which provide a sense of tūrangawaewae (our foundation, our place in the world, our home) for their people. Through investing in and providing resources to support and improve these sacred sites, Māori and the wider community can benefit through a sense of belonging.

## YOUR RESPONSE

Suppliers are encouraged to provide specific details on how they will support meaningful engagement with Māori (including mana whenua).

The below is a guide to support this, but is by no means exhaustive:

- Level of engagement with Māori (feedback on the level of engagement may involve interviews to understand experiences).
- Consider integrated partnerships with Māori
- Co-governance arrangements with Māori or board representation.
- Co-management arrangements with mana whenua.
- Meaningful, ongoing engagement with Māori.
- Opportunities for Māori design influence.
- Opportunities for Māori guidance on natural resource management principles to be applied.
- Dedicated Māori Engagement personnel.
- Support and/or investment into local marae.



## 2.2



# Māori Cultural Heritage and Worldview

Reigniting our cultural heritage reminds us of the importance of kaitiakitanga (guardianship) and the role we can all play in protecting and enhancing our environment. The more we have our indigenous culture embedded into our community landscape, the greater the reminder of our responsibility to our Earth Mother.

The strong spiritual connection that indigenous Māori have with the land largely underpins the model that sustainable outcomes is based on today. Māori regard Papatuanuku, the Earth Mother, the one who sustains all life. Consequently, it is our responsibility to protect our taonga (treasures), including the land, the people, water, air and biodiversity that our earth is comprised of.

Infrastructure that interweaves our cultural heritage contributes to Te Matau-a-Māui Hawke's Bay people having a sense of identity and reminds us to connect and protect our planet.

Authentic Māori design, art work and housing models (such as papakāinga), provide a heightened sense of connection and belonging and nourish the growth of our cultural identity. Through embracing the special cultural and spiritual relationship Mana Whenua have with the environment, we in turn support a positive sustainable outcomes pathway.

Authentic Māori design and art work help remind us of our unique history and enable Māori to feel more connected. Through embracing and interweaving our cultural heritage into our community assets and public spaces, we will keep New Zealand's unique history alive and revitalise a sense of belonging and kaitiakitanga (guardianship).

We seek suppliers who have considered how Māori culture, values and perspectives can be incorporated into contracts deliverables and long-term cultural benefits. Examples include, but are not limited to, active use of Te Reo and tikanga Māori in communications, traditional protocols, blessing of sites, powhiri, Māori design influence, dedicated Māori cultural groups, cultural heritage education.

## YOUR RESPONSE

Suppliers are encouraged to provide specific details on how they will support nourishing Māori cultural heritage.

The below is a guide to support the goal, but is by no means exhaustive:

- Interweave Māori culture, values and perspectives into the project.
- Use of Te Reo Māori (Māori language) and tikanga Māori in organisation communications (including signs, recruitment and media platforms) and project design deliverables (as agreed).
- Encourage Māori protocols, blessing of sites, powhiri throughout the contract lifecycle.
- Provide dedicated Māori cultural groups.
- Consider designs that reflect New Zealand's Māori cultural heritage (as applicable).
- Consider the use of marae to raise Māori cultural awareness and provide heightened sense of community and belonging.
- Consider Māori cultural training to upskill cultural competency levels.
- Partner with Mana Whenua and local Iwi for design influence.
- Incorporate Te Aranga Design Principles into developments (Māori cultural values and principles).
- Advocating for opportunities to showcase Māori cultural identity.
- Consider using Māori-centric models for design, for example, Te Whare Tapa Whā models where psychological, spiritual health, physical health and family health is considered holistically.
- Consider embedding a Whānau Ora philosophy, which recognises the importance of collective social, economic, environmental and cultural benefits.



## 2.3 Diversity and Inclusion

Creativity, innovation and multi-faceted solutions are all strengthened through an environment that encourages, respects and supports diversity, ultimately impacting on our future sustainability outcomes.



The term diversity encompasses the dimensions of ethnicity, culture, gender, age, national origin, and religion and gender identity to name a few examples. It is shown through many facets where we may have seen or unseen differences that ultimately impact our view on the world, our values, lifestyle and decision making processes. Creativity, innovation and multi-faceted solutions are all strengthened through an environment that encourages, respects and supports diversity, ultimately impacting on our future sustainability outcomes.

Council seek to partner with suppliers who not only understand the importance of supporting and including diverse backgrounds and perspectives into our communities and workplaces, but who also actively promote their support of diversity and inclusion. This may be demonstrated through inclusive recruitment advertising campaigns, how the organisation promotes itself as a safe and attractive environment for all backgrounds and any measures to educate a lack of tolerance for anti-inclusion behaviours. Council seek organisations that can provide specific examples of the diversity and inclusion measures being practically implemented to demonstrate support of the value it delivers.

*Note: Diversity and inclusion includes but is not limited to ethnicity, culture, gender, age, under-represented groups and gender identity.*

### YOUR RESPONSE

Suppliers are encouraged to provide specific details on how they will support and/or raise awareness on the importance of diversity and inclusion in the community.

Examples of areas where positive messages on diversity and inclusion can be made include the following (note, this list is a guideline and is by no means exhaustive):

- Website content.
- Company intranet.
- Recruitment advertisements.
- Details of 'Tick' Accreditations, programmes or memberships that support diversity and inclusion.
- Evidence of standard diversity and inclusion phrases used for recruitment advertising.
- Counselling support services.
- Internal education measures in support of diversity and inclusion (for example, unconscious bias training).
- Details of any anti-inclusion behaviour repercussions within staff employment contracts/company policies.
- Whether diversity and inclusion within the organisation is demonstrated externally e.g. is the organisation considered to be an attractive, safe, inclusive and diverse environment.
- The diversity make-up of proposed project teams or organisation wide employee profile (for example, the percentage of female in senior or non-traditional roles, culturally diverse backgrounds, Māori, Pasifika, under-represented groups, age profile).

There are a number of specific steps that organisations can make to promote their gender diversity profile, starting with creating an inclusive culture. Elements to consider include:

- Enabling flexible working.
- Addressing gender pay gaps.
- Creating access to development and networking opportunities across all people no matter how they identify.
- Encouraging and supporting mentoring and upskilling.
- Providing unconscious bias training to raise awareness and support gender equality solutions.
- Considering how recruitment processes and marketing can support greater diversity.
- Implement organisation-wide targets on gender.
- Encouraging women and gender diverse into "non-traditional" trades roles or roles that show a greater gender make-up gap.
- Consider hiring a group of women at once in order they do not feeling isolated as a "minority group" and to provide a cohort to enable success.



3

# Economic Wellbeing

The aim of the economic wellbeing category is to support and facilitate ethical economic prosperity through supporting employment, upskilling and innovative supply-chain initiatives that encourage a resilient workforce and reduced inequalities.



3.1



## Innovation

Diversifying the Te Matau-a-Māui Hawke's Bay economy and improving solutions for Council services.

Much of the Te Matau-a-Māui Hawke's Bay region's economy is in tourism, primary industries and downstream manufacturing. A sustainable outcomes model aims to meet the needs of the present without compromising on the needs of the future.

That's why our Progressive Procurement approach supports economic diversification and innovation – so that we are not only resilient to external factors such as environmental changes, pandemics, global warming, automation, intensification and new food technology, but we are well placed to make use of opportunity.

How do we create opportunities for new business start-ups and non-primary sector jobs? How can we support the evolution of a more diverse, innovative and knowledge-based economy?

Suppliers to Council can drive continuous improvement and new solutions, as well as supporting the diversification of our economy.

We are interested in suppliers' innovations – whether that is through direct business with Council, or how they are supplying/enabling/connecting with other innovative businesses in the Te Matau-a-Māui Hawke's Bay.

Through innovation, we can achieve social, cultural, economic and environmental outcomes more effectively, and generate the prosperity needed to reinvest in our people and services.

## YOUR RESPONSE

- Innovative options when looking within organisation-wide supply-chains.
- How your organisation is part of, or supports, the diversification of the Te Matau-a-Māui Hawke's Bay economy.
- Elaborating on how your organisation's innovative idea would support prosperity for Te Matau-a-Māui Hawke's Bay and protect or enhance the natural environment.
- We note that new innovations may come at a price and encourage suppliers not to restrict suggestions to lowest price options only when replying to market proposals, information or tender requests.

3.2



## Employment

A prosperous region where unemployment levels are constrainable through times of economic shock and challenge as well as growth.

The Covid-19 pandemic has ushered in unexpected economic repercussions around the globe, with certain sectors of the economy more severely impacted than others. In all of our contracts and projects, we are paying close attention to the number of jobs we can create – to keep our people in work, our whānau fed, and our local economy moving.

Our preference is for quality jobs – shifting people away from lower to skilled work, which provides them with more economic resilience, as well as better pay and prospects. However we recognise that some employment is better than no employment, and with investment in training and upskilling [see Economic Pillar 3.4] we can address this transition. The focus in this subcategory, therefore, is on your contribution to job creation in the Hawke's Bay.

### YOUR RESPONSE

Suppliers will be asked to provide specific details on how they will support employment in the Hawke's Bay region.

This includes:

- The number of FTE staff you already employ in the Hawke's Bay region, including % contract/permanent/casual.
- The number of FTE jobs you expect to create on a contract should you be successful.
- How and where you will recruit and hire for these jobs.
- The skill level of these jobs.

3.3



## Employing Priority Groups

A prosperous region is one where all residents can contribute to society in meaningful ways.

Wellbeing and quality of life is often directly impacted by the level of opportunity available.

Certain groups within our diverse community can find it harder to find employment opportunities over others. We aim to support the success of more vulnerable society members and have noted the following within their "priority groups" focus area: Māori, Pasifika, woman, ethnically diverse (e.g. refugee background), apprentices/cadets/graduates, long-term unemployed, persons with a disability, mental health history, criminal history, vulnerable youth and vulnerable society members.

Disengagement of society members has a number of side-effects, not limited to, increased support benefit demands, increased public service costs, community safety, crime levels and community wellbeing. The proportion of youth who are not in employment, education or training (NEET) are directly correlated to disengagement. Traditionally, New Zealand has seen a higher NEET rate for Māori and Pasifika youth when compared to other ethnicities.

As part of our goal to support prosperity for all, we seek to partner with suppliers that encourage and enable opportunities for those that might otherwise find barriers or greater hurdles into the job market. In particular, Council seek suppliers who support and enable employment for the 'priority groups' mentioned above.

### YOUR RESPONSE

Suppliers are encouraged to provide specific details on how they will support employment of priority groups in the community.

In particular, Council will be seeking clarity on:

- Projected hires to be made within priority groups (project/contract specific).
- Where professional services are offered, the current number of hires within priority groups and/or initiatives to support the hire of those within this group.
- Specifically, committed Māori and Pasifika hires to be made.
- Details on the duration of the hire period for priority groups (for example, full-time, contract duration or temporary employment period)
- Whether dedicated mentors, ongoing support or pastoral care will be provided to ensure the success of priority target groups post recruitment.
- Consider the recruitment process to be used and whether the approach lends itself to a high success rate in targeting a priority group.

Ideally, Council will be looking for suppliers to provide specific details on the number of hires, the duration of employment provided, and the priority group(s) supported.



# 3.4

## Upskilling and Training

Strong foundations to support our economy.

We strongly support suppliers who are engaged in upskilling our local workforce – both at entry-level (cadets/apprentices) and by increasing skills and qualifications of existing employees.

Priority groups are a specific area where training and the right type of support could lead to ongoing positive outcomes for our community and economy. Statistics New Zealand (report March 2017), predicts a large aged population influx in the near future – it is estimated that those over the age of 65 years is projected to be double 2016 figures by 2046. A community that has a high level of engagement and contribution will ultimately improve overall liveability levels across a range of age demographics.

To ensure ongoing success and a positive experience for those hired, Council also ask suppliers to consider how they might be able to provide pastoral care, mentoring or additional support to ensure the overall wellbeing and ongoing success of individuals.

Training opportunities for those who have recently left our prison system may also be able to prevent or decrease reoffending. Some studies have shown that approximately 70% of prisoners reoffend within two years of being released and approximately 52% return to prison within five years – but hope for the future can help give meaning and purpose to tackle a less desirable pathway.

By investing in a combination of education and upskilling across the breadth of our Māori, Pasifika and priority group population, Council aims to provide a platform to support meaningful career pathways in this focus area.

Living in an ever-changing environment (both natural and economic), will require a mindset that lends itself to constant adaptability. As technology advances our employment landscape is open to further change. Embracing this fact and seeking to empower our community members through supporting their upskilling and consequently our region's capability will prepare us all for a strong, resilient and prosperous economy.

### YOUR RESPONSE

Suppliers are encouraged to provide specific details on how they will support the successful upskilling and training of priority groups and generations to come.

The below is a guide to support the goal of this pillar. Consider how your organisation will support:


- Upskilling of priority groups, in particular, Māori and Pasifika people.
- Upskilling of our future generations and influencers, in particular, rangatahi (youth) to achieve sustainable future prospects.
- Upskilling of our local community members and small- medium businesses.
- Upskilling that lends itself to supporting career pathway success.
- Specific training requirements to support local economy needs. For example, the domestic construction sector workforce or other areas of the workforce that will positively influence the economy.
- Providing a recognised formal qualification – particularly for priority groups.
- Dedicated mentors, pastoral care or career counselling to ensure the success of priority groups.
- Consider the recruitment process to be used and whether the approach lends itself to a high success rate in targeting a priority group.
- Funding of community youth projects or school initiatives. (Consider the decile rating of schools to be supported.)
- Raising employee awareness on youth support programmes and initiatives for employees to support these (e.g. fundraising events).

Council seek suppliers who support the education, skill development, training and employment opportunities for priority groups – in particular, Māori and Pasifika people. As disengagement in this group is relatively high, Council also favour organisations that can provide mentoring initiatives or pastoral care to support the long-term success of individuals within these priority groups.

By enriching our future generations through upskilling, instilling values of acceptance and inclusivity for our ever-diversifying world and educating on the importance of caring for our environment and those that inhabit it, we can pave the way for a sustainable future.

We seek to align itself with suppliers who understand the wider impact of training and the importance of ensuring our communities have the capability levels required to support economic growth.





## 3.5

### Local Supply-Chain

The procurement supply-chain presents an opportunity to support local prosperity, consider environmental impacts and choose ethical provider models – all contributing to the success of a sustainable region.

New Zealand's supply-chain landscape is made up of a range of organisation sizes, with varying skill-sets and resources available within them. The procurement supply-chain presents an opportunity to support local prosperity, consider environmental impacts and choose ethical provider models – all contributing to the success of a sustainable region.

- **Local, ethical supply-chain models:** There are a number of benefits to using ethical, local supply-chain models. Local employment opportunities can be created (ultimately increasing the prosperity for community members), carbon emissions can be reduced and investing in businesses closer to 'home' enables organisations to have greater oversight and confidence that materials and working practices are modelled off ethical practice. In fact, many elements throughout the project lifecycle and beyond see benefits, including:
- **Supply-chain flexibility:** Using organisations that are local generally result in improved communication channels (as opposed to options that may involve time zones). This can contribute to quicker understanding of requirements, improved reaction times and faster service delivery. Investing in local suppliers also enables greater opportunity for face-to-face meetings leaving less information "lost in translation" or misinterpreted.
- **Reduction in logistics costs:** Simply by considering local options within the supply-chain, dramatic savings can be made to related supply-chain logistical costs.
- **Sustainable reputation:** More and more consumers are driven to invest in suppliers that support the local economy, employ locals and are underpinned by ethical values.
- **Environmental impacts:** Through buying local, the dependency on shipping and freight is reduced, thereby reducing associated emissions and contributing to New Zealand's climate change and environmental targets.
- **Market accessibility:** Council are keen to look at a broad range of accessibility methods to enable small-medium businesses to also participate in market opportunities.

Often larger organisations with greater resource and funding find it more manageable to meet strict time-bound, complex tender demands over their smaller competitors. Although small-medium businesses may not have a department dedicated to specialist bid responses, this is not necessarily a reflection of their capability to deliver on project requirements.

Smaller businesses with less complex reporting structures can often have fewer barriers to delivering required outcomes at speed due to more streamlined internal processes. Their environment may also feel more accessible to community members that prefer smaller, more connected working environments, consequently enabling the employment of more vulnerable groups. This inevitably supports a more diverse, sustainable economy.

#### YOUR RESPONSE

Suppliers are encouraged to provide specific details on how they will support an ethical supply-chain, the local economy and encourages success of small-medium businesses.

Examples of considerations include:

- Supporting small businesses, local businesses, social enterprises, socially innovative businesses, female owned businesses, Māori or Pasifika owned businesses through the supply-chain.
- Considering whether the aforementioned business(es) support sustainable or social responsibility outcomes.
- Considering whether the aforementioned businesses(es) employ local community members.
- Use of supply-chains that use ethical practices. (This may include, organisations that provide good conditions and fair pay for their workers, as well environmental protection and waste minimisation practices.)

Supporting qualified, small-medium businesses to participate in contracts with fewer barriers to entry. Suppliers may wish to consider:

- Implementing mechanisms or innovations that are less onerous.
- Supporting contract models that provide manageable scale and term considerations for small businesses to realistically enter the market.
- Alternative methods for small scale suppliers (and/or sub-contractors) to reply to requests for information, proposals or tenders.



4

# Environmental Wellbeing

The aim of the environmental wellbeing category is to support initiatives and innovations that protect and enhance the natural environment and enable the reduction of waste and carbon emissions.



4.1



## Environmental Guardianship

Through recognising the benefits that our natural environment provides, comes a responsibility to care for the environment and maintain it for future generations.

Our natural environment is unique and diverse, but is increasingly vulnerable to pressures from population growth and changes in land use\*. These pressures, along with associated pollution and waste, undermine the crucial services that ecosystems provide, including, nutrient cycling, water and air purification, provisioning of food and other natural resources.

The truth is simple. We depend on a healthy planet in order to live a healthy life.

Through recognising the benefits that our natural environment provides, comes a responsibility to care for the environment (both living and non-living components) and maintain it for future generations. This commitment is expressed as 'kaitiakitanga', which encompasses guardianship for the environment and sustainable management practices.

## YOUR RESPONSE

Our Councils seek suppliers that value and demonstrate kaitiakitanga of the natural environment and who support methods and innovations to enhance and protect it.


Methods to protect or enhance the environment may be direct or indirect. Indirect examples, include, but are not limited to:

- Environmental education.
- Environment protection related communications.
- Programmes and community driven environmental protection projects.
- Partnering with bodies that invest in and promote ecological conservation and natural heritage enhancements.
- Providing support (may include funding or volunteers) to organisations that protect or enhance the natural environment. For example, NZ Government Billion Trees project, wildlife protection initiatives, supporting or contributing to a Predator Free 2050.

Ultimately, Council support organisations that value and understand the importance of protecting our natural environment and encourage suppliers to think broadly (through their wider supply-chain) to facilitate environmental preservation and enhancement.

<div data-bbox="315 240 450 376">4.2</div> <div data-bbox="595 240 696 344"> </div> <h2 data-bbox="315 408 607 592">Responsible Water Management</h2> <p data-bbox="315 608 707 791">It is imperative that we take measures to protect and restore our rivers, aquifers, lakes, streams, and marine environment, as well as manage our current use of water to ensure water quality and water supply for generations to come.</p>	<p data-bbox="752 272 1290 392">Throughout many parts of our region, the quality of our freshwater and marine environments has declined. Pollutants from varied sources on land, wash through catchments and enter our waterways. These contaminants have damaging impacts on the ecological integrity of aquatic environments.</p> <p data-bbox="752 400 1290 472">As our region grows, the pressure on freshwater resources is only intensified – not only through negative impacts but also the increased use of this vital resource.</p> <p data-bbox="752 480 1301 647">It is imperative that we take measures to protect and restore our rivers, aquifers, lakes, streams, and marine environment as well as manage our current use of water to ensure water quality and water supply for generations to come. This is especially important in the context of climate change, where more frequent extreme weather events, longer periods of drought and coastal inundation may threaten the integrity of our water supply.</p>	<h3 data-bbox="1357 272 1592 296">YOUR RESPONSE</h3> <p data-bbox="1357 312 1895 384">We seek suppliers that demonstrate protection of our rivers, aquifers, lakes, streams, and marine environment from pollution and encourage resourcefulness with water consumption.</p> <ul data-bbox="1357 392 1861 624" style="list-style-type: none"> <li>• Consider implications of storm-water overflow and how to best manage this.</li> <li>• Use of water sensitive infrastructure or water sensitive design.</li> <li>• Consider water related innovations to support protection of the natural environment.</li> <li>• Consider use of green-space to reduce run-off.</li> <li>• Consider methods to recycle grey water.</li> <li>• Consider use of storm water collection tanks and filtration.</li> <li>• Initiatives that support water reuse or recycling.</li> </ul>
<div data-bbox="315 855 450 991">4.3</div> <div data-bbox="595 855 696 959"> </div> <h2 data-bbox="315 1023 607 1142">Waste Management</h2> <p data-bbox="315 1158 696 1310">Through waste management and innovation, we can help to solve other challenges associated with waste such as environmental degradation, climate change and social inequity.</p>	<p data-bbox="752 871 1290 1015">Not only are there disposal costs associated with waste, but the true costs in terms of lost material, energy, labour, and the liabilities and risks associated with waste is about ten times the cost of disposal. To solve the future environmental challenges we face all elements of the supply-chain must consider ways to reduce commercial waste and divert these materials into economic opportunities instead.</p> <p data-bbox="752 1023 1290 1118">Some studies show that New Zealanders recycle only 58%** of the 735 tonnes of packaging we consume every year. With the majority of Hawke's Bay people having access to recycling facilities, innovation is encouraged to improve waste minimisation levels.</p> <p data-bbox="752 1126 1301 1366">Through waste management and innovation and resource recovery, we can help to solve other challenges associated with waste, such as environmental degradation, climate change and social inequity. Ultimately we will be able to achieve 'through integrating 'waste management' throughout the product or service delivery life cycle, using materials in a way that conserves natural resources and minimises environmental impacts, and reusing or repurposing materials. Where it is not yet technically or economically feasible to divert material from landfill for resource recovery, responsible management of this waste to reduce toxicity or other effects on the environment is vital.</p>	<h3 data-bbox="1357 871 1592 895">YOUR RESPONSE</h3> <p data-bbox="1357 911 1872 983">Suppliers need to consider methods to minimise waste to landfill and reduce the impacts of hazardous waste on the environment. In particular, suppliers may consider:</p> <ul data-bbox="1357 991 1906 1262" style="list-style-type: none"> <li>• Communicating the importance of responsible waste management to all involved in the project.</li> <li>• The type of waste management systems in place for contract/project lifecycles and their likely effectiveness.</li> <li>• Methods to reduce waste tonnage to landfill e.g. through resource recovery, composting or similar.</li> <li>• Eco-friendly methods to remove waste.</li> <li>• Partnering with social enterprises and organisations to improve waste management goals.</li> <li>• Methods to reduce or prevent hazardous waste impacts on the environment.</li> </ul>

4.4



## Reducing Carbon Emissions

Our climate is changing.  
We need to act.

Our climate is changing - average temperatures are rising, driven by human activity and increasingly high levels of greenhouse gas (GHG) emissions.

Climate change is largely attributable to emissions of carbon dioxide (CO<sub>2</sub>) as it is long-lived in the atmosphere, and thus there is a significant focus on reducing CO<sub>2</sub> emissions across all sectors in New Zealand.

Increasing temperatures, sea-level rise, variation in rainfall patterns and more frequent extreme weather events pose risks to our economy, our people and the environment.

The government has signalled its intention for New Zealand to achieve net zero emissions by 2050\*\*.

Council encourages suppliers to principally reduce carbon emissions throughout the product or service delivery lifecycle, and also seek meaningful ways to offset unavoidable GHG emissions to achieve net carbon zero.

\*\*Ministry for the Environment, Cabinet Paper - The 100 day Plan for Climate Change, December 2017.

### YOUR RESPONSE

We seek suppliers that incorporate methods and initiatives which contribute to the reduction and/or offsetting of carbon emissions throughout the supply-chain.


Examples may include, but are not limited to:

- Using local suppliers as part of the supply-chain process.
- Supply-chain models that support carbon reductions.
- Afforestation programmes or plans in place.
- Encouraging the use of bicycle to work options to employees (for example, preferred rates for bicycles, e-bicycles or similar and dedicated bicycle park options).
- Organisation electric vehicle fleet (cars, bicycles, scooters, minibuses).
- Car-pooling initiatives.
- Employees encouraged to use electric train network rather than road network.
- Public transport incentives for staff.
- Initiatives to support NZ's goal to be carbon neutral.
- Renewable energy sources used as an alternative to non-renewable.
- Whether energy efficiencies will be measured.









In keeping with the spirit and goals of our Sustainable Outcomes journey, we have partnered with a small Māori owned business to produce this Supplier Guide.

Height is a values-driven business and fosters an inclusive, safe working environment to empower their people to deliver results for the wider community. Sustainability is key to their business and is intrinsic to the way they embed integrity into their way of working.

Together with Height we recognise the importance of engaging with Iwi, Māori trusts, and social enterprises to support the growth of cultural heritage and the socio-economic prospects of Māori.



SUPPLIER GUIDE 4600920

HAWKE'S BAY REGIONAL COUNCIL  
159 Dalton Street, Napier 4110  
[hbc.govt.nz](http://hbc.govt.nz)

TE KAUNIHERA Ā-ROHE O TE MATUA-A-MĀUI

## Resource Management Act 1991 and Fast Track Approvals Act 2024 Delegations

Version Control		
Version	Date approved by Council	Delegations Amended (by reference to sections/clauses)
1	26/02/2025	Establishment. This version supersedes all previous delegations of RMA powers to council officers, except for the Chief Executive's General Delegation.
2	27/08/2025	Inclusion of Fast Track Approvals Act 2024 (FTAA) Delegations
3	TBC	Addition of delegations required by the Resource Management (Consenting and Other System Changes) Amendment Act 2025 (COSC)

Table of Abbreviations	
Abbreviation /Acronym used	
GM	Group Manager
Mgr	Manager
P&P	Planning and Policy
CLA	Chief Legal Advisor
Principal Adv	Principal Advisor
RPC	Regional Planning Committee
FTAA	Fast Track Approvals Act 2024

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Functions, powers and duties</b>			
<b>Powers, Functions and Duties of Local authorities</b>			
27	Supply information to Minister for the Environment as requested by Minister	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Mgr – P&amp;P</li> <li>Mgr – Compliance</li> <li>GM - Māori Partnerships</li> </ul>	Examples of this delegation include providing information annually for the National Monitoring System, and providing written advice on how the Council is providing for vegetable growing activities in its implementation of the NPSFM.
28A	Supply information to Minister of Conservation as requested by Minister	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Mgr – Compliance</li> </ul>	
34A(1A)(a)	Consult with iwi authorities on Hearing Commissioner for plan-related hearing	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	
35(2A)	Prepare and make publicly available a report on plan effectiveness	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	With reference to the RPC

Section	Description of function, power or duty	Delegated to	Conditions/Limits
36(1)(ab)	Fix charges payable by a submitter requesting an independent commissioner under s 100A	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr - Consents</li> <li>• Team Leader - Consents</li> </ul>	If applicant does not make a request.
36(5)	Require a person to pay additional charges, where fixed charges are inadequate to cover actual and reasonable costs	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Compliance</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader - Consents</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> </ul>	
36(6)	Provide an estimate of any additional charges likely to be imposed under s 36(5)	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Mgr – Consents</li> <li>• Mgr – Compliance</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Consents Planner</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> </ul>	
36AA	Provide a discount on an administrative charge as required by regulations	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr - Consents</li> <li>• Team Leader - Consents</li> </ul>	
36AAB(1)	Remit whole or part of any charge under s 36 that would otherwise be payable	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Mgr – Consents</li> <li>• Mgr – Compliance</li> <li>• Team Leader - Consents</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> <li>• GM – Integrated Catchment Management</li> <li>• Mgr – Environmental Information</li> <li>• Mgr – Science</li> </ul>	Some of the circumstances where it may be appropriate to remit part or all of charge is where an application is withdrawn, where the activity is not able to be undertaken due to hardship or special circumstances (e.g. cyclone damage), where the activity is for an environmental, cultural or community good, where the application is not processed within the time frames set out in the Act and the responsibility sits with the Council, where the charge is unreasonable or it is impractical to try and collect it e.g. got no address or where the sum due is not worth pursuing, or where gravel abstraction under an individual resource consent is required for flood control purposes.
36AAB(2)	Decision as to whether or not to perform the action to which a charge relates until the charge has been paid in full.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr - Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	Does not apply to requests made by submitters for use of an independent commissioner.
<b>Waivers and extension of time limits</b>			



Section	Description of function, power or duty	Delegated to	Conditions/Limits
37(1)	Extend a time period or waive a failure to comply with a requirement	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Mgr – Consents</li> <li>Team Leader - Consents</li> <li>Senior Consents Planner</li> <li>Intermediate Consents Planner</li> <li>Consents Planner</li> <li>Consents Administrator</li> <li>Consents Advisor</li> <li>Senior Regulatory Advisor</li> </ul>	<p>Limited for some activities by s37(1A) and, after 20 October 2025, s37(1B).</p> <p>In accordance with the requirements in s 37A.</p> <p>If special circumstances apply, in accordance with 37A(4)(b)(i), then the delegation may be exercised no lower than Team Leader – Consents</p>
37(2)	Waive compliance with a requirement or direct that an omission or inaccuracy be rectified	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader - Consents</li> <li>Senior Consents Planner</li> <li>Consents Planner</li> <li>Intermediate consents planner</li> <li>Senior Regulatory Advisor</li> </ul>	In accordance with s 37A.
37A(4)(b)(i) & s37A(5)(a)	Extend timeframes for consent processing, where applicant agrees	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> <li>Consents Planner</li> <li>Intermediate consents planner</li> <li>Senior Regulatory Advisor</li> </ul>	
37A(4)(b)(i)	Extend timeframes for consent processing, where special circumstances exist	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Enforcement officers</b>			
38	Authorise staff or any other officer listed in the section to carry out functions and powers as an enforcement officer under the RMA	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Warrants must state the functions and powers that the person concerned has been authorised to exercise.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Powers and duties in relation to hearings</b>			
39AA	Direct that a hearing or part of a hearing may be conducted using one or more remote facilities	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Mgr – Consents</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
39B(3) and (4)	Determine whether there are exceptional circumstances that warrant not all of the persons being accredited	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Exercise of this delegation must be reported back to Council via RPC
41D	Direct that a submission or part of a submission be struck out.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Mgr – P&amp;P</li> <li>Team Leader – Consents</li> </ul>	<p>This power can only be exercised if Council officers are satisfied that at least one of the grounds in s41D(1) apply.</p> <p>In accordance with s 41A.</p>
42	Make an order prohibiting or restricting the publication or communication of any sensitive information obtained during proceedings	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
<b>Reports (in relation to hearings)</b>			
42A	Require preparation of a report on information, by an applicant or any person who made a submission	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	This applies in relation to any matter described in s 39(1).
42A(5)	Waive compliance with ss (3) and (4)(b)	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;</li> <li>Principal Adv – Strategic Planning</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> </ul>	If satisfied there is no material prejudice or is not aware of material prejudice to any person who should be given notice of the report.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Standards, policy statements and plans</b>			
44A	Amend plan or proposed plan to remove duplication or conflict with a national environmental standard; and publicly notify that amendment	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader - P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	<p>A register of such amendments is maintained within the Table of changes amendments and corrections at the beginning of the Regional Resource Management Plan and Regional Coastal Environment Plan</p> <p>With reference to the RPC.</p>

Section	Description of function, power or duty	Delegated to	Conditions/Limits
46A	Make or withdraw a submission to the Minister on a proposed national direction	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr - P&amp;P</li> <li>Mgr – Consents</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions. Feedback on discussion documents and similar is not the same as formal submission on proposed NES/NPS/Regulations.
55	The power to amend a document (including a plan, proposed plan or variation) in accordance with section 55(2)–(2A); and publicly notify that amendment	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	A register of such amendments is maintained within the Table of changes, amendments and corrections at the beginning of the Regional Resource Management Plan and Regional Coastal Environment Plan. With reference to the RPC.
58D and 58H	Make or withdraw a submission to the Minister on national planning standards.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr - Policy Planning</li> <li>Mgr – Consents</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions. Feedback on discussion documents and similar is not the same as formal submission on proposed NES/NPS/Regulations.
58I(2)	Power to amend a plan or proposed plan in accordance with section 58I	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	A register of such amendments is maintained within the Table of changes, amendments and corrections at the beginning of the Regional Resource Management Plan and Regional Coastal Environment Plan. Ceases to apply until 31 December 2027 (COSC) With reference to the RPC.
58O–58R	Participate in the Mana Whakahono a Rohe process on behalf of Council	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Māori Partnerships</li> <li>Mgr – P&amp;P</li> <li>Mgr – Consents</li> </ul>	
58S	Participate in any dispute resolution process relating to negotiation of a Mana Whakahono a Rohe	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Māori Partnerships</li> <li>Mgr – Policy Planning</li> <li>Mgr – Consents</li> </ul>	
58T	Review Council policies and processes to be consistent with the Mana Whakahono a Rohe	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader - P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	
80CA	Notice to Minister for direction relating to listed planning instrument	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
80Y	Give public notice of the status of any proposed planning instrument	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
82	Refer a dispute to the Environment Court regarding inconsistencies between planning documents	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	<p>Must consult CLA or external legal Counsel prior to exercising power.</p> <p>Exercise of this delegation is to be reported to RPC and Council</p> <p>With reference to the RPC.</p>
85AA	Amend a plan to reflect any new aquaculture settlement areas or changes to existing areas	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to the RPC.
86D(2)	Power to apply to the Environment Court for a rule to have legal effect from a date other than the date on which the decision on submissions relating to the rule is made and publicly notified.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> </ul>	<p>Must consult CLA or external legal Counsel prior to exercising power.</p> <p>With reference to the RPC.</p>

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Resource Consents</b>			
<b>Streamlining decision-making on resource consents</b>			
87BB	Determine whether activity meeting certain requirements is a permitted activity	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	See s 87BB(2) and (3) for notice requirements.
87E	Determine request for direct referral to Environment Court	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	
87F	Prepare a report addressing relevant issues set out in s 104 to 112, suggest conditions to be imposed if granted, and provide a summary of submissions received	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Consents Planner</li> <li>• Intermediate Consents Planner</li> </ul>	This may also include technical advice from other staff or external contractors.



Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Application for resource consents</b>			
88(3)	Determine that an application is incomplete and provide reasons	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	Reasons for determining an application is incomplete: <ul style="list-style-type: none"> <li>(a) Missing the information prescribed by regulations, or</li> <li>(b) Missing the information required by s 88(2)(b), and after 20 October 2025, to the extent that the level of detail is proportionate to the scale and significance of the effects that the activity may have on the environment.</li> </ul>
88BA	After 20 October 2025, in relation to 'specified energy activities' and 'wood processing', determine whether an extension to the time period specified in the section can be applied	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> </ul>	Maximum process and decision time is 2 years including any extensions however applicant may request to 'pause' the processing and the time the application is 'paused' is not included towards the time period. No restriction is given to request a pause.
91	Determine not to proceed with the notification or hearing of an application	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> <li>Intermediate Consents Planner</li> <li>Consents Planner</li> </ul>	If it considers on reasonable grounds: <ul style="list-style-type: none"> <li>(a) That other resource consents will be required in respect of the proposal to which the application relates, and</li> <li>(b) It is appropriate that applications for any of those other resource consents be made before proceeding.</li> </ul>
91C and 91F	Decide whether to return an application or to continue to process the application after an application has been suspended for 130 days (notified application) or 20 working days (non-notified application)	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	There is a need to provide reasons if it is returned. There is a s 357(3A) right of objection.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Further information</b>			

Section	Description of function, power or duty	Delegated to	Conditions/Limits
92(1)	Request an applicant for a consent to provide further information	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> <li>• Senior Regulatory Advisor</li> </ul>	<p>At any reasonable time before a hearing or before the decision is made – by written notice with reasons.</p> <p>After 20 October 2025, must consider whether the information is needed for the purpose of s104 (i.e. not s95A-E) and consider the information is proportionate in scale and significance to the effect the activity may have on the environment.</p> <p>For significant or repeated s 92 requests, discussion with Mgr - Consents or GM - Policy and Regulation should occur before the exercise of the power. (Note only one "stop the clock" s92 (1) request is now allowed and must be pre notification).</p>
92(2)	Commission any person to prepare a report on any matter relating to an application	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	<p>Allowed if:</p> <ul style="list-style-type: none"> <li>• The activity for which the resource consent is sought may have significant adverse environmental effects</li> <li>• The applicant is notified and agrees to the commissioning of the report</li> <li>• The contract for service price requires approval by the CE or GMRS.</li> </ul>
92A(2)(a)	Set reasonable time limit for applicants to provide information requested	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> <li>• Senior Regulatory Advisor</li> </ul>	
S92AA	After 20 October 2025, determine an application for resource consent is incomplete	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	Only if no response has been received three months after the expiry of the applicable timeframe and the consent authority has notified the applicant of its intention to return the application.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
Public notification and limited notification of applications			

Section	Description of function, power or duty	Delegated to	Conditions/Limits
95-95E	All decisions, determinations and assessments that are necessary as part of the decision whether to give public or limited notification to an application for resource consent or an application to change or cancel a resource consent condition	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	Includes s 95C, where notification is required if a request for information under s 92(1) or 92(2) is not fulfilled
95F and 95G	Decide if an activity may have effects on a protected customary right.  Decide if an activity may have effects on the exercise of the rights applying to a customary marine title group.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation,</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	If these groups rights are considered to be affected and they have not provided their written approval they should be regarded as an affected party and notified.
97(4)	Adopt an earlier closing date	<ul style="list-style-type: none"> <li>GM – Policy and Regulation,</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Pre-hearing meetings and mediation</b>			
99(1)–(3)	Invite or require a person who has made an application or a submission on an application to attend a meeting	<ul style="list-style-type: none"> <li>GM – Policy and Regulation,</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	A pre-hearing meeting is not mandatory, but if convened there is discretion to require persons to attend.
99(4)	Decide whether certain staff, who have the power to make a decision on an application, may attend and participate in a pre-hearing meeting	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr - Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	Subject to all persons at the meeting agreeing to their attendance.
99(8)	Decline to process an application or consider a submission if such person fails to attend the meeting without reasonable excuse	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	
99A(1) & (2)	Refer to mediation a person who has made an application or submission to an application for a resource consent	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	Only with the consent of all persons being referred.
99A(3)(b)	Appoint a mediator where the authority is the person who has made an application for a resource consent.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Hearing</b>			
100	Decide whether a hearing is necessary	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> </ul>	A hearing is not needed unless consent authority decides there should be one or applicant or submitter requests to be heard. Staff discretion here is to decide to hold a hearing when not otherwise required.
101	Set hearing dates and give notice	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> </ul>	
102	Determine whether two or more applications are sufficiently unrelated that a joint hearing is unnecessary	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	
103	Determine whether two or more applications are sufficiently unrelated that a combined hearing is unnecessary	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Decisions</b>			
104(6)	Decline an application for a resource consent on the grounds of inadequate information	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> </ul>	
104(6A)	Decline an application for resource consent on the grounds of a record of significant non-compliance	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing or repeated non-compliance</li> <li>- The applicant, if not a natural person, has been the subject of an enforcement order or conviction under the RMA</li> <li>- The applicant, if a natural person, has been the subject of an enforcement order or conviction under the RMA within the previous seven years.</li> </ul>
104–104D & 105	Determinations of non-notified applications for resource consents (in accordance with considerations in s 104)	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	



Section	Description of function, power or duty	Delegated to	Conditions/Limits
104– 104D & 105	Determine publicly notified applications and limited notified applications for resource consents, when no submissions are received, or when submissions have been withdrawn or where submitters do not wish to be heard	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> </ul>	
S106A	Determine not to grant a land use consent, or grant the consent subject to conditions, if there is significant risk from natural hazards	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	<p>Does not apply to</p> <p>(a) Construction, upgrade, maintenance, or operation of infrastructure</p> <p>(b) Primary production activities</p> <p>Decision to decline limited to Mgr – Consents and GM – Policy and Regulation</p>
107(2)–(3)	Grant a discharge permit or coastal permit in the circumstances prescribed in the s 107(1)	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	
S107G	After 20 October 2025, Determine to suspend the time frame that applied to the processing of the application to allow the applicant and any submitters to consider the draft conditions and determine whether to take conditions into account (s107G(5))	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> </ul>	There is no time limit on this suspension, but must be reasonable
108, 108A and 108AA	Impose any condition considered appropriate on a resource consent to be granted	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation,</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	Exception is where expressly provided in the section. Subject to s 108AA.
109(3)	Power to enter land to inspect and ascertain whether bonded work has been completed to the satisfaction of Council as the consent authority.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Mgr – Compliance</li> <li>• Team Leaders Compliance</li> <li>• Senior Compliance Officers</li> <li>• Compliance Officers</li> </ul>	Power to enter onto land pursuant to this delegation requires the officer to have a warrant of authority under s 174 of the Local Government Act 2002,

Section	Description of function, power or duty	Delegated to	Conditions/Limits
109(4)–(6)	Power to extend timeframe within which bonded work is required to be completed. Power to determine bonded work has not been completed to Council's satisfaction within the required timeframe and to authorise the entering onto land by Council to complete the work and power to recover Council's costs.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Compliance</li> </ul>	Power to enter onto land pursuant to this delegation requires the officer to have a warrant of authority under s 174 of the Local Government Act 2002,

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Notification of Decision</b>			
114	Serve applicant with copy of decision on an application for a resource consent	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> </ul>	
<b>Lodging an Appeal</b>			
120(1)	Lodge an appeal to the Environment Court against the decision of a consent authority on a resource consent, application to change consent conditions or review consent conditions.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
<b>Duration of Consent</b>			

Section	Description of function, power or duty	Delegated to	Conditions/Limits
124	Allow the exercise of an existing resource consent pending determination for a new consent	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	<p>The staff listed have the discretion to allow the consent holder to continue to operate if an application for a new consent is made in the period that—</p> <p>(i) begins 6 months before the expiry of the existing consent; and</p> <p>(ii) ends 3 months before the expiry of the existing consent; and the other circumstances in s 124(2) are met.</p> <p>If the view is that the applicant should not be allowed to continue to operate then the matter should be referred to the GM – Policy and Regulation.</p>
124	Exercise discretion not to allow the exercise of an existing resource consent pending determination for a new consent	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	
124A	Determination of whether s 124B and 124C apply	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	
125	Consider and make a decision on whether a consent has been given effect to and extend (on application) the time period within which a consent must be exercised before it lapses.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	
126	Cancellation of consent not exercised for the preceding 5 years and power to revoke notice of cancellation of consent	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> </ul>	
127	Approve or decline a change or cancellation of consent condition on application by the consent holder and determine whether an application for a change or cancellation of a condition of consent shall be notified	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
Review of consent conditions			

Section	Description of function, power or duty	Delegated to	Conditions/Limits
128	Serve notice on a consent holder of its intention to review the conditions of a resource consent; and Serve notice of review of consent in line with Regional Plan rules, if a relevant national environmental standard has been made or if information made available for the application contained inaccuracies which materially influenced the decision and effects of the exercise of the consent are such that it is necessary to apply more appropriate conditions.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	<p>For the purpose of:</p> <p>(a) Dealing with adverse effects on the environment which may arise from the exercise of a consent, (appropriate to deal with at a later stage),</p> <p>(b) Requiring a holder of a discharge permit or coastal permit to do something that contravenes s 15 &amp; 15B to adopt the best option to remove or reduce any adverse effects on the environment, or</p> <p>(c) For any purpose specified in the consent.</p> <p>In accordance with s 129.</p>
130	Process a review of consent with all necessary modifications.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> </ul>	<p>If the consent authority considers special circumstances exist.</p> <p>Determine whether a review shall be notified – see delegations for s95 to 95G, 96-102.</p> <p>Must serve on the Minister notice of the review for s128(1)(ba).</p>
131-132	Consider and decide on non-notified review of consent conditions including changing conditions or cancellation of resource consent.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	<p>In accordance with s 128 and with matters to be considered under s 131.</p> <p>Cancellation may only be exercised by GM – Policy and Regulation and Mgr – Consents</p>
133A	Issue an amendment to a consent that corrects minor mistakes or defects in the consent	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation,</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> </ul>	Within 20 working days of granting the consent.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
Transfer of consents			



Section	Description of function, power or duty	Delegated to	Conditions/Limits
136(4)	Approve the transfer of a water permit to another site if change is non-notified.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
138	Accept the surrender or part surrender of a resource consent, or refuse surrender of part of a resource consent under certain considerations	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Mgr – Compliance</li> <li>Team Leader – Consents</li> <li>Team Leader – Compliance</li> </ul>	Prior to exercising this power, staff should discuss the matter with the RCP responsible for monitoring the consent.
138A	Exercise powers relating to special provisions relating to coastal permits for dumping and incineration.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> </ul>	Overall purpose to adopt the best practicable option to prevent or minimise any actual or likely adverse effects on the environment.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Certificates of compliance or existing use</b>			
139	Issue a certificate of compliance including requiring further information from an applicant	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
139A	Issue an existing use certificate, including requiring further information from an applicant	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Proposal of national significance</b>			
<b>Matter lodged with EPA</b>			
147(4)	Provide views to the Minister of a matter of national significance	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	
<b>General provisions for matters lodged with local authority</b>			
149	Prepare any report requested by the EPA on a plan development-related matter	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
149B	Provide the EPA with any information they request relating to the matter being called in for plan-related matters	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation,</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
149E	Make a submission to the EPA where Minister has made a direction in relation to a resource consent application, and public notice given	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions
149F	Make or withdraw a further submission to the EPA	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions
149G	Prepare a report on the key issues in relation to a matter that has been called in, when commissioned by the EPA	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Consents Planner</li> <li>• Intermediate Consents Planner</li> </ul>	
149I	Withdrawal of change or variation	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> </ul>	A register of such amendments is maintained within the Table of changes, amendments and corrections at the beginning of the Regional Resource Management Plan and Regional Coastal Environment Plan. With reference to RPC.
<b>Matter decided by board of inquiry</b>			
149K	Provide suggestions to the Minister for members of a Board of Inquiry	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	
149M(4)(b)	Prepare the plan change in accordance with s149N, if this has not already been prepared	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
149N	Undertake process steps specified for the local authority by the EPA	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	With reference to RPC.
149O	Make or withdraw a submission on a proposed plan or regional policy statement	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions
<b>Matter decided by Environment Court</b>			
149T	Become a party to matter referred to Environment Court under s 274	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	Refer to section for guidelines for application
<b>Appeals</b>			
149V	Appeal to the High Court against a decision (under s 129R(1) or 149U) made by the Board of Inquiry or Environment Court	GM – Policy and Regulation	Must consult CLA or external legal Counsel prior to the exercise of the power. Appeal only regarding questions of law. With reference to RPC.
149W	Implement decision of a board of inquiry (under s149R) or the Environment Court (under s149U)	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	With reference to RPC.
149Z	Process a matter referred to it, and as directed, by the Minister under s149Y	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> </ul>	
149ZA(3)(a)	Hold a joint hearing, where instructed by the Minister	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> </ul>	
149ZD	Recover from an applicant actual and reasonable cost incurred in complying with Part 6AA	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Mgr – P&amp;P</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Occupation of common marine and coastal area</b>			

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Managing occupation</b>			
165D	Refuse to receive applications for coastal permits	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	
165H	Prepare and report on certain matters required before making an allocation rule in a regional coastal plan	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	
165X	Accept or reject offers for authorisations, or negotiate with and tenderer Give public notice of accepted tender	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	
165ZF	Request direction from the Minister to process and hear applications jointly	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	
165ZFE	Grant or decline applicants' requests to have affected applications determined by the Environment Court	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	
165ZFHI	Review conditions of extended permits	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
165ZFHM	Decide whether to add to, amend, or make no change to conditions of coastal permits	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
165FHHA	Decide whether to give notice under s128(1) on a coastal permit that is extended by Section 165ZFHC	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Designations</b>			
174	Power to appeal to the Environment Court against a decision of the territorial authority.	GM – Policy and Regulation GM – ICM GM – Asset Management	Must consult CLA or external legal Counsel prior to the exercise of power.
176	Provide written approval to undertake works within a Council designation	GM – Policy and Regulation GM – ICM GM – Asset Management	
176A(1) and (5)	Power to submit outline plan as requiring authority and decide whether to accept any changes to the outline plan	GM – Policy and Regulation GM – ICM GM – Asset Management	



Section	Description of function, power or duty	Delegated to	Conditions/Limits
177	Power to give or withhold consent as the authority responsible for a designation. Power to apply to the authority responsible for an earlier designation or heritage order for its written consent (when the Council is the requiring authority responsible for a later designation).	GM – Policy and Regulation GM – ICM GM – Asset Management	
181	Power to give notice to a territorial authority of its requirement to alter a designation.	GM – Policy and Regulation GM – ICM GM – Asset Management	
182(1) and 182(5)	Power to give notice that a designation is no longer required. Power to object to decision of territorial authority to decline to remove part of a designation.	GM – Policy and Regulation GM – ICM GM – Asset Management	
184(1) and 184(3)	Power to apply to the territorial authority to extend the lapse period of a designation. Power to object to the decision not to fix a longer lapse period.	GM – Policy and Regulation GM – ICM GM – Asset Management	
198G	Power to decide not to lodge a notice of motion and refer the notice of requirement back to the territorial authority	GM – Policy and Regulation GM – ICM GM – Asset Management	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Water Conservation Orders</b>			
205	Make or withdraw a submission to a special tribunal on an application for a water conservation order	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions
209	Make or withdraw a submission to the Environment Court on an application for a water conservation order	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions
211	Represent Council at an inquiry relating to a water conservation order	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	
216	Agree to an amendment of a water conservation order	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
217(2)(c)	Impose conditions necessary to ensure that the provisions of the water conservation order are maintained	<ul style="list-style-type: none"> <li>GM – Policy and Regulation,</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
217(2)(a)	Require farm operators to produce a freshwater farm plan for inspection	<ul style="list-style-type: none"> <li>GM – Policy and Regulation,</li> <li>Mgr – Consents</li> <li>Mgr – Compliance</li> </ul>	
217(2)(b)	Require information from an approved industry organisation	<ul style="list-style-type: none"> <li>GM – Policy and Regulation,</li> <li>Mgr – Consents</li> <li>Mgr – Compliance</li> </ul>	
217(2)(c)	Notify Minister of persistent concerns regarding performance	<ul style="list-style-type: none"> <li>GM – Policy and Regulation,</li> <li>Mgr – Consents</li> <li>Mgr – Compliance</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Subdivisions and reclamations</b>			
<b>Reclamations</b>			
245	Approve a plan of survey where resource consent granted for a reclamation if satisfied under certain conditions in ss (4)	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Mgr – Compliance</li> </ul>	Approval completed by affixing common seal to the plan of survey and CE to sign and date a certificate stating the reclamation conforms with the resource consent and relevant provisions of any regional plan, and where any condition doesn't comply, a bond has been given (s 108(2)(b)) or a covenant has been entered into (s 108(2)(d)).
<b>Environment Court</b>			
267	Request a judicial conference Decide on matters arising at a conference	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
268A	Authority to represent Council at alternative dispute resolution (ADR) and settle matters on appeal that are subject to those processes.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	<p>In relation to appeals on proposed policy statements, proposed regional plans, plan variations and plan changes, the delegation to settle is subject to the following:</p> <p>- any direction as to scope for the resolution and settlement of appeals from HBRPC.</p> <p>- any other delegation of authority to settle a specific appeal on the recommendation of the HBRPC from time to time, where required.</p>
268	Power to consent to a matter being referred to alternative dispute resolution.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
274	Application to the Environment Court to become a party to proceedings.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – P&amp;P</li> <li>• GM – Asset Management</li> <li>• Mgr – Regional Assets</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
278–279	Application to the Environment Court for any order and/or to agree the content of the order	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• GM – Asset Management</li> </ul>	<p>Must consult CLA or external legal Counsel prior to the exercise of power.</p> <p>The GM – Policy and Regulation can apply to the Environment Court for an order in relation to Enforcement proceedings. For example, the result of mediation between parties.</p>
281(1)	Apply to the Environment Court to waive a requirement or give a direction	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• GM – Asset Management</li> </ul>	
281B	Request review of exercise of a power by a Registrar	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	
285	Apply to the Environment Court for an order for, or waiver of, costs	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
291	Lodge, oppose, join or withdraw a Notice of Motion seeking an order from the Environment Court	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
292(2)	Remedy a defect in a regional plan as directed by the Environment Court without use of Schedule 1.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	Staff update the register of Table of changes, amendments and corrections at the beginning of the relevant plan. With reference to RPC.
293	Request and/or respond to an Environment Court order for change to a regional policy statement or plan	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	With reference to RPC.
300	Power to execute notice of appeal.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power. With reference to RPC.
301	Power to give notice of intention to appear.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
305	Lodge, join, oppose or withdraw from an additional appeal on questions of law to the High Court	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power. With reference to RPC.
306	Power to apply to the High Court for an extension of time.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power. With reference to RPC.
308	Lodge, join, oppose or withdraw from an appeal to the Court of Appeal	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power. With reference to RPC.
308G	Power to bring proceedings in the Environment Court for a declaration.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
308I	Power to bring proceedings for damages in the High Court.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Enforcement orders</b>			
311	Power to seek a declaration	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power



Section	Description of function, power or duty	Delegated to	Conditions/Limits
314, 316, 318 & 320	Apply and/or respond to the Environment Court for an enforcement order of the kind specified in s 314(1)(da) & (e), or an interim enforcement order	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>GM – Asset Management</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
315	Power to seek the consent of the Environment Court to take any action specified in s 315(2) where a person fails to comply with an enforcement order	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
Re317	Power to sign and serve notice of application for enforcement order.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
321	Power to apply to the Environment Court for a change or cancellation of an enforcement order.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Abatement notices</b>			
325	Power to appeal to the Environment Court against an abatement notice and power to apply to an Environment Court Judge for a stay of an abatement notice pending appeal.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.
325A(2)	Cancel an abatement notice (by written notice to any person subject to that abatement notice)	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Compliance</li> <li>Team Leader – Compliance</li> <li>Senior Compliance Officer</li> </ul>	
325A(5)	Consider an application to change or cancel an abatement notice	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Compliance</li> <li>Team Leader – Compliance</li> <li>Senior Compliance Officer</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Water shortage</b>			
329	Issue a direction if Council considers there is a serious temporary shortage of water in the region Amend or revoke a direction issued under this section	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Directions: (a) That the taking, use, damming or diversion of water, (b) That the discharge of any contaminant into water – Is to be apportioned, restricted, or suspended to the extent and in the manner set out in the direction.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Emergency works</b>			
330	Power to take preventive or remedial action	<ul style="list-style-type: none"> <li>GM – Asset Management</li> <li>Mgr – Regional Assets</li> <li>Mgr – Operations</li> <li>Incident Controller pursuant to Emergency Plan</li> <li>Regional On-Scene Commander pursuant to Tier 2 Oil Response Plan</li> </ul>	Also see s 330A
331(1)	Require reimbursement of costs for emergency works, where action was taken because of the default of any person	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Compliance</li> <li>Team Leader – Compliance</li> </ul>	
331(1A)	Application for enforcement order under s 314(1)(d) to recover costs	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Compliance</li> </ul>	
331AA	Provide feedback on emergency response regulations proposed	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Policy and Planning</li> <li>TL – Policy and Planning</li> <li>Principal Adv – Strategic Planning</li> <li>Mgr – Consents</li> <li>TL – Consents</li> <li>Mgr – Compliance</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Powers of entry and search</b>			
336	Determine whether to return seized property Give notice of intention to dispose of unclaimed property Dispose of property not claimed within 6 months	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Compliance</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Infringement offences</b>			
343C(4)	Commence proceedings in accordance with s 21 of the Summary Proceedings Act 1957	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Compliance</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power.

Section	Description of function, power or duty	Delegated to	Conditions/Limits
<b>Miscellaneous provisions</b>			
<b>Rights of objection</b>			

Section	Description of function, power or duty	Delegated to	Conditions/Limits
357–357C	Exercise a right of objection in relation to a submission made to a board of inquiry, territorial authority, or other relevant decision-maker	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Mgr – Consents</li> </ul>	
357A & 357D	Power to consider and make decisions on objections	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	
357B & 357D	Consider and make a decision on objections where the additional charge or costs that are the subject of the objection are less than \$20,000	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation,</li> <li>• Mgr – Consents</li> </ul>	
357B & 357D	Consider and make a decision on objections where the additional charge or costs that are the subject of the objection exceed \$20,000	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	
357C(1)	Power to allow a person a longer time to make an objection.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	
357C(3)(b)	Give appropriate notice to parties	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Administrator</li> <li>• Consents Administrator</li> </ul>	
357C(4)(b)	Give appropriate notice of objection hearing to parties	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> </ul>	
357D(2)	Give appropriate notice of decision to parties.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Intermediate Consents Planner</li> <li>• Consents Planner</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> </ul>	

Section	Description of function, power or duty	Delegated to	Conditions/Limits
358	Appeal to the Environment Court in relation to a right of objection under ss357 - 357B	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to exercise of power.
360(2G)	Amend or withdraw, and publicly notify amendment or withdrawal of rules to remove inconsistency with a s 360 regulation	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> </ul>	A register of such amendments is maintained within the Table of changes, amendments and corrections at the beginning of the Regional Resource Management Plan and Regional Coastal Environment Plan
360B(2)(b)	Provide feedback to the Minister of Aquaculture in relation to aquaculture	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	A record of the submission made is found on the Council website, search #hbrsubmissions
360C	Amend and publicly notify an amendment to the regional coastal plan to give effect to regulations made under s360A(1)	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	A register of such amendments is maintained within the Table of changes, amendments and corrections at the beginning of the Regional Coastal Environment Plan
360F	Fix administrative charges in accordance with regulations	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Mgr – Consents</li> </ul>	
360K	Report on modification or removal of a plan provision	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	With reference to RPC
360M	Obligations to give effect to Order in Council	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	

Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
The clauses referred to in the below section are a reference to clauses within <b>Schedule 1</b> of the RMA.			
Clause 2	Commence preparation of a plan or policy statement	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	With reference to the RPC.



Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 3	Consult with various parties during the preparation of a plan or policy statement	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to the RPC.
Clause 3A	Consult as required for a regional policy statement	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to the RPC.
Clause 3B	Consult as required with iwi authorities	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to the RPC.
Clause 4	Respond to a district plan review on behalf of Council as a requiring authority	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	Asset managers lead any designation work on behalf of Council. The Policy Team may advise on this process.
Clause 4A	Pre-notification to authorities	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to the RPC.
Clause 4B	Pre-notification for proposed fishing rule	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 5	Prepare evaluation report and notify a proposed plan or regional policy statement	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	<p>RPC must recommend proposal for notification before it is publicly notified.</p> <p>Public notice must be approved by GM – Policy and Regulation.</p> <p>Staff update the register of Table of changes, amendments and corrections at the beginning of the relevant plan.</p>

Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 5A	Decision to give limited notification of a proposed change or variation Decisions on provision of further information Decisions on adopting an earlier closing date Decisions on additional places a proposed change or variation should be available	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	<p>RPC must recommend proposal for notification before limited notification.</p> <p>Public notice must be approved by GM – Policy and Regulation.</p>
Clause 6	Make or withdraw a submission on a proposed plan or regional policy statement	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> </ul>	
Clause 6A	Make or withdraw a submission on a proposed change	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> </ul>	
Clause 7	Power to publicly notify summary of decisions and submissions.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	Mgr – P&P must approve summary before it is released to the public.
Clause 8	Power to approve the making of further submissions on behalf of Council provided that the subject matter of the submission falls within the scope of the Delegate's role.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	Mgr – P&P must approve further submission before it is lodged with the relevant council and submitter
Clause 8A	Power to serve a copy of further submissions.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 8AA	Powers of Council in respect of dispute resolution on any matter relating to a proposed policy statement or plan.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC

Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 8C	Determine whether a hearing is required where submissions are made but no person indicates they wish to be heard, or the request to be heard is withdrawn,	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	
Clause 8D	Withdraw and publicly notify the withdrawal of a plan or policy statement	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	Staff update the register of Table of changes, amendments and corrections at the beginning of the Regional Resource Management Plan and Regional Coastal Environment Plan. With reference to RPC
Clause 10A	Apply for an extension of time to the Minister to make a decision and publicly notify any extension granted.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> </ul>	With reference to RPC
Clause 11	Notify a decision	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	Public notice must be approved by GM – Policy and Regulation
Clause 14	Power to appeal to the Environment Court.	<ul style="list-style-type: none"> <li>GM - Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to exercising power. With reference to RPC
Clause 16	Power to amend a proposed plan required by section 55(2) or the Environment Court and to amend a proposed plan to alter any information where such an alteration is of minor effect or is to correct minor errors.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	Staff update the register of Table of changes, amendments and corrections at the beginning of the relevant plan. With reference to RPC
Clause 16A, 16B	Prepare a variation and process as if a plan change	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	RPC must recommend proposal for notification. Public notice must be approved by GM – Policy and Regulation.

Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 19	Power to make changes to a proposed regional coastal plan required by the Minister of Conservation.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation,</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 20	Power to notify an operative date.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	Council sets the operative date when it adopts the proposal
Clause 20A	Power to amend an operative plan to correct any minor errors.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	Staff update the register of Table of changes, amendments and corrections at the beginning of the relevant plan
Clause 23	Power to require additional information and commission reports and notify requester.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 24	Modify a plan change request by agreement with the person requesting the change	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 26	Prepare and notify the accepted proposal in consultation with the person who made the plan change request	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 27	Power to appeal to the Environment Court against the decision of another local authority for a plan change.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to the exercise of power. With reference to RPC



Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 28	Power to give notice of withdrawal of a request	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 29(9)	Seek approval of the requester to initiate a variation of a private plan change	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 32	Provide proof of material incorporated by reference	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 34	Notify and distribute material to be incorporated by reference	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 35	Make available information incorporated by reference	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 37	Submit freshwater planning documents to Chief Freshwater Commissioner	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 41	Support and participate pre-hearing meetings as requested by the chairperson of the freshwater hearings panel	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	

Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 43	Participate in a conference of experts as requested by the chairperson of the freshwater hearings panel	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 44	Participate in any alternative dispute resolution as requested by the chairperson of the freshwater hearings panel	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 45	Prepare or commission a report as requested by the chairperson of the freshwater hearings panel	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 46	Support the appointment of a special advisor and friend of submitter, as requested by the chairperson of the freshwater hearings panel	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> </ul>	
Clause 47	Request an extension of time in relation to a freshwater planning instrument	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	With reference to RPC
Clause 52(5)	Undertake process steps regarding notification of Council's decisions	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 53	Prepare a variation to a freshwater planning instrument and advise the Chief Freshwater Commissioner	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 55, 56, 57	Participate as necessary in any appeal to the Environment Court or High Court, or judicial review	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	<p>Must consult CLA or external legal Counsel prior to exercising power.</p> <p>With reference to RPC</p>

Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 59	Nominate 2 representatives on the freshwater hearings panel	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	Nomination must be confirmed by Council. Staff delegation enables preparation and implementation of Council decision
Clause 63	Ensure Council funds the freshwater hearings panel and any related activities	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> </ul>	
Clause 75	Apply to the Minister to use the streamlined planning process under s80C	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 75A	Process for preparing a listed planning instrument	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 76	Provide any further information requested by the Minister	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	
Clause 80	Request the Minister amend a direction	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> </ul>	
Clause 81	Request a time limit extension	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> </ul>	
Clause 83	Submit proposed planning instrument and supporting documentation to responsible Minister	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC
Clause 86	Address any matters that the Minister refers back to Council	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – P&amp;P</li> <li>• Team Leader – P&amp;P</li> <li>• Principal Adv – Strategic Planning</li> <li>• Senior Policy Planner</li> </ul>	With reference to RPC

Planning and Policy			
Reference	Description of function or duty	Delegated to	Conditions/Limits
Clause 87	Notify the Minister's decision under cl 90	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	
Clause 88	Withdraw any proposal using the streamlined planning pathway at any time before the Minister makes a cl 84 decision	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	With reference to RPC
Clause 89	Give notice that the proposed planning instrument is withdrawn	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	
Clause 90	Publicly notify the Minister's decision and complete associated tasks	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> <li>Senior Policy Planner</li> </ul>	Public notice must be approved by GM – Policy and Regulation
Clause 92	Lodge an appeal in relation to a designation or heritage order affecting Council	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to exercising power.
Clauses 93, 93A, 94	Prepare and lodge an appeal to the High Court in relation to a designation or heritage order affecting Council on a point of law	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to exercising power.
Clause 108	Exercise the right of judicial review in relation to an intensification planning instrument	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal Counsel prior to exercising power.

Policy & Planning			
Reference	Description of function or duty	Delegated to	Conditions/Limits
The clauses referred to in the below section are a reference to clauses within <b>Schedule 11</b> of the RMA.			
	Append all relevant Statutory Acknowledgements (from Treaty Settlement legislation) to the RPS and regional plans	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – P&amp;P</li> <li>Team Leader – P&amp;P</li> <li>Principal Adv – Strategic Planning</li> </ul>	No Schedule 1 RMA process necessary. Each Treaty Settlement Legislation will have its own particular details.



		<ul style="list-style-type: none"> <li>Senior Policy Planner</li> </ul>	
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Resource Management (Measurement and Reporting of Water Takes) Regulations 2010			
Reference	Description of function or duty	Delegated to	Conditions/Limits
<b>Rights of objection</b>			
9	Approval to measure water taken each week (instead of each day)	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
10	Approval to use device or system installed near (instead of at) location from which water taken	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	
11	Revoke approval of 9 or 10	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr - Consents,</li> <li>Team Leader - Consents</li> <li>Senior Consents Planner</li> </ul>	
8A	Ability to request evidence from consent holder that the measuring device is verified as accurate	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> <li>Mgr – Compliance</li> <li>Team Leader – Compliance</li> </ul>	

Resource Management (Forms, Fees, and Procedure) Regulations 2003			
Reference	Description of function or duty	Delegated to	Conditions/Limits
<b>Public Notice</b>			
10	Service of notice on prescribed persons	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	

Resource Management (Forms, Fees, and Procedure) Regulations 2003			
Reference	Description of function or duty	Delegated to	Conditions/Limits
10A	Discretion to require notice to be affixed to site	<ul style="list-style-type: none"><li>• GM – Policy and Regulation</li><li>• Mgr - Consents</li><li>• Team Leader - Consents</li><li>• Senior Consents Planner</li></ul>	A consent authority may require the following to be affixed to a conspicuous place on or adjacent to the site to which the application relates: (a) a short summary of the notice; and (b) details of the Internet site where the full public notice in form 12 can be accessed.

## Severe Weather Emergency Recovery (Hawke's Bay Flood Protection Works) Order 2024

Severe Weather Emergency Recovery (Hawke's Bay Flood Protection Works) Order 2024			
Reference	Description of function or duty	Delegated to	Notes for Staff
12 - 13	Deciding if an application under the order is complete and/or that additional consents are required.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	
15	Notification of specified parties of an application and invite comments	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	
17	Set conditions, amend or add to conditions set out in Schedule 2	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> </ul>	
18	Issue notice of decision	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> <li>• Senior Consents Planner</li> <li>• Consents Administrator</li> <li>• Consents Advisor</li> </ul>	

**Fast Track Approvals Act 2024**

Section	Description of function, power or duty	Delegated to	Conditions/Limits
Part 2 Fast-track approvals process			
Subpart 1 – Referral of project to fast-track approvals process			
17	Provide written comments to the Minister as relevant local authority, including the comments that must be provided under section 17(3).	<ul style="list-style-type: none"> <li>Group Manager (GM) – Policy and Regulation</li> <li>Manager (Mgr) – Consents</li> <li>Mgr – Policy &amp; Planning</li> <li>Mgr – Compliance</li> <li>GM – Māori Partnerships</li> </ul>	
20	Provide further information to the Minister that is requested under section 20.	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Mgr – Policy &amp; Planning</li> <li>Mgr – Compliance</li> <li>GM – Māori Partnerships</li> </ul>	
Subpart 2 – Steps before lodging substantive application			
30(3) 30(4) 30(5)	Advise authorised person for the project of matters under subsection (3) and if applicable, notify existing consent holder in writing of matters under (4) and (5).	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Team Leader – Consents</li> <li>Senior Consents Planner</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Subpart 3 – Panel consideration of substantive application			
46(1) 47(1)	Authority to consult with the EPA, on behalf of Council as relevant consent authority, when EPA determines whether a substantive application complies with section 46(2) or whether	<ul style="list-style-type: none"> <li>GM – Policy and Regulation</li> <li>Mgr – Consents</li> <li>Mgr – Policy &amp; Planning</li> </ul>	



	there are any competing applications (s 47(1)).	<ul style="list-style-type: none"> <li>• GM – Māori Partnerships</li> </ul>	
47(5)	Notify the Minister in writing when a competing application has been determined and any rights of appeal that relate to that application have been exhausted or have expired.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Team Leader – Consents</li> </ul>	
53 54	Provide written comments to the EPA on behalf of the Council as relevant local authority on a substantive application within timeframes specified in section 54.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> </ul>	
57 58 59	Decision to participate in any hearing on substantive application, and also present evidence as the consent authority	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> </ul>	
67	Duty to respond to Panel requests for further information or reports as the relevant local authority before panel makes decision on substantive application, and/or decline to provide information or report.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> <li>• Mgr – Compliance</li> <li>• Team Leader – Consents</li> <li>• GM – Māori Partnerships</li> </ul>	
70(1)(c) 70(4)	Provide comments on draft conditions.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> <li>• Team Leader – Consents</li> </ul>	

76(5)(c)	Provide further information or advice on behalf of Council as relevant local authority as requested by appropriate Minister.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> <li>• Mgr – Compliance</li> <li>• Team Leader - Consents</li> <li>• GM – Māori Partnerships</li> </ul>	
90(3)	Provide requested information held by the Council within time specified to the EPA, or advise that information cannot be provided in the time specified, or that information is not held by Council (and where it is held). This is subject to section 91.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> <li>• Mgr – Compliance</li> <li>• GM – Māori Partnerships</li> </ul>	Where section 91 applies, exercise of this function is subject to discussions with iwi or hapū.
Subpart 5 – Miscellaneous provisions			
99 & 101	Power to decide whether to appeal Panel decisions to the High Court or seek judicial review.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> </ul>	Must consult CLA or external legal counsel prior to exercise of power.
104(1)	Authority to recover from a person the actual and reasonable costs incurred by the council in consulting and providing assistance to the person before application is lodged.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> <li>• Mgr – Compliance</li> <li>• Team Leader - Consents</li> </ul>	
104(3)	Authority to recover from authorised person the actual and reasonable costs incurred by council in performing or exercising its functions, duties,	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> </ul>	

	or powers under sections 29 to 31, and 37 to 39.		
107(1) 107(2)	Decision to recover debt due to council as a result of costs recoverable under section 104 being payable.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> </ul>	Must consult CLA or external legal counsel prior to exercise of power
Schedule 3 - Expert Panel			
Clause 3(3) Clause 3(5)	Power to nominate person(s) for appointment of panel member	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> <li>• GM – Māori Memberships</li> </ul>	
Clause 12(2)	Duty to provide assistance to panel by providing advice, if requested.	<ul style="list-style-type: none"> <li>• GM – Policy and Regulation</li> <li>• Mgr – Consents</li> <li>• Mgr – Policy &amp; Planning</li> <li>• Mgr – Compliance</li> <li>• GM – Māori Partnerships</li> </ul>	Must consult CLA or external legal counsel prior providing information



## Reimagining Flood Resilience

### Terms of Reference for the Upper Tukituki and Heretaunga Plains Steering Groups

1 September 2025 – 30 June 2026

Adopted: 1 September, 2025

This Terms of Reference describes the membership, role, function and administration of the Upper Tukituki and Heretaunga Plains Steering Groups ("**Steering Groups**") formed for the Reimagining Flood Resilience Project ("**Reimagining Project**").

#### 1. Project context

- 1.1 The Reimagining Project is in response to recommendations from the Hawke's Bay Independent Flood Review – Pae Matawai Parawhenua ("**HBIFR**") which sought to investigate the circumstances and contributing factors that led to the flooding in the Hawke's Bay region during Cyclone Gabrielle.
- 1.2 The focus of the Reimagining Project is on the Heretaunga Plains Flood Control Scheme and the Upper Tukituki Flood Control Scheme which have a significant role in managing flood risk for 84% of the population in the Hawke's Bay region.
- 1.3 A key focus is to produce outcomes from the Reimagining Project that can be included in the Hawke's Bay Regional Council ("**HBRC**") Long Term Plan in 2027.
- 1.4 A Steering Group for each Flood Scheme is being established to provide oversight for the Reimagining Project and to produce recommendations and advice to HBRC.
- 1.5 For each Flood Scheme, a Stakeholder Reference Group is also being formed with mana whenua and community members to provide values-based advice specific to each Flood Scheme to the relevant Steering Group.
- 1.6 Focus Groups of mana whenua and community representatives will be developed as needed to enable detailed discussions with a particular community, place, landowner, sector etc. The Focus Groups will provide advice to the relevant Stakeholder Reference Group.



## 2. Engagement Topics

- 2.1 The following have been developed by HBRC to provide the fundamental engagement topics for the Reimagining Project to explore through community engagement:
- 2.1.1 What do we want flood resilience schemes to deliver for our communities now and into the future?
  - 2.1.2 How do we balance management of risks from flooding with affordability?
  - 2.1.3 Some storm events will be too big for the schemes – how do we actively manage flood waters that overtop stopbanks?
  - 2.1.4 How should flood resilience reflect Mātauranga Māori?
  - 2.1.5 How can engineering solutions work alongside nature to provide improved flood resilience?
  - 2.1.6 How much are communities willing to pay to increase their resilience to flooding, and how should this be paid for?

## 3. Project Principles

- 3.1 The following principles have been developed by HBRC for the engagement approach itself, to guide engagement activities and the “how” of working with individuals and communities:

<b>Te Tiriti grounded</b>	acknowledge and respect the special relationship Māori hold as partners under Te Tiriti o Waitangi. Free, prior and informed equitable engagement.
<b>Inclusive</b>	ensure a broad cross-section of the community can effectively participate in a safe and collaborative way
<b>Empathetic</b>	be mindful of the ongoing impacts on people and communities from Cyclone Gabrielle and other extreme weather events.
<b>Trust</b>	rebuild community confidence in HBRC, local Councils and their delivery of outcomes for flood resilience.
<b>Open</b>	ensure clear and timely communication and be accountable and transparent in decision-making.
<b>Learning</b>	recognise the value of Mātauranga Māori and local knowledge and actively foster a shared understanding of flood resilience challenges and solutions.
<b>Proportionate</b>	tailor the level of engagement with individuals, communities and organisations to be commensurate to their exposure to flooding risks and consequences.
<b>Simplify</b>	reduce complexity and remove barriers to engagement to acknowledge people's busy lives

- 3.2 The following principles have been developed by HBRC to guide the development of the options that will be presented to HBRC councillors for decision making at the conclusion of the Reimagining Project:

<b>Practical</b>	be feasible, realistic and can be implemented.
<b>Robust</b>	be thoroughly evaluated, informed by Mātauranga Māori and local knowledge and be technically sound, while carefully considering benefits and risks.
<b>Equitable</b>	consider the unique needs and challenges of current and future generations and promote equitable and sustainable outcomes.
<b>Forward-looking</b>	drive well-informed, climate resilient and future-focused decisions that acknowledge lessons from the past.
<b>Complementary</b>	working with rather than against Te Taiao, aspire to achieve community enrichment, recreational opportunities and environmental enhancement alongside flood resilience outcomes.
<b>Predictable</b>	deliver predictable performance of flood schemes during over-design events

#### 4. Name and status of Steering Groups

- 4.1 Steering Groups shall be known as the '**Upper Tukituki Steering Group**' and the '**Heretaunga Plains Steering Group**'.
- 4.2 The Steering Groups are informal entities established for the Reimagining Flood Resilience Project by agreement of its members.

#### 5. Area of Interest

- 5.1 The Upper Tukituki Steering Group shall provide its functions in relation to the Upper Tukituki Flood Control Scheme and related matters.
- 5.2 The Heretaunga Plains Steering Group shall provide its functions in relation to the Heretaunga Plains Flood Control Scheme and related matters.

#### 6. Membership

- 6.1 The Steering Groups shall be formed by Councillors, Board Members, or nominated governance representatives ("**Governance Representatives**") from the following organisations (the "**Appointing Organisations**")
- 6.1.1 Hawke's Bay Regional Council
  - 6.1.2 Tamatea Pōkai Whenua
  - 6.1.3 Central Hawke's Bay District Council
  - 6.1.4 Hastings District Council
  - 6.1.5 Mana Ahuriri; and
  - 6.1.6 Napier City Council.

- 6.2 The **Upper Tukituki Steering Group** shall be formed by up to two (2) Governance Representatives from:
- Hawke's Bay Regional Council
  - Tamatea Pōkai Whenua
  - Central Hawke's Bay District Council
- 6.3 The **Heretaunga Plains Steering Group** shall be formed by:
- Up to three (3) Governance Representatives appointed by
- Hawke's Bay Regional Council, and
- Up to two (2) Governance Representatives appointed by:
- Tamatea Pōkai Whenua
  - Mana Ahuriri
  - Hastings District Council, and
  - Napier City Council.
- 6.4 Each Appointing Organisation shall confirm their Governance Representative appointments to the relevant Steering Group(s) in writing to HBRC.
- 6.5 Each Appointing Organisation may amend their Governance Representative appointments at any time by advising HBRC in writing.
- 6.6 Appointing Organisation participation in the Steering Groups is voluntary. It shall be up to each Appointing Organisation to determine whether to confirm Governance Representative appointments to the relevant Steering Group(s), and the appropriate internal processes to follow to determine those appointments.
- 6.7 It is recognised by all Appointing Organisations that the functions and deliverables of the Steering Groups are urgent and timebound, and that tangible outcomes are required in order to deliver meaningful flood resilience outcomes for communities through HBRC's 2027 Long-term Plan. Accordingly, it is accepted by all Appointing Organisations that the Steering Groups will continue to operate whether or not all Appointing Organisations are actively participating through appointed Governance Representatives.

## 7. Functions and Deliverables

- 7.1 The Steering Groups have overall responsibility, in relation to their respective areas of interest, for:
- 7.1.1 Providing governance oversight for the Reimagining Flood Resilience Project; and
  - 7.1.2 Developing and presenting actionable, pragmatic recommendations on each of the Engagement Topics (per Section 3) to HBRC to inform the development of HBRC's 2027 Long Term Plan, no later than **30 May 2026**.
- 7.2 In relation to the relevant Stakeholder Reference Group, the Steering Groups have responsibility for:
- 7.2.1 Confirming the Terms of Reference
  - 7.2.2 Appointing members
  - 7.2.3 Receiving updates and reports

7.2.4 Receiving draft deliverables and providing feedback

7.2.5 Receiving final deliverables

7.3 In relation to the relevant Appointing Organisations, the Steering Groups have responsibility for:

7.3.1 Providing regular progress reports to maintain alignment and understanding with project objectives, progress and outcomes

7.3.2 Providing a conduit for Appointing Organisations provide input, advice and seek clarifications.

7.4 The Steering Groups may only present recommendations to HBRC in relation to the Reimagining Flood Resilience Project and have no delegated authority for decision-making.

## 8. Administration

8.1 HBRC shall be responsible for administering the Steering Groups, including preparing and circulating agendas, confirming meeting dates and venues, taking and circulating meeting notes and actions and providing a point of contact for Steering Group Members.

## 9. Duration

9.1 The Steering Groups shall be established for a period of 10 months, from 1 September 2025 – 30 June 2026.

9.2 By consensus agreement of the members of Steering Groups, this period may be extended in response to project demands.

## 10. Meetings

10.1 Meetings will be held face-to-face as a preference, with ability to attend online if needed.

10.2 Steering Group meetings will be held approximately every 4 to 6 weeks. Meeting times, dates and locations will be confirmed by HBRC as far in advance as possible.

10.3 The agenda and papers for each meeting shall be circulated at least 3 working days before the meeting.

10.4 Steering Group members shall make best endeavours to attend all meetings or ensure that an alternate from their organisation attend in their place.

10.5 Steering Group members commit to open, honest and collaborative discussion. Contributions made within the Steering Group will be “without prejudice” and not taken out of context outside of the Steering Group. However, Steering Group members are free to report and discuss proceedings with their respective organisations.

10.6 Steering Group members agree that should any information be presented that is identified as being confidential and/or not publicly available, they shall treat that information respectfully and in accordance with its status.



## 11. Chairperson

- 11.1 HBRC shall appoint one of its Governance Representatives to act as Chairperson for each Steering Group meeting.

## 12. Decision Making and Voting

- 12.1 The preference is that Steering Group members reach consensus on all matters referred to it for consideration.
- 12.2 In the event that the matter requires a decision or action and consensus cannot be achieved, the reasons for the lack of consensus and the differing views of the Steering Group will be recorded and reported to HBRC.
- 12.3 Where voting is required, all Steering Group members have full speaking rights.
- 12.4 Each Steering Group member has one vote.
- 12.5 The Chairperson at any meeting does not have a deliberative vote and, in the case of equality of votes, has no casting vote.
- 12.6 The quorum for each Steering Group shall be 50% of the total number of confirmed Governance Representatives for that Steering Group, providing that at least 1 Governance Representative is present from HBRC.

## 13. Remuneration

- 13.1 Each Council shall be responsible for remunerating / reimbursing its Governance Representatives on the Steering Groups in accordance with its own practices and policies.
- 13.2 HBRC shall be responsible for remunerating / reimbursing Governance Representatives from Mana Ahuriri and Tamatea Pōkai Whenua in accordance with the current version of its *Policy for Reimbursement for Project Meetings and Travel*.

## 14. Adoption, Review and Variation

- 14.1 These Terms of Reference are to be adopted by consensus agreement of the members of the Steering Groups.
- 14.2 Amendments to these Terms of Reference may be requested by any member of the Steering Groups, or by HBRC.
- 14.3 Amendments to these Terms of Reference can only be made by consensus agreement of the members of both Steering Groups.

Project 1: Heretaunga Plains Flood Control Scheme	Project Status	Completion date	Budget \$	Actual & committed Spend	Forecast cost to Complete \$
<b>Projects</b>					
Taradale Stopbank Upgrade	Construction complete	N/A		3,730,609	
Moteo Stopbank Upgrade	Detailed design complete	N/A		642,982	
Omarunui Road Stopbank Upgrade	Preliminary design complete	N/A		338,364	
Ngatarawa Stopbank Upgrade	Construction complete	N/A		2,108,514	
Planting Programme	Complete	N/A		974,575	
Programme Planning/Feasibility	Complete	N/A		2,332,318	
Variation : Funding transferred to programme 2 & 3 to cover additional costs				246,016	
<b>Total spent stage 1</b>			<b>10,373,378</b>	<b>10,373,378</b>	
Moteo	To complete CIA	Complete	6,475	6,475	
East Clive	To Fully consented	31/01/2026	475,000	390,383	84,617
Omaranui Road	To complete CIA	Complete	16,475	16,475	
Farndon Road Bank Erosion	Construction	31/10/2025	2,301,457	1,539,098	762,359
Chesterhope Upper	To detailed design	Complete	311,584	311,584	0
Brookfield Lower	To detailed design	Complete	309,991	309,991	0
Pakowhai park	To detailed design	31/10/2025	150,230	139,176	11,054
Raupare Lower	To detailed design	31/10/2025	218,712	184,124	34,588
Raupare Upper	To detailed design	Complete	283,327	283,327	
Recommissioning of Maraenui Stopbank	Construction	Complete	159,979	159,979	
Investigations to compile a catalogue of available borrow material	Final reporting	Complete	116,072	116,072	
<b>Total spend stage 2</b>			<b>4,349,302</b>	<b>3,456,684</b>	<b>892,618</b>
<b>Funding to NIWE</b>			<b>5,277,320</b>	<b>5,277,320</b>	
<b>Total spend on Heretaunga Plains projects Variation</b>			<b>9,626,622</b>	<b>8,734,004</b>	<b>892,618</b>
<b>Total spend on Heretaunga Plains projects</b>			<b>20,000,000</b>	<b>19,107,382</b>	<b>892,618</b>

Funded by			
Kanoa			12,800,000
HBRC			7,200,000

<b>Project 2 :Wairoa River Scheme River Parade Scour project</b>	<b>Project Status</b>	<b>Completion date</b>	<b>Budget \$</b>	<b>Actual Spend \$</b>	<b>Forecast cost to Complete</b>
Wairoa River Scheme River Parade	Construction Completed	N/A	1,000,000	1,062,532	
Variation : Additional costs funded by transfer from programme 1				(62,353)	
				<b>1,000,000</b>	

Funded by			
Kanoa			640,000
HBRC			180,000
Waka Kotahi			180,000

<b>Project 3 : Upper Tukituki Flood Control Scheme - SH50 Bridge</b>	<b>Project Status</b>	<b>Completion date</b>	<b>Budget \$</b>	<b>Actual Spend \$</b>	<b>Forecast cost to Complete</b>
Upper Tukituki Flood Control	Construction Completed	N/A	1,000,000	1,183,484	
Variation: Additional costs funded by transfer from programme 1				(183,484)	
				<b>1,000,000</b>	

Funded by			
Kanoa			640,000
HBRC			60,000
Waka Kotahi			300,000

<b>Project 4 : Upper Tukituki Flood Control Scheme - Gravel Extraction</b>	<b>Project Status</b>	<b>Completion date</b>	<b>Budget \$</b>	<b>Actual &amp; committed Spend</b>	<b>Forecast cost to Complete</b>
Gravel Extraction	Completed to date	30/08/25	8,000,000	6,136,231	
Tranche 5	In progress	28/02/26		117,812	
Tranche 6	In progress	28/02/26		985,000	
Haul Road	to be constructed	28/02/26		760,957	
Total Spend Gravel Extraction			8,000,000	<b>8,000,000</b>	

Funded by			
Kanoa			5,120,000
HBRC			2,880,000

<b>Total IRG projects</b>			<b>30,000,000</b>	<b>29,107,382</b>	<b>892,618</b>
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# NIWE RESILIENCE PROGRAMME MONTHLY PROGRAMME FINANCIAL PROGRESS REPORT – AUGUST 2025



Project Progress Summary	PROJECT STATUS		COSTS		FUNDING SPLIT		
	Project phase	Project Risk status	Actual spend to date	Forecast Final Cost	Crown Funding	HBRC Funding	New approved total Funding
Wairoa	Initiation	Major concern	5,262	70,000	70,000	0	70,000
Whirinaki	Planning	Minor concern	4,445	23,050	17,300	5,750	23,050
Waiohiki	Execution	On track	3,471	8,888	7,515	2,485	10,000
Ōhiti	Planning	Minor concern	2,301	9,974	7,515	2,485	10,000
Pākōwhai	Initiation	Major concern	5,542	50,000	37,575	12,425	50,000
Pōrangahau	Planning	Minor concern	1,141	17,293	10,963	3,625	14,588
<b>Subtotal Land Cat Projects</b>			<b>22,162</b>	<b>179,205</b>	<b>150,868</b>	<b>26,770</b>	<b>177,638</b>
Level of Service Upgrades	Initiation	Minor concern	859	30,000	22,545	7,455	30,000
Telemetry	Execution	On track	1,386	3,500	3,760	1,240	5,000
Pumpstation upgrades	Planning	Minor concern	1,469	30,000	22,545	7,455	30,000
Scheme Reviews	Execution	On track	3,239	3,987	2,250	1,737	3,987
<b>Total (HBRC Projects)</b>			<b>29,115</b>	<b>246,692</b>	<b>201,968</b>	<b>44,657</b>	<b>246,625</b>
Havelock North (HDC delivered)			2,690*	10,000	7,515	2,485	10,000
<b>Total (Incl other projects)</b>			<b>31,805</b>	<b>256,692</b>	<b>209,483</b>	<b>47,142</b>	<b>256,625</b>

\*For consistency with the HBRC projects, Havelock North financial summaries now reported excluding payment claims.



NIWE RESILIENCE PROGRAMME  
MONTHLY PROGRAMME PATH TO CONSTRUCTION TIMELINE – AUGUST 2025

HAWKES BAY  
REGIONAL COUNCIL  
IRP  
Infrastructure  
Resilience Programme

