



Hastings District Council

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OPEN

A G E N D A

COUNCIL MEETING

Meeting Date: Thursday, 21 February 2019

Time: 1.00pm

**Venue: Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Council Members	Chair: Mayor Hazlehurst Councillors Barber, Dixon, Harvey, Heaps, Kerr, Lawson, Lyons, Nixon, O'Keefe, Poulain, Redstone, Schollum, Travers and Watkins
Officer Responsible	Chief Executive – Mr N Bickle
Council Secretary	Mrs C Hunt (Extn 5634)

HASTINGS DISTRICT COUNCIL

COUNCIL MEETING

THURSDAY, 21 FEBRUARY 2019

VENUE: Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

TIME: 1.00pm

A G E N D A

1. Prayer

2. Apologies & Leave of Absence

At the close of the agenda no apologies had been received.

Leave of Absences had previously been granted to Councillor Heaps and Councillor Kerr

3. Seal Register

4. Conflict of Interest

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Democratic Support Manager (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

5. Confirmation of Minutes

Minutes of the Council Meeting held Thursday 31 January 2019 including minutes while the public were excluded.

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REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: GROUP MANAGER: COMMUNITY FACILITIES & PROGRAMMES
ALISON BANKS**

SUBJECT: HAWKE'S BAY ARTS FESTIVAL - 2018 FESTIVAL REPORT, AND PROPOSED 2019 FESTIVAL SCOPE AND BUDGET

1.0 SUMMARY

- 1.1 The purpose of this report is to update and inform the Council about the outcome of the 2018 Hawke's Bay Arts Festival, and the proposed scope and budget for a 2019 Hawke's Bay Arts Festival.
- 1.1 Arts Inc Heretaunga will present the information related to the purpose of this report.
- 1.2 This report concludes by recommending that Council considers the information provided by Arts Inc and provides feedback on next steps for the 2019 Hawke's Bay Arts Festival in the context of scope and budget for the 2019 Hawke's Bay Arts Festival.

2.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Group Manager: Community Facilities & Programmes titled "Hawke's Bay Arts Festival - 2018 Festival Report, and proposed 2019 Festival Scope and Budget" dated 21/02/2019 be received.**
- B) This report concludes by recommending that Council receives the information provided by Arts Inc and provides feedback on the Hawke's Bay Arts Festival in the context of scope and budget for the 2019 Hawke's Bay Arts Festival.**

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for local public services in a way that is most cost-effective for households and business.

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

FROM: SENIOR PROJECTS ENGINEER
STEVE CAVE

SUBJECT: TRANSFER OF LOCAL PURPOSE RESERVE (UTILITY),
STATE HIGHWAY 50, MARAEKAKAHO

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from Council authorising the Chief Executive to take all steps necessary to transfer a Council-owned Local Purpose Reserve (Utility), hereon referred to as “the Reserve”, of 556m², described as Lot 4 DP 11536, on State Highway 50 in Maraekakaho, to Hawke’s Bay Regional Council (HBRC) for a public work, being Soil Conservation and Rivers Control purposes.
- 1.2 This report was left to lie on the table at 31 January 2019 Council meeting pending the expiration of the appeal period of a Hearings Commissioner Decision on an application from Russell Roads Ltd for a land use consent for a river gravel processing plant near Maraekakaho, which ends on 21 February 2019.
- 1.3 This request arises from an approach to Hastings District Council (HDC) from HBRC regarding the need to secure long-term river management access to the Ngaruroro River in the Maraekakaho area.
- 1.4 This report concludes by identifying this particular section of land as being surplus to HDC requirements and recommending that the Chief Executive be authorised to take all practical steps necessary to transfer the Reserve to HBRC for Soil Conservation and Rivers Control purposes for a fair and reasonable price based on the 2016 rating valuation for this land of \$25,000.

2.0 BACKGROUND

- 2.1 HBRC has management and control responsibilities for rivers within the Hawke’s Bay region which includes the Ngaruroro River. The Hawke’s Bay Regional Resource Management Plan, (HBRRMP), along with Local Government Act and Soil Conservation and Rivers Control Act provides the legislative context for this responsibility. The HBRRMP Plan Objective OBJ45 is ‘The maintenance or enhancement of the natural and physical resources, and use and values, of the beds of rivers and lakes within the region as a whole.’
- 2.2 The management and control of the three main Heretaunga Plains Rivers (Ngaruroro, Tutaekuri and Tukituki) form part of the Heretaunga Plains Flood Control Scheme. Activities including maintenance of river edge protection and berm maintenance, channel maintenance activities such as beach raking and shingle extraction, along with spraying and mowing activities are undertaken.

- These activities ensure a consistent level of service is maintained for the Scheme.
- 2.3 Access to these rivers for river management and control purposes are provided for at strategic locations and this includes an access to the Ngaruroro River at Maraekakaho.
 - 2.4 As part of a suite of river management activities HBRC administers shingle extraction activities at various locations on the Ngaruroro River, including the Maraekakaho area.
 - 2.5 Current access to the Ngaruroro at Maraekakaho is from Kereru Road through an unsealed legal road approximately 675 metres long. This access is also used by the general public to access the Ngaruroro River. There is a further 1.1 kilometre section of river access from the legal road to the river, which also crosses a section of private land.
 - 2.6 HBRC desires a separate vehicular access to the Ngaruroro River for river management purposes from State Highway 50. The objectives of the new access are to separate these activities from the general public access to the Ngaruroro River off Kereru Rd and to provide a more direct route to SH50 than the existing alignment of 1.775 kilometres.
 - 2.7 While HBRC has been negotiating with a private landowner in this area to acquire a Right of Way easement for access, this proposal with HDC provides for more long term certainty and security for access for river management activities and provides separation from the publically accessible areas of the river. Discussions have been held with the adjoining landowner to this proposal who has indicated support for the proposed initiative.
 - 2.8 HBRC has identified an alignment that accomplishes their objectives (see attached). This proposed route passes through the Hastings District Council owned Reserve to access SH50.
 - 2.9 The Reserve has an area of 556 square metres (0.0556 hectares) and is legally described as Lot 4 DP 11536. The Reserve, originally classified as a "Utility Reserve", was vested in the Hawke's Bay County Council on the deposit of DP 11536 in April 1967. The Reserve was reclassified as a Local Purpose Reserve through the enactment of the Reserves Act 1977. Reasons for the original "Utility Reserve" status for local authority activities are unknown.
 - 2.10 The last rating valuation for the Reserve is dated 1 August 2016 and the capital value was assessed at \$25,000.00.
 - 2.11 HBRC has advised HDC that they would like to obtain this Council owned reserve, for a public work (in terms of the Public Works Act 1981) being the legal and physical access to and from the Ngaruroro River.
 - 2.12 With this access and ownership over the Reserve (including the inherent accretion claim rights), HBRC could construct a straight-line access from State Highway 50 to the Ngaruroro River, including the shingle extraction site currently used by Russell Roads Ltd.
 - 2.13 The new access would meet HBRC objectives by:

- being separate from the general public Ngaruroro River access off Kereru Rd,
- being located on publicly owned land,
- having a straight alignment, and
- having a length of 470 lineal metres, compared with the existing 1,775 lineal metres access.

3.0 CURRENT SITUATION

- 3.1 The Reserve is an unused section of land physically indistinguishable from the adjoining land which is covered in willow trees and owned by HDC.
- 3.2 The proposal to transfer the Reserve to HBRC has been reviewed by relevant HDC staff including the HDC Parks and Property Manager and General Counsel. Council has no current or foreseeable future use for the Utility Reserve and no complications are expected through transferral of the Utility Reserve to HBRC.

4.0 OPTIONS

- 4.1 The three options available are:
- 4.2 Option A – Do nothing.
- 4.3 Option B – Sell the land to HBRC.
- 4.4 Option C – Grant a Right of Way Easement to HBRC.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The Public Works Act 1981 have provisions that allow sale and transfer of land to another Crown or Territorial Local Authority.
- 5.2 Under the Public Works Act 1981 the offer-back provisions of section 40 of the Public Works Act do not apply if the property is required by a Crown or Territorial Local Authority for another public work.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option A** – Do nothing.
- 6.2 If Council does nothing, access for river management activities, including shingle extraction, will continue to be carried out through the existing access from Kereru Road, which is also used for public access to the river. Competing demands and compatibility issues are ongoing in this area. River maintenance activities, including shingle extraction, are necessary in this area as part of maintaining the Heretaunga Plains Flood Control Scheme.
- 6.3 **Option B** – Sell the land to HBRC for a fair and reasonable price using the 2016 rating valuation of \$25,000 as the basis for price negotiations and on the understanding that HBRC will cover all reasonable legal and survey costs to facilitate the transaction.
- 6.4 This will allow HBRC to construct a new access with no private landowner interests and continue to provide their obligation of river control to ensure

scheme and flood control standards are maintained. The proposed access is 1.2 km's from the existing Kereru Road access.

6.5 **Option C** – Grant a Right of Way Easement to HBRC.

6.6 The benefits are the same as Option B, with an increased set up cost, and a much smaller compensation settlement. In terms of Public Works Act 1981 principles, Council should dispose of land it no longer requires for a public work.

7.0 PREFERRED OPTION/S AND REASONS

7.1 **Option B.** Sell the land to HBRC.

7.2 As Council doesn't require the land (the Reserve) for any public purpose it can be sold and transferred to another administering body. There is no reason for Council to hold land for which it has no purpose. The land will assist HBRC to fulfil its obligations under the LGA, RMA and Soil Conservation and Rivers Control act to maintain and enhance rivers within the region.

7.3 HBRC have confirmed that the land is required for another public work and agree to the proposal to sell and transfer the land via the Public Works Act for a fair and reasonable price based on the 2016 rating valuation of \$25,000.

8.0 RECOMMENDATIONS AND REASONS

- A) **That the report of the Senior Projects Engineer titled "Transfer of Local Purpose Reserve (Utility), State Highway 50, Maraekakaho" which was left to lie on the table on 31 January 2019 now be uplifted and received.**
- B) **That the Chief Executive be authorised to take all practical steps necessary to transfer the Reserve to Hawke's Bay Regional Council for a fair and reasonable price based on the 2016 rating valuation for this land of \$25,000.**

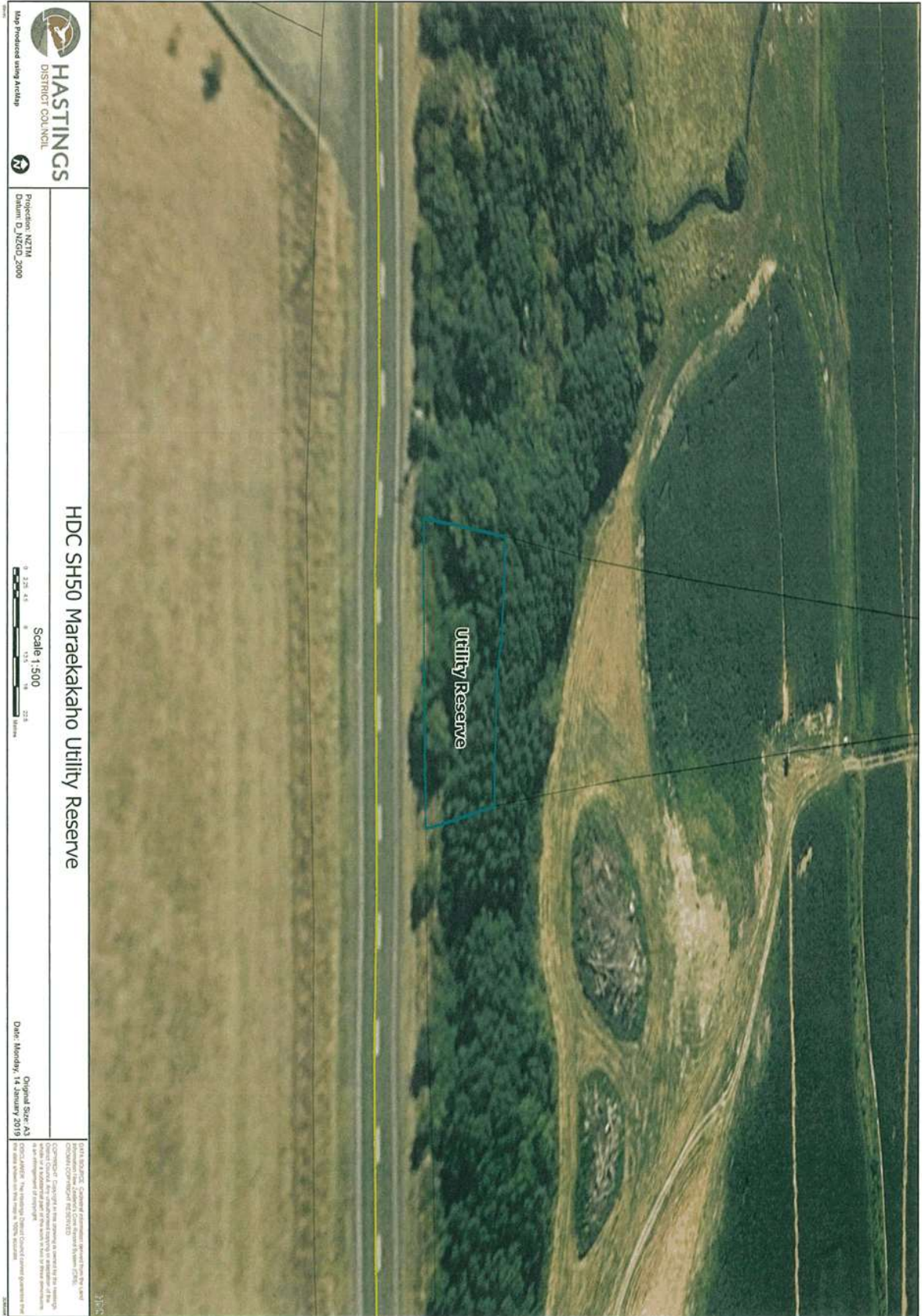
With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure and performance of regulatory functions by:

- **enabling Hawke's Bay Regional Council to fulfil its obligations under their Regional Resource Management Plan to maintain and enhance rivers within the region, promoting sustainable use of land and water resources and providing for community resilience to hazards and shocks.**

Attachments:

1 Utility Reserve Maraekakaho Plan

53943#0029



Item 7

Attachment 1



REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: STRATEGY MANAGER
LEX VERHOEVEN
CHIEF FINANCIAL OFFICER
BRUCE ALLAN**

**SUBJECT: DRAFT ANNUAL PLAN AND BUDGET FOR THE 2019/20
FINANCIAL YEAR - CHIEF FINANCIAL OFFICER
OVERVIEW, WORK PROGRAMME, BUDGET AND
RELATED INFORMATION.**

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain decisions from the Council on the key matters and budget considerations for incorporation in the 2019/20 Annual Plan.
- 1.2 This issue arises from the legislative requirement to produce an Annual Plan. Changes to the Local Government Act 2002 create flexibility as to whether a Council needs to consult with its community on an Annual Plan and that is an option open to Council given that there are no significant or material differences from the Long Term Plan for the 2019/20 financial year.
- 1.3 It is the officers understanding however that elected members would expect the community to be updated on Council's plans for the coming year, and that the opportunity for new initiatives to be brought to Council is made available. The Annual Plan process is also proposed to be used to undertake the legally required consultation to set-up a Council Controlled Organisation (for the establishment of a Regional Disaster Relief Fund) Trust.
- The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.*
- 1.4 The objective of this decision relates to numerous service delivery, decision making, financial management and consultative provisions within the Local Government Act 2002.
- 1.5 This report concludes by recommending that the decisions made by Council at its meeting dated 21 February 2019 are incorporated within the 2019/20 Draft Annual Plan and form the basis of the Annual Plan Consultation Document.
- 1.6 This report is supplemented by supporting financial information.

2.0 FOCUS OF THIS BUDGET PROCESS

- 2.1 The 2019/20 draft Annual Plan process involves the further refinement of the annual budget contained for that year within the Council's Long Term Plan (Year 2 of the LTP). It is an opportunity to fine tune budget allocations and priorities and to consider new proposals and contextual factors which may have emerged since the LTP was adopted in 2018.
- 2.2 The key initiatives signed off by Council that comprised Year Two of the Long Term Plan remain in the 2019/20 budget. These priority areas will compliment continued delivery of existing or improved levels of service across the wide range of Council activities.

3.0 THE BUDGET IN BRIEF

- 3.1 As noted above, the starting point for the Annual Plan is year two of the Long Term Plan which outlined a forecast base rates requirement increase of 2.1% plus \$100 extra for the water levy, totalling 5.3% including the water levy.
- 3.2 The proposed base rate requirement increase has been set at 2.8% plus \$95 extra for the water levy, totalling 5.6% including the water levy as outlined below. In the rural area (Rating Area Two) the impact of budget efficiencies has enabled the proposed rate requirement to be set below the LTP forecast. Those rural properties which are connected to Council water supplies will also incur the \$95 increase in the targeted water rate.

	Total Increase	Rating Area One	Rating Area Two
LTP Forecast YR2 – including water levy	5.3%	5.7%	3.2%
2019/20 increase - including water levy	5.6%	6.1%	2.8%

- 3.3 While this draft budget prepared for Council consideration is set in line with the Long Term Plan forecast, but has had to accommodate ongoing cost pressures arising from increased service level demands in the sustained period of growth the district is experiencing. This growth is also reflected in the updated cost inflation index (LGCI – explained below) of an approximate upward movement of 1% over baseline costs forecast in the LTP.

Budget Context

- 3.4 In line with the approach taken during previous annual planning processes, staff have taken the opportunity to further refine financial forecasts and look at baseline expenditure.
- 3.5 Hastings District Council (along with all other local authorities) is required to use an appropriate inflation index within its budgets from Year 2 through to Year 10 of its Long Term Plan. The Local Government Cost Index (LGCI) has been specifically prepared for this purpose by the Bureau of Economic Research (BERL) for the local government sector. This was developed a number of years ago and is updated annually to keep abreast of economic

changes and data. It is the standard that the Auditor General expects to be used in the development of a Council's LTP.

- 3.6 It was also developed to recognise that the actual "basket of goods" a local authority purchases (i.e. pipes in the ground, bitumen on the road etc) representing the LGCI is somewhat different to the basket of goods a household purchases, commonly measured by the consumer price index (CPI).
- 3.7 The latest release of the index from BERL shows upward cost pressure on Council's base costs as at June 2019 with an approximate upward movement of 1.0%. This period of growth is forecast to be sustained through 2019/20. The Council budget has taken account of this, but more importantly has also been based on an on the ground analysis of the costs likely to face the Council. Where an inflation adjustment has not been needed to meet projected actual programme or project costs, this has been deleted from the draft budget. Staff have "interrogated" each budget item against need and actual spend.

The Process

- 3.8 Given the context for the budget above, in developing the draft Annual Plan and budget, the starting point used was the non-inflation adjusted Year Two budget within the Long Term Plan.
- 3.9 The objective of using the non-inflated budget was to attempt to deliver works and services for the 2019/20 year without assuming the need for inflationary (LGCI) allowances where possible to drive efficiencies. Provision for cost increases have been made where considered necessary. (This is a similar process to that undertaken in recent annual planning processes).
- 3.10 In general, fees and charges remain unchanged aside from inflation adjustments.
- 3.11 **Overall Budget Outcome** - Essentially the additional costs detailed below (personnel, insurance, drinking water, kerbside recycling and information technology along with a number of smaller changes) have been able to be funded from savings (budget efficiencies and rating base growth), along with refinement of the targeted rates which fund some of these activities. As a result the overall Annual Plan rate increase has been set at 5.6% compared to 5.3% forecast in the LTP.
- 3.12 The budget reductions made are part of the ongoing efficiency programme. In a number of key activities however, the inflated LTP figures reflect the best forecast of forward expenditure as researched by BERL. This is particularly the case in large expenditure areas covered by our maintenance contracts (which include industry cost indices). In these cases inflation adjustments have been included in the budget.
- 3.13 The forecast debt position as at 30 June 2019 is circa \$122 million depending on the timing of some projects, compared with the LTP forecast of \$125m. This shows that the substantive LTP capital development programme is on track, however this allows for little headroom in terms of borrowing savings being able to be applied within the Council's budget.

Budget Pressures on Council

Salary and Wages

- 3.14 The Council payroll budget for 2019/20 is substantially on target with the Year Two LTP forecast. The budget reflects last years negotiated salary and wage adjustment plus some minor positional changes. Council's staffing compliment has been adjusted in recent years to reflect various Council decisions relating to service delivery. This year sees some additional capacity to drive initiatives within the adopted Waste Minimisation and Management Plan, succession planning in the building inspection function, an elevated focus on risk management, capacity to drive development projects, a parks contract position identified through the parks review and provision to address strategic water considerations coming from the TANK process.
- 3.15 **Water Supply Management** – The Council will be aware that the approach to water supply management has changed dramatically, and Council has received regular updates on this programme of work. This comprehensive programme is fundamentally in line with that contained in the LTP with some further refinements to some operating costs.
- 3.16 **Kerbside Recycling** – The budget increase for kerbside recycling is directly attributed to market changes in the recycling of plastics and the transition into a new collection/processing contract for the last two months of the financial year. Historically all plastics collected at the kerb were exported to overseas markets, however those markets no longer exist. Only certain high value plastics can now be sold locally and internationally. Additional sorting and disposal costs are likely to be incurred by Council as a result. These extra costs can be minimised to a certain extent if the range of plastics collected at the kerb is restricted to high value plastic items only. A decision on this is still to be made by Council.
- 3.17 **Insurance** – The latest revaluation of Council assets along with adjustments being made in the insurance industry to risk exposure, has seen some increase in material damage insurance. The Risk and Audit Subcommittee provides oversight on behalf of Council on insurance matters and is kept abreast of industry and market changes.
- 3.18 **Information Technology** – Further to a review undertaken (in conjunction with the development of Council's Information Technology Strategy) which recommended a small step up in investment in some areas, some additional licensing and software/hardware maintenance items have been budgeted reflecting Council's focus on service delivery to our community and the IT solutions assisting to deliver this .

New Budget items

- 3.19 Given the Long Term Plans focus on some significant capital investments in the early years (predominantly safe drinking water \$47.5m) no new initiatives have been included in the plan presented for 2019/20. This recognises that significant rate increases are already forecast for the next two years, at which time the Council's Financial Strategy contains some capacity for new initiatives.

- 3.20 It is however the Council's judgement as to the priorities for expenditure, recognising that our context constantly changes, therefore a number of items will be workshopped with Council prior to the meeting where officers are seeking direction.

Below the Line Items include:

- HB Arts Festival
- NZTA Footpath Subsidy and TEFAR (accelerated financial assistance)

Other Annual Plan Matters

- 3.21 **Regional Disaster Relief Fund Trust**– Discussions have been held across various regional agencies (including CEG and with Regional Mayors/Chair) for the need for a Regional Disaster Relief Fund Trust. These groups have provided support for such an arrangement where in the event of a regional disaster Council would have a vehicle to receive financial contributions from around the country including central government and a mechanism for those funds to be distributed.
- 3.22 The mock-up of the consultation document as outlined in section 3.27 contains the proposed wording to give effect to the creation of the Trust for its stated purpose. A separate paper on the agenda provides an overview of this proposal.

Compliance with Council's Financial Strategy

- 3.23 In accordance with Section 95 of the Local Government Act 2002, the Council must prepare and adopt an annual plan. The purpose of the Annual Plan is to:
- Set out the proposed annual budget and funding impact statement;
 - Identify any variations from the financial statements and funding impact statement included in the LTP;
 - Support the long term plan in providing integrated decision making and coordination of resources;
 - Contribute to the accountability to the community;
 - Extend the opportunity for participation by the public in the decision making processes relating to the costs and funding of activities.
- 3.24 Another key requirement is to report on compliance against Council's Financial Strategy contained within the Long Term Plan. The draft Annual Plan will outline Council compliance against the key fiscal parameters, all of which are well within policy limits.
- 3.25 A key parameter is the annual rates increase which is defined within the Financial Strategy as (LGCI + 4.0%), which translates to 6.3% for the 2019/20 financial year. The proposed Annual Plan rates increase is within this level, and provides some modest headroom for Council deliberation if required.

- 3.26 A further key parameter is the Balanced Budget Benchmark, which is a measure that annual operating revenue is set at a level to fund annual operating expenses. The Council budget complies with this fiscal measure in 2019/20.

Annual Plan Documentation and Engagement

- 3.27 A mock-up of the Consultation Document will be circulated to Councillors. As outlined earlier in section 1.3 the document for the community is more an informative update document as opposed to a consultative one, with the exception of the proposed formation of a Council Controlled Organisation.
- 3.28 No additional community engagement has been planned (pending Council confirmation), as no new issues are being presented to the community.

4.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Strategy Manager titled “Draft Annual Plan and budget for the 2019/20 financial year - Chief Financial Officer overview, work programme, budget and related information.” dated 21/02/2019 be received.**
- B) That the Council resolves in terms of section 82(3) of the Local Government Act 2002, that the principles set out in that section have been observed in such a manner that the Hastings District Council considers, in its discretion, is appropriate for the decisions made during the course of this meeting.**
- C) That the Draft 2019/20 Annual Plan be prepared on the basis of this report and supporting documentation including decisions made at this meeting, and that the Draft Annual Plan and Consultation Document be reported back for Council adoption on 28 March 2019.**

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: CHIEF FINANCIAL OFFICER
BRUCE ALLAN**

SUBJECT: HAWKE'S BAY DISASTER RELIEF TRUST

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from the Council on a proposal to establish a Hawke's Bay Disaster Relief Trust and to consult on its establishment through the 2019/20 Annual Plan.
- 1.2 This proposal arises from discussions held with the Group Manager/Group Controller for Hawkes Bay Civil Defence Emergency Management Group, the CEG and the Regional Advisor from the Ministry of Civil Defence and Emergency Management.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.4 The objective of this decision relevant to the purpose of Local Government is to enable local public services to be delivered in an effective and efficient way in the event of a major disaster.
- 1.5 This report concludes by recommending that the proposal to establish the Hawkes Bay Disaster Relief Trust be included in the 2019/20 Annual Plan.

2.0 BACKGROUND

Hawke's Bay is currently lacking a vehicle to receive funds in the event of a major disaster.

3.0 CURRENT SITUATION

- 3.1 The Hawke's Bay Civil Defence Emergency Management (CDEM) Group is a collective of the five Hawke's Bay local authorities required under the CDEM Act 2002 to govern and manage CDEM within the region. The Group is governed by a joint committee consisting of the Mayors and the Chairperson of the regional council.
- 3.2 The approved CDEM Group Plan 2014-19 has an objective seeking to establish a Hawke's Bay Disaster Relief Fund with the objective of collecting and distributing donations made by the public and organisations to assist people affected by a civil defence emergency in Hawke's Bay. Establishing the fund will enable the mechanisms to be put in place before a disaster

occurs to immediately seek and administer donations as a charity. This will allow for donated funds to be distributed as quickly as possible to those most in need.

- 3.3 Any collected funds that would be placed in the fund are not Council funds, nor are they funds that would otherwise be coming to the Council. The fund will need to be administered by a Trust.
- 3.4 As the Trustees will need to be appointed by the Hawke's Bay Councils, it is necessary to establish a Council Controlled Organisation (CCO) under the Local Government Act to form and administer the fund. This would trigger the consultation provisions under the Local Government Act. It is therefore requested the Council include the intention to establish a CCO for the purposes outlined above in the draft 2019/20 Annual Plan being released for consultation.
- 3.5 The local authorities of the region have undertaken to consult with their communities in a similar approach to that outlined here for Hastings District to complete the processes required to establish the Trust.

4.0 OPTIONS

- 4.1 The options are either to approve or not approve the formation of the Trust.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The Local Government Act provides the guidance as to the steps that are required to form a Council Controlled Organisation. The approach recommended within the report will satisfy those requirements.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 To not approve the formation of the Trust will mean that Hastings District will not be supporting an objective of the CDEM Group Plan, and will mean that Hawkes Bay will continue to lack a vehicle to receive funds in the event of a major disaster.
- 6.2 Approving the proposal to form the Trust and to include this for consultation within the 2019/20 Annual Plan will enable the statutory processes to be completed to establish the Trust and to obtain the benefits from having it in place.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 The preferred option is to include the proposal to establish the Trust within the 2019/20 Annual Plan for consultation. There are no financial implications from this proposal.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Chief Financial Officer titled "Hawke's Bay Disaster Relief Trust" dated 21/02/2019 be received.**

- B) That the Council include the proposal to form the establishment of the Hawkes Bay Disaster Relief Trust within its 2019/20 Annual Plan to fulfil the statutory requirements in creating a Council Controlled Organisation.**

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for local public services in the event of a major disaster.

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: COMMUNITY SAFETY MANAGER
JOHN PAYNE**

**SUBJECT: CAR PARKING LOT 3, 303 QUEEN STREET EAST
(OPERA HOUSE CAR PARK)**

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from Council on an additional parking control in the District.
- 1.2 This proposal arises as a result of the purchase of a new parking area.
- 1.3 Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.4 The objective of this decision relevant to the purpose of Local Government is the provision of quality infrastructure and local public service.
- 1.5 This report concludes by recommending that a 180 minute time limit be established in the new Opera House Carpark

2.0 BACKGROUND

- 2.1 The Hastings City Centre strategy ("the Strategy"), Hastings City Centre Parking Strategy and Vibrancy Plan have the common vision of making Hastings City a more vibrant centre that people want to spend time in. Significant work has been undertaken to identify a suitable retail spine of linked carpark sites, which included the creation of new pedestrian laneways and linkages in the 100 – 300 East blocks. The laneways are specific objectives of the above strategies.
- 2.2 With the increase in use and opportunities for retail and commercial activity it has been identified that parking will be an issue and on the current footprint there is no space allocated or deemed appropriate to dedicate to parking for larger shows or events.
- 2.3 Following the purchase of the car park area in the old Briscoes site (300 block East), parking controls are being sought.
- 2.4 Pursuant to a Hastings District Council Bylaw, the parking controls need to be formally passed by resolution before any enforcement monitoring can be undertaken.

- 2.5 The following information provides the background and current situation relevant to the control being proposed.

3.0 CURRENT SITUATION

- 3.1 Hastings District Council has completed the subdivision to create the new Opera House carpark as shown on the attached plan **Attachment 1**. We have received confirmation from Bannister von Dadelszen that Lot 3 is now registered in the Council's name and this is confirmed as **Attachment 2** showing HDC as the owner.
- 3.2 As part of the negotiation to acquire Lot 3 as a carpark that would be available to users of the Municipal Building and the Opera House it was agreed that the only controls that would be put in place would be time limits. The neighbouring properties who have rights to use parts of Lot 3 for up to 180 minutes (3 hours). Therefore it is logical from a consistency point of view and avoid problematical enforcement that we use 180 minute stay period for all carparks other than those leased carparks.
- 3.3 To enable enforcement of any parking restriction being time limited, Council needs to pass a resolution subject to its Consolidated Bylaws. This is the primary purpose of this report.

4.0 OPTIONS

- 4.1 This is a relatively simple matter and the available choices are limited due to the need to be consistent with the agreements reached prior to the purchase of Lot 3.
- 4.2 The options available to Council are to:

Option 1

Approve the change being proposed - 38 carparks (as indicated in the red area of the attached map) be allocated a 180 minute time limit, with no charge.

Advantages:

This is in line with the rights to use parts of Lot 3 by neighbours for up to 180 minutes.

Disadvantages:

Surrounding on-street controls are 120 minutes. This may encourage motorists to park in the 180 area to avoid having to move as frequently.

Option 2

Have no controls and allow parking to be self- regulated.

Advantages:

No enforcement would be required.

Disadvantages:

People working in the area would likely use the site for all day parking creating no traffic turn over.

Option 3

Introduce parking payment machines and charge for parking.

Advantages:

This would generate revenue.

Disadvantages:

This would be contrary to the conditions of sale. There would be capital expenditure to purchase and install parking machines.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The matters in this report are not significant in terms of Council's Significance Policy. However through engagement with the property owners and tenants through their agents, it has been expressed clearly that existing time limits of 180 minutes be retained which would give daytime users more than adequate time to attend the gym or use the retail facilities on site. Obviously with the majority of shows and productions at the Opera House being in the evening, the proposed time limits will also work well with these group of users. This will avoid conflict of patrons using the New World carpark.

6.0 PREFERRED OPTION/S AND REASONS

- 6.1 Considering the advantages and disadvantages in the options outlined above it is considered the best option which meets Council's needs for the Opera House is the 180 minute time limit as outlined below.
- This will encourage 3 hourly traffic turn over.
 - This allows Council to meet the right-of-way obligations under the purchase agreement.
 - This will help provide ready parking for patrons attending events at the Opera House.
- 6.2 Therefore it is recommended that Council pursue Option 1.

7.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Community Safety Manager titled “Car Parking Lot 3, 303 Queen Street East (Opera House Car Park)” dated 21/02/2019 be received.
- B) That pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Consolidated Bylaw 2016, that 38 carpark spaces in the Opera House Carpark, at Lot 3 303 Queen Street West, as set out in the map attached to the report in Attachment A be resolved to have a 180 minute time limit.

With the reasons for this decision being that the objective of the decision will contribute to performance of regulatory functions in a way that is efficient and effective and appropriate to present and future circumstances by:

- providing parking spaces in relevant places within the district that are safe and readily available to motorists.

Attachments:

- | | | |
|---|--|---------------------|
| 1 | Regulatory Operations - Parking - Car parks -
Parking Controls - Opera House Carpark - P180
Time Limit | REG-22-03-12-19-449 |
| 2 | Post Registration Search - 303 Queen Street East | CG-14-1-01157 |

OPERA HOUSE CAR PARK





**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



Identifier 867637
Land Registration District Hawkes Bay
Date Issued 14 January 2019

Prior References
754825

Estate Fee Simple
Area 2407 square metres more or less
Legal Description Lot 3 Deposited Plan 515057

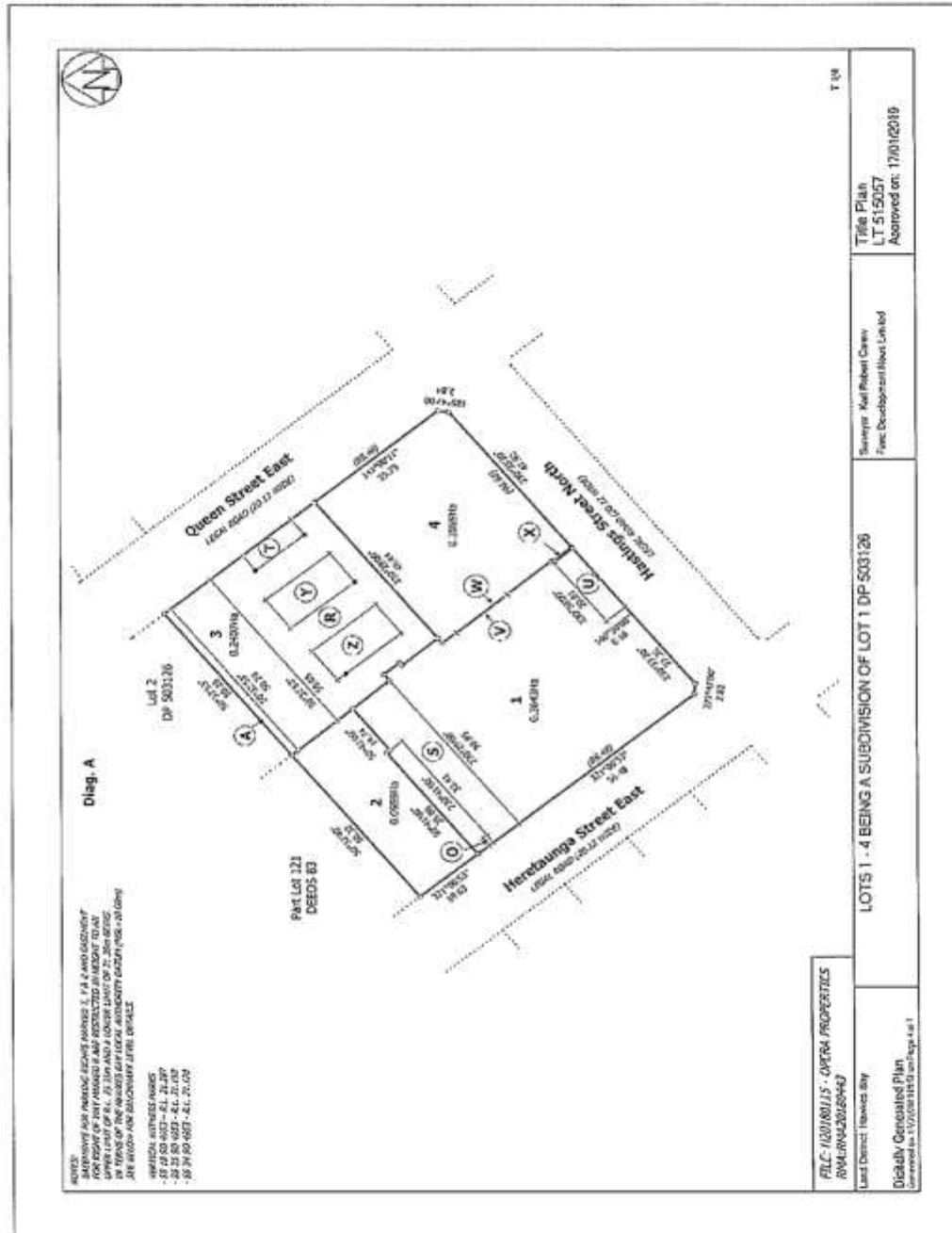
Registered Owners
Hastings District Council

Interests

Subject to a right of way over part marked A on DP 515057 created by Easement Instrument 10663639.6 - 13.2.2017 at 12:36 pm
 Appurtenant hereto is a right of way created by Easement Instrument 10663639.6 - 13.2.2017 at 12:36 pm
 The easements created by Easement Instrument 10663639.6 are subject to Section 243 (a) Resource Management Act 1991
 Subject to a right of way and a right to drain water over part marked R, and parking rights over part marked T, Y and Z all on DP 515057 created by Easement Instrument 11327406.2 - 14.1.2019 at 4:55 pm
 Appurtenant hereto is a right of way and a right to drain water and access and maintenance rights (sign) created by Easement Instrument 11327406.2 - 14.1.2019 at 4:55 pm
 The easements created by Easement Instrument 11327406.2 are subject to Section 243 (a) Resource Management Act 1991

Identifier

867637



Transaction Id
 Client Reference Opera Props HDC 499

Search Copy Dated 8/02/19 10:43 am, Page 2 of 2
 Register Only

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: CEMETERY MANAGER
ISAK BESTER**

SUBJECT: CEMETERIES AND CREMATORIUM - FEES & CHARGES

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from Council on Fees and Charges at the Hastings District Council Cemeteries & Crematorium.
- 1.2 This proposal arises from the increased costs to operate the Cemeteries and Crematorium due to the following factors:
- Increase in utilities, maintenance and operating costs.
 - Incurred costs in operating a larger chapel.
- 1.3 There are other areas that will also have an impact on the management of the Cemeteries and Crematorium such as:
- Costs towards the development and maintenance of the approved new extension to Mangaroa cemetery.
 - Not allowing pre-purchasing of plots due to limited space in cemeteries.
 - Not charging any fee for stillborn burial and ash interment plots.
 - Cremation of oversize caskets takes up to twice as long as that of a standard casket.
 - No call out fee after hours for same day bookings.
 - Costs associated with regular air discharge testing regulations.
- 1.4 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.5 The objective of this decision relevant to the purpose of Local Government is to provide quality local public services and facilities in relation to cemeteries and crematoria for the Hawke's Bay region that is accessible when needed, whilst lowering the impact on the ratepayer and remaining in step with similar facilities. The proposed changes to fees is due to the increase in utility, maintenance and operating costs. We are now also required to pay additional costs in air discharge testing due to new consent conditions. The proposed fees and charges have been compared to nine other local authorities across New Zealand. Bench marking of 4 other Councils is shown in 2.2 of this report.
- 1.6 It is also important to note that there has not been any increases in fees and charges since 2012.

- 1.7 This report concludes by recommending that the Cemeteries and Crematorium fees and charges be increased as detailed in **(Attachment 1)** to this report and that new fees as proposed in **(Table 1)** of the report be implemented.

2.0 BACKGROUND

- 2.1 Fees and charges for Hastings District Council Cemeteries were last reviewed and adjusted in the 2011/12 financial year.
- 2.2 In comparison to cemetery and crematoria fees of other Local Authorities, Hastings District Councils are between the lower and mid-range of the scale as can be seen in the table below.

	Wanganui	New Plymouth	Dunedin	Palmerston North	Hastings District Council
Burial plots incl. Interment fee	\$2419	\$5462	\$4735	\$4773	\$2387 (Avg. across 4 cemeteries)
Ash plots	\$761	\$1620	\$921	\$841	\$830
Cremations	\$682	\$761	\$943	\$578	\$600

- 2.3 Major components of the Cemetery price list are plot purchases, maintenance in perpetuity and interment fees.
- 2.4 Council funding policy for cemeteries (Attachment 2) is to recover most of the operational costs excluding depreciation from those benefiting from the provision of burial and ash plots. The current target is 65% cost recovery. At present cemeteries are tracking at 54% and revenue needed to get into policy parameters is approximately \$33,068. The balance of funds comes from general rates and funds the park like environment provided by cemeteries.
- 2.5 Council policy for the crematorium (Attachment 3) is that full cost recovery (100%) is made from the direct beneficiaries of the service through fees and charges. At present the crematorium is tracking at 97% and revenue needed to bring us in line with policy parameters is \$6,537.
- 2.6 In August 2017 pre-purchasing of burial and ash plots was put on hold due to limited space in cemeteries. This caused a drop in revenue over the last financial year and will have an impact on the next financial year as well.
- 2.7 During the cemeteries and crematorium workshop in July 2018, Council was in favour of implementing fees regarding burial plots for pre-term and stillborn babies, while cremations for pre-term, stillborn and infants up to 1 month old be delivered free of charge. **(Table 1 – shown in 4.2 of this report).**

The past 12 months we dealt with 8 body burials and 12 cremations regarding pre-term and stillborn infants.

2.8 Projections for the 2019/20 financial year will see burial numbers at a level comparable with 2017/18 and cremation numbers at slightly increased levels.

3.0 CURRENT SITUATION

3.1 The costs for providing burial and cremation services as well as the maintenance of facilities, machinery and equipment increases yearly and the current fees and charges are not sufficient to recoup costs, especially with new developments at Mangaroa cemetery looming and the additional testing that is required regarding air discharge under the new cremator consent conditions.

3.2 HDC fees and charges for Cemetery and Crematorium services are below average when compared nationally as can be seen in the table below.

	Average fees of the 4 cemeteries compared	Hastings Council fees	District Cemeteries
Burial plots incl. interment	\$4347		\$2387
Ash plots	\$1035		\$830
Cremations	\$741		\$600

3.3 During their last meeting on the 5th of December 2018, the Hawke's Bay Crematorium Committee requested officers to investigate the implementation of a relevant charge for cremating oversize caskets. A standard cremation takes on average 02h30 to complete. An oversize cremation takes between 04h30 up to 05h30 to complete.

3.4 After hour call outs for arranging urgent burials and cremations are on the increase. HDC pays staff overtime for these call outs. There is no charge in place to recoup the costs.

4.0 OPTIONS

4.1 Retain fees and charges at their current level.

4.2 Raise fees and charges for services as per **(Attachment 1)** and implement new charges as proposed in **(Table 1)**

Table 1

(Proposed new charges regarding burials and cremations – Pre-term, stillborn and babies up to 1 month old + Oversize Cremation Caskets & After hours call out fee).

Cemetery Area	Plot Price	Interment Fee	Maintenance Fee	Total Cost
Ash plot	\$100	\$25	\$50	\$175
Body plot	\$200	\$50	\$50	\$300
Stillborn Cremation				NO CHARGE
Oversize Cremation Caskets				Additional fee \$200
After hours - Call Out Fee				\$300

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's Policy on Determining Significance this matter has been assessed as being of low significance.
- 5.2 The fees and charges schedule is ordinarily set by Council resolution, with the charges taking effect from the start of the financial year.
- 5.3 Given the magnitude of change proposed for some of the fees (particularly the following: plot purchase fees for Mangaroa cemetery, disinterment fee, overtime fees and the breaking of concrete fees), it is recommended that the fees and charges as set out in **(Attachment 1)** are incorporated within the Council fees and charges section of the Draft Annual Plan to enable community views to be sought prior to ratifying the plan in June 2019.
- 5.4 Research on fees and charges has taken place through the perusal of nine other Council websites. Recommended adjustments are in line with fees charged by various Councils nationally.
- 5.5 Council fees and charges regarding cemeteries was last increased in 2012.
- 5.6 Introducing new prices around stillborn burial and cremation plots and discontinuing with cremation charges for this group were discussed during the Cemeteries and Crematorium Workshop with Council on 12 July 2018. (See Table 1 above)
- 5.7 At the last meeting of the Hawke's Bay Crematorium Committee on 5 December 2018, the Committee tasked officers to investigate the implementation of an additional charge for cremating oversize caskets. Oversize caskets takes up to twice as long to complete compared to a standard casket cremation but is charged at the same rate currently.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Retaining the fees and charges at their current level would not address the issue of declining cost recovery levels.
- 6.2 Increasing the fees and charges (**Attachment 1**) as well as implementing proposed new fees (**Table 1**) would address cost recovery levels and lessen the burden on the ratepayer.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 To increase the relevant fees and charges for Cemetery and Crematorium services as per **Attachment 1**. The charges as outlined in Table 1 are incorporated in Attachment 1 of this report.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Cemetery Manager titled "Cemeteries and Crematorium - Fees & Charges" dated 21/02/2019 be received.
- B) That Council approve the new schedule of Cemetery and Crematorium fees and charges set out in Attachment 1 to take effect from 1 July 2019.

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure and local public services in regards to cemeteries and crematoria.

Attachments:

- | | | |
|---|-----------------------------------|----------------|
| 1 | Fees and Charges 2019 | CG-14-73-00042 |
| 2 | Cemeteries Funding Policy Review | CG-14-1-01159 |
| 3 | Crematorium Funding Policy Review | CG-14-1-01160 |

	Current Fee	Incl GST	Next Year Fee	Incl GST
Cemeteries				
All fees and charges are inclusive of GST (except as noted *).				
Cremation				
<i>Fee includes medical referee and transport urn.</i>				
Adults	\$600.00	Yes	\$700.00	Yes
Child (3 to 11 years)	\$175.00	Yes	\$220.00	Yes
Infant (1 month up to 3 years old)	\$80.00	Yes	\$100.00	Yes
Pre-term, Stillborn and Infant (up to 1 month old)	\$80.00	Yes	No Charge	
Cremation of Oversize Caskets			Additional \$200	Yes
Organising your own cremation	\$200.00	Yes	Additional \$200	Yes
Chapel				
<i>The chapel can accommodate 130 people comfortably. Facilities for music and visual playback are available. These fees are in addition to burial or cremation fees.</i>				
Full service (1 hour)	\$200.00	Yes	\$200.00	Yes
Committal (30 minutes)	\$100.00	Yes	\$100.00	Yes
Extension of service time per 30 minutes, or part thereof	\$100.00	Yes	\$100.00	Yes
Cremation Overtime				
<i>These fees are in addition to the above fees.</i>				
Cremation taking place 4pm to 5pm Monday to Friday and 8am to 12 noon Saturday	\$100.00	Yes	\$150.00	Yes
Cremation taking place from Saturday 12 noon to 5pm Saturday	\$200.00	Yes	\$300.00	Yes
Cremation taking place on Sundays or public holidays 10am to 2pm	\$350.00	Yes	\$525.00	Yes
Sundry				
Removal of liner from presentation coffin per cremation	\$15.00	Yes	\$20.00	Yes
Cremation Certificate	\$25.00	Yes	\$30.00	Yes
Registered scattering of ashes	\$40.00	Yes	\$45.00	Yes
Genealogical research - first two names are free of charge	\$40.00	Yes	\$45.00	Yes
Book of remembrance: two line entry (if available)	\$50.00	Yes	\$100.00	Yes

	Current Fee	incl GST	Next Year Fee	incl GST
Interment or placement of ashes	\$130.00	Yes	\$145.00	Yes
Disinterment of ashes - no refund for niche or plot in lieu of disinterment. Ownership reverts back to the Hastings District Council	\$150.00	Yes	\$165.00	Yes
Cremation memorials				
Memorial wall - niche spaces. Niches can only accept a portion of the ashes. Does not include plaque or placement costs (if available)	\$150.00	Yes	\$250.00	Yes
Granite columbarium - Available at Havelock North and Hastings Cemeteries. Each space can accept two full sets of ashes. Cost includes memorial plaque, but not inscription or placement costs	\$850.00	Yes	\$935.00	Yes
Above ground ashes vault - Available at Havelock North and Hastings Cemeteries. Each space can accept two full sets of ashes. Cost includes memorial plaque, but not inscription or placement costs	\$1,250.00	Yes	\$1,375.00	Yes
Cremation Headstone plots - Available at Havelock North and Hastings cemeteries. Each plot can accept four full sets of ashes. Cost does not include headstone, inscription or interment costs	\$830.00	Yes	\$830.00	Yes
Cremation Shrub Garden plots - Available at Havelock North, Hastings and Mangaroa Cemeteries. Each plot can accept two full sets of ashes. Cost does not include memorial plaque, inscription or interment costs	\$830.00	Yes	\$770.00	Yes
Cremation burial plaque plots - Available at Havelock North cemetery. Each plot can accept two full sets of ashes. Cost includes memorial plaque, but not inscription or interment costs	\$850.00	Yes	\$935.00	Yes
Cremation Rose Garden plots - Available at Hastings cemetery. Each plot can accept 6 sets of ashes. Cost does not include memorial plaque, inscription or interment costs.	\$930.00	Yes	\$1,000.00	Yes
Granite memorial birdbath plaque - Available at Havelock North and Hastings cemeteries. Cost includes plaque but not the inscription. This choice is for the remembrance of loved ones were ashes have been removed from the crematorium or scattered in the grounds	\$400.00	Yes	\$440.00	Yes
Granite memorial book plaque - Available at Hastings Cemetery. Cost includes plaque but not the inscription. This choice is for the remembrance of loved ones were ashes have been removed from the crematorium or scattered in the grounds	\$200.00	Yes	\$220.00	Yes
Pre-term & Stillborn ash plots			\$150.00	Yes

	Current Fee	incl GST	Next Year Fee	incl GST
Reserve plots (Not available until further notice)				
<i>Full graves can only be reserved at all cemeteries but cremation plots can be reserved at all cemeteries other than Puketapu. This fee includes the cost of the plot and maintenance in perpetuity but does not include interment fees which are paid at time of burial.</i>				
Burial Plot Mangarua A and D sections	\$2,350.00	Yes	\$2,820.00	Yes
Burial Plot Mangarua B and C sections	\$2,650.00	Yes	\$3,180.00	Yes
Burial Plot Puketapu	\$2,350.00	Yes	\$2,820.00	Yes
Burial Plot Hastings	\$3,650.00	Yes	\$4,015.00	Yes
Burial Plot Havelock North	\$4,250.00	Yes	\$4,675.00	Yes
Cremation Plot Shrub gardens	\$700.00	Yes	\$970.00	Yes
Cremation Plot headstone gardens	\$700.00	Yes	\$1,030.00	Yes
Cremation Rose gardens	\$800.00	Yes	\$1,200.00	Yes
Cremation burial plaque plots - Havelock North only	\$720.00	Yes	\$1,135.00	Yes
Disinterment				
<i>No refund on plot purchase. The plot will return to Hastings District Council. These fees do not include any further interment fees or Funeral Directors' costs.</i>				
Full burial - subject to the relevant licence being granted	\$1,950.00	Yes	\$2,700.00	Yes
Ashes	\$150.00	Yes	\$165.00	Yes
Sundry Charges				
Out of district fee	\$400.00	Yes	\$440.00	Yes
After hours - Call out fee			\$300.00	Yes
Permit to place memorial	\$50.00	Yes	\$60.00	Yes
Registered scattering of ashes	\$40.00	Yes	\$45.00	Yes
Breaking concrete, full burial - this charge is for the removal of concrete over the top of a grave to enable a further burial. The fee does not include replacement of the concrete, for which a memorial mason will need to be employed (if possible)	\$200.00	Yes	\$350.00	Yes
Breaking concrete, ashes burial (if possible)	\$100.00	Yes	\$150.00	Yes
Total loss of grave shoring - this fee is charged if the safety shoring in the grave is not recovered before the grave is backfilled, making it impractical to recover	\$200.00	Yes	\$250.00	Yes
Transfer of burial rights	\$65.00	Yes	\$70.00	Yes

FUNDING POLICY REVIEW

CEMETERIES

1. Activity Description

The Council owns and undertakes the maintenance on four cemeteries at Hastings, Havelock North, Mangaroa and Puketapu.

The provision of cemeteries and burial grounds is a statutory requirement.

2. Current Funding Policy

The current policy is Public 40% / Private 60%.

Funding is derived from:

Charges.

General rates.

3. Cost

	Last 3 Year Average	2013/2014 Actual	2014/2015 Annual Plan
Total Operating Revenue	232,095	316,754	274,313
Total Operating Expenditure (including internal charges)	416,611	471,699	430,452
Rating Requirement	184,516	154,945	156,139
Public / Private Ratio	41% / 59%	33% / 67%	36% / 64%

4. Users

Families. For the burial and remembrance of their loved ones.

Ethnic groups. A place to observe cultural rituals for the deceased.

5. Beneficiaries

Public/Private	Beneficiaries/Benefit
Public	Community peace-of-mind from having a well maintained place for the deceased. Community health. Knowledge that public health requirements are being met.

Private	Families. Peace-of-mind through having a resting place for their loved ones. Business. Support services for funerals.
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6. Modification Considerations

Matters to consider that may influence the Public and Private weightings.

Ongoing maintenance cost.	Once full the Council has to meet ongoing maintenance costs. Cemeteries can be viewed as passive parks.
Future space.	Additional burial space has been identified in existing cemeteries. Search for future cemetery site will continue. Havelock North hill cites will have additional costs. A change in the volume of pre-plot sales can distort revenue in any given year.
Other Local Authorities	Council's charges are lower than most LAs sampled and similar to Napier's charges.

7. Service Delivery Options

Option 1. Cemeteries continue to be funded by user charges and general rates. Charges will continue to be reviewed annually as part of the Annual Plan process to maintain the recommended ratio.
Option 2. That the funding of the Cemeteries is funded by user charges and by general rates but that charges are increased to reduce the general rates contribution.

8. Rating Impact

A 5% overall increase in the Private ratio would require user charges increasing by approximately 8%. The financial impact would be approximately \$21,000 which is equal to a 0.03% impact on rates.

9. Public Funding (Funding Policy Proposed)

<p>Recommendation: Option 1.</p> <p>That the Funding Policy recognise that some members of the public will have difficulty meeting the cost of funeral and burial services and that the Public good element is important at this sensitive time.</p> <p>The passive park element of cemeteries should be accounted for in the Public good.</p> <p>To be consistent with other LAs and to provide greater flexibility a ratio range could be set rather than a fixed ratio.</p> <p>A Funding Policy split of Public 35% to 45% / Private 55% to 65% is recommended.</p>
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10. Financial Implications of Funding Policy Proposed

The recommended Public 35% to 45% / Private 55% to 65% split would have no financial implications as it falls within the 2014/2015 Annual Plan ratio of Public 36% / Private 64%.

The 2014/15 Annual Plan (36%) is at the lower end of the recommended Public range.

FUNDING POLICY REVIEW

CREMATORIUM

1. Activity Description

The provision of cremation and appropriate supporting services in a sensitive and professional manner.

The provision of a crematorium is a discretionary activity.

2. Community Outcomes

Our lifestyle and people:

People at the centre of planning & service.

Appropriate services and facilities for an ageing population.

3. Current Funding Policy

The current policy is Public 0% / Private 100%.

Funding is derived from:

- User charges.

4. Cost

	Last 3 Year Average	2013/2014 Actual	2014/2015 Annual Plan
Total Operating Revenue	311,264	316,737	317,408
Total Operating Expenditure (including internal charges)	299,353	320,491	317,708
Rating Requirement	11,911	(3,754)	300
Public / Private Ratio	0% / 100%	0% /100 %	0% /100 %
Any balance is transferred to/from the Crematorium Plant Replacement Fund.			

5. Users

Individuals and families. For the cremation of deceased relatives.

Business. Funeral directors use of the Crematorium Chapel.

The Crematorium is used by other local authorities in Hawke's Bay.

6. Beneficiaries

Public/Private	Beneficiaries/Benefit
Public	Community health. Cremation provides general benefits in terms of public health. Community well-being. Peace-of-mind that the Council is providing a service to ensure that deceased persons are being properly laid to rest. Community land. Cremation has no requirement for perpetual land use and maintenance.
Private	Families. Peace-of-mind that their deceased are being appropriately laid to rest. Funeral directors. Use of the Crematorium Chapel. Business. Funeral support services.

7. Modification Considerations

Matters to consider that may influence the Public and Private weightings.

Reserves.	Reserves are accumulated to pay for capital expenditure. Additional funding may be required for a new Cremator to be purchased requiring an increase in the cost of cremation.
Increase in number of cremations.	The trend is for an increasing percentage of deceased persons to be cremated. An ageing population will add to the increase.
Other Local Authorities	Other sampled LAs combine their cremation and cemeteries into one business unit. If Council's two services were combined we would be similar to most LAs at Public 21% / Private 79%. Council's cost of an ashes plot and first interment is at the higher end of the scale. Cremation charges are at the lower end of the scale.

8. Service Delivery Options

Option 1. The Council recognises some element of Public good and the Crematorium is funded by user charges and general rates. Charges will be reviewed annually as part of the Annual Plan process to maintain the approved ratio.

Option 2. The Crematorium is funded by user charges which are increased as appropriate to maintain full Private funding.

9. Rating Impact

A 5% decrease in the Private ratio would decrease user charges by approximately 5%. The financial impact would be approximately \$16,000 which is equal to a 0.03% impact on rates.

10. Public Funding (Funding Policy Proposed)

Recommendation: Option 2.
That the service continues to be self-funding.
To be consistent with other LAs and to provide greater flexibility a ratio range could be set rather than a fixed ratio.
A Funding Policy split of Public 0% / Private 100% is recommended.

11. Financial Implications of Funding Policy Proposed

A Public 0% and Private 100% ratio will have no implications for the Annual Plan.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: PRINCIPAL ADVISOR: DISTRICT DEVELOPMENT
MARK CLEWS**

**SUBJECT: CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY
JOINT COMMITTEE MINUTES**

1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update on for the Clifton to Tangoio Coastal Hazard Strategy Joint Committee.
- 1.2 Attached are the minutes of the meeting held on 10 December 2018 **(Attachment 1)**
- 1.3 As required by the revised terms of reference endorsed by Council on 20 November 2018, summary notes from that meeting are also attached, and the Council's representative on the Technical Advisor Group will be in attendance to help answer any questions that may arise.

2.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Principal Advisor: District Development titled "Clifton to Tangoio Coastal Hazards Strategy Joint Committee Minutes" dated 21/02/2019 be received.**
- B) That officers assist Council in preparing a remit to Local Government New Zealand seeking central government funding support for climate change and sea level rise adaptation.**
- C) That a Council workshop be held after 28 March 2019 to discuss the funding policy for the Coastal Strategy.**

Attachments:

- | | | |
|---|---|------------------|
| 1 | Minutes of Joint Committee meeting 10 December 2018 | STR-14-07-19-580 |
| 2 | Summary notes from 10 December 2018 | STR-14-07-19-579 |



Unconfirmed

MINUTES OF A MEETING OF THE CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

- Date:** Monday 10 December 2018
- Time:** 10.00am
- Venue:** Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
NAPIER
- Present:** Cr Peter Beaven – HBRC - Chair
Cr Tony Jeffery – NCC – Deputy Co Chair
Cr Tania Kerr - HDC – Deputy Co-Chair *from 10.28am*
Cr Ann Redstone – HDC
Cr Malcolm Dixon – HDC
Cr Paul Bailey – HBRC
Cr Neil Kirton – HBRC
Cr Larry Dallimore – NCC
Cr Annette Brosnan – NCC
Tania Hopmans – Maungaharuru Tangitū Trust *(via Skype)*
Tania Huata – Mana Ahuriri Trust
- Alternates:** Mayor Bill Dalton – NCC
Cr Rod Heaps – HDC
Cr Tom Belford – HBRC
- In Attendance:** Simon Bendall – Mitchell Daysh
Chris Dolley – HBRC
Craig Goodier – HBRC
Trudy Kilkolly – HBRC
Dean Moriarity – NCC
Caroline Thomson – NCC
Wayne Jack – NCC
Mark Clews – HDC
Brent Chamberlin – HDC
Bruce Allen – HDC
Monique Thomsen – Executive Assistant

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting.

Karakia – Ms Tania Huata.

There were no apologies.

Secretarial note; the absence of Peter Paku and Cr Tania Kerr was noted.

The Chairman advised the meeting would be short and close within 20 minutes. The Joint Committee members would then go into a workshop to discuss the Funding Options for the remainder of the time.

2. Conflict of Interest Declarations

There were no conflict of interest declarations.

3. Confirmation of Minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee held on 28 September 2018CLI97/18 **Resolution:**

Minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee held on Friday, 28 September 2018, a copy having been circulated prior to the meeting, were taken as read and confirmed.

**Brosnan/Redstone
CARRIED**

4. Actions from previous Clifton To Tangoio Coastal Hazards Strategy Joint Committee

Simon Bendall provided an overview of the actions, most had been completed and there would be further discussions on the some items related to funding in the workshop.

CLI98/18 **Resolution:**

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the **“Actions from previous Clifton to Tangoio Coastal Hazards Strategy Joint Committee Meetings”** report.

**Bailey/Dixon
CARRIED**

5. Call for items of Business not on the Agenda

There were no minor items raised.

6. Joint Committee Membership and Delegations

Mr Dolley provided an update on the final Terms of Reference following the last meeting where there were a number of amendments made.

The four key amendments were;

- Increase the number of partner council appointees to the Joint Committee from two per council to three.
- New section 7.5 which enables the Joint Committee to engage in various public processes that may have implications for Strategy implementation.
- Quorum shall be 6 members with the requirement that at least one partner

council member is present from each council partner.

- Improvements to reporting to ensure consistency of messages back to each partner council.

It was noted that Hastings District Council have adopted the updated Terms of Reference and appointed their new member to the Committee. Napier City Council and Hawkes Bay Regional Council were scheduled to do the same at their next council meeting.

CLI99/18

Resolution:

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

1. Receives the report “**Joint Committee Membership and Delegations**”;
2. Approve the updated Terms of Reference for the Clifton to Tangoio Coastal Hazards Strategy Joint Committee dated 28 September 2018; and
3. Recommends the updated Terms of Reference for the Clifton to Tangoio Coastal Hazards Strategy Joint Committee dated 28 September 2018 to the Hastings District Council, Napier City Council and Hawke’s Bay Regional Council for adoption.

**Jeffery/Dallimore
CARRIED**

7. Port of Napier Consent Application update

Mr Dolley provided an update on the status of the Port of Napier consent application for Wharf 6. The memo attached to the agenda item outlined some details of the outcome of the resource consent hearing.

The key points were;

- The Port had applied for a consent to dispose of capital and maintenance dredge material offshore from Marine Parade.
- The consent was granted by independent commissioners following a hearing.
- After the hearing, the Port and Napier City Council agreed to continue disposing suitable sandy material in the Westshore area.

Cr Dallimore commented on and did not agree with some of the findings in the memo.

Mr Goodier advised the memo was a summary of the commissioners findings, and that the Napier City Council and Hawkes Bay Regional Council were working together on a consent for the southern end of Westshore.

Mr Jack provided an update on an application Napier City Council is developing for the Provincial Growth Fund (PGF) for a “sand engine” to establish a sandy beach at Westshore. They are working with Professor Cowell and a Dutch scientist who has developed a sand engine model. It was noted that the PGF does not fund activities related to erosion control, however given the strong economic development potential of the project (e.g. tourism), NCC consider that the application aligns well with the PGF’s objectives. Staff are looking to submit an application to the PGF shortly for funding to complete a feasibility study and economic assessment.

CLI100/18

Resolution:

1. That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the “**Port of Napier Consent Application Update**” report.

**Brosnan/Redstone
CARRIED**

8. Project Manager's update

Mr Bendall noted that at the last Joint Committee meeting it was agreed that the Project Manager's update should be more formal and include details on tracking against project milestones and budget. Mr Bendall noted that this had not been completed for this Joint Committee meeting, given the limited time available and focus on the funding workshop, and that the Technical Advisory Group are holding a workshop in February 2019 which will be significant in terms of confirming project budgets and timeframes.

An update on the outcome of that meeting will be provided in the Project Manager's report provided to the next Joint Committee meeting.

CLI101/18 **Resolution:**

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives the "**Project Manager's Update**" report.

**Bailey/Dixon
CARRIED**

9. Current Coastal Projects update

The Technical Advisory Group provided an update on the key coastal projects taking place within the Strategy area.

Proposed Whakarire Avenue Revetment Works:

- Mr Moriarity advised that the Napier City Council was in the process of determining the public / private split of funding for the works.
- A workshop was held recently to go through the various steps required under s.101(3) of the Local Government Act. The preliminary outcome of that workshop will be debated at the next full Council meeting, following which community consultation will be undertaken on the proposed public / private split.
- It was noted that community consultation would take place in the New Year.

Revetment Works at Clifton:

- Mr Clews advised that the foundation had been laid, the rocks were being put in and the work is proceeding.
- Cr Redstone noted she was pleased with the results of the shingle being trapped in the rocks and the progress to date.
- Cr Heaps noted that the road height had been dropped to allow construction and an archaeological assessment to be done. The road would be built back up to its existing height. A concrete ramp had been laid and would be tidied up before the Christmas break. In the New Year the road would be sealed and completed.

Cr Tania Kerr arrived 10.28am

CLI102/18 **Resolution:**

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives the "**Current Coastal Project Update**" report.

**Redstone/Brosnan
CARRIED**

10. Discussion of items not on the Agenda

There were no minor items raised.

Closure:

There being no further business the Chairman declared the meeting closed at 10.29am on Monday, 10 December 2018.

Signed as a true and correct record.

DATE:

CHAIRMAN:



Clifton to Tangoio Coastal Hazards Strategy Summary Notes of Meeting held 10 December 2018

1. PURPOSE

This briefing note has been prepared to communicate the activity of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee to the Partner Councils, as the Committee progresses with the Stage 4 of the Strategy. More information on the Strategy can be found on the project website at www.hbcoast.co.nz.

2. JOINT COMMITTEE MEETING SUMMARY: 10 DECEMBER 2018

Key points from the Joint Committee meeting held 10 December 2018 are highlighted below. The full minutes of the meeting will be provided to each Partner Council in due course.

Joint Committee Membership and Delegations

- The Joint Committee confirmed a final updated Terms of Reference. The key changes are:
 - Increase the number of partner council appointees from two per council to three;
 - Enables the Joint Committee to engage in various public processes that may have implications for Strategy implementation;
 - Increase the quorum to 6 members, with at least one member required from each council; and
 - Improvements to reporting back to each Partner Council.
- The updated Terms of Reference have already been endorsed by the Hastings District Council, with the Napier City Council and Hawke's Bay Regional Council considering it at their next meeting.

Port of Napier Consent Application Update

- The Joint Committee received a memo and verbal update. The key points were:
 - The Port applied for a resource consent to dispose of capital and maintenance dredging material offshore from Marine Parade.
 - The consent was granted by independent commissioners following a hearing with no requirement to dispose of sand inshore at Westshore.
 - After the hearing, and separate to the resource consent, the Port and Napier City Council agreed to continue disposing suitable sandy material in the Westshore area.
- An update was also provided by the Napier City Council CEO confirming that Council were in the process of developing an application to the Provincial Growth Fund to develop a "sand engine" concept for Westshore.

Funding Workshop

- The remainder (and majority) of the meeting was dedicated to workshopping a range of funding-related matters.
- The intent was to provide sufficient discussion time and debate to assist the Technical Advisory Group to develop a proposed funding model for Joint Committee consideration in 2019.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: SENIOR ENVIRONMENTAL PLANNER (POLICY)
ANNA SUMMERFIELD**

**SUBJECT: VARIATION 6 TO THE PROPOSED DISTRICT PLAN -
HERITAGE SECTION AMENDMENTS**

1.0 SUMMARY

- 1.1 The purpose of this report is to inform and update the Council on the status of the Resource Management Act 1991 process that relates to Variation 6 to the Proposed District Plan – Heritage Section Amendments. The report also seeks a decision from Council to adopt Variation 6 without amendment.
- 1.2 The purpose of Variation 6 to the Proposed District Plan is to correct an inconsistency in the activity status of internal alterations to heritage buildings within the Te Mata Special Character Zone and to identify a new Heritage Building (Vidal House at 291 Te Mata Road) within the Te Mata Special Character Zone (Appendix 49 of the Proposed Plan).
- 1.3 This matter arises from a request from Mr and Mrs Bradshaw of 291 Te Mata Road, Havelock North to identify the residential dwelling on their property as a heritage building and list this building for protection under the Proposed District Plan provisions.
- 1.4 The Strategy, Planning and Partnerships Committee of Council considered this matter on the 15th November 2018 and resolved to publicly notify this Variation to the Proposed District Plan in order to install these changes into the Proposed District Plan.
- 1.5 Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.6 The objective of this decision relevant to the purpose of Local Government is:
Regulatory functions which help to prevent harm and help create a safe and healthy environment for people, which promote the best use of natural resources and which are responsive to community needs.
- 1.7 This report concludes by informing the Council that the submissions and further submissions process for Variation 6 to the Proposed District Plan – Heritage Section Amendments have now closed. One submission in support was received from Heritage New Zealand Pouhere Taonga (HNZPT) and no further submissions have been received. Therefore, in this case, there is no need to hold a hearing on this matter. As a result, the amendments to the

District Plan outlined in Variation 6, as notified, can be adopted without amendment following the acceptance by Council of the submission of HNZPT.

2.0 BACKGROUND

- 2.1 Vidal House (291 Te Mata Road) has been requested to be included in Appendix 49 Heritage Buildings within the Te Mata Special Character Zone by current owners Mr W and Mrs J Bradshaw. Accompanying this request is a heritage assessment report prepared by Graham Linwood (Architect) and reviewed by Chris Cochrane (Conservation Architect). This report confirms that Vidal House meets the criteria for inclusion as a heritage item in the District Plan for its architectural, social and historical value. The listing of Vidal House is also supported by Heritage New Zealand.
- 2.2 The request by Mr and Mrs Bradshaw has arisen out of the resolution to an appeal to the Proposed District Plan by the Bradshaws in relation to the provisions of the Te Mata Special Character Zone (which is the zone in which the house and land at 291 Te Mata Road is located).
- 2.3 As part of the resolution of this Appeal, the provisions of the Te Mata Special Character Zone were amended by consent order dated 12 December 2016. In summary the changes that were made to the Proposed District Plan as a result of this consent order sought to allow commercial activities to be established within Heritage buildings and for these to be exempt from any commercial activity threshold or cumulative site threshold limits. The rules also state that where a site is occupied by a heritage building used for commercial purposes and has a minimum area of 5000m², one residential building shall be allowed per site.
- 2.4 In considering the above request officers became aware of the current non – complying activity status of internal alterations (including internal safety alterations) to heritage buildings within the Te Mata Special Character Zone (Appendix 49). Further evaluation and assessment resulted in the conclusion that this activity status was not intentional and warranted correction. Therefore this matter is also included in within proposed Variation 6.

3.0 CURRENT SITUATION

- 3.1 Variation 6 was publicly notified on 22nd November 2018 with submissions closing on 19th December 2018. An advertisement was placed in the public notices column of the Hawkes Bay Today advising that submissions were now open on this Variation to the Proposed District Plan. As part of the public notification process, letters were sent to all property owners immediately adjoining 291 Te Mata Road as well as all of the owners of heritage buildings within the Te Mata Special Character Zone. These letters advised of the notification of the variation and where information could be obtained and submissions lodged.
- 3.2 The Variation 6 documents and submission forms were made available via the 'my voice my choice' website, the Hastings District Council website

- (District Plan Variations page) and were available at the Customer Service Centre and in the Hastings, Havelock North and Flaxmere libraries.
- 3.3 In total only one submission was received to the Variation. This submission was in support of the Variation from Heritage New Zealand Pouhere Taonga (HNZPT) and is attached for your reference.
- 3.4 In their submission HNZPT outlines that their organisation “*supports items being added to Heritage Schedules where they have been assessed as being significant to the district and merit inclusion on a heritage schedule in the District Plan*”. Therefore HNZPT states that “*consistent with this approach HNZPT supports the proposed addition of Vidal House to Appendix 49 – Heritage Buildings, Te Mata Special Character Zone, as this recognises the significance of this heritage building to the District*”.
- 3.5 HNZPT also supports the provision for internal alterations to heritage buildings identified in Appendix 49 as a permitted activity as this would have the same activity status as internal alterations of Category II Heritage items which are listed in Appendix 48. HNZPT states in their submission that they “*support this approach given it would achieve consistency with the permitted activity status for Category II buildings, and moreover with the overall policy direction and rules framework which is based on relative significance*”.
- 3.6 A summary of the submissions received on Variation 6 was publicly notified on 19th January 2019 with the advice that further submissions in support of, or opposition to these original submissions could be made by 1 February 2019. Again this information was placed in the Hawkes Bay Today, on the ‘my voice my choice’ and Hastings District Council websites and in the Customer Services Centre, and Hastings, Havelock North and Flaxmere libraries. Furthermore letters outlining this information were again sent to those persons that were directly notified of Variation 6 originally.
- 3.7 No further submissions have been received in respect of Variation 6 – Heritage Section Amendments.
- 3.8 Therefore given that the only submission received to this Variation is in complete support of the amendments to the Proposed District Plan outlined in the variation, it is not necessary to hold a hearing on this matter.
- 3.9 As such the amendments to Section 18.1 and Appendix 49 of the Proposed District Plan and Planning Maps 13, 47, 106 and 107 can be adopted by Council without amendment.
- 3.10 Council officers will ensure that EPlan, and any relevant Planning, GIS or LIM maps are updated accordingly and will convey to the submitter, HNZPT, that a hearing is not needed and that the changes outlined in Variation 6, as notified, can now be adopted without amendment.

4.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Senior Environmental Planner (Policy) titled “Variation 6 to the Proposed District Plan - Heritage Section Amendments” dated 21/02/2019 be received.
- B) That the submission from Heritage New Zealand Pouhere Taonga supporting the listing of Vidal House (291 Te Mata Road) as a heritage item and making provision for internal alterations to heritage buildings in Appendix 49 as a permitted activity in the Proposed District Plan, be accepted through the adoption of Variation 6 without amendment.
- C) That the decision and notification process set down under the First Schedule to the Resource Management Act 1991 be undertaken for Variation 6.

With the reason for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for performance of regulatory functions in a way that is most cost-effective for households and business by:

- i) The adoption of variation 6 without amendment will provide for the sustainable management of the physical resources of the district.
- ii) Amending the Proposed District Plan accordingly without the need to hold a hearing on the matters outlined in Variation 6 – Heritage Section Amendments.

Attachments:

- | | | |
|---|---|------------------|
| 1 | HNZPT submission - Variation 6 to Hastings Proposed District Plan | ENV-9-19-8-19-20 |
|---|---|------------------|



HERITAGE NEW ZEALAND
POUHERE TAONGA

19 December 2018

File ref: 33002-069

Hastings District Council
Private Bag 9002
Hastings 4156

By email: policyteam@hdc.govt.nz

Dear Sir or Madam

FORM 5: SUBMISSION OF HERITAGE NEW ZEALAND POUHERE TAONGA

Variation 6 - Amendments to Heritage Provisions to the Proposed Hastings District Plan.

TO: Hastings District Council

FROM: Heritage New Zealand Pouhere Taonga

1. This is a submission on the following proposed variation to a proposed plan (the proposal):
Proposed Variation 6 – Amendments to Heritage Provisions (to the proposed Hastings District Plan).
2. Heritage New Zealand could not gain an advantage in trade competition through this submission.
3. The specific provisions of the proposal that Heritage New Zealand's submission relates to are:
The Variation in its entirety
4. Heritage New Zealand's submission is:
 - Heritage New Zealand Pouhere Taonga supports the proposed addition of Vidal House as a heritage building in Appendix 49 and the associated change to the planning maps.
 - Heritage New Zealand Pouhere Taonga supports the amendment proposed to provide for internal alterations to heritage buildings in Appendix 49 as a permitted activity.
5. The reasons for Heritage New Zealand's position are as follows:

Heritage New Zealand Pouhere Taonga (HNZPT) is an autonomous Crown Entity with statutory responsibility under the Heritage New Zealand Pouhere Taonga Act 2014 (HNZPTA) for the identification, protection, preservation and conservation of New Zealand's historical and cultural heritage.

The protection of historic heritage from inappropriate subdivision, use, and development is a matter of national importance under section 6(f) of the Resource Management Act (RMA).

The proposed Hastings District Plan (proposed Plan) contains objectives and provisions for the protection of historic heritage.

Internal alterations and Appendix 49

Policy HP1 of the proposed Plan identifies and classifies heritage items in the district according to their relative significance. This policy is shown below. The explanation to the policy describes how buildings in Appendix 49 have heritage value intrinsic to the special character of the area.

Policy HP1

Identify and classify Heritage Items in the District according to their relative importance.

Explanation

Heritage Items may be identified for their aesthetic, archaeological, architectural, cultural, historical, scientific, social, spiritual, technological or traditional significance or value. They may also be identified for their group and setting significance, landmark significance or design significance. The District Plan defines a hierarchy of Heritage Items in order to align levels of protection with levels of classification so that important items are preserved. The Heritage New Zealand Pouhere Taonga identification and classification method is adopted. This method identifies two categories of historic places:

Category I - places of special or outstanding historical or cultural heritage significance or value.

Category II - places of historical or cultural heritage significance or value.

Appendices 47 and 48 identify Heritage Items (Places, Buildings, and Objects) and Appendix 51 identifies Historic Areas. Many of the items are from the New Zealand Heritage list/Rārangi Kōrero. Appendix 49 identifies items that are associated with the Te Mata Special Character Zone. These are buildings that have heritage value intrinsic to the special character of the area.

Policy HP2 seeks to ensure activities do not adversely affect the character of heritage items, and the explanation identifies protection of these heritage items reflecting relative significance, and the higher the classification the more stringent the rules. This approach continues through into associated rules.

Under Variation 6 a proposed addition to Rule H2 would provide for internal alterations to heritage buildings identified in Appendix 49 as a permitted activity. Therefore, they would have the same activity status as internal alterations of Category II Heritage items which are listed in Appendix 48. Heritage New Zealand Pouhere Taonga supports this approach given it would achieve consistency with the permitted activity status for Category II buildings, and moreover with the overall policy direction and rules framework which is based on relative significance.

Vidal House

Heritage New Zealand Pouhere Taonga supports items being added to Heritage Schedules where they have been assessed as being significant to the district and merit inclusion on a heritage schedule in the District Plan.

Consistent with this approach Heritage New Zealand Pouhere Taonga supports the proposed addition of Vidal House to Appendix 49 - Heritage Buildings, Te Mata Special Character Zone, as this recognises the significance of this heritage building to the district.

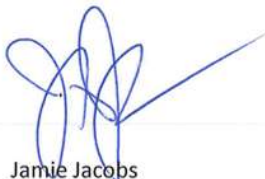
6. Heritage New Zealand seeks the following decision from the local authority:

Variation 6 is adopted as proposed to provide for:

- Internal alterations for heritage buildings in Appendix 49 - Heritage Buildings, Te Mata Special Character Zone as a permitted activity.
- Vidal House is added to the list of heritage buildings in Appendix 49 - Heritage Buildings, Te Mata Special Character Zone and the associated notation on the Planning Maps.

7. Heritage New Zealand does not wish to be heard in support of our submission.

Yours sincerely



Jamie Jacobs
Director, Central Region

Address for service

Heritage New Zealand Pouhere Taonga
Central Region
PO Box 2629
Wellington 6140
Ph: 04 494-8325
Email: crachlin@heritage.org.nz
Contact person: Caroline Rachlin, Planner

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: CHIEF FINANCIAL OFFICER
BRUCE ALLAN**

SUBJECT: MONTHLY FINANCIAL REPORT - JANUARY 2019

1.0 INTRODUCTION

- 1.1 Attached as **Attachment 1** is the monthly financial report year to date January 2019.
- 1.2 The report provides Council with a direct link back to the Long Term Plan. The strategic framework of the 2018-28 Long Term Plan has 6 broad areas of focus and this new report is designed to link back to those 6 areas of focus which are:
1. Our Environment
 2. Moving Around
 3. Our Economy
 4. Where we Live
 5. Things to Do
 6. Our People

Key Areas of Future Focus and Investment



- 1.3 The one page report on each area of focus concentrates on a programme of work rather than individual projects with each graph focussing on the current year expenditure. Included in the right hand column are some high level commentary. It is important to note that the scale of each programme of work varies significantly and this needs to be considered when analysing the impact of any programme spend against budget.

2.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Chief Financial Officer titled “Monthly Financial Report - January 2019” dated 21/02/2019 be received.**

Attachments:

1 Financial Summary

FIN-09-3-19-307

FINANCIAL SUMMARY - 31 January 2019

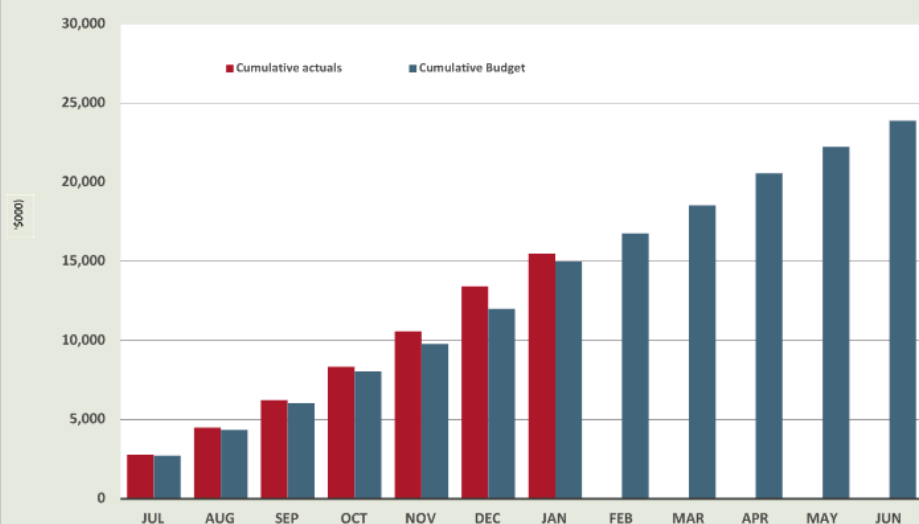
Total Fees and Charges
 Total Operational costs
 Total Financing Costs
 Total Capital

	2018/19 Actual	2018/19 YTD Budget	2018/19 Revised Budget	Percent to Full Year Budget
Total Fees and Charges	15,488,540	14,993,376	23,901,608	65%
Total Operational costs	52,442,685	51,101,160	84,040,652	62%
Total Financing Costs	2,234,136	3,279,181	5,621,453	40%
Total Capital	38,331,278	58,373,539	126,488,647	30%

Key points

- Fees and Charge revenue is ahead of YTD budget mainly due to increased revenues for Parking, Building and Resource consents and revenue from GIS Imagery.
- Key Driver for increased operational costs is depreciation on assets revalued at 30 June 2018
- Interest saving of \$1.1m YTD.

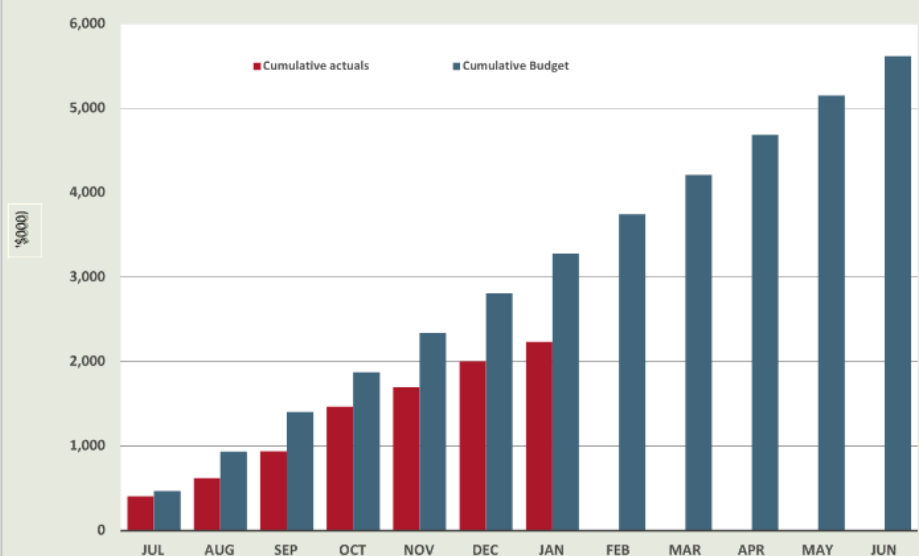
Whole of Council Fees and Charges Revenue



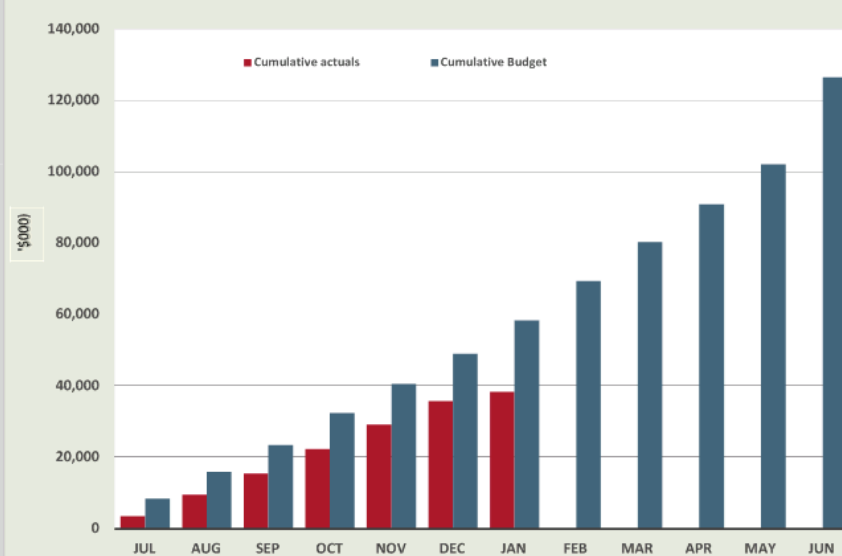
Whole of Council Operational Costs



Whole of Council Financing Costs

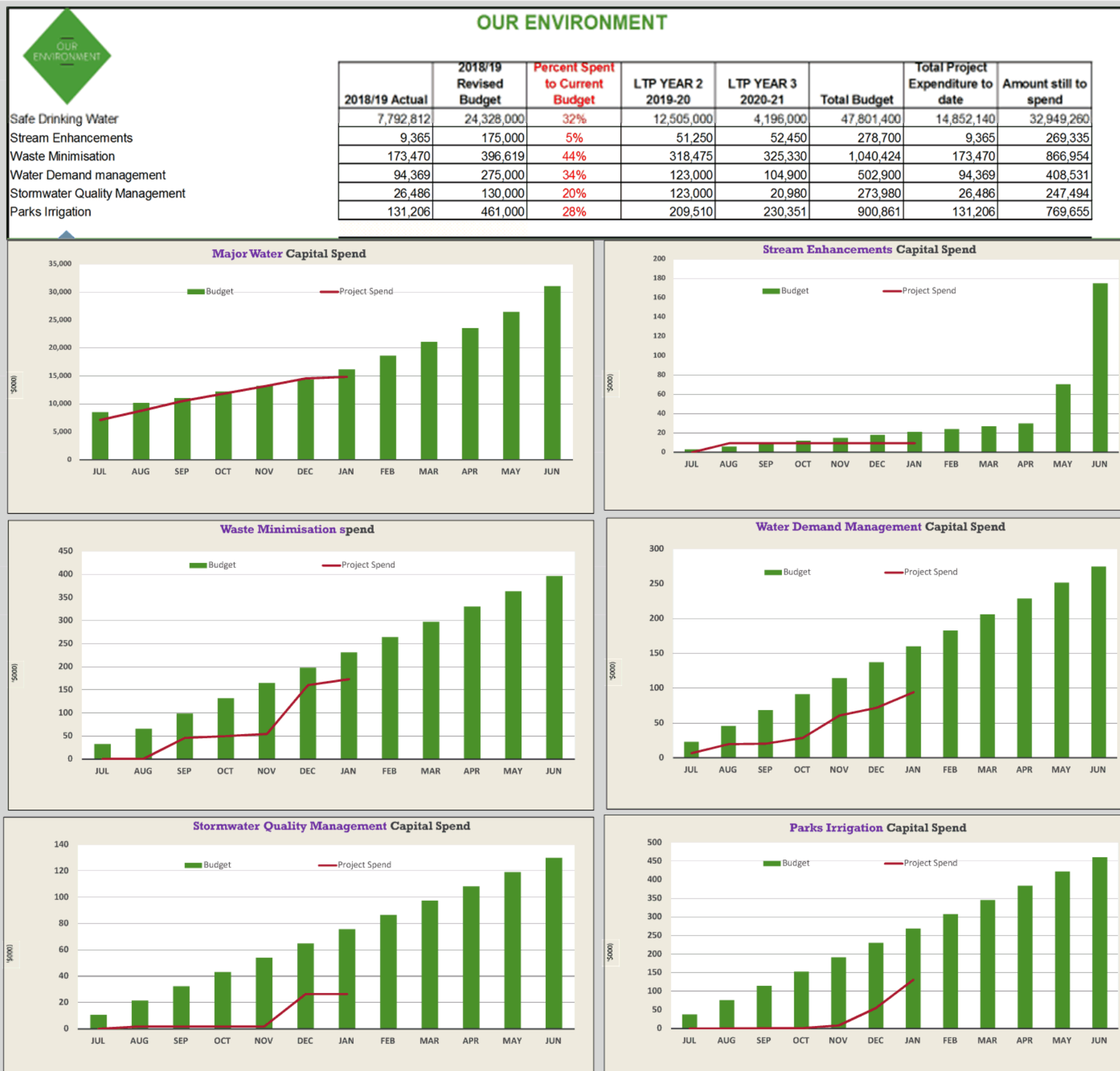


Whole of Council Capital Spend



Risks

- The delivery of the 2018-19 capital budget programme is likely to not be fully delivered.
- The receipt of development contribution revenue does not reach budget, particularly with the Irongate development.
- The Maintenance Group has now transitioned to Recreation Services from 1st February, as expected this has impacted on staff productivity as they implemented the transition plan, reducing the amount of billable hours available to recover costs.



Key points

Milestones

- Parks irrigation scheme now underway with St Leonards Park
- Lowes Pit Stormwater Quality assessment underway.
- Waste minimisation - 6 relocatable shipping containers purchased .

Risks

- Increase in Contractor rates could impact on the Major Water Capital project budgets.

Future projects:

	Amount	Start date
Stormwater quality improvements	\$2.5m over 10 years	
Wastewater Treatment Plant strategy	\$1.0m over 10 years (starting 2025-26)	

	2018/19 Actual	2018/19 Revised Budget	Percent Spent to Current Budget	LTP YEAR 2 2019-20	LTP YEAR 3 2020-21	Total Budget	Total Project Expenditure to date	Amount still to spend
Whakatu Arterial	1,944,040	3,513,050	55%	0	0	24,630,843	23,849,474	781,369
Footpath renewals	146,050	709,500	21%	725,109	740,718	4,070,909	2,368,127	1,702,782
Emergency reinstatement (Flood damage)	1,437,081	670,999	214%	685,761	700,523	4,084,997	4,621,411	-536,414
LED streetlight Upgrade	2,391,080	3,543,568	67%	0	0	5,247,225	4,094,737	1,152,488
Walking and Cycling	126,019	632,000	20%	579,474	555,408	1,766,882	126,019	1,640,863
Bridges	362,695	1,050,000	35%	1,819,160	1,901,333	4,770,493	362,695	4,407,798

Key points

- June and September flood events have exhausted RA 2 flood budgets, with additional response expense to be funded from reserve.
- Additional NZTA subsidy has now been made available due to high cost of June and September events.
- Still awaiting approval from NZTA of the Walking and Cycling Budget .

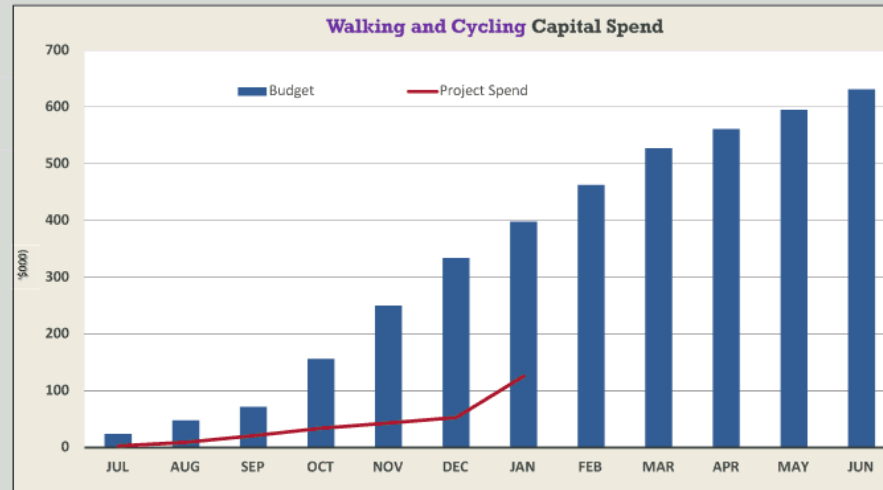
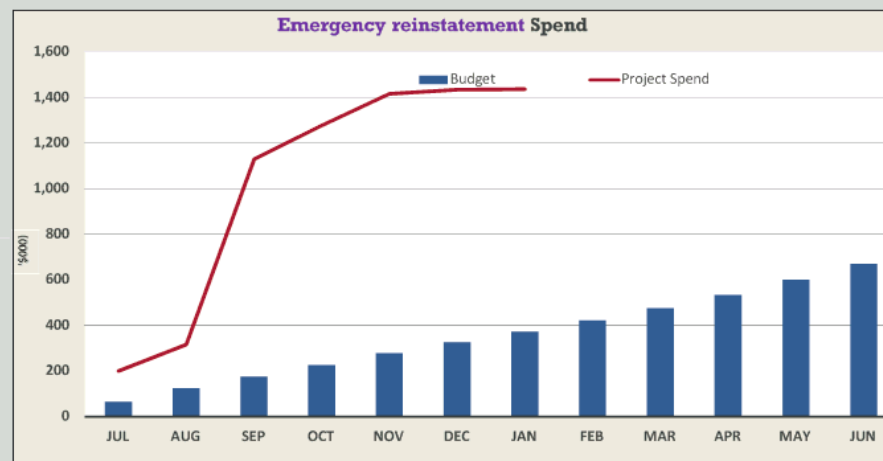
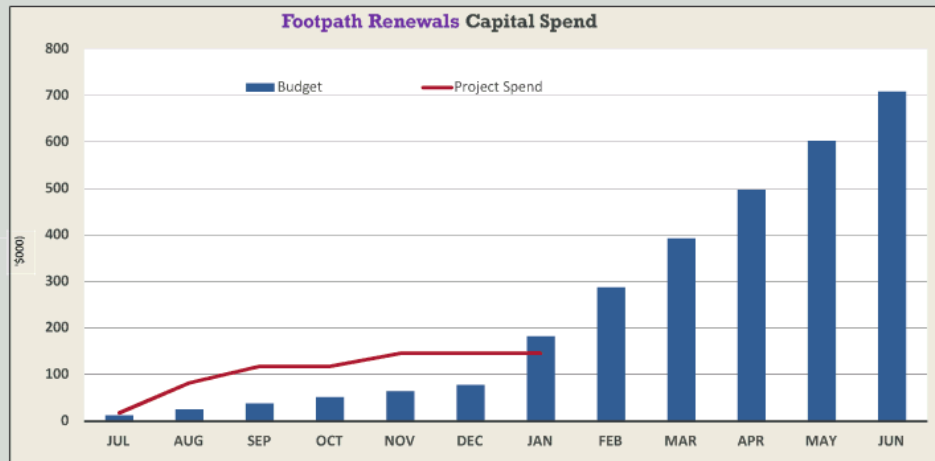
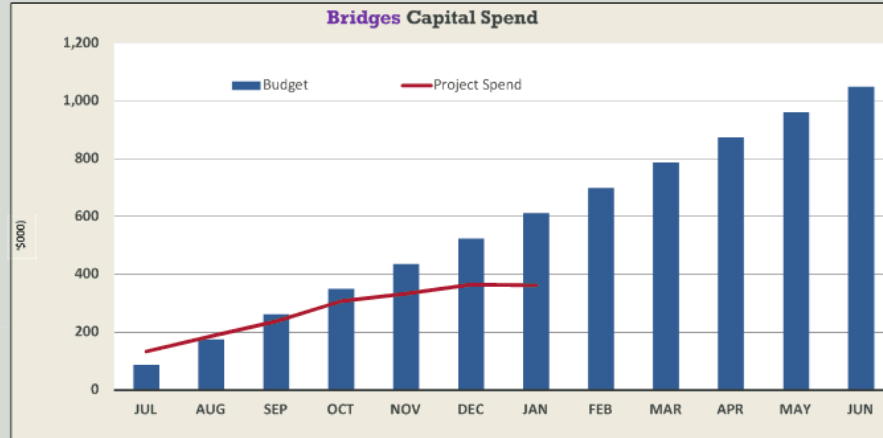
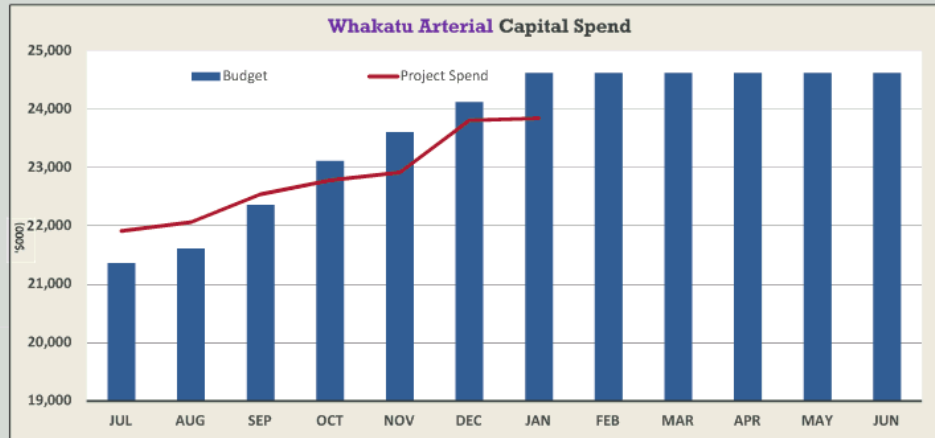
Milestones

- Whakatu Arterial opened for traffic in December 2018.

Risks

LED Streetlight implementation forecasting that programme will not be completed by year end.

Future projects:	Amount	Start date
Pakowai Road CMP	\$1.2m	2023-24
North Eastern Area Wide CMP	\$1.5m	2021-22

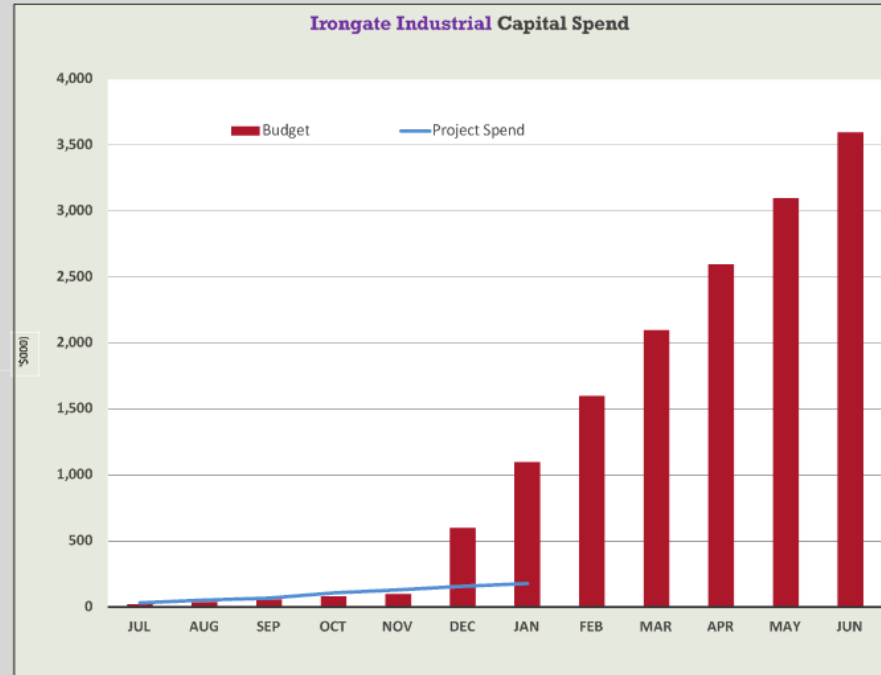
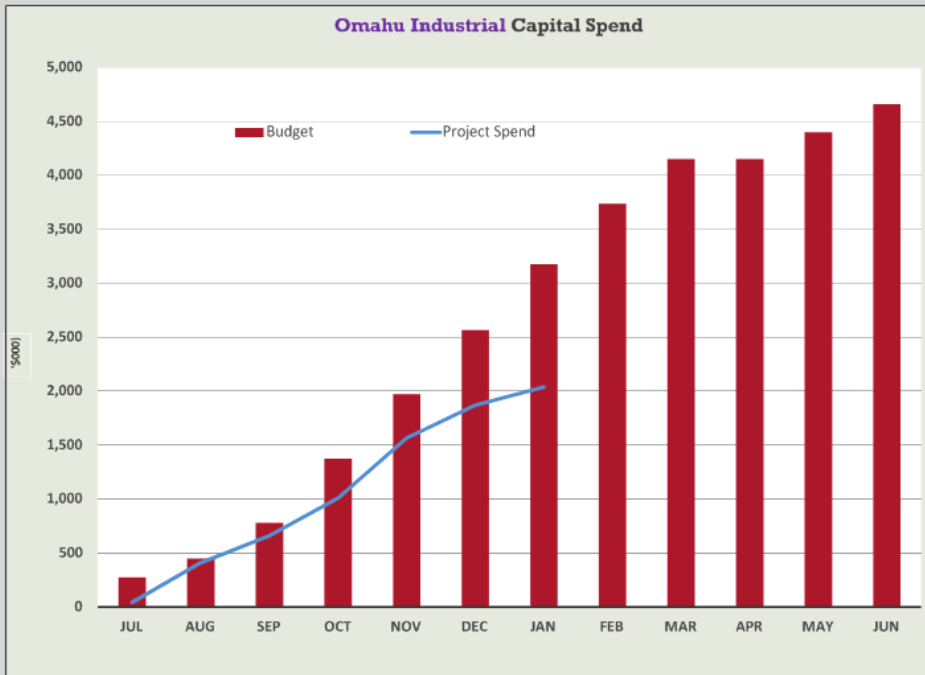


OUR ECONOMY

	2018/19 Actual	2018/19 Revised Budget	Percent Spent to Current Budget	LTP YEAR 2 2019-20	LTP YEAR 3 2020-21	Total Budget	Total Project Expenditure to date	Amount still to spend
Omahu	2,040,750	4,662,438	44%	721,955	0	5,384,393	2,040,750	3,343,643
Irongate	178,486	3,599,000	5%	0	0	3,599,000	178,486	3,420,514
Economic Development	498,314	1,169,861	43%	758,786	773,412	2,702,059	498,314	2,203,745
CBD Development	209,267	1,097,000	19%	935,130	1,226,700	3,258,830	209,267	3,049,563

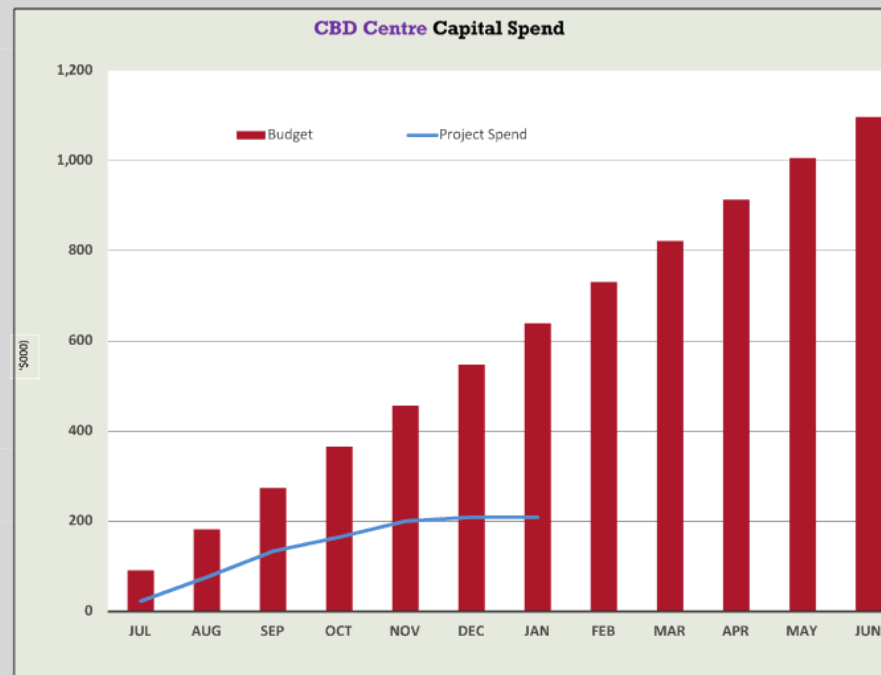
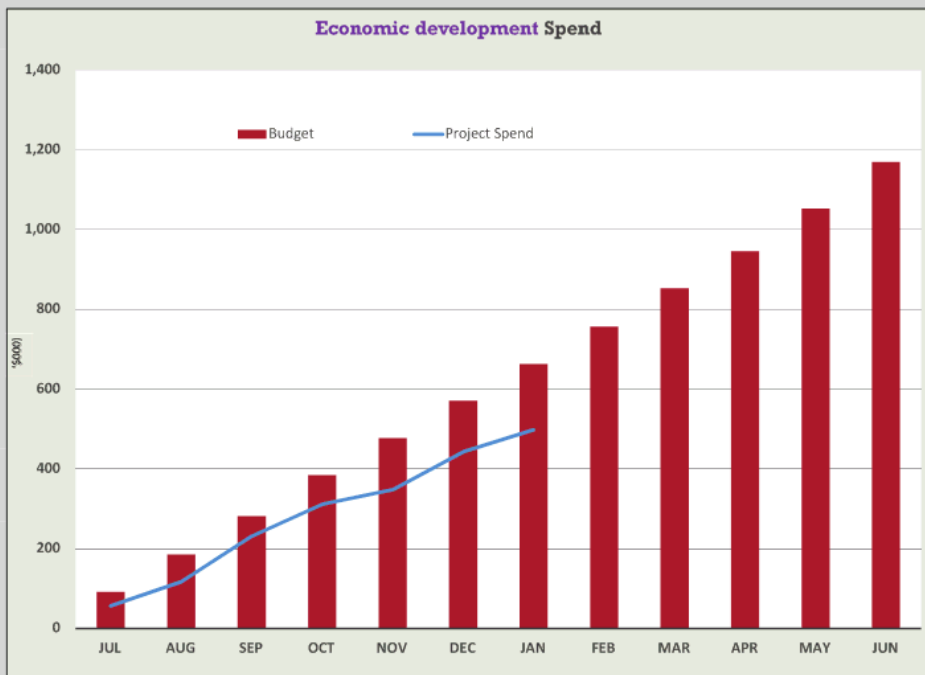
Key points

- CBD strategy awaiting approval before capital spend committed.



Milestones


- Irongate road upgrade out for tender in January. Construction due to start in February.



Risks

- Development contributions for the ring fenced Irongate and Omahu road may not be achieved as assumed in the 2018-19 policy.

Future projects:	Amount	Start date
Tomoana Stage 1	\$4.7m	2025-26
Whakatu Stage 2	\$1.4m	2021-22

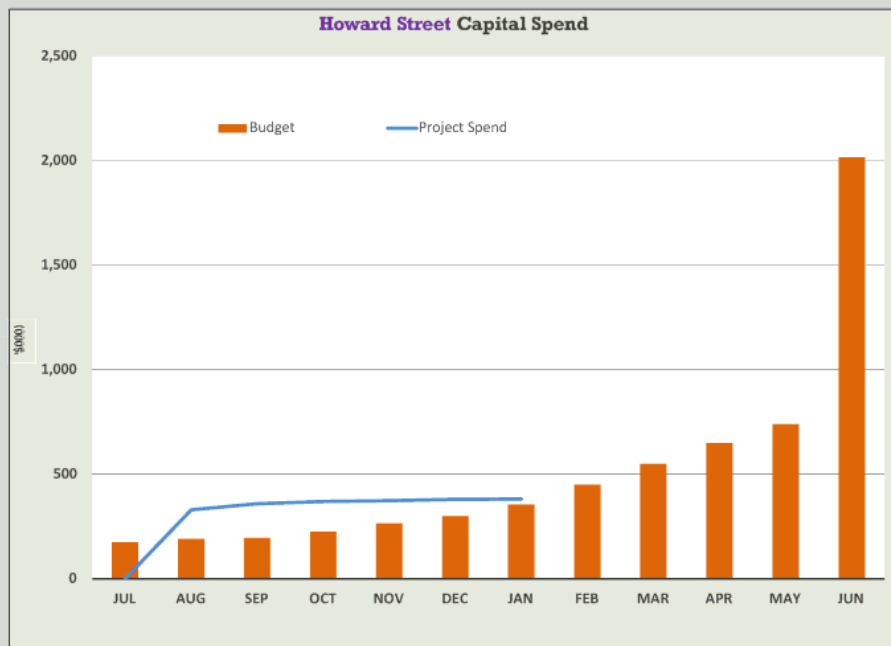
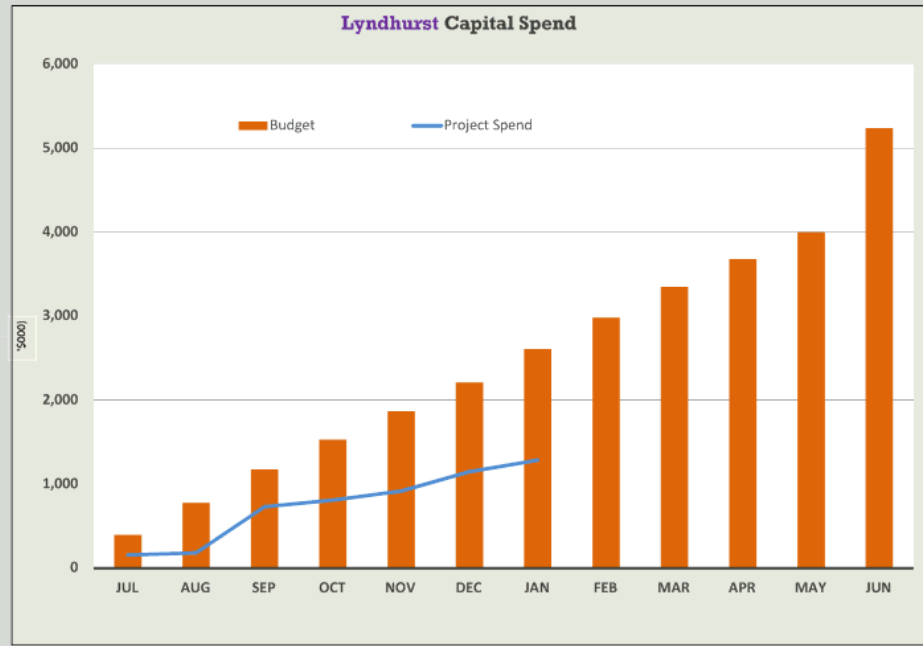


WHERE WE LIVE

	2018/19 Actual	2018/19 Revised Budget	Percent Spent to Current Budget	LTP YEAR 2 2019-20	LTP YEAR 3 2020-21	Total Budget	Total Project Expenditure to date	Amount still to spend
Lyndhurst	1,288,066	5,238,970	25%	0	156,600	5,395,570	1,288,066	4,107,504
Howard Street	382,509	2,018,000	19%	2,558,000	751,680	5,327,680	382,509	4,945,171
Iona Stage 1	39,094	3,995,000	1%	614,100	1,069,780	5,678,880	39,094	5,639,786
Clifton Revetment	933,024	1,140,000	82%	0	0	1,217,500	1,083,024	134,476

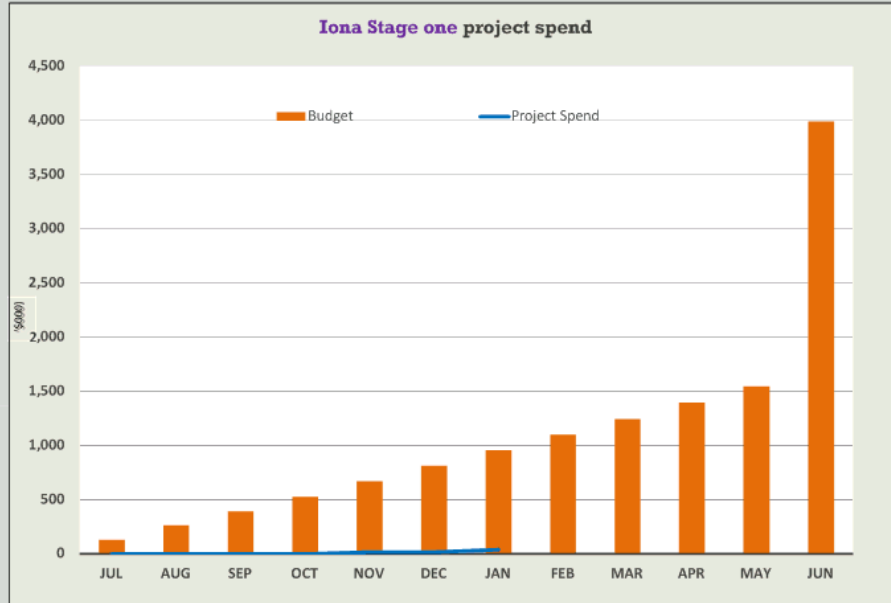
Key points

- The budget indicated in June 2019 for Iona Stage 1 and Howard Street reflects an expectation that there will be a carry forward to 2019-20.



Milestones

- Lyndhurst Portion 1 completed. Portion 2 underway.



Risks

Future projects:	Amount	Start date
Brookvale Romanes stage 1	\$5.2m	2021-22
Lyndhurst Extension	\$3.3m	2023-24
Kaiapo Road stage 1	\$2.0m	2024-25
Havelock Hills	\$5.0m	2018-19
Iona Stage 2	\$1.0m	2026-27
Haumoana Coastal Infrastructure	\$3.2M	2026-27

THINGS TO DO

	2018/19 Actual	2018/19 Revised Budget	Percent Spent to Current Budget	LTP YEAR 2 2019-20	LTP YEAR 3 2020-21	Total Budget	Total Project Expenditure to date	Amount still to spend
Opera House	4,894,755	9,370,800	52%	6,949,600	4,176,000	29,625,600	12,048,187	17,577,413
Cornwall Park Premier Playground	2,190	300,000	1%	306,600	0	606,600	2,190	604,410
Regional Sports Park	2,050,000	2,550,000	80%	0	0	4,000,000	3,450,000	550,000
Park RMP's	474,249	1,537,502	31%	1,160,992	1,054,440	3,752,934	474,249	3,278,685

Key points

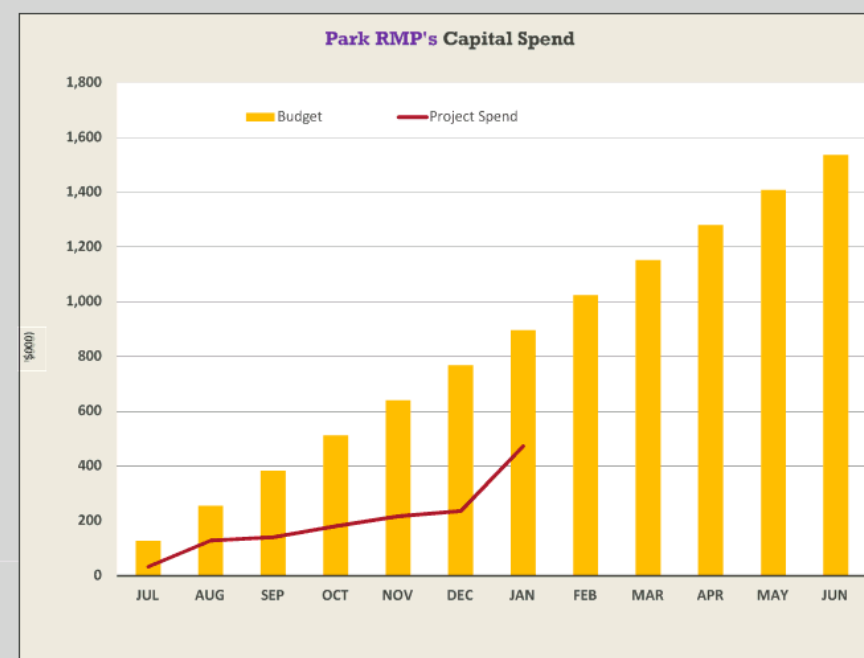
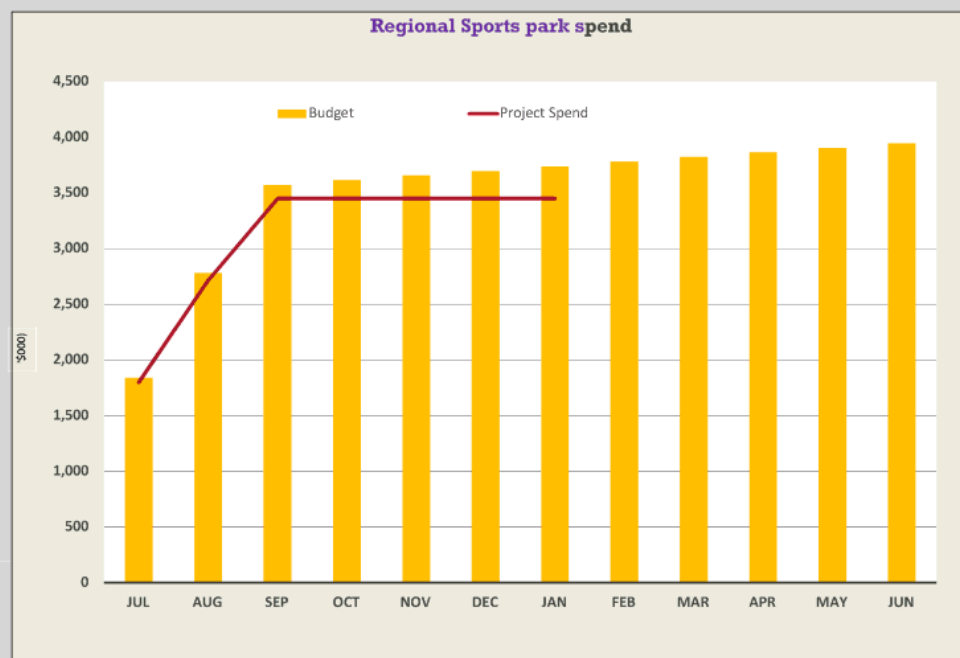
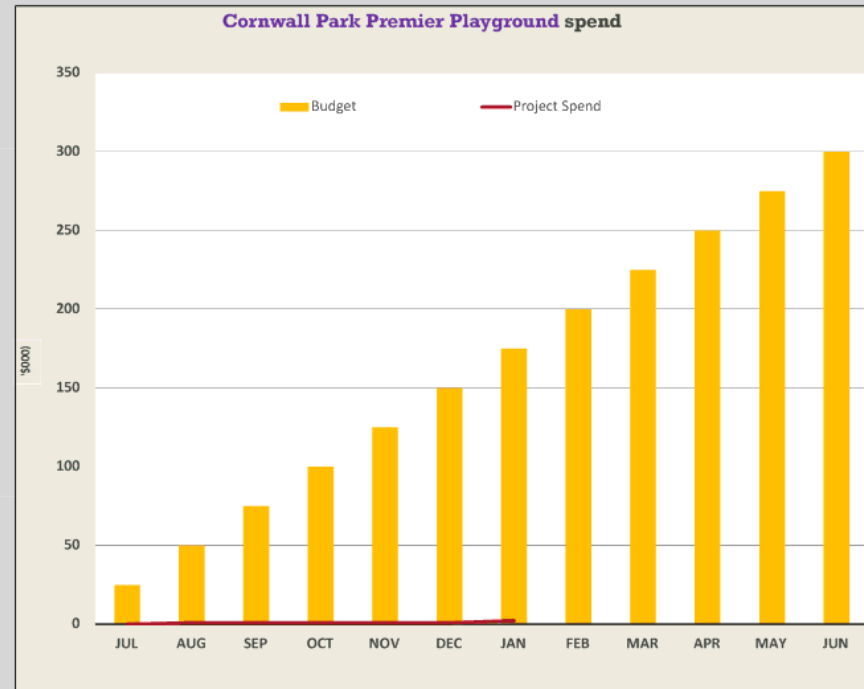
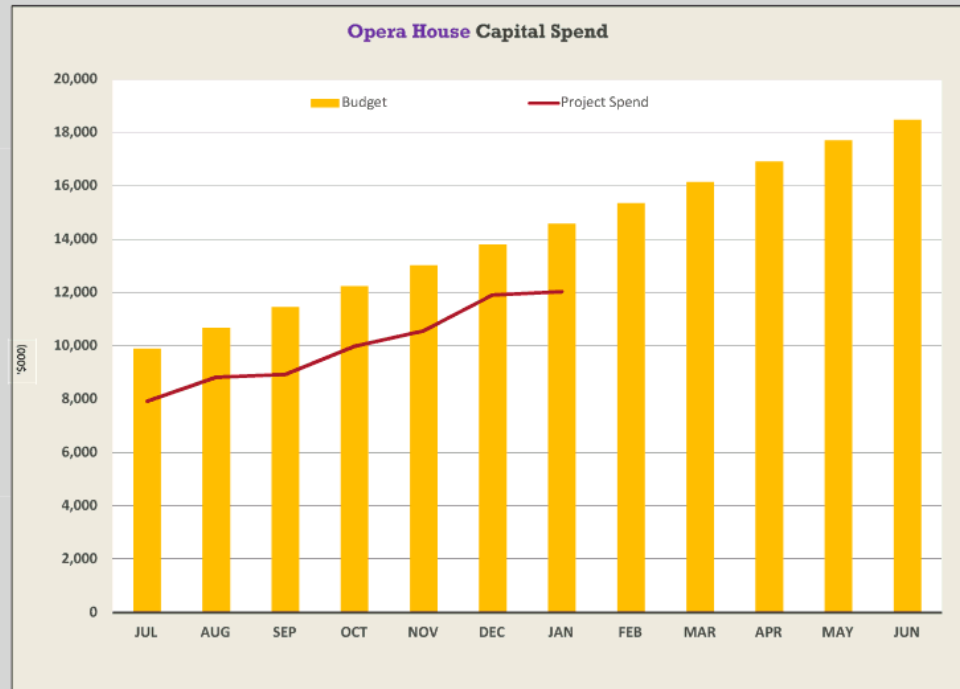
- Plaza upgrade & Municipal Building strengthening approved by Council in September 2018
- Opera House Strengthening construction continues on budget. The work required to clean up the smoke damage effects from the fire is significant. This has changed the critical path and will result in the theatre opening delayed until early 2020. The costs for this are covered via Council insurance policies
- The Plaza project is proceeding, risks are being monitored on an on-going basis.
- Cornwall park expenditure is awaiting Council approval of RMP.
- Parks RMP increase in January due to Cape Coast Reserves Development


Milestones

- The HBCFCT budget of \$4m is fully drawn down (\$3.45m this FY) as at 20 September and included with the Regional Sports park.

Risks

Future projects:	Amount	Start date
Ongoing RMP implementation	\$5.0m	2021-22

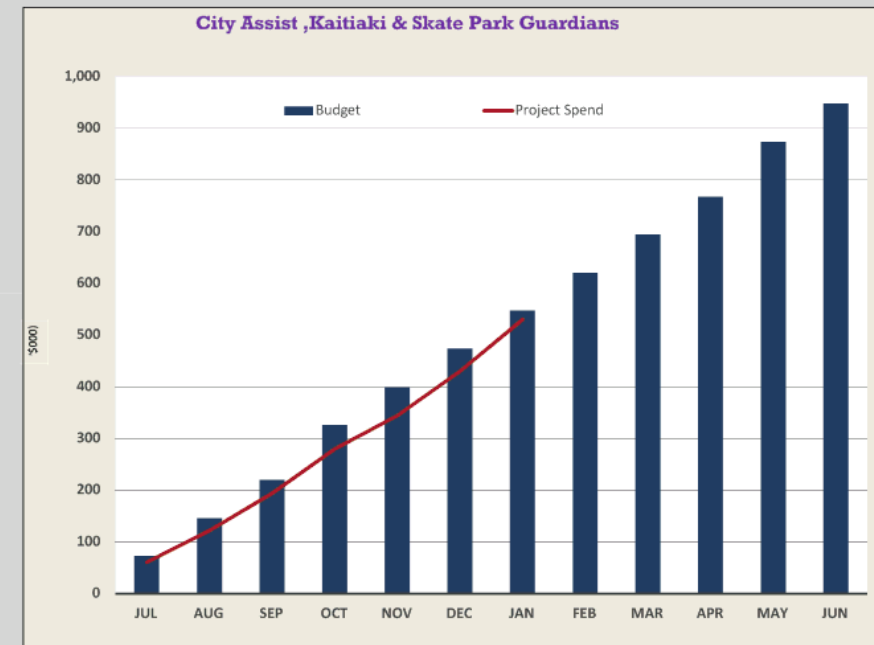
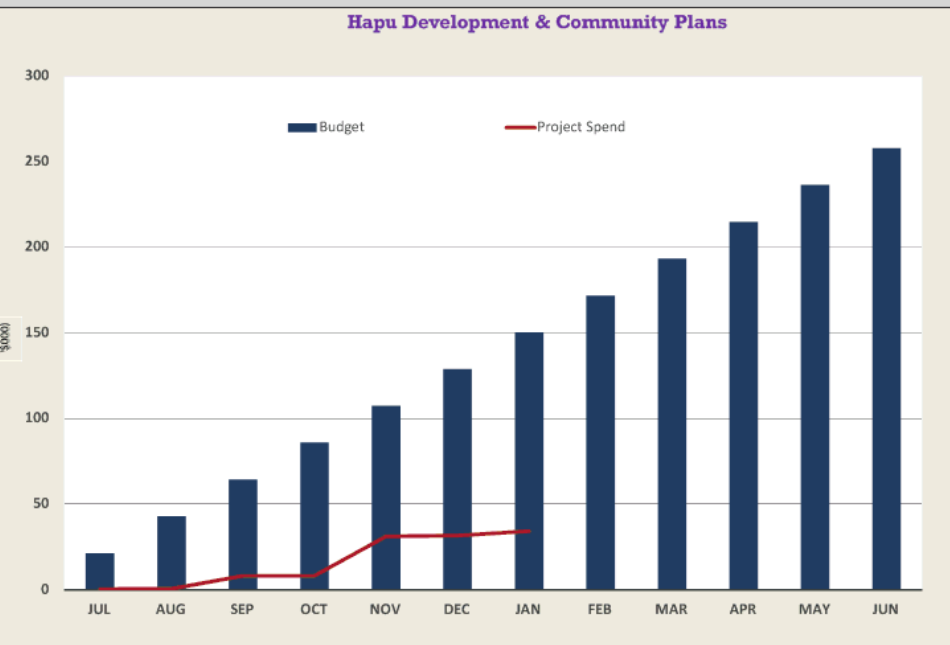
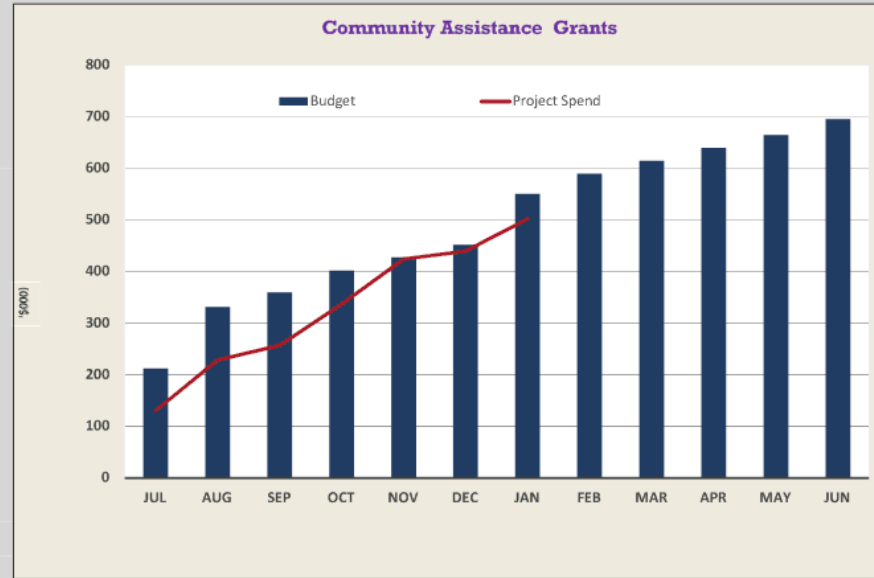




OUR PEOPLE

	2018/19 Actual	2018/19 Revised Budget	Percent Spent to Current Budget	LTP YEAR 2 2019-20	LTP YEAR 3 2020-21	Total Budget	Total Project Expenditure to date	Amount still to spend
Youth Development	206,666	430,681	48%	541,432	552,318	1,524,431	206,666	1,317,765
Hapu Development and Community Plans	34,345	258,000	13%	173,112	200,224	631,336	34,345	596,991
City Assist, Kaitiaki and Skate park guardians	530,834	948,711	56%	964,519	980,757	2,893,988	530,834	2,363,154
Community Assistance Grants	502,739	696,000	72%	537,765	540,030	1,773,795	502,739	1,271,056

Key points
 The decrease in Youth development costs in January is due to an FTE salary incorrectly coded to Youth Development



Milestones

Risks

Future projects: Amount Start date

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: HEALTH AND SAFETY MANAGER
JENNIE KUZMAN**

SUBJECT: HEALTH & SAFETY QUARTERLY REPORT

1.0 SUMMARY

- 1.1 The purpose of this report is to inform and update Council about Health and Safety at Hastings District Council.
- 1.2 The report provides information to enable Elected Members to undertake due diligence, by providing leading and lagging statistical information in relation to Health and Safety for the second quarter of the 2018/2019 financial year (covering the period 1 October to 31 December 2018).
- 1.3 This quarterly report also incorporates the monthly report information for the period 1-31 December 2018.

2.0 BACKGROUND

- 2.1 The Health and Safety at Work Act 2015 (HSWA) requires HSWA Officers (Elected members and the Chief Executive) to exercise due diligence by taking reasonable steps to understand the organisation's operations and Health and Safety risks, and to ensure that they are managed so that Council meets its legal obligations.

3.0 CURRENT SITUATION

- 3.1 The attached report for the second quarter of the 2018/2019 financial year (Attachment 1) provides information on leading and lagging statistical information in relation to health and safety reporting for the period of 1 October to 31 December 2018. Detailed commentary has been provided within the attached report in relation to Health and Safety performance for the second quarter of the 2018/2019 financial year.
- 3.2 As discussed within the attachment, the format of the quarterly reports going forward will be changed to accommodate the changes in personnel and risk profile with the movement of Maintenance Group staff to Recreational Services and to accommodate the organisational Health and Safety objectives.
- 3.3 The Health & Safety quarterly report for the third quarter of the 2018/2019 will be provided in the updated format to Council for the meeting being held on 2nd May 2019.

- 3.4 At the Council meeting held on 31 January 2019, Elected members enquired as to the number of visitors/public accessing Council facilities, the following table is a summary of visitor numbers for the second quarter of the 2018/2019 financial year.

Council Facility	Number of visitors for the period 1 October to 31 December 2018
Camberley Community Centre	3,930
Clive Pool	9,768
Flaxmere Community Centre	approx. 10,000
Flaxmere Waterworld	9,770
Frimley Pool	4,844
Hastings City Art Gallery	3,529
Hastings District Libraries:	
• Flaxmere	30,299
• Hastings	81,760
• Havelock North	28,938
Hastings Sports Centre	13,200
Havelock North Village Pool	6,587
Splash Planet	39,459

- 3.5 Additionally, at the same Council meeting, elected members enquired as to Council's critical Health and Safety risks and the control measures in place to mitigate those risks. A copy of the report provided to the Risk and Audit subcommittee on 5th November 2018 regarding these has been made available to elected members on the Hub.

4.0 SIGNIFICANCE AND ENGAGEMENT

- 4.1 This Report does not trigger Council's Significance and Engagement Policy and no consultation is required.

5.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Health and Safety Manager titled "Health & Safety Quarterly Report" dated 21/02/2019 be received.

Attachments:

- 1 Human Resources (NO PERSONAL INFORMATION) - Health and Safety - Injury Reporting & Recording - Information - Health and Safety Manager's Health and Safety Report to Council - Quarter 2 2018/2019

HR-03-8-2-19-145

Hastings District Council Quarterly Health and Safety Report: Quarter 2 - 2018/2019 1 October to 31 December 2018

This report contains information that was reported during the period 1 October to 31 December 2018 and is current as at 9 January 2019.

HR-03-8-2-19-145

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GLOSSARY OF TERMS

Leading Indicators

- **Hazards Reported** – reports of newly identified hazards (in HDC facilities/worksites).
- **Health and Safety Risk Assessments** – documented risk assessments for HDC tasks/projects.
- **Health and Safety Observations** - documented conversations/ or task observations undertaken by Managers/Supervisors with HDC employees or Contractors.
- **Health and Safety Inspections** - documented inspections (usually a check of a site or facility using set criteria) undertaken by Managers/Supervisors with HDC employees or Contractors.
- **Health and Safety Audits** - documented health and safety system or contract audits undertaken by Managers/Supervisors with HDC employees or Contractors.
- **Health and Safety Discussions** – documented meetings in which health and safety matters are discussed with HDC employees in attendance (e.g. Monthly team meetings).
- **Health and Safety Training** - documented records of employees who have undertaken safety training for the month (both internal and external training).
- **Health and Safety Recognition** - documented recognition of excellence by HDC in regards Health and Safety.
- **Toolbox Briefings** – job planning / start-up meetings held daily or weekly at a job site before work begins where health and safety hazards and control measures are discussed.

Lagging Indicators

- **Near Misses** - Close call events - i.e. no injury or property damage sustained.
- **Property Damages** – reported damage to HDC property/plant/equipment.
- **First Aid Injuries** - Injuries treated onsite by HDC Employees and no further treatment required.
- **Medical Treatment Injuries** - Injuries treated by Registered Medical Professionals e.g. nurse, doctor, physiotherapist, dentist.
- **Lost Time Injuries** - Injuries resulting in time off work.
- **WorkSafe Notifiable Events** - Any incidents which were legally required to be reported to WorkSafe NZ.

A. EXECUTIVE SUMMARY

In comparison to the first quarter of 2018/2019, there has been a decline in Health and Safety discussions held, Health and Safety risk assessments undertaken and Health and Safety observations completed with other leading indicators remaining stable or showing an increase. However, as reported in the previous quarterly report, leading indicator reporting measures are being reviewed with a move towards a greater reporting focus on the management of critical risks - ensuring that leading indicators are targeted to the proactive measures being undertaken in this area.

Organisational Health and Safety objectives have been set for the 2018/2019 financial year with a strong focus on the promotion of Health and Safety through greater active leadership and engaging with contractors to further develop a Health and Safety culture that encompasses all workers whom undertake work for Council. These objectives provide useful measures for reporting of leading indicators. Progress towards these objectives will be tracked through the Health and Safety quarterly reports from 1st January 2019, resulting in a changed format in Health and Safety quarterly reports from quarter three of the 2018/2019 financial year.

In regards to lagging indicators reported during this quarter, there has been an overall decline in reported injuries across all recorded activities (Employee, Contractor and Public). Interactions with the public continue to remain the most prolific hazard type reported by employees, however manual handling and surface hazard conditions are the cause of most injuries. Sprains and strains remain the most common type of injury reported.

Contractor incident reporting remains minimal, however as discussed above a targeted campaign is underway to increase safety engagement through the organisational Health and Safety objectives, with progress towards these objectives being tracked through the quarterly Health and Safety reports from 1st January 2019.

B. ORGANISATIONAL OBJECTIVES

The organisational Health and Safety objectives have been set and will be tracked through the quarterly reports from 1st January 2019. Current Organisational Objectives are as follows:

- 1. Promote Health & Safety through active leadership**
 - Develop a Health & Safety orientation programme for Team Leaders and Managers aimed at ensuring people in leadership roles have sufficient knowledge and resources to lead Health and Safety within their teams.
 - Set targets for staff engagement activities (observations, conversations, inspections) and track the % of Managers meeting these targets.
 - Utilising the recognition reward system, track the number of recognition awards given to staff by Senior Managers (LMT & Third Tier) for excellence in Health and Safety.

- 2. Continue to drive a culture of early reporting in order to prevent workplace injuries and illnesses**
 - Track non-injury incident (hazard Identification, near miss and property damage) rates across the year.
 - Report on the % of non-injury incidents compared to total incidents reported.
 - Analyse non-injury incidents by hazard category.

- 3. Establish a wellbeing programme for Council staff in order to proactively manage the Mental Health and wellbeing risks associated with work tasks, activities and pressures.**
 - Develop a Mental Health and Wellbeing Policy and Guidance material for staff.
 - Develop a Wellbeing Programme that has a monthly focus topic.
 - Undertake staff engagement surveys at 6 months and 12 months to gauge effectiveness of the programme.

- 4. Engage with contractors to development a Health and Safety culture that encompasses all workers whom undertake work for Council**
 - Identify ten term contracts (minimum 6 months duration) which have significant health and safety risk to council (i.e. those involving critical health and safety risks), and track the Health and Safety Performance on these contracts.
 - Set targets for contractor engagement activities (observations, inspections, audits) and track the % of Staff completing these targets
 - Track the % of corrective actions arising from contractor observations, inspections and audits that are completed on time.
 - Provide a 6 monthly newsletter for contractors

C. LEADING INDICATORS

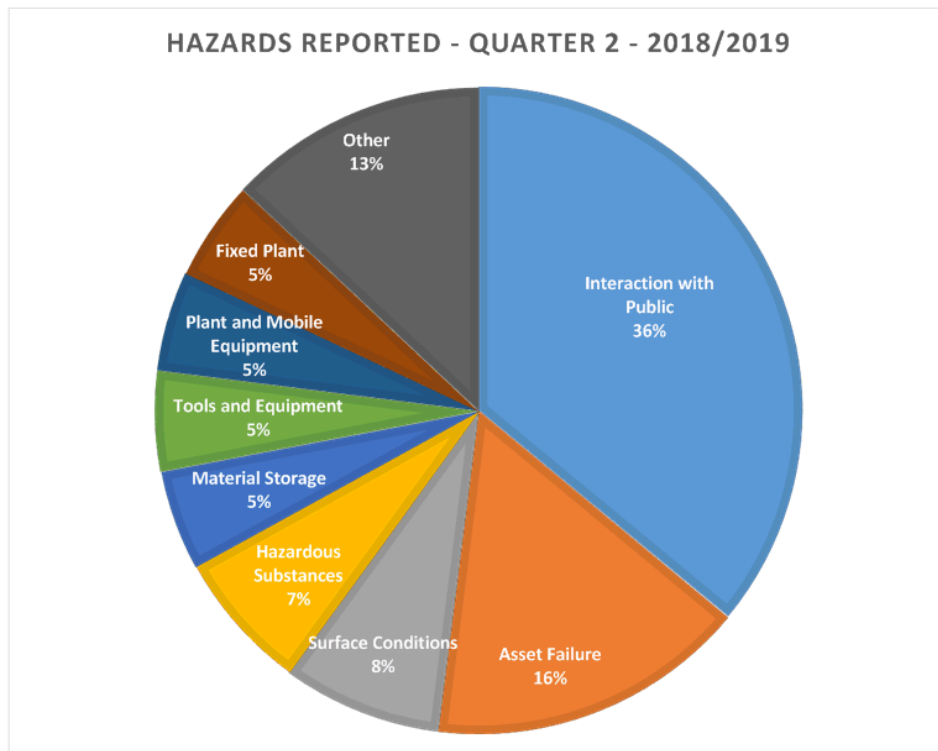
1. Indicator Measures

Leading Indicator	October 2018	November 2018	December 2018	Quarter 2 Total	Quarter 1 Total	Trend
Hazards reported	22	18	21	61	39	●
Health and Safety Discussions held	26	17	13	56	92	●
Toolbox Health and Safety Briefings held	598	549	475	1622	1586	●
Health and Safety Risk Assessments undertaken	2148	1981	1657	5786	5806	●
Health and Safety Observations completed	84	81	65	230	334	●
Number of staff attending Health and Safety training	59	137	101	297	161	●
Health and Safety subcommittee/committee meetings held	4	1	4	9	6	●
Health and Safety Recognition	1	1	2	4	1	●

Key: ● Positive Movement / No Change ● <20 % Negative Movement ● >20% Negative Movement

2. Hazard Analysis

Hazard Type	Number Reported
Interaction with Public	22
Asset Failure	10
Surface Conditions	5
Hazardous Substances	4
Material Storage	3
Tools and Equipment	3
Plant and Mobile Equipment	3
Fixed Plant	3
Vehicles	2
Biological	2
Electrical	1
Manual Handling	1
Health and Impairment	1
Traffic Management	1
TOTAL	61



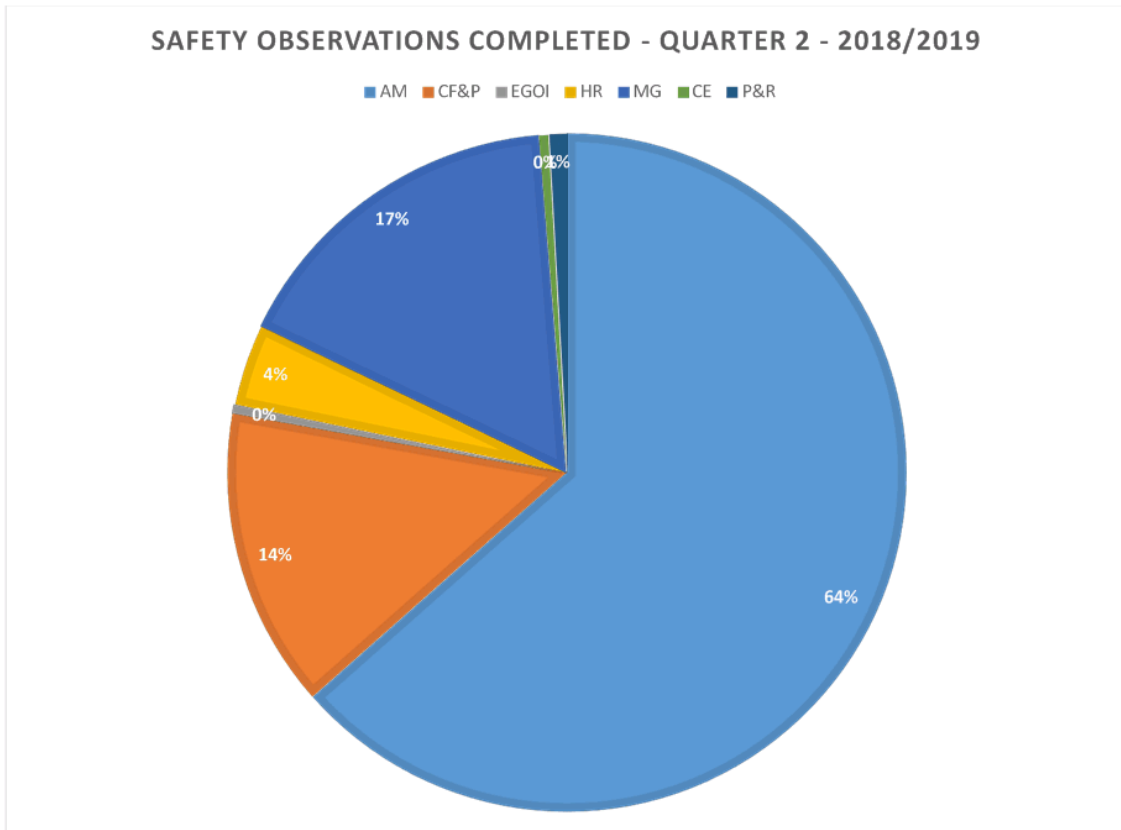
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3. Safety Observation Analysis

Completed by	Target *	Number Completed
Asset Management (AM)		146
Community Facilities & Programmes (CF&P)		33
Economic Growth & Organisation Improvement (EGOI)		1
Human Resources (HR)		9
Maintenance Group (MG)		38
Office Of Chief Executive (CE)		1
Planning & Regulatory Services (P&R)		2
Finance		0
TOTAL		230

*Progress towards targets will be reported from quarter three



D. LAGGING INDICATORS

1. Reported Incidents

1.1 Employee Incidents

Lagging Indicator	October 2018	November 2018	December 2018	Quarter 2 Total
Near Miss	22	18	13	53
Property Damage	2	2	7	11
Injuries	8	9	7	24
• First Aid Treatment	5	7	0	12
• Medical Treatment	1	2	3	6
• Lost Time	2	0	1	3
WorkSafe Notifiable Events	0	0	2	2

1.2 Contractor Incidents

Lagging Indicator	October 2018	November 2018	December 2018	Quarter 2 Total
Near Miss	2	0	4	6
Property Damage	3	0	1	4
Injuries	2	0	1	3
• First Aid Treatment	1	0	0	1
• Medical Treatment	0	0	0	0
• Lost Time	1	0	1	2
WorkSafe Notifiable Events	0	0	1	1

1.3 Public Incidents

Lagging Indicator	October 2018	November 2018	December 2018	Quarter 2 Total
Near Miss	11	13	9	33
Property Damage	1	2	1	4
Injuries	5	10	19	34
• First Aid Treatment	2	8	16	26
• Medical Treatment	3	2	4	9
WorkSafe Notifiable Events	0	0	0	0

1.4 Significant Incident Summary

'Significant Incidents' refer to any incidents which required medical treatment or resulted in significant property damage or WorkSafe notifiable events.

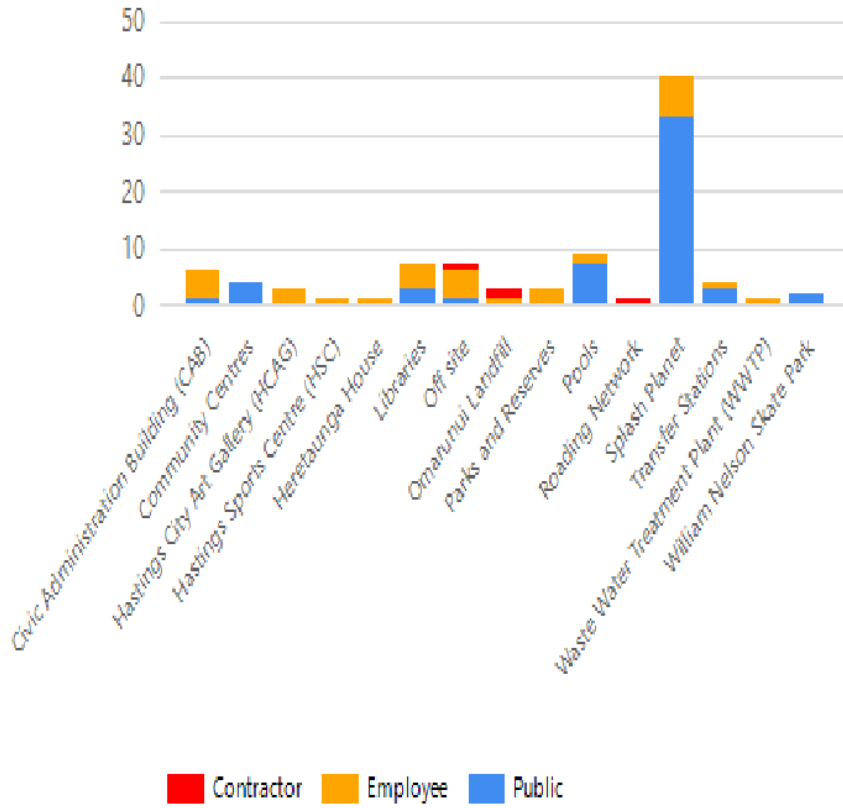
Month	Relationship	Type	Incident Description
October	Employee	Medical Treatment Injury	Whilst painting cupboards, an employee stood up and twisted their back at the same time causing an injury to lower back. The employee received medical treatment. This incident has been investigated and corrective actions implemented.
October	Employee	Lost time Injury	An employee was lifting scaffolding equipment off a trailer and felt a 'pop' which resulted in abdominal pain, it was later diagnosed as a hernia. The employee received medical treatment and had time off work. This incident has been investigated and corrective actions implemented.
October	Employee	Lost time Injury	An employee twisted and injured their knee whilst teaching learn to swim classes. The employee received medical treatment and had time off work. This incident has been investigated and corrective actions implemented.
October	Contractor	Lost time Injury	A Subcontractor worker sustained a laceration to their hand whilst repairing broken equipment onsite at the landfill. The worker received medical treatment and had time off work. This incident has been investigated and corrective actions implemented.
October	Public	Medical Treatment Injury	A member of public was exiting a public toilet with two children and as exiting the electronic door closed on her – causing an injury to her shoulder. The person received medical treatment for their injury. This incident has been investigated and corrective actions implemented.
October	Public	Medical Treatment Injury	A youth skating at the skate park misjudged his landing and landed onto his right ankle causing a severe sprain/possible fracture. First aid was given onsite and then the youth was transported to the Hospital for further treatment.
October	Public	Medical Treatment Injury	There was a motor vehicle accident at a contractor's unattended temporary road site, members of public were taken to hospital for treatment. The Contractor and engineer checked the site – there were no issues with Temporary Traffic Management.
November	Employee	Medical Treatment Injury	An employee bent down to get something out of the bottom of a cupboard and strained their lower back. The employee received medical treatment. This incident has been investigated and corrective actions implemented.
November	Employee	Medical Treatment Injury	An employee twisted their wrist whilst was helping a member of public to unload their trailer off green waste. The employee received medical treatment. This incident has been investigated and corrective actions implemented.

Month	Relationship	Type	Incident Description
November	Public	Medical Treatment Injury	A person twisted their right foot while walking across the Civic administration carpark, first aid was provided by staff and then they later received medical treatment. The area was checked for possible hazards but no further actions were required.
November	Public	Medical Treatment Injury	A member of public stood on top of a ledge by the pool, he then slipped and fell head first on to the ledge impacting the left side of his jaw and neck. First aid was provided by staff and the person was referred for medical treatment. The area was checked for possible hazards but no further actions were required.
December	Employee	Significant Plant Damage	The Compactor sustained significant damage whilst in operation at the landfill, whereby the rear wheel and axle has been sheared off. This incident is currently under investigation.
December	Employee	Serious Near Miss	An employee cut into a live wire narrowly avoiding electrocution as part of decommissioning work project. This incident was reported to WorkSafe and is currently under investigation.
December	Employee	Medical Treatment Injury	Whilst assisting other staff, an employee knelt down sharply on their knee causing injury. The employee received medical treatment. This incident is currently under investigation
December	Employee	Medical Treatment Injury	An employee hit their head on a wall mounted towel dispenser sustaining a laceration. First aid was provided by staff and the person was referred for medical treatment. The area was checked for possible hazards but no further actions were required.
December	Employee	Lost Time Injury	An employee was assaulted by a member of public when a fight broke out at HN Pool. The employee sustained a serious eye First aid was given first aid onsite and then transported to the Hospital for further treatment. The employee required time off work to recover. This incident was reported to WorkSafe and is currently under investigation.
December	Contractor	Lost Time Injury	A contractor was exposed to an unknown hazardous substance at the Landfill (from within the general refuse) whilst carrying out compaction duties at the tip face, inhalation of the fumes caused an immediate negative reaction - the operator had difficulty breathing and severe eye irritation and was assisted by workers, retreating to a safe location for first aid treatment and then transported for further medical treatment. The worker required time off work to recover. The site was evacuated and emergency services called – fire service and ambulance responded. This incident was reported to WorkSafe and is currently under investigation

Month	Relationship	Type	Incident Description
December	Employee	Medical Treatment Injury	In addition to the Lost Time injury above, an employee was also exposed to the unknown hazardous substance at the Landfill whilst assisting a contractor worker who had also been exposed (that worker had been overcome by the fumes). The Employee was treated and cleared on-site by ambulance staff. This incident was reported to WorkSafe and is currently under investigation
December	Public	Medical Treatment Injury	A member of public dislocated their shoulder whilst swimming at Splash Planet. Staff provided first aid and ambulance transported them to the Hospital for further treatment. The area was checked for possible hazards but no further actions were required.
December	Public	Medical Treatment Injury	A member of public slipped over onto concrete whilst getting out of a waterslide sustaining a cut above their eye. Staff provided first aid and the person was referred for further treatment. The area was checked for possible hazards but no further actions were required.
December	Public	Medical Treatment Injury	A member of public accidentally collided with another family member whilst swimming and sustained an injury to their head dislodging a tooth. Staff provided first aid and the person was transported to Hospital for further treatment. The area was checked for possible hazards but no further actions were required.
December	Public	Medical Treatment Injury	A person was learning how to Skateboard at the Skate park. She has tried to turn the Skateboard around and lost her balance, falling and dislocating her ankle. First aid was given onsite and then the youth was transported to the Hospital for further treatment.

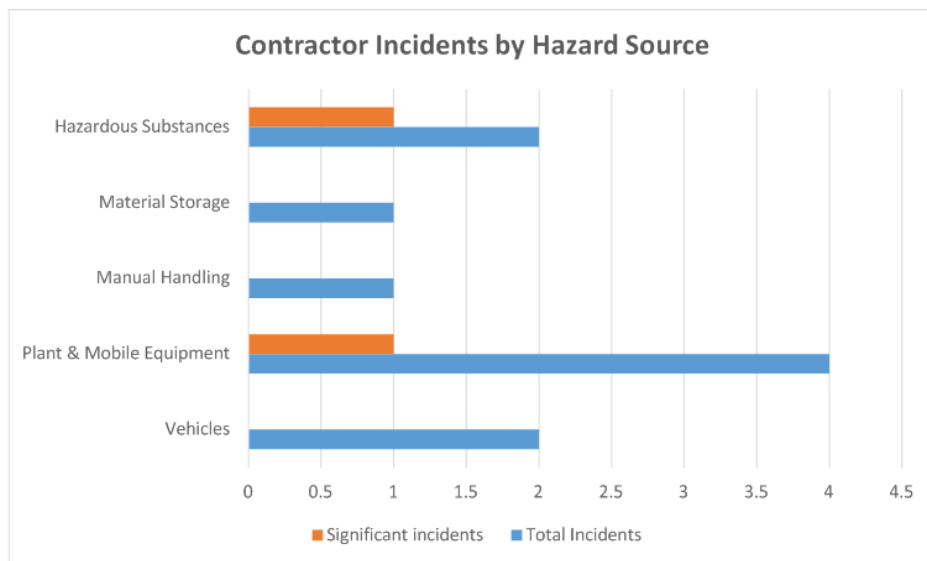
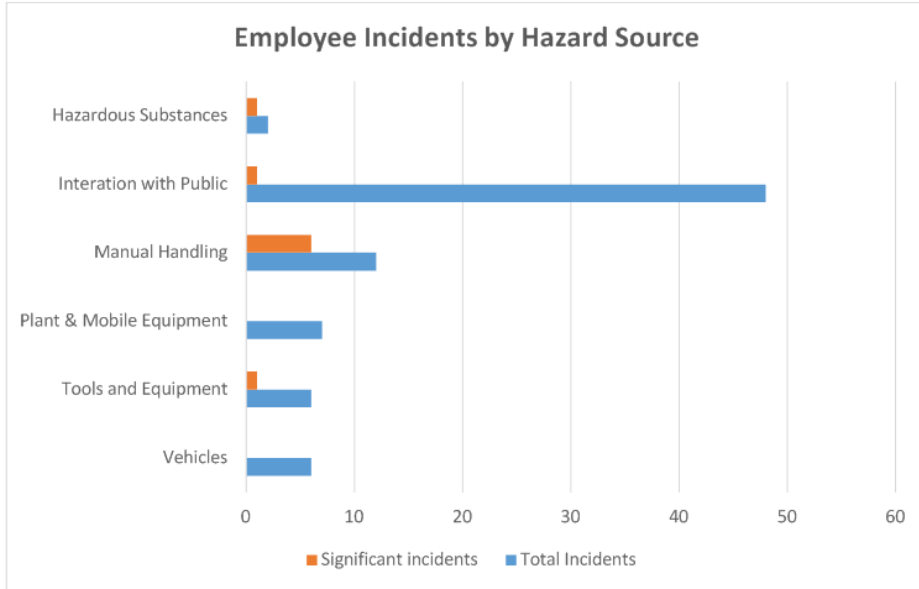
2. Incident Analysis

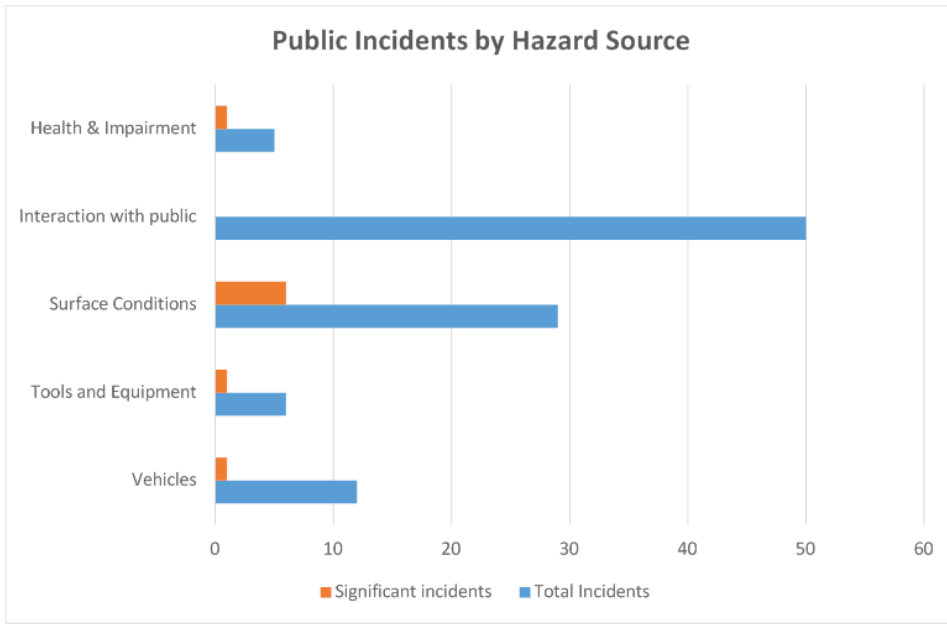
2.1 Location of Incidents - Quarter Two - 2018/2019



2.3 Incident Analysis by Hazard Type

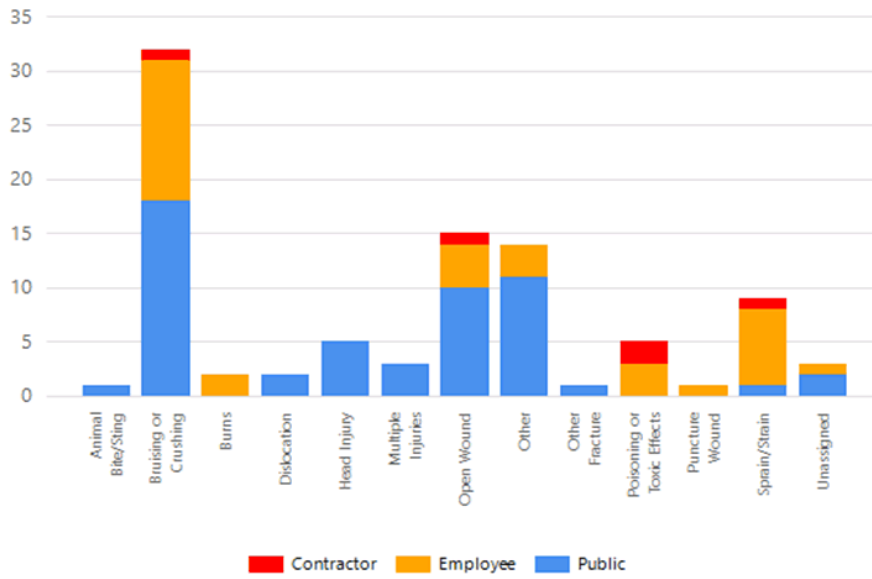
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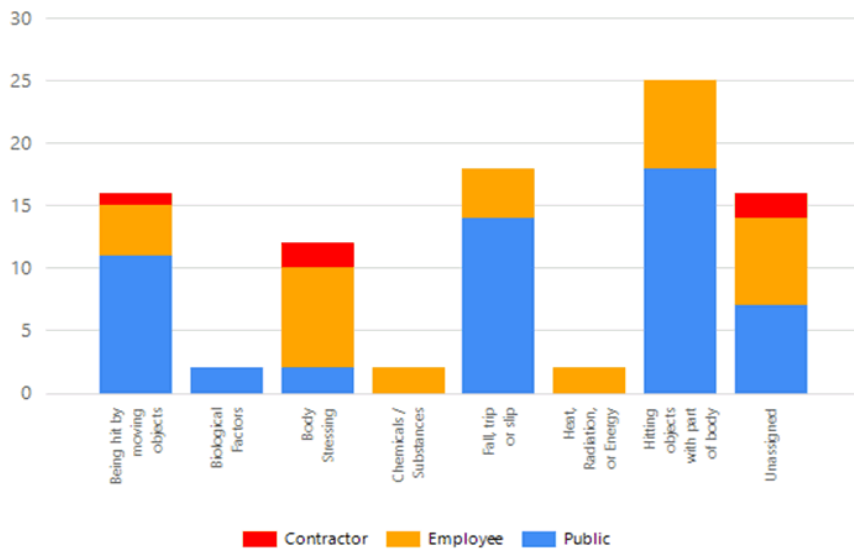


2.4 Injury Analysis

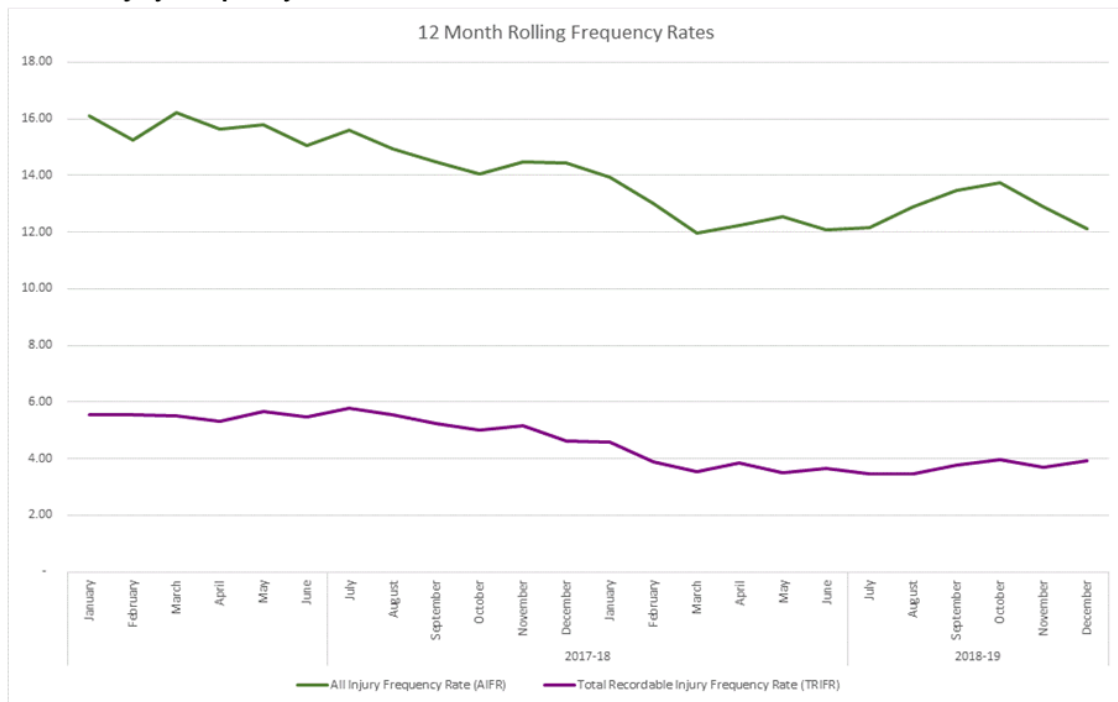
Injury Analysis - Types of Injury - Quarter 2 - 2018/2019



Injury Analysis - Mechanism of Injury - Quarter 2 - 2018/2019



2.5 Injury Frequency Rates



REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: MANAGER: DEMOCRACY AND GOVERNANCE SERVICES
JACKIE EVANS**

**SUBJECT: REQUESTS RECEIVED UNDER THE LOCAL
GOVERNMENT OFFICIAL INFORMATION AND MEETINGS
ACT (LGOIMA) MONTHLY UPDATE**

1.0 SUMMARY

- 1.1 The purpose of this report is to inform the Council of the number of requests under the local Government official Information Act (LGOIMA) 1987 received in January 2019.
- 1.2 This issue arises from the provision of accurate reporting information to enable effective governance
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.4 The objective of this decision relevant to the purpose of Local Government is to ensure that the Council is meeting its legislative obligations.
- 1.5 This report concludes by recommending that the report be noted.

2.0 BACKGROUND

- 2.1 The LGOIMA allows people to request official information held by local government agencies. It contains rules for how such requests should be handled, and provides a right to complain to the Ombudsman in certain situations. The LGOIMA also has provisions governing the conduct of meetings.

Principle of Availability

- 2.2 The principle of availability underpins the whole of the LGOIMA. The Act explicitly states that:

*The question whether any official information is to be made available ... shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and **the principle that the information shall be made available unless there is good reason for withholding it.***

Purpose of the Act

2.3 The key purposes of the LGOIMA are to:

- progressively increase the availability of official information held by agencies, and promote the open and public transaction of business at meetings, in order to:
 - enable more effective public participation in decision making; and
 - promote the accountability of members and officials; and
 - so enhance respect for the law and promote good local government; and
 - protect official information and the deliberations of local authorities to the extent consistent with the public interest and the preservation of personal privacy.

2.4 City, district and regional councils, council controlled organisations and community boards are subject to LGOIMA and official information means any information held by an agency subject to the LGOIMA.

2.5 It is not limited to documentary material, and includes material held in any format such as:

- written documents, reports, memoranda, letters, notes, emails and draft documents;
- non-written documentary information, such as material stored on or generated by computers, including databases, video or tape recordings;
- information which is known to an agency, but which has not yet been recorded in writing or otherwise (including knowledge of a particular matter held by an officer, employee or member of an agency in their official capacity);
- documents and manuals which set out the policies, principles, rules or guidelines for decision making by an agency;
- the reasons for any decisions that have been made about a person.

2.6 It does not matter where the information originated, or where it is currently located, as long as it is held by the agency. For example, the information could have been created by a third party and sent to the agency. The information could be held in the memory of an employee of the agency.

What does a LGOIMA request look like?

2.7 There is no set way in which a request must be made. A LGOIMA request is made in any case when a person asks an agency for access to specified official information. In particular:

- a request can be made in any form and communicated by any means, including orally;
- the requester does not need to refer to the LGOIMA; and

- the request can be made to any person in the agency.

2.8 The Council deals with in excess of 14,000 service requests on average each month from written requests, telephone calls and face to face contact. The LGOIMA requests dealt with in this report are specific requests for information logged under formal LGOIMA procedure, which sometimes require collation of information from different sources and/or an assessment about the release of the information requested.

Key Timeframes

- 2.9 An agency must make a decision and communicate it to the requester 'as soon as reasonably practicable' and **no later than** 20 working days after the day on which the request was received.
- 2.10 The agency's primary legal obligation is to notify the requester of the decision on the request 'as soon as reasonably practicable' and without undue delay. The reference to 20 working days is not the de facto goal but the maximum unless it is extended appropriately in accordance with the Act. Failure to comply with time limit may be the subject of a complaint to the ombudsman.
- 2.11 The Act provides for timeframes and extensions as there is a recognition that organisations have their own work programmes and that official information requests should not unduly interfere with that programme.

3.0 CURRENT SITUATION

- 3.1 Council has requested that official information requests be notified via a monthly report.

4.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Democratic Support Manager titled "Requests Received under the Local Government Official Information and Meetings Act (LGOIMA) Monthly Update" dated 21/02/2019 be received.**
- B) That the LGOIMA requests received in January 2019 as set out in Attachment 1 (IRB-2-01-19-1519) of the report in (A) above be noted.**

Attachments:

- | | | |
|---|--|------------------|
| 1 | Information Mgmt & Reporting - Information Requests - LGOIMA - LGOIMA Monthly Report to Council January 2019 | IRB-2-01-19-1519 |
|---|--|------------------|

IRB-2-01-19-1519

LGOIMA – Monthly Report to Council – January 2019

	Requests Received	Responses to requests	Responses with information fully released	Responses with information partially withheld	Responses with information fully withheld	Average number of working days to respond	Requests resulting in a complaint to Ombudsman
January 2019	9	6	3	2	1	4.5	0

Requests - received since those last reported to Council

Month	From	Subject	Total
Completed			
Outstanding			
January	Individual	Horses on Taihape Road	9
	Water Safety NZ	Funds allocated to Sport & Recreation and Swim & Water Safety Programmes	
	Individual	Water Reticulation Failures & Fluoride and Chlorine	
	NZ Taxpayers Union	Economic Grants to Toyota New Zealand	
	Individual	'For Sale' parked vehicles – infringements	
	NZ Taxpayers Union	Koha and Donations 2017/18	
	Stuff	Media Expenses	
	NZ Taxpayers Union	Waste Management & Minimisation Plan Funding Grants	
	Stuff	Media Enquiry	

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 21 FEBRUARY 2019

**FROM: MANAGER: DEMOCRACY AND GOVERNANCE SERVICES
JACKIE EVANS**

SUBJECT: UPDATED 2019 MEETING SCHEDULE CHANGES

1.0 SUMMARY

- 1.1 The purpose of this report is to consider amendments to the schedule of Council and Committee Meetings for the 2019 Meeting Calendar which was adopted by Council 6 December 2018.
- 1.2 This report recommends that the 2019 Meeting Schedule as amended below be adopted.

2.0 BACKGROUND

- 2.1 The Local Government Act 2002, Schedule 7, Clause 19 states:
- (4) *A local authority must hold meetings at the times and places that it appoints”.*
- (5) *If a local authority adopts a schedule of meetings-*
- a) *The schedule-*
- i) *may cover any future period that the local authority considers appropriate, and*
- ii) *may be amended*
- 2.2 Although a local authority must hold the ordinary meetings appointed, it is competent for the authority at a meeting to amend the schedule of dates, times and number of meetings to enable the business of the Council to be managed in an effective way.
- 2.3 The following meetings are proposed to be included or amended in the 2019 meeting schedule:
- | Committee | Date | Time | Venue |
|-------------------------------------|---------------|--------|-----------------|
| Council (Cornwall Park Submissions) | 12 March 2019 | 9.00am | Council Chamber |
- 2.4 Councillors will be kept informed of specific changes on a day to day basis through the centralised calendar system.

3.0 RECOMMENDATIONS AND REASONS

A) That the report of the Manager: Democracy and Governance Services titled "Updated 2019 Meeting Schedule Changes" dated 21/02/2019 be received.

B) That the 2019 Meeting Schedule be amended as follows:-

Committee	Date	Time	Venue
Council (Cornwall Park Submissions)	12 March 2019	9.00am	Council Chamber

Attachments:

1 2019 meeting schedule with amendments

CG-14-1-01126

2019 MEETING SCHEDULE - Updated 9 January 2019																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JANUARY	New Years Day																														DLC Road Tender Council
FEBRUARY						NZ Day						Raureka Park RMP	Raureka Park RMP	DLC Council Retreat	Tenders			Audit & Risk Joint Waste	Opera House Precinct		Council Budget					CD				Rd/DLC Tenders W & S	
MARCH				RCB		MJC	LGNZ	LGNZ				Comwal I Park RMP	Comwal Park RMP	Rd/DLC Tenders SPP						Creative		Joint Waste Landfill				F & R			Rd/DLC Tenders Adopt Plan		
APRIL				Zone 3	Zone 3					CD																					
MAY		Council				Risk & Audit																									
JUNE			Queens Bay	Council A/P Subs	Council	Rd/DLC Tenders Council																									
JULY				Rd/DLC Tenders				LGNZ	LGNZ																						
AUGUST																															
SEPTEMBER																															
OCTOBER																															
NOVEMBER																															
DECEMBER																															

School Holidays 13-28 April 2019 6-21 July 2019 28 Sept-13 Oct 2019

Council - 1pm Thursday	Strategy Planning & Partnership (SPP) - 1pm Thursday	Community Development (CD) - 1pm Tuesday	Finance & Risk (R&R) - 1pm Tuesday	Works & Service (W&S) 1pm Thursday	Rural Community Board (RCB) - 2pm Monday	Omrarunui Joint Refuse Landfill - 1pm Friday	R & A - 10am Monday	Temporary Road Closure (RD Close) - 8.45am	Tenders - 9am
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Denotes dates prior to the Triennium Elections and confirmation of any meetings scheduled.

**HASTINGS DISTRICT COUNCIL
COUNCIL MEETING
THURSDAY, 21 FEBRUARY 2019**

RECOMMENDATION TO EXCLUDE THE PUBLIC

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

THAT the public now be excluded from the following part of the meeting, namely:

21 Plaza Redevelopment

The general subject of the matter to be considered while the public is excluded, the reason for passing this Resolution in relation to the matter and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this Resolution is as follows:

<i>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
21 Plaza Redevelopment	<p>Section 7 (2) (i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). The information in this report is commercially sensitive.</p>	<p>Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.</p>