



Hastings District Council

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OPEN A G E N D A

COUNCIL MEETING

Meeting Date: Thursday, 19 March 2020

Time: 1.00pm

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

Council Members	Chair: Mayor Hazlehurst Councillors Barber, Corban, Dixon, Harvey, Kerr (Deputy Chair), Lawson, Nixon, O'Keefe, Oli, Redstone, Schollum, Siers, Travers and Watkins
Officer Responsible	Chief Executive – Mr N Bickle
Manager Democracy & Governance	Mrs J Evans (Extn 5018)

HASTINGS DISTRICT COUNCIL

COUNCIL MEETING

THURSDAY, 19 MARCH 2020

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

An apology from Councillor Harvey has been received.

At the close of the agenda no requests for leave of absence had been received.

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 Manager: Democracy and Governance (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 20 February 2020.
(Previously circulated)

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REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

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

**SUBJECT: MAKING AND ATTESTING OF DECLARATION OF THE
COUNCIL KAUMĀTUA**

1.0 PURPOSE AND SUMMARY - *TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA*

- 1.1 The purpose of this report is to describe the process for receiving the declaration of the Council's Kaumatua.

The oral declaration of the Kaumatua (**Attachment 1**) will be witnessed by the Mayor and Chief Executive.

2.0 BACKGROUND – *TE HOROPAKI*

- 2.1 Under Schedule 7, Part 1, clause 14 of the Local Government Act 2002 elected members of the Authority may not act until they have made an oral declaration to state that they will act in the interests of the whole of the District. In 2019, this Council appointed several externally appointed members to sit on the Council's Committees and Subcommittees as equal partners with voting rights who have also been asked to sign the oral declaration.
- 2.2 The Council Kaumātua occupies an important role in the business of Council where the kaumātua role is recognised and acknowledged as an authority in Māori culture, language, traditions and values, and therefore is able to advise on cultural understanding. The position of kaumātua sits outside of Council Māori Relationship / Adviser Officers' roles in that while there are aspects of culture that certainly resonate across these different roles, a kaumātua role serves as a [Māori] culture custodian and rangatira (leader) of the local Māori community.
- 2.3 Importantly, the Council Kaumātua role also serves to support and protect the whole organisation including Council Officers, Councillors and 'Council' as a whole with regard to cultural safety and the dynamics that this entails. For instance, kaumātua are able to bridge the cultural divide and in doing so, facilitate the best outcomes for all.

3.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA*

- A) That the Council receives the report titled Making and Attesting of Declaration of the Council Kaumātua .**

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: PROJECT ADVISOR
ANNETTE HILTON**

**SUBJECT: RECOGNITION OF 30 YEARS OF SERVICE TO THE
COMMUNITY - KAYREN AND HARTLEY HATHERELL**

**1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE
WHAKARĀPOPOTOTANGA**

- 1.1 The purpose of this report is to update Council on the closure of The Way Church and Purena Koa Rehua (PKR) Trust with the loss of two stalwart community leaders in Hastings who are relocating to Canterbury.
- 1.2 Council would like to take this opportunity today to recognise Kayren and Hartley Hatherell for 34 years of service to the Flaxmere and wider Heretaunga community.
- 1.3 In June 1986 Kayren and Hartley Hatherell relocated to Hastings from North Canterbury with a vision to open a church and support the community. Once they opened The Way Church, they turned their attention to the community.
- 1.4 They started working with Matau Whanau, an organisation connected to Social Welfare helping whanau. Matau Whanau was based at Kimi Ora School
- 1.5 In 1990 they established Purena Koa Rehua(PKR) Trust which had a whanau focus, where they established a network for providers in response to whanau care. They started running programmes to reduce family violence and provide wrap around support for whanau. A breakfast club was introduced that entire whanau would attend.
- 1.6 Hartley went on to manage the Open Home Foundation which was at the time struggling. He then went on to manage The Genesis Trust supporting the unemployed.
- 1.7 In 1990 they also started running school holiday programmes and would have up to 100 tamariki come each day.
- 1.8 In 1997 they were approached by the Prime Minister's Office (the Rt Hon Jenny Shipley) to run a Safer Streets project in Flaxmere West. This was a three year contract and concentrated on twelve streets and the whanau living there.
- 1.9 At the time there were no playgrounds in the area so the project assisted with establishing Nanny Kona and Len Harlan playgrounds in Flaxmere.
- 1.10 They went on to develop mentoring and leadership programmes with a focus of keeping tamariki safe while continuing working in the social/community development space.

- 1.11 PKR has had a number of contracts with Hastings District Council (HDC) including mentoring and leadership programmes. More recently they completed a programme that transitioned Year Eight students from Intermediate to Secondary schools.
- 1.12 Kayren has delivered child protection training to HDC staff and has also provided the training to other groups that Council contract and assisted them to create their own child protection policies.
- 1.13 Over the last 34 years Kayren and Hartley have supported hundreds of whanau across the Hastings District with a particular focus on Flaxmere.
- 1.14 PKR currently run school holiday programmes, the Oscar Programme and continue to provide social services to the community, including Family Violence and Child Protection training to the faith based communities.
- 1.15 On the 22nd March PKR will close, at the end of April The Way Church will close and in the second week of May, Kayren and Hartley will return to North Canterbury to support their whanau.
- 1.16 Today is an opportunity for Council to recognize the enormous amount of community service given by Kayren and Hartley Hatherell to Flaxmere and the Hastings District.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) **That the Council/Committee receives the report titled Recognition of 30 years of Service to the Community - Kayren and Hartley Hatherell**

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: TRAFFIC ENGINEERING OFFICER
LACHLAN CRAWFORD**

SUBJECT: KOTUKU STREET AND TAKAPU ROAD, CAMBERLEY

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to provide an update to Council with a summary of the actions that have been taken, and proposed future actions in response to the petition – “Kotuku and Takapu Street, Camberley” (TR-11-2-19-1427)
- 1.2 This report contributes to the purpose of local government by primarily promoting social wellbeing and more specifically through the Council’s strategic objective of reducing public nuisance and threats to public health & safety.
- 1.3 On 16 May 2019, the Strategy, Planning and Partnerships Committee received a petition lead by Sally Maoate on behalf of the residents of Kotuku and Takapu Streets in Camberley:
- “We the residence (sic) of the streets named above – petition the assistance of the HDC to slow the traffic in these streets, which is both dangerous and disruptive.”*
- 1.4 From discussions with Mrs Maoate and other members of the community prior to receiving the petition, the main issues raised were:
- vehicles undergoing sustained loss of traction (burn-outs);
 - speeding; and
 - anti-social and threatening behaviour.
- 1.5 From the results from the assessment through Councils traffic calming policy, these roads do not meet the normal triggers for traffic calming measures, which typically only treat higher levels of speeding.
- 1.6 Given the wider issues noted discussions were held between Council officers and Police, and it was agreed that Council would assist Police by gathering evidence through the implementation of CCTV cameras.
- 1.7 The Council has since purchased a mobile CCTV camera unit for the purpose of providing evidence of burn-outs and other anti-social behaviour to Police for enforcement. This has been installed with the camera focussed on specific intersections.
- 1.8 The need and effectiveness of further measures will be assessed, working with police, following the outcomes of the current approach.

- 1.9 The Council's Social & Youth Development team have been active in providing support through the development of the Camberley Community Plan. This ongoing relationship is critical as the Community, Council, and the Police work together on the illegal and anti-social behaviour.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) **That the Council/Committee receives the report titled Kotuku Street and Takapu Road, Camberley.**
- B) **Officers are directed to review effectiveness of road policing actions over next 6 months and implement further actions as appropriate.**

3.0 BACKGROUND – TE HOROPAKI

- 3.1 On 16 May 2019, the Strategy, Planning and Partnerships Committee received a petition lead by Sally Maoate on behalf of the residents of Kotuku and Takapu Streets in Camberley.
- 3.2 The petitioner's prayer read as follows:
"We the residence (sic) of the streets named above – petition the assistance of the HDC to slow the traffic in these streets, which is both dangerous and disruptive."
- 3.3 The Committee resolved the recommendation: "That officers prepare a report to a future Council meeting on "Petition - Kotuku and Takapu Street, Camberley".
- 3.4 Prior to Council receiving the petition, Mrs Maoate had been in contact with Council officers about this issue, and investigations were already underway.

4.0 DISCUSSION - TE MATAPAKITANGA

- 4.1 From discussions with Mrs Maoate and other members of the community, the main issues raised were:
- vehicles undergoing sustained loss of traction (burn-outs);
 - speeding; and
 - anti-social and threatening behaviour.
- 4.2 Site investigations confirmed the presence of black tyre marks from burn-outs, throughout Kotuku Street, Takapu Street and Kiwi Street. These were especially prevalent at intersections, see photo below.



Intersection of Kotuku Street and Kiwi Street

4.3 Previous traffic survey information indicated that the traffic speed profiles of these roads were typical of residential streets. As these surveys were somewhat out of date, a new traffic survey was conducted on Takapu Street confirm if the previous survey information remained accurate, and also to allow for further interrogation of data.

4.4 The results of these surveys are presented below:

Road Name	Survey Date	Volume (vehicles/day)	Mean Speed	85 th Percentile Speed	>20km over Speed limit
Takapu St	18/04/2019	1209	45 km/hr	50.2 km/hr	0.6%
	25/05/2009	1112	-	50 km/hr	-
Kotuku St	13/04/2008	417	-	43 km/hr	-

- 4.5 The national guidelines for where traffic calming measures may be required are set out in the following extract from *Land Transport Rule: Setting of Speed Limits 2003*.

3.4 Operating speeds

The mean speed and the 85th percentile speed on a road should not be significantly greater than the speeds specified in [Table SLNZ3](#). On medium- to high-volume roads the standard deviation becomes important, as a road with a narrow distribution of speeds is less hazardous than one with a wide distribution. **If operating speeds exceed the values specified in the table, it is likely that additional measures such as engineering, enforcement, education and publicity will be necessary to reduce speeds.**

Table SLNZ3 Mean and 85th percentile operating speeds

Speed limit	Mean speed (km/h)	85th percentile speed (km/h)
50 km/h	50	60
60 km/h	60	70
70 km/h	70	80
80 km/h	80	90
100 km/h	100	110

- 4.6 These national guidelines however don't take into account other factors such as crash history, vulnerable users or heavy vehicle traffic. For this reason, the Council has developed a traffic calming policy to ensure a consistent approach to speeding complaints that considers other aspects of the road environment in the assessment.
- 4.7 The results of the Council's officer assessment is appended as **Attachment A**.
- 4.8 From the results of the assessment through Councils traffic calming policy, these roads do not warrant standard traffic calming measures. Based on the current speed data collected to date it is unlikely that installing typical speed calming measures will resolve the specific issues in this area.
- 4.9 Following the assessment of these roads, officers met with local road policing managers to discuss the issue of burnouts and anti-social behaviour.
- 4.10 Police were aware of these issues in Camberley as similar complaints had been made in other areas of the district, and information from Community

Police Officers indicates that there have been a number of complaints received on this matter.

- 4.11 Police advised the best course of action is to ask residents call Police when the burnouts are occurring, or take a video of the offending and provide to Police who could act if there was enough evidence to identify the offending vehicles.
- 4.12 This strategy has been effective in other locations in our District e.g. from videos of burnouts and racing gathered by residents on Ruahapia Road and Otene Road, Police have seized upwards of 20 vehicles in the last 3 months.
- 4.13 Council officers asked if they could assist Police through the use of closed circuit television (CCTV) cameras to gather evidence of the offending, and it was confirmed by Police that they could use this evidence.
- 4.14 Following this meeting Council officers engaged Advance Security Group to design, build and install a mobile CCTV camera unit specifically to gather evidence of this behaviour for Police.
- 4.15 Designing this unit was a challenge due to the specifications required for it to fit its purpose:
 - Mobile so that it can be installed in a variety of sites,
 - Live feed so that it can be monitored by Councils CCTV operators,
 - Externally powered so that the unit could be compact and inconspicuous,
 - High resolution camera so that number plates can be clearly visible.
- 4.16 The unit was built in November / December 2019 and installed in January 2020.
- 4.17 Councils CCTV operators are regularly monitoring the video footage gathered from the camera and can forward any footage to the Police for the purposes of enforcement.
- 4.18 Council's Social & Youth Development team have been active through the development of the Camberley Community Plan which commenced in October 2019. A BBQs was the Kereru Senior Housing Complex which is near the corner of Kotuku and Takapu Road. The tenants and surrounding neighbours who attended spoke about their concerns around speed and in particular the site in question.

5.0 OPTIONS - NGĀ KŌWHIRINGA


- 5.1 Not applicable.

6.0 NEXT STEPS - TE ANGA WHAKAMUA

- 6.1 Continue monitoring of CCTV camera footage in current location for the time being.

- 6.2 Move CCTV camera based on community input so that the focus is on various intersections in the area.
- 6.3 Review the effectiveness of the road policing actions on reducing the frequency of issues noted by the community. If ineffective further measures will need to be considered based on the additional information gathered.

Attachments:

- 1  Traffic Calming Technical Assessment - Kotuku and Takapu 6242-0003

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future

Social

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This proposal promotes the social well-being of communities in the present and for the future by reducing public nuisance and threats to public health & safety.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

No known impacts:

Sustainability - *Te Toitūtanga*

No implications:

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

No financial implications:

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

Although this is a significant issue to the community this decision does not trigger the financial threshold under the Council's Significance and Engagement Policy.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho*

The Camberley community has been engaged by Councils Community and Social Development teams throughout this process through community meetings and BBQs etc:

Risks: Legal/ Health and Safety - *Ngā Tūraru: Ngā Ture / Hauora me te Haumarū*

N/A:

Rural Community Board - *Ngā Poari-ā-hapori*

Not applicable:

HDC TRAFFIC CALMING POLICY TECHNICAL ASSESSMENT FORM

Location: Kotuku Street and Takapu Street
Assessed by: Lachlan Crawford
Checked by: Eynon Phillips

CRITERIA	ASSESSMENT	MAX	SCORE	NOTES
Geometry	straight and level	5	5	
	moderate curves and gradient	3		
	tight bends and steep gradient	0		
Footpaths	no footpath	5	0	Footpaths both sides
	one footpath	3		
	two footpaths	0		
Crashes	one death or three serious injuries in five years	15	2	No history of crashes, no cycleways or high pedestrian volumes
	one or two serious injuries in five years	10		
	three minor and/or non-injury crashes in five years	8		
	potential risk to vulnerable road users	4		
	potential risk to vehicle users or property	2		
Heavy Vehicles	high >5%	5	0	Bus route
	medium	3		
	low <1% or bus route	0		
Length	250m to 500m	5	5	Varies between roads but approx. 250m straights
	500m to 1000m	3		
	<250m or >1000m or cul-de-sac	0		
Speed Environment	high speed potential	5	3	7.8m road width with on road parking
	medium speed potential	3		
	low speed potential	0		
		40	15	

SCORE	ACTIONS
0 to 15	Do not proceed any further.
16 to 24	look at the further considerations and decide whether to proceed.
25 to 40	proceed on to public consultation.

COMMENTS

Traffic survey data shows no major issues, 85th percentile speeds approx. 50km/hr. Evidence of burnouts on road. Suggest that this is the major concern and that coordination with Police will provide the most benefit.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: STRATEGY MANAGER
LEX VERHOEVEN**

**SUBJECT: ADOPTION OF DRAFT ANNUAL PLAN 2020/21,
CONSULTATION DOCUMENT AND DRAFT
DEVELOPMENT CONTRIBUTIONS POLICY**

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to obtain a decision from the Council to adopt the following in accordance with the relevant provisions of the Local Government Act 2002.
- Draft Annual Plan 2020/21 supporting information as required by section 95A (3c);
 - Draft Development Contributions Policy as required by section 102 (4b);
 - Consultation Document as required by section 95 (2);
 - Amendment to Revenue and Financing Policy as required by section 102 (2) (4b)
- 1.2 This issue arises from the legislative requirement to place the documents above on an agenda of the local authority.
- 1.3 This is an administrative matter. The objective of this decision relevant to the purpose of Local Government is to enable community participation in Council decision making processes as set out in the Local Government Act 2002.
- 1.4 This report concludes by recommending that the relevant documents set out in section 1.1 be adopted for community consultation. Note: These will be circulated separately.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled Adoption of Draft Annual Plan 2020/21, Consultation Document and Draft Development Contributions Policy.
- B) That the Council adopt the supporting information required by section 95a (4) of the Local Government Act 2002 (The Draft Annual Plan 2020/21), the statement of matters attached (CP-01-02-20-124), incorporating any amendments made at its meeting dated 19 March 2020.
- C) That the Council adopt the Draft Development Contributions Policy in accordance with section 102 (4b) of the Local Government Act 2002.
- D) That the Council adopt the amendment to the Revenue and Financing Policy in accordance with section 102 (2) (4b).
- E) That the Council adopt the Draft Annual Plan 2020/21 Consultation Document (incorporating Draft Development Contributions Policy, and amendment to Revenue and Financing Policy) pursuant to section 95 (2) of the Local Government Act 2002, incorporating any amendments made at its meeting of 19 March 2020.
- F) That the Council delegate to the Chief Executive the correction of any drafting errors including any non-consequential omissions or amendments.

3.0 BACKGROUND – TE HOROPAKI

- 3.1 The Council considered the Draft Annual Plan, Draft Development Contributions Policy, amendment to Revenue and Financing Policy and mock-up of the Consultation Document at its budget meeting of 20 February 2020, and instructed officers to complete material based on the decisions of that meeting.
- 3.2 The only matter remaining unresolved from that meeting, being the inclusion of an additional \$50,000 to advance vibrancy initiatives in the CBD, subject to all Councillors receiving a presentation on the matter. This presentation was subsequently given to Council on 17 March 2020 and the funding is included in the plan.
- 3.3 The Rural Community Board considered the budget at its meeting of 2 March 2020 and requested the addition of \$10,000 to fund a pilot security camera installation. This matter has been included in the plan.
- 3.4 A separate agenda item addresses the requirements in respect of amending the Revenue and Financing Policy for the Resource Consent and Building Consent activity areas. The Annual Plan documentation contains the legal disclosure requirements in respect of this.
- 3.5 The final budget position after the changes agreed on 20 February has reduced the overall increase in rating requirement **(excluding the impact of the changes to how refuse and recycling is funded)** as follows:

	Total Increase	Rating Area One	Rating Area Two
LTP Forecast YR3 – Including water levy	4.4%	4.6%	3.2%
2020/21 increase – Including water levy	4.6%	5.2%	2.5%

Note: a 0.5% increase in Rating Area Two equates to only \$55,000 due to the size of the rating base in the rural area. It is likely that this capacity may be required to accommodate Annual Plan submission decisions that may be made in June 2020. Should that not be the case in June then the Rural Community Board is likely to top-up the rural transportation reserve to align with the forecast increase in transportation costs in Rating Area Two.

- 3.6 In respect of the Council's debt position, the inclusion of a number of additional debt funded projects has pushed the debt forecast beyond the Long Term Plan forecast. These projects were previously canvassed with Council and relate predominantly to the adjustments to the drinking water programme and additions such as Lowes Pit, Food Innovation hub, coastal protection works, Waipatu enhancements and support for Cranford Hospice in the current year. The debt forecast is also influenced by refinements to a number of growth projects which will be recovered by development contributions, predominantly for the Howard Street and Middle/Iona residential developments. The overall impact of these changes is additional debt of circa \$36million.

- 3.7 Officers will be undertaking a full review of the capital programme and bringing to Council in June recommended refinements to balance the programme better over the next 2 years. The Long Term Plan process also provides a timely opportunity for Council to undertake a capital programme reset aligned to its agreed priority areas.

4.0 DISCUSSION - *TE MATAPAKITANGA*

- 4.1 The documentation has been completed in accordance with the decisions made by Council, and no further feedback was received from Councillors in respect of the Consultation Document.
- 4.2 The documents attached are now submitted for Council adoption. This is a formal requirement of the Local Government Act 2002.

Attachments:

- 1 [↓](#) Statement of Matters Annual Plan 2020-21 - CP-01-02-20-124
Council meeting 19 March 2020

SUMMARY OF CONSIDERATIONS - *HE WHAKARĀPOPOTO WHAIWHAKAARO*

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

This is an administrative matter. The objective of this decision relevant to the purpose of Local Government is to enable community participation in Council decision making processes as set out in the Local Government Act 2002.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

See above

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

NA

Sustainability - *Te Toitūtanga*

NA

Financial considerations - <i>Ngā Whaiwhakaaro Ahumoni</i> Covered in the report
Significance and Engagement - <i>Te Hiranga me te Tūhonotanga</i> See 4.1 and 4.2
Consultation – internal and/or external - <i>Whakawhiti Whakaaro-ā-roto, ā-waho</i> NA
Risks: Legal/ Health and Safety - <i>Ngā Tūrarū: Ngā Ture / Hauora me te Haumarū</i>
Rural Community Board - <i>Ngā Poari-ā-hapori</i> This matter was placed before the Rural Community Board on 2 March 2020.

Statement of matters required by Schedule 10

The Statement of Proposal for the 2020/21 Draft Annual Plan includes the following statement on matters required by Schedule 10 of the Local Government Act 2002.

The intended levels of service provision along with the performance measures and targets for the 2020/21 year are in accordance with those outlined in the Council's Long Term Plan 2018/28.

The group of activity financial summaries outline the estimated expenses of achieving and maintaining identified levels of service provision and maintaining service capacity and the integrity of assets.

The Funding Impact Statement contained within the draft Annual Plan outlines the estimated revenue levels from various sources of funds for 2020/21.

The rationale for selection of funding sources as required by section 101(3) of the Local Government Act 2002 is incorporated in the Council's Revenue and Financing Policy in the Long Term Plan 2018/28. An amendment to the policy is contained within the Draft 2020/21 Annual Plan.

The Long Term Plan 2018/28 is available on our website www.hastingsdc.govt.nz or in hard copy from the Central Administration Building, Lyndon Road East, Hastings.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: GROUP MANAGER: PLANNING & REGULATORY
JOHN O'SHAUGHNESSY
BUSINESS ANALYST
CAMBELL THORSEN**

**SUBJECT: REVENUE POLICY, ENVIRONMENTAL CONSENTS AND
BUILDING CONTROL**

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to consider amendments to Council's Revenue Financing Policy in the Building Control and Environmental consents activities.
- 1.2 This review has been driven by the buoyant local construction industry and the workloads pressures put on these two consent areas.
- 1.3 This report contributes to the purpose of local government by providing a revenue policy to fund these two consenting areas on a sustainable basis and provide good quality regulatory services.
- 1.4 The report builds on review work completed by Council over the last six months and recommends Council amends its revenue and funding policies for these two activities.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled Revenue Policy, Environmental Consents and Building Control.
- B) That the Council resolve to amend its revenue and funding policy for Building Control and Environmental Consents to that outlined in Table 1 below.

Safe, Healthy & Liveable Communities			
Outcome Group	Who Benefits		Funding Sources
Activity Description	Community (Public)	Individuals (Private)	
Building Control	Yes 20%	Yes 80%	Fees & Charges CRM Targeted Rate
Environmental Consents	Yes 40%	Yes 60%	Fees & Charges CRM Targeted Rate

Table 1

3.0 BACKGROUND – TE HOROPAKI

- 3.1 Council has a statutory responsibility to provide Building and Resource consenting functions for its community. In providing these functions consideration needs to be given to how these activities will be funded, specifically who benefits from these services and who should pay.
- 3.2 The legal framework for the consideration of these public/private benefits and what level of fees should be charged is section 101 of the Local Government Act. The Council must consider the following determining its policy fees, benefits:
- The community outcomes to which the activity primarily contributes;
 - The distribution of benefits between the community as a whole, any identifiable part of the community, and individuals;
 - The period in or over which those benefits are expected to occur;
 - The extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity; and
 - The costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities;
 - The last step in the process is to consolidate the results of the individual activity analyses in accordance with section 101(3)(b) of the Act.

4.0 DISCUSSION - TE MATAPAKITANGA

- 4.1 The consenting activities of a council play a dual role in promoting council community outcomes. Firstly they facilitate residential and industrial growth opportunities for consent applicants (the primary beneficiaries). Secondly the Council has a role as a regulatory and is focused on promoting community outcomes focused on public health and safety along with other objectives such as protection of versatile soils, mana whenua interests and protection of heritage.

4.2 Environmental Consents

- 4.2.1 Council has reviewed its service delivery in this area and has decided to maintain a hybrid model using both internal staff and external contractors to meet the projected growth in workloads.

In considering a number of factors such as risk, ability to recruit, retain staff it has been agreed to expand the use of external contractors.

- 4.2.2 The previous Local Government Act 2002 (LGA 2002) section 101(3) analysis deemed a public/private split of 55%/45% as appropriate. It was previously considered that a portion of the activity is dedicated to serving the public's democratic right to make submissions and general enquiries which were unable to be charged for. These funds coming from general rates, with a uniform targeted rate differentiated by location reflects the service provision element of the activity with the balance funded through the general and differentiated based on relative location and use.

- 4.2.3 Section 101 discussion – What's changed:

While accepting that the existing hybrid service delivery model is appropriate for this activity, the additional resources required to support this activity are partly going to be met by internal resources and external contract resource. In essence the buoyant construction and resource consent environment is being driven by an 'increase' in larger scale more complex consents which often tie up substantial resource and these applicants are often the primary beneficiaries. Therefore the present funding policy needs to be adjusted to recognise the exacerbator pays principal of the LGA.

At an operational level these large consents involve notification, which ties up substantial resource for 3-4 months. These applications often impact on adjoining landowners, requiring significant staff resource in dealing with the matters raised.

At present the economic benefits being derived by applicants however, is not being accurately reflected and is falling on the wider community.

4.3 Building Control

4.3.1 Section 101 discussion – What's changed:

A change in service delivery to an enhanced hybrid model and the additional resources to support it has been caused primarily by the buoyant level of economic activity. It has been assessed that while Council continues to address its regulatory functions the primary beneficiaries of this enhanced service delivery model are the applicants deriving the direct economic benefit and by not adjusting the funding policy the costs relative to the benefits would fall disproportionately to the wider community. The exacerbator pays principal within section 101(3)(b) of the Act is relevant as the individuals or groups of individuals can clearly be identified. These individuals or groups of individuals can clearly be identified and the costs and benefits can be charged in a transparent way distinctly from other activities.

4.3.2 The previous LGA 2002 analysis deemed a public/private split of 25%/75%. It was previously considered this activity should be primarily funded by fees and charges recovered from direct beneficiaries (Building Applicants) predominantly from Building Consents, LIMs and building reports.

4.3.3 As with Environmental Consents, Council has indicated considering the nature of the workload growth, the primary beneficiaries of the activity that the public/private split should be amended to 20%/80%.

5.0 Proposed Changes

5.1 Having now reflected the user pays component within the charges necessary to fund the enhanced hybrid model the overall consolidation of the analyses is as follows:

Table 1

Safe, Healthy & Liveable Communities			
Outcome Group	Who Benefits		Funding Sources
Activity Description	Community (Public)	Individuals (Private)	
Building Control	Yes 20% (25)	Yes 80% (75)	Fees & Charges CRM Targeted Rate
Environmental Consents	Yes 40% (55)	Yes 60% (45)	Fees & Charges CRM Targeted Rate
Note: Previous Policy percentages shown in brackets			

- 5.2 The detailed analysis for these two activity areas are appended as attachments.
- 5.3 The funding mechanisms used to recover both the public and private benefits from these activities remain unchanged from the current policy.

The proposal will however see the charge-out rate for residential building consents increase from \$175 per hour to \$205 per hour and the introduction of a charge of \$225 per hour for commercial building consent processing. It is also proposed to increase the charge for resource consent processing to \$205 per hour.

6.0 OPTIONS - NGĀ KŌWHIRINGA

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 6.1 Amend the revenue and funding policy for both the Environmental Consents and Building Control activities as set out in Table 1 above.

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuatanga o nāiane

- 6.2 The status quo option as shown in the table reflects the previous climate in the construction industry prior to the boom that Council is experiencing.

7.0 NEXT STEPS - TE ANGA WHAKAMUA

- 7.1 These amended revenue and finance policies for the Building Control / Environmental Consents area need to be incorporated in Council's Annual Plan for public consultation in April/May this year.

Attachments:

- | | | |
|---|---|---------------|
| 1 | Revenue and Funding Policy Environmental Consents | CG-16-2-00076 |
| 2 | Revenue and Funding Policy - Building Control | CG-16-2-00075 |

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

These proposals contribute to the purpose of Local Government by providing a revenue policy to fund the Resource Consent and Building Control activities on a sustainable basis and provide a good quality service.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

Sustainability - *Te Toitūtanga*

These revenue policies indirectly contributes to the sustainable management of people and resourcing under the Resource Management Act.

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

This revenue policy provides a more equitable basis for Council's fees and charges for these activities.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

These policies will be included in the revenue and finance policy for consultation in the 2021 Annual Plan.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho*

Depending on the final level of fees set by Council specific consultation may be required with the development construction industry.

Risks: Legal/ Health and Safety - *Ngā Tūrarū: Ngā Ture / Hauora me te Haumarū*

These revenue policies indirectly contribute to the health and safety of the build environment and land use activities with Hastings District.

Rural Community Board - *Ngā Poari-ā-hapori*

N/A

REVENUE AND FUNDING POLICY

Environmental Consent

Allocation of Public/Private Benefits and Costs supporting Information

Local Government Act 2002 – Section 101(3) Analysis

1.0 Community Outcomes – Regulatory Functions

Outcome Statement

- 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.
- Local infrastructure which contributes to public health and safety, supports, growth, connects communities, activities communities and helps to protect the natural environment.

Council Objectives

- Resilience to hazards and shocks
- A more compact urban form
- Responsive Council planning services
- Reducing public nuisance and threats to public health and safety
- Sites and places of significance to mana whenua are protected
- Diversity in housing choice
- Healthy, energy efficient homes
- Safe multi-functional urban centres
- Residential development opportunities
- Places and spaces for recreation
- Industrial development opportunities
- Places and spaces for arts, culture, learning
- Buildings and public spaces enhance district identity
- Resilience to hazards and shocks
- Strong Marae
- Sustainable use of land and water resources

2.0 Period over which benefits are expected to occur

In perpetuity.

3.0 Extent of action required to undertake the action

The exacerbator pays principal within section 101(3) (b) of the Act is also relevant here as the individuals or groups of individuals driving the change in service delivery can clearly be identified. These individuals or groups of individuals can clearly be identified and the costs and benefits can be charged in a transparent way distinctly from other activities.

4.0 Distribution of Benefits

With the enhanced external contract volumes Council will be able to achieve the statutory 20 day processing standard.

The amended public/private split better reflects the private benefits that are achieved by consent applicants.

It is not possible to accurately quantify these benefits so any assessment will be subjective. A subjective assessment has been undertaken which establishes that the majority of the benefit of this expenditure accrues to the business owner/land owner.

5.0 The costs and benefits, including consequences for transparency and accountability of funding the activity distinctly from other activities

It is difficult to quantify the exact portion of benefit accruing to the private and public beneficiaries but it would be reasonable to conclude 40% of the benefit lies with the wider community who gain access to the regulatory consenting activities, (eg Building inspections and counter staff).

This assessment has established that the private benefit of this activity accrues to the private land owners in the form of property/asset protection and the organisations who rely on access along this strip to carry out their business activities. This has been assessed at 60%.

6.0 Environmental Consents Cost Table

Environmental Consents				
		2019-20		2020-21
	Current policy	Forecast	Annual Plan	Annual Plan
		Hourly rate = \$175		Hourly rate = \$205
Revenue		1,080,000	855,531	1,375,065
Operating Expenditure		2,005,000	1,748,306	2,267,840
Rating requirement		925,000	892,775	892,775
Public	55%	46%	50%	40%
Private	45%	54%	50%	60%

REVENUE AND FUNDING POLICY

Building Control

Allocation of Public/Private Benefits and Costs supporting Information

Local Government Act 2002 – Section 101(3) Analysis

1.0 Community Outcomes – Regulatory Functions

Outcome Statement

- 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.
- Local infrastructure which contributes to public health and safety, supports, growth, connects communities, activities communities and helps to protect the natural environment.

Council Objectives

- Resilience to hazards and shocks
- A more compact urban form
- Responsive Council planning services
- Reducing public nuisance and threats to public health and safety
- Sites and places of significance to mana whenua are protected
- Diversity in housing choice
- Healthy, energy efficient homes
- Safe multi-functional urban centres
- Residential development opportunities
- Places and spaces for recreation
- Industrial development opportunities
- Places and spaces for arts, culture, learning
- Buildings and public spaces enhance district identity
- Resilience to hazards and shocks
- Strong Marae
- Sustainable use of land and water resources

2.0 Period over which benefits are expected to occur

In perpetuity.

3.0 Extent of action required to undertake the action

The exacerbator pays principal within section 101(3) (b) of the Act is also relevant here as the individuals or groups of individuals driving the change in service delivery can clearly be identified. These individuals or groups of individuals can clearly be identified and the costs and benefits can be charged in a transparent way distinctly from other activities.

4.0 Distribution of Benefits

With the enhanced external contract volumes Council will be able to achieve the statutory 20 day processing standard.

The amended public/private split better reflects the private benefits that are achieved by consent applicants.

It is not possible to accurately quantify these benefits so any assessment will be subjective. A subjective assessment has been undertaken which establishes that the majority of the benefit of this expenditure accrues to the business owner/land owner.

5.0 The costs and benefits, including consequences for transparency and accountability of funding the activity distinctly from other activities

It is difficult to quantify the exact portion of benefit accruing to the private and public beneficiaries but it would be reasonable to conclude 20% of the benefit lies with the wider community who gain access to the regulatory consenting activities, (eg Building inspections and counter staff).

This assessment has established that the private benefit of this activity accrues to the private land owners in the form of property/asset protection and the organisations who rely on access along this strip to carry out their business activities. This has been assessed at 80%.

6.0 Building Control Cost Table

Building Control						
	2019-20			2020-21		
	Current Policy	Forecast	Annual Plan	Residential	Commercial	Total Annual Plan
		Hourly rate = \$175		Hourly rate = \$205		Hourly rate = \$225
Revenue		3,520,000	2,918,628	4,340,359	830,390	5,170,749
Operating Expenditure		5,321,000	4,155,482	5,382,161	1,025,173	6,407,334
Rating requirement		1,801,000	1,236,854	1,041,802	194,783	1,236,585
Public	25%	34%	30%	20%	20%	20%
Private	75%	66%	70%	80%	80%	80%

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: CHIEF FINANCIAL OFFICER
BRUCE ALLAN**

**SUBJECT: SUMMARY OF RECOMMENDATIONS FROM THE RISK
AND ASSURANCE COMMITTEE MEETING HELD ON 3
FEBRUARY 2020**

1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to advise that recommendations from the Risk and Assurance Committee meeting held on 3 February 2020 require ratification by Council.
- 1.2 The Council Risk Appetite statement was also recommended for approval at this meeting and there is a separate report and is presented as a separate report on this Agenda.
- 1.3 The relevant Risk and Assurance Committee recommendations to be ratified are set out below.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled “Summary of Recommendations from the Risk and Assurance Committee meeting held on 3 February 2020”.
- B) That the following recommendations of the Risk and Assurance Committee meeting held on 3 February 2020 be ratified:

“Item 5 Annual Review of Treasury Management Policy

- A) *That the Risk and Assurance Committee receives the report titled Annual Review of Treasury Management Policy.*
- B) *That the Committee approves the proposed changes, and other associated minor changes, to the Council’s Treasury Management Policy, and forwards it to Council for adoption.*

Item 6 Health and Safety Risk Management Update

- A) *That the Risk and Assurance Committee receives the report titled Health & Safety Risk Management Update.*
- B) *That the Committee recommend to Council that the updated Health and Safety Policy be ratified.*

Attachments:

1 ➡	Treasury Management Policy	FIN-15-01-20-18	Under Separate Cover
2 ➡	Human Resources - Health & Safety Manual - Draft HDC Health and Safety Policy 2020	HR-03-02-2-20-35	Under Separate Cover

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: RISK AND CORPORATE SERVICES MANAGER
REGAN SMITH**

SUBJECT: COUNCIL RISK APPETITE STATEMENT

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to present a Risk Appetite statement for Hastings District Council (HDC) that has been developed by the Risk and Assurance Committee for adoption.
- 1.2 At its meeting on 3rd February 2020 the Risk and Assurance Committee approved the Risk Appetite Statement for adoption by Council at the 3rd February 2020 Committee meeting.
- 1.3 This proposal contributes to the purpose of local government by promoting successful implementation of all Council Long Term Plan focus areas.
- 1.4 The proposed Risk Appetite Statement includes the following key provisions:
 - An overarching statement defining the Council's general attitude toward risk as conservative.
 - Defines standard terminology for defining risk appetite and tolerance.
 - Specifies the risk appetite and tolerances for achieving each of the key focus areas of the current 2018/2028 Long Term Plan (LTP). The risk appetites range from Conservative to Justified.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) **That the Council receives the report titled Council Risk Appetite Statement**
- B) **That the Council:**
 - i. **Adopt the Risk Appetite Statement as a fair reflection of the Council's attitude toward risk,**
 - ii. **Note that the Risk Appetite Statements will be used as an integral part of setting the Council strategic objectives in the Long Term Plan process and reviewed as necessary to reflect any changes in strategic direction.**

3.0 BACKGROUND – TE HOROPAKI

- 3.1 In order to develop a Risk Appetite Statement for Council a survey of Elected Members and Council Officers was undertaken. The results of these surveys, along with direction from the Risk and Assurance Committee and consultation with the Executive Lead Team, have been incorporated in to Risk Appetite Statement (Attachment 1).
- 3.2 The Risk Appetite Statement covers the Council approach to risk for each of the key focus areas in the 2018/2028 LTP, plus an additional focus area to capture Council's core service areas of regulatory oversight, provision of infrastructure and community well-being.
- 3.3 The Risk and Assurance Committee approved the Risk Appetite Statement for adoption by Council at the 3rd February 2020 Committee meeting.

4.0 DISCUSSION - TE MATAPAKITANGA

- 4.1 It is considered best practice to include a statement of risk appetite as part of a risk management framework. The ISO31000 Risk Management standard, on which the Council framework is based, includes the requirement to define risk criteria, which is the Standard's equivalent of risk appetite.
- 4.2 The Institute of Risk Management defines risk appetite as the "amount of risk that an organisation is willing to seek or accept in pursuit of long-term objectives". Put another way, risk appetite can be considered the value the organisation is willing to put at risk in order to deliver strategic goals.
- 4.3 The guidance goes on to say that a good risk appetite statement should include the acceptable tolerances for variation in delivery of the organisation's objectives. These tolerances should be measurable so that they can be effectively monitored. In this way, defining risk appetite should assist with managing the organisation's total risk exposure.
- 4.4 Because risk appetite is a tool for managing the organisation's total risk exposure, it is vital that the statement is defined by the organisation's governing body. As a result, the Risk Appetite Statement for HDC is presented to the Council for adoption.

5.0 OPTIONS - NGĀ KŌWHIRINGA

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 5.1 Approve the proposed Risk Appetite Statement, with or without amendment:

Advantages

- Sets a foundation for communicating appropriate risk taking behaviour within Council.
- Defines a set of tolerances that can be used to monitor whether Council's total risk exposure is within acceptable limits.

- Implements a key component of a best practice Enterprise Risk Management system.
- Promotes greater transparency in the delivery of Council services.

Disadvantages

- Greater transparency may attract greater scrutiny of service delivery.
- Requires Council to report against the tolerances and therefore creates some additional administrative overhead.

Option Two – Status Quo - *Te Kōwhiringa Tuarua – Te Āhuatanga o nāiane*

- 5.2 Reject the proposed Risk Appetite Statement, with or without requesting further work.

Advantages

- May save some administrative overhead associated with reporting against risk tolerances.

Disadvantages

- Council Officers will be left to make their own conclusions regarding the level of risk taking that is appropriate, which is likely to result variable outcomes and potentially overly conservative approach.
- Misses the opportunity to create an additional tool to promote transparency in service delivery.

6.0 NEXT STEPS - *TE ANGA WHAKAMUA*

- 6.1 Should the Council approve the Risk Appetite Statement, the next steps will include:
- Communicating the approved risk tolerances within Council.
 - Monitoring performance against the defined risk tolerances.
- 6.2 In order to keep the Risk Appetite Statement relevant, it is recommended that a review of the Council' risk appetite is a key step within the LTP process.

Attachments:

- | | | |
|-----|--|---|
| 1 ➡ | Policies, Procedures, Delgtns, Warrants & Manuals
- Manuals - Risk Management - Proposed HDC
Risk Appetite Statement for Council 19 March 2020 | PMD-03-81-20-200

Under Separate
Cover |
|-----|--|---|

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

This report contributes to the purpose of Local Government by promoting successful implementation of all Long Term Plan focus areas to achieve the wellbeing and strategic outcomes set by Council.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This proposal does not directly contribute to delivery of a specific well-being, but will promote greater understanding of the attitude to risk to increase confidence that any specific well-being outcome is delivered as expected.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangata Whenua.

Sustainability - *Te Toitūtanga*

There are no direct implications for sustainability.

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

There are no direct financial implications of the proposal.

It should be noted that the purpose of risk appetite is to assist understanding of risk taking, including how much value can be put at risk. Therefore, this proposal should assist with reducing unexpected financial variations.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision has been assessed under the Council's Significance and Engagement Policy as being of low significance to the community.

It is of some operational importance to Council, as a good understanding of risk appetite supports effective operational delivery and reduces unexpected outcomes.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho*

No external engagement or consultation has been undertaken.

Risks: Legal/ Health and Safety - *Ngā Tūraru: Ngā Ture / Hauora me te Haumaru*

Definition of Risk Criteria, or Risk Appetite, is not a legislative compliance requirement but is considered industry best practice, and is included in ISO31000 the standard on Risk Management.

There are no other specific risks associated with this proposal.

Rural Community Board - *Ngā Poari-ā-hapori*

There are no specific implications for any Community Boards.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: PARKS AND PROPERTY SERVICES MANAGER
COLIN HOSFORD**

**SUBJECT: REQUEST FOR COUNCIL APPROVAL FOR THREE
DRAFT GROUND LEASES**

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 This report seeks Council to grant three separate leases to enable three groups to carry out legitimate activities on Council owned properties.
- 1.2 As the applicants' activities are to occur on land not held under the Reserves Act 1977, the Chief Executive does not have delegated authority to approve the leases. The leases can only be consented to by Council.
- 1.3 All three requests are for activities that can be considered beneficial to the welfare of the community and as such the granting of consent is recommended by officers.
- 1.4 This decision contributes to the purpose of local government by primarily promoting the social, economic, environmental and cultural wellbeing and more specifically through the Council's strategic objectives of places and spaces for recreation and assistance for people in need.
- 1.5 The report recommends the adoption of Option 1 and that the lease applications all be approved and that the chief executive be authorised to negotiate the terms and conditions of the three proposed leases. This recommendation is based on the activities being;
 - a better use of existing buildings
 - the basic renewal of two existing leases that have expired
 - all are worthy activities that benefit the wellbeing of the community

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled; Request for Council Approval For Three Draft Ground Leases.**
- B) That the Council adopt Option 1 and that the Chief Executive be authorised to negotiate terms and conditions enter into lease agreements and for the following ground lease applications;**
- C) Deco Bay Brass Band Incorporated – 109 Orchard Rd, Hastings. (Attachment 2)**
- D) Re- Source – Chatham Park Depot Buildings 22 Chatham Road, Hastings. (Attachment 3)**
- E) Twyford and Raupare Memorial Recreation Centre Trust – 160 Thompson Road, Twyford. (Attachment 4.)**

3.0 BACKGROUND – *TE HOROPAKI*

- 3.1 Council has numerous ground leases that permit organisations to occupy public land for a range of activities. While many leases are generally approved by the chief executive under delegated authority, a number of situations arise whereby lease applications require full Council approval.
- 3.2 As the three lease applications discussed in this report are all located on Council owned fee simple land, their approval can only be made by Council.
- 3.3 This report requests Council consider granting ground leases for the following applications from community groups;
 - **Deco Bay Brass Band Incorporated** – 109 Orchard Rd, Hastings
 - **Re- Source** – Chatham Park Depot Buildings 22 Chatham Road, Hastings
 - **Twyford and Raupare Memorial Recreation Centre Trust** – 160 Thompson Road, Twyford
- 3.4 Attachment 1 contains a map showing the applicants' respective locations.

4.0 DISCUSSION - *TE MATAPAKITANGA*

- 4.1 The details of the three requests for new ground leases are discussed as follows;
- 4.2 **Deco Bay Brass Band Incorporated**
 - This applicant is a community led recreational group that performs and competes locally as a brass band.
 - The site, located at 109 Orchard Road, covers an area of 1242 m2. The building and activities were granted planning approval in February 1977 for the then Hastings Citizen Band Incorporated.
 - The clubroom building was relocated onto the site in 1977, and have been owned and occupied since then by the band.
 - In 2019 the Hastings Citizens Band joined with similar Napier counterparts to create a new entity, the Deco Bay Brass Band Incorporated
 - This reformed group now seek to renew the expired lease of the land at 109 Orchard Road, under the new entity name.
 - There have been no nuisance issues reported in the past in relation to club activities on site. The new club will carry on brass band activities the same as the prior entity.
 - The building is owned by the club, as is its care and maintenance. The site is Council owned and responsibility for the grounds generally sits with Deco Bay Brass Band.
 - A standard HDC ground lease will give the give the club and its members the surety to continue its operation, while making a contribution towards Council reticulated services. See attachment 2.
 - As the site is not held under the provisions of the Reserves Act 1977, consent to a ground lease can only be approved by Council.

- 109 Orchard Road is zoned Open Space Zone in The Hastings District Plan. The property has a current land valuation of \$121,000.

4.3 Re-source Organisation :

- The applicant, Nadine Gaunt, leads a community led service group that collects and distributes clothes, toys, linen, bedding, sports goods and kitchen wares for redistribution to needy families.
- Re-source has requested help in accessing a storage facility to run their storage and workshop facilities for the upcycling and repurposing of used-goods for the local community.
- This volunteer group works with social and community support workers to help upcycle goods to get a second life and help those of our community most in need
- A portion of the parks depot at Chatham Park, 22 Chatham Road, Hastings is currently available for the group's use.
- From a planning perspective, the proposed use is considered consistent with the previous use as a parks depot.
- The site is zoned Open Space (parks.) The wider Chatham Park covers an area of 8.6hectares and has a land value of \$570,000.
- Re-source has applied for charities status.
- Both buildings and grounds are owned by the Council.
- As the site is not held under the provisions of the Reserves Act 1977, consent of full Council is required.
- The parks depot still has the potential to be required in the future for Council parks operations. As such, the terms of the lease need to reflect the possibility Council may need to use the depot for its own activities. Therefore, the draft lease suggests a shorter term of occupancy and gives Council the flexibility to terminate the lease, with six months' notice.
- The term of lease suggested is three years with a condition giving six months' notice should Council need the premises. Attachment 3 contains a draft lease.
- It is anticipated that should the lease be terminated, Council would likely assist Re-source in finding a new premises. However in the short term, by granting the lease, the organisation will have the surety to continue its operation for the benefit of those most in need in the local community.

4.4 Twyford and Raupare Memorial Recreation Centre Trust (the Trust)

- The site, located at 160 Thompson Road, Twyford is a community owned and managed facility that has been used as a community centre for many years.

- In 2003, Council facilitated the relocation of the hall from its earlier location on Twyford Road to the new current site. This involved some mutually beneficial land sales and purchases.
- There appears to be no evidence of any pre-existing lease being formalised with Council for the facility, though Council has clearly agreed to the planning approvals and made rural hall grants available and assisted in some maintenance grants for the hall to its present location.
- In order to facilitate wider community fundraising, the Trust requires formal documentation of rights to occupy the property.
- The building is owned by and maintained by the trust on behalf of the local community and is eligible for rural community hall grants to assist in maintenance work.
- A standard HDC ground lease will give the club and its members the surety to continue its operation and to apply for external funding. As the site is not serviced, and the Trust is responsible for all care and maintenance, the recommended rental is set at only \$1.00 pa. This is consistent with other rural halls that are on Council owned land with buildings not owned by Council.
- As the site is not held under the provisions of the Reserves Act 1977, consent for a ground lease needs to be approved by full Council. A draft lease is attached as attachment 4.

5.0 OPTIONS - NGĀ KŌWHIRINGA

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga – That Council approve ground leases for the three applicant groups

- 5.1 By adopting Option 1, Council will be essentially approving ground leases to three community groups to enable them to carry out their respective activities in appropriate locations.

The Deco Bay Brass Band Incorporated ground lease request essentially seeks the renewal of the previous Hastings Brass Band lease for this property at 109 Orchard Road. The Napier and Hastings bands have amalgamated and now seek to have the lease renewed under the club's new name.

The activity carried out on site are the same and there are no recorded issues with the club or its activities. On this basis officers see no reason to not renew the lease.

Advantages

- The existing use of the hall can continue to provide a base for regional brass band activities to the benefit of the whole region.

- The new club can continue on site in knowledge that they have secure tenancy
- The lease has suitable clauses and conditions to protect the rights of Council, the community and the club should any issues arise.
- Council will be seen as continuing to enable a long established community group to attain its goal of providing a home for the brass band community in Hastings.

Disadvantages

- Council would be committing to the use of the site to one particular group and not giving full consideration to other potential uses.

The Re-source application is to allow the use of a portion of the currently unused Chatham Park depot as storage and workshop facilities for the upcycling and repurposing of used-goods for the local community.

The activity considered consistent with the previous park depot activities and is well located to assist communities in most need of their services.

As the future use of the site as a parks depot is still unknown, it is considered prudent to include conditions in the lease to allow Council the flexibility to terminate the lease with reasonable notice, should the site be again required for parks maintenance activities. It is anticipated that should such a situation occur, Council would assist Re-source in finding alternative accommodation.

Advantages

- The existing unused depot can be put to use by an appropriate activity.
- A service that benefits members of the community in need can be easily established in the old parks depot building.
- The draft lease has suitable clauses and conditions to protect the rights of Council and the ratepayers should the site be again required for parks purposes.
- Council will be seen as enabling a community service group to operate from an unused facility for the benefit of those most in need in the wider community.

Disadvantages

- Council would be committing to the use of the site to one particular group and not giving full consideration to other potential uses.
- Should Council require the depot space for parks activities in the future, it will need to terminate the lease and will morally feel obliged to assist in finding Re-source and new home. This will require some resourcing.

The Twyford and Raupare Memorial Recreation Centre Trust request seeks a formal lease for their current existing community use of the property at 160 Thompson Road.

No record of the existing lease has been located. However, the community has used this facility for a significant period of time, and there have been no recorded issues with the club or its activities. On this basis officers recommend regularising the situation and issuing a new lease as requested.

Advantages

- The existing use of the hall can continue to provide a community hall for the local Twyford community.
- With a formal lease the club can continue on site in knowledge that they have secure tenancy and importantly can apply for external funding to help maintain the hall.
- The lease has suitable clauses and conditions to protect the rights of Council, the community and the club should any issues arise.
- Council will be seen as continuing to enable a long established community group in providing a well-used community facility in the Hastings rural area.

Disadvantages

- Council would likely be called upon from time to time to provide funds via the rural halls fund.
- Council would be committing to the use of the site to one particular group and not giving full consideration to other potential uses.

Option Two – Status Quo - *Te Kōwhiringa Tuarua – Te Āhuatanga o nāianeī* – Decline the lease requests.

- 5.2 Council could decline any or all of the three requests for ground leases. Council has many leases for clubs and organisations who have or use facilities on Council land. They are seen as necessary cogs in the fabric of our community and as such they collectively contribute to the wellbeing of the community.

Advantages

- By rejecting one or more of the lease applications, Council would have less facilities to be concerned with and staff could concentrate on other matters.
- There would be some costs and resource savings by not having to manage the leases.
- Council could theoretically consider divesting the sites and derive income. This process would be much easier without leases in place.

Disadvantages

- Council would receive negative publicity and reputational damage if it were to force two well established community groups out of their premises.
- The wider Hastings community would arguably be the poorer if the three organisations were forced out of operation.
- The three activities all provide worthy uses of existing buildings.
- Council could be forced to take ownership and maintenance of two community buildings.

6.0 NEXT STEPS - *TE ANGA WHAKAMUA*

- 6.1 Officers recommend that consent to all three lease applications be granted to enable the three worthy activities to continue.
- 6.2 The report seeks Council authorise the Chief Executive to negotiate terms and conditions of the leases with the applicants, on behalf of Council.

Attachments:

1 ➡	Attachment 1 Map of ground leases	20/223	Under Separate Cover
2 ➡	Attachment 2 Deco Bay Brass lease 2020	20/224	Under Separate Cover
3 ➡	Attachment 3 Chatham Park	20/225	Under Separate Cover
4 ➡	Attachment 4 Twyford and Raupare Hall lease 2019	20/226	Under Separate Cover

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This proposal promotes the provision of local services that help meet the needs of young and old, people in need, visitors and locals, businesses and households. well-being of communities in the present and for the future, by providing facilities for recreational and community service activities.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

All there requests are for activities that can be for the benefit of tangata whenua as members of the wider Hastings Community.

Sustainability - *Te Toitūtanga*

All applications have the benefit of providing a sustainable use of existing facilities. The Re-source activity seeks to not only utilise an existing and currently unused building, their activity also recycles and repurposes goods that will redirect them away from landfills and offer more sustainable use of of non-renewable resources over the long term.

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

It is proposed that all three activities can be carried out without the need for additional supportive Council funding. Council only retains responsibility for the maintenance of the Chatham Park depot as the care for other two buildings is the responsibility of the respective clubs that own the buildings.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of low significance. While the proposed leasing of the Chatham Park depot offers a new activity in the building, it is substantially

the same the other leases are for the renewal of existing leases which need The extent of work does not trigger any of Council's financial thresholds.
As the the

Consultation – internal and/or external - Whakawhiti Whakaaro-ā-roto, ā-waho

Risks: Legal/ Health and Safety - *Ngā Tūrarū: Ngā Ture / Hauora me te Haumarū*

The activities are not likely to create any risks apart those expected in the day to day running of the activities. All leases will require the leases to meet a range of legislative requirements aimed at keeping the community safe.

Rural Community Board - *Ngā Poari-ā-hapori*

The only lease to have an impact on the Rural Community Board is that for the Twyford Hall which is likely to apply for funding from time to time.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: COMMUNITY GRANTS ADVISOR
KEVIN CARTER**

**SUBJECT: THE MUNICIPAL BUILDING - RESOLUTION TO APPLY
FOR EXTERNAL FUNDING**

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to obtain a decision from Council to apply to Eastern and Central Community Trust for \$250,000.00 to support the financing of the Municipal Building.
- 1.2 This report contributes to the purpose of local government by primarily promoting Social and Cultural wellbeing and more specifically through the Council's strategic objective of Fostering the arts and cultural experiences.
- 1.3 Eastern and Central Community Trust require a formal resolution from Council to be attached to the Expression of Interest, as only one application from the council can be made each year per fund.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled The Municipal Building - Resolution to apply for external funding
- B) That the Council approve that an Expression of Interest be made to the Eastern and Central Community Trust's Community Assets & Facilities Fund for \$250,000 to support the Municipal Building project.
- C) That the Council approve, if the Expression of Interest is successful, a full funding application be made to the Eastern and Central Community Trust's Community Assets & Facilities Fund for \$250,000 to support the Municipal Building project.

3.0 BACKGROUND – TE HOROPAKI

- 3.1 The Municipal Building is key to unlocking the full potential of Toitōi – Hawkes Bay Arts and Events Centre. The community engagement exercise undertaken in 2019 regarding the future use of the Municipal Building noted the following:

“The redevelopment of that Municipal Building is an important part of the revitalisation of Hastings City Centre and council’s City Vibrancy Plan. The building’s development has the potential to bring economic and social benefits. It will be the centre for activities and events the whole community can enjoy, it will be a place we can all be part of with a shared sense of belonging. A vibrant hub in the city will also have a positive impact for the commercial sector.”

- 3.2 Hastings District Council has been successful in funding the majority of the Municipal Building and Toitōi precinct redevelopment in accordance with the Long Term Plan.
- 3.3 Council funding of \$23.8m, along with a further \$9.5m of funding from external funders, has enabled the required earthquake strengthening and upgrade work on the Opera House and Municipal Building and the construction of the new Functions on Hastings. Council has also taken the opportunity to complete further asset renewal while the buildings have been closed.
- 3.4 These works have been supported by key external funders: Lottery Grants Board - Significant Project Fund and the Environment and Heritage Fund along with the Ministry of Culture and Heritage.
- 3.5 There is currently a capital funding gap of \$2.5m for the full redevelopment option for the Municipal Building to be delivered. This currently identified funding gap is premised on high level costings of the agreed upon concept plans. Council’s Project Management team are currently working with the construction team and independent quantity surveying specialists to get a better understanding of total redevelopment costs and the funding required to deliver on those plans. Initial discussions suggest that the funding gap could be larger than previously indicated, therefore putting increased reliance on external funding opportunities like this application to the Eastern & Central Community Trust.
- 3.6 The Eastern and Central Community Trust’s Community Assets & Facilities Fund is for capital developments, and is designed to help communities create and maintain the community assets and facilities needed to meaningfully participate in community life.
- 3.7 Eastern and Central Community Trust prioritise projects that are designed to help the wider community.
- 3.8 The Community Assets & Facilities Fund provides grants in excess of \$30,000, with the maximum grant available being \$250,000 (GST excl.). A pool of approximately \$1.7 million is available each financial year.
- 3.9 The size of the grant given will depend on the project’s size, and its alignment with ECCT’s facility investment principles. It is a contestable fund, so projects with greater alignment with the principles may receive higher levels of funding.

- 3.10 The Mayor and key Council staff met with members of the Eastern and Central Community Trust on site in late 2019 to discuss the vision for Toitōi and the part the Municipal Building would play in unlocking the full potential of Toitōi - Hawkes Bay Arts and Events Centre for the wider community.
- 3.11 The application process has two parts
1. **Step 1 – Expression of Interest (EOI)**
 2. **Step 2 – Capital Works Application**

4.0 DISCUSSION - *TE MATAPAKITANGA*

- 4.1 Council's vision for the future use of the Municipal Building is a multiuse facility. A combination of commercial, community and educational use. This Multi-use option fits with Council's Long Term Plan and can be achieved through a mixed model of commercial tenancy, public use and spaces let permanently to education providers for purposes aligned with wider precinct activities.
- 4.2 The Community Assets & Facilities Fund can be used for :
- Planning and design costs
 - Capital costs
 - Large scale renewals or repairs and maintenance activities
 - Equipment and fit-out
- 4.3 The Community Assets & Facilities Fund cannot be used for :
- Facilities that will be mainly used to provide national-level or elite activities, evangelising or church services, or political lobbying
 - Earthquake strengthening
 - Retrospective projects. This includes:
 - construction activities that have already started or are complete
 - repayment of debts or loans incurred in constructing the facility
 - - payment for services that happened before the application was made to ECCT
 - Facilities that do not belong to the organisation, or where long-term access is not guaranteed. Groups with facilities sited on leased land should discuss this with ECCT first before applying
 - Facilities owned by unincorporated groups
 - Buildings that will be on-gifted to other parties
 - Capital activities that should be funded by central or local government
 - Operating or usage costs, including activities that will happen in the venue once it is complete e.g. programme costs, events, etc.

- 4.4 Given the above funding parameters, if successful, the funding from Eastern and Central Community Trust will be tagged towards the capital costs, equipment and fit-out of spaces that will be accessed by the wider community. It cannot be used for Earthquake strengthening or costs related to commercial use

OPTIONS - NGĀ KŌWHIRINGA
Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga That the council recommends proceeding with the Eastern and Central Community Trust grant application:

- 5.2 **Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuatanga o nāianeī**

That the council does not recommend proceeding with the Eastern and Central Community Trust grant application

6.0 NEXT STEPS - TE ANGA WHAKAMUA

- 6.1 The application process has two parts
1. **Step 1 – Expression of Interest (EOI)**
 2. **Step 2 – Capital Works Application**
- 6.2 If the council recommends applying to the Eastern and Central Community Trust's Community Assets & Facilities Fund for \$250,000.00 to support the Municipal Building project an **Expression of Interest will be submitted.**
- 6.3 If the **Expression of Interest is successful** a full application will be made to the Eastern and Central Community Trust's Community Assets & Facilities Fund for \$250,000 to support the Municipal Building project in September 2020

Attachments:

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This proposal promotes the Cultural well-being of communities in the present and for the future.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangata Whenua.

Sustainability - *Te Toitūtanga*

There are no implications for sustainability:

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

There is currently a capital funding gap of \$2m for the full redevelopment option for the Municipal Building to be delivered. Council is confident this can be closed through alternative funding sources and community fundraising initiatives. There is also the option of scaling back the delivery of the full architectural concepts as required. Council will not be asking community for additional funding through rates.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho*

There has been some initial discussions with the Eastern and Central Community Trust to discuss the eligibility of their proposed application :

Risks: Legal/ Health and Safety - *Ngā Tūraru: Ngā Ture / Hauora me te*

Haumaru

There are no risks to this report:

Rural Community Board - *Ngā Poari-ā-hapori*

There are no implications to the Rural Community Board :

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: TRANSPORTATION DEVELOPMENT ENGINEER
SARATH KURUWITA
PROJECT MANAGER - STRATEGIC
SAM FAULKNER**

**SUBJECT: WAINGAKAU VILLAGE DEVELOPMENT FLAXMERE -
ROAD STOPPING FOR FROBISHER STREET AND
MAWSON AVENUE**

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

1.1 This report concludes the submission process concerning a road stopping programme within the West Flaxmere Waingakau Village Development owned by Te Taiwhenua o Heretaunga. This report follows on from a Council resolution on 26th September 2019 where Council approved the initiating of the road stopping process. The roads discussed in this report are:

- The partial paper road stopping of Mawson Avenue
- The partial paper road stopping of Frobisher Street

1.2 This report also acknowledges that the formal road stopping of Mitchell Place will be initiated in accordance with the September 2019 resolution.



Figure 1. The roads being stopped

1.3 This decision contributes to the purpose of local government by promoting primarily social well-being, and more specifically, through the Council's strategic objective stated in Council's Community Outcomes:

- Safe, multi-functional urban centres
- Accessible range of safe transport options
- Safe walking and cycling facilities
- Diversity in housing choice
- Residential development opportunities

1.4 The main points of the report concern:

- The 40 day submission period on the road stopping of Mawson Avenue and Frobisher Street and the publicly advertised process followed under Schedule 10 of the Local Government Act 1974.
- There were no submissions or objections received during the submission period.
- Te Taiwhenua o Heretaunga justification for stopping the roads. Specifically, that a proposed 15 meter road width, over the current 18m width, is allowed for in the Hastings District Council Engineering Code of Practice.
- A recommendation for a decision to formally stop the road.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled Waingakau Village Development Flaxmere - Road Stopping for Frobisher Street and Mawson Avenue.
- B) That the Council approve the formal partial stopping of Frobisher Street and Mawson Avenue.
- C) That the Chief Executive be given delegated authority to dispose of the surplus land made available as a result of the partial stopping of Frobisher Street and Mawson Avenue, in accordance with section 345 of the Local Government Act 1974.
- D) That it be noted that the process for initiating the formal stopping of Mitchell Place will commence in accordance with section 345 of the Local Government Act 1974, as requested by Te Taiwhenua o Heretaunga.

3.0 BACKGROUND – TE HOROPAKI

- 3.1 Council has worked with community groups over several years to prepare a 10-year plan for the future of the community. The Flaxmere West Community Plan outlines a framework of actions to achieve the community vision stating: “Flaxmere will be a beautiful, vibrant place of opportunity with people working together”.
- 3.2 In 2018 Hastings District Council sold a 46,820m² piece of land in West Flaxmere to Te Taiwhenua o Heretaunga. This land, now called Waingakau Village, will be a mix of co-housing and conventional housing from 1 to 4 bedrooms. The development offers multiple pathways into home ownership and quality homes.
- 3.3 A paper road (an unformed road) has the same legal status as the formed roads that make up the public road network. Unformed legal roads are recorded on survey plans and are not always readily identifiable on the ground. Most paper roads have never been developed due to limited access requirements, impractical topography, lack of funding priority, or unsuitable environmental conditions.
- 3.4 On 26 September 2019 the Council resolved:
- That the Council approve initiating the formal road stopping process of the following roads within the West Flaxmere Waingakau Village Development owned by Te Taiwhenua o Heretaunga:*
- *The partial paper road stopping of Mawson Avenue*
 - *The partial paper road stopping of Frobisher Road*
 - *The full road stopping of Mitchell Place.*
- That Council direct the Chief Executive to ensure that staff continue due diligence in partnership with the West Flaxmere Waingakau Village Development owned by Te Taiwhenua o Heretaunga to ensure ongoing opportunities for good urban design outcomes are enacted*
- 3.5 As required under the Local Government Act 1974, two advertisements were placed in the local gazette on 21st December 2019 and the 28th December 2019. Additionally two physical signs were installed at both ends of the development site (see attachment). The required period to allow the public to make submissions is 40 days.
- 3.6 During this period of 40 days there was only one query from New Zealand Walking Access Commission requesting a map of the intended road stopping area.
- 3.7 There were no submissions during the required period of public consultation.
- ### 4.0 DISCUSSION - TE MATAPAKITANGA
- 4.1 As detailed in the Council report dated 26th September 2019, Te Taiwhenua o Heretaunga seek to provide place based planning principles including additional housing in Flaxmere. The Council promotes the same through its Engineering Code of Practice - Best Practice Design Guide.

- 4.2 The area of land being stopped is 2,888 square metres. Using the adjoining capital value of residential sections in Flaxmere and using a pro-rata rate, the estimated value of land is around ~\$50,000.
- 4.3 Te Taiwhenua o Heretaunga now wish to proceed with the formal stopping of Mitchell Place within Waingakau Village.

5.0 OPTIONS - *NGĀ KŌWHIRINGA*

Option One - Recommended Option – Approve road stopping of Mawson Avenue and Frobisher Avenue - *Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga*

- 5.1 The recommended option is for approval to formally stop Mawson Avenue and Frobisher Streets.
- 5.2 Advantages of achieving narrower roads through finalising the road stopping process are:
- Achieving slower speeds.
 - A more pedestrian friendly environment.
 - Ability to create and maintain a safer environment.
 - The design meeting Engineering Code of Practice (ECOP) requirements.
- 5.3 The disadvantages of achieving narrower roads with initiation of a road stopping process are:
- Possible delay to the subdivision process through redesign requirements.
 - A road at 15m could potentially (however unlikely) limit any future Mawson Avenue road reserve design and layout options.

Option Two – Status Quo - *Te Kōwhiringa Tuarua – Te Āhuatanga o nāiane*

- 5.4 Not approving a formal road stopping will necessitate the retention of the current layout for Mawson Avenue and Frobisher Road. This would require Te Taiwhenua o Heretaunga to amend their development layout. This would delay the subdivision process through redesign requirements.
- 5.5 Te Taiwhenua o Heretaunga will lose 7 homes if the road stopping along Mawson Avenue does not occur.
- 5.6 Achieving residential density required under the District Plan may also be difficult. Density dispensation may be required for the subdivision.

6.0 NEXT STEPS - *TE ANGA WHAKAMUA*

- 6.1 The next steps for road stopping are:
1. Present report to Council.
 2. Council to declare the parts of Mawson Avenue and Frobisher Street road stopped.
 3. Council to dispose of the land to the applicant.

Attachments:

- 1 [!\[\]\(c8dce68b26731c7aa5915072fc9d68dd_img.jpg\)](#) Waingakau Village - Road Stopping Public Notice PRJ18-13-0025
On Site

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This proposal promotes the provision of local infrastructure for well-being of communities in the present and for the future. This community outcome will be met through:

- Safe, multi-functional urban centres
- Accessible range of safe transport options
- Safe walking and cycling facilities
- Diversity in housing choice
- Residential development opportunities

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There has been comprehensive communication and collaboration between Council officers and the development team of Te Taiwhenua o Heretaunga. The proposed road stoppings, which form part of the Waingakau Village development, aims to deliver place making principles listed below:

- Grow the center of Waingakau as the walkable 'heart' or 'ngakau' of the community bringing greater community buzz and activity to the center.
- Work with locals to encourage community creativity, lively places and spaces that reflect whakapapa, environment and culture.
- Use streets and public spaces as the focus of community life. Design places for people rather than cars. Reimagine streets as places, converting transit routes to community routes.

Sustainability - *Te Toitūtanga*

The road stopping within Waingakau Village aims to address social and environmental well-being through:

- Encouraging opportunities for physical exercise and different transport options

by providing bike and walking tracks. Increasing safety and access for all users by lowering car speed limits.

- Reducing greenhouse emissions by promoting cycling and less roading with heat reflecting surfaces, promote greening of environment and natural water retention methods to reduce climate change impact:

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

There are no financial implications for HDC. Under the Local Government Act 1974 the applicant (Te Taiwhenua o Heretaunga) will cover all costs incurred with the road stopping process including the costs in the Environment Court and purchase of the land. This costs by the applicant includes those incurred on a proposal which may be unsuccessful or abandoned.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of minor significance.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho*

Te Taiwhenua o Heretaunga is proposing road stopping within their Waingakau Village development area.

There has been robust communication with Te Taiwhenua o Heretaunga concerning development options.

The landowner has been informed of their liability for all the costs associated with the road stopping process. The landowner has also been informed of the need to receive the written consent of neighbours and any other landowners likely to be affected by the proposal.

The required public consultation for road stopping will be undertaken under Schedule 10 of the Local Government Act 1974.

Risks: Legal/ Health and Safety - *Ngā Tūrarū: Ngā Ture / Hauora me te Haumarū*

No risks are identified.

Rural Community Board - *Ngā Poari-ā-hapori*

There are no implications for Community Boards.



Item 15

Attachment 1

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: PARKING TRANSPORTATION OFFICER
MEL ENGLAND**

SUBJECT: PARKING CONTROLS - AMENDMENTS TO BY-LAW

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to obtain a decision from council on changes to parking controls on Cooper Street, Cornwall Road, Fitzroy Avenue, Miller Street, Heretaunga Street East, Maraekakaho Road, Nelson Street North, Railway Road, Roberts Street, Tomoana Road and Willowpark Road North.
- 1.2 This report contributes to the purpose of local government by primarily promoting economic wellbeing and more specifically through Council's strategic objectives of:
- Reducing public nuisance and threats to public health and safety
 - Moving people and goods around safely and efficiently
- 1.3 This proposal arises from a number of requests for new parking controls in and around Hastings and Havelock North, and concludes by recommending a number of changes in parking controls, mobility parks and time limits.
- 1.4 Amendments to By-Laws require a resolution of full Council.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That Council receives the report titled Parking Controls - Amendments to By-Law**
- B) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing spaces on Cooper Street outside of Peak Mowers being approximately 19 metres be amended to have a P60 time limit.**
- C) That Council resolve pursuant to Clause 5.3.1(a)(iv) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016 that the space on the southern side of Cornwall Road commencing 134 metres west of the intersecting line with Nelson Street North and heading 6.2 metres in a westerly direction be amended to become a mobility park..**
- D) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing P5 spaces commencing 13 metres east of Nelson Street North and heading 22 meters east be amended to alter the pickup and drop off time to 12.45pm to 1.30pm.**
- E) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing spaces on the western side of Miller Street commencing approximately 38 metres north of the intersecting line with St Aubyn Street East and heading 15 metres north be amended to have a P30 time limit.**
- F) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing P15 located 25 metres east of the intersecting line with Hastings Street South and extending 37 metres east be revoked.**
- G) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing spaces located 25 metres east of the intersecting line with Hastings Street South and extending 20 metres east be amended to a have a P60 time limit.**
- H) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing spaces located 50 metres east of the intersecting line with Hastings Street South and extending 13 metres east be amended to a have a P15 time limit.**
- I) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council**

Consolidated Bylaw 2016, that the existing P30 located 16 metres north of the intersecting line with Plunket Street and extending 28 metres east be revoked.

- J) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that a P30 time limit be established 79 metres north of intersecting line with Plunket Street and heading 92 metres north be established to have a P30 time limit.
- K) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing P5 spaces commencing 32 metres south of Whitehead Road and heading 27 meters south be amended to alter the pickup and drop off times to 12.45pm to 1.30pm.
- L) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing P15 located 44 metres north of the intersecting line with Lyndon Road West and extending 12 metres North be revoked.
- M) That Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, that the existing spaces located 44 metres north of the intersecting line with Lyndon Road West and extending 12 metres North be amended to have P60 time limit.
- N) That Council resolve pursuant to Clause 5.3.1(a)(iv) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016 that the space on the western side of Roberts Street commencing 1 metre west of the intersecting line with Kitchener Street and heading 6.2 metres in a southerly direction be amended to become a mobility park.
- O) That Council resolve pursuant to Clause 5.3.1(a)(iv) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016 that the space on the eastern side of Tomoana Road commencing 94 metres north of the intersecting line with York Street and heading 3.2 metres in a northerly direction be amended to become a mobility park.
- P) That the Council resolve pursuant to Clause 5.3.1(a)(iv) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016 that the space on the southern side of Willowpark Road North commencing 50 metres south of the intersecting line with Fenwick Street and extending 8 metres in a southerly direction be amended to become two mobility parks.

3.0 BACKGROUND – *TE HOROPAKI*

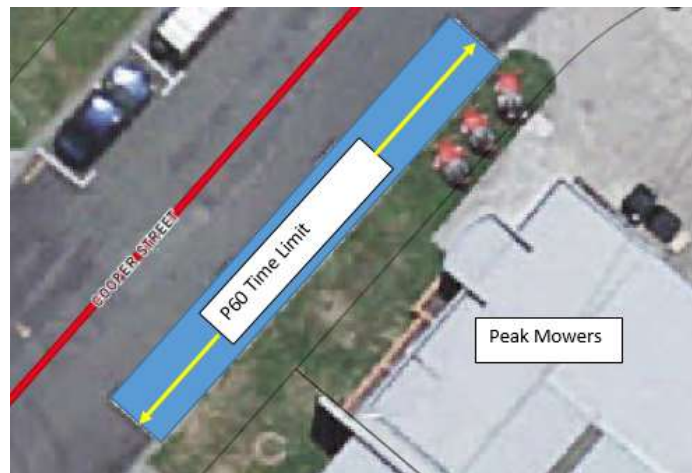
- 3.1 From time to time it is necessary to introduce parking controls and or amend those that are already in place.
- 3.2 In order that the changes are legally established and enforceable, a formal resolution by Council is required.
- 3.3 The following information provides the background and current situation relevant to the change being proposed.

4.0 DISCUSSION - *TE MATAPAKITANGA*

4.1 Cooper Street – P60 time Limit

Peak Mowers approached Hastings District Council to install P60 time limited parking outside of their business. Currently there are no restrictions.

Vehicles are parking outside the business for long periods preventing clients from visiting.

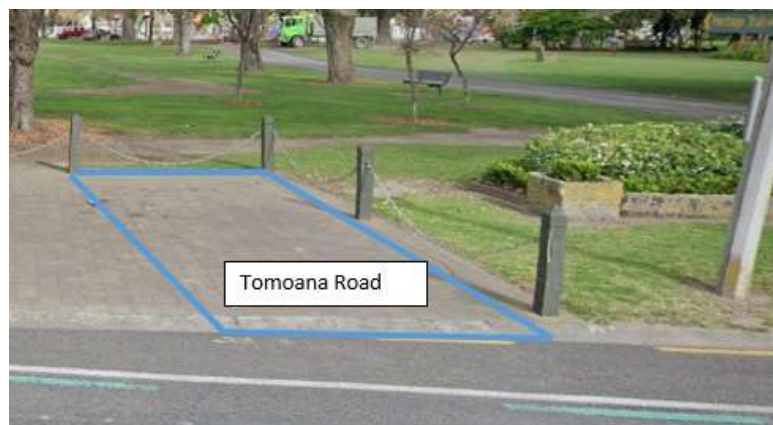
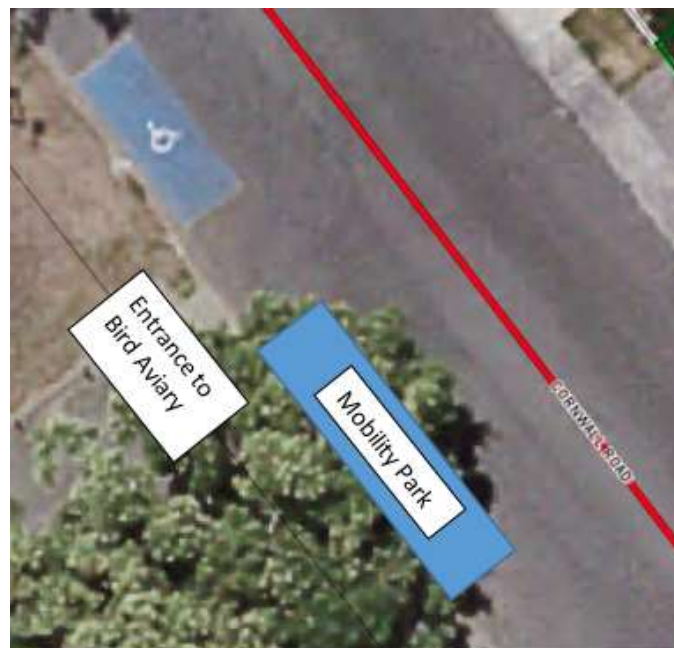
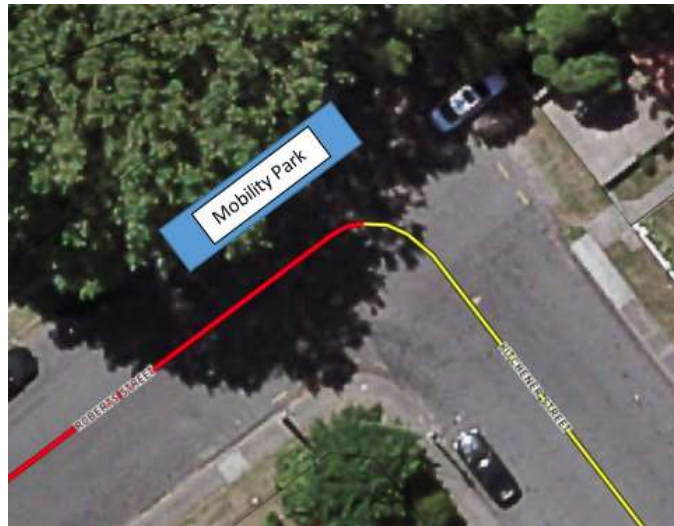


4.2 Cornwall Park – Mobility Parks

With the increase usage of Cornwall Park and the development of the new playground there are not enough mobility parking spaces around the park area.

The Council has been approached to establish more mobility parking spaces to allow mobility card holders easier access to the park and facilities.

Three areas around the park have been identified, Cornwall Road, Roberts Street and Tomoana Road.



4.3 Rudolph Steiner Kindergartens – Time Change

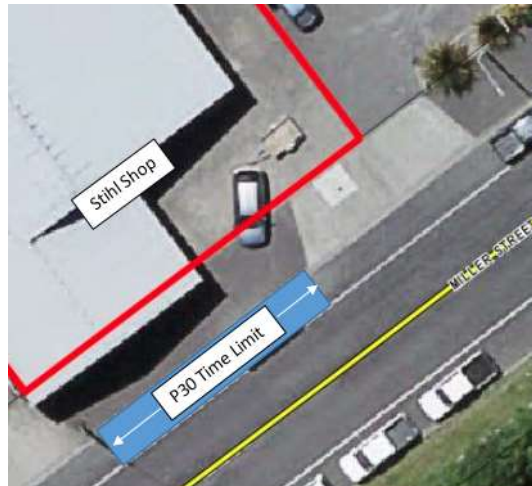
The kindergartens run by Rudolph Steiner which are located in Fitzroy Avenue and Nelson Street North have requested time changes to the exiting P5 pick up and drop off times.

The existing times are 8.30am – 9.15am, 12.30pm – 12.45pm, 2.30pm – 3pm. They wish to change the lunch time to 12.45pm – 1.30pm.

4.4 Miller Street – P30 time Limit

The Stihl Shop have approached Hastings District Council to install P30 time limited parking outside of their business.

This will allow for regular turnover of traffic during the day, not just for Stihl Shop but also for the other businesses in the area.



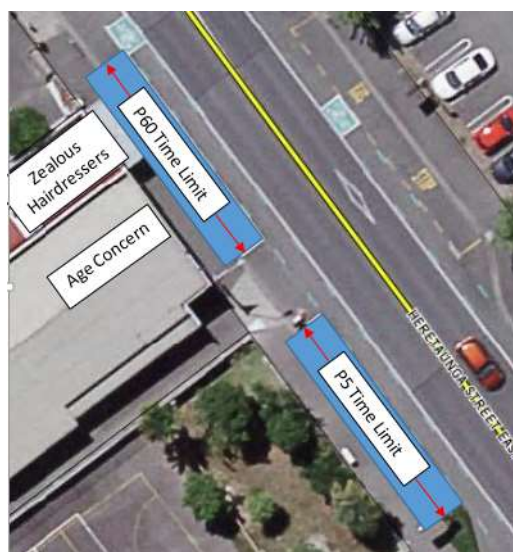
4.5 Heretaunga Street East – Time Limit Changes

Age Concern and Zealous Hairdressers have approached Hastings District Council to change the exiting P15 Time limit to P60 and P5.

At present the area is P15 and is causing issues for both parties, older people are having difficulty finding parking spaces and the clients of the hairdressers don't have enough time.

The P60 will be located outside Zealous Hairdressers and the P5 outside of Age Concern.

This will allow for Zealous Hairdressing clients to stay longer, and allow the Age Concern clients to be dropped off safely.

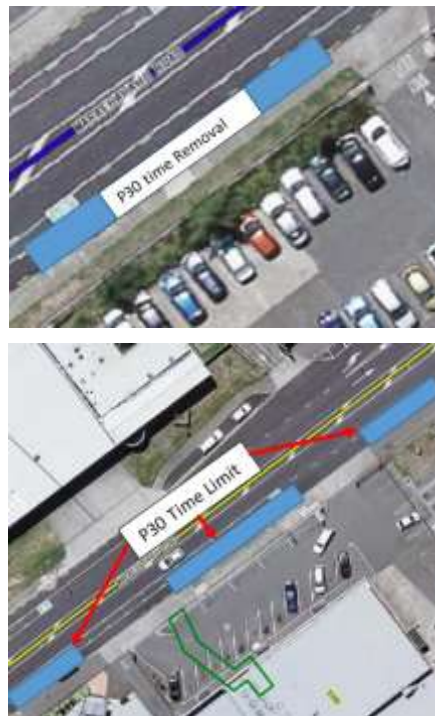


4.6 Maraekakaho Road – P30 Time Limit Removal and move

Three businesses have approached Hastings District Council to remove a portion of the P30 parking along Maraekakaho Road, historically these parking spaces catered for businesses which are no longer operating in the area.

The businesses are located on the corner of Plunket Street and Maraekakaho Road.

The existing P30 time limit be moved 79 meters up Maraekakaho Road to cater for the proposed change.



4.7 Railway Road – P15 Time Limit Removal and Change

Outside of the old police station are 2 P15 time limited car parks, these are no longer required since the new justice precinct has opened.

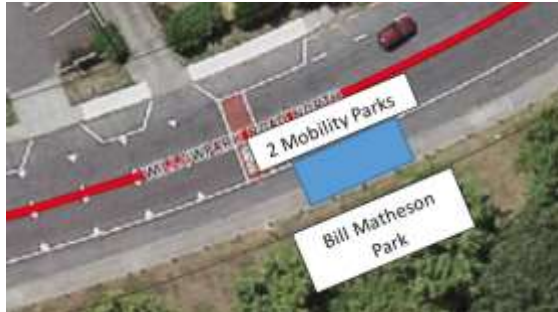
Changing these to P60 time limits will allow for visitors to the area to stay longer.



4.8 Willowpark Road North – Two Mobility Parks

With the new development outside of Bill Matheson Park two mobility parking spaces have been established.

These need to be resolved by council to make them compliant with the by-laws.



5.0 OPTIONS - NGĀ KŌWHIRINGA

Option One - Recommended Option - *Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga*

- 5.1 To change the Parking By-laws to allow the parking arrangements as outlined at the sites in paragraph 4 above.

Option Two – Status Quo - *Te Kōwhiringa Tuarua – Te Ahuatanga o naiannei*

- 5.2 To continue current arrangements.

6.0 NEXT STEPS - *TE ANGA WHAKAMUA*

If the changes are approved the bylaws will be amended to enable the changes to be made to the parking limits as set out above:

Attachments:

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

- Reducing public nuisance and threats to public health and safety
- Moving people and goods around safely and efficiently

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

N/A

Sustainability - *Te Toitūtanga*

N/A

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

N/A

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision does not trigger the threshold of the Significance and Engagement Policy.

Consultation – internal and/or external - Whakawhiti Whakaaro-ā-roto, ā-waho

Cooper Street – Time Limited Parking

Limited Consultation was carried out as these changes will only affect the business owner who requested the change.

Mobility Parking Additions

Residents and councillor requests triggered the investigation for the addition of extra mobility parking around Cornwall Park.

The 2 mobility parks on Willowpark Road North were established due to the road being redeveloped.

Miller Street – Time Limited Parking

Limited Consultation was carried out as this change will only affect the business owner who requested the change.

Heretaunga Street East – Time Limited Parking

Consultation was carried out with Zealous Hair Dressers and Age Concern. Both parties have agreed on the proposed changes.

Maraekakaho Road – Time Limit Removal and Changes

Limited Consultation was carried out as this change was requested by the business owners where the P30 is located.

Railway Road – Time Limit Change

Limited Consultation was carried out as the old police station is no longer open to the public.

Risks: Legal/ Health and Safety - *Ngā Tūrarū: Ngā Ture / Hauora me te Haumarū*

N/A

Rural Community Board - *Ngā Poari-ā-hapori*

N/A

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

FROM: MANAGER: DEMOCRACY AND GOVERNANCE
JACKIE EVANS

SUBJECT: 2020 LOCAL GOVERNMENT NEW ZEALAND ANNUAL
GENERAL MEETING, CONFERENCE AND REMIT
PROCESS

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to: nominate Councillors for attendance at the 2020 Local Government New Zealand (LGNZ) Conference and Annual General Meeting (AGM) to be held in Blenheim from 16 – 18 July 2020, and to advise on the process for submitting proposed remits for consideration at the LGNZ AGM
- 1.2 This report concludes by recommending that the Council nominate 3 councillors to attend the conference and consider it would wishes to prepare a remit to submit to the AGM

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled 2020 Local Government New Zealand Annual General Meeting, Conference and Remit Process
- B) That the following Councillors accompany the Mayor (Presiding Delegate) and attend the LGNZ AGM conference to be held in Blenheim on 16- 18 July
- Councillor _____ (Alternate)
- Councillor _____
- Councillor _____
- Chief Executive (Second Alternate)
- C) That the following remits be prepared for submission to the LGNZ AGM:

3.0 BACKGROUND – *TE HOROPAKI*

- 3.1 The conference and AGM will be held in Waiharakeke, Blenheim from Thursday 16 July (AGM and conference opening) until Saturday 18 July 2020.
- 3.2 The theme for LGNZ Conference 2020 is **Natural Capital: Leveraging what makes your place great**. New Zealand's rural areas, towns and cities are remarkable for their differences from each other – and that's something that should be celebrated. What is it that makes your place great, and how can councils play a part in turning that to an advantage?

4.0 DISCUSSION - *TE MATAPAKITANGA*

- 4.1 The Council has no hard and fast rule as to how many councillors will accompany the Mayor and Chief Executive to the LGNZ Conference. As will be seen from the list below, over the last few years the Council has generally sent three or four councillors to the Conference.
- 4.2 In addition to the Mayor, Council approval for attendance at previous conferences has been as follows:
- 2015 - Rotorua – Councillors Heaps, Pierce and Hazlehurst
 - 2016 - Dunedin - Councillors Hazlehurst, Heaps, Kerr and Nixon
 - 2017 - Auckland – Councillors Barber, Dixon, Harvey and Heaps
 - 2018 - Christchurch – Councillors Kerr, Schollum and Travers
 - 2019 - Wellington – Councillors Barber, Harvey and Lawson
- 4.3 Although the Council has been entitled to have up to four delegates attending the AGM it is the presiding delegate, or in their absence an alternate, who is responsible for voting on behalf of the Council.

Remits

- 4.4 As part of the conference, all Councils have been invited to submit proposed remits for the LGNZ AGM to be held on Saturday 18 July 2020. The deadline for submission has been announced as Monday 11 May 2020. Notice has been provided to allow members of zones and sectors to gain the required support necessary for their remit. The LGNZ zone meeting for this Council's region is being held in Hastings on 2 and 3 April 2020.
- 4.5 Proposed remits should only relate to the internal governance and constitution of Local Government New Zealand, and relate to "issues of the moment". Remits must have formal support from at least one sector group meeting, or any 5 councils, prior to being submitted.
- 4.6 Councillors requested feedback on the 30 remits which were accepted by LGNZ conference in 2019 and previously. LGNZ has advised that the speed of progress depends mostly on competing demands and opportunities, and undertook to provide an updated remit register in the near future. Notably, after six months of lobbying, the Minister for Justice, Andrew Little has decided to review the Sale and Supply of Alcohol Act. This was the subject of

a remit submitted by this Council last year. However there has been no progress from the Associate Minister for Housing to allow councils to apply for income related rents (submitted by Napier). Councillors also asked for an update on remits relating to water quality and stormwater. There have been no remits submitted on water quality or stormwater. The only remit on water related to nitrates, which was submitted last year.

- 4.7 The remit process is set out in the attached memo from LGNZ. Research and preparation of remits takes a significant amount of officer time, as does lobbying other Councils for support. Almost all remits submitted last year were accepted by the conference. Given either the lack or slow progress to gain traction from central government once the remits have been passed, consideration should be given to whether time devoted to the preparation of remits is efficient or effective. To minimise disruption to current workloads any remit submitted should be a matter of substantial policy interest where background research and information is already available and there is a clear direction on the suggested action that could be taken by LGNZ.

5.0 OPTIONS - NGĀ KŌWHIRINGA

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 5.1 To consider whether to submit one or more remits to the LGNZ conference.
- 5.2 To nominate 3 Councillors to attend the LGNZ AGM and conference on to be held on 16- 18 July 2020.

Attachments:

- 1 [↓](#) Memo from LGNZ - Remit Process - Conference CG-16-2-00074
July 2020

MEMORANDUM



Date: 24 February 2020
 To: Mayors, Chairs and Chief Executives, Zone Secretaries and Sector Chairs
 From: Malcolm Alexander, Chief Executive, Local Government New Zealand
 Subject: 2020 Annual General Meeting Remit Process

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Saturday 18 July 2020** in Blenheim, to do so no later than **5:00pm, Monday 11 May 2020**. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see point three below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The National Council's Remits Screening Policy is as follows:

1. Remits must be relevant to local government as a whole, rather than exclusively relevant to a single zone or sector group, or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to them being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
 - Nature of the issue;
 - Background to it being raised;
 - Issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;

Level 4
 171 Taita Road
 Wellington 6011

PO Box 1014
 Wellington 6140
 New Zealand

P 04 4924 000 www.lgnz.govt.nz

- Level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
- Resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
- Suggested actions that could be taken by Local Government New Zealand, should the remit be adopted.

Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2020 AGM:

- All proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than 5:00pm, Monday 11 May 2020, to allow time for the remits committee to properly assess remits;
- A remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- Prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit, assessing each remit against the criteria outlined in the above policy;
- Proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- Proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- All accepted remits will be posted to the Local Government New Zealand website, and members will be informed, at least one month prior to the AGM in order to allow members sufficient time to discuss the remits prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after 5:00pm, Monday 11 May 2020.

General

Remits for AGM consideration will also be included formally in the AGM Business Papers that will be distributed to delegates no later than two weeks before the AGM, as required by the Rules (although as noted above, the proposed remits will be available for member consideration before the AGM papers are issued to the membership).

Should you require further clarification of the requirements regarding the remit process, please contact Leanne Brockelbank on 04 924 1212 or leanne.brockelbank@lgnz.co.nz.

Annual General Meeting 2020**Remit application**

Council Proposing Remit:	
Contact Name:	
Phone:	
Email:	
Fax:	
Remit passed by: (Zone/sector meeting and/or list five councils as per policy)	
Remit:	

Background information and research:

Please attach separately and include:

- Nature of the issue;
- Background to its being raised;
- New or confirming existing policy;
- How the issue relates to objectives in the current Work Programme;
- What work or action on the issue has been done, and the outcome;
- Any existing relevant legislation, policy or practice;
- Outcome of any prior discussion at a Zone or Sector meeting;
- Evidence of support from a Zone/sector meeting, or five councils; and
- Suggested course of action envisaged.

Please forward to:

Local Government New Zealand
 Leanne Brockelbank, Deputy Chief Executive Operations
 P O Box 1214
 Wellington 6140
leanne.brockelbank@lgnz.co.nz

No later than 5:00pm, Monday 11 May 2020.

Item 17

Attachment 1

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

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

SUBJECT: HEALTH AND SAFETY QUARTERLY REPORT

1.0 PURPOSE AND SUMMARY - *TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA*

- 1.1 The purpose of this report is to inform and update the Committee about Health and Safety at Hastings District Council.
- 1.2 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.

The attached report for the second quarter of the 2019/2020 financial year (Attachment 1) 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 period 1 October to 31 December 2019.

2.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA*

- A) That the Committee receives the report titled Health and Safety Quarterly Report.**
- B) That it be noted that the Health and Safety statistics will be reported to Operations and Monitoring Committee in future.**

Attachments:

- | | |
|--|--|
| <p>1 ➡ Human Resources (NO PERSONAL INFORMATION) - Health and Safety - Injury Reporting & Recording - Information - HDC Quarterly Health and Safety Report - Quarter 2-2019-2020</p> | <p>HR-03-8-2-20-161 Under Separate Cover</p> |
|--|--|

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

**FROM: GENERAL COUNSEL
SCOTT SMITH**

**SUBJECT: SUMMARY OF RECOMMENDATIONS FROM THE CIVIC
AND ADMINISTRATION SUBCOMMITTEE MEETING HELD
ON 12 MARCH 2020**

1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to advise that recommendations from the Civic and Administration Subcommittee meeting held on 12 March 2020 require ratification by Council.
- 1.2 The relevant Civic and Administration Subcommittee recommendations to be ratified are set out below.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council receives the report titled “Summary of Recommendations from the Civic and Administration Subcommittee meeting held on 12 March 2020”.
- B) That the following recommendations of the Civic and Administration Subcommittee meeting held 12 March 2020 be ratified:

“Item 6. Contestable Grants and Funding Framework 2020-2023

- A) That the Civic and Administration Subcommittee receives the report titled Contestable Grants and Funding Framework 2020-2023.*
- B) That the document titled ‘Contestable Grants and Funding Framework 2020-2023’ be adopted.*

Item 7. Civic Honours Awards 2020 – Review of Criteria”

- A) That the Civic and Administration Subcommittee receives the report titled Civic Honours Awards 2020 – Review of Criteria.*
- B) That the Subcommittee recommends to Council that the criteria for making nominations for Civic Honours Awards be amended to allow consideration of the following:-*
 - *The inclusion special categories for youth volunteers and new voluntary organisations;*
 - *The impact of the voluntary work to be considered alongside length of service;*
 - *The definition of voluntary to include service hours which are over above paid work and Honoria payments; and*
 - *Accepting video blogs and presentations in addition to written forms as part of the application process.*
- C) That it be noted that nominations for 2020 Civic Honours Awards open on Monday 6 April 2020 and the ceremony will be held in mid- August 2020.”*

Attachments:

- | | | | |
|-----|---|--------------------|----------------------|
| 1 ➡ | HDC Contestable Grants & Funding Framework
2020-2023 | CG-16-14-
00023 | Under Separate Cover |
| 2 ➡ | Community Grants Example Communication | CG-16-14-
00024 | Under Separate Cover |

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

FROM: PRINCIPAL ADVISOR: DISTRICT DEVELOPMENT
MARK CLEWS

SUBJECT: CLIFTON TO TONGOIO COASTAL HAZARDS STRATEGY
JOINT COMMITTEE

1.0 PURPOSE AND SUMMARY - *TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA*

- 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 The draft terms of reference are attached to be ratified by this Council following the triennial elections. There have no substantial changes apart from the membership of the Committee.
- 1.3 As required by the revised terms of reference endorsed by Council on 20 November 2018, summary notes from the meeting held on 4 February are attached (**Attachment 2**), 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 - *NGĀ TŪTOHUNGA*

- A) That the Council/Committee receives the report titled Clifton to Tangoio Coastal Hazards Strategy Joint Committee

Attachments:

- 1 [1](#) DRAFT Terms of Reference - Coastal Hazards Governance Group / Joint Committee CG-16-2-00054
- 2 [2](#) Coastal Hazards Meeting Summary 4 February 2020 CG-16-2-00055

Terms of Reference for the Clifton to Tangoio Coastal Hazards Strategy Joint Committee

As at 28 September 2018

*As adopted by resolution by:
Hastings District Council 23 March 2017
Napier City Council 31 May 2017
Hawke's Bay Regional Council 28 June 2017*

1. Definitions

For the purpose of these Terms of Reference:

- **“Act”** means the Local Government Act 2002.
- **“Administering Authority”** means Hawke's Bay Regional Council.
- **“Coastal Hazards Strategy”** means the Coastal Hazards Strategy for the Hawke Bay coast between Clifton and Tangoio¹.
- **“Council Member”** means an elected representative appointed by a Partner Council.
- **“Hazards”** means natural hazards with the potential to affect the coast, coastal communities and infrastructure over the next 100 years, including, but not limited to, coastal erosion, storm surge, flooding or inundation of land from the sea, and tsunamis; and includes any change in these hazards as a result of sea level rise.
- **“Joint Committee”** means the group known as the Clifton to Tangoio Coastal Hazards Strategy Joint Committee set up to recommend both draft and final strategies to each Partner Council.
- **“Member”** in relation to the Joint Committee means each Council Member and each Tangata Whenua Member.
- **“Partner Council”** means one of the following local authorities: Hastings District Council, Napier City Council and Hawke's Bay Regional Council.
- **“Tangata Whenua Appointer”** means:
 - The trustees of the Maungaharuru-Tangitū Trust, on behalf of the Maungaharuru-Tangitū Hapū;
 - Mana Ahuriri Incorporated, on behalf of Mana Ahuriri Hapū;
 - Heretaunga Tamatea Settlement Trust, on behalf of the hapū of Heretaunga and Tamatea.
- **“Tangata Whenua Member”** means a member of the Joint Committee appointed by a Tangata Whenua Appointer

¹ The Coastal Hazards Strategy is further defined in Appendix 1 to these Terms of Reference.

2. Name and status of Joint Committee

- 2.1 The Joint Committee shall be known as the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.
- 2.2 The Joint Committee is a joint committee under clause 30(1)(b) of Schedule 7 of the Act.

3. Partner Council Members

- 3.1 Each Partner Council shall appoint three Council Members and alternates to the Joint Committee. If not appointed directly as Council Members, the Mayors of Hastings District Council and Napier City Council and the Chairperson of Hawke's Bay Regional Council are ex officio Council Members.
- 3.2 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Council Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Partner Council that appointed the Member.

4. Tangata Whenua Members

- 4.1 Each Tangata Whenua Appointer may appoint one member to sit on the Joint Committee.
- 4.2 Each Tangata Whenua Appointer must make any appointment and notify all Tangata Whenua Appointers and Partner Councils in writing of the appointment.
- 4.3 The Tangata Whenua Members so appointed shall be entitled to vote.
- 4.4 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Tangata Whenua Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Tangata Whenua Appointer that appointed the Member.

5. Purpose of Terms of Reference

- 5.1 The purpose of these Terms of Reference is to:
 - 5.1.1 Define the responsibilities of the Joint Committee as delegated by the Partner Councils under the Act.
 - 5.1.2 Provide for the administrative arrangements of the Coastal Hazards Strategy Joint Committee as detailed in Appendix 2.

6. Meetings

- 6.1 Members, or their confirmed alternates, will attend all Joint Committee meetings.

7. Delegated authority

The Joint Committee has the responsibility delegated by the Partner Councils for:

- 7.1 Guiding and providing oversight for the key components of the strategy including:
 - The identification of coastal hazards extents and risks as informed by technical assessments;
 - A framework for making decisions about how to respond to those risks;
 - A model for determining how those responses shall be funded; and
 - A plan for implementing those responses when confirmed.
- 7.2 Considering and recommending a draft strategy to each of the Partner Councils for public notification;
- 7.3 Considering comments and submissions on the draft strategy and making appropriate recommendations to the Partner Councils;
- 7.4 Considering and recommending a final strategy to each of the Partner Councils for approval;
- 7.5 Advocating for and/or advancing the objectives of the strategy by submitting on and participating in processes, including but not limited to:
 - Council long term plans;
 - Council annual plans;
 - District and regional plan and policy changes;
 - Reserve management plans;
 - Asset management plans;
 - Notified resource consent applications;
 - Central Government policy and legislation.
- 7.6 Investigating and securing additional sources of funding to support strategy implementation.

8. Powers not delegated

The following powers are not delegated to the Joint Committee:

- 8.1 Any power that cannot be delegated in accordance with clause 32 Schedule 7 of the Local Government Act 2002.
- 8.2 The determination of funding for undertaking investigations, studies and/or projects to assess options for implementing the Coastal Hazards Strategy.

9. Remuneration

- 9.1 Each Partner Council shall be responsible for remunerating its representatives on the Joint Committee and for the cost of those persons' participation in the Joint Committee.
- 9.2 The Administering Authority shall be responsible for remunerating the Tangata Whenua Members.

10. Meetings

- 10.1 The Hawke's Bay Regional Council standing orders will be used to conduct Joint Committee meetings as if the Joint Committee were a local authority and the principal administrative officer of the Hawke's Bay Regional Council

or his or her nominated representative were its principal administrative officer.

- 10.2 The Joint Committee shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under this Terms of Reference.
- 10.3 Notice of meetings will be given well in advance in writing to all Joint Committee Members, and not later than one month prior to the meeting.
- 10.4 The quorum shall be 6 Members, provided that at least one Partner Council Member is present from each Partner Council.

11. Voting

- 11.1 In accordance with clause 32(4) Schedule 7 of Act, at meetings of the Joint Committee each Council Member has full authority to vote and make decisions within the delegations of this Terms of Reference on behalf of the Partner Council without further recourse to the Partner Council.
- 11.2 Where voting is required, all Members of the Joint Committee have full speaking rights.
- 11.3 Each Member has one vote.
- 11.4 Best endeavours will be made to achieve decisions on a consensus basis.
- 11.5 As per HBRC Standing Order 18.3: The Chairperson at any meeting does not have a deliberative vote and, in the case of equality of votes, has no casting vote.

12. Election of Chairperson and Deputy Chairperson

- 12.1 On the formation of the Joint Committee the members shall elect a Joint Committee Chairperson and may elect up to two Deputy Chairpersons. The Chairperson is to be selected from the group of Council Members.
- 12.2 The mandate of the appointed Chairperson or Deputy Chairperson ends if that person through resignation or otherwise ceases to be a member of the Joint Committee.

13. Reporting

- 13.1 All reports to the Committee shall be presented via the Technical Advisory Group² or from the Committee Chairperson.
- 13.2 Following each meeting of the Joint Committee, the Project Manager shall prepare a brief summary report of the business of the meeting and circulate that report, for information to each Member following each meeting. Such reports will be in addition to any formal minutes prepared by the Administering Authority which will be circulated to Joint Committee representatives.
- 13.3 The Technical Advisory Group shall ensure that the summary report required by 13.2 is also provided to each Partner Council for inclusion in the agenda for the next available Council meeting. A Technical Advisory Group

² A description of the Technical Advisory Group and its role is included as Appendix 2 to these Terms of Reference.

Member shall attend the relevant Council meeting to speak to the summary report if requested and respond to any questions.

14. Good faith

- 14.1 In the event of any circumstances arising that were unforeseen by the Partner Councils, the Tangata Whenua Appointers, or their respective representatives at the time of adopting this Terms of Reference, the Partner Councils and the Tangata Whenua Appointers and their respective representatives hereby record their intention that they will negotiate in good faith to add to or vary this Terms of Reference so to resolve the impact of those circumstances in the best interests of the Partner Councils and the Tangata Whenua Appointers collectively.

15. Variations to these Terms of Reference

- 15.1 Any Member may propose a variation, deletion or addition to the Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the Joint Committee.
- 15.2 Amendments to the Terms of Reference may only be made with the approval of all Members.

16. Recommended for Adoption by

16.1 The Coastal Hazards Strategy Joint Committee made up of the following members recommends this Terms of Reference for adoption to the three Partner Councils:

Napier City Council represented by Cr Annette Brosnan, Cr Hayley Browne and Cr Keith Price.

Appointed by NCC resolution 19 November 2019

Hastings District Council represented by Cr Tania Kerr, Cr Ann Redstone and Cr Malcolm Dixon

Appointed by HDC resolution 10 December 2019

Hawke's Bay Regional Council represented by Cr Rick Barker, Cr Hinewai Ormsby and Cr Jerf van Beek

Appointed by HBRC resolution 6 November 2019

Maungaharuru-Tangitū Trust (MTT) represented by Ms Tania Hopmans

Mana Ahuriri Trust represented by Ms Tania Huata

Heretaunga Tamatea Settlement Trust represented by Mr Peter Paku

Appendix 1 – Project Background

Project Goal

A Clifton to Tangoio Coastal Hazards Strategy is being developed in cooperation with the Hastings District Council (HDC), the Hawke's Bay Regional Council (HBRC), the Napier City Council (NCC), and groups representing Mana Whenua and/or Tangata Whenua. This strategy is being developed to provide a framework for assessing coastal hazards risks and options for the management of those risks for the next 105 years from 2015 to 2120.

The long term vision for the strategy is that coastal communities, businesses and critical infrastructure from Tangoio to Clifton are resilient to the effects of coastal hazards.

Project Assumptions

The Coastal Hazards Strategy will be based on and influenced by:

- The long term needs of the Hawke's Bay community
- Existing policies and plans for the management of the coast embedded in regional and district council plans and strategies.
- Predictions for the impact of climate change
- The National Coastal Policy Statement

Project Scope

The Coastal Hazards Strategy is primarily a framework for determining options for the long term management of the coast between Clifton and Tangoio. This includes:

- Taking into account sea level rise and the increased storminess predicted to occur as a result of climate change, an assessment of the risks posed by the natural hazards of coastal erosion, coastal inundation and tsunamis.
- The development of a framework to guide decision making processes that will result in a range of planned responses to these risks
- The development of a funding model to guide the share of costs, and mechanisms to cover those costs, of the identified responses.
- The development of an implementation plan to direct the implementation of the identified responses.
- Stakeholder involvement and participation.
- Protocols for expert advice and peer review.
- An action plan of ongoing activity assigned to various Members.

The Strategy will:

- Describe a broad vision for the coast in 2120, and how the Hawke's Bay community could respond to a range of possible scenarios which have the potential to impact the coast by 2120.
- Propose policies to guide any intervention to mitigate the impact of coastal processes and hazards through the following regulatory and non-regulatory instruments:
 - Regional Policy Statement
 - District Plans
 - Council long-term plans
 - Infrastructure Development Planning (including both policy and social infrastructure networks).

Item 20

Attachment 1

Appendix 2 - Administering Authority and Servicing

The administering authority for the Coastal Hazards Strategy Joint Committee is Hawke's Bay Regional Council.

The administrative and related services referred to in clause 16.1 of the conduct of the joint standing committee under clause 30 Schedule 7 of the Local Government Act 2002 apply.

Until otherwise agreed, Hawke's Bay Regional Council will cover the full administrative costs of servicing the Coastal Hazards Strategy Joint Committee.

A technical advisory group (TAG) will service the Coastal Hazards Strategy Joint Committee.

The TAG will provide for the management of the project mainly through a Project Manager. TAG will be chaired by the Project Manager, and will comprise senior staff representatives from each of the participating councils and other parties as TAG deems appropriate from time to time. TAG will rely significantly on input from coastal consultants and experts.

The Project Manager and appropriate members of the TAG shall work with stakeholders. Stakeholders may also present to or discuss issues directly with the Joint Committee.

1. Functions of the TAG include:
 - Providing technical oversight for the study.
 - Coordinating agency inputs particularly in the context of the forward work programmes of the respective councils.
 - Ensuring council inputs are integrated.
- 2.

Clifton to Tangoio Coastal Hazards Strategy

Summary Notes of Meeting held 4 February 2020

Item 20

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 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: 4 FEBRUARY 2020

Key points from the Joint Committee meeting held 4 February 2020 are highlighted below. The full minutes of the meeting will be provided to each Partner Council in due course.

Joint Committee Terms of Reference

- As the first meeting of the Joint Committee in this triennium, the Committee's current Terms of Reference were re-considered.
- A potential change to the Terms of Reference to provide for an independent Chair was discussed. No decision was taken at this stage, but the Joint Committee requested further investigation of this option and a report back to their next meeting.
- The Joint Committee considered and re-confirmed the current Terms of Reference with no changes.

Election of Chair and Deputy Chair(s)

- **Chair:** The Joint Committee elected Councillor Jerf van Beek (Hawke's Bay Regional Council) as the Chair.
- **Deputy Chairs:** The Joint Committee elected Deputy Mayor Annette Brosnan (Napier City Council) and Deputy Mayor Tania Kerr (Hastings District Council) as the Deputy Chairs.

Coastal Hazards Strategy Overview

- For the benefit of new and returning Joint Committee members, an overview of the Strategy development process and current status was provided.
- It was highlighted that a key challenge for the next 12 months is the resolution of funding arrangements for Strategy implementation.
- The Joint Committee resolved to call a workshop with Councillors from all Partner Councils to brief them on the Strategy and to move forward with discussion on funding options.

Communications and Engagement Plan

- An updated Communications and Engagement Plan was tabled for discussion. The Plan outlines increased communications activity for the next 12 months, including re-engaging with the Assessment Panels.

Attachment 2

Next Meeting

- The next formal meeting of the Joint Committee will be held on 1 May 2020, however a workshop with Councillors from all Partner Councils has been called for 3 March 2020.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

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

**SUBJECT: APPOINTMENTS TO COMMITTEES, JOINT COMMITTEES
AND EXTERNAL ORGANISATIONS**

1.0 PURPOSE AND SUMMARY - *TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA*

- 1.1 On 25 February 2020 the Heretaunga Takota Noa: Maori Standing Committee met to elect a Chair and Deputy Chair and recommend the Committee's appointments on Standing Committees and Subcommittees.
- 1.2 Mr R Hape was duly elected Chair and Councillor Bayden Barber as Deputy Chair.
- 1.3 In accordance with the Council's Committee and Rural Community Board Register of Delegations adopted by Council on 10 December 2019, the Committee recommended that the following committee members be appointed to the Council's Committees and Subcommittees as indicated below:-

Committee	Appointee
Strategy and Policy	Ms T Eden
Operations and Monitoring	Mr M Paku
Risk and Assurance	Mr R Hape
Hearings	Mr R Hape
District Development Sub	Mr A Gilbert
Eco District Sub	Mr N Tiuka
Great Communities Sub	Mr A Gilbert
District Planning and By-laws	Mr M Apatu, Mr N Tiuka, Ms T Eden
Civics and Administration	Ms T Eden
International Advisory Group	To be advised

- 1.4 In addition Councillor Redstone has asked to stand down from the Hearings Committee. Councillor Corban has indicated that he is willing to take a place on the Hearings Committee and has committed to completing the "Making Good Decisions" training in order to participate on the Committee.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Council/Committee receives the report titled **Appointments to Committees, Joint Committees and External Organisations**.
- B) That Council Corban replace Councillor Redstone on the **Hearings Committee**
- C) That the Council approve the following appointments:-

Committee	Appointee
Strategy and Policy	Ms T Eden
Operations and Monitoring	Mr M Paku
Risk and Assurance	Mr R Hape
Hearings	Mr R Hape
District Development Sub	Mr A Gilbert
Eco District Sub	Mr N Tiuka
Great Communities Sub	Mr A Gilbert
District Planning and By-laws	Mr M Apatu, Mr N Tiuka, Ms T Eden
Civics and Administration	Ms T Eden
International Advisory Group	To be advised

- (D) That the **Register of Appointments to Committees, Joint Committees and External Organisations** be updated accordingly.

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

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

SUBJECT: UPDATED 2020 MEETING SCHEDULE CHANGES

1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to consider amendments to the schedule of Council and Committee Meetings for the 2020 Meeting Calendar which was adopted by Council on 10 December 2019.
- 1.2 This report recommends that the 2020 Meeting Schedule as amended below be adopted.
- 1.3 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*
- 1.4 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.
- 1.5 The following meetings are proposed to be included or amended in the 2020 meeting schedule:

Committee	Date	Time
Civic and Administration Subcommittee	31 March 2020 (from 7 April 2020)	1.00 pm
Joint Waste Futures Project Steering Committee	28 April 2020 (new)	9.00 am
District Plan & Bylaws Subcommittee	29 April 2020 (new)	10.30 am

Civic and Administration Subcommittee	5 May 2020 (new)	11.45am
Joint Waste Futures Project Steering Committee	19 June 2020 (new)	10.30 am
District Plan & Bylaws Subcommittee	12 August 2020 (new)	10.30 am
Joint Waste Futures Project Steering Committee	27 October 2020 (new)	9.00 am
District Plan & Bylaws Subcommittee	11 November 2020 (new)	10.30 am

- 1.6 Councillors will be kept informed of specific changes on a day to day basis through the centralised calendar system.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

A) That the Council receives the report titled Updated 2020 Meeting Schedule Changes dated 19 March 2020.

B) That the 2020 Meeting Schedule be updated as follows:-

Committee	Date	Time
Civic and Administration Subcommittee	31 March 2020 (from 7 April 2020)	1.00 pm
Joint Waste Futures Project Steering Committee	28 April 2020 (new)	9.00 am
District Plan & Bylaws Subcommittee	29 April 2020 (new)	10.30 am
Civic and Administration Subcommittee	5 May 2020 (new)	11.45am
Joint Waste Futures Project Steering Committee	19 June 2020 (new)	10.30 am
District Plan & Bylaws Subcommittee	12 August 2020 (new)	10.30 am
Joint Waste Futures Project Steering Committee	27 October 2020 (new)	9.00 am
District Plan & Bylaws Subcommittee	11 November 2020 (new)	10.30 am

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 19 MARCH 2020

FROM: MANAGER: DEMOCRACY AND GOVERNANCE
JACKIE EVANS

SUBJECT: ITEMS UNDER ACTION

1.0 PURPOSE AND SUMMARY - *TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA*

- 1.1 The purpose of this report is to update Council on actions raised at previous meetings.
- 1.2 The Council requested that officers report back at each meeting with progress that has been made on actions that have arisen from Council meetings. Attached as **Attachment 1** is the status of items under action as at 14 February 2020.

2.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA*

- A) That the Council/Committee receives the report titled Items Under Action.**

Attachments:

[1](#) Items Under Action as at 13/3/2020

CG-16-2-00079

Items Under Action as at 13 March 2020					
	Date Raised	Due Date	Completed	Description and Action	Lead Officer
1	27.11.19 Council	March 2020		The Hawke's Bay Museums Trust Chair, Richard Grant, be invited to update the Council on the work being undertaken by the Trust.	Bruce Allan
2	27.11.19 - Council	March 2020	Included in Strategy & Policy workplan	To review the Financial Incentive Policy	Raoul Osterkamp
3	3 .12.19 Council	May 2020		To make a decision on the amendment to the 2019/20 Development Contributions Policy	Ashley Humphrey
5	10.12.19 Council	March 2020	See report on remits on Agenda	To ask Government for an update regarding Water and Stormwater issues – LGNZ Remits	Jackie Evans
6	10.12.19 Council	2020		For new Councillors to visit the Cranford Redevelopment site.	Bruce Allan
7	20.2.20	March 2020	See report on Agenda	Annual Plan - Increasing investment in Hastings CBD/ external funding streams – presentation to next Council meeting	Lex Verhoeven
8	20.2.20	April 2020	Finance 101 training scheduled for April	Rural/Urban Rates – briefing on how this is calculated and whether the split is equitable across the district	Bruce Allan
9	20.2.20	March 2020		Consider broadening representation on Hastings and Havelock North Business Associations to give another ward member the opportunity to be engaged	Mayor

HASTINGS DISTRICT COUNCIL

COUNCIL MEETING

THURSDAY, 19 MARCH 2020

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:

- 27 Horse of the Year (HB) Ltd Appointment of Directors**
- 28 Howard Street - Stormwater Detention Area Land Acquisition**

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:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION
27 Horse of the Year (HB) Ltd Appointment of Directors	Section 7 (2) (a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. To protect the privacy of the individuals discussed in this report and recommended for directorship roles..	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.
28 Howard Street - Stormwater Detention Area Land Acquisition	Section 7 (2) (h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. Land negotiations and commercial sensitivity..	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.