

---

Tuesday, 21 July 2020

---

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Operations and Monitoring Committee Meeting**

*Kaupapataka*

# Open Agenda

---

*Te Rā Hui:*  
Meeting date: **Tuesday, 21 July 2020**

---

*Te Wā:*  
Time: **9.30am**

---

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

---

*Te Hoapā:*  
Contact: **Democracy and Governance services  
P: 06 871 5000 | E: [democracy@hdc.govt.nz](mailto:democracy@hdc.govt.nz)**

---

*Te Āpiha Matua:*  
Responsible  
Officer: **Group Manager: Corporate - Bruce Allan**

---

**Watch Council meetings  
streamed live on our website  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)**

**HASTINGS DISTRICT COUNCIL**  
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156  
Phone **06 871 5000** | [www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
**TE KAUNIHERA Ā-ROHE O HERETAUNGA**

## Operations and Monitoring Committee – Terms of Reference

### Fields of Activity

The purpose of the Operations and Monitoring Committee is to ensure consolidated and complete reporting and monitoring of all financial and non-financial information and performance measures against the Annual Plan, Long-Term Plan and Council Strategies, Goals and Priorities.

### Membership

- (Mayor and 14 Councillors).
- Chair appointed by Council.
- Deputy Chair appointed by Council.
- 1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

### Quorum – 8 members

### Delegated Powers

- 1) Authority to exercise all of Council's powers, functions and authorities (except where prohibited by law or otherwise delegated to another committee) in relation to all matters detailed in the Fields of Activity.
- 2) Authority to exercise all of Council's powers, functions and authorities (except where prohibited by law) at any time when the Chief Executive certifies in a report that;
  - the matter is of such urgency that it requires to be dealt with
  - the matter is required to be dealt with, prior to the next ordinary meeting of the Council.
- 3) Monitor the performance of Council in terms of the organisational targets set in the Long Term Plan and Annual Plan – both financial and nonfinancial.
- 4) Monitor operational performance and benchmarking.
- 5) Undertake quarterly financial performance reviews.
- 6) Develop the Draft Annual Report and carry forwards.
- 7) Monitor and review the performance of Council Controlled Organisations and other organisations that Council has an interest in.
- 8) Monitor and review tender and procurement processes.
- 9) Monitor major capital projects.
- 10) Recommend to Council on matters concerning project decisions where these are identified as a result of the committee's project monitoring responsibilities.
- 11) Writing off outstanding accounts for amounts exceeding \$6,000 and the remission of fees and charges of a similar sum.
- 12) Settlement of uninsured claims for compensation or damages where the amount exceeds the amounts delegated to the Chief Executive.
- 13) Guarantee loans for third parties such as local recreational organisations provided such guarantees are within the terms of Council policy.
- 14) Authority to exercise the Powers and Remedies of the General Conditions of Contract in respect of the Principal taking possession of, determining, or carrying out urgent repairs to works covered by the contract.
- 15) Grant of easement or right of way over Council property.
- 16) Approve insurance – if significant change to Council's current policy of insuring all its assets.

---

Tuesday, 21 July 2020

---

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Operations and Monitoring Committee Meeting**

*Kaupapataka*

# Open Agenda

<i>Mematanga:</i> <b>Membership:</b>	<i>Koromatua</i> <b>Chair:</b> Councillor Geraldine Travers
	<i>Ngā KaiKaunihera</i> Mayor Sandra Hazlehurst <b>Councillors:</b> Councillors Bayden Barber, Alwyn Corban, Malcolm Dixon, Damon Harvey, Tania Kerr (Deputy Chair), Eileen Lawson, Simon Nixon, Henare O’Keefe, Peleti Oli, Ann Redstone, Wendy Schollum, Sophie Siers and Kevin Watkins Mike Paku - Heretaunga Takoto Noa Māori Standing Committee appointee
<i>Tokamatua:</i> <b>Quorum:</b>	8 members
<i>Apiha Matua</i> <b>Officer Responsible:</b>	Group Manager: Corporate – Bruce Allan (Lead) Group Manager: Asset Management - Craig Thew Group Manager: Strategy & Development – Craig Cameron Financial Controller – Aaron Wilson Chief Information Officer – Andrew Smith
<i>Te Rōpū Manapori me te Kāwanatanga</i> <b>Democracy &amp; Governance Services:</b>	Christine Hilton (Extn 5633)



## *Te Rārangi Take*

# Order of Business

---

### **Apologies & Leave of Absence – Ngā Whakapāhatanga me te Wehenga ā-Hui**

- 1.0** At the close of the agenda no apologies had been received.  
 At the close of the agenda no requests for leave of absence had been received.
- 

### **2.0 Conflict of Interest – He Ngākau Kōnatunatu**

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.

---

### **Confirmation of Minutes – Te Whakamana i Ngā Minitī**

- 3.0** Minutes of the Operations & Monitoring Committee Meeting held Thursday 27 February 2020.  
*(Previously circulated)*
- 

- |            |                                                               |          |
|------------|---------------------------------------------------------------|----------|
| <b>4.0</b> | <b>Hawke's Bay Museum's Trust 2020-21 Statement of Intent</b> | <b>7</b> |
|------------|---------------------------------------------------------------|----------|
- 

- |            |                                                      |           |
|------------|------------------------------------------------------|-----------|
| <b>5.0</b> | <b>Consolidated Operations and Monitoring Report</b> | <b>17</b> |
|------------|------------------------------------------------------|-----------|
- 

- |            |                                               |           |
|------------|-----------------------------------------------|-----------|
| <b>6.0</b> | <b>Hastings Covid-19 Recovery Plan Update</b> | <b>19</b> |
|------------|-----------------------------------------------|-----------|
- 

- |            |                                                                        |           |
|------------|------------------------------------------------------------------------|-----------|
| <b>7.0</b> | <b>Health &amp; Safety Quarterly Report: 1 January - 31 March 2020</b> | <b>29</b> |
|------------|------------------------------------------------------------------------|-----------|
-

---

<b>8.0</b>	<b>Requests Received Under the Local Government Official Information and Meetings Act (LGOIMA) Quarterly Update</b>	<b>41</b>
------------	---------------------------------------------------------------------------------------------------------------------	-----------

---

<b>9.0</b>	<b>Items Under Action</b>	<b>49</b>
------------	---------------------------	-----------

---

<b>10.0</b>	<b>Minor Items – <i>Ngā Take Iti</i></b>	
-------------	------------------------------------------	--

---

<b>11.0</b>	<b>Urgent Items – <i>Ngā Take Whakahihir</i></b>	
-------------	--------------------------------------------------	--

---

<b>12.0</b>	<b>Recommendation to Exclude the Public from Item 13</b>	<b>53</b>
-------------	----------------------------------------------------------	-----------

---

<b>13.0</b>	<b>Hawke's Bay Airport Ltd Appointment of Director</b>	
-------------	--------------------------------------------------------	--

---

Tuesday, 21 July 2020

Item 4

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

*Nā:*  
**From: Bruce Allan, Group Manager Corporate**

*Te Take:*  
**Subject: Hawke's Bay Museum's Trust 2020-21 Statement of Intent**

## **1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The purpose of this report is to give the Operations and Monitoring Committee the opportunity to receive and comment on the draft 2020/21 Statement of Intent. It is also an opportunity to provide Council with an update on the progress of the Hawke's Bay Museum's Trust Joint Working Group.
- 1.2 The Trust's Chair, Dr Richard Grant, will be in attendance at this meeting to answer any questions of Council.

## **2.0 Recommendations – *Ngā Tūtohunga***

- A) That the Committee receives the report titled Hawke's Bay Museum's Trust 2020-21 Statement of Intent.
- B) That the Committee receives the Hawke's Bay Museum's Trust 2020/21 Statement of Intent.

## **3.0 Background – *Te Horopaki***

- 3.1 The Trust is a Council Controlled Organisation with the majority of its funding provided by the Napier City and Hastings District Councils.
- 3.2 The Hastings District Council appointment to the Trust is Mr George Lyons who was appointed to the Trust by Council in November 2013.

3.3 The current trustees of the Hawke's Bay Museum's Trust are:

Dr Richard Grant (Chairman)  
Councillor Faye White (NCC)  
George Lyons (HDC)  
Johanna Mouat  
Mike Paku

3.4 Dr Grant was appointed as the Independent Chairman by the joint appointments committee (Mayors Yule and Dalton) in late 2014.

3.5 As required under the Local Government Act 2002 the Trust is to provide a draft Statement of Intent for comment by 1 March each year and a half year report within 60 days of the end of the first six months.

3.6 The objectives of the Trust amongst other things are to hold, protect and manage the regional collection for the people of Hawke's Bay including overseeing the collection development through acquisition and disposal of collection items. The Trust Board governs on a high level strategic direction basis to ensure the objectives of the Trust are being met and have a Management Agreement with Napier City Council for the care and management of the regional collection.

## 4.0 Discussion – *Te Matapakitanga*

### Statement of Intent

4.1 The draft HBMT 2020/21 was received by Council in late February, however, due to the scheduling of meetings and the impact of the Covid-19 lockdown, it was not presented to Council for comment. The Trust have since adopted their 2020/21 Statement of Intent and it is attached as **Attachment 1** for Council's information.

4.2 The draft 2019/20 Statement of Intent contains the following performance indicators and targets for the key result areas:

- **Protection** –collections are fully insured, and are stored in an acceptable environment with regard to pest control, storage, shelving, and air quality: No collection deterioration due to the environment.
- **Quality** –the collection will be conserved to best industry standard. Any accession or de-accession is managed in accordance with collection framework and strategy policies.
- **Access** – the collections are available to the Hastings City Art Gallery, MTG Hawke's Bay, and other appropriate institutions for exhibitions, research, and archives: minimum of 1,500 enquiries and 5 exhibitions.
- **Development** – including fundraising, reserve management, and stakeholder relations: Bequests and funds are used for their intended purpose, and an annual meeting with Te Ropu Kaiawhina Taonga is held.

4.3 These are essentially unchanged from previous years. KPIs could however be further developed to demonstrate the Collection is being well utilised and readily available to all of Hawke's Bay, and therefore that the Council is getting value for its annual grant.

4.4 This was item of improvement recommended by the recent "Review of Management Services" by the Rationale Group. In that report they suggested the following KPIs be considered:

- Minimum levels of third party funding (proportionate to total funding);
- Minimum levels of visitor satisfaction (as distinct from ratepayer satisfaction);
- Minimum visitor spends and/or maximum visitor subsidy;
- Minimum numbers of visitors from, or exhibitions at, other districts;



- Minimum percentages of collection artefacts electronically recorded and accessible;
- Minimum numbers of public online access to the collection;
- Maximum response times to inquiries.

4.5 Included in the Statement of Intent is an inflation adjustment to the grant funding required from Hastings District Council. However, Hastings District Council currently has provided a non-inflated grant in its annual plan.

#### **Joint Working Group**

- 4.6 The Hastings District Council continues to participate in a Joint Working Group with Napier City Council that is considering the future structure of the Hawke's Bay Museum's Trust, its funding, the storage of the collection, and the role of the MTG Hawke's Bay in the display of the collection. Officers recommend that part of this Joint Working Group's remit should be to explore what enhancements could be added to the Trust's SOI to enable meaningful reporting back to the funding Councils including, but not limited to, those recommended by the Rationale Report.
- 4.7 Progress is being made on finding alternatives to improve the storage arrangements for the collection and commercial negotiations are currently underway to secure a preferred option, subject to NCC and HDC approval, satisfactory due diligence and the necessary funding arrangements secured.
- 4.8 The Joint Working Group is now focussing its attention on alternative governance structures for the collection.

### **5.0 Next steps – *Te Anga Whakamua***

- 5.1 The Joint Working Group will continue to work with the Trust to explore more appropriate storage arrangements for the collection, refine KPI's and investigate alternative governance arrangements.

#### **Attachments:**

1 [1](#) HBMT Statement of Intent 2020-2023

EXT-10-11-7-20-230

---

## **Summary of Considerations - *He Whakarāpopoto Whakaarohanga***

---

### **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 wellbeing of communities in the present and for the future.

This report promotes Social And Cultural Well-being.

### **Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori***

Specifically through the Council's strategic objective of fostering the arts and cultural experience of our community.

---

---

**Māori Impact Statement - *Te Tauākī Kaupapa Māori***

The Hawke's Bay Museum collection includes significant toanga and in acknowledging the significance of that collection, one of the Trustees to the Trust is appointed by Ngati Kahungunu Iwi.

---

**Sustainability - *Te Toitūtanga***

N/A

---

**Financial considerations - *Ngā Whakaarohanga Ahumoni***

Council makes a financial contribution to the Trust which is detailed in the attached Statement of Intent.

---

**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.

---

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

No consultation has occurred.

---

**Risks: - *Ngā Tūrarū:***

This report is to receive the Hawke's Bay Museums Trust Statement of Intent and therefore poses little risk to Council.

---



---

**Rural Community Board – *Te Poari Tuawhenua-ā-Hapori***

N/A

---



## ***Hawke's Bay Museums Trust*** ***Ruawharo Ta-u-rangi***

---

### **STATEMENT OF INTENT 2020 – 2022**

---

The Hawke's Bay Museums Trust is a Council Controlled Organisation as three of the five members of the Board are either the two Councils' respective nominees, or the jointly appointed chair.

As a Council Controlled Organisation, the Trust acknowledges the 2012 and 2019 amendments to the Local Government Act 2002.

#### **The Objectives of the Trust are:**

- To hold and protect the collection for the people of Hawke's Bay
- To encourage the development of quality cultural facilities capable of accessing or drawing upon the collection within Hawke's Bay
- To advance and promote cultural heritage and the arts through the use of the collection
- To oversee collection management through the development of collection policy, conservation and risk management strategies via a contract for services with the Napier City Council
- To oversee collection development through the regulation of the acquisition and disposal of collection items
- To manage the bequests vested in the Trust in a way in which best industry practices benefit to the collection.

#### **Governance of the Trust is:**

The Board is constituted to have five members appointed as follows:

- One appointed by the Napier City Council
- One appointed by the Hastings District Council
- One appointed by the Hawke's Bay Museums Foundation Charitable Trust
- One by Ngati Kahungunu Iwi (Incorporated)
- One Chairperson who is jointly appointed by the Napier City Council and the Hastings District Council.

The Trust Board will govern on a high-level strategic direction basis. It will ensure regional balance and Iwi representation. It will undertake a management agreement with Napier City Council for the care and management of the regional collection.

#### **The strategic intentions of the Trust for 2020-2022 are:**

The Trust will:

- work closely with the Napier City Council and the Hastings District Council and other local authorities in the Hawke's Bay region to promote public appreciation of the collection
- consult regularly with the Director of MTG to advance the standing of the MTG in the community and further afield
- review annually the performance of the Napier City Council in the execution of its contract for care and management of the collection
- ensure that the Trust's investment policy is managed in a manner that satisfies the guiding principles set by Hastings District Council and Napier City Council for their own investment policies.

- work closely with Napier City Council, Hastings District Council and Hawke's Bay Regional Council to determine a solution to develop long-term storage for the collection.

The Nature and Scope of Activities to be undertaken by Napier City Council are outlined below. These activities will be achieved in accordance with agreed best industry practice and consistent with HBMT policies and procedures.

### 1) Protection

- Storage including pest control, storage media, shelving and air quality
  - Pest control
  - Storage media
  - Shelving
  - Air quality
- Security including alarm and access systems and monitoring, and insurance
  - Alarm systems (burglary, fire)
  - Alarm monitoring
  - Access systems
  - Insurance (loan items, owed items)
- Records Management including Vernon database and other records
  - Vernon database
  - Other records

### 2) Quality including conservation, accessioning and de-accessioning.

- Conservation - appropriate conservation to accepted best industry practice and consistent with HBMT collection policies.
- Accessioning - appropriate accessioning to accepted best industry practice consistent with HBMT collection policies.
- De-accessioning - appropriate de-accessioning to accepted best industry practice consistent with HBMT collection policies.

### 3) Access including exhibitions, research and archives.

- Exhibitions - Collection available to Hastings City Art Gallery and MTG Hawke's Bay and other institutions as appropriate within accepted best industry practice.
- Research - Collection made available through MTG Hawke's Bay as appropriate within accepted best industry practice.
- Archives - Archives made available through MTG Hawke's Bay as appropriate within accepted best industry practice.

### 4) Development including fundraising, reserves management and relationship development.

- Fundraising - To work with the MTG Hawke's Bay Foundation to provide funding.
- Reserves - To appropriately manage accession reserves.
- Relationships - To appropriately manage relationships to allow the collection to develop appropriately.
  - Funding Councils
  - Te Rōpū Kaiawhina Taonga
  - MTG Friends

**Accounting Policies adopted by the Hawke's Bay Museums Trust will be:**

#### Reporting entity

The Hawke's Bay Museums Trust is registered under the Charitable Trusts Act 1957 and is registered as a charitable entity under the Charities Act 2005.

**Statutory base**

The financial statements will be prepared in accordance with Part 3 (Audits and Reports), Section 15, of the Public Audit Act 2001.

**General accounting policies**

The general accounting policies recognised as appropriate for the measurement and reporting of results and financial position under the historical cost method as modified by any revaluation of certain assets, will be followed in the preparation of the financial statements.

The Board has elected to apply PBE-SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million. The financial statements will be prepared on the assumption that the Trust will continue to operate in the foreseeable future. All transactions in the financial statements will be reported using the accrual basis of accounting

**Specific accounting policies****Bank Accounts and Cash**

Bank Accounts and Cash comprise cheque or savings accounts and deposits held on call with banks.

**Investments**

Investments comprise bank term deposits. Investments will be stated at lower of cost or net realisable value.

**Interest Revenue**

Interest revenue will be recorded as it is earned during the financial year, and accrued at year-end.

**Accounts receivable**

Any accounts receivable will be stated at their estimated net realisable value.

**Grants**

Any grants received will be recognised in the Statement of Financial Performance when the requirements under the grant agreement are met. Any grants for which the requirements under the grant agreement are not completed will be carried as liabilities until the conditions are fulfilled.

**Donated Assets**

Revenue from donated assets will be recognised upon receipt of the asset if the asset has a useful life of more than 12 months and the value of the asset is readily obtainable and significant.

**Artworks and Collection**

The Trust has elected to apply Public Sector Accounting Standard 17 – Property, Plant and Equipment (PBE IPSAS 17). Items contained in collection assets tend to have an indefinite life, and are generally not of a depreciable nature. Depreciation will therefore not be applicable and collection assets will be carried at fair value. Carrying values will be reviewed at least every three years by an independent qualified valuer, to ensure those values are not materially different from fair value. Carrying values will be reassessed annually in the intervening years.

Purchases of collection items will be recorded at cost, and donated collection assets will be recorded without attached values at the time of acquisition. These values will be captured during annual update revision of the valuation as noted above.

**Creditors and Accrued Expenses**

Creditors and accrued expenses will be measured on the amount owing.

**Goods and Services Tax (GST)**

The Trust is registered for GST. The Statement of Financial Performance will be prepared so that components are stated exclusive of GST. All items in the Statement of Financial Position will be stated net of GST, with the exception of receivables and payables, which will include GST invoiced.

**Income tax**

Hawke's Bay Museums Trust is exempt from paying income tax.

**Changes in accounting policies**

Any changes in accounting policies will be clearly signified and quantified.

**Performance Targets**

Key Result Area	Performance Indicator	Target/Reporting Method	
		2020/21 target	2020/21 actual
<b>Protection</b>	Full insurance cover is provided for the collection.	Yes	
	Collections are stored in an acceptable environment.	No items reported to have suffered deterioration due to environment	
<b>Quality</b>	Every item accessioned into the collection has undergone a detailed selection process within the framework of the Collection Strategy	Yes	
	De-accessions are managed in accordance with the Collection Strategy and reported to the Board	Yes	
<b>Access</b>	HBMT collections are used for academic and personal research	1,500 enquiries	
	Collections are made available to the public through quality exhibitions	2 - 5 collection-based exhibitions	
<b>Development</b>	Bequest funds income is used in the manner determined by the donor.	Yes	
	Conservation funds income is used solely for collection care.	Yes	
	Joint HBMT/Te Rōpū Kaiawhina Taonga meeting held.	1 per annum	

**Hawke's Bay Museums Trust Financial Performance Targets**

<b>Financial Performance</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Revenue</b>			
Council Funding (NCC & HDC)*	1,191,729	1,217,617	1,244,075
Interest Income **	16,700	16,700	16,700
Donations	6,000	6,000	6,000
Total Revenue	1,214,429	1,240,317	1,266,775
<b>Expenses</b>			
Management Fee & Education Grant	958,829	979,923	1,001,482
Off-Site Storage	180,000	183,960	188,007
Education Grant (LEOTC)	15,000	15,000	15,000
Trust Admin & Management	28,300	28,923	29,559
Audit, Insurance & Legal etc***	9,600	9,811	10,027
Conservation	11,350	11,350	11,350
Accessions	11,350	11,350	11,350
Total Expenses	1,214,429	1,240,317	1,266,775
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Financial Ratio Target:**

Ratio of Shareholders Funds to Total Assets **** (minimum ratio):	95%	95%	95%
-------------------------------------------------------------------	-----	-----	-----

- \* Net Council Funding results from inflation-adjusting some of the Trust's expenses in accordance with the same inflation rates used in both Councils' Annual Plans. Future year Statement of Intent Financial Targets (for 2021/22 and 2022/23) may differ from the above targets.
- \*\* Interest income is based on maintaining capital funds at present levels with projected interest rates, and therefore no inflation adjustment is applied. Early spending of these funds will reduce the interest income.
- \*\*\* Audit, Insurance & Legal etc for 2020/21 includes Audit Fees \$5,350, Insurance \$2,288, Legal Fees \$1,600, Charities Filing \$45, MYOB Subscription \$255, and Sundries \$62.
- \*\*\*\* The ratio of Shareholders Funds to Total Assets measures the percentage of assets on which equity holders have a residual claim. Shareholders Funds is the amount of equity that belongs to the shareholders and represents an estimate of the amount the shareholders would receive if the Trust liquidated. Assets are the resources, for which the Trust has ownership or guardianship, that can be measured and expressed in dollars.

Other than the funding shown in Financial Targets above, no additional council funding is requested. No dividend back to the two contributing councils is recommended.

**Compensation from Local Authority**

The costs of maintaining the collection will be equally funded by Napier City Council and Hastings District Council. Additional funding may be sought from other sources as appropriate.

**Capital Expenditure**

There is no planned expenditure on 'Buildings' or 'Plant and Machinery' for the 2020-2022 periods. Accessions and conservation will be funded from grants, donations, de-accessions, and bequest and investment interest income.



**Hawke's Bay Museums Trust Projected Statements of Financial Position**

<b>Projected Statements of Financial Position</b>	<b>30/6/2021</b>	<b>30/6/2022</b>	<b>30/6/2023</b>
<b>Current Assets</b>			
Bank Accounts and Cash	44,438	44,561	44,687
Investments	625,260	625,260	625,260
Prepayments and Accrued Revenue	3,409	3,409	3,409
<b>Total Current Assets</b>	<b>673,107</b>	<b>673,230</b>	<b>673,356</b>
<b>Non-Current Assets</b>			
Artworks and Collection	41,909,429	41,920,779	41,932,129
<b>Total Non-Current Assets</b>	<b>41,909,429</b>	<b>41,920,779</b>	<b>41,932,129</b>
<b>Total Assets</b>	<b>42,582,536</b>	<b>42,594,009</b>	<b>42,605,485</b>
<b>Current Liabilities</b>			
Accounts Payable and Accruals	5,588	5,711	5,837
GST Payable	164	164	164
Unspent Grants	0	0	0
<b>Total Current Liabilities</b>	<b>5,752</b>	<b>5,875</b>	<b>6,001</b>
<b>Non-Current Liabilities</b>			
Trust Funds Held on Behalf	75,260	75,260	75,260
<b>Total Non-Current Liabilities</b>	<b>75,260</b>	<b>75,260</b>	<b>75,260</b>
<b>Total Liabilities</b>	<b>81,012</b>	<b>81,135</b>	<b>81,261</b>
<b>Accumulated Funds</b>			
Retained Earnings	1,588,336	1,599,686	1,611,036
Asset Revaluation Reserve	40,375,979	40,375,979	40,375,979
Special Funds	537,209	537,209	537,209
<b>Total Accumulated Funds</b>	<b>42,501,524</b>	<b>42,512,874</b>	<b>42,524,224</b>
<b>Total Funds Employed</b>	<b>42,582,536</b>	<b>42,594,009</b>	<b>42,605,485</b>

**Financial Reports**

Full and final audited accounts will be included in the 2020/21 Annual Report.

**Reporting against intended performance**

The 2020/21 Annual Report will include comparisons of both financial and non-financial performances against the relevant targets outlined in this Statement of Intent.

**Compensation from Local Authority**

The Board estimates the commercial value of the Hawke's Bay Museums Trust collection will be \$41.9 million (including the Faraday Collection). The collection is revalued at least every three years by an independent registered valuer, to ensure carrying values are not materially different from fair value.

**Faraday Centre**

Trustees are reviewing the future direction of the Faraday Centre. This includes potentially separating this activity from the Hawke's Bay Museums Trust when an appropriate and sustainable model is identified.



---

Tuesday, 21 July 2020

---

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

Item 5

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

---

*Nā:* **Bruce Allan, Group Manager Corporate**  
*From:* **Craig Cameron, Group Manager: Strategy and Development**

---

*Te Take:*  
*Subject:* **Consolidated Operations and Monitoring Report**

---

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

- 1.1 The Purpose of the Operations and Monitoring Committee is to ensure consolidated and complete reporting and monitoring of all financial and non-financial information and performance measures against the Annual Plan, Long Term Plan and Council Strategies, Goals and Priorities.
- 1.2 Officers have been developing the Consolidated Operations and Monitoring Report which is attached as **Attachment 1** to provide information and commentary for the Committee in sufficient detail that the Committee can maintain oversight of delivery of the Council Annual Plan and be satisfied that Council services are being delivered to specification, budget and on time. Any exceptional situations will be reported on along with mitigation measures being put in place.
- 1.3 Also attached as **Attachment 2** is the normal dashboard financials that are presented to Council on a quarterly basis. The March quarters result was presented to the April Council meeting while in lockdown and the attached May results have commentary that is specifically related to the financial impacts on the revenue and expenses of Council. The full year result to June will be presented as it is normally in September.
- 1.4 The development of the necessary Enterprise Systems for assembly of the data for this Report have been delayed due to the COVID 19 Pandemic and the consequential redeployment of staff. As a result, the quality and depth of this Report is not as advanced as was planned earlier in the year. Future Reporting to the Committee will be more refined and aligned with the Committees communicated

expectations regards the level and depth of information that is required for the Committee to satisfactorily achieve its Purpose.

## 2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Committee receives the report titled Consolidated Operations and Monitoring Report.

### Attachments:

1 ➡	Consolidated Operations and Monitoring Attachment 1	CG-16-4-00030	Under Separate Cover
2 ➡	COVID DSHBRD 2020	CG-16-4-00028	Under Separate Cover

---

Tuesday, 21 July 2020

---

Item 6

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

---

*Nā:*  
**From: Bruce Allan, Group Manager Corporate**

---

*Te Take:*  
**Subject: Hastings Covid-19 Recovery Plan Update**

---

## **1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga**

- 1.1 The purpose of this report is to provide the Committee with an update on progress being made implementing the actions that have been identified from the issues or opportunities outlined in the Economic and Community recovery programmes.

## **2.0 Recommendations – Ngā Tūtohunga**

- A) That the Committee receives the report titled Hastings Covid-19 Recovery Plan Update.

## **3.0 Background – Te Horopaki**

- 3.1 Council has adopted a Hastings District Council Covid-19 Recovery Plan which included issues or opportunities outlined in the Economic and Community recovery programmes. A programme of actions have been identified to deliver on those issues or opportunities and dashboard reporting has been developed to assist with management and Council overview of those actions. Attached as **Attachment 1** is the Economic Recovery programme dashboard. A Community Recovery programme dashboard will be included in the September update to the Operations and Monitoring Committee.
- 3.2 Highlights to-date of the Recovery programme include:

- 3.2.1 An Urban Centres Recovery Fund of \$150,000 was established with funding allocated to the Hastings Business Association (\$100,000), Havelock North Business Association (\$40,000) and Flaxmere Retail Association (\$10,000).
- 3.2.2 The Flaxmere Town Centre development plan has been developed and a consultation process with the community is being developed.
- 3.2.3 Council contributed \$200,000 to the Hawkes Bay Drought Recovery Fund with contributions from the Crown, Hawkes Bay Regional Council, CHB District Council and Central lines creating a \$1m fund to support drought affected farmers.
- 3.2.4 The Infrastructure Delivery Programme is being closely monitored and will require some careful judgement around the priorities of Council's spend, mindful of the capacity of the construction market to deliver what is programmed. Priority will be given to the Water Supply upgrade programme and time limited funding received from Central Government for the delivery of infrastructure and jobs.
- 3.2.5 The Food Hub development continues to progress.
- 3.2.6 The Howard Street residential area internal servicing development contribution (ISDC) policy setting has been approved and will now allow land acquisitions for stormwater and internal servicing requirements to be progressed.
- 3.2.7 Council continues to explore external funding opportunities as part of the governments Covid stimulus package. Funding confirmed to-date includes:
- \$9.3m for transport improvements including SH51 (Waipatu), safety improvements and new path/cycleways, creating the project "Jobs for Heretaunga" with a commitment to generating 158 jobs in relation to these works. The improvements to SH51 (Waipatu) have been long advocated by Council as necessary improvements to this section of the State Highway network.
  - \$130m announced for Hawkes Bay as part of the Covid Response and Recovery Fund and Recovery Fund with \$20m towards an inland port at Whakatu being the first project to be announced from this funding allocation.
  - \$27m signalled for Hawkes Bay three waters. The allocation to Hastings is yet to be determined.
- 3.2.8 Council has adopted an Arts, Culture and Events Recovery Plan and allocated up to \$300,000 for the delivery of programmes and events, the purchase of equipment and technology and installations. A significant investment in making Hastings a centre point for the celebration of Christmas is one of the key threads to this recovery plan.
- 3.2.9 Work is currently underway with our youth people to develop a virtual rangatahi co-lab, a virtual space that connects our young people to the services including information on health & wellbeing, Cooking, education & employment, events, creative space. Watch this space for the go live date.
- 3.2.10 The Community Wellbeing Hub in Camberley – Our Community and Partners and working to provide a one stop hub at the Camberley Community Centre which offers community members access to services in Camberley.
- 3.2.11 A Rapid Relief Fund was established during lockdown with \$100,000 allocated for disbursement to organisations supporting the community through this difficult time. \$65,000 were allocated to 14 organisations with approximately \$20,000 claimed back from the Ministry of Civil Defence and Emergency Management.
- 3.2.12 An application has been made to the PGF for renovations to 6 of the district rural halls totally \$156,000 and an application was also made to the Marae renovation fund in

conjunction with Te Taiwhenua o Heretaunga for \$4.17m for the 18 Hawkes bay Marae. A decision on the success or otherwise of this application is pending.

- 3.2.13 Council in partnership with Napier City Council and the Crown as shareholders in Hawkes Bay Airport Limited have announced \$9m of shareholders loans to support the company through this difficult time and to enable the terminal expansion to be completed. Hastings share of this loan was \$2.16m.
- 3.2.14 Prompt payments to suppliers continues with payments to suppliers made on the 10<sup>th</sup>, 20<sup>th</sup> and last day of the month.
- 3.3 In addition to the above activity, the Hawkes Bay economy and in particular the Hastings economy has to-date bounced back well from the Covid lockdown in comparison to almost all other areas of New Zealand. Weekly spend statistics from Paymark for the week ending 5 July 2020 for the Hastings District has an 11.2% increase in spend value when compared to the same week last year (+3.9% nationally) and a 1.3% increase by number of transactions (-2.4% nationally). Cumulatively for the year to 5 July 2020, Hastings is also doing better than the rest of New Zealand with a 7.1% reduction by value and a 17.2% reduction by number of transactions compared to 13.6% reduction by value and a 23.2% reduction by number of transactions nationally.
- 3.4 The June 2020 Westpac McDermott Miller Consumer Confidence report identified Hawkes Bay / Gisborne as the region with the highest consumer confidence rating and only one of two regions that recorded a positive change in confidence since the March report was released.

#### Consumer confidence by region

	Jun-20	Mar-20	Change
Northland	91.6	96.8	-5
Auckland	96.0	105.9	-10
Waikato	102.8	109.1	-6
Bay of Plenty	100.2	103.8	-4
Gisborne/Hawke's Bay	107.2	100.0	7
Taranaki/Manawatu-Whanganui	103.2	108.0	-5
Wellington	95.7	108.0	-12
Nelson/Marlborough/West Coast	90.7	95.2	-5
Canterbury	92.6	102.0	-9
Otago	96.2	96.0	0
Southland	102.0	95.4	7
Nationwide	97.2	104.2	-7

## 4.0 Next steps – Te Anga Whakamua

- 4.1 Officers will continue to drive the recovery programme and will report to Council quarterly at the Operations and Monitoring Committee on progress made.

### Attachments:

1 [↓](#) Economic Recovery Programme Dashboard

CG-16-4-00029

---

## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

---

### **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 wellbeing of communities in the present and for the future.

### **Link to the Council's Community Outcomes** – *Ngā Hononga ki Ngā Putanga ā-Hapori*

This proposal promotes the economic, social and cultural wellbeings of communities in the present and for the future.

---

### **Māori Impact Statement** - *Te Tauākī Kaupapa Māori*

The Hastings District Council Recovery Plan He kahu kit e rangi identifies the impact that the Covid-19 pandemic has had on our economy and community and how that has impacted on Maori in particular.

---

### **Sustainability** - *Te Toitūtanga*

n/a:

---

### **Financial considerations** - *Ngā Whakaarohanga Ahumoni*

This report has highlighted some significant funding that Council has received or has applied to receive which could have a significant benefit to Council's financial outlook.

---

### **Significance and Engagement** - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy as being of low significance, this is an update report and no decisions are required.

---

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

No consultation is required.

---

### **Rural Community Board** – *Te Poari Tuawhenua-ā-Hapori*

Issues affecting the Rural Community are also addressed in the report.

---







ECONOMIC RECOVERY PROGRAMME STATUS AS AT JUNE 2020													
ISSUE OR OPPORTUNITY	PROJECT MANAGER	GROUP	KEY ACTION	Overall Project Status	Planning	Costs	Time	Quality	Relationships	Resources	External Factors	COMMENTS	Outcomes
<b>Business Support.</b> In partnership with BHB investigate options for enhanced delivery of business support services to Hastings businesses.	LN/KH	Strategy & Development	Business case to investigate demand for a Hub in Hastings	Actively Being Managed	🟡	🟢	🟢	🟢	🟢	🟡	🟡	Matariki Pou 4 meeting 7 July discussed a Hub and spoke delivery model for business support organisations based at the Business Hub in Napier. Other Councils in the region are also interested in this approach.	Businesses have access to enhanced support services.
<b>Employment services.</b> Partner with government, Maori and business associations to support an integrated employment service in Hastings.	LN/KH	Strategy & Development	Run Regional talent attraction strategy to address skill shortage.	Concern	🟢	🟢	🟢	🟢	🟢	🔴	🔴	Regional Talent - Strategy written. Funding required. Working through resourcing requirements with other public and private partners and business associations as required to move this project forward.	Increased employment levels.
<b>HB Food Innovation Hub</b> Ensure successful delivery of the HB Food Innovation Hub.	LN/TG	Strategy & Development	Deliver establishment phase including governance structure, site, preliminary design and financial modelling.	On Track	🟢	🟢	🟢	🟢	🟢	🟢	🟢	Due diligence on site acquisition. Funder commitments to be confirmed. Confirm final design and tender process.	Increased food GRP, business investment, and net new employment opportunities.
		Strategy & Development	Deliver construction phase by end of 2021	Actively Being Managed	🟢	🟡	🟡	🟢	🟢	🟡	🟢		Increased food GRP, business investment, and net new employment opportunities.
<b>Council Policy</b> Council to review policy settings to determine opportunities to add value to recovery initiatives within our fiscal envelope.	DP	Strategy & Development	Rescope of the KMP and set new direction.	Actively Being Managed	🟡	🟡	🟡	🟢	🟡	🟢	🟡	KMP Rescoping commenced. Councillors to be briefed in due course.	Report to Council with recommendations.
	MC	Strategy & Development	Investigate opportunities to accelerate some HPUDS implementation actions and align with programmed review	Actively Being Managed	🟡	🟡	🟡	🟡	🟡	🟡	🟡	HPUDS acceleration being assessed as part of wider priority work program.	
	AH	Corporate	Review development contributions policy for intensification projects	On Track	🟢	🟢	🟢	🟢	🟢	🟢	🟢	DC Policy Review for intensification being assessed as part of wider priority work program.	
	JB	Strategy & Development	Continue to progress Regional Industrial Land Strategy (RILS) Assessment.	Actively Being Managed	🟡	🟡	🟡	🟡	🟡	🟡	🟡	RILS - land resource study completed, next phase being scoped.	
	LN/KH	Strategy & Development	Review Financial Incentives Policy to support economic development.	Actively Being Managed	🟡	🟢	🟡	🟢	🟢	🟢	🟢	Incentives Policy - Currently being scoped.	
<b>Business and Consumer Confidence</b> Ensure ongoing positive public engagement and communications to support growing business and consumer confidence.	NF/KH	Strategy & Development	Delivery of Marketing and Comms & Great Things Grow Here for economic development outcomes.	On Track	🟢	🟢	🟢	🟢	🟢	🟢	🟢	Working with partner agencies supporting GTGH.	Effective delivery of communications strategy. Effective engagement with partner agencies.
	NF/KH	Strategy & Development	Continue to share shop local campaigns and other economic recovery initiatives to build confidence.	On Track	🟢	🟢	🟢	🟢	🟢	🟢	🟢	New success stories continually being promoted via GTGH.	
	NF/KH	Strategy & Development	Continue to share business success stories to build confidence.	On Track	🟢	🟢	🟢	🟢	🟢	🟢	🟢		
	KH	Strategy & Development	Attend and contribute to Hastings City Centre Forum meetings to grow business and build confidence.	On Track	🟢	🟢	🟢	🟢	🟢	🟢	🟢	Process to reignite the City Forum commenced.	
<b>Council Capital Investment</b> Deliver Council's circa \$130M capital investment programme for 2020/21.	CT	Asset Management	Delivery of programme as per Annual Plan 2020/21.	Actively Being Managed	🟡	🟡	🟡	🟡	🟡	🟡	🟡	Capital programme being actively managed to ensure successful delivery over the next 12 months.	Programme delivered with carried forwards into 2020/2021 only under exceptional circumstances.
<b>External funding for Council capital investment.</b> Secure external funding for Council works that align with our recovery objectives.	RO	Asset Management	Support Crown Infrastructure Water Package for HDC to get funding to deliver strategic 3W asset works (regional) - total package is \$315M.	Actively Being Managed	🟡	🟢	🟡	🟢	🟢	🟡	🟡	CIP packages submitted, awaiting decisions. Planning for impacts on capital delivery programme ongoing.	External funding secured, job created, projects delivered.
	BM	Strategy & Development	Continue to explore Central Government funding opportunities e.g. PGF, that align with strategic objectives/needs and recovery objectives.	Actively Being Managed	🟡	🟢	🟡	🟢	🟢	🟡	🟡	\$9.3mio confirmed fromTranche 1 of PGF applications and in the process of being started. Tranche 2 application awaiting decision making (inc Muni), planning for impacts on capital delivery programme ongoing.	Creating shovel ready jobs.

## Item 6

	EO	Asset Management	Review and confirm the Vibrancy and Activation plan	On Track								\$150,000 Hastings Urban Centres Recovery Plan allocated across all three urban centres. 'Who is Hastings' marketing plan with video and competitions from early July.	Increased employment, patronage, visitation, business retail and hospitality spend.
	KH	Strategy & Development	Continue to collaborate with business associations to activate and stimulate our urban centres.	Actively Being Managed								Monthly City Centre Forum Meeting initiated to share progress on various CBD related projects and initiatives with key stakeholders and foster positive and productive long-term relationships.	
	NF/KM	Strategy & Development	Deliver Hastings business & talent attraction video for economic development outcomes.	On Track								Business and talent attraction video in progress, due end of July 2020.	
Flaxmere Urban Centre Facilitate private and public sector capital investment into Flaxmere CBD.	DB	Corporate	Initiate Flaxmere Town Centre Redevelopment (residential, commercial and amenity)	Actively Being Managed								Urban design review completed and findings presented to Council. Next step is to engage the community.	Increased employment, village patronage and visitation, business retail and hospitality spend.
Havelock North Urban Centre Facilitate private and public sector capital investment into Havelock North CBD.	LN/KH	Strategy & Development	Continue to deliver key account services to support private sector investment.	Actively Being Managed								Officers continue to work with various developers and investors focusing on the Hastings District including Commercial and Residential development areas and opportunities.	Increased employment, patronage, visitation, business retail and hospitality spend.
		Strategy & Development	Deliver Council growth infrastructure to the Havelock North.	Actively Being Managed									
Promotion and Marketing Support the promotion of our local business to business activity.	LN/KH	Strategy & Development	Run 40th Anniversary Guilin Sister City Event March 2021	Actively Being Managed								Guilin City Anniversary - Planning in progress, awaiting border control/opening plans as a results of CV19.	
	NF/KH	Strategy & Development	HDC Marketing & Comm's & Great Things Grow Here continue promotion of business	Actively Being Managed								Continue active promotion of success stories.	Increased Pay mark spend data. Increased foot traffic. Increased bookings.
Primary sector support (COVID-19 and Drought) Maintain strong relationships with all primary sectors and their industry organisations to protect our productive land and enable the advocating of their priorities to government.	MC	Strategy & Development	Support the horticulture sector in relation to its RSE scheme	Actively Being Managed								Not sure what support is needed. Discuss PM assignment.	Council is positively viewed by primary sector businesses as supportive in advocating their needs and receptive to submissions for Council services.
	MC	Strategy & Development	Maintain Primary Producers Round Table forum	Actively Being Managed								Meetings held with Primary producers 2x per year, currently assessing the need to increase the frequency of these meetings. Mid-Year meeting to be arranged.	Council is positively viewed by primary sector businesses as supportive in advocating their needs and receptive to submissions for Council services.
	MC	Strategy & Development	Liaise with the primary sector regarding HPUDS and land development.	Concern								No activity to liaise on a present. HPUDS Review scheduled 2021-2022 following subnational projections release. Joint Council project needs resourcing	
Regulatory Services Achieve efficient and effective Resource Management Act and Building Act planning processes	RO	Planning & Regulatory Services	Work with Planning and Regulatory Services to apply a customer service ethos to regulatory processes.	On Track								Discussions to be held with J O'S and Planning and Regulatory Services.	All services are delivered in an efficient, effective and customer focused manner.
Help Business Cash Flow Take actions to support business cash flow during economic recovery.	AW	Corporate	Council provides prompt weekly payment to suppliers.	On Track								Contractor payments 3 x per month, ongoing.	Negative impact of COVID-19 on business cash flow reduced.
	AW	Corporate	Continue to review Councils fees and charging model where they impact upon successful recovery.	On Track								Rents were reviewed and reduced and fourth quarter rates penalties were remitted.	Negative impact of COVID-19 on business cash flow reduced.



---

Tuesday, 21 July 2020

---

Item 7

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

---

*Nā:*  
**From: Jennie Kuzman, Health and Safety Manager**

---

*Te Take:*  
**Subject: Health & Safety Quarterly Report: 1 January - 31 March 2020**

---

## **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.
- 1.3 The attached report for the third quarter of the 2019/2020 financial year (Attachment 1) provides updated 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 January to 31 March 2020.
- 1.4 This report was unfortunately delayed due to COVID-19, therefore the final quarterly report for the period 1 April to 30 June 2020 will be reported to the Committee at its September 2020 meeting.

## **2.0 Recommendations – *Ngā Tūtohunga***

- A) That the Operations and Monitoring Committee receives the report titled Health & Safety Quarterly Report: 1 January - 31 March 2020.



## Attachments:

- 1  Human Resources (NO PERSONAL INFORMATION) - HR-03-8-2-20-164  
Health and Safety - Injury Reporting & Recording -  
Information - HDC Quarterly Health and Safety  
Report - Quarter 3 - 2019-2020 (July 2020 update)  
PDF version

# Hastings District Council Quarterly Health and Safety Report: Quarter 3 - 2019/2020 1 January – 31 March 2020

UPDATED VERSION

This report contains information that was reported during the period 1 January to 31 March 2020 and is current as at 30 June 2020.

*Note: This report has been updated from a previous version released in May 2020*

# GLOSSARY OF TERMS

## Leading Indicators

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

## Lagging Indicators

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



## A. EXECUTIVE SUMMARY

Due to the restrictions on operations due to the COVID-19 pandemic and associated implications, the Quarter Three report which was previously provided in May 2020 was only a high level summary. This report is an updated version containing further analysis.

Organisational Health and Safety objectives were set at the beginning of 2019 and carry through until the end of the 2019/2020 financial year. These objectives have a strong focus on the promotion of Health and Safety through greater active leadership and engaging with contractors to further develop a Health and Safety culture that encompasses all workers whom undertake work for Council. These objectives provide useful measures for reporting of leading indicators. Good progress has been made towards these objectives as indicated on page four and progress to completion will continue to be tracked through the quarterly reports in 2019/2020.

Leading indicators for the quarter were relatively stable, but were impacted by reduced operations in the last month. The number of staff trained in quarter three is traditionally lower with training starting in February after Christmas breaks, with planned courses cancelled as a result of COVID-19 control measures. These will be rescheduled at a future date.

As a whole Council achieved the target for Health and Safety Observations in this quarter with two groups (Asset Management and Human Resources) achieving their individual group targets. This is a good indication that the objectives set for Managers and Team Leaders to drive safety leadership within their teams are well underway. Additionally, of those observations completed, it is pleasing to see that 88% of employees and 90% of contractors were observed undertaking tasks to a Good or Excellent standard.

In regards to lagging indicators reported during this quarter, results remain steady, with similar numbers to the previous quarter, with the exception of an increase in public first aid incidents. This correlates with the opening of the summer aquatic facilities and Splash Planet as can be seen in the Location of Incidents graph. Bruising is the most common type of injury reported, followed by sprain/strains and open wounds (minor cuts and lacerations). This is consistent with previous trends.

Contractor incident reporting remains lower than expected, however as part of the organisational Health and Safety objectives there is a targeted campaign underway to increase safety engagement with these workers. There were two WorkSafe notifiable events in Quarter Three involving two separate incidents of fall from height. Following interaction in regard to the incidents, WorkSafe has indicated that they are taking no further action with either incident.

In regards to incidents relating to public, results remain steady, with similar numbers to the previous quarter. The vast majority of incidents were minor in nature, treated with first aid on-site and when compared with the visitor numbers to Council's community facilities, the public injury frequency rates remain very low.

## B. ORGANISATIONAL OBJECTIVES

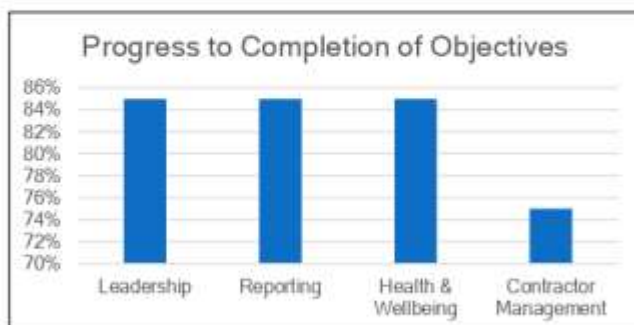
Organisational Objectives for the period 1 January 2019 – 30 June 2020 are as follows:

### 1. Promote Health & Safety through active leadership

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

### 2. Continue to drive a culture of early reporting in order to prevent workplace injuries and illnesses

- Track non-injury incident (hazard Identification, near miss and property damage) rates across the year.
- Report on the % of non-injury incidents compared to total incidents reported.
- Analyse non-injury incidents by hazard category.



### 3. Establish a wellbeing programme for Council staff in order to proactively manage the Mental Health and wellbeing risks associated with work tasks, activities and pressures.

- Develop a Mental Health and Wellbeing Policy and Guidance material for staff.
- Develop a Wellbeing Programme that has a monthly focus topic.
- Undertake staff engagement surveys at 6 months and 12 months to gauge effectiveness of the programme.

### 4. Engage with contractors to development a Health and Safety culture that encompasses all workers whom undertake work for Council

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

## C. LEADING INDICATORS

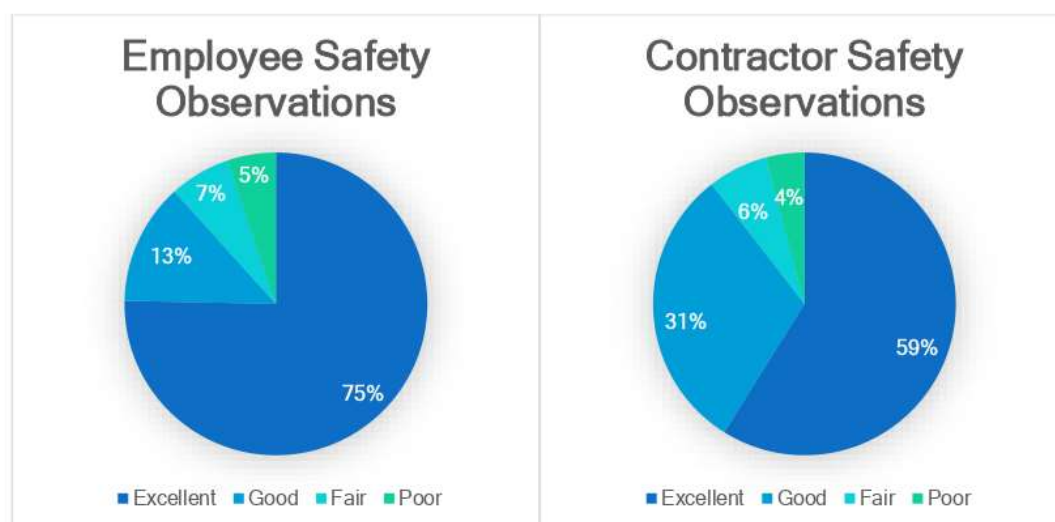
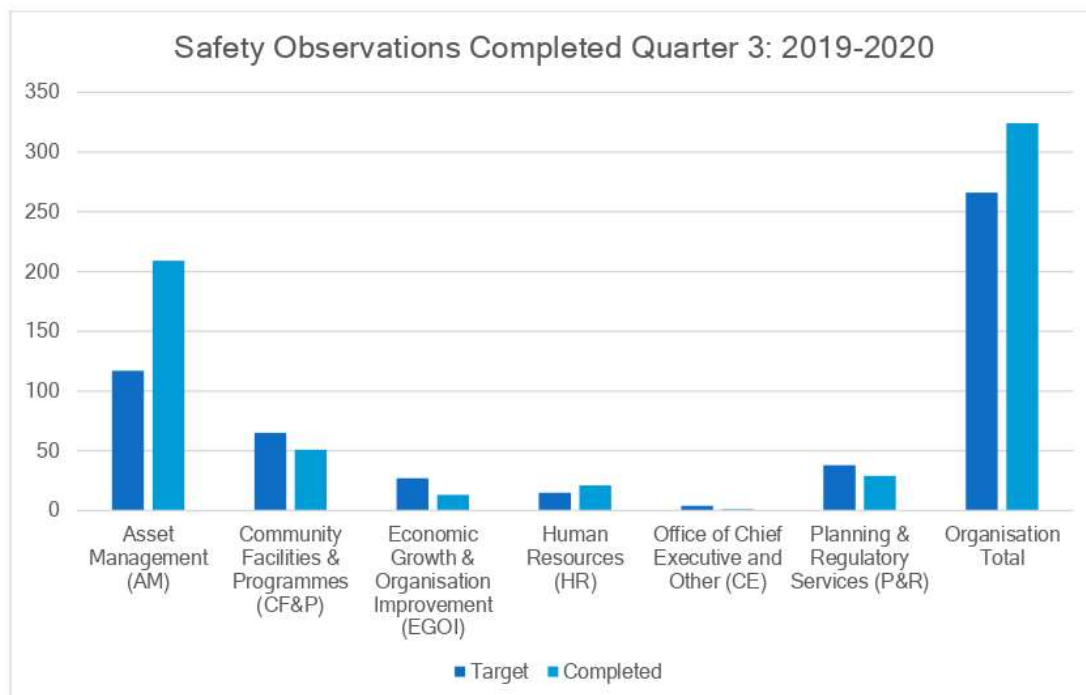
### 1. Indicator Measures – Quarter 3 – 2019/2020

Leading Indicator	January 2020	February 2020	March 2020	Quarter 3 Total	Quarter 2 Total
Hazards reported	28	31	13	72	86
Health and Safety Discussions held	14	31	7	52	47
Toolbox Health and Safety Briefings held	50	54	34	138	198
Health and Safety Risk Assessments undertaken	350	160	235	745	639
Health and Safety Observations completed	153	111	82	346	409
Number of staff attending Health and Safety training	37	167	39	242	453
Health and Safety subcommittee/committee meetings held	1	2	0	3	6

### 2. Health & Safety Observation Analysis

#### Health & Safety Observations Completed - Quarter 3 - 2019/2020

Group	Target	Number Completed	% Target Completed
Asset Management (AM)	117	209	179%
Community Facilities & Programmes (CF&P)	65	51	78%
Economic Growth & Organisation Improvement (EGOI)	27	13	48%
Human Resources (HR)	15	21	140%
Office of Chief Executive and Other (CE)	4	1	25%
Planning & Regulatory Services (P&R)	38	29	76%
<b>Organisation Total</b>	<b>266</b>	<b>324</b>	<b>122%</b>



#### RESULTS CRITERIA

- Excellent (All work being performed safely and safety leadership being demonstrated)
- Good (Work generally being performed safely. Only minor improvement opportunities identified)
- Fair (A couple of unsafe practices and/or conditions were observed)
- Poor (Many unsafe practices and/or conditions were observed)

## D. LAGGING INDICATORS

### 1. Reported Incidents – Quarter 3 – 2019-2020

#### 1.1 Employee Incidents

Lagging Indicator	January 2020	February 2020	March 2020	Quarter 3 Total
Near Miss	11	17	9	37
Property Damage	2	2	5	9
Injuries	10	6	0	16
• First Aid Treatment	4	3	0	7
• Medical Treatment	6	2	0	8
• Lost Time	0	1	0	1
WorkSafe Notifiable Events	0	0	0	0

#### 1.2 Contractor Incidents

Lagging Indicator	January 2020	February 2020	March 2020	Quarter 3 Total
Near Miss	10	12	19	41
Property Damage	4	0	0	4
Injuries	3	4	2	9
• First Aid Treatment	0	0	0	0
• Medical Treatment	3	3	1	7
• Lost Time	0	2	1	3
WorkSafe Notifiable Events	0	2	0	1

#### 1.3 Public Incidents

Lagging Indicator	January 2020	February 2020	March 2020	Quarter 3 Total
Near Miss	8	6	4	18
Property Damage	1	1	0	2
Injuries	43	20	8	71
• First Aid Treatment	42	19	8	69
• Medical Treatment	1	1	0	2
WorkSafe Notifiable Events	0	0	0	0



## 1.4 Significant Incident Summary – Quarter 3 2019/2020

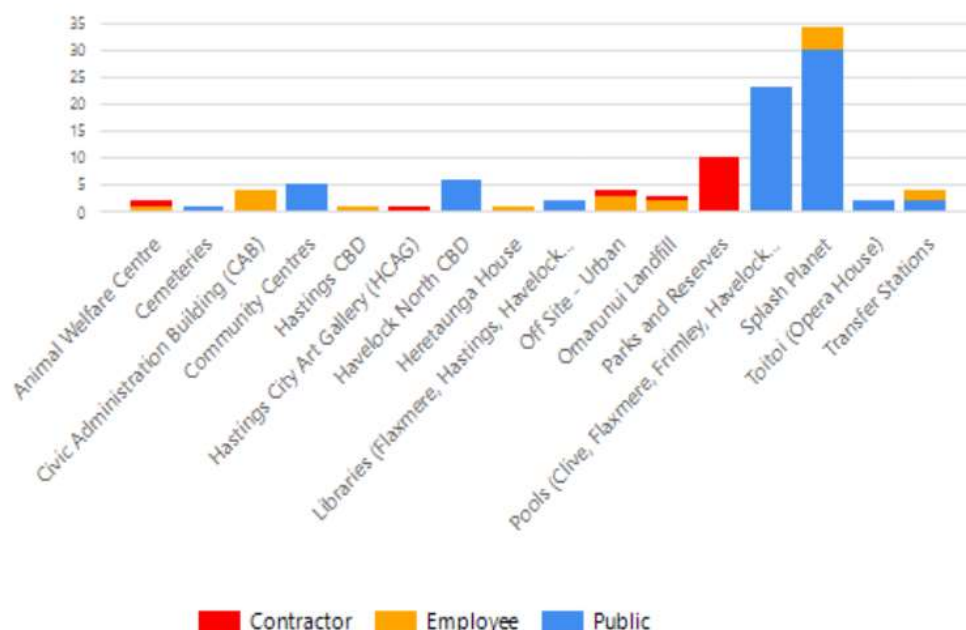
'Significant Incidents' refer to any incidents which required medical treatment or resulted in significant property damage or WorkSafe notifiable events.

Incident Month	Type	Relationship	Group	Incident Description
January	Medical Treatment Injury	Employee	CF&P	Employee had an allergic reaction at work. Employee saw doctor for treatment.
	Medical Treatment Injury	Employee	EGOI	Employee strained neck when trying to jerk vacuum cleaner lead out of plug to change sockets. Employee saw doctor for treatment.
	Medical Treatment Injury	Employee	AM	Twisted back while climbing out of work vehicle. Employee saw doctor for treatment
	Medical Treatment Injury	Employee	CF&P	Employee bending forward holding a Kayak still for Customer and injured back. Employee saw doctor for treatment
	Medical Treatment Injury	Employee	P&R	Employee Strained back while lifting white board. Employee saw doctor for treatment.
	Medical Treatment Injury	Employee	P&R	During a group activity of touch rugby, employee slipped and fell injuring knee. Employee saw doctor for treatment.
	Medical Treatment Injury	Contractor	AM	Contractor worker was stung by a bee on the left temple while driving to a jobsite. Worker received medical treatment.
	Medical Treatment Injury	Contractor	AM	Contractor Worker operating digger, went to open side door, door sprung back and jammed finger. Worker received medical treatment. The incident has been investigated and corrective actions completed
	Medical Treatment Injury	Contractor	AM	Contractor worker was replacing wheels in the carousel and hurt their ribs. Worker received medical treatment. The incident has been investigated and corrective actions completed
	Medical Treatment Injury	Public	CF&P	Child operating go kart crashed straight into first corner wall, hit head and was sore from seat belt across stomach. Ambulance attended and accessed for injury. Taken to hospital. Incident was investigated at the time and a review of review of the Go-Kart operating systems initiated.
February	Medical Treatment Injury	Employee	P&R	Whilst handling dog, it swung around and bit employee on left hand. Employee saw doctor for treatment.
	Medical Treatment Injury	Employee	AM	Employee operating compactor and aggravated shoulder whilst climbing in and out of the cabin. Employee saw doctor for treatment. The incident was investigated and corrective actions implemented.
	Lost Time Injury	Employee	AM	Employee strained his hand while loading tyres. Employee saw doctor for treatment and had time off work. The incident was investigated and corrective actions implemented.
	Medical Treatment Injury	Contractor	P&R	Contractor got called to a box dumped at the animal welfare centre, opened well secured box and was attacked by cat. Worker saw doctor for treatment.
	Medical Treatment Injury	Contractor	AM	Worker was emptying a bin and jarred their neck as they pulled the bin liner out. Worker saw doctor for treatment. Contractor has investigated the incident and corrective actions implemented.
	Medical Treatment Injury	Contractor	AM	Contractor worker working in ceiling, slipped and fell. Sustained injury to back requiring medical treatment. Incident reported to WorkSafe and Investigation underway.
	Lost Time Injury	Contractor	AM	Contractor worker working from scaffolding on roof, tripped and fell through skylight 2m. Sustained injury to back requiring medical treatment and time off work. Incident reported to WorkSafe and Investigation underway.

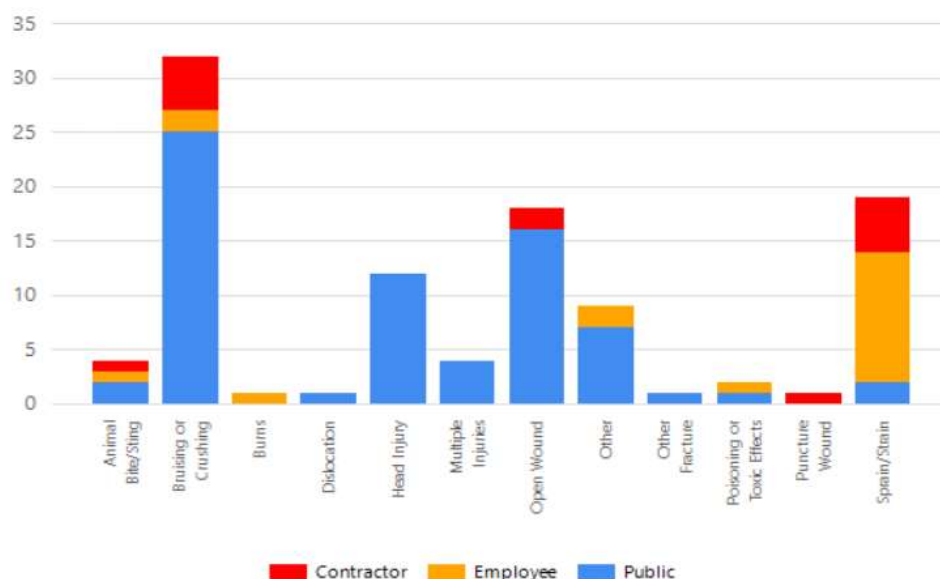
Incident Month	Type	Relationship	Group	Incident Description
February	Lost Time Injury	Contractor	AM	Contractor Worker was driving and back began to ache and it got progressively worse. Worker saw doctor for treatment and had 2 weeks off work. Contractor has investigated the incident and corrective actions implemented.
	Medical Treatment Injury	Public	AM	Elderly person was walking with their dog and was looking at the trumpet flower installation, they miss-stepped and fell. Person assessed by ambulance for treatment. Site was inspected – no corrective actions required.
March	Medical Treatment Injury	Contractor	AM	Contractor worker sustained injury when hand caught between pipes during placement. Worker saw doctor for treatment. Contractor has investigated the incident and corrective actions implemented.
	Lost Time Injury	Contractor	AM	Worker reached into the back of truck to get a pair of loppers and cut their finger. Worker saw doctor for treatment. Contractor has investigated the incident and corrective actions implemented.

## 2. Incident Analysis

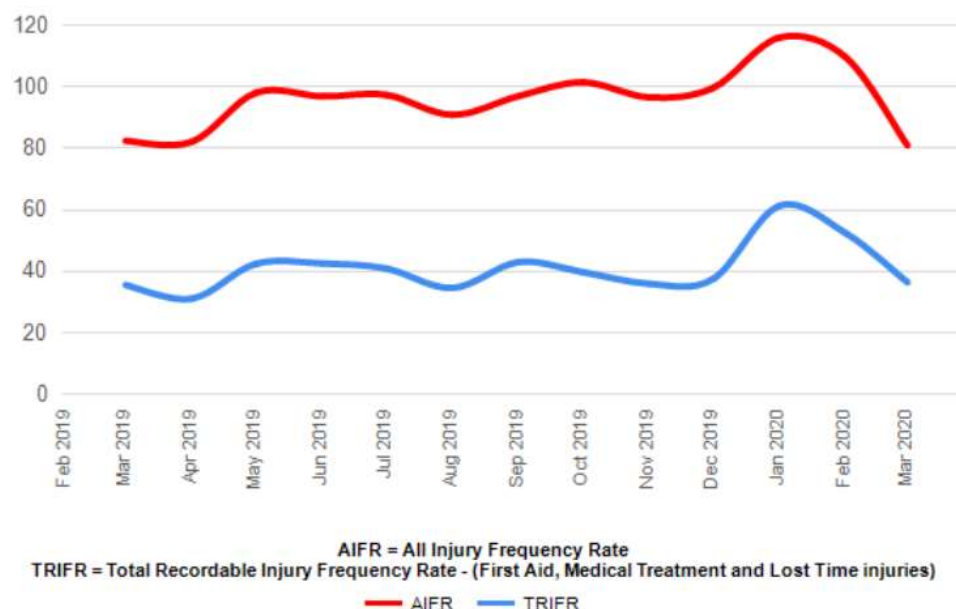
### 2.1 Location of Incidents Quarter Three - 2019/2020



## 2.2 Injury Analysis - Types of Injury Quarter Three - 2019/2020



## 2.3 Injury Frequency Rates - All Injuries (Employee and Non-employee)





---

Tuesday, 21 July 2020

---

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

**Item 8**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

---

*Nā:*  
**From: Jackie Evans, Manager: Democracy and Governance**

---

*Te Take:*  
**Subject: Requests Received Under the Local Government Official  
Information and Meetings Act (LGOIMA) Quarterly Update**

---

## **1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The purpose of this report is to inform the Council of the number of requests under the Local Government Official Information Act (LGOIMA) 1987 received in the first quarter of 2020.
- 1.2 This issue arises from the provision of accurate reporting information to enable effective governance.
- 1.3 This is an administrative report to ensure that the Council is aware of the number and types of information requests received and to provide assurance the Council meeting its legislative obligations in relation to the Local Government Official Information and Meetings Act (LGOIMA).
- 1.4 This report concludes by recommending that the report be noted.

## **2.0 Recommendations – *Ngā Tūtohunga***

- A) That the Committee receives the report titled Requests Received Under the Local Government Official Information and Meetings Act (LGOIMA) Quarterly Update
- B) That the LGOIMA requests received in this quarter of 2020 as set out in Attachment 1 (IRB-2-01-20-1909) of the report be noted.

### 3.0 Background – *Te Horopaki*

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

#### **Principle of Availability**

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

#### **3.3 Purpose of the Act**

- 3.4 The key purposes of the LGOIMA are to:

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

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

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

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

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

#### **What does a LGOIMA request look like?**

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

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

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

#### Key Timeframes

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

## 4.0 Discussion – *Te Matapakitanga*

### Current Situation

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

## 5.0 Options – *Ngā Kōwhiringa*

Not applicable

### Attachments:

- 1 [↓](#) LGOIMA Quarterly Report to Council February, March, April, May, June 2020 IRB-2-01-20-1909

---

## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

---

### 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 wellbeing of communities in the present and for the future.

---

### Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

N/A

---

### Māori Impact Statement - *Te Tauākī Kaupapa Māori*

N/A

---

**Sustainability - Te Toitūtanga**

N/A

**Financial considerations - Ngā Whakaarohanga Ahumoni**

N/A

**Significance and Engagement - Te Hiranga me te Tūhonotanga**

N/A

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

N/A

**Risks: Legal - Ngā Tūraruru: Ngā Ture**

Opportunity: N/A

REWARD – Te Utu	RISK – Te Tūraruru
[State the benefit, opportunity, innovation of the outcome & whether it benefits; Safety (public/ staff/ contractors), Finances, Service Delivery, Legal compliance, Reputation.]	[State the significant risks or threats (4 or 5 max) to the objective & whether they affect; Safety (public/ staff/ contractors), Finances, Service Delivery, Legal compliance, Reputation.]

**Rural Community Board – Te Poari Tuawhenua-ā-Hapori**

N/A

## LGOIMA – Quarterly Report to Council – February to June 2020

	Requests Received	Responses to requests	Responses with information fully released	Responses with information partially withheld	Responses with information fully withheld	Average number of working days to respond	Requests resulting in a complaint to Ombudsman
February - June	38	32	23	9	0	19.5	1

## Requests - received since those last reported to Council

Completed		
Outstanding		
Month	From	Subject
February	M. Rabson	Information relating to disposal of tyres
	Stuff	Abductions within Council owned facilities, parks and reserves
	D. Ivory	Complaints and concerned raised by Library users
	D. Renouf	Clarification on source protection zones for public supply bores
	D. Renouf	Lowes Pit water reports
	M Scannell	Red Bridge investigation
	A Snee	Moore Road, Waimarama
	A Webb	Brookvale Structure Plan
March	M Williams	Brookvale Structure Plan – Draft stormwater modelling
	NZ Anti-Vivisection Society	Dog rehoming policy

	S Nelson	Farm Park Turamoe Road, Pakipaki
	M Paton	Proposed subdivisions Turamoe Rd & Anderson Rd, Pakipaki
	NZ Taxpayers Union	CEO Twitter
	L. Yule MP	Provincial Growth Fund – Karamu Masterplan
	Labour Leader's Office	District Valuation Roll
	D. Ayers	Arthur D Riley & Co Ltd & Associated Companies
	T. Roberts	Recycling Crate Rollout
	J Trail	Millar Road
	D Renouf	Lowes Pit Annual Stormwater Compliance & Monitoring
	A Hone	Facebook updates Covid-19 in HB
April	J Hu	Logo rebranding Youth Council
	H Balme	Consent Process
	NZ Taxpayers Union	COVID-19 Voluntary Salary Cuts
	T Ewart	CCTV Cameras
	Recycle Plastics NZ Ltd	Recycling Waste Management
May	R McCormick	Non-consented dwellings & buildings
	D Renouf	Lowes Pit & Omahu Road
	L Barnett	Inaugural Council Minutes
	T Kay	Nitrate-nitrogen levels Hastings District Water
	P Demain	Tender Documents – Parking & CCTV
	J Kelly	Building Consents approval percentage 2018/2019

	J Maassen	Frimley Park
	Canine Research	Dog Welfare
June	J Roil	Building Costs – Annual Plan
	J Roil	Consultant Costs & Staff Wages – Annual Plan
	J Roil	Tendered contract price Irongate Road
	T Belford	Horse of the Year Report – Council 9/6/20
	Community Law Centre	Council property maintenance





---

Tuesday, 21 July 2020

---

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

Item 9

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

---

*Nā:*  
**From: Jackie Evans, Manager: Democracy and Governance**

---

*Te Take:*  
**Subject: Items Under Action**

---


## **1.0 Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The purpose of this report is to update the Operations and Monitoring Committee 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 previous Committee meetings.
- 1.3 Attached as **Attachment 1** is the status of items under action as at 27 February 2020.

## **2.0 Recommendations – *Ngā Tūtohunga***

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

### **Attachments:**

- 1  Items under Action - arising from 27 February 2020 CG-16-4-00010  
Operations and Monitoring Committee meeting



Items Under Action – Operations and Monitoring Committee – as at 27 February 2020						
	Date Raised	Due Date	Description and Action	Lead Officer/Group	Comments	Completed
1	20 February 2020		That HB Tourism give a regular presentation to Council	A Hilton	Ongoing item - invites to include relevant officers	One presentation given at meeting during lockdown via zoom
2	20 February 2020		Information regarding 3 Waters to include information other than only financial	B Allan C Thew	More detail to be included in the Operations & Monitoring report	
3	20 February 2020		Building Consents – avoidance of overspending	J O'Shaughnessy	It is unavoidable that expense overspends occur when activity levels exceed budgeted revenue levels	
4	20 February 2020		Check with IT regarding use of Portal? To reduce confirmation times	B Allan		
5	20 February 2020		Addressing situation if capital works found to be too ambitious and needing reprioritisation	C Thew B Allan	Constant monitoring of the capital programme will be provided to ensure appropriate level of activity is generated for the market to sustain.	
6	20 February 2020		Include more meaningful information in Executive Summary	B Allan	Next full quarterly update to be provided in September for the year to June 2020.	

Item 9

Attachment 1



# HASTINGS DISTRICT COUNCIL

## OPERATIONS AND MONITORING COMMITTEE MEETING

TUESDAY, 21 JULY 2020

Item 12

### 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:

#### **13 Hawke's Bay Airport Ltd Appointment of Director**

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

<i>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
<b>13 Hawke's Bay Airport Ltd Appointment of Director</b>	<b>Section 7 (2) (a)</b> 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 individual until a decision on the appointment has been confirmed.	<b>Section 48(1)(a)(i)</b> 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.