



Hastings District Council

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OPEN A G E N D A

COUNCIL MEETING

Meeting Date: Thursday, 2 May 2019

Time: 1.00pm

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

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

HASTINGS DISTRICT COUNCIL

COUNCIL MEETING

THURSDAY, 2 MAY 2019

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

TIME: 1.00pm

A G E N D A

1. Prayer

2. Apologies & Leave of Absence

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

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 Democratic Support Manager (preferably before the meeting).

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

5. Confirmation of Minutes

Minutes of the Council Meeting held Thursday 28 March 2019,
including minutes while the public were excluded.
(Previously circulated)

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REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: PROJECT ADVISOR
ANNETTE HILTON**

SUBJECT: PRESENTATION BY ST JOHN'S COLLEGE, HASTINGS

1.0 SUMMARY

- 1.1 The purpose of this report is to inform Council that Year 13 students from St John's College, Brad Selwood and Ben Gardiner, will make a brief presentation to Council.
- 1.2 Paul Melloy (St John's College) and Caroline Lampp (Whatever It Takes Trust Incorporated) will also be in attendance.

2.0 BACKGROUND

- 2.1 Mr Selwood and Mr Gardiner are part of St John's College's award-winning Young Enterprise Scheme, which created a low cost rain and flood warning device known as GEORGE.
- 2.2 They became the first North Island team to take out two of six national excellence awards for the Young Enterprise Scheme.
- 2.3 Both students attended a reception by the Governor General at Government House on Waitangi Day 2019, held to recognise the team's national achievement in social enterprise.
- 2.4 St John's College was a national finalist in the NZI National Business Sustainability Awards in 2018.

3.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Project Advisor titled "Presentation by St John's College, Hastings " dated 2/05/2019 be received.**

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: TEAM LEADER ENVIRONMENTAL CONSENTS/
SUBDIVISION
CALEB SUTTON**

SUBJECT: PILCHER ROAD RENAMING

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from the Council on the proposed renaming of a section of Pilcher Road.
- 1.2 This renaming proposal arises from a request from Council's Property Information Officer relating to road realignment associated with the Whakatu Arterial project (recently renamed and hereinafter referred to as Te Ara Kahikatea).
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.4 The Council seeks to meet this obligation and the achievement of community outcomes through the strategic objectives set out in the 2018-2028 Long Term Plan. The matters raised in this report relate to those elements of the strategic objectives identified in the following table.

Outcomes and Objectives	Achieved By
<p><i>Local Infrastructure Outcome</i></p> <ul style="list-style-type: none"> <i>Local infrastructure which contributes to public health and safety, supports growth, connects communities, activates communications and helps protect the natural environment</i> <p><i>Local Infrastructure Council objectives</i></p> <ul style="list-style-type: none"> <i>Efficient movement of good</i> <i>Buildings and public spaces enhance district identity</i> 	<p>Road names that reflect the identity of the local area as well as ensuring ease of identification for the Council, emergency services and others.</p>

- 1.5 This report concludes by recommending that a section of Pilcher Road be renamed Pakiaka Lane.

2.0 BACKGROUND

- 2.1 A request to rename a section of Pilcher Road has been received by Council's property information officer.
- 2.2 The construction of Te Ara Kahikatea has required the creation a new roundabout within State Highway 2 and realigned Pilcher Road to connect directly onto the roundabout. Previously Pilcher Road continued through to a T-intersection onto State Highway 2. The construction of Te Ara Kahikatea has closed this T intersection leaving a short section of the old Pilcher Road as a no exit leg.
- 2.3 The new section of road is referred to as Pilcher Road (shown green in Figure 1 below). The existing section (shown red in Figure 1 below) is required to be renamed.



Figure 1 – Aerial photo (showing existing section of Pilcher Road to be renamed coloured red and new section of Pilcher Road shown green)

- 2.4 This road re naming request was first considered by Council on 30 August 2018. At the Council meeting it was requested that comments from mana whenua be sought.

3.0 CURRENT SITUATION

- 3.1 The section of Pilcher Road to be renamed is located near State Highway 2 and located approximately 200 metres to the north of the new roundabout constructed as part of the works associated with Te Ara Kahikatea.
- 3.2 There are only two properties/land owners who gain vehicle access from this existing section of Pilcher Road. A review of the historic titles for the two properties in question reveals that both the names Giles and Wedd feature prominently as proprietors throughout the decades.

4.0 OPTIONS

- 4.1 The Australian/New Zealand Rural and Urban Addressing Standard (NZS 4819:2003) requires that properties have clear unambiguous street addresses. This means that this short section of road has to be renamed.
- 4.2 Given the requirements of the road naming standards there are no alternative options available to the Council.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Section 78 of the Local Government Act 2002 sets out what is required of a local authority in considering community views, and is summarised by the following:

...Must give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

- 5.2 Consultation was undertaken with the two landowners who gain access from the section of Pilcher Road that will be renamed.
- 5.3 The following suggestions and comments have been received from the two landowners.

Heather (Giles): property to the north of road section for renaming, 7 Pilcher Road

- Jersey Oaks: *this is what the farm was known as. Heather's grandmother raised Jersey cows which were shown at the local A&P.*
- Giles Road: *this is also supported by Wedd family.*

Di Ward: property to the south of road section for renaming, 18 Pilcher Road

- Te Puna Lane: *this is what the property was and still is referred to as;*
 - Giles Holden Road/Lane: *honouring both sets of grandparents*
 - Giles Wedd Road: *the Wedd name in memory of Alan Joseph, son of Joe and daughter Keryn.*
 - Puna Oaks/Oak: *both properties 'Te Puna' and Jersey Oaks' combined'. Di Ward says the oak trees also have a long history with Pilcher Road, their block neighbouring Giles was always known as the Oak Block and the oaks are still present today.*
- 5.4 The landowners were contacted (and met with) following the name suggestion from mana whenua and they have expressed that they still prefer their suggestion of Giles. A letter written by the landowners has been received which outlines the reasons for their preference and is included as **Attachment 1** to this report. It is understood that the landowners (represented by Di and Paul Ward) will attend the 2 May Council meeting and if possible speak to the Pilcher Road renaming request item.

- 5.5 Consultation was undertaken with the Heretaunga Ward Councillors, Ann Redstone and Rod Heaps. Cr Redstone's response that she liked the Giles Lane, Road or Place. Cr Heap's response was that he thought Giles Lane sounded quite appropriate. Further consultation has been undertaken with the ward Councillors following the name suggestion from mana whenua. Both Councillors have expressed that their preference is for Giles Lane given the history associated with that family and the section of Pilcher Road.
- 5.6 Following the August Council meeting consultation was undertaken with mana whenua. Margie McGuire speaking on behalf of her hapū, Ngāti Hori, and with respect to there being an existing suggestion, recommended the name Pakiaka for the section of road given its historical significance for that area. Pakiaka was the name of the forest that was prolific up to the mid-19th century.
- 5.7 Figure 2 below shows the location of the Pakiaka Bush. This figure is taken from the Clough & Associates Ltd final archaeological report for the construction of Te Ara Kahikatea. This indicates that the forest was in close proximity to the current day location of the section of Pilcher Road to be renamed (shown as red line).

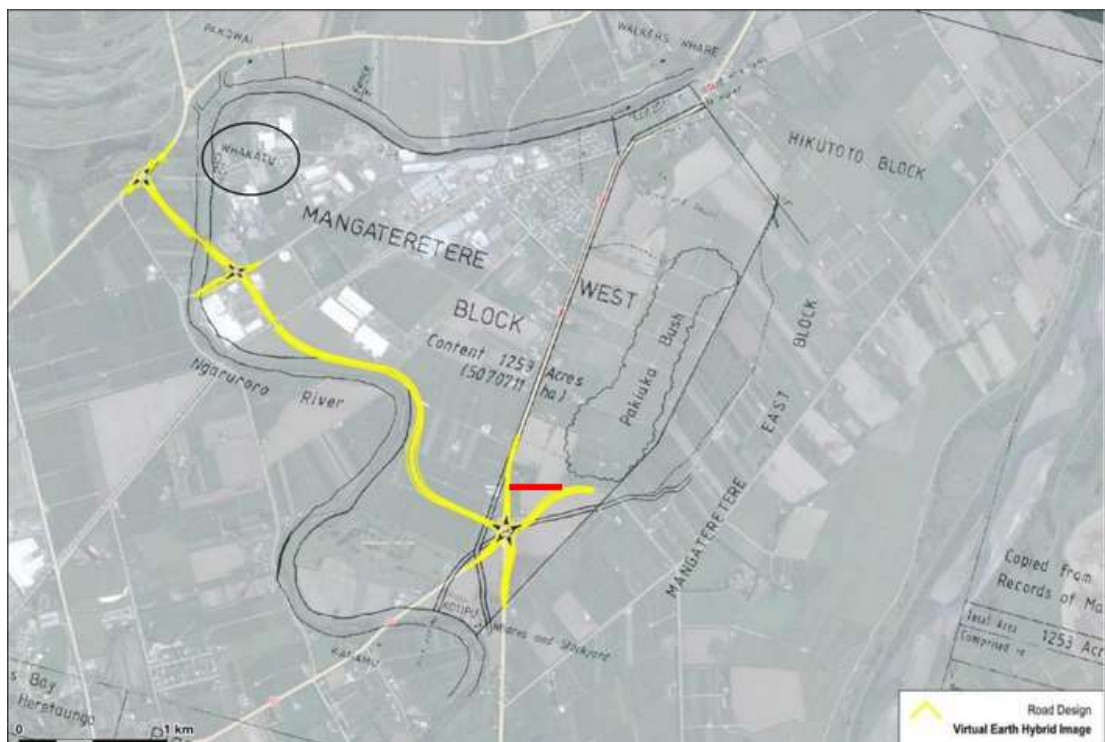


Figure 2: Pakiaka bush in relation to section of road to be renamed

- 5.8 The Clough & Associates report notes that the area of forest was the location of a timber saw mill operated by Bill Cashmore up until 1875. For this reason it is considered that Pakiaka has cultural and historical significance from both a mana whenua and pakeha perspective.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 With any road name change there will be financial implications for the persons affected. As noted above, there are only two landowners that gain access from this section of Pilcher Road. Both landowners have been consulted about the renaming and neither party raised concerns about financial implications.
- 6.2 The Hastings District Council Road Naming Policy lists the following criteria for evaluation of the suitability of proposed road names:
- Cultural Significance
 - Existing or common theme,
 - Significant feature
 - Historical event or person, and
 - Personal name for special services
- 6.3 In addition, in order to be accepted by Land Information New Zealand the road name will also have to fit with the criteria set out in the Australia/New Zealand Standard for Rural and Urban Addressing.
- 6.4 Evaluation of Names

Council officer evaluation of the suggested names has revealed that;

- The names Te Puna and Holden do not meet the Rural and Urban Addressing Standard stipulation that the name element, regardless of any difference in road type, shall not be the same as an existing road name where the existing road name is in the same locality. There is a Te Puna Place in Havelock North. There is a Holden Avenue in Haumoana and a Holden Street in Napier.
 - The names Jersey Oaks, Giles and Giles Wedd appear to fit the above criteria as they are names that have links to the site or surrounding area. In terms of name simplicity it is considered that Giles Lane or Place could be a suitable option. It is noted that both landowners contacted support this name.
The landowners were contacted following the name suggestion from mana whenua and they have expressed that they still prefer their suggestion of Giles.
- 6.5 Both suggested names, being Giles and Pakiaka, are considered to have merit and note historical connections to the land. Both names have been agreed to by emergency services and LINZ.
- 6.6 On balance it is considered that the suggested name of Pakiaka is the best option in terms of its fit against the criteria in the Councils Road Naming Policy (noted in 6.2 above). In particular it is consistent with criteria Cultural Significance and criteria Significant Feature (Pakiaka bush/forest).

- 6.7 The road type Lane (refer to road type descriptions below) is considered the most appropriate for the section of Picher Road in question. This is because it is a cul-de-sac and it is located within a semi-rural (country) setting.

Road types New Zealand: Australia New Zealand Standard for Rural and Urban Addressing

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	✓	✓	✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 Based on the research undertaken and the consultation that has occurred, Council officers support the renaming of this section of Pilcher Road to Pakiaka Lane.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Team Leader Environmental Consents/ Subdivision titled "Pilcher Road Renaming" dated 2/05/2019 be received.
- B) That pursuant to Section 319 of the Local Government Act 1974, a section of Pilcher Road as shown as a red dashed line in Figure 1 be renamed to Pakiaka Lane.

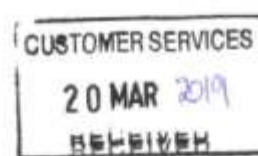
With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for (good quality local infrastructure) by:

- i) Road names reflecting the identity of the local area as well as ensuring ease of identification for the Council, emergency services and others.

Attachments:

- 1 Letter from Giles and Holden/WEd families on road re naming of Pilcher Road REG-10-11-19-339

19/03/19



Hi Caleb,

The Giles and Holden/Wedd families are disappointed with your "on balance" recommendation to the council.

Mainly, yes "close by", but NOT on the road in question, which is where the Giles family will have farmed off for 100yrs, come 2020. What an appropriate time to celebrate such a milestone for that local, still present family. Hence we strongly support the name, Giles Lane.

I have been constant and passionate to Helen and to you with emails since May 2018 about our families history and love for the Mangateretere area and old Pilcher Road in particular, referring to Marj Giles, such a truly well known identity on that road with her palomino horse, Sovereign Lady, and gig, and of course, not forgetting her baby blue 1955 FJ Holden.

A late submission which was granted extended time for the process takes precedence and we, who have farmed here since 1925 and lost 7 acres of fertile cropping soil, because the road could not go elsewhere for cultural reasons, are rejected. A fair process?

On balance, Te Ara Kahikatea have had their turn and the Giles family and ancestors have deservedly earned theirs too.

I feel we never stood a chance with our submission from day one and have to wonder if we were going to be ignored until after the event, but that is very kind that the Council committee secretary can send us a copy of the report.

Exasperated Landowners, the Giles and Holden/Wedd families

M Ward (WEDD)

H White (Giles)

B Ward

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

FROM: COMMUNITY CONNECTOR
ROBYN SMITH
SOCIAL & YOUTH DEVELOPMENT MANAGER
DENNISE ELMERS

SUBJECT: ANDERSON PARK COMMUNITY PLAN

1.0 SUMMARY

- 1.1 This report contributes to the achievement of the Council's community outcomes and specific Council objectives as set out in the Long Term Plan 2018-28 by:
- Putting people at the centre of planning and service
- 1.2 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances
- 1.3 This report concludes by recommending that Council endorse the Anderson Park Community Plan 2018-2021, noting that actions within the plan requiring new Council funding will be requested through the appropriate council processes. Other funding opportunities will also be identified.
- 1.4 A representative from the Anderson Park Community Group and Principal of Lucknow School, Brendon White will be presenting the draft plan to Council.

2.0 BACKGROUND

- 2.1 Hastings District Council began developing community plans in 2002 as a means for Council to engage with and provide additional support to communities deemed as having high needs.
- 2.2 This is the second iteration of the Anderson Park Community Plan.
- 2.3 The first plan was developed in 2012 and in 2013 the Anderson Park Community Group was established and became a legal entity.
- 2.4 The key focus areas from the first plan were:
- Neighbours doing things together
 - Great facilities available locally
 - A variety of indoor and outdoor activities
 - Access to information
 - A safe community

- Nice neighbourhoods

2.5 The key actions achieved were:

- Families new to the area receive welcome bags containing useful information. Approximately 50 families have received these to date.
- 4 Friends after school sports programme for senior primary students.
- A Matariki event was held in June 2015.
- Picnic tables were installed at Mangarau Community Garden.
- A Facebook page was established for the Anderson Park Community and Mangarau Gardens collective. They have 327 people following them.
- A notice board was erected by the Lipscombe Crescent Dairy and is managed by the Lucknow Kindergarten.
- Road calming measures were completed on Te Aute Road as requested by Lucknow School and Kindergarten.
- Street lights were upgraded in 2014 on Lipscombe Crescent.
- A mural was completed in the access between Lipscombe Crescent and Karamu Stream with the help of Lucknow School pupils.
- A Community Garden was established. Local residents, Lucknow School, Lucknow Kindergarten, Woodford House and therapeutic centres utilise the garden.
- The garden is maintained with the help of the Department of Corrections.
- A community Toolbox was established. It contains gardening tools, a lawnmower and a weed eater.
- Kowhai trees were planted in Lipscombe Crescent.

2.6 In 2017 the group requested the plan be updated, this was completed in 2018 after community consultation was carried out through the school pupils and parents, kindergarten parents and door knocking.

2.7 The school pupils physically drew what they would like to see happen in the Park while the adults undertook a survey.

3.0 CURRENT SITUATION

3.1 Consultation on the new plan was led by the Anderson Park Community Group.

3.2 The plan has five key priority areas:

- Safety of our children
- Knowing our neighbours
- Youth opportunities
- Healthy active lifestyles
- A place for everyone

- 3.3 The Anderson Park Community group will be supported by Council Officers to implement and monitor the plan. Councillor Harvey also supports this group through regular attendance at their meetings.
- 3.4 The Anderson Park Community Group acknowledge the work undertaken by Bob Hall in both the development of the community and the activities he undertook in the garden each Sunday with the children of the community. Bob passed away in October 2018.

4.0 OPTIONS

- 4.1 The Council endorses the Anderson Park Plan 2018 – 2021, noting that the actions within the plan requiring new Council funding will be requested through the appropriate council processes.
- 4.2 The Council does not endorse the Anderson Park Community Plan.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This report does not trigger the Council's significance policy. No further consultation is required for the decisions in this report.
- 5.2 Consultation with the Anderson Park Community was undertaken in a number of ways including: Surveying the community, establishing a focus group of children through Lucknow School and talking to the parents.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Council endorsement of the Anderson Park Community Plan 2018 – 2021 would signal support at a high level for the collaborative approach being taken to the delivery of actions within this community.
- 6.2 Endorsement does not commit Council to allocate funds or other resources to any or all of the actions or ideas noted in the Plan, as this will be done in an integrated way through Council's Long Term Plan and Annual Plan processes.
- 6.3 Other funding opportunities will also be investigated.
- 6.4 A decision not to endorse the Anderson Park Community Plan 2018 – 2021 could harm relationships with other partners and the community who have contributed to a robust consultation and plan development process.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 It is recommended that Council endorse the Anderson Park Community Plan 2018 – 2021 noting that the actions within the plan requiring new Council funding will be requested through the appropriate council processes.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Community Connector titled "Anderson Park Community Plan" dated 2/05/2019 be received.
- B) That the Council endorse the Anderson Park Community Plan 2018 – 2021 noting that the actions within the plan requiring new Council

funding will be requested through the appropriate council processes

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure in a way that is most cost-effective for households and business by:

- i) Working collaboratively with the Anderson Park Community and its stakeholders to achieve real outcomes identified by the Anderson Park Community.**

Attachments:

1 Anderson Park Plan 2018

COP-03-14-19-117



Anderson Park Community Plan

2018-2021

It takes a village to raise a kid





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our vision

An inclusive community operating in harmony with each other. A community that is child focussed, safe and provides support and activities for our young people.

One of the main focuses of the Anderson Park community plan is children and young people. Over one quarter of the Anderson Park community is under fifteen years old, which is why young people and children are such a big focus for us. We want our roads and streets to be safe for our children to play on and around.

We want pathways, activities and support for our young people when they are in and leaving school. Our kids say Anderson Park is a friendly place with lots of trees and outdoor space. They like that everyone you see has a happy face.

Anderson Park Community Plan 2018-2021



community profile

1482

TOTAL
POPULATION

33.3

YEARS OLD IS
THE MEDIAN AGE
(HALF ARE YOUNGER,
HALF ARE OLDER)

231

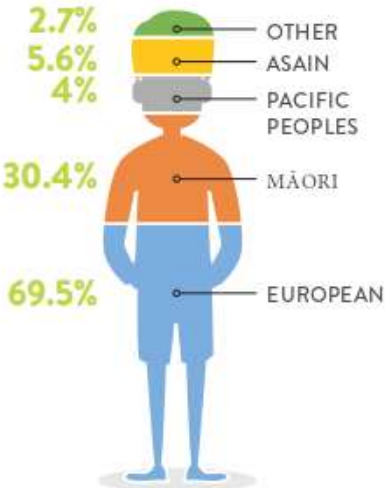
PEOPLE AGED 65
AND OVER

403

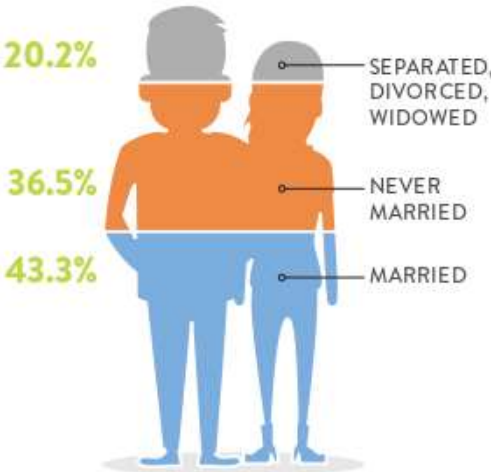
PEOPLE AGED 15,
OVER ONE QUARTER
OF THE POPULATION



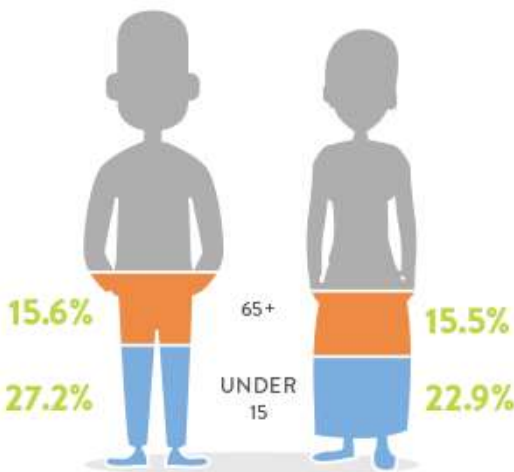
ETHNIC GROUPS



RELATIONSHIP STATUS FOR THOSE OVER 15



AGE BREAKDOWN ANDERSON PARK HASTINGS



Anderson Park Community Plan 2018-2021

our community



our priority areas



1. Safety of our children

We want our streets and neighbourhoods to be safe for our children to be children.



4. Healthy, active lifestyles

We want to create activities that encourage healthy, active lifestyles for all.



2. Knowing our neighbours

We want to ensure we all know our neighbours.



5. A place for everyone

We want to have a place where everyone can go and access the support they need.



3. Youth opportunities

We want to focus on providing opportunities, activities and support to our young people.



PRIORITY AREA	ACTION	COMMUNITY	COUNCIL	PARTNERS
SAFETY OF OUR CHILDREN	Improving the safety of our roads		Traffic calming measures (speed bumps, pedestrian crossings) A seat and a shelter for the bus stop on Lipscombe crescent.	Police Maori Wardens
	Promoting awareness and engagement with neighbourhood support groups	Promote groups		
KNOWING OUR NEIGHBOURS	Activities to get to know our neighbours	Community events • BBQ's • picnics • children's games		Local businesses (sponsorship and prizes)
YOUTH OPPORTUNITIES	More activities for our young people	Sports Groups	Promote Youth Council	Sport Hawkes Bay (Sports groups and courses)
	Providing support to those young people leaving and after school		Promotion of Council services through posters	Youth Service Providers (Support services)
HEALTHY, ACTIVE LIFESTYLES	Promoting use of the community garden (healthy eating)	Talk to neighbours Community event at garden	Sponsor some seeds Provide a public water fountain	Churches / Hawkes Bay District Health Board (Healthy cooking course)
				Local businesses e.g Bostocks (sponsor seeds)
	More sports activities and groups	Run sports teams within community		Sports Hawkes Bay (Sports groups and courses)
A PLACE FOR EVERYONE	A community hub where people can go to access services	Pick location: School, gardens, park, courts		Youth Service Providers Social Service Providers
	Upgrading the Anderson Park playground to cater to kids of all ages		Provide equipment like Flaxmere including Splash pad and BBQ. (also refer to kids wish list below)	
	Have the vegetable gardens more user friendly		Build and maintain toilets in garden	

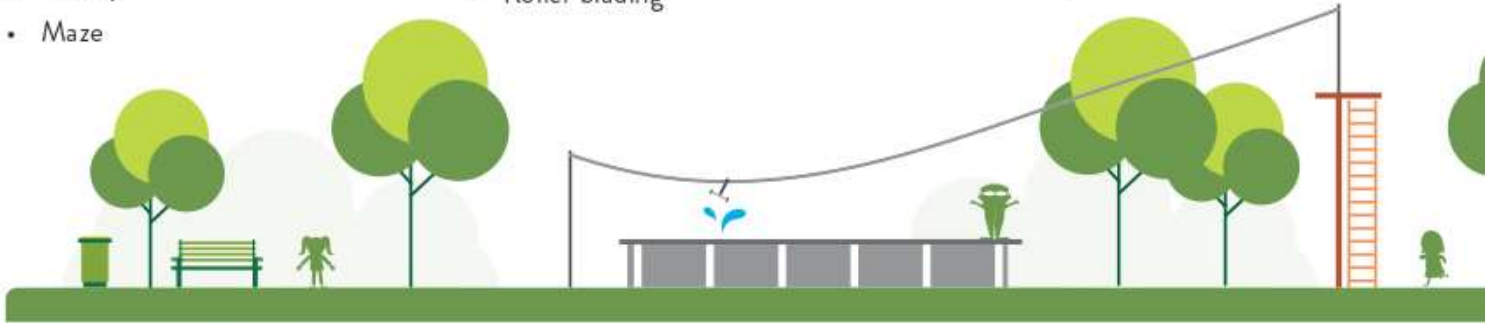
Anderson Park Community Plan 2018-2021

7

kids wish list

- **Basketball court**
- Beat box
- Bigger field
- **Bigger better playground**
- **Bike track**
- Bungee jumping
- Flip out
- **Flying fox**
- Gym Ice skating
- Indoor soccer fields
- Laser force
- Library
- Maze
- Medical place
- **More playground equipment**
- More shops - Pita pit, Red rat, Burger king, Warehouse, KFC
- Outdoor stadium theatre
- Pet shop
- Pirate ship
- Planet look out & learning
- **Public toilets**
- Robots
- Roller blading
- **Skate park**
- Sports- Soccer, Softball, Rugby, Cricket, Yoga
- Splash planet
- **Swimming pool**
- **Splash pad**
- Time zone
- Treehouse
- **Water fountain**
- **Waterpark**
- Zoo

Most requested 'wishes' in bold



Anderson Park Community Plan 2018-2021



REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: ACTING TRANSPORTATION ENGINEER
GAVIN O'CONNOR
TRAFFIC ENGINEERING OFFICER
LACHLAN CRAWFORD**

SUBJECT: LAND TRANSPORT RULE - SPEED LIMIT REVIEW

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from the Council to adopt for public consultation the proposed speed limit amendments to the Speed Limits Bylaw 2012 and the accompanying Statement of Proposal.
- 1.2 This proposal arises from the need to progress a number of speed limit changes to due changes in the road and land usage caused by growth activities.
- 1.3 A wider more comprehensive review and consultation of other potential speed limit changes is proposed for later in the 2019/20 financial year following further discussions with New Zealand Transport Agency (NZTA) on the speed limit framework. This would also include consideration of the community requests received by Council since the previous review.
- 1.4 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act (LGA) 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.5 The objective of this decision relevant to the purpose of Local Government is to support a good quality infrastructure by the creation of speed limits that are efficient and effective and appropriate to the road and roadside environment.
- 1.6 This report concludes by recommending that the required special consultative procedure be undertaken and the Council adopt for public consultation the proposed speed limit amendments to the Speed Limits Bylaw 2012, as amended on 14 December 2017 and the Statement of Proposal (**Attachment 1**).

2.0 BACKGROUND

- 2.1 In 2003 the Government delegated responsibility for setting speed limits on local roads to road controlling authorities ("RCAs"). For the purposes of this report the RCA is Hastings District Council ("the Council"). This delegation was originally contained in the Land Transport Rule: Setting of Speed Limits

2003. This rule was recently replaced with the Land Transport Rule: Setting of Speed Limits 2017 (“the Rule”).
- 2.2 The Rule specifies the legal procedure for establishing speed limits on public roads. That procedure includes that an RCA must set speed limits (other than temporary speed limits) by way of a bylaw under the relevant enactment, currently the Local Government Act (“LGA”) 2002. The Rule sets out the approach for evaluating and determining speed limits within the Speed Management Guide.
- 2.3 The Hastings District Council Speed Limits Bylaw was first established in 2005 and has been reviewed on several occasions. There have been a number of speed limit changes made since the original bylaw, including its replacement by the Speed Limits Bylaw 2012.
- 2.4 The Council can change existing speed limits by making a new bylaw, or amending an existing Speed Limits Bylaw. This requires adherence to the special consultative procedure under the LGA. The Rule also provides its own consultation requirements for setting speed limits.
- 2.5 In summary, the process for reviewing and setting a new speed limit is generally as follows:
- Council is required by the Rule to, or decides, of its own volition or on written request, to review a speed limit;
 - Technical work is undertaken to establish the safe and appropriate speed limit for the road in accordance with the Rule, New Zealand Transport Agency (NZTA) Information and Speed Management Guide;
 - Council resolves to amend the schedules of the Speed Limits Bylaw to set the speed limits it proposes. The usual process for amending a bylaw under the LGA is followed;
 - A Statement of Proposal is prepared which includes a draft of the bylaw to be made or amended, the reasons for the proposal and a report under s 155 of the LGA, and a summary of the Statement of Proposal;
 - The proposal is publicly notified with a reasonable period being provided for submissions (not less than 1 month);
 - In addition to the LGA public notification requirements, the Rule requires that certain people, organisations and communities affected by the proposed speed limits are consulted;
 - All submissions are received and acknowledged, and submitters are given a reasonable opportunity to be heard;
 - The Council is required to take account of submissions received during consultation on the proposed speed limit;
 - After considering submissions and other relevant material, the Council sets a speed limit it considers the safe and appropriate speed limit for the particular road by making any amendments to the Bylaw that are necessary;
 - The Director of NZTA and the Commissioner of Police are notified;

- Details of the speed limits are recorded in a register;
- Any required speed limit signs are erected.
- This process is followed in full for setting all speed limits (except temporary speed limits) on public roads.

3.0 CURRENT SITUATION

3.1 Council has received requests to amend speed limits on local roads from various parties. These requests can be generally categorised into 4 groups:

- Development related requests associated with significant change to land-use and/or access
- Public requests
- Considerations relating to the Napier City Council speed limit proposals
- NZTA high risk priority sites

3.2 The statement of proposal details proposed speed limit changes associated to land-use change and growth only. These are roads which are currently, or will be shortly, undergoing significant change associated to development of the land adjacent to the road corridor.

3.3 A wider review of speed limits is proposed for later in the 2019/20 financial year. This review would consider the NZTA framework recommendations of safe speed as well as the community requests received since the last speed limit review process which was undertaken in 2017. Prior to progressing this officers want to have further discussions with NZTA in regards to their framework and prioritisation approach to ensure the approach is consistent both on the local roads and across the region.

3.4 The requested changes have been evaluated and are discussed in detail in the Statement of Proposal document as appended to this report. The table below provides a high level summary of the proposed speed limit changes.

Road Name	Location	Current Speed (Km/h)	Proposed Speed (Km/h)
East Road	From existing 50km/h zone to a point approximately 260m west of the intersection with Rockwood Place	80	50
Kereru Road	From existing 50km/h zone to a point approximately 580m west of the intersection with Bellerby Lane	100	50
Irongate Road East	Entire length	100	50
Maraekakaho Road	From existing 70km/h zone to a point approximately 150m north of the intersection with SH50A	100	80
Te Ara Kahikatea	Entire length	New Road	80

Te Aute Road	From existing 50km/h zone to a point approximately 230m north of the intersection with Gilpin Road	100	50
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- 3.5 Officers have identified that the most appropriate method for administering these changes is for Council to propose to “set” those speed limits under the Rule and to undertake consultation on that proposal as required by the Rule and the Local Government Act 2002.
- 3.6 Section 155 of the LGA applies when a Council commences the process of making a bylaw. In this case, it is proposed that an existing bylaw be amended, so s155 is not directly applicable, however officers have nevertheless considered the requirements of that section.
- 3.7 Section 155(1) requires the Council, before undertaking the process to make a bylaw, to determine that a bylaw is the best way of addressing the perceived problem. In this case, the Land Transport Rule: Setting of Speed Limits 2003 mandates that a bylaw is the process that must be used for an RCA to set speed limits, and is the only realistic process available to govern speed limits in the District. A bylaw is therefore considered to be the most appropriate way of addressing the issue.
- 3.8 Section 155(2)(a) requires Council to determine whether the proposed bylaw is the most appropriate form of bylaw. Council officers have considered the current form of the Hastings District Council Speed Limits Bylaw and determined that the Bylaw is the most appropriate form.
- 3.9 Section 155(2)(b) requires the Council to determine that the proposed bylaw does not give rise to any implication under the New Zealand Bill of Rights Act 1990 (“BORA”). Council officers have considered the provisions of the BORA and identified the only related right is that of “Freedom of Movement”. While speed limits do place limits on that right, the right for RCAs to control speed limits on their roads is granted by Parliament, and it is the view of officers that the limitations are reasonable limits prescribed by law that are demonstrably justified in a free and democratic society as provided for by section 5 of BORA and that they do not accordingly breach that Act.
- 3.10 The Rule sets out a number of obligations that the Council must meet with respect to determining the safe and appropriate speed limit to be applied to roads within the district. These have been summarized above, and include the consultation requirements in Section 2.5 of the Rule and the overarching obligation to set limits that are safe and appropriate for the circumstances.
- 3.11 The previous reports as listed below have been re-considered by officers and except as otherwise subsequently amended are still considered relevant.
- Speed Limits Bylaws 2012 (Amendments 2018)
 - Speed Limits Bylaw 2012
 - Speed Limits Bylaw 2011
 - Speed Limits Bylaw 2009
 - Speed Limits Bylaw 2007
 - Speed Limits Review 2006

4.0 OPTIONS

- 4.1 The current situation lends itself to three principle options:
- 4.2 **Option 1** – Take no further action and retain the existing bylaw including its schedules.
- 4.3 **Option 2** – Propose to amend the Speed Limit Bylaw and to proceed with public consultation on the proposal by way of the special consultative procedure in accordance with the Local Government Act 2002 and the Rule.
- 4.4 **Option 3** – Review the entire Speed Limits Bylaw 2012 including all of the Schedules in order to create a new bylaw

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The Council is required, under the bylaw-making provisions of the Local Government Act 2002 and the Land Transport Rule: Setting of Speed Limits 2017, to use the special consultative procedure to make, amend or revoke a bylaw.
- 5.2 Should the Council determine to proceed with the recommended Option 2, then the attached Statement of Proposal (“the SOP”), along with the proposed amended Bylaw will need to be publicly notified and made available. They will be available at the Council offices, its libraries and on the website as well as being posted out on request. The SOP will provide guidance on the procedure for making submissions on the Speed Limits Bylaw.
- 5.3 All affected parties will receive a “Summary Statement of Proposal” that includes written notification of the consultation period and where a copy of the SOP can be viewed or obtained.
- 5.4 In addition to general consultation with the community, and specific consultation with affected parties (including occupiers of adjacent properties where the speed limit changes are proposed), the Council will be consulting with the other parties scheduled in the Rule, at 2.5(2), namely:
- New Zealand Police;
 - New Zealand Transport Agency;
 - New Zealand Automobile Association Inc.;
 - Road Transport Forum New Zealand;
 - Any other organisation or road user group the Council considers affected,
 - Adjacent Territorial Authorities:
 - Napier City Council
 - Wairoa
 - Taupo
 - Rangitikei
 - Hawkes Bay Regional Council

- Central Hawkes Bay.

- 5.5 The minimum period for consultation under the special consultative procedure is one month which is proposed here.
- 5.6 Submitters will all be formally acknowledged and those who have indicated that they wish to speak to their submission will be scheduled to do so. All consultation material, feedback and submissions will be on the agenda at a future Council meeting.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

Option 1

- 6.1 That Council take no further action at this time. Council has received a number of development related requests for speed limit amendments associated to significant change to land-use and/or access across the network.
- 6.2 This option is not recommended because it would lead to a situation where the speed limit does not reflect the current or proposed speed environment, as a result of land use change.

Option 2

- 6.3 Council has received a number of development related requests for speed limit amendments associated to significant change to land-use and/or access across the network. Option 2 will allow Council to consult only on these specific changes. This is deemed the most appropriate route to progress the amendment of the bylaw.
- 6.4 The Setting Speed Limits Rule requires that when reviewing or considering setting a new speed limit that the Council (as Road Controlling Authority) considers a range of factors:

“4.2(2) In reviewing a permanent, holiday, or variable speed limit or considering a new permanent, holiday, or variable speed limit, a road controlling authority must have regard to—

- (a) the information about speed management developed and maintained by the Agency; and*
- (b) any relevant guidance on speed management provided by the Agency; and*
- (c) the function and use of the road; and*
- (d) crash risk for all road users; and*
- (e) the characteristics of the road and roadsides; and*
- (f) adjacent land use; and*
- (g) the number of intersections and property accessways; and*
- (h) traffic volume; and*
- (i) any planned modification to the road; and*
- (j) the views of interested persons and groups.”*

- 6.5 Officers consider that the proposed limits under option 2 will, subject to the public consultative process, provide a safe and appropriate speed for the roads and sections of roads identified taking into account the factors identified in Rule 4.2(2) of the Land Transport Rule: Setting Speed Limits Rule 2017.
- 6.6 The costs of carrying out the bylaw amendment under Option 2 are assessed as \$25,000. This accounts for all public consultation material (advertising media) reporting and officer's time.
- 6.7 The public consultation process will enable Council to obtain and consider the views of persons likely to be affected by this proposal.

Option 3

- 6.8 Option 3 would entail a requirement to review the limits set on all roads in the District at one time. While there may be some benefit in having all speed limits assessed, it would involve a very significant cost and commitment of time without addressing the immediate concerns of the community. Officers acknowledge that there may be an opportunity to further refine speed limits in the District, but a more appropriate approach is to address these as they become apparent through the regular amendments to the schedules. Officers consider Option 3 to be an unnecessary approach to the current situation, without sufficient benefit to offset the significant costs that would be involved in a full review of the District's speed limits.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 The preferred option is Option 2. This option provides a full opportunity for the public and all other appropriate bodies to comment on the speed limit changes proposed.
- 7.2 Officers are satisfied that the proposed process will ensure Council will be acting in accordance with the obligations as set out in the Local Government Act 2002 and that after consideration of submissions it will, at the appropriate time, meet the decision making and consultation requirement of part 6 of the Local Government Act 2002 and the Land Transport Rule setting of speed limits 2017.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Acting Transportation Engineer titled "Land Transport Rule - Speed Limit Review" dated 2/05/2019 be received.
- B) That the Council determine:
 - i. That a bylaw is the most appropriate way of addressing the setting of safe and appropriate speed limits as it is the only method mandated by the Land Transport Rule: Setting of Speed Limits 2017,
 - ii. That the bylaw as proposed to be amended is the most appropriate form of bylaw,

- iii. That the right to control speed limits is granted by Parliament to territorial authorities and the limitations proposed are justified limitations in terms of section 5 of the New Zealand Bill of Rights Act 1990 and that there is accordingly no breach of the New Zealand Bill of Rights Act.
- C) That the Council adopt the attached Statement of Proposal to go out for public consultation in accordance with the special consultative procedure under the Local Government Act 2002 and the Land Transport Rule: Setting of Speed Limits 2017.
- D) With the reasons for this decision being:
 - i. That the consultation on the speed limits will allow affected parties and the wider community to fully consider the proposed bylaw amendments that have been proposed having regard to the requirements of the Rule 4.2(2) of the Land Transport Rule: Setting of Speed Limits 2017.

Attachments:

- | | | |
|---|---|------------------|
| 1 | Speed Limits Bylaw - Speed Limit Review 2019 -
Statement of Proposal | LEG-02-34-19-534 |
|---|---|------------------|

DRAFT STATEMENT OF PROPOSAL

PROPOSED SPEED LIMIT AMENDMENTS TO THE SPEED LIMITS BYLAW 2012



LEG-02-34-19-534



Contents

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A. Introduction & Background

- A.1** In 2005, like most other territorial authorities in New Zealand, Hastings District Council ('the Council') adopted a speed limits bylaw. The bylaw is called: "Hastings District Council Speed Limits Bylaw 2005" ('the bylaw').
- A.2** In 2007, the bylaw was reviewed and replaced with Speed Limits Bylaw 2007.
- A.3** In 2009, the bylaw was reviewed again and replaced with Speed Limits Bylaw 2009.
- A.4** In 2012, the bylaw was reviewed again and replaced with Speed Limits Bylaw 2012.
- A.5** The adoption of the bylaw was in response to a Government decision to delegate all (local) road speed limit decision making to road controlling authorities from 1 July 2005. This delegation is contained in a regulation called: "Land Transport Rule: Setting of Speed Limits 2003" ("the Rule").
- A.6** In 2018, the bylaw was reviewed again and updated to reflect a number of changes to speed limits across the District.
- A.7** The bylaw (inter alia) contains eleven schedules identifying road speed limits within the District and it sets out a process for changing speed limits.

B. Calculating Speed Limits

- B.1** Despite the fact that speed limit decision-making is now delegated to road controlling authorities the actual calculation of speed limits remains tightly controlled. This is to ensure uniformity of approach across the country.
- B.2** The rules and policies for speed limits and the method of calculating speed limits are set out in the Land Transport Rule: Setting of Speed Limits 2017. This rule requires roads to be assessed against the NZTA Speed Management Guide.
- B.3** Any decision of a road controlling authority can be reviewed by New Zealand Transport Agency and the New Zealand Police.

C. Changing Speed Limits

- C.1** Any change to a speed limit in the District requires a change to the bylaw and under the provisions of the Local Government Act 2002, significant change to a bylaw can only be made via the 'special consultative procedure' (SCP). The SCP is a formal consultation process that requires councils to:
- Prepare a 'statement of proposal' explaining the proposal;
 - Give public notice of the proposal explaining what it is about, where details of the proposal can be viewed and inviting public submissions for a minimum one month period;
 - Ensure that those likely to be most affected by the proposal are aware of the proposal;
 - Consider all submissions carefully before making a decision.
- (Refer to Part 6, Subpart 1 of the Local Government Act 2002 for more information.)
- C.2** Furthermore, the bylaw states (clause 6.2) that with regard to proposed changes to speed limits, in addition to the 'special consultative procedure' requirements the Council will "...write to all owners and occupiers of property on the road giving them the opportunity to submit and be heard".
- C.3** Finally, the Council must also comply with certain consultation and decision-making requirements set out in Part 8 of the Rule. These provisions duplicate much of the bylaw process but they identify some additional parties to be involved in the consultation – Police, AA, other (affected) road controlling authorities etc.
- C.4** The Council will follow these procedures carefully and key milestones are shown below:

Date	Key Milestone
2 May 2019	Council approves DRAFT bylaw for consultation.
TBC	Public consultation starts.
TBC	Public consultation ends (last day for submissions).
TBC	Council hears submissions and confirms changes.

D. Administrative Details**D.1 View the Statement of Proposal**

Copies of this Statement of Proposal can be viewed at the following locations during normal office hours:

- Hastings District Council, Lyndon Road East, Hastings
- Hastings Public Library, Eastbourne Street East, Hastings
- Flaxmere Public Library, Swansea St, Flaxmere
- Havelock North Public Library, Te Mata Road, Havelock North

Alternatively, it can be viewed on the Council's website: www.myvoicemychoice.co.nz.

D.2 Make an Enquiry

Enquiries about the proposed amendment should be directed in the first instance to Gavin O'Connor, Acting Traffic Engineer at the Council. His contact details are:

- Email: gavino@hdc.govt.nz
- Phone: 06 871 5000

D.3 Make a Submission

If you would like to make an online submission on this proposal, please go to the following website: [SUBMISSION WEBSITE] or follow the link on the Hastings District Council website. Hardcopy submission forms are also available from Hastings District Council or Public Libraries listed above. Details of submission closing dates as stated above are on both the online and hardcopy forms.

Hastings District Council: Speed Limit Review 2018-2019 - Explanation of Proposed Changes

The statement of proposal details proposed speed limit changes associated to land-use change and growth only. These are roads which are currently, or will be shortly, undergoing significant change associated to development of the land adjacent the road corridor.

Proposal 1: Irongate Road



1.1 Explanation

Irongate Road, to the east of SH50A, is a cul-de-sac road which provides access to several large businesses. With a low collective and low personal risk and an IRR band of low-medium, the safe and appropriate speed identified within the tool is 100km/h. However, this does not account for the significant scale of development proposed along this route (see figure below). In addition, the road is currently being upgraded to better reflect the long term use of the route which will provide a more urbanised streetscape along the entire length of the road (from Maraekakaho Road to cul-de-sac end).



1.2 Survey Assessment

The assessment aimed to determine what a suitable speed limit for this road should be in consideration of the proposed developments along the route. As detailed above the route is identified as a Low-Medium IRR with a suggested speed limit of 100km/h.

Infrastructure Risk Rating: Irongate Road East

Land Use	Rural Town
Road Stereotype	Two lane undivided
Alignment	Curved
AADT	<1000
Intersection Density	1 to <2 per km
Lane Width	<3.0m - Narrow
Shoulder Width	0m to <0.5m - Very Narrow
Roadside Hazards	Severe_Moderate
Access Density	10 to <20 per km
IRR Score	1.95
IRR Band	Low-Medium

We believe the recommended speed limit does not consider the development proposed for this route which includes approximately 100Ha of rezoned land to industrial use. In addition, the road is currently being reconstructed along its entire length (Maraekakaho Road to cul-de-sac end) which will provide a far more urbanised solution for this route which includes kerb and channel, berm and shared footway/cycleway (see below).



Given the relatively short length of the route, the scale of development proposed, the number of proposed access points anticipated directly from Irongate Road and the proposed urbanisation of the route it is assessed that an urban speed limit treatment (50km/h) is suitable in this instance.

1.3 Proposal

The speed limit be reduced from 100km/hr to 50km/hr.

Proposal 2: Maraekakaho Road



2.1 Explanation

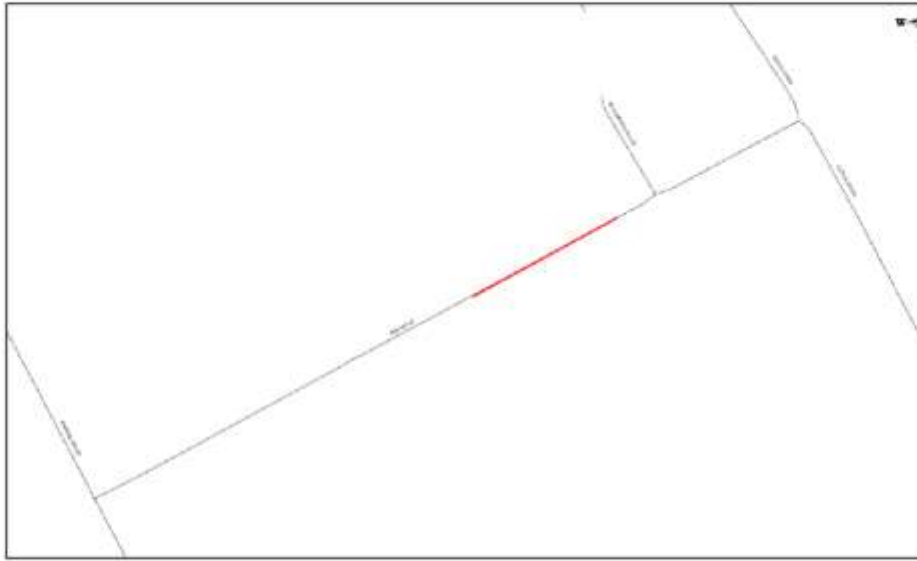
As with Irongate Road, the request to review the speed limit on Maraekakaho Road relates predominantly to the rezoning of this area to industrial and the increased level of activity (specifically vehicle movements along the route).

2.2 Survey Assessment

Maraekakaho Road is currently 100km/h along this frontage with the safe and appropriate speed limit defined by the NZTA speed management map as 100km/h. However, this map does not take account of the significant development which is occurring alongside the road and the associated traffic increases observed on this route. The mean operating speed on the route is 70km/h as detailed in the NZTA speed management map which supports the need for a reduced speed limit on this road. A reduction to 80km/h would also provide some consistency with the surrounding network following the change in speed limit on York Road to 80km/h in 2018.

2.3 Proposal

The speed limit be reduced from 100km/hr to 80km/hr.

Proposal 3: East Road**3.1 Explanation**

The speed limit review on this section of East Road relates to the expansion of the urban area along East Road and the proposed creation of a new road servicing a new residential subdivision. The figure below details the location of the proposed access road and development frontage.



3.2 Survey Assessment

East Road is a primary collector with low collective and low personal risk. The IRR band of medium results in a safe and appropriate speed of 80km/h for this section of the route. However, this assessment does not take account of the proposed development at this location.

Given the proposed subdivision extents, the provision of a new access road and intersection with East Road and the natural extension of the urban boundary along East Road it is proposed to extend the 50km/h speed limit area to a point beyond the proposed access road.

3.3 Proposal

Extend the 50km/h speed limit zone to extend beyond the proposed access road servicing the subdivision.

Proposal 4: Te Aute Road**4.1 Explanation**

This speed limit assessment relates solely to the section of Te Aute Road detailed below.

The speed limit over this section is under review in light of the proposed development of the land directly adjacent to Te Aute Road to cater for a six-hectare Ryman Healthcare retirement village on the boundary of the current urban area (see below).



4.2 Survey Assessment

Te Aute Road is a primary collector and provides an important link between SH2 and SH50A and Havelock North. At the state highway roundabout at the western end of the route the speed limit is 80km/h while at the eastern end the speed limit is 50km/h in Havelock North. Between the two the road is subject to the open road speed limit of 100km/h.

NZ Police submitted a request through the 2018 speed limit review process requesting consideration of an extension of the 50km/h limit to increase the separation between the speed limit change and the current "kea crossing" for Lucknow School on Te Aute Road, near Upham Street.

Te Aute Road has a medium high collective risk and a high personal risk. These are the highest risk ratings of any road under this review and are the reason that a crash reduction study has recently been undertaken along this route. The IRR band is medium but it is due to the high personal risk that the guide indicates that the safe and appropriate speed is 60km/h.

Given the scale of the proposed roadside development and the nature of its use (elderly vulnerable users) a speed limit of 50km/h is deemed appropriate. To support this speed limit a number of proactive engineering measures are proposed along the frontage of the site as detailed below.



4.3 Proposal

The 50km/h speed limit be extended as shown to a point southwest of the current church access point.

Proposal 5: Te Ara Kahikatea**5.1 Explanation**

Te Ara Kahikatea is a recently constructed road serving the Whakatu Industrial Area and connecting Hastings and Havelock North to the Expressway and on to Napier. The Notice of Requirement for the new road construction detailed a proposed operating speed of 80km/h and the road was designed based on this operating speed.

5.2 Survey Assessment

The NZTA speed management maps do not currently include the Te Ara Kahikatea given its recent construction. As such, the assessment of this route relates more broadly to the design standards adopted and the previous consultations completed.

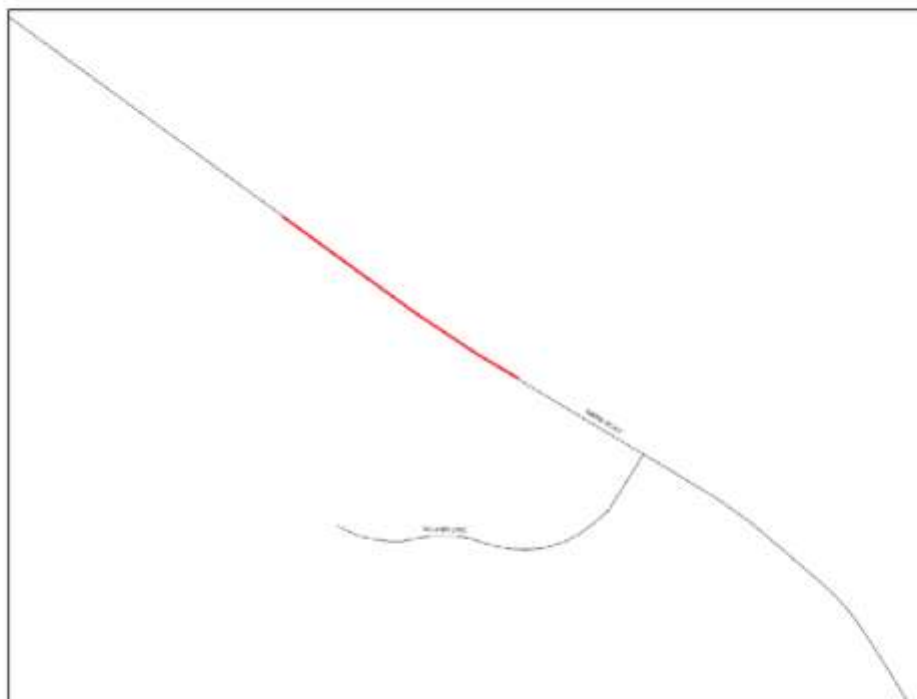
The Notice of Requirement and supporting planning materials for the creation of this road detailed a proposed operating speed of 80km/h. This proposal was ultimately endorsed through the approval of the Notice of Requirement and associated designations and formed the basis for the design parameters for the route.

Given the design is based on a speed limit of 80km/h and this has previously been consulted upon through the Notice of Requirement process it is deemed appropriate to implement this speed limit through a bylaw process.

5.3 Proposal

A speed limit of 80km/h to be adopted for Te Ara Kahikatea.

Proposal 6: Kereru Road

**1. Explanation**

The speed limit review on this section of Kereru Road relates to the expansion of residential developments along the road.

2. Survey Assessment

The NZTA speed management maps suggest a safe and appropriate speed limit of 80km/h along this section and also suggest an increase in speed limits on the current 50km/h section to 60km/h. The maps do not currently account for the proposed residential expansion along this road edge and hence the 80km/h suggested speed limit is not appropriate. Furthermore the mean operating speed is shown at 55km/h-59km/h within the 50km/h section which suggests good compliance with the current speed limit.

Given the strong compliance to the current speed limit of 50km/h it is recommended to extend this speed limit to cover the residential expansion rather than adopt an alternative speed limit at this site.

3. Proposal

A speed limit of 50km/h be adopted.



REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: CEMETERY MANAGER
ISAK BESTER**

SUBJECT: CEMETERIES AND CREMATORIUM - FEES & CHARGES

1.0 SUMMARY

- 1.1 The purpose of this report is to seek approval from Council on the recommendations of the Hawke's Bay Crematorium Committee regarding fees and charges for the crematorium and a recommendation to increase the fees and Charges for the cemeteries.
- 1.2 At the Hastings District Council Meeting on Thursday 21 February 2019 the Council resolved in respect of the report on Crematorium Fees and Charges;
- "That being unhappy with the recommendation within the Cemeteries and Crematorium – Fees and Charges report, the matter be referred to the Hawke's Bay Crematorium Committee so it can consider and make a recommendation on the relevant Fees and Charges."*
- 1.3 This proposal arises from the increased costs to operate the Crematorium and Cemeteries due to the following factors:
- Increase in utilities, maintenance and operating costs.
 - Incurred costs in operating a larger chapel.
 - Costs associated with regular air discharge testing regulations under the new consent conditions.
 - Costs towards the extension and re-development of Mangaroa cemetery.
- 1.4 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.5 The objective of this decision relevant to the purpose of Local Government is to provide quality local public services and facilities in relation to cemeteries and crematoria for the Hawke's Bay region that are accessible when needed, whilst lowering the impact on the ratepayer and remaining in step with similar facilities.
- 1.6 The proposed fees and charges have been compared to nine other local authorities across New Zealand. Bench marking of 4 other Councils is shown in 2.2 of this report.
- 1.7 It is also important to note that there has not been any increases in fees and charges since 2012.
- 1.8 This report concludes by recommending the following:

- (a) The amended Crematorium Fees and Charges Schedule (CG-14-11-00010) be adopted as recommended by the Hawke's Bay Crematorium Committee following their meeting on 8 April 2018.
- (b) That there be no charge for cremation of pre-term and stillborn infants or children 0 - 11 years of age as recommended by the Hawke's Bay Crematorium Committee.
- (c) The Cemetery Fees and Charges Schedule as detailed in **(Attachment 1)** to this report be adopted.

2.0 BACKGROUND

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

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

*Average price between the 4 HDC cemeteries. (Prices differ between cemeteries)

*Excluding Medical Referee costs

- 2.3 Council funding policy for cemeteries **(Attachment 2)** is to recover most of the operational costs excluding depreciation from those benefiting from the provision of burial and ash plots.
- 2.4 The current target is 65% cost recovery. At present cemeteries are tracking at 54% and revenue needed to get into policy parameters is approximately \$33,068. The balance of funds comes from general rates and funds the park like environment provided by cemeteries.
- 2.5 Projections for the 2019/20 financial year will see burial numbers at a level comparable with 2017/18 and cremation numbers at slightly increased levels.

3.0 CURRENT SITUATION

Crematorium

- 3.1 The Hawke's Bay Crematorium Committee met on the 8th of April 2019 regarding Crematorium Fees and Charges, and below are their recommendations to Council:
- A) *"That the amended Crematorium Fees and Charges Schedule (CG-14-11-00010) be adopted.*
 - B) *That the Crematorium Fees and Charges be increased by 10% effective from 1 July 2019 to address cost recovery.*
 - C) *That there be no charge for cremation of pre-term and stillborn infants or children 0-11 years of age, effective from 1 July 2019.*
 - D) *That costs be investigated for an additional cremator as part of the proposed Mangaroa Cemetery Redevelopment Plan".*
- 3.2 The Terms of Reference for the Hawke's Bay Crematorium Committee relates to the operation of the crematorium. A decision is also required from Council to set the fees and charges to cemeteries.

Cemeteries

- 3.3 The costs for providing services as well as the maintenance of facilities, machinery and equipment increases yearly and the current fees and charges are not sufficient to recoup costs.
- 3.4 The extension and redevelopment of Mangaroa cemetery will further increase cemetery costs.
- 3.5 Hastings District Council fees and charges for Cemetery and Crematorium services are below average when compared nationally as can be seen in the table below.

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

4.0 OPTIONS

- 4.1 Retain fees and charges at their current level.
- 4.2 Adopt Fees and Charges for the Crematorium as recommended by the Hawke's Bay Crematorium Committee (See 3.1 of this report) including:-
- not to charge for the cremation of pre-term and stillborn infants or children 0-11 years of age and;

- increase Fees and Charges for the Cemeteries by 10% as per (Attachment1)

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's Policy on Determining Significance this matter has been assessed as being of low significance.
- 5.2 The fees and charges schedule is ordinarily set by Council resolution, with the charges taking effect from the start of the financial year.
- 5.3 Research on fees and charges has taken place through the perusal of nine other Council websites. Recommended adjustments are in line with fees charged by various Councils nationally.
- 5.4 Council fees and charges for the Cemeteries and Crematorium was last increased in 2012.

6.0 PREFERRED OPTION/S AND REASONS

6.1 Crematorium

- (A) That the amended Crematorium Fees and Charges Schedule (CG-14-11-00010) (**Attachment 3**) be adopted which includes.
- (i) the increase of Crematorium Fees and Charges by 10% effective from 1 July 2019 to address cost recovery; and
- (ii) no charge for the cremation of pre-term and stillborn infants or children 0-11 years of age, effective from 1 July 2019.
- (B) That costs be investigated for an additional cremator as part of the proposed Mangaroa Cemetery Redevelopment Plan.

6.2 Cemeteries

- (A) That the Cemeteries Fees and Charges be increased by 10% effective from 1 July 2019. (**Attachment 1**)

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Cemetery Manager titled “Cemeteries and Crematorium - Fees & Charges” dated 2/05/2019 be received.**
- B) That Council approve the new schedule included in the report at (A) above which increases fees and charges by 10% across the board for the Crematorium (CG-14-11-00010) as recommended by the Hawke’s Bay Crematorium Committee, effective from 1 July 2019, and includes the following change:**
 - a. That no charges be made for the cremation of pre-term and stillborn infants or children 0-11 years of age (also effective from 1 July 2019).**
- C) That Council adopt the new schedule included in the report at (A) above, which increases by 10% across the board fees and charges for Cemeteries (CG-14-1-01263), effective from 1 July 2019.**

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

Attachments:

- | | | |
|---|--|----------------|
| 1 | Cemeteries Fees and Charges July 2019 | CG-14-1-01263 |
| 2 | Cemeteries Funding Policy Review | CG-14-1-01262 |
| 3 | Fees and Charges recommended by Crematorium Committee 8 April 2019 | CG-14-11-00010 |

Cemeteries

Cemeteries				
All fees and charges are inclusive of GST.				
Cemeteries	Current Fee	July 2019 Fee	\$ Increase	10%
New Burial Plots				
<i>Fee includes cost of burial rights, maintenance in perpetuity and first interment. All new plots are dug for a maximum of two full burials</i>				
Hastings Cemetery	\$2,600.00	\$2,860	\$260	\$260
Havelock North Cemetery	\$2,900.00	\$3,190	\$290	\$290
Puketapu Cemetery	\$1,950.00	\$2,145	\$195	\$195
Mangaroa A & D sections	\$1,950.00	\$2,145	\$195	\$195
Mangaroa B & C sections	\$2,100.00	\$2,310	\$210	\$210
Mangaroa Natural Burials (1x Interment per plot only)	\$2,250.00	\$2,475	\$225	\$225
Pre-term & Stillborn burial plots	\$0.00	\$0	\$0	\$0
Interment:				
Adult	\$650.00	\$715	\$65	\$65
Couch Casket surcharge - this fee is additional to the adult interment fee for couch shaped casket burial	\$110.00	\$121	\$11	\$11
Pre-term, stillborn & Infant up to 2 years of age	\$50.00	\$55	\$5	\$5
Child 2 -15 years of age	\$150.00	\$165	\$15	\$15
Ashes	\$130.00	\$143	\$13	\$13
Burial overtime				
<i>These fees are in addition to the above fees.</i>				
Burial taking place from 4pm to 5pm Monday to Friday. This time is only available during summer. During winter 3.30pm is the last burial time Monday to Friday	\$250.00	\$275	\$25	\$25
Burial taking place between 10am to 12 noon Saturday.	\$250.00	\$275	\$25	\$25
Burial taking place from Saturday 12 noon to 5pm Saturday. Last burial time is 3.30pm during the winter months	\$400.00	\$440	\$40	\$40
Burial taking place on Sundays or public holidays from 10am to 2pm	\$650.00	\$715	\$65	\$65

All fees and charges are inclusive of GST.	Current Fee	July 2019 Fee	\$ Increase	10%
Reserve plots (Not available until further notice)				
<i>Full graves can only be reserved at all cemeteries but cremation plots can be reserved at all cemeteries other than Puketapu. This fee includes the cost of the plot and maintenance in perpetuity but does not include interment fees which are paid at time of burial.</i>				
Burial Plot Mangaroa A and D sections	\$2,350.00	\$2,585	\$235	\$235
Burial Plot Mangaroa B and C sections	\$2,650.00	\$2,915	\$265	\$265
Burial Plot Puketapu	\$2,350.00	\$2,585	\$235	\$235
Burial Plot Hastings	\$3,650.00	\$4,015	\$365	\$365
Burial Plot Havelock North	\$4,250.00	\$4,675	\$425	\$425
Cremation Plot Shrub gardens	\$700.00	\$770	\$70	\$70
Cremation Plot headstone gardens	\$700.00	\$770	\$70	\$70
Cremation Rose gardens	\$800.00	\$880	\$80	\$80
Cremation burial plaque plots - Havelock North only	\$720.00	\$792	\$72	\$72
Disinterment				
<i>No refund on plot purchase. The plot will return to Hastings District Council. These fees do not include any further interment fees or Funeral Directors' costs.</i>				
Full burial - subject to the relevant licence being granted	\$1,950.00	\$2,145	\$195	\$195
Ashes	\$150.00	\$165	\$15	\$15
Sundry Charges				
Out of district fee	\$400.00	\$440	\$40	\$40
After hours - Call out fee - Proposed New Fee		\$300		
Permit to place memorial	\$50.00	\$55	\$5	\$5
Registered scattering of ashes	\$40.00	\$44	\$4	\$4
Breaking concrete, full burial - this charge is for the removal of concrete over the top of a grave to enable a further burial. The fee does not include replacement of the concrete, for which a memorial mason will need to be employed (if possible)	\$200.00	\$220	\$20	\$20
Breaking concrete, ashes burial (if possible)	\$100.00	\$110	\$10	\$10
Total loss of grave shoring - this fee is charged if the safety shoring in the grave is not recovered before the grave is backfilled, making it impractical to recover	\$200.00	\$220	\$20	\$20
Transfer of burial rights	\$65.00	\$72	\$7	\$7

CG-14-1-01262

FUNDING POLICY VIEW CEMETERIES

1. ACTIVITY DESCRIPTION

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

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

2. CURRENT FUNDING POLICY

The current policy is Public 40%/Private 60%. Funding is derived from:

- Charges.
- General rates.

3. COST

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

4. USERS

- Families - For the burial and remembrance of their loved ones.
 Ethnic groups - A place to observe cultural rituals for the deceased.

5. BENEFICIARIES

Public/Private	Beneficiaries/Benefit
Public	Community peace-of-mind from having a well maintained place for the deceased. Community health. Knowledge that public health requirements are being met.
Private	Families - Peace-of-mind through having a resting place for their loved ones. Business - Support services for funerals.

CG-14-1-01262

6. MODIFICATION CONSIDERATIONS

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

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

7. SERVICE DELIVERY OPTIONS**Option 1**

Cemeteries continue to be funded by user charges and general rates. Charges will continue to be reviewed annually as part of the Annual Plan process to maintain the recommended ratio.

Option 2

That the funding of the Cemeteries is funded by user charges and by general rates but that charges are increased to reduce the general rates contribution.

8. RATING IMPACT

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

9. PUBLIC FUNDING (FUNDING POLICY PROPOSED)**Recommendation: Option 1**

That the Funding Policy recognise that some members of the public will have difficulty meeting the cost of funeral and burial services and that the Public good element is important at this sensitive time.

The passive park element of cemeteries should be accounted for in the Public good.

To be consistent with other Local Authorities and to provide greater flexibility a ratio range could be set rather than a fixed ratio.

A Funding Policy split of Public 35% to 45% / Private 55% to 65% is recommended.

10. FINANCIAL IMPLICATIONS OF FUNDING POLICY PROPOSED

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

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

Crematorium			
All fees and charges are inclusive of GST.			
Current Fee	July 2019 Fee	\$ Increase	10%
Crematorium			
Cremation			
<i>Fee includes medical referee and transport urn.</i>			
Adults	\$600.00	\$660	\$60
Organising your own cremation (direct with Council Staff). NOTE: This is an administration fee to cover the cost of HDC staff completing paperwork etc which would normally be undertaken by the Funeral Director	\$200.00	\$200	\$0
Child (3 to 11 years)	\$175.00	\$0	\$0
Infant (1 month up to 3 years old)	\$80.00	\$0	\$0
Infant (0 up to 1 month old)	\$80.00	\$0	\$0
Pre-term and Stillborn	\$80.00	\$0	\$0
Chapel			
<i>The chapel can accommodate 130 people comfortably. Facilities for music and visual playback are available. These fees are in addition to burial or cremation fees.</i>			
Full service (1 hour)	\$200.00	\$200	\$0
Committal (30 minutes)	\$100.00	\$100	\$0
Extension of service time per 30 minutes, or part thereof	\$100.00	\$100	\$0
Cremation Overtime			
<i>These fees are in addition to the above fees.</i>			
Cremation taking place 4pm to 5pm Monday to Friday and 8am to 12 noon Saturday	\$100.00	\$110	\$10
Cremation taking place from Saturday 12 noon to 5pm Saturday	\$200.00	\$220	\$20
Cremation taking place on Sundays or public holidays 10am to 2pm	\$350.00	\$385	\$35
Sundry			
Removal of liner from presentation coffin per cremation	\$15.00	\$17	\$2
Cremation Certificate	\$25.00	\$28	\$3
Registered scattering of ashes	\$40.00	\$44	\$4
Genealogical research - first two names are free of charge	\$40.00	\$44	\$4
Book of remembrance: two line entry (if available)	\$50.00	\$55	\$5

All fees and charges are inclusive of GST. Interment or placement of ashes	Current Fee	July 2019 Fee	\$ Increase	10%
	\$130.00	\$143	\$13	\$13
Disinterment				
<i>No refund on plot purchase. The plot will return to Hastings District Council. These fees do not include any further interment fees or Funeral Directors' costs.</i>				
Ashes	\$150.00	\$165	\$15	\$15

2

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: PARKING TRANSPORTATION OFFICER
MEL ENGLAND**

SUBJECT: PARKING CONTROLS

1.0 SUMMARY

- 1.1 This report aligns with Council Objectives and Regulatory functions by;
- A. Supporting and attracting business;
 - B. Reducing public nuisance and threats to public health and safety;
 - C. Moving people and goods around safely and efficiently.
- 1.2 The purpose of this report is to obtain a decision from Council on a number of changes to parking controls throughout the district.
- 1.3 These proposals arise from requests for new parking controls and amendments to existing controls.

The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.

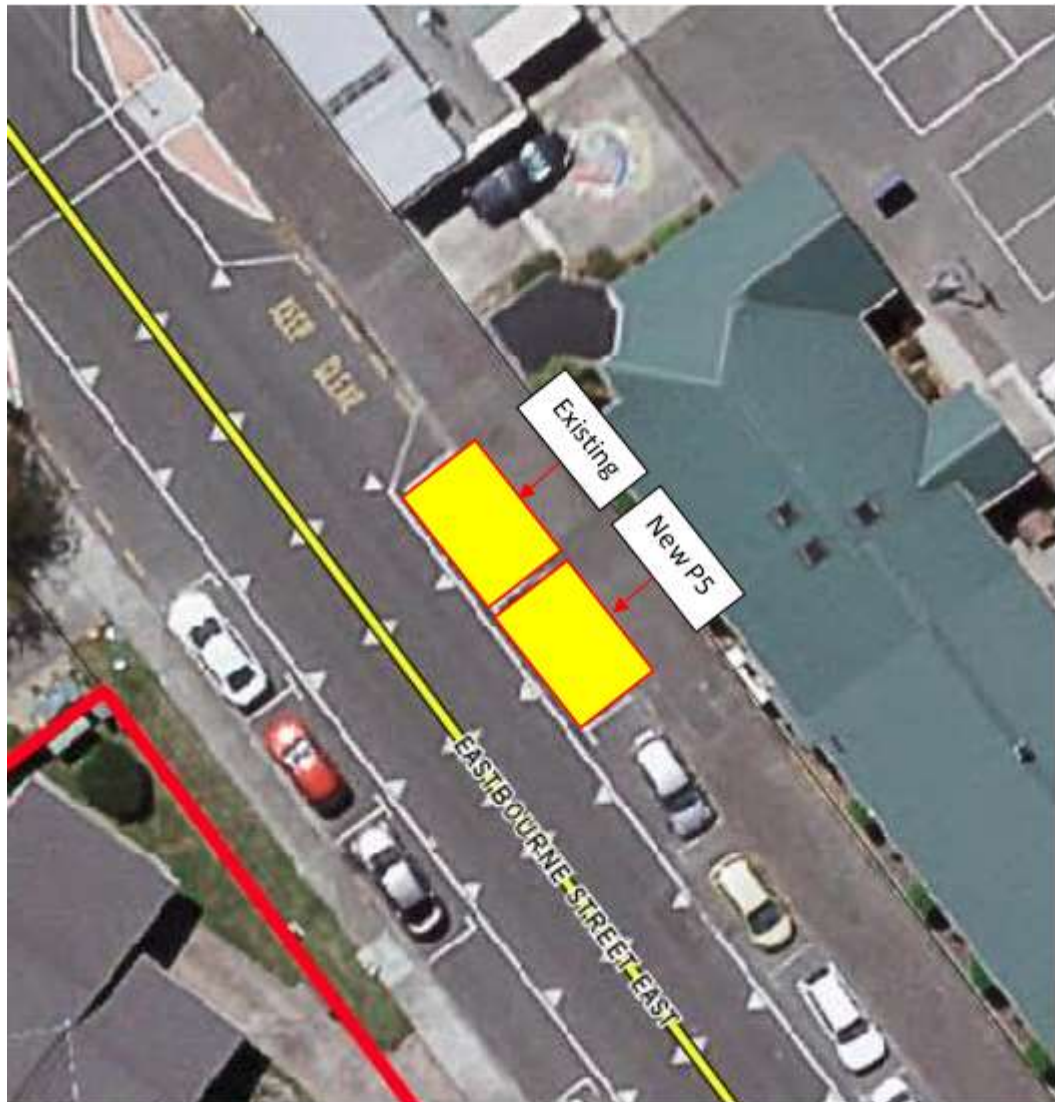
- 1.4 The objective of this decision is relevant to the purpose of Local Government in the provision of quality infrastructure and public service.
- 1.5 This report concludes by recommending;
- A. P5 extension outside of St Joseph's School in Eastbourne Street East;
 - B. P5 be established outside of 1/19 Joll Road;
 - C. P5 be established in Cooper Street;
 - D. Clearway established in James Rochfort Place.

2.0 BACKGROUND

- 2.1 From time to time it is necessary to introduce parking controls and or amend those that are already in place.
- 2.2 In order that the changes are legally established these need to be formally resolved by Council.
- 2.3 The following information provides the background and current situation relevant to the various changes being proposed:

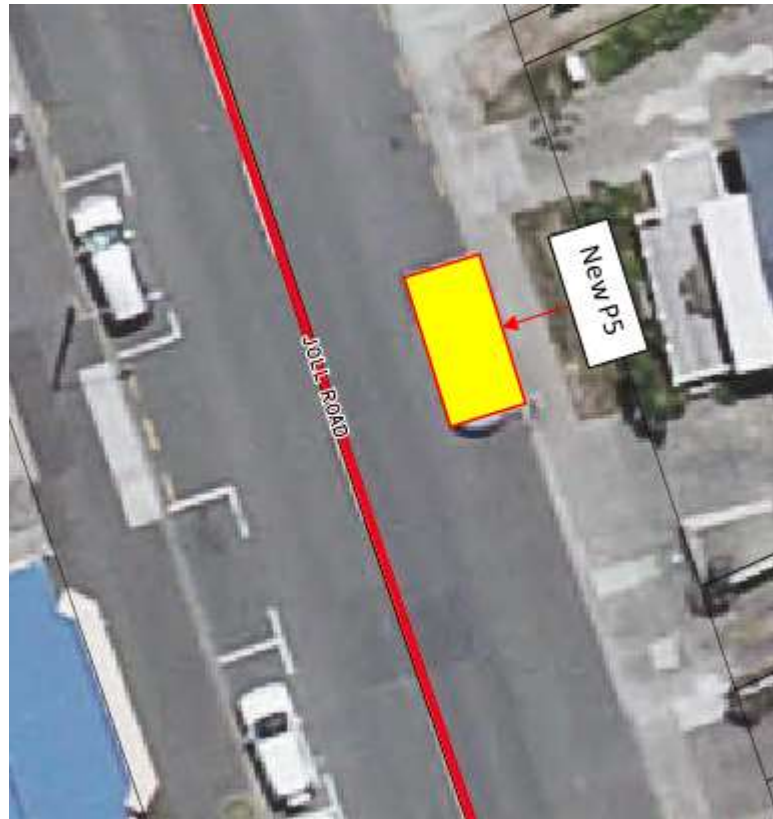
St Joseph's School – P5 Extension

- 2.4 Hastings District Council was approached by the principal of St Joseph's School who proposed an extension of the existing P5 parking due to growth in parents stopping at the school longer and also double parking. This request is made to ensure a safe area for parents to pick up and drop off their children during school times.
- 2.5 The existing P5 parking zones are designated as between 2-30pm to 3-30pm and this would flow on to the new parking area.



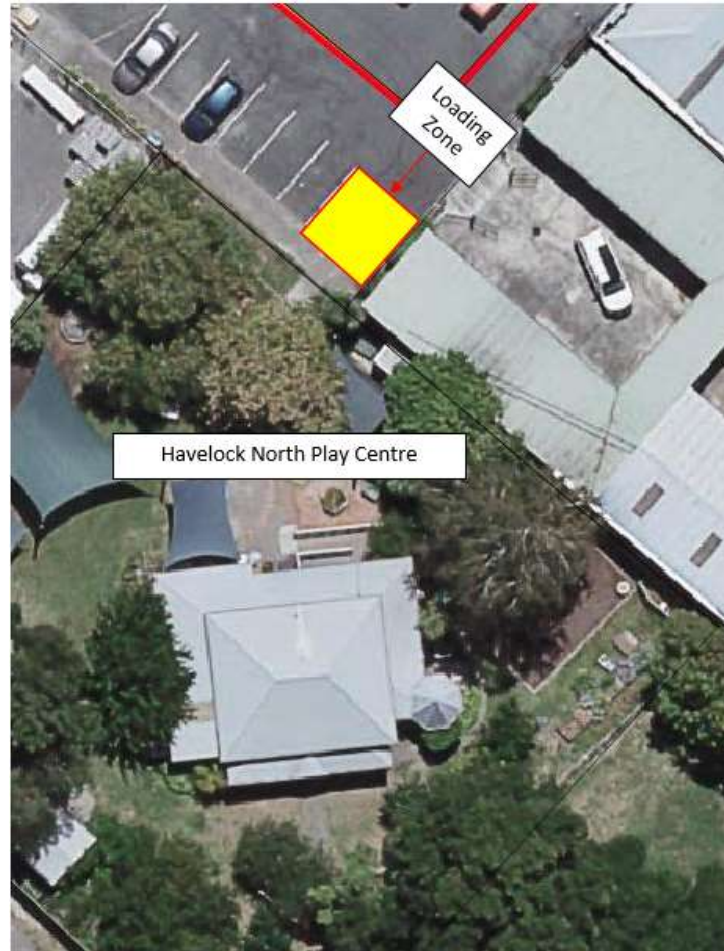
Joll Road – P5

- 2.6 Pixie Florists/Café and the Joll Rd Opportunity Shop have requested a P5 be established outside of 19 Joll Road. This is to act as a temporary drop off area for both Pixie Florists and the Opportunity Shop.



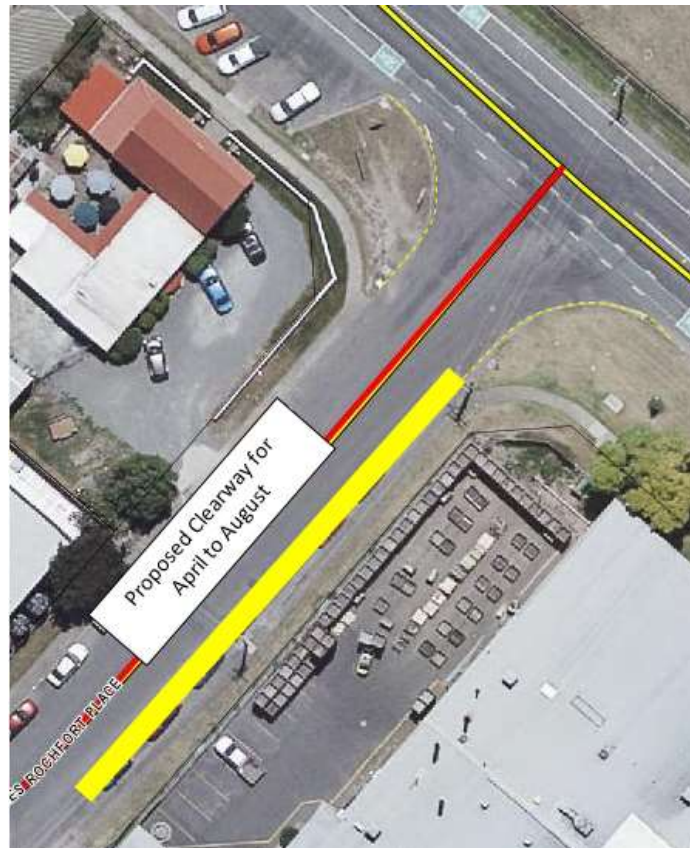
Cooper Street – P5

- 2.7 Havelock North Play Centre main entrance is situated at the end of Cooper Street and frequently vehicles are parked across their entrance. This causes issues for parents/caregivers dropping children off, contractors trying to get equipment on to the Play Centre property.



James Rochfort Place – Clearway

- 2.8 Profruit Hastings approached Hastings District Council to establish a Clearway on the left side of James Rochfort Place. This is due to safety concerns with heavy vehicles during the season.
- 2.9 The season for the company runs from the 1st of April to 1st September, during this time the trucks are lined up in the middle of the road while attempting to turn into the Profruit work site. This is causing safety issues for both vehicles and people in the area.



3.0 OPTIONS

- 3.1 The options available to Council are to:
- A) Approve the changes being proposed
 - OR
 - B) Not approve all or some of the changes being proposed

4.0 SIGNIFICANCE AND ENGAGEMENT

- 4.1 The matters in this report do not trigger the threshold in terms of Council's Significance Policy.

St Joseph's School – P5 Extension

- 4.2 Limited consultation was needed with the residents in the area as the requested P5 parking space is outside the school.
- 4.3 Parking Officers support the school in their request.

Joll Road – P5

- 4.4 Limited consultation was carried out with the residents and businesses in the area.
- 4.5 Parking Officers support both businesses in their request.

Cooper Street – P5

- 4.6 Limited consultation was needed with the nearby businesses as the proposed area is not currently a carpark.
- 4.7 Parking Officers support the Play Centre's request.

James Rochfort Place - Clearway

- 4.8 Wineworks support the change as this will allow for the trucks to park on the side of the road, clearing the way for other traffic to pass safely.

5.0 PREFERRED OPTION/S AND REASONS**St Joseph's School – P5 Extension**

- 5.1 The P5 will only be in effect from 8-30pm to 9-30pm and 2-30pm to 3-30pm during school times only.
- 5.2 Provide a safe area for parents/caregivers to drop off and pick up children.

Joll Road – P5

- 5.3 Will help keep a steady flow of traffic outside of the business.

Cooper Street – P5

- 5.4 The proposed change will keep the entrance way clear for both contractors and parents entering the play centre property.

James Rochfort Place – Clearway

- 5.5 The proposed change will help keep the road clear and provide a safe area for both trucks and cars driving in James Rochfort Place.
- 5.6 This change will only take effect from 1st April to 1st September each year.
- 5.7 The affected cars which are mainly Profruit staff will be able to park elsewhere, this is monitored by Profruit themselves.

6.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Parking Transportation Officer titled "Parking Controls" dated 2/05/2019 be received.
- B) Council resolve pursuant to Clause 5.3.1(a)(i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2016, the parking space on the eastern side of Eastbourne Street, outside of St Joseph's School commencing approximately 136 metres from the intersecting kerblines of Hastings Street South and

extending 6 metres be resolved to have P5 time limit as set out in Attachment 1.

- C) 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 parking space on the eastern side of Joll road located approximately 79 metres from the intersecting kerbline of Porter Drive be resolved to have P5 time limit as set out in Attachment 2.
- D) 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 existing parking space at the end of Cooper Street, located at the rear entrance of the Havelock North Play Centre be resolved to have P5 time limit as set out in Attachment 3.
- E) 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 southern side of James Rochfort Place, commencing approximately 25 metres south of the intersecting kerbline of Omahu Road and extending 52 metres south be resolved to have a limited Clearway as set out in Attachment 4.

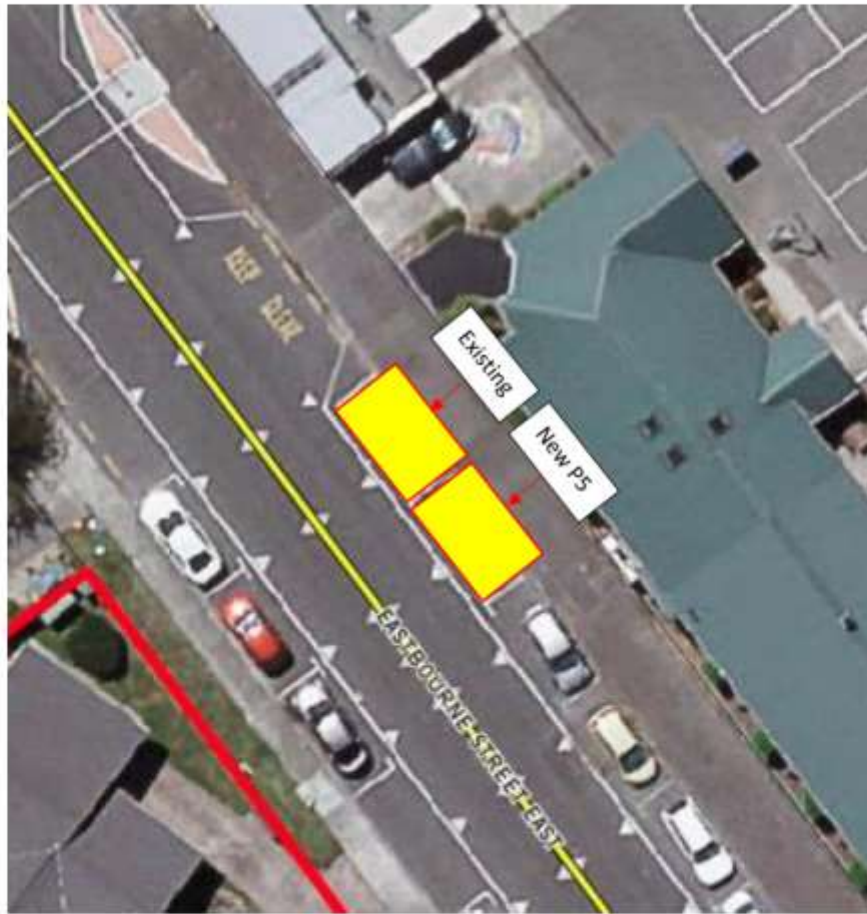
With the reasons for these decisions being that the objective of the decisions will contribute to performance of regulatory functions in a way that is efficient, effective and appropriate to present and future circumstances by:

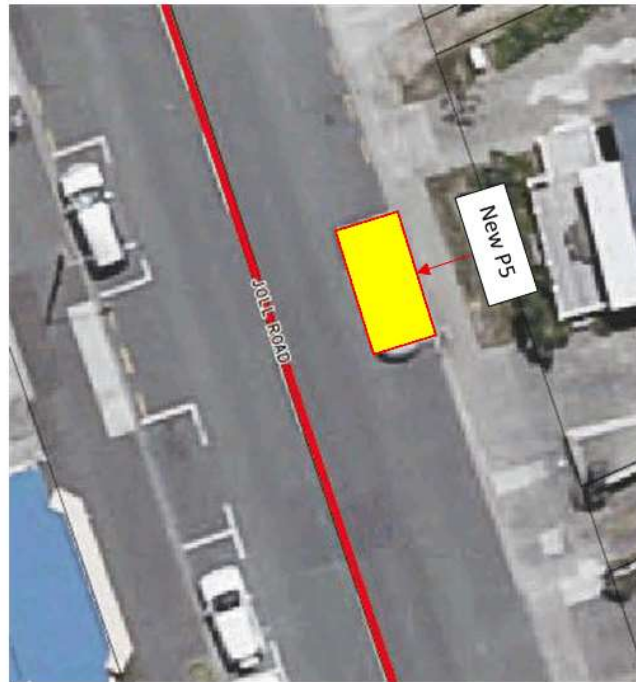
- Providing parking spaces in relevant places within the district that are safe and readily available to motorists.

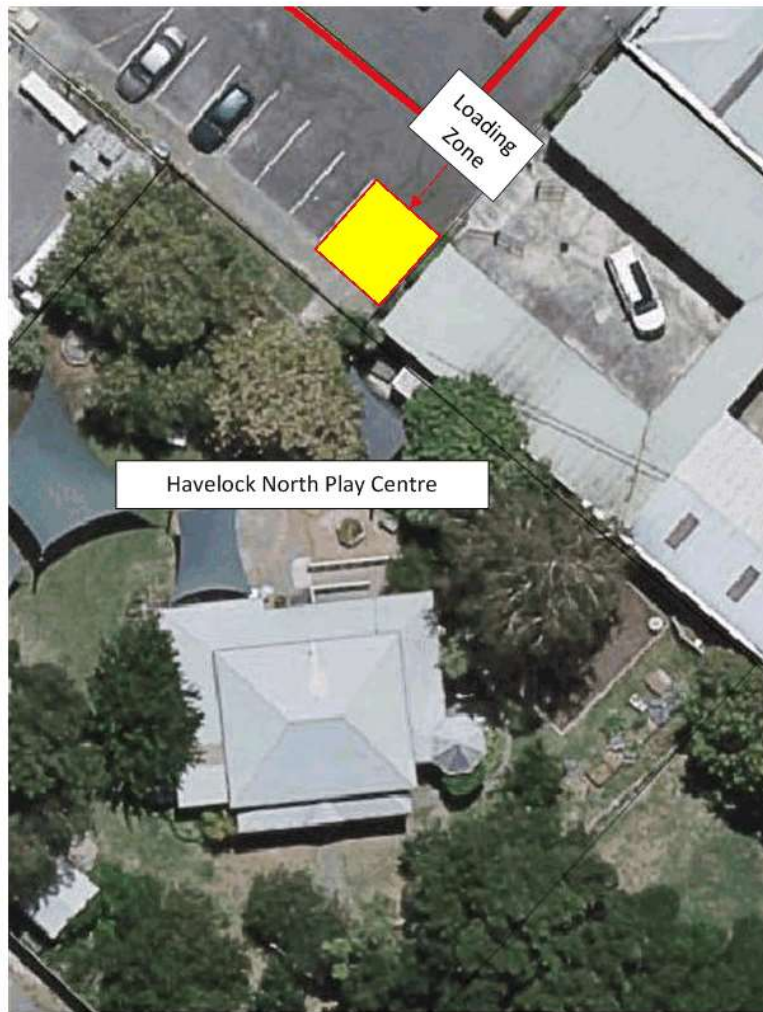
Attachments:

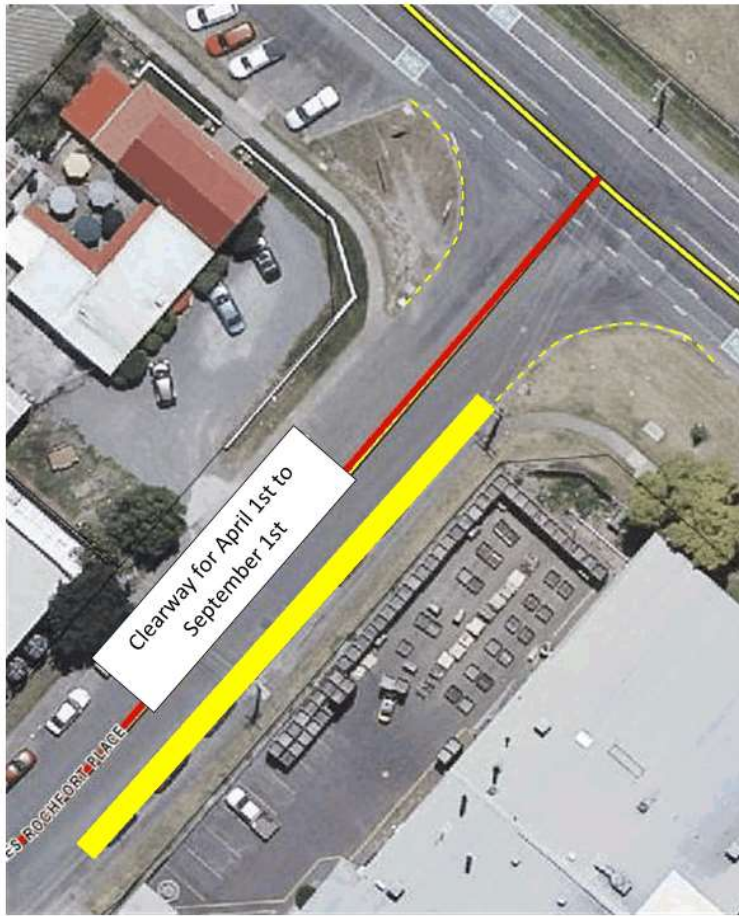
1	St Joseph's School - P5 Extension	REG-22-10-19-3111
2	Joll Road - P5	REG-22-10-19-3112
3	Cooper Street - P5	REG-22-10-19-3115
4	James Rochfort Place - Clearway	REG-22-10-19-3119

Saint Joseph's School - P5 Extension









REPORT TO: COUNCIL

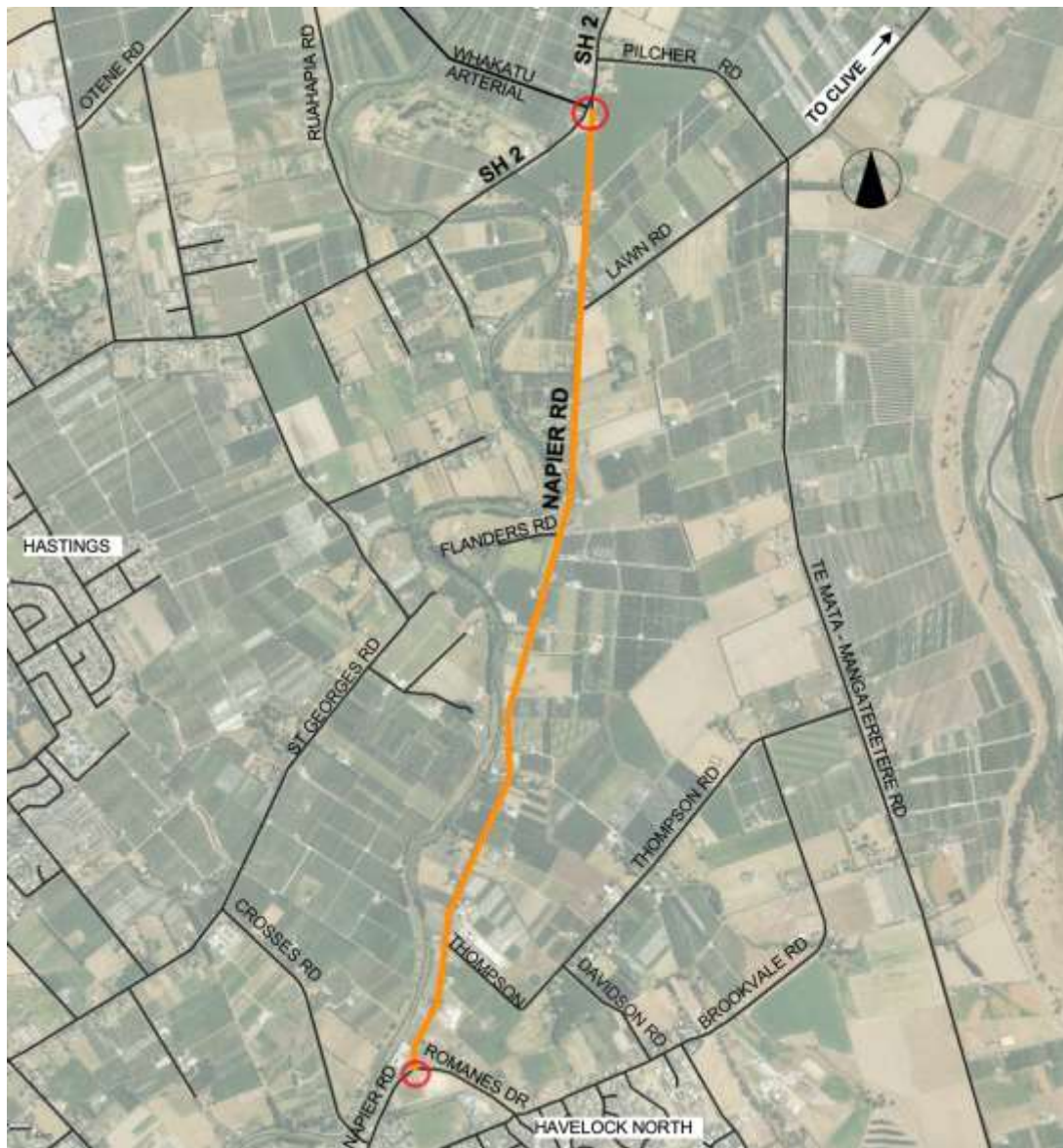
MEETING DATE: THURSDAY 2 MAY 2019

FROM: STRATEGIC TRANSPORT ENGINEER
EYNON PHILLIPS

SUBJECT: NAPIER ROAD CYCLEWAY

1.0 SUMMARY

- 1.1 The purpose of this report is to inform the Council about the preferred option for cycle facilities along Napier Road. Council aims to provide a safe cycling facility along the rural section of Napier Road, between Havelock North and the recently completed Te Ara Kahikatea, appropriate for the expected user group.



- 1.2 This proposal arises from the iWay Network Development Plan where this project was ranked sixth in importance. The completion of Te Ara Kahikatea is expected to lead to an increase in traffic along Napier Road, raising the need for treatment on this route to improve safety for cyclists.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.4 The objective of this decision relevant to the purpose of Local Government is local infrastructure which contributes to public health and safety, supports growth, connects communities, activates communities and helps to protect the natural environment by providing accessible transport options.
- 1.5 This report concludes by recommending that Council proceed with the preferred option for Napier Road of on-road cycle lanes with wide buffer, colour, and separators, plus two-way shared path on the east side between Romanes Drive and Thompson Road.

2.0 BACKGROUND

- 2.1 Napier Road serves as the most direct route between Havelock North and Whakatu-Clive and on to Napier. As such it was given high priority in the iWay Network Development Plan. The completion of Te Ara Kahikatea is expected to lead to an increase in traffic on Napier Road which only increases the need to improve safety and accessibility for cyclists along this route.
- 2.2 Council commissioned ViaStrada to carry out an investigation and analysis of the Napier Road route and potential options, identifying
 - The likely predominant user group
 - Any physical/site constraints
 - Advantages and disadvantages of each option
 - A high-level estimate for each option
 - The recommendation of a preferred option
- 2.3 Currently the only provision for cyclists on Napier Road is a sealed shoulder of variable, often narrow, width. This can only appeal to “strong and fearless” cyclists, about 1% of the population. At last count an average of 73 people per day cycled on Napier Rd between Flanders Rd and Thompson Rd, as counted by automatic tube counters over a five day period in May 2018.
- 2.4 Due to the length and location of Napier Road, to cycle the route requires a high level of fitness and the majority of the connections are high volume and high speed roads. The most viable target audience for this cycle facility are primarily commuters who are “enthused and confident” cyclists.
- 2.5 The southern section of Napier Road between Romanes Drive and Thompson Road is closer to the urban area of Havelock North and this area is

undergoing residential development. It also has many tourist attractions and a pre-school in close vicinity. As such it could target residents and tourists who are more likely to be “interested but concerned” and less experienced cyclists, as well as pedestrians.

3.0 CURRENT SITUATION

- 3.1 The 4.5 km section of Napier Road between Romanes Drive and State Highway 2 serves as the direct link between Havelock North and Whakatu-Clive-Napier. It is designated as an Arterial and heavy vehicle route.
- 3.2 Current traffic volumes average around 4,000 vehicles per day (vpd), though this is expected to increase to 6,000vpd within the next eight years. The speed limit was recently changed from 100km/h to 80km/h, and the current 85th percentile speed is 87km/h.
- 3.3 Traffic lanes are generally 3.3m wide and were recently resurfaced. Sealed shoulders are provided on both sides and average 0.3m wide, though there is a large variation with the width ranging from 0.1m to 2.5m.
- 3.4 The road reserve is 20.1m wide. Generally wide and flat grass verge, though this is narrowed in some locations with hedges and across a culvert.
- 3.5 This is part of the NZTA approved iWay programme with a total budget of \$2.7 Million over the next three years.

4.0 OPTIONS

- 4.1 ViaStrada initially investigated three basic options plus a variation. These were:
 - Option 1. A 2.5m wide separated two-way shared concrete path on the west side of Napier Rd, estimated cost \$1.8M.
 - Option 2. A 1.5m wide separated one-way shared concrete path on each side of Napier Rd, estimated cost \$2.5M.
 - Option 3a. A 1.5m wide on-road cycle lane with 0.5m wide painted buffer on each side of Napier Rd, estimated cost \$1.5M.
 - Option 3b. A 1.5m wide on-road cycle lane with 1.0m wide painted buffer on each side of Napier Rd, estimated cost \$1.6M.
- 4.2 After further investigation ViaStrada proposed another variation:
 - Option 4. A 2.5m wide separated two-way shared concrete path on the east side of Napier Rd between Romanes Drive and Thompson Road. This would be compatible with any of the other options for an estimated additional cost of \$160,000.
- 4.3 Discussions since ViaStrada completed their study have considered possible enhancements to the on-road options. This would include green line-marking, coloured chip, and the use of plastic horizontal separators along the route, with vertical plastic posts at pinch points such as intersections and across the culvert. The exact type and layout of these enhancements will be determined during detailed investigation and design. Estimated additional cost of these enhancements is \$90,000.

- 4.4 Do Nothing. Retain the existing sealed shoulders, average 0.3m wide (range from 0.1m to 2.5m). No cost.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The options from the ViaStrada study were presented to the Active Transport Group meeting on 12 December 2018.
- 5.2 Option 1 was criticised because cyclists from both directions would share a path and would have to cross the road at some stage, making it unsafe.
- 5.3 Option 2 was considered to be too expensive, not offering good value for money. It was seen by some to be the safest option, due to the separation from traffic. However, this was contrary to the expert and officer opinion which rated it as the least safe due to conflicts at driveways and issues with contra-flow cyclists.
- 5.4 Either Option 3 was the preferred option as they were seen as a good compromise between cost and infrastructure provision. The wider buffer of Option 3b was desirable due to the amount of heavy vehicles on the route.
- 5.5 There was discussion on the need for Option 4 and the likely demand from tourists.
- 5.6 Further discussion between councillors and officers confirmed the need for Option 4 and led to the development of the enhancements of the on-road options.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Multi-criteria Analysis

A multi-criteria analysis was carried out by ViaStrada on the four initial options above. They included five criteria with inputs and weights assigned based on judgement. Results are shown in the table below.

Option	Cost		Maintenance req's		Target audience		Safety		Environment		Total	Rank
	ROC	8	Score	4	Score	10	Score	10	Score	4		
1 two-way path	\$ 1,784,000	5.8	8	0.8	4	4.0	5	5.0	4	1.6	17.2	3
2 one-way paths	\$ 2,474,000	0.8	8	0.8	5	5.0	4	4.0	4	1.6	12.2	4
3a buffered lane	\$ 1,480,000	8.0	4	2.4	7	7.0	6	6.0	3	1.2	24.6	2
3b wider buffered lane	\$ 1,616,000	7.0	4	2.4	8	8.0	7	7.0	2	0.8	25.2	1

The criteria were:

- Cost
- Maintenance requirements
- Target audience
- Safety
- Environment

The analysis shows the on-road options were preferred, with Option 3b scoring slightly higher than Option 3a.

6.2 Budget implications

Most of the options or variations would take up half to two-thirds of the iWays budget for the next three years (\$2.7M). Any of these would allow for previously committed projects to go ahead, as well as a number of minor improvements such as roundabout upgrades.

Option 2 would exceed the entire non-committed iWays budget for the next three years.

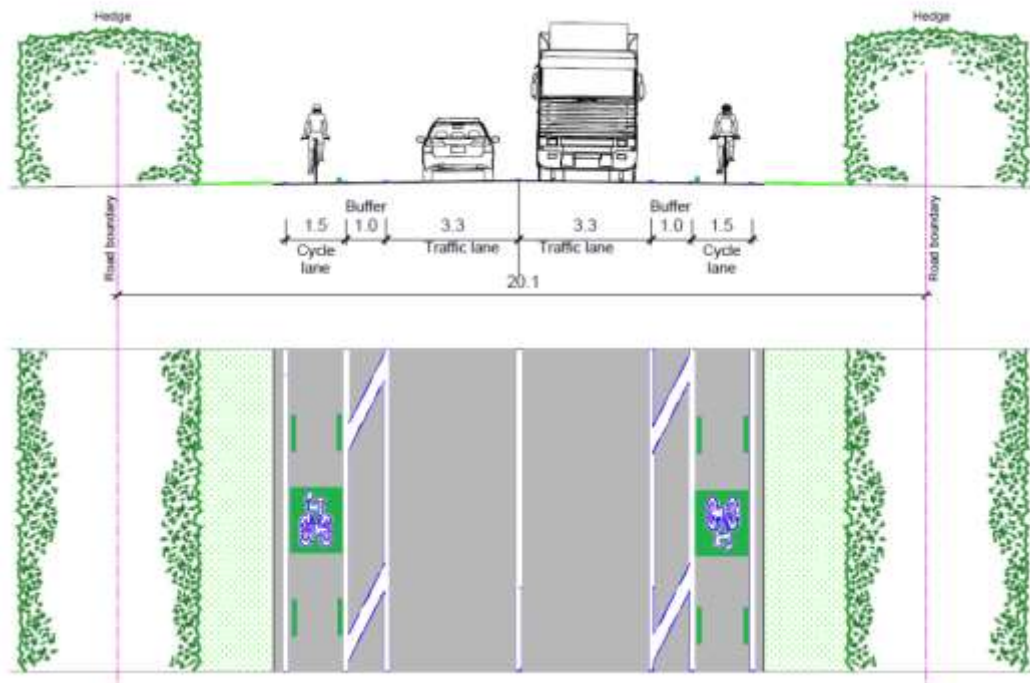
6.3 Programme implications

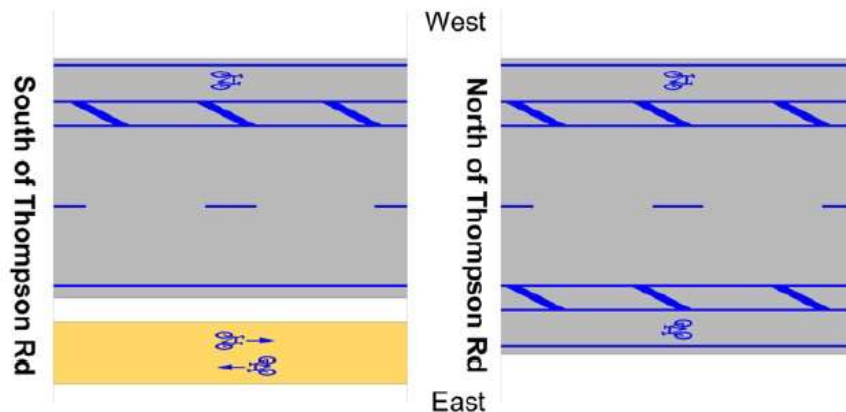
The other major iWays projects programmed for the next three years are the roundabouts on St Aubyn Street and Southampton Street. These had an original rough order cost estimate of \$1.44M combined.

However after a full safety and accessibility review of these roundabouts there is the possibility to implement low cost improvements, e.g. line marking changes and minor improvements, at least in the short term for the majority of the intersections. This is likely to cost less than \$20,000 per roundabout, leading to a considerable cost saving.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 On-road cycle lanes with wide buffer, colour, and separators, plus two-way shared path on the east side between Romanes Drive and Thompson Road.





- 7.2 This caters well to existing road cyclists and confident commuter cyclists along the length of the route. It is the safest option at side roads and driveways and is consistent with most of the connecting routes.
- 7.3 With a wide buffer and the addition of separators and colour enhancing the separation from adjacent traffic, it will be more attractive to and safer for less confident cyclists.
- 7.4 This option also caters well to recreational users and pedestrians at the southern end of the route, where proximity to the urban area of Havelock North, a pre-school, and several tourist destinations make this a higher priority user group.
- 7.5 The total estimated cost for this option is \$1,866,000, of which \$859,000 is local share.
- 7.6 Once approved by Council this project may also be eligible for NZTA's Targeted Enhanced Funding Assistance Rate (TEFAR). This could bring the local share down to \$430,000.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Strategic Transport Engineer titled "Napier Road Cycleway" dated 2/05/2019 be received.
- B) That the preferred option for Napier Road of on-road cycle lanes with wide buffer, colour, and separators, plus two-way shared path on the east side between Romanes Drive and Thompson Road be approved to proceed.

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure in a way that is most cost-effective for households and business by:

- i) Providing accessible transport options.

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

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

SUBJECT: HEALTH & SAFETY QUARTERLY REPORT

1.0 SUMMARY

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

2.0 BACKGROUND

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

3.0 CURRENT SITUATION

- 3.1 The attached report for the third quarter of the 2018/2019 financial year (Attachment 1) provides information on leading and lagging statistical information in relation to health and safety reporting for the period of 1 January – 31 March 2019. Detailed commentary has been provided within the attached report in relation to Health and Safety performance for the third quarter of the 2018/2019 financial year.

4.0 SIGNIFICANCE AND ENGAGEMENT

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

5.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Health and Safety Manager titled "Health & Safety Quarterly Report" dated 2/05/2019 be received.

Attachments:

- 1 HDC Quarterly Health and Safety Report - Quarter 3- 2018/2019

HR-03-8-2-19-151

Hastings District Council Quarterly Health and Safety Report: Quarter 3 - 2018/2019

1 January – 31 March 2019

This report contains information that was reported during the period 1 January to 31 March 2019 and is current as at 12 April 2019.

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

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

In comparison to the second quarter of 2018/2019, there has been a noticeable decrease across most leading indicator measures reported, however this decline is substantially due to the sale and transfer of staff from Maintenance Group to an external contractor (Recreational Services) on 31 January 2019. Therefore this report for Quarter three is the last report in which Maintenance Group data has been recorded.

This quarterly report introduces the tracking of Health and Safety observations by target and group. As a whole Council made 83% of its target for Health and Safety Observations in this quarter. Of those observations completed, it is pleasing to see that 93% of employees and 94% of contractors were observed undertaking tasks to a Good or Excellent standard.

In regards to lagging indicators reported during this quarter, there has been a decline in reported injuries relating to employees and an increase in incidents relating to Contractors which again is most likely from the sale and transfer of staff from Maintenance Group to an external contractor (Recreational Services) on 31 January 2019. Interactions with the public continue to remain the most prolific hazard type reported by employees, however surface hazard conditions were the cause of the majority of injuries. Sprains and strains remain the most common type of injury reported.

Contractor incident reporting remains minimal, however as part of the organisational Health and Safety objectives there is a targeted campaign is underway to increase safety engagement with these workers.

In regards to incidents relating to public, there was an increase in incidents across quarter three. However this can be attributed to an increased number of visitors to Council's aquatic facilities (Splash Planet and Seasonal Pools) over the summer period. When considering that there were 124,153 visitors to Councils' aquatic facilities during quarter three, the injury frequency rates remain very low ($\leq 0.5\%$).

B. ORGANISATIONAL OBJECTIVES

Current 2019 Organisational Objectives are as follows:

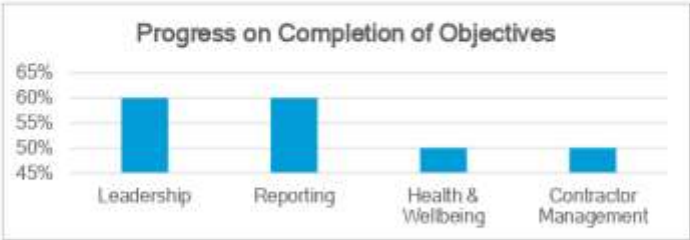
1. Promote Health & Safety through active leadership

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

- Track non-injury incident (hazard Identification, near miss and property damage) rates across the year.
 - Report on the % of non-injury incidents compared to total incidents reported.
 - Analyse non-injury incidents by hazard category.
3. Establish a wellbeing programme for Council staff in order to proactively manage the Mental Health and wellbeing risks associated with work tasks, activities and pressures.

- Develop a Mental Health and Wellbeing Policy and Guidance material for staff.
 - Develop a Wellbeing Programme that has a monthly focus topic.
 - Undertake staff engagement surveys at 6 months and 12 months to gauge effectiveness of the programme.
4. Engage with contractors to development a Health and Safety culture that encompasses all workers whom undertake work for Council

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



C. LEADING INDICATORS

1. Indicator Measures – Quarter 3 – 2018/2019

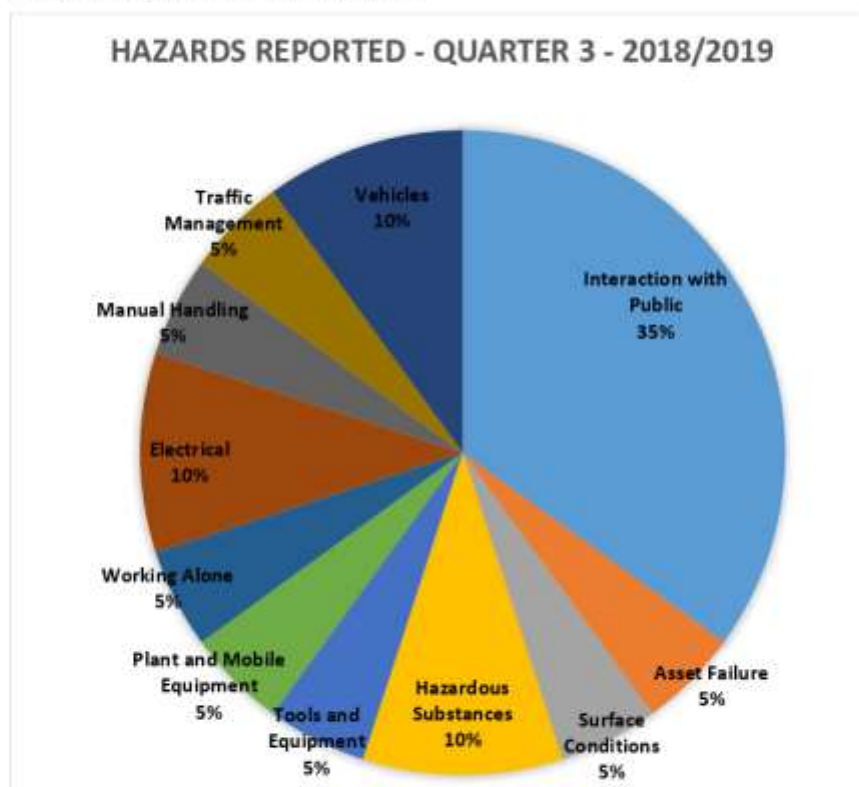
Leading Indicator	January 2019	February 2019	March 2019	Quarter 3 Total	Quarter 2 Total
Hazards reported	49	36	21	106	61
Health and Safety Discussions held	15	16	13	44	56
Toolbox Health and Safety Briefings held	401	99	89	589	1622
Health and Safety Risk Assessments undertaken	1609	441	324	2374	5786
Health and Safety Observations completed	72	74	100	246	230
Number of staff attending Health and Safety training	32	31	32	95	297
Health and Safety subcommittee/committee meetings held	1	3	1	5	9
Health and Safety Recognition	0	1	2	3	4

Please Note: January 2019 was the last month where Maintenance Group employee data was captured.

2. Visitor Numbers at Community Facilities - Quarter 3 – 2018/2019

Facility	Visitor Numbers – Quarter 3 1 January – 31 March 2019	Visitor Numbers – Quarter 2 1 October – 31 December 2018
Camberley Community Centre	5,529	3,930
Clive Pool	6,213	9,768
Flaxmere Community Centre	11,942	Estimate: 10,000
Flaxmere Waterworld	7,776	9,770
Frimley Pool	11,898	4,844
Hastings City Art Gallery	Estimate: 3500	3,529
Hastings District Libraries:		
• Flaxmere	• 29,322	• 30,299
• Hastings	• 87,976	• 81,760
• Havelock North	• 29,625	• 28,938
Total	Total 146,923	Total 140,997
Hastings Sports Centre	Estimate: 13,000	13,200
Havelock North Village Pool	25,635	6,587
Splash Planet	72,631	39,459
TOTAL	Approx. 305,047	Approx. 242,084

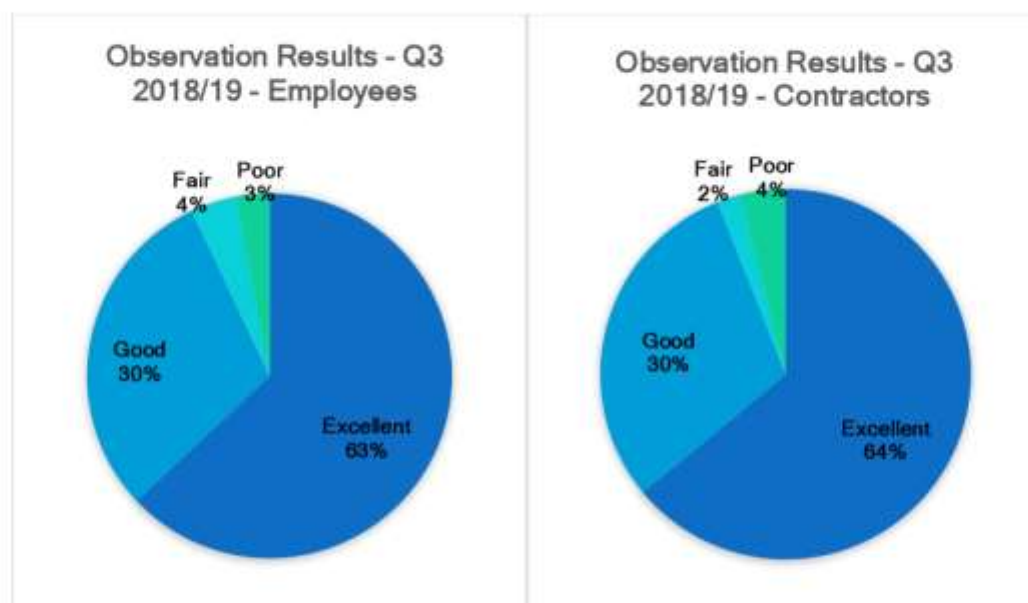
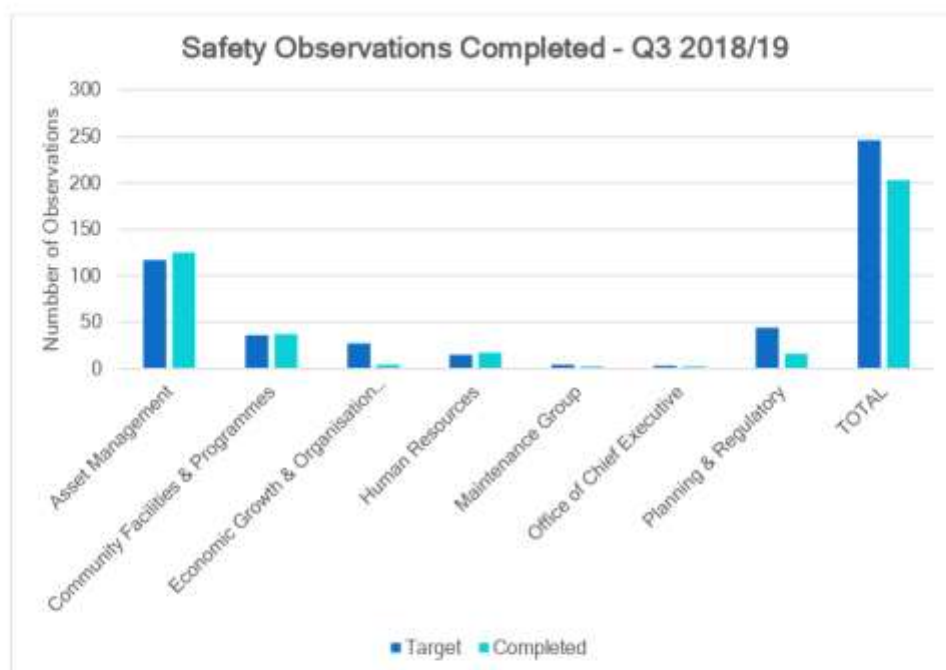
3. Hazard Identification Analysis



4. Health & Safety Observation Analysis

Health & Safety Observations Completed - Quarter 3 - 2018/2019

Group	Target	Number Completed	% Target Completed
Asset Management (AM)	117	125	107%
Community Facilities & Programmes (CF&P)	36	37	103%
Economic Growth & Organisation Improvement (EGOI)	27	4	15%
Human Resources (HR)	15	17	113%
Maintenance Group (MG)	4	2	50%
Office Of Chief Executive (CE)	3	2	67%
Planning & Regulatory Services (P&R)	44	16	36%
Organisation Total	246	203	83%

**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 – 2018/2019

1.1 Employee Incidents

Please Note: January 2019 was the last month where Maintenance Group employee data was recorded.

Lagging Indicator	January 2019	February 2019	March 2019	Quarter 3 Total
Near Miss	25	23	19	67
Property Damage	8	8	8	24
Injuries	12	5	3	20
• First Aid Treatment	5	3	3	11
• Medical Treatment	7	2	0	9
• Lost Time	0	0	0	0
WorkSafe Notifiable Events	0	0	1	1

1.2 Contractor Incidents

Lagging Indicator	January 2019	February 2019	March 2019	Quarter 3 Total
Near Miss	0	5	7	12
Property Damage	0	0	2	2
Injuries	2	3	3	8
• First Aid Treatment	0	2	2	2
• Medical Treatment	0	1	1	1
• Lost Time	0	1	0	1
WorkSafe Notifiable Events	0	0	0	0

1.3 Public Incidents

Lagging Indicator	January 2019	February 2019	March 2019	Quarter 3 Total
Near Miss	15	19	19	53
Property Damage	4	0	1	5
Injuries	48	19	11	78
• First Aid Treatment	41	15	4	60
• Medical Treatment	7	4	7	18
WorkSafe Notifiable Events	0	0	0	0

1.4 Significant Incident Summary – March 2019

Below is a summary of incidents which were reported in March 2019.

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

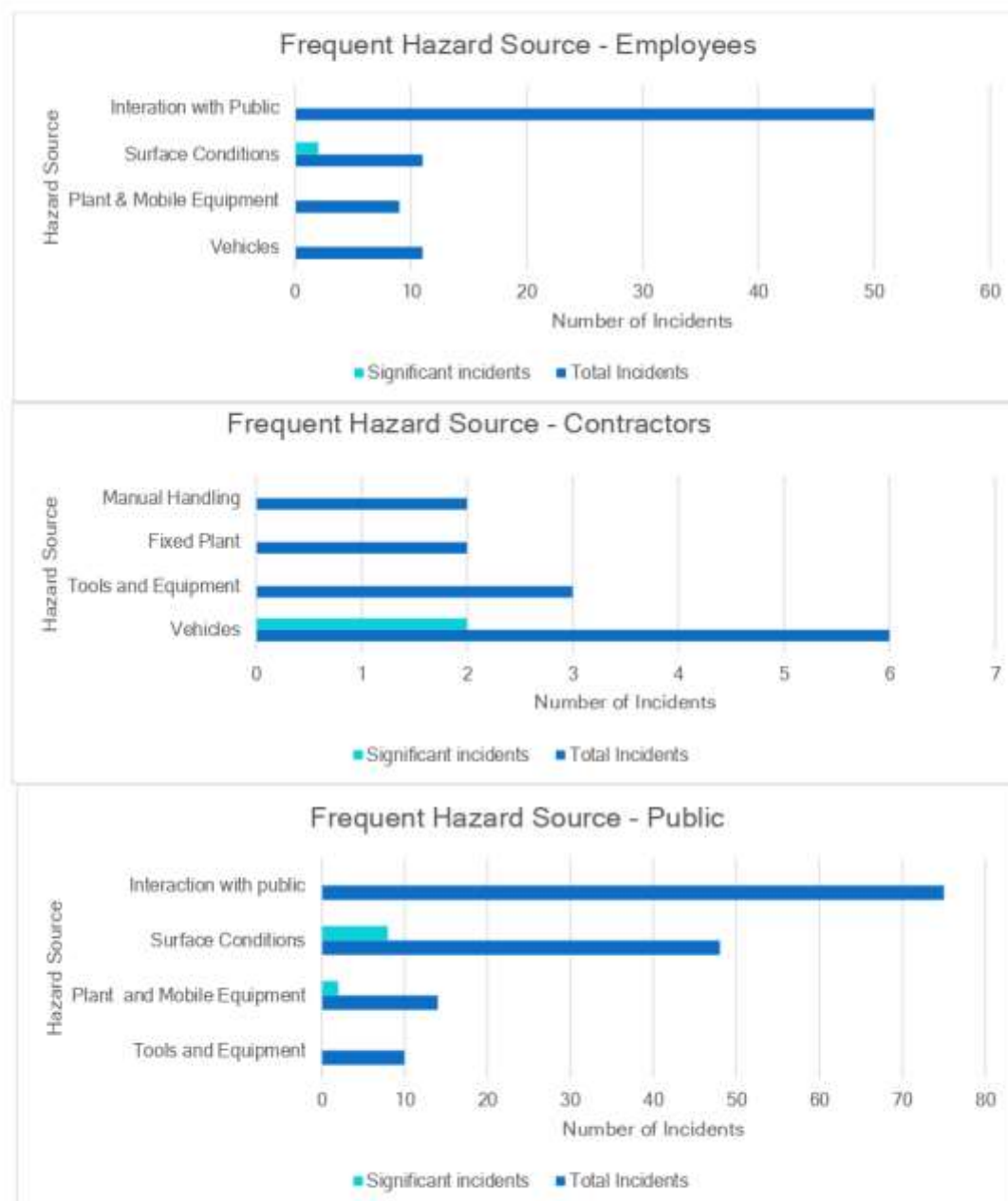
Type	Relationship	Incident Description
Medical Treatment Injury	Employee	A staff member was helping to put the tailgate back up on truck, other party was pushing and staff member was pulling when the staff members fingers got slammed between tailgate and trailer sustaining a laceration. First aid was provided by staff and the employee was referred for medical treatment.
Medical Treatment Injury	Employee	A staff member strained their neck whilst turning and lifting the vacuum cleaner. The employee was referred for medical treatment.
Serious Near Miss	Contractor	A contractor worker climbing a tree accidentally pushed the lever on the harness jack causing the lock to be released. The worker began to freefall down the tree, however the worker managed to grab the rope and push the lever locking the rope again 1 metre from the ground, the worker was not harmed. The Contractor has completed an investigation and implemented corrective actions.
Medical Treatment Injury	Contractor	A Contractor Worker Sprained their wrist whilst taking equipment out of vehicle. The Contractor worker received medical attention. The Contractor has completed an investigation and implemented corrective actions.
Medical Treatment Injury	Contractor	A Contractor worker was emptying large glass recycling bin (9 tonne load) from Martin Place. Internal door did not open when released, Driver used steel bar to release door, as product rushed out an unbroken glass bottle hit the driver's right leg causing a significant laceration. The Contractor worker received medical attention. The Contractor has completed an investigation and implemented corrective actions.
Medical Treatment Injury	Public	Member of public dislocated their shoulder when they flipped out of tube on slide, person has history of repeat dislocations. First aid was provided by staff and the person was referred for medical treatment.
Medical Treatment Injury	Public	A child slipped over whilst playing at the skate bowl in Flaxmere and sustained a head injury. Flaxmere Community Centre staff provided first aid and called for an ambulance.
Medical Treatment Injury	Public	A child fell and broke their arm whilst in HDC after school care programme. Centre staff provided first aid and the child was referred for medical treatment.
Medical Treatment Injury	Public	A child was found unwell at the pool facility - feeling faint and struggling to breathe, Staff provided first aid and called for an ambulance.
Medical Treatment Injury	Public	A child fell off their scooter at the Flaxmere skate bowl sustaining a head injury. Flaxmere Kaitiaki staff provided first aid and called for an ambulance.

2. Incident Analysis

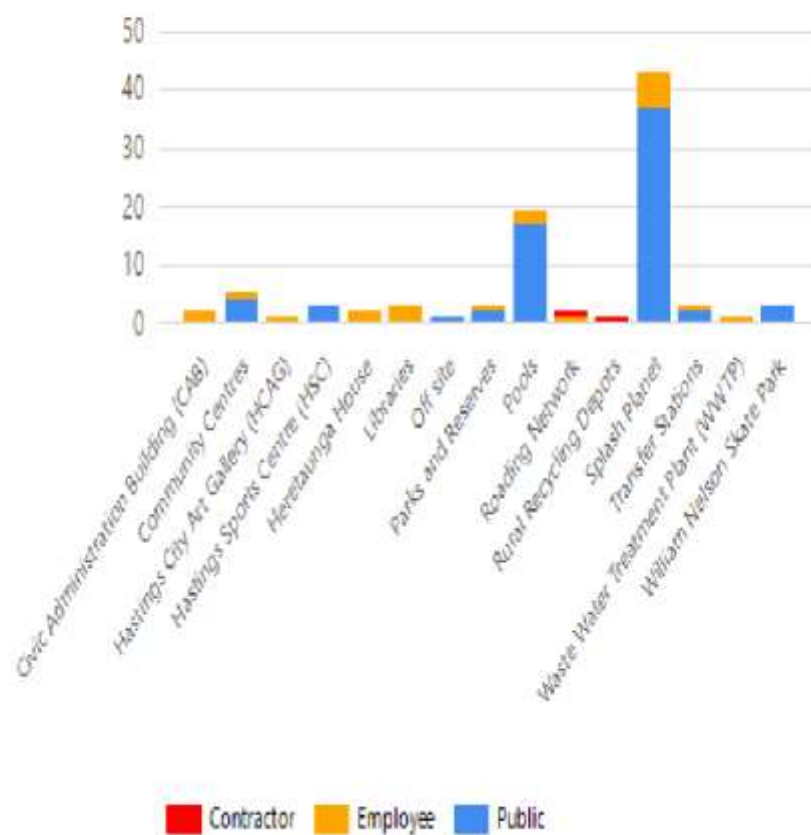
2.1 Incident Analysis by Hazard Source - Quarter 3 2018/2019

Below is an analysis of the four most frequent hazard sources reported for the quarter.

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

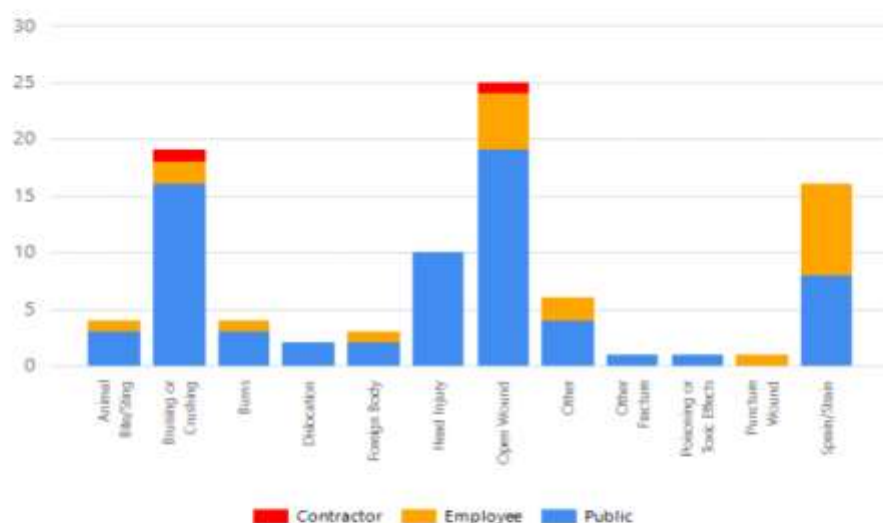


2.2 Location of Incidents - Quarter Three - 2018/2019

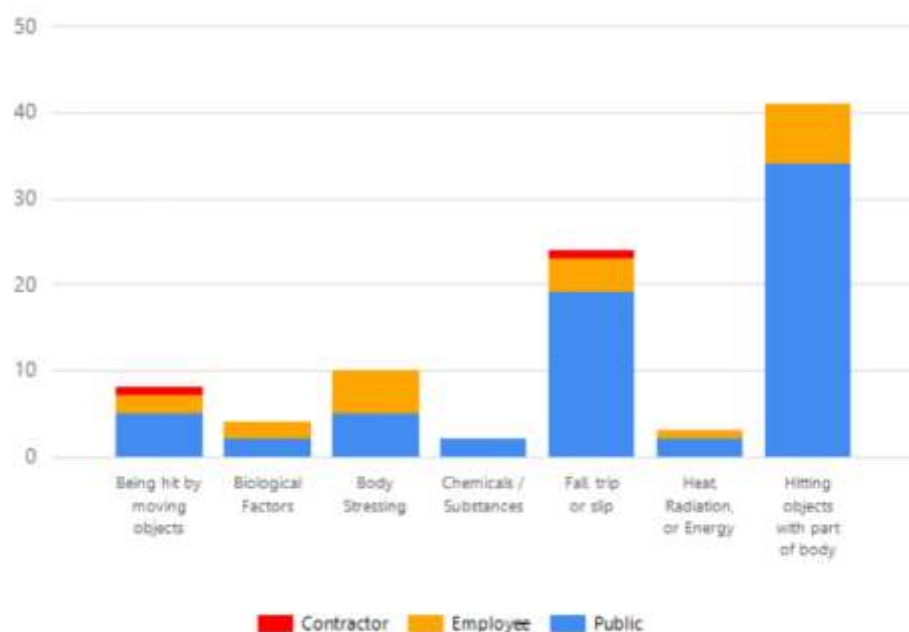


2.3 Injury Analysis

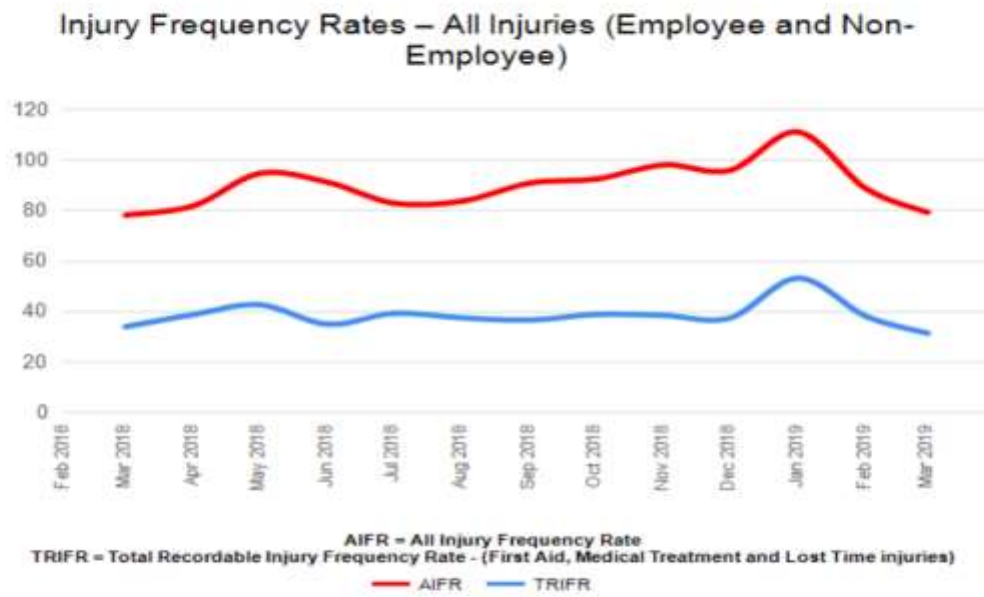
Injury Analysis - Types of Injury - Quarter 3 - 2018/2019



Injury Analysis - Mechanism of Injury - Quarter 3 - 2018/2019



2.4 Injury Frequency Rates



REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: COMMUNITY CONNECTOR
ROBYN SMITH
SOCIAL & YOUTH DEVELOPMENT MANAGER
DENNISE ELMERS**

SUBJECT: FLAXMERE WEST COMMUNITY PLAN

1.0 SUMMARY

- 1.1 This report contributes to the achievement of the Council's community outcomes and specific Council objectives as set out in the Long Term Plan 2018-28 by:
- Putting people at the centre of planning and service
- 1.2 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.3 The objective of this decision relevant to the purpose of Local Government is to support the delivery of good quality local infrastructure and local public services in a cost-effective way appropriate to present and anticipated future circumstances, by working collectively, allowing partners to leverage resources more effectively by working together and ensuring that actions meet identified community needs.
- 1.4 This report concludes by recommending that the Council endorse the Flaxmere West Community Plan noting that the actions within the plan requiring Council funding will be requested through the appropriate council processes. Other funding opportunities will also be identified.
- 1.5 Matt O'Dowda, Kimi Ora Community School Principal and Traci Tuimaseve will be presenting the plan to Council.

2.0 BACKGROUND

- 2.1 Hastings District Council began developing community plans with community in 2002 as a means for Council to engage with and provide additional support to communities deemed as having high needs.
- 2.2 This is the first Flaxmere West Community Plan.

3.0 CURRENT SITUATION

- 3.1 A submission and presentation from Matt O'Dowda, Kimi Ora Community School Principal was made to Council's 2017 Annual Plan requesting a Community Plan be developed.
- 3.2 A working group was formed from the Flaxmere West Community to lead the consultation.
- 3.3 The consultation identified the following areas as priorities:
- Employment opportunities for all
 - Facilities Development – Development of parks and playgrounds
 - Safety in our streets
 - Sports and fitness opportunities
- 3.4 There are currently two major projects being developed in Flaxmere West which directly relate to priority areas in the Draft Flaxmere West Community Plan.
- 3.5 Major Projects:
- 3.5.1 The rebuild of Kimi Ora Community School
- 3.5.2 The Waingakau Housing development project
- 3.6 The Flaxmere West Community Plan compliments these projects through community engagement and hearing what the communities' goals and aspirations are.
- 3.7 The Flaxmere Planning Committee (who implement the Flaxmere Community Plan) are aware of the Flaxmere West Community Plan and will provide support to the Flaxmere West Community Plan working group. The Flaxmere Planning Committee is fully supportive of the Flaxmere West Community Plan.

4.0 OPTIONS

- 4.1 The Council endorses the Flaxmere West community Plan, noting that the actions within the plan requiring new Council funding will be requested through the appropriate council processes.
- 4.2 The Council does not endorse the Flaxmere West Community Plan

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This report does not trigger the Council's significance policy. No future consultation is required for the decisions in this report.
- 5.2 Consultation with the Flaxmere West Community was undertaken via the establishment of a working group.
- 5.3 A community workshop and a survey targeting the Pacific Island community was written in the Samoan language. This was undertaken by Hastings Boys High School Pacific Culture group.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The Counsel endorsement of the Flaxmere West Community Plan would signal support at a high level for the collaborative approach being taken to delivery of actions within this community.
- 6.2 Endorsement of the plan does not commit Council to allocate funds or other resources to any or all of the actions or ideas noted in the plan, as this will be done in an integrated way through Council's Long Term Plan and Annual Plan processes.
- 6.3 Other funding opportunities will also be investigated.
- 6.4 A decision not to endorse the Flaxmere West Community Plan would hinder Council's ability to support implementation of the Plan and may also impact negatively on community relationships.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 It is recommended to endorse the Flaxmere West Community Plan noting that the actions within the plan requiring new Council funding will be requested through the appropriate council processes.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Community Connector and Manager Social & Youth Development titled "Flaxmere West Community Plan " dated 2/05/2019 be received.
- B) That Council endorse the Flaxmere West Community Plan noting that the actions within the plan requiring new Council funding will be requested through the appropriate council processes

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure in a way that is most cost-effective for households and business by:

- i) Working collaboratively with the Flaxmere West Community and its stakeholders to achieve real outcomes for identified by the Flaxmere West Community.

Attachments:

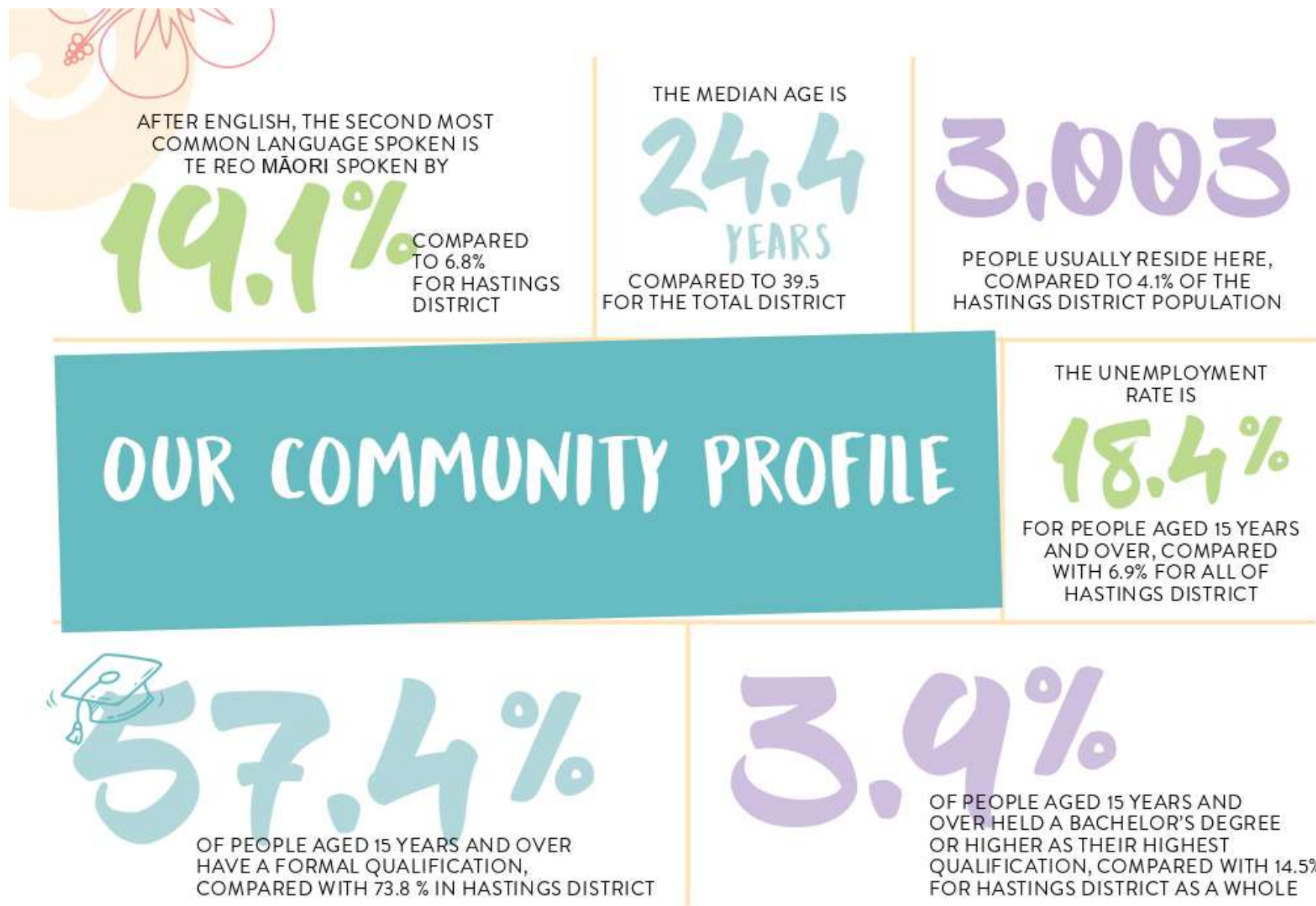
1 Flaxmere Community Plan

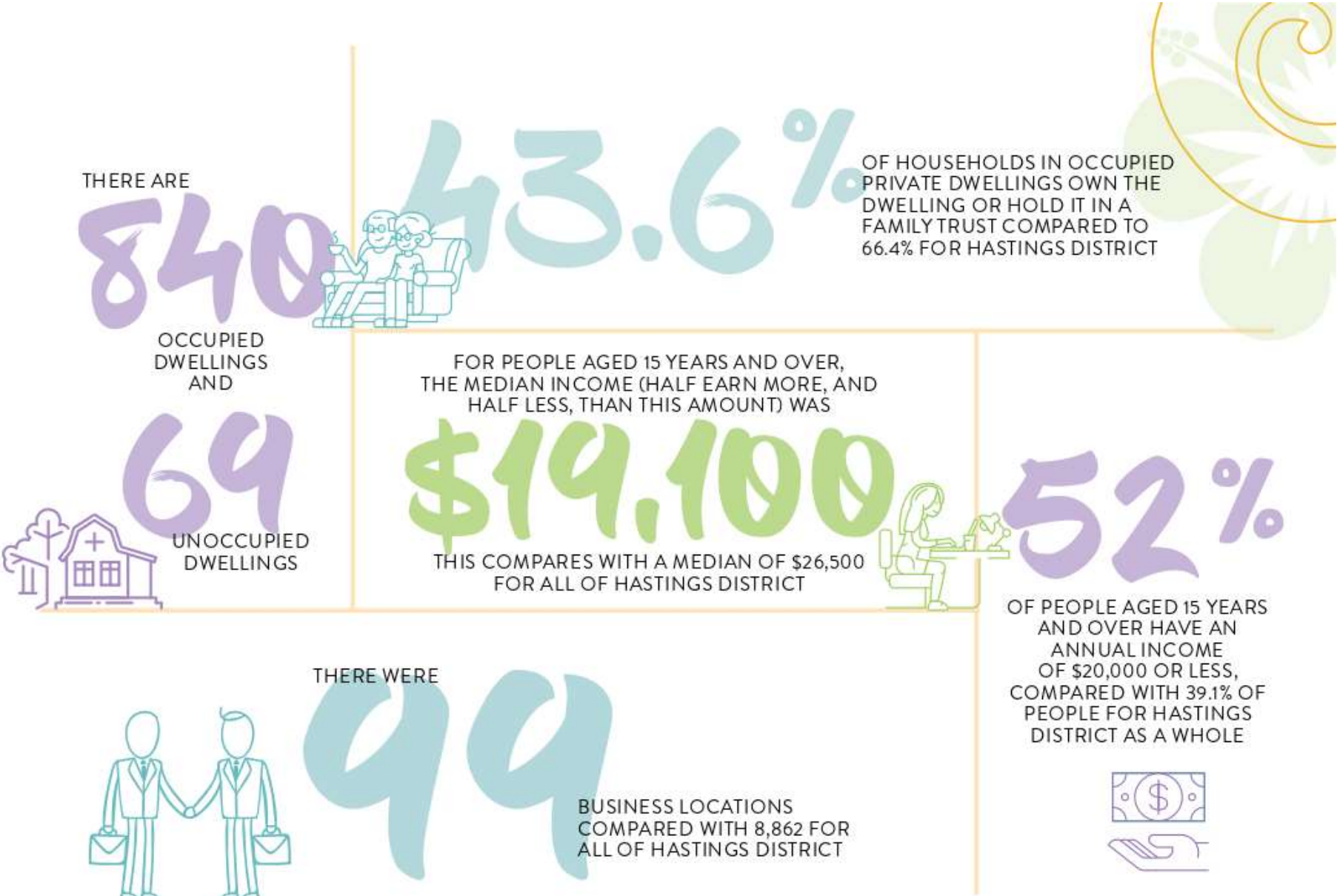
CG-14-73-00065













OUR PRIORITY AREAS

EMPLOYMENT OPPORTUNITIES FOR ALL

We want employment opportunities for everyone, specifically our rangatahi.

OUR SOLUTION:

Better opportunities come from a good education, with more supportive and inspirational educational options. We want buildings and facilities that enable quality learning and training opportunities, which will lead to sustainable employment.

FACILITIES DEVELOPMENT

We want better and new facilities and equipment for all our community. This includes housing as we want quality housing to be more accessible and affordable.

OUR SOLUTION:

Development and improvement of local playgrounds, building new shopping facilities including supermarkets, more developed and accessible public transport.

Development of more and better quality housing, including through the Waingakau Village Project.

SAFETY IN OUR STREETS

We want our streets and playgrounds to be safe for everyone.

OUR SOLUTION:

More visible police, CCTV monitoring, community watches, less gang violence and more boundary fences.

SPORTS AND FITNESS OPPORTUNITIES

We want to grow the range of sports and fitness opportunities and both community and provider led.

OUR SOLUTION:

Development of a community Facebook page that promotes sports group and fitness sessions. Support both from within and out of the community to provide options sports groups, kids sports and fitness sessions.

HASTINGS DISTRICT COUNCIL | FLAXMERE WEST COMMUNITY PLAN // 7

ACTION PLAN



THEME		ACTION	COMMUNITY	HDC	PARTNERS
EMPLOYMENT	1	Education system responsive to sustainable employment opportunities	Promote the importance of education and employment through schools, community organisations including the marae and churches		MOE & TEC - Engagement with the community and local employers to identify clear pathways to employment
	2	Speakers series at school to highlight opportunities	Identify and promote local speakers	Arrange speakers through 'Youth Connectors' roles	
	3	Workshops and training to upskill residents - (in order of priority) Fitness, First Aid, Budgeting, Health Cooking, Self Defence, Youth Groups, Parenting, Women's Wellness	Using the school premises, promote training and workshops to community members, using local experts with skills in relevant areas	Arrange partners to provide these workshops	EIT, Private Training Establishments, Social & Health Service Providers - provision of training and workshops
	4	Flaxmere Employer Event	Work with Hastings District Council to identify range of employers and jobs to be profiled at employer event	Support the community to arrange and host an employer event	Employers - attend employer event and clarify job and career opportunities
	5	Business development	Strengthen Flaxmere business networks to keep people connected	Engage with Economic Development team	Takitimu Ora - Business development workshops to support growth of new businesses

PRIORITY AREA	ACTION	COMMUNITY	HDC	PARTNERS
FACILITIES DEVELOPMENT	1 Upgrade local playgrounds	Greater ownership of the parks - naming the park, prevent vandalism, host family and community events and activities	Develop local playgrounds, including installation of new equipment appropriate for babies, children and youth *See detailed plan below Safety review on all playgrounds	ECCT - consider provision of funding for community facilities
	2 Building of new facilities - including shops and services	'Shop Local' promotions around key calendar events e.g. Christmas	Encourage new businesses into the area through the Economic Development team	
	3 Improved transportation options			Hawke's Bay Regional Council - review bus operations
	4 More accessible and affordable housing	Community workshops to help learning about "quality and healthy housing" and home ownership.	Keep community informed about the housing project	Look at opportunities with Waingakau Housing Development HB District Health Board - work with the community to promote healthy homes

PRIORITY AREA	ACTION	COMMUNITY	HDC	PARTNERS
IMPROVED SAFETY	1 More visible and increased police presence	Build the relationship with the Police to promote community safety	Broker relationship with Police	Police - Increased staff in the area and more frequent patrols
	2 CCTV monitoring and patrols by Flaxmere Assist	Community meeting to identify locations to put in CCTV	Approach Council for support	Security company - to provide CCTV monitoring
	3 Community and neighbourhood watch	Start community and neighbourhood watch groups	Work with community connector	
	4 Boundary fences for the parks	Identify requirements for boundary fences	Build boundary fences for the parks	
	5 Positive engagement with gangs	Develop community-based projects and activities with local gangs, focusing on positive activities for young people and community beautification		Approach Police for support

PRIORITY AREA	ACTION	COMMUNITY	HDC	PARTNERS
SPORTS OPPORTUNITIES	1 Increased sports opportunities	Contribute to and participate in a community sport facebook page, train with one another	Set up a community page where members can promote and share sports and gym groups	Sports Hawkes Bay – HB Sports Park

OTHER HIGH PRIORITIES:

PRIORITY AREA	ACTION	COMMUNITY	HDC	PARTNERS
COMMUNITY CONNECTEDNESS, HEALTH & WELL-BEING, COMMUNITY ENHANCEMENT, POSITIVE PARTICIPATION OF RANGATAHI	1 More community events	Community hosted 'Christmas in the Park' Identify key leaders in different parts of the community and meet with each other from time to time to discuss community opportunities	Support community to host events	Local businesses - Sponsorship and prizes to support 'Christmas in the Park' and other community events Service Providers - connect with local leaders (including gangs) through workshops and ongoing to better understand the needs of local whanau
	2 Involve rangatahi in decision-making for the community	Establish a Rangatahi leadership group that promotes their voice to Council and other organisations	Supporting community in forming Rangatahi Leadership Group	Police Ministry of Youth Development
	3 Health & well-being support services			Hawke's Bay District Health Board and Te Taiwhenua o Heretaunga - Promote services to community
	4 Community enhancement	More active approach to reducing littering, community clean up days - support involvement of school and early childhood education centres	Provide more rubbish bins and water fountains	Environment Centre Hawke's Bay - Support community education

DEVELOPMENT OF PARKS AND PLAYGROUNDS

A majority of discussion around the community plan has been to develop the equipment and facilities in the parks and playgrounds in Flaxmere West.

Specifically these playgrounds include:

- Nanny Kona Park
- Ron Giorgi Park
- Len Harlen Park

IN ORDER OF PRIORITY,
OVER 60% OF RESPONDENTS
IDENTIFIED THE FOLLOWING
INFRASTRUCTURE REQUIREMENTS:

SEATING/PICNIC TABLES
TOILETS
SUN SHADES
RUBBISH BINS
TREES AND GREEN AREAS
BBQ
DRINKING FOUNDATIONS
LIGHTING
SHADE



HASTINGS DISTRICT COUNCIL FLAXMERE WEST COMMUNITY PLAN // 11



HASTINGS
HEART OF HAWKE'S BAY



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TE KAUNIHERA O HERETAUNGA
3150618



HASTINGS
DISTRICT COUNCIL

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: CHIEF FINANCIAL OFFICER
BRUCE ALLAN**

SUBJECT: HAWKE'S BAY OPERA HOUSE STRATEGIC PLAN

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from Council to adopt the Hawke's Bay Opera House Arts and Events Precinct draft Strategic Plan 2019-2021.
- 1.2 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.3 This report concludes by recommending that the Hawkes Bay Opera House Arts and Events Precinct Strategic Plan 2019-2021 be adopted.

2.0 BACKGROUND

- 2.1 The Hawkes Bay Opera House and Municipal Building were closed in 2014 due to concerns over their earthquake prone nature. Since that time Council has deliberated on future use opportunities and the extent of the strengthening works.
- 2.2 The purpose of the strategy is to align council key areas of future focus and investment and the Hastings City Centre Strategy objectives, Our Vision - Great living, today and tomorrow, as well as other strategic plans from other relevant organisations in our city.

3.0 CURRENT SITUATION

- 3.1 This draft plan (Attached as **Attachment 1**) acknowledges where Council is at on the path to being operational once again and needs to be read with that in mind. The Objectives and goals for this period of time are about re-establishing the Opera House Precinct, words that repeat are about developing, creating, identifying and establishing what needs to be done.
- 3.2 The draft plan covers the period 2019-2021 and incorporates what needs to be achieved with the reopening of the Opera House and Plaza by February 2020 and the Municipal Building in 2021.
- 3.3 This draft strategic plan will set the foundation for the Opera House Management to move forward, developing business plans that go about

enacting on the Vision and Mission, the Strategic Objectives and the goals set out in the Strategic Plan.

- 3.4 While acknowledging the current context, the plan does have aspirational goals and a Vision of being the most vibrant and significant arts, culture and events facility in New Zealand. The draft Strategic Plan has three Strategic Priorities:

- Operational Leadership and Sustainability
- Local Pride
- A Vibrant Hub

Each strategic priority is supported with 3 objectives and 9 or 10 goals. It is these goals that will inform Officers as they now develop business plans to support Strategic Plan and enact the goals stated.

4.0 OPTIONS

- 4.1 Option 1 – adopt the Hawkes Bay Opera House Arts and Events Precinct Strategic Plan 2019-2021.
- 4.2 Option 2 – decline the request to adopt the Hawkes Bay Opera House Arts and Events Precinct Strategic Plan 2019-2021

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Community consultation was sought in 2016, seeking community views on four key areas, three of which referred to the Opera House Theatre, Plaza and Municipal Building. Council undertook to seek community views on the following:
- Strengthen the Opera House to a level of 70-75% of the National Building Standards;
 - Permanently covering the Plaza area and making associated improvements, subject to the plans making financial sense;
 - Undertaking more work to find a better use for the Municipal Building before seeking community views on options.
- 5.2 Of the 3,000 respondents, 80% were in favour of strengthening the Theatre, giving HDC a mandate to proceed with the project. 70% of respondents agreed that the Plaza should be fitted with a permanent roof, subject to a positive feasibility study.
- 5.3 This response from the community and the response from the recent stakeholder engagement November 2018, around the strategic framework for the Hawke's Bay Opera House Precinct, highlighted the fact that the Hawke's Bay Opera House is a building of great social and historical significance to the people of Hastings and wider Hawke's Bay. Therefore, it was clear that a new strategic plan was required to ensure the Hawke's Bay Opera House Precinct has the potential to deliver numerous benefits to the Hastings community. These benefits would be available to people from all age groups, ethnicities and income ranges, providing accessibility and diversity. The Hawke's Bay Opera House Precinct will contribute to the vibrancy and economy of the city

and wider district by acting as a cultural anchor point, enhancing the tourist offerings of Hawke's Bay.

- 5.4 The adoption of this Strategic Plan is not of itself significant when considered against Council's Significance and Engagement Policy and engagement with the community on this specific issue is not required.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The Draft Strategic Plan for the period 2019-2021 captures the strategic priorities of this time. The document states: *"We are in a phase of 'rebuild and re-establish', we need to walk before we can run, but we should also be bold and have a vision of what the Precinct can be for our community now and in the future. What is clear is that we have many opportunities awaiting us as we begin to open the Precinct from 2020."*
- 6.2 The financial implications of Council's investment in strengthening and redeveloping the precinct are significant and the operational implications are being explored through the development of the Business Case for future operational models. This Strategic Plan provides Officers with a clear direction to finalise the Strategic Case of the Business Case.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 The preferred option is for the Draft Strategic Plan to be adopted. This plan gives Council a clear direction for the next three years as the Opera House Precinct transitions to being fully operational.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Chief Financial Officer titled "Hawke's Bay Opera House Strategic Plan " dated 2/05/2019 be received.**
- B) That the Hawkes Bay Opera House Arts and Events Precinct Strategic Plan 2019-2021 be adopted.**

Attachments:

- | | | |
|---|--|--------------|
| 1 | Hawkes Bay Opera House Draft Strategic Plan
2019-2021 | PRJ17-7-0489 |
|---|--|--------------|



Item 15

Attachment 1

HBOH

Strategic Plan

2019-2021

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Welcome

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Strategic Priority 2 Goals & Objectives

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Strategic Priority 3 Goals & Objectives

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Aspirations



“...giving the community, visitors, businesses and Mana Whenua multiple reasons to be proud of the buildings themselves as well as the activities that take place within them”

He Mihimihi - Greetings

Kei ngā whakateitei ki te whenua, kei ngā tamarahi ki te rangi, e rere atu nei i ngā mihi manahau ki tēnā, ki tēnā o tātau e tūhono nei ki te kaupapa whakahirahira o Te Kaunihera-ā-Rohe o Heretaunga; arā, ko te Whare Puoro o Te Matau-a-Māui me ōna piringa. Kāti rā, kei te mihi atu mātau ki Heretaunga haukūnui, Heretaunga ararau, Heretaunga haaro te kaahu, Heretaunga ringahora, Heretaunga raorao haumako, Heretaunga takoto noa; Tihei Heretaunga!

Ko te Kaunihera-ā-Rohe o Heretaunga e awhero nei ki te tū hei kaitiaki i runga anō i te tika, te pono me te aroha kia whakakaureangia ngā wawata me ngā tūmanako o mana whenua me te ao Māori. Pērā anō i te kaahu e haaro kaitiaki nei mō Heretaunga, ā, e haaro ana i runga ake nei, puta noa hoki i te rohe ki te mātāi, ki te arataki, ki te tiaki i a tātau; he pērā anō hoki Te Kaunihera-ā-Rohe o Heretaunga me ōna whāinga kia āta tirongia ki te haepapa matua ki a mana whenua, ki te ao Māori whānui; ki te hapori whānui.

He aha ai? Kia piki ake a mana whenua, marae mai, hapū mai, whānau mai ki te pae huarewa i kaingākaungia e tēnā, e tēnā; ā, me te hapori whānui hoki. Arā, kia harakoa ai, kia tōtika ai te whanaketanga mai o te hapori kia taea ai te tākoha atu, te tūhono atu hoki ki te iwi whānui. Ko te Whare Puoro o Te Matau-a-Māui me ōna piringa tōtahi o ēnei wāhi e tū whakahihī nei, ā, e whakapāho atu i ngā tāhuhu kōrero toi whakaari o mana whenua me ērā anō o te hapori whānui.

Ko te inoi ia kia pai tā tātau whakatakoto mahere me tā tātau mahi ngātahi nō te mea, ina kotahi ai tātau ka ea katoangia ngā wawata.

Tēnā tātau katoa!

Greetings and salutations to each and every one of you all our esteemed community who are drawn and connected to this esteemed project being driven by the Hastings District Council. We acknowledge this wonderful community of Heretaunga, Heretaunga of the life giving waters, Heretaunga and its myriad of pathways, Heretaunga the true beauty of which can only be seen through the eyes of the hawk, Heretaunga whose hospitality is abound, Heretaunga with rich and fertile lands, and Heretaunga of its many departed chiefs.

The Hastings District Council aspires to kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of mana whenua and of the wider Māori community. Just as the kaahu is the kaitiaki of Heretaunga, flying above, over and around the region, to monitor, guide and protect us; so too does the Hastings District Council take seriously its responsibility to mana whenua, to the Māori community; indeed, across the whole community and district.

Why is this so? For one, it's about supporting mana whenua, marae, hapū and whānau to realise their aspirations and to have their voices heard; as well as the wider community. That is, to develop joyously and positively towards our respective goals that ultimately contribute to and connect with our aspirations here at Council. The Hawke's Bay Opera House project is one such project that given its significance as a local landmark, can tell the story of mana whenua in relation to cultural narratives and the arts, alongside those histories of our wider community.

May we go well in our planning and work together, for together we shall achieve our goals.

Greetings to us all!

Welcome

In 2014 the Hawke's Bay Opera House, Plaza and Municipal Building closed for earth-quake strengthening and we were left with the opportunity - and the challenge - of envisaging the best combination of uses - and users - for the spaces within it. Since the first conversations with community, the vision has been to bring life back into this iconic facility; for culture, community and commercial to come together to create an energetic, busy, welcoming hub of activity.

Prior to closure, the Opera House Precinct was establishing itself as the cultural heart of Hastings and Hawke's Bay. During the years where building works have dominated the site, conversations, consultation, working groups and planning sessions have continued, focusing on what will take place within the spaces once they are available. We are in a phase of 'rebuild and re-establish', we need to walk before we can run, but we should also be bold and have a vision of what the Precinct can be for our community now and in the future. What

is clear is that we have many opportunities awaiting us as we begin to open the Precinct from 2020.

This Strategic Plan begins to clarify the tasks ahead. It proposes three priorities to lead the organisation over the first three years of operation: Operational Leadership and Sustainability, ensuring ways of working are robust and innovative; Vibrant Hub, enabling the Precinct to offer a range of opportunities for the community to be part of it; Local Pride, giving the community, visitors, businesses and Mana Whenua multiple reasons to be proud of the buildings themselves as well as the activities that take place within them. The plan will guide our aspirations, our operations, our programming, our organisational culture, our position in the market, our identity and ultimately our service to the community.

Sandra Hazlehurst
Mayor, Hastings District





Introduction

The Hawke's Bay Opera House Arts & Events Precinct has an unprecedented opportunity to reopen as a leading arts, conferencing, events and entertainment venue that meets the needs, goals and aspirations of the 21st century user. It fits within an international movement towards a new generation of venues that take active roles in arts and culture, and in the communities they serve.

As an events and conferencing centre the Precinct can offer a unique visitor experience. Architecturally, it brings together heritage value and contemporary design; it encompasses flexible and adaptable spaces for a variety of uses. Its central position in the city places it as a landmark for locals and visitors and a vital component of the revitalisation of the central business district.

It has the potential to be a vibrant and dynamic hub with programming that reflects and inspires our community. It can incorporate pathways for youth to enter education,

training and employment in events, the arts and hospitality. It can showcase Ngāti Kahungunu, Takitimu Performing Arts, Kahurangi Māori Dance Theatre and the wealth of performing arts training programmes based in Hawke's Bay. The Hawke's Bay Opera House Precinct is on track to be a facility that locals and visitors, businesses and promoters will be proud to be part of.

As a selling proposition the Precinct is desirable and unique in the marketplace, a variety of versatile spaces that can be configured to fit a range of events with an historic lyric Opera House at its centre. Also, it is within easy walking distance to boutique shopping and dining experiences and a five-minute drive from Havelock Village, which offers retail, hospitality and accommodation.

Context

In preparing the Precinct's strategic direction, consultation with iwi, community, and arts and culture practitioners and groups has been paramount. The framework has been informed by the Hastings District Council Long Term Plan 2018-2028, the Independent Working Party Tihei Heretaunga, the Working Group for the Use of the Municipal Theatre, surrounding regional arts and events strategies, including those of Ngāti Kahungunu and EIT, as well as international work on next-generation arts centres.

We have formidable strengths and many opportunities ahead of us but also some challenges. Identifying a staged process of delivery, in terms of the build, reopening and operations, means we can focus resources on each part as it is required, while still holding an overarching view.

The Opera House Theatre and the Plaza will open in early 2020. Fit-out and programming for these is an immediate focus. Through

2020, a clear direction for the Municipal Building will be proposed, consulted on and confirmed with construction, operations and oversight working in parallel.

The Municipal Building is acknowledged as the key to unlocking the full potential of the Precinct. It has elements that can enhance the experience of Theatre and Plaza users, integrate with the wider cultural and commercial centre of Hastings City and provide opportunities for community and arts and culture groups. Within the Municipal Building there is the chance to create flexible and adaptable spaces that meet the needs of many users and encourage collaboration, adding to a rich and diverse offering.

As we re-open the Theatre and Plaza, we must also consider the combination of tenants and activities necessary to provide for the long-term needs of the wider Precinct. There are opportunities for a mix of complementary arts, culture, community and commercial activities

that have synergy and can support each other to create an engaging and inviting destination.

Our long-term vision is to build a vibrant and significant venue that leads the way in New Zealand for a new kind of facility: relevant, diverse, enriching. An arts and events precinct that is a gathering place for locals and visitors. A place that honours its past, nurtures its community and inspires future generations.

“The Municipal Building needs to be looked to for what's new and what's next...Flexible space responding to ever-changing needs and ever-evolving approaches.”

Summarised from Feasibility Study

The big picture

Heretaunga Haukū nui,
Heretaunga Ararau,
Heretaunga Haaro o Te Kaahu,
Heretaunga Takotoa noa

*Heretaunga of life-giving
dew, Heretaunga of Arcadian
pathways*

*Heretaunga, beauty of which
can only be seen by the Hawk*

*Heretaunga that has been left
to us the humble servants.*

ENGAGEMENT & CONSULTATION

Genuine engagement with the business and arts sector in Hastings specifically and Hawke's Bay generally has been a focus in the preparation of this Plan. This includes an Independent Working Party, arts and culture practitioners and a working group for the Use of the Municipal Building, the arts sector and the community through consultation opportunities.

Tihei Heretaunga is the title given to the Independent Working Party vision for the city, in line with Hastings District Council vision, 'Great Living, Today and Tomorrow', and is represented by "the spark that ignites change". At its core the key driver for this aspiration was identified as cultural and commercial activities (Culturemercial) within the city centre: primarily 'A Place for Everyone'. This goal is a key component of the Hawke's Bay Opera House offering.

It helps deliver the Tihei Heretaunga vision and supports the IWP's project principles of optimising building heritage, showcasing Kahungunu and Takitimu stories, showcasing past, present and future social heritage, providing a catalyst for development and investment, and enabling pathways to skill development and employment.

HERETAUNGA ARARAU

CONNECTIONS, PATHWAYS, LAYERS OF FACILITIES, ACTIVITIES AND THINKING

The redevelopment of the Hawke's Bay Opera House Arts & Events Precinct represents investment in cultural infrastructure. It is considered, by the Council and the community, to be critical to the cultural and economic revitalisation of Hastings City and its Central Business District.

Tihei Heretaunga has five key points:

1. Educational

2. Cultural

3. Visitor

4. Business

5. Livable

*From Executive Summary of updated Hastings Municipal Building Revenue Generation Strategy and IWP report.

Community consultation and the proposed designs for the Municipal Building have recognised the importance of the Hawke's Bay Opera House Arts & Events Precinct's use as a multipurpose facility. At its core it

needs to involve culture and arts activities and commercial enterprises that create jobs, develop skills and establish pathways to employment.

An independent Feasibility Study completed by Giblin Group concludes that a redeveloped Municipal Building has the potential to deliver numerous benefits to Hastings and wider Hawke's Bay communities. This is across all age groups, ethnicities and income ranges. It also has the potential to positively benefit the commercial sector of Hastings City. There will be tangible and intangible benefits to the local community. This will range from contributing to the vibrancy of the economy of the city and wider district to acting as a cultural anchor point by enhancing the tourism offerings of Hawke's Bay. It is also a key component of the physical environment of the local landscape. The facility will also build social capital through activities, events and a sense of identity and belonging to a place.



Success criteria

Review of the consultation documents and community's aspirations identified ten priorities that help inform the strategic framework.

- | | |
|--|---|
| 1. Heritage buildings to be retained and enhanced | 6. Operational sustainability and impact on rates |
| 2. Performing arts – enhancing and showcasing | 7. Maximising external funding |
| 3. Events and conference spaces | 8. Enhancing user experiences – hospitality, events etc |
| 4. Pathways for youth – performing arts, hospitality, event management etc | 9. CBD integration – CBD revitalisation strategy |
| 5. Showcasing Ngāti Kahungunu/ Takitimu | 10. Flexible and adaptable spaces. |

Stages

This Plan brings together community and stakeholder engagement outcomes, international best-practice and a framework based on and supporting the overarching aspirations of the Hastings District Council and its communities to ensure the revitalisation and regeneration of the Hawke's Bay Opera House as a vibrant performing arts and event precinct that honours its rich history and celebrates its bright future.

It is proposed that the strategic plan will be rolled out and measured in stages.

Stage 1 - 2019-2021

Community engagement, a successful opening, future proofing, planning, policies and procedures and sound financial management

Strategic Priorities:

Community – Vibrant Hub,
Commercial – Operational Sustainability
and **Cultural** – Local Pride

Stage 2 - 2021-2024

Build trust & review strategic priorities and aspirations

The strategic aspirations can be summarised through:

- A continued commitment to operational sustainability
- Becoming a leading performing arts venue
- Growing collaborative partnerships
- Continual growth in events and conferencing
- Being the most desired workplace, an employer of choice

The big (artistic) picture

The future of Performing Arts venues in New Zealand and Australia is associated with the concept of a 4th Generation Arts Centre as described by Steven A Wolff, CMC, Principal of AMS Planning & Research, an American arts management consultant, arts and entertainment researcher and strategist. He coins a 4th Generation Performing Arts Centre as "a learning environment through which new experiences are generated and new knowledge is created that enhances cultural awareness, expression and understanding".

Wolff identifies that to date there has been three generations of Arts Centres. The first, that of showcase or home for a certain genre of performing arts, for example Auckland Theatre Company. Then the 1980s saw Arts Centres as stimuli to commercial development and benefits on neighbourhood economies like restaurants, retail, and housing, making an area more attractive to live and work in. In the 1990s, Centres played a broader role in the community, providing better access and bringing diverse communities together.

The aspiration is for the Hawke's Bay Opera House Arts & Event Precinct is to become the first 4th Generation Venue in regional New Zealand. This will enable community access and participation in performing arts and cultural activities, and facilitate opportunities for youth employment, cultural expression and pride.

The Hawke's Bay Opera House Precinct aspiration, to be regarded as a leading 4th Generation Venue, would be focused on:

- Creating new event experiences and new knowledge to encourage participation in the arts
- Enhancing cultural awareness and competency
- Considering different viewpoints and dialogue to encourage cultural expression
- Encouraging exploration, innovation and growth in performing arts
- Facilitating employment pathways by providing a learning environment

“As an industry the performing arts is constantly developing. As with any successful business practice, the notion of continuous learning and innovation is critical to keep ahead of (or even keep up with) the curve.”
Steven A Wolff

Point of Difference

The unique selling proposition of the Hawke's Bay Opera House Arts & Events Precinct is that it is located in the heart of the city in a region that boasts an abundance of quality food and wine producers with an iconic 104 year old Lyric Opera House at its centre.

Hastings offers complementary dining and shopping propositions to locals, visitors and delegates as well as award-winning wineries, landmarks like Te Mata Peak, Cape Kidnappers, the Tuki Tuki River and a number of stunning beaches. Havelock North offers a hub of accommodation providers in a village environment with dining and shopping propositions, only five minutes from the Precinct.

The historic and iconic Spanish Mission style Opera House seats 981 and is a magnificent entertainment venue and plenary space for many varied activities. Surrounded on either side by flexible and adaptable spaces that can be utilised as a banquet hall, a cabaret space, a cocktail space, an expo hall, performance spaces, breakout and meetings rooms, and presentation spaces, all contained in the one precinct.

The laneways and Municipal Building have the potential to create an unique, vibrant and exciting night economy for Hastings, surrounded and supported by a hub of complementary facilities. The completion of Hawke's Bay Opera House Arts & Events Precinct, including the Municipal Building, will deliver exceptional and distinctive offerings for locals and visitors alike.

Vision, mission, cultural commitment

Previous Vision (2017): Growing Our Cultural Heart – the development of an arts and events hub to drive Hastings’ social, cultural and economic outcomes.

Vision

The most vibrant and significant arts, culture and events facility in New Zealand.

Honouring the past, nurturing the present and inspiring future generations.

Mission

- Service, facilities and experiences that:
- Are relevant, diverse and inspiring
 - Provide a leading customer experience
 - Enrich people’s daily lives
 - Grow a sense of community; a gathering place for residents and visitors

Cultural commitment

We commit to honour the principles of the Treaty of Waitangi. Hawke’s Bay Opera House Arts and Events Precinct has made a formal commitment to establish cultural competency in tikanga Māori, embarking on a journey to weave te ao Māori throughout its business and community engagement.

Strategic priorities

The Hawke’s Bay Opera House Arts & Events Precinct has three key strategic priorities – **Operational Leadership & Sustainability**, **A Vibrant Hub** and **Local Pride** guiding the organisation through to 2021.

Each of these priorities is delivering to the Hastings District Long Term Plan Strategic Framework, specifically Our Economy (“Enjoying our City centre, Jobs and Investment”), Things To Do (“City Centre Cultural Precinct”) and Our People (“Uplifting communities, youth development”). Each of the priorities is then explored further with objectives and goals to form the basis for annual measurable business plans.

The three strategic priorities link back to the work of the IWP held within Tihei Heretaunga and central government’s Treasury Living Standards wellbeing framework as well as the Local Government four well-beings: Operational Leadership and Sustainability feeds into the IWP’s Business and Liveable Exchange goal and into the financial/physical capital wellbeing; A Vibrant Hub links to the IWP’s Cultural and Visitor Exchange goal and the social capital wellbeing; and, Local Pride links to the IWP’s Educational Exchange goal and the human capital wellbeing.



Hawke’s Bay Opera House Arts & Events Precinct Strategic Plan 2019-2021

Strategic priority 1

OPERATIONAL LEADERSHIP & SUSTAINABILITY

Robust and innovative practices and ways of working that support the facility to reach its potential in a way that meets immediate need while ensuring a strong and positive future.

OBJECTIVE A

Integrate best practice throughout all operational aspects of the organisation.

GOAL: Develop sustainable financial performance and entrepreneurial practices to position the Precinct as an ideal, fiscally responsible, innovative organisation.

GOAL: Employ a highly skilled management team with strong industry relationships and provide an environment that supports their professional development ensuring long-term commitment to the organisation.

GOAL: Identify opportunities for a mix of commercial, community and culture activities and tenancies that contribute to the Precinct's long-term financial viabilities.

OBJECTIVE B

Build collaborations and partnerships with business, corporates and local organisations to develop user and funding opportunities.

GOAL: Develop relationships with businesses, corporates and local organisations to provide funding and sponsorship prospects.

GOAL: Develop communications plan and mechanisms to regularly communicate to partners to grow corporate sponsorship opportunities and relationships with business community.

GOAL: Establish connections to creatives, individuals and corporates to gain support for the Precinct's facilities, with meaningful opportunities to engage with our work and our people.

OBJECTIVE C

Provide excellence in customer experience to build trust and brand awareness that will strengthen customer loyalty and occupancy of the Precinct.

GOAL: Build a team of outstanding service delivery staff passionate and experienced in arts and events and provide pathways for professional development opportunities through detailed performance plans and upskilling.

GOAL: Establish a well-resourced and fully equipped venue that has equipment, systems and software capability to meet industry expectations, as well as monitoring systems to ensure all areas are in line with current technology.

GOAL: Create a contemporary, high-quality and welcoming brand that is regularly assessed in terms of industry and public perception while staying focused on community expectations and developing tools to motivate audience behaviours.



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Attachment 1

Strategic priority 2

LOCAL PRIDE

Our community, business and cultural groups take pride in our exciting, diverse and accessible programming and Precinct.

OBJECTIVE A

Ensure tikanga underpins the organisation and develop and grow understanding of different cultural practices to enhance cultural awareness.

GOAL: Establish and support a kaiārahi role that develops ways of working that bring tikanga into all parts of our business.

GOAL: Define a role in ensuring cultural competency and identify areas where we can establish genuine dialogue and establish creative partnerships with mana whenua.

GOAL: Establish principles that welcome and celebrate our diverse community and visitors to our facility, and ensure we incorporate ideas, beliefs and people from many different countries and cultural backgrounds.

OBJECTIVE B

Develop inclusive educational programming that authentically reflects our diverse community.

GOAL: Create opportunities for youth employment pathways and training in performing arts, events and hospitality and build a collaborative peer-to-peer learning environment that shares knowledge and encourages exploration.

GOAL: Develop educational initiatives that inspire, engage and support youth while enhancing their artistic practice in the venue and in their own learning environments.

GOAL: Respond to the community need through regular and consistent engagement and work in partnership with our creative community to initiate programmes that enrich lives through creative hands-on experiences.

GOAL: Explore opportunities for open access to programming (for example: Arts for All, Play it Forward, schools programmes and artists-in-residence).

OBJECTIVE C

Support the development and promotion of a sustainable performing arts and events community.

GOAL: Facilitate a learning environment with mentoring for education and employment pathways across all areas of the performing arts and events industries.

GOAL: Activate and enhance spaces within the Precinct to ensure they are flexible and adaptable for a variety of commercial, cultural and community events.

GOAL: Develop a partnership agreement with the Hawke's Bay Arts Festival and Fringe in the 'Stings to support them in their events to expand maximum engagement in their offerings in the venue.



Item 15

Attachment 1

Strategic priority 3

VIBRANT HUB

A vibrant and vital hub where community and visitors engage in spaces and opportunities held within the Precinct on a regular basis.

OBJECTIVE A

Develop a plan to grow conferencing and events at the Precinct.

GOAL: Explore innovative opportunities to engage local and national businesses, corporates, associations and professional conference organisers.

GOAL: Establish professional and contemporary marketing collateral that energises and excites potential delegates and visitors to the precinct.

GOAL: Scope niche in conferencing and events marketplace and define unique selling proposition to deliver to this opportunity.

OBJECTIVE B

Develop a plan to ensure diversity in programming and presenting.

GOAL: Establish relationships with businesses to financially support a curatorial approach to presenting large-scale national and international productions that are currently only available in larger cities.

GOAL: Build capacity to present and support local artists and makers, festivals and events through joint-venture partnerships and relationships with sponsors and funders.

GOAL: Initiate audience development programmes through a comprehensive strategy that engages and attracts new audiences and builds partnerships with influencers to broaden reach.

OBJECTIVE C

Proactively engage with national and international industry sectors to present quality events and arts experiences.

GOAL: Build sustainable relationships and networks with local and national businesses, tourism and conferencing organisations as well as events and entertainment industry associations, nationally and internationally.

GOAL: Establish regular and consistent engagement with national and international promoters ensuring their knowledge of our flexible, well-equipped and resourced venue offering.

GOAL: Participate in an Australasian consortium of venues securing productions from Australia that would normally only perform in larger cities.



Item 15

Attachment 1

Aspirations

The principle aspiration of the Hawke's Bay Opera House Arts & Events Precinct is to nurture and continue to grow the symbiotic relationship between community inclusion and cultural story telling while realising the imperative of commercial sustainability.

The Hawke's Bay Opera House Arts & Events Precinct aspires to:

Be the most vibrant and significant arts, culture and events facility in New Zealand while honouring the past, nurturing the present and inspiring future generations.

- Continuing our commitment to operational leadership and sustainability by developing and growing our public and corporate support.
- Being the leading 4th generation venue in New Zealand that continually strives to provide innovation in its business practices, creates new event experiences for its community and enhances cultural awareness.

- Maintaining and growing established collaborative partnerships and relationships with leading local, national and international organisations, associations and promoters.
- Growing events, conferencing, functions, aligned tenancies, commercial productions and audience development to increase utilisation and occupancy of the precinct.
- Being one of the most desired workplaces in our industry that embraces a positive, inclusive and creative team environment in order to retain and attract leaders in our field: 'employer of choice'.

Ma te huruhuru ka
rere te Manu

Adorn the bird with
feathers so it can fly



Item 15

Attachment 1

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: CHIEF EXECUTIVE
NIGEL BICKLE**

SUBJECT: CHIEF EXECUTIVE MONTHLY REPORT

1.0 INTRODUCTION

- 1.1 I am pleased to provide my Chief Executive's (CE) Consolidated Monthly Report for April 2019.
- 1.2 This is my second report. The purpose of CE Reports to Council is to present a monthly overview across all activities that Council undertakes. The CE Reports are being developed into a format that presents information in sufficient strategic level detail to enable Elected Representatives to;
- Lead the complex and large organisation which is Hastings District Council; and
 - Oversee and Monitor Council's operational service delivery.
- 1.3 I aim for these reports to be easily understood by Elected Members and our Community. Feedback is welcome as it allows us to continuously improve our reporting. I expect to have our data analysis and assembly systems complete by October 2019.
- 1.4 This report is primarily based on financial metrics as a measure of how we are progressing. Our team are working on other monitoring measures to track both the quantum and quality of our progress

2.0 EXECUTIVE SUMMARY

- 2.1 This report provides a progress summary on Council's key areas of focus (as per our Long Term Plan which has been consulted on with our community) and investment including;
- 2.1.1 **Our Environment** – We are investing significantly in drinking water infrastructure as our first priority to meet community expectations and likely changes to national standards around safe drinking water.
- 2.1.2 **Moving Around** – We are investing in our core infrastructure to look after our assets prudently and to meet new challenges in bridge strengthening, increasing environmental standards and climate change.
- 2.1.3 **Our Economy**–We are investing in Hastings City Centre to help increase its vibrancy and meet the challenges of changing retail patterns and how people use the city.
- 2.1.4 **Where We Live** – We are working to enable the supply of a range of housing options to meet the needs of our changing community while protecting our valuable productive soils.

- 2.1.5 **Things To Do** - We are investing in and enhancing our parks, recreational and cultural facilities to make Hastings District a place where people want to live, work and play.
- 2.1.6 **Our People** – We are working together in partnerships to build Civic Pride, develop our Youth and help uplift people in our communities.
- 2.2 We are working to help ensure development opportunities are easily accessible in our Omahu, Irongate and Whakatu/Tomoana industrial zones to meet our priorities of increased sustainable employment opportunities and investment.

3.0 RECOMMENDATION

- 3.1 This report concludes by recommending that Council receive the Chief Executive's Consolidated Monthly Report for April 2019 as it is for information purposes.

4.0 COUNCIL FINANCIAL SUMMARY TO 31 MARCH 2019



- 4.1 Council continues to track well against our operational budgets. Within this we have Year to Date (YTD) interest rate savings of \$1.16m and higher depreciation costs on assets revalued at 30 June 2018.
- 4.2 Our Fees and Charges revenues are ahead of budget mainly due to increased revenues for Parking, Building and Resource Consents and revenue from Geographic Information System Imagery.
- 4.3 The former Council Maintenance Group has now transitioned to Recreational Services from 1st February 2019, and as expected this has impacted on staff productivity as they implemented the transition plan, reducing the amount of billable hours available to recover costs.
- 4.4 We continue to face the challenge of market capacity to deliver our capital works. Our staff are working closely with the market to programme works and seek competitive pricing and quality solutions that represent fair value for both the supplier and Council on behalf of our community.
- 4.5 Our staff are working with companies expecting to commence developments in our Irongate and Omaha Industrial zones over the next 12-24 months. This should see development contribution payments start to track more favourably against budget.

5.0 OUR ENVIRONMENT

- 5.1 In respect of 'Our Environment' we are placing priority on;
 - Safe Drinking Water
 - Stream Enhancements
 - Waste Minimisation
 - Water Demand Management
 - Stormwater Quality Management
 - Parks Irrigation



5.2 The Haumoana production water bore is now being drilled, following successful quality and quantity results achieved from the pilot bore.



- 5.3 Preliminary works on the sewer main upgrades for Akina and Parkvale area have started under the Park Road Wastewater Rising Main contract awarded in March.
- 5.4 We have begun comprehensive marketing and communications campaigns with our community re the future collection of grade 1 and 2 plastics (items like milk, soft drink, water, sauce and some laundry and bathroom bottles). Our recycling contractors can no longer find markets to dispose of grade 3 to 7 plastics so it serves no purpose to collect these grades of plastic for recycling.
- 5.5 Our staff are progressing work on drafting of the new Request for Proposal documents for the new kerbside waste and recycling contracts. The tender period is likely to be mid-May to mid-July. This is a major contract as the successful tenderer is required to make major capital investments into plant and machinery. The contractual documents therefore need to help ensure business viability and sustainability for the supplier and value for the community.

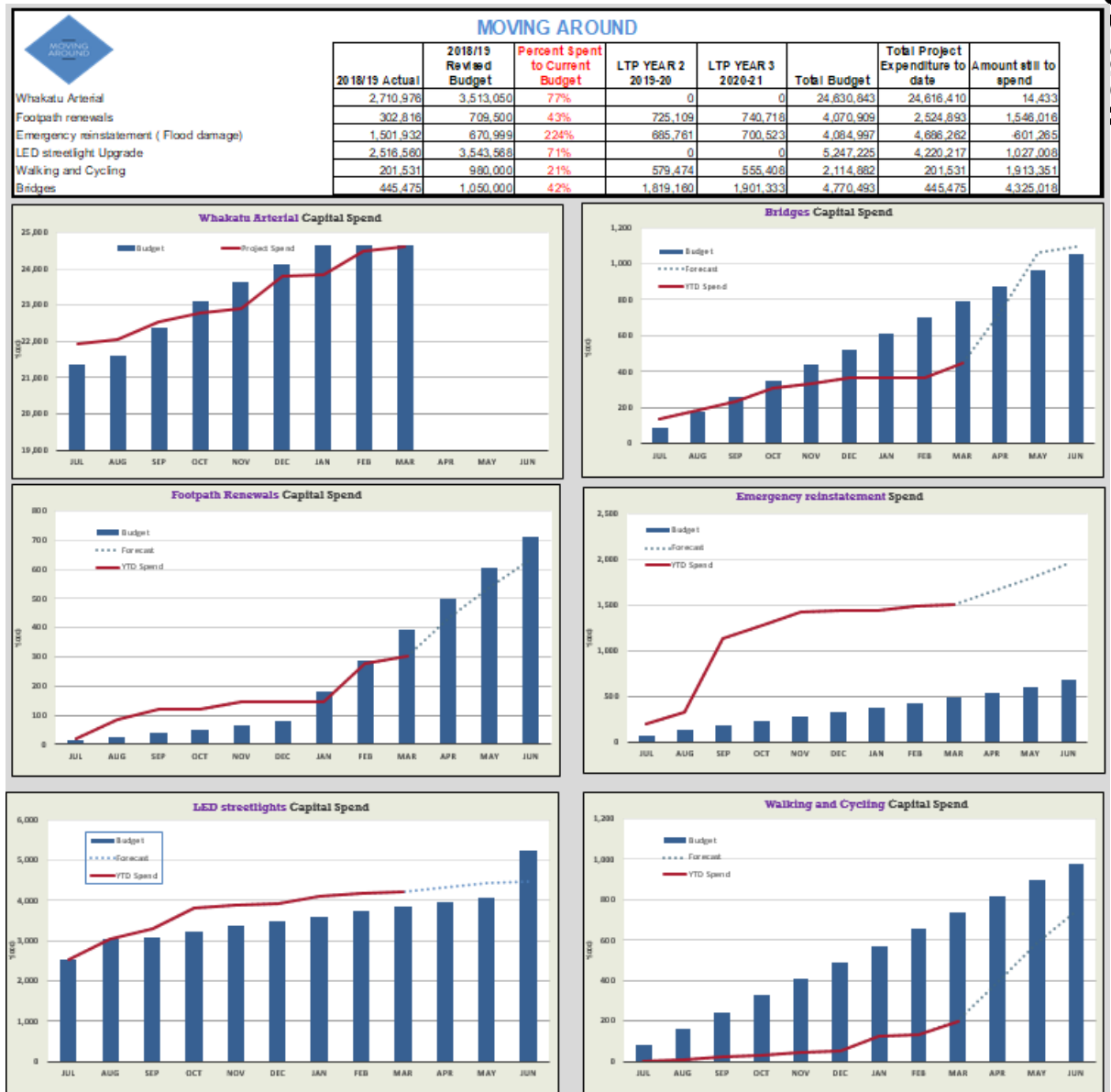


- 5.6 Our actual Major Water Projects capital spend is tracking under YTD budget. Staff are currently tendering two large contracts which when awarded should see actual spend align more closely with forecast budget.
- 5.7 The Clifton Revetment Coastal works (revetment and roadworks) are largely complete. We are in the final stages of finishing road marking and landscaping.



6.0 MOVING AROUND

- 6.1 In respect of 'Moving Around' we are placing priority on,
- Te Ara Kahikatea (Whakatu Arterial Route)
 - Footpath Renewals
 - Emergency Reinstatement (Flood Damage)
 - LED Streetlight Upgrade
 - Walking and Cycling
 - Bridges



- 6.2 Our Emergency Reinstatement YTD actual spend is above budget due to June and September 2018 flood events.
- 6.3 The LED upgrades for street lighting are currently underway throughout the District.
- 6.4 The Eastbourne Street Upgrade construction is on track for completion in August 2019. The photos show paving being laid on the 100 block alongside Women's Rest.



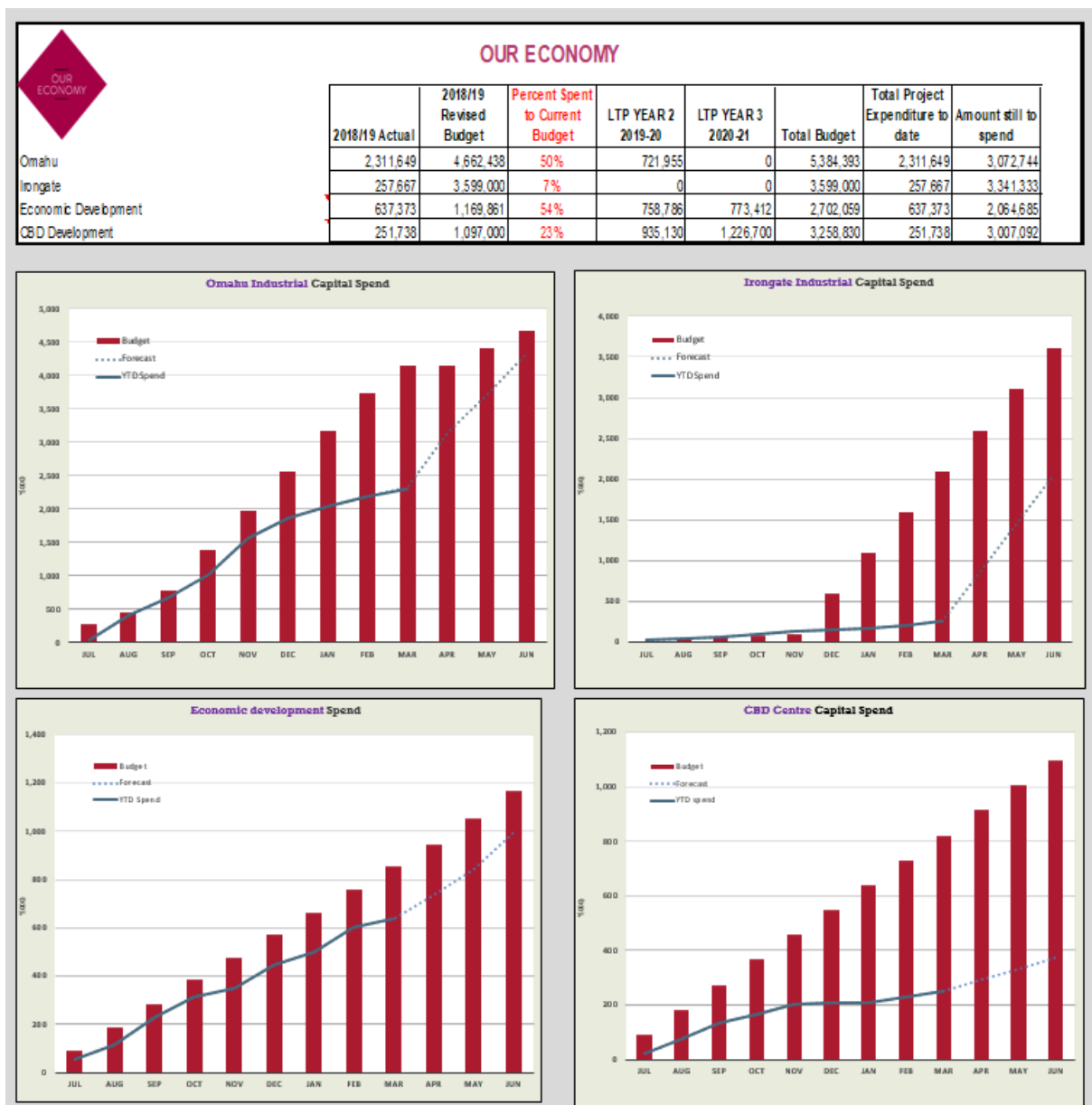
- 6.5 Our flagship roading project Te Ara Kahikatea (Whakatu Arterial Route) is entered in the Local Government Excellence Awards. This substantial \$24m

project has been delivered on time, to budget and specification. It is already enabling regional productivity with busy seasons underway for many of our industrial and commercial residents of Whakatu and Tomoana.

7.0 OUR ECONOMY

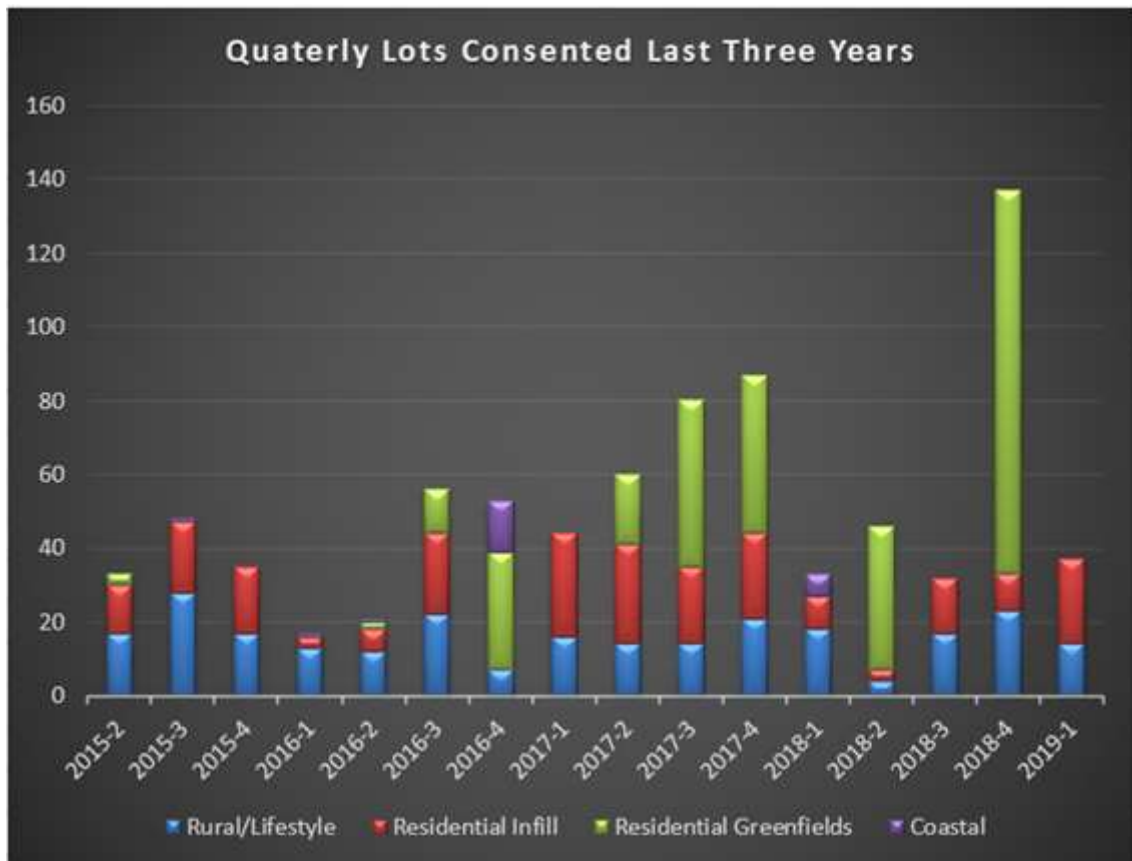
7.1 In respect of 'Our Economy' we are placing priority on;

- Omahu Industrial Zone
- Irongate industrial Zone
- Economic Development Investment Attraction Activities & Key Account Services
- City Centre Development



7.2 Delivery of Infrastructure Services and Roading Improvements into the Irongate and Omahu Industrial Zones continues. The tender for the Irongate Road upgrade has been awarded and works have commenced.

- 7.3 I have spent time working alongside the Strategic Projects Team and Economic Development Team over the last month. I have been amazed at the level of development activity going on in Hastings District. The teams are providing supporting services to several hundred million dollars of current and future developments and investments across a range of sectors.
- 7.4 The extract below from our April Residential Development Update provides a useful indication of the levels of economic activity we are currently experiencing. Residential consents issued in 2018 were at the highest levels since 2007.



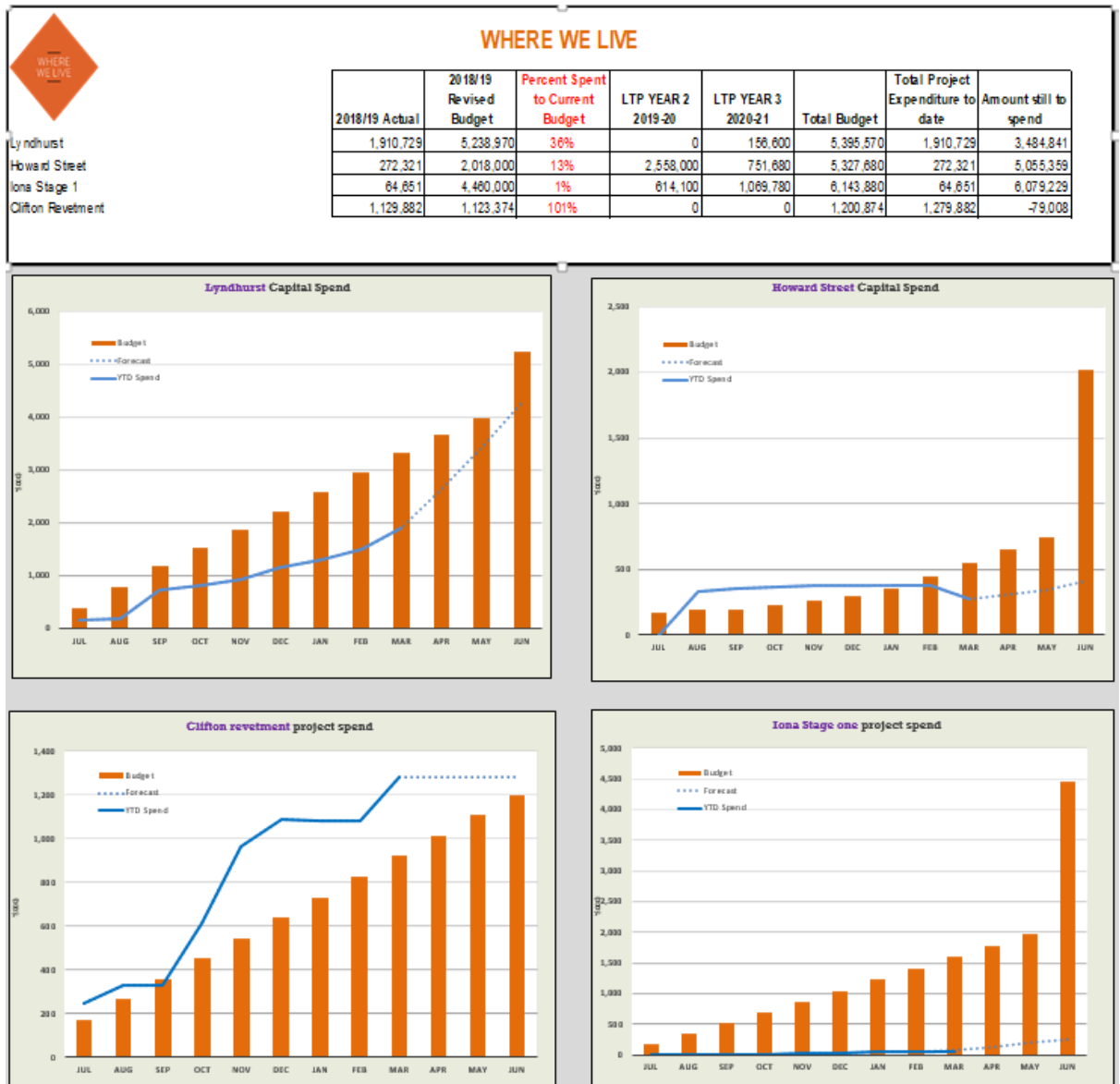
- 7.5 Our experience is reflected in Hawke's Bay securing the number 1 position in the ASB Bank Regional Scoreboard for the December 2018 Quarter. The Scoreboard takes the latest quarterly regional statistics and ranks the economic performance of New Zealand's 16 Regional Council areas.
- 7.6 *"It's top of the pops for the Hawke's Bay in this quarter's Scoreboard. The Bay posted solid numbers across the board this quarter. In particular, cash registers rang hot over the quarter, with an 8.9% annual lift in retail spending – the highest growth rate in the country. The housing market was similarly firm, with house sales and prices both posting double-digit annual gains. Building consents also jumped over 38% in annual terms for the quarter, indicating a solid pipeline of work ahead. On this basis and with the fantastic*

summer likely to result in good fruit crops, we anticipate the good times are likely to roll on for the Bay over 2019”.

8.0 WHERE WE LIVE

8.1 In respect of 'Where We Live' we are placing priority on;

- Lyndhurst Residential Zone
- Howard Street Residential Zone
- Iona Stage 1
- Clifton Revetment



8.2 There is a lot of development activity in respect of bringing new greenfield sections to market as indicated by the snapshot list below.

- Flaxmere - Consent has been granted to create 13 residential lots within the Waingakau Village

- Flaxmere - Application has been received for 17 standard lots and 2 large lots for Ministry of Social Development social housing (Located off Tarbet Street)
- Meissner Road - Construction is underway to create 17 residential lots
- Arataki - Construction is underway to create 39 residential lots
- Northwood - Construction is underway to create 29 residential lots
- Burbury Lane - Construction scheduled for end of April to create 18 residential lots
- Puketitiri - Consent granted to create 16 rural residential lots
- Maraekakaho - Consent granted to create 13 lifestyle lots
- Tangoio - Consent has been granted for 36 coastal residential lots
- Lyndhurst - Application has been approved for 104 residential lots
- Oliphant Road - Consent has been granted to create 44 Housing New Zealand residential lots
- Crownthorpe - Application has been received for 21 lifestyle lots
- Clive - Application has been received for a 58 lot subdivision

8.3 On 18 April we had a very positive Regional Housing Summit at Waipatu Marae attended by the Prime Minister and several of her cabinet ministers.

8.4 There was full consensus that we face a shortage of accommodation supply across the spectrum from emergency housing to opportunities for first home buyers.



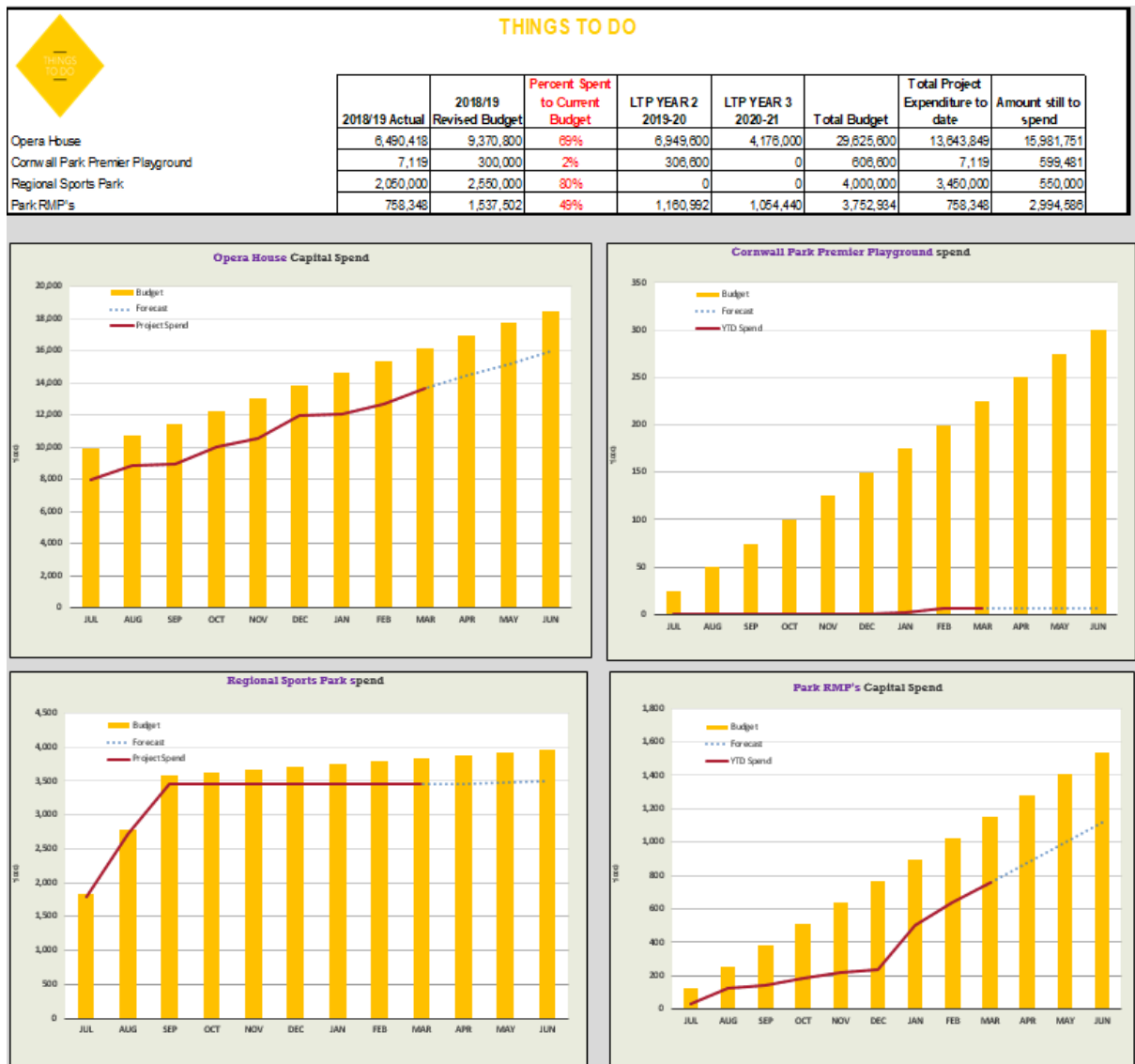
8.5 I explained that in Napier and Hastings there are currently 440 children living in motels. We have got the highest percentage increase in whanau who have registered for public housing in New Zealand in the last 12 months. 661 whanau are waiting on the public housing register. 880 people in our community are living in motels.

8.6 We now have a challenge to develop a plan over the next 8 weeks to move forward with housing in Hawke's Bay with an immediate priority to get people out of motels and rough living conditions into suitable houses. This will require a co-ordinated multi agency approach to attract central government investment for bespoke local solutions for local challenges. I will brief Council in May on our required resourcing to be committed to this initiative.

9.0 THINGS TO DO

9.1 In respect of 'Things To Do' we are placing priority on;

- Hawke's Bay Opera House Redevelopment
- Cornwall Park Premier Playground
- Regional Sports Park
- Park Reserve Management Plans



9.2 Construction of the Opera House continues on budget and generally on time having made adjustments for the delays caused by the fire. The Chief Financial Officer is presenting the Draft Strategic Plan 2019-2021 on this Council Agenda. I'm pleased to see the team are being both considered and bold in their planning – giving Council some clear direction for the next three years as the Opera House Precinct transitions to being fully operational.

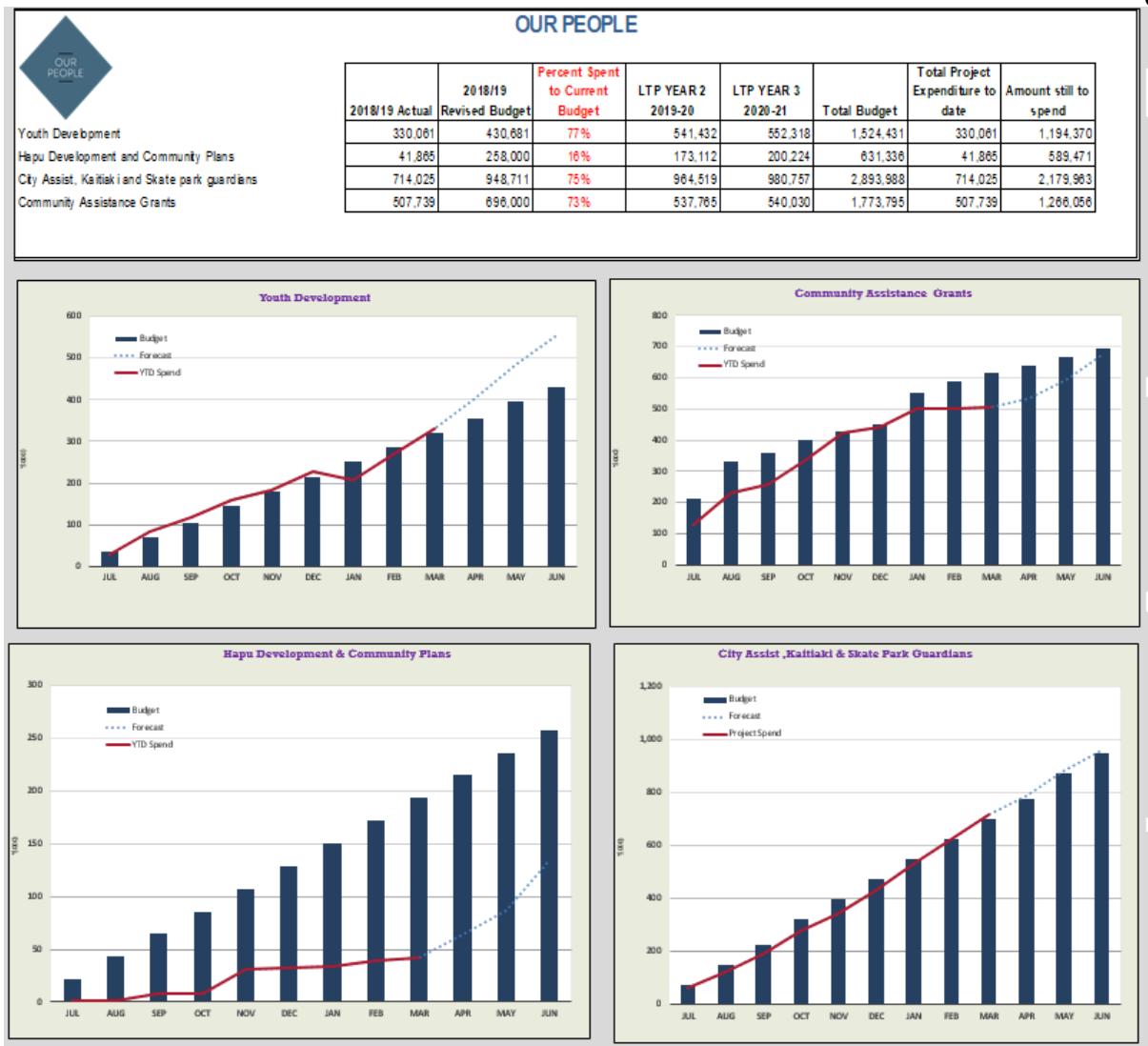
9.3 I have spent time with the Public Spaces/Parks team over the last month. They are very busy with management plans and importantly delivering on projects for revitalisation in our parks and city/town areas.



- 9.4 The quality and quantity of work going on is reflected in Council having two articles published in the Australasian Parks and Leisure magazine that recognise Te Mata Peak Park gaining Green Flag Status (this is a national award for public sites that are well managed on a voluntary basis) and the successful Havelock North Village Green playscape upgrade.
- 9.5 Our aquatic centres and Splash Planet have performed well over the summer. The teams have had to work through some equipment failures and challenges recruiting seasonal staff.
- 9.6 Clive had 36,278 and Flaxmere Aquatics had 33,026 people pass through the doors. The seasonal pools were also popular with 15,804 people going through Frimley and 8,655 going through Havelock North Village pool. School Learn to Swim numbers are at capacity for both Flaxmere and Clive pools with 1,440 lessons being delivered involving 2,483 children from 10 schools.
- 9.7 Kaitiaki staff based in our facilities have by their reassuring presence helped ensure a safe and enjoyable experience for visitors to our recreational facilities.

10.0 OUR PEOPLE

- 10.1 In respect of 'Our People' we are placing priority on;
- Youth Development
 - Hapu Development and Community Plans
 - City Assist, Kaitiaki and Skate Park Guardians
 - Community Assistance Grants



- 10.2 There are Community Plans for Anderson Park and Flaxmere West on this Council Agenda seeking Council endorsement. It is great to see that we have members of our community coming into present on each of the plans.
- 10.3 It comes as no surprise that our communities are placing an emphasis on safety, good quality amenities, health and fitness, employment opportunities and suitable accommodation.
- 10.4 I have given an undertaking to Council that as an organisation we are placing a focus on Flaxmere. We have a strong awareness of the challenges and associated opportunities. Staff are already working on better co-ordination and management of the 30 plus areas of work and investment that Council is already delivering into the community. I am engaging with my senior counterparts in other agencies who can influence local budget and service delivery decisions to work in partnerships with all stakeholders to deliver step change interventions. Examples already underway include major housing developments such as Tarbet Street.
- 10.5 I will bring a report to Council in May detailing at the strategic level opportunities for bespoke local and co-ordinated interventions and investments to deliver on the Community Outcomes being sought such as

safety, good quality amenities, health and fitness, employment opportunities and suitable accommodation. The emphasis now is on action and delivery.

- 10.6 Our staff working with youth continue to be busy and effective. The snapshot below provides an example of what is happening;

YOUTH EMPLOYMENT - HE POUTAMA RANGATAHI

- 275 engaged youth are currently engaged in the project.
 - 165 have been assisted into employment and/or training
 - 30 are being assisted to actively seek employment
 - 80 are referred for pastoral care to assist with work readiness
- 10.7 Our Youth Council this year is firing on all cylinders. They are doing amazing work around Mental Wellbeing and presented on this to Council. The Youth Council was given the opportunity to speak at last week's Housing Summit, with Chairwoman Kate Allen telling Prime Minister Ardern about the importance of investing in mental health and wellbeing in Hawke's Bay. Kate was very inspiring in front of a large audience.

11.0 RISK MANAGEMENT INCLUDING HEALTH AND SAFETY

- 11.1 I spent time with the teams working on Risk Management and Health and Safety this month and am pleased to see that as an organisation we are maturing in our general approach to and culture of sensible and effective risk management. The quarterly Health and Safety Report is on this Council Agenda and there are regularly Risk Management Updates going to the Risk and Audit Subcommittee. In addition I note the following;
- The standard of work done by staff and our consultants to inform Council about decisions for opening or closing the beach to Cape Kidnappers has been of very high quality in what is a complex and fluid situation. Given the ongoing landslide activity Council will have to make open/closure decisions as required utilising the Operations Manual being developed (in conjunction with the expert Geologist) and assessing ongoing trigger events as they arise. As Chief Executive I will make these operational decisions if and when required.
 - You will see in the Health and Safety Report on the agenda that as a whole Council achieved 83% of our target for Health and Safety observations. Completing observations is for me reflective of a culture that takes Health and Safety seriously from a preventative perspective so we do not have to endure the consequences of actual incidents and events. I'm focused on continuing performance improvements in this area. It is pleasing to note that context wise these health and safety observations had very positive results with 93% of employees and 94% of contractors undertaking tasks to a good or excellent standard.

12.0 CHIEF EXECUTIVE – GENERAL REFLECTIONS

- 12.1 I have continued to work alongside our teams getting a first-hand appreciation of the complexity and diversity of work that our staff do in order to deliver Councils Annual Plan and priorities as I approach day 50 as Chief Executive.
- 12.2 In the preparation of these reports to Council I already reflect that we are generally on or above target in the delivery of our annual work plan. There are some unders and overs and these are usually phasing and timing matters.
- 12.3 We are bringing a delegations paper to this Council meeting seeking some greater flexibility for staff to be able to progress their work priorities whilst maintaining sensible monitoring measures.
- 12.4 I want staff to have sufficient autonomy to do their jobs, understand where their job fits with and contributes to the Council service strategy, and be engaged with their colleagues and governance in delivering collaboratively on our strategic areas of focus.
- 12.5 In future I will be reporting on our progress on the following large (multiple partner driven Hastings District Strategic Projects);
- Flaxmere Focus An Integrated Package of Change Projects for Flaxmere
 - Housing Hastings District Accommodation Solution
 - Social Inclusion All of our Community enjoying positive opportunities
 - Hastings Alive Hastings City vibrancy, economic success, inner city living and positioning for the future

13.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Chief Executive titled “Chief Executive Monthly Report” dated 2/05/2019 be received.

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

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

**SUBJECT: COUNCIL CHAMBER AUDIO VISUAL PROJECT -
PROTOCOLS FOR LIVE STREAMING - AMENDMENT TO
STANDING ORDERS**

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from the Council on whether to introduce live streaming of Council and amend Standing Orders to enable the potential live streaming of Council and Committee meetings held in the Council Chamber at a future date yet to be determined.
- 1.2 This issue arises from a project to upgrade the audio visual equipment in the Council Chamber.
- 1.3 In accordance with cl 27(3) Schedule 7 of the local Government Act 2002 and para 3.2 of the Councils Standing Orders, any amendment to standing orders requires a vote of not less than 75% of members present.
- 1.4 This report concludes by recommending that live streaming of meetings be introduced and an amendment be made to the Council's Standing Orders to include the relevant protocols as appropriate.
- 1.5 **According to Schedule 7 of the Local Government Act 2002 (clause 27) an amendment to standing orders requires a vote in favour of not less than 75% of the members present.**

2.0 BACKGROUND

- 2.1 In 2018 a project was initiated to upgrade the audio visual equipment in the Council Chamber. In addition to improving acoustics, sound quality and audio visual display, the project scope included the potential for attendance by audio visual link, live streaming and audio-visual recording capability.

3.0 CURRENT SITUATION

- 3.1 The project is now in the implementation phase. The new microphone system and audio visual equipment is now operational and largely working well. Remote access is currently being tested and training for councillors and officers to access meetings in the Council Chamber via skype is currently underway and fully rolled out by the end of April 2019. Standing Orders have already been amended to enable remote access (Council meeting held on).
- 3.2 Officers are also testing the operation of the cameras in the Council Chamber and a timetable for thorough testing and "going live" with live streaming of meetings will be presented to councillors prior to the Council meeting.

Following consultation with councillors, a decision is required on which if any, meetings should be streamed live.

- 3.3 The official record of council meetings remains the signed minutes of the meetings. However, if the meetings are live streamed the public will be able to access recordings of past council meetings via the Council's chosen web channel (i.e Youtube or Facebook).
- 3.4 If the Council decides to progress livestreaming meetings, it is necessary to adopt some protocols for inclusion in the Council's standing orders.
- 3.5 Model Standing Orders, developed by Local Government New Zealand suggest the following protocol as best practise for live streaming meetings. The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.
 1. *The default shot will be on the Chairperson or a wide-angle shot of the meeting room.*
 2. *Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.*
 3. *Generally interjections from other members or the public are not covered. However if the Chairperson engages with the interjector, the interjector's reaction can be filmed.*
 4. *PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.*
 5. *Shots unrelated to the proceedings, or not in the public interest, are not permitted.*
 6. *If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson and where circumstances require the Chairperson may stop the livestreaming for a period of time.*
 7. *Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.*
- 3.6 Council approval is sought to progress live streaming of meetings which, following thorough testing of the cameras and live streaming outputs via an appropriate channel, is likely to be implemented by July 2019. A direction is sought from Council on whether live streaming should be confined to council meetings with a high level of public interest, all council meetings or all council and standing committee meetings. Presently, only meetings held in the Council Chamber can be live streamed or video recorded.
- 3.6 If the Council wishes to proceed to live stream meeting, approval is sought to amend standing orders to include the provisions outlined above within the Council's Standing Orders. These provisions would be included as appendix 5 to the current standing orders and the remaining appendices renumbered accordingly.

4.0 OPTIONS

- 4.1 To progress with plans to live stream council meetings and amend standing orders accordingly.
- 4.2 To retain status quo

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This report does not trigger any of the thresholds in the Council's Significance and Engagement policy

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The upgrade of the Council Chamber included the capacity to live stream meetings and as a result cameras have been installed and the microphone system upgraded to enable remote attendance at meetings and live streaming. There are no ongoing financial costs involved in live streaming meetings

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 The Council has invested in the provision of cameras and enhanced sound equipment to enable livestreaming and remote access to Council meetings. Livestreaming makes the Council's decision making more open, transparent and accessible to the local community. Therefore it is recommended to adopt the protocols, amend standing orders, and ask officers to proceed with the project to livestream all public full council meetings at a date to be determined. Further thorough testing is required before going live in a public meeting. This testing will be happening over the next 4 – 8 weeks. Given the proximity to the forthcoming triennial election period the Council may wish to defer livestreaming until the incoming Council has been elected.

8.0 RECOMMENDATIONS AND REASONS

A) That the report of the Manager: Democracy and Governance Services titled "Council Chamber Audio Visual Project - Protocols for Live Streaming - Amendment to Standing orders" dated 2/05/2019 be received.

B) That the Council's Standing Orders be amended to include the following protocols for livestreaming Council meetings to be included as Appendix 5 with the subsequent appendices to be renumbered accordingly:

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.

2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.

- 3. Generally interjections from other members or the public are not covered. However if the Chairperson engages with the interjector, the interjector's reaction can be filmed.**
 - 4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.**
 - 5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.**
 - 6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.**
 - 7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.**
- C) That the Chief Executive be instructed to proceed with the project to livestream all full public Council meetings following the completion of testing to the satisfaction of Council on a date to be determined. .**

With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for performance of regulatory functions in a way that is most cost-effective for households and business by the provision of open and accessible decision making processes.

Attachments:

There are no attachments for this report.

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

**FROM: GENERAL COUNSEL
SCOTT SMITH
CHIEF FINANCIAL OFFICER
BRUCE ALLAN**

**SUBJECT: AMENDMENTS TO THE DELEGATIONS TO THE CHIEF
EXECUTIVE**

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from the Council on the level of delegation to the Chief Executive covering the execution of contractual arrangements (other than land transactions) that bind the Council.
- 1.2 Presently, the Chief Executive may only execute contracts for the budgeted purchase of goods and services up to a maximum amount of \$500,000. That limit is having the effect that a number of matters need to come before the Tenders Subcommittee despite the Council having already committed budget funds. This process adds little in terms of financial oversight, but does cause delay which in turn inhibits the prompt response suited to the present contracting environment.
- 1.3 The recommendation in this report is that the level of delegation to the Chief Executive be increased from \$500,000 to \$5,000,000 for contracts covering the purchase of goods and services already budgeted.
- 1.4 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.
- 1.5 The objective of this decision relevant to the purpose of Local Government is to enhance the Council's ability to transact business in a manner that meets market pressures, and hence obtain the best contracting outcomes for the community, while maintaining a high level of oversight on the extremely large matters and using the budget allocation as a sufficient level of oversight for by the Council in relation to the mid-range transactions.
- 1.6 This report concludes by recommending you amend the delegations to the Chief Executive to become those attached.

2.0 BACKGROUND

- 2.1 The present delegations to the Chief Executive were made in 2009, and last modified in 2014.
- 2.2 In 2018 the Council reconsidered the delegations to the Tenders Subcommittee, and set the level for that financial threshold committee at \$10,000,000.
- 2.3 As a result of those delegations we have an overlapping three tier structure for already budgeted expenditure:
- | | |
|----------------------|--------------------|
| Full Council | Unlimited |
| Tenders Subcommittee | Up to \$10,000,000 |
| Chief Executive | Up to \$500,000 |
- 2.4 The overlapping nature of the structure means that if any particular matter might want escalation, there remains a flexibility to evaluate an issue despite it fitting within the delegations given to the subordinate levels. This is reflected in the delegation to the Chief Executive where it provides:

“The Council encourages the Chief Executive to report to Council is any matter is considered difficult, is of particular political importance or sensitivity, where there is special community interest in it, or where the matter relates to a subject area where the council policy is unclear.”

3.0 CURRENT SITUATION

- 3.1 At present an increasing number of contracts must be negotiated, and then ratified via the Tenders Subcommittee. These contracts, typically come about as the result of a formal tendering process with set evaluation criteria, and then some post tender negotiations with the preferred tenderer about price (and in some cases scope). That tendering process leaves very little opportunity for the Tenders Subcommittee to add value other than at a general oversight.
- 3.2 One of the issues that is presently causing concern to staff is that the current level of delegated authority to the CE reduces the flexibility to respond to a difficult contracting environment. In particular, it is becoming difficult to get the best value from the negotiation stage when there is an inability to formally commit until after the Tenders Subcommittee considers the issue.
- 3.3 In addition to that issue, the number of matters that come before the Tenders Subcommittee has increased as inflation causes the contracts above the present \$500,000 to slowly rise. That increase is not matched at the top end of the Tenders Subcommittee threshold as only a small number of our contractual arrangements will exceed \$10,000,000. The result of those situations is that the Chief Executive is being asked to take responsibility for a smaller number of matters, and the Tenders Subcommittee is looking after a larger number.
- 3.4 Putting those two matters together is having the effect of amplifying the issues of concern to staff.

- 3.5 In terms of information flows, the Tenders Subcommittee will retain oversight of the upper-mid level, and the new reporting tools in place will also assist the Council to retain an awareness of the things that are occurring which might be of interest in a governance or political sense.

4.0 OPTIONS

- 4.1 In essence the options are to decide to leave the delegations as they are, to implement the recommended level of delegation, or to set the delegated threshold anywhere else that you thought appropriate. Hence the options presented in this paper are:

- 4.1.1 Option 1: Set the delegation threshold to \$5,000,000 as recommended;
 4.1.2 Option 2: Determine a different new threshold; or
 4.1.3 Option 3: Retain the status quo.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This decision raises no issues in terms of the Council significant policy or its policies or processes for community engagement.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1 – \$5,000,000 threshold

6.1.1 Advantages of Option 1:

- Reduces the number of contracts that will need consideration by the Tenders Subcommittee;
- For contracts below the threshold it significantly reduces the time between negotiation and commitment, and hence improves the Council's negotiation position;
- Maintains Tenders Subcommittee oversight over the upper mid-range contracts (\$5,000,000 to \$10,000,000); and
- Keeps the present overlapping structure to allow for the escalation of particular situations where their nature indicates that the Tenders Subcommittee can add to the process, or those that are of a nature that warrant political consideration.

6.1.2 Disadvantages of Option 1:

- Limits the Council's oversight of contracts below the threshold to the early part of the process – the initial budget allocation.

6.2 Option 1 risk implications:

- There would be a small increase in the level of risk for the Council as a result of the lesser level of oversight, even though all contract would still covered by the change would be for already budgeted expenditure and undergo the check and balances already in place at officer level. To a degree change in risk profile would be off-set by an improvement in our flexibility and negotiation position.

- There would be no relevant changes to legal or health and safety risks.

6.3 Option 2 – Some other threshold change

- 6.3.1 Option 2 (something other than the status quo but not what is recommended) would have the same risks and benefits as option 1, but the level of those risks and benefits would vary with the threshold adopted.

6.4 Option 3 – Status quo

- 6.4.1 The status quo maintains the current level of oversight but does not achieve any of the benefits that change could bring. It is expected that the current contracting environment will continue for the near future, so the risks and issues presently being experienced are expected to continue, or worsen.

7.0 PREFERRED OPTION AND REASONS

- 7.1 The opinion of the reporting officers is that the present situation is adding to the difficulties of contract negotiations, and in the end risks a failure to get the best arrangements for the community. The present contracting environment is unlikely to change in the near future – it will remain a vendors market – but even in other market conditions the proposed threshold will improve the efficiency of decision making. For that reason, change is recommended to improve our negotiation position.
- 7.2 In the opinion of the reporting officers, option 1 strikes an appropriate balance between oversight and improving responsiveness. For that reason, **option 1 is recommended**. It should also be noted that the direction given to officers will be to utilise the Tenders Subcommittee for contracts that are overly complex or contentious despite being below the financial thresholds. The Tenders Subcommittee can also be used to ratify or affirm tendering processes that may need to be more innovative to achieve the best outcomes for the community.
- 7.3 It is noted that the present delegation threshold that covered the immediate post-election period, \$2,500,000, would (if the recommended change is made) become redundant. We therefore recommend that clause (a) on page 4 of the present delegations be deleted and clauses (b) and (c) be renumbered accordingly. If the change to the primary delegation were to become less than \$2,500,000, or no change is made, then this consequential deletion should not take place.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the General Counsel and General Counsel titled “Amendments to the Delegations to the Chief Executive” dated 2/05/2019 be received.
- B) That current delegations to the Chief Executive (dated 25 June 2009) be amended, and a new set of delegations issued, as follows:
- (i) the amount referenced as “the power to enter into contracts

for the supply of goods and services” on page 3 of the current delegation be increased from \$500,000 to \$5,000,000; and

- (ii) clause (a) on page 4 of the present delegations be deleted, and clauses (b) and (c) be renumbered accordingly.**

With the reason for this decision being that the changes to the delegations will contribute to meeting the current and future needs of communities for good quality local infrastructure, local public services, and the performance of regulatory functions, in a way that is most cost-effective for households and business while maintaining appropriate oversight of financial transactions.

Attachments:

- 1 Delegations to Chief Executive - 25 June 2009 ADM-01-03-6-08-242

adm-01-03-6-08-242

Item 18

HASTINGS DISTRICT COUNCIL

DELEGATIONS TO CHIEF EXECUTIVE

DATED 25 JUNE 2009

Attachment 1

*Resolved by the Council on 25 June 2009 & Update after Council Resolution
17 July 2014*

adm-01-03-6-08-242

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	4	Appointment of Enforcement Officers

***Resolved by the Council on 25 June 2009 & Update after Council Resolution
17 July 2014***

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PREAMBLE

The Council is an elected unit of local government that exists in perpetual succession unless that status is altered by statute. It acts by resolution and through its Chief Executive.

The delegations in this document formalise the powers and authority delegated by the Hastings District Council to its Chief Executive.

COUNCIL RESPONSIBILITY AND ACCOUNTABILITY

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction in conjunction with the community – particularly through the Long -Term Council Community Plan (LTCCP);
- Setting policy frameworks for the community and the organisation;
- Determining the services and activities to be undertaken and setting the budget for the organisation;
- Striking the rates;
- Managing principal risks;
- Upholding the law and administering various laws and regulations;
- Monitoring the delivery of the LTCCP and Annual Plan;
- Ensuring the integrity of management control systems;
- Safeguarding the public interest;
- Ensuring effective succession of elected members;
- Reporting to ratepayers.

A key to the efficient running of any council is that there is a clear division between the role of elected members and that of management. The Local Government Act 2002 sets out a series of governance policies that support the principles of local government. The Council has adopted a Local Governance Statement. That statement clarifies the governance and the management responsibilities, the governance role and expected conduct of elected members, and describes the effective, open and transparent processes used by Council.

The delegations of powers and authority to committees or to the Chief Executive is an essential part of having effective and efficient governance and management systems in place.

While many of the Council's functions may be delegated, the overall responsibility for maintaining effective systems of internal control ultimately rests with the Council. Internal control includes the policies, systems and

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procedures established to provide measurable assurance that specific objectives will be achieved.

No delegation relieves the Council, an elected member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

CHIEF EXECUTIVE'S ROLE

The Chief Executive is appointed by the Council in accordance with section 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council.

In terms of section 42 the Chief Executive is responsible for:

- implementing the decisions of the Council;
- providing advice to the Council and its community board;
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
- managing the activities of the Council effectively and efficiently;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council;
- providing leadership for the staff of the Council;
- employing staff on behalf of the Council (including negotiating their terms of employment).

Clause 32 of Schedule 7 of the Local Government Act 2002 (the "Act"), authorises the Council, for the purposes of efficiency and effectiveness, to delegate to the Chief Executive, and, subject to any conditions, limitations, or prohibitions imposed by the Council, gives the Chief Executive the authority to subdelegate to council officers.

The Chief Executive is accountable to the Council, council committees, and subcommittees for the actions of all staff and contractors. Individual staff are accountable to the Chief Executive and are not directly accountable to the Council, council committees, subcommittees or individual councillors.

DELEGATION TO THE CHIEF EXECUTIVE

Pursuant to the provisions of clause 32 of Schedule 7 of the Local Government Act 2002, Hastings District Council delegates to the Chief Executive of the Hastings District Council all powers and authority to act on any matter in respect of which the Council is empowered or directed by law to exercise or undertake, except those powers or authorities in

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respect of which delegation is prohibited by the Act, by any other statute or regulation, or expressly excluded from this delegation. This delegation does not preclude the Chief Executive from referring any such matter to the Council, or a committee of the Council for a decision.

The Council encourages the Chief Executive to report to Council if any matter is considered difficult, is of particular political importance or sensitivity, where there is special community interest in it, or where the matter relates to a subject area where council policy is unclear.

The Act prohibits the delegation of the following:

- the power to make a rate; or
- the power to make a bylaw; or
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or
- the power to adopt a long-term council community plan, annual plan, or annual report; or
- the power to appoint a chief executive; or
- the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement;

In addition the Council has not delegated the following powers or authorities to the Chief Executive:

- the power to compulsorily acquire land under the Public Works Act 1981;
- the power to set strategic policy direction;
- the power to enter into contracts for the supply of goods and services to a value exceeding \$500,000;
- the power to enter into unconditional contracts for the sale or purchase of land or an interest in land;
- the power to enter into unconditional leases whether as landlord or tenant for a term of 2 years or more, (with the exception of leases of clubrooms and other buildings on Council parks and reserves in accordance with the Council's established policy);
- the hearing of notified resources consents, designations and Heritage Order applications;
- any matter not permitted to be delegated by any other Act (for example the approval of a policy statement or plan under the Resource Management Act 1991 or the granting of special exemptions under s.6 of the Fencing of Swimming Pools Act 1987);
- any matter that can only be given effect by a Council resolution.

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For the purposes of this delegation "unconditional" means "without a condition requiring an approval to be given by resolution of the Council, or Committee of the Council with authority to give that approval".

The Council specifically delegates authority to the Chief Executive the power to subdelegate to other officers any or all of the powers or authorities delegated to him or her. All subdelegations must be given by the Chief Executive in writing.

In addition to the delegations made above, in relation to matters arising at the end of term of the Council, from the day of the declaration of the results of the triennial general election until the first meeting of the Council following the triennial general election, authority to make decisions on behalf of the Council, in respect of urgent matters arising during this time:

- (a) in consultation with the Group Manager: Asset Management or Chief Financial Officer, in respect of Tenders and Contracts with delegated authority to award contracts up to \$2.5 million in value;
- (b) in consultation with the Group Manager: Planning and Regulatory Services in respect of Liquor Licensing and Regulatory matters;
- (c) in consultation with the incoming Mayor, as may be appropriate, in respect of other matters;

with any decision made outside of the normal delegations to the Chief Executive to be reported to the first ordinary meeting of the incoming Council or to a meeting of the appropriate Standing Committee of the Council.

In relation to matters arising during the Christmas recess, from the 25th day of December until the 15th day of January, the authority to make decisions (including entering into any contract or authorising any expenditure on behalf of the Council), **in respect of urgent matters arising at this time**, in consultation with the Mayor, if the Mayor is not available the Deputy Mayor, if the Deputy Mayor is not available, then the Chairperson of the appropriate committee, with any such decision made to be reported to the first ordinary meeting of the Council in the New Year or to a meeting of the appropriate Standing Committee of the Council.

Further to delegation to Chief Executive resolved by Council 17 July 2014.

That the Council delegate to the Chief Executive the authority to enter into agreements for the taking of land or easements where the compensation payable for the land or the interest in land, in each case does not exceed \$50,000 (plus GST) exclusive of disbursements.

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APPOINTMENT OF ENFORCEMENT OFFICERS

The delegation to the Chief Executive includes a delegation of the power to warrant enforcement officers. The Council has determined that there are no circumstances in which the Council wishes to:

- (a) limit or restrict the exercise of the power; or
- (b) impose conditions on the exercise of the power; or
- (c) prohibit, in specified circumstances, the exercise of the power;

on the basis that the Chief Executive will continue to implement auditable processes for the investigation of the background of officers prior to the granting of a warrant.

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***Resolved by the Council on 25 June 2009 & Update after Council Resolution
17 July 2014***

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

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

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

1.0 SUMMARY

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

2.0 BACKGROUND

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

Principle of Availability

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

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

Purpose of the Act

2.3 The key purposes of the LGOIMA are to:

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

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

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

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

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

What does a LGOIMA request look like?

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

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

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

Key Timeframes

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

3.0 CURRENT SITUATION

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

4.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Democratic Support Manager titled "Requests Received under the Local Government Official Information and Meetings Act (LGOIMA) Monthly Update" dated 2/05/2019 be received.**
- B) That the LGOIMA requests received in March 2019 as set out in Attachment 1 (IRB-2-01-19-1565) of the report in (A) above be noted.**

Attachments:

- 1 LGOIMA Monthly Report to Council - March 2019 IRB-2-01-19-1565

IRB-2-01-19-1565

LGOIMA – Monthly Report to Council – March 2019

	Requests Received	Responses to requests	Responses with information fully released	Responses with information partially withheld	Responses with information fully withheld	Average number of working days to respond	Requests resulting in a complaint to Ombudsman
March 2019	7	7	7	0	0	8	0

Requests - received since those last reported to Council

Completed			
Outstanding			
Month	From	Subject	Total
March	Radio NZ	Churches, Religious Groups in the Community	7
	Individual	Trees in Farndon Park	
	NZ Taxpayers' Union	Parking Officers Perks	
	Safe for Animals	Chicken Farming Operations	
	Radio NZ	Recycling Information for Past 5 Financial Years	
	NZ Taxpayers' Union	Councillors with Pecuniary Interest in Contracts	
	Individual	Fluoridation in Hastings/Havelock North	

REPORT TO: COUNCIL

MEETING DATE: THURSDAY 2 MAY 2019

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

SUBJECT: UPDATED 2019 MEETING SCHEDULE CHANGES

1.0 SUMMARY

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

2.0 BACKGROUND

- 2.1 The Local Government Act 2002, Schedule 7, Clause 19 states:
- (4) *A local authority must hold meetings at the times and places that it appoints”.*
- (5) *If a local authority adopts a schedule of meetings-*
- a) *The schedule-*
- i) *may cover any future period that the local authority considers appropriate, and*
- ii) *may be amended*
- 2.2 Although a local authority must hold the ordinary meetings appointed, it is competent for the authority at a meeting to amend the schedule of dates, times and number of meetings to enable the business of the Council to be managed in an effective way.
- 2.3 The following meetings are proposed to be included or amended in the 2019 meeting schedule:

Committee	Date	Time	Venue
Council (Speed bylaws)	11 July 2019	9.00am (prev 1.00pm)	Council Chamber

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

3.0 RECOMMENDATIONS AND REASONS

A) That the report of the Manager: Democracy and Governance Services titled "Updated 2019 Meeting Schedule Changes" dated 2/05/2019 be received.

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

Committee	Date	Time	Venue
Council (Speed bylaws)	11 July 2019	9.00am (prev 1.00pm)	Council Chamber

Attachments:

There are no attachments for this report.

HASTINGS DISTRICT COUNCIL

COUNCIL MEETING

THURSDAY, 2 MAY 2019

RECOMMENDATION TO EXCLUDE THE PUBLIC

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

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

24. CBD linkage
25. Summary of Recommendations of the Civic Honours Awards Subcommittee meeting held 15 April 2019 while the Public were Excluded

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>
24. CBD linkage	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. To enable Council to continue negotiations.	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.
25. Summary of Recommendations of the Civic Honours Awards Subcommittee meeting held 15 April 2019 while the Public were Excluded	As stated in the minutes	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.