
Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council
Council Meeting

Kaupapataka

Agenda

Te Rā Hui:
Meeting date: **Thursday, 4 August 2022**

Te Wā:
Time: **1.00pm**

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

Te Hoapā:
Contact: **Democracy and Governance Services
P: 06 871 5000 | E: democracy@hdc.govt.nz**

Te Āpiha Matua:
Responsible
Officer: **Chief Executive - Nigel Bickle**

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Thursday, 4 August 2022

Te Hui o Te Kaunihara ā-Rohe o Heretaunga

Hastings District Council

Council Meeting

Kaupapataka

Agenda

Tiamana

Chair: Mayor Sandra Hazlehurst

Mematanga:

Membership:

Ngā KaiKaunihera

Councillors: Bayden Barber, Alwyn Corban, Malcolm Dixon, Damon Harvey, Tania Kerr (Deputy Chair), Eileen Lawson, Simon Nixon, Henare O’Keefe, Peleti Oli, Ann Redstone, Wendy Schollum, Sophie Siers, Geraldine Travers and Kevin Watkins

Tokamatua:

Quorum:

8 members

Apiha Matua

Officer Responsible:

Chief Executive – Nigel Bickle

*Te Rōpū Manapori me te
Kāwanatanga*

Democracy and

Governance Services:

Louise Stettner (Extn 5018)

Te Rārangi Take

Order of Business

1.0 Opening Prayer – *Karakia Whakatūwheratanga*

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

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

Leave of Absence had previously been granted to Councillor Barber

3.0 Conflict of Interest – *He Ngākau Kōnatunatu*

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

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

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

4.0 Confirmation of Minutes – *Te Whakamana i Ngā Miniti*

Minutes of the Council Meeting held Thursday 30 June 2022.
(Previously circulated)

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19.0 Recommendation to Exclude the Public from Items 20, 21, 22 and 23 **69**

20.0 Strategic Development

21.0 Term of Appointment for Te Mata Park Trust - Recommendations from Civic & Administration Subcommittee Meeting

22.0 Commercial Transaction

23.0 Chief Executive Matters

Thursday, 4 August 2022

Item 5

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Te Rārangi Take

Report to Council

Nā: Debbie Northe, Community & Safety Lead
From: John Roberts, Community Resilience Connector

Te Take: **Te Pōhue Community Plan 2021-2025**
Subject:

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to present the Te Pōhue Community Plan 2021–2025 to Council for endorsement.
- 1.2 The Te Pōhue Community Plan 2021-2025 was approved by the Great Communities Subcommittee on Tuesday, 28 June 2022. The Great Communities Subcommittee recommends that this Plan be endorsed by the Council.
- 1.3 This proposal promotes the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service.
- 1.4 A copy of the Te Pōhue Community Plan is attached (**Attachment 1**). The actions in this plan come directly from the community of Te Pōhue. Four key areas for action have been identified including community sustainability, increased community safety, growth and development and community connection.

2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled Te Pōhue Community Plan 2021-2025 dated 4 August 2022.
- B) That Council endorse the Te Pōhue Community Plan 2021 – 2025.

3.0 Background – *Te Horopaki*

- 3.1 Hastings District Council first started developing Community Plans with community in 2002 as a way for Council to engage with and provide additional support to communities of interest.

- 3.2 Council has 11 current Community Plans, two of which are under development and nearing completion and one new community commencing development of their plan. Each plan's goals, aspirations and actions are unique to each community.
- 3.3 In 2019, Kiri Goodspeed presented a submission to Council proposing the development of a community plan for Te Pōhue. The submission identified key issues associated with community facilities, community safety, economic development and beautification.
- 3.4 This is the first Te Pōhue Community Plan and was developed by the Te Pōhue Community from 2019 to 2021.
- 3.5 For this new plan JMP Consultants were contracted by Council to work with identified community representatives to review issues and opportunities and to identify and agree the most appropriate engagement approach to be implemented to finalise the plan.
- 3.6 The Great Communities Subcommittee approved the Te Pōhue Community Plan at its meeting of 28 June 2022. The Great Communities Subcommittee recommend that this Plan be endorsed by the Council.

4.0 Discussion – *Te Matapakitanga*

- 4.1 The Te Pōhue Community Plan 2021-2025 was developed by the Te Pōhue Community and is attached (**Attachment 1**).
- 4.2 The development of the Plan was driven by Kiri Goodspeed with a large group of supporting stakeholders including Te Pōhue residents, Te Pōhue School, Community Golf Club and Committee members, representatives from Ngāti Hineuru Trust and Maungaharuru-Tangitū Trust, Waka Kotahi New Zealand Transport Agency, New Zealand Police, Rayonier Matariki Forests, Meridian Energy and Council Officers.
- 4.3 The vision of the Te Pōhue Community Plan 2021–2025 is “Country values, creating a connected, flourishing community”.
- 4.4 The Te Pōhue Community have identified four key areas for action:
- Community Sustainability
 - Increased Community Safety
 - Growth and Development
 - Community Communication
- 4.5 Within each of these areas of focus, there are a set of actions that form the basis of the community plan for 2021–2025.
- 4.6 Since the development of the draft plan in 2021 a number of actions have been completed, or are underway. These are detailed in the attached draft Te Pōhue Community Plan 2021-2025 Action Plan (**Attachment 2**).

5.0 Options – *Ngā Kōwhiringa*

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

- 5.1 Council endorses the Te Pōhue Community Plan 2021-2025

Advantages

- Community lead the implementation of actions contained in the Te Pōhue Community 2021-2025
- Council builds a strong working relationship with the Te Pōhue community

- Council endorsement of the Te Pōhue Community Plan 2021-2025 would signal support at a high level for the collaborative approach being taken to the delivery of actions.

Disadvantages

No disadvantages have been identified.

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

5.2 Council does not endorse the Te Pōhue Community Plan 2021-2025

No advantages identified.

6.0 Next steps – *Te Anga Whakamua*

6.1 If Council endorses the Te Pōhue Community Plan 2021–2025 then implementation of the plans actions will commence.

Attachments:

1⇒	Community Groups, Programmes, Funding or Events - Community Planning - Te Pohue Community Plan - Te Pohue Community Plan Final	COP-10-19-22-42	Vol 1
2⇒	Te Pohue Community Plan Action Plan - Attachment	CG-16-7-00104	Vol 1

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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

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

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

This proposal promotes the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

The community plan development process has entailed a range of engagement with the Te Pōhue community, including consultation with the Ngati Hineuru Trust and the Maungaharuru-Tangitū Trust.

Sustainability - *Te Toitūtanga*

N/A

Financial considerations - *Ngā Whakaarohanga Ahumoni*

Council actions within this plan will be considered through existing budgets including the Community Plan budget.

Community members will be supported by Council Officers to approach funders, partners and stakeholders for actions that sit outside of Council.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

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

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

JMP Consultants were contracted by Council to work with identified community representatives to review issues and opportunities and to identify and agree the most appropriate engagement approach to be implemented to finalise the plan. Planning sessions included representation and participation from Te Pōhue residents, Te Pōhue School, Community Club and Committee members, representatives of Ngāti Hineuru Trust, Maungaharuru-Tangitū Trust, Waka Kotahi New Zealand Transport Agency, New Zealand Police, Rayonier Matariki Forests and Meridian Energy.

Risks

Opportunity: The Te Pōhue Community are engaged and are working towards achieving their goals and aspirations.

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Te Pōhue Community are engaged and leading the implementation of their own goals and aspirations.	Te Pōhue Community are not engaged and actions within the plan are not implemented.

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

The Te Pōhue Community Plan 2021-2025 was presented to the Rural Community Board on Monday, 27 June 2022. The Rural Community Board supports the outcomes included in the Te Pōhue Community Plan 2021-2025.

Thursday, 4 August 2022

Item 6

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Te Rārangi Take

Report to Council

Nā: Dennise Elers, Community Development Manager
From: Debbie Northe, Community & Safety Lead

Te Take: **Community Plan Kete**
Subject:

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to present the Community Plan Kete to Council for adoption.
- 1.2 The Community Plan Kete was approved by the Great Communities Subcommittee on Tuesday, 28th June 2022.
- 1.3 The Community Plan Kete contributes to the purpose of local government by promoting the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service.
- 1.4 A copy of the Community Plan Kete is attached (**Attachment 1**) along with an example from the Te Pōhue Community Plan action plan. An action plan will be part of all new Community Plans developed.
- 1.5 The subject matter of this report arises from the Great Communities Strategic Overview 2021.

2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled Community Plan Kete dated 4 August 2022.
- B) That Council adopt the Community Plan Kete.

3.0 Background – *Te Horopaki*

- 3.1 Hastings District Council first started developing community plans with identified communities in 2004 as a way for Council to engage with and provide additional support to communities of interest.

- 3.2 A community plan is the voice of a community. It obtains local people’s views on the place that they call home, celebrates the things that make their community special, highlights their goals and aspirations and creates a future vision for the community.
- 3.3 Led by the community, community plans are about community members coming together to develop a local plan to shape the development of their community into the future.
- 3.4 There are currently 11 active community plans. Five plans are completed.

Community Plan	Status
Anderson Park	Concluded.
Bridge Pā	In draft.
Camberley	Under implementation and due for completion in 2025.
Cape Coast	Under review with action plan of outstanding items being compiled.
Clive	Concluded.
Flaxmere	New plan in draft form incorporating Flaxmere West.
Flaxmere West	New plan to be developed as part of the wider Flaxmere Community Plan. Outstanding actions being implemented.
Mahora	New plan – community consultation underway.
Maraekākaho	Due for completion by the end 2022. New plan to be developed in the second half of 2022.
Mayfair	Concluded with action plan being developed.
Ōmāhu	New plan – consultation underway.
Raureka	Council implementing community actions.
Te Pōhue	Plan for endorsement August 2022.
Waimārama	Concluded. Annual action plan under implementation.
Waipatu	Concluded with one outstanding action.
Whakatū	Concluded with one outstanding action.

- 3.5 Throughout this time there has been no guiding framework that supports the development of a community plan.
- 3.6 The Community Plan Kete looks to address this gap and to provide clarity and guidance to Community, Councillors and Council Officers.

4.0 Discussion – *Te Matapakitanga*

- 4.1 The Community Plan Kete is designed to guide and support Communities, Councillors and Council Officers through the community plan process.
- 4.2 The Community Plan Kete provides a simple and flexible process for creating a community plan – from the initial stages of forming a community group, through to developing, implementing, monitoring and evaluating the plan.
- 4.3 Since the draft kete was completed in November 2021, Officers have been trialling the framework with new communities.

- 4.4 The framework has ensured a consistent approach, and the trial has supported the development of both a timeframe and working action plan template. Examples from the Te Pōhue Community Plan (**Attachment 2**).
- 4.5 The working action plan template prioritises annual actions and identifies funding requirements.
- 4.6 The majority of actions in the community plans are considered through existing Council budgets. The Community Plan Kete includes a budget framework to:
- 4.6.1 Ensure equal opportunity to access funding across the different community plans.
- 4.6.2 Assist Council Officers in their decision making.
- 4.6.3 Actions within community plans are reported through the Ops and Monitoring report.

5.0 Options – Ngā Kōwhiringa

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

- 5.1 That Council adopt the Community Plan Kete

Advantages

- Provides a robust Community Plan framework
- Provides clarity on roles and responsibilities
- Provides a clear process for communities

Disadvantages

- No disadvantages identified

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuetanga o nāianeī

- 5.2 That Council not endorse the Community Plan Kete

6.0 Next steps – Te Anga Whakamua

- 6.1 If Council endorses the Community Plan Kete, the Kete will be loaded onto Council’s website and hard copies made available to the community.

Attachments:

1⇒	Community Groups, Programmes, Funding or Events - Community Planning - General Administration Planning - Community Plan Kete Final Version June 2022	COP-10-1-22-363	Vol 1
2⇒	Te Pohue Community Plan Action Plan - Attachment	CG-16-7-00104	Vol 1

Summary of Considerations - He Whakarāpopoto Whakaarohanga

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

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by

(and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

[Link to the Council's Community Outcomes – Ngā Hononga ki Ngā Putanga ā-Hapori](#)

The Community Plan Kete promotes the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service. This proposal promotes the wellbeing of communities in the present and for the future.

Māori Impact Statement - Te Tauākī Kaupapa Māori

Heretaunga Ringahora supports Council's Heretaunga Ararau Te Reo Māori Policy and Action Plan. The purpose of the document, when engaging with Māori, iwi, hapū and whānau, is to assist with:

- determining what the kaupapa is
- identifying who to engage with
- supporting how to engage through the development of an effective engagement strategy

The Community Plan Kete will provide Iwi/Hapū with a framework and ensure that they are appropriately included in Community Plan processes.

Sustainability - Te Toitūtanga

Community plans provide an opportunity to empower individuals and agencies to support and improve the lives of each of our distinct communities.

The Community Plan Kete will provide communities the framework to directly engage and work with Council.

Financial considerations - Ngā Whakaarohanga Ahumoni

Council endorsement of the Community Plan Kete would signal support at a high level for the collaborative approach being taken to the delivery of actions.

Council actions within a community plan are considered through existing budgets including the Community Plan budget.

Community members will be supported by Council Officers to approach funders, partners and stakeholders for actions that sit outside of Council.

Significance and Engagement - Te Hiranga me te Tūhonotanga

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

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

A community plan is developed through community engagement and consultation. This Kete has been developed through collective learnings over the past 18 years.

A selection of community plan leaders have provided feedback on the Kete.

Risks

Opportunity:

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Communities are engaged and understand Councils approach to community planning.	Communities do not engage with Council.

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

A sitting member from the Rural Community Board is represented on the Great Communities Sub-Committee. Once the Community Plan Kete has been adopted, Officers will present it to the Rural Community Board for their information.

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 7

Te Rārangi Take

Report to Council

Nā:
From: Naomi Fergusson, Group Manager: Marketing & Communications

Te Take:
Subject: Community Engagement Framework

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to introduce the Hastings District Council Community Engagement Framework and request adoption by Council.
- 1.2 The report provides by way of background the requirement for councils to consult with the community on some of their activities under a range of laws, as well as the Council's 'Significance and Engagement Policy' set out in the Long Term Plan 2021-2031.
- 1.3 Community expectations on the breadth of activities they are consulted on have grown in recent years and extend beyond the legal requirements set out by these laws or the Significance and Engagement policy. Hastings District Council has recognised this in recent years, increasing its capability and capacity to enable the community to have a greater level of participation in decision-making.
- 1.4 To enable the community to have consistent and robust opportunities to participate in decision-making, the attached Community Engagement Framework has been drafted that will serve as both an information source for the community on Council's commitment to quality community engagement, as well as a resource for staff to support consistent processes and quality outcomes for the community.
- 1.5 The framework is a guide designed to exist alongside the legal requirements on Council to consult, enhancing the value and outcomes derived from the community engagement process.
- 1.6 The Great Communities Subcommittee approved the report for adoption by Council on 28 June 2022.
- 1.7 The report recommends the approval of the Community Engagement Framework for adoption.

2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled Community Engagement Framework dated 4 August 2022.
- B) That the Council adopt the Community Engagement Framework.

3.0 Background – *Te Horopaki*

- 3.1 The role of Council is to lead and represent our community. Community engagement is the process where Council and the community work together to achieve common goals. In the simplest terms, Council works for its communities, with the majority of its activities, services, facilities and infrastructure funded by their communities through rates.
- 3.2 While the elected members of Council have the final decision-making power, community engagement plays a significant role in informing and improving Council's decision-making.
- 3.3 There are some projects for which Hastings District Council is subject to legal requirements that dictate a minimum level of consultation. For example the Local Government Act 2002, Land Transport Act 1993, Resource Management Act 1991, and New Zealand Public Health and Disabilities Act 2000. It also stems from other obligations such as those set out in Te Tiriti o Waitangi/Treaty of Waitangi. In these circumstances, Council must fully comply with the relevant provision of the legislation. Council must engage with the community, encourage community participation in decision-making and enable people to 'have their say'.
- 3.4 The level of community engagement needs to be appropriate to the significance of the decision (i.e. the higher the significance of the decision, the greater the requirement for community engagement). This is set out in the Council's Significance and Engagement Policy.
- 3.5 Hastings District Council has been steadily growing its capability and capacity to deliver higher quality community engagement. An area of risk that has been identified is a lack of consistent understanding of, and approach to, community engagement. Without a consistent approach, the risks increase in relation to legal/community challenges over the process and the associated costs, and increased risk of delivering poorer outcomes for the community.

4.0 Discussion – *Te Matapakitanga*

- 4.1 Community expectations of the level of engagement have risen, while the level of trust in central government (and by extension, local government) has declined, as evidenced through media coverage during COVID-19 and Three-Waters. Anecdotally across New Zealand trends can be noted across print and social media that communities sense that decisions have already been made ahead of the consultation, reducing people's willingness to participate (for example, setting of speed limits).
- 4.2 Meaningful community engagement helps Council's partners and the community understand the full scope and implications of decisions. It builds trust with community members, partner organisations, and businesses.
- 4.3 Regular engagement also helps these stakeholders shape the district they live in. They will take more pride in their community and feel more valued, involved, and connected.
- 4.4 This framework outlines the principles of engagement and the supporting processes that enable the Council to practice these principles.

- 4.5 The Community Engagement Framework is designed to work alongside legal requirements and obligations under Te Tiriti o Waitangi to create a consistent knowledge of, and approach to, community engagement. It provides additional advice, support and guidelines to meet the requirements set out in the Significance and Engagement Policy.
- 4.6 The Framework seeks to align the Council’s approach to the international standard of the International Association for Public Participation (IAP). The IAP2 Spectrum of Public Participation (2018) sets out a spectrum of engagement across five levels of engagement: ‘inform’, ‘consult’, ‘involve’, ‘collaborate’ and ‘empower’.
- 4.7 The framework provides an overview of some of the barriers to participation and includes strategies to help mitigate these barriers to improve stakeholder response and ensure a diverse range of views are gathered.
- 4.8 The roles and responsibilities of the participants in engagement are outlined including staff, councillors and the community.
- 4.9 A 10-step action plan for community engagement provides staff with a guide to community engagement. The aim of this guide is to help ensure a good outcome through a standardised approach from planning, to ongoing monitoring.
- 4.10 The Community Engagement Framework will be published on the HDC website for community reference and provide a basis for ongoing communications activities to explain how community engagement impacts Council decision-making.

5.0 Options – Ngā Kōwhiringa

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

- 5.1 Approve the Community Engagement Framework for adoption by Council:

Advantages

- Creates a standardised knowledge of community engagement across Council staff, leading to better processes and creating efficiencies.
- Informs our community on how Council engages with them, and how they can participate.
- Improves outcomes for the community and Council through robust processes leading to better decision-making.
- Opportunity to increase community understanding on how decisions are made (i.e. how their feedback informs the final decision – e.g. not a vote/referendum).
- Increased willingness to participate in community engagement (value of effort).
- Support positive perceptions around transparency and integrity relating to Council decision-making (reputation management/enhancement).

Disadvantages

- Real/perceived increased project/operational costs for community engagement (e.g. advertising of opportunities, meetings, staff time).
- Possible continued apathy in participating in decision making.

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

5.2 Do not approve the Framework for adoption by the Strategy and Policy Committee:

Advantages

- No further staff time invested on improving community engagement capability within Council.
- Reduced real/perceived costs relating to community engagement.

Disadvantages

- Risks remain as outlined in the summary of considerations.

6.0 Next steps – *Te Anga Whakamua*

- 6.1 Should the Framework be formally adopted, it will be published on the external website.
- 6.2 A guide for staff will be published on the intranet, and a ‘roadshow’ undertaken to assist staff with their knowledge of the values, principles and processes as stated in the framework.
- 6.3 A guide for the incoming councillors will be prepared to assist with understanding opportunities for engaging with the community through council operations, and community engagement ideas that councillors may consider undertaking in their own capacity to better connect with their communities of interest.
- 6.4 If adopted, the Marketing & Communications Group will work to educate key staff across Council involved in project planning on the key steps for community engagement. They will also review current platforms, tools and processes for improvement opportunities to support the key principles set out in the framework, and to reduce the barriers to participation.

Attachments:

1 ⇨	Communications & Marketing - Strategic Documents - Community Engagement Framework 2022	COM-18-22-44	Vol 2
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Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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

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

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

This proposal promotes the economic, social, environmental and cultural wellbeing of communities in the present and in the future by enabling community voices to be heard through robust community engagement principles.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

One of the purposes of the community engagement framework is to further increase the Council's capability to engage effectively Māori. It recognises the Council's obligations under Te Tiriti o Waitangi and incorporates good practice based on the six principles developed by Te Arawhiti (Government agency). In addition to considering national legislation, the framework also references the requirements and obligations to engage and consult with specific Māori entities in the Heretaunga region of Ngāti Kahungunu, and their respective settlement legislation.

Sustainability - *Te Toitūtanga*

Effective community engagement leads to sustainable decisions and improved outcomes, informed by a greater understanding of participants' needs, concerns and priorities.

Financial considerations - *Ngā Whakaarohanga Ahumoni*

Undertaking authentic community engagement practices does require greater investment in the early stages of a project, such as officer time, communication and marketing, research, and community meetings. However, the investment is deemed cost-effective due to the benefits outlined in the report. This can include reducing the cost of re-work (not getting the outcome due to insufficient community input) that includes officer time, further marketing and communications, legal advice, contract costs and remediation/operational costs. The additional benefit of investing in the early stages is positive brand/reputation outcomes that place Council in a stronger position to drive effective outcomes.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

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

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

This framework has been developed with the input of a range of internal stakeholders including the Pou Ahurea: Principal Advisor and the Group Manager: Community Wellbeing & Services, and the Democratic Services Manager, General Counsel, Strategy Manager and Manager, Community Development. Feedback was also sourced from members of the Great Communities sub-committee.

Risks

The Community Engagement Framework is designed to help de-risk Council decision-making through fulsome input by affected members of the community during key stages in project/policy design. The numerous benefits (reward) are outlined in the framework (attachment 1) but include better quality outcomes for the community, reputational benefits, reduced costs associated with poor decision-making (see risks).

The risks associated with adopting this framework are minimal but include increased costs up-front (staff time, advertising, research, workshops etc.)

Risk also exists that the community deem feedback to be a 'poll' – this is a current risk relating to community engagement and is managed through clear information on how feedback impacts decision-making as part of pre-engagement communications.

Increased engagement places expectations on closing the feedback loop back to the community. Failure to do so has reputational risk (transparent decision-making requires this).

Not adopting this framework carries risks linked to poor decision-making including: costs relating to staff time managing complaints, responding to media, and re-planning; consultancy costs including expert and legal advice, and; the operational costs of physical remediation works.

The risk of poor decision-making also carries the reputational risk that due to a lack of 'buy in' and/or low trust, the ability of Council to achieve outcomes for its community is limited.

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

The RCB has had the opportunity to input a rural perspective through the participation of a sitting board member on the Great Communities sub-committee.

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 8

Te Rārangi Take

Report to Council

Nā: Dean Ferguson, Project Manager
From: Diana Paynter, Project Manager

Te Take: **Joint Smokefree and Vapefree Policy Review**
Subject:

Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of the report is to present the revised Hastings District and Napier City Councils Smokefree and Vapefree Policy (the Policy) for adoption by Hastings District Council.
- 1.2 A robust consultative process was carried out to revise the existing Policy which included an assessment against the key objectives set out in the Smokefree Aotearoa 2025 Policy, engagement with organisations and groups across Napier and Hastings and inviting our community to provide feedback on the revised Policy.
- 1.3 The key changes proposed in the draft revised Policy include clarity around vapefree and smokefree spaces and events, clarity around Council's responsibility and inclusion of Council managed pedestrian laneways in urban retail areas as smokefree and vapefree areas.
- 1.4 The key objectives of the Policy are to:
 - Demonstrate Hastings District and Napier City Councils' support of the Smokefree Hawke's Bay 2025 Strategy and the Government's policy goals for a Smokefree Aotearoa 2025.
 - Contribute to improving the health and wellbeing of our communities by decreasing the prevalence of smoking and vaping and decreasing public exposure to second-hand smoke.
 - Increase the likelihood that people, particularly the young, will remain smokefree and vapefree by reducing the number of places where they see others smoking or vaping.
- 1.5 The Policy has a particular focus on public places and events and takes a non-punitive approach.
- 1.6 The Great Communities Subcommittee received a report titled 'Joint Smokefree & Vapefree Policy Review' and approved the Policy to go to Council for adoption.
- 1.7 The Hastings District and Napier City Councils Smokefree and Vapefree Policy is attached to this report – **Attachment 1.**

2.0 Recommendation– Ngā Tūtohunga

- A) That Council receive the report titled “Hastings District and Napier City Councils Smokefree and Vapefree Policy”.
- B) That Council adopt the “Hastings District and Napier City Councils revised Smokefree and Vapefree Policy”.
- C) That Council approve the additional wording to the policy ‘*Council managed pedestrian laneways in urban retail areas (Maps 2-8 below), including any future developed Council managed pedestrian laneways in urban areas.*’
- D) Council notes that there is an implementation plan including specific tangible actions that will be implemented post adoption of The Policy.

3.0 Background – Te Horopaki

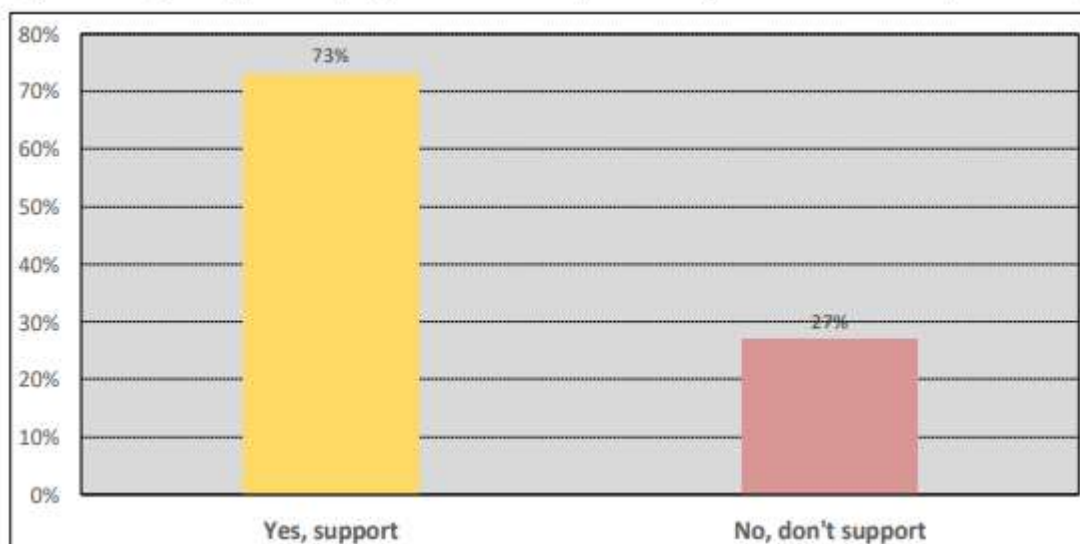
- 3.1 Councils have a role to play in supporting the Government goal of a Smokefree Aotearoa New Zealand 2025 as part of their responsibility to promote community wellbeing.
- 3.2 A Napier Hastings Smokefree Policy was adopted in 2015, with a review scheduled for 2019. After delays associated with Covid-19 and the Napier flood event, the review began in late 2021 with the establishment of a Joint Napier Hastings Smokefree and Vapefree Policy Review Working Group (the Group).
- 3.3 The review aimed to determine if the Policy aligned with national and local-level direction towards the national goal of Smokefree Aotearoa New Zealand 2025. The context for achieving a Smokefree New Zealand had changed since the Policy was first adopted. The changes include the introduction of new legislation and regulations aimed to reduce smoking prevalence, the emergence of vaping products, and the release of a new national Action Plan that looked at further action required to achieve the national 2025 goal.
- 3.4 The review findings were considered by the Councils’ Joint Working Group - Smokefree and Vapefree Policy Review. The Group was comprised of two elected members from each Council and one Youth Council representative from each Council. The Group was supported by Council Officers.
- 3.5 The purpose of the Group was to:
 - Provide advice to Officers on the direction of the revised joint Policy.
 - Hear and consider feedback from stakeholders and the wider community on the revised Policy.
 - Make recommendations to both Councils on the revised Policy.
- 3.6 Vaping has become more popular since the 2015 Councils’ Smokefree Policy was introduced. The current joint Councils’ Policy includes reference to e-cigarettes, the term previously used for vaping, as part of its focus.
- 3.7 Vaping and smokeless tobacco products became regulated through the Smokefree Environments and Regulated Products Act 2020. The Act aims to strike a balance between ensuring vaping products are available for smokers who want to switch to a less harmful alternative and ensuring vaping products are not marketed or sold to young people. It does this by regulating the safety of vaping products and placing controls on their marketing, advertising, and promotion.

- 3.8 The Smokefree Environments and Regulated Products (Smoked Tobacco) Amendment Bill has been introduced through Parliament and is currently sitting at its first reading. The Bill proposes to significantly limit the number of retailers able to sell smoked tobacco products; aims to prevent young people from taking up smoking by prohibiting the sale of smoked tobacco products to anyone born on or after 1 January 2009; and aims to make smoked tobacco products less appealing and addictive.
- 3.9 On the 28th of June 2022, a report titled 'Joint Smokefree & Vapefree Policy Review' was presented to the Great Communities Subcommittee for their approval. The Great Communities Subcommittee approved The Policy to go to Council but wanted the following points covered off:
- More detail on the initial consultation and whether the Smokefree Lobby Group submitted on the review;
 - To include the whole perimeter of Toitōi and the Municipal Building as smokefree and vapefree defined areas;
 - For The Policy to include 'any future developed' laneways in Napier and Hastings.

4.0 Discussion – *Te Matapakitanga*

- 4.1 Two surveys were conducted locally to inform whether the current Policy required updating. One was to businesses and other organisations, and the other was to the general public.
- The survey was completed by 105 businesses and organisations. Respondents included retailers, hospitality venues, financial services, health service providers, and schools. Other organisations included beauty services, medical facilities, marae, charitable/ non-profit organisations, and event organisers.
 - A total of 707 people responded to the survey with 58% living in Napier, 40% living in Hastings and the remainder living further afield.
- 4.2 Support for additional smokefree and vapefree spaces was generally high amongst residents and businesses/ organisations.
- 4.3 Although there was no formal response from the Smokefree Lobby Group, the Lobby Group itself fell under the DHB. The DHB were involved in the consultation around the review of The Policy including having Hauora providers joining the joint working group.
- 4.4 Forty-eight responses were received to the invitation to comment on the draft revised Policy. Of these, forty-five responses were from individuals and three from organisations or groups (Cancer Society Hawke's Bay, Napier Youth Council, and Hastings Youth Council).
- 4.5 Overall, 75% of respondents supported the draft revised Policy – **see figure 1**

Figure 1: Do you support the proposed revised Napier Hastings Smokefree and Vapefree Policy?



4.6 The key themes in support of the revised Policy included:

- Include additional smokefree and vapefree spaces, including outdoor areas, all streets and public spaces, sportsgrounds, parks, beaches, CBD areas, walkways and cycle ways, outside all food outlets and restaurants, around MTG, at Napier Soundshell, around Hastings Library.
- Ban smoking and vaping within a specified perimeter around schools.
- Introduce more widespread vapefree and smokefree areas generally.

4.7 Those not in support provided the following themes:

- Leave existing Policy as it stands.
- Identify designated areas for smoking and vaping.

4.8 The key changes proposed in the draft revised Policy were:

- Clarity around including vapefree spaces and events (previously included but using the terminology 'e-cigarettes').
- Clarity about Councils' responsibility to promote community well-being through improving social, economic, environmental and cultural well-being.
- Inclusion of Council-managed pedestrian laneways in urban retail areas.

4.9 Areas identified in Hastings City under the draft revised Policy include:

- Hastings City Square
- Hastings Laneway, 300 Heretaunga Block
- Hastings Laneway, Opera House Laneway
- ***Refer to Attachment 1 – The Policy***

4.10 Within The Policy, places specifically designated as smokefree and vapefree areas include within then metres of public pedestrian entrances to Council offices and Council owned buildings and facilities. Toitō staff are aware of the issues around smoking and vaping outside the venues and will look at their own processes to ensure there is a better awareness at the point of hiring or using the venues.

4.11 Subject to adoption of the Policy, an implementation plan will be developed with the intent to commence implementation from the 1st January 2023.

4.12 The Joint Smokefree and Vapefree Policy Review Working Group met on the 20th of June 2022 and agreed to the following actions and recommendations:

- Considered the feedback received during the consultation, noting that it does not substantively change the draft revised Hastings District and Napier City Councils' Smokefree and Vapefree Policy.
- Agreed to a final version of the Hastings District and Napier City Councils Smokefree and Vapefree Policy for presentation to the Hastings District and Napier City Councils for adoption.
- Noted implementation of the Policy will begin on the 1st of January 2023, subject to the adoption of the final Hastings District and Napier City Councils Smokefree and Vapefree Policy by both Councils.
- Recommended that the Terms of Reference for the next Smokefree and Vapefree Policy Review Working Group include the addition of two representatives of Hauora providers.
- Requested Hastings District and Napier City Councils' and other relevant organisations to consider making submissions to Central Government regarding the implementation of Smokefree Aotearoa 2025.

4.13 The Group discussed the need to work in partnership with other agencies such as the Ministry of Education in order to understand their policies, roles and issues around smokefree and vapefree environments in and around schools.

4.14 A representative from The Cancer Society presented to the Group and endorsed the changes to the Policy.

5.0 Options – Ngā Kōwhiringa

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

5.1 That Council adopts the Hastings District and Napier City Councils Smokefree and Vapefree Policy including the following amendment: *'Council managed pedestrian laneways in urban retail areas (Maps 2-8 below), including any future developed Council managed pedestrian laneways in urban areas.'*

Advantages:

- To ensure that there is an updated Policy that provides clarity and guidelines on this matter concerning our public places and helps with the health aspects of our communities.
- Demonstrate Hastings District and Napier City Councils' commitment to meeting the Central Government's objectives around Smokefree Aotearoa 2025.
- Listening to the community feedback and meeting their expectations.

Disadvantages

- There are no significant disadvantages to adopting this Policy.

Option Two – Status Quo – Te Kōwhiringa Taurua – Te āhuetanga o naianei

Advantages:

- There are no significant advantages to not adopting the Policy.

Disadvantages

- Failing to meet Council's and community's expectations around creating a Smokefree and Vapefree culture.

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 9

Te Rārangi Take

Report to Council

Nā: Mala Bishop, Licensing Inspector
From: Tony Stothart, Team Leader Environmental Health and Liquor Licensing

Te Take: Application for a Temporary Alcohol Ban
Subject:

1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga

- 1.1 The purpose of this report is to obtain a decision from the Council on putting in place a temporary alcohol ban in relation to the Spring Racing Carnival on 15 October 2022 between 9.00am and 11.59pm.
- 1.2 This issue arises from a request from the New Zealand Police that a temporary alcohol ban be created. The request is supported by the Hawke’s Bay Racing Centre.

2.0 Recommendations – Ngā Tūtohunga

- A) That the Council receives the report titled Application for a Temporary Alcohol Ban dated 4 August 2022.
- B) In accordance with clause 4.3.2 of the Hastings District Council Consolidated Bylaw, Chapter 4 Alcohol Bans, the Council declares that alcohol may not be consumed, brought into or possessed in the following areas including streets, roads and footpaths (as shown in the map titled “Spring Carnival Alcohol Ban Area 2022” in Attachment 1 of this report) on 15 October 2022, between 9.00am and 11.59pm:
 - The entire lengths of Knight Street and Prospect Road.
 - Market Street South from Southampton Street to the Racecourse entrance.
 - King Street South from Southampton Street to Prospect Road.
 - Nelson Street South from Southampton Street to Knight Street.
 - Southland Road between Southampton Street and Gordon Road.
 - Henry Street between Charles Street and Southland Road.

3.0 Background – Te Horopaki

- 3.1 An application has been received from the New Zealand Police for a temporary alcohol ban in relation the Spring Racing Carnival on 15 October 2022 (Attachment 1).
- 3.2 The Police have advised that previous alcohol bans have been helpful in reducing disorder and breaches of the peace for the neighbouring residents. Also, that the alcohol ban provides an additional tool for helping to deal with alcohol related issues.
- 3.3 The following hours, and area are requested for the ban:
- Hours
- Between the hours of 9.00am and 11.59pm
- Area
- The entire lengths of Knight Street and Prospect Road.
 - Market Street South from Southampton Street to the Racecourse entrance.
 - King Street South from Southampton Street to Prospect Road.
 - Nelson Street South from Southampton Street to Knight Street.
 - Southland Road between Southampton Street and Gordon Road.
 - Henry Street between Charles Street and Southland Road
- 3.4 The request arises from Police concerns about preloading (i.e. the consumption of alcohol prior to entering the venue) and the general consumption of alcohol by some patrons in the vicinity of the racecourse, leading to alcohol related disorder issues.
- 3.5 The purpose of the request is to help minimise alcohol related disorder issues.
- 3.6 The ban would only apply to public places i.e. the road and footpath (up to the boundary of private properties) within the proposed alcohol ban area.
- 3.7 A similar request was received from the Police last year, as the existing alcohol ban under the bylaw only applies when the Spring Carnival occurs on the first Saturday in October. As a result, Council made the following recommendation:
- “That Council notes that officers will engage with Hawke’s Bay Racing in regard to the timing of future annual Spring Carnival Racing Event/s. Officers will consider seeking an amendment to Schedule E of Chapter 4 of the Hastings District Council Consolidated Bylaw if the Spring Racing Carnival date has now changed to occurring on the third Saturday in October (rather than on the first Saturday in October as is currently specified in the Bylaw).”*
- 3.8 The above recommendation was followed up on with staff from the Hawke’s Bay Racing Centre. They advised it could not be confirmed that this date will be the same every year. As a result, no amendment to the bylaw was sought.

4.0 CURRENT SITUATION

- 4.1 The Spring Racing Carnival is covered by a temporary alcohol ban under schedule E of Chapter 4 of the Hastings District Council Bylaws when it occurs on the first Saturday in October. However this year, the event is occurring on the third Saturday in October and is not covered under the schedule.

5.0 Discussion – Te Matapakitanga

- 5.1 The Spring Racing Carnival is a large annual one day event which typically attracts over 5000 patrons.
- 5.2 The event normally operates under a special licence. This allows for additional bar areas to be set up within the racecourse.

- 5.3 An alcohol management plan has been submitted as part of this year's special licence application. The plan sets out a number of measures designed to help ensure a safe environment exists for patrons at the racecourse. Actions outlined in the management plan include:
- Bag searches and intoxication checks at the gate.
 - Security staff to help prevent patrons bringing alcohol into the venue.
 - I/D checkpoints at the entrances points to each licensed area.
 - Limits on the amounts of alcoholic drinks that can be purchased at any one time.
- 5.4 The above measures together with the proposed temporary alcohol ban are aimed at reducing alcohol disorder issues associated with the event.
- 5.5 The application for the temporary alcohol ban is supported by the Hawke's Bay Racing Centre.

6.0 Options – Ngā Kōwhiringa

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

- 6.1 Adopt the Police request for a temporary alcohol ban either wholly (i.e. agree to all the roads and times applied for) or in part (i.e. agree to some of the roads and/ or times applied for).

Advantages

The locality of the proposed ban is within the environs of the racecourse. It abuts the existing Hastings permanent alcohol ban zone and is an area where patrons can park and easily walk to the event from. The proposed ban will provide an additional tool to assist Police in dealing with alcohol related disorder issues.

Disadvantages

The Council may feel that the hours and/ or roads applied for are too extensive. Should the Council decide this, it will also need to consider what hours and/ or roads are appropriate should it decide to partially adopt the Police request.

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

- 6.2 Deny the Police request.

Advantages

There would be a cost saving to Council of about \$500 associated with advertising the ban.

Disadvantages

The Police have previously advised that a number of arrests made at earlier Spring Carnival events were attributed to people preloading in the vicinity of the racecourse and those areas not covered by the existing Hastings alcohol ban. Denying the request may result in an increase in issues associated with preloading.

7.0 Next steps – Te Anga Whakamua

- 7.1 Should the Council grant the request for the temporary alcohol ban the following actions will be taken:
- The Council resolution will be publicly notified
 - Temporary signage will be installed in the area covered by the alcohol ban.

Attachments:

[1⇒](#) Livamol Classic Alcohol Ban request 2022 REG-14-2-22-215 Document 3

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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

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

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

Reducing public nuisance and threats to public health and safety.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

N/A

Sustainability - *Te Toitūtanga*

N/A

Financial considerations - *Ngā Whakaarohanga Ahumoni*

It is estimated that the cost of implementation for the recommendation is about \$500. This will be funded from existing budgets:

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This proposal is not of significance that would trigger Council's thresholds under its Significance & Engagement Policy.

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

The proposed alcohol ban area is normally covered by the Hastings District Council Consolidated Bylaw. The bylaw went through an extensive public consultation prior to being adopted.

Risks

Opportunity: To help minimise alcohol related disorder issues.

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
A reduction of preloading and the general consumption of alcohol by some patrons in the vicinity of the racecourse.	Care must be taken when exercising the power in 4.3.2 of the bylaw to by resolution impose a temporary alcohol ban, as the standard bylaw making process involves carrying out public consultation. However, as the proposed alcohol ban area is normally covered by the Hastings District Council Consolidated Bylaw (that went through an extensive public consultation prior to being adopted) and is of limited duration, this risk should be mitigated.

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

N/A:

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 10

Te Rārangi Take

Report to Council

Nā:
From: James Haronga, Parking Transportation Officer

Te Take:
Subject: Parking Controls

1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga

- 1.1 The purpose of this report is to obtain a decision from Council on changes to parking controls in Hastings Street South, Heretaunga Street East, the Northern Carpark and Russell Street South.
- 1.2 Developments in Hastings Street South and Heretaunga Street East mean changes to parking controls are required.
- 1.3 The report recommends the following changes.

ROAD	EXISTING CONTROLS TO BE REMOVED/CHANGED	PROPOSED CONTROLS
Hastings Street South	Revoke x5 P60 Parking spaces	Drop off and pickup zone
Heretaunga Street East/South	None	x3 P15 Parking spaces
Heretaunga Street East/South	Remove 1 metered carpark	Mobility carpark
Northern Carpark	Revoke 3 hour time limit	All Day Parking
Russell Street South	Revoke 20 metered 2Hour time limit carparks	Replace with 20 Leased carparks

2.0 Recommendations - Ngā Tūtohunga

- A) That Council receive the report titled Parking Controls dated 4 August 2022.
- B) That Council resolve pursuant to Clause 5.3.1(a) (i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2021, to remove five existing P60 parking spaces located 18 metres south of the intersecting point of Heretaunga Street East, and extend 36 metres south on the west side of Hastings Street South.
- C) That Council resolve pursuant to Clause 5.3.1(a) (i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2021, to establish three P15 parking spaces located 26 metres west of the intersecting point of Hastings Street South and extending 17 metres west on the south side of Heretaunga Street East.
- D) That Council resolve pursuant to Clause 5.3.1(a) (i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2021, to remove one existing metered space located 93 metres west of the intersecting point of Hastings Street South and extending 7 metres west on the south side of Heretaunga Street East.
- E) That Council resolve pursuant to Clause 5.3.1(a) (i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2021, to remove the existing 3 hour time limit in the Northern carpark and extend to All Day parking.
- F) That Council resolve pursuant to Clause 5.3.1(a) (i) of Chapter 5 (Parking and Traffic) of the Hastings District Council Consolidated Bylaw 2021, that the existing fourteen metered parking spaces located 5 metres from the intersecting point of Eastbourne Street East and extending 45 metres north on Russell Street south west side and the existing six metered parking spaces located 32metres from the intersecting point of Eastbourne Street east and extending 19 metres north on Russell Street south east side be revoked and replaced with leased parking.

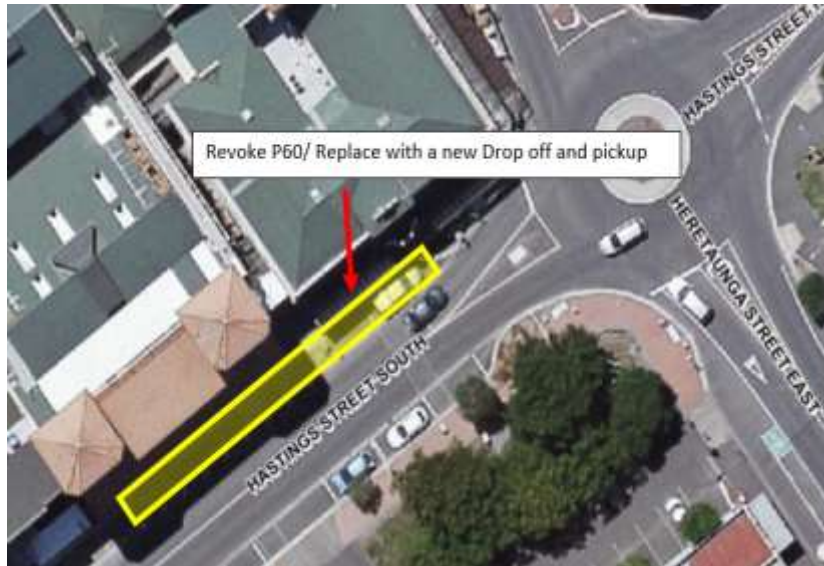
3.0 Background – Te Horopaki

- 3.1 From time to time it is necessary to introduce parking controls and/or amend those that are already in place.
- 3.2 The following information provides the context for the changes being proposed.

4.0 Discussion – Te Matapakitanga

4.1 Hastings Street South west side – Revoke five P60 spaces – Establish a Drop Off and Pickup Zone (Recommendation B)

New developments in Hastings Street South, west side, have resulted in changes to the area. It was suggested and agreed that the existing five P60 parking spaces be turned into a Drop Off and Pickup Zone. These would not only service the new developments in the Municipal building but also the Municipal Theatre.



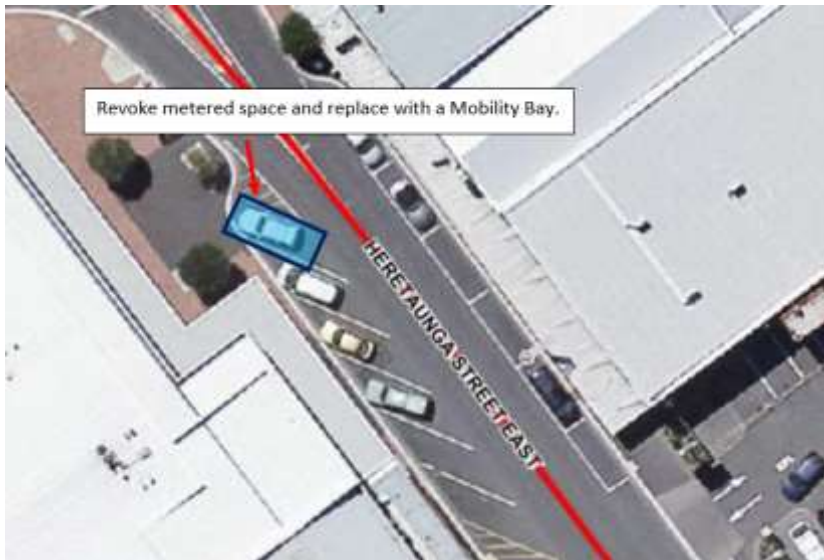
4.2 Heretaunga Street East South side – Time Limit P15 (Recommendation C)

New developments in Heretaunga Street East south side, have resulted in changes to parking on-street, and three new P15 parallel parking spaces have been proposed.



4.3 Heretaunga Street East South side – Revoke one Metered Space – Establish a Mobility Space (Recommendation D)

New developments in Heretaunga Street East south side, have resulted in changes to parking on-street. With the need for a mobility space in the area, the removal of one metered parking space was required to establish a mobility parking space.



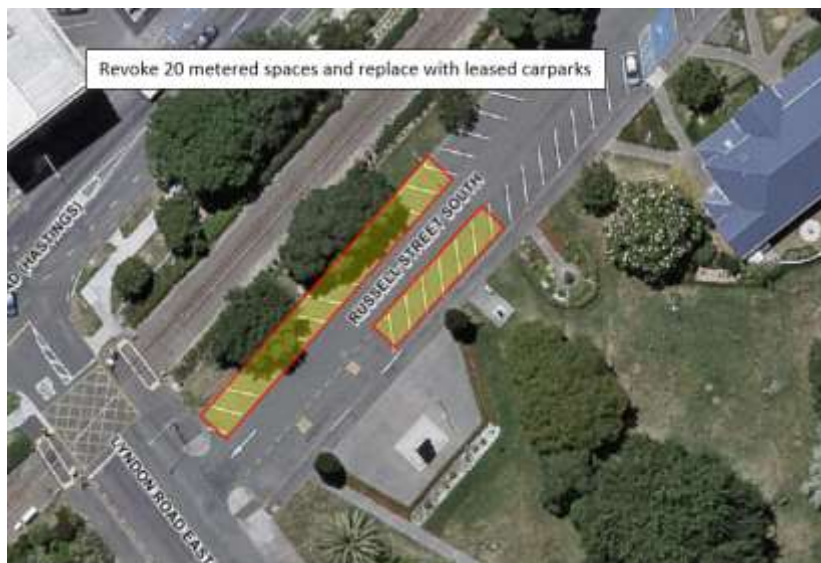
4.4 Northern Carpark – Time Limit Changes – Revoke P180 Time limit - Establish All Day Parking (Recommendation E)

The Northern Carpark is currently under-utilised. Increasing the time limit to all day parking in the Northern Carpark would bring time limits consistent with the Southern Carpark and offer all day parking.



4.5 Russell Street South East and West side – Revoke 20 Metered Spaces - Establish Leased carparks (Recommendation F)

With a growing waiting list for leased carparks and the decreased demand for on-street parking, we recommend that 20 metered parking spaces on Russell Street South be changed to leased carparks.



5.0 Options – Ngā Kōwhiringa

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

To change the Parking controls as discussed in section 4.

- 5.1 The advantages of implementing the changes as recommended include enhanced public and private sector service provision and better utilisation of carpark assets.

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

- 5.2 Officers see no advantages in maintaining the status quo.

6.0 Next steps – Te Anga Whakamua

- 6.1 If the recommendations are approved, appropriate painting and signage provisions will be completed.

Attachments:

There are no attachments for this report.

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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

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

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

Moving people and goods around safely and efficiently.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

N/A

Sustainability - *Te Toitūtanga*

N/A

Financial considerations - *Ngā Whakaarohanga Ahumoni*

N/A

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

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

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

Hastings Street South – Drop Off and Pickup Zone.

Toitōi have approached the Hastings District Council. Both parties agreed that the Drop Off and Pickup Zone area would best serve the new business in the area and the Municipal Theatre and Opera House.

Heretaunga Street East – P15.

Consultation was carried out with the new businesses who would tenant the newly developed area. All were in favour of the proposed P15 time limit area.

Heretaunga Street East – Mobility space.

No consultation was required. A mobility carpark space was removed due to the re-developments in the area. It is now time to re install the mobility carpark.

Northern carpark – All day parking.

No consultation was required.

Russell Street South – Leased Carparks.

An occupancy study was carried out on Russell Street South from the 7th June 2022 to the 17th June 2022. The results showed that parking occupancy has decreased and was only at 29.6% for this period therefore the demand for on street parking remains low.

Risks

N/A

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

N/A

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 11

Te Rārangi Take

Report to Council

Nā:
From: Mark Clews, Principal Advisor: District Development

Te Take:
**Subject: Clifton to Tangoio Coastal Hazards Joint Committee Meeting
Summary Report**

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

- 1.1 The purpose of this report is to provide an update on the Clifton to Tangoio Coastal Hazard Strategy Joint Committee meetings held on 8 April 2022 and 3 June 2022. As required by the Joint Committee's terms of reference, the project manager's summary notes and the meeting minutes are attached (**Attachments 1, 2, 3 and 4**).
- 1.2 At the meeting on 8 April the Joint Committee received an update on progress with developing signals, triggers and adaptation thresholds for the recommended pathways. Adaptation thresholds, which are conditions that should be avoided by taking implementation actions in time based on signals and trigger points, have been drafted with input from community members and council staff for testing with the community.
- 1.3 The Memorandum of Transition for the transfer of functions and assets relating to the implementation of the strategy once adopted was discussed noting that the Memorandum of Transition had been confirmed by all Partner Councils and was supported by the Wairoa District Council and the Central Hawke's Bay District Council.
- 1.4 The HBRC had then intended to notify the proposal under s.16 of the Local Government Act (relating to the undertaking of new functions). This was targeted to occur in June 2022. Following advice from the Audit Office however, the section 16 consultation will not now proceed. This is because full financial impact details are required and these cannot be supplied until the strategy has been adopted. A more general consultation process is now being followed and a consultation document was sent out in July. The section 16 process will then be absorbed into the wider consultation process on the strategy itself due next year.

- 1.5 Also discussed were the Pre-consultation digital engagement with the wider community that took place in March 2022 and the adding of the Haumoana 18 project to Hastings District Council 2022/23 Annual Plan for public consultation on the proposal and proposed rating approach.
- 1.6 The last meeting of the Joint Committee was held on 3 June 2022. The main item of discussion related to a proposal to allocate additional project resources to facilitate more effective input from mana whenua and integrate Mātauranga Māori through a dedicated workstream. A scope is being established for this workstream, and the development of an appointment process for external resources required to drive it forward.
- 1.7 A discussion on a redraft Managed Retreat Report by Tonkin and Taylor also took place in the Public Excluded section of the meeting. This research report attempts to discuss the approaches that can be taken and the likely costs of managed retreat to provide a basis of comparison with the strategy recommendations when the draft strategy goes out for wider consultation next year (once adopted). This report has now been released to the public for information.
- 1.8 The next meeting of the Joint Committee was due to be held on the 29th of July 2022.

2.0 Recommendations - Ngā Tūtohunga

That Council receive the report titled Clifton to Tangoio Coastal Hazards Joint Committee Meeting Summary Report dated 4 August 2022 and attached Summary Reports and Minutes of the 8 April and 3 June 2022 meetings.

Attachments:

1	⇒ Clifton to Tangoio Coastal Hazards Strategy Joint Committee Meeting 8 April 2022 Summary Report	STR-14-07-22-735	Vol 2
2	⇒ Minutes of Clifton to Tangoio Coastal Hazards Strategy Joint Committee - Friday, 8 April 2022	STR-14-07-22-738	Vol 2
3	⇒ Clifton to Tangoio Coastal Hazards Strategy Joint Committee Meeting 3 June 2022 Summary Report	STR-14-07-22-736	Vol 2
4	⇒ Minutes of Clifton to Tangoio Coastal Hazards Strategy Joint Committee - Friday, 3 June 2022	STR-14-07-22-737	Vol 2

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Te Rārangi Take

Report to Council

Item 12

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

Te Take:
Subject: **Municipal Building Project Wrap up Report**

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to provide Council with a wrap up of the Municipal Building project.
- 1.2 The Municipal Building project was the final piece of the Toitōi, Hawke's Bay Arts and Events Centre redevelopment and has successfully delivered on the aspirations of Council and the community. The completion of this project meets a number of the strategic objectives outlined in the 2019-2021 Hawke's Bay Opera House Strategic Plan and aligns well with the 10 success criteria identified in that Strategic Plan.
- 1.3 The restoration of the Municipal Building, a Category One listed Heritage Building has been a significant journey for many who have been involved over the past eight years since it was closed which has included large consultations with the community and engagement with different working parties. The involvement of key consultants and contractors has been instrumental in this project being completed to the standard that it has. Of particular mention are the lead contractors of Gemco Construction, architects Matthews and Matthews, structural engineers Holmes Consulting and Strata Group and the project management support of Focus Project Management with Herman Wismeyer.
- 1.4 Given the current economic and COVID impacted environment, the completion of this project with top class tenants and within 2.4% of approved budget is a very good achievement.
- 1.5 The introduction to the CBD of four brand new businesses is a particular highlight that will complement the wider Toitōi – Hawke's Bay Arts and Events Centre and the relocated i-SITE.
- 1.6 This report provides an overview of the total cost of this project compared to budget and notes some areas where cost escalations have resulted in particular areas of the project being over budget. At a macro level, the Municipal Building and associated streetscape upgrades have come in \$569,000 over budget, representing 2.4% of the total approved budget for this project.
- 1.7 The following table is a summary of actual expenditure versus approved budget and the funding appropriations.

Overall Project Reconciliation	Approved Budget	Actual Costs	Budget Variance	
Construction	18,089,189	18,089,189		
Fees	3,030,904	2,915,208		
	21,120,093	21,004,397	115,696	
General Fit-out	612,000	791,514	- 179,514	
Kitchen Fit-out	200,000	369,140	- 169,140	
Outdoor Lighting	115,000	40,000	75,000	
Sound Proofing Opera House	119,000	77,874	41,126	
Tenancy upgrades	130,000	315,140	- 185,140	
Hastings Information Centre Fit-out	250,000	295,000	- 45,000	
Project Contingency	100,000	26,611	73,389	
	1,526,000	1,915,279	- 389,279	
Tenant fitout loans	265,000	295,000	- 30,000	
Total cost	22,911,093	23,214,675	- 303,582	1.3%
Streetscape upgrades	800,000	1,065,551	- 265,551	
	23,711,093	24,280,226	- 569,133	2.4%
Funded by:				
External Funding	4,750,000	4,750,000		
Loan Funding	16,225,093	16,954,226		
Tenant Fitout Loans	265,000	295,000		
Building renewal reserve allocation	2,164,000	2,164,000		
Rates	307,000	117,000		
	23,711,093	24,280,226		

- 1.8 It is with great pleasure that officers can present this report to Council, as a project team there are many highlights achieved with the delivery of the completed strengthening and redevelopment of the Municipal Building and the overall Toitōi Hawkes Bay Arts and Events Centre and we thank Council for their guidance and support.

2.0 Recommendations - Ngā Tūtohunga

- A) That Council receives the report titled Municipal Building Project Wrap up Report dated 4 August 2022.
- B) That the Council notes the increased loan funding required to complete the Municipal Building redevelopment and streetscape upgrades.

3.0 Background – Te Horopaki

- 3.1 Work on the upgrade and strengthening of the Municipal Buildings is nearing completion with all substantive works complete with just one tenancy fit-out now required for full completion to be achieved.

3.2 Council has made a series of decisions supporting the funding requirements for the Municipal Building strengthening and redevelopment. On 15 September 2020, Council resolved:

- A) *That the Council receives the report titled Municipal Building Development Stage 2.*
- B) *That the Council approves the commencement of Stage 2 of the Municipal Building redevelopment project at a total estimated cost of \$9.25m.*
- C) *That Council allocates an additional \$5.5m of unbudgeted loan funding to the Municipal Building project to ensure the completion of this project is achieved in the most cost-effective and timely manner.*
- D) *That Council instructs Officers to make final funding applications to external funding agencies.*

The resolution on 15 September 2020 addressed the known contractual requirements for Gemco Construction to deliver the balance of the project. Outside of the scope of that funding request was the extent to which the fit-out of this facility could be delivered by tenants and existing contractual arrangements. Also outside of the scope of the resolution was any major street upgrade other than making good on the damage done to the existing streetscape through the construction and lockdown period.

3.3 Noting the comment above, Council resolved on 19 August 2021 to reallocate funding to enable the completion of the Municipal Building with fit-outs for the conference and events spaces, the commercial kitchen on the first floor and the new Hastings Information and Ticketing Centre (i-SITE).

Summary	
General Municipal Building Fit-out	\$ 612,000
Kitchen Fit-out	\$ 200,000
Outdoor Lighting	\$ 115,000
Sound Proofing Opera House	\$ 119,000
Tenancy upgrades	\$ 130,000
Hastings Information Centre Fit-out	\$ 250,000
Project Contingency	\$ 100,000
	\$ 1,526,000
Streetscape upgrades	\$ 800,000
Total works	\$ 2,326,000
Fees adjustment	\$ 600,000
Total cost	\$ 2,926,000
Funding reconciliation:	
2021/22 Toitoto capex budget	\$ 117,000
2022/23 Toitoto capex budget	\$ 190,000
Municipal Building project allocation for streetscape	\$ 35,000
2021/22 City Centre Revitalisation budget	\$ 200,000
2023/24 City Centre Revitalisation budget	\$ 220,000
Renewal funding allocated to Project Works	\$ 2,164,000
	\$ 2,926,000

- 3.4 The Municipal Building is the last part of the wider Toitoti strengthening and redevelopment project. The approved funding noted above provided the following total budget for the Municipal Building project of \$23.69m.

Strategic Plan April 2019

- 3.5 Council adopted the Hawke's Bay Opera House Arts and Events Precinct Strategic Plan 2019-2021 (Prior to the name Toitoti being adopted) in April 2019. The Strategic Plan noted the following about the Municipal Building:

"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."

- 3.6 The Strategic Plan identified a Vision, Mission and Strategic Priorities which are detailed below:

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.

Strategic priorities: 1) Our Economy – Operational Leadership and Sustainability
2) Our People – Local Pride
3) Things to do – A Vibrant Hub

- 3.7 Those Strategic Priorities informed a number of objectives and goals, many of which directly relate to the outcomes achieved with the redevelopment of the Municipal Building.

- 3.8 The Strategic Plan also identified 10 Success Criteria or priorities that help inform the strategic framework:

- | | |
|---|---|
| 1. Heritage buildings to be retained and enhanced | 6. Operational sustainability |
| 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 |
| 5. Showcasing Ngāti Kahungunu / Takitimu | 10. Flexible and adaptable spaces |

- 3.9 It is these success criteria or priorities that all the decision making with the Municipal Building has been assessed against.

4.0 Discussion – *Te Matapakitanga*

4.1 Strategic Plan Outcomes

4.2 The Strategic Plan noted that through the completion of the Municipal Building Project; being the key that unlocks the potential of the entire Toitohi Hawke's Bay Arts & Events Centre, we will be able to achieve the 10 success criteria in our strategic plan. The brief summary below is a highlight of how those 10 success criteria have informed outcomes achieved through the Municipal Building:

1. **Heritage buildings are retained and enhanced** to their full potential. This has been achieved to a high standard with many previously hidden features returned. The architects, in conjunction with construction team, have also reinstated a number of features that were removed due to the earthquake strengthening process.
2. **Performing arts is enhanced** and Toitohi will be able to showcase local, national and international performing arts through the spaces that have been restored and created. The Assembly Hall is the jewel in the crown that will enhance the opportunities for enhancing and showcasing the performing arts.
3. **Events and conference spaces** that will rival modern custom-built convention centres for capacity and capability. The Toitohi offering is diverse and complementary and will enable a broad range of events and conferences to be held.
4. **Pathways for youth, performing arts, hospitality and event technical and management opportunities** will increase with the utilisation of the Assembly Hall and the hospitality tenants as well as the availability of the Tama Turanga Huata room as a community space for events, rehearsals, meetings and small theatrical performances.
5. **Ngāti Kahungunu and Takitimu Performing Arts** are recognised through the Tama Turanga Huata room and the kaupapa of the Toitohi offering will support this important aspect of our performing arts.
6. **Operational sustainability and impact on rates** will be reduced through the utilisation of the spaces for meetings, events and conferencing and the entire centre now creates opportunities to reach out to external funders. The inclusion of four independent tenancies will create a steady lease income stream and the inclusion of the i-SITE saves Council lease expenditure previously incurred.
7. **Maximising external funding** was achieved through the strengthening stage of the redevelopment with \$4.75m received from the Lotteries Significant Projects Fund and the Lotteries Environment and Heritage Fund. Future sponsorship opportunities will be explored.
8. **Enhancing the user experience** has been achieved through the upgraded facility and equipment, offering a fit for purpose performance, events and conferencing facility. The inclusion of hospitality offerings, the Hastings i-SITE and the art gallery further enhance the user experience for visitors to Toitohi.
9. **Integration with the CBD and the revitalisation strategy** has been delivered with the Municipal Building providing activity that bookends the CBD and integrates well with the Heretaunga Street Eastside developments.
10. Finally, the project has provided the community with many **flexible and adaptable spaces** that will create a positive impact for our community, our businesses, our audiences, and our visitors to Heretaunga.

4.3 The last page of the Strategic Plan notes the aspirations that Council has for Toitohi - *Ma te huruhuru ka rere te Manu – Adorn the bird with feathers so it can fly – Toitohi and the Municipal Building now has its feathers.*

4.4 Heritage Design Elements and Approach

4.5 Matthews and Matthews Architects (MMA) have been the lead architects on this project and their initial concept has been around returning light to the building centred on opening up the building in various locations. This has involved careful and often complex coordination with the structural strengthening design.

4.6 Justin Matthews of MMA has outlined the following in regard to this project:

4.7 *“MMA set out to achieve the following:*

1. *Allow more natural light to enter the building to enhance the original qualities of the building and to return life and vitality to the spaces.*
2. *Introduce new and improved pathways and circulation to form better connections with the street and between internal spaces.*
3. *Create better visual and spatial connections, including increased visual transparency between exterior and interior spaces, particularly at ground level.*
4. *Remove non original spaces and building elements that compromised the original heritage qualities and design.*

4.8 *One of the major challenges involved ensuring that forming new openings and removal of building elements could be achieved within the limits of the strengthening design, and those imposed by the existing building. For example, the size, number, and position of openings had to be carefully integrated with the design of new shear walls. This involved careful and precise co-ordination with the structural engineers throughout the preliminary design phases and was aided through computer modelling. An example of this can be seen in the door and window openings that have been reinstated to the southern wall of the Assembly Hall ball room to allow natural light to again enter this important space. This was possible after the supper room and kitchen, which were later additions, had been removed.*

4.9 *To form the new pathways and circulation routes through the building involved significant opening up of the main entrance lobby and stair, and the laneway and internal lightwell spaces. Substantial structural work was required to these areas with the introduction of heavy and complex structural elements.*

4.10 *MMA’s main design philosophy and focus was to minimise the effects of the structural strengthening on the heritage qualities of the building. Structural elements had to be designed and integrated to minimise the removal and loss of original heritage fabric, and to have minimal visual impact on the quality of the heritage spaces.*

4.11 *New structural elements were located and positioned to avoid as far as possible the removal of heritage detailing and decorative features, and materials. In a highly decorative and ornamental building this was a complex and challenging design process. It has been successful; the heritage fabric and detailing throughout has been retained as original or reinstated as needed. New structural elements have been located to be fully concealed or designed and detailed in such a way as to meld with the original building, to visually recede and disappear.”*

4.12 Financial considerations

4.13 The following table is a summary of actual expenditure versus approved budget and the funding appropriations. Commentary on budget variations follows the table.

Overall Project Reconciliation	Approved Budget	Actual Costs	Budget Variance	
Construction	18,089,189	18,089,189		
Fees	3,030,904	2,915,208		
	21,120,093	21,004,397	115,696	
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Sound Proofing Opera House	119,000	77,874	41,126	
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Hastings Information Centre Fit-out	250,000	295,000	- 45,000	
Project Contingency	100,000	26,611	73,389	
	1,526,000	1,915,279	- 389,279	
Tenant fitout loans	265,000	295,000	- 30,000	
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Building renewal reserve allocation	2,164,000	2,164,000		
Rates	307,000	117,000		
	23,711,093	24,280,226		

- 4.14 The overall base build contract with Gemco Construction has been managed within the agreed contractual price over the two stages of this strengthening and redevelopment project. Council agreed to additional funding to meet the ongoing costs of engineering, architectural, professional services and project management costs. The fee-based costs have been managed within that revised budget and is estimated to come in \$115,000 below that budget with consultant costs associated with the defects period, as-built checks, warranty and guarantee documentation and sign-off on defects liability and retention release still to be incurred, but accounted for.
- 4.15 In August 2021, Council approved additional funding to support the final fit-out of the Municipal Building with \$1.526m approved for that purpose. While a contingency of \$100,000 was built into those estimates, a number of activities have ultimately cost more than anticipated with the following noted:
- General fit-out – cost escalations across the board have impacted on the fit-out and decisions made that were previously not anticipated have also impacted with the addition of Cedric's (\$53,000), creation of external rubbish areas (\$9,200) and curtains for the Assembly and Shakespeare rooms (\$26,400) that needed to be replaced when it was discovered that the curtains that had previously been in place were no longer fit for purpose all contributing to the overspend of \$179,514 in this area.
 - The commercial kitchen on the first floor proved to be a very difficult element of the project to be managed cost wise. However, given the positive impact on the ongoing operational budgets of having a commercial kitchen on the first floor through increased usability of the first floor spaces and the receipt of catering commissions, decisions were

made to increase some specifications to ensure those long term revenue opportunities were not compromised.

- Savings were made against the outdoor lighting and the sound proofing requirements for the Opera House and along with the contingency provided \$189,500 towards the over spends highlighted above.

4.16 Lease arrangements and tenancy contributions

4.17 All tenants have signed Agreements to Lease and these are being converted to Deeds of Lease, albeit with some delays due to constraints with our legal advisors.

4.18 As part of the lease arrangements, decisions have been approved by the Chief Executive as negotiations continued to support the tenants into the building. As negotiations progressed, it became evident that more support was required from Council as the landlord due to the nature of the historic building that was being leased. It also became evident during this time that the cost to activate these spaces with tenanted businesses was going to cost more than had been anticipated or which could be feasibly absorbed by the tenants. In the spirit of making sure the fantastic tenancy opportunities were realised, the Chief Executive through the recommendations of the Group Manager: Corporate, has made a number of decisions to support the tenancies through additional support to the base build.

4.19 As highlighted in the financial summary above, decisions were made to provide additional fit-out support. Those additional contributions were required to bring the tenanted spaces up to a standard that better reflected a tenanted space. The works that Council committed to paying for added to the base build and have been focussed on electrical, plumbing, extraction and some wall and floor treatments. It was previously estimated that there would be \$130,000 of additional fit-out support for tenants, however, through negotiations that was increased to \$315,000. Included in those fit-out contributions is \$125,000 that is tagged to the tenure of the lease and is partially repayable if the tenancy terminates early.

4.20 Council also approved tenant fit-out loans of up to \$265,000 across four tenancies with three of those tenancies taking up that offer. Due to the nature and quality of the fit-outs and the significant cost escalations that the tenants faced throughout their fit-outs, it was agreed to increase two of the fit-out loans to support the tenants. All fit-out loans are repayable over the first term of their leases.

4.21 Tenancies

4.22 The “Can you hear that...” campaign that was launched in March 2021 and sought to seek out potential tenants for the ground floor of the Municipal Building. As detailed above, the strategic plan gave a strong steer towards the types of tenancies that would complement the offering of Toitōi – Hawke’s Bay Arts and Events Centre and integrate into the CBD. Officers are delighted with the quality and calibre of the tenants that have signed onto the vision that Council had for this precinct.

- Craft and Social
- Ākina Art Gallery
- Cellar 495
- Long Island Delicatessen

4.23 The combination of these quality offerings will compliment Toitōi and the Toitōi staff have already established operating protocols and ways of working to ensure benefits are fully realised from the mutual cohabitation of the Municipal Building. There are also great synergies between Council’s i-SITE relocating to the Municipal Building and working alongside Cellar 495 to promote Hawke’s Bay wine and wine tourism and with Ākina Art Gallery which showcases Hawke’s Bay art. There is a lot to build on with these businesses being co-located in the same building.

4.24 Craft and Social, Ākina and the Long Island Delicatessen have all opened for business in the first two weeks of July and it is expected that Cellar 495 will be ready for opening by the end of August or first week of September.

4.25 **Hastings i-SITE and Visitor Information Centre**

4.26 The new look Hastings i-SITE and Visitor Information opened on July 4th and is a place for visitors and locals to go and find out what's happening in Hastings and wider Hawke's Bay throughout the year. It is a place where everyone is welcome, the new i-SITE is innovative and unique, offering information through a mix of digital, interactive and traditional methods to cater for tech savvy and conventional travellers.

4.27 An exciting addition to the i-SITE is its incorporation of the Toitohi-Hawke's Bay Arts and Events Centre Box Office allowing customers to buy event tickets for Toitohi and other venues and locations around the country. And last but not least, the i-SITE offers a great retail selection of Hastings inspired art, clothing and souvenirs, as well as general New Zealand inspired items. The i-SITE team are working with Ākina Gallery to ensure a complementary range of product.

4.28 The i-SITE will also look to create synergies with Cellar 495 as it showcases Hawke's Bay wine, an important Hawke's Bay tourism component.

4.29 The i-SITE fit-out has cost \$295,000, \$45,000 more than had originally been anticipated with the key driver of this increased cost being the provision of data and AV cabling to support the new technology focus of this activity. Significant additional cabling had to be run through the building to enable this to be activated.

4.30 Very little of the previous i-SITE was repurposed into the new facility with the exception of the Trubridge light fitting. Staff have however done a great job rehoming a lot of the fixtures and fittings with the following:

- Environment Centre Hawke's Bay: cash drawers and the staff workstation desks
- Women's Centre: under drawer desks, step ladder, and a bookshelf
- Hastings Boys' High School: display units
- Re-Sourced: display unit, microwave, lots and lots of bric-a-brac
- Hastings Community Art Gallery: mannequins
- Hastings Sports Centre: wooden display boxes, standing bowls, retractable belt barriers
- Camberley Community Centre: magazine and pamphlet racks; display shelves, desk
- Flaxmere Pool: safe
- Customer Services: display units; chairs and lounge style seats
- Record team: storage shelves

4.31 **Toitohi bookable spaces**

4.32 The refurbished Municipal Building has a number of bookable spaces that the Toitohi team will manage and includes spaces that have been restored, including the 400m² Assembly Ball Room, the Shakespeare Room and the accompanying Old Mayors Office. There have been a number of changes to the layout of the other meeting rooms that previously occupied the first floor with the relocated commercial kitchen taking over two of those with the other two meeting rooms that face Hastings Street being opened up to make a bigger more functional space and is call the Te Mata Room.

4.33 On the Ground Floor, the Tama Turanga Huata Room opens onto the laneway and will provide opportunities for a multitude of activities from art exhibitions and performances to wine tastings and dinners. Also on the Ground Floor is the unique space called Cedric's, a small 33m² room that has its own unique atmosphere, also opens onto the laneway and is expected to be heavily utilised.

4.34 These bookable spaces in the Municipal Building when managed alongside the rest of what Toitohi has to offer creates a top class facility capable of hosting a wide range of events and activities.

4.35 Heretaunga Street 300 East Block streetscape upgrade

4.36 Council authorised a reallocation of the City Centre Revitalisation budget to enable the completion of both Stages 1 & 2 of the Heretaunga Street East 300 block and the portion of Hastings Street outside the Municipal Building prior to the completion of the Municipal Building redevelopment works. The enhancement of the Heretaunga Street East 300 block related to two of the 23 projects funded via the City Centre Revitalisation Plan: 2c 'Heretaunga Street East Pocket Park', and 2d 'Heretaunga Street East 300 Hospitality Spaces'.

4.37 The streetscape works have included:

- New kerb alignment to provide wider footpaths and outdoor dining areas
- New granite paving along the length of the Municipal Building's Hastings and Heretaunga Street frontages
- Three new paved pedestrian threshold crossings across Heretaunga Street
- Three new paved parallel carparks outside the main entrance
- Four new outdoor licensed dining areas for tenancies
- Permanent bar leaner furniture and public seating
- 17 new planter boxes containing 80 metres of shrub planting
- Three new snakelights to enable display of across-street banners and Christmas lights
- Eight new native rata trees, supported by bespoke tree guards designed by Ariki Huata
- Creation of a small 'pocket park' outside HB Today, with timber seating platforms with power and lighting for performances
- AC renewal of road surface

4.38 It is considered that these enhanced streetscape works strongly celebrate and recognise the heritage value of the Municipal Building by giving its entrance greater prominence, provide functional loading zones and deliver the added advantage of providing outdoor seating and dining areas for adjoining tenancies and the community. Extension of the use of granite pavers around the full extent of the Heretaunga Street frontage of the Municipal Buildings, as well as the planter boxes has provided a visual link to Functions on Hastings, as well as the 200 block.

4.39 Officers faced a number of challenges in the delivery of the streetscape upgrade, largely as a result of delays in the delivery of materials coming from overseas. However, it is a tribute to the dedication of the contractors involved that enabled the project to be completed to coincide with the opening of the first hospitality tenancies in the block. These challenges created some cost escalations through the delivery of this element of the project which is detailed above.

4.40 The highlight of the project for Officers is the braided and woven etching pattern, representing the Mākirikiri awa, which once flowed across the mid crossing point of this block and is now piped beneath the street. The design follows the former true course of the awa, extending from the laneway adjacent to Craft and Social, and across the road. Designed by artist Dena Bach of Iwi Toi Kahungunu the depiction celebrates the Mākirikiri and the people of this region. The awa runs through this location and was redirected underground to make way for the buildings of an emerging Hastings City. The pātiki (flounder) motif within the design recognises the bounty of Heretaunga and Manaakitanga (hospitality, care and respect for others) for which Ngāti Kahungunu iwi and hapū are renowned. The awa patterns also tell the story of the many pathways in life that connect and bring people together to create and form communities.

5.0 Options – Ngā Kōwhiringa

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

- This report is for information purposes only and no decisions are required of Council.

6.0 Next steps – *Te Anga Whakamua*

- The opening celebration weekend is scheduled for the weekend of August 6-7 and the community is invited to come and explore the redeveloped Municipal Building.
- The last tenancy within the Municipal Building to open will be Cellar 495 and current estimates for an opening is the first week of September.

Attachments:

There are no attachments for this report.

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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

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

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

This proposal promotes all the wellbeings of communities in the present and for the future.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

The Hawkes Bay Opera House Arts and Events Precinct 2019-21 Strategic Plan has a Cultural Commitment as follows: “We commit to honour the principles of the Treaty of Waitangi. Hawkes Bay Opera House Arts and Events Precinct has made a formal commitment to establish cultural competency in tikanga Maori, embarking on a journey to weave tea o Maori throughout its business and community engagement.”

It is acknowledged that the completion of this restoration project is just the first step in honouring that cultural commitment and how the facility is now utilised is of great importance as it embarks on weaving tea o Maori into the operations and activities. The naming of the Tama Turanga Huata Room is acknowledging his significant contribution to Maori performing arts in the past and a reflection of the intention moving forward.

Sustainability - *Te Toitūtanga*

The strengthening and redevelopment of this significant heritage building in Hastings is important in holding onto part of Hastings heritage and minimises the impact of the buildings carbon footprint by utilising the building that has stood on this site for over a 100 years.

Financial considerations - *Ngā Whakaarohanga Ahumoni*

The financial considerations of the redevelopment have been canvassed in the report.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy as being of low significance. While this project is of great significance to Council and the community, it has been heavily consulted on and the purpose of this report is to provide Council with a wrap up report for the project and no decisions are required.

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

Consultation has occurred on multiple levels with the community and no further consultation is required.

Risks

This project has now been largely completed and there are no real risk to the final completion of this project.

Opportunity:

The completed building with the tenants in place creates a multitude of opportunities for activity and growth with the Toitōi Hawkes Bay Arts and Events Centre.

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

N/A

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 13

Te Rārangi Take

Report to Council

Nā:
From: Dennise Elers, Community Development Manager

Te Take:
Subject: Appointment of two replacement Hastings District Youth Council appointees to Council Subcommittees

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

1.1 The purpose of this report is to obtain Council's agreement to:

- the appointment of two replacement Hastings District Youth Council appointees to Council subcommittees following the resignation of two members of the Youth Council.

1.2 At the 29th June 2022 meeting of the Hastings District Youth Council the resignations of Harry Wixon and Eru Heke were received. These Youth Council members had both been appointees to Council subcommittees, as non-voting members, with these appointments having been confirmed at Council on 31 March 2022, as follows:

- Harry Wixon – had been appointed to Council's District Development Subcommittee
- Eru Heke – had been appointed to Council's Great Communities Subcommittee (as an alternate)

1.3 At the 29th June 2022 Youth Council meeting it was agreed that the following replacement appointees would be referred to Council for appointment as non-voting replacements on the two Council Subcommittees noted above.

- That Bowen Steffert be forwarded for appointment by Council as a replacement appointee on the Council's District Development Subcommittee.
- That Aashmeen Jalaf be forwarded for appointment by Council as a replacement appointee on the Council's Great Communities Subcommittee (as an alternate).

1.4 The subject matter of this report arises from the Youth Strategy 2012. The Youth Strategy 2022 is currently under development.

2.0 Recommendations - *Ngā Tūtohunga*

- A) That the Council receive the report titled Appointment of two replacement Hastings District Youth Council appointees to Council Subcommittees dated 4 August 2022.
- B) That the Council approve the non-voting appointment of the following replacement Youth Council representatives to the following Council Subcommittees during their term of office with the Youth Council in 2022, until the local authority elections:

COUNCIL SUBCOMMITTEE	NOMINATED REPLACEMENT YOUTH COUNCIL APPOINTEES
District Development Subcommittee	Bowen Steffert
Great Communities Subcommittee	Aashmeen Jalaf (as an alternate)

Attachments:

There are no attachments for this report.

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 14

Te Rārangi Take

Report to Council

Nā:
From: Vicki Rusbatch, Senior Advisor Democracy & Governance Services

Te Take:
Subject: Summary of Recommendations from Rural Halls Subcommittee Meeting held 27 June 2022

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

- 1.1 At its meeting held on 27 June 2022, the Rural Halls Subcommittee considered applications to the 2022/2023 Rural Halls Maintenance Fund.
- 1.2 The Subcommittee resolved to recommend that the applications listed below be granted because they were considered to be clearly identified “high priority” and in the case of application no. 13 the roof repairs were critical.
- 1.3 The Rural Halls Subcommittee requested further information on the remaining applications which will be considered at a meeting to be held on 5 September 2022.

2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled Summary of Recommendations from Rural Halls Subcommittee Meeting held 27 June 2022 dated 4 August 2022.
- B) That the Council ratify the following recommendations of the Rural Halls Subcommittee meeting held 27 June 2022:

5. Rural Halls Maintenance Fund 2022/2023

That the following grants be allocated from the 2022/2023 Rural Halls Fund:

	Hall	Project	Priority	Request
02	Tūtira community Hall	New septic system	1	\$17,861
03	Waikare & Districts sports club	Water Filtration System	1	\$6,300
13	The Pakowhai War Memorial Board INC	Roof repairs	3	\$11,500



Attachments:

There are no attachments for this report.

Thursday, 4 August 2022

Item 1:

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Te Rārangi Take

Report to Council

Nā:
From: Louise Stettner, Manager, Democracy & Governance Services

Te Take:
Subject: Requests Received under the Local Government Official Information and Meetings Act 1987 (LGOIMA) Update

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1.0 Purpose and summary - Te Kaupapa Me Te Whakarāpopototanga

- 1.1 The purpose of this report is to inform the Council of the number of requests under the Local Government Official Information Act (LGOIMA) 1987 received from 21 June to 21 July 2022 and the status of those requests.
- 1.2 This issue arises from the provision of accurate reporting of information to enable effective governance.
- 1.3 This is an administrative report to ensure that Council is aware of the number and types of information requests received and to provide assurance the Council is meeting its legislative obligations in relation to the LGOIMA.
- 1.4 While there were 2 outstanding LGOIMA responses as at 21 July 2022, they will be responded to within the required legislative timeframe.
- 1.5 This report concludes by recommending that the LGOIMA requests (as in **Attachment 1**) be noted.

2.0 Recommendations - Ngā Tūtohunga

- A) That Council receive the report titled Requests Received under the Local Government Official Information and Meetings Act 1987 (LGOIMA) Update dated 4 August 2022.
- B) That the LGOIMA requests received from 21 June to 21 July 2022, as set out in Attachment 1 of the report be noted.

Attachments:

1  Attachment to Local Government Official Information and ~ Council 4 August 2022

CG-16-2-01165

Local Government Official Information and Meetings Act 1987

LGOIMA – Report to Council – 21 June – 21 July 2022

	Requests Received	Responses to requests	Responses with information fully released	Responses with information partially withheld	Responses with information fully withheld or declined	Average number of working days to respond	Requests resulting in a complaint to Ombudsman
June – July	8	6	3	2	1	6.5	1

Requests received since last reported to Council

Completed		
Outstanding		
Month	From	Subject
June	S & J Corban	Tomoana Showgrounds Proposal
	Thinking Kiwis	Councillors involved in Vaccine Song
July	M Scott	Annual Funding – HB Environmental Centre
	J Calder	Copy of report on ablution block at Clive Camping Ground
	Tonkin & Taylor	Contamination or pollution at various properties
	Broad Electrical Services Ltd	Documents, expenditure for the review of HDC Wastewater Pump Station and notes from a meeting
	J Angus	Payments made in regards to The Residential Intensification Design Guide 2020 and Medium Density Housing Strategy and Implementation Plan 2014
	Name withheld	Information on an animal file

Thursday, 4 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Council Meeting

Item 16

Te Rārangi Take

Report to Council

Nā:
From: Louise Stettner, Manager, Democracy & Governance Services

Te Take:
Subject: Proposed Amendments to Schedule of Meetings

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

1.1 The purpose of this report is to consider amendments to the schedule of Council and Committee Meetings for the 2022 Meetings Calendar which was originally adopted by Council on 28 October 2021.

This report recommends that the 2022 Meeting Schedule as amended below be adopted.

The Local Government Act 2002, Schedule 7, Clause 19 states:

“A local authority must hold meetings at the times and places that it appoints”.

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.*

Although a local authority must hold the ordinary meetings appointed, it is competent for the authority at a meeting to amend the schedule of dates, times and number of meetings to enable the business of the Council to be managed in an effective way.

1.2 It is proposed that the meeting schedule be amended as outlined in the recommendations of this report.

2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled Proposed Amendments to Schedule of Meetings dated 4 August 2022.
- B) That the Council adopt changes to the schedule of meetings for 2022 as follows:

Civic and Administration Subcommittee	Postpone	From Wednesday 17 August 2022 to Tuesday 23 August 2022, 9am
International Advisory Group	New Meeting	Tuesday, 6 September 2022, 3.30pm
Risk and Assurance Committee	New Meeting	Monday, 19 September 2022, 1.00pm

Attachments:

There are no attachments for this report.

HASTINGS DISTRICT COUNCIL

COUNCIL MEETING

THURSDAY, 4 AUGUST 2022

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:

- 20 Strategic Development
- 21 Term of Appointment for Te Mata Park Trust - Recommendations from Civic & Administration Subcommittee Meeting
- 22 Commercial Transaction
- 23 Chief Executive Matters

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>
20 Strategic Development	<p>Section 7 (2) (b) (ii) The withholding of the information is necessary to protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>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.</p> <p>Section 7 (2) (i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). Third Party Commercial.</p>	<p>Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.</p>

21 Term of Appointment for Te Mata Park Trust - Recommendations from Civic & Administration Subcommittee Meeting

Section 6 (a)

The making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences and the right to a fair trial..
Appointments process - protect private persons.

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.

22 Commercial Transaction

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.

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.

Section 7 (2) (i)

The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
Commercial Negotiations.

23 Chief Executive Matters

Section 7 (2) (a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased a person.

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.

Item 1 ERROR! REFERENCE SOURCE NOT FOUND.