

Thursday, 4 May 2023

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

## *Kaupapataka*

# Agenda

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*Te Rā Hui:*  
Meeting date: **Thursday, 4 May 2023**

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*Te Wā:*  
Time: **1.00pm**

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

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

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

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



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Thursday, 4 May 2023

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

**Hastings District Council**

**Council Meeting**

*Kaupapataka*

# Agenda

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*Tiamana*

**Chair:** Mayor Sandra Hazlehurst

*Mematanga:*

**Membership:**

*Ngā KaiKaunihera*

**Councillors:** Ana Apatu, Marcus Buddo, Alwyn Corban, Malcolm Dixon, Michael Fowler, Damon Harvey, Henry Heke, Kellie Jessup, Tania Kerr (Deputy Mayor), Eileen Lawson, Renata Nepe, Simon Nixon, Ann Redstone, Wendy Schollum and Kevin Watkins

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*Tokamatua:*

**Quorum:**

8 members

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*Apiha Matua*

**Officer Responsible:**

Chief Executive – Nigel Bickle

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*Te Rōpū Manapori me te*

*Kāwanatanga*

**Democracy and**

**Governance Services:**

Louise Stettner (Extn 5543)





## *Te Rārangi Take*

# Order of Business

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### 1.0 Opening Prayer – *Karakia Whakatūwheratanga*

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

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

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

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### 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.

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

Minutes of the Council Meeting held Tuesday 18 April 2023.  
(Previously circulated)

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### 5.0 Mayor's Update 7

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### 6.0 Hastings City Business Association 2023-2024 Annual Plan 9

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### 7.0 Havelock North Business Association 2023-2024 Annual Plan 21

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<b>8.0</b>	<b>Proposed Hastings District 'Friendship Agreement' with Falealili District in Samoa</b>	<b>41</b>
<b>9.0</b>	<b>Transportation Operations and Asset Management Contracts Extensions</b>	<b>47</b>
<b>10.0</b>	<b>Parking controls</b>	<b>57</b>
<b>11.0</b>	<b>Changes to the Terms of Reference for the Risk and Assurance Committee and the Schedule of Appointments to Committees, Subcommittees (2022-2025)</b>	<b>61</b>
<b>12.0</b>	<b>2023 Youth Council Appointments to Council Subcommittees</b>	<b>65</b>
<b>13.0</b>	<b>2023 Local Government New Zealand Conference, AGM and Remit Process</b>	<b>67</b>
<b>14.0</b>	<b>Proposed Amendments to Schedule of Meetings</b>	<b>73</b>
<b>15.0</b>	<b>Requests Received under the Local Government Official Information and Meetings Act 1987 (LGOIMA) Update</b>	<b>75</b>
<b>16.0</b>	<b>Minor Items – <i>Ngā Take Iti</i></b>	
<b>17.0</b>	<b>Urgent Items – <i>Ngā Take Whakahihi</i></b>	

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Thursday, 4 May 2023

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Item 5

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

*Te Rārangi Take*

# Report to Council

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*Nā:*  
**From: Sandra Hazlehurst, Mayor**

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*Te Take:*  
**Subject: Mayor's Update**

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

- 1.1 The purpose of this report is to provide the opportunity for a regular verbal update from the Hastings District Council Mayor regarding current activities and events.

## **2.0 Recommendations - *Ngā Tūtohunga***

That Council receive the report titled Mayor's Update dated 4 May 2023.

### **Attachments:**

There are no attachments for this report.



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Thursday, 4 May 2023

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Item 6

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

## *Te Rārangi Take*

# Report to Council

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*Nā:*  
**From: Kevin Carter, Community Grants and Partnerships Advisor**

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*Te Take:*  
**Subject: Hastings City Business Association 2023-2024 Annual Plan**

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

- 1.1 The Purpose of this report is for the Hastings City Business Association (HCBA) to present their 2023-2024 Annual Plan (**Attachment 2**) for the Council to receive and endorse.
- 1.2 Emma Say, Acting General Manager of the HCBA will be in attendance to present the report and speak to the attachments.
- 1.3 The HCBA Draft 2022-2023 Annual Report (**Attachment 1**) is attached to provide context.
- 1.4 The HCBA is a Business Improvement District (BID) which is a partnership between a local authority and a defined local business community to develop projects and services that benefit the trading environment and which align with the local authority's objectives.
- 1.5 A BID is supported by a targeted rate, levied on and collected from non-residential properties within the defined boundary, as per the BID Policy.
- 1.6 Officers have reviewed the Annual Plan and believe that this plan compliments the plans HDC has for the Hastings CBD, with each partner having their own clear complimentary plan that align to the same objectives.
- 1.7 Both the HCBA and HDC are working toward the same goals and this split in work programme ensures costs are shared between the general rating base and the businesses within the targeted rate area.
- 1.8 Councillor Harvey and Councillor Schollum support the HCBA Board as Council appointed advisors alongside the Community Grants and Partnerships Advisor.
- 1.9 As per the Draft 2022-2023 Annual Report (**Attachment 1**), the HCBA are expected to achieve their KPI's.

## 2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled Hastings City Business Association 2023-2024 Annual Plan dated 4 May 2023.
- B) That Council receive and endorse the Hastings City Business Association 2023-2024 Annual Plan.

### Attachments:

- 1 [↓](#) Hastings City Business Association Annual Report 2022-2023 COP-01-02-23-1087
- 2 [↓](#) Hastings City Business Association Annual Plan 2023-2024 COP-01-02-23-1088



**Hastings City**  
BUSINESS ASSOCIATION

# ANNUAL REPORT

## 2022/2023



## Completed Initiatives



### Free Parking Campaign

As a result of member discussions with Council in the previous financial year, the CBD received Free Parking for the month of July 2022. We advertised this on parking meters with decals and covers, as well as via radio, print and digital.



### CBD Activation - Ice Rink

Open from the 18th - 31st of July 2022 on the ground floor of the old Westpac building on Heretaunga Street West. This family friendly activation was affordable and fun in Hastings CBD.



### Interactive CBD Map

We sourced software to create an Interactive Map that is embedded on our website, allowing visitors to search specifically for an industry within our membership that brings up their locations and contact links. We can also use this for promotional purposes, such as the Mural locations in the CBD.



### Blossom Festival Activation

We offered additional family friendly activities in Hastings City Mall on Saturday 24th of September as part of the wider Blossom Festival activities as well as contributing funds to street decals organised by Arts Inc. Heretaunga.



### AGM

Held on Wednesday 14th of September, meeting our quorum of 20 financial members and Mayor Sandra Hazlehurst. Our new board was elected, with returning members as well as welcoming John van den Berk from John's Bakery to the board and later co-opting Leah Bernie from Bramwell Bate.



### Street Art Vibrancy Campaign - Feast Your Eyes

Running through the month of October and to co-incide with the Hawke's Bay Arts Festival, we used the CBD murals to create an Art Trail with a competition aspect.



### Professional Services Dinner

On Wednesday 9th of November we hosted Mike Allsop for our professional services networking dinner at Toitōi.



### Easter campaign - Hop Hop Hop

Over Easter (April 7th - 10th) we held an Easter egg hunt around the CBD (Albert Square, Landmarks, Civic Square & City Mall) to go into the draw to WIN a private cinema for up to 40 people max to a screening of a new movie, 'The Super Mario Brothers' at Focal Point Cinema Hastings.



## Completed Initiatives Continued



### Christmas Promotion - Santa's Hastings Holiday

This ran from Monday 21st November - Sunday 18th of December and encouraged shoppers to find different images of Santa from around town, with additional scan stations to win instant spot prizes. All entries went in the draw to win one of 4 x weekly big prizes as well as the main \$1,000 prize - all sourced from CBD businesses.



### Hope-filled Hearts

In response to Cyclone Gabrielle, we created 'hope-filled hearts'. A cardboard heart available at businesses in the CBD in exchange for a gold coin donation, where a message of hope could be written, then displayed in that business for people to see. At the conclusion of this campaign, all hearts to be distributed to affected communities and funds donated to the Hawke's Bay Disaster Relief Trust. Run over 6 weeks.



### Change Makers Video Series

Video series showcasing local landlords, business owners and developers to support business attraction and encourage investment in Hastings CBD. Launched as part of the Discover Hastings campaign.



### Marketing Campaign - Discover Hastings

The evolution of our Who's Hastings campaign encouraging locals and visitors to eat, drink, shop, experience and discover Hastings. This includes print, radio, digital, social media, bus back and airport advertising. Launched in early Feb but pulled during the cyclone response and re-launched late March to mid-April.



## Summary

We continue to see confidence in Hastings as a place to do business. Although we have seen a few closures, we have had over 15 new businesses join our membership during the last year and according to local real estate agents, there is strong interest from other entities looking to move into our CBD.

With Quest Hastings opening on the 5th of June 2023, the upcoming developments on East 100 Block and the sale of the old Westpac building in Heretaunga Street West, there is plenty of exciting and positive opportunities ahead. This is further proof of investor confidence in our city centre.

Our businesses were aware that due to the current economy, they would potentially be facing a hard year ahead; this feeling has been compounded by Cyclone Gabrielle and they have reported feeling the decline in foot traffic. With that being said, there seems to be strong demand for business as usual and Hastings CBD continues it's upward trend of spending (based on Market View report Jan-Mar 2023) with the average annual growth being +6.3%.

We successfully delivered on our Annual Plan for 2022/2023, with adjustments made where required to navigate recent weather events and staff changes, while keeping up relationships with our members, forging new ones, making connections with key partners and supporting our members wherever possible.



# ANNUAL PLAN

## 2023/2024



## DRAFT Annual Plan 2023/2024

### Hastings City Business Association

#### Aims

- Promote Hastings CBD locally and nationally as a place to dine, shop and experience.
- Enable members to facilitate new growth through training, workshops and events.
- Advocate for members as a collective voice to Council and other relevant organisations.
- Execute mass marketing strategies to promote our members, their services and products.
- Provide customised business support to members where required.



## Initiatives

### Q1 JULY 2023 – SEPTEMBER 2023

#### CBD Winter Activation

Work alongside Hastings District Council on their Matariki and 150 Year celebrations to present an activation in line with these events.

#### Spring Marketing Activity

Continuation of the Discover Hastings messaging on a local and national level

#### AGM

September 2023

#### Professional Services Breakfast

Wednesday 20th September 2023 – Mike King, coinciding with Mental Health Awareness Week

### Q2 OCTOBER 2023 – DECEMBER 2023

#### Arts Advertising/Collaboration

Partner with Arts Inc. Heretaunga for the Arts Festival on window decals, footpaths, murals etc.

#### Focus on Business Breakfast series

Looking to partner with Hastings District Council as a sponsor for their breakfast in October 2023 (TBC). This would include 2 x tables for members.

#### Christmas Promotion

- CBD Activation
- Radio
- Print and digital advertising

#### Blossom Festival

Include additional entertainment zone/s to complement council activity on the Saturday of the Blossom Festival.

### Q3 JANUARY 2024 – MARCH 2024

#### CBD Activation – Bumper Boats

January/February. Details to be advised.

#### Retail Shop & Win Campaign

Big ticket item to giveaway via competition aspect. Further details to be advised.

## Initiatives Continued

### Marketing Campaign 'Discover Hastings' Continuation

Shop, Dine, Discover. Further details to be advised.

### Focus on Business Breakfast series

Looking to partner with Hastings District Council as a sponsor for their breakfast in October 2023 (TBC). This would include 2 x tables for members.

### Q4 APRIL 2024 - JUNE 2024

### Easter Campaign

Further details to be advised.

### YEAR ROUND

### Business Attraction

Target 2-3 buildings and partner with key commercial brokers to find relevant tenants e.g. Old Dollarama building, old i-Site building etc.

### Social Media Takeover for Members

Take temporary ownership of selected members social media platforms to help grow momentum and build their confidence before handing back to them to manage, along with skills to do so.

### Coffee Catch Ups/Business Outreach

Invite members to a different cafe in town once a month for an informal chat to understand their needs and expectations of HCBA, helping to develop our future plans (face to face surveying).

### Networking Evenings

Hosted by a different business every 2 months on a Wednesday evening, this will allow members to learn about that business and enjoy a networking opportunity.

### Collaborations

Give collaboration ideas to businesses for cross-promotional opportunities and help guide on how to best execute.

### Bay Plaza Promotion

- Radio
- Digital Advertising
- Social Media



## 2023/2024 Budget

### Operating Expenses

#### Administration

Office Rental / Insurance etc	25,000
Accountancy/ Audit & AGM / Depreciation	15,000
IT / Computer / Website	3,000
Subscriptions	3,500
Meeting expenses / functions	2,000
General office expenses	1,000
Wages	140,000

**189,500**

#### Economic Development & Marketing

Professional services Breakfast	10,000
Focus on Business Breakfast Sponsorship	5,000
Advertising / marketing (Radio, Print, Digital etc.)	50,000
Social media	5,000

**70,000**

#### Vibrancy and events

CBD shop & win	35,000
AGM	1,000
Christmas Campaign	5,000
Blossom Festival Activation	5,000
Bay Plaza Promotion	4,000
Easter Campaign	5,000
Coffee Catch Ups/Business Outreach	2,000
Networking Evenings	7,500
CBD / Street Activations	43,000

**107,500**

### Total Expenditure

**367,000**

### Income

BID Targeted rate	289,000
HDC Vibrancy funding	10,000
Professional services ticket sales	10,000
CBD / Street Activations	20,000
Carry over*	38,000

### Total Income

**367,000**

*\*figure higher due to being unable to hold Summer CBD activation due to Cyclone Gabrielle*





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Thursday, 4 May 2023

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Item 7

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

*Te Rārangi Take*

# Report to Council

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*Nā:*  
**From: Kevin Carter, Community Grants and Partnerships Advisor**

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*Te Take:*  
**Subject: Havelock North Business Association 2023-2024 Annual Plan**

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

- 1.1 The Purpose of this report is for the Havelock North Business Association (HNBA) to present their 2023-2024 Annual Plan (**Attachment 2**) for the Council to receive and endorse.
- 1.2 Emma McRobie, General Manager of the HNBA will be in attendance to present the report and speak to the attachments.
- 1.3 The HNBA Draft 2022-2023 Annual Report (**Attachment 1**) is attached to provide context.
- 1.4 The HNBA is a Business Improvement District (BID) which is a partnership between a local authority and a defined local business community to develop projects and services that benefit the trading environment and which align with the local authority's objectives.
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- 1.6 Officers have reviewed the Annual Plan and believe that this plan compliments the plans HDC has for the Havelock North CBD, with each partner having their own clear complimentary plan that align to the same objectives.
- 1.7 Both the HNBA and HDC are working toward the same goals and this split in work programme ensures costs are shared between the general rating base and the businesses within the targeted rate area.
- 1.8 Councillor Harvey and Councillor Schollum support the HNBA Board as Council appointed advisors alongside the Community Grants and Partnerships Advisor.
- 1.9 As per the Draft 2022-2023 Annual Report (**Attachment 1**), the HNBA are expected to achieve their KPI's.

## 2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled Havelock North Business Association 2023-2024 Annual Plan dated 4 May 2023.
- B) That Council receive and endorse the Havelock North Business Association 2023-2024 Annual Plan.

### Attachments:

- 1 [↓](#) Havelock North Business Association Annual Report 2022-2023 COP-01-02-23-1085
- 2 [↓](#) Havelock North Business Association Annual Plan 2023-2024 COP-01-02-23-1086



# Annual Plan 2022/23 Report



Prepared By:  
**Havelock North Business Association**

# 1 Executive summary

The Havelock North Business Association has had another big year, promoting, engaging and supporting our CBD businesses. we delivered a range of exciting promotions as well as provided support and development opportunities for our membership.

When working on plans for 2022 we were supporting our extended levy area for the first time. Our planned activity had a wider scope as we now have a larger portion of our membership as service offering businesses.

We had half of our board including the Chairperson stand again, providing support for our new board members. The board is extremely pleased to have accomplished all of our promotional plans and having such positive feedback from our membership for new initiatives. Following the cyclone, we carried out a CBD fundraising initiative and a community fundraiser event to help support our community.

As always, we are grateful to the Hastings District Council for your support not only financially but for the direct assistance provided by councillors and council staff.

# 2 Completed initiatives

## **ENJOY LOCAL & VILLAGE ON SALE |**

We ran our third shop/support local campaign – 'Enjoy local, Love Havelock North' which was targeted at the Hawke's Bay region through September – October 2022. The promotion was wrapped up with a 'Village on Sale' event day where retailers could collectively clear out their winter stock.

We used a range of paid promotional activities to reach a broad audience such as print, radio and digital with NZME, our own social media campaigns, and flyers and billboards around the Village.

## **DOMESTIC TOURISM |**

The purpose of our domestic tourism promotion this year was to bring visitors to Havelock North for a holiday this past Summer to shop, eat, stay, play and maybe even live one day! We collaborated with Hawke's Bay Tourism in the third quarter of 2022. With a reach of over 1.3 million kiwis this targeted campaign was carried out over social media and digital platforms. It was a hugely successful campaign marketing our amazing Havelock North as a must-visit for summer fun.

## **GIVE LOCAL |**

Our second year of our Christmas-themed version of 'shop local' is all about encouraging people to think about using local businesses for their Christmas giving. This year we ran it for 6 weeks through November and December and added in a Christmas gifting guide to promote our retailers top selling items. The promotion was very well received by members and the general public it was carried out with posters and a social media campaign.

## **SOCIAL MEDIA CAMPAIGNS |**

The HNBA brought on a part time social media and Admin contractor following the expansion of our rated area. Our Love havelock North social media has a majority local following, posts showing off local faces are always well received and interacted with. We used this to our advantage to bring attention to our wonderful businesses.

'Havelock North Faces and places: Behind the biz' is a social media video series promoting the faces behind our wonderful services business. Carried out with the support of HDC videographer we had 10 local business owners get in front of the camera to answer a series of curated questions about their business, why they chose to Havelock North to set up and what they personally love about the Village.

'Love your local', is a social media series that profiles local businesses of all industries with themed social tiles. We sent a questionnaire out to our members to complete and used responses to create fun content to help promote our businesses.

# 2 Completed initiatives

## **A CRAFTY CHRISTMAS ON DONNELLY STREET |**

We carried out our second annual community Christmas event. It was fun and free event where parents could bring kids along to do Christmas themed crafts, meet Santa and pop into the retail and cafes on Donnelly Street. The event was successful with around 400 families coming through and it relatively low cost to carry out.

## **SANTA MAIL |**

Using donated materials and labour we had a bright red mailbox created to collect letter Santa. One of our members, The Print House sponsored printing costs of our custom postcards; these could be coloured in on one-side and a letter to Santa written on the other. They could then be posted back in the mailbox, and we on-posted them off to NZ post for Santa to reply.

I-site kindly offered to bring our mailbox in and out each day. The initiative was a very well received by the community, it that brought people into the CBD to collect and drop off post cards adn was also talked about on community pages. 2500 post cards were printed and 2000 were on posted to Santa.

## **VILLAGE STREET CARNIVAL |**

Our 2022 carnival event was carried out to its typical style of being a fun and free day out for the community, which promotes our CBD businesses. Its estimated over 15,000 people attended, which makes it our largest event yet. This included 8x busses of cruise ship passengers being brought along to the event which was a new aspect to promote our Village to visitors to the region.

The event is always well supported by our retailers coming out to the street but, it is hard to get buy-in from our other members as they aren't seeing direct positive impact to their business. The HNBA is committed to providing a community day out; as we see it as an opportunity to give back to locals we are regularly calling on to support our members businesses through the year. However, we do want to explore what could be changed in our plan to better serve our full membership while providing the community a fun day out.

# 2 Completed initiatives

## **STRONGER THAN THE STORM |**

Following cyclone Gabrielle, we our business community had an appetite to give back, but our smaller members struggled with comparing themselves to larger business ability to give back. The HNBA created a few initiatives for our business to get involved with. We created a 'Stronger than the Storm' brand to tie these efforts together.

- Table talkers – were distributed around the CBD to customer facing businesses. These had basic information and QR codes directing to a webpage we created on [havelocknorth.co.nz](http://havelocknorth.co.nz). This page has links to different place that people could donate and service they could connect with to volunteer. We also used it to shine a light on our members initiatives that needed financial and volunteer support. All our members eagerly got on board to promote and appreciated us takin the reigns on a campaign they could support so they could focus on supporting staff, family, and friends through recovery.
- Fundraiser event – using business sponsorship and generous vendors and entertainers we carried out a community day on the Village Green. The event was free to attend with attractions like bouncy castles, face painting etc accepting koha – we raised a total of \$6626.80 from this event. This money was donated to two of our local not-for-profits; The Havelock North Volunteer Fire Brigade so, they can keep being there to help our community in times of need and Te Mata Peak Trust for repairs and rebuild of cyclone damage.
- Local Legends – We wanted to shine a light on our members that were out doing great things for the community following the cyclone. We created a 'local legends' social media campaign to share these stories with the community, while bringing attention to our members business so the community could support them back. The campaign saw huge engagement and is on-going as stories just keep coming.

# 3 Member support & development

## **WORKSHOPS |**

We had been offering 3-5 workshops per year to our members; however, like other groups and business associations we were finding member attendance was declining making it harder to justify spending on quality speakers. Following a members survey we noted two key things:

- That our members wanted opportunities to attend workshops and development events but, for them to be specific to their business and over a broad range of times.
- That following COVID business owners felt overwhelmed with the volume of options to attend both in person locally and online.

Using this information, the HNBA pivoted from creating our own events to instead connect our members what was on offer locally through Focus on Businesses, Chamber of Commerce, Hawke's Bay Tourism, and the Profit Club. We offered to cover our members attendance fees so they could decide what best suited their needs all while supporting and filling up local events.

## **NETWORKING & BUSINESS AWARDS |**

Attendance to our monthly networking events had been dwindling since COVID. We were only seeing around 20 attendees only at these events, even with trying to mix up the format of the events. Feedback was that our business community was already struggling with 'not having enough hours in the day' and heading to a networking event after work once a month wasn't something a large majority felt added value to their business anymore. Many noted our business community is small and that they already felt well-connected professionally speaking. However, our members were clear, they did want the opportunity to come together, albeit less frequently and formally.

Our business awards event had similar feedback to business development events; members who wanted to enter awards connected with industry specific ones or the Hawke's Bay Business Awards as they felt there was a higher reward/payoff with receiving a prize. Initially we foraged ahead with our awards making changes to the concept to try and entice higher engagement. However, initial applications were still low, and a decision was made to cancel as the board couldn't justify the high spend for the portion of our membership that was involved.

The HNBA again took this feedback on board and used it as opportunity to change how we had traditionally been delivering events. We re-allocated our bi-monthly networking and business' awards budgets and launched quarterly 'celebration' events. Using the term 'celebration' over 'networking', we saw huge increase in member attendance. Our AGM members celebration had 89 attendees, the end of year celebration saw 180 come along and our latest welcome back pizza party had 70 come along. While members voted their feet that they were more comfortable with attending the less formalised branding of the events; the HNBA continue to provide opportunity for business owners and their teams to connect with others in the community and engage with the board.

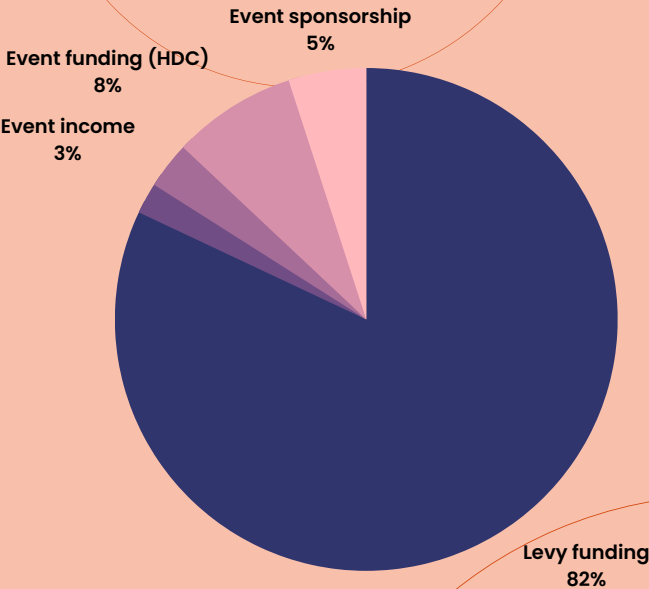


# 4 Measure of success

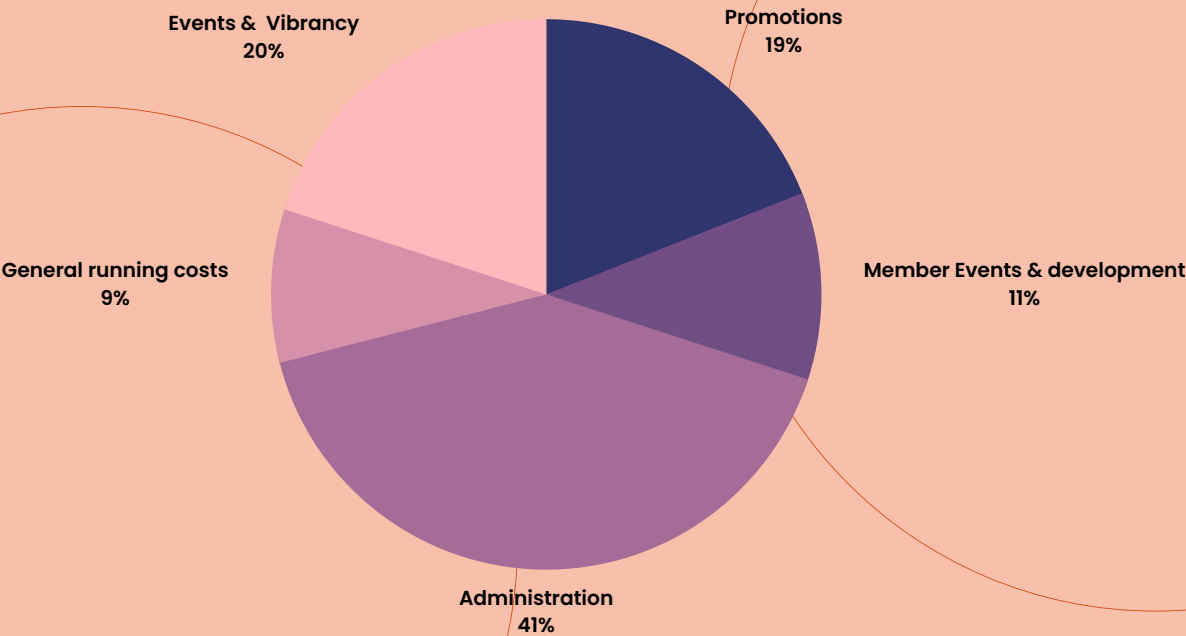
PROMTIONAL ACTIVITY	RESULTS
Enjoy Local Campaign	The digital advertising with NZME reached it's 51,000 impressions.  Our social media ads reached 23,000 and had 213 link clicks.
Domestic tourism campaign	Over 1,500,000 impressions on the total campaign  EDM had Successful deliveries 24,639 with 13,937 Total opens & 9,841 Unique opens
Give Local campaign	Local reach of 32,000 on Love Havelock Social Media
Social Media	A 215% increase in our Facebook reach A 124% increase on Social media reach  and 1300 new followers, a 145% increase
Website Analytics	82,000 page views

# 5 Budget summary

## INCOME SUMMARY BY SOURCES |



## SPENDING BREAKDOWN |



# 6 Summary

Overall, the Havelock North Business Association is extremely pleased with the results that we have achieved in the last 12 months. Our increased levy funding from expanding our rated area meant we had the space to make changes of our offering where needed, while continue to grow on our effective promotional activity.

We focused on listening to our members feedback versus sticking with the status quo to keep our association relevant and beneficial for our members. An unexpected benefit we have found in through post COVID recovery is that our membership is far more open and adaptable to change which gives space for broadening our horizons in our new plan.

We are confident that our activities best served our membership. Our promotional campaigns were effective at attracting local and domestic tourism spending to Havelock North and contributing to our CBD's vibrancy.

We are excited looking ahead at the next 12 months as we continue learn, grow and adapt to provide enhanced promotions and support for Havelock North businesses.





# Annual Plan

July 2023 – June 2024



Prepared By:  
**Havelock North Business Association**

# 1 About the HNBA

Havelock North Business Association is a non-profit, incorporated society made up of owners and representatives from a number of businesses in Havelock North. There is a full-time Association Manager and part time Admin and Social Media co-ordinator who run the day-to-day and carry out marketing and event activities.

The Association has two key roles, to provide a support network for local businesses and to develop strategies to enhance, promote and advance Havelock North as a destination.

The HNBA is funded through a promotional CBD levy rate. In 2022 our rated area was expanded with support of our membership. The HNBA is now better equipped to ensure our businesses are well supported and to effectively market Havelock North as the best place to shop, eat, stay, play and live.

The more than 30% growth in our membership did see a change in represented industries, with a larger part of our membership becoming service businesses. It has been a year of learning, listening and adapting but the board is very excited to see our new plan roll out over the next 12 months.

# 2 Our Mission

The Havelock North Business Association's purpose is to conserve, promote and advance the interests and welfare of retailers, merchants, traders and other commercial concerns promoting services to the public in Havelock North, Hawke's bay.

We work to promote, beautify, revitalise and develop Havelock North in order to attract and encourage local residents and visitors to use the centre of Havelock North for leisure, work or otherwise.

We promote Havelock North as a destination to shop, eat, stay, play, live and love!

# 3 Goals

## A STRONG AND WELL SUPPORTED BUSINESS ASSOCIATION

- Support member connection and networking
- Ensure transparent, clear communication and accountability
- Support new and existing business owners

## PROMOTE HAVELOCK NORTH

- Promote Havelock North proactively and effectively whilst ensuring the protection and evolution of its brand identity
- Promote Havelock North through a schedule of targeted events, promotions and other marketing initiatives
- Ensure Havelock North is a preferred location for a diverse range of businesses

## VIBRANT, MODERN, EVOLVING VILLAGE

- Ensure Havelock North is an attractive destination for customers and clients
- Lobby Council for continued investment and beautification
- Connect with businesses and investors with development plans



# 4 Member support

The HNBA will continue to provide quarterly member celebration events. Our events receive great engagement over the past 12 months all well providing our members space to informally network. These events are open to owners, managers and their teams as the HNBA wants our business community to connect, support and thrive together.

## **June/ July |**

Moving away from the typical, annual business awards event. This year we will hold a Local Legends celebration. A night out for members to celebrate those businesses and their staff that stepped-up during cyclone recovery to support the region. Their efforts had the inadvertent consequence of shining a positive light on Havelock North businesses in the community and the country through media; we want to celebrate this.

## **September / October |**

Our AGM happens in September, we have found success in adding a social aspect to the end of the meeting as it creates a draw card from members to come along to what is traditionally a tedious evening of lots of listening.

## **November/ December |**

An end of year celebrations for everyone to come together before the silly season really kicks off and everyone gets busy within their business preparing for the Christmas and the summer visitor season.

Hosted at the Havelock North Fire station, this year we are looking to tie a fundraising aspect in to thank our hosts for all they do in the community.

## **February / March |**

A new year catch up once the summer chaos has died down. A time for members to come along and chat to the board about their thoughts on our activity over the last year so we can work feedback into our annual planning.

## **Business development |**

The HNBA will continue working with external agencies to access quality events for our members (Chamber of Commerce, HB Business Hub, HB Tourism). We will continue with the offer to cover attendance costs to remove barriers for our members.



# 5 Promotional activity

This year the HNBA board has decided to break down our annual Village Street carnival event into its individual parts – Promotion of and a sale day for retailers, hospitality promotion, CBD vibrancy and a community event. Breaking the event up means we can apply focus to each area separately, making sure benefit is received.

## **Support Local Campaign |**

Annual autumn/winter campaign, it is a promotion to locals about the amazing retail businesses we have. A bright and cheerful campaign that runs through winter which is the quietest time for retail and hospitality.

We will wrap up support local with a bigger and better 'Village on Sale' event to activate the CBD for our retailers in July. Bringing increased volume of foot traffic to the Village in winter which has a flow on affect to hospitality too.

Also, a second sale event in October to help retailers clear out before their Christmas and Summer stock arrives which is something that Carnival usually provides them.

## **Christmas Promotion |**

Our third annual 'Gift Local' promotion, encouraging people to support local business with their Christmas gifting. We will also

- Support St Columba church Carols on the green event with marketing support and connection to other local musicians that will draw in a wider audience.
- Santa Mail | Postcards for children to write letters to Santa, sent off to NZ post for Santa to reply.
- Santa on Donnelly @ blackboard jungle / Christmas Craft Day – Second Saturday in December brings people to the street to check out retail and get lunch at café.

# 5 Promotional activity

## **HOSPITALITY PROMOTION |**

For the month of August, we will run a promotion showcasing our hospitality businesses. The idea to draw people into the Village at our quietest time of year. Hospitality guide: a guide profiling eateries, with each venue putting in a special offer or item exclusively available for the month of August. Tying in a 'passport idea' like a coffee card that if they get 5 stamps in August, they go in the draw to win a prize.

Friday Happy hours –Each Friday in August we will be putting on Happy hour events with live music around the village to entice people out after work and into our venues.

Village wine walk event: A collaboration with Hawke's Bay Wine Growers (planners) and HNBA (marketing). We are looking at a progressive event like a wine walk ending our August hospitality promotion

## **DOMESTIC TOURISM CAMPAIGN |**

Our usual collaboration with Hawke's Bay tourism, tying in with their planned spring activity and bringing in a competition element again this year.

This year we will do another give away for a 'Holiday in Havelock North' with our tourism campaign – dependent on business generosity we would like to also gift a stay-cation to a deserving local family.

## **COMMUNITY EVENT |**

Very similar set up to the community fundraiser we just held on the Village Green but, with some extra attractions so it has a carnival feel but on a smaller scale. A family fun day out on a Sunday 11-3pm, brings people in for morning coffees / wandering around shops beforehand. Extra pressure on parking isn't a huge inconvenience as a large portion of our businesses don't trade on Sundays.

# 6 Marketing Initiatives

## **BRAND REFRESH :**

Our Love the Village brand was created around 2010. In 2020 we changed this to 'Love Havelock North' to encompass our wider membership and be clearer when marketing Havelock North to visitors.

This year we will updating the brand with fresh colours, fonts and logo but sticking with our Love Havelock North brand. An updated brand guideline document would be produced to ensure continuity and successful brand recognition in all our marketing and promotional efforts.

## **WEBSITE HOME PAGE UPDATE :**

Modernise the home page and move the directory content off to the relevant pages, to give our home page more of a parallax look. We want our homepage to be eye catching so visitors continue looking around and learning about what we have to offer.

## **WEBSITE BLOGS:**

Bi-monthly blog to our 'Visit' page on the website, expanding on our current blog collection – tourism focus e.g., 48 hours in Havelock North, Ladies long weekend etc

## **MAGAZINE ADVERTORIAL :**

Trying something new we are taking out 4x double page advertorials in Bay Buzz magazine this year. Each would focus it on a different specific category (Shop/eat/Stay/Play/Live (services)/Love), and we will tie this in so it matches current marketing activity e.g., winter issue would be SHOP etc. This is a way for us put focus on each of the sectors that we represent to local readers.

## **SOCIAL MEDIA:**

Services videos 'behind the biz': Continuing the campaign started in 2022 'Havelock North Faces & Places: Behind the Biz'. The videos have been well received by our services members and we have more asking to be involved. With the continued support of Council by providing support with videography services it is a very low-cost campaign for us to run.

Love your local, social media: Continuation of the current campaign that does profile spotlight on local businesses. 2 posts per month, with each being 4-6 social media tiles covering basic business info, team info, upcoming / new stuff: a mix of text and images.

# 7 Budget

## Income

HDC – Levy Funding	\$143,000.00
External Membership Subscriptions	\$10,000.00
HDC event funding (TBA)	\$10,000.00
Event Sponsorship	\$15,000.00
<b>Total Income</b>	<b>\$178,000.00</b>

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## Less Expenditure

Event Outgoings – Member events	\$20,000.00
Event Outgoings – Village on Sale (2)	\$3,500.00
Event Outgoings – Community event	\$12,000.00
Event Outgoings – Other	\$1,000.00
Marketing – Domestic Promotion	\$12,500.00
Marketing – Support Local	\$6,000.00
Marketing – Hospitality promotion	\$5,000.00
Marketing – Social media boosting	\$1,000.00
Marketing – Social Media Co-Ordinator	\$23,000.00
Marketing – Bay Buzz	\$7,000.00
Marketing – General & Vibrancy	\$7,000.00
General Running Costs	\$10,000.00
Administration	\$70,000.00
<b>Total Expenditure</b>	<b>\$178,000.00</b>

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Thursday, 4 May 2023

Item 8

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

## *Te Rārangi Take*

# Report to Council

**Nā:**  
**From:** **Craig Cameron, Interim Recovery Manager**

**Te Take:** **Proposed Hastings District 'Friendship Agreement' with Falealili**  
**Subject:** **District in Samoa**

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

1.1 This Report seeks Council decisions to;

- Enter into a formal 'Friendship Agreement' with Falealili District in Samoa,
- Approve the Mayor and Chief Executive to travel to Samoa with a local delegation of business and community leaders to attend the 'WE Summit 2023' in Apia, Samoa on 22-25 May and visit the village of Poutasi to ceremonially launch the Hastings District Friendship Agreement with Falealili District in Samoa.

1.2 Samoa is home to one of the largest contingents of Recognised Seasonal Employer (RSE) workers who come to Hawke's Bay each year. The RSE scheme came into effect in April 2007. The policy allows the horticulture and viticulture industries to recruit workers from overseas for seasonal work when there are not enough New Zealand workers.

### **2.0 Recommendations - *Ngā Tūtohunga***

- A) That Council receive the report titled Proposed Hastings District 'Friendship Agreement' with Falealili District in Samoa dated 4 May 2023.
- B) That Council approve the Mayor and Chief Executive to enter into a 'Friendship Agreement' on behalf of Council with Falealili District in Samoa in May 2023.
- C) That Council approve the Mayor and Chief Executive to travel to Samoa to attend the 'WE Summit 2023' in Apia, Samoa on 22-25 May and visit the village of Poutasi to ceremonially launch the Hastings District 'Friendship Agreement' with Falealili District in Samoa.
- D) That Council approve the funding of airfares and accommodation costs of the Mayor and Chief Executive associated with the 'WE Summit 2023' trip in Apia, on 22-25 May and visit to the village of Poutasi, Samoa.

### 3.0 Background – *Te Horopaki*

- 3.1 The Government managed RSE Scheme enables New Zealand employers in the horticulture and viticulture sectors to recruit a capped number of workers predominantly from Pacific nations to work up to 7 months per year in New Zealand.
- 3.2 The original cap was 5000 workers in 2007. This cap has risen progressively over the 16 seasons the RSE Scheme has been running to the current cap of 19000 workers in the 2023 season.
- 3.3 The RSE Scheme has provided labour certainty for seasonal industry sectors and thus provided confidence for these industries to invest and expand and create skilled employment and career opportunities for New Zealanders.
- 3.4 The RSE Scheme is designed to be a mutually beneficial partnership between New Zealand and nations participating in the RSE Scheme. The RSE Scheme provides income earning opportunities for workers to repatriate money home to their families and communities and to enable business and economic development.
- 3.5 Hawke's Bay is the largest RSE employing region in New Zealand (and the largest employer of Samoan RSE workers) and Hastings is the largest RSE employer in the region as the centre of production for Hawke's Bay.
- 3.6 The RSE Scheme has been recognised by 'The World Bank' as the best temporary circular migration programme in the world.
- 3.7 Falealili is a district locality on the island of Upolu in Samoa. It has a population of 3525 (census 2021).
- 3.8 Poutasi is a village on the south east coast of Upolu Island and has a population of 449.
- 3.9 The Paramount High Chief of the village of Poutasi is Tuatagaloa Joe Annadale. Mr Annadale has previously bestowed on the Chief Executive Nigel Bickle his title To'osavilli and has agreed to support the signing of a 'Friendship Agreement' in Poutasi.
- 3.10 Poutasi is one of the original RSE Scheme villages with the original relationship in Hastings with the Yummy Fruit Company.
- 3.11 Last season, 150 workers from Falealili were employed in Hawke's Bay.
- 3.12 In 2022 Fiame Naomi Mata'afa, the Prime Minister of Samoa visited Hawke's Bay to meet with RSE workers, the local Samoan community, industry leaders, Mayor Hazlehurst and Ngāti Kahungunu Iwi Incorporated. Following the visit she bestowed the title 'Table of Prosperity' to Hawke's Bay.
- 3.13 WE Mana are an accounting and business advisory firm based in Auckland with offices in Samoa. In partnership with NZ Trade and Enterprise and NZ Samoa Trade and Invest, - WE Mana are holding the 'WE Summit 2023' in Apia, in Samoa on 22-25 May.
- 3.14 The Graphic below highlights the objectives of the Summit.



- 3.15 The Chief Executive has been in discussions with Mr Fa'avae Gagamoe who is the Chief Executive Officer for WE Mana, and agreed to accompany a local delegation including RSE employers from Hastings and Hawke's Bay, Ngāti Kahungunu Iwi Incorporated and 'New Zealand Apples and Pears'.

- 3.16 The Summit will provide the opportunity for a series of meetings with Samoan Government Ministries and businesses.
- 3.17 A sister/friendship city, town or district relationship is a social agreement between two geographically and politically distinct localities for the purpose of promoting cultural and commercial ties. There is no legislation governing these agreements.
- 3.18 The Agreements tend to be drafted in the format of a 'Memorandum of Understanding' expressing Purpose, Principles, Objectives and Commitments.

#### 4.0 Discussion – *Te Matapakitanga*

- 4.1 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 includes the promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.
- 4.2 Cyclone Gabrielle has caused catastrophic damage to the horticulture sector on the flood plains of the Ngaruroro, Tūtaekurī and Esk Rivers. This has resulted in the destruction of orchards including trees, houses and infrastructure, and loss of field crops and long-term production damage from millions of tonnes of deposited silt. This damage poses a significant risk to business survival in the region.
- 4.3 The Mayor and Chief Executive have and continue to work alongside local business sectors leaderships to advocate for the investment and resources needed to assist with the Recovery from the Cyclone.
- 4.4 The Chief Executive has extensive experience in his previous role as Chief Executive of Immigration New Zealand, working with industry leaders and embedding the RSE Scheme, which has been vitally important for the success of the Hastings rural and horticultural economy. Conversely the economic and social development of the homelands of the RSE workers develops substantially with repatriation of considerable remittances from working in Hastings.
- 4.5 The Chief Executive's career experience has been integral to Recovery planning for the horticultural and rural sectors.
- 4.6 It is proposed to enter into a formal 'Friendship Agreement' between Hastings District and Falealili District.
- 4.7 The purpose of this Agreement will be a commitment to developing friendly relations and co-operation between the people of Hastings District and Falealili District and to promote and foster goodwill and understanding.
- 4.8 The 'Friendship Agreement' will commit to developing the relationship through people to people exchange and the interchange of information in the fields of industry, agriculture, environment, town and reserves planning, tourism, culture, housing, climate change and trade.
- 4.9 It is proposed for the Agreement to come into force in the week of 22 May 2023, and for the 'Friendship Agreement' to be signed by the Mayor and the Council of Chiefs at a ceremony in the village of Poutasi.
- 4.10 The continued development of genuine social, cultural, and economic relationships between Samoa & Falealili District and New Zealand & Hastings District, is considered by Officers as important for the wellbeing's of both Districts – particularly with the consequences of the Cyclone.
- 4.11 If Council resolves the Recommendations, Officers will have an appropriate 'Friendship Agreement' prepared which Councillors will have an opportunity to consider before the Mayors' and Chief Executives' departure.

## 5.0 Options – *Ngā Kōwhiringa*

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

### 5.1 Enter into a 'Friendship Agreement' with Falealili District in Samoa.

Approve the Mayor and Chief Executive to travel to Samoa with a local delegation of business and community leaders to attend the 'WE Summit 2023' in Apia, in Samoa on 22-25 May and visit the village of Poutasi to ceremonially launch the Hastings District 'Friendship Agreement' with Falealili District in Samoa.

### 5.2 Advantages

Promotion of the mutual social, economic, environmental, and cultural wellbeing of communities in the present and for the future in Hastings District and Falealili District in Samoa.

#### Disadvantages

None identified.

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

### 5.3 Do not:

Enter into a 'Friendship Agreement' with Falealili District in Samoa

Approve the Mayor and Chief Executive to travel to Samoa with a local delegation of business and community leaders to attend the 'WE Summit 2023' in Apia, in Samoa on 22-25 May and visit the village of Poutasi to ceremonially launch the Hastings District 'Friendship Agreement' with Falealili District in Samoa.

### 5.4 Advantages

Avoid trip related expenditure – cost of airfares and accommodation.

#### Disadvantages

The advantages in 5.2 are not achieved.

## 6.0 Next steps – *Te Anga Whakamua*

### 6.1 If Council resolves the recommendations, Officers will arrange for the drafting of a suitable 'Friendship Agreement' and organise the trip to Samoa with the local delegation of business and community leaders for the Mayor and Chief Executive.

### Attachments:

There are no attachments for this report.



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## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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### **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 is for the promotion of the mutual social, economic, environmental, and cultural wellbeing of communities in the present and for the future in Hastings District and Falealili District in Samoa.

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

Māori representative delegates will travel to Samoa.

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

Environmental, Social and Economic sustainability are key tenets for the Summit and Social Agreement.

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

That the cost of the trip will relate to airfares and accommodation for the Mayor and Chief Executive.

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### **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.

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

Not Applicable

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

The Rural Community Board will be briefed on this Report.

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Thursday, 4 May 2023

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Item 9

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

*Te Rārangi Take*

# Report to Council

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**Nā:**  
**From:** **Marius van Niekerk, Transportation Asset Manager**

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**Te Take:** **Transportation Operations and Asset Management Contracts**  
**Subject:** **Extensions**

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

- 1.1 The Council transportation network asset management, operations and maintenance works is supported by ten Contracts with an overall annual value of approximately \$20 million. (Refer table 1). These Contracts typically have a fixed term of three or five years with a discretionary allowance for extension of a further two one-year terms, based on renegotiated rates and subject to Council approval. Contract terms may only be further extended in exceptional circumstances on approval by Waka Kotahi.
- 1.2 All the Contracts listed in Table 1 will expire on 30 June 2023. The procurement process to renew the Contracts was well underway when Cyclone Gabrielle caused widespread flooding and resulting damage across the Hastings transportation network. The tendering of Contracts takes a large amount of work and time commitment from tenderers and Council staff alike.
- 1.3 Shortly after the scale of the Cyclone became clear, Council officers determined that the initial Response and Recovery will require significant effort and focus from all available resources (Council staff, consultants and maintenance contractors). Officers put forward a proposal to Waka Kotahi to extend the existing contract terms for a further three years. This proposal was approved by Waka Kotahi and now requires Council approval. The relevant correspondence is attached (**Attachment 1**).
- 1.4 Works under these Contracts can be prioritised to meet Council's budgets. Officers will keep suppliers appraised of the likelihood of additional funding being made available from Central Government so that they can resource appropriately.
- 1.5 The initial response and clean-up phase will be followed by a period of reconstruction and repair, and this may continue for some years. It is important that this work continues with minimal disruption and that the necessary support is in place to provide the resources to continue the Recovery process.
- 1.6 The Council is required to give effect to the purpose of Local Government as prescribed by Section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making

and action (by and on behalf of) communities in the present and for the future. This proposal enables community wellbeing outcomes by provision of good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. Good quality means infrastructure, services and performance that are efficient and effective and appropriate to present and anticipated future circumstances.

## 2.0 Recommendations - Ngā Tūtohunga

- A) That Council receive the report titled Transportation Operations and Asset Management Contracts Extensions dated 4 May 2023.
- B) That the Chief Executive be delegated authority to negotiate and approve three-year contract extensions on all Contracts listed in Table 1.
- C) Council notes that Waka Kotahi approval for the contract extensions in Recommendation B are subject to the following conditions;
  - 1. Variations to the term service Contracts in Table 1 to a latest expiry date of 30 June 2026 is considered a 'hard stop date'. (No further extensions).
  - 2. Council is encouraged to schedule competitive tender activities in the lead-up to the expiry date of 30 June 2026 to ensure that there is sufficient resource both internally and in the supply market to ensure competitive bids.
- D) Council notes that its Resolution made in the Council meeting on 11 October 2022, regards amalgamation of Contracts 7086, 8007, 8024, 8025 into 3 Contracts and the associated procurement process, is void with the adoption of Recommendations B and C as an extension of the current Contracts means Council will not now enter a competitive tender process until 2026.

**Table 1**

No.	Contract number	Contract name	Total value to June 2023	Contract value 23/24	Contract value 24/25	Contract value 25/26	Total 3 yr extension	Total Estimated Contract Value
1	CON2018001	High speed road condition surveys	\$ 394,989	\$ 79,527	\$ 78,394	\$ 79,337	\$ 237,258	\$ 632,246
2	CON2018002	Asset management	\$ 1,421,900	\$ 346,421	\$ 304,128	\$ 367,270	\$ 1,017,819	\$ 2,439,719
3	CON2018003	Pavement strength measurement	\$ 85,667	\$ 19,128	\$ 21,180	\$ 20,143	\$ 60,450	\$ 146,117
4	CON2018004	Urban roughness measurement	\$ 28,219	\$ 7,982	\$ 6,593	\$ 6,178	\$ 20,753	\$ 48,972
5	CON2018005	Traffic Counting	\$ 203,755	\$ 48,488	\$ 48,488	\$ 48,298	\$ 145,275	\$ 349,030
6	CON2018006	Road rating	\$ 151,317	\$ 28,925	\$ 47,453	\$ 27,967	\$ 104,345	\$ 255,662
7	CON2017086	Rural Road Maintenance	\$ 95,000,000 *1	\$ 10,000,000 *2	\$ 10,000,000 *2	\$ 10,000,000 *2	\$ 30,000,000	\$ 125,000,000
8	CON2018007	Urban / Plains Road Maintenance	\$ 46,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 24,000,000	\$ 70,000,000
9	CON2018025	Roadmarking	\$ 1,800,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,500,000	\$ 3,300,000
10	CON2018024	Street Lights and Traffic Signals	\$ 4,000,000	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 1,500,000	\$ 5,500,000
	*1	Includes estimate of \$10 million /month for TC Gabrielle response until 30 June 2023						
	*2	Excludes probable major variations issued as part of TC Gabrielle recovery works						

## 3.0 Background – Te Horopaki

- 3.1 Council procures the operational and asset management support required to maintain and manage the transportation network through ten Contracts. Six of the ten Contracts support the asset management of the network and four to operate and maintain the network. All ten Contracts are due to expire on the 30<sup>th</sup> June 2023.

- 3.2 Work to re-tender the existing contracts was underway with the Rural Maintenance Contract out for tender and planning for the Urban Tender to go out to the market once the Rural Tender has closed.
- 3.3 The Asset Management Support Contract was planned for tender at the end of February 2023. All the data collection contracts were already approved by Waka Kotahi for rollover in the light of the Consistent Data Collection Project that was commencing as part of a Waka Kotahi initiative to centralise data collection contracts.
- 3.4 On 14 February 2023 Cyclone Gabrielle caused widespread flooding and resulting damage across the Hastings transportation network.

### Discussion – *Te Matapakitanga*

- 3.5 The impact of the Cyclone has changed the environment in which Council manages and maintains the transportation network.
- 3.6 Council is currently in a clean-up phase across the network resulting in heavy workloads for both Council asset and operations managers, consultants and contractors.
- 3.7 The initial response and clean-up phase will be followed by a period of reconstruction and repair, and this may continue for some years.
- 3.8 It is important that this work continues with minimal disruption and that the necessary support is in place to provide the resources to continue the Recovery process.
- 3.9 Due to the disruption caused by Cyclone Gabrielle in the procurement process for the ten Contracts, it is proposed to extend the contract terms of the Contracts by a further three years. This extension will provide the resources required to support the Recovery process and restore normal operations and maintenance activities across the network.
- 3.10 The normal process for contract term extensions includes the initial contract period followed by a further two plus one-year terms. This approval is subject to discretionary approval by Council subject to the contractor meeting all the contractual requirements. All Contracts in Table 1 are meeting the requirements for extension and under the current environment it is proposed to extend all the contracts for a period of three years.
- 3.11 Council resolved at its meeting on 11 October 2022 to approve the amalgamation of the existing four term maintenance Contracts being,
  - CON2017086 Rural Network Management
  - CON2018007 Urban and Plains Network Management
  - CON2018024 Street Lighting and Traffic Signal Maintenance and Renewals
  - CON2018025 Network Pavement Marking

Into three Contracts namely

- Rural Pavement and Corridor Management Contract
- Urban and Plains Pavement and Corridor Management Contract
- Street Lighting and Traffic Signal Maintenance and Renewals.

And the proposed procurement methodology.

- 3.12 The Council Resolution in 3.11 will be replaced if Council adopts the Recommendations in this Report, as Council will not enter a procurement process until 2026.

## 4.0 Options – Ngā Kōwhiringa

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

4.1 Three year extensions to existing Contracts.

4.2 To minimise disruption Council officers have consulted with Waka Kotahi seeking their permission to extend the current contracts. Waka Kotahi has approved three-year extensions to all Contracts listed in Table 1 - refer attachments.

Advantages

- Ongoing support for the operations and asset management of the transportation network.
- Council officers and contractor teams have worked together for the last five years and have developed good working relationships which will assist in the Recovery process in streamlining works.
- Familiarity with the transportation network and involvement with the clean-up process to date.

Disadvantages

- No ability to test the market.

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

4.3 Do not extend the Contract terms for the proposed three years and commence the retendering process for all Contracts immediately.

4.4 Advantages

- The market is tested.

4.5 Disadvantages

- This will take considerable effort from Council officers to setup and manage the procurement process and may be seen as a major distraction for the Recovery process.

## 5.0 Financial implications:

5.1 All Contracts have been budgeted for within Council's Long Term Plan as shown in Table 1. Central Government has allocated additional funding to the region to assist with the Recovery from Cyclone Gabrielle. The details of the funding from Central Government are still to be finalised but it is expected some will be allocated to the Contracts listed in Table 1.

5.2 The two road maintenance Contract extensions will exceed the delegated authority of the Chief Executive. In order to expedite the Contract renewal process the Chief Executive seeks delegation from Council to negotiate and approve the Contract extensions.

5.3 Works under these Contracts can be prioritised to meet Councils budgets. Suppliers will be made aware of the likelihood of additional funding being made available from Central Government so they can resource appropriately.

## Attachments:

- |   |   |               |
|---|---|---------------|
| 1 | Extension to Professional Services term service contracts | prj14-87-0095 |
| 2 | Endorsement letter Maintenance contracts                  | PRJ14-87-0096 |

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## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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### **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*

Addressed in the body of the report. (Refer paragraph 1.6)

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

No significant impacts are foreseen as this decision is about efficient response and recovery to the impacts of Cyclone Gabrielle on the transportation network. Where impacts are identified it will be worked through on a case-by-case basis.

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

Sustainability outcomes are addressed in Councils procurement processes which adhere to policy and legal requirements.

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

Addressed in the body of the report. (Refer to paragraph 5.1 – 5.3)

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

This decision/report has been assessed under the Council's Significance and Engagement Policy as being not of significance.

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

Consultation and engagement have been completed during the development of the Long Term Plan.

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### **Risks**

The main risk is that there is no ability to test the market, but this is mitigated by having negotiations with contractors. Should negotiations fail, a new contractor will be selected through a full tender process. While this process is underway the ongoing maintenance and operations of the network will be negotiated with the incumbent or other available contractors.

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

Not Applicable.

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Level 2, Chews Lane  
50 Victoria Street  
Private Bag 6995, Marion Square  
Wellington 6141  
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23 March 2023

Jag Pannu  
Transportation Manager  
Hastings District Council  
Private Bag 9002  
Hastings 4156

Dear Jag,

**Approval to vary the contract term of professional services term service contracts.**

Thank you for your correspondence dated 1 March 2023 seeking approval from the Waka Kotahi NZ Transport Agency to vary the term arrangements of several professional services term service contracts after they have been let.

I am pleased to confirm that Waka Kotahi have reviewed the request for procurement procedural variations and Waka Kotahi:

1. approves variations to the rules in the Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* to allow Hastings District Council to vary the term arrangements of the following professional services term service contracts after the contracts have been let from an expiry date of 30 June 2023 to a latest expiry date of 30 June 2026, as a result of Cyclone Gabrielle for the:
  - a. Asset management information management term service contract
  - b. Pavement strength (FWD) data collection survey term service contract
  - c. Standard road roughness survey (Urban) term service contract
  - d. Short duration automatic traffic count surveys term service contract
  - e. Manual road condition rating survey term service contract
  - f. High speed data collection survey term service contract

Our approval is subject to the following conditions:

1. Hastings District Council noting that Waka Kotahi approval of the variations to Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* for the above term service contracts to a latest expiry date 30 June 2026 is considered a 'hard stop date'.
2. Hastings District Council are encouraged to schedule competitive tender activities in the lead-up to the expiry date of 30 June 2026 to ensure that there is sufficient resource both internally and in the supply market to ensure competitive bids.

1



If you would like to discuss this matter further, please do not hesitate to contact Philip Walker, Approved Organisations Senior Procurement Advisor, directly on 021 633986.

Yours sincerely



**Shane Avers**

Acting Senior Manager Procurement



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16 March 2023

Jag Pannu  
Transportation Manager  
Hastings District Council  
Private Bag 9002  
Hastings 4156

Dear Jag,

**Transport Activity Procurement Strategy Endorsement**

Thank you for your request seeking endorsement from the Waka Kotahi NZ Transport Agency for the Procurement Strategy dated 2 February 2023.

I am pleased to confirm that Waka Kotahi has reviewed the Procurement Strategy dated December 2022. This document forms Hastings District Council's Procurement Strategy, the requirements of which are outlined in the Waka Kotahi Procurement Manual.

We are satisfied that it meets the requirements of the Waka Kotahi Procurement Manual and formally endorse the Procurement Strategy effective 15 March 2023.

We would like to draw your attention to the following matters. Waka Kotahi:

1. approves a variation to the rules in the Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* to allow Hastings District Council to vary the term arrangements of the urban and plains pavement and corridor maintenance term service contract after the contract has been let from an expiry date of 30 June 2023 to a latest expiry date of 30 June 2026 as a result of Cyclone Gabrielle.
2. approves a variation to the rules in the Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* to allow Hastings District Council to vary the term arrangements of the rural pavement and corridor maintenance term service contract after the contract has been let from an expiry date of 30 June 2023 to a latest expiry date of 30 June 2026 as a result of Cyclone Gabrielle.
3. approves a variation to the rules in the Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* to allow Hastings District Council to vary the term arrangements of the streetlight maintenance term service contract after the contract has been let from an expiry date of 30 June 2023 to a latest expiry date of 30 June 2026 as a result of Cyclone Gabrielle.
4. approves a variation to the rules in the Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* to allow Hastings District Council to vary the term arrangements of the traffic signals maintenance term service contract after the

1

contract has been let from an expiry date of 30 June 2023 to a latest expiry date of 30 June 2026 as a result of Cyclone Gabrielle.

5. approves a variation to the rules in the Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* to allow Hastings District Council to vary the term arrangements of the road marking term service contract after the contract has been let from an expiry date of 30 June 2023 to a latest expiry date of 30 June 2026 as a result of Cyclone Gabrielle.
6. approves the continued use of a variation to the rules in the Procurement manual, section 10.5 *Procurement procedure advanced components* to allow Hastings District Council to establish a professional services supplier panel entitled the Professional Engineering Services Panel and a variation to the rules in Procurement manual, section 10.21 *Maximum term of a term service contract for infrastructure or planning and advice* allowing the use of a maximum contract term of nine years (3+3+3 years) for the Professional Engineering Services Panel.
7. approves the continued use of in-house professional services by Hastings District Council, in accordance with s26 of the Land Transport Management Act.

The Waka Kotahi Procurement Manual requires approved organisations to review their Procurement Strategy at a minimum once every three years and ensure that they always remain fit for purpose. The Procurement Strategy's endorsement will expire on the 15 March 2026, and you are encouraged to seek endorsement of a new or revised Procurement Strategy in advance of this date.

If you would like to discuss this matter further, please do not hesitate to contact Philip Walker, Approved Organisations Senior Procurement Advisor, directly on 021 633986.

Yours sincerely



**Shane Avers**  
Acting Senior Manager Procurement



Thursday, 4 May 2023

Item 10

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

## *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 Windsor Avenue and Hastings Street North.
- 1.2 The report recommends the following changes.

ROAD	EXISTING CONTROLS TO BE REMOVED/CHANGED	PROPOSED CONTROLS
<b>Windsor Avenue</b>	None	No Stopping Zone (Prohibited Parking)
<b>Hastings Street North</b>	P60	Revoke P60 Parking

### **2.0 Recommendations - *Ngā Tūtohunga***

- A) That Council receive the report titled Parking controls dated 4 May 2023.
- 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, that the grass berm on the western side of Windsor Avenue, commencing approximately from the footpath drop down, as depicted under 4.1 of this report, and extending 137.35 metres in a northerly direction, to become a No Stopping Zone (Prohibited Parking).
- 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, that the three P60 parking spaces located 21.85 metres from the intersecting kerb line point of Avenue Road East and commencing north 17.25 metres, be revoked.

### 3.0 Background – *Te Horopaki*

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

### 4.0 Discussion – *Te Matapakitanga*

#### 4.1 Windsor Avenue – No Stopping Zone (Prohibited Parking) (Recommendation B)

During the cricket season, tournaments are played at Windsor Park. Supporters of these games come to Windsor Park looking to park their vehicles as close as possible to the games. There are chains, bollards and yellow lines, however vehicles are frequently parking on the narrow stretch of grass berm. This causes safety concerns for traffic moving through the area.

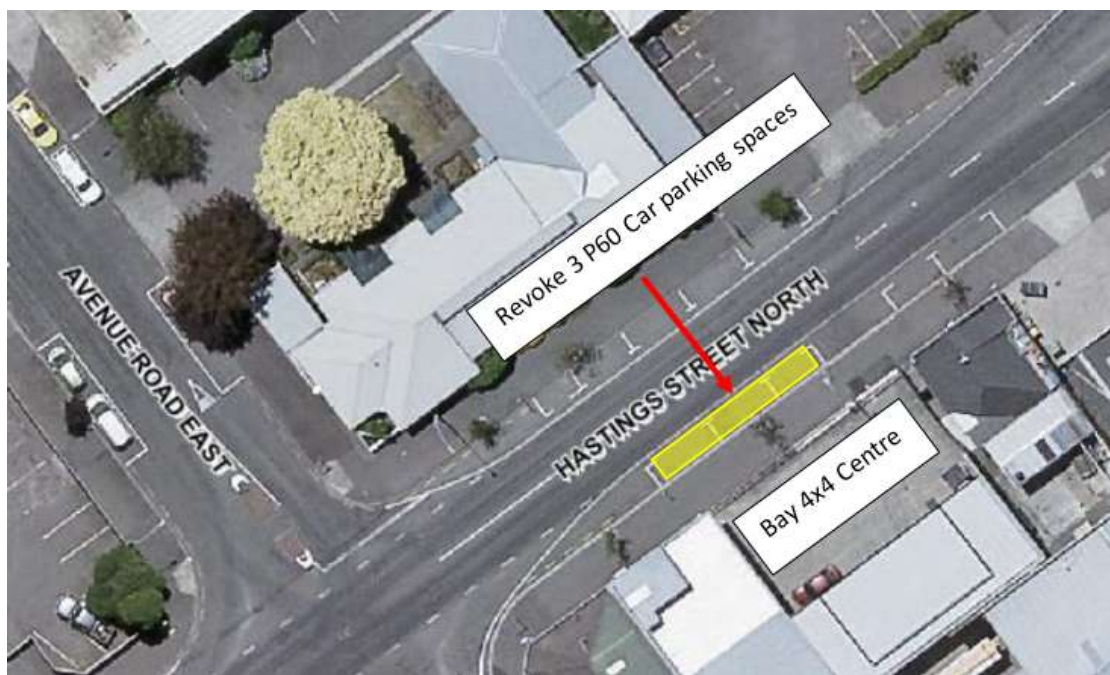
We recommend establishing no stopping (Prohibited Parking) in this area.

Note, parking between the yellow lines and bollards is currently unenforceable.



#### 4.2 Hastings Street North – Revoke 3 P60 Parking Spaces (Recommendation C)

Bay 4x4 Centre have requested the three existing P60 parking spaces, directly outside their business, be removed. The business prior to Bay 4x4 requested the restrictions, however these are no longer necessary.



### 5.0 Options – Ngā Kōwhiringa

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

5.1 To change the parking controls as discussed in section 4.

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

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 or removed.

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

### 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*

#### **Windsor Avenue – No Stopping Zone (Prohibited Parking)**

No consultation was carried out as this is in the interest of road safety.

#### **Hastings Street North – Revoke P60 Parking Spaces**

Consultation was carried out with all the surrounding business in the area. All were in favour of the change. Bay 4x4 Centre approached Council and requested the three existing P60 parking spaces directly outside their business be removed and become all day parking.

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

N/A



Thursday, 4 May 2023

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

Item 11

*Te Rārangi Take*

# Report to Council

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

**Te Take:** Changes to the Terms of Reference for the Risk and Assurance  
**Subject:** Committee and the Schedule of Appointments to Committees,  
 Subcommittees (2022-2025)

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

- 1.1 The purpose of this report is for Council to consider the appointment of Councillor Damon Harvey to the Risk and Assurance Committee for the 2022-2025 triennium and to approve required amendments as a consequence of this appointment to the Risk and Assurance Committee Terms of Reference.
- 1.2 On 8 December 2022, the Council adopted the 'Committee and Rural Community Board Register of Delegations' (2022-2025). The Risk and Assurance Committee is included in these delegations (**Attachment 1**) which sets out this committee's fields of activity; membership; quorum and delegated powers.
- 1.3 To allow for an additional Councillor to be appointed to the Risk and Assurance Committee a change in membership requirements contained in the Terms of Reference is required; from 7 members including 4 Councillors to 8 members including 5 Councillors.
- 1.4 Should the Council agree to the changes to the Risk and Assurance Committee Terms of Reference the 'Committee and Rural Community Board Register of Delegations' (2022-2025) will be updated; as set out below:

1.5


Committee	Membership	Appointments
<b>Risk and Assurance Committee</b>	2 Independent members appointed by Council (including Chair) Dep Chair (appointed by Council) <b>4-5</b> Councillors	<b>Chair: Jon Nichols</b> <b>(External Independent Chair)</b> <b>Deputy Chair: Cr Nixon</b> Cr Kerr Cr Corban Cr Fowler <b>Cr Harvey</b>

Committee	Membership	Appointments
	1 representative from Heretaunga Takoto Noa Māori Standing Committee (appointed by Council)	Vacancy - Independent External Appointed member  Vacancy - (Heretaunga Takoto Noa Māori Standing Committee member)

## 2.0 Recommendations - Ngā Tūtohunga

- A) That Council receives the report titled Changes to the Terms of Reference for the Risk and Assurance Committee and the Schedule of Appointments to Committees, Subcommittees (2022-2025).
- B) That the Risk and Assurance Committee Terms of Reference be amended from 7 members including 4 Councillors to 8 members including 5 Councillors.
- C) That Councillor Damon Harvey be appointed to the Risk and Assurance Committee for the 2022-2025 triennium.

### Attachments:

- |   |   |               |
|---|---|---------------|
| 1  | Risk and Assurance Committee - Terms of Reference | CG-17-1-00170 |
|---|---|---------------|

## **Risk and Assurance Committee Terms of Reference**

### Fields of Activity

The Risk and Assurance Committee is responsible for assisting Council in its general overview of financial management, risk management and internal control systems that provide:

- Effective management of potential risks, opportunities and adverse effects.
- Reasonable assurance as to the integrity and reliability of the financial reporting of Council.
- Monitoring of Council's requirements under the Treasury Policy.
- Monitoring of Council's Strategic Risk Framework.
- Monitoring of Council's legal compliance.
- Monitoring of Council's health and safety compliance.
- Monitoring significant projects, programmes of work and procurement focussing on the appropriate management of risk.
- Oversight of preparation of the Long Term Plan, Annual Report, and other external financial reports required by statute.

In light of the impacts Cyclone Gabrielle has had on the communities in the district, the Committee will pay particular attention to activities affected within its Fields of Activity, including but not limited to and always in support of the work of Council and the Standing Committees:

- Oversight of cyclone-related insurance claims and issues.
- Monitor funding implications associated with recovery costs, including oversight of the process for recoveries from government.
- Monitor valuation process for cyclone-damaged assets, including impairments particularly relating to roading.
- Support post-cyclone expenditure planning by ensuring good process is applied.

### Membership – 7 including 4 Councillors

- Independent Chair appointed by Council.
- Deputy Chair appointed by Council.
- 2 external independent members appointed by Council.
- 1 Heretaunga Takoto Noa Māori Standing Committee member appointed by Council.

### Quorum – 4 members

### Delegated Powers

Authority to consider and make recommendations on all matters detailed in the Fields of Activity and such other matters referred to it by Council.



Thursday, 4 May 2023

Item 12

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

## *Te Rārangi Take*

# Report to Council

**Nā:**  
**From:** Emma James, Youth Lead

**Te Take:**  
**Subject:** 2023 Youth Council Appointments 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 non voting appointment of Youth Council representation to Council Subcommittees and External Organisations Working Groups.

### 2.0 Recommendations - *Ngā Tūtohunga*

- A) That Council receive the report titled 2023 Youth Council Appointments to Council Subcommittees dated 4 May 2023.
- B) That Council approve the non-voting appointment of the following Youth Council representatives to the following Council Subcommittees and other External Organisations Working Groups during their term of office with the Youth Council in 2023.

COUNCIL SUBCOMMITTEE/BOARD/GROUP	NOMINATED APPOINTEE/S	NUMBER OF APPOINTEE/S
Civic Development Subcommittee	Esta Chaplin and Nikki Mnyanyi	Two Youth Council representatives (non voting)
District Development	Chris Proctor, Elijah Ioane and Halo Siloata (alternate)	Two Youth Council representatives and one alternate (non voting)
Environmental Resilience Subcommittee	Isabella Bradley, Osiris White Munro and Lena Ormsby (alternate)	Two Youth Council representatives and one alternate (non voting)
Community Wellbeing Subcommittee	Lili Williams, Milly Petrie and Swaleen Kaur (alternate)	Two Youth Council representatives and one alternate (non voting)

Hastings District Rural Community Board	Leo Guo	One Youth Council representative (non voting)
Rural Halls Subcommittee	Leo Guo	One Youth Council representative (non voting)
<b>EXTERNAL ORGANISATIONS</b>		
Active Transport Group	Antoni Milewski	One Youth Council representative
Joint Smoke free Working Group	Bowen Steffert	One Youth Council representative

### Attachments:

There are no attachments for this report.

Thursday, 4 May 2023

Item 13

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

## *Te Rārangi Take*

# Report to Council

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

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**Te Take:** **2023 Local Government New Zealand Conference, AGM and Remit**  
**Subject:** **Process**

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

- 1.1 The purpose of this report is to: nominate councillors for attendance at the 2023 Local Government New Zealand (LGNZ) Conference and Excellence Awards to be held in Ōtautahi, Christchurch from 26 – 28 July 2023 and the LGNZ Annual General Meeting (AGM).
- 1.2 The report concludes by recommending Council nominate 4 councillors to attend the conference. In light of the extreme workload of officers following Cyclone Gabrielle it is not proposed that Council submit a remit to the AGM this year unless there is something of urgent significance that councillors would like considered.

#### **Conference**

- 1.3 The conference is being held at Te Pae, a new Convention Centre which is located in the central city of Christchurch from Wednesday 26 July until Friday 28 July. The AGM will be held in person at the same location on Wednesday 26 July, at 2:30pm just prior to the Conference opening.
- 1.4 LGNZ's 2023 conference 'Super Local 23' promises to be 'Two days of inspiring louder local leadership' that celebrates giving power and decision-making back to communities. Key note speakers include Sophie Howe, the former Future generations Commissioner for Wales, New Zealand's futurist Frances Valentine, David Letele from Brown Buttabean Motivation and Abbas Nazari former Afghan refugee who fled the Taliban. There will be break-out sessions on risk, resilience and recovery, asset management in times of change, funding and financing. There will also be an election-year political debate. Here is a link to view the Conference Programme - <https://www.lgnzconference.co.nz/programme>
- 1.5 The conference dinner will host the LGNZ Excellence Awards where the success of finalists and winners who have demonstrated excellent performance by councils in promoting and growing the wellbeing of their communities.

1.6 The Council has no set rule as to how many councillors will accompany the Mayor and Chief Executive to the LGNZ Conference. As will be seen from the last few years Council has generally agreed on three or four councillors to attend the conference.

- 2019 – Wellington – Councillors Barber, Harvey and Lawson
- 2020 – Conference cancelled
- 2021 – Blenheim - Councillors Corban, Kerr, Nixon and Siers
- 2022 – Palmerston North – Councillors Corban, Redstone and Siers

#### Remits

- 1.7 The remit application form is contained in **(Attachment 1)**. Proposed remits for consideration at the AGM must be submitted no later than 24 May 2023. Research and preparation of remits can take a significant amount of time by officers or elected members, as does lobbying other councils for support. Almost all remits submitted last year were accepted by the conference. Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic “issues of the moment”. They should have a national focus articulating a major interest or concern at the national political level.
- 1.8 In light of the extreme workload of officers following Cyclone Gabrielle it is not proposed that Council submit a remit to the AGM this year unless there is something of urgent significance that councillors would like considered.

### 2.0 Recommendations - Ngā Tūtohunga

- A) That Council receive the report titled 2023 Local Government New Zealand Conference, AGM and Remit Process dated 4 May 2023.
- B) That the following Councillors accompany the Mayor (Presiding Delegate) and attend the LGNZ conference to be held in Christchurch on 26 – 28 July 2023 and Annual General Meeting to be held in person on 26 July 2023. (prior to Conference opening)
- Councillor (Alternate)
- Councillor
- Councillor
- Councillor
- Chief Executive (Second Alternate).

#### Attachments:

1 [↓](#) LGNZ Remit application

cg-17-1-00182



# Remit

application form



## // HOW TO SUBMIT A REMIT

Remits are positions or policies put to LGNZ's AGM for a vote.

Any remit needs the support of either an LGNZ zone, sector or five councils.

LGNZ reviews all proposed remits to ensure they meet the criteria below.

If your council wants to propose a remit for consideration by the 2023 AGM, please complete this form and email it, along with any supporting information, to [agm@lgnz.co.nz](mailto:agm@lgnz.co.nz) by Wednesday 24 May.

If you have any questions about the remit process, or want help completing your application, please contact Grace Hall, Director of Policy and Advocacy at [grace.hall@lgnz.co.nz](mailto:grace.hall@lgnz.co.nz)

## // THE PROCESS FROM HERE

Once LGNZ receives your proposed remit, it will be considered by our Remit Screening Committee. This Committee is made up of LGNZ's President, Vice-President, Chief Executive and Director of Policy and Advocacy. The Remit Screening Committee will determine whether your proposed remit satisfies the criteria, and whether or not to put it forward to the 2023 AGM.

We will let you know whether your remit is going forward to the AGM by 2 June.

## // CRITERIA FOR REMITS

- o1 The remit is relevant to local government as a whole, not just a single zone, sector or council.
- o2 The remit relates to significant matters, including constitutional and substantive policy, rather than matters that can be dealt with administratively.
- o3 The remit concerns matters that can't be addressed through channels other than the AGM.
- o4 The remit does not deal with issues that already being actioned by LGNZ. This covers work programmes underway as part of LGNZ's strategy.

REMIT APPLICATION FORM

PG 2

COUNCIL PROPOSING REMIT:

insert text here

CONTACT NAME:

PHONE:

EMAIL:

REMIT:

WHO SUPPORTS THE PROPOSED REMIT?

List either the LGNZ zone, sector group or five councils that support the remit.

WHY IS THIS REMIT IMPORTANT?

Briefly describe what the issue is and why it requires action.  
Max. 150 words

BACKGROUND AND CONTEXT:

You may wish to include:

//

What has caused this issue?

//

Relevant legislation, policy or practice

//

Key statistics to show the scope of the issue

//

An outline of what your council/ others have already done to address this issue or bring about the proposed change

Max 500 words

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## REMIT APPLICATION FORM

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PG 3

### HOW DOES THIS REMIT RELATE TO LGNZ'S CURRENT WORK PROGRAMME?

Briefly describe how the proposed remit aligns with LGNZ's strategy and policy priorities but does not duplicate existing or planned work.

*Approx. 150 words*

---

### HOW WILL YOUR COUNCIL HELP LGNZ TO MAKE PROGRESS ON THIS REMIT?

Briefly describe the steps that your council would be prepared to take to assist LGNZ to progress the remit.

*100 – 300 words*

---

## SUPPORTING INFORMATION AND RESEARCH

PLEASE ATTACH TO YOUR EMAIL:

- // A copy of this application form.
- // Evidence of support from an LGNZ zone or sector group or five councils. This could be in the form of emails, letters or zone/sector group meeting minutes or resolutions.
- // Any further contextual/background information you'd like to share, combined in a single PDF file.



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Thursday, 4 May 2023

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Item 14

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

*Te Rārangi Take*

# Report to Council

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

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*Te Take:*  
**Subject: Proposed Amendments to Schedule of Meetings**

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## **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 2023 Meetings Calendar which was adopted by Council on 2 March 2023.

This report recommends that the 2023 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 May 2023.
- B) That Council adopt changes to the 2023 Schedule of Meetings as follows:

Council	New meeting	Thursday 11 May 2023 at 3pm
Council	New meeting	Thursday 18 May 2023 at 3pm
Council	Cancel	Thursday 8 June 2023 at 1pm
Council	New meeting	Thursday 15 June 2023 at 1pm
Council	New meeting	Thursday 20 July 2023 at 3pm
Ōmarunui Refuse Landfill Joint Committee	Postponed	From Friday, 28 April to Friday, 30 June 2023 at 1pm

### Attachments:

There are no attachments for this report.

Thursday, 4 May 2023

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**

## **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 and Meetings Act (LGOIMA) 1987 received from 31 January 2023 to 31 March 2023 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 Following Cyclone Gabrielle, it has been challenging for the organisation to meet the legislative timeframes set out in the LGOIMA as requests have increased and officers redeployed to the response and recovery.
- 1.5 There were 5 outstanding responses as at 31 March 2023, the majority of these will be responded to within the required legislative timeframe.
- 1.6 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 May 2023.
- B) That the LGOIMA requests received from 31 January 2023 to 31 March 2023, as set out in **Attachment 1** of the report be noted.

## Attachments:

- 1 [↓](#) LGOIMA - Schedule of LGOIMAs report to Council CG-17-1-00211  
31 March 2023



IRB-2-01-22-2915 – To Council 15/12/22

**Local Government Official Information and Meetings Act 1987**

**LGOIMA – Report to Council – 1 February 2023 – 31 March 2023**

	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
	28	23	21	0	2	11	0

**Requests received since last reported to Council**

Completed		
Outstanding	5	
Month	From	Subject
February	Amanda Firestone	GIS map data
	Jessica Maxwell	Landslip in Tainui Reserve
	David Ivory	Flooding in Shortland Place
	Connie Giquel (parliament)	Slash traps
	Dean Dawson (Kainga Ora)	104B Riverslea Road noise callouts
	Kate Primrose (ASB)	List of ticketed properties post Gabrielle
	Mary Hullen	Zoning information Rockgas HB
	Anusha Bradley (RNZ)	Cyclone Gabrielle emergency response
	Hamish Caldwell (RNZ)	Flood and climate resilience data for Esk Valley
March	Dale Coop	Eastern Te Mata Peak consent process
	Channel Williams (MBIE)	14 Taruna Place consent
	Jason Roebuck	36 West Road #6
	Simran Singh	Joll Road alleyway
	Rion Roben	Splash Planet and Frimley pool end of season closure
	Mike Wellwood	Water delivery regulations
	Kathleen Griffiths (Heaney & Partners)	General inquiry
	Anusha Bradley (RNZ)	Clifton Road culvert
	Dan Murray (Taxpayers' Union)	Council vehicles
	Oliver Bryan (Taxpayers' Union)	Hawke's Bay recovery subsidies
	John Saunders	Geotech Report Joll Road
	Sherly Galbraith	Rates history 1304 Jubilee Street
	Jason Roebuck	36 West Road #7

**Item 15 Requests Received under the Local Government Official Information and Meetings Act 1987  
(LGOIMA) Update**

**LGOIMA - Schedule of LGOIMAs report to Council 31 March 2023**

**Attachment 1**

IRB-2-01-22-2915 – To Council 15/12/22

Month	From	Subject
	Tom Belford (BayBuzz)	Risk assessments
	Jason Roebuck	36 West Road #7 v 2
	Cecile Meier (NZME)	Waste management
	Alistair Brown	Parking restrictions
	Jason Roebuck #8	Complaints policy
	Jason Roebuck #9	Complaints policy