



Equal Employment Opportunities – EEO

Introduction

Council has had a strong commitment to an Equal Employment Opportunity Policy and Programme since 1990. It is regularly reviewed, with the last being in December 2005, the next review is due in 2007.

The philosophy and reasoning for adopting an Equal Employment Opportunity Policy have become an integral part of the operations of Council.

All new staff are issued with a pamphlet outlining Council's commitment to EEO.

Council Policy

Council is committed to a policy of equal employment opportunities for all employees and potential employees. Council regards the elimination of any discrimination and the provision of equal opportunities, as essential principles in the management of staff resources.

Council affirms this commitment through a policy of positive action by adopting constructive policies and practices for equal opportunities in all aspects of employment, including:

- recruitment, selection and appointment, education, training and development, career planning and promotions.

Personnel policies shall apply equally to all staff employed by Council. Council actively endorses the policy of giving preference to the person best suited to the position - this is known as the merit principle. However, no employee or potential employee, shall gain any advantage or suffer any disadvantage for reasons such as:

- race; colour; disability; nationality or ethnic origin; gender; age; marital status; personal sexual preference; religious or political beliefs.

Equal Employment Opportunity Goals

The programme goals are:

- To provide equal employment opportunities for any person applying for a position with Council;
- To establish a workplace that is free from harassment and discrimination;
- For all staff to have an understanding of, and commitment to, Equal Employment Opportunity policies and practices;
- The achievement of equitable training and personal development for all staff employed by Council.

A full copy of Council's EEO policy is available from the Human Resources Manager (Phone 06 833 8072).



Council Controlled Organisations

In order to achieve its goals for the region, Council has become an active participant in various Trusts with other local authorities and entities.

Hawke's Bay Incorporated (HBI)

Why it exists

Hawke's Bay Incorporated (HBI) has been established with the objective of fostering regional economic development including tourism destination marketing for the Hawke's Bay region through improving the competitiveness of Hawke's Bay as a place to visit, live, work, invest and grow businesses.

What it does

HBI will:

- Facilitate economic growth in the Hawke's Bay region through:
 - providing strategic direction and leadership;
 - marketing the region effectively as a competitive place to visit, live, work, invest and grow;
 - managing processes and relationships to attract greater tourism revenues, inward investment and favourable immigration;
 - assisting growth businesses located in Hawke's Bay to realise their potential.
- Promote a partnership and economic leadership between the public and private sectors of the region.
- Support all proper and lawful initiatives by others which encourage the growth of economic activity in the region.
- Take such initiatives as may lawfully and properly encourage the growth of economic activity in the region.
- Act as an advocate and lobbyist by any means lawfully permitted for the region with Local and Central Government to encourage and create the environment for Government policies for the region or the country of New Zealand likely to promote and sustain economic activity or economic growth in the region.
- Advocate and lobby on behalf of the region or any economic sector of the region to Government on international trade policies most likely to benefit the region and to enhance the competitiveness of regional activity with the balance of the New Zealand economy and international economies.
- Act as a facilitator or originator of original co-operation and strategic economic development initiatives in the region.
- Advocate, promote and support for the region appropriate land use policies to ensure the use of sustainable use of regional resources in the region.
- Co-operate with any other incorporated society or organisation having like objectives provided that such co-operation will enhance the achievement of any of the other objectives of HBI.

Source: HBI 'Statement of Intent' June 2006.

Performance Measures

Although the objectives of HBI concern the region's economic and tourism development, it does not follow that HBI's annual performance should be assessed on the basis of

regional performance metrics. HBI's contribution is only factor that explains the overall performance of the region. Consequently it is appropriate for HBI's annual performance measurement framework to focus on metrics over which it has a considerable degree of control. Therefore, HBI's performance measures can be seen as proxies for improving regional performance in the short, medium or longer term.

The higher level performance measures which have been established for HBI are:

1. Providing strategic direction and leadership

- Upon the completion of the Regional Strategy:
 - HBI will become the lead agency for promoting the regional strategy and will work with relevant stakeholders on its implementation. Progress in achieving the direction outlined in the strategy will be reported annually as part of HBI's Annual Report. HBI will own and drive progress on at least two important regional projects from the strategy roadmap.

2. Regional partnership and co-operation

- HBI will establish and co-ordinate a Regional Tourism Forum comprising regional tourism stakeholders which is to meet at least six monthly;
- HBI is to establish and co-ordinate a Regional Economic Development Forum comprising economic development stakeholders which is to meet at least six monthly;
- Increase the private sector contributions to HBI marketing initiatives, including visitor guides, trade directors and regional marketing events.

3. Return on investment

- **Market equivalent advertising (MEA).** HBI hosts members of the media who subsequently produce media stories either written or broadcast. HBI will quantify the value of this publicity and will seek to target a 400% return on investment (as quantified by taking the MEA and dividing it by HBI's total hosting costs) in the following areas:
 - domestic and international tourism related media;
 - national and international business media.
- **Channel marketing** – HBI will monitor each domestically based inward bound operators catalogue promoting various regions within New Zealand, the number of pages committed to Hawke's Bay and seek to achieve growth and representation of the region.
- **Cruise ships** – HBI in conjunction with the Port of Napier is working aggressively to increase the tourism spend arising from ship visits, focusing on both increased numbers of cruise ships visiting the port, and increased spend per visitor while in the region. A target for future year growth will be agreed on.
- **Business development** – for clients of HBI business development group:
 - Increase in profitability, through increased revenues or reduced costs facilitated by this group;
 - Increase in investment facilitated by this group;
 - New jobs created by initiatives facilitated by this group.
 - \$750,000 value of Grants obtained from NZTE and Technology NZ to help accelerate Business Development in the Region.

HBI will develop survey tools for quantifying the perceived benefits from these activities.



Council Organisations for Hawke's Bay Regional Council

The following have been identified as Council organisations in terms of the Local Government Act 2002.

- Hawke's Bay Primary Producers' Adverse Events Trust – Council is able to appoint a trustee to this entity which exists to assist the rural community after an adverse event.
- Roadsafe Hawke's Bay Inc – Council is represented on the governance committee of this entity which aims to improve all aspects of road safety in the region.

Other Organisations In Which Council Has a Significant Interest

Port of Napier

Council is a 91.7% shareholder in Port of Napier Limited which under the Local Government Act 2002 is specifically excluded from the definition of a Council controlled organisation.

The Port Company operates as a fully autonomous subsidiary of Council and therefore Council does not participate in the management and operation of the company. However, as the majority shareholder, Council has commercial rights and statutory authority to enable prudent overview of this investment. The two key reasons being the power to appoint and remove Directors and to input into the Statement of Corporate Intent.

Council's shareholding in the Port of Napier is disclosed in the Statement of Financial Position as an investment and is recorded at a fair value. This value was last established at 30 September 2003 by the Directors who used a valuation completed by Deloitte Finance, a division of Deloittes.

The following dividend receipts have been forecast from the Port to Council over the term of this Plan:

2006/07	\$4,010,000	2011/12	\$4,542,000
2007/08	\$4,153,000	2012/13	\$4,632,000
2008/09	\$4,280,000	2013/14	\$4,725,000
2009/10	\$4,365,000	2014/15	\$4,819,000
2010/11	\$4,452,000	2015/16	\$4,916,000

The Port's dividend payment policy is that the annual dividend will be not less than 75% of the reported surplus after taxation.

Turnover for the company in 2004/05 was \$37.296 million. The gross assets of the Company at 30 September 2005 were \$113.371 million.

The following information is extracted from the Statement of Corporate Intent of Port of Napier Limited adopted in December 2005 which covers the three years 1 October 2005 to 30 September 2008.

Vision

The Port of Napier will be the preferred Port for the East Coast, Central North Island and an alternative Port for other central New Zealand cargoes. The Port will handle all cargo that can be moved profitably.

Objectives

- The Company will operate as a successful business.
- For its users, the Company will provide a safe, effective and efficient Port operation at reasonable cost.
- For its shareholders, the Company will manage the financial assets and liabilities prudently and in a manner which will yield a satisfactory profit.
- For its employees, the Company will promote a safe working environment where positive contribution is encouraged and rewarded.
- The Company will provide business leadership and support to the community.

Nature and scope of activities

Port of Napier Limited will:

1. Provide a commercial harbour, comprising deep water wharves, land and buildings which are essential to the proper and safe operation of an international Port.
2. Ensure the provision of such pilotage, towage and mooring services to vessels utilising Port of Napier, as may be required from time to time.
3. Ensure an efficient and competitive cargo handling service is provided, which meets the special requirements of all cargoes and commodities, by type and configuration (e.g. breakbulk, unitised and containerised).
4. Aggressively promote and market Port of Napier to shipping lines, importers and exporters and the wider Hawke's Bay region.
5. Provide and/or contract such technical, administrative or specialised services as may be required to achieve these objectives.
6. Maintain an Environmental Management Plan to provide a systematic review of responsible environmental management practices and procedures and a framework for ongoing monitoring and practical improvements and encourage a culture of biosecurity vigilance and responsible environmental management practices by Port Users.

Performance targets and measures

The Company's financial performance will be judged against the following targets:

	Desired Target	Actual FY 2005	Budget FY 2006
Net debt to net debt plus equity	20-40%	10.7%	14.4%
Earnings before interest and tax to Shareholders' funds	>3x	11x	8.5x
Earnings before depreciation, interest and tax to total assets	15%	13.8%	13.3%
Operating surplus after tax to Shareholders' funds	8%	6.5%	6.5%



Development of Maori Capacity to Contribute to Decision-Making Processes

The following initiatives are in place to develop Maori capacity to contribute to decision-making processes of Council.

Maori Committee

Council has had a representative group of Ngati Kahungunu tangata whenua as its Maori Committee since 1991.

The Committee consists of 12 Maori members, 3 from each of the 4 rohe (areas) within Council boundary and 3 Councillors.

It meets on a regular basis (at least 6 times annually), considers various relevant issues and then provides Council with recommendations taking into account the tangata whenua perspective.

Charter

In 1994 a Charter was developed which set out the way in which the Committee and Council would interact. The Charter was reviewed in 2003 and now includes Council's response to the Treaty of Waitangi and consultation policy with tangata whenua and specifically how tangata whenua are to be involved in Council's decision-making processes. The main points included in the Charter which build capacity for Maori to contribute in Council's decision-making processes are:

- the Chairman of the Maori Committee sits in Council meetings as a non-voting participating member;
- two members of the Maori Committee have been appointed as full voting members on the two main Committees of Council;
- a member of the Maori Committee sits on the Hearing Committee of Council;
- a member of the Maori Committee sits on the Regional Land Transport Committee;
- a regular Kaumatua Hui is held with Councillors and senior staff to listen to their concerns and issues related to the Regional Council role and functions.

Maori Constituencies

At its meeting on 27 October 2005 Hawke's Bay Regional Council resolved to make no decision and by default allow the provisions contained in section 19ZB to determine whether or not one or more Maori constituencies will be established in the Hawke's Bay region.

Council also resolved to publicly notify the electors rights to demand a poll on this issue.

Other Initiatives

- Council continues to develop relationships with various Taiwhenua in the region in an effort to develop capacity at this level and to capitalise on the emerging strength of these entities as a further avenue for meaningful input into decision-making processes of Council;
- The Maori Committee endorsed Council's proposal to assist with establishing a template for Hapu Management Plans;
- Council staff meet regularly with Ngati Kahungunu executive staff to discuss current issues and from this to identify opportunities for Maori to contribute to decision-making processes.
- Council is willing to assist Hapu develop resource management plans by facilitating the development of a template for Hapu use.
- Council proposes to work with the Territorial Local Authorities in the region to establish acceptable processes for identifying Waahi tapu thereby improving the opportunities for protection of such sites.

All of the above measures have added to tangata whenua capacity to contribute to Council's decision-making processes. It is considered that these measures are the key components of Council's commitment to the development of Maori involvement in Council's decision-making processes and will continue long term.

Notwithstanding this progress, Council is always willing to discuss other initiatives that may arise over time.



Resources Managed by Council

The Hawke's Bay Regional Council covers a land area of 1,416,000 hectares from north of Mahia Peninsula to just south of Porangahau, flanked in the east by the coastline and in the west by the Ruahine, Kaweka, Huiarau and Ahimawana Ranges.



Natural resources

River catchments (24)
Major rivers – Waioara, Mohaka, Esk, Tutaekuri, Ngaruroro, Tukituki, Waipawa

Major Lakes
Waikareiti, Waikaremoana, Tutira

Significant Wetlands
Whakaki, Ahuriri Estuary, Waitangi Estuary, Porangahau Estuary, PekaPeka Swamp

Major Aquifer Systems
Heretaunga Plains, Ruataniwha/ Takapau Plains

Coastline – 350km

Population 146,109 (2001 Census)

Electorate rolls for the Council

constituencies:

Central Hawke's Bay	8,594
Hastings	38,277
Ngaruroro	6,763
Napier	38,419
Waioara	5,698

Resources and services managed

Regional Council employees – 134
 Rateable properties – 64,785
 Resource consents administered – Approx 6,304

Soil Conservation Nurseries

Allen Road, Pakowhai 17.5 hectares
 Approx annual production 30,000 3m poles
 Total annual production (all pole sizes from 1.1m - 3m) approx 60,000

Reserves

Tutira Country Park 463 ha, includes commercial forestry of 130ha
 Pakowhai Country Park 19.22 ha
 Tangoio Soil Conservation Reserve, 550 ha, includes commercial forestry of 330ha.
 River berm land on rivers and streams - Tutaekuri, Ngaruroro, Karamu, Tukituki, Tukipo, Waipawa, Makaretu, Manga-o-nuku.

River control and land drainage

Stopbanks	239 km
River control and bank protection works	420 km
Flood detention dams	11
Rivers, streams and drains maintained	802 km
Drainage & flood control structures	256
Pumping stations operated	21

Artificial Recharge System to Heretaunga Plains Aquifer

Resource consent allows for maximum take of 700 ltr/sec from Ngaruroro River

Hydrological Data Collection Sites

Data Type	Automatic Monitoring Sites		Manually Read Sites
	Telemetered	Non-telemetered	
Surface Water	31	20	–
Ground Water	11	4	69
Rainfall	44	14	45
Climate Stations	3		
Air Quality (Beta)	3		
Air Quality (Microvol)	1		
Sea Level	1		

Civil Defence

Regional and operational Civil Defence Headquarters maintained.

Transport Planning

Monitoring and review of the Regional Land Transport Strategy and Passenger Transport Programme

Provision of passenger transport – urban bus routes – Total Mobility Scheme

Registration of taxi and bus operators

Registration of tour operators and inter-regional transport operators

Harbour Responsibilities

Hirecraft licences	75
Vessels arriving in Port	720

Leasehold Rights Administered

River berm land (licences)	81
Napier Leasehold Properties	1205
Wellington Leasehold Properties	13



Information, Legislation and Other Plans Used

Information

Information is available from Council on a range of matters relating to projects it has undertaken, meetings held and research it has been involved in:

- Council meetings agendas and minutes;
- Correspondence;
- Technical reports;
- Pamphlets and newsletters;
- Educational material.

If it is necessary to obtain information under the Local Government Official Information and Meetings Act please contact the Administration Manager or Communications Co-ordinator, but note that information is usually readily available without the need for a formal request.

Legislative framework

The functions, duties and powers of the Hawke's Bay Regional Council are primarily contained within the following Acts:

- Biosecurity Act 1993;
- Building Act 2004;
- Civil Defence Emergency Management Act 2002;
- Hawke's Bay Endowment Land Empowering Act 2002;
- Land Transport Management Act 2003;
- Local Government Act 2002;
- Local Government Official Information and Meetings Act 1987;
- Local Government (Rating) Act 2002;
- Local Electoral Act 2001;
- Land Drainage Act 1908;
- Maritime Transport Act 1994;
- Resource Management Act 1991;
- Soil Conservation and Rivers Control Act 1941;
- Transit New Zealand Act 1989;
- Transport Services Licencing Act 1989.

In addition to legislation, Council also has authority under "The Hawke's Bay Regional Council Bylaw 1990" and "The Hawke's Bay Regional Navigation & Safety Bylaws 2002". Copies of these Bylaws are available at Council offices.

Plans we use

The Local Government Act 2002 (the Act) requires Council to produce the following plans and reports:

- A Long Term Council Community Plan (LTCCP) for 2006-16, prepared under Section 93 of the Act;
- The Annual Report for the financial year ending 30 June 2006 - this will be prepared under Section 98 of the Act.

The reporting will also include 'a summary of information' for both the Annual Report and the LTCCP.

The Resource Management Act 1991 gives Council the responsibility for promoting the sustainable management of the natural and physical resources of the region. Council has produced a Regional Policy Statement, in line with the requirements of the Act, which establishes a planning framework to balance the demands placed on the natural resources by users.

In addition to the Regional Policy Statement, the Resource Management Act enables Council to develop plans containing rules and regulations by which the management of the natural resources will be carried out.

Council has prepared the following resource management plans:

- Proposed Regional Resource Management Plan (incorporating the Regional Policy Statement);
- Regional Coastal Plan.

The Resource Management Act also requires Council to monitor the state of the environment, so State of the Environment Update Reports are produced every fifth year with update reports annually in the interim years.

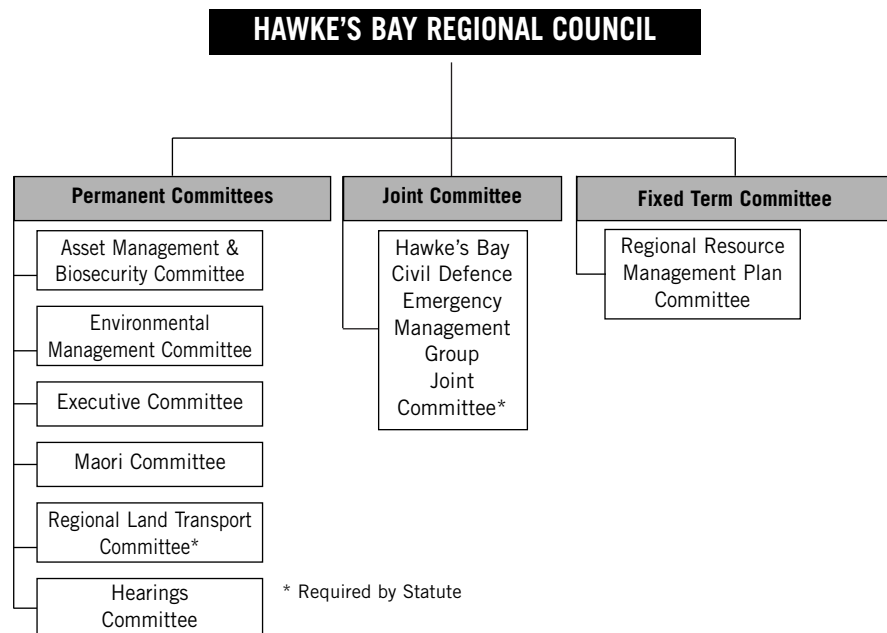
The Biosecurity Act 1993 allows Council to undertake biosecurity functions provided they have adopted a Pest Management Strategy. The Regional Plant Pest and Animal Pest Management Strategy has been adopted in accordance with the Biosecurity Act 1993 and sets out Council's goals and objectives with regard to its biosecurity functions. This strategy is currently being reviewed.

The Regional Land Transport Strategy and the Regional Passenger Transport Plan were approved in October 2002 as a requirement of the Land Transport Amendment Act 1995. These are reviewed every third year and are currently under review.

The Civil Defence Emergency Management Act 2002 required the Regional Council and territorial councils in Hawke's Bay to form a single Civil Defence Emergency Management Group. This is headed by a Joint Standing Committee of the Mayors and Chairman of the Regional Council which is served by a coordinating Executive Group which includes the Chief Executives from each council plus representatives from all the emergency services and health and welfare agencies work. They will maintain the single integrated Civil Defence Emergency Management Group Plan and standardised procedures for the region.



Council & Committee Structure



Meetings

Council and Committee meetings are open to the public, except where items of business specifically exclude the public. Meeting dates and times are published in Hawke's Bay Today, but are generally scheduled as follows:

- Council generally 4th Wednesday each month
- Maori Committee 4th Tuesday every 2nd month
- Environmental Management generally 2nd Wednesday of every 2nd month
- Asset Management & Biosecurity generally 2nd Wednesday of every 3rd month
- Other Committees as required

The Regional Council

Council develops or approves all major policy of Council and deals with all other issues concerning Council's responsibilities which have not otherwise been delegated to Committees of Council or Council's Chief Executive and which are not the responsibility of the Chief Executive but require Council consideration.

Elected Members: All elected members of Council.

Chairman: E von Dadelszen.

Deputy Chairman: AJ Dick.

Asset Management and Biosecurity Committee

This committee considers and recommends to Council policies with regard to Council responsibilities or involvement with Land Drainage and River Control under the Local Government Act 2002, Land Drainage and Rivers Control Act 1941 and Land Drainage Act 1908; and Biosecurity under the Local Government Act 2002 and the Biosecurity Act 1993.

Elected Members: All Councillors.

Appointed Members: Marei Apatu, Bill Blake.

Chairman: Councillor Rose.

Environmental Management Committee

This committee considers and recommends to Council strategies, policies, rules and other methods for inclusion into the Regional Resource Management and Coastal Plans and to ensure effective implementation of plans, processes, research, monitoring and enforcement to satisfy the requirements of the Resource Management Act 1991, National Policy Statements, National Environmental Standards and relevant associated legislation. The committee also considers and approves strategies and implementation of maritime and navigation safety under the Maritime Transport Act 1994.

Elected Members: All Councillors.

Appointed Members: Peter Paku, Rangi Rupuha.

Chairman: Councillor Scott.

Executive Committee

This committee's role is to:

- Make decisions on all matters requiring action between meetings of Council and report those decisions to Council;
- Consider and accept tenders which exceed the delegated authority of the Chief Executive;
- Consider the performance of the Chief Executive in relation to his/her contract, and recommend to Council any changes in remuneration.

Elected Members: E von Dadelszen (Chairman), A Dick (Deputy Chairman), Councillors McIntyre and Williams.

Maori Committee

The Maori Committee includes both elected Councillors and members appointed by various Maori groups. The committee makes recommendations to Council on matters of relevance affecting Maori people of the region and helps fulfil the Maori consultative undertaking of Council, particularly with regard to the principles of the Treaty of Waitangi (Tiritio Waitangi).

Three elected members: Councillors Scott, Olsen and McGregor. (ex officio) Chairman von Dadelszen.

Appointed members: Heitia Hiha (Chairman), Bill Blake, Fred McRoberts, Rewai Meihana, Tipu Tareha, Noreen Taylor, Heitia Hiha, Marei Apatu, Peter Paku, Haami Hilton, Rangi Rupuha, Mike Mohi, Jill Munro.



Regional Land Transport Committee

This committee includes Regional Councillors and appointees from transport interests and other Councils in the region. The aim is to prepare both the Regional Land Transport Strategy and the regional land transport programme for approval by Council, and consider other issues related to Land Transport which has a regional impact.

Elected Members: Councillor McIntyre (Chairman), Councillor Dick.

Appointees from: Wairoa District Council, Hastings District Council, Napier City Council, Central Hawke's Bay District Council, Land Transport New Zealand, and appointees representing: Cultural Interests; Economic Development; Safety and Personal Security; Access and Mobility; Environmental Sustainability and Public Health.

Hearings Committee

Pursuant to Section 34(1) of the Resource Management Act (RMA) Hawke's Bay Regional Council delegates the following functions, powers and/or duties under the RMA:

- To hear and make decisions on applications arising out of Council's regulatory responsibilities as follows:
 - non-complying activities that have been publicly notified;
 - notified applications where submissions have been made and submitters wish to be heard;
 - reviews of conditions (s.128) where consent holder and/or submitters wish to be heard;
 - notified applications where submissions have been made and where the Committee considers it necessary to hold a hearing;
 - objections to decisions made under delegated authority by staff, where they wish to be heard (S357);
 - where the staff recommendation is to decline any application for reasons other than inadequate information;
- To determine other related discretionary process matters that may be associated with a hearing such as waivers of time, as appropriate under the Resource Management Act 1991;
- To hear and make decisions on objections against costs under Section 36(6) of the Act and objections to the levying of Financial Contributions under Section 108 of the Act;
- To authorise the resolution and settlement of appeals and references through formal hearings or mediation before the Environment Court and to either generally or from time to time delegate to officers the authority to resolve and settle appeals and references through formal mediation before the Environment Court;
- To hear and make decisions on lapsing of consents under Section 125 of the Act where a decision of an officer acting under delegated authority is subject to an objection;

- To consider and authorise the lodging of an appeal or reference to the Environment Court against a decision of a territorial local authority on an application or designation or proposed plan or plan change or variation to a plan on which Council had lodged a formal submission.
- Pursuant to section 82 of the Biosecurity Act (BA) Council delegates the following functions, powers and/or duties under the BA:
 - To hear and make decisions on submissions received on any statutory documents prepared by Council which have been subject to a formal submission process under the Biosecurity Act;
 - To authorise the resolution and settlement of appeals and references through formal hearings or mediation before the Environment Court or any other judicial body which relate to the preparation of any statutory documents prepared under the Biosecurity Act by Council and to either generally or from time to time delegate to officers the authority to resolve and settle appeals and references through formal mediation.

Elected Members: Councillor Williams (Chairman), Councillor Scott (Deputy Chairman), Councillors McGregor, Olsen and von Dadelszen.

Appointed Member: Rangi Rupuha.

Hawke's Bay Civil Defence Emergency Management Group Joint Committee

The Civil Defence Emergency Management Act 2002 requires all local authorities within a region to form a Civil Defence Emergency Management Group as a joint standing Committee under Clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

The Joint Committee is composed by including a representative from each local authority that is a member of the Group; representatives must be a chairperson or mayor of that local authority or an elected person from that local authority, who has delegated authority to act for the chairperson or mayor.

Members: Eileen von Dadelszen – Hawke's Bay Regional Council (Chairman), Barbara Arnott - Mayor Napier City, Lawrence Yule - Mayor Hastings District, Les Probert - Mayor Wairoa District, Tim Gilbertson - Mayor Central HB District.

Fixed Term Committee

This committee has been established to deal with fixed-term objective. This can include the preparation, hearing and determination of Council's statutory plans and strategies. Once this role is completed this committee will be disbanded.

Regional Resource Management Plan Committee

This committee will now only settle any appeals before the Environment Court with the Regional Resource Management Plan.

Members: Councillor Williams, (Chairman), Councillors von Dadelszen and McIntyre.



Management Structure

