

## Maori Consultative Committee

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# OPEN AGENDA

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Meeting Date: **Wednesday 10 May 2017**  
Time: **3pm**  
Venue: **Main Committee Room  
3rd floor Civic Building  
231 Hastings Street  
Napier**

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<b>Council Members</b>	Piri Prentice (in the Chair), the Mayor, T Aranui, Councillor Tapine, Liz Ratima
<b>Officer Responsible</b>	Director Community Services
<b>Administrator</b>	Governance Team

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**Next Maori Consultative Committee Meeting**  
**Wednesday 21 June 2017**

# ORDER OF BUSINESS

## KARAKIA

## APOLOGIES

G Reti

## CONFLICTS OF INTEREST

## PUBLIC FORUM

## ANNOUNCEMENTS BY THE CHAIRPERSON

## ANNOUNCEMENTS BY THE MANAGEMENT

## CONFIRMATION OF MINUTES

A copy of the Minutes from the meeting held on Wednesday, 29 March 2017 are attached on page 156

## NEW ITEMS FOR MAORI CONSULTATIVE COMMITTEE

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## NEW ITEMS FOR MAORI CONSULTATIVE COMMITTEE

### 1. UPDATE ON PROPOSED PROCESS FOR REVIEWING THE TERMS OF REFERENCE OF THE MAORI CONSULTATIVE COMMITTEE

<b>Type of Report:</b>	<i>Information</i>
<b>Legal Reference:</b>	<i>Local Government Act 2002</i>
<b>Document ID:</b>	<i>352298</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Jane McLoughlin, Team Leader Governance</i>

#### 1.1 Purpose of Report

To review the notes from the Terms of Reference ('TOR') intersessional meeting and agree the next steps and time frame for the TOR.

#### Officer's Recommendation

The Committee:

- a. Discuss the proposed Terms of Reference for reviewing the Māori Consultative Committee.
- b. Agree to the proposed Terms of Reference for reviewing the Māori Consultative committee, including the proposed timeframe.
- c. Note the invitation by Wairoa's Standing Committee to speak to the Committee about the changes they have implemented and lessons learnt.

#### CHAIRPERSON'S RECOMMENDATION

That the Council resolve that the officer's recommendation be adopted.

#### 1.2 Background Summary

At the inaugural meeting of the Māori Consultative Committee meeting for the 2016 triennium, it was agreed that the Committee members would review the Terms of Reference (TOR) of the Committee, and bring suggested changes back to Napier City Council officials.

Subsequently Councillor Tapine, Mr Tiwana Aranui, and Mr Hori Reti met to discuss a way forward and a proposed framework and schedule for the review developed (see Attachment A).

#### 1.3 Issues

Nil

#### 1.4 Significance and Consultation

Proposed consultation methods are outlined in the attachment. Kanohi ki kanohi (face to face) communication is favoured by the members.

## **1.5 Implications**

### **Financial**

Nil

### **Social & Policy**

Nil

### **Risk**

Nil

## **1.6 Attachments**

A Minutes and proposal for reviewing the Terms of Reference [↓](#)



## Maori Consultative Committee – Review of Terms of Reference

### Hui Okawa

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Whakamoremiti Hori Reti

Apologies Piri Prentice, Liz Ratima

Present Tiwana Aranui, Hori Reti, Apiata Tapine

#### Agenda;

As per the MCC Committee Meeting Wednesday 10<sup>th</sup> March, Item on the agenda is;

“Opportunities for the role of the Māori Consultative Committee”.

Acknowledge his Worship Mayor Bill Dalton for the opportunity to participate in the review of the TOR that supports the function of the Māori Standing Committee for Napier City Council.

Agreed to review the terms of Reference

Agreed to keep this process short and effective, consulting with those who may represent the interests of Iwi in regard to issues pertaining to Māori Values and expectations.

#### Why Review:

- ☐ The TOR could be more robust and provide more substantial feedback into the Napier City Councils decision-making processes.
- ☐ Listed benefits of where valuable for Napier City Council can be achieved through more comprehensive information from the Iwi around decisions of Council and areas where there are shared responsibility.
- ☐ Increase participation of Iwi groups in local authority matters and economic activities and committee representation.
- ☐ Recent changes to the RMA and the Mana Whakahono O Te Rohe amendments.

#### The following points were noted;

- ☐ There is massive scope to improve the way in which Māori can engage in decisions of council.
- ☐ Recently there are several new potential partners in the Hawkes Bay Economy from Iwi Settlement Groups in and around Kahungunu, over half a billion dollars from Te Wairoa To Wairarapa.
- ☐ Stronger partnerships with Māori at a Governance level of the city will enable stronger decisions of council.
- ☐ Māori groups and associations are still predominately volunteer based and commitment and continuity of work as well as recognition of who has pre-established relationships with NCC.

It was determined by those present that the Terms of Reference would benefit from being reviewed.

After considering the task constraints and framework in detail and conversation around a suggested process, the meeting closed at 6:30pm.

## Task Constraints and Framework

Māori prefer to negotiate and korero around issues in a face to face manner, this is not a time conservative approach to communications and engagement, however, it has historically resulted in more open and considered dialogue with enhanced outcomes coupled with stronger ownership from participants. Given this is, the consultative committee members will may choose the preference to engage face to face [kanohi ki kanohi].

### Some TOR being considered for reference

Rotorua City Council

Nelson Council?

Wairoa District Council

- ☐ *Wairoa's Māori Standing Committee has offered to come and speak directly to the changes they have implemented and what learning has been gained since it's inception. Contact Maori Liason Officer Dwyane? and Chairman of the MCC of WDC, Kiwa Hammond*

We have at discounted those with a TOR similar to our current references. Opting instead for those that present new, different or more comprehensive TOR that enable the committee to be active in their role to support decision making.

Suggested Schedule considered;

### Recommended Process to Review;

HUI TUATAHI		
MSC - Committee; Mayor and Management representatives? Any others  Venue; At Chambers?	1 hour workshopping with the Mayor and Management. 1 Hour Workshop with Committee only. Venue to be confirmed.	Kanohi ki Kanohi Check with NCC around history of MSC, range of powers, previous attempts, and recommendations on process, key components and expectations, Constraints. Time - 2 Hours?
HUI TUARUA		
Develop draft TOR Identify key stakeholder holder groups and partners to participate in conversation	Invite the Wairoa Council Māori Standing Committee	Email or Kanohi ki Kanohi? Time - 2 Hours? Venue
Māori Standing Committee of Wairoa District Council  Did we want to accept? <i>Verbal confirmation received – interested in a korero with the Wairoa MSC.</i>	WDC Mayor Mr Little has offered the learning gained from reviewing their TOR. The WDC Māori Liaison Officer and the Chairperson of the committee are awaiting confirmation around our invitation. To hear first-hand from their perspective around the development of relationships with Iwi in the Wairoa Region and other indirect benefits that Wairoa Council has achieved. The Wairoa MSC are waiting on a date for their visit.	
Circulate Draft Material around members via email <u>OR</u> Wananga [preferred?]	Did we want to have an open hui around this kaupapa vs circulating digital information?	Gather feedback and incorporate into the TOR Draft version.
HUI TUATORU		
MSC - Committee; Mayor and Management and new representatives. Circulate digitally <u>OR</u> Kanohi ki Kanohi Hui	Meet with key and potential stake holders to offer amendments the Draft TOR and Draft MCC recommendations to be presented to the Mayor? Committees?	
HUI TUAWHĀ		
Engagement Hui <u>OR</u> Digital Hui	Meet kanohi ki Kanohi with parties and finalise the final Draft recommendations for TOR. Prepare for inclusion on the agenda.	
MSC - Committee; Mayor and Management representatives; <u>OR</u> Wananga	Present the TOR and framework Provide recommendations to council to adopt the New TOR.	Email or Kanohi ki Kanohi?
Māori Consultative Committee	Include on the Agenda	
Roadshow Wananga	Present the TOR to stakeholder groups or members who to be recruit/engaged to support the MSC in the decisions of Council.	



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## REPORTS FROM STANDING COMMITTEES

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### MAORI CONSULTATIVE COMMITTEE RECOMMENDATION

That the Maori Consultative Recommendations arising from the discussion of the Committee reports, be submitted to the Council meeting for consideration.

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## REPORTS FROM STRATEGY AND INFRASTRUCTURE COMMITTEE HELD 19 APRIL 2017

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### 1. PARK ISLAND MASTER PLAN REVIEW

<b>Type of Report:</b>	<i>Legal and Operational</i>
<b>Legal Reference:</b>	<i>Resource Management Act 1991</i>
<b>Document ID:</b>	<i>347334</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Antoinette Campbell, Director Community Services</i>

#### 1.1 Purpose of Report

To outline the process undertaken in reviewing the 2013 Park Island Master Plan and provide the updated Park Island Master Plan 2016 for Council's consideration.

#### COMMITTEE'S RECOMMENDATION

##### Councillor Brosnan / Councillor Hague

That Council

- a. Adopt the Park Island Master Plan 2016 and
- b. That a District Plan Change is initiated to rezone Park Island's Northern Sports Hub to meet the Master Plan objectives.

**CARRIED**

#### 1.2 Background Summary

The original Park Island Master Plan (shown as attachment A) was developed in 2013 in consultation with users of the sportsgrounds, to provide a plan for development over a 30 year timeframe to meet the community's current and growing sport and recreation needs. The Master Plan sets out the overall direction for Park Island, which includes the development of new sporting and recreational areas and various environmental enhancements throughout the 68 hectares. The Master Plan also considers Park Island in the broader context and the relationship and linkages to surrounding areas, particularly Parklands subdivision and Mana Ahuriri's Westminster Block. The 'sportsville' concept is the basis of the Master Plan with reorganisation and development focused around sporting 'hubs'. A major component of the original Master Plan development was the inclusion of the substantial Northern Sporting Hub on a greenfields site.

Since the adoption of the Master Plan in 2013, a number of smaller scale projects have been completed in the Southern and Central Sports Hubs, however before proceeding with some of the more significant capital developments, it was identified that that a comprehensive review of the Master Plan was warranted.

### 1.3 Issues

Current utilisation of Park Island by sports codes is predominantly on Saturdays with the exception of hockey which operates seven days a week primarily due to having artificial turf playing surfaces available to the sport. What was once played on 25 grass playing fields between Napier and Hastings, is now played on 3 ½ artificial hockey surfaces in Hawke's Bay. Over the last three years there have been several changes in sporting trends, including a recent increase in the acceptability of the use of artificial turf pitches for other sporting codes including football and rugby.

A new issues and options paper was therefore developed in consultation with Park Island user groups and relevant stakeholders to inform the review of the Master Plan. A summary of stakeholder consultation follows highlighting current issues identified by the user groups.

#### Stakeholder consultation

During the 2016 stakeholder consultation, most sports organisations identified the need for greater capacity in sports fields based on growth of their sports. This demand is primarily within the winter codes. It is anticipated that this demand can be met by the implementation of artificial turf pitches that can be more intensely utilised and shared between codes. Several organisations have aspirations for significant development of facilities, fields and services at Park Island to meet current demand and anticipated growth.

**Central Football** see Park Island as the main hub for football within its Federation area and the logical location for its high performance programmes. Central Football desires a permanent year-round operating base which includes offices and meeting rooms, high performance training facilities as well as more fields for football competitions, tournaments and training, including in the near future, at least one artificial turf.

The **Hawke's Bay Rugby Union** (HBRU) needs an operating base including offices, meeting rooms and high performance training facilities with a seminar room, fitness gym, a covered training area with an artificial surface, as well as facilities for related services e.g. surgery, sport massage and physiotherapy. In addition, the high performance programme needs access to a training field and a half field that are both floodlit to game standard. To avoid duplication of facilities there maybe opportunities for Central Football to share high performance related training facilities with the rugby union.

**Napier Old Boys Marist** (NOBM) is seeking allocation of two more training fields close to their clubrooms to meet current demand. Netball and softball both lack training facilities at Park Island and seek to have a similar level of service to other sports within NOBM though a designated softball training area and the installation of two courts on the park. The Club would like to have the existing grandstand on the Tremain Field covered to provide shelter for spectators and to increase the life of the grandstand.

**Napier Pirate Rugby and Sports Club** is advocating to be fully relocated from Tamatea Park onto Park Island, with allocated fields and a clubroom facility. This has been driven by a growth in Club membership, with over 500 members currently. Presently the Club's activities are fragmented between Tamatea Park and Park Island which can be difficult to manage. This has meant activities have been consolidated on Tamatea Park which has

led to chronic overuse and degradation of the sportsground. The Master Plan proposes a clubroom facility and associated sports fields in the Northern Sports Hub for games and training. There is potential for colocation of clubs to occur at this facility.

The **Napier City Rovers Football Club** propose development of a secure store for football equipment at Shrimpton Fields to eliminate hazards associated with carrying equipment across Clyde Jeffery Drive. The lack of floodlighting on Shrimpton Fields hinders full utilisation of the venue for training in the evenings. The Master Plan proposes new floodlights for these fields. Napier City Rovers also see the provision of an artificial turf football field as critical to the future development of the sport in the Region.

Since the 2013 Park Island Master Plan there has been significant additional capacity in artificial hockey turf developed at the Regional Sports Park. The development of a full sized turf with spectator facilities and an adjacent half turf means there is sufficient capacity in the Region to defer development of the third hockey turf in the foreseeable future. The Master Plan however makes provision for the development of a third and fourth artificial turf as demand arises. **Hawke's Bay Hockey** have identified a severe lack of space for change rooms and other ancillary facilities. Provision has been made for the extension of existing facilities toward the third and fourth hockey turfs.

### Changes to the Master Plan

Most changes to the Park Island Master Plan 2016 update (shown as attachment B) have occurred in the Northern Sports Hub. The main changes are;

- ☐ a reduction in the overall number of fields,
- ☐ an increase in the total number of artificial turfs, and
- ☐ the establishment of the HBRU high performance training facility.

Updates to the Master Plan have seen a consolidation of the park layout giving the Northern Sports Hub a more compact urban form and better connectivity to the wider park and surrounds. The Northern Sports Hub has contracted and shifted towards the southeast direction to overlay Residential zoned greenfields bordered by the corner of Orotu Drive and Westminster Avenue.

The Northern Sports Hub now includes additional car parking to support the inclusion of a new high performance facility and game standard training field for the HBRU which will contribute to the creation of an additional 527 car parks on Park Island in total.

Another significant change to the Plan is the removal of twelve tennis courts from the Northern Sports Hub as they are no longer seen as needed. This was confirmed by the findings of the Indicative Business Case (IBC) carried out for the Clay Tennis Court proposal in 2015. The Central and Southern Sports Hubs are essentially unchanged from the 2013 plan with the exception of the addition of the two artificial turf fields, one for rugby on the Tremains field and the other for football outside the Bluewater Stadium.

The redesign of the Northern Sports Hub in particular will necessitate a District Plan Change proposing to rezone the Residential Zone on the southeastern boundary to Sports Park Zone, and to rezone much of the current Sports Park Zone in the northeast, to Residential Zone.

### 1.4 Significance and Consultation

The proposed Park Island Master Plan has been assessed against Council's Significance and Engagement Policy and is found to meet the criteria for significance in that the proposal involves a strategic asset.

Whilst stakeholder engagement has taken place in the review of the Master Plan (summarised within the *Issues* section above and detailed within the Master Plan itself), the Council is being asked to approve the plan as the basis of a proposed Plan Change to rezone areas of greenfields to meet the objectives of the Master Plan. The statutory plan change process will involve wider community and affected party consultation including consultation with Maori as required by the Resource Management Act 1991.

## 1.5 Implications

### Financial

The Park Island Expansion has a budget of \$4,246,000 in years 2017/18 and 2018/19 of the Long Term Plan (LTP) 2015-25. There is also \$7,500,000 earmarked for the years from 2022/23 to 2024/25 (years 8-10) of the current LTP. The total rough order of cost (ROC) of implementing the Council-owned facilities in the Park Island Master Plan has been estimated to be \$25,650,000 over a 30 year timeframe. As a comparison a ROC developed in 2013 estimated that construction of Council-owned facilities would be \$35,450,000.

No additional funding to implement the Park Island Master Plan is being sought at this stage however will need to be considered in the drafting of the 2018-28 Long Term Plan.

Any facilities proposed to be developed by Regional Sports Organisations (RSO) and Sports Clubs are expected to be fully funded by the relevant RSO/Club with budgeted contributions from Council and external organisations such as the Artificial Turf Trust.

### Social & Policy

N/A

### Risk

A key risk in adopting the Park Island Master Plan 2016 is that the associated Plan Change and rezoning is not upheld for whatever reasons. This will have the effect of making the updated Master Plan redundant and this matter will need to be brought back to Council for reconsideration. Early community engagement and rigorous consultation process will be carried out to minimise this risk.

## 1.6 Options

The options available to Council are as follows:

1. To adopt the Park Island Master Plan 2016 to form the basis of a change to the District Plan to rezone the greenfields site on the western side of Orotu Drive to the corner of Westminster Avenue.
2. To not adopt the Park Island Master Plan 2016.

## 1.7 Development of Preferred Option

The preferred option is to adopt the Park Island Master Plan 2016 so that the proposed Plan Change may be notified as soon as possible. The HBRU are keen to progress the high performance facility development as early as possible and it has been estimated that the statutory process will take at least until December 2017 when a decision will be forthcoming. Likewise, Pirates Rugby and Sports Club are keen to progress their plans to relocate and consolidate facilities at Park Island as soon as possible. The reviewed Master Plan has been through a robust consultation exercise with stakeholders to ensure it will meet the various sporting needs now and into the future.



**At the Meeting**

Councillors remarked that this plan reflected the strategic direction of the Council well.

**1.8 Attachments**

- A Park Island Master Plan 2013 *(Under Separate Cover)*
- B Draft Park Island Master Plan 2016 *(Under Separate Cover)*

## 2. MCLEAN PARK RE-TURF PROJECT

<b>Type of Report:</b>	Operational and Procedural
<b>Legal Reference:</b>	Enter Legal Reference
<b>Document ID:</b>	348170
<b>Reporting Officer/s &amp; Unit:</b>	Debra Stewart, Team Leader Parks, Reserves, Sportsgrounds

### 2.1 Purpose of Report

The purpose of this report is to update Council on the Mclean Park Re-turf Project and seek approval for an additional \$330,000 to be transferred from the Sportsground Renewal fund to enable the hybrid turf to be secured this (2016/17) financial year.

### COMMITTEE'S RECOMMENDATION

#### Councillors Jeffery / Wise

That Council:

- a. receive the report titled McLean Park Re-Turf Project.
- b. approve an additional \$330,000 to be transferred to the McLean Park Re-turf Project from the Sportsground Renewal fund to be spent in the 2016/2017 financial year.

**CARRIED**

### 2.2 Background Summary

A strategic review in late 2015 confirmed McLean Park's standing as a well-regarded regional venue for both cricket and rugby in the New Zealand. The strategic review identified a number of opportunities for investment that would improve the facilities service offering and better position McLean Park as a true multipurpose venue suitable for both sports and other large events.

With support from Council this has led to a programme to develop drop in wickets, on venue practise nets and a review of sports field lighting provisions, provided for by existing funding provisions in the LTP.

Further funding was identified in the 2015-2025 Long Term Plan for development of sports grounds and for investment in sportsground infrastructure. In addition to the above, funding for the re-turfing of McLean Park was made available in the 2018/19 financial year of the 2016/17 Annual Plan.

After the cricket game between the Blackcaps vs Australia on 2 February 2017 was called off due to outfield drainage conditions Sports Surface Design and Management (SSDM) were engaged to undertake a detailed investigation into the cause of the issue.

Councillors were briefed on the outcomes of that investigation and presented with options for the rectification of the issues identified, including the excavation of the existing outfield, construction of a gravel (drainage) raft and laying of a new turf. Several options for new turf were discussed, including a traditional sand carpet and two hybrid turf options that incorporate synthetic fibres to strengthen the final playing surface.

Through the briefing process Council's preference for a hybrid turf was confirmed as a traditional sand carpet is not considered appropriate given the multi-use nature proposed

for Mclean Park. Council also confirmed the need to undertake drainage improvement works and irrigation system improvements as a coordinated project and it is on this basis that the project is proceeding.

Council officers have undertaken significant investigation of two alternative hybrid turf surfaces. These include –

1. Stabilised Sand Carpet (MOTZ Eclipse)
2. Reinforced Surface (DESSO Playmaster)

### **2.3 Issues**

The field requires full reconstruction including the sub surface drainage and irrigation installation as well as laying the new hybrid turf.

The timeframes for the re-turf project are very tight and the window is limited to between November 2017 and early January 2018.

The MOTZ Eclipse has been ordered, and the timeframes for delivery are to be confirmed. HG Sports Turf who will supply and lay the turf are very confident they can meet the proposed timeframes.

### **2.4 Significance and Consultation**

The Mclean Park Re-turf has been identified in the Long Term Plan and the Annual Plan. Consultation has already been undertaken on this issue as part of the Long Term Plan and it is a key priority project for the upcoming Annual Plan process.

## 2.5 Implications

### Financial

The Mclean Park Re-Turf project is identified in the Annual Plan for 2017/2018. \$851,000 has been set aside for this purpose specifically. This will be inadequate to complete the combined project (including drainage and irrigation) which will have a total cost of \$2million plus. A more accurate cost will be able to be established once the detailed design and design specifications for all components of work have been completed. The remainder of the project will be funded from the following existing budget provisions made available in the Annual Plan:

- Sportsground Infrastructure - \$1.95 million in 2017/2018
- Sportsground Infrastructure - \$461,000 in 2018/2019

For work programmed to be completed this financial year funding will come from Sports Grounds Renewals of which \$170,000 is currently available. Whilst the bulk of the works will be completed in the 2017/2018 year there will be a required spend of approximately \$500,000 in 2016/2017 year to secure the product.

It is recommended that \$330,000 be bought forward from the 2018/2019 Sportsgrounds Infrastructure Renewal fund, to cover this cost in this financial year.

### Social & Policy

Mclean Park is Napier's premier sporting facility and the Councils intention is for this Park to become a more multiuse facility able to accommodate a range of events. Mclean Park hosts the HB Magpies home games, occasional Super Rugby games, and is home to the Central Districts Stags who play there regularly. In addition the Park recently hosted the opening powhiri for Te Matatini and is being considered for Christmas in the Park.

### Risk

If the proposed re-turf is not completed then Mclean Park could be considered unfit in terms of its ability to host international cricket games. Mclean Park is the only facility in Hawke's Bay capable of hosting international cricket. Not doing the re-turf would likely mean that no further cricket games would be allocated to the Hawke's Bay region.

New Zealand Cricket have expressed a level of concern around the ability for the ground to be fully re-turfed (including the required sub-surface works) in sufficient time to enable Mclean Park to be available for the scheduled one day international matches in 2018. Officers have been assured by the proposed supplier that the timeframes can be met and the ground will be ready by mid January 2018. Appropriate contractual mechanisms will be employed to ensure that the risk to Council of timeframes not being met is mitigated.

## 2.6 Options

The options available to Council are as follows:

### 1. Do nothing

Doing nothing is not considered to be an option because the ground would not be able to host international cricket games. The current surface presents some challenges in terms of being able to manage it for cricket, rugby and occasional events and is already programmed for replacement.

### 2. Re turf with a product only suitable for cricket

Replacement with a traditional sand carpet, which would be suitable for cricket only, is not considered to be an option given that Mclean Park is a multi- purpose venue catering for rugby, cricket and events.

### 3. Re- turf with a hybrid turf

Replacement of the current turf with a hybrid turf is considered to be the preferred option in that it would provide for international rugby, cricket, soccer and events. The hybrid turf proposed for Mclean Park is considered to be the product most proven in other venues which hold a similar range of events.

## 2.7 Development of Preferred Option

The table below shows examples of where various turf surfaces are being used in New Zealand as a useful comparison. It also notes that the MCG Melbourne is MOTZ Eclipse which is what is being proposed for Mclean Park.

Venue	Surface	Code
Hagley Oval	Cricket	Traditional Sand Carpet
Seddon Park, Hamilton	Cricket	Traditional Sand Carpet
The Basin Reserve	Cricket	Traditional Sand Carpet
FMG – Waikato Stadium	Rugby	MOTZ Eclipse
Westpac – Wellington	Multi use	MOTZ Eclipse
Eden Park - Auckland	Rugby and Cricket	MOTZ Eclipse
QBE – <i>Training</i> field	Rugby	DESSO Playmaster
MCG - Melbourne	Multi use	MOTZ Eclipse

On balance the MOTZ Eclipse is considered to be the most suitable hybrid turf for Mclean Park, Napier's premier sporting facility.

There have been ongoing discussions with New Zealand Cricket (NZC). In addition, Officers have discussed the options with several sports turf experts. Preliminary discussions have also been held with the Hawke's Bay Rugby Union. Both NZC and Hawke's Bay Rugby Union are comfortable with what is proposed.

### At the Meeting

It was noted that it is necessary to have hybrid turf to future-proof the park for growth in cricket and other sports.

In response to questions on the preferred option of the turf, and risks around timing of installation, the Director Infrastructure Services and Chief Executive advised:

- ☐ there will be never be a perfect time to install the turf. There will always be a risk due to the cross-over between the rugby and cricket seasons. Officials have looked at what events could be set aside during the construction period. If they delayed the construction any further then council would lose two 1 day international cricket matches which could result in a three year wait to secure international cricket matches.
- ☐ the preferred turf has been around for a number of years and has been tested in a variety of venues in New Zealand and Australia. The other option for turf had not been tested to international game standard, only community games. Therefore, officials selected the turf which has been tried and tested.
- ☐ the preferred turf is also versatile and can be upgraded if required in future years.

Director Infrastructure Services advised that the drop-in wicket will be ready for the under-

19s world cup which will be held in January 2018. It was hoped it would be ready by now, but due to unforeseen events it had to be delayed.

## **2.8 Attachments**

Nil

### 3. GROUND LEASE - HAWKE'S BAY SPEEDWAY CLUB INCORPORATED

<b>Type of Report:</b>	<i>Legal</i>
<b>Legal Reference:</b>	<i>Reserves Act 1977</i>
<b>Document ID:</b>	<i>347418</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Bryan Faulknor, Manager Property</i>

#### 3.1 Purpose of Report

To obtain Council approval to grant a new ground lease to the Hawke's Bay Speedway Club Incorporated for the land occupied by the Club's racetrack and buildings at Papakura Domain for a term of ten years with one ten year right of renewal.

#### COMMITTEE'S RECOMMENDATION

**Councillor Brosnan / Councillor McGrath**

That Council

- a. Grant a new ground lease to the Hawke's Bay Speedway Club Incorporated for the land occupied by the Club's racetrack and buildings at Papakura Domain for a term of ten years with one ten year right of renewal; and
- b. That the terms and conditions of the lease will be as per Council's standard terms for leases on Reserve land to community groups.

**CARRIED**

#### 3.2 Background Summary

Council is the owner of an area of land known as Papakura Domain, which is vested in the Council pursuant to the Reserves Act 1977 ('the Act').

Under the Act, Council, acting under delegated authority from the Minister of Conservation can and does enter into leases with community groups to occupy areas of Reserve land.

The Hawke's Bay Speedway Club Incorporated is an incumbent tenant of Papakura Domain. The Club has been a tenant of the land for a number of years. Its previous ground lease has expired and a new lease needs to be entered into to provide certainty and clarity for both the Council and the Club.

The lease area is shown on the attached aerial map shaded yellow and identified as Area C (see **Attachment A**).

The terms and conditions of the proposed lease are as per Council's standard terms for leases of Reserve land to community groups. The ground rental is calculated according to the method by which Council sets all its rentals for community organisations on Reserve land and is reviewed annually.

#### 3.3 Issues

In June 2015, the Club entered into a sub-lease with an organisation that holds "Burnout" events. These events did not go down well with the nearby residents due to excessive noise and air quality issues with smoke drift. Prior to these events commencing, Hawke's Bay Speedway Club Incorporated had had a good relationship with the surrounding

neighbours, and they have had the sub-lease clause deleted from the new lease document as they did not want to have a detrimental effect on this relationship. This means that no sub-leasing will be possible during the term of this lease, and in effect prohibits any further “Burnout” events at Papakura Domain. Hawke’s Bay Speedway Club Incorporated has advised the sub-lessee that it will not be continuing with the sub-lease.

### 3.4 Significance and Consultation

Not applicable.

### 3.5 Implications

#### Financial

There are no significant financial implications to the proposed new lease.

#### Social & Policy

Not applicable.

#### Risk

Not applicable.

### 3.6 Options

The options available to Council are as follows:

1. (Preferred option): To enter into a new ground lease with Hawke’s Bay Speedway Club Incorporated for a term of 10 years with one ten year right of renewal.
2. To not enter into a new lease with Hawke’s Bay Speedway Club Incorporated and instead continue to manage the tenancy under the terms of the Property Law Act on a month by month basis.

### 3.7 Development of Preferred Option

Option 1 is the preferred option as it provides greater certainty for the Hawke’s Bay Speedway Club Incorporated.

### At the Meeting

A discussion occurred on the following points:

- ☐ it was a shame the set-up for the burnout competition was not right.
- ☐ the lease term at 10 plus 10 appears longer than standard commercial leases.
- ☐ Councillors raised questions on the conditions of the lease including:
  - o whether there is a risk of having a lease that is so long and would Council wish to use that land for other purposes?
  - o why is council only provided with this decision after the lease has expired?
  - o regarding the change to the sub-lease, is there any risk with the burn-out company seeking compensation because they will not be able to use the facility?
- ☐ in response to the questions raised, the Director Infrastructure Services and Chief Executive advised
  - o the long length of the lease is required to encourage investment into the

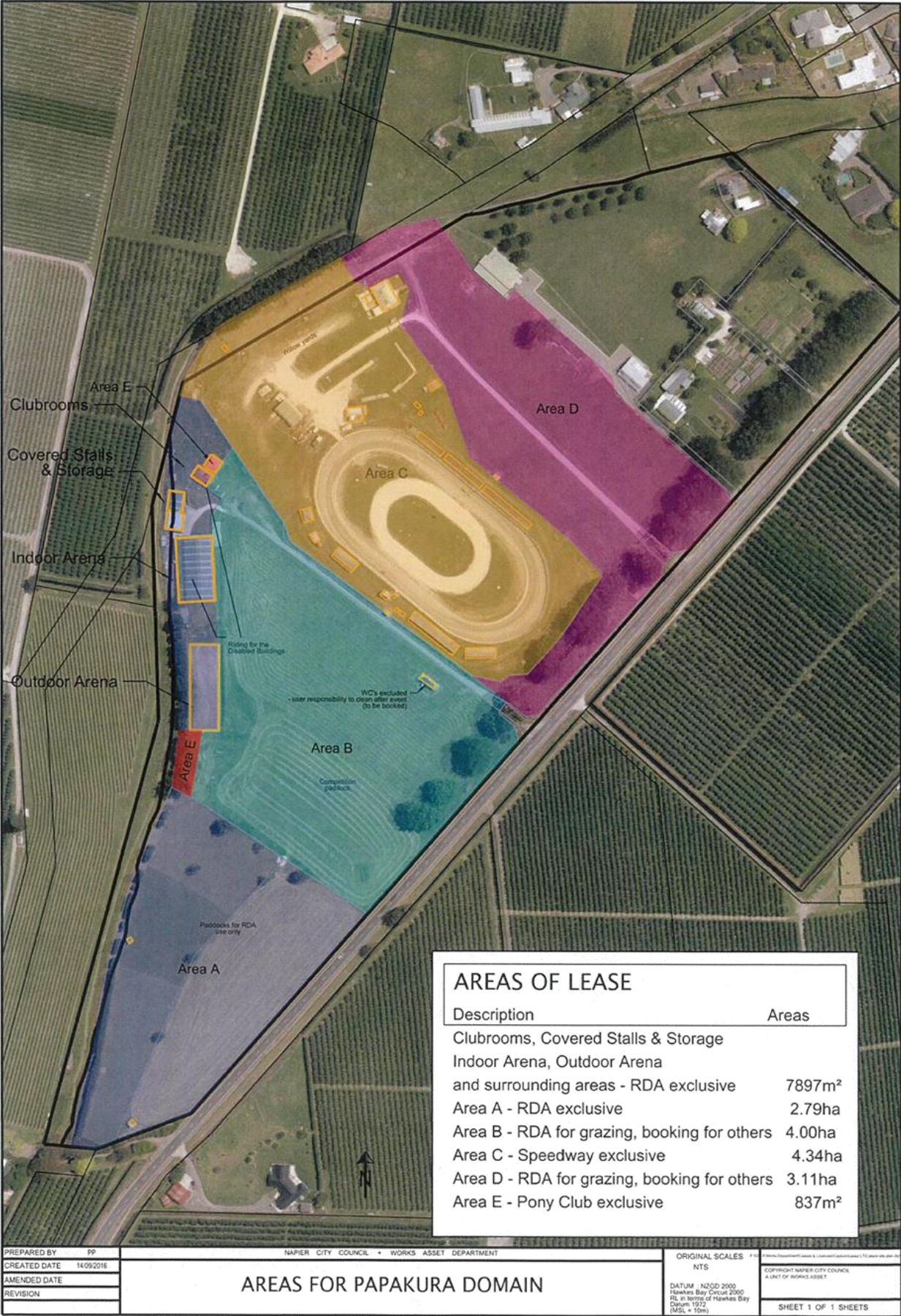


facilities so that organisations develop and maintain buildings on council land.

- o that it is not uncommon for rights of renewal to be in place for these sorts of activities and this acts as a placeholder while the decision is put to Council. In addition, the negotiations for renewing a lease can take months.
- o the sub-lease was with the speedway club so no obligation of Council to the sub-leasee.

### **3.8 Attachments**

- A H.B. Speedway Club Incorporated



#### 4. GROUND LEASE - HAWKE'S BAY SEAFARERS WELFARE SOCIETY INCORPORATED

<b>Type of Report:</b>	<i>Legal</i>
<b>Legal Reference:</b>	<i>Reserves Act 1977</i>
<b>Document ID:</b>	<i>347419</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Bryan Faulknor, Manager Property</i>

##### 4.1 Purpose of Report

To obtain Council approval to grant a new ground lease to the Hawke's Bay Seafarers Welfare Society Incorporated, for the land occupied by the Seafarers Centre on Marine Parade, for a term of 15 years with one fifteen year right of renewal.

##### COMMITTEE'S RECOMMENDATION

**Councillor Brosnan / Councillor Wise**

That Council

- a. Grant a new ground lease to the Hawke's Bay Seafarers Society Incorporated, for the land occupied by the Seafarers Centre on Marine Parade, for a term of 15 years with one 15 year right of renewal; and
- b. That the terms and conditions of the lease will be as per Council's standard terms for leases on Reserve land to community groups.

**CARRIED**

##### 4.2 Background Summary

Council is the owner of an area of land which is part of the Marine Parade Foreshore Reserve (fronting Breakwater Road, Napier) and which is vested in Council pursuant to the Reserves Act 1977 ('the Act').

Under the Act, Council, acting under delegated authority from the Minister of Conservation can and does enter into leases with community groups to occupy areas of Reserve land.

The Hawke's Bay Seafarers Welfare Society Incorporated is an incumbent tenant of the Marine Parade Foreshore Reserve. The Society has been a tenant of the land for a number of years. The previous ground lease has expired and a new lease needs to be entered into to provide certainty and clarity for both the Council and the Society.

The lease area is shown on the attached aerial map outlined in orange (see **Attachment A**).

The terms and conditions of the proposed lease are as per Council's standard terms for leases of Reserve land to community groups. The ground rental is calculated according to the method by which Council sets all its rentals for community organisations on Reserve land and is reviewed annually.

##### 4.3 Issues

There are no issues.

##### 4.4 Significance and Consultation

Nor applicable.

## 4.5 Implications

### Financial

There are no significant financial implications to the proposed new lease.

### Social & Policy

Not applicable.

### Risk

Not applicable.

## 4.6 Options

The options available to Council are as follows:

1. (Preferred option): To enter into a new ground lease with the Hawke's Bay Seafarers Welfare Society Incorporated for a term of 15 years with one 15-year right of renewal.
2. To not enter into a new lease with the Hawke's Bay Seafarers Welfare Society Incorporated and instead continue to manage the tenancy under the terms of the Property Law Act on a month by month basis.

## 4.7 Development of Preferred Option

Option 1 is the preferred option as it provides greater certainty for the Hawke's Bay Seafarers Welfare Society Incorporated.

### At the Meeting

Questions raised by Councillors included:

- ☐ has there been any other identification for the use of the land?
- ☐ How much do they pay for it, and does the price go up when Council is renewing the lease?
- ☐ By the time the lease comes up they are expired by the time they come to Council for decision. Would it not be better before the lease runs out for Council to make a decision on it.

In response to the questions raised, Director Infrastructure Services and the Chief Executive noted:

- ☐ no one has expressed interest in the use of the land other than the leasee.
- ☐ It takes time to negotiate new terms with the lease holder, sometimes months, and this is why there is the ability in the lease to go straight into a month by month rolling lease after it expires.

## 4.8 Attachments

A H.B. Seafarers Welfare Society Incorporated





## 5. OMARUNUI REFUSE LANDFILL JOINT COMMITTEE MINUTES, 17 MARCH 2017

<b>Type of Report:</b>	Information
<b>Legal Reference:</b>	Local Government Act 2002
<b>Document ID:</b>	347158
<b>Reporting Officer/s &amp; Unit:</b>	Jon Kingsford, Director Infrastructure Services

### 5.1 Purpose of Report

To provide key points of interest and a copy of the minutes from the Omarunui Refuse Landfill Joint Committee meeting held on 17 March 2017.

### COMMITTEE'S RECOMMENDATION

#### Councillor Wise / Councillor White

That Council:

- a. receive the minutes from the Omarunui Refuse Landfill Joint Committee held on 17 March 2017.

**CARRIED**

### 5.2 Background Summary

Key items at this meeting included:

- Health and Safety Six Monthly Report
- Six Monthly Activity Report
- Extraordinary business item.

For further details the minutes are outlined in Attachment A.

### 5.3 Issues

None

### 5.4 Significance and Consultation

None

### 5.5 Implications

#### Financial

None

#### Social & Policy

None

#### Risk

None

**5.6 Attachments**

A Minutes, 17 March 2017



## *Hastings District Council*

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OPEN

# MINUTES

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## OMARUNUI REFUSE LANDFILL JOINT COMMITTEE

Meeting Date: **Friday, 17 March 2017**



**Minutes of a Meeting of the Omarunui Refuse Landfill Joint Committee  
held on 17 March 2017 at 1.00pm**

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<b>3. Confirmation of Minutes</b>	<b>1</b>
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## HASTINGS DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE OMARUNUI REFUSE LANDFILL JOINT COMMITTEE HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON FRIDAY, 17 MARCH 2017 AT 1.00PM

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**PRESENT:** Councillor Heaps  
Councillors Pierce and Redstone (HDC)  
Councillors Dallimore (Deputy Chair) and Tapine (NCC)

**IN ATTENDANCE:** Group Manager: Asset Management (Mr C Thew)  
Waste and Data Services Manager (Mr M Jarvis)  
Waste Minimisation Officer (Mr D Salmon)  
Solid Waste Engineer (Mr P Doolan)  
Environmental Compliance Officer (Mr R van Veldhuizen) (NCC)  
Health and Safety Advisor (Mrs J Kuzman)  
Committee Secretary (Mrs C Hunt)

#### 1. APOLOGIES

Councillor Heaps/Councillor Redstone

**That apologies for absence from Councillor Harvey and Councillor Kerr (HDC Alternate) be accepted.**

**CARRIED**

#### 2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

#### 3. CONFIRMATION OF MINUTES

Councillor Dallimore/Councillor Heaps

**That the minutes of the Omarunui Refuse Landfill Joint Committee Meeting held Friday 9 December 2016, including minutes while the public were excluded be confirmed as a true and correct record and be adopted.**

**CARRIED**

#### 4. HEALTH AND SAFETY SIX MONTHLY REPORT (Document 17/236)

The Health and Safety Advisor, Mrs Kuzman spoke to the report and responded to questions.

Mrs Kuzman advised that there had been one Worksafe notifiable event occurred in October involving a customer transporting asbestos waste. The waste was unloaded onsite without notification to staff that one of the packages had split during loading or during transport causing uncontained asbestos to be unloaded onsite. An asbestos specialist was called to site to clean up the contaminated area. Worksafe decided not to investigate the matter further.

Mrs Kuzman advised that testing on dust and air contaminants at the landfill tipface occurred every 2-3 years. The previous testing had showed results of asbestos, silica and diesel particulate and measures had been implemented where tipface workers now used respirators. It was noted that the airspace away from the tipface was clear.

Councillor Pierce/Councillor Tapine

**A) That the report of the Health and Safety Advisor titled “Health and Safety Six Monthly Report” dated 17/03/2017 be received.**

**CARRIED**

**5. SIX MONTHLY ACTIVITY REPORT**  
(Document 17/76)

The Waste and Data Services Manager, Mr Jarvis presented his report updating the Omarunui Joint Refuse Landfill Committee on landfill activities, with a net surplus from operations as at 31 December 2016 is \$894,046 above budget.

Mr Jarvis advised that tonnages were currently tracking ahead of last year’s actual total, with Special Waste volumes significantly higher than expected and one of the reasons that total waste volumes could reach 80,000 tonnes by year end.

The total revenue from waste was above budget which was mainly due to increased volumes of Special and Commercial Waste. Smaller increases in waste volumes were also recorded for the HDC and NCC Refuse Transfer Stations.

The financials had been prepared by Accountant, Mr Hinde who had retired in February 2017.

It was noted that the gas plant had had some technical issues as well as some issues with Unison’s transformer in Omarunui Road. Mr Jarvis clarified that the Landfill leased the land for the gas plant and it was a joint venture between Pioneer Company (60%) and Hastings District Council (40%). Revenue received for the lease and sale of the gas was \$32,500 which was lower than expected but was of no concern in terms of Landfill overall revenue.

Councillor Redstone/Councillor Pierce

**That the report of the Waste and Data Services Manager, titled “Six Monthly Activity Report” dated 17 March 2017, be received.**

**CARRIED**

CG-14-27-00012

3

**6. ADDITIONAL BUSINESS ITEMS**

There were no additional business items.

**7. EXTRAORDINARY BUSINESS ITEMS**

**Resignation of Waste Minimisation Officer** - Mr Jarvis advised that after 15 years at Council, Mr Salmon was resigning to pursue other opportunities.

The Chair, on behalf of members of the Omarunui Joint Refuse Landfill Committee thanked Mr Dominic for all his input and effort during his time at Council and wished him all the best for the future.

**Landfill Visit** – Mr Jarvis advised that at the conclusion of the meeting a tour of the Landfill had been organised for the Committee.

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The meeting closed at 1.55pm

Confirmed:

Chairman:

Date:

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<b>REPORTS</b>	<b>FROM</b>	<b>REGULATORY</b>	<b>COMMITTEE</b>
<b>HELD 19 APRIL 2017</b>			

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## 1. ADOPTION OF THE 2016 REVIEW OF THE HERETAUNGA PLAINS URBAN DEVELOPMENT STRATEGY

<b>Type of Report:</b>	<i>Enter Significance of Report</i>
<b>Legal Reference:</b>	<i>Enter Legal Reference</i>
<b>Document ID:</b>	344792
<b>Reporting Officer/s &amp; Unit:</b>	Dean Moriarity, Team Leader Policy Planning

### 1.1 Purpose of Report

The purpose of this report is for the Council to adopt the 2016 Review of the Heretaunga Plains Urban Development Strategy (HPUDS2016).

## COMMITTEE'S RECOMMENDATION

**Councillors Jeffery / White**

That Council:

- a. receives and notes the HPUDS Implementation Working Groups Hearing meeting record and the recommendation reports
- b. adopts the Review of the Heretaunga Plains Urban Development Strategy (HPUDS2016) in accordance with the Joint Working Group's recommendations on submissions, as set out in the appendices attached to this report, as the regional strategy to direct urban development from 2015 to 2045.
- c. appoints Councillor White as the second elected member (in addition to Councillor Jeffery) on the Implementation Working Group of HPUDS to represent Napier City Council's interest.
- d. approves the Terms of Reference for the Heretaunga Plains Urban Development Strategy Implementation Working Group for the 2016-19 Triennium, conditional on the other two partner councils (Hawkes Bay regional Council and Hastings District Council) also agreeing to the same Terms of Reference.

**CARRIED**

### 1.2 Background Summary

The scheduled five yearly monitoring and review of the HPUDS strategy, as provided for in the implementation section of the previously adopted HPUDS2010, has now been completed. The HPUDS Implementation Working Group has considered submissions on the Draft Review document it published last year and has now formally recommended that the amended strategy be adopted by the Napier City, Hastings District and Hawke's Bay Regional Councils.

## HPUDS 2010

Before considering the Working Group's recommendations for the review, it is worth recapping on HPUDS2010.

HPUDS was adopted in August 2010 by the Hastings District, Napier City and Hawke's Bay Regional Councils (the partner Council's). The purpose of HPUDS2010 is to provide a comprehensive, integrated and effective growth management strategy for the Heretaunga Plains sub-region (refer Figure 1). HPUDS 2010 brought together the separate urban development strategies that both Hastings and Napier had in place covering the period from the 1990s through to 2015.

**Figure 1 - Location Map of Heretaunga Plains sub-region**



HPUDS 2010 takes a long-term view of land use and infrastructure and how growth will be managed in the Heretaunga Plains sub-region for the period 2015-2045. Other strategies and plans that will influence and be influenced by HPUDS include:

- the Regional Land Transport Strategy,
- the Regional Land Transport Programme,
- each of the partner Councils' growth strategies; Long Term Plans (LTPs), District Plans and the Regional Policy Statement.

HPUDS 2010's stated vision is:

*"In 2045, the Heretaunga Plains is a place where there are thriving communities, quality living environments with high levels of amenity, and where mana whenua values and aspirations are recognised and provided for, and where:*

- *There is a growing and resilient economy which promotes opportunities to live, work, play and invest.*
- *The productive value of its soil and water resources are recognised and provided for, and sustainable use is promoted.*
- *The urban centres of Napier and Hastings have distinct identities and provide complementary living, working and learning opportunities.*
- *Community and physical infrastructure is integrated, sustainable and affordable."*

HPUDS 2010 is also founded on a series of guiding principles as depicted in Figure 2 below.

**Figure 2- HPUDS2010 guiding principles**



In implementing these principles, HPUDS 2010 seeks to achieve a compact development form. This development form was settled on by the partner Councils after an initial round of

consultation in the development of HPUDS. At that time, the approach to achieve compact development was explained as:

*“In the move towards more compact urban form for the Heretaunga Plains sub-region, an increasing proportion of the residential growth will need to take place through intensification, by redevelopment within existing residential and rural residential areas, development is expected to transition from current development allocation levels to the following by 2045:*

- ☐ 60% intensification
- ☐ 35% greenfield
- ☐ 5% of population in rural areas.

*The Strategy was also developed on the basis of achieving balanced supply between Napier and Hastings.”*

This change to a more compact form was envisaged to take the form of a transition from largely greenfields development to intensification over time. HPUDS therefore identified specific areas for greenfields development out to 2045 and seeks to limit such development largely to these areas. To protect the versatile land resource of the Heretaunga Plains, some tension in greenfields land supply is considered necessary to encourage the intensification of development within the existing urban areas to ensure that the 60% intensification target can be met by 2045. Table 1 below shows this transition:

**Table 1: Additional Households for the Heretaunga Plains 2015 – 2045 (HPUDS 2010)**

Type of Development	Proposed of Additional Households [No.]			
	2015-2025	2025-2035	2035-2045	2015-2045
<b>Intensification</b>	45% [1872]	55% [1502]	60% [674]	<b>51% [4048]</b>
<b>Greenfields</b>	45% [1872]	40% [1092]	35% [394]	<b>41% [3358]</b>
<b>Rural Residential</b>	10% [416]	5% [136]	5% [56]	<b>8% [608]</b>
<b>Total</b>	<b>100% [4160]</b>	<b>100% [2730]</b>	<b>100% [1124]</b>	<b>100% [8014]</b>

Defined growth areas in conjunction with intensification are considered to be more efficient and cost effective from an infrastructure and servicing point of view. It ensures land use and infrastructure can be coordinated, development well planned, and growth on the versatile land of the Heretaunga Plains avoided as much as possible.

The growth areas and their potential dwelling yield have been derived by projecting the dwelling growth needs for the HPUDS study area out to 2045. These projections are based on demographic information and calculate the number of greenfields, infill and rural dwellings that will be required to meet these growth needs in a ratio that achieves the preferred settlement pattern.

The Strategy’s timeframe deliberately started from 2015 in order to provide a lead-in time for establishing policies in statutory planning documents (e.g. the Regional Policy Statement and Hastings District Plan Review). For the 2010-2015 period, existing growth strategies for Napier and Hastings continued to apply.

Key implementation actions that have been taken since 2010 include:

- ☐ Change 4 to the Regional Policy Statement to embed HPUDS policy direction
- ☐ Review of the Hastings District Plan and a change to the Napier City District Plan to incorporate HPUDS policy and zoning initiatives



- ☐ Incorporated HPUDS in land-use projections for the Regional Land Transport Strategy and Programme.

### HPUDS Implementation and Review

Following adoption of the final HPUDS in August 2010, a working group (IWG) was formed to oversee its implementation. The IWG has no direct decision-making powers, but can make recommendations to the partner councils. The IWG consists of:

- ☐ Two elected members from each partner council.
- ☐ Mayors of Napier and Hastings councils
- ☐ Chairperson of the Hawke's Bay Regional Council
- ☐ Chief Executives from each partner council
- ☐ Two representatives of mana whenua.

Councillors White and Jeffery represented this Council on the Group over the last triennium, which included overseeing the HPUDS2016 Review and hearing submissions on the Draft document.

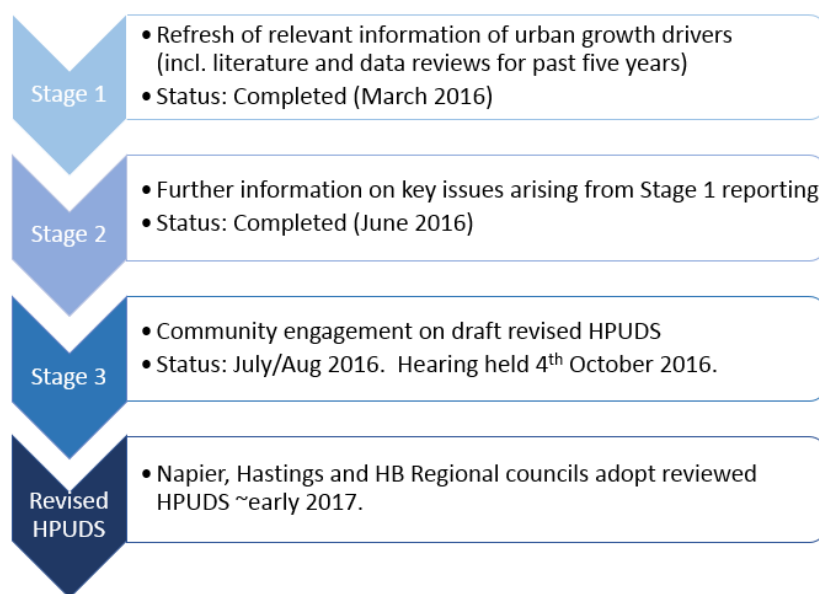
This triennium, Napier City Council has appointed Councillor Jeffery to the IWG but under its Terms of Reference Napier City Council has the opportunity to appoint a second elected representative (other than the Mayor) in line with the other partner Councils. In order to provide balanced numbers with the other partner Councils and for continuity reasons it is recommended that Councillor White should also be appointed to the IWG to represent Napier's interest. A small Technical Advisory Group (TAG) supports the Working Group. The TAG comprises senior planning staff from each of the three partner councils. An updated version of the IWG's terms of reference is set out in Attachment F for the Council's endorsement, subject to similar endorsement from the two other partner Councils'.

HPUDS is based on a number of assumptions about future development and infrastructure trends that will likely change over the next thirty years and the Strategy is intended to adapt to changing trends over time. As such, HPUDS specifically provides that the Strategy be reviewed every five years after the results of the national census are available to ensure that it is kept up to date and relevant. Due to the Canterbury earthquakes delaying the last census, this first five year review programmed for 2015 was delayed until 2016.

### Current Situation

The IWG was charged with undertaking the first regular five yearly review and recommending any changes to HPUDS back to the partner Councils. The IWG split the review into three stages as set out in Figure 3 below.

*Figure 3 - Representation of the HPUDS Review's key stages*



The IWG commenced the first review by doing a ‘stock take’ of a range of local and national factors which may have influenced the Strategy since 2010. Eleven separate reports were completed as part of Stage 1 reports. These reviewed the assumptions upon which the strategy was based, with a particular focus on the monitoring of growth drivers and trends of the five years to 2015.

### Growth Drivers and Emerging Issues

The population growth within the study area from 2009 – 2015, was higher than that projected in 2009 (by 1,080) due mainly to net migration gain (1,106). This migration gain was from internal migration from other parts of New Zealand of 3,172, which more than compensated for a net overseas migration loss of 2,066. However, net migration gains have historically tended to be followed by losses, hence the long term Statistics New Zealand projections assume a migration balance.

Similarly, the total number of ‘households’ in the study area has exceeded the projections made six years ago by 545 households. In addition to population increase, this has resulted from demographic and social changes in the community which has reduced the average number of people per household from 2.6 in 2009 to 2.55 in 2016.

The HPUDS2016 Review therefore provided updated projections, which resulted in both population and dwelling growth increases over the 30 year period (based on the medium – high growth projection scenarios) compared to the HPUDS 2010 projections.

Projected household growth across the HPUDS Study Area for the 2015 – 2045 study period is 10,610 households is based on a Statistics New Zealand ‘Halfway Medium to High’ growth projection scenario. This is an increase on that projected in 2009 of 8 014 (it should be noted though that this projection was based on a medium-high projection for Napier City, but a ‘middle of the road’ growth projection scenario within the Hastings District). Total population growth in the area over this timeframe is projected to be 16,455, while average household occupancy falls from 2.55 to 2.38.

Forecast annual average GDP growth for the wider Hawke’s Bay region remains at 1.5% throughout the study period to 2045 with primary industry growth and infrastructural upgrading, underpinning this growth outlook. Employment is similarly forecast to grow at average annual

rates of 1 - 1.5% during the study period, so industrial and commercial land requirement projections remain similar to those projected in 2009.

The reports completed as part of the HPUDS Review Stage 1 therefore generally confirmed that the HPUDS 2010 assumptions and directions around urban growth remain sound despite there being a slightly larger than projected increase in population during the period 2009 - 2015.

The updated projections result in a slight population increase over the 30 year period to 2045 and a more significant increase in dwelling growth (based on adopting the medium – high growth projections). Nevertheless this increase would still be able to be accommodated within the HPUDS identified greenfield growth areas and the infill growth projections over the long term, with some amendments i.e. there is a sufficient buffer.

In summary the demographic analysis undertaken as part of the review for the period 2009-2015 (as compared to that predicted as part of the 2010 strategy) found:

- 1080 extra population (mainly increased due to net migration)
- 545 extra households

Projecting the new demographics over the life of the strategy (30 years) using a standard whole of population projection results in:

- 8000 extra population (now projected to increase by 16,455)
- 2500 extra dwellings required (now 10 610 projected to be required)
- 1387 extra greenfield sites supply required to proportionally meet the increased population

What this means in terms of HPUDS is that projected increase in demand for greenfield sites (+1387) results in a total projected demand over the life of the strategy for:

- (4745 total sites now compared to 3358 in 2010)

### Scope of Review

Despite a long term level of comfort some immediate supply issues (at Havelock North and Frimley (Lyndhurst) and potentially at Te Awa), suggested further work was needed around current greenfields supply availability issues in some locations.

The Market Demand report also identified that the lifestyle residential housing supply appears to fall short of the likely total demand to the end of the 2045 study period, despite lessening demand beyond the 2020s with an aging population requiring better access to amenities and services.

After considering matters arising from the initial reporting 'stock take', the IWG agreed that the scope of this first 5-yearly review (i.e. remaining review Stages 2 and 3) would be to:

- (1) consider councils' requests for alternative sites to include in the strategy and make any required or requested changes to the settlement pattern (including reconsideration of inappropriate areas for development)
- (2) further investigate the rural residential land supply and regulatory responses
- (3) evaluate the retirement sector and options for accommodating retirement villages

- (4) update hazard information
- (5) remove redundant or low value recommended actions from the strategy, and correct omissions and errors.

On this basis the IWG commissioned three further reports as follows:

- ☐ Alternative Greenfield Sites and Review of the HPUDS Settlement Pattern
- ☐ Review of Rural residential Lifestyle Sites
- ☐ Retirement Sector Housing Demands Forecasts 2016-2045

#### Greenfields Sites/Settlement Pattern

Opus Consultants undertook an independent evaluation of the comparative suitability of the residential greenfield areas (including 'Reserve' areas) put forward by the Council's for inclusion in HPUDS. They were assessed against the Regional Policy Statement Criteria in Policy 4.2 'New Residential Greenfield Growth Area Criteria'

Due to the potential high costs associated with servicing land in Te Awa and concerns around the viability of future stages, South Pirimai was promoted as an alternative option for Napier while Hastings promoted the following:

- ☐ Brookvale as a short-medium term substitute for Arataki Extension
- ☐ Part Romanes Drive as a Reserve Greenfields Growth Area
- ☐ Part Middle/Te Aute Road as a Reserve Greenfields Growth Area
- ☐ Murdoch Road West as a Reserve Greenfields Growth Area
- ☐ Wall Road as a Reserve Greenfields Growth Area.

The Opus review confirmed that it was appropriate to adopt the Hastings District Council's preference for Arataki Extension to be removed from the list of Greenfield Growth Areas in HPUDS (due to reverse sensitivity issues to odour from the neighbouring Te Mata Mushrooms) and be replaced with an area fronting Brookvale Road, Havelock North. Further to this in responding to immediate greenfields supply availability issues the report recommended the inclusion in HPUDS of additional 'reserve' growth areas, as requested.

It needs to be clearly understood that Reserve areas' are recommended to act as stand-by replacements for the Greenfield Growth Areas. This ensures that there are identified areas available within HPUDS to 'bring on' if, as has happened with Arataki Extension, a Greenfields Growth Area proves to be inappropriate upon closer investigation. Having reserve areas that have passed preliminary pre- screening and are on 'standby' should a need arise, saves the delay that would be associated with a screening assessment which would otherwise be built into the HPUDS review process to introduce a new replacement area.

Other circumstances where a reserve area could be advanced would be if there is a rapid and significant change in growth demand, or if for example retirement village needs cannot reasonably be met within the preferred greenfields areas. It is not however deemed necessary to have 'reserve growth areas' for every identified greenfield growth location in HPUDS, but it is prudent to have them available for the main urban areas of Napier City and Hastings District.

In addition a review of 'Areas Inappropriate for Greenfields Growth', specifically identified Whirinaki and South Clive for consideration. The Opus report subsequently recommended,

two areas identified in the 'Inappropriate Areas for development' list in HPUDS 2010, be removed. These are:

- ☐ Clive South (an area off the end of Read Crescent between SH2 and Muddy Creek); and
- ☐ Whirinaki.

The report concluded that both areas were identified as inappropriate because of servicing issues and concluded that both areas warrant removal from the 'inappropriate' list, however neither warranted inclusion as appropriate greenfield growth areas (or reserve areas) in HPUDS.

#### Rural Residential Supply

A specific planning analysis by Cheal Consultants revealed that there is still available zoned but not yet developed land supplies for rural residential development in the areas identified as being desired by the market. This conclusion however relies on ongoing subdivision to create new lots in areas of market preference, whereas the HPUDS 2010 assumption was that there was already a surplus of available lots.

The creation of new lots in areas of market preference may or may not happen. No action was however deemed necessary at this point in time, but future HPUDS review processes should continue to identify the supply of lifestyle residential sites and monitor whether these are becoming scarce in areas of market preference.

#### Retirement Sector

Given the increasing proportion of the population in the 65+ age group, a specific study was undertaken by EMS Consultants on this form of housing and its likely demand, and whether this is likely to be by greenfields or brownfields retirement villages or infill housing (or combinations).

Retirement units are likely to represent 30-40% of all future new build housing in the Heretaunga Plains sub-region between now and 2045, with half of these likely in 'traditional' retirement villages. Sites of sufficient size for this are likely to be found primarily on greenfield land, rather than infill sites within existing urban areas.

As retirement housing (with associated higher housing densities) becomes an increasingly significant factor in the overall housing market, it is possible that the amount of greenfield land required for future housing development in the HPUDS study area would be reduced. As these trends develop there will be an increase in supply and potentially a reduction in demand for larger homes as these are sold by older people to help fund their entry into retirement housing. In providing for retirement villages however, there may be a need to reflect on future housing density rules and ways in which greater densities can be achieved in both greenfields and infill areas, without compromising (and ideally enhancing) the urban living environment.

No immediate change to the HPUDS settlement pattern was considered as a result of this report at this stage; rather what is required is an awareness that the type of homes built within the Heretaunga Plains sub-region is going to change over the study period to meet the demands of the aging population. In addition there will be a need for developers to be able to aggregate larger blocks within residential greenfield growth areas in suitable locations to accommodate retirement villages. Reserve greenfields areas could be used to provide for retirement villages if the aggregation of sufficient areas of greenfields or brownfields land proves to be too difficult in the medium to longer term.

#### Draft Strategy

The other component of Stage 2 of the Review was to prepare a draft HPUDS Review Strategy document, based on the finding of the Stage 1 reports and the abovementioned Stage 2 reports, for public consultation.

The redrafted HPUDS document removed the implementation actions that were either completed or deemed unnecessary (in some cases because they are being actioned through other existing programmes, plans or strategies). In addition the redrafting involved the correction of errors and omissions and incorporated amendments to the HPUDS document arising from the items discussed above.

Further, it was decided to separate the implementation sections out from the main strategy document so that it would be more coherent and easier to digest for external audiences readers. A separate implementation plan (attached as an Appendix to the report) was produced as a companion document, which would then guide the future activities of the IWG and Council staff between the 5 year monitoring and review phases.

### Public Consultation

The third stage featuring public consultation, involved refreshing the long-established website ([www.hpuds.co.nz](http://www.hpuds.co.nz)) with the content updated in July 2016. All the 2015 – 2016 review information, including new maps and submissions is posted on that website. Councillors from the three Council's were briefed on the draft strategy on 14 July 2016. Full page advertisement/explanations were included in the community newspapers on 3rd August 2016 and articles were also included in the Hawke's Bay Today to advise the opportunity to make submissions on the reviewed HPUDS document.

Notices calling for submissions were e-mailed and posted to interested parties in late July 2016. The mailing lists included the following:

- HPUDS Stakeholder Consultation Group; Submitters to RPS Change 4; and those who submitted on HPUDS last time (if not already in the stakeholder database);
- Te Awa and South Pirimai landowners, including land owners within 100m of the boundary of the newly proposed South Pirimai area; and
- Arataki Extension, Brookvale and proposed Hastings District Reserve Area landowners, including land owners within 100m of the boundaries of new areas in Hastings (Brookvale and reserve areas).

That consultation phase resulted in over 50 submissions being made on the Draft Revised Strategy and a hearing being held in early October 2016. Submissions are available to view on the HPUDS website: <http://www.hpuds.co.nz/review/#sub>

In terms of submission themes and locations the following submissions were received:

- ☐ Brookvale / Arataki Area
  - ☐ Supporting Brookvale as a greenfields development area but seeking immediate rezoning (11 submissions),
  - ☐ Opposing Brookvale as a greenfields development area (1),
  - ☐ Supporting Romanes Drive as a reserve area (2), and
  - ☐ Seeking the retention of the Arataki Extension in HPUDS (1);

- ☐ Other Hastings District Growth or Reserve Areas:
  - ☐ Supporting and Opposing Iona / Havelock Hills (4),
  - ☐ Supporting Middle Road (2),
  - ☐ Supporting Howard Street (1),
  - ☐ Supporting Wall Road (2),
  - ☐ Opposing Murdoch Road (1),
  - ☐ Mapping of Tomoana Industrial (2) and
  - ☐ Mapping of Te Awanga (2);
- ☐ Requests for New Hastings District Growth Areas or New Reserve Areas for residential development:
  - ☐ Ada Street (1),
  - ☐ Pakowhai Road (2),
  - ☐ Clive (2),
  - ☐ Raymond Road (3),
  - ☐ Waiohiki (1)
  - ☐ and Whirinaki (1);
- ☐ Issues with Existing Growth Areas, Napier at:
  - ☐ Te Awa (2),
  - ☐ Taradale Hills (2)
  - ☐ and promote infill housing (1)
- ☐ Requests for New Napier Growth Areas / Development Opportunities at:
  - ☐ Jervoistown (1),
  - ☐ Meeanee Road (1),
  - ☐ Cnr Riverbend & Bledisloe (1)
  - ☐ and Churchill Drive (1)
- ☐ Another 10 general submissions (or parts of submissions) were received with a variety of more general requests, notably 3 of them strongly supported the existing strategy and either opposed or urged caution with regards to the introduction of any new areas or reserve areas.

### Hearings and Recommendations

The Working Group held hearings over two days in October last year and resolved to write to all submitters thanking them for their submissions and advising them of the IWG's recommendations in response to their submissions and offering explanations based on the officer comments as amended by the Working Group at the meeting. Submitters were also advised that the final adoption of a revised HPUDS document could not occur until after the local body elections.

The IWG have now recommended to the individual partner councils the adoption of a revised Heretaunga Plains Urban Development Strategy 2016 as amended by recommendations of the IWG with such consequential amendments to the Draft Revised HPUDS 2016 as may be required to give effect to those recommendations.

The hearings record is attached as Appendix A and details the changes recommended as a result of the submissions, with the most notable of these being as follows:

- ☐ Add Romanes Drive as Greenfields Growth Area back to Thompson Road in addition to Brookvale Road, with a yield of around 255 sites between the two areas.
- ☐ Remove south Clive from the list of areas classified as inappropriate for growth and identify the 4 ha block off the end of Read Crescent as being appropriate for growth, approximately 40 sites.
- ☐ Make reference to assessment of Raymond Road as part of Cape Coast master planning following the Clifton to Tangoio Coastal Hazards Strategy.
- ☐ Expand Western Hills (Taradale Hills/Mission Heights) area and increase indicative yield from 350 to 600 sites (+250).
- ☐ Reclassify Arataki Extension as a Reserve Area and clarify the restricted circumstances for utilising including “reserve areas” for development.

A number of consequential amendments are required as a result of these changes. All changes both primary and consequential are shown in the tracked changes version of the strategy attached as Appendix 3. Of note is the need to change the intensification targets to reflect the added yield resulting from the inclusion of Romanes Drive and expansion of the Napier Western Hills areas. While the end target percentages between Greenfields, Rural and Intensification remain the same, the transition to those targets (refer Table 3) have been adjusted to reflect the slower intensification take up implied by the increased greenfields land expected to be made available during the earlier years of the strategy.

**Table 3: revised allocation of additional residential households 2015-2045**

Type of Development	2015 Development	Proposed of Additional Households [No.]			
		2015-2025	2025-2035	2035-2045	2015-2045
<b>Intensification</b>	[35]	40% [2138]	51% [1706]	60% [1152]	<b>47% [4996]</b>
<b>Greenfields</b>	[40]	50% [2673]	42% [1405]	35% [672]	<b>45% [4749]</b>
<b>Rural Residential</b>	[25]	10% [534]	7% [234]	5% [96]	<b>8% [875]</b>
<b>Total</b>	<b>[100]</b>	<b>5345</b>	<b>3345</b>	<b>1920</b>	<b>10610</b>

### National Legislative Developments

In recommending increases in the greenfield growth areas available and adding ‘Reserve Areas’ to HPUDS, the IWG gave consideration to the then impending ‘National Policy Statement on Urban Development Capacity 2016’ (NPS-UDC), which came into effect on 1 December 2016. In short this NPS places an obligation on Councils to meet demand for residential development in the short (which must be zoned and serviced), medium (which must be zoned and either serviced or allocated to be serviced in the LTP) and long (identified in plans and strategies) terms.

There is a potential tension between HPUDS, which seeks to influence the nature of future urban growth (towards greater intensification of existing urban areas) and the NPS which seeks that current and future demand is satisfied (with current demand being for greenfield land). Just how far reaching the NPS may potentially impact on HPUDS will become clearer



once the Ministry for the Environment publishes its implementation guidance. Preliminary feedback to date indicates that central government will attempt to provide a centralised resource to assist Council's in implementing the NPS rather than leaving individual Council's to work through each and every requirement on their own. There may be ways in which both the objectives of HPUDS and the NPS can be satisfied and this is likely to be a focus of some further work overseen by the new IWG.

In the meantime however, it is considered beneficial in terms of being able to progress new developments to adopt the revised HPUDS, which at least moves more in the direction of the NPS requirements in relation to greenfields land availability, rather than delaying matters and continuing with the current strategy in its unmodified form.

### 1.3 Issues

The first issue has been canvassed above and concerns the fact that NCC has currently only appointed Councillor Jeffery to the IWG but under its Terms of Reference NCC has the opportunity to appoint a second elected representative (other than the Mayor) in line with the other partner Council's. The recommendation in this report is, in order to provide balanced numbers with the other partner Councils (and for continuity reasons), Councillor White should also be appointed to the IWG to represent Napier's interest.

The second issue that has arisen recently is that both the HDC and now the HBRC have had a similar report (to this one) presented to their Council's seeking adoption of the IWG's recommendations and both Council's have decided (at least for now) to let the matter lie on the table (i.e. not make a decision on the IWG's recommendations).

Reasons for the delay from HDC seemingly focus around not having had sufficient time to adequately consider the report and its implications (it went straight to an ordinary meeting of full Council, rather than through a committee first). In terms of the HBRC, additional concerns identified were in relation to some of the fundamental approaches over the strategy (i.e. some of the HBRC Councillors seem to consider that the strategy does not effectively address the issue of urban development on fertile soils; does not address soil classifications; has a timeframe which is too long; and does not address issues such as 'land-banking').

As identified above the NPS-UDC requires all Council's to provide for urban development that meets demand focusing on sufficient residential and business development capacity; basing plans and regional policy statements on robust, accurate and frequently updated evidence; integrating land use and infrastructure planning; and responding to market activity in the short, medium and long term. This is effectively what HPUDS does already, although there may in the future need to be some 'tweaking' to the strategy to fully deliver the outcomes required by the NPS. Viewed in this context the concerns of the HBRC, while well intentioned, do not necessarily align with what the NPS now requires Councils to do.

In order to progress the issue, demonstrate leadership, and to better cater for current and future demand for residential development within Napier (including providing a broader range of potential options) it is recommended NCC adopt the recommendations of the IWG. The net result of this would be to support the proposal for an expanded residential offering on the Western Hills (the Mission land) as well as add South Pirimai into the mix for future residential greenfield land, albeit at this stage only as a reserve area.

The final issue to be addressed is for Council to approve the Terms of Reference for the IWG for the 2016-19 Triennium (as set out in Attachment F) conditional on the two other partner councils also agreeing to the same Terms of Reference.

### 1.4 Significance and Consultation

HPUDS is a significant strategy document that already largely meets the needs of the newly promoted NPS on Urban Development Capacity. The review has tested the underlying

assumptions on which the strategy is based and found them to be still largely sound, relevant and appropriate. In response to current and emerging issues a number of amendments to HPUDS have been suggested by the IWG and these simplify, clarify and enhance HPUDS.

As discussed above the draft strategy has already been consulted on and a significant opportunity provided for public consultation where all submissions were duly considered by the IWG in making their recommendations to the partner Councils.

Additionally the substantive 2010 strategy was subject to extensive consultation both prior to its preparation, as a draft document and through its subsequent incorporation where relevant in the Regional Policy Statement, City and District plan reviews and Changes and Council Long Term Plans. Any significant changes arising out of the reviewed strategy will similarly need to be consulted on through normal resource management and asset management processes before they can be implemented.

## **1.5 Implications**

### **Financial**

There may be a future requirement to provide proportional financial commitment to the newly formed IWG in line with the other partner Councils in order to fund any proposed work programme. The newly formed IWG has not yet met to set priorities and timeframes so it is impossible to quantify any such financial implications now.

### **Social & Policy**

HPUDS eventually flows through to the statutory planning documents within Hawke's Bay (including the Regional Policy Statement and the District Plans of Napier and Hastings) by way of specific recognition, zoning patterns and structure plans for how growth can be coordinated. This has largely been completed for the 2010 Strategy, but there may be additional requirements due to the 2016 review. Having land identified in HPUDS as appropriate for residential growth supports in principle any subsequent rezoning process but does not guarantee an outcome in the rezoning process. Other land that is not included in HPUDS can still be rezoned but will face potentially more difficult hurdles to overcome to find significant policy support in relevant statutory and policy documents.

### **Risk**

The risk of not adopting the 2016 HPUDS review is that the issues that have presented over the last 5 years will not be addressed and that potentially the process of reviewing the original strategy will have to be restarted.

## **1.6 Options**

The options available to Council are as follows:

1. Option 1 – adopt the Heretaunga Plains Urban Development Strategy 2016 Review and Implementation Plan as recommended by the IWG.
2. Option 2 – seek changes to the Strategy or request that additional work be undertaken or technical reports be prepared to be overseen by the new IWG.

3. Option 3 – not adopt the Heretaunga Plains Urban Development Strategy 2016 Review and Implementation Plan; refer back to the new IWG with clear reasons why the revised strategy was not adopted and instructions for further re-workings.

### 1.7 Development of Preferred Option

Option 1 would provide the Council with an up to date framework to assist in the planning of its urban development and infrastructure for the next 5 years of the 30 year HPUDS period. It would accord with the delegation given to the IWG to regularly monitor and review HPUDS to ensure its continued relevance and to consult with and hear and recommend changes as a result of submissions.

The IWG has considered a considerable body of monitoring information and new research to come to considered conclusions as to how HPUDS can be amended to ensure it is fit for purpose over the near term to reflect changes over the last five years. The IWG has recommended some amendments without, in their view, detracting from the essential vision and purpose committed to by the partner Councils when they adopted HPUDS 2010 and signed a Memorandum of Agreement: 'Heretaunga Plains Urban Development Strategy Implementation'.

In respect of Option 2, it is possible for Council to request some changes to be made to the document, or request further work over and above that recommended by the IWG (other than minor editorial amendments). However, the principles of natural justice dictate that the request should most appropriately be referred back to the IWG for further consideration as it is the 'body' who has heard and considered all the relevant information. As it stands HPUDS needs to be endorsed by all three partner Councils' before the strategy can be formally adopted as a joint strategy.

Option 3 as the opposite of option 1 would mean HPUDS2010 would remain unchanged. It would not be responsive to, nor anticipate, changing circumstances and would risk become less relevant in terms of meeting its strategic objectives and community outcomes it aims to achieve. The flexibility and improved residential supply buffers and mechanisms proposed will not be available to assist with a more agile response to market changes over time, nor to assist with the current supply constraints. This could compromise our favourable current position in relation to largely complying with the NPS-UDC direction.

The preferred option is therefore Option 1 – "adopt the Heretaunga Plains Urban Development Strategy 2016 Review and Implementation Plan as recommended by the IWG".

### At the Meeting

The following points were raised in discussion on this item:

- ☐ The number of low costs housing units available for those living on the pension has been shrinking and concern was expressed that this trend may continue. Napier has also lost a lot of state housing and it was reiterated that engagement with central government to negotiate for greater public housing provision again should be a priority.
- ☐ This strategy is about sustainable use of the Heretaunga Plains land; there has already been ad hoc development and the strategy is intended to guide and manage development and prepare for growth in a meaningful and future focussed way.
- ☐ It is believed that the risk of Hastings District Council or the Hawke's Bay Regional

Council not adopting the strategy is low; there has been a significant investment of time and resource in drafting and consultation on the strategy and the guidelines are believed to be the best option for the area (for example, infill alone would not provide for all growth in the future). The Strategy has also made provisions for high density retirement housing in anticipation of a significant need over the next 30 years. It was also noted that many regional strategies such as the Regional Transport Strategy and other long term Council documents (LTP, District Plan) are informed by the HPUDS strategy.

- ☐ The strategy has provided well thought out sequencing for development. A careful balance will need to be struck between development and maintaining the fertile soils of the region.
- ☐ Other issues, such as odour, from particular industries may need to be addressed as development expands.

### 1.8 Attachments

- A HPUDS 2016 Submission Hearings Record (*Under Separate Cover*)
- B HPUDS 2016 Submission Recommendation Reports Themes 1-6 (*Under Separate Cover*)
- C HPUDS 2016 Tracked Changes Amendments from IWG's recommendations (*Under Separate Cover*)
- D HPUDS 2016 Final Implementation Plan from IWG's recommendations (*Under Separate Cover*)
- E HPUDS 2016 Final maps from IWG's recommendations (*Under Separate Cover*)
- F HPUDS Terms of Reference (*Under Separate Cover*)

## 2. FREEDOM CAMPING WORKING GROUP UPDATE

<b>Type of Report:</b>	<i>Procedural</i>
<b>Legal Reference:</b>	<i>N/A</i>
<b>Document ID:</b>	<i>347883</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Kim Anstey, Planner Policy/Analyst Paulina Wilhelm, Manager City Development</i>

### 2.1 Purpose of Report

The purpose of this report is update Council on the progress of the Freedom Camping Working Group and present the terms of reference (ToR) that the group have adopted.

### COMMITTEE'S RECOMMENDATION

#### Councillors White / Wise

That Council

- a. Approve the Freedom Camping Working Group Terms of Reference.

**CARRIED**

### 2.2 Background Summary

At the Regulatory meeting on 8 March, Council resolved to establish a Freedom Camping working group made up of key stakeholders, Councillors Hague (as chair), Councillor Tapine, Council officers and community representatives.

The invitation to key stakeholders to join a freedom camping working group was well received. Everyone invited to be on the working group has agreed to take part, and the group adopted the draft terms of reference with minor change at the first workshop on March 30<sup>th</sup> (Attachment A).

The feedback received on the meeting was very positive. All members expressed their views respectfully and there was a clear feeling of cooperation amongst members.

### 2.3 Terms of Reference

As a result of the interest expressed by Hastings District Council, Department of Conservation and Tourism Hawke's Bay to being part of the working group, it was deemed appropriate to amend the regional approach section of the ToR to develop some clear objectives for a regional work stream. Minor changes to this section of the ToR were made in consultation with Councillors Hague and Tapine and approved by the Chief Executive, prior to distributing the ToR to the group. The amendment included refining the general discussion on a regional approach into some clear objectives that include:

- ☐ Sharing information on the overall provision of freedom camping in the region;
- ☐ Discussing the costs and benefits of providing for non-self-contained campers in the region; and

- Exploring any gaps or improvements that could be made to Hawke's Bay as a destination for freedom camping.

Taking a regional approach in exploring freedom camping issues is a recommendation made in the National Situational Analysis report released by the Department of Internal Affairs late last year.

There was only one change made to the ToR at the suggestion of Api Robin from Te Taiwhenua O Te Whanganui A Orutu. This was to expand on the objective of reinforcing Napier as a popular and safe tourist destination to include "...where visitors are encouraged to respect the environment".

## **2.4 Significance and Consultation**

A draft community engagement plan (Attachment B) was presented to the group at the first meeting and adopted without change. Council's Community Strategies team assisted in developing this engagement plan and staff from this team will be assisting in carrying out the tasks required. Community engagement will commence early April and it is hoped that most tasks will be completed prior to the next workshop on May 11<sup>th</sup>.

## **2.5 Implications**

### **Financial**

This report is for information and procedural purposes and therefore does not generate any financial implications. Any costs associated with community engagement will be met through existing operational budgets.

### **Social & Policy**

N/A

### **Risk**

N/A

## **2.6 Options**

N/A

## **2.7 Development of Preferred Option**

Considering this report is procedural and that the formulation of the working group was a direction of Council, there are no other practical options for Council to take other than to endorse the terms of reference adopted by the group.

### **At the Meeting**

In response to a query from Councillors, it was confirmed that contacts had been made with representatives of the more transient non self-contained campers and they would have opportunities to speak with members of the Working Group and provide feedback.

It was believed that the TOR is well drafted and the work programme is well structured and clearly laid out.

**2.8 Attachments**

- A Terms of Reference - Freedom Camping Working Group
- B Community Engagement Plan - Freedom Camping Working Group



## Freedom Camping Working Group

### Terms of Reference

#### Introduction

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Napier City Council introduced a Freedom Camping Bylaw in 2014. Due to ongoing and evolving issues, the bylaw was reviewed in 2015 and again in 2016. At the last review, Council identified that the issues surrounding freedom camping are complex and proposed to create a working group to take a long-term, strategic look at the provision of freedom camping in Napier. It was realised that an integrated, cross-sector approach is the best way to ensure freedom camping meets the needs of both residents and visitors.

#### Key issues

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The 2016 bylaw review highlighted the following key issues:

- The numbers of freedom campers is increasing and that attracting and embracing this market needs to be balanced with the wishes of ratepayers, taking into consideration our obligations under freedom camping legislation.
- The increasing amount of non-self-contained freedom campers at the Foreshore Reserve Carpark (and elsewhere in Napier) is resulting in negative impacts, including potential health and safety risks.
- Tensions exist between freedom campers and users of the high profile sites currently available for camping at Perfume Point and Westshore.
- There is resident opposition to freedom camping in or adjacent to residential areas.
- A lack of information available to make informed decisions on the provision of freedom camping.

#### Purpose

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The purpose of the working group is twofold. One focus is to discuss the benefits, consider the issues and to develop potential solutions to freedom camping in Napier. A second work stream will involve exploring the regional provision of freedom camping sites and whether there could be benefit in working collaboratively on a strategic approach to Hawkes Bay as a destination. The following group objectives have been identified:



#### Napier work stream:

- Develop a better understanding of the costs and benefits of accommodating freedom campers in Napier, both self-contained and non-self-contained
- Reinforce Napier as a popular and safe tourist destination **where visitors are encouraged to respect our environment.**
- Develop guiding principles on how freedom camping should be managed whilst minimising impact on the residents of Napier
- Facilitate engagement with the wider community, affected persons and other stakeholders on the provision of possible freedom camping sites
- Work with accommodation providers to ensure freedom camping compliments existing accommodation options

#### Regional work stream:

- Share information on the overall provision of freedom camping in the region
- Discuss the costs and benefits of providing for non-self-contained freedom campers
- Explore any gaps or improvements that could be made to Hawkes Bay as a destination for freedom campers

#### Roles and Responsibilities

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The primary role of the freedom camping working group is to assist Council to clearly understand the problem and consider the various options available to seek solutions. The focus is looking at the issues and options, and assessing these against the needs of all stakeholders and users.

There is no expectation that consensus will be achieved. The working group has no decision-making powers and is only able to make recommendations to Council.

#### Financial Resources

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The project management of the working group will be undertaken by Council staff and will therefore be met through existing operational budgets. Costs associated with possible consultation options will need to be considered, once these have been determined.

#### Membership

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Napier City Council	Councillor Claire Hague Councillor Api Tapine Paulina Wilhelm – Manager City Development Kim Anstey – Policy Planner Hayleigh Brereton – Regulatory Solutions Manager
Taradale Residents Association	Bob Morrison
Westshore Residents Association	Richard Karn

Te Taiwhenua O Whanganui a Orotu Inc	Api Robin
Maungaharuru-Tangitū Trust	Jarrod Wilkinson-Smith
Mana Ahurihi	Piri Prentice
Hastings District Council	Rowan Wallis
DOC	Malcolm Lock
HB Tourism	Annie Dundas
Napier i-SITE	Jane Libby
NZTA	Oliver Postings
Police	Nigel Hurley
NZ Motor Caravan Association	James Imlach Roger Wallis
Backpacker Accommodation Rep	Tinaka Stewart
Holiday Parks Assoc of NZ	David Aflallo

## Outputs

Proposed outputs will include:

- Report identifying the nature and scale of freedom camping issues in Napier and in the region
- List of recommendations to Council on the preferred options for dealing with Napier's freedom camping issues
- Report identifying whether a regional, collaborative approach to freedom camping would benefit the Hawkes Bay region

## Project Plan

Four workshops are planned:

	Requirements	Timing
1.	<b>Working Group Workshop 1</b> a. Scene setting presentation from Council staff b. Outline expectations of the working group and confirm terms of reference/work programme c. Decide on future meeting dates d. Chair report back to Council on agreed terms of reference/work programme e. Introduce community engagement plan	30 March
2.	<b>Working Group Workshop 2</b> <b>Regional topic</b> a. Review results of stage 1 community engagement b. Preliminary discussion on which categories of Freedom Campers we wish to cater for c. Develop guiding principles and criteria for assessing potential new sites d. Discuss next steps for identifying potential sites	11 May 9.30 – 12pm

	<b>Working Group Workshop 3</b> a. Assess potential options for freedom camping sites against the criteria b. Confirm a list of preferred sites for bylaw pre-consultation with community	8 June 9.30 – 12pm
3.	<b>Community Engagement</b> a. Council staff engage with community on potential sites developed by working group and request feedback	Mid-June – Mid-July
4.	<b>Working Group Workshop 4</b> a. Staff present community feedback to working group b. Working group develop and finalise recommendations for Council, potentially including a draft bylaw	27 July 9.30 – 12pm
5.	<b>Report back to Council</b> a. Seminar with Council to present community feedback and working group recommendations	Mid August
6.	<b>Review Bylaw (if required)</b> a. Council adopt draft bylaw for public consultation b. Submission period c. Hearing and decision made	

Status  
 Current ☒  
 Suspended ☐  
 Superseded ☐  
 Complete ☐

<b>Project:</b>	Freedom Camping			<b>Links to:</b>	Freedom Camping Working Group
<b>Type:</b>	Community Engagement Plan			<b>Stage:</b>	1 of 2
<b>Project Sponsor:</b>	Richard Munneke	<b>Project Manager:</b>	Kim Anstey		
<b>Project Team Members:</b>	Kim Anstey	<b>Parent Organisation:</b>	Napier City Council (NCC)		
	Paulina Wilhelm				
	Michele Grigg				
	Comms/IT (Monique, Lee)				
<b>Completed By:</b>	Kim Anstey	<b>Date Completed:</b>	<b>Approved By:</b>		
<b>Project Objectives:</b> To consult effectively with affected parties and key stakeholders, to provide information, gain feedback and understand their views on freedom camping. This will include an understanding of camper motivations, profiles and the views of key stakeholders					
<b>Outputs:</b> <ul style="list-style-type: none"> <li>A freedom camping working group page on the NCC website</li> <li>Invitation to a focus group/interview</li> <li>Focus group material</li> <li>Summary reports from focus groups</li> <li>Survey</li> <li>Engagement report</li> </ul>					

<b>Project Constraints/Risks:</b> <ul style="list-style-type: none"> <li>• Misconceptions about freedom camping result in an unbalanced engagement that focuses on the harms over the benefits</li> <li>• Affected parties may feel that their concerns have not been adequately considered during the process</li> <li>• Unrealistic expectations may be generated by certain groups or individuals</li> </ul>
<b>Project Expenditure: Total</b>

No	Key Activities	Tasks	Person Responsible	Due Date	Progress
1	Create Webpage	<ul style="list-style-type: none"> <li>• Develop content</li> </ul>	Kim/Monique/Lee	11 May	
2	Accommodation provider focus group meetings (Backpackers and Campground Operators)	<ul style="list-style-type: none"> <li>• Invitation list</li> <li>• Organise venue</li> <li>• Send invites</li> <li>• Prepare presentation</li> <li>• Develop set questions</li> </ul>	Paulina, Kim	11 May	
3	1:1 Interviews with appropriate person representative of: <ul style="list-style-type: none"> <li>• Iwi/hapu</li> <li>• Seasonal Employers</li> <li>• Napier Business Inc</li> <li>• HB Tourism</li> </ul>	<ul style="list-style-type: none"> <li>• Set questions</li> <li>• Feedback summary</li> <li>• Request interview</li> </ul>	Kim, Michele	11 May	
4	Resident Meetings: <ul style="list-style-type: none"> <li>• Westshore Resident Association</li> <li>• Te Awa, via letter drop</li> <li>• Quayside Apartments</li> </ul>	<ul style="list-style-type: none"> <li>• Invitation list</li> <li>• Send invites</li> <li>• Presentation</li> <li>• Set questions</li> </ul>	Paulina, Kim	11 May	
5	Camper Survey	<ul style="list-style-type: none"> <li>• Staff to survey approx. 25 self-contained and 30 non-self-contained campers</li> <li>• Load survey onto tablets for face to face survey</li> </ul>	Council staff	11 May	
	Collate Feedback	<ul style="list-style-type: none"> <li>• Draft report to summarise all feedback               <ul style="list-style-type: none"> <li>- Intro, methodology</li> <li>- issues raised, summary positions of all stakeholders</li> </ul> </li> </ul>	Kim		

DRAFT

### 3. STREET NAMING - TE AWA ESTATE

<b>Type of Report:</b>	<i>Procedural</i>
<b>Legal Reference:</b>	<i>N/A</i>
<b>Document ID:</b>	<i>347705</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Paul O'Shaughnessy, Team Leader Resource Consents</i>

#### 3.1 Purpose of Report

The purpose of this report is obtain Council approval for three new street names within stages X, XI, XII and XIII of the Te Awa Estates residential subdivision

#### COMMITTEE'S RECOMMENDATION

**Mayor Dalton / Councillor White**

That the Council

- a. Approve three new streets within the Te Awa Estates subdivision (consent plan 09067 approved in August 2010) as follows:

Road 3 (stages XI and XII) - Hurunui Drive

Road 12 (stage X) - Kaituna Place

Road 11 (stage XIII) - Arrow Place

**CARRIED**

#### 3.2 Background Summary

The on-going development of the Te Awa Estates subdivision is continuing with 2017 seeing the development of Stages X, XI, XII and XIII as indicated on the aerial photograph (**Attachment A**).

A more definitive plan of the overall layout of the Te Awa development and Stages X, XI, XII and XIII is indicated on **Attachment A**.

The developers have requested three new street names within Stages X, XI, XII and XIII of the subdivision as follows

- ☐ **HURUNUI DRIVE (Road 3/Stages XI and XII)** – Hurunui Drive would provide a thoroughfare linking Te Awa Avenue with Eriksen Road
- ☐ **KAITUNA PLACE (Road 12/Stage X)** – Kaituna Place would serve 21 lots and comes off Hurunui Drive
- ☐ **ARROW PLACE (Road 11/XIII)** – Arrow Place would also exit off Hurunui Drive and service approximately 23-residential lots

### 3.3 Issues

In April 2011 Council approved a list of street names for the Te Awa Estates subdivision. The theme of the list was New Zealand Rivers with Council requiring a resolution for all new names.

To date Council have approved a total of nine streets within the subdivision, with eight of these street names having been derived from the approved list.

Research indicates that the use of these three names will not conflict with any other known street names within Napier City, Hastings District or the wider Hawkes Bay Region.

### 3.4 Significance and Consultation

The approved list of street names has been perused by the Māori Consultative Committee with no concerns raised.

It is not considered that this item raises any additional issues in terms of significance or required consultation.

### 3.5 Implications

#### Financial

The introduction of new street names requires Council to update their information systems, advise Land Information New Zealand, emergency services, utility operators and erect signage. These tasks can be completed within current budgets.

#### Social & Policy

N/A

#### Risk

The approved list of Te Awa street names has been reported to the Māori Consultative Committee, and no concerns were raised regarding their appropriateness.

### 3.6 Options

The options available to Council are as follows:

1. Adopt the three street names as suggested by the developer
2. Adopt an alternative name(s) from the approved list

### 3.7 Development of Preferred Option

The developer has requested these names and this is supported by the reporting officer. The names are on the approved list of Te Awa Estate street names.

#### At the Meeting

In response to questions from Councillors it was confirmed that the Arrow River is a small river in the Otago region.

It was noted that it was unfortunate that more local rivers were not included in the list of approved names as it would have worked well to have a local name for this area of



*Maori Consultative Committee - 10 May 2017 - Open Agenda*  
development.

### **3.8 Attachments**

A Te Awa Estates Location Plans & Aerial Photograph



Scale: 1:4243  
Original Sheet Size A4  
Print Date: 31/03/2017

### Te Awa Estates (Stages X, XI, XII & XIII)

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED. The information displayed in the GIS has been taken from Napier City Council's databases and maps. It is made available in good faith but its accuracy or completeness is not guaranteed. If the information is relied on in support of a resource consent it should be verified independently.



NAPIER The ArtDeco City

Napier City Council 231 Hastings St, Private Bag 6010, Napier 4142 New Zealand P 06 835 7579 F 06 835 7574 [www.napier.govt.nz](http://www.napier.govt.nz)



**Paul O'Shaughnessy**

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**From:** Niels Nikolaison <niels@civilservices.co.nz>  
**Sent:** Thursday, 8 December 2016 5:27 p.m.  
**To:** Paul O'Shaughnessy  
**Subject:** Te Awa Road names  
**Attachments:** ATT64892.vcf; SC28000051 16120817220.pdf

Paul

We are progressing at Te Awa and next year will begin constructing stages X and XI.  
This will be followed by stage XII, also in 2017.  
Therefore we would like to suggest road names for future stages.

Road 3 (linking Te Awa Ave and Eriksen Road - stages XI and XII); being a more substantial link should have a more substantial river name.

We propose **HURUNUI DRIVE**

Road 12 (stage X); being a smaller road and no-exit.  
Our proposal is **KAITUNA PLACE**

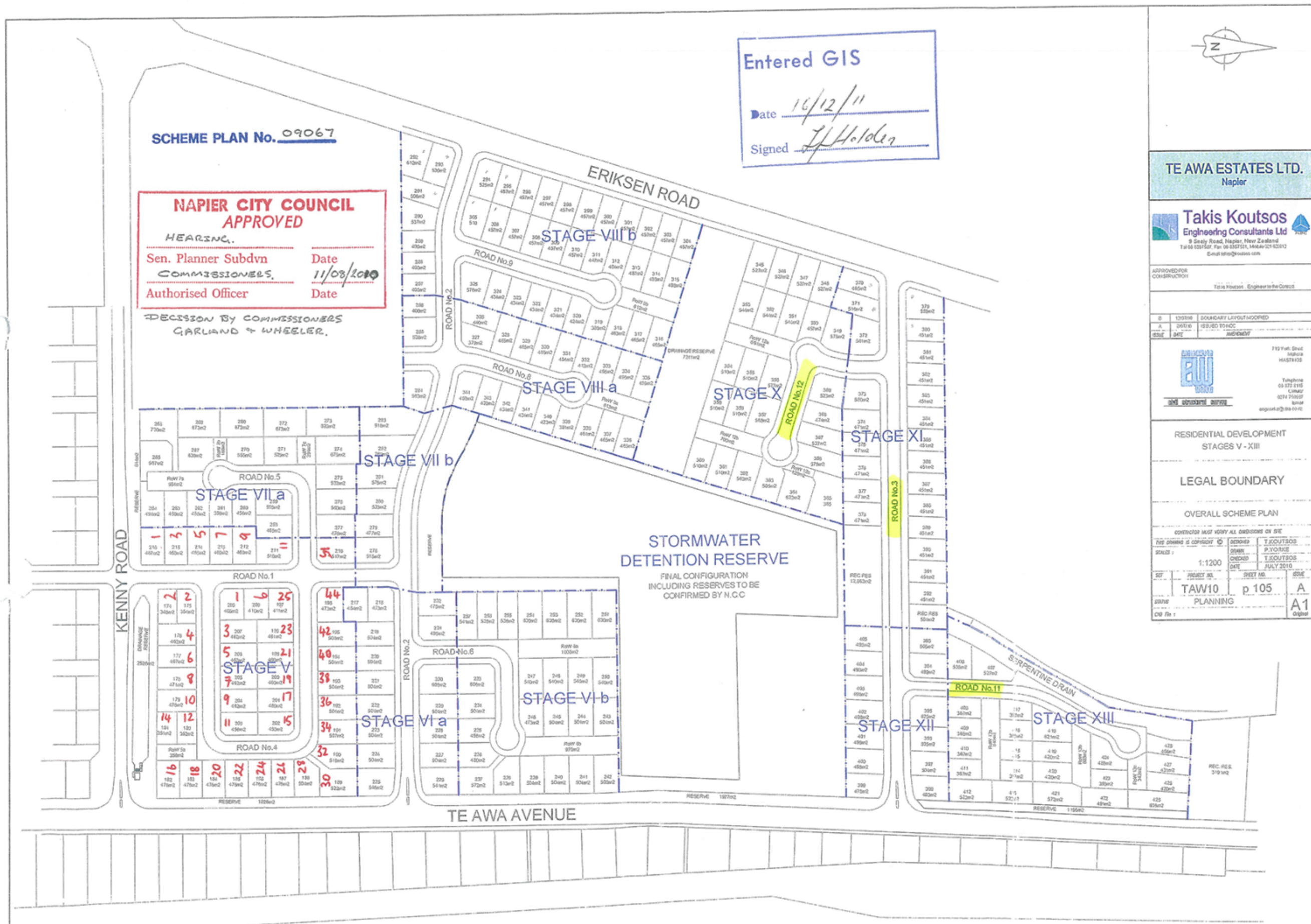
And Road 11 (stage XIII); also a smaller access road with no ext.  
We propose **ARROW PLACE**

These are all approved New Zealand Rivers as identified by Napier City Council.  
Can you please progress these road names through the Council as required.  
I have attached a plan of Te Awa showing existing and proposed road names for your reference.  
Any queries do not hesitate to contact me.

Regards  
NIELS NIKOLAISON  
Civil Services HB Ltd  
PO Box 5011, Napier 4145  
Unit 8, 88 Taradale Road, Napier 4110  
Phone: 06 8436996 Mobile: 027 4490804  
[www.civilservices.co.nz](http://www.civilservices.co.nz)







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## REPORTS FROM FINANCE COMMITTEE HELD 3 MAY 2017

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### 1. HB LASS LIMITED - DRAFT STATEMENT OF INTENT

<b>Type of Report:</b>	<i>Operational and Procedural</i>
<b>Legal Reference:</b>	<i>Local Government Act 2002</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Adele Henderson, Director Corporate Services</i>

#### 11.1 Purpose of Report

To provide the draft Statement of Intent 2017/18 for Hawke's Bay Local Authority Shared Services Limited (HB LASS Ltd) to Council for its consideration as part of the reporting requirements for council-controlled organisations.

#### COMMITTEE'S RECOMMENDATION

**Councillor Hague / Councillor Jeffery**

That Council:

- a. Receive the Draft Statement of Intent for 2017/18 for HB LASS Limited (HB LASS Ltd) and provide any feedback to the HB LASS board by 31 May 2017.

**CARRIED**

#### 1.2 Background

The Local Government Act 2002 sets out monitoring and reporting requirements of council organisations (Part 5, Section 66, Local Government Act 2002). The HB LASS Limited is a council-controlled organisation as defined under Part 1, Section 6, of the Local Government Act 2002.

#### 1.3 Implications

##### Financial

None

##### Social & Policy

None

##### Risk

None

#### At the Meeting

In response to queries from Councillors, it was clarified that:

- ☐ The HB LASS consists of Chief Executives and an external Chair.

- ☐ The HB LASS can bring in outside expertise as it considers appropriate.
- ☐ Outside expertise may be called on during the discussions on Section 17A review requirements, in particular on asset management and infrastructure matters.
- ☐ Section 17A reviews are a requirement under the Local Government Act and require local authorities to assess their current service provisions, and opportunities for finding efficiencies.
- ☐ There are a number of informal and other shared services which are not specifically touched on within the statement of intent document, but are which are captured in council's annual report.
- ☐ Hastings District Council, Hawke's Bay Regional Council and Wairoa District Council have all approved the HB LASS statement of intent without amendments.

#### **1.4 Attachments**

- A HB LASS Limited Draft Statement of Intent for 2017/18 for Council Consideration

ADM-02-7-15-281



## **HB LASS Ltd Statement of Intent for 2017-18**

**13 March 2017**

HB LASS Ltd Draft Statement of Intent 2017/18

Hawke's Bay Councils Delivering Value and Service





ADM-02-7-15-281

## HB LASS Introduction

This Statement of Intent (SOI), developed under schedule 8 of the Local Government Act 2002, is:

- A public declaration of the activities and intentions of HB LASS Ltd and the objectives to which those activities will contribute.
- Provides an opportunity for the shareholders to influence the direction of HB LASS Ltd, and
- Provides a basis for the accountability of the directors to the shareholders for the performance of HB LASS Ltd.

This Statement of Intent covers HB LASS Ltd and any subsidiary company established in pursuance of the objectives herein.

## Background

The Councils that operate within the Hawke's Bay have formed a CCO to investigate, develop and deliver shared services, where and when that can be done more effectively for any combinations of some or all of the councils.

The expected benefits that can be achieved through shared services are:

- improved levels and quality of service;
- increased value
- a co-ordinated and consistent approach to the provision of services;
- reductions in the cost of support and administrative services;
- opportunities to develop new initiatives;
- economies of scale resulting from a single entity representing many councils in procurement.

These benefits and opportunities can apply to all Councils irrespective of location or size.

In essence the Council Shareholders have established HB LASS Ltd as a means to develop opportunities to address the "most cost effective" elements of the Purpose of Local Government as set out in Section 10 of the Local Government Act 2002.

HB LASS Ltd Draft Statement of Intent 2017/18

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## Our Vision

### ***“HAWKE’S BAY COUNCILS DELIVERING VALUE AND SERVICE THROUGH COLLABORATION”***

## Objectives of HB LASS Ltd

Working together with the full support and involvement of staff, we will provide benefit to Councils and their stakeholders through improved levels of service, reduced costs, improved efficiency and/or increased value through innovation.

These will be achieved primarily through:

### **Joint Procurement**

Being the procurement of services or products by two or more Councils from an external provider regardless of whether the service is paid for through HB LASS Ltd or individually by participating Councils.

### **Shared Services**

For HB LASS Ltd “shared services” means the provision of a service or activities (including procurement and service harmonisation) through a jointly owned provider or where one Council or more together performs the service for the other/s.

*It is noted that the implementation of any Shared Service proposal will require the agreement of the individual Councils who wish to participate in the relevant proposal.*

## Nature and Scope of Activities

The principal nature and scope of the activities of HB LASS Ltd is to:

- *Work collaboratively to identify, assess, develop and implement opportunities. Facilitating collaboration direct with council officers who are responsible for the identified work streams and driving beneficial outcomes*
- *Use Joint Procurement to add value to goods and services sourced for its constituent Councils.*

HB LASS Ltd Draft Statement of Intent 2017/18

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- *Facilitate Shared Services that benefit Councils and their stakeholders through improved levels of service, reduced costs, improved efficiency, innovation and/or increased value.*
- *Pursue best practice in the management of all activities to obtain best value and minimise risk.*
- *Demonstrate fiduciary responsibility by ensuring that its activities are adequately funded from savings achieved, levies, Council contributions, or Government funding where available.*
- *Allow other Councils or organisations to participate in its activities where this will benefit its constituent councils directly or indirectly.*
- *Represent the collective views of its shareholders in matters with which it is associated.*

## Governance

HB LASS Ltd will conduct itself in accordance with its Constitution, its annual Statement of Intent, and the provisions of the Companies Act 1993 and the Local Government Act 2002.

The Company is governed by its directors. To ensure total synergy between the Company's activities and its council shareholders' activities, the directors are also the Chief Executives of their respective shareholding Councils. The dual roles recognise the interdependence of HB LASS and its Councils in the undertaking of its activities.

The Directors representing the shareholding Councils are:

Shareholder	Director
Central Hawke's Bay District Council	Monique Davidson
Hastings District Council	Ross McLeod
Hawke's Bay Regional Council	TBC
Napier City Council	Wayne Jack
Wairoa District Council	Fergus Power

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In addition, in accordance with the Constitution the Board has re-appointed an Independent Director Mr Craig Waterhouse as Chairman.

In addition, the Board may appoint up to three Independent Directors to supplement the Directors/Chief Executives' expertise.

At an operational level, each activity or project is developed collaboratively by a Working Group, where participants from relevant service areas are nominated by each of the shareholding councils. The Board retains the right to approve nominations to the Working Groups and all of their material decisions.

Each shared service will be subject to a formal service level agreement between HB LASS Ltd and the participating Councils, outlining the services and activities provided, where, when and how they are provided; and reflecting the capital and operational costs being met by each service shareholder.

Joint Procurement initiatives consistent with their nominated role may be undertaken by any Advisory Group as approved by the Directors. Such initiatives will not require the setting up of a separate business unit unless the administration requirements of the procurement process require it.

Subject to the approval of shareholders in accordance with the shareholder agreement the directors may decide that a particular activity is best managed as a subsidiary company and, subject to meeting legislative requirements, proceed accordingly.

As provided in Section 64(5)(b) of the Local Government Act 2002 this Statement of Intent shall apply to any subsidiary company whose objectives are in accordance with the objectives set out in this Statement of Intent. Such subsidiary companies shall not be required to have a separate Statement of Intent.

## Future Developments

Feasibility studies for shared services that are on hold but will be reconsidered in 2017/18 are:

- Regional Call Centre
- Rates services (debt management, advisory etc)
- Asset Management Services

Current feasibility studies for shared services that are under action or being prepared for consideration are:

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- Building Control
- Training and Development
- Water Testing
- IT
- Parks
- Facilitating 17A Review Requirements
- Legal Services
- Archives and Records Management
- Animal Control

Other shared services may be provided after the Board has considered each individual business case and formally agreed to take on and deliver (or host/procure etc.) the shared service. The Board has identified a range of other activities that will be investigated as the contributing Councils have resources available to support the investigations.

Joint procurement initiatives will be considered by the Board and/or its advisory groups where there is demonstrated support from two or more member Councils.

HB LASS Ltd will also proactively explore opportunities to partner with other local authorities and shared services organisations within NZ where they are either developing or considering developing cost effective shared services and products that are of value to the Hawke's Bay Councils.

The Board has identified an opportunity for HB LASS to become a vehicle that can assist all the shareholding Councils in meeting the obligations for Service Delivery Reviews that are required to be undertaken under Section 17A of the Local Government Act 2002. It will maintain a watching brief over developments in this area.

The Board has identified that there is a need to become more actively engaged with staff of each of the Councils and that a greater level of activity will require additional administrative support. To this end there will be a need for higher levels of financial input from the shareholders. A Strategy is in development that will identify more clearly the pathway forward to greater adoption of Shared Services within the shareholding councils.

That strategy is designed so as to bring to consideration the findings from the Asset Management services project together with development of initiatives to look at Financial Services and Human Resources activities during the next twelve months.

### Performance Targets

To ensure the Company continues to operate effectively in both governance and management terms over the next three years, the targets are to:

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- Initiate at least one shared service each year and no less than two shared services successfully implemented within the following three years;
- Implement Shared Services demonstrating best practice and added value to participating councils and stakeholders;
- Explore Joint Procurement initiatives for goods and services from sources offering best value, service, and/or continuity of supply;
- Publish a newsletter setting out the Company's activities at least six monthly;
- Ensure sufficient income is available from activities to sustain a viable company;
- Operate in a manner that conforms with any applicable regulatory requirements.

## **9 Statement of Financial Position**

The Local Government Act 2002 requires the SOI to include the projected ratio of shareholders' funds to total assets within the Forecast Statement of Financial Position. As HB LASS Ltd has minimal capital (\$5,000 of paid up capital), and does not expect to acquire any material assets, the Board believes that this ratio does not add any value to the SOI and is therefore not included at this time.

As asset owning shared services are approved, the Board will, if appropriate, provide a mechanism for the recognition of each Council's contribution.

## **10 Accounting Policies**

The Company will maintain accounting records in accordance with the Companies Act 1993 and the Local Government Act 2002 as applies to Council Controlled Organisations.

The financial statements of the Company will be prepared in accordance with the New Zealand equivalent to the International Financial Reporting Standards (NZ IFRS) as prescribed by Chartered Accountants Australia and New Zealand (CAANZ). The accounting policies will be determined in consultation with the

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Company's accountants and the auditors prior to preparation of the 2016/17 financial statements.

## **11 Distributions to Shareholders**

The Company is not expected to make profits that would ordinarily be distributed by way of dividends. Any surplus funds are expected to be retained in the business.

## **12 Information to be Provided to Shareholders**

The Company will deliver the following statements to shareholders:

- Within two months of the end of the first half of the financial year: Financial Performance, Movements in Equity, Financial Position and Statement of Service Performance.
- Within three months of the end of the financial year the following audited statements: Statement of Financial Performance, Movements in Equity, Statement of Financial Position, Statement of Service Performance plus a summary of how the company has fared against its objectives and prospects for the next financial year, and a report on the Company's medium to long term plans.
- Regular summaries of activities and achievements.

## **13 Procedures for the Purchase and Acquisition of Shares**

The Board will give approval before HB LASS Ltd subscribes for, purchases or otherwise acquires shares in any company or other organisation which is external to the group.

## **14 Activities for Which the Board Seeks Compensation**

The ongoing activities to identify, develop, procure shared services will be budgeted for in advance, subject to a business case, and either funded by

HB LASS Ltd Draft Statement of Intent 2017/18

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individual Councils without HB LASS Ltd involvement; or agreed by the Board to be funded by HB LASS Ltd with consequent recovery from participating Councils.

Shareholding Councils will make a contribution to the operational costs of the company on an annually agreed basis. Contributions required from the shareholding councils to cover administration charges are as follows:

<b>Central Hawke's Bay District Council</b>	<b>\$ 9,058.50</b>
<b>Hastings District Council</b>	<b>\$ 21,411.00</b>
<b>Hawke's Bay Regional Council</b>	<b>\$ 21,411.00</b>
<b>Napier City Council</b>	<b>\$ 21,411.00</b>
<b>Wairoa District Council</b>	<b>\$ 9,058.50</b>

The Company will also seek contributions by way of a levy or administration charges on services provided or administered. In determining an appropriate charge the directors may take into account the cost of running the company, its future operational requirements, the nature and cost of the service provided, benefits achieved and Councils' ability to pay.

The Company may provide services (at a cost recovery or a cost plus basis) to other non-shareholding councils within or beyond the region. Any surplus from such activity will be used to either reduce service costs and/or, invest in further developing that or other services, as agreed by the Advisory Group and by the Board.

## **15 Value of Shareholders' Investment**

The Directors estimate that at this stage, HB LASS Ltd has little or no commercial value. As each shareholder's investment in HB LASS Ltd is only \$1,000 initially, the Board believes that that fairly represents the value of their investment.

The Directors will reassess the value of this shareholding on or about the 1<sup>st</sup> of March each year



## 2. QUARTERLY REPORT TO 31 MARCH 2017

<b>Type of Report:</b>	Operational
<b>Legal Reference:</b>	Local Government Act 2002
<b>Document ID:</b>	347953
<b>Reporting Officer/s &amp; Unit:</b>	Mary Quinn, Senior Management Accountant Caroline Thomson, Chief Financial Officer

### 2.1 Purpose of Report

To consider the Quarterly Report on performance by Activity Group for the period 1 January 2017 to 31 March 2017 and the Health and Safety Report to March 2017.

- ☐ Action required: Director Corporate Services to provide Councillors financial savings as a result of the decision not to consult on council's annual plan.

### COMMITTEE'S RECOMMENDATION

#### Councillor Taylor / Councillor Hague

That Council:

- a. Receive the Quarterly Report for the period 1 January 2017 to 31 March 2017.
- b. Receive the Health and Safety Report to March 2017.

**CARRIED**

### 2.2 Background Summary

The Quarterly Report summarises the Council's progress in the third quarter of 2016/17 towards fulfilling the intentions outlined in the Annual Plan. Quarterly performance is assessed against income, total operating expenditure, and capital expenditure. For this report the financial forecast to the 30 June 2017 has also been included.

The Health & Safety Report updates the Council on health and safety matters, including hazards and risks associated to them.

### 2.3 Issues

No issues

### 2.4 Significance and Consultation

The issues for discussion are not significant in terms of Council's Significance and Engagement Policy and no consultation is required.

### 2.5 Implications

#### Financial

Set out below is a summary of Council's operating financial result for the year to date:

2016/17						2015/16
	Actual YTD	Budget YTD	Variance	Budget full year	Forecast	Actual

<b>Total income</b>	76.3m	75.2m	1.1m	97.8m	105.8	98.3m
<b>Total expenditure</b>	62.4m	62.5m	0.1m	87.8m	92.8	86.5m
<b>Net operating surplus</b>	\$13.9m	\$12.7m	\$1.2m	\$10.0m	\$13.0m	\$11.8m

The result is presented against the revised budget and forecast. The revised budget includes the original budget and agreed changes made during the year. The forecast is based on actual expenditure January year to date, plus estimated remaining spend for the 2016/17 financial year.

Council's overall performance for the nine months ended 31 March 2017 is a net operating surplus of \$13.9m with operating revenue of \$76.3m and operating expenditure of \$62.4m. Council's overall financial performance is \$1.2m favourable to budget. Detailed budget variance explanations are included in **attachment A**.

### **Social & Policy**

N/A

### **Risk**

N/A

## **2.6 Options**

The options available to Council are as follows:

1. Council can receive the Quarterly Report for the period 1 January 2017 to 31 March 2017.
2. Council can receive the Health and Safety Report for March 2017.

## **2.7 Development of Preferred Option**

The preferred option is that Council receives both the Quarterly Report for the period 1 January 2017 to 31 March 2017 and the Health and Safety Report for March 2017.

### **At the Meeting**

The Director Corporate Services gave a brief overview of the key highlights of the third quarter including that:

- ☐ The Seawall project has been completed and well received.
- ☐ The Napier Conference Centre was completed and successfully relaunched as an events venue.
- ☐ Online building consents are now available.
- ☐ Council's free Wi-Fi offering was extended into new areas.
- ☐ Earthquake strengthening of the Ivan Wilson pool has been completed.
- ☐ Marine Parade development continued.
- ☐ Tourism areas performed better than expected so income from the quarter was higher than forecast.

In response to a questions from Councillors, it was clarified that:

- ☐ The Infrastructure Services group are working closely with contractors on the Marine Parade development to re-establish a new timeframe for completion of the

works.

- ☐ Improvements have already been made to the structure of our contract template, and procurement process to ensure that council have the ability to enact greater penalties for breach of contract.
- ☐ The Infrastructure Services group are working with the contractor of the Embankment Bridge project to clarify the scope and specifications of the work.
- ☐ Local Marae are included in Civil Defence and emergency management planning including community resilience considerations.
- ☐ While the audit of council's building warrants of fitness has been behind schedule in the third quarter, it is still anticipated that this work will be completed by the end of the financial year.

## **2.8 Attachments**

- A Quarterly Report to March 2017
- B Health and Safety Report for March 2017

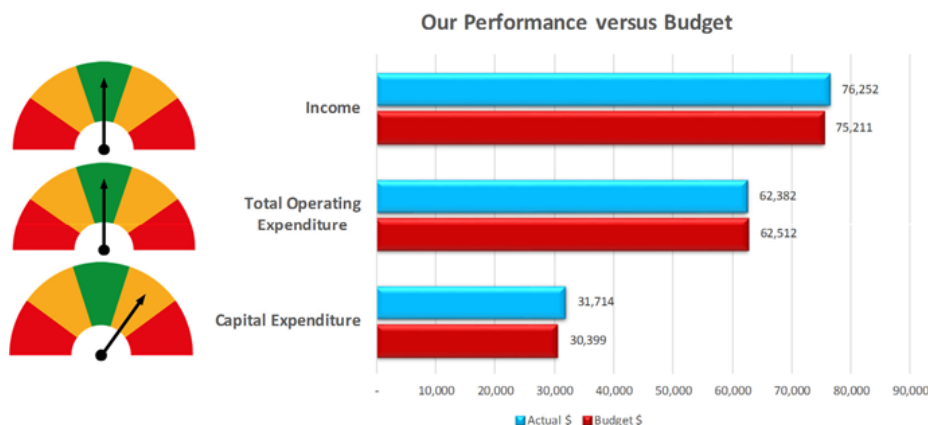


## Quarterly Report

This report summarises the Council's progress in the third quarter of 2016/17 towards fulfilling the intentions outlined in the Annual Plan. Quarterly performance is assessed against Income, Total Operating Expenditure, and Capital Expenditure.

Areas where there is a risk to or significant variance from budgeted expectations are discussed in the performance summaries for each of the Council's activity areas.

### How are we performing?



### Financial snapshot

The Council's consolidated financial performance for nine months to 31 March 2017 is presented in this section.

The year to date net operating surplus of \$13.9m is \$1.2m higher than the budgeted surplus of \$12.7m. This favourable variance is attributable to a combination of factors as outlined below.

#### Income:

Year to date total income is above budget by \$1.0m:

1. Interest revenue is \$1.3m higher than budget due to additional interest on treasury funds arising from deferred capital expenditure (non-rating).
2. Rates revenue is \$0.3m higher than budget due to additional rates penalties and recovery of postponed rates.
3. This is offset by \$0.9m lower than budgeted NZTA subsidies as a direct reflection of the timing of maintenance and capital projects which principally occur in the second half of the year.

#### Expenditure:

Year to date total expenditure is under budget by \$0.1m.

	2016-17			2016-17	Forecast	2015-16
	Actual YTD	Budget YTD	Variance	Budget Full Year	2016-17	Actual
	\$000	\$000	\$000	\$000	\$000	\$000
<b>Income</b>						
Rates revenue	50,927	50,641	286	50,641	50,857	49,391
Finance income	1,982	723	1,259	964	1,050	2,886
Development and financial contributions	90	86	4	2,764	2,481	2,778
Subsidies and grants	3,070	4,031	(961)	5,597	4,122	5,790
Other revenue	20,098	19,729	369	37,507	47,019	38,219
Other gains/(losses)	85	-	85	325	287	(739)
<b>Total Income</b>	<b>76,252</b>	<b>75,211</b>	<b>1,041</b>	<b>97,798</b>	<b>105,816</b>	<b>98,325</b>
<b>Expenditure</b>						
Employee benefit expenses	23,251	23,400	149	30,513	30,255	29,110
Depreciation and amortisation	15,794	15,388	(406)	20,830	21,176	20,939
Other expenses	23,340	23,724	384	36,419	41,442	36,432
Finance costs	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>62,385</b>	<b>62,512</b>	<b>126</b>	<b>87,761</b>	<b>92,873</b>	<b>86,482</b>
<b>Net Operating surplus/(deficit) before tax</b>	<b>13,867</b>	<b>12,699</b>	<b>1,168</b>	<b>10,037</b>	<b>12,944</b>	<b>11,843</b>

### Key Highlights

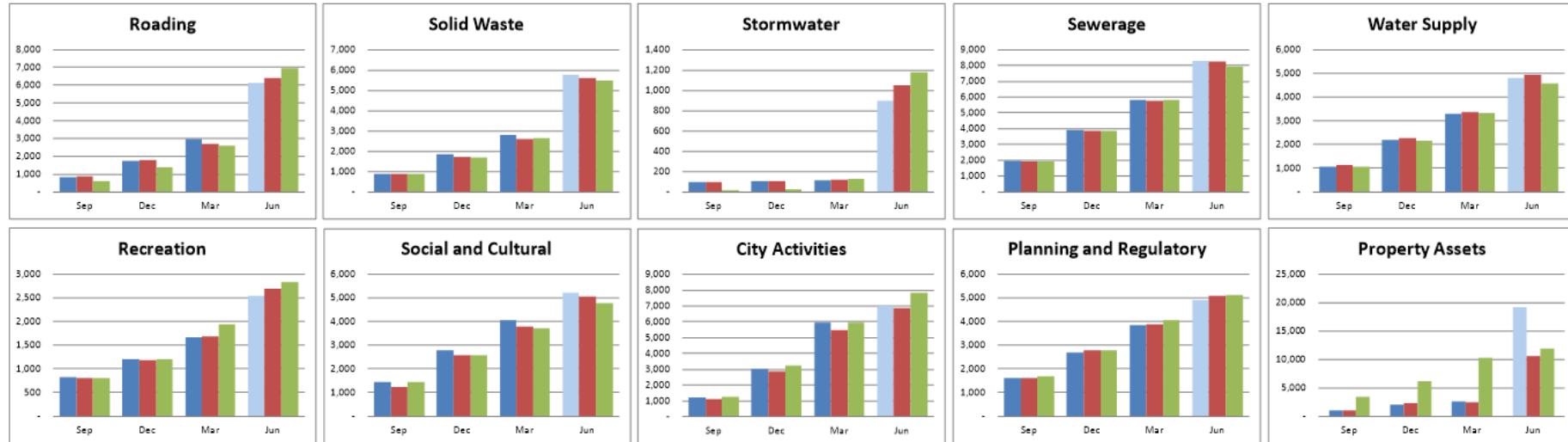
- Sea Walls: Artists for Oceans festival returned to Napier in March, culminating in 26 new murals across the city by artists from around the world;
- Napier Conference Centre officially reopened in March following its multi-million-dollar redevelopment. Our first Business Breakfast in the updated facility (with Annabel Langbein as speaker) attracted a record audience of over 300;
- Online building consents were implemented in January, with the benefits being: the ability to track an application through the building consent process, communicate directly with Council staff handling the application and submit all of the application details electronically for streamlined processing;
- Free wi-fi was installed along Hardinge Road, from the Port to Perfume Point, and along Marine Parade from the Aquarium, past BaySkate and i-Site, and through to Ocean Spa;
- Seismic strengthening of the Ivan Wilson pool complex at the Napier Aquatic Centre was completed.

The budget figures include the original budget and agreed changes made during the year. As a result the budget figure isn't the same as the annual plan or long term plan.

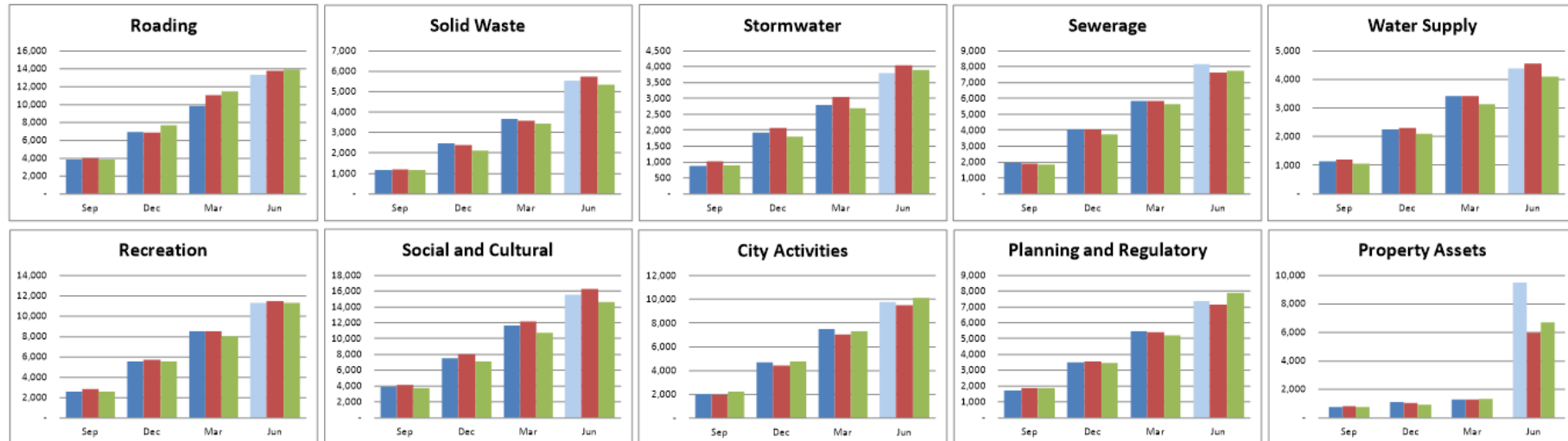


## Cumulative Quarterly Graphs

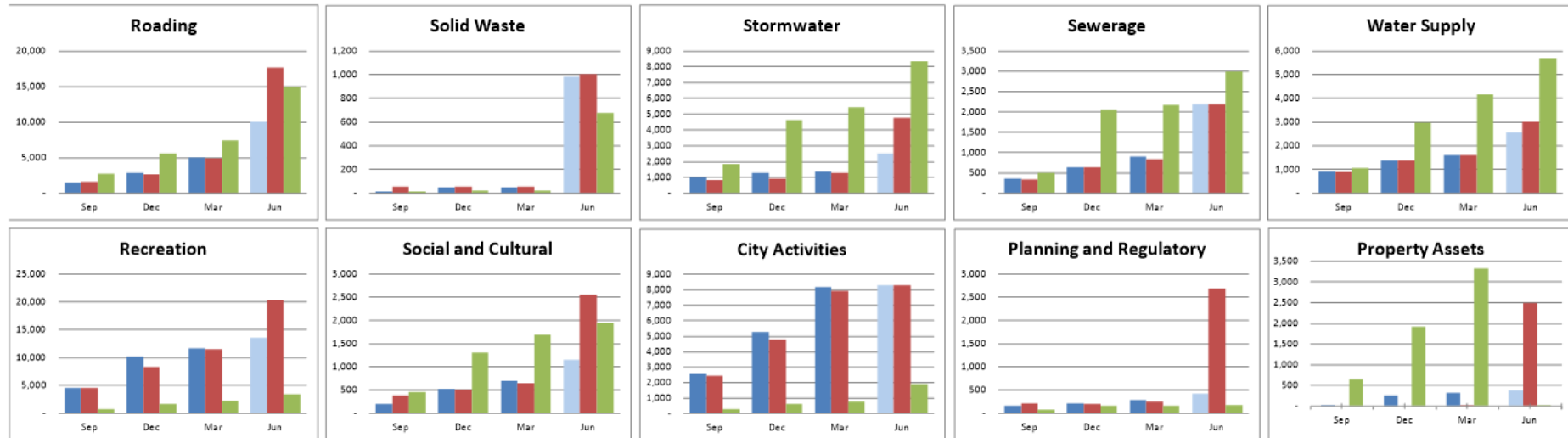
Income (000's) – ■ - Actual ■ - Forecast ■ - Budget ■ - Prior Year



Expenditure (000's) – ■ - Actual ■ - Forecast ■ - Budget ■ - Prior Year



**Capital Expenditure (000's) –** ■ - Actual ■ - Forecast ■ - Budget ■ - Prior Year



**Group Totals (000's) -** ■ - Actual ■ - Forecast ■ - Budget ■ - Prior Year



## Summary of Activity Groups

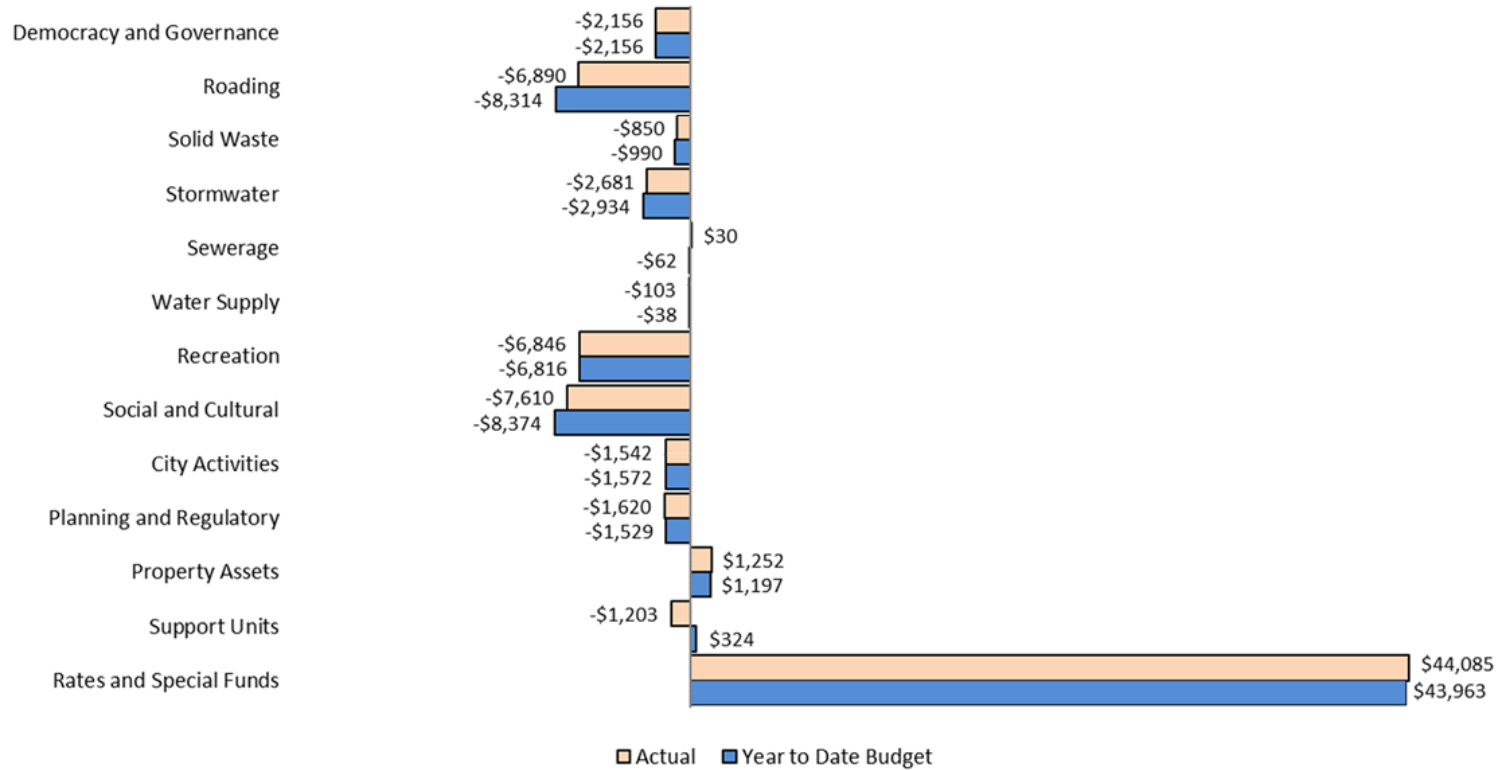
Operating Income less Expenditure	Actual	Year to Date Budget	Variance	% Variance	Annual Budget	Forecast
Democracy and Governance	(2,155,867)	(2,155,869)	2	(0)%	(2,874,490)	(2,874,491)
Roading	(6,889,784)	(8,314,229)	1,424,445	(17)%	(7,349,553)	(7,128,230)
Solid Waste	(850,202)	(989,703)	139,501	(14)%	(94,575)	219,841
Stormwater	(2,681,053)	(2,933,743)	252,690	(9)%	(2,997,793)	(2,904,004)
Sewerage	29,797	(62,220)	92,017	<(100)%	622,798	185,581
Water Supply	(102,522)	(38,292)	(64,230)	>100%	392,998	405,501
Recreation	(6,845,859)	(6,815,903)	(29,956)	0%	(8,764,771)	(8,769,980)
Social and Cultural	(7,610,263)	(8,374,009)	763,746	(9)%	(11,231,812)	(10,364,471)
City Activities	(1,541,917)	(1,571,684)	29,767	(2)%	(2,672,226)	(2,745,666)
Planning and Regulatory	(1,619,957)	(1,529,263)	(90,694)	6%	(2,111,259)	(2,479,617)
Property Assets	1,251,960	1,197,022	54,938	5%	4,605,555	9,611,035
Support Units	(1,202,716)	324,216	(1,526,932)	<(100)%	380,460	(2,477,778)
Rates and Special Funds	44,085,220	43,962,679	122,541	0%	42,131,329	42,265,951
<b>Net Operating</b>	<b>13,866,836</b>	<b>12,699,002</b>	<b>1,167,834</b>	<b>9%</b>	<b>10,036,661</b>	<b>12,943,671</b>

Capital Expenditure	Actual	Year to Date Budget	Variance	% Variance	Annual Budget	Forecast
Roading	5,065,841	4,895,426	(170,415)	(3)%	17,617,309	9,995,288
Solid Waste	50,119	58,749	8,630	15%	1,004,000	984,119
Stormwater	1,363,114	1,290,001	(73,113)	(6)%	4,766,000	2,499,233
Sewerage	899,848	830,000	(69,848)	(8)%	2,187,000	2,199,249
Water Supply	1,598,872	1,594,001	(4,871)	(0)%	2,996,000	2,566,762
Recreation	11,663,900	11,432,358	(231,542)	(2)%	20,400,600	13,541,124
Social and Cultural	692,514	646,166	(46,348)	(7)%	2,543,002	1,145,578
City Activities	8,198,939	7,935,260	(263,679)	(3)%	8,282,801	8,324,975
Planning and Regulatory	286,303	251,153	(35,150)	(14)%	2,680,000	420,662
Property Assets	194,558	2,500	(192,058)	<(100)%	2,485,000	385,843
Support Units	1,571,020	1,463,113	(107,907)	(7)%	2,081,000	1,594,206
	<b>31,585,028</b>	<b>30,398,727</b>	<b>(1,186,301)</b>	<b>(4)%</b>	<b>67,042,712</b>	<b>43,657,039</b>



## Summary Net Operating Expenditure of Activity Groups

Figures are shown in thousands (\$000's)



## Forecast Year End Variances

Capital Expenditure	Mar YTD Actual	Mar YTD Budget	Annual Budget	Year End Forecast	Comments
<b>Roading</b>	5,065,841	4,895,426	17,617,309	9,995,288	Embankment Road Bridge project starting later than expected, with \$250k being moved to 17/18. \$1.2m of the Rooding Bulk Funded budget is being moved to 17/18 to cover the Watchman Road project. The 'Essential Services' review will be undertaken in the next financial year resulting in \$2.3m of the Transportation Proposal budget moving to 17/18.
<b>Solid Waste</b>	50,119	58,749	1,004,000	984,120	
<b>Stormwater</b>	1,363,113	1,290,001	4,766,001	2,499,233	\$1.5m relating to Stormwater capital projects has been moved to 17/18 due to a review of programme and evidence based needs.
<b>Sewerage</b>	899,848	830,000	2,187,000	2,199,248	
<b>Water Supply</b>	1,598,871	1,594,001	2,996,000	2,566,762	
<b>Recreation</b>	11,664,061	11,432,358	20,400,600	13,541,123	\$1.8m of the Multi Use Sports Facility budget has been moved to 17/18 (subject to Council approval) and \$380k of the Park Island expansion project budget has been moved to 17/18 due to timing changes. Destination Playground project now due to start in May/June and therefore project related costs of \$1.2m and \$970k for Anderson Park works have been moved to 17/18. Council have approved bringing forward \$1.8m from the Ahuriri Water Sport Facility budget planned for 17/18 to 16/17 to fund the purchase of land at Humber Street. Council approved an increase in budget for the Skate Park project
<b>Social and Cultural</b>	692,514	646,166	2,543,002	1,145,578	\$132k has been moved to 17/18 due to re-scheduling of the Western Hill extension to May 2017. Taradale community rooms refurbishment has been moved to 17/18 year.
<b>City Activities</b>	8,198,938	7,935,260	8,282,801	8,324,975	The planned upgrade of Par2 has been moved to 18/19, this will be consulted on during the LTP process. The Par2 courses and area will be tidied up during 17/18. Council has approved a budget variance for the Napier Conference Centre. Renewal expenditure for 16/17 is forecast to be favourable to budget for Kennedy Park.
<b>Planning and Regulatory</b>	286,303	251,153	2,680,000	420,662	Property file scanning project has been moved to 17/18. Additional parking project has been moved to 17/18 year.
<b>Property Assets</b>	194,557	2,500	2,485,000	385,842	Civic Building upgrade to be undertaken in 17/18
<b>Support Units</b>	1,571,020	1,463,114	2,081,002	1,594,205	Planned spend on leases is below budget due to timing of technology projects, e.g. CAMMS, servers, computer purchases.
	31,585,185	30,398,728	67,042,715	43,657,037	

Totals relate to major project items by activity group, and excludes smaller capital projects. The budget figures include the original budget and agreed changes made during the year. Projects unspent at year end are included in budgets in future years as part of the Annual Plan planning process

Full details available by activity from pages 11 – 49

## Key Programme

KEY PROGRAMMES	Q1 (1 July - 30 Sept 2016)	Q2 (1 Oct - 31 Dec 2016)	Q3 (1 Jan - 31 Mar 2017)	Q4 (1 Apr - 30 Jun 2017)
<b>DEMOCRACY &amp; GOVERNANCE</b> To provide a democratic and consultative system for decision making	5 Council meetings and 9 Committee meetings			2017/18 Annual Plan
<b>CITY ACTIVITIES</b> City & Business Promotion, City Promotion grants, National Aquarium of NZ, Napier i-Site Visitor Centre, Par2 Mini Golf, Kennedy Park and the War Memorial Conference Centre	National Aquarium expansion review Napier conference centre to be completed in February 2017 Kennedy Park reception redevelopment Aquarium cafe upgrade			Par2 MiniGolf redevelopment business case and concept plans complete
<b>RECREATION</b> Reserves, Sportsgrounds, Napier Aquatic Centre, Marine Parade Pools, Inner Harbour & Marine Parade Skate Park	Pirimai Park Playground McLean Park drop in pitch Multi Use Sports Facility (MUSF) business case Marine Parade - Skate Park Napier Aquatic Centre Expansion business case & masterplan Park Island Master Plan Review - present to Council	Park Island Northern Sports Hub - plan presented to Council	Multi Use Sports Facility business case decision of Council Ahuriri water park - Rebuild Humber St Public toilets Whakariri Ave groyne project	Centennial Gardens - develop technical spec for relining lower pond Botanical Gardens - develop technical spec for installing irrigation system Destination Playground - detailed business case Soundshell - relay flooring after Art Deco Prep for Aquatic Centre special consultation
<b>SOCIAL &amp; CULTURAL</b> Activities include Libraries, Napier Municipal Theatre, MTG Hawke's Bay, Community Planning, Halls, Retirement / Rental Housing, Cemeteries, Public Toilets	MTG - Convert old office space to gallery space (Heynes Gallery) Library roof garden construction		Western Hills Cemetery Extension	New Toilet - Westshore
<b>PLANNING &amp; REGULATORY</b> Activities required by legislation are planning policy, regulatory consents, building consents, environmental health and animal control	City wide roll out of mobile parking payment app called Parking Mate Edwards St car park Applications for LIM's online City vision pop up space between Station and Dickens St's			
<b>ROADING</b> Network provides accessibility to Napier's residents and visitors within a safe, clean and aesthetic environment	CBD upgrade Tennyson St to Browning Rd Extension of Cycleways	Fryer Rd reconstruction	Austin St/Ford Rd roundabout Maadi Rd/Wycliffe St intersection traffic signals Design of West Quay carpark	Watchman Rd intersection upgrade CBD Upgrade - Tennyson St to Shakespeare Rd Marine Parade changes
<b>WATER SUPPLY</b> Council provides a water supply system for the supply of potable water as well as for fire fighting purposes	CBD upgrade Tennyson St to Browning Rd Awatoto truck main - Stage 3 New reservoir Taradale completed	Review and implement SCADA control systems report Gloucester Street mains upgrade		
<b>STORMWATER</b> Council provides and maintains a stormwater disposal system aiming to minimise the effects of flooding	CBD Upgrade Tennyson St to Browning Rd Taipo steam upgrade	Tennyson St stormwater discharge and viewing platform	Te Awa stormwater detention dam - construction of associated reserve Hardinge Rd erosion - remedial work	CBD upgrade - Browning St to Shakespeare Rd
<b>SEWERAGE</b> Council provides and maintains a safe domestic and industrial sewerage collection, screening and disposal system to maintain the community's health	CBD Upgrade Tennyson St to Browning Rd		Sewer relining programme Marine outfall diffuse refurbishment	
<b>SOLID WASTE</b> We provide residential and commercial domestic refuse collection service and a residential recycling service	Joint Waste Assessment with HDC			

## Community Outcomes 2016/17

Outcome	Outcome Definition	Council Activity	Details of service provided
To provide infrastructure and services to support good health and wellbeing	All people who live in Napier will have access to those services and facilities that support them in achieving and maintaining good health and a sense of wellbeing.	Solid Waste	Council provides a kerbside refuse collection service weekly and a kerbside recycling collection service fortnightly to city. In addition this activity provides a user pays refuse disposal facility at the Transfer Station.
		Stormwater	Council provides this service which collects, transports and disposes of stormwater, with the least environmental impact to protect the health and provide safety from flooding of the city population.
		Wastewater	Council provides this service which collects, transports and disposes of household waste water, with the least environmental impact to protect the health of the city population.
		Water Supply	Council provides this service to transport clean water to protect the health of the city population.
		Community Planning	Council offers financial support through grants and service contracts for community initiatives and services to support good health and wellbeing.
		Public Toilets	Council provides adequate toilets that are accessible, available and appropriately located for use by the public throughout the community.
		Environmental Health	Council works to protect community health through the monitoring of compliance with legislation.
Transport infrastructure and services that are safe, efficient and integrated	Napier's transport system is accessible, safe and affordable and meets the needs of the citizens.	Roading	Council provides a transport system that is safe and efficient and enables users to move around effectively.
		Parking	Council provides on and off street parking facilities to ease the safe movement of passenger vehicles within the transport network.
Safe and accessible recreational facilities	All people who live in Napier have access to services and facilities that support recreation opportunities in a safe environment and that encourages positive social interaction.	Sportsgrounds	Council provides a sufficient number and range of sports and recreation facilities to satisfy the needs of the community.
		Napier Aquatic Centre	
		Marine Parade Pools	
		Reserves	
		Inner Harbour	Council provides a sufficient number and range of cultural and social facilities to satisfy the needs of the community.
		Libraries	
		MTG Hawke's Bay	
An environment that is appreciated, protected and sustained for future generations	The Napier community recognises and respects the importance of the natural environment and undertakes to enhance and care for it and ensure that its resources are sustained for the wellbeing of both the current and future generations.	Halls	
		Solid Waste	Council actively promotes waste minimisation activities and responsible solid waste management decisions to divert waste from the landfill.
		Stormwater	Council provides this service which collects, transports and disposes of stormwater, with the least environmental impact to protect the health and provide safety from flooding of the city population.
		Wastewater	Council provides this service which collects, transports and disposes of household waste water, with the least environmental impact to protect the health of the city population.
		Water Supply	Council provides this service to transport clean water with the least environmental impact to protect the health of the city population.
		Cemeteries	Council maintains a quiet, aesthetically pleasing environment for visitors to the cemeteries.
		Reserves	Council sustainably manages the development and use of reserves as a natural resource for both locals and visitors.
		Planning Policy	Council administers and monitors the District Plan through the resource consent process in an efficient and effective manner that is fair to all parties.
		Regulatory Consents	



Maori Consultative Committee – 10 May 2017 – Open Agenda

Outcome	Outcome Definition	Council Activity	Details of service provided
A strong prosperous and thriving economy	Support for Napier as a leading commercial and tourist centre with business and employment opportunities that encourage a robust and resilient economy.	Inner Harbour	Council provides 98 berths for commercial and recreational vessel owners.
		Napier Skate Park	Council provides a range of facilities that offer a value-for-money visitor experience and enables events and services to be hosted that contribute to the economic wellbeing of the City.
		MTG Hawke's Bay	Council provides a sustainable cultural destination in the City with MTG as the centre piece of the cultural precinct as a visitor attraction.
		City and Business Promotion	Council has processes in place to encourage new business enterprises to establish in the City. Council provides a range of facilities that offer a value-for-money visitor experience and enables events and services to be hosted that contribute to the economic wellbeing of the City.
		War Memorial Conference Centre	
		National Aquarium of NZ	
		Napier i-SITE Visitor Centre	
		Par 2 MiniGolf	
		Kennedy Park Resort	Council provides its property portfolio, land for residential development to meet public demand, and farming land at Lagoon Farm.
		Lagoon Farm	
		Parklands Residential Development	
		Property Holdings	
Communities that value and promote their unique culture and heritage	The Napier community recognises and respects the importance of its diverse cultural values, customs and treasures, and preserves and promotes them as an expression of community identity and pride.	Libraries	Council maintains a good level of library stock which is kept up to date to meet the expectations of the public.
		Napier Municipal Theatre	Council provides a high quality performing arts venue for local and visitor use.
		MTG Hawke's Bay	Council provides a high quality museum and art gallery experience for locals and visitors to the City.
		Planning Policy	All statutory requirements are complied with in preparing and maintaining the District Plan.
		Regulatory Consents	Council administers and monitors the District Plan through the resource consent processing an efficient and effective manner that is fair to all parties.
Safe and secure communities	The people of Napier work together to build an environment where everyone can live confidently in the knowledge they are safe.	Community Planning	Council promotes community safety with an emphasis on implementing crime prevention measures.
		Emergency Management	Council puts processes in place to ensure the Napier community is prepared and knows how to survive during and recover after an emergency.
		Retirement and Rental Housing	Providing a safe environment for tenants in council housing. Council staff are available to support /assist tenants when required.
		Planning Policy	Council monitors and enforces compliance with legislation intended to protect its citizens from threats to their health (food handling, water quality), safety (building changes, animal nuisance) and wellbeing (noise and environmental effects).
		Building Consents	
		Regulatory Consents	
		Environmental Health	
		Animal Control	
Strong leadership that is connected to its community	The Napier community is guided by strong leadership focused on achieving and maintaining economic, environmental, cultural and social wellbeing for its citizens. All people have the opportunity to participate in a democratic environment and achieve a sense of belonging.	Democracy and Governance	Democratic principles are the key structure of New Zealand society. These are effected through representatives community knowledge and the application of this knowledge in decision making processes. This is reflective of strong leadership.
		Community Planning	Council regularly liaises with community groups, social services and key community organisations and agencies to share community information and advice.

## Democracy and Governance

Through Democracy and Governance, Council provides a democratic and consultative system for decision making.

### What we do

The Democracy and Governance Group comprises:

- Mayor and six Councillor's elected by the City as a whole
- Ahuriri Ward – 1 Councillor
- Onekawa-Tamatea Ward – 1 Councillor
- Nelson Park Ward – 2 Councillors
- Taradale Ward – 2 Councillors

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Annual Reports and Long Term Plans receive 'unmodified' audit opinion	100%	100%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	
2. Percentage of Council meetings for which meeting agenda is made publicly available two working days before the meeting date	100%	100%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	
3. Percentage of residents satisfied with the Sufficiency of Public Information in the NRB Public Opinion Survey.	70%	80%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	

### Democracy and Governance - Financial Performance to 31 March 2017

\$	Year To Date				Annual
	Actual	Budget	Variance	%	Budget Notes Comment

#### Operating Expenditure

Democracy and Governance	2,155,867	2,155,869	2	0%	2,874,490
	2,155,867	2,155,869	2	0%	2,874,490
<b>Net Operating</b>	<b>2,155,867</b>	<b>2,155,869</b>	<b>2</b>	<b>0%</b>	<b>2,874,490</b>

## Roading



Network provides accessibility to Napier's residents and visitors within a safe, clean and aesthetic environment

### What we do

- 363km of roads (100% sealed)
  - 306km Urban Standard Roads
  - 57km Rural Roads
- 46 km State Highway
- 5,441 sumps and manholes to be cleaned
- 480km of kerb and channel to be swept

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of residents satisfied with Roads in the NRB Public Opinion Survey.	91%	90%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	
2. Percentage of residents satisfied with Footpaths in the NRB Public Opinion Survey.	84%	85%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	

Maori Consultative Committee – 10 May 2017 – Open Agenda

Mandatory Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Measure Comments
1. The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number	Zero	-1	End of Year Measure	End of Year Measure	End of Year Measure	n/a	
2. The average quality of ride on the sealed road network, as measured by the Smooth Travel Exposure Index	90%	81%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	
3. The % of footpaths within a Territorial Authority District that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authorities relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan)	63	80 justifiable footpath complaints	19	30	30		
4. The % of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	86%	90% responded to within 5 working days	70%	86%	86%		Training staff on data capture continues. However, most requests are being responded to within the target time frames. Significant improvements have been seen.
5. The % of sealed local road network that is resurfaced	4.40%	7.10%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	



## Roading - Financial Performance to 31 March 2017

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Operating Expenditure</b>							
Roading	9,855,397	10,996,148	1,140,751	10%	13,775,253	[1]	Expenditure is down as a result of focusing on NZTA subsidised work programme which has meant a timing variance in the non-subsidised work being completed
	9,855,397	10,996,148	1,140,751	10%	13,775,253		
<b>Revenue</b>							
Roading	(2,965,613)	(2,681,919)	283,694	11%	(6,425,700)	[2]	NZTA revenue is up due to the timing of the resealing work that has been undertaken to date
	(2,965,613)	(2,681,919)	283,694	11%	(6,425,700)		
<b>Net Operating</b>	<b>6,889,784</b>	<b>8,314,229</b>	<b>1,424,445</b>	<b>17%</b>	<b>7,349,553</b>		
<b>Capital Expenditure</b>							
<b>Roading</b>							
Roading Property Reserve A/c	37,020	-	(37,020)	n/a	-		
I.A.R.	2,349,968	2,345,260	(4,708)	(0)%	4,251,000		
Embankment Road Bridge	4,382	-	(4,382)	n/a	450,000		
Gifted/Vested Assets	-	-	-	n/a	1,175,000		
Taradale Shops Upgrade	9,059	-	(9,059)	n/a	-		
Bulk Funded Non-Subsidised	1,437,132	1,520,498	83,366	5%	3,860,309		
West Quay Carpark	-	-	-	n/a	100,000		
Cycle Strategy	328,320	316,000	(12,320)	(4)%	1,500,000		
CBD Development	268,092	265,668	(2,424)	(1)%	833,000		
Subs Taradale Traffic Projects	115,185	115,000	(185)	(0)%	115,000		
Subs Cycleway Project	8,715	8,000	(715)	(9)%	8,000		
Non Subsidised Cycleway Project	54,290	-	(54,290)	n/a	-		
Te Awa Structure Plan	-	-	-	n/a	319,000		
Gloucester St Widning	11,554	-	(11,554)	n/a	-		
Dickens St Service Lane	32,406	-	(32,406)	n/a	-		
Transportation Proposals	78,061	80,000	1,939	2%	3,257,000		
Transport Study Projects	39,541	-	(39,541)	n/a	-		
Maadi Wycliffe Traffic Signals	28,637	-	(28,637)	n/a	-		
Prebensen Drive 4-Laning	261,920	245,000	(16,920)	(7)%	1,749,000		
Jervois Road Footpath	1,556	-	(1,556)	n/a	-		
	<b>5,065,841</b>	<b>4,895,426</b>	<b>(170,415)</b>	<b>(3)%</b>	<b>17,617,309</b>		

## Solid Waste

Council provides a domestic refuse collection service for both residential and commercial properties

### What we do

- Solid Waste Group comprises
  - Domestic refuse collection
  - Kerbside recycling
  - Litter control
  - Redclyffe Transfer Station
  - Omarunui Landfill Joint Venture
- Domestic refuse collections for both residential and commercial properties
  - Residential Properties
  - Commercial (Suburban shops)
  - Commercial (Central Business District)

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Weekly household kerbside waste collection	100%	100%	100%	100%	100%	◆	
2. Transfer Station open for 362 days per year	100%	100%	100%	100%	100%	◆	
3. Waste to Landfill per capita.	266.15 kg per capita	Decreasing Trend	66.1kg/per capita/quarter	72.1 kg/capita/quarter	72.2 kg/capita/quarter	◆	
4. Compliance with resource consent parameters.	100%	100%	100%	100%	100%	◆	
5. Education and waste reduction promotion programmes in place.	1963 students	750 students per annum	down season nil	567	Nil	◆	Nil for quarter 3 but busy in quarter 4 to come (already ordered 9 buses for trips)
6. Percentage of residents satisfied with Refuse Collection in the NRB Public Opinion Survey.	94%	92%	End of Year measure	End of Year measure	End of Year measure	n/a	
7. Percentage of residents satisfied with Control of Litter, Graffiti, and Vandalism in the NRB Public Opinion Survey.	91%	92%	End of Year measure	End of Year measure	End of Year measure	n/a	

**Solid Waste - Financial Performance to 31 March 2017**

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Operating Expenditure</b>							
Solid Waste	3,651,731	3,601,746	(49,985)	(1)%	5,715,205		
	3,651,731	3,601,746	(49,985)	(1)%	5,715,205		
<b>Revenue</b>							
Solid Waste	(2,801,529)	(2,612,043)	189,486	7%	(5,620,630)		
	(2,801,529)	(2,612,043)	189,486	7%	(5,620,630)		
<b>Net Operating</b>	<b>850,202</b>	<b>989,703</b>	<b>139,501</b>	<b>14%</b>	<b>94,575</b>		
<b>Capital Expenditure</b>							
<b>Solid Waste</b>							
Omarunui Development Valley D	-	-	-	n/a	617,000		
Omarunui Development Plant	-	-	-	n/a	46,000		
Omarunui Development Valleys B&C	-	-	-	n/a	106,000		
Solid Waste Renewals	50,119	58,749	8,630	15%	235,000		
	<b>50,119</b>	<b>58,749</b>	<b>8,630</b>	<b>15%</b>	<b>1,004,000</b>		

## Stormwater

Council provides and maintains a stormwater disposal system aiming to minimise the effects of flooding

### What we do

- Stormwater Group comprises
  - 226km stormwater mains
  - 58km open drains
  - 13 pump stations

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of residents satisfied with Stormwater in the NRB Public Opinion Survey.	88%	92%	End of Year measure	End of Year measure	End of Year measure	n/a	

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Mandatory Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Measure Comments
1. a) The number of flooding events that occur in a territorial authority district	None	≤1	None	None	None	◆	
b) For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system)	None	≤1	None	None	None	◆	
2. Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of,							
a) abatement notices	Nil	Nil	Nil	Nil	Nil	◆	
b) infringement notices	Nil	Nil	Nil	Nil	Nil	◆	
c) enforcement orders; and	Nil	Nil	Nil	Nil	Nil	◆	
d) convictions received by the territorial authority in relation to those resource consents.	Nil	Nil	Nil	Nil	Nil	◆	
3. Number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.	3.4	≤5	0.83	2.5	0.75	◆	
4. The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site	no event	≤2 hours (from notification to personnel being on site)	no event	no event	no event	◆	

## Stormwater - Financial Performance to 31 March 2017



\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Operating Expenditure</b>							
Stormwater	2,797,077	3,053,787	256,710	8%	4,043,293		
	2,797,077	3,053,787	256,710	8%	4,043,293		
<b>Revenue</b>							
Stormwater	(116,024)	(120,044)	(4,020)	(3)%	(1,045,500)		
	(116,024)	(120,044)	(4,020)	(3)%	(1,045,500)		
<b>Net Operating</b>	<b>2,681,053</b>	<b>2,933,743</b>	<b>252,690</b>	<b>9%</b>	<b>2,997,793</b>		
<b>Capital Expenditure</b>							
<b>Stormwater</b>							
Upgrading Stormwater Catchments I.A.R.	28,682	22,500	(6,182)	(27)%	617,000		
Gifted Vested Assets	-	-	-	n/a	448,000		
Stormwater I.A.R.	16,541	26,250	9,709	37%	315,000		
Overland Drain	9,136	-	(9,136)	n/a	82,000		
Extend Outfalls Marine Parade	31,611	-	(31,611)	n/a	-		
Mobile Pump Solutions	-	-	-	n/a	261,000		
Upgrade Taipo Stream	1,374	4,000	2,627	66%	84,000		
Bay View – Upgrade	-	-	-	n/a	21,000		
Stormwater Dalton St Pump Replacement	-	-	-	n/a	241,000		
Drain Improvements	-	-	-	n/a	343,000		
CBD Stormwater upgrade	478,000	458,000	(20,000)	(4)%	839,000		
Taradale Stormwater Upgrade	557,344	550,000	(7,344)	(1)%	550,000		
Te Awa Drainage Reserve Land	240,425	229,251	(11,174)	(5)%	965,000		
	<b>1,363,114</b>	<b>1,290,001</b>	<b>(73,113)</b>	<b>(6)%</b>	<b>4,766,000</b>		

## Sewerage

Council provides and maintains a safe domestic and industrial sewerage collection, screening and disposal system to maintain the community's health

### What we do

- Wastewater
  - 44 pump stations
  - 384km wastewater mains
  - Milliscreen Plant
  - 1,500m marine outfall

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Number of reticulated properties that are unable to dispose of wastewater, due to stormwater infiltration, for longer than 6 hours.	Zero	Zero	Zero	Zero	Zero		
2. Blockage resulting in overflow	1	Zero	Zero	Zero	Zero		
3. Percentage of residents satisfied with Wastewater in the NRB Public Opinion Survey.	89%	92%	End of Year measure	End of Year measure	End of Year measure	n/a	

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Mandatory Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Measure Comments
1. Compliance with the territorial authority's resource consents for discharge from its sewerage system, measured by the number of,							
a) abatement notices	Zero	Zero	Zero	Zero	Zero	◆	
b) infringement notices	Zero	Zero	Zero	Zero	Zero	◆	
c) enforcement orders; and	Zero	Zero	Zero	Zero	Zero	◆	
d) convictions received by the territorial authority in relation to those resource consents	Zero	Zero	Zero	Zero	Zero	◆	
2. The total number of complaints received by the territorial authority about any of the following ;							
a) sewerage odour	1.23	≤5	0.08	0.16	0.04	◆	
b) sewerage system faults	0.88	≤20	0.08	0.28	0.08	◆	
c) sewerage system blockages; and	8.06	≤10	2.67	1.84	1.48	◆	
d) the territorial authority's response to issues with its sewerage system,	0	≤1	0	0	0	◆	
expressed per 1000 connections to the territorial authorities sewerage system. (25,052 connections)	10.17	≤36	2.83	2.28	1.63	◆	
3. Dry weather overflows (per 1,000 connections, based on 25,052 wastewater connections)	0.04	≤0.1	0.08	0	0	◆	
4. Median response times:							
a) attendance time from notification to staff on site	1.68 hours	≤2 hours	57 minutes	41 minutes	25 minutes	◆	
b) resolution time from receipt of notification to resolution	2.25 hours	≤8 hours	2.05 hours	2.15 hours	1.54 hours	◆	



**Sewerage - Financial Performance to 31 March 2017**

\$	Year To Date				Annual	Notes	Comment
	Actual	Budget	Variance	%	Budget		
Operating Expenditure							
Sewerage	5,811,456	5,838,549	27,093	0%	7,634,773		
	5,811,456	5,838,549	27,093	0%	7,634,773		
Revenue							
Sewerage	(5,841,253)	(5,776,329)	64,924	1%	(8,257,571)		
	(5,841,253)	(5,776,329)	64,924	1%	(8,257,571)		
Net Operating	(29,797)	62,220	92,017	>100%	(622,798)		
Capital Expenditure							
Sewerage							
Sewer Pipe Renewal	505,234	505,000	(234)	(0)%	869,000	[1]	\$45k YTD is a result of actual spend resulting from extra work being undertaken
Milliscreen Renewal	275,107	230,000	(45,107)	(20)%	260,000		
Sewer Pump Station Renewal	87,203	95,000	7,797	8%	557,000		
Wastewater Outfall IAR	-	-	-	n/a	100,000		
Gifted/Vested Assets	-	-	-	n/a	401,000		
Advanced Sewerage Treatment	23,770	-	(23,770)	n/a	-		
Taradale Rd Pumpstation & Maintenance	4,922	-	(4,922)	n/a	-		
Minor Capital	3,612	-	(3,612)	n/a	-		
	899,848	830,000	(69,848)	(8)%	2,187,000		

## Water Supply

Council provides a water supply system for the supply of potable water as well as for firefighting purposes

### What we do

- 9.8 million m3 water consumed annually
- 10 wells
- 10 ground water and 8 booster pump stations
- 8 reservoir sites
- 30 million litres storage facilities
- 474km mains

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of residents satisfied with Water Supply in the NRB Public Opinion Survey.	92%	90%	End of Year measure	End of Year measure	End of Year measure	n/a	

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Mandatory Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Measure Comments
1. The extent to which the local authority's drinking water supply complies with;							
a) part 4 of the drinking water standards (bacteria compliance criteria), and	Achieved	Achieved	Achieved	Achieved	Achieved	◆	
b) part 5 of the drinking water standards (protozoal compliance criteria)	Achieved	Achieved	Achieved	Achieved	Achieved	◆	
2. The % of real water losses from Council's networked reticulation system as determined through an annual water balance	18.30%	≤22%	End of Year Measure	End of Year Measure	End of Year Measure	n/a	
3. The number of complaints per 1,000 connections relating to:							
a) drinking water clarity	4.2	≤2	0.79	0.83	2.25	◆	Enfield, Taradale and Halliwell Water Quality Incidents generating a high volume of calls and enquires. Our ability to respond to all enquiries was challenged during these periods. Response was prioritised
b) drinking water taste	0.1	≤2	0.04	0.04	0.23	◆	
c) drinking water odour	0.4	≤2	0.28	0.20	0.11	◆	
d) drinking water pressure or flow	0.9	≤2	0.36	0.16	0.31	◆	
e) continuity of supply; and	0.6	≤2	0.12	0.16	0.07	◆	
f) Council's response to any of these issues per 1000 connections	0.2	≤2	1.59	1.38	2.97	◆	Enfield, Taradale and Halliwell Water Quality Incidents generating a high volume of calls and enquires. Our ability to respond to all enquiries was challenged during these periods. Response was prioritised
4. The average annual consumption of drinking water per day per resident	503L per day	≤430L	End of Year Measure	End of Year Measure	End of Year Measure	n/a	
5. Where the local authority attends a call out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured;							
a) attendance for urgent call outs; from the time that the local authority receives notification to the time that service personnel reach the site; and	40 minutes	≤90 minutes	30 minutes	54 minutes	50 minutes	◆	
b) resolution of urgent call outs; from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	12.9 hours	≤6 hours	1.20 hours	1.53 hours	1.05 hours	◆	
c) attendance for non urgent call outs; from the time that the local authority receives notification to the time that service personnel reach the site; and	19.13 hours	≤8 hours	4 hours	2.29 hours	3.19 hours	◆	
d) resolution of non urgent call outs; from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	23.57 hours	≤72 hours	19 hours	5.02 hours	6.44 hours	◆	

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**Water Supply - Financial Performance to 31 March 2017**

\$	Year To Date				Annual	Notes	Comment
	Actual	Budget	Variance	%	Budget		
Operating Expenditure							
Water Supply	3,399,229	3,419,385	20,156	1%	4,534,823		
	3,399,229	3,419,385	20,156	1%	4,534,823		
Revenue							
Water Supply	(3,296,707)	(3,381,093)	(84,386)	(2)%	(4,927,821)		
	(3,296,707)	(3,381,093)	(84,386)	(2)%	(4,927,821)		
Net Operating	102,522	38,292	(64,230)	<(100)%	(392,998)		
Capital Expenditure							
Water Supply							
IAR Pipes	740,239	729,000	(11,239)	(2)%	795,000		
IAR Pump Stations	-	-	-	n/a	120,000		
Gifted/Vested Assets	-	-	-	n/a	221,000		
IAR Water Meters	11,287	12,501	1,214	10%	50,000		
Capital Upgrade Associated	7,864	5,000	(2,864)	(57)%	339,000		
New Well – Awatoto	326,710	331,500	4,790	1%	382,000		
Upgrade Water Supply Control System	8,125	13,000	4,875	37%	195,000		
New Reservoir Taradale	473,005	471,000	(2,005)	(0)%	751,000		
Awatoto Trunk Main	31,642	32,000	358	1%	143,000		
	1,598,872	1,594,001	(4,871)	(0)%	2,996,000		

## Recreation

Recreation activities includes Sportsgrounds, Napier Aquatic Centre, Marine Parade Pools, Reserves and the Inner Harbour



### What we do

- Sportsgrounds
  - 15 sports parks
  - Major facilities
    - McLean Park complex
    - Park Island
    - Nelson Park
    - Tareha Park
- Napier Aquatic Centre
  - Indoor facilities
- Marine Parade Pools
  - 4 Heated outdoor pools
  - 5 Spa pools
- Reserves
  - 36 Neighborhood parks
  - 46 Greenbelt reserves
  - 9 Foreshore reserves
  - 9 Public gardens
- Inner Harbour
  - 95 Berths
- Bay Skate

## Sportsgrounds

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of residents satisfied with Sportsfields in the NRB Public Opinion Survey.	89%	88%	End of year measure	End of Year measure	End of Year measure	n/a	

## Napier Aquatic Centre


Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Napier Aquatic Centre accredited as meeting Poolsafe standards.	100%	Achieved	100%	100%	100%		Pool safe accreditation only just completed.
2. Water quality adherence rate to NZ Water Treatment Standards 5826:2000.	93%	100%	96%	89%	98%		New testing standards within the Water Treatment standards mean that the Aquatic Centre is not quite achieving the required measure. To combat this we are emptying the Spa Pools and replacing the Learners pool with fresh water
3. Percentage of customers(pool users and programme participants) satisfied with Napier Aquatic Centre	50%	90%	End of Year measure	End of Year measure	End of Year measure	n/a	

❖ Marine Parade Pools are operated by an external contractor, therefore no non-financial performance measures

## Reserves

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Number of city-wide Playground equipment safety audits undertaken annually	10	24	End of Year measure	End of Year measure	End of Year measure	n/a	
2. Percentage of residents satisfied with Public Gardens, Street Beds and Trees in the NRB Opinion Survey	96%	95%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Inner Harbour

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. The depth of the navigational channels are maintained to a minimum depth of 2.4m at the lowest tide (source: depth sound checks)	Achieved	Achieved	Achieved	Achieved	Achieved		

**Recreation - Financial Performance to 31 March 2017**

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Operating Expenditure</b>							
Sportsgrounds	3,066,637	3,177,360	110,723	3%	4,212,029		
Napier Aquatic Centre	1,968,720	1,885,639	(83,081)	(4)%	2,510,844		
Marine Parade Pools	220,093	193,347	(26,746)	(14)%	246,700	[1]	Retiling (16.6k) and maintenance (20.7k) of 25m pool required during year
Reserves	2,638,673	2,729,908	91,235	3%	3,776,248		
Inner Harbour	472,807	416,322	(56,485)	(14)%	555,121	[2]	West Quay ladder replacements required which was not budgeted for
Bay Skate	137,914	95,935	(41,979)	(44)%	150,779	[3]	Original budget developed under different operating assumptions. As NCC is operating the park we have a higher expenditure on staff
	8,504,844	8,498,511	(6,333)	(0)%	11,451,721		
<b>Revenue</b>							
Sportsgrounds	(564,219)	(557,289)	6,930	1%	(1,072,900)		
Napier Aquatic Centre	(513,564)	(604,735)	(91,171)	(15)%	(804,050)	[4]	Revenue impacted by 4 month closure due to seismic strengthening of Ivan Wilson pool
Marine Parade Pools	(80,685)	(80,000)	685	1%	(50,000)		
Reserves	(133,312)	(100,753)	32,559	32%	(358,500)	[5]	Licence to occupy revenue is higher than budget
Inner Harbour	(320,019)	(295,458)	24,561	8%	(304,000)	[4]	Commercial Berthgagerevenue higher than originally budgeted
Bay Skate	(47,186)	(44,373)	2,813	6%	(97,500)		
	(1,658,985)	(1,682,608)	(23,623)	(1)%	(2,686,950)		
<b>Net Operating</b>	<b>6,845,859</b>	<b>6,815,903</b>	<b>(29,956)</b>	<b>(0)%</b>	<b>8,764,771</b>		

**Recreation - Financial Performance to 31 March 2017 – Continued**

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Capital Expenditure</b>							
<b>Sportsgrounds</b>							
McLean Park Stand Renewal	599	-	(599)	n/a	-		
Sportsgrounds IAR	97,363	101,665	4,302	4%	268,000		
Whitmore Park Changing Facilities	-	-	-	n/a	60,000		
Park Island Expansion	395,379	393,748	(1,631)	(0)%	575,000		
Park Island – Bond Field Exten	47,197	-	(47,197)	n/a	-		
Multi Use Sports Facility	52,331	50,000	(2,331)	(5)%	1,884,000		
S/G Development	641,802	645,497	3,695	1%	791,000		
<b>Napier Aquatic Centre</b>							
Aquatic Centre I.A.R	76,255	75,500	(755)	(1)%	120,000		
Aquatic Centre Enclosure Bldg.	233,717	233,717	0	0%	500,000		
<b>Marine Parade Pools</b>							
Ocean Spa Minor Capital	2,600	-	(2,600)	n/a	-		
<b>Reserves</b>							
I.A.R	183,886	173,000	(10,886)	(6)%	655,000		
Resurface Sound Shell	13,731	-	(13,731)	n/a	677,000		
Reserves Vested Assets	-	-	-	n/a	102,000		
Passive Recreation Reserves	-	-	-	n/a	-		
Replace Playground Equipment	11,200	10,000	(1,200)	(12)%	100,000		
Minor Capital	-	-	-	n/a	45,000		
Destination Playground	176,373	184,000	7,627	4%	2,448,000		
Hardinge Road Erosion	114,949	122,000	7,052	6%	212,000		
Tree Planting Programme	62,031	60,300	(1,731)	(3)%	80,000		
Whakarire Ave Groyne	15,656	-	(15,656)	n/a	309,000		
Planting and Landscaping	(1,819)	-	1,819	n/a	-		
Clive Square Lighting Project	-	-	-	n/a	67,000		
Freedom Camping Carpark	32,200	-	(32,200)	n/a	-		
Pirimai Park – Installation	262,995	265,000	2,005	1%	265,000		
Ahuriri Estuary Master Plan	2,027,162	2,110,000	82,838	4%	2,110,000		
Tamatea Park Development	16,685	16,000	(685)	(4)%	16,000		
Anderson Park Upgrade	26,662	28,000	1,338	5%	1,000,000		
<b>Inner Harbour</b>							
Inner Harbour Facilities Renewals	27,974	11,250	(16,724)	<(100)%	15,000	[7]	Urgent Rock Armouring Work required at Channel entrance
Boat Ramp	1,439	-	(1,439)	n/a	-		
<b>Bay Skate</b>							
Napier Skate Park Development	7,140,244	6,952,681	(187,563)	(3)%	8,101,600		
Bay Skate Renewals	2,938	-	(2,938)	n/a	-		
	<b>11,663,900</b>	<b>11,432,358</b>	<b>(231,542)</b>	<b>(2)%</b>	<b>20,400,600</b>		



## Social and Cultural

Social and Cultural activities include libraries, Napier Municipal Theatre, MTG Hawke's Bay, Community advice, Safer community, Halls, Retirement and Rental Housing, Cemeteries, Public toilets and Emergency Management

### What we do

- Libraries
  - 2 Libraries
  - 37,000 members
- Napier Municipal Theatre
- MTG Hawke's Bay (Museum Theatre Gallery Hawke's Bay)
- Community Planning
- Halls
- Retirements and Rental flats
- Cemeteries
- Public Toilets
- Emergency Management

### Libraries

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of library members who are active borrowers (in 24 month period - card use only)	33.27%	39%	End of year measure	End of year measure	End of year measure	n/a	
2. Number of programme sessions delivered for all ages per year	632	330	End of Year measure	End of Year measure	End of Year measure	n/a	
3. Percentage of residents satisfied with the Library Service in the NRB Public Opinion Survey (excluding don't knows)	81%	85%	End of Year measure	End of Year measure	End of Year measure	n/a	

### Napier Municipal Theatre

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Qualmark 4.5 star rating maintained	Achieved	Achieved	End of Year measure	End of Year measure	End of Year measure	n/a	
2. Percentage of customers satisfied with the Municipal Theatre experience (source: Ticketek Survey)	100%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	

### MTG Hawke's Bay (Museum Theatre Gallery Hawke's Bay)

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Visitor numbers per year for all users (source: door counter)	116,837	120,000	32,032 YTD	63,862 YTD	103,329 YTD	◆	
2. Minimum number of new exhibitions per annum	10	5	4 YTD	5 YTD	7 YTD	◆	
3. Percentage of teachers satisfied with school experience	100%	80%	100%	100%	92%	◆	
4. Number of students participating in a learning experience outside the classroom (LEOTC) programme at MTG	5,847	6,000	1,137 YTD	2,442 YTD	3,838 YTD	◆	
5. Percentage of residents satisfied with Hawkes Bay Museum and Art Gallery (including Century Theatre) in the NRB Public Opinion Survey	50%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	

### Community Planning

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Number of local community events coordinated per year	52	50	9	19	10	◆	YTD 38
2. Number of community training and network meeting facilitated per year	26	20	4	8	6	◆	YTD 18
3. Percentage of attendees satisfied with community training and networking meetings	98%	96%	100%	96%	100%	◆	
4. Satisfaction score for coalition partners on council's coordination role for Safer Napier (source: annual coalition survey report)	4.3	>4	Annual measure	4.5	Annual measure	n/a	
5. Percentage of residents who perceive they are safe or very safe in Napier at all times (source: biannual social monitor survey)	Biannual measure due next year	95%	End of Year measure	End of Year measure	End of Year measure	n/a	

### Halls

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage community hireage for halls directly managed by Council	97%	85%	End of Year measure	End of Year measure	End of Year measure	n/a	
2. Percentage of customers satisfied with hireage of halls directly managed by Council (source: postal survey of post use)	96%	95%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Retirement and Rental Housing

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Village Coordinators available during normal working hours and on call for emergencies after hours	100%	100%	100%	100%	100%	◆	
2. Inspections per unit per year <ul style="list-style-type: none"> <li>Retirement Flats – fortnightly [welfare]</li> <li>Rental Flats – annually [maintenance]</li> <li>Retirement – annually [maintenance]</li> </ul>	100% 100% 100%	100% 100% 100%	100% n/a n/a	100% n/a n/a	100% 98% 98%	◆	
3. Occupancy rate of Retirement and Rental Housing.	99.3% retirement flats, 99.5% rental flats	97% retirement flats 98% rental flats	Year to date Occupancy rates: Retirement = 97% Rental = 100%	Year to date Occupancy rates: Retirement = 99% Rental = 100%	Year to date Occupancy rates: Retirement = 99.1% Rental = 100%	◆	

## Cemeteries

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of time that the online cemetery records system is operational throughout the year	100%	90%	100%	100%	100%	◆	
2. Interment and Burial spaces are available on request	100%	100%	100%	100%	100%	◆	
3. Percentage of residents satisfied with Cemeteries in the NRB Public Opinion Survey.	73%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	

*Interments for period – Burials 30, Ash 43*

## Public Toilets

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Public toilets cleaned at least daily.	100%	100%	100%	100%	100%	◆	
2. Percentage of residents satisfied with Public Toilets in the NRB Public Opinion Survey.	74%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Emergency Management

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Public warning sirens tested a minimum of twice per year	full functioning test completed April 2016 - one siren not activated due to damage to power cable by road construction in Taradale	Achieved	Full NPAS test 25 September 2016 Red Cross App - fully functional Twitter text alert - Spark only Radio messages - Played at appropriate time All websites (Facebook) - changed and functioning 16 of the 17 Sirens activated - this was investigated and remedial action has occurred 17 now functional	Flick Test conducted and two sirens non-functioning. Remedial action taken		n/a	Now managed by the Hawkes Bay Civil Defence Emergency Management Group (HBCDEM)
2. Percentage of households with emergency food and water to be self-sufficient for three days	50% Emergency Kit 56% Emergency Water	88%	Figures from the Napier Public Alerting System (NPAS) test in September indicate <b>50%</b> have minimum <b>water</b> <b>45%</b> have an <b>emergency kit</b>  A change in preparedness messaging may have had an effect on these figures.	Not investigated during this quarter		n/a	Now managed by the Hawkes Bay Civil Defence Emergency Management Group (HBCDEM)
3. Number of new community resilience plans developed in high risk areas within Napier per year	Bay view pilot continuing	2	Pilot continues in Bayview/Eskdale/Whirinaki/Tangoio. On completion of pilot other communities are planned for the remainder of the year	Pilot continues in Bayview/Eskdale/Whirinaki/Tangoio. On completion of pilot other communities are planned for the remainder of the year		n/a	Now managed by the Hawkes Bay Civil Defence Emergency Management Group (HBCDEM)
4. Number of trained Emergency Management volunteers ready to respond to an event	53 - recruiting drive started in June 2016 and Napier has had two enquiries in that month. In the new year, post approval of the NZRT (Light Rescue) recruiting will continue and be increased	70	57 current welfare and communications volunteers are registered.  Light Rescue is now with HBCDEM Group and will no longer feature in NCC states.	58 current welfare and communications volunteers are registered  Light Rescue formation is underway and some of the 58 above may migrate to the Light rescue so a reduction in the target will be required as this falls to HBCDEM Group Office		n/a	Now managed by the Hawkes Bay Civil Defence Emergency Management Group (HBCDEM)
5. Percentage of community groups satisfied with public education presentations/events	100%	90%	100%	100%		n/a	Now managed by the Hawkes Bay Civil Defence Emergency Management Group (HBCDEM)
6. Percentage of residents satisfied with Civil Defence Organisation in the NRB Opinion Survey (excluding "don't know")	70% 94% excluding don't know	90%	End of Year measure	End of Year measure	End of Year measure	n/a	Now managed by the Hawkes Bay Civil Defence Emergency Management Group (HBCDEM)

**Social and Cultural - Financial Performance to 31 March 2017**

\$	Year To Date				Annual	Notes	Comment
	Actual	Budget	Variance	%	Budget		
Operating Expenditure							
Libraries	2,555,611	2,621,125	65,514	2%	3,478,739		
Municipal Theatre	799,956	871,153	71,197	8%	1,180,970		
MTG Museum Theatre	3,122,349	3,268,780	146,431	4%	4,318,178		
Community Planning	2,027,546	1,872,053	(155,493)	(8)%	2,472,973		
Halls	193,263	198,713	5,450	3%	424,582		
Retirement and Rental Housing	1,458,947	1,709,016	250,069	15%	2,275,097	[1]	Some discretionary building & grounds maintenance on properties which has been included in budgets is still to be incurred
Cemeteries	562,011	564,426	2,415	0%	752,572		
Public Toilets	644,369	704,115	59,746	8%	938,804		
Emergency Management	304,756	328,961	24,205	7%	436,446		
	11,668,807	12,138,342	469,535	4%	16,278,361		
Revenue							
Libraries	(123,002)	(134,392)	(11,390)	8%	(235,900)		
Municipal Theatre	(456,611)	(392,545)	64,066	(16)%	(522,850)	[2]	Higher than estimated activity levels
MTG Museum Theatre	(1,039,148)	(1,100,228)	(61,080)	6%	(1,468,899)		
Community Planning	(310,528)	(223,228)	87,300	(39)%	(267,000)	[3]	Unanticipated project revenue received for intesectoral group projects. Xmas Cheer donations exceeded estimate
Halls	(24,576)	(30,078)	(5,502)	18%	(40,100)		
Retirement and Rental Housing	(1,883,969)	(1,659,906)	224,063	(13)%	(2,213,200)	[4]	Higher level of occupancy close to a 100%
Cemeteries	(207,022)	(214,209)	(7,187)	3%	(285,600)		
Public Toilets	(11,537)	(9,747)	1,790	(18)%	(13,000)		
Emergency Management	(2,152)	-	2,152	n/a	-		
	(4,058,544)	(3,764,333)	294,211	8%	(5,046,549)		
Net Operating	7,610,263	8,374,009	763,746	(9)%	11,231,812		

**Social and Cultural - Financial Performance to 31 March 2017 – Continued**

\$	Year To Date				Annual	Comment
	Actual	Budget	Variance	%	Budget	
<b>Capital Expenditure</b>						
<b>Libraries</b>						
Library Renewals	20,100	20,000	(100)	(1)%	22,000	
Library Stock	304,458	299,166	(5,292)	(2)%	510,000	
Robson Collection Expenditure	248	747	499	67%	1,000	
 Napier Library Revelopment	42,018	36,000	(6,018)	(17)%	36,000	
Library Minor Capital	-	-	-	n/a	-	
<b>Municipal Theatre</b>						
NMT Renewals	-	-	-	n/a	130,000	
Minor Capital Items	-	-	-	n/a	76,000	
<b>MTG</b>						
Building Redevelopment	151,223	150,000	(1,223)	(1)%	609,000	
Century Theatre Upgrade	51,846	42,000	(9,846)	(23)%	83,000	
Minor Capital	46,642	37,503	(9,139)	(24)%	50,000	
<b>Halls</b>						
Taradale Community Rooms – Refurbishment	3,918	-	(3,918)	n/a	279,000	
Greenmeadows East Hills – New Flooring	-	6,750	6,750	100%	27,000	
<b>Retirement and Rental Housing</b>						
Retirement Minor Capital Projects	17,570	15,000	(2,570)	(17)%	295,002	
Rental Minor Capital Projects	-	-	-	n/a	42,000	
<b>Cemeteries</b>						
Infrastructure Asset Renewal	7,027	500	(6,527)	<(100)%	30,000	
Western Hills Extension	9,707	-	(9,707)	n/a	154,000	
<b>Public Toilets</b>						
Infrastructure Asset Renewal	13,639	15,000	1,361	9%	160,000	
New Toilet Programme	24,119	23,500	(619)	(3)%	39,000	
	<b>692,514</b>	<b>646,166</b>	<b>(46,348)</b>	<b>(7)%</b>	<b>2,543,002</b>	

## City Activities

Activities include City and Business Promotion, City Promotion Grants, Aquarium of NZ, Napier i-Site Visitor Centre, Par2 Minigolf and Kennedy Park



### What we do

City Promotions and business support


### City and Business Promotion

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Economic impact of events funded under the Council's event's policy	NRL Storm vs Dragons game and Art Deco local economic impact was \$13.9m	Increasing trend	End of Year measure	End of Year measure	End of Year measure	n/a	
2. City GDP per capita relative to NZ average	\$36,899	Increasing trend	End of Year measure	End of Year measure	End of Year measure	n/a	


### Napier Conference Centre

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Maintain Qualmark Venue 4.5 star rating.	Achieved	Achieved	End of Year measure	End of Year measure	End of Year measure	n/a	
2. Number of national and international hires	173	128 (open 5 months Feb-June 2017)	0	0	6		Late opening of venue
3. Percentage of customers satisfied with Napier Conference Centre experience	99%	90%	0%	0%	100%		


### National Aquarium of NZ

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Number of visitors	140,181	115,000	27,689 YTD	61,213 YTD	110,233 YTD		
2. Qualmark venue rating maintained (60% rating required)	Achieved	Achieved	End of Year measure	End of Year measure	End of Year measure	n/a	
3. Percentage of customers satisfied with Aquarium experience (source: customer survey)	94%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	


## Napier i-SITE Visitor Centre

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Visitor numbers per annum	249,920	260,000	27,366 YTD	91,196 YTD	204,631 YTD		
2. Qualmark venue rating/ i-SITE membership maintained	Maintained	Qualmark Enviro Silver	End of Year measure	End of Year measure	End of Year measure	n/a	
3. Percentage of customers satisfied with i-SITE Visitor Centre experience	97%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Par2 MiniGolf

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Visitor Admissions per annum	45,099	43,000	8,936 YTD	21,470 YTD	36,265 YTD		
2. Qualmark membership maintained	Maintained	Qualmark Enviro Silver	End of Year measure	End of Year measure	End of Year measure	n/a	
3. Percentage of customers satisfied with Par 2 MiniGolf experience	95%	90%	End of Year measure	End of Year measure	End of Year measure	n/a	
4. Return on Assets	29%	16%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Kennedy Park

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Overall number room nights booked	25,575	24,000	4,545 YTD	11,698 YTD	23,666 YTD		
2. Qualmark ratings maintained	Rating maintained	Achieve Holiday Park 5 Star, Motel 4+ Star	End of Year measure	End of Year measure	End of Year measure	n/a	
3. Percentage of customers satisfied with Kennedy Park experience	86%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	
4. Return on Assets	7%	6%	End of Year measure	End of Year measure	End of Year measure	n/a	



City Activities - Financial Performance to 31 March 2017

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Operating Expenditure</b>							
City and Business Promotion	1,473,249	1,319,246	(154,003)	(12)%	1,782,545	[1]	Increase in expenditure for event promotion will be offset by year end
Napier Conference Centre	712,723	596,407	(116,316)	(20)%	791,941	[2]	Initial budget for closure allowed for staff to transferred to Napier Municipal Theatre but based on extra work flow after the closure this failed to occur resulting in higher than budget labour costs
National Aquarium of NZ	2,202,307	2,203,646	1,339	0%	2,986,854		
Napier i-SITE Visitor Centre	760,093	809,937	49,844	6%	1,067,324		
Par 2 MiniGolf	178,937	182,783	3,846	2%	287,078		
Kennedy Park	2,147,620	1,941,137	(206,483)	(11)%	2,612,583	[3]	Increase in agent fees being incurred offsetting as a result of in increased revenue
	7,474,928	7,053,156	(421,772)	(6)%	9,528,325		
<b>Revenue</b>							
City and Business Promotion	(342,298)	(224,325)	117,973	53%	(272,100)	[4]	Unbudgeted revenue from the Elite Cycle event and extra revenue received for
Napier Conference Centre	(110,412)	(127,190)	(16,778)	(13)%	(283,999)	[5]	Late opening of the facility
National Aquarium of NZ	(1,653,809)	(1,597,009)	56,800	4%	(2,002,250)		
Napier i-SITE Visitor Centre	(554,716)	(610,876)	(56,160)	(9)%	(691,499)		
Par 2 MiniGolf	(285,778)	(253,825)	31,953	13%	(319,887)	[6]	Higher than expected activity level
Kennedy Park	(2,985,998)	(2,668,247)	317,751	12%	(3,286,364)	[7]	Higher than expected activity level
	(5,933,011)	(5,481,472)	451,539	8%	(6,856,099)		
<b>Net Operating</b>	<b>1,541,917</b>	<b>1,571,684</b>	<b>29,767</b>	<b>2%</b>	<b>2,672,226</b>		

**City Activities - Financial Performance to 31 March 2017 – Continued**

\$	Year To Date				Annual	Comment
	Actual	Budget	Variance	%	Budget	
Capital Expenditure						
Napier Conference Centre						
WMCC Upgrade	6,754,909	6,661,801	(93,108)	(1)%	6,661,801	
Minor Capital Items	118,139	-	(118,139)	n/a	-	
National Aquarium of NZ						
Aquarium Renewals	-	-	-	n/a	-	
Aquarium Laboratory Build	33,337	34,000	663	2%	50,000	
East Coast LAB Build	49,904	45,000	(4,904)	(11)%	45,000	
Reception/Ticketing Upgrade	371,875	366,000	(5,875)	(2)%	366,000	
Minor Capital Items	27,903	30,000	2,097	7%	31,000	
Par2						
Upgrade 2 courses	1,000	1,000	-	0%	196,000	
Minor Capital Items	-	-	-	n/a	14,000	
Napier I-SITE Visitor Centre						
Minor Capital Items	7,439	5,000	(2,439)	(49)%	30,000	
Kennedy Park						
Kennedy Park Renewals	32,104	32,459	355	1%	70,000	
Reception Upgrade	708,867	699,000	(9,867)	(1)%	699,000	
Minor Capital Items	61,018	61,000	(18)	(0)%	120,000	
Furniture & Fittings	(0)	-	0	n/a	-	
Plant & Equipment	-	-	-	n/a	-	
	8,198,939	7,935,260	(263,679)	(3)%	8,282,801	

## Planning and Regulatory

Activities required by legislation are Planning Policy, Regulatory Consents, Building Consents, Environmental Health and Animal Control




### What we do

- Planning Policy
- Regulatory Consents
- Building Consents
- Environmental Health
- Animal Control
- Parking Services





### Planning and Regulatory

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. District Plan changes comply with legal requirements	Achieved	Achieved	End of Year Measure	Year End Measure	Year End Measure	n/a	


### Regulatory Consents

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Land Information Memorandums to be processed within the statutory time frame of 10 working days.	100% (95) processed within 10-days at an average of 7-days	100%	100% ( 56) of LIMs processed within 10-working days at an average of 6-working days	100% ( 73) of LIMs processed within 10-working days at an average of 5-working days	100% (101) of LIMs processed within 10-working days at an average of 8-working days		
2. Percentage of complaints investigated within 3 days.	100% of complaints investigated within 3-days (3 out of 3)	100%	100% of complaints responded to within 3-working days (2 out of 2)	100% of complaints responded to within 3-working days (3 out of 3)	100% of complaints (4) responded to within 3-days (4 out of 4)		
3. Percentage of resource consents processed within statutory timeframes and discount regulations	Non-notified Resource Consents-46 out of 49 (94%) processed within 20-working days with an average of 13-days. One notified application was processed within statutory time frame	100%	100% ( 44) of non-notified Resource Consents (land use and subdivision) processed to approval within 20-working days at an average of 11 working days	95.77% ( 70) of non-notified Resource Consents (land use and subdivision) processed to approval within 20-working days at an average of 12 working days. One notified application processed within statutory timeframes	95% (41 out of 43) of non-notified Resource Consents (land use and subdivision) processed within 20 = working days. No notified applications processed to a decision within this quarter 3rd quarter		


## Building Consents

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Audit 20% of all buildings (100% over 5 years) requiring building warrants of fitness registered from owners of buildings subject to a compliance schedule.	6.46%	20%	1%	1%	4%		Working towards achieving target by year end
2. Maintain Building Consent Authority (BCA) accreditations.	Accreditation Maintained	Achieved	Accreditation maintained	Accreditation maintained	Accreditation maintained		
3. Process building consents within 20 working days.	100% processed within 20 working days (1,298 out of 1,298)	100%	100% processed within 20 working days (322 out of 322)	100% processed within 20 working days (218 out of 218)	100% processed within 20 working days (221 out of 221)		
4. Process code of compliance certificates within 20 working days.	100% processed within 20 working days (1,277 out of 1,277)	100%	100% processed within 20 working days (356 out of 356)	100% processed within 20 working days (195 out of 195)	100% processed within 20 working days (189 out of 189)		

## Environmental Health

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of food premises inspected twice per year (including re-checking) and non-food premises inspected once per year.	100%	100%	100%	100%	100%		
2. Percentage of residents satisfied with Noise Control in the NRB Public Opinion Survey.	81%	80%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Animal Control

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Percentage of complaints responded to within target timeframe (urgent: 2 days, other: 5 days)	100.0%	100%	100%	100%	83%		The 83% is based on average number of complaints completed within this period
2. Percentage of residents satisfied with Animal Control in the NRB Public Opinion Survey.	76%	75%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Parking

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. CBD parking occupancy rate (off street and on street).	64%	Range 50 - 85%	End of Year measure	End of Year measure	End of Year measure	n/a	
2. Taradale parking occupancy rate (off street and on street).	49%	Range 50 - 85%	End of Year measure	End of Year measure	End of Year measure	n/a	
3. Percentage of residents satisfied with Parking in the Inner City in the NRB Public Opinion Survey.	67%	60%	End of Year measure	End of Year measure	End of Year measure	n/a	
4. Percentage of residents satisfied with Parking in the Suburbs in the NRB Public Opinion Survey.	65%	60%	End of Year measure	End of Year measure	End of Year measure	n/a	

## Planning and Regulatory - Financial Performance to 31 March 2017

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Operating Expenditure</b>							
Planning Policy	740,363	718,634	(21,729)	(3)%	928,309		
Regulatory Consents	778,589	885,912	107,323	12%	1,198,280	[1]	Variance due to vacant Resource Consent Planner postions
Building Consents	1,571,072	1,258,531	(312,541)	(25)%	1,656,009	[2]	Primarily unbudgeted legal costs
Environmental Health	453,428	530,664	77,236	15%	728,631	[3]	Budgeted vacant postion resulting in reduced expenses
Animal Control	630,210	683,163	52,953	8%	901,693		
Parking	1,301,024	1,330,825	29,801	2%	1,764,087		
	5,474,686	5,407,729	(66,957)	(1)%	7,177,009		
<b>Revenue</b>							
Planning Policy	(13,043)	(747)	12,296	<(100)%	(1,000)	[4]	Private plan change request processed
Regulatory Consents	(243,818)	(217,800)	26,018	12%	(317,200)	[5]	Higher than anticipated activity in Resource Consents area
Building Consents	(1,023,836)	(1,035,974)	(12,138)	(1)%	(1,417,300)		
Environmental Health	(271,952)	(256,826)	15,126	6%	(326,000)		
Animal Control	(574,770)	(600,982)	(26,212)	(4)%	(649,500)		
Parking	(1,727,310)	(1,766,137)	(38,827)	(2)%	(2,354,750)		
	(3,854,730)	(3,878,466)	(23,736)	(1)%	(5,065,750)		
<b>Net Operating</b>	<b>1,619,957</b>	<b>1,529,263</b>	<b>(90,694)</b>	<b>(6)%</b>	<b>2,111,259</b>		

**Planning and Regulatory - Financial Performance to 31 March 2017 - continued**

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Capital Expenditure</b>							
<b>Building Consents</b>							
Property Information Electronic Document Management	8,138	8,000	(138)	(2)%	414,000		
E-Commerce for Applications	20,000	-	(20,000)	n/a	25,000		
<b>Animal Control</b>							
Complex Shelter & Office	37,987	37,000	(987)	(3)%	60,000		
Stock Control Equipment	-	3,753	3,753	100%	5,000		
Animal Control Minor Capital Items	(133)	-	133	n/a	30,000		
<b>Parking</b>							
Alternative Transport Parking Provision	7,751	400	(7,351)	<(100)%	101,000		
Parking Security Upgrade	-	-	-	n/a	35,000		
Edwardes St Carpark	160,456	150,000	(10,456)	(7)%	150,000		
Minor Capital Items	-	-	-	n/a	20,000		
Parking Equipment Replacement	-	-	-	n/a	30,000		
Additional CBD Parking	52,105	52,000	(105)	(0)%	1,810,000		
	<b>286,303</b>	<b>251,153</b>	<b>(35,150)</b>	<b>(14)%</b>	<b>2,680,000</b>		

## Property Assets

Council's property assets include the Lagoon Farm, Parklands Residential Development and Property Holdings

### What we do

- Lagoon Farm
- Parklands Residential
- Property Holdings

### Parklands Residential Development

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Number of sections sold and developed	28 lots created, 51 lots sold	40	0	54 sold; 54 constructed but not yet certified.	0 sections sold, 18 lots created	◆	

### Property Holdings

Performance Measures	Actual 2016	2016/17 Targets	First Quarter	Second Quarter	Third Quarter	Performance Indicator	Performance Measure Comment
1. Independent review of Council's investment portfolio completed regularly (every 3-5 years) including consideration of average rate of return	In progress	N/A	In progress	In progress	In Progress with consultation as part of 2018/19 Long Term Plan	◆	
2. Buildings comply with Building Act and Health & Safety Act and hold current warrant of fitness certificates	100%	100%	100%	100%	100%	◆	

**Property Assets - Financial Performance to 31 March 2017**

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Operating Expenditure</b>							
Lagoon Farm	418,975	513,108	94,133	18%	684,155	[1]	Livestock purchases so far for the year to date are \$83k lower than budget
Parklands Residential Dev.	64,139	64,918	779	1%	4,516,100		
Property Holdings	795,595	702,623	(92,972)	(13)%	773,690	[2]	Additional work undertaken on the aluminum joinery and roof repairs at the Library Building and carpark crossing at the Civic Building
	1,278,709	1,280,649	1,940	0%	5,973,945		
<b>Revenue</b>							
Lagoon Farm	(387,987)	(462,375)	(74,388)	(16)%	(616,500)	[3]	Livestock still to be adjusted for livestock on hand
Parklands Residential Dev.	(4,942)	(3,407)	1,535	45%	(6,827,900)		
Property Holdings	(2,137,740)	(2,011,889)	125,851	6%	(3,135,100)		
	(2,530,668)	(2,477,671)	52,997	2%	(10,579,500)		
<b>Net Operating</b>	<b>(1,251,960)</b>	<b>(1,197,022)</b>	<b>54,938</b>	<b>5%</b>	<b>(4,605,555)</b>		
<b>Capital Expenditure</b>							
<b>Property Holdings</b>							
Air Conditioning Unallocated	-	-	-	n/a	594,000		
Seismic Strengthening Council Buildings	1,444	2,500	1,056	42%	300,000		
Property Purchase	-	-	-	n/a	500,000		
Council Chambers Ventilation	-	-	-	n/a	34,000		
Council Chambers Demolition	-	-	-	n/a	517,000		
Civic Building Upgrade	712	-	(712)	n/a	540,000		
Refurish Third Floor – Library Building	103,379	-	(103,379)	n/a	-		
Minor Capital Items – Property Holdings	89,023	-	(89,023)	n/a	-		
Minor Capital Items – Civic Building	-	-	-	n/a	-		
	<b>194,558</b>	<b>2,500</b>	<b>(192,058)</b>	<b>&lt;(100)%</b>	<b>2,485,000</b>		



## Support Units

### What we do

Council has a number of Cost Centres of a corporate or support nature. These Cost Centres provide the technical and support services necessary for the function of Council's activities.

### Support Units - Financial Performance to 31 March 2017

\$	Year To Date				Annual		
	Actual	Budget	Variance	%	Budget	Notes	Comment
<b>Net Operating Expenditure</b>							
Asset Administration	151,531	18,650	(132,881)	<(100)%	3	[1]	With the movement of staff as part of the realignment this has increased costs within this cost centre which is being offset against other cost centre that have had a reduction in labour
Asset I.T.	146,121	145,813	(308)	(0)%	25,705		
Building Maintenance	(31,063)	5,481	36,544	>100%	1	[2]	Net income is \$38k lower than budget. Labour cost (after recoveries) is \$73k lower than budget. This results in an overall result that is better than budget
Cafeteria	60,542	54,149	(6,393)	>100%	54,152		
Chief Executive	(603,420)	(640,270)	(36,850)	6%	2,051		
Cleaning Services	(48,685)	(27)	48,658	>100%	-	[3]	Staff have moved cost centres as a result of the realignment which in turn has resulted in a drop in expenditure
Community Development Admin	178,664	100,568	(78,096)	(78)%	32,238	[4]	Staff have moved based on the realignment which has resulted in an increase in expenditure
Corporate I.T.	262,239	103,900	(158,339)	<(100)%	10,905	[5]	Mobile Devices – \$30k renew EFTPOS devices project not yet completed – to be transferred to Leases once completed. Network Security – \$50k – 3yr Firewall maintenance to be spread over 3 years as prepayment. Document Management – \$20k – Annual license renewal not split across other business units as in previous years. ERP Software – \$30k – Additional Magiq Modules added to suite. Application Support – \$20k – external support higher than budgeted due to new projects (eg CAMMS).
Corporate Services Management	45,125	2,078	(43,047)	<(100)%	-	[6]	Staff have moved based on the realignment which has resulted in an increase in expenditure
Corporate Support	28,245	173,046	144,801	84%	161,348	[7]	Staff have moved cost centres as a result of the realignment which in turn has resulted in a drop in expenditure
Council	130,080	(13,645)	(143,725)	>100%	(10,900)	[8]	Election Expenses over budget (+\$145k)
Design Services	72,430	88,359	15,929	18%	-	[9]	Overrun is due to higher than achievable labour recovery forecast in the original budget. Consideration for admin time in general appears not to have been allowed for.

**Support Units - Financial Performance to 31 March 2017 – Continued**

Finance	317,871	(185,406)	(503,277)	<(100)%	(298,661)	[10]	Employee costs over budget by \$295k due to new structure in place. Labour recoveries shortfall of \$67k will be reduced as further work on CAMMs and LTP module. A reduction of leases being undertaken has resulted in lower income.
Human Resources	108,637	(165,741)	(274,378)	<(100)%	19,028	[11]	Recruitment costs from realignment
Mechanical Services	(3,937)	6	3,943	>100%	-		
Parks Operations	206,962	(3)	(206,965)	<(100)%	-	[12]	Gross margin on jobs for year to date is \$367k below budget. There is a reduction in net labour cost of \$142k which offsets this lower margin, however the net result is the net deficit of \$207k.
Planning Support Services	(134,908)	(46,531)	88,377	(9)%	27,530		
Plant and Vehicles	(469,448)	(76,303)	393,145	<(100)%	(287,100)	[13]	Plant and vehicle charges are well above budget. Also depreciation of \$43k has been recovered on plant and vehicles sold.
Property Support	57,853	84,787	26,934	32%	(130,000)	[14]	Underspend in Risk Management Budget
Services Administration	306,162	22,377	(283,785)	<(100)%	13,172	[15]	Work in progress is yet to be added to income and this could be over \$175k. Some expenses for year to date are over budget including building maintenance \$35k over, communication costs \$18k over, power and redundancy.
Stores	(37,453)	1,302	38,755	>100%	-	[16]	Year to date surplus of \$37k is a result of Higher gross margin achieved for year to date compared with budget.
Tourism Corporate Office	(16,600)	(5,584)	11,016	<(100)%	-	[17]	Staff have moved cost centres as a result of the realignment which in turn has resulted in a drop in expenditure
Utilities Operations	142,443	6	(142,437)	<(100)%	-	[18]	Year to date , net sales are below budgeted net sales by \$130k
Communications & Marketing	98,946	8,751	(90,195)	<(100)%	-	[19]	Staff have moved based on the realignment which has resulted in an increase in expenditure
Business Excellence and Transformation	234,379	21	(234,358)	<(100)%	32	[20]	Cost centre was created as part of the realignment, and as such costs will be reallocated
<b>Net Operating</b>	<b>1,202,716</b>	<b>(324,216)</b>	<b>(1,526,932)</b>	<b>&gt;100%</b>	<b>(380,528)</b>		

**Support Units - Financial Performance to 31 March 2017 – Continued**

\$	Year To Date				Annual	
	Actual	Budget	Variance	%	Budget	Comment
<b>Capital Expenditure</b>						
<b>Chief Executive</b>						
Minor Capital Items	390	-	(390)	n/a	61,300	
<b>Corporate I.T.</b>						
Software Replacement & Upgrade	59,417	52,500	(6,917)	(13)%	71,000	
Replace Terminals, PC's and Printers	66,097	57,330	(8,767)	(15)%	71,000	
Corporate IT Network	26,822	21,498	(5,324)	(25)%	43,000	
Electronic Document management	-	-	-	n/a	60,000	
Napier Wi-Fi	25,015	20,332	(4,683)	(23)%	61,000	
<b>Corporate Services</b>						
Minor Capital Items	2,059	2,100	41	2%	2,100	
<b>Council</b>						
Minor Capital Items	5,678	6,600	922	14%	6,600	
	-	-			-	
<b>Finance</b>						
Finance Lease Minor Capital Items	305,635	299,000	(6,635)	(2)%	670,000	
	-	-			-	
<b>Plant and Vehicles</b>						
P & V Renewal Purchases	1,079,907	1,000,000	(79,907)	(8)%	1,000,000	
<b>Services Administration</b>						
	-	-			-	
	-	-			-	
Asset Register Items	-	3,753	3,753	100%	5,000	
<b>Design</b>						
Minor Capital Items	-	-	-	n/a	30,000	
	<b>1,571,020</b>	<b>1,463,113</b>	<b>(107,907)</b>	<b>(7)%</b>	<b>2,081,000</b>	

## Rates and Special Funds

### Rates and Special Funds - Financial Performance to 31 March 2017

\$							
	Actual	Year To Date Budget	Variance	%	Annual Budget	Notes	Comment
<b>Operating Expenditure</b>							
Rates	234,731	212,475	(22,256)	(10)%	219,000	[1]	Additional penalty remissions, these are off set by additional rates penalties under revenue
Special Funds	(84,000)	(83,997)	3	(0)%	(2,008,633)		
Loans	(1,448,825)	(1,444,572)	4,253	(0)%	-		
	(1,298,094)	(1,316,094)	(18,000)	1%	(1,789,633)		
<b>Revenue</b>							
Rates	(40,800,163)	(40,626,832)	173,331	0%	(37,288,896)		
Special Funds	(1,986,963)	(2,019,753)	(32,790)	(2)%	(3,052,800)		
	(42,787,126)	(42,646,585)	140,541	0%	(40,341,696)		
<b>Net Operating</b>	<b>(44,085,220)</b>	<b>(43,962,679)</b>	<b>122,541</b>	<b>0%</b>	<b>(42,131,329)</b>		

# Treasury Report 1 January 2017 to 31 March 2017

## INVESTMENTS REPORT

Investment Types Held at Quarter-End:			Amount
Call Deposits			50,000
Term Deposits			
Bank	S&P Credit Rating	Average 12-Month Int Rate	
Westpac	AA-	3.26%	7,000,000
ANZ	AA-	3.28%	9,000,000
ASB	AA-	3.60%	15,500,000
BNZ	AA-	3.58%	14,000,000
Kiwibank	A	3.49%	8,000,000

53,500,000

### Total Investments as at 31 March 2017

\$53,550,000

**Note:** Resulting from the partial sale of Kiwibank and the removal of the NZ Post guarantee, Standard & Poors have downgraded Kiwibank's credit rating from A+ to A. Under Napier City Council's Treasury Management Policy the minimum allowable credit rating for investments is A+. Term deposits currently held with Kiwibank will be progressively wound down upon maturity until all are matured by 18 August 2017. The Treasury Management Policy will be reviewed during 2017 as part of the LTP process.

### Range of Interest Rates Negotiated During the Quarter:

	Rate	Date
Call Deposits (lowest) *	0.10%	All
Call Deposits (highest) *	0.10%	All
Term Deposits (lowest)	2.71%	21/02/2017
Term Deposits (highest)	3.75%	24/02/2017

\* Current interest rate offered by Council's host bank's 'On-Line Business Banking' facility

### Weighted Average Interest Rate for All Currently Held Investments:

	Amount	Average Rate
Call Deposits	50,000	0.10%
Term Deposits	53,500,000	3.49%
	<u>\$53,550,000</u>	
Weighted Average Interest Rate as at 31 March 2017	3.49%	
Benchmark Average Interest Rate as at 31 March 2017	2.12%	

(Benchmark = average 6-month BKBM rate of today & 6 months ago)

## Maturity Profile of Investments

Term	%age	Lower Limit	Upper Limit	Within Limits
0 - 6 months	76.7%	30%	80%	Yes
6 - 12 months	23.3%	20%	70%	Yes
1 - 3 years	0.0%	0%	50%	Yes
3 - 5 years	0.0%	0%	20%	Yes

## EXTERNAL LOANS REPORT

### Loans Raised During Quarter

	Amount	Interest Rate
Local Authority Stock - Floating	Nil	N/a
Local Authority Stock - Fixed	Nil	N/a
	<u>\$0</u>	
	\$0	N/a

### Average interest rate of loans raised year-to-date

N/a

### Total external loans raised year-to-date

Nil

### Balance of external loans likely to be raised in the current year

Nil

## INFORMATION PAPER

<b>TO:</b>	SLT, H&S Committees, All Staff
<b>DATE:</b>	April 2017
<b>PREPARED BY:</b>	Michelle Warren
<b>SUBJECT:</b>	<b>HEALTH &amp; SAFETY STATISTICS</b>
<b>AGENDA ITEM</b>	<b>MARCH 2017 H&amp;S REPORTING</b>

### PURPOSE

The purpose of this report is to provide all staff with an overview of the health and safety performance as at 31<sup>st</sup> March 2017.

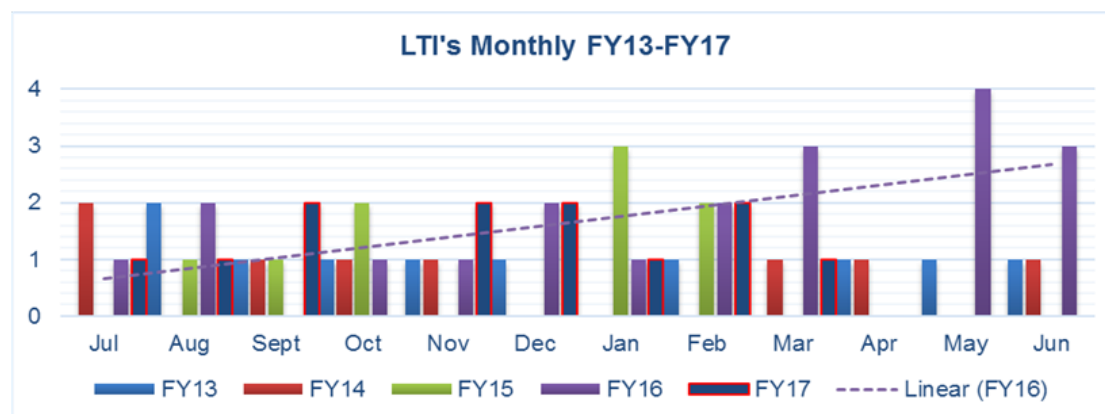
### SUMMARY – KEY PERFORMANCE INDICATORS

Reported Incidents (Total Company)	Jan 17	Feb 17	Mar 17	YTD FY17	Jan 16	Feb 16	Mar 16	YTD FY16
Lost time injuries (LTIs):	1	1		11	1	2	3	20
Medically treated injuries (MTIs):	10	7	5	49	9	7	7	47
Total recordable injuries (MTIs + LTIs):	11	8	6	60	10	9	10	57
Near miss/hit & property damage	7	11	12	60	12	9	14	82
Reported Incidents Involving Public using our facilities	20	16	24	96	10	9	8	94
Significant Incidents or Accidents involving Contractors	1	2	3	6	0	0	1	2

LTIs and MTIs as at March 2017

- 40% reduction in LTIs
- 4.08% Increase in MTIs
- 3.99% Increase in TRIs

LTIs	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY13	0	2	1	1	1	1	0	1	0	1	1	1	10
FY14	2	0	1	1	1	0	0	0	1	1	0	1	8
FY15	0	1	1	2	0	0	3	2	0	0	0	0	9
FY16	1	2	0	1	1	2	1	2	3	0	4	3	20
FY17	1	1	2	0	2	2	1	2	0				11



HEALTH AND SAFETY PERFORMANCE LEAD INDICATORS AS AT MARCH 2017

Lead Indicators	Detail	Jan 17	Feb 17	Mar 17	Performance YTD 17
<b>Body discomfort reporting</b>	An early intervention programme to resolve the cause of the discomfort in the workplace and/or medical treatment before developing into chronic pain and an injury. Online e-learning videos are part of the programme. Resolutions: <ul style="list-style-type: none"> <li>January &amp; February: Extreme heat: Kennedy Park: 2 incidents: ensure breaks &amp; water intake are being monitored and adhered to. Staff to keep observing those concerns throughout the day.</li> </ul>	1	1	3	26
<b>Work Station Assessments</b>	New employees receive work station assessments and e-learning videos. Re assessments are completed as required or where new areas or equipment are set up. <ul style="list-style-type: none"> <li>New Employees</li> <li>Existing Employees in different BU/Area/New desks or chairs</li> </ul>	6	12	10	143
<b>Near miss incident reporting</b>	Incidents without an injury reported.	7	11	6	54
<b>Incident investigations</b>	All LTIs and MTIs investigations commenced within seven days of the event.	11	8	6	56
<b>Health and Safety Meetings</b>	Health and safety meetings at each workplace. <ul style="list-style-type: none"> <li>Civic</li> <li>Visitor Experience</li> <li>Services</li> </ul>	0	3	3	21
<b>Internal Health and Safety Audits</b>	Health and safety audit of health and safety management system at nominated workplaces. <ul style="list-style-type: none"> <li>Aquarium Café</li> <li>Bay Skate Park</li> </ul>	1	0	0	12
<b>Workplace safety management practices assessment</b>	Workplace safety management practices assessment conducted annually and scheduled in the last quarter of the financial year. <ul style="list-style-type: none"> <li>Pre Audit</li> <li>Full Audit</li> </ul>	1	1	N/A	2
<b>Planned visible leadership – participating in a health and safety meeting</b>	SLT team member participating in a workplace or work group health and safety meeting at the workplace or joining a conference call. <ul style="list-style-type: none"> <li>Civic</li> <li>Visitor Experience</li> <li>Services</li> <li>Governance</li> </ul>	0	3	5	23

**HEALTH AND SAFETY PERFORMANCE LAG INDICATORS AS AT MARCH 2017**

Lag Indicators	Detail	Jan 17	Feb 17	Mar 17	Performance YTD 17
<b>Number of Total Recordable Injuries</b>	Injuries requiring treatment by a professional health provider e.g. Doctor Injuries includes MTIs and LTIs	11	8	6	61
<b>Lost Time Injuries</b>	Total incapacity – unable to work any hours.	1	1	1	12
<b>Medically Treated Injuries</b>	Capacity to work normal duties or restricted duties.	10	7	5	49
<b>ACC Work Injury Entitlement Claims</b>	Entitlement claims are where the injured worker is off work for more than 7 calendar days on weekly compensation.	1	1	1	12

**HEALTH AND SAFETY OTHER REPORTING**

Other	Detail	Jan 17	Feb 17	Mar 17	FY17 to Date
<b>Notifiable event – notifiable injury or illness</b>	Injury or illness causing death, serious infection, permanent loss of bodily function or temporary loss of bodily function. 1. Public: Fall: Springfield Transfer Station: Green waste Pit (2016) WorkSafe Response: No further action. WorkSafe considered NCC to have investigated, put in place remedies and communicated well.	0	0	0	1
<b>Notifiable event – notifiable incident</b>	An unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk too that person's health or safety arising from an immediate or imminent exposure. 1. Kennedy Park: Gas Escape Event No 2421 (Feb 2017) Full investigation underway/continuing Notification to WorkSafe	0	1	0	1
<b>Notifiable event – notifiable injury or illness (Non-work - Motor Vehicle)</b>	Injuries causing death, permanent loss of bodily function or temporary loss of bodily function.	0	0	0	0
<b>Significant incident</b>	An event in a different circumstance may result in serious harm.	0	0	0	0
<b>Regulatory Actions</b>	Compliance Order: to cease or prohibit a person from commencing an activity that it has or is likely to have an adverse effect on the health and safety of people or the environment	0	0	0	0
	Infringement Notice: instance fine issued by a WorkSafe New Zealand Inspector for a breach of the Act.	0	0	0	0
	Improvement Notice: formal document				



Other	Detail	Jan 17	Feb 17	Mar 17	FY17 to Date
	issued by a WorkSafe New Zealand Inspector requiring compliance to a breach of the Act.	0	0	0	0
	Legal Proceedings: District Court hearing in order to enforce the law and impose a fine.	0	0	0	0
	Duty Holder Review: A process designed to enable an entity to improve their health and safety systems and for the regulator to gain a degree of assurance that systems associated with the incident have been improved.	0	0	0	0
<b>Workplace H&amp;S Audits - External</b>	ACC Workplace Safety Management Practices (WSMP) met all critical elements, 1 – 10 and 2 focus group interviews; Employee & Management in February 2017. Regained status of Tertiary for another 2 years. This programme is finishing, however we will be still be continuing the process. 1. Improvements: There were 9 recommended improvements. Action Plan below.	1	1	0	Tertiary Certification
<b>Significant Issues or Incidents Involving Contractors</b>	An event involving a Contractors causing significant concern  1. KC Electrical & Oak Construction remove walls with power points on 2 <sup>nd</sup> floor Vici Building without SSSP 2. KC Electrical practices called into question by another contractor resulting in several remedial actions, no SSSP 3. Mural painting artist on Civic Building allows free lance photographer to unhitch safety lanyard and climb over safety rails onto roof to take 'artistic photo'	0	1	3	5
<b>HSWA, Regulations, WorkSafe Updates and/or notifications</b>	Any updates to be communicated to management.	0	1	0	1
<b>Return To Work in Progress</b>	Employee's who are on a return to work programme.  MTG City Strategy City Services Napier Conference Centre			1 2 2 1	6

### 3. JOINT WASTE FUTURES PROJECT COMMITTEE - TERMS OF REFERENCE

<b>Type of Report:</b>	<i>Procedural</i>
<b>Legal Reference:</b>	<i>Local Government Act 2002</i>
<b>Document ID:</b>	<i>349973</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Deborah Smith, Governance Advisor</i>

#### 3.1 Purpose of Report

The purpose of this report is to obtain approval from Council for the amended Terms of Reference (ToR) for the Joint Waste Futures Project Steering Committee.

#### COMMITTEE'S RECOMMENDATION

##### Councillors Dallimore / Tapine

That Council

- a. Approve the updated Terms of Reference for the Joint Waste Futures Project Steering Committee.
- b. Appoint Cr Brosnan as the third Napier City Council representative to the Committee.

**CARRIED**

#### 3.2 Background Summary

Section 43 of the Waste Minimisation Act 2008 states that a territorial authority must adopt a waste management and minimisation plan which provides:

- ☐ objectives, policies and methods for effective and efficient waste management and minimisation,
- ☐ collection, recovery, recycling, treatment and disposal services
- ☐ facilities for waste management
- ☐ waste minimisation activities including education and public awareness; and
- ☐ a framework for funding implementation, grants and advances of money

Agreement on establishing a Joint Committee as required under sub-clause (1) of Clause 30A, Schedule 7 (Joint Committees) was reached by both Hastings District Council and Napier City Councils when the councils agreed to approach drafting a Waste Management and Minimisation Plan as a joint document in 2011.

The resulting Solid Waste Management Committee prepared the Waste Management and Minimisation Plan ('WMMP') which was formally adopted in 2012. The Solid Waste Management Committee was disestablished upon the adoption of the WMMP.

In early 2014, the Joint Council Waste Futures Project Steering Committee was established to oversee and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the Omarunui landfill catchment.

The continuation of a joint committee after a triennial election will be dependent on both bodies resolving to continue the committee, with or without changes to membership.

At its meeting on 30 June 2016, Hastings District Council resolved that the Joint Waste Futures Project Steering Committee be retained in its current capacity to consider how to maximise diversion from landfill.

Napier City Council re-established the Joint Committee at its inaugural meeting. At that time, Councillors Dallimore and Tapine were appointed as representatives to the Committee. A further appointee is required, and it is proposed that Cr Brosnan be appointed to this role.

### 3.3 Issues

The WMMP must be reviewed every five years. The Terms of Reference ('ToR') for this committee provide a logical governance pathway to review the existing WMMP; it is therefore proposed to update the ToR to undertake this role and enable the hearing of submissions.

A Waste Assessment, which is the first step of the review, has been undertaken and options are being developed for the WMMP.

It is proposed that all submissions on the draft WMMP are heard by Joint Waste Futures Project Steering Committee, in addition to ongoing oversight of the implementation of the WMMP.

It is therefore proposed to change the ToR of the joint committee (Attachment 1) to undertake this work in addition to its current remit:

- ☐ Approval of the content of the Draft Waste Management and Minimisation Plan for public consultation.
- ☐ The hearing of submissions and making recommendations to the constituent Councils on the draft regional Waste Management and Minimisation Plan 2011-2017.
- ☐ Responsibility for overseeing, supporting, monitoring and reporting progress toward achieving the intent of WMMP. As well as representing the interests of participatory Councils in the WMMP.

The refreshing of the Joint Committee to take an active role in the development and oversight of the WMMP would demonstrate council commitment to the WMMP aims of effective and efficient waste management and minimisation within the region.

### 3.4 Significance and Consultation

The WMMP is subject to the Special Consultative Procedure under Section 83 of the Local Government Act 1972. This consultative process will be undertaken by the Joint Waste Futures Project Steering Committee. Revisions to the draft WMMP arising from consultation then require ratification for formal adoption and finalisation from both Napier City and Hastings District Council.

### 3.5 Implications

#### Financial

None

## **Social & Policy**

None

## **Risk**

None

### **3.6 Options**

The options available to Council are as follows:

1. To assist with the continued and smooth functioning of the joint committee to give effect to the WMMP and the review process, it is recommended to approve the revised Terms of Reference.  
Hastings District Council have already approved the updated Terms of Reference.  
Further, as a third appointee to the Committee is required it is recommended that Cr Brosnan be confirmed in this role.

### **3.7 Development of Preferred Option**

## **At the Meeting**

In response to a question on what the key changes are between the revised TOR and the previous version, it was noted that the proposed changes are outlined in the report.

### **3.8 Attachments**

- A Joint Waste Futures Project Steering Committee Terms of Reference 2017

CG-14-1-00195

## Joint Waste Futures Project Steering Committee – Terms of Reference

### Background

Section 43 of the Waste Minimisation Act 2008 states that a territorial authority must adopt a waste management and minimisation plan which provides:

- objectives, policies and methods for effective and efficient waste management and minimisation,
- collection, recovery, recycling, treatment and disposal services
- facilities for waste management
- waste minimisation activities including education and public awareness; and
- a framework for funding implementation, grants and advances of money

The Solid Waste Management Committee which had been set up with Napier City Council, jointly prepared a Waste Minimisation Plan (WMMP) which was formally adopted in 2012. This committee was disestablished upon adoption of the WMMP. In early 2014 the Joint Council Waste Futures Project Steering Committee was established to meet to oversee and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the Omarunui landfill catchment.

The WMMP must be reviewed every 5 years. A Waste Assessment, which is the first step of the review has been undertaken and options are being developed for the WMMP. It is proposed that all submissions on the draft WMMP are heard by a joint committee of Napier City and Hastings District Council:

### Purpose

- To approve the content of the Draft Waste Management and Minimisation Plan for public consultation.
- To hear submissions and make recommendations to the constituent Councils on the draft regional Waste Management and Minimisation Plan 2011-2017.
- To be responsible for overseeing, supporting, monitoring and reporting progress toward achieving the intent of WMMP. As well as representing the interests of participatory Councils in the WMMP.

### Members

Three elected members appointed from Hastings District Council  
Three elected members appointed from Napier City Council

### Name

The Joint Waste Futures Project Steering Committee

### Status

By agreement of the local authority members, the Joint Waste Futures Joint Project Steering Committee has been established as a Joint Committee under clause 30A of Schedule 7 of the Local Government Act 2002.

### Delegated Authority

The Joint Committee will have responsibility and authority to:

1. Accept and hear submissions on the joint Waste Management and Minimisation Plan 2017-2023, and report back to the individual Councils on an as required basis.
2. To make recommendations to each participant Council on the Waste Management and Minimisation Plan.

CG-14-1-00195

3. To monitor performance and progress to give effect to the purpose of the WMMP and to make recommendations to the constituent Councils accordingly.

**Administering Authority and Servicing**

Hastings District Council shall administer the Joint Committee meetings.

**Meetings**

The Hastings District Council's Standing Orders will be used to conduct the Joint Committee meetings.

The Joint Committee shall meet as and when required as agreed for the achievement of the purpose of the joint committee.

**Quorum**

The quorum at any meeting shall be not less than four (4) including not less than two representatives of each of the member bodies.

**Voting**

The members shall strive at all times to reach a consensus.

Each representative shall be entitled to one vote at any meeting.

There shall be no casting vote.

**Chairperson and Deputy Chairperson**

The Joint Committee shall also appoint by simple majority vote, a Chairperson from one Council and a Deputy Chair from the other Council.

**Variations**

Any Member may propose an amendment (including additions or deletions) to the Terms of Reference which may be agreed to by the Joint Committee.

Variations to the Terms of Reference must be referred to the constituent Councils for ratification.

**Term of Office**

The primary purpose of this Joint Committee is the approval and adoption, by both Councils, of the Waste Management and Minimisation Plan 2018. However the Joint Committee will continue to meet as and when required to oversee performance of the WMMP in operation.

#### 4. HAWKE'S BAY CREMATORIUM COMMITTEE - MINUTES OF MEETING 10 APRIL 2017

<b>Type of Report:</b>	Information
<b>Legal Reference:</b>	Local Government Act 2002
<b>Document ID:</b>	350013
<b>Reporting Officer/s &amp; Unit:</b>	Deborah Smith, Governance Advisor

##### 4.1 Purpose of Report

To provide the minutes from the Hawke's Bay Crematorium Committee to Council.

##### COMMITTEE'S RECOMMENDATION

**Councillors Taylor / McGrath**

That Council

- a. Receive the draft minutes of the Hawke's Bay Crematorium Committee from the meeting on 10 April 2017

**CARRIED**

##### 4.2 Background Summary

The Hawke's Bay Crematorium Committee met on 10 April 2017.  
As it was the first meeting of the triennium, a Chair was elected from the members. Cr Dixon from Hastings District Council will Chair the committee for the triennium to 2019.  
The draft minutes from the meeting are shown at Attachment A.

##### 4.3 Issues

None

##### 4.4 Significance and Consultation

None

##### 4.5 Implications

###### Financial

None

###### Social & Policy

None

###### Risk

None

##### 4.6 Options

The options available to Council are as follows:

1. To receive the minutes from the Hawke's Bay Crematorium Committee meeting on 10 April 2017.

**4.7 Development of Preferred Option**

N/A

**At the Meeting**

No discussion was held.

**4.8 Attachments**

A Hawke's Bay Crematorium Committee draft minutes 10 April 2017





## *Hastings District Council*

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OPEN

# MINUTES

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## HB CREMATORIUM COMMITTEE

Meeting Date: **Monday, 10 April 2017**

**Minutes of a Meeting of the HB Crematorium Committee  
held on 10 April 2017 at 10.30am**

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## HASTINGS DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE HB CREMATORIUM COMMITTEE HELD IN THE CREMATORIUM CHAPEL, ORCHARD ROAD, HASTINGS ON MONDAY, 10 APRIL 2017 AT 10.30AM

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**PRESENT:** Chair: Councillor Dixon (HDC)

Councillor Watkins (HDC)  
Councillors McGrath and Taylor (NCC)  
Councillor Tennent (CHBDC)

**IN ATTENDANCE:** Acting Group Manager: Community Facilities &  
Programmes (Ms Elers)  
Cemetery Manager (Mr Isak Bester)  
Property Assets and Project Manager (Mr J Jiang)  
Parks and Building Projects Officer (Mr T McHannigan)  
Committee Secretary (Mrs C Hunt)

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The meeting commenced with the Acting Group Manager: Community Facilities & Programmes, Ms Elers in the Chair, pending the election of the Chair of the Hawke's Bay Crematorium Committee.

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**1. APOLOGIES**

There were no apologies.

**2. CONFLICTS OF INTEREST**

There were no declarations of conflicts of interest.

**3. CONFIRMATION OF MINUTES** – This was the first meeting following the 2016 triennial elections and therefore there are no previous minutes to be approved.

**4. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**  
(Document 17/338)

The Acting Group Manager: Community Facilities & Programmes, Ms Elers called for nominations for the position of Chair.

Councillor Taylor/Councillor Watkins

**A) That the report of the Group Manager: Community Facilities & Programmes titled "Election of Chairperson and Deputy Chairperson" dated 10/04/2017 be received.**

**B) That Councillor Dixon be appointed as Chairperson of the Hawke's Bay Crematorium Committee for the next triennium 2016-2019.**

**CARRIED**

*Councillor Dixon then assumed the role as Chair.*

The newly elected Chair, Councillor Dixon called for nominations for the position of Deputy Chair of the Hawke's Bay Crematorium Committee.

Councillor Dixon/Councillor Watkins

**That Councillor Tennent be appointed as Deputy Chairperson of the Hawke's Bay Crematorium Committee for the next triennium 2016-2019.**

**CARRIED**

**5. HAWKE'S BAY CREMATORIUM UPDATE**  
(Document 17/316 and 17/368)

The Parks and Building Projects Officer, Mr McHannigan provided some background information on discussions that had been undertaken in regard to the replacement of the Crematorium.

The chapel was closed in 2012 when investigations revealed it posed a potentially serious earthquake risk. Remedial work was carried out in 2013 to enable it to be reopened while a permanent rebuilding plan was put together.

At the same time new plans for the crematorium were drawn up. It required rebuilding to address the size of work areas which posed health and safety problems, particularly after the new larger cremator was installed last year.

An Extraordinary meeting of the HB Crematorium Committee was held on 26 August 2016 which had endorsed changes in scope to the Hawke's Bay Crematorium concept plan due to escalation of build costs by:

- reducing the overall height of the buildings by 1 metre.
- reducing the size of the crematory.
- relocating storage of small consumables to a roof storage space.
- reducing the size of the chapel.
- reducing the size of the ablutions block.
- changing the roofing material from a membrane to corrugated colour steel.
- changing the cladding material from cedar to charred European larch.
- potentially using timber framing, rather than precast concrete panels, to construct the chapel.

A proposed plan was drawn up and presented. This plan had a few issues that needed to be addressed as it created operational problems. Circulated at the meeting was the budget allocation for the project (CG-14-11-00003).

CG-14-11-00002

3

The building would be 256.39m<sup>2</sup> and would seat 100 people, with the front façade of Crematorium being replicated. The building process will be staged in order to keep disruption to a minimum. The new crematorium building would be constructed first. The moving of the cremator into the new building would mean a shut-down of about a week. A louvered panel could be removed to get the cremator out, rather than having to remove the roof.

After that the new chapel would be built on the site of the existing building, meaning that the Chapel would be unavailable for about four months. The front façade had been styled to match the existing historic building.

Councillor Taylor/Councillor Watkins

- A) That the report of the Group Manager: Community Facilities & Programmes titled “Hawke’s Bay Crematorium Update” dated 10/04/2017 be received.
- B) That subject to necessary approvals in respect to budget matters, the Committee endorses the building plan.
- C) That the Hawke’s Bay Crematorium Committee asks the Chief Executive to approach the appropriate parties for any necessary approvals required in respect of budget matters.

With the reasons for this decision being that the objective of the decision will contribute to the Council’s Strategic Objectives.

- Providing affordable, high quality Council services and facilities.

**CARRIED**

At the conclusion of the meeting Councillors were invited to have a brief tour of the Crematorium and see the new cremator.

## 6. ADDITIONAL BUSINESS ITEMS

There were no additional business items.

## 7. EXTRAORDINARY BUSINESS ITEMS

There were no extraordinary business items.

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The meeting closed at 11.05am

Confirmed:

Chairman:

Date:

## 5. COASTAL HAZARDS JOINT COMMITTEE - DRAFT MINUTES 28 FEBRUARY 2017

<b>Type of Report:</b>	<i>Procedural</i>
<b>Legal Reference:</b>	<i>Local Government Act 2002</i>
<b>Document ID:</b>	<i>350014</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Deborah Smith, Governance Advisor</i>

### 5.1 Purpose of Report

To provide Council with the draft minutes from the meeting of the Coastal Hazards Joint committee on 28 February 2017.

### COMMITTEE'S RECOMMENDATION

#### Councillors Dallimore / Jeffery

That Council

- a. Receive the draft minutes from the Coastal Hazards Joint Committee meeting held on 28 February 2017.

**CARRIED**

### 5.2 Background Summary

The first meeting for 2017 of the Coastal Hazards Joint Committee was held on 28 February 2017. The draft minutes have now been provided and are shown at Attachment A.

### 5.3 Issues

None

### 5.4 Significance and Consultation

None

### 5.5 Implications

#### Financial

None

#### Social & Policy

None

#### Risk

None

### 5.6 Options

The options available to Council are as follows:

1. To receive the draft minutes of the Coastal Hazards Joint Committee meeting held on 28 February 2017.

### 5.7 Development of Preferred Option

N/A

**At the Meeting**

No discussion was held.

**5.8 Attachments**

- A Coastal Hazards Joint Committee draft minutes 28 February 2017



## Unconfirmed

### MINUTES OF A MEETING OF THE CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

**Date:** Tuesday 28 February 2017

**Time:** 10.00am

**Venue:** Napier City Council  
Main Committee Room  
231 Hastings Street  
NAPIER

**Present:** Cr Peter Beaven – HBRC - Chair  
Cr Tony Jeffery – NCC – Deputy Co Chair  
Cr Tania Kerr \_HDC – Deputy Co-Chair  
Cr Paul Bailey – HBRC  
Cr Larry Dallimore – NCC  
Cr Rod Heaps - HDC  
Tania Hopmans – Maungaharuru Tangitū Trust  
Peter Paku – He Toa Takitini  
Terry Wilson - Mana Ahuriri Trust

**Alternates:-** Cr A Redstone - HDC

**In Attendance:** Simon Bendall – Mitchell Daysh  
Wayne Mills – Maven Consulting Ltd  
Nigel Bradley – Maven Consulting Ltd  
Mike Adye – HBRC  
Graeme Hansen - HBRC  
Mark Clews – HDC  
Jon Kingsford - NCC  
James Minehan – NCC  
Dean Moriarity – NCC  
Richard Munneke – NCC (Late arrival)  
Monique Thomsen - HBRC  
Judy Buttery – Governance Administration Assistant



## 1. Welcome/Apologies/Notices

The Chairman welcomed everyone to the first Joint Committee meeting of 2017 and acknowledged some new members – Terry Wilson replacing Piri Prentice (Mana Ahuriri), Judy Buttery replacing Monique Thomsen (Committee Secretary); and Graeme Hansen who will replace Mike Adye next month. He also welcomed Wayne Mills and his replacement Nigel Bradley to the meeting.

### CLI53/17 Resolution

That apologies from Lawrence Yule, Ross MacLeod and Andrew Newman be accepted.

Kerr/Hopmans  
CARRIED

## 2. Conflict of Interest Declarations

There were no conflict of interest declarations.

## 3. Confirmation of Minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee Meeting Held on 5 December 2016

### CLI54/17 Resolution

Minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee held on Monday, 5 December 2016, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

Dallimore/Kerr  
CARRIED

## 4. Matters Arising from Minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee Meeting Held on 5 December 2016

There were no matters arising from the minutes.

## 4. Confirm the Remuneration of Panel Members

Simon Bendall explained that the Terms of Reference made a commitment to pay members where they are not employees attending on behalf of their employers, and this committee was to decide the figure to be paid.

### CLI55/17 Resolutions

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

1. Receives and notes the **Confirm the Remuneration of Panel Members** report.
2. Approves an honorarium to the value of \$120 per meeting attended, to be paid to full voting Assessment Cell Evaluation Panel members not being paid by their employers, in accordance with and subject to the provisions of the approved Assessment Cell Evaluation Panel Terms of Reference.

Hopmans/Bailey  
CARRIED

## 5. Stage Two: Decision Making Framework

Simon Bendall explained the changes that were made to the draft report to align with the pending MfE national guidance document and input from the Living at the Edge team. This included the addition of the Dynamic Adaptive Pathways Planning (DAPP),

Vulnerability Assessment and Real Options Analysis (ROA) methodologies. He is confident that this document is now well aligned. On request he will circulate a copy of the Townsville Report to the committee.

CLI56/17

### Resolutions

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

1. Receives and notes the **Stage Two: Decision Making Framework** report.
2. Adopts the *Stage Two Report: Decision Making Framework* as final.

Jeffery/Kerr  
CARRIED

6.

### Stage One: Peer Review Update

Simon Bendall explained the reasons for the delay in providing this peer review but was pleased to report that there were no matters in this review that the TAG consider to be a problem.

CLI57/17

### Resolutions

1. That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the Stage One Peer Review Update report, and reconfirms their adoption of all Stage One reports.
2. That the Tangoio Coastal Hazards Strategy Joint Committee recommends the peer reviewed Stage One reports be presented to the Napier City Council, Hastings District Council and Hawkes Bay Regional Council for their respective adoption.

Hopmans/Heaps  
CARRIED

7.

### Stage Two: Funding Model Refresher

Wayne Mills of Maven Consulting Ltd, gave a refresher overview of the funding model approach, highlighting a number of key points:

- There needs to be a way for Councils to collaborate on funding responses to coastal hazards risks
- There needs to be visibility for communities / stakeholders into an organisation whose purpose is to fund coastal hazards adaptation
- Communities need to make some appropriate contribution for future works to reflect intergenerational responsibilities.
- The funding that is put aside for future responses needs to be ringfenced and immune to claw back as far as possible
- The funding framework needs to be durable and able to survive through future successive political cycles over a long time frame

The “Coastal Response Contributory Fund” business model he has proposed requires a deed of agreement, so that those funds can be used in the future. It was suggested that legal brains could look at how these funds could be protected from claw back. Some discussion took place as to how this could work, with the example of Hypothecated Funds which could only be spent on specific projects, this could also be good for attracting Central Government funding. It was also noted that if a fund was created through an entity jointly owned by the 3 councils, it would be very difficult for one of those councils to independently seek a claw back of funds or to dismantle the organization. Given the importance of progressing this work, it was suggested that this item be a standing agenda item for future agendas.

- CLI58/17 **Resolution**
- That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the **Funding Model; Refresher Plus Progress Update** report.
- Jeffery/Dallimore  
CARRIED
8. **Stage Three: Progress Report**
- Simon Bendall told the committee that the Assessment Panels were off to a good start, and The Edge team had indicated a positive trend in responses to their workshop evaluation survey which was being conducted with voting members of the panels.
- Wayne Mills gave a presentation on his Social Impact Assessment report.
- In regard to cultural values assessment, it was noted that the Social Impact Assessment did not address this, and that it was a current gap. Simon Bendall responded that the TAG has sought to engage at marae and taiwhenua level, but acknowledged capacity issues had made this difficult. He also noted that it was not appropriate to rely on the Mana Whenua panel members as the sole contributors to a cultural values impact assessment when options are scored by the panels. TAG were now working to undertake a desktop review of current information, such as Waitangi Tribunal reporting, cultural impact assessments, and other sources, to be completed by an independent contractor. A project brief for this work was being prepared and would be shared with Joint Committee members before being confirmed.
- CLI59/17 **Resolution**
- That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the **Stage Three Progress** report.
- Heaps/Dallimore  
CARRIED
9. **MOU: TAG and Living At The Edge**
- Simon Bendall advised the committee that the intent behind the MOU was to create clear expectations and assist the two teams to work side by side and to address any potential risks. The MOU is awaiting final confirmation from "Living at the Edge". This is an information only item for the Joint Committee.
- CLI60/17 **Resolution**
- That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the **MOU; TAG and Living at the Edge** report.
- Bailey/Hopmans  
CARRIED
10. **Project Manager Update**
- Most of the Project Update from Simon Bendall had been covered in previous items.
- Mike Adye explained that the Winstones - Awatoto consent expires in May 2017 and that it is not expected to be renewed given that no application to renew their consent has been received within the required statutory timeframes. Winstones are likely to continue to work from that site however. No public statement on Winstones future intentions has been made, as Winstones work through their own planning process.
- CLI61/17 **Resolution**
- That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the **Project Manager Update** report.
- Dallimore/Jeffery  
CARRIED

# **11. Current Coastal Projects Update**

## *Whakarire Ave Revetment Works*

James Minehan explained that the concept design has been approved and Beca were commencing the detailed design for NCC. This is expected to be completed by the end of March. The build is programmed for the next financial year

## *Port of Napier Capital Works Programme.*

Mike Adye told the committee that the capital development plan for Port of Napier was for an additional berth and additional dredging to increase depth of the harbour. It was thought that a resource consent would be applied for in April 2017.

## *Proposed Revetment Works at Clifton*

A letter was tabled at the meeting from Sage Planning regarding the proposed Revetment works at Clifton. This letter, on behalf of Hastings District Council, acknowledged the "Clifton to Tangoio Coastal Hazard Strategy 2120" and sought written confirmation from the Joint Committee confirming that the position of the committee was not to oppose any consent applications while the strategy was being developed. The Joint Committee agreed that this reflected their position as confirmed in the overarching strategy document which was publicly available. It was agreed that the Chair and TAG would provide a response on behalf of the Joint Committee.

## *Haumoana Wall*

There has been no further progress to report on the Haumoana Wall.

# **CLI62/17 Resolutions**

1. That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the *verbal* **Current Coastal Projects Update** report.
2. That the Committee delegates to the TAG and the Chair the task of responding to Sage Planning.

**Hopmans/Jeffery  
CARRIED**

# **12. Other Matters For Discussion**

There were no other matters for discussion.

The Chairman took the opportunity make a presentation to Mr Mike Adye who is to retire at the end of March, in thanks for his contribution to this Committee since 2014.

Mr Adye spoke of the tasks ahead in front of the Joint Committee, noted that the input and support from all Councils as led by the Joint Committee was incredibly valuable and important, and wished the members well for the future.

## **Closure:**

There being no further business the Chairman declared the meeting closed at 12.00noon on Tuesday 28 February 2017.

Signed as a true and correct record.

**DATE:** .....

**CHAIRMAN:** .....

# AGREED ACTION ITEMS

Task	Meeting / Agenda Item	Actions	Resp.	Status/Comment
1.	5 December 2016, item 5	Terms of Reference <ul style="list-style-type: none"> <li>– Refine the wording as directed by the Joint Committee.</li> <li>– Mana Ahuriri Inc. to approve the updated ToR.</li> <li>– HDC, NCC, HBRC take the ToR to their Councils to be adopted.</li> </ul>	TAG	<ul style="list-style-type: none"> <li>– Completed.</li> <li>– In Progress.</li> <li>– In Progress for March 2017.</li> </ul>
2.	5 December 2016, item 7	Stage 2: Decision Making Framework <ul style="list-style-type: none"> <li>– Bring to future Joint Committee to adopt.</li> </ul>	TAG	<ul style="list-style-type: none"> <li>– Completed</li> </ul>
3.	5 December 2016, item 8	Stage 2: Funding Model <ul style="list-style-type: none"> <li>– Wayne Mills to attend the next Joint Committee meeting to update/refresh Committee.</li> </ul>	TAG	<ul style="list-style-type: none"> <li>– Completed</li> </ul>
4.	5 December 2016, item 9	Stage 3 Briefing <ul style="list-style-type: none"> <li>– Councillors to determine who is representing their Council on the North and South panels and to advise TAG.</li> <li>– Committee nominated Peter Kay to be on a panel, TAG to follow up.</li> <li>– Clarify/define the roles and protocols of the full/observer/support roles on the panel.</li> <li>– Iwi reps to confirm attendance – Northern: Terry Wilson/Tania Hopmans and Southern: Terry Wilson/Peter Paku.</li> <li>– Tania Hopmans/Peter Paku/Terry Wilson to meet to discuss the cultural sites of significance and advise TAG.</li> </ul>	ALL	<ul style="list-style-type: none"> <li>– Completed.</li> <li>– Completed.</li> <li>– Completed.</li> <li>– Completed.</li> <li>– In Progress.</li> </ul>
5.	5 December 2016, item 11	Project Manager Update <ul style="list-style-type: none"> <li>– Present coastal inundation peer review findings to future Joint Committee meeting to finalise Stage 1.</li> </ul>	TAG	<ul style="list-style-type: none"> <li>– Completed</li> </ul>
6.	5 December 2016, item 12	Current Coastal Projects Update Whakaririe Ave: <ul style="list-style-type: none"> <li>– Circulate a copy of the regional consent to the Committee and upload onto website.</li> </ul> Clifton: <ul style="list-style-type: none"> <li>– Provide a photo of the revetment works.</li> </ul> Other: <ul style="list-style-type: none"> <li>– Add Haumoana Wall Update to be reported on at each meeting.</li> </ul>	TAG	<ul style="list-style-type: none"> <li>– Completed.</li> <li>– In Progress.</li> <li>– Completed.</li> </ul>
7.	28 February 2017, Item 5	Simon Bendall to circulate a copy Townsville Report to Committee		
8.	28 February 2017, Item 7	Funding Model to be a standing item on all agendas.		
9.	28 February 2017, Item 11	Respond to Sage Planning – TAG and Chair	TAG	Completed Monday 6 March 2017

## PUBLIC EXCLUDED ITEMS

That the public be excluded from the following parts of the proceedings of this meeting, namely:

### Reports from Regulatory Committee held 19 April 2017

1. Property Acquisition

### Reports from Finance Committee held 3 May 2017

1. Risk Update

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

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) TO THE PASSING OF THIS RESOLUTION
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:
<b>Reports from Regulatory Committee held 19 April 2017</b>		
1. Property Acquisition	7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
<b>Reports from Finance Committee held 3 May 2017</b>		
1. Risk Update	7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local

		Government Official Information and Meetings Act 1987.
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## Māori Consultative Committee

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# OPEN MINUTES

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Meeting Date: **Wednesday 29 March 2017**  
Time: **3pm-3.42pm**  
Venue: **Main Committee Room  
3rd floor Civic Building  
231 Hastings Street  
Napier**

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**Present:** Piri Prentice (Chair), Councillor Api Tapine, Tiwana Aranui

**In Attendance:** Mayor Bill Dalton, Chief Executive, Director Community Services, Manager Community Strategies, Team Leader Governance

### KARAKIA

The Chair invited Councillor Tapine to deliver a Karakia.

### APOLOGIES

Nil

### CONFLICTS OF INTEREST

Nil

### PUBLIC FORUM



Nil

## ANNOUNCEMENTS BY THE CHAIRPERSON

Nil

## ANNOUNCEMENTS BY THE MANAGEMENT

The Chief Executive raised the requirement of a more structured approach to registering interests for Committee members. The Chief Executive provided Conflicts of Interests forms to the Committee members to fill out and advised these will be stored in a confidential area. These forms are also filled out by Elected Members and senior staff.

## CONFIRMATION OF MINUTES

Nil

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## NEW ITEMS FOR MĀORI CONSULTATIVE COMMITTEE

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### 1. OPPORTUNITIES FOR THE ROLE OF THE MĀORI CONSULTATIVE COMMITTEE

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>338316</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Jane McLoughlin, Team Leader Governance</i>

#### 1.1 Purpose of Report

To outline that Napier City Council will review the Terms of Reference of the Māori Consultative Committee.

#### At the Meeting

In a discussion on the Terms of Reference, the following points were made:

- the representatives of the committee should represent Maori interests in general, not solely organisations they may be part of. Therefore, reference to organisations will be removed from the Terms of Reference.
- the Committee should provide a genuine avenue for the members to put forward issues that Maori consider important and to be able to seek resolution of these issues. An example was provided where an issue had been raised at the Maori Consultative Committee over two years ago regarding the timing of burials, but no satisfactory resolution had been forthcoming. This issue was raised again, namely, that due to Council's business hours for the cemetery, this sometimes resulted in a deceased person not being able to be buried for several days, and the body would be kept on a Marae until it could be buried. This presented an affordability issue for Maori.
- in response to the issue of burials, the Mayor advised that Council will look into this and report back at the next Maori Committee meeting.
- the review of the Terms of Reference provides an opportunity to reassess who the key stakeholders in the Maori community are and how to feed that back to Council, and to ensure there are robust measures so engagement is effective and genuine.
- there was agreement that the Maori Consultative Committee members should set aside some time outside of the meeting to discuss and share ideas for developing the Terms of Reference and to ensure it has solid principles for the future.

- The current Terms of Reference should be amended to reflect that the committee feeds into the decision-making process of council decisions, rather than a focus on stating that the committee does not have any decision-making powers.

ACTION: Officials to consider the burial issue raised and report back to the next Maori Consultative Committee meeting.

### **MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION**

#### **Councillor Tapine / Mayor**

That the report titled *Opportunities for the role of the Maori Consultative Committee* be received.

That the Maori Consultative Committee members review the Terms of Reference and bring suggested changes to the Terms of Reference back to Napier City Council officials.

That the suggested changes to the Terms of Reference today, namely, the removal of organisations represented by Committee members, and the change from no decision making powers to a focus that the committee feeds into the decision-making process of council decisions, be noted and incorporated into any further changes made by the Maori Consultative Committee members.

**CARRIED**

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## **REPORTS FROM STANDING COMMITTEES**

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### **MĀORI CONSULTATIVE COMMITTEE RECOMMENDATION**

#### **Chair / Councillor Tapine**

That the Māori Consultative Recommendations arising from the discussion of the Committee reports, be submitted to the Council meeting for consideration.

**CARRIED**

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## **REPORTS FROM STRATEGY AND INFRASTRUCTURE COMMITTEE HELD 8 MARCH 2017**

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### **1. ROAD STOPPING - PORTION OF ROGERS ROAD**

<i>Type of Report:</i>	<i>Legal</i>
<i>Legal Reference:</i>	<i>Public Works Act 1981</i>
<i>Document ID:</i>	<i>339644</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Bryan Faulknor, Manager Property</i>

#### **1.1 Purpose of Report**

To seek Council's approval to stop approximately 70 m<sup>2</sup> of legal road fronting 107 Rogers Road, Napier, and sell the stopped road to the adjoining landowners.

## MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

**Mayor / Councillor Tapine**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

## COMMITTEE'S RECOMMENDATION

**Councillors Brosnan / Jeffery**

That Council, in accordance with the provisions of Section 116 of the Public Works Act 1981, resolves to stop the road described in the Schedule hereto, and in accordance with the provisions of Section 117 of the Public Works Act 1981 to vest the stopped road to the owners of the adjoining land contained in CFR 95876.

### SCHEDULE

#### Hawke's Bay Land District – Napier City

Area	Road	Adjoining Land (CFR)
0.0070ha	Section 1 SO Plan 478237	95876

**CARRIED**

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## REPORTS FROM REGULATORY COMMITTEE HELD 8 MARCH 2017

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### 1. GAMBLING VENUES POLICY REVIEW

<b>Type of Report:</b>	<i>Legal</i>
<b>Legal Reference:</b>	<i>Gambling Act 2003</i>
<b>Document ID:</b>	<i>338322</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Kim Anstey, Planner Policy/Analyst</i>

#### 1.1 Purpose of Report

For Council to adopt the Statement of Proposal for the draft Gambling Venues Policy to enable public consultation to commence.

#### At the Māori Consultative Committee meeting

The Mayor advised that the review of the policy was a requirement and the Regulatory Committee had ensured there were no increases to gambling venues and in particular, a restriction on gambling places in particular areas in which people are living in hardship.

## MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

**Councillor Tapine / Mayor**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

## **COMMITTEE'S RECOMMENDATION**

### **Councillors White / Wright**

That Council approve the draft Gambling Venues Policy and Statement of Proposal and authorise officers to proceed with public notification through the special consultative procedure as prescribed in section 83 of the Local Government Act 2002.

**CARRIED**

## **2. ESTABLISHMENT OF A FREEDOM CAMPING WORKING GROUP AND DRAFT TERMS OF REFERENCE**

<b>Type of Report:</b>	Operational
<b>Legal Reference:</b>	N/A
<b>Document ID:</b>	339045
<b>Reporting Officer/s &amp; Unit:</b>	Paulina Wilhelm, Manager City Development Kim Anstey, Planner Policy/Analyst

### **2.1 Purpose of Report**

To provide Council with a draft Project Plan and Terms of Reference for a Freedom Camping Working Group, in order that Council may agree on the composition of the Working Group, including the appointment of a Chair, Council and community representatives.

### **At the Māori Consultative Committee meeting**

The Mayor advised that regulating freedom camping is an issue that every council in New Zealand is facing and expressed how difficult it can be to enforce rules in this area.

## **MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION**

### **T Aranui /Mayor**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

*Councillor Tapine abstained from the vote as he is a member of the working group.*

## **COMMITTEE'S RECOMMENDATION**

### **Councillors Dallimore / Taylor**

- a. That the Council resolve that the Officer's Recommendation be adopted: *"That Council establish a Freedom Camping Working Group composed of key stakeholders, Councillors and Council officers to consider freedom camping issues and to report back to Council with recommendations on potential solutions";* and
- b. That Council invites and appoints the following community representatives to the Working Group:
  - ☐ President of the Taradale Development Association to represent general residents; and
  - ☐ Secretary of the Westshore Resident and Development Association to

represent coastal residents; and

- c. That Council appoint Councillor Hague (as Chair) and Councillor Tapine to the Working Group.
- d. That the third guiding principle outlined in the draft Terms of Reference be expanded to read *develop guiding principles on how freedom camping should be managed whilst minimising impact on the residents of Napier*.

**CARRIED**

### 3. ANNUAL DOG CONTROL REPORT 2015/16

<b>Type of Report:</b>	<i>Legal</i>
<b>Legal Reference:</b>	<i>Dog Control Act 1996</i>
<b>Document ID:</b>	<i>334560</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Hayleigh Brereton, Manager Regulatory Solutions</i>

#### 3.1 Purpose of Report

To present the territorial authority report on dog control policies and practices for the dog control registration year 1 July 2015 – 30 June 2016, for adoption by Council as required under Section 10A of the Dog Control Act 1996, prior to being submitted to the Secretary for Local Government and being made publically available.

#### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

**Councillor Tapine / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

Action: Director City Strategy to provide information to Councillors on how Napier City Council's statistics in the report compare with that of other councils.

#### COMMITTEE'S RECOMMENDATION

**Councillors Wright / Taylor**

That the Napier City Council *Annual Dog Control report 2015/16* be adopted by Council, submitted to the Secretary for Local Government, and published in accordance with the Dog Control Act 1996.

**CARRIED**

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## REPORTS FROM FINANCE COMMITTEE HELD 22 MARCH 2017

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### 1. HAWKE'S BAY AIRPORT LIMITED - STATEMENT OF INTENT

<b>Type of Report:</b>	<i>Procedural</i>
<b>Legal Reference:</b>	<i>N/A</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Adele Henderson, Director Corporate Services</i>

### 1.1 Purpose of Report

To identify any changes or any comment Council wishes to make to Hawke's Bay Airport Limited in regard to the Draft Statement of Intent.

#### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / T Aranui

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

Councillors Taylor / McGrath

That the draft Statement of Intent of the Hawke's Bay Airport Limited be received.

**CARRIED**

## 2. HAWKE'S BAY AIRPORT LIMITED HALF YEARLY REPORT

<i>Type of Report:</i>	<i>Legal and Operational</i>
<i>Legal Reference:</i>	<i>Local Government Act 2002</i>
<i>Document ID:</i>	<i>340167</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>

### 2.1 Purpose of Report

To receive the half-yearly report to shareholders from Hawke's Bay Airport Limited to 31 December 2016.

#### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / T Aranui

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

Councillors Jeffery / Brosnan

That the Hawke's Bay Airport Limited half-yearly report to shareholders, to December 2016 be received.

**CARRIED**

## 3. BUSINESS HAWKE'S BAY REPORT

<i>Type of Report:</i>	<i>Procedural</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>344753</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>

### 3.1 Purpose of Report

To provide Council with an update report from Business Hawke's Bay (BHB).

#### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / T Aranui

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

Councillors Wright / Boag

That the Council resolve that the report from Business Hawke's Bay be received.

**CARRIED**

## 4. HAWKE'S BAY MUSEUMS TRUST - HALF YEARLY REPORT TO 31 DECEMBER 2016

<i>Type of Report:</i>	<i>Legal</i>
<i>Legal Reference:</i>	<i>Local Government Official Information and Meetings Act 1987</i>
<i>Document ID:</i>	<i>345481</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>

### 4.1 Purpose of Report

To provide the half-yearly report for 2016/17 for the Hawke's Bay Museum's Trust for adoption.

#### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / T Aranui

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

Councillors White / Wright

That Council adopt the Hawke's Bay Museums Trust half-yearly report to 31 December 2016.

**CARRIED**

## 5. HB MUSEUMS TRUST STATEMENT OF INTENT 2017 - 19

<i>Type of Report:</i>	<i>Legal</i>
<i>Legal Reference:</i>	<i>Local Government Act 2002</i>
<i>Document ID:</i>	<i>345482</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>

### 5.1 Purpose of Report

To provide the draft Statement of Intent 2017 – 19 for the Hawke's Bay Museums Trust to Council for its consideration as part of the reporting requirements for council-controlled organisations.

#### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

**Councillor Tapine / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

**Councillors Price / Taylor**

That the HB Museums Trust Statement of Intent 2017 - 19 be received and any feedback is provided to the Trust for their consideration.

**CARRIED**

## 6. HB LASS LIMITED - HALF YEARLY REPORT

<i>Type of Report:</i>	<i>Legal and Operational</i>
<i>Legal Reference:</i>	<i>Local Government Act 2002</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>

### 6.1 Purpose of Report

To consider the Hawke's Bay Local Authority Shared Services Limited (HB LASS Ltd) half yearly report to 31 December 2016.

#### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

**Councillor Tapine / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

**Councillor Dallimore / Hague**

That the Council resolve that the HB LASS half yearly report to 31 December 2016 be received.

**CARRIED**

## 7. SEISMIC ASSESSMENTS OF COUNCIL BUILDINGS

<i>Type of Report:</i>	<i>Operational</i>
<i>Legal Reference:</i>	<i>N/A</i>



**Document ID:** 344798  
**Reporting Officer/s & Unit:** Bryan Faulknor, Manager Property

### 7.1 Purpose of Report

To update Council on the progress regarding Seismic Assessments of Council owned buildings.

### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

**Councillor Tapine / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

### COMMITTEE'S RECOMMENDATION

**Councillor Brosnan / Mayor Dalton**

That the update report on progress regarding Seismic Assessment of Council owned buildings be received.

**CARRIED**

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## REPORTS FROM COMMUNITY SERVICES COMMITTEE HELD 22 MARCH 2017

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### 1. JOINT ALCOHOL STRATEGY REVIEW - PUBLIC FEEDBACK

**Type of Report:** Operational  
**Legal Reference:** N/A  
**Document ID:** 340799  
**Reporting Officer/s & Unit:** Michele Grigg, Senior Advisor Policy

#### 1.1 Purpose of Report

To advise Council on the process undertaken in reviewing the Joint Alcohol Strategy with Hastings District Council, and to request approval to release the draft Strategy for stakeholder and public feedback prior to finalisation of the document, and adoption by each Council.

#### At the Māori Consultative Committee meeting

A discussion on the review of the Strategy occurred. In response to a question about what Council proposes to focus on in supporting Maori as an identified target group in the Strategy, officials advised the following:

- Maori have been identified as being affected by alcohol-related harm,
- Council will work with target groups, such as Maori to develop approaches to addressing the target group. A number of Maori stakeholders are listed in the strategy and they will all have input to shape how Council delivers services to the target group.
- the public consultation for the strategy will be open for 3 weeks and that provides an opportunity to comment on the strategy.

**MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION**

**Councilor Tapine / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

**COMMITTEE'S RECOMMENDATION**

**Councillors Wright / Wise**

- a. That Council approve the release of the draft Joint Alcohol Strategy for stakeholder and public feedback; and
- b. That Council nominate the Community Services Committee Chair and Councillor Keith Price to consider any feedback jointly with the nominated Hastings District Councillors prior to the finalisation of the draft Strategy.

**CARRIED**

*The meeting concluded at 3.42pm*

**APPROVED AND ADOPTED AS A TRUE AND ACCURATE RECORD OF THE MEETING**

**CHAIRPERSON:** \_\_\_\_\_  
**DATE OF APPROVAL:** \_\_\_\_\_