

Maori Consultative Committee

OPEN AGENDA

Meeting Date: **Wednesday 21 June 2017**
Time: **3pm**
Venue: **Main Committee Room
3rd floor Civic Building
231 Hastings Street
Napier**

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

Next Maori Consultative Committee Meeting
Wednesday 9 August 2017

ORDER OF BUSINESS

KARAKIA

APOLOGIES

Nil

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, 10 May 2017 are attached on page 242

NEW ITEMS FOR MAORI CONSULTATIVE COMMITTEE

- 1 Verbal update on review of Terms of Reference of Committee (Councillor Tapine)

REPORTS FROM STANDING COMMITTEES

Reports from Strategy and Infrastructure Committee held 31 May 2017

1	Retail Strategy	3
2	Heritage Improvement Grant Administration Changes	44
3	Clifton to Tangoio Coastal Hazards Strategy 2120 - Progress Update	52
4	Land legalisation - 2 Hastings Street & 12 Browning Street, Napier	68

Reports from Finance Committee held 14 June 2017

1	Funding Applications	72
2	Fees & Charges 2017/18.....	75
3	Section 17A Review Work Programme Plan	139
4	HB LASS Limited - Statement of Intent	147
5	HB Museums Trust Statement of Intent 2017 - 19	158
6	Hawke's Bay Airport Limited - Statement of Intent	165

Reports from Community Services Committee held 14 June 2017

1	Taradale Community Rooms Refurbishment Proposal	172
---	---	-----

PUBLIC EXCLUDED	240
------------------------------	------------

REPORTS FROM STANDING COMMITTEES

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.

REPORTS FROM STRATEGY AND INFRASTRUCTURE COMMITTEE HELD 31 MAY 2017

1. RETAIL STRATEGY

Type of Report:	<i>Enter Significance of Report</i>
Legal Reference:	<i>Enter Legal Reference</i>
Document ID:	354524
Reporting Officer/s & Unit:	Dean Moriarity, Team Leader Policy Planning

1.1 Purpose of Report

The purpose of this report is for Council to acknowledge its existing Retail Strategy, confirm its philosophical approach as still sound, and to authorise officers to review the strategy to ensure it remains fit for purpose for the next several years.

COMMITTEE'S RECOMMENDATION

Councillor Jeffery / Councillor White

That Council

- a. Acknowledge that the basic philosophical approach and strategic direction of the existing Retail Strategy (2003) remains fundamentally sound and
- b. Authorise a review of the existing Retail Strategy, including a seminar for elected members, to ensure it remains 'fit for purpose' whilst noting the intention to retain the current overall strategic direction.

CARRIED

1.2 Background Summary

The rapidly changing dynamics of retailing in the early 2000's, in particular the rapid growth and expansion of large format retailing ('LFR'), resulted in the Napier City Council taking a proactive approach towards providing for the long term retail needs of the City.

A retail strategy working group was established made up of Councillors, stakeholders, interest groups and staff and a series of workshops held with several rounds of

consultation undertaken, before Council adopted its Retail Strategy in October 2003. A copy of the Strategy is shown at Attachment A.

The Retail Strategy sets the direction of consolidating the strong links between the inner city commercial centre, (incorporating the iconic art deco building resource, accommodating mainly specialty retailing), and the fringe commercial area supporting a range of commercial uses including retailers needing larger footprints. However, the Strategy also recognises that the current commercial zoning has limitations in providing for the scale of development demanded by some large format retailers, and to this end separate provision was made for them in an area of the City where the appropriately sized land holdings were available.

The Strategy ultimately involved a plan change to the District Plan, to introduce a new (LFR) zone that specifically caters for large format retail development along Prebensen Drive that aimed to limit adverse effects on the cultural heart of the City, as well as industry which were at the time competing for sites with LFR.

The three key aspects associated with large format retailing that were identified as affecting the sustainability of the natural and physical resources of the City, were:

- ☐ The Effects on the Historic and Cultural Art Deco Building Resource; and
- ☐ Sustainable Growth of Industry; and
- ☐ Accessibility of Large Format Retailing

Art Deco Building Resource

Large format retailing demands larger buildings and larger land holdings and as such poses a threat to the existing art deco building resource. LFR is attractive to shoppers and in order for the existing art deco commercial centre to maintain its share of the retail dollar the two retail sectors need to complement one another. Ideally this would be achieved by locating individual LFR developments around the edge of the art deco quarter of the city. In this regard there has been some success to date in Napier although the ability to achieve the required land holdings to accommodate the larger areas of land required is difficult.

Sustainable Growth of Industry

In order to obtain sufficient land for large format retailing, developers have previously made resource consent application to use industrially zoned land at Pandora on the main arterial route north from the City. This area of the City has traditionally been the preserve of large industries, but the ability to obtain large sites for a relatively low cost proved highly attractive to developers trying to put a package together for multiple large format retailers to operate in a single destination.

The Large Format Zone in the District Plan was designed to cater specifically for the larger retail developments so that they did not need to compete with industrial activities on land designed and serviced for industrial needs.

Accessibility

One of the major issues for consideration in large format retailing is the accessibility of the site. It is important for the development to be located at a prominent location to ensure that it is highly visible and also to assist in mitigating the effects of the traffic attracted to the development, on the road network.

One of the issues that is recognised in the Retail Strategy as being critical to reducing the impacts of LFR on the existing inner city commercial environment is the linkages between the two areas. As previously discussed the ideal would be to locate LFR development on the fringe of the commercial centre. However, this cannot be comprehensively achieved in all cases and therefore the Large Format Retail zone does need to be as accessible to the inner city area as possible.

Prebensen Drive is one of the main arterials into the city with a relatively unencumbered route to the city centre. It also has the advantage of having direct links to the Hawke's Bay Expressway. The Retail Strategy identified that the travel times between the LFR Zone and the inner city facilitated opportunities for cross shopping between the two separate locations.

Key Principles and Recommendations of the Strategy

Ultimately the Retail Strategy proposed a large number of recommendations for how to take a strategic approach to accommodate all forms of retailing within the city so as to derive the maximum benefit for the city and its people by sustainably managing all of its natural and physical resources. The key principles and recommendations involve a wide ranging combination of methods (many of which are non-regulatory) including (but not limited to):

- Enabling an efficient, competitive and innovative retail sector through effective planning and governance
- Ensuring that the location of retail activities leads to efficient use and development of the City's resources
- Maintaining and enhancing the high levels of amenity enjoyed by the residents and visitors to Napier
- Recognising and protecting the Art Deco heritage values of the City by ensuring that future retail activities complement and maintain these values
- Enabling large format retail to locate as close as possible to the Central City
- Ensuring maximum connectivity and possible integration between new retail development and the Central City
- Enhancement of the Central City shopping and retail experience
- Encouraging more people to live in the Central City
- Minimising the potential adverse traffic and parking effects associated with future development in the Central City

To give effect to these key principles the primary regulatory response recommended in the Strategy (and which was adopted as part of the LFR Zone Plan Change) was for LFR developments outside of the central city:

- Individual tenancies have a minimum floor area of 500m² and
- At least 75% of tenancies have a floor area of equal to or greater than 1,000m².
- Café and /or lunch bar ancillary to, on the basis of a maximum of one such facility per 10,000m² of floor area.
- Encourage LFR to locate on arterial roads with appropriate access arrangements.
- Provide for appropriate parking.

1.3 Issues

Two types of LFR have been identified, the “fast and high” turnout LFR represented by supermarkets, or other chains such as Kmart and the “slow or low” turnout of goods such as furniture suppliers or boat retailers. Despite both types being recognised as destination retail and being a significant draw to the retailing public, it is the fast turnout LFR that could potentially adversely affect the vitality and viability of Napier CBD if not carefully

located. In addition, if the LFR manages to also attract a cluster of specialty shops as seen in Hamilton then the negative impact on the main retail centre is worsened.

The negative effects for Napier arises from the potential withdrawal of businesses from the inner city. The inner city has art deco buildings purposely built for smaller specialty shops who could be attracted to collocate around the fast LFR outside the CBD if allowed. This would also disperse new investment and employment away from the city centre.

Maintaining some level of control over the type of development within the Large Format Retail Zone is one of the most important means of maintaining the viability of the inner city commercial area. The Resource Management Act clearly states that market competition is not an issue that may be considered. However, it is recognised that small specialty shops seek to cluster around large format development and that traditional commercial areas suffer as shop owners relocate to the new development. The Hastings LFR Precinct is provided as an example of the potential to consider a regional approach to some large format retail offerings (see Attachment B) in order to avoid negative impacts on the Napier CBD.

The other issue with LFR locating outside of the centre of town is allowing major traffic generators (e.g. a supermarket) to establish as a permitted activity in any locality as the effects associated with such activities (primarily traffic generation) can be significant unless those effects can be mitigated. It is for this reason that the LFR Zone includes a cap on the number of carparks (as a proportion of floorspace) that can be provided as part of an LFR offering to qualify as a permitted activity, as does any new access onto an arterial road. LFR operations wanting to provide new access arrangements directly off an arterial road or those wishing to provide more parking spaces than the maximum require resource consent. This allows Council to retain discretion to consider the appropriateness of the activity establishing in such a location.

Review of the Retail Strategy

The purpose of the Retail Strategy is to provide the Napier City Council, local retail sector, potential retail investors and other retail interests with a suitable City-wide resource management and planning guide for their respective roles in relation to considering new retail development proposals for the City. In particular the strategy is intended to provide the Napier City Council with a structured framework for assessing future resource consent applications in respect of retail developments.

As the existing strategy has played a valuable role in the growth and development of Napier's retail sector over the past decade, it is considered that an updated version should continue to provide a broad policy reference point that remains fit for purpose for the next several years. As alluded to above a number of the retail issues, policies and actions advocated in the existing strategy remain very relevant today.

Work has already begun on reviewing the existing retail strategy with the intention to include: the wider city strategic development context, city and retail sector economic trends, Napier District Plan retail sector requirements, the current profile of retailing in Napier, retail sector growth challenges for the future, the long-term economic growth outlook and future growth and development considerations for the sector. It is also proposed to assess the retail offerings at a regional level and explore whether there is an opportunity for Hastings and Napier to provide for specific niches which could be complementary.

Once the review of the existing Retail Strategy has been completed and a new Draft Retail Strategy developed we suggest presenting this to Councillors at a seminar and thereafter circulate to all relevant stakeholders and interested people for comment and feedback before the final Retail Strategy is reported back to Council for adoption.

1.4 Significance and Consultation

As identified above it is intended to undertake a consultation process with key stakeholders and other interested parties before finalising the Strategy. Given that it is a review of an existing strategy rather than the development of a new one (and assuming there are no radical regulatory changes proposed) the scope of engagement will be relatively narrow in focus but opportunity will be provided for interested parties to comment in order to obtain feedback on the content.

1.5 Implications

Financial

The review of the Retail Strategy can be accommodated within operational budgets.

Social & Policy

No substantial social or policy implications have been identified as a result of the review of the existing Retail Strategy, but if any emerge they can be reported back to Council prior to adoption of the final Strategy.

Risk

The risk to Council centres primarily around not reviewing the Retail Strategy.

The Retail Strategy is an important policy document that has helped shaped the retailing landscape in Napier since the early 2000's and assisted in Napier retaining a vibrant compact retail heart within its existing CBD. A strategy that promotes and supports specialty retailing in the centre of town supported by larger retailing offerings in close proximity is essential for maintaining the Napier CBD as the premier specialty retailing destination for the whole of the East Coast of the North Island. This status in turn helps support Napier's role and reputation as an important tourist destination.

In order to remain fit for purpose the Retail Strategy needs to be reviewed and updated to ensure it remains fit for purpose in the ever changing retail landscape.

1.6 Options

The options available to Council are as follows:

1. Review the Retail Strategy
2. Not to review the Retail Strategy

1.7 Development of Preferred Option

The preferred option is to review the Retail Strategy for the reasons outlined above.

At the Meeting

It was noted that the existing strategy is some years old now and there has been many changes in the retail sector in that time. A number of factors would need to be considered in any review - the original strategy maintained the integrity of the CBD through careful management of the placement of larger format retail and chains and it would need to be

tested as to whether there was appetite for any shift away from this approach.

In response to a question from Councillors it was noted that strong synergies are seen between the Retail Strategy and the City Vision. They are believed to be complementary in building vibrancy across Napier.

1.8 Attachments

- A Appendix 1 Retail Strategy
- B Appendix 2 LFR Case Study



RETAIL STRATEGY FOR NAPIER

Adopted by Council 29 October 2003

RETAIL STRATEGY FOR NAPIER

29 October 2003



- 1. Purpose of the Study**
- 2. Evolving Retail Patterns: The Place of BBR**
- 3. City and Regional Patterns**
- 4. Issues for Napier City**
- 5. Trends & Scenarios**
- 6. Options**
- 7. Strategic Directions**
- 8. Methods**
- 9. Anticipated Outcomes**

Glossary





To develop a strategy for managing the future development of retailing in Napier to enable the people and the community of Napier to provide for their social, economic and cultural well-being by:

- ☐ Sustaining the potential of the existing physical resources of the City to meet the needs of future generations.
- ☐ Enabling an efficient, competitive and innovative retail sector through effective land use planning and local governance.
- ☐ Ensuring that the location of retail activities leads to efficient use and development of the infrastructure resources of the City.
- ☐ Maintaining and enhancing the high levels of amenity enjoyed by the residents and visitors to Napier.
- ☐ Recognising and protecting the Art Deco heritage values of the City by ensuring that future retail activities complement and maintain these values.



2 Evolving Retail Patterns: The Place of BBR

- ☐ The question has been asked as to whether the debate should be about “why or why not” more Big Box Retail (BBR) should be allowed into Napier, as opposed to the debate about “where and how much” BBR to allow.
- ☐ This statement implies that BBR is a new phenomenon for Napier. This is factually incorrect as there are already major BBR players in the Central City and elsewhere in urban Napier: Farmers, The Warehouse, Briscoes, Lighting Direct, Retravision, The Warehouse Stationery, Noel Leeming, Bond and Bond, Mitre 10, to name a few. There are also some BBR players in the Taradale Rd retail precinct, eg. Placemakers.
- ☐ These retailers have been present for some time, without any obviously negative effects for the Napier community. The evidence is that customers have supported these facilities, and many of these retailers are now looking for larger premises.
- ☐ By and large the specialty retailers, especially in the Central City have already adapted to their bigger neighbours, and are still in business. Customers have voted with their wallets and their feet.
- ☐ Much has been said about the supposed international experience of BBR which has largely been reported as negative. This has created an incorrect impression, as a review of the evidence shows the impacts are mixed, and there is no real clear pattern. There are also examples of where BBR has worked well for a community as well as examples of where it has apparently not. In the latter context, many examples refer to the USA retailer Wal-Mart.
- ☐ While Wal-Mart is undoubtedly a powerful retailing force, and the world’s largest retailer, and has had an arguably negative impact on some very small towns, this does not mean the situation is directly comparable to the NZ situation, and will inevitably happen here.
- ☐ No local retailer has the same degree of competitive dominance that Wal-Mart has in many small towns – The Warehouse is a strong player to be sure, but in many categories it has very tough competition from players like Briscoes, Farmers and Noel Leeming.

- ☐ The demise of Deka is an example of what happens to retail “icons” when they no longer meet consumer needs.
- ☐ Many of the so-called objections to BBR appear to emanate from those implicitly seeking some form of protection from trade competition. This is especially true of some smaller retailers.
- ☐ It is necessary to ask ourselves whether we can realistically expect to exist in a time capsule. Who would do without the convenience of the supermarket format today ? Who would be prepared to put up with the high prices, shoddy service and poor surroundings of shopping for food and groceries at the local dairy/corner superette - as happened in the past prior to the advent of supermarkets, and is often still true today ? (this is admittedly a generalisation).
- ☐ The key point is that the development of retail formats move in cycles, and the BBR format is no different. The ultimate sustainability of BBR will be determined by whether customers vote for them with their feet and wallets.
- ☐ Of course, smaller retailers do not need to sit idly by, like “possums in the headlights”. They have the advantage of being nimbler, and being able, if well organised, to offer their customers a superior level of service, often difficult to get in BBR. This often requires investment in key areas of the business: IT systems, marketing, staff training and so on. The choice is theirs as to whether they choose to respond.
- ☐ Consumers benefit from competition, provided it is neither dysfunctional nor destructive. The evidence from elsewhere in NZ is that consumers want BBR as part of their choice. Retail sales in BBR formats now account for almost 20% of retail sales, up significantly over the last 5 years.
- ☐ BBR can contribute positively to communities. BBR-related development activities are likely to affect land prices positively, freeing up money for the local economy, and promoting the more efficient use of infrastructure and resources.
- ☐ They can stimulate net job creation in the retail and service sector, and from those firms supplying the BBR: transport operators, couriers, security services, communications, cleaning, catering services, accountancy, personnel services and so on.
- ☐ It is also significant that retail is often an industry which attracts young people – the further development of the retail industry in Napier can play a role in helping to retain younger people in Napier.

- ❑ This is not to suggest that BBR will only have positive effects, rather to make the point that there are potential positive effects to be considered along with the potential negative effects which are often claimed.
- ❑ Finally, it is unlikely a local authority can prevent BBR development under district plan provisions. In addition, any amendments to the district plan which are perceived to be draconian, and hence challenged by developers or BBRs, are likely to prove to be very difficult to defend, without a robust policy framework based on sound logic.
- ❑ The purpose here is to construct that policy framework (not necessarily “draconian”) as part of the retail strategy (which includes both management and incentive elements), so as to shape the way in which BBRs can establish in Napier, to maximise the positive opportunities, minimize the potential negative effects, and to ensure that the community benefits in a balanced way.
- ❑ A policy framework based on the District Plan forms only one, but vital component of the retail strategy we have been asked to develop for Napier. There are other methods available as well.
- ❑ It is also important to consider the strategy should address the issue of specialty retailing as well. It would be a significant, mostly adverse, event, if a regional (specialty) shopping mall was established in Napier, or between Hastings and Napier, as this would undoubtedly impact negatively on the Central City. Our approach should be holistic, in trying to encourage both BBR and specialty retailers to locate as close as possible to the Inner City.
- ❑ The strategy should be managing and enabling, rather than controlling in its approach.

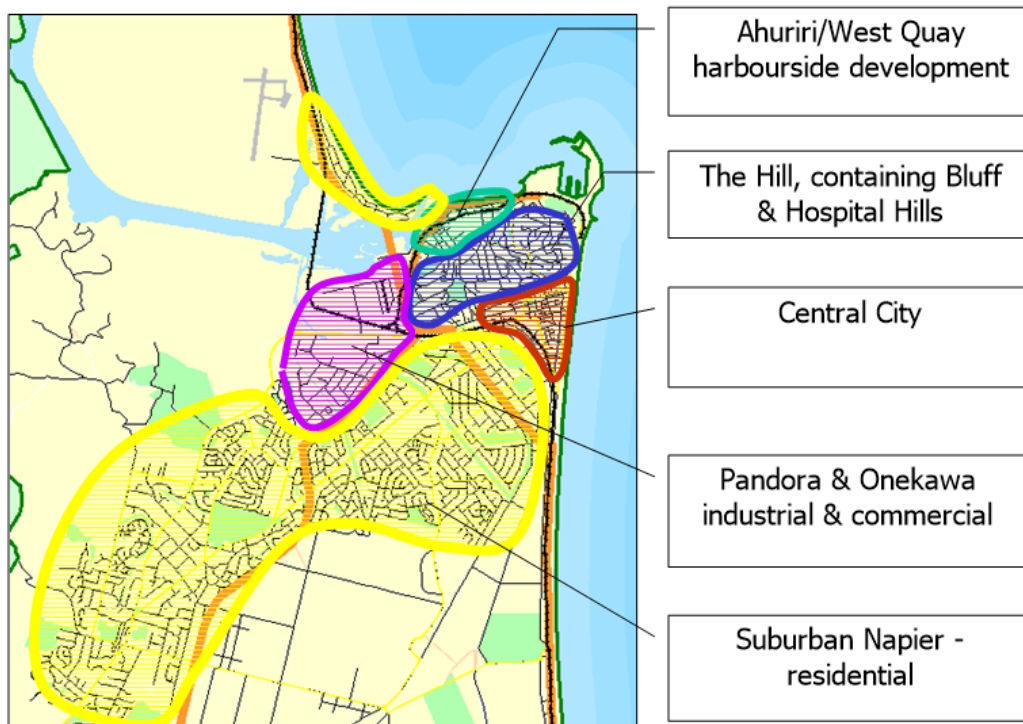


3 City and Regional Patterns

Napier is one of the two key cities of the Hawkes Bay and has a prominent role in the economy of the region. Some key features are:

- ☐ Napier now has 37% of Hawkes Bay's population and 45% of its retail spend
- ☐ The Inner City has developed into a robust centre of specialist retailing and leisure activity
- ☐ The growth of tourism has and will continue to contribute to the City's economy
- ☐ BBR outlets are an existing feature of retailing in Napier and there are a number currently scattered throughout the urban area of Napier
- ☐ Inner City retailing has survived and grown with the advent of BBR in Napier
- ☐ BBR retailing located on the fringe of the Inner City is contributing to its attraction for shopping and recreation

Defining Precincts



Retail Strategy for Napier – 29 October 2003

The City's precincts also play a vital role in support of business and as such are key elements of future retail in the City.

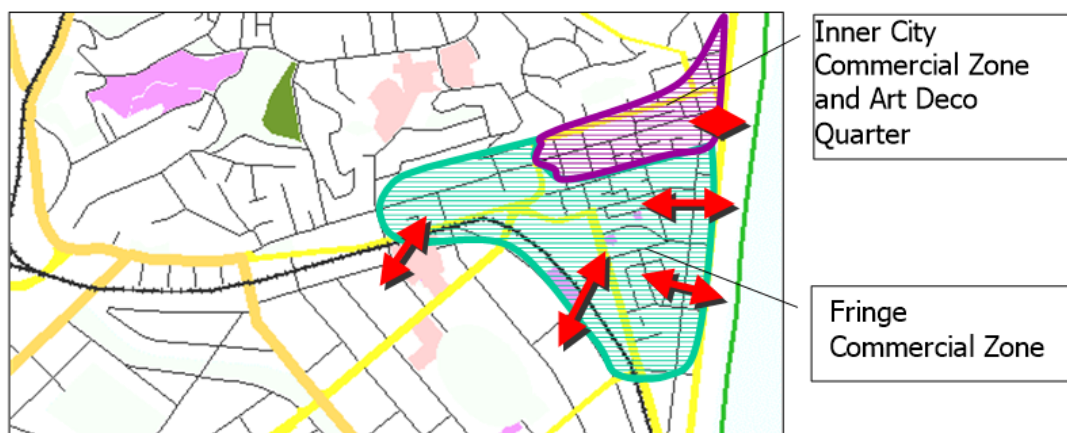
The characteristics of these areas are therefore also important in the analysis of the urban area. To get a perspective of their role their 'sense of place' is provided below.

Analysing layers of characteristics

Outlining the sense of place of the precincts and highlighting key elements, including:

- Living
- Leisure
- Tourism
- Access and circulation

Central City



- ❑ **Living:** only of subordinate nature, area dominated by retail and offices. Declining residential component.
- ❑ **Leisure:** Beach front activities, restaurants and pubs contribute to a lively environment, but dispersed offering (eg. Cinemas) diluting the potential.
- ❑ **Tourism:** Strong generator in the area: Art Deco of national importance. Not supported by other potential elements essential to create balanced urban environment
- ❑ **Access and circulation:** Access across railway physically limited and hill which limits interconnection with the surrounding residential area. Current Activities in the Fringe Commercial Zone are not conducive to easy flow from residential to Inner City area. There is also a lack of connection between Central City and beach front.

The Hill

The Hill containing Bluff & Hospital Hills forms a distinct precinct

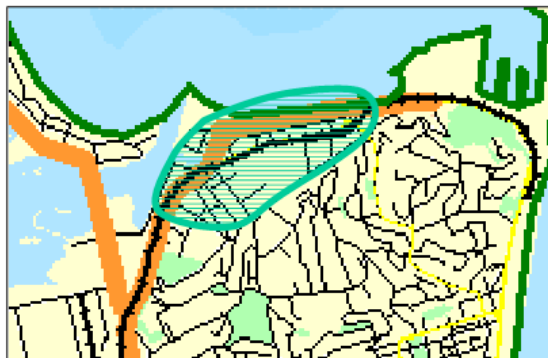
- ❑ **Living:** A select and evolving location for living, good infrastructure, schools
- ❑ **Leisure:** Parks and Botanical Gardens, stunning views
- ❑ **Tourism:** only has subordinate relevance (eg. Botanic Gardens)
- ❑ **Access and circulation:** limited but good access and interconnection with the Central City. Visually isolated position in the hills but within walking distance of the action.



Ahuriri

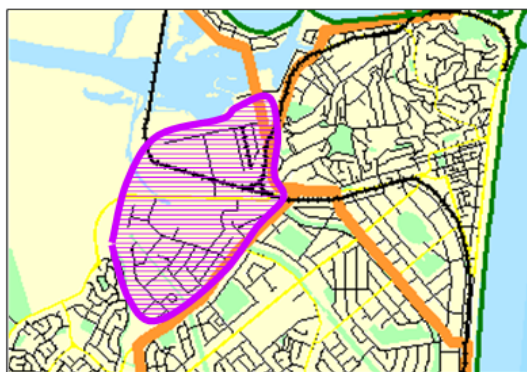
The distinctive harbourside development which was a historic Maori site and later became an industrial site close to the port

- ❑ **Living:** Fast developing but still limited residential, with mixed use activities
- ❑ **Leisure:** Popular boating, cafes, bars and recreational activities in what was once an industrial area
- ❑ **Tourism:** Popular destination for boating, fishing, dining and partying
- ❑ **Access and circulation:** De-facto highway running through the area, heavy vehicle circulation. Limited connections to Central City.



Pandora and Onekawa Industrial

- ☐ **Living:** No residential activity
- ☐ **Leisure:** Not a current destination, undervalued Inner Harbour
- ☐ **Tourism:** No activities
- ☐ **Access and circulation:** Good access to arterial roads, no direct connections to waterfront and Inner Harbour
- ☐ **Employment:** Highly diverse and valuable employment areas serving a regional catchment



Suburban Napier

- ☐ **Living:** Residential areas of Napier, low density, sprawl with considerable revitalisation taking place. Characterised by magnificent tree-lined boulevards
- ☐ **Leisure:** Numerous facilities (pool, reserves, parks) but no identifiable comprehensive design concept
- ☐ **Tourism:** Not significant relevance apart from scattered accommodation and key leisure and accommodation focus at Kennedy Park and pool activities
- ☐ **Access and circulation:** Well served with arterial roads. Many cul-de-sacs limit circulation within residential areas. New expressway opens up wider regional connections. Central City access essentially limited to east and west ends
- ☐ **Retail:** Focused on suburban requirements with new developments keeping it relevant



Recommendations

Apart from pure retail outcomes there are numerous aspects of the living environment which can assist to achieve positive outcomes for the Central City and suburban centres. These include:

- Promote clustering of activities (leisure, etc) in key locations as opposed to dispersal

- Improve the streetscape of the Fringe Commercial Zone to make it attractive to higher density residential and hotels/motels
- Promote a strong office core in the Central City
- Improve connections between the Fringe Commercial Zone and the surrounding residential areas
- Improve the access routes to the Central Area (quality and legibility, signage and identity)
- Create a stronger connection between the Central City and the Bay and clustering activities to proximity of those access points
- Promote other attributes of Napier City as well as Art Deco





The study addressed the following key issues with regard to future location and development of retail facilities:

- ☐ Potential for deterioration of the Art Deco heritage of the City.
- ☐ Adverse effects on local amenity created by large-scale retail activities.
- ☐ Adverse effects on the sustainability of the existing physical resource of the City resulting from major “greenfield” retailing development.
- ☐ Heavy demands on the roading network of the City caused by inappropriate location of large scale retail activities.
- ☐ How to accommodate growth in demand for retail space.
- ☐ How to sustain the vibrancy of the Inner City and extend it to the whole of the Central City.
- ☐ Reverse sensitivity effects of retail activity in inappropriate locations.



The Scenario Planning technique has been used to assess the possible futures for Napier Retail. These scenarios assume that no changes are made to current policies.

Scenario Analysis

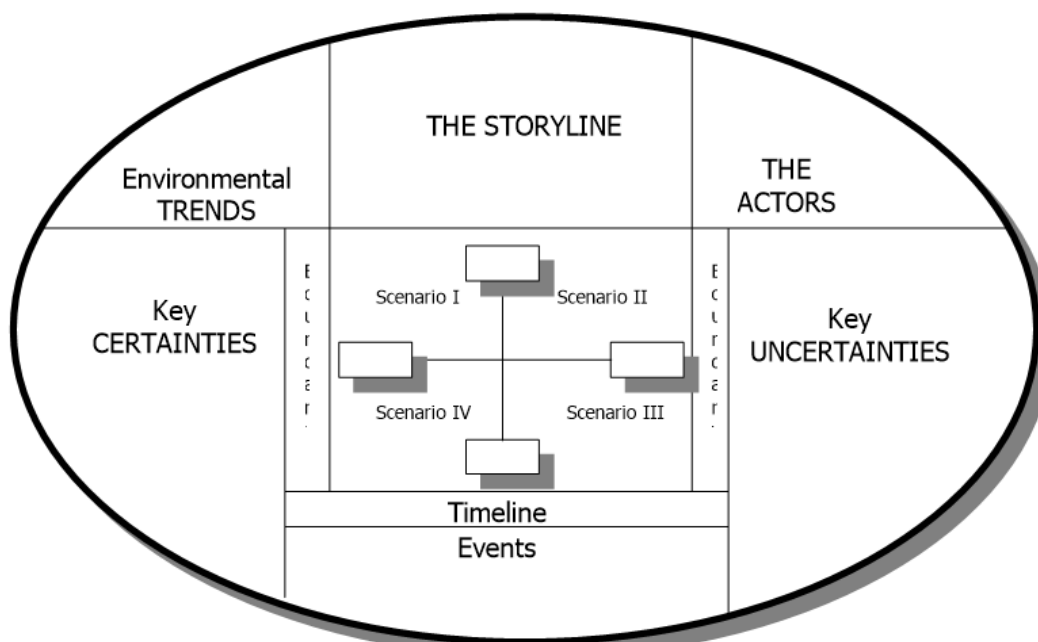
The analysis addresses the key questions which keep decision makers awake at night:

- ☐ What will be the economic and social impact of more BBR on the existing retail scene?
- ☐ What other tourist attractions can be created to support growth in tourism?
- ☐ Should Napier be competing or co-operating with Hastings? Other regional players?
- ☐ How do we balance economic growth while maintaining and enhancing Napier's quality of life?
- ☐ What strategy should be created in response to BBR that is both viable and defensible?
- ☐ Our focus is the medium to long-term, at least the next 5-10 years.

This is the storyline which the scenarios set out to answer.

Framework

The scenario framework is shown below:



Key Certainties

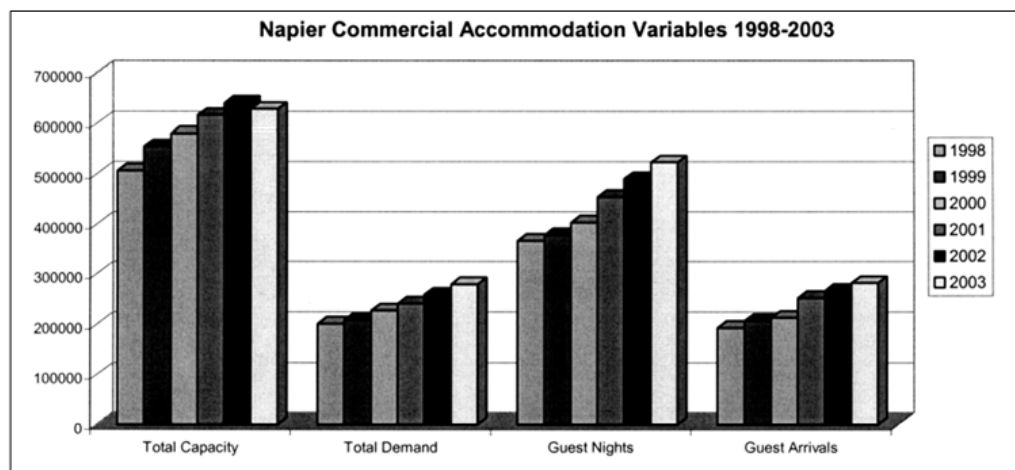
The following key trends have been identified as determinants of the future shape of Napier's retail environment:

- Population:
 - Size (current): 55,000 (est.) ¹
 - Growth Rate (NZ): 0.5% p.a. (1.1%) for next 5-10 years
- Demographic Composition (NZ averages)²: current
 - Median age: 37.2 years (34.8)
 - Aged 65+: 15.2% (12.1)
 - Aged 15-: 22.3% (22.7)
 - Median income: \$16,900 (\$18,500)

Sources:

¹ Economic Solutions, April 2003

² 2001 Census



Visitor Growth

- Visitor growth will continue for the foreseeable future.
- Growth in January 2003 on last year: +6% to +7% ¹

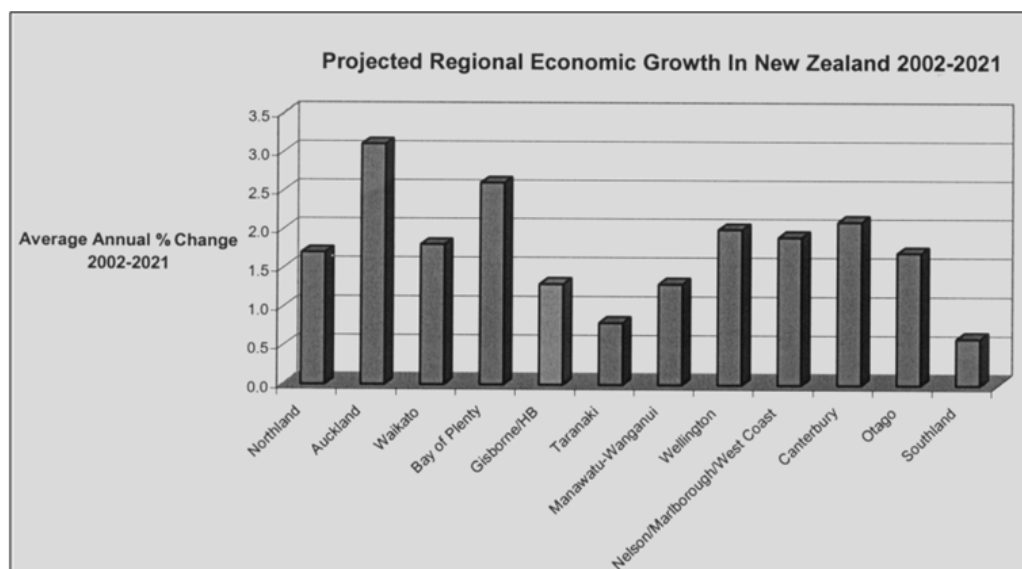
- Central City shoppers who were visitors ²
 - 15% (2002)
 - 10% (1999)

Sources:

¹ Economic Solutions, April 2003, excludes those staying with family

² Central City Marketing

Economic Growth



Sources: NZIER.

Economic growth will continue at a rate in line with historical averages. The NZIER predicts growth of between 1 to 1.5% for the period 2002 – 2021.

Retail Market Growth:

We have assumed that growth in retail spend over the next 5-10 years will average 2% to 4% p.a.. This growth is likely to come from some population growth and migration, some visitor growth, and some increased retail spend per capita, as a result of increased economic activity.

Other Key Certainties identified in the Study:

- ☐ Ageing population and stable growth
- ☐ Growing visitor numbers
- ☐ Art Deco resource will be retained
- ☐ Physical constraints to growth and developments of the City
- ☐ Demand for larger format retailing options
- ☐ Market responds to price discounting
- ☐ Motor vehicles will remain the primary means of transport
- ☐ Nature of product will determine distance people are willing to travel for it
- ☐ Napier cannot control the pattern and form of retailing in Hastings
- ☐ Increased use of technology over time
- ☐ Continued regional dependence on agribusiness/commodities

Key Uncertainties

Key uncertainties are those key factors which are inherently uncertain and which will determine the nature of Napier retail in a significant way:

Most critical to future outcomes:

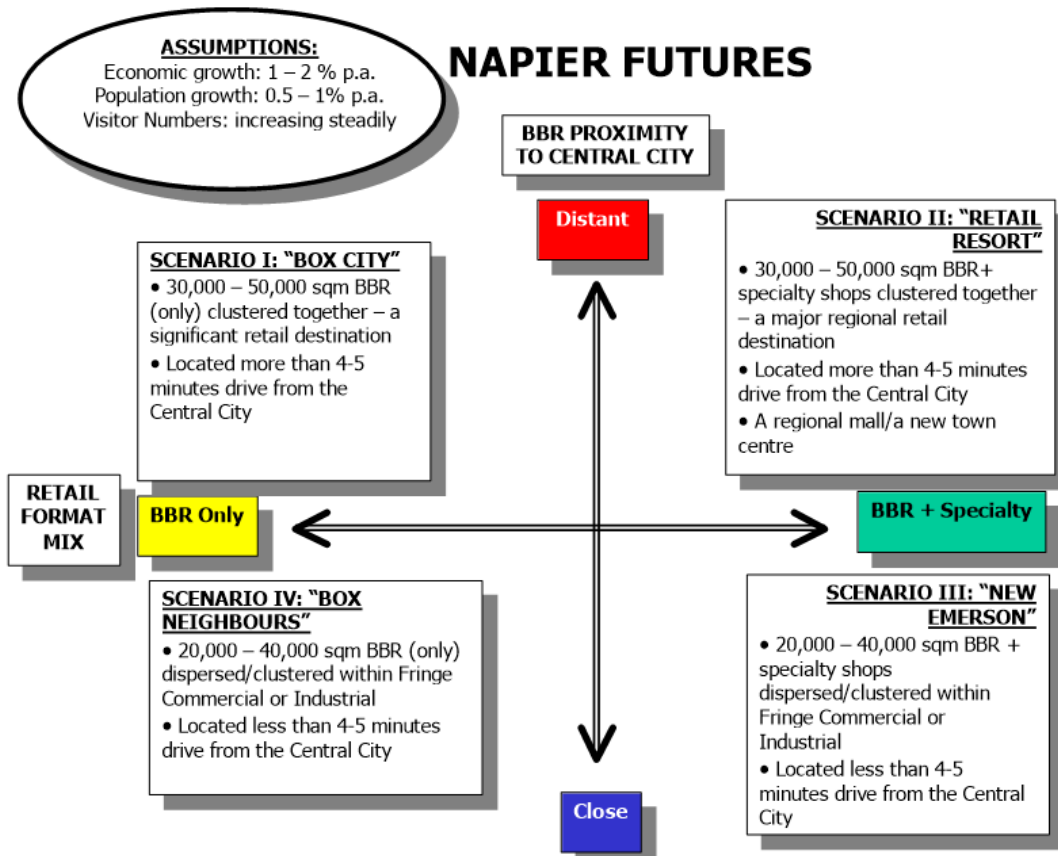
- ☐ [1] Impact of (BBR) on Inner City
- ☐ [2] Whether large retailers will remain in the Central City
- ☐ [3] Extent of demand for BBR
- ☐ [4] Location of BBR
- ☐ [5] Whether Hawkes Bay can sustain a large greenfield option.

Less critical to future outcomes:

- ☐ Impact of technology on retailing (eg. internet)
- ☐ Use/activities in Central City in future
- ☐ Level and composition of migration to region
- ☐ Health of nation's economy
- ☐ Composition of local government
- ☐ Impact of Napier-Hastings expressway
- ☐ Perceived level of safety in Central City

Scenario descriptions

Four scenarios for the future have been constructed. All scenarios are equally likely if there are no policy changes as a result of this study. The scenarios all have a 5-10 year time horizon. The scenario assumptions are shown below:



NOTE: The 4-5 minutes definition is a construct for analytic purposes only and refers to the approximate drive time from the intersection of Emerson and Dalton Streets.

So how do we use them?

- ☐ There is no preferred scenario
- ☐ The scenarios will in any event have significantly different effects
- ☐ The scenarios are not strategic options

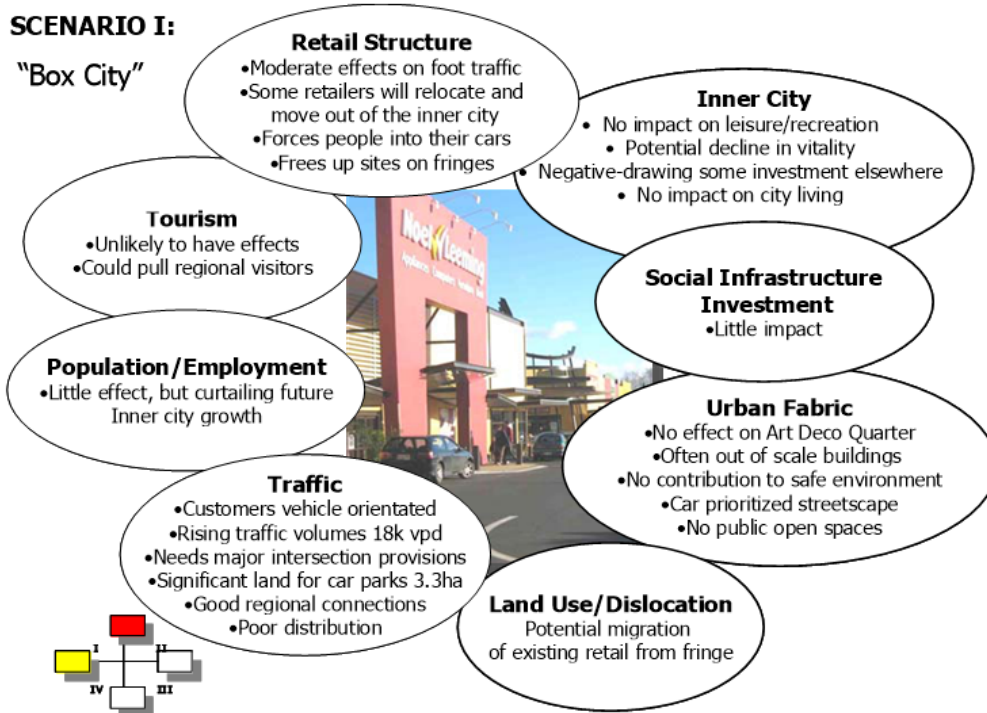
The Scenario analysis process considers the potential elements which could be affected:

- ☐ Retail Structure:
 - Central City
 - Foot Traffic
 - Specialty
 - Existing BBR
 - Suburban shopping Centres
 - Fringe Commercial
 - Shopping Patterns
 - Product categories
- ☐ Central City
 - Vitality
 - City living: population
 - Leisure and recreation
 - Investment
 - Rating Value
 - Social Infrastructure
- ☐ Urban Fabric
 - Streetscape
 - Heritage
 - Scale
 - Ease of movement
 - Open Space qualities
 - Safety
- ☐ Land use/dislocation
- ☐ Traffic
 - Traffic arrivals
 - Traffic volumes
 - Traffic connectivity
 - Traffic Access and infrastructure
 - Car parking
- ☐ Population/location
 - Suburban living
 - City living
- ☐ Tourism/visitors
- ☐ Employment
 - City
 - Suburban
- ☐ Regulatory instruments

The charts which follow summarise the likely effects on Napier under each of the four possible scenarios. These effects assume no policy changes, and are meant to guide thinking on the recommended policy options.

SCENARIO I:

"Box City"

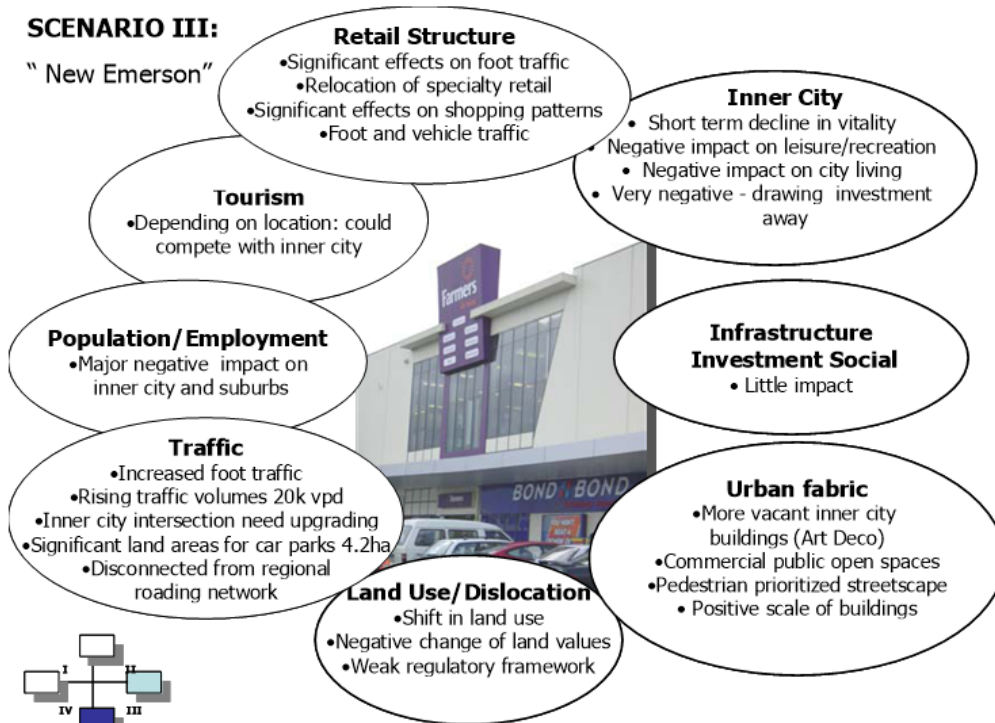


SCENARIO II: "Retail Resort"

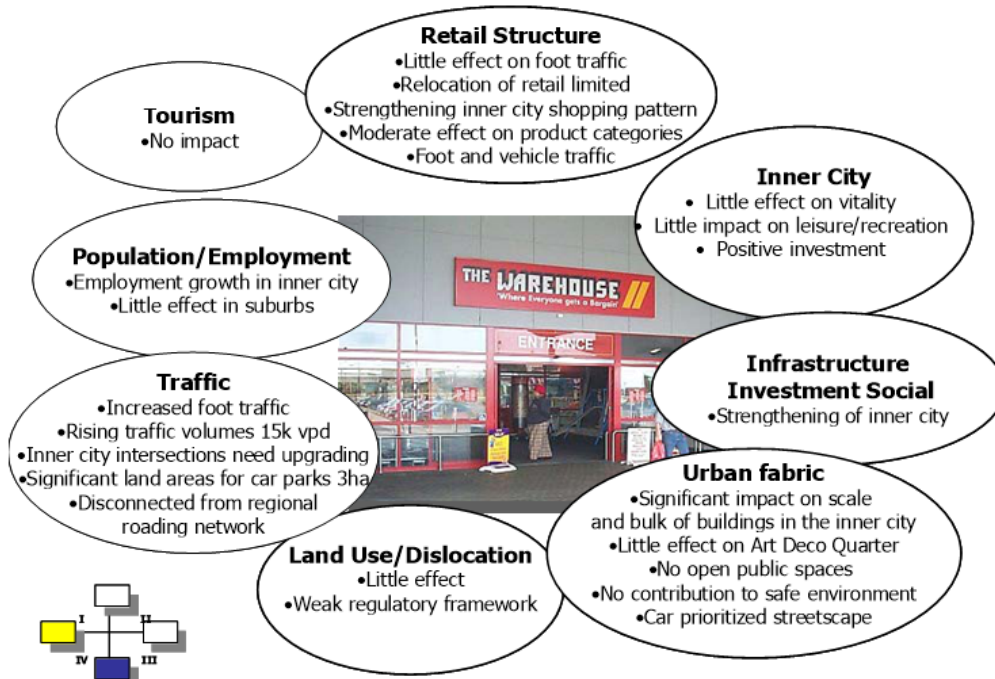


SCENARIO III:

"New Emerson"



SCENARIO IV: "Box Neighbours"





This study does not attempt to choose a scenario. It is also important to be aware that, in the absence of new strategies, all scenarios are equally possible.

Accordingly a strategic approach needs to be able to cope with all of the possible scenarios.

Three broad strategic options in response to the possible scenarios for the future are:

- **Option 1:** “do nothing” or laissez faire – the status quo.
- **Option 2:** enable the development of a substantial retail node away from the Central City.
- **Option 3:** enable large scale retail development to locate as close as possible to the Inner City.

In the context of the Options and the Recommended Strategy, “close” refers to the outer limit of the Fringe Commercial zone as per the Proposed District Plan.

The “do nothing” option is not a realistic option because of the potentially significant adverse effects on the Inner City if development were to occur in an unmanaged manner. It is important that any new retail development contribute to the vitality of the Inner City.

The next option of “location away from the Central City” is also not a desirable option because this too would undermine the vitality of the Inner City. Fundamentally this option opens up the possibility of a competing retail “destination”(s) of a substantial scale, whether it is BBR or specialty dominated, or both. This development option should be discouraged until all possible options closer to the Inner City have been exhausted.

The recommended strategic direction is to encourage integrated development close to the Inner City, so as to maximize the opportunities for cross-shopping and strengthen the vibrancy of the Central City.

TABLE – Benefits and Cost Analysis of Options

Development Option	Benefit	Cost
<u>Option 1:</u> Do nothing or laissez faire	<ul style="list-style-type: none"> <input type="checkbox"/> Will allow flexibility for larger format retail <input type="checkbox"/> Won't put pressure on Fringe Commercial Zone 	<ul style="list-style-type: none"> <input type="checkbox"/> Puts Inner City vibrancy at risk <input type="checkbox"/> Provides no clear direction <input type="checkbox"/> Disperses new investment away from Central City <input type="checkbox"/> Will disperse employment away from city centre <input type="checkbox"/> May require investment in additional traffic measures while capacity in Central City will be under utilized
<u>Option 2:</u> Enable substantial retail node development away from Central City	<ul style="list-style-type: none"> <input type="checkbox"/> May allow utilisation of under-utilised resources and won't put pressure on Fringe Commercial Zone <input type="checkbox"/> Could create a regional destination <input type="checkbox"/> Less pressure on parking in Central City 	<ul style="list-style-type: none"> <input type="checkbox"/> Lose Central City vibrancy <input type="checkbox"/> Adverse effects on Central City investment and employment <input type="checkbox"/> Will require investment in additional traffic measures, with significant investment in certain areas <input type="checkbox"/> Competes with Hastings retail investment <input type="checkbox"/> May use scarce industrial land resource <input type="checkbox"/> May lead to reverse sensitivity issues
<u>Option 3:</u> Enable BBR to locate as close as possible to Central City	<ul style="list-style-type: none"> <input type="checkbox"/> Consolidates retail focus on Central City <input type="checkbox"/> Utilisation of under-utilised space through aggregation of sites <input type="checkbox"/> Reinforces the Central City as the premium destination by enabling cross-shopping 	<ul style="list-style-type: none"> <input type="checkbox"/> Sound traffic measure investment required <input type="checkbox"/> Risk of land not being made available <input type="checkbox"/> Risk of developer frustration

The recommended option is to develop a suite of methods, both district plan – related and other methods, to facilitate achievement of the strategic direction, specifically encouraging development of retail close to the Inner City.



7 Strategic Direction

We recommend adoption of the following strategic intent:

- ☐ Enable the establishment of activities which contribute to a vibrant and economically viable City
- ☐ Provide a suite of non-regulatory methods to achieve a robust and vibrant Central City.
- ☐ Provide positive incentives for retailing activity which sustains the Art Deco resource of the Central City
- ☐ Provide planning measures to manage the future pattern of retail development so that it enables the sustainable use and development of the physical and cultural resources of Napier.
- ☐ Ensure that appropriate land resources are available for the full range of land uses requirements of the city, including residential and industrial activities.
- ☐ Ensure that the roading network of the City is not compromised by poorly located large-scale retail developments
- ☐ Ensure that BBR meets the full infrastructure costs of locating on the periphery of the City.

The key principles of the strategic direction are:

- ☐ It is concluded that it is neither feasible nor desirable to attempt to prevent the expansion of BBR in Napier.
- ☐ Enabling large format retail to locate as close as possible to the Central City.
- ☐ Ensuring maximum connectivity and possible integration between new retail development and the Central City.
- ☐ The enhancement of the Central City shopping and retail experience.
- ☐ Encouraging more people to live in the Central City.
- ☐ Minimising the potential adverse traffic and parking effects associated with future development in the Central City.

Factors that would encourage BBR to locate near the Inner City:

General factors:

- ☐ Clustering a variety of retail, leisure and services in close proximity to the Inner City – being and remaining the major retail destination and attraction in the region
- ☐ Cross-shopping – i.e. ease of pedestrian movement from larger format retail to and from the Inner City
- ☐ Making it viable for larger format retail to accumulate large enough properties to satisfy their needs
- ☐ Making parking provision simpler for the operators but effective for the user
- ☐ Ease of access and circulation for cars and other modes of transport – opening up the key routes
- ☐ Breaking down the barriers to the Central City - providing easily legible routes connecting to the surrounding suburbs
- ☐ Make legible 'entry' points to the Central City
- ☐ Making it less attractive to go elsewhere in the city
- ☐ Dispersed approach and departure routes that enable customers to arrive and depart from a number of directions
- ☐ Potential for multi-trip visits by people who are already visiting the Central City
- ☐ Shorter travel times for most customers
- ☐ Shared use of the substantial area of carparking could facilitate further or improved development in the Central City

Retail-specific factors:

All retailers:

- ☐ Availability of parking
- ☐ Proximity to like-minded retailers, including competition: increases comparative shopping – physical and perceptual connections
- ☐ Availability of right size (“envelope” or “footprint”) sites
- ☐ Affordable rentals, security of tenure
- ☐ Reasonable lease provisions
- ☐ Close to customers, or attractive destination for customers
- ☐ Precinct image that is consistent with their image
- ☐ Evidence of market growth
- ☐ Balance of local authority controls:
 - flexibility with regard to:
 - opening hours
 - sidewalk trading at promo periods
 - signage
 - external appearance
 - traffic controls
 - health controls
 - control of street traders

Specialty retailers:

- ☐ Availability of smaller footprint sites (typically less than 500 sqm)
- ☐ Good footcount/traffic, similar to mall or good high street
- ☐ Moderate level of competition, facilitates comparative shopping
- ☐ Locating in an existing “destination”
- ☐ Non-national retailers: training and marketing support

Larger format (BBR) retailers:

- ☐ Larger footprint sites (typically greater than 500 sqm)
- ☐ Easy access for vehicle traffic
- ☐ Moderate level of competition
- ☐ Lower rentals (per sqm) than in high street/mall environments
- ☐ Mixed use with specialty retailers – creating a “destination”

Key Categories of Methods

We have identified the following sets of methods to achieve the strategic direction. These include a range of management techniques, urban design elements and incentives.

- ☐ Retail-specific incentives
- ☐ Mixed use incentives
- ☐ Co-location incentives
- ☐ Aggregation incentives
- ☐ Traffic and parking management
- ☐ Land use management
- ☐ Central City support/rejuvenation incentives
- ☐ Urban Design Elements

These methods can be selectively applied to different parts of the City to achieve the strategic direction.

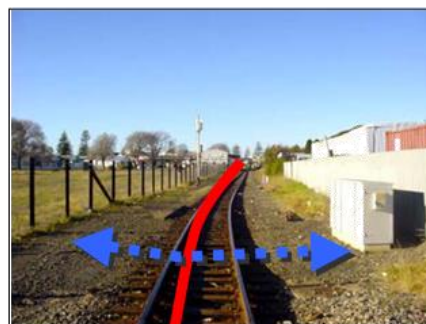
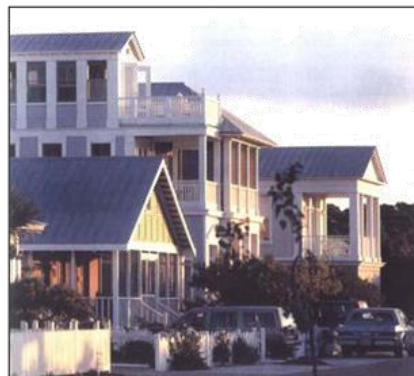


The range and combination of methods used will differ from one part of the city to the other. These are targeted at two broad objectives:

- Ensuring a strong and vibrant Central City that sustains its potential as the commercial heart of Napier.
- Avoiding the potential adverse effects of large scale retail development outside of the Central City.

Within the Central City

- Attract development of 'living' into the Central City through a combination of planning and design actions.
 - Reduced financial contributions for residential development
 - Reduce parking requirements for apartments/accommodation
 - Require minimum building setbacks
 - Relaxation of height requirements outside the Art Deco Quarter
 - Require acoustic control (noise insulation) between buildings
 - Locate bars (liquor licenses) where they will not heavily impact on living quarters
 - Improve lighting, footpaths and planting
 - Provide small playlots combined with seating for mothers/fathers
 - Provide small streetside squares
- Make access and circulation on foot and cycles as easy as possible
 - Make the pedestrian network highly legible



Railway: A physical and psychological barrier

- Ensure a well-connected network, guiding pedestrians and cyclists where they want to go and where they need to go.
 - On key routes provide 'anchor' items to guide pedestrians and cyclists (banners, trees, paving patterns, etc).
 - Provide pedestrian and biking signage to key destinations.
 - Improve lighting – especially through alleys and parks.
 - Provide seating at key places.
 - Provide safe and amenable street and rail crossing points for pedestrians.
 - Improve the quality of the footpath surface and provide clear cycling lanes.
 - Provide key focus areas or plazas and meeting places.
 - Make Emerson Street the most accessible and attractive hub – a great attraction.
 - Improve urban design elements – eg. street furniture – revamp.
 - Check Dickens Street design treatment.
 - Run link bus down Dickens Street.
 - Parking on Dickens St – Council.
-
- ❑ Promote clustering of activities to grow potential synergies and visual experience, including:
 - Recreation and leisure
 - Restaurants and café's
 - Larger format retail
 - Offices
 - Encourage residential mixed use with BBR retail and/or office use.



Entrance to CBD not visible from the beach

- ❑ Provide incentives for BBR to locate in Fringe Commercial Zone.
 - Set a minimum permitted floor area for new retail tenancies in the Fringe Commercial zone at 500 m², with some provision for existing businesses.
 - Allow development bonuses where BBR provides or contributes to public amenities, such as:
 - Public parking.
 - 24 hour security/lighting.
 - Public art/open space.
- ❑ Encourage aggregation of titles for BBR in Fringe Commercial Zone by:
 - Financial incentives (eg rating relief) when developer/retail aggregates titles within Fringe Commercial.
 - Waive consent processing fees for retail proposals in Fringe Commercial which aggregate titles.
- ❑ Provide development support for Inner City retailers, such as:
 - Improving stability and continued presence of key anchor retailers by catering to their specific needs
 - Training/Customer Service package for firms employing < 10 – perhaps a special rate.
 - Back-to-back investment commitments, eg. Quality systems, mystery shopper programmes – on a quid pro quo basis with small retailers.
- ❑ Integrate parking, public transport and traffic measures in Central City.
 - Provide incentives for shared use of parking by different activities (eg. BBR, accommodation etc)
 - Provide free minibus circuit via public parking areas, Inner City and BBR
 - Allow reduction in parking requirements for BBR in Fringe Commercial Zone.
- ❑ Develop other Inner City attractions as well as Art Deco



*Clear street legibility of Kennedy Rd
through avenue of palm trees*

Retail Strategy for Napier – 29 October 2003

- Link Central City visually to key surrounding precincts – promote distinctive gateways
 - by car and
 - on foot

Outside Central City

- Provide good visual connections from adjacent precincts to Central Area.
- Ensure effective foot and car connections within Precincts.
- Make Precincts as attractive possible for their current activities and users.
- Consolidate retail and business areas in clearly defined and easily accessible areas outside of Industrial Zone.
- Build defining character themes into the public domain to assist in making the neighbourhoods more sustainable.
- Link Central City visually and tacitly to
 - Sea and beach
 - The hill
 - Promote distinctive gateways (take different modes of transport into account)
 - The surrounding precincts
 - Allow for significant uses and activities to support the network
 - Create feature parks at key junctures
- Manage BBR locating outside the Central City to avoid adverse effects. In the Industrial Zone:



Central City isolated by strong barriers and limited connections

- Retail developments shall be provided for where:
 - Individual tenancies have a minimum floor area of 500m²
 - And at least 75% of tenancies have a floor area of equal to or greater than 1,000m².
 - Café and /or lunch bar ancillary to, on the basis of a maximum of one such facility per 10,000m² of floor area.
- Encourage BBR to locate on arterial roads with appropriate access arrangements.
- Provide for appropriate parking.



The anticipated outcomes from implementation of the strategy include:

- ☐ Consolidation of the Central City as the “commercial heart” of Napier.
- ☐ Through urban design measures ensure the continued and increased attractiveness of the Central City as a place to visit, live and work in.
- ☐ Building Art Deco into all future plans as an essential element of the character of the Inner City.
- ☐ Setting opportunities and controls to ensure that new development will not place unsustainable demands on the City’s infrastructure.
- ☐ Ensuring that a wide range of activities continue to, and increasingly in the future find a home in the Central City.
- ☐ Integrate parking and public transport in the Inner City to ensure efficient use of available land.
- ☐ Ensure that there is sufficient land resource in the Industrial Zone for foreseeable future industrial needs.
- ☐ Ensure that reverse sensitivity issues do not discourage growth and development in the Industrial Zone.



Art Deco Quarter This zone identifies the concentration of art deco buildings that makes Napier unique. It includes all of Emerson Street and the significant building in the south end of Hastings Street.

Big Box Retail ("BBR") Large footprint retail shops usually on one level with associated parking. Generally part of a national chain with a strong brand image, focussing on a limited product range, price, advertising with heavy discounting. Often promoted as destination shopping.

Central City The commercial core of Napier including the Inner City Commercial Zone, the Art Deco Quarter and the Fringe Commercial Zone as defined in the City of Napier Proposed District Plan.

Inner City Includes the Inner City Commercial Zone and the Art Deco Quarter as defined in the City of Napier Proposed District Plan.

Inner City Commercial Zone The Inner City Commercial Zone surrounds the Art Deco Quarter. It extends as far as Station Street to the south and Browning Street to the north. It is the retail area of the inner city but does not include the concentration of the art deco building based around Emerson and Tennyson Streets.

Fringe Commercial Zone The Fringe Commercial Zone surrounds the inner city retailing core. It extends as far as Faraday Street to the west, Sale Street to the south and includes the former railway yards. It is characterised by larger scale commercial activities such as supermarkets and furniture showrooms. This area is easier to access by heavy vehicles than the core retail area.

Specialty Retailing Often small and medium-sized shops, but can include larger Department Stores such as Farmers. Usually characterised by high levels of personal service, and wider product ranges for a wide range of products, eg. clothing, personal items and household accessories. Typically smaller than 500 sqm in size.

Square Metres This term refers to retail space measured as per the Gross Floor Area (GFA) definition of the Property Owners Council.

Suburban Commercial Zone The Suburban Commercial Zone covers all of the shopping centres outside of the Inner City area such as Taradale, Marewa, Tamatea etc.



Large Format Retail Case Study

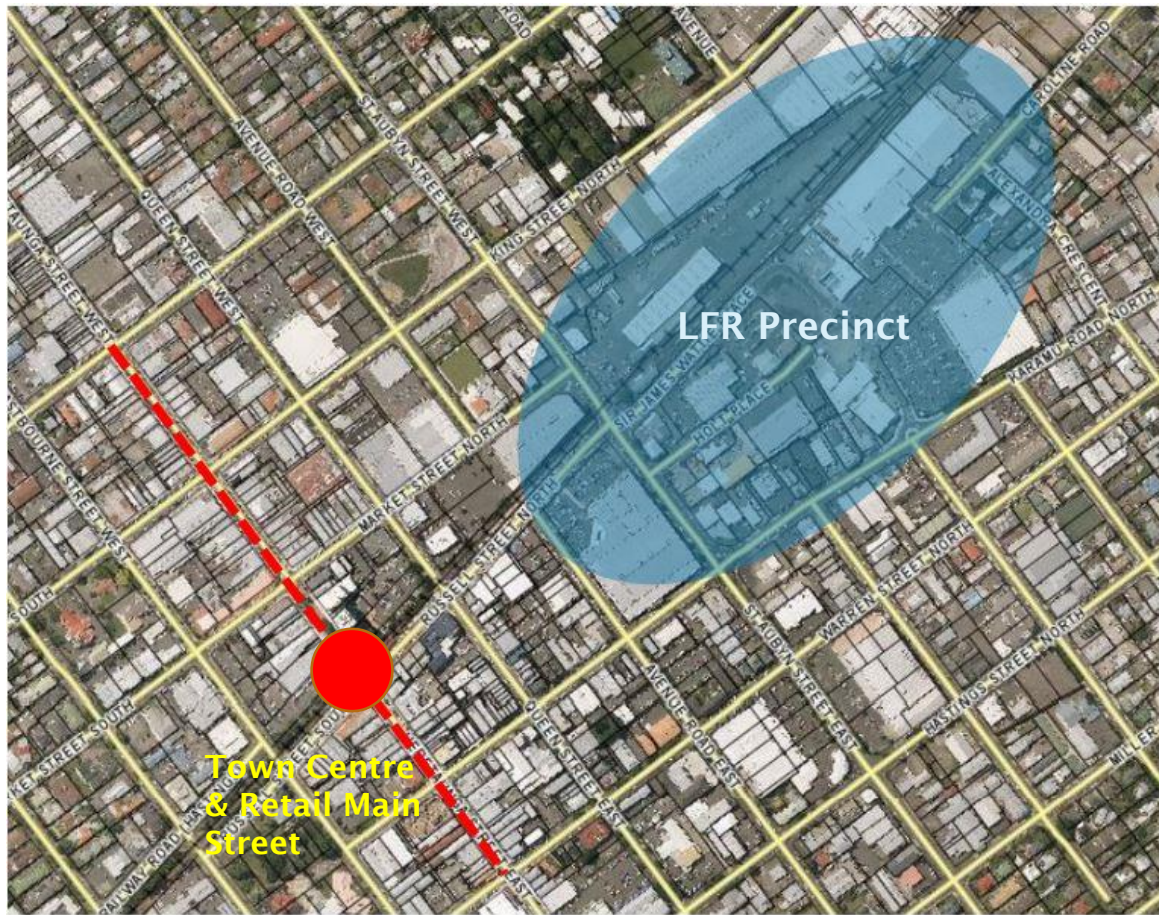
Consideration as to the position of Large Format Retail (LFR) within a CBD is critical. LFR sectors reduce the quality of experience, both from an amenity perspective but also from a City identity view point. By its nature LFR relies on people driving to the destination by car, thereby reducing the amount of foot traffic and pedestrian numbers within the city network, and is characterised by inactive shop frontages and poor urban design principles. These large buildings are inward facing and surrounded by expansive areas of carpark which add little to the businesses and properties adjacent.

“Doughnut Cities” or the “Doughnut Effect” is a recognised phenomenon encountered around the world. It refers to a city that focusses retail and/or business outside of the city centre, thereby impacting negatively any activity at the city core. More and more small cities are experiencing this. A local NZ example is provided in Hamilton where Large Format Retail (LFR) has been situated far from the existing town centre, drawing shoppers and activity away from the heart of the city, and adding limited value to the city’s unique character and identity.



Hamilton LFR Precinct
(Inward facing, extensive central carpark, large oversized buildings)

Napier is a small (on an international scale) seaside City. It is renowned for its beautiful Art Deco architecture, its proximity to the coast, and its fantastic climate. A key ‘point of difference’ for Napier is that we have managed to retain our compact CBD, and subsequently have a much more vibrant City Centre than many others of our size. Although some LFR already exists in Napier, it is appropriately located on the outer fringes of the commercial area, within easy walking distance of its retail heart. Any future LFR in Napier would equally need to be appropriately located and designed to ensure seamless integration with the CBD.



Hastings CBD and LFR location

Napier's close proximity to Hastings' LFR enables Napier to avoid duplication of offerings, and supports Napier's commitment to its vibrant retail heart. There may be benefit to both cities in Hawkes Bay to adopt a regional approach to Large Format Retail. Such an approach enables Napier City Council to protect the City's existing vibrant city centre while at the same time strengthening the region's economic base and increasing prosperity across the region.

2. HERITAGE IMPROVEMENT GRANT ADMINISTRATION CHANGES

Type of Report:	<i>Operational and Procedural</i>
Legal Reference:	<i>N/A</i>
Document ID:	<i>350991</i>
Reporting Officer/s & Unit:	<i>Fleur Lincoln, Strategic Planning Lead</i>

2.1 Purpose of Report

The purpose of this report is to obtain Council's approval to redistribute Napier City Council's Heritage Improvement Grant to the Art Deco Trust, so that it may be added to a much larger funding pool available for the restoration of Napier's heritage.

COMMITTEE'S RECOMMENDATION

Councillor Wright / Councillor White

That Council:

- a. Agree to disestablish the Napier City Council Heritage Improvement Grant annual fund of \$10,000 per year as of 30 June 2016
- b. Approve that for the 2017/18 financial year, the fund allocation be transferred to the Art Deco Trust to combine with a larger Robert McGregor Heritage Fund; and
- c. Approve that an agreement to manage the administration and expectations associated with this be prepared.
- d. Direct Council Officers to investigate increasing the Heritage Improvement Fund to \$20,000 and report back to the Council meeting scheduled for 28 June 2017 on funding options.

CARRIED

2.2 Background Summary

Napier City Council (Council) currently has \$10,000 available per year for its Heritage Improvements Grant. The Grant is available to owners of Heritage-listed buildings in the Art Deco Quarter, or outside of the CBD but of commercial nature and a significant example of the Art Deco era style. Details of this grant can be found in the background of the 2015 report to Council found in Appendix 1. The changes approved in 2015 introduced the ability for building owners to claim for scaffolding costs associated with the repainting. The changes made have had the desired effect of increasing the number of buildings being repainted, and subsequently, the Grant is now over-subscribed, with a list of building owners who are waiting for funding to be available to complete their work. In the future it is hoped that Council's contribution to this fund is increased to maintain/refurbish a higher number of buildings in the future. As a comparison, the Hastings District Council fund for the same purpose is \$22,000/year. In the meantime, Council Officers have been approached by the Art Deco Trust to make some changes to the way in which this Grant is administered.

Following a strategic review by the Art Deco Trust, the Trust has sought to return to the reason they established – to advocate for and support the retention, restoration, and enhancement of Napier’s art deco heritage. As such, they are looking to establish their own heritage fund (the Robert McGregor Heritage Fund), which may include some private sponsorship from individuals and/or companies, and other grants received by the Art Deco Trust for this purpose. This fund would provide for a variety of heritage improvement projects including repainting, restoration work, maintenance, and repair, and would be paid out to successful applicants (building owners) on a regular basis as part of funding rounds. A committee would administer the fund, and would be made up of representatives of contributory funders and other heritage-related persons.

The Art Deco Trust approached Council a few months back to ask whether Council would consider allocating its existing Heritage Improvement Grant of \$10,000 per year to this larger fund, administered via the Trust through the committee. There are both benefits and potential disadvantages associated with this change.

Napier City Council and the Art Deco Trust already have a strong working relationship through the Service Agreement administered by Council’s Community Development department. The Service Schedule outlines those services expected from the Trust in exchange for this grant, and can be found in Appendix 2. Although consistent with the expectations outlined in the Service Agreement, the redistribution of the \$10,000/year to the Trust as outlined in this item will be separate to the former grant, as it will be allocated directly to private building owners for restoration projects.

Benefits

- ☐ Council’s contribution would increase the fund available to building owners and create one large fund available.
- ☐ The larger fund available means that the scope of the fund can be widened beyond façade painting.
- ☐ Re-allocating Council’s fund to the Art Deco Trust would avoid duplication of funds available in Napier, and the consequent confusion that could ensue if this does not occur.
- ☐ The close working relationship between Council and the Art Deco Trust would be further strengthened, especially in the eye of the public.
- ☐ Council would continue to have considerable control over the allocation of these funds through its representative(s) on the committee that assesses applications for the grant.

Disadvantages

- ☐ The fund would not be seen as solely a Council initiative.
- ☐ Decisions made on the allocation of funds would sit with the Committee and not solely with Council.

The Art Deco Trust have indicated (see attached email in Appendix 1) that they aim to raise \$80,000 per year to contribute to the wider funding pool.

2.3 Issues

The potential issues have been identified above in 1.2 and include the possibility that the public no longer sees the fund as being an initiative of Councils, and that Council loses its sole control over the fund.

2.4 Significance and Consultation

This item does not meet the criteria established in the Napier City Council Significance and Engagement Policy.

2.5 Implications

Financial

At this stage, there is no request to increase the amount of funding for this grant, however it is likely that a request will be made in the near future to cover the demand. Any increases would be assessed at that point in time.

If the Officer's recommendation is accepted, the \$10,000 per year grant will be disestablished, and the fund allocation transferred to the Art Deco Trust for administration, subject to meeting a number of conditions. These are yet to be finalised, but will include requirements such as having at least one representative from Council on the funding committee; and the requirement to redistribute 100% of the funds to building owners for heritage building restoration work. Council's representative will be significantly involved in the preparation of the criteria and management of the fund, as well as marketing and communications.

Social & Policy

It is believed that no Council Policies are required to be amended as a result of this change. An agreement will be put in place to manage the redistribution of the funds and relationship and expectations between Council and the Art Deco Trust.

Risk

Any risks to Council are minor and can be easily managed through written agreements and effective communication.

2.6 Options

The options available to Council are as follows:

1. Accept the Officer's recommendation to disestablish Council's Heritage Improvement Grant of \$10,000/year and redistribute the funds allocated to the Art Deco Trust so that it may be used in conjunction with a larger fund for heritage building restoration (the Robert McGregor Heritage Fund).
2. Reject the Officer's recommendation and retain the Heritage Improvement Grant as it currently is.

2.7 Development of Preferred Option

The Officer's preferred option is (1) above. It is believed that the benefits of this option outweigh the potential costs or risks, as noted in section 1.2 above. In addition, the benefits of a city that protects, celebrates, and supports its heritage

fabric, particularly one as unique as Napier, cannot be under-estimated. Napier is already a drawcard for thousands of tourists a year, and this is expected to continue to increase as cheaper flights, more cruise ship arrivals, and improved transportation links make Napier an attractive destination. In a world where globalisation has the potential to create 'sameness' in our cities, our heritage is what makes us unique. A larger heritage fund that can support building owners whose costs are generally higher than owners of more modern buildings, will contribute to the creation of a more attractive, vibrant, and resilient city.

At the Meeting

An amendment to the Officer's recommendation was proposed at the meeting in response to the request from the Art Deco Trust that Council increase its funding contribution to \$20,000 per annum. While some concern was expressed that Council not become the sole funder of work that has a more specific focus on heritage buildings than has been the case while the funding was under Council's jurisdiction, general support was expressed for an investigation into how this increase might be funded. One proposed option was that the \$10,000 heritage grant only be increased by the additional \$10,000 requested by the Trust if the targeted \$80,000 additional funding is sufficiently progressed at a 6 month review.

It was suggested that a Council representative might be appointed to the committee assessing the allocation of funding to contribute to this decision making and to provide a city wide perspective.

2.8 Attachments

- A 2015 Council Minutes - Changes to Heritage Improvement Grant
- B NCC_ADT Service Schedule 2015-2017
- C Email from Art Deco Trust - Request for fund allocation

Ordinary Meeting of the Napier City Council – 23 September 2015 - Open Minutes

2. APPEALS IN RESPECT OF DISTRICT PLAN CHANGE 10

Significance of Report: Procedural
Legal Reference: Resource Management Act 1991
Reporting Officer & Unit: Michelle Hart, Policy Planner

2.1 Purpose of Report

To provide the Council with an update on the progress of Plan Change 10 following the closing date for appeals.

MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

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

COUNCIL RESOLUTION	Councillors Pyke / Hamilton That the report be received.
-------------------------------	---

CARRIED

3. HERITAGE IMPROVEMENT GRANT – SCAFFOLDING COSTS

Significance of Report: Operational
Legal Reference: N/A
Reporting Officer/s & Unit: Fleur Lincoln, Heritage Planner

3.1 Purpose of Report

To bring to the Council's attention the issues faced by building owners with changes to health and safety requirements in relation to painting buildings and the effect this is having on the take up of our Heritage Improvement Grant; and to seek authorization of Council to amend this policy to cover scaffolding costs.

Councillor Jeffery declared a conflict of interest and abstained from discussion and voting.

MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

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

COUNCIL RESOLUTION	Councillors Pyke / Hamilton a. That Heritage Improvement Grant Policy be amended to extend the grant to cover a proportion of scaffolding costs: \$4,000 of the budgeted \$10,000 would be set aside for scaffolding costs, covering 50% of scaffolding costs until the allocated budget is exhausted. \$6,000 would remain available to cover the cost of paint as per the existing policy. b. That the success of this amendment be reviewed at the end of the 2015/2016 financial year.
-------------------------------	--

CARRIED

First Schedule

Provider: ART DECO TRUST NAPIER		Service schedule 1 July 2015 - 30 June 2018	
Outcome: Engage the local community and visitors with the Art Deco experience			
Activity		Agreed deliverables	
Actively promote Art Deco services and activities		<ul style="list-style-type: none">• Maintain and update website to promote activities and information• Undertake marketing to enhance Art Deco brand and promote activities• Provide access to Art Deco material through retail store• Maintain worldwide links with other Art Deco interest groups.	
Offer a range of events with wide appeal		<ul style="list-style-type: none">• Encourage other Napier businesses to engage in Art Deco activities• Support local groups to lead and/or participate in Art Deco activities	
Outcome: Celebrate Napier's Art Deco Heritage			
Activity		Agreed deliverables	
Provide high quality information to locals and visitors		<ul style="list-style-type: none">• Provide daily guided tours• Provide information on the Art Deco history of Napier at the Art Deco Visitor Centre• Support and undertake educational programmes to build awareness of the importance of Napier's Art Deco heritage.	
Showcase Napier's Art Deco heritage through annual signature events		<ul style="list-style-type: none">• Facilitate Annual Art Deco weekend and Winter Art Deco weekend	
Outcome: Preserve Heritage Buildings in Napier's Art Deco Quarter			
Activity		Agreed deliverables	
Encourage preservation and restoration of Art Deco buildings		<ul style="list-style-type: none">• To persuade owners that their Art Deco buildings are worthy of preservation• Prepare painting schemes for property owners/occupiers in order to receive the NCC Heritage Improvement Grant.• To recognise restoration projects with its annual Art Deco Awards.	
Provide advice to Council and building owners		<ul style="list-style-type: none">• To advise owners on the restoration and enhancement of their buildings• Provide an advisory service to Council planners in relation to resource consents, signage in the Art Deco Quarter, and any relevant policy or strategic matter.	
Outcome: Volunteers are valued and supported			
Activity		Agreed deliverables	
Volunteers are adequately trained		<ul style="list-style-type: none">• All new volunteers receive induction training• All new volunteers attend a tour with an experienced tour guide before guiding independently• All volunteers are trained in the Trust's Health and Safety policy and processes	
Volunteer effort is recognised		<ul style="list-style-type: none">• Annual volunteer celebration• Vouchers are provided to volunteers	

Fleur Lincoln

From: Heritage Officer - Art Deco Trust <heritage@artdeconapier.com>
Sent: Tuesday, 11 April 2017 14:43
To: Fleur Lincoln
Cc: GM Art Deco Trust Napier
Subject: Heritage Improvement Grant Scheme

Hi Fleur,

Further to our conversation last week regarding the Heritage Improvement Grant, I provide the following for your consideration.

The Napier City Council's Heritage Improvement Grant Scheme has remained at \$10,000 for some period. While this has proved adequate in recent years, and as you are aware a number of large funding applications and increased activity in façade renewal promotion by the Art Deco Trust has seen demand on the fund increase, and we anticipate this to continue.

The Art Deco Trust's major reason for existence, as stated in our Mission Statement is to be "committed to the preservation, restoration promotion and celebration of our Art Deco era heritage". We believe that by ensuring as far as possible that Napier's CBD building facades are in appropriate era colours and in excellent condition that this fosters pride in our city, and provides a major draw card for tourists – ideals which the Napier City Council also shares. In order to progress this work even further, and to include some building restoration work, the Art Deco Trust is committed this year to creating our own heritage fund. The Art Deco Trust would raise funds for the heritage fund and provide the appropriate criteria for building owners to apply to the fund. Applications would then be assessed by a committee made up of three to four members of inside and outside the Art Deco Trust.

In order to kick start our fund, the Art Deco Trust would like to request that the Napier City Council give the funds to us that are currently used for the Heritage Improvement Grant, and thereafter each financial year. We would administer the grant money as part of our heritage fund. As the fund has stayed at \$10,000 for some considerable time, we would also like to request that allocation is increased to \$20,000 per annum. Our aim is to raise \$80,000 per annum for the fund, plus Napier City Council's \$20,000.

The economic benefits, as we all know of the Art Deco Buildings to Napier are considerable. In having the CBD looking as smart as possible will help maintain Napier's reputation as the Art Deco capital.

We would look forward to your response.

Kind regards,

Michael Fowler
HERITAGE OFFICER
ART DECO TRUST
P O Box 133, Napier, New Zealand 4110
PHONE: (64) 6 835 0022 Ext 703
CELLPHONE: 027 4521056
EMAIL: heritage@artdeconapier.com
WEBSITE: www.artdeconapier.com

My hours of work are Monday, Tuesday 8.30pm to 5pm and Thursday 1-5pm

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender by email. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

3. CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY 2120 - PROGRESS UPDATE

Type of Report:	<i>Enter Significance of Report</i>
Legal Reference:	<i>Enter Legal Reference</i>
Document ID:	352640
Reporting Officer/s & Unit:	James Minehan, Development Planner

3.1 Purpose of Report

To inform and update Council about the progress on the Clifton to Tangoio Coastal Hazard Strategy since the last report presented to Council in June 2016 and to obtain approval of funding additional unbudgeted expenditure.

COMMITTEE'S RECOMMENDATION – AMENDED

Councillors Dallimore / Boag

That Council:

- a. Receives the Officer's Report *Clifton to Tangoio Coastal Hazards Strategy 2120 – Progress Update*.
- b. Receives the following reports adopted by the Clifton to Tangoio Coastal Hazards Strategy Joint Committee (28 February 2017):
 - Clifton to Tangoio Coastal Hazards Strategy 2120: Coastal Hazard Assessment, Tonkin & Taylor, May 2016 (Attachment A).
 - Clifton to Tangoio Coastal Hazards Strategy 2120: Coastal Risk Assessment Tonkin & Taylor, May 2016 (Attachment B)
 - Stage Two Report: Decision Making Framework, Mitchell Daysh, February 2017, (Attachment C)
- c. Endorses the updated Terms of Reference (Attachment D) adopted by the Clifton to Tangoio Coastal Hazards Strategy Joint Committee (5 December 2016).
- d. Notes that the forecast project costs have now been incurred and that funding of \$110,000 will be sourced from year end budgets.

CARRIED

3.2 Background Summary

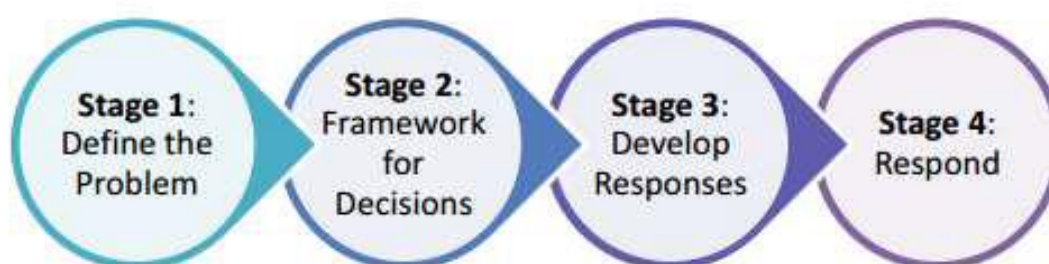
The New Zealand Coastal Policy Statement requires Local Authorities to consider and plan for coastal hazards risks. Under Policy 24 (1), Local Authorities are required to "Identify areas in the coastal environment that are potentially affected by coastal hazards (including tsunami), giving priority to the identification of areas at high risk of being affected. Hazard risks, over at least 100 years, are to be assessed..."

Subsequently, in 2014 a decision was made to form a joint committee made up of representatives of the Hawke's Bay Regional Council, Hastings District Council and Napier City Council together with representatives from Maungaharuru-Tangitu Trust, Mana Ahuriri

Incorporated and He Toa Takitini. The committee was set-up to look at coastal hazards over the period 2016-2120. The strategy is to determine options for managing coastal hazard risks, namely beach erosion, inundation through overtopping and sea level rise and tsunامي.

The Clifton to Tangoio Coastal Hazards Strategy Joint Committee (Joint Committee) was re-established by resolution of the Hawkes Bay Regional, Hastings District and Napier City Councils at their respective first meetings following the 2016 local elections. The Technical Advisory Group (TAG) recommended some changes to the Terms of Reference to the Joint Committee meeting on 5 December 2016. This was to reflect how the strategy had evolved from the original Terms of Reference (2014). Subsequently at the Joint Committee meeting on 5 December 2016 it was agreed to present the updated Terms of Reference back to the partner councils for endorsement.

The Strategy is being progressed in four key stages as shown in figure 1 below.



Stage 1 Define the Problem - commenced in 2014 with two reports being prepared – “Coastal Hazard Assessment” and “Coastal Risk Assessment”. While the coastal erosion component of the reports was peer reviewed by Professor Paul Kench of Auckland University in 2016, his review of the inundation component has just been completed this year.

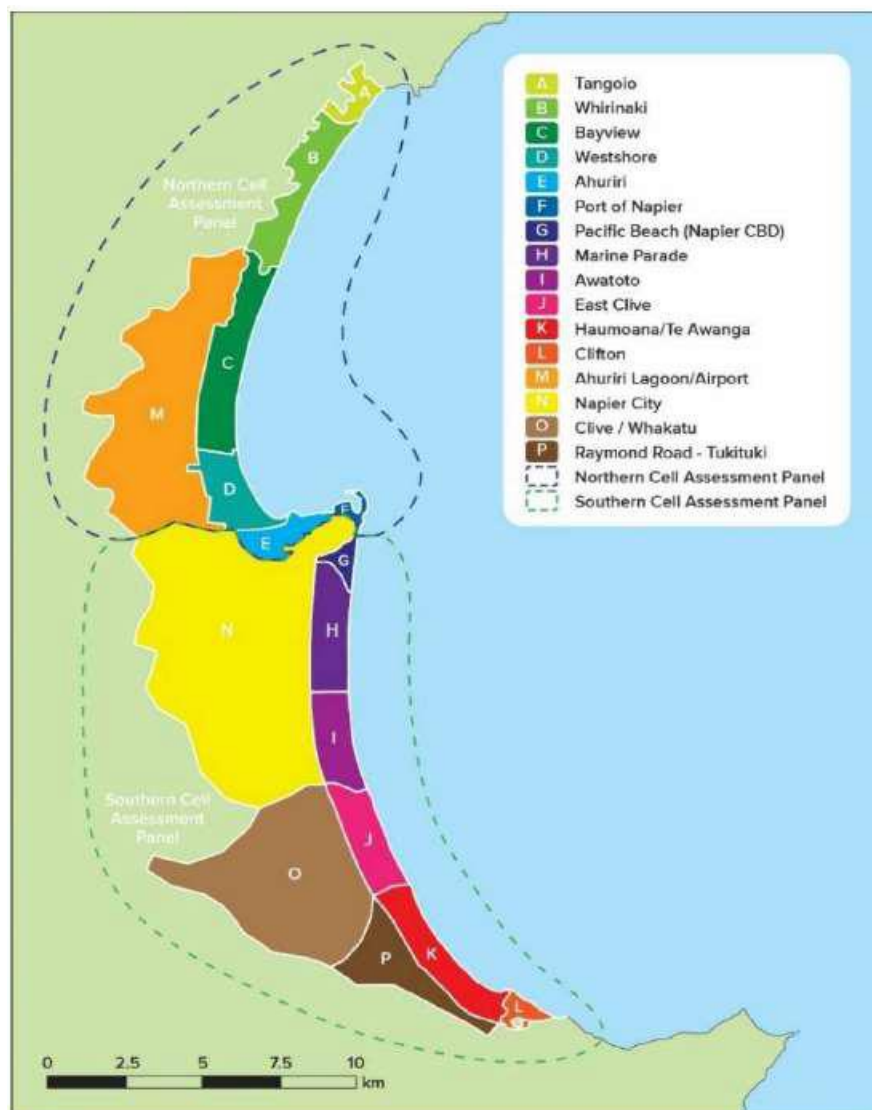
The peer reviews have confirmed the adequacy of the scientific reports for the purposes of the strategy. At its meeting on 28 February 2017 the Joint Committee received the peer review update and reconfirmed the adoption of both Stage 1 reports. The Joint Committee subsequently recommended that the peer reviewed Stage 1 reports be presented back to the Napier City, Hastings District and Hawke’s Bay Regional Councils for their respective adoption.

Stage 2 Framework for Decisions - began in May 2016 with Environmental Management Services (EMS) and Maven Consulting Ltd (Maven) working on a “Decision Making Framework” for community engagement. This provides a framework for communities to consider different management strategies, i.e. “the status quo” (do nothing/monitor the situation), “hold the line” (defend) or “managed retreat” (withdrawing, relocation, or abandonment) for specific areas along the coast. The decision-making framework was explained to Councillors at a workshop with the partner councils on 29 August 2016.

Since then the following activities has been undertaken.

Two main assessment cell areas have been identified. One is to the south of Napier Port extending to Clifton. The other one is to the north, including the Napier Port, and extending to Tangoio (see the figure below). This recognises that for coastal processes, a response in

one area may well have impacts on another. These cells themselves represent aggregations of smaller coastal units having distinct characteristics or risk profiles.



Subsequently two cell assessment panels (one southern and one northern) have been formed and are involved in developing and evaluating response options as part of Stage 3 of the project. These panels have community representatives from Tangoio/Whirinaki, BayView, Westshore/Ahuriri, Marine Parade, Clive/East Clive, Haumoana/TeAwanga/Clifton. Other participants include a representative from the port, ahuriri business, NZTA, DOC, recreational interests, and community board (rural). To date each of these panels has completed five out of ten planned workshops.

The panels are supported in their work by staff from the three contributing Councils and a group of scientists and researchers. The team of scientists and researchers are from one of the government's contestable funding initiatives (the national science challenges) known as "Living on the Edge". The Living on the Edge focus is the communities exposed to natural hazards located on the margins i.e. coastal margins and flood plains. Under the guidance of programme leader Professor Paul Kench (University of Auckland) the group has aligned their community case study with that of the Clifton to Tangoio Coastal Hazards Strategy 2120.

Work also continues on the establishment of funding guidelines for the potential protection work, relocation, or retreat options. This will indicate how funding decisions could be made and specifically how private versus public benefits and costs are to be apportioned. This

work has input from Maven Consultants and financial staff from the partner councils to assist the panels in their option assessments. This work is currently ongoing but is expected to be completed by the conclusion of the cell assessment panel meetings.

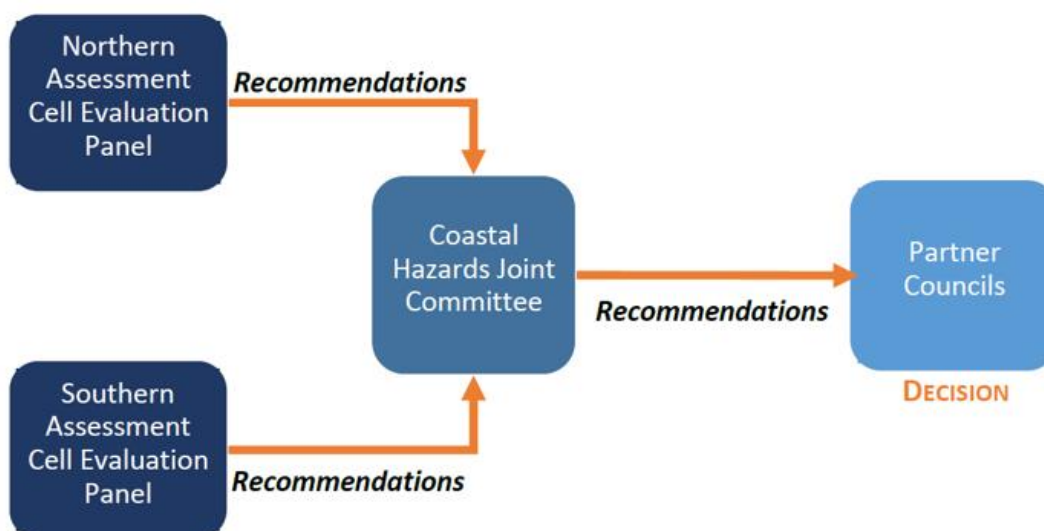
The mechanism for collecting and funding works over longer timeframes linked to climate change/sea level rise poses new challenges for funding. This highlights the need for the following:

- Council collaboration on funding.
- Transparency in decision-making.
- Addressing intergenerational responsibilities.
- Funding frameworks that are able to survive successive political cycles over the longer timeframe.

Stage 3 Develop Responses - An adaptive pathway model has been utilised to assist the panels to map out initial response options. It also indicates the interrelationships between the response options and timelines. This model has been utilised in the Netherlands (known there as “Dynamic Adaptive Policy Pathways”). It is a useful model where risk profiles can change over time and there is uncertainty around rates and magnitudes of change especially over the long term. Effectively it means that there may be several responses to coastal hazards over particular stretches of the coast over the next 100 years (rather than reliance on any single option).

The Technical Advisory Group (TAG) are currently looking at ways to complement the adaptive pathway model with other decision-making methods. These include multi-criteria decision analysis, benefit cost analysis, and real options analysis. These assessment methods has been used in other projects such as the Townville City Council Coastal Hazard Pilot Study (2012) and Greater Wellington Regional Council Hutt River Flood Protection (2015) to assist community lead decision making.

At the conclusion of their deliberations, each Cell Assessment Panel will make final recommendations back to the Joint Committee. Where financial decisions are required about the expenditure of public funds, the Joint Committee will refer these to each partner Council. This relationship is shown in the figure below.



The assessment panels' deliberations will be available to the Joint Committee to make its recommendations back to their respective Councils by the end of this calendar year. This will allow any anticipated funding to be included in draft Long Term Plans and 30 Year Infrastructure Strategies for broader community consultation in the first half of 2018.

3.3 Issues

The issue is to develop a coastal strategy that will deal with changing climate and related sea level rise and the subsequent problems with erosion and inundation.

The New Zealand Coastal Policy Statement requires Local Authorities to consider and plan for coastal hazards risks. Under Policy 24 (1), Local Authorities are required to "Identify areas in the coastal environment that are potentially affected by coastal hazards (including tsunami), giving priority to the identification of areas at high risk of being affected. Hazard risks, over at least 100 years, are to be assessed..."

Projected increases in sea level between 0.3 and 0.6m by 2065 and 0.6m and 1.5m by 2120 have been adopted for the Strategy. These ranges are based on the latest Intergovernmental Panel on Climate Change (IPCC) estimates for global sea level rise, together with additional local information and reporting. These projected figures align with recent reports prepared by the Parliamentary Commissioner for the Environment. They do not take into account a worst case scenario i.e. rapid melting of the Antarctic ice shelves.

3.4 Significance and Consultation

Clifton to Tangoio is the most developed and populated part of the Hawke's Bay coastline. As well as hundreds of people's homes located along this coast, there are businesses and industry, roads, bridges, electrical/gas/water/sewage services, a seaport and an airport.

Therefore the strategy needs to identify areas that could be affected by various coastal hazards over medium and long term and the risks to public and private property, cultural sites and areas, recreational use and infrastructure services.

The long term vision for the Strategy is that "Coastal communities, businesses and critical infrastructure from Tangoio to Clifton are resilient to the effects of coastal hazards".

As the project has progressed there has been many opportunities for residents, landowners, businesses, and stakeholders to get involved. The website www.hbcoast.co.nz has all the information relevant to the project and is up-dated regularly. On the website the public can find:

- The latest information and research.
- Public presentations and meetings.
- Opportunities for people to learn more and have their say.

There has been extensive stakeholder engagement over the last year including community meetings and meetings at marae. As a result of these engagements two cell assessment panels have now been established with representatives from the various communities of interest. Under this collaborative model the coastal hazard strategy will be developed and response options evaluated.

3.5 Implications

Financial

Council has agreed to contribute a third of the costs of the strategy with Hastings District Council and the Hawkes Bay Regional Council. Napier City Council allocated a budget of \$50,000 this financial year. The actual cost is now \$160,000 resulting in unbudgeted expenditure of \$110,000. This is due to additional unbudgeted, but critical work, to support the assessment panels that make recommendations back to the Joint Committee. It is recommended that funding for the additional cost is sourced through year end budgets. Costs occurred to date have paid for:

- Tonkin and Taylor's coastal erosion assessment, coastal inundation assessment, and a risk assessment and a peer review of these assessments by Professor Paul Kench of Auckland University.

- Initial work by EMS/Maven Consultancies to develop a strategic framework for decision-making and developing funding options.

- Erosion profiles and inundation mapping.

- Communication strategy including website design and set-up.

- Community representatives on the assessment panels have made a time commitment. Those not already in paid employment from representative organisations will receive a modest monetary acknowledgment per meeting they attend.

It is anticipated that another \$100,000 will be required for the next financial year to complete the rest of the work to the end of 2017. This has been included in Council's 2017/18 Annual Plan.

Social & Policy

The social and economic costs to the region of not addressing potential coastal hazards in the medium to long term are high as are the risks to public and private property, cultural sites, recreational areas and infrastructure services.

As a policy issue the initiative provides an opportunity for the community to address coastal issues in an integrated manner and on a regional scale taking into account intergenerational equity arguments (who pays and when).

Risk

The risk assessment undertaken by Tonkin and Taylor indicates the key areas where infrastructure and communities are under threat. This information is available on the HB Coast website and is covered by the Tonkin and Taylor report "Coastal Risk Assessment". Elements at risk include the safety of the resident population and the loss of economic, social, cultural and environmental/ecological assets.

3.6 Options

The Napier City Council has already made a commitment to this project in terms of staff and funding and agreed to the original Terms of Reference for the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.

The only other option is for Napier City Council to withdraw from the joint strategy and work independently from the other partner councils. This would not achieve the purpose of developing an integrated coastal strategy from Clifton to Tangoio.

3.7 Development of Preferred Option

The Napier City Council is already committed to this project as mentioned above and therefore it would be beneficial for all parties for this to continue.

At the Meeting

A brief update was provided to the Committee on progress made under the Clifton to Tangoio Coastal Hazard Strategy and topics of particular focus currently, including concerns regarding the depositing of sand off shore (as opposed to the current consented deposit zones close to Westshore) by the Port of Napier which is believed would have ramifications for Westshore. It was noted that reports commissioned by the Port differ greatly to the findings of historical investigations into the ramifications of this scenario, but the committee have not had the opportunity to review the Port papers.

A minor amendment was made at the meeting to Part B of the Committee's recommendation.

3.8 Attachments

- A Coastal Hazard Assessment, Tonkin & Taylor, May 2016 (*Under Separate Cover*)
- B Coastal Risk Assessment, Tonkin & Taylor, May 2016 (*Under Separate Cover*)
- C Decision Making Framework, Mitchell Daysh, February 2017 (*Under Separate Cover*)
- D Updated Terms of Reference, December 2016

Terms of Reference for the Clifton to Tangoio Coastal Hazards Strategy Joint Committee

As at 5 December 2016

1. Definitions

For the purpose of these Terms of Reference:

- ☐ “**Act**” means the Local Government Act 2002.
- ☐ “**Administering Authority**” means Hawke’s Bay Regional Council.
- ☐ “**Coastal Hazards Strategy**” means the Coastal Hazards Strategy for the Hawke Bay coast between Clifton and Tangoio¹.
- ☐ “**Council Member**” means an elected representative appointed by a Partner Council.
- ☐ “**Hazards**” means natural hazards with the potential to affect the coast, coastal communities and infrastructure over the next 100 years, including, but not limited to, coastal erosion, storm surge, flooding or inundation of land from the sea, and tsunamis; and includes any change in these hazards as a result of sea level rise.
- ☐ “**Joint Committee**” means the group known as the Clifton to Tangoio Coastal Hazards Strategy Joint Committee set up to recommend both draft and final strategies to each Partner Council.
- ☐ “**Member**” in relation to the Joint Committee means each Council Member and each Tangata Whenua Member.
- ☐ “**Partner Council**” means one of the following local authorities: Hastings District Council, Napier City Council and Hawke’s Bay Regional Council.
- ☐ “**Tangata Whenua Appointer**” means:
 - o The trustees of the Maugaharuru-Tangitu Trust, on behalf of the Maugaharuru-Tangitu Hapu;
 - o Mana Ahuriri Incorporated, on behalf of Mana Ahuriri Hapu;
 - o He Toa Takitini, on behalf of the hapu of Heretaunga and Tamatea.
- ☐ “**Tangata Whenua Member**” means a member of the Joint Committee appointed by a Tangata Whenua Appointer

2. Name and status of Joint Committee

- 2.1 The Joint Committee shall be known as the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.

¹ The Coastal Hazards Strategy is further defined in Appendix 1 to these Terms of Reference.

- 2.2 The Joint Committee is a joint committee under clause 30(1)(b) of Schedule 7 of the Act.

3. Partner Council Members

- 3.1 Each Partner Council shall appoint two Council Members and alternates to the Joint Committee. If not appointed directly as Council Members, the Mayors of Hastings District Council and Napier City Council and the Chairperson of Hawke's Bay Regional Council are ex officio Council Members.
- 3.2 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Council Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Partner Council that appointed the Member.

4. Tangata Whenua Members

- 4.1 Each Tangata Whenua Appointer may appoint one member to sit on the Joint Committee.
- 4.2 Each Tangata Whenua Appointer must make any appointment and notify all Tangata Whenua Appointers and Partner Councils in writing of the appointment.
- 4.3 The Tangata Whenua Members so appointed shall be entitled to vote.
- 4.4 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Tangata Whenua Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Tangata Whenua Appointer that appointed the Member.

5. Purpose of Terms of Reference

- 5.1 The purpose of these Terms of Reference is to:
- 6.1.1 Define the responsibilities of the Joint Committee as delegated by the Partner Councils under the Act.
- 6.1.2 Provide for the administrative arrangements of the Coastal Hazards Strategy Joint Committee as detailed in Appendix 2.

6. Meetings

- 6.1 Members, or their confirmed alternates, will attend all Joint Committee meetings.

7. Delegated authority

- 7.1 The Joint Committee has the responsibility delegated by the Partner Councils for:
- ☐ Guiding and providing oversight for the key components of the strategy including:
 - o The identification of coastal hazards extents and risks as informed by technical assessments;

- o A framework for making decisions about how to respond to those risks;
 - o A model for determining how those responses shall be funded; and
 - o A plan for implementing those responses when confirmed.
- ☐ Considering and recommending a draft strategy to each of the Partner Councils for public notification;
- ☐ Considering comments and submissions on the draft strategy and making appropriate recommendations to the Partner Councils;
- ☐ Considering and recommending a final strategy to each of the Partner Councils for approval.

8. Powers not delegated

- 8.1 The following powers are not delegated to the Joint Committee:
- ☐ Any power that cannot be delegated in accordance with clause 32 Schedule 7 of the Local Government Act 2002.
 - ☐ The determination of funding for undertaking investigations, studies and/or projects to assess options for implementing the Coastal Hazards Strategy.

9. Remuneration

- 9.1 Each Partner Council shall be responsible for remunerating its representatives on the Joint Committee and for the cost of those persons' participation in the Joint Committee.
- 9.2 The Administering Authority shall be responsible for remunerating the Tangata Whenua Members.

10. Meetings

- 10.1 The New Zealand Standard for model standing orders (NZS 9202:2003), or any New Zealand Standard substituted for that standard, will be used to conduct Joint Committee meetings as if the Joint Committee were a local authority and the principal administrative officer of the Hawke's Bay Regional Council or his or her nominated representative were its principal administrative officer.
- 10.2 The Joint Committee shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under this Terms of Reference.
- 10.3 Notice of meetings will be given well in advance in writing to all Joint Committee Members, and not later than one month prior to the meeting.
- 10.4 The quorum shall be 5 Members.

11. Voting

- 11.1 In accordance with clause 32(4) Schedule 7 of Act, at meetings of the Joint Committee each Council Member has full authority to vote and make decisions within the delegations of this Terms of Reference on behalf of the Partner Council without further recourse to the Partner Council.

- 11.2 Where voting is required, all Members of the Joint Committee have full speaking rights.
- 11.3 Each Member has one vote.
- 11.4 Best endeavours will be made to achieve decisions on a consensus basis.
- 11.5 Standing Orders 2.5.1(2) and 3.14.2 which state: The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, also has a casting vote” do not apply to the Joint Committee.

12. Election of Chairperson and Deputy Chairperson

- 12.1 On the formation of the Joint Committee the members shall elect a Joint Committee Chairperson and may elect up to two Deputy Chairpersons. The Chairperson is to be selected from the group of Council Members.
- 12.2 The mandate of the appointed Chairperson or Deputy Chairperson ends if that person through resignation or otherwise ceases to be a member of the Joint Committee.

13. Reporting

- 13.1 All reports to the Committee shall be presented via the Technical Advisory Group² or from the Committee Chairperson.
- 13.2 Following each meeting of the Joint Committee, the Project Manager shall prepare a summary report of the business of the meeting and circulate that report, for information to each Member following each meeting. Such reports will be in addition to any formal minutes prepared by the Administering Authority which will be circulated to Joint Committee representatives.

14. Good faith

- 14.1 In the event of any circumstances arising that were unforeseen by the Partner Councils, the Tangata Whenua Appointers, or their respective representatives at the time of adopting this Terms of Reference, the Partner Councils and the Tangata Whenua Appointers and their respective representatives hereby record their intention that they will negotiate in good faith to add to or vary this Terms of Reference so to resolve the impact of those circumstances in the best interests of the Partner Councils and the Tangata Whenua Appointers collectively.

15. Variations to these Terms of Reference

- 15.1 Any Member may propose a variation, deletion or addition to the Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the Joint Committee.
- 15.2 Amendments to the Terms of Reference may only be made with the approval of all Members.

² A description of the Technical Advisory Group and its role is included as Appendix 2 to these Terms of Reference.

–

16. Recommended for Adoption by

-
- 16.1 The Coastal Hazards Strategy Joint Committee made up of the following members recommends this Terms of Reference for adoption to the three Partner Councils:
-

Napier City Council represented by **Cr T Jeffery**
Cr L Dallimore

Refer to Council paper 2 November 2016

Hastings District Council represented by **Cr T Kerr**
Cr R Heaps

Refer to Council paper 8 November 2016

Hawke's Bay Regional Council represented by **Cr P Beaven**
Cr P Bailey

Refer to Council paper 9 November 2016

Maungaharuru-Tangitū Trust (MTT) represented by **Mrs T**
Hopmans

Mana Ahuriri Inc represented by **Mr T Wilson**

He Toa Takitini represented by **Mr P Paku**

Appendix 1 – Project Background

Project Goal

A Clifton to Tangoio Coastal Hazards Strategy is being developed in co-operation with the Hastings District Council (HDC), the Hawke's Bay Regional Council (HBRC), the Napier City Council (NCC), and groups representing Mana Whenua and/or Tangata Whenua. This strategy is being developed to provide a framework for assessing coastal hazards risks and options for the management of those risks for the next 105 years from 2015 to 2120.

The long term vision for the strategy is that coastal communities, businesses and critical infrastructure from Tangoio to Clifton are resilient to the effects of coastal hazards.

Project Assumptions

The Coastal Hazards Strategy will be based on and influenced by:

- ☐ The long term needs of the Hawke's Bay community
- ☐ Existing policies and plans for the management of the coast embedded in regional and district council plans and strategies.
- ☐ Predictions for the impact of climate change
- ☐ The National Coastal Policy Statement

Project Scope

The Coastal Hazards Strategy is primarily a framework for determining options for the long term management of the coast between Clifton and Tangoio. This includes:

- ☐ Taking into account sea level rise and the increased storminess predicted to occur as a result of climate change, an assessment of the risks posed by the natural hazards of coastal erosion, coastal inundation and tsunamis.
- ☐ The development of a framework to guide decision making processes that will result in a range of planned responses to these risks
- ☐ The development of a funding model to guide the share of costs, and mechanisms to cover those costs, of the identified responses.
- ☐ The development of an implementation plan to direct the implementation of the identified responses.
- ☐ Stakeholder involvement and participation.
- ☐ Protocols for expert advice and peer review.
- ☐ An action plan of ongoing activity assigned to various Members.

The Strategy will:

- ☐ Describe a broad vision for the coast in 2120, and how the Hawke's Bay community could respond to a range of possible scenarios which have the potential to impact the coast by 2120.

- Propose policies to guide any intervention to mitigate the impact of coastal processes and hazards through the following regulatory and non-regulatory instruments:
 - o Regional Policy Statement
 - o District Plans
 - o Council long-term plans
 - o Infrastructure Development Planning (including both policy and social infrastructure networks).

Appendix 2 - Administering Authority and Servicing

The administering authority for the Coastal Hazards Strategy Joint Committee is Hawke's Bay Regional Council.

The administrative and related services referred to in clause 16.1 of the conduct of the joint standing committee under clause 30 Schedule 7 of the Local Government Act 2002 apply.

Until otherwise agreed, Hawke's Bay Regional Council will cover the full administrative costs of servicing the Coastal Hazards Strategy Joint Committee.

A technical advisory group (TAG) will service the Coastal Hazards Strategy Joint Committee.

The TAG will provide for the management of the project mainly through a Project Manager. TAG will be chaired by the Project Manager, and will comprise senior staff representatives from each of the participating Councils and other parties as TAG deems appropriate from time to time. TAG will rely significantly on input from coastal consultants and experts.

The Project Manager and appropriate members of the TAG shall work with stakeholders. Stakeholders may also present to or discuss issues directly with the Joint Committee.

Functions of the TAG include:

- o Providing technical oversight for the study.
- o Coordinating agency inputs particularly in the context of the forward work programmes of the respective councils.
- o Ensuring council inputs are integrated.

4. LAND LEGALISATION - 2 HASTINGS STREET & 12 BROWNING STREET, NAPIER

Type of Report: Legal
Legal Reference: Public Works Act 1981
Document ID: 352620
Reporting Officer/s & Unit: Bryan Faulknor, Manager Property
Jenny Martin, Property and Facilities Officer

4.1 Purpose of Report

To obtain Council approval, pursuant to Section 114 of the Public Works Act 1981 to declare the land in the Schedule to be road.

COMMITTEE'S RECOMMENDATION

Councillor Jeffery / Councillor Brosnan

That Council

- a. Consents, in accordance with Section 114 of the Public Works Act 1981, to the land described in the Schedule hereto to be declared road and vested in the Napier City Council.

SCHEDULE

Hawke's Bay Land District – Napier City

Area (ha)	Legal Description	Certificate of Title
0.0001	Lot 8 DP 6356	HB 56/57
0.0002	Lot 9 DP 6356	HB 56/59

CARRIED

4.2 Background Summary

In 1935, DP 6356 showed as Lots 8 and 9 corner splays on the intersections of Hershall Street and Hastings Street with Browning Street. Both Lots 8 and 9 and the adjoining Lot 6 were at the time owned by the Crown for education purposes. Lot 6 subsequently passed into private ownership but Lots 8 and 9 have remained in the name of Her Majesty the Queen. The areas are shown on the attached aerial map highlighted in purple (see Attachment A).

It is apparent that the parties had intended Lots 8 and 9 to become road but legalisation was never completed. This has come to light due to proposed road works in the area.

The consent of the Crown (as owner of Lots 8 and 9) has been obtained to declare each lot to be road. Land Information New Zealand have confirmed that Council does not need the consent of any other parties.

A declaration by Council declaring the land to be road is now required.

4.3 Issues

There are no issues.

4.4 Significance and Consultation

Council lawyers have consulted and obtained consent from the Crown. LINZ have also been consulted.

4.5 Implications

Financial

Not applicable.

Social & Policy

Not applicable.

Risk

Not applicable.

4.6 Options

The options available to Council are as follows:

1. To declare, pursuant to Section 114 of the Public Works Act 1981 the land in the Schedule to be road.
2. To not declare the land to be road. This may result in the proposed road works in the area not going ahead.

4.7 Development of Preferred Option

It is now appropriate to correct the historic oversight and proceed with the required declaration.

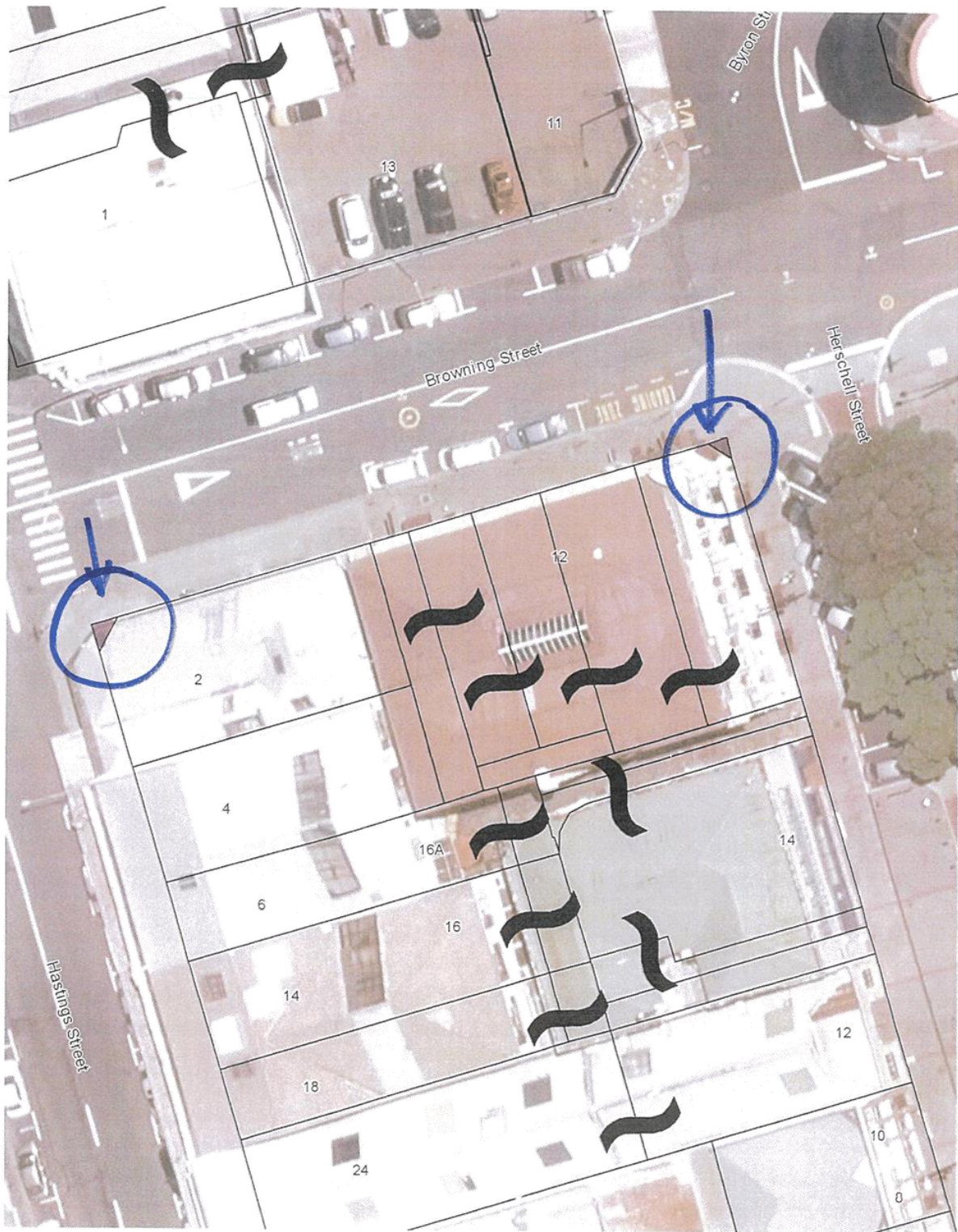
Not applicable.

At the Meeting

No discussion was held.

4.8 Attachments

- A Lot 8 and Lot 9 DP 6356



Scale: 1:392
Original Sheet Size A4
Print Date: 8/05/2017

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

REPORTS HELD 14 JUNE 2017

FROM

FINANCE

COMMITTEE

1. FUNDING APPLICATIONS

Type of Report:	<i>Operational</i>
Legal Reference:	<i>Local Government Act 2002</i>
Document ID:	<i>351363</i>
Reporting Officer/s & Unit:	<i>Belinda McLeod, Community Funding Advisor</i>

1.1 Purpose of Report

To seek approval to apply for external funding to purchase two all-terrain wheelchairs for community use on the foreshore and inline hockey rink boards for Bay Skate.

COMMITTEE'S RECOMMENDATION

Councillors Wright / Brosnan

That Council:

- a. Approve that applications for external funding are made to purchase of two all-terrain wheelchairs.
- b. Approve that applications for external funding are made to purchase inline hockey rink boards for Bay Skate.

CARRIED

1.2 Issues

There are two projects that are seeking external funding.

All-Terrain Wheelchairs

Officers were approached by the Halberg Disability Sport Foundation to consider providing all-terrain wheelchairs, so that physically disabled local children and adults can have access to recreational activities with their families particularly at the beach. All-terrain wheelchairs move easily over any surface, including soft sand and can float in the water, allowing transfer into a boat, surfing and swimming. With the off-road wheels the chair can be used on wet surfaces, mud, stones, pebbles and dusty surfaces, so people could access our pathways, beaches and bush walks.

It is proposed to have one wheelchair based at the Napier Aquatic Centre (Pandora Pond in the summer) and one at the Pettigrew Arena, which would give community members easy access to the chairs. This would give people with disabilities opportunities to participate in recreational outdoor activities with their family and friends. Council would provide a booking system and be responsible for the maintenance of the chairs.

The costs for the two all-terrain wheel chairs is \$15,000. The purchase of these chairs supports the Disability Strategy currently in development.

Inline Hockey Rink Boards

Rink boards will enable the skating rink to be more versatile, and provide important separation between the other skating areas. The rink boards will provide the required infrastructure to support training, competitive games and events for both inline hockey and roller hockey. The cost for the rink boards is \$60,000.

The Rink Boards were not included in the original design of Bay Skate as more detail about the needs of roller hockey was required and there was no budget allocation for it at that time. The original focus for Bay Skate was on a functional park with basic provisions, and it was always the intention to add more features. For any new additional features, the Council will explore external funding where possible or use the capital expenditure budget.

1.3 Significance and Consultation

N/A

1.4 Implications

Financial

By presenting funding applications to a number of providers both these items could be fully funded externally.

Rink Boards - If external funding is unsuccessful, or not fully funded, then funding will be sought from sponsorship (approaches are currently being made). There is funding available from the 2017/18 Bay Skate capital budget, however, the priority for this funding is the purchase of ramps.

Social & Policy

N/A

Risk

N/A

1.5 Options

The options available to Council are as follows:

1. Apply for external funding and/or sponsorship for the projects.
2. Council could fund the projects through 2017/18 budgets. However, the rink boards are not as high a priority as ramps, and would be unlikely to proceed in 2017/18.

1.6 Development of Preferred Option

The preferred option is to apply for funding for the two projects as follows:

a) All-Terrain Wheelchairs

Funder	Apply Up To
Pub Charity	15000
Youth Town	7000
North & South Trust	7000
Napier RSA	5000
Taradale RSA	5000

Total:	\$39,000
---------------	-----------------

b) Rink Boards

Funder	Apply Up To
New Zealand Community Trust	15000
North & South Trust	15000
Infinity Foundation	15000
Grassroots Trust Ltd	15000
Total:	\$60,000

Funders have been selected in line with their criteria/timing, and other Council project funding requirements. This does not preclude other applications for projects being made to the funders identified.

At the Meeting

There was no discussion on this item.

1.7 Attachments

Nil

2. FEES & CHARGES 2017/18

Type of Report:	<i>Operational</i>
Legal Reference:	<i>Local Government Act 2002</i>
Reporting Officer/s & Unit:	<i>Caroline Thomson, Chief Financial Officer</i>

2.1 Purpose of Report

To approve Fees and Charges for the year commencing 1 July 2017.

COMMITTEE'S RECOMMENDATION

Councillors Price / Tapine

That Council

- a. Adopt the Schedule of Fees and Charges for 2017/18.

Note that once the Schedule of Fees and Charges for 2017/18 has been adopted, it will form part of the supporting information for the 2017/18 Annual Plan.

CARRIED

COMMITTEE'S RECOMMENDATION

Councillors Taylor / Brosnan

That Council

- b. Resolve that a **DECISION OF COUNCIL** is required urgently to allow for notification of the Schedule in advance of it becoming effective on 1 July 2017.

CARRIED

COMMITTEE'S RECOMMENDATION

Councillors Wright / McGrath

- c. This will require the following resolution to be passed before the decision of Council is taken: That, in terms of Section 82 (3) of the Local Government Act 2002. That the principles set out in that section have been observed in such manner that the Napier City Council considers, in its discretion, is appropriate to make decisions on the recommendation.

CARRIED

2.2 Background Summary

Council at its meeting to adopt the draft Annual Plan 2017/18 resolved to seek feedback on the proposed Fees and Charges for the Council activities for 2017/18 on the Council website by 30 April 2017. No feedback from the public was received through this process.

The Schedule of Fees and Charges is to take effect from 1 July 2017.

The schedule was updated in the Draft Fees and Charges schedule for consultation to incorporate changes to the existing scale of fees and charges, and any new charges that have been approved by Council during 2016/17.

Where appropriate all charges have been rounded to the nearest 10 cents or whole dollar in accordance with Council Policy.

2.3 Issues

Council at its meeting on 5th April 2017 resolved to make the charging for parking within the CBD consistent at \$1 per hour and sought feedback from the public on the draft fees and charges schedule by 30th April 2017.

The fees and charges schedule was made available on Council's website and no feedback from the public has been received.

At the Meeting

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

- ☐ On page 58 of the agenda, the MTG Film Admission "concession" is for senior citizens and community services card holders; this will be specified in the fees and charges schedule.

It was noted that there is some perception in the community that our facilities are quite expensive for community groups to hire and people are often surprised when they see the actual costs which much lower than they had expected. It was suggested that better communication of pricing be advertised.

2.3 Attachments

A NCC Schedule of Fees and Charges 2017/18



Napier City Council

FEES AND CHARGES 2017-18



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

INDEX for 2017 Fees and Charges

	Page No.
Faraday Centre	3
Bay Skate	4
Roading	5
Stormwater Connections	6
Water	7
Sewerage	8 - 9
Public Toilets and Showers	10
Refuse Transfer Station	11
Sportsgrounds	12 - 20
Cemeteries	21 - 22
Parks & Reserves	23
Halls	24
Library Services	25 - 27
Napier Aquatic Centre	28 - 29
Planning Support Services	30
Town Planning - Resource Consents	31
Policy Planning	32
Licence Fees - Environmental Health	33 - 35
Building Fees	36 - 37
Animal Control	38
Parking	39 - 40
National Aquarium of New Zealand	41 - 42
Par2 MiniGolf	43
Napier Conference Centre	44 - 45
Napier Municipal Theatre	46 - 47
Napier i-SITE Visitor Centre	48
Kennedy Park	49
Corporate Services	50
MTG Hawke's Bay	51 - 53
Civic and Library Buildings	54
Inner Harbour	55
Subdivisions & Land Development	56 - 62



Faraday Centre

All fees and charges are inclusive of GST (except as noted *).

Faraday Centre	2017/18 Fee (incl GST)
Admission	
Adults	\$9.00
Children (under 15 years)	\$2.50

Bay Skate

All fees and charges are inclusive of GST (except as noted *).

Bay Skate	2017/18 Fee (incl GST)
Admission	
Adults (18 and over)	\$9.00
Concession - Student / child (4-17) /Senior Citizens / Community Services Card holders	\$6.00
Child (3 or under)	No Charge
Bay Skate members and affiliated club members	\$4.00
Family (2 adults and up to 2 children)	\$16.00
Spectators	No Charge
Membership	
Bay Skate annual membership	\$25.00
Equipment Hire	
Scooter	\$10.00
Inline Skates	\$10.00
Skateboard	\$10.00
Roller skates	\$10.00
Aggressive skate	\$10.00
Protective equipment	Free with equipment hire
Helmet	Free with equipment hire
Venue Hire	
Morning / Afternoon	
Ramps or rink only - Affiliated Club	\$25.00
Ramps or rink only - Community	\$50.00
Ramps or rink only - Corporate	\$100.00
Whole Facility - Affiliated Club	\$50.00
Whole Facility - Community	\$100.00
Whole Facility - Corporate	\$200.00
Evening	
Ramps or rink only - Affiliated Club	\$28.00
Ramps or rink only - Community	\$55.00
Ramps or rink only - Corporate	\$110.00
Whole Facility - Affiliated Club	\$56.00
Whole Facility - Community	\$110.00
Whole Facility - Corporate	\$220.00
Full Day	
Ramps or rink only - Affiliated Club	\$50.00
Ramps or rink only - Community	\$100.00
Ramps or rink only - Corporate	\$200.00
Whole Facility - Affiliated Club	\$100.00
Whole Facility - Community	\$200.00
Whole Facility - Corporate	\$400.00
Fundraising charge - Affiliated Club	\$40.00

Roading

All fees and charges are inclusive of GST (except as noted *).

Roading	2017/18 Fee (incl GST)
Street Banners	
Erect and take down (one fee includes both)	\$139.00
Corridor Management	
Corridor Access Requests	\$349.00
Traffic Management Plans	\$221.00
Additional Inspections (per additional inspection)	\$104.00
Service Marking for Council Water, Stormwater and Sewers	
Provision of as built plans	No Charge
Marking large diameter sewer pumping mains	No Charge
Marking large diameter trunk mains	No Charge
Per Hour - Marking of Stormwater, sewer and water mains (applies to service authorities that charge for their services to be marked)	\$101.00

Stormwater

All fees and charges are inclusive of GST (except as noted *).

Stormwater Connections		2017/18 Fee (incl GST)
Note: All minimum charges are per connection		
Steel Kerb Connection 90mm Equivalent		
Steel Connection to Kerb & Channel		\$557.00
Double Connection to Kerb and Channel		\$867.00
100mm Connection		
100mm Connection to Stormwater Pipe - Minimum Charge due on application		\$551.00
Plus a charge per metre of - No Road Crossing		\$181.00
Plus a charge per metre of - Road Crossing		\$211.00
Larger Than 100mm Connection		
Note: For a diameter larger than 100mm all costs including street restoration to be to applicant. Quotations available on request.		
Note: All minimum payments are non-refundable		
Minimum Charge due on application		\$551.00
Service Marking for Council Water, Stormwater and Sewers		
Provision of as built plans		No Charge
Marking large diameter sewer pumping mains		No Charge
Marking large diameter trunk mains		No Charge
Per Hour - Marking of Stormwater, sewer and water mains		\$101.00

Water

All fees and charges are inclusive of GST (except as noted *).

Water Connections	2017/18 Fee (incl GST)
Note: All ordinary supplies outside the Napier Water Supply Area are metered. Backflow preventers to be fitted in accordance with the hazard category.	
Note: All extraordinary supplies are metered, but fire sprinkler systems that conform with the requirements of NZS4541 are not metered. Backflow preventers to be fitted in accordance with the hazard category.	
Note: All minimum charges are per connection and are non refundable.	
Ordinary Supply (Domestic) Napier/Bay View Urban Area	
Connection (15mm diameter)	\$788.00
Meter and Meter Box	\$350.00
Backflow Preventer	\$615.00
Extraordinary Supply (Non-Domestic) 15mm Diameter	
Connection	\$788.00
Meter and Meter box	\$350.00
Backflow Preventer	\$615.00
Meter and Meter Box to existing 15mm diameter connection	\$665.00
Extraordinary Supply (Non-Domestic) Over 15mm Diameter	
Connection - actual cost - Minimum Charge due on application	\$788.00
Meter and Meter Box - actual cost - Minimum Charge due on application	\$350.00
Backflow Preventer	\$615.00
Disconnections	
Water Disconnections (up to 50mm)	\$390.00
Water Disconnections (over 50mm) actual cost - Minimum Charge due on application	\$390.00
Well Sealing	
Well Sealing Fee	\$150.00
Testing of Meters	
25mm or less (no certificate)	\$142.00
Private sub meter reading (per meter, per reading cycle)	\$8.00
Testing of Backflow Preventer	
Charge for inspection only- Remedial work charged at actual	\$108.00
Pot Holing in Road for Services	
Actual Costs with a minimum fee due on application.	\$445.00
Service Marking for Council Water, Stormwater and Sewers	
Provision of as built plans	No Charge
Marking large diameter sewer pumping mains	No Charge
Marking large diameter trunk mains	No Charge
Per Hour - Marking of Stormwater, sewer and water mains	\$101.00

Sewerage

All fees and charges are inclusive of GST (except as noted *).

Sewer Connections		2017/18 Fee (incl GST)
Note: Minimum Charges are per connection and non refundable		
100mm Diameter Connection		
100mm diameter connection		\$1,340.00
Plus a charge per metre of - No Road Crossing		\$185.00
Plus a charge per metre of - Road Crossing		\$240.00
Minimum Charge		\$1,340.00
Larger Than 100mm Diameter Connection		
Note: All costs including street restoration to be charged to applicant. Quotations available on request.		
Minimum Charge		\$1,340.00
Disconnection		
Disconnection Fee		\$350.00
Video Inspection		
Video Inspection Charge (per hour) - minimum one hour		\$175.00
Bay View Connections (Stage 1 Village)		
All Connections to Stage 1 - Fixed fee to connect plus actual costs of connection - Quote will be provided if required.		\$15,500.00
Service Marking for Council Water, Stormwater and Sewers		
Provision of as built plans		No Charge
Marking large diameter sewer pumping mains		No Charge
Marking large diameter trunk mains		No Charge
Per Hour - Marking of Stormwater, sewer and water mains		\$101.00
Trade Waste Charges		2017/18 Fee (incl GST)
City Charge		
Existing Trade Waste Customers - Charge Per m ³		\$0.76
Industry to be phased into Trade waste charging system - Charge Per m ³ discharge to Domestic Reticulation System		\$0.76



Sewerage

All fees and charges are inclusive of GST (except as noted *).

Awatoto and Pandora Charge	
Awatoto Charge Per m ³	\$0.26
Pandora Charge Per m ³	\$0.51
Tanker Discharge	
Note: Per Load at Milliscreen Plant	
Note: Monday to Friday 7.00am to 4.00pm & Saturday 6.30am to 10.00am (Non Statutory Days)	
Tankers (\$ per m ³ tanker capacity)	\$10.00
After Hours - A minimum additional charge. (Additional Charges to recover overtime, days in lieu etc may apply)	\$95.00



Public Toilets and Showers

All fees and charges are inclusive of GST (except as noted *).

Marine Parade Toilet (Soundshell)	2017/18 Fee (incl GST)
Toilets	
Adults & Children 5 years and over	\$0.20
Children under 5 years	No Charge
Showers	
Shower charge	\$3.00
Hire of towel (includes soap)	\$2.00
Lockers	
Note: Lockers will be opened after the end of the hire period and will be available for rehire	
Deposit *	\$12.00
Charge up to 4 hours	\$1.00
Charge over 4 hours (same day)	\$2.00
A daily charge for each additional day or part thereof will apply after the first day	\$2.00
Bike Store	
Deposit *	\$12.00
Charge up to 4 hours	\$4.00
Charge over 4 hours (same day)	\$6.00

Refuse Transfer Station

All fees and charges are inclusive of GST (except as noted *).

Refuse Transfer Station Charges	2017/18 Fee (incl GST)
Note: All vehicles are weighed in and out.	
All Vehicles	
Greenwaste and Untreated Wood (per tonne)	\$100.00
General Refuse (per tonne) (Bulk quantities agreed rate)	\$198.00
Discount for separating Green Waste	\$6.00
Minimum Charges	
General Refuse (applies to loads up to 100kg)	\$20.00
Greenwaste and Untreated Wood (applies to loads up to 100kg)	\$14.00
Polystyrene (per cubic metre)	\$64.00
Charge per rubbish bag (Maximum of 2 bags)	\$5.00
Car tyres each (truck tyres not accepted)	\$6.00
Charge to reissue lost inwards docket	\$10.00
Recycling	
Paper & cardboard, glass and metal separated at the recycling station	No Charge

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Chapman Pavilion	2017/18 Fee (incl GST)
Note: Times of Hire: Morning is 8.00am to 1.00pm, Afternoon is 1.00pm to 6.00pm, Evening is 6.00pm to 11.00pm and Full Day is 8.00am to 11.00pm. Weekdays are Monday to Thursday, Weekends are Friday to Sunday.	
Note: Performance Bond: Payment of a performance bond is required to confirm a booking. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the first hire date.	
Note: Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.	
Chapman Pavilion Pettigrew Lounge (Corporate Lounge 1)	
Performance Bond *	\$400.00
Weekday Morning or Afternoon	\$125.00
Weekday Evening	\$165.00
Weekday Full day	\$335.00
Weekends Morning or Afternoon	\$165.00
Weekends Evening	\$335.00
Weekends Full day	\$570.00
Chapman Pavilion Corporate Lounge 2	
Performance Bond *	\$400.00
Weekday Morning or Afternoon	\$110.00
Weekday Evening	\$145.00
Weekday Full Day	\$300.00
Weekends Morning or Afternoon	\$145.00
Weekends Evening	\$300.00
Weekends Full Day	\$520.00
Chapman Pavilion Both Lounges	
Performance Bond *	\$600.00
Weekday Morning or Afternoon	\$215.00
Weekday Evening	\$270.00
Weekday Full Day	\$540.00
Weekends Morning or Afternoon	\$270.00
Weekends Evening	\$590.00
Weekends Full Day	\$965.00
Napier City Council Wardens	
Senior Floor Attendant (per hour)	\$60.00

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Graeme Lowe Stand Lounges		2017/18 Fee (incl GST)
Note: Times of Hire: Morning is 8.00am to 1.00pm, Afternoon is 1.00pm to 6.00pm, Evening is 6.00pm to 11.00pm and Full Day is 8.00am to 11.00pm. Weekdays are Monday to Thursday, Weekends are Friday to Sunday.		
Note: Performance Bond: Payment of a performance bond is required to confirm a booking. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the first hire date.		
Note: Event Day: A day on which an entry charge event is held on the Mclean Park field of play.		
Note: Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.		
Graeme Lowe Stand Lounge 1		
Performance Bond *		\$400.00
Weekday Morning or Afternoon		\$290.00
Weekday Evening		\$355.00
Weekday Full day		\$850.00
Weekends Morning or Afternoon		\$360.00
Weekends Evening		\$435.00
Weekends Full day		\$1,070.00
Event Day		\$1,070.00
Graeme Lowe Stand Lounge 2		
Performance Bond *		\$400.00
Weekday Morning or Afternoon		\$315.00
Weekday Evening		\$405.00
Weekday Full day		\$950.00
Weekends Morning or Afternoon		\$400.00
Weekends Evening		\$475.00
Weekends Full day		\$1,200.00
Additional Facilities at Graeme Lowe Stand Lounges		
Graeme Lowe Stand Kitchen		
Performance Bond *		\$200.00
Morning or Afternoon		\$85.00
Evening		\$170.00
Full Day		\$280.00
Event Day		\$280.00
Napier City Council Wardens		
Senior Floor Attendant (per hour)		\$60.00

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Rodney Green Centennial Event Centre	2017/18 Fee (incl GST)
--------------------------------------	---------------------------

Note: Times of Hire: Morning is 8.00am to 1.00pm, Afternoon is 1.00pm to 6.00pm, Evening is 6.00pm to 11.00pm and Full Day is 8.00am to midnight (unless specified otherwise).

Note: Performance Bond: Payment of a performance bond is required to confirm a booking. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the first hire date.

Note: Seasonal Hire: A booking for 20 or more sessions over one year (a session is a morning, afternoon, or evening).

Note: Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.

Note: Discount for Sports Tournaments. Only applies if the tournament's principal venue is the Rodney Green Centennial Event Centre. Discount may be negotiated at the time of booking with the Manager of Sport and Recreation, based on economic benefit the tournament brings to the city.

Local Sports Bodies - Seasonal Hire	
Performance Bond *	\$600.00
Morning or Afternoon	\$105.00
Evening	\$175.00
Full Day	\$290.00
Sports Bodies, Not for Profit, and Local Community Benefit	
Performance Bond *	\$600.00
Morning or Afternoon	\$255.00
Evening	\$385.00
Full Day	\$685.00
Commercial	
Performance Bond *	By negotiation with Manager Sport and Recreation
Morning or Afternoon	
Evening to Midnight	
Full Day to Midnight	
Per hour after midnight	
Additional Facilities at Rodney Green Centennial Event Centre	
Kitchen	
Performance Bond *	\$200.00
Morning or Afternoon	\$65.00
Evening	\$80.00
Full Day	\$165.00
Dining Room	
Performance Bond *	\$200.00
Morning or Afternoon	\$55.00
Evening	\$65.00
Full Day	\$125.00



Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Combined Kitchen and Dining Room	
Performance Bond *	\$200.00
Morning or Afternoon	\$85.00
Evening	\$110.00
Full Day	\$215.00
Meeting Room	
Performance Bond *	\$200.00
Morning or Afternoon	\$55.00
Evening	\$65.00
Full Day	\$125.00
Changing Rooms	
Male and female per day	\$35.00
Male and female changing room toilets per day (if required in addition to foyer toilets)	\$35.00
Basketball Hoops	
Price estimates or quotations provided on application	Price on Application
Custodian	
Cleaning and other services during hire period (per hour)	\$45.00
Napier City Council Wardens	
Senior Floor Attendant (per hour)	\$60.00
Floor Protection Cover (Carpet Tiles)	
Price estimates or quotations provided on application	Price on Application

Sportsgrounds	2017/18 Fee (incl GST)
---------------	---------------------------

Note: Performance Bond: A performance bond is required to confirm a booking for a one-off event or tournament. This bond will be refunded after the hire date, less any unpaid hire fees and additional costs incurred by Napier City Council as a result of actions or negligence of the hirer. The performance bond will be refunded if the booking is cancelled at least 30 days before the hire date.

Note: Seasonal Hire: A booking for up to 20 competition matches on any one sports ground over one season.

Note: Season Definition: Winter (April to August inclusive); Summer (October to March inclusive). Out of season games will be charged at the one-off rate.

Note: Admission Charge: Where the hirer charges an admission fee, the hire fee is as scheduled or 20% of the gate, whichever is greater.

Note: Cancellation: Cancellation charges will apply when Council has incurred preparatory costs and cancellation is not due to the weather. This includes junior sports.

Note: Junior (Local Competition): Maximum school year 8.

Note: Discount for Sports Tournaments: Only applies if the tournament's principal venue is Onekawa Park (Netball), Nelson Park (Cricket) or Park Island. Discount may be negotiated at the time of booking with the Manager Sport and Recreation, based on economic benefit the tournament brings to the city.

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Note: One-off Games: Includes, but is not limited to, out-of season, friendly and trial games.

Note: Practice: One team only and must be booked - more than one team will be treated as a trial or friendly game and will be charged at the one-off game rate.

Note: Charges for Unbooked Games: A penalty rate of 150% of the one-off game rate will be charged for any game played without an approved booking.

Note: Public Holidays: Additional costs incurred by Napier City Council for bookings on public holidays will be on-charged to the hirer.

Sports Tournaments - Open Ground

Performance Bond *	Price on Application
Tournament charge	As per charges for the code
Ground remarking	\$80.00
Cleaning changing rooms per visit (Park Island) Weekdays	\$140.00
Cleaning changing rooms per visit (Park Island) Weekends and after hours	\$245.00
Cleaning changing rooms per visit (Park Island) Statutory Holidays	\$700.00
Rubbish bins (additional to standard supply)	\$10.00
Electricity usage	Actual usage
Other services required	Price on Application

Non-Sporting Events: Community - Open Ground

Performance Bond *	Price on Application
Event charge - per day, per winter playing field	\$95.00
Cleaning changing rooms per visit (Park Island) Weekdays	\$140.00
Cleaning changing rooms per visit (Park Island) Weekends and After Hours	\$245.00
Cleaning changing rooms per visit (Park Island) Statutory Holidays	\$700.00
Rubbish bins (additional to standard supply)	\$10.00
Electricity usage	Actual usage
Other services required	Price on Application

Events: Commercial and/or Admission - Open Ground

Performance Bond *	Price on Application
Event charge - per day, per winter playing field	\$465.00
Cleaning changing rooms per visit (Park Island) Weekdays	\$140.00
Cleaning changing rooms per visit (Park Island) Weekends and After Hours	\$245.00
Cleaning changing rooms per visit (Park Island) Statutory Holidays	\$700.00
Rubbish bins (additional to standard supply)	\$10.00
Electricity usage	Actual use
Other services required	Price on Application

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Rugby: Seasonal Sporting Competition - Open Ground	
Seasonal charge per ground (20 competition matches maximum)	\$960.00
One-off games	\$100.00
7-aside seasonal charge per ground (20 competition matches maximum)	\$480.00
7-aside one-off games	\$25.00
Junior (Local Competition)	No Charge
Booked practice (one team only)	No Charge
Rubbish bins (additional to standard supply)	\$10.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required (including remarking of grounds)	Price on Application
Touch Rugby: Seasonal Sporting Competition - Open Ground	
Seasonal charge per ground (20 competition matches maximum)	\$480.00
One-off games	\$25.00
Booked practice (one team only)	No Charge
Rubbish bins (additional to standard supply)	\$10.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required (including remarking of grounds)	Price on Application
Football: Seasonal Sporting Competition - Open Ground	
Seasonal charge per ground (20 competition matches maximum)	\$975.00
One-off games	\$100.00
7-aside seasonal charge per ground (20 competition matches)	\$490.00
7-aside one-off games	\$25.00
Junior (Local Competition)	No Charge
Booked practice (one team only)	No Charge
Rubbish bins (additional to standard supply)	\$10.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required (including remarking of grounds)	Price on Application
Rugby League: Seasonal Sporting Competition - Open Ground	
Seasonal charge per ground (20 competition matches maximum)	\$725.00
One-off games	\$75.00
7-aside or Tag Football seasonal charge per ground (20 competition matches)	\$360.00
7-aside or Tag Football one-off games	\$20.00
Junior (Local Competition)	No Charge
Booked practice (one team only)	No Charge
Rubbish bins (additional to standard supply)	\$10.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required (including remarking of grounds)	Price on Application

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Hockey: Seasonal Sporting Competition - Open Ground	
Charge per booking	Price on Application
Softball: Seasonal Sporting Competition - Open Ground	
Seasonal charge per ground (20 competition matches maximum)	\$545.00
One-off games	\$80.00
Junior (Local Competition)	No Charge
Booked practice (one team only)	No Charge
Rubbish bins (additional to standard supply)	\$10.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required (including remarking of grounds)	Price on Application
Cricket: Seasonal Sporting Competition - Open Ground	
Note: Charges include morning and evening preparation only (for example, use of covers during the day is the responsibility of the hirer).	
Grass Wickets (Nelson Park)	
Seasonal charge per wicket (20 club competition matches maximum; one match per day)	\$2,780.00
Club practice (20 weeks; 2 nights per week; 2 wickets)	\$2,780.00
Representative practice (per day; 1 wicket)	\$140.00
One off game (except as specified below)	\$275.00
One off game (twilight; outfield wicket)	\$140.00
One off game (50 over)	\$275.00
One off game (twenty/20)	\$110.00
Two day game (consecutive days; one pitch)	\$375.00
Three day game (consecutive days; one pitch)	\$565.00
Four day game (consecutive days; one pitch)	\$750.00
Five day game (consecutive days; one pitch)	\$940.00
Women's 40 over game	\$260.00
Junior representative (grass at representative practice rate)	\$140.00
Artificial Wickets	
Seasonal charge per wicket (20 club competition matches maximum)	\$1,060.00
One off game	\$55.00
Junior (Local Competition)	No Charge

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Additional Charges	
Rubbish bins (additional to standard supply)	\$10.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required (including remarking of grounds)	Price on Application
Tennis Charges	
Petane Domain - 3 courts (annual charge)	\$1,530.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required	Price on Application
Athletics Charges	
Napier - per season	\$1,670.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required	Price on Application
Netball Charges	
Onekawa Park - 12 courts (full year charge)	\$5,735.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required	Price on Application

McLean Park	2017/18 Fee (incl GST)
-------------	---------------------------

Note: For events with two or more consecutive days of use, the minimum charge shall apply for the first day. Charges for additional days will be negotiated with the hirer.

Note: 20% of gate clause in General Terms applies

Rugby and Cricket - Charge Ground	
Per day minimum charge (excluding floodlights)	\$2,660.00
Floodlights hire (per hour of use)	\$1,330.00
Other services and facilities required	Price on Application
Other Hirers - Charge Ground	
Performance Bond *	\$1,500.00
Per day minimum charge	\$2,655.00
Floodlights hire (per hour of use)	\$1,330.00
Electricians or Technicians on Standby - per hour	\$85.00
Video screen	\$1,725.00
Scoreboard	No Charge
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services and facilities required	Price on Application

Sportsgrounds

All fees and charges are inclusive of GST (except as noted *).

Tremain Field (Park Island)	2017/18 Fee (incl GST)
-----------------------------	---------------------------

Note: 20% of gate clause in General Terms applies.

Rugby Union and Rugby League - Charge Ground	
Seasonal charge per ground (20 matches maximum)	\$1,015.00
One off game charge	\$105.00
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required	Price on Application

Bluewater Stadium (Park Island)	2017/18 Fee (incl GST)
---------------------------------	---------------------------

Note: 20% of gate clause in General Terms applies.

Football - Charge Ground	
Napier City Rovers	As per licence
Other hirers	Price on Application
Preparation outside normal work hours (per hour - labour, plant and materials)	Actual Cost
Other services required	Price on Application

Cemeteries

All fees and charges are inclusive of GST (except as noted *).

Cemeteries	2017/18 Fee (incl GST)
Interments - Burials	
Adults	\$560.00
Child (Over 29 days and under 14 years)	\$265.00
Stillborn child (within Neo-Natal area and up to 28 days after birth)	No Charge
Stillborn child (not within Neo-Natal area and up to 28 days after birth)	\$92.00
Disinterments and Reburials	
Same Plot	\$2,500.00
Different Plot	\$2,500.00
Extra Depth	
Extra Depth (to allow for three burials)	\$87.00
Burial of Deceased Formerly Resident Outside City Boundary	
Burial of Deceased Formerly Resident Outside City Boundary	\$620.00
Sale of Burial Plots	
Note: Includes Perpetual Maintenance	
Children under 14 years area (Western Hills and Park Island)	\$900.00
Wharerangi	\$2,200.00
Western Hills	\$2,200.00
Eskdale	\$2,200.00
Sale of Ash Plots	
Note: Includes Perpetual Maintenance	
Wharerangi Inground Plaque	\$400.00
Wharerangi Middle Ridge Ash Beam	\$400.00
Western Hills Rose Garden Beds 1-14	\$292.00
Western Hills Rose Garden Beds 15 and onwards	\$400.00
Western Hills Upright Ash Internment Area	\$565.00
Interment - Ashes - Includes Registration	
Interment of Ashes	\$92.00
Scattering of Ashes	\$92.00
Disinterment of Ashes	
Disinterment of Ashes	\$92.00
Registration of Memorial only	
Registration of Memorial only	\$92.00
Book of Remembrance	
Record of name in book of remembrance	\$42.00

Cemeteries

All fees and charges are inclusive of GST (except as noted *).

Monument Permit	
Permit to erect a monument	\$42.00
Change of Plot Ownership	
Transfer or relinquishment of ash or burial plot	\$42.00
Additional Fee	
Note: In exceptional circumstances arrangements can be made for a burial outside normal working hours. Normal hours are 8.00am to 4.00pm Monday to Friday and 8.00am to 12noon Saturday. For Saturday after 12noon, Sunday and Public Holidays additional charges will apply based on an actual quoted basis. Requests for quotations must be made at least 24 hours in advance during normal working hours.	
Cost Per After Hours Call (for Saturday, Sunday and Public Holidays between 10am and 5pm)	\$65.00
Out-of-hours additional fee - Minimum charge	\$750.00
Sale of Niches	
Wharerangi	\$168.00
Eskdale	\$83.00
Services Fee	
Dressing of grave and use of equipment	\$85.00

Parks and Reserves

All fees and charges are inclusive of GST (except as noted *).

Reserves	2017/18 Fee (incl GST)
Occupation and use of any public Park or Reserve by either a commercial operation, circus, Mardi Gras, Gypsy Fair or entertainment group, which intend to charge a public admission or sell products for financial gain	
Rental (per day)	\$400.00
Bond (refundable only if grounds and amenities are left in good order)*	\$575.00
Community Events which are free to the public	
Use of grounds & amenities	No Charge
Bond (refundable only if grounds and amenities are left in good order)*	\$575.00
Perfume Point Reserve (HB Sport Fishing Club)	
Use of sealed public car park for marquee : (per day)	\$250.00
Use of grass reserve for vehicle and boat trailer parking : (per day)	\$475.00

Soundshell	2017/18 Fee (incl GST)
Shows	
Use of stage and backstage for commercial event (per day)	\$400.00
Use of stage and backstage area for a free community event	No Charge
Bond (refundable only if grounds and amenities are left in good order) *	\$575.00
Supply of rubbish bins (additional to standard supply)	\$8.00

Halls

All fees and charges are inclusive of GST (except as noted *).

Memorial Hall Complex - Clive Square Main Hall & Lounge	2017/18 Fee (incl GST)
--	-----------------------------------

Closed for Redevelopment

Greenmeadows East Community Hall	2017/18 Fee (incl GST)
---	-----------------------------------

Main Hall & Kitchen

Group 1 - Profit-Making Organisations and Family Gatherings

Hourly charge	\$39.00
Morning or Afternoon	\$106.00
Evening	\$162.00
Whole Day	\$236.00

Group 2 - Community, Hobby & Sports Groups

Hourly charge	\$27.00
Morning or Afternoon	\$79.00
Evening	\$117.00
Whole Day	\$156.00

Meeting Room

Group 1 - Profit-Making Organisations and Family Gatherings

Hourly charge	\$17.00
Morning or Afternoon	\$48.00
Evening	\$70.00
Whole Day	\$97.00

Group 2 - Community, Hobby & Sports Groups

Hourly charge	\$14.00
Morning or Afternoon	\$38.00
Evening	\$52.00
Whole Day	\$69.00

Library Services

All fees and charges are inclusive of GST (except as noted *).

Library Services Charges	2017/18 Fee (incl GST)
Rentals	
Book Rental	No Charge
Children's Compact Disc	No Charge
Book Rental - Best Seller Collection	\$5.10
Magazine Rental - Best Seller Collection	\$2.60
Compact Disc Rental - per item 14 days	\$2.00
DVD Rental - new title, per item 7 days	\$3.60
DVD Rental - older item, including Children's, 7 days	\$2.00
DVD Rental - series, 14 days	\$6.00
Console Games Rental - per item 7 days	\$5.10
Console Older Games Rental - per item 7 days	\$3.10
Extended Loan Charges	
All materials except BestSeller books, BestSeller magazines, and console games - per item per day	\$0.40
All materials issued on a junior membership card (under 16 years of age) - per item per day	\$0.20
BestSeller Collection - Books and magazines. Per item per day	\$1.10
Console Games - per item per day	\$1.10
Maximum charge per item	\$11.00
Reservations	
Charge per adult membership (includes interbranch transfers)	\$1.10
Charge per child/teen membership (includes interbranch transfers)	\$0.60
Charge for magazine reservation	\$1.10
Interloan Charges	
Handling Fee	\$6.50
Interloans from libraries that charge an additional fee (handling fee will be additionally charged)	\$21.00
Rush Fee (additional to above charges)	\$22.50
City Loan	
Handling Fee	\$3.00
Distance Membership	
Annual full-services subscription for Hawkes Bay residents who live outside both Napier City and Hastings District Council boundaries and are not ratepayers in Napier City	\$48.00

Library Services

All fees and charges are inclusive of GST (except as noted *).

Visitors from Outside the Hawke's Bay Region	
Borrowing Fee	\$22.50
Membership Cards	
Replacement of Membership Cards	\$4.00
Research Services	
Per hour with first 15 minutes free	\$50.00
Photocopying	
Per A4 sheet (Black & White 1 x side only)	\$0.20
Per A3 sheet (Black & White 1 x side only)	\$0.40
Per A4 sheet (Colour 1 x side only)	\$0.70
Per A3 sheet (Colour 1 x side only)	\$2.00
Fax and Scanning Charges	
National - up to five pages	\$3.50
Subsequent pages - per page	\$0.20
International - per page	\$3.50
Internet/Email Charges	
Per hour	\$4.00
Per 30 minutes	\$2.00
Printout Charges	
Microfilm reader printer (per A4 sheet)	\$0.50
A4 black & white printouts (per side)	\$0.20
A3 Colour Printouts (per side)	\$2.00
A4 Colour Printouts (per side)	\$0.70
Charges Related to Damaged or Lost Items	
Note: Books with a high replacement value are priced at the discretion of library management	
Item Charges	
Items are charged at individual purchase price as per catalogue record. If a purchase price is not recorded, a standard replacement cost is charged as per the following average item price table	Individual Purchase Price
Administration Fee per account	\$5.60
Adult Books	
Non Fiction	\$45.00
Maori Collection	\$37.40
Parent Centre	\$37.40
Large Print	\$57.00
Fiction	\$46.00

Library Services

All fees and charges are inclusive of GST (except as noted *).

Teen Books	
Non Fiction	\$34.80
Fiction	\$27.10
Junior Books	
All books under \$11 purchase price are charged	\$11.20
Non Fiction	\$32.20
Large Print	\$37.30
Picture Books	\$27.10
Maori Collection	\$32.20
Extended Reader	\$22.00
Beginner Reader	\$5.10
Independent Reader	\$17.00
Talking Books	
Per Compact Disk	\$27.10
Children's Book with CD	\$5.60
Language CD	\$37.90
Console Games	
Per Game	\$75.00
Compact Disc	
Purchase price of item as per catalogue record, if not available a standard replacement cost will be charged at	\$27.10
DVD	
Per Disk	\$27.10
Magazines	
All Magazines	Individual Purchase Price
Minimum Charge	\$11.20
Childrens Puzzles	
Children's Puzzles	\$28.80
Missing Puzzle Piece	\$5.60

Napier Aquatic Centre

All fees and charges are inclusive of GST (except as noted *).

Napier Aquatic Centre	2017/18 Fee (incl GST)
Cash Admission	
Adults single admission	\$4.80
Children (5 years and over) single admission	\$3.70
Children (under 5 years, accompanied by adult in water) single admission	No Charge
Senior Citizens (65 +) and Community Services Card holders single admission	\$3.70
General Spectators	\$1.50
Club Member	\$1.50
Waterslide (unlimited rides)	\$4.80
Concession Cards	
Child (10-Swim Cards)	\$33.00
Child (20-Swim Cards)	\$65.00
Child (50-Swim Cards)	\$157.50
Adult (10-Swim Cards)	\$43.00
Adult (20-Swim Cards)	\$85.00
Adult (50-Swim Cards)	\$210.00
Community Card Holder (10-Swim Cards)	\$33.00
Community Card Holder (20-Swim Cards)	\$65.00
Community Card Holder (50-Swim Cards)	\$157.50
Club Member (10-Swim Cards)	\$12.50
Club Member (20-Swim Cards)	\$24.80
Club Member (50-Swim Cards)	\$61.50
Pool Hire Charges	
Note: All pool hire charges on a per-hour basis	
Schools	
Note: Entry fee is exclusive for hire of the following facilities except for single lane hire.	
Single Lane (plus \$1.00 including GST entry fee per pupil)	\$9.50
Slide Special (Napier schools only)	\$2.90
Old Pool	\$67.00
Ivan Wilson 25-metre Pool	\$79.00
Ivan Wilson Pool Whole Facility (including Waterslide)	\$146.50
Old Learners Pool	\$36.60
Sand Pit	No Charge



Napier Aquatic Centre

All fees and charges are inclusive of GST (except as noted *).

Regular Club Hires : Per Hour

Note: Entry fee is exclusive for hire of the following facilities except for single lane hire.

Single Lane (plus club entry fee per pool user)	\$9.50
Old Pool	\$67.00
Ivan Wilson 25-metre Pool	\$79.00
Sand Pit	No Charge

Casual Hires : Per Hour

Note: Entry fee is exclusive for hire of the following facilities except for single lane hire.

Single Lane (plus normal entry fee per pool user)	\$9.50
Old Pool	\$90.50
Ivan Wilson 25-metre Pool	\$102.00
Ivan Wilson Pool Whole Facility (including Waterslide)	\$365.00
Old Learners Pool	\$48.50
Sand Pit	No Charge

Learn 2 Swim (Includes admission charge)

Please contact the Swim School Co-ordinator for Learn 2 Swim Charges or visit our website at www.napieraquatic.co.nz

Aquafitness

Per Session	\$5.40
-------------	--------

Planning Support Services

All fees and charges are inclusive of GST (except as noted *).

Geographic Information Services (GIS)		2017/18 Fee (incl GST)
Map Requests		
Note: A request that involves less than 15 minutes to produce		
A0 Paper Size		\$50.00
A1 Paper Size		\$30.00
A2 Paper Size		\$15.00
Special Map Request Charges		
Specialised maps are those which require new layers to be added, analysis work and/or specialised printing techniques. In addition to the printing charges outlined above (same as every-day map requests) there is a charge based on actual time taken plus any disbursements.		
Hourly Charge-Out Rate		
GIS Officers		\$105.00
Planning Administration		
Disbursements		
Plan Copying A0 (per sheet)		\$15.00
Plan Copying A1 (per sheet)		\$10.00
Plan Copying A2 (per sheet)		\$5.00
Photocopying A4/A3 Assisted		\$1.00
Digital property file (Scanned on ad hoc basis, if scanning less than 15 minutes no charge)		\$250.00
Property Number Map Book		\$30.00
Certificate of Title		\$25.00
Hourly Rates		
Administration Staff		\$75.00

Town Planning - Resource Consents

All fees and charges are inclusive of GST (except as noted *).

Development Charges	2017/18 Fee (incl GST)
Development Charges (Section 36 Resource Management Act)	
Non Notified Resource Consent	\$900.00
Non Notified Resource Consent (multi-unit)	\$1,000.00
Notified Resource Consent	\$8,700.00
Limited Notification Resource Consent	\$7,550.00
Variation of Conditions - Non Notified	\$300.00
Variation of Conditions - Notified	\$3,625.00
Set Fees	
Note: These set fees relate to the minimum charge only. Actual fee payable includes the cost of time taken to process each application, memorandum, consent, notice, certificate or schedule, the costs of disbursements, plus any inspections required.	
Certificate of Compliance (Sec 139)	\$300.00
Existing Use Certificate	\$300.00
Extension of Resource Consent Expiry Fee (Sec 125)	\$300.00
Outline Plan Lodgement (Sec 176A)	\$900.00
Review of Decisions (Sec 357)	\$1,750.00
Overseas Investment Certificate	\$300.00
Resource Management Certificate for Sale and Supply of Alcohol 2012	\$80.00
Property File Management Fee (charged per consent)	\$75.00
Moveable Signs Within CBD	
CBD Sandwich Boards Signage Fee	\$100.00
LIM Land Information Memorandum	
LIM Fee	\$250.00

Policy Planning

All fees and charges are inclusive of GST (except as noted *).

Policy Charges	2017/18 Fee (incl GST)
Note: The set fees below relate to the minimum charge only. The actual fee payable includes the cost of time taken to process each application, memorandum, consent, notice, certificate or schedule, the cost any disbursements, plus any inspections required.	
Request to Change District Plan	\$15,000.00
Notice of Requirement (Sec 168)	\$15,000.00
Alteration of Designation (Sec 181) - Non Notified	\$900.00
Alteration of Designation (Sec 181) - Notified	\$7,500.00
Removal of Designation (Sec 182)	\$300.00
Officers' Hourly Rates - Planning (per hour)	\$150.00
Officers' Hourly Rates - Administration (per hour)	\$75.00

Licence Fees - Environmental Health

All fees and charges are inclusive of GST (except as noted *).

Licence Fees	2017/18 Fee (incl GST)
Food Premises / Food Control Plans Fees under the Food Act 2014	
New Template Food Control Plan Registration	\$205.00 + \$140.00/hr
Renewal of Template Food Control Plan Registration	\$85.00 + \$140.00/hr
Amendment of Food Control Plan or National Programme Registration	\$140.00 + \$140.00/hr
Verification of Food Control Plan based on template or MPI	\$350.00
Verification of Food Control Plan based on National Programme NP3	\$210.00 + \$140/hr
Compliance and Monitoring	\$140.00 + \$140.00/hr
Food Premises Registration Fees under the Food Hygiene Regulations 1974	
New Premises Applications	\$400.00
Supermarkets	\$625.00
Eating Houses	\$400.00
Bakeries	\$350.00
Fruit and Vegetable Premises	\$235.00
Food Stalls (Mobile Shops)	\$235.00
Manufacturing and Packaging	\$365.00
All other Food Premises	\$285.00
Hairdressers	
Hairdressers	\$185.00
Skin Piercing Premises	
Skin Piercing Premises	\$185.00
Offensive Trades	
Tanneries	\$330.00
Refuse Collection	\$180.00
All Other Trades	\$235.00
Funeral Directors	
Funeral Directors	\$235.00
Camping Grounds	
Camping Grounds	\$330.00
Relocatable Home	
Relocatable Home	\$75.00
Hawkers	
Hawkers	\$100.00

Licence Fees - Environmental Health

All fees and charges are inclusive of GST (except as noted *).

Mobile Shop	
Mobile Shop	\$165.00
Mobile Shop (Initial registration)	\$210.00
Amusement Devices	
Note: Fees are set by the Amusement Device Regulations 1978	
One device, first 7 days (or part thereof)	\$11.50
Each additional device, first 7 days (or part thereof)	\$2.30
Each device each further 7 days (or part thereof)	\$1.20
Miscellaneous Charges	
Miscellaneous Permits	\$55.00
Inspection Fees (Additional)	\$140.00
Licence Transfer Fee (if applicable)	\$105.00
Inspectors - hourly rate	\$140.00
Liquor Licence Application Photocopying (2 copies)	\$20.00
Street Tables and Chairs	
Street Tables and Chairs	\$250.00
Inner City Temporary Commercial Promotion Activity	
Licence to Occupy	\$40.00
Litter Control	
Infringement fee (maximum)	\$400.00

Liquor Licence Application Fees	2017/18 Fee (incl GST)
---------------------------------	------------------------

Note: Fees set by regulation under Sale and Supply of Alcohol Act 2012

Application Fees	
Very low risk application	\$368.00
Low risk application	\$609.50
Medium risk application	\$816.50
High risk application	\$1,023.50
Very high risk application	\$1,207.50
Annual Fees	
Very low risk premises	\$161.00
Low risk premises	\$391.00
Medium risk premises	\$632.50
High risk premises	\$1,035.00
Very high risk premises	\$1,437.50



Licence Fees - Environmental Health

All fees and charges are inclusive of GST (except as noted *).

Special Licence Applications	
1 to 2 small size events	\$63.25
3 to 12 small, 1 to 3 medium size events	\$207.00
All other special licenses / large events	\$575.00
Other Applications	
Managers Certificate Applications	\$316.25
Temporary Authority	\$296.70
Temporary Licence	\$297.00
Appeal to ARLA	\$517.50
Permanent Club Charter annual fee	\$1,058.00
Extract of Register	\$57.50

Building Fees

All fees and charges are inclusive of GST (except as noted *).

Building Consents	2017/18 Fee (incl GST)
Building Fees	
Note: All building consent, building consent amendment, code compliance certificate, certificate of acceptance and certificate for public use fees are charged on an actual and reasonable cost recovery basis as per the below fees and charges. Fees are payable prior to the grant/issue of the applicable consent/certificate.	
Note: Certificates of acceptance pursuant to section 96(1)(a) of the Building Act 2004 are subject to any fees, charges or levies that would have been payable had a consent been applied for before the work was carried out plus the current actual and reasonable costs associated with the application as per the below fees and charges.	
Project Information Memorandum (stand-alone only)	\$250.00
Compliance Schedule	\$250.00
Building Administration Fees	
Online Lodgement Fee	\$87.00
Building Accreditation Fee	\$20.00
Building Warrant of Fitness Fee	
Administration and Audit Fee	\$145.00
Hourly Rates	
Building Consents Officer	\$150.00
Building Administrator	\$75.00
Inspection Fee	
Inspection Fee	\$145.00
Liquor Licence Fee	
Certificate of Compliance Fee	\$80.00
Fees Payable for Specific Works (Set by Legislation)	
Building Research Levy per \$1,000 value \$20,000 and above *	\$1.00
Building Levy per \$1,000 value \$20,000 and above	\$2.01
Roading Fees in Association with Building Consents	
Application Processing Fee	\$25.00
Inspection for Road Damage	\$64.00
Inspection for Vehicle Crossing	\$145.00
Sundry Inspections	
Per Hour (minimum fee one hour)	\$145.00
Building Statistics	
Full Report	\$25.00
Single Report	\$15.00
Additional Sections	\$6.00



Building Fees

All fees and charges are inclusive of GST (except as noted *).

Miscellaneous Charges	
Property File Fee	
Property File Management Fee (charged per consent)	\$75.00
Certificate of Title	\$25.00

Animal Control

All fees and charges are inclusive of GST (except as noted *).

Dog Registrations	2017/18 Fee (incl GST)
-------------------	---------------------------

Note: Obedient dog discount applies to dogs with obedience certificates (beyond puppy class) issued by dog obedience clubs.

Note: Licensed owner discount applies to owners who undertake Council training on dog owners' obligations (one year dog ownership as qualifying period).

Note: For dogs registered for the first time after the commencement of the registration year a charge of one twelfth of the annual unlicensed owner fee per month, or part-month of the remaining year, is payable, provided the dog is no older than three months at time of first registration. Dogs older than three months at the time of first registration will be charged from the date that the dog attained the age of three months.

Note: The minimal charge for licenced dog ownership for seniors (65+) addresses the very low rate of issues from this sector.

Note: Charges for Dog Registration and Control are approved pursuant to Section 37 of the Dog Control Act 1996 and the Napier City Animal Control Bylaw.

Registration Fees	
Unlicensed owner or menacing dog	\$90.00
Unlicensed owner, Obedient Dog Certificate	\$81.00
Licensed owner	\$54.00
Licensed Owner, Obedient Dog Certificate	\$48.00
Working Dog	\$42.00
Working Dog (Public Good) e.g. Guide Dog	No charge
Dangerous Dogs	\$135.00
Late Registration Charge -the lesser of 50% of the registration fee or as stated.	\$45.00
Impounding Charges	
First impounding	\$60.00
Second impounding	\$95.00
Third and subsequent impounding	\$175.00
Unregistered dog first impounding	\$115.00
Unregistered dog second impounding	\$165.00
Unregistered dog third impounding	\$215.00
Recovery of Costs	
Seizure - Officer time for enforcement activities	\$87.00
Sustenance (daily)	\$5.00
Permit Fee (3 or more dogs or breeding kennels) Annual Fee	\$30.00
Sale of Dog (including microchip implantation)	\$210.00
Replacement Registration Tag	\$5.00
Dog Owner Licence Application Fee	\$50.00
Dog Owner Licence Application Fee (Age 65+)	\$5.00

Parking

All fees and charges are inclusive of GST (except as noted *).

Parking Fees	2017/18 Fee (incl GST)
--------------	---------------------------

Note: Charges relating to Parking are approved pursuant to the Napier City Council Parking Bylaw

On-Street Meters and Pay & Display Machines (per hour)

Note: Time restrictions may apply

Dickens Street (between Hastings & Dalton Street)	\$1.00
Symons Lane - All on lane parking (max stay 3 hours)	\$0.60
Other on-street meters and pay and display areas in CBD and Taradale (max stay 2 hours)	\$1.00

Off-Street Car Parks

Dickens Street East (per hour, max stay 2 hours)	\$2.00
Dickens Street West (per hour, max stay 2 hours)	\$1.00
Dickens Street South (per hour)	\$1.00
Dickens Street South (all day)	\$5.00
Herschell Street (per hour)	\$1.00
Herschell Street (all day)	\$5.00
Tiffen Upper (per hour)	\$1.00
Tiffen Upper (all day)	\$5.00
Tiffen Lower	\$1.00
Tiffen East (max stay 2 hours)	\$1.00
Vautier Street (per hour)	\$1.00
Vautier Street (all day)	\$5.00
Lee Road Carpark (max stay 3 hours)	\$0.60
Symons Lane Carpark (max stay 4 hours)	\$0.60

Off-Street Leased Car Parks (per week)

Herschell Street	\$25.00
Dalton Street	\$30.00
Station Street	\$25.00
Tiffen Park	\$20.00
Vautier Street Central	\$25.00
Vautier Street North	\$25.00
Vautier Street South	\$25.00
Raffles Street	\$25.00
Dicken Street South	\$25.00



Parking

All fees and charges are inclusive of GST (except as noted *).

Supplementary Services	
Parking Permit (per day)	\$14.00
Meter Shroud (per day)	\$18.00
Parking Signs (per day)	\$22.00
All Bonds (refundable on return for meter shrouds or parking signs) *	\$26.00
Car Pound	
Storage of impounded vehicle first month	\$57.00
Storage of impounded vehicle per week after first month	\$32.00
Infringement Fees	
Note: Any parking offence involving parking on a road in breach of a Local Authority bylaw, in excess of a period fixed by a meter or otherwise, where the excess time is one of the times stated below.	
Note: Parking Infringement Fees are not subject to GST.	
Not more than 30 minutes (less a \$2.00 discount if paid within seven days of issue)	\$12.00
More than 30 minutes, but not more than one hour (less a \$2.00 discount if paid within seven days of issue)	\$15.00
More than one hour but not more than two hours (less a \$2.00 discount if paid within seven days of issue)	\$21.00
More than 2 hours but not more than 4 hours (less a \$3.00 discount if paid within seven days of issue)	\$30.00
More than 4 hours but not more than 6 hours (less a \$3.40 discount if paid within seven days of issue)	\$42.00
More than 6 hours (less a \$5.00 discount if paid within seven days of issue)	\$57.00
Street Occupation	
Licence for occupation at ground level or \$0.05/m ² /day, whichever is the greater	\$54.00
Charge against damage to Council property (whole frontage) per m ² .	\$7.00
Removal or replacement of parking meters and signs each	\$35.00
Removal and reinstatement of roadmarking, per metre.	\$6.00

National Aquarium of New Zealand

All fees and charges are inclusive of GST (except as noted *).

Admissions	2017/18 Fee (incl GST)
General Admissions	
Adults	\$21.00
Child (from 3 up to 14 years)	\$10.50
Children (under 3 years)	No Charge
Student	\$19.00
Family (2 adults & up to 2 children)	\$57.00
Senior Citizens (65 +) and Community Services Card holders	\$15.00
Extra Child	\$6.00
Close Encounters	
Penguins/Alligators/Piranha (per person) (maximum of 4)	\$70.00
Swim with the Sharks	
Swim includes snorkel, wetsuit and fins	\$100.00
Dive in the Main Tank	
Dive	\$100.00
Tank	\$13.00
Student Divers	\$47.00
Dive Gear	\$47.00
Friends of the Aquarium Membership	
Adult	\$58.00
One Adult/One Child	\$84.00
Family (2 adults and up to 2 children)	\$135.00
Extra Child	\$21.00
School Parties	
Pre-school and Special Schools	\$4.00
Primary	\$4.50
Secondary	\$6.50
Tertiary	\$9.00
Extra Adult	\$10.00
Group Discount (10 or more people)	
Adult	\$18.00
Child (from 3 up to 14 years)	\$9.00
Birthday Parties	
Conditions apply, and are available on request	Price on Application



National Aquarium of New Zealand

All fees and charges are inclusive of GST (except as noted *).

IHC	
Accompanying Caregivers	No Charge
IHC	\$10.50
Sleep-Overs	
Per Person	\$51.00
Holiday Programme	
Per Person	\$30.00
Technical Staff	
Per Hour	\$80.00
Boat Hire with Registered Skipper	
Per Hour	\$160.00

Functions	2017/18 Fee (incl GST)
Aquarium Exhibition Hall	
Note: (available 7.00am to 9.00am and 5.00pm to 9.00pm, charge per hour)	
Note: Catering, entertainment and other equipment or services are additional charges - prices on application	
Charge Per Hour	\$136.50
Guided tours with function - per head	\$15.70

Par2 MiniGolf

All fees and charges are inclusive of GST (except as noted *).

Par 2 MiniGolf	2017/18 Fee (incl GST)
----------------	---------------------------

Note: All green fees are for one 18-hole game per person.

Note: No changes to fees due to 2017 redevelopment. Fees will be reviewed post development.

Green Fees

Child (2 years and under accompanied by a paying adult)	No Charge
Child (3 to 14 years of age)	\$6.90
Adult	\$10.00
Family (2 Adults and 2 children)	\$28.00
Family (additional child)	\$4.70
Return Game - Adult	\$7.70
Return Game - Child	\$4.70
Return Game - Family	\$20.00
Return Game - Family (additional Child)	\$3.70
Spectators	No Charge
Senior Citizens (65 +) and Community Services Card holders	\$7.50

Groups of 10 or More

Group Rate - Children: 10 to 29 pax	\$5.60
Group Rate - Secondary (15 years and over): 10 to 29 pax	\$7.60
Group Rate - Adults: 10 to 29 pax	\$8.70
Group Rate - Children: 30+ pax	\$5.00
Group Rate - Secondary (15 years and over): 30+ pax	\$7.00
Group Rate - Adults: 30+ pax	\$8.10

After Hours Group Rates

Par 2 MiniGolf is available after hours for group bookings - terms and conditions apply and are available on request.

Napier Conference Centre

All fees and charges are inclusive of GST (except as noted *).

Venue Rental	2017/18 Fee (incl GST)
--------------	---------------------------

Note: Rental covers air-conditioned facility and room set to client's specifications.

Note: All catering, audio-visual equipment and other equipment or services are additional charges - price on application.

Terms and Conditions

Terms and Conditions apply and are available on application.

Ballroom

Group 1 - Corporate Organisations

Morning (8.00am - 12.30pm)	\$504.00
Afternoon (12.30pm - 5.00pm)	\$504.00
Evening (5.00pm - Midnight)	\$689.00

Group 2 - Community Organisations

Morning (8.00am - 12.30pm)	\$302.00
Afternoon (12.30pm - 5.00pm)	\$302.00
Evening (5.00pm - Midnight)	\$413.00

Group 3 - Weddings

Afternoon (12.30pm - 5.00pm)	\$258.00
Evening (5.00pm - Midnight)	\$705.00

Small Exhibition Hall

Group 1 - Corporate Organisations

Morning (8.00am - 12.30pm)	\$324.00
Afternoon (12.30pm - 5.00pm)	\$324.00
Evening (5.00pm - Midnight)	\$442.00

Group 2 - Community Organisations

Morning (8.00am - 12.30pm)	\$195.00
Afternoon (12.30pm - 5.00pm)	\$195.00
Evening (5.00pm - Midnight)	\$265.00

Group 3 - Weddings

Afternoon (12.30pm - 5.00pm)	\$166.00
Evening (5.00pm - Midnight)	\$452.00

Gallery

Group 1 - Corporate Organisations

Morning (8.00am - 12.30pm)	\$227.00
Afternoon (12.30pm - 5.00pm)	\$227.00
Evening (5.00pm - Midnight)	\$306.00

Group 2 - Community Organisations

Morning (8.00am - 12.30pm)	\$136.00
Afternoon (12.30pm - 5.00pm)	\$136.00



Napier Conference Centre

All fees and charges are inclusive of GST (except as noted *).

Evening (5.00pm - Midnight)	\$183.00
Group 3 - Weddings	
Evening (5.00pm - Midnight)	\$313.00
Breakout Room One	
Group 1 - Corporate Organisations	
Morning (8.00am - 12.30pm)	\$167.00
Afternoon (12.30pm - 5.00pm)	\$167.00
Evening (5.00pm - Midnight)	\$228.00
Group 2 - Community Organisations	
Morning (8.00am - 12.30pm)	\$100.00
Afternoon (12.30pm - 5.00pm)	\$100.00
Evening (5.00pm - Midnight)	\$137.00
Breakout Room Two	
Group 1 - Corporate Organisations	
Morning (8.00am - 12.30pm)	\$238.00
Afternoon (12.30pm - 5.00pm)	\$238.00
Evening (5.00pm - Midnight)	\$327.00
Group 2 - Community Organisations	
Morning (8.00am - 12.30pm)	\$143.00
Afternoon (12.30pm - 5.00pm)	\$143.00
Evening (5.00pm - Midnight)	\$196.00
Boardroom	
All Users	
Morning (8.00am - 12.30pm)	\$115.00
Afternoon (12.30pm - 5.00pm)	\$115.00
Evening (5.00pm - Midnight)	\$115.00

Napier Municipal Theatre

All fees and charges are inclusive of GST (except as noted *).

Theatre Hire	2017/18 Fee (incl GST)
Professional (per day)	
Note: Terms and conditions apply, available on application.	
Note: Multiday / Commercial fees may be subject to negotiation at the discretion of the manager.	
Note: Includes the use of the stage, auditorium, foyers for entrance, dressing rooms, personnel (House Manager, cashier (maximum of 2 hours), and theatre technician (not exceeding 8 hours)), house sound and lighting as installed at time of hire, cleaning of public foyers, toilets and auditorium.	
Note: Energy charges as per meter reading and additional staffing costs are chargeable on final invoice.	
Professional (per day)	\$2,672.00
Setup/pack-out	\$630.00
Rehearsal	\$1,020.00
Deposit Required *	\$1,020.00
Community (per day)	
Note: Terms and conditions apply, available on application.	
Note: Includes the use of the stage, auditorium, foyers for entrance, dressing rooms, personnel (House Manager, cashier (maximum of 2 hours), and theatre technician (not exceeding 8 hours)), house sound and lighting as installed at time of hire, cleaning of public foyers, toilets and auditorium.	
Note: Energy charges as per meter reading and additional staffing costs are chargeable on final invoice.	
Community (per day)	\$1,590.00
Setup/pack-out	\$362.00
Rehearsal	\$630.00
Deposit required *	\$510.00
Public Meetings (per day)	
Note: Terms and conditions apply, available on application.	
Note: Includes the use of the fore-stage only, auditorium, Port of Napier foyer for entrance, house sound and lighting as installed at time of hire.	
Note: Energy charges as per meter reading and additional staffing costs are chargeable on final invoice.	
Public Meetings (per day)	\$1,020.00
Setup/pack-out	\$360.00
Deposit required *	\$1,020.00
Individual Room Hire (per hour)	
Note: Terms and conditions apply, available on application	
Note: Minimum 3-hour hire of any area applies. In general bookings are accepted/confirmed only within a six-week period prior to the proposed date. All other costs (staffing, equipment, energy, catering and cleaning) are chargeable on final invoice.	



Napier Municipal Theatre

All fees and charges are inclusive of GST (except as noted *).

Pan Pac Foyer	
Pan Pac Foyer - Including Port of Napier Foyer	\$112.00
Napier Building Society Mezzanine	
Napier Building Society Mezzanine - only with other areas	\$51.00
Westpac Bank Function Room	
Westpac Bank Function Room	\$51.00
Rotary Room	
Rotary Room	\$36.00
Pianos	
Note: Community and student rates are available on request	
Municipal Theatre Steinway	
Concert Hire (per performance)	\$300.00
Lunchtime concerts in foyer (per performance)	\$85.00
Non-performance hires in foyer (per hour)	\$32.00
Piano Tuning (per tuning)	Price On Application
Municipal Theatre Yamaha Upright or Challen Grand	
Piano hire (per performance)	\$82.00
Piano hire (non-performance)	\$32.00
Piano Tuning (per tuning)	Price On Application



Napier i-SITE Visitor Centre

All fees and charges are inclusive of GST (except as noted *).

Napier i-SITE Visitor Centre		2017/18 Fee (incl GST)
Paid Advertising Display (per annum)		
Note: 10% Hawkes Bay Operator Discount (Applies to Brochure Display Pocket rate only)		
Product Page Display		\$113.50
1 Pocket Display		\$389.00
Poster (A1) (Includes one pocket)		Rate Available on Request
Other Advertising Features		Rate Available on Request
Cruise - Stand & Advertising Options		Rate Available on Request
i-SITE New Zealand Nationwide Standard Charges		
Note: Standard travel industry commission charges of 10 to 20% on operator on bookings		
Note: Charges for information requested and reservations made outside of Hawkes Bay as required		
Communication and Search Fee - standard		\$10.00
Communication and Search Fee - special event		\$15.00

Kennedy Park

All fees and charges are inclusive of GST (except as noted *).

Accommodation	2017/18 Fee (incl GST)
Note: Peak rates apply in high season, Public Holidays, and other times of high demand. Minimum rates and minimum stays may also apply at these times.	
Note: Group (minimum 20 people) discount prices are available upon application, excluding high season.	
Note: Child 1-14 years	
Note: Infants under one year free.	
Park Motels (Rack Rate)	
Standard Rate single/double	\$121.00 - \$342.00
Extra Adult	\$24.00 - \$27.00
Extra Child	\$20.00 - \$21.00
Holiday Units (Rack Rate)	
Standard Rate single/double	\$116.00 - \$288.00
Extra Adult	\$24.00 - \$27.00
Extra Child	\$20.00 - \$21.00
En-Suite Units (Rack Rate)	
Standard Rate single/double	\$102.00 - \$235.00
Extra Adult	\$24.00 - \$27.00
Extra Child	\$20.00 - \$21.00
Cabins (Rack Rate) (Guests use communal bathroom facilities)	
Standard Rate single/double	\$63.00 - \$155.00
Extra Adult	\$24.00 - \$27.00
Extra Child	\$20.00 - \$21.00
Powered Sites / Non Powered Sites (Rack Rate)	
Standard Rate single/double	\$46.00 - \$98.00
Extra Adult	\$24.00 - \$27.00
Extra Child	\$15.00 - \$17.00
Hireage Charges	
Portacot (per day)	\$6.00
High Chair (per day)	\$6.00
Portable Barbeque (per two hours)	\$27.00
Power Adaptor (per day)	\$6.00
Chiller Key (per day)	\$1.50
Pedal Car (per hour)	\$10.00
PS2 (per day)	\$27.00
Karaoke (per day)	\$27.00
DVD Player (per day)	\$11.00
DVD Movie (per day)	\$4.00
Bicycle	Price on Application
Conference Venue/Facility Hire	
Conference Venue/Facility Hire	Price on Application

Corporate Services

All fees and charges are inclusive of GST (except as noted *).

Administrative, Property & Sundry	2017/18 Fee (incl GST)
Standing Order	
SANZ Sections 15.9, 15.12 & 15.14 (per page)	\$0.20
Spare copies of open agendas and relevant documents (per A4 page), minutes	No Charge
Local Government Official Information & Meetings Act (Sec 13)	
Note: First hour - no charge. Subsequent time charged per half hour	
Note: Staff Time Fees per hour	
Note: Other Costs: Charged at an amount which covers the actual costs involved	
Requests for readily accessible information	\$76.00
Photocopying per page (per A4 sized page after the first 20 pages)	\$0.20
Valuation & Rating Information	
Note: Rating Information Database - property valuation and rating information supplied in hard copy	
Charge per page (under 5 pages free)	\$0.20
Postponed Rates	
Note: In addition to the annual fee, Council charge interest on the accumulating balance of rates postponed for approvals after 1st July 2009, and any other costs or one-off fees incurred in relation to registration of the postponement.	
Postponements approved prior to 1st July 2009 - Annual Fee	\$70.00
Postponements approved after 1st July 2009 - Annual Fee	\$40.00
Lease	
Preparation Fee	\$750.00
Licence to Occupy	
Preparation Fee (Standard)	\$185.00
Preparation Fee (Complex) (e.g.: where more than one class of land or set of regulations is involved)	\$250.00
Lessors Consent	
Grant of Lessor's Consent Fee	\$70.00
Poster Bond	
Note: Charge to be at discretion of the Director of Corporate Services.	

MTG Hawke's Bay

All fees and charges are inclusive of GST (except as noted *).

Museum, Theatre, Gallery	2017/18 Fee (incl GST)
Admission	
Adults	\$10.00
Student (15 years plus with Student ID)	\$7.50
Senior Citizens (65 +) and Community Services Card holders	\$7.50
Group - 10 or more Adults	\$8.00
Guided Tours (per person)	\$12.00
Children (under 15 years)	No Charge
Adults - Friends of the MTG	No Charge
Theatre	
Film Admission	
Adults	\$16.00
Student (15 years plus with Student ID)	\$14.00
Concession	\$14.00
Children (under 15 years)	\$12.00
Adults - Group Rate (10 or more adults)	\$14.00
One Off Film Screens	
Film Festivals	Price on Application
Venue Rental	
Note: All catering, staffing audio-visual equipment or services are additional charges - price on application.	
Note: Terms and Conditions apply and are available on application.	
Note: Cancellations made less than 7 days in advance of event may incur an additional fee.	
Note: A minimum charge of 3 hours applies to hourly venue rentals.	
Venue Hire Deposits	
Venue Hire - Corporate and Profit Making Organisations *	\$300.00
Venue Hire - Community and Non Profit Making Organisations *	\$150.00
Theatre Group 1 - Corporate and Profit Making Organisations	
Daytime hourly rate	\$122.00
Cleaning fee (one off charge)	\$100.00
Daytime (8.00am to 12.30pm or 12.30pm to 5.30pm)	\$485.00
Daytime full day rate	\$800.00
Evening - 5:00pm to Midnight	\$670.00
Setup / Pack Out / Rehearsal (day) per hour (including staff costs)	\$95.00
Evening Rehearsal - per hour (including staff costs)	\$95.00

MTG Hawke's Bay

All fees and charges are inclusive of GST (except as noted *).

Theatre Group 2 - Community & Non Profit Making Organisations	
Daytime hourly rate	\$75.00
Cleaning fee (one off charge)	\$80.00
Daytime (8.00am to 12.30pm or 12.30pm to 5.30pm)	\$291.00
Evening - 5.00pm to Midnight	\$400.00
Setup / Pack Out / Rehearsal (day) per hour (including staff costs)	\$80.00
Evening Rehearsal - per hour (including staff costs)	\$80.00
Theatre - Gala Film Screening	
Note: 330 tiered seating. Available for fund raising gala screenings.	
Note: Special screening fees for Admissions after 5pm and weekends.	
Special Film Screening	Price on Application
Main Foyer	
Standard fee (up to 4 hours, thereafter \$150.00/hour) - corporate rate	\$600.00
Standard fee (up to 4 hours, thereafter \$90/hour) - community rate	\$360.00
Century Theatre Foyer	
Standard fee (up to 4 hours, thereafter \$125.00/hour) - corporate rate	\$500.00
Standard fee (up to 4 hours, thereafter \$75/hour) - community rate	\$300.00
Education Suite Group 1 - Corporate & Profit Making Organisations	
Note: 75 seating theatre style.	
Note: Subject to availability outside school hours.	
Morning - 8.00am to 12.30pm	\$150.00
Afternoon - 12.30pm to 5.30pm	\$150.00
Evening - 5.30pm to Midnight	\$300.00
Hourly Rate	Price on Application
Education Suite Group 2 - Community & Non Profit Making Organisations	
Note: 75 seating theatre style.	
Note: Subject to availability outside school hours.	
Morning - 8.00am to 12.30pm	\$100.00
Afternoon - 12.30pm to 5.30pm	\$100.00
Evening - 5.30pm to Midnight	\$250.00
Hourly Rate	Price on Application
Equipment Hire	
Pianos	
Note: Community and student rates available on request.	
Concert Piano - (Steinway) Per concert	\$293.00
Concert Piano - (Steinway) Per lunchtime concert	\$83.00
Piano - (Bechstein) Per concert	\$79.00
Piano - (Bechstein) Per lunchtime concert	\$32.00
Piano Tuning (per tuning)	Price on Application



MTG Hawke's Bay

All fees and charges are inclusive of GST (except as noted *).

Education	
Programmes	
Per Student - Primary	\$2.50
Per Student - Secondary	\$4.50
Per Student - Tertiary	\$9.00
Accompanying Adult / Teacher	No Charge
Self Guided - School Groups	No Charge
Special Programmes & Pre-Schools	Price on Application
Archive	
Image Delivery	
Postage	Price on Application
Photography	
Photography per hour (where NO suitable image is available)	\$60.00
Photography - Per scanned image	\$21.50
Photography - Disk	\$5.50
Photography - Reproduction fee per image	\$34.50
Reproduction	
Personal, non commercial & websites	No Charge
Published, commercial interior image	\$34.50
Merchandise, book cover and advertising	\$207.00
Research	
Research - Hourly rate	\$60.00
Photocopying	
Photocopying - Standard (per page)	\$1.20
Photocopying - Manuscript (per page)	Price on Application

Civic and Library Buildings

All fees and charges are inclusive of GST (except as noted *).

Room Hire	2017/18 Fee (incl GST)
-----------	---------------------------

Note: All catering, audio-visual equipment and other equipment or services are additional charges - price on application.

Note: Discounted Venue Hire Rates are available for Community Organisations - 40%.

Council Chambers	
Per half-day	\$86.00
Per day	\$144.00
Large Committee Room	
Per half-day	\$63.00
Per day	\$99.00
Small Committee Room & Te Ruma Roa	
Per half-day	\$35.00
Per day	\$54.00
Library Seminar Room	
Hourly charge	\$22.00
Morning or Afternoon	\$62.00
Evening	\$88.00
Whole Day	\$120.00
Miscellaneous Services (available in association with room hire)	
Word Processing and Administrative Support	
Note: Monday - Friday 8am - 5pm (per hour)	
Charitable Organisations and Community Groups	\$37.00
Profit-Making, Self-Interest Groups, and Other Organisations	\$43.00
Hourly rate for services outside the hours specified above	Available On Application
Building Security - Doorperson	
Monday - Friday 8am - 5pm (per hour)	\$37.00
After Hours - per hour	\$43.00
Callouts - per callout plus hourly rates as per service level agreements	\$30.00
Cleaning Services	
Monday - Friday 8am - 5pm (per hour)	\$37.00

Inner Harbour

All fees and charges are inclusive of GST (except as noted *).

Permanent Berthage	2017/18 Fee (incl GST)
Iron Pot	
Note: A minimum length charge applies to these berths as follows: Jull Wharf (10 metres), Nelson Quay Berths 24-37 (7 metres), Nelson Quay Berths 11-23 (9 metres).	
Commercial (per metre per annum)	\$356.00
Recreational (per metre per annum)	\$311.00
Meeanee Quay Piers 1 & 2	
Note: A minimum length charge applies to these berths as follows: Meeanee Quay Pier 1 (9 metres), Meeanee Quay Pier 2 Berths 62-72 (12 metres), Meeanee Quay Pier 2 Berths 73-80 (10 metres), Meeanee Quay Pier 2 Berths 81-85 (9 metres).	
Commercial (per metre per annum)	\$356.00
Recreational (per metre per annum)	\$311.00
Meeanee Quay Piers 1 & 2 Living on Board Charge	
Living on Board Charge (per week)	\$15.00
West Quay	
Commercial (per metre per annum)	\$337.00
Recreational (per metre per annum)	\$291.00
West Quay Extension (per metre per annum)	\$356.00
Temporary Berthage and Other Charges	2017/18 Fee (incl GST)
Visiting Vessels	
Commercial (per day)	\$95.00
Recreational (per day)	\$25.00
Rebates & Penalties	
Rebate for Payment of Annual Fees within Specified Time	
Commercial (per metre)	\$21.00
Recreational (per metre)	\$18.00
Penalty for Occupying Discharge Berth Outside Normal Discharge Time	
Per day or part thereof	\$575.00
Penalty for Non-Payment of Annual Fees by Due Date	10%
Nelson Quay Boat Ramp	
Annual Fee	
Hawke's Bay Sports Fishing Club Members	\$100.00
Public who are not members of the Hawke's Bay Sports Fishing Club	\$135.00
Casual Users Fee	
Note: Casual entry fee is \$7.50 per entry. This assumes that parking is not always available within the wharf car park and that a further entry may be required to retrieve the boat. This makes a cost of \$15 per boat launch which is as per the Council approved Fees and Charges Schedule.	
Casual Fee per boat launch	\$15.00

Subdivision and Land Development

All fees and charges are inclusive of GST (except as noted *).

Processing of Resource Consents (Subdivision)	2017/18 Fee (incl GST)
---	---------------------------

Note: These set fees relate to the minimum charge only. Actual fee payable includes the cost of time taken to process each application, memorandum, consent, notice, certificate or schedule, the cost of disbursements, plus any inspections required.

Planning - Scheme Plan Approval (0-10 lots)	
Total	\$910.00
Planning	
Scheme Plan Approval (11-20 lots)	\$1,975.00
Scheme Plan Approval (greater than 20 lots)	\$2,350.00
Amendments to Flats/Crosslease	\$305.00
Certification Fee (223 & 348)	\$155.00
Certificate of Compliance (224) Regulatory Engineering	\$455.00
Rights of Way Approval	\$305.00
Document Sealing/Signing Fee	\$100.00
Site Visit Fee	\$100.00
Monitoring Inspection in relation to any consent, designation, or site inspection	\$305.00
Property File Management Fee (charged per consent)	\$75.00
Hourly Rates	
Regulatory Engineering	\$155.00
Planning Staff	\$155.00
Administration Staff	\$75.00
Conveyancing Costs	
Note: The following costs are for attendances by the City Solicitors on behalf of Council for the preparation and arrangement of legal documentation.	
Costs	
Bond (includes Caveat) *	\$570.00
Release of Bond (includes Caveat)	\$450.00
Release of Bond and issue of replacement Bond (includes withdrawal of existing Caveat and creation of new Caveat)	\$780.00
Easement (per document)	\$450.00
Covenant (per document)	\$450.00
Certificate under Building Act	\$365.00
Release of Certificate, Caveat	\$245.00
Consent	\$215.00
Release of Consent Notice, Fencing Covenant	\$305.00
Lease Renewal	\$515.00
Freeholding	\$515.00

Subdivision and Land Development

All fees and charges are inclusive of GST (except as noted *).

Engineering Approval (Assets)	
Proposed works in terms of the code of practice	
Note: The charges apply where the proposed works are in terms of D and E of the code.	
Note: Where the proposed works are not in terms of D and E of the code but subject to specific design then the actual cost is charged.	
Minimum charge (for up to 3 lots)	\$183.00
Per lot for each additional over 3	\$28.00
Minimum charge (staff time hourly rate) (Where there is insufficient information or amendments are required, additional charges may be made)	\$130.00
Bond for Completion of - As Built - Plans	
Note: Bond for - As Built - plans are required for stand-alone projects (not part of a subdivision) that include infrastructure that is to be taken over by Council.	
Bond calculated at 5% of estimated cost of project with a minimum of \$5,000 *	\$5,070.00
Construction - Acceptance of Pipe Assets	
Sewerage	
Note: Initial inspection, water-tightness test, CCTV inspection and final inspection.	
Minimum charge	\$194.00
Per lot for each additional over 3	\$49.00
Stormwater	
Note: Initial inspection, water-tightness test, CCTV inspection and final inspection.	
Minimum charge	\$194.00
Per lot for each additional over 3	\$49.00
Water Supply	
Note: Initial inspection, pressure test, disinfection, residual check and flushing and final inspection	
Minimum charge	\$369.00
Per lot for each additional over 3	\$61.00
Charging by Metre Length	
Note: Where charging by number of lots is inappropriate the following charges per metre apply	
Sewerage - Minimum charge	\$194.00
Sewerage - Per meter	\$2.35
Stormwater - Minimum charge	\$194.00
Stormwater - Per meter	\$2.35
Water Supply - Minimum charge	\$362.00
Water Supply - Per meter	\$2.35

Subdivision and Land Development

All fees and charges are inclusive of GST (except as noted *).

Roading and Reserves	
Roading - Fixed Charge (initial inspections for construction of new roads)	\$511.00
Roading - plus a Per Lot charge of	\$26.00
Reserves - Minimum Charge (initial inspections for development of new reserves)	\$580.00
Reserves - Additional Inspection Charge	\$111.00
Financial Contributions	
Infill	
Urban (per lot)	\$23,617.00
Ahuriri (per lot)	\$23,421.00
Jervoisstown: Full urban (per lot) non local off site	\$20,810.00
Jervoisstown: Full urban (plus: per lot) local off site	\$81,833.00
Multi-Story (per dwelling unit)	\$18,875.00
Multi-Story (plus per hectare - Stormwater)	\$54,545.00
Greenfields	
King St / Guppy Rd (per dwelling unit)	\$19,845.00
King St / Guppy Rd (plus per hectare - Stormwater)	\$184,239.00
King St / Guppy Rd (plus per metre Guppy Road frontage - if applicable)	\$688.00
King St / Guppy Rd (less: per metre Guppy Road frontage roading structure plan credit - where applicable)	\$460.00
Lagoon Farm (per lot)	\$21,273.00
Mission Heights (per lot)	\$20,605.00
Park Island (per lot)	\$21,491.00
Te Awa (per lot)	\$19,702.00
Te Awa (plus: per hectare) local off site	\$471,232.00
Te Awa (plus: per meter of road frontage - where applicable)	\$3,058.00
Rural	
Poraiti (per lot)	\$16,069.00
Lifestyle Character (per lot)	\$17,424.00
Lifestyle Character: Plus for lots not connected to a stormwater system discharging above the flood detention dam in Kent Terrace	\$2,421.00
All other rural areas including subdistrict rural (per lot)	\$14,417.00
Jervoisstown (per lot) non local off site	\$16,835.00
Jervoisstown (plus: per lot - road) Applies to the area west of Jervois Road, North of Meeanee Road and South of Burness Road	\$7,070.00
Jervoisstown (plus: per lot - stormwater) Applies to those properties that drain to the Upper Purimu Drain	\$8,250.00
Jervoisstown (plus: per lot - stormwater) Applies to those properties that drain to the Jervois Drain	\$104,825.00

Subdivision and Land Development

All fees and charges are inclusive of GST (except as noted *).

Capital Contributions	
Bay View Water Supply (per domestic connection)	\$2,672.00
Bay View Water Supply (Commercial)	
The Greater of:	
(1) 15mm connection, or	\$2,702.00
(2) the sum of:	
(2a) Non residential based:	
(i) Offices and Shops	
- Gross Floor area (\$ per m ²)	\$10.80
- plus Pervious Land area (\$ per m ²)	\$4.10
(ii) Warehouses	
- Gross Floor area (\$ per m ²)	\$5.40
- plus Pervious Land area (\$ per m ²)	\$4.10
(iii) Unsealed yards (\$ per m ²)	\$4.10
(2b) Residential based	
(i) Residential Care, Travellers Accommodation and Retirement Complexes	
- Population per Head	\$405.00
- plus Pervious Land area (\$ per m ²)	\$4.10
(ii) Day Care Centres and Educational Facilities	
- Population per Head	\$204.00
- plus Pervious Land area (\$ per m ²)	\$4.10
Bay View Wastewater (Commercial)	
The Greater of:	
(1) Bay View wastewater connection charge, or	See sewer connection charges
(2) the sum of:	
(2a) Non residential based:	
(i) Offices and Shops	
- Gross Floor area (\$ per m ²)	\$7.50
(ii) Warehouses	
- Gross Floor area (\$ per m ²)	\$3.80
(2b) Residential based	
(i) Residential Care, Travellers Accommodation and Retirement Complexes	
- Population per Head	\$283.00
(ii) Day Care Centres and Educational Facilities	
- Population per Head	\$141.00

Subdivision and Land Development

All fees and charges are inclusive of GST (except as noted *).

Development Contributions

Note: This schedule of charges for Development Contributions will become operative when Council adopts its initial LTCCP, and is indexed on 1st July in line with Council's LTCCP policies.

Roads and Transportation

Roads and Transportation	\$12,001.00
--------------------------	-------------

Water Supply Contribution (Non-Residential Based)

Offices and Shops

- Gross floor area (\$ per m ²)	\$7.20
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections

Medical Clinics/Hospitals

- Gross floor area (\$ per m ²)	\$9.00
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections

Warehouses / Factories / Network Utility Operations

- Gross floor area (\$ per m ²)	\$3.60
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections

Unsealed Yards

- Pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections

Churches

- Per church	\$3,603.00
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections

Wastewater Contribution (Non-Residential Based)

Offices and Shops

- Gross floor area (\$ per m ²)	\$5.00
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections

Medical Clinics/Hospitals

- Gross floor area (\$ per m ²)	\$6.30
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections

Warehouses / Factories / Network Utility Operations

- Gross floor area (\$ per m ²)	\$2.50
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections

Subdivision and Land Development

All fees and charges are inclusive of GST (except as noted *).

Churches	
- Per church	\$2,513.00
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections
Stormwater Contribution (Non-Residential Based)	
Offices and Shops - Land area (\$ per m ²)	\$4.90
Medical Clinics/Hospitals - Land area (\$ per m ²)	\$4.90
Warehouses / Factories / Network Utility Operations - Land area (\$ per m ²)	\$4.90
Unsealed Yards - Land area (\$ per m ²)	\$1.30
Churches - Land area (\$ per m ²)	\$4.90
Water Supply Contribution (Residential Based)	
Residential Care Facilities	
- Population (\$ per head)	\$270.00
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections
Travellers Accommodation	
- Population (\$ per head)	\$270.00
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections
Day Care Centres	
- Population (\$ per head)	\$136.00
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections
Educational Facilities	
- Population (\$ per head)	\$136.00
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections
Retirement Complexes	
- Population (\$ per head)	\$269.00
- Plus pervious land area (\$ per m ²)	\$2.70
- or equivalent water connection, whichever is greater	See Equivalent Connections

Subdivision and Land Development

All fees and charges are inclusive of GST (except as noted *).

Wastewater Contribution (Residential Based)	
Residential Care Facilities	
- Population (\$ per head)	\$188.00
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections
Travellers Accommodation	
- Population (\$ per head)	\$188.00
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections
Day Care Centres	
- Population (\$ per head)	\$94.00
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections
Educational Facilities	
- Population (\$ per head)	\$94.00
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections
Retirement Complexes	
- Population (\$ per head)	\$188.00
- or equivalent wastewater connection, whichever is greater	See Equivalent Connections
Stormwater Contribution (Residential Based)	
Residential Care Facilities - Land area (\$ per m ²)	\$4.90
Travellers Accommodation - Land area (\$ per m ²)	\$4.90
Day Care Centres - Land area (\$ per m ²)	\$4.90
Educational Facilities - Land area (\$ per m ²)	\$4.90
Retirement Complexes - Land area (\$ per m ²)	\$4.90
Equivalent Connections	
15mm Diameter - Water Connection	\$1,801.00
15mm Diameter - Wastewater Connection	\$1,257.00
20mm Diameter - Water Connection	\$3,207.00
20mm Diameter - Wastewater Connection	\$2,246.00
25mm Diameter - Water Connection	\$5,008.00
25mm Diameter - Wastewater Connection	\$3,507.00
32mm Diameter - Water Connection	\$8,205.00
32mm Diameter - Wastewater Connection	\$5,746.00
40mm Diameter - Water Connection	\$12,809.00
40mm Diameter - Wastewater Connection	\$8,967.00
50mm Diameter - Water Connection	\$20,014.00
50mm Diameter - Wastewater Connection	\$14,010.00
80mm Diameter - Water Connection	\$51,229.00
80mm Diameter - Wastewater Connection	\$35,861.00
100mm Diameter - Water Connection	\$80,050.00
100mm Diameter - Wastewater Connection	\$56,035.00

3. SECTION 17A REVIEW WORK PROGRAMME PLAN

Type of Report:	<i>Legal and Operational</i>
Legal Reference:	<i>Local Government Act 2002</i>
Document ID:	<i>356245</i>
Reporting Officer/s & Unit:	<i>Rachael Horton, Manager Business Excellence & Transformation</i>

3.1 Purpose of Report

The purpose of this paper provide Council with an update on the progress of the Local Government Act (2002) Section 17A service delivery reviews

COMMITTEE'S RECOMMENDATION

Councillors Hague / White

That Council

- a. Note that Local Government Act Section (2002) 17A of the Local Government Act places an obligation on local authorities to routinely review their services for cost effectiveness.
- b. Note the timeframe for the reviews Napier City Council will undertake.
- c. Endorse the proposed schedule of Section 17A reviews.

CARRIED

3.2 Summary

In 2014 changes to legislation were made with the introduction of section 17A of the Local Government Act ('LGA') which placed an obligation on local authorities to routinely review their services for cost effectiveness.

Clause 1A of the schedule requires councils to complete reviews of all functions other than those covered by the exceptions within 3 years of the enactment of the Local Government Act (by 8 August 2017). The section provides for exceptions including being satisfied that the potential benefits do not justify the cost of the review.

All NCC activities were assessed for review. Out of 71 activities, 27 aggregated services are required to be reviewed under section 17A.

Each review was prioritised against a set criteria to ensure those services with the greatest opportunity for improvement were reviewed first, and that resources are managed across all work programmes. Reviews are scaled to match the size of the service, the issues and anticipated benefits.

3.3 What are 17A reviews?

Early in 2012, government announced a programme of local government reform entitled Better Local Government. A number of amendments to the legislative framework for councils were made, including, in 2014, the introduction of section 17A of the LGA.

Section 17A places an obligation on councils:

- to review the cost effectiveness³ of current arrangements for providing local infrastructure, services and regulatory functions at regular intervals. Reviews must be undertaken when services levels are significantly changed, before current contracts expire, and in any case not more than 6 years after the last review. The LGA has a transitional provision that requires all services to be reviewed by 8 August 2017; and
- to ensure that there is a binding contract or agreement where delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity than the entity responsible for the governance of those things. The contract/agreement must cover key matters such as service levels, performance assessment and reporting, risk management and accountability.

A review should consider three elements: how a service is governed, how it is funded, and how it is delivered. The intent of the legislation is to encourage efficiencies as well as collaboration between councils. Reviews provide an opportunity to improve the delivery of services to our residents, ratepayers and visitors.

3.4 NCC's approach to 17A reviews

The LGA Section 17A was enacted 8 August 2014, with a period of three years to complete the first set of reviews.

During September 2015, Hawkes Bay underwent an Amalgamation Poll where the proposal was to amalgamate all five Councils in the Region. The turnout rate for this Poll was high with approximately 80% of Napier residents voting against amalgamation. Overall the proposal was defeated, ratepayers had shown they were satisfied with the current service provision of NCC.

As a result, any significant progression within NCC was put on hold, including the 17A programme. It was determined that there was no cost benefit in undertaking reviews during this time given the significant change being proposed.

Following the poll, the next stage was to review the organisation structure to ensure it was appropriate for the delivery of current and future services.

This review was, in effect, the start of the 17A work programme. Without a clear structure in place the effectiveness of further 17A review work would be undermined.

The review followed a logical and structured approach and resulted in the implementation of a new management structure and leadership framework to deliver our services.

The new structure has strengthened NCC's approach to service delivery within each Directorate:

- The City Strategy Directorate is leading, coordinating and integrating strategies across NCC, looking ahead for the City and bringing together all related thinking and planning.
- Community Services Directorate is bringing a coordinated approach to community strategies and programmes, business operations, and the use of associated facilities to improve service to customers.
- The Infrastructure Directorate is strengthening strategic decision making around assets, and the delivery of related activities, and reinforced NCC's commitment to environmental sustainability. A Project Management Office was established to deliver the capital programme.
- The Corporate Services Directorate established the Business Excellence and Transformation team, with the primary focus of leading and supporting best practice

³ Cost-effectiveness can be defined as the lowest cost consistent with the achievement of the objectives for providing the service. Cost effectiveness is different from least cost. Cost considerations should include cost savings (i.e. financial savings), improved resource usage (i.e. efficiency gains), and increased revenues.

within Council. This team will continue the 17A work with a programme of reviews over the next three years, and on a six year cycle.

In addition to the review of NCC's management structure, we have also completed the following reviews:

- ☐ Waste Futures – joint project with Hastings regarding the options on the treatment of waste in the region
- ☐ Internal Audit Services – regional collaboration for procurement of services
- ☐ Lagoon Farm – review of service delivery model
- ☐ Cleaning services – consolidation of council services
- ☐ After Hours Call Services – review of service delivery, resulting in a contract to Palmerston North City Council for service provision
- ☐ Shared web services provided by Napier for 4 councils with approval for last Council to begin services shortly
- ☐ Provision of shared HR services to Wairoa Council
- ☐ Provision of shared Economic Development resourcing with Central Hawkes Bay
- ☐ Bay Skate service provision bought in house
- ☐ Review of service provision for Faraday Centre

3.5 The 17A work programme going forward

Following the establishment of the Business Excellence and Transformation team, we are in a position to continue our 17A reviews under a more formal work programme.

Over the next three years, we are proposing a common sense approach that balances the need to comply with legislation with the need to carefully manage NCC's operational resources. This approach would ensure a focus on reviewing services with the most significant opportunities for improvement first.

At the scoping phase, the review will be scaled to match the size of the service and the issues and opportunities presented by the review. Elected members will be asked to provide political direction early to individual reviews as appropriate.

NCC's approach to 17A reviews is based on the following objectives:

- ☐ To maximise opportunities to improve the delivery of services to our residents, ratepayers and visitors (including considering shared service opportunities with other councils).
- ☐ To prioritise NCC resources to reviewing services and contracts with the greatest potential for cost effectiveness gains.
- ☐ To scale the scope of the review to match the size of the service and the issues and anticipated benefits.
- ☐ To ensure compliance with the legislation.
- ☐ To keep excellent records of the decisions made and reviews undertaken to support the ongoing life of the programme.

We will optimise and collaborate with the reviews being undertaken by other Councils in the region where possible, and we will be cognisant of central government lead legislation changes eg Havelock Water Inquiry and potential impacts to the way in which we deliver services. We will continue to work as a region through initiatives identified through the Hawkes Bay Shared Services work programme.

3.5 What needs to be reviewed?

Section 17A uses the same terminology as section 10 in the LGA, that is to say it refers to the local infrastructure, local public services, and the performance of regulatory functions. The focus is therefore on public-facing services.

Back-office services, such as IT, debt collection (or other more transactional elements of the finance function) will be addressed through internal business excellence initiatives and therefore do not need to be considered within the 17A review programme.

There are two exceptions to reviews under the legislation:

- ☐ Delivery arrangements that are bound by legislation, contract or binding agreement so that they cannot be changed within the next two years.
- ☐ If the local authority is satisfied that the potential benefits do not justify the cost of the review.

In determining whether the potential benefits justify the cost of the review, Officers have undertaken some analysis in order to identify an appropriate point at which Council could consider not undertaking reviews. We are of the view that that any service, contract, or other agreement that has a total value of \$500,000 or less (total budgeted operational and capital expenditure) should not be reviewed. In the absence of other factors (e.g. high probability of significant savings, high public interest in the service), it will be assumed that reviewing a service below this size is unlikely to generate savings that outweigh the costs.

Once conducted a section 17A review has a statutory life of up to six years. This means that each service must be reviewed at least once every six years – unless one of the other events that trigger a review comes into effect.

There are two statutory triggers for a review under the legislation:

- ☐ When a local authority is considering a significant change to a level of service⁴.
- ☐ When a contract or other binding agreement is within two years of expiration.

Decision to review

To determine which services require a review, each service was assessed using the following criteria:

- ☐ Was the last service review more than six years ago?
- ☐ Does the contract expire in the next two years?
- ☐ Is a change in level of service proposed?
- ☐ Does the potential benefit of the review justify the cost of the review (total value <\$500,000)?
- ☐ Can the contract (or other agreement) be changed in the next six years?
- ☐ Is there any other reason why the service review should not be undertaken?

⁴ A significant change to levels of service includes starting a new service, as well as a significant decrease or increase in levels of service. External factors, such as development in the legislative or policy environment, might also significantly impact on levels of services (e.g. new regulation on water quality). Refer to the Significance and Engagement Policy for further guidance.

NCC has approximately 72 activities. Applying the above criteria, 30 services fall within the scope of the legislation. Some services have been combined for the purposes of review, reducing the aggregated number of reviews to be undertaken to 27. Please see **Attachment 1** for a list of the 27 reviews to be undertaken.

3.6 What are the priorities for review?

It is necessary to prioritise each review in order to manage NCC's limited resources and to ensure those reviews with the greatest potential for improvement are reviewed first.

Reviews need to be decided and prioritised on a six year cycle. However, it is likely that within that time priorities will change as either triggers or exceptions to the legislation come into effect arising from decisions of council, and/or operational management of capital, assets and services. Therefore NCC will review the work programme annually.

Regional collaboration is an opportunity that may present itself as the individual reviews are undertaken, but as each council has their own priorities and timeframes, it is not a driver for prioritising reviews. Options for shared services will be included as part of each review process.

Prioritisation of service delivery reviews

To determine the priority of reviews, each service was assessed using the following criteria:

- ☐ What issues or opportunities have been identified (including opportunities for significant savings, for shared reviews or shared services)?
- ☐ What is the impact of the service?
- ☐ Is the service achieving set or expected levels of service?
- ☐ What is the cost of the service (operating and capital expenditure)?
- ☐ Are alternative methods for service delivery possible?
- ☐ What is the level of public interest in the service?

The scores and weightings of each criteria determined the priority of each review. As a result, five services were rated high priority, 15 services rated medium priority and seven services rated low priority.

Scheduling of reviews will take into account the priority, as well as other factors, including opportunities for shared reviews and/or services with other councils, resourcing and capability considerations. The Senior Leadership Team ('SLT') have proposed a timetable of reviews for 2017 to 2020. See **Attachment 1** for the schedule of reviews.

3.7 How will reviews be resourced?

The resourcing of any review will be a decision for the responsible Director in consultation with SLT and the Chief Executive. Resourcing could be as small as a single person (such as a service manager) or as large as a multidisciplinary team. Where possible, internal resources will be used, however, NCC does not have the capacity to undertake all of the required section 17A work. There may also be further benefits to be gained from the use of appropriately qualified external advisory resources. Use of internal staff or external services will be dependent on the scale and complexity of the review.

Scaling

NCC will take a scaled approach to section 17A reviews as follows:

- ☐ Level 1 – a minimal review is carried out focusing on easy implementation and quick wins. This will most likely be small in scale and conducted using in-house resources. An example of level 1 is a contract review.

- ☐ Level 2 – a medium sized review is carried out. This review may involve more complex efficiency gains and may involve some change in delivery mechanism, governance or funding.
- ☐ Level 3 – a significant review is carried out. It is likely to be a complex, multi-party review and may result in substantive governance and/or funding changes.

3.8 What should reviews focus on?

Section 17A requires consideration of the following options:

- ☐ Funding, governance and delivery by NCC;
- ☐ Responsibility for funding and governance is undertaken by NCC and delivery is undertaken by another local authority;
- ☐ Responsibility for funding and governance is undertaken by NCC and delivery is undertaken by a CCO wholly owned by NCC;
- ☐ Responsibility for funding and governance is undertaken by NCC and delivery is undertaken by a CCO, where NCC is a part owner (the other owner or owners might be a local authority or other organisation);
- ☐ Responsibility for funding and governance is undertaken by NCC and delivery is undertaken by some other person or agency (such as a private or community sector agency);
- ☐ Responsibility for funding and governance is delegated to a joint committee or other shared governance arrangement and delivery is undertaken by some other person or agency; and
- ☐ Any other reasonably practicable option for funding, governance and delivery.

Opportunities for improving performance

17A reviews should consider and report on options for generating efficiency gains or improving our performance even if no change in funding, governance and delivery is proposed. This is consistent with NCC's focus on business excellence. It ensures efficiency across the 17A and business excellence work programmes. It also minimises the disruption of too frequent reviews, which can unsettle teams.

3.9 Significance and Consultation

While local authorities are not required to engage with the community when undertaking 17A reviews, obligations to engage may exist where levels of service are being changed, or should options such as establishment of a CCO be mooted. The Significance and Engagement Policy provides guidance on consultation requirements.

Regardless of any obligations to engage, NCC considers that it would be beneficial to the reviews to convene a community focus group to consult with when developing options for service funding, delivery or governance. The use of a focus group or any other form of consultation should be identified at the scoping stage of a review and utilised where appropriate

Any government led legislation/governance changes may not be subject to our normal consultation processes.

2.0 Implications

Financial

There will be direct financial costs associated with the undertaking of section 17A review work. NCC has conservatively budgeted \$250,000 over three years, with some ongoing provision in order to undertake the work.

It is noted that, depending on what the analysis finds, and what decision are made by NCC, the work proposed should lead to savings in costs to Council or ratepayers/service users and/or gains in service quality and consistency.

Social & Policy

None

Risk

None

2.1 Options

Council is required to undertake the work specified in section 17A LGA. To that extent, there are no substantive options with regard to undertaking these reviews.

Council can vary the priorities for the work, but based on discussions between the Senior Leadership Team, the timeline for reviews set out in Attachment 1 is recommended.

2.2 Development of Preferred Option

N/A

At the Meeting

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

- ☐ Section 17a reviews are focussed on current services.
- ☐ The priority level of reviews incorporates the cost of the activity and any proposed changes to the levels of service.
- ☐ Where possible opportunities to work with other local Councils on reviews will be identified via HBLASS – for example a review of transportation may be undertaken jointly with Hastings District Council.
- ☐ The review of security has yet to be scoped but is likely to include items such as uplift of money, alarm monitoring and soon. It would not include community security as this is not a current activity.
- ☐ The intention is to take a wider view on the reviews, meeting our legislative requirements as well as aligning our activities with our strategic goals.

3.6 Attachments

A Attachment 1: Timeline for 17A reviews

Timeline for 17A Reviews

Maori Consultative Committee – 21 June 2017 – Open Agenda

Project Sponsor: Rachael Horton

Project Lead: Stefan Dikken

Start Date: 08-May-2017 (Mon)

Today's Date: 30-May-2017 (Tue)

[illegible]

Item 3 Attachment A

[illegible]

4. HB LASS LIMITED - STATEMENT OF INTENT

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

41.1 Purpose of Report

To receive the Final Statement of Intent 2017/18 for Hawke's Bay Local Authority Shared Services Limited (HB LASS Ltd) to Council as part of the reporting requirements for Council-Controlled Organisations.

COMMITTEE'S RECOMMENDATION

Mayor Dalton / Councillor White

That Council:

- a. Receive the Final approved Statement of Intent for 2017/18 for HB LASS Limited (HB LASS Ltd).

CARRIED

4.2 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.

4.3 Implications

Financial

None

Social & Policy

None

Risk

None

At the Meeting

There was no discussion on this item.

4.4 Attachments

- A HB LASS Limited Statement of Intent 2017/18

ADM-02-7-15-281



HB LASS Ltd
Statement of Intent for 2017-18

Adopted 8 June 2017

HB LASS Ltd 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 Statement of Intent 2017/18

ADM-02-7-15-281

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 Statement of Intent 2017/18

ADM-02-7-15-281

- *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	James Palmer
Napier City Council	Wayne Jack
Wairoa District Council	Fergus Power

HB LASS Ltd Statement of Intent 2017/18

ADM-02-7-15-281

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:

HB LASS Ltd Statement of Intent 2017/18

ADM-02-7-15-281

- 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:

HB LASS Ltd Statement of Intent 2017/18

ADM-02-7-15-281

- 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

HB LASS Ltd Statement of Intent 2017/18

ADM-02-7-15-281

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 Statement of Intent 2017/18

ADM-02-7-15-281

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:

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

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 1st of March each year

5. HB MUSEUMS TRUST STATEMENT OF INTENT 2017 - 19

Type of Report:	<i>Legal</i>
Legal Reference:	<i>Local Government Act 2002</i>
Document ID:	<i>358905</i>
Reporting Officer/s & Unit:	<i>Adele Henderson, Director Corporate Services</i>

5.1 Purpose of Report

To receive the final Statement of Intent 2017 – 19 for the Hawke's Bay Museums Trust to Council required for reporting requirements for Council-Controlled Organisations.

COMMITTEE'S RECOMMENDATION

Councillors White / Wright

That Council:

Receive the final Hawke's Bay Museums Trust Statement of Intent 2017 – 19.

CARRIED

5.2 Background

The Local Government Act 2002 sets out monitoring and reporting requirements of council organisations (Part 5, Section 66, Local Government Act 2002). The Hawke's Bay Museums Trust is a council-controlled organisation as defined under Part 1, Section 6, of the Local Government Act 2002.

5.3 Implications

Financial

None

Social & Policy

None

Risk

None

At the Meeting

There were no major changes made to the Statement of Intent from the previous but was rather a 'fine tuning' of the document.

5.4 Attachments

- A HB Museums Trust Statement of Intent 2017/18



Hawke's Bay Museums Trust ***Ruawharo Ta-u-rangi***

STATEMENT OF INTENT 2017 – 2019

The Hawke's Bay Museums Trust is a Council Controlled Organisation as two of the five members of the Board are Council nominees.

As a Council Controlled Organisation the Trust acknowledges the 2012 amendment of the Local Government Act 2002.

The Objectives of the Trust are:

- To hold and protect the collection for the people of Hawke's Bay
- To encourage the development of quality cultural facilities capable of accessing or drawing upon the collection within Hawke's Bay
- To advance and promote cultural heritage and the arts through the use of the collection
- To oversee collection management through the development of collection policy, conservation and risk management strategies via a contract for services with the Napier City Council
- To oversee collection development through the regulation of the acquisition and disposal of collection items
- To manage the bequests vested in the Trust in a way in which maxibest industry practicees benefit to the collection.

Governance of the Trust is:

The Board is constituted to have five members appointed as follows:

- One appointed by the Napier City Council
- One appointed by the Hastings District Council
- One appointed by the Hawke's Bay Museums Foundation Charitable Trust
- One by Ngati Kahungunu Iwi (Incorporated)
- One Chairperson who is jointly appointed by the Napier City Council and the Hastings District Council.

The Trust Board will govern on a high level strategic direction basis. It will ensure regional balance and Iwi representation. It will undertake a management agreement with Napier City Council for the care and management of the regional collection.

The strategic intentions of the Trust for 2017-2019 are:

The Trust will:

- work closely with the Napier City Council and the Hastings District Council and other local authorities in the Hawke's Bay region to promote public appreciation of the collection
- consult regularly with the Director of MTG to advance the standing of the MTG in the community and further afield
- review annually the performance of the Napier City Council in the execution of its contract for care and management of the collection
- ensure that the Trust's investment policy is managed in a manner that satisfies the guiding principles set by Hastings District Council and Napier City Council for their own investment policies.

The Nature and Scope of Activities to be undertaken by Napier City Council are outlined below. These activities will be achieved in accordance with agreed best industry practice and consistent with HBMT policies and procedures.

1) Protection

- Storage including pest control, storage media, shelving and air quality
 - Pest control
 - Storage media
 - Shelving
 - Air quality
- Security including alarm and access systems and monitoring, and insurance
 - Alarm systems (burglary, fire)
 - Alarm monitoring
 - Access systems
 - Insurance (loan items, owed items)
- Records Management including Vernon database and other records
 - Vernon database
 - Other records

2) Quality including conservation, accessioning and de-accessioning.

- Conservation - appropriate conservation to accepted best industry practice and consistent with HBMT collection policies.
- Accessioning - appropriate accessioning to accepted best industry practice consistent with HBMT collection policies.
- De-accessioning - appropriate de-accessioning to accepted best industry practice consistent with HBMT collection policies.

3) Access including exhibitions, research and archives.

- Exhibitions - Collection available to Hastings City Art Gallery and MTG Hawke's Bay and other institutions as appropriate within accepted best industry practice.
- Research - Collection made available through MTG Hawke's Bay as appropriate within accepted best industry practice.
- Archives - Archives made available through MTG Hawke's Bay as appropriate within accepted best industry practice.

4) Development including fundraising, reserves management and relationship development.

- Fundraising - To work with the MTG Hawke's Bay Foundation to provide funding.
- Reserves - To appropriately manage accession reserves.
- Relationships - To appropriately manage relationships to allow the collection to develop appropriately.
 - Funding Councils
 - Te Rōpū Kaiawhina Taonga
 - MTG Friends

Accounting Policies adopted by the Hawke's Bay Museums Trust will be:

Reporting entity

The Hawke's Bay Museums Trust is registered under the Charitable Trusts Act 1957 and is registered as a charitable entity under the Charities Act 2005.

Statutory base

The financial statements will be prepared in accordance with Section 15 of the Public Audit Act 2001.

General accounting policies

The general accounting policies recognised as appropriate for the measurement and reporting of results, and financial position, under the historical cost method as modified by any revaluation of any assets will be followed in the preparation of the financial statements.

The Trust qualifies as a Not-for-Profit (NFP) public benefit entity (PBE) for financial reporting purposes and is classified as a Tier 3 PBE reporting entity. It is therefore eligible to elect to report in accordance with PBE Simple Format Reporting - Accrual (Not-for-Profit) (PBE SFR-A (NFP)) on the basis that it does not have public accountability (as defined in XRB A1 (FP Entities + PS PBEs + NFPs -FP T3 + T4 Update)) and it has total expenses less than or equal to \$2 million.

Specific accounting policies

This Statement of Intent has been prepared on the basis that the Hawke's Bay Museums Trust is a going concern.

Accounts receivable

Any accounts receivable will be stated at their estimated net realisable value.

Inventory

Any inventory will be stated at the lower of cost and net realisable value on a FIFO basis after due allowance for damaged and obsolete stock.

Investments

Investments will be stated at lower of cost or net realisable value.

Grants

Any grants received will be recognised in the Statement of Financial Performance when the requirements under the grant agreement have been met. Any grants for which the requirements under the grant agreement have not been completed will be carried as liabilities until the conditions have been fulfilled.

Artworks and Collection assets

The Board considers it is a custodian of the Collection and as the collections tend to have an indefinite life, and are generally not of a depreciable nature, depreciation will therefore not be applicable and collection assets will be carried at fair value.

An independent qualified valuer provides a three-yearly full revaluation of the collection. Carrying values will be reassessed annually in the intervening years.

Purchases of collections will be recorded at cost, and donated collection assets will be recorded without attached values at the time of acquisition. These values will be captured during annual update revision of the valuation as noted above.

Goods and Services Tax (GST)

The Statement of Financial Performance will be prepared so that components will be stated exclusive of GST. All items in the Statement of Financial Position will be stated net of GST, with the exception of receivables and payables, which will include GST invoiced.

Income tax

Hawke's Bay Museums Trust is exempt from paying income tax.

Changes in accounting policies

Any changes in accounting policies will be clearly signified and quantified.

Performance Targets

Key Result Area	Performance Indicator	Target/Reporting Method	
		2017/18 target	2017/18 actual
Protection	Full insurance cover is provided for the collection.	Yes	
	Collections are stored in an acceptable environment.	No items reported to have suffered deterioration due to environment	
Quality	Every item accessioned into the collection has undergone a detailed selection process within the framework of the Collection Strategy	Yes	
	De-accessions are managed in accordance with the Collection Strategy and reported to the Board	Yes	
Access	HBMT collections are used for academic and personal research	1,500 enquiries	
	Collections are made available to the public through quality exhibitions	Minimum of 5 collection based exhibitions	
Development	Bequest funds income is used in the manner determined by the donor.	Yes	
	Conservation funds income is used solely for collection care.	Yes	
	Joint HBMT/Te Rōpū Kaiawhina Taonga meeting held.	1 per annum	

Hawke's Bay Museums Trust Financial Targets

Financial Performance	2017/18	2018/19	2019/20
Revenue			
Council Funding (NCC & HDC)*	917,320	937,340	958,260
Interest Income **	18,500	18,500	18,500
Donations	8,000	8,000	8,000
Total Revenue	943,820	963,840	984,760
Expenses			
Management Fee & Education Grant	874,810	893,890	913,810
Trust Admin, Management, Audit, Insurance, Legal ***	42,510	43,450	44,450
Conservation	13,250	13,250	13,250
Accessions	13,250	13,250	13,250
Total Expenses	943,820	963,840	984,760
Surplus/(Deficit)	0	0	0

* Council Funding has been inflation-adjusted according to the assumptions used by both Councils' Ten Year Plans, but the future year adjustments for 2018/19 and 2019/20 may differ from the above targets.

**Interest income is based on maintaining capital funds at present levels – early spending of these funds will reduce the interest income.

***Trust Admin for 2017/18 includes Management \$33,190, Audit \$5,090, Insurance \$2,700 and Legal \$1,530.

No dividend is recommended.

No additional Council funding is requested.

Capital Expenditure

There is no planned expenditure on buildings or plant and machinery for the 2017-2019 periods. Accessions and conservation will be funded from grants, donations, de-accessions, and bequest and investment interest income.

Faraday Centre

Trustees are reviewing the future direction of the Faraday Centre. This includes potentially separating this activity from the Hawke's Bay Museums Trust when a sustainable model is identified.

Financial Reports

These will be inserted as the 2017/18 final audited accounts.

Compensation from Local Authority

The costs of maintaining the collection will be equally funded by Napier City Council and Hastings District Council. Additional funding may be sought from other sources as appropriate.

The Board estimates the commercial value of the Hawke's Bay Museums Trust collection at \$45 million (including the Faraday Collection).

Reporting against intended performance

An Annual Report will be prepared which will include a comparison of performance with the relevant Statement of Intent.

6. HAWKE'S BAY AIRPORT LIMITED - STATEMENT OF INTENT

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

61.1 Purpose of Report

To receive the final Statement of Intent 2017/18 for Hawke's Bay Airport Limited (HBAL) to Council required for reporting requirements for Council-Controlled Organisations.

COMMITTEE'S RECOMMENDATION

Mayor Dalton / Councillor Taylor

That Council:

- a. Receive the final Statement of Intent for 2017/18 for Hawke's Bay Airport Limited (HBAL).

CARRIED

6.2 Background

The Hawke's Bay Airport Limited is a Council Controlled Organisation (CCO). It is a company incorporated under the Companies Act and is owned by the Crown, Hastings District Council and Napier City Council. Napier City Council has a 26% shareholding.

The Local Government Act 2002 requires Council Controlled Organisations (CCO) to submit a Statement of Intent to their shareholders for consideration.

The Hawke's Bay Airport Ltd Statement of Intent is **attached**.

6.3 Implications

Financial

None

Social & Policy

None

Risk

None

At the Meeting

There was no discussion on this item.

6.4 Attachments

- A Hawke's Bay Airport Limited Statement of Intent

Hawke's Bay Airport Limited Statement of Intent

For the year ended 30 June 2018 and the two following years.

1.0 Governance

Governance sits with the Board of Directors of Hawke's Bay Airport Limited, which is responsible for the strategic and overall direction of the organisation. Directors are appointed by the company's shareholders; the Napier City Council (26%), Hastings District Council (24%) and the Crown (50%).

The Board has four Directors, two of whom are appointed by the Napier City Council and the Hastings District Council and two whom are appointed by the Crown. The Board meets regularly with Management to review the company's performance and provides quarterly, half yearly and annual business performance reports to shareholders.

2.0 Nature and Scope of Activities

2.1 Mission Statement

The mission of Hawke's Bay Airport Limited is: -

- ☐ to provide convenient, safe and sustainable services and facilities for airlines, air travellers, employees, our community of tenants, contractors and all other visitors to the airport
- ☐ to support regional economic development through the provision of strategic infrastructure
- ☐ to generate appropriate returns on assets employed and shareholder's equity
- ☐ to position the business for growth and embrace collaboration and strategic alliances with others

2.2 Vision Statement

- ☐ Our vision is to be a welcoming gateway to Hawke's Bay and to be recognised as a major contributor to the economic development and wellbeing of the Hawke's Bay community.

2.3 Values

- ☐ We are customer focused
- ☐ We are commercially driven
- ☐ We are committed to safety and security
- ☐ We think strategically and plan for the long term
- ☐ We work as a team
- ☐ We act with integrity

2.4 Strategy

Our Strategic Imperative: To maintain operational capability in an efficient, safe and sustainable manner, position the business for the future, achieve growth across all revenue streams and manage risk.

Our Strategic Objectives:

1. Operate an airport that is fit for purpose.
2. Preserve the Airport's ability to operate and maintain a high level of security consciousness and awareness across the Airport community.
3. Operate HBAL as a successful business, growing revenue, profitability and shareholder value on an annual basis.
4. Generate additional revenue from non-aeronautical activities.
5. Proactively manage health and safety risks and provide a safe, healthy and thriving environment through consultation, co-operation and co-ordination between persons conducting a business or undertaking (PCBU) within the Airport community.
6. Operate the Airport in a socially and environmentally sustainable manner.
7. Maintain and enhance business-critical infrastructure, services and facilities for all users of the Airport.
8. Realise the long-term value of the business park.

HBAL will pursue the following strategy:

1. Redevelop and construct an efficient and fit for purpose terminal building and Airport Rescue Fire Service Building.
2. Maintain operational capability with minimal disruption throughout the terminal development project.
3. Rezone and freehold the Business Park land and minimise the land development costs.
4. Continue to strengthen our relationships with all operators of air services and with all tenants and prospects.
5. Improve the security culture and consciousness at the Airport
6. Improve the customer experience at the Airport for all travellers, meeters and greeters.
7. Maintain active membership and contribution to New Zealand Airports Association.
8. Maintain effective engagement and relationships with key stakeholders and the wider stakeholder community.
9. Form strategic alliances and collaborate with other airports.
10. Investigate potential for JV partnerships to develop the airport land.

3.0 Key Objectives: Business Plan FY 2017/18

ACTIVITY	OUTCOME	TARGET DATE
Operate a successful business	Achieve Financial Targets	30/06/18
Appropriate Infrastructure	Effect CAPEX Investments	30/06/18
Health & Safety focus	Continue to work toward zero harm	ongoing
Progress Terminal Redevelopment	Project complete	30/06/19
Strengthen Rescue Fire Station	Project complete	30/06/18
New Airport Entranceway	Project complete	30/06/18
Business Park rezoned	Project complete	30/06/18
Key Customer Relationships	Meetings with key customers	Ongoing
Consolidate waste and recycling management	Bi-annual audit of consumption	June, December
Review Strategic Plan	Current, Refreshed Strategic Plan	30/06/18

3.1 Financial Performance Targets

The performance targets include continued growth in passenger numbers and increases in landing charges, rental and concession income. Significant further capital expenditure is proposed which will increase interest and depreciation expenses and the gearing ratio over the next 3 financial years.

	FY2017/18	FY2018/19	FY2019/20
Passenger Numbers	669,500	689,585	710,273
FINANCIAL PERFORMANCE (\$)			
Airport Revenue (note 1)	3,200,264	4,025,259	5,067,319
Landside Revenue (note 2)	2,799,703	3,300,820	3,563,536
Business Park Revenue	338,936	383,936	395,454
Group Revenue	6,338,903	7,710,015	9,026,309
Operating Expenses	2,872,553	2,973,334	3,022,655
EBITDA	3,466,350	4,736,681	6,003,654
Depreciation & Amortisation	1,306,487	1,588,362	1,642,252
EBIT	2,159,863	3,148,319	4,361,402
Interest Income	26,184	519	519
Interest Paid (interest charged to P&L)	443,136	756,411	770,107
Profit before Tax	1,742,911	2,392,427	3,591,814
Tax	488,015	669,879	1,005,708
Profit after Tax	1,254,896	1,722,548	2,586,106
FINANCIAL POSITION (\$)			
Net Debt	14,083,000	16,173,000	14,631,000
Total Assets (note 3)	49,160,000	52,151,000	52,144,000
Shareholders Funds (note 4)	29,335,000	30,369,000	31,920,000
CASHFLOW SUMMARY (\$)			
Operating Cashflow	2,301,000	3,078,000	4,088,000
Capital Expenditure	12,240,000	4,479,000	1,511,000
Dividend	501,958	689,019	1,034,442
FINANCIAL METRICS			
Return on Equity	4.3%	5.7%	8.1%
Net Gearing Ratio	48.0%	53.3%	45.8
Shareholders Funds/Total Assets	60%	58%	61%

Note 1: Airside Revenue includes aircraft landing and parking charges

Note 2: Landside Revenue includes car parking, rents, concessions, advertising and other income

Note 3: Total Assets is the total of all current and non-current assets

Note 4: Shareholders Funds is the total of share capital and retained earnings

3.2 Capital Expenditure

	FY2017/18	FY2018/19	FY2019/20
	\$	\$	\$
Terminal	9,400,000	3,000,000	
Roading Development	1,000,000		
Car Parking	760,000	740,000	
Business Park	500,000	260,000	-
Airfield Infrastructure	560,000	371,000	159,000
Buildings	20,000	52,000	12,000
Security Fencing			800,000
Land Development			500,000
Office Equipment		6,000	
Plant and Equipment		50,000	
Vehicles			40,000
	12,240,000	4,479,000	1,511,000

4.0 Accounting Policies

The accounting policies adopted by HBAL are consistent with New Zealand's International Financial Reporting Standards and generally accepted New Zealand accounting practices. The policies are included within HBAL's Annual Report that is available on the Company's website; www.hawkesbay-airport.co.nz/about/company/annual-report

5.0 Distributions

The Board has considered an alternative dividend policy based on an agreed proportion of free cash flow measure, rather than net profit after tax (NPAT). However, the Board has decided to retain its current dividend policy of 40% NPAT. Had the proportion of free cash flow measure been adopted as policy, no free cash would have been available for distribution to Shareholders during the period of significant capital expenditure in our infrastructure. Retention of the current dividend policy (40% NPAT) will enable annual dividends to be paid to shareholders throughout the capital expenditure programme.

6.0 Information to be provided to Shareholders

Shareholders will receive:

- ☐ An annual report including audited financial statements within 3 months of balance date.
- ☐ A 6-monthly report including non-audited financial statements within 2 months of balance date.
- ☐ A Quarterly Report within 2 months of the end of each quarter.
- ☐ A Statement of Intent submitted for shareholders' consideration in accordance with the Local Government Act 2002

- ☐ Other interim financial reports as agreed with the shareholders
- ☐ Reports on matters of material interest to shareholders. Shareholders will continue to be kept informed of key developments, consistent with the Crown's 'No Surprises' policy.

7.0 Acquisition Procedures

The acquisition of any interest in a company or organisation will only be considered when it is consistent with the long-term commercial objectives of the company. Any material acquisition will be the subject of consultation with shareholders.

Major transactions as defined by the Companies Act 1993 will require shareholder approval.

8.0 Compensation Sought from Local Body Shareholders

At the request of the shareholders the company may undertake activities that are not consistent with normal commercial objectives.

The company may seek, in these circumstances, a specific subsidy to meet the full commercial cost of providing such activities, however none are contemplated in the planning period.

9.0 Estimate of Commercial Value

The net book value of Shareholders investment in the company as at 31 December 2016 is \$28,466,588.

The non-current assets owned by HBAL were revalued at 30 June 2015 to their current market value resulting in an uplift in value of \$9.5 million (net of the deferred tax impact). The individual assets and liabilities included on the balance sheet at 30 June 2016 are therefore not considered by the Directors or Management to be materially different from the current market value.

HBAL will continue to undertake a revaluation approach to its assets on a regular cycle of every 3 years or when there has been a significant change in the market, to consider the gap between current book values of the assets and liabilities versus the commercial value of the business.



Tony M Porter
Chairman
Hawke's Bay Airport Limited
2 June, 2017

REPORTS FROM COMMUNITY SERVICES COMMITTEE HELD 14 JUNE 2017

1. TARADALE COMMUNITY ROOMS REFURBISHMENT PROPOSAL

Type of Report:	<i>Operational</i>
Legal Reference:	<i>N/A</i>
Document ID:	<i>341015</i>
Reporting Officer/s & Unit:	<i>Natasha Carswell, Manager Community Strategies</i>

1.1 Purpose of Report

To seek Council's approval to continue to use the Taradale Community Rooms, once refurbished, to accommodate community groups, with the building to be used as transitional or permanent accommodation for the Napier Community Hub and to investigate the potential for the rooms becoming a multi-use community centre in the future.

COMMITTEE'S RECOMMENDATION

Councillors Taylor / Jeffery

That Council

- a. Approve that the Taradale Community Rooms continue to accommodate the community groups, and
- b. Note that further investigation will be undertaken to determine how the rooms could be run as a multi-use community centre in the future.

CARRIED

1.2 Background Summary

The Taradale Community Rooms are one of seven community hall facilities owned by Council. Most recently, the rooms have been leased as office space to a few community organisations. Since 2015, when the last tenant vacated, the rooms have been hired out on a casual basis for meetings. This situation presented Council with the opportunity to identify options for future use that would optimise the utilisation of the building and benefits to the community.

The building is well maintained externally and in keeping with the adjacent Taradale Town Hall. The size and location of the building lends itself to providing a facility for small-scale local community use. The building has an overall assessment of 73% NBS, with no strengthening necessary. However, the interior of the building is dated, unappealing and lacks flexibility of use in its current configuration. The building is oriented to Lee Road, which has become a busy road with a no stopping zone, limiting access to the building through its main entrance.

Council allocated \$300,000 to refurbish the building in its Long Term Plan. Some funding has been used to conduct an assessment of the options (attached), leaving \$280,000 in the 2017/18 year to complete the refurbishment.

1.3 Issues

Community need

The assessment found that Taradale and its surrounds is well served by community facilities and no clear need could be identified. However, through the community engagement, a range of potential uses emerged, with the most popular being:

- ☐ A multi-purpose community centre;
- ☐ Local heritage museum; or
- ☐ A youth centre.

There was a concerted effort made to seek support for the heritage museum concept from the operator of the Gypsy Rose Tea Museum. However, since the completion of the assessment, the operator has advised that his focus is to relocate the current operation rather than expand into a Taradale Heritage Museum. The Taradale Plunket Rooms may offer a more appropriate site for this. This option is being investigated with the operator. The Plunket Rooms requires some structural strengthening. The strengthening work and necessary internal upgrade (estimated to cost up to \$100,000) can be carried out within existing budget.

While the youth centre idea was popular with younger members of the community, the Police and the Taradale Marketing Association expressed concerns. Council continues to support the 'pop-up' youth venues which has proved a low risk, popular and enduring concept.

The engagement process also identified there was low awareness of the rooms but there was strong interest to keep the rooms available for community use.

Community Hub

The Napier Community Hub (the Hub) is located in a privately owned building in Raffles Street, Napier. The Council holds the head lease and subleases to a number of community groups. This arrangement has been in place for 10 years. Council relocated the Citizens Advice Bureau to the Hub following a poor structural assessment result at the Memorial Square Community Rooms where it had been located. Through their service agreement with Council, they act as the central tenant of the Hub, providing reception services for the other tenants.

The Hub has continually struggled to maintain sufficient occupancy to cover the lease costs. Two years ago, Council reduced the size of the Hub from two floors to one, this reduced Council's 'top up' significantly (\$30k per annum). Recently, another tenant has had their government contract terminated and has left the Hub. There are now six tenant groups, they are: Citizens Advice Bureau, Napier Food Bank, Epilepsy Association, Napier Family Planning, Peoples Advocacy Service and Volunteering Hawke's Bay.

Most community hubs are located in Council owned buildings. This enables security of tenure, reduced costs for community groups (by applying a community discount) and prudent use of Council funds and community facilities. In 2012, Council resolved to move the Hub to the Memorial Square Community Rooms. Unfortunately, this refurbishment and relocation was suspended due to the closure of the rooms following the structural assessment result of 12% NBS. A peer review of the assessment was to be undertaken so the Council could decide the future of

the Memorial Square Community Rooms, but this has not been completed due to other Council buildings needing structural assessments and having higher priority. The plan to relocate the Hub to a Council owned facility remains.

Proposed Library Project

The proposal to relocate the Library into a new, purpose-built facility includes the development of partnerships to enhance the services provided from the Library. It is anticipated the Library will act as a community hub in itself. This project offers the prospect to locate the Hub groups within the Library. This concept has been discussed with most of the Hub tenants, the three customer facing groups were enthusiastic about the potential to relocate along with the Library and others to a new facility.

1.4 Significance and Consultation

This refurbishment project was included in the Long Term Plan 2015-25 and therefore did not require another consultation process.

A full community engagement process was undertaken including open days, focus groups, an online survey, social media and other digital formats and a workshop with Ward Councillors and relevant Council staff.

The potential for the Community Hub to move to the Taradale Community Rooms has been discussed with all current tenants. The majority are in favour of this option being further investigated, with a view to relocate either temporarily or for some, permanently. Peoples Advocacy has advised they would like to stay in the City. Napier Citizens Advice Bureau has advised they would prefer to be co-located with the Council but would consider moving to Taradale while the Library project is developed, this option will be investigated alongside the relocation to Taradale Community Rooms.

1.5 Implications

Financial

There is \$280,000 allocated in the Long Term Plan for the refurbishment. The initial concept design is estimated to cost \$246,575 (includes 15% contingency). This estimate has been reviewed internally, and has been increased to \$284,000 to include design and consultancy fees, code of compliance costs and some adjustments to items. The additional \$4,000 can be funded through the existing halls budget.

A rental valuation for the building completed in 2016 assessment the market rental to be \$11,090 per annum. This will increase following the refurbishment. Currently \$2,800 is budgeted for maintenance per annum.

Contribution to relocation costs for the Hub tenants is available through existing budget allocated to supporting the Community Hub.

The lease for the current Community Hub building is due for renewal in July 2017 and will be negotiated according to the results of investigating the relocation of the Community Hub tenants to Taradale Community Rooms (e.g. short term, reduced space, long term).

Social & Policy

Council provides community facilities to provide affordable, accessible and appropriate places for community to meet, recreate and build their own capacity. These facilities are reviewed, as appropriate, to ensure they respond to community need.

Risk

The refurbishment of this building is required to maintain the value of the asset and to increase its use by optimising its configuration and improving its accessibility.

Council's head lease for the Napier Community Hub is currently \$50,000 per annum. There has been a steady reduction in occupancy since its inception ten years ago. Tenants are charged full market rate for the offices they occupy, requiring Council to fund any shortfall from untenanted offices (now \$17,000 pa). Attracting new tenants continues to be difficult due to the configuration of the building and low security of tenure (12 month leases).

The proposed Library relocation, should it go ahead, is likely to take at least two to three years.

1.6 Options

The options available to Council are as follows:

1. Refurbish to attain flexible use and improved access (preferred)
 - a. Co-location for community groups (including Community Hub -transitional), and/or
 - b. Community Centre
2. Refurbish to lease to community organisations as separate offices and a meeting room (status quo). This has some benefit to community group tenants but does not offer wider community benefit as the building is generally unavailable for community use.
3. Refurbish to lease out to small or currently home based businesses. There was some anecdotal evidence to support this option. However, the propensity for these types of businesses to pay was deemed to be low. Market rental would apply.

1.7 Development of Preferred Option

The refurbishment proposal Concept Plan supports an internal reconfiguration providing four offices (10 workstations) and retains the Council Chamber as a meeting room (capacity 32 people seated). There is opportunity to use the meeting room as office space as well. The reorientation of the entrance provides linkage to the car parking area and to 'Soda Lane' (walkway in to the shopping centre). It is a

safer and more accessible entrance into the building. The new entrance also allows for a connection to the Taradale Town Hall should it be required in the future. The old entrance can house a heritage display, acknowledging the history of the building and of Taradale.

This plan provides flexibility in terms of the building's use. It could accommodate any of the three options above. However, the community feedback received supports the building retaining its community focus but with more accessibility for community use.

- a. Community Groups – Community Hub (transitional) – this option allows Council to support community groups by providing low cost accommodation (with community discount) in a community facility. The option to relocate the Community Hub, would mean Council will no longer be required to fund any shortfall in rent to a private landlord and the Taradale rooms will have full occupancy. The building footprint has capacity to house the current tenants. This option has been discussed with Hub tenants and the majority are in favour of the option being investigated further. Several tenants have indicated they would stay permanently as they do not service clients from their offices.
- b. Community Centre – this option would require either an anchor tenant, a coordinating agency or for Council to run the centre. This option requires further investigation before an operating model can be recommended. The operation of a community centre would require active coordination of groups and programmes to ensure optimal use. Running the building as a community centre provides for maximum access to the wider community.

Phased approach

This option allows for the building to be used initially to house the Hub (while the Library project is developed) and for the community centre operating model to be investigated with a view to converting the building to a community centre in the future. Should the Library project not proceed, the Hub groups could remain in the rooms.

At the Meeting

A significant amount of discussion was had on this item. It was clarified that the decision to refurbish the Taradale Community Rooms has already been made by Council and this report is specifically related to their usage.

In response to questions from Councillors it was clarified that:

- ☐ Although typically a refurbishment would be targeted towards the needs of a primary tenant, the Rooms are in need of work now and it is hoped that the renovation will foster greater interest in the space. The proposal is to create a flexible internal space, which will be reconfigurable as required.
- ☐ There has been confirmation from four community groups that they are happy to move to the Taradale space and remain there on a longer term basis. These are non-customer facing businesses so the move would not have any negative impacts on their service provision.
- ☐ The Citizens Advice Bureau would prefer to remain in the CBD so options would need to be negotiated for this.
- ☐ A better fit for the tea Museum had been found at the Plunket Rooms; the

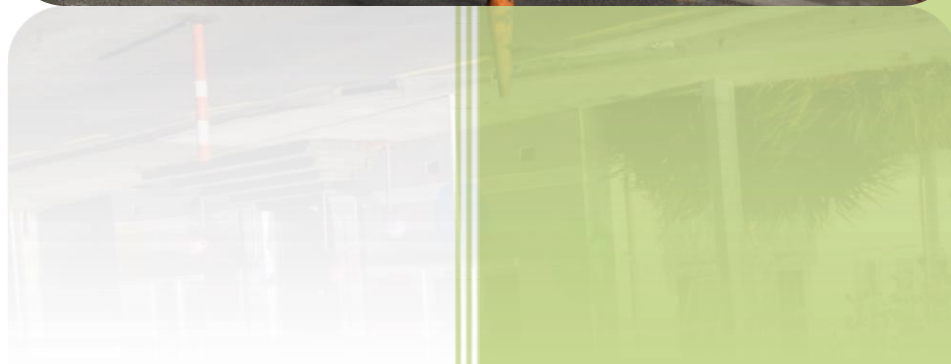
proprietor Mr Hadfield was very excited about this space.

It was generally agreed that Napier Community Hub tenants should not be given priority to the Taradale Rooms as there may be other organisations interested in the Taradale space for longer term occupancies. However it was confirmed that an amendment to this end would not negatively impact on community hub tenants as where there was significant interest in moving to Taradale this could be provided for.

1.8 Attachments

- A Taradale Community Rooms Refurbishment Proposal
- B Taradale Community Rooms Mock up - CAD design

Agenda of Maori Consultative



Profile
Napier

Napier City Council

Refurbishment Proposal Taradale Community Rooms

Item 1 Attachment A

**Prepared
by:**



Stella Morgan

Consultant Planner

**Date:
File Ref:
Status:**

Date: January 2017
NCC16003
Final

**Reviewed
and
approved
for release
by:**

Natasha Carswell

**Community Development
Manager, Napier City
Council**

Contents

EXECUTIVE SUMMARY	i
1. Purpose of the Report	i
2. The Project	i
3. Key Findings & Opportunities	ii
4. Project Working Party Assessment	iii
5. Refurbishment Concept	iii
6. Recommendations.....	iv
1 Introduction.....	1
1.1 Study Purpose	1
1.2 Site and Location.....	1
1.3 Facility Description	3
1.4 Facility History and Usage.....	5
Background: Summary of Key Points	6
2 Council Policy Framework.....	7
2.1 Community Facilities Strategy	7
2.2 Napier City Council Activity Management Plan (Halls) 2014	7
2.3 Napier City Council Annual Plan 2016/17	9
2.4 City of Napier Operative District Plan	9
2.5 Policy Framework Implications	10
Policy Framework: Summary of Key Points	11
3 Community Needs Assessment	12
3.1 Community Profile	12
3.1.1 Census 2013	12
3.1.2 Socio- Economic Status	14
3.2 Community Infrastructure	15
3.2.1 Local Community Facilities.....	15
3.2.2 Regional Facilities	16
3.3 Known Community Demand.....	16
Needs Assessment: Summary of Key Points	18
4 Community Engagement	19
4.1 Approach	19
4.2 Open Days and Focus Groups	19
4.3 Interest from Community Groups	23

4.3.1	Taradale Heritage Museum and Tea Rooms	23
4.3.2	Zeal HB (Youth Provider)	23
4.3.3	Taradale Marketing Association	23
4.3.4	School's Out	24
4.4	Small Business Innovation Centre	24
4.5	Community Survey	24
	Community Engagement: Summary of Key Points	26
5	Workshop Assessment	27
5.1	Options and Assessment Criteria	27
5.1.1	Comments on Options:	28
5.2	Assessment Summary	30
	Project Working Party Assessment: Summary of Key Points	31
6	Management Considerations	32
6.1	Passive Management (Community Leases/hire)	32
6.2	Active Management (Council Run Centre)	32
6.3	Active Management (Community Run Centre)	32
6.4	'Anchor' Tenant (Mixed Use Centre)	32
6.5	Conclusion	33
	Management Considerations: Summary of Key Points	33
7	Refurbishment Concept	34
7.1	Proposed Refurbishment and Costs	34
7.2	Conclusions and Recommendations	37
7.3	Conclusions	37
7.4	Concluding Recommendations	37
	Refurbishment Proposal: Summary	39

APPENDICES

APPENDIX 1 COMMUNITY ENGAGEMENT

1.1 Project Consultation Plan

1.2 Consultation Outcomes

1.3 Community Survey

1.4 Community Survey Results

APPENDIX 2 EXPRESSION OF INTEREST

2.1 Taradale Heritage Museum Trust

APPENDIX 3 RECORD OF CONVERSATIONS

3.1 Colliers Real Estate

3.2 Business Hawkes Bay

3.3 Taradale Marketing Association

3.4 School's Out – After School Care Programme

APPENDIX 4 COUNCIL WORKSHOP

APPENDIX 5 CONCEPT PLAN & COST ESTIMATES

EXECUTIVE SUMMARY

1. Purpose of the Report

This report has been prepared to assist Council determine what level of refurbishment is required for the Taradale Community Rooms to ensure it will meet ongoing identified community need. The report provides a concept plan with associated indicative costings, having considered the following information:

- ☐ Council's policy framework;
- ☐ Taradale's community profile (demographics, socio economic status, and existing facility provision);
- ☐ Results of community engagement;
- ☐ Consideration of options and workshop with Project Working Party; and
- ☐ A brief overview of management options.

2. The Project

The Taradale Community Rooms were built in 1933 as the borough council offices for Taradale Council. Since the borough amalgamated with Napier City in 1968, the facility has been used for a wide range of community purposes. Much of the interior has not changed since the borough council days and over time community use has dropped away. The Rooms are currently vacant pending a programmed refurbishment in the 2017/18 financial year and \$280,000 has been budgeted for this purpose. Napier City Council have taken this opportunity to investigate options for their future use, and to engage with the community for this purpose.

Item 1 Attachment A



Item 1 Attachment A



Item 1 Attachment A



3. Key Findings & Opportunities

This report has found that:

1. Taradale is well served by community facilities and while a lot of interest has been shown in using the Community Rooms, no clear need has emerged.
2. The Taradale Community Rooms are a small, centrally located facility, ideal for local use, however their design and function is dated and not well suited to attracting community use.
3. The community have had a low awareness of the Community Rooms as available for community use, and are keen to see them better utilized for community purposes.
4. The Art Deco character of the Community Rooms is important to Taradale residents.

Thus, while well-located, the Rooms will require a clear community purpose, and improved design if they are to succeed as a community facility.

Through the community engagement undertaken, a range of potential uses emerged, with the most popular ideas being a:

- ☐ Multi-purpose community centre;
- ☐ Local heritage museum; or
- ☐ A youth centre.

A number of community organisations also expressed an interest in using the Community Rooms for their own purposes, including the Gypsy Rose Tea Museum (Heritage Museum Trust); School's Out (a community provider of after-school and holiday programmes); Zeal HB (a local youth programme provider); and Basics 4 Life Ministries.

Napier City Council Community Strategy Team were also interested in exploring the opportunity to provide a community based, small business innovation centre, and possible integration with the adjacent Taradale Hall.

4. Project Working Party Assessment

A Project Working Party comprising Taradale Ward Councillors and a cross section of Council staff members considered emerging options and identified their preferred option for use of the Community Rooms to be a multi-purpose Community Centre available to a wide cross section of the community. They considered the size and location of the Community Rooms as suitable for small scale local community use, and that their art deco character made an important contribution to the heritage of Taradale. They concluded that as a result of the public engagement there would be an expectation that the Rooms would now have a higher profile in the Community, and given the wide range of other opportunities available in the area that dynamic programming and activities would be required to generate good utilization of the facility.

5. Refurbishment Concept

1 Using the above information, James Jack Architects was employed to prepare a refurbishment concept responding to the themes identified in the report. The concept takes into account the community's desire for the Rooms to be widely available to the community and therefore the need for flexible space, and retains the Art Deco character through minimal change to the exterior.

Proposed Refurbishment



2 It also addresses some practical issues, including relocating the current front entrance on Lee Road to the side of the building (reusing the doors), between the Community Rooms and the adjacent Taradale Town Hall. This positioning integrates better with the carparking area to the rear (where most people access the site from) and provides the option for a future potential link with the Town Hall. The Lee Road front door façade will be retained as a heritage feature with a changeable display space as a point of interest for residents /visitors to the shopping centre (similar to the story boards displayed in Napier's CBD).

3 The large 'council chamber' space (hall) has been retained but otherwise the space has been reconfigured to provide for a foyer / exhibition space, 3- 4 meeting rooms/ offices and new kitchen and toilet area.

4 The concept also provides for separate lockable areas that can be used independently of each other, which will enable secure night time use and / or separate tenancies.

6. Recommendations

5 The following recommendations are made for the refurbishment of the Taradale Community Rooms:

1. Accept the report from Sage Planning titled 'Refurbishment Proposal- Taradale Community Rooms.
2. Adopt the refurbishment proposal to provide a flexible multiuse community facility. (as outlined in section 7.2 and Appendix 5 of this report).
3. Liaise with a heritage advisor prior to refurbishing the Community Rooms;
4. Develop a set of guiding objectives for the management of the Community Rooms;
5. Decide facility management and get their input into the final refurbishment design stages.
6. Develop a Council facility strategy for Taradale to maximise community use of Council owned buildings and support the promotion of the Taradale Community Rooms.
7. Continue to liaise with Zeal HB, Heritage Museum Trust, Schools Out and Basics 4 Life Ministries to develop their potential to meet Taradale community needs.

1 Introduction

Community facilities play a vital role in creating healthy communities, enhancing wellbeing, building social networks and providing a resource for training, employment and personal development. The activities supported by these facilities are wide ranging and can include neighbourhood houses, community hubs, youth groups, public meeting spaces, emergency services, community health and aged care services, libraries, schools and recreational facilities. They are important in building strong and resilient communities and need to be both fit for purpose and supported by strong governance.

The Taradale Community Rooms, are one of seven community hall facilities owned by Napier City Council. Located at 7 Lee Road, they were originally the offices of Taradale Borough Council and after local authority amalgamation in 1968, were retained by Napier City for community use. More recently they have been leased as meeting room and office space for community groups and community activities, with the last tenants vacating the building in 2015.

Council funding totaling \$279,000 has been set aside in 2016/17 – 2017/18 budgets for this purpose. Napier City Council are taking the opportunity of the building being vacated to consider how it can best meet community needs into the future.

1.1 Study Purpose

The purpose of this study is to assist Council in determining what refurbishments should be made to the Community Rooms. In doing so Council are keen to understand:

- ☐ The demographic profile;
- ☐ What other community facilities are available;
- ☐ What the community think; and
- ☐ Any constraints.

Once these matters are understood, the Council want to develop a concept design for the refurbishment and obtain an estimate of cost to achieve this.

1.2 Site and Location

The site of the Community Rooms, legally described as Lot 3, DP22047, comprises an area of 224 m². Its 2014 valuation details show a current land value of \$185,000, and \$80,000 improvements. The Rooms are located directly adjacent to the Taradale Hall (also owned by Napier City), on the eastern edge of the Taradale CBD (see figure 1 below), in a central position to the wider Taradale area.

Figure 1 Location - Taradale Community Rooms



6

Figure 2 Lee Road Frontage



7

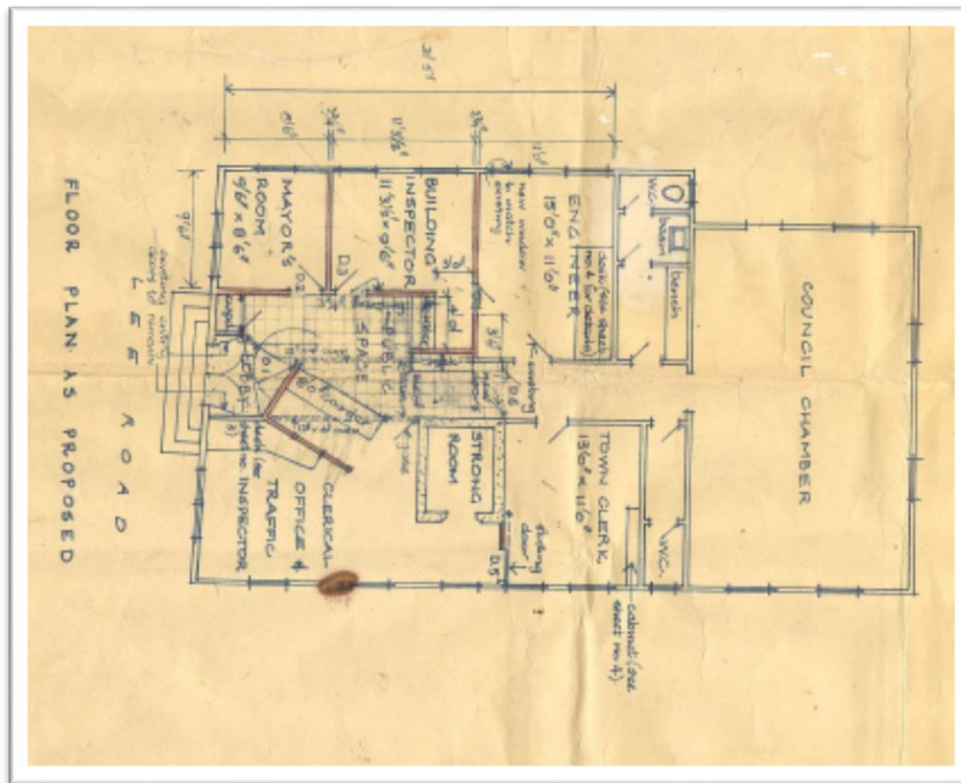
1.3 Facility Description

The Community Rooms, together with the Taradale Town Hall, were built after the Napier earthquake in 1933, with a major renovation taking place in 1964. They were refurbished between 1990 and 1995, and its exterior re-painted in 2003.

A structural assessment of the Community Room's was completed in 2013/14 and no seismic strengthening work was deemed necessary. The floor plan shown in Figure 3 below is the same basic format that remains today, with a main meeting room to the rear (the former council chambers) and office space to the Lee Road frontage. The décor of the Rooms is very dated and the facility lacks flexibility of use in its current format. The current main front doors, opening onto Lee Road, are not well positioned due to their proximity to the busy Lee Road/ Meeanee Road intersection, the narrow footpath in this location and no-stopping along this section of road outside the Rooms. Alternative access, from the service lane at the rear provides a safer option, and is currently the most used entrance, however it leads directly into the main meeting room which potentially detracts from multi use of the building, and also lacks any sense of arrival.

Figure 3 Current access to rear of Community Rooms





The exterior of the Community Rooms retains a strong sense of the buildings art deco heritage, and together with the adjacent Taradale Hall are a strong heritage feature of Taradale. However, much of the interior has been ‘reworked’ over time and many heritage aspects have been lost. The Council Chamber has retained some of its original character, and some of the features such as the central corridor doors could potentially be reused in any refurbishment. There may potentially be other features that are worth preserving, that have been covered up over time such as floors and ceiling in the Council Chamber.

Figure 4 Proposed Floor Plan of Council Chamber (thought to be around 1964)

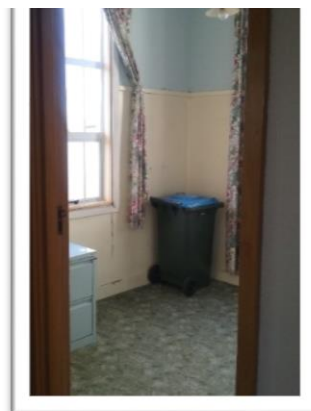
Figure 5 Community Rooms - Photos

Internal Corridor

Front Room

Inside Front Entranceway

8

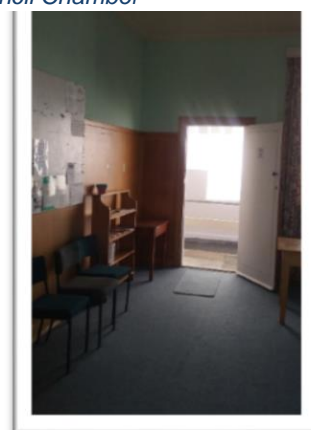


Rear Entrance (External)

Rear Entrance (Internal)

Council Chamber

9



1.4 Facility History and Usage

Originally built for use as the Taradale Borough Chambers they were no longer required for this purpose after amalgamation with Napier City (1968). For a time, the Community Rooms were let

to the Taradale Cruse Club, (an international club for widows) followed by Civil Defence who vacated in 1985⁵. Since then they have been leased to community groups for a variety of community services including Diabetes HB and Lifeline, and casual hire for community activities such as the Taradale Scrabble Club. The last of these groups vacated recently and while the rooms have still been available to book, they have not been promoted pending the proposed refurbishment and consequently have had little use since that time.

⁵ www.taradalerotary.co.nz/community_projects.htm

Background: Summary of Key Points

- ● The Taradale Community Rooms, located on the periphery of the Taradale CBD, are centrally positioned in the Taradale community. However current access into the Rooms is poor and potentially a constraint to community use.
- ● The layout of the Rooms has had incremental changes over time and are not well designed to provide for flexible use.
- ● Since the late 1960's the Rooms have been used by a range of different community organisations on a lease type arrangement with Napier City Council.
- ● The exterior of the Community Rooms has retained its art deco character and together with the Taradale Town Hall, contribute to a sense of heritage in the Taradale CBD.

2 Council Policy Framework

2.1 Community Facilities Strategy

Napier City Council provide a range of indoor community facilities including sports centres, aquatic facilities, community halls, libraries and housing villages. Their Halls portfolio comprises seven community buildings spread across the City (refer table 1 below). Each facility reflects different management arrangements and respond to the needs of the community they are located in.

Other than Council's Activity Management Plan for Halls, there is no strategic context /plan for the long- term provision of these facilities, either in terms of their relationship with the community in which they are situated, in relation to each other, or in relation to other Council provided facilities.

Table 1 Council's Hall Portfolio (as provided for in Activity Management Plan for Halls)

Facility	Location / Description	Management	Structural Status
Meeanee Memorial Hall and Meeanee Indoor Sports Pavilion	Meeanee – Built by volunteers in 1956, comprise community hall and kitchen facilities. Used for indoor sports (badminton, bowls) social functions	Managed by separate committees.	Structural strengthening completed.
King George Hall	Bayview – built in 1911, has capacity for 200 people, provides a stage, main hall, and kitchen facilities.	Managed by hall committee.	Structural strengthening completed.
Memorial Square Community Rooms	Clive Square, Napier – currently closed due to structural issues.	Prior to closure, managed by Council.	Closed due to structural issues.
Taradale Plunket Rooms	Taradale - Prior to closure was occupies by Plunket		Closed due to structural issues
Taradale Town Hall	Taradale – The Rotary Lounge, including kitchen facilities (capacity 100 people); Town Hall (capacity 160 people)	Managed by Taradale Rotary. Town Hall Committee objective ' <i>to see the use of the Hall increased, and at the same time to improve the facilities for the benefit of the local community</i> '.	No structural issues identified.
Taradale Community Rooms	Currently vacant as detailed in this report		
Greenmeadows East Community Hall	Tait Drive, Greenmeadows – comprises a main hall, meeting room, and kitchen facilities.	Available for hire. Managed by Council.	Minor structural strengthening scheduled.

2.2 Napier City Council Activity Management Plan (Halls) 2014

Activity Management Plans (AMP) outline the level of service, performance measures and funding methods that Council will apply to its assets or activities over the 10-year life of the Management Plan.

The Council AMP for Halls state that:

10 Activity Goals are:

- ☐ To provide, maintain and promote a range of community halls and buildings at an affordable level for the educational, cultural, social and general well-being of the community
- ☐ Ensure community halls respond to community needs

11 Specific Objectives are:

- ☐ To maintain the venues to an appropriate standard
- ☐ To ensure the venues meet public demand
- ☐ To maximise the use of Council's Halls for the benefit of the community

12 Rationale for Activity:

- ☐ The seven community halls are hired for recreational, community or leisure related activities. The statutory provision for Council to be in the business of hall hire was originally identified in the Local Government Act 1974.

13 Community Outcomes

The community outcomes to which the Halls activity primarily contributes are:

Figure 6 Community Outcomes (Source: NCC AMP(Halls) 2014

Community Outcomes	How the Activity Contributes
<input type="checkbox"/> Safe and accessible recreational facilities <input type="checkbox"/> Supportive, caring and inclusive communities <input type="checkbox"/> Communities that value and promote their unique culture and heritage	<p>By providing communities with a place to come together for meetings and activities.</p> <p>To provide indoor facilities to assist in meeting the social, leisure and cultural needs of the community with fees aimed at an affordable level.</p>

The AMP does not identify any specific issues in relation to the Taradale Community Rooms but does identify the need for a review of the use of the facility '*with regard to community need and benefit*'⁶ and \$280, 000 has been set aside in the Long-Term Plan for its refurbishment.

The AMP anticipates that future demand for this facility and other Council owned halls will be driven mainly by an ageing population, noting also that overall population growth is forecast to be relatively low. It also notes that the current constrained community funding environment, may impact negatively on community organisations resulting in a reduction of facilities. This in turn may place greater demand on Council owned facilities.

In terms of demand the AMP makes the following assumptions:

⁶ Activity Management Plan 2014 (Halls)

- ☐ The Council will continue to be involved in the provision of halls
- ☐ There will be no decline in customer demand for halls
- ☐ There will be a small increase in population
- ☐ There will be no significant deterioration in the condition or performance of venues due to natural disasters or other unforeseen circumstances
- ☐ There will be no significant increase in demand for the next 10 years
- ☐ There may be changes in the type of facility to meet community need.

The operating costs of the Halls activity is funded 70-80% by general rates, and 20-30% by fees and charges.

2.3 Napier City Council Annual Plan 2016/17

The Annual Plan identifies the Council's expenditure for the coming year. The draft Annual Plan is currently out for consultation. In this Plan, it identifies that *'Taradale Community Rooms requires a feasibility study to determine the future use of the facility for the benefit of the community. This study will determine what work will be carried out in the refurbishment project.'*

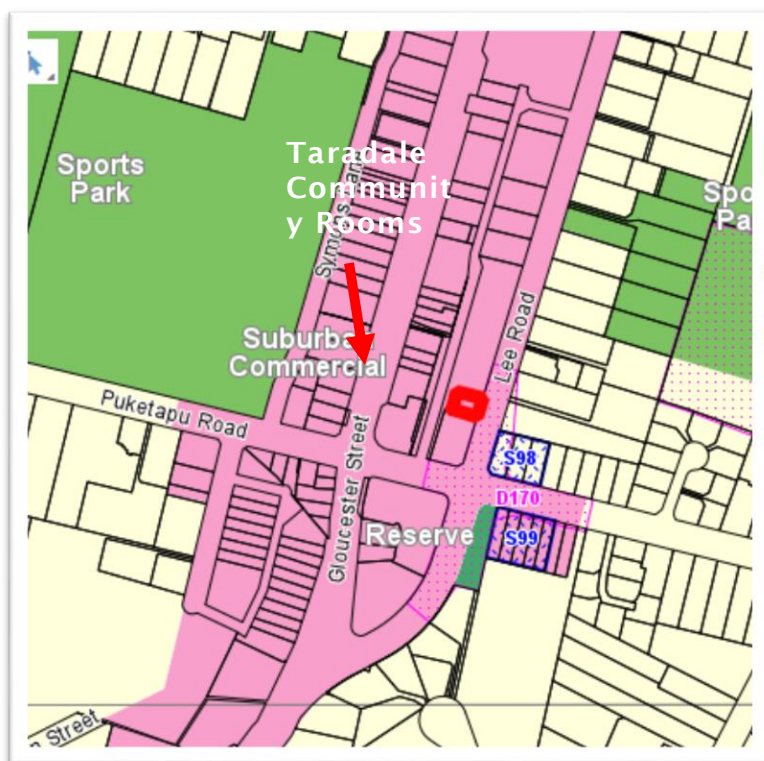
2.4 City of Napier Operative District Plan

The District Plan is Council's statutory document setting out its integrated management approach to land and associated natural and physical resources within the Napier area.

The site of the Rooms is zoned 'Suburban Commercial' as part of the wider Taradale commercial area (refer figure 7 below). The Rooms activity falls within the Plan definitions for 'community facility', 'place of assembly' or 'recreational activity' and while not provided for specifically within this zone is deemed to be a permitted activity by Rule 18.2 that states: 'Any land use not identified as a controlled activity, a restricted discretionary activity, a discretionary activity, or a prohibited activity elsewhere in this Plan and that complies with all the relevant conditions' is **permitted**. Where a proposed activity cannot meet zone conditions then resource consent for a **discretionary activity** is required.

Relevant conditions include matters such as limits on noise, light spill, vibration and signage. There are no parking requirements for activities in this zone and although the building is recognized as having some heritage merit, there are no current District Plan requirements relating to this site. It is noted however that Council will be undertaking a heritage review in 2017, and the Rooms are listed as a building of potential interest for that review.

Figure 7 Zoning of Taradale Community Rooms & Environs



14

2.5 Policy Framework Implications

The Council, through its activity management plans have a philosophy of maintaining their community facilities to a standard that encourages their use by the community. This is combined with a policy of providing affordable access and maximizing community benefit use of these buildings. Recognising that the Rooms are dated and no longer fit for purpose, Council have, through their Annual Plan, set aside funding specifically to refurbish the Rooms.

There are no District Plan constraints preventing the continued use of the Rooms for community purposes, provided the relevant plan requirements relating to noise, vibration, and signage can be met. Being in the Taradale Commercial area, there is no requirement for the Rooms to provide parking. The Rooms currently have no recognised heritage status, although this may change as a result of the pending Council review of heritage buildings.

Policy Framework: Summary of Key Points

- ● Council's stated intention for Community Halls is that they meet a wide range of community use and are affordable/ accessible to the community.
- ● Provision of community halls help in meeting Council outcomes for 'safe and accessible recreational facilities, supportive, caring and inclusive communities, communities that value and promote their unique culture and heritage'.
- ● Council want to invest in the community rooms to meet clearly identified community need and current funding has been made available to complete this feasibility assessment and refurbish the Rooms.
- ● While Council's Activity Management Plan for Halls details the asset requirements of these buildings, and provides some information about likely future demand, there is no strategic thinking about the long-term provision of these Council facilities.
- ● Community facilities are a permitted activity under the City of Napier District Plan, with no parking requirements. However, rules restricting noise and vibration, light spill and signage apply. This could have implications for activities that are potentially noisy or require significant exterior advertising.
- ● The Rooms do not currently have any heritage status in the District Plan although this could change as a result of the City Heritage review planned for 2017.

3 Community Needs Assessment

3.1 Community Profile

3.1.1 Census 2013

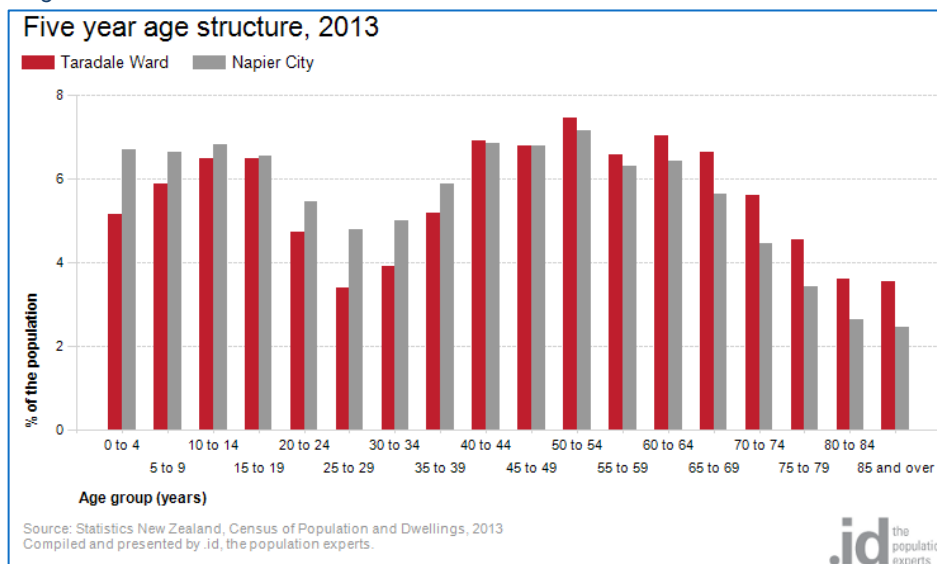
For this study, Taradale ward figures from the 2013 Census are used. This includes the census unit areas (CAU) of Taradale, Greenmeadows, Poraiti, Meeanee and Awatoto, comprising a population of 20,910 residents or approximately 35% of the total population of Napier (60,400).

Key demographic features of Taradale ward that are relevant to this study include:

General Demographics

- Ethnicity – The ward population is 86.2% European, 10.9% Maori and 2.9% Asian, Pacific or Other;
- Age – Although the ward has an ageing population, it also has a large proportion of young people (less than 19 years), as shown in figure 8 below;
- Qualifications – Over 70% of the population over the age of 15 hold educational qualifications, above the Napier average. Fewer have no qualifications (20.9% compared to Napier 22.3%).

Figure 8 Age Structure - Taradale Ward



Family Type and Households

Households & Families

- Tenure – There is a high proportion of home ownership (over 70%) and a low proportion private renting (16.5%). Social housing comprises 2.5%. This is a significantly higher homeownership rate and lower rental rate than the Napier City average (home ownership 60 %: private rental 21.6%: social housing 6.5%);
- Size – The dominant household size is 2 persons, higher than Napier (Taradale 39.8%, Napier 36.6%);
- Property value – The average property values for Taradale/Greenmeadows are \$356-\$359k (Napier \$324k);
- Family types – There is a high proportion of couples without children (50.6%) and couple families with child(ren) (35.9%);

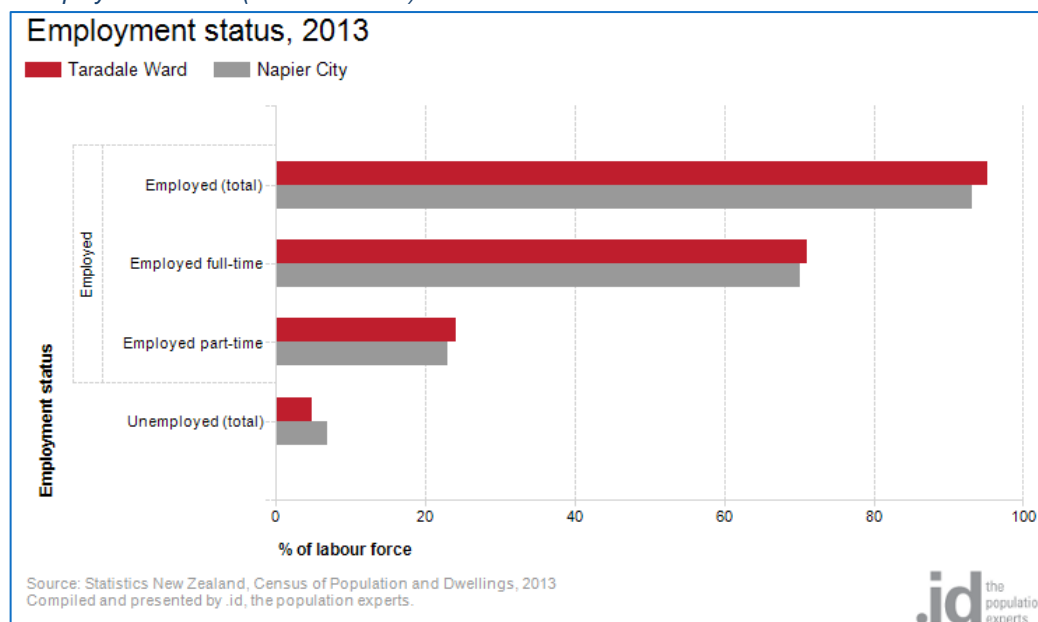
Transport

- The main method of travel to work is car truck or van, and the rate of use (69.5%) is slightly higher than Napier City (65.6%). A small proportion of residents' cycle (2.4%), jog or walk (2.9%) and use of public transport is virtually non-existent. The percentage of residents working from home is the same in Taradale as for Napier City (6%).

Employment and Income

- 9,867 people living in the Taradale ward are employed, of which 71% work full-time (Napier city 70%) and 24% part-time. (Napier City 23%).
- The percentage of people involved in some form of unpaid activities is similar in Taradale (89.7%) to Napier City as a whole (89.3%), and almost 15% are involved in voluntary work (14% for Napier City).
- A higher proportion of the Taradale ward population earn in excess of \$70, 000 per year compared to Napier City as a whole (16% earn higher than \$70k and 20% earn higher than \$50k, compared to 15% and 16% respectively for Napier City).

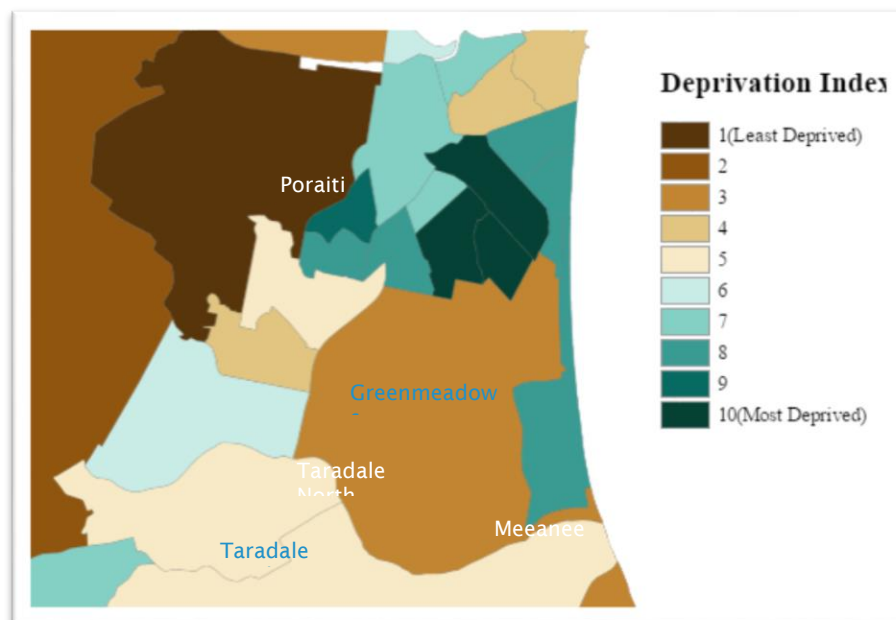
Figure 9 Employment Status (Taradale Ward)



3.1.2 Socio- Economic Status

The New Zealand Socioeconomic Deprivation Index (2013)⁷ combines census data to describe socio economic deprivation at suburb level in New Zealand. While the Taradale Ward generally exhibits low levels of deprivation there are some areas of concern including Taradale South and Awatoto as shown in Figure 9 below.

Figure 10 Deprivation Index- Taradale Ward



17

3.2 Community Infrastructure

18 This section describes other community facilities that are within the area as a basis for understanding the existing range of community services that are provided and any gaps in provision. The level of use of these facilities has not been explored as part of this study, however a web-search identifies that many of these spaces are available for general community use.

3.2.1 Local Community Facilities

Taradale has a good variety of community facilities provided by Council, schools, churches, and other organisations. Those within 600 metres of the community rooms, shown on figure 11 below, include:

1. Taradale Hall (Council owned);
2. St Johns Ambulance (including Hall);
3. Taradale Masonic Village (includes some community space that is made available to the community for a donation);
4. All Saints Anglican Church (including Hall);
5. Taradale Primary School (including Hall);

⁷ <http://www.otago.ac.nz/wellington/otago069936.pdf>

6. Taradale Library (Council);
7. War Memorial Plunket Rooms (Council owned and currently vacant);
8. Bledisloe Primary School (including Hall);
9. Taradale Community Link (provides social services for senior citizens, Ministry of Social Development);
10. Greendale Tennis Club (Taradale Park);
11. Omarunui Bowling Club;
12. Munro Dance Studio (5 Neeve Road, not shown on figure 11); and
13. St Columba's Presbyterian Church (176 Gloucester St – not shown on figure 11).

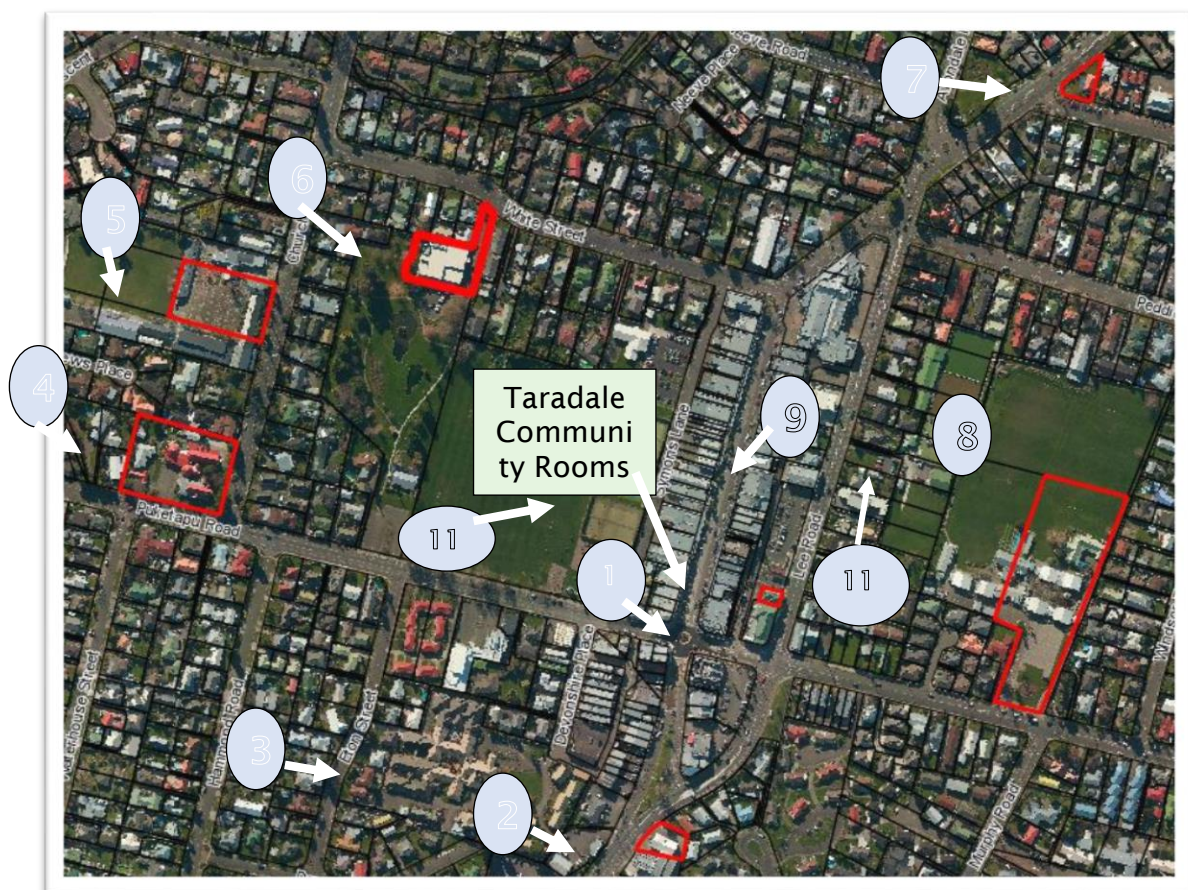
Many of these facilities provide for a wide range of age groups. The churches provide regular youth and senior activities, the library provides for all ages, the school facilities are used for a wider range of community activities in addition to their school functions, and the sports clubs also cater for all ages. In addition, the following Council owned facilities are also located nearby:

- ☐ Meeanee Memorial Hall & Meeanee Indoor Sports Pavilion (approximately 3.8 kilometres); and
- ☐ Greenmeadows East Community Hall (approximately 2.3 kilometres).

Other important Taradale facilities in the wider area (not shown on figure 11) are:

- ☐ Taradale RSA (156 Gloucester St);
- ☐ Taradale Club (55 Wharerangi Road); and
- ☐ Taradale Rugby and Sports Club (Tareha Reserve, Guppy Road).

Figure 11 Community Facilities (Local – within 600m)



19

3.2.2 Regional Facilities

Located just over a kilometre away (Taradale South), is the Eastern Institute of Technology (EIT), a tertiary education provider, providing qualifications at certificate, diploma, degree and postgraduate level. Included on site are a number of facilities that are available for community use, including a marae, library and meeting rooms.

Across the road from the EIT is the Pettigrew Green Arena, the regions multi-purpose indoor sports facility providing a sports and events arena, and function / meeting rooms. Sport Hawkes Bay, an on-site gymnasium and a Subway franchise also operate from this facility. An additional multi-use indoor sports facility is currently also being considered for the adjacent site.

3.3 Known Community Demand

To assist in understanding demand for community use of commercial space, advice was sought from Council's Community Strategies Team and local Taradale commercial Real Estate agent, Kerry Geange of Colliers International⁸. They provided the following feedback:

Community Strategies Team

⁸ Refer Appendix 3.1, record of conversation with Kerry Geange, Collier Real Estate, May 2016

- Council's Community Strategies Team know of at least two community organisations looking for rooms to rent, who would potentially consider locating in Taradale.
- They have also been approached by several interested parties looking for low cost informal business space where home-based business operators can meet and operate.
- The Community Rooms could potentially accommodate 2 or 3 long terms tenants (and have traditionally done so).

Colliers Real Estate

Mr Geange advised that on average, 2-3 enquiries are fielded per year for use of central Taradale commercial space for:

- short term, casual office space; and
- NGO's charities seeking use of affordable space,

but the biggest issue is the users 'propensity to pay' i.e. there's a disparity between commercial market rates and what people are willing /able to afford.

Mr Geange also advised the following lease rates for Taradale commercial space:

- Low \$150 m²;
- Medium \$215/\$230 m²;
- High \$240 - \$270 m²;
- On sunny sideOf Taradale you can add \$10- \$20 per m².

Taradale is popular for people working from home and there is potentially a demand for a 'hot-desk' type situation. Mr Geange's view is that a 'hot-desk' office would likely generate its own market and could be designed to link in with similar hubs around the area e.g. the Biz Hub in Ahuriri.

Needs Assessment: Summary of Key Points

Community Profile

- • The Taradale community comprises 86.2% New Zealanders of European descent, 10.9% Maori and 2.9% other cultures.
- • Generally, its residents have a higher education levels and greater income, and higher numbers of homeownership, than the rest of Napier.
- • Taradale residents are also slightly more likely to volunteer than the rest of Napier.
- • The Taradale population is ageing but there is still a large number of children under the age of 19.
- • While there is generally low deprivation across the Ward, Taradale South and Awatoto, reflect higher levels of deprivation.

Community Facilities

- • The Community Rooms by nature of their size and location are a 'local' facility and as such their main use should be targeted at the Taradale community.
- • No specific gaps in community facility provision are identified, and there is a good supply of community space available in Taradale.

Community Demand

- • There is anecdotal evidence of demand for affordable space from:
 - ➤ Community organisations; and
 - ➤ Home based entrepreneurs seeking flexible shared meeting and work space.

4 Community Engagement

4.1 Approach

Council's Community Strategy Team engaged with the community to inform understanding of community needs and develop options for the use of the Community Rooms. Their stated objective for the community engagement was:

*'To provide opportunities for the Taradale community and other stakeholders to provide input into options for the future use of the Taradale Community Rooms.'*⁹

Community engagement opportunities included:

- ☐ Two open days – one for young people, and one for the general community;
- ☐ Two Focus groups – one for the community sector and one for the business sector;
- ☐ An on-line survey that ran for 4 weeks from 7 July to 19 August, 2016;
- ☐ Media /Advertising through NCC's 'have your say' page; radio advertising, and at the Taradale Library;
- ☐ Social Media – NCC's facebook page;
- ☐ Letter to neighbours inviting them to the open day and advising of events.
- ☐ Council Workshop – to consider information and options.

Full results of community engagement are attached as Appendix 1 with key findings summarised below.

4.2 Open Days and Focus Groups

The open day's /focus groups were held to determine the range of possible options and interest in the future use of the Rooms. Attendance at the open days/forums is as summarised in table 2 below:

Table 2 Open Day / Focus Group Attendance

Session	Attendance
Open Day 1: Saturday 7th May 2016 (11 am -1 pm)	20 people attended, mixed ages
Open Day 2: Wednesday 11th May 2016 (3:00 -4:30)	50 people attended, mainly 10 -12 age group
Focus Group 1: 26th May 2016 <input type="checkbox"/> Community (4:00 – 5:00pm)	Representatives of HB Red Cross, Taradale Community Development Association, Disability Info Trust and Basics 4 Life Ministries.
Focus Group 2: 26th May 2016 <input type="checkbox"/> Business Community (5:00- 6:30pm)	Representatives of Taradale Marketing Association, Taradale Community Police; Schools Out; Ward Councillor; ...

Ideas generated from these sessions have been grouped into 'themes' as summarised in Table 3 below.

Favoured ideas included a youth centre, a heritage museum, a general community centre with programmes and activities and space for community groups to hire.

Other feedback included:

⁹ Appendix 1.1 - Taradale Community Rooms, Consultation Plan

- There are at least four retirement village within walking distance of the CBD and the Community Rooms, and not all of them have their own recreation facilities. It would be good if the Community Rooms could accommodate activities for these residents, maybe by including some storage space as well as activity space;
- There is a small community of international students (associated with the schools and EIT). Some kind of provision for activities or a meeting place for them might work;
- Intermediate aged kids are keen for activities, programmes and spaces to do things;
- Many of the people who visited the Rooms were excited by the space, and hadn't really realized it was a community facility;
- Most people wanted the Community Rooms retained and made available for community use;
- Some retailers who attended the Business Community Focus Group, expressed concern at the possibility of a Youth Centre, and advocated for strong and active management to ensure it did not result in young people 'hanging around' in the area or unwarranted noise and poor behaviour.

Table 3 Summary of Community Engagement Findings

Theme	Open Day	Focus Group (community)	Focus Group (Business)
Keep it as it is	<input type="checkbox"/> Open it up like it was on the open days for the community call in, and do fun activities (drop in centre)		
Community Centre	<input type="checkbox"/> Youth Centre / Skate park / Young creatives / Music / performance space <input type="checkbox"/> Chill out zone / Free Wifi access / Drop in centre / Gymnasium / Challenges / Competitions / Science Activities (to encourage entrepreneurship and forward thinking) <input type="checkbox"/> Community café <input type="checkbox"/> Senior citizen's space /community hall for retirement villages <input type="checkbox"/> Available for community groups to hire for free / affordable for activities such as: <ul style="list-style-type: none"> <input type="checkbox"/> Project space / Hobby space / Storage <input type="checkbox"/> Night classes <input type="checkbox"/> Language classes e.g. Japanese and French society's <input type="checkbox"/> Community commercial kitchen <input type="checkbox"/> Creative public space <input type="checkbox"/> LGBT Safe Space <input type="checkbox"/> Community Services providing workshops for marriage /parenting / single mums /family violence / financial literacy... <input type="checkbox"/> Life skills centre <input type="checkbox"/> Youth Training centre e.g. <input type="checkbox"/> Homeless Shelter <input type="checkbox"/> Anti-bullying Centre <input type="checkbox"/> Creative work	<input type="checkbox"/> Youth centre – focused /well managed with holiday programmes <input type="checkbox"/> Student hub- satellite of EIT with career development <input type="checkbox"/> Environment Centre <input type="checkbox"/> Multi-functional space – meeting space, overflow for Taradale Town Hall <input type="checkbox"/> Opportunity to physically connect rooms with Taradale Town Hall – joint management of the two buildings could be explored.	<input type="checkbox"/> Hybrid Business/Community Centre <input type="checkbox"/> Youth Centre – got both 'for' and 'against' – For said: – Teen scene – hang out spot run by a teen committee – 'against' 'said: concerns about kids hanging around after hours, drinking, drugs.
Lease to Community Group/Organisations	<input type="checkbox"/> Napier <input type="checkbox"/> shop space City Country Music Club are looking for a venue <input type="checkbox"/> Homework Centre <input type="checkbox"/> Church?? Expressed an interest		<input type="checkbox"/> Childcare – a provider is looking for space to run afterschool care and holiday programmes
Business Hub	<input type="checkbox"/> Co work and enterprise accelerator for young enterprises and home based business	<input type="checkbox"/> Commercial space for at home businesses – leased out commercially with income ring-fenced by Council for community development projects/work	<input type="checkbox"/> Business Centre – Taradale Marketing Association could be the anchor tenant. Particularly for remote/home based workers – act as a meeting space and co-location centre <input type="checkbox"/> Hybrid Business/Community Centre
Visitor / Tourist Attraction	<input type="checkbox"/> Taradale Heritage /Social History Centre <input type="checkbox"/> Haunted House attraction <input type="checkbox"/> Art Exhibition space <input type="checkbox"/> Cultural Centre	<input type="checkbox"/> Taradale Museum – one member supported the proposal to locate the Gypsy Rose Tea Museum here	<input type="checkbox"/> 'History house' – bring people to Taradale – Tourism, potential for satellite Art Gallery (Creative Arts Napier)
Commercial	<input type="checkbox"/> Cat café <input type="checkbox"/> Coffee shop <input type="checkbox"/> Food Court	<input type="checkbox"/> Information Centre	<input type="checkbox"/> Remove building and make carpark bigger <input type="checkbox"/> Mini Visitor info centre
Other Feedback	<input type="checkbox"/> Place to hook dogs to in town <input type="checkbox"/> more places to park scooters		

4.3 Interest from Community Groups

The community engagement generated interest from a number of organisations looking for space in the Taradale area as follows:

4.3.1 Taradale Heritage Museum and Tea Rooms

The recently established Taradale Heritage Museum Trust, has expressed a keen interest in leasing the Community Rooms as a local heritage museum (including a Tea Museum) and tearooms. Council received an Expression of Interest from the Trust outlining their proposal (attached as Appendix 2).

Key aspects of the Trust's proposal included re-housing the Tea Museum, currently located on Puketapu Road to the Community rooms to provide a community museum with historical, pictorial and multi-media displays about the history of Taradale and Districts. They envisaged utilising the larger council chamber area to facilitate historical lectures; and providing a local tea rooms. The Trust see this as a potential tourist attraction, and as an ideal use for the Taradale Community Rooms, given its historical character.

The Trust's Expression of Interest was supported by letters from Taradale Rotary, the Taradale and Districts Development Association and Taradale Marketing Association as well as a petition with 600 signatures.

The Trust advise the Rooms could be easily adapted for this purpose and minimal upgrades would be required, and for this reason this option is viewed as a 'status quo' option for development purposes. In reality however, given the poor state of the Community Rooms interior and the original condition of the kitchen and amenities, a considerable upgrade would likely be needed to meet their needs particularly as a commercial kitchen would be required for the Tea Rooms and there may also be specialist requirements for storing of any heritage items.

4.3.2 Zeal HB (Youth Provider)

Zeal HB, has also expressed an interest in the Rooms to run youth targeted programmes and an entrepreneurship and mentoring programme. They currently provide youth programmes and activities at a number of locations around the City, and Taradale with its large youth population would be a good base to operate from. They were also invited to submit an Expression of Interest as part of this process, however to date none has been received. They did make a submission to the 2015/16 Annual Plan requesting Council to support a 'design box' concept for youth which was funded by Council.

Should a youth centre option for the Community Rooms be supported by Council, further liaison with Zeal HB is required to understand their vision and refurbishment requirements. However, retaining the large Council Chamber area, and upgrading the kitchen / toilet and office areas would potentially meet their need for programmes and youth development.

4.3.3 Taradale Marketing Association

The Taradale Marketing Association attended one the Community Forums and made a written submission to Council supporting the use of the Rooms for a Heritage Museum as outlined in 4.3.1 above. Alternatively, if that did not proceed, they expressed an interest in occupying part of the Rooms, and as 'anchor' tenant they would manage and encourage use of the remaining space as a business hub. (Refer Appendix 3.3).

Under this scenario, provision of secure independent office spaces and meeting space would be required.

4.3.4 School's Out

Schools Out, a local afterschool care and holiday programme provider, attended one of the Community Forum's to find out about the Community Rooms, and express an interest in finding space to expand their activities. While they considered the space would be ideal for their use, they acknowledged it more likely that Council would want to see the space accessed by a broader cross section of the community. (Refer Appendix 3.4).

Under this scenario, any refurbishment would be minimal as Council would unlikely invest in a business for this purpose. This would be a 'status quo' option.

4.4 Small Business Innovation Centre

In addition to the above options, advice was sought from Susan Whyte, Chief Executive of Business Hawke's Bay regarding a small business innovation center (Refer Appendix 3.2). Business Hawke's Bay manage the Hawke's Bay Business Hub located in Ahuriri, which provides a range of business support services to encourage business development in the region. Ms Whyte's feedback is summarised as follows:

- ☐ A local concept could work if there is clearly identified local demand and a well thought through proposal is developed.
- ☐ Hawke's Bay Business Hub would be supportive of a facility that supported small businesses and encouraged innovation, but in addition to clear evidence of demand, it would need to be priced right and be attractive to use.
- ☐ A clear purpose is required, and ongoing support to achieve that purpose.
- ☐ To be successful appropriate resourcing would also be required to fund a qualified coordinator to drive the project.
- ☐ It is not realistic to expect a local business hub to provide a social return to the community (e.g. though teaching young entrepreneurs, or providing mentoring to small business), Small business people are already stretched in terms of getting their business up and running and would need their own support to do so.

Under this scenario, a manager's office would be required, along with flexible office 'hot-desk' space and meeting rooms.

4.5 Community Survey

To further refine the community's preferred use of the Community Rooms, a feedback survey was posted on Council's website. Respondents were asked to rank their preference from the following options:

Table 4 Community Survey, Options for Future Use of Taradale Community Rooms

Option	Description
Option 1 - Status Quo	Make minimal improvements and lease to community group for community use. Potential options under this scenario include leasing the Rooms for use as: <ul style="list-style-type: none"> <input type="checkbox"/> Heritage Museum and Tea Rooms. <input type="checkbox"/> After School Care and Holiday Programmes.
Option 2- Community Centre	There are a number of options for a community centre including use of the Rooms for programmes and activities as part of a: <ul style="list-style-type: none"> <input type="checkbox"/> Youth Space <input type="checkbox"/> General Community Space <input type="checkbox"/> Senior Citizens Space
Option 3- Small	There is some support for using the Rooms as a Small Business

Business Innovation Centre	Innovation Centre providing a hot desk, meeting and innovation space. This option would likely involve lease to an anchor tenant whose role would be to maximise use of the Rooms for this purpose.
Option 4 – Joint Management with Taradale Town Hall	Redesign and connect the Rooms with the Taradale Town Hall for use as 'overflow' breakout space.
Option 5 – Demolish Community Rooms and make space available for other uses	

The survey was posted on the Napier City Council website for four weeks. 170 responses were received with a high response rate from respondents aged 30 and over (87%), and just over half of respondents being aged between 45 and 65 (51%). The under 30 age group was poorly represented among respondents (13%) and the survey also had a significantly higher proportion of female responses (75%).

Key findings from the survey included:

- ☐ A Heritage Museum is highly preferred by those aged 45 and over;
- ☐ There is a reasonably high preference across all age groups for a Community Centre;
- ☐ There is mixed preference for a small business innovation centre with the older aged respondents favouring this option least;
- ☐ The younger respondents favour a community centre with a youth focus;
- ☐ There was limited support for a community centre being solely focused for senior citizens;
- ☐ There was little current support for integration with Taradale Town Hall; and
- ☐ There was little support for demolishing the building.

Community Engagement: Summary of Key Points

- ● A wide range of suggestions were put forward by the community, with the most favoured option being a Heritage Museum, followed closely by a general Community Centre and a Youth Centre. There was limited support for a Seniors Centre, or a Small Business Innovation Centre, although aspects of these could be provided in an all-purpose centre.
- ● It was clear from the community engagement that historically the Community Rooms have had a low profile and people were excited about the opportunity for them to be more available for community use.
- ● While there was support for a Youth Centre there was also some opposition from the retailers who were concerned that it could generate young people 'hanging about' in the shopping centre and creating problems, particularly beyond the centre itself.
- ● There was good attendance from young people in the 10 -12 age group at the youth forum. They were very enthusiastic about a place for them to hang out. Music related activities was a popular theme for young people.
- ● Other key themes for use of the Community Rooms included:
 - ➤ A community space providing storage and space for small organisations, activities and programmes; and
 - ➤ A centre providing community based programmes for example parenting, marriage, financial literacy and dealing with domestic violence.
- ● Price is a key factor influencing use of the facility and it must be affordable.

5 Workshop Assessment

Given the lack of any clearly identified community need, and the high level of community interest in the Community rooms, a Project Working Party comprising Taradale Ward Councillors and a cross section of Council staff was assembled to assist in determining the future direction of the Community Rooms as the basis for developing a refurbishment concept. A workshop was held on 22nd August 2016, and using a decision-making matrix to focus discussion, the Working Party reviewed the options outlined in section 4.5 above.

5.1 Options and Assessment Criteria

Each option was scored against the following criteria to identify the preferred option:

1. *Community Benefit*–

- ☐ Access/use for community
- ☐ Sustainability (Operational)
- ☐ Flexibility (ability to be used for a range of activities/functions)
- ☐ Use of capital funding required
- ☐ Responding to community need

2. *Effort required* –

- ☐ Capital costs
- ☐ Operational costs for Council and tenant
- ☐ Consents /licensing requirements - e.g. building, resource consents, food licensing etc.
- ☐ Resource requirements – Council (staff time etc.)

3. *Challenge*–

- ☐ Community opposition
- ☐ Attracting occupancy
- ☐ Changing demographics

For a full copy of the assessment discussion and scoring refer Appendix 4 - Options Analysis Matrix and workshop notes. The scoring is summarized as follows:

Table 5 Workshop Options Analysis Summary

OPTIONS ANALYSIS				
Key Criteria Scoring: 1 – Poor; 3 – Average; 5 Excellent				
Option	Maximised benefits	Effort ¹⁰ to achieve (incl cost)	Challenges / barriers	Total Score
Option 1: Status Quo				
Museum	2	(4) 2	2	6
After School Programme	1	(5) 1	2	4
Option 2: Community Centre				
General	5	(2) 4	3	12
Youth	5	(2) 4	2	11
Senior	5	(2) 4	3	12
Option 3				
Business Centre	2	(4) 2	2	6
Option 4				
Integration with Taradale Town Hall	3	(4) 2	2	7
Option 5				
Demolish	-	-	-	-

The option to use the TCR as a Community Centre scored the highest, and while the scores reflect an equal preference for a general centre and a centre that serves the senior community, the discussion (summarised below) reflected a preference for a community centre that focusses on all sections of the community.

5.1.1 Comments on Options:

A summary of comments from the workshop, on each of the options is provided below:

Option 1: Status quo

Gypsy Team Museum

- ☐ It is an opportunity for people to show their history of Taradale, but this doesn't necessarily need to be limited to the development of a museum. Can happen in a lot of ways;
- ☐ Very selective use of a large building;
- ☐ Potentially minimal effort for Council depending on the capacity of the Trust;
- ☐ Council would need to carefully consider investing in a community museum given its commitments to MTG and the Faraday Centre;
- ☐ Tea rooms/café would require more stringent Building Act standards; and
- ☐ Significant investment would be needed e.g. display cabinets etc. to ensure this option is successful.

¹⁰ Note, the level of effort (in brackets) has been 'inverted' so that the total score more accurately reflects the preferred option.

After School Programme

- ☐ Would benefit a smaller section of the community;
- ☐ High occupancy;
- ☐ May have opposition from community groups that couldn't access the building;
- ☐ May generate opposition from businesses; and
- ☐ Potentially would create parking issues (drop off and pick up).

Community Centre

- ☐ There does not appear to be a high need for meeting space in the community as there is so much else around, but there may be a need for programmed activities. If its new and up to date it will be attractive, but it will also have to be affordable as there are lots facilities in Taradale offering space for a gold coin donation;
- ☐ For a centre to succeed it would need to tap into a latent need in the community. For example, programmes and activities that will create innovation in the community, set around a theme rather than a demographic – e.g. could be senior entrepreneurs, young entrepreneurs; social enterprise etc. Could then bring the different demographics of the community together e.g. young people teaching older people and vice versa;
- ☐ This approach could benefit a wide section of the community but the operating model would be very important to the success of this, particularly given there is no clear need emerging form community space in Taradale;
- ☐ Providing space is flexible enough could achieve high community use;
- ☐ High occupancy should be able to be achieved although may require a 'catalyst' to ensure this happens;
- ☐ If well used would have minimal opposition;
- ☐ Depends on the management model; if leased out could be low effort from Council; but could also require funding assistance of a manager;
- ☐ There is opposition to a youth centre from retailers and police, concern that it would create an area for youth to hang around. If it was structured youth focus would that work e.g. Fablab – Masterton; Mindlab Gisborne – Unitec;
- ☐ The pop up space for youth is working well, this is a better approach than providing a long term facility; and
- ☐ Seniors Space -Doesn't appear to be a huge demand, and there are a lot of existing facilities that cater to seniors e.g. RSA.

Business Hub

- ☐ Could work provided there was an innovation focus that benefitted the community (as opposed to just a general working space for individuals);
- ☐ * Would need a 'catalyst' to make it successful and ensure good occupancy;
- ☐ Would need to be a funky working space – this may not need to be expensive e.g. shabby second hand or retro;
- ☐ Occupancy could be the issue; and
- ☐ If its low community benefit this would likely be perceived as a negative.

Integration with Taradale Town Hall

- ☐ From a physical perspective this option makes sense;
- ☐ Relocating the entrance is a good idea, but having it managed as a single facility probably not necessary;
- ☐ If you made it one operation might work from a managerial perspective, but the challenge is the lack of demand;
- ☐ Not a lot of effort required for this option, would mainly be a change to the existing lease/management arrangement;
- ☐ The challenge for this option is usage / occupancy, is there enough demand to justify this option;
- ☐ It could potentially become just further break out space for the existing hall and may not achieve a great deal of usage; and
- ☐ There would likely be quite a bit of opposition from potential users who have put their hand up to use the TCR.

Final comments

- ☐ The Councillors in the workshop noted that there is a feeling in the community that the outcome is predetermined, and that outcome is that it will be a youth centre, and there has been negative feedback to Councillors (from some retailers) about it being used for this purpose. There is already a lot of activities for youth, Council are comfortable with the idea of pop-ups around the town and the young people have responded well to this. Council moved away from providing bricks and mortar for youth activities as it hasn't worked well in the past;
- ☐ Any use of the TCR needs to be:
 - o Accessible
 - o Affordable
 - o Showcase different community talents e.g. photography displays etc.;
- ☐ The working party did consider whether a revenue earning option be considered, given the potentially low level of community demand. However, given the high level of interest generated through the community engagement process, for use of the rooms for community purposes, they felt this would be a missed opportunity.
- ☐ If Council handed it over to a community group for a specific use, Council would want to be confident that group would succeed.

5.2 Assessment Summary

The Project Working Party's preference is therefore to refurbish the Community Rooms for a general-purpose community centre, with flexible space that can meet a range of community demands and bring the community together around a common purpose or purposes. They concluded that while there is not high demand for local meeting space in the community, high community use could be achieved through provision of flexible modern spaces, that are accessible, affordable and actively promoted. Their view was, that if done well, a refurbishment of this nature would meet a wide variety of community needs including space for young people, the elderly and all sectors of the community.

Project Working Party Assessment: Summary of Key Points

- The preferred option is to refurbish the Taradale Community Rooms for general community use.
- While there is some support for a Youth Centre, retailers' concerns were acknowledged as a potential hurdle. Also, it was agreed that Council supported youth through a range of other initiatives, some of which could be provided in the generic community hall setting.
- Design and planning should take into account future integration with the Taradale Town Hall, either through joint management and / or a physical connection.
- While the status quo option would be more affordable to Council, it was not viewed as a preferred option as it would prevent general community use once a space is let, and would be a lost opportunity. There also may be an expectation for change following the community engagement on this project.
- There was not enough evidence of demand for a small business innovation centre, and this option would potentially require significant commitment and resourcing from Council for it to succeed. It was also perceived that this option would limit the use of the Community Rooms to the wider community.
- The Working Party acknowledged the community support for the Heritage Museum concept and considered the Trust should be supported to develop the concept further.
- The Working Party also acknowledged the community engagement process had resulted in positive engagement for the community and recommended further assistance to those community groups who had come forward with ideas.

6 Management Considerations

In addition to the end use of the Community Rooms, the type of management will also influence their design. Therefore, for the purpose of developing a refurbishment concept, this section briefly considers different management models and their potential influence on the design for the Community Rooms. Potential management options considered include:

- ☐ Passive Management (Council);
- ☐ Active Management (Council);
- ☐ Active Management (Community);
- ☐ 'Anchor' Tenant (and potentially subleases).

6.1 Passive Management (Community Leases/hire)

Under this model, Council would make the space available either to long term community tenants, and / or provide a booking service to clubs and community members seeking meeting /small events space. There is no 'champion' for the facility and its use relies on local awareness and 'word of mouth' promotion. Historically, this is how Community Rooms have operated. While the Rooms may have been well utilized in the past, this ad-hoc approach has over time resulted in low awareness of their availability as a community space.

In terms of design, multiple spaces for separate and secure tenancies and meeting spaces would be required. This type of concept is not well suited to a small space that can only provide for two or three separate tenancies at the most. Once a lease is let, public access is limited, and as evidenced here, any sense of community ownership diminishes.

6.2 Active Management (Council Run Centre)

Under this model, a coordinator position would be resourced, and the person tasked with day to day running of the facility, managing bookings, and generating demand for its use.

For this model, it would be important to provide office / administration space for an onsite manager and flexible community spaces to provide for a range of community activities and programmes.

6.3 Active Management (Community Run Centre)

Under this model, Council would enter into an arrangement with a community group or organisation to run the facility as a community centre. This is the current model for the Taradale Hall, which is managed by Taradale Rotary Club under agreement with Council. A custodian appointed by the club manages bookings, cleaning, maintenance etc. Potentially the Community Rooms could operate in this way either with an independent manager, or in conjunction with the Town Hall. If co-management with the Town Hall is an option, a physical connection between the two facilities could provide greater flexibility across both sites, with the Community Rooms providing small break out space to the larger Town hall facilities.

6.4 'Anchor' Tenant (Mixed Use Centre)

Under this option, an 'anchor tenant' would lease part of the building for their own use, and manage the rest of the building for community or other use. This model has been proposed by Taradale Marketing Association and would require provision of a main office /administration space, and flexible spaces to provide for a range of other services, activities and programmes. Council currently supports a similar model in the Community Hub in Napier.

6.5 Conclusion

Each of the management options considered, support refurbishment and reconfiguration of the internal space of the Community Rooms in order to take full advantage of the space. Provision of a future connection to the adjacent Taradale Town Hall would also allow further maximizing of use across both facilities, if community demand warranted it.

Management Considerations: Summary of Key Points

- ● To enable different management options, flexible internal design of the Community Rooms is desirable.
- ● Provision of a future connection to the adjacent Taradale Town Hall would also allow further maximizing of use across both facilities, if community demand warranted it.

7 Refurbishment Concept

Having considered community need, engaged with the community and workshopped with the Project Working Party, it is concluded that there is a clear desire to retain the Community Rooms for general community use. Their small space and central location are suitable to smaller events, programmes, and community use and any refurbishment therefore needs to provide a flexible layout.

The current design of the Rooms, with the exception of the larger Council Chamber space, is dated and its poor format not well suited for this purpose, and a simple upgrade would be unlikely to achieve any great improvement in utilisation. To meet community need, as identified through this report, and provide a modern community asset the refurbishment should therefore consider:

1. Preservation of the Art Deco character of the exterior;
2. Re orientation of main access from the current Lee Road frontage to the service lane at the rear of the building (including providing suitable access for people with disabilities);
3. Refreshing of the ‘council chamber’ space but otherwise retain as is for community activities/ programming/event space;
4. Modernising the toilet and kitchen amenities (including providing disabled access);
5. Making improvements to the existing office space, in terms of décor, flow, and flexibility of use; and
6. Provide for individual secure spaces.

7.1 Proposed Refurbishment and Costs

In discussion with James Jack Architects, the above information has been used to develop the refurbishment concept plan. Key features of the concept include:

New Access and Central Foyer Area

- ☐ A new main entrance and central foyer area, opening to the southern side of the building (between the Community Rooms and Taradale Town Hall) is proposed. Reorientation of the entrance in this way will provide an improved link with the carpark and shopping centre to the west/northwest of the Rooms, and will be a safer entrance than the current one located on Lee Road.
- ☐ It is proposed that the doors from the Lee Road entrance, if suitable will be used again in the new entrance.
- ☐ The new main entrance will open into a central foyer area, providing an arrival space. A new kitchen and toilet facilities will be accessed off the foyer.

Retain Art Deco Character

- ☐ Mr Jack advised that the main art deco value of the Community Rooms was in the ‘skin’ of the building, therefore minimal changes to the exterior of the building are proposed.
- ☐ It is proposed that the existing Lee Road entrance steps be retained, and the doors (see above) replaced with a story board feature displaying heritage posters of the area. This will create a point of interest for residents /visitors to the shopping

centre, similar to the story boards displayed in Napier's CBD, and provide a resting spot/ shelter area along Lee Road.

- There are few remaining internal art deco features, where these are salvageable, it is proposed they are reused in the refurbishment. For example, the central corridor glass doors may be able to be retained.

Retain Council Chamber

- The larger Council Chamber space will be retained for 'lounge' space and its decor updated. This space will suit a range of community needs from programmes and activities to meetings, and small events. The external access to this room will also be retained.

Reconfigure Eastern End of Rooms

- The eastern end of the Rooms which currently comprise a number of small and poorly designed spaces will be reconfigured to provide 4 small offices /meeting room spaces that have improved functionality;
- A movable wall is proposed between meeting rooms 3 & 4, to provide flexibility of use; and
- A large storage cupboard to accommodate community lockers for use by different community groups is proposed.

Secure Access

- Separate and secure access points are proposed to the entrance foyer to adjoining office area; the eastern meeting spaces, and the larger Council chamber space. This will enable separate access to these spaces, so that they can be used during the day and evenings in a safe and secure manner.

Figures 12 and 13 below show the existing and concept floor plans. (Refer Appendix 5 for full copy of concept plan).

Alexander Construction were provided this concept plan to give an indication of costs for the refurbishment. Their preliminary estimate is \$246,575 (plus GST) to achieve this design. This is within the \$280,000 budget assigned as part of Councils asset management funding for refurbishment in the 2017/18 financial year. The remaining amount provides a contingency buffer, or if not required could be used for centre fittings / furnishings.

Figure 12 Floor Plan from 1960's, current layout has changed little since this time

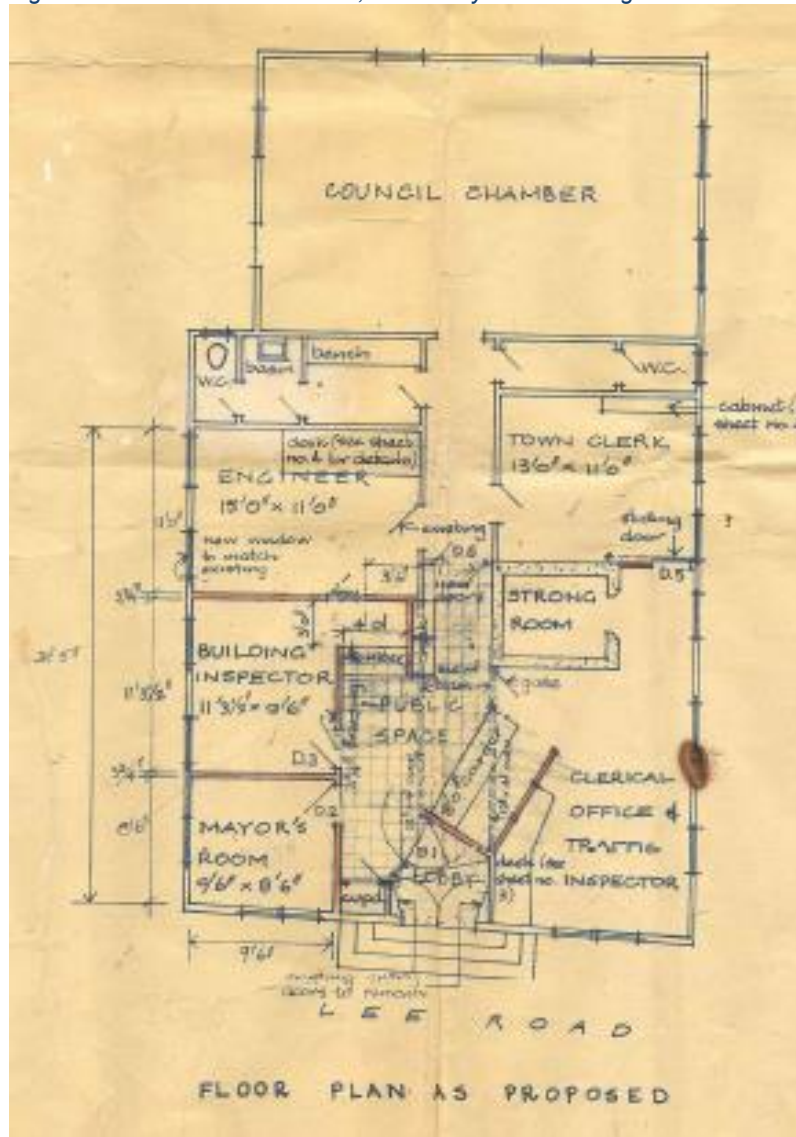


Figure 13 Proposed Refurbishment



7.2 Conclusions and Recommendations

7.3 Conclusions

During the process of writing this report, Council's policy framework, Taradale's community demographics and community facility provision, and potential facility management models have been explored. Council's Community Strategies Team have also undertaken a comprehensive community engagement exercise which has resulted in significant interest in the community rooms as a community space.

A number of themes were identified and considered for the use of the Rooms including use as a:

- ☐ community centre (multi-purpose;
- ☐ youth focused or for the elderly);
- ☐ a small business innovation centre; and
- ☐ the opportunity to integrate with the Taradale Hall.

A number of organizations also expressed interest in using the Rooms including:

- ☐ the Taradale Heritage Museum Trust seeking to use the Rooms as a Heritage Museum and Team Rooms;
- ☐ Zeal HB seeking to use the Centre as youth centre providing youth targeted programmes and an entrepreneurship and mentoring programmes;
- ☐ School's Out afterschool provider of after school and holiday programmes for 11-12 year olds; and
- ☐ Basics 4 Life Ministries expressed an interest in using the Community Rooms as their church.

A Project Working Party assessed the different options against three separate criteria including community benefit, effort required, and potential challenges associated with each option and identified a general-purpose Community Centre as the preferred option. They concluded there is sufficient community interest in retaining the Rooms for community use, their size and location is suitable for small scale local community use, and that their art deco character makes an important contribution to the heritage of Taradale. They also acknowledged that given the wide range of other community facilities available in the area, dynamic programming and activities would be required to generate good utilization of the facility.

The Working Party also acknowledged that the community engagement process had resulted in positive engagement for a number of organisations around their own concepts and consider these opportunity's warrant further investigation.

Using the information gathered through this report, a concept design for refurbishment of the Community Rooms was completed. A preliminary cost estimate of \$246,575 (plus GST) has been provided to achieve this design. This is within the Council's budget of \$280,000.

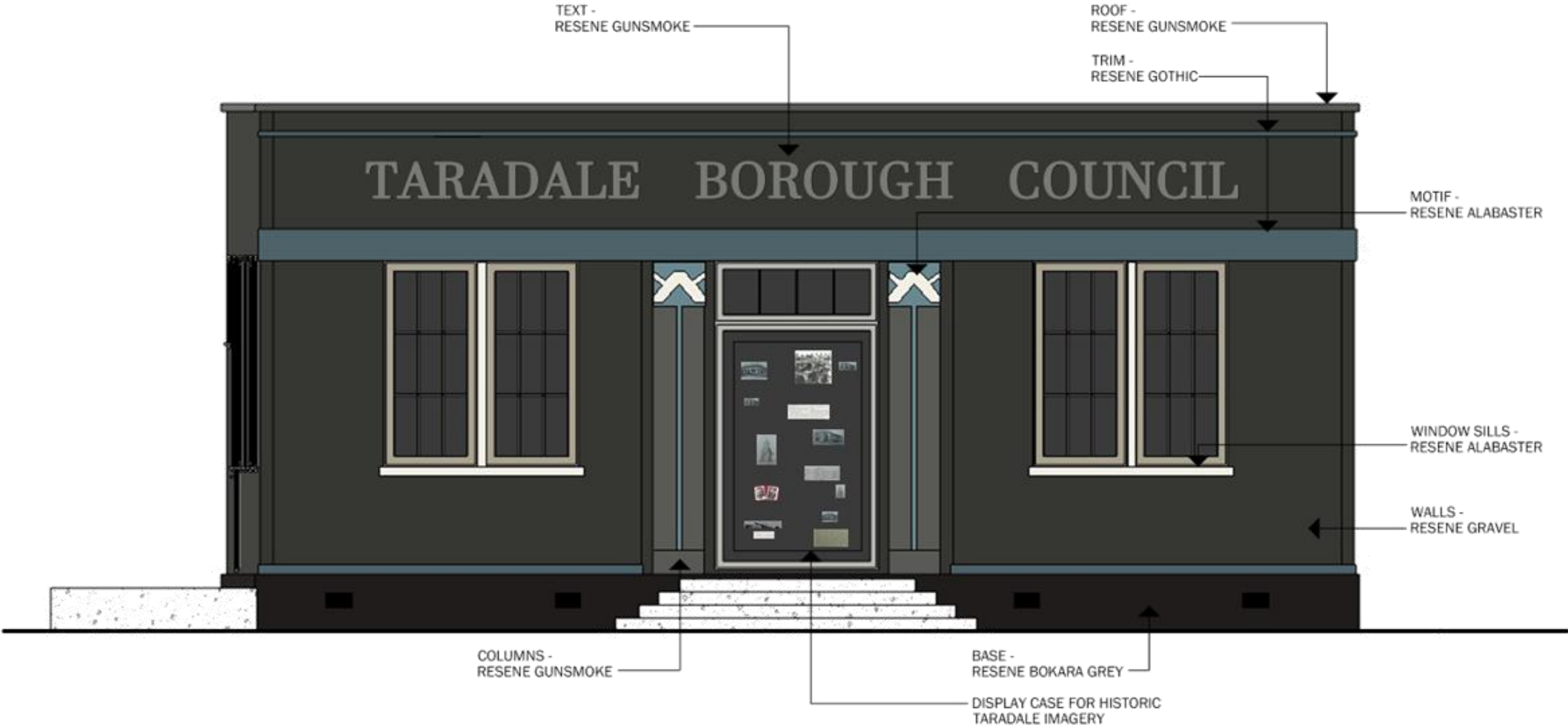
7.4 Concluding Recommendations

As a result of this report the following recommendations to Council are made:

1. Accept the report from Sage Planning titled 'Refurbishment Proposal- Taradale Community Rooms.

2. Adopt the refurbishment proposal to provide a flexible multiuse community facility. (as outlined in section 7.2 and Appendix 5 of this report).
3. Liaise with a heritage advisor prior to refurbishing the Community Rooms;
4. Develop a set of guiding objectives for the management of the Community Rooms;
5. Decide facility management and get their input into the final refurbishment design stages;
6. Develop a Council facility strategy for Taradale to maximise community use of Council owned buildings and support the promotion of the Taradale Community Rooms; and
7. Continue to liaise with Zeal HB, Heritage Museum Trust, Schools Out and Basics 4 Life Ministries to develop their potential to meet Taradale community needs.





COLOUR 1

final draft

THE CONTRACTOR MUST CHECK ALL MEASUREMENTS ON SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT	TARADALE COMMUNITY ROOMS TARADALE BOROUGH COUNCIL BLDG. 7 LEE ROAD, TARADALE	Issue: PRESENTATION SCALE: 1:100 SHEET 502P-A3	Technical draughting by: bayCAD services	Unit 1 62 Munroe Street Napier 06 833 7093 www.baycad.co.nz	Plot Date: 13/12/201 Project # R081
---	--	---	--	---	--



final draft

COLOUR 2

THE CONTRACTOR MUST CHECK ALL MEASUREMENTS ON SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT	TARADALE COMMUNITY ROOMS TARADALE BOROUGH COUNCIL BLDG. 7 LEE ROAD, TARADALE	Issue: PRESENTATION SCALE: 1:100 SHEET SIZE: A3	 bayCAD services	Unit 1 62 Munroe Street Napier 06 833 7093 www.baycad.co.nz	Plot Date: 13/12/201
					Project # R081



final draft

COLOUR 3

THE CONTRACTOR MUST CHECK ALL MEASUREMENTS ON SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT	TARADALE COMMUNITY ROOMS TARADALE BOROUGH COUNCIL BLDG. 7 LEE ROAD, TARADALE	Issue: PRESENTATION		Technical draughting by: bayCAD services	Unit 1 62 Munroe Street Napier 06 833 7093 www.baycad.co.nz	Plot Date: 13/12/201
		SCALE: 1:100 SHEET 502P-A3				Project # R081



final draft

COLOUR 4

THE CONTRACTOR MUST CHECK ALL MEASUREMENTS ON SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT	TARADALE COMMUNITY ROOMS TARADALE BOROUGH COUNCIL BLDG. 7 LEE ROAD, TARADALE	Issue: PRESENTATION SCALE: 1:100 SHEET S02P-A3	 bayCAD services	Unit 1 62 Munroe Street Napier 06 833 7093 www.baycad.co.nz	Plot Date: 13/12/201
					Project # R081



final draft

COLOUR 5

THE CONTRACTOR MUST CHECK ALL MEASUREMENTS ON SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT	TARADALE COMMUNITY ROOMS TARADALE BOROUGH COUNCIL BLDG. 7 LEE ROAD, TARADALE	Issue: PRESENTATION		Technical draughting by: bayCAD services	Unit 1 62 Munroe Street Napier 06 833 7093 www.baycad.co.nz	Plot Date: 13/12/201
		SCALE: 1:100 SHEET SIZE: A3				Project # R081

PUBLIC EXCLUDED ITEMS

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

Reports from Finance Committee held 14 June 2017

1. Hawke's Bay Airport Limited - Report to Shareholders
2. Bad Debt Write Off

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
Reports from Finance Committee held 14 June 2017		
1. Hawke's Bay Airport Limited - Report to Shareholders	7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	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:
2. Bad Debt Write Off	7(2)(a) Protect the privacy of natural persons, including that of a deceased person 7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	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.

Māori Consultative Committee

OPEN MINUTES

Meeting Date: **Wednesday 10 May 2017**
Time: **3pm-4pm**
Venue: **Main Committee Room
3rd floor Civic Building
231 Hastings Street
Napier**

Present: Piri Prentice (in the Chair), Cr Api Tapine, Tiwana Aranui

In Attendance: Mayor Dalton, Chief Executive, Director Community Services,
Director City Infrastructure, Manager Community Strategies,
Maori Engagement, MTG Hawke's Bay, Cr Maxine Boag

Administration: Governance Team

KARAKIA

APOLOGIES

APOLOGIES

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillors Tapine / Prentice

That the Committee:

Accept the apology from Liz Ratima and George Reti
Accept the apology from Tiwana Aranui for lateness.

CARRIED

CONFLICTS OF INTEREST

Nil

PUBLIC FORUM

Nil

ANNOUNCEMENTS BY THE CHAIRPERSON

The Chair presented his completed Register of Interests form and noted that other members of the committee should be presented with their forms to complete.

In response to the Chair's concern on a proposal for a sinking trawler to be positioned in the reef for the use of diving, it was clarified that:

- Any consents of this nature do not fall under Napier City Council's purview, but are likely to fall under Hawke's Bay Regional Council.
- The Mayor shares similar concerns including of retaining cleanliness of the dive site.
- Cr. Tapine as a newly appointed member on the Hawke's Bay Regional Council planning committee will find out more about the consent and report back to the Committee.

ANNOUNCEMENTS BY THE MANAGEMENT

Quorum

The Mayor noted that it was often difficult to achieve quorum with the current number of members on this committee and proposed that appointing a further member may help address this. Cr Tapine advised that he anticipated that the process of reviewing the Terms of Reference of the committee, with the requisite consultation involved, may well bring the committee to the attention of more whanau and spark renewed interest in participation. It was also suggested that the meeting time could be adjusted to better meet the needs of the committee members; 3pm could be difficult to navigate with work and other commitments.

Tiwana Aranui joined the meeting at 3.15pm

Cemetery Hours

The Director City Infrastructure responded to a query regarding the cemetery operating hours that had been raised at the previous meeting.

The cemetery is open 8am – 4pm Monday to Friday, and 8am-12noon on Saturdays. It is not open on Sundays or public holidays. Burials outside of these times may take place by arrangement with the Sexton, however this will incur extra charges to cover the costs of providing the services.

It was noted that Saturdays and public holidays are particularly difficult for whanau, as the practices appropriate to a tangi take some time.

The Director City Infrastructure noted that no extra charges are incurred for bookings that have been made for times within normal cemetery hours and happen to take longer than the usual hours, or where parties are late as long as they arrive within the opening hours.

The Director will email the current cemetery hours and charges to the Committee.

It was agreed that the Chair and Tiwana Aranui would confirm the specific issues (for example, weighing up the costs to the marae of hosting mourners for a longer period of time compared with the extra costs of a burial out of ordinary hours).

CONFIRMATION OF MINUTES

Councillor Tapine / Mayor Dalton

That the Minutes of the meeting held on 29 March 2017 were taken as a true and accurate record of the meeting.

CARRIED

NEW ITEMS FOR MĀORI CONSULTATIVE COMMITTEE

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

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>Local Government Act 2002</i>
<i>Document ID:</i>	<i>352298</i>
<i>Reporting Officer/s & Unit:</i>	<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.

At the Meeting

Cr Tapine advised that research has been undertaken into the processes that other similar organisations have been through to review their own TOR.

It is anticipated that the process of reviewing the TOR will contribute in its own right to building engagement and creating new or greater interest in participating in and with this Committee.

Representatives from Wairoa District Council have agreed to meet with this Committee to go through their own recent experiences with their equivalent Committee and renewing its TOR.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Mayor Dalton / Tiwana Aranui

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.

CARRIED

REPORTS FROM STANDING COMMITTEES

MĀORI CONSULTATIVE COMMITTEE RECOMMENDATION

T Aranui / Mayor Dalton

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

CARRIED

REPORTS FROM STRATEGY AND INFRASTRUCTURE COMMITTEE HELD 19 APRIL 2017

1. PARK ISLAND MASTER PLAN REVIEW

Type of Report:	<i>Legal and Operational</i>
Legal Reference:	<i>Resource Management Act 1991</i>
Document ID:	<i>347334</i>
Reporting Officer/s & Unit:	<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.

At the Māori Consultative Committee meeting

The Director Community Services advised that the Park Island Master Plan was reviewed in 2016 and the updated document taken to the recent Strategy and Infrastructure Committee meeting. Multiple new artificial turfs are proposed, along with increased lighting, which will improve the longevity of the fields and increase the times of day available for training. There will also be an overall increase in the amount of sports space.

Since that meeting further updates have been made following new information from the Hawke's Bay Rugby Union regarding the structure and layout of their fields and club building.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / Tiwana Aranui

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

CARRIED

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

2. MCLEAN PARK RE-TURF PROJECT

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

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.

At the Māori Consultative Committee meeting

The Director City Infrastructure provided a brief overview of the status of the McLean Park re-turfing project and associated works.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / Tiwana Aranui

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

CARRIED

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

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

<i>Type of Report:</i>	<i>Legal</i>
<i>Legal Reference:</i>	<i>Reserves Act 1977</i>
<i>Document ID:</i>	<i>347418</i>
<i>Reporting Officer/s & Unit:</i>	<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.

At the Māori Consultative Committee meeting

No discussion was had on this item.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / Tiwana Aranui

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

CARRIED

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

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

<i>Type of Report:</i>	<i>Legal</i>
<i>Legal Reference:</i>	<i>Reserves Act 1977</i>
<i>Document ID:</i>	<i>347419</i>
<i>Reporting Officer/s & Unit:</i>	<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.

At the Māori Consultative Committee meeting

No discussion was had on this item.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / Tiwana Aranui

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

CARRIED

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

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

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

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.

At the Māori Consultative Committee meeting

No discussion was had on this item.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Councillor Tapine / Tiwana Aranui

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

CARRIED

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

REPORTS FROM REGULATORY COMMITTEE HELD 19 APRIL 2017

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

<i>Type of Report:</i>	<i>Enter Significance of Report</i>
<i>Legal Reference:</i>	<i>Enter Legal Reference</i>
<i>Document ID:</i>	344792
<i>Reporting Officer/s & Unit:</i>	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).

At the Māori Consultative Committee meeting

Mayor Dalton provided a brief overview of the intentions of the HPUD strategy.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Mayor Dalton / Councillor Tapine

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

CARRIED

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

2. FREEDOM CAMPING WORKING GROUP UPDATE

Type of Report:	<i>Procedural</i>
Legal Reference:	<i>N/A</i>
Document ID:	<i>347883</i>
Reporting Officer/s & Unit:	<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.

At the Māori Consultative Committee meeting

Cr Tapine provided a short update on the status of the Freedom Camping Working Party.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Mayor Dalton / Councillor Tapine

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

CARRIED

COMMITTEE'S RECOMMENDATION

Councillors White / Wise

That Council

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

CARRIED

3. STREET NAMING - TE AWA ESTATE

Type of Report:	<i>Procedural</i>
Legal Reference:	<i>N/A</i>
Document ID:	<i>347705</i>
Reporting Officer/s & Unit:	<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

At the Māori Consultative Committee meeting

The Mayor advised that it had been noted by councilors that there were no local rivers in the three proposed names. The list that the names were chosen from has already been carefully researched and brought to both Council and this Committee some years ago. It was also noted that many local rivers have already been recognised in existing street names and duplication was important to avoid, particularly for emergency services.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Mayor Dalton / Councillor Tapine

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

CARRIED

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

REPORTS FROM FINANCE COMMITTEE

HELD 3 MAY 2017

1. HB LASS LIMITED - DRAFT STATEMENT OF INTENT

<i>Type of Report:</i>	<i>Operational and Procedural</i>
<i>Legal Reference:</i>	<i>Local Government Act 2002</i>
<i>Reporting Officer/s & Unit:</i>	<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.

At the Māori Consultative Committee meeting

The Chief Executive provided a brief update on HBLASS and the draft Statement of Intent.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Tiwana Aranui / Councillor Tapine

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

CARRIED

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

2. QUARTERLY REPORT TO 31 MARCH 2017

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

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.

At the Māori Consultative Committee meeting

The Chief Executive provided a brief overview of the report from the third quarter, noting that a surplus had been returned due to greater tourist revenue than forecast.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Tiwana Aranui / Councillor Tapine

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

CARRIED

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

3. JOINT WASTE FUTURES PROJECT COMMITTEE - TERMS OF REFERENCE

Type of Report:	<i>Procedural</i>
Legal Reference:	<i>Local Government Act 2002</i>
Document ID:	<i>349973</i>
Reporting Officer/s & Unit:	<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.

At the Māori Consultative Committee meeting

It was noted that a large amount of work is going into waste minimisation and there has been a significant reduction in waste tonnage over the year.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Tiwana Aranui / Councillor Tapine

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

CARRIED

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

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

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

4.1 Purpose of Report

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

At the Māori Consultative Committee meeting

No discussion was had on this item.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Tiwana Aranui / Councillor Tapine

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

CARRIED

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

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

Type of Report:	<i>Procedural</i>
Legal Reference:	<i>Local Government Act 2002</i>
Document ID:	<i>350014</i>
Reporting Officer/s & Unit:	<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.

At the Māori Consultative Committee meeting

No discussion was had on this item.

MĀORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

Tiwana Aranui / Councillor Tapine

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

CARRIED

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

A brief round table korero was held where attendees noted pieces of work that are currently key within their own spheres.

The meeting closed at 4pm.

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

CHAIRPERSON: _____

DATE OF APPROVAL: _____