



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

Napier Civic Building
231 Hastings Street
t +64 6 835 7579
e info@napier.govt.nz
www.napier.govt.nz

MĀORI CONSULTATIVE COMMITTEE

Open Agenda

Meeting Date: Tuesday 21 May 2019

Time: 3.00pm

Venue: Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
Napier

Committee Members Piri Prentice (In the Chair), Councillor Apiata Tapine, Tiwana Aranui, Te Whetū Henare-Winitana and George Reti

Officer Responsible Director Community Services

Administration Governance Team

Next Māori Consultative Committee Meeting
Tuesday 2 July 2019

ORDER OF BUSINESS

Karakia

Apologies

Nil

Conflicts of interest

Public forum

Nil

Announcements by the Chairperson

Announcements by the management

Confirmation of minutes

A copy of the Minutes from the meeting held on Tuesday, 9 April 2019 are attached on page64

Reports from Standing Committees

Reports from Regulatory Committee held 30 April 2019

- 1 Earthquake-Prone Buildings - Identification of Priority Buildings - Consultation3
- 2 Street Naming - 250 Guppy Road Taradale Napier **DECISION OF COUNCIL** 19

Reports from Finance Committee held 14 May 2019

- 1 Financial Forecast to 30 June 201927
- 2 Policies - CCTV and Disposal of Surplus Assets.....39

Reports from Community Services Committee held 14 May 2019

- 1 Iron Māori Event - Hardinge Road and Marine Parade Proposed Road Closures
DECISION OF COUNCIL.....51
- 2 Creative Communities Funding March 2019.....56

REPORTS FROM STANDING COMMITTEES

MĀORI CONSULTATIVE COMMITTEE RECOMMENDATION

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

REPORTS FROM REGULATORY COMMITTEE HELD 30 APRIL 2019

1. EARTHQUAKE-PRONE BUILDINGS - IDENTIFICATION OF PRIORITY BUILDINGS - CONSULTATION

Type of Report: Legal

Legal Reference: Building Act 2004

Document ID: 726241

Reporting Officer/s & Unit: Malcolm Smith, Manager Building Consents

1.1 Purpose of Report

To advise Council of the requirements under the Building Act 2004 in relation to the identification of priority buildings under the earthquake-prone building legislation, and to seek approval to release the draft Statement of Proposal for public submissions prior to adoption by Council.

Officer's Recommendation

The Regulatory Committee:

- a. Approve the release of the draft Statement of Proposal for public submissions.

1.2 Background Summary

A national system for identifying, assessing and managing earthquake-prone buildings came into effect on 1 July 2017. It targets buildings or parts of buildings that pose the greatest risk to public safety and other property in a moderate earthquake. The system categorised New Zealand into three seismic risk areas: high, medium and low. It sets timeframes, based on the seismic risk area, for identifying potentially earthquake-prone buildings and doing seismic work on them. It also provides information for people using

earthquake-prone buildings, such as notices identifying earthquake-prone buildings and a public register.

Priority Buildings

The new system introduced the concept of 'priority buildings'. These are certain types of buildings in high and medium seismic risk areas that are considered to present a higher risk to life or other property because of their construction, type, use or location. Priority buildings need to be identified and remediated within half the time allowed for other buildings in the same seismic risk areas. Certain hospital, emergency and education buildings are prioritised in the Building Act 2004 because they are likely to be needed in an emergency or are regularly occupied by more than 20 people. Other buildings, such as unreinforced masonry (URM) buildings, may be considered a priority because, in an earthquake, parts of the building could fall onto thoroughfares with high pedestrian and vehicle traffic.

These buildings and routes of strategic importance onto which buildings may fall must be identified with community input.

Napier has been categorised as a high seismic risk area. This means that the Council must identify priority buildings within two and a half years and other potentially earthquake-prone buildings within five years of the new legislation coming into effect on 1 July 2017.

The effect of this is that priority buildings in Napier must be identified by 31 December 2019. Affected building owners will be contacted by the Council and must strengthen or demolish priority buildings within seven and a half years and other earthquake-prone buildings within 15 years.

1.3 Issues

Given that this is a legislative requirement there are no real issues for Council however owners of buildings identified as priority buildings will only have seven and a half years to strengthen or demolish their buildings. Depending on the number of priority buildings there may be issues around the capacity of structural engineers and building contractors to carry out the required work.

It should also be noted there is now a legislative requirement to issue earthquake-prone building notices and for these notices to be attached to the building. Although not part of the public submission process, it is flagged that there may be a potential impact of these notices on Art Deco tourism activities.

1.4 Significance and Engagement

This Statement of Proposal (**Attachment A**) has significance for owners of buildings identified as priority buildings and the owners of businesses that operate from them.

The Building Act 2004 requires that the Council must use the special consultative procedure:

- a. to identify any part of a public road, footpath, or other thoroughfare in an area of medium or high seismic risk-
 - i. onto which parts of an unreinforced masonry building could fall in an earthquake; and
 - ii. that has sufficient vehicle or pedestrian traffic to warrant prioritising the identification and remediation of those parts of unreinforced masonry buildings.

- b. for the purpose of prioritising buildings that could impede a strategic transport route.

1.5 Implications

Financial

There will be limited additional expenditure required to employ a retired Napier City Council Building Consents Officer to identify potentially earthquake-prone buildings and priority buildings as there is currently no capacity within the team to carry out this work. It is anticipated that the additional expenditure will be able to be accommodated within existing budgets.

Social & Policy

N/A

Risk

There is a risk that we won't meet our legislative requirements around identifying priority buildings if we delay going out for public submissions.

1.6 Options

The options available to Council are as follows:

- a. Approve the release of the draft Statement of Proposal for public submissions
- b. Amend the draft Statement of Proposal prior to release for public submissions

1.7 Development of Preferred Option

The draft Statement of Proposal has been prepared in line with legislative requirements. The four week period for submissions will commence 6 May 2019 and run through until 31 May 2019. All submissions received will be provided in a report brought to the Regulatory Committee scheduled for 11 June 2019. Should any submitters wish to be heard, this will take place at the same meeting, followed by deliberations on all submissions.

At the Meeting

The Manager Building Consents gave a broad overview noting that Council is meeting legislative requirements to consult on this matter. Council officers have initially identified priority areas of risk, and the draft Statement of Proposal has been prepared for public consultation to ensure that all priority areas have been included.

In response to questions from Councillors the following points were clarified:

- Maraenui and Greenmeadows are not identified as priority areas as Council officers do not believe that any unreinforced masonry buildings are located in those areas. It is anticipated that any areas that the public believe have been incorrectly assessed or overlooked will be identified through the consultation process.
- No priority buildings have been identified at this stage. Once the priority areas have been confirmed, the priority buildings within these will be identified and building owners will be contacted at that time. Most building owners will already know whether they are likely to be affected or not.

- Due to the 1931 Earthquake, Napier's building stock is relatively modern and a number of buildings have already been assessed and upgraded.
- Council officers will liaise with the Business Associations located in the identified priority areas, the local branch of Engineering NZ will engage with Historic Places and Art Deco Trust (if necessary) once the priority buildings have been identified.
- Owners of heritage buildings may be able to apply for some dispensations under the Building Act.

1.8 Attachments

A Draft Statement of Proposal

EARTHQUAKE- PRONE BUILDINGS *on vehicle and pedestrian routes*

STATEMENT OF PROPOSAL

APRIL 2019



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

Background

The Building (Earthquake-prone Buildings) Amendment Act 2016 came into force on 1 July 2017. It changes the current system for identifying and repairing earthquake-prone buildings.

The new system ensures the way our buildings are managed for future earthquakes is consistent across the country, and provides more information for people using buildings, such as notices on earthquake-prone buildings and a public register. Owners of earthquake-prone buildings will be required to take action within certain timeframes depending on the seismic risk area in which their buildings are located. Affected owners will be contacted by Council.

Napier city has been categorised as a high seismic risk area. This means Council must identify potentially earthquake-prone buildings within 5 years, and building owners must strengthen or demolish earthquake-prone buildings within 15 years from the date the notice is issued.

Priority buildings

Under the new system earthquake-prone buildings that are a high risk to people's lives or are critical to recovery in an emergency are considered '**priority buildings**'. Priority buildings must be identified and remediated in half the time allowed for other earthquake-prone buildings, to reduce the risks to people's lives faster.

This means Council must identify potentially earthquake-prone **priority** buildings in Napier within 2.5 years, and building owners must strengthen or demolish earthquake-prone **priority** buildings within 7.5 years from the date the earthquake-prone building notice is issued.

Some education buildings are also likely to be priority buildings. Other buildings may also be a priority due to their location, and the potential impact on people if the buildings fail in an earthquake.

More information about the new system can be found at:

www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings/

Why we are consulting

Before we decide which other buildings may be priority buildings we must identify roads, footpaths and other thoroughfares that have sufficient vehicle or pedestrian traffic to justify prioritisation, if a part of a [an unreinforced masonry] building was to fall on them in an earthquake.

We also want to know if you think there are any other roads or thoroughfares that should be included as a route of strategic importance in terms of an emergency response.

Your views will help Council decide which thoroughfares to prioritise.

This consultation is undertaken in accordance with section 133AF(2) of the Building Act 2004, which requires Council to use the special consultative procedure in section 83 of the Local Government Act 2002 to identify certain priority buildings.

Proposal

Vehicle and pedestrian thoroughfares with sufficient traffic to warrant prioritisation

Buildings on roads with sufficient vehicle and pedestrian traffic pose a higher risk to public safety. We've used the following criteria to help us decide if there is sufficient vehicle and pedestrian traffic on these thoroughfares.

Criteria

1. High pedestrian areas (e.g. people not in vehicles)

Areas where there are shops or other services, and places where people work and catch transport, often have lots of pedestrians. In Napier, this includes shopping and eatery areas on the main streets, areas around businesses in our shopping centres where people gather, and transport hubs like bus stops. Key walking routes that link these areas are also important to consider.

2. Areas with high vehicle traffic (e.g. people in cars or on bikes)

Traffic routes that are regularly subject to high numbers of vehicles like a busy intersection or congested roads are important to consider. In Napier our main streets are well used, with busy intersections, and we have several main arterial routes and state highways that cater for high levels of traffic.

3. Potential for part of an unreinforced masonry building to fall onto the identified thoroughfare

An unreinforced masonry (URM) building is an older style building with brick walls that do not contain steel, timber or fibre reinforcement. URM buildings often have other features like parapets, verandas, balconies, decorative ornaments, chimneys and signs on the front walls that face onto a street or open space. These features increase the risk of a building, or part of a building, collapsing in an earthquake.

What we are proposing

Based on there being sufficient traffic and the potential for part of an unreinforced masonry building to fall, Council proposes the following thoroughfares be prioritised.

Napier CBD

- a) **Shakespeare Road** from Hastings Street to Madeira Road
- b) **Browning Street**
- c) **Herschell Street**
- d) **Cathedral Lane**
- e) **Tennyson Street** from Clive Square East to Marine Parade

- f) **Hastings Street** from Shakespeare Road to Sale Street
- g) **Market Street**
- h) **Dalton Street**
- i) **Clive Square East**
- j) **Emerson Street** from Clive Square East to Marine Parade
- k) **Dickens Street** from Munroe Street to Hastings Street
- l) **Albion Street**
- m) **Station Street** from Munroe Street to Hastings Street
- n) **Vautier Street**
- o) **Raffles Street** from Munroe Street to Vautier Street
- p) **Bower Street**
- q) **Edwardes Street**
- r) **Sale Street**
- s) **Marine Parade** from Ocean Spa to Sale Street
- t) **Munroe Street** from Dickens Street to Sale Street

Taradale Shopping Centre

- a) **Gloucester Street** from Northern and Southern junctions with Lee Road
- b) **Lee Road** from Northern and Southern junctions with Gloucester Street
- c) **Symons Lane**
- d) **White Street** from Symons Lane to Gloucester Street
- e) **Puketapu Road** from Symons Lane to Lee Road

Ahuriri Shopping Centre including West Quay

- a) **Bridge Street** from Hardinge Road to Nelson Quay
- b) **Waghorne Street** from Barry Street to Wright Street
- c) **Barry Street** from Waghorne Street to Nelson Quay
- d) **Routledge Street**
- e) **Nelson Quay** from Barry Street to Bridge Street
- f) **West Quay**

Marewa Shopping Centre

- a) **Kennedy Road** from Douglas McLean Avenue to Nuffield Avenue

Onekawa Shopping Centre

- a) **Maadi Road** from 12 Maadi Road to Menin Road

Napier CBD Map



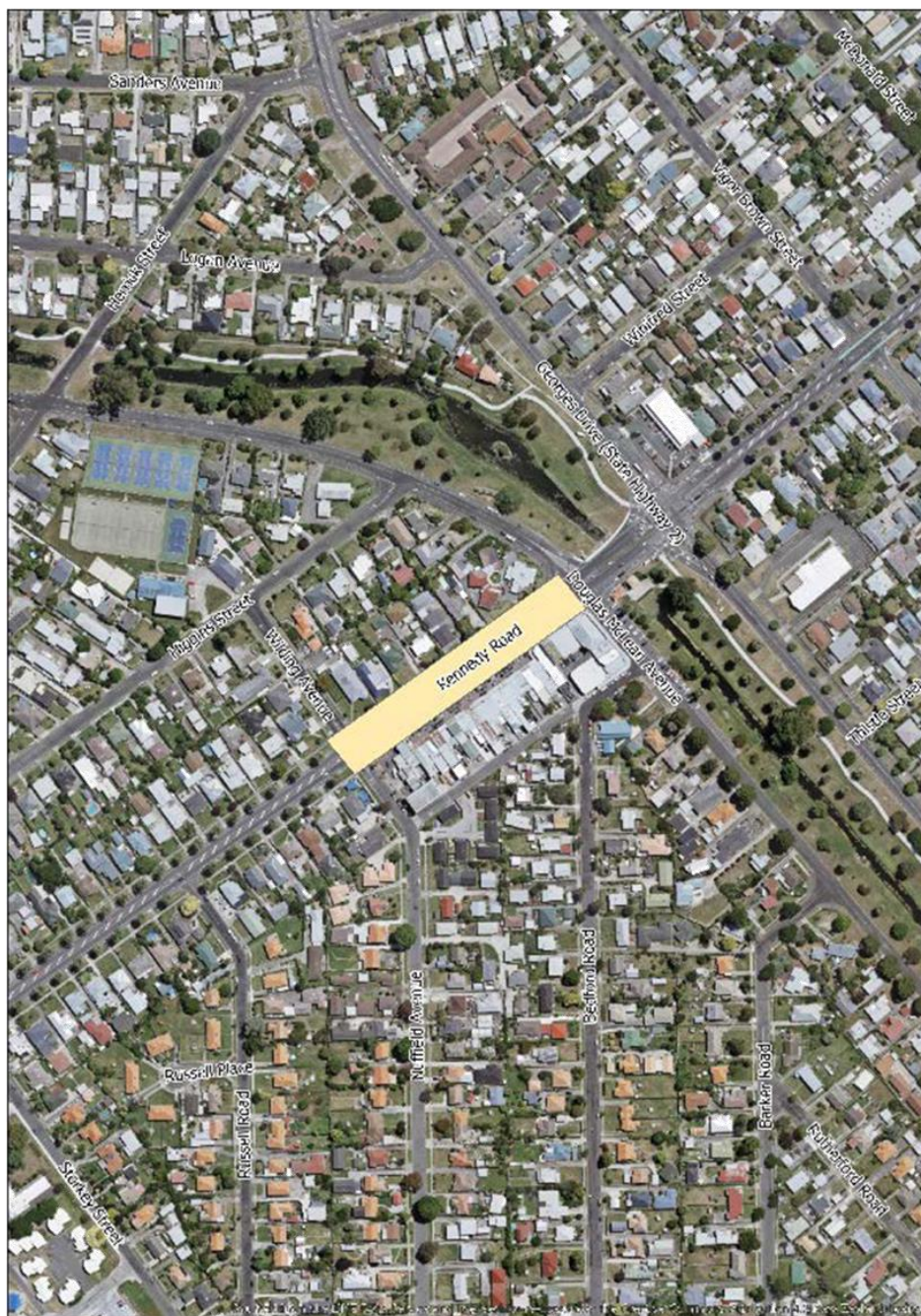
Taradale Shopping Centre Map



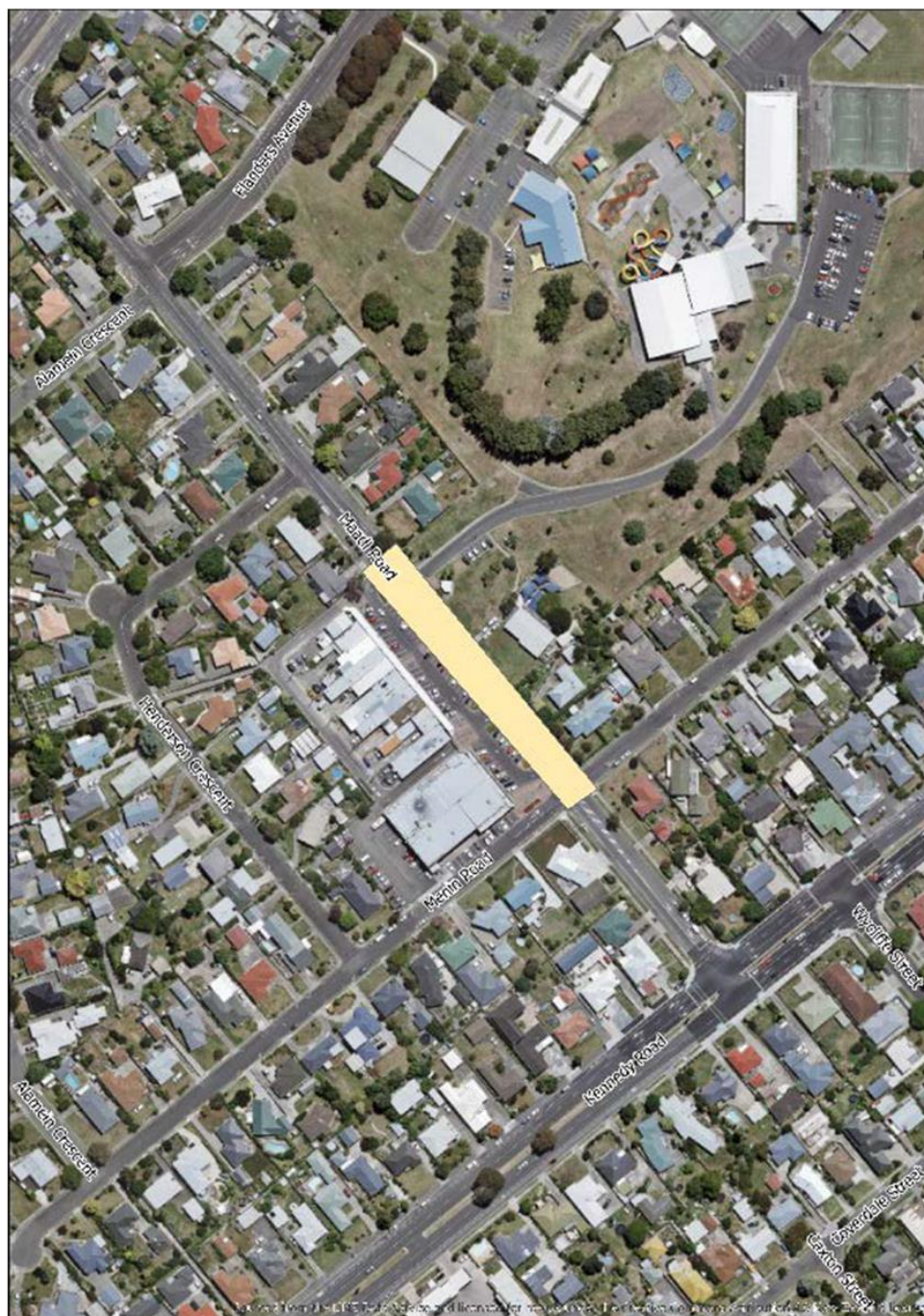
Ahuriri Shopping Centre including West Quay Map



Marewa Shopping Centre Map



Onekawa Shopping Centre Map



What happens next?

Once we have decided which roads and thoroughfares are a priority, Council will look at buildings on those thoroughfares to determine whether they are potentially earthquake-prone using the Earthquake-prone Building Methodology.

Affected building owners will be notified that their buildings are potentially earthquake-prone. Owners of potentially earthquake-prone buildings, whether a priority building or not, have 12 months to provide an engineering assessment.

Once this assessment is received, Council will determine if the building is classified as earthquake-prone, and notify the building owner of its decision.

If a building on one of the proposed thoroughfares is constructed of unreinforced masonry and confirmed, earthquake-prone then it will be considered a priority building and the timeframe to remediate will be 7.5 years instead of 15 years.

Have your say

We want your feedback on our proposed priority roads and thoroughfares.

Copies of the Statement of Proposal and submission forms are available:

- online at Council's website:
- at Council offices and libraries

You can make a submission in the following ways:

- Online: www.sayitnapier.nz
- Emailed to: info@napier.govt.nz
- Delivering it to Council offices: Customer Service Centre, 215 Hasting Street, Napier
- Posted to: Napier City Council, Private Bag 6010, Napier 4142

Submissions must be received by **5pm** on **31 May 2019**.

Feedback form

PROPOSED vehicle and pedestrian thoroughfares with enough traffic to be considered a priority

We want your feedback on our proposal for roads, footpaths and other thoroughfares that should be prioritised. We also want your views on whether there are any other routes that should be included.

Tell us what you think.

Your details

Full name
Street address
Email (optional)
Phone (optional)

Would you like to present your feedback in person to Council on 11 June 2019?

If you do wish to speak, please make sure you leave your contact details in the area above so we can get in touch to make a time.

Yes / No

Privacy statement

Submissions made under the Local Government Act 2002 are public documents. They are made available in a report to the elected members of Council and to the public via Council's website and on request. Personal information supplied will be used for administration purposes and as part of the consultation process. You have the right to correct any errors in personal details contained in your submission.

Are you happy for your name to be released to the public in association with this submission?

Yes / No

Submission Questions

- 1. Do you agree with the thoroughfares identified for prioritisation?**
Yes / No

If not, which thoroughfares do you disagree with and why?

- 2. Are there any other thoroughfares that meet the criteria but are not listed?**
Yes / No

Please list which other thoroughfares you feel meet the criteria and why.

3. Do you agree with Council that there are no transport routes of strategic importance that meet the criteria for prioritisation?

Yes / No

If not, please list the transport routes of strategic importance which you think meet the criteria and your reasons why below.

DRAFT

2. STREET NAMING - 250 GUPPY ROAD TARADALE NAPIER

Type of Report:	Procedural
Legal Reference:	N/A
Document ID:	723801
Reporting Officer/s & Unit:	Paul O'Shaughnessy, Team Leader Resource Consents

2.1 Purpose of Report

The purpose of this report is to obtain Councils approval for one new street name to replace a previously approved street name within the recently approved residential subdivisions at 250 Guppy Road. The street in question has already been subject to a previous street name approval by Council (Chue Court), however a mistake by the developer has led to a request for a re-naming to Gee Place.

Committee's recommendation

Acting Mayor White / Councillor Tapine

That the Regulatory Committee:

- a. Approve one new street name at 250 Guppy Road as follows:
 - Gee Place-250 Guppy Road
- b. That a **DECISION OF COUNCIL** is required urgently as Council have recently issued Section 224 certification for the subdivision at 250 Guppy Road and the developers require certainty for the purposes of marketing, physical street naming and property addressing.

Carried

Council Resolution Councillors Brosnan / Hague

That Council:

- a. Approve one new street name at 250 Guppy Road as follows:
 - Gee Place-250 Guppy Road

Carried

2.2 Background Summary

In September 2017 Council granted subdivision scheme plan approval (Resource Consent) for two subdivisions at 240 and 250 Guppy Road as follows:

- 240 Guppy Road-42 residential lots, one road to vest in Council and one private access leg/right-of-way

- 250 Guppy Road-31 residential lots, one road to vest and one access leg/right-of-way

In May 2018 Council approved two street names for 240 and 250 Guppy Road as follows:

- Young Place-240 Guppy Road
- Chue Court-250 Guppy Road

The development at 240 Guppy Road is progressing.

Subsequent to this initial street naming it was realised that a mistake had been made by the developer in the street name for 250 Guppy Road and that the use of the name 'Chue' was incorrect and that the name should in fact be 'Gee'. This mistake was identified by the Gee Family who explained that although Chue is their parents legal surname, they did adopt and use the name Gee for day-to-day use. Part of the sale and purchase negotiations did include an undertaking from the developer to use the Gee name as part of their street naming.

(The attachments provide an overall aerial photograph of the subject site, written confirmation from the Gee family and the developer requesting the use of Gee name and a scheme plan layout of the subdivision and road layout for 250 Guppy Road)

1.3 Issues

The street 're-naming' request originates from a mistake made by the developer during the initial naming process in May 2018. The use of the name Chue was inadvertently put forward rather than Gee for 250 Guppy Road.

It is considered that the use of Gee is appropriate given the Gee Family links to the site and the wider Taradale area. The name does not replicate any other street names in either Napier, Hastings or the wider Hawkes Bay region.

The name Gee Place is considered to comply with the 'Australia/New Zealand Standard for Rural and Urban Addressing', both in terms of the use of the word 'Gee' and the term 'Place' which denotes a short street culminating in a cul-de-sac.

2.4 Significance and Engagement

The use of the Gee name is considered appropriate in this street naming for the following reasons:

- The Gee family have had a long history with 250 Guppy Road
- Yick Hon Gee (now deceased) and Shirley Sau Ling Gee resided in the Taradale community for 60 plus years, running successful business ventures and contributing to the community
- The Gee family have requested and support the use of their family name

2.5 Implications

Financial

The introduction of a new street name requires Council to update their information systems, advise Land Information new Zealand, emergency services, utility operators and to erect street signs (at the developers cost). All of these tasks can be achieved under current staffing levels and within budgetary constraints.

Social & Policy

N/A

Risk

The Gee family are aware of and support the use of their family name. This street naming is not considered to require consultation by Council's Māori Consultative Committee and no risk is envisaged by the use of the Gee name.

2.6 Options

The options available to Council are as follows:

- a. Adopt the street name as proposed by the developer and the Gee family
- b. Adopt an alternative street name

2.7 Development of Preferred Option

The developer has requested the use of the name Gee and this is supported by the Gee Family. The Gee name is not currently replicated elsewhere in street names in Napier, Hastings or the wider Hawkes bay region. The Gee name is considered appropriate given the Gee family links to 250 Guppy Road and their long association with the wider Taradale community.

At the Meeting

Councillors agreed that Gee Place was an appropriate name for the street.

2.3 Attachments

- A Street Naming-250 Guppy Road

Development Nous Ltd

212 Queen Street East
Hastings 4122
New Zealand

PO Box 385
Hastings 4156
New Zealand

06 876 2159

RE: 250 Guppy Road Name Change Request

Site History

250 Guppy Road:

Currently owned by Yick Hon Chue and Shirley Sau Ling Chue. While the initial naming chosen was Chue Place we have had a request from the Chue family that the road names be changed to Gee Place to reflect the name used by the family in there "day to day" use.

Proposed Road Names

While the initial naming chosen was Chue Place we have had a request from the Chue family that the road names be changed to Gee Place to reflect the name used by the family in there "day to day" use. Gee is the name the family recognizes that the community knows and relates to when referring to their family.

In light of the site history, we propose the land previously at 250 Guppy Road to be **Gee Place**.

A check of 'Google Earth' confirms that there are currently no street/road names the same as those suggested above in the Hawkes Bay Region.

Approval Criteria

The following criteria is generally accepted for evaluation of the suitability of proposed road names:

- Cultural significance;
- Existing or common theme;
- Significant feature;
- Historic event or person; and,
- Personal names for special services.

In addition, in order to be accepted by Land Information New Zealand, the road name will also have to fit with the criteria set out in the Australia / New Zealand Standard for Rural and Urban Addressing Standard (which has now been superseded by AS/NZ 4819:2011).

AS/NZ 4819:2011 states that a 'Place' is a short, sometimes narrow, enclosed roadway.

AS/NZ 4819:2011 also suggests that the length of a name should be shorter, rather than longer, especially where the road itself is short.

In light of the above, both suggested names seems appropriate.

Conclusion

Therefore, overall the proposed names follow a historic theme (recent farming owners) and the suggestion adheres to criteria set out by AS/NZ 4819:2011.



Phone [REDACTED]
Mobile [REDACTED]
Mobile [REDACTED]
Email [REDACTED]

16 February 2019

Napier City Council
Private Bag 6010
Napier

Attention: Paul O'Shaughnessy

Dear Paul,

Street Naming - Subdivision at 250 Guppy Rd

Further to our phone conversation, we are writing to you regarding the naming of the road in the recent subdivision of 250 Guppy Rd, Taradale.

We are writing on behalf of my parents Yick Hon (deceased) and Shirley Sau Ling Gee. They were the previous owners of the land and sold it to [REDACTED] for development into residential sections. Part of the sale agreement was an undertaking from [REDACTED] that the roads would be named after my parents.

Street signs have now been erected reflecting this commitment to use our family name, but either by omission or oversight, the street name was chosen as "Chue Place" and not "Gee Place" as expected.

We request that the council rename the road to "Gee Place".

In support of this request, we submit the following;

- My parents have lived in Taradale for over 60 years and have contributed substantially to the community. Over this time, they have established themselves in Taradale, running successful businesses, participating in the community and investing in the suburb.
- Although their legal surname is "Chue" they adopted the name "Gee" in their day to day use i.e. Yick Hon Gee and Shirley Sau Ling Gee.
- The "Gee" name is what the community knows and relates to when referring to my parents.

We believe [REDACTED] has also spoken to you regarding changing the road name and this submission is in support of his request to change the name.

Your favourable consideration for this change would be appreciated. Should you require more information on this request, please do not hesitate to contact us

Yours sincerely

[REDACTED]
[REDACTED]



Scale: 1:3830
Original Sheet Size A4
Print Date: Tuesday, 15 May 2018

240 & 250 Guppy Road

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.

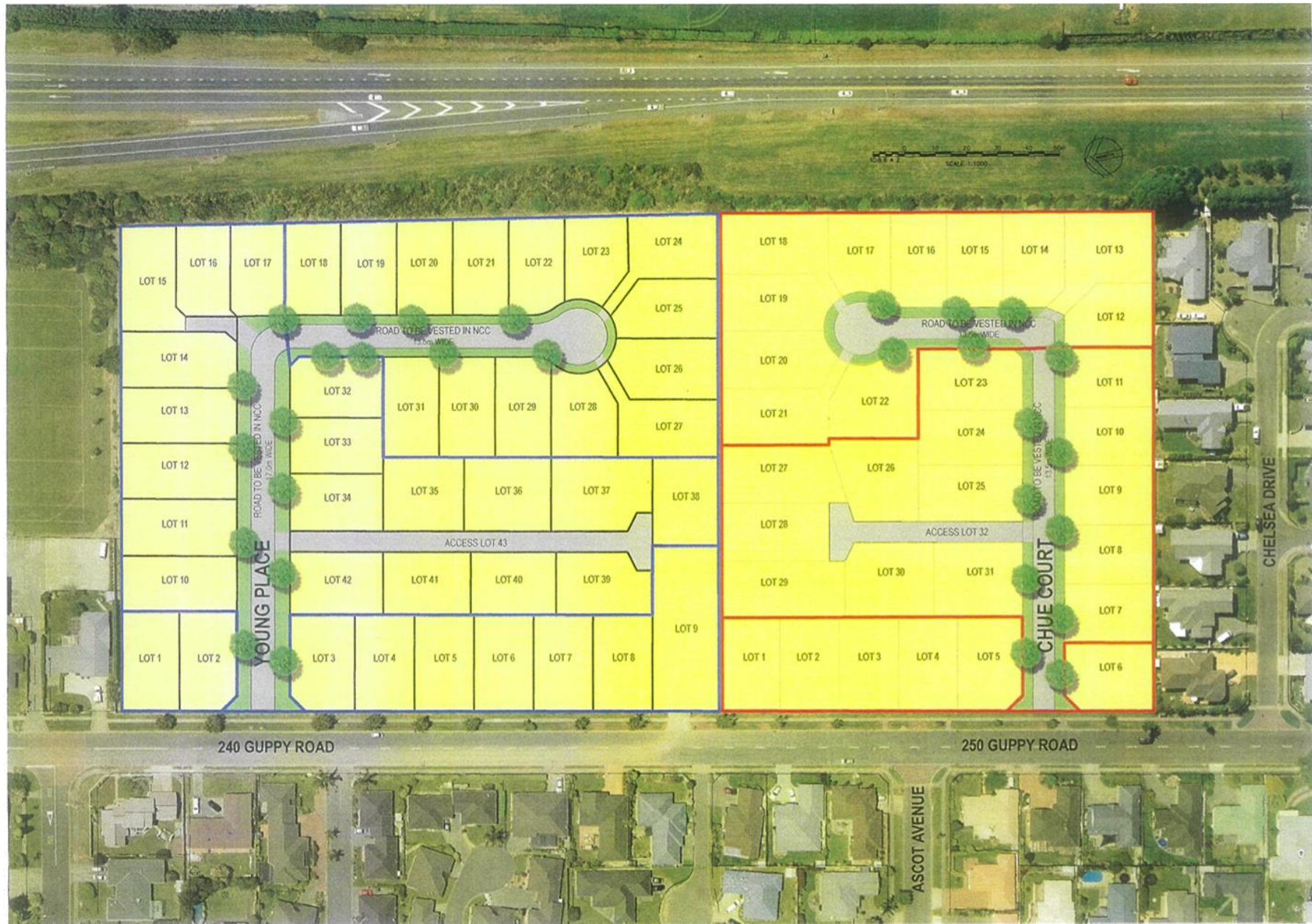


NAPIER The ArtDeco City

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 FROM FINANCE COMMITTEE HELD 14 MAY 2019

1. FINANCIAL FORECAST TO 30 JUNE 2019

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	731958
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

1.1 Purpose of Report

To report to Council the financial forecast to the 30 June 2019 for the whole of Council.

Committee's recommendation

Councillors Wright / Price

That Council:

- a. Receive the financial forecast to 30 June 2019.
- b. Approve the 2018/19 financial forecast to 30 June 2019 including the proposed carry forward commitments to 2019/20.

Carried

1.2 Background Summary

The purpose of this report is to provide a financial forecast for Council's operating and capital expenditure to 30 June 2019. The operating and capital forecasts are based on actual expenditure January year to date, plus estimated remaining spend for the 2018/19 financial year. **Attachment A** provides a summary of the variations between the financial forecast and the amended budget for 2018/19 for both capital and operational items. The amended budget includes carry forwards transferred from 2017/18.

Net operating expenditure

The operational forecast shows a forecast net deficit of \$3m at 30 June 2019 which is below the revised surplus of \$13.6m (see **Attachment A**). The main drivers of the unfavourable net operating variance are to an unplanned regulatory settlement and changes to timing of the Parkland development.

Capital plan

Officers have reviewed the timing of the capital programme and this has resulted in a number of projects being reprioritised. Officers are seeking approval for these projects to be carried forward and included in the 2019/20 Annual Plan. The following table sets out the proposed carry forward commitments to 2019/20 by business unit:

Business Unit	Carry forward request	Reason
Transportation	2,483,585	Not approved NZTA work. Business case to be completed 18/19
Water Supply	1,482,706	Projects delayed (water supply systems upgrade, district modelling & monitoring, bore improvements, Church Rd booster pump station, reservoir inlets & outlets)
Stormwater	1,018,373	Projects delayed (Bay View pump station, stormwater study, SCADA upgrade, Taradale stormwater diversion, Tennyson St outfall improvements, Onehunga pump station upgrade)
Wastewater	495,505	Projects delayed (SCADA upgrade, Pandora industrial main, Taradale wastewater diversion)
Public Toilets	33,840	Parent facility delayed
Reserves	727,000	Playground renewals and Te Roera Trail Pathway
Cemeteries	66,620	Awaiting completion of Heritage report
Housing (rental)	85,000	Planned renewals delayed until housing review is complete
Aquarium	2,353,829	Awaiting completion of business case
Aquatic centre	1,766,453	Project delayed
Inner Harbour	510,000	Awaiting agreement from NZTA for cost contribution before proceeding with Iron Pot public access work
TOTAL	11,022,911	

The 2018/19 year end forecast includes the carry forward requests outlined in the table above.

The capital plan for 2018/19 (including vested assets) is forecast at \$33.4m compared to amended budget of \$44.6m (see **Attachment A**).

Activity	2018/19 Forecast capex	2018/19 Amended budget	Variance
City Strategy	722,996	647,000	(75,996)
Community & Visitor Experiences	11,012,502	16,327,739	5,315,237
Other Infrastructure	1,870,333	1,920,842	50,509
Property Assets	813,592	2,105,001	1,291,409
Stormwater	1,750,849	2,267,045	516,196
Support Units	2,528,201	2,780,500	252,299
Transportation	10,848,256	12,288,718	1,440,462
Wastewater	1,839,213	2,711,000	871,787
Water Supply	2,003,157	3,580,091	1,576,934

TOTAL CAPITAL	33,389,099	44,627,936	11,238,837
----------------------	-------------------	-------------------	-------------------

1.3 Issues

The proposed capital plan for Annual Plan 2019/20 will include capital projects that have transferred from 2018/19.

1.4 Significance and Engagement

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

1.5 Implications

Financial

Attachments B and C include a summary schedule by activity group, and shows the net movement between forecast and amended budget for both operating and capital expenditure.

Attachment D sets out all rate funded and non-rate funded movements. The following capital projects have either been included in the Draft Annual Plan or moved out to future years:

Business Unit	Amount	Funding	Project	Moved to
Transportation	1,200,000	Rates	Te Awa Avenue (Ellison to NBHS)	2020/21
Stormwater	200,000	Rates	Taradale stormwater diversion	Included in Draft Annual Plan 19/20
Stormwater	200,000	Loans	Tennyson St outfall improvements	2020/21
Wastewater	400,000	IAR	Guppy Rd pumping main installation	Included in Draft Annual Plan 2019/20
Cemeteries	20,000	Rates	Taradale cemetery concept plan implementation	Included in Draft Annual Plan 2019/20
TOTAL	2,020,000			

Social & Policy

N/A

Risk

Officers have undertaken a risk assessment on project timing. It was assessed that there is no change in risk as a result of these project movements. Officers will continue to monitor and identify any variance to the capital work programme and will report to management on a monthly basis.

1.6 Options

The options available to Council are as follows:

- a. Council can receive the financial forecast to 30 June 2019 and approve the carry forward commitments to 2019/20.

1.7 Development of Preferred Option

The preferred option is that Council receive the financial forecast to 30 June 2019 and approve the carry forward commitments to 2019/20.

At the Meeting

In response to questions from Councillors the following points were clarified:

- There are no significant delays to any specific water related projects as a result of the carry forwards noted in the financial forecast; however, the work programme over the next few years will need to be prioritised in terms of resourcing.
- Only six sections remain unsold from the current stage of Parklands. It is anticipated that the Plan change will assist Council in bringing more sections to the market. It was noted that at the time the current stage at Parklands went to market, sections were also released in Te Awa and Greenmeadows.
- The carry forward of the Aquatic budget is a result of the process that Council has been through over the last six months. The Aquatic Centre project is not as far along as Council officers had anticipated it would be at this time.

1.8 Attachments

- A Attachment A
- B Attachment B
- C Attachment C
- D Attachment D

Financial Forecast to 30 June 2019

Figures are shown in thousands (\$,000)

All Council	Year End			
	Forecast	Annual Plan	Amended Budget	Variance
Operating Revenue				
Rates Revenue	56,213	56,104	56,104	108
Finance Revenue	1,934	1,925	1,925	9
Financial and Development Contributions	2,844	2,851	2,851	(7)
Subsidies and Grants	8,887	8,098	8,098	789
Other Revenue	42,864	50,299	50,466	(7,601)
Other gains/losses	1,103	1,076	1,076	27
Total Revenue	113,844	120,353	120,520	(6,676)
Operating Expenditure				
Employee Benefit Expense	36,058	35,785	35,823	(235)
Depreciation and Amortisation	24,319	23,791	23,791	(528)
Finance Costs	0	0	0	0
Other Operating Expenses	57,187	45,688	47,635	(9,553)
Share of associate surplus/deficit	(344)	(344)	(344)	0
Offsetting Expenditure	(97)	0	(0)	97
Total Expenditure	117,123	104,920	106,905	(10,218)
Net Operating (Revenue) / Expense	3,280	(15,433)	(13,615)	(16,894)
Capital				
Capital Expenditure	33,389	41,208	44,628	11,239
Asset Sales	(733)	0	0	733
Total Capital	32,656	41,208	44,628	11,972
Total Cost	35,936	25,774	31,013	(4,922)

Financial Summary by Activity

Figures are shown in thousands (\$,000)

Operating Expenditure less Revenue	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
City Strategy	14,247	3,868	5,034	(9,214)	Mainly due to unplanned regulatory settlement
Community and Visitor Experiences	22,571	21,159	21,309	(1,262)	There are a number of cost centres making up the forecast variance for this activity. The main variances are for education programme labour at the MTG of \$134k, increased building and maintenance costs for sportsgrounds and housing of \$415k and \$105k additional HBRC cost for the Westshore Beach Erosion project.
Democracy and Governance	3,532	3,532	3,532	0	
Other Infrastructure	2,653	1,849	1,849	(804)	Majority of increase relates to the increased cost of the recycling service provision.
Property Assets	(3,144)	(8,957)	(8,171)	(5,027)	\$4.3m decrease in net revenue for the Parklands development due to delays in developing the sections caused by a change to the urban design plan.
Rates and Special Funds	(44,190)	(44,117)	(44,279)	(89)	
Stormwater	3,566	3,744	3,744	178	
Support Units	(661)	(1,119)	(1,239)	(578)	\$404k decrease in net surplus relating to Design Services. This cost centre is now forecasting to break even at year end. \$331k additional C.I.T. costs with moving to a cloud base system. \$349k decrease in internal revenue on operating equipment leases. This will contra with the same underspend in the cost lines across all activities.
Transportation	4,627	4,410	4,410	(216)	\$380k Parklands Financial Contributions reduced due to the delays with the development.
Wastewater	18	461	461	443	\$149k reduced costs for the Milliscreen Operations, \$186k Reticulation planned maintenance not required this financial year.
Water Supply	60	(263)	(263)	(324)	Increased expenditure is mainly due to additional proactive and reactive maintenance as a result of increased water clarity issues and maintenance of temporary chlorination units.
Total	3,280	(15,433)	(13,615)	(16,894)	

Capital	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
City Strategy	723	647	647	(76)	
Community and Visitor Experiences	11,013	14,255	16,328	5,315	Forecast adjusted for projects being carried forward to 19/20
Other Infrastructure	1,870	1,827	1,921	51	
Property Assets	814	2,105	2,105	1,291	\$250k transferred to operating for Sailing Club grant for breastwork and reduction in Ahuriri Masterplan costs due to project delay. Remainder of forecast adjustment for projects being carried forward to 19/20
Stormwater	1,751	2,093	2,267	516	Forecast adjusted for projects being carried forward to 19/20

Operating Expenditure less Revenue	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Support Units	2,528	2,434	2,781	252	\$71k C.I.T. forecasted to be underspent to be used for the IS Strategy modules and remainder of forecast adjustment for projects being carried forward to 19/20
Transportation	10,848	12,079	12,289	1,440	NZTA subsidised works not forecast to be completed and will be carried forward to 19/20
Wastewater	1,839	2,661	2,711	872	Forecast adjusted for projects being carried forward to 19/20
Water Supply	2,003	3,107	3,580	1,577	Forecast adjusted for projects being carried forward to 19/20
Total	33,389	41,208	44,628	11,239	

City Strategy

Operating	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Revenue	6,007	6,081	6,081	(74)	Registrations revenue has been corrected in the forecast
Expenditure	19,934	9,620	10,786	(9,149)	\$263k Digitisation project (budget included in Support Units) and unplanned regulatory settlement
Depreciation	320	329	329	9	
Total Expenditure	20,255	9,949	11,115	(9,140)	
Operating Expenditure less Revenue	14,247	3,868	5,034	(9,214)	
Capital					
Capital Expenditure	723	647	647	(76)	
Total Capital	723	647	647	(76)	

Community and Visitor Experiences

Operating	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Revenue	18,806	18,727	18,727	79	
Expenditure	35,584	34,203	34,353	(1,231)	The main variances are for education programme labour at the MTG of \$134k partially offset with government funding, increased building and maintenance costs for sportsgrounds and housing of \$415k and \$105k additional HBRC cost for the Westshore Beach Erosion project.
Depreciation	5,793	5,683	5,683	(110)	
Total Expenditure	41,377	39,886	40,036	(1,341)	
Operating Expenditure less Revenue	22,571	21,159	21,309	(1,262)	
Capital					
Capital Expenditure	11,013	14,255	16,328	5,315	Forecast adjusted for projects being carried forward to 19/20 \$1.9m NAC, \$2.5m National Aquarium, \$627k Te Roera pathway project
Total Capital	11,013	14,255	16,328	5,315	

Democracy and Governance

Operating	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Revenue	0	0	0	0	
Expenditure	3,532	3,532	3,532	0	
Depreciation	0	0	0	0	
Total Expenditure	3,532	3,532	3,532	0	
Operating Expenditure less Revenue	3,532	3,532	3,532	0	
Capital					
Capital Expenditure	0	0	0	0	
Total Capital	0	0	0	0	

Other Infrastructure

Operating	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Revenue	6,702	6,534	6,534	168	
Expenditure	8,613	7,663	7,663	(949)	Majority of increase relates to the increased cost of the recycling service provision.
Depreciation	742	719	719	(23)	
Total Expenditure	9,355	8,382	8,382	(972)	
Operating Expenditure less Revenue	2,653	1,849	1,849	(804)	
Capital					
Capital Expenditure	1,870	1,827	1,921	51	
Total Capital	1,870	1,827	1,921	51	

Property Assets

Operating	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Revenue	11,880	20,307	20,307	(8,427)	\$8.8m decrease in revenue for the Parklands development due to delays in developing the sections caused by a change to the urban design plan.
Expenditure	8,156	10,984	11,771	3,614	\$4.3m decrease in Parklands development costs as per revenue comment. \$250k transferred from capital for Napier Sailing Club grant for Breastwork (refer capital section below).
Depreciation	579	365	365	(214)	\$204k increase in depreciation in Property Holdings
Total Expenditure	8,736	11,350	12,136	3,400	
Operating Expenditure less Revenue	(3,144)	(8,957)	(8,171)	(5,027)	
Capital					
Capital Expenditure	814	2,105	2,105	1,291	\$250k reduced Inner Harbour IAR budget to allow for Napier Sailing Club unbudgeted cost for Breastwork. \$960k reduction in budget for the Ahuriri Masterplan due to preparation of the Masterplan.
Total Capital	814	2,105	2,105	1,291	

Rates and Special Funds

Year End

Operating	Forecast	Annual Plan	Amended Budget	Variance	Comments
Revenue	42,277	42,159	42,159	118	
Expenditure	(1,913)	(1,958)	(2,120)	(207)	
Depreciation	0	0	0	0	
Total Expenditure	(1,913)	(1,958)	(2,120)	(207)	
Operating Expenditure less Revenue	(44,190)	(44,117)	(44,279)	(89)	

Capital	Forecast	Annual Plan	Amended Budget	Variance	Comments
Capital Expenditure	0	0	0	0	
Total Capital	0	0	0	0	

Stormwater

Operating	Forecast	Annual Plan	Amended Budget	Variance	Comments
Revenue	1,173	967	967	206	
Expenditure	2,186	2,158	2,158	(28)	
Depreciation	2,553	2,553	2,553	(1)	
Total Expenditure	4,740	4,711	4,711	(29)	
Operating Expenditure less Revenue	3,566	3,744	3,744	178	

Capital	Forecast	Annual Plan	Amended Budget	Variance	Comments
Capital Expenditure	1,751	2,093	2,267	516	The forecast has been updated for projects being carried forward to 19/20. Te Awa Stormwater Pond forecasted to be overspent by \$201k with the shortfall to be funded from the New Pump Station at Bay View project.
Total Capital	1,751	2,093	2,267	516	

Support Units

Operating	Forecast	Annual Plan	Amended Budget	Variance	Comments
Revenue	1,529	868	1,034	495	\$392k Shared Services unbudgeted revenue offset by shared services costs below.
Expenditure	(869)	(1,957)	(1,911)	(1,042)	\$338k Shared Services unbudgeted costs offsets with revenue line above. \$404k decrease in net surplus relating to Design Services. This cost centre is now forecasting to break even at year-end. \$331k additional C.I.T. costs with moving to a cloud based system. \$349k decrease in internal revenue on operating equipment leases. This will contra with the same underspend in the cost lines across all activities.
Depreciation	1,737	1,706	1,706	(31)	
Total Expenditure	868	(251)	(205)	(1,073)	
Operating Expenditure less Revenue	(661)	(1,119)	(1,239)	(578)	

Capital	Forecast	Annual Plan	Amended Budget	Variance	Comments
Capital Expenditure	2,528	2,434	2,781	252	\$71k C.I.T. forecasted to be underspent to be used for the IS Strategy modules and Finance Leases forecasted to be underspent by \$332k.
Total Capital	2,528	2,434	2,781	252	

Transportation

Operating	Forecast	Annual Plan	Amended Budget	Variance	Comments
Revenue	9,931	9,261	9,261	670	\$410k added for additional Watchman Road project revenue. \$893k added for funding of LED lighting conversion.
Expenditure	8,345	7,574	7,574	(771)	\$150k forecasted overspend on non-subsidised Road Sweeping Depot contracts. \$380k Parklands Financial Contributions reduced due to the delays with the development.
Depreciation	6,212	6,097	6,097	(116)	
Total Expenditure	14,557	13,671	13,671	(887)	
Operating Expenditure less Revenue	4,627	4,410	4,410	(216)	

Capital	Forecast	Annual Plan	Amended Budget	Variance	Comments
Capital Expenditure	10,848	12,079	12,289	1,440	NZTA subsidised works not forecast to be completed and will be carried forward to 19/20
Total Capital	10,848	12,079	12,289	1,440	

Wastewater

Operating	Forecast	Annual Plan	Amended Budget	Variance	Comments
Revenue	9,241	9,168	9,168	73	
Expenditure	4,913	5,305	5,305	392	\$149k reduced costs for the Milliscreen Operations, \$186k Reticulation planned maintenance not required this financial year.
Depreciation	4,346	4,324	4,324	(22)	
Total Expenditure	9,259	9,629	9,629	370	
Operating Expenditure less Revenue	18	461	461	443	

Capital	Forecast	Annual Plan	Amended Budget	Variance	Comments
Capital Expenditure	1,839	2,661	2,711	872	Forecast adjusted for projects being carried forward to 19/20
Total Capital	1,839	2,661	2,711	872	

Water Supply

Operating	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Revenue	6,297	6,282	6,282	15	
Expenditure	4,323	4,003	4,003	(320)	Increased expenditure is mainly due to additional proactive and reactive maintenance as a result of increased water clarity issues and maintenance of temporary chlorination units.
Depreciation	2,035	2,016	2,016	(19)	
Total Expenditure	6,358	6,019	6,019	(339)	
Operating Expenditure less Revenue	60	(263)	(263)	(324)	
Capital					
Capital Expenditure	2,003	3,107	3,580	1,577	Forecast adjusted for projects being carried forward to 19/20
Total Capital	2,003	3,107	3,580	1,577	

Funding Summary

Figures are shown in thousands (\$,000)

All Council	Forecast	Annual Plan	Year End Amended Budget	Variance	Comments
Total Cost Funded by:					
Rates	2,216	3,126	6,480	4,264	Stated below
					Favourable
					250k Inner Harbour allowed for Breastwork and 100k for IAR works to be carried forward.
					Design services forecast reduced by 404k (under recovery of cost and services of 1,164k).
					Finance leases 386k driven by under recovery of lease cost
					500k Transportation works to be carried forward
					Unbudgeted Property EDRMS lease 262k and Property Information
I.A.R Funds	3,983	8,338	5,892	1,909	EDM 35k.
Capital Reserve	675	1,415	1,689	1,014	
					Unfavourable
					Road Capital 605k driven by Watchman Road contribution 605k
					City Business Promotion 125k driven by Economic development
					promotions 65k, Project initiatives 45k and Sister City relations 15k
					CIT software replacement 125k
					Planning Policy 74k driven by City Vision expenses 54k and HPUDS
					growth study 15k
					Property Holdings 74k driven by Contractors roof access work 74k.
					Cemeteries 70k driven by Western hill Extensions 70k.
Prior Year Funding	2,914	1,194	2,360	(554)	Reserves 61k Replacement equipment 61k
Development and Financial Contributions	(1,661)	(3,308)	(1,497)	164	
					Unfavourable
					Animal Control 122k driven by decrease in registration revenue 85k
					and Impounding Fees 14k. Plus an increase in Labour cost 24k and
					Education promotion 11k.
Dog Control Fund	295	191	202	(94)	Unfavourable
					Loan funding transfer
General Special Funds	4,342	(1,145)	(955)	(5,297)	
Grants and Bequests	15	1	1	(14)	
Housing Building Fund	331	302	275	(57)	
Major Project Funds	39	2,392	144	104	
					Unfavourable
					Depreciation increased due to asset value increasing following
					revaluation
Non Funded	24,294	23,732	23,732	(562)	Favourable
					Subsidised funding correction from rates to NZTA subsidised
NZTA Subsidies and Walk/Cycleway Fund	(5,064)	(4,266)	(2,277)	2,786	
Parking Accounts	(311)	(330)	(333)	(23)	
					Unfavourable
					Timing of Parklands sales revenue and funding transfer
Parklands	3,080	(6,603)	(5,853)	(8,933)	
HB Endowment Land Income Fund	1,416	1,609	2,021	605	
Property Reserves	(154)	(48)	(48)	106	
					Unfavourable
					Roading Capital driven by Parklands 395k.
Other Funds	(475)	(817)	(817)	(342)	
Total Funding	35,936	25,774	31,013	(4,922)	

All Council	Year End				Comments
	Forecast	Annual Plan	Amended Budget	Variance	
Rates Summary					
City Strategy	4,151	4,095	4,064	(87)	Unfavourable Planning Policy increased labour cost & decrease in revenue for Notified Resource Consents 43k City & Business Promotion 31k driven by a decrease in Other Project revenue 83k. Offset by Economic Development Promotion 59k
Community and Visitor Experiences	21,051	19,803	23,077	2,026	Favourable Delay in major capital projects, Aquatic Centre 2,176k, and Aquarium 2,248k and Kiwi House Donations 150k, Cafeteria Revenue 145k Decreased by MTG Hawkes Bay 306k driven by Increase in Labour cost 256k, General Expenses 89k, Cleaning 36k, HBMT Grant Collection 31k and a decrease in revenue Sales General 35k.
Democracy and Governance	3,532	3,532	3,532	0	
Other Infrastructure	2,768	2,298	2,298	(469)	Unfavourable Increased cost of recycling service
Property Assets	(818)	(1,171)	(1,051)	(233)	Unfavourable Property Holdings 196k driven by Civic Building Feasibility 232k. Property Support 170k driven by Risk Management Programme 97k and Insurance Premiums 92k.
Rates and Special Funds	(40,218)	(40,148)	(40,310)	(92)	
Stormwater	3,696	4,524	4,321	625	Favourable Stormwater 628k driven by Taradale Stormwater Diversion 340k, Tennyson St outfall improvements 234k
Support Units	(357)	(465)	(816)	(458)	Unfavourable Utilities Operations forecast corrected to reflect actual labour Cost 257k C.I.T Email & Internet 257k, Desktop Software 99k
Transportation	10,169	11,238	12,199	2,029	Favourable Subsidised funding correction from rates to NZTA subsidised
Wastewater	(2,057)	(1,522)	(1,705)	353	Favourable Wastewater 545k driven by SCADA Upgrade 208k, Pandora Industrial Main 140k, Trade Waste Revenue 63k, Taradale Wastewater Diversion 57k
Water Supply	299	940	870	571	Favourable Water Supply 38k driven by Ret services maint 274k, Ret chlorination 189k, Reticulation maintenance 173k, Mains cleaning 45k, Ret service renewal 39k P/s electrical maintenance 32k. Offset by Electricity 210k Optimise Church Road booster pump 390k, Improve bores 117k, Reservoir maintenance 66k, Ret Mains Maintenance 53k and New Water treatment plant 120k, Modelling 449k.
Total Funding	2,216	3,126	6,480	4,265	

2. POLICIES - CCTV AND DISPOSAL OF SURPLUS ASSETS

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	727324
Reporting Officer/s & Unit:	Duncan Barr, Manager Information Services Bryan Faulknor, Manager Property

2.1 Purpose of Report

To present the CCTV and Disposal of Surplus Assets Policy to Council to be approved.

Committee's recommendation

Councillors Price / Dallimore

That Council:

- Approve the updates made to the CCTV Policy for finalisation and publication.
- Approve the updates made to the Disposal of Surplus Assets Policy for finalisation and publication.

Carried

2.2 Background Summary

Council undertakes regular reviews of its policies to ensure that they are still pertinent, clear and accurate to reflect any shifts in best practice.

As part of the current review process, two external (public facing) policies have been assessed as follows:

CCTV Policy (Attachment A)

A small number of wording and formatting changes have been made to the policy in order to remain consistent with requirements under the Privacy Act 1993.

Disposal of Surplus Assets Policy (Attachment B)

This policy has been reconfirmed with minor formatting changes.

2.3 Issues

No issues

2.4 Significance and Engagement

Policy reviews are an internal operational process and do not require consultation.

2.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

2.6 Options

The options available to Council are as follows:

- a. To approve the updates/ actions recommended by officers.
- b. To propose other updates or actions for consideration.

2.7 Development of Preferred Option

It is recommended that the proposed updates/ actions be adopted.

At the Meeting

It was noted that the CCTV Policy is in relation to the operation of CCTV cameras and how to access data from them. A street management plan is being developed which will help Council assess the number of CCTV cameras that are required and how best to manage privacy issues; at present there are 12 street-based CCTV cameras which are managed by a Trust. To increase this number certain criteria need to be met. It was noted that the Trust is now at capacity and this structure may need to be reassessed moving forward.

In response to questions from Councillors it was clarified that the use of drone technology raises significant privacy and operational issues, and that CCTV technology now has a much broader reach now in terms of how this can be used.

2.8 Attachments

- A CCTV Policy
- B Disposal of Surplus Assets Policy



CCTV Policy			
Approved by	Council		
Department	Information Services		
Original Approval Date	24 February 2016	Review Approval Date	28 April 2017
Next Review Deadline	28 April 2018	Document ID	346727
Relevant Legislation	The Privacy Act 1993 The Local Government Official Information and Meetings Act 1987		
NCC Documents Referenced	NCC Employee Handbook		

Purpose

Napier City Council endeavours to provide a safe and secure environment to protect its staff, customers and the interests of our ratepayers. Closed Circuit Television (CCTV) Cameras are installed and operated for one or more of the following purposes:

- Facilitate staff and public safety
- Improve security and deter criminal activity in public places (including Council premises and recreational facilities)
- Record receipt and banking transactions for playback if an error has occurred, for the benefit of the customer and the staff involved
- Identify good and bad cash handling techniques for cashier training purposes
- Manage traffic movements in particular areas
- Monitor trespass on Council facilities
- Monitor compliance with Council bylaws
- Capture information that could be used to investigate crime, a health and safety situation and/or staff incidents
- Monitor behaviour around Council objects and animals. For example, museum artefacts and aquarium species.

This policy has been created to ensure that NCC, its employees and contractors comply with good practice, transparency and accountability and in respect of the requirements of the Privacy Act 1993 when operating Council CCTV cameras. It also outlines the process for managing all access to CCTV data, the delegated authorities of Council staff and Council obligations in regard to CCTV data storage, security and signage.

Scope

This policy applies to all employees of Napier City Council, Councillors, contractors and general public who may enter the areas covered by NCC cameras.

The CCTV cameras owned and operated by the Napier Safety Trust are outside the scope of this policy. Cameras used for inspection of NCC assets, such as inspecting the inside of pipes, and any camera video footage recorded by a NCC employee or contractor, are not considered to be CCTV footage for the purposes of this policy.

Policy

1. Camera Locations

- 1.1. CCTV cameras are situated in locations which are clearly linked with the camera's specific purpose. All new camera systems and/or replacement systems are to be approved by the CCTV Administrator and recorded in NCC's register of CCTV cameras. ([Doc ID : 711068](#))
- 1.2. Covert systems may only be used for Council's internal purposes in exceptional circumstances and with the prior approval of the Chief Executive. Exceptional circumstances may include where there is a strong suspicion of criminal activity or misconduct which breaches Council bylaws or may give rise to a health and safety risk to any person or damage to the environment, and which cannot be detected by other means.
- 1.3. Mobile cameras may be used to monitor compliance on construction sites (or similar) and recording progress of project work.

2. Monitoring

- 2.1. The recording devices/servers for CCTV cameras are to be installed in a secure location as agreed upon with the CCTV Administrator. Only persons trained and authorised as CCTV Operators are allowed access to recorded CCTV footage stored in this location.
- 2.2. All footage is kept for the duration of the intended purpose up to two months and then the data is overwritten as part of the recording process, unless it is exported for evidential purposes.
- ~~2.3.~~ Live streaming camera monitoring is restricted to locations where it is necessary, depending on the purpose of the camera. For example, when the purpose of the camera is to monitor public activity around museum objects and aquarium species, the camera live feed may be viewed by designated NCC employees and contractors.
- ~~2.4.2.3.~~ ~~CCTV used for the purpose of traffic monitoring is live streamed only; no footage is recorded or stored.~~
- ~~2.5.2.4.~~ Council reserves the right to have remote access to all footage created by Council owned CCTV cameras.
- ~~2.6.2.5.~~ Where cameras are monitored via a mobile device (such as a smartphone, tablet or similar device) a CCTV Operator shall ensure that no unauthorised person has the ability to view the device.

3. Control and operation of cameras

- 3.1. All NCC facilities, premises and areas may at some point in time be monitored by NCC's CCTV camera, the exceptions being listed below:
 - CCTV coverage will not include private areas within public spaces and facilities (e.g. changing rooms).
 - CCTV coverage will not be directed at private property except unavoidably as part of a wide angle or long shot while panning past.

4. User access

CCTV Administrator	Full System Access to all CCTV camera features and programming	NCC Manager Information Services
CCTV High Level User	Full System Access to all CCTV camera features and programming for maintenance purposes	Designated IT staff
CCTV Operator	Majority system access for all CCTV cameras on their site including some programming ability, live view, playback and export.	Delegated NCC Facility Managers and Supervisory Staff, NCC Privacy Officers
CCTV View Only	Live View, Playback (no export)	Police by request, Delegated NCC Staff

4.1. The CCTV Administrator is responsible for:

- Understanding their responsibilities under the Privacy Act 1993 and with respect to the Privacy Principles (see appendix 1 of the CCTV Operating Guidelines) which determines they operate with efficiency, impartiality and integrity
- Ensuring the installation and maintenance of equipment is sufficient
- Undertaking an annual review of the use of all NCC CCTV cameras
- Organising the training and authorising of CCTV Operators
- Ensuring all new installations are GIS mapped
- Referring all public requests for footage (other than that from Police as per clause 6) to a NCC Privacy Officer
- Responsible for the establishment and oversight of NCC's CCTV Access Log ([Doc ID: 217243](#))
- Responsibility for the on-going maintenance and accuracy of the NCC CCTV camera inventory and related service provider agreements.

4.2. CCTV High Level Users are responsible for:

- Understanding their responsibilities under the Privacy Act 1993 and with respect to the Privacy Principles (see appendix 1 of the CCTV Operating Guidelines) which determines they operate with efficiency, impartiality and integrity
- Implementing all maintenance to the CCTV system, as required. This includes security level access for designated NCC staff.
- Referring all requests for footage (other than from a Police officer) to a NCC Privacy Officer
- Maintaining a record of all released or viewed footage in NCC's CCTV Access Log (doc id: 217243)
- Maintain confidentiality in regard to duties and observations.

4.3. CCTV Operators are responsible for:

- Understanding their responsibilities under the Privacy Act 1993 and with respect to the Privacy Principles (see appendix 1 of the CCTV Operating Guidelines) which determines they operate with efficiency, impartiality and integrity

- Ensuring all requests for footage are in writing. In this context 'in writing' includes submissions in electronic forms
- Retrieving footage requested for viewing by the Police within 24 hours of the receipt of the request and recording footage released in the CCTV Access Log (doc id: 217243)
- Referring all requests for footage (other than from a Police Officer) to a NCC Privacy Officer
- Maintain security of the monitors and footage (tapes, drives, disks etc)
- Ensuring signage is in place and in accordance with this policy
- Maintain confidentiality in regard to duties and observations.

5. Use of information collected

- 5.1. As per the Privacy Act 1993 Privacy Principles, and with regard to the listed exceptions in the Principles, information collected by the cameras can only be used for the purpose for which it was collected.

6. CCTV information access and the Police

- 6.1. The NZ Police may access footage on short notice from those cameras that have been set up for purposes linked with crime detection and prevention. The Police are required to complete a request form (see Form One) prior to the release of the footage. This request requires the Police to enter details such as the event they are interested in, the specific offence and the name and contact details of the Officer making the request.

6.2. All footage released to the Police at the request of the Police, or when criminal activity is suspected, will be recorded in the CCTV Access Log.

6.2.6.3. The completed and signed release request form should be provided to a Privacy Officer for storage in the Privacy Act EDRMS files.

7. CCTV information access by individuals

- 7.1. Recorded footage is confidential to NCC. All requests to view footage relating to individuals will be referred to a NCC Privacy Officer for consideration.
- 7.2. The Chief Executive (CE) and NCC's Privacy Officers, or other officers delegated that responsibility by them by the CE, may approve persons or entities that data may be disclosed to. —A list of approved persons or entities will be maintained by NCC in the CCTV Access Log.
- 7.3. A request by the public to view footage that contains information relating to other individuals must be in writing and will be dealt with as either:
- a matter to be referred to the Police or
 - a LGOIMA request under the Local Government Official Information and Meetings Act 1987 or
 - where the footage requested for viewing only shows the individual who has made the request, the request will be dealt with in accordance to the Privacy Act 1993.
- 7.4. Any request to view footage will be limited by the need to protect other person's' privacy. If a request to view the footage is unable to be granted without unreasonably breaching other's-others' privacy, a written description may be provided by the CCTV Operator of what they are doing in the footage. Any such requests will be responded to within 20 working days and are subject to review by a NCC Privacy Officer or and the CE as per Council's LGOIMA Policy and procedure.

8. CCTV and Council staff

- 8.1. The Council will investigate any suspected breach of the use of Council CCTV by a Council officer.
- 8.2. Any staff incidents or misconduct detected by CCTV will be handled in accordance with Council employment contracts, NCC Employment Handbook and Code of Conduct.

~~8.2~~

9. CCTV Signage

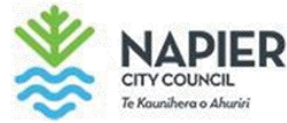
- 9.1. Individual cameras and/or camera areas will be clearly signposted to notify the public.
- 9.2. Signs will clearly display the message “Surveillance Cameras in Operation” or a similar message and be of a size and style that makes them readily visible to people entering the area. Where it is impractical to include all the information, the sign will direct the public to the NCC website where this policy can be viewed.

Policy Review

The review timeframe of this policy will be annually.

Document History

Version	Reviewer	Change Detail	Date
	To be populated		



REQUEST FOR A COPY OF RECORDED MATERIAL

(NAPIER CITY COUNCIL CCTV CAMERA SYSTEM)

I, _____ (name) _____ (rank)

_____ (ID No.) _____ (Station)

request a copy of images recorded by Napier City Council's camera surveillance system at:

_____ (location).

The images I request relate to the following:

Time and date: _____

Location: _____

Incident Log no: _____

I require a copy of the images for the purpose of:

I acknowledge that I will not make a copy of these images or disclose the images to any other persons unless lawfully required to do so.

Signed Time and date

Must be completed by all persons requesting recorded information and then scanned and emailed to:

Email address: helpdesk@napier.govt.nz

Admin use; Information supplied? YES / NO	Date: _____
Signed: _____	

Appendix 1 – Internal Version Only

The following people perform the roles specified in this policy:

<u>Privacy Officers</u>
Manager Information Services
Manager People and Capability
Team Leader Governance
<u>CCTV Administrator</u>
Manager Information Services
Team Lead Information Management Technology
<u>CCTV High Level User (Delegated CIT Staff)</u>
Senior Network Administrator
Network Administrator
IT Service Desk staff
<u>CCTV Operators</u>
Director City Services
Team Leader Transportation
Transportation Team Administrator
Job Costing City Services
Management Accountant City Services
Team Leader Animal Control
Animal Control Administration Assistant
Libraries Manager
Research & Technology Services Lead, Libraries
Library Operations Coordinator
Taradale Librarian Coordinator
Kennedy Park Manager
Front Office & Service Coordinator
Aquarium Manager
Customer Services Coordinator, Aquarium

Lead Technical Advice / Curator, Aquarium
Napier Aquatic Centre Manager
Customer Services Coordinator, Aquatic Centre
Manager Property
Team Leader Parking
Waste Minimisation Lead
Team Leader Animal Control
i –SITE/Par 2 Manager
Senior Duty Coordinators, i-SITE
MTG Director
Exhibition Construction and Facilities, MTG
Exhibition & Facilities Coordinator, MTG
AV & Facilities Technician, MTG
Bay Skate Coordinator
Bay Skate Assistant
Custodian McLean Park / Centennial Hall
McLean Park Manager
Customer Relations Coordinator, Napier Conference Centre
Venues Resources Coordinator, Napier Conference Centre
Transportation Operations Coordinator



Disposal of Surplus Assets Policy

Approved by	Council		
Department	Property		
Original Approval Date	27 May 1991	Review Approval Date	1 December 2015
Next Review Deadline	1 December 2018	Document ID	217850
Relevant Legislation	Not Applicable		
NCC Documents Referenced	Not Applicable		

Land and Buildings

- ~~1. The sale of Council owned land and buildings requires a resolution of Council~~
- ~~1. City Valuer obtains current market value.~~
- ~~2. As a general principle, sales should be made on the open market by utilising land agents, tendering, auction & private treaty. All concerned parties are to be given the opportunity.~~
- ~~3. As a general principal, surplus land & buildings are to be sold at a minimum of current market value. The current market value is to be determined by an independent registered valuer.~~
4. The Chief Executive is ~~however to be~~ empowered to negotiate settlements outside market values.
5. The Chief Executive has authority to determine best disposal option, including sale by private treaty if appropriate.
6. The Chief Executive has power to delegate his authority.

Plant & Vehicles

1. Council must sell surplus at current market values.
2. Tendering, trade-in & auction are the best options.
3. Auctioning should be used if there's no interest in tendering.
4. The ~~Director of City Services~~ ~~Works Asset Manager~~ has given authority to determine the best disposal option.

Policy Review

The review timeframe of this policy will be no longer than every three years.

Document History

Version	Reviewer	Change Detail	Date
---------	----------	---------------	------

Disposal of Surplus Assets Policy

Document ID 217850

Version 1.0.18

Page 1 of 2

	To be populated		
--	-----------------	--	--

REPORTS FROM COMMUNITY SERVICES COMMITTEE HELD 14 MAY 2019

1. IRON MĀORI EVENT - HARDINGE ROAD AND MARINE PARADE PROPOSED ROAD CLOSURES

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	730705
<i>Reporting Officer/s & Unit:</i>	Sera Chambers, Transportation Team Administrator Kevin Murphy, Event Manager

1.1 Purpose of Report

To seek approval for the proposed course change and proposed road closures for the Iron Māori event to be held in 2019 and future years.

Committee's recommendation

Councillors Price / Boag

That Council:

- a. Note the proposed course change and road closures for the Iron Māori event and other events.
- b. Approve the road closures noting that the event traffic management plan may be modified to account for feedback obtained through the targeted consultation by the event management.
- c. That a **DECISION OF COUNCIL** is required urgently as planning is being undertaken now for events and marketing promotion will soon be underway.

Carried

Council Resolution	Councillors Price / Boag
	That Council:
	<ol style="list-style-type: none"> a. Note the proposed course change and road closures for the Iron Māori event and other events. b. Approve the road closures noting that the event traffic management plan may be modified to account for feedback obtained through the targeted consultation by the event management.
	Carried

1.2 Background Summary

Iron Māori is an annual half ironman event held in Napier which has been running for 10 years. It involves a 2km swim, 90km cycle and 21.1km run, and can be completed as an individual or as a team of two or three competitors. There were 2,500 participants in the half ironman event for the 10 year anniversary in 2018. In addition to the half, a quarter event is held each summer approximately a month before and sells out at 2,000 participants. Iron Māori has also established the Kaumatua and Tamariki/Rangatahi events which are held the day before the quarter and half marathon events respectively. In 2018, there were 500 participants in these events.

The last economic impact report completed by Sean Bevin in 2012 reported that the Iron Māori events generate approximately 3,000 visitors and a visitor impact of approximately \$900,000 per annum.

Previously, road closures have included Humber Street and Pandora Bridge double lanes (partial and full at different times) with traffic management in place in and around the course to provide safety of the participants, set up crew, volunteers, spectators, local residents and business and other road and facility users.

1.3 Issues

The event organisers need to change the swim course as they do not have a guaranteed use of the Pandora Pond and therefore need to have a contingency plan in place.

The safest alternative swim course is outside the Hot Chick/Cool Cat and Boulevard Café/Restaurant on Hardinge Road.

This is similar to the Harbour to Hills event and the proposed bid for the Tri New Zealand Champs which is proposed for the end of January 2020.

The Iron Māori Quarter event and associated events would be held 8 – 9 November 2019 and the Iron Māori Half event and associated events would be held from 28 – 30 November 2019.

The Proposal

- The cycle course for the event is head south past port gates via Marine Parade to Clive. The Quarter event will go out to Te Awanga and the Half event to complete Tuki Valley/Raymond/Parkhill Road Circuit.
- Close Hot Chick Car Park from the Friday evening prior to the Quarter event and the Thursday evening prior to the Half event.
- Close Hardinge Road (seaward side only) from Bridge Street to Breakwater Road on the Saturday of the event (from 4:00am to shortly after close of the cycle leg) – Quarter event approximately to 10:30 a.m. and Half event to 1:30 p.m.
- Event parking would be required at the reserve at Perfume Point (separate application).
- Close Marine Parade (seaward lane only) from Browning Street to, and including, Warren Street roundabout down to Ellison Street.
- Close Vautier Street to Marine Parade both ways to through traffic, however the Marine Parade Parking Precinct will be able to be accessed from Vautier Street and Albion Street and exit as usual near the Napier Bike Hire.
- Outbound cyclists will continue south to complete the rural circuit.
- The returning cyclists will travel back via Awatoto and past Ellison Street then will move to the right and at the last gap in the median will cross to the seaward lane

prior to the Vautier Street roundabout. Access to the freedom camping area and Pump Park will enter from the south and turn right when free. Individual members would need to obey road rules.

With regards to the run course, the Quarter event is approximately 10km and the Half event is approximately 20km. The run course will be circuits within Ahuriri and no additional road closures are expected at this stage.

1.4 Significance and Engagement

Engagement with all affected parties, including residents and business entities within the event area, will be completed by Iron Māori event organisers with assistance from Napier City Council. A mail out and submission form will be provided to all affected residents and business entities in Ahuriri and on Marine Parade. Residents will be able to submit feedback on the proposed change to the Iron Māori event route and proposed road closures. This will be considered as positive (as per the recommendations) if concerns can be resolved at officer level.

1.5 Implications

Financial

There will be no change to funding for the event.

Social & Policy

N/A

Risk

It is possible that the proposed road closures will be perceived to have a negative impact on a small cross section of the Ahuriri community. These impacts should be identified through the proposed consultation and can be addressed through the event management plan to some degree. As identified earlier in the report this event has significant economic, cultural and social benefits to the community that outweigh any potential negative impacts of road closure.

The Napier Port have clarified requirements around the Port Container Gates (traffic lights installed March 2019) which require four people to manage and race day briefings with competitors would address any safety issues at the both Port Gates. The risk is the requirements are new, and this may change, as health and safety is reviewed over time by the Napier Port. It has been confirmed there is no Cruise ship in this year for the proposed Quarter event dates. There is a small cruise ship in for the proposed Half event this year. The bulk of the event cyclists will be gone before the ships unload and the conflict will be more on return. Bus access will be managed. Tour operators could still park inside the road closure as they do now on the seaward side. Exiting via Tennyson Street or Vautier Street / Warren Street would be available when safe.

1.6 Options

The options available to Council are as follows:

- a. Approve the request
- b. Decline the request

1.7 Development of Preferred Option

The preferred option is to support the proposed road closures. It is recommended that the support of the proposed course change and road closures for the Iron Māori event and other events be approved.

At the Meeting

The Team Leader Transportation spoke to the report and noted that the Iron Māori event organisers have raised the proposed changes with Council early to be able to communicate how they are managing the risk of Pandora Pond with their athletes as soon as possible. This report is required to gauge Council's comfort level with the proposed road closures prior to going out for consultation, which may result in further fine tuning of the event in certain areas.

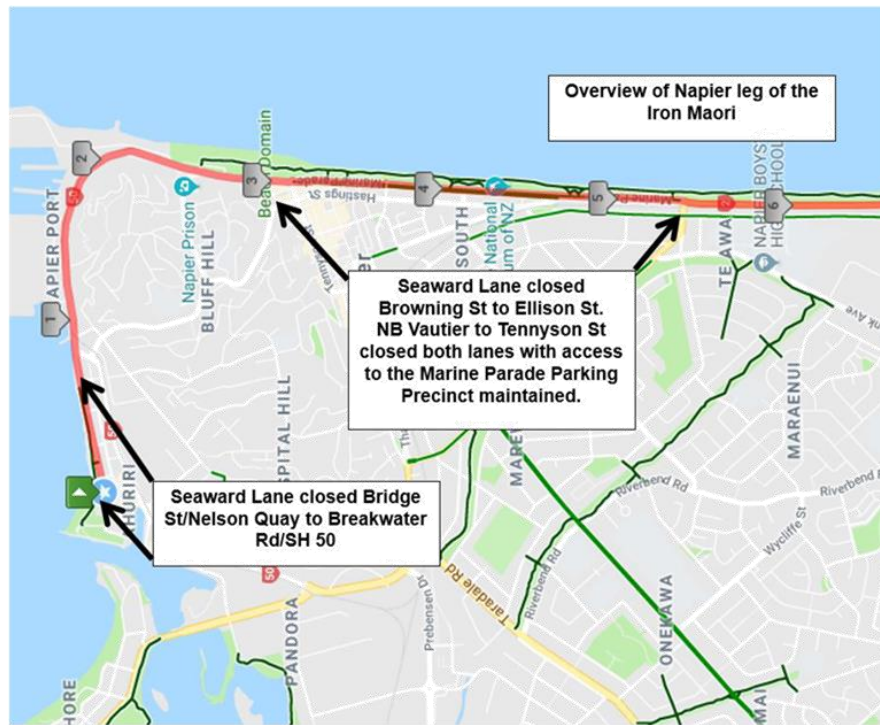
It was clarified that that closure along Marine Parade is incorrectly shown on the map provided as the closure will only apply to the seaward side of the road.

In response to questions from Councillors the following points were clarified:

- Consultation will be undertaken with businesses and residents in relation to the proposed road closures. Access restrictions during the road closures will form part of the consultation.
- The whole course is changing from previous years. The safest place for the athletes to complete the swim leg is along Hardinge Road; the exit and cycle route down Marine Parade is less problematic than the second option of Bridge Street out to Prebensen Drive.
- The proposed road closures are the same as those for the Harbour to Hills Triathlon and will also apply to the other events mentioned in the report.
- The length and duration of the road closures for the childrens' events will be shorter.

1.8 Attachments

A Proposed Road Closures



2. CREATIVE COMMUNITIES FUNDING MARCH 2019

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	728363
Reporting Officer/s & Unit:	Belinda McLeod, Community Funding Advisor

2.1 Purpose of Report

To note the Creative Communities funding decisions made on 28 March 2019. Council administers the scheme on behalf of Creative NZ. Funding decisions do not require ratification from Council.

Committee's recommendation

Councillors Wright / Boag

That Council:

- a. Note the Creative Communities funding decisions made on 28 March 2019.

Carried

2.2 Background Summary

The Creative Communities Scheme is a partnership with Creative NZ, which supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities. Council receives base funding of \$6000 from Creative NZ each year, and a grants allocation based on 70 cents per head of population. This financial year we received \$46,068 for distribution and advertising (7.5% of the funding is allocated to advertising). We hold two funding rounds each year, in March and September, and the Creative Communities Committee make decisions on how to distribute the available funds. There are two Councillors appointed to the Funding Committee, they are currently Cr Boag and Cr Tapine. Cr Wright is Chair of this external committee but represents Creative Arts Napier.

The March round is the final round for 2018/19, with a total of \$21,563.60 available for distribution.

2.3 Issues

N/A

2.4 Significance and Engagement

Applications for the Creative Communities Scheme is advertised in the newspaper, social media and radio.

2.5 Implications

Financial

We received 31 applications for the March funding round, seeking total funding of \$91,728.61. The decision meeting on 28 March 2019 allocated all of the remaining funds (\$21,563.60) to 19 applicants. A list of grants made is attached.

Social & Policy

N/A

Risk

N/A

2.6 Options

N/A

2.7 Development of Preferred Option

The minutes of the March 2019 Creative Communities Committee meeting are attached.

At the Meeting

There was no discussion on this item.

2.8 Attachments

- A March 2019 Approved Funding
- B March 2019 Minutes and confirmation

Organisation/Group	Approved Funding
Little Green Man Productions	2,199.60
Creative Arts Napier	624.00
Creative Arts Napier	600.00
Creative Arts Napier	600.00
ZEAL Education Trust	2,000.00
Hastings Art & Culture Trust	2,000.00
Creative Arts Napier	500.00
Taradale Pottery Group	2,000.00
National Youth Drama School	1,500.00
The Kids for Kids Charitable Trust	1,500.00
Emily Armstrong	1,080.00
Napier Civic Choir	500.00
Connected Media	1,500.00
Angela Lalonde	460.00
Napier Live Poets	500.00
IHC New Zealand Inc	500.00
Hawke's Bay Readers and Writers Trust	1,000.00
CCS Disability Action Napier	1,000.00
Primary Elements NZ	1,500.00
Total Approved Funding	21,563.60



Creative Communities New Zealand Assessment Committee

Minutes

Meeting Date:	Thursday 28 March 2019
Time:	12.00pm - 3.15pm
Venue:	Kennedy Park Conference Room
Present:	Tania Wright (Chair), Councillor Api Tapine, Councillor Maxine Boag, Sook Hua Lee, Emily Armstrong,
In Attendance:	Community Services Senior Advisor Policy – Michele Grigg Community funding Advisor – Belinda McLeod

Apologies

That the apologies from Sophie Watkins, Wayne Walford, John Shadbolt be accepted.

Councillor Tapine/Councillor Boag

Conflicts of Interest

Committee Member	Applicant
Wayne Walford	Creative Arts Napier
Tania Wright	Creative Arts Napier Napier Family Centre
Emily Armstrong	Emily Armstrong Nga Toi Hawke's Bay

Confirmation of Minutes

The minutes of the Creative Communities New Zealand Assessment Committee held on 27 September 2018 were taken as a true and accurate record of the meeting.

Councillor Boag/Councillor Tapine

4.1 Matters Arising from Minutes

- Election of chairperson
- Local funding priorities See comments below under Announcements by Chairperson.
(See Agenda items for discussion and decisions)

Announcements by Chairperson

Nil

Announcements by Management

Nil

Agenda Items

1. Election of Chairperson

The committee discussed the re-election of the chairperson for 2019-20.

There was an unanimously decision by the committee to retain the present chair for the September 2019 funding round, and the election of the new chairperson will take place before the March 2020 meeting.

Tania / Councillor Boag

2. Triannual elections for committee members

The Napier City Council governance team have suggested that the Creative Communities Assessment Committee (CCS) membership, and re-election, should be aligned with the timing of the post-election governance structure. This would bring consistency to all committees across council. A CCS committee member may serve a maximum of three consecutive years as chair. Community representatives may be appointed or elected for a specific term of up to three years, and can serve a maximum of two consecutive terms, or by committee agreement an extension beyond this time frame may be allowed. It is sensible to have both new, and experienced members to keep the balance right, and it is recommended that committee members are replaced over time, not all at the end of the first three-year term

There was an unanimously decision by the committee, to have a discussion before the March 2020 meeting to ascertain what committee members wish to stay on for the next three-year term. At this point, if necessary, we will seek nominations for new members to replace any that will retire.

Councillor Boag/Sook Hua

3. Local Funding Priorities for 2019-2020

The local funding priorities for the financial year 2020-2021, will be decided by the new committee before the March 2020 funding round.

Tania / Councillor Boag

4. Accountability Report

It was noted that the Napier Operatic Society made a profit from their March 2018 project 'Oliver'. The CNZ calculation indicates:

- a) Applicants will not be funded for a project that is looking to make a profit and
- b) That for the past few years there is no longer a maximum amount of funds for a CCS grant.

In the case of Napier Operatic Society, it is clear that the profit was due to some expected costs being reduced, and an increase in the predicted ticket sales, therefore the funds do not have to be returned.

The committee resolve to accept the March 2018 accountability report.

Tania/ Councillor Boag

5. Ineligible Applications

The committee resolved that the applications from Andrea Driver (No 30) and Maungarongo Te Kawa (No 31) did not meet the criteria of the fund, and are therefore ineligible.

Tania/Councillor Tapine

6. Distribution of funds

The Committee resolve to allocate funding allocation of \$21,563.60 for the March 2019 funding round (as shown in **Table A**)

Sook Hua/Emily

Table A

Organisation/Group	Project Name	Approved Funding
Little Green Man Productions	Matariki Glow Show	2,199.60
Creative Arts Napier	Japanese Stab Book Binding workshop	624.00
Creative Arts Napier	Japanese Origami Family drop in days	600.00
Creative Arts Napier	Japanese Mokuhanga Artists Talk and Workshop	600.00
ZEAL Education Trust	Versus Talent Quest	2,000.00
Hastings Art & Culture Trust	2019 Edible Fashion Awards	2,000.00
Creative Arts Napier	The Art of Sushi Making	500.00
Taradale Pottery Group	Clay art workshop series - HB	2,000.00
National Youth Drama School	NYDS 2019	1,500.00
The Kids for Kids Charitable Trust	Kids for Kids Choir	1,500.00
Emily Armstrong	Life Drawing	1,080.00
Napier Civic Choir	Contrasts - Napier Civic Choir concerts weekend	500.00
Connected Media	'The Outlook for Someday' film workshop	1,500.00
Angela Lalonde	Well Travelled	460.00
Napier Live Poets	Napier Live Poets	500.00

IHC New Zealand Inc	Dance Workshops for Variety Performance	500.00
Hawke's Bay Readers and Writers Trust	Hawkes Bay Readers and Writers Festival 2019	1,000.00
CCS Disability Action Napier	Creative Inclusion CAN	1,000.00
Hanley Productions Ltd	D.R.E.A.M Napier	0.00
Nga Toi Hawke's Bay	Arts and Culture sector huis	0.00
Wanderlust Productions	Don Pasquale	0.00
Primary Elements NZ	'Observe-Preserve-Conserve' protection of the estuary - Aroha project	1,500.00
Michele Jung	Pavecraft with MiChalk	0.00
Hohepa Services Ltd	Kapa Haka Inclusive	0.00
Larisa Kellett	Lady Larisa Art Deco / Jazz CD	0.00
Harry Champion	Music Video Filming	0.00
Sam Handley	Grateful Grapefruit	0.00
Capoeira Napier	Capoeira classes - Napier	0.00
Napier Family Centre	Art Therapy	0.00
Total Funding Distributed		21,563.60

7. General Discussion

Nil

Tania Wright
Chairperson

Subject: FW: CCS Minutes

From: Councillor Tania Wright
Sent: Monday, 8 April 2019 12:37 PM
To: Belinda Mcleod <belindam@napier.govt.nz>
Subject: Re: CCS Minutes

I confirm the minutes are ok
Tania

Sent from my iPhone

On 8/04/2019, at 12:04 PM, Belinda Mcleod <belindam@napier.govt.nz> wrote:

Hi Tania
Sorry to bother you while you are on holiday. I have been away and have noticed that there is no email confirming that the minutes are ok & have been signed. Are you able to confirm they are now correct & perhaps the governance team have an electronic signature for you? I would like to get these off to the next Community Services Council meeting.

Belinda

Belinda Mcleod
COMMUNITY FUNDING ADVISOR
Napier City Council, Private Bag 6010, Napier 4142
t +64 6 834 4181 www.napier.govt.nz

<image001.jpg>

<image002.jpg>

This communication, including any attachments, is confidential. If you are not the intended recipient, please delete it. Thank you. Refer to the Electronic Transactions Act 2002.

MĀORI CONSULTATIVE COMMITTEE

Open Minutes

Meeting Date: Tuesday 9 April 2019

Time: 3.00pm-4.05pm

Venue Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
Napier

Present Piri Prentice (In the Chair), Mayor Bill Dalton, Councillor Apiata Tapine, Tiwana Aranui and Te Whetū Henare-Winitana

In Attendance Chief Executive, Director Community Services, Pou Ārahi/Strategic Māori Advisor, Manager Sport and Recreation, Manager Community Strategies

Administration Governance Team

Karakia

Tiwana Aranui opened the meeting with a karakia, also acknowledging the recent tragedy in Christchurch.

Apologies

Mayor Dalton / Councillor Tapine

That the apology from Hōri Reti be accepted.

Carried

Conflicts of interest

Nil

Public forum

***The Chair left the meeting at 3.08pm and the meeting was paused
The Chair returned and the meeting resumed at 3.10pm.***

Pat Magill and Joseph Broughton

Joseph and Pat spoke regarding the planned relocation of the aquatic centre, noting that they were dissatisfied with Council's communication with the public on this matter. They requested that the Committee prevent the relocation to Prebensen Drive and advised that they intend to go to the Waitangi Tribunal should the relocation proceed.

Pat also spoke to the significance of the Pilot City Trust logo.

Minnie Ratima

Minnie addressed the committee in relation to the aquatic centre, noting that she also presented to Council on this matter at the 20 December 2018 meeting. She re-read her previous statements to Council, speaking to the connection that Maraenui residents have with the Onekawa site and requesting that the matter go out for public consultation again.

Announcements by the Chairperson

The Chair spoke to the success of the official launch of Takitimu Seafoods which took place on Monday, 8 April 2019.

He also advised that Minister Andrew Little had just confirmed via telephone that Mana Ahuriri's treaty settlement claim had just been signed.

Announcements by the management

Nil

Confirmation of minutes

Mayor Dalton / T Aranui

That the Minutes of the meeting held on 26 February 2019 were taken as a true and accurate record of the meeting.

Carried

REPORTS FROM STANDING COMMITTEES

Mayor Dalton / Councillor Tapine

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 MARCH 2019

1. NAPIER AQUATIC CENTRE DEVELOPMENT: COMPLETING LTP CAVEATS

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	711664
<i>Reporting Officer/s & Unit:</i>	Glenn Lucas, Manager Sport & Recreation

1.1 Purpose of Report

The purpose of this report is to fulfil the requirements of the four caveats to the LTP decision to proceed with the development of the "Pools & Play" option at Prebensen Drive.

At the Māori Consultative Committee meeting

The Manager Sport and Recreation, together with the Pou Ārahi/Strategic Māori Advisor, spoke to the report. They affirmed that the concerns expressed during the public forum around accessibility and connection to the current site have been heard. It was confirmed that the Chief Executive is meeting with Pat and Joseph later in the week and an invitation to attend this meeting was extended to Tiwana at the meeting.

A brief overview of how Council has arrived at this point was provided, and it was noted that the decision facing Council now is to consider the scope of the tender. The aquatic strategy identified that the facilities provided need to meet the needs of the community now and into the future. The QEII facility in Christchurch comes very close to meeting those needs. Through drawing on Christchurch City Council's experience and processes, Council is able to significantly reduce the costs and timeframe of this project. The risks and costs associated with the Onekawa site were also discussed with the Committee.

With the closure of a number of school pools and now Pandora Pond for recreational use, Committee members noted the importance of an accessible aquatic facility for kids. Safety concerns were also raised on behalf of some residents as a result of moving the facility from neutral territory.

Although statistics show 92% of users drive to the current facility, the next step involves investigating the operational aspects of the facility including accessibility in relation to transport, programmes and so on. The work that Council officers are undertaking regarding equitable access to the new facility will be developed with input from stakeholders.

The Committee were advised that under the terms of reference of this Committee they are able to make recommendations in this meeting for consideration by Council.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors White / Taylor

The Strategy and Infrastructure Committee:

- a. Note that three of the four caveats outlined during the Long Term Plan deliberations in relation to proceeding with the Aquatic Centre project have been completed:
 - i. Caveat #1: Post-move development and funding plan put in place for Onekawa Park has been met by the Onekawa Park Development and Funding Plan.
 - ii. Caveat #2: Outdoor space built-in to the new complex has been met by the design concepts included in the 'Napier Aquatic Centre Concept Design Revision 3.0'.
 - iii. Caveat #4: The site investigations for the new location being completed has been met by the Tonkin and Taylor report (Proposed Napier Aquatic Centre, Prebensen Drive, Napier).
- b. Endorse the 'Scope of Tender' for the Aquatic Centre project as detailed in this report. This will complete Caveat #3: Scope for Tender agreed by Council before it is tendered.
- c. Note that the tender come back to Council for approval, including financial costs.

*The division was declared **carried** by 7 votes to 6 votes the voting being as follows:*

For: Councillors Dalton, Brosnan, Hague, Price, Taylor, White and Wright

Against: Councillors Boag, Dallimore, Jeffery, McGrath, Tapine and Wise

Carried

2. LEASES OF RESERVES - NAPIER FREE KINDERGARTEN ASSOCIATION INCORPORATED

Type of Report:	Legal
Legal Reference:	Reserves Act 1977
Document ID:	702389
Reporting Officer/s & Unit:	Bryan Faulknor, Manager Property Jenny Martin, Property and Facilities Officer

2.1 Purpose of Report

To obtain a Council decision to enter into two new ground leases with the Napier Free Kindergarten Association Incorporated for the Pirimai Kindergarten and the Onekawa Kindergarten.

At the Māori Consultative Committee meeting

The Mayor confirmed that this item is simply renewing leases that are already in place.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors Taylor / Brosnan

The Strategy and Infrastructure Committee:

- a. Recommends that Council Resolve to:
 - i. Enter into new ground leases with the Napier Free Kindergarten Association Incorporated for the Pirimai Kindergarten and the Onekawa Kindergarten for 15 years with one 15 year right of renewal.

Carried

Cr Wright did not vote, as per declaration of interest

3. LEASE OF RESERVE - MARAENUI RUGBY & SPORTS ASSOCIATION INCORPORATED

Type of Report:	Enter Significance of Report
Legal Reference:	Reserves Act 1977
Document ID:	710981
Reporting Officer/s & Unit:	Bryan Faulknor, Manager Property Jenny Martin, Property and Facilities Officer

3.1 Purpose of Report

To obtain a Council decision to enter into a new ground lease with the Maraenui Rugby & Sports Association Incorporated for two portions of land located at Maraenui Park, Dinwiddie Avenue, Napier.

At the Māori Consultative Committee meeting

The Chief Executive confirmed that this item is simply renewing leases that are already in place.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors White / Wise

The Strategy and Infrastructure Committee:

- a. Recommends that Council resolve to:
 - i. Enter into a new ground lease with the Maraenui Rugby & Sports Association for 15 years with one 15 year right of renewal.

Carried

Cr Boag did not vote, as per declaration of interest

4. PLASTIC RECYCLING

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	713737
<i>Reporting Officer/s & Unit:</i>	Rhett van Veldhuizen, Waste Minimisation Lead
Reason for Exclusion	<p><i>Section 7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</i></p> <p><i>Section 7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i></p>

4.1 Purpose of Report

The purpose of this report is to update Council on the current plastic recycling market situation, the impact on the Napier City Council waste services and the options going forward.

At the Māori Consultative Committee meeting

The Chief Executive spoke to the report, noting that the recycling environment is changing rapidly as a result of changes to the overseas markets.

Council's current contractor is on a month by month contract only, which is not ideal considering there are a number of performance issues as well as significantly increased costs for the service provided. Experts are advising Council that the cost for recycling services is likely to be up to \$95 per year per household, but this figure will be unconfirmed until Council goes out to tender.

It was noted that part of the Annual Plan process involves asking how Council should pay for the increased costs of recycling. Council also needs to align with the Waste Minimisation Management Plan - Council's joint waste strategy with Hastings District Council. One of the key objectives of the joint strategy is trying to minimise the amount of waste ending up in the landfill.

The Committee were advised that recycling is likely to be a recurring item on future agendas.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors McGrath / Tapine

That the Strategy and Infrastructure Committee:

- a. Receive the report of the Waste Minimisation Lead titled "Plastic Recycling" dated 19/03/2019.
- b. Approve the preferred option to collect only Grades 1 and 2 plastics to enable further negotiation with the contractors involved.
- c. Approve funding up to \$50k for a joint communication plan on the change with Hastings District Council funded from existing Solid Waste budgets.

Carried

REPORTS FROM FINANCE COMMITTEE HELD 2 APRIL 2019

1. HAWKE'S BAY AIRPORT LTD HALF YEAR REPORT TO 31 DECEMBER 2018

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	714397
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

1.1 Purpose of Report

To receive the half year report to shareholders from Hawke's Bay Airport Limited to 31 December 2018.

At the Māori Consultative Committee meeting

The Committee acknowledged the work of the Hawke's Bay Airport Chief Executive Officer in getting the extension project back on track.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors Hague / Taylor

The Finance Committee:

- a. Receive the Hawke's Bay Airport Limited half year report to shareholders, to December 2018.

Carried

2. ELECTED MEMBERS' REMUNERATION - 2019 INFORMATION UPDATE

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 713356

Reporting Officer/s & Unit: Devorah Nícuarta-Smith, Team Leader Governance

2.1 Purpose of Report

To present to Council an information update on the 2019 process provided by the Remuneration Authority, the national body charged with matters in relation to elected members' remuneration.

At the Māori Consultative Committee meeting

The Mayor noted that the new level of remuneration for elected members recognises the work that is required to fulfil their duties.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors Wright / White

The Finance Committee:

- a. Receive the information update on the 2019 elected members' remuneration process provided by the national Remuneration Authority.

Carried

3. QUARTERLY REPORT FOR THE SIX MONTHS ENDED 31 DECEMBER 2018

<i>Type of Report:</i>	Legal
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	711016
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

3.1 Purpose of Report

To consider the Quarterly Report for the six months ended 31 December 2018.

At the Māori Consultative Committee meeting

The Chief Executive offered to answer any questions in relation to the quarterly report. There was no discussion on this item.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors Hague / Wright

That the Finance Committee:

- a. Receive the Quarterly Report for the six months ended 31 December 2018.

Carried

4. CONSENT TO LAND BEING DECLARED ROAD

Type of Report:	Legal
Legal Reference:	Public Works Act 1981
Document ID:	715741
Reporting Officer/s & Unit:	Jenny Martin, Property and Facilities Officer

4.1 Purpose of Report

Seek approval by Council under the Public Works Act to consent to the land at 243 Awatoto Road be declared road.

At the Māori Consultative Committee meeting

There was no discussion on this item.

Māori Consultative Committee's recommendation

Councillor Tapine / Mayor Dalton

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

Carried

Committee's recommendation

Councillors Jeffery / Tapine

The Finance Committee:

- a. Recommends that Council Resolve:
 - i. That in accordance with the provisions of Section 114(2) of the Public Works Act 1981, to consent to the land described in the Schedule hereto to be declared road and vested in the Napier City Council.

SCHEDULE

Hawkes Bay land District – Napier City

Area (hectares)	Legal Description	Part of Record Of Title
0.0039	Section 1 SO Plan 531110	651679

Carried

REPORTS FROM COMMUNITY SERVICES COMMITTEE HELD 2 APRIL 2019

1. SUBMISSION OF REMIT APPLICATION TO LOCAL GOVERNMENT NEW ZEALAND - HOUSING

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	713591
<i>Reporting Officer/s & Unit:</i>	Natasha Carswell, Manager Community Strategies

1.1 Purpose of Report

To seek approval to submit a Remit application to Local Government New Zealand (LGNZ) for them to approach the Government to seek funding support for the operation, upgrade and growth of local authority social housing portfolios.

At the Māori Consultative Committee meeting

The Mayor acknowledged those involved in preparing the housing remit.

The Chief Executive confirmed that following the Decision of Council on 2 April 2019, the remit was approved at the Zone Three meeting and will now go to the Local Government New Zealand Conference in July.

Council Resolution	Councillors Wright / Brosnan
Decision of Council made at the Community Services Committee meeting held on 2 April 2019.	<p>That Council:</p> <p>a. Approve the submission of the Remit application regarding Social Housing.</p> <p>Carried</p>

2. SUBMISSION OF REMIT APPLICATION TO LOCAL GOVERNMENT NEW ZEALAND - LIABILITY TO BUILDING DEFECTS CLAIMS

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	716495
<i>Reporting Officer/s & Unit:</i>	Wayne Jack, Chief Executive

2.1 Purpose of Report

To seek approval to submit a Remit application to Local Government New Zealand (LGNZ) to take action as recommended by the Law Commission in its 2014 report on “Liability of Multiple Defendants” to limit the liability of councils in New Zealand in relation to building defects claims.

At the Māori Consultative Committee meeting

The Mayor noted that this remit aims to readdress the current rule of last man standing, which often leaves the ratepayers having to foot the bill in these matters.

The Chief Executive confirmed that following the Decision of Council on 2 April 2019, the remit was approved at the Zone Three meeting and will now go to the Local Government New Zealand Conference in July.

Council	Councillors Wright / Taylor
Resolution	
Decision of Council made at the Community Services Committee meeting held on 2 April 2019.	That Council: a. Approve the submission of the Remit application regarding liability of councils in relation to building defects claims
	Carried

3. SUPPORT OF HASTINGS DISTRICT COUNCIL REMIT APPLICATION TO LOCAL GOVERNMENT NEW ZEALAND - ALCOHOL HARM

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	715928
<i>Reporting Officer/s & Unit:</i>	Michele Grigg, Senior Advisor Policy

3.1 Purpose of Report

To seek Council's support for Hastings District Council's (HDC) Remit application to Local Government New Zealand (LGNZ) asking them to identify opportunities and actively advocate on national policy changes to reduce alcohol harm.

At the Māori Consultative Committee meeting

The Chief Executive noted that this decision was made to support HDC on their remit in relation to reducing alcohol related harm, and confirmed that following the Decision of Council on 2 April 2019, the remit was approved at the Zone Three meeting and will now go to the Local Government New Zealand Conference in July.

Council Resolution	Councillors Jeffery / Hague
Decision of Council made at the Community Services Committee meeting held on 2 April 2019.	<p>That Council:</p> <p>a. Endorse Hastings District Council's Remit application to LGNZ about reducing alcohol harm.</p> <p>Carried</p>

4. HAWKE'S BAY MUSEUMS TRUST COLLECTION MANAGEMENT AGREEMENT

<i>Type of Report:</i>	Contractual
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	715942
<i>Reporting Officer/s & Unit:</i>	Antoinette Campbell, Director Community Services

4.1 Purpose of Report

To seek Council approval to enter into a new Management Agreement with the Hawke's Bay Museum Trust (HBMT) for a period of one year while the Hawke's Bay Regional Collection Joint Working Group conducts its review of governance and operational arrangements of how the collection is to be maintained and governed.

At the Māori Consultative Committee meeting

The Director Corporate Services spoke to the report, noting that Council has a management agreement with HBMT to manage the collection on their behalf. Both Napier City Council and Hastings District Council fund HBMT to look after the regional collection. A governance and management review of HBMT is currently being undertaken to ensure a fair contribution from all parties.

In response to questions it was clarified that a joint working group has been established to complete the review. Council officers and elected members from both Hastings and Napier are involved as well as representatives of HBMT, including Mike Paku. This working group will also be considering how we can display more of our local Māori collection.

Māori Consultative Committee's recommendation

Mayor Dalton / T Aranui

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

Carried

Committee's recommendation

Mayor Dalton / Councillor Wright

The Community Services Committee:

- Approve that Napier City Council enter into a one-year Management Agreement with the Hawke's Bay Museum Trust.

Carried

5. REGIONAL INDOOR SPORTS AND EVENTS CENTRE (RISEC) TRUSTEES

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	709895
<i>Reporting Officer/s & Unit:</i>	Antoinette Campbell, Director Community Services

5.1 Purpose of Report

To endorse the appointment of the Regional Indoor Sports and Events Centre (RISEC) trustees for a further term of three years.

At the Māori Consultative Committee meeting

The Chief Executive advised that this item had been left on the table by the Community Services Committee, and noted that further information had been requested concerning the lack of diversity in the proposed appointments.

There was no discussion on this item.

Officer's Recommendation

The Community Services Committee:

- a. Endorse the Advisory Group's recommendation to the RISEC Board to appoint the current trustees for a further three-year term.

This Officer's recommendation was laid on the table, pending further information in relation to the lack of diversity in the current proposed trustees.

6. SAFER NAPIER PROGRAMME - ANNUAL UPDATE

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	Enter Legal Reference
<i>Document ID:</i>	713588
<i>Reporting Officer/s & Unit:</i>	Michele Grigg, Senior Advisor Policy

6.1 Purpose of Report

To provide a summary of the 2017/18 year of the Safer Napier programme, including key highlights and benefits to Council and Napier.

At the Māori Consultative Committee meeting

The Manager Community Strategies gave a brief overview of the Safer Napier Programme, noting that the report highlights the key achievements and focuses over the last year.

Māori Consultative Committee's recommendation

Mayor Dalton / Tiwana Aranui

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

Carried

Committee's recommendation

Councillors Wright / Brosnan

The Community Services Committee:

- a. Note the Safer Napier programme update.

Carried

General Business

Following the agenda items, no further business was raised for discussion.

Piri's presence at the Takitimu Seafoods launch on Monday was acknowledged by members of the Committee. It was noted that invitations were not extended to Napier City Council elected members which resulted in a small Council representation at this significant event.

Te Whetū Henare-Winitana closed the proceedings with a karakia at 4.05pm.

Approved and adopted as a true and accurate record of the meeting.

Chairperson

Date of approval