



# PROSPEROUS NAPIER COMMITTEE

## Open Minutes

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Meeting Date: Thursday 27 February 2020

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Time: 11.05am – 11.46pm

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

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Present Mayor Wise, Councillor Taylor (In the Chair), Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Tapine and Wright

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In Attendance Director Community Services, Director Corporate Services, Director City Strategy, Manager Communications and Marketing, Chief Financial Officer, Manager Asset Strategy, Manager Property, Manager Regulatory Solutions, Manager Community Strategies, Investment and Funding Manager, Records Management Lead

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Administration Governance Team

## Apologies

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Councillors Boag / Wright

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That the apology from Councillor Simpson be accepted.

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Carried

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## Conflicts of interest

Nil

## Public forum

Nil

## Announcements by the Mayor

The Mayor advised that she will need to leave the meeting at 12.20pm due to another commitment.

## Announcements by the Chairperson

Nil

## Announcements by the management

Nil

## Confirmation of minutes

Nil

# AGENDA ITEMS

## 1. RESERVE FUNDING CHANGES

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<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	872505
<i>Reporting Officer/s &amp; Unit:</i>	Adele Henderson, Director Corporate Services

### 1.1 Purpose of Report

To approve changes to Financial Reserves and reserve funding.

Note: this report was initially taken to the Council meeting held on 19 November 2019 where it was laid on the table.

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### At the Meeting

The Chief Financial Officer spoke to the report, providing a brief overview and outlining the Councillor review process to date.

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

- The Te Awa Structure Plan was removed in the Long Term Plan 2018-28 as the land was considered to be too expensive to develop. Since then, Council has made a commitment to review the Te Awa Structure Plan and a project manager is on board at present to pull this together. Council currently has funds available to keep up with key works and Councillor workshops are booked in relation to developments in this area.
- The storm water model was recently completed and the storm water master planning is now underway, network-wide.
- All monies coming in and going out from the Te Awa Structure Plan are accounted for.
- The Financial and Development Contributions Reserve will be left with funds allocated specifically for growth development as per the Financial and Development Contribution policy

The Mayor noted her discomfort in relation to removing funds from the Financial Contributions Reserve before modelling for the Te Awa Structure Plan had been completed.

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**Committee's recommendation**

Councillors Tapine / Mawson

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The Prosperous Napier Committee:

- a. Approve the transfer of rates funds of \$7,410,078, previously transferred into the Financial Contributions Reserve, back into the Subdivision and Urban Growth Fund.
- b. Transfer the General Reserve No 1 remaining reserve balance of \$20,681 as at 30 June 2019 to the Capital Reserve Account.
- c. Approve a change in funding, for the following existing projects to now be funded from the Subdivision and Urban Growth Fund
  - i. District Plan Review (\$1.2m total)
  - ii. Asset Management Transformation Project (\$225,000 2019/20 and \$1.5m in total)
  - iii. Te Awa Development Investigation (\$255,500 2019/20)
- d. Approve a change in funding, the following existing projects to now be funded from the Solid Waste Disposal Income Account.
  - i. Smoothing impact of Kerbside recycling in 2019/20 and 2020/21 (\$1.3m)

*The Mayor voted against the motion.*

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Carried

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## 2. HAWKE'S BAY AIRPORT LTD HALF YEAR REPORT TO 31 DECEMBER 2019

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*Type of Report:* Operational

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*Legal Reference:* Local Government Act 2002

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*Document ID:* 895314

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*Reporting Officer/s & Unit:* Caroline Thomson, Chief Financial Officer

### 2.1 Purpose of Report

To receive the half year report to shareholders from Hawke's Bay Airport Limited to 31 December 2019.

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#### **At the Meeting**

The Director Corporate Services spoke to the report and reiterated previous advice to Council that no dividend would be paid for this financial year. It was noted that Councillors attended a briefing earlier in the week at the Hawke's Bay Airport, giving them a better understanding of the airport business.

#### **Committee's recommendation**

Councillors Chrystal / Price

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The Prosperous Napier Committee:

- a. Receive the Hawke's Bay Airport Limited half year report to shareholders, to December 2019.

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Carried

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### 3. DIGITAL PROPERTY FILE FEE AMENDMENT

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<i>Type of Report:</i>	Operational and Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	902624
<i>Reporting Officer/s &amp; Unit:</i>	Rachael Horton, Manager Regulatory Solutions

#### 3.1 Purpose of Report

To review the fee for a digital property file contained in the Schedule of Fees and Charges for 2019/20 with a view to amending the fee and offering an additional service option.

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#### At the Meeting

The Manager Regulatory Solutions spoke to the report noting an error in the recommendation, that the Building File only fee should be \$30.

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

- Council officers use their discretion in relation to charging in rare instances where the property file does not hold the required information.
- Previously the public have been able to access the physical file at customer services. This practice was good for the user; however, Council officers consider that access to the hard copy file should be restricted in order to preserve the integrity and quality of the file.
- The current file fee has been in place since 1 July 2019 and feedback from users is that the fee is too high.
- For those that do not have access to a computer, the public will be able to request to view the property file using the computers in customer services.
- The digitising project is currently around 32% complete. The project is tracking well and has been brought in-house to ensure the required quality and turnaround is achieved.
- Paper copies may be considered on a case by case basis; however, the work involved is the same and charging would still be required.
- Once the files are digitised, the hard copy files are then tagged and prepared for archiving - bulk archiving will be undertaken. As with most Council official information, there are rules around how property files must be archived.
- Other Councils have different methods of funding for this service. Council officers advised that they consider the property file service to be a user benefit and should therefore be user pays.

A number of Councillors expressed their preference to expedite the decision in order to reduce the fee as soon as possible. It was agreed that a Decision of Council should be made at the meeting.

#### Officer's Recommendation

The Prosperous Napier Committee:

- a. Resolve to amend the fees for digital property files to the following:

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Full digital property file	\$40
Building File only	\$20

- i. A reduced fee of \$15 will be charged if a customer subsequently requests a full digital property file on a property after previously only requesting a Building File.

**Committee's recommendation**

**Substitute Motion**

Councillors Price / Wright

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The Prosperous Napier Committee:

- a. Resolve to amend the fees for digital property files to the following:

Full digital property file	\$40
Building File only	\$30

- i. A reduced fee of \$15 will be charged if a customer subsequently requests a full digital property file on a property after previously only requesting a Building File.
- b. That a **DECISION OF COUNCIL** is required urgently to enable the immediate implementation of the amended fee.

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Carried

**DECISION OF COUNCIL**

Councillors Wright / Boag

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That Council:

- a. Resolve to amend the fees for digital property files to the following:

Full digital property file	\$40
Building File only	\$30

- i. A reduced fee of \$15 will be charged if a customer subsequently requests a full digital property file on a property after previously only requesting a Building File.

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Carried

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## 4. POLICY - COUNCIL ORGANISATION APPOINTMENTS AND REMUNERATION

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*Type of Report:* Operational

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*Legal Reference:* Local Government Act 2002

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*Document ID:* 902626

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

### 4.1 Purpose of Report

To present the Council Organisation Appointments and Remuneration Policy for adoption.

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#### At the Meeting

A number of Councillors questioned the wording in the following sections of the Council Organisation Appointments and Remuneration Policy:

- *Required Skills and Experience* - the use of 'intellectual ability'
- *Conflicts of Interest* - at the 'pleasure' of the Council

**ACTION:** Officer's to refine the Policy wording in accordance with the concerns raised by Councillors, and bring the updated Policy back to the next Council meeting for adoption.

#### Officer's Recommendation

The Prosperous Napier Committee:

- a. Adopt the Council Organisation Appointments and Remuneration Policy

#### Committee's recommendation Substitute Motion

Mayor Wise / Councillor Brosnan

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The Prosperous Napier Committee:

- a. Request Council officer's to review the required skills and experience criteria and other suggested amendments with regard to wording of the Council Organisation Appointments and Remuneration Policy and bring this back to the next Council meeting for adoption.

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Carried

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# PUBLIC EXCLUDED ITEMS

Councillors Boag / Tapine

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

1. Request for Remission for Special Circumstances
2. Recommendations for Appointment to the Napier District Licensing Committee

Carried

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

<b>General subject of each matter to be considered.</b>	<b>Reason for passing this resolution in relation to each matter.</b>	<b>Ground(s) under section 48(1) to the passing of this resolution.</b>
1. Request for Remission for Special Circumstances	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	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Recommendations for Appointment to the Napier District Licensing Committee	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under

		Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
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The meeting moved into Committee at 11.46am.

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

Chairperson .....

Date of approval .....