



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

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ORDINARY MEETING OF COUNCIL

Open Agenda

Meeting Date: Thursday 4 June 2020

Time: 10am

Venue: Large Exhibition Hall
Napier War Memorial Centre
Marine Parade
Napier

Zoom livestreamed to Council's Facebook page

Council Members Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor, Wright

Officer Responsible Interim Chief Executive

Administrator Governance Team

Next Ordinary Council Meeting
Thursday 23 July 2020

ORDER OF BUSINESS

Apologies

Nil

Conflicts of interest

Public forum

Nil

Announcements by the Mayor including notification of minor matters not on the agenda

Note: re minor matters only - refer LGOIMA s46A(7A) and Standing Orders s9.13

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

Announcements by the management

Confirmation of minutes

That the Draft Minutes of the Ordinary Meeting of Council held on Thursday, 23 April 2020 be confirmed as a true and accurate record of the meeting.225

That the Draft Minutes of the Extraordinary Meeting of Council held on Thursday, 23 April 2020 be confirmed as a true and accurate record of the meeting.242

That the Draft Minutes of the Extraordinary Meeting of Council held on Thursday, 30 April 2020 be confirmed as a true and accurate record of the meeting.246

That the Draft Minutes of the Extraordinary Meeting of Council held on Tuesday, 5 May 2020 be confirmed as a true and accurate record of the meeting.

That the Draft Minutes of the Extraordinary Meeting of Council held on Thursday, 7 May 2020 be confirmed as a true and accurate record of the meeting.259

That the Draft Minutes of the Extraordinary Meeting of Council held on Thursday, 14 May 2020 be confirmed as a true and accurate record of the meeting.283

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AGENDA ITEMS

1. WASTEWATER OUTFALL REPORT

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Resource Management Act 1991
<i>Document ID:</i>	931230
<i>Reporting Officer/s & Unit:</i>	Catherine Bayly, Manager Asset Strategy Cameron Burton, Manager Environmental Solutions

1.1 Purpose of Report

To both:

- inform Council of an update to the status of the Awatoto Submarine Wastewater Outfall which conveys treated wastewater to the Pacific Ocean, and to;
- enable decisions to be made to bring forward funding for an expedited repair, renewal or replacement of the outfall structure.

Officer's Recommendation

That Council:

- a. Note the current status of the submarine wastewater outfall:
 - i. As previously reported, there remains some seepage of wastewater from sealing gaskets which form part of a bespoke fibreglass joint section of the subsurface outfall pipe structure;
 - ii. Despite efforts, staff have not been able to identify a way to quickly fix this seepage without putting the fibreglass joint at risk of rupturing;
 - iii. That frequent testing of the coastal waters surrounding the area of seepage continues to show de minimus environmental effect of those waters, caused by this seepage;
 - iv. That Hawkes Bay Regional Council (HBRC) have recently indicated (on 25 March 2020) that Council must take the following actions:
 - 1) Undertake short-term repairs to mitigate the leak from the joint leak by 30 October 2020
 - 2) Provide long-term options for repairing the joint in the outfall pipe by the same date (30 October 2020)
 - v. That HBRC have informally notified Council of their intention to pursue enforcement action against Napier City Council to cease the discharge at the joint if the timeframes above are not met.
 - vi. That a further leak has been discovered within 100m of the fibreglass joint. Divers have been to the site with the aim to repair and have found that this is

an old repair that has been damaged by an anchor, or other, and will need an additional repair.

- vii. Tight timeframes to effect a repair increases the risk associated with delivering a short-term fix, rather than facilitating long-term solutions which will provide better outcomes.
- b. Endorse staff to:
 - i. Seek a variation to the current resource consent to authorise the discharge of wastewater via seepage at a position other than that currently authorised (at the fibreglass joint location);
 - ii. Seek early provision of funding assigned for later financial years in the Long Term Plan (LTP) to enable the strategic and planned replacement of the wastewater outfall, including better treatment options to facilitate a more highly treated wastewater in the future.
- c. Approve funding to be released from Wastewater Reserves to attempt a fix of the two seepages and to start on investigation works for replacement of the outfall (\$2m has been put forward in the 20/21 Annual Plan).
- d. Approval to attempt the lowest risk repair option of the fibreglass joint to address Regional Council's repair timelines.
- e. Receive the Beca Ltd Report entitled "Napier City Council – Wastewater Outfall – Issues and Options" dated 15 May 2020

1.2 Background Summary

- The 1.54km long wastewater sea outfall pipe was installed in the 1970s. The outfall pipe had issues from early stages due to poor construction methodology and design. The pipe has been installed in two sections and connected with an in-situ joint approximately 700m offshore. Due to a misalignment of the pipe ends at the joint, a fibreglass joint was installed in 1984. This joint is the weakest point of the outfall pipe.
- According to available information, the designed vertical alignment of the pipe was not met during construction. The seaward end of the diffuser settled below the seabed at an early stage after construction, causing issues with performance of the diffuser. Inspection of the pipe has revealed several historical leak repairs to the pipe. Overall, there have been many issues with the outfall pipe and diffuser from the beginning.
- Historically the submarine outfall has not been regularly inspected. As part of recent improvements to planned maintenance, divers inspect the pipeline and diffusers annually. During these inspections, ports of the diffusers are cleaned. However, not all the diffuser ports are functioning due to blockages, missing diffuser parts (damaged by fishing trawlers or logs rolling on the sea bed) or they are buried under an ever-changing seabed.
- In 2018 specialist diving contractors were engaged to undertake a condition assessment over the full length of the outfall pipeline.
- In August 2018, diving investigations found several sticks, pine cones, fishing net and weed inside the outfall.

- The specialist divers found a small leak coming from the pipeline approximately 70 metres from the shore. This leak was subsequently fixed using stainless clamps and rubber sheaths and subsequent assessments have found this to be in good condition.
- The divers also found an area of more significant seepage discharging from rubberised gaskets between a one-of-a-kind custom-built fibreglass joint section, 700m from shore. The seepage has been calculated at approximately 10 litres per second, when normal flow is in the order of 300-400 litres per second.
- Visibility is zero at the site, due to coastal interaction with the river sediment in the area.
- In late April 2020 an additional plume slightly closer to shore from the joint was discovered during a drone monitoring inspection. This seepage is from a previous repair that has now failed. The dive team believe that the pipeline at this point has sustained a significant impact. Divers were mobilised at the start of May and have identified an old repair with a steel clamp and cement bags. There are longitudinal and radial cracks in the pipe under the clamped section and there has been some displacement of the pipe. Although it was intended that a repair be made at that time, this was not possible as the required repair was deemed to be more complex than anticipated.
- HBRC were notified of the second seepage by phone and email on the 5th May 2020.
- Work is underway to legally protect the outfall under the Submarine Cables and Pipelines Protection Act 1996, (the same piece of legislation that protects the power cables under Cook Strait). This allows much larger penalties for those who are found to have caused damage, than what is currently available.
- The consent for the Outfall expires in 2037
- The capacity of the outfall is currently constrained due to the integrity of the historical repairs. The Wastewater Treatment and Outfall Master Plan that is currently being developed and produced later this year will help to determine future requirements for the full replacement of the outfall.

Systematic seepage detection:

- There is no formal process for seepage detection and for such a challenging coastal environment. It is very difficult to detect small seepages.
- Pressure monitoring is undertaken and recorded, but the nature of the system is such that the operation of the pump and air valve along with the tide and wave action are likely to mask any small seepages.
- There are frequently large movements of sediment in the bay (up to 1.5m) following storms which can bury the pipeline which can also have an effect on monitoring.

Offshore Environmental Monitoring:

As well as monitoring the quality of the raw and treated wastewaters being discharged to the outfall and subsequently the ocean, the Environmental Solutions Team carry out environmental effects monitoring by boat at the authorised discharge site.

Since the discovery of the seepage from the joint in 2018 the Environmental Solutions Team have increased surveillance of the site, including:

- review of footage from the specialist divers;

- scheduled deployment of our drone to provide aerial imagery of any visible plumes;
- additional environmental effects monitoring by boat in set positions immediately above and in a series of positions surrounding the joint;
- bacteriological nearshore sampling along the coast from East Clive to Town Reef to ascertain trends and effects;
- installed cages of mussels which after a period of saturation were analysed for viruses to ascertain impacts of the wastewater outfall and seepage upon human health of those collecting kai moana;
- initiated a variation to the current resource consent to authorise the additional seepage from the joint.

It is this proactive monitoring that has ascertained the second area of seepage, further towards the shore from the joint.

To date, the laboratory analysis of samples collected have shown very little impact caused by the seepage at the joint. Results are variable due to multiple factors at the site, but the following table provides a summary of findings of Faecal coliforms:

Date	Faecal coliforms at diffuser	Faecal coliforms at the joint
27 Aug 2018	N/A	<1 cfu/100mL
12 Nov 2018	700 cfu/100mL	<1 cfu/100mL
12 Mar 2019	500 cfu/100mL	38 cfu/100mL
09 May 2019	3,500 cfu/100mL	30 cfu/100mL
16 Aug 2019	2,100 cfu/100mL	<1 cfu/100mL
06 Nov 2019	<1 cfu/100mL	<1 cfu/100ml
13 Jan 2020	8,100 cfu/100mL	<1 cfu/100mL
29 Jan 2020	11 cfu/100mL	6 cfu/100mL
18 May 2020	Samples still being analysed at time of writing	

In addition to this ocean surface monitoring, we have had the divers conduct sampling of waters surrounding the joint to ascertain levels of dilution at the joint, and at 2 metres and 5 metres above and 2 metres and 5 metres away on North, South, East, West headings.

Again, results are variable depending upon ocean swells, currents and pumping rates at the time of the sampling, but do not show significant impacts.

For the nearshore coastal waters monitoring since 2018 the highest recorded levels of Faecal coliforms were 130 cfu/100mL at Short Groyne (adjacent the Hastings wastewater discharge), and 38 cfu/100mL at the joint (as shown above). From a public health perspective, through the possible collection of kai moana at Town Reef, the highest reading to date is 4 cfu/100mL.

The Environmental Solutions Team will continue required monitoring and additional monitoring, and will soon carry out another virus assessment using mussel cages and will continue to build on data including additional subsurface dispersion sampling from the divers when next engaged.

Possible Repair Option:

NCC engaged Beca Ltd to provide an “Issues and Options” report for the main leak on the outfall. All of the options have similar risks, with the most notable being the potential to damage the joint to the point where a large volume of wastewater is discharged at 700m offshore instead of the consented discharge point, 1.5km offshore.

Repairing the fibreglass joint leak has a number of constraints. The main constraints are:

- Available storage at the treatment plant for a shutdown of the plant is enough only for approximately 4 hours at normal dry weather flows. There is a risk of not completing the repair within this time period, only simple repairs can be completed without having additional storage at the plant.
- The fibreglass joint is fragile and any disturbance to the fibreglass or pipe supports during the repair may disjoin the pipe making it difficult to re-joint / re-attach the fibreglass joint.
- This is a pre-stressed pipeline and maintaining the continuity of structural integrity of the pipe during the repair is not easy in a soft, changing seabed.
- Site conditions: Working on the seabed in often zero visibility, weather and sea state.

Council’s Infrastructure team, and the Beca team have identified a number of repair options, these are summarised in the following table:

Repair Option	Indicative cost (\$)	Comments
Inserting a caulking cord or hemp into the flanged joints. Recommended	\$200,000 plus 1 week to undertake	Medium risk. Cost is <i>relatively</i> low. The success of this option is unknown and may be limited. This option can be actioned prior to HBRC’s deadline.
Grout encasement of whole joint including supports Not Recommended	\$500,000 Specialist Construction. 2 months	Medium to high risk. May take a longer time to repair causing storage issues at the plant. This places a large deadweight at two pipe sections, potential for settlement and further damage to the surrounding concrete pipe. Additional storage at the treatment plant would be required.
Grout filling of the fibreglass box Not Recommended	\$500,000 1 week	High to Extreme risk. Grout may block the pipe and diffusers partially or fully. The structure inside of the fibreglass box has not been confirmed.
Install a PE sleeve liner Not Recommended	Not costed 3 months Not currently feasible	Outfall might have to be taken out of service for up to 8 weeks. This option is not viable given the unknown internal pipe condition and obstructions, miss alignment at the fibreglass joint, no storage, and a reduction in internal diameter impacting flow rates.
Install a chamber and new seaward half of the outfall Not Preferred	\$12m estimate Several Months	It is not advisable to replace half of the outfall without the results of the WW Treatment and Outfall and Master plan. It would be more cost effective to undertake a full planned replacement.
Consent Variation Underway	\$100,000	Enable the fibreglass joint leak to continue until the assets is replaced if the repair is not effective.

Early Replacement of the Outfall Preferred	\$33-\$40 million (requires investigation) 12 months plus investigation and consenting period	Investigation works can be started to get the replacement project underway. The value of the replacement could be \$20-\$40m, more work is required to develop a reasonable cost estimate.
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The lowest risk option for the repair of the fibreglass joint section and associated o-ring seals and bolted sections would be:

- Diving on the pipeline at a time where tidal action, wave action and availability of specialist divers aligned;
- Cessation of discharge of wastewater by shutting down the wastewater treatment plant for a period of time;
- Unbolting the top part of the fibreglass joint section;
- Scraping detritus build-up to enable a smooth working area;
- Inserting greased rope and o-ring seals;
- Re-installing the top part of the fibreglass joint section.

There are significant risks associated with any repair option. Risks associated with the proposed option are identified in section 1.5.

Variation to Resource Consent

- A variation to the current resource consent is nearing completion which seeks to authorise the discharge of treated wastewater at an additional position, being the joint.
- The intention is to conditionally authorise the seepage discharger of treated wastewater at the joint, as Council are not currently legally authorised to do so. This will be a short-term consent to relieve some pressure until a permanent solution to the outfall pipe is implemented.
- An Environmental Effects Assessment has been developed by the Environmental Solutions Team, and this is awaiting an external peer review from a marine ecotoxicologist to enable independence prior to lodging with Hawkes Bay Regional Council.
- This application will proffer under the Augier Principle an emergency response plan which is to be developed both to address any sudden break in the outfall pipe (in any position), but also to address concerns of a breakage caused by the expeditiousness imposed upon Council to enable a short-term repair attempt. The choice of repair type and the methods of said repair, will mean the emergency response plan has to be dynamic enough to address the implications of a failure due to that repair.
- It is likely that lodgement of this application for variation to the resource consent could be made as soon as the week of the presentation of this paper.

Outfall Renewal

The Wastewater Outfall is nearly 50 years old. The recently identified seepage at an old joint is indicative of the condition of the structure and highlights that Council will need to increase expenditure to keep the outfall operational and operating within its consent conditions. This additional seepage also highlights the increasing risk of failure of the asset.

With escalating maintenance costs, current capacity constraints and increased risk of failure, it is recommended that Council start preparing for the replacement of the outfall and identify required funding to start this process prior to the consent renewal.

1.3 Issues

- Pre 2003 there have been 8 significant leaks that have been repaired.
- 2018 Small seepage at 70m – repaired.
- 2018 Larger seepage at 700m.
- End of diffuser is plugged as it is 1-5m below seabed, full length not used.
- Diffuser 120m long, including pre-tensioned structure.
- News smaller seepage discovered at 600m offshore in May 2020.
- The outfall is constrained and does not meet the required levels of service.
- Difficult repair conditions with no visibility and dangerous conditions for divers in a contaminated environment.
- Undertaking a repair on the outfall could result in further damage to the outfall.
- There is the likelihood of enforcement action if we do not undertake a repair on the fibreglass joint by October 2020.
- The outfall is nearing end of life and the costs to maintain it and repair leaks is escalating.

1.4 Significance and Engagement

The work proposed in both the short term and longer term to repair and replace the outfall represents a significant level of investment. The proposed repair cost is included in the draft annual plan to be consulted on in May/June of this year. Investment for the renewal of the outfall will need to be consulted upon in the 2021-31 LTP.

1.5 Implications

Financial

Council's specialist consultants have provided a quotation to undertake repairs on both of the existing leaks. While the cost of these repairs is estimated at around \$250,000, Council officers recommend that Council provide \$400,000 for repair attempts. This will allow for poor weather conditions or issues with repairs.

The consent variation process is estimated at around \$100,000.

In the 20/21 Annual Plan, Council officers have put forward \$2,000,000 for rehabilitation works for the outfall. This funding would be able to cover the costs of the two leaks repairs to rehabilitate the asset. The additional funding can be used to commence investigation and design works for the outfall replacement.

With increased risks around failures, Council will need to increase expenditure on maintenance of the outfall pipeline and will need to allow for additional leaks. These annual costs are escalating and during the next LTP period staff will be forecasting \$400,000 per year to inspect and maintain the outfall.

Due to the issues with the outfall, Officers would like to bring forward the replacement of this asset. In the current Long Term Plan, a total of \$11,650,000 of funding was forecast, with the majority of this occurring between 2024 to 2028 for the assets replacement.

The total cost of the replacement is estimated to be significantly more than that identified in the last LTP. Council staff recommend that the replacement of the Outfall Pipeline be brought forward, with planning works starting in 2020 and replacement provided for in the next LTP.

Social & Policy

N/A

Risk

There are significant risks associated with any repair option. Risks associated with the lowest risk option include:

- There is limited storage capacity at the treatment plant, the wastewater system wet wells and pipework which could cause an overflow to a more sensitive environment than the area at the ocean outfall;
- Time pressure because of the lack of storage being put on the specialist divers;
- High risk diving work;
- The top part of the fibreglass joint section could warp, leaving that part unable to be replaced meaning most or all wastewater would then be discharged at the 700 metre offshore position for the foreseeable future;
- Due to the top part of the fibreglass joint section being constructed in a bespoke fashion and off-alignment of the pipes, it is not able to be readily replaced;
- The removal of the top part of the fibreglass joint section could release pressure on the concrete block below the structure and cause rupture of the remaining part of the structure also meaning that all wastewater would then be discharged at the 700 metre offshore position for the foreseeable future;
- The structural capacity of the fibreglass joint section and its resilience to the removal of the top section is unknown.

1.6 Options

The options available to Council are as follows:

- a. **Option 1** – Do nothing. It is unlikely that the Regional Council will not agree with this option, resulting in taking enforcement action against the Council. This can also cause damage to the Council's reputation. This option is not recommended.
- b. **Option 2** – Applying for a variation to the existing consent to allow discharge from the existing leak as mentioned above. Sampling results suggest that the environmental impact may be minor. There is also a risk of worsening the leak resulting in larger discharge from this location over time. A proper contingency plan has to be in place as a precaution. This option is worth proceeding with.
- c. **Option 3** – Repairing the damaged leak by caulking method as this is the lowest risk and least cost option. There is a risk of an incomplete seal. Careful execution of work will reduce this leak. There is still the potential that the pipeline could be damaged.
- d. **Option 4** – Repairing the leak by grout encasement of the whole joint. There is a high risk with this option by damaging the joint further due to weight of the

repair material, which may cause further damage. This option has not been recommended by the consultant or officers.

- e. **Option 5** – Repairing the leak by grout filling of the fibreglass box. The repair is easier, but there is a high risk of blocking the pipe and diffusers. This option is not recommended.
- f. **Option 6** – replace the seaward half of the outfall and install a joint chamber – this may cost around \$12m, will not address other issues around the outfall's capacity, and does not address the risks associated with the other half of the outfall.
- g. **Option 7** – Replacement with a new outfall. The recent failures point to the need to expedite the renewal of the outfall and note that Council spending on maintaining the outfall is starting to increase significantly.

1.7 Development of Preferred Option

The preferred options for managing our risks of failure and enforcement actions by Regional Council are b and c above, and will involve the following:

- 1. Apply for a consent variation for the leakage at 700m to enable an ongoing discharge at this point until the joint is fully repaired or the outfall is replaced.
- 2. Develop an emergency response plan to manage additional damage or failure of the pipeline
- 3. Engage our specialist dive team to undertake the lowest risk repairs possible for both leaks.
- 4. Start planning the early replacement of the outfall to minimise risks, increase levels of service and tie in with improvements to the Wastewater Treatment Plant

1.8 Attachments

- A Beca Ltd "Napier City Council - Wastewater Outfall - Issues and Options" 15 May 2020 [↓](#)



Napier City Council - Wastewater Outfall - Issues and Options

Prepared for Napier City Council
Prepared by Beca Limited

15 May 2020



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Revision History

Revision N ^o	Prepared By	Description	Date
A	Ian Goss	Draft for Discussion	2/09/2019
B	Ian Goss	Final	18/10/2019
C	Ian Goss	Outfall Replacement Options Added	20/01/2020
D	Ian Goss	Fibreglass Leak Options Refined	18/02/2020
E	Garry Macdonald	Updated following NCC feedback	01/05/2020

Document Acceptance

Action	Name	Signed	Date
Prepared by	Ian Goss		19/10/19
Reviewed and Approved by	Garry Macdonald		14/05/2020
on behalf of	Beca Limited		

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[| Executive Summary |](#)

Executive Summary

This report provides the issues and options identified following a review of the current status of the Napier City Council wastewater outfall at Awatoto. The report is based on background information provided by Napier City Council, and discussions with Council staff, and personnel from New Zealand Diving and Salvage Limited, the current maintenance contractor. The history of the outfall construction issues and subsequent performance, and features of the structural design which need to be considered in relation to repair options are summarised in the report, and current status reviewed.

Three main issues related to the performance of the existing outfall were apparent from the review and the options for dealing with them are summarised below. Indicative costing for the construction of a replacement outfall pipeline based on recent construction costs at other New Zealand sites was provided with the assistance of Brian Perry Civil Limited, and McConnell Dowell Constructors.

The report provides a background to the configuration, construction, and performance and repair history of the outfall and that notes that there are significant risks that further disturbance of the pipeline through environmental events or repair procedures may exacerbate existing problems, or create new ones.

The main interventions available to Napier City Council and the key risks with each are presented and a "traffic light" risk rating assigned to each based on Beca experience and assessment of the outfall condition. Options for which Beca has significant concerns are stated as being "not recommended" based on this risk rating and on an assessment of viability and certainty of outcome..

| Executive Summary |

Option	Key Risks	Timeframe to complete works ^{note 1}	Outfall shutdown window	Cost	Storage required	Risk rating
Diver intervention to repair specific leaks to fibreglass joint [Short term recommendation]	May not give 100% leakproof repair Disturbance of pipe support Integrity of fibreglass repair	Within one weather window	Brief shutdown times	\$0.2M+	Existing capacity	
Concrete encasement fibreglass joint & support [Not Recommended]	Specialist construction Potential disturbance of pipeline causing new leaks Incomplete seal due to working underwater Logistics issues with working offshore	2 months	Brief shutdown times	\$0.5M	Existing capacity	
Grout/filling material fill fibreglass joint [Not Recommended]	Unknown condition of joint Fill could leak into pipeline	1 week	Brief shutdown times	Approx \$0.5M		
PE line pipeline [Not Recommended]	Unknown restriction due to misalignment of joint Reduced internal diameter of pipeline reduces flow rates to critical level	3 months	2 months	Not costed	Alternative required	
Consent variation to allow ongoing leak until outfall is replaced or permanently repaired [Short term recommendation]	Regional Council will not consider, uses enforcement action	N/A		\$0.1M	NA	
Replacement Outfall Pipeline	Funding provision in LTP Normal marine construction risks	12 months		\$33-40M		

	Low risk
	Medium risk
	High risk
	Extreme risk



| Executive Summary |

	Underway
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Note 1: Time to complete works is weather dependent and does not include preparation such as investigations, design, permits, planning, tendering etc.

| Executive Summary |

Leaks from flanges at approximate chainage 700 m

Leaks from the bolted flanges of a buried fibreglass joint repair between pipe strings at approximate chainage 700 m. The repair of these leaks usually requires seabed excavation to expose them and are regularly inspected although checking of the bolted joints which was reportedly part of earlier maintenance work (1990s) does not appear to have been regularly done until after 2017. The leak from this location is visible under some combinations of flow rate and sea state at the water surface halfway to the diffuser. Bolts were tightened at the most recent inspection (January 2020) with some expected improvement achieved. Options considered for leak repair are

- Diver intervention to repair or reduce leakage from specific sections of the bolted flanges by caulking specific areas of leakage – this is a low-key option with minimal pipeline disturbance that can be carried out in conjunction with and using the same scale of operation as current regular routine inspection and maintenance work. Risks arising from this approach include the possibility that a 100% leakproof repair may not be achieved, but a significant improvement is expected. A short construction period is required that is likely to be completed within one planned weather window and requires only brief outfall shutdown times. Indicative cost is \$130,000, comparable to an annual inspection and maintenance operation. This option is not recommended as a long term a solution to the leak repair but has the potential to provide temporary improvement. If this option is adopted as a strategy then it would need to be routine maintenance practice
- Enclose the fibreglass joint in a grouted surround by installing a fabric (or solid) form sealed to the pipeline in conjunction with providing seabed foundation support beneath the pipeline to support the additional mass without further settlement, and encase the fibreglass repair and enclosed original in grout or concrete. This is a specialist and larger scale construction operation which would restore the intended structural capacity. The preparatory work would require the installation of support frames to prevent deflection of the pipe either side of the grouted section, and the placement of a structural foundation below the pipe to prevent settlement of the pipe and the added mass of the new surround. A large volume of grout or concrete is needed to surround the fibreglass unit requiring a separate vessel to deliver it and fill the form in the single operation necessary to provide homogeneous encasement. Risks related to this approach include potential disturbance of the pipeline adjacent to the joint initiating leaks at new locations, incomplete sealing of leaks due to underwater construction constraints, and logistics issues with the delivery and placement of concrete offshore. Indicative cost of this approach is estimated at \$500,000. This option is not recommended on the grounds of the risk of potential disturbance of pipeline support and damage to repairs carried out at the time of construction.
- Grout (or alternative sealing material) fill the fibreglass repair casing – this option is not recommended at this stage because of the unknown condition of the original joint. The fill could leak into the pipeline.
- Install a PE liner to the pipeline. This option is limited by the unknown restriction due to the misalignment of the joint. It could provide rehabilitation of the full outfall pipeline, but due to the reduced internal diameter would provide a flow capacity that is not adequate for current or future design flows. This option is not recommended as providing for the long term discharge capacity requirements of the wastewater system.
- Options for a consent variation to accommodate potential ongoing leak, possibly in conjunction with the diver repair approach outlined above are underway. This would be a stopgap option pending full replacement outfall installation.

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Diffuser Issues

Performance issues with the diffuser which suffers from sea sediment build-up both inside and outside the pipe. The diffuser has suffered problems since completion and records from 1975 show the seaward third of the diffuser had settled below seabed. The remaining 80 m remains effectively flush with the seabed and continues to perform adequately with constant maintenance to ensure the operation of risers installed to discharge above sediment level, and to keep the diffuser clear of internal sediment build-up. Risers and duckbill valves have been retrofitted to the diffuser, and are regularly lost as a result of external damage. Options for maintenance of diffuser operation are:

- Establish and enforce a no fishing zone around the diffuser to limit trawl damage
- Maintain the operation of the diffuser with regular inspection and maintenance to ensure ports are all fitted with risers and duckbill valves, and monitor and remove internal sediment to ensure even discharge over 40 ports. This is effectively the present situation.
- The option of resurrecting the performance of the seaward section of the diffuser was considered. Because it is buried up to 1.2 m this option is expected to add risk in terms of potential sediment infilling of the pipeline. Provided adequate discharge and dilution performance is achieved by the existing inshore section of the diffuser, this option is not recommended. The potential use of a new pipe riser at the end of the pipeline to flush sediment from the outfall is not considered feasible as it would require the maintenance of high flows and pipeline pressure in the already compromised pipeline to establish scouring velocities. This would also require temporary blocking of the existing operational ports to achieve flushing of the seaward section.

Potential for Further Leakage

The recent need to repair a leak at the 70 m chainage illustrates the potential for development of further problems with this aging pipeline. It is suspected that the leak arose due to temporary exposure and movement of the pipeline in the active surf zone where the required depth of burial was not achieved during construction, and where curvature of the pipeline during installation or natural settlement processes has caused weakened construction joints. The integrity and durability of the internal pipe string joints is not known, but it is suggested that exposure and operations that have the potential to allow the pipeline to move or settle should be avoided or carefully managed

Indicative Outfall Replacement Cost

An indicative construction cost for replacement of the existing outfall by a 1500m outfall of 1.0m diameter for a flow of 1400 l/s was provided by Brian Perry Civil Limited at \$33M. This was based on construction industry assessment of the information available and does not allow for investigations, consenting, engineering, funding or onshore reticulation. Allowance of 20% for these components brings the total estimate to \$40M. This is an indicative estimate with uncertainties in the order of 30%.

McConnell Dowell Constructors has proposed a "Direct Pipe" construction methodology for a new ocean outfall at Mt Maunganui and have indicated the cost for an outfall to the capacity and length parameters above to be in the order of \$32M. The Mt Maunganui outfall has similar structural problems to the Awatoto outfall and was constructed about the same time.

Recommendations

On the basis of present outfall condition and capacity it is recommended that the appropriate long term course of action is to proceed with investigations and consenting to construct a new wastewater outfall.

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In the interim continued operation under the existing regime will be necessary, with maintenance and monitoring required to ensure that the diffuser remains operational at the current level, and the known leak at the 700m fibreglass joint is kept to an acceptable level. Recommended steps to achieve this are:

- Continue efforts to obtain consent variation to operate with the existing leak
- Proceed with low level diver intervention to reduce the leaks from the fibreglass joint if required in relation to the consent variation above, or if the leak rate worsens

The remaining repair options involve the risk of exposing or creating greater leak potential and do not provide long term solutions for the integrity of outfall performance or future flow capacity.

1 Introduction

1.1 Background

Wastewater from Napier City, following conveyance, collection and treatment, is discharged to the ocean through a 1500 m outfall pipeline from Awatoto, some 5.5 km south of the Napier CBD. Current discharge is authorised under Napier City Council consent - CD090514W to discharge domestic sewage and industrial wastewater into Hawke Bay via a marine outfall. This consent was granted for a period of 25 years and will expire in November 2036. The outfall capacity is a constraint to the City's current and future wastewater treatment infrastructure performance, and may require replacement in the short to medium term.

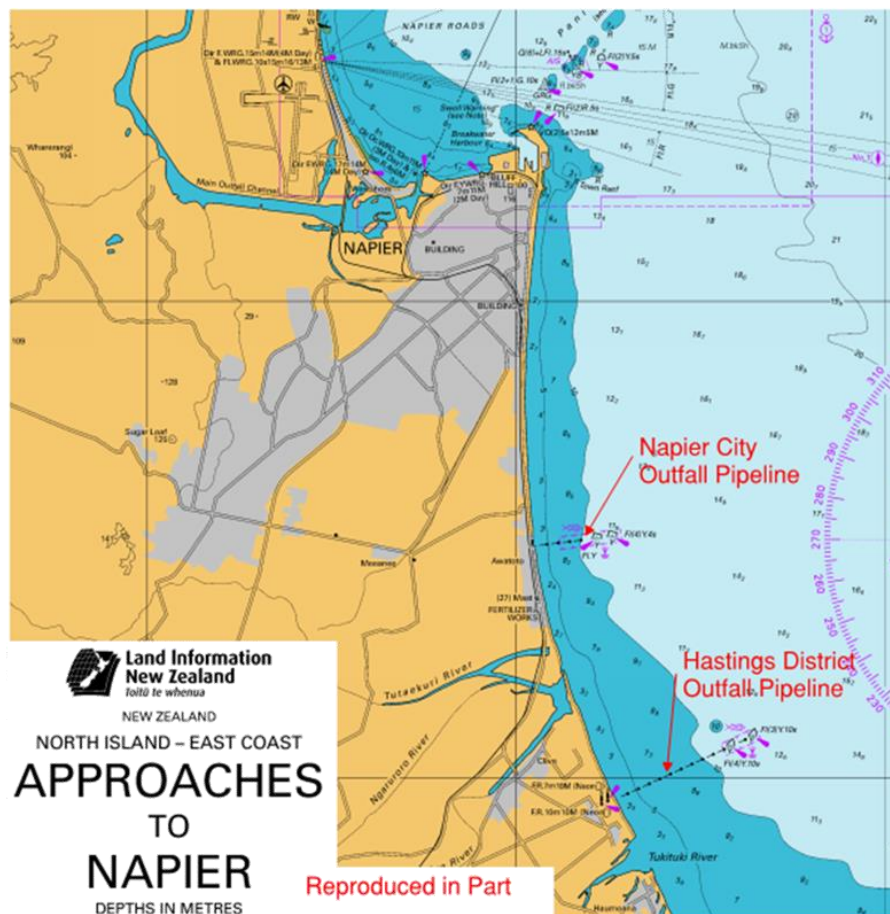


Figure 1 Location Plan on LINZ Marine Chart

This review has arisen as the result of the development of a leak from the outfall approximately halfway between the shore and the diffuser which records indicate became gradually more obvious from 2015. The leak, which occurs below seabed level, has been located and exposed by divers, and shown to be from a

| Introduction |

fibreglass encasement of the pipe installed in 1984 when an earlier leak occurred. The primary intention of this review is to establish the characteristics of this leak at the 700 m mark and consider options for repair to provide continued satisfactory outfall performance. A further and separate leak was observed close to the shore (nominal chainage 70 m) in 2017. This was successfully repaired by divers in August 2018 with a sealed stainless-steel band clamp, and has subsequently been inspected and shown to be sound.

Maintenance issues have also arisen in relation to the diffuser performance, with the diffuser section of pipeline situated so that the crown of the pipe is generally at or below seabed level, requiring diffuser openings to be fitted with risers and duckbill check valves to help prevent the ingress of seabed sediment to the diffuser. Regular loss of risers is common, leaving the diffuser open to sediment infill and the need to clean material from the pipeline on a regular basis.

1.2 Approach to Review

The approach to undertaking this review has been as follows

- Obtain existing records held by Council including
 - Original drawings and construction documents
 - Maintenance diving inspection records
 - References to repair works undertaken
- Meet with NCC staff to identify and discuss issues and solution options, including procedures for maintenance inspections, identification of issues, and work undertaken
- Discuss and seek information and ideas from current dive contractor
- Review information and develop options for treatment of leak
- Summarise in report

1.3 Information Available

Napier City Council staff has provided a substantial amount of documentary information from various stages of the life of the outfall pipeline which was constructed in 1972. In addition, discussions with current staff members, and with inspection and maintenance contractor personnel, have provided additional background to some aspects of operational, performance, and historical issues.

While this information has been reviewed to assist in understanding the history and condition of the outfall, there remain issues that were not documented and were not able to be explained by currently available personnel. Such issues include details of the construction process which resulted in the now fibreglass encased joint repair, and the background to the settlement of the seaward end of the diffuser. Details of the nearshore profile issues, and the means of trenching to bury the pipeline have not been seen. Interpretation of the condition of the outfall is based on the records available and discussion with existing council staff and dive contractor and may be further clarified if more information can be located. Recent hydraulic performance records that would allow comparison of theoretical and observed head losses are not available. Flow rates from pumping can be derived, but the pipeline configuration does not allow easy access to head requirements to drive the outfall pipeline.

2 Outfall Pipeline History

2.1 Introduction

This section presents a brief outline of the history of the outfall pipeline as deduced from the documents provided and discussions with various parties. Further details may become available after review by Council and on completion of the report.

2.2 Original Design and Construction

The Napier City Council Outfall construction was commenced in 1972 following the initial design drawings (included in Appendix A) and contract preparation in 1968. It is not clear if the construction drawings used were the same as the original design drawings. The outfall pipeline comprises precast concrete pipe sections 1.220 m OD, 0.914 m ID and nominally 1540 m long from the pressure manhole behind the beach. It is made up of 2.4 m lengths of flush jointed pipe with rubber skid rings and rubber bearing pad gaskets between pipe bearing faces, assembled and stressed into 60 m lengths, and then the longer strings assembled, stressed and grouted into two approximately 700 m lengths for installation. From the documentation available it is not clear when construction was completed and the outfall commissioned, although the drawing record (relevant construction survey drawings are included in Appendix B) suggests that surveying of the pipe profile as it settled in the nearshore area following installation continued to about mid-1975. There is no detailed as-built information available, nor a description of the construction procedure or deviations from the intended methods as the job progressed.

Comments in the later records refer to difficulties encountered during construction which appear to have been related to three issues:

- Difficulties in maintaining the design launch profile through the surf zone with the nearshore section installed high and eventually settling to its present position
- Difficulties in installing an insitu pipe-joint between the two pipe-strings that comprise the outfall length with horizontal and vertical misalignment of the pipe ends (this is the area of the current leak, and an area of susceptibility – potentially leakage – since construction completion). It should also be noted that there were several stainless bands fitted to pipe joints on the continuous concrete pipe in the vicinity of the sea joint which are presumed to have provided repair to damage to the pipe resulting from efforts to align the free ends.
- The settlement of the seaward end of the diffuser to below seabed in a relatively short time after installation due to it having no structural support to the free end of the pipeline and scouring of the seabed around the end of the diffuser

The design intention was that the pipe be installed in a single length (1540 m) to a prescribed nearshore profile below the foreshore (to a seabed depth of about 6m below chart datum), and placed on the existing seabed beyond, where it was intended that the burial to further seaward would be achieved by subsequent offshore trenching by jetting of the seabed adjacent to the installed pipeline. The contractor's installation procedure used two pipe launches of two separate pipe strings requiring an insitu joint to connect the two sections. The contractor also installed a sheet piled trench and access pier across the near shore to allow the nearshore design profile to be excavated and maintained, but in the event the seabed both within and beyond the sheetpile remained high. The pier appears to have extended some 50 m beyond the sheet piling. The pipe was launched on to and over this profile, and subsequently settled or was lowered by excavation to its final level which appears to have been 1.2 – 2.4 m above the design level. It is not clear if or how the curvature of the pipe was controlled during this process, but it seems that the recent repair

| Outfall Pipeline History |

required at the nominal 70 m chainage would have been in this section and may have been damaged at installation as a result of the bed profile or subsequent attempts at burial.

There is little information relating to the more seaward sections as to whether there were efforts made to bury the pipe as intended, or it has settled naturally to its current position. Problems were clearly encountered with the insitu joint between the ends of the two launched pipestrings which were too close together and misaligned to the extent that the designed joint closure was not practical. There are no more than indicative records available of the degree of misalignment, nor of how the pipe bore was maintained when the joint was formed within a cast in place concrete block. This misalignment is likely to be a barrier to installing a liner to the pipeline that does not significantly reduce flow capacity, and is likely to be a cause of additional headloss to the present outfall performance.

Also related to the construction process was the settlement of the diffuser which annotations to drawings of survey plots dated May 1975 indicate that it was ¼ buried at that time. The same drawing has a note which refers to "a new crack has appeared 3' west of the joint approx. 2' long and 6" deep". This presumably refers to the pipe junction, and it is not clear what was done about this – it may have been eventually enclosed within in the fibreglass repair and could thus complicate any repairs requiring disturbance of the fibreglass box enclosure.

On completion in 1975 the pipeline was recorded in annotations on the drawings as half buried between the joint and the diffuser. This did not comply with the construction drawings which showed profile with a minimum cover of 4 ft immediately beyond the beach face, and a minimum of 3 ft of cover to about chainage 1325 m where the pipe was shown to curve upwards to establish the seaward 123 m of the pipeline comprising the diffuser to be half buried.

On completion, the outer end of the diffuser had settled to below bed level, and an insitu concrete encased joint was constructed at mid pipe length on the misaligned connection between the two pipe strings. While there does not appear to be any record of the detail of this joint, it appears that it differed from the prepared drawing because the pipe ends were too close together following the launch of strings to accommodate the precast components proposed, and too close to accommodate the misalignment.

Survey records from the construction period show the initial installed profile in the nearshore to be significantly higher than the design condition, with subsequent settlement to the final position which itself was higher than specified. It is not clear how the settlement was achieved, but the records suggest that the process was unlikely to have met the pipe curvature limits, and as a result potentially suffered damage to joint components.

In summary, the pipeline was commissioned with a number of issues that could affect its performance and durability. Inspection and analysis to assess likely performance life is unrealistic based on the physical nature of the location and conditions – the pipeline is substantially buried, inspection conditions are, at best, limited by visibility and the requirement to expose components which are naturally backfilled within a week or so. The condition of the stressing strands that were used to assemble and provide structural continuity to the pipe is unknown – the strands which were specified to be encased in lubricated plastic sleeves to prevent effective bonding to the concrete between the strand anchorages at the ends of the pipe strings and at 60m centres along the pipe, were grouted in ducts which cross the joint sections and could potentially have been damaged by the installation procedures noted above. The structural concept was intended to provide a pipeline that was able to sustain the tension loads required to launch the pipeline, as well as to provide a degree of flexibility to accommodate an unprepared launch profile. The continuous nature of the pipeline structure provided by the stressing strands resists differential settlement along the pipeline in a situation where bed preparation was not possible, and where the construction procedure envisaged that the buried design profile would be achieved by sinking the pipeline by jetting of the adjacent seabed.

As the anchorages for the prestressing cables are at the end of the pipestrings, any modification of the pipe, for example to provide adequate clearance to install a spliced joint at the 700m leak location, would release

| Outfall Pipeline History |

the effective restraining force holding the pipeline together, removing tensile and flexural continuity and resistance to settlement. It may be that the distressed pipeline section pipeline is adequately bedded and supported to provide service as a conventional flush jointed pipeline, but there is no way of knowing this and deliberate release of the stressing force constitutes a risk of joint movement, rotation and leakage, particularly as the pipe is buried below the seabed and difficult to access for repair. For this reason, it is recommended that any remedial works that may disturb the pipeline itself are avoided or carefully considered.

2.3 Subsequent Performance and Intervention

2.3.1 Introduction

Since commissioning, the outfall pipeline has served its purpose, although not without a lot of time and cost accumulated in terms of inspection and maintenance work, particularly in ensuring the diffuser remains operational and that pipeline leaks that develop are remedied. Issues with the construction joint at 700m and the settlement of the outer end of the diffuser below the seabed have been the main problems to contend with and are described below.

2.3.2 Fibreglass Joint Repair

Following commissioning, the pipeline continued to settle and leakage from the pipe string connecting joint became an issue. This may have been the result of differential settlement at the joint caused by the additional mass of concrete surround, with consequent loss of seal and opening of the joint as further settlement occurred.

While there is some difference in recollections of the history of the installation of the fibreglass enclosure to repair this leak, the records suggest that the enclosure was installed in 1984 before the pumping of effluent commenced. Outfall pumping capability was installed in conjunction with millscreening of effluent, which removed solid material comprising rags etc which were suggested to us as helping to limit leakage at the pipe joint (note: prior to the installation of millscreening, the raw sewage was simply comminuted through comminutors installed at the landward end of the outfall).

The fibreglass enclosure (shown in the photograph on the front cover being test fitted to an onshore mock-up) was fabricated to enclose the concreted joint and seal around the adjacent misaligned pipe strings either side of the concrete block. These seals around the pipes at either end of the fibreglass box were achieved with grouted firehose between the pipe and fibreglass, and remain sound with no observed leak under diver inspections. The main body of the enclosure comprises a fibreglass shell bolted between the fibreglass seal components with horizontal longitudinal flanges allowing the shell to be installed around the block in two halves. The shell flanges were initially fitted with a glued linatex seal which has more recently been identified by divers as having been dislodged in places from the joint faces.

The fibreglass enclosure has been regularly inspected since installation, with the observation that regular tightening of the flange bolts was required as they loosened between inspections. Recent discussions indicate this process was not carried out as persistently over recent years, and has allowed the linatex seals to be displaced by internal pressure and leaking from the flanged joints to develop. The process of bolt loosening was attributed to the release of air from the internal leak, although we suspect that the regular exposure of the joint by removal of the surrounding seabed support may have resulted in further settlement at the joint, and consequent distortion in the fibreglass shell.

The current status of leakage from the fibreglass joint is that it has increased to the point that effluent is clearly visible on the surface above the joint position. The possible increase of leakage over time is difficult to quantify given the location and variation in environmental conditions, and the wide range of outfall discharge parameters. Diver inspection has identified the leakage as from between bolted flange faces. A proposal to further encase the joint in a grouted fabric formed encasement has been developed by the

| Outfall Pipeline History |

current dive contractor. A mark-up to the original drawing of the fibreglass component showing the diver observation of the latest and previous leaks is included in Appendix C.

2.3.3 Diffuser

The diffuser section does not appear to have been able to provide its design performance capability since the installation of the outfall, with its settlement below seabed at the seaward extent during construction. The installed diffuser configuration comprised cast-in diffuser ports in the pipe wall which were opened by divers following the pipe installation. When the diffuser became buried or the ports were close to bed level seabed material was able to enter the pipeline contributing to sediment build-up and potential blockage of the pipeline. The present situation is that the latest inspection shows 37 ports discharging over the inshore 2/3 of the 120 m diffuser. The diffuser is buried over the outer 1/3 or 40 m with the diffuser ports blocked and the pipe full of sediment over that section.

Regular inspection and maintenance of the diffuser is undertaken with frequent repair and replacement of diffuser risers and duckbills which are fitted to keep the effluent discharge above the fluctuating seabed level, and to remove the build-up of sediment in the diffuser pipeline. We are advised that monitoring of the outfall performance shows that dilution performance meets consent requirements with the reduced diffuser length, but that the maintenance levels are required to keep the diffuser operating over the length that remains at or generally above seabed level.

Regular loss of riser and duckbill components is recorded in the dive inspections. This is reported as being possibly caused by trawling or by logs rolling on the seabed. The diving contractors suggest that trawling is the cause of this damage, with limited evidence of vegetation material observed on the seabed or in excavations to expose components, and the need to remove net remnants from the diffuser from time to time. As it is important to maintain the risers and duckbill valves to prevent sediment ingress to the pipeline, a strategy is required to limit this damage. This may require more stringent monitoring and policing of fishing activities to ensure the outfall continues to meet performance requirements. It is understood this is done currently, but with limited success in terms of ongoing compliance.

The maintenance strategy up to 2017 was to maintain and clear the diffuser of sediment seaward over the operating length – i.e. where ports were observed to be discharging. A concerted effort by New Zealand Diving and Salvage (NZDS) in 2017 using this approach and to attempt to extend this operating length seawards increased the effective discharge length of the diffuser. This approach ensures that the diffuser remains operational.

An attempt to clear the seaward end of the diffuser was commenced in 2017, initially by installing a caisson at the seaward end of the outfall pipeline to obtain access to the buried end flange to commence removal of sediment from that point. Problems were encountered with the details of the pipe construction to gain entry in this manner, and clearance of the pipeline was commenced from the seaward end by lancing and airlifting through the port openings. The job remains incomplete due to the budget for this work being exhausted, as lengthy complicated and expensive work is required to achieve any positive outcomes. The ports were closed after cleaning so resumption of this pipeline clearing is possible.

2.3.4 Leak at 70 m Mark

A nearshore leak was observed from shore in 2018, nominally at the 70 m chainage. This leak was located by NZDS, and a repair comprising a stainless-steel clamp band installed and successfully completed. The divers reported problems initially achieving a seal at the leaking pipe joint because of an area of damage to the pipe outer surface which appeared to be an area of spalled concrete at the joint. The cause of the commencement of this leak is unknown although it occurred in the nearshore zone where cover required by the design was greater than found at the location, and also it was in the section of pipeline that may have

| Outfall Pipeline History |

been subjected to tighter curvature than specified during installation. The potential for leaks remains in this area where seabed movements will occur seasonally reducing cover and exposing the pipeline to movement and possible leaking from joints.

2.3.5 Historic Joint Repairs

Drawing records show six stainless steel band repairs on the pipeline in close vicinity to the fibreglass joint repair. The history of these repairs is not known, but based on the locations shown it is surmised that they were required as the result of damage to the pipe joints that arose in attempting to align the pipe ends between the two original pipe strings. The position of these repairs is an obvious cluster around the fibreglass box location, and further highlights the potential for disturbance of the pipeline in the vicinity of the current leak to affect adjacent sections and most probably increase the leakage.

3 Current Status of the Outfall Pipeline – Issues and Options

3.1 Introduction

This section provides a summary of the current issues and options for approach to overcome or accommodate these issues to provide adequate ongoing performance of the outfall. Details of the methods proposed will require closer review and development, and should be considered in relation to the expected remaining life of the current outfall. Cost estimates are indicative only and provide an indication of the relative scale of the options considered.

3.2 Fibreglass Repair Joint Leak

This leak is the most serious issue in terms of performance and compliance, with a visible plume observed at surface level under certain flow rates and weather conditions. Recent dive inspection (January 2020) of the fibreglass repair location showed the box to be leaking from the flanged joints, largely as reported following inspections over previous years both in terms of leak locations and extents, and the general magnitude of the leakage. Some of the previously identified leak locations occur close to the position of remaining obviously damaged linatex rubber gaskets, where there is a transition between the remaining material and no gasket. It is noted that leakage rates are variable and related to the outfall discharge rate which impose a higher pipeline pressure with higher flows. This inspection was attended by Beca, and the dive team requested to check the tightness of flange bolts. This was done, with many of the bolts particularly in the end flanges of the fibreglass box presenting as loose and accepting up to a full turn to firm closure (the equivalent of a 2.5mm opening). While the divers were able to confirm that leaks from the flanges remained after tightening, it is expected that some reduction would have been achieved by this procedure. It was understood from discussion with the dive crew that bolt tightening was not a regular part of the recent annual inspections (at least over the last 8 years), which may have resulted in a gradual increase in leakage over this period.

Constraints to the successful implementation of a repair include:

- The requirement to keep the outfall operational apart from short periods (hours) during low flows when the distribution network can be used as storage. There is also 4,300 m³ storage at the WWTP which can be utilised. Depending on conditions, this would allow a few hours without discharge through the outfall providing limited opportunity for significant repair work.
- Previous repairs to the pipeline in the vicinity of the fibreglass repair that indicate the requirement for minimal disturbance of support at the joint itself, and on the adjacent sections of pipeline
- The nature of the prestressed pipeline which provides the present structural continuity and joint integrity which would be lost by modifications that release the internal tension

Options for improvement or accommodation of this situation are discussed in the following sections. Risks common to all the options considered arise from the location of the pipeline in the marine and sub seabed environment, and the age and condition of the age and condition of the pipeline itself as outlined in the previous section. Such risks include:

- The potential for intervention work to damage other joints on the pipeline through disturbance of the pipeline, removal of support by excavation, and settlement of the pipeline as a result of adding mass by way of additional encasement
- Such damage has the potential to create new leaks at different locations

| Current Status of the Outfall Pipeline – Issues and Options |

- Weather and seastate conditions have the potential to interfere with and extend the work programme by reducing underwater visibility, causing delay with unworkable sea conditions, and backfilling or burying work components during the construction process
- Quality control of work underwater is limited by visibility and working environment
- The intended sealing of leaks from the fibreglass joint on the outfall which occur under hydraulic pressure may be compromised by minor movements during curing, or by incomplete curing before resumption of flow

3.2.1 Diver Intervention to Repair Leaks at Fibreglass Box Closure

This option would involve work by divers to expose the buried fibreglass box, and work to reduce the leaks observed from between the fibreglass flange faces by inserting caulking cord or hemp into the flanged joints. This would be achieved by successively loosening off the flange bolts slightly to allow the cord to be forced into the joint over the identified leaks and retightening once complete. Assessment by the dive team will be required to assess the best approach to each section of leak as the work proceeds. Careful planning will be required to ensure that only limited sections of flange are treated at a time to avoid movement of the box itself or the apparently sound circumferential pipe seals at either end.

This is a low-level intervention approach which is intended to repair or at least reduce the overall magnitude of leakage without requiring the mobilisation of additional plant and equipment. Best results would be achieved with no outfall discharge during the caulking work to allow the filler component to be installed and secured by the tightening of the flange bolts without being exposed to internal pressure, and with a range of cord sizes available to provide optimum effect. An appropriate underwater applied compatible sealant (e.g. Aqua Guard Underwater Sealant 3200) would be applied in conjunction with the caulking before re-securing the bolted flanges to assist with joint closure seal and help retain the caulking against washout by internal effluent pressure. Effective use of the sealant will require the consideration of minimum curing time to be factored into the available outfall shutdown time.

Dive resources required would be the same degree of support set-up required for the annual inspections, with work programmed to be carried out during discharge shutdowns and joints being closed prior to resumption. This would require planning of the approach sequence to optimise the repairs, and of timing to optimise the duration of shutdown availability.

Risks

The risks of this approach include

- Complete seal of the joint may not be achieved although significant improvement is expected
- Available discharge shutdown time may affect productivity
- Exposure of the flanges around the bottom of the enclosure will reduce support to adjacent pipe span (excavation of joint should be kept to minimum). There is the potential for loss of support to result in further settlement of the pipeline which may affect existing repairs to the pipeline either side of the joint
- Loosening of sections of the joints may not allow exact re bedding of flanges especially if the fibreglass unit is stressed by deflection (repair sequence planning is required, and joint opening should be minimised to ensure practical closure can be achieved)

Advantages

- Low key approach in terms of intervention and cost



| Current Status of the Outfall Pipeline – Issues and Options |

- Minimal pipeline disturbance with appropriate management
- Short construction times tailored to be within shutdown windows minimising potential weather downtime

Indicative Cost

Based on the annual inspection work undertaken by the present dive contractor and assuming the same vessel and diver resources allowing for 5 days on site the indicative cost of this approach is \$130,000.

3.2.2 Grout Encasement of Whole Joint

This approach has been proposed previously by NZDS and an order of cost estimate prepared by NCC. The use of a fabric bag installed over the joint to provide formwork is proposed, and requires the provision of a prepared support foundation below the pipe to prevent settlement of the additional weight of the grout encasement (as has happened with the pipeline itself), and the prefabrication and attachment to the pipe of spacer cage to hold the fabric form off the pipe to ensure that the grouting process does not fill the bottom part only of the fabric bag and allows the full encasement of the joint. A cylinder of reinforcing mesh would be installed within the grout annulus to ensure its structural integrity.

Excavation to enable placement of an appropriate foundation will be substantial and would be expected to remove support to at least the first pipe joint in each direction (individual pipes have an effective length of 2.63m). Support frames each side of the proposed repair will be required to prevent these pipes from deflecting when the excavations are carried out, and could comprise steel H frames on jetted pile supports. As discussed earlier, there is the potential that any movement of, or loading applied to, the outfall pipeline could affect the structural integrity or water tightness of the joint components adjacent to the repair work.

It may be necessary to provide support to the base and lower sides of the fabric bag with, for example, cement bags to support the shape of the grout fill to assist with maintaining the shape, or to consider the alternative of providing a rigid permanent form to retain the encasing non-shrink grout or self-levelling concrete.

To achieve an effective repair and the desired seal for leak repair, the grouting/concreting should be carried out in a single pour with good quality control to ensure full and homogenous encasement without construction joints. This requires the delivery of a large volume (more than 12 cubic metres) of grout or concrete to be delivered to the form by pumping or tremie pipe. Delivery of this amount of material would require a barge for this operation to mix grout or transport agitator trucks to the site from the port. Outfall discharge would be required to cease as the filling process proceeds to improve the chance of achieving a seal.

This option is feasible, but on the basis that the work is underwater where problems can arise through the inability to see the full extent of the work at once, and where labour on the job is generally restricted to one person at a time.

Risks

Risks related to this operation include

- Disturbance of the pipeline adjacent to the joint during excavation and construction initiating leaks at new locations
- Inadequate foundation support to prevent settlement of the added grout mass and pipeline as above
- Loss of time due to backfilling of excavation over the job period



| Current Status of the Outfall Pipeline – Issues and Options |

- Ensuring the formwork selected is leakproof and secured to be central on the leak area
- That an adequate seal of the leak is not achieved given underwater placement of grout or concrete, and potential movement of the formwork or settlement of the joint
- Potential for weather delays and resulting rework

Advantages

- This option has the potential to establish the originally intended continuous structural capacity of the outfall pipeline
- The work outlined can be undertaken within the constraints of the short shutdown times available

Indicative Cost

This is a relatively large-scale job compared to the sealing of the fibreglass box both in terms of vessel capability and dive resources. Materials components include pipe support frames, bed foundation material expected to comprise cement or grout bags, or a gravel mat, fabric or rigid permanent formwork, and grout or concrete filling. Vessel requirements include a dive vessel for the duration of the job that is capable of handling and installing pipe support frames formwork components etc, as well as supporting airlift and compressor and jetting pump. A barge and support vessel will be required for the grouting/concreting operation. Estimated indicative cost for this operation is \$500,000.

Potential Variation to Method

Removal of the fibreglass box unit prior to encasement would reduce the required size of the encasement, but the unknown condition of the original repair between the two pipe ends has the potential to require localised repair or wrapping prior to the encasement operation. The risk of required outfall shutdown exceeding effective reticulation storage capacity as this condition is established, and potential difficulties with repairs to the joint to prevent grout ingress to the outfall is considered excessive.

3.2.3 Grout Filling of the Fibreglass Box

The fibreglass repair provides a purpose-built form around the damaged joint which, if filled with an appropriate sealant material, could achieve a repair of the leak. The procedure would involve introducing pumped fill into the bottom of the annulus until it discharges from an opening at the highest point. The problem with this approach is that the characteristics and condition of the original insitu concrete repair are not known, and the possibility that the fill material could enter the outfall exists. It may be possible to use a material less dense than grout and consider balancing the internal outfall pressure and the insitu fill material density, but more information related to the condition of the original splice joint between pipestrings is required for this approach to be taken with confidence.

Risks

- Grout or sealant used may flow into the pipeline and fully or partially block the pipe rather than act to fill the annulus within the fibreglass case.
- Advantages
- This approach makes the best use of the existing joint components and would minimise the mass added to the joint location in reducing leakage

Indicative Cost

This option has not been costed because of the limited information available. It is expected to be in the same order as the work described in Section 3.2.1.

3.2.4 Install a PE Sleeve Liner

Installation of a PE liner to this pipeline would be a major operation, and difficult to achieve in this outfall pipeline given that it comprises the only discharge facility for the NCC wastewater catchment. A relining operation if compatible with the condition of the existing pipeline is expected to take the outfall out of service for up to six weeks, thus requiring alternative discharge from the wastewater catchment. It would also require the proving of the effective pipe opening at the pipe joint location where the pipe ends are offset from each other, and which based on the geometry of the fibreglass box, is expected to comprise a relatively sharp change in direction that is unlikely to accommodate a PE liner of similar diameter to the existing pipe. A smaller liner diameter may be required because of this, potentially reducing hydraulic capacity.

The use of a folded PE liner may be possible, although again the possible constriction at the joint location may prevent full inflation under pressure, and curing of the installed liner underwater is unlikely to be reliable.

This lining option is considered unlikely to be favoured as it would be a major operation to provide a discharge capacity that is clearly below predicted future requirements, and is not recommended.

3.2.5 Review the Effects of the Leak in Terms of Consent Variation

It is understood that steps are under way for establishing consent variation to cover a discharge component from the existing leak. This option provides a low risk (and cost) approach to dealing with the current issue but will require the goodwill and intent of all parties. This may be a good combination with the diver intervention option outlined in 3.2.1 to attempt to reduce the rate of leakage.

Risks

- That the leak becomes more significant from the fibreglass joint and it is difficult to monitor changes
- That a sudden deterioration or failure of the fibreglass joint occurs with increased discharge at the outfall midpoint location.
- Both of these possibilities can be mitigated by the low level joint repair option, and ongoing regular monitoring of the leak, although this will not reduce the possibility of a sudden significant failure

Advantages

- The advantages of this approach are that the compromised outfall can continue to be used under controlled conditions while investigations, planning and design are undertaken to provide for consenting and construction of a replacement outfall.

3.2.6 Install a Replacement Section of Pipe Across Fibreglass Joint

Provision of adequate access to insert a leakproof joint between the two separate pipestrings would require the removal of two pipe lengths from adjacent to the joint to allow the insertion of a section of PE pipe that could be sealed internally or externally to the concrete pipestrings. This would be a major operation requiring extended shutdown of the outfall pipeline, and resulting in release the prestressing force from one of the pipestrings with the potential consequences described in Section 2.2.

This work would be expected to restore the full hydraulic capacity to the pipeline while risking the structural integrity of a portion of it through the loss of prestress. The history of joint repairs on adjacent sections of the

outfall and its age would require careful assessment along with the development of a construction procedure that would maintain restraint to the distressed pipe section to establish if this approach could be justified.

3.3 Diffuser Maintenance

Maintenance of the diffuser performance to achieve at least the consented level of dilutions is essential, and this has been managed and achieved to date. The close relative level of the inshore diffuser to the seabed requires that stub risers and duckbill check valves are required to prevent ingress of seabed sediment to the diffuser. These should be installed and maintained on all active ports. If duckbill valves can be maintained on all ports, this also assists with the even distribution of flow among the active ports. The build-up of sediment in the seaward section of the active diffuser will continue, as flow velocity in the main pipeline decreases with decreasing flow rate past each discharging port, but if sediment that is able to accumulate is only sourced from the screened effluent as opposed to the seabed, the accumulation will be much more gradual and the potential exists for an equilibrium level of build-up to establish in relation to flow velocities.

Options to maintain adequate diffuser performance are outlined as follow.

3.3.1 Establish and Enforce a No Fishing Zone

Work on this is already underway and requires cooperation with the Hawkes Bay Regional Council to assist with enforcement. This is seen as an important step in ensuring that the annual improvements to the diffuser performance are maintained. Duckbills in place optimise dilution performance and prevent sediment build-up which is the cause of significant maintenance costs. Any duckbills removed by trawling activities directly affect these aspects.

3.3.2 Maintain the Existing Diffuser Operation

Recent diffuser inspection and cleaning operations (NZDS 2017 and 2019) achieved significant improvement in the extent of the active section of the diffuser (increasing operating ports from 17 to 40 no) to the point where it falls below the general seabed. The maintenance of this extent of the diffuser has the potential to optimise performance without extending seawards where there is more cover to the pipe and hence more risk of sediment infill. This is the recommended approach and is in line with current operations.

3.3.3 Extend the Range of Ports Seaward

This option would improve the diffuser performance, but at the cost of having to provide, install and maintain extended risers to discharge clear of the seabed. More and longer risers increase exposure to damage. If removed by damage they expose the diffuser to significant sediment exposure, and require excavation to repair. If adequate performance is provided by the inshore 40 ports, further use of the buried ports is a potential risk.

3.4 Potential for Further Leaks

The leak recently repaired at the 70 m mark is an issue that illustrates the potential for unexpected defects. It is suspected that the leak was the result of pipe movement due to inadequate cover in the surf zone region. The age and nature of the pipeline structure is such that any physical disturbance may open pipe joints. For this reason, it is recommended that remedial works are carefully considered to limit such movement.

4 Options for Outfall Replacement

4.1 Introduction

A preliminary review of options and potential costs for replacement of the existing outfall which is understood to be planned for implementation in 2026. The information presented is intended to provide preliminary scoping information that will require significant refinement as performance parameters and site conditions are refined. It is noted that detailed investigations will be required to support consent application, establish long term capacities, appropriate dilution performance, geotechnical conditions etc to allow the range of construction options that may be appropriate to be assessed.

4.2 Information Required

4.2.1 Performance Requirements – Capacity

The essential nature of the wastewater outfall to the City treatment system requires full assessment of performance requirements over the expected operating lifetime of a new outfall. This includes flow capacities under present and future conditions, and in particular the establishment of peak design flows and pumping requirements to confirm pipe specification requirements, and normal operating conditions to ensure that scouring conditions are achieved.

4.2.2 Performance Requirements - Dilution

Detailed assessment of outfall discharge performance is likely to be required for consenting for a new outfall. The recent new diffuser installed at East Clive for Hastings District Council was based on a substantial and detailed hydrodynamic modelling study. The physical environment inputs for the establishment of the Hastings model were based on site specific current records and wider scale hindcasting of wind and wave conditions. Given that the two outfalls are 4.5 km apart it is likely that many of these inputs are common, and this may offer opportunities to reduce the requirement for data collection, but this will need to be confirmed. It is noted that the Hastings outfall at 2750m length is significantly longer than the existing Awatoto pipeline (1540m), an issue that may be highlighted at consent stage.

Modelling, if required, is expected to confirm acceptable outfall length and diffuser configuration for the level of treatment applied to the Napier City wastewater. There is also the potential for the interaction of effluent plumes from the two outfalls which was not considered in the Hastings modelling, but which could affect consented outfall performance requirements for a new Napier City discharge.

4.2.3 Site Construction Conditions

With the advance of options for outfall pipeline construction now including directional drilling, microtunnel, and direct pipe installation, each of which offer certain advantages for outfall construction and durability, a good understanding of geotechnical conditions is required. A series of onshore boreholes was undertaken for the construction of the current outfall, but deeper and more refined investigation requiring offshore information or adequate extrapolation of onshore bores, will be required to assess the feasibility of these options.

The location of the treatment plant and pump station inshore of the busy highway and railway corridor, and the significant industrial development that has occurred in the interim removes the option of onshore prefabrication and launch of an outfall pipeline near the existing alignment as constructed in the early 1970s. Upgrading or replacement requirements of a pipe crossing of these components needs to be considered in the outfall design process, with trenchless installation options, and land ownership effects requiring investigation to identify practical location and configuration for such a pipeline.

Detailed bathymetry is also required to determine a design profile for the pipeline that maintains cover to the pipeline over the range of expected seabed variations, especially in the near shore where frequent and significant changes can occur at the beach face. Bed level variations well offshore have been observed in relation to the Panpac outfall extension in Hawke Bay about 18km north of Awatoto, and need to be quantified to ensure that pipeline and diffuser design can accommodate such events. Repeated regular bathymetric survey is required to identify and quantify such changes.

4.2.4 Options for Staging

The present condition of the existing Awatoto outfall has raised issues with its security and performance. These issues are related to leaks, but the pipeline remains in place and could potentially be sleeved with a smaller PE liner to convey effluent to a new diffuser. Because of the required availability of the existing outfall facility, work required for this type of upgrading can only be undertaken once an acceptable alternative discharge is in place. Consideration could be given to installing a new directional drilled outfall and diffuser to provide for pumped present discharge requirements, followed by subsequent installation of a liner to the existing outfall to provide full design capacity and improved pumping requirement.

4.3 Construction Options

4.3.1 Introduction

The existing Awatoto outfall pipeline was constructed with prestressed concrete pipes which because of their weight and stiffness required assembly onshore on the final pipe alignment, and bottom launch to the outfall position along the seabed. At the time, a suitable onshore construction site was available to allow the pipeline to be assembled in two lengths, and substantial temporary works were required to maintain a launch trench across the steep gravel beach. Problems were encountered with joining the two stiff pipestrings offshore and the joint installed has eventually become the site of an increasing leak. There has also been significant settlement of the outer end of the diffuser to the extent that it is buried and not functional.

Options for outfall construction have advanced since the installation of the existing outfall with the availability of large bore, flexible and robust polyethylene (PE) pipe that can be floated and towed to location. Advances in horizontal drilling technology that allow significant sections of an outfall to be constructed from onshore can avoid issues with traditional problem areas of shore crossing and surf zone construction, and with achieving pipeline burial which provides stability against hydrodynamic loadings (waves and currents), and from trawls etc.

These preliminary comments are based on the construction of an outfall of the same length of the existing Awatoto pipeline which extends 1540m seaward of the onshore manhole. Specific option selection is expected to be contractor driven by a tender process and requiring specialist input applicable to each of the construction methods available and driven by analysis of geotechnical conditions and contractor expertise. It is noted that advance in trenchless technology and the local availability of specialist plant for this kind of work is fast moving and capability may change quickly.

4.3.2 Float and Sink

Assembly onshore of weighted PE pipelines that were subsequently launched and towed to site has been the construction method used for recent outfall installation work in Hawke Bay. Both the Hastings diffuser replacement and the Panpac outfall extension used this approach for successful construction. However, neither of these installations required construction through the surf zone or upper beach as both were extensions to existing outfalls, nor did they require burial below seabed which is considered to be prudent for a new outfall at Awatoto on the basis of the observed differential settlement that has occurred on parts of the pipeline and the damage sustained by the diffuser components.

| Options for Outfall Replacement |

Using this construction method, the new outfall pipeline could be assembled parallel to the shore along the coastal reserve, launched offshore by towing off the beach and towed back inshore to a prepared trench extending to an onshore connection point. The pipe would then be flooded and sunk into final position. Construction through the shoreline and nearshore of the steep gravel beach will require a deep sheetpiled trench, and pipe burial would need to be achieved by the sinking process into a dredged trench. Discussions with an experienced contractor indicated their concerns with the risks involved in the shore crossing component, and with preparing and maintaining a trench which can easily infill and need ongoing maintenance prior to pipe installation. These concerns led the Float and Sink method to be the contractor's least preferred construction approach in compared to the tunnelling/drilling options.

It may be possible to reduce the risks, for example jetting the installed pipeline to bury it rather than installation in a trench but this kind of solution would require environmental scrutiny.

4.3.3 Micro-Tunnelling/Direct Pipe

The use of micro-tunnel (pipe jacking) and direct pipe methods which involve pushing a permanent carrier pipe behind a tunnelling machine, have been successfully employed for outfall pipelines at Tahuna (Dunedin City), Christchurch, and Army Bay. Direct pipe has the advantage that the pipe trajectory profile is more flexible with a steel liner, but both methods require transport of spoil back through the driven pipe and can be steered within certain limits to maintain profile. A PE liner or carrier pipe is usually installed inside the steel direct pipe to maintain corrosion resistance from the effluent. The direct pipe method is capable of coping with large cobbles and rock, but difficult to recover if problems are encountered.

Either of these methods, which require specialised construction plant and expertise, provides a viable option for outfall construction, but feasibility and comparative cost will be dependent on quality and assessment of geotechnical conditions. Either method will require the installation of a diffuser section to discharge above bed level, which would comprise a weighted PE section installed by float and sink method and piled to the seabed to prevent settlement and interference with port discharge.

4.3.4 Horizontal Directional Drilling

This method requires the establishment of a drilled pilot hole on the design profile of the pipeline followed by the reaming of the hole to enlarge it until the liner/carrier pipe can be pulled into place. The difference between this and the micro-tunnelling options is that the pipeline is established after the pilot hole has been proven and subsequently enlarged by reaming, with the pulling through of the carrier pipe. In suitable conditions, this offers advantages of flexibility of approach, and to withdraw and relocate the alignment in the case of obstruction being met in the pilot hole establishment. In some situations, two smaller pipes can be considered to provide flexibility and backup.

4.4 Indicative Costings

Based on historic construction costs and discussions with contractors, unit rates for ocean outfall and harbour crossing construction have been reviewed to provide an indication of the order of costs that can be expected for construction of a replacement for the Awatoto outfall. Assessment of recent outfall costs and construction methods has been provided by Don Tilbrook of Brian Perry Civil for a range of pipe sizes and conditions, and based on full construction tender build-up. Some construction methods (micro tunnel/Direct Pipe/HDD) are clearly better suited to particular ground conditions providing site specific advantages in some cases (e.g. Direct pipe at Army Bay related to ground conditions), and in others prices for the different methods were advised as being very similar (Snells Algies, and Southern Pipeline Tauranga).

On the basis of the limited geotechnical information available from boreholes established in 1969 it was concluded by Brian Perry Civil that directional drilling would offer the best construction option, and an overall unit rate including a seabed diffuser of \$17,000/m was derived as appropriate for a 1500m pipeline of 1.0m internal diameter for a design flow capacity of 1400 l/s. Mr Tilbrook recommends a construction contingency

| Options for Outfall Replacement |

of 30% at this early stage of project scoping, and based on the limited information available, bringing the total construction cost allowance to \$33M, a similar value to the Army Bay outfall.

In terms of the overall project costings, additional budget should be provided for site investigations and modelling studies, consenting, engineering, council and financing costs for which an allowance of 20% is considered reasonable and brings the total estimate to \$40M. This is an indicative estimate with uncertainties in the order of 30%.

Recent advice received from McConnell Dowell considering indicative costs for the construction of a similar diameter outfall pipe at Mount Maunganui using their Direct pipe equipment resulted in all-inclusive estimates for two options of 950 and 2000m length of \$27.7M and \$34.12M respectively. Interpolation suggests a 1500m length would be in the order of \$32M, somewhat below the comparable \$40M figure for HDD. This method proposed a 1200 mm Direct Pipe (effectively a carrier duct) within which the service pipe would be installed.

Note that these estimates consider only the outfall replacement from the terminal manhole seawards. Options to consider extending further inshore to the treatment plant site, changes in pipe size due to establishment of long term design flow capacity, or outfall length as a result of consenting issues will affect cost. Other options, for example the consideration of the feasibility a smaller capacity drilled outfall in conjunction with installing a PE liner in the existing pipeline, may provide advantages with redundancies for operation but would require cost comparison with the alternatives.

| Acknowledgements |

5 Acknowledgements

Our thanks to the following personnel who provided helpful assistance in establishing the background and characteristics of the NCC outfall at Awatoto, and current construction information.

Napier City Council

Santha Agas

Lance Titter

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New Zealand Diving and Salvage Limited

Matua Moeke

Dougal Fergus

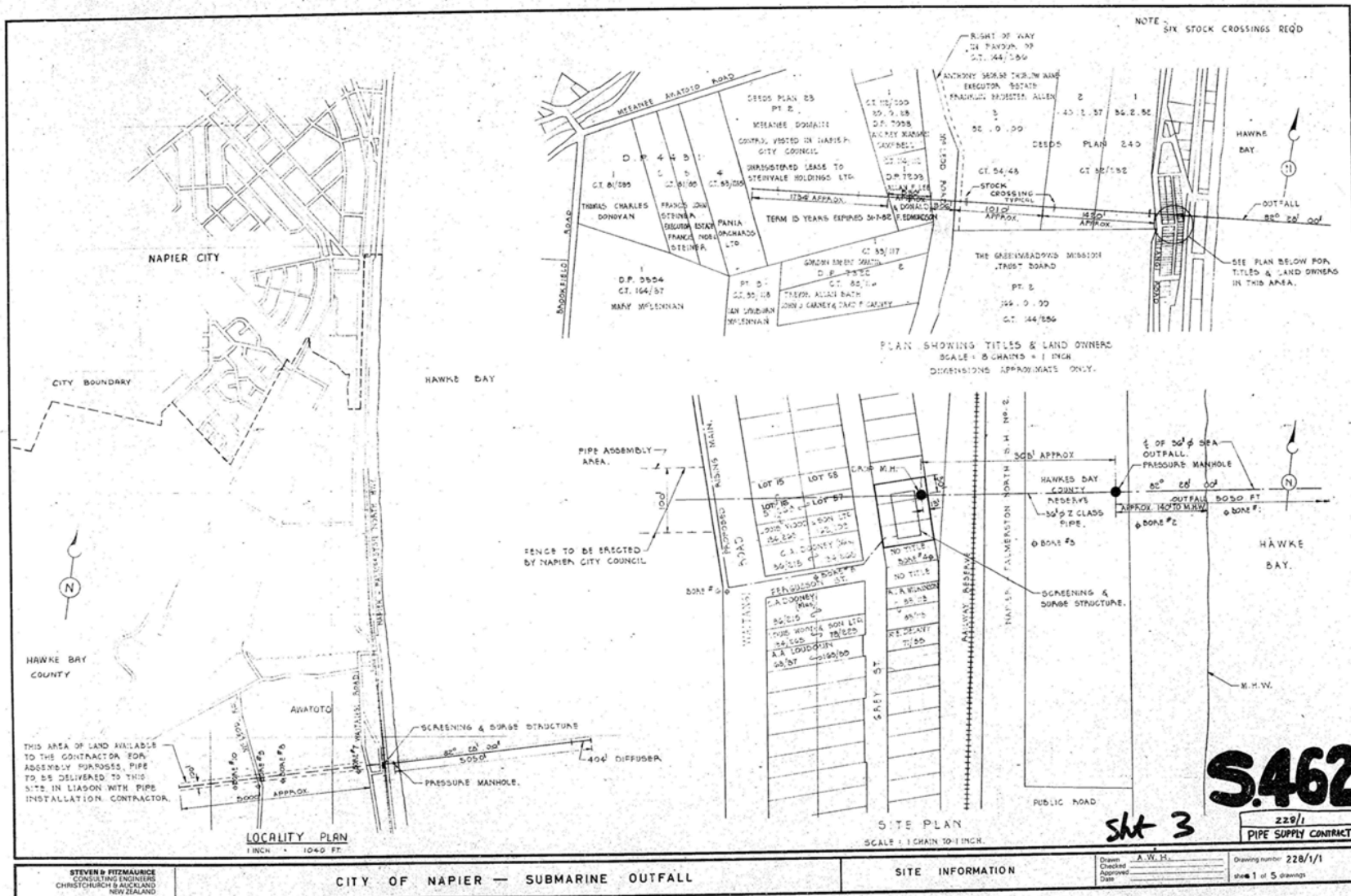
Tim McKenzie

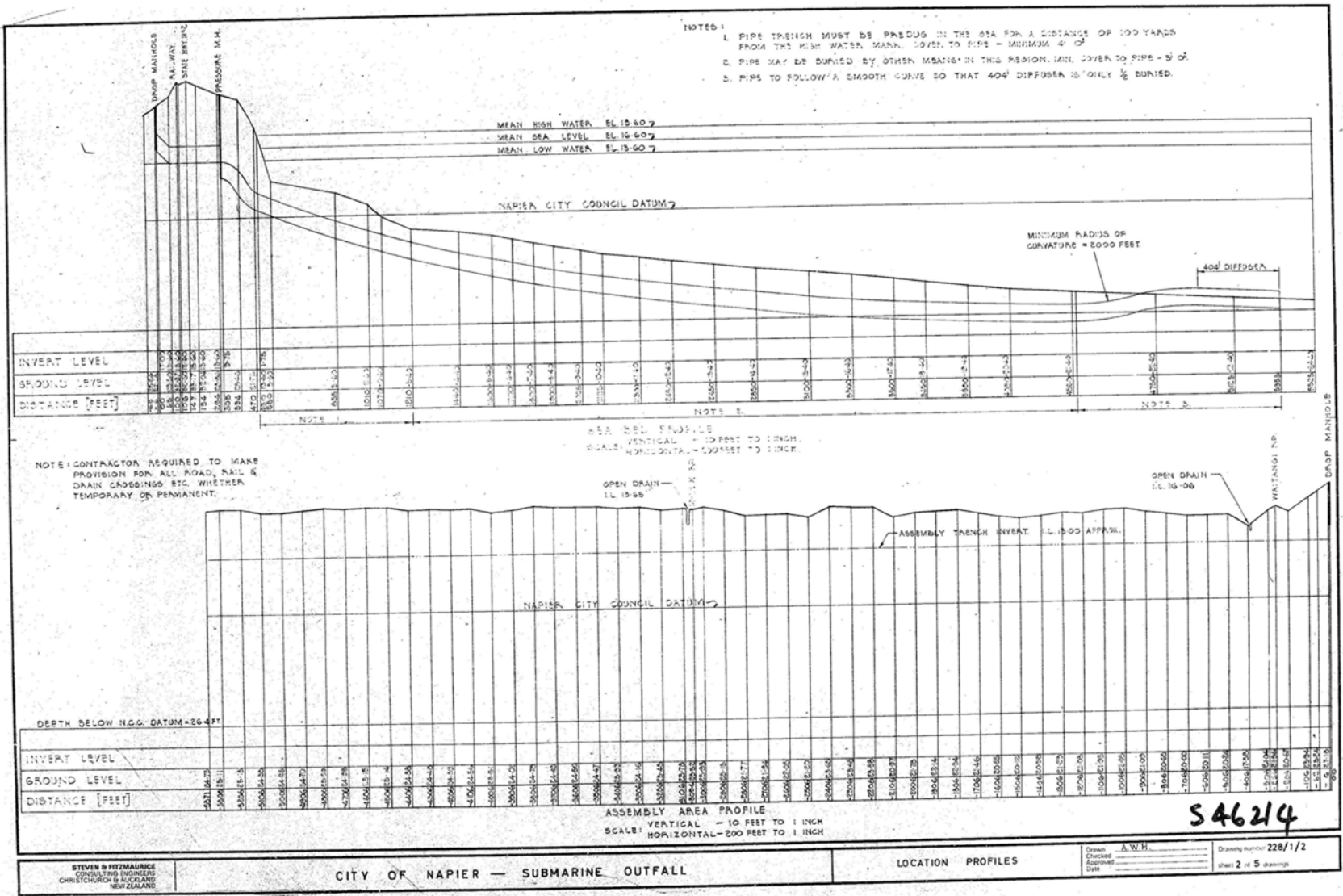
Brian Perry Civil Limited

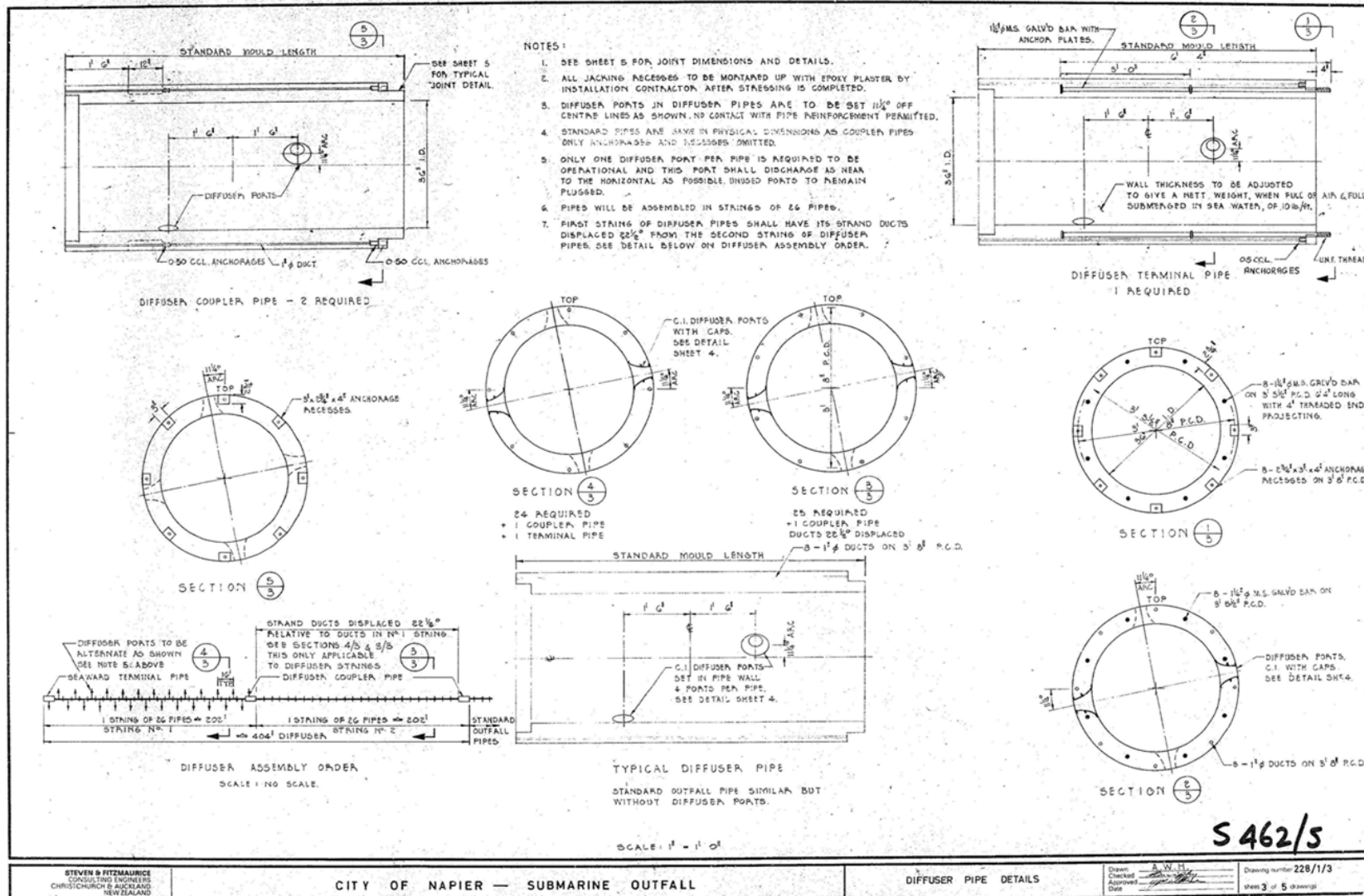
Don Tilbrook

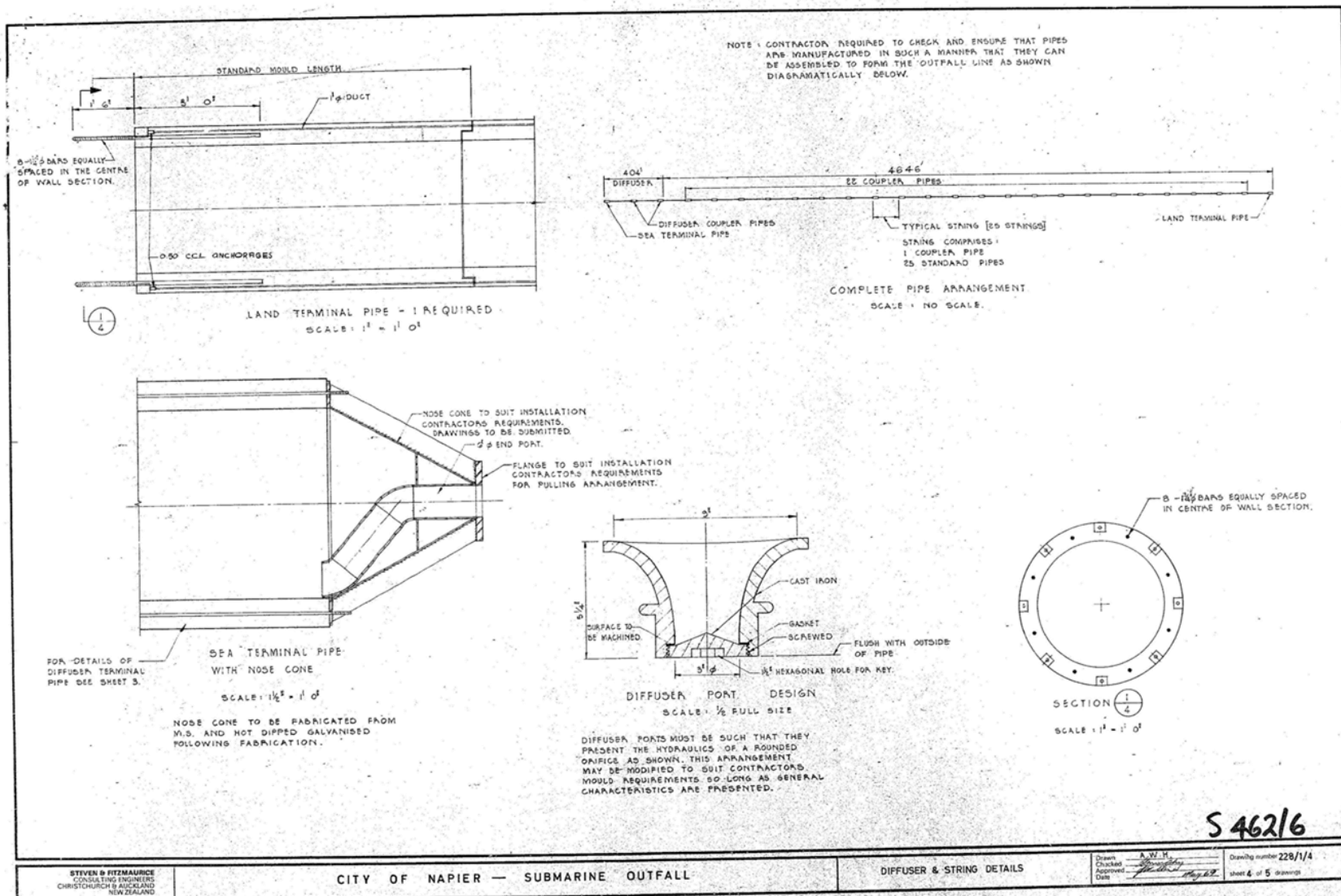


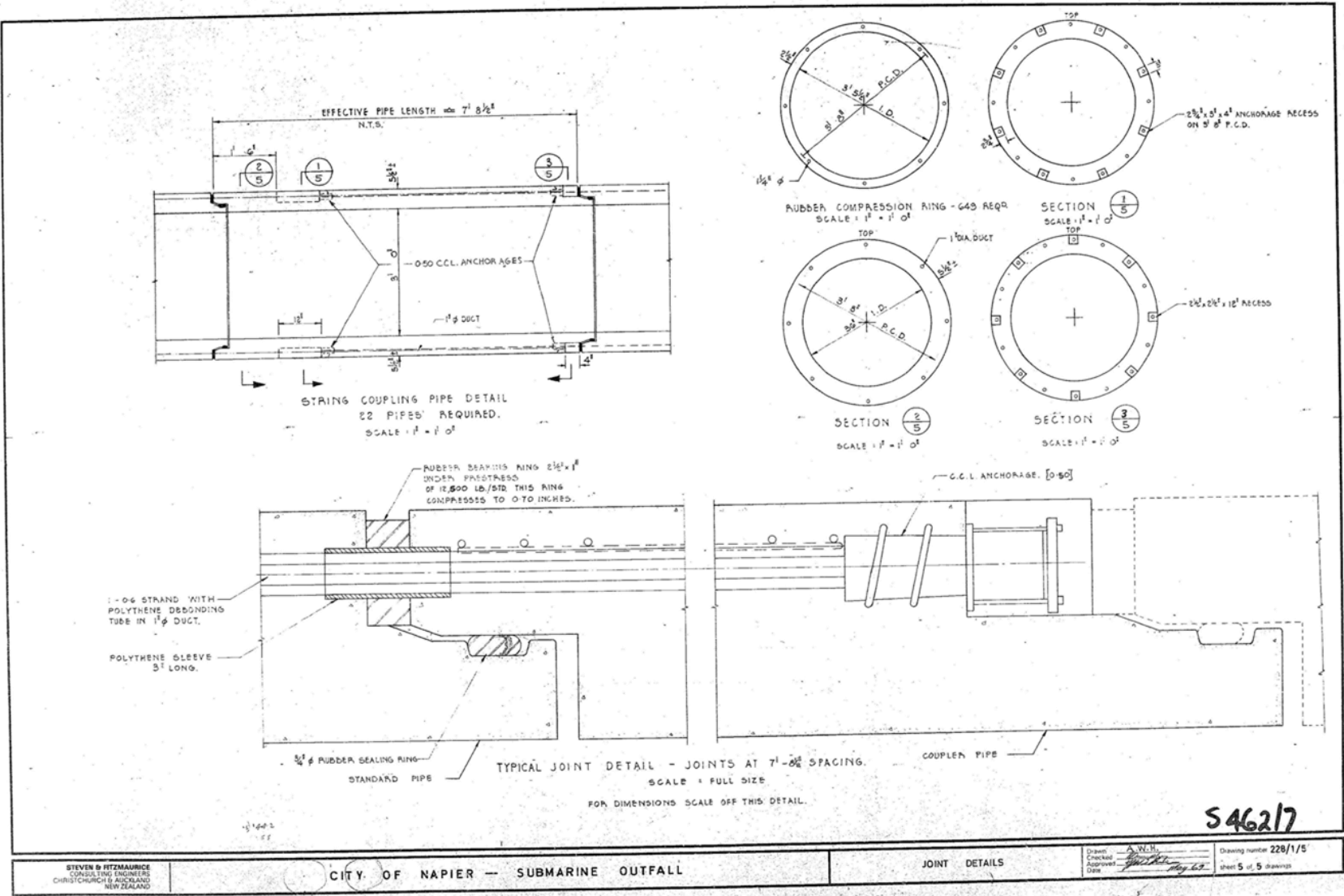
Appendix A – Original Design Drawings

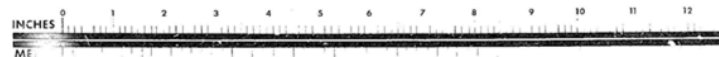
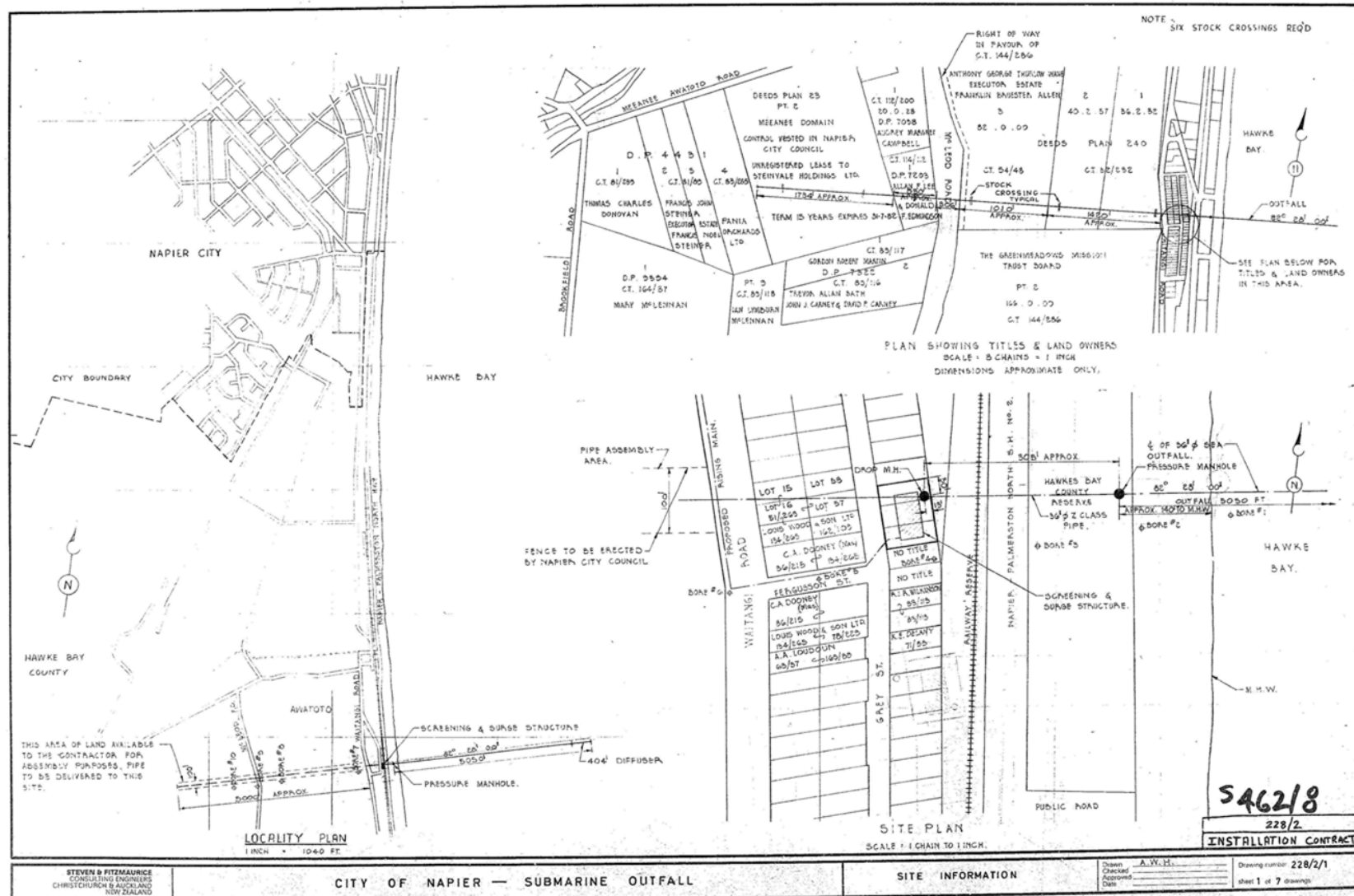


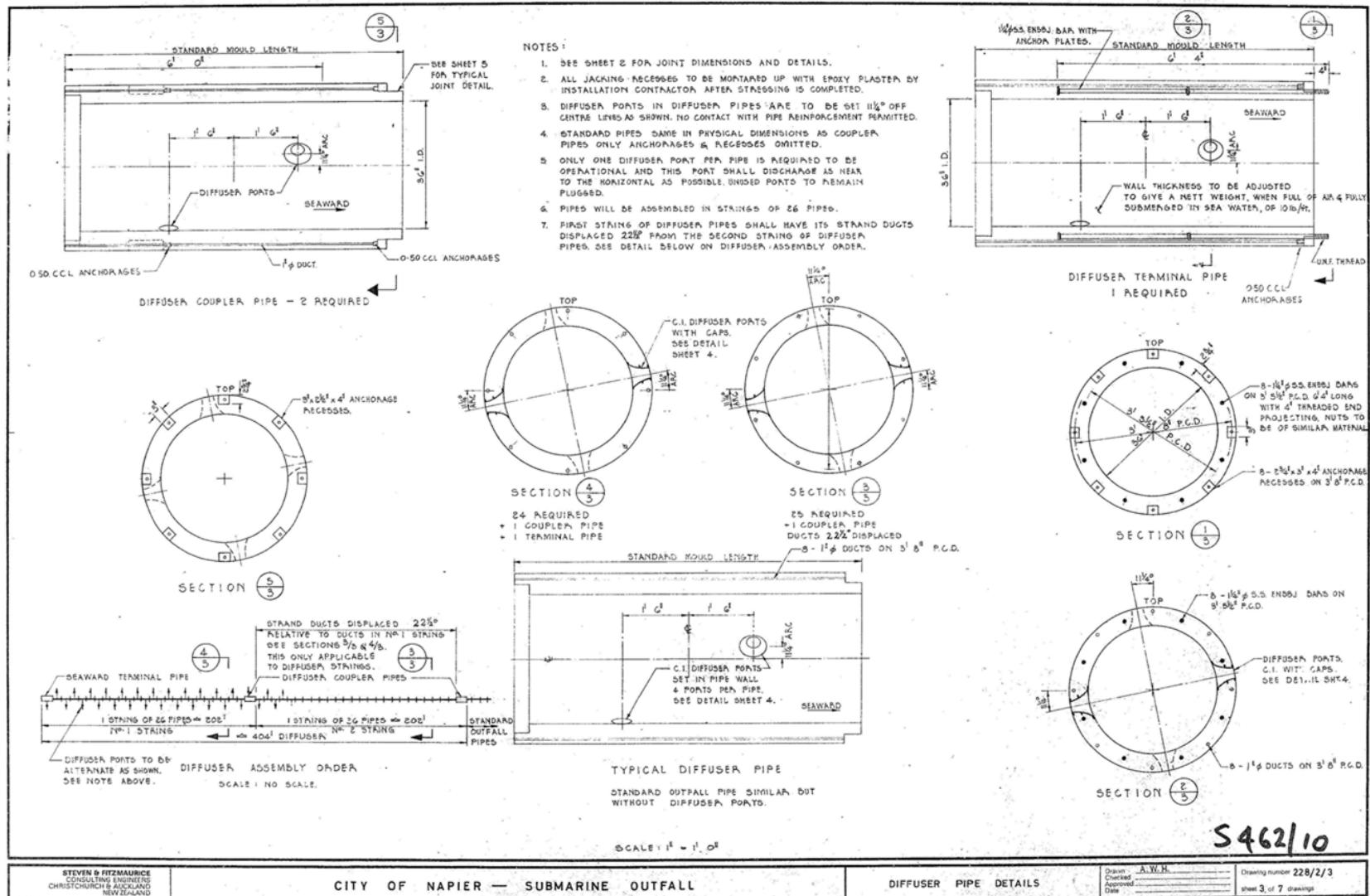


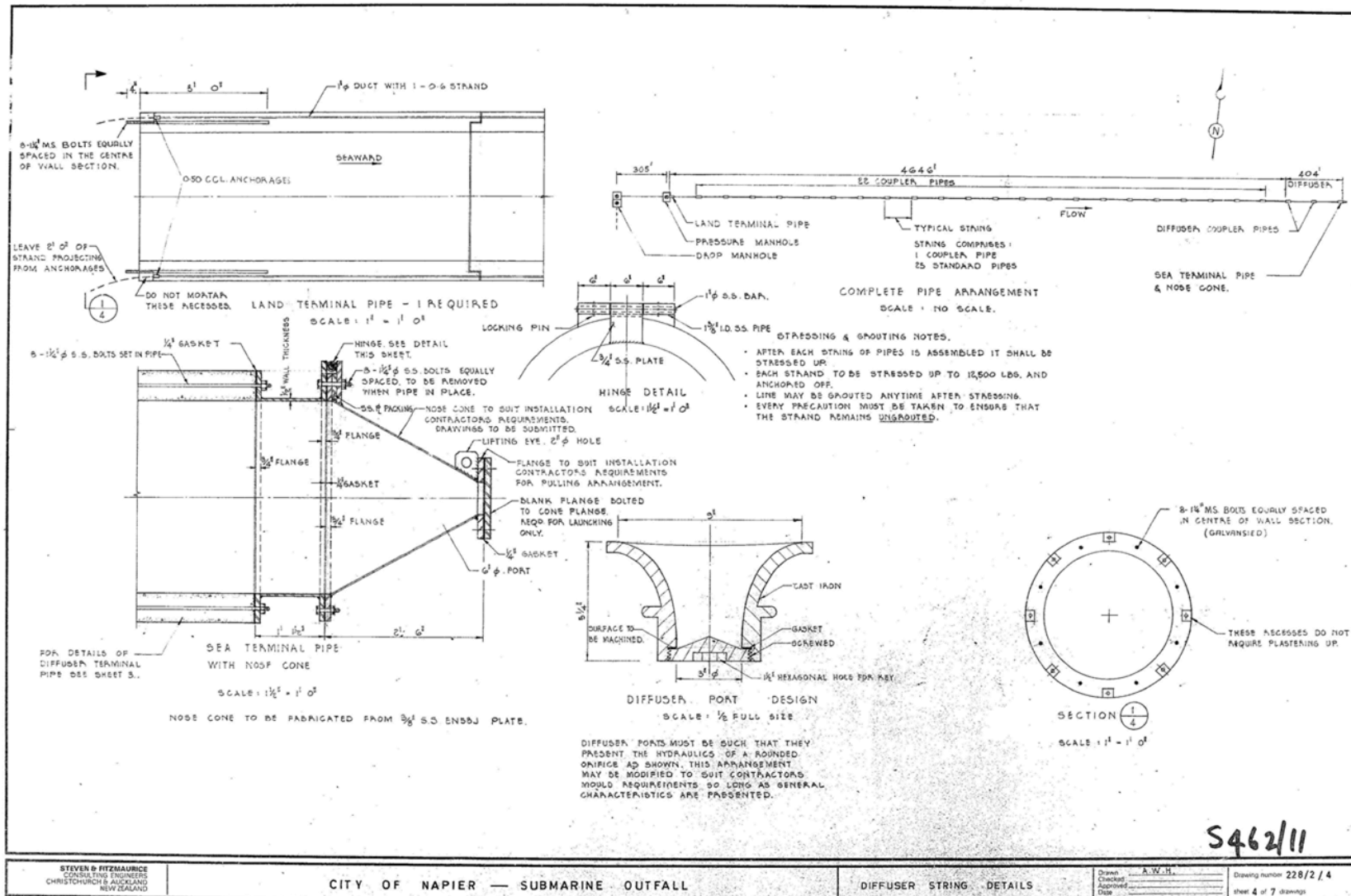


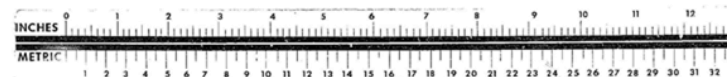






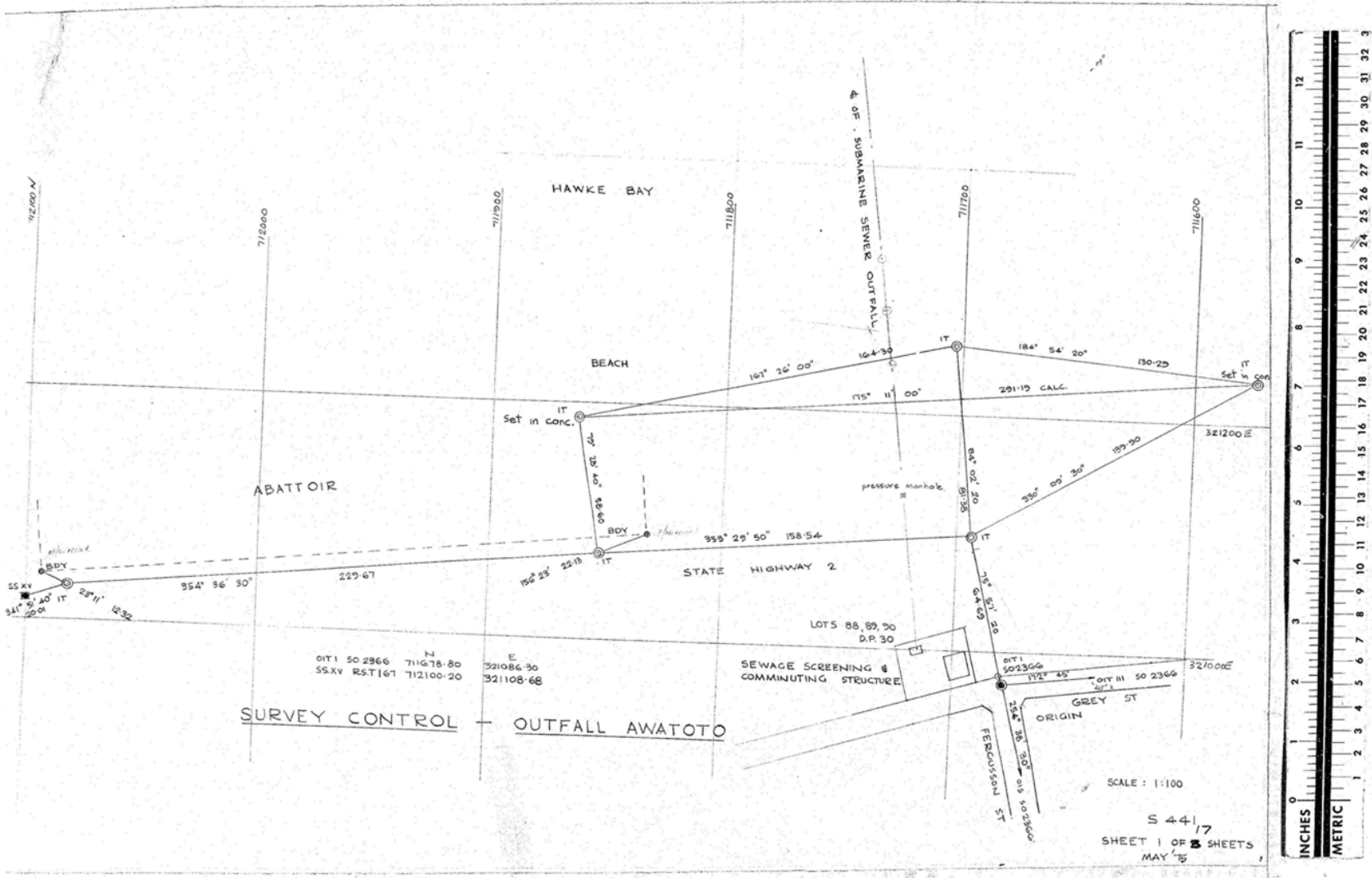




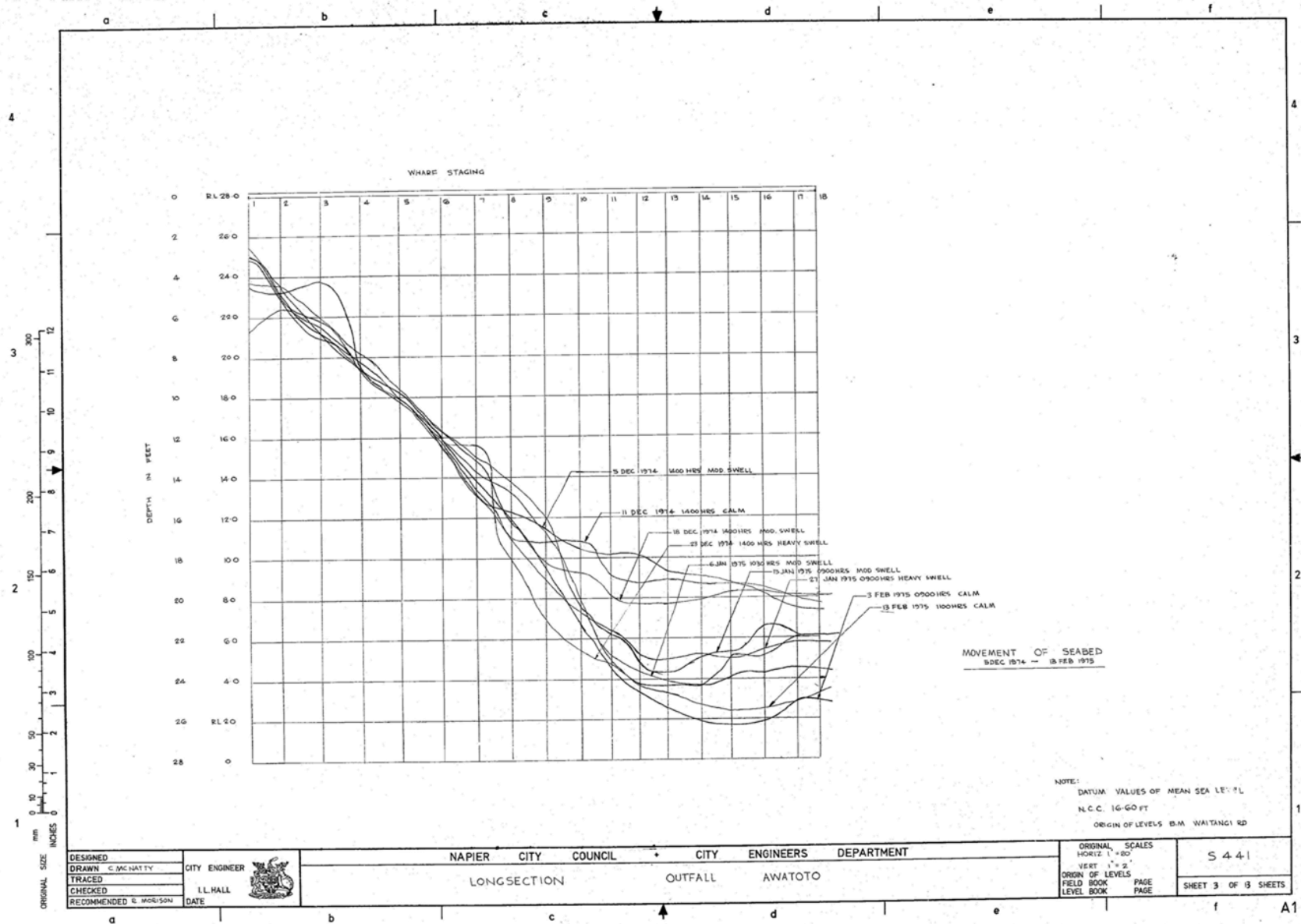


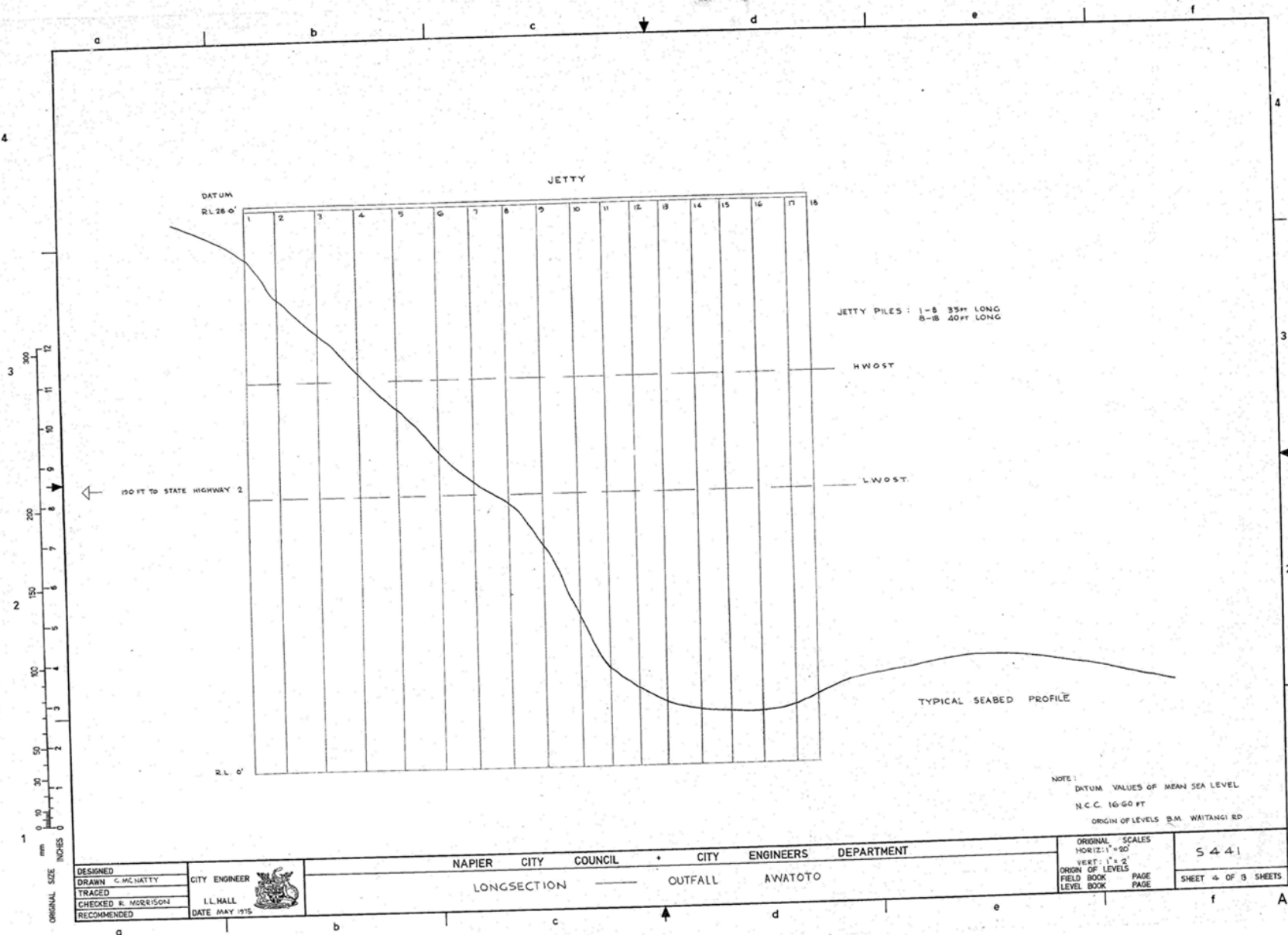
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Appendix B – Construction Survey Records

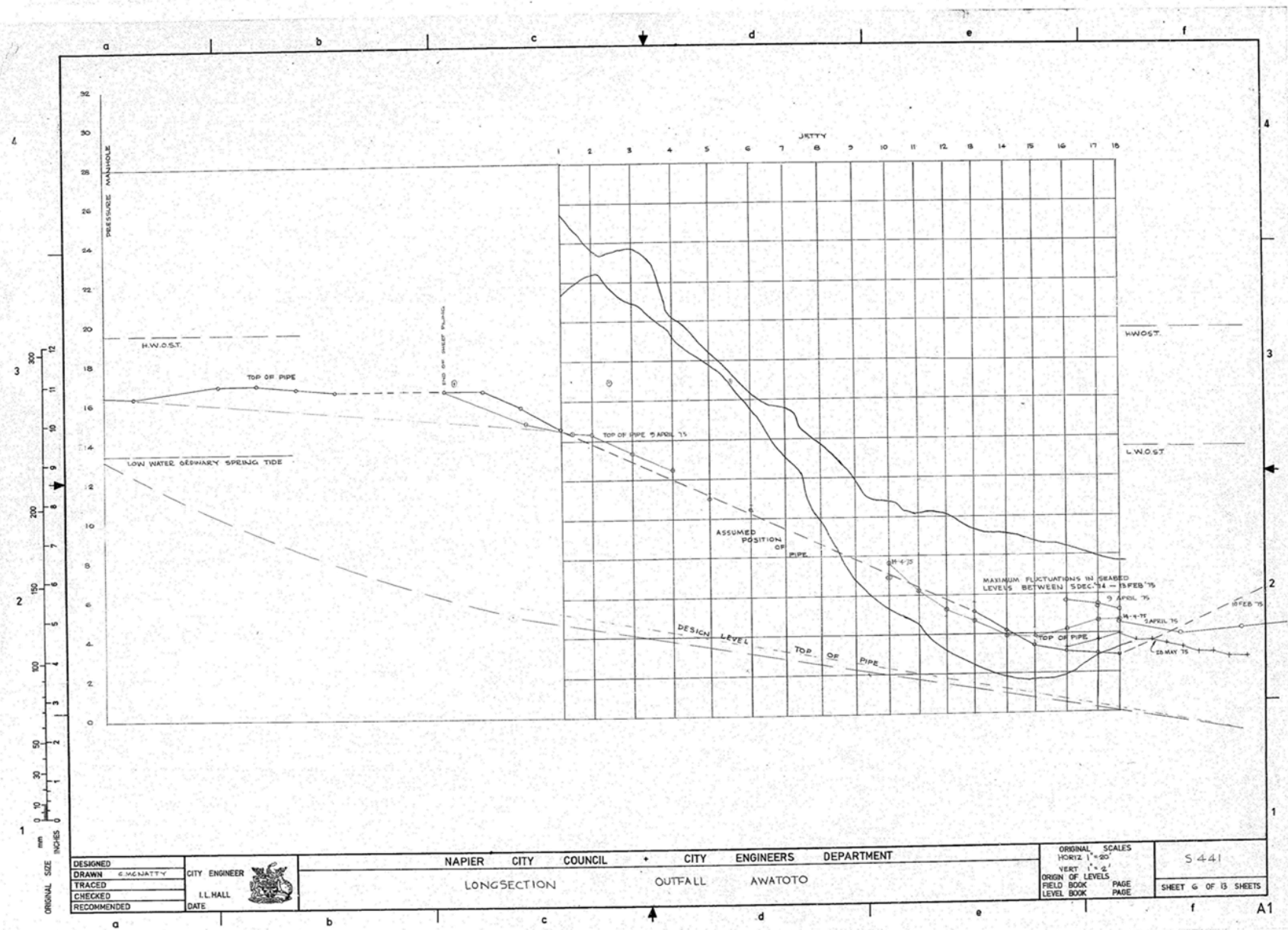


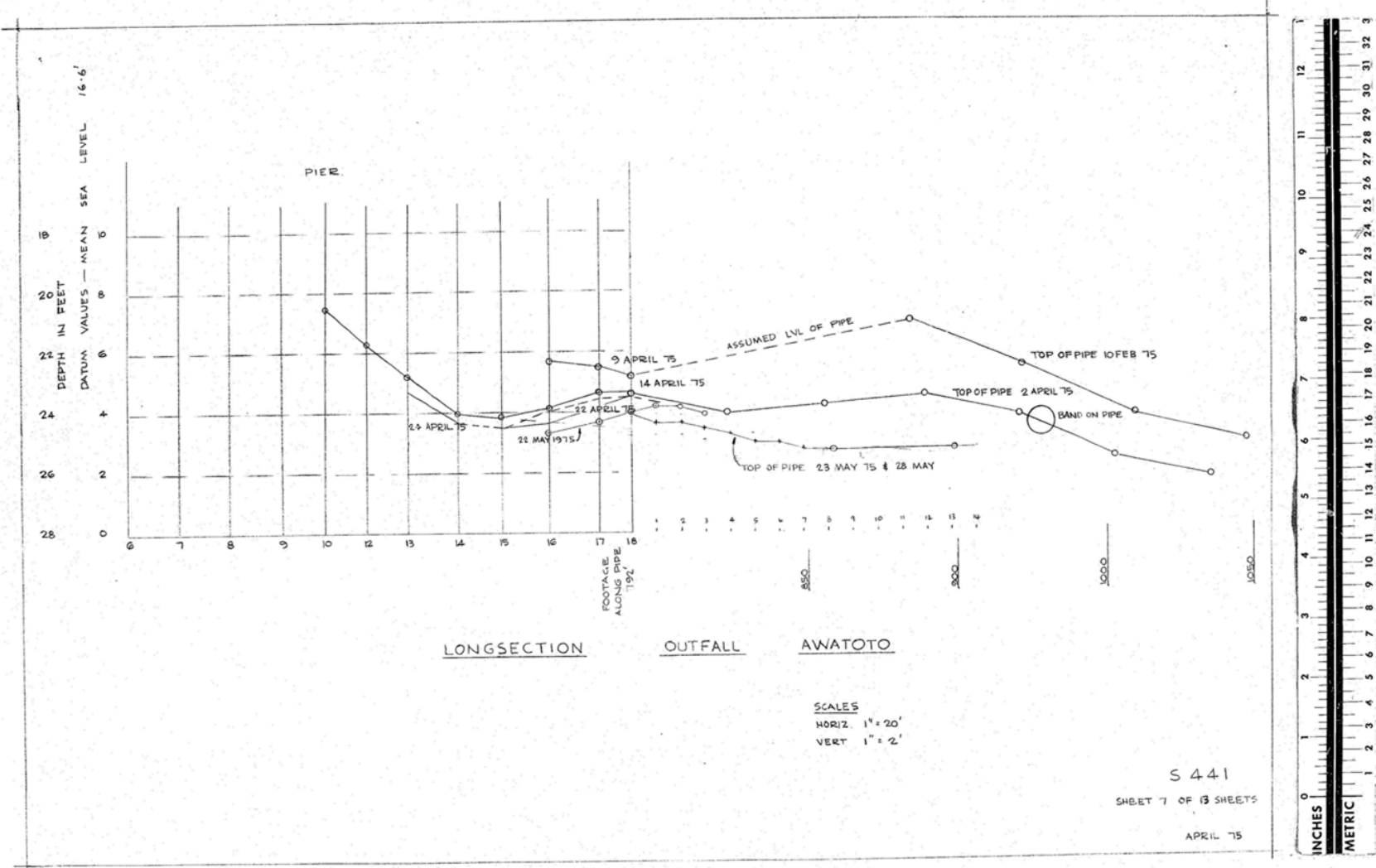


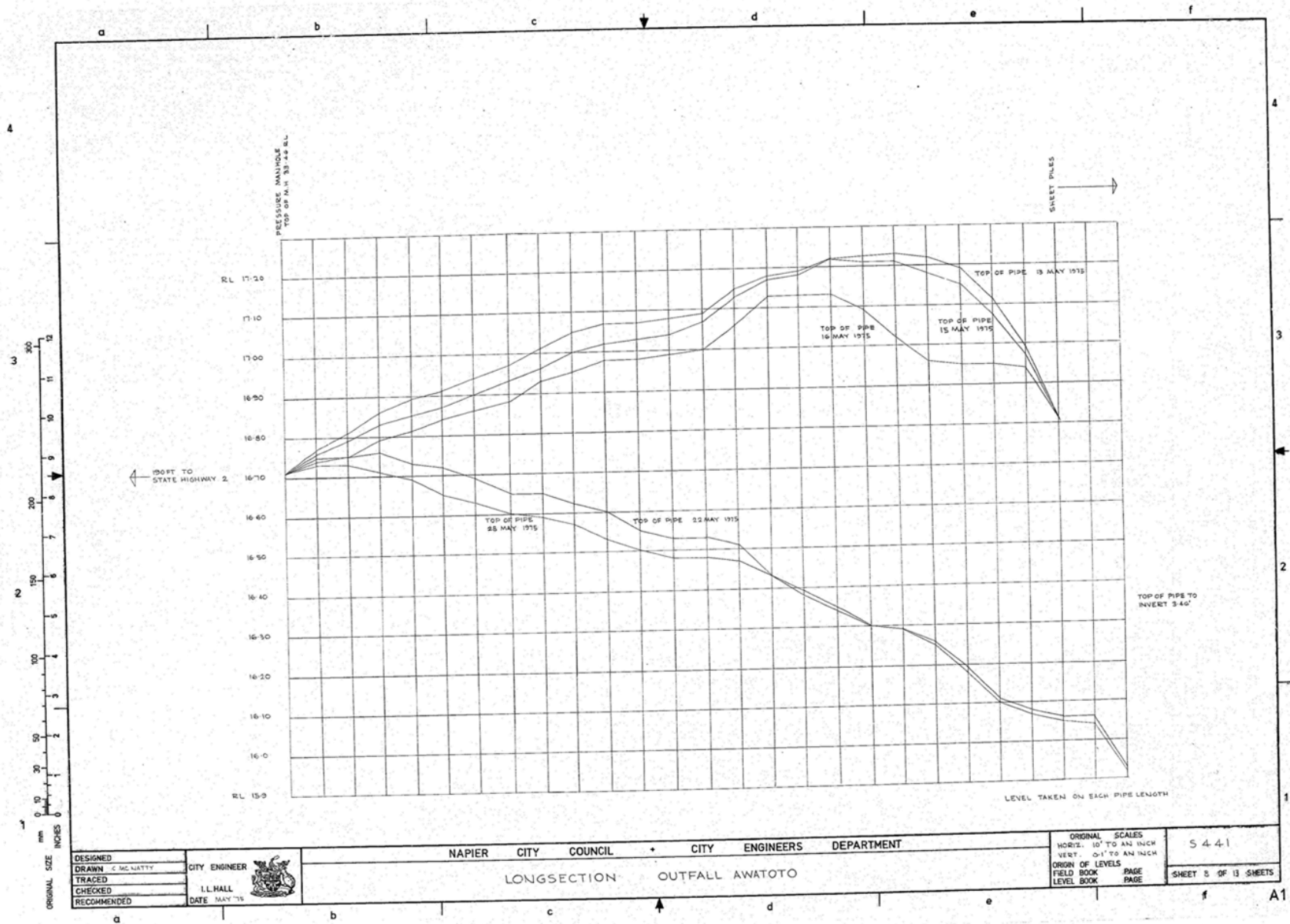


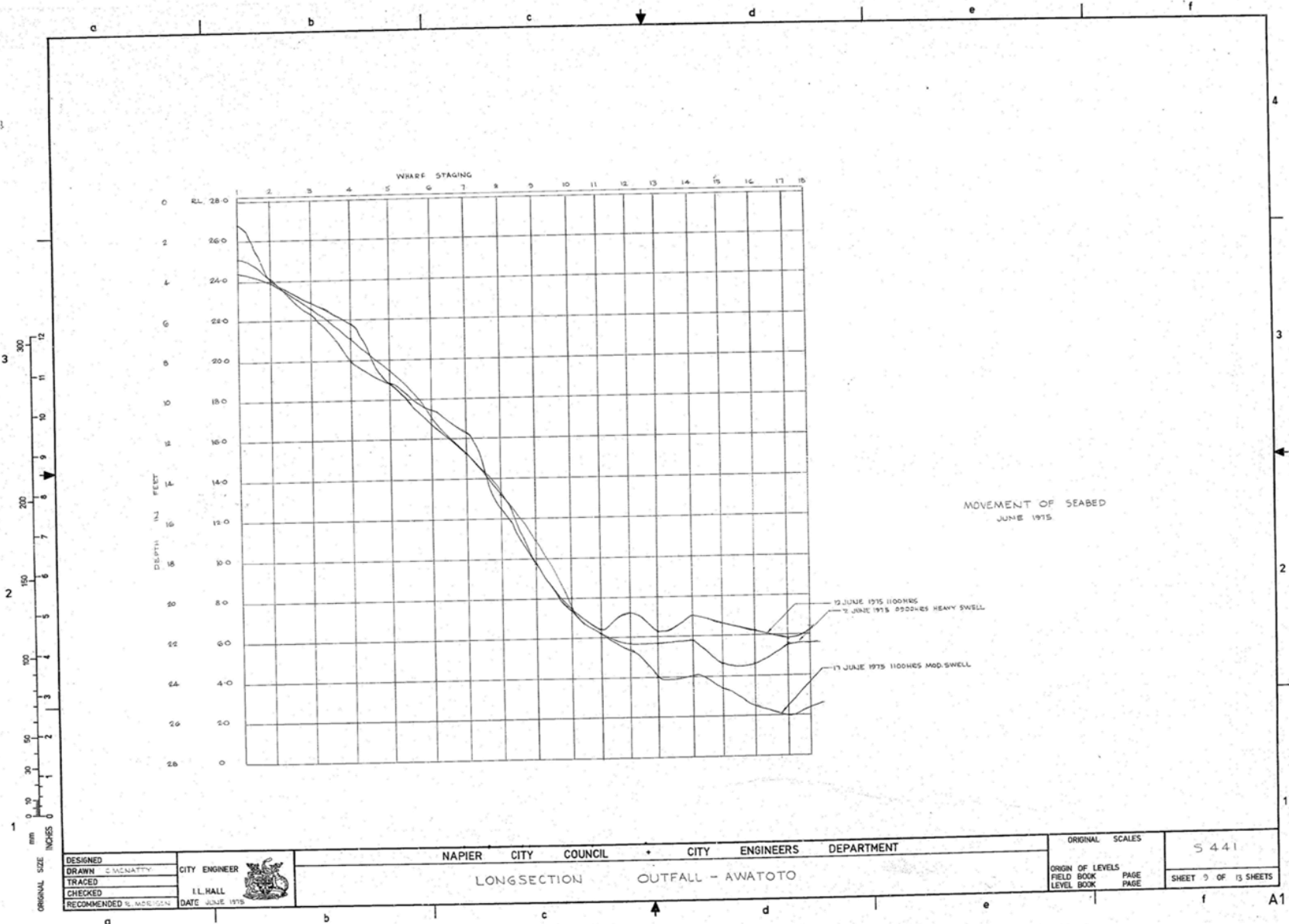


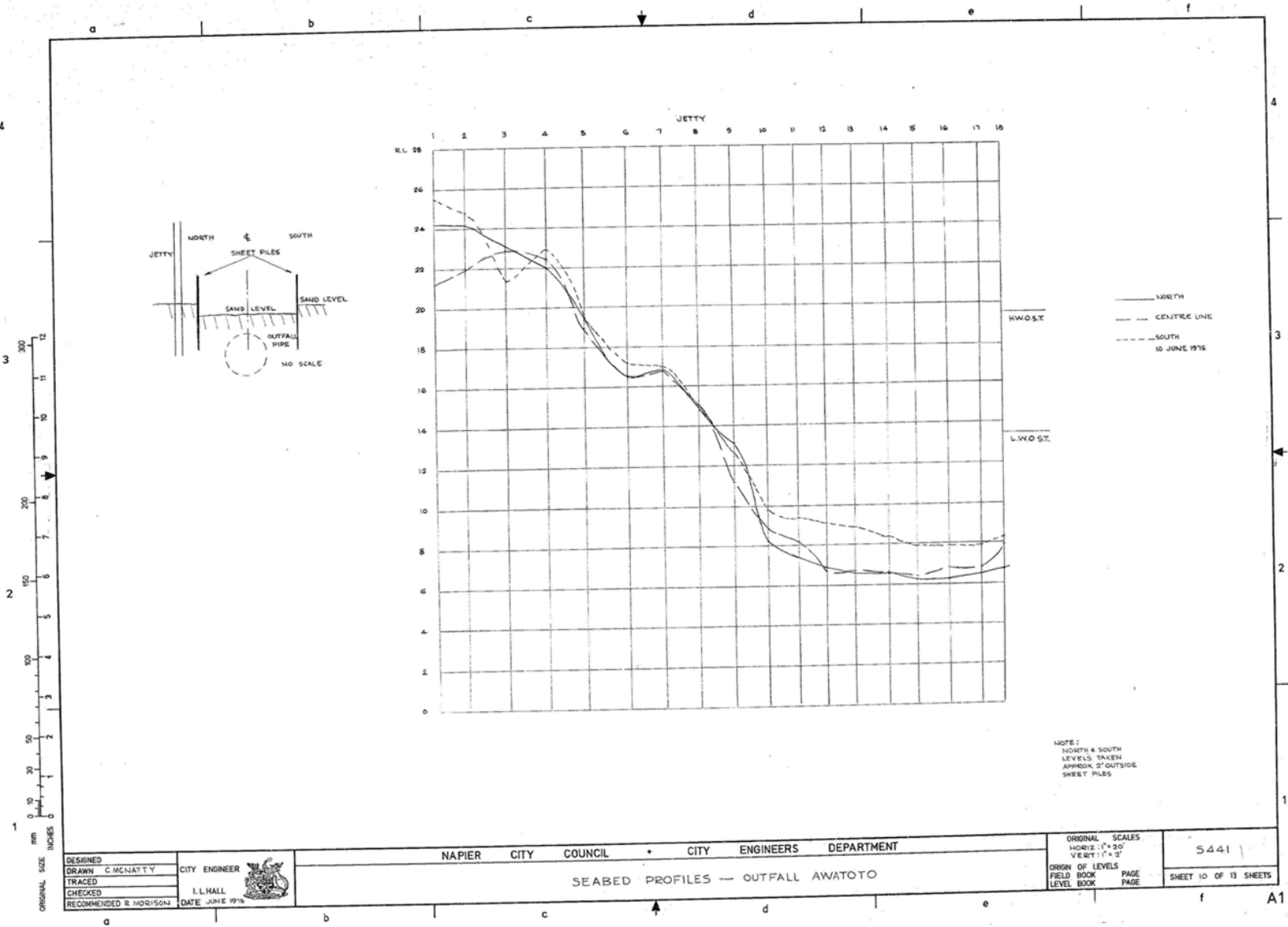


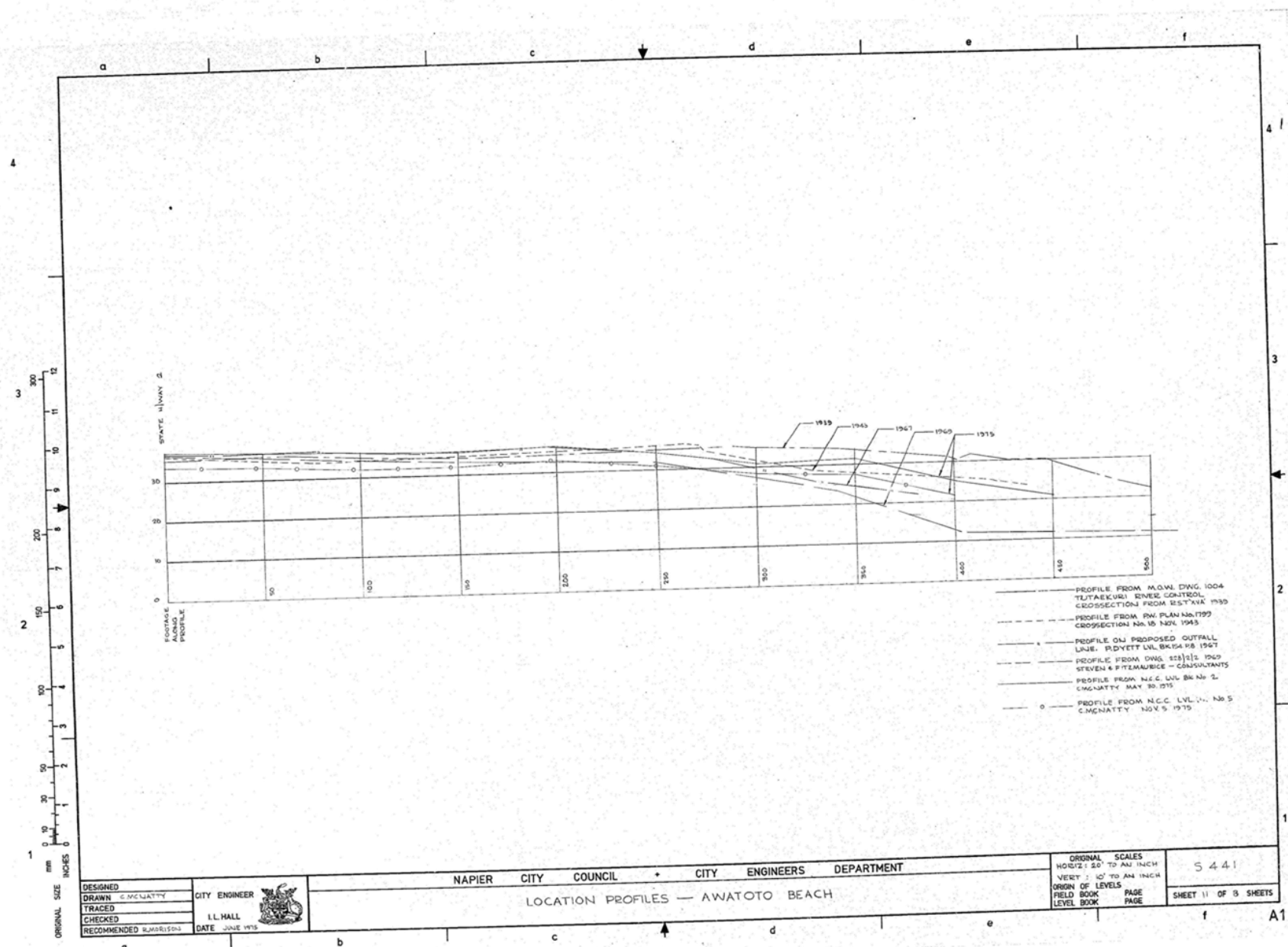


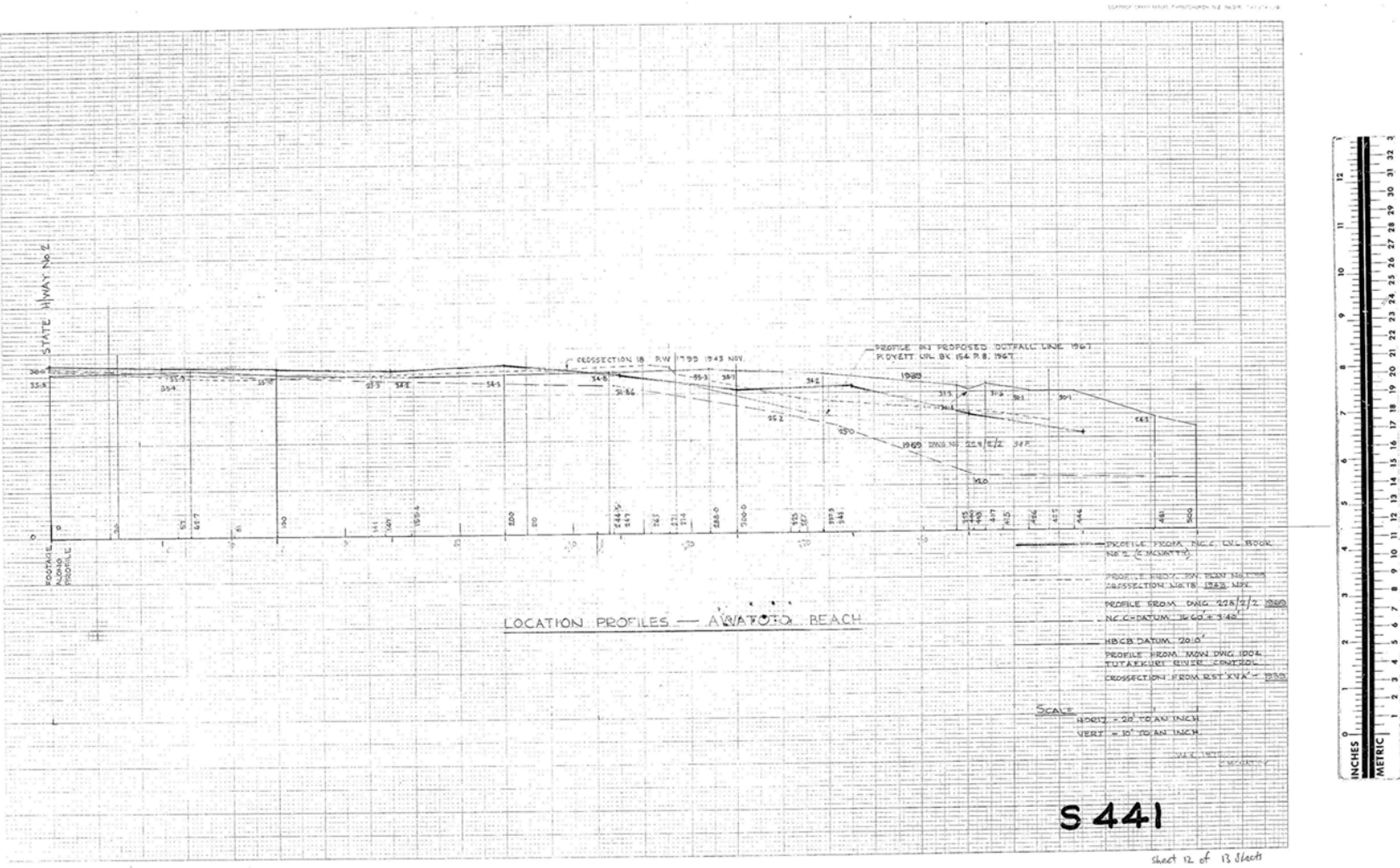












DISTANCE FROM SHORE CONTROL # LOCATION IN ACCORDANCE WITH DRAWING NO. 228/112 DISTANCE FROM WEST END OF STAGING	DEPTH FROM WATER LEVEL TO TOP OF PIPE	DEPTH FROM STAGING TO WATER LEVEL	TIME DATE	POSITION OF PIPE IN RELATION TO SHEET PILING 12/2/75			DEPTH OF PIPE ADJACENT TO WHARF STAGING	REL. OF PIERS N.C. M.S.L. 16' 00 FT	
				NORTH SIDE	SOUTH SIDE	DEPTH			
700 FT 1265	5'2" 15'8" 15'10"	13'6" 29'3" —	1115 HRS 10/2/75					— 0.9	
650 FT 1215	4'9" 14'9" 15'11"	13'5" 28'3" —	1120 HRS 10/2/75					— 0.1	
600 FT 1165	4'5" 13'7" 13'9"	13'9" 27'4" —	1130 HRS 10/2/75					1.0	
550 FT 1115	4'2" 12'8" 12'10"	13'8" 26'5" —	1210 HRS 10/2/75					2.0	
500 FT 1065	3'8" 11'5" 11'7"	13'10" 25'4" —	1210 HRS 10/2/75					3.0	
450 FT 1015	3'5" 10'6" 10'8"	13'10" 24'5" —	1215 HRS 10/2/75					3.9	
400 FT 965	3'0" 9'4" 9'2"	13'10" 22'9" —	1225 HRS 10/2/75					5.5	
350 FT 915	2'5" 7'6" 7'7"	13'10" 21'4" —	1225 HRS 10/2/75					7.0	
PIER NUMBER 18	713	11'0" —	11'10" —	1000 HRS 11/2/75	4'8" 3'9" —2"		10'10" 14'4" 16'5"	0920 HRS 12/2/75	3.2 28.43
17	782				4'0" 4'3" +2'3"		14'2" 14'2" 14'2"		3.4 28.46
16	766	12'0"	11'10"	0955 HRS 11/2/75	16+1 4'6" 5'6" +2'8"		14'0" 14'0" 14'0"		3.6 28.44
15	751				14+1 3'9" 4'4" 5'3" 5'6" +2'5" +1'10"		14+1 13'7" 13'8" 13'5" 13'6"		3.9 28.43
14	737	11'0"	11'10"	0950 HRS 11/2/75	13+1 5'0" 4'9" 5'0" 5'0" +3" +2"		13'5" 13'6" 13+1 13'0" 13'0"		4.2 28.43
13	722				5'0" 4'5" 0		10'5" 12'10" 12'1"	0910 HRS 12/2/75	5.6 28.40
12	708	10'0"	11'10"	0945 HRS 11/2/75	5'2" 5'0" —3"				28.42
11	694								28.43
10	680	9'0"	11'10"	0940 HRS 11/2/75					28.47
9	664								28.46
8	647	8'0"	11'6"	0920 HRS 11/2/75					28.49
7	630								28.39
6	613	7'6"	11'6"	0915 HRS 11/2/75					28.29

* SHORE CONTROL ESTABLISHED 50 FT FROM WEST END OF STAGING BETWEEN PIERS 243 ON G OF PIPE.

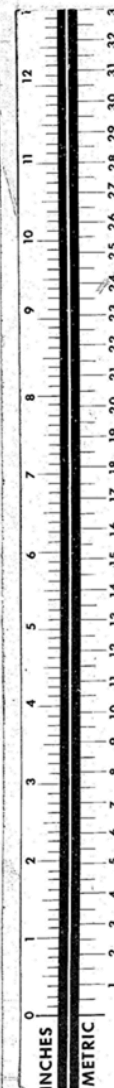
LEVELS TAKEN ON PIPE ON 11/2/75 BETWEEN PIERS 6-18 ARE SUSPECT BECAUSE OF FAULTY PENCIL BUOY - SWELL CAUSED BUOY TO DRIET OFF VERTICAL.

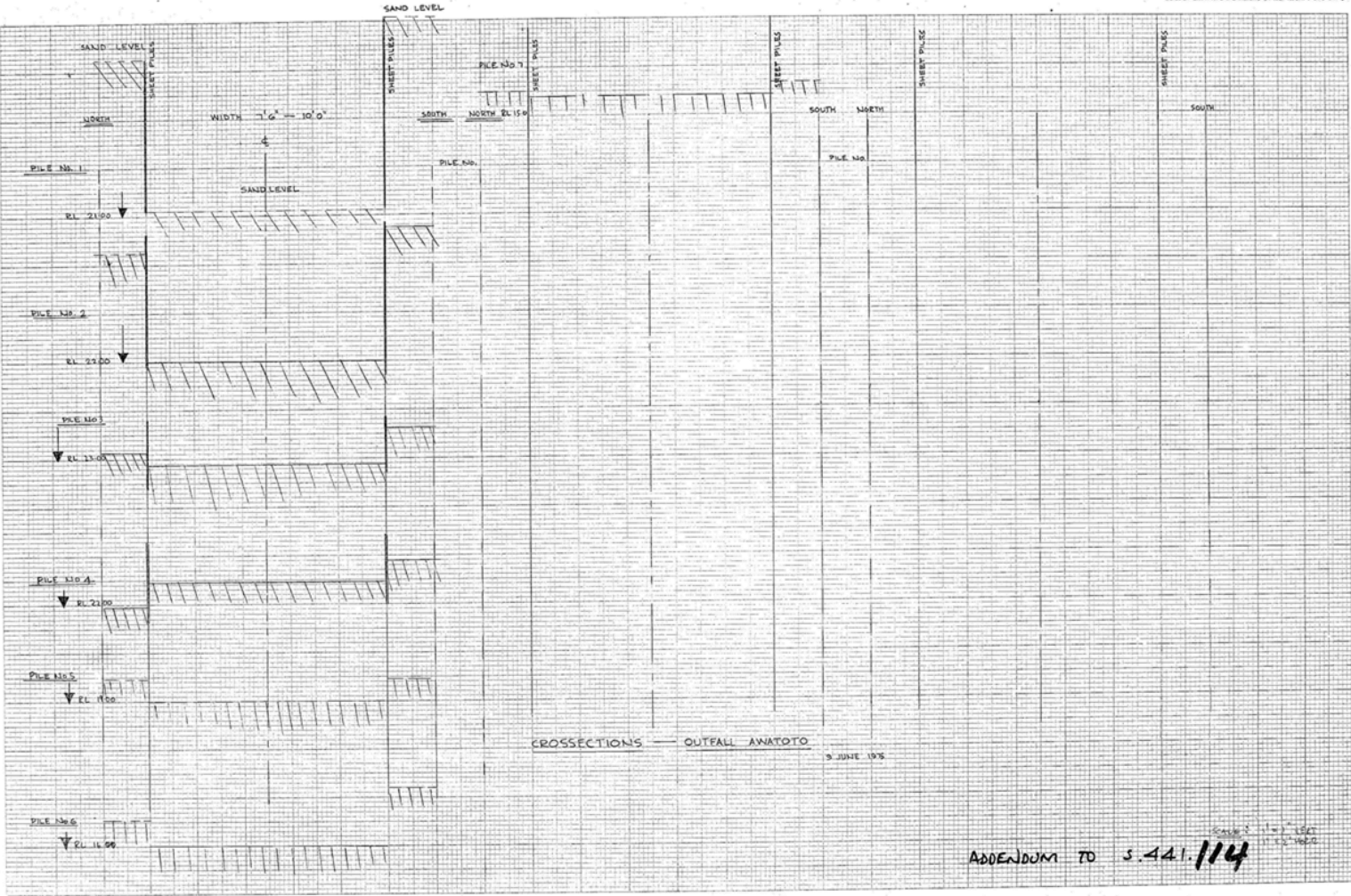
LEVELS TAKEN ON PIPE ON 12/2/75 WERE TAKEN BY A STAFF ON EACH 8' SECTION

OUTFALL - AWATOTO

sheet 13 of 13 sheets

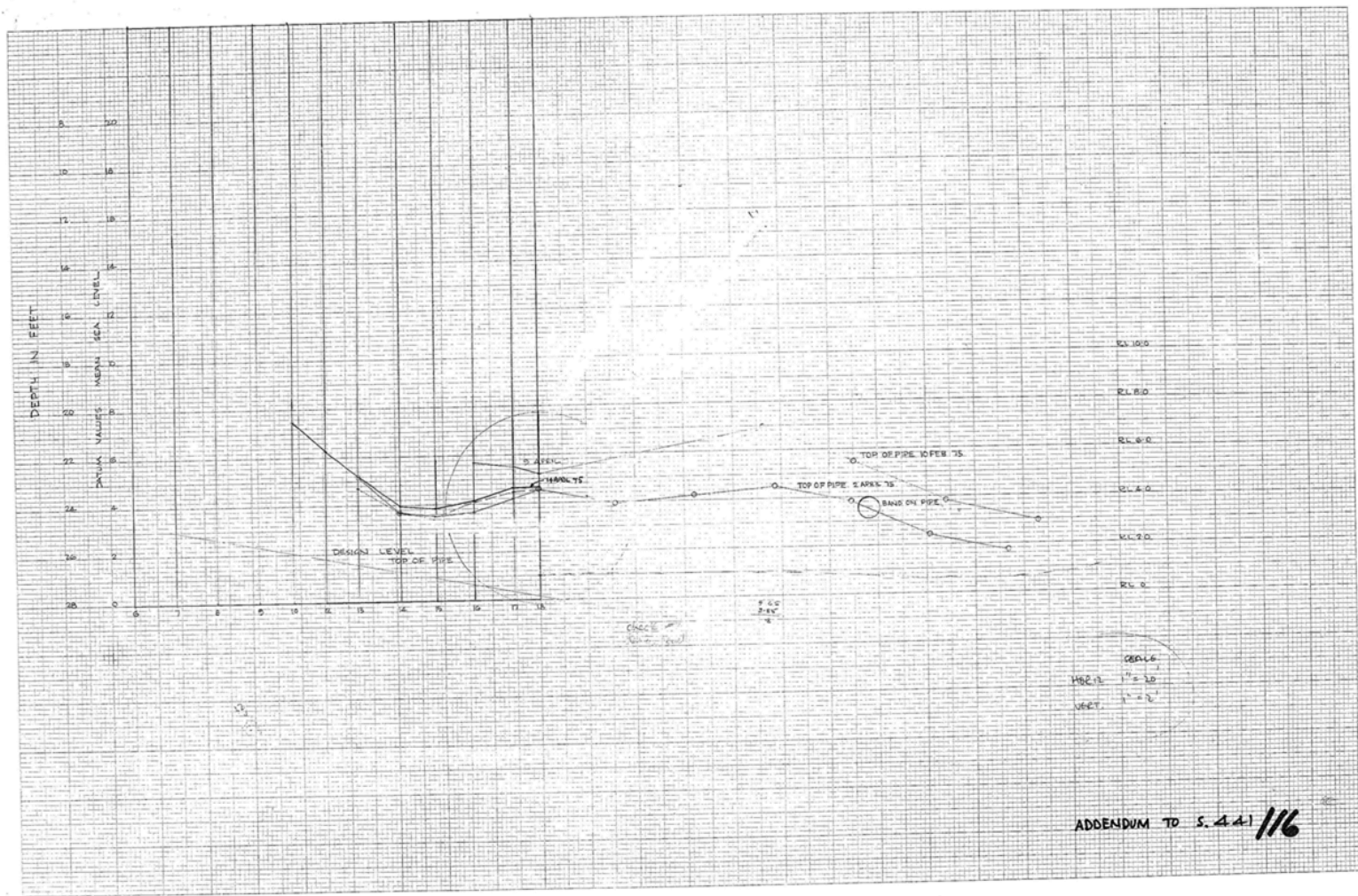
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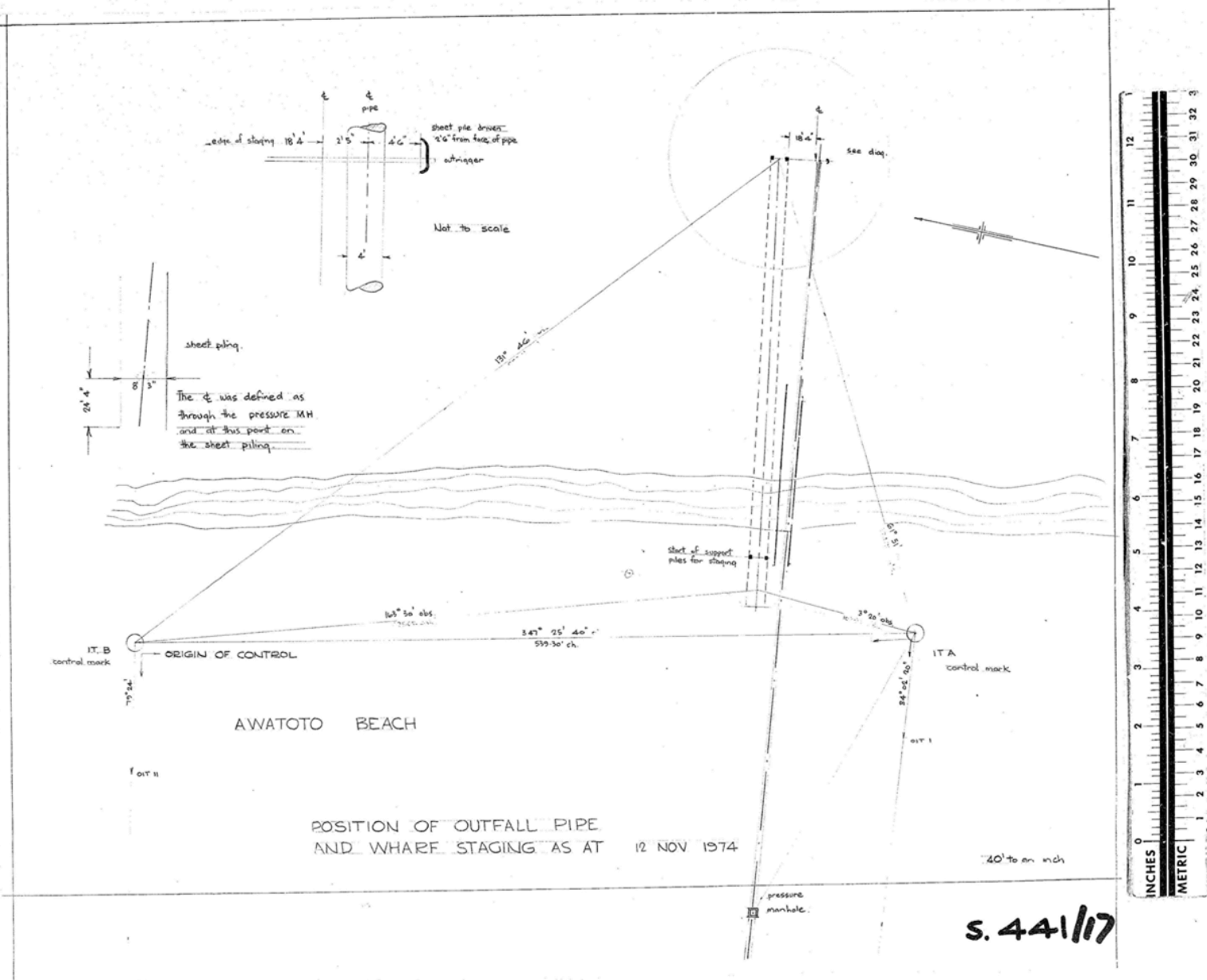




ADDENDUM TO S.441.114

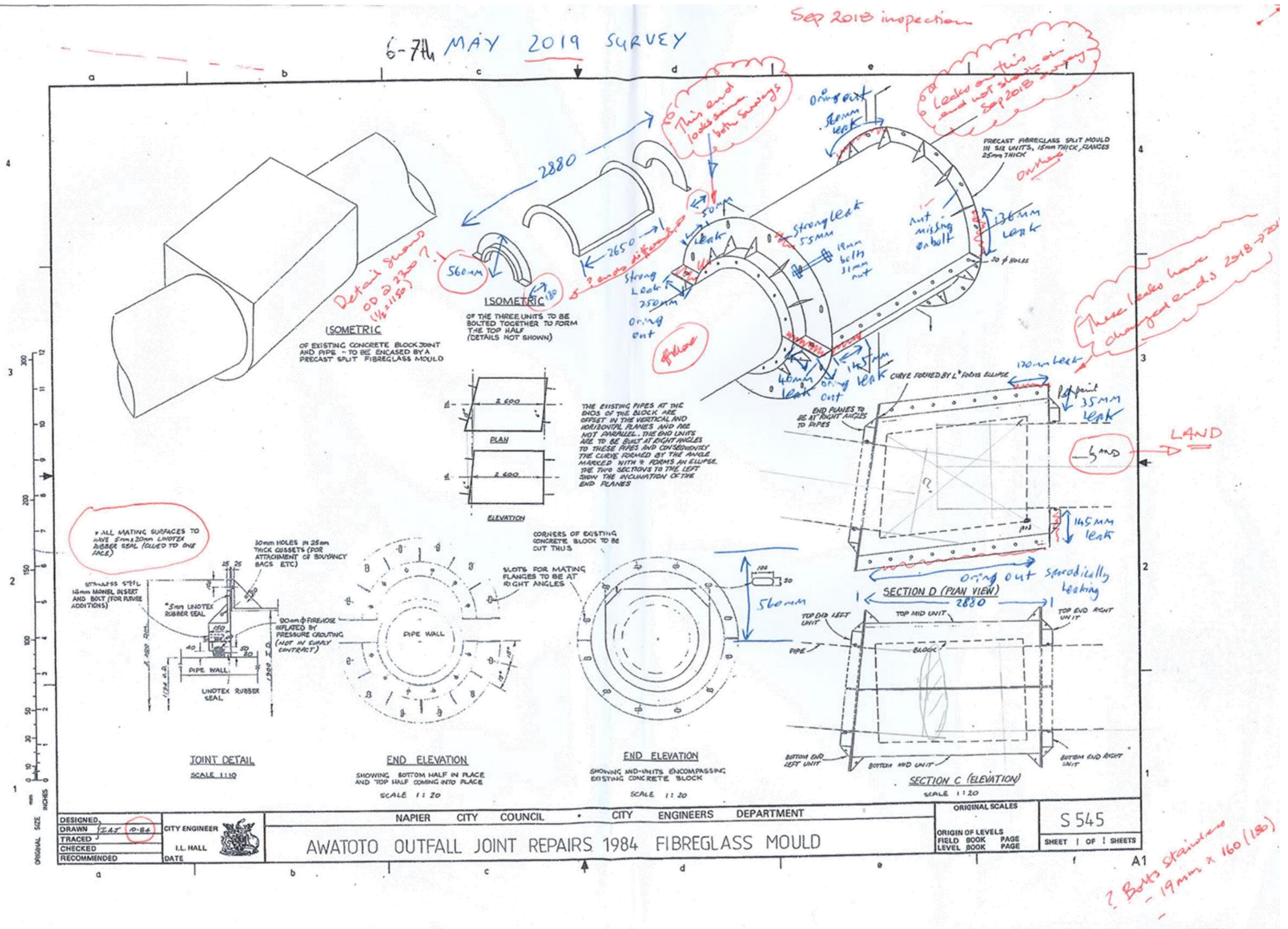








Appendix C – Fibreglass joint details with leak observations



2. NAPIER AQUATIC DEVELOPMENT UPDATE

<i>Type of Report:</i>	Operational and Procedural
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	933460
<i>Reporting Officer/s & Unit:</i>	Keith Marshall, Interim Chief Executive

2.1 Purpose of Report

To seek agreement in relation to the next steps in relation to the Napier Aquatic Development.

Officer's Recommendation

That Council:

- a. Note that Council, being conscious of the widespread community interest around progressing the previously proposed Napier Aquatic Centre Development, wishes to take some time to reconsider the various options.
- b. Resolve that Council will commence some further consultation on the Napier Aquatic Centre Development as part of its Long Term Plan 2021-31 with a view to ensuring that the whole community is involved in progressing any finally agreed project in due course even though that might not determine a final option until a future annual plan.
- c. Note that Council prefer not to continue with the tender for the Napier Aquatic Centre Development as issued on 21 May 2019 in favour of further considering the project as part of the Long Term Plan 2021-31.
- d. Note that Council had provided \$5m in the draft Annual Plan 2020/21 on the basis that it wasn't sure of the court outcome at the time, nor of the best way to progress matters, and therefore had left itself some options to proceed while also noting the residual balance of the project sits in future years.
- e. Note that Council are consulting on its draft Annual Plan 2020/21 and can make the necessary changes to move the current budget to future years for the Napier Aquatic Centre Development as part of deliberations and community feedback.
- f. Resolve to transfer \$500k from the reserve funding currently allocated for the pool in 2020/21 to operating costs to allow for further site investigations and design requirements at Onekawa site or any other requirements for potential consultation and further consideration as part of the Long Term Plan 2021-31.

2.2 Background Summary

Council undertook consultation as part of its Long Term Plan 2018-28 to look at options for providing additional pool space in Napier including a new pool at a new location or an extension to the existing pool. The consultation feedback found small favour of a new pool located on Prebensen Drive (51% compared to the alternative option of 49%).

Council adopted as part of its Long Term Plan 2018-28 to progress a new pool at a new site, however these plans were put on hold subject to a Judicial Review around the

process that Council undertook. The Judicial Review judgement of 30th April saw all 9 causes of action being dismissed by the Court.

There have been a number of seminars held with the new Council to discuss the history and background surrounding the pool, right through to the resolutions of Council as part of the Long Term Plan 2018-28. This Council have expressed that it is their expectation that any decision around the expansion of the existing pool, or to progress the new pool be made ensuring that the whole community is involved in progressing any project in due course even though that might not determine a final option until a future annual plan.

To enable this outcome to be achieved, it is recommended Council take the time to work through how to best move forward in the best interest of the city. And as such, it is crucial that the whole community is involved when making such an important decision for the city. Council are open to re-examine how this might happen.

To achieve this, it is proposed that this conversation is progressed with the community through the Long Term Plan process, which would mean that it is anticipated that no progress on a new pool would start until 2021/22.

2.3 Issues

Tender

Council were in a tender process at the time of the Judicial Review to progress a new pool on Prebensen Drive. If it is the preference not to progress the tender and tenderers will need be advised of Councils decision.

Funding

Due to the pandemic and impact on the financial position of Council, no funding was provided for any further site investigation for Onekawa or any other work required to satisfy Councils requirements to further consultation with the community. A resolution to change funding from capital to operating from reserves can be considered if Council wished to advance this to obtain a better understanding of the site conditions prior to consultation of the Long Term Plan 2021-31.

LGA Requirements

Council are responsible for ensure that the Local Government Act requirements are met and whether the significance and engagement policy requirements have been met.

2.4 Significance and Engagement

Consultation on next steps may be reconsidered as part of the Long Term Plan 2021-31 or as separate consultation with the community. This will be subject to a Council recommendation and decision around next steps.

The three options are considered to go back to the community with, but not limited to, are:

- The proposed option at Prebensen/Tamatea Drives.
- A design with the same features and level of service as the proposed option amended to fit the Onekawa site (essentially the proposed option made to fit at Onekawa).
- Expansion built around the existing Ivan Wilson complex.

These options have not been fully investigated to date, and will require additional funding to progress. A resolution to progress funding has been provided in this paper.

Consideration will be given to the development comparable options. Council will determine based on further information what options may be result in further consultation with the community.

2.5 Implications

Financial

There is currently \$5m in the Annual Plan 2020/21 to allow Council to progress the pool tender if required. Council will have the ability to move the funding to future years as part of the deliberations of the Annual Plan 2020/21 based on what is resolved as part of this paper.

There will be additional costs associated with undertaking site investigations and potential design requirements (allowed \$500k) associated with a proposed new layout of the pool as deemed necessary. Until such time a decision is made to progress with a pool, these costs are considered operating costs and not capital costs. Council have the option to transfer some funds from the reserves it currently had allocated to the project to meet these requirements without further impacting the ratepayer. This may mean additional loan costs should the pool project progress to meet the total cost associated with the expansion/new pool.

The Prebensen site has been prepared should this be the preferred option site, however will require moving and spraying to maintain while a final decision is made.

Project delays are likely to increase the overall cost of the project depending on the preferred option.

Social & Policy

N/A

Risk

There is financial risk to the project with time delays now anticipated, which will result in the overall cost of the project likely to be higher than what was originally signalled should a similar sized project be progressed.

Prior to the pandemic there was unmet aquatic demand in Napier. The future delays and growth of the city are likely to mean this gap might widen.

2.6 Options

The options available to Council are as follows:

- a. Continue with the existing project as adopted in the Long Term Plan 2018-28
 Advantage – all the planning has been done, and a pool could be delivered once the tender has been let. Costs should be in line with current budgets.
 Disadvantage – a small group of the community expressed dissatisfaction with the pool proposal and the process undertaken, and therefore proceeding with the pool without again checking in on community opinion could result in further divisions in the community and a lack of a strong mandate to proceed.
- b. Take further time and go back to the community with options as part of the Long Term Plan 2021-31.
 Advantage – Provides community with an opportunity to have a re-think and provide more direction. Some pockets of community may have particular interest to get more involved.

Disadvantage – further time delay will increase construction costs for Prebenson Pool, if it is in fact that option the community selects.

- c. Go back to the drawing board and reassess Napier's aquatic facility options across all current and proposed facilities in Napier and Hawke's Bay region.

Advantage – takes into consideration any funding from central government that may be successful for a regional pool, and may decrease the pool space requirement for Napier.

Disadvantage – will take longer to assess wider options and this could mean a delay in getting out the options to the community, and may not be possible to get full options scoped before December when consultation document for LTP. There is a risk that the proposed option may not make it into the LTP budget and therefore require an LTP amendment subsequently from July 2021.

2.7 Development of Preferred Option

Option B - Council will undertake further consultation on the Napier Aquatic Centre Development as part of its Long Term Plan 2021-31 and ensure that the whole community is involved in progressing such an important project for the city.

2.8 Attachments

Nil

3. PARKS, RESERVES AND SPORTSGROUNDS WATER CONSERVATION STRATEGY

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	932324
<i>Reporting Officer/s & Unit:</i>	Debra Stewart, Team Leader Parks, Reserves, Sportsgrounds

3.1 Purpose of Report

To advise Council of the Parks, Reserves and Sportsgrounds Water Conservation Plan for endorsement prior to its presentation in a paper at the World Urban Parks International Congress Event, Green Pavlova in Rotorua, May 2020 (now postponed to May 2021 in light of Covid-19).

Officer's Recommendation

That Council:

- a. Approve the Parks, Reserves and Sportsgrounds Water Conservation Plan for presentation at the World Urban Parks International Congress Event, Green Pavlova in Rotorua, May 2020 (now postponed to May 2021 in light of Covid-19).

3.2 Background Summary

The Water Conservation Plan for Parks Reserves and Sportsgrounds has been prepared as requirement of Napier City Councils' Water Conservation Strategy, which was required as part the Hawke's Bay Regional Council Consent to take water for the city. The city's Water Conservation Strategy included a specific requirement for a review of watering efficiency of parks, reserves and sportsgrounds.

Parks, Reserves and Sportsgrounds are known to have a high levels of water consumption with specific sites known to be consuming a significant amount of water. It has also been acknowledged that there is lots that we do not know about our current levels of water consumption.

Napier City Council is the first Council in New Zealand to prepare a Water Conservation Plan of this nature and this plan is considered to be the first step towards a better understanding of parks water consumption and identifying some areas where some improvements could be made.

The majority of the parks, reserves and sportsgrounds are watered from the city's town supply via a combination of automated and manual watering systems.

As part of the process of preparing the Water Conservation Plan figures from Water Meter accounts were reviewed, where available, to determine water usage. This was deemed to be the most reliable information although it should be noted that not all sites are metered.

At the time the report was prepared, there were three parks and reserves sites that were in the city's top 10 water users Centennial Gardens, Anderson Park and the Botanical Gardens.

However, it should be noted that since the implementation of water restrictions there has been a significant decline in water use in parks, reserves and sportsgrounds.

In addition a number of the recommendations in the Parks, Reserves and Sportsgrounds Water Conservation Plan have been partly or fully implemented. These include –

- The sealing of Centennial Pond
- Improved communications particularly around water use
- Minor repairs and leaks fixed ongoing
- Reduced watering in the Botanical Gardens
- Programme for installation of water meters
- Reviewing irrigation options for new projects including Park Island Number 1 Field

3.3 Issues

The Parks, Reserves and Sportsgrounds Water Conservation Plan was to be presented to a World Urban Parks International Congress Event, Green Pavlova in Rotorua, May 2020. However due to Covid-19 this event has been postponed until May 2021. It is not clear at this stage whether this paper will still be relevant and form part of the 2021 event programme.

3.4 Significance and Engagement

n/a

3.5 Implications

Financial

n/a

Social & Policy

n/a

Risk

n/a

3.6 Options

n/a

3.7 Development of Preferred Option

n/a

3.8 Attachments

A Water Conservation Strategy [↓](#)







Hand watering at Marine Parade's amenity garden, Napier.

“ The purpose of this water conservation plan is to improve the wide use of water across Napier's parks, reserves and sportsgrounds by reducing water wastage and adopting good practice and behaviours. ”



Water Conservation Plan

Napier's parks, reserves & sportsgrounds

Napier City Council > July 2019



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1.0 Executive summary

1.0 | Executive summary

1.1 Purpose

The purpose of the water conservation plan is to improve the wide use of water across Napier's parks, reserves and sportsgrounds by reducing water wastage and adopting good practice and behaviours.

It is essential the parks, reserves and sportsground network can maintain a healthy balance of the following.

**Target area of the
Water Conservation Plan**

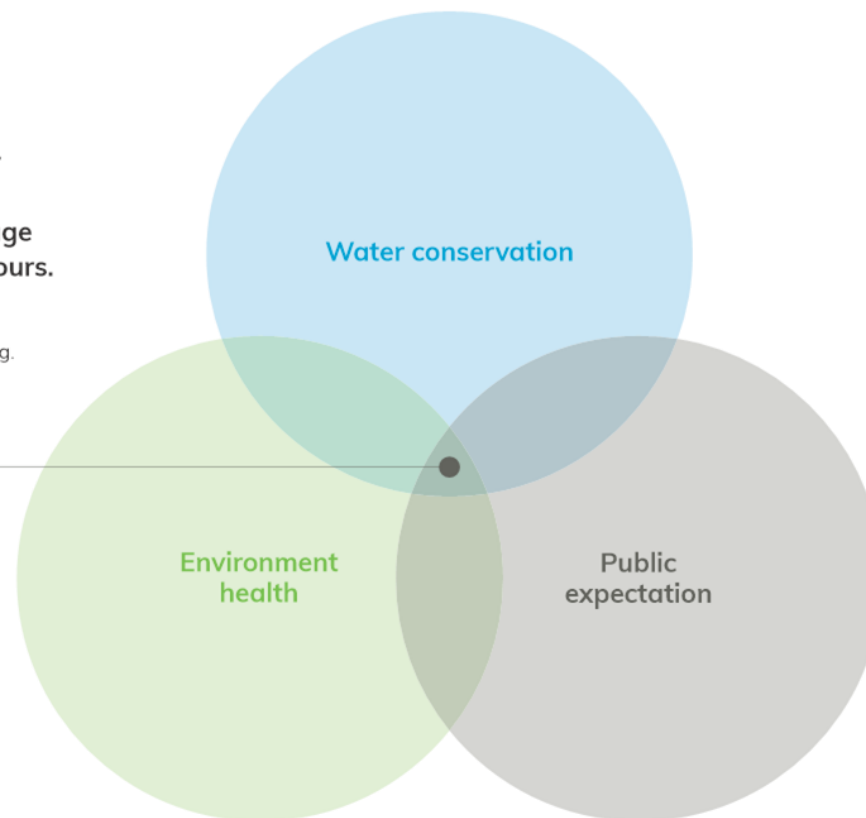


Figure 1 Balancing the needs of water conservation



1.2 Goals

- + Complement and strengthen the work of Napier City Council's (the Council) Water Conservation Strategy.
- + Maintain a healthy balance between water conservation, a healthy environment and public expectation.
- + Identify what information parks, reserves and sportsgrounds currently have on water usage.
- + Identify how they can further reduce water wastage and adopt good practice and behaviours.

1.3 Strategic framework

This strategy is intended to complement and strengthen the work of the Council's Water Conservation Strategy and the work of Hawke's Bay Regional Council (HBRC), with a focus on improved water conservation planning for specific parks, reserves and sportsgrounds sites, as seen in Figure 3 to the right.

¹ www.mfe.govt.nz/fresh-water/we-all-have-role-play/managing-fresh-water

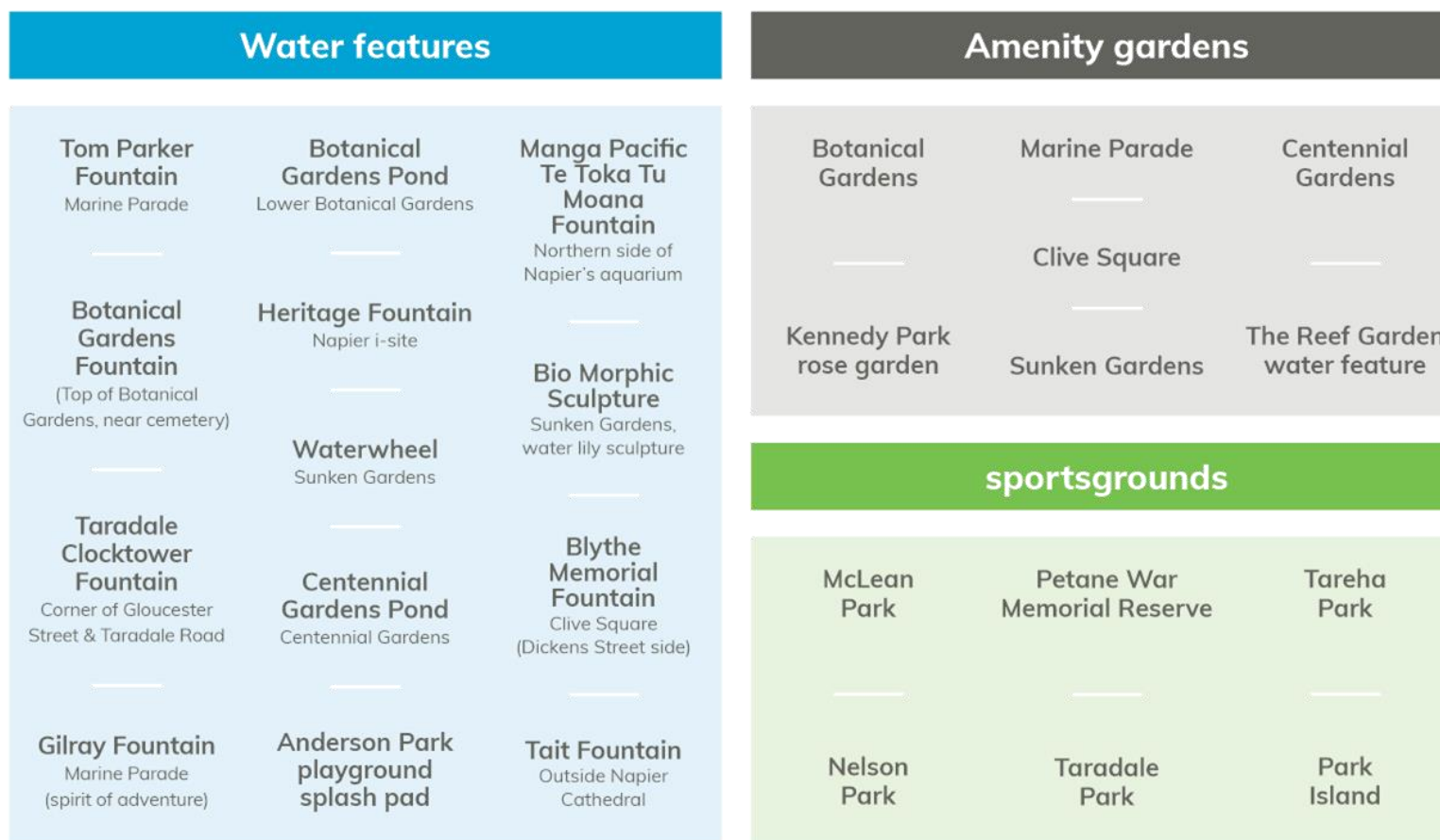


Figure 3 Flow diagram of strategic policy influence¹

1.4 The Water Conservation Plan at a glance.

This plan specifically looks at key sites across Napier City Council's (the Council) parks, reserves and sportsgrounds as outlined in the following pages.

Key sites across Napier City Council's (the Council) parks, reserves and sportsgrounds.



Water Conservation Plan at a glance continued

The sites listed on pg5 were analysed to gain an understanding of how much water they currently use, where the water is coming from and what the Council are currently doing in its parks, reserves and sportsgrounds to conserve water.

Figures from water meter accounts, site specific meters and water feature volume assumptions were used to determine how much water the parks, reserves and sportsgrounds are currently using.

Based on the water meter accounts from 2015-2018 (which excludes some sites) the parks, reserves and sportsgrounds water use has been declining, (Figure 12, pg19). This is believed to be from the implementation of water restrictions brought in from 2016.

Between 2015-2018 Centennial Gardens had the highest amount of water usage across the amenity gardens (Figure 25, pg35) and the highest water consumption compared to other park, reserves and sportsground water meter accounts (Figure 13, pg20) which was due to a serious leak. The pond has since been closed until repairs have been completed.

The water meter account which captures the Reef Garden has increased since the development of the Reef Garden. The Reef Garden used 3003m³ (3,003,000 litres) of water between 2017-2018². This increase was not significant enough across the network to affect the declining trend of water usage across the parks, reserves and sportsgrounds network based on the Council's water meter accounts data. However, it is important to note that the descriptions for the water meter accounts were very brief (Table 1, pg17) and therefore it was difficult to determine where the water was specifically being used. Not all of Napier's parks,

reserves and sportsground water usage is captured in the water meter accounts.

Specific water metering at sportsgrounds has provided an indication of water use through irrigation. The water meter accounts only capture the facilities' onsite water usage. Due to the water meters only being approximately six months old, some assumptions have been made (see section 2.2 of the background document for details). Mclean Park's water use was significantly higher than other sportsgrounds across Napier due to its high profile and public expectation. Nelson, Petane and Park Island use similar amounts to each other (Figure 20, pg29).

The volume of each water feature was calculated and it was assumed that each water reticulating fountain was cleaned every two months. Therefore the reticulating fountains (excluding Blythe Memorial Fountain and Botanical Gardens fountain) use 7,175m³ (7,175,000 litres) per year (Figure 9 of the background document for further details).

From these findings, challenges and opportunities were recognised (Table 4, pg58) and have helped formalise future recommendations and quick wins (Table 5, pg68).

² Clibborn, A., (14/1/2019)., Napier City Council, Email.

1.5 Quick wins and recommendations at a glance

Upgrades

- + Botanical Gardens and Blythe Memorial Fountain onto reticulating systems.
- + Fountains being continually filled up by a tap will have auto fill systems put in place.

Repairs and maintenance

- + Fix issues at Botanical Gardens pond and Blythe Memorial Fountain.
- + Kennedy Park Rose Garden irrigation.
- + Gilray Fountain taps.
- + Botanical Gardens pipe.

Communication

- + Council will show leadership in water conservation.
- + Improve internal and external education.
- + Water restriction messaging.

Best practice

- + Plant selection (summer hardy and drought-tolerant plants).
- + Water features, fountains, ponds and artificial streams.
- + Irrigation systems.
- + Hydrogels environmental impacts.
- + Centennial Gardens' lawn watering efficiency.
- + Water metering and monitoring.

Future recommendations

- + Water metering and monitoring.
- + Review current water restrictions.
- + Transfer parks, reserves and sportsgrounds watering from potable water to non-potable water.
- + Planting strategy/landscaping guidelines.
- + Water harvesting where possible and financially feasible.
- + Best practice irrigation techniques.
- + All new or refurbished buildings will have water efficient fixtures and appliances.



Figure 4 Groundsman maintaining the cricket pitch at Taradale Park.

2.0 Setting the scene

2.0 | Setting the scene

Water is a vital resource, and is necessary for all forms of life. As pressure on this resource continues to increase, it is essential that key agencies take a leading role in adopting good practice around water conservation. This plan is a step towards ensuring the Council's parks, reserves and sportsgrounds positively contribute to this challenge.

Napier's people:

Napier's current population is 62,800³. According to the Long Term Plan Napier is projected to grow by 5.98% in the next 10 years (total population of 66,450 by 2028). There will be increasing pressure to provide enough water to sustain this population.



Figure 5 Young people enjoying football at Park Island sportsground.

Napier's open spaces:

The parks, reserves and sportsground team are responsible for providing their residents with open space opportunities for all ages and abilities. The Council is currently responsible for 689.4 hectares⁴ of maintained parkland which consists of approximately:

- + 46 greenbelt reserves
- + 36 neighbourhood reserves
- + 9 foreshore reserves
- + 9 public gardens
- + 16 sportsgrounds

The Council's water network:

The Hawke's Bay Land and Water Management Strategy⁵ states that there is sufficient water overall in Hawke's Bay. **The biggest pressure on the water network is poor water use.** Summer peaks are significantly higher than winter, generally two times higher⁶, which means that the Council has to design a network for the peak demand, not the average demand.

³ www.profile.idnz.co.nz/napier/population-estimate

⁴ Yardstick, 2019

⁵ Hawke's Bay Land and Water Management Strategy

⁶ Schofield, G., (21/3/2019). Napier City Council. Email



The Council's water network:

Being able to reduce the peak will provide the biggest benefit and savings for rate payers as capital investments to increase capacity can be delayed. Modelling of the Council's water network with Statistics NZ's population data indicated that the Council has around 10 years of available capacity from the existing bores. More efficient use of water will extend this even further. If water is used wisely, the Council will have no issues being able to provide for the existing or future population. Significant works are planned for the water network to improve the operation in moving water within the network⁷ (speak to the Council for further information).

Water infrastructure is ageing everywhere, which can put pressure on the network. The condition of pipes can vary for example; old pipes can be in great condition and new pipes

Figure 7 Manga Pacific Te Toka Ta Moana fountain is on a reticulating system.



in poor condition. Condition of the Council's existing pipes is assessed every 5-10 years with samples taken from the network for testing. The Council also records the number of burst water pipes. The rate of burst water pipes is low compared to other Councils, which suggests that the condition of the Council's water infrastructure is better than most⁸.

Current water conservation initiatives:

Water conservation is undertaken city wide with water restrictions being implemented during low flow periods and when water is in peak demand. This allows the pumps enough time to keep the reservoirs full with potable water.

While some Council staff are proactive about conserving water, this is not undertaken in a planned, coordinated and proactive way. Further, the initiatives and efforts are not captured through regular monitoring which would inform better decision making in the future and understanding of the impact on water resource.

Examples of proactive initiatives include:

- + Turning the Centennial Pond off due to high water use (investigation for leak).
- + Reticulating systems on most fountains.
- + Beginning water metering of sportsgrounds irrigation.

Further information on the parks, reserves and sportsgrounds initiatives to reduce water contamination risk can be found in section 1.0 of the background document.

⁷ Schofield, G., (21/3/2019), Napier City Council. Email

⁸ Schofield, G., (21/3/2019), Napier City Council. Email

2.1 Where does our water for parks, reserves and sportsgrounds come from?

Napier's water is drawn from the Heretaunga Plains aquifer going through a series of steps before being ready to flow out as potable water to the public, as seen in Figure 8 to the right. The network consists of 481km of mains, 10 reservoirs and nine booster pump stations.

While the Heretaunga Plains aquifer is the source of high quality water, the Council adopted Ministry of Health (MoH) and Hawke's Bay District Health Board (DHB) recommendations to continue with chlorination of the City's water supply, which was put in place during May 2017. This was prior to the Havelock North Stage 2 inquiry report being issued in December 2017 and the MoH/DHB producing a recommendation in February 2018 that all public water suppliers implement appropriate and effective treatment⁹.

The journey from aquifer to tap is where the risk factors of contamination lie. As set out in the Fire Hydrant Use Policy (Appendix 1 of the background document) all permit holders shall use an approved stand pipe with testable backflow device to prevent contamination. All of the Council's parks, reserves and sportsgrounds staff use these when drawing water from a fire hydrant.

All sites investigated in this report of the Council's parks, reserves and sportsgrounds water take is from the town supply (potable water). Water is extracted from the aquifer, by Council maintenance staff, by fire hydrant, tap or pipes linked to the mains supply and are not

all specifically linked to a water account. For a copy of the Fire Hydrant Use Policy and Permit to Take Water from a Hydrant, see Appendix 1 of the background document.

The only site not using potable water is the Kennedy Park Rose Garden which is supplied from a bore as seen in Appendix 2 of the background document.

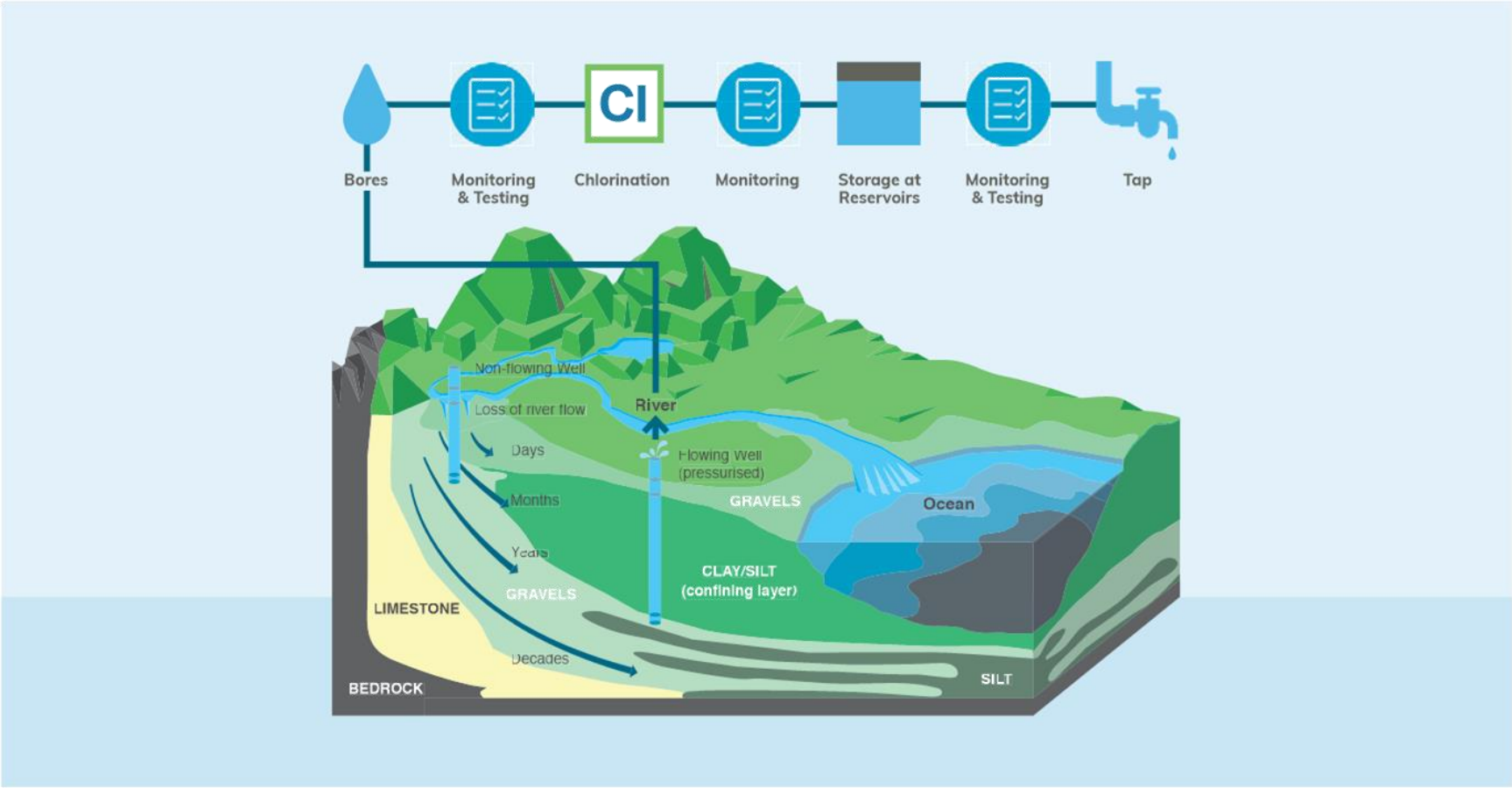
The Council has five separate Hawke's Bay Regional Council (HBRC) permits to take water; these 'takes' supply all of Napier's potable supply and therefore are not parks specific. The Council's parks, reserves and sportsgrounds are included in the permits to take water (except for Kennedy Park Rose Garden which runs on bore supply).

These permits to take water are:

- + WP060658Ta (municipal supply) (Appendix 3 in the background document)
- + WP980324Ta (treatment plant)
- + WP060612T (aquarium)
- + WP160235T (lagoon farms, Westminster Ave)
- + WP160236Ta (lagoon farms, Prebensen Dr)

⁹ Schofield, G., (2/4/2019). Napier City Council. Email

Figure 8 Process of water from aquifer to potable water through a tap into households, businesses and some parks, reserves and sportsgrounds.
Infographic by Stu Wilkinson at Thinksmith.



The background of the slide is a solid blue color with a complex, low-poly geometric pattern. The pattern consists of numerous irregular polygons of varying sizes and shades of blue, creating a textured, crystalline effect. The text is centered in the middle of the slide.

3.0 How much water do we use?

3.0 | How much water do we use?

Napier's water use as a city:

Napier residents use just under 400 litres of water per person, per day¹⁰. This is much higher compared to the median average daily residential water use 260 litres per person, per day in other regions

(section 2.0 of the background document).

When looking at Napier's parks, reserves and sportsgrounds network, it is difficult to distinguish how their water use compares with other regions (see section 4 in this document or section 3 of the background document for further information). The research undertaken as part of the preparation of this report indicates that Napier City Council is the first Council in New Zealand to complete a Water Conservation Plan specifically focused on parks, reserves and sportsgrounds.

This section is based on:

- + Napier's top 10 water users (section 2.0 of the background document)
- + Water use identified in the parks, reserves and sportsgrounds water meter accounts.
- + Sportsgrounds water use from onsite monitoring.
- + Understanding the water fountain volumes and how often they are emptied, refilled and how they remain topped up due to loss of water through evaporation, wind and children and animals playing in the water.



Figure 9 New bore at Tareha Park. This draws water from the Heretaunga Plains aquifer and supplies water to local residents.

¹⁰ National Performance Review, (2016-2017), Volume 1. P51/72. https://12240-console.memberconnex.com/Attachment?Action=Download&Attachment_id=3142

3.1 Parks, reserves and sportsgrounds water meter accounts:

The Council has three parks and reserves sites that are in Napier's top 10 water users. These are Centennial Gardens, Anderson Park and the Botanical Gardens (Figure 3 of the background document).

Water meters and water accounts were located on the Council's GIS system, which were linked to some parks and reserves sites. The Council's finance team supplied the annual water consumption figures. Twelve sites in this study were linked to water meter accounts. Of these 12 sites it was difficult to determine where this water was specifically being used and what was being metered onsite due to the brief descriptions as seen in Table 1 to the right.

Note: the following sites are excluded from the water meter accounts in Table 1 to the right and Figure 12, pg19 as they do not have an account, do not have a meter attached or are not on a reticulating system:

- + Taradale Clocktower Fountain
- + Blythe Memorial Fountain
- + Tait Fountain
- + Tom Parker Fountain
- + Marine Parade Gardens
- + Clive Square Centre Pond and Gardens
- + Taradale Park
- + Petane War Memorial Park

Water account figures alone do not give a full picture of what is specifically being metered; this is only a small proportion of water use in Napier's parks, reserves and sportsgrounds network and it is not certain what is being captured onsite. The total water consumption for the 12 sites is seen in Figure 12, pg19 and was calculated based on calendar year rather than financial year data.



Figure 10 Tom Parker fountain, Marine Parade, Napier is a popular fountain which is on a reticulating system.

Table 1 Parks, reserves and sportsgrounds sites with identified water accounts and descriptions.

Site	Water Account	Water Meter Number	Description
McLean Park	N7177	101250.0	Napier City Council
Nelson Park	N6270	100724.0	Nelson Cricket Pavilion
Park Island	N4046	100460.0	BP Artificial Surface Trust
Park Island	N6477	100742.0	NOBM Rugby Football Club
Tareha Park	N5468	100620.0	Taradale Rugby & Sport Club incorporation.
Botanical Gardens (inc. pond & fountain)	N6107	100703.0	Napier City Council
Centennial Gardens	N6044	100695.0	Napier City Council
Reef Garden / Sunken Gardens / Gilray Fountain / Heritage Fountain / Manga Pacific	N1084	100644.0	Napier City Council
Anderson Park playground splash pad		101288.0	Napier City Council

Figure 11

Gilray Fountain, Marine Parade.



Figure 12 to the right shows a steep decline in water use across parks and reserves over the last four years. In particular, a large drop between 2016 -2017 which could be due to the water restrictions that were implemented.

It is believed that water restrictions were in place during 2018-2019 and 2017-2018 summers. Between 2002-2016 it is not believed that water restrictions were implemented. Water restrictions fulfil the requirement under Napier City Council's resource consent 'Permit to Take Water' to develop a Water Conservation Strategy to promote water conservation.

Figure 12 Average water consumption (cubic metres) each year across Napier's Parks and Reserves Network based on water meter accounts

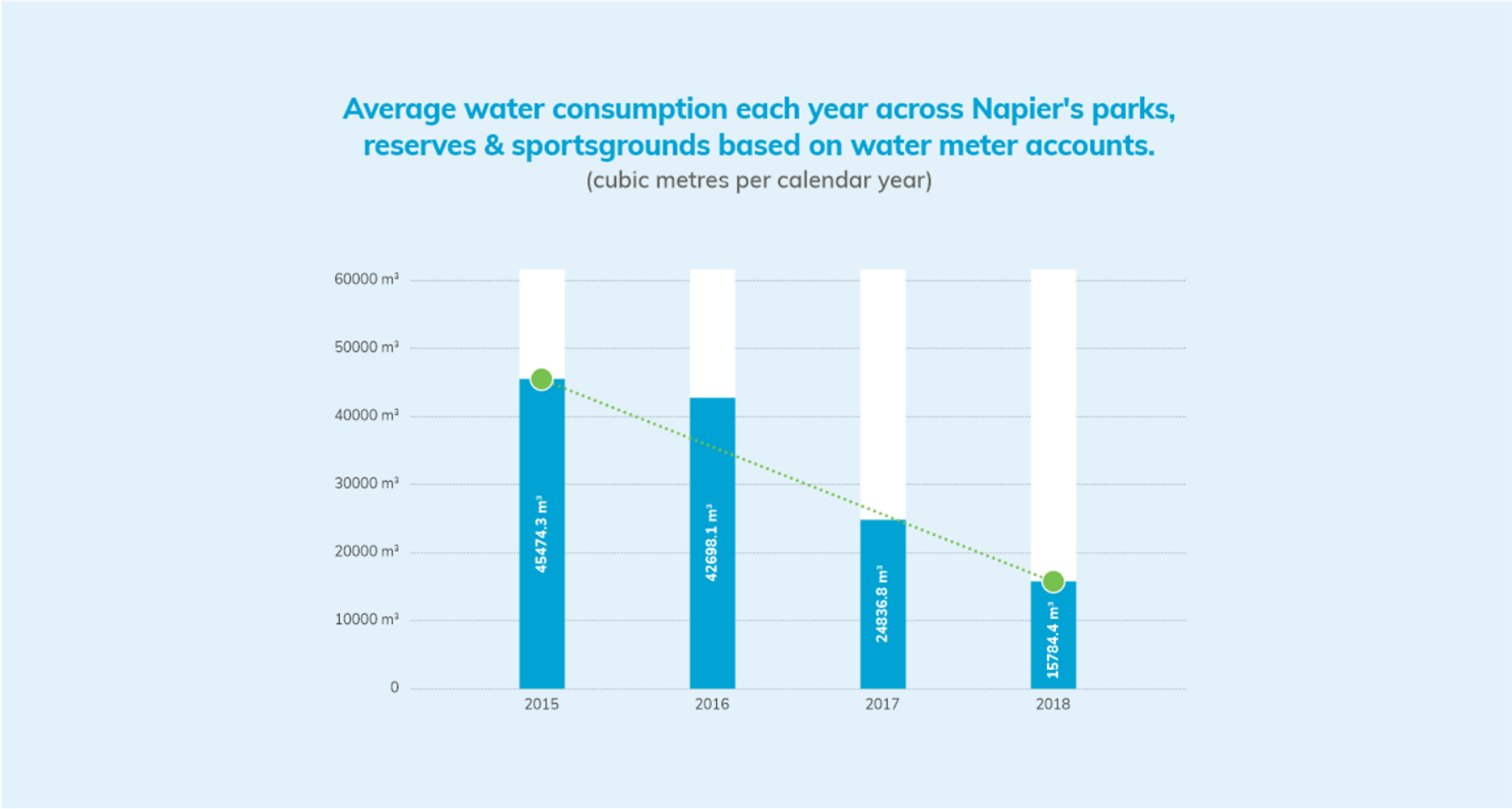
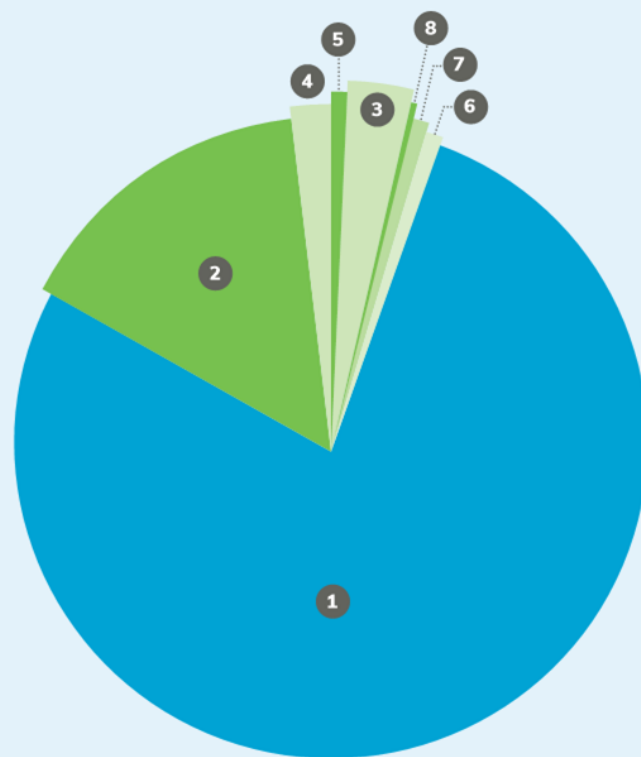


Figure 13 Water consumption per site based on water meter accounts (cubic metres) between 2015-18.

Water consumption per site based on water meter accounts between 2015-2018



Site	Usage m ³	% of Total
1. Centennial Gardens	171984.5m ³	76.96%
2. Reef Garden / Sunken Gardens / Gilray Fountain Heritage Fountain / Manga Pacific	34269.0m ³	15.33%
3. Park Island – BP Artificial Surface Trust	7116.5m ³	3.18%
4. Anderson Park playground splash pad	4195.0m ³	1.88%
5. Botanical Gardens (inc. pond & fountain)	2127.5m ³	0.95%
6. Tareha Park – Taradale Rugby & Sports Club	1909.5m ³	0.86%
7. Nelson Park – Cricket pavillion	1444.8m ³	0.65%
8. Park Island – NOBM Rugby Football Club	428.0m ³	0.19%

The water consumption per site (based on water meter accounts) between 2015-2018 as identified here in figure 13.

Anderson Park playground splash pad and McLean Park were excluded from the table as they have not been on the water accounts for the full duration in comparison to the other sites.

McLean Park's readings are only for the sewage pumping system which is relatively new and Anderson Park playground splash pad was opened in 2018 (for these readings see section 2.1 in the background document).



Figure 14 Waterfall at the Napier Botanical Gardens. This flows to the lower pond which is on a reticulating system and is topped up by town supply (potable water).

Centennial Gardens pond has been emptied due to its high water usage (as see in Figure 13 to the left) and repair is programmed.

The Botanical Garden's pond is supplied by the town supply and is on a recirculating system. Watering of the grounds, gardens and the fountain is from the town supply which runs to waste as outlined in Appendix 2 (of the background document).

The Reef Garden water feature was developed in December 2017. It is on a reticulating system and topped up by the town supply when required due to wind and evaporation. Over a 12-month period the splash pad (between 2017/2018) used 3003m³ (3,003,000 litres), 8m³ per day (8,000 litres) and 0.69m³ per operating hour (690 litres on average).¹¹ Further information on the Reef Garden water meter account is in Table 1, pg17 and Figure 33, pg41.

¹¹ Clibborn, A., (14/1/2019), Napier City Council. Email.



Figure 15 Pop-up irrigation at the Soundshell lawn, Marine Parade, Napier.

“In 2017 water meters were implemented in the majority of the sportsgrounds (except McLean Park; meter implemented July 2018).”



Figure 16

McLean Park, Napier is a premier sports park.

3.2 Sportsgrounds water usage

In 2017 water meters were implemented in the majority of the sportsgrounds (except McLean Park; meter implemented July 2018) to measure the water usage of its water supply systems (see section 2.2 of the background document for further information and figures which support Figure 20). These manual meters also serve as a tool to manage the water usage for desired turf species' plant health.

Ongoing metering and recording will help provide an accurate understanding of how much water is being consumed and where, identify leaks in the systems, identify trends and patterns, help 3 Waters with their water balance calculations and benefit decision making.

Table 2 on the following pages 24-27 lists the sportsgrounds within scope of this investigation stating their watering equipment, reason for the type of equipment and further information.

Figure 17 Park Island sportsground, Napier which is heavily used by all ages and abilities.



Table 2 Sportsgrounds within scope of this investigation stating their watering equipment, reason for the type of equipment and further information.

Location	Supply Control	Reason for Type	Control Make	Water Supply	Number of hours ...*	Notes
McLean Park	Mains powered irrigation controller	Can control from phone and set programme	Rain Bird	Potable town supply	<ul style="list-style-type: none"> Varies depending on weather and soil moisture. Every time the ground staff water they water for a 45 minute period. 	<ul style="list-style-type: none"> Soil moisture can be seen on online / phone software. (4 different levels). It is best to have 52% moisture near the surface. Wetting agent (very important in summer). McLean Park bore has been decommissioned.
	Inground irrigation			Potable town supply	Approximately 2 hours	
	Pipes	Water the bank	3 inch	Potable town supply	Leading up to games the bank is watered as required.	
Nelson Park	Bayonet system	7 cricket wickets with 6 sprinklers on each wicket.	Harvin system. Naan sprinklers 254 6.4mm jets	Potable town supply	On a Monday water for ½ day (good soak after cricket on the weekend). Other days water on a day by day basis depending on weather.	<ul style="list-style-type: none"> Utilise different grass species during seasons. Couch during summer months. Rye and poa reseeded in the autumn. During water restrictions the outfield is left to dry off. Not watered outside of cricket season. Water to the grade of sport being played.
	Travelling irrigator	Further reach to outfield.	Rain Maker	Potable town supply	On a Monday water for ½ day (good soak after cricket in the weekend). Other days water on a day by day basis depending on weather.	

*Number of hours water is running per week (in summer months when water restrictions are not on).

Table 2 Sportsgrounds within scope of this investigation stating their watering equipment, reason for the type of equipment and further information.

Location	Supply Control	Reason for Type	Control Make	Water Supply	Number of hours ...*	Notes
Park Island	Travelling irrigator canon x2	<ul style="list-style-type: none"> Less labour intensive than laying out pipes. Inground irrigation is expensive. 8ha of space to irrigate therefore require large equipment. 	Rain Maker	Potable town supply	32-42 hours	Watering 7am-2pm (when water restrictions are not in place).
	Pipes	Haven't been updated. They do a great job at wetting the area and providing a deep watering. Wind doesn't move the water.	Pope 3 inch with Naan254	Potable town supply	7 hours a day split into 2 shifts for deep soak.	<ul style="list-style-type: none"> Very labour intensive All new development requested for inground irrigation. Currently Tremain and Napier City Rovers have inground irrigation.
Taradale Park	Travelling irrigator	Water a large area and is less labour intensive.	Ferbo 75/200	Potable town supply	Approximately three days a week, 7hrs daily.	As a public park with foot traffic, timing of irrigation is a challenge to avoid damage.
	Bayonet system x2	Used for cricket blocks (x5 sprinklers for each cricket block).	Harvin bayonet system with Rainbird pop-ups.	Potable town supply	On a Monday water for ½ day (good soak after cricket on the weekend). Other days water on a day by day basis depending on weather.	
	Hand watering	Hand watering of side strips of cricket wickets.	Hose / soaker hose	Potable town supply	As and when required.	

*Number of hours water is running per week (in summer months when water restrictions are not on).

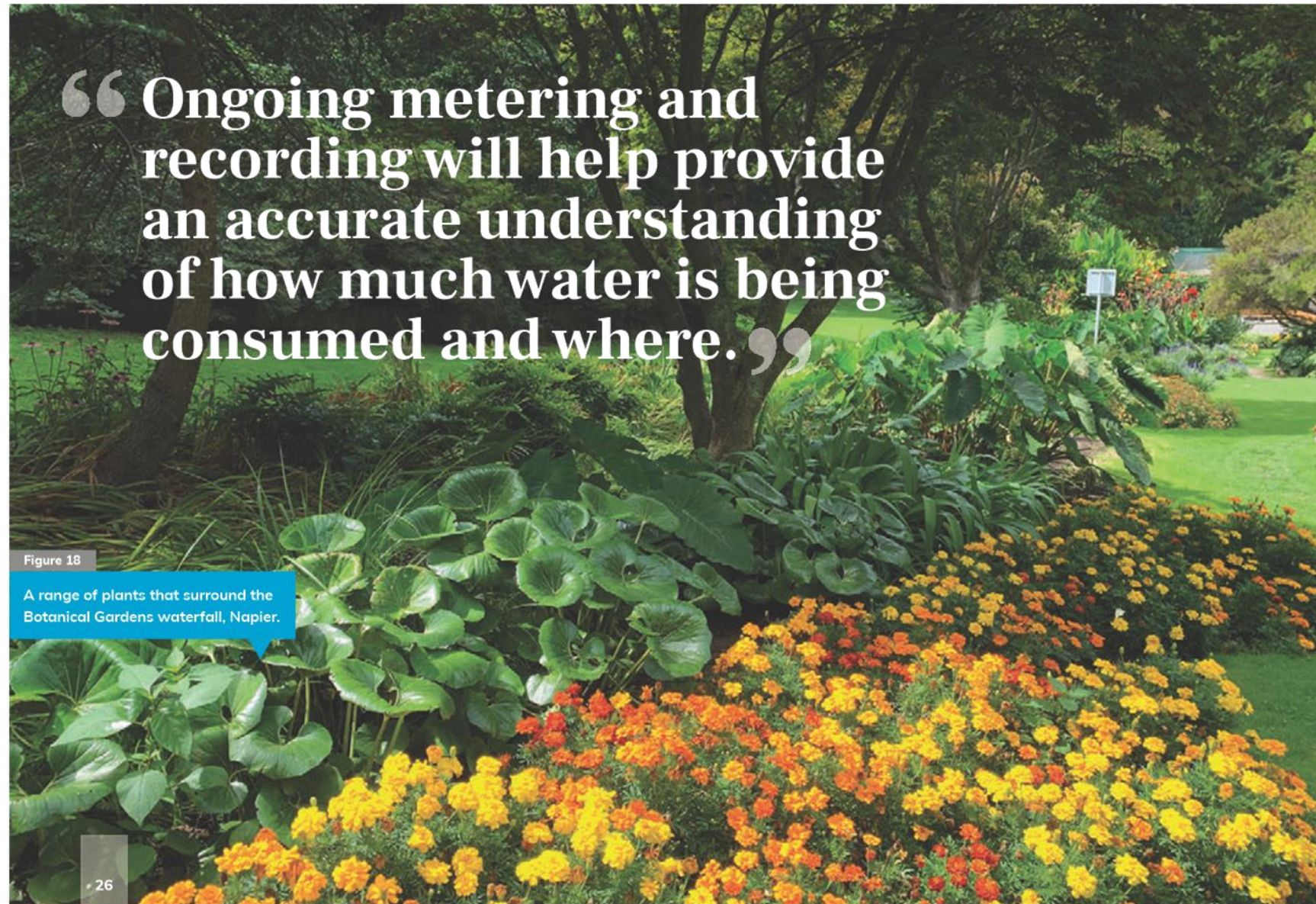


Table 2 Sportsgrounds within scope of this investigation stating their watering equipment, reason for the type of equipment and further information.

Location	Supply Control	Reason for Type	Control Make	Water Supply	Number of hours ...*	Notes
Tareha Park	Overland irrigators x2	To cover the whole area (13.5 ha)	Rain Makers 90/300	Potable town supply	Everyday. It takes two weeks to water the whole area to the depth the groundsmen require for sports fields due to lack of water access points.	<ul style="list-style-type: none"> • Would be good to have another water access point. • A great site to look into bore locations. • This area is known for good water quality drawn from aquifer.
Petane War Memorial Reserve	Travelling irrigator	Required to cover the large area (approximately 5 hectares).	Ferbo 75/200	Potable town supply	40 hours per week	<ul style="list-style-type: none"> • Pressure is weak with multiple fire hydrants going. • Soil structure is an issue.
	Overground pipes	The overland pipes target areas that don't get watered from the travelling irrigator.	Pope 3 inch with Naan254	Potable town supply	18 hours over 3 days	

*Number of hours water is running per week (in summer months when water restrictions are not on).



Figure 19 McLean Park irrigation and soil moisture can be monitored from the groundsman's phone.

Figure 20 to the right is based on water meter readings from Section 2.2 of the background document and shows the average cubic metres of water per sportsground over an 11-month period.

Note: Assumptions were made for McLean Park to keep consistency against other sites as it had only been measured once, in January 2019. For further information see section 2.2 of the background document.

Not metered and not included in Figure 20:

- + x1 Tareha Park irrigator
- + Taradale bayonet system
- + Taradale inground sprinklers

Figure 20 to the right identifies that McLean Park uses a significant amount of water in comparison to the Council's other sportsgrounds.

It is vital that McLean Park is maintained to a high standard for international and domestic sports matches which help bring quality competition and visitors to the region.

Due to limited records and metering the results in Figure 20 to the right were based on several assumptions. Therefore, future monitoring readings (and refinement of data capture methods) will enable Council to better understand trends and accurate water take.

Figure 20 Average cubic metres of water per sportsground based on meter readings over 11 months.





Figure 21 Clive Square Centre Pond, Napier. Is supplied by potable town supply and on a reticulating system with a tap trickling water in to keep fish alive.

3.3

Amenity gardens water usage:

No specific monitoring of amenity gardens has been completed onsite. The only information available is the water meter account information discussed in section 3.1 (Table 1) and some anecdotal information from parks staff as seen in Table 3 across the next three pages 31-33. This shows how the remaining amenity gardens are watered, based on the equipment and facilities they have available to them.

Table 3 across the next three pages 31-33 identifies how each site is watered and the approximate hours of watering per week at each site. It is important to note that garden staff where interviewed during the peak summer period when water restrictions were in place. They were advised to answer as if it was a ordinary day with no water restrictions in place.



Figure 22 Sunken Gardens, Napier.

Table 3 Site specific watering methods and number of hours per week identified.

Site	Supply Control	Reason for Type	Number of hours ...*	Notes
Kennedy Park Rose Garden	Hand watering: <ul style="list-style-type: none"> Secure tap x8 Unsecured taps x3 	Connect hoses to	Monthly (hand water with fertiliser).	Hand watering with rose feed once a month from October-March/April
	Irrigation (manual)	Further reach: <ul style="list-style-type: none"> 4,448 rose plants 152 rose beds 	6 hours a week	
	Fountain	Adds atmosphere to the garden	Continually running	From bore supply and runs to waste.
	Crystal water and liquid fertiliser	<ul style="list-style-type: none"> Absorbs water and slowly realises moistures in the soil for long periods. Is biodegradable Some roses are so old they cannot be lifted as it will disturb their roots. Helps drought proof plants. 	N/A	

*Number of hours water is running per week (in summer months when water restrictions are not on).

Table 3 Site specific watering methods and number of hours per week identified.

Site	Supply Control	Reason for Type	Number of hours ...*	Notes
Botanical Gardens	Irrigation	In steep places		Variety of manual and auto irrigation currently in gully, ferns and hill tops.
	Sprinklers and hand watering	No alternative – the staff would like irrigation	24 hours a week	
Clive Square	Auto irrigation	Water lawns and garden	1.75 hours (35 mins, 3 times a week)	<ul style="list-style-type: none"> Water Monday, Wednesday and Friday. Irrigation on lawn is put to manual setting and only used when required during winter.
	Hand watering (secure taps)	To reach the garden beds that the irrigation cannot reach.	4-6 hours a week	
Centennial Square	Hand watering (secure taps) x2 unsecure taps		6 hours a week	<ul style="list-style-type: none"> Twice a week (3 hours each). When not in restriction. In winter only watering when necessary. No problem with unsecure taps.
	x2 oscillating sprinklers	Movable and currently used on the lawn.	12 hours a week	<ul style="list-style-type: none"> Watered twice a week.

*Number of hours water is running per week (in summer months when water restrictions are not on).

Table 3 Site specific watering methods and number of hours per week identified.

Site	Supply Control	Reason for Type	Number of hours ...*	Notes
Marine Parade	Manual irrigation	Areas in front of the May & Peter Harris playground and Bay Skate are irrigated because they are far away and no taps are easily accessible.	1 hour per week	6-7am, early morning watering.
	Hand watering	To water the garden. However, at the time of writing this report the irrigation on the long lawn was not working.	8 hours a week	During restrictions water 6-8am. This is a struggle to get everything watered in the 2 hours with a 3 man team.
	Oscillating sprinklers	No irrigation in place	2 hours a week	
	Bayonet sprinkler system -x6 docks	Water lawn	3 hours a week	Early morning watering between November – March.
Reef Garden	Irrigation (manual)	Time saving		Plants watered accordingly.
Sunken Gardens	x1 secure tap	Water areas that can't be reached by irrigation.	2 hours per week	<ul style="list-style-type: none"> Monday, Wednesday, Friday. October -April weather dependent.
	Irrigation (auto)	The irrigation can water majority of the area.	1 hour per week	<ul style="list-style-type: none"> Monday, Wednesday, Friday 6am watering for 20 minutes, 3 times a week, weather dependent. Water only when required in winter.

*Number of hours water is running per week (in summer months when water restrictions are not on).



Figure 23 Oscillating sprinkler at the Sunken Gardens.

A further break down of the water accounts (from section 3.1) for Centennial Gardens and Botanical Gardens is seen in Figure 25 to the right and in Figure 27, pg37.

The other amenity garden sites (such as the Sunken Gardens & Marine Parade) water usage cannot be accurately understood for each individual site. This is because the water accounts capture other components under the same account, for example fountains.



Figure 24 Clive Square, Central Napier.

Figure 25 Centennial Gardens water consumption based on water meter accounts.

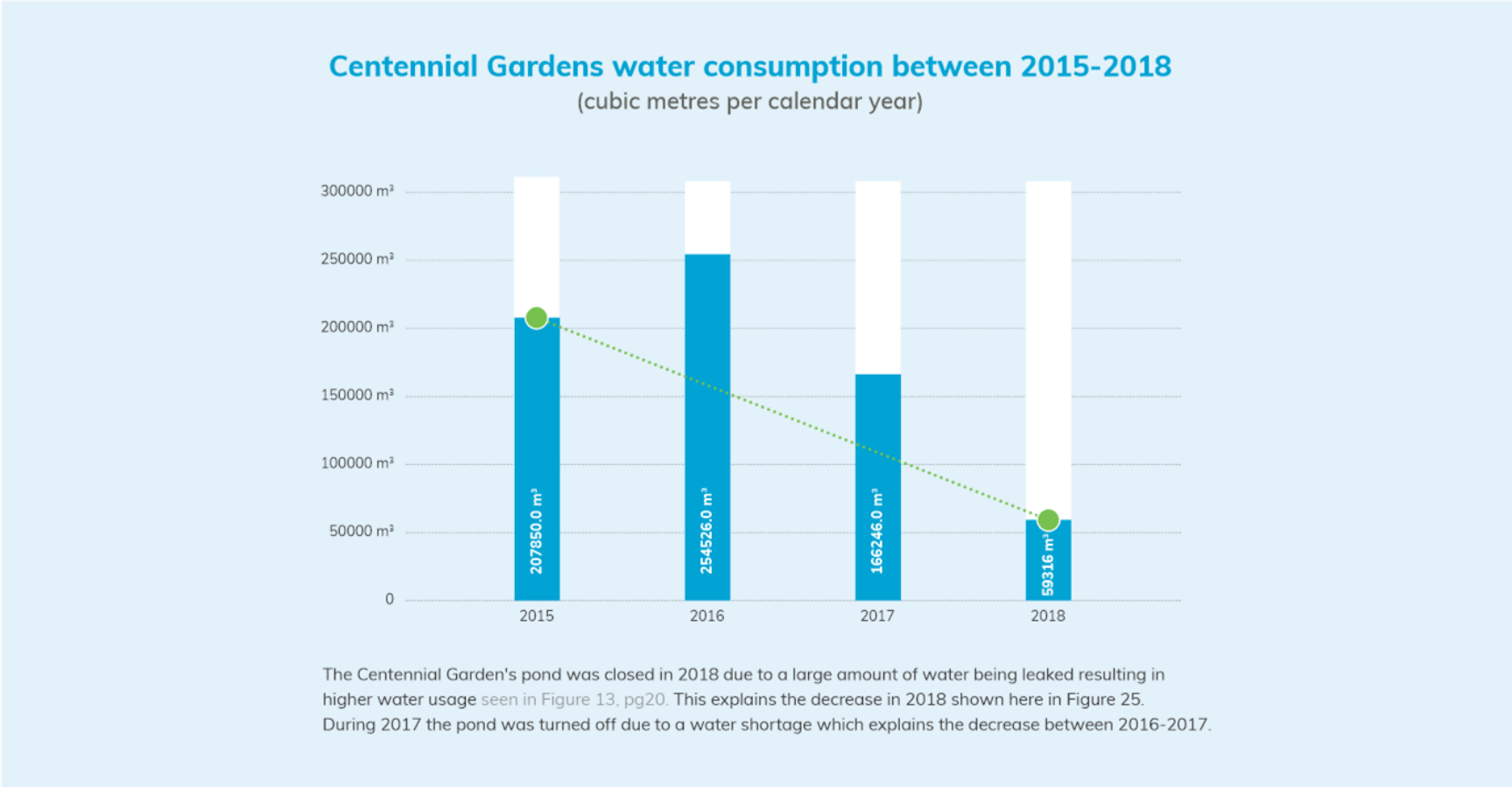
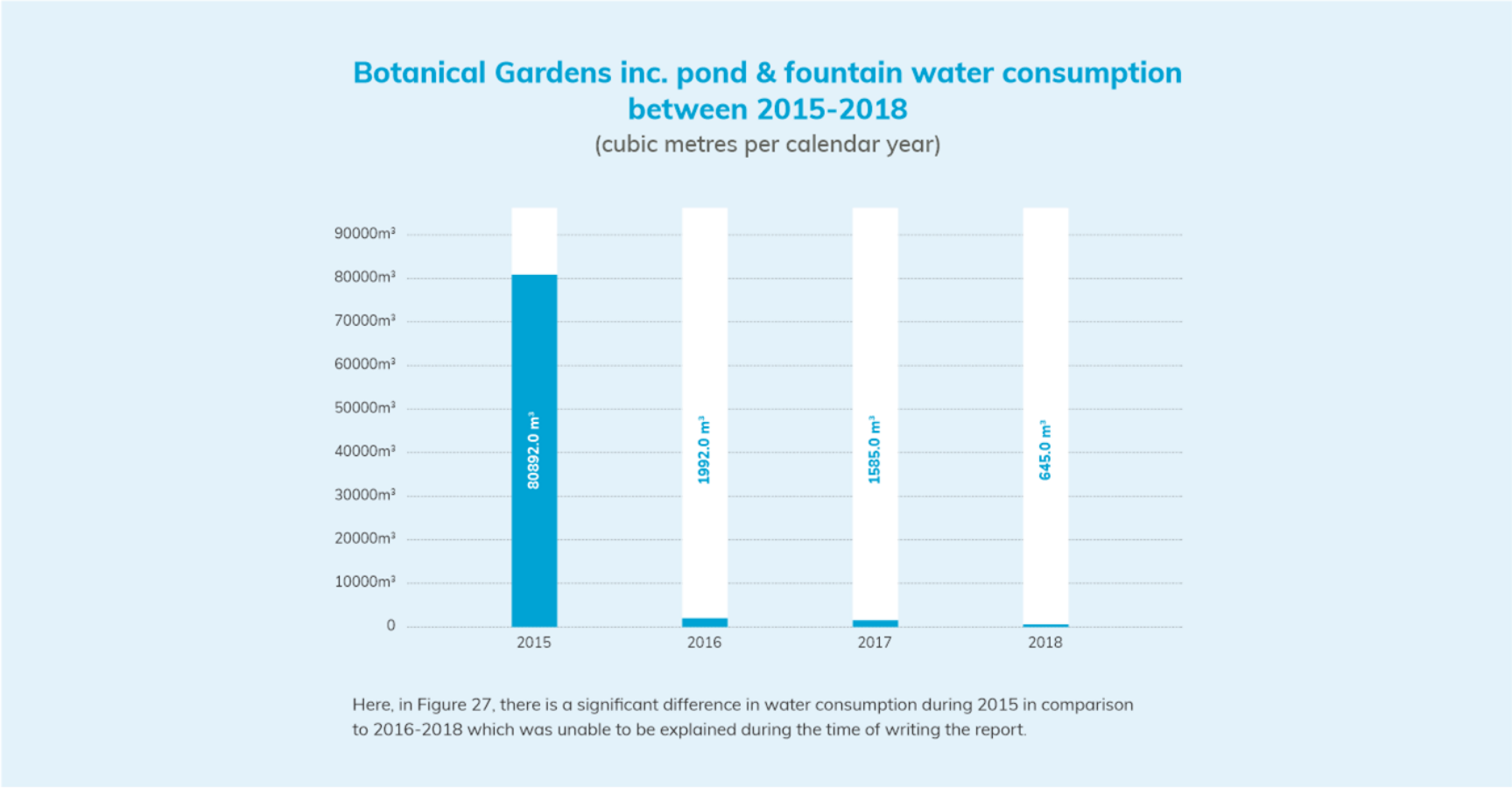




Figure 27 Botanical Gardens water consumption based on water meter accounts.



3.4 Water feature water usage:

All of Napier's most iconic water fountains are on reticulating systems except for two (Botanical Gardens' fountain and Blythe Memorial Fountain, located in Clive Square).

Of the fountains on a reticulating system the 10 reticulating fountains use a total of 7,175m³ (7,175,000 litres) of water per year (see Figure 9 of the background document for further details); the same amount as filling approximately three Olympic-sized swimming pools.

These fountains are topped up or refilled due to wind, evaporation and the need to keep water quality of a high standard, particularly given children and animals playing in the fountains.

These are topped up by either a tap (continually running in the fountain), an automatic ballcock system or a valve. Any excess water from the fountain goes to waste. It is recommended that those being topped up by tap (see Figure 9 of background document) have an auto-fill system put in place.

Commentary on specific sites:

The Botanical Gardens fountain and Blythe Memorial Fountain run from the main town supply (potable water) and straight to waste.

Figure 28 The Blythe Memorial Fountain located in Clive Square runs from town supply and straight to waste. A small leak is also seen at the front of the fountain leaving a slimy mark and water on the footpath.



The water meter account which captures the Reef Garden water feature, amongst its other water users, shows a significant increase in 2018 (Figure 33, pg41).

It is assumed that this increase was influenced by the Marine Parade development (completed in December 2017) which has seen the development of the Reef Garden water feature, irrigation for new gardens, drinking fountains and push-activated water features along the shared pathway. It is assumed these are captured in the water meter account which is only defined with a brief description, Table 1, pg17. Further meter readings for this account can be found in Section 2.3 of the background document.

The Reef Garden water feature used 3003m³ (3,003,000 litres) over a 12-month period (described further in section 3.1).



Figure 29 Tait fountain, corner of Hastings Street and Browning Street.

Anderson Park playground splash pad is run on mains pressure from the town supply (potable water) and goes straight to waste.

The splash pad is activated by children pushing the button. This playground was completed in July 2018 and was very popular in the hot summer months.

The splash pad continued to run during water restrictions. The splash pad uses 15m³, (15000 litres) per hour. Therefore, if an assumption was made that the splash pad runs for 4 hours every day it would use 21,840 m³, (21,840,000 litres) of water per year, going to waste.

As a network, it is difficult to determine how much water is being used based due to the lack of information currently captured. With further monitoring and refinements as to how and what information is captured, it will be possible to understand how much water the parks and reserves network (based on these key sites) is using in the future.



Figure 30 Botanic Garden fountain which runs on town supply (potable water).

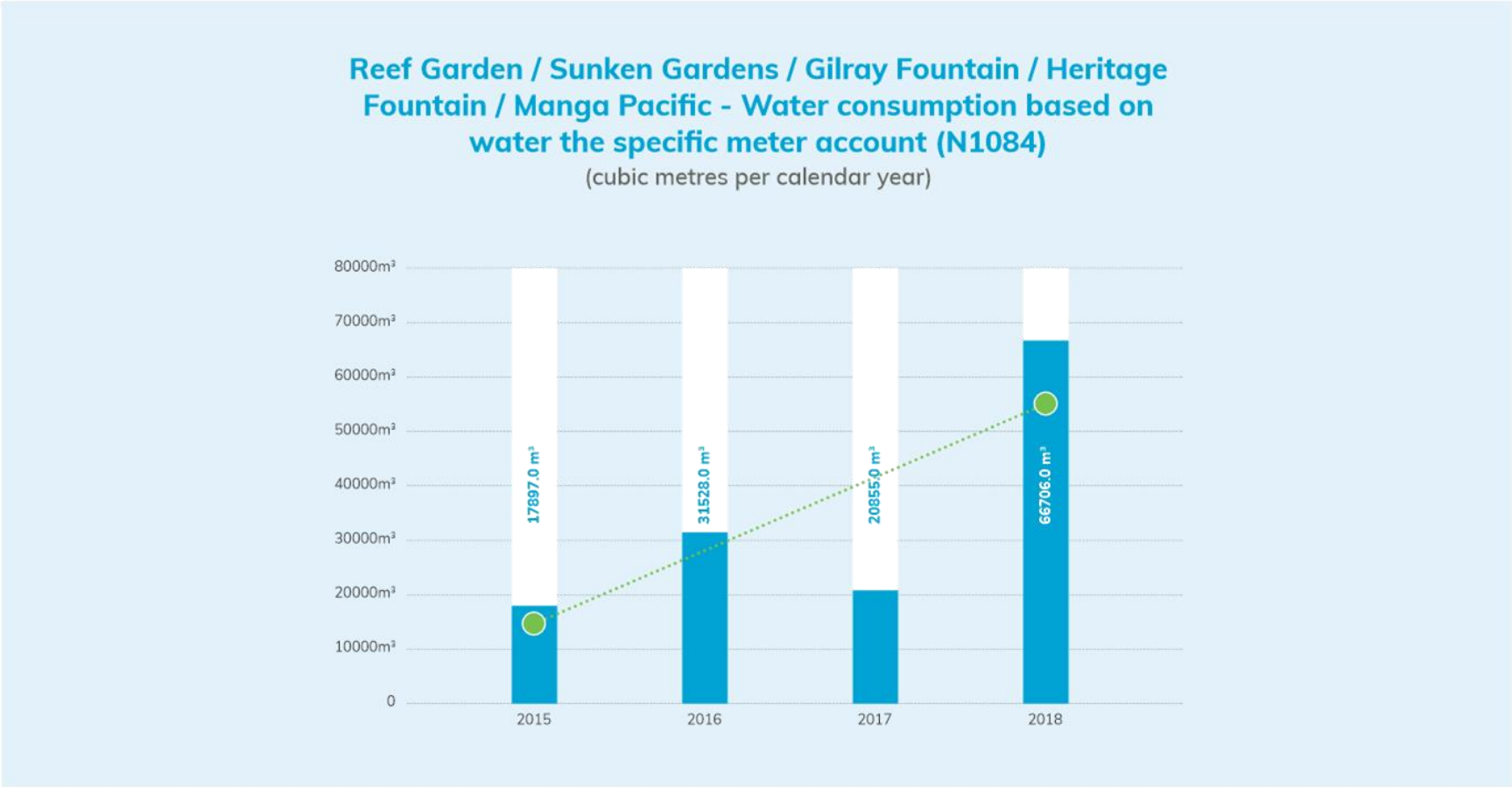


Figure 31 At the time of writing this plan it appeared the waterfall was leaking and creating a slippery surface at the Botanical Gardens. A sign is in place to warn park visitors.



Figure 32 Heritage Fountain located outside the Napier i-site.

Figure 33 Water consumption per calendar year based on water the specific meter account (N1084)









4.0 How do we compare with others?

4.0 | How do we compare with others?

Water conservation planning in parks, reserves and sportsgrounds:

When looking specifically at water usage in parks, reserves and sportsgrounds across New Zealand limited studies have been completed. Some Councils have Water Conservation Plans for the city or region but not specifically for parks, reserves and sportsgrounds. However, some Councils do touch on parks, reserves and sportsgrounds within their water conservation plans.

Water consumption findings:

One Council identified that their parks, reserves and sportsgrounds used approximately 2% of the total water treatment plant output. They also stated that 80% of their parks, reserves and sportsground irrigation occurs during three months of summer and estimate by 2025 they would have used 124 m³ (124,000 litres) a day and during peak times would use 1,517 m³ (1,517,000 litres) a day.

Further information and detail can be found in the background document, Section 3.

²² Nelson City Council, (2014). Water Use and Loss Report: www.bit.ly/water-use-loss-report

Initiatives to reduce water use in parks, reserves and sportsgrounds in NZ:

Best practice

- + Council aim to reduce water use in Council assets.
- + Commitment that all new or refurbished buildings will use water efficient fixtures and appliances.
- + Appropriate use of non-potable water resources. No irrigation is to use potable water.
- + Stormwater retention and drought-tolerant species in landscape design to reduce the need for irrigation.
- + Incorporate water efficient design of existing irrigation systems and when they need replacement.
- + Consider the use of rainwater tanks to reduce reliance on the main water supply.
- + Plant selection.

Communication

- + Keep community informed via online resources.
- + Ensure frontline staff have up to date information.

Technology

- + Better data, better results.

Figure 35

Tom Parker fountain, Marine Parade is on a reticulating system with a tap continually running to keep the water level topped up.

“Of the fountains on a reticulating system the 10 reticulating fountains use a total of 7,175m³ (7,175,000 litres) of water per year.”



Initiatives to reduce water use in parks, reserves and sportsgrounds in Canada and Australia.

- + Inspect irrigation monthly and water delivery systems daily.
- + Water may only be used to clean equipment, structures and hardscape areas for health and safety reasons.
- + No watering of established native plants.
- + No watering of non-essential turf.
- + Watering of essential turf is limited to maintained safe playable conditions.
- + Council's irrigation control systems reviewed and a programme of irrigation upgrade work was implemented between 2015-2020.
- + All Councils have measurable targets, eg. improve community sportsgrounds irrigation efficiency to 75% for 100% of class 'A' sportified and irrigated parks by 2020. Majority of New Zealand is not at this point yet due to the lack of monitoring and recording specifically for parks, reserves and sportsgrounds.
- + Council staff identify areas where water reduction initiatives can be implemented.
- + All bores are metered to measure flow rates and cumulative volume.
- + Staff complete water corporation water efficiency training.
- + Stormwater harvesting in parks which is captured, treated, stored and then used for irrigation in the park and garden.
- + Rain garden tree pits.
- + Infiltration pits.

Further information and detail can be found in the background document, section 3.

5.0 Seasonal systems

5.0 | Seasonal systems

Climate change:

Hawke's Bay typically enjoys predominantly warm, dry, settled weather in summer and relatively mild winters. The region can also be prone to localised or widespread drought with extended periods of below average rainfall.

Climate records taken from 1940 also show small but significant change over time. The number of hot days, duration of warm spells and day-night temperatures have increased with a decrease in colder days. Further information on rainfall and Hawke's Bay's climate can be found in section 4 of the background document.

With increasing temperatures and reduced rainfall expected the Council's parks, reserves and sportsgrounds network needs to play their part in water conservation as supported by other strategies and plans, seen in Figure 3, pg3 .

Napier's seasonal trends:

All of Napier's sites investigated throughout this plan have peak demands of water usage over the summer months. Watering of the parks entirely depends on the amount of rainfall they have. Spring and autumn watering varies from year to year depending on the rainfall for that particular year.

The biggest pressure on the water network is poor water use. Summer peaks are significantly higher than winter, generally 2 times higher. The Council has days with exceptional high water use which makes it difficult to match supply with demand.

When potable water is taken from the town supply to water parks and reserves during peak watering season (summer) this adds to the town supply pressure during the low rainfall periods.

Summer generally has peak demands of water usage for the whole Napier region. Therefore water restrictions can be implemented to restrict residents on the amount of water they use. This ensures that we are not drawing water from the town supply (reservoirs) faster than the pumps can fill it. A copy of Napier's water restrictions can be found, Appendix 4 of the background document.

Between 2002-2016 water restrictions were not implemented¹². This is because the Church Road booster pump station was built around 2002 which enabled the transfer of water north and a more even distribution of water within Napier. Prior to this development it is understood that water restrictions were relatively common in summer. Since 2016 water restrictions have been put in place again each Hawke's Bay summer. This is because the Council has a requirement under its resource consent 'Permit to Take Water' to develop a Water Conservation Strategy to promote water conservation. Water conservation is achieved by:

- + Advertising the wise use of water throughout summer.
- + Water restrictions.
- + Servicing and fixing leaking taps paid for by the Council.

¹² Schofield, G., (8/2/2019), Napier City Council. Email.

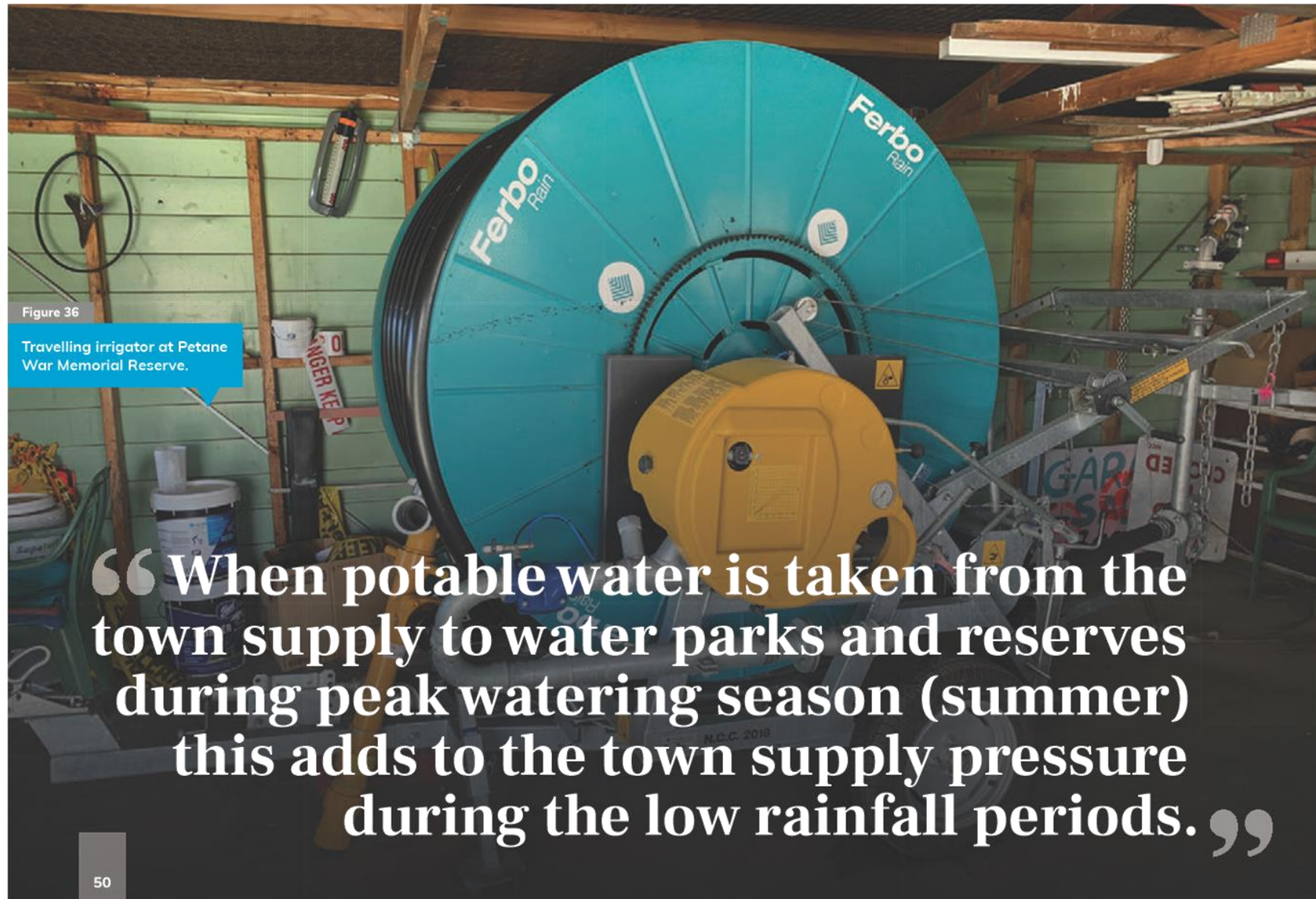


Figure 36

Travelling irrigator at Petane War Memorial Reserve.

“When potable water is taken from the town supply to water parks and reserves during peak watering season (summer) this adds to the town supply pressure during the low rainfall periods.”

Water restrictions were put in place from 2016 onwards as the Council had some days with exceptionally high water use which made it difficult to match supply with demand.

At times the Council has a number of maintenance and improvement projects going on (although the Council does its best to avoid work in summer) that mean a reduced supply of water into the network.

The time restrictions have significant effect on the grounds team for parks and reserves, especially in the amenity gardens, which do not all have irrigation. They struggle to set up hoses and connections for hand watering and sprinklers and to get everything watered in the 2-hour time slot which in turn means prioritising particular plant health.

During summer when restrictions aren't in place, many of the Council team are out on the ground doing a lot of watering per week as identified in Table 2 and Table 3. This is due to the time it takes with their equipment, for example travelling irrigators at Petane and Tareha, pipes at Park Island, hand watering at Marine Parade, sprinklers at Centennial Gardens and bayonet systems at Nelson and Taradale Park. This is also when staff are working.

This can be inefficient because of evapotranspiration; staff time and time constraints mean plants get a shallow watering rather than a deep soak. Shallow watering allows plants to get used to finding water near the soil surface. This doesn't prepare the roots to go deep in case of a drought.

Automatic irrigation systems are at only a few sites. Automated irrigation systems are beneficial as sites can be watered in

Automatic irrigation systems are at only a few sites. Automated irrigation systems are beneficial as sites can be watered in the early hours of the morning before the sun comes up and/or before it gets too hot (limiting evaporation). This gives plenty of time for the water to penetrate the soil and for the plant uptake.

Automatic irrigators are located at these sites:

- + McLean Park; can be analysed and is adjusted depending on the soil moisture and weather.
- + Botanical Gardens; has some automatic irrigation in some steep places.
- + Clive Square; 6am, for 35 minutes, 3 times a week during peak season.
- + Sunken Gardens; 6am, for 20 minutes, 3 times a week during peak season.

When water restrictions are on the Council has specific rules for its parks and reserves, (Appendix 4 of the background document) depending on the site. However, the restrictions on parks and reserves at each different water restriction level need to be communicated clearly to the public to prevent confusion and to reinforce to the public that Council is leading by example and is maintaining a balance of water conservation, plant health and public expectation.

Figure 37

Automatic irrigation watering
at the Sunken Gardens, Napier.

“Automated irrigation systems are beneficial as sites can be watered in the early hours of the morning before the sun comes up (limiting evaporation). This gives plenty of time for the water to penetrate the soil and for the plant uptake.”



Automatic irrigators efficiency:

There are many variables to consider when understanding an automatic irrigator's efficiency (amount of water applied within a specified timeframe). As the Council has only just started metering some of its automatic irrigators manually and at inconsistent intervals (as seen in Figure 8 of the background document).

To gain an accurate understanding of the auto irrigators efficiency many factors needs to be understood such as the inlet pressure (section 1.1 in the background document), diameter of pipes, nozzle sizes and machine flow rate. Currently the Council do no hold this information in one place.

This emphasises the importance of the long term initiative, water monitoring and metering in section 8.2, pg74. This initiative is the first step. Therefore moving forward with this captured information Council will be in a better position to make robust decisions about their equipment use based on their findings and trends.

6.0 How do we currently manage and restrict water use in our parks, reserves and sportsgrounds network?

6.0 | How do we currently manage and restrict water use in our parks, reserves and sportsgrounds network?

The Council's parks, reserves and sportsground team currently manages their water through an informal discussion with the 3 Waters team due to the sites utilising town supply water. The 3 Waters team makes the decision when water restrictions are to be implemented based on the water consumption being pumped from the aquifer and the water remaining in the city's reservoirs.

Water is restricted and managed in various ways depending on the site. Most water features are on timers and reticulating systems.

Although not all of the Council's equipment to water sportsgrounds are being monitored, Council have started the implementation of meter readings in most locations (Figure 8 of the background document). The water readings are being recorded which in time will help improve water-use efficiency by accurately measuring how much water is applied. Meters also serve as a tool to manage the water usage for desired turf species plant health.

Some of the amenity gardens can be broadly monitored from the finance water metre accounts. However these have very brief descriptions as to what they are specifically measuring (Table 1, pg17).



Figure 38 Non-return valve connected to a fire hydrant at Petane War Memorial Reserve to prevent backflow and contamination risk.



Figure 39 Botanical Gardens lower pond, showing a part of the reticulating system.

The background of the slide is a solid blue color with a complex, low-poly geometric pattern. The pattern consists of numerous overlapping triangles and polygons of varying shades of blue, creating a textured, crystalline effect. The text is centered on this background.

7.0 Current challenges and opportunities



Figure 40 Gilray Fountain, Marine Parade, Napier.

7.0 | Current challenges and opportunities:

Finding a balance between water conservation, environmental health and public expectation is challenging. Table 4 (pg58-65) identifies a list of challenges the Council's parks, reserves and sportsground network currently face in relation to water conservation.



Figure 41 Residents enjoying Botanic Beats annual event in the Botanic Gardens.

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Strategic		
Water restrictions – communication (bore water)	Kennedy Park Rose Garden is supplied by bore water. Therefore they can water any time during water restrictions. Signs are out during restrictions to inform the public that the water is bore water. However, it seems there is a misunderstanding with members of the public that water restrictions are in place to preserve the town supply (potable water) not the aquifer water.	Improve public understanding of water restrictions, where water is coming from and educate the public of the benefits of Council using non-potable water over potable water to water their spaces.
Water restrictions – communication (sportsgrounds)	<p>During water restrictions specific sportsgrounds have their own restriction criteria which is different to general residents' water restrictions.</p> <p>For example:</p> <ul style="list-style-type: none"> • Mclean Park is watered when the soil temperature reaches 25 degrees or above and is watered by automatic irrigation overnight. • Petane is reduced from daily watering to 4 days a week, 6am-10am. <p>The communication can be challenging for the groundsmen and parks, reserves and sportsground team as the public can have a misunderstanding of why these sites are still being watered during these times. Sites such as Petane are located on busy roads where it is easily seen by the public eye. If these sites were not running on town supply there would be no need for water restrictions.</p>	<p>Improve communication with the public so they have a clear understanding of why some sites are still being watered during water restrictions and droughts.</p> <p>A more formal approach between the parks and reserves team and the 3 Waters team to allow consistency of communication to the public and the on ground teams.</p> <p>Public messaging on website showing what sports grounds/parks will be getting watered differently to the standard water restrictions.</p>

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Strategic		
Water restrictions (amenity gardens)	<p>Amenity gardens during level two and three water restrictions only get two hours of watering between 6am-8am. This isn't enough time to get all of the plants watered. Therefore plants are getting a regular light watering, which causes shallow rooting of plants and makes them less drought tolerant.</p> <p>Staff are starting work before 6am to ensure they are setup and ready to start watering at 6am.</p> <p>Napier and Hastings have the same standards for water restrictions but water restrictions are applied differently due to differing pressures and water supplies.</p>	<p>Working smarter.</p> <p>Rethink the water restrictions to cater for a good balance between water conservation, plant health and public expectations.</p> <p>Plants will benefit more if they get a good watering ensuring all layers of the soil in the root zone are wet, less often. For example, instead of watering for 2 hours every morning it would be more beneficial for plant health to water for 4 hours, 3 or 4 mornings a week. This would benefit plant health and keep the number of hours watering per week during water restrictions the same.</p>
Monitoring and recording	<p>Napier parks and reserves currently have little information to inform them of the amount of water they are using and where specifically. It is difficult to make good decisions with limited data.</p>	<p>Monitor further information consistently and record in one place. This will help inform decision making in the near future.</p> <p>Measuring irrigation water use can help to :</p> <ul style="list-style-type: none"> • improve irrigation water use efficiency by accurately measuring how much water is applied. • determine pumping efficiency, so water is supplied as inexpensively as possible. • detect potential well, pump or irrigation system problems. • identify whether you are complying with your consent conditions.

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Strategic		
Potable vs non potable water.	Sportsgrounds utilising town supply (potable water) to water sportsgrounds. This puts immense pressure on the town supply during peak periods and low flow periods.	<p>Transfer sportsgrounds watering from town supply and onto bore water.</p> <p>This involves the Council budgeting and planning for site specific assessments of costs and benefits for conservation from potable to non-potable water. Refer to high level bore process and site specific information sheet (background document appendix 6).</p> <p>Benefits would include:</p> <ul style="list-style-type: none"> • reduced pressure on town supply. • reduced cost of paying to chlorinate/treat water. • reduced chlorine toxins in the ground/soil. • no water restrictions would be required if supplied from a bore. • Help reduce the need for water restrictions. • Reduced risk of back flow contamination into the town supply.

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Strategic		
Internal communication and linkages of information and planning.	<p>It was observed that planting or landscaping design on the ground doesn't always work in favour of the grounds team and can present more work or issues. For example:</p> <ul style="list-style-type: none"> • Vautier Street roundabout was designed and established with no irrigation on the plan. • The new gardens at the final redevelopment of Hastings Street were designed and established without suitable irrigation in the design. It was changed a couple of times to be effective and conservative. • Marine Parade small roundabout by Tom Parker Fountain was put in a few years ago with no irrigation (not even a tap). <p>Ensuring customer services and the grounds team have the correct information.</p>	<p>Ensure communication and ideas are discussed with all relevant parties across the board.</p> <p>Ensure frontline staff have up-to-date information Customer services and the grounds team are the front face of the Council and it is important they are able to field queries efficiently as they are received.</p> <p>Encourage internal staff to continually seek best practice, look for improvement and understand why water conservation is important.</p>
Community communication	<p>Community and public confusion. Little publicity knowledge on Hawke's Bay water resources.</p>	<p>Keeping the community informed via online resources and educating them.</p>
Planting strategy	<p>Plants being propagated require intensive watering.</p>	<p>Create a planting strategy and review plant selection to ensure drought tolerant species are utilised.</p> <p>Consider other plants the nursery could be producing and collecting seeds for those that require low amounts of water and are suited to the different zones/ environments across Napier. For example, coastlines and hill planting.</p> <p>Consider whether the nursery could be propagating/ supplying more drought tolerant (low water requirement) plants.</p>

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Operational		
Reticulating systems - fountains	Two of Napier's fountains (Blythe Memorial Fountain and Botanical Gardens fountain) run on town supply pressure (potable water) and run to waste.	Investigate flow rate and determine whether fountains should be transferred to reticulating systems to conserve water.
Fountain top ups	Four fountains (Tom Parker, Gilray, Tait and Taradale clocktower fountains) that are on reticulating systems have a tap trickling continuously to ensure the fountains are topped up as they may lose water through wind, evaporation and play. Any excess water runs to waste.	Replace the continual running tap with an automatic refill system for example, a ball-cock system.
Leaks	Botanical Gardens has a potential waterfall leak near the top which is resulting in a wet and slippery footpath. The Blythe Memorial Fountain leak down the front of the fountain.	Fix the leaks to prevent slip hazards and conserve water.

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Operational		
Mulching	Napier's amenity gardens do currently mulch utilising wood chips, applying to a 10cm depth.	Ensure that this is continued best practice and applied when necessary to improve the health of plants and protect the soil from forming a hard pan (where water struggles to get in) and allows moisture to be kept in.
Water harvesting		Harvest roof water at sites such as McLean Park, Nelson Park. This water could be used for irrigation or toilet facilities.
Hydrogels / liquid fertiliser	Currently used at the Kennedy Park Rose Garden. Some research suggests particular hydrogels products are not environmentally friendly . ¹⁴	Hydrogels absorb water and slowly release moisture into the soil for long periods, overall helping to drought proof plants. Further investigate the hydrogel products that Council currently uses in the Kennedy Park Rose Garden and determine the positive and negative effects on the plants, environment and human health.

¹⁴ <https://s3.wp.wsu.edu/uploads/sites/403/2015/03/hydrogels-3.pdf>

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Site Specific		
Centennial Gardens - pond	Centennial Gardens pond currently leaking and is closed.	Determine the cause, access and fix if financially feasible.
Centennial Gardens - lawn	Centennial Gardens lawn has 8 docks for a bayonet system which the gardener is not currently using. An oscillating sprinkler is being used instead which takes longer to water, increasing the opportunity for evaporation as the day gets hotter, and it requires staff time to move it around the lawn.	8 bayonet docks on lawn provides the opportunity to use bayonet system for efficient lawn watering. This will save staff time and allow watering to occur quickly in the morning before getting too hot, therefore reducing evaporation rates.
Botanical Gardens - pipes	Water pipes are in old condition. Pipe in the middle of the Botanical Garden's lawn generally needs fixing once/twice a year. When it was laid it was not code of practice to use glued pressure pipe joints which is the main failing at present. Costs and issues are not currently recorded to identify trends or on-going problems.	Further investigate the need and cost long term to prevent this issue from recurring. According to Water Works team a long-term solution would be to replace the whole pipe from the stage to the gardeners' smoko shed.
Botanical Gardens	The current watering set up in the Botanical Gardens is labour intensive due to the limited access of water supply throughout the gardens. In the summer they struggle to water each plant at least once a month due to the water supply set up and steep site.	Investigate efficient watering set up. Determine costs versus the benefits. Extra taps and auto irrigation would improve this and ensure every plant gets watered at least once a week in the summer months.
Park Island	Wind affects canons which results in grass not getting a deep watering in areas required.	Inground irrigation. This can be financially justified where there is high use.

Table 4 Issues / challenges and opportunities table.

Category	Issues / Challenges	Opportunities
Site Specific		
Petane War Memorial Reserve	Water pressure from fire hydrant is weak , can only run off one at a time Bore in the centre of the park is inactive due to salt water and being tidal (refer Appendix 5 of the background document).	Opportunity to discuss a partnership / agreement with farm manager next door, who has put in a new bore and pipes which could supply the park, see Appendix 5 of the background document for further detail).
Kennedy Park Rose Garden	Galvanised pipes and irrigation are from 1951. Time consuming on staff resource as irrigation takes 1.5 hours to set up and 1 hour to pull down.	Best solution would be to have automatic inground irrigation sprinklers (to prevent vandalism) watering at 1-4am.
Anderson Park playground splash pad	Splash pad water runs to waste. A well-considered decision was made not to recycle water during the development phase of the project.	In future, projects where water can be recycled, consider the short and long term benefits of best practice water conserving designs and infrastructure (See section 8.2 below and also section 5 of the background document).
Sunken Gardens	The areas in the garden which the irrigation doesn't reach need to be hand watered. However there is only 1 tap in the Sunken Gardens which means 3 hoses with joiners are required to water these areas resulting in inefficiency.	Aim to improve efficiency and work smarter . Look at either adding another tap or extending the irrigation.
Gilray Fountain	The taps are currently temperamental , old and difficult to use. These control the height of the fountain.	If viable replace taps.
Taradale Clocktower Fountain	Ballcock system is broken and tap is continually trickling to top up the fountain.	Fix the ballcock automatic system and turn the tap off to conserve water.

8.0 Recommendations and action plan



Figure 42 Anderson Park playground splash pad.

8.0 | Recommendations and action plan

8.1 Quick wins

From the findings stated throughout this plan the quick easy wins are stated below in Table 5.



Figure 43 Council gardener watering at Marine Parade long lawn.

Table 5 Quick wins for Napier Parks, Reserves and Sportsgrounds team.

Site / issue	Quick wins
Operational – upgrades, repairs and maintenance	
Botanical Gardens Fountain and Blythe Memorial Fountain	<ul style="list-style-type: none"> Take flow rate reading of the fountain and understand how much water is running to waste annually. This information will help determine whether or not this fountain should be put on a reticulating system to prevent town supply water running straight to waste.
Fountains being filled up by tap: Tom Parker, Gilray and Tait Fountains	<ul style="list-style-type: none"> Replace the continual running tap with an automatic refill system.
Leaks: Botanical Gardens Blythe Memorial Fountain	<ul style="list-style-type: none"> Fix Botanical Gardens potential waterfall leak which is creating a slippery footpath (Figure 31, pg40). Fix Blythe Memorial Fountain leak which is at the front of the fountain (Figure 28, pg38).
Kennedy Park Rose Garden	<ul style="list-style-type: none"> Replace old manual irrigation set up if viable. Benefits: reduce staff time and allows watering to happen in early hours therefore reducing evaporation and leaf burn etc.
Gilray Fountain	<ul style="list-style-type: none"> If viable replace taps as currently sensitive and difficult to use.
Taradale Clocktower Fountain	<ul style="list-style-type: none"> Fix Taradale Clocktower's automatic system so the continual running tap (used to top up the fountain) can be turned off.

Table 5 Quick wins for Napier Parks, Reserves and Sportsgrounds team.

Site / issue	Quick wins
Strategic – communication	
Leadership in water conservation through internal and external education	<ul style="list-style-type: none"> • Council will walk the talk and keep community informed on the water use within the parks, reserves and sportsgrounds network. • They will provide information on conservation initiatives and their effectiveness of the water conservation measures. • Encourage continual best practice and why it is important. • Provide good information to the public and internal staff. • Provide training and development opportunities for internal staff to allow them to challenge what they do and keep u p with industry trends and best practice. • Council staff will be tasked with identifying areas where water reduction initiatives can be implemented they will then be able to demonstrate good practice and practice what they preach.
Water restriction messaging	<ul style="list-style-type: none"> • Improve the messaging for example, what the Council does with each park at each level of water restrictions, and state where the water comes from. • The Council's 3 Waters team could publish daily water usage live on their website, to help sell the story. Operational aspects such as cricket events would need to be taken into consideration.

Table 5 Quick wins for Napier Parks, Reserves and Sportsgrounds team.

Site / issue	Quick wins
Strategic – best practice	
Centennial Gardens Lawn	<ul style="list-style-type: none"> • Utilise the 8 bayonet docks to water the lawn. This will save staff time, with faster, more efficient watering. Watering will be completed faster in the morning reducing evaporation rates.
Water features, fountains, ponds and artificial streams	<ul style="list-style-type: none"> • Based on best practice ensure a visual check is done daily for functionality and cleanliness. • Clean as required to keep water clean, attractive and safe. • Minor issues should be recorded and fixed within 48 hours. • Graffiti and/or gross contaminants are removed within 4 hours. • Repairs that require specialist contractors or major component replacement should be actioned as soon as possible.¹⁵
Irrigation systems	<ul style="list-style-type: none"> • Obvious leaks are detected visually and fixed as soon as possible. • All sprinkler heads should be checked every 6 months for correct rotation and water coverage. • Any systems failures or requirements are to be recorded and reported. • Minor repairs and component replacements should be replaced within 48 hours at Napier's premium parks and within 1 week at other parks. • The main filter in the irrigation control box should be cleaned at least twice annually to allow effective water flow. • Change back up batteries in irrigation controllers annually. • Irrigation systems are drained for winter in cold areas to prevent damage.¹⁶

¹⁵ Recreation Aotearoa Open Space Maintenance Specifications, 2019

¹⁶ Recreation Aotearoa Open Space Maintenance Specifications, 2019

Table 5 Quick wins for Napier Parks, Reserves and Sportsgrounds team.

Site / issue	Quick wins
Strategic – best practice	
Hydrogels	<ul style="list-style-type: none"> Investigate the hydrogel products which Council currently use and determine the positive and negative effects on the plants, environment and human health.
Plant selection	<ul style="list-style-type: none"> Plant summer-hardy plants and drought-tolerant annuals that require low amounts of water especially in high pedestrian areas. Utilise these in the summer coastal locations where it is dry, windy and hot. Consider what other seeds could be in the area to grow and produce in the Council nursery.
Recording and repairs	<ul style="list-style-type: none"> All breaks, leaks and anything requiring fixing will be recorded in once place. All minor breaks will be repaired within 48 hours from being recorded. All major breaks will have specialist contractors or major component replacement ordered immediately and should be fixed as soon as possible.

“Water management decisions will be made in the interest of long-term environmental, economic, social and cultural benefits.”



Figure 44

McLean Park, Napier.
Napier's premier sports park.



8.2 Long term initiatives / recommendations:

Initiative: Water metering and monitoring

This is a key initiative taken from this investigation. Currently records are limited with sportsgrounds meters having been in place for 11 months and are read manually at inconsistent times.

Monitoring will provide an accurate understanding of how much water is being consumed and where. These should be measured at consistent times so accurate comparisons can be made.

It is also recommended that Council records maintenance issues. The Council requires a good record of water use which will require staff input. Get staff into the routine of regular monitoring, reporting maintenance and improvements. This will help identify leaks in the system (especially at times when water isn't being used), trends and recurring issues, that will enable Council to make robust decisions based on the information they have available to them, for example whether they are using the most water efficient irrigators on their sportsgrounds.

Monitoring would help the 3 Waters team with their water balance calculations. The more certainty they can have on water use, the more they can rely on estimated leakage rates which is currently based on assumptions.

It would be recommended that Council moves from manual readings to electronic readings, smart metering and providing this information altogether.

Sites currently with manual water meters (sportsgrounds) can be identified in the background document under section 2.2. Amenity gardens are metered by the water accounts however, the descriptions are brief and therefore difficult to understand exactly what is being measured (further information in section 3.1).

Key sites requiring meters are:

- + Tareha Park, second irrigator.
- + The Botanical Gardens irrigation and taps.
- + The Marine Parade Gardens irrigation (long lawn and Veronica).
- + Nelson Park bayonet sprinkler system (over the summer period).
- + Taradale Park in ground sprinklers and bayonet sprinkler system.
- + Centennial Gardens irrigation.

Initiative: Transfer parks, reserves and sportsgrounds watering from potable water to non-potable water

This initiative is broken into four sections:
(outlined in the background document Appendix 6).

- + The Council records, monitors and identifies high water usage sites.
- + Desktop research; the Council meets with HBRC to discuss proposed changes to the existing water permit held by Council; HBRC to provide an options paper, summary and map of bore locations.
- + Site visits; with appropriate sites identified, site visits would be undertaken to understand the possibilities.
- + Implementation.

It is important to note that it may not be achievable for all sites and the regulatory environment may be more difficult.

Initiative: Planting strategy / landscaping guidelines

It is recommended that a planting strategy or landscaping guidelines are considered to ensure the Council is planting the right plant species in the right locations for example, drought-tolerant species and natives.

New Zealand only has four remaining Council nurseries, Napier is one of them. This strategy would consider what the nursery is correctly planting and whether there were any other seed opportunities within the region.

Initiative: Best practice irrigation techniques

This work ties in with the water monitoring initiative. The recorded water use should measure litres per second, cubic metres per month, cubic metres per year, the flow, pressure and record the equipment used.

Servicing each piece of open space and conducting an audit of the irrigation systems should be undertaken to determine the efficiency of each irrigation system.

This will help determine where efficiency improvements can be made for example, in-ground sprinklers on sports fields in high usage areas and where money can be justified. In-ground sprinklers are a great alternative to travelling irrigators. Travelling irrigators can be inefficient and are prone to vandalism when left alone and therefore they are generally supervised by a grounds person working during the day. Watering during the day results in higher rates of evaporation.

8.2 Long term initiatives / recommendations:

Initiative: Water harvesting where possible and financially feasible

The Council will aim to lead by example and consider industry best practice infrastructure where possible for example, capturing rainwater for facilities to utilise as grey water.

Further examples on industry best practice can be found in the background document, section 5.

Initiative: All new or refurbished buildings will use water efficient fixtures and appliances

The Council will plan for the future and generations to come.

The Council will be proactive and forward thinking when it comes to water management decisions and the decisions will be made in the interest of long-term environmental, economic, social and cultural benefits.

Technology and new design innovations are identified in section 5 of the background document which demonstrates how water can be conserved, reused and managed within the parks and sportsground space. It is important that the Council considers best practice and 'thinking differently' to help conserve and manage water appropriately across the parks, reserves and sportsgrounds network.

Initiative: Site specific (bigger issues)

The Centennial Pond is currently closed (at the time of writing this report) while the Council determines how to fix the leak and whether it is viable.

The Centennial Gardens were developed in 1974 to commemorate the establishment of Napier as a city¹⁶. Therefore communicating with the community through the process is recommended.

Figure 45

Pop up irrigators on the
Soundshell lawn, Napier.

“The Council will aim to lead
by example and consider
industry best practice
infrastructure where possible.”



4. COASTAL HAZARDS STRATEGY - UPDATE FROM THE JOINT COMMITTEE MEETING (MAY)

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	929205
<i>Reporting Officer/s & Unit:</i>	Dean Moriarity, Team Leader Policy Planning

4.1 Purpose of Report

To update Councillors on progress of Stage 4 of the Coastal Hazards Strategy.

Officer's Recommendation

That Council:

- a. Note the information contained in the meeting notes from the Clifton to Tangoio Coastal Hazards Strategy Joint Committee meeting held on 1 May 2020.
- b. Receive the unconfirmed minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee meeting held on 1 May 2020.

4.2 Background Summary

The Coastal Hazard Strategy was initiated in 2014 and since that time has progressed through Stage 1 (Define the Problem), Stage 2 (Framework for Decisions) and Stage 3 (Develop Responses). The Strategy is now at Stage 4 (Respond) which involves the development of an Implementation Plan for the recommended responses.

4.3 Issues

During Stage 4, particularly over the last year, there have been difficulties getting agreement from the partner Councils on some of the big decision points that need to be made to progress the Strategy. Funding of solutions, private versus public benefits, who pays and at what quantum, who collects and administers any contributory fund and for what specified purpose monies will be collected have all proven to be problematic in getting agreement from the respective Councils.

There is concern that the divergence of opinions from the partner Councils arise from Councillors who are not part of the Joint Committee being too removed from the evolution and progress of the Strategy and the complexities associated with developing an agreed implementation plan that has a 100 year horizon. Therefore, it has been agreed that there needs to be more regular engagement with Councillors outside of the Joint Committee which will be in the form of regular updates as to what transpires at each Joint Committee meeting and the opportunity to have seminars following each Joint Committee (individually and collectively) if complex matters are discussed and need to be socialised.

This report is the second in the series of agenda items following each Joint Committee meeting (meeting notes and the opportunity to ask questions directly from a member of staff involved in the technical advisory group) that will be forwarded to Council.

It should be noted that the final bullet point of the notes states that there is an intention to hold discussions and workshops with Councillors from all partner Councils prior to the next scheduled meeting on 7 August 2020. No date for this has yet been set.

4.4 Significance and Engagement

The Coastal Hazard Strategy triggers Council's Significance and Engagement Policy. It is, however, a joint strategy with Hastings District Council and Hawkes Bay Regional Council that collectively is of such magnitude that any engagement will need to be held collaboratively and follow its own processes including a special consultative procedure once sufficient certainty on its content is known.

4.5 Implications

Financial

The regular updates from the Joint Committee involve no financial implications. Separate reporting will be needed when financial decisions are made.

Social & Policy

This report is simply providing an update from the Joint Committee meeting to keep Councillors updated.

Risk

This report is simply providing an update from the Joint Committee meeting to keep Councillors updated and as such involves no risk.

4.6 Options

There is only one option available to Council as it is for information purposes only.

4.7 Development of Preferred Option

The preferred option is to note the information arising from the Joint Committee meeting. The whole of Council needs to be closely aware of progress of the Coastal Hazards Strategy because of its significance and potential cost implications. Regular updates assist with this.

4.8 Attachments

- A Meeting Summary Clifton to Tangoio Coastal Hazards Strategy Joint Committee - 1 May 2020 [↓](#)
- B Unconfirmed minutes Clifton to Tangoio Coastal Hazards Strategy Joint Committee meeting - 1 May 2020 [↓](#)



Clifton to Tangoio Coastal Hazards Strategy Summary Notes of Meeting held 1 May 2020

1. PURPOSE

This briefing note has been prepared to communicate the activity of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee to the Partner Councils, as the Committee progresses with Stage 4 of the Strategy. More information on the Strategy can be found on the project website at www.hbcoast.co.nz.

2. JOINT COMMITTEE MEETING SUMMARY: 1 MAY 2020

Key points from the Joint Committee meeting held 1 May 2020 are highlighted below. The full minutes of the meeting will be provided to each Partner Council in due course.

Confirm Alternate Appointments

- Confirmation that Cr Martin Williams (HBRC) and Cr Alwyn Corban (HDC) have been appointed as alternates to the Joint Committee. Cr Nigel Simpson has previously been confirmed as the alternate for NCC.

Strategy Engagement

- Planned community engagement under the Strategy has been impacted by COVID-19 restrictions.
- The Committee endorsed a proposal to implement a phased approach to engagement, starting with virtual, light community engagement and then moving to more targeted and comprehensive face to face engagement as alert levels allow.

Project Managers Update

- COVID-19 has impacted the ability of the project team to advance some elements of the Strategy.
- Various options were presented for advancing project work under COVID-19. The Committee directed staff to advance all workstreams as quickly as possible within the current restrictions and within budgetary constraints.
- The importance of Councillor engagement was highlighted, noting that an all Councillor workshop in early March was deferred and needed to be reconvened.

Workshop

- A workshop was held following the ordinary meeting. Two key topics were discussed:
 - Update from the Design Workstream showing preliminary concept designs and revised costings for the first step of each long-term adaptive pathway. The designs and costings are subject to change as a result of external peer review and need to be discussed with panel members as a next step.
 - A discussion on the Funding Workstream, and how to advance this work with Councillors given COVID restrictions and the outcome of workshops held with each Council in August 2019. Next steps are to reconvene the all-Councillor workshop that was to be held in March as COVID restrictions allow. Discussions with each Council ahead of that combined workshop are also planned.

Next Meeting

- The next formal meeting of the Joint Committee will be held on 7 August 2020, however discussions and workshops with Councillors from all Partner Councils are being planned before then.



Unconfirmed

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

Date: Friday 1 May 2020
Time: 10.00am
Venue: Online by Zoom Invitation and livestreamed on the HBRC Facebook page

Present: Cr J van Beek, Chair
 Cr R Barker, HBRC
 Cr A Brosnan, Deputy Mayor, NCC
 Cr H Browne, NCC
 Cr A Corban, Alternate HDC
 Cr M Dixon, HDC
 T Hopmans, Maungaharuru-Tangitū Trust
 T Huata, Mana Ahuriri
 Cr T Kerr, Deputy Mayor, HDC
 Cr H Ormsby, HBRC
 Cr K Price, NCC
 Cr A Redstone, HDC

In Attendance: J Palmer – HBRC Chief Executive
 S Bendall – Traverse Environmental Limited
 C Dolley – HBRC Group Manager Asset Management
 A Tapine – HBRC Regional Planning Committee Representative
 D Moriarity – NCC Team Leader Policy & Planning
 B Smith – HBRC Chief Financial Officer
 B Allan HDC Chief Financial Officer
 C Goodier – HBRC Team Leader Engineering
 D Broadley – HBRC Community Engagement & Communications Manager
 G Hrustinsky NCC Investment and Funding Manager
 J Ellerm – HBRC Group Manager Corporate Services
 J Kingsford NCC Director Infrastructure
 J Beyá – HBRC Design Engineer
 M Clews – HDC Principal Advisor District Development
 M Thomsen – HBRC Executive Assistant
 N Zaman – HBRC Manager Compliance
 P Jones PJ & Associates
 P Munro – HBRC Te Pou Whakarae
 R Ashcroft-Cullen – HBRC Communications Advisor
 C Thomson – NCC Chief Financial Officer
 A Roets – HBRC Governance Administration Assistant

1. Welcome/Apologies/Notices

The Chairman, Councillor Jerf van Beek welcomed everyone to the meeting and Cr Hinewai Ormsby offered a karakia.

The absence of Peter Paku was noted.

2. Conflict of Interest Declarations

There were no conflicts of interest declared.

3. Confirmation of Minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee meeting held on 4 February 2020**CL1130/20 Resolution**

Minutes of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee meeting held on Tuesday, 4 February 2020, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

**Redstone/Ormsby
CARRIED**

4. Call for Items of Business Not on the Agenda

There were no items raised for discussion.

5. Actions from Previous Joint Committee Meetings

Simon Bendall provided an update on the status of actions listed.

1 – the process to consider an independent chair or facilitator has been deferred to the 7 August 2020 meeting as directed by the Chair and Co Deputy Chairs.

2 & 3 - will be discussed in the workshop following this meeting

4 – the Joint Councils workshop will be rescheduled following its postponement in February – direction sought on whether this should occur digitally or face to face as and when permissible under COVID restrictions

5 – One page information/media release is being drafted

6 – Panel supplementary recommendations have been allocated to each Council and work is underway to respond

7 – Port of Napier update deferred to the 7 August 2020 meeting, requested update to discuss on the expansion project and artificial reef.

8 – Currently on hold.

CL1131/20 Resolution

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the *"Actions from previous Clifton to Tangoio Coastal Hazards Strategy Joint Committee Meetings"* report.

**Brosnan/Kerr
CARRIED**

6. Confirm Alternate Appointments

Chris Dolley introduced the item, which advises the appointments of Cr Martin Williams and Cr Alwyn Corban as alternates for HBRC and HDC respectively for the Committee's confirmation.

CL1132/20 Resolutions

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in Hawke's Bay Regional Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
2. Confirms the appointments of:
 - 2.1. Councillor Martin Williams, as the Alternate Hawke's Bay Regional Council representative.
 - 2.2. Councillor Alwyn Corban as the Alternate Hastings District Council representative.

**Dixon/Browne
CARRIED**

7. Current Coastal Projects Update

Chris Dolley called for verbal updates from Technical Advisory Group members. Discussions traversed:

Whakarire Ave Revetment Works (Jon Kingsford, NCC)

- NCC has agreed to proceed with the project, with the funding split adjusted to 2.5% private split on the construction estimate.
- It was noted that future coastal projects undertaken under the Strategy will require public / private spits to be determined. This work is in progress under the "funding" workstream
- Requested a further discussion on the framework and issues of Whakarire Ave be on the agenda at the next meeting.
- Requested information on the preliminary private and public splits developed by TAG be circulated to members.

Extended consent area for sand deposition at Westshore (Craig Goodier, HBRC)

- Port of Napier, through their Port development, has an MOU to deposit sand at Westshore and is investigating extending the deposition area to the south, closer to Rangatira Reef.
- Ecological study results showed no more than minor impacts on the reef.
- Next step is to engage with iwi but due to Covid-19 this is currently on hold.

Haumoana 21 (now called Haumoana 18), (Mark Clews, HDC)

- Now being referred to as the H18 as excludes from No 1 to 5 Clifton road, as part of Cape view corner project.
- Following consultation with landowners, an offer of service was received from Tonkin and Taylor (T&T) for a staged approach to potential continuous wall protection
- Met with HBRC staff to discuss consenting approach and issues
- HDC/ T&T to provide a short report on protection options, those to consider/ those to discount, along with further wall and alignment detail to H18 reps for consideration and agree next steps. Likely to be done on the next month
- Hope to begin construction early 2021.

Capeview corner (Mark Clews, HDC)

- Received an offer of service from T&T to progress design detail and consent requirements in accordance with agreement at landowner meeting held in January
- Design detail being refined for discussion and agreement with 2 affected landowners (Coltart and DOC) to agree way forward
- Consent and planning adviser appointed
- Meeting held with HBRC to agree consent approach. Hoping to lodge in next

- month or so, impacted by Covid lockdown
- Hope to obtain consent by mid year and construct early in new financial year, subject to budget provision surviving annual plan process approval.

Whirinaki (Mark Clews, HDC)

- HDC and T&T staff have met with the local landowners to discuss erosion issues
- T&T provided an offer of service, currently being considered by HDC, to review the cross section and erosion trends.

CLI133/20 Resolution

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives the verbal *"Current Coastal Project Updates"*.

**Barker/Browne
CARRIED**

8. Strategy Engagement In 2020 During Covid-19

Chris Dolley introduced Rebecca Ashcroft-Cullen, HBRC Communications Advisor, who provided an update on the community engagement options for the Strategy and the impacts on the planned communications due to Covid-19, it was noted that there had been significant public engagement over the last few months.

Discussions traversed:

- Two options suggested for restarting the planned community engagement; virtual and face to face. There was a discussion on the benefits and drawbacks of each option.
- Staff recommend undertaking an integrated, phased approach to engagement, starting with virtual, light community engagement during Alert Levels 3 and 2 and then moving to a more targeted and comprehensive engagement at Alert Level 1.
- The Committee agreed support for the proposed integrated, phased engagement.

CLI134/20 Resolution

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives the *"Strategy engagement in 2020 during Covid-19"* report.

**Kerr/Redstone
CARRIED**

9. Project Managers Update including Impacts of Covid-19 on the Project

Simon Bendall introduced the item, with discussions traversing:

- Covid-19 has impacted the ability of TAG to advance some elements of the Strategy.
- The Funding workstream is particularly impacted due to the ability to reach alignment and commence consultation on a new rate / establish a Contributory Fund
- Regulatory, Governance and Managed Retreat workstreams are largely unaffected
- TAG has identified four options for progression, being Business as usual, Partial pause, Pause or Hold and review
- TAG is pursuing Business as Usual, however welcomed input from the Committee
- Chris Dolley provided an update on a case study on the implementation of this Strategy and how legislation and other tools would support the project going forward
- The Committee agreed to proceed with a business as usual approach but sought that all work was undertaken within budgetary constraints, and TAG would otherwise advance all workstreams as quickly as possible within the current restrictions.

CL1135/20 **Resolution**

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives the *"Project Managers Update including impact of Covid-19 on the Project"* report.

**Ormsby/Barker
CARRIED**

10. Discussion of Minor Items Not on the Agenda

There were no items raised for discussion.

Cr Hinewai Ormsby offered a karakia to close the meeting.

Closure:

There being no further business the Chairman declared the meeting closed at 11.20am on Friday, 1 May 2020.

Signed as a true and correct record.

DATE:

CHAIRMAN:

5. QUARTERLY REPORT FOR THE NINE MONTHS ENDED 31 MARCH 2020

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	932115
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

5.1 Purpose of Report

To consider the Quarter Report for the nine months ended 31 March 2020.

Officer's Recommendation

That Council:

- a. Receive the Quarterly Report for the nine months ended 31 March 2020.

5.2 Background Summary

The Quarterly Report summarises the Council's progress in the third quarter of 2019/20 towards fulfilling the intentions outlined in the Annual Plan. Quarterly performance is assessed against income, total operating expenditure, and capital expenditure.

5.3 Issues

No issues.

5.4 Significance and Engagement

N/A

5.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

5.6 Development of Preferred Option

Receive the quarterly report for the nine months ended 31 March 2020.

5.7 Attachments

- A Quarterly report for the nine months ended 31 March 2020 (*Under Separate Cover*)



6. NAPIER CITY WORKER REDEPLOYMENT PACKAGE

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	932631
<i>Reporting Officer/s & Unit:</i>	Adele Henderson, Director Corporate Services

6.1 Purpose of Report

To formally acknowledge and include the Napier City Work Redeployment projects in the Annual Plan 2019/20, noting any unspent funding in the current year will be carried forward into 2020/21.

Officer's Recommendation

That Council:

- a. Note that Council has received approval for \$1,070,000 associated with Crown Worker Redeployment Package to be undertaken as soon as practicable.
- b. Approve the receipt of these funds and execution of the agreement requirements.
- c. Note that Council will have an obligation under the agreement to report to the Crown monthly on the progress of these projects
- d. Note that the Council will have an obligation to report to the Crown at the end of the project
- e. Note that Council will need to notify the Crown of any potential overspend associated with the proposed project
- f. Note that the proposed funding will contribute to 30 jobs for Napier as a result of the delivery of these projects
- g. Approve the Annual Plan to be updated to include the Crown funding and associated projects costs of \$1,070,000, noting that any underspend on these projects as at 30 June 2020 will be carried forward into next financial year

6.2 Background Summary

On 16 March 2020, Cabinet agreed to a Worker Redeployment Package of \$100 million, and noted that specific decisions on the draw-down of this package will be submitted to the Cabinet Committee for the COVID-19 Response for consideration (**Cabinet Committee**) [CAB-20-MIN-0108].

The Hawke's Bay region will receive \$14.94m (plus GST, if any) of this package, with Napier City Council receiving \$1.07m (plus GST, if any) of this amount for urgent

economic relief of its workforce to carry out the Project Elements approved by the Cabinet Committee and described in clause 4.

Napier City Council will use the Funding to achieve the following outcomes under the Hawke's Bay Worker Redeployment Package to:

- (a) redeploy people relatively quickly in Hawke's Bay;
- (b) provide alternative employment for 3 – 6 months for 30 workers; and
- (c) align with objectives for economic development in the Hawke's Bay region.

In delivering the Project, Napier City Council will ensure that all tendering, procurement, employment and training arrangements are met as outlined in the contract as signed by Ministry of Business Innovation, and Employment:

- (a) prioritise the employment of local workers displaced by the COVID economic crisis;
- (b) occur at pace, time being critical; and
- (c) assist in meeting the social procurement objectives agreed between the parties,

As part of the requirement for the agreement with MBIE, Council must consider appropriate, measurable and achievable social procurement objectives. These objectives must reflect the local or regional need and be achievable taking into account the Project's duration and scope. The agreed social procurement objectives may target any of the following outcomes:

- Increasing participation of Māori and Pasifika to deliver goods, services and works;
- Delivery of specific local training and employment opportunities, especially for Māori, Pasifika, women, and youth;
- Improving conditions for workers; and/or
- Supporting the transition to net zero emissions economy and helping the government meet its goal of significant waste reduction by 2050.

For the purposes of this clause a Māori and Pasifika owned business has a minimum of 50% ownership by person/s who have Māori and/or indigenous Pasifika whakapapa.

6.3 Issues

The costs of these projects are relatively low when considered on an individual basis. This will mean that they will be some risk to the level of design that can be achieved under these arrangements. This risk will be managed accordingly.

6.4 Significance and Engagement

N/a – this does not impact rates and under the Emergency Management requirements, Recovery of the community becomes paramount

6.5 Implications

Financial

Council	Description	Cost (\$)	Job #
Napier District Council	Marine Parade Cycle Bypass - design and construct paths.	50,000	4
	Douglas McLean/Herrick intersection improvements	50,000	3
	Cross Country Drain Pathway (Sections) - design and construct paths.	70,000	4
	Hislop St shared path - design and construct paths.	100 ,000	4
	Westshore (Charles Street) Reserve and Playground Upgrade	150,000	4
	Toronui Drive pathway	200,000	4
	Meeanee Rd to boundary cycleway connection	250,000	4
	Pirimai LATM traffic calming	200,000	3
Totals		\$1,070,000	30

Social & Policy

n/a

Risk

Under the agreement signed by MBIE, Napier City Council will advise the Ministry at any time it becomes aware that there is a high likelihood that Project costs may exceed the total funding amount. Napier City Council will need to obtain the Ministry's prior approval to any cost escalation for which it intends to seek a contribution from the Ministry. In all cases the Napier City Council will be liable for at least 75% of the agreed escalation amount. This risk will be carefully managed.

6.6 Options

The options available to Council are as follows:

- To execute the agreement between MBIE and Napier City Council to deliver the Worker Redeployment package projects as approved
- Not execute the agreement between MBIE and Napier City Council to deliver of the Worker Redeployment package projects as approved

6.7 Development of Preferred Option

Note that Council has received approval for \$1,070,000 associated with Crown Worker Redeployment Package to be undertaken as soon as practicable. The approval and receipt of this funds will see the execution of the agreement requirements.

Note that Council will have an obligation under the agreement to report to the Crown monthly on the progress of these projects, and will have an obligation to report to the Crown at the end of the project

Note that Council will need to notify the Crown of any potential overspend associated with the proposed project

Note that the proposed funding will contribute to 30 jobs for Napier as a result of the delivery of these projects

Approve the Annual Plan to be updated to include the Crown funding and associated projects costs of \$1,070,000, noting that any underspend on these projects as at 30 June 2020 will be carried forward into next financial year.

6.8 Attachments

Nil

7. AIRPORT DIRECTOR - REAPPOINTMENT

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	932604
<i>Reporting Officer/s & Unit:</i>	Adele Henderson, Director Corporate Services

7.1 Purpose of Report

The purpose of this report is to recommend the reappointment of Sarah Park as a Director of Hawkes Bay Airport Limited (HBAL) and to notify Council of the pending retirement of Chairman Tony Porter and the recruitment process to follow for his replacement.

Officer's Recommendation

That Council:

- a. Approve the reappointment of Sarah Park as a director of Hawkes Bay Airport Limited for the period of one year, subject to Hastings District Council doing the same.
- b. Note the retirement of Chairman Tony Porter from the Board of Hawkes Bay Airport Limited, noting that Mr. Porter will remain on the Board until the 2020 Annual General Meeting.

7.2 Background Summary

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

Two directors will be appointed by the Crown

- One director will be appointed by Napier City Council
- One director will be appointed by Hastings District Council

The Chairperson shall be appointed by the directors.

By agreement the two non-Crown appointed directors are appointed jointly by Napier City and Hastings District Councils.

The current board together with the expiry dates of Directors is as follows:

Director	Appointment Date	Term End Date
Tony Porter (Chair) – Council's appointee	1 July 2009	30 June 2020
Sarah Park – Council's appointee	1 July 2014	30 June 2020
Wendie Harvey – Crown appointee	1 July 2016	30 June 2022
Taine Randell – Crown appointee	1 April 2017	30 June 2020

Potential appointments to the Hawke's Bay Airport Ltd CCO on behalf of the partner Councils are considered by the Joint Appointments Committee, which is comprised of the Mayors of Napier City and Hastings District Councils. The members of the Committee have agreed to recommend that Sarah Park should be reappointed for a period of one more year.

This year three of the Board members come up for replacement with Mr Porter's retirement and Mr Randell's resignation forcing at least two changes to the board. Mr Randell is appointed by the Crown and the Minister has already made an appointment to replace Mr Randall, although the details of this have yet to be announced.

Given the requirement to appoint at least two new directors, the Joint Appointments Committee considered that the benefits of advertising the vacancy arising from Sarah Park's term expiring, and was of the view that the benefits of advertising this vacancy are outweighed by the need to maintain some continuity on the Board at this difficult and challenging time.

Ms Park has been on the Board of HBAL since 2017 and has made a big impact since her appointment. Ms Park's skill set complements that of the other board members. Given the significant changes to the Board this year along with the impacts of COVID-19 and the terminal redevelopment, having some continuity at the board for another year is recommended.

Ms Park has offered to stay on with the HBAL Board for another year if that is what is recommended.

7.3 Issues

The Joint Appointments Committee has recommended that Sarah Park be reappointed as a director of HBAL for one more year from 1 July 2020. The Airport is experiencing significant change at present with the expansion and upgrade of the terminal building and the impacts on the business from the COVID-19 virus.

7.4 Significance and Engagement

This matter does not trigger Council's Significance and Engagement Policy or any other consultation requirements.

7.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

The extension will ensure continuity of experience on the Board with two other directors stepping down, which is considered particularly important as the Airport navigates a variety of changes.

7.6 Options

The options available to Council are as follows:

- a. Accept the Joint Appointments Committee recommendation to appoint Sarah Park for a period of one more year.

- b. Reject the Joint Appointments Committee recommendation to appoint Sarah Park for a period of one more year.

7.7 Development of Preferred Option

Given that the board will have two new directors this year with the retirements of Messrs Porter and Randell it is recommended that some form of continuity be held given the current uncertain times as the Airport responds to the impact of COVID-19 and completes the terminal rebuild.

A one year extension to Ms Park's term will allow this transition to take place more smoothly and provide a gap in the timing of the Council appointed directors.

7.8 Attachments

Nil

8. HAWKE'S BAY MUSEUMS TRUST STATEMENT OF INTENT 2020-2022

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	932697
<i>Reporting Officer/s & Unit:</i>	Chris Denby, Finance Accountant

8.1 Purpose of Report

To receive the final Statement of Intent 2020 – 2022 for the Hawke's Bay Museums Trust to Council required for reporting requirements for Council-Controlled Organisations.

Officer's Recommendation

That Council:

- a. Receive the final Hawke's Bay Museums Trust Statement of Intent 2020 - 2022

8.2 Background Summary

The trustees accepted the draft Statement of Intent (SOI) at their quarterly board meeting on Wednesday 19 February 2020, and it was circulated to both councils the following day.

The trustees felt that it was not appropriate to make major adjustments to the Trust's strategic intentions due to the on-going work of the HBMT Joint Working Group.

Acceptance of the SOI was resolved by Napier City Council at the Council meeting held on 12 March 2020.

Feedback was received from Hastings District Council suggesting general cost-cutting within the MTG Business Unit, with a flow-on effect of reducing those costs that constitute the Management Agreement between Napier City Council and the Trust. Although this issue has been referred to the HBMT's 'Joint Working Group,' it is something both councils will likely need to consider for the next LTP, not the 2020/21 Annual Plan.

Accordingly the Statement of Intent was adopted, with no changes from the original draft, at the Trust's board meeting held on Wednesday 20 May 2020.

Attached is the Trust's adopted Statement of Intent for the upcoming period 2020/21 to 2022/23.

8.3 Implications

Financial

None

Social & Policy

None

Risk

None

8.4 Attachments

A HB Museums Trust Statement of Intent 2020-2022 [↓](#)



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

STATEMENT OF INTENT 2020 – 2022

The Hawke's Bay Museums Trust is a Council Controlled Organisation as three of the five members of the Board are either the two Councils' respective nominees, or the jointly appointed chair.

As a Council Controlled Organisation, the Trust acknowledges the 2012 and 2019 amendments to the Local Government Act 2002.

The Objectives of the Trust are:

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

Governance of the Trust is:

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

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

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

The strategic intentions of the Trust for 2020-2022 are:

The Trust will:

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

- work closely with Napier City Council, Hastings District Council and Hawke's Bay Regional Council to determine a solution to develop long-term storage for the collection.

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

1) Protection

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

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

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

3) Access including exhibitions, research and archives.

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

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

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

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

Reporting entity

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

Statutory base

The financial statements will be prepared in accordance with Part 3 (Audits and Reports), Section 15, of the Public Audit Act 2001.

General accounting policies

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

The Board has elected to apply PBE-SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million. The financial statements will be prepared on the assumption that the Trust will continue to operate in the foreseeable future. All transactions in the financial statements will be reported using the accrual basis of accounting

Specific accounting policies**Bank Accounts and Cash**

Bank Accounts and Cash comprise cheque or savings accounts and deposits held on call with banks.

Investments

Investments comprise bank term deposits. Investments will be stated at lower of cost or net realisable value.

Interest Revenue

Interest revenue will be recorded as it is earned during the financial year, and accrued at year-end.

Accounts receivable

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

Grants

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

Donated Assets

Revenue from donated assets will be recognised upon receipt of the asset if the asset has a useful life of more than 12 months and the value of the asset is readily obtainable and significant.

Artworks and Collection

The Trust has elected to apply Public Sector Accounting Standard 17 – Property, Plant and Equipment (PBE IPSAS 17). Items contained in collection assets tend to have an indefinite life, and are generally not of a depreciable nature. Depreciation will therefore not be applicable and collection assets will be carried at fair value. Carrying values will be reviewed at least every three years by an independent qualified valuer, to ensure those values are not materially different from fair value. Carrying values will be reassessed annually in the intervening years.

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

Creditors and Accrued Expenses

Creditors and accrued expenses will be measured on the amount owing.

Goods and Services Tax (GST)

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

Income tax

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

Changes in accounting policies

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

Performance Targets

Key Result Area	Performance Indicator	Target/Reporting Method	
		2020/21 target	2020/21 actual
Protection	Full insurance cover is provided for the collection.	Yes	
	Collections are stored in an acceptable environment.	No items reported to have suffered deterioration due to environment	
Quality	Every item accessioned into the collection has undergone a detailed selection process within the framework of the Collection Strategy	Yes	
	De-accessions are managed in accordance with the Collection Strategy and reported to the Board	Yes	
Access	HBMT collections are used for academic and personal research	1,500 enquiries	
	Collections are made available to the public through quality exhibitions	2 - 5 collection-based exhibitions	
Development	Bequest funds income is used in the manner determined by the donor.	Yes	
	Conservation funds income is used solely for collection care.	Yes	
	Joint HBMT/Te Rōpū Kaiawhina Taonga meeting held.	1 per annum	

Hawke's Bay Museums Trust Financial Performance Targets

Financial Performance	2020/21	2021/22	2022/23
Revenue			
Council Funding (NCC & HDC)*	1,191,729	1,217,617	1,244,075
Interest Income **	16,700	16,700	16,700
Donations	6,000	6,000	6,000
Total Revenue	1,214,429	1,240,317	1,266,775
Expenses			
Management Fee & Education Grant	958,829	979,923	1,001,482
Off-Site Storage	180,000	183,960	188,007
Education Grant (LEOTC)	15,000	15,000	15,000
Trust Admin & Management	28,300	28,923	29,559
Audit, Insurance & Legal etc***	9,600	9,811	10,027
Conservation	11,350	11,350	11,350
Accessions	11,350	11,350	11,350
Total Expenses	1,214,429	1,240,317	1,266,775
Surplus/(Deficit)	0	0	0

Financial Ratio Target:

Ratio of Shareholders Funds to Total Assets **** (minimum ratio):	95%	95%	95%
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* Net Council Funding results from inflation-adjusting some of the Trust's expenses in accordance with the same inflation rates used in both Councils' Annual Plans. Future year Statement of Intent Financial Targets (for 2021/22 and 2022/23) may differ from the above targets.

** Interest income is based on maintaining capital funds at present levels with projected interest rates, and therefore no inflation adjustment is applied. Early spending of these funds will reduce the interest income.

*** Audit, Insurance & Legal etc for 2020/21 includes Audit Fees \$5,350, Insurance \$2,288, Legal Fees \$1,600, Charities Filing \$45, MYOB Subscription \$255, and Sundries \$62.

**** The ratio of Shareholders Funds to Total Assets measures the percentage of assets on which equity holders have a residual claim. Shareholders Funds is the amount of equity that belongs to the shareholders and represents an estimate of the amount the shareholders would receive if the Trust liquidated. Assets are the resources, for which the Trust has ownership or guardianship, that can be measured and expressed in dollars.

Other than the funding shown in Financial Targets above, no additional council funding is requested. No dividend back to the two contributing councils is recommended.

Compensation from Local Authority

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

Capital Expenditure

There is no planned expenditure on 'Buildings' or 'Plant and Machinery' for the 2020-2022 periods. Accessions and conservation will be funded from grants, donations, de-accessions, and bequest and investment interest income.

Hawke's Bay Museums Trust Projected Statements of Financial Position

Projected Statements of Financial Position	30/6/2021	30/6/2022	30/6/2023
Current Assets			
Bank Accounts and Cash	44,438	44,561	44,687
Investments	625,260	625,260	625,260
Prepayments and Accrued Revenue	3,409	3,409	3,409
Total Current Assets	673,107	673,230	673,356
Non-Current Assets			
Artworks and Collection	41,909,429	41,920,779	41,932,129
Total Non-Current Assets	41,909,429	41,920,779	41,932,129
Total Assets	42,582,536	42,594,009	42,605,485
Current Liabilities			
Accounts Payable and Accruals	5,588	5,711	5,837
GST Payable	164	164	164
Unspent Grants	0	0	0
Total Current Liabilities	5,752	5,875	6,001
Non-Current Liabilities			
Trust Funds Held on Behalf	75,260	75,260	75,260
Total Non-Current Liabilities	75,260	75,260	75,260
Total Liabilities	81,012	81,135	81,261
Accumulated Funds			
Retained Earnings	1,588,336	1,599,686	1,611,036
Asset Revaluation Reserve	40,375,979	40,375,979	40,375,979
Special Funds	537,209	537,209	537,209
Total Accumulated Funds	42,501,524	42,512,874	42,524,224
Total Funds Employed	42,582,536	42,594,009	42,605,485

Financial Reports

Full and final audited accounts will be included in the 2020/21 Annual Report.

Reporting against intended performance

The 2020/21 Annual Report will include comparisons of both financial and non-financial performances against the relevant targets outlined in this Statement of Intent.

Compensation from Local Authority

The Board estimates the commercial value of the Hawke's Bay Museums Trust collection will be \$41.9 million (including the Faraday Collection). The collection is revalued at least every three years by an independent registered valuer, to ensure carrying values are not materially different from fair value.

Faraday Centre

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

9. COMPLAINTS POLICY UPDATE

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	931887
<i>Reporting Officer/s & Unit:</i>	Devorah Nicuarta-Smith, Team Leader Governance

9.1 Purpose of Report

To present the updated Complaints Policy to Council for adoption.

Officer's Recommendation

That Council:

- a. Adopt the updated Complaints Policy

9.2 Background Summary

Council's Policies are regularly reviewed to ensure that they are up-to-date and continue to reflect any legislation or external guidance, and best practice.

The Complaints Policy outlines how the public may raise any concerns they may have with a member of staff, or where it is believed that Council is not meeting the rules that govern its activities. It also covers at a high level the process that will be followed and the principles that will guide this.

This Policy does not include complaints about an elected member – this is covered separately by the Elected Member Code of Conduct, the latest version of which was adopted in January 2020.

The updates made modernise the Policy, and provide increased clarity on the processes followed for a staff complaint or when it is felt that Council may not be meeting its requirements in how it undertakes an activity.

9.3 Issues

No issues.

9.4 Significance and Engagement

This matter does not trigger Council's Significance and Engagement Policy or any other consultation requirements.

9.5 Implications

Financial

N/A

Social & Policy

This Policy is publicly available, and is intended to help inform the public about how they can raise any concerns they may have in relation to council staff or how council is meeting its rules, and what the process will look like if they do.

Risk

N/A

9.6 Options

The options available to Council are as follows:

- a. To adopt the updated Policy as proposed
- b. To raise further considerations for assessment prior to adoption.

9.7 Development of Preferred Option

The Policy in its proposed state has been updated and checked with all teams most heavily involved in the associated processes. It is recommended that it be adopted as proposed.

9.8 Attachments

A Complaints Policy - updated [↓](#)



Complaints Policy			
Approved by	Council		
Department	Governance		
Original Approval Date	July 1998	Review Approval Date	
Next Review Deadline		EDRMS Working Doc #	380452
Relevant Legislation or external guides	Ombudsman's Effective Complaint Handling Guide http://www.ombudsman.parliament.nz/resources-and-publications/guides/good-administration-guides		
NCC Documents Referenced	Code of Conduct for Elected Members Protected Disclosures Policy		

Purpose

The Napier City Council's complaints policy explains how complaints about the conduct of the Council, or a Council employee will be handled.

What is a complaint?

A complaint is a concern raised by a member of the public about an employee of the Napier City Council acting contrary to their duties as an employee, or a concern raised about the Council acting contrary to its bylaws, regulations, policies, or legislative requirements.

Please note that if the complaint is about the Chief Executive, the Mayor will be responsible for addressing the complaint.

For complaints about elected members, the Code of Conduct for Elected Members applies. The Code can be found at:

<https://www.napier.govt.nz/assets/Document-Library/Policies/2019-2022-Code-of-Conduct-adopted-30-January-2020.pdf>

For the purposes of this policy, a complaint is not a request for service from members of the public. For example, if someone wishes to complain about a pothole in their street, this would be a service request, not a complaint. However, if a council employee, while fixing the pothole acts in an inappropriate manner towards members of the public, then that conduct could be the subject of a complaint under this policy.

Employees who are concerned that serious wrongdoing is occurring, either within Council or by Council can raise the issue under the Council's Protected Disclosures policy which is the Council's internal procedure for receiving and dealing with information about serious wrongdoing within Council.

<https://magiqedrms.edrms/docs/~D352650>

How to make a complaint

- To make a complaint members of the public can email info@napier.govt.nz or contact us through our online forms at www.napier.govt.nz or write to us at Private Bag 6010, Napier 4142.
- It will help us deal with complaints quickly if the complainant sets out their concerns as fully as possible.

When a complaint is made about a member of staff

When a complaint is received about a member of staff, it will be assigned to the Director or Manager responsible for the area to which the complaint relates. The Director or Manager will make contact with the complainant as soon as possible to acknowledge that their communication has been received; they may also seek further information about the matter.

The Director or Manager will consult the staff who are handling or have handled the matter to which the complaint relates, and depending on the nature of the complaint, may consult the People and Capability department and or Chief Executive.

The complaint will be investigated and responded to as promptly as possible; as often as it can be this will be within 20 working days of receiving it. In some cases, a full investigation and or response may not be possible within this timeframe; in this instance contact will be made with the complainant to indicate the likely timing for a full response.

When a complaint is made about Council acting contrary to its bylaws, regulations, policies, or legislative requirements

When a complaint is received about Council acting contrary to its bylaws, regulations, policies, or legislative requirements, it will be assigned to the Chief Executive, who is the principal administrative officer of Council under the Local Government Act 2002.

The Office of the Chief Executive will make contact with the complainant as soon as possible to acknowledge that their communication has been received; they may also seek further information about the matter.

The Chief Executive will consult the staff who are handling or have handled the matter to which the complaint relates, and depending on the nature of the complaint, may also consult independent experts including but not limited to legal advisors.

The complaint will be investigated and responded to as promptly as possible; as often as it can be this will be within 20 working days of receiving it. In some cases, a full investigation and or response may not be possible within this timeframe; in this instance contact will be made with the complainant to indicate the likely timing for a full response.

Complaints principles

There are five principles that are followed when Council responds to complaints:

Accessibility

- We will make it easy for people to complain
- We will acknowledge every complaint and address it as promptly as possible

Fairness

- We aim to deal with complaints fairly and objectively
- We will take all complaints seriously and deal with them in a manner consistent with the Ombudsman's Effective Complaint Handling Guide

<http://www.ombudsman.parliament.nz/resources-and-publications/guides/good-administration-guides>

Responsiveness

- We will communicate expected timeframes for dealing with complaints
- We want to resolve any problems identified as a result of complaints and will consider what changes we need to make to the way we go about our work

Efficiency

- We will consider the complaint as efficiently as possible, assigning appropriate staff within the Council
- Sometimes we will not be able to deal with the complaint with urgency because of competing work priorities

Confidentiality

- Personal information relating to complaints will be treated as confidential information.
- We will consult with the complainant if any person seeks access to identifying personal information about a complaint.

Possible decisions on complaints

Because the nature of complaints can vary greatly, a wide range of possible decisions can be made.

The most common possible responses are summarised here.

Complaint is upheld and corrective action is taken

- If, following investigation, it is found that Council's high standards of performance have not been met in the instance in question, of the complainant will be advised of this and changes will be made to ensure that this is not repeated.

Complaint is rejected and no further action is taken

- If, following investigation, it is believed that the complaint is unfounded, the complainant will be provided with brief reasons as to why that view has been formed in Council's response.
- Having done so, Council will not normally engage in further correspondence on the same issues.

Repeated and vexatious complaints

The Council is under no obligation to respond to complaints which are repeated or vexatious, including those complaints that:

- have an improper purpose or effect, such as harassment of staff
- are repetitive or complaints that have been asked and answered
- are burdensome in number and/or nature from the same complainant or associated complainants, or
- are frivolous or trivial.

If the view is taken that a complaint is repeated or vexatious, the complainant will be advised of that view and, in some cases that Council will not be corresponding further on the matter.

If the complainant is dissatisfied with the Council's response

If the complainant is dissatisfied with the response they receive to their complaint, they can ask Council to reconsider.

The complainant should correspond with the person who communicated the Council's response to them.

Complainants also have the right to raise their concerns with the Office of the Ombudsman

Office of the Ombudsman
Free phone: 0800 802 602
www.ombudsman.parliament.nz
info@ombudsman.parliament.nz
PO Box 10152
Wellington 6143

The Ombudsman can consider complaints about the administrative acts and decisions of state sector agencies. The Ombudsman will ask if the complainant has first tried to resolve the matter with Council directly, and will also consider whether the complainant has any other remedy available. The Ombudsman may look into the complaint and make a recommendation to Council regarding the concern raised by the complainant.

Policy Review

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

Document History

Version	Reviewer	Change Detail	Date
1.1	Devorah Nicuarta-Smith	Updated Section added: "When a complaint is made about Council acting contrary to its bylaws, regulations, policies, or legislative requirements"	05.05.2020

10. UNCONFIRMED MINUTES REGIONAL TRANSPORT COMMITTEE MEETING - 27 MARCH 2020

Type of Report:	Operational
Legal Reference:	Local Government Official Information and Meetings Act 1987
Document ID:	932262
Reporting Officer/s & Unit:	Cheree Ball, Governance Advisor

10.1 Purpose of Report

To receive the unconfirmed minutes of the Regional Transport Committee meeting held on 27 March 2020.

Officer's Recommendation

That Council:

- a. Receive the unconfirmed minutes of the Regional Transport Committee meeting held on 27 March 2020.

10.2 Background Summary

The Regional Transport Committee met on 27 March 2020 – the unconfirmed minutes of these meetings are **attached**.

10.3 Issues

N/A

10.4 Significance and Engagement

N/A

10.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

10.6 Options

The options available to Council are as follows:

- a. To receive the unconfirmed minutes of the Regional Transport Committee meeting.

10.7 Attachments

- A Unconfirmed Minutes Transport Committee Unconfirmed Minutes - 27 March 2020





Unconfirmed

MINUTES OF A MEETING OF THE REGIONAL TRANSPORT COMMITTEE

Date: Friday 27 March 2020

Time: 10.00am

Venue: Online using Zoom

Present: Cr M Williams – HBRC – Chair
Cr C Lambert – HBRC – Deputy Chair
Mayor S Hazlehurst – HDC
Mayor C Little – WDC
O Postings – NZTA
Cr K Price – NCC
E Speight – NZTA
Cr K Taylor – CHBDC
Mayor A Walker – CHBDC

In Attendance: J Palmer – HBRC Chief Executive
I Emmerson – Road Transport Association
P Michaelsen – Automobile Association
E Phillips – HDC
A Palairat – Port of Napier
A Robin – HBRC Māori Committee Representative
T Skerman – HBRC Group Manager Strategic Planning
C Thew – HDC
Cr J van Beek – HBRC
A Roets – Governance Administration Assistant

TAG A Redgrave – HBRC Transport Manager
R Malley – NCC
M Clews – HDC
J Pannu – HDC
M Hardie – WDC
S McKinley – CHBDC

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting and Api Robin opened with a karakia.

The Chair noted that the meeting was intended for a workshop followed by the formal meeting, but due to Covid-19 the workshop will be postponed to a suitable date.

Resolution

RTC1/20 That the apologies for absence from Josh Lloyd and Mayor Sandra Hazlehurst for lateness for be accepted.

**Williams/Walker
CARRIED**

2. Conflict of Interest Declarations

There were no Conflict of Interest Declarations.

3. Confirmation of Minutes of The Regional Transport Committee held on 13 December 2019

RTC2/20 Resolution

Minutes of the Regional Transport Committee held on Friday, 13 December 2019, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

**Walker/Price
CARRIED**

4. Follow-ups from previous Regional Transport Committee meetings

- The workshop on transport solutions for the region, with emphasis on innovation, climate change, more diverse and demand led options for public transport has been postponed until further notice.
- Richard Cross and Darren Davis, from the Ministry of Transport and Stantec respectively, have looked into innovative solutions into the future of transport, efficiency of the network and transport demand needs
- Looking into options for presenting the workshop by either having the presenters recording their presentation and circulate to the RTC members and or by joining a live Zoom meeting
- Workshop will be important to get feedback to feed into the transport study and Regional Land Transport Plan.

RTC3/20 Resolution

That the Regional Transport Committee receives and notes the *"Follow-ups from Previous Regional Transport Committee Meetings"*.

**Walker/Price
CARRIED**

5. Regional Land Transport Plan 2021 Review

Anne Redgrave gave an overview on the HB Transport Study and "Setting the Scene", highlighting:

- Seeking the Committee's confirmation on the programme and structure for the RLTP review
- RLTP must be adopted by the Regional Council by April 2021, after which NZTA releases the National Land Transport Programme by end June 2021 setting out funded and proposed transport activities for the following 3 years
- RLTP structure has varied considerably between regions – aim to use template provided to bring greater consistency of RLTPs across regions and to ensure all legislative requirements are met

- Intent is to have strategic sections of the RLTP drafted for discussion and approved over the next 3 months
- A number of workshops will be held through the Transport Study process to define issues and opportunities and set strategic direction of the next RLTP
- Next step to prepare a network operating framework which will identify strategic objectives for how the network is managed
- Third stage is to develop a programme business case for future improvements and management techniques for the transport network and services

Challenges include:

- Maintaining efficient road and rail access to and from the Port with rapid growth of Napier Port
- Current population growth will test the region's transport network
- Addressing climate change
- Increasing commuter traffic demands on network capacity
- Increased number of elderly, including demand for Total Mobility
- Effective links to neighbouring regions are vital for Hawke's Bay economy
- Comments and feedback on the "Setting the Scene" for the RLTP 2021 will be incorporated into the document including further feedback received within the next 14 days
- Spatial plan for the region has been discussed at the Leaders Forum and the concept is currently under development. Not yet resourced.

Key milestone dates include:

- RLTP strategic (front end) sections developed through the transport study by the end of August 2020
- Feedback and moderation received from NZTA through to December 2020
- Draft RLTP completed by December 2020
- Consultation between December 2020 and February 2021
- Consideration of submissions in Feb/March 2021
- Formal RLTP to be submitted by 30 April 2020, however timeframes could shift due to the pandemic.

RTC4/20

Resolutions

That the Regional Transport Committee:

1. Receives and notes the Regional Land Transport Plan 2021 Review staff report.
2. Agrees that the decisions to be made are not significant under the criteria contained in Hawke's Bay Regional Council's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Approves the summary work programme for the development of the Regional Land Transport Plan 2021 as proposed.
4. Refers the 'Setting the Scene for RLTP 2021' document, including agreed amendments, for adoption to the next Regional Transport Committee meeting.

**Walker/Williams
CARRIED**

**Walker/Speight
CARRIED**

6. Transport Manager's Report

The item was taken as read. Anne Redgrave gave an update, highlighting:

- Further funding from NZTA approved to contribute towards reducing the number of unlicensed drivers on Hawke's Bay roads

- Seeking re-establishment of a driver licensing governance group as in the previous council term
- Other Matariki group partners, including councils and Taiwhenua o Heretaunga have all contributed to this funding which enabled HBRC to obtain additional funding from NZTA
- HBRC working with Matariki group to ensure coordinated funding allocations.

RTC5/20

Resolutions

That the Regional Transport Committee:

1. Receives and notes the "Transport Manager's Report"
2. Agrees that the decisions to be made are not significant under the criteria contained in Hawke's Bay Regional Council's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Agrees to the continuation of the funding governance group to provide oversight of the NZTA driver licensing funding allocation, comprising:
 - 3.1. Chair of the Regional Transport Committee, Cr Martin Williams
 - 3.2. One other Regional Transport Committee territorial authority member, being Cr Kate Taylor from Central Hawke's Bay District Council
 - 3.3. NZ Police representative to be confirmed
 - 3.4. Ministry of Social Development representative to be confirmed.

Williams/Price
CARRIED

9. Roadsafes Hawke's Bay March 2020 update

Anne Redgrave gave Linda Anderson's apology and gave an update on activities and statistics through the Hawke's Bay networks. Discussions traversed:

- Hawke's Bay has had 2 fatalities during the calendar year to date
- Crash factor diagrams have been updated as data is released
- Speed is a key focus of NZ Police this year
- Number of cyclist and motorcyclist accidents has increased
- Hawke's Bay Road Safety Expo has had to be cancelled due to the Covid-19 pandemic and instead, staff are working on a social media campaign with NZ Police.

RTC6/20

Resolution

That the Regional Transport Committee receives and notes the "*RoadSafe Hawke's Bay December 2019 Update*" staff report.

Hazlehurst/Williams
CARRIED

7. Ministry of Transport Presentation - Government Policy Statement on Land Transport 2021

Anne Redgrave noted that the Ministry of Transport Committee will present to the Committee at a future meeting.

- A further overview, summary, analysis and key points relating to the Government Policy Statement on Land Transport 2021 for a submission was discussed
- The Government Policy Statement on Land Transport 2021/22-2030/31 helps to guide investment in land transport by providing a long term strategic view of the Government's priorities for investment in the land transport network

- The GPS can be found here: <https://www.transport.govt.nz/multi-modal/keystrategiesandplans/gpsonlandtransportfunding/gps-2021/>
- Consultation feedback deadline is 26 April 2020, which will most probably be extended
- Critical to have a submission drafted on the allocation of funding to various activities
- Anne Redgrave will set up a presentation from the Ministry and draft a summary of the document and possible questions, to stimulate discussion
- TAG group will draft a submission and incorporate feedback from members of the Committee

8. NZTA Central Region - Regional Relationships Director's Verbal update

Emma Speight gave an overview on projects within NZTA. Discussions traversed:

- Strategic documents feed into the RLTP process, and National LTP information sessions with local government will cover proposed changes to the investment decision-making framework
- Arataki is 10-year plan of what is required to deliver the government's objectives for the land transport system. Version 1 was released in Dec 2019 for feedback by end March to enable version 2 release in August 2020
- Investment decision-making framework consultation closed on 21 Feb 2020 and expect a summary of feedback by end April 2020. Will consult separately on prioritisation once the draft GPS is released.
- Working with Transport special interest group to develop RLTP guidance
- Urban mobility – working together to make the best use of existing infrastructure
- Road to Zero action plan 2020-2030 focusses on reducing deaths and serious injuries by 40%
- Tackling unsafe speed package – safer speeds around schools, changes to how speed limits are set; speed limits will no longer be set by a bylaw process and rule changes are expected to be finalised by end of 2020
- National speed limit register is being developed by Waka Kotahi so all speed limit data is held in one place
- Safe vehicles programme launched, to raise awareness of vehicle star safety ratings <https://rightcar.govt.nz>
- Network must provide a clear cycle network – concerns raised for cyclists on expressways between Hastings and Napier
- RLTP development critical for aspirations and opportunities of the region
- James Palmer thanked Anne Redgrave, Megan Welsby, bus drivers for their ongoing work and coordinating of the public transport network scheduling
- Proposed to release a public statement from the Committee to thank those providing services in Public Transport, especially bus drivers
- Truck drivers face challenges with closure of public toilets – this is being addressed through Civil Defence.

Cr Martin Williams closed the meeting with a karakia.

Closure:

There being no further business the Chairman declared the meeting closed at 12.07pm on Friday, 27 March 2020.

Signed as a true and correct record.

DATE:

CHAIRMAN:

PUBLIC EXCLUDED ITEMS

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

Agenda Items

1. Hawkes Bay Airport Limited
2. Rental Relief
3. Chief Executive Key Performance Indicators – Limited Distribution

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

General subject of each matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground(s) under section 48(1) to the passing of this resolution.
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:

Agenda Items

1. Hawkes Bay Airport Limited	<p>7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment</p> <p>7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities</p> <p>7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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:</p> <p>(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.</p>
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<p>2. Rental Relief</p>	<p>7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment</p> <p>7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities</p> <p>7(2)(j) Prevent the disclosure or use of official information for improper gain or improper advantage</p>	<p>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:</p> <p>(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.</p>
<p>3. Chief Executive Key Performance Indicators – Limited Distribution</p>	<p>7(2)(a) Protect the privacy of natural persons, including that of a deceased person</p> <p>7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities</p> <p>7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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:</p> <p>(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.</p>

ORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date:	Thursday 23 April 2020
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Time:	10am – 10.16am
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Venue	Council Chambers Hawke's Bay Regional Council 159 Dalton Street Napier
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Present	Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor, Wright
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In Attendance	Acting Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Services, Director City Strategy, Manager Communications and Marketing, Manager People and Capability, Chief Financial Officer, Manager Business Transformation and Excellence
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Administration	Governance Team
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Apologies

Nil

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

The mayor thanked the community for staying at home and helping contribute to the reduction in new COVID-19 cases. She asked that residents continue to stay at home as the country moves into Level 3 to maintain the positive progress.

She noted that Council is working on a recovery plan for moving into Alert Level 3, and information on resources available support businesses and households in their own recovery planning is available on Council's website.

She extended thanks to Council staff for the huge levels of work undertaken to prepare for Alert 4, to manage business as usual as far as possible in a very challenging environment, contributing to the local and regional emergency management response and revising Napier's Annual Plan.

A meeting of remembrance for ANZAC Day led by the RSAs will be livestreamed from 6am Saturday 25 April 2020; this can be accessed via Council's Facebook page as well as the mayor's own Facebook page.

Minor matters raised

Napier Social Monitoring Report

Announcements by the management

Nil

Confirmation of minutes

Council resolution	<u>Councillors Price / Chrystal</u>
	That the Draft Minutes of the Ordinary meeting held on 6 March 2020 be confirmed as a true and accurate record of the meeting.
	<u>Carried</u>
Council resolution	<u>Councillors Price / Chrystal</u>
	That the Draft Minutes of the Ordinary meeting held on 10 March 2020 be confirmed as a true and accurate record of the meeting.

Carried

**Council
resolution**

Councillors Price / Chrystal

That the Draft Minutes of the Ordinary meeting held on 12 March 2020 be confirmed as a true and accurate record of the meeting.

Carried

**Council
resolution**

Councillors Price / Chrystal

That the Draft Minutes of the Extraordinary meeting held on 24 March 2020 be confirmed as a true and accurate record of the meeting.

Carried

**Council
resolution**

Councillors Price / Chrystal

That the Draft Minutes of the Extraordinary meeting held on 9 April 2020 be confirmed as a true and accurate record of the meeting.

Carried

AGENDA ITEMS

1. ACTIONS FROM PREVIOUS MEETINGS

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	919754
<i>Reporting Officer/s & Unit:</i>	Cheree Ball, Governance Advisor

1.1 Purpose of Report

To present the actions from previous meetings for awareness.

At the meeting

It was noted that Council may need to be clearer in its communications in relation to the Civic precinct – some residents may be under the impression that Council is intending to build a hotel on the Civic site. It was specified that this is not the case. The existing building will be demolished, but it is anticipated that any development will be by another developer yet to be determined.

Council resolution	Councillors Browne / Crown
	That Council:
	a. Note the actions from previous meetings along with their current status.
	Carried

REPORTS / RECOMMENDATIONS FROM THE STANDING COMMITTEES

REPORTS FROM AUDIT AND RISK COMMITTEE HELD 20 MARCH 2020

1. AUDIT AND RISK CHARTER REVIEW

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	898773
Reporting Officer/s & Unit:	Caroline Thomson, Chief Financial Officer

1.1 Purpose of Report

As set out in the Audit and Risk Committee Charter, the Committee will review this Charter in consultation with the Council at least once a year. Any substantive changes to the Charter will be recommended by the Committee, and formally approved by the Council. The last review of the Charter was undertaken July 2018.

At the meeting

There was no discussion on this item.

Council resolution	Councillors Simpson / Mawson
	The Audit and Risk Committee:
	a. Review the Audit and Risk Committee Charter
	b. Provide any recommended changes for Council approval
	Carried

2. HEALTH AND SAFETY REPORT

Type of Report: Operational

Legal Reference: N/A

Document ID: 908475

Reporting Officer/s & Unit: Sue Matkin, Manager People & Capability

2.1 Purpose of Report

The purpose of the report is to provide the Audit and Risk Committee with an overview of the health and safety performance as at 31 January 2020.

At the meeting

There was no discussion on this item.

Council Councillors Simpson / Mawson

resolution

The Audit and Risk Committee:

- a. Receive the Health and Safety report as at 31 January 2020
-

Carried

3. INSURANCE ARRANGEMENTS

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	908314
<i>Reporting Officer/s & Unit:</i>	Bryan Faulknor, Manager Property

3.1 Purpose of Report

To outline Council's current insurance programme, discuss any issues and to provide the opportunity for the Committee to provide feedback for insurance arrangements for the upcoming financial year 2020/21.

At the meeting

There was no discussion on this item.

Council resolution	Councillors Simpson / Mawson
	The Audit and Risk Committee:
	<ul style="list-style-type: none"> a. Resolve to receive the report on current insurance arrangements. b. That any feedback from the committee be considered for incorporation into the insurance arrangements for the insurance year commencing 1 July 2020.
	Carried

4. SENSITIVE EXPENDITURE: MAYOR AND CHIEF EXECUTIVE

Type of Report: Operational and Procedural

Legal Reference: N/A

Document ID: 896888

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

4.1 Purpose of Report

To provide the information required for the Committee to review Sensitive Expenditure of the Mayor and Chief Executive for compliance with Council's Sensitive Expenditure Policy.

At the meeting

There was no discussion on this item.

Council resolution

Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the report of Sensitive Expenditure for the Mayor and Chief Executive and review for compliance with the Sensitive Expenditure Policy.
-

Carried

5. INTERNAL AUDIT: FRAUD GAP ANALYSIS

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 823532

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

5.1 Purpose of Report

To table to the Committee the internal audit on fraud gap analysis undertaken by Council's internal auditors, Crowe.

At the meeting

There was no discussion on this item.

Council resolution

Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the report from Crowe titled 'Fraud Gap Analysis'
-

Carried

6. INTERNAL AUDIT: PAYROLL POLICY AND PROCEDURES

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 908898

Reporting Officer/s & Unit: Raewyn Robertson, Accounting Manager

6.1 Purpose of Report

To table to the Committee the internal audit on payroll undertaken by Council's internal auditors, Crowe.

At the meeting

There was no discussion on this item.

Council Councillors Simpson / Mawson

resolution

The Audit and Risk Committee:

- a. Receive the report from Crowe, Internal Auditors, titled 'Payroll Internal Audit'
-

Carried

7. EXTERNAL ACCOUNTABILITY - INVESTMENT AND DEBT REPORT

Type of Report: Operational

Legal Reference: N/A

Document ID: 908476

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

7.1 Purpose of Report

To consider the snapshot report on Napier City Council's Investment and Debt as at 29 February 2020.

At the meeting

There was no discussion on this item.

Council resolution

Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the snapshot report on Napier City Council's Investment and Debt as at 28 February 2020.
-

Carried

8. EXTERNAL ACCOUNTABILITY: ANNUAL PLAN 2020/21 UNDERLYING DOCUMENTS

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	909954
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

8.1 Purpose of Report

That the Committee review and provide feedback to Council on the Annual Plan 2020/21 underlying financial information prior to the final adoption of the reports.

At the meeting

It was noted that the documents taken to the Committee will be superceded in the revision of the Annual Plan.

Council resolution

Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the underlying information as the basis for the Annual Plan consultation document 20/21:
 - i. Capital plan changes
 - ii. 10 year revised capital plan
 - iii. Financial information
- b. Provide feedback from the review of the draft Annual Plan 20/21 underlying financial information to the Council meeting on 31 March 2020.
- c. Note that further review should be undertaken in light of Codiv-19 impacts to NCC
- d. And that the full council be advised immediately of this review.

Carried

9. EXTERNAL ACCOUNTABILITY - LONG TERM PLAN PROCESS UPDATE

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 910182

Reporting Officer/s & Unit: Adele Henderson, Director Corporate Services

9.1 Purpose of Report

To update the Committee on the processes and risk assessment for development of the Long Term Plan.

At the meeting

There was no discussion on this item.

Council Councillors Simpson / Mawson

resolution

The Audit and Risk Committee:

- a. Note current risk assessment and note next steps in the process as outlined in the report.
-

Carried

10. COVID-19 (CORONAVIRUS) AND BUSINESS CONTINUITY PLANNING

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	911815
<i>Reporting Officer/s & Unit:</i>	Antoinette Campbell, Director Community Services

10.1 Purpose of Report

To inform the Audit and Risk Committee of Napier City Council's planned response to the COVID-19 global pandemic.

At the meeting

There was no discussion on this item.

Council resolution

Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Note Napier City Council's response to the worldwide Novel Coronavirus pandemic (COVID-19) to ensure potential disruption to business operations are minimised as far as practicable.

Carried

MINOR MATTERS NOT ON THE AGENDA – DISCUSSION

Napier Social Monitoring Report

It is intended that the Napier Social Monitoring survey be undertaken more often than annually in the wake of the COVID-19 response. The next survey is being arranged for May 2020, using existing funding, and the questions will be adapted so the survey is more targeted towards recovery, wellbeing and confidence following the COVID-19 response.

PUBLIC EXCLUDED ITEMS

Council resolution

Councillors Simpson / Mawson

That the public be excluded from the following parts of the proceedings of this meeting.

Carried

Agenda Items

1. Art Deco Trust
2. Actions From Previous Meetings - Public Excluded Items

Reports from Audit and Risk Committee held 20 March 2020

1. Legal Update
2. Appointment Process
3. Revera Lead Agency IaaS Status Report

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

General subject of each matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground(s) under section 48(1) to the passing of this resolution.
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of	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

	information where the withholding of the information is necessary to:	disclosure of information for which good reason for withholding would exist:
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Agenda Items

1. Art Deco Trust	7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Actions From Previous Meetings - Public Excluded Items	7(2)(c)(i) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied	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.

Reports from Audit and Risk Committee held 20 March 2020

1. Legal Update	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 7(2)(g) Maintain legal professional privilege	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
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	7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Appointment Process	7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
3. Revera Lead Agency IaaS Status Report	7(2)(c)(i) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied	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.

The meeting moved into committee at 10.16am

The meeting then adjourned at 10.16am and moved into the open agenda of the extraordinary meeting of Council.

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

Chairperson

Date of approval

EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date:	Thursday 23 April 2020
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Time:	10.16am – 10.33am
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Venue	Zoom livestreamed via Facebook
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Present	Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor, Wright
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In Attendance	Acting Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Services, Director City Strategy, Manager Communications and Marketing, Manager People and Capability, Chief Financial Officer, Manager Business Transformation and Excellence
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Administration	Governance Team
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Apologies

Nil

Conflicts of interest

Nil

AGENDA ITEMS

1. ANNUAL PLAN 2020/21 UPDATE

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	921494
<i>Reporting Officer/s & Unit:</i>	Adele Henderson, Director Corporate Services

1.1 Purpose of Report

The purpose of this report is to update Council on the status of the 2020/21 Annual Plan in light of the rapidly changing environment due to the Covid-19 virus pandemic. The report also seeks a Council decision to defer the release of the Draft Annual Plan to enable the Council more time to assess the implications of the pandemic both on current operations and the impending 2020/21 financial year; and to present amendments to Financial Policies in response.

At the Meeting

The Director Corporate Services spoke to the report, noting that a revision of the 2020/21 Annual Plan is required to ensure that the impacts of COVID-19 and the national response are captured. This process will impact on the timeframes within which the Plan can be completed; at this point it is anticipated that consultation would take place in June/ July 2020 and the Plan could be adopted by the end of August.

This is a breach of the requirements outlined in the Local Government Act 2002 for Annual Plans. The Auditor was present at the recent Audit and Risk meeting and is aware of the change in timeframes and the implications. Council will also be notifying the Department of Internal Affairs after this meeting, the second of its requirements in anticipation of a time frame breach. Many councils across New Zealand will be in a similar position.

Discussion took place in relation to impacts on Council's capital programme. It was noted that the community can access Council's wider recovery plan on the website, as well as a variety of resources to support their own recovery as a business or household from COVID-19.

Thanks were extended to staff for the significant work that has been underway over the last few weeks in addressing the significant impact of COVID-19 currently and moving forward out of Alert Level 4.

Council resolution

Mayor Wise / Councillor Taylor

That Council:

- a. Note that by deferring the release of the 20/21 Annual Plan, Council will be in breach of its legislative timelines under the Local Government Act 2002 to adopt the Annual Plan by 30 June in the year prior to the plan.
- b. Approve the deferral of the release of the 20/21 Annual Plan for community consultation, and amendments to Financial Policies, until such time as the most appropriate plan for the changed context of Covid-19 is developed and agreed by Council.
- c. Note Officers are working towards the draft Annual Plan 20/21 and consultation document being brought to Council in June with community consultation to occur after this.
- i. The Hearing and adoption of the Annual Plan will be most likely in August.

Carried

PUBLIC EXCLUDED ITEMS

Council resolution

Councillors Crown / Taylor

That the public be excluded from the following parts of the proceedings of this meeting.

Carried

Agenda Items

1. Interim Chief Executive

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

General subject of each matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground(s) under section 48(1) to the passing of this resolution.
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of	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

	information where the withholding of the information is necessary to:	disclosure of information for which good reason for withholding would exist:
Agenda Items		
1. Interim Chief Executive	<p>7(2)(a) Protect the privacy of natural persons, including that of a deceased person</p> <p>7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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:</p> <p>(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.</p>

The meeting moved into committee at 10.33am

The meeting was adjourned 10.34am to move back into the ordinary meeting of Council.

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

Chairperson

Date of approval

EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date:	Thursday 30 April 2020
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Time:	1.00pm – 2.32pm
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Venue	Zoom livestreamed via Facebook
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Present	Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor
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In Attendance	Acting Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Services, Director City Strategy, Manager Communications and Marketing, Manager People and Capability, Chief Financial Officer, Manager Community Strategies, Manager Regulatory Solutions, Libraries Manager
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Administration	Governance Team
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Apologies

Council resolution	Councillor Price / Boag That the apology from Councillor Wright be accepted.
	Carried

Conflicts of interest

Nil

Public Forum

Nil

Announcements by the Mayor

The mayor noted the recent shift into Alert Level 3 and the Welcome to L3. Interesting to note the increased traffic with the shift.

The recent celebration of ANZAC day was acknowledged as the mayor reflected on the special show of patriotism with families participating in celebrations in a variety of safe and creative ways under lockdown.

Announcements by the management

Rapid Response Fund – Natasha [insert appendices x 2]

The Manager Community Strategies advised that unallocated grants funding for the 2019/20 year will be redirected to support community groups that have incurred unusual costs through their involvement in the COVID-19 welfare response. More information can be seen at [Appendix One](#).

Regulatory Update

The Manager Regulatory Solutions provided an update on work that has taken place in the regulatory space during Alert Level 4 and to support the transition of businesses and the community into Alert Level 3. The team have worked proactively and in an enabling manner to ensure business can operate safely and lawfully.

Community Recovery

The Libraries Manager provided an update on work underway to facilitate and celebrate opportunities to support local businesses and to ensure recovery of our community includes participation and connection.

AGENDA ITEMS

1. ANNUAL PLAN PROPOSED RATE INCREASE OPTIONS

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	920951
<i>Reporting Officer/s & Unit:</i>	Adele Henderson, Director Corporate Services

1.1 Purpose of Report

The purpose of this report is to provide Council with details of the financial impacts of Covid19 on the 20/21 budget, provide Council with planning assumptions to guide budgeting for 20/21, and present a shortlist of options to fund the operating deficit. The report also seeks Council approval for the proposed rates increase and to prepare the 2020/21 draft Annual Plan and consultation document on the basis of the decisions made at this meeting.

At the Meeting

The Director Corporate Services spoke to the report, noting that at the start of the Annual Plan process no one could anticipate having to prepare a second Plan in the same year. Today's discussion will provide guidance to officer's for the finalisation of the consultation document.

It is proposed that Council draw on over \$6M of reserves to help smooth the impact on the upcoming year, and in order to help keep the rates increase both prudent and cognisant of the impacts across both Council and the community. The proposed rates rise is 4.8%. The increase does not include contributions towards capital expenditure on large projects such as the aquarium or aquatic centre. The intention is to be as fair as possible while ensuring Council is able to maintain a balanced budget as required by legislation, and continue working in the community.

In response to questions from Councillors it was clarified that:

- Council has a number of revenue streams outside of rates which have supported Napier's financial position, such as fees and charges for activities, investment portfolio, development contributions and the land development at Parklands. Some income has been affected through the COVID-19 response.
- \$2.06 is per rate payer unit (or per average ratepayer as it spans residential and commercial)
- \$3.7M of savings were identified during a review of activities including tourism and other areas; the savings do come from right across Council and are not expected to unduly impact levels of service in a negative way.
- Napier and Hawke's Bay is predominantly a domestic tourism market, which should help with recovery. Expecting re-build in our tourism market around September/ October 2020.

Standing order 21.6 was suspended to allow all councillors to debate the recommendations prior to a vote.

Cr Mawson left the meeting briefly at 1.48pm

Thanks were extended to officers for the significant amount of work required to identify the savings and to achieve what is felt to be a balanced approach to the rates increase, and for their compassion and flexibility in working through this process and keeping the community at the centre of every conversation.

The community were encouraged to continue to support Napier and spend locally.

**Council
resolution**

Mayor Wise / Councillor Taylor

That Council:

- a. Receive the information and note the analysis of options; assumptions; and the risks as outlined in this report.
- b. Note that Covid19 has had a material impact on households and businesses and Council has developed a range of actions to support those facing hardship in the community, and the Recovery Project will continue to develop how it might respond. A separate report has been prepared for Council on Council on Rates and Rental Relief.
- c. Note that a number of briefing sessions/workshops have been held with elected members and seek Councillor input and direction setting in relation to preparing the final material required for the revised Annual Plan and consultation document for the community.
- d. Note the revised timeline that was provided to Council on 23 April, will see the adoption of the Annual Plan later than the statutory deadline due to the additional changes required for the revised plan and impact on the timeline for consulting and hearings. The revised adoption date is currently set for 27 August.
- e. Note that Covid19 has had a material impact on Council's budget for the current year (2019/20), and is likely to put Council into a net operating rates deficit when the final position is known in August (currently estimated at \$3m).
- f. Agree that the 2020/21 Annual Plan and consultation document be prepared for consideration by the Council, based on Option C, which recommends
 - i. A 4.80% average rates,
 - ii. Funding of a planned operating gap of \$6.74 million to be allocated from Council reserves, (\$4 million from the Parking Reserve, and \$2.74 million from the Suburban and Urban Growth Fund.). Council will consult on the use of these funds as part of the Annual Plan 20/21
 - iii. Note that under section 80 of the Local Government Act 2002 Council could consider internal borrowing for any rates or debtors relief applications received prior to community consultation and adoption of the 20/21 Annual Plan. If community consultation confirms that it is appropriate to use the parking and urban/suburban growth funds to fund the operating gap of \$6.74m the internal loan would be repaid from these reserves.

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- iv. Note Council officers have identified operational savings of \$3.7 million in the development of the revised Covid19 Annual Plan 20/21

Carried

2. RATES AND DEBTORS RELIEF PACKAGES

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	921092
<i>Reporting Officer/s & Unit:</i>	Adele Henderson, Director Corporate Services

2.1 Purpose of Report

To outline financial relief options for Council to consider in response to financial stress in the community caused by the Covid-19 pandemic.

At the Meeting

The Director Corporate Services spoke to the report noting that the impacts on the community from COVID-19 have been central to the considerations of Council as the Annual Plan revision process has been undertaken so far.

Central government are offering their own recovery options and the community are encouraged to look at the COVID-19 website. Council's website also has information available on recovery support options.

A number of relief options are proposed including a reduction in the penalty rate for late payments for the first six months of next year. Rates postponement options will also be available; residents wishing to utilise this option should contact Council to arrange a payment plan. Where hardship is being experienced by residential or commercial ratepayers a one-off reduction to rates may be available – applications for hardship considerations should be made to Council. Sport and community groups will also have support available to them.

Council resolution

Councillor Price / Dep. Mayor Brosnan

That Council:

- a. Note that a separate paper be bought back to Council with proposed changes to the Rates Postponement Policy for consideration and community consultation alongside the Annual Plan 20/21.
- b. Note that Rates Postponement for 20/21 be considered under "Special Circumstances" in the existing policy until such time the revised Rates Postponement Policy is adopted by Council.
- c. Approve funding of up to \$525k to be funded from Reserves to support Rates Postponement Policy requirements for 2020/21 (being up to 50% of rates being deferred up to 6 months).
- d. Note delegation to the Director Corporate Services, Chief Financial Officer, and Investment and Funding Manager to approve Rates postponement in relation to the Covid19 event for 2019/20 and 2020/21 is set out in the Rates Postponement Policy.
- e. Note that a public excluded paper will be bought to Council every 6 weeks documenting the approved delegated requests for rates

postponement under “Special Circumstances” or “Extraordinary or Emergency Event”.

- f. Note that any request for rates postponement for properties with a capital value greater than \$1.5m are to be considered by Council on a case by case basis in a public excluded agenda.
 - g. Note the recommendation to reduce rates penalty for the first 6 months of 2020/21 (to December 2020) from 10% to 3.5% and will be adopted formally when the rates are set for 20/21.
 - h. Reduce the Annual Plan 20/21 budget by \$88k for rates penalty to reflect the reduction in anticipated penalty fees for 2020/21.
 - i. Approve rental relief up to \$193k for those demonstrating hardship (across both 2019/20 and 2020/21), for leases, rents, licences to occupy, non-profit organisations.
 - j. Provide delegation to the Director Corporate Services, Chief Financial Officer and Manager Property to approve rental relief in relation to the Covid19 event for 2019/20 and 2020/21.
 - k. Note that a public excluded paper will be brought to Council every 6 weeks documenting the approved delegated requests for rental relief.
 - l. Approve in principle the formation of the Napier City Rates Relief Fund for one year only (20/21) up to \$350k to be funded from Council Reserves
 - \$100k – commercial ratepayers
 - \$250k – residential ratepayersIf approved, direct Council Officers to prepare a formal Napier City Council Rates Relief Policy 20/21 for adoption by Council to be effective 1 July 2020.
 - m. Approve in principle the use of reserves be utilised for the purposes of the Rates Postponement, Rates Rebate and the net operating shortfall for the Annual Plan 2020/21. Reserve funding has been identified in the Parking Fund (\$5m) and the Suburban and Urban Growth (\$2.6m) Fund. This change in purpose from the original proposed use as identified in the Long Term Plan will be considered by the community as part of the Annual Plan consultation 2020/21. There will be approximately \$5m balance in each of the two reserves after the proposed allocation from the reserve for future projects. The use of the funds, and the residual balance of the fund is considered prudent to offset hardship faced by the community during this time.
 - n. Approve the ‘Community Information – Rates and Rental Relief’ document for distribution for residents and businesses in relation to rates, and rental support for the community.
 - o. Recommend a summary of the above support by Council be communicated on Facebook, Council website, and other websites in the region supporting recovery and businesses.
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Carried

3. FEES AND CHARGES FOR 2020/21

Type of Report: Legal

Legal Reference: Local Government Act 2002

Document ID: 922805

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

3.1 Purpose of Report

To consider the fees and charges for the year commencing 1 July 2020.

At the Meeting

The Chief Financial Officer spoke to the report noting that all fees and charges have been reviewed for the year as required.

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

- These fees and charges are being set today but do form part of the underlying documents to the Annual Plan and are therefore consulted on.
- Some fees and charges in the tourism areas will not be increased for the upcoming year as it is believed they remain appropriate for the moment.
- Underlying principles do need to be followed when setting fees and charges as per Council's Revenue and Financing Policy. For each activity the funding split between rates and fees/ charges is set and the activity must comply with this.

ACTION: A report on Bayskate fees and charges has been requested previously and was reiterated as important to inform the LTP process.

Council resolution

Councillors Taylor / Chrystal

That Council:

- a. Adopt the schedule of fees and charges for 2020/21 effective 1 July 2020, as specified in the document titled Schedule of Fees and Charges 2020/21.
-

Carried

PUBLIC EXCLUDED ITEMS

Council resolution

Councillors Simpson / Boag

That the public and all staff except the Manager People and Capability, and Team Leader Governance, be excluded from the following parts of the proceedings of this meeting.

Carried

Agenda Items

- Interim Chief Executive

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

General subject of each matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground(s) under section 48(1) to the passing of this resolution.
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:

Agenda Items

1. Interim Chief Executive	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
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		Information and Meetings Act 1987.
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The meeting moved into committee at 2.32pm

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

Chairperson

Date of approval

Appendix One

Rapid Response Fund INFORMATION 2020

Purpose

A one-off allocation of \$50,000 is available to non profit social services and community organisations actively working on the ground supporting the response to the Covid-19 pandemic in Napier.

Funding Priority

The fund focuses on supporting community organisations that support members of the community with particular vulnerability around Covid-19. Groups with higher vulnerability include:

- those over 70 years old
- people who are homeless or become homeless
- those with high health needs
- people with a low income and/or living in vulnerable neighbourhoods, and / or
- young people

What can be funded

The fund will support additional costs for providing their services or to provide new services to meet the basic needs of the community including:

- Additional operating costs
- Materials (e.g. Personal Protective Equipment, packaging)
- Volunteer expenses (e.g. petrol vouchers)
- ICT equipment

Retrospective funding

Applications for costs already incurred from the beginning of the Level 4 Lockdown¹ or are currently being incurred, are eligible.

Eligibility

Services or initiatives must be targeted to Napier residents.

What Will Not Be Funded

- Building maintenance
- Deposit, loan or debt repayments
- Bank or lawyers fees
- Fundraising
- Salaries/wages that have already been funded or where a wage subsidy has been provided by central government

Make A Proposal

An application form is available from the Community Services team csgnants@napier.govt.nz or on www.napier.govt.nz. Applications will be accepted until 31 May 2020 or until the fund is fully allocated, whichever is earlier.

Decisions

¹ Level 4 Lockdown began at 11:59pm on 25 March 2020

All eligible applications are assessed and forwarded to the Rapid Response Fund Panel for decision as they are submitted.

Further Information

Our team are happy to answer any questions you may have and can assist with your application. Please contact us on 834 4114 or email us at csgrants@napier.govt.nz

Appendix Two

Tabled - Item 1 discussion

AVERAGE RATE COMPARISON

Council	Average rates per residential property
Tauranga	\$ 2,756
Whanganui	\$ 2,645
Palmerston North	\$ 2,541
Hastings	\$ 2,413
Hamilton	\$ 2,396
Whangarei	\$ 2,371
Napier (19/20)	\$ 2,239
Timaru	\$ 2,203
Invercargill	\$ 2,173

Napier's average rates are comparatively lower than most NZ Council of a similar size.

The average rate for a residential property in Napier is \$2,239 for 19/20 (\$2,118 in 18/19).

An average rates increase of 4.8% would equate to an increase of approximately \$107 per year or \$2.06 per week for a residential property.

EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date: Thursday 7 May 2020

Time: 10.06am – 11.26am

Venue Via Zoom and livestreamed on Council's Facebook page

Present Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor, Wright

In Attendance Interim Chief Executive, Director Corporate Services, Director Community Services, Director City Services, Director City Strategy, Manager Communications and Marketing
Manager Asset Strategy
Manager Regulatory Solutions
Policy Planner
Team Leader 3 Waters
3 Waters Programme Manager
Manager business Transformation and Excellence

Administration Governance Team

Apologies

Nil

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

Welcome was extended to the recently appointed Interim Chief Executive, Keith Marshall.

Neil Taylor, who has been Acting Chief Executive, was thanked for his excellent service over the last eight weeks during the challenging demands of the COVID-19 national response.

Minor matters raised

Nil

Announcements by the management

Nil

AGENDA ITEMS

1. WATER MASTER PLANNING

<i>Type of Report:</i>	Operational and Procedural
<i>Legal Reference:</i>	Health (Drinking Water) Amendment Act 2007
<i>Document ID:</i>	912288
<i>Reporting Officer/s & Unit:</i>	Russell Bond, 3 Waters Programme Manager

1.1 Purpose of Report

To introduce the Water Master Plan to Council and to identify critical projects that are needing to be programmed and delivered in the 2020/21 Annual Plan.

At the meeting

The Manager Asset Strategy spoke to the report noting that the Water Masterplan takes a 30 year view, and is intended to allow for growth while continuing to provide a safe network for the community. A presentation was provided during this item, which can be seen at

Appendix One.

In response to questions from councillors it was clarified that:

- The Tamatea pilot can progress separate from any work on the bores. The time frame for the pilot is expected to be approximately four to six months once the modelling has been received.
- Addressing dirty water is a top priority for the team. The work leading to new bore fields will be able to be started again slowly as the COVID-19 alert levels drop; the test bores will be re-initiated, and as the tender information is already prepared it is anticipated that the bore field work will be well progressed by late next year.
- A lot of data is held on the bores in the vicinity of A1, and while there is still a small risk that manganese is higher than anticipated in certain areas, confidence is high that the data will allow the manganese levels to be predicted with relative certainty.
- Council is moving towards what is a logical way to manage the network whether the system is chlorine-free or not. The updates are also intended to address matters such as pressure and flow. Some adjustments in the smaller branched network may be required should a chlorine-free system proceed but the larger infrastructure would be the same.
- The work to date has been focussed on the network rather than on source water; when the multi-focus review was undertaken a variety of experts were included.
- Water use will be tracked across large zones, not from a per household metering perspective.
- The cost of the pipeline is estimated about \$5.5M; most of the cost is related to the work (i.e. trenching etc.) rather than the materials, so preference is to future proof with larger pipe size.
- Consideration has been given as to whether the changes to consenting in response to COVID-19 will have any implications for this work, but it is believed that the short

time frame to produce the supporting documentation would not fit with Council's time frames.

- As the country moves into recovery from the COVID-19 response, Council will be packaging different pieces of work together to ensure the best value for money is gained for all projects. How the works are combined and what is included in each 'package' will impact on whether quotes are sought from the Depot.
- The treatment station does need to be in place before any new bore could be used. This work will also trigger the requirement to implement the new Water Safety plan requirements.
- About a six week delay has been experienced in the chlorine-free review from the COVID-19 response; the team will be working hard to bring this time frame as close to the original as possible again.
- In the content of potable water, "discharging" into an area means to supply water into an area.
- There will be much greater emphasis on managing water demand under the recently notified TANK plan. There are very high water users in Napier and this will need to be reduced, through conservation efforts and active leak management.
- By "zoning off" the Tamatea area Council will be able to better address the dirty water issues as the number of bores supplying water will be reduced and greater overall control of the supply conditions will be possible (for example pressure and flow issues). A number of options will also be explored to reduce existing manganese load.
- The District Metered Areas will have meters to provide data on incoming and outgoing flows; Council's SCADA system will also be upgraded. This is within existing budgets.
- The potential impacts of the central government three waters review are as yet unknown, but it is highly likely to result in a new regulator and much greater expectations being placed on water managers. Indications to date suggest that chlorine may become mandatory. The Masterplan is moving Napier into a space where it better placed to meet the higher monitoring, reporting and conservation requirements that are anticipated as likely from the review.
- There are always some low risks of contamination in any water supply. Where risks are identified for Napier, these are actively reviewed and action taken as it can be, for example one bore head has been closed as it was identified as being quite close to a wastewater main.
- Council will be kept up to date as the works are further progressed and ensuing decisions are required.

**Council
resolution**

Mayor Wise / Councillor Simpson

That Council:

- a. Receive the report.
- b. Approve the approach to developing Borefield #1 in advance of the Global Resource Consent application, with the aim to provide low manganese source water as soon as practical.
- c. Accept that this approach has potential financial risks with the installation of the larger pipeline that connects the proposed bore to the existing network.

Carried

2. REVIEW OF NAPIER CITY MOBILE SIGN BYLAW

<i>Type of Report:</i>	Operational and Procedural
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	918631
<i>Reporting Officer/s & Unit:</i>	Yvonne Legarth, Policy Planner Rachael Horton, Manager Regulatory Solutions

2.1 Purpose of Report

To seek Council approval of the unamended Mobile Sign Bylaw and to commence consultation pursuant to the Local Government Act sections 82 and 82A, and legal advice.

At the meeting

The Policy Planner spoke to the report, noting that the intention of the bylaw is to manage public safety and amenity issues relating to the mobile signs. A review has been undertaken and it is recommended that no changes be made to the 2013 Bylaw. Bylaw may be integrated with others in the future in a more 'omnibus' Bylaw regarding urban environment.

In response to questions from councillors it was clarified that:

- The Bylaw relates to signage on trailers.
 - There have been no complaints under this Bylaw in the last two years and nothing on file prior to that.
 - An urban environment Bylaw is posited with the intention of increasing consistency across Bylaws that manage the urban environment. They will be able to interact better with the District Plan in this way also.
 - This Bylaw will speak to some expectations on certain types of election signage but the primary source of rules for election signage is the District Plan.
-

**Council
resolution**

Dep. Mayor Brosnan / Councillor Crown

That Council:

- a. Confirm, in accordance with Section 155 of the Local Government Act 2002, that a Mobile Sign Bylaw is the most appropriate way of addressing the problems that mobile signs can have on:
 - i. public and traffic safety
 - ii. maintenance of aesthetic standards
 - iii. control of offensive material on mobile signs
- b. Confirm that the Mobile Sign Bylaw is currently the most appropriate form of bylaw.
- c. Agree that the Mobile Sign Bylaw is not inconsistent with, or have any implications under the New Zealand Bill of Rights Act 1990.
- d. Adopt the reviewed and unamended Napier City Council Mobile Sign Bylaw for consultation.
- e. Confirm that a further review of the Mobile Sign Bylaw 2013 will be undertaken as part of the process to include the Mobile Sign Bylaw in the yet to be prepared consolidated Napier City Council Urban Environment Bylaw.
- f. Authorise Officers to consult in accordance with the principles in LGA ss 82 and 82A in a manner that is consistent with legal advice.

Carried

The meeting closed at 11.26am

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

Chairperson

Date of approval

Appendix One

Water Supply Master Plan

1. Overview
2. Master Plan Projects
3. Master Plan Priorities
4. Impacts of Chlorine Free Review
5. Annual Plan Projects



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WS Master Plan- Overview



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WS Master Plan – Strategic Objectives

- Network model complete
- Strategic 30 Year plan
- Received November 2019

Strategy Drivers:

- **Safe** water is distributed to customers
- **Clean** water is distributed to customers
- Water is distributed with sufficient **pressure**
- The network is **resilient** to shocks and stresses



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WS Master Plan – Current State

- Variety of bores across the network with varying water quality/chemistry
- Bore locations compromised (WW network, fault line)
- Bores pump directly to consumer rather than from water storage (impacts disinfection, pressure, safety, resilience etc)
- Insufficient storage for future growth
- Limited operational control (one large network)
- Water take consent will require demand management



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WS Master Plan – Current State

- Temporary chlorination (Not flexible to real time conditions, no feedback control)
- Changing Regulator and expectations
- Dirty Water issues due to water chemistry, hydraulic changes and disinfection and biofilm buildup
- Some older assets requiring replacement e.g. Enfield Reservoir



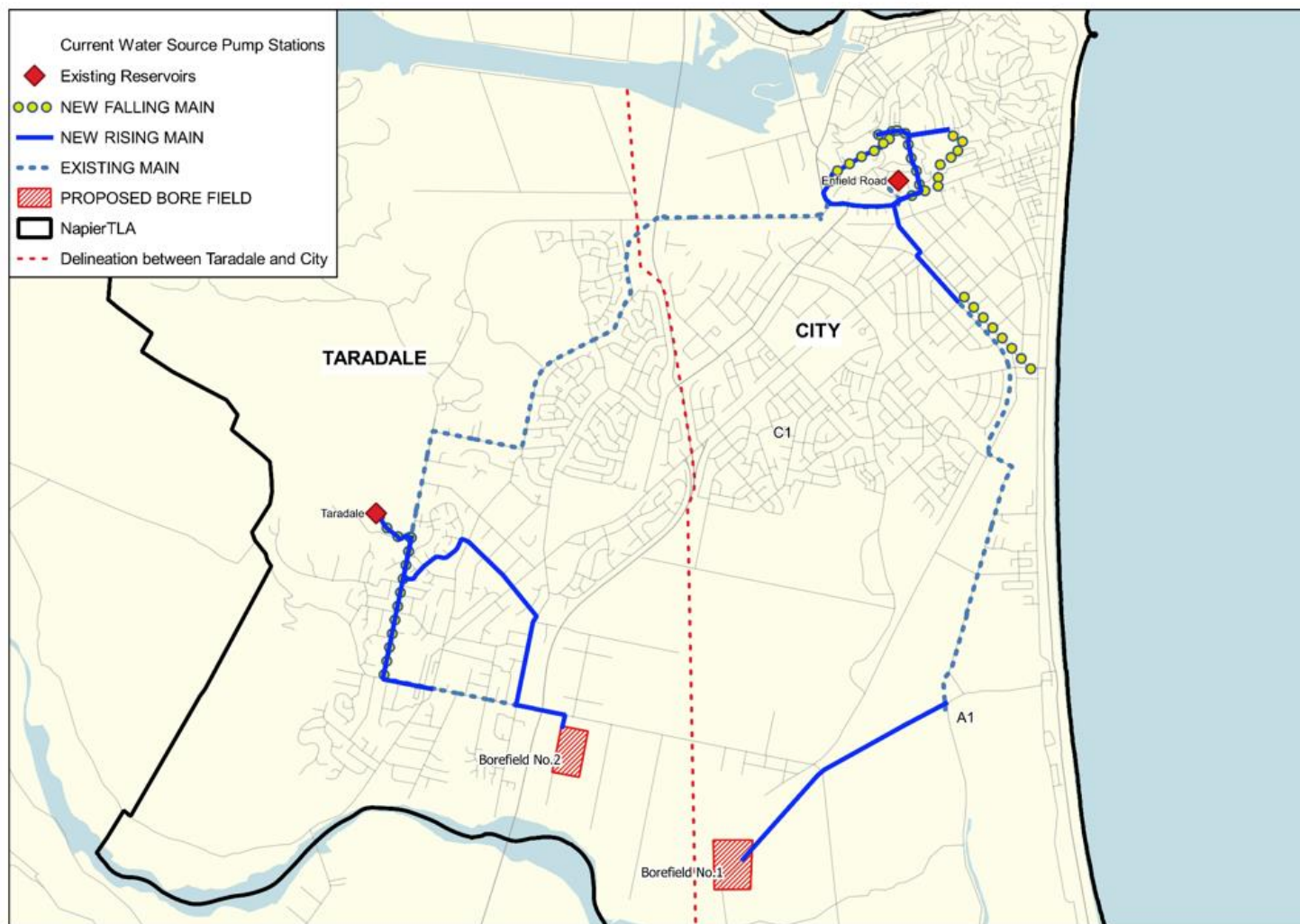
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WS Master Plan – The Strategy

- Move to a resilient network with 2 centralized borefields with dedicated treatment.
- Locate bores where there is good water quality, treatment is affordable and they are away from urban areas (potential contamination risks)
- Borefields will pump directly to reservoirs
- Customers are supplied from reservoirs
- Divide up the network into manageable zones
- Manage water clarity events



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Master Plan Projects



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WS Master Plan – The Projects

- Cost estimate - \$41.5 Original Masterplan
- Council review of the Masterplan from November 2019 to February 2020 and new information that has been received has resulted in a change in the projects and costs estimates.
- Updated estimates for the 30 year strategy – \$62m
- This assessment is pre Covid-19 there are uncertainties around costs and capacity to deliver.





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Master Plan Priorities



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WS Master Plan – Main Priorities

- Low manganese water supply the system as soon as possible
- Managing water quality and dirty water events
- Choosing appropriate borefield sites and get information for the new consent
- Obtaining an updated global water take consent
- What we found:
- The Water take consent will be notified due to  and therefore would hold up the whole programme 

WS Master Plan – Low Manganese Water

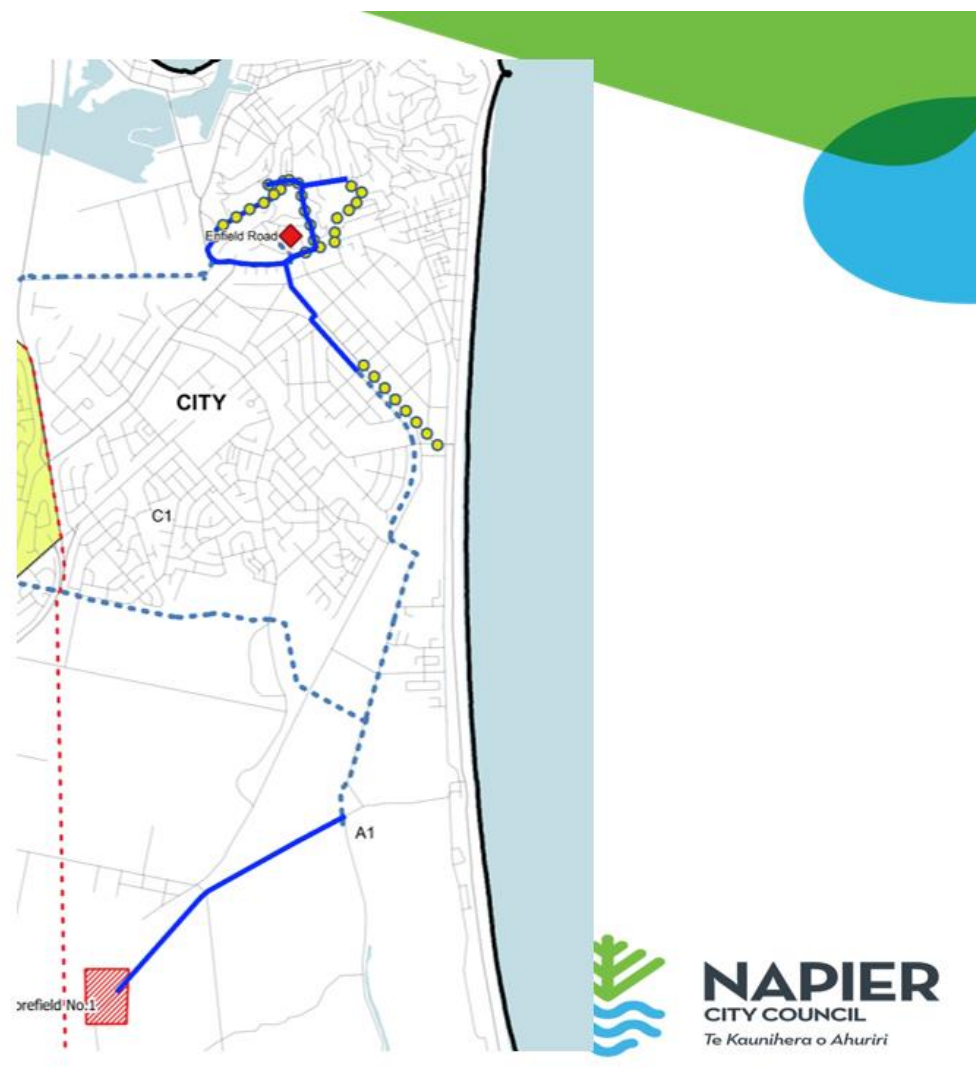
Low manganese water as soon as possible:

1. Manganese Treatment for A1 bore, or
2. Part Borefield #1 (2 bores, pipeline to network, low Mn)

Part Borefield

Low manganese water as soon as possible:

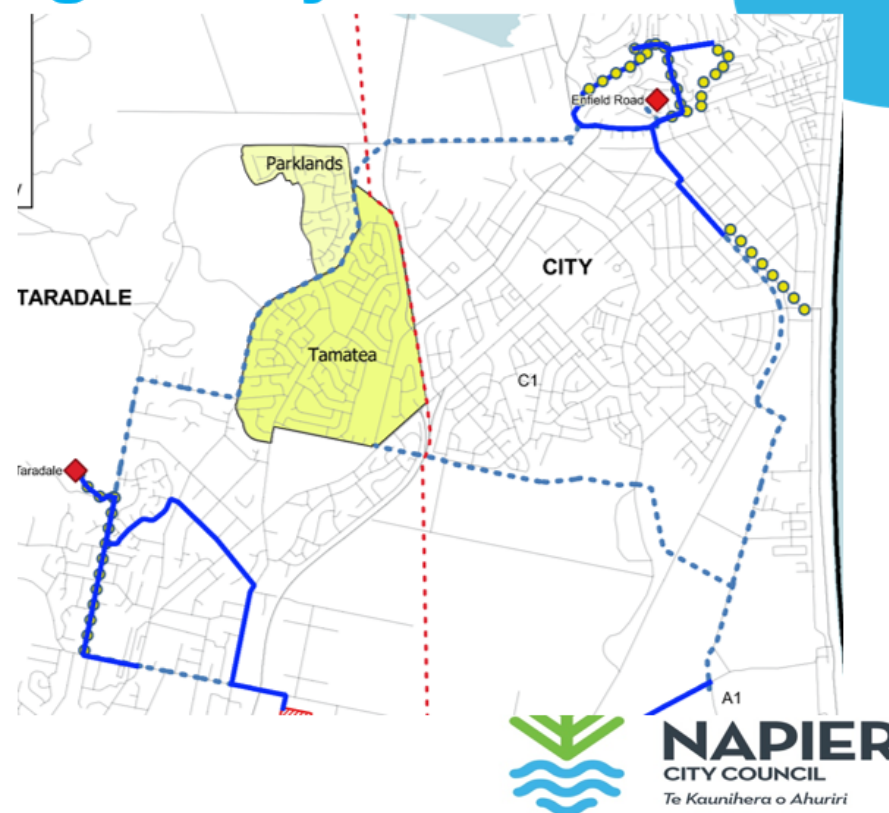
1. Remove A1, C1
2. Move borefield location to good water quality area
3. Start new borefield with 2 bores + treatment
4. Pipeline from borefield to existing network
5. Risk cost \$1-1.5m (pipe sizes)
6. Variation to existing consent



WS Master Plan – Manage Dirty Water

Tamatea Pilot DMA

- low Manganese water to the zone.
- Test whether separating the area will deal with flow issues
- Project underway
- Upgrades required to make the zone work
- Baseline data collection before works
- Community Consultation prior to isolating zone.
- Trial cleaning and other options for reducing biofilm and manganese
- Estimated cost - \$300k



Impacts of Chlorine Free Review



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Te Kaunihera o Ahuriri

Chlorine Free Review – Impacts on Master Plan

Update:

- In phase 2 – tender review and presentations
- 4 potential consultants
- Completion Date – October 2020
- Community Consultation via LTP

Likely impacts on masterplan:

- Water source treatment methods
- Overall strategy should cover both chlorine and chlorine free options
- Operational impacts

Annual Plan Projects



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Te Kaunihera o Ahuriri

Water Supply

	20/21 Annual Plan (to be agreed) (\$,000)
Awatoto Industrial & Phillips Road Bore	800
Awatoto Trunk main extension	
Borefield No.1 Rising Main	5,000
Borefield No.2 Land Purchase	1,500
District Modelling Projects	808
FW2 Fireflow Network Upgrades	100
Hospital Hill Falling Trunk Main	250
Network access points	100
New bores in Awatoto	1,500
New Taradale Bore Field	500
New Water Treatment Plant	2,000
Replacement of Enfield reservoir	1,500
Taradale Falling Trunk Main	150
Water Control System minor works	5
Water Meter Renewals	5
Water Pipes Renewals	265
Marewa Kennedy Road Trunkmain Crossing	280
SCADA Upgrade	250
Borefield #2 Rising Main	150
Total Water Supply	15,163



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Te Kaunihera o Ahuriri

EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date: Thursday 14 May 2020

Time: 10.05am – 11.29am

Venue Zoom livestreamed to Council's Facebook page

Present Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor, Wright

In Attendance Interim Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Strategy, Manager Communications and Marketing
Investment and Funding Manager
Manager Business Transformation and Excellence
Manager Community Strategies
Senior Policy Planner
Economic Development Manager [from 10.50am]

Administration Governance Team

Apologies

Nil

Conflicts of interest

Nil

Announcements by the Mayor

The country has now moved into Alert Level 2, and this has some fantastic implications for retail and business owners; we must all continue to stay safe and maintain the government guidelines for hygiene, health and distancing to ensure we continue to move in the right direction in relation to COVID-19.

A new Business Response Fund is to be launched from 18 May 2020, to which applications can be made by businesses who are rebuilding and planning their recovery. Criteria for the Fund and applications are available on Council's website and will be circulated via social media.

Announcements by the management

The Manager Community Strategies advised that 10 applications to Council's Rapid Response Fund were received in its first week. Just under half of the funding has now been allocated, with grants ranging in size from \$200 to \$6,900 so far. The funding will help reimburse extra IT equipment required to support on the ground work during the emergency response, personal protective equipment (PPE), and supporting extra volunteers. The Fund will remain open for two more weeks, and applications are encouraged from groups who were involved in the COVID-19 emergency response and incurred extra costs because of the unusual work in this time.

Minor matters

Nil

AGENDA ITEMS

1. NAPIER RECOVERY BUDGET

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	924664
<i>Reporting Officer/s & Unit:</i>	Richard Munneke, Director City Strategy

1.1 Purpose of Report

To request endorsement of the approach funding and the terms of reference for the Napier City Council recovery effort.

At the Meeting

The Director City Strategy spoke to the report, noting that the principles of recovery are applicable nationally, and have been central to the team as the recovery planning for Napier has been initiated.

The wellbeing of the community as a whole is important, and everybody has a part to play. Council has been working closely with other agencies, and the development of the “Make a Plan” and “Team Napier” campaigns are intended to highlight individual and business responsibility to all work together alongside Council and agencies to look after and build our community.

An evidence based approach is being taken to ensure that planning and prioritisation are directed to the appropriate areas of need, and are flexible enough to allow for change as these shift.

The funding allocated in the revised Annual Plan is intended to provide for short and medium term actions; recovery will also be built into the long term planning process, and over time this process will be fully integrated into ‘business as usual’.

The Senior Policy Planner spoke to a presentation on the recovery planning that is underway (please see [Appendix One](#)). The intention is to be future focussed, not purely reactive, and indicators of progress will be set and monitored to follow our recovery and growth as a community. A number of specific issues of current focus were touched on, as well as ways that shifts such increased walking and cycling can be supported to continue.

The plan is for the community, and must respond to its needs. Central to the plan is how Council can work with Mana Whenua entities to ensure that tikanga and cultural wellbeing is deeply embedded into the actions and areas of focus. The plan and its areas of focus at any given time may shift, to make sure Council can be responsive and prioritise the highest needs at any given time.

In response to questions from Councillors it was clarified that:

- Under Emergency Management legislation there is a recovery process which is legislated, and responsibility sits with the Recovery Manager to lead this; the legislation recognises that a certain level of agility is needed in certain circumstances.

It was noted that existing delegations to management also allow for many actions to take place appropriately.

- A coordinated approach across the Council is required to ensure that core business is not being negatively impacted by the recovery process. The extra funding provided for through the upcoming Annual Plan is required to help advance towards our recovery goals. There will also be some cross-over between recovery, core business and future works already planned, so integration will be created as much as possible.
- Feedback from the community on the recovery process will not come via a formal consultation process, as swift movement will be important for some actions. However, the community can engage in the upcoming Annual Plan consultation, there will be smaller surveys run, and Council are working with local commercial groups for instant feedback from the business sector. The public can also contact the Recovery Team via recovery@napier.govt.nz
- The state of emergency was lifted yesterday and the nation is now in a transition period for the next 90 days. The Incident Management Team is still activated but only at a low level to maintain some welfare as required.
- It is anticipated that the activities of the Recovery Steering Group will be fully “blended” into ‘business as usual’ within 12 months.
- Good local information will be sought to monitor recovery for Napier in particular, noting that we have unique qualities even within our own region. Wider data will also be sought so that useful comparisons with other similar cities across the country can be made.
- It is difficult to fully predict at this point which businesses will be most impacted and how.

Officer’s Recommendation

That Council:

- a. Approve the funding of the recovery process for 20/21; and
- b. Endorse the recovery approach, Terms of Reference, and integration with the Long Term Plan direction setting.

Substitute Motion Councillors Boag / Crown

Council Resolution

That Council:

- a. Approve the funding of the recovery process for 20/21; and
- b. Endorse the recovery approach, Terms of Reference, and integration with the Long Term Plan direction setting.
- c. Receive regular reports on the Steering Group’s activities and plans and have input into these where appropriate.

Carried

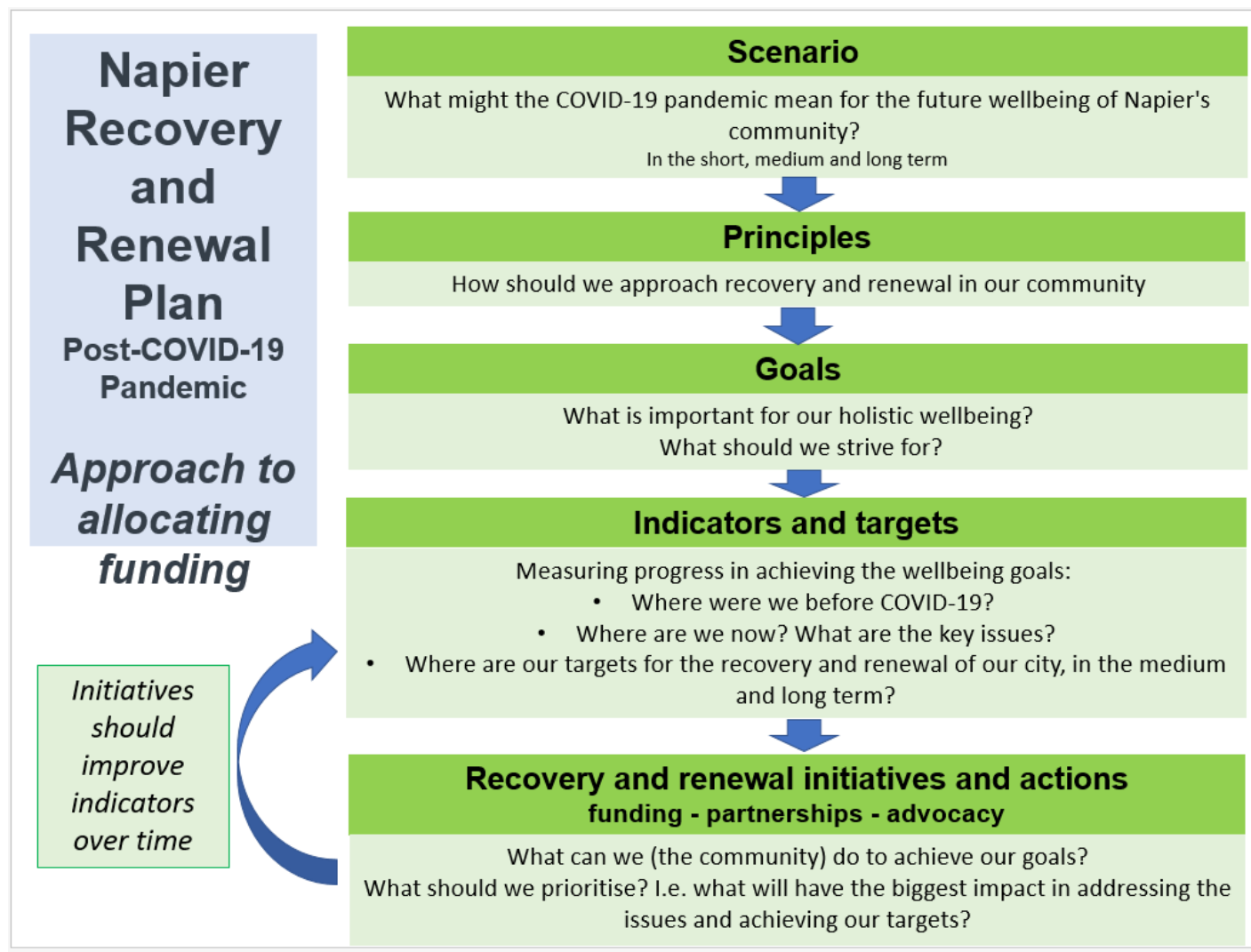
The meeting closed at 11.29am

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

Chairperson

Date of approval

Appendix One





Napier Recovery and Renewal Plan

Post-COVID-19 Pandemic

POTENTIAL SCENARIO

What might the COVID-19 Pandemic mean for the wellbeing of Napier's community?

- **Rising unemployment**
- **Greater reliance on welfare support** to meet basic needs
- **Potential impacts on mental health, safety, sense of wellbeing** due to uncertainty and job losses
- **Potential issues with housing accessibility in the short-medium term** due to decreased incomes
- **Risk to long term housing supply** as a result of potential underinvestment in an uncertain economic climate
- **Reduced consumer confidence and disposable income** resulting in a domino effect on Napier's economy
- **Restrictions on events, sports, arts, religious services, hospitality** as physical distancing and contact tracing are required in the medium term
- **Loss of vibrancy in the City Centre** due to decreased tourism and people continuing to work from home
- **Business investment may slow** – but there is opportunity for Napier to be recognised as tech friendly
- **More people walking and cycling during lockdown** – ongoing behaviour change?
- **People may value retaining and leveraging environmental gains** achieved through the COVID-19 lockdown

The summary approach is subject to further feedback and will have ongoing amendments following input from Māori perspectives and community groups, and as we gather new information

We are
TEAM
NAPIER



TE KOTAHİ
TĀTOU o
AHURIRI

Napier Recovery and Renewal Plan

Post-COVID-19 Pandemic

How should Napier go about responding to these potential changes to our city?

Together, as a community we will restore and enhance the social and economic wellbeing of our people while respecting and celebrating our cultural heritage and environment for today and the future

Principles



The summary approach is subject to further feedback and will have ongoing amendments following input from Māori perspectives and community groups, and as we gather new information



Napier Recovery and Renewal Plan

Post-COVID-19 Pandemic

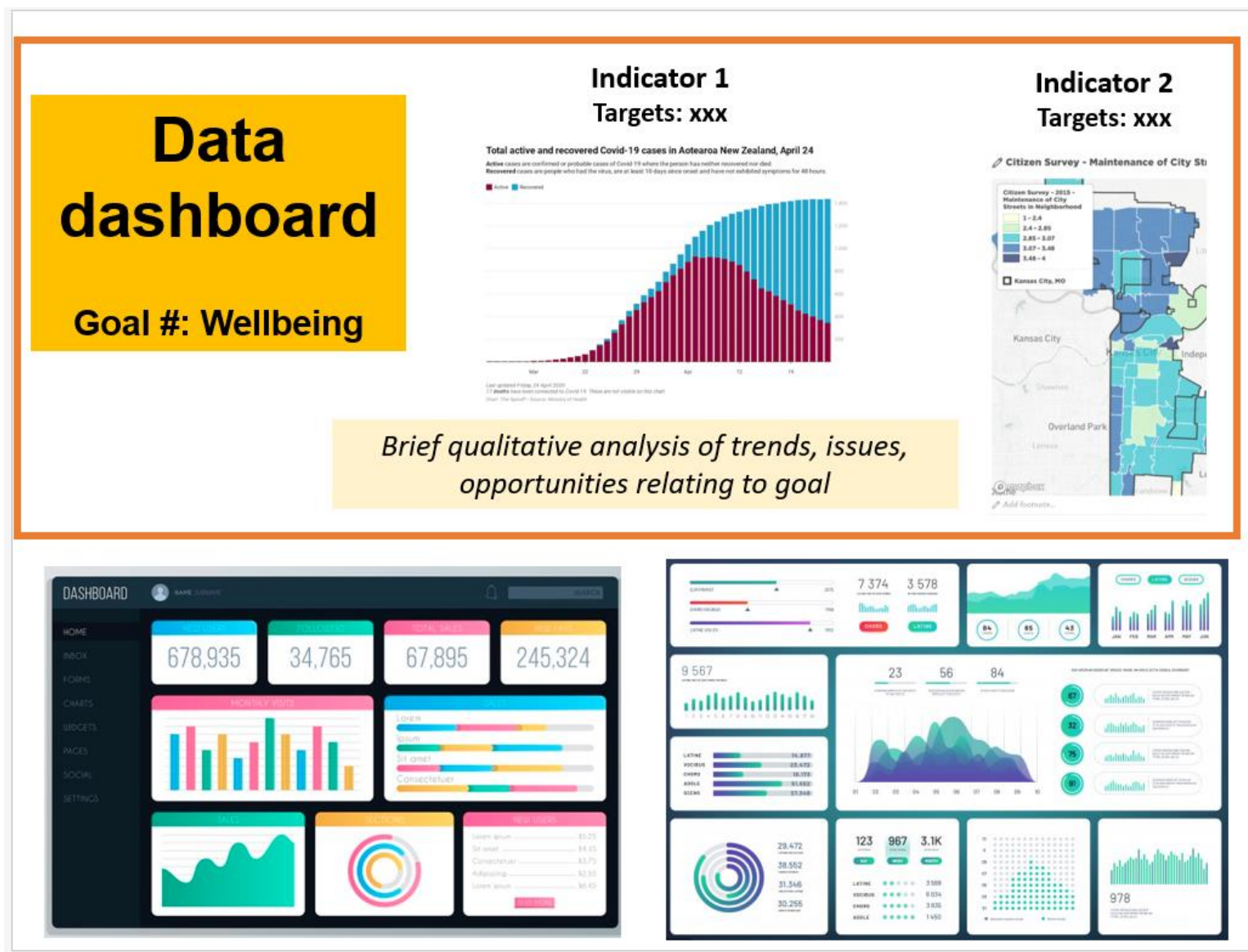
Together, as a community we will restore and enhance the social and economic wellbeing of our people while respecting and celebrating our cultural heritage and environment for today and the future

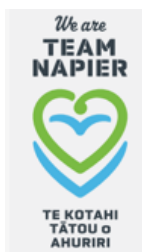
Goals Indicators and Targets

Goal #1 Everyone has access to clean drinking water, food and Housing	Goal #2 We are healthy and active	Goal #3 Our businesses and not-for-profit organisations are resilient and innovative	Goal #4 Our City Centre and Local Centres are vibrant and sustainable	Goal #5 Our community is safe, fair, connected and resilient	Goal #6 Renewal of our city respects, protects and celebrates our cultural heritage and environment
<p>Potential indicators and targets (TBC):</p> <ul style="list-style-type: none"> Drinking water quality Housing and neighbourhood agreement scores Food parcel demand Food Special Needs grants (MSD) Housing / rental affordability Housing supply vs demand projections Social housing waiting list Homelessness 	<p>Potential indicators and targets (TBC):</p> <ul style="list-style-type: none"> New and recovered cases of COVID-19 in Napier Mental wellbeing Index Pedestrian/cycle counts Sports participation Quality of life index 	<p>Potential indicators and targets (TBC):</p> <ul style="list-style-type: none"> GDP Median incomes Jobseeker allowance/NEETS Tourism spend Business confidence Community organisation confidence Staff/volunteer recruitment Expanded/modified service delivery of NFPs post-Covid19 	<p>Potential indicators and targets (TBC):</p> <ul style="list-style-type: none"> Building vacancy rates Pedestrian counts Parking rates Spend in each centre (Paymark) Perception of safety 	<p>Potential indicators and targets (TBC):</p> <ul style="list-style-type: none"> Crime rates Perceptions of safety Social connection index Digital connections (Skinny Jump) Digital inclusion classes (registrations) Perceived community coping level Emergency preparedness NEETS rate 	<p>Potential indicators and targets (TBC):</p> <ul style="list-style-type: none"> Occupancy of listed heritage buildings Access to heritage fund Air quality levels Vegetation coverage Swimming water quality Renewable energy (new installations?)

Māori cultural wellbeing indicators to be developed by mana whenua

The summary approach is subject to further feedback and will have ongoing amendments following input from Māori perspectives and community groups, and as we gather new information





Napier Recovery and Renewal Plan

Post-COVID-19 Pandemic

Together, as a community we will restore and enhance the social and economic wellbeing of our people while respecting and celebrating our cultural heritage and environment for today and the future

Initiatives

1. Support and Celebrate Napier

"We are Team Napier" campaign and initiatives

2. Infrastructure and Community facilities

Agile and co-ordinated prioritisation and support for delivery of projects (Council and external) that align with our recovery and renewal goals and targets, including seeking government funding where appropriate

3. Housing and accommodation

Provide for housing through a co-ordinated approach across NCC, Kainga Ora, MSD and the private sector to achieve our recovery and renewal goals

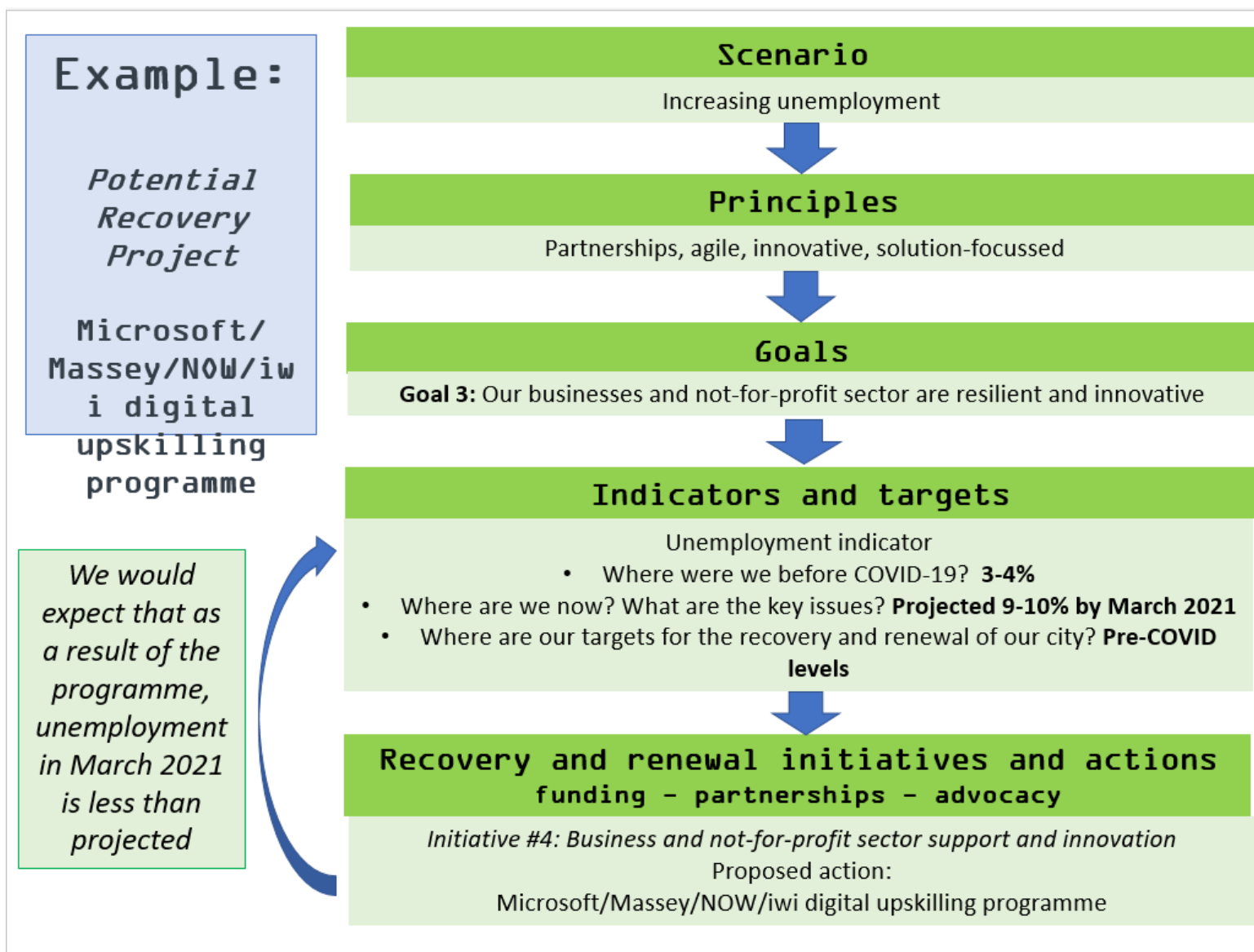
4. Businesses and not-for-profits support and innovation

Flexibility and innovation will enable businesses and the not-for-profit sector to recover and thrive in Napier, contributing to the wellbeing of our community. A co-ordinated approach to identifying opportunities and sharing information will assist the resilience of our economy.

5. Sustainable tourism

Innovation and sustainability in the tourism sector will position Napier well for the future. Our culture, heritage and environment are key assets that can be celebrated through rebuilding tourism for the 21st century and beyond.

The summary approach is subject to further feedback and will have ongoing amendments following input from Māori perspectives and community groups, and as we gather new information



EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date:	Wednesday 20 May 2020
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Time:	3.03pm – 3.05pm
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Venue	Via Zoom
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Present	Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, Price, Simpson, Tapine, Taylor, Wright
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In Attendance	Interim Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Services, Manager Communications and Marketing
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Administration	Governance Team
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Apologies

Cr McGrath was absent for this portion of the meeting.

Conflicts of interest

Nil

Announcements by the Mayor

Nil

Announcements by the management

Nil

Minor Matters

Nil

PUBLIC EXCLUDED ITEMS

Council resolution

Councillors Mawson / Price

That the public be excluded from the following parts of the proceedings of this meeting.

Carried

Agenda Items

1. Chlorine Free Drinking Water Review

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

General subject of each matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground(s) under section 48(1) to the passing of this resolution.
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:

Agenda Items

<p>1. Chlorine Free Drinking Water Review</p>	<p>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</p> <p>7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities</p> <p>7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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:</p> <p>(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.</p>
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The meeting moved into committee at 3.05pm

The Council resolved that parts of the public excluded resolution of the meeting be released into the public record, those being:

Substitute Motion Dep. Mayor Brosnan / Councillor Simpson

Council resolution

That Council:

- a. Resolves that the report be received.
- b. Approve the tender from Pattle Delamore Partners Ltd (PDP) to complete a "Chlorine Free Drinking Water Review" in the sum of \$199,955 (excluding GST). The total maximum cost for the service delivery will be \$239,995 (excluding GST).
- c. NOT APPROVED FOR RELEASE INTO OPEN RECORD
- d. Delegate authority to enter into a contract for the professional services to deliver a "Chlorine Free Drinking Water Review" on behalf of Council to the Director Infrastructure Services.
- e. Approve that the decision be released to the public in respect of the tender for the completion of a "Chlorine Free Drinking Water Review".
- f. Note Council will be presented to by the chosen consultants at the options assessment stage prior to any options being discounted.

Carried

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

Chairperson

Date of approval

EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date: Thursday 21 May 2020

Time: 10.03am – 12.08pm

Venue Zoom livestreamed via Facebook

Present Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor, Wright

In Attendance Interim Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Services, Director City Strategy
Marketing Manager
Manager Business & Tourism
Chief Financial Officer
Investment and Funding Manager
Team Leader Parks, Reserves, Sportsgrounds
Conference Centre Manager
Manager Business Excellence and Transformation
Economic Development Manager

Administration Governance Team

Apologies

Nil

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

Nil

Announcements by the management

The Business Response fund was launched on Thursday and six applications have already been received. The intent of the fund is to provide support for business activation opportunities. A schedule of grants will be made available publicly.

The Annual Plan timeframes have had to be adjusted due to the national COVID-19 response. Consultation will now open on 18 June 2020 and will run through to 15 July 2020. It is intended to hold hearings for submissions on 12 and 13 August 2020, and adoption is scheduled for late August.

The revised time frames proposed for the Annual Plan have been reviewed by Council's auditors who have indicated comfort with the proposal.

Minor Matter discussion (if any)

Nil

AGENDA ITEMS

1. NAPIER CONFERENCE CENTRE RENAMING

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	919760
<i>Reporting Officer/s & Unit:</i>	Steve Gregory, Manager Business & Tourism

1.1 Purpose of Report

To provide Council with background information on the history of the name and branding of the current Napier Conference Centre and to propose a name change that will respect and complement the Napier War Memorial Centre.

At the Meeting

The Manager Business and Tourism spoke to the report, speaking to the unintended confusion created through having a building and a business in the same location with “Centre” in the name. This is being addressed through a proposed update to the name of the conference and events business.

It was noted that the Conferences and Events business does not purely operate out of the Napier War Memorial Centre but also manages a variety of other venues, all of which will be promoted on the business website. The business branding is strong and the intention is to maintain the ‘look and feel’ while updating the business name. A variety of collateral is used to promote the business and will be updated to clarify the differentiation between the business and the Napier War Memorial Centre venue.

In response to questions from councillors it was clarified that:

- The collateral will reflect the venue in question. Napier Conferences and Events can manage bookings for all sites but the business branding may not be included on the collateral for all venues as they have their own (for example the MTG).
- All collateral and advertising will very clearly distinguish between the Conferences business and the Napier War Memorial Centre venue.
- The website will include all bookable venues, with links to their own sites and rates. The intention is to make things as easy as possible for people to access information and make bookings for a venue.
- The logo associated with Napier Conferences and Events will be associated with marketing collateral of the business activity.
- A separate unique logo for the Napier War Memorial Centre has been identified as desirable piece of work by the War Memorial Working Group.
- The business has experienced very few actual cancellations; most clients have adjusted the timing of their bookings instead. It is also expected that bookings will pick up as clarity about a less restricted Level 2 and Level 1 is received.
- The conference business logo will not just be associated with the War Memorial Centre
- The Conferences and Events staff are currently based in the War Memorial Centre.

-
- Not all events in our bookable venues will necessarily be booked by the business, but where an event takes place over several venues the Conferences and Events team will oversee this.
 - The conferences team are working closely with Council's Communications team to actively promote the venues. The brand is strong and well-respected.
 - The Napier War Memorial Centre itself has never made a profit.
 - The business provides employment for 10 staff and a local contractor provides catering.
 - The renaming of the business will be reflected in documents such as the Annual Plan and Annual Report (i.e. regarding fees and charges).
 - The draft War Memorial Policy is expected to be received in one to three months time.
-

Officer's Recommendation

That Council:

- a. Approve the business activity name change from Napier Conference Centre to 'Napier Conferences and Events'.
 - b. Note the War Memorial working group is working to make a recommendation to Council on the memorial elements reinstatement design expected this calendar year.
 - c. Note a management policy for the Napier War Memorial Centre will be developed to protect the site's heritage, recognising the commemorative elements and community use of the facility post adoption of the design mentioned in point b.
-

Substitute Motion Mayor Wise / Councillor Chrystal

Council resolution

That Council:

- a. Approve the business activity name change from Napier Conference Centre to 'Napier Conferences and Events'.
 - b. Note the War Memorial working group is working to make a recommendation to Council on the memorial elements reinstatement design expected this calendar year.
 - c. Note a management policy for the Napier War Memorial Centre will be developed to protect the site's heritage, recognising the commemorative elements and community use of the facility post adoption of the design mentioned in point b.
 - d. That a separate website be established for the Napier War Memorial Centre to tell the story of the Centre and our fallen heroes and this is incorporated into the War Memorial Design Working Group process.
 - e. That the rooms and halls in the Napier War Memorial Centre be re-named after battles and/or fall heroes of significance to Napier and this is incorporated into the War Memorial Design Working Group process
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Carried

2. PARK ISLAND NORTHERN SPORTS HUB - TARADALE BRIDGE CLUB

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	913748
<i>Reporting Officer/s & Unit:</i>	Debra Stewart, Team Leader Parks, Reserves, Sportsgrounds

2.1 Purpose of Report

To seek approval in principal for the Taradale Bridge Club locate at the Park Island Northern Sports Hub subject to detailed feasibility and design including consideration of co-location with Napier Pirates and the Napier Bridge Club.

At the Meeting

The Team Leader Parks, Reserves, Sportsgrounds spoke to the report, reviewing the background to the request from the Taradale Bridge Club to locate at Park Island. Representatives of the Club spoke directly to Council earlier this year.

While some work is required to align with other groups in the area, officers believe that the preferred location could work well. It is anticipated that the required design solutions would be sought by the Club itself.

In response to questions from councillors it was clarified:

- Plan Change 11 allows for this activity and has addressed matters such as lighting and placement of buildings in relation to residential areas. Consent may be required for some earthworks.
- Design work for the Northern Hub would be triggered by this matter if it proceeds. It will take some time to liaise with all the Clubs in the area. Officers will work to ensure that the process is as streamlined as possible.
- Funding is not currently available in the existing LTP for the Northern Hub until 2021/22 so some money may need to be brought forward. Officers will assess what may be required in this space.
- The Hub is intended to bring a variety of sports and activities together. The requirements of different age groups and active and passive recreation activities are always juggled and Council works with all groups to facilitate the best solutions possible. There are always benefits to Clubs working together as it can reduce their operational costs.
- The Bridge Club has been receptive to the concept of being in the same building as a Rugby Club, and open to working through the different requirements of each group.
- It is intended that even if the Rugby Club were not ready to move immediately, that a staged development could take place in order to facilitate the Bridge Club's initiative.
- It can be challenging when groups being negotiated with have different levels of asset or cash availability. Every group needs to be able to anticipate financial success.
- There are situations where Council's participation as a mediator between groups can be useful.
- Council is always working with groups in the community to make sure provision of spaces takes a long term and relatively flexible view.

Officer's Recommendation -

That Council:

- a. Approve in principal the Taradale Bridge Club locating at the Park Island Northern Sports Hub. This approval is given subject to the Taradale Bridge Club in conjunction with Council Officers working through stakeholder engagement, detailed design and confirming the club has sufficient funds to meet the full cost of the development.

Substitute Motion Councillors Boag / Taylor

**Council
resolution**

That Council:

- a. Approve in principal the Taradale Bridge Club locating at the Park Island Northern Sports Hub. This approval is given subject to the Taradale Bridge Club in conjunction with Council Officers working through stakeholder engagement, detailed design and confirming the club has sufficient funds to meet the full cost of the development.
- b. Facilitate the Taradale Bridge Club and other interested clubs to work together in order to consider how they could possibly share a facility.
- c. Direct Officers to bring to Council options and costings to bring funding forward to progress this project.

Carried

3. PARKS, RESERVES AND SPORTSGROUNDS WATER CONSERVATION STRATEGY

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	912628
<i>Reporting Officer/s & Unit:</i>	Debra Stewart, Team Leader Parks, Reserves, Sportsgrounds

3.1 Purpose of Report

To advise Council of the Parks, Reserves and Sportsgrounds Water Conservation Plan for endorsement prior to its presentation in a paper at the World Urban Parks International Congress Event, Green Pavlova in Rotorua, May 2020 (now postponed to May 2021 in light of Covid-19).

At the Meeting

The Team Leader Parks, Reserves, Sportsgrounds spoke to the report noting that efficiencies and ways to reduce water take are being looked at for the parks and reserves network.

This item was laid on the table to provide an opportunity for Council to view the Conservation Plan in full.

LAI D ON TABLE **Officer's Recommendation**

That Council:

- a. Approve the Parks, Reserves and Sportsgrounds Water Conservation Plan for presentation at the World Urban Parks International Congress Event, Green Pavlova in Rotorua, May 2020 (now postponed to May 2021 in light of Covid-19).
-

4. RATES POSTPONEMENT POLICY REVIEW

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government (Rating) Act 2002
<i>Document ID:</i>	921868
<i>Reporting Officer/s & Unit:</i>	Garry Hrustinsky, Investment and Funding Manager

4.1 Purpose of Report

To review and update the policy to include better definition around financial hardship resulting from Significant Extraordinary Circumstances. Some minor clarification of Criteria wording.

At the Meeting

The Investment and Funding Manager spoke to the report noting that this policy allows for rates to be postponed in certain circumstances. The proposed amendment would allow Council to better define what “significant extraordinary circumstances” means. The Policy has also been updated for better clarity in some areas.

Significant discussion took place in relation to the current expectation in the Policy that an applicant have owned the property for at least five years.

It was agreed that this item would be laid on the table, that the Policy would be reviewed further and brought back to Council for consideration as soon as possible.

ACTION The word “elderly” is to be replaced by the term “older persons” in the Policy as the more appropriate term used in the sector to refer to those over 65 years. The Policy will be grammatically reviewed to ensure this term embeds well in the sentences.

LAID ON TABLE **Officer’s Recommendation**

That Council:

- a. Approve the proposed amendments to the Rates Postponement Policy to include Significant Extraordinary Circumstances.

5. RATES REMISSION POLICY REVIEW

Type of Report: Legal and Operational

Legal Reference: Local Government (Rating) Act 2002

Document ID: 925181

Reporting Officer/s & Unit: Garry Hrustinsky, Investment and Funding Manager

5.1 Purpose of Report

To review and update the policy to include definition around financial hardship resulting from Significant Extraordinary Circumstances. Some minor clarification of Criteria wording.

At the Meeting

The Investment and Funding Manager spoke to the report noting that this Policy provides Council with the opportunity to allow for discounts to rates in certain circumstances.

This item was also laid on the table for further review of the Policy, as it deals with similar subject matter to the previous item.

LAI D ON TABLE **Officer's Recommendation**

That Council:

- a. Approve the proposed amendments to the Rates Remission Policy to include Significant Extraordinary Circumstances.
-

6. INVESTMENT POLICY REVIEW

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 921741

Reporting Officer/s & Unit: Garry Hrustinsky, Investment and Funding Manager

6.1 Purpose of Report

Triennial review of Investment Policy including any proposed amendments.

At the Meeting

The Investment and Funding Manager spoke to the report noting that the Policy already allows for participation in Local Government Funding Agency investments, so no amendments have been proposed.

Council resolution Councillors Wright / Mawson

That Council:

- a. Adopt the current Investment Policy without amendment.
-

Carried

7. LIABILITY MANAGEMENT POLICY REVIEW

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 921745

Reporting Officer/s & Unit: Garry Hrustinsky, Investment and Funding Manager

7.1 Purpose of Report

Triennial review of Liability Management Policy including any proposed amendments.

At the Meeting

The Investment and Funding Manager spoke to the report noting that the review has been triggered by Council's consideration of participating in the Local Government Funding Agency. The Policy in its current form allows for this and so no amendments are proposed.

Council resolution

Councillors Price / Tapine

That Council:

- a. Adopt the current Liability Management Policy without amendments.

Carried

8. STATEMENT OF PROPOSAL TO JOIN THE LOCAL GOVERNMENT FUNDING AGENCY

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	925601
<i>Reporting Officer/s & Unit:</i>	Garry Hrustinsky, Investment and Funding Manager

8.1 Purpose of Report

With a need for Council to borrow in the near future, the purpose of this report is review the options available if Council decides to join the Local Government Funding Agency (LGFA) and identify the most appropriate option. If approved, the second purpose of this report is to commence the process of joining the LGFA through the release of a Statement of Proposal.

At the Meeting

The Investment and Funding Manager spoke to the report noting a correction to the wording of the recommendation part b is required regarding how Option 4 is characterised.

To date Napier residents have enjoyed comparatively low rates, and external borrowing has not been required. Due to unexpected circumstances including the national COVID-19 response, it is anticipated that Council may be required to borrow externally in the future. Membership of the Local Government Funding Agency (LGFA) is one way Council can continue to operate as prudently as possible.

The LGFA has no joining fees for membership and there is no obligation to borrow. If a council does borrow through this mechanism there are a number of benefits through the combined investment power of many councils. The LGFA's credit rating is AA+. To date none of the LGFA-style bodies internationally have ever defaulted; some have existed for 200 or more years. Member councils apply to the LGFA for how much they wish to borrow and the term for the loan.

Council resolution

Councillors Crown / Simpson

That Council:

- a. Approve Napier City Council proceeding with public consultation to join the Local Government Funding Agency (LGFA).
- b. Endorse Option 4 (join the LGFA as an unrated guaranteeing local authority) as Council's preferred membership option.

Carried

PUBLIC EXCLUDED ITEMS

Council resolution

Councillors Tapine / Taylor

That the public be excluded from the following parts of the proceedings of this meeting.

Tapine/ Taylor

Carried

Agenda Items

1. 274 Guppy Road HBRC Land Proposal
2. Waipatiki Land Purchase Proposal

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

General subject of each matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground(s) under section 48(1) to the passing of this resolution.
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:

Agenda Items

1. 274 Guppy Road HBRC Land Proposal	7(2)(g) Maintain legal professional privilege	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
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		Information and Meetings Act 1987.
2. Waipatiki Land Purchase Proposal	<p>7(2)(a) Protect the privacy of natural persons, including that of a deceased person</p> <p>7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities</p> <p>7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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:</p> <p>(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.</p>

The meeting moved into Committee at 12.08pm

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

Chairperson

Date of approval