



**NAPIER**  
CITY COUNCIL  
*Te Kaunihera o Ahuriri*

Napier Civic Building  
231 Hastings Street  
t +64 6 835 7579  
e [info@napier.govt.nz](mailto:info@napier.govt.nz)  
[www.napier.govt.nz](http://www.napier.govt.nz)

# NAPIER PEOPLE AND PLACES COMMITTEE

## Open Agenda

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Meeting Date: Thursday 2 July 2020

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Time: 10am

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

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

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Officer Responsible Director Community Services

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Administration Governance Team

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**Next Napier People and Places Committee Meeting  
Thursday 24 September 2020**

# ORDER OF BUSINESS

## Apologies

Nil

## Conflicts of interest

## Public forum

Nil

## Announcements by the Mayor

## Announcements by the Chairperson 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 Minutes of the Napier People and Places Committee meeting held on Thursday, 27 February 2020 be taken as a true and accurate record of the meeting. ....8

## Agenda items

1 Library Membership Policy .....3

## Minor matters not on the agenda – discussion (if any)

Public excluded .....7

# AGENDA ITEMS

## 1. LIBRARY MEMBERSHIP POLICY

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	934519
<i>Reporting Officer/s &amp; Unit:</i>	Darran Gillies, Libraries Manager

### 1.1 Purpose of Report

To define what library membership is, who is entitled to the membership and what the conditions of membership are. The policy should reflect the five objectives of the library strategy; Space for All, Enabling Access, Knowledge Advocacy, Community Collaborator and Sustainable futures.

#### Officer's Recommendation

The Napier People and Places Committee:

- a. Approve the Library Membership Policy

### 1.2 Background Summary

This updated policy takes in to account more broadly the digital content and online aspects of becoming and being a member of Napier libraries.

The new policy also simplifies the different membership categories to make it easier to understand from a user perspective while also making it easier for us to manage.

### 1.3 Issues

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

### 1.4 Significance and Engagement

N/A

### 1.5 Implications

#### Financial

N/A

#### Social & Policy

N/A

#### Risk

N/A

## **1.6 Options**

- a. Approve the Library Membership Policy.

## **1.7 Development of Preferred Option**

N/A

## **1.8 Attachments**

- A Library Membership Policy 2020 [↓](#)

## POLICY



Libraries Membership Policy			
Approved by	<i>(for consideration for adoption by Council)</i>		
Department	Community Services		
Original Approval Date		Review Approval Date	
Next Review Deadline		Document ID	903797
Relevant Legislation	Not applicable		
NCC Documents Referenced	Library Strategy		

**Purpose**

To define what library membership is, who is entitled to the membership and what the conditions of membership are. The policy should reflect the five objectives of the library strategy; Space for All, Enabling Access, Knowledge Advocacy, Community Collaborator and Sustainable futures.

**Scope**

Definition of what membership of Napier Libraries is and who is entitled to the membership

- What the membership entitles the member to
- Conditions of Membership
- Membership Categories

**Policy**

A member can be any person or organisation residing in the district of Hawke's Bay who accepts the Libraries' conditions of membership.

Current Fees and Charges are displayed on the Libraries and Council websites.

Membership is obtained by completing the online membership and confirming identity by presenting one form of ID with a signature (preferably photo ID, e.g. drivers licence). By clicking the "I Accept" icon on the online form, the member agrees to abide by the Conditions listed on the application.

**Conditions of membership**

- Items can be borrowed from and returned to either Napier or Taradale [Library/libraries](#)
- Items may be renewed in either library or online
- Extended Loan Charges may apply to items returned after the due date
- Notices are a courtesy reminder about our service for your convenience
- See our website for information about our service
- You are responsible for items you have borrowed. If items are lost or damaged, a charge may be incurred. Please contact us so we can assist if you do damage or lose an item. For a breakdown of current fees and charges please see our website
- We ask that you contact us or update your details online if you lose your card, change your name or your contact details.

A membership card and password enables issuing, use of the self-service machines and Library app, checking library records, placing requests/reserves, accessing library services, and management of membership. Another form of valid ID may be requested in the absence of a Library Card.

## POLICY



### Membership Categories

#### Adult Residential Membership: (AR)

Adult membership (16 years and over).

#### Children's Membership:

Children under 16 years of age joined as a member by their parent/guardian and can borrow items from the children's, teens and adult sections of the library. (JNY)

At the request of the parent/guardian, the child can be restricted to borrowing from the children's area only. (JNN)

#### Utilities Membership (U):

For teachers affiliated with a school, kindergarten or childcare centre, or a home-schooling family in the District of Hawke's Bay. :

- An eight week loan period,
- Items borrowed are for class use only.

#### Home Services (HS):

A delivery service for those who cannot physically visit the library. Eligibility includes people living in the Napier area, and who are confined at home due to age, permanent or temporary disability or illness. Each case will be assessed on a case by case basis.

- Items are loaned for 48 days
- All other charges are the same as for an Adult member.
- Napier Libraries has the right to terminate this service.

### Policy Review

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

### Document History

Version	Reviewer	Change Detail	Date
1.0.0	Darran Gillies	Replaces Library Membership Card Policy 2019 (operational document 346283)	March 2020

# PUBLIC EXCLUDED ITEMS

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

## AGENDA ITEMS

1. Council Projects Fund Application

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

<b>General subject of each matter to be considered.</b>	<b>Reason for passing this resolution in relation to each matter.</b>	<b>Ground(s) under section 48(1) to the passing of this resolution.</b>
1. Council Projects Fund Application	<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>

# NAPIER PEOPLE AND PLACES COMMITTEE

## Open Minutes

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Meeting Date: Thursday 27 February 2020

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Time: 10am-10.57pm

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

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

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In Attendance Director Community Services, Director Corporate Services, Director City Strategy, Manager Communications and Marketing, Chief Financial Officer, Manager Asset Strategy, Manager Property, Manager Regulatory Solutions, Manager Community Strategies, Senior Advisor Policy, Investment and Funding Manager  
Ian MacDonald - Hawke's Bay Civil Defence Emergency Management Group  
Virgil Troy - SIL Research

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Administration Governance Team

## Apologies

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Councillors Wright / Tapine

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That the apology from Councillor Simpson be accepted.

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Carried

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## Conflicts of interest

Nil

## Public forum

Nil

## Announcements by the Mayor

Nil

## Announcements by the Chairperson

Minor matters not on the agenda to be discussed at the end of the meeting:

- Te Pihinga Update
- Update on the communications and engagement plan for three waters

## Announcements by the management

Nil

## Confirmation of minutes

Nil

# AGENDA ITEMS

## 1. HAWKE'S BAY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP ANNUAL REPORT 2018/19

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*Type of Report:* Information

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*Legal Reference:* N/A

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*Document ID:* 896904

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*Reporting Officer/s & Unit:* Antoinette Campbell, Director Community Services

### 1.1 Purpose of Report

To receive the Hawke's Bay Civil Defence Emergency Management Group Annual Report 2018/19.

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#### At the Meeting

Ian MacDonald from the Hawke's Bay Civil Defence Emergency Management Group (HBCDEM Group) spoke to the report and clarified the following points in response to questions from Councillors:

- The HBCDEM Group hub is located in Hastings.
- The HBCDEM Group fulfil an advocacy role in relation to the local territorial authorities respective District Plans and are already working with Council officers in this space.
- Regarding Coronavirus, the District Health Board (DHB) is the lead agency for any pandemic. The HBCDEM Group's role is to support the DHB in relation to welfare. Contingencies are being put in place and the HBCDEM Group are currently working on their action plan.
- The Ministry of Health website provides information for the public in relation to Coronavirus.

#### Committee's recommendation

Councillors Browne / Mawson

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The Napier People and Places Committee:

- a. Receive the Hawke's Bay Civil Defence Emergency Management Group Annual Report 2018/19.

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Carried

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## 2. NAPIER POSITIVE AGEING STRATEGY

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*Type of Report:* Operational

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*Legal Reference:* N/A

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*Document ID:* 881939

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*Reporting Officer/s & Unit:* Michele Grigg, Senior Advisor Policy

### 2.1 Purpose of Report

To seek Council approval to adopt the finalised Napier Positive Ageing Strategy, which incorporates feedback on the draft received from the community.

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#### At the Meeting

The Manager Community Strategies and Senior Advisor Policy spoke to the report and provided a brief overview of the process undertaken to date.

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

- The implementation plan will be developed by the Advisory Group, once established. Council officers expect this to take around 6-12 months. The Advisory Group will need to undertake a priority setting exercise first; however, initiatives have already and will continue to be implemented in the meantime.
- It is anticipated that each of the priority areas will involve partnerships with appropriate organisations already working in that space. Small project teams will be established for each of the priority areas in order to manage actions.

#### Committee's recommendation

Councillors Wright / Mawson

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The Napier People and Places Committee:

- a. Adopt the final Napier Positive Ageing Strategy.

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Carried

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### 3. SAFER NAPIER PROGRAMME - ANNUAL UPDATE

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<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	889350
<i>Reporting Officer/s &amp; Unit:</i>	Michele Grigg, Senior Advisor Policy

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#### 3.1 Purpose of Report

To provide a summary of the 2018-2019 year of the Safer Napier programme, including key highlights and benefits to Council and the Napier community.

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#### At the Meeting

The Senior Advisor Policy and Manager Community Strategies spoke to the report, noting the annual update is for the 12 months ending 30 June 2019.

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

- The Safe as Houses programme is run in conjunction with Neighbourhood Support, as well as other agencies including Kāinga Ora and the Police.
- Neighbourhood Support follow up with individuals interested in joining or starting a neighbourhood support group.
- The Safer Napier programme is working on projects in response to the increase in assaults/ domestic violence and addiction related harm, as well as supporting others working in these areas.
- There has been no increase in funding for the Safer Napier programme over the last five years. The organisations Council is working with tend to be the service delivery arm of their agencies and do not have funding to deal with responses. There are also hidden costs to Council i.e. staff resources.
- There has been representation from mana whenua partners in the past but their involvement has been in connection to projects that aligned with their key areas of focus at the time. Council officers would be interested in working with mana whenua in whatever capacity they wish to be involved.
- It was noted that officers are aware that the Sophie Elliott Foundation was winding up and were in talks around whether the Police will continue this work. Officers advised that the Police run their own programmes in this space also.

#### Committee's recommendation

Mayor Wise / Councillor Crown

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The Napier People and Places Committee:

- a. Note the Safer Napier programme update.

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Carried

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## 4. NAPIER SOCIAL MONITOR REPORT - 2019

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<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	890440
<i>Reporting Officer/s &amp; Unit:</i>	Michele Grigg, Senior Advisor Policy

### 4.1 Purpose of Report

To provide a summary of findings from the 2019 Napier Social Monitor report.

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#### At the Meeting

The Senior Advisor Policy and Virgil Troy of SIL Research spoke to the report noting that the report is a snapshot in time and provides a good baseline which Council can track over time. They confirmed that the results will be made available to colleagues and other key agencies including the DHB, Safer Napier partners and Kāinga Ora.

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

- Council can keep up with more recent figures through the quarterly surveys.
- Council officers confirmed that there are a number of measures in place to support Taradale residents and retailers with their current safety concerns, and agreed that it would be beneficial to get a feel for how recent events have impacted the rest of the city also.
- The question around resident activity is a new question which Council will be able to track over time.
- Officers noted that they had been surprised by the lack of emergency preparedness, despite increased discussions and awareness around this.

**ACTION:** Council officers to follow up concerns raised by the deaf community following the public meeting regarding gangs, held in Taradale.

#### Committee's recommendation

Councillors Wright / Chrystal

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The Napier People and Places Committee:

- a. Receives the Napier Social Monitor report 2019.

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Carried

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## 5. LEASE OF RESERVE - HAWKE'S BAY VOLUNTEER COASTGUARD CHARITABLE TRUST

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<i>Type of Report:</i>	Legal
<i>Legal Reference:</i>	Reserves Act 1977
<i>Document ID:</i>	890479
<i>Reporting Officer/s &amp; Unit:</i>	Bryan Faulknor, Manager Property Jenny Martin, Property and Facilities Officer

### 5.1 Purpose of Report

To obtain Council approval to enter into a new ground lease with the Trustees of the Hawke's Bay Volunteer Coastguard Charitable Trust at Meeanee Quay for ten years with one right of renewal.

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#### At the Meeting

The Building Manager spoke to the report, noting that Council is taking the opportunity to align the ground lease at Meeanee Quay with Council's other standard leases of reserves.

#### Committee's recommendation

Councillors Taylor / Tapine

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The Napier People and Places Committee:

- a. Recommend Council agree to enter into a ground lease pursuant to Section 61(2A) of the Reserves Act 1977 with the Trustees of the Hawke's Bay Volunteer Coastguard Charitable Trust for the land on Meeanee Quay, Westshore, with a legal description of Section 4 SO Plan 10927. The lease term to be ten years with one right of renewal and based on Council's standard format for ground leases to community groups.

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Carried

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# MINOR MATTERS NOT ON THE AGENDA

## ***Te Pihinga Update***

The Mayor requested a brief update on Te Pihinga.

The Manager Community Strategies noted that no official response had been received yet in relation to the application made to the Provincial Growth Fund for this project, and that other funding avenues are currently being considered. The concept design is being worked on at present with a view to taking this out to the community in March/April this year and officers are working with the community to assess the needs and programmes of interest for a facility in this area.

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

- Council officers understand the community's desire for a splash pad in this area and will consider whether it is possible to incorporate this into the design.
- Council will consider the operational model once the needs and requirements of the community facility have been agreed.

## ***Update on the Three Waters Communications and Engagement Plan Committee***

Councillor Crown provided an update on the recently-established Three Waters Communications and Engagement Plan Committee, noting that the aim of the committee is to support the community and assist staff in this space moving forward.

The meeting closed at 10.57am.

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

Chairperson .....

Date of approval .....