



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

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NGĀ MĀNUKANUKA O TE IWI (MĀORI COMMITTEE)

Open Agenda

Meeting Date: Friday 20 May 2022

Time: 9.00am

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

Livestreamed via Council's Facebook site

Committee Members Ngāti Pārau Hapū Trust – Chad Tareha (Chair)
Maungaharuru-Tangitū Trust – Robbie Paul
Maraenui & Districts Māori Committee – Waitiria Greeks
Māngai ā-Hapori – Rapihana Te Kaha Hawaikirangi
Mayor Kirsten Wise
Deputy Mayor Annette Brosnan
Councillor Maxine Boag
Councillor Keith Price

Mana Ahuriri Trust – (Vacant)
Te Taiwhenua o Te Whanganui-a-Orotū – (Vacant)
Pukemokimoki Marae – (Vacant)

Officer Responsible Pou Whakarae (Mōrehu Te Tomo)

Administration Governance Team

**Next Ngā Mānukanuka o te Iwi (Māori Committee) Meeting
Friday 1 July 2022**

ORDER OF BUSINESS

Karakia

Apologies

Nil

Conflicts of interest

Announcements by the Chairperson

Announcements by the management

Confirmation of minutes

That the Minutes of the Ngā Mānukanuka o te Iwi (Māori Committee) meeting held on Friday, 8 April 2022 be taken as a true and accurate record of the meeting.....395

Updates from Partner Entities

Ngāti Pārau Hapū Trust – Chad Tareha
Maraenui and Districts Māori Committee – Waitiria Greeks
Maungaharuru-Tangitū Trust – Robbie Paul
Napier City Council – Mayor Kirsten Wise

Updates from Māngai-ā-Hapori

Rapihana Te Kaha Hawaikirangi

Updates from Council Pou Whakarae

Mōrehu Te Tomo

Agenda items

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General business

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REPORTS FROM STANDING COMMITTEES

NGĀ MĀNUKANUKA O TE IWI (MĀORI COMMITTEE) RECOMMENDATION

That the Ngā Mānukanuka o te Iwi (Māori Committee) Recommendations arising from the discussion of the Committee reports be submitted to the Council meeting for consideration.

REPORTS FROM NAPIER PEOPLE AND PLACES COMMITTEE HELD 28 APRIL 2022

1. VISITOR INFORMATION CENTRE S17A REVIEW

Type of Report:	Operational
Legal Reference:	Local Government Act 2002
Document ID:	1423323
Reporting Officer/s & Unit:	Steve Gregory, Manager Business & Tourism

1.1 Purpose of Report

The purpose of this report is to receive the recommendations of the S17A service delivery review of the Napier Visitor Information Centre and Par2 Mini Golf, and to approve to proceed with the development of a business case investigating development options for a Tier 1 Visitor Information Centre and Tourism Hub for consideration in the 2024/25 Long Term Plan.

Mayor Wise / Councillor Simpson

The Napier People and Places Committee:

- Approve the S17A i-SITE service delivery review and recommendations
- Approve the development of a business case for a Tier 1 Visitor Information Centre for consideration in the 2024/25 Long Term Plan
- Approve investigation of building options to accommodate a Tier 1 Visitor Information Centre (remediate, redevelop or new build) for consideration in the 2024/25 Long Term Plan.

Carried

1.2 Background Summary

Morrison Low was commissioned by Napier City Council (NCC) to review the delivery of the Napier i-SITE Visitor Information Centre (Visitor Centre) and Par2 Mini Golf (Par2) in accordance with the requirements of Section 17A of the Local Government Act 2002.

The review looked at the performance of the current service delivery model and evaluated a range of other potential service delivery arrangements. The review undertook an

assessment of the current arrangements and, through review of documentation and discussion with key staff, were able to understand the current issues and potential opportunities and the options available for future delivery.

Both the Visitor Centre and Par2 are owned and operated by NCC under the Community Services Directorate. The Visitor Centre has been heavily impacted by COVID-19, in particular with the loss of cruise ship visitors. With the opening up of borders it is anticipated Napier will again see the commencement of cruises coming into the Port of Napier for the 2022/23 summer season.

1.2.1 Napier Visitor Information Centre

The Napier Visitor Information Centre has been located on the Marine Parade for about forty years and provides visitor information for the people of Napier, Hawke's Bay and for visitors, both domestic and international.

The Visitor Information Centre includes space to meet and talk to specialist consultants, an area dedicated to information and brochures about local businesses and tourism operators, and a gift shop. Functions of the Visitor Centre include:

- i-SITE visitor information – provides expert advice and booking services for both locals and visitors on accommodation, events, travel and tour bookings
- Cruise passenger support (no business currently due to COVID-19)
- Department of Conservation (DOC) enquiries including hut and Great Walk bookings and permits
- Public toilets and showers (not operated by the Visitor Centre but within the footprint of the building).

The Visitor Information Centre business has contributed in the order of \$16 million (2017) to the regional economy. The pre-COVID business model generated 6% growth annually and with innovative revenue generation the business was considered sustainable.

1.2.2 Par2 Mini Golf

The Par2 Mini Golf is located immediately adjacent to the Visitor Information Centre and has two 18-hole courses, providing an anchor attraction to Marine Parade for visitors.

Complementing the Visitor Information Centre, the Par2 Mini Golf generates consistent annual net profit back to the community and has 6% growth annually with no downturn in revenue as a result of COVID-19.

A condition assessment of the Par2 Mini Golf building was completed in 2020. Provision has been made for renewal of the artificial green in 2026 (2021-31 LTP).

Although the Mini Golf is a popular activity, the existing courses are considered to be out of date. They have not changed since construction. Player numbers are good and have trended up slightly year on year, but the potential of the site is greater and development is essential to ensure locals continue to return. The profitability of the facility supports investment.

1.2.3 i-SITE National Network Review

In 2019, the i-SITE New Zealand Board initiated the Future Network Strategy, to identify measures that would make the network more relevant to visitors, owners and other stakeholders, including the communities that the centres operate in. The outcomes of that programme of work were considered in a national i-SITE business case completed in July 2021.

The business case found that standards and levels of service are inconsistent and there is a lack of long term planning for sustainability, capital investment for improvements, standardisation and digital strategy. The recommended preferred way forward is a Tiered Network Model.

- Tier 1 locations would be concept stores in key locations. These would choose to meet higher membership requirements under an amended Visitor Information Network (VIN) Incorporated constitution and co-invest with the government in an internal upgrade to provide an enhanced visitor experience. They would continue to be members of VIN Incorporated.
- Tier 2 locations would operate under a secondary brand, with lower membership commitments to reflect their ongoing investment. They would not be members of VIN Incorporated but would operate under a license agreement.

The two Tiers would work in partnership and be closely aligned. Tier 1 concept stores would work closely with the Tier 2 locations, with each promoting each other to customers. In principle, NCC has indicated that operation as a Tier 1 facility would be the preferred way forward for the Napier Visitor Centre.

1.2.4 Location

Following the Challenge Workshop held 25 November 2021 with officers and Councillor representatives, the options for location were further assessed by NCC. Whilst the option for the development of a Tourism Hub was agreed as the future direction of the Visitor Centre, the workshop identified the need to further explore alternative options to the current site.

NCC considered a number of alternative sites, scoring each option against:

- Accessible spaces
- Ease of development
- Appropriate city activation
- Connectivity
- Displacement effects.

From the assessment, the two preferred locations were:

1. The Napier Visitor Centre (current site)
2. Conservation House, Department of Conservation building, Marine Parade (Property owner: Mana Ahuriri)

The assessment is included in an appendix to the S17A review and scores the current site slightly higher than Conservation House, primarily based on the ability to provide suitable space and flexibility for the proposed activity/ies and the ease of development. This more detailed assessment supports the findings of the S17A assessment.

1.3 Issues

1.3.1 COVID19 Impact

Border closures as a result of COVID-19 has meant virtually zero international tourism to Napier since March 2020.

Prior to the pandemic, Hawke's Bay typically welcomed approximately 72 cruise ships and 100,000+ visitors over the summer. Cruise ships to the Port of Napier in the past (years ending June 2018, 2019 and 2020) have led to local expenditure in excess of \$25 million.

Both facilities were closed for eight weeks from the day COVID-19 alert level 4 came in to effect and re-opened at alert level 2 with increased health and safety measures and a robust contact tracing process.

Since the return to business after the March-May 2020 lockdown the Visitor Information Centre has performed well against a newly set post Covid-19/lockdown budget but compared to 2019 turnover and visitor numbers are well down. Par2 has performed far better than the post COVID-19/lockdown budget and when compared to 2019 in both turnover and player numbers.

Figures actually show an increase in visitor numbers for the Par2 for 2020/21. Whilst the pandemic has had a significant negative impact on the tourism industry, the international borders re-opening mean the industry has growing confidence that some cruise operators will commence in New Zealand for the 2022/23 summer season.

1.3.2 Building Condition Assessment

A condition assessment of the Visitor Centre building was completed in 2020. The roof was identified as being in need of replacement and has been provided for in the 2021-31 LTP. Other works required over the next 10 years include weather tightness improvements, replacement of ventilation fans and painting of interior walls. With renewals work having been deferred in recent years, a more recent condition assessment of the buildings has identified the need to address some of the remedial work urgently. Preliminary estimates for the urgent remedial work is approximately \$100,000 and can be covered through reprioritisation of current capital expenditure budget.

The current building needs upgrading to meet future demand and changes in level of service expectations. Current building challenges include inadequate space and a lack of modern digital technology. The facility could also better make use of its views over the sea and proximity to the CBD and the sea. It is considered that the development of a 'Tourism Hub' may address the changing needs and should be investigated by way of a business case confirming any case for change.

1.4 Significance and Engagement

N/A

1.5 Implications

Financial

Visitor Information Centre

The Visitor Centre operates at a loss and is funded through rates and user fees.

- Revenue: For 2021 \$190K against expenses of \$696K
- Economics: Rating policy target is 30% Rates and 70% Fees & Charges.
 - At April 2021: 73% rates and 27% fees & charges
 - 2020: 50% rates and 50% fees & charges
 - 2019: 45% rates and 55% fees & charges.

Efficiencies in merging the Visitor Information Centre and Par 2 Mini Golf cost centres will be realised through labour efficiencies and operating overheads, but this will only be

recognised if the two operated out of the same building with just a single entrance. This point supports the development of a new tourism hub building.

Par2 Mini Golf

The Par2 Mini Golf operates at a profit, some of which arguably offsets the losses of the i-SITE given the sharing of resources between the activities.

- Revenue: For 2021 \$421K against expenses of \$261K
- Economics: Operating costs self-funded – profitable.

Tier 1 Visitor Centre

Tourism NZ has proposed they will match 50/50 for any investment for Tier 1 sites for rebranding and fit out. It is estimated the Napier Visitor Centre will require \$250,000.

Upgraded facility – Tourism Hub

The S17A recommendations for the upgraded facility (re-build) to support a tourism hub will enable additional revenue streams potentially including a café, ancillary tenants etc. Investigations into the development of a Tourism Hub will need to be confirmed through the development of a business case.

Remedial Work – Building Condition Assessment

Preliminary costs of remedial work has been estimated at \$100,000 but it is noted that this may increase as further issues are identified while remedial work is carried out. The current remedial programme has been estimated to prolong the assets life for a further ten year period.

Social & Policy

NA

Risk

The Napier Visitor Centre is seen as the gateway information centre to the Hawke's Bay region which supports the importance of having Napier as a Tier 1 Visitor Centre. If Napier Visitor Centre is not a Tier 1 site, the city and region will lose a presence and active footprint within the national network and marketing influence from Tourism New Zealand promoting our region to domestic and international visitors.

With the international borders opening up to the world it is anticipated from the industry that cruise ships will come back to the Napier Port for the 2022/23 summer season and once again start contributing to the Napier and Hawke's Bay economy. The current location has supported a positive platform for the economic benefit to be felt across the region. If the i-SITE was moved to an alternative location there is the possibility of a detrimental effect to cruise day operations. This could negatively impact the economic benefit the Visitor Centre generated in pre-COVID years (\$16 million in 2017 economic assessment), and the wider \$25 million benefit felt in the last 2019/20 cruise season.

Building a tourism hub in the current location will enhance and grow the Visitor Information Centre revenue ability and economic benefit to Napier and Hawke's Bay. Further a new build would support the Tier 1 model but also eliminate what appears to be a growing remedial programme for the current visitor information centre. The current remedial programme is estimated to only prolong the current asset for a further estimated ten year period, resulting in further capital investment in future years.

1.6 Options

The options available to Council are as follows:

- a. Approve the S17A service delivery review recommendations:
 - i. To retain the Visitor Information Centre but to upgrade the facility as a 'Tourism Hub' to provide for additional revenue streams, attracting visitors to the Visitor Centre and Par2 through a quality and efficient service and subsequently supporting visitor spend across Napier and the Hawke's Bay region.
 - ii. To combine the Par2 Mini Golf with the Visitor Information Centre as one activity with one cost-centre for increased operational efficiencies.
 - iii. Dependant on the outcome of the final National i-SITE Business Case, operate the Visitor Information Centre as a 'Tier 1' facility.
 - iv. The current location is preferred, being accessible, highly visible, and central to the Napier tourism and waterfront area and has easy wayfinding for visitors, **and**
- b. Develop a business case using the 5-case Better Business Case methodology to support investment for consideration in the 2024/25 LTP
 - i. Develop indicative concept designs and cost estimates
 - ii. Identify potential for revenue generation with an upgraded facility
 - iii. Further assessment of the two potential locations (current site and Conservation House to determine the preferred site)
 - iv. Investigate building options to accommodate a Tier 1 Visitor information Centre – remediate, redevelop or new build
 - v. Identify and engage with key stakeholders / partners, **or**
- c. Maintain the status quo and become an independent Visitor Information Centre.

1.7 Development of Preferred Option

This S17A review has confirmed that NCC should continue to provide a Visitor Information Centre but there is a need to invest in a new/upgraded facility. The current facility requires significant repairs and needs to be better set up for modern tourism and visitor requirements.

The preferred option is to approve the S17A recommendations and the subsequent development of a business case to support investment for consideration in the 2024/25 LTP. As part of that, the following should be considered:

- Develop indicative concept design and cost estimates
- Identify potential for revenue generation with an upgraded facility
- Further assessment of the two potential locations (current site and Conservation House to determine the preferred site)
- Investigate building options to accommodate a Tier 1 Visitor information Centre – remediate, redevelop or new build
- Identify and engage with key stakeholders/partners.

At the meeting

The Officer spoke to the report, noting that Liz Munroe from Mana Ahuriri is aware that Conservation House, the Department Conservation building owned by Mana Ahuriri, was included in the review.

In response to questions from the Committee it was clarified:

- Up to nine locations around Napier CBD were assessed for suitability in the review, and projected tourism numbers were taken into account.
- The Marine Parade is an ideal location for a Visitor Information Centre as it is the main route for tour operators and cruise operations. It also lends itself

to picking up pedestrian traffic. This location may also encourage people to visit the Marine Parade and in so doing support other businesses along there.

- All stakeholders, Mana Ahuriri included, will be part of the discussion moving forward in this project. A tier 1 facility will enable local stories to be told in more detail.
- NCC has indicated it would like to operate as a Tier 1 facility but is waiting for a central Government decision on funding before that can be confirmed. This decision should come in the near future.
- The budget for the remedial work on the current facility is included in the Long Term Plan's renewal budget.
- Tourism Hawke's Bay has been kept up to date with the details of this review. Their board is supportive of the Visitor Information Centre upgrade as they realise how important it is for the region.
- Iwi have not been included in the preliminary discussions, but will be if the business case development is approved.
- The business case will include business location, design and model. The aim will be to come up with the most affordable model achievable for the desired service delivery. The aim is for Par2 Mini Golf and the i-SITE to be profitable businesses.
- The budget for a business case has not been finalised as yet, but will be funded through the Chief Executive's Strategic Fund.
- Cruise operations are increasing around the world and the demand for future cruises is the highest it has ever been. At this stage the New Zealand Maritime border has not reopened yet, but it is understood this will be opening soon. There are placeholder bookings at Napier Port for 93 cruise ships for next year.
- The building assessment of the current facility was very thorough, however until work is begun the full extent of damage to the existing wood will not be known. Council is aware that the cost may be higher than the current estimated cost.
- If the current location needs to be evacuated for remedial work to proceed there is a backup site identified for an eight week period.
- If a new site was constructed it may be possible to utilise space for tenants to lease. This concept has not been discussed with potential tenants as it is not appropriate until approval to move forward with this project is given.

ACTION: Officers to speak to Liz Munroe, Chief Executive of Mana Ahuriri Trust, prior to the 2 June 2022 Council meeting.

1.8 Attachments

- 1 S17A Report - NCC Visitor Information Centre (DOC ID: 1456699)



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

Napier i-SITE Visitor information Centre & Par2 Mini Golf Section 17A review

February 2022

Document status

Ref	Approving Director	Date
Client Draft 1	Alice Grace	January 2022
Client Draft 2	Alice Grace	January 2022
Final	Alice Grace	February 2022

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Executive summary

Overview

Morrison Low was commissioned to review the delivery of the Napier i-SITE Visitor Information Centre (Visitor Centre) and Par2 MiniGolf (Par2) for Napier City Council (NCC) in accordance with the requirements of Section 17A of the Local Government Act 2002.

Both the Visitor Centre and Par2 are owned and operated by NCC under the Community Services Directorate.

The review looked at the performance of the current service delivery model and considered and evaluated a range of other potential service delivery arrangements. We undertook an assessment of the current arrangements and, through review of documentation and discussion with key staff, were able to understand the current issues and potential opportunities and the options available for future delivery. Assessment criteria for options were agreed with NCC.

Why are we doing this?

The Visitor Centre has been heavily impacted by Covid-19, in particular with the loss of cruise ship visitors. This together with a change in behaviour and the way people use visitor centres (with more information being accessed online) has meant that the current arrangements are now considered unsustainable.

National Context

A national review of i-SITES was conducted by the i-SITE New Zealand board in 2021 with a proposed tier system of facilities moving forwards.

Pre-Covid, centres across the network were used by over 700,000 international holiday visitors each year with a total of \$57.4m per year generated in travel sales booked through the centres.

However, even before the Covid-19 pandemic, a number of i-SITES had already closed, visitor numbers were trending down, visitor spending had significantly reduced due to direct booking competition and there were rising operational costs. It has been recognised that the way the network operates needs to change as visitor markets are changing.

The recommended preferred way forward based on the long list of options is a Tiered Network Model; Tier 1 locations would be concept stores in key locations with Tier 2 locations operating under a secondary brand, with each promoting each other to customers.

In principle, NCC has determined that operation as a Tier 1 facility would be the preferred way forward for their Visitor Centre.

Development and assessment of options

A long-list of options was identified for the delivery of the Napier Visitor Centre. These were assessed on a pass / fail basis against Strategic Objectives and Critical Success Factors (CSF).

Any option that failed against any Strategic Objective or CSF was excluded from further consideration.

Options that passed were then shortlisted for scoring against the strategic objectives as well as financial and non-financial assessment criteria. These were considered alongside options for the Par2 MiniGolf, National i-SITE options and Visitor Centre location to identify the overall preferred way forward.

Preferred options

Whilst the pandemic has had a significant negative impact on the tourism industry, it is anticipated that cruise ships and visitors will return. In the meantime, we have an opportunity to plan and prepare for an improved future service delivery.

The overall preferred option is to retain the Visitor Centre, upgraded as a Tourism Hub, in its current location with the Par2 MiniGolf operating alongside it as part of the same cost-centre.

The impact of Covid-19 together with a change in behaviour and the way people use visitor centres (with more information being accessed online) has meant that the status quo is no longer a sustainable business model. The building would also still require significant investment due to its condition with no added benefit.

Specific to each element of the review, the preferred options are:

- To retain the Visitor Centre but to upgrade the facility as a 'Tourism Hub' to provide for additional revenue streams, attracting visitors to the Visitor Centre and Par2 through a quality and efficient service and subsequently supporting visitor spend across Napier and the Hawkes Bay region.
- To combine the Par2 MiniGolf with the Visitor Centre as one activity with one cost-centre for increased operational efficiencies.
- Dependent on the outcome of the final National i-SITE Business Case, operate the Visitor Centre as a 'Tier 1' facility.
- The current location is preferred, being accessible, highly visible, central to the Napier tourism and waterfront area and has easy wayfinding for visitors.

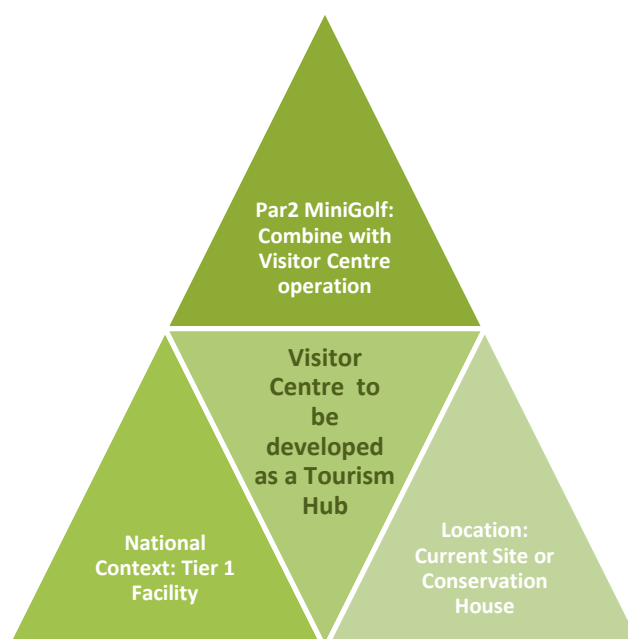


Figure 1 Preferred option for Visitor Centre



Next Steps

This S17A review has confirmed that NCC should continue to provide a Visitor Centre but there is a need to invest in a new facility. The current facility requires significant repairs and needs to be better set up for modern tourism.

The first step for a new facility would be a business case to support investment. As part of that, the following should be considered:

- Develop indicative concept design and cost estimates.
- Identify potential for revenue generation with an upgraded facility.
- Further assessment of the two potential locations (current site and Conservation House to determine the preferred site).
- Identify and engage with key stakeholders / partners.

NCC also needs to formalise any arrangements for the national i-SITE network, depending on the final outcome from the national review.



1 Introduction

Morrison Low was commissioned by Napier City Council (NCC) to review the delivery of the Napier i-SITE Visitor Information Centre (Visitor Centre) and Par2 MiniGolf (Par2) in accordance with the requirements of Section 17A of the Local Government Act 2002.

The review looked at the performance of the current service delivery model and considered and evaluated a range of other potential service delivery arrangements. We undertook an assessment of the current arrangements and, through review of documentation and discussion with key staff, were able to understand the current issues and potential opportunities and the options available for future delivery.

Both the Visitor Centre and Par2 are owned and operated by NCC under the Community Services Directorate.

The Visitor Centre has been heavily impacted by Covid-19, in particular with the loss of cruise ship visitors. This together with a change in behaviour and the way people use visitor centres (with more information being accessed online) has meant that the current arrangements are now considered unsustainable.



2 Service delivery reviews

2.1 Section 17A

Service delivery reviews are a legislative requirement under s17A of the Local Government Act 2002 (the Act) which states:

“A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions.”

The Act goes on to specify that a review must be undertaken in the following circumstances:

- When a significant change to the level of service is proposed
- Within two years of a contract or binding agreement expiring
- At any other time, but no less than six years following the last review.

Where a review is required to be undertaken, as a minimum, the review must consider the following:

- Governance and funding by:
 - Council alone; or
 - In a shared governance arrangement with one or more other local authorities.
- Service delivery by:
 - The local authority (i.e., in-house)
 - A CCO owned by the local authority or jointly owned with another shareholder (e.g. another local authority or private party)
 - Another local authority (e.g. through a shared service arrangement); or
 - Another person or agency (e.g. outsourced contract or by opting out).

It is important to note that a Section 17A service delivery review is not a review of the current levels of service, an organisational review of the teams delivering the services or a detailed assessment of the processes used by the teams. Those matters are outside of the requirements of Section 17A.

2.2 Service delivery optimisation

Section 17A of the Act is focused on the overall service delivery mechanism for each council activity that delivers local infrastructure, local public services, or the performance of regulatory functions.

For services delivered in-house, the local authority is expected to continually be seeking opportunities to increase the effectiveness and efficiency of the service delivery including through opportunities to work collaboratively with other local authorities. This is summarised in Figure 2 below.

Service delivery options vs optimisation

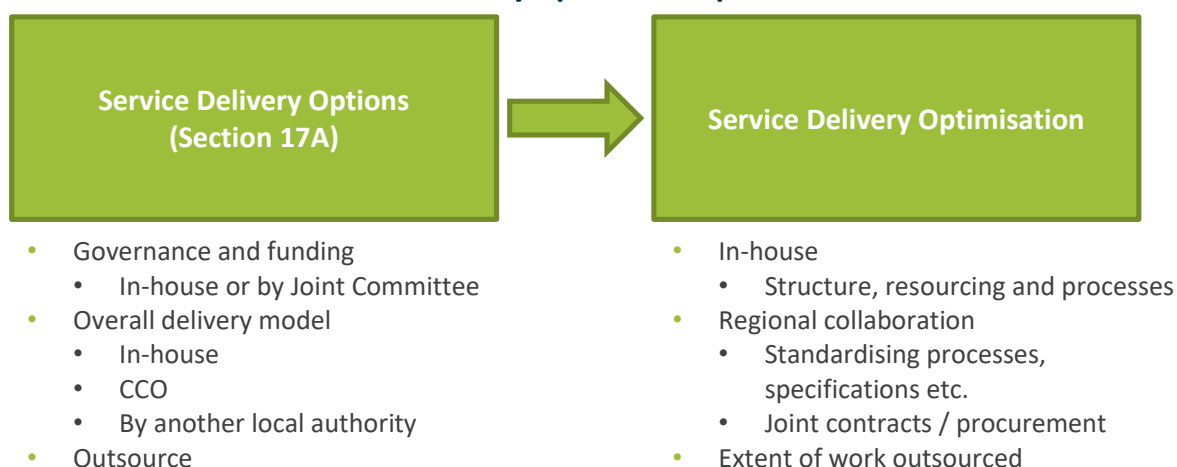


Figure 2 Ongoing service delivery optimisation after a Section 17A review

2.3 Funding

Section 17A specifies the service delivery and governance options that need to be considered but is less prescriptive about funding options.

The focus of Section 17A is on service delivery and decisions regarding funding are not a key decision-making variable when looking at service delivery options. Regardless which service delivery model is accepted, the funding options remain the same and are continually assessed and refined as part of regular service optimisation reviews, when changes to service are proposed (e.g. as part of the Long Term Plan) or when Council reviews its revenue and financing policy. For this reason, this Section 17A review focuses on service delivery options and the associated governance options, with funding options being optimised as part of the implementation of the preferred service delivery option.

The Visitor Centre is currently funded through a mixture of sources including:

- Fees and charges (e.g. booking fees, Par2 entry fees, retail)
- General rates
- Debt funding (e.g. for capital works)
- Alternative funding sources such as government contributions or grants



3 i-SITE National Network Review

i-SITE New Zealand is the official visitor information network with over 60 i-SITE Visitor Centres around New Zealand, providing international visitors, domestic travellers and locals with comprehensive, up to date information and a New Zealand-wide booking service for activities, attractions, accommodation and transport since 1990.

The i-SITE brand is managed by Tourism New Zealand and accredited members (including the Napier i-SITE Visitor Information Centre) must meet standards in staff training, professionalism and information technology. Each i-SITE is individually owned and operated with funding through booking fees, retail sales and other income, supported by local government.

Pre-Covid, centres across the network were used by over 700,000 international holiday visitors each year and collectively assisted with 7.6 million visitor inquiries. A total of \$57.4m per year was generated in travel sales booked through the centres. For every \$1 of direct sales made by the network, there was a \$1.48 total additional spending in the wider economy¹.

However, even before the Covid-19 pandemic, a number of i-SITES had already closed, visitor numbers were trending down, visitor spending had significantly reduced due to direct booking competition and operational costs were rising. In the wake of the pandemic, despite increased domestic and local visitor numbers and spending, overall visitor numbers have fallen by 57% and spend by a further 62%.

It has been recognised that the way the network operates needs to change as visitor markets are changing. The network is highly trusted by users and has a strong reputation among stakeholders but needs to evolve to remain relevant and more economically viable.

In 2019 the i-SITE New Zealand board initiated the Future Network Strategy, to identify measures that would make the network more relevant to visitors, owners and other stakeholders, including the communities that centres operate in. The outcomes of that programme of work were considered in a national i-Site business case completed in July 2021.

The business case found that standards and levels of service are inconsistent and there is a lack of long term planning for sustainability, capital investment for improvements, standardisation and digital strategy.

The recommended preferred way forward is a Tiered Network Model.

- Tier 1 locations would be concept stores in key locations. These would choose to meet higher membership requirements under an amended VIN Inc constitution and coinvest with the government in an internal upgrade to provide an enhanced visitor experience. They would continue to be members of VIN Inc.
- Tier 2 locations would operate under a secondary brand, with lower membership commitments to reflect their ongoing investment. They would not be members of VIN Inc. but would operate under a license agreement.

The two Tiers would work in partnership and be closely aligned. Tier 1 concept stores would work closely with the Tier 2 locations, with each promoting each other to customers.

In principle, NCC has determined that operation as a Tier 1 facility would be the preferred way forward for their Visitor Centre.

¹ i-SITE Business Case, Stafford Strategy, July 2021

4 Service delivery review methodology

4.1 Review steps

Morrison Low commenced a S17A review in early 2021 but this was put on hold due to the national review of i-SITEs and the preparation of the 'i-Site Business Case', prepared by Stafford Strategy for VIN Inc (July 2021). Following completion of the Business Case, work on the S17A review continued.

The key steps undertaken for this review were:

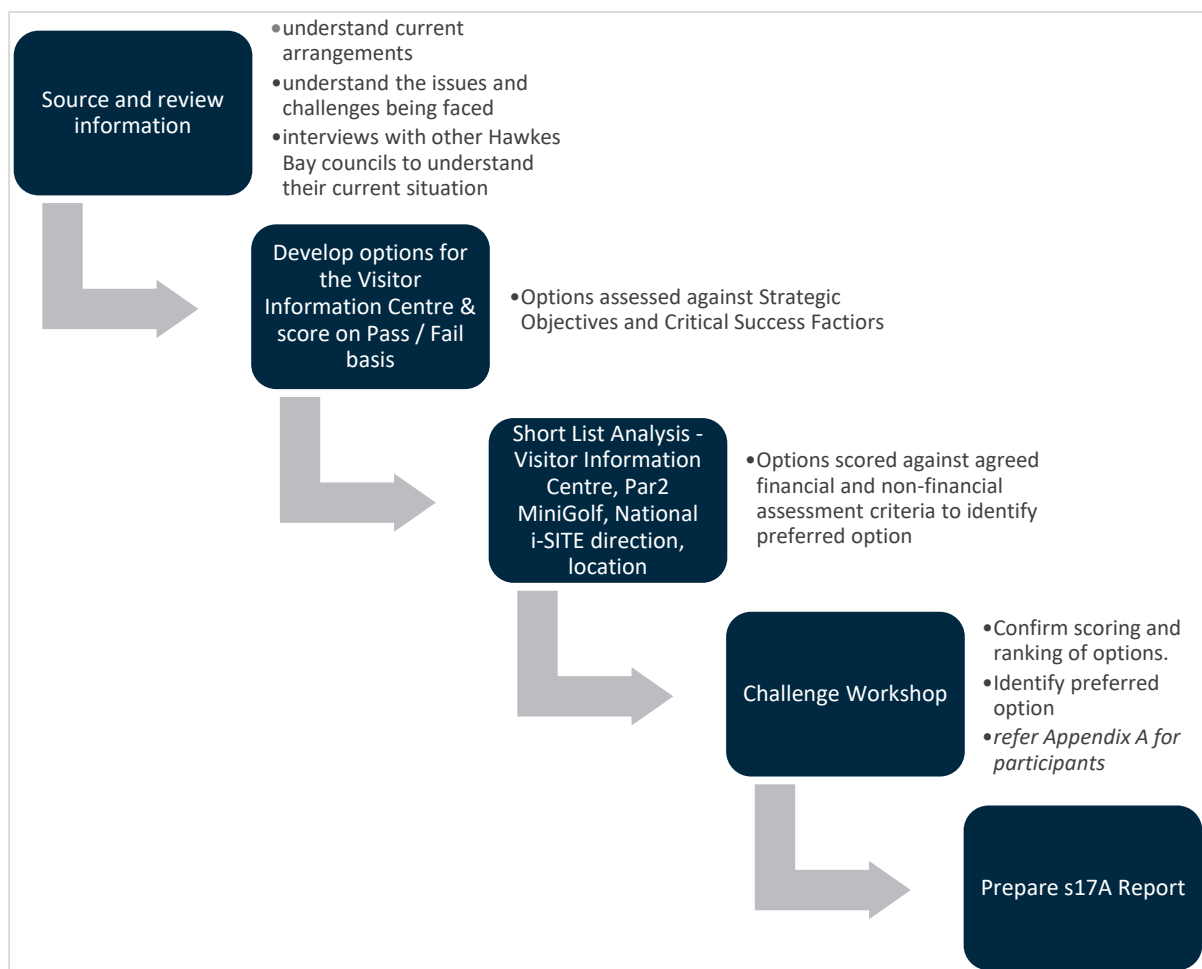


Figure 3 Review methodology

5 Current service delivery arrangements

5.1 Management Structure

The Visitor Centre and Par2 MiniGolf facilities form part of the Community Services Directorate as shown below in Figure 4.

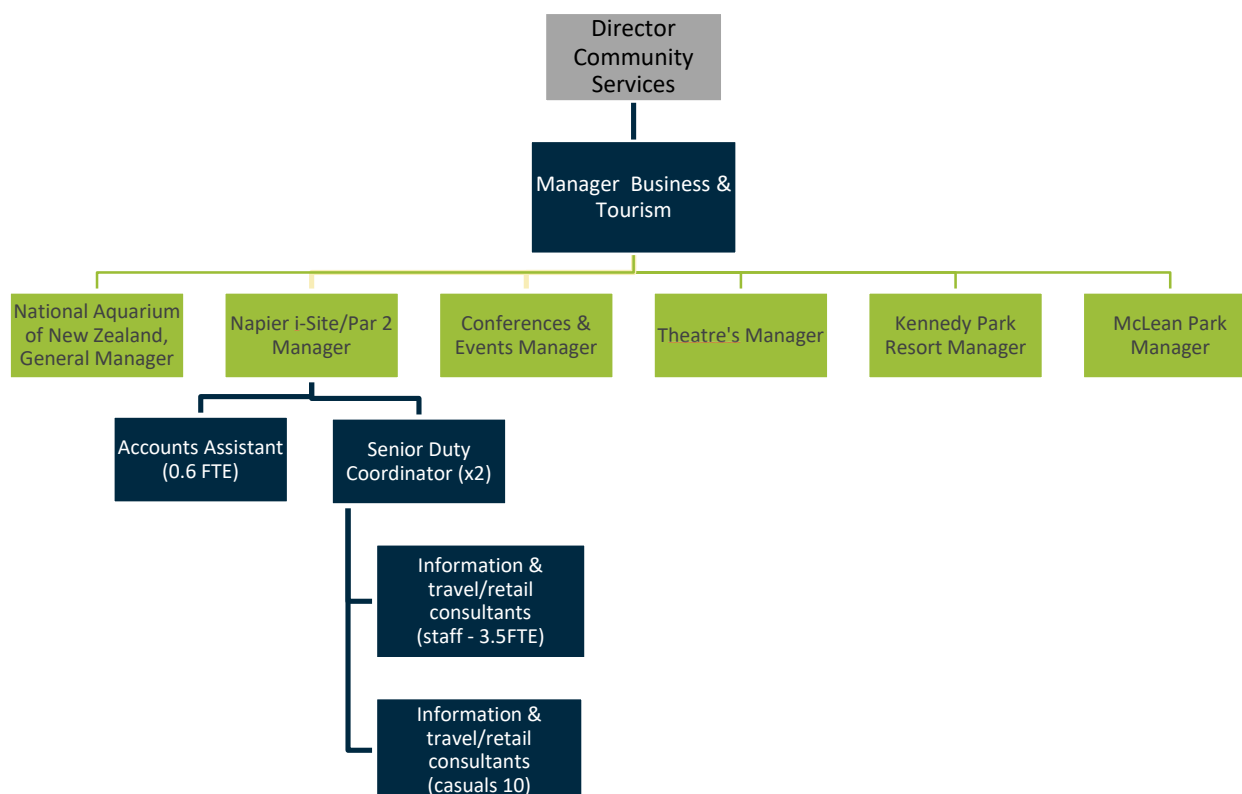


Figure 4 Community Services Organisation Structure

- The Visitor Centre/Par 2 Manager has three direct reports (2.6 FTE).
- The two full time Senior Duty Coordinators supervise frontline staff and also serve customers as required. Their staff include:
 - 3.5 FTE staff and 10 casuals employed on a shift basis.
 - Individuals work at both the Visitor Centre and Par 2 depending on seasonal requirements.
 - For safety reasons, a minimum of three frontline staff as well as an additional person to cover breaks is required to open the Visitor Centre. This fourth person also covers Par 2 breaks.

5.2 The facilities

5.2.1 Overview

The Visitor Centre and Par2 facility is located on Marine Parade, a key tourism area within Napier City. Asset management and planning is carried out in-house with external resources used as required. Operations are also undertaken in-house with employment of local staff.

5.2.2 Napier i-SITE Visitor Information Centre



The Napier Visitor Centre has been located on Marine Parade for about 40 years and provides visitor information for the people of Napier, Hawke's Bay and visitors, both domestic and international.

The Visitor Centre includes space to meet and talk to specialist consultants, an area dedicated to information and brochures about local businesses and tourism operators, and a gift shop. Functions of the Visitor Centre include:

- i-SITE visitor information – provides expert advice and booking services for both locals and visitors on accommodation, events, travel and tour bookings.
- Cruise passenger support (no business currently due to Covid-19).
- Department of Conservation (DOC) enquiries including hut and Great Walk bookings and permits.
- Public toilets and showers (not operated by the Visitor Centre but within the footprint of the building).

The Visitor Centre business has contributed in the order of \$16 million (2017) to the regional economy². The pre-Covid business model generated 6% growth annually and with innovative revenue generation the business was considered sustainable.

A condition assessment of the Visitor Centre building was completed in 2020³. The roof was identified as being in need of replacement and has been provided for in the 2021-31 LTP. Other works required over the next 10 years include weather tightness improvements, replacement of ventilation fans and painting of interior walls with estimated costs in the order of \$2 million. With renewals work having been deferred in recent years, a more recent condition assessment of the buildings has identified the need to address some of the remedial work urgently.

² 2017 Economic Impact Assessment for key NCC Visitor & Amenities Attractions

³ Summary Asset Management Plan – 472 – Visitor Information Centre - Grounds

The current building needs upgrading to meet future demand and changes in level of service expectations. Current building challenges include inadequate space and a lack of modern digital technology. The facility could also better make use of its views over the sea and proximity to the CBD and the sea.

5.2.3 Par2 MiniGolf



The Par2 MiniGolf is located immediately adjacent to the Visitor Centre and has two 18 hole courses, providing an anchor attraction to Marine Parade for visitors.

Complementing the Visitor Centre, the Par2 Minigolf generates consistent annual net profit back to the community and has 6% growth annually with no downturn in revenue as a result of Covid-19.

A condition assessment of the Par2 MiniGolf building was completed in 2020⁴. Provision has been made for renewal of the astroturf in 2026 (2021-31 LTP).

Although the MiniGolf is a popular activity, the existing courses are considered to be out of date. They have not changed since construction. Player numbers are good and have trended up slightly year on year, but the potential of the site is greater and development is essential to ensure locals continue to return. The profitability of the facility supports investment.

5.3 Financial information

5.3.1 i-SITE

The i-SITE operates at a loss and is funded through rates and user fees.

- **Revenue:** For 2021 \$190K against expenses of \$696K
- **Economics:** Rating policy target is 30% Rates and 70% Fees & Charges.
At April 2021: 73% rates and 27% fees & charges
2020: 50% rates and 50% fees & charges
2019: 45% rates and 55% fees & charges

5.3.2 Par2 MiniGolf

The Par2MiniGolf operates at a profit, some of which arguably offsets the losses of the i-SITE given the sharing of resources between the activities.

⁴ Summary Asset Management Plan 466- Par Two Building and Mini Golf - Grounds



- **Revenue:** For 2021 \$421K against expenses of \$261K
- **Economics:** Operating costs self funded – profitable

5.3.3 Renewals and capital works

Ongoing maintenance and renewals are planned in the 2021-31 LTP to keep the facility safe, welcoming, and fit for purpose. However, this provision is a reduction over previous LTPs as shown in the table below:

Table 1 LTP funding provisions for Visitor Centre and MiniGolf

LTP	Facility	Renewals Provision	Capital works provision	Comment
2021-31	i-SITE	\$590,000 over 10 years	Minor capital works \$164,000 over 10 years	No provision for upgrades over the next 10 years
	Par2 MiniGolf	\$276,000 renewals	\$124,000 level of service improvements	
2018-28*	i-SITE	\$1.04m was allowed for i-Site renewals and upgrade, primarily in first 3 years		Also recommendations to build a purpose-built tourism hub, which would include the MiniGolf and i-SITE as well as a cafe and other activities plus upgrades to visitor centre technology
	Par2 MiniGolf	\$2.1m Par 2 renewals and upgrades were provided for over 10 years		
2015-25	i-SITE	Provided for alterations for the Napier i-SITE to make it watertight, address health and safety issues for staff and to reduce offsite storage requirements		\$739,000 was allowed over 2016/17-2018/19 for i-Site alterations but this did not happen
	Par2 MiniGolf		Provision was also made for both golf courses at Par 2 MiniGolf to be upgraded.	

***The 2018-28 Long Term Plan** recognised the need to continually assess changing habits of visitors in a digital sense and adapt services and offerings to ensure Council are meeting the market and the levels of service. By rebuilding and investing, the facility would be a “go to” destination for locals and visitors with usability maximised and usage increasing.

5.4 Levels of service

Levels of service have been established for the Visitor Centre and Par2 in the 2021/31 Long Term Plan and relate to the provision of facilities for visitors and locals. Visitor numbers in particular show the impact of Covid-19 on the facilities.



Table 2 Levels of Service

Level of Service	Performance Measure	Performance 2018/19	Performance 2019/20	Target 2021/22
Napier i-SITE Visitor Information Centre				
Council provides an i-SITE facility for visitors and locals to Napier and Hawke's Bay to deliver tourism information and tour and accommodation services	Maintain Qualmark Silver rating	Achieved	Achieved	Maintain
	Visitor numbers per annum	198,368	161,748 (target 240,000) Facility closed 23 March 2020 due to Covid-19 restrictions and re-opened on 18 May 2020 at level 2	≥150,000
Par2 MiniGolf				
Council provides a Mini Golf facility as a visitor attraction and for local community use, which provides high customer satisfaction and a sustainable business	Maintain Qualmark Silver rating	Achieved	Achieved	Maintain
	Visitor numbers per annum	52,182	41,293 (target 43,000) Facility closed on 23 March 2020 due to Covid-19 restrictions and re-opened on 14 May 2020 at level 2	≥45,000
	Return on assets	23%	12% (target 25%) Not achieved due to facility closures during Covid-19 lockdown period adversely impacting revenue.	16%

6 Issues and opportunities

In undertaking this review, through discussions with staff and review of information, the following issues and opportunities were identified for the Visitor Centre and Par2 facilities.

6.1 Covid-19 impact

Border closures as a result of Covid-19 has meant virtually zero international tourism to Napier since March 2020.

Prior to the pandemic, Hawke's Bay typically welcomed approximately 72 cruise ships and 100,000+ visitors⁵ over the summer. Cruise ships to the Napier port in the past (years ending June 2018, 2019 and 2020) have led to local expenditure in excess of \$25million⁶.

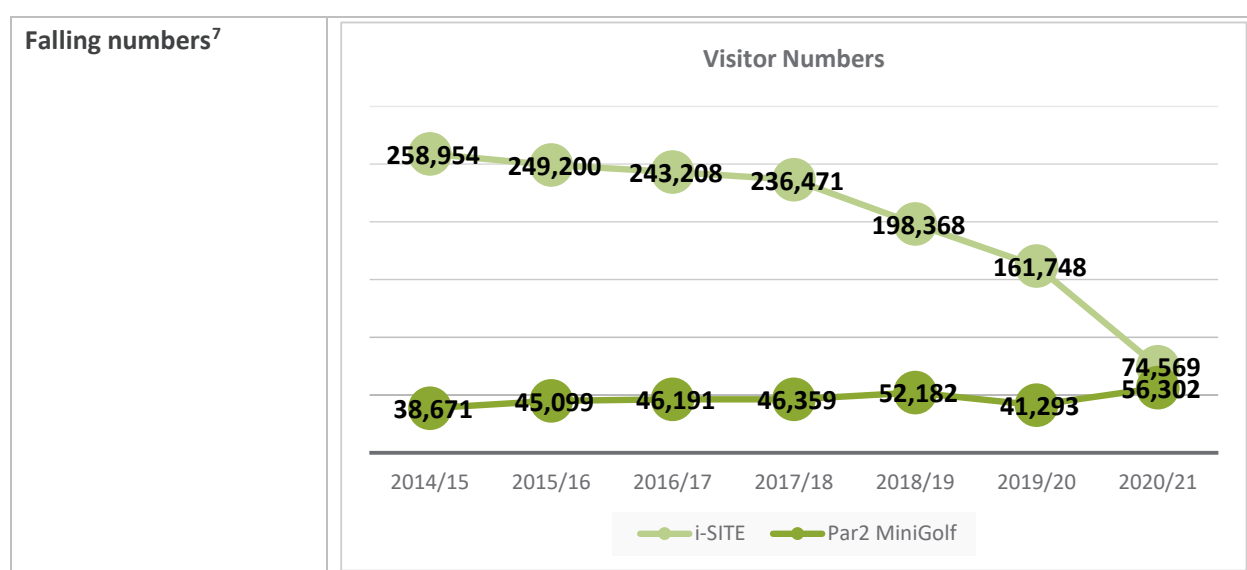
Both facilities were closed for eight weeks from the day Covid-19 alert level 4 came to effect and re-opened at alert level 2 with increased health and safety measures and a robust contact tracing process.

Since the return to business after the March/April/May 2020 lockdown the Visitor Centre has performed well against a newly set Post Covid-19/lockdown budget but compared to 2019 turnover and visitor numbers are well down. Par2 has performed far better than the Post Covid-19/lockdown budget and when compared to 2019 in both turnover and player numbers. Figures actually show an increase in visitor numbers for the Par2 for 2020/21.

Whilst the pandemic has had a significant negative impact on the tourism industry, it is anticipated that cruise ships and visitors will return. In the meantime, we have an opportunity to plan and prepare for an improved future service delivery.

6.2 Issues

There are a number of challenges facing the Napier Visitor Centre as summarised below:



⁵ Local Insights Report Hawke's Bay interim Regional Skills Leadership Group December 2020

⁶ <https://www.mbie.govt.nz/immigration-and-tourism/tourism-research-and-data/tourism-data-releases/tourism-and-the-economy/>

⁷ Visitor numbers data sourced from NCC Annual Reports



	<ul style="list-style-type: none"> • Also refer Section 6.1 above. • This data shows a gradual decline in Visitor Centre numbers with a sharper decline as a result of Covid-19 and the subsequent loss of international visitors in particular. • Numbers for the Par2 MiniGolf have been consistent across the last six years with a slight increase in 2020/21, despite Covid-19.
Operational costs	<ul style="list-style-type: none"> • Current payroll is more than double the revenue. • Corporate and IT overheads are also very high. • The Par 2 business has a low-cost base and is profitable but has seasonal peaks.
Funding constraints	<ul style="list-style-type: none"> • Par2 is funded as a user-pays operation. • The Visitor Centre is funded partly through user-pays but also through general rates. Some costs are offset by Par2. • Revenue generation is currently dependent on local and domestic visitors. • There is a general focus across most councils on Three Waters infrastructure due to the pending reform with consequent impact on funding of other activities.
The buildings	<ul style="list-style-type: none"> • Buildings must be maintained in a safe condition for staff and visitors. • Significant impending renewal costs e.g. new roof and water tightness improvements with an estimated cost of up to \$2 million. • Work is potentially required to improve earthquake resilience although a seismic assessment is yet to be completed. • The buildings do not currently provide the opportunity to expand services offered. • Climate change resilience with regard to waterfront location.
Relevancy	<ul style="list-style-type: none"> • Visitor Centre must adapt to be relevant for customers. • The facilities must understand the needs of its customer base and recognise the changes in the way networks operate, primarily as a result of digital technology.



6.3 Opportunities

If the Visitor Centre and Par2 are to continue as co-existing experiences, both need to change and grow together.

The facility should build on the provision of one-on-one expert personnel providing independent advice with the use of up-to-date technology.

Creation of a 'tourism hub'	<p>Development of the site to create a fit for purpose "iconic" tourism hub under one roof including, for example:</p> <ul style="list-style-type: none"> • A new retail area that has good flow and good engagement for the customer. • a state-of-the-art customer ticketing and information area that enables quick and efficient customer experiences. • Spaces for interactive information gathering and itinerary planning. • Improved staff, office and storage areas included in the design. • A redevelopment of both mini golf courses – an opportunity to emphasise and tell our unique regional story in a play environment. • A hospitality space that leverages the surrounding environment and views.
Additional revenue generation	<ul style="list-style-type: none"> • Potential for opportunities within the facility to increase revenue such as ancillary revenue from café, retail or advertising. Such opportunities are unlikely to be achievable without upgrades to the site buildings. • Option of running Par2 from the Visitor Centre building and then leasing the Par2 building as a separate operation. Some works would be required within the Visitor Centre building to accommodate this.
Digital information	<ul style="list-style-type: none"> • With the increased ability for people to search information online, the Visitor Centre needs to be able to facilitate the gap between the online information and the personal service and experience. • Potential to develop communication channels online for periods when the physical location is not active or staffed. • Converting enquiries and requests for free information into actual sales - technology can assist in this.
Collaboration	<ul style="list-style-type: none"> • Shared operations with Hastings and Wairoa i-SITES where value for NCC can be realised.



6.4 Regional considerations

Hawke's Bay Tourism is the Regional Tourism Organisation (RTO) for the entire Hawke's Bay region, encompassing Central Hawke's Bay, Hastings and Wairoa Districts and Napier City.

<https://hawkesbaytourism.nz/>

As part of the Section 17A review, consideration has been given to the opportunity to further collaborate with neighbouring councils.

Hastings i-SITE	Hastings District Council (HDC) are proposing to move their i-SITE to the redeveloped Hastings Municipal building located in Hastings CBD, as part of the Toitū facility, due for completion in 2022. This aligns with a change in focus by the council to provide a community hub in the CBD to make the most of foot traffic and to efficiently use resources that service facilities located together.
Wairoa i-SITE	<p>Wairoa District Council (WDC) has a small i-SITE that is focused on domestic tourists. In the past two years, there has been a focus on development with a move to digital information and planning for an education centre that will promote Wairoa's manaaki (hospitality) and local attractions such as Rocket Lab.</p> <p>The Te Wairoa E Whanake project is a \$4.8 million-dollar Provincial Growth Fund investment into Wairoa's town centre to assist in creating further retail, employment, social and educational opportunities. It is expected that the Wairoa i-SITE will move into the new buildings in 2022.</p>

Both HDC and WDC are interested in reviewing wider options for regional Hawke's Bay tourism offerings. For example, sharing regional revenue generation opportunities, technology and communication channels.



7 Service delivery options

7.1 Options assessment process

Options were identified and then assessed against a number of criteria.

A longlist of options for the Visitor Centre were assessed on a pass / fail basis against Strategic Objectives and Critical Success Factors (CSF).

Any option that failed against any Strategic Objective or CSF was excluded from further consideration. Options that passed were then shortlisted for scoring alongside options for the Par2 MiniGolf, National i-SITE directions and Visitor Centre location to identify the preferred options (agreed weightings were: strategic objectives – 20%, financial criteria - 40%, non-financial criteria 40%).

7.2 Assessment Criteria

7.2.1 Strategic Objectives

Vision: *For our i-SITE to be recognised as the valued source of New Zealand visitor information and bookings*

Mission: *To be with you for the whole journey – Plan, book, discover and share the experience together*

Taking into account NCC's strategic direction through its vision and mission for the activity, strategic objectives for the Visitor Centre were developed in consultation with NCC key staff, against which the service delivery options would be assessed. The strategic objectives are:

- A facility and service delivery that supports Council's Vision and Outcomes
- Achieves customer satisfaction through meeting adopted levels of service
- Supports happy, healthy, connected communities by providing access to recreation facilities and activities
- Optimises sustainability with cost effective activity and introduces economic benefit to the region.

7.2.2 Critical Success Factors

Each option for the Visitor centre was evaluated against a list of Critical Success Factors (CSF) which are typically used as part of a business case development.

Critical success factors are the attributes essential to successful delivery of the investment:

- Strategic fit
- Supplier capacity and capability
- Potential value for money
- Potential affordability
- Potential achievability



7.2.3 Financial and Non-Financial Assessment Criteria

Financial and non-financial criteria were developed in consultation with NCC key staff, against which the shortlisted Visitor Centre options were assessed alongside options for the Par2 MiniGolf, National i-SITE direction and Visitor Centre location.

Table 3 Assessment Criteria

Financial Criteria (40%)	Non-financial Criteria (40%)
<ul style="list-style-type: none"> Set up costs Direct service delivery costs Indirect (overhead) costs Potential to generate ancillary revenue 	<ul style="list-style-type: none"> Council capability and capacity to attract, retain and develop fit for purpose people and skills, management systems, processes and resources for proactive management of facilities Quality and efficient delivery of service Acceptable and manageable level of risk The ability to be agile and adaptable (respond quickly to changing expectations and requirements) Clear definition of roles & decision making responsibilities Simplicity of governance & contract management Keeping community services local (employ local staff) Supporting regional collaboration Economies of Scale Visibility / accessibility of facilities to visitors

7.3 Overview of the Visitor Centre options – the Long List

A range of options for alternative service delivery arrangements were considered for the Visitor Centre. This is not an exhaustive list of options but is designed to cover the range of practicable options to enable an assessment to be undertaken.

Table 4 describes the ten service delivery arrangement options for the Visitor Centre that have been assessed.

A high-level qualitative assessment of the viability of these options (the Long List) against Strategic Objectives and Critical Success Factors was completed. Options were assessed on a pass / fail basis and were excluded from further consideration where any option failed against any Strategic Objective or CSF.

Appendix B includes the full Long List Analysis.



Table 4 Service delivery options – Visitor Centre

Option	Description	Shortlisted (Y/N)	Justification
Option 1 Status quo Owned and operated in-house (by Council)	<ul style="list-style-type: none"> NCC owns the facility. NCC provides strategy and policy direction, asset management and operational services. Levels of service are based on historical patterns of delivery, with changes in response to community demand or changes in patterns of use. 	Y	Status Quo for comparison but not a sustainable / cost-effective model.
Option 2 Enhanced Status quo Owned by Council with in-house operations and improvements introduced	Status quo with improved systems/processes such as: <ul style="list-style-type: none"> Improved budgeting systems. Detailed costs of activities to inform budget. Tools to provide better understanding of asset management / facility maintenance requirements. Better use of visitor data / information to support improved operations management, service planning and budgeting. collaborative working with networks across NZ to drive efficiency. 	Y	More efficient service delivery although there would be some initial implementation costs. Some overlap with National i-site business case if progressed (to be assessed at short-list stage).
Option 3 Option 2 + Par2 MiniGolf	Par2 MiniGolf retained	Y	Revenue stream provided to Visitor Centre though MiniGolf operation.
Option 4 Upgraded facility - Tourism Hub	<ul style="list-style-type: none"> Upgraded facility (re-build) to support a Tourism Hub and provide for additional revenue stream with additional income to Council. Potential opportunities for an upgraded building / rebuild could include additional retail space, café , advertising space. 	Y	Additional revenue stream likely to be independent with space leased and/or Council taking a cut of revenue. Some overlap with National i-SITE business case if progressed (to be assessed at short-list stage).



Option	Description	Shortlisted (Y/N)	Justification
Option 5: Owned by Council with operations outsourced	<ul style="list-style-type: none"> Facility would continue to be owned by Council but the operations would be outsourced. Council continues to provide strategic direction and will be responsible for asset mgt / building maintenance and development. Delivery of services (operations) provided by an external provider through appropriate procurement process with contract managed by Council. 	Y	<p>Outsourcing option may drive efficiencies as operator will be seeking a greater return.</p> <p>Council would not have the responsibility to employ staff.</p> <p>Council would continue to manage the activity with the operator reporting to the i-Site Manager.</p> <p>Would likely only be attractive if the package included the Par2 MiniGolf as a revenue stream.</p>
Option 6 By CCO/CCTO owned by Council	<ul style="list-style-type: none"> Transfer of operations to a newly formed CCO/CCTO with a board of directors / committee. Council responsible for setting the CCO Statement of Intent (SOI) and monitoring CCO delivery. Council will retain a strategy and policy direction function. Potential 'enhanced' option for CCO/CCTO to be responsible for building maintenance. 	N	<p>Turnover of the facility does not justify the relatively high set up costs for a CCO/CCTO.</p> <p>Increases the risk to NCC as it adds complexity to the management of operations and maintenance of the facility.</p>
Option 7: By partnership between Council and other parties e.g. private and community	<ul style="list-style-type: none"> Management of facility transfers to a Trust, Joint Venture or other partnership arrangement e.g. iwi or a National i-Site group or commercial operator. 	N	<p>Turnover of the facility does not justify the relatively high costs for a developing and establishing a partnership.</p> <p>As a 'business, the i-SITE would be unlikely to attract, or warrant, a partnership approach with the private sector.</p> <p>This model would likely add additional cost for little clear benefit over the current arrangement.</p> <p>There may be future opportunities to partner with community groups for example for the Par2 MiniGolf.</p>



Option	Description	Shortlisted (Y/N)	Justification
Option 8: By shared service agreement with another council(s)	<ul style="list-style-type: none"> Council enters into shared services agreement with other HB Council/s to manage and provide the i-Site services. Would have governance / committee arrangement overseeing the joint delivery of the services. Sites continue to be owned / leased by respective councils. NCC and other council(s) provide their own strategy, policy direction and asset management services but enter into a formal shared services arrangement to manage and provide planning and/or operational services, typically requiring: <ul style="list-style-type: none"> managers from each council overseeing the planning and joint delivery of the service. managers from each council overseeing the asset management programme for each facility 	Y	<p>Investigate further - some potential for more efficient services.</p> <p>This may support the Tier 1 / Tier 2 approach of the National i-SITE business case with a central Tier 1 hub supporting Tier 2 locations.</p>
Option 9: By joint CCO/CCTO owned by Council and another local authority	<ul style="list-style-type: none"> Similar to option 6 but with one or more of the other HB Councils as joint owners. Some potential for reduced operational costs but likely to be relatively high set-up costs. Potential 'enhanced' option for CCO/CCTO to be responsible for building maintenance. 	N	<p>Turnover of the facility does not justify the relatively high set up costs for a CCO/CCTO.</p> <p>Increases the risk to NCC as it adds complexity to the management of operations and maintenance of the facility.</p> <p>The main challenge would be around governance and shared intent/objectives between councils.</p>
Option 10: Council Opts Out / Service delivered by a party other than Council	<ul style="list-style-type: none"> i-Site facility discontinued 	N	Does not meet any strategic objectives, in particular providing the service to the public.



7.4 Analysis of shortlisted options

The five shortlisted service delivery options for the Visitor Centre were scored against the strategic objectives, financial assessment criteria and non-financial assessment criteria alongside options for the Par2 MiniGolf, National i-SITE options and Visitor Centre location.

The draft results were presented and discussed with senior managers. Table 5 presents the final ranking of the options and commentary on the assessment.

Appendix C contains the full Options Assessment with scoring.

7.4.1 Visitor Centre

The preferred option for the Visitor Centre is to retain the facility but develop it as a 'Tourism Hub'. Whilst this will have a significant cost, an upgraded facility would provide for additional revenue streams and would attract visitors to the Visitor Centre and Par2 through a quality and efficient service, supporting visitor spend across Napier and the Hawkes Bay region. The proposed Tourism Hub would incorporate improvements to systems and processes with a more efficient and sustainable business model. This option also best supports Strategic Objectives.

The Visitor Centre has been heavily impacted by Covid-19, in particular with the loss of cruise ship visitors. This together with a change in behaviour and the way people use visitor centres (with more information being accessed online) has meant that the status quo is no longer a sustainable business model. The building would still require significant investment due to its condition with no added benefit.

A shared service arrangement with other Hawkes Bay Councils was assessed but not considered a preferred way forward with little benefit to NCC.



Table 5 Ranking of service delivery options – Visitor Centre

Rank	Option	Description	Score	Summary of assessment
1	Option A4: Upgraded facility - Tourism Hub	Upgraded facility (re-build) to support a tourism Hub and provide for additional revenue stream with additional income to Council. Potential opportunities for an upgraded building / rebuild could include additional retail space, café , advertising space.	4.08	Benefits of option A3 PLUS Additional revenue stream highly dependent on future upgrades to the facility. Within the current facility, the additional revenue stream would be limited to the Par2 MiniGolf. This may be extended to cafe / additional retail / advertising if the building is upgraded. An upgraded facility providing for additional revenue streams and will make the business model more resilient. Additional revenue streams will have a flow on benefit of getting 'people through the door' which would further support the MiniGolf and Visitor Centre operations. <i>Further assessment of financial required to support facility upgrade.</i>
2	Option A3: Enhanced Status Quo + Par2 MiniGolf	Enhanced status quo as per Option A2 PLUS <ul style="list-style-type: none">Revenue stream provided to Visitor Centre through MiniGolf operation.	3.94	Benefits of option A2 PLUS Within the current facility, the additional revenue stream would be limited to the Par2 MiniGolf. As a profit-making operation, inclusion of the MiniGolf as part of the revenue for the Visitor Centre will have benefits with or without the cruise ship industry. Could consider option of moving Par2 operation into Visitor Centre building - would need some work and Par2 building could be demolished or leased for alternative use.



Rank	Option	Description	Score	Summary of assessment
3	Option A2 Enhanced status quo	<p>Status quo with improved systems/processes such as:</p> <ul style="list-style-type: none"> Improved budgeting systems. Detailed costs of activities to inform budget. Tools to provide better understanding of asset management / facility maintenance requirements. Better use of visitor data / information to support improved operations management, service planning and budgeting. 	3.72	<p>An enhanced status quo with improved systems and processes would provide a more efficient and sustainable business model.</p> <p>Some initial implementation costs.</p> <p>Whilst this option would better deliver services, the added benefits of Options A3 and A4 are considered higher.</p>
4	Option A5: By shared service agreement with other council/s	<ul style="list-style-type: none"> Council enters into shared services agreement with other HB Council/s to manage and provide the Visitor Centre services. Would have governance / committee arrangement overseeing the joint delivery of the services. 	3.32	<p>Some potential for more efficient services but would need to better understand potential benefits and dis-benefits to NCC (likely more beneficial to other councils than NCC).</p> <p>This may support the tiered approach of the National Visitor Centre business case with a central Tier 1 hub supporting Tier 2 locations.</p>
5	Option A1 Status Quo	<ul style="list-style-type: none"> Council continues to own and operate the Visitor Centre. Council provides strategy and policy direction, asset management / building maintenance and operational services. <p><i>(does not take Par2 into account)</i></p>	3.26	Not a sustainable / cost-effective model.



Rank	Option	Description	Score	Summary of assessment
6	Option A6 Operations outsourced	<ul style="list-style-type: none"> Facility would continue to be owned by Council but the operations would be outsourced to external provider through appropriate procurement process with contract managed by Council. Council continues to provide strategic direction and will be responsible for asset mgt / building maintenance and development. 	3.26	<p>Outsourcing option may drive efficiencies as operator will be seeking a greater return.</p> <p>Council would not have the responsibility to employ staff.</p> <p>Would likely only be attractive if the package included the Par2 MiniGolf as a revenue stream.</p> <p>Could be too complex an arrangement where Council would want to keep control of the operations and revenue generation and may be complications with the Tier 1 option if outsourced.</p>



7.4.2 Par2 MiniGolf

Being a profitable activity, discontinuing the Par2 is not considered a viable option.

The preferred option is to retain the Par2 MiniGolf and to manage it as a combined activity with the Visitor Centre, supporting operational efficiencies. The Visitor Centre and Par2 use the same staff, with this option giving even greater flexibility to share staff.

Outsourcing of operations was also considered but this option loses the benefits of the Visitor Centre and Par2 currently being closely linked.

Table 6 Ranking of service delivery options – Par2 MiniGolf

Rank	Option	Description	Score	Summary of assessment
1	Option B3 Mini Golf combined with the Visitor Centre operation	<ul style="list-style-type: none"> Council continues to own the site and operate / manage the MiniGolf but as a combined activity operating with Visitor Centre. Managed as one activity with one cost-centre (separate budget lines). Staff employed by Council (including casuals). 	4.18	<ul style="list-style-type: none"> Key revenue for the site. Supported by visitors to the Visitor Centre as well as locals. Each operation accountable for itself in terms of performance. Same management structure as B2. Greater flexibility to share staff. Some efficiencies in management of staff over Option B2. Appropriate systems will still enable monitoring of the 2 operations individually. <p><i>Further financials review recommended to assess Option B2 vs B3</i></p>
2	Option B2 Status Quo: Owned and operated by Council (managed as part of the Visitor Centre)	<ul style="list-style-type: none"> Status quo with Council owning the site and operating / managing the MiniGolf. Activity managed by Visitor Centre Manager. Staff employed by Council (including casuals). 2 separate cost-centres. 	4.12	<ul style="list-style-type: none"> Key revenue for the site. Supported by visitors to the Visitor Centre as well as locals. Potential option with the 2 operations so closely linked, shared resources and revenue benefits. <p><i>Further financials review recommended to assess Option B2 vs B3</i></p>
3	Option B4 Mini Golf operates as stand-alone activity	<ul style="list-style-type: none"> Council continues to own the site and operate / manage the MiniGolf but as a stand-alone business unit with its own budget, management structure etc. 	3.86	<ul style="list-style-type: none"> Key revenue for the site. Supported by visitors to the Visitor Centre as well as locals. Each operation accountable for itself in terms of performance.



Rank	Option	Description	Score	Summary of assessment
	under Business and Tourism Group	<ul style="list-style-type: none"> Staff employed by Council (including casuals). 		<ul style="list-style-type: none"> Would need its own management structure - some cost. May lose some of the benefits of sharing staff, depending on the structure. <p><i>Further financials review recommended to assess Option B2 vs B3</i></p>
4	Option B5 Owned by Council, operations outsourced	<ul style="list-style-type: none"> Facility would continue to be owned by Council but the operations would be outsourced. Council continues to be responsible for maintenance and development. Delivery of services / operations provided by an external provider through appropriate procurement process with contract managed by Council. 	3.68	<ul style="list-style-type: none"> Outsourcing option may drive efficiencies depending on format of contract and performance measures. Council would not have the responsibility to employ staff and could consider whether or not to manage the operation / maintain the facility as part of the procurement planning. Would lose the benefit of sharing resources between the Visitor Centre and the Par2.
5	Option B1 Opt-out	<ul style="list-style-type: none"> Discontinue MiniGolf operation. Land could potentially be leased to private operator. 	3.32	<ul style="list-style-type: none"> NCC would no longer operate the MiniGolf which is a key source of revenue for the site. Potentially revenue from lease of land but NCC would have limited control over operations. Would not have flexibility to share staff across both facilities.



7.4.3 National direction

The final outcome of the National i-SITE Business Case is yet to be released but assuming the tiered system proceeds, the preferred option will be for the Visitor Centre to be a Tier 1 operator. This supports the desired direction of NCC to develop a Tourism Hub.

Table 7 Ranking of service delivery options – National Direction

Rank	Option	Description	Score	Summary of assessment
1	Option C1 Tier 1	<ul style="list-style-type: none"> Visitor centre would be a 'Concept store' with higher membership requirements under an amended VIN Inc Constitution and co-invest with govt in an internal upgrade to provide an enhanced visitor experience. Operation would be a 'hub' working closely with Tier 2 sites. Costs for fit out likely to be 50/50 split with central govt. 	4.1	<ul style="list-style-type: none"> Still part of VIN and the support that brings. Benefit of upgrades being partly funded through central govt. Fit outs likely to range from \$200k-\$500k. Upgrades to the building would still be required.
2	Option C2 Tier 2	<ul style="list-style-type: none"> Visitor centre would operate as a 'Secondary brand' with reduced membership requirements. Would operate under a license agreement (not part of VIN Inc). Fit-outs would be self-funded. 	3.44	<ul style="list-style-type: none"> Still part of VIN but would be fewer requirements in terms of standardising fitouts etc. No central govt contribution to future fitouts.
3	Option C3 Opt-out	<ul style="list-style-type: none"> NCC exits the Visitor Information Network Inc (VIN). NCC could still operate independent facility or could close the facility altogether. <p><i>For the purpose of this exercise, assume still in operation as an independent (opting out completely has already been dismissed in the long list assessment for the Visitor Centre)</i></p>	3.2	<ul style="list-style-type: none"> No longer part of VIN and the support that that would bring. No central govt support.



7.4.4 Location

The preferred option is to retain the Visitor Centre in its current location, on the Marine Parade waterfront, albeit as an upgraded facility. The Visitor Centre has been located here for about 40 years and is in the heart of the tourist area. It is easily accessible to tour buses, is highly visible and being on the waterfront, has easy wayfinding for visitors.

The second preferred option is to move the operation to an already-established facility (owned and / or operated by NCC), in particular if the option of upgrading the existing facility is not deemed viable by decision-makers.

Following the Challenge Workshop, NCC completed a separate a more in-depth review of location options with the findings supporting the preferred way forward identified here.

The likely cost of a new-build on an alternative site is considered prohibitive and whilst there would be some benefit in locating the Visitor Centre within the proposed Civic Precinct, space would be limited (which would not support the preferred Tier 1 operation under the national context) and the Par2, a key revenue source with shared resources) would unlikely be able to relocate there.

Table 8 Ranking of service delivery options – Location of facility

Rank	Option	Description	Score	Summary of assessment
1	Option D2 Current site - upgraded 'Tourism hub'	<ul style="list-style-type: none"> Maintain the facility in its current location. Facility upgraded to provide for new 'tourism hub'. Anchored tenants to provide additional revenue source e.g. retail, café, advertising. 	4	<ul style="list-style-type: none"> Benefits of current location include proximity to CBD, visibility and accessibility (along the popular Marine Parade), parking, in particular for tour buses, easy access from the Port for cruise passengers. An upgraded facility in the existing location will provide for additional revenue streams and will make the business model more resilient. <p><i>Financial benefits of a new upgraded facility in this location should be further assessed to allow more robust comparison between options.</i></p>
2	Option D4 Relocate to another alternative site (already established)	<ul style="list-style-type: none"> Move the Visitor Centre (with or without the Par2MiniGolf) to a new but established site considered appropriate for use. Potential option could be Conservation House assessed second in the location assessment (Refer to Appendix D Location Options Detailed Assessment). 	3.9	<ul style="list-style-type: none"> Likely significant costs for upgrade. However, could be a viable option if connected with another NCC-led / owned facility. Could be a cost-effective solution if current site not upgraded to meet desired levels of service.



Rank	Option	Description	Score	Summary of assessment
3	Option D1 Current site	<ul style="list-style-type: none"> Maintain the facility in its current location No upgrade to the facility - assessment assumes renewals to maintain the facility only. 	3.88	<ul style="list-style-type: none"> Benefits of location include proximity to CBD, visibility and accessibility (along the popular Marine Parade), parking, in particular for tour buses, easy access from the Port for cruise passengers. Makes sense to retain current location.
5	Option D5 Relocate to another alternative site (new build)	<ul style="list-style-type: none"> Move the Visitor Centre (with or without the Par2MiniGolf) to a new site - complete new-build (fit-for-purpose site). 	3.78	<ul style="list-style-type: none"> Likely significant costs would likely be prohibitive, in particular a new build option. Benefits in development of fit-for-purpose facility.
4	Option D3 Relocate to new Civic Precinct / city centre	<ul style="list-style-type: none"> Move the i-Site to the planned Civic Precinct. Unlikely to be able to move the Par2 MiniGolf to same site. Current site to be leased or sold or used for alternative activity. 	3.64	<ul style="list-style-type: none"> Some benefit in being located with other Council businesses but would lose its visibility and accessibility to tourists. Limited space (40-65m2) would likely limit operation to a Tier 2 facility under the National direction assessment. Par2 MiniGolf would not be part of same facility.



7.5 Preferred option

7.5.1 Overview

Whilst the pandemic has had a significant negative impact on the tourism industry, it is anticipated that cruise ships and visitors will return. In the meantime, we have an opportunity to plan and prepare for an improved future service delivery.

The overall preferred option is to retain the Visitor Centre, upgraded as a Tourism Hub, in its current location with the Par2 MiniGolf operating alongside it as part of the same cost-centre.

The impact of Covid-19 together with a change in behaviour and the way people use visitor centres (with more information being accessed online) has meant that the status quo is no longer a sustainable business model. The building would also still require significant investment due to its condition with no added benefit.

Specific to each element of the review, the preferred options are:

- To retain the Visitor Centre but to upgrade the facility as a 'Tourism Hub' to provide for additional revenue streams, attracting visitors to the Visitor Centre and Par2 through a quality and efficient service and subsequently supporting visitor spend across Napier and the Hawkes Bay region.
An upgraded facility will better provide for additional revenue streams and will make the business model more resilient. Improvements to systems and processes will also support a more efficient and sustainable business model.
This option also best supports Strategic Objectives.
- To combine the Par2 MiniGolf with the Visitor Centre as one activity with one cost-centre.
Will support operational efficiencies and provide flexibility in resourcing the Visitor Centre and Par2.
- Dependent on the outcome of the final National i-SITE Business Case, operate the Visitor Centre as a 'Tier 1' facility.
This will support an upgraded Visitor Centre and the desired future direction.
- The current location is preferred, being accessible, highly visible, central to the Napier tourism and waterfront area and has easy wayfinding for visitors.

7.5.2 Location

Following the Challenge Workshop held 25 November 2021, the options for location were further assessed by NCC. Whilst the option for the development of a Tourism Hub was agreed as the future direction of the Visitor Centre, the workshop identified the need to further explore alternative options to the current site.

NCC considered a number of alternative sites, scoring each option against:

- Accessible spaces
- Ease of development
- Appropriate city activation
- Connectivity
- Displacement effects



From the assessment, the two preferred locations were:

1. The Napier Visitor Centre (current site)
2. Conservation House (Department of Conservation building, Marine Parade)

The assessment is included in Appendix D and scores the current site slightly higher than Conservation House, primarily based on the ability to provide suitable space and flexibility for the proposed activity/s and the ease of development.

This more detailed assessment supported the findings of the S17A assessment (section 7.4.4 above)



8 Next Steps

This S17A review has confirmed that NCC should continue to provide a Visitor Centre but there is a need to invest in a new facility. The current facility requires significant repairs and needs to be better set up for modern tourism.

The first step for a new facility would be a business case to support investment. As part of that, the following should be considered:

- Develop indicative concept design and cost estimates.
- Identify potential for revenue generation with an upgraded facility.
- Further assessment of the two potential locations (current site and Conservation House to determine the preferred site).
- Identify and engage with key stakeholders / partners.

NCC also needs to formalise any arrangements for the national i-SITE network, depending on the final outcome from the national review.



Appendix A Challenge Workshop Participants

The following attendees took part in the Challenge workshop, held 25 November 2021 at Napier City Council:

- Antoinette Campbell (Director Community Services, NCC)
- Steve Gregory (Manager Business and Tourism, NCC)
- Jane Libby (Napier i-SITE Manager, NCC)
- Keith Price (NCC Councillor)
- Ronda Chrystal (NCC Councillor)
- Georgina King (Urban Design Lead)
- Jon Kingsford (Director of Programme Delivery, NCC) - via videoconference
- Adele Henderson (Director Corporate Services, NCC)
- Bill Roberts (Economic Development Manager, NCC)
- Darran Gillies (Community Services Programme Manager, NCC)
- Alice Grace (Director, Morrison Low) - via videoconference
- Linda Cook (Senior Consultant, Morrison Low)



Appendix B Long List Options Assessment – i-Site

vice group:	Community Services		<div>This section 17(a) framework and set of templates is provided as a guide only. Morrison Low & Associates Ltd does not accept any liability for the independent use of the templates.</div>							
ent:	Napier City Council	Yes								
view date:	Oct-21	Part								
rsion	Draft	No								
	Governance and Funding in-house							Governance and Funding by joint committee or other shared governance arrangement		Council Opts Out
	Status Quo	Enhanced Status Quo	Ancillary Revenue		Out-source operations	CCO/CCTO	Partnership	Shared Services	CCO/CCTO	Discontinue
vice delivery options	Option 1: Status Quo: Owned and operated in-house (by Council)	Option 2: Enhanced status quo / Do-minimum: Owned and operated in-house with improved systems	Option 3: Option 2 + Par2 MiniGolf	Option 4: Upgraded facility - Tourism Hub	Option 5: Owned by council, operations out-sourced	Option 6: By CCO/CCTO owned by Council	Option 7: By partnership between Council and other parties e.g. private and community	Option 8: By shared service agreement with another council(s)	Option 9: By joint CCO/CCTO owned by Council and another local authority	Option 10: Council Opts Out / Service delivered by a party other than Council
scription of option:	Council continues to own and operate the Visitor Centre Council provides strategy and policy direction, asset management / building maintenance and operational services. Levels of service are based on historical patterns of delivery, with changes in response to community demand or changes in patterns of use.	Status quo with improved systems / processes such as: • Improved budgeting systems • Detailed costs of activities to inform budget • Tools to provide better understanding of asset management / facility maintenance requirements • Better use of visitor data / information to support improved operations management, service planning and budgeting • collaborative working with networks across NZ to drive efficiency	Revenue stream provided to Visitor Centre though MiniGolf operation	Upgraded facility (re-build) to support a Tourism Hub and provide for additional revenue stream with additional income to Council. Potential opportunities for an upgraded building / rebuild could include additional retail space, café , advertising space.	Facility would continue to be owned by Council but the operations would be outsourced Council continues to provide strategic direction and will be responsible for asset mgt / building maintenance and development Delivery of services (operations) provided by an external provider through appropriate procurement process with contract managed by Council	Transfer of operations to a newly formed CCO/CCTO with a board of directors / committee. Council responsible for setting the CCO Statement of Intent (SOI) and monitoring CCO delivery Council will retain a strategy and policy direction function Potential 'enhanced' option for CCO/CCTO to be responsible for building maintenance	Management of facility transfers to a Trust, Joint Venture or other partnership arrangement e.g. Iwi or a National i-Site group or commercial operator	Council enters into shared services agreement with other HB Council/s to manage and provide the Visitor Centre services. Would have governance / committee arrangement overseeing the joint delivery of the services. Sites continue to be owned / leased by respective councils NCC and other council(s) provide their own strategy, policy direction and asset management services but enter into a formal shared services arrangement to manage and provide planning and/or operational services	Similar to option 6 but with one or more of the other HB Councils as joint owners. Some potential for reduced operational costs but likely to be relatively high set-up costs Potential 'enhanced' option for CCO/CCTO to be responsible for building maintenance	Visitor Centre facility discontinued
ategic objectives:										
acility and service delivery that supports Council's vision (A vibrant and sustainable city for all) and Mission to provide the facilities and services, the environment and leadership, plus encouragement for economic opportunities to make Napier the best city in New Zealand in which to work, raise a family and enjoy a safe and satisfying life)	Part	Part	Yes	Yes	Part	Part	Part	Part	Part	No
heaves customer satisfaction through meeting adopted levels of service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
pports happy, healthy, connected communities by providing access to recreation facilities and activities	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
minimise sustainability with cost effective activity and reduces economic benefit to the region	No	Part	Part	Yes	Part	Part	Part	Part	Part	No
ritical Success Factors										
ategic fit and business needs	Part	Yes	Yes	Yes	Part	Part	Part	Part	Part	No
ential value for money	No	Part	Part	Yes	Part	No	No	Part	No	No
pplier capacity and capability	Yes	Yes	Yes	Yes	Yes	Yes	Part	Part	Part	n/a
ential affordability	Yes	Part	Part	Part	Part	No	No	Part	No	Yes
ential achievability	Yes	Yes	Part	Part	Part	Part	Part	Part	Part	Yes
verall assessment:	Shortlisted as the status quo comparator	Shortlisted	Shortlisted	Shortlisted	Shortlisted	Not recommended	Not recommended	Shortlisted	Not recommended	Discounted
mmmentary:	Not a sustainable / cost-effective model	More efficient service delivery although there would be some initial implementation costs. Would improve overall experience for users - both walk-ins and online services Some overlap with National i-site business case if progressed (to be assessed at short-list stage)	Par2 MiniGolf provides revenue stream to the Visitor Centre. Some overlap with National i-site business case if progressed (to be assessed at short-list stage)	Additional revenue stream likely to be independent with space leased and/or Council taking a cut of revenue. This is the preferred way forward but is dependent on funding. Some overlap with National i-site business case if progressed (to be assessed at short-list stage)	Outsourcing option may drive efficiencies depending on format of contract and performance measures. Council would not have the responsibility to employ staff Council would continue to manage the activity with the operator reporting to the Visitor Centre Manager. Would likely only be attractive if the package included the Par2 MiniGolf as a revenue stream	Turnover of the facility does not justify the relatively high set up costs for a CCO/CCTO	Turnover of the facility does not justify the relatively high costs for a developing and establishing a partnership	Likely higher benefits for other HB councils than for NCC This may support the Tier 1 / Tier 2 approach of the National i-Site business case with a central Tier 1 hub supporting Tier 2 locations.	Turnover of the facility does not justify the relatively high set up costs for a CCO/CCTO	Does not meet any strategic objectives, in particular providing the service to the public



Appendix C Short List Options Assessment

Service group:		Community Services	Potential benefits of the option:		This section 17(a) framework and set of templates is provided as a guide only. Morrison Low & Associates Ltd does not accept any liability for the independent use of the templates.		
Client:		Napier City Council	5				
Review date:		Jan-22	3				
Version:		Final Draft	1				
A: Visitor Centre (from Longlist)							
Service delivery options		Option A1: Status Quo: Owned and operated in-house (by Council)	Option A2 Enhanced status quo / Do-minimum: Owned and operated in-house with improved systems	Option A3: Option A2 + Par2 MiniGolf	Option A4: Upgraded facility - Tourism Hub	Option A5: By shared service agreement with another council(s)	Option A6: Owned by council, operations out-sourced
Description of option:		Council continues to own and operate the Visitor Centre Council provides strategy and policy direction, asset management / building maintenance and operational services. (does not take Par2 into account)	Status quo with improved systems/processes such as: • Improved budgeting systems • Detailed costs of activities to inform budget • Tools to provide better understanding of asset management / facility maintenance requirements • Better use of visitor data / information to support improved operations management, service planning and budgeting	Revenue stream provided to Visitor Centre though MiniGolf operation	Upgraded facility (re-build) to support a tourism Hub and provide for additional revenue stream with additional income to Council. Potential opportunities for an upgraded building / rebuild could include additional retail space, café , advertising space.	Council enters into shared services agreement with other HB Council/s to manage and provide the Visitor Centre services. Would have governance / committee arrangement overseeing the joint delivery of the services.	Facility would continue to be owned by Council but the operations would be outsourced to external provider through appropriate procurement process with contract managed by Council Council continues to provide strategic direction and will be responsible for asset mgt / building maintenance and development
Further assessment required?		No	Yes	Yes	Yes	Yes	Yes
Strategic objectives:		Weight (20%)					
Facility and service delivery that supports Council's Vision (A vibrant and sustainable city for all) and Mission (To provide the facilities and services, the environment and leadership, plus encouragement for economic opportunities to make Napier the best city in New Zealand in which to work, raise a family and enjoy a safe and satisfying life)		30%	3	3	4	5	3
Increases customer satisfaction through meeting adopted levels of service		30%	3	3	3	3	3
Supports happy, healthy, connected communities by providing access to recreation facilities and activities		20%	3	4	4	4	4
Promotes sustainability with cost effective activity and introduces economic benefit to the region		20%	3	3	3	4	3
Score - Strategic Objectives			3	3.2	3.5	4	3.2
Financial criteria:		Weight (40%)					
Setup costs		20%	5	4	4	2	4
Governance and management costs		30%	3	5	5	5	3
Operational costs		30%	3	4	4	4	3
Potential to generate ancillary revenue		20%	2	2	4	5	3
Score - Financial			3.2	3.9	4.3	3.9	3.3
Non-financial criteria:		Weight (40%)					
Council capability and capacity to attract, retain and develop fit for purpose people and skills, management systems, processes and resources for proactive management facilities		15%	2	3	3	4	2
Quality and efficient delivery of service		20%	3	4	4	5	3
Acceptable and manageable level of risk		5%	3	3	3	3	2
The ability to be agile and adaptable (respond quickly to changing expectations and requirements)		10%	3	3	3	4	2
Clear definition of roles & decision making responsibilities		10%	3	3	3	3	4
Clarity of governance & management		5%	5	5	5	5	4
Employing community services local (employ local staff)		5%	5	5	5	5	3
Supporting regional collaboration		5%	3	3	3	3	3
Economies of Scale		5%	3	3	3	4	3
Ability / accessibility of facilities to visitors		20%	5	5	5	5	5
Score - Non-Financial			3.45	3.8	3.8	4.3	3.25
Total score (financial & non-financial):		100%	3.26	3.72	3.94	4.08	3.26
Overall ranking:			5	3	2	1	6
Strategic Objectives ranking			5	3	2	1	3
Financial benefit ranking:			5	3	1	2	4
Non-financial benefit ranking:			5	2	2	1	6
Overall assessment:		Not recommended	Potential option	Preferred option	Preferred option	Potential option	Not recommended
Commentary:		Not a sustainable / cost-effective model	An enhanced status quo with improved systems and processes would provide a more efficient and sustainable business model. Some initial implementation costs. Some overlap with National Visitor Centre business case if progressed	Benefits of option A2 PLUS Within the current facility, the additional revenue stream would be limited to the Par2 MiniGolf As a profit-making operation, inclusion of the MiniGolf as part of the revenue for the Visitor Centre will have benefits with or without the cruise ship industry. Could consider option of moving Par2 operation into Visitor Centre building - would need some work and Par2 building could be demolished or leased for alternative use	Benefits of option A3 PLUS Additional revenue stream will highly dependent on future upgrades to the facility. Within the current facility, the additional revenue stream would be limited to the Par2 MiniGolf. This may be extended to cafe / additional retail / advertising if the building is upgraded. An upgraded facility providing for additional revenue streams and will make the business model more resilient. Additional revenue streams will have a flow on benefit of getting 'people through the door' which would further support the MiniGolf and Visitor Centre operations. Further assessment of financial required to support facility upgrade.	Some potential for more efficient services but would need to better understand potential benefits and dis-benefits to NCC (likely more beneficial to other councils than NCC) This may support the Tier 1 / Tier 2 approach of the National Visitor Centre business case with a central Tier 1 hub supporting Tier 2 locations.	Outsourcing option may drive efficiencies as operator will be seeking a greater return. Council would not have the responsibility to employ staff. Would likely only be attractive if the package included the Par2 MiniGolf as a revenue stream. Could be too complex an arrangement where Council would want to keep control of the operations and revenue generation and may be complicated with the Tier 1 option if outsourced.

Service group:		Community Services	Potential benefits of the option:		
Client:		Napier City Council	5	High level of benefit	
Review date:		Oct-21	3	Medium level of benefit	
Version:		Draft	1	Low level of benefit	
B: Par2 MiniGolf					
Service delivery options		Option B1 Opt Out	Option B2 Status Quo: Owned and operated by Council, managed as part of Visitor Centre	Option B3 Mini Golf combined with the Visitor Centre operation	Option B4 Mini Golf operates as stand-alone activity under Business and Tourism Group
Description of option:		Discontinue MiniGolf operation Land could be leased to private operator as an ongoing activity or for a new use..	Status quo with Council owning the site and operating / managing the MiniGolf Activity managed by Visitor Centre Manager Staff employed by Council (including casuals) 2 separate cost-centres	Council continues to own the site and operate / manage the MiniGolf but as a combined activity operating with Visitor Centre Managed as one activity with one cost-centre (separate budget lines) Staff employed by Council (including casuals)	Council continues to own the site and operate / manage the MiniGolf but as a stand-alone activity with its own management structure etc Staff employed by Council (including casuals) Facility would continue to be owned by Council but the operations would be outsourced. Council continues to be responsible for maintenance and development Delivery of services / operations provided by an external provider through appropriate procurement process with contract managed by Council
Further assessment required?		No	No	Yes	Yes
Strategic objectives:		Weight (20%)			
Facility and service delivery that supports Council's Vision (A vibrant and sustainable city for all) and Mission (To provide the facilities and services, the environment and leadership, plus encouragement for economic opportunities make Napier the best city in New Zealand in which to work, raise a family and enjoy a safe and satisfying life)		30%	3	3	3
Achieves customer satisfaction through meeting adopted levels of service		30%	3	5	5
Supports happy, healthy, connected communities by providing access to recreation facilities and activities		20%	2	4	4
Optimises sustainability with cost effective activity and introduces economic benefit to the region		20%	1	3	3
Score - Strategic Objectives			2.4	3.8	4
Financial criteria:		Weight (40%)			
Setup costs		20%	5	5	4
Governance and management costs		30%	5	4	4
Operational costs		30%	5	4	5
Potential to generate ancillary revenue		20%	1	3	3
Score - Financial			4.2	4.1	4
Non-financial criteria:		Weight (40%)			
Council capability and capacity to attract, retain and develop fit for purpose people and skills, management systems, processes and resources for proactive management of facilities		15%	3	4	4
Quality and efficient delivery of service		20%	1	4	4
Acceptable and manageable level of risk		5%	5	4	4
The ability to be agile and adaptable (respond quickly to changing expectations and requirements)		10%	3	5	5
Clear definition of roles & decision making responsibilities		10%	5	4	4
Transparency of governance & management		5%	5	4	5
Keeping community services local (employ local staff)		5%	1	5	5
Supporting regional collaboration		5%	1	3	3
Economies of Scale		5%	1	3	3
Accessibility / accessibility of facilities to visitors		20%	3	5	5
Score - Non-Financial			2.7	4.25	4.3
Total score (financial & non-financial):		100%	3.24	4.1	4.12
Overall ranking:			5	2	1
Strategic Objectives ranking			5	2	1
Financial benefit ranking:			1	2	3
Non-financial benefit ranking:			5	2	1
Overall assessment:		Not recommended	Preferred option (2)	Preferred option	Potential option
Commentary:		NCC would no longer operate the MiniGolf which is a key source of revenue for the site. Potentially revenue from lease of land but NCC would have limited control over operations. Would not have flexibility to share staff across both facilities	Key revenue for the site. Supported by visitors to the Visitor Centre as well as locals. Logical option with the 2 operations so closely linked and revenue benefits. Potential costs saving over B3 - cost of staff reduced in winter and likely easier to manage under Visitor Centre/Par2 combined operation Further financials review recommended to assess Option B2 vs B3	Key revenue for the site. Supported by visitors to the Visitor Centre as well as locals. Each operation accountable for itself in terms of performance. Flexibility to share staff. Same management structure as B2 with some operational efficiencies Some efficiencies in management of staff over Option B2 Appropriate systems will still enable monitoring of the 2 operations individually Further financials review recommended to assess Option B2 vs B3	Key revenue for the site. Supported by visitors to the Visitor Centre as well as locals. Each operation accountable for itself in terms of performance. Would need its own management structure - some cost May lose some of the benefits of sharing staff, depending on the structure. Further financials review recommended to assess Option B2 vs B3

Service group:		Community Services	Potential benefits of the option:	
Sent:		Napier City Council	5	High level of benefit
Review date:		Oct-21	3	Medium level of benefit
Version		Draft	1	Low level of benefit
C: National direction				
Service delivery options		Option C1 Tier 1	Option C2 Tier 2	Option C3 Opt out
Description of option:		Visitor centre would be a 'Concept store' with higher membership requirements under an amended VIN Inc Constitution and co-invest with govt in an internal upgrade to provide an enhanced visitor experience Operation would be a 'hub' working closely with Tier 2 sites Costs for fit out likely to be 50/50 split with central govt	Visitor centre would operate as a 'Secondary brand' with reduced membership requirements. Would operate under a license agreement (not part of VIN Inc) Fit-outs would be self-funded	NCC exits the Visitor Information Network Inc (VIN). NCC could still operate independent facility or could close the facility altogether. For the purpose of this exercise, assume still in operation as an independent (opting out completely has already been dismissed in the long list assessment for the Visitor Centre)
Further assessment required?		Yes	Yes	No
Strategic objectives:	Weight (20%)			
facility and service delivery that supports Council's Vision (A vibrant and sustainable city for all) and Mission (To provide the facilities and services, the environment and leadership, plus encouragement for economic opportunities make Napier the best city in New Zealand in which to work, raise a family and enjoy a safe and satisfying life)	30%	5	4	3
Achieves customer satisfaction through meeting adopted levels of service	30%	5	5	5
Supports happy, healthy, connected communities by providing access to recreation facilities and activities	20%	5	5	5
Optimises sustainability with cost effective activity and introduces economic benefit to the region	20%	5	4	3
Score - Strategic Objectives		5	4.5	4
Financial criteria:	Weight (40%)			
Set up costs	20%	3	2	4
Governance and management costs	30%	3	3	3
Operational costs	30%	3	3	3
Potential to generate ancillary revenue	20%	3	3	3
Score - Financial		3	2.7	3.3
Non-financial criteria:	Weight (40%)			
Council capability and capacity to attract, retain and develop fit for purpose people and skills, management systems, processes and resources for proactive management of facilities	15%	5	4	3
Quality and efficient delivery of service	20%	5	4	3
Acceptable and manageable level of risk	5%	4	3	3
The ability to be agile and adaptable (respond quickly to changing expectations and requirements)	10%	4	4	3
Clear definition of roles & decision making responsibilities	10%	4	4	4
Complexity of governance & management	5%	3	4	4
Keeping community services local (employ local staff)	5%	5	5	5
Supporting regional collaboration	5%	5	4	4
Economies of Scale	5%	5	4	3
Proximity / accessibility of facilities to visitors	20%	5	5	5
Score - Non-Financial		4.65	4.2	3.7
Total score (financial & non-financial):	100%	4.06	3.66	3.6
Overall ranking:		1	2	3
Strategic Objectives ranking		1	2	3
Financial benefit ranking:		2	3	1
Non-financial benefit ranking:		1	2	3
Overall assessment:		Preferred option	Potential option	Not recommended
Commentary:		Still part of VIN Benefit of upgrades being partly funded through central govt. Fit outs likely to range from \$200k-\$500k. No provision made here for facility upgrade	Still part of VIN but would be fewer requirements in terms of standardising fitouts etc. No central govt contribution to future fitouts	No longer part of VIN Could still operate as an independent service. No central govt support

Service group:		Community Services	Potential benefits of the option:			
Client:		Napier City Council	5		High level of benefit	
Review date:		Oct-21	3		Medium level of benefit	
Version:		Draft	1		Low level of benefit	
D: Location						
Service delivery options		Option D1 Current site	Option D2 Current site - upgraded 'Tourism hub'	Option D3 Relocate to new Civic Precinct / city centre	Option D4 Relocate to other alternative (already established) site	Option D5 Relocate to other alternative site (new build)
Description of option:		Maintain the facility in its current location No upgrade to the facility - assessment assumes renewals to maintain the facility only	Maintain the facility in its current location Facility upgraded to provide for new 'tourism hub'. Anchored tenants to provide additional revenue source eg retail, café, advertising	Move the Visitor Centre to the planned Civic Precinct. Unlikely to be able to move the Par2 MiniGolf to same site Current site to be leased or sold or used for alternative activity.	Move the Visitor Centre (with or without the Par2MiniGolf) to a new but established site considered appropriate for use. Potential options could be the Aquarium, Conservation House or the Museum (MTG) - all NCC-owned sites	Move the Visitor Centre (with or without the Par2MiniGolf) to a new site - complete new-build (fit-for-purpose site).
Further assessment required?		No	Yes	Yes	Yes	Yes
Strategic objectives:		Weight (20%)				
Facility and service delivery that supports Council's Vision (A vibrant and sustainable city for all) and Mission (To provide the facilities and services, the environment and leadership, plus encouragement for economic opportunities make Napier the best city in New Zealand in which to work, raise a family and enjoy a safe and satisfying life)		30%	4	5	4	4
Delivers customer satisfaction through meeting adopted levels of service		30%	5	5	5	5
Supports happy, healthy, connected communities by providing access to recreation facilities and activities		20%	4	5	4	5
Optimises sustainability with cost effective activity and introduces economic benefit to the region		20%	4	5	4	5
Score - Strategic Objectives			4.3	5	4.3	4.7
Financial criteria:		Weight (40%)				
Set up costs		20%	4	1	4	1
Governance and management costs		30%	3	3	3	3
Operational costs		30%	3	3	3	3
Potential to generate ancillary revenue		20%	3	5	2	5
Score - Financial			3.3	2.8	3.1	2.9
Non-financial criteria:		Weight (40%)				
Council capability and capacity to attract, retain and develop fit for purpose people and skills, management systems, processes and resources for proactive management of facilities		15%	4	5	4	4
Quality and efficient delivery of service		20%	4	5	4	5
Acceptable and manageable level of risk		5%	4	4	4	3
The ability to be agile and adaptable (respond quickly to changing expectations and requirements)		10%	4	5	4	5
Clear definition of roles & decision making responsibilities		10%	5	5	5	5
Transparency of governance & management		5%	4	4	4	4
Keeping community services local (employ local staff)		5%	5	5	5	5
Supporting regional collaboration		5%	3	3	3	3
Economies of Scale		5%	3	3	3	3
Accessibility / accessibility of facilities to visitors		20%	5	5	3	4
Score - Non-Financial			4.25	4.7	3.85	4.5
Total score (financial & non-financial):		100%	3.88	4	3.64	3.9
Overall ranking:			3	1	5	2
Strategic Objectives ranking			4	1	4	2
Financial benefit ranking:			1	4	2	3
Non-financial benefit ranking:			4	1	5	2
Overall assessment:		Potential option	Preferred option	Not recommended	Preferred option (2) - further investigation	Not recommended
Commentary:		Benefits of location include proximity to CBD, visibility and accessibility (along Marine Parade), parking, in particular for tour buses, easy access from the Port for cruise passengers. Makes sense to retain current location. However, it is recognised that work is required (renewals eg new roof and capital works to upgrade) Financial benefits of a new upgraded facility should be further assessed to allow more robust comparison between options D1 and D2.	Benefits of current location include proximity to CBD, visibility and accessibility (along the popular Marine Parade), parking, in particular for tour buses, easy access from the Port for cruise passengers. An upgraded facility in the existing location will provide for additional revenue streams and will make the business model more resilient. Financial benefits of a new upgraded facility in this location should be further assessed to allow more robust comparison between options D1 and D2. Previous estimates in the order of \$12million for upgrade. Preferred option if funding can be secured for upgrade	Some benefit in being located with other Council businesses but would lose its visibility and accessibility to as a visitor centre. Limited space (40-65m2) would likely limit operation to a Tier 2 facility under the National direction assessment. Par2 MiniGolf would not be part of same facility	Likely significant costs for upgrade. However, could be a viable option if connected with another NCC-led / owned facility. Could be a cost-effective solution if current site not upgraded to meet desired levels of service.	Likely significant costs would likely be prohibitive, in particular a new build option. Benefits in development of fit-for-purpose facility



Appendix D Location Options Detailed Assessment

Location workshop - 14 December 2021

Criterion			7 Carlyle Street (Civic Square West)	Woman's Rest (Civic Square)	Napier Visitor Centre (Current Location)	NANZ	22 Station Street (Old Library Building Civic Square)	59 Marine Parade (DOC Building)	MTG	7 Tennyson Street (Art Deco Trust)
		Total								
1. Accessible Spaces		25%	13.25%	16.75%	18.75%	16.25%	0.00%	11.50%	0.00%	0.00%
a. Accessible to all	10%		3 7.50%	3 7.50%	3 7.50%	2 5.00%		1 2.25%		
b. Partnership Spaces (Lease opportunities)	7%		1 1.75%	3 5.25%	3 5.25%	3 5.25%		3 5.25%		
c. Flexible Spaces (Forecourt ability)	8%		2 4.00%	2 4.00%	3 6.00%	3 6.00%		2 4.00%		
2. Ease of development		25%	10.75%	11.75%	13.25%	7.00%	0.00%	8.50%	0.00%	0.00%
a. Cost	16%		1 4.00%	2 8.00%	2 8.00%	1 4.00%		1 4.00%		
b. Compliance	6%		3 4.50%	2 3.00%	2 3.00%	1 1.50%		2 3.00%		
c. Opposition	3%		3 2.25%	1 0.75%	3 2.25%	2 1.50%		2 1.50%		
3. Appropriate city activation		25%	15.00%	15.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%
a. Profile/landmark	15%		2 7.50%	2 7.50%	4 15.00%	0 0.00%		4 15.00%		
b. Proximity to other tourism activities	10%		3 7.50%	3 7.50%	4 10.00%	0 0.00%		4 10.00%		
4. Connectivity		20%	9.50%	9.50%	12.25%	12.00%	0.00%	15.75%	0.00%	0.00%
a. Active transport (Walking, cycling, scootering)	5%		3 3.75%	3 3.75%	4 5.00%	1 1.25%		4 5.00%		
b. Public transport	3%		2 1.50%	2 1.50%	1 0.75%	0 0.00%		4 3.00%		
c. Private Vehicle	5%		2 2.50%	2 2.50%	1 1.25%	3 3.75%		2 2.50%		
d. Commercial Connectivity (Cruise/Tour Operators)	7%		1 1.75%	1 1.75%	3 5.25%	4 7.00%		3 5.25%		
5. Displacement Effects		5%	1 1.25%	3 3.75%	3 3.75%	3 3.75%		3 3.75%		
	95%	100%	49.75%	56.75%	73.00%	39.00%	0.00%	64.50%	0.00%	0.00%
						Failed Eligibility - CBD	Failed Eligibility - size		Failed Eligibility - size	Failed Eligibility - size

EVALUATION MATRIX

Property name	Napier Visitor Centre
Property address	Marine Parade
Property owner	Napier City Council

Eligibility Criteria	Yes	No	Comments
Location. The site must be located in the city centre.	Yes		
Size. 500m ² - Is it able to accommodate a Tier 1 Visitor Centre (Square meters based off Twentytwo assessment & People & Places) (Current 284m ²)	NA	NA	Requires a new build
Tenure. Council must either own the property, have the ability to purchase it, or to lease it on a long-term basis.	Yes		

Criterion	Score	Comments
1. Accessible spaces	3 (7.5%)	
a. Accessible to all. The entire facility is accessible to all users without barriers.		
b. Partnership Spaces. The ability for commercial lease opportunities and strategic partnerships	3 (5.25%)	. Subject to renovation
c. Flexible spaces The degree to which the site can accommodate flexibility of spaces indoor and out. Forecourt ability to accommodate cruise, event weekend activations, indoor space available for operator activations/promotions.	3 (6%) Total: 18.75	
2. Ease of development	2 (8%)	
a. Cost. What are the estimated costs associated with the development?	2 (3%) 3 (2.25%)	
b. Ease of Compliance. What regulatory processes are required to enable development? What is the likelihood of being able to comply?	Total: 13.25	
c. Opposition. What level of opposition is there, or likely to be, from any party to the development of the site.		
3. Appropriate city activation	4 (15%) 4(10%)	

<p>a. Profile/landmark. The site is located in a high profile position. The new visitor centre will create a tourism hub for the city, and provides a sense of place. The site is located with visual access to open vistas.</p> <p>a. Proximity to other tourism activities. The site is located in a place close to other tourism activities that could benefit from the additional foot traffic that the visitor centre will create.</p>	Total: 25%	
<p>4. Connectivity</p> <p>a. Active transport. The site is easily accessible by foot or bike from the CBD.</p> <p>b. Public transport. The site is located close to public transport.</p> <p>c. Private vehicle. The site has on-site or nearby car parking available, and is easy to reach by private vehicle.</p> <p>d. Commercial Connectivity. Cruise/Napier Port / Tour Operators</p>	<p>4 (5%)</p> <p>1 (0.75%)</p> <p>Private Vehicle: 1 (1.25%)</p> <p>Commercial Connectivity: 3 (5.25%)</p> <p>Total: 12.25</p>	Car parking is made available to commercial operators on high volume days. TMP required.
<p>5. Displacement effects What negative effects will be created as a result of locating a new i-Site on the site and displacing the existing activity on that site?</p>	3 (3.75)	
Total Score Weighting Applied	74.25	

EVALUATION MATRIX

Property name	DOC Building
Property address	59 Marine Parade
Property owner	Mana Ahuriri / Anchor Properties / Ash trustee company limited

Eligibility Criteria	Yes	No	Comments
Location. The site must be located in the city centre.	Yes		
Size. 500m ² Is it able to accommodate a Tier 1 Visitor Centre (Square meters based off Twentytwo assessment & People & Places) (Current 284m ²)	Yes		
Tenure. Council must either own the property, have the ability to purchase it, or to lease it on a long-term basis.		No	Lease opportunity

Criterion	Score	Comments
1. Accessible spaces	1 (2.25%)	Building has heritage status
a. Accessible to all. The entire facility is accessible to all users without barriers.		
b. Partnership Spaces. The ability for commercial lease opportunities and strategic partnerships	3 (5.25%)	
c. Flexible spaces The degree to which the site can accommodate flexibility of spaces indoor and out. Forecourt ability to accommodate cruise, event weekend activations, indoor space available for operator activations/promotions.	2 (4%) Total: 11.5%	
2. Ease of development	1 (4%)	
a. Cost. What are the estimated costs associated with the development?	2 (3%) 2 (1.5%)	
b. Ease of Compliance. What regulatory processes are required to enable development? What is the likelihood of being able to comply?	Total: 8.5%	
c. Opposition. What level of opposition is there, or likely to be, from any party to the development of the site.		
3. Appropriate city activation	4 (15%)	

<p>a. Profile/landmark. The site is located in a high profile position. The new visitor centre will create a tourism hub for the city, and provides a sense of place. The site is located with visual access to open vistas.</p> <p>a. Proximity to other tourism activities. The site is located in a place close to other tourism activities that could benefit from the additional foot traffic that the visitor centre will create.</p>	<p>4 (10%)</p> <p>Total: 25%</p>	
<p>4. Connectivity</p> <p>a. Active transport. The site is easily accessible by foot or bike from the CBD.</p> <p>b. Public transport. The site is located close to public transport.</p> <p>c. Private vehicle. The site has on-site or nearby car parking available, and is easy to reach by private vehicle.</p> <p>d. Commercial Connectivity. Cruise/Napier Port / Tour Operators</p>	<p>4 (5%)</p> <p>4 (3%)</p> <p>Private Vehicle: 2 (2.5%)</p> <p>Commercial Connectivity: 3 (5.25%)</p> <p>Total: 15.75</p>	
<p>5. Displacement effects</p> <p>What negative effects will be created as a result of locating a new i-Site on the site and displacing the existing activity on that site?</p>	<p>3 (3.75%)</p>	
Total Score Weighting Applied	64.5	

2. WELCOMING COMMUNITIES ACCREDITATION APPLICATION

Type of Report:	Procedural
Legal Reference:	N/A
Document ID:	1448861
Reporting Officer/s & Unit:	Rebecca Peterson, Senior Advisor Policy

2.1 Purpose of Report

To seek Council agreement to proceed with the Welcoming Communities - Te Waharoa ki ngā Hapori accreditation application.

Councillors Brosnan / Tapine

The Napier People and Places Committee:

- Make a **DECISION OF COUNCIL** under delegated authority to meet the Welcoming Communities application deadline.
- Approve that an application is made to the Welcoming Communities - Te Waharoa ki ngā Hapori accreditation programme.

Carried

2.2 Background Summary

The Welcoming Communities accreditation programme has been running since 2017 led by Immigration New Zealand (INZ) in partnership with the Office of Ethnic Communities. Immigration NZ provides funding, accreditation, information, networking and programme evaluation and guidance to support councils as they work through each phase and set of standards. Welcoming Communities is part of a global welcoming network including Welcoming Cities and Welcoming International. It brings together local government and communities to create a place that is welcoming for everyone.

Napier City Council were members of the advisory committee involved in the development of the Welcoming Communities Standard for New Zealand. We also participated in stakeholder engagement as part of the pilot that has informed the programme that functions today. Since its inception, Welcoming Communities has approved the accreditation of 18 councils across New Zealand. Further information about the programme can be found at <https://www.immigration.govt.nz/about-us/what-we-do/welcoming-communities>.

The standards

At the heart of the Welcoming Communities are the outcomes based standards which provide councils and communities with a benchmark of what a successful and welcoming community looks like. The standards comprise inclusive leadership, welcoming communications, equitable access, connected and inclusive communities, economic development, business and employment, civic engagement and participation, welcoming public spaces, culture and identity.

Benefits of accreditation

Welcoming Communities accreditation shows that a council values and welcomes newcomers. It provides a way to assess and improve welcoming practices as well as providing Council with access to support, resources knowledge and networking with other councils who are accredited and part of the Welcoming Communities programme. The funding provided through the accreditation will provide an additional resource to ensure the development of the Multi-cultural Strategy for Ahuriri is focussed and initiatives are implemented without delay.

Napier Social Monitor Survey 2021 Results - Diversity

In preparation for the development of a Multi-cultural Strategy, we included new questions in the 2021 Social Monitor Report (**Appendix 1**) to identify local Napier residents' attitudes towards diversity and inclusion. Below is a summary of these results:

- 77% of people feel **accepted** by their community in their neighbourhood and 60% feel their community is tolerant of others.
- 71% of residents feel it is somewhat or very easy to **be themselves** in Napier (compared to 84% nationally, recorded in 2018)
- Under half (48%) of residents believe an increasing number of people with **different lifestyles and cultures** from different countries makes Napier a better place to live. One third (33%) believe it makes no difference.
- Almost half of residents (49%) say they have experienced or seen someone else experience **prejudice or intolerance** in the previous three months (most often associated with ethnicity). Seventeen percent have experienced this personally (the same as the national level, recorded in 2018). Māori and residents under 65 were more likely to report these experiences.
- Ethnicity was the most cited reason for perceived prejudice.

These results can be used as a benchmark to identify the impact of delivering a Welcoming Communities programme, should we be successful. They also indicate areas that need focus within the Multicultural Strategy that would be a key focus of the Welcoming Communities programme.

2.3 Issues

The Social Monitor results and Napier's diverse population, indicate that Napier would benefit from increased dialogue with residents, iwi, mana whenua, migrant communities and newcomers about these issues, in particular to work on increasing the number who see diversity as making Napier a better place to live (currently sitting at under half the residents).

2.4 Significance and Engagement

The initial application is an Expression of interest. We will explore partnerships with local iwi and mana whenua representatives to initiate and deliver the model.

Napier City Council provided the Hawke's Bay Settlement Support Service until it was disestablished by Immigration NZ. We provide administrative support and are part of the Hawke's Bay Settlement Forum who have organised the cultural DiverCity event for a number of years. As such, we have well established networks and forums that will assist in the development of the programme. The Multi-Cultural Association of Hawke's Bay encourage Napier to join Welcoming Communities and will support in an advisory capacity throughout the application process.

2.5 Implications

Financial

Should Council be accepted onto the programme, seed funding of \$50,000 per annum for three years is provided as a contribution to the salary of a coordinator. Once established as a committed Welcoming Community (stage 1), a contribution of \$9,500 is then paid for council activities (stage 2) as they become an established Welcoming Community. Funding contributions for professional development sits at \$2000 as council becomes an advanced Welcoming Community (stage 3) and a following \$2500 as an excelling Welcoming Community (stage 4). There will be additional contributions sought from Council and other entities to implement welcoming activities.

Stage	Funding	Application Fee
Stage 1: Committed	\$50,000 per annum for three years for coordinator	No fee
Stage 2: Established	\$9,500 one off payment for implementation	\$1,000
Stage 3: Advanced	\$2,000 one off payment for workforce development	\$1,500
Stage 4: Excelling	\$2,500 one off payment for workforce development	\$1,500

It is envisaged the funding will be used to employ a part-time coordinator, with the implementation payment used for strategy development and projects. Council already provides funding, through Community Development Project Grants, for events and projects that support and celebrate diversity. This funding can be targeted towards initiatives identified through the Multi-cultural Strategy when it is completed.

Social & Policy

Becoming a Welcoming Community will help drive the development and implementation of a Napier Multi-cultural Strategy. The Social Monitor survey results will enable tracking of diversity and social inclusion trends over time.

Risk

N/A

2.6 Options

The options available to Council are as follows:

- Approve that an application is made to the Welcoming Communities - Te Waharoa ki ngā Hapori accreditation programme. (Preferred)
- Do not approve that an application is made to the Welcoming Communities - Te Waharoa ki ngā Hapori accreditation programme.

2.7 Development of Preferred Option

Should Council approve that an application is progressed, an Expression of Interest will be submitted by the end of April 2022, (deadline 13 May 2022) with the outcome advised by Immigration NZ around June 2022 with commencement in July.

At the meeting

The Manager Community Strategies spoke to the report and displayed a video, aimed at those seeking accreditation, about Welcoming Communities (<https://www.youtube.com/watch?v=ABKh060COdg>)

In response to questions from the Committee it was noted:

- There has been a gap in immigrant settlement support after the disestablishment of the Hawke's Bay Settlement Forum; participating in the Welcoming Communities programme will acknowledge that Napier is a multicultural city.
- Although NCC has been involved in the Advisory Committee for Welcoming Communities since 2017 this is the first time NCC has applied for membership due to priorities on the work programme.
- Being accredited as a region may come later, Hastings District has just gained their accreditation.
- The part-time resource for this programme would be employed on a fixed term basis initially and the wider team would support it. This will allow for strategy development and the progression of projects. As the strategy develops there may be an opportunity to gain further external funding and make the role permanent.
- The Social Monitor survey has been running for a decade, and the questions pertaining to diversity and inclusion will be repeated in the next survey to see how Napier is tracking compared to this year's results.
- The programme encourages a local response and NCC will have the ability to work with relevant local stakeholders and mana whenua in the application of the strategy.

2.8 Attachments

- 1 NCC Social Monitor Report 2021 (Doc Id 1452450)



Napier City Council

SIL Research

| 2021 Social Monitor

November 2021

Contact: Dr Virgil Troy 06 834 1996 or virgiltroy@silresearch.co.nz

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APPENDIX

EXECUTIVE SUMMARY

The purpose of this research is to inform policies and initiatives to enhance the social wellbeing of Napier's community.

Research was conducted between 13 August and 27 September 2021. A total of n=610 surveys were used in the final analysis.

- In 2021, the COVID-19 pandemic and associated restrictions or considerations may have a continued effect on public sentiment and general wellbeing. The most recent lockdown (in August 2021) resulted in increasing concern levels in the community (64%), exceeding the 2020 results.
- Other important events (such as flooding in November 2020, crime-related incidents) may have influenced community perceptions as well.
- As a result, overall community life (70%) and willingness to remain in Napier (71%) declined in 2021.
- The main area with a weakened performance in 2021 was perceived safety in Napier.
- The Social Index – derived by summing scores from all questions (comparable to 2020) designed to evaluate residents' quality of life – was 66.2, a good level, but slightly down compared to 2020.

1 Overall life in Napier:

- 70% of residents rated their life in Napier from 'good' to 'very good' (79% in 2020), and fewer residents in 2021 (71%) than in 2020 (82%) saw themselves living in Napier in the next five years.
- Positive changes to improve safety perceptions have the potential to increase perceived quality of life in Napier.
- Overall, 37% of residents agreed their quality of life had improved in the past year, and 40% mentioned their quality of life remained unchanged (similar to 2020).

2 Safety:

- 56% of residents agreed they feel safe in Napier to some extent (up from 45% in March 2021, but down from 73% in 2020).
- 33% of residents felt unsafe in Napier.
- 6-in-10 residents who felt unsafe (and provided a comment) believed lack of safety was due to gang presence, and personal experiences of crime.
- Residents considered themselves somewhat safe during the day (77%) and at home at night (64%) compared to being outside after dark (32%).
- Half of residents (51%) reported feeling less safe in the past 12 months. This was associated with greater perceptions of feeling less safe in the neighbourhood after dark and CBD at night.



- Just under one-third (31%) reported that they, or a member of their household, had been the victim of crime in the last 12 months.
- 80% of residents said they would always report dangerous or suspicious activities occurring in their neighbourhood to the Police.
- The survey results suggest that safety perceptions could influence willingness to go out in Napier after dark.

3 Health and community mental wellbeing:

- 72% of residents believed they were personally in good health (similar to 70% in 2020).
- Residents continued to report a good level of moderate-intensity activity (7.8 hours on average per week); this result was higher than minimum recommendations from the World Health Organization.
- The Mental Wellbeing Index - a measure of indicative psychological distress - was moderate (10.2, maximum score = 20) and similar to 2020.

4 Community, social connections and diversity:

- Napier residents provided, on average, positive ratings in relation to social connections (78%, same as in 2020); however, the average score for accessibility declined (55%, down from 60% in 2020).
- The community's sense of diversity remained consistent in 2021.
- 7-in-10 residents (71%) believed it was '*somewhat*' or '*very easy*' to be themselves in Napier.

- 48% of residents believed an increasing number of people with different lifestyles and cultures make Napier a better place to live.
- However, still around half of residents (49%) reported experiencing or seeing someone else experiencing prejudice or intolerance (most often associated with ethnicity).

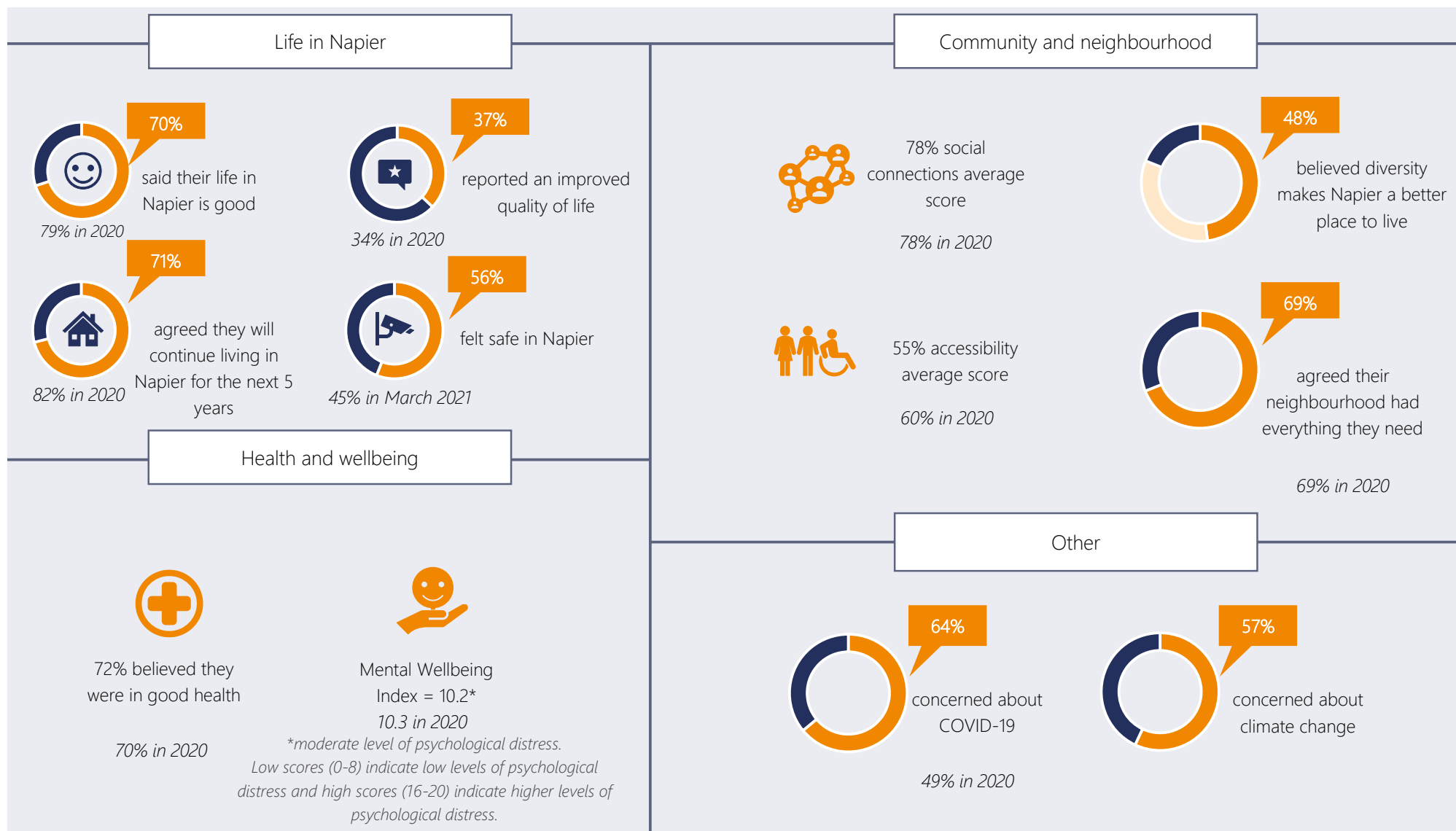
5 Other findings:

- Over two-thirds of residents believed their neighbourhood has everything they need (69%, same as in 2020) and felt a sense of pride with how their neighbourhood looks and feels (68%).
- 47% of residents were satisfied with Council's provision of Civil Defence (49% in 2020).

6 Environment:

- Overall, 57% of residents were concerned about the impacts of climate change in Napier.
- At the same time, almost all residents named at least one environmental activity they had been involved in the past 12 months; 6-in-10 residents named five activities or more.
- 90% of the Napier community reported minimising their waste by recycling regularly.

KEY HIGHLIGHTS



METHODOLOGY

BACKGROUND AND OBJECTIVES

As a part of their biennial work programme, Napier City Council (NCC) has commissioned a Social Monitor survey since 1998.

Since 2019, the Social Monitor survey has been conducted by SIL Research, an independent Market Research Company. The purpose of this research is to inform the Council's policies and initiatives to enhance the social wellbeing of Napier's community.



QUESTIONNAIRE AND PROJECT SPECIFICS

In 2019, SIL Research, together with NCC, developed a revised Social Monitor questionnaire based on work previously conducted for the Council. This survey was then repeated in 2020.

In 2021, the questionnaire was reviewed and included a number of new questions and topics:

- More in-depth questions about safety in Napier
- Community experiences: diversity, equity, and inclusion
- Updated questions about social connections and neighbourhood
- Climate change perceptions.

The 2021 survey continued to include questions related to COVID-19 to understand the impacts of COVID-19 on the wellbeing of the Napier community, and to monitor these results over time.

The questionnaire was tested prior to full-scale data collection to ensure the survey was fit for purpose.

SIL used a multi-layered sampling technique to ensure a proportional spread of respondents from each of Napier's four electoral wards, by age and gender distribution.

DATA COLLECTION

Research was conducted between 13 August and 27 September 2021.

Multiple data collection methods were utilised to ensure residents were well-represented. The mixed-methods approach included:

- (1) Telephone survey. Respondents were randomly selected from the publicly available telephone directories;
- (2) Social media (available via SIL Research social media platforms, such as Facebook). The invitation advertisement was randomly promoted to Napier residents;
- (3) Online/web based (available via NCC's channels). The survey was available via NCC's Facebook.
- (4) Email invitations for NCC's community groups and community panel.

(5) Postal survey forms. 500 forms were delivered to randomly selected households in Napier.

On 17 August 2021, the Alert Level 4 (and national lockdown) was announced in response to new community cases of the COVID-19 Delta variant. Following New Zealand Government recommendations, the data collection methods were reviewed and limited only to online and telephone interviewing methods to ensure safety of the Napier community. Postal surveys were distributed later, during the subsequent Alert Level 2.

In 2021, the total number of surveys used in the analysis was increased from n=450 to n=610.

DATA ANALYSIS

Surveys were conducted proportional to the population in each of Napier’s wards, by age, gender and ethnicity. Post-stratification (weighting) was then applied to the full dataset to reflect age and gender group proportions within each ward as determined by the Statistics New Zealand 2018 Census.

Table 1 Responses by ward

	Number of responses	%
Ahuriri	110	18%
Nelson Park	168	28%
Onekawa-Tamatea	102	17%
Taradale	230	38%

SIL Research ensured quality control during the fieldwork period. In addition, quality control checks were performed using follow-up calls across randomly selected respondents (10% of those who agreed to the follow up) to verify the key responses.

Further checks included, but were not limited to, removal of incomplete responses and responses coming from outside of Napier.

The main resident demographic groups analysed in this report were: ward, suburb, age, gender, ethnicity, tenure, income and home ownership. During the analysis stage, Chi-square tests were used when comparing group results in tables. The threshold for reporting any statistically significant differences was a p-value of 0.05. Where differences were outside this threshold (less than 95%), no comments were made; where differences were within this threshold, comments have been made within the context of their practical relevance to NCC.

Using Statistics New Zealand population projections for the NCC catchment area, in general, a sample size of n=610 across approximately 47,400 residents aged 18 years and over allows for a 95% confidence level +/- 3.9% where residents are split 50/50 on any given issues, and a 95% confidence level +/- 3.2% where residents are split 80/20.

Where results are reported by sub-groups of residents, estimates of results may not be statistically reliable due to the higher margins of error (small sample sizes).

NOTES ON REPORTING

The current 2021 findings are compared to the 2019 and 2020 Social Monitors, 2021 Community Safety (March 2021) and 2020 Hawke’s Bay Regional Council Climate Change surveys (where applicable).

New Zealand wide anecdotal comparison is provided (where applicable) using the following sources: New Zealand wellbeing survey (Statistics New Zealand), the New Zealand crime and victim survey (Ministry of Justice), COVID-19 survey (Perceptive), and wellbeing top line report from the nine larger Councils in New Zealand (Auckland, Hamilton, Tauranga, Porirua, Hutt City, Wellington, Christchurch and Dunedin).

Due to questionnaire changes, some reported measures (e.g. average agreement score and social index) included new and/or updated statements and may not be directly comparable to 2019-2020 results.

The survey included several question statements about life in Napier; each question was rated using a 1-5 Likert scale (e.g. 'Strongly disagree' to 'Strongly agree'). Respondents were also provided with a 'Don't know' option.

'Agree' percentages represent aggregated positive responses (ratings of 4-5).

Due to rounding, figures with percentages may not add to 100%. Reported percentages were calculated on actual results, not rounded values.

The term 'Resident' has been used to represent respondents who participated in the survey.

WHO TOOK PART IN THE SURVEY

Table 1 Responses by age

	Frequency	Percent	Population %
18-39	194	31.7	31.6
40-64	257	42.1	42.2
65+	159	26.1	26.3
Total	610	100.	100.0

Table 2 Responses by gender

	Frequency	Percent	Population %
Female	320	52.5	52.8
Male	287	47.0	47.2
Another gender	3	0.5	-
Total	610	100.0	100.

Table 3 Responses by home ownership

	Frequency	Percent
Owned	475	77.9
Rented	105	17.1
Private trust	21	3.4
Other	8	1.3
I'd rather not say	1	0.2
Total	610	100.0

Table 4 Responses by ethnicity

	Frequency	Percent	Population %*
New Zealand European	440	72.1	82.7
Māori	109	17.9	17.4
Other	61	10.0	10.3
Total	610	100.0	*Multichoice

Table 5 Responses by aggregated time lived in Napier

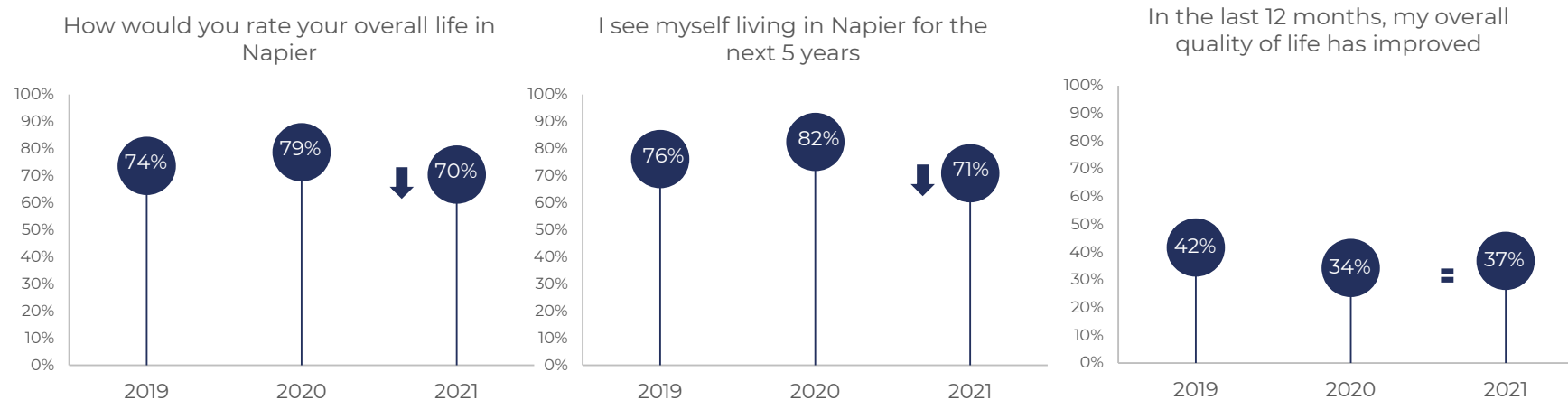
	Frequency	Percent
Less than 10 years	215	35.2
More than 10 years	395	64.8
Total	610	100.0

Note: final dataset was statistically weighted to increase accuracy of the reported results. The results are representative of key demographic groups (age, gender, ethnicity and ward) for adults aged 18+. The target was based on 2018 New Zealand Census information. *Respondents can select more than one ethnic group; therefore, totals add to more than 100%.

LIFE IN NAPIER

Snapshot of results over time

↓ Significant decrease ↑ Significant increase = No significant difference



- Overall perceptions of life in Napier remained moderately positive.
- Despite some variations over time, no linear trends (up or down) were observed in relation to overall life, quality of life and retention in Napier.
- Over one-third of residents agreed (37%) their quality of life improved in the last year; 40% (similar to 2020) felt their quality of life remained the same.
- Although fewer residents in 2021 rated their life from 'good' to 'very good' (70%), or saw themselves remaining in Napier in the next 5 years (71%), these results were on a par with 2019.



According to New Zealand Covid-19 and Wellbeing survey 2021, **75%** of New Zealanders were satisfied with their **life overall** (down compared to 81% in 2018).



In 2018, Councils with larger populations (e.g. Auckland, Wellington) reported **30%** of residents had improved their quality of life in the last 12 months.

LIFE IN NAPIER

Overall rating of life in Napier

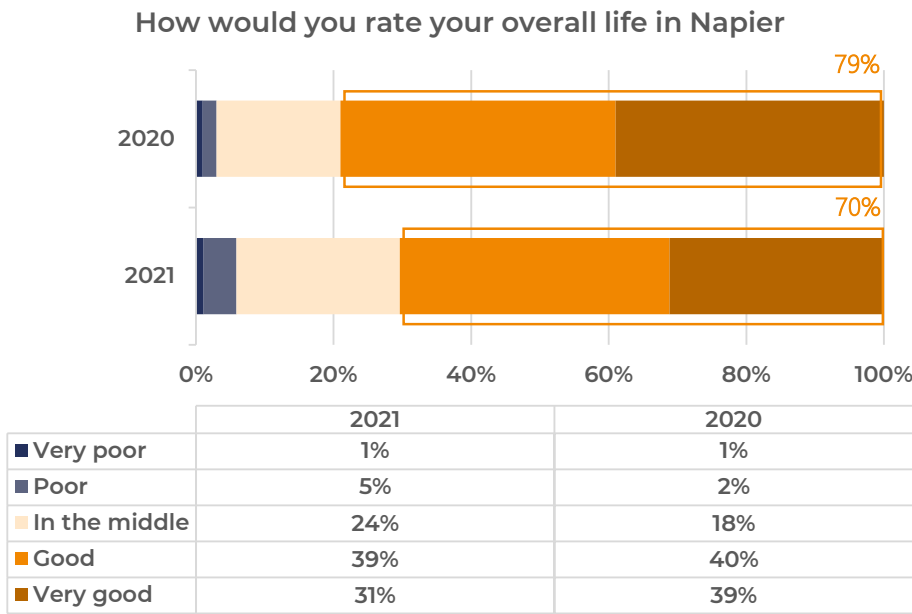


Table 6 Aggregated % 'good' and 'very good' responses

		2021	2020
Ward	Ahuriri	79%	88%
	Nelson Park	59%	72%
	Onekawa - Tamatea	70%	70%
	Taradale	75%	83%
Age	18-39	56%	69%
	40-64	67%	80%
	65+	93%	88%
Ethnicity	New Zealand European	74%	82%
	Māori	64%	59%
	Other	57%	86%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- Overall, 70% of residents felt positive about their life in Napier, although fewer rated their life as 'very good' and more rated themselves 'in the middle' compared to 2020.
- 3-out-of-4 wards recorded a decline in overall quality of life; Onekawa-Tamatea residents tended to provide similar ratings between 2020 and 2021.
- Nelson Park ward residents (59%) were least likely to find their life in Napier 'good' or 'very good'.
- Older residents (aged 65+), and residents who owned their property, were more likely to consider their life in Napier as 'good' or 'very good'.
- Overall perceptions of life in Napier were associated with multiple attributes; however, safety perceptions exhibited the strongest connection.

n=610

LIFE IN NAPIER

Living in Napier for the next 5 years (retention index)

I see myself living in Napier for the next 5 years

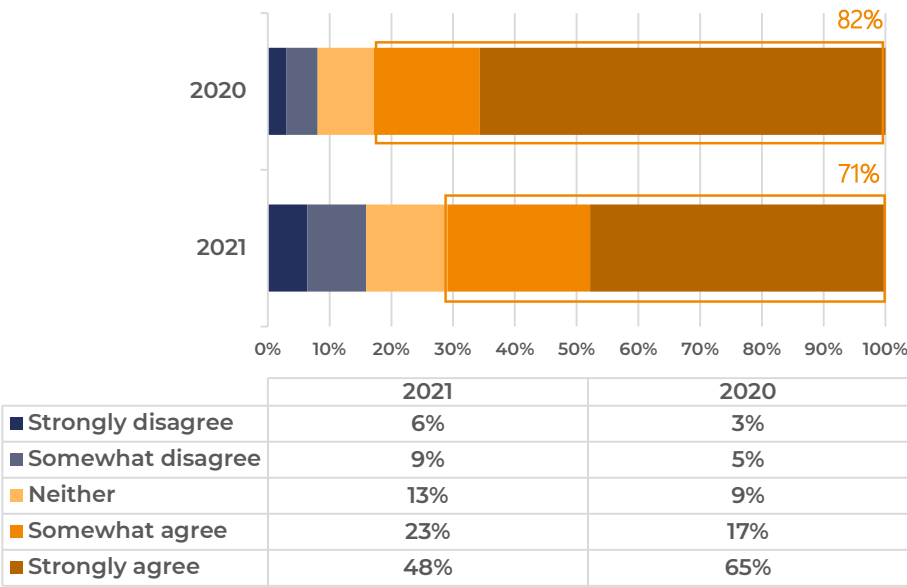


Table 7 Aggregated % 'agree' responses

		2021	2020
Ward	Ahuriri	71%	86%
	Nelson Park	65%	80%
	Onekawa - Tamatea	71%	77%
	Taradale	75%	85%
Age	18-39	49%	72%
	40-64	76%	84%
	65+	89%	92%
Ethnicity	New Zealand European	73%	84%
	Māori	65%	70%
	Other	66%	85%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- Despite a decline in 2021, the retention index remained high (71%).
 - Greater quality of life and safety perceptions were associated with willingness to stay in Napier.
 - Social connections and sense of belonging to their communities also showed a significant relationship with the retention attribute.
- Older residents, home owners, and residents who had lived in Napier 10+ years, were more likely to see themselves remaining Napier.
 - In 2021, fewer residents aged 18-39 considered staying in Napier for the next 5 years. This group of residents tended to report lower levels of perceived safety, community connection, neighbourhood satisfaction and mental wellbeing.

n=610

LIFE IN NAPIER

Quality of life in the past 12 months

In the last year, my overall quality of life has improved

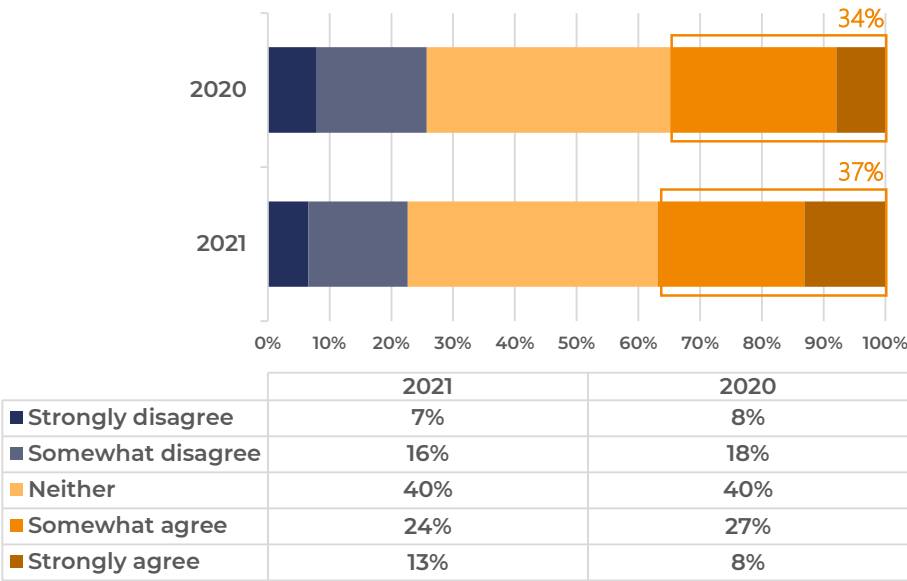


Table 8 Aggregated % 'agree' responses

		2021	2020
Ward	Ahuriri	42%	32%
	Nelson Park	36%	44%
	Onekawa - Tamatea	31%	38%
	Taradale	38%	27%
Age	18-39	44%	46%
	40-64	35%	30%
	65+	31%	26%
Ethnicity	New Zealand European	36%	33%
	Māori	40%	40%
	Other	37%	33%

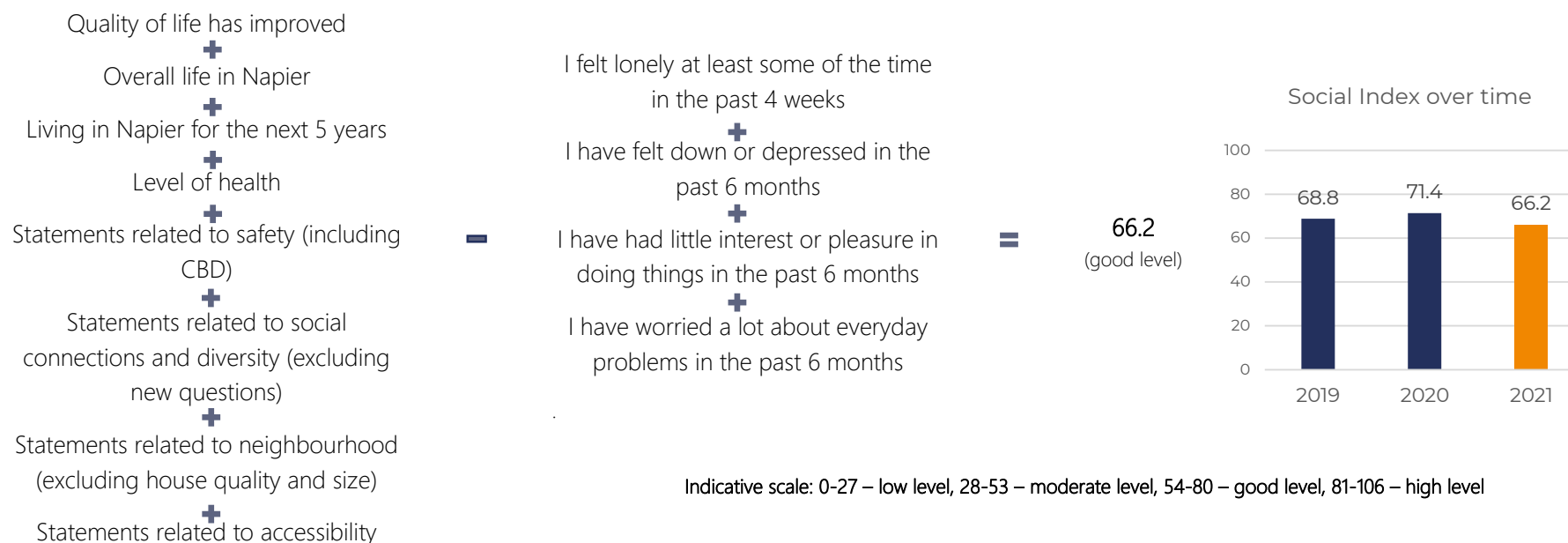
Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- Overall, 37% of residents in 2021 agreed their quality of life had improved in the past year, which was similar to 2020.
 - Quality of life perceptions slightly improved in Ahuriri and Taradale wards.
- Older residents (aged 65+) were more likely to feel their quality of life remained the same (56%), whereas younger residents (aged 18-39) were more likely to agree their life had improved (44%). At the same time, no significant differences were observed between 2020 and 2021 results by age.

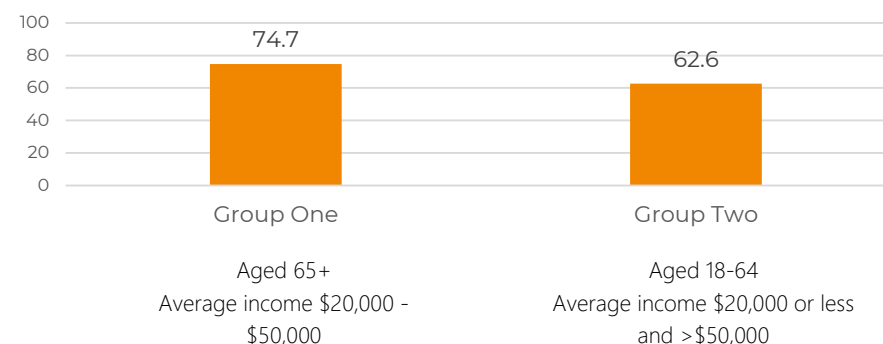
n=610

SOCIAL INDEX

The Social Index was derived by summing scores from all questions designed to evaluate residents' quality of life. Note: mental wellbeing questions were deducted from the total score (negative scale type of questions), and 'Don't know' scored zero. In 2021, the questionnaire was reviewed resulting in a slight modification in attributes included in the Index. The total number of included attributes remained the same for scale consistency (e.g. not all new questions were included as part of the Social Index calculations).



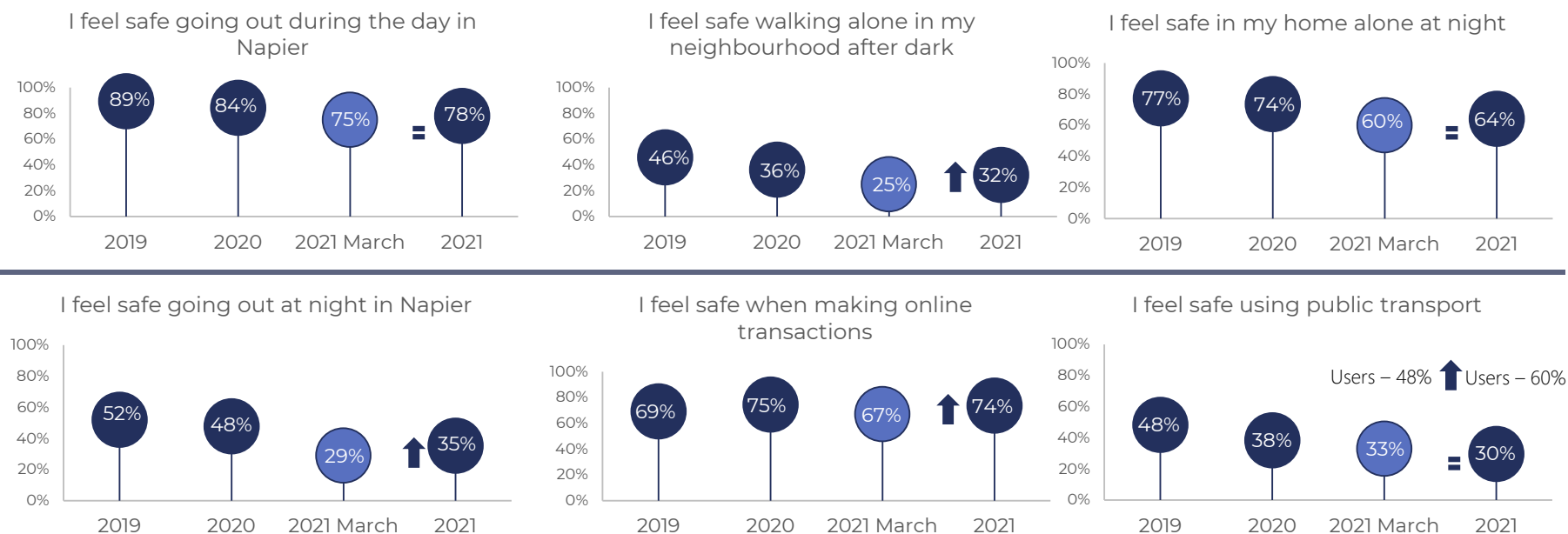
The Social Index score declined slightly in 2021, with scores varied from the minimum of 16 to the maximum of 104, and dependent on social demographics (age and income). As a result, two main groups were identified, representing segments of residents with typically higher or lower average index scores.



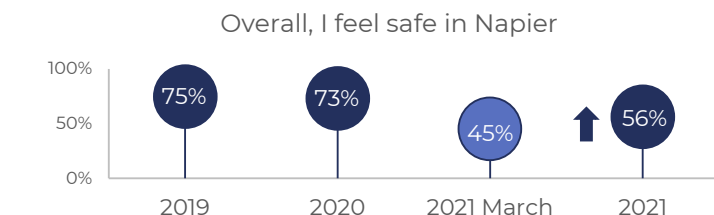
SAFETY IN NAPIER

Snapshot of results over time

↓ Significant decrease ↑ Significant increase = No significant difference



- Although community perceptions of safety in Napier continued to decline in 2021, the September 2021 results were on a par or above the Community Safety Survey in March 2021.
- Overall, 56% of residents reported feeling safe in Napier. This was down from 73% in 2020, but up compared to results from the March 2021 Community Safety Survey (45%).
- Feeling safe going out during the day (78%) and at home alone at night (64%) remained similar to March 2021.



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According to the Ministry of Justice, **89%** of New Zealanders **felt safe** in 2020.

New questions in this section in 2021:

- Feeling safe in the CBD at night
- Feeling safe in the CBD during the day
- Driving in Napier
- Perceived safety changes in the last year
- Personal crime experiences
- Willingness to report dangerous activities

SAFETY IN NAPIER

Overall feelings of safety

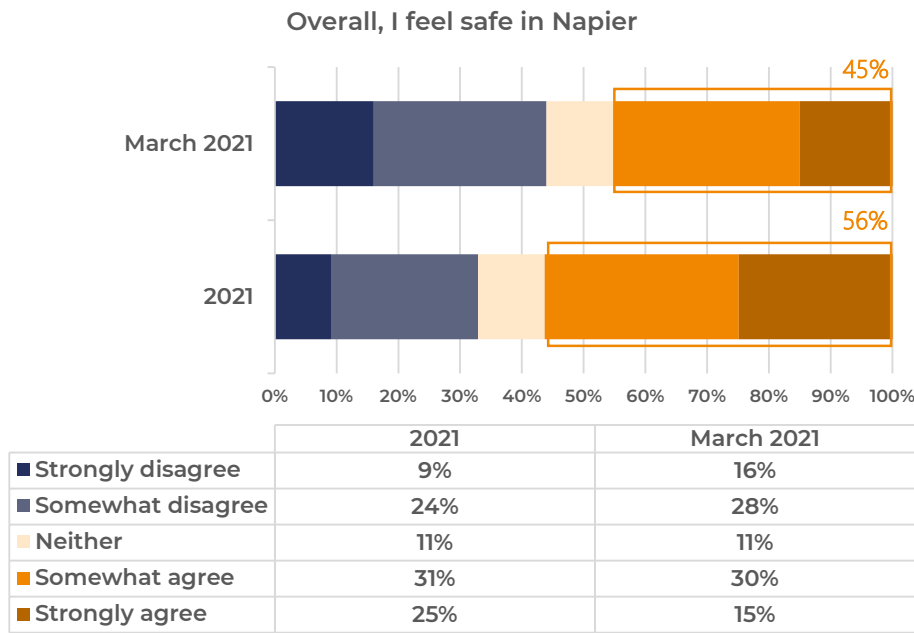


Table 9 Aggregated % 'agree' responses

		2021	March 2021
Ward	Ahuriri	60%	46%
	Nelson Park	55%	46%
	Onekawa - Tamatea	53%	36%
	Taradale	57%	48%
Age	18-39	44%	32%
	40-64	50%	43%
	65+	80%	65%
Ethnicity	New Zealand European	58%	47%
	Māori	57%	40%
	Other	43%	42%

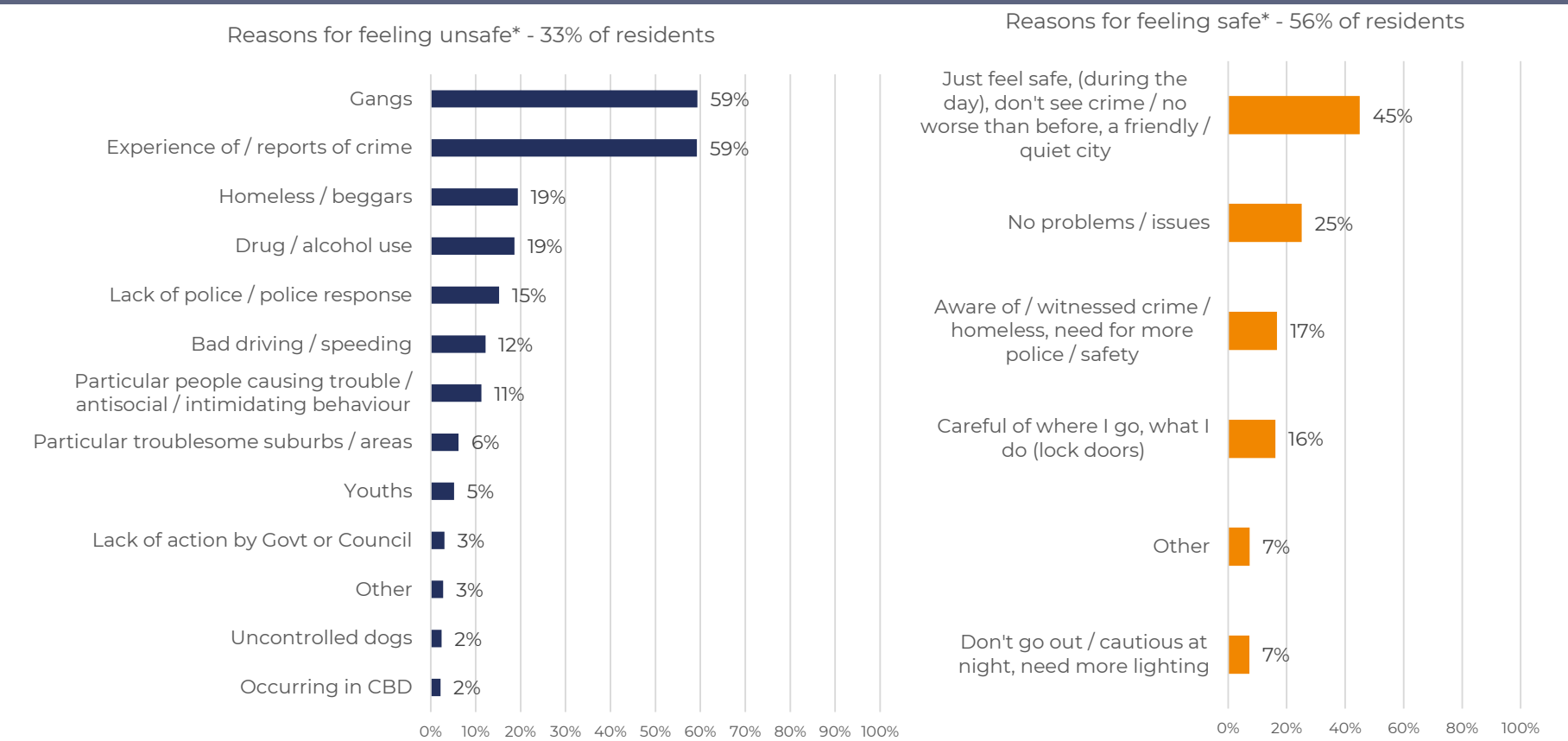
Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- Overall, 56% of residents stated they feel safe in Napier ('somewhat' or 'strongly agree').
- The percentage of residents who felt unsafe in Napier (33%) continued to increase (from 17% in 2020), but was down compared to March 2021 (44%).
- Overall safety perceptions in Napier were associated more with being at home and out at night and daytime, rather than driving, public transport or online transactions.
- Older residents (aged 65+) were significantly more likely to feel safe, and their feeling of safety has not changed compared to 2020, but improved compared to a low score in March 2021.
- Younger residents (18-39) felt least safe in 2021, reporting the greatest drop in perceived safety since 2020 (despite some rebound from March 2021 to the current survey).
- Safety perceptions improved across all wards in Napier, compared to March 2021.

n=605

SAFETY IN NAPIER

Reasons for feeling safe or unsafe



- 6-in-10 residents who felt unsafe (and provided a comment) believed lack of safety was due to 'gangs' presence, and/or their own personal experience (e.g. 'experience of/reports of crime') – by far the most cited themes.
- 45% of residents who felt safe in Napier generally commented on no reason to feel unsafe ('Just feel safe, don't see crime/no worse than before, a friendly/quiet city').

*Open-ended comments sorted into categories. Totals may exceed 100% owing to multiple responses for each respondent

SAFETY IN NAPIER

Perceived safety during the day

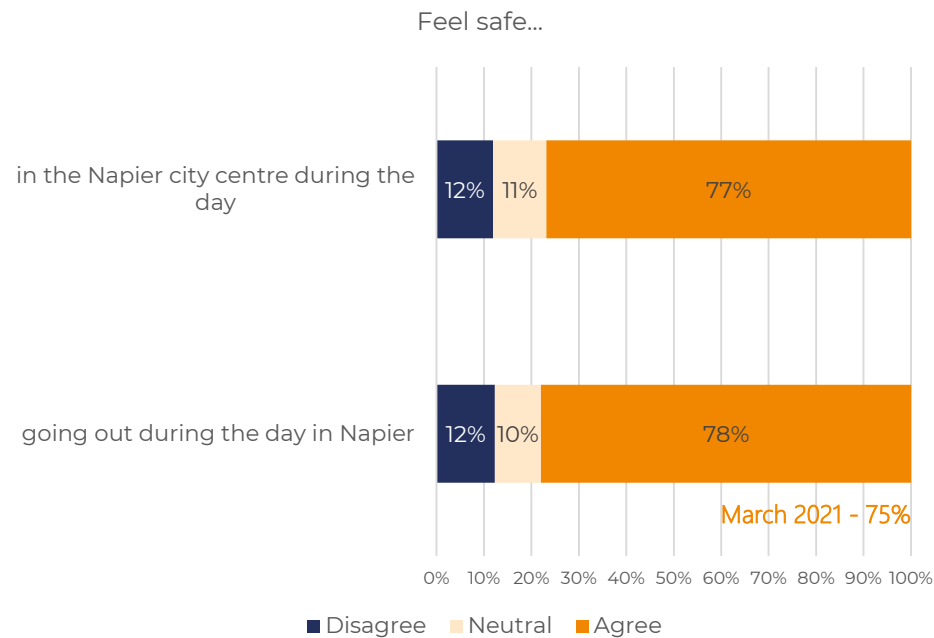


Table 10 Aggregated % 'agree' responses

		During the day in Napier	CBD during the day
Ward	Ahuriri	84%	78%
	Nelson Park	75%	76%
	Onekawa - Tamatea	74%	75%
	Taradale	79%	78%
Age	18-39	74%	76%
	40-64	74%	72%
	65+	88%	85%
Ethnicity	New Zealand European	79%	76%
	Māori	77%	78%
	Other	84%	76%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- Perceptions of safety were higher during the day (77% on average) compared to outside after dark (32%, page 20).
- Overall perceptions of safety while out in Napier correlated highly with feeling safe in the CBD.
- Older residents (aged 65+) were more likely to report feeling safe in these situations.

n=608

SAFETY IN NAPIER

Likelihood of going out after dark

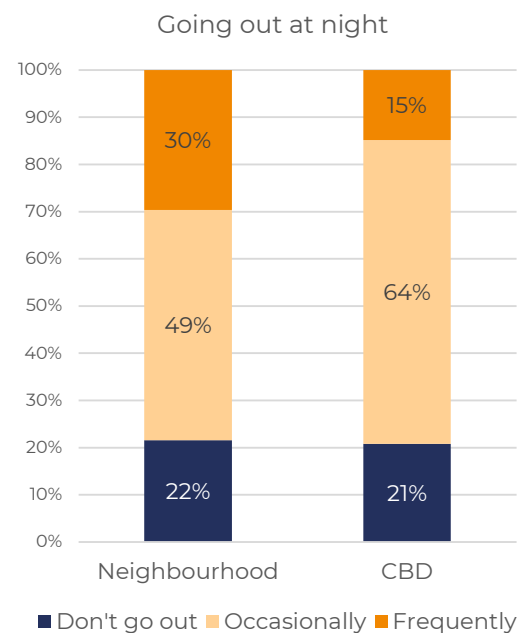


Table 11 Aggregated responses

		Neighbourhood			CBD		
		Don't go out	Occasionally	Frequently	Don't go out	Occasionally	Frequently
Ward	Ahuriri	19%	48%	33%	14%	70%	16%
	Nelson Park	25%	43%	32%	21%	57%	22%
	Onekawa - Tamatea	19%	53%	28%	22%	62%	16%
	Taradale	22%	51%	27%	23%	68%	9%
Age	18-39	20%	47%	33%	13%	66%	21%
	40-64	17%	50%	33%	18%	69%	13%
	65+	31%	49%	20%	35%	55%	10%
Ethnicity	NZ European	24%	51%	25%	22%	66%	12%
	Māori	18%	40%	43%	23%	56%	21%
	Other	13%	46%	41%	10%	68%	22%

- The overall percentage of residents who reported going out at night was similar for both local neighbourhood and the CBD. However, the frequency of going out differed significantly; only 15% of residents stated 'frequently' going out to the CBD, with 30% doing so in their neighbourhood.
- Older residents (who reported feeling most safe) were least likely to go out at night overall.
- 21% of residents aged 18-39 reported frequently going out at night into the CBD.
- Although the survey cannot establish cause and effect relationships, there were significant associations between going out at night and safety perceptions. 69% of residents who preferred to stay at home after dark reported feeling unsafe in their neighbourhood, and 61% reported feeling unsafe in the CBD at night. This suggests safety perceptions could potentially influence willingness to go out in Napier.

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

SAFETY IN NAPIER

Perceived safety after dark

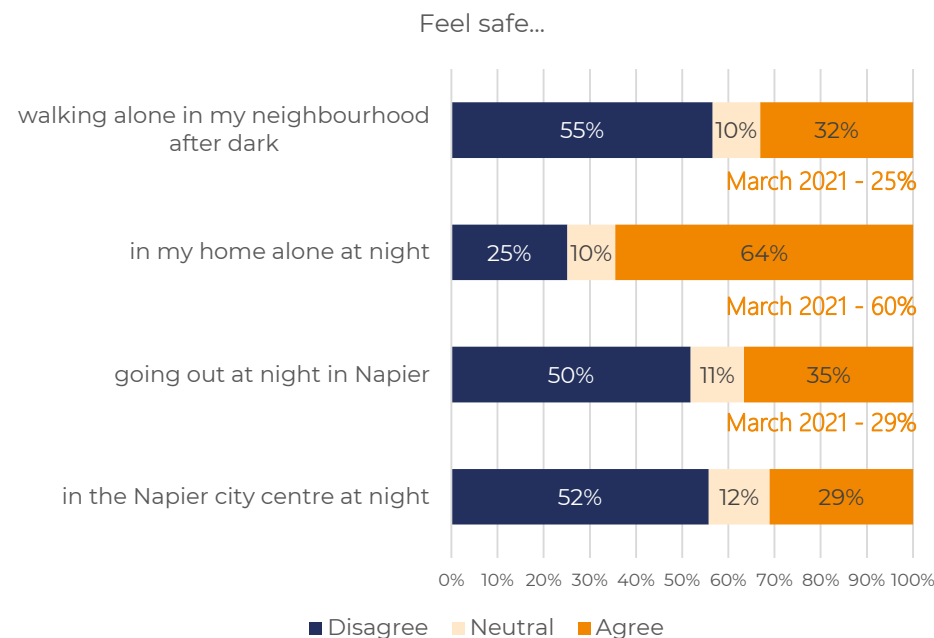


Table 12 Aggregated % 'agree' responses

		Walking alone	At home	Going out	CBD
Ward	Ahuriri	40%	68%	40%	36%
	Nelson Park	33%	62%	38%	29%
	Onekawa - Tamatea	22%	57%	26%	24%
	Taradale	32%	68%	35%	28%
Age	18-39	25%	56%	27%	29%
	40-64	33%	60%	37%	27%
	65+	39%	81%	44%	33%
Ethnicity	New Zealand European	30%	64%	34%	27%
	Māori	39%	71%	37%	36%
	Other	38%	54%	41%	34%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- Just under two-thirds (64%) of residents felt safe at home at night (down compared to 74% in 2020 but similar to 60% in March 2021).
- Perceptions of safety when out after dark were lower compared to feelings of safety at home at night.
- Feeling safe in the CBD at night was low amongst all age groups.
- Younger residents reported feeling least safe in their neighbourhood, at home or going out.
- Female residents felt least safe in their neighbourhood (20%) or in the CBD (23%).
- Onekawa-Tamatea ward residents considered their suburb as unsafe to walk in after dark.



According to Statistics New Zealand, **87%** of New Zealanders felt safe **at home at night** in 2018, and **62%** felt safe **walking after dark**.

n=608-610

SAFETY IN NAPIER

Other attributes in relation to safety

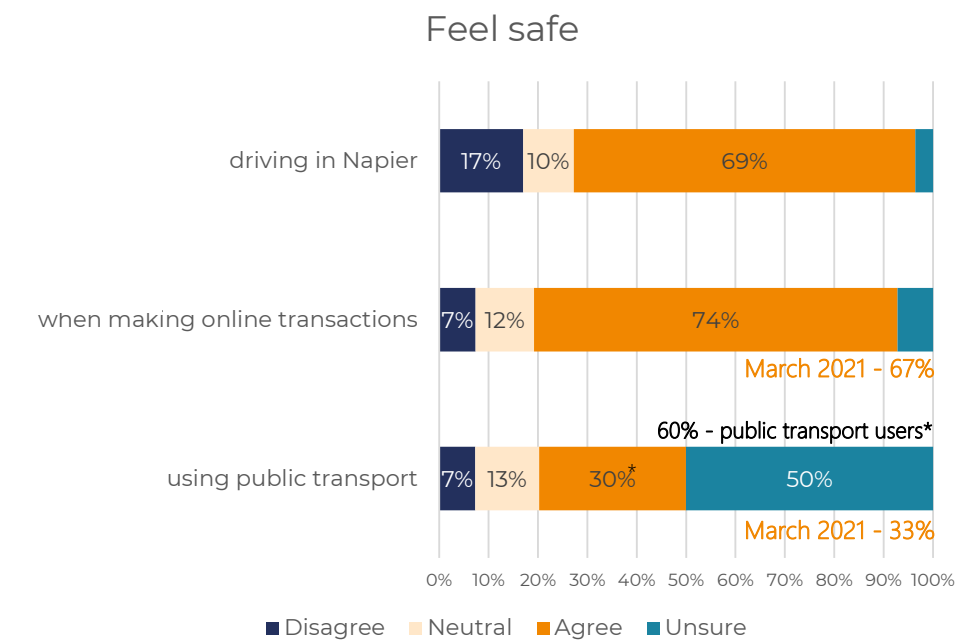


Table 13 Aggregated % 'agree' responses

		Driving	Online transactions	Public transport
Ward	Ahuriri	74%	73%	26%
	Nelson Park	68%	74%	34%
	Onekawa - Tamatea	63%	70%	25%
	Taradale	71%	75%	30%
Age	18-39	63%	81%	35%
	40-64	68%	73%	27%
	65+	78%	64%	28%
Ethnicity	New Zealand European	70%	74%	27%
	Māori	66%	74%	36%
	Other	72%	72%	37%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- 69% of residents reported feeling safe when driving in Napier.
- 74% of residents reported feeling safe when making online transactions.
- Although only 30% of residents felt safe using public transport, half (50%) could not provide a rating. Amongst public transport users, 60% reported feeling safe (similar to 58% in 2020).
- Younger residents were more likely to feel safe making online transactions or using public transport.



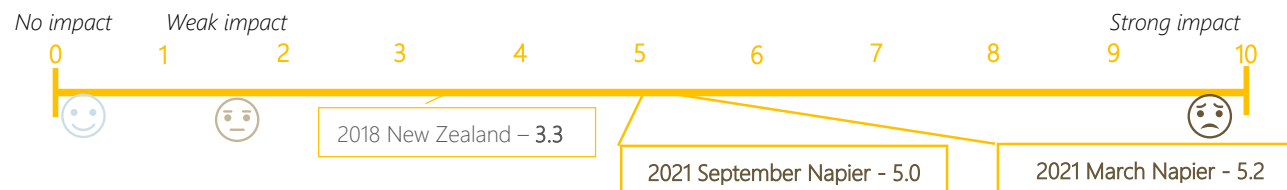
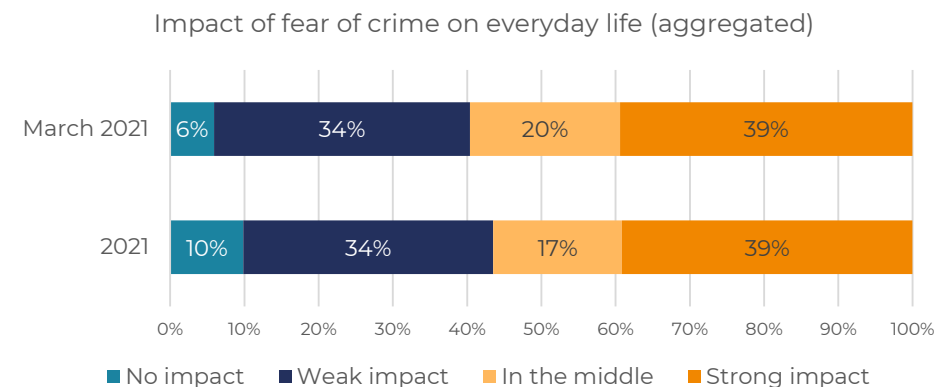
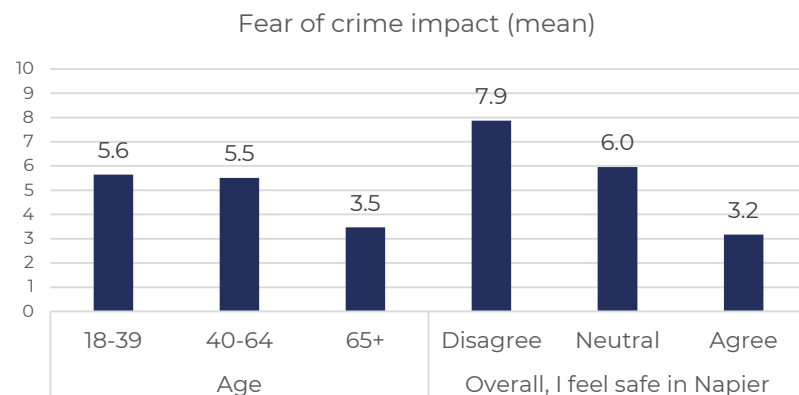
According to Statistics New Zealand, **72%** of New Zealanders felt safe **making online transactions** in 2018.

n=603-605

*Re-calculated excluding 'Don't know'/'Not applicable' responses

SAFETY IN NAPIER

Fear of crime and everyday life



- 10% of residents in the current survey believed fear of crime had no impact on their everyday life.
- 34% of residents reported a weak impact (ratings 1 to 4 out of 10), and 39% reported a moderate to strong impact (ratings 7 to 10 out of 10) – similar to the results in March 2021.
- On average, the reported level of impact was 5.0 out of 10.
- This score was higher amongst residents who felt unsafe in Napier (average score of 7.9) – indicating that those who feel less safe also feel crime has a larger impact on their life.

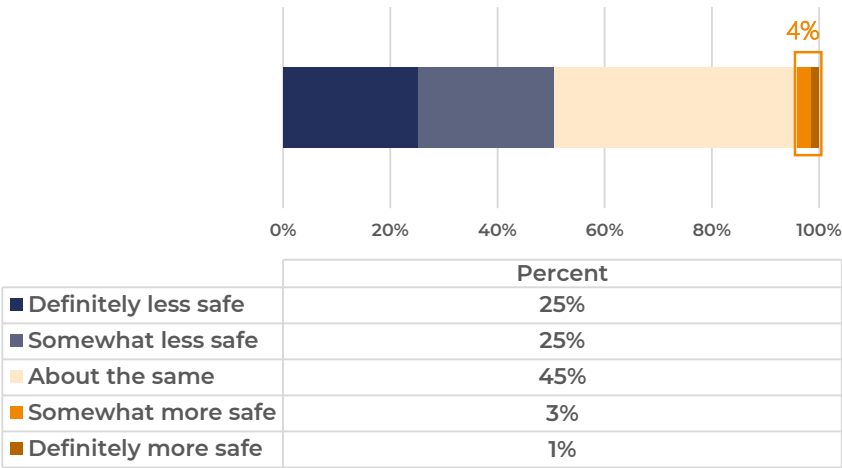
- Residents aged under 65 were more likely to report fear of crime having a stronger impact on their everyday life.
- Reported changes in safety perceptions in Napier in the past 12 months exhibited the strongest connection with fear of crime; residents who felt less safe over time were more likely to suggest a greater level of impact.
- Other significant factors on fear of crime were feelings of safety alone at home at night, going out at night, going out during the day and driving in Napier.

n=609

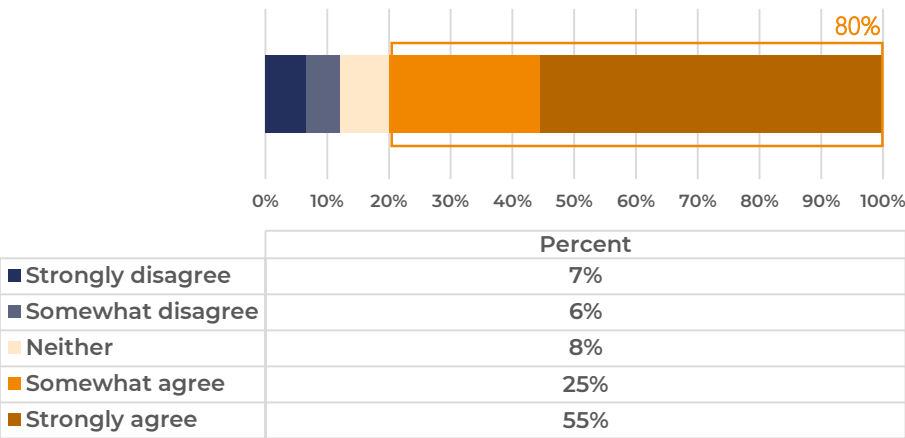
SAFETY IN NAPIER

Other safety perceptions

Compared to 12 months ago, how do you now feel?



I would always report dangerous or suspicious activities occurring in my neighbourhood to the Police



- Half of residents (51%) reported feeling less safe in the past 12 months. This was associated with greater perceptions of feeling less safe in the neighbourhood after dark and CBD at night.
- Just under one-third (31%) reported that they, or a member of their household, had been the victim of crime in the last 12 months. According to the Ministry of Justice, 29% of New Zealand adults reported crime experience in 2020.
- 80% of residents believed they would always report dangerous or suspicious activities occurring in their neighbourhood to the Police.
- Respondents who had stronger social connections were more likely to suggest reporting dangerous or suspicious activities.
- Overall, two distinct groups of respondents were identified in relation to their contrasting safety perceptions.
- Group one exhibited a lower fear of crime impacting on their everyday life, as they tended to feel more secure in Napier, and were slightly more likely to report any suspicious activities in their neighbourhood. These respondents were more likely to be over 65, from Taradale and Ahuriri wards.
- Group two exhibited greater fear of crime and overall a greater sense of feeling unsafe in Napier. Half of residents within this group resided in Nelson Park and Onekawa-Tamatea wards. This group of residents was also more likely to experience or report a crime in the past 12 months.

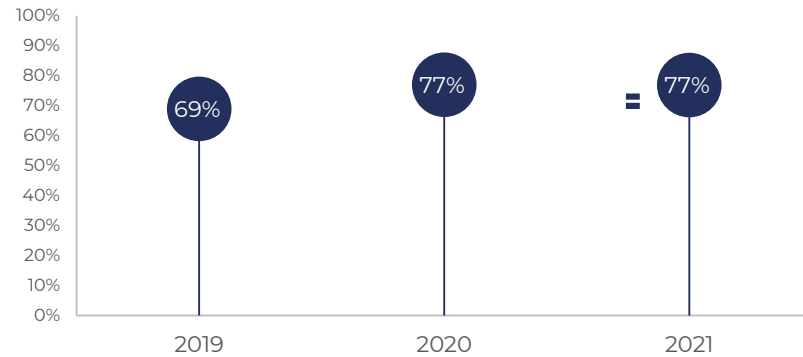
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DIVERSITY

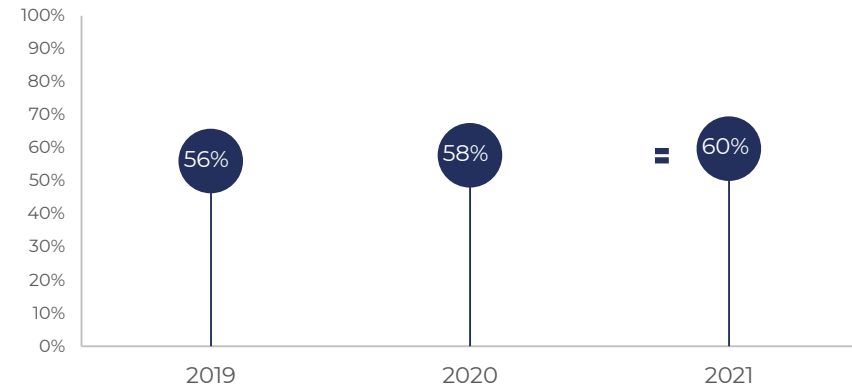
Snapshot of results over time

↓ Significant decrease ↑ Significant increase = No significant difference

I feel that I am accepted by the community in my neighbourhood



People in my community are tolerant of others



- The community's sense of diversity remained consistent in 2021.
- 6-in-10 residents believed people in their community are tolerant of others (similar to 58% in 2020).

- 77% of residents felt accepted by the community in their neighbourhood (similar to 2020).

New questions in this section in 2021:

- How easy or hard is it to be yourself in Napier
- Personal experiences of prejudice
- Diversity impacts on Napier as a place to live

DIVERSITY

Attributes in relation to community diversity

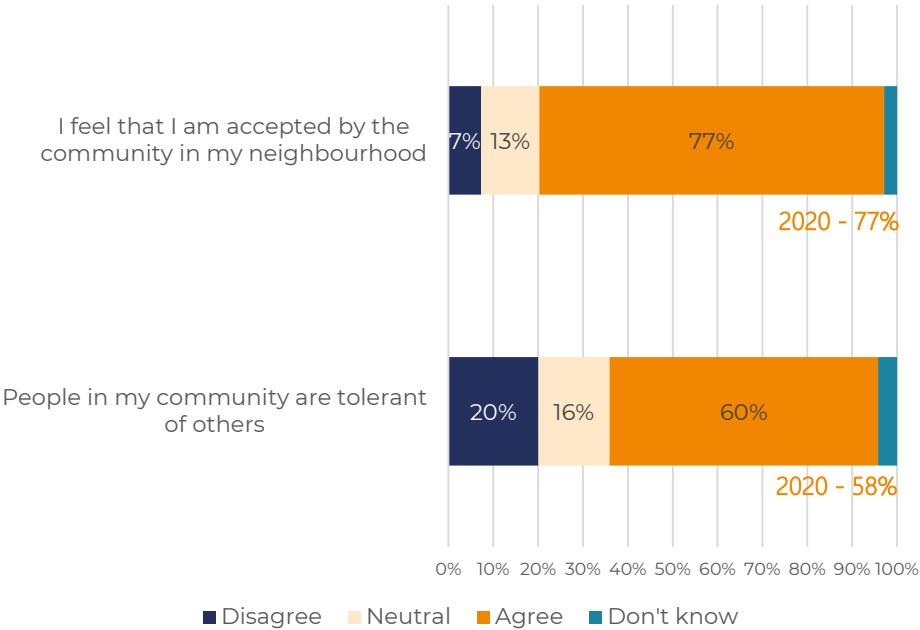


Table 14 Aggregated % 'agree' responses

		Feel accepted	Tolerance
Ward	Ahuriri	86%	70%
	Nelson Park	71%	53%
	Onekawa - Tamatea	68%	49%
	Taradale	80%	65%
Age	18-39	68%	58%
	40-64	77%	51%
	65+	88%	75%
Ethnicity	New Zealand European	79%	63%
	Māori	73%	44%
	Other	67%	65%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- Residents’ sense of acceptance (77%) was greater compared to perceived tolerance (60%) in the community.
 - Feelings of acceptance increased with age; residents aged 18-39 felt less accepted.
- Fewer residents in Nelson Park and Onekawa-Tamatea wards felt accepted or believed people in their community are tolerant of others.
 - Fewer Māori residents believed people are tolerant.

n=610

DIVERSITY

Being yourself in Napier

How easy or hard is it for you to be yourself in Napier?

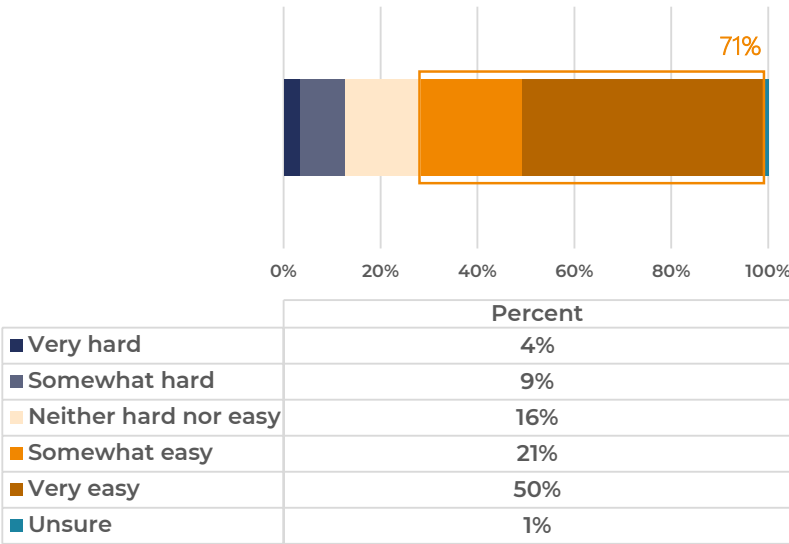
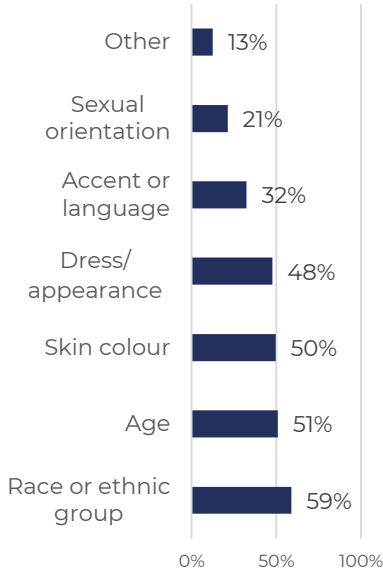


Table 15 Aggregated % 'easy' responses

		Be yourself
Ward	Ahuriri	67%
	Nelson Park	66%
	Onekawa - Tamatea	70%
	Taradale	76%
Age	18-39	65%
	40-64	64%
	65+	87%
Ethnicity	New Zealand European	73%
	Māori	64%
	Other	66%

Being yourself associated attributes*



- As people in New Zealand have different lifestyles, cultures and beliefs that express who they are, Napier residents were asked how easy or hard it is for them to be themselves.
- 7-in-10 residents (71%) believed it was 'somewhat' or 'very easy' to be themselves in Napier.
- Self-identity was more likely to be associated with race and ethnicity (59%), followed by age (51%), skin colour (50%) and dress/appearance (48%).
- Older residents (aged 65+) were more likely to feel comfortable being themselves compared to younger residents. This corresponds with younger residents finding it harder to feel accepted in the community.



According to Statistics New Zealand, 84% of New Zealanders felt it was easy to be themselves in 2018.

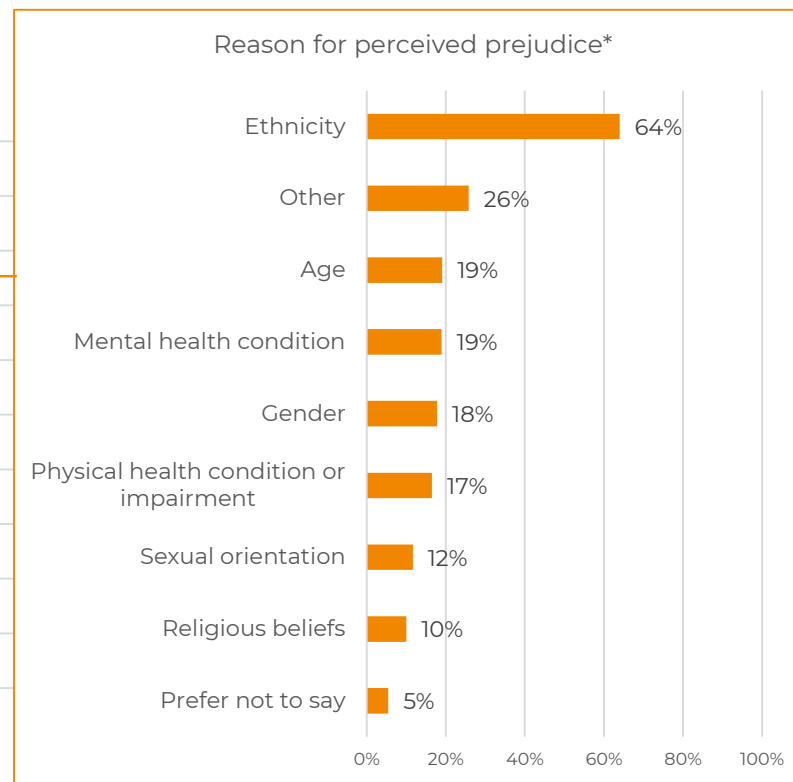
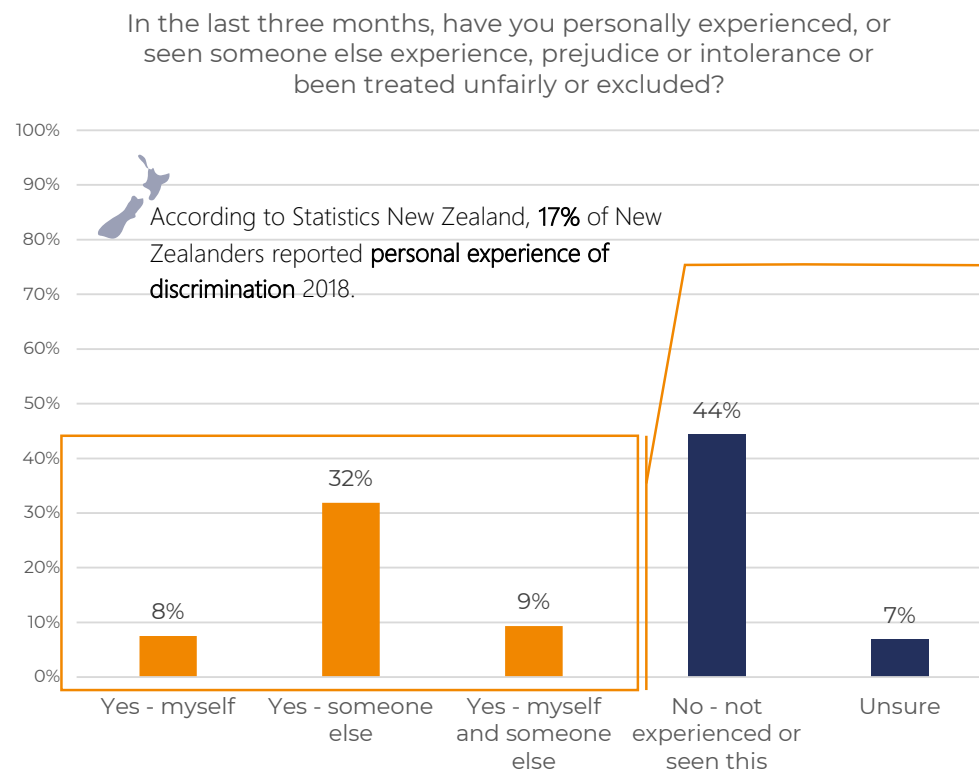
n=610

*Totals may exceed 100% owing to multiple responses for each respondent

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

DIVERSITY

Intolerance perceptions



- 49% of residents reported themselves or someone else experiencing prejudice or intolerance. 17% had personally experienced this themselves in the last three months.
- Residents under 65, and Māori residents, were more likely to report these experiences.
- The most cited reason for intolerance was ethnicity.
- Respondents who reported experiencing prejudice or being treated unfairly were less likely to agree (41%) people in their community are tolerant of others.
- In addition, respondents who reported experiencing prejudice or being treated unfairly showed greater fear of crime on their everyday life.

*Totals may exceed 100% owing to multiple responses for each respondent

DIVERSITY

Napier as a place to live with different lifestyles and cultures

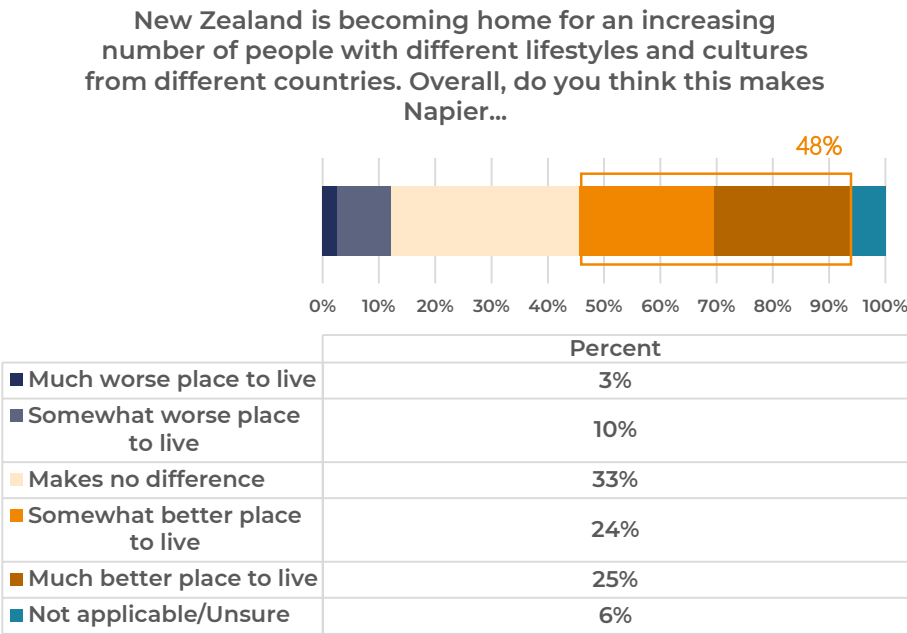


Table 16 Aggregated responses

		Makes Napier better place
Ward	Ahuriri	57%
	Nelson Park	48%
	Onekawa - Tamatea	37%
	Taradale	50%
Age	18-39	46%
	40-64	50%
	65+	48%
Ethnicity	New Zealand European	47%
	Māori	48%
	Other	58%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- While New Zealand is becoming home for an increasing number of people with different lifestyles and cultures from different countries, just under half (48%) of residents believed this diversity makes Napier a better place to live.
- One-third of residents (33%) believed this makes no difference.
- 12% believed this makes Napier a worse place to live.
- Significant differences were found by ward. Ahuriri residents were more likely to agree that diversity makes Napier a better place to live, whereas Onekawa-Tamatea residents were least likely to agree with this statement.



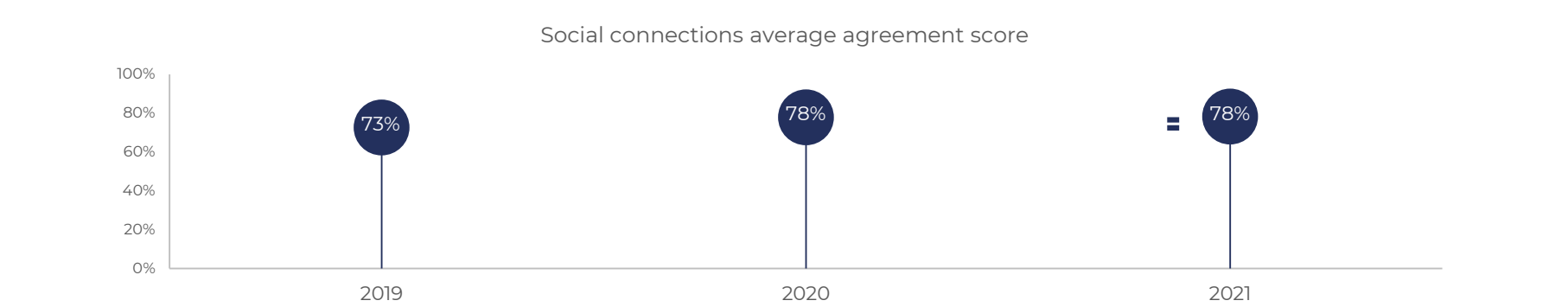
In 2018, Councils with larger populations (e.g. Auckland, Wellington) reported **57%** of residents believed cultural diversity makes their city a better place to live.

n=607

SOCIAL CONNECTIONS

Snapshot of results over time

↓ Significant decrease ↑ Significant increase = No significant difference



SOCIAL CONNECTIONS

Attributes in relation to community and social connections

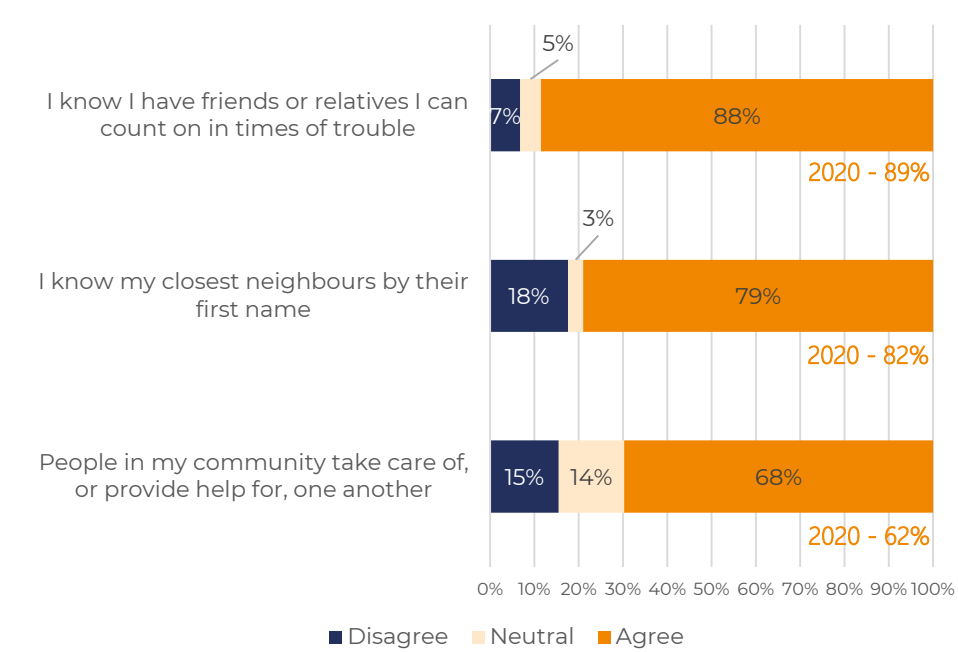


Table 17 Aggregated % 'agree' responses

		Friends or relatives	Knowing neighbours	Community help
Ward	Ahuriri	91%	79%	71%
	Nelson Park	85%	80%	65%
	Onekawa - Tamatea	90%	73%	60%
	Taradale	88%	81%	72%
Age	18-39	85%	62%	59%
	40-64	85%	84%	66%
	65+	96%	91%	81%
Ethnicity	New Zealand European	90%	78%	68%
	Māori	85%	80%	62%
	Other	78%	85%	72%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

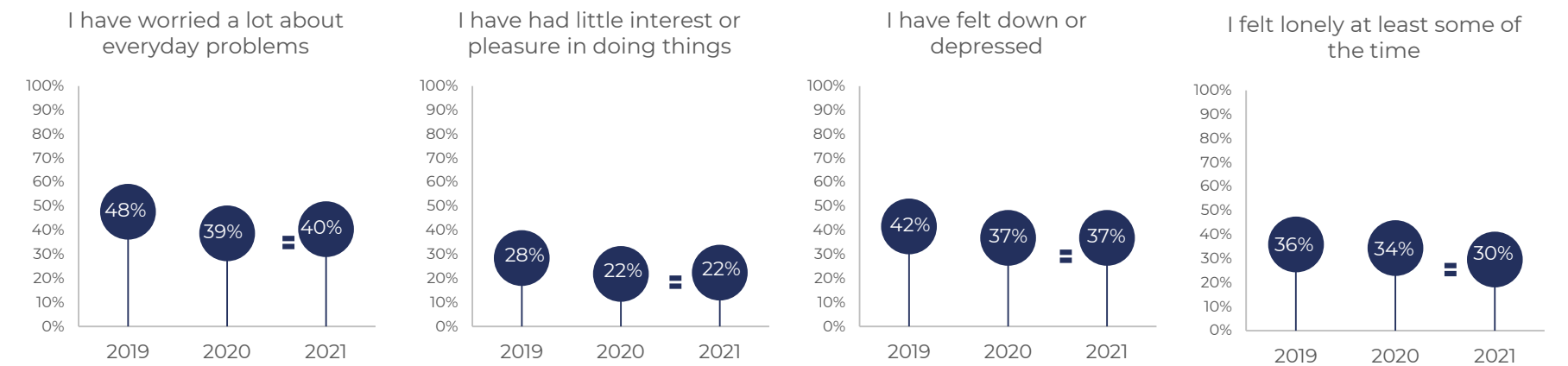
- A supportive network of family and friends remained high (88%), which could be associated with the impact of COVID-19 and past lockdowns.
- 79% of residents stated they know their closest neighbour by their first name. This knowledge increased significantly with age; 9-in-10 residents aged 65+ reported knowing their neighbours.
- Although over two-thirds (68%) believed that people in their community take care of one another, this perception was also much greater amongst older residents (aged 65+) compared to younger residents (aged 18-39).

n=610

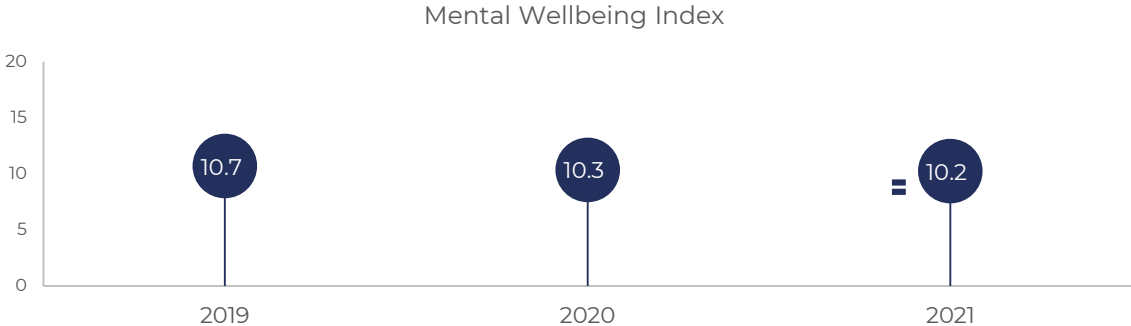
COMMUNITY MENTAL WELLBEING

Snapshot of the result over time

↓ Significant decrease ↑ Significant increase = No significant difference



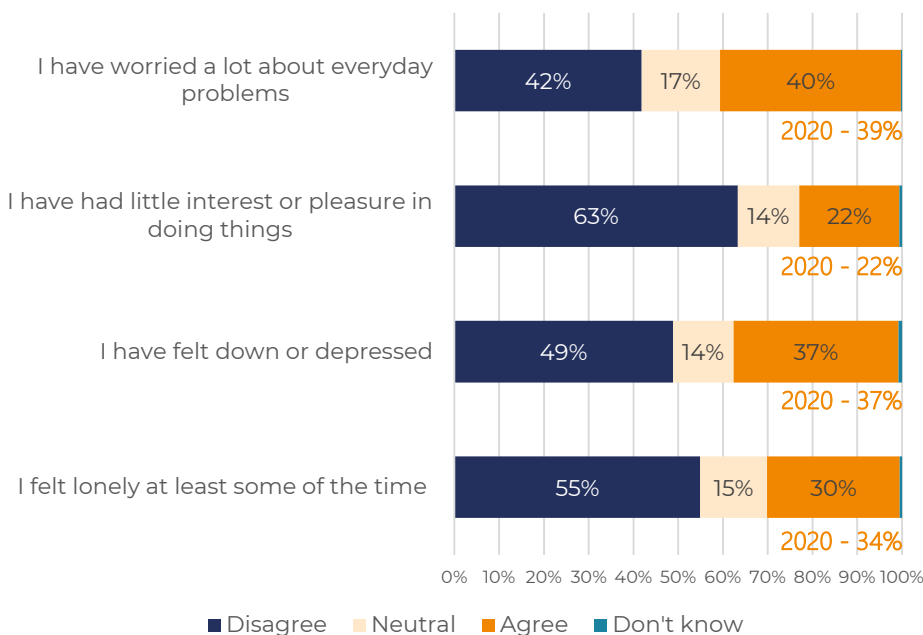
- Overall, the mental wellbeing index – a total measure of indicative psychological distress – was moderate (10.2, maximum distress = 20). This result has been consistent over the past three years.
- The general community’s mental wellbeing remained positive, with no significant changes compared to 2020.



According to Statistics New Zealand, **26%** of New Zealanders **felt lonely** at least some of the time in 2021.

COMMUNITY MENTAL WELLBEING

Attributes in relation to community mental wellbeing and Mental Wellbeing Index



- In 2021, around 2-in-5 residents reported worrying a lot about everyday problems (40%) and/or feeling down or depressed (37%).
- 3-in-10 residents reported feeling lonely, and around 1-in-4 residents (22%) had little interest in doing things.
- The most vulnerable group were residents aged 18-39, and those living in a rented property.

n=610

Table 18 Community mental wellbeing index

		Index
Ward	Ahuriri Ward	10.1
	Onekawa - Tamatea Ward	10.8
	Nelson Park Ward	10.9
	Taradale Ward	9.6
Age	18-39	12.3
	40-64	10.3
	65+	7.7
Ethnicity	New Zealand European	9.9
	Māori	11.3
	Pacific people	14.0
	Asian	9.3
	Other	11.2
Home ownership	Owned	9.8
	Rented	12.4
Income	\$20,000 or less	12.0
	\$20,001-\$30,000	8.8
	\$30,001-\$50,000	9.2
	\$50,001-\$70,000	10.7
	\$70,001-\$100,000	11.3
	\$100,001 or more	10.2

Note: higher mental wellbeing scores = greater distress
significant differences by ward, age or ethnicity are highlighted in **bold**

NEIGHBOURHOOD

Attributes in relation to community and neighbourhood

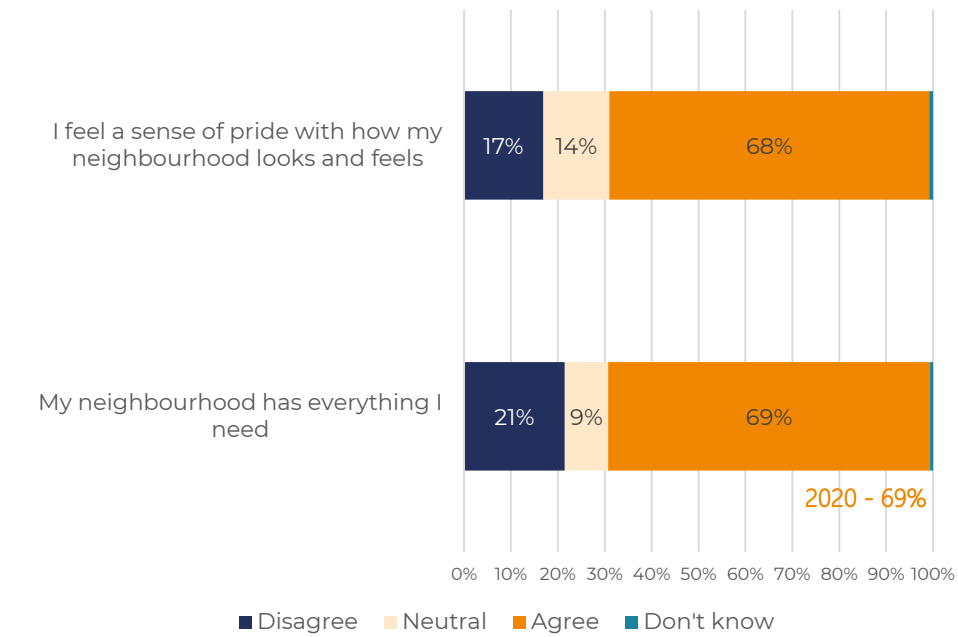


Table 19 Aggregated % 'agree' responses

		Sense of pride	Neighbourhood has everything needed
Ward	Ahuriri	77%	77%
	Nelson Park	57%	57%
	Onekawa - Tamatea	58%	64%
	Taradale	76%	75%
Age	18-39	56%	56%
	40-64	67%	69%
	65+	86%	83%
Ethnicity	New Zealand European	72%	72%
	Māori	63%	64%
	Other	47%	54%

- Over two-thirds of residents believed their neighbourhood has everything they need (69%, similar to 2020), and felt a sense of pride with how their neighbourhood looks and feels (68%).
- Older residents (aged 65+) tended to be more satisfied with their neighbourhood compared to younger residents.
- Fewer residents from Nelson Park and Onekawa-Tamatea wards agreed their neighbourhood has everything they need and that they feel a sense of pride about it.

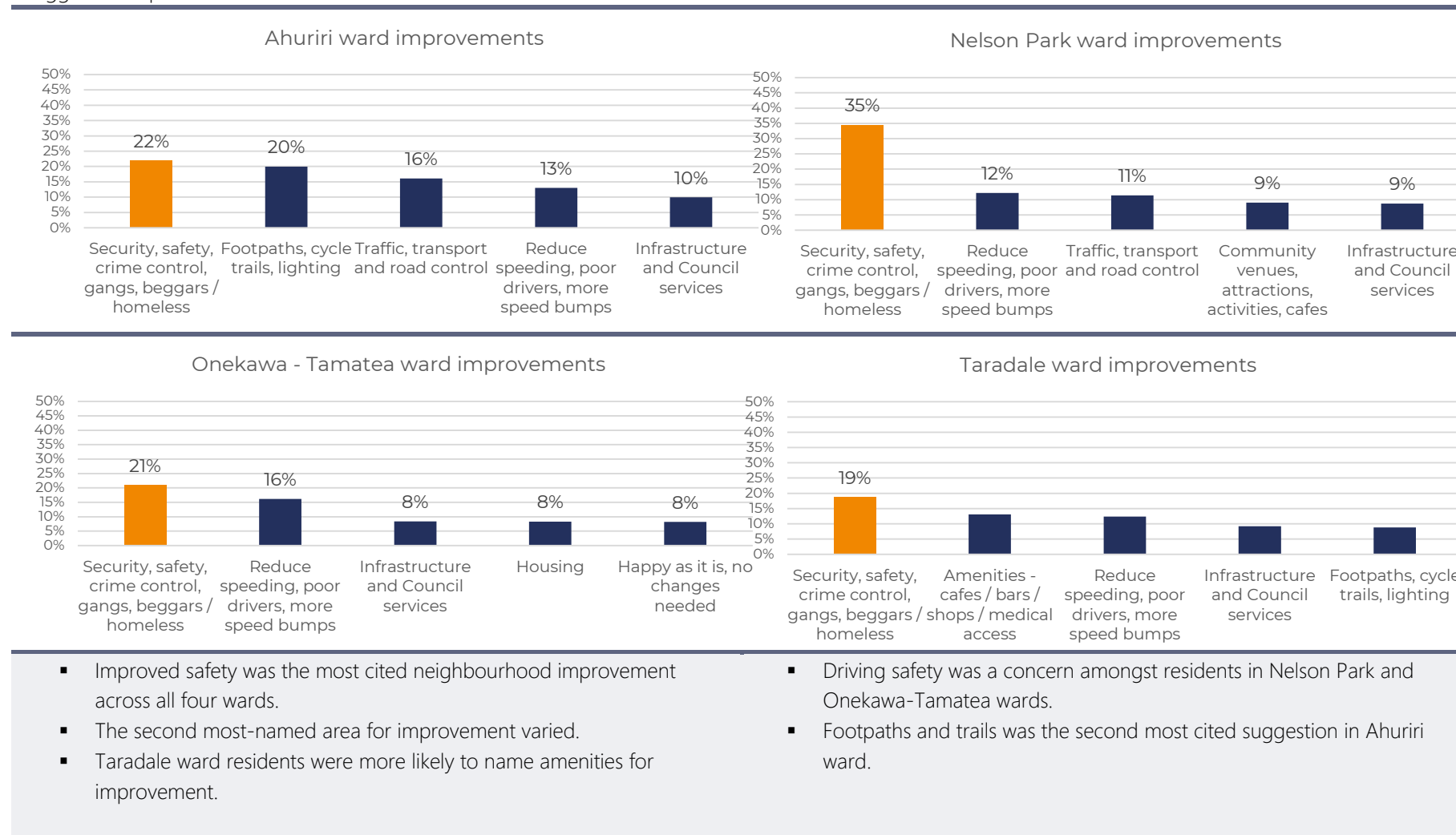
 In 2018, Councils with larger populations (e.g. Auckland, Wellington) reported **60%** of residents **feeling proud** of their local area.

n=610

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

NEIGHBOURHOOD

Suggested improvements



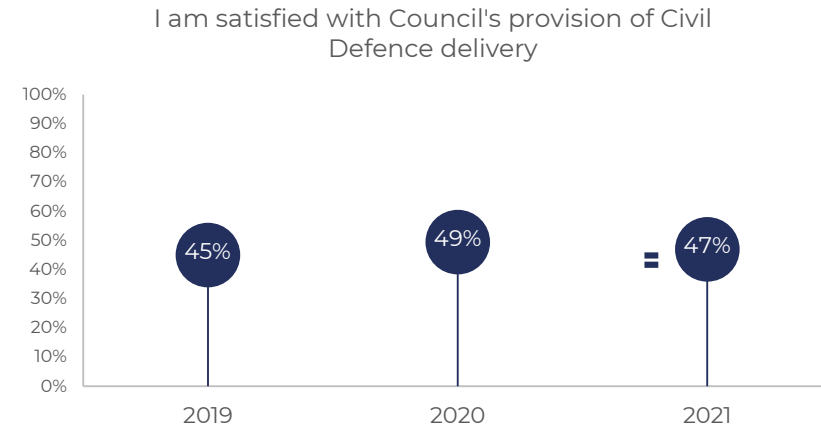
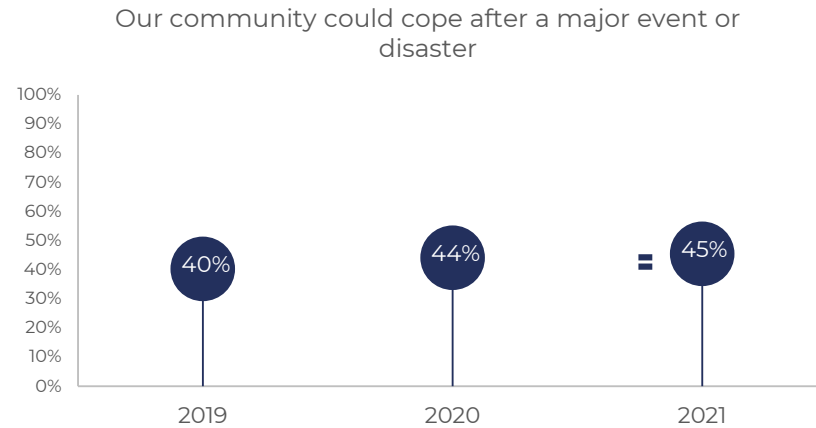
Note: results by area can be found in the Appendix

Open-ended comments sorted into categories. Totals may exceed 100% owing to multiple responses for each respondent

EMERGENCY MANAGEMENT

Snapshot of results over time

↓ Significant decrease ↑ Significant increase = No significant difference

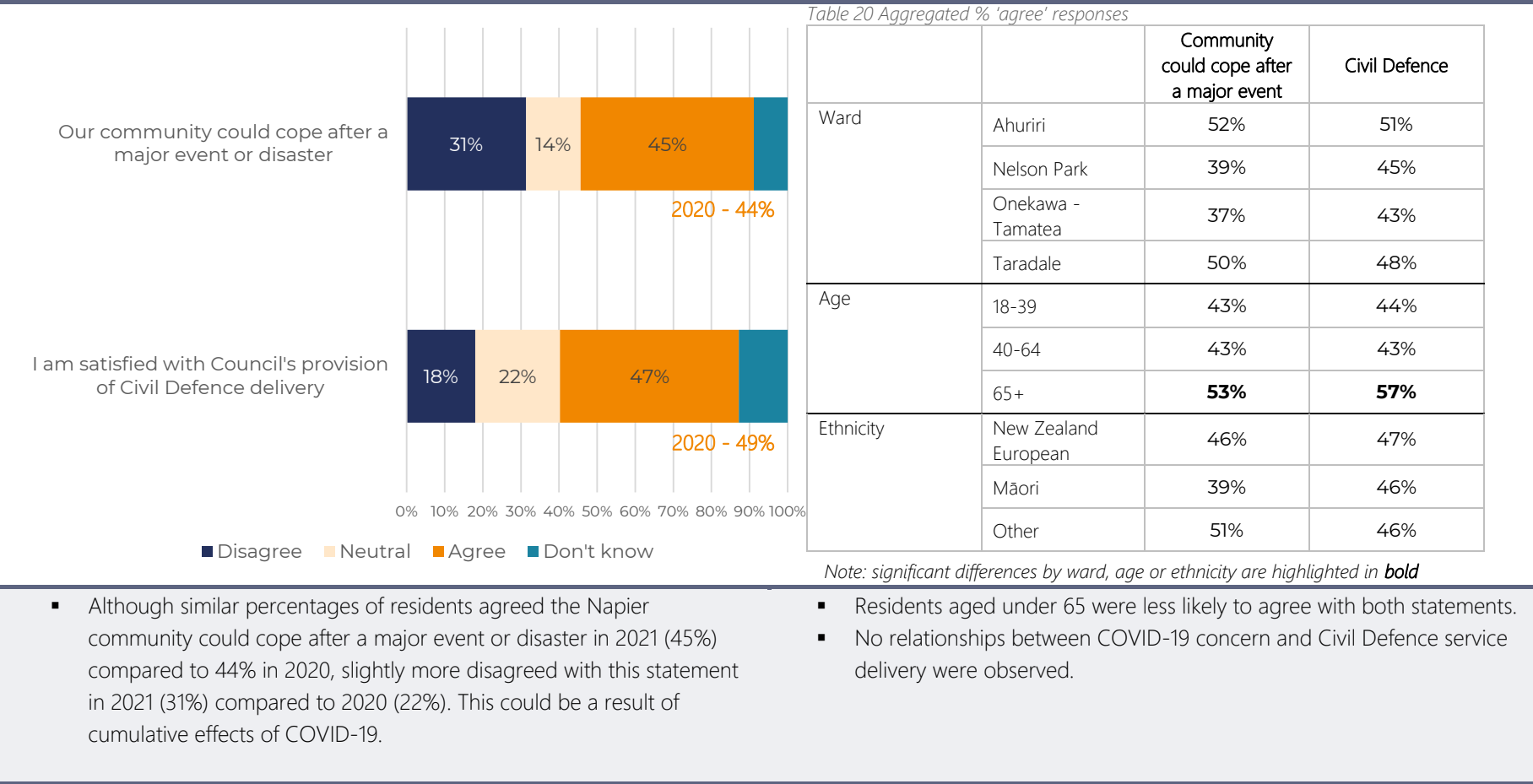


- After a slight improvement in 2020, residents' satisfaction with Council's provision of Civil Defence (47%), remained on a par.

- 45% of residents believed the Napier community could cope after a major event or disaster (similar to 2020).

EMERGENCY MANAGEMENT

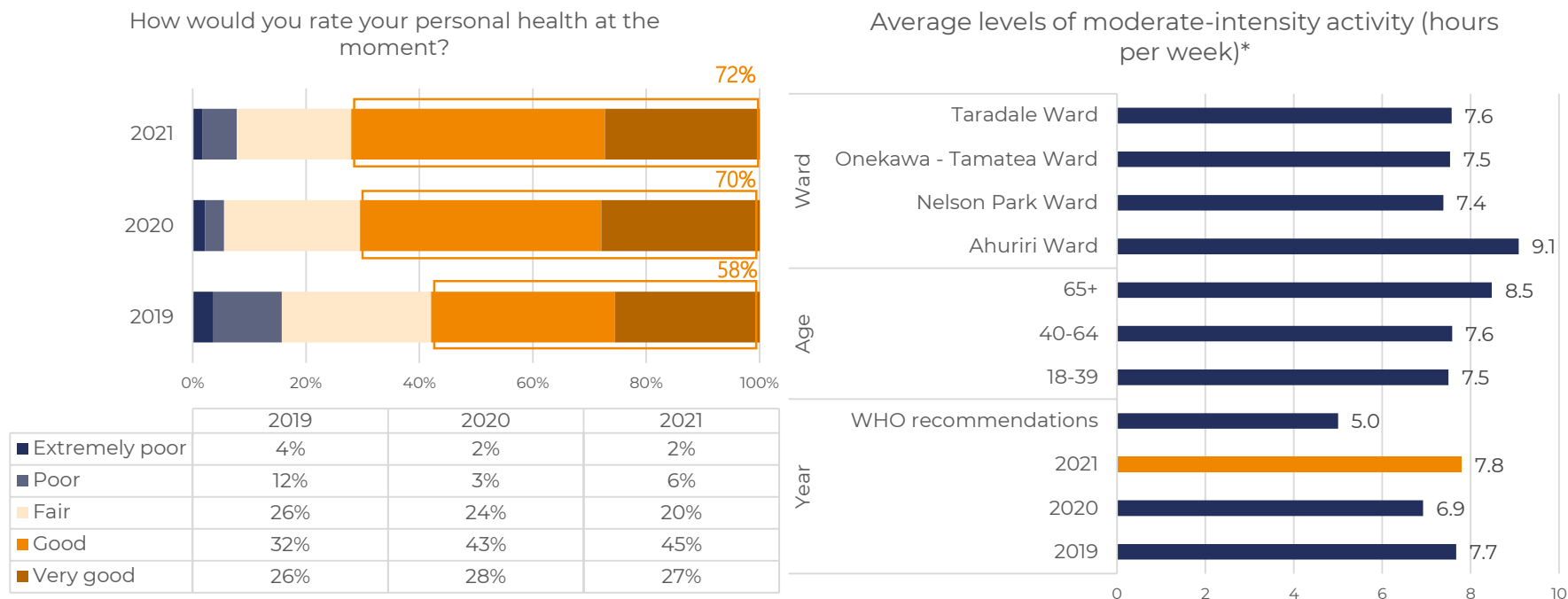
Attributes in relation to community and emergency management



n=610

COMMUNITY HEALTH

Personal health and average levels of activity



- 72% of residents believed they were in 'good' or 'very good' health (similar to 70% in 2020).

- In 2021, residents continued to report a good level of moderate-intensity activity (7.8 hours on average per week) in the community; more than half of residents (53%) reported moderate-intensity activity of 4 hours and more per week.
- Greater activity (8.3 hours on average) was associated with residents who were less likely to report feeling down or depressed, or worrying about everyday problems.

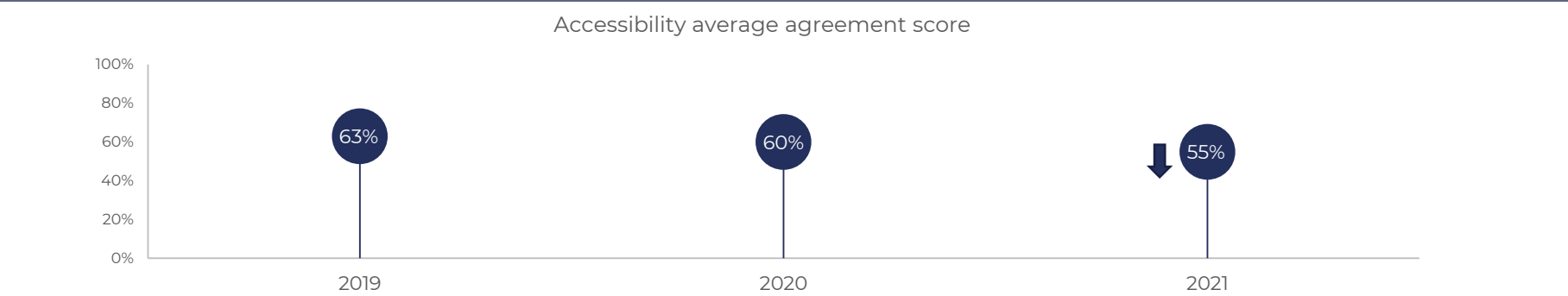
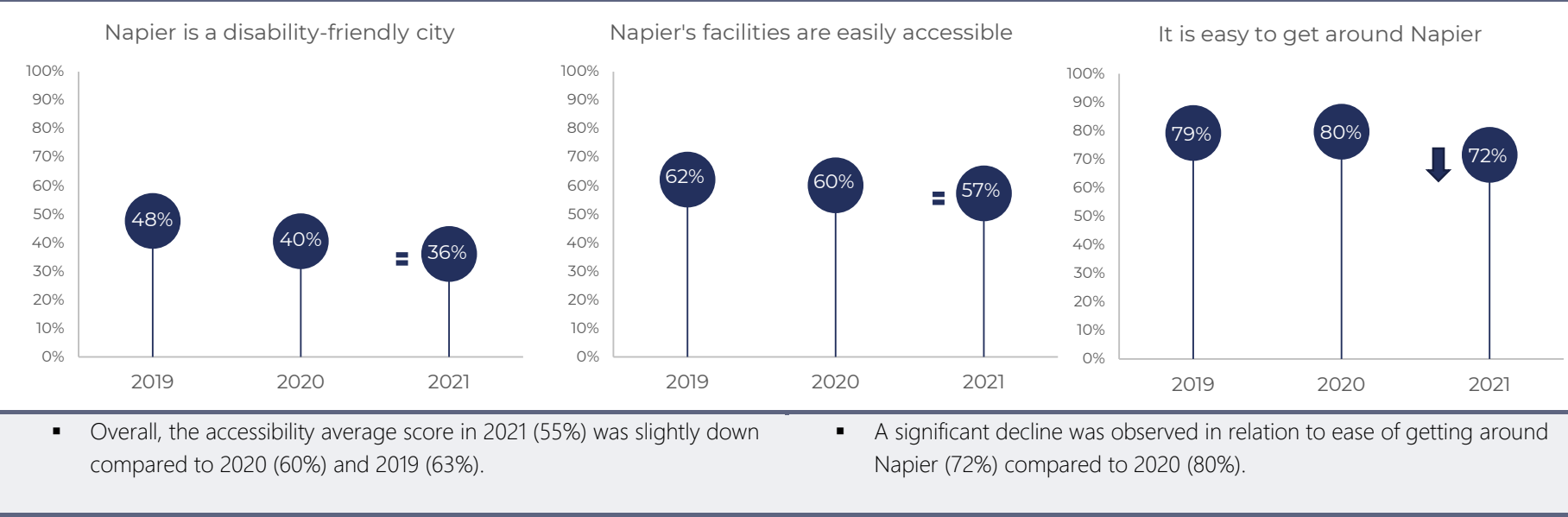
n=608

*n=559. Reported results are based on open-ended comments. If a range of hours was provided, the average of the range was used in the analysis.

ACCESSIBILITY

Snapshot of results over time

↓ Significant decrease ↑ Significant increase = No significant difference



ACCESSIBILITY

Attributes in relation to accessibility in Napier

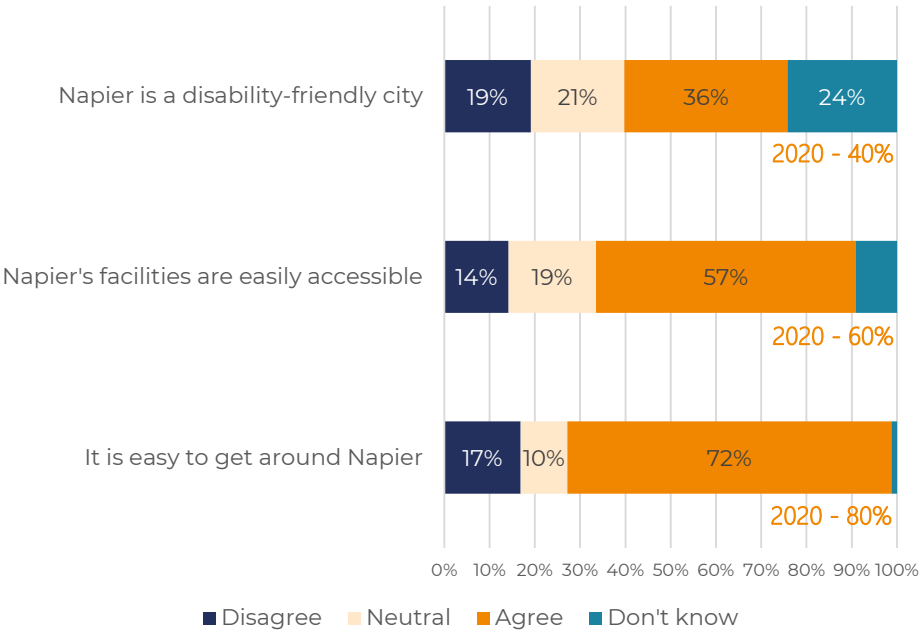


Table 21 Aggregated % 'agree' responses

		Disability friendly	Accessible	Easy to get around
Ward	Ahuriri	34%	64%	75%
	Nelson Park	39%	53%	70%
	Onekawa - Tamatea	31%	59%	75%
	Taradale	37%	57%	70%
Age	18-39	34%	53%	66%
	40-64	33%	53%	67%
	65+	44%	69%	86%
Ethnicity	New Zealand European	37%	61%	74%
	Māori	34%	46%	69%
	Other	31%	49%	60%

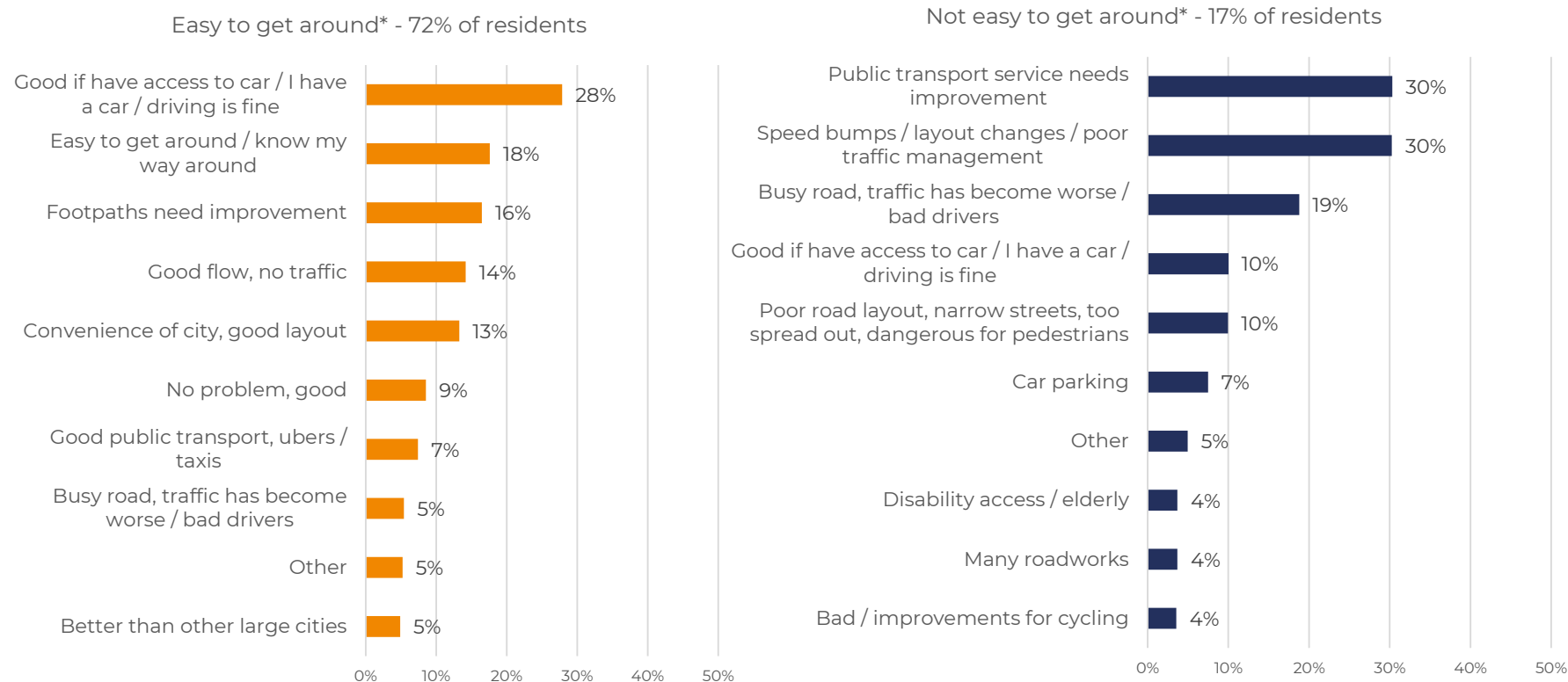
Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- 57% of residents stated that Napier’s facilities are easily accessible (similar to 60% in 2020).
 - Although 36% of residents found Napier to be a disability-friendly city, one-quarter (24%) could not provide a rating.
- 72% of residents agreed it is easy to get around Napier. Fewer residents aged under 65 agreed with this statement.

n=610

ACCESSIBILITY

Reasons for accessibility perceptions



- Access to a personal car was the key reason to agree that Napier is an easy city to get around (*'Good if have access to car/I have a car/driving is fine'*).

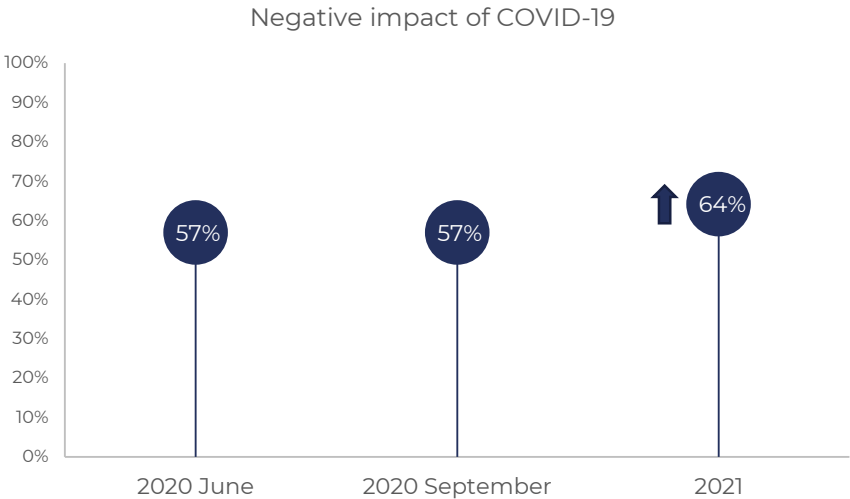
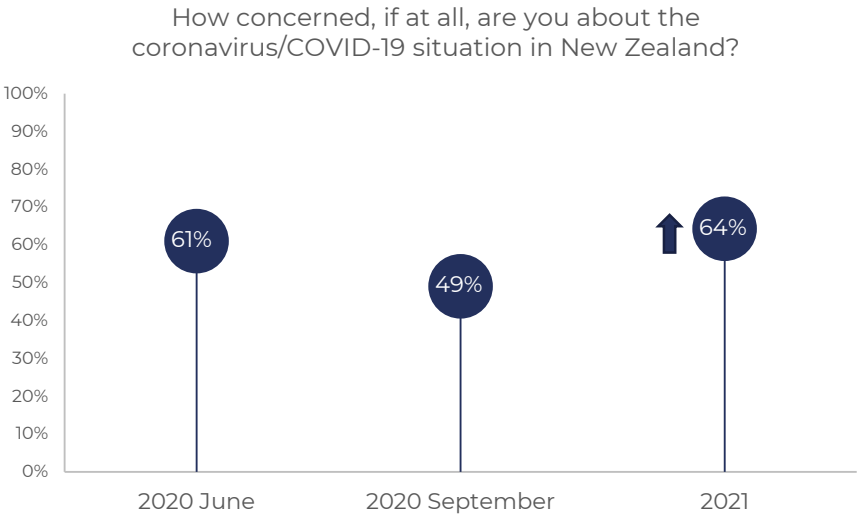
- At the same time, public transport services and transport management were the key factors to improve accessibility around Napier. This was generally consistent across years.

**Open-ended comments sorted into categories. Totals may exceed 100% owing to multiple responses for each respondent*

COVID-19 IMPACT

Snapshot of results over time

↓ Significant decrease ↑ Significant increase ■ No significant difference



- The inclusion of COVID-19 questions in 2021 was designed to track community concerns and impacts of COVID-19 over a 12 month period.
 - However, at the beginning of 2021 fieldwork, New Zealand went into Level 4 lockdown.
 - Most likely, this event affected community perceptions, resulting in increased levels of concern (64%).
- The reported negative impacts also increased in 2021.

COVID-19 IMPACT

Level of concern and impact on the community

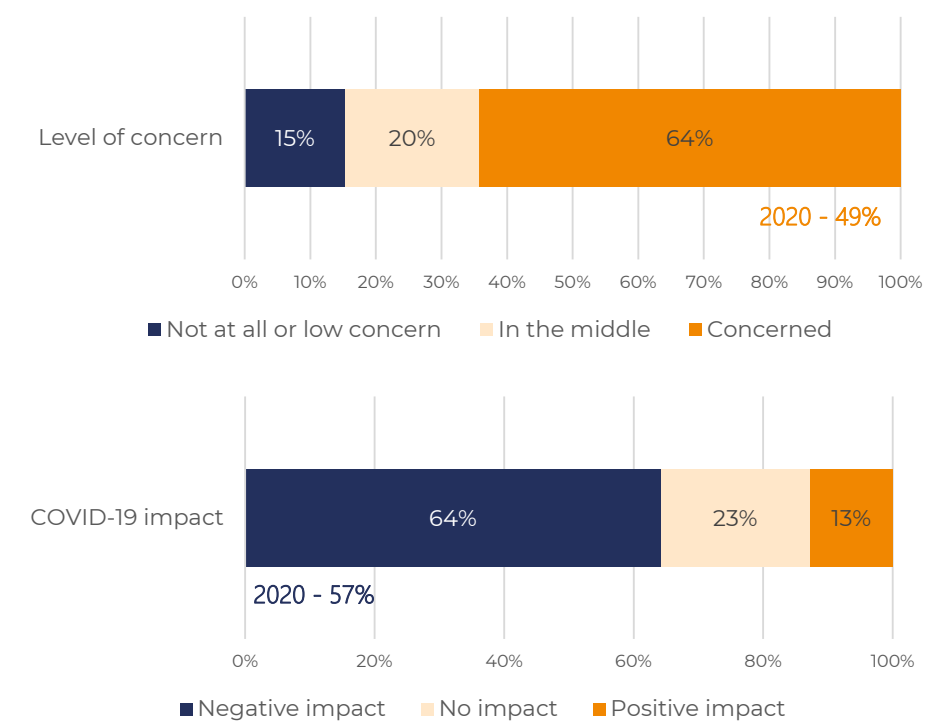


Table 22 Aggregated responses

		Concerned	Negative impact
Ward	Ahuriri	69%	67%
	Nelson Park	60%	63%
	Onekawa - Tamatea	63%	66%
	Taradale	65%	62%
Age	18-39	51%	67%
	40-64	71%	64%
	65+	69%	61%
Ethnicity	New Zealand European	65%	64%
	Māori	65%	63%
	Other	55%	70%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

- 64% of Napier residents stated the COVID-19 situation had an overall negative impact on them or their family (57% in 2020); 23% reported no impact (27% in 2020), and 13% reported an overall positive impact (17% in 2020).
- Residents aged 40-64 were most concerned about COVID-19.
- Residents with an average income between \$50,000-\$100,000 were more likely to report negative impacts.



According to Perceptiv, **33%** of New Zealanders reported **high concern** in relation to COVID-19 in September 2021 (vs. 32% 'extremely concerned' in Napier).

n=609-610

CLIMATE CHANGE

Climate change perceptions

How concerned are you about the impact of climate change in Napier?

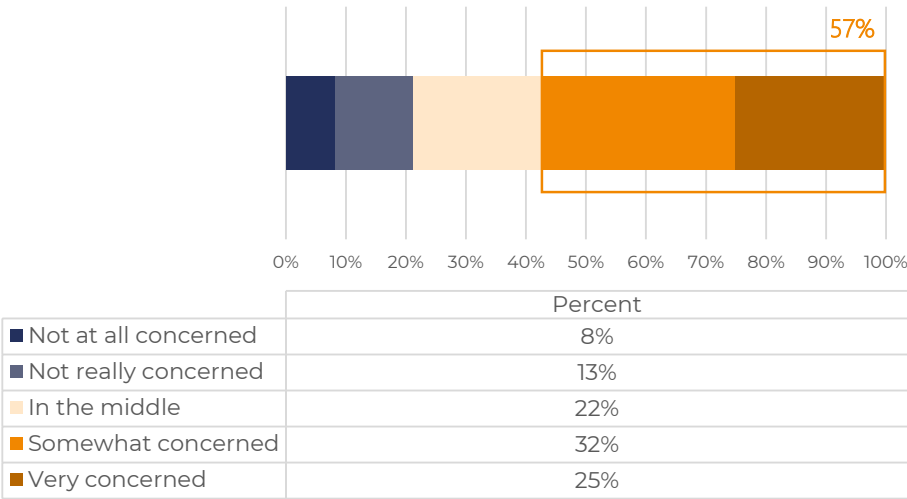


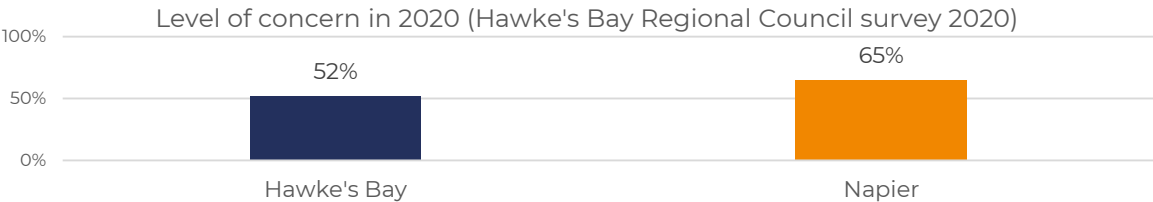
Table 23 Aggregated responses

		Concerned
Ward	Ahuriri	72%
	Nelson Park	60%
	Onekawa - Tamatea	50%
	Taradale	51%
Age	18-39	61%
	40-64	56%
	65+	54%
Ethnicity	New Zealand European	56%
	Māori	62%
	Other	58%

Note: significant differences by ward, age or ethnicity are highlighted in **bold**

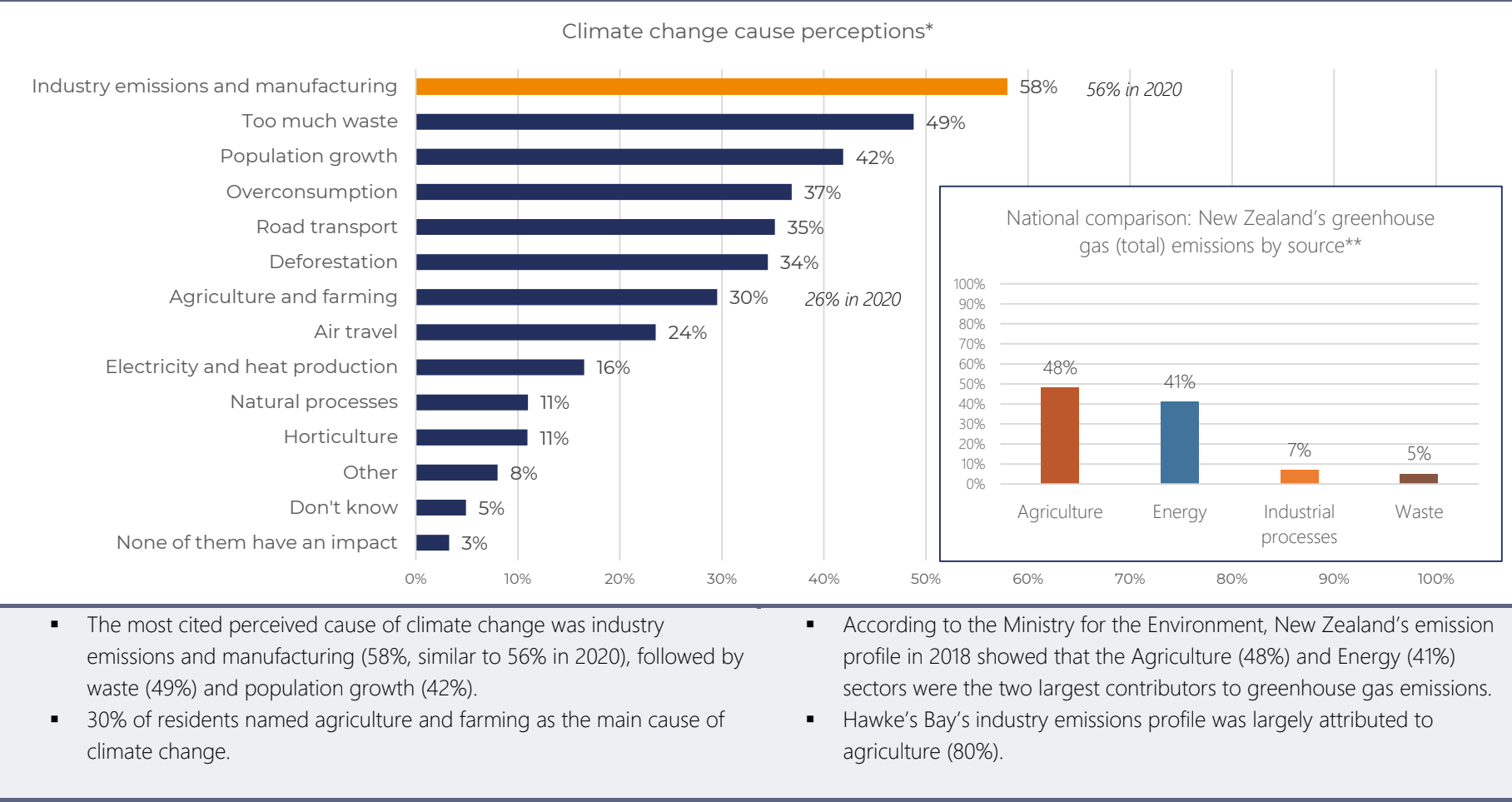
- Overall, 57% of residents were concerned about the impacts of climate change in Napier.
- Based on research conducted in 2020 for the Hawke’s Bay Regional Council, 65% of Napier residents were concerned to some degree about the impact of climate change in Hawke’s Bay, and over half (55%) were concerned it may have an impact on their quality of life.
- In 2021, the level of concern was greater amongst female residents and those in Ahuriri ward.

n=610



CLIMATE CHANGE

Climate change and perceived cause

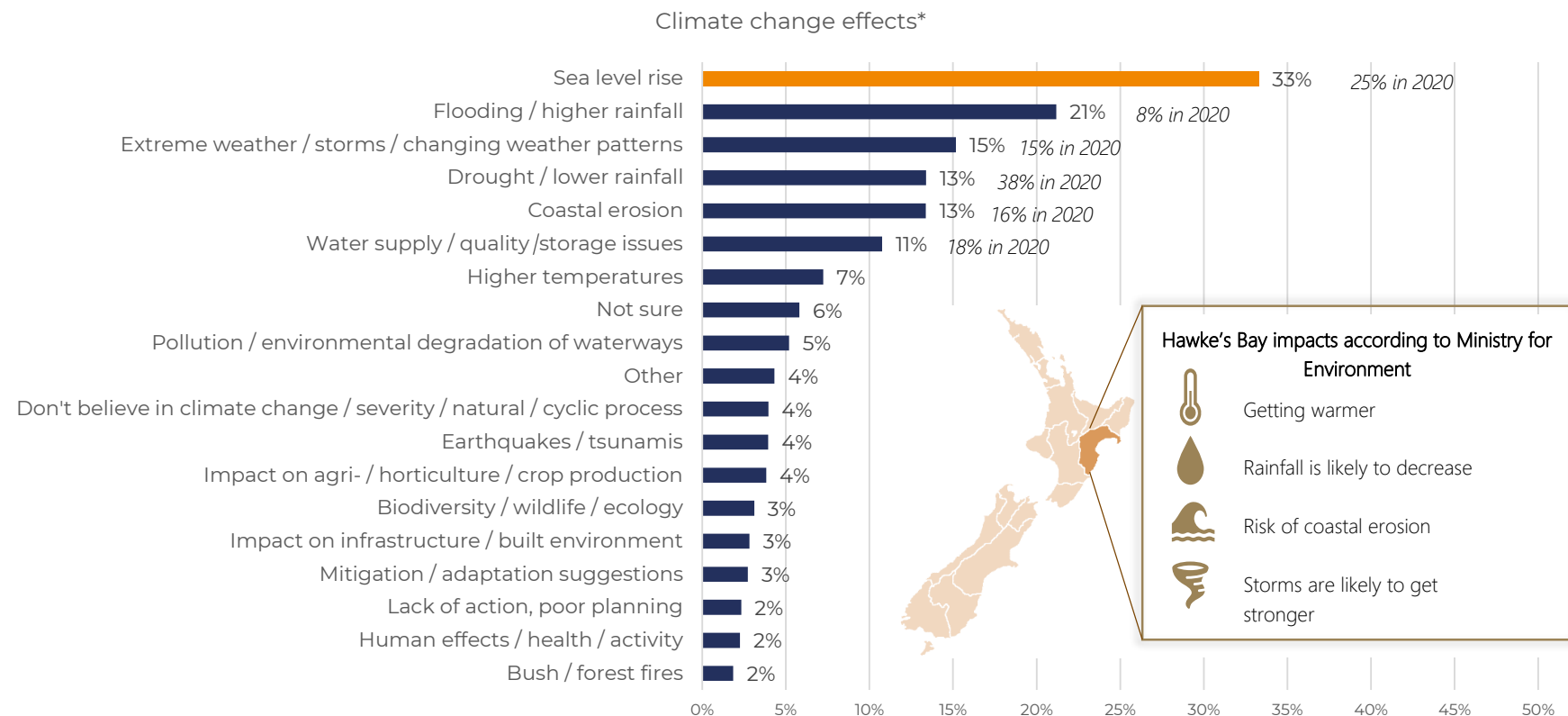


*Open-ended comments sorted into categories. Totals may exceed 100% owing to multiple responses for each respondent

**Ministry for the Environment. (2020). New Zealand's greenhouse gas inventory 1990-2018.

CLIMATE CHANGE

Climate change and perceived harmful impacts



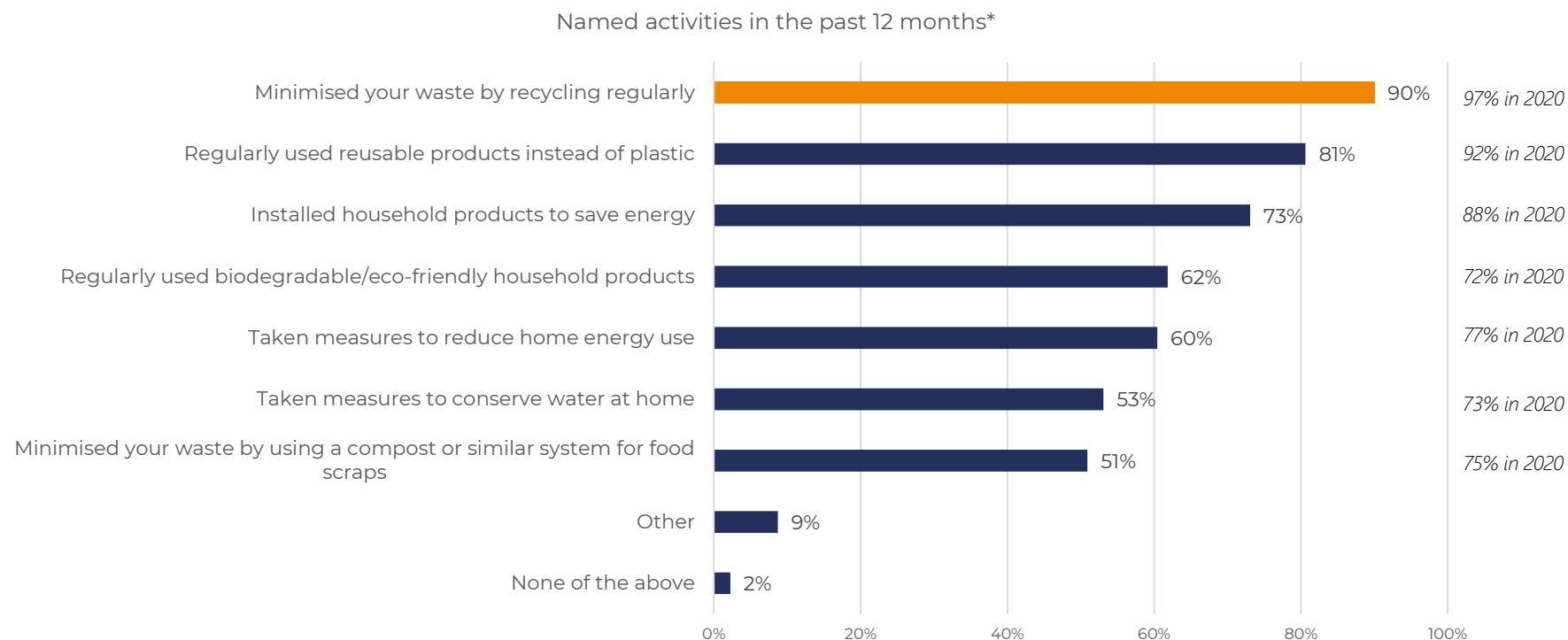
- Sea level rise (33%) was named as the main negative outcome of climate change in Napier. This factor's high ranking was generally consistent with findings in 2020.

- The perceived threat of flooding and higher rainfall increased significantly (with respective decrease in drought expectations). This could be due to the rainfall event in November 2020. The 2020 Hawke's Bay Regional Council survey was conducted prior to this event.

*Open-ended comments sorted into categories. Totals may exceed 100% owing to multiple responses for each respondent

CLIMATE CHANGE

Environmental activities



- Almost all residents named at least one environmental activity they had been engaged in over the past 12 months; 6-in-10 residents named five activities or more.
- 90% of the Napier community reported minimising their waste by recycling regularly.
- Respondents who expressed greater concern for climate change were more likely to use eco-friendly products (72%) and minimise waste by using a compost system (60%).
- Fewer residents reported taking measures to conserve water (53%) or using a compost or similar system (51%), even although these activities were reported by more than half of residents.
- Older residents were more likely to report conserving energy at home.

*Totals may exceed 100% owing to multiple responses for each respondent

APPENDIX

Top named neighbourhood improvements by suburb (note: small sample sizes)

Suggested improvements (categories)	Bay View
Footpaths, cycle trails, lighting	34%
Infrastructure and Council services	23%
Reduce speeding, poor drivers, more speed bumps	13%
Waste management, recycling	10%
Traffic, transport and road control	9%
Security, safety, crime control, gangs, beggars / homeless	6%
Happy as it is, no changes needed	6%
Amenities - cafes / bars / shops / medical access	5%
Neighbours, community, communication and networking	4%

Suggested improvements (categories)	Meeanee
Happy as it is, no changes needed	24%
Neighbours, community, communication and networking	22%
Footpaths, cycle trails, lighting	13%
Waste management, recycling	13%
Other	13%
Reduce speeding, poor drivers, more speed bumps	8%
Infrastructure and Council services	8%
Traffic, transport and road control	8%

Suggested improvements (categories)	Poraiti
Reduce speeding, poor drivers, more speed bumps	49%
Infrastructure and Council services	27%
Water-related issues	15%
Traffic, transport and road control	10%
Security, safety, crime control, gangs, beggars / homeless	10%

Suggested improvements (categories)	Awatoto
Amenities - cafes / bars / shops / medical access	56%
Reduce speeding, poor drivers, more speed bumps	26%
Footpaths, cycle trails, lighting	14%
Security, safety, crime control, gangs, beggars / homeless	14%
Neighbours, community, communication and networking	7%
Infrastructure and Council services	7%
Traffic, transport and road control	7%

Suggested improvements (categories)	Westshore
Housing	41%
Security, safety, crime control, gangs, beggars / homeless	39%
Reduce speeding, poor drivers, more speed bumps	20%
Infrastructure and Council services	16%
Community venues, attractions, activities, cafes	12%
Footpaths, cycle trails, lighting	7%
Amenities – cafes / bars / shops / medical access	5%

Suggested improvements (categories)	Onekawa
Security, safety, crime control, gangs, beggars / homeless	29%
Reduce speeding, poor drivers, more speed bumps	19%
Footpaths, cycle trails, lighting	11%
Traffic, transport and road control	7%
Happy as it is, no changes needed	7%
Community venues, attractions, activities, cafes	6%

Suggested improvements (categories)	Maraenui
Security, safety, crime control, gangs, beggars / homeless	31%
Neighbours, community, communication and networking	18%
Traffic, transport and road control	18%
Community venues, attractions, activities, cafes	13%
Council leadership, transparency, communication	11%
Footpaths, cycle trails, lighting	11%
Waste management, recycling	11%
Water-related issues	10%
Infrastructure and Council services	9%

Suggested improvements (categories)	Ahuriri
Security, safety, crime control, gangs, beggars / homeless	34%
Reduce speeding, poor drivers, more speed bumps	19%
Traffic, transport and road control	18%
Neighbours, community, communication and networking	13%
Housing	13%
Parks, playgrounds / trees	13%
Footpaths, cycle trails, lighting	10%

Suggested improvements (categories)	Marewa
Security, safety, crime control, gangs, beggars / homeless	45%
Reduce speeding, poor drivers, more speed bumps	17%
Footpaths, cycle trails, lighting	10%
Water-related issues	7%
Parks, playgrounds / trees	7%
Infrastructure and Council services	7%
Amenities – cafes / bars / shops / medical access	6%

Suggested improvements (categories)	Hospital Hill
Security, safety, crime control, gangs, beggars / homeless	33%
Footpaths, cycle trails, lighting	13%
Parking	12%
Infrastructure and Council services	12%
Neighbours, community, communication and networking	10%
Reduce speeding, poor drivers, more speed bumps	10%
Community venues, attractions, activities, cafes	9%
Traffic, transport and road control	8%

Suggested improvements (categories)	Bluff Hill
Traffic, transport and road control	36%
Footpaths, cycle trails, lighting	30%
Reduce speeding, poor drivers, more speed bumps	11%
Water-related issues	9%
Security, safety, crime control, gangs, beggars / homeless	8%
Neighbours, community, communication and networking	7%
Parking	4%

Suggested improvements (categories)	Tamatea
Security, safety, crime control, gangs, beggars / homeless	21%
Reduce speeding, poor drivers, more speed bumps	11%
Housing	10%
Amenities - cafes / bars / shops / medical access	10%
Infrastructure and Council services	9%
Happy as it is, no changes needed	9%
Traffic, transport and road control	8%
Waste management, recycling	6%
Council leadership, transparency, communication	6%

Suggested improvements (categories)	Taradale
Security, safety, crime control, gangs, beggars / homeless	19%
Reduce speeding, poor drivers, more speed bumps	13%
Amenities - cafes / bars / shops / medical access	12%
Footpaths, cycle trails, lighting	11%
Happy as it is, no changes needed	10%
Traffic, transport and road control	8%
Infrastructure and Council services	7%

Suggested improvements (categories)	Nelson Park
Security, safety, crime control, gangs, beggars / homeless	35%
Infrastructure and Council services	22%
Footpaths, cycle trails, lighting	13%
Reduce speeding, poor drivers, more speed bumps	13%
Waste management, recycling	11%
Traffic, transport and road control	10%
Community venues, attractions, activities, cafes	10%
Amenities - cafes / bars / shops / medical access	9%

Suggested improvements (categories)	Greenmeadows
Security, safety, crime control, gangs, beggars / homeless	29%
Infrastructure and Council services	14%
Traffic, transport and road control	12%
Neighbours, community, communication and networking	10%
Amenities - cafes / bars / shops / medical access	8%
Waste management, recycling	7%
Footpaths, cycle trails, lighting	6%
Reduce speeding, poor drivers, more speed bumps	5%
Community venues, attractions, activities, cafes	4%
Happy as it is, no changes needed	3%

Suggested improvements (categories)	Pirimai
Security, safety, crime control, gangs, beggars / homeless	26%
Traffic, transport and road control	17%
Reduce speeding, poor drivers, more speed bumps	14%
Neighbours, community, communication and networking	11%
Community venues, attractions, activities, cafes	11%
Infrastructure and Council services	9%
Parks, playgrounds / trees	8%

3. NAPIER WAR MEMORIAL RESTORATION PROJECT UPDATE

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1453973
<i>Reporting Officer/s & Unit:</i>	Drew Brown, Senior Project Manager

3.1 Purpose of Report

This report is to provide an update on progress made, and next steps for the Napier War Memorial restoration project.

Mayor Wise / Councillor Crown

The Napier People and Places Committee:

- a. Receive the update provided on the Napier War Memorial restoration project

Carried

3.2 Background Summary

Following an expansion and refurbishment of the Napier War Memorial Centre carried out in 2016 remembrance elements were removed from the building. These elements included the Perpetual Flame and Roll of Honour.

This removal led to complaints from some members of the public, including the local Returned Services Associations (RSA), and Heritage New Zealand.

In response to these complaints Napier City Council (NCC) has resolved to reinstate and incorporate the remembrance elements at the War Memorial Centre.

Napier City Council also entered into a period of consultation with the local community and affected parties. This included calling for design submissions, the establishment of a working group to assist with decision making, and consultation and design input from the architect of the original building Mr Guy Natusch.

This period of consultation led to the engagement of a team of architects and consultants with expertise in construction of heritage sensitive structures.

This team was tasked with the creation of a design that enables the reinstatement of the remembrance elements in a way that meets requirements identified through public consultation and the Heritage requirements of the International Council on Monuments and Sites (ICOMOS) New Zealand Charter 2010.

Simultaneously with this design activity, inspection and analysis has taken place of the Roll of Honour plaques that were recovered following their removal during the expansion and refurbishment works that took place in 2016. An expert in the field of historic monument plaque restoration was engaged and has completed a report outlining the works required to restore and incorporate the plaques into the design created by the team of architects and consultants.

NCC formally adopted a Concept Design for the reinstatement of the remembrance elements including the Perpetual Flame, Roll of Honour and remembrance/reflection space at the Napier War Memorial Centre, during the Future Napier Committee meeting of 6 May 2021.

Project Update

Since the adoption of the Concept Design, NCC have progressed the design to a full Detailed Design stage, released a tender to a panel of invited suppliers for the plaque restoration works and continued research and consultation with members of families and affected parties regarding names on the Roll of Honour. Blessings on the site have taken place and a construction site has been established. The Floral Clock has been removed and is currently undergoing restoration.

Design Group Stapleton Elliott (DGSE) lead a team that are providing architectural and design services to progress the Concept Design to Detailed Design and then through the build process. DGSE were engaged following a competitive selection process and were instrumental in the development of the approved Concept Design.

The Detailed Design is the last stage of the design process before going to tender. The level of detail is such that they are considered within the construction drawings.

A brief summary of progress follows:

- The preliminary and developed design phases have been completed and reviewed. A feedback process has taken place and amendments have been captured and included in the evolved design. Each stage of the design has had a Quantity Surveyor (QS) estimate completed.
- The detailed design phase has been completed and is currently being reviewed and costed by a QS. This is due for completion by 20 April 2022.
- A formal project start ceremony has been carried out at the War Memorial Centre hosted by the Mayor.
- Meetings have been held with the depot and gardens, building asset, conferences and events teams to review the preliminary and developed design and gain input. This input/feedback has been incorporated into the detailed design.
- A specialist clockmaker has removed the clock and is currently restoring it.
- The construction site is fully fenced and signage is in place
- The scope of works and tender documentation for the plaque restoration has been completed. The tender has been released to an invited panel of five suppliers, made up of local and nationally located specialist stonemasons and heritage conservators. Tender submissions are due on 15 April 2022.
- Designs for the floral clock are under review.
- Ongoing consultation is taking place with Napier RSA regarding the inclusion of some artworks and design features.
- A resource consent application has been lodged for the project.
- Meetings held with families of persons regarding inclusion of names to physical Roll of Honour.

PLANNED TASKS

Short term – next four weeks

- Completion of the detailed design phase review. Once amendments are included, formally accept the design.
- Cost estimate of the detailed design to be completed.
- Cost estimate of the plaque and names work to be finalised.
- Complete tender documents for the build component of the project and release to market. This includes the preparation of the Construction Contract documents.

- Receive and evaluate plaque restoration tender responses. Award contract and commence works, funding permitting. The tender is due to close on 15 April 2022.
- Update communications strategy, including media updates.
- Complete boundary adjustment application.

Longer term - 4 to 12 weeks

- Procure build contractor
- Secure consents
- Commence build
- Carry out plaque restoration
- Continue review of names for Roll of Honour
- Complete the boundary adjustment.

Key schedule milestones

- Detailed Design sign-off 14/04/22
- Build tender released to market – late April 2022
- Build contract award – early June 2022
- Clock return and install – January 2023
- Physical completion – early March 2023

3.3 Issues

Delays to the schedule as a result of COVID-19 have occurred and may have further impacts. COVID-19 delayed the completion of the Detailed Design phase by over four weeks.

3.4 Significance and Engagement

Extensive consultation was carried out during the early stages of the project in order to identify a suitable design. This resulted in a Concept Design that was presented to the public and formally adopted by Napier City Council in May 2021.

Engagement with the local RSA continues and will continue throughout the design and construction phase to ensure that various design and operational features are incorporated.

Engagement through the NCC Te Waka Rangapū and the Māori advisers from the architect team has ensured that appropriate cultural features have been included in the design.

Engagement with the Heritage Architects tasked with ensuring heritage criteria is adhered to throughout the design and construction continues and will continue throughout the project.

3.5 Implications

Financial

Following QS review of the project at the Concept and Preliminary design stages it was identified that the original budget was insufficient. A further budget allocation of \$500k was made available to ensure that the quality and outcome of the project would not be undermined due to budget constraints.

1.6 Social & Policy

N/A

1.7 Risk

Delays due to COVID-19. Further delays may impact the construction completion date and push it beyond early March 2023.

3.8 Options

N/A

3.9 Development of Preferred Option

N/A

At the meeting

The Officer spoke to the report and showed a Powerpoint presentation (*Doc ID: 1461412*). In response to questions from the Committee it was noted:

- The most desired contractors to carry out the restoration works have very full workloads and are experiencing staff impacts due to the effects of Covid-19.
- Officers will be reviewing a detailed cost estimate for the restoration work, which will indicate the final budget required for the project.
- The tenders for the Roll of Honour work are being evaluated currently, and the successful tenderer will be implementing the recommendations of Council in this work.
- The team have been approached by people on an ad hoc basis about missing names for the Roll of Honour, and the team has then researched the name to confirm it should be added and in what section. Work has started on making this process less ad hoc, which is being supported by Te Waka Rangapū team. There is space for new plaques and new names to be added in the design.
- The Council team have looked at how they can condense the work programme to make it more likely to meet the timeline for the project.
- The detailed final design looks the same as the concept design.
- Council has been working with the Returned Services Association (RSA) around the artworks which will be included in the final build. These include a mauri stone, a Waharoa, where the different service plaques will be hung, where the flag poles will stand, and the delineation of a footpath created with brick-work and etchings. These additions will move straight to tender.
- The main entrance to the War Memorial Centre will remain where it is.

ACTION: At the June Council meeting the financials will be available as part of the agenda.

3.6 Attachments

Nil

4. UPDATE ON CIVIC BUILDING DEMOLITION

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1442072
<i>Reporting Officer/s & Unit:</i>	Darran Gillies, Community Services Programme Manager

4.1 Purpose of Report

To inform the Council of the progress on the Civic building demolition ahead of the development of the new library and community spaces in accordance with the Library and Civic Area Plan.

Councillors Chrystal / Brosnan

The Napier People and Places Committee:

- a. Receive the report titled "Update on Civic Building Demolition".

Carried

4.2 Background Summary

In June 2017, Strata Group, conducted an assessment of the earthquake strength of the Council's main Civic Administration building (civic building) and the adjacent Library tower block building (library building). The report indicated both buildings were earthquake prone as they only complied with 10% and 15% respectively of the legal requirements for earthquake strength (NBS). The cost of strengthening the buildings to an acceptable level was prohibitive for the civic building but more tolerable for the library building.

At the Council Meeting of 19 December 2019, it was resolved to approve the demolition of the Civic Administration Building.

At its Extraordinary Meeting of 9 April 2020, Council resolved that the time capsule and mural affixed to the civic building be housed in temporary storage prior to demolition of the civic building.

The Council officially adopted the Library and Civic Area Plan (LCAP) on 9 December 2021. This followed community consultation in October in which submitters strongly supported the library (86%) being included in the stage one development of the site. Inclusion of Council customer services and the cultural/community hub also received support from 43% and 45% of submitters respectively.

The demolition of the civic building is a key part of the implementation of stage one of the Library and Civic Area Plan.

4.3 Issues

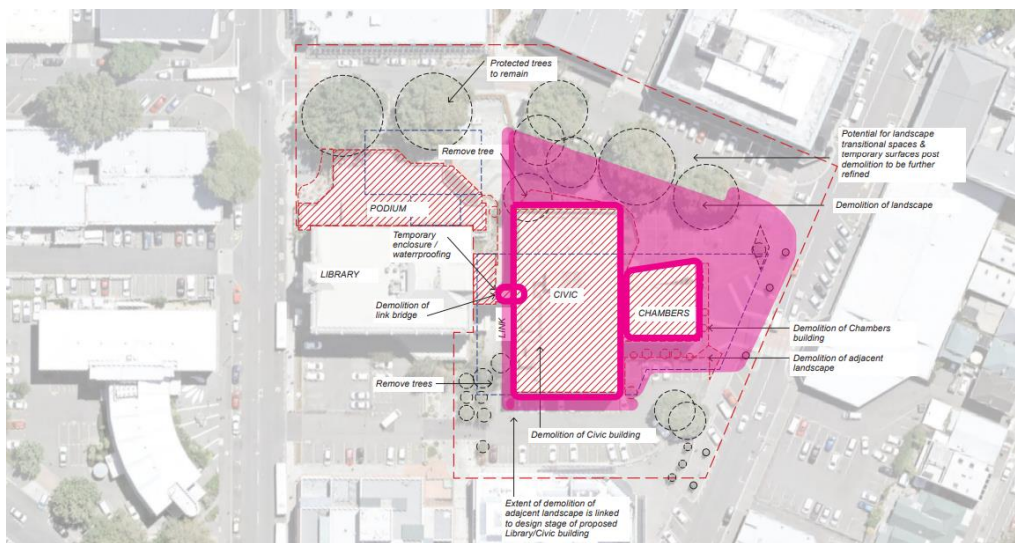
The demolition of a large tower building is a complex process that requires multiple consents and multi-disciplinary expertise.

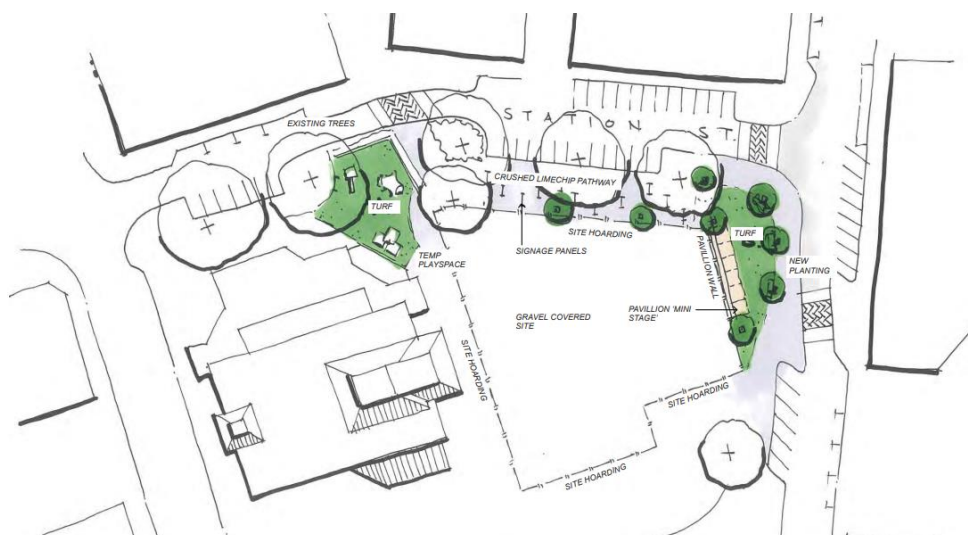
To de-risk the project and to ensure the right specifications go out to market while expediting the project in a cost-effective manner, Athfield Architects, the lead architects on the Library and Civic Area Plan (LCAP) master planning process, were engaged. Athfield Architects have worked alongside a quantity surveyor, structural engineers, and with Council officers to work through detailed scenarios. This work has included asbestos assessments of the existing buildings, pre-demolition salvage, methodology, landscaping and consenting requirements.

The team worked through a number of demolition scenarios on the Station Street site to understand the best ways to enable the implementation of stage one of the LCAP as well as creating the ideal environment to progress with stage two when appropriate. They also looked at the level of landscaping and earthworks needed to progress the project while being cognisant of the site edges to allow for ongoing activation and community engagement while the project progresses. The options also considered the need to maintain a high standard of practicable sustainability and cost efficiency.

The team have directed the project to progress with the demolition of the Civic Building, the Council Chambers and the Link Bridge (connecting to the Library Building), and the associated podium and periphery landscaping that supports the surrounding business activities to enable a programme of city activation.

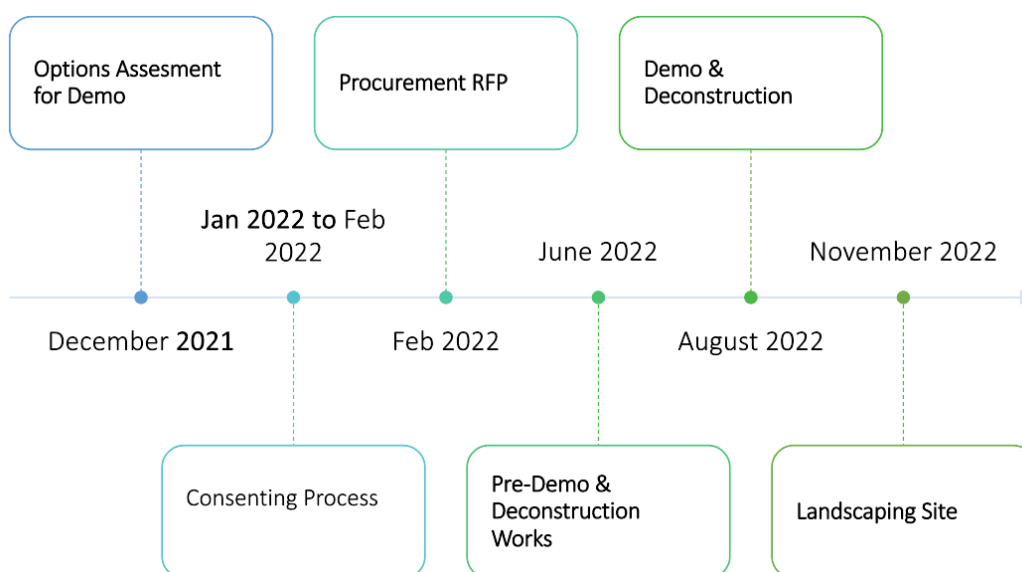
The diagrams below illustrates the scope of demolition and the landscape work.





Timeline for Demolition

The diagram below gives an overview of the project timeline. Greater detail of this timeline is provide in the Gantt chart attached.



The Council, the advisory group, and key stakeholders will be kept up to date with progress, with a particular focus on key demolition project landmarks. There will be visible progress on site as the building salvage and pre-demolition works are progressed in May – June.

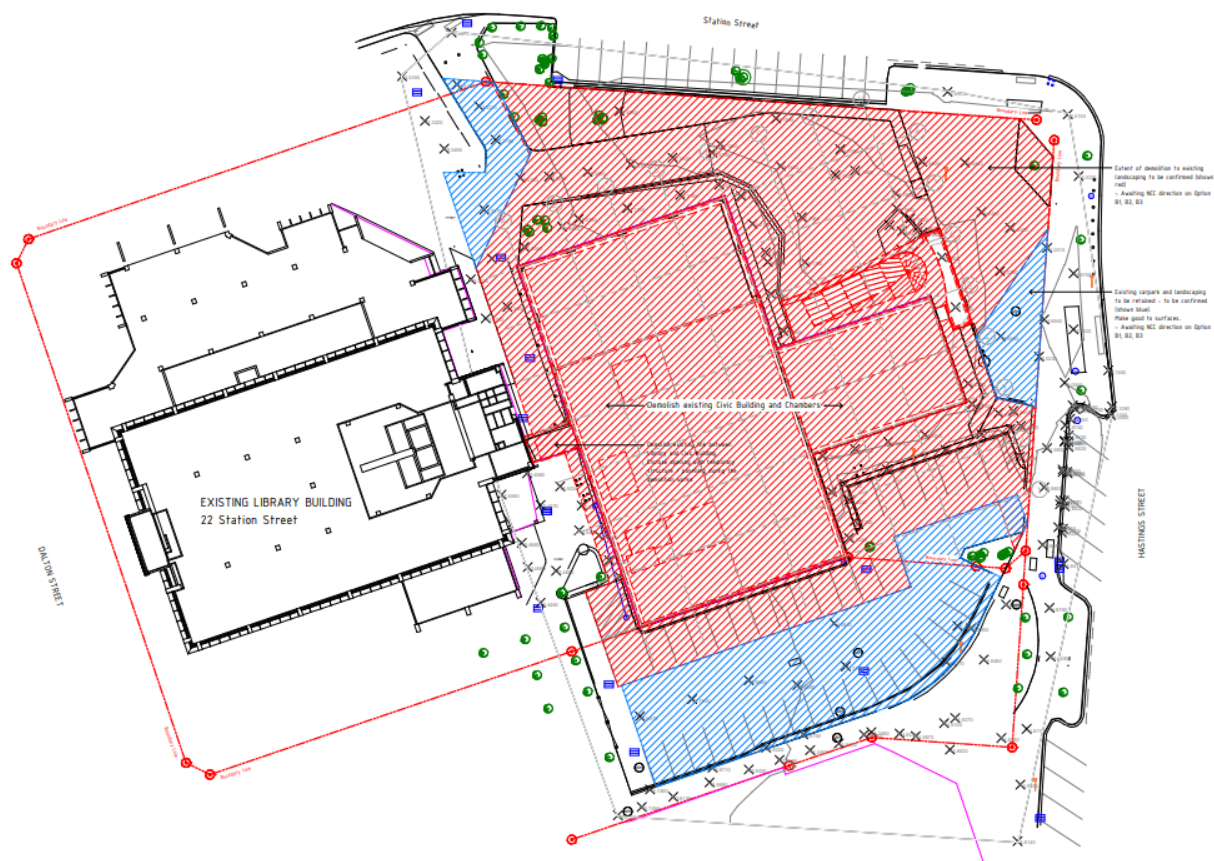
The demolition cost will continue to be managed as part of the overall project budget approved in current the LTP.

Demo Scope	Process	Programme
Demolish Civic, Chambers and Link Bridge, and associated podium and periphery landscaping – to a high level of sustainability	<ul style="list-style-type: none"> Items of value and importance to be salvaged prior to demolition. Asbestos contaminant removed. 	Overall timeframe estimated at 34 weeks. This timeframe includes removing salvage items (3 weeks), asbestos (3 weeks), services disconnections (1 week) and

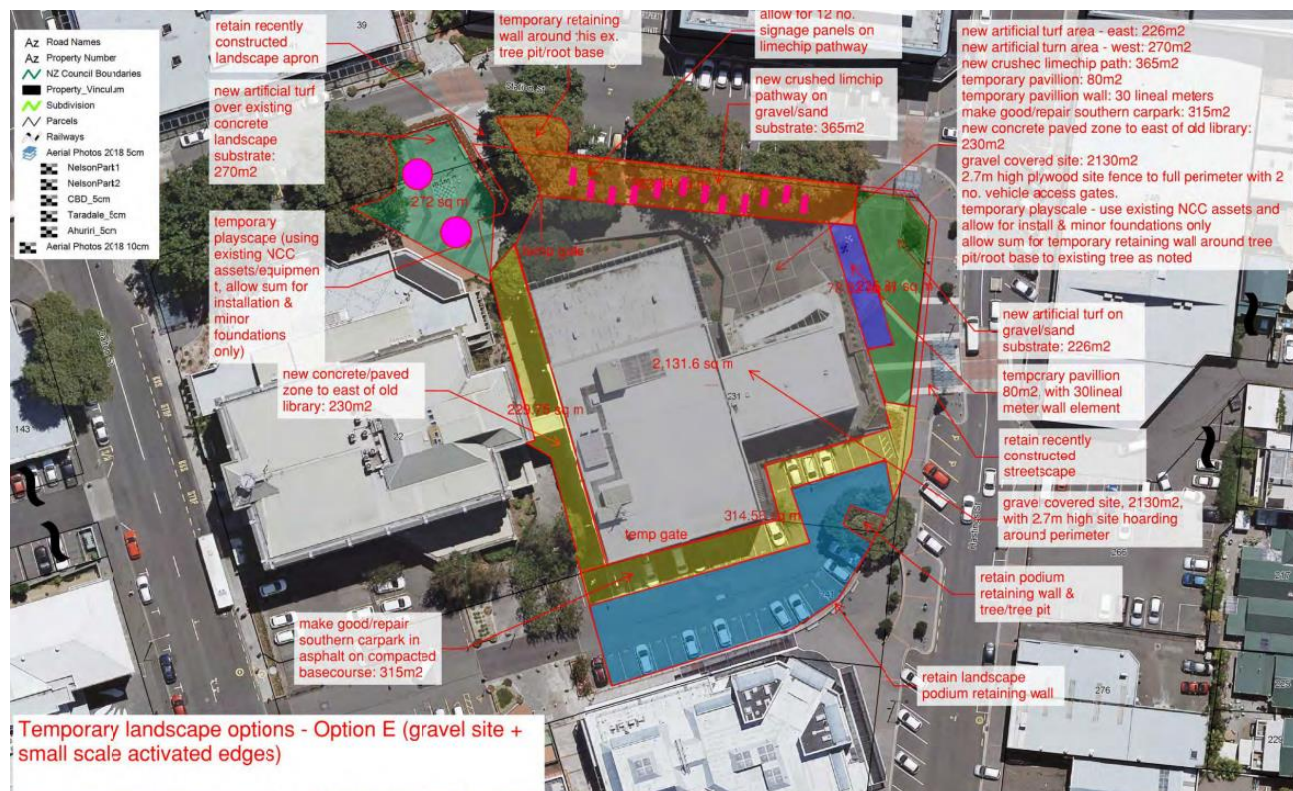
	<ul style="list-style-type: none"> Building demolished to high level of sustainability 	demolition (20 weeks), plus 1 week contingency
Temporary Landscape Gravel site and small scale activated edges	<ul style="list-style-type: none"> Minimal work required. To re-use turf and play equipment where practical 	Estimate 4 weeks for landscaping works

The current site with overlay of proposed building footprint from the Library & Civic Area Plan





Landscaping Option



4.4 Significance and Engagement

This matter has been assessed in accordance with Council's Significance and Engagement Policy and does not trigger any criteria or thresholds at this time. In 2017 Council carried out a rigorous and transparent process to divest the site through a Statement of Proposal (approved 22 November 2017).

The Civic Administration Site Optimisation Statement of Proposal highlighted the process and enabled public engagement with the Napier community

4.5 Implications

Financial

The costs of demolishing the civic building had initially been estimated at 1.1 million +/-30% in 2019.

With a more detailed examination of the complexity of the demolition, including asbestos removal, substantial ground works to bring the site back to grade and for the minimal amount of landscaping, a new rough order of costs was undertaken by RLB, at cost estimate of around \$1.5 million. There is the funding required for demolition, which can be accommodated within the overall Civic and Library project budgets in the first instance.

There are no further financial implications at this stage, however any implications identified will be reported to Council as decisions are made and detailed design is finalised.

Council is conducting a Request for Proposal (RFP) for the demolition which will be assessed according to Council criteria and procedures.

Social & Policy

N/A

Risk

Health and Safety risks associated with the demolition of the building itself will be the responsibility of the demolition company. Council's health and safety requirements will be set out in its demolition proposal.

4.6 Options

The options available to Council are as follows:

- a. Receive the report titled Update on Civic Building Demolition for information.

4.7 Development of Preferred Option

N/A

At the meeting

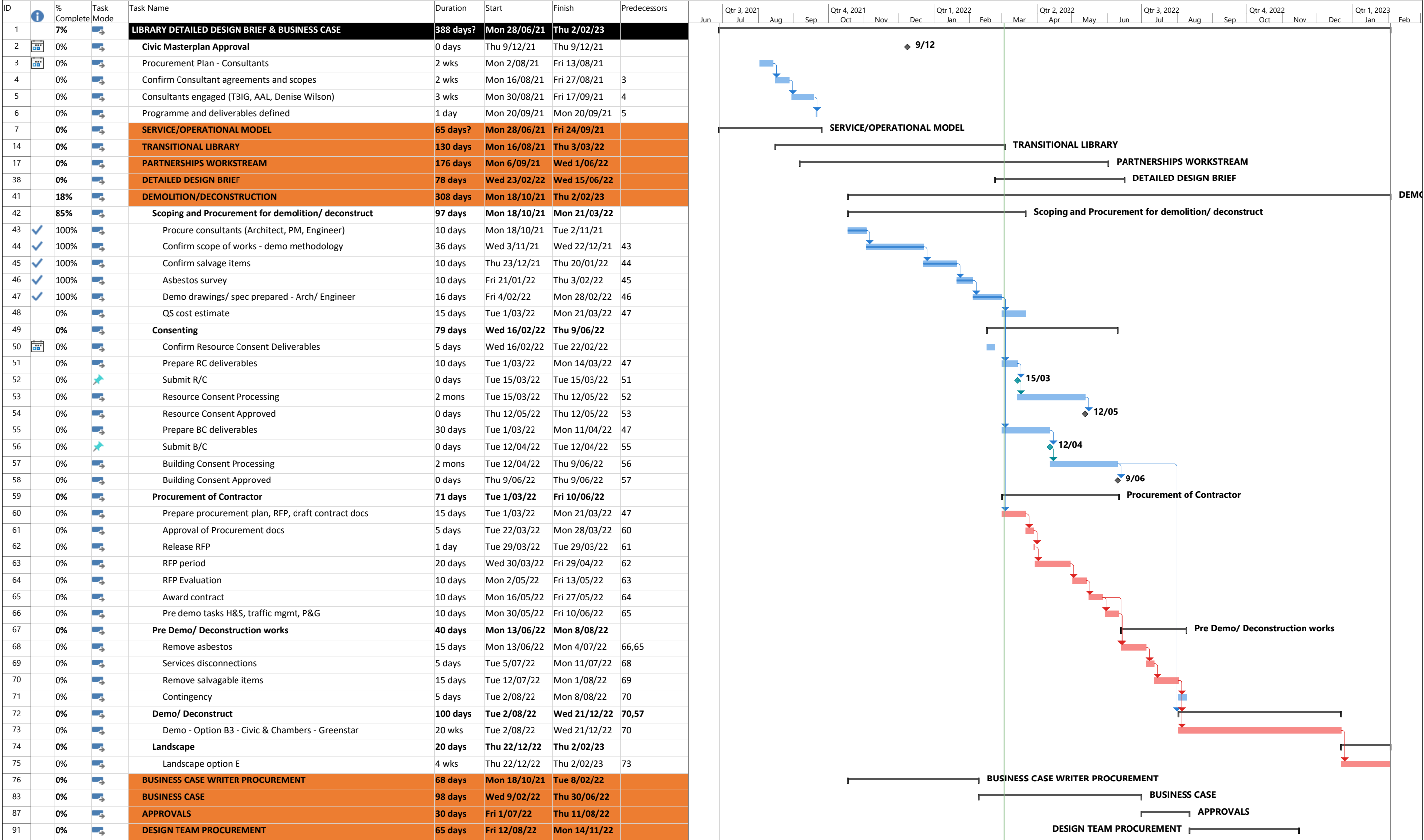
The Officer spoke to the report and in response to questions from the Committee it was noted:

- Work had been carried out to find an alternative location for the Civic Building's large artwork. A suitable building was not found as it would need to have a large suitable wall facing east. The art work will be put in storage.
- Hoardings around the site will display a story of the project, and will be made as attractive as possible. Hoardings need to be put in place during the build to keep the location secure, however officers are looking at opportunities the site may be utilised for prior to construction starting.

4.8 Attachments

- 1 Demolition and Design Brief Programme (Doc Id 1452515)

Npaier City Central Library -
Detailed Design Brief, Business Case, Demolition
Master Programme Revised 3 Mar 22



5. NAPIER LIBRARIES WINTER AND SUMMER READING PROGRAMMES 2022-23

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1444047
Reporting Officer/s & Unit:	Belinda McLeod, Community Funding Advisor

5.1 Purpose of Report

To seek approval to apply for external funding from Eastern & Central Community Trust (ECCT), to support the Napier Libraries 2022/23 Winter and Summer Reading Programme.

Councillors Crown / McGrath

The Napier People and Places Committee:

- a. Make a **DECISION OF COUNCIL** under delegated authority to enable the funding application to Eastern & Central Community Trust be submitted and processed this financial year.
- b. Approve the external funding application of \$19,000 to Eastern & Central Community Trust for the Napier Libraries 2022/23 Winter and Summer Reading Programmes

Carried

5.2 Background Summary

The 2021 Napier Libraries Winter Reading Programme and 2021/2022 Summer Reading Programme saw the implementation of new programmes. Both programmes were completely re-branded, including a name change to the Summer Reading Programme Ngā Kaipānui Pounamu – Treasured Readers and Ngā Kaipānui Taiohi – Chiefs of Reading.

We have built a positive relationship with Maraenui Bilingual School and fostered the love of reading, and through this some tamariki from Maraenui Bilingual School were seen to enjoy a visit to the Taradale Library. Choosing a book to take back to school to read was a highlight of their visit. Keeping in communication with the school, they are all very eager to carry out more visits, and keep the positive connection with the library. The tamariki had the option of engaging with us in Te Reo or English.

The Winter programme will run from 4 July 2022 to 28 August 2022. The Summer reading programme; Ngā Kaipānui Pounamu - Treasured Readers and Ngā Kaipānui Taiohi - Chiefs of Reading will run from 8 December 2022 to 27 January 2023, and includes our events in the library and community events that support our programmes (for more information see **Attachment 1**).

The Summer Reading Programmes will run from 5 December 2022 to 27 January 2023, and includes our events in the library and work out in the community that support our programmes

5.3 Issues

Eastern & Central Trust are the only external funder that will consider funding applications for the Library programmes.

5.4 Significance and Engagement

N/A

5.5 Implications

Financial

As ECRead Trust no longer provide funding, we are seeking funding to support the Winter and Summer Reading Programme for 2022-2023. Our intent is to carry on delivering this programme to as many children as possible in our community, as it enriches the lives of children and teens, and encourages a lifelong skill of reading.

Eastern & Central Community Trust provides grants and support to community organisations. To be eligible for ECCT funding, we require a resolution of Council. The Trust operates a variable window (two – three months) for approving funding. To enable us to plan with any level of certainty we need to know if we have secured the funding or not as soon as practicable. Hence, we are seeking approval to apply for the funding now, as the programmes take many months of planning.

We are seeking \$19,000 from Eastern & Central Community Trust, which is the total cost to deliver the 2022/23 programme (see budget in **Attachment 2**).

Social & Policy

These programmes support the Napier Libraries Strategy of knowledge advocates, with a focus on early literacy as well as community collaborators, building partnerships with underrepresented demographics and supporting their needs. Maraenui has been identified as one of the areas to deliver the programme, due to the Ministry of Education's low decile ranking, and its low ranking in recent Pulse statistics.

The programmes support early literacy, encourage the love of reading, as well as support parents/caregivers in the community to enrich their children's lives through reading. It also aids in the continuation and fulfilment of reading for those participants who are older, and is well attended by children ranging from 4 to 17 years old with up to 300 participants last year.

We did notice a slight decline for the 2021/2022 programmes, but understand that the impact of COVID-19 lockdowns and Red Light Setting may have contributed to this drop in numbers. Due to the impact of COVID-19, we were unable to hold events within our Libraries; however, we were able to bring the StoryWalk® Project to Napier for the first time. StoryWalks® are an innovative way for tamariki, whānau and friends to read, get active and take in the beauty of Napier all at the same time, in a COVID-smart way.

This project also keeps a positive connection between Napier Libraries and the Napier community during these uncertain times. We were also able to utilise two Napier City Council locations for award-winning children's author Donovan Bixley's visit.

Risk

The main risk is not securing funding for the Winter and Summer Reading programmes, which means many children in our community would not have the opportunity to build on their literacy and social skills.

Feedback received from parents/caregivers has highlighted the positive impact and value the programme has had on families. This illustrates that Napier City Council would lose a valuable, long-standing programme that has been widely supported by the community. The loss of the opportunity to go out into the community and make connections in lower socio-economic areas would impact tamariki and their whānau, who might not otherwise have the means or opportunity to foster literacy.

5.6 Options

The options available to Council are as follows:

- a. Running a minimal programme reaching less children with fewer incentives to engage for both children/teens and parent/caregivers with the possibility of being able to connect with the community.
- b. Preferred Option - Funding from Eastern and Central Community Trust would enable us to continue providing a successful and valuable reading programme, both to lower decile schools in the community, and in the libraries.

5.7 Development of Preferred Option

N/A

At the meeting

Council Officers spoke to the report, noting the update that the winter reading programme will have a Matariki theme.

It was also noted that provision for this service to continue has been made in Council's Long Term Plan for when the Eastern & Central Community Trust funding is no longer available.

5.8 Attachments

- 1 2022/23 Winter and Summer Reading Programme Information (Doc Id 1452455)
- 2 2022/23 Winter and Summer Reading Programme Budget (Doc Id 1452454)

Our vision for the Napier Libraries Winter & Summer Reading Programmes is as below:

Winter Reading Programme

The 2022 programme would be run for 8 weeks from Monday 4 July 2022 – Sunday 28 August 2022 inclusive.

Last year's programme was the first programme that we created and implemented outside of the previous ECCT funded programmes. Due to missing funding deadlines, we created a basic programme, but one that would still be engaging and fun to join in with.

We opened the programme up to ages 4-17 years and saw 245 participants register; 226 4-12 year olds and 19 12-17 year olds. Over 50% of those children/teenagers who registered completed 3 or more book check-ins.

We also offered a mid-way surprise for all ages if they completed 3 books check-ins by a certain date, along with entries into a prize draw on certain numbered check-ins.

It was unfortunate due to going into Level 4/Lockdown, that we were unable to do a finale as well as being able to take the programme out into the community.

What will the 2022 programme look like?

Again we will be running the programme for ages 4-17, although the age split would be ages 4-10 and 10+. Keeping with the same format as last year, those aged 4-10 will be given a folder to record their check-ins. The folder will contain a wheel with suburbs of Napier highlighted. The children will read their way around the different suburbs, marking off each one with a star sticker as they check-in.

For those aged 10+, they will be given a booklet to record their reading with a similar concept to the younger programme.

Programme Incentives:

We would really like the chance to give away a book bag on the first check in. This was really missed during our programmes. We are hoping to start a commemorative badge incentive where children/teenagers can collect different custom made Napier Libraries badges for completing different reading challenges, programmes and events attended. A reading bag would not only be great to carry the books and folders/booklets in, but also a way of 'showing off' the badges collected!

We would again offer a mid-way incentive, this previously worked really well and enjoyed by all. This would be rewarded to those participants who complete the required number of check-ins by a certain date. In addition, we are also hoping to hold a finale for those children who complete the programme before/on the end date.

The concept of entering into an entry draw was also well received and we hope to carry on this type of incentive. The chance to go into the draw to win a book voucher would be on certain numbered check-in, the more books that are read, and the more chances of going into the draw.

In previous ECCT funded programmes, every participant was given a book on completion of the programme. We would still like to give participants the opportunity to receive a book, therefore we're hoping to offer the chance to win a book as a spot prize once a day. This was able to be done last year, and worked really well. All of our librarians had a day where they could give away a book!

All children/teenagers would receive a certificate and reading programme badge on completion.

Mid-way Events:

Children would receive an invite to our mid-way event at their third report-in, if completed by a specified date. For all ages we are looking at holding movie, pizza, popcorn and milo sessions in both Napier and Taradale library. The children would have the chance to choose which session that they would like to come along to.

Movies selected would be relatable to books.

Finale Events:

Children would receive an invite to our finale event at their fifth report-in, if completed by a specified date. For the under 10's we would hold a fancy dress mid-way party. We plan to hold this at the Greenmeadows hall, where the children can enjoy a mixture of party dances and games along with the chance to win some spot prizes. These would include a selection of items including bookmarks, colouring-in pencils, crayons, brain teaser puzzles and sweet treats.

For those 10 and over, we're planning a pizza night with a Challenge the Librarian/Quiz Night theme. Individual challenge winners would receive a small prize with the overall winner receiving a book voucher. (Covid-19 Level dependent)

Please note: In the event that finales cannot be run due to Covid-19, we would look at a safer option that might be running more movie sessions where children can be socially distanced appropriately.

Additional Events:

Guest Entertainer

To run alongside our reading programme within the July School Holidays, we have looked at the possibility of a local entertainer to minimize costs; The Great Wardini. We would hope to hold sessions in both Napier and Taradale areas to capture a wider audience.

StoryWalk® Project

During the 2021/2022 summer holidays, Napier Libraries brought the StoryWalk® Project to the Napier community. It's an innovative way for tamariki, whānau and friends to read, get active and take in the beauty of Napier all at the same time, in a COVID-smart way.

This was very well received over all three of our locations and we hope to implement this fantastic initiative again to run alongside our reading programme.

Those who complete a StoryWalk® had the opportunity to scan in a QR code at the competition of the walk, fill in a short survey and enter into a prize draw for book vouchers or a free book.

July Holidays:

During the 2020 holidays, we were able to offer a varied and successful holiday programme. We are hoping to continue to offer a programme to run alongside the reading programme, promoting the library services and making connections with the community.

Our programme would include, Baby Bounce, Storytime, competitions, scavenger hunts - inside and outside of the library, crafts and activities (STEAM & te reo Māori focus), book clubs, family quiz, 3D printing workshops along with family All Blocks Lego® sessions, coding, and stop motion sessions. Many of these events require prizes and resources for them to be successful and engaging. (Covid-19 dependent)

* Scavenger Hunts – prize draw to win book vouchers

* Competitions: drawing, colouring, poetry/short story – first prize book vouchers, colouring/stationery packs

* All Blocks (Lego®) competition prizes – mini building block packs

* Quiz – book vouchers for overall winners, stationery packs individual round winners

Please note: In the event that these activities cannot be run due to Covid-19, these would be moved virtually to our social media pages still delivering story times, competitions, tech sessions and STEAM & te reo Māori activities along with the incentives of being able to win book related prizes.

Summer Reading Programme

The 2022/2023 programme would be run for 8 weeks from Monday 5 December 2022 to Friday 27 January 2023 inclusive.

Our last summer reading programme was the first programme that we created and implemented outside of the previous ECCT funded programmes. We were very fortunate to still be able to apply for funding through ECCT and this be approved, for this we are very grateful.

We re-branded our programme names to:

Ngā Kaipānui Pounamu – Treasured Readers (4-10yrs) and Ngā Kaipānui Taiohi – Chiefs of Reading (10+), this was well received. Each programme also had a whakataukī connected to it. Our 4-10's programme was all about New Zealand native birds.

We opened the programme up to ages 4-17 years and saw 295 participants register; 247 4-10year olds and 48 10+year olds. Over 50% of those children/teenagers who registered completed 2 or more book check-ins.

We realise that this number is lower than what we have had in previous years, and we understand that this may quite well be due to the impact that Covid-19 has been having on our people. We did offer check-ins to be completed online through the Napier Libraries website, which saw over 200 check-ins being completed through this avenue.

We also extended our programme to compensate going to the Red Traffic Light setting and allowing children to have more time to either complete on line or come into either Napier or Taradale library to complete a check-in in the hope of completing the programme.

We also offered a mid-way surprise for all ages if they completed 3 books check-ins, along with entries into a prize draw on certain numbered check-ins.

We still hope to run this programme out in the community within a lower decile school, possibly later in Term 1 or earlier Term 2, Covid-19 dependant.

What will the 2022/2023 programme look like?

As in our previous programme, Ngā Kaipānui Pounamu – Treasured Readers, participants will be given a folder to record their report-ins and with Ngā Kaipānui Taiohi – Chiefs of Reading, a booklet will be given to the participants to record their reading.

Ngā Kaipānui Pounamu – Treasured Readers: The concept will be 'Soaring through Space'; highlighting planets and stars that can be seen from New Zealand. The children will read through our night sky, marking off the different planets/stars with a matching sticker.

Ngā Kaipānui Taiohi – Chiefs of Reading: We found that a booklet works really well for the older age group, with a funky graffiti like design in the background and an area where books can be recorded, collecting star stickers as they check-in.

Programme Incentives:

For our recent Summer Reading Programme, we were able to allow participant to choose a prize from our prize box on check-in 3 and 5. We would like to carry on being able to reward the participants who complete the required number of check-ins with mid programme and finale prize and/or events. In keeping with promoting Napier's fantastic family day attractions, we would also have entries into a prize draw for certain numbered

check-ins where the prizes would be Napier family day out vouchers to various local attractions as well as including book vouchers. Children/teenagers will have the chance to choose which entry draw they go into.

In previous ECCT funded programmes, every participant was given a book on completion of the programme. We would still like to give participants the opportunity to receive a book, therefore we're hoping to offer the chance to win a book as a spot prize once a day. This was able to be done for our recent summer reading programme, and worked really well. All librarian staff had a day where they could give away a book!

All children/teenagers would receive a certificate and reading programme commemorative badge on completion.

When we run the programme in a school in the community we would look at hosting an end of programme finale (as we have done previously with Maraenui Bilingual School). This would look similar to the midway event as outlined below.

Mid-way Events:

Children would receive an invite to our mid-way event at their third check-in for 4-10 years, and second check-in for 10+, if completed by a specified date. For the under 10's we would hold a fancy dress mid-way party. We plan to hold this at the Greenmeadows hall, where the children can enjoy a mixture of party dances and games along with the chance to win some spot prizes. These would include a selection of items including bookmarks, colouring-in pencils, crayons, brain teaser puzzles and sweet treats.

For those 10 and over, we're planning a pizza night with a Challenge the Librarian/Quiz Night theme. Individual challenge winners would receive a small prize with the overall winner receiving a book voucher.

Finale Events:

In keeping with the successful finale of previous years, we would hold a carnival style outdoor event in Taradale Park for those children who have completed the programme. This includes a sausage sizzle, bouncy obstacle course and face painting. The children would be presented with a completion certificate and commemorative badge.

For the teenager's finale, we would repeat the successful event of the 2020/2021 programme by offering those who complete the programme the opportunity of joining us at Superstrike Bowling.

Please note: if we are able to purchase a movie license for our Winter Programme, then we would also incorporate movie sessions as incentives as we would be able to monitor the number of attendance and safely social distance participants (especially if there is a hindrance due to Covid-19).

Movies selected would be relatable to books.

Additional Events:

Guest Entertainer

To run alongside our summer reading programme, we would hope to get a guest entertainer/visiting author to hold sessions in both Napier and Taradale areas to capture a wider audience.

StoryWalk® Project

During the 2021/2022 summer holidays, Napier Libraries brought the StoryWalk® Project to the Napier community. It's an innovative way for tamariki, whānau and friends to read, get active and take in the beauty of Napier all at the same time, in a COVID-smart way.

This was very well received over all three of our locations and we hope to implement this fantastic initiative again to run alongside our reading programme. The books that were previously used were all by New Zealand author and about New Zealand native birds which partnered well with our New Zealand native bird themed reading programme. Therefore we would look at again using New Zealand books to match our theme of Space. Those who complete a StoryWalk® had the opportunity to scan in a QR code at the competition of the walk, fill in a short survey and enter into a prize draw for book vouchers or a free book.

Summer Holidays:

Due to being in the Red Traffic Light setting, it was unfortunate that during the 2021/2022 school holidays we were unable to offer 'in library' events; however we did move our programme virtually to our Napier Libraries Facebook and YouTube pages. We are hoping for this summer (2022/2023) that we will be able to offer a successful programme which would run alongside the reading programme, promoting the library services and making connections with the community.

Our programme would include, Baby Bounce, Story Time, competitions, scavenger hunts - inside and outside of the library, crafts and activities (STEAM and te reo Māori focus), party in the park (songs and stories), book clubs, children/teen quizzes, 3D printing workshops, family All Blocks Lego® sessions, a family quiz, escape the library (similar to an escape room), coding, stop motion sessions and a whānau event in the Maraenui community. Many of these events require prizes and resources for them to be successful and engaging.

- * Scavenger Hunts – prize draw to win book vouchers
- * Competitions: drawing, colouring, poetry/short story – first prize book vouchers, colouring/stationery packs
- * Maraenui Event – Sausage sizzle. Spot prizes of books, brain teaser puzzles and stationery packs.
- * All Blocks (Lego®) competition prizes – mini building block packs
- * Quizzes – book vouchers for overall winners, stationery packs individual round winners

Please note: In the event that these activities cannot again be run due to Covid-19, they would be moved virtually to our social media pages still delivering story times, competitions, tech sessions and STEAM/te reo Māori activities along with the incentives of being able to win book related prizes.

Napier Libraries 2022 Winter & 2022/2023 Summer Reading Programme Budget
Outline The below is the inclusive of both programmes

Item	Cost
Folders (for the card & printing on)	\$400.00 approx.
Stickers for the report-ins	\$400.00 approx.
Booklets for the Teenagers	\$100.00
Design Costs (as quoted by Marketing) *	\$2,000.00
Printing of Programme flyers (quoted by Marketing)	\$300.00
Printing of Folder (quoted by Marketing)	\$2,000.00
Social media promotion (quoted by Marketing)	\$400.00
Books as spot prizes – Wardini Books/Wheelers approx. \$17 each x 100	\$1,700
Additional Events	
Entertainer – The Great Wardini \$160x2	\$320.00
Possible author visit approx. \$260x2	\$520.00 approx.
Holiday Programmes – July & Summer	
Book vouchers \$20x40 (prizes for the Library competitions)	\$800.00
Maraenui Sausage Sizzle (inclusive of all items)	\$145.00
Maraenui spot prize of books \$15 each x 20	\$300.00
Maraenui spot prizes - Brain teaser puzzles \$4.99 each x 10	\$49.90
Maraenui Book Prizes \$17 each x 25	\$425
Building block sets \$3 each x 6	\$18.00
Book Vouchers for Reading Programme Winner Prize Draw: Book vouchers \$20x20	\$400
Prizes for Summer Reading Prize Draw	
National Aquarium of New Zealand Family Pass (2x adults & 2x children) x2	\$124.00
Mini Golf Family Pass (2x adults & 2x children) & Book Voucher \$29.50 + \$20 x2	\$99.00
Faraday Centre Family Pass (2x adults & 2x children) & Book Voucher \$25 + \$25 x2	\$100.00
Aquatic Centre Family Pass (2x adults & 2x children) & Book Voucher \$17.40 + \$30 x2	\$84.80
Napier Prison Tour All Day Family Pass (2x adults & 2x children) x2	\$100.00
Bay Skate Package (entry and skate/scooter hire for 4) x2	\$128.00
Book Voucher x2	\$100.00
The above prize draws would cover both 4-10's and 10+ programmes	
Mid-way Incentives	
Movie License	\$280 + GST
Pizza and Popcorn (Domino's & Mad Fun Company for the popcorn machine/corn)	\$520
Children's prizes	\$250.00 approx.
Book Vouchers for Teen's prizes \$25x4	\$100.00
Pizza for teen's Challenge the Librarian event	\$100.00 approx.
Winter Reading Programme Finale	
Colouring Packs (colouring books and pencils) \$6.00 each x25 (prizes for the Library)	\$150.00
Stationary Packs (notebooks, and pencils) \$5.00 each x25 (prizes for the Library)	\$125.00
Sweet Treats x2	\$40.00
Brain teaser puzzles \$4.99 each x 10	\$49.90
Book Vouchers x 5 @ \$20	\$100.00
Summer Reading Programme Finale (as based on 2020 Final costs)	
Mad Fun Company – Double Lane Slide & Green Obstacle \$450x 2	\$900.00
Sausages (Mad Butcher) \$12.92x 11	\$142.45
1kg Onions (Mad Butcher) \$5.00x 3	\$15.00
Bread (Pak 'n Save)	\$16.30

Item	Cost
570gms Tomato Sauce (Pak 'n Save) \$5.95x 3	\$17.85
American Mustard (Pak 'n Save) \$8.95x 2	\$17.90
BBQ Gas (BP 2 Go)	\$69.00
Oil, wipes, serviettes (New World)	\$25.40
Certificates	Included within the above printing/design costs *
Superstrike Lanes & Food Platters (teenagers)	\$700.00
Other:	
Commemorative Badge making resources & badge maker hire (Badge King, NZ) – this would cover both programmes and for events attended/reading challenges throughout	\$500
StoryWalk® - Boards	\$500 (approx.)
StoryWalk® - Stakes	\$298 (approx.)
StoryWalk® - Books	\$400 (approx.)
StoryWalk® - Marketing	\$500 (approx.)
StoryWalk® – Spot Prizes (Book Vouchers, books, family day passes)	\$400 (approx.)
Spotlight - Plain Cotton Craft Bag Natural 38cmx42cm (Book Bag) @ \$3.25each x500	\$1,625
TOTAL (approx.) COST	\$18,855.50

REPORTS FROM PROSPEROUS NAPIER COMMITTEE HELD 28 APRIL 2022

1. HEALTH AND SAFETY REPORT - QUARTER 2 YTD

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1457871
<i>Reporting Officer/s & Unit:</i>	Adele Henderson, Director Corporate Services Michelle Warren, Health and Safety Lead

1.1 Purpose of Report

The purpose of this paper is to provide Council with an overview of Health & Safety activity for the period Quarter 2 FY22.

Councillors Chrystal / Mawson

The Prosperous Napier Committee:

- a. **Receive** the Health and Safety report.

Carried

1.2 Background Summary

Below provides analysis of health and safety activity for the financial year to date.

COVID-19

As at 14 April 2022, there were 17 staff with Covid and 104 that have recovered, with 6 current household contacts.

Napier City Council's vaccination policy for staff came into force on 28 February 2022. Proof of vaccination has been obtained from all staff. Considerable effort has been made to accommodate those staff who remain unvaccinated. This has included finding alternative ways of working, such as working from home, redeployment to alternative work that can be done from home, and bubble of one work arrangements.

A Mask Wearing Policy was introduced on 14 February which provided guidance to staff and visitors when a mask must be worn.

On 28 February 2022 a vaccination policy was introduced for Contractors, Volunteers and Visitors.

Both policies were put into abeyance with the changes to the traffic light setting to orange on Wednesday 13th April.

Rapid Antigen Testing was introduced on 28 February 2022. Staff in essential roles are screened weekly. This group of workers includes Water, Cemeteries and Aquarium Animal Keepers. All staff have received 5 RATS test for self-monitoring purposes.

Buddy system introduced – staff volunteer to be a buddy and anybody needing support or assistance can reach out.

Covid-19 case management module under development for My Safety. Allows managers to register and update with staff information. Staff update with their most recent test result and H&S update with return to work management.

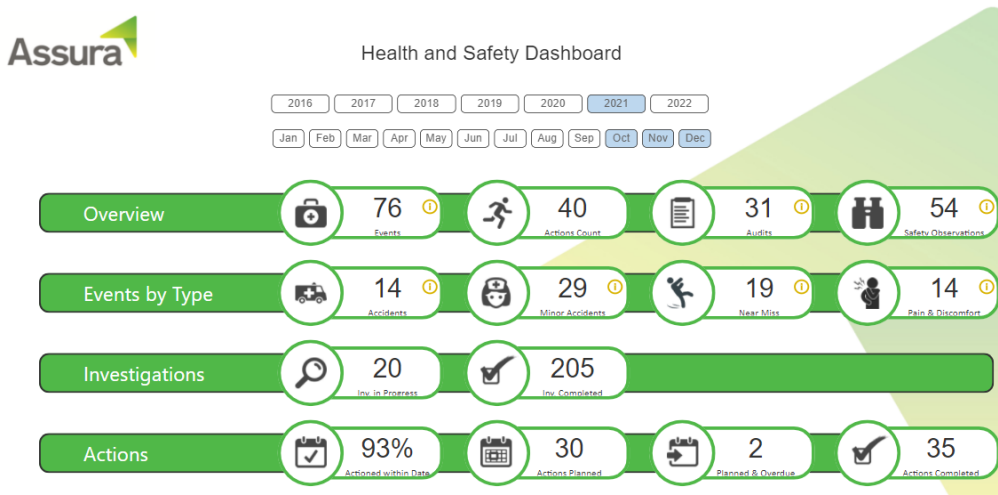
Exposure decision flowchart published for staff along with leave scenario table.

Incident Reporting

Reported Incidents	July to Dec 2021
Lost time injuries (LTIs):	1
Medically treated injuries (MTIs):	15
Near miss/hit & property damage reporting	42
Incidents Involving Public using our facilities	19
Incidents involving Contractors	8

Health and Safety Dashboard

The dashboard below provides an overview of events during Quarter 2 (Oct to Dec 2021).



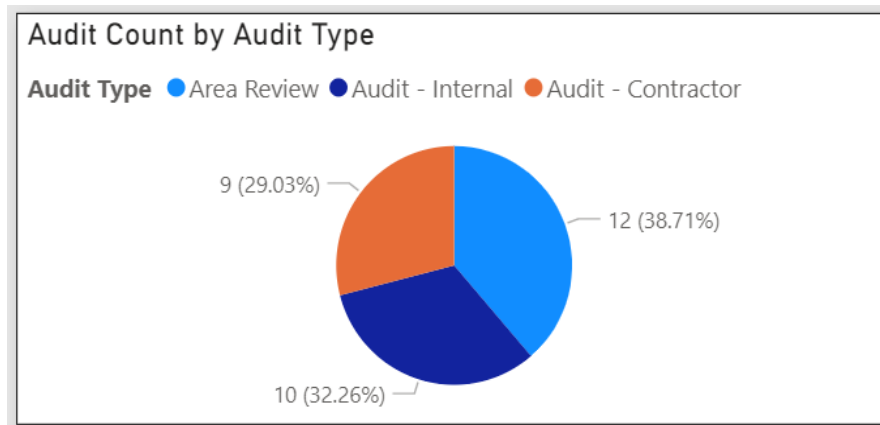
- There were 76 H&S related events logged and 40 actions performed, relating to the events
- 31 Audits completed of contractors and internal works
- 54 Safety Observations of contractors and internal works
- 14 Accidents, 29 Minor Accidents, 19 near misses and 14 Pain and Discomfort recorded

- There are 20 events still open and in progress
- 205 investigations completed
- Investigations relate to any event, incident, or near miss. An investigation can take a few minutes, to a full investigation which can take a few weeks depending on the severity of the event
- 93% of actions that were required to be completed, were completed within the specified date
- There are 30 actions planned, and 2 to be finalised

Audits & Inspections

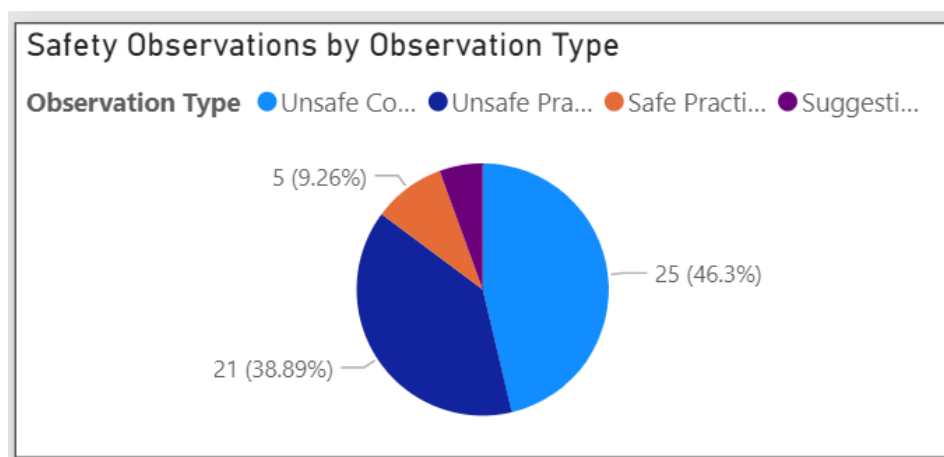
In this quarter there were 31 Audits.

- 12 NCC area reviews, e.g. include offices, workshops
- 10 NCC internal worksite audits – NCC staff
- 9 Contractor audits on their sites e.g. projects



In the quarter there were 54 Safety Observations

- 25 Unsafe condition reported which have all been resolved
- 21 Unsafe work practices sited and all resolved
- 5 Safe work practices notes and the people advised of their good work practices
- 3 Suggestions: 1 cancelled and 2 resolved



Health & Safety Meetings

There were:

- 5 health & safety committee meetings
- 29 meetings where Safety was discussed as an agenda items
- 22 team meetings where safety was discussed as an agenda item
- 3 safety alerts were distributed relating to:
 - Warning of severe thunderstorms to staff in Oct
 - Changes to NCC CVC sites to advise all staff



Health Monitoring

Worker health monitoring is undertaken by Loop Health & Safety. Workers are monitored depending on the work they carry out. Monitoring includes hearing, lung function, blood pressure, trace metals.

Hearing Screening	<ul style="list-style-type: none"> 1 worker screened as normal hearing. 1 worker referred to the Audiologist, screening indicated hearing loss. 1 worker screened as mild hearing loss in 1 frequency, to be rescreened in 2022.
Respiratory screening questionnaire	<ul style="list-style-type: none"> 3 workers completed the questionnaire there were no referrals to GP
Hepatitis A & B vaccinations	<ul style="list-style-type: none"> 19 workers have hepatitis vaccinations due to the tasks they do. 15 of the above workers next vaccination is their last dose. The Occupational Health Nurse will arrange a blood test one month after this dose to confirm the worker has immunity. <p>There are an additional 14 workers waiting on a blood test to check they have immunity to Hepatitis A & B.</p>
Annual Whole blood lead level	<ul style="list-style-type: none"> The painters have had their blood lead studies completed for 2021. Reference range (less than 0.24 umol/L) 1 x worker was 0.24 umol/L (blood taken in October 2021).

	Repeat bloods have been taken in November 2021, results were within acceptable level.
Toxoplasma	<p>Annual blood screening for Animal Control Workers: screening for Animal to Human (zoonotic) transmission illness/diseases.</p> <ul style="list-style-type: none"> • 4 workers lab result for Toxoplasma Antibodies have been above the reference range for Toxoplasma IgG. • Workers have been to their GP. • The Pathologist at Southern Community Laboratory has provided the following communication. <ul style="list-style-type: none"> – Workers could be exposed periodically due to the job they do – Toxoplasma antibodies go up and down. – If the antibodies stay the same or decrease it appears that's fine. – If it increases, then it is considered an active infection. <p>The 4 workers had bloods repeated in November 2021.</p> <ul style="list-style-type: none"> • 2 x workers the Toxoplasma IgG has decreased • 1 x worker the Toxoplasma IgG was the same • 1 x worker the Toxoplasma IgG increased; this worker referred to the GP

Wellbeing

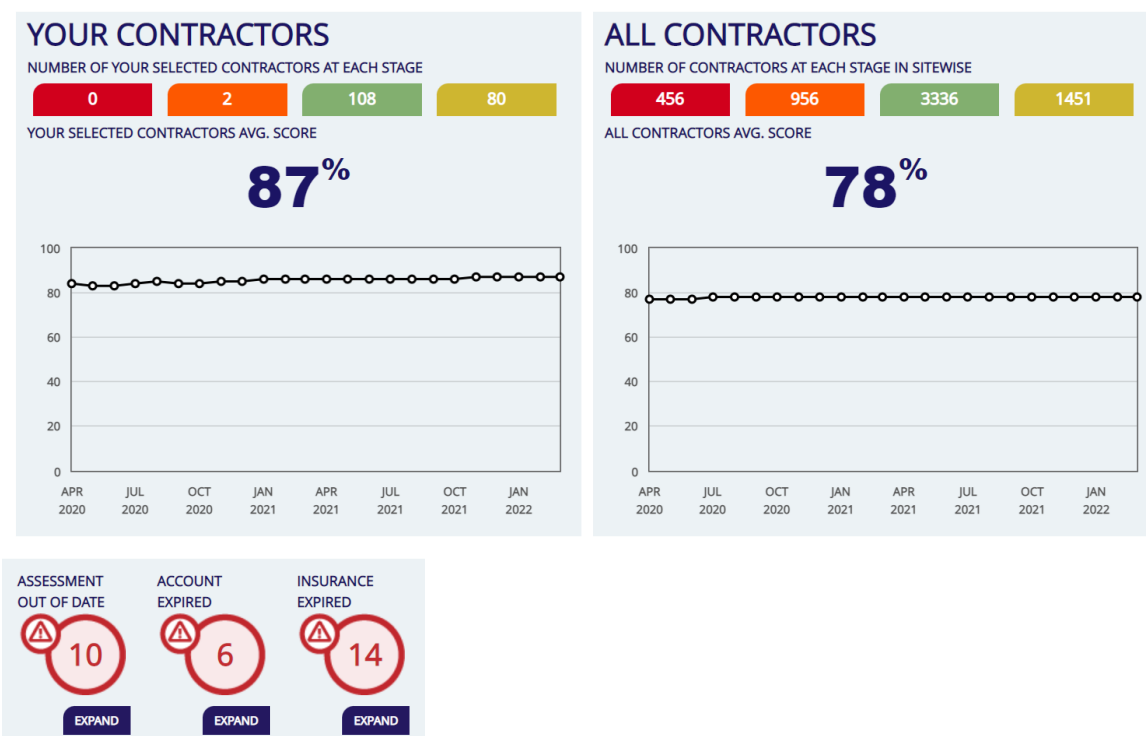
During Quarter 2 the following activities were undertaken.

1. Mental Health Awareness Week with daily events, including quizzes, factual information, podcasts, men's health, suicide awareness.
2. Men's Health Week which included daily quizzes, facts on men's health, included the whanau by having drawing competitions for the children, podcasts.
3. White Ribbon Week – quiz, facts and information, surveys, challenges.
4. Shake Out – Evacuation drill
5. Step Out (NZ Diabetes)
6. Movember
7. Sun Smart

SiteWise Pre-Qualification

SiteWise is NCCs contractor pre-qualification system. The Health and Safety team are constantly working with the contractors to get them to the desired levels and keeping their documentation up-to-date.

CONTRACTOR ASSESSMENT SCORES



Action Taken:

- 2 x Contractors in amber have been contacted and supported on how to bring their score 75%+
- Insurance – contacted advising to upload their current insurances
- Assessments – all contacted and offered advice.
- Account Expired – Advised to contact SiteWise for copy of invoice for payment

Health & Safety Compliance Training

207 staff completed the following H&S training during Quarter 2.

Compliance Courses	Staff #
First Aid	12
Confined Space	2
Working at Heights	5
Elevated Work Platform	21
Fire Extinguisher	4
Hazardous Substances	16
Site Safe Civil/tools/health	40
Aggressive Customer Training	72
Dangerous Goods	3
Traffic Controller	5
Working Alone	1
Mental Health Matters	12

ICAM Investigator	1
Asbestos Awareness	1
ConstructSafe	1
Site Traffic Management (STMS)	1
Emergency Procedures	10
Total Staff Trained	207

At the meeting

The Director Corporate Services, Ms Henderson advised that the Health and Safety Report would now be a regular item on the Prosperous Napier Committee Agenda. The Health and Safety report had previously been presented to the Audit and Risk Committee as a risk area however, Council also had responsibilities in ensuring good health and safety plans were in place and that resources were available.

As at today's date 134 staff have had Covid, with 122 recovered and 12 current positive cases. During this period the Business Continuity Plans have accommodated for quite a significant impact to the organisation and predominately only the recycling services through suppliers had been impacted.

It was noted that Sitewise was a prequalification assessing other health and safety systems and not restricted to the construction area. However, this would be looked at to ensure it covered the market with respect to the organisation's objectives.

1.3 Attachments

Nil

2. HAWKE'S BAY MUSEUMS TRUST DRAFT STATEMENT OF INTENT AND FINANCIAL REPORTING

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	1442352
<i>Reporting Officer/s & Unit:</i>	Jaimie McIvor, Finance Accountant

2.1 Purpose of Report

To receive the Hawke's Bay Museums Trust Financial Report for the six months ended 31 December 2021 and draft Statement of Intent 2022/23.

Councillors Tapine / Chrystal

The Prosperous Napier Committee:

- a. **Receive** the Hawke's Bay Museums Trust Financial Report for the six months ended 31 December 2021.
- b. **Receive** the Hawke's Bay Museums Trust draft Statement of Intent 2022/23 and provide any feedback to the Trust prior to the Statement of Intent being brought back to Council for adoption.

Carried

2.2 Background Summary

At the meeting of the Hawke's Bay Museums Trust held on 23 February 2022, the Trustees adopted their Financial Report for the six months ended 31 December 2021. A copy is **attached** to this report for Council's information.

The Trustees also accepted the **attached** draft Statement of Intent 2022/23 at their meeting on 23 February 2022. This has been provided to Council for review and feedback to the Trust.

2.3 Issues

Draft Statement of Intent

The draft 2022/23 Statement of Intent contains the following performance indicators and targets for the key result areas:

- **Protection** – including storage, security and records management
- **Quality** – including conservation, accessioning and de-accessioning.
- **Access** – including ensuring the collection is available for exhibitions and research.
- **Development** – including fundraising, reserve management, and stakeholder relations

Joint Working Group

The Napier City Council continues to participate in a Joint Working Group with Hastings District Council that is considering the future structure of the Hawke's Bay Museums Trust, its funding, the storage of the collection, and the role of the MTG Hawke's Bay in the display of the collection.

Good progress has been made with the design of the storage facility under way. External funding has been received by Lotteries and an application for funding have been submitted to ECCT by the Hawke's Bay Museums Trust.

The Joint Working Group continues to focus its attention on alternative governance structures for the collection.

2.4 Significance and Engagement

The draft Statement of Intent has been assessed under the Council's Significance and Engagement Policy as being of low significance.

2.5 Implications

Financial

Council makes a financial contribution to the Trust which is detailed in the attached draft Statement of Intent.

Social & Policy

The Hawke's Bay Museum collection includes significant taonga and in acknowledging the significance of that collection, one of the Trustees to the Trust is appointed by Ngāti Kahungunu Iwi.

Risk

This report is to receive the Hawke's Bay Museums Trust draft Statement of Intent 2022/23 and therefore poses little risk to Council.

2.6 Preferred Options

The options available to Council are as follows:

- a. Receive the Financial Report for the six months ended 31 December 2021.
- b. Receive the Hawke's Bay Museums Trust draft Statement of Intent 2022/23 and provide any feedback to the Trust prior to the Statement of Intent being brought back to Council for adoption.

At the meeting

The Chief Financial Officer, Ms Thomson advised that the Financial Report and Statement of Intent were legislative requirements under the Local Government Act 2002 and took the paper as read.

The Director Corporate Services, Ms Henderson noted the point of difference for this draft Statement of Intent was the inclusion of commentary on work undertaken for the storage and governance structure which is being peer reviewed and will come back to Council for any further recommendations.

Officers to provide confirmation for the Council meeting on 2 June 2022 whether the Te Rōpū Kaiawhina Taonga group still exists and if not who was currently providing oversight and guidance to the Hawke's Bay Museum Trust.

2.7 Attachments

- 1 HBMT covering letter from the Chair (Doc Id 1452536)
- 2 HBMT Statement of Intent 2022/2023 (Doc Id 1452537)
- 3 HBMT Financial Report six months ended 31 December 2021 (Doc Id 1452535)



24 February 2022

Hon. Kirsten Wise
Mayor
Napier City Council
Private Bag 6010
Napier 4142

Dear Kirsten,

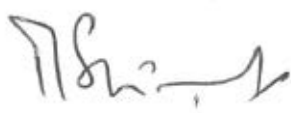
Hawke's Bay Museums Trust Statement of Intent 2023-2025

Enclosed please find the draft Statement of Intent for the upcoming period 2023 to 2025. The trustees accepted this draft at their quarterly board meeting on Wednesday 23 February 2022.

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. This was the approach adopted last year which was supported by both Councils.

This is for your Council's initial review and feedback, and subsequent adoption.

Yours sincerely,



Richard Grant
Chairman



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

STATEMENT OF INTENT 22/23-24/25

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 22/23-24/25 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	
		2022/23 target	2022/23 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	

Financial Performance Targets

Financial Performance	Note	2022/23	2023/24	2024/25
Revenue				
Council Funding (NCC & HDC)	A	1,147,921	1,173,978	1,176,245
Interest Income	B	15,000	18,500	17,300
Donations		4,500	4,500	5,000
Total Revenue		1,167,421	1,196,978	1,198,545
Expenses				
Management Fee & Education Grant		933,917	955,397	957,265
Off-Site Storage	E	164,004	167,776	168,104
Education Grant (LEOTC)		15,000	15,000	15,000
Trust Admin & Management		25,100	25,677	25,728
Audit, Insurance & Legal etc	C	9,900	10,128	10,148
Conservation		9,750	11,500	11,150
Accessions		9,750	11,500	11,150
Total Expenses		1,167,421	1,196,978	1,198,545
Surplus/(Deficit)		-	-	-
Financial Ratio Target:				
Ratio of Shareholders Funds to Total Assets (minimum ratio):	D	95%	95%	95%

- A 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 (2024 2.3% and 2025 2.5%). Future year Statement of Intent Financial Targets may differ from the above targets.
- B 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.
- C Audit, Insurance & Legal etc for 2022/23 includes Audit Fees \$5,610, Insurance \$2,270, Legal Fees \$1,600, Charities Filing \$45, MYOB Subscription \$255, and Sundries \$120.
- D 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.
- E Please note we have assumed the off-site storage facility will continue to be leased for the next three years. There has been a new storage facility obtained by Hastings District Council, it is not yet known when this will be available for the HB Museum Trust collection or the associated costs.

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 22/23-24/25 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	30/6/2023	30/6/2024	30/6/2025
Current Assets			
Bank Accounts and Cash	22,441	22,441	22,441
Investments	615,552	615,552	615,552
Prepayments and Accrued Revenue	1,487	1,487	1,487
Total Current Assets	639,480	639,480	639,480
Non-Current Assets			
Artworks and Collection	28,371,740	29,183,240	29,994,390
Total Non-Current Assets	28,371,740	29,183,240	29,994,390
Total Assets	29,011,220	29,822,720	30,633,870
Current Liabilities			
Accounts Payable and Accruals	5,610	5,610	5,610
GST Payable	195	195	195
Total Current Liabilities	5,805	5,805	5,805
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	81,065	81,065	81,065
Accumulated Funds			
Retained Earnings	1,780,655	1,792,155	1,803,305
Asset Revaluation Reserve	26,645,433	27,445,433	28,245,433
Special Funds	507,067	504,067	504,067
Total Accumulated Funds	28,390,155	29,741,655	30,552,805
Total Funds Employed	29,011,220	29,822,720	30,633,870

Financial Reports

Full and final audited accounts will be included in the 2022/23 Annual Report.

Reporting against intended performance

The 2022/23 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 \$28.4million (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 which includes potentially separating this activity from the Hawke's Bay Museums Trust when an appropriate and sustainable model is identified.



Hawke's Bay Museums Trust

Ruawharo Tā-ū-rangi

FINANCIAL STATEMENTS

OR THE SIX MONTHS ENDED 31 DECEMBER 2021

HAWKE'S BAY MUSEUMS TRUST INDEX TO THE FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

Statement of Financial Position	1
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HAWKE'S BAY MUSEUMS TRUST

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

	Note	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Revenue				
Council grants	1	593,617	595,864	1,191,729
Other grants and donations received	2	1,222	4,414	146,751
Interest revenue		3,030	6,156	8,842
Total Revenue		597,869	606,434	1,347,322
Expenses				
Audit fees		-	2,700	5,610
Accounting charge	3	14,400	14,150	28,300
Accounting software charge		128	128	255
Conservation		-	400	6,843
Donation- storage facility		-	-	40,000
General expenses		-	379	450
Insurance		2,270	3,294	3,294
Management fee	3	574,264	576,915	1,153,829
Total Expenses		591,062	597,965	1,238,581
Net Surplus/(Deficit) for the Period		6,807	8,469	108,741

HAWKE'S BAY MUSEUMS TRUST STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2021

	Note	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Current Assets				
Bank accounts and cash	4	28,854	89,636	22,448
Investments	5	615,553	655,260	615,552
Accounts receivable and accrued revenue	6	2,483	59,848	1,487
GST receivable		99	589	695
Total Current Assets		646,989	805,333	640,182
Non-Current Assets				
Artworks and collection	7	28,354,340	41,097,357	28,354,340
Total Non Current Assets		28,354,340	41,097,357	28,354,340
Total Assets		29,001,329	41,902,101	28,994,522
Current Liabilities				
Accounts payable and accruals	8	6,507	130,329	6,507
Total Current Liabilities		6,507	129,740	6,507
Non-Current Liabilities				
Trust funds held on behalf	9	75,260	75,260	75,260
Total Non-Current Liabilities		75,260	75,260	75,260
Total Liabilities		81,767	205,000	81,767
Accumulated Funds				
Retained earnings	10	1,765,810	1,619,962	1,763,255
Asset revaluation reserve	10	26,645,433	39,530,051	26,645,433
Special funds	11	508,319	547,088	504,067
Total Accumulated Funds		28,919,562	41,697,101	28,912,755
Total Funds Employed		29,001,329	41,902,101	28,994,522

The Trust Board of Hawke's Bay Museums Trust authorised these financial statements for issue on Wednesday 23 February 2022 and are signed on behalf of the Board by:



Chairman



Trustee

HAWKE'S BAY MUSEUMS TRUST

STATEMENT OF MOVEMENTS IN EQUITY

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

	Note	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Opening Balance of Equity		28,912,754	41,688,632	41,688,632
Net Surplus/(Deficit) for Period Allocated to:				
Retained earnings		2,555	(2,100)	94,749
Special funds	11	4,252	10,570	13,991
Net Surplus/(Deficit) for year		6,807	8,469	108,740
Movement in Asset Revaluation Reserve		-	-	(12,884,618)
Closing Balance of Equity	10	28,919,561	41,697,101	28,912,754

HAWKE'S BAY MUSEUMS TRUST STATEMENT OF CASHFLOWS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

	Note	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Cash Flows From Operating Activities				
Receipts of council grants		593,617	545,584	1,191,729
Donations received		1,222	4,414	5,150
Interest receipts		2,034	10,823	14,047
Other operating revenue		-	8,000	-
Goods and Services Tax		596	7,956	617
Audit fee		-	-	(5,445)
Management fee & education grant		(574,264)	(480,762)	(1,153,829)
Accounting fee		(14,528)	(11,792)	(28,300)
Donations paid		-	-	(40,000)
Conservation expenses		-	-	(6,843)
Insurance		(2,270)	(3,294)	(3,294)
Other expenses		-	(507)	(705)
Net Cash Flows from Operating Activities	12	6,407	80,423	(26,873)
Cashflows from Investing Activities				
Purchase of Collection Assets		-	(10,845)	(10,446)
Net cashflows from Investing Activities		-	(10,845)	(10,446)
Opening Cash Balance		638,000	675,319	675,319
Net Increase/(Decrease) in Cash		6,407	69,577	(37,319)
Closing Cash Balance		644,407	744,896	638,000

HAWKE'S BAY MUSEUMS TRUST ACCOUNTING POLICIES

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

Statement of Accounting Policies

Reporting Entity

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

Basis of Preparation

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.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Significant Accounting Policies

Bank Accounts and Cash

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

Investments

Investments comprise bank term deposits.

Accounts Receivable

Accounts receivable are stated at their estimated net realisable value.

Grants

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

Donated Assets

Revenue from donated assets is 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 International Public Sector Accounting Standard (IPSAS) 17 - Property, Plant and Equipment. Items contained in collection assets tend to have an indefinite life and are generally not of a depreciable nature. Depreciation is therefore not applicable and collection assets are carried at fair value. Carrying values are reviewed at least every three years to ensure those values are not materially different to fair value.

HAWKE'S BAY MUSEUMS TRUST ACCOUNTING POLICIES

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

Creditors and Accrued Expenses

Creditors and accrued expenses are measured on the amount owing.

GST

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

Interest Revenue

Interest revenue is recorded as it is earned during the year.

Income Tax

Hawkes Bay Museums Trust is exempt from paying income tax.

Changes in Accounting Policies

There have been no changes in accounting policies for the 2021/22 financial year.

HAWKE'S BAY MUSEUMS TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

1. Council Grants

	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Hastings District Council- Operating grant	293,058	294,182	588,365
Napier City Council- Operating grant	293,058	294,182	588,365
Hastings District Council- Education grant	7,500	7,500	15,000
Total Council Grants	586,117	595,865	1,191,730

2. Other Grants and Donations Received

	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Donations- General	1,222	4,414	5,150
Donations - Acquisitions	-	-	141,601
Total Other Grants and Donations Received	1,222	4,414	146,751

3. Related Parties

Hastings District Council and Napier City Council are related parties, to the extent that they contribute funds and are represented on the Board.

The Hawkes Bay Museums Trust has contracted Napier City Council to provide administrative and accounting services for the Trust's operations. Payment for these services during the six months ended 31 December 2021 financial year was \$14,400 (2020: \$14,150).

The Hawkes Bay Museums Trust has also contracted Napier City Council to provide administrative and management services specifically for the care and management of the collection. Payment for services for the six months ended 31 December 2021 was \$574,264 (2020: \$576,915).

The Board members are not paid (2020: nil).

HAWKE'S BAY MUSEUMS TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

4. Bank Accounts and Cash

	6 Months Ended 31-Dec-21	6 Months Ended 31-Dec-20	Year Ended 30-Jun-21
	\$	\$	\$
Bank Accounts and Cash			
Westpac Bank - Current account	28,854	89,636	22,448
Total Bank Accounts and Cash	28,854	89,636	22,448

5. Investments

	6 Months Ended 31-Dec-21	6 Months Ended 31-Dec-20	Year Ended 30-Jun-21
	\$	\$	\$
Westpac Term Deposits	540,293	580,000	540,292
Westpac Term Deposits - Trusts Held on Behalf			
M S Spence Trust	33,387	33,387	33,387
L D Bestall Trust	20,834	20,834	20,834
Estate L D Bestall	21,039	21,039	21,039
Total Investments	615,553	655,260	615,552

6. Accounts Receivable and Accrued Revenue

	6 Months Ended 31-Dec-21	6 Months Ended 31-Dec-20	Year Ended 30-Jun-21
	\$	\$	\$
Accounts receivable	-	57,822	-
Accrued interest	2,483	2,026	1,487
Total Accounts Receivable and Accrued Revenue	2,483	59,848	1,487

HAWKE'S BAY MUSEUMS TRUST NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

7. Artwork and Collections

	Library Archives	Textiles & Associated Items	Taonga Maori-Owned	Taonga Maori- Custodial	Fine Arts	Social History	Pottery Porcelain Glass	Ethnology	Subtotal	Faraday Centre	Total
Carrying amount at 1 July 2020	1,857,127	791,127	9,095,489	16,352,000	9,764,567	991,358	426,660	1,267,348	40,545,676	541,235	41,086,911
Acquisitions	-	-	-	-	-	1,519	8,927	-	10,446	-	10,446
Donations	16,135	8,195	-	-	117,250	21	-	-	141,601	-	141,601
Deaccessions	-	-	-	(14,352,000)	-	-	-	-	(14,352,000)	-	(14,352,000)
Revaluation	-	-	1,030,500	-	419,700	-	(2,818)	20,000	1,467,382	-	1,467,382
Carrying amount at 30 June 2021	1,873,262	799,322	10,125,989	2,000,000	10,301,517	992,898	432,769	1,287,348	27,813,105	541,235	28,354,340
Carrying amount at 1 July 2021	1,873,262	799,322	10,125,989	2,000,000	10,301,517	992,898	432,769	1,287,348	27,813,105	541,235	28,354,340
Acquisitions	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Deaccessions	-	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	-	-
Carrying amount at 31 December 2021	1,873,262	799,322	10,125,989	2,000,000	10,301,517	992,898	432,769	1,287,348	27,813,105	541,235	28,354,340

The Faraday Centre Collection was valued by independent registered valuer Craig S Scoullar MPINZ of Asset Valuations Ltd as at 30 June 2020 using fair value. The other Museum Art & Collection Assets were valued by independent registered valuer Jessica Pearless MPINZ of Paragon Matter Limited as at 30 June 2021 using fair value. The basis for both valuations is 'Estimated Market Value'.

HAWKE'S BAY MUSEUMS TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

8. Accounts Payable & Accruals

	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Accounts payable	5,610	129,432	5,610
Unspent grants	897	897	897
Total Accounts Payable & Accruals	6,507	130,329	6,507

9. Trust Funds Held on Behalf

	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
M S Spence Trust	33,387	33,387	33,387
L D Bestall Trust	20,834	20,834	20,834
Estate L D Bestall	21,039	21,039	21,039
Total Trust Funds Held on Behalf	75,260	75,260	75,260

HAWKE'S BAY MUSEUMS TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

10. Equity

	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Special Reserves			
Restricted Reserves			
Opening balance	15,682	15,294	15,294
Grants, bequests and donations revenue	39	-	156
Interest revenue	82	277	232
Closing Balance Restricted Reserves	15,803	15,571	15,682
Unrestricted Reserves			
Opening balance	59,259	97,302	97,302
Grants, bequests and donations revenue	147	1,764	786
Interest revenue	311	-	1,171
Donations paid for storage facility	-	-	(40,000)
Closing Balance Unrestricted Reserves	59,717	99,066	59,259
Acquisitions Reserve			
Opening balance	400,116	400,556	400,556
Grants, bequests and donations revenue	994	-	4,018
Interest revenue	2,100	7,264	5,988
Acquisitions purchases	-	(10,446)	(10,446)
Closing Balance Acquisitions Reserve	403,210	397,374	400,116
Conservation Reserve Fund			
Opening balance	16,573	22,942	22,942
Grants, bequests and donations revenue	41	-	190
Interest revenue	86	416	284
Conservation purchases	-	(400)	(6,843)
Closing Balance Conservation Reserve	16,700	22,958	16,573
Trusts Held on Behalf			
Opening balance	12,437	11,270	11,270
Interest revenue	451	850	1,167
Closing Balance Trusts Held on Behalf	12,888	12,120	12,437
Total Special Reserves	508,318.07	547,089	504,067

HAWKE'S BAY MUSEUMS TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

	6 Months Ended 31-Dec-21 \$	6 Months Ended 31-Dec-20 \$	Year Ended 30-Jun-21 \$
Revaluation Reserve			
Opening balance	26,645,433	39,530,051	39,530,051
Deaccessions	-	-	(14,352,000)
Movement in Asset Revaluation Reserve	-	-	1,467,382
Closing Balance Revaluation Reserve	26,645,433	39,530,051	26,645,433
Retained earnings			
Opening balance	1,763,255	1,611,217	1,611,217
Net surplus/(deficit) for year	2,555	(2,101)	94,749
Transfer of donation to unrestricted reserve	-	-	40,000
Transfer of capital exp to acquisitions reserve	-	10,446	10,446
Transfer of capital exp to conservation reserve	-	400	6,843
Closing Balance Retained Earnings	1,765,810	1,619,962	1,763,255
Total Equity	28,919,561	41,697,102	28,912,755

HAWKE'S BAY MUSEUMS TRUST NOTES TO THE FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

11. Special Funds

	Opening Balance as at 1 Jul 2021	Transfer	Grants Donations & Bequests Received	Acquisitions & Conservation	De-accessions	Allocation of Proportion Interest & Donations Income	Closing Balance as at 31 Dec 2021
Restricted Reserves							
QEII Award Fund	15,682	-	-	-	-	121	15,803
Total Restricted Reserves	15,682	-	-	-	-	121	15,803
Unrestricted Reserves							
Lilliput Building Fund	59,259	-	-	-	-	458	59,717
Total Unrestricted Reserves	59,259	-	-	-	-	458	59,717
Acquisitions Reserve Fund							
Millin Estate	301,388	-	-	-	-	2,330	303,718
LJ Sanderson	89,129	-	-	-	-	689	89,818
M L Holt	1,603	-	-	-	-	13	1,616
Webb Trust	7,996	-	-	-	-	62	8,058
Total Acquisitions Reserve Fund	400,116	-	-	-	-	3,094	403,210
Conservation Reserve Fund							
M L Holt	13,419	-	-	-	-	103	13,522
R & D Crowther	518	-	-	-	-	4	522
Estate Kriyh Stichbury	1,037	-	-	-	-	8	1,045
Other - FHBMA Care Fund	350	-	-	-	-	3	353
Webb Trust	1,249	-	-	-	-	9	1,258
Total Conservation Reserve Fund	16,573	-	-	-	-	127	16,700
Trusts Held on Behalf							
M S Spence Trust	5,519	-	-	-	-	200	5,719
L D Bestall Trust	3,415	-	-	-	-	125	3,540
Estate L D Bestall	3,503	-	-	-	-	126	3,629
Total Trusts Held on Behalf	12,437	-	-	-	-	451	12,888
Total Special Funds	504,067	-	-	-	-	4,251	508,318

HAWKE'S BAY MUSEUMS TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

12. Statement of Intent

In its 2020/21 Statement of Intent the Trust set financial targets for the year. The following table summarises actual results (to 31 December 2021) against those targets, with explanations for variances.

	Actual to 31-Dec-21 \$	Target to 31-Dec-21 \$	Variance \$
Revenue			
Council Funding (NCC & HDC)	593,617	593,617	-
Interest Income	3,030	2,650	380
Cash Donations *	1,222	5,000	(3,778)
Total Revenue	597,869	601,267	(3,398)
Expenses			
Management Fee and Education Grant	492,267	492,267	-
Off-Site Storage	82,000	82,000	-
Conservation **	-	3,825	3,825
Accessions **	-	3,825	3,825
Trust Admin & Management	14,400	14,400	-
Audit, Insurance, Legal Fees ***	2,270	4,950	2,680
Total Expenses	590,937	601,267	10,330
Surplus/Deficit	6,932	-	6,932
Ratio of Shareholders Funds to Total Assets	99.7%	95.0%	4.7%

Note: This ratio shows the proportion of assets on which the shareholders have a residual claim.

Explanation of variances

* Cash donations are down against projected largely due to the MTG facility being closed for remedial work in July 2021 and also a Covid-19 lockdown from the 17th of August to the 31st of August 2021. Auckland remained in the lockdown up until December 2021 which negatively impacted visitor numbers.

** There has yet to be conservation and accession expenditure however there are a number of invoices expected to come through in February and March 2022.

*** Due to the delayed audit of the annual accounts there has yet to be an audit fee. This is expected to be completed in February 2022.

HAWKE'S BAY MUSEUMS TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

	Actual to 31-Dec-20	Target to 31-Dec-20	Variance
	\$	\$	\$
Revenue			
Council Funding (NCC & HDC)	595,865	595,865	-
Interest Income	6,156	8,350	(2,194)
Cash Donations	4,414	3,000	1,414
Total Revenue	606,435	607,215	-780
Expenses			
Management Fee and Education Grant	486,915	486,915	-
Off-Site Storage	90,000	90,000	-
Conservation	400	5,675	5,275
Accessions	10,446	5,675	(4,771)
General	507	0	(507)
Trust Admin & Management	14,150	14,150	-
Audit, Insurance, Legal Fees	5,994	4,800	(1,194)
Total Expenses	608,412	607,215	(1,197)
Surplus/Deficit	-1,977	-	(1,977)
Ratio of Shareholders Funds to Total Assets	99.5%	95.0%	4.5%

Note: This ratio shows the proportion of assets on which the shareholders have a residual claim.

13. Commitments

The Trust has no capital commitments at 31 December 2021 (2020:\$nil)

14. Contingencies

The Trust has no contingent liabilities at 31 December 2021 (2020:\$nil)

3. FINANCIAL FORECAST TO 30 JUNE 2022

Type of Report:	Legal and Operational
Legal Reference:	Local Government Act 2002
Document ID:	1449843
Reporting Officer/s & Unit:	Caroline Thomson, Chief Financial Officer Talia Foster, Accounting Manager

3.1 Purpose of Report

To provide the Committee with Council's financial forecast to 30 June 2022.

Mayor Wise / Councillor Crown

That the Committee:

- Receive** the financial forecast to 30 June 2022.
- Approve** the 2021/22 financial forecast to 30 June 2022.
- Approve** funding the year end deficit for the Parking activity from the Parking reserve.
- Note** the forecast deficit rates position will be finalised at year end.
- Note** that the full list of timing impacted projects for 2021/22 will be brought back to Council in a separate report for inclusion in the 2022/23 final Annual Plan.

Carried

3.2 Background Summary

The purpose of this report is to provide a financial forecast for Council's operating and capital expenditure to 30 June 2022. The operating and capital forecasts are based on actual expenditure December 2021 year-to-date, plus estimated remaining spend for the 2021/22 financial year.

These figures were reviewed and updated on 21 April 2022 to reflect most recent known impacts on supply chain for goods and services as a result of Covid-19.

3.3 Issues

The full list of timing impacted projects for 2021/22 will be brought back to Council in a separate report for inclusion in the 2022/23 final Annual Plan.

3.4 Significance and Engagement

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

3.5 Implications

Financial

Net operating position

The operational forecast shows a forecast net surplus of \$2m at 30 June 2022, which is below the amended budget surplus of \$4.6m.

The amended capital budget includes carry forwards transferred from 2020/21 and brought forward projects.

The following table shows the variations between the year-end forecast and the amended budget for 2021/22:

Whole of Council	2021/22 Forecast to June	2021/22 Amended Budget	2021/22 Variance to Amended Budget
Revenue	(141,841,510)	(153,868,316)	(11,926,806)
Rates Revenue	(69,232,480)	(69,301,620)	(69,140)
Financial and Development Contributions	(8,764,723)	(7,090,097)	1,674,626
Subsidies and Grants	(18,118,897)	(16,230,127)	1,888,770
Other Revenue	(43,763,727)	(59,152,610)	(15,388,883)
Other gains/losses	(2,061,684)	(2,093,862)	(32,178)
Expenditure	139,948,932	149,258,362	9,309,430
Employee Benefit Expense	41,881,477	43,308,891	1,427,414
Depreciation	34,879,373	35,247,132	367,759
Finance Costs	339,360	339,360	0
Other Operating Expenses	63,715,270	70,294,945	6,579,675
Share of associate	69,064	69,064	0
Offsetting Expenditure	(935,612)	(1,030)	934,582
Net operating (surplus)/deficit	(1,992,578)	(4,609,954)	(2,617,376)
Capital Expenditure	54,265,971	89,053,967	34,787,996

The main drivers of the net operating variance are due to:

- Forecast revenue from subsidies and grants includes \$290k unbudgeted Government funding for the Aquarium, \$670k from Rotary for a cycleway and \$530k Waka Kotahi funding;
- The unfavourable variance for other revenue is partially offset by the favourable variance in other operating expenditure and reflects the forecast impact of Covid-19 on the tourism (\$4.1m) and parking activities (\$660k) and reduced revenue received from the Parklands residential development (\$10.8m). The 2021/22 budgets included an assumption that all 3 stages at Parklands development would be sold however only one stage will now be sold this financial year with the remaining 2 stages being sold in 2022/23;
- Employee benefit is \$1.4m favourable to budget due to vacancies across Council; and
- Other operating expenditure is favourable to budget due to savings in operating expenditure at the tourism activities (\$1.5m) and reduced development costs at Parklands (\$7.6m) from moving the next two development stages into 2022/23.

Rates funded position

The rates position differs from the accounting result as loan and reserve funded items and non-cash items such as depreciation, vested assets, and financial contributions are not included.

The current forecast rates position to 30 June 2022 notes a deficit of \$1.26m. This includes a forecast year end deficit for the Parking activity of \$446k. Officers are recommending the Parking deficit is funded from the Parking reserve which would reduce the net rates deficit from \$1.26m to \$815k.

Rates view – whole of Council	2021/22 Forecast to June
Revenue	(95,170,216)
Rates Revenue	(69,232,480)
Subsidies and Grants	(3,352,549)
Other Revenue	(22,585,187)
Expenditure	96,431,068
Employee Benefit Expense	39,656,538
Finance Costs	339,360
Other Operating Expenses	47,429,456
Offsetting Expenditure	9,005,714
Forecast rates deficit	1,260,852
Fund the forecast Parking deficit from the Parking reserve	(445,919)
Net rates deficit	\$814,933

Capital plan

Officers are reviewing the timing of the capital programme and this may result in a number of projects being reprioritised.

The 2021/22 capital budget of \$89.1m includes carry forwards and projects brought forward. The forecast year end capital spend is \$54.3m leaving potential carry forwards of \$34.8m. The full list of timing impacted projects for 2021/22 will be brought back to Council in a separate report for inclusion in the 2022/23 final Annual Plan.

Social & Policy

N/A

Risk

Operating expenditure

The forecast financial position for 2021/22 is based on estimated revenue and expenditure to 30 June 2022. Any unforeseen expenditure prior to the financial year end will impact on the forecast year end result.

Capital expenditure

Napier City Council's ability to deliver infrastructure projects and programmes is subject to forces acting on the construction sector that have a range of origins:

- Locally
- Nationally
- Globally

This occurs at a time of unprecedented infrastructure investment and challenges in the supply chain. Covid-19 and the level of infection rates, has also placed significant pressure on supplier staff availability to complete projects. Council is also facing real constraints in terms of:

- Labour market (construction and professional services)
- Materials; and
- The capacity of the construction sector to scale up and meet the demand.

These issues, especially supply chain, are impacting our 2021/22 capital expenditure. Mitigations include reviewing the capital programme to bring forward projects that has available goods and services. A review of the Chief Executives delegations to support a higher level budget variance will be brought to Council for consideration.

Covid-19

While some impacts to capital deliverability may be short term and caused or exacerbated by Covid-19 (e.g. NZ's closed borders or disrupted supply chains, skilled visa shortage), others are deeper and longer term. The issue for Napier, and the issue for NCC is that the same factors – a constrained construction sector and a significantly increased infrastructure investment programme are occurring across New Zealand. Napier City is required to compete with the rest of NZ for finite resources.

Supply chain issues have become more apparent over the last 6 months, with products such as wood and steel for building being severely constrained. Cost escalations due to limited supply have been felt over much of the building industry, putting pressure on available budgets. Covid-19 and the level of infection rates, has also placed significant pressure on supplier staff availability to complete projects.

Inflation

For the last two quarters New Zealand has faced its highest inflation since 1990, with 6.9% CPI inflation increase for the March 2022 quarter. This is putting pressure on existing budgets, particularly for the capital programme since it was developed for the 2021 Long Term Plan.

Mitigations for the above risks include reviewing the capital programme to bring forward/reprioritise projects that has available goods and services. A review of the Chief Executives delegations to support a higher level budget variance will be brought to Council for consideration, whilst managing to the overall budget cap.

Officers continue to monitor and identify any variance to the capital work programme and report to management on a monthly basis.

3.6 Options

The options available to Council are as follows:

- a. Approve the financial forecast to 30 June 2022 (including funding the Parking deficit from the Parking reserve) and note that the carry forward commitments to 2022/23 will be brought back to Council in a separate report for inclusion in the 2022/23 Annual Plan.
- b. Note the forecast deficit rates position will be finalised at year end, with any deficit to be loan funded.
- c. Note that the full list of timing impacted projects for 2021/22 will be brought back to Council in a separate report for inclusion in the 2022/23 final Annual Plan.
- d. Do not approve the financial forecast to 30 June 2022.

3.7 Development of Preferred Option

The preferred option is that Council approve the financial forecast to 30 June 2022 (including funding the Parking deficit from the Parking reserve) and note that the full list of timing impacted projects for 2021/22 will be brought back to Council in a separate report for inclusion in the 2022/23 final Annual Plan. Any deficit would be required to be funded, and the recommendation is that this is from loans.

At the meeting

The Chief Financial Officer, Ms Thomson spoke to the report highlighting the following points:

- The whole of Council year end forecast notes an overall operating surplus of \$2m versus the \$4.6m budgeted surplus and a capital expenditure forecast of \$54m versus \$89m budgeted.
- Ongoing impacts from Covid and also the rephasing of Parklands Stages 2 and 3 has resulted in a reduction of revenue.
- The overall rates forecast year end position differs from the operating position as any loans or reserve funded items are not included in the review.
- The rates forecast note a \$1.2m deficit with \$446,000 being attributed to parking.
- The capital forecast of \$54m versus \$89m budgeted has been impacted by a number of constraints around supply chain, labour market, sector to capacity and Covid.

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

- Traditionally the parking activity was ring fenced and went into the parking account. As part of the Long Term Plan it was moved away from this and put back into rates.
- It was noted that funding the parking deficit from the parking reserve was only recommended for this year.
- Noting key drivers of deficit with regard to Parklands the phasing is a timing issue with 10.8m of revenue being pushed out and \$7.6m of reduced development costs. A net impact of \$3.2m. Parklands is set up so that funds go into the Parklands Reserve.
- Rates funding is determined from the Revenue and Financing Policy and this is the first time a rates deficit has been forecast.
- There are other options if necessary with the use of reserves available if Council requires. However, currently under the Revenue and Financing Policy Council are required to effectively fund either through loans, rates or through fees and charges in the financial statements.

With other options available the consensus of the meeting was to remove wording “*with any deficit to be loan funded*” from Part (d) of the recommendation.

3.8 Attachments

Nil

4. HAWKE'S BAY MUSEUMS TRUST ANNUAL REPORT FOR YEAR ENDING 30 JUNE 2021

Type of Report:	Operational
Legal Reference:	Local Government Act 2002
Document ID:	1421308
Reporting Officer/s & Unit:	Caroline Thomson, Chief Financial Officer Talia Foster, Accounting Manager

4.1 Purpose of Report

To provide Napier City Council with the Hawke's Bay Museums Trust Annual Report for the year ended 30 June 2021.

Councillors Brosnan / Chrystal

The Prosperous Napier Committee:

a. **Receive** the 30 June 2021 Annual Report of the Hawke's Bay Museums Trust.

Carried

4.2 Background Summary

The Trust is required under section 10.3 of the Trust's Constitution and Rules 2010 to complete the audited financial statements and performance information by 30 September 2021. The timeframe was not met because Audit New Zealand was unable to complete the audit within this timeframe due to an auditor shortage and the consequential effects of Covid-19 including lockdowns.

At the meeting

The Chief Financial Officer, Ms Thomson advised that this report was later than normal due to Covid and Audit capacity. The Annual Report is recording an operating surplus of \$108,000 for the financial year, which is up \$38,000 on the previous year.

The non-current assets of \$28m versus \$86m for the previous year was due to the Taonga Māori collection of four pou being restored back to the Waiohiki Marae after several decades of being on loan.

It was noted that reports had to be adopted by 31 October of each year but last year a legislative change was made so they could be adopted by 31 December. However Audit New Zealand were still challenged in terms of their resourcing so prioritised the larger organisations and pushed the audits out for the smaller organisations.

4.3 Attachments

1 2020-21 Hawke's Bay Museum Trust Annual Report

Hawke's Bay Museums Trust Annual Report

For the Year Ended 30 June 2021



Hawke's Bay Museums Trust
Ruawharo Tā-ū-rangi

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The Hawke's Bay Museums Trust works to protect, maintain and develop a regional collection that is acknowledged nationally as an outstanding reflection of Hawke's Bay's history and heritage.

Hawke's Bay Museums Trust

The Hawke's Bay Museums Trust (HBMT) holds one of the most significant regional collections in New Zealand, collected over 150 years. The collection comprises a wide range of treasures documenting the unique culture and heritage of the Hawke's Bay region.

The Hawke's Bay Museums Trust works to protect, maintain and develop a regional collection that is acknowledged nationally as an outstanding reflection of Hawke's Bay's history and heritage.

The Trust's mission is to hold, protect and develop the collection for the people of the Hawke's Bay in a manner that promotes understanding of, and interest in, our cultural heritage and the arts.

The Hawke's Bay Museums Trust provides value through:

- » A regional focus allowing economies of scale and a collection of national significance.
- » Political neutrality.
- » Independent stewardship on behalf of the Hawke's Bay community and future generations.
- » Charitable status that encourages funding support.
- » A governance structure that enables input from key stakeholders including funding councils, iwi, friends and the wider community.

The Hawke's Bay Museums Trust focuses on four main goals. These goals are pursued in accordance with Museum Industry Standards (MIS).

1. To protect the collection through appropriate:

- » Storage
- » Security
- » Records Management

2. To maintain and enhance the quality of the collection through appropriate

- » Conservation
- » Accessioning
- » Decaccessioning

3. To maximise access to the collection through:

- » Exhibitions - at the Hastings City Art Gallery and MTG Hawke's Bay
- » Faraday Centre and other institutions as appropriate
- » Research - based on the Hawke's Bay Museums Trust collection
- » Archives - at MTG Hawke's Bay

4. To further develop the collection through:

- » Fundraising - by working with the Hawke's Bay Museums Foundation
- » Reserves and bequests - that are strategically and appropriately budgeted and managed
- » Relationships - that are fostered and managed to support the ongoing development of the collection.

Chairman's Report

Positive progress has been made this year on providing a long-term storage solution for the protection of the regional collection, with the purchase of a property in Hastings, jointly funded by Napier City Council and Hastings District Council. Funding for building redevelopment is well underway, with \$5.47 million raised through two Lottery grants and work has commenced on naming the facility and detailed design planning. Napier City Library continues to reside in the museum building.

MTG Hawke's Bay, Tai Ahuriri, closed unexpectedly on 23 December due to urgent remedial work on the sprinkler system. This necessitated decanting all the exhibitions (excluding the 1931 Hawke's Bay Earthquake display) and moving collections and loans to offsite storage. During this time the team took the opportunity to work with Ngāti Kahungunu kaumatua to develop a new taonga Māori exhibition Kuru Taonga: voices on Kahungunu, opening in July 2021.

MTG's exhibitions continue to win awards with, Turuturu: fingers, feathers and fibre winning the Best Installation Award (Resene Total Colour) and also bronze in the Colour Award Spatial (Designers Institute of New Zealand, Best in Design). Waka Kōrero Māori was a finalist for the Public Good Award and Rongonui: Taonga mai ngā tāngata, me ngā takahanga was a finalist in Toitanga (both Designers Institute of New Zealand, Best in Design). There were three collection based exhibitions which opened during the year; On art & activism, Lewis Evans: of time and place and A Bloody Business: the history of five Hawke's Bay freezing works.

In partnership with the Eastern Institute of Technology (EIT) we published the book, Lifting Horizons: Anna Elizabeth Jerome Spencer, written by Kay Morris Matthews. Fully paid for through a successful grant application coupled with funding support from EIT, this popular book was developed alongside the exhibition For Home and Country: Women's Institutes in Hawke's Bay, celebrating the centenary of Women's Institutes in New Zealand, starting in Hawke's Bay. The exhibition was delayed by the building closure and will open in July 2021.

COVID-19 has continued to impact MTG visitor numbers and this has been further exacerbated by the sudden building closure in the second half of the year, due to the remedial works.

Two significant artworks were added to the collection by the MTG Foundation this year: Ringatau by Para Matchitt, a significant sculpture from his Te Kootu series and The Harvest by Ayesha Green. There were

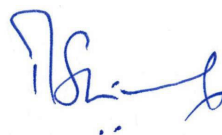
also many donations from the community throughout the year including: Hobson's Baggage by Greer Twiss, a number of items relating to freezing works, archival material relating to the tobacco industry in Hawke's Bay, dresses and outfits by designer Minh Ta, and archival material and outfits by designer Roswhita Robertson. Conservation treatment was completed on a portrait of Samuel Crowther and RL Colenso's dispatch box.

After several decades of being on loan four pou were restored to Waiohiki Marae. The Trustees want to record their appreciation for the long term loan of the four pou. These significant taonga which had graced the museum since 1935 and recognise that their departure, while significant for the iwi concerned, also meant that the museum's collection was diminished as a result.

Trust has once again maintained a stable financial position throughout the year. Reduced interest rates continue to adversely affect the interest income; donation income has also reduced due to the MTG Hawke's Bay closure for remedial work. Acquisitions donation income has more than made up for the shortfall with the income reflecting the value of items gifted to the trust. The trust has also made a contribution towards the new storage facility in Hastings in the form of a donation.

The Trust wants to place on record its appreciation for the work of the Director and the MTG staff for their resilience and commitment through what has been a difficult year, what with Covid 19 and the unexpected closing of the MTG for repair work to the sprinkler system. Exhibition quality, although its scope was curtailed, has been high and appealing to the Hawke's Bay community.

The Trust also wishes to thank the Napier City Council and the Hastings District Council for their ongoing support.



Richard Grant

Entity Information

FOR THE YEAR ENDED 30 JUNE 2021

Legal Name

Hawke's Bay Museums Trust (Incorporated) - (the Trust).

Type of Entity and Legal Basis

The Hawke's Bay Museums Trust (Incorporated) is registered under the Charitable Trusts Act 1957 and is registered as a charitable entity under the Charities Act 2005 (Registration Number CC24406).

The Trust is controlled by Hastings District Council and Napier City Council, and is a council-controlled organisation as defined by in Section 6 of the Local Government Act 2002.

The registered office of the Trust is at the MTG, Herschell Street, Napier.

The Trust's General Objectives

- To hold and protect its collection, known as 'The Regional 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 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 maximises benefit to the collection.

Structure of the Trust's Operations

The trust comprises of a Board of five trustees who oversee the governance of the Trust. The trustees are appointed as follows:

- One appointed by the Napier City Council (Councillor Tania Wright);
- One appointed by the Hastings District Council (Councillor George Lyons);
- One appointed by the Hawke's Bay Museums Foundation Charitable Trust Incorporated (Johanna Mouat);
- One appointed by Ngati Kahungunu Iwi Incorporated (Nigel How);
- The Chairperson (Richard Grant) who is jointly appointed by Hastings District Council and Napier City Council.

The Trust's administrative and accounting functions are conducted by Napier City Council through a negotiated 'Contract for Service.'

Main Sources of the Trust's Cash and Resources

The Trust receives operating grants from Hastings District Council and Napier City Council. Funds are also received from donations, and interest income on the Trust's investments, which are applied to acquisitions, restoration work and other Trust initiatives by way of special funds.

Statement of Financial Position

FOR THE YEAR ENDED 30 JUNE 2021

	Note	2021 \$	2020 \$
Current Assets			
Bank accounts and cash	4	22,448	20,059
Investments	5	615,552	655,260
Accounts receivable and accrued revenue	6	1,487	6,692
GST receivable		695	1,312
Total Current Assets		640,182	683,323
Non-Current Assets			
Artworks and collection	7	28,354,340	41,086,911
Total Non-Current Assets		28,354,340	41,086,911
Total Assets		28,994,522	41,770,234
Current Liabilities			
Accounts payable and accruals	8	5,610	5,445
Unspent grants		897	897
Total Current Liabilities		6,507	6,342
Non-Current Liabilities			
Trust funds held on behalf	9	75,260	75,260
Total Non-Current Liabilities		75,260	75,260
Total Liabilities		81,767	81,602
Accumulated Funds			
Retained earnings	10	1,763,255	1,611,217
Asset revaluation reserve	10	26,645,433	39,530,051
Special funds	10 & 11	504,067	547,364
Total Accumulated Funds		28,912,755	41,688,632
Total Funds Employed		28,994,522	41,770,234

The Trust Board of Hawke's Bay Museums Trust authorised these financial statements for issue on 23 September 2021 and are signed on behalf of the Board by:


Richard Grant - Chairperson


George Lyons - Trustee

Statement of Financial Performance

FOR THE YEAR ENDED 30 JUNE 2021

	Note	2021 \$	2020 \$
Revenue			
Council grants	1	1,191,729	1,182,520
Other grants and donations received	2	146,751	71,462
Interest revenue		8,842	17,493
Other revenue		-	6
Total Revenue		1,347,322	1,271,481
Expenses			
Audit fees		5,610	5,295
Accounting charge	3	28,300	27,900
Accounting software charges		255	122
Conservation		6,843	14,250
Donation - storage facility		40,000	-
General expenses		450	93
Insurance		3,294	2,288
Legal costs		-	1,620
Management fees	3	1,153,829	1,145,620
Marian Holt grant expenditure		-	4,240
Total Expenses		1,238,581	1,201,428
Surplus/(Deficit) for the Year		108,741	70,053



Image Ref: **Mutton slaughterhouse at Whakatū freezing works**, gifted by Kevin Hodgson, collection of Hawke's Bay Museums Trust, Ruawharo Tā-ū-rangi, 2020/33/6

Statement of Movements in Equity

FOR THE YEAR ENDED 30 JUNE 2021

	Note	2021 \$	2020 \$
Opening Balance of Equity at 1 July 2020		41,688,632	41,562,592
Net Surplus/(Deficit) for Year Allocated to:			
Retained earnings		94,749	28,743
Special funds		13,991	41,310
Net Surplus/(Deficit) for Year		108,741	70,053
Movement in asset revaluation reserve		(12,884,618)	55,987
Closing Balance of Equity at 30 June 2021	10	28,912,755	41,688,632



Image Ref: **Hobson's Baggage**, 1995, Greer Twiss (b.1937), gifted by Greer Twiss. Copyright courtesy of Greer Twiss, collection of Hawke's Bay Museums Trust, Ruawhoro Tā-ū-rangi, 2020/32

Statement of Cash Flows

FOR THE YEAR ENDED 30 JUNE 2021

	Note	2021 \$	2020 \$
Cash Flows From Operating Activities			
Cash was received from:			
Receipts of council grants		1,191,729	1,182,520
Donations- Specified funds		-	14,500
Donations- General		5,150	9,317
Interest receipts		14,047	14,210
Other operating revenue		-	6
Goods and services tax (net inflow)		617	(1,476)
		1,211,543	1,219,077
Cash was applied to:			
Audit fee		(5,445)	(5,350)
Management fee & education grant		(1,153,829)	(1,145,620)
Accounting fee		(28,300)	(27,900)
Donations paid		(40,000)	-
Marian Holt grant expenditure		-	(4,240)
Conservation expenses		(6,843)	(14,250)
Insurance and legal expenses		(3,294)	(3,908)
Other expenses		(705)	(332)
		(1,238,416)	(1,201,600)
Net Cash Flows from Operating Activities	12	(26,873)	17,477
Cash Flows from investing activities			
Cash was applied to:			
Payments to acquire collection assets		(10,446)	(3,905)
Net cashflows from Investing Activities		(10,446)	(3,905)
Net Increase/(Decrease) in Cash		(37,319)	13,572
Opening Cash Balance		675,319	661,747
Closing Cash Balance		638,000	675,319

Notes to the Financial Statements

FOR THE YEAR ENDED 30 JUNE 2021

Statement of Accounting Policies

Reporting Entity

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

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 the revaluation of certain assets, have been followed in the preparation of these 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 are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

All transactions in the financial statements are reported using the accrual basis of accounting.

Statement of Compliance

The Trust was required under section 10.3 of the Trust's Constitution and Rules 2010 to complete the audited financial statements and performance information by 30 September 2021. The timeframe was not met because Audit New Zealand was unable to complete the audit within this timeframe due to an auditor shortage and the consequential effects of Covid-19 including lockdowns.

Significant 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.

Accounts Receivable

Accounts receivable are stated at their estimated net realisable value.

Grants

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

Donated Assets

Revenue from donated assets is 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.

Notes to the Financial Statements continue

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 is therefore not applicable and collection assets are carried at fair value. Carrying values are reviewed every three years to ensure those values are not materially different to fair value.

Collection assets are measured at fair value and consist of the following classes:

- Library archives
- Textiles and Associated Items
- Taonga Maori
- Fine Arts
- Social History
- Pottery, Porcelain, Glass, Silver
- Ethnology
- Faraday Centre

Revaluations

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

Creditors and Accrued Expenses

Creditors and accrued expenses are measured on the amount owing.

GST

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

Interest Revenue

Interest revenue is recorded as it is earned during the year.

Income Tax

Hawkes Bay Museums Trust is exempt from paying income tax.

Changes in Accounting Policies

There have been no changes in accounting policies for the 2020/21 financial year.

Notes to the Financial Statements continue

1. Council Grants

The Hawke's Bay Museums Trust is jointly funded by Napier City Council and Hastings District Council.

	2021 \$	2020 \$
Hastings District Council- Operating grant	588,365	583,760
Napier City Council- Operating grant	588,365	583,760
Hastings District Council - Education grant	15,000	15,000
Total Council Grants	1,191,729	1,182,520

2. Other Grants and Donations Received

	2021 \$	2020 \$
Donations - Acquisitions	141,601	43,405
Grants (Marian Holt Grant)	-	4,240
Donations - General	5,150	9,317
Donations - Specified funds	-	14,500
Total Other Grants and Donations Received	146,751	71,462



Image Ref: **Banner and bag, Westshore CWI**, gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute, collection of Hawke's Bay Museums Trust, Ruawhāro Tā-ū-rangi, 2020/45/16

Notes to the Financial Statements continue

3. Related Parties

Hastings District Council and Napier City Council are related parties, to the extent that they contribute funds and are represented on the Board. The Councils both provide operating grants to the trust as detailed in note 1.

The Hawkes Bay Museums Trust has contracted Napier City Council to provide administrative and accounting services for the Trust's operations. Payment for these services during the financial year was \$28,300 (2020: \$27,900).

The Hawkes Bay Museums Trust has also contracted Napier City Council to provide administrative and management services specifically for the care and management of the collection. Payment for services during the financial year was \$1,153,829 (2020: \$1,145,620) as follows:

Napier City Council Management Fee - Services Provided:	2021 \$	2020 \$
Buildings and maintenance	73,616	72,504
Offsite storage lease rental	180,000	180,000
Energy costs	85,180	82,101
Collection direct costs	27,460	27,460
Collection insurance	102,302	102,302
Administrative expenses	24,074	23,634
Employee costs	503,867	472,035
Overheads	142,330	170,584
	1,138,829	1,130,620
Annual Education Grant	15,000	15,000
Total Management Fee Charged	1,153,829	1,145,620

The Hastings District Council purchased 307 Queen St East in November 2020 with the plan to upgrade the building to a fit-for-purpose storage facility for the collection. Napier City Council has contributed towards the purchase and committed funds to the upgrade of the facility. The Hawkes Bay Museums Trust provided a \$40,000 donation towards the new storage facility during the year. The facility is still in the design stages and the agreed arrangements between the Councils and Hawkes Bay Museums Trust is still to be confirmed.

The Board members are not paid (2020: nil).

4. Bank Accounts and Cash

	2021 \$	2020 \$
Westpac Bank - Current account	22,448	20,059
Total Bank Accounts and Cash	22,448	20,059

Notes to the Financial Statements continue

5. Investments

	2021 \$	2020 \$
Westpac Term Deposits - General funds	540,292	580,000
Westpac Term Deposits - Trusts held on behalf:		
M S Spence Trust	33,387	33,387
L D Bestall Trust	20,834	20,834
Estate L D Bestall	21,039	21,039
Total Investments	615,552	655,260

6. Accounts Receivable and Accrued Revenue

	2021 \$	2020 \$
Interest accrued	1,487	6,692
Total Accounts Receivable and Accrued Revenue	1,487	6,692



Image Ref: **Naval blasting party at Napier, Evening Post Print (estab. 1865, closed 2002)**, purchase, collection of Hawke's Bay Museums Trust, Ruawhoro Tā-ū-rangi, 2020/30/1

Notes to the Financial Statements continue

7. Artworks and Collections

Carrying values of the collection assets are reviewed at least every five years to ensure those values are not materially different to fair value.

The Faraday Centre Collection was valued by independent registered valuer Craig S Scoullar MPINZ of Asset Valuations Ltd as at 30 June 2020 using fair value. The other Museum Art & Collection Assets were valued by independent registered valuer Jessica Pearlless MPINZ of Paragon Matter Limited as at 30 June 2021 using fair value. The basis for both valuations is 'Estimated Market Value.'

	Library Archives- Owned	Textiles & Associ- ated Items- Owned	Taonga Maori- Owned	Taonga Maori- Custodial	Fine Arts- Owned	Social History- Owned	Pottery Porcelain Glass Silver- Owned	Ethnol- ogy- Owned	Subtotal	Faraday Centre- Owned	Total
Carrying amount at 1 July 2019	1,827,612	787,297	9,094,289	16,352,000	9,762,842	988,318	418,660	1,267,348	40,498,366	485,248	40,983,614
Acquisitions	649	-	-	-	-	61	3,195	-	3,905	-	3,905
Donations	28,866	3,830	1,200	-	1,725	2,979	4,805	-	43,405	-	43,405
Deaccessions	-	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	55,987	55,987
Carrying amount at 30 June 2020	1,857,127	791,127	9,095,489	16,352,000	9,764,567	991,358	426,660	1,267,348	40,545,676	541,235	41,086,911
Carrying amount at 1 July 2020	1,857,127	791,127	9,095,489	16,352,000	9,764,567	991,358	426,660	1,267,348	40,545,676	541,235	41,086,911
Acquisitions	-	-	-	-	-	1,519	8,927	-	10,446	-	10,446
Donations	16,135	8,195	-	-	117,250	21	-	-	141,601	-	141,601
Deaccessions	-	-	-	(14,352,000)	-	-	-	-	(14,352,000)	-	(14,352,000)
Revaluation	-	-	1,030,500	-	419,700	-	(2,818)	20,000	1,467,382	-	1,467,382
Carrying amount at 30 June 2021	1,873,262	799,322	10,125,989	2,000,000	10,301,517	992,898	432,769	1,287,348	27,813,105	541,235	28,354,340

The Taonga Maori custodial collection had four pou restored to Waiohiki Marae after several decades of being on loan. These were an important part of the collection as reflected in the asset values of \$14,352,000. The Trustees appreciate the long term loan of the four pou that had graced the museum since 1935 and recognise that their departure, while significant for the iwi concerned, also meant that the museum's collection was diminished as a result.

*Notes to the Financial Statements continue***8. Accounts Payable & Accruals**

	2021 \$	2020 \$
Accounts payable	5,610	5,445
Total Accounts Payable & Accruals	5,610	5,445

9. Non-Current Liabilities

	2021 \$	2020 \$
M S Spence Trust	33,387	33,387
L D Bestall Trust	20,834	20,834
Estate L D Bestall	21,039	21,039
Total Non-Current Liabilities	75,260	75,260



Image Ref: **Evening dress and cape**, 1980s, Minh Ta, gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta, collection of Hawke's Bay Museums Trust, Ruawharo Tā-ū-rangi, 2020/41/1

Notes to the Financial Statements continue

10. Movements in Equity

	2021 \$	2020 \$
Special Reserves		
Restricted Reserves		
Opening balance 1 July 2020	15,294	14,594
Grants, bequests and donations revenue	156	265
Interest revenue	232	435
Closing Balance Special Reserves	15,682	15,294
Unrestricted Reserves		
Opening balance 1 July 2020	97,302	92,850
Grants, bequests and donations revenue	786	1,685
Interest revenue	1,171	2,767
Donations paid for storage facility	(40,000)	-
Closing Balance Unrestricted Reserves	59,259	97,302
Acquisitions Reserve		
Opening balance 1 July 2020	400,556	379,203
Grants, bequests and donations revenue	4,018	13,912
Interest revenue	5,988	11,346
Acquisitions purchases	(10,446)	(3,905)
Closing Balance Acquisitions Reserve	400,116	400,556
Conservation Reserve Fund		
Opening balance 1 July 2020	22,942	28,489
Grants, bequests and donations revenue	190	7,955
Interest revenue	284	748
Conservation purchases	(6,843)	(14,250)
Closing Balance Conservation Reserve	16,573	22,942
Trusts Held on Behalf		
Opening balance 1 July 2020	11,270	9,073
Interest revenue	1,167	2,197
Closing Balance Trusts Held on Behalf	12,437	11,270
Total Special Reserves	504,067	547,364
Asset Revaluation Reserve		
Opening balance 1 July 2020	39,530,051	39,474,064
Deaccessions	(14,352,000)	-
Movement in asset revaluation reserve	1,467,382	55,987
Closing Balance Revaluation Reserve	26,645,433	39,530,051

10. Movements in Equity continued

	2021 \$	2020 \$
Retained Earnings		
Opening balance 1 July 2020	1,611,217	1,564,319
Net surplus/(deficit) for year	94,749	28,743
Transfer of donation from unrestricted reserve	40,000	-
Transfer of capital expenditure from acquisitions reserve	10,446	3,905
Transfer of capital expenditure from conservation reserve	6,843	14,250
Closing Balance Retained Earnings	1,763,255	1,611,217
Total Equity	28,912,755	41,688,632

Restricted Reserves - Consist of reserves which have conditions of use attached to the funds held within the reserve.

Unrestricted Reserves - Funds held in equity which have no restrictions on conditions of use .

Acquisitions Reserve - Funds which the Trustees have identified and set aside for the specific purpose of acquisition of items for the Museum collection.

Conservation Reserve Fund - Funds which the Trustees have identified and set aside for applying to the cost of conservation of collection items.



Image Ref: **Corrugated Tick**, Peter Hawkesby (b.1950), purchase, reproduced by kind permission of Peter Hawkesby, collection of Hawke's Bay Museums Trust, Ruawharo Tā-ū-rangi, 2020/39/2

Notes to the Financial Statements continue

11. Special Funds

Restricted Reserves	Opening Balance as at 1 July 2020	Transfers	Grants & Bequests Received	General Donations Received	Expenditure From Special Funds for 12 Months to 30 Jun 2021	De-accessions for 12 Months to 30 Jun 2021	Allocation of Proportion of Interest Income	Closing Balance as at 30 Jun 2021
QEII Award Fund	15,294	-	-	156	-	-	232	15,682
	15,294	-	-	156	-	-	232	15,682
Unrestricted Reserves								
Lilliput Building Fund	97,302	-	-	786	(40,000)	-	1,171	59,259
	97,302	-	-	786	(40,000)	-	1,171	59,259
Acquisitions Reserve Fund								
Millin Estate	293,949	-	-	2,987	-	-	4,452	301,388
LJ Sanderson	86,928	-	-	884	-	-	1,317	89,129
M L Holt	11,880	-	-	68	(10,446)	-	101	1,603
Webb Trust (Acquisitions)	7,799	-	-	79	-	-	118	7,996
	400,556	-	-	4,018	(10,446)	-	5,988	400,116
Conservation Reserve Fund								
B Horne	5,709	-	-	29	(5,781)	-	43	-
M L Holt	14,137	-	-	138	(1,062)	-	206	13,419
R & D Crowther	511	-	-	3	-	-	4	518
Estate Keith Stichbury	1,024	-	-	5	-	-	8	1,037
Other - FHBMA Care Fund	342	-	-	3	-	-	5	350
Webb Trust (Conservation)	1,219	-	-	12	-	-	18	1,249
	22,942	-	-	190	(6,843)	-	284	16,573
Total HBMT Special Funds	536,094	-	-	5,150	(57,289)	-	7,675	491,630
Trusts Held on Behalf								
M S Spence Trust	5,001	-	-	-	-	-	518	5,519
L D Bestall Trust	3,092	-	-	-	-	-	323	3,415
Estate L D Bestall	3,177	-	-	-	-	-	326	3,503
Total Trusts Held on Behalf	11,270	-	-	-	-	-	1,167	12,437
Total Special Funds	547,364	-	-	5,150	(57,289)	-	8,842	504,067

*Notes to the Financial Statements continue***12. Reconciliation of 'Net Surplus' to 'Net Cashflow from Operating Activities'**

	2021 \$	2020 \$
Operating Surplus/(Deficit)	108,741	70,053
Donated assets	(141,601)	(43,405)
Cash Surplus/(Deficit) from Operations	(32,860)	26,648
Plus Movements in Working Capital Items:		
Prepayments & accrued revenue	5,205	(3,283)
Accounts payable and accruals	165	(55)
Increase in unspent grants	-	(4,240)
Net GST movement	617	(1,593)
Net cash inflow/(outflow) from operating activities	(26,873)	17,477

13. Commitments

	2021 \$	2020 \$
Acquisitions - Photographs (4) of Napier earthquake	-	1,518

14. Contingencies

	2021 \$	2020 \$
Known contingent events	-	-

15. Post Balance Date Events

There were no significant events after balance sheet date (2020 nil).

In its 2020/21 Statement of Intent the Trust set financial targets for the year. The following table summarises actual results against those targets, with explanations for variances.

Note: This ratio shows the proportion of assets on which the shareholders have a residual claim.

Statement of Intent

Hawke's Bay Museums Trust

Policies and Objectives Regarding Ownership and Control

The Hawke's Bay Museum Trust is a Council Controlled Organisation as defined by Section 6 of the Local Government Act 2002. The objectives of the Trust are:

- To hold and protect the regional 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 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 which maximises benefit to the collection
- There has been no change between the intended and actual nature and scope of activities delivered.

Performance Targets

The key performance targets and performance results (as reflected in the Trust's Annual Report for 2020/21) are:

Key Result Area	Performance Indicator	Target/Reporting Method	
		2020/21 target	2020/21 actual
Protection	Full insurance cover is provided for the collection.	Yes	Yes
	Collections are stored in an acceptable environment	No items reported to have suffered deterioration due to the environment	One item damaged
Quality	Every item accessioned into the collection has undergone a detailed selection process within the framework of the Collection Strategy	Yes	Yes
	De-accessions are managed in accordance with the Collection Strategy and reported to the Board	Yes	Yes
Access	HBMT collections are used for academic and personal research	1,500 enquiries	40,560 online catalogue sessions 475 enquiries
	Collections are made available to the public through quality exhibitions	2-5 collection based exhibitions	On Art and Activism Lewis Evans A Bloody Business
Develop-ment	Bequests fund income is used in the manner determined by the donor	Yes	Yes
	Conservation funds income is used solely for collection care.	Yes	Yes
	Joint HBMT/Te Rōpū Kaiawhina Taonga meeting held.	1 per annum	0

The Trust recognises and appreciates the ongoing Collection acquisition support that it receives from the Hawke's Bay Museums Foundation and many private benefactors.



Image Ref: **The Harvest, 2020**, Ayesha Green (b.1987), gifted by the MTG Foundation, collection of Hawke's Bay Museums Trust, Ruawharo Tā-ū-rangi, 2020/40



Image Ref: **Evening gown**, 1960s, **Roswitha Robertson (b.1928, d.2021)**, gifted by Barbara Ramsden, collection of Hawke's Bay Museums Trust, Ruawharo Tā-ū-rangi, 2020/26/1

Independent Auditor's Report



Independent Auditor's Report

To the readers of Hawke's Bay Museums Trust's financial statements and performance information for the year ended 30 June 2021

The Auditor-General is the auditor of Hawke's Bay Museums Trust (the Trust). The Auditor-General has appointed me, Karen Young, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and performance information of the Trust on his behalf.

Opinion

We have audited:

- the financial statements of the Trust on pages 7 to 21, that comprise the statement of financial position as at 30 June 2021, the statement of financial performance, statement of movements in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the Trust on pages 22 and 23.

In our opinion:

- the financial statements of the Trust on pages 7 to 21:
 - present fairly, in all material respects:
 - its financial position as at 30 June 2021; and
 - its financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) Standard; and
- the performance information of the Trust on pages 22 and 23 presents fairly, in all material respects, the Trust's actual performance compared against the performance targets and other measures by which performance was judged in relation to the Trust's objectives for the year ended 30 June 2021.

Our audit was completed late

Our audit was completed on 21 April 2022. This is the date at which our opinion is expressed. We acknowledge that our audit was completed later than required by the Trust's Constitution and Rules

2010, section 10.3. This was due to an auditor shortage in New Zealand and the consequential effects of Covid-19, including lockdowns.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Trust Board and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Trust Board for the financial statements and the performance information

The Trust Board is responsible on behalf of the Trust for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Trust Board is also responsible for preparing the performance information for the Trust.

The Trust Board is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Trust Board is responsible on behalf of the Trust for assessing the Trust's ability to continue as a going concern. The Trust Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Trust Board intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

The Trust Board's responsibilities arise from the Local Government Act 2002.

Responsibilities of the auditor for the audit of the financial statements and the performance information

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

For the budget information reported in the financial statements and the performance information, our procedures were limited to checking that the information agreed to the Trust's statement of intent.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trust Board.
- We evaluate the appropriateness of the reported performance information within the Trust's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Trust Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial

statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Trust Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other Information

The Trust Board is responsible for the other information. The other information comprises the information included on pages 3 to 25, but does not include the financial statements and the performance information, and our auditor's report thereon.

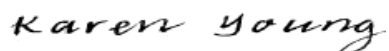
Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of the Trust in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: International Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Trust.



Karen Young
Audit New Zealand
On behalf of the Auditor-General
Wellington, New Zealand

Appendix I

List of Acquisitions

Items acquired 2020/21

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98823	2020/19	Untitled - surrealist style landscape	Don Ramage	1986	gifted by Marie and Keith Reid late of Pahoia in Tauranga, friends of Don Ramage and his family
98658	2020/22	Feathers for the Legs of a Woman: Facets of Hawke's Bay history	Anne Hissey; James Garrett	1976	gifted by Tooki Proctor
98631	2020/23/1	Napier wharf in aftermath of earthquake			gifted by Napier City Council
98632	2020/23/2	Collapsed bridge			gifted by Napier City Council
98633	2020/23/3	Williams and Kettle woolstores			gifted by Napier City Council
98634	2020/23/4	HMS Veronica			gifted by Napier City Council
98630	2020/24	Group of men at the corner of Dalton and Dickens Streets, Napier	Charles Sorrell		gifted by Mary Minto on behalf of Bernadette Hartshorn
98623	2020/25/1	Plaque, J A Louis Hay			gifted by Ruth Munro on behalf of Margaret Hay
98624	2020/25/2	Wooden T-square			gifted by Ruth Munro on behalf of Margaret Hay
98636	2020/25/3	Certificate of title for Louis Hay office building on Herschell Street		04 Dec 1940	gifted by Ruth Munro on behalf of Margaret Hay
98635	2020/25/4	Notebook diary, Louis Hay			gifted by Ruth Munro on behalf of Margaret Hay
98637	2020/25/5	Portrait of Louis Hay	Deighton Studios		gifted by Ruth Munro on behalf of Margaret Hay
98638	2020/25/6	Pipe band, Christchurch			gifted by Ruth Munro on behalf of Margaret Hay
98625	2020/26/1	Evening gown	Roswitha Robertson		gifted by Barbara Ramsden
98620	2020/26/2	Woman's two-piece suit	Roswitha Robertson		gifted by Barbara Ramsden
98626	2020/26/3	Wedding gown and veil	Roswitha Robertson	1970	gifted by Barbara Ramsden
98858	2020/27/1	Manuscript, personal recollections	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98860	2020/27/2/1	Model wearing 1962 Gown of the Year, Tosca	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98861	2020/27/2	Newspaper cuttings, Sketches and Photographs, Gown of the Year, 1962	Roswitha Robertson	1962	gifted on behalf of Roswitha Robertson
98863	2020/27/2/2	Model wearing 1962 Gown of the Year coat	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98864	2020/27/2/3	Ann Lynch	Roswitha Robertson; Photocraft		gifted on behalf of Roswitha Robertson

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98859	2020/27/3	Newspaper cuttings, Sketches and Photographs	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98865	2020/27/3/1	Bridal mannequin in display case	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98866	2020/27/3/2	Roswitha Robertson	Herald-Tribune Print Ltd		gifted on behalf of Roswitha Robertson. Reproduction by kind permission of Herald Tribune Archive/Hawkes Bay Today
98867	2020/27/3/3	Models posing by wishing well	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98862	2020/27/4	Newspaper cuttings, Sketches and Photographs	Roswitha Robertson	1960-1979	gifted on behalf of Roswitha Robertson
98868	2020/27/4/1	Christine Hardy and Duncan MacIntyre, Minister of Agriculture	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98869	2020/27/4/2	Priscilla Coleman	Roswitha Robertson	Mar 1957	gifted on behalf of Roswitha Robertson
98870	2020/27/4/3	Debutante	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98871	2020/27/4/4	Debutante	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98872	2020/27/4/5	Debutante	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98873	2020/27/4/6	Debutante	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98874	2020/27/4/7	Rosemarie Sherwood	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98875	2020/27/4/8	Annette Sherwood	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98876	2020/27/4/9	Debutante	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98877	2020/27/4/10	Model wearing two piece tweed suit and hat	Roswitha Robertson; Peter Holderness		gifted on behalf of Roswitha Robertson
98878	2020/27/4/11	Model wearing two piece wool suit	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98879	2020/27/4/12	Model wearing two piece tartan wool suit	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98880	2020/27/4/13	Model wearing two piece suit and hat	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98881	2020/27/4/14	Model wearing two piece tweed suit and hat	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98882	2020/27/4/15	Mary Quant designs	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98883	2020/27/4/16	NZ Wool Board Design	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98884	2020/27/4/17	Unidentified female wearing wool suit	Roswitha Robertson; Peter Holderness		gifted on behalf of Roswitha Robertson
98885	2020/27/4/18	Unidentified female wearing wool suit	Roswitha Robertson; Alec Houston		gifted on behalf of Roswitha Robertson
98886	2020/27/4/19	Unidentified female wearing wool suit	Roswitha Robertson; Alec Houston		gifted on behalf of Roswitha Robertson
98887	2020/27/4/20	Unidentified female wearing ball gown	Roswitha Robertson		gifted on behalf of Roswitha Robertson
98888	2020/27/4/21	Unidentified female wearing wool suit	Roswitha Robertson		gifted on behalf of Roswitha Robertson

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98615	2020/28	Flash the sealion shows trainer Russell Tuck how to balance a ball the hard way at Marineland of New Zealand, Napier	James White; Martin Printing Co. Ltd		gifted by anonymous donor
98640	2020/29/1	Railway at base of Bluff Hill			gifted by Lynda Berg
98641	2020/29/2	Earthmoving machinery clearing debris			gifted by Lynda Berg
98642	2020/29/3	Post Office			gifted by Lynda Berg
98643	2020/29/4	Collapsed buildings			gifted by Lynda Berg
98644	2020/29/5	HMS Veronica at Napier wharf			gifted by Lynda Berg
98645	2020/29/6	Hastings Street from Post Office	Arthur Bendigo Hurst		gifted by Lynda Berg
98639	2020/29/7	Taradale Road			gifted by Lynda Berg
98647	2020/29/8	Hastings Street			gifted by Lynda Berg
98646	2020/29/9	Sailors outside Post Office			gifted by Lynda Berg
98648	2020/29/10	Municipal Theatre			gifted by Lynda Berg
98649	2020/29/11	Damaged Government building			gifted by Lynda Berg
98650	2020/29/12	Smoke from fire			gifted by Lynda Berg
98651	2020/29/13	Emerson St afire	Arthur Bendigo Hurst		gifted by Lynda Berg
98652	2020/29/14	Municipal Theatre	Percy Caz Sorrell		gifted by Lynda Berg
98653	2020/29/15	Everybody's Theatre			gifted by Lynda Berg
98654	2020/29/16	Shakespeare Road			gifted by Lynda Berg
98655	2020/29/17	Inner harbour			gifted by Lynda Berg
98656	2020/29/18	Inner harbour			gifted by Lynda Berg
98657	2020/29/19	Collapsed building			gifted by Lynda Berg
98611	2020/30/1	Naval blasting party at Napier	Evening Post Print		purchase
98612	2020/30/2	Tourists visit the earth-quake area	E F Morrell		purchase
98613	2020/30/3	Canaries from the earth-quake area	The New Zealand Herald		purchase
98614	2020/30/4	Temporary dressing station	Evening Post Print		purchase
98628	2020/31/1	Label, Lime Beverage Flavour	Huia Aerated Water Company		gifted by Garry Clapperton
98629	2020/31/2	Label, Raspberry Beverage Flavour	Huia Aerated Water Company		gifted by Garry Clapperton
98627	2020/31/3	Everyday Cookery	The Havelock Work; Cliff Press	1912	gifted by Garry Clapperton
98685	2020/32	Hobson's Baggage	Greer Twiss	1995	gifted by Greer Twiss. Copyright courtesy of Greer Twiss.
98667	2020/33/1	Solo butchers in the beef slaughterhouse at Whakatū freezing works			gifted by Kevin Hodgson
98668	2020/33/2	Whakatū freezing works			gifted by Kevin Hodgson
98669	2020/33/3	Whakatū freezing works			gifted by Kevin Hodgson
98671	2020/33/4	Hawke's Bay Farmers' Meat Company Ltd freezing works, Whakatū			gifted by Kevin Hodgson

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98670	2020/33/5	Mutton cooling floor at Whakatū freezing works			gifted by Kevin Hodgson
98672	2020/33/6	Mutton slaughterhouse at Whakatū freezing works			gifted by Kevin Hodgson
98673	2020/33/7	Workers on the chain at Whakatū freezing works	Russell Orr Studios		gifted by Kevin Hodgson. Reproduction by kind permission of the late Russell Orr
98674	2020/33/8	Millionth carcass, H B Farmers' Meat Co Ltd, Whakatū	Russell Orr	1959	gifted by Kevin Hodgson. Reproduction by kind permission of the late Russell Orr
98675	2020/33/9	Solo beef slaughterhouse at Whakatū freezing works			gifted by Kevin Hodgson
98676	2020/33/10	Whakatū freezing works			gifted by Kevin Hodgson
98677	2020/33/11	Workers in the beef slaughterhouse at Whakatū freezing works	R Wallis		gifted by Kevin Hodgson
98678	2020/33/12	Workers in the beef slaughterhouse at Whakatū freezing works	H N Whitehead		gifted by Kevin Hodgson
98679	2020/33/13	Hawke's Bay Farmers' Meat Company building, Whakatū	H N Whitehead		gifted by Kevin Hodgson
98680	2020/33/14	Workers in the solo mutton slaughterhouse at Whakatū freezing works	H N Whitehead		gifted by Kevin Hodgson
98681	2020/33/15	Hawke's Bay Farmers' Meat Company Limited Whakatū Freezing Works	Russell Orr Studios		gifted by Kevin Hodgson. Reproduction by kind permission of the late Russell Orr
98721	2020/34	Cigarette box	Abdulla & Co, Ltd.		gifted by Mary Minto
98789	2020/35	Notebook and plan, Kennedy Park Rose Garden	Marc Marcussen		gifted by Anne Marie Arts
98664	2020/36	Bottle, Sunshine Ale	Sunshine Brewery		gifted by Doreen Finlay
98684	2020/37	Brochure, Harris Millinery Co Ltd	Swales Printing Co. Ltd; Harris Hats	1942	gifted by Lynn Lusby
98686	2020/38/1	Women preparing tobacco for drying			gifted by Joan and Larry Blume
98687	2020/38/2	Woman with pipe			gifted by Joan and Larry Blume
98688	2020/38/3	Unidentified woman			gifted by Joan and Larry Blume
98689	2020/38/4	Each cigarette must be a masterpiece			gifted by Joan and Larry Blume
98690	2020/38/5	Paper bag, National Tobacco Company Ltd, Napier			gifted by Joan and Larry Blume
98691	2020/38/6	Banner advertisement, Riverhead Gold Tobacco			gifted by Joan and Larry Blume
98692	2020/38/7	Banner advertisement, Rolliown Cigarette Tobacco			gifted by Joan and Larry Blume
98693	2020/38/8	Banner advertisement, Royal Toast Tobacco			gifted by Joan and Larry Blume
98694	2020/38/9	Banner advertisement, Desert Gold Tobacco			gifted by Joan and Larry Blume

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98695	2020/38/10	Banner advertisement, Navy Cut No.3 Tobacco			gifted by Joan and Larry Blume
98696	2020/38/11	Banner advertisement, Cavendish Tobacco			gifted by Joan and Larry Blume
98697	2020/38/12	Box, Illingworth's Slōgas Gaslight Paper			gifted by Joan and Larry Blume
98698	2020/38/12/1	Tobacco drying shed			gifted by Joan and Larry Blume
98699	2020/38/12/2	Tobacco crop			gifted by Joan and Larry Blume
98700	2020/38/12/3	Tobacco crop			gifted by Joan and Larry Blume
98701	2020/38/12/4	Tobacco crop			gifted by Joan and Larry Blume
98702	2020/38/12/5	Tobacco crop being harvested			gifted by Joan and Larry Blume
98703	2020/38/12/6	Tobacco workers in front of drying shed			gifted by Joan and Larry Blume
98704	2020/38/12/7	Tobacco crop being harvested			gifted by Joan and Larry Blume
98705	2020/38/12/8	Tobacco crop being harvested			gifted by Joan and Larry Blume
98706	2020/38/12/9	Tobacco crop being harvested			gifted by Joan and Larry Blume
98736	2020/38/12/10	Tobacco crop being harvested			gifted by Joan and Larry Blume
98707	2020/38/13	Letter, Lohse Gerdt & Co		16 Jun 1906	gifted by Joan and Larry Blume
98708	2020/38/14	Box, The Imperial Dry Plate Co Ltd			gifted by Joan and Larry Blume
98709	2020/38/14/1	Tobacco crop being harvested			gifted by Joan and Larry Blume
98710	2020/38/14/2	Tobacco drying sheds			gifted by Joan and Larry Blume
98711	2020/38/14/3	Tobacco crop being harvested			gifted by Joan and Larry Blume
98712	2020/38/14/4	Tobacco crop being harvested			gifted by Joan and Larry Blume
98713	2020/38/14/5	Tobacco crop being harvested			gifted by Joan and Larry Blume
98737	2020/38/14/6	Tobacco crop being harvested			gifted by Joan and Larry Blume
98714	2020/38/15	Box, The Imperial Dry Plate Co Ltd			gifted by Joan and Larry Blume
98722	2020/38/15/1	Woman and child			gifted by Joan and Larry Blume
98723	2020/38/15/2	Woman and child in tobacco field			gifted by Joan and Larry Blume
98724	2020/38/15/3	Tobacco plantation			gifted by Joan and Larry Blume
98725	2020/38/15/4	Woman and child in field			gifted by Joan and Larry Blume
98726	2020/38/15/5	Tobacco plantation			gifted by Joan and Larry Blume
98727	2020/38/15/6	Tobacco plantation			gifted by Joan and Larry Blume

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98728	2020/38/15/7	Tobacco plants			gifted by Joan and Larry Blume
98729	2020/38/15/8	Tobacco plantation			gifted by Joan and Larry Blume
98730	2020/38/15/9	Tobacco plantation			gifted by Joan and Larry Blume
98731	2020/38/15/10	Tobacco plantation			gifted by Joan and Larry Blume
98732	2020/38/15/11	Tobacco plantation			gifted by Joan and Larry Blume
98733	2020/38/15/12	Tobacco plants in flower			gifted by Joan and Larry Blume
98734	2020/38/15/13	Tobacco plantation			gifted by Joan and Larry Blume
98735	2020/38/15/14	Tobacco plantation			gifted by Joan and Larry Blume
98715	2020/38/16	National Tobacco Company staff			gifted by Joan and Larry Blume
98717	2020/38/17	Registration plate			gifted by Joan and Larry Blume
98665	2020/39/1	Rashington Palace II	Peter Hawkesby	2019	purchase. Reproduced by kind permission of Peter Hawkesby
98666	2020/39/2	Corrugated Tick	Peter Hawkesby	2019	purchase. Reproduced by kind permission of Peter Hawkesby
98832	2020/40	The Harvest, 2020	Ayesha Green	2020	gifted by the MTG Foundation
98778	2020/41/1	Evening dress and cape	Minh Ta		gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta.
98780	2020/41/2	Sleeveless dress and belt	Minh Ta		gifted on behalf of Jean Garrick by her family
98781	2020/41/3	Sleeveless dress and belt	Minh Ta		gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta.
98782	2020/41/4	Dress	Minh Ta	1992	gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta.
98783	2020/41/5	Coat	Minh Ta		gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta.
98784	2020/41/6	Two-piece ensemble	Minh Ta		gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta.
98785	2020/41/7	Shirtwaist dress	Minh Ta		gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta.
98786	2020/41/8	Three-piece ensemble	Minh Ta		gifted on behalf of Jean Garrick by her family. Reproduced with kind permission from Minh Ta.
98787	2020/41/9	Two-piece ensemble	Mary Hunt		gifted on behalf of Jean Garrick by her family

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98776	2020/41/10	Programme, Benson & Hedges Fashion Design Awards, 1988		1988	gifted on behalf of Jean Garrick by her family
98777	2020/41/11	Programme, Benson & Hedges Fashion Design Awards, 1989		1989	gifted on behalf of Jean Garrick by her family
98747	2020/42	Wedding dress	Roswitha Robertson Studio	1966	gifted by Pauline Lowe
98788	2020/43	Harris Hats workroom			gifted by Lynn Lusby
98801	2020/44/1	Jean Garrick wearing coat designed by Minh Ta			gifted on behalf of Jean Garrick by her family
98802	2020/44/2	Jean Garrick wearing dress designed by Minh Ta			gifted on behalf of Jean Garrick by her family
98803	2020/44/3	Jean Garrick wearing ensemble designed by Minh Ta			gifted on behalf of Jean Garrick by her family
98804	2020/44/4	Jean Garrick wearing evening dress and cape designed by Minh Ta			gifted on behalf of Jean Garrick by her family
98805	2020/44/5	Minh and Au Ta and Jean Garrick			gifted on behalf of Jean Garrick by her family
98806	2020/44/6	Minh Ta and Jean Garrick			gifted on behalf of Jean Garrick by her family
98807	2020/45/1	Minute book, Westshore Women's Institute, 1943-1946	Westshore Women's Institute	Jul 1943-Jun 1946	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98808	2020/45/2	Minute book, Westshore CWI, 1946-1952	Westshore Women's Institute	Jun 1946-Oct 1952	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98809	2020/45/3	Minute book, Westshore CWI, 1953-1956	Westshore Women's Institute	Feb 1953-Mar 1956	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98810	2020/45/4	Minute book, Westshore CWI, 1956-1962	Westshore Women's Institute	Apr 1956-Jul 1962	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98813	2020/45/5	Minute book, Westshore CWI, 1962-1980	Westshore Women's Institute	Jul 1962-Sep 1980	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98800	2020/45/6	Minute book, Westshore CWI, 1980-1990	Westshore Women's Institute	Oct 1980-Jun 1990	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98812	2020/45/7	Minute book, Westshore CWI, 1955-1961	Westshore Women's Institute	Mar 1955-Mar 1961	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98811	2020/45/8	Minute book, Westshore CWI, 1961-1967	Westshore Women's Institute	Apr 1961-Feb 1967	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98814	2020/45/9	Minute book, Westshore CWI, 1967-1974	Westshore Women's Institute	Mar 1967-Mar 1974	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute

System ID	Accession No.	Name/Title	Primary Maker (name only)	Primary Prod Date	Credit Line
98815	2020/45/10	Minute book, Westshore CWI, 1974-1981	Westshore Women's Institute	Mar 1974-Feb 1981	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98816	2020/45/11	Prize list folder, Westshore CWI, 1987-2018	Westshore Women's Institute	1987-2018	gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98817	2020/45/12	Westshore Women's Institute float	Batchelor's Camera House		gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98818	2020/45/13	Dominion Federation of Country Women's Institutes conference in Wellington			gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98819	2020/45/14	Dominion Federation of Country Women's Institutes conference in Auckland			gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98820	2020/45/15	Dominion Federation of Country Women's Institutes conference delegates in Auckland			gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98824	2020/45/16	Banner and bag, Westshore CWI			gifted by Pauline Bartlett on behalf of the Westshore Port Ahuriri Women's Institute
98833	2020/47	Ringatu	Para Matchitt	2004	gifted by the MTG Foundation
98825	2020/48	St John Ambulance Station Relief Party			gifted by Katrina Fraser
98891	2021/1	General View 9th Mounted Rifles, Tutira Camp, May 1912	Sorrell & Son	May 1912	gifted by Liz and Roger McLernon

REPORTS FROM SUSTAINABLE NAPIER COMMITTEE HELD 5 MAY 2022

1. DISSOLUTION OF THE NAPIER ROTARY PATHWAYS TRUST

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1455707
<i>Reporting Officer/s & Unit:</i>	Jason Tickner, Team Leader Parks, Reserves and Sportsgrounds

1.1 Purpose of Report

Acknowledgement of the substantial and enduring contribution that the Napier Rotary Pathway Trusts has delivered to the City of Napier

Councillors Boag / Chrystal

The Sustainable Napier Committee:

- a. That the Council acknowledge and thank the Napier Rotary Pathways Trust for the significant and enduring work they have undertaken in establishing the Rotary Pathways walkway and cycleway network throughout Napier.

Carried

1.2 Background Summary

The Napier Rotary Pathway Trust (the Trust) has been dissolved as at 31 March 2022.

The Trust has made its final donation to the Napier City Council of \$600,000 for the Ōtātara Pa to Dolbel Reserve Walkway.

This paper is to formally acknowledge the contribution that the Trust has made to the Napier through the development of a significant pathway network for use by residents and visitors to the city.

The Trusts objective was to see an off road pathway network that circumnavigated the city, and for the most part this has been achieved. Some of the pathways of note include:

- 1) Westshore to Bayview Pathway (2003)
- 2) Marine Parade Pathway (2004)
- 3) Tūtaekurī River Track (2006-2008)
- 4) Breakwater Road Pathway (2008)
- 5) Ahuriri Pathway (2009)
- 6) Maggie's Way Walkway – Taradale Hills (2015-2022)

The Trust and its supporters have donated over \$1,520,000 and countless hours to achieve this vision over the last 20 years.

This network of pathways has provided the city with approximately 28km of public walkways and cycleways. These paths have provided a number of benefits to the city providing opportunity for tourism through cycling tours and bike rentals. The pathways have enabled the city to successfully host national events such as the Air New Zealand Marathon and Iron Māori, and the network provides tangible improvements in the safety and wellbeing of our residents by providing opportunity for active and passive recreation.

At the meeting

The officer took the report as read, making note of a correction to the report; the Napier Rotary Pathway Trust have provided the city with approximately 50km of walkways and cycleways, rather than the 28km stated in the report.

In response to questions from the Committee it was noted:

- Through the District Plan review there is a new chapter proposed for the District Plan which identifies the Napier trails. There are some trails planned for by Hawke’s Bay Regional Council, and a large trail planned through the Mission Estate development linking the western hills of Taradale.
- There is work being done by the Napier Rotary Pathway Trust to document a history of the Trust which will then be provided to NCC for archival purposes.
- One of the principle links to connect all pathways circumnavigating the city is the western hills of Taradale. This will be addressed through Council’s District Plan and through the Resource Management Act process. There are also other links which could have been made, for example around the Dolbel reserve area, but which include private land which Council cannot bring to fruition. These links are now part of a longer term strategic plan. There are also some plans to link to Whirinaki.

1.3 Attachments

Nil

2. CENTRAL FOOTBALL RELOCATION OF PROPOSED ARTIFICIAL TURF AT PARK ISLAND

Type of Report:	Procedural
Legal Reference:	Reserves Act 1977
Document ID:	1455857
Reporting Officer/s & Unit:	Jason Tickner, Team Leader Parks, Reserves and Sportsgrounds

2.1 Purpose of Report

To seek approval for *Central Football Incorporated* and Napier City Council to undertake an investigation and consultation regarding the possible relocation of the proposed artificial soccer turf in a location contrary to the endorsed location in the Park Island Masterplan Plan and Plan Change 11.

Councillors McGrath / Mawson

The Sustainable Napier Committee:

- a) **Approve** that Central Football Incorporated and Napier City Council advance investigations and consultation regarding the possible relocation of their proposed artificial soccer turf in a location contrary to the proposed location in the Park Island Masterplan and Plan Change 11.
 - b) **Report** back to Council the outcome and recommendation of these investigations and consultation for decision prior to any Resource Management Act 1991 and Reserves Act 1977 processes being progressed.
-

Carried

2.2 Background Summary

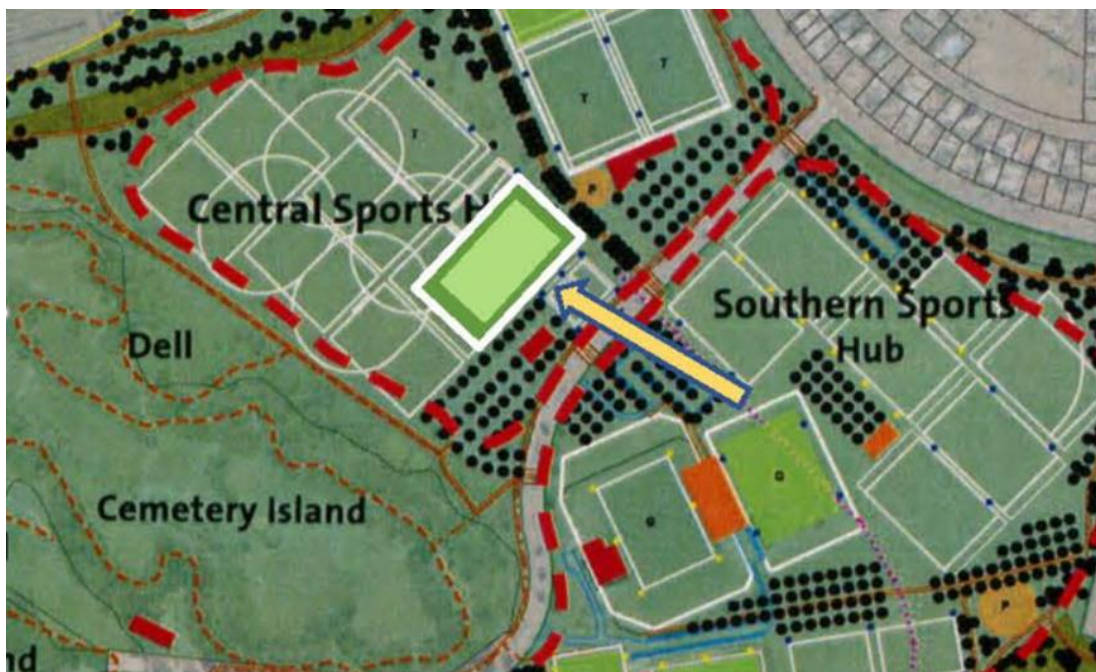
Over the last 10 years Park Island has had two Masterplans and corresponding District Plan Changes endorsed by Council to ensure that the park would meet the current and growing needs of the community. As part of the original Masterplan it was identified the need for an artificial turf for football and related infrastructure (parking, changing facilities etc.) adjacent to Bluewater Stadium.

Funding was provided in earlier iterations of the LTP but these funds were redirected in the 2021 LTP. Council have however allocated a \$500,000 grant to Central Football in 2023/24 financial year for the development of an artificial football turf at Park Island subject *'to Central Football having a full and complete understanding of the total cost of their project and having completed fundraising required to fund their share of the total cost of the project'*.

Central football have started this investigation and have determined that the cost to develop in the location identified in the Master Plan has a number of challenges and costs associated that makes the project untenable/unlikely to proceed. These primarily being;

- a) Substantial cost to 'underground' the 33KV overhead power lines
- b) Additional cost to construct a suitable number of car parks in close proximity to the facility
- c) Additional cost to develop changing facilities to support the proposed turf development and use.

On this basis Central Football have undertaken their own investigation and associated Business Case and concluded that, in their opinion the most desirable location to establish the new artificial turf is at the front of Shrimpton Field. This site was selected as it makes best utilisation of existing parking and changing room facilities, and avoids the 33KV power lines, saving substantial cost. This proposed relocation is shown in the plan below:



A copy of the business case and supporting documentation has been included in **Attachment 1**.

2.3 Issues

There are a number of likely issues associated with relocating a facility already identified in a Council endorsed Masterplan, especially given this has informed and been adopted into the District Plan. For the most part these issues have been listed below, and would require thorough consideration if Council approve such investigation;

- a) Resource Consent requirements – as the proposal is not in accordance with the Masterplan adopted into the District Plan, Central Football would most likely be required to gain resource consent for the development of the field in this new position.
- b) Enclosing public space – the proposal is to fence the facility off from the general public, fundamentally making the facility a user pay site and a lease needing to be held by Central Football. Any such lease would require notification under the Reserves Act and Council Approval. There may also be CPTED and amenity and connectivity implications/issues depending on the final location of the facility.
- c) Increased demand on existing facilities – the parking and changing room facilities around Shrimpton Field are already well subscribed during weekend winter sports. This development will likely add to this potential demand.
- d) Conversion of sports fields - there is likely to be some reduction of capacity to other users of Shrimpton Field if the Central Football proposal is successful. In the case of the proposed plans there would be a loss of one to two cricket fields and two grass soccer fields.
- e) Implications on the wider Masterplan and ability to achieve the broader vision.
- f) Alternative Locations or Layouts – there may be other options, locations or configuration that is more suitable for all users and should be investigated as well.

2.4 Significance and Engagement

This matter does not trigger the Significance and Engagement Policy, however specific engagement with the various codes and users of Park Island is considered necessary in any decision making around the relocation of the proposed Artificial Turf.

Central Football have undertaken initial consultation with a number of sports clubs and associations with an interest in Park Island. Their initial comments are included below:

Organisation	Person	Position	Organisation Comments/Positioning
Hawke's Bay Cricket Association	Craig Findlay	Chief Executive	Craig and Hawke's Bay Cricket are supportive in principle. Craig obviously would like to understand any potential ramifications for the current cricket blocks on Shrimpton Field.
Hawke's Bay Hockey Association	Strahan McIntosh	General Manager	Strahan and Hawke's Bay Hockey are fully supportive. They had concerns around how the turf being located as per the current LTP would impact on their facility infrastructure in terms of parking and access.
Hawke's Bay Rugby Union	Jay Campbell	Chief Executive	Jay and Hawke's Bay Rugby are fully supportive. Jay did allude to the possible use rugby could make of the turf, therefore not only optimising usage but also contributing to the financial modelling.
Napier City Rovers AFC	Graeme Sole/Chris McIvor	Chair/General Manager	Graeme, Chris and their Board are fully supportive of the proposed move of the turf to Shrimpton Field.
Napier Marist Football Club	Glenn Resiteaux	Chair	Glenn and the Napier Marist Football Club Committee are fully supportive of moving the proposed turf to Shrimpton Field.

The Central Football Business Case did identify that the Dog Action Group, Richmondvale Archery Club, NOBM Rugby Club and Mana Ahuriri Trust had not yet been approached for comment at the time of providing this information to Council.

If Council approve the Officer's recommendation, a full Engagement Plan will need to be prepared by NCC to inform the process and to ensure appropriate engagement takes place in accordance with our Engagement Policy guidelines.

2.5 Implications

Financial

Central Football have undertaken some higher level costing of the development of the artificial turf in the currently approved (Bond Field) and proposed (Shrimpton Field) locations.

DIRECT COSTS			
Item	Shrimpton	Bond	Comment
Turf and directly related build costs	\$2,100,000	\$2,100,000	Based on APPENDIX II.
Changing rooms	-	\$600,000	Projection – based on TACH project.
Carparking	-	\$400,000	Based on 50 parks @ \$8,000 a park.
Removal of power lines	-	\$1,500,000	Projection from Unison Networks.
Sub Total A	\$2,100,000	\$4,600,000	
PROJECTED POTENTIAL/CONTINGENCY COSTS			
Consents	\$20,000	\$20,000	Allowance for consents – if required.
Professional advice	\$20,000	\$20,000	Legal, survey, engineering – if required.
Overrun contingency	\$52,500	\$52,500	2.5% of total build cost.
Sub Total B	\$92,500	\$92,500	
TOTAL – A and B combined	\$2,192,500	\$4,692,500	

As identified, the major cost differentiation is the development of additional car parking, changing facilities and undergrounding of the 33KV power lines that would be required in the current approved location for the new turf.

With exception of the \$500,000 council grant, all capital cost will need to be funded or fund raised by Central Football.

There is limited operational budget increases due the artificial nature of the turf, however there is likely to be some future costs in renewing the facility as it ages. As is the case with the some of the

other artificial sport turf facilities in Napier, there is a likelihood that Council would be approached for part or full funding for the facility renewal in time.

Social & Policy

The establishment of the facility aligns with the following Community Outcomes and Strategic Goals from the 2021 LTP;

- *Our services and facilities provide for the social, cultural and recreational needs of our community, and;*
- *Our community's wellbeing and city vibrancy will be enhanced through our encouragement of sport, culture and events.*

The development of the facility does meet the intent of the Masterplan in providing the soccer playing community an all-weather facility, albeit not the intended position. This proposed location may have other ramifications for other users and the use of the park hence the need to be investigated further and weigh up the all of the options as part of any recommendation to relocate or not.

It is noted that the Masterplan does reference '*to remain viable a master plan has to be dynamic and have a degree of flexibility because it needs to be able to respond to change as well as guide it*'.

Risk

The risks of relocating the proposed facility will be investigated as part of the proposed reporting, but in general these risks include, but are not limited too;

- a) Resource Consent risks - may require affected Persons Consents from other clubs/users, possible Limited or Public Notification, and the consent could be declined under the RMA.
- b) Objections from other users/Codes – risk of conflict with other users and objection to the reduction in open space or field capacity for other codes
- c) Design risks – issues with fencing off public space, amenity effects and CPTED issues associated with poor design or location
- d) Cost increase of development - risk due to inflation and construction cost outstripping ability to fundraise

2.6 Options

The options available to Council are as follows:

- a. That *Central Football Incorporated* and Napier City Council advance investigations and consultation regarding the possible relocation of their proposed artificial soccer turf
- b. Decline the request from Central Football and require that the facility be built in accordance with the endorsed Master Plan

2.7 Development of Preferred Option

- a) Approve that *Central Football Incorporated* and Napier City Council advance investigations and consultation regarding the possible relocation of their proposed artificial soccer turf contrary to the endorsed location in the Park Island Masterplan.
- b) That the outcome and recommendation of these investigations and consultation be reported back to Council for a decision prior to any Resource Management Act 1991 and Reserves Act 1977 processes being progressed.

At the meeting

The Officer spoke to the report and in response to questions from the Committee it was noted:

- Approval by the Committee of the officer's recommendation will enable investigation of the power lines over Bond Field impact on users, and options for alleviating those impacts. It will also allow officers to investigate wider impacts from increased use of the Park Island area and the infrastructure, such as the changing rooms and parking.
- The artificial turf will mean a higher use of the area which will have an impact. The resource consent process should iron out some of those issues, such as lighting and increased traffic.
- The Park Island Masterplan was approved by Council. This particular project would investigate options outside of that Masterplan.
- The Masterplan was cognisant of the power lines, and through previous iterations of the Long Term Plan (LTP) there was funding to underground them, however priorities have changed and the funding was reallocated.

2.8 Attachments

- 1 Central Football Business Case for Relocation of Proposed Artificial Turf Facility (Doc Id 1456885)



**NO. 4 DISTRICT FEDERATION OF NEW ZEALAND FOOTBALL
T/A CENTRAL FOOTBALL INCORPORATED**

APPLICATION AND BUSINESS CASE FOR CHANGE TO THE PARK ISLAND MASTER PLAN

Presented:

To: Jason Tickner
Team Leader Team Leader Parks Reserves and Sportsgrounds
Napier City Council

By: Darren Mason
Chief Executive Officer
Central Football

Dated:

14 April 2022

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APPLICATION AND APPLICANT

APPLICATION PURPOSE

The No. 4 District Federation of New Zealand Football T/A Central Football Incorporated wish to make application to Napier City Council to consider a plan change to enable the artificial football turf allowed for in Napier City Council's Long Term Plan to be shifted from its planned site on Bond Field to Shrimpton Field at Park Island. This intended shift is shown in APPENDIX I of this application.

ABOUT CENTRAL FOOTBALL

The No. 4 District Federation of New Zealand Football T/A as Central Football Incorporated is one of six Federations nationally who hold are mandated by New Zealand Football to develop the game of football within their regions. In terms of geography Central Football is the largest Federation in New Zealand with five regions within its boundaries being Tairāwhiti, Hawke's Bay, Manawatu, Whanganui and Taranaki. Whilst those five regions are largely described at the boundaries they also encompass the districts in between and surrounding such as Wairoa, Central Hawke's Bay, Taranaki, Horowhenua, Rangitikei, Ruapehu, South Taranaki and Stratford. The purpose of all the Federations is to foster, advance, support and manage the playing of amateur football in New Zealand. This involves but is not limited to scheduling and managing football and futsal events and competitions, player development (mainly 10 to 16 years of age), referee development and management, coach development, facility development and management as well as providing support for the circa 140 clubs within the Federations boundaries. Being a not for profit organisation the Federation invests all revenues directly back into the game, with such investment being in excess of \$28 million over the last 21 years.

Central Football employ 18 staff members across the Federation. The main administration office is at Park Island in Napier where the Chief Executive Officer and eight further staff are located. The remaining nine staff are spread across regional offices in Gisborne, Palmerston North, Whanganui and Taranaki. There are nine members on the Board of Central Football, which each of the five regions represented.

The Federation's playing membership generally sits at around 14,000 annually. Due to COVID-19 influences participation numbers fell to 13,164 in 2020 but prior to the pandemic had been increasing in line with expectations with growth tracking across the Federation at around 2%. 2021 saw a return to more normal playing numbers with 13,944 participants registering to take to the Field that year. Final numbers for 2022 will not be confirmed until mid-May but at this stage are down around 8.0% on 2021. This is largely in seniors and most likely due to the vaccine pass requirement, which was mandatory until a few weeks ago. With the vaccine pass removal it is likely that should increase to somewhere near about 2021 levels.

Central Football continues to work hard at grass roots level in delivering programmes to the clubs and schools and we are now starting to see real progress within the less populated regions the Federation manages, as well as a continuation of the advancement in the more traditional strangleholds of the larger regions. This is really pleasing and enormously important to Central Football as we continue to promote active and healthy lifestyles within the communities where we work.

ORGANISATION BACKGROUND SPECIFIC TO HAWKE'S BAY/NAPIER

- Participants/Membership

In total there are circa 4,000 annual participants (3930 in 2021) in winter football in Hawke's Bay, with 20 clubs and schools that had teams in Central Football's 2021 competitions. These numbers are looking to be about the same for 2022. In the most recent futsal season, being Quarter 4 of 2021 and Quarter 1 of 2022, there were 118 teams (circa 1000) participants involved in this summer indoor activity.

- Fields/Venues

There are 14 parks across Hawke's Bay (excluding school Fields, and Central Hawke's Bay and Wairoa) where winter football is played and development training takes place. In Napier there are six parks with Park Island being the most utilised for games as well as being the venue for all Central Football development programmes, the two Unison Hawke's Junior Festivals and the Tiny Tots Programme. Park Island also hosts two prominent

football clubs, being Napier Marist Football Club and Napier City Rovers AFC. Central Football is also a major user of the Pettigrew-Green Arena (PGA) in Napier for futsal competitions and programmes. The PGA also hosts the Central Football initiated Special Olympics New Zealand programme which provides a futsal opportunity for the region's intellectually disabled students and, in partnership with the Hawke's Bay Blind Sports Club, a blind football programme.

APPLICATION BACKGROUND

As detailed in Application Purpose Central Football seeks a plan change to enable the shift of the planned football artificial turf from the Bond Field at Park Island at Park Island to the Shrimpton Field. The reason for the request is laid out in the Business Plan commentary below but it is appropriate to first provide the background that brings us to this point of time.

The Park Island Master Plan was first adopted by Napier City Council in 2013. This followed extensive consultation with the community and sporting stakeholders as detailed in the Master Plan. In term of football, the codes needs around an alternative surface to grass Fields was recognised with a floodlit artificial football turf, and associated infrastructure needs including parking and changing rooms, being contained in the Master Plan.

The artificial turf provides many benefits for the sport including but not restricted to:

- a) Enabling more playing and training hours.
- b) Allowing the football season to be less disrupted when inclement weather forces ground closures.
- c) Related to Point b) above causing less impact on other sports that an extended season can cause.
- d) Enabling "rest times" and maintenance period for grass turfs that become damaged during wet conditions.
- e) Increased ability for participation outside of current traditional competition timeframes.
- f) Freeing up fields for repurposing for other sports, and/or community use.
- g) Enabling the competitiveness of Hawke's Bay teams when playing in regional and/or national competitions on artificial surfaces.
- h) Providing more certainty for travelling teams to Hawke's Bay that games will be played. This includes national league fixtures, national secondary school competitions and the Labour Weekend Under 19's Tournament.

The Park Island Master Plan was reviewed again by Council in 2017 which involved consultation specific to recommended changes. This review did not result in any changes to the football artificial turf plans, which remain unchanged from 2013.

Whilst accepting the Park Island Master Plan in its fullness is a project planned over a number of decades years from its inception in more recent years Central Football has been proactive in engaging with Council Officers around timing for the artificial turf, and the funding thereof. This resulted in Central Football submitting and presenting to Council's 2021 Long Term Plan deliberations. This in turn resulted in Council very generously committing to a \$500,000 contribution towards the artificial turf, which for the turf and direct infrastructure costs is a circa \$2.1 million build (refer **Costs** in the below Business Case). It was made very clear thought that there was no funding available for the required supporting infrastructure needs nor the undergrounding of the overhead power lines that run through the planned Bond Field site. This will see the project will increase in cost to circa \$4.6 million.

Clearly the increased costs detailed above have influenced Central Football thinking about if the planned site for the turf is achievable financially, which in turn led to other considerations equally important as the most optimum site for the turf. The conclusions of these considerations, and how they were arrived, at are detailed below Business Case. It is at this time appropriate to detail the Council Officers Central Football have engaged with in forming these conclusions, being:

1. Dr. Steph Rotarangi – Chief Executive
2. Debra Stewart – Director of Infrastructure
3. Jason Tickner – Team Leader Parks Reserves and Sportsgrounds

BUSINESS CASE TO SUPPORT APPLICATION

Central Football believe there is a strong Business Case to support this application to shift the artificial turf from its planned site on Bond Field to Shrimpton Field, Park Island, as detailed under the below headings. Whilst attempting to be specific to the headings clearly some of the reasonings identified in the Business Case are intertwined.

NEED/OPTIMUM USE

The need for the artificial turf is clearly recognised through the work being done in developing the Park Island Master Plan, and Council's commitment to a \$500,000 contribution. So in terms of need, nothing has changed and the focus must now be on optimum use. If we were comparing "apples with apples" the usage if the turf remains on the planned site as compared to the proposed site is probably negligible but that is not a fair comparison as the current planned site will not have the infrastructure to support it. Therefore there will be more use at the proposed site as the absolute minimum infrastructure of changing rooms and parking is already in place.

There are also some very practical issues to consider if use of the turf is going to be optimised. One of these issues of pressing concern to Central Football is how we would manage use of the turf for Saturday morning junior football if the turf remains on the current planned site. It would certainly be our wish to use the turf regularly for junior football however it's currently planned positioning would see it far removed from the bulk of play on Shrimpton Field. This would create significant issues in rotating teams for grass to turf, and of great concern would be the busy road that would need to be crossed as referenced under **Clyde Jeffery Drive Traffic Flows** below. Clearly if the turf was on the Shrimpton Field, as requested in this application, that concerns is alleviated and the split of junior football avoided.

PERCEPTION

Whilst "perception" may be seen as an odd element in a Business Case, in this particular case it is very important as we can evidence. Central Football has been involved in recent years in Palmerston North City Council's plan around an artificial football turf – the build of which sits in 2023/2024 in that Council's Long Term Plan. Where the turf is located has been somewhat a topical discussion with Central Football keen to see it on, as much as possible, a "neutral site" where "ownership perceptions" are negated. Our concerns around ownership perception have stemmed from the existing artificial turf in Palmerston North which is located at Central Energy Trust Arena (CETA) and which opened in 2020. This turf at CETA is within enclosed area that surrounds all Fields and which alongside the Marist Sports Palmerston North Club is also located. Included in the Marist Sports amalgam is the Palmerston North Marist Football Club which uses the grass Fields and the artificial turf at CETA for its games and trainings. The turf was designed for both football and rugby but football hold 70% of total bookings, with the vast majority of those being held by the Marist Football Club. Whilst CETA is a Palmerston North City Council asset for all users, due to its predominant bookings by one club it is perceived by the other football clubs in Palmerston North as "Marist's Turf". Whilst the majority use of the turf by Marist may be more a booking management issue, which is controlled by CETA, its location and that majority use has created an ownership perception that is off putting to the other clubs.

So – how does this relate to the artificial turf at Park Island? Clearly the current planned site in the Park Island Master Plan is right behind the Council owned Napier City Rovers facility and whilst Central Football is not making any assertions it will be perceived as a "Rovers Turf", nor making any suggestion Napier City Rovers will assume "ownership", we cannot control perceptions. In fact that is likely to be worsened given there will be no changing rooms at the current planned site which in turn could result in using Napier City Rovers changing rooms. This will only add fuel to any ownership perceptions, which could impact on community football usage as has been evidenced in the Palmerston North example.

INFRASTRUCTURE

As aforementioned there is not the required infrastructure to support a turf on the current planned site, the minimum of which is identified in the bullet points directly below and is also referenced under the **Funding** and the **Costs** headings of this paper. Central Football are aware the Council will not be proceeding with the related infrastructure build as detailed in the Park Island Master Plan and certainly Central Football is not in a position to

expend the kind of monies required to enable those builds. So the lack of infrastructure on the current planned sites very much negates that site from being suitable.

In terms of the minimum infrastructure requirements we comment as follows:

- Changing Rooms

The changing rooms requirement is the lesser of the two needs as the turf in its current planned position could be serviced by the current Shrimpton changing sheds and/or on occasion the Napier City Rovers changing rooms. The latter is not a real solution though as:

- a) They are in use when the Bluewater Field is in use.
- b) They are in use when Napier City Rovers train in the evenings.
- c) There will be management complexities when using what is a club owned building for non-club activities, and there would be security issues given the changing rooms connection to the clubrooms, and required access via those clubrooms.
- d) The perception issue as identified above.

Using the Shrimpton changing sheds is an option but far from desirable given the distance from the current planned site, as well as having to cross a road. Central Football would suggest this is not a situation Napier City would wish to present to visitors from outside the region. However the changing rooms are right next to the proposed site of this application therefore that minimum need is satisfied.

- Parking

Parking requirements are by far the biggest need if the turf is to stay on the current planned site. The current parking already struggles to satisfy the existing need when hockey and football at Bluewater Stadium are on together, and at times further pressure is placed on that parking area when there is training on the Bond Field, So to add in another activity on an artificial turf so close hockey turf without any additional parking will be untenable and dangerous. As for changing rooms though the solution is there at Shrimpton Field. On Saturday's the turf on that site would be only used for competition games in the afternoon, at which time the very busy time of Saturday morning junior football will have passed. Central Football believe the existing car parking will accommodate needs for the turf used at all times of its operation.

CLYDE JEFFERY DRIVE TRAFFIC FLOWS

Clearly Clyde Jeffery Drive, which dissects Park Island can be very busy on Saturdays, although as identified above that generally is in the morning. That will not change no matter if the turf is located at the current planned site or the proposed Shrimpton Field. On occasion games on the turf would be additional to games being played at Park Island on that day but it is not envisaged that would create much in the way of extra traffic flow. On days outside of Saturday and on evenings that the turf will be used traffic levels are not excessively high anyway.

LIGHTING/RESIDENTIAL IMPACT

To maximise the use of the turf it must be lit, to allow play and trainings in the evening. On the current site there are already issues with neighbour's complaints around the lights used on the training grounds, which is currently only twice a week during winter but with best use of the turf could be considerably more. This could well expand outside of the winter season as it is envisaged the turf could be used for summer social football in the evenings, and very likely for futsal twice a week in Quarters 1 and 4 of each year. Although the distance from the closest light to the closest neighbour on the Bond site has not been accurately measured, there is no doubt it will be far nearer to any residential property than it will be on the Shrimpton Field given the latter Field is some distance from any house. Lights on the Shrimpton Field will also be far greater distance from residents than the Hawke's Bay Rugby Union training Fields lights are.

EXPOSURE

As for any activity, the more exposure football receives the more interest is created, which can have tangible benefits in terms of attendance at games and potential future participation. Related, the more exposure we can create for our funding partners (as referenced under Funding below) the more attractive it is for them be involved in supporting the project. Clearly there will be much more exposure on the Shrimpton Field to enable this from both a commercial

and casual/community interest perspective than there will be at the planned site, which will be mostly obscured from day to day traffic by Bluewater Stadium

FUNDING

Central Football has developed a funding plan to cover the cost of the build of the turf if it is on the Shrimpton Field. That is not to say the plan will not be applicable to the current planned site but the difference in the amount that will need to be raised is significant (refer Costs below). Central Football has made only informal approaches to potential investors at the moment as what we formally present, and can offer, will differ on where the location of the turf. We do see the turf more “sellable” on the Shrimpton Field site than the current planned site due to the added exposure, as referenced above. Until we know if this application will be considered, or better, know it is supported, it is hard to develop a funding presentation to support this Business Case.

In summary of Central Football is confident that the difference between Napier City Council’s \$500,000 commitment and the build cost of circa \$2.1m (refer **Costs** below) will be achieved. We are somewhat less confident of funding the difference between \$500,000 and \$4.6m though. In whichever case eventuates Central Football is aware that fundraising needs to be completed before Council’s contribution is realised.

COST

Central Football has not, as yet, sought tenders for the project as again that is site dependent. That said in 2019 we did seek two cost estimates with the preferred supplier estimating \$1,899,111.12 plus GST for the build. In preparing this paper we have made further enquires and have been advised to expect a 10% to 12.0% increase since then, which takes the build cost of the actual turf to around \$2.1m. The 2019 cost estimate is attached as APPENDIX II and clearly identifies all that will be provided within than cost (i.e. related needs and infrastructure such as lights, fencing, surrounds etc.)

Related, elsewhere in this paper we reference the work being done with Palmerston North City Council around a football artificial turf and we are also very well engaged with the Tūparikino Active Community Hub (TACH) project planned for New Plymouth, which also includes such a turf. Both these projects have more recent costings which also suggest a build cost of circa \$2.1m, so the cost estimate of \$2.1m for the Napier turf build is a well-tested and up to date figure. Further related, for these two more progressed projects Central Football, in conjunction with our working partners, has fully developed costings for maintenance and replacement which will also be applicable to the Napier turf.

Below is a summary of estimated costs for the artificial turf build, and where applicable related infrastructure costs and other identified potential costs for a football artificial turf on the Shrimpton Field (Central Football’s preferred site) compared to the and Bond Field (current planned site).

DIRECT COSTS			
Item	Shrimpton	Bond	Comment
Turf and directly related build costs	\$2,100,000	\$2,100,000	Based on <u>APPENDIX II</u> .
Changing rooms	-	\$600,000	Projection – based on TACH project.
Carparking	-	\$400,000	Based on 50 parks @ \$8,000 a park.
Removal of power lines	-	\$1,500,000	Projection from Unison Networks.
Sub Total A	\$2,100,000	\$4,600,000	
PROJECTED POTENTIAL/CONTINGENCY COSTS			
Consents	\$20,000	\$20,000	Allowance for consents – if required.
Professional advice	\$20,000	\$20,000	Legal, survey, engineering – if required.
Overrun contingency	\$52,500	\$52,500	2.5% of total build cost.
Sub Total B	\$92,500	\$92,500	
TOTAL – A and B combined	\$2,192,500	\$4,692,500	

POTENTIAL EXPANSION

Both the current planned site and the proposed site have room for expansion if added infrastructure such as warm up areas were added. Using warm up areas as an example, again the advantage the Shrimpton Field site has over the current planned site is the parking for that activity, and again changing rooms alongside.

AFFECTED PARTIES/CONSULTATION

Central Football acknowledge that Napier City Council will go through its own consultation with parties affected by this potential plan change. We have however taken the liberty of informally discussing with those that may be affected, and their positioning on the possible relocation. Comments from those discussions are detailed in APPENDIX III.

SECURITY/MANAGEMENT

Although not a determining factor to this application or Business Case Central Football would suggest that, in time, the current Central Football Office block could be shifted to alongside the turf to enable security during the day. This in turn would enable more community use as the gates could be left open during office hours. Whilst the Central Football office block could be shifted to either the Shrimpton or Bond Field again the Shrimpton Field already has the parking to accommodate the Federation's day to day business.

SUMMARY

Based on the points of the above business case Central Football conclude that the Shrimpton Field is a better site for the artificial turf than the current planned site of Bond. Again the reasons for this conclusion are somewhat intertwined and repeated throughout the Business Case but of most evidence are the commentaries related to:

1. Optimum Use
2. Perception
3. Infrastructure
4. Residential Impact
5. Exposure
6. Funding
7. Cost

In closing Central Football repeats this applications purpose, being for Napier City Council to consider a plan change to enable the artificial football turf allowed for in Napier City Council's Long Term Plan to be shifted from its planned site on Bond Field to Shrimpton Field at Park Island. Council's consideration of this request is most appreciated.

I thank you again and would invite any enquires to be made direct to the writer.

Darren Mason

Chief Executive Officer – Central Football

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APPENDIX I

INDICATIVE ONLY



Park Island, Napier Master Plan



NB: Not to scale and placement indicative only

APPENDIX II



Pricing

Having inspected the site, we offer to carry out the whole of the works in accordance with the drawings provided and priced schedule for the sum of: **\$ 1,899,111.12 + GST**

Extra over Pricing (all pricing extra over aforementioned submission price):

LigaTurf Hybrid 50 with SBR Infill	\$ 15,800.00 + GST
LigaTurf RS+ 260 COOLplus with SBR Infill	\$ 40,200.00 + GST
LigaTurf Legend with EPDM ST20 Infill	\$ 155,350.00 + GST
LigaTurf Hybrid 50 with EPDM ST20 Infill	\$ 132,900.00 + GST
LigaTurf RS+ 260 COOLplus with EPDM ST20 Infill	\$ 195,500.00 + GST

	SUMMARY	AMOUNT ex.GST
1.0	PRELIMINARY AND GENERAL	\$ 146,345.40
2.0	DEMOLITION AND EARTHWORKS	\$ 53,919.58
3.0	PAVEMENT CONSTRUCTION	\$ 235,064.56
4.0	DRAINAGE	\$ 182,285.98
5.0	CONCRETE AND KERBING WORKS	\$ 114,067.41
6.0	SYNTHETIC SURFACING	\$ 524,718.70
7.0	DISESTABLISHMENT AND REINSTATEMENT	\$ 10,400.50
8.0	LIGHTING AND ELECTRICAL	\$ 337,900.00
9.0	WATER SUPPLY	\$ 8,175.00
10.0	FENCING	\$ 218,537.37
11.0	EQUIPMENT	\$ 10,900.00
12.0	PLAYERS SHELTERS	\$ 27,141.00
13.0	ACCESS PATHS	\$ 30,396.83
	TOTAL ex. GST	\$ 1,899,852.32

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT (ex.GST)
1.0	PRELIMINARY AND GENERAL				
1.1	Finalise design works including provision of IFC drawings	1	Item	\$ 8,132.40	\$ 8,132.40
1.2	Allow to establish and disestablish from site plant, contractors facilities, huts, and secure storage units on site	1	Item	\$ 41,715.00	\$ 41,715.00
1.3	Allow for all site supervision, project management and attendance to site meetings	1	Item	\$ 70,524.00	\$ 70,524.00
1.4	Allow to implement and maintain all OH&S measures and monitoring for the duration of the contract	1	Item	\$ 3,348.00	\$ 3,348.00
1.5	Allow all costs associated with the location and piloting of existing underground services, and liaison with the utility service suppliers for inspection and supervision of works adjacent to existing services	1	Item	\$ 2,700.00	\$ 2,700.00
1.6	Allow for cost of all Contractors Insurances	1	Item	\$ 5,346.00	\$ 5,346.00
1.7	Set out of works and as built drawings	1	Item	\$ 9,180.00	\$ 9,180.00
1.8	Allow to construct stabilised construction entry and site compound off existing car park and remove upon completion	1	Item	\$ 5,400.00	\$ 5,400.00
	SUB-TOTAL PRELIMINARY AND GENERAL				\$ 146,345.40



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ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT (ex.GST)
2.0 DEMOLITION AND EARTHWORKS					
2.1	Demolish and remove existing trees and root structures and reinstate subgrade	1	LS	\$ 9,265.00	\$ 9,265.00
2.2	Demolish and remove existing cricket nets and concrete pad and reinstate subgrade	1	LS	\$ 5,450.00	\$ 5,450.00
2.3	Remove existing light tower and associated cabinetry and reinstate subgrade	1	LS	\$ 3,815.00	\$ 3,815.00
2.4	Excavate 250mm of existing topsoil and stock pile on site in nominated location	9,250	m ²	\$ 1.64	\$ 15,123.75
2.5	Cut to Fill	280	m ³	\$ 11.99	\$ 3,357.20
2.6	Cut to Waste	20	m ³	\$ 49.05	\$ 981.00
2.7	Trim and prepare subgrade to line, levels and gradients provided	9,250	m ²	\$ 1.20	\$ 11,090.75
2.8	Carry out proof roll of prepared subgrade	1	ITEM	\$ 272.50	\$ 272.50
2.9	PROVISIONAL SUM - Excavate and remove unsuitable material. Supply, place and compact imported select fill	50	m ³	\$ 91.29	\$ 4,564.38
SUB-TOTAL DEMOLITION AND EARTHWORKS					\$ 53,919.58
3.0 PAVEMENT CONSTRUCTION					
3.1	Supply and place Bidim A19 geotextile filter fabric	8,056	m ²	\$ 2.68	\$ 21,601.36
3.2	Supply, place and compact 250mm AP40 basecourse including allowance for all testing and inspections including final preparation	2,014	m ³	\$ 97.56	\$ 196,475.77
3.3	Supply, place and compact 20mm AP20 blinding layer including allowance for all testing and inspections including final preparation	161	m ³	\$ 105.51	\$ 16,987.43
SUB-TOTAL PAVEMENT CONSTRUCTION					\$ 235,064.56
4.0 DRAINAGE					
Supply all materials and construct the following drains, bedded haunched and backfilled as specified in accordance with the specification, drawings and Napier City Council Engineering Code of Practice requirements. Reinstatement must match existing ground conditions. Pricing should allow for any dewatering and location and protection of existing services in road reserve. Where required, traffic control should be included as well as relevant CAR's and Road Opening Notices.					
4.1	225ø PVC-U - 1.0-1.5m depth	9	m	\$ 252.84	\$ 2,275.53
4.2	300ø PVC-U - 1.0-1.5m depth	105	m	\$ 265.30	\$ 27,855.99
4.3	375ø PVC-U - 1.0-1.5m depth	184	m	\$ 300.30	\$ 55,254.28
4.4	300mm wrapped subsoil Megaflow panel laid flat across prepared subgrade including pipe to pipe connections to 160Ø collector line	1,570	m	\$ 19.62	\$ 30,803.40
4.5	160ø subsoil collector line (Novacoil) - 0.5-0.7m depth	345	m	\$ 69.25	\$ 23,890.46
4.6	1050ø standard manholes - 1.0-1.5m depth	5	QTY.	\$ 5,716.27	\$ 28,581.33
4.7	1800ø standard manholes w/ weir plate & orifice	1	QTY.	\$ 13,625.00	\$ 13,625.00
SUB-TOTAL DRAINAGE					\$ 182,285.98



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ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT (ex.GST)
5.0 CONCRETE AND KERBING WORKS					
5.1	Supply and install 300mm x 200mm machine laid kerb to perimeter of pitch including base preparation	367	m	\$ 85.02	\$ 31,202.34
5.2	100mm thick field perimeter concrete footpath complete including basecourse preparation	990	m ²	\$ 75.21	\$ 74,457.90
5.3	100mm thick field technical area including basecourse preparation	37	m ²	\$ 75.21	\$ 2,782.77
5.4	150mm thick reinforced concrete vehicular access path complete including basecourse preparation	60	m ²	\$ 93.74	\$ 5,624.40
SUB-TOTAL CONCRETE AND KERBING WORKS					\$ 114,067.41
6.0 SYNTHETIC SURFACING					
6.1	Supply and install LigaTurf Legend synthetic surface including 25mm insitu elastic layer, sand and SBR rubber infill. FIFA Quality Testing and Certification upon completion	8,056	m ²	\$ 65.13	\$ 524,718.70
SUB-TOTAL SYNTHETIC SURFACING					\$ 524,718.70
7.0 DISESTABLISHMENT AND REINSTATEMENT					
7.1	Reinstate topsoil around edge of new footpaths with stockpiled material and sow grass seed - maintain until grass has struck	250	m ²	\$ 8.60	\$ 2,150.50
7.2	Shape viewing embankments and sow grass seed - maintain until grass has struck	1	LS	\$ 8,250.00	\$ 8,250.00
SUB-TOTAL DISESTABLISHMENT AND REINSTATEMENT					\$ 10,400.50
8.0 LIGHTING AND ELECTRICAL					
8.1	Supply and install turn-key Musco 250 Lux LED lighting system including all underground works and footings for light poles	1	LS	\$ 305,200.00	\$ 305,200.00
8.2	Supply power to players shelters. Fit off with power outlets	1	LS	\$ 3,815.00	\$ 3,815.00
8.3	Supply and install Proto LED scoreboard	1	LS	\$ 28,885.00	\$ 28,885.00
SUB-TOTAL LIGHTING AND ELECTRICAL					\$ 337,900.00
9.0 WATER SUPPLY					
9.1	Supply and install water supply to players shelter areas including taps (assume source located on southern side of existing pitch)	1	LS	\$ 8,175.00	\$ 8,175.00
WATER SUPPLY					\$ 8,175.00



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ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT (ex.GST)
10.0 FENCING					
10.1	Structural design of 6000mm fencing	1	LS	\$ 7,085.00	\$ 7,085.00
10.2	Supply and install 1200mm high spectator fence to extent of the field including the following; 60.3 x 3.6mm corner and gate posts; 48.3 x 3.2mm intermediate posts at 2400mm centres; 48.3 x 3.2mm top, bottom and middle rails; 3.4mm heavy duty chain mesh. Posts to be founded in 300Ø by 600mm deep concrete footing. All posts, rails and fittings to be galvanised.	286	m	\$ 176.58	\$ 50,501.88
10.3	Supply and install 6000mm ball stop fencing including the following; 114.3 x 6.02mm Grade 350 CHS HDG at 1400mm maximum centres. 48.3 x 3.2mm top, bottom and middle rails (3x); 3.4mm heavy duty chain mesh to 3000mm high; 40mm x 40mm nylon mesh for the remainder (4000mm). Posts to be founded in 600mm x 1400mm concrete footing in accordance with structural design. All posts, rails and fittings to be galvanised.	84	m	\$ 926.50	\$ 77,826.00
10.4	Supply and install 2400mm site perimeter fencing including the following; 88.9 x 5.00mm Grade 250 CHS at 2400mm maximum centres. 48.3 x 3.2mm top, bottom and middle rails; 3.4mm heavy duty chain mesh. Posts to be founded in 400Ø by 1500mm deep concrete footing. All posts, rails and fittings to be galvanised.	347	m	\$ 215.82	\$ 74,889.54
10.5	1200mm man gate	5	Ea	\$ 654.00	\$ 3,270.00
10.6	3000mm vehicle gate in spectator fence	1	Ea	\$ 1,051.85	\$ 1,051.85
10.7	1500mm single gate in security fence	2	Ea	\$ 784.80	\$ 1,569.60
10.8	3000mm vehicle gate in security fence	2	Ea	\$ 1,171.75	\$ 2,343.50
SUB-TOTAL FENCING					\$ 218,537.37
11.0 EQUIPMENT					
11.1	Supply and erect integral weighted portable football goals	1	Sets	\$ 9,810.00	\$ 9,810.00
11.2	Supply and erect corner flags	1	Sets	\$ 1,090.00	\$ 1,090.00
SUB-TOTAL EQUIPMENT					\$ 10,900.00
12.0 PLAYERS SHELTERS					
12.1	Install players shelter structures	2	Ea	\$ 13,570.50	\$ 27,141.00
SUB-TOTAL PLAYERS SHELTERS					\$ 27,141.00
13.0 ACCESS PATHS					
13.1	Excavate 200mm of existing topsoil and stock pile on site in nominated location	353	m ²	\$ 10.90	\$ 3,847.70
13.2	100mm thick concrete footpath complete including basecourse preparation	353	m ²	\$ 75.21	\$ 26,549.13
SUB-TOTAL ACCESS PATHS					\$ 30,396.83



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Clarifications

- Pricing is valid for 90 days
- All pricing is exclusive of GST
- We have made no allowance for any permits or fees
- We have allowed for one establishment
- No allowance for the location, protection, removal or relocation of any services not specifically identified in previously provided drawings and/or provisional sums outlined in our pricing schedule
- No allowance for any unsuitable or contaminated material or ground conditions
- No allowance for any unforeseen in-ground obstacles
- We have assumed that there is sufficient capacity in the existing stormwater system that crosses the site immediately to the east. Our stormwater design allows for attenuation within the pitch infrastructure such that post-development flows do not exceed pre-development however if there is insufficient capacity available, we would need to investigate a discharge point within the stream to the west of the proposed development. Pricing for this can be provided following consultation and feedback from Council
- No allowance for any relocation works associated with the overhead power lines
- We have assumed there is sufficient power available to run the proposed lighting design within the vicinity of the existing football stadium/grand stand. Should a transformer upgrade be required this can be priced as a separate item
- We have assumed a suitable water connection for taps near the existing natural turf field
- Pricing is based on the design drawing set and subject to confirmation following provision of geotechnical report.
- Pricing assumes good ground conditions but is subject to review following provision of geotechnical report.
- Pricing assumes installation of synthetic surface during summer months
- No allowance for sealant or reinforcing in concrete footpaths unless specifically detailed
- No allowance for reinforcing in concrete footpaths other than nominated vehicle crossings
- Additional pricing for equipment is based on delivery of equipment with material containers from Melbourne. If this equipment has to be shipped separately then freight costs will be passed on
- No allowance for any items not specifically shown on the drawing set provided as part of this submission
- Pricing for lighting foundations is to be confirmed following structural footing design and is therefore considered an estimate based on previous projects (with similar ground conditions)
- A layout has been provided for a pitch location that aligns with the existing natural turf field. Should this location be preferred the following items should be considered:
 - The existing stormwater pipe beneath would need to be re-routed/relocated. It is not advisable to maintain this pipe network beneath the proposed field
 - Stormwater discharge would need to be considered in light of the aforementioned relocation of the existing network
 - The existing overhead power lines would need to be relocated around the proposed development

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CLASS OF LABOUR	DAYWORK RATE PER WORKER HOUR
Supervisor	\$ 75.00
Labourer	\$ 52.00
Skilled Labourer	\$ 58.00
Electrician	\$ 98.00
Drain Layer	\$ 98.00
Surveyor	\$ 127.00
Project Manager	\$ 100.00
Lead Installer	\$ 98.00
Concreter	\$75.00

PLANT TYPE	MAKE AND MODEL	HOURLY RATE WORKING	HOURLY RATE STANDING
Excavator	15 – 22 tonne	\$ 160.00	Nil / (N/A)
Excavator	7 – 14 tonne	\$ 145.00	Nil / (N/A)
Excavator	3 – 7 tonne	\$ 125.00	Nil / (N/A)
Grader	Cat 120 or similar	\$ 165.00	Nil / (N/A)
Grader	Small laser grader	\$ 155.00	Nil / (N/A)
Roller	3 – 7 tonne	\$ 105.00	Nil / (N/A)
Roller	8 – 13 tonne	\$ 120.00	Nil / (N/A)
Plate Compactor	Plate compactor	\$ 15.00	Nil / (N/A)
Truck	Small tipper	\$ 95.00	Nil / (N/A)
Truck	Six wheel	\$ 130.00	Nil / (N/A)

MATERIAL	UNIT	PERCENTAGE / RATE
Percentage for On-site Overheads	%	10%
Percentage for Off-site Overheads and Profit	%	12.5%
Rate per Working Day in compensation for time related on-site overheads, offsite overheads and profit incurred in relation to an extension of time	%	\$ 2,450.00 / day



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Relevant Experience & Track Record

Name of Project 1:	College Rifles Rugby Football and Sports Club	
Type of Project:	Specific Project Requirements: <ul style="list-style-type: none"> ✓ Remove existing surface and recycle infill and synthetic grass ✓ Supply and installation 25 mm insitu elastic layer ✓ Inspect and regrade existing pavements ✓ Supply and installation of LigaTurf RS+ 260 COOLplus with EPDM infill ✓ Undertake drainage upgrade to periphery infrastructure ✓ World Rugby Certification ✓ Supply and installation of training area 	
Time of Project:	October 2018 – January 2019	
Client:	College Rifles Keith Ratcliffe – General Manager	Phone: +64 21 399 779 Email: keith@collegerifles.co.nz
Value of Project:	\$1,765,00.00 (NZD)	
Completed on time:	The project was completed within agreed period considering approved extensions of time due to weather	
Completed within agreed budget:	\$16,000 worth of agreed variations relating to additional drainage inspections and resulting works included following commencement of works on site	
Compliance with Health, Safety and Environmental Standards:	The project was installed in accordance with our site-specific health safety and environmental management plan. There were no issues presented during the construction	
Compliance with quality standards:	The surfacing of the pitch was carried out in accordance with our quality management policy and quality management operation standards	
Responsive to Clients Requirements:	Polytan managed to hand over the field in the first week of January. Owing to some significant weather events during December we did not manage to complete the works prior to Christmas. Polytan worked through Christmas to ensure the fields were completed for touch rugby in early January	
Subcontractors:	C&R Sorenson Earthmoving	
Dealing with Difficulties:	Although there was ample room within the existing car park for unloading and storage of materials, College Rifles has an active gym and sports centre which had to remain operational during the works. Polytan worked closely with the management team to ensure day to day operations were not compromised.	
Additional Information:	This project was significant in that it was the first in the resurfacing market in New Zealand. The works included the use of specialist infill removal equipment which allowed the existing infill and synthetic grass to be completely repurposed or recycled! Additionally, these fields represented the first in the country using EPDM coloured rubber infill. The result is outstanding!	



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APPENDIX III

CONSULTED PARTIES

Organisation	Person	Position	Organisation Comments/Positioning
Hawke's Bay Cricket Association	Craig Findlay	Chief Executive	Craig and Hawke's Bay Cricket are supportive in principle. Craig obviously would like to understand any potential ramifications for the current cricket blocks on Shrimpton Field.
Hawke's Bay Hockey Association	Strahan McIntosh	General Manager	Strahan and Hawke's Bay Hockey are fully supportive. They had concerns around how the turf being located as per the current LTP would impact on their facility infrastructure in terms of parking and access.
Hawke's Bay Rugby Union	Jay Campbell	Chief Executive	Jay and Hawke's Bay Rugby are fully supportive. Jay did allude to the possible use rugby could make of the turf, therefore not only optimising usage but also contributing to the financial modelling.
Napier City Rovers AFC	Graeme Sole/Chris McIvor	Chair/General Manager	Graeme, Chris and their Board are fully supportive of the proposed move of the turf to Shrimpton Field.
Napier Marist Football Club	Glenn Resiteaux	Chair	Glenn and the Napier Marist Football Club Committee are fully supportive of moving the proposed turf to Shrimpton Field.

AFFECTED PARTIES NOT CONSULTED TO DATE

1. Dog Action Group
2. Mana Ahuriri
3. Napier Old Boys Marist Rugby Club
4. Richmondvale Archery Club

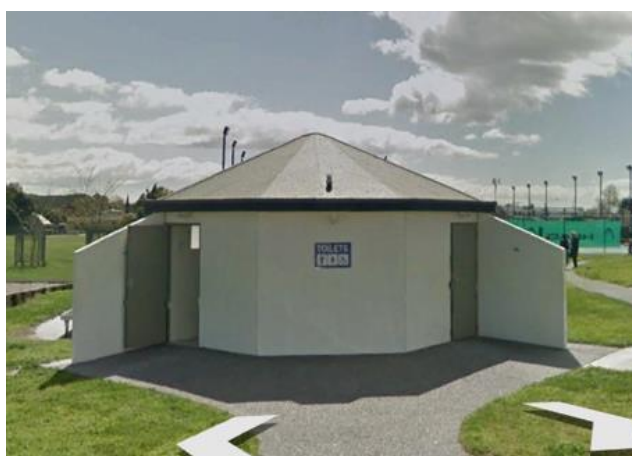


Under the last LTP capital funding for the majority of the Council led development of the park was redirected, with some seed funding retained for specific clubs and associations to develop their facilities (i.e. HB Hockey and Central Football).

However, Council has recently completed the construction of the new MacRae Field, adjacent to the Hawkes Bay Rugby Football Union (HBRFU) building, at the corner of Westminster Avenue and Orotu Drive. This development was part of the Northern Sports Hub extension under the masterplan.

Since the completion of the new MacRae Field we have had reports and complaints of the distinct lack of a toilet facility for players and users of the park.

To address the current shortfall in toilet facilities it is proposed that Council repurpose an existing prefabricated dual toilet block currently stored at the City Services Depot. The toilet block we are repurposing was previously located on Marine Parade, but was removed as part of the Reef Garden development. This toilet would be established adjacent to the MacRae Field as a public toilet facility to provide conveniences for users of the park and the wider Parklands and Tamatea community that has seen substantial residential growth. An example of the proposed toilet facility is shown below:



The proposed location will be north of the new car park area next to MacRae field and is shown in the plan below;



There is ongoing conversations with another sports club to establish in this general area and discussions that as part of a club development a changing room and toilet facility could be incorporated, however these plans are only in their infancy with no certainty around timing or funding.

3.3 Issues

There is the obvious issue of inappropriate ablutions in a public space which has triggered the need for the proposed facility. This lack of facility also has environmental impacts.

There is also an issue of funding this facility from a capital and operational perspective given it is an increase in the level of service which was not identified or budgeted in the 2021/22 Annual Plan.

3.4 Significance and Engagement

HBRFU have been engaged in the process from a need perspective and the Councils Building Team have also been consulted regarding the Building Consent process. If funding is approved further engagement with these parties will take place.

City Services have been engaged and have been providing the price estimates for the construction and operational cost for the proposed facility.

No further engagement has been undertaken or considered necessary given the existing approved masterplan for the area and minor nature of the building and works.

3.5 Implications

Financial

As council already own this building there will be no need for funding for the building itself, just the install, however there will be a shift of this infrastructure asset in our end of year capitalisation from store to Park Island.

An estimate for the install of the toilet block has been received at \$69,700. This is based on repurposing an existing toilet block we have in storage. To address any contingencies, an additional 20% is recommended to be added on top of this value, especially given the current construction environment. This makes the total capital funding request equate to **\$83,640**.

As this project is related to the growth of the cities sporting facilities and the growth of Parklands, it is considered that the most appropriate funding source is the *Financial Contributions Fund*. This has

been discussed with our finance team and there is currently sufficient budget in this fund to facilitate this project.

In regard to the operational cost, City Service have identified that the additional facility will cost an approximately **\$4,950** per year to clean, maintain and service. This will be a rates funded cost.

Social & Policy

The proposed toilet block proposal aligns with the Annual Plan Level of Service to *‘provide adequate toilets that are accessible, available and appropriately located for use by the public to safeguard the health of the community through the appropriate disposal of human waste in high use community area.*

The toilet will be fully accessible as to align with our NCC Disability Strategy and Building Act requirements.

Risk

The main risks of the proposal are as follows:

- a) Funding shortfall – to mitigate this we have provided up to date building estimates for works and contingency value included.
- b) Vandalism of Facility – This is a risk with any public facility and is budgeted for under the Public Toilet cost centre
- c) Inappropriate use – this is a risk with any public toilet facility, however it is proposed that the facility is locked at night will mitigate some of this risk
- d) Regulatory delays – The structure will need a building consent and confirmation under the District Plan that it is a permitted use.

3.6 Options

The options available to Council are as follows:

- a. Approve and fund the proposed prefabricated toilet block install and operation
- b. Delay installation and investigate the construction and cost of a full changing rooms and toilet facility
- c. Do nothing and wait for future club development on the site to proceed with any toilet block facility
- d. Delay project and request funding in next LTP cycle

3.7 Development of Preferred Option

Approve and fund the proposed prefabricated toilet block install and operation

At the meeting

The Officer took the report as read. In response to questions from the Committee it was clarified that:

- The Park Island Structure Plan provides for five to six fields and for clubs relocating to this location, but there are no immediate plans or funding for this in place for this. As such a toilet block should suffice for the time being and in the future a changing facility could be built if funds are allocated for it in a future LTP.
- The work on this project will get underway shortly if approved, and will be carried out by City Services staff. A geotech report and building consent will need to be obtained, and the Depot staff will refurbish the toilet block.

- Drinking fountains will be installed in suitable locations.
- The location for this toilet block was identified in the Park Island Masterplan in 2017 and approved by the Council.
- Infrastructure such as sewer and water services were installed in this area as part of the Hawke's Bay Rugby Union headquarters development.

3.8 Attachments

Nil

4. REPORT ON NAPIER WATER SUPPLY STATUS END OF Q3 2021-2022

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1455019
Reporting Officer/s & Unit:	Anze Lencek, Water Quality Lead

4.1 Purpose of Report

To inform the Council on:

- the status of Napier Water Supply (NAP001) at the end of the third quarter (Q3) of 2021-2022 compliance year

Councillors Simpson / Mawson

The Sustainable Napier Committee:

- Endorse** the report on Napier Water Supply Status end of Q3 2021-2022

Carried

4.2 Background Summary

Information presented in this Report is NCC 3 Waters Team's best understanding and interpretation of Drinking-water Standards for New Zealand 2008 (revised 2018) (DWSNZ) and Health Act requirements and our adherence to those requirements – the regulator body (Taumata Arowai) might have a different view when undertaking an annual compliance assessment at the end of the compliance year.

Previously Officers reported quarterly to the Drinking Water Assessor as the regulator via the District Health Board on water supply. Taumata Arowai are now the regulator and it is Officers' understanding that reporting to Taumata Arowai is required annually or by exception. Officers will continue to report to Council quarterly and this report will form part of the annual report to Taumata Arowai along with all other testing results.

4.3 Issues

The following points highlight the main issues and events relating to the supply that occurred in Q3.

A) Summary of any significant events that have occurred and changes to any of the supply elements, WSP and regulatory framework

- **Water Safety Plan (WSP).** Consultants Tonkin & Taylor produced and shared a draft WSP with NCC on 7 March 2022. WSP is currently being finalised with both parties input. Source Water Risk Management Plan draft is yet to be produced by the consultant, works are ongoing and close to completion.
- **Water Take Site.** On 1 March 2022 the dedicated Water Take Site at the end of Thames Street became the only site where approved contractors can take water from the reticulation going forward while fire hydrants water take permits have been revoked.
- **Mains cleaning.** This year's annual mains cleaning programme (aka pigging) will commence in May 2022 and will start in areas that have been missed in 2021 due to Covid-19 lockdown (Tamatea and Parklands).
- **Taumata Arowai.** Draft versions of new Drinking Water Standards, Drinking Water Acceptable Solutions, Drinking Water Network Environmental Performance, Drinking Water Aesthetic Values and Drinking Water Quality Assurance Rules (released 20 December 2021) have undergone public consultation (17 January - 28 March 2022). NCC, Hastings District Council, Central Hawke's Bay District Council and Wairoa District Council made a joined submission on all proposed draft documents.

B) Summary of progress against the WSP Improvement Plan

Improvement Plan is currently being reviewed and updated within WSP review process and the progress against the Plan will be reported once again when the new WSP is finalised and published.

C) Summary of significant reactive maintenance and major operations events

Q1:

- Nil.

Q2:

- **Otatara Reservoir hatch alarm incident.** An open hatch alarm was received 8:05 pm on 22 November 2021. The inspection confirmed the padlock was unlocked and the outer hatch possibly opened and closed back. The inner hatch was in place. Depot isolated the reservoir 8:30pm and secured uninterrupted provision of the supply area fed by the reservoir by forcing-on the Otatara booster. Extensive sampling including microbial, chemical and physical tests revealed no signs of contamination of the water inside the isolated reservoir. The reservoir was drained, cleaned, superchlorinated and retested before put back to service on 27 November 2021 at 2.00pm. Risk assessments into security of all reservoirs are part of the current WSP review process and the potential threats will be addressed and appropriate corrective actions outlined in the Improvement Plan.

Q3:

- Nil.

D) DWSNZ Treatment Plant / Bores Compliance overview

To date, **no** transgressions have been recorded at Treatment plants / Bores in 2021/2022 compliance year. Compliance per category per quarter and Overall Compliance is presented in the table over.

Bore / Plant name	Bacterial Compliance				Protozoa Compliance				Chemical Compliance				Radiological Compliance				Overall Compliance
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	2020-2021
A1 Bore	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		pending

C1 Bore	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		pending
T2 Bore	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		pending
T3 Bore	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		pending
T5 Bore	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		pending
T6 Bore	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		pending
T7 Bore	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		pending

E) DWSNZ Distribution Zone Compliance overview

To date, **no** transgressions have been recorded within Distribution Zone in the 2021/2022 compliance year. Compliance per category per quarter and Overall Compliance is presented in the table below.

Distribution zone name	Bacterial Compliance				Chemical Compliance				Overall Compliance	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	2021-2022	
Napier NAP001NA	✓	✓	✓		✓	✓	✓		pending	

F) Health Act 69ZE – ‘Duty to investigate complaints’ summary figures

Customers’ Service Requests (SR) are captured in MagiQ software. From a water quality and risks perspective, the main focus is given to clarity, odour, taste and pressure/flow issues. Numbers of SRs received for each of these categories are presented in the table below.

Service Request category	Q1			Q2			Q3			Q4		
	Jul21	Aug21	Sep21	Oct21	Nov21	Dec21	Jan22	Feb22	Mar22	Apr22	May22	Jun22
Q – Clarity	4	7	9	58	29	66	98	34	51			
Q – Odour	0	1	1	2	0	0	1	0	0			
Q – Taste	0	0	1	0	2	0	0	0	1			
Q – Pressure / Flow	1	0	1	0	4	2	4	3	4			

G) Production summary figures and water take Resource consent compliance

Summary of the drinking-water production (abstraction):

Water Production – All Bores	Q1			Q2			Q3			Q4		
	Jul21	Aug21	Sep21	Oct21	Nov21	Dec21	Jan22	Feb22	Mar22	Apr22	May22	Jun22
Production [m3 x1000]	649	667	677	753	809	860	935	759	816			

Summary on the current Resource Consent compliance and conditions:

- To date NCC has been fully compliant with Resource Consent conditions for 2021/2022. ✓

4.4 Significance and Engagement

N/A

4.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

No risks have been identified.

4.6 Options

The options available to Council are as follows:

- a. The purpose of this report is to present information to Council. Options have not been presented.

4.7 Development of Preferred Option

N/A

At the meeting

The Manager Water Strategy took the report as read and there were no questions on the report from the Committee.

4.8 Attachments

Nil

5. REPORT ON THREE WATERS REFORM PROGRAMME

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1456775
Reporting Officer/s & Unit:	Rebecca Huckle, Three Waters Reform Programme Manager

5.1 Purpose of Report

To inform the Council on the progress of the Three Waters Reform Programme within Napier.

Councillor Simpson / Mayor Wise

The Sustainable Napier Committee:

- a. **Endorse** the report on the Three Waters Reform Programme.

Carried

5.2 Background Summary

Three Waters Reform Programme was launched by the Government to reform local government three waters (3W - Water Supply, Wastewater and Stormwater) alongside the appointment of a new regulator. It is now over halfway through its three year anticipated duration with the programme of readiness due to complete in the next four months.

Napier City Council has undertaken a programme of work in readiness for this reform with funding support from the DIA to the tune of \$12.5m over a period of 20 months (November 2020- June 2022).

The goal for Council over this timeframe is to catch up on operational work that has not been prioritised in the past and to ensure that the assets, services, the data and the people are in the best state possible moving as the reform process progresses.

The key principles of **Napier City Council's** programme are:

- Improved capacity and capability to accelerate infrastructure projects
- Preparation of the team and local industry for upcoming standards as part of reform process
- Improving safety and quality of drinking water by fast tracking delivery of low manganese water to reduce dirty water events and address fire-flow issues
- Improving community and Māori/iwi engagement
- Upgrades to the three waters asset management system and maintenance management transformation programme

5.3 Issues

The Water Quality Improvement (Low Manganese Water) project and the Water Safety Plan Improvements project are both experiencing on-going delays due Covid-19 related disruption within the supply chain, including:

1. Procurement of materials and equipment, including water quality analysers.
2. Sub-contractors and third party utilities providing services to the projects.

5.4 Significance and Engagement

This programme is engaging with mana whenua through the *Iwi engagement on Three Waters and Cultural Values Assessments* programme of work. This piece of work aims to extend the Council's capacity and capability for engaging with Māori, including development of a cultural values assessment.

Council consulted with residents during the 2020/2021 summer break around what the community saw as key issues. 3W concerns were highlighted by this consultation, noting that some of the projects

in the reform programme going some way to addressing these concerns in combination with “business as usual” work.

5.5 Implications

Financial

Council has been given \$12.51m by the DIA to undertake a programme of work in addition to business-as-usual programmes. Detailed financial reporting on this spend is required quarterly to the DIA as part of the MOU, including hours spent by staff on each activity. Council has supplied co-funding for some of the projects, with the total anticipated spend for this project at \$19.25m

To date the committed spend against all projects is \$17.93m, with \$1.3m yet to be committed. Actual Spend to end March is \$13.44m

The attached report indicates current progress on the programme of work.

The projects and associated DIA spend are as follows:

COUNCIL	PROJECT	VALUE
Napier	a. Capital Projects:	\$10.05m
Total - \$12.51m	<ul style="list-style-type: none"> • Alternative Water Supply – address dirty water issues • Water Safety Plan - delivery of improvement items • Fire Flow Network Upgrades to meet levels of service • Scoping Three Waters Master Plan Projects – additional resources to assist with the delivery of the current and reform capital plan • Te Awa Structure Plan – Three Waters - additional funding to develop water infrastructure in Te Awa • Pandora Industrial Waste – works associated with trade waste and understanding flow and composition • Review of private water supplies – provide upgraded supply for the Meeanee School hall 	
	b. Planning and Asset Management Projects:	\$1.95m
	<ul style="list-style-type: none"> • Parks Water Bores Investigation and Implementation – assessment of bores and commence consenting process for water conservation • Essential Service Planning and Contributions Policy – ensure that three waters programmes are funded appropriately to develop the networks • Maintenance Management Practices - Develop maintenance management practices and workflows and integrate these into the Asset Management System • Delivery Improvement Review – systems and process development • Asset Management Systems & Data Collection • Three Water Models & Masterplans – peer review of models, additional calibration, and peer review of master plans 	
	c. Collaborative Projects:	\$520k
	<ul style="list-style-type: none"> • Iwi engagement on Three Waters and Cultural Values Assessments – extending the capacity and capability for engaging with Māori, including development of a cultural values assessment • Regional Water Projects 	

Progress:

Water Quality Improvement is progressing with the completion of the A3 bore at Meeanee Road. Work is underway on the new bore (T8) at Guppy Road, Taradale with a temporary drilling pad and accessway being constructed, anticipated depth is 80m.

Fireflow Network Upgrades has completed with commissioning having taken place in March.

A Peer review of the Three Waters Models is now underway with the three consultancies contracted (Beca, GHD and Tonkin + Taylor) working with the original modelers Stantec. Structure Plans are also progressing with GHD, with phase one to be complete by 30th June, phase two will complete later in the year with BAU funding.

Asset Management Systems and Data Collection continues with the upgrade of the current system, with contractors engaged and onboard. Significant progress has been made with

Delivery Improvement Review work targeting carbon zero and climate risk & maturity continues. Reports from consultants undertaking the work have been provided and are being reviewed.

Iwi Engagement continues with the support of Te Waka Rangapū. The first of a series of wānanga with Ngati Pārau took place on the 11th of March. This included site visits to the Wastewater Treatment Plant, Mataruahou and the Westshore tidal gates. Te Taiwhenua will present a draft workplan to Council by the end of April. Anticipated underspend has been allocated against the Water Quality Improvement Plan project to decrease its co-funding spend.

Regional Collaboration Projects have now ceased due to lack of traction. After discussion with the Programme Manager for this piece of work, NCC's portion of the underspend, including the portion for the contestable fund has been returned to the Council's budget and allocated against the Water Safety Plan Improvements project.

Crown Infrastructure Partners (who monitor the projects for DIA) have completed an audit of the programme focussing on four of the projects (Water Quality Improvement, Water Safety Plan Improvements, Te Awa Structure Plan and AM Systems & Data Collection. There have been some small recommendations as a result, which can be addressed in the coming month alongside DIA final reporting.

Social & Policy

There are no social and/or policy implications associated with this report.

Risk

There is a risk of further Covid-19 related disruption to both the Water Quality Improvement (Low Manganese Water) project and the Water Safety Plan Improvement projects, where Trility is the main contractor for both, arising from the following:

1. Delay to the procurement of structural steel (Water Quality Improvement project only).
2. Delay to completion of software design due to key sub-contractor contracting Covid-19.

The cost and time impact for both projects are summarised below:

1. Water Quality Improvement project
 - a. Practical Completion date delayed 4 weeks beyond 30th June DIA funding date.
 - b. \$60,000 approx. worth of committed contract costs to be incurred beyond 30th June 2022 DIA funding date.
 - c. Council staff and consultant time (and cost) for continued involvement in delivering the project.
2. Water Safety Plan Improvement project
 - a. Practical Completion date delayed 4 weeks beyond 30th June DIA funding date.

- b. \$70,000 approx. worth of committed contract costs to be incurred beyond 30th June 2022 DIA funding date.
- c. Council staff and consultant time (and cost) for continued involvement in delivering the project.

The mitigations to be applied to both projects are summarised below:

1. Sooner than required purchase of off-site materials and equipment.
2. Resequencing of delivery programme, where possible, to mitigate delayed projects (as far as possible) while still achieving quality standards.
3. FY 22/23 Water Project budget funding available to cover committed costs incurred after the 30th June 2022 DIA funding date.

1.6 Options

The options available to Council are as follows:

- a) To endorse this report on Implementation of the Three Waters Reform Project

5.7 Development of Preferred Option

This report is for information purposes only.

At the meeting

Officer took the report as read. In response to questions from the Committee it was clarified:

- The Regional Collaboration Projects Funding has been placed against the Low Manganese Water Project and removed some of the co-funding in order to ensure the reform money is committed.
- It is favourable that Council will spend the \$12.5 million it was allocated for the three waters reform projects.

5.8 Attachments

- 1 Three Waters Reform Progress (Doc Id 1456780)



3 Waters Reform Program 2021 - March 2022

Total Budget:	\$19.27m
Committed:	\$17.93m
This Report:	19-Apr-22
Total Expenditure:	\$13.44m
Total Upfront Payment:	\$6.13m
Additional Payments	\$3.2m
Next Payment April 2022	

Key:

On Track- Good Progress

Behnd Plan- Progress needs to be made

Complete

The stage(s) complete

No.	Project	Description	Value	Committed to Date	Sponsor	Key Lead/ Project Manager	Progress	Financial	Stage					Progress Comments	Project Risks & Issues.
									Scoping	Procurement	Project Underway	Final Review/ Commissioning	Project Complete		
1	Water Quality Improvement Project	Low Manganese water (reduce water quality issues for the city thorough alternative supplies)	\$5.79m	\$5.097m	R Huckle	Iain Sutherland (Beca)								A2 bore drilling complete, A3 due to complete within the week. Testing of A3 has indicated low manganese and iron. Commissioning will proceed.T8 bore due to commence in the next 4-6 weeks. Tenders have been let, containerised treatment plants being produced as per Water Safety Plan Delivery reported below. Due to extended scope, cofunding has been provided from LTP budget. Programme on-track	Consenting - highest risk Timeliness Procurement of physical assets is a challenge with Covid related shortages, now compounded by extended international delivery times due to Ukraine crisis.
2	Water Safety Plan Delivery of Improvement Items	Water Safety Plan Delivery of improvement items (provide network monitoring to manage quality and safety of the water supply and deliver other network improvements.	\$1.470m	\$1.359m	R Huckle / T Garrett	Tom Garrett (Beca)								Design and build has commenced, with EA approval currently being sought. Materials are being procured ahead of time where possible	There has been some slippage in the delivery schedule which could push completion date out near to 30 June deadline. PM working with Trillity to try and mitigate, however some key staff now being affected by Covid.
3	Fire Flow Network Upgrades to meet Levels of Service	FW-2 (Address urgent fireflow issues across the network as identified from recent model and master plan project outcomes)	\$2.42m	\$2.622m	R Huckle / T Garrett	Karlton Karangaroa								Onehunga Rd 95% complete and awaiting commissioning. Franklin Road is 95% complete and awaiting connections to be added before commissioning, Le Quesne is 95% complete. An underspend has been apportioned between Projects 5 and 9.	A very small risk that the \$50k contingency will overspend on pipe connection work.
4	Parks Water Bores Investigation and Implementation	Parks Water bores Investigation and implementation (Increase resilience and improve water conservation)	\$0.37m	\$0.459m	R Huckle	Mike Alebardi								Final report for decommissioned boreshas been delayed by consultant. Now expected by end of April. This will be the last piece of work to complete this project	
5	Review of Private Water Supplies	Review of Private Water Supplies (Provide upgraded supply for the Meaane school and hall)	\$0.65m	\$0.168m	R Huckle / T Garrett	Tom Garrett (Beca)								The project has been tied in with the Awatoto Industrial water supply. Now progressing with D&B option, tender process beginning.	Completion at risk due to contractor panel delays. Mitigation by looking at combined Design & Build option and procurement of physical assets ahead of time
6	Peer Review 3 Waters Models & Master plans	Peer review - 3 Water models & Master plans (Continue with the master planning process by undertaking peer reviews of models, additional calibration and peer review of master plans	\$0.35m	\$0.31m	R Huckle	T Garrett (Beca)								Peer review of modelling went to tender with preference for all three waters to be reviewed by the same consultants. There was no appetite by consultants to review all three. PM now taken this to contractor panel who are responding with preferred models to review	Appetite by consultants to provide the reviews- due to lack of resource is still an issue, however this is being mitigated by the use of the new contractor panel.
7	Scoping Three waters Master Plan projects	Engineering expertise to assist with the upfront work to deliver the \$449m of Three Waters capital works coining up in the 10 year plan	\$0.69m	\$0.675m	R Huckle / T Garrett	3W team								Additional Resources engaged and underway with scoping and managing the water programme. Good progress being made.	
8	Te Awa Structure Plan and 3 Waters Infrastructure	Te Awa Structure Plan - 3 Waters (Enable growth and address affordability issues)	\$5.4m	\$5.372m	R Huckle	Jamie Goodsir								Project Back on track now with 3 contractors on site. Have transferred total to the project budget from this code to the project code.	Further delays to the project from scope changes
9	Pandora Industrial Wastewater Pipe	Back up project replacing the WW outfall chamber as this was already repaired. Updated project will be used to install flow meters on tradewaste customers.	\$0.39m	\$0.193m	R Huckle	Matt Johnston (Beca)								Design and build phases now underway with design nearing completion and EA approval sought. Flow meters and sampling stations have been identified civil contractor has been engaged wiht work to commence wihtin the fortnight.	There is a risk that the lead time for the meters and samplers could cause to project to come close to project deadlines. Civil contractor may encounter issues at more complicated sites.
10	Asset Management Systems & Data Collection	Data Collection - EAM (Fully implement an upgraded enterprise asset management system for 3W team, undertake asset data condition assessments and upgrade information	\$5m	\$0.452m	R Huckle	Andrew Hartrick								Work continues at pace with all parties required to complete the work engaged and looking to complete by mid- May.	Software companies not delivering on promised upgrades. Increase in costs is a risk.
11	Delivery Improvement Review	Delivery improvement review (integrate Project Management Framework, contract management, procurement, design, PMO etc. to improve our project management and delivery capability	\$0.349m	\$0.346m	R Huckle	R Huckle								Consultants engaged to assist with delivery improvement, lead by Project & Design. Carbon reduction project and Climate Change roadmaps are in the final stages with draft reports having been presented to Heather Bosselman. Presentations to ELT and councillors to be held.	Buy-in and support from Council staff due to capacity.
12	Maintenance Management Practices	Extend MMTP (Deliver Maintenance Management Transformation Programme faster and equip our internal service provider to be more competitive in preparation for the reform whilst improving asset data and operational processes	\$0.131m	\$0.139m	R Huckle	AMIT/ 3W teams								Stantec currently working on the P&IDs (Piping & Instrumentation Diagrams) for all pump stations. The delivery of these has been delayed, and these are now expected to complete by 30th June.	Stantec making not as much progress as required to complete. This is now being managed more closely by the reform PM.
13	Waters Essential Services Plan and structure plans	Essential Services Plans and FC/DC Policy review (Ensure that 3W programmes are funded appropriate ly and that our FC/DC policy is upto-date and robust to enable capture of funds to develop the networks)	\$0.29m	\$0.188m	R Huckle / T Garrett	Develop-ment & Stds Team								GHD have been engaged by City Strategy to provide structure plans. This piece of work has been delayed, and will therefore only partially complete by 30 June. This will however use the remaining budget.	There is a risk that the deliverables agreed will not hit the 30th June deadline. Strong project management by City Strategy is required.
14	Iwi Engagement on 3 Waters & Cultural Values Assessment	Iwi Engagement on 3 Waters (Extending the capacity and capability for engaging with Maori and mana whenua, including development of a cultural values assessment	\$0.30m	\$0.306m	R Huckle	Te Waka Rangapū / R Huckle								Ngāti Pārau and Te Taiwhenua are now engaged with NCC, providing plans for their engagement around 3 Waters. Assistance and guidance are being provided by Te Waka Rangapū	There is a risk that reports from Iwi will not be submitted on time, therefore delaying spend.
15	Regional Projects	Regional Projects : a \$500,000 allowance has been made to work on Regional Projects. The local suppliers have worked together to develop a shared regional programme of work, valued at \$1.4m	\$0.220m	\$0.213m	Toni Goodlass	T Goodlass and external providers								There is no more work to be progressed on the Regional Programme. The remaining \$280k underspend has been applied to Project 1. The remaining \$7k has been used with residual costs.	Project Closed.
		Three Waters Reform Programme RFI		\$0.754m	AMIT Team	Various								Project largely completed, some remaining questions coming from DIA and WICS.	
		Regional Private Supplier Assessment		\$0.3m	Toni Goodlass	Various								RFP scoped and DIA involved in finalising scope. Calls to private suppliers underway	
		Regional Contestable Fund for private - scheme assistance and support.												scoping discussions underway	
		Regional Engineering code of practice												Project no longer visible	
		Regional Audit of Asset Management/GIS systems												Project no longer visible	
		Regional Cadet and Operators Scheme												This project no longer a viable option	

6. ADOPTION OF THE CODE OF PRACTICE FOR LAND DEVELOPMENT AND SUBDIVISION INFRASTRUCTURE

Type of Report:	Procedural
Legal Reference:	Resource Management Act 1991
Document ID:	1456794
Reporting Officer/s & Unit:	Retha du Preez, Team Leader Development and Standards

6.1 Purpose of Report

For Council to:

- Note the key changes to the Code of Practice for Land Development and Subdivision Infrastructure.
- Adopt the proofread Code for Practice for Land Development and Subdivision Infrastructure, March 2022.

Councillors Simpson / Browne

The Sustainable Napier Committee:

- Note** the key changes to the Code of Practice for Land Development and Subdivision Infrastructure.
- Adopt** the proofread Code of Practice for Land Development and Subdivision Infrastructure, March 2022.

Carried

6.2 Background Summary

The Code of Practice for Land Development and Subdivision Infrastructure (the Code) sets the standard for the design and construction of public infrastructure within the Napier City territorial boundary. The Code sets out performance criteria for land development and subdivision infrastructure and provides a means of compliance with the obligatory requirements of the Napier City District Plan and the Resource Management Act.

The Code has been significantly updated from the pre-existing “Code of Practice for Subdivision and Land Development – Parts A, B, C and D to M” dated March 2019 because the document was difficult to follow. These Parts have been reviewed and incorporated into the Code and/or referred to the District Plan as follows:

- Part A: Resource Management Requirements – are almost entirely contained within the District Plan (with the exception of Section 7.2) and duplicated in the Appendices which form part of the Code
- Part B: Engineering Performance Criteria – which sets minimum criteria, are now integrated throughout the Code.
- Part C: Engineering Standards – sets the mandatory requirements, are now located in Sections 2.1.1, 3.1.1, 4.1.1, 5.1.1, 6.1.1 and 7.1.1 of the Code.
- Parts D to M: Design and Construction (a Means of Compliance) – is integrated throughout the Code.

The Code’s structure has been aligned with NZS4404 for easy reference between the documents and duplications have been removed. In drafting the Code, more reliance was placed on industry documents, seismic resilience, and sustainability which follows the best practice guidelines in New Zealand. A review was undertaken of all the as-built drawings to better align these drawings with Council and developers' expectations.

The changes and amendments to the Code are intended to better align the Code with:

- NZS4404:2010 (Land Development & Subdivision Infrastructure Standard)
- Hastings District Council documentation

- National and International Standards
- Environmental Regulation Changes, Sustainability and Climate Change best practices
- Industry best practise guidelines

The philosophy underpinning the Code is to:

- Maximise the efficient use of infrastructure resources to ensure that any infrastructural development work is cost-effective and appropriate for the long term.
- Provide a means to achieve requirements set down in the District Plan, resource consents, or contracts when specified.
- Provide a means for alternative/innovative design and construction to be considered when undertaking infrastructure development or development works.
- Provide context and support to urban design when considering development works proposals.
- Be used for the design and construction of new infrastructure and maintenance of existing infrastructure, including asset renewal, unless the standards are not compatible with the existing standards.

The revised Code will provide clarity and alignment for the developing community and provides for a more resilient sustainable infrastructure for Napier City Council.

The Draft Code was released for comment in parallel with the Draft District Plan during August and September 2021. Feedback was received from Napier City Council Infrastructure teams and the Hawkes Bay Regional Council with minor changes recommended to the Code.

6.3 Issues

The pre-existing Code of Practice for Subdivision and Land Development was difficult to follow. The document does not include the latest industry best practices or requirements for seismic resilience or best practices to make provision for future climate change. Furthermore, the existing Code does not align with Waka Kotahi (NZ Transport Agency) guidelines, Hastings District Council and industry best practice guidelines which confuses the development community.

6.4 Significance and Engagement

The draft Code was released for comment in parallel with the Draft District Plan during August and September 2021. Feedback was received from Napier City Council Infrastructure and Environmental teams and the Hawkes Bay Regional Council with minor changes recommended to The Code.

6.5 Implications

Financial

Being a technical document there are no direct financial implications.

Social & Policy

N/A

Risk

Being a technical document there are no direct risks associated with the report. The risk to Council associated with the Code is that if Council does not proactively review and integrated the latest industry requirements, Council's infrastructure will be reliant on older infrastructure guidelines that do not address sufficiently a more resilient and sustainable infrastructure.

6.6 Options

The options available to Council are as follows:

- a. Adopt the attached Code of Practice for Subdivision and Land Development, March 2022, once proofreading completed.
- b. Status Quo – The Code of Practice for Subdivision and Land Development – Parts A, B, C and D to M" dated March 2019.

6.7 Development of Preferred Option

Adopt the Code of Practice for Subdivision and Land Development, March 2022.

At the meeting

The Officer spoke to report and in response to questions from the Committee it was clarified:

- Regulating private lighting installations sit outside of this Code of Practice. It is something that is controlled via the resource consenting process and the District Plan.
- Similarly, for new innovations in housing, where a dwelling may be independent of Council infrastructure, these structures will be dealt with under the District Plan and in the consenting phase.
- This code will be updated annually to accommodate issues such as climate change, meeting its challenges with newly developed technology and climate friendly products.
- There are some provisions in the Code for inundation, but further investigation is still required.

6.8 Attachments

- 1 Code of Practice for Land Development and Subdivision Infrastructure (Doc Id 1456796) (*Under Separate Cover*)

7. CAPITAL PROGRAMME DELIVERY

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1453428
<i>Reporting Officer/s & Unit:</i>	Jon Kingsford, Director Programme Delivery

1.1 Purpose of Report

To provide Council with information on the 2021 Long Term Plan (LTP) Capital Programme and initiatives underway to improve Capital Programme Delivery.

Councillors Simpson / Chrystal

The Sustainable Napier Committee:

- a. Receive the report titled "Capital Programme Delivery".

Carried

1.2 Background Summary**Situational update**

Covid-19 continues to impact on planned timeframes associated with the delivery of Napier's capital programme both in terms of planning and construction. This is resulting in completion dates for phases of work on a number

of projects being pushed out. For projects in the construction phase these delays have been exacerbated further by prolonged wet weather (Napier has received just over half its annual rainfall in February and March).

Ongoing issues with supply chains are also causing delays in expenditure, with a number of projects having financial commitment but not expenditure.

Annual inflation has hit 6.9 per cent for the year to 31 March 2022, the largest move since a 7.6 per cent annual increase in the year to June 1990 quarter.

Capital Programme Summary

Currently the Design and Projects team have 40 projects in progress to the value of \$22 million, with the balance of projects being managed within each activity to which they relate.

Projects Going to Tender

The following notable projects are progressing through the tender in this reporting period:

- Pandora Industrial Pipeline Flow Meters
- Taradale Library Air-conditioning Upgrade – Registration Of Interest
- Western Hills Cemetery Extension Stage 2
- Supply and Maintenance of Public Space Closed Circuit Television Cameras
- War Memorial Roll of Honour Plaque Restoration
- Civil Building Demolition - Request for Proposal
- Internal Audit Services for Hawkes Bay 5 Councils - Request for Proposal

Contracts Awarded

The following notable projects have successfully completed the procurement process in this reporting period:

- Essex Street Playground Civil Works
- Maggie's Way – Dolbel to Otatara

Projects nearing/at completion

The following notable project is nearing completion of the construction phase in this reporting period:

- FW2 Fire flows network upgrades

The attached report (Appendix 1) further demonstrates the progress of notable projects currently underway.

Processes Undergoing Review

In order to improve programme delivery performance, a number of initiatives and reviews are in place. The objective of these reviews is to ensure processes are fit for purpose and as efficient as possible with respect to the time to complete them. A selection of these work packages are summarised below:

Council's Project Management Framework

Council is undertaking a review of the following PMF stages to ensure best practice:

- Project Classification
- Project Lifecycle
- Roles and responsibilities
- Project Governance
- Project Reporting

The outcome of this review is likely modifications to the Project Management Framework in Cycle and the development and delivery of training material to project related staff across Council.

Project Financial Reporting

Council will reassess what level and detail of financial information is required to enable project teams to track spend on projects. The review team will then look to see if the revised information needs can be met by existing systems or whether different tools are required.

This review will be informed by other packages of work relating to the Project Management Framework so has not commenced as yet.

Programme and Project Reporting

Cycle now has a new reporting module that enables users to develop their own reports tailored to their own and stakeholder needs. Council will be reviewing this module with the intention of developing new reports to meet Council reporting requirements.

This work is contingent on the review of the Project Management Framework so has not yet commenced.

NCC Project Management Manual

Together with the above packages of work, Council's existing project related manuals, documentation and templates are being reviewed. This documentation will be complemented with training material that can be rolled by repeatedly to Council Officers and panel members involved in the development and delivery of Council projects.

As part of this initiative, work has commenced on the development of project scoping templates so that better direction can be provided to Activity and Asset Managers as they work up project scopes for the Programme Delivery team. These templates will be included in the Framework Review, manual and training materials.

Procurement Opportunities

Council Officers are now starting to look at next year's capital programme of works and what that entails. These initial discussions include consideration of what if any bundling opportunities exist, both in terms of engagement with Panels of service providers and bundling of projects for procurement of physical works.

Project Management Training

Introductory training on Project Management fundamentals is currently being developed. This level of training is intended for new staff members and/or staff members new to projects that do not have a great deal of experience in developing or managing project of any size. The training is intended to cover Project Management Principles of cost management, time management, risk management and reporting.

This work is likely to commence in mid to late May however exact timing is contingent on attendee availability.

Delivery Capacity Constraints

As previously reported to the Audit and Risk committee, capacity constraints across Asset and Activity Management sectors of Council present a risk to programme delivery. This risk is playing out with the areas of the business who have sought funding through Activity/Asset Management and Long Term Plan (LTP) processes to address problems and needs not having sufficient capacity beyond delivering on their primary role requirements to develop project scopes to enable a project to be progressed.

This risk was recognised at the commencement of the current financial year and actions have been taken in an attempt to alleviate these constraints. The Three Waters Technical Panel of consultants and the Project Management Panel of consultants are intended to augment internal resource capacity to enable more effort to be directed at the scoping of projects. With respect to the Three Waters Technical Panel, the primary intent of that panel is to provide additional specialist resource to enable the necessary investigation and examination of LTP funded line items to be fully understood, scoping document written and standards to be specified that will then enable projects to be progressed as envisaged. Monthly review meetings involving the Three Waters Programme Manager and the Programme Delivery team are being implemented so as to ensure that "best fit" available resources, either internal or external, are allocated to projects to advance progress as efficiently as possible.

The Project Management Panel has augmented Council's internal project management capacity and will enable Programme Delivery Directorate to provide early support to Asset and Activity Managers in the development of project scopes. Workshops on activities with large capital programmes in the 2022/23 years are already underway to assess how projects not completed this year will impact on next financial years programme, to

identify any bundling opportunities and to determine what support Programme Delivery can provide to progress the collective programme of work. While these initiatives are work in progress they are a good indication of the level of collaboration occurring across the business to improve programme delivery.

1.3 Issues

Industry Capacity

Many projects, both Council and privately delivered are experiencing delays relating to resourcing constraints as a result of Covid-19. This has been further exacerbated by multiple inclement weather events.

1.4 Significance and Engagement

This report is for information purposes only.

1.5 Implications

Financial

The financial performance of individual projects does not form part of this report.

Social & Policy

There are two primary issues which have resulted in the completion of the Centennial Hall flooring replacement and lighting upgrade project being delayed. These include contractors staff being compromised by Covid-19 and delays in materials including the wall linings around the events centre, floor tiles, carpeting and vinyl in the front entrance. The front entrance is the priority, once this is completed, including the reinstatement and fire compliance, the events centre will be back to full operation.

It should be noted that there have been delays in the Centennial Hall floor replacement and lighting project which have resulted in cancellation of school basketball.

Risk

Significant project risks are reported to Council separately via the Audit and Risk Committee.

1.6 Options

This report is for information purposes only.

1.7 Development of Preferred Option

This report is for information purposes only.

At the meeting

The Officer spoke to the report and in response to questions it was noted:

- There is a possibility the scope for the Ellison St to Marine Parade Walking and Cycling improvements project may need to be reduced. There have been timing delays as a result of weather and Covid-19 related delays. Extra time spent on a project pushes the costs up, and this project already had a very tight budget. Officers are considering taking out part of the work on the Marine Parade to keep the project to budget and to meet deadline. The Ministry of Business, Innovation and Employment are aware of the current impacts on the construction industry and are in discussion with Council about the funding conditions on this project.
- The Maraenui Splash Pad project is an integrated project where funding is coming from several sources and which involves several areas of Council. It is currently on track to be completed at the end of June. Council will review the traffic management plan in light of feedback that the community are finding the current situation confusing.
- Officers are looking at combining the Poraiti Road Corridor Improvement project with the Puketitiri Road Safety Improvement project to get the best outcome for the intersection of the roads. The Council transport and project teams are in contact with the Emerald Hills developer to get the best and most timely outcome for the intersection.

7.8 Attachments

- 1 Capital Programme Report

PROJECT NAME	ASSET DISCIPLINE	PROJECT UPDATE	PROJECT PHASE	% OF PROJECT	FINANCIALS	SCHEDULE	REASON FOR RED OR AMBER STATUS	COMPLETION DATE
McLean Park Digital Screen	Business & Tourism	There has been a Covid enforced delay in the project. The manufacture of the screen will not be completed until 30th of June 2022. This will then be followed by 6-8 week shipping time, followed by 4 weeks install and commissioning. This places physical completion of the project at the end of Sept 22. Rental screens will be sought in the meantime.	Initiate				Covid enforced delays in the project	Sep-22
Civic Building Demolition	Community Services	Demolition Contract currently out for tender	Procurement					
Centennial Hall (RGCEC Floor and Lighting Replacement)	Building Asset Management	Carpentry, vinyl and foyer flooring work underway, although delays due to COVID experienced.	Construction	59%			Covid enforced delays in the project	Jun-22
Marine Parade War Memorial	Business & Tourism	Developed Design is currently being costed by QS. A final design for the floral clock is nearing completion.	Design	59%				Jan-23
Napier Aquatic Centre Expansion	Sports & Recreation	report to be presented to Council March 2022.	Survey					
Swan Memorial Lamp Repair	Parks Reserves and Sportsgrounds	The project has been delayed by two months and is expected to be finished by end of May.	Procurement	82%			Two months behind the original schedule.	May-22
Aquarium Reef Tank Diver Access Investigation	National Aquarium	The project has been delayed by two months due to Covid related resource constraints faced by the fabricator.	Construction	57%				May-22
Dolbel to Otatara (Maggie's Way)	Parks Reserves and Sportsgrounds	Contractor to commence works week starting 2nd May	Construction	72%				Aug-22
Western Hill Extension - Stage 2	Parks Reserves and Sportsgrounds	Amendments to designs have been signed and through Engineering approval. The contract is out for tender and closes on 6th May 2022.	Procurement					Oct-22
Essex Street Reserve Playground Renewal	Parks Reserves and Sportsgrounds	Civil Tender Awarded, construction due to Commence in May	Construction	71%				Aug-22
Puketitiri Road Safety Improvements	Transportation	Concept design completed. Information on Emerald Hilldevelopment is required to progress the design further.	Design	5%				
Marewa Shops Improvements	Transportation	Awaiting further instructions from project sponsor.	Design	55%				
HBRU Game Field	Sportsgrounds	Lights livened. Consultant closing out commissioning.	Construction	69%				Jun-22
Poraiti Road Corridor Improvements	Transportation	Project deferred due to likely integration with Puketitiri Road Upgrade. With Sponsor.	Programme	29%				
Munroe Street WWPS	3 waters	EA issued 25/11/2021. Depot to complete construction. To by completed by July 2022.	EA	59%			Project budget to be confirmed. New GL to be determined post EA.	Jul-22
Parklands Area 3 Stages 8, 9, 10	Parklands	Downer are 60% complete overall. Stage 8 (Separable Portion A) is 85% complete and programmed for completion this month. Project programmed for completion in July 2022. Project budget of \$6M. 62% of contract value complete. Covid is impacting schedule and materials availability.	Construction	88%				Jul-22
Whakarire Ave Coastal	Reserves	Design Consultant to interview those who downloaded the document but did not tender, with a view to encouraging more tenderers. Specifications may change. HBRC consent extensions required. Current plan is to re-tender mid 2022 for a March 2023 start.	Tender	63%			Consultant to review documents to hopefully reduce costs.	Dec-23
Ellison St to Marine Parade Walking & Cycling Improvements	Transportation	Covid is impacting the contractor, causing completion delays and adding cost. Contract completion expected in June 2022. Revised completion date negotiated with MBIE of 30/06/2022. The \$2.747M budget is very tight with current scope. The scope may need to be reduced if there is insufficient budget.	Construction	62%			37% of budget spent. Potential for the current budget to be insufficient in order to complete the current scope. Contractor behind schedule. Poor weather and Covid is impacting completion.	Jun-22
Eriksen / Kenny Rd Intersection Upgrade	Transportation	Project in construction phase, 75% through the latest programme. 58% of contract value spent. Scope had increased as adjoining developers connect to new services now rather than when the road is newly sealed. Current programme completion in July 2022. Poor weather and Covid impacted the schedule.	Construction	63%			Large variations approved for EOT delays, methodology changes , extra TTM. Possibly additional contingency required.	Jul-22
FW2 Fire Flow Network Upgrades	Water Supply	All pipe is in the ground. Commissioning is underway.	Construction	68%			delays due to contract & COP clash	May-22
Spencer Road Retaining Wall	Transportation	External PM working on Procurement Plan. External design construction estimate to be updated.	Procurement	50%				Dec-22
Thompson Road Slip Remediation	Transportation	External PM working on Procurement Plan. External design construction estimate to be updated.	Procurement	45%				Dec-22
Clyde Road Retaining Wall	Transportation	External PM working on Procurement Plan. External design construction estimate to be updated.	Procurement	49%				Dec-22
Hadfield Terrace Retaining Wall	Transportation	External PM working on Procurement Plan. External design construction estimate to be updated.	Procurement	48%				Dec-22

PROJECT NAME	ASSET DISCIPLINE	PROJECT UPDATE	PROJECT PHASE	% OF PROJECT	FINANCIALS	SCHEDULE	REASON FOR RED OR AMBER STATUS	COMPLETION DATE
Ocean Spa Upgrades (Sauna and Steam Room)	Parade Pools	The Contractor has purchased all specialists materials - they are on their way to NZ from Finland, ETA to Napier late June 2022. Aimed at getting Contractor on site 2 weeks before material delivery.	Design	85%				
Westshore to Ahuriri Walking & Cycling Connectivity	Transportation	Awaiting an independent safety audit to take place. Additional potholing is required to move stormwater to a more suitable alignment.	Design	61%			Design delays	
Ocean Spa - Changing Rooms Renewal	Sports & Recreation	Designer working on a detailed concept plan. ETA end of May 2022.	Design	53%				
Steps and Ramps 2020/21 (Onslow Steps)	Transportation	The tender is with the Engineer for final review. Designs have been completed and fabrication has started. Aimed at having the steps onsite mid-May and the work to be completed within this financial year.	Design	71%				Jun-22
Airport Sewer Pump Station Renewal	Waste Water	Retaining wall complete, terminal manhole, valve chamber and over flow complete . Dewatering from this point onwards is expected to be low. Variations claimed to date have exhausted the contingency for this project. It is estimated that an additional \$100k is required to cover the remaining work to complete.	Design	88%			Increase in budget is likely. Delays due to the rainfall event.	Aug-22
Reservoir Inlets and Outlets Improvements	Water Supply	This project is now on hold pending further work on the budget by the asset management function.	Options review	56%			Design report approval outstanding. Further delays may impact on material costs.	
Taradale Library Air Conditioning Upgrade	Libraries	Revised costing indicates final project costs likely to now be approx \$500k. Project is now out for RoI, with target date for contract award of 10 June. This should allow the Contractor to begin procurement of long-lead time equipment	Procurement	81%			Engineers estimate on market costs confirms likelihood that contracted works will be higher than forecast late 2021.	Nov-22
Aquarium Sea Water Supply Pump	National Aquarium	Project is almost ready to execute pending receipt of construction estimate and related schedule from the Depot. This is expected by the end of April.		78%			Budget to be re-evaluated once construction estimate received form Depot.	
Ahuriri Regional Park Master Plan	Infrastructure	The Working Group met on 14th February 2022 to discuss governance structure options. Further discussion required with Mana Ahuriri	Initiate	5%				2027
Hospital Hill falling main	Infrastructure	Preliminary design and alignment of stage one.	Initiate	0%				
Lagoon Farm Diversion	Infrastructure	The detailed investigation and preliminary design to start in 2021/22 and competition by June 2027	Initiate	0%				2027
New Taradale - Rising & Falling Trunk Mains	Infrastructure	Preliminary design work being scoped and implemented with 148k carry over budget.	Initiate	11%				
Standby Generators for Pumpstations/Reservoirs	Infrastructure	Procurement Process Completed.	Plan and Execute	50%				
Thames/Tyne Property encroachment strategy.	Infrastructure	Concept being developed.	Programme	33%				
Water Supply Network – Master Plan Peer Review	Infrastructure	part single peer review contract to review both model and master plan. Reform Consultant assigned as PM as project funded by reform - to manage project execution.	Execute	50%			Availability of Consultants to undertake the work	
Water Supply Network Hydraulic Model	Infrastructure	Water Model is in the final stages of calibration. and has been used to provide input into the master planning projects.	Initiate	0%				
Water Supply Network Hydraulic Model – Model Peer Review	Infrastructure	Model peer review templates underway and single Procurement Plan for all reviews to follow.	Execute	48%			Availability of Consultants to undertake the work	
WS_Mataruahou (Napier Hill) Reservoir	Infrastructure	Procurement for a Project Manager completed	Plan and Execute	49%				
WW Outfall - Consenting	Infrastructure	2021.08.02 Procurement plan is currently being developed.	Programme	25%				
WW_Pandora Industrial Tradewaste Treatment	Infrastructure	Tender process for remediation contract underway	Initiate	16%			time taken to get to tender. Schedule to be reset.	

8. BETTER OFF FUNDING

Type of Report:	Contractual
Legal Reference:	Local Government Act 2002
Document ID:	1459320
Reporting Officer/s & Unit:	Adele Henderson, Director Corporate Services

8.1 Purpose of Report

The Minister of Local Government has announced that councils are now able to put forward proposals for the first \$500 million of Crown funding from the Three Waters reform 'Better off' support package. The funding is for local government to invest in local community wellbeing and can be used for capital or operating initiatives. The remaining \$1.5 billion is available from 1 July 2024. Council will need to determine whether it will apply for funding.

Mayor Wise / Councillor Simpson

The Sustainable Napier Committee:

- a. Approve Napier City Council to prepare an application for the Tranche 1 'Better off' support package available as part of the Three Waters Reform up to \$6.46m, subject to Crown agreement that Napier City Council can continue to exercise its democratic right to oppose and/or voice concerns and/or question the legitimacy of the Three Waters Reform proposal;
- b. Note that, subject to the decision above, the Funding Agreement and Funding Proposal will be brought back to Council for approval.
- c. Note any application to the Better off support package would need to be subject to the Chief Executive confirming this will not affect council's ability to deliver our existing water works programme, capital and operational.

Councillor Boag voted against the motion.

Carried

8.2 Background Summary

The Minister of Local Government has announced that councils are now able to put forward proposals for the first \$500 million of Crown funding from the Three Waters reform better off support package. The funding is for local government to invest in local community wellbeing and may be applied to capital or operating initiatives. The remaining \$1.5 billion has been signalled to be available from 1 July 2024.

Funding allocation

The Heads of Agreement signed by Local Government New Zealand (LGNZ), allocated a package of funding with a 75% allocation based on population, a 20% allocation based on the deprivation index, and a 5% allocation based on land area. The Department of Internal Affairs (DIA) has established simple funding criteria, being:

- Supporting communities to transition to a sustainable and low-emissions economy, including by building resilience to climate change and natural hazards.
- Delivery of infrastructure and/or services that enable housing development and growth, with a focus on brownfield and infill development opportunities where those are available.

- Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.

Funding Proposal and Funding Agreement

To access Napier City Council's share of the first \$500 million of the package we will be required to submit an online Funding Proposal and Funding Agreement.

The Funding Proposal will set out key information including proposed projects, milestones and expected completion date. It will also need to provide a wellbeing assessment and outline iwi/Māori engagement.

To streamline the funding application and approval process, each council will have access to a Relationship Manager if needed to support the development of the Funding Proposal. The relationship managers will be available to provide additional guidance on an as-required basis. Crown Infrastructure Partners Limited (CIP) has been appointed to this fulfil this function and will be supported by the DIA.

Guidance is available on the Department's website and includes detailed information on how you can contact your relationship manager: Three waters reform programme reform support package - dia.govt.nz.

The online form via Community Matters online grants management system is now available. Councils can also view a pro-forma copy of the Funding Proposal on the DIA's website.

The Funding Agreement sets out the terms and conditions of the relationship between the DIA and CIP and the recipient of the funds.

The conditions in the Funding Proposal and the Funding Agreement must be satisfied (i.e. appropriated completed and signed) by 30 September 2022.

Supporting transition

As set out in the LGNZ Heads of Agreement, Councils receiving this package will help support the transition to the new entities by meeting any reasonable request for information and assistance.

By signing the Funding Agreement in its current form would mean that Napier City Council is obliged to work collaboratively and cooperatively with the Crown to deliver the Three Waters objectives and the reform package. Any conduct that is inconsistent with this, would likely amount to a breach of the Funding Agreement. We therefore do not consider that Napier City Council would be able to sign the Funding Agreement in its current form, receive funding and maintain the right to oppose the reforms.

Following approval of a Funding Proposal and an executed Funding Agreement, an initial disbursement of 10% of your requested amount will be released (no earlier than 1 July 2022). The remainder will be disbursed on receipt of a progress payment request which you may submit on a monthly basis online.

Each council is required to submit a progress report online every six months. The DIA will provide pro-forma copies of the payment request and six-monthly progress report by 30 April 2022.

The programme of works must support one (or more) of the Better off package criteria, therefore funding proposals must be for new initiatives/projects and/or to accelerate, scale-up and/or enhance the quality of planned investment. The duration of the Programme of Expenditure must be 5 years or less (completion date on or before 30 June 2027).

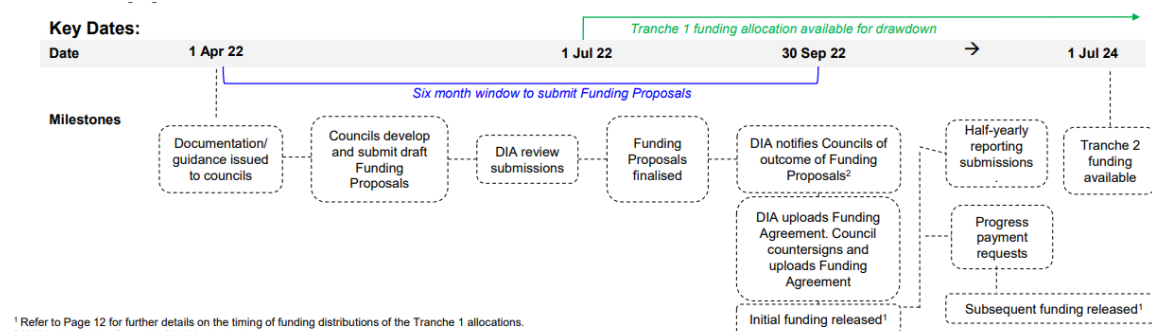
Features to note for the Support Package offer:

- ▶ Funding Proposal submissions close 30 September 2022.
- ▶ Tranche 1 funding (\$500 million) is available for use from 1 July 2022.
- ▶ The remaining \$1.5 billion of funding may be available for use from 1 July 2024.

How does Napier City Council access the better off package?

- ▶ There are two key documents to apply for and access the funding:
 - The Funding Proposal
 - The Funding Agreement

- Each Council may only submit one Funding Proposal to access their council's share of the first \$500 million of the Package, but it can cover more than one project or initiative.
- Funding may cover projects for a period up to five years in duration (through to 30 June 2027).
- Each Council has a relationship manager assigned to help you complete the Funding Proposal.



8.3 Issues

Napier City Council is currently a member of Communities for Local Democracy (C4LD) which currently opposes Three Waters Reform in its current state. Further risks are noted below under Risk.

Council will need to determine what project(s) it wishes to be considered for the Tranche 1 funding, if it approves the resolution to proceed with an application.

8.4 Significance and Engagement

There is no obligation to engage with the community on receiving the Better off funding. The criteria for the Better off funding package recognises that local authorities are expected to engage with iwi/Māori in determining how it will use its funding allocation. For Tranche 1, it is expected that the Funding Proposal demonstrates genuine engagement, extending beyond standing committees.

8.5 Implications

Financial

Signing the Funding Agreement is not considered compensation for the transfer of Three Water assets. The funding is a grant for specified projects as part of Tranche 1 funding.

The Better off funding is proposed to be received in two tranches, however there is uncertainty about the delivery of Tranche 2 funding. Based on the notional funding allocations, Napier City Council will be able to apply for the following:

Tranche 1 - \$6.46m

Tranche 2 - \$19.37m

TOTAL - \$25.82m

The Funding Agreement expressly states in the background, that the remaining allocation of funding (Tranche 2) is to be funded by the new water services entity (clause 2). There is no express or implied obligation on the Crown to provide further funding in this Funding Agreement.

Local authorities do not have to apply for the full Tranche 1 amount upfront, funds not applied for in Tranche 1 will be made available in Tranche 2 (available from 2024).

Social & Policy

There are no social or policy implications to note.

Risk

A key issue is that the Funding Agreement expressly provides in exchange for the Tranche 1 funding, each Recipient will work collaboratively with the New Zealand Government in connection with the Three Waters reform programme. This is a key obligation and is expressly repeated in Schedule 2 to the agreement. Schedule 2

expressly requires collaboration and cooperation with the DIA to provide for the implementation and carrying out of the Three Waters program.

There is a wide sweeping obligation for a Recipient to agree to collaborate and cooperate as requested to achieve the reform objectives. This goes on to require compliance with a reasonable request for secondment of unspecified numbers of staff, or to otherwise facilitate the engagement of employees with the DIA to assist with the Three Waters program. This extends to enabling and facilitating potential employment with a Water Services Entity. In addition there is an obligation to respond and comply with reasonable requests from DIA for information.

It is important to note that failure to comply with these requests would constitute a breach of the agreement and trigger the obligation to enter the dispute process (clause 9), or to work through a remediation plan to address any issues of non-compliance (clause 2.14)

This set of obligations raise is that there is a broad obligation to comply with reasonable requests from DIA to both achieve the reform objectives and carry out the Three Waters reform programme. How extensive those requests turn out to be is obviously unknown, but it does also extend to facilitating staff taking potential employment with a Water Services Entity in the course of council staff trying to carry out their current duties.

As Napier City Council is currently a member of C4LD and advocates against the reform, if it chooses to sign the Funding Agreement, it is recommended that express authorisation needs to be sought from C4LD to allow such conduct.

Timelines/Resourcing/Engagement with Iwi

Council have until 30 September 2022 to work through their applications for funding, working with Iwi, and the DIA Relationship Manager. There will be staff time required to complete the application process for the funding request, as well as determining whether projects are existing or potentially new for Council consideration. In addition there will be a schedule to manage, milestones to report on, and a focus on wellbeing assessments. There is a risk that the funding request is not approved.

Council have an ambitious programme of works in its Long Term Plan. Any application to the Better off support package would need to be subject to the Chief Executive confirming this will not affect council's ability to deliver our existing water works programme, capital and operational. This risk can be likely mitigated by using the funding to bring on extra resources to support the requests for information, program of works (subject to the funding proposal) and/or using the Better off funding to accelerate, scale-up and/or enhance the quality of planned investment.

8.6 Options

The options available to Council are as follows:

- a) Approve Napier City Council to prepare an application for the Tranche 1 'Better off' support package available as part of the Three Waters Reform up to \$6.46m; **OR**
- b) Approve Napier City Council to prepare an application for the Tranche 1 'Better off' support package available as part of the Three Waters Reform up to \$6.46m, subject to Crown agreement that Napier City Council can continue to exercise its democratic right to oppose and/or voice concerns and/or question the legitimacy of the Three Waters Reform proposal; **OR**
- c) Do not approve Napier City Council to apply for the Tranche 1 'Better off' support package available as part of the Three Waters Reform of \$6.46m; **AND**
- d) Note that, subject to the decision above, the Funding Agreement and Funding Proposal will be brought back to Council for approval.
- e) Note any application to the Better off support package would need to be subject to the Chief Executive confirming this will not affect council's ability to deliver our existing water works programme, capital and operational.

8.7 Development of Preferred Option

For the Sustainable Napier Committee to endorse one of the above options a-c, noting that subject to the decision the Funding Agreement and Funding Proposal would be brought back to Council for approval.

At the meeting

The Officer and Chief Executive spoke to this report and in response to questions from the Committee it was clarified:

- The tranche 1 funding allocated to NCC is government allocated funding. The tranche 2 funding is subject the water service entities making it available. The Crown allocated funding may be subject to the current government being re-elected.
- Tranche 1 funding agreements need to be signed by 30 September 2022, but the funding is available from 30 June 2022 if an agreement is reached earlier.
- If the funding was applied for Officers would look at current projects first for the application.
- If the Council decide to approve option b in the Officer's Recommendation it would not prevent Officers moving forward to prepare a funding application. The Council will need to make a decision soon as to whether it will sign a funding agreement, and a clear position would be needed by the end of August to allow Officers time to liaise with the Department of Internal Affairs (DIA) and complete the application documentation.
- Currently the funding agreement contracts would be the same for every Council that is awarded funding; b in the recommendation is proposing is that NCC request the DIA allows Napier specific clauses be added to the contract. If this is not successful Officers would need to seek some advice for the Council on how to proceed.
- The local election period will only impact with the funding timeline if Council wanted the funding allocated to a new project rather than ones already underway and considered usual business, which the current Council can continue in the election period.
- If there were a change in government NCC would not have to pay back any money that was already committed.

Officers Recommendation:

The Sustainable Napier Committee:

- a. Approve Napier City Council to prepare an application for the Tranche 1 'Better off' support package available as part of the Three Waters Reform up to \$6.46m; **OR**
- b. Approve Napier City Council to prepare an application for the Tranche 1 'Better off' support package available as part of the Three Waters Reform up to \$6.46m, subject to Crown agreement that Napier City Council can continue to exercise its democratic right to oppose and/or voice concerns and/or question the legitimacy of the Three Waters Reform proposal; **OR**
- c. Do not approve Napier City Council to apply for the Tranche 1 'Better off' support package available as part of the Three Waters Reform of \$6.46m; **AND**
- d. Note that, subject to the decision above, the Funding Agreement and Funding Proposal will be brought back to Council for approval.
- e. Note any application to the Better off support package would need to be subject to the Chief Executive confirming this will not affect council's ability to deliver our existing water works programme, capital and operational.

8.8 Attachments

- 1 Pro Forma Better Off Funding Application
- 2 Better off Funding Agreement
- 3 Three Waters Better Off Package Guidance



THREE WATERS BETTER OFF GRANT FUNDING PROPOSAL: TRANCHE 1¹

Instructions to complete the Funding Proposal:

- The Funding Proposal is to be submitted through the DIA online Grant Management System. **To apply you will need access to this system.** Guidelines on accessing this system are provided in Appendix C of the guidance document *“Guide to better off package funding for local authorities”* found here: <https://www.dia.govt.nz/three-waters-reform-programme-reform-support-package>
- One Funding Proposal per Local Authority can be submitted for the total Tranche 1 Programme of Expenditure.
- Local Authorities do not have to apply for the full Tranche 1 notional amount upfront, funds not applied for in Tranche 1 will be available in the Tranche 2 application round.
- A Programme may consist of more than one Project or Initiative, and Local Authorities may elect to provide appendices with further details and breakdowns if that would assist in the approval process.
- The Programme may relate to expenditure over a period of up to 5 years.
- All figures in this Funding Proposal should be GST exclusive.
- A relationship manager will be available to support councils and can provide advice if the Local Authority has additional questions.
- Refer to the document *“Guide to better off package funding for local authorities”* which sets out the information needed for Local Authorities to engage with the Funding Agreements and the Funding Proposal template below.

The draft Funding Proposal can be submitted by the Local Authority any time between 4 April 2022 and 30 September 2022. The Funding Proposal will be assessed by the Department of Internal Affairs, who may provide feedback and require further detail, additions or alterations. The Funding Proposal is to be finalised, and Councils notified of the outcome within six weeks of receipt of the draft submission.

Where the Department of Internal Affairs requires any additional assurance or conditions for a specific Funding Proposal, this will be included in Question 17 below following the Department of Internal Affairs review. Question 17 will form part of the Funding Proposal.

¹ The \$2 billion ‘better off’ package is available in two tranches. The first \$500 million is available from 1 July 2022 and the remaining \$1.5 billion is available after 1 July 2024.

**SECTION 1: General Information**

1. Programme

Title:

2. Local

Authority:

3. Organisation Lead Contact:

Name:	<input type="text"/>
Position:	<input type="text"/>
Email:	<input type="text"/>

SECTION 2: Programme of Expenditure Overview

4. Provide a brief description of the Programme of expenditure the funding will be applied to.
If the Programme comprises more than one Project, or Initiative that you will be reporting on separately, please list (add more rows if required):

<i>[description of Programme]</i>
List of Projects/Initiatives under this Programme
<input type="text"/>
<input type="text"/>
<input type="text"/>

5. Total Maximum Amount Payable as defined and stated in the Funding and Collaboration Agreement (NZD \$):

\$ <input type="text"/>

6. Total estimated cost of the Programme (NZD \$)?

\$ <input type="text"/>

7. Of the total estimated cost above, specify the amount (if any) that will be allocated to general management oversight and other administrative costs.

\$ <input type="text"/>
<i>[description]</i>

8. If the total estimated cost exceeds the Total Maximum Amount Payable, please specify the additional funding source(s) and amount(s):

Funding Source	Amount (NZ\$M)
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Total	\$ <input type="text"/>

9. Please indicate below the expenditure programme funding status:

	Yes/No	Amounts in NZD \$	Year
Included in LTP	Choose an item.	\$	
Included in the latest Annual Plan	Choose an item.	\$	
Not funded in any plan	Choose an item.	\$	
Was funded but COVID-19 deferred	Choose an item.	\$	
Local Authority co-funding being contributed	Choose an item.	\$	

10. Has the programme been submitted and reviewed through another contestable funding source? (such as the Infrastructure Acceleration Fund)

If Yes, please state the funding source and the stage of the funding process you reached below.

Funding Source	Stage Reached

11. Describe the risks you have identified in completing the programme on time and on budget (eg: availability of and access to specialist skills) and any steps/actions you have taken to mitigate these risks.

--

**SECTION 3: Programme of expenditure details**

12. Please provide a high-level breakdown of the expenditure programme, including the programme commencement and completion dates, key delivery milestones, and for each milestone the planned completion date and estimated cost:²

Milestones should reflect the progress of project delivery, and link to specific and measurable project outputs. Please refer to your relationship manager for guidance, and examples of output-based milestones.

If the funding package is to be used to fund multiple projects/initiatives, duplicate the table below for each project. The total of all projects must equal the Total Maximum Amount Payable per the Funding Agreement.

	Expenditure Programme/Project Milestone (including a description of how the milestone is identified)	Estimated Completion Date	Estimated costs (NZD \$)
1.	Commencement Date per the Funding Agreement	dd-mmm-yy	Nil
3.	[milestone 1]	dd-mmm-yy	\$
4.	[milestone 2]	dd-mmm-yy	\$
5.	[milestone 3]	dd-mmm-yy	\$
6.	[milestone 4]	dd-mmm-yy	\$
7.	[Completion of expenditure programme/project]	dd-mmm-yy <i>To be no later than 30 June 2027</i>	\$
	TOTAL		\$

² All figures should be GST exclusive.

CHECKS

Total maximum funding instalment amount per the Milestone Table(s) ³ is less than or equal to Total Maximum Amount Payable per question 6	Choose an item.
Total budgeted costs to complete the expenditure programme per the Milestone Table(s) ⁴ is equal to the total estimated cost of the expenditure programme per question 7	Choose an item.

³ If the Milestone Table was duplicated to reflect multiple projects/initiatives, please add the total amounts across all tables when performing the checks above.

**SECTION 4: Wellbeing Assessment**

For this section, please refer to the document “Guide to better off package funding for local authorities” for guidance on conducting the wellbeing assessment.

13. Please set out how the expenditure programme promotes one (or more) of the key criteria of the better off package and the well-being of communities (social, economic, environmental, and/or cultural) in the table below. Add lines where necessary.

If the funding package is to be used on multiple project/initiatives, duplicate the table below in order to identify the wellbeing outcomes for each project.

Programme Title				
Project/Initiative (if applicable)				
Better Off funding criteria (select as many that apply)	Criteria 1: Supporting communities to transition to a sustainable and low-emissions economy.	Criteria 2: Delivery of infrastructure and/or services that enable housing development and growth.	Criteria 3: Delivery of infrastructure that support improvements in community well-being.	
Wellbeing Area (select as many that apply)	Social wellbeing	Economic wellbeing	Environmental wellbeing	Cultural wellbeing
Wellbeing Outcomes				
Outcome	How Outcome will be Measured		How Outcome will be Monitored/Reported	



SECTION 5: Iwi/Māori Engagement

For this section, please refer to the document “Guide to better off package funding for local authorities” for guidance on the Iwi/Māori engagement required to answer the following questions.

14. Describe the process you used to identify relevant iwi/Māori parties in your region, and specify which Māori groups / entities / organisations (eg, iwi, hapū, post-settlement governance entities, etc) you engaged with.

15. Provide details of the engagement you undertook with iwi/Māori in determining the use of the funding allocation. Include details regarding the methods of engagement (e.g. hui, wānanga, consultation on material, subsequent feedback).

16. Provide details of the ideas, suggestions, issues or concerns raised by iwi/Māori during your engagement process, along with the steps taken to address these.

SECTION 6: DIA USE ONLY

17. Additional requirements in respect of the Funding Agreement (such as specific conditions):



FUNDING AGREEMENT

BETWEEN

DEPARTMENT OF INTERNAL AFFAIRS

AND

[NAME OF RECIPIENT]

AND

**CROWN INFRASTRUCTURE PARTNERS
LIMITED (AS MONITOR)**

FOR

**THREE WATERS REFORM – BETTER OFF
PACKAGE (TRANCHE 1 FUNDING)**

AGREEMENT

The parties (identified below in Part 1) agree to be bound by the terms and conditions of this Agreement, as set out below in Part 1 (Key Details), Part 2 (General Terms), Part 3 (Definitions and Construction), Schedule 1 (Permitted Funding Activities) and Schedule 2 (Transition Support Arrangements).

PART 1: KEY DETAILS

- 1 Parties**

The Sovereign in right of New Zealand, acting by and through the [Deputy Chief Executive] of the Department of Internal Affairs (**DIA**)

[NAME OF RECIPIENT] (**Recipient**)

Crown Infrastructure Partners Limited (**Monitor**)
- 2 Background**

The New Zealand Government is undertaking a reform programme for “Three Waters” (drinking water, wastewater and stormwater) service delivery for communities (**Three Waters Reform Programme**).

The Crown entered into a Heads of Agreement with New Zealand Local Government Association Incorporated Te Kahui Kaunihera ō Aotearoa (**LGNZ**) under which, amongst other things, the Crown proposed that a Three Waters Reform financial support package be provided to local authorities, comprising:

 1. a “no worse off” package which will seek to ensure that financially, no local authority is in a materially worse off position to provide services to its community directly because of the Three Waters Reform Programme and associated transfer of responsibility for the provision of water services (including the transfer of assets and liabilities) to the Water Services Entities; and
 2. a “better off” package of \$2 billion which supports the goals of the Three Waters Reform Programme by supporting local government to invest in the wellbeing of their communities in a manner that meets the priorities of both the central and local government, and is consistent with the agreed criteria for such investment set out in the Heads of Agreement,

to be given effect in agreements between each local authority and the Crown (through DIA).

The better off package will comprise:

 1. \$1 billion of Crown funding, \$500 million of which is intended to be provided to local authorities from 1 July 2022 to enable early investment (“**Tranche 1 Funding**”); and
 2. the remaining \$1 billion to be funded by the new Water Services Entities.

This Agreement relates to the provision of funding to the Recipient from the Tranche 1 Funding of \$500 million.

The Crown’s objectives with the better off package are, acknowledging the Reform Objectives, to demonstrate central government confidence in the future for local government by providing the sector with additional funds to support local wellbeing outcomes in a way that aligns with the priorities of central and local government, including through meeting some or all of the following criteria:

 1. supporting communities to transition to a sustainable and low-emissions economy, including by building resilience to climate change and natural hazards;

2. delivery of infrastructure and/or services that:

- a. enable housing development and growth, with a focus on brownfield and infill development opportunities where those are available;
- b. support local place-making and improvements in community well-being.

The Recipient is a [territorial authority with statutory responsibility for delivering Three Waters services within its own district or city]. The Recipient will work collaboratively with the New Zealand Government in connection with the Three Waters Reform Programme.

Crown Infrastructure Partners Limited is party to this Agreement to undertake a review and monitoring role on behalf of the DIA, as further described in this Agreement.

DIA has agreed to contribute funding to the Recipient on the terms and conditions of this Agreement (**Agreement**). This funding is being provided to enable the Recipient to undertake the activities described in Schedule 1.

Key details of this Agreement are set out in this **Part 1**. The full terms and conditions are set out in **Part 2**. Defined terms and rules of interpretation are set out in **Part 3**.

3 **Conditions Precedent**

No Funding is payable under this Agreement until DIA has confirmed to the Recipient in writing that it has received, and found, in its sole discretion, to be satisfactory to it in form and substance, the following documents and evidence:

1. This Agreement, duly executed by the Recipient.
2. The final Funding Proposal prepared by the Recipient, in a form approved by DIA.

The Recipient is responsible for the content of the Funding Proposal and approval by DIA for the purposes of this Agreement shall not impose any obligations on DIA in respect of the Funding Proposal other than as expressly set out in this Agreement.

These conditions precedent must either be satisfied (in the opinion of DIA) or waived by DIA (at its sole discretion) by 30 September 2022. In the event that they are not satisfied or waived within that time, DIA may notify the Recipient that this Agreement has not come into effect and is null and void.

4 **Permitted Funding Activities**

The Recipient may only use the Funding:

1. for the purposes set out in Schedule 1; and
2. for any other purpose with DIA or the Monitor's prior written approval,

(each a **Permitted Funding Activity**).

5 **Funding Proposal**

The Recipient is to undertake the Permitted Funding Activities in accordance with the Funding Proposal approved by the DIA (or otherwise with DIA or the Monitor's prior written approval).

6 **End Date**

The End Date is [1 July 2027], or such later date determined by DIA in its discretion. **[Note: Recipients may propose an End Date having regard to the funding activities covered by this agreement, no later than 30 June 2027. DIA intend that the End Date is to be confirmed for each agreement]**

7 **Funding**

The total Funding available under this Agreement is up to **NZ\$[INSERT HERE]** plus GST (if any). This is the Total Maximum Amount Payable.

The first instalment of Funding under this Agreement is (NZ\$[insert] plus GST (if any)) subject to satisfaction of the Conditions Precedent set out in Item 3 above and receipt of a duly completed Payment Request in accordance with clause 1 of Part 2.

The Recipient may submit progress payment claims for the balance of the Funding under this Agreement, subject to satisfaction of the conditions set out below and the other terms and conditions of this Agreement.

Each instalment of Funding under this Agreement, following payment of the first instalment, is subject to:

- (a) Receipt of a duly completed Payment Request in accordance with clause 1 of Part 2.
- (b) DIA receiving and being satisfied with the six-monthly reports specified in the Key Details, together with the other information required in this Agreement.
- (c) DIA being satisfied that the Recipient is using reasonable endeavours to comply with the Transition Support Arrangements set out in Schedule 2.
- (d) DIA being satisfied that the Recipient is complying with the requirements of any Remedial Plan.
- (e) No Termination Event, or event entitling DIA to suspend funding under this Agreement, subsisting.

The first Payment Request may be submitted upon the Commencement Date occurring. Each subsequent Payment Request may be submitted at any time, but no more than one such Payment Request may be submitted in any month, except (in each case) to the extent agreed by DIA in its sole discretion.

8 Reporting

The Recipient will provide DIA via the DIA's Grant Management System portal with six-monthly reports by the 15th Business Day following the end of each six month period ending on 30 June and 31 December), with effect from the Commencement Date. Each six-monthly report must include the information set out below, in the standard reporting form specified by DIA.

If the frequency of reporting is changed to quarterly, as further described in clause 2.14, then the obligations described in this Agreement in respect of each six-monthly report will equally apply to the required quarterly reports (to be provided by the 15th Business Day following the end of each Quarter).

The Recipient will also provide DIA via the DIA's Grant Management System portal with a final report by the 15th Business Day following the End Date. The final report must include the information set out below, in the standard reporting form specified by DIA.

Each report is to be in form and substance satisfactory to DIA in its sole discretion.

Each six-monthly report must include the following information:

- (a) Description of activities undertaken during the relevant six month period (including progress against relevant milestones);
- (b) A summary of expenditure for the relevant six month period (including any co-funding by the Recipient);
- (c) Plans for the next six month period (including a financial forecast for cashflow purposes);
- (d) Any major risks arising or expected to arise with the Permitted Funding Activities, costs or performance of this Agreement, together with actual or proposed mitigations for those risks (including, where the Permitted Funding Activities) costs are forecast to exceed budgeted

costs, how the shortfall is to be funded);

- (e) A summary of the outcomes achieved as a result of the Permitted Funding Activities; and
- (f) Any other information relevant to this Agreement and/or DIA's involvement in connection with the Permitted Funding Activities that is notified by DIA or the Monitor in writing to the Recipient.

The final report must include the following information:

- (a) Description of activities undertaken during the term of this Agreement;
- (b) A summary of expenditure on the Permitted Funding Activities (including any co-funding by the Recipient);
- (c) A summary of the outcomes achieved as a result of the Permitted Funding Activities;
- (d) Any specific reporting requirements set out in this Agreement; and
- (e) Any other information relevant to this Agreement and/or DIA's involvement in connection with the Permitted Funding Activities that is notified by DIA or the Monitor in writing to the Recipient.

9 Special Terms

During the term of this Agreement the Recipient shall use reasonable endeavours to comply with the Transition Support Arrangements, as set out in Schedule 2.

10 Representative

DIA's Representative:

Name: Michael Lovett

Email: threewaters@dia.govt.nz

Recipient's Representative:

Name: [name]

Email: [email]

Monitor's Representative:

Name: [name]

Email: [email]

11 Address for Notices

To DIA:

Three Waters Reform
Level 7, 45 Pipitea Street
Wellington 6011

Attention: Michael Lovett

Email: threewaters@dia.govt.nz, with a copy to legalnotices@dia.govt.nz

To the Recipient:

[address]

Attention: [name]

Email: [email]

To the Monitor:

[address]

Attention: [name]

Email: [email]

SIGNATURES

SIGNED by the **SOVEREIGN IN RIGHT OF NEW ZEALAND** acting by and through the [Deputy Chief Executive] of the Department of Internal Affairs or his or her authorised delegate:

Name: Michael Lovett

Position: Deputy Chief Executive, Local Government

Date:

SIGNED for and on behalf of **[RECIPIENT NAME]** by the person(s) named below, being a person(s) duly authorised to enter into obligations on behalf of the Recipient:

Name:

Position:

Date:

Name:

Position:

Date:

SIGNED for and on behalf of **CROWN
INFRASTRUCTURE PARTNERS LIMITED** by the
person(s) named below, being a person(s) duly
authorised to enter into obligations on behalf of
the Monitor:

Name:
Position:
Date:

Name:
Position:
Date:

END OF PART 1

PART 2: GENERAL TERMS

1 FUNDING

- 1.1 DIA must pay the Funding (up to the "Total Maximum Amount Payable" specified in the Key Details) to the Recipient, subject to the terms of this Agreement. Unless stated otherwise in this Agreement, the Recipient may only claim the Funding to the extent necessary to cover Eligible Costs that have been or will be incurred by the Recipient, and the Recipient must use the Funding solely on Eligible Costs.
- 1.2 The Recipient must submit for DIA's approval a Payment Request via the DIA's Grant Management System portal at the time specified in, and otherwise in accordance with, Item 7 in the Key Details.
- 1.3 Each Payment Request must include the amount of Funding requested, be authorised by the Chief Executive or an authorised representative of the Recipient, and be accompanied by the following supporting documentation:
- (a) a breakdown / total transaction listing of total Eligible Costs that have been or will be incurred to undertake the Permitted Funding Activities, substantiated by invoices and cost details;
 - (b) for the first Payment Request submitted following payment of the first instalment of Funding, a breakdown / total transaction listing of expenditure related to the first instalment, substantiated by invoices and cost details;
 - (c) a summary of the number of jobs created through people employed in the relation to the Permitted Funding Activities; and
 - (d) any other reasonable information or evidence requested by DIA or the Monitor in relation to summary project information or Eligible Costs that have been incurred or will be incurred.
- 1.4 DIA is not required to pay any Funding in respect of a Payment Request:
- (a) if any reports specified in the Key Details have not been provided or are not in form and substance satisfactory to DIA or the Monitor in its sole discretion;
 - (b) if the Conditions specified in Item 7 of the Key Details relating to that instalment have not been satisfied;
 - (c) if payment will result in the Funding exceeding the "Total Maximum Amount Payable" specified in the Key Details;
 - (d) if this Agreement has expired or been terminated; and/or
 - (e) while the Recipient is in material breach of this Agreement.
- For the avoidance of doubt, DIA's obligation to make Funding available under this Agreement is strictly subject to clause 6.2.
- 1.5 Subject to the terms of this Agreement, DIA must pay each valid Payment Request by the 20th day of the month after the month the relevant Payment Request is approved by the DIA, and if such day is not a Business Day, on the next Business Day. DIA will pay the Funding to the Recipient's nominated Bank Account.

- 1.6 The Funding made available under this Agreement comprises grant funding and does not comprise an equity investment or loan. It is only repayable in the specific circumstances set out in this Agreement.
- 1.7 DIA may, at its discretion, notify the Recipient in writing that it wishes to enter into a GST Offset Agreement in connection with the payment of GST on any Funding. The Recipient must, where applicable, take all such steps as are reasonably required to achieve that GST offset in accordance with the Goods and Services Tax Act 1985.

2 RECIPIENT'S RESPONSIBILITIES

Standards and compliance with laws

- 2.1 The Recipient must comply with all applicable laws, regulations, rules and professional codes of conduct or practice.

Permitted Funding Activities

- 2.2 The Recipient must not, without DIA's or the Monitor's prior written consent, make any Material Variation to the Permitted Funding Activities (including their description and scope).
- 2.3 The Recipient must ensure that the Permitted Funding Activities are carried out:
 - (a) promptly with due diligence, care and skill, and in a manner that is consistent with Best Industry Practice; and
 - (b) by appropriately trained, qualified, experienced and supervised persons; and in accordance with any directions of DIA or the Monitor, notified by DIA or the Monitor in writing from time to time.
- 2.4 The Recipient must use reasonable endeavours to ensure that the Permitted Funding Activities are completed by the End Date.
- 2.5 The Recipient is solely responsible for the activities and matters carried out as Permitted Funding Activities, including being solely responsible for the acts and omissions of any contractors and subcontractors in connection with the same.
- 2.6 The Recipient must ensure that all agreements it enters into with any contractors or any other party in connection with the Permitted Funding Activities are on an "arm's length" basis, provide value-for-money and do not give rise to any Conflict of Interest. The Recipient must provide DIA with reasonable evidence of compliance with this clause 2.6 in response to any request by DIA from time to time.

Information Undertakings

- 2.7 The Recipient must provide DIA and the Monitor with the reports specified in the Key Details, in accordance with the timeframes and reporting requirements set out in the Key Details.
- 2.8 The Recipient must provide DIA and the Monitor with any other information about the Permitted Funding Activities requested by DIA and/or the Monitor within the timeframe set out in the request.
- 2.9 The Recipient must promptly notify DIA and the Monitor if:

- (a) the Recipient (or any of its personnel or contractors) becomes aware of, or subject to, a Conflict of Interest; or
- (b) the Recipient becomes aware of any matter that could reasonably be expected to have an adverse effect on the Permitted Funding Activities and any related programme, or result in a Termination Event or a breach of any term of this Agreement by the Recipient,

and if requested by DIA must promptly provide DIA with its plan to mitigate and manage such Conflict of Interest or such matter.

- 2.10 The Recipient must not at any time do anything that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of DIA or the New Zealand Government. The Recipient must keep DIA informed of any matter known to the Recipient which could reasonably be expected to have such an effect.
- 2.11 The Monitor has been appointed by DIA to undertake a review and monitoring role under this Agreement, including by:
 - (a) reviewing and confirming satisfaction with the reports specified in the Key Details;
 - (b) reviewing and approving Payment Requests submitted by the Recipient;
 - (c) seeking, reviewing and confirming satisfaction with further information from the Recipient; and
 - (d) making recommendations to DIA and the New Zealand Government in respect of the Funding and the Agreement.

The Recipient agrees that all its communications and correspondence under this Agreement will be made with DIA or, to the extent directed by DIA or provided for above, the Monitor.

Funding, records and auditors

- 2.12 The Recipient must receive and manage all Funding in accordance with good financial management and accounting practices and to a high standard that demonstrates appropriate use of public funds.
- 2.13 The Recipient must keep full and accurate records (including accounting records) of the Permitted Funding Activities and retain them for at least 7 years after the last payment of Funding under this Agreement. The Recipient must permit DIA or the Monitor (or any auditor nominated by DIA or the Monitor) to inspect all records relating to the Permitted Funding Activities and must allow DIA, the Monitor and/or the auditor access to the Recipient's premises, systems, information and personnel for the purposes of this inspection. DIA shall bear any third party costs arising from such inspection, unless the inspection reveals a breach of this Agreement, in which case the Recipient shall bear such costs.

Monitoring

- 2.14 Without limiting anything in clause 2.15, at the request of the DIA (or the Monitor), the Recipient and the DIA and/or the Monitor shall meet by the 15th Business Day following the end of each six month period, to jointly discuss the Recipient's compliance with its obligations under this Agreement during the relevant six-month period (including its obligations under Items 5 and 9 of the Key Details). Where the DIA (or the Monitor)

considers (acting reasonably) that the Recipient has not complied with its obligations under this Agreement during the relevant six-month period:

- (a) DIA (or the Monitor) and the Recipient shall in good faith discuss:
 - (i) the identified areas of non-compliance and agree the steps that the Recipient will take to address such areas of non-compliance going forwards (**Remedial Plan**). If the parties are unable to agree a Remedial Plan by the 30th Business Day following the end of the relevant six month period, then DIA (or the Monitor) shall (acting reasonably and having regard to the matters raised by the Recipient in such discussions) provide the Recipient with a remedial plan which shall, for the purpose of this Agreement, be deemed to be the Remedial Plan. The Recipient shall comply with the requirements of any Remedial Plan;
 - (ii) acknowledging the commitment of resources (including staff) required by the Recipient to comply with its obligations under this Agreement (including the Transition Support Arrangements set out in Schedule 2), how the parties can work together to ensure such obligations are appropriately managed by all parties; and
 - (b) DIA (or the Monitor) may increase the frequency of the reports required under Item 8 of the Key Details from six-monthly to quarterly.
- 2.15 At the request of the DIA (or the Monitor) at any time after the occurrence of a Relevant Event, the Recipient and the DIA and/or the Monitor shall meet promptly to jointly discuss the circumstances relating to that event. DIA (or the Monitor) and the Recipient shall in good faith discuss the steps that the Recipient will take to address that event (a **Response Plan**). If the parties are unable to agree a Response Plan within 20 Business Days following a request under this clause, then DIA (or the Monitor) shall (acting reasonably and having regard to the matters raised by the Recipient in such discussions) provide the Recipient with a response plan which shall, for the purpose of this Agreement, be deemed to be the Response Plan. The Recipient shall comply with the requirements of any Response Plan and non-compliance by the Recipient shall entitle DIA to suspend funding under this Agreement until such time as the non-compliance is remedied to DIA's satisfaction (acting reasonably).

3 INTELLECTUAL PROPERTY

- 3.1 DIA acknowledges that the Recipient and its licensors own all pre-existing intellectual property which they contribute to the Permitted Funding Activities , and all new intellectual property which they create in the course of the Permitted Funding Activities.
- 3.2 The Recipient grants an irrevocable, perpetual, royalty-free, sub-licensable licence to DIA and the Monitor to use all reports, documents, information and other materials created or provided by the Recipient to DIA or the Monitor under or in connection with the Permitted Funding Activities and this Agreement.
- 3.3 The Recipient warrants that it has obtained (or will obtain, prior to creation of each relevant work) all rights and permissions necessary to enable the grant and exercise of the licence in clause 3.2 without infringing the intellectual property rights of any third party.

4 TERM AND TERMINATION

- 4.1 This Agreement will be effective on and from the Commencement Date, which will be the latest to occur of:
- (a) the date this Agreement has been signed by all parties; and
 - (b) the date on which DIA has provided written notice to the Recipient that the Conditions Precedent specified in the Key Details have either been satisfied (in the opinion of DIA) or waived by DIA (at its sole discretion).
- 4.2 This Agreement will remain in force until the End Date, unless terminated in accordance with this Agreement.
- 4.3 DIA can terminate this Agreement with immediate effect, by giving notice to the Recipient, at any time:
- (a) while DIA reasonably considers that the Recipient has become or is likely to become insolvent;
 - (b) while the Recipient is subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets or a Crown Manager or Commission is appointed in respect of the Recipient under Part 10 of the Local Government Act 2002; or
 - (c) subject to clause 4.4, while any one or more of the following events or circumstances remains unremedied:
 - (i) the Recipient is materially in breach of any obligation, or a condition or warranty, under this Agreement;
 - (ii) the Recipient has provided DIA with information in connection with or under this Agreement that (whether intentionally or not) is materially incorrect or misleading, and/or omits material information;
 - (iii) DIA reasonably considers that this Agreement or a Permitted Funding Activity has caused, or may cause, DIA and/or the New Zealand Government to breach any legal obligations (including its international trade obligations);
 - (iv) the Recipient abandons a Permitted Funding Activity without the prior written consent of DIA (or the Monitor);
 - (v) the Recipient is involved in any intentional or reckless conduct which, in the opinion of DIA, has damaged or could damage the reputation, good standing or goodwill of DIA or the New Zealand Government, or is involved in any material misrepresentation or any fraud;
 - (vi) the Recipient (or any of its personnel or contractors) is subject to a Conflict of Interest which cannot be managed to DIA's satisfaction; or
 - (vii) any change in law, regulations or other circumstances materially affects DIA's ability to perform its obligations under this Agreement.

- 4.4 However, where DIA considers that a Termination Event set out in clause 4.3(c) can be remedied, DIA must give notice to the Recipient requesting a remedy, and must not exercise its right of termination unless the relevant event remains unremedied for at least 14 days (or any longer period agreed with the Recipient) after that notice has been provided by DIA.
- 4.5 On expiry or termination of this Agreement, where the aggregate of (a) the total Funding paid under this Agreement and (b) any other money received or allocated by the Recipient, in each case to carry out a Permitted Funding Activity, exceeds the amount required to perform the Permitted Funding Activity, the Recipient must upon request refund to DIA the excess amount.
- 4.6 At any time DIA may recover the amount of any Funding that has been spent or used other than in accordance with this Agreement, or not applied to Eligible Costs by the End Date, together with interest on all such amounts calculated at 10% per annum from the date of the mispending to the date the money is repaid.
- 4.7 Clauses 1.2, 1.4, 1.5, 2.1, 2.7, 2.12, 2.13, 3, 4, 5, 6, 7, 8, 9, 10 and 11 survive expiry or termination of this Agreement, along with any other parts of this Agreement necessary to give effect to those provisions. Expiry or termination of this Agreement does not affect any accrued rights, including any rights in respect of a breach of this Agreement or Termination Event that occurred before expiry or termination.

5 WARRANTIES AND UNDERTAKINGS

- 5.1 The Recipient warrants that, in the course of its activities in connection with the Permitted Funding Activities, it will not infringe any intellectual property or other rights of any contractor or any other third party.
- 5.2 The Recipient warrants that, as at the date of this Agreement:
- (a) It has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms, and it has complied with the Local Government Act 2002 in entering into this Agreement;
 - (b) the Recipient is solvent and is not subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets or to the appointment of a Crown Manager or Commission under Part 10 of the Local Government Act 2002;
 - (c) all information and representations disclosed or made to DIA by the Recipient in connection with this Agreement are true and correct, do not omit any material matter, and are not likely to mislead or deceive DIA as to any material matter;
 - (d) it has disclosed to DIA all matters known to the Recipient (relating to the Permitted Funding Activities, the Recipient or its personnel) that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of DIA or the New Zealand Government; and
 - (e) it is not aware of any material information that has not been disclosed to DIA which may, if disclosed, materially adversely affect the decision of DIA whether to provide the Funding.
- 5.3 The Recipient warrants that the Funding has been or will be applied solely to Eligible Costs

and such warranty will be deemed to be repeated continuously so long as this Agreement remains in effect by reference to the facts and circumstances then existing.

- 5.4 DIA warrants that, as at the date of this Agreement, it has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms.
- 5.5 The Recipient acknowledges that DIA has entered into this Agreement in reliance on these warranties and undertakings.
- 5.6 The Recipient acknowledges and agrees that DIA has made no warranty or representation that any funding or financial support is or will be available to the Recipient in respect of the Permitted Funding Activities, other than the Funding.

6 LIABILITY

- 6.1 The maximum liability of DIA under or in connection with this Agreement, whether arising in contract, tort (including negligence) or otherwise, is limited to the total amount of Funding paid or payable under this Agreement.
- 6.2 The Recipient undertakes to pay any and all cost overruns of the Permitted Funding Activities and any funding shortfall, and DIA and the New Zealand Government have no obligations or responsibility whatsoever in respect of such cost overruns and funding shortfall and accept no financial risk in the Permitted Funding Activities.
- 6.3 DIA is not liable for any claim under or in connection with this Agreement or the Permitted Funding Activities, whether arising in contract, tort (including negligence) or otherwise, where such claim is or relates to any loss of profit, loss of revenue, loss of use, loss of reputation, loss of goodwill, loss of opportunity (in each case whether direct, indirect or consequential) or any other indirect, consequential or incidental loss or damages of any kind whatsoever.
- 6.4 The Monitor will not have any liability whatsoever under or in connection with this Agreement to DIA or the Recipient. The limitation of liability set out in this clause does not apply to the Monitor's liability for any fraudulent, malicious or criminal act or omission of the Monitor to the extent that such liability cannot be limited or excluded by law.

7 CONFIDENTIALITY

- 7.1 Subject to clause 7.2 and 7.3, each party must keep the other parties' Confidential Information in confidence, and must use or disclose that Confidential Information only to the extent necessary to perform its obligations, and/or take the intended benefit of its rights, under this Agreement. However, this will not prohibit:
 - (a) either party from using or disclosing any information with the written prior consent of the relevant other party;
 - (b) use or disclosure of information that has become generally known to the public other than through a breach of this Agreement;
 - (c) either party from disclosing information to its personnel, contractors or advisors with a need to know, so long as the relevant personnel, contractors and advisors use the information solely to enable that party to perform its obligations and/or take the intended benefit of its rights under this Agreement, and so long as they

are informed of the confidential nature of the information and, in the case of the Recipient, the Recipient receives an acknowledgement from its personnel, contractors or advisors that they acknowledge, and must comply with, the confidentiality obligations in this Agreement as if they were party to it;

- (d) disclosure required by any law, or any compulsory order or requirement issued pursuant to any law; or
- (e) DIA or the Monitor from using or disclosing to any party any documents, reports or information received in relation to this Agreement, provided that prior to any such disclosure DIA or the Monitor (as applicable) removes all information that is commercially sensitive to the Recipient from the relevant work.

7.2 The Recipient acknowledges and agrees that nothing in this Agreement restricts DIA and/or the Monitor's ability to:

- (a) discuss, and provide all information in respect of, any matters concerning the Recipient, the Permitted Funding Activities or this Agreement with any Minister of the Crown, the Monitor, any other government agency or any of their respective advisors;
- (b) meet its obligations under any constitutional or parliamentary convention (or other obligation at law) of or in relation to the New Zealand Parliament, the New Zealand House of Representatives or any of its Committees, any Minister of the Crown, or the New Zealand Auditor-General, including any obligations under the Cabinet Manual including the "no surprises" principle; and
- (c) publicise and report on the awarding of the Funding, including the Recipient's and any of its contractor's names, the amount and duration of the Funding and a brief description of the Permitted Funding Activities, on websites; in media releases; general announcements and annual reports.

7.3 The Recipient acknowledges that:

- (a) the contents of this Agreement; and
- (b) information provided to DIA and the Monitor (including the reports specified in the Key Details),

may be official information in terms of the Official Information Act 1982 and, in line with the purpose and principles of the Official Information Act 1982, this Agreement and such information may be released to the public unless there is good reason under the Official Information Act 1982 to withhold it.

7.4 DIA acknowledges that the Recipient is subject to the Local Government Official Information and Meetings Act 1987 and that its confidentiality obligations under this clause 7 are subject to its compliance with that Act.

8 MEDIA AND COMMUNICATIONS

8.1 The Recipient will keep DIA informed on a "no surprises" basis in relation to any media statements or press releases (including social media posts) to be made by the Recipient regarding this Agreement and/or DIA's involvement in connection with the Permitted Funding Activities.

- 8.2 The Recipient will refer any enquiries from the media or any other person about the terms or performance of this Agreement to DIA's Representative.
- 8.3 The Recipient will acknowledge the New Zealand Government as a source of funding in all publications (including any digital presence) and publicity regarding the Permitted Funding Activities in accordance with funding acknowledgement guidelines agreed with DIA.
- 8.4 The Recipient does not have the right to enter into any commitment, contract or agreement on behalf of DIA or any associated body, or to make any public statement or comment on behalf of DIA or the New Zealand Government.
- 8.5 All correspondence with DIA under this clause 8 must be directed to DIA's Representative and copied to threewaters@dia.govt.nz and the Monitor.

9 DISPUTES

- 9.1 In the event of any dispute, controversy or claim arising out of or in connection with this Agreement, or in relation to any question regarding its existence, breach, termination or invalidity (in each case, a **Dispute**), either party may give written notice to the other parties specifying the nature of the Dispute and requesting discussions under this clause 9 (**Dispute Notice**). As soon as reasonably practicable following receipt of a Dispute Notice, the parties must meet (in person, or by audio or video conference) and endeavour to resolve the Dispute by discussion, negotiation and agreement.
- 9.2 If the matter cannot be amicably settled within 20 Business Days after the date of the Dispute Notice then, at the request in writing of either party, the matter in respect of which the Dispute has arisen must be submitted, together with a report describing the nature of such matter, to the Representatives (or, if no such Representatives have been appointed, the respective Chief Executives of the parties) (together the **Dispute Representatives**).
- 9.3 Within 20 Business Days after the receipt of a request under clause 9.2, one individual (who does not act in his or her professional capacity as legal counsel for either party) selected by each of the Dispute Representatives, must make a presentation of no longer than 30 minutes to each of the Dispute Representatives (which may be by telephone or remotely), who will then attempt in good faith to reach a common decision within a half-day. The decision of the Dispute Representatives is binding on the parties.
- 9.4 In the case of a Dispute, if the Dispute Representatives have not met within 20 Business Days of receiving a request in accordance with clause 9.2, or if they fail to reach a common decision within the stated time period, either party may by notice in writing to the other parties refer the Dispute to be referred to mediation before a single mediator appointed by the parties. Each party will bear its own costs of mediation and the costs of the mediator will be divided evenly between the parties to the dispute.
- 9.5 If the parties are unable to agree on the appointment of a mediator within 5 Business Days of the notice requiring the Dispute to be referred to mediation, a mediator may be appointed at the request of any party by the Arbitrators' and Mediators' Institute of New Zealand Inc.
- 9.6 If the Dispute is not resolved within 20 Business Days of referral to mediation, the parties may commence court proceedings without further participation in any mediation.
- 9.7 Nothing in this clause 9 will prevent either party from seeking urgent interim relief from a

court (or other tribunal) of competent jurisdiction.

10 **REPRESENTATIVES**

- 10.1 All matters or enquiries regarding this Agreement must be directed to each party's Representative (set out in the Key Details).
- 10.2 Each party may from time to time change the person designated as its Representative on 10 Business Days' written notice to the other parties.

11 **GENERAL**

- 11.1 Each notice or other communication given under this Agreement (each a **notice**) must be in writing and delivered personally or sent by post or email to the address of the relevant party set out in the Key Details or to any other address from time to time designated for that purpose by at least 10 Business Days' prior written notice to the other parties. A notice under this Agreement is deemed to be received if:
- (a) **Delivery:** delivered personally, when delivered;
 - (b) **Post:** posted, 5 Business Days after posting or, in the case of international post, 7 Business Days after posting; and
 - (c) **Email:** sent by email:
 - (i) If sent between the hours of 9am and 5pm (local time) on a Business Day, at the time of transmission; or
 - (ii) If subclause (i) does not apply, at 9am (local time) on the Business Day most immediately after the time of sending,
- provided that an email is not deemed received unless (if receipt is disputed) the party giving notice produces a printed copy of the email which evidences that the email was sent to the email address of the party given notice.
- 11.2 The Recipient agrees to execute and deliver any documents and to do all things as may be required by DIA to obtain the full benefit of this Agreement according to its true intent.
- 11.3 No legal partnership, employer-employee, principal-agent or joint venture relationship is created or evidenced by this Agreement.
- 11.4 This Agreement constitutes the sole and entire understanding with respect to the subject matter hereof and supersedes all prior discussions, representations and understandings, written or oral.
- 11.5 No amendment to this Agreement will be effective unless agreed in writing by the parties, provided that the Monitor's agreement will not be required in respect of (and the Monitor will be deemed to have agreed to) any amendment to this Agreement that does not relate to the scope of the Monitor's review and monitoring role under this Agreement (including, for example, the Transition Support Arrangements).
- 11.6 Neither the Recipient nor the Monitor may assign or transfer any of their contractual rights or obligations under this Agreement, except with DIA's prior written approval.

- 11.7 DIA may assign or transfer any of its contractual rights or obligations under this Agreement without the other parties' prior approval. DIA may at any time disclose to a proposed assignee or transferee any information which relates to, or was provided in connection with, the Recipient, the Permitted Funding Activities or this Agreement.
- 11.8 No failure, delay or indulgence by any party in exercising any power or right conferred on that party by this Agreement shall operate as a waiver. A single exercise of any of those powers or rights does not preclude further exercises of those powers or rights or the exercise of any other powers or rights.
- 11.9 The exercise by a party of any express right set out in this Agreement is without prejudice to any other rights, powers or remedies available to a party in contract, at law or in equity, including any rights, powers or remedies which would be available if the express rights were not set out in this Agreement.
- 11.10 This Agreement is not intended to confer any benefit on or create any obligation enforceable at the suit of any person not a party to this Agreement.
- 11.11 Any provision of this Agreement that is invalid or unenforceable will be deemed deleted, and will not affect the other provisions of this Agreement, all of which remain in force to the extent permitted by law, subject to any modifications made necessary by the deletion of the invalid or unenforceable provision.
- 11.12 This Agreement is to be governed by the laws of New Zealand, and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand.
- 11.13 This Agreement may be executed in any number of counterparts (including duly electronically signed, scanned and emailed copies). So long as each party has received a counterpart signed by each of the other parties, the counterparts together shall constitute a binding and enforceable agreement. This Agreement is intended to constitute a binding and enforceable agreement in accordance with its terms.

END OF PART 2

PART 3: DEFINITIONS AND CONSTRUCTION

Defined terms

In this Agreement, unless the context requires otherwise, terms defined in the Agreement have the meaning set out therein and:

Authorisation means:

- (a) any consent, authorisation, registration, filing, lodgement, agreement, notarisation, certificate, permission, licence, approval, authority or exemption from, by or with a governmental agency or required by any law (including any consent under the Resource Management Act 1991); or
- (b) in relation to anything which will be fully or partly prohibited or restricted by law if a governmental agency intervenes or acts in any way within a specified period after lodgement, filing, registration or notification, the expiry of that period without intervention or action.

Best Industry Practice means that degree of skill, care and foresight and operating practice that would reasonably and ordinarily be expected of a skilled and competent supplier of services engaged in the same type of undertaking as that of the Recipient or any contractors (as applicable) under the same or similar circumstances as those contemplated by this Agreement.

Business Day means any day other than a Saturday, Sunday or public holiday within the meaning of section 44 of the Holidays Act 2003.

Commencement Date has the meaning given in clause 4.1 of Part 2.

Conditions means the conditions to the payment of a Funding instalment as specified in Item 7 of the Key Details.

Confidential Information of a party (Owner), means any information in the possession or control of another party (Holder) that:

- (a) was originally acquired by the Holder in connection with this Agreement through disclosures made by or at the request of the Owner; and/or
- (b) was originally acquired by the Holder in connection with this Agreement through any access to, or viewing, inspection or evaluation of, the premises, facilities, documents, systems or other assets owned or controlled by the Owner; and/or
- (c) is derived from information of a kind described in paragraph (a) or (b) above; but excludes any information which the Holder can show:
- (d) was lawfully acquired by the Holder, entirely independently of its activities in connection with this Agreement, and is free of any other obligation of confidence owed to the Owner; and/or
- (e) has been independently developed by the Holder without reference to the Owner's Confidential Information, and without breaching any other obligation of confidence owed to the Owner.

Notwithstanding the foregoing, the terms of this Agreement are not Confidential Information.

Conflict of Interest means any matter, circumstance, interest or activity of the Recipient, its personnel or contractors, or any other person with whom the Recipient has a relationship that:

- (a) conflicts with:
 - (i) the obligations of the Recipient (or its personnel or contractors) to DIA or the Monitor under this Agreement; or
 - (ii) the interests of the Recipient in relation to this Agreement and/or the undertaking of the Permitted Funding Activities; or

- (b) otherwise impairs or might appear to impair the ability of the Recipient (or any of its personnel or contractors) to carry out the Permitted Funding Activities diligently and independently in accordance with this Agreement.

Eligible Costs means the actual costs that have been or will be reasonably incurred by the Recipient on or after the Commencement Date and no later than the End Date to undertake a Permitted Funding Activity in accordance with this Agreement, excluding overhead and management time that is not directly attributable to undertaking a Permitted Funding Activity.

Funding means the funding or any part of the funding (as the context requires) payable by DIA to the Recipient in accordance with the terms of this Agreement, as described in the Key Details.

Funding Proposal means the Funding Proposal setting out the scope of the Permitted Funding Activities(s) to which Funding is to be applied, in the form approved by DIA.

GST Offset Agreement means a deed of assignment between DIA as Assignor and the Recipient as Assignee providing for the offset of the amount of GST in accordance with the Goods and Services Tax Act 1985.

Key Details means Part 1 of this Agreement.

Material Variation means, in respect of a Permitted Funding Activity, any variation which on its own or together with any other variation or variations results in, or is likely to result in the budgeted expenditure (taking into account all variations) being exceeded or a Permitted Funding Activity being materially delayed, or any variation that materially amends the scope, specifications or function of a Permitted Funding Activity.

Monitor means Crown Infrastructure Partners Limited, appointed by the DIA to assist in managing the Funding by undertaking a review and monitoring role.

Payment Request means a request submitted to DIA by the Recipient seeking payment of Funding.

Quarter means a financial quarter, being a three monthly period ending on 30 June, 30 September, 31 December or 31 March.

Relevant Event means actual or forecast failure to materially achieve an outcome(s) of the Funding Proposal (as determined by DIA or the Monitor acting reasonably), including where arising from unfunded cost overruns, material unapproved scope changes, material delay in achieving the delivery timeframes, or failure to meet the End Date for completion of the Permitted Funding Activities.

Reform Objectives means the following:

- (a) that there are safeguards (including legislative protection) against privatisation and mechanisms that provide for continued public ownership;
- (b) significantly improving the safety and quality of drinking water services, and the environmental performance of drinking water, wastewater and stormwater systems (which are crucial to good public health and wellbeing, and achieving good environmental outcomes);
- (c) ensuring all New Zealanders have equitable access to affordable three waters services and that the Water Services Entities will listen, and take account of, local community and consumer voices;
- (d) improving the coordination of resources, planning, and unlocking strategic opportunities to consider New Zealand's infrastructure and environmental needs at a larger scale;
- (e) ensuring the overall integration and coherence of the wider regulatory and institutional settings (including the economic regulation of water services and resource management and planning reforms) in which the local

government sector and their communities must operate;

- (f) increasing the resilience of three waters service provision to both short- and long-term risks and events, particularly climate change and natural hazards;
- (g) moving the supply of three waters services to a more financially sustainable footing, and addressing the affordability and capability challenges faced by small suppliers and local authorities;
- (h) improving transparency about, and accountability for, the planning, delivery and costs of three waters services, including the ability to benchmark the performance of the new Water Services Entities; and
- (i) undertaking the reform in a manner that enables local government to further enhance the way in which it can deliver on its broader “wellbeing mandates” as set out in the Local Government Act 2002.

Remedial Plan has the meaning given in clause 2.14(a) of Part 2.

Response Plan has the meaning given in clause 2.15 of Part 2.

Termination Event means any one or more of the events or circumstances set out in clause 4.3.

Transition Support Arrangements means the obligations set out in Schedule 2.

Water Services Entity means:

- (j) the new water services entities to be established by legislation giving effect to the Three Waters Reform Programme; and
- (k) the local establishment entities to be established by legislation in advance of the establishment of the new water services entities.

Construction

In the construction of this Agreement, unless the context requires otherwise:

Currency: a reference to any monetary amount is to New Zealand currency;

Defined Terms: words or phrases appearing in this Agreement with capitalised initial letters are defined terms and have the meanings given to them in this Agreement;

Documents: a reference to any document, including this Agreement, includes a reference to that document as amended or replaced from time to time;

Inclusions: a reference to “includes” is a reference to “includes without limitation”, and “include”, “included” and “including” have corresponding meanings;

Joint and Several Liability: any provision of this Agreement to be performed or observed by two or more persons binds those persons jointly and severally;

Parties: a reference to a party to this Agreement or any other document includes that party's personal representatives/successors and permitted assigns;

Person: a reference to a person includes a corporation sole and also a body of persons, whether corporate or unincorporate;

Precedence : if there is any conflict between the different parts of this Agreement, then unless specifically stated otherwise, the Key Details will prevail over Part 2;

Related Terms: where a word or expression is defined in this Agreement, other parts of speech and grammatical forms of that word or expression have corresponding meanings;

Statutes and Regulations: a reference to an enactment or any regulations is a reference to that enactment or those regulations as amended, or to any enactment or regulations substituted for that enactment or those regulations;

Writing: a reference to “written” or “in writing” includes email and any commonly used electronic document format such as .DOC or .PDF.

END OF PART 3

SCHEDULE 1: PERMITTED FUNDING ACTIVITIES

[Note: Permitted activities on which the Recipient may spend the Funding on, as described in the Recipient’s approved Funding Proposa will be inserted by DIA]

SCHEDULE 2: TRANSITION SUPPORT ARRANGEMENTS

The Recipient will collaborate and co-operate with the DIA (including through the DIA's National Transition Unit (**NTU**)) to provide for the implementation and carrying out of certain parts of the Three Waters Reform Programme, as further described below.

In making requests under these arrangements, DIA (including the NTU) will have regard to the Recipient's available resources and the competing demands on those resources. It is intended that such requests are made and considered by DIA, the NTU and the Recipient in a collaborative and co-operative manner with a view to achieving the Reform Objectives and ensuring the Recipient is able to continue to carry out its other functions and activities.

The Recipient agrees to provide the collaboration and co-operation requested. If a council controlled organisation (**CCO**) of the Recipient is involved in the delivery of water services then the Recipient agrees to ensure that its CCO does the same.

1. The Recipient will collaborate and co-operate with the DIA (including the NTU) to facilitate the Three Waters Reform Programme (to the extent the law permits).
2. Subject to the consent of any affected employee (and in compliance with the Recipient's employment law and health and safety obligations), the Recipient will:
 - (a) comply with any reasonable request by the Executive Director of the DIA's National Transition Unit (**NTU**) for employees of the Recipient to be seconded to, or otherwise facilitate the engagement of employees with, the DIA for the purpose of assisting the DIA with the Three Waters Reform Programme; and
 - (b) enable, and where necessary facilitate, the participation of the Recipient's staff in any process or engagement with the NTU that relates to their potential employment with a Water Services Entity, including (but not limited to) attending information sessions, accessing NTU channels such as the "People Platform", providing input into the Water Services Entity organisational design and role design, engaging in unions and professional body processes developed to engage and support staff through transition.
3. The Recipient will respond to and comply with any reasonable request by the Executive Director of the NTU for information that the Recipient holds for the purpose of assisting the DIA with the Three Waters Reform Programme.
4. The Recipient acknowledges and agrees that its obligation to provide information under paragraph 3:
 - (a) may include, subject to compliance with applicable laws including the Privacy Act 2020, a requirement to provide information in relation to the assets, liabilities, contracts, property, employees, customers, processes, pricing information relating to water services fees and associated costs, and any other matters that relate to water services delivery;
 - (b) includes a requirement to comply with any reasonable request to research and collate information; and
 - (c) includes a requirement to comply with any reasonable request to provide information in a particular format and within a particular timeframe.
5. The Recipient will notify, and respond to requests for information by, DIA of intended decisions:
 - (a) that relate to the provision of water services; or
 - (b) that may affect (other than in an immaterial way) the provision of water services.

The Recipient acknowledges that such decisions include a decision:

- (c) to adopt or amend a long-term plan or to adopt an annual plan, in each case as contemplated by the Local Government Act 2002;
 - (d) to adopt a policy required by the Local Government Act 2002;
 - (e) that is significantly inconsistent with, or is anticipated to have consequences that will be significantly inconsistent with, any policy or plan adopted by the Recipient under the Local Government Act 2002;
 - (f) to purchase or dispose of assets other than in accordance with its long-term plan;
 - (g) to purchase or dispose of an asset, if the purchase or disposal of the asset will have a material impact on the capacity to provide water services or on the financial well-being of the Recipient;
 - (h) to enter into any contract (other than an employment agreement) that imposes, or will continue to impose, any obligation in relation to the delivery of water services on the existing local authority after 30 June 2024 and the consideration for which is material in the context of the three water services or operations of the Recipient; or
 - (i) to borrow money for a period that extends beyond 30 June 2024.
6. The Recipient must not act inconsistently with its long-term plan and its annual plan as it relates to the provision of water services.
7. The Recipient shall include estimated and indicative prices for water services on invoices to consumers on an information only basis, based on a water revenue discovery process undertaken by the DIA. This disclosure obligation will not apply until the DIA has completed this discovery process and notified the Recipient of the basis of disclosure.
8. The Recipient must respond to and comply with any reasonable request by the Executive Director of the NTU to assist DIA and the NTU in the preparation of asset management plans and pricing plans for the Water Services Entities. The Recipient acknowledges that such requests may include:
- (a) a request to compile certain categories of information as part of an information base to inform the preparation of such plans (including, for example, existing water services assets held by or on behalf of the Recipient, current sources of funding for water services and details of employee roles within the Recipient's region or district that are involved in providing water services); and
 - (b) a request to consider particular options or matters for the Recipient's region or district to inform the preparation of such plans.

Three Waters Better Off Support Package

Guide to the better off funding package for
local authorities



Te Tari Taiwhenua
Internal Affairs

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The Wellbeing Budget provides a guide to the better off package funding for local authorities.

Headline Information



Key Dates

- ▶ Funding Proposal submission portal opens online **Monday 11 April 2022** and close **Friday 30 September 2022**
- ▶ Tranche 1 funding is available for use from **1 July 2022**



Applying for Funds

- ▶ There are **two** key **documents** to apply for and access the funding:
 - The Funding Proposal, outlining your council's intentions
 - The Funding Agreement
- ▶ You can only submit **one** Funding Proposal, but may include multiple projects or initiatives.
- ▶ You can use funding to cover projects up to **five years** in duration (through to 30 June 2027)
- ▶ You have a **relationship manager** assigned to your council to help you complete your proposal and access the funds (see **Appendix D** for details)



Funding Release

- ▶ An **initial instalment** of 10% of your funds will be released on approval of your Funding Proposal
- ▶ Subsequent instalments will be released in **arrears of costs** incurred, on receipt of:
 - A payment request (up to **one a month** can be submitted); and
 - Proof of **progress** on your expenditure programme

The Water Reform Programme Guideline states: "Councils are funded for the first time."

About the better off package

The better off package is:

- An investment by the Crown into the future for local government and community wellbeing; and
- In recognition of the significance to the local government sector (and the communities they serve) of the transfer of responsibility for water service delivery.

The use of this funding supports councils to transition to their new role post-reform through meeting some or all of the following criteria, as laid out in the Heads of Agreement:



Supporting communities to transition to a sustainable and low-emissions economy, including **by building resilience to climate change and natural hazards.**



Delivery of infrastructure and/or services that **enable housing development and growth**, with a focus on brownfield and infill development opportunities where those are available.



Delivery of infrastructure and/or services that **support local place-making** and **improvements in community well-being.**

About the application and funding process

The better off package is one of the financial support packages to be provided to Local Authorities under the Three Waters Reform, as outlined in the Heads of Agreement.

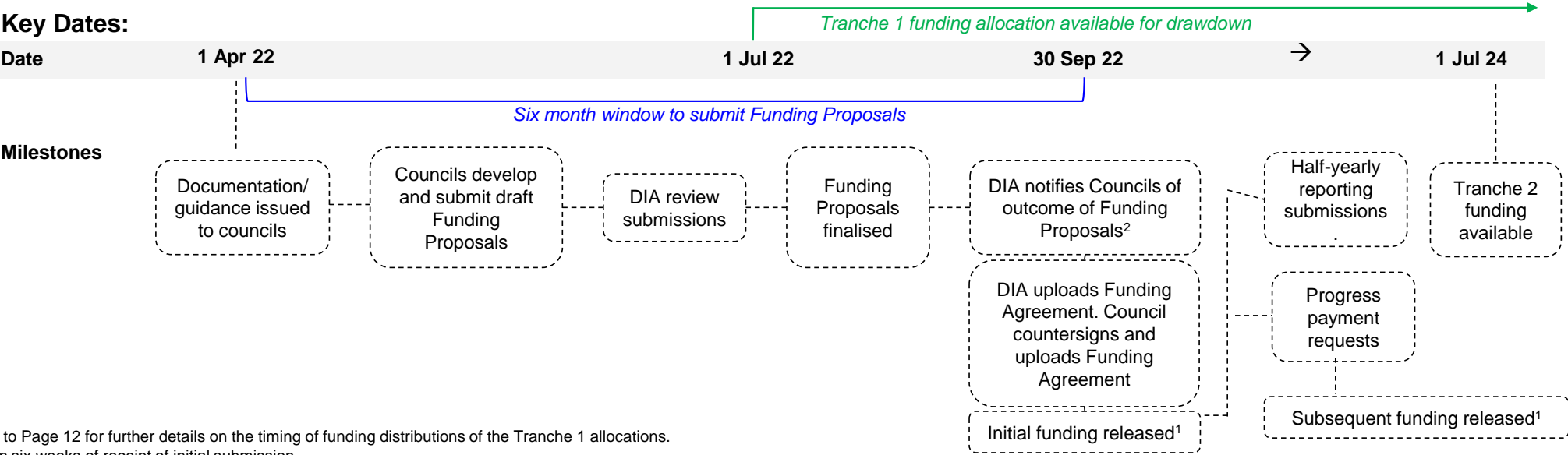
The \$2 billion package has been pre-allocated to councils based on a nationally consistent formula, and is available in two tranches. The first \$500 million of Crown Funding is available from 1 July 2022 and the remaining \$1.5 billion is available from 1 July 2024. This guide is specific to the first tranche of funding, however it is expected that access to Tranche 2 funding will follow a similar process.

This guide sets out the information needed for Local Authorities to engage with the Funding Agreement and Funding Proposal templates.

These are available on the Three Waters Reform webpage at: <https://www.dia.govt.nz/three-waters-reform-programme-reform-support-package>:

- Funding Proposal template available **01/04/2022** (NB: template for review only, proposals must be submitted online via the Grants Management System)
- Funding Agreement available **01/04/2022**

Key Dates:



Refer to Page 12 for further details on the timing of funding distributions of the Tranche 1 allocations.
Within six weeks of receipt of initial submission.

Relationship managers

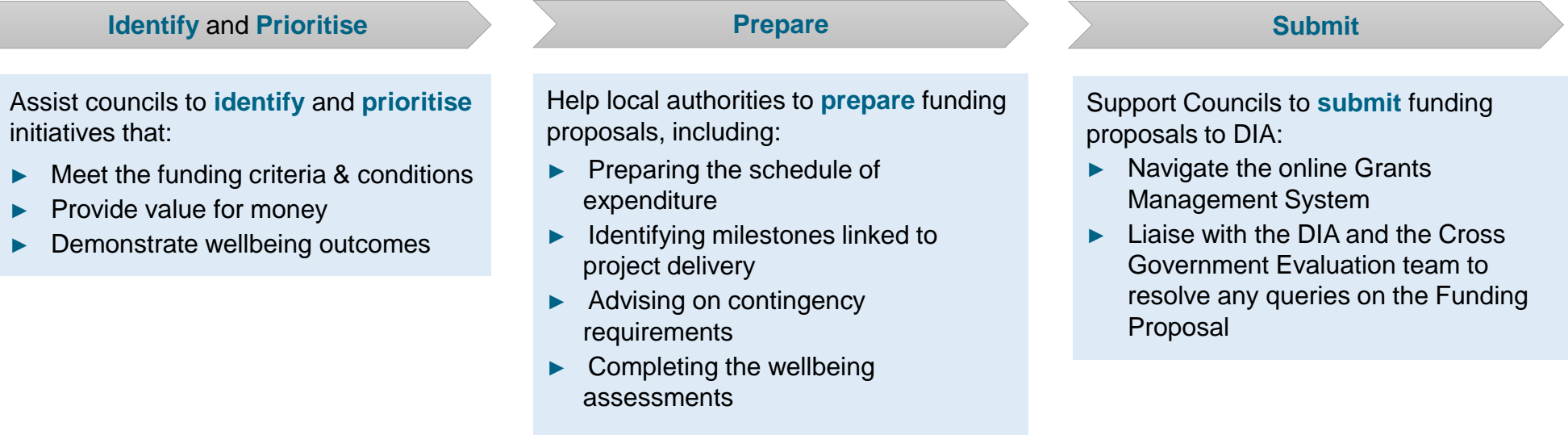
To streamline the funding application and approval process, each council will be assigned a Relationship Manager to support them in developing their Funding Proposals. They will be available to provide additional guidance on an as-required basis.

Crown Infrastructure Partners have been appointed to fill this role.



The Relationship Manager's Role

Relationship managers are in place to work with, and support local authorities through the end-to-end Funding Proposal process. They also provide a liaison point between the councils and the DIA throughout the approval process.



Funding application documentation

Funding Agreement

Local Authorities are required to sign the **Funding Agreement** to access the better off funding package.

DIA will provide a completed Funding Agreement following its review of the funding proposal. A pro-forma copy of the Funding Agreement is available [here](#).

The Agreement sets out the **purpose** of the funding, and the **requirements and conditions** that local authorities agree to meet to access the funding. The Agreements includes detail on the following:

- Funding conditions and criteria
- Overview of what the funding stimulus may be spent on
- Conditions attached to the funding
- Engaging with and supporting transition activities
- Reporting and other requirements

Funding Proposal

The Funding Proposal is the document Local Authorities will use to access funding, and specifies the Programme of Expenditure they wish to apply funding to. It will be submitted to DIA for review to ensure that it meets the following criteria:


Funding criteria

- The Programme must support one or more of the better off package criteria (*refer page 4*)
- Funding proposals must be for:
 - new initiatives/projects; and/or
 - to accelerate, scale-up and/or enhance the quality of planned investment
- The duration of the Programme of Expenditure must be 5 years or less (completion date on or before 30 June 2027)
- The Total Maximum Amount Payable must be equal to or less than the funding allocation (refer page 13)

Local Authorities have flexibility to apply better off funding as they deem appropriate, provided it is consistent with these funding conditions and the Funding Agreement, and approved via the Funding Proposal.

The Funding Proposal will cover the following elements:

- Programme overview (including work to be undertaken, summary of costs, relevant milestones and dates.)
- Demonstration that engagement was undertaken with iwi/Māori on the use of funding.
- How the Programme meets one or more of the better off package funding criteria and conditions
- A brief wellbeing assessment setting out the expected benefits of the Programme

 Administration of the better off package will be managed through the DIA online Grant Management System. **To apply you will need access to this system.** See **Appendix C** for more information

The Water Reform Programme Guideline sets out the framework for funding for local authorities

How to Identify and Prioritise Initiatives

The funding criteria provides flexibility for Councils to identify a potentially wide range of funding proposals.

Where a council has existing strategic plans and documentation that meet the funding criteria, these may inform your project selection, including proposals to accelerate, scale up or enhance current and planned initiatives.

To assist in identifying and prioritising your initiatives, below are examples of projects that may be eligible based on the criteria, along with key considerations when prioritising a list of initiatives. Judgement is required when making these decisions, and councils may choose to assign different weighting to these prioritisation factors based on the needs of your community.

Initiative Examples	
1	Public Transport Improvement Programme* <ul style="list-style-type: none"> Replace bus fleet with electric buses Upgrade public transport hubs to make them more user-friendly and safe Increase frequency of services in busy times, and identify and provide public transport options to under-served areas
2	Street Lighting Project <ul style="list-style-type: none"> Replace street lights with energy efficient bulbs Increase street lighting in underlit and unsafe areas
3	Coastal Placemaking Initiative <ul style="list-style-type: none"> New coastal public space and open air water park
4	Community Connectivity Initiative* <ul style="list-style-type: none"> Assist communities in need with affordable wifi connections and wifi-enabled devices
5	Digital Automation Programme* <ul style="list-style-type: none"> Transform resource consent application system
6	Supporting people living with disabilities to participate fully in society* <ul style="list-style-type: none"> Improve accessibility to community facilities including ramp access and handrails Installation of high specification bathrooms for people with complex disabilities

Initial Eligibility Check	
Does the initiative meet the funding conditions listed on page 4?	
Prioritisation Factors	
Value for Money	Do the identified wellbeing outcomes justify the cost?
Strategic Plans	Is there existing strategic planning documentation to support this initiative?
Iwi/Māori Support	Has the council engaged with iwi/Māori on the intended use of the funding?
Risk Analysis	Does your risk analysis show any undue concerns in completing the project - for example, are the resources required readily available?
Community Support	Does the initiative have rate-payer and local community support?

*See Appendix B for examples of wellbeing assessments for these initiatives

Funding Proposal – Key areas of consideration

Key areas of consideration to be aware of when developing the Funding Proposal:

<p>Relationship between funding tranches</p> <p>The first tranche (\$500m available in July 2022 as per this guidance document) is distinct from the second, but councils are expected to consider how the first tranche could support funding proposals for the second tranche.</p> <p>Local authorities do not have to apply for the full Tranche 1 amount upfront, funds not applied for in Tranche 1 will be made available in Tranche 2.</p> <p>The second tranche will be subject to future guidance and application processes, however the same funding criteria and conditions are expected to apply.</p>	<p>Output-based milestones</p> <p>Milestones must be linked to specific and measurable outputs. Milestones should reflect progress of project delivery. For example:</p> <ul style="list-style-type: none">• In relation to project stages (e.g. procurement, design, construction); or• Based on project progress (e.g. percentage of works completed) <p>Contingency</p> <p>When preparing your schedule of expenditure, consider whether a contingency allowance is appropriate to allow for cost increases outside your control.</p> <p>A process will be developed in the coming months to enable you to utilise unspent contingency.</p>	<p>Prior funding applications</p> <p>If you have a project that meets the better off funding criteria, and has previously been submitted and reviewed through another contestable funding source, speak to your Relationship Manager.</p> <p>You may be able to re-use your prior application details to streamline your Funding Proposal application.</p> <p>Examples of funding that may fit this criteria are:</p> <ul style="list-style-type: none">• Infrastructure Acceleration Fund (IAF)• National Land Transport Programme (NLTP)• IRG Shovel Ready
<p>Other areas of consideration</p>	<p>Iwi/Māori: Pathway to target state of partnership</p> <p>Wellbeing assessment</p>	<p><i>Refer to Page 10</i></p> <p><i>Refer to Page 11</i></p>

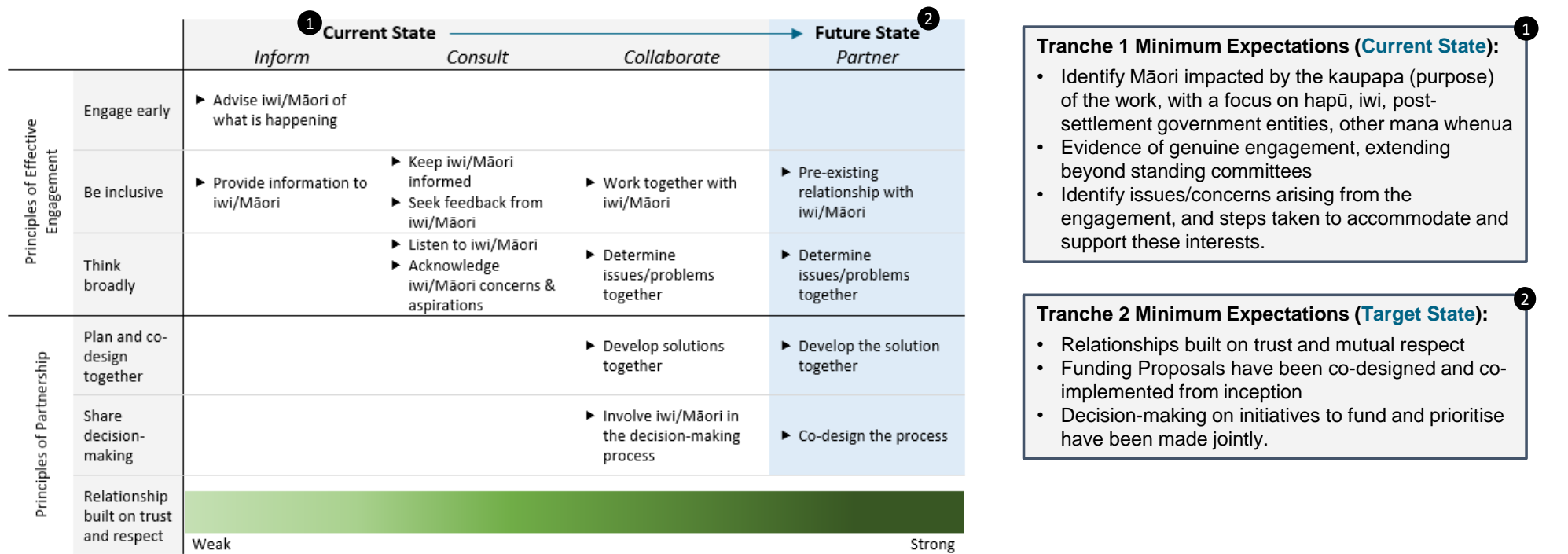
 Relationship Managers will work with Local Authorities to finalise their Funding Proposals. They will be able to assist with specific questions around these considerations.

The Water Reform Programme Guideline booklet “How to develop a funding proposal” is available here

Iwi/Māori engagement

The criteria for the Better off funding package recognises that local authorities are expected to engage with iwi/Māori in determining how it will use its funding allocation. For tranche one, it is expected that the Funding Proposal demonstrates genuine engagement, extending beyond standing committees (see below).

The diagram below illustrates a continuum of engagement to partnership between Local Authorities and iwi/Māori. The funding tranches have been designed in a way that understands that most councils sit on the continuum at or near the current state. Investment in time and resources is required by both parties in order to build a relationship that is closely aligned to partnership. In recognition of this, the **minimum** expectations for Tranche 1 are set around the current state. However, the expectation with respect to accessing Tranche 2 funding is that the target state is achieved, or that there is a demonstrated pathway as to how it will be achieved.








Wellbeing assessments

Councils are expected to provide a wellbeing assessment setting out the expected benefits and wellbeing outcomes for each Programme.

The assessment should outline how the programme will deliver on:

- The broader “wellbeing mandates” under the framework of the Local Government Act 2002 (LGA), and
- The specific wellbeing criteria for the better off package shown on page 3

LGA areas of wellbeing	Considerations for completing the Wellbeing Assessment
 Social wellbeing	<ul style="list-style-type: none">• Define the expected wellbeing outcomes from the Programme.• Describe how the Programme outcomes will promote the better off package outcomes and wellbeing objectives for your community.• Decide how you will measure, monitor and report on your stated wellbeing outcomes, preferably using your existing processes. (e.g. indicators of change/key performance indicators)
 Economic wellbeing	
 Environmental wellbeing	
 Cultural wellbeing	
 See Appendix B for examples of Wellbeing Assessments based on the initiatives shown on page 8.	

Administration Process - Key areas of consideration

Key administration principles to be aware of when planning and applying for the better off funding package:

Release of funding	<p>Following approval of a Funding Proposal and an executed Funding Agreement, an initial disbursement of 10% of the Total Maximum Payable amount will be released.</p> <p>The remainder will be disbursed on receipt of a progress payment request from Councils:</p> <ul style="list-style-type: none"> • Councils may submit a progress payment request, along with a progress report, up to once a month. This will be reviewed and approved by Crown Infrastructure Partners (CIP). • The review will focus on evidence that payments are linked to progress on the Programme. • On confirmation the review is satisfactory, funds will be released in arrears of costs incurred.
Monitoring and reporting	<p>The Funding Agreement will outline the reporting requirements for councils.</p> <ul style="list-style-type: none"> • Reporting is half-yearly (periods ending 30 June and 31 December), and a template will be provided to submit online. • CIP will monitor local authorities' progress against the Funding Proposal to provide assurance that Crown funding is being spent as intended and that projects are progressing within a reasonable timeframe. • The half-yearly reporting will also include monitoring of the achievement of outcomes as specified per the Funding Proposal. • There will be a process to address any material under-delivery or deviation from scope.
Project Substitution	<p>There may be circumstances in which a council wishes to substitute or re-allocate funds allocated to another project in the Funding Proposal. These decisions will be considered by CIP, and made on a case-by-case basis.</p> <p>It may be prudent to consider having a "back-up" list of projects you have discussed with your relationship manager that can be used as a substitute in the event an approved initiative is unable to proceed.</p>
Funding shortfalls	<p>Funding allocations will not be 'topped up' to meet any shortfalls experienced by councils.</p>

The Water Reform Programme Guideline to the better off funding package for local authorities

Funding allocations - methodology

A funding allocation framework has been developed, which is based on a nationally consistent formula.

The Government and Local Government New Zealand have agreed to this formula as it recognises the relative needs of local communities, the unique challenges facing local authorities in meeting those needs and the relative differences across the country in the ability to pay for those needs.

General approach to determining notional funding allocations



The **population** in the relevant council area.
(75% weighting)



The NZ **deprivation index*** adjustment to recognise the relative distribution of need across the country
(20% weighting)



The **land area** covered by a council, excluding national parks
(5% weighting)

*The New Zealand index of deprivation is an area-based measure of socioeconomic deprivation in New Zealand that combines nine variables from the Census, including income levels, educational qualifications, home ownership, employment, family structure, housing and access to transport and communications. It has been introduced in the formula for allocating the better off component of the support package to recognise the relative distribution of need across the country. It enables a balanced distribution of funding across territorial authorities that complements the remaining two criteria that recognise needs associated with a larger population base and land area.

The Water Reform Programme Guideline states: "The better off funding formula is based on the following criteria:

APPENDICES

APPENDIX A: Notional funding allocations

Council	Allocation (\$m)		
	Tranche 1	Tranche 2	Total
Auckland	127.14	381.43	508.57
Ashburton	4.19	12.57	16.76
Buller	3.50	10.51	14.01
Carterton	1.70	5.10	6.80
Central Hawke's Bay	2.83	8.50	11.34
Central Otago	3.21	9.63	12.84
Chatham Islands	2.21	6.62	8.82
Christchurch	30.61	91.82	122.42
Clutha	3.27	9.82	13.09
Dunedin	11.54	34.63	46.17
Far North	8.79	26.38	35.18
Gisborne	7.21	21.62	28.83
Gore	2.29	6.86	9.15
Greater Wellington	5.08	15.23	20.31
Grey	2.98	8.95	11.94
Hamilton	14.65	43.95	58.61
Hastings	8.72	26.16	34.89
Hauraki	3.78	11.34	15.12
Horowhenua	4.99	14.96	19.95
Hurunui	2.67	8.01	10.68
Invercargill	5.78	17.33	23.11
Kaikoura	1.55	4.66	6.21
Kaipara	4.04	12.11	16.14
Kapiti Coast	5.26	15.79	21.05
Kawerau	4.32	12.95	17.27
Lower Hutt	8.36	25.07	33.43
Mackenzie	1.55	4.65	6.20
Manawatu	3.76	11.29	15.05
Marlborough	5.76	17.28	23.04
Masterton	3.88	11.65	15.53
Matamata-Piako	4.32	12.95	17.27
Napier	6.46	19.37	25.82
Nelson	5.18	15.54	20.72
New Plymouth	7.90	23.69	31.59
Total			

Council	Allocation (\$m)		
	Tranche 1	Tranche 2	Total
Opotiki	4.68	14.04	18.72
Otorohanga	2.66	7.99	10.65
Palmerston North	8.16	24.47	32.63
Porirua	5.41	16.22	21.63
Queenstown Lakes	4.03	12.09	16.13
Rangitikei	3.33	9.99	13.32
Rotorua Lakes	8.05	24.15	32.19
Ruapehu	4.12	12.35	16.46
Selwyn	5.59	16.77	22.35
South Taranaki	4.55	13.65	18.20
South Waikato	4.64	13.92	18.56
South Wairarapa	1.88	5.63	7.50
Southland	4.80	14.41	19.21
Stratford	2.57	7.70	10.27
Taranua	3.80	11.39	15.19
Tasman	5.64	16.91	22.54
Taupo	4.93	14.80	19.74
Tauranga	12.10	36.30	48.41
Thames-Coromandel	4.05	12.15	16.20
Timaru	4.97	14.92	19.90
Upper Hutt	3.90	11.69	15.59
Waikato	7.88	23.65	31.53
Waimakariri	5.54	16.63	22.18
Waimate	2.42	7.26	9.68
Waipa	5.24	15.73	20.98
Wairoa	4.66	13.97	18.62
Waitaki	3.71	11.13	14.84
Waitomo	3.55	10.64	14.18
Wellington	14.42	43.27	57.69
Western Bay of Plenty	5.34	16.03	21.38
Westland	2.79	8.36	11.15
Whakatane	5.66	16.99	22.66
Whanganui	5.98	17.94	23.92
Whangarei	9.48	28.45	37.93
Total	500.00	1,500.00	2,000.00

The Water Reform Programme Guidelines have been developed to guide the allocation of funding for the programme.

APPENDIX B: Wellbeing assessment examples

Example 1	Initiative Description: Public Transport Improvement Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Supporting communities to transition to a sustainable and low-emissions economy 2. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Environmental
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
	Lower carbon emissions	Reduction in carbon emissions	Annual Report
	Increase in use of public transport	Increase in # people using buses and trains Increase in % people that feel safe using public transport	Annual Report

Example 2	Initiative Description: Community Connectivity Initiative		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
	Increase in access to reliable at home wifi service	Increase in # people with access to reliable wifi connections	Annual Report
	Increase in access to wifi enabled devices to support work and study from home	Increase in % people with the ability to work and/or study from home	Annual Report

The Wellbeing Reference Programme Guideline lists the 'better off' funding criteria for the initiative.

APPENDIX B: Wellbeing assessment examples

Example 3	Initiative Description: Digital Automation Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that enable housing development and growth		1. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
	Faster processing of resource consents	Decrease in time taken to process a consent Increase in customer satisfaction on consent process	Annual Report

Example 4	Initiative Description: Supporting people living with disabilities to participate fully in society		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Cultural
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
	Community facilities are inclusive and accessible to those living with disabilities	Increase in # community facilities with disability friendly access Increase in % people with disabilities that feel community spaces are accessible	Annual Report
	Those with complex disabilities can access and use public bathroom facilities	# Public high specification bathrooms installed	6 Monthly Better Off Report Submission

The Water Reform Programme Guideline better off funding framework for the initiative

Appendix C: How to access the DIA's Grants Management System

STEP 1: Create the Better Off organisation profile

- ▶ Your relationship manager will provide DIA staff with the following information on behalf of your council:
 - Council name
 - Contact name (*this person will become the "Profile Secretary"*)
 - Contact phone number
 - email address (*this will be used for payment advice and other correspondence*)
- ▶ DIA staff will create the Better Off organisation

STEP 2: Linking an individual to administer the profile

- ▶ A RealMe invitation link will be emailed to the nominated contact, connecting them to the Better Off council profile. RealMe credentials are required for logging in, but can be created if need be.
- ▶ The contact person will fill out the organisation profile, including:
 - Bank account for payment
 - Upload of bank account verification document (bank deposit slip, statement confirming bank account name and number)
- ▶ Once logged in, the named contact can invite other individuals to join the organisation profile (to act as signatories for example).

STEP 3: Submit the Funding Proposal

- ▶ Nominated individuals linked to the Better Off organisation can create, edit and submit the Funding Proposal for the Council they represent.
- ▶ Once submitted, the Funding Proposal will be reviewed and the DIA will issue a decision within 6 weeks.

email ▶ community.matters@dia.govt.nz phone ▶ 0800 824 824 login: ▶ <https://communityadviceandgrants.dia.govt.nz>

Appendix D: Relationship manager details

Below are the contact details for the Relationship Managers assigned to each region.

Region	Name	email contact
Auckland & Northland	Martin Smith	martin.smith@crowninfrastructure.govt.nz
Bay of Plenty & Waikato	John Mackie	john.mackie@crowninfrastructure.govt.nz
Taranaki	Anthony Wilson	anthony.wilson@crowninfrastructure.govt.nz
Manawatu/Rangitikei & Top of the South	Ian Garside	ian.garside@crowninfrastructure.govt.nz
Hawkes Bay	Geof Stewart	geof.stewart@crowninfrastructure.govt.nz
Wellington	Brent Manning	brent.manning@crowninfrastructure.govt.nz
Canterbury	Paul Utting	paul.utting@crowninfrastructure.govt.nz
Otago/Southland and West Coast	Steve Apeldoorn	steve.apeldoorn@crowninfrastructure.govt.nz

9. ROAD STOPPING AND GRANTING OF EASEMENT OVER VESTED RESERVE - AWATOTO

Type of Report:	Legal and Operational
Legal Reference:	Reserves Act 1977 and Public Works Act 1981
Document ID:	1455014
Reporting Officer/s & Unit:	Bryan Faulknor, Manager Property

9.1 Purpose of Report

To obtain Council's approval to actions required to provide appropriate land legalisation actions to accommodate a new drinking water bore field and associated equipment at Awatoto.

In particular, to seek Council consent to road stopping of part of the unformed road between Eriksen Road and Awatoto Road and separately to consent to the granting of an easement over Vested Reserve land for water supply infrastructure.

Councillors Mawson / Chrystal

The Sustainable Napier Committee:

- Consents to road stopping under Section 116 of the Public Works Act 1981 of approximately 2,187m² of legal road adjoining Section 112 Block VIII Heretaunga Survey District, and the retention of the land in fee simple for water supply purposes.
- Authorises the Chief Executive to make an application to LINZ for the above road stopping under Section 116 of the Public Works Act 1981.
- Approves, as administering body, under section 48(1)(e) of the Reserves Act 1977, the grant of easements for the right to drain water over part of the local purpose (arboretum) reserve described as Section 112 Block VIII Heretaunga Survey District.
- Approves, in exercise of the Ministerial consent (under delegation from the Minister of Conservation), the granting of the above easement.

Carried

9.2 Background Summary

As part of the Low Manganese Drinking Water Projects, Council is installing a new bore field and a UV treatment plant on what is currently a legal road at Awatoto. As part of that project, infrastructure is also required to be installed in the adjacent reserve land.

As has been widely publicised Council is committed to solving Napier's dirty water issues and as part of that plan is a need to replace bores in Napier's network that are high in naturally occurring manganese. Manganese reacts with chlorine (which Council is legally required to have in its water) to discolour the drinking water.

The new bore field at Awatoto provides a source of low manganese water.

9.3 Issues

Road Stopping:

The infrastructure for the new bore field and UV Treatment Plant needs to be located on what is currently legal road. Whilst the land is legal road it is not a fully formed public road and is only used as secondary access by the adjoining land owners who also have access to their land from Willowbank Ave.

It is not intended to stop the entire width of the proposed length of required land and a 6.2m width will be retained as road, preserving any existing access.

The attached Scheme Plan shows, outlined in red (A), the area of road to be stopped.

To legalise this a Road Stopping process is proposed to be carried out under section 116 of the Public Works Act 1981 and with the subsequent retention of the land in fee simple for water supply purposes.

The use of the Public Works Act process with no requirement for public notification is deemed appropriate. This is due to the fact that, being an unformed road with no current public access, there is no impact on the public or adjoining landowners. As stated above a 6.2m width at its narrowest will still be available for neighbouring landowners and future proofing for possible walkways/cycleways if ever deemed necessary.

Council's appropriate Three Waters Staff and The Team Leader Transportation along with Team Leader Parks Reserves and Sportsgrounds have agreed the Scheme Plan.

Granting of Easement over Vested Reserve:

As part of the project, water pipes are required to be laid under a small portion the adjacent Reserve land along with an open drain above ground.

The above ground drain is required to drain water from the plant located on the stopped road to the roadside drain. This is only required for discharge during bore maintenance which should be an infrequent event. The drain would be approx. 3 metres wide and 8 metres long and 500 millimetres below the existing ground level. This will be grassed and maintained as a swale.

Section 48(1) (e) of the Reserves Act 1977 authorises the administering body (Council) to grant easements over reserves for the purpose of the 'Provision of water systems'.

The section 48 process for granting an easement over a reserve is subject to a requirement for public notice under section 48(2). However, under section 48(3) if the reserve is not likely to be materially altered or permanently damaged and the public's rights over the reserve are not likely to be permanently affected, notice is not required.

The subject land is undeveloped and is not currently and has never has been used by the public.

There is unlikely to be any permanent damage or material alteration with the pipes being underground and the small open grassed drain/swale located towards the boundary of the reserve. There is no planting or other features that would be disturbed by the above. Any disturbance will be temporary and limited in duration to while construction is completed, and any future maintenance undertaken. Any damage with regards pipe laying will be fully remediated.

Therefore as the pipes are underground and the small open grassed drain located by the boundary, the easement facility will not have any effect on the use of the Reserve. We consider that in accordance with Section 48 (3) of the Reserves Act no public notice is deemed required.

The consent to the easement being requested of the Committee is in Council's capacity as an administering body. However the power for the administering body to grant easements over vested reserves is subject to the consent of the Minister of Conservation who may impose conditions as they think fit. The consent of the Minister of Conservation has been delegated to the Council under the *Minster of Conservations Reserves Act 1977-Instrument of Delegation for Territorial Authorities dated 12 June 2013*. The Council therefore has a delegated decision making role, in addition to its role as an administering body. These roles are separate.

In addition, Council is in this case both the grantor of the easement, as administering body, and grantee. Council's Team Leader Parks Reserves and Sportsgrounds supports the easement.

The attached Scheme Plan shows, outlined in green (B) the area of the proposed easement.

9.4 Significance and Engagement

The road stopping is not required to be publically notified and we consider that, given the proposed easement will satisfy the conditions in section 48(3) of the Reserves Act, it is exempted from public notification. However with regards to the road stopping, to ensure the requirements of LINZ (pursuant to the Public Works Act) the adjoining owners will be consulted and consent obtained. This process is underway.

9.5 Implications

Financial

The project along with costs relating to the land legalisation actions are funded part from the Government funded Three Waters Reform Fund and part from Long Term Plan approved budgets.

Social & Policy

The land legalisation matters are essential to ensure that the status of the land can accommodate the necessary water infrastructure as part of the project to ensure clean, safe, sustainable drinking water for Napier.

Risk

There are no perceived risks.

9.6 Options

The options available to Council are as follows:

- a. Agree to the Road Stopping process and granting of an Easement over Reserve land as outlined above
- b. Decline to approve the Road Stopping and Easement.

9.7 Development of Preferred Option

The land legalisation actions recommended are essential to the occupation of the water bores, treatment plant, and associated pipework on the subject land. The drinking water issues that this assists in solving are a top priority for Council.

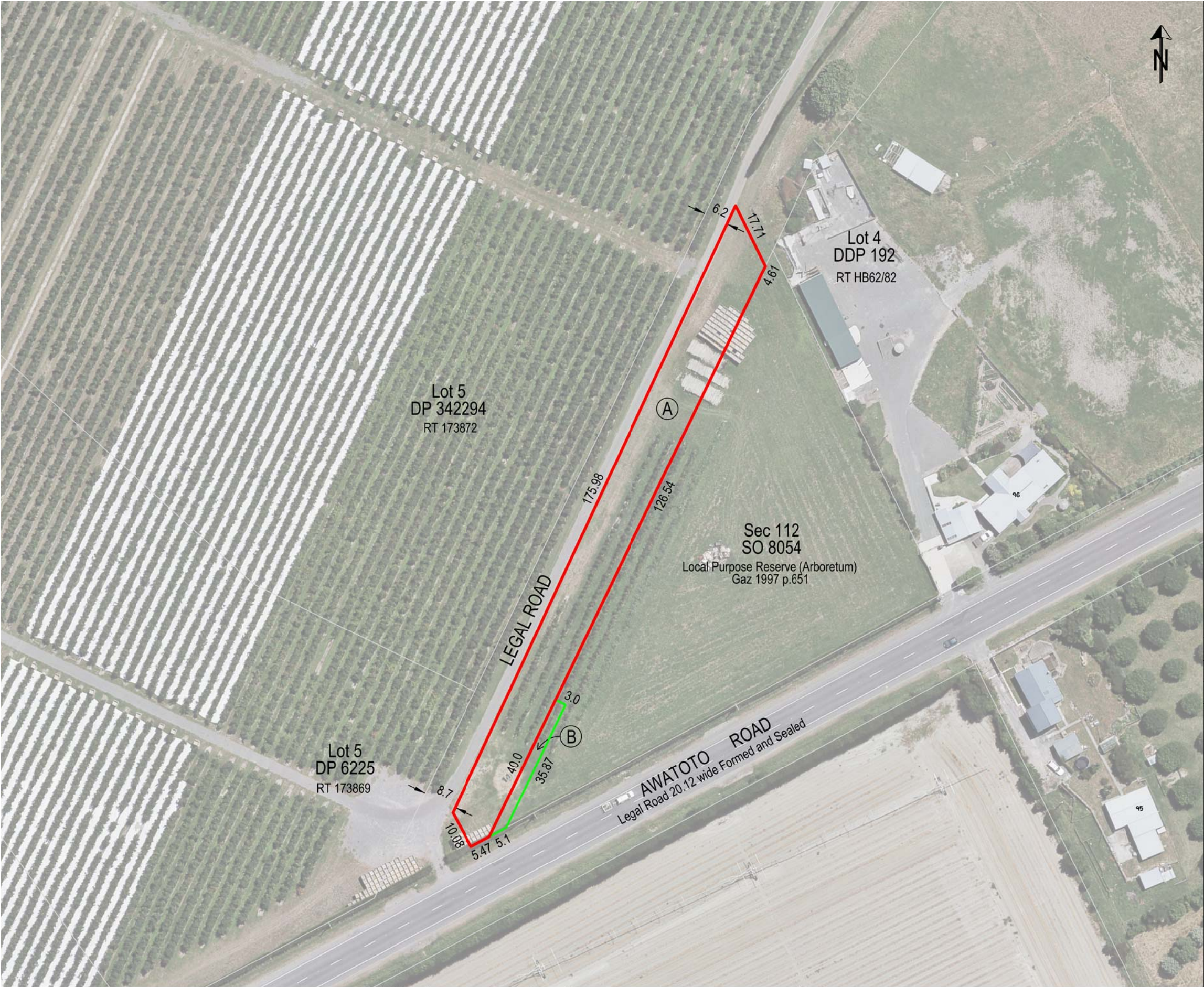
Option a. above is therefore the preferred option.

At the meeting

The Officer spoke to the report. There were no questions from the Committee.

9.8 Attachments



- 1 Scheme Plan - Road to be Stopped & Proposed Easement over Vested Reserve (Doc Id 1456891)



- GENERAL NOTES
- DO NOT SCALE FROM THESE DRAWINGS, IF IN DOUBT ASK.
 - ALL A3 SIZE DRAWINGS SUPPLIED ARE REDUCED AND THEREFORE NOT TO SCALE.
 - NOTE: Whole numbers = mm. Decimalised expressions = m
 - Cadastral information sourced from the LINZ Data Service <http://data.linz.govt.nz/> and licensed by LINZ for re-use under the Creative Commons Attribution 3.0 New Zealand licence
 - DATUM : NZGD 2000, Hawkes Bay Circuit 2000
RL's in terms of Hawkes Bay Datum 1972
Napier 2014 Benchmark Network (MSL = 10.000m)
 - The Contractor is responsible for the protection of all LINZ survey marks or their offset locations.

SCHEDULE OF ROAD TO BE STOPPED		
SHOWN	AREA	ADJOINING
A	2187m ²	SEC 112 SO 8054

PROPOSED EASEMENT IN GROSS			
PURPOSE	SHOWN	BURDENED LAND	GRANTEE
Right to drain water	B	Sec 112 SO 8054	Napier City Council

REVISIONS	No.	BY	DESCRIPTION	APPD	DATE	 <div>NAPIER CITY COUNCIL <i>Te Kauhīhera o Ahuriri</i></div>	DRAWING ORIGINATOR NAPIER CITY COUNCIL PROGRAMME DELIVERY - DESIGN & DRAUGHTING		BY	DATE	SCALE	1:1000 @ A3	SHEET TITLE SCHEME PLAN - ROAD TO BE STOPPED & PROPOSED EASEMENT OVER SEC 112 SO 8054	PLAN ISSUE DATE 28/03/2022	DRAWING No. TK364-01
	A	PP	Area A amended	FG	28/03/22			DESIGN	FG	24/03/2022	ASSET TYPE				
								DRAWN	PP	24/03/2022	GL No.	1454503			
								CHECKED	FG	25/03/2022					
								RECOMMENDED	Sponsor		CONTRACT No.				
												PROJECT TITLE LOW MANGANESE WATER	SHEET No. SHEET 01 of 01		
U:\Infrastructure Services\Tasks\TK00364 Low Manganese Water Easements etc\30 - Drawings\Scheme.dgn															

10. LEASE OF RESERVE AT ANDERSON PARK TO THE BUZZY BEE TRUST

Type of Report:	Legal and Operational
Legal Reference:	Reserves Act 1977
Document ID:	1447530
Reporting Officer/s & Unit:	Bryan Faulknor, Manager Property Jenny Martin, Property and Facilities Officer Debra Stewart, Director Infrastructure Services

10.1 Purpose of Report

To obtain approval to grant a new ground lease to the Buzzy Bee Trust for the land occupied by the Mahoe Hall on the Anderson Park Reserve for a term of 15 years with one 15 year right of renewal.

Councillors Browne / Wright

The Sustainable Napier Committee:

- a. **Recommend** that Council agree to a new lease, under Section 54(1)(b) of the Reserves Act 1977, for the Buzzy Bee Trust for the land occupied by the Mahoe Hall at the southern end of Anderson Park Reserve for a term of 15 years plus one 15 year right of renewal.
- b. **Note** that Council is acting under delegated authority from the Minister of Conservation in granting this lease.

Carried

10.2 Background Summary

The Mahoe Hall has been occupied and owned by the Girl Guide Association NZ Incorporated for many years and has been subject to a Lease of Reserve during this time. The Girl Guide Association NZ Inc has now made the decision to divest itself of ownership of this hall.

The Buzzy Bee Trust, a registered charitable Trust, expressed interest in purchasing the hall to continue its use for Girl Guides and have it available for recreational activities to several community based groups. These groups include keep fit for those with a green card, craft, music, ball skills and movement with dance for grandparents and grandchildren who live together, yoga, darts and marching.

While there is a lease assignment clause in the existing lease, our legal advice is for the Girl Guide Association to surrender its lease and for Council to enter into a new lease with the Buzzy Bee Trust. This is because the existing lease is for activities undertaken by Girl Guide Associations while the Buzzy Bee Trust has a much wider range of groups and activities planned for the hall. The new lease will be specific to the Buzzy Bee Trust groups. Both the Girl Guide Association and the Buzzy Bee Trust agree to this approach. The surrender of existing lease is conditional on Council granting to the Buzzy Bee Trust a new lease for the land on which the Mahoe Hall sits.

The hall is shown on the attached aerial plan with a pink star.

10.3 Issues

There are no issues.

10.4 Significance and Engagement

Not applicable.

10.5 Implications

Financial

There will be no costs to Council. The new lessee will own the building and both entities are required to pay the legal costs for the surrender and lease documents. The Trust will be paying annual ground rental for the footprint of the hall as do all sports and community groups on Reserves.

Social & Policy

The Buzzy Bee Trust states its purpose as providing opportunities for personal development and learning practical skills for children, teenagers and families in a caring and supportive environment.

Risk

There is no risk to Council.

10.6 Options

The options available to Council are as follows:

- a. To approve a new lease to the Buzzy Bee Trust for the land occupied by the Mahoe Hall at the southern end of Anderson Park Reserve for a term of 15 years plus one 15 year right of renewal.
- b. To decline a new lease to the Buzzy Bee Trust.

10.7 Development of Preferred Option

Option (a) is the preferred option to provide a hall for the Girl Guides to continue operating and for the Trust to have available a place for recreational activities for community based groups. The building is not currently in “good repair” and the draft lease provides an undertaking by the Trust to return it to a good state of repair to Council standards. This will enhance the look of the building on Council’s Reserve.

At the meeting

The Officer spoke to the report and in response to questions from the Committee it was clarified:

- The Buzzy Bee Trust is a newly formed not-for-profit charitable trust which has been set up to take over the ground lease for Mahoe Hall.
- Council will enter a new lease with the Trust and the lease will specify that the activities in the building will have to be related to the recreation purpose of the reserve.

10.8 Attachments

- 1 Mahoe Hall location plan (Doc Id 1452606)



Scale: 1:1024
Original Sheet Size A4
Print Date: 24/03/2022

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED. The information displayed in the GIS has been taken from Napier City Council's databases and maps. It is made available in good faith but its accuracy or completeness is not guaranteed. If the information is relied on in support of a resource consent it should be verified independently.



NAPIERTheArtDecoCity

Napier City Council 231 Hastings St, Private Bag 6010, Napier 4142 New Zealand P 06 835 7579 F 06 835 7574 www.napier.govt.nz

11. INITIATION OF PROCESS TO CHANGE RESERVE PURPOSE

Type of Report:	Legal and Operational
Legal Reference:	Reserves Act 1977
Document ID:	1455595
Reporting Officer/s & Unit:	Bryan Faulknor, Manager Property

11.1 Purpose of Report

To obtain Council's approval to initiate the process to change the purpose of part of the vested local purpose reserve at 274 Guppy Road, Taradale situated between the Expressway and Tareha Park. This process is required to provide an appropriate reserve purpose to accommodate a new drinking water bore field and associated equipment.

Mayor Wise / Councillor Simpson

The Sustainable Napier Committee:

- a) Approves the initiation of the process, pursuant to Section 24A of the Reserves Act 1977, to change the purpose of part of an existing reserve as shown as area A in Scheme plan titled Guppy Road Reclassification Drawing No. TK 364-02. The reserve is situated at 274 Guppy Road with the legal description being Section 2 Survey Office Plan 457705 (held in record of title 646173).

The change of purpose is from Local Purpose (sport and recreation buildings) reserve to Local Purpose (Water Supply) Reserve.

- b) Authorises the Chief Executive to publically notify the proposed change of purpose under Section 24A (2) of the Reserves Act 1977.
- c) Notes that the reasons for the change of purpose is to accommodate a new drinking water bore field, treatment plant and associated equipment and pipes. This is to ensure Council's priority for a clean, safe and sustainable drinking water supply for Napier.

Carried

11.2 Background Summary

As part of the Low Manganese Drinking Water Projects, Council is installing a new bore and eventually a UV treatment plant on Reserve land at Taradale.

As has been widely publicised Council is committed to solving Napier's dirty water issues and as part of that plan is a need to replace bores in Napier's network that are high in naturally occurring manganese. Manganese reacts with chlorine (which Council is legally required to have in its water) to discolour the drinking water.

The new bore at Taradale provides a source of low manganese water.

11.3 Issues

The subject reserve land is located at 274 Guppy Road, Taradale situated between the Expressway and Tareha Park.

By gazette notice in 2014 this reserve was vested in Council as a Local Purpose (sport and recreation buildings) Reserve. A water-related use is inconsistent with that purpose.

To update the use for water supply purposes that part of the reserve required for the bore field and associated equipment is required to have a change of purpose to a Local Purpose (Water Supply) Reserve.

Council can change the purpose of that part of the affected reserve through Section 24A(1) of the Reserves Act 1977.

The subject land is not currently being used for Sport and Recreation purposes and only consists of a small part of the total Reserve land.

The attached scheme plan shows, outlined in green (A) the area subject to the change of purpose.

11.4 Significance and Engagement

Section 24A requires that before the purpose of a Reserve is changed the Council must:

- i. Publically notify the proposed change of purpose, providing reasons;
- ii. Allow every affected person the right to object within 1 month after the date of the first publication. Objections must be made in writing to the Chief Executive; and
- iii. Consider those objections as soon as possible.

To publically notify the change of purpose, the Council is required under section 119 of the Reserves Act to publish information relating to the proposed change of purpose once in a newspaper circulating in the area in which the reserve is situated. If any objections are received the Council is required to consider them and a hearing is the usual process for doing so.

Once the one month period for objections has passed or any objections received have been adequately considered, the matter will be referred back to Council for a final decision. If the Council decides to finalise the change of purpose, it does so by notice in the Gazette.

11.5 Implications

Financial

The project along with costs relating to the change of purpose are funded part from the Government funded Three Waters Reform Fund and part from Long Term Plan approved budgets.

Social & Policy

The change of purpose of part of the Reserve is essential as part of the project to ensure clean, safe, sustainable drinking water for Napier

Risk

There are no perceived risks.

11.6 Options

The options available to Council are as follows:

- a. Agree to initiate the process to change the reserve purpose; or
- b. Decline to approve the initiation of the process.

11.7 Development of Preferred Option

The actions required are essential to the occupation of the water bore field, treatment plant and associated equipment and pipe work. Drinking water projects are a top priority for Council.

Option a. above is therefore the preferred option.

At the meeting

The Officer spoke to the report and there was no discussion on this item.



11.8 Attachments

- 1 Scheme Plan - Guppy Road Reserve Reclasification (Doc Id 1456876)



- GENERAL NOTES
- DO NOT SCALE FROM THESE DRAWINGS, IF IN DOUBT ASK. ALL A3 SIZE DRAWINGS SUPPLIED ARE REDUCED AND THEREFORE NOT TO SCALE.
 - NOTE: Whole numbers = mm. Decimalised expressions = m
 - Cadastral information sourced from the LINZ Data Service <http://data.linz.govt.nz/> and licensed by LINZ for re-use under the Creative Commons Attribution 3.0 New Zealand licence
 - DATUM : NZGD 2000, Hawkes Bay Circuit 2000
RL's in terms of Hawkes Bay Datum 1972
Napier 2014 Benchmark Network (MSL = 10.000m)
 - The Contractor is responsible for the protection of all LINZ survey marks or their offset locations.

NOTE: Area (A) is proposed to have its purpose changed from Local Purpose (Sport and Recreation Buildings) Reserve to Local Purpose (Water Supply) Reserve.

REVISIONS	No.	BY	DESCRIPTION	APPD	DATE	 <div>NAPIER CITY COUNCIL <i>Te Kaunihera o Ahuriri</i></div>	DRAWING ORIGINATOR NAPIER CITY COUNCIL PROGRAMME DELIVERY - DESIGN & DRAUGHTING		BY	DATE	SCALE	1:1000 @ A3	SHEET TITLE SCHEME PLAN - GUPPY ROAD RECLASSIFICATION	PLAN ISSUE DATE X/X/XX	DRAWING No. TK364-02
								DESIGN	FG	24/03/2022	ASSET TYPE				
								DRAWN	PP	24/03/2022	GL No.	1454503			
								CHECKED	FG	25/03/2022					
								RECOMMENDED	Sponsor		CONTRACT No.				
												PROJECT TITLE LOW MANGANESE WATER	SHEET No. SHEET 01 of 01		
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REPORTS FROM FUTURE NAPIER COMMITTEE HELD 5 MAY 2022

1. RESOURCE CONSENT ACTIVITY UPDATE

Type of Report:	Enter Significance of Report
Legal Reference:	Enter Legal Reference
Document ID:	1454220
Reporting Officer/s & Unit:	Luke Johnson, Team Leader Planning and Compliance

1.1 Purpose of Report

This report provides an update on recent resource consenting activity. The report is provided for information purposes only, so that there is visibility of major projects and an opportunity for Elected Members to understand the process.

Applications are assessed by delegation through the Resource Management Act (RMA); it is not intended to have application outcome discussions as part of this paper.

This report only contains information which is lodged with Council and is publicly available.

Councillors Crown / Chrystal

The Future Napier Committee:

- a. Note the resource consent activity update for period 21 October 2021 to 18 January 2022

Carried

1.2 Background Summary

The following is an outline of recent activity regarding applications received by Council for consenting pursuant to the RMA.

Since the March 2022 update, the submission of applications to the Resource Consenting team were once again steady with an equal number of submitted applications compared to the same period 12 months earlier being 32.

The table below outlines the current resource consenting activities in Napier and the status of these for information purposes. Whilst this is not an entire list of all applications currently being assessed or having been determined, they are significant or noteworthy applications of which details are being provided in this report.

Summary Table

42 Marine Parade, Napier	Redevelopment of the Napier War Memorial (RM220034)	Under Assessment	Further information provided below
156 Gloucester Street, Taradale	Extension of a non-residential activity (220029)	Under Assessment	Further information provided below
115 Carlyle Street, Napier	Expansion of the Existing Car Sales Operation	Under Assessment	Previously reported to Future Napier Committee. No further update

113 Fryer Road, Napier	One Lot into Two Lot Subdivision	S357 Objection to Decision	Objection under assessment
16 and 38 Willowbank Avenue, Meeanee	Proposed lifestyle village	Appeal process	Previously reported to Future Napier Committee. No further update

42 Marine Parade, Napier – Redevelopment of the Napier War Memorial

The subject site is located within the Marine Parade Recreation Zone as defined by the Napier District Plan.

42 Marine Parade is the northernmost title and is 1.6877ha in area. The northwestern portion of the site is occupied by Ocean Spa, a heated pools and fitness complex with a public carpark situated to its east. The southern portion of the site is occupied by the Napier War Memorial Centre which features a recently redeveloped function and events centre.

Sitting to the south of the site described above, 60 Marine Parade occupies a land area of 2.3978ha. Generally, the western portion of the site is occupied by gardens and informal recreational spaces. The eastern portion of the site within approximately 40m-50m from the eastern boundary is beach reserve area as described for the site above with the shared cycle and pedestrian path meandering through. In terms of existing structures, the Tom Parker Water fountain is situated at the northern end of the site and the Sound-shell Colonnade and Plaza are located in the south western corner of the site. Both of these were constructed in the 1930's post the Napier Earthquake and are key Art Deco landmarks within Napier.

The proposal forms part of the wider Napier War Memorial restoration with the key objective being to reinstate the Roll of Honour and Perpetual Flame. This will be achieved via the construction of a covered walkway and pavilion which will be constructed off the paved courtyard to the west of the Memorial Centre building. The location of the new structure will be over the existing location of the historical floral clock. The exact position for the clock to be repositioned is yet to be determined however its relocation can stand alone beyond this consent and does not trigger the need for a resource consent.

The application is currently under assessment.

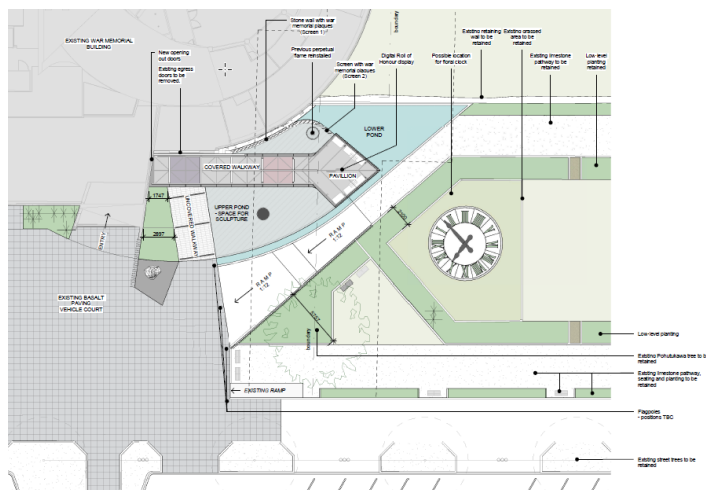


Figure 1 – Proposed Site Plan

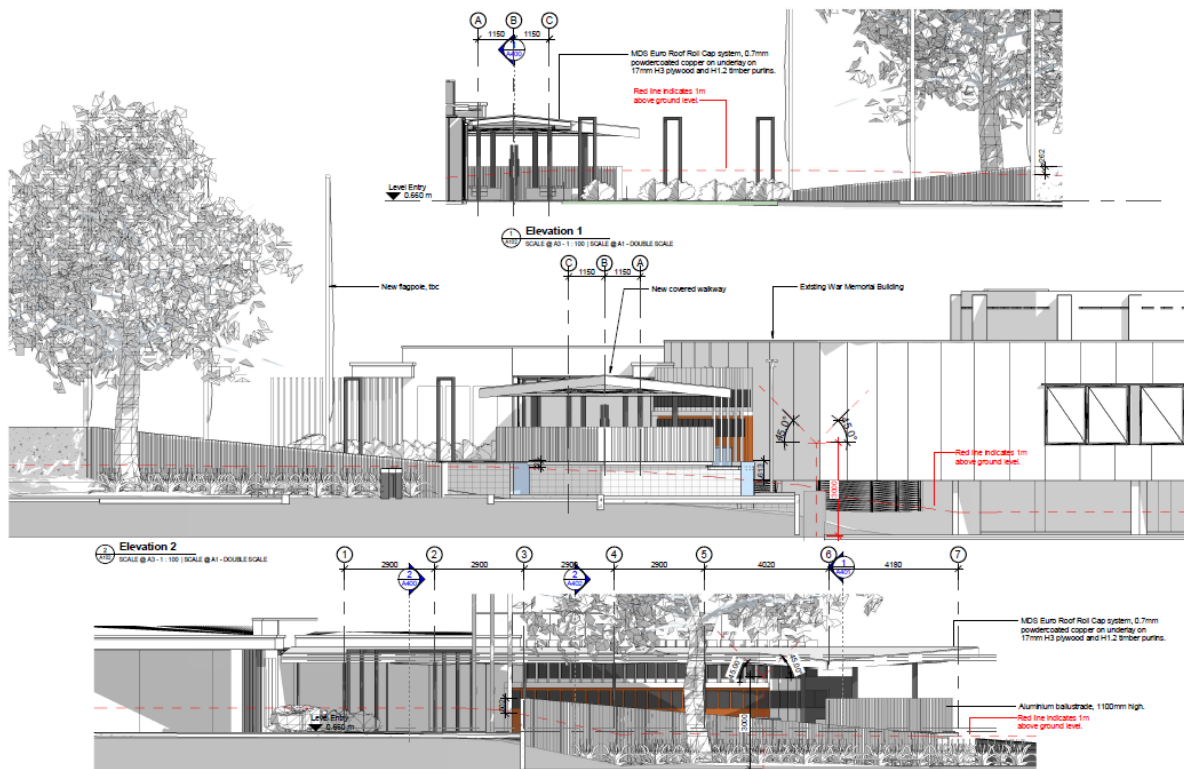


Figure 2 – Proposed Elevations

156 Gloucester Street, Taradale – Extension of a non-residential activity

The proposal is to convert an existing 44m² office space into a café area and construct a 123m² deck area to be accessed from the café, in support of an existing commercial activity (RSA) at the site, which is located at 156 Gloucester Street, Taradale. As a non-residential activity within the Main Residential Zone the proposed additions to the RSA are classified as a Discretionary Activity under Rule 5.13.1(c) of the City of Napier District Plan.

The proposed activity will be an extension of the existing commercial activity that has been established on site since the 1950's. The existing commercial activity includes a bar, gaming lounge, library, and restaurant, with an allocated parking area provided to the north of the building (68 Total car parking spaces).

As part of this application, it is proposed that the existing 44m² office space located in the Northern corner of the building be converted into a café area, and the construction of a 123m² deck that will be accessed via new doors from the café area and existing lounge. The proposed outdoor area and café will be included as part of the existing commercial activity.

This application is currently under assessment and a determination is expected to be made in due course.

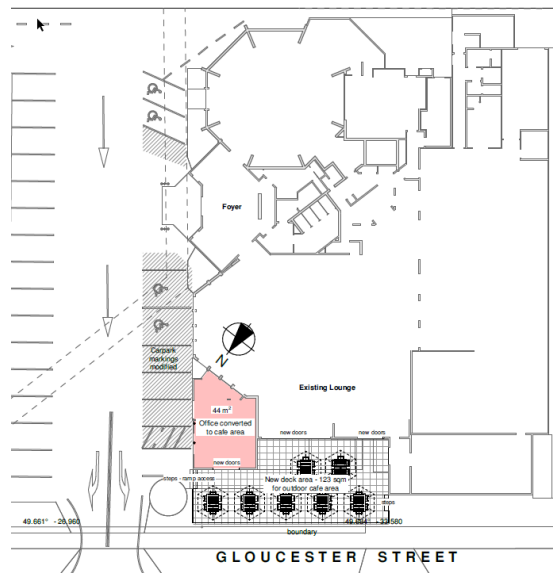


Figure 4 – Proposed Site Plan



Figure 5 – Café area (artist impression)

At the meeting

The Team Leader Planning and Compliance, Mr Johnson spoke to the report noting that there had been a steady increase in resource consent applications of 32 during the last six week period which was consistent with the same time last year.

Mr Johnson provided an update on the following two applications since writing the report.

42 Marine Parade, Napier – Redevelopment of the Napier War Memorial – A Section 92 information request had been issued to the applicant addressing matters in relation to the activity status, title, structure, infrastructure and design aspects. Once a response has been received from the applicant a determination on the application will be made in due course. The Section 95 report could not be issued until the Section 92 information request was received.

156 Gloucester Street, Taradale – Extension of a non-residential activity – A Section 92 information request had been issued to the applicant with respect to landscaping, transport noise and lighting matters. A response to the information request has not yet been received from the applicant.

1.3 Attachments

Nil

2. PROPOSAL FROM ART DECO TRUST - WOMEN'S REST ROOMS MEMORIAL SQUARE

Type of Report:	Legal and Operational
Legal Reference:	Reserves Act 1977, Napier Borough Endowments Act 1876, Napier District Plan.
Document ID:	1455858
Reporting Officer/s & Unit:	Bryan Faulknor, Manager Property

2.1 Purpose of Report

To consider the Art Deco Trust’s proposal to partner with Council to strengthen, restore and lease the Memorial Square Community Rooms (Women’s Rest).

Mayor Wise / Councillor Wright

The Future Napier Committee:

- a. **Resolve** to agree in principle to partner with the Art Deco Trust to restore, strengthen, refurbish and lease to the Trust the Memorial Square Community Rooms (Women’s Rest).
- b. **Resolve** to enter into a Memorandum of Understanding, which will set out the terms and requirements of how the parties will work collaboratively and in good faith towards the above initiative and negotiate lease terms acceptable to both parties.
- c. **Resolve** that a draft Memorandum of Understanding be brought back to Council for final approval on 2 June 2022.

Carried

2.2 Background Summary

Council managed the Memorial Square Community Rooms (known as Women’s Rest) as a community facility until 2013, with uses including regular and casual hire, toilet facilities, and the Citizens Advice Bureau.

In early 2013, after considering various reports Council resolved ‘That the Memorial Square Community Rooms be refitted to relocate the Napier Community Hub to the facility’. Mentioned in the various reports was the need to undertake a seismic assessment of the building to enable any required strengthening work to be factored into the refit project.

In mid-2013, after considering the Detailed Seismic Assessment, Council resolved to vacate the building and that investigations be made regarding future use of the building, including financial implications.

Council staff then worked with architects and structural engineers to develop plans (including strengthening) to enable the building to be used as a community centre to house the Community Hub (a collection of community agencies). Early in the process, the significant strengthening and refurbishment requirements became apparent and the project was put on hold. Further, it was deemed prudent to continue to undertake seismic assessments on other Council facilities so that strengthening budgets could be prioritised. Since 2013, eight Council facilities have been seismically strengthened.

The original Detailed Seismic Assessment of the Memorial Square Rooms determined the building to be 12% of New Building Standards (NBS), this was subsequently revised to 45% NBS upon Peer Review. A building with less than 34% of the New Building Standards is categorised as Earthquake Prone. The building is therefore not Earthquake Prone however; upon the refurbishment and restoration of any building, it is prudent to carry out strengthening to as close to 100% of New Building Standards as is practically and economically possible.

The Community Rooms are currently closed as a community facility and are used for the storage of library books.

In 2018, the National Council of Women HB Branch submitted to the 2018-2028 LTP, to restore the Women's Rest Building as a centre for the women of Napier, in partnership with Napier City Council. Napier City Council acknowledged the historic significance of the building and recommended working in partnership with the submitter and that Building options will be considered later in 2018 in conjunction with options for the library building development.

In 2021, Council passed the following resolution at the Ordinary Meeting of Council (Long Term Plan), commencing 8 June 2021:

- a) That Council support engaging now with Historic Places Hawke's Bay and National Council of Women Hawke's Bay and other key stakeholders, subsequently undertaking a feasibility study in year 2 of the Long Term Plan to define a community use for the space, as well as an appropriate operating model;
- b) That Council assign capital budget of \$1.5 million, in years 2-3 of the Long Term Plan, with \$750k funded through loans and the remainder of funding through gained through external and community funding being a gateway for the project; and
- c) That Council allocate \$100,000 of rates funding in year 2 of the Long Term Plan for a Feasibility Study and associated resourcing.

At the Future Napier Committee meeting of 24 March 2022, the Art Deco Trust (the Trust) presented a proposal to restore the Community Rooms to its original condition and to occupy the Community Rooms on a long-term lease.

The Trust has subsequently sent a written proposal to Council. The proposal is included as **Attachment 1**.

2.3 Issues

Issues to be resolved with regards the proposal from the Art Deco Trust include:

District plan provisions – Initial views are that the activities of the Art Deco Trust sit within the 'commercial activity' definition in the current Operative District Plan. Commercial activities are 'prohibited' in the Reserves Zone in which Memorial Square sits. Such commercial activities however are proposed to change to 'Non-Complying' in the Proposed District Plan.

This could result in the Trust not being able to occupy and operate commercial activities from the Community Rooms until at least part way through 2023, following the notification of the Proposed District Plan. If the proposed changes are 'deemed operative' then at that point the Trust or Council could apply for resource consent for the Trust to operate from the Building.

Further advice is being sought on this matter, however staff have identified the District Plan provision as potentially the most prohibitive hurdle that the Trust will have to overcome to operate commercial activity from the building.

Reserve Management Plan

Rule 46.2.1(b) of the Operative District Plan states that activities identified within an approved Reserves Management Plan are a permitted activity. The current Reserves Management Plan does not allow for this type of activity within Memorial Square. However, the preliminary work for reviewing the Reserves Management Plan is due to commence. Enabling this activity within the updated Reserves Management Plan may provide a faster route than going down the District Plan path.

Heritage Status

The Category 1 status with Heritage NZ will mean that both interior and exterior changes will require Resource Consent. It is expected that Heritage NZ would be deemed an affected party and would need to give their consent to the changes.

Other legal considerations

Memorial Square is subject to the Reserves Act 1977 and the Napier Borough Endowments Act 1876. Advice is currently being sought as to any implications of the Acts on the proposal.

Fundraising requirements

In order to attract external grant funding, an independent feasibility study may be required. For example, any application to the Lottery Significant Projects Fund or Lottery Community Facilities must be supported by an independent feasibility study that includes options to deal with existing problems and comments on risks and benefits of each option.

Memorandum of Understanding (MOU)

To proceed with the proposal and further develop plans the Trust would like to enter into a Memorandum of Understanding with Council as soon as possible.

The Memorandum would not be legally binding but will be a sincere reflection of the parties intended outcomes. Both parties would agree that they will, in good faith, work collaboratively together towards the initiative to restore/upgrade the Memorial Square Rooms and negotiate lease terms acceptable to both parties.

Both the upgrade and lease would be subject to obtaining all necessary regulatory consents and compliance with any relevant legislation.

Suggested matters for inclusion in a MOU

The Memorandum could include the main draft terms of a lease, operating model and potential use by other community groups.

It would set out the requirements and approvals required from Council as building owner. It is envisaged, for example, that Council would be required as building owner to have final approval of plans and specifications, procurement methods and construction contract terms. Council staff would however work collaboratively with the Trust throughout the process to ensure final approval is not unreasonably delayed.

Financial transaction accounting methodology would need to be approved.

Fundraising plans and approval process.

Project and financial monitoring.

Council staff representation on the project management team.

2.4 Significance and Engagement

The Art Deco Trust has undertaken a wide range of preliminary engagement and received letters of support and a local business petition. These include the National Council of Woman, Heretaunga Woman's Centre, Historic Places Hawke's Bay, Returned Services Association Napier and Hastings, RSA Woman's Division, Hon Stuart Nash MP for Napier, Business owners and staff in businesses surrounding Clive and Memorial Square.

The letters of support are attached as **Attachment 2**.

2.5 Implications

Financial

As mentioned above, Council assigned capital budget of \$1.5 million, in years 2-3 of the Long Term Plan, with \$750k funded through loans and the remainder of funding through external and community funding.

As matters currently sit, subject to the adoption of the Annual Plan, half of the above budget becomes available 1 July 2022 and the other half 1 July 2023.

Should the 2023/24 portion be required earlier then a submission would have to be made to the Annual Plan process to bring this budget forward.

In addition, Council allocated \$100,000 of rates funding in year 2 of the Long Term Plan for a Feasibility Study and associated resourcing. Subject to the adoption of the Annual Plan, this budget becomes available 1 July 2022.

Social & Policy

An independent feasibility study considering all community use options would determine the community purpose of Memorial Square Community Rooms, and whether the Art Deco Trust would be an ideal anchor tenant of such a facility. A lease agreement however could potentially ensure that those areas not required as exclusive use by the Art Deco Trust would be available to other Community Groups.

Risk

If a feasibility study does not consider the opportunity/loss of other uses and tenancies, there could be opposition from other community groups and the wider community.

There is a risk that budgets and fundraising may fall short of what is required in which case the project may have to be re-evaluated.

2.6 Options

The options available to Council are as follows:

Option 1: That Council leads the development of an independent feasibility study into an appropriate community use of the Memorial Square Community Rooms in accordance with Council’s 2021 LTP resolution and the Department of Internal Affairs (Lotteries) requirements for Lotteries Community Facility Funding feasibility studies that need to include:

- the size and scale of the project
- a discussion of the current situation and what's needed
- options to deal with existing problems
- comments on risks and benefits of each option
- comments on the best option or options
- an outline for the planned approach
- an assessment of the group's ability to deliver the project and the results over time.

Option 2: That Council agrees in principle to partner with the Art Deco Trust, through a Memorandum of Understanding, to facilitate the restoration and through a lease which will establish the Art Deco Trust as anchor tenants at the Memorial Square Community Rooms.

2.7 Development of Preferred Option

The proposal from the Art Deco Trust represents a significant opportunity for Council to partner with a community group that submits it has the skills and passion to lead and deliver the project for the community.

Whilst an open expression of interest type process has not been undertaken with community groups, the Trust has wide stakeholder support for this proposal and is considered to have the capability to partner with Council on such a project.

The LTP requires fundraising of \$750,000 to be undertaken. The Art Deco Trust submits that it has the necessary skills to achieve this fundraising.

Option 2 therefore is the preferred option.

At the meeting

It was noted that Councillor Wright was the appointed Council representative on the Art Deco Trust.

The Property Manager, Mr Faulknor advised that the Art Deco Trust wished to enter into a Memorandum of Understanding with Council to work collaboratively together in the restoration and upgrade of the Women's Restrooms, Memorial Square. The proposal for the Women's Restrooms is dependent on all regulatory consents and District Plan provisions and any legal issues being met.

The Trust would be involved in the preparation of the Memorandum of Understanding in conjunction with Council solicitors and would be expedited as soon as possible. The draft Memorandum of Understanding would then be brought to Council for final approval.

Mr Faulknor advised that the Art Deco Trust would be responsible for the preparation of the feasibility study.

2.8 Attachments

- 1 Art Deco Trust - Womans Rest Proposal (Doc Id 1463356)
- 2 Letters of Support - Art Deco Trust - Womans Rest (Doc Id 1463357)



19 April 2022

Art Deco Trust and Napier City Council Proposal



Art Deco Trust (ADT) is proposing that a lease be entered into with Napier City Council (NCC) to the advantage of both parties under these terms:

- A long-term lease for 25 year with the right of renewal
- A rental concession that is equivalent to the rental sought under the lease;
- ADT will put together a project team to lead the work of earthquake strengthening and restoration and will comply with all resource and building consent requirements;
- ADT will strengthen the building to greater than 67% NBS;
- The project team will include but not be limited to:
 - Heritage Architect
 - Heritage NZ Consultant
 - NCC Heritage Planner
 - Geotech Engineer
 - Architect
 - Structural Engineer
 - Project Manager
- Once initial plans and project timelines have been drafted ADT will seek NCC's approval regarding project progress reporting;



- Funding for the project has been signalled for the Women's Rest in previous NCC Annual Plans and in the NCC 10 Year Plan 2021-31. ADT will draw on the budget set aside by Council and extend by Grants;
- Prior to the finalisation of drawings and plans for the renovations of the Women's Rest and before these are lodged for Resource Consent, NCC have final approval;
- ADT will send a tenancy plan for occupation for approval from NCC at a stage when legal and legislative steps have been met;
- The Partnership gives NCC confidence about the quality and scope of the renovation and the partner (ADT) who will be the tenant of the Women's Rest;
- Greatly improved security of the area (Clive and Memorial Squares) will result with the occupation of the Rest and NCC will achieve an appropriate use of a nationally recognised iconic building in the centre of the city as a companion memorial to the Cenotaph. The Clive Square and Memorial Square Reserves make the city and bookend the retail area with the significant earthquake memorial on the waterfront;
- While tourism is important in terms of income streams to the city and ADT, the Trust's focus remains on the Protection, Preservation and Celebration of Art Deco era buildings and heritage, and the unique style, culture, and links that Napier has with that era;
- Many letters of support for the ADT's custodianship of the Women's Rest are attached. These are wide ranging and included important stakeholders:
 - National Council of Women
 - Historic Places Hawke's Bay
 - Heretaunga Women's Centre
 - Napier Returned Services' Association
 - Taradale & District Returned & Services Association
 - Napier Returned and Service's Association, Women's Section
 - Hon Stuart Nash, MP for Napier
 - Business Owners and Staff in businesses surrounding Clive and Memorial Squares
- ADT will form partnerships with community groups who wish to use the Women's Rest for meetings, talks, community, and social activities etc. Interested parties include:
 - Hawke's Bay Archaeology Society
 - Hawke's Bay Heritage Network
 - Hawke's Bay Tourism
 - Heretaunga Women's Centre
 - Historic Places Hawke's Bay
 - Restorative Justice Hawke's Bay
 - Napier Return Services' Association
 - Taradale & District Returned & Services Association

Art Deco Trust



Art Deco Trust is a **guardian**, a **storyteller**, and an **interpreter** of some of New Zealand's unique treasures.

We are the guardian of a collection of beautiful art deco buildings constructed after the 1931 Hawke's Bay earthquake and fire.

The Trust is a storyteller of courageous people who were able to imagine a different kind of city and adopt the energy and optimism of a modern art and design movement to create it; and
The Trust is also the interpreter of the spirit of Art Deco to contemporary audiences in Hawkes Bay, New Zealand and beyond.

Guardian

Art Deco Trust came out of a group formed in 1985 to protect the unique 1930s buildings that for 50 years had been unrecognised, undervalued and were under threat of demolition. Thanks to the advocacy of a new generation of courageous people with vision, these heritage buildings are now recognised, valued, and protected. Through the Trust's Robert McGregor Heritage Fund, Napier City Council, the Heritage Working Group and donors to the Fund, grants are now available to help preserve and restore many of Hawke's Bay's Art Deco era heritage.



Storyteller

The story of how Napier rose out of the rubble and ashes of the 1931 earthquake is just the compelling opening chapter of a bigger and equally intriguing story of how Napier people, New Zealanders and many world-wide fell in love with treasures that had been hiding in plain sight for 50 years. There are the stories of those who created the buildings, of the battles lost and won in the fight to preserve the historic precinct, and of those buildings brought back from the brink.

Interpreter

Emerging after the First World War, the Art Deco Movement celebrated the modern age, the machine, and synthetic materials. Its designs were simple. Its spirit was optimistic and energetic. People had the opportunity to imagine a new future. Napier embraced the chance to modernise and bring beauty from the ashes. The Trust is the interpreter of that spirit of the 1930s to New Zealand in the 2020s.

Charity Details

Legal name of the Charity:	Art Deco Trust Incorporated
Registration number:	CC21328
NZBN number:	9429042577935
Current Status:	Registered

Registration details

Date of Registration:	24/02/2008
Balance Date:	August 31

Address for service

Charity's Postal Address:	PO Box 133, Napier, 4140
Charity's Address:	7 Tennyson Street, Napier South, Napier, 4110
Phone:	(06) 835 0022
Email:	hm@artdeconapier.com
Website:	http://www.artdeconapier.com
Facebook:	www.facebook.com/artdecotrust
Twitter:	https://twitter.com/artdecotrust

Areas of Operation:	Hawke's Bay
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View Charity Link:	https://www.register.charities.govt.nz/Charity/CC21328
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Purpose & Structure

Charitable Purpose

The Art Deco Trust Incorporated is a guardian, a storyteller and an interpreter of some unique national treasures.

We are the guardian of a collection of beautiful art deco buildings constructed after the 1931 Hawke’s Bay earthquake and fire.

The Trust is a storyteller of courageous people who were able to imagine a different kind of city and adopt the energy and optimism of a modern art and design movement to create it.

The Trust is also the interpreter of the spirit of Art Deco to contemporary audiences in Hawkes Bay, New Zealand and beyond.

Our Vision: **Let the spirit of Art Deco shine on!**

Our Purpose: **To protect, preserve, promote and celebrate Art Deco era heritage**

We do this by offering Heritage Advice, Counsel and administer the Robert McGregor Heritage Fund grants program; Tourism Walks&Tours products; Retail; Festival and Events.

The main sectors, activities and beneficiaries are bolded.

Activities: **Provides advice / information / advocacy** / undertakes research, Acts as an umbrella / resource body, Provides services (e.g. care / counselling), Provides human resources (e.g. staff / volunteers), Education/Tourism

Sectors: **Arts / culture / heritage** / Education / training / research, Environment / conservation, Community development, International activities, Economic development, Tourism

Beneficiaries: **General public** / Children / young people, Voluntary bodies other than charities, Family / whanau, Local Bodies/Tourists

Entity Structure

Art Deco Trust Incorporated is an incorporated society with a Governance Board of up to seven Board Members, comprising a Chair, a Vice Chair, and up to five ordinary Board members. There are three elected Board Members one of whom must be Chair, whilst there are up to four appointed Board Members one of whom is a nomination from the Napier City Council. All the Board Members have a mix of different skill sets, attributes, and capabilities to ensure the Trusts future sustainability and success.



Current board:

- **Barbara Arnott**, representing heritage. Elected as a Board member at 2020 AGM and re-elected as Board Chair by the Board in January 2021. First term expires AGM 2022.
- **Rachel Bashnick**, representing finance, audit and risk was appointed by resolution at the 2019 AGM, and as Board Deputy Chair by the Board in January 2022. Rachel's second term expires at the 2024 AGM.
- **Amy Cowan**, representing legal and management. Elected as a Board Member at the 2021 AGM. Her first term expires at the 2023 AGM.
- **Simon Dunn**, representing business growth and management. Appointed as a Board Member in January 2020. His second term expires at the 2024 AGM.
- **Ben Hutton**, representing tourism. Appointed in September 2020. Appointed as a Board member at 2020 AGM. His first term expires at the 2022 AGM.
- **Pamela Reading-Windle**, representing volunteers. Elected as a Board member at 2018 AGM. Re-elected at 2020 AGM. Second term expires AGM 2022.
- **Councillor Tania Wright**, representing local government. Councillor Wright is appointed by Napier Mayor Kirsten Wise until the 2022 local body elections.



The following activities are proposed by Art Deco Trust to take place at the Women's Rest, Memorial Square

Understanding ADT is a not-for-profit organisation operations, the Trust would like to undertake the following activities at the Women's Rest.

- Operation of guided walks and vintage car tours of Napier, departure and end point
- Operation of guided coach tours of Napier. (pre-booked) departure and end point
- Operation of third-party guided coach and car tours of Napier, departure and end point
- Retail operation – tourist souvenirs and gifts
- Ticket sales – Walks&Tours, Art Deco Festival Napier, Winter Deco and other ticket sales
- Administration offices/staff
- Volunteer library/meeting place
- Volunteer training/professional development
- Operation of venue hire and space for other community group/organisations – meetings, talks, events etc.) for the public
- Operation of self-produced talks, lectures – ticket sales and non-ticket sales events for the public
- Operation of community events in Memorial Square – ticket sales and non-ticket sales events for the public
- Food & Beverage operations to support events in the Hall/controlled area (TBC/operate a licenced bar at events on site)

As a not-for-profit organisation and registered charity, Art Deco Trust activities and operations are intended for the purposes of community good and benefit for the wider Napier City community. Art Deco Trust does not engage in commercial activities, we do not operate for profit.

About the Women's Rest, Memorial Square (Summary)



The Women's Rest (Former), designed by notable New Zealand architect J. A. Louis Hay and opened in 1926, is an important part of Memorial Square in central Napier. It has special historical significance as a highly unusual utilitarian First World War memorial designed to benefit women, especially mothers with children, and its association as a 'sibling' memorial to the purely monumental Cenotaph demonstrates the complex post war debate about appropriate ways to honour the dead. It is a rare survivor of the devastating 1931 Hawke's Bay earthquake. The Women's Rest is also notable for its architectural and aesthetic values and is a place with a strong community association and commemorative value. It is a key element within the twin squares of Memorial and Clive Square, which include other civic memorials.

In 1924 the decision was made to build both a cenotaph and a 'mother's rest' as First World War memorials at the northern end of Clive Square. The Cenotaph (List No. 1113) was completed first, in 1924. In 1925 Governor General Sir Charles Fergusson affixed a memorial plaque to the in progress 'mother's rest' which stated that the building was a 'Women's Rest...erected by the people of Napier in commemoration of citizens of this town who fell in the Great War.' The Rest contained rooms for the Royal New Zealand Plunket Society, a large rest room, kitchen, and other facilities. It was officially opened on Anzac Day 1926, at which time northern Clive Square was renamed Memorial Square.

The Rest is located in the western half of Memorial Square, amidst a network of curved footpaths. Its design was heavily influenced by the work of American architect Frank Lloyd Wright and the Prairie Style, and this influence is still readable in the building, despite changes since its original construction. Aspects of the Rest which reflect these stylistic influences include the building's long low profile, cruciform internal layout, deep verandas (now enclosed), horizontal bands of windows, hipped Marseille tile roof with broad eaves and solid brick construction.

Following the devastating 1931 Hawke's Bay earthquake, temporary shops and offices were built around the Rest and short-term repairs were made to the Rest itself, which had suffered extensive damage to some of its exterior walls. In 1934 the building was fully restored, retaining the original layout, roof, and the base of the brick walls. Since then, it has been used by many clubs and social welfare organisations, and as an event and civic space for community groups, as well as retaining its public toilets. Various alterations and additions were made over the years, including the closing in of verandah areas. In 1993 the Rest was substantially renovated by the Napier City Council to commemorate the centenary of women's suffrage in New Zealand. Its name was changed to the 'Memorial Square Community Rooms' to acknowledge the broad use of the facilities by community organisations.

In 2013, the Rest was closed to the public due to seismic concerns.





Building reports undertaken to date regarding the Women's Rest

- Detailed Seismic Assessment Report, GDC Consultants, 2017
- OPUS Peer review of Seismic Assessment, 2018
- Conservation Plan – Clive and Memorial Square, Heritage Services Hawke's Bay, 2019

Reports being undertaken to date regarding the Women's Rest

- Updated DSA with Geotech assessment (NCC)
- Investigations into District Plan compliance issues relating to building occupation/tenancy (NCC)
- Community Feasibility Study (NCC)

Summary of the significance of the Women's Rest

- WW1 War Memorial
- Companion War Memorial to the Cenotaph
- Women's Rest
- Architect A.J. Louis Hay
- Earthquake survivor
- Early example of earthquake strengthening technologies (post-earthquake/after 1931)
- Renovated in 1993 to commemorate the centenary of women's suffrage in New Zealand
- Heritage NZ Category 1 Listed Building
- Located within Heritage NZ Category 1 Listed Clive Square and Memorial Square precinct

About the Women's Rest (Heritage New Zealand List entry)

Historical Narrative

Early Napier

The Ahuriri area's rivers, wetlands, lagoons, and fertile land produced important resources, making it an attractive place to live. Settlement is thought to have begun in the twelfth or thirteenth century and Ngāti Kahungunu became the dominant iwi from the sixteenth century. There were several pā at what became Port Ahuriri and Napier. As a result of inter-tribal warfare, around the 1830s many local Ngāti Kahungunu sought refuge in Māhia. When missionaries and other Europeans began arriving in earnest after the signing of the Treaty of Waitangi, the exiles had returned and Te Koau, near Te Pakake, became the principal local pā.

With the Ahuriri Purchase of 1851, the Crown acquired the lands between the Tutaekuri River and north to the Mōhaka area, inclusive of Mataruahou (Napier Hill) and most of its surrounds. A few years later, in 1855, Napier was established by the government, with the town primarily located on the hill and around its base, as well as the narrow spits extending south and west. The site was not promising because road access was difficult and future expansion would be challenging. However, Napier had a port, which was an important factor in Napier becoming Hawke's Bay's early administrative, commercial, and social centre.

The 1885 town plan for Napier was produced by Alfred Domett (1811-1887), Commissioner of Crown Lands in Hawke's Bay, and included an area of land named Clive Square, envisaged as a recreation space or 'village green'. Archaeological work has found evidence of pre-European Māori occupation of Clive Square. From early on in Napier's colonial history, Clive Square was used for sporting and cultural activities and entertainment.

In 1884, private funders supported the Napier Borough Council to undertake 'beautification' of the southern end of the Square, including gardens and a band rotunda. The northern end was left undeveloped to serve as the playground for Napier Main School located across the road. Despite being used for many years as a road, it wasn't until 1962 that a strip of land dividing Clive Square gained the status of a legal road (Emerson Street).

Memorialising the First World War

Troops had assembled at Clive Square before departing for the First World War, and on 25 April 1916 a large crowd gathered there for the procession that marked Napier's first Anzac Day commemorations. As such, it was fitting that after the war Clive Square became a centre for Napier's remembrance of its fallen soldiers.

Following the end of the First World War there was widespread debate about what form war memorials should take. Initially, many communities showed enthusiasm for 'useful' memorials such as halls, hospitals, and bridges. However, advocates of more traditional European style monuments argued that utilitarian memorials obscured the heroic deeds they were meant to remember, and their memorial purpose would soon be forgotten. Instead, they favoured traditional monuments as



artistic expressions of the principles service personnel had fought for and would serve as a 'surrogate tomb' for families whose sons lay buried overseas. Ultimately the anti-utilitarian argument triumphed and as a result only a limited number of 'useful' First World War memorials were constructed. The decision to erect both a women's rest and a cenotaph as a war memorial in Clive Square was perhaps a compromise between these two schools of thought. The limited number of 'useful memorials' built after the war makes the Napier Women's Rest highly unusual, and it is made even more unusual because it is a war memorial specifically providing for the needs of women.

There was much discussion about the form war memorials should take throughout the Hawke's Bay. A province wide Hawke's Bay Memorial Fund eventually funded the Hastings Cenotaph (1923, List No. 1083), and the Hawke's Bay Fallen Soldiers Memorial Hospital (1927) in Hastings. In Napier, the Plunket Society made an early suggestion of a 'baby hospital' as a memorial, and a large public appeal was made in 1919 to raise money towards a new boys' war memorial college, but this idea appears to have been dropped the following year. By late 1921 the Napier War Memorial Committee had received 'no less than 20 suggestions...as to what design the Napier memorial should be.'

In February 1924, more than five years after the end of the war, the Poverty Bay Herald noted that 'considerable controversy has taken place at Napier, extending over a lengthy period, respecting the erection of a suitable war memorial. It has now been decided that the memorial should take the form of a mothers' rest and cenotaph in the northern portion of Clive Square.' The Cenotaph was finally unveiled on 9 November 1924, and another war memorial, a large stone cross, was unveiled a few months earlier in 1924 in front of Napier Cathedral.

Women's Rests

The popularity of the Hastings Municipal Women's Rest, which had opened three years prior to the decision to erect a mothers' rest in Napier, may have influenced Napier's choice of war memorial. The Hastings Rest is likely to be the first example of a women's rest built exclusively and separately for this purpose in New Zealand, and almost 10,000 visitors made use of that facility in its first year. Access to public toilets was a very practical element of the broader fight for women's rights in New Zealand. New Zealand's major urban centres have long had more female than male inhabitants, yet it took decades for the provision of public toilets for women to catch up with those for men. By the 1920s, women's organisations were actively campaigning for 'rest rooms' for women. As Caroline Daley has noted, 'public conveniences were necessary for women to be more active participants in the life of their city' but local government resisted the idea, arguing that women would not want to be seen entering a public space so obviously linked to basic bodily functions. This sense of propriety is why women's 'rest rooms' were initially more than just the basic toilet and wash basin facilities afforded to men, but comfortably appointed spaces where women could 'refresh', wait, get changed after work and attend to the needs of young children as well as relieve themselves. They became highly valued not only by urban residents but also by country women visiting town. In the case of both Hastings and Napier, these buildings were made to look as comfortable and homelike as possible.

Napier Women's Rest

The plans for the 'mothers' rest' were completed by **James Augustus Louis Hay** in **May 1925**. Hay was one of Hawke's Bay's most prominent early twentieth century architects and his early work was mainly domestic for wealthy private clients; the Women's Rest, along with the Napier Soldiers' Club (1916) and Napier Central Fire Station (1921) were the only public commissions in his pre-earthquake portfolio. After the 1931 earthquake, Hay was a significant contributor to the rebuilding of Napier, designing prominent civic and commercial buildings such as the National Tobacco Company, AMP, Bowman and Hildebrandts buildings, Parkers Chambers, and the Hawke's Bay Art Gallery and Museum, among others. He was also a member of the Napier Reconstruction Committee, 'which meant that he was vitally involved in the decisions regarding the rebuilding of the destroyed town.' Hay was heavily influenced by American architect Frank Lloyd Wright and the Prairie Style of the American Midwest, which was defined by an 'emphasis on the horizontal rather than the vertical'. Buildings often include flat or shallow hipped roof lines, brick, or stucco exteriors, connected indoor and outdoor spaces and restrained use of ornamentation. These features are all evident in the original design of the Napier Women's Rest, constructed in brick with a low hipped roof and deep eaves which enhance the building's horizontal emphasis.

An important part of the original function of the building was that it was to serve as a Plunket Rooms. The Royal New Zealand Plunket Society was by this time a national health institution. Plunket Rooms were built in each town, funded by a local committee of women, where mothers could bring their babies to be checked by Plunket nurses. Often the functions of women's rest rooms and Plunket rooms were combined in one building. The finance raised for the building of Napier's Women's Rest came partly from donations, so it is likely that some of these donations came from Plunket Society fundraising.

The original plans for the Women's Rest show a deep verandah wrapping around the front three sides, including a 'piazza' space at the front of the building, with the low wall forming a v shape (similar to features in some of Frank Lloyd Wright's house plans), and built-in seats and flower boxes. The walls were constructed from double brick, lined with plaster. Internally there was a large central 'rest room', which featured a large, curved brick fireplace, akin to fireplaces in houses designed by Lloyd Wright. Along the front of this space were large sliding wooden double doors opening into the piazza space. To the left of the rest room was a kitchen and an 'elderly women's room'. A hall and Plunket waiting rooms were to the right. The Plunket nurse's office (accessed by a ramp), six toilets and a boiler room ran along the back of the building. A set of lockers were in the passageway. During an official visit to Napier, the Governor General, Sir Charles Fergusson, affixed a memorial plaque to the in-progress Women's Rest on 24 October 1925, on an exterior wall beside the main door. After the ceremony the Governor General met Hay and 'complimented him upon the fine building' and the Napier Girl Guides paraded on the grounds. The marble plaque clearly denoted the building as a women's rest, but also as a war memorial.

The completed building was opened by Mayor J. B. Andrew as part of Napier's 1926 Anzac Day commemorations. A photograph of the opening ceremony shows a huge crowd gathered in the Square and on the building's verandah. During his speech, the Mayor announced that the northern



end of Clive Square on which the Women's Rest and Cenotaph stood would be renamed Memorial Square. He stressed 'the benefit that would accrue by embracing the Plunket rooms within the building'. He also thanked the Mayor and citizens of Hastings, who had given advice based on their experience of their own Women's Rest. Images of Memorial Square at this time show new concrete paths wrapping around the Rest and the Cenotaph, closely clipped lawns, and newly planted palm trees; a more formal space than the Clive Square gardens to the south.

Just after the opening, a newspaper reported 'Napier has every reason to feel proud of its memorial to its glorious dead...With its Cenotaph, Mother's Rest and beautifully laid out grounds...the square is now one that the residents can take pride in.' Indeed, entries in the 1926 1946 Visitors' Book include comments that it was 'Very comfortable & convenient', 'A great asset to the town' and 'Splendid in every appointment' and one visitor from England commented it was 'The nicest war memorial I have seen'.

The building would not simply have been used by women accessing the toilets, but as a place for women working in offices to spend their lunch hour and for rural women visiting the city for the day to rest and obtain light refreshments, warm their babies' bottles, leave their parcels, and write letters. The Council appointed a 'matron', who cared for the building and its visitors. In June 1929 it was reported that 1,400 visitors had patronised the Rest in just one month. During the 1920s and 1930s residents of other small towns expressed a wish to copy the example of the women's rests in Napier and Hastings.

Earthquake and Recovery

On 3 February 1931 a magnitude 7.8 earthquake killed at least 256 and injured thousands more in Hawke's Bay. Buildings in Napier and Hastings crumbled, and fire quickly tore through Napier's central business district. The damage was catastrophic. A small plaque affixed to the Rest above the original plaque now states it was 'Destroyed by earthquake 1931 / Rebuilt 1934.' While the word 'destroyed' implies the building was irreparably damaged, this seems to be an exaggeration. A photograph of the Rest following the earthquake shows a corner of the exterior wall reduced to a pile of bricks, and other photographs show the chimneys no longer in place but the roof still intact. Indeed, the entire roofline of the Rest is visible in photographs taken soon after showing what became known as 'Tin Town'.

The Rest has a strong connection to post earthquake life from 1931 until 1933. In the weeks following the earthquake, the rebuilding of central city business premises was forbidden, to allow thoughtful planning of the town centre's reconstruction. Instead, government funding was provided for the construction of temporary shops and offices in Clive and Memorial Squares. In Memorial Square, the roofs of the corrugated iron structures (hence 'Tin Town') were directly connected to the roof of the Rest, effectively 'wrapping' the Rest building, except for its front and rear façades. It was then used as base for post-earthquake recovery: a newspaper report from November 1931 mentions the 'Women's Rest has been partially restored and made habitable and is housing three of the beneficent public services that are operating for the benefit of citizens.'



By May 1933, 'Tin Town' had been completely dismantled. Four schemes were considered for the restoration of the Rest. Hay (the original architect) was consulted during this process. Three of the schemes involved retaining only the back wall of the building and demolishing the remainder for complete reconstruction with timber framed walls and a plaster finish. Hay himself noted that this way the Council 'may feel sure that the building will not only be safe but will help those using it to forget the earthquake. With bright tinted walls and suitable relief, it should become a distinct acquisition to this part of the town'.

It appears the Council proposed making the Rest into a 'general utility place', but the Napier Returned and Services Association (RSA) vigorously protested any change of use. The Association opposed the building being 'turned into a women's club' and recalled 'we had trouble some years ago when some people started playing bridge there, but we soon squashed that'. They also noted that the terms of the loan raised to build the Rest specified it was to be both 'a Women's Rest and a soldiers' memorial'.

In August 1934 the Borough Engineer examined the building and found the walls 'pretty extensively damaged,' but the lower portions of the brickwork reasonably sound. Unlike previous schemes, the engineer's new scheme for repairs aimed to 'make the building light and flexible while not losing the general original form'. It retained the existing exterior brickwork up the height of the lower windowsills, then constructed the remainder of the exterior walls with timber framing and plaster, and the internal walls with either hollow reinforced concrete block or timber framing. The engineer also specified products meant to be safer in earthquakes in the future. The heating was electric but the chimney in the main room was rebuilt with a fireplace on a smaller scale. The roof was supported by false work while the walls were pulled down and rebuilt. The Department of Labour provided a subsidy to employ registered unemployed men to complete the work; it must have progressed quickly because just before the end of 1934 the Rest was reopened.

Second World War and After

At the beginning of the Second World War the Rest was leased to the St John's Ambulance Association, on the condition that it provide an attendant to maintain the Women's Rest Room, as well as the Hawke's Bay Merchant Navy Club and the Young Women's Christian Association (YWCA). In 1942, soldiers were using the Rest for recreation on weekends and a sunporch was enclosed to create another room. In 1947, the Plunket Society was given a large donation by the United Friendly Societies to build a crèche within the building, although it is not clear whether this eventuated. In the 1950s a booklet created to attract visitors to Napier called Sunny Napier contained photographs of the Rest as a feature of the town.

St John's and the Merchant Navy Club remained in the building after the war and during the 1950s some alterations were made to the building. Parts of the veranda were enclosed, and an extension was added to the back. By 1958 the Merchant Navy Club had sole lease of the Rest; as part of the lease, the club were required to 'keep the public conveniences open and a responsible person in attendance' during weekdays, to 'provide teas for women and girls at reasonable charges and the heating of babies' bottles' and to clean and maintain the building.



In 1969 further additions were made to the southwest corner of the Rest to create separate men's and women's public toilet facilities, with external doors to enable access without entering the main building. By the 1970s parts of the Rest were being used by a variety of social services including the Presbyterian Social Service Association, which operated a 'Day Centre for elderly and disabled people.' By 1981 the Rest included a Citizens Advice Bureau, which undertook its own extensions and alterations, including the removal of built-in brick planter boxes to enable an extension to the northeast corner.

In 1993 the toilets located in the southwest corner of the building were again renovated. At this time a 20-cent charge for use of the toilets was instituted to recognise the serviced nature of the toilets. The 'Women's Rest Area' became a Community Rest Room, available for 'general use under supervision to take into account male caregivers', and the Rest's name was changed to the 'Memorial Square Community Rooms', removing the named connection between women and the building. Its reopening in 1993 was used as Napier's official celebration of the centenary of women's suffrage in New Zealand. The different spaces within the Rest could be hired by community groups, and for functions.

In April 2013 a seismic report recommended the building be vacated until strengthening was carried out. The Citizen's Advice Bureau vacated the building, and it was closed to the public. Temporary metal gates were erected in 2016 as a security measure. In 2017 the Napier City Council considered options for building a new public library in the city, including possibly incorporating the Rest into the new structure or demolishing the Rest completely a fate which the Art Deco Trust had considered there was little likelihood of in 2013 because of it being a building of such special interest. The Council faced community opposition to the idea of demolishing the Rest, which currently remains closed to the public.

Physical Description

Current Description

Setting

The Women's Rest (Former) occupies the western half of Memorial Square in central Napier. Seven entrance points connect the Square to the footpath, providing access from Clive Square East, Clive Square West, Tennyson, and Emerson Streets. Established trees and shrubs around the perimeter of the Square and car parking spaces that border the Square on all but the Tennyson Street side help to shield the Square from the noise and activity of central city traffic. The Cenotaph is also situated in the Square, but an expanse of lawn lies between the Cenotaph and the Rest, creating distinct spaces within the Square for each. These distinct spaces are enhanced by the pattern of the concrete paths surrounding and connecting the Cenotaph and the Rest: the paths leading directly to the Cenotaph from the footpath are straight edged with lighter coloured decorative diamonds and stars set into the concrete, while those leading to and around the Rest are gently curved and do not contain decorative elements.



The Rest Exterior

Since it was constructed in 1925/6, the Rest has been incrementally modified but continues to give the impression of a cohesive design, particularly when viewed from the east. A number of the distinctive Prairie Style architectural features have been lost, although the basic form of the single storey building remains the same, and the design influence is still readable. The verandahs that originally wrapped around the building's long central room have been closed in at the front and on the northern end, and additions have been made to the north and rear of the building. Approximately seven rows of the original red rusticated brick form the base of the building all the way around, except in the southwest corner where additions and alterations were made in 1969 and 1993. Above this, on the eastern, northern, and southern sides of the building, lighter coloured smooth brick continues up to a protruding concrete band (painted light grey) below windowsill height, followed by smooth plaster (painted cream) to the roofline. Some of this brickwork is visible on the interior, although painted.

The western exterior wall, as well as short expanses of the northwest and southwest walls, is brick to the roofline as the result of an entirely brick addition made to the back of the building around 1958. The southwest portion of the addition includes a decorative vertically stepped brick wall created as part of the 1969 alterations and preserved during the 1993 alterations. To the east of this decorative brick wall, next to double aluminium and glass doors reached either by a ramp or steps, is a commemorative plaque affixed in 1993 which reads:

'Memorial Square Community Rooms / In Commemoration Of The Celebration of / 100 Years
Women's Suffrage / These Community Facilities

Including The Former / Women's Restrooms Were Extensively Renovated / Officially Opened By The
Deputy Mayor Of Napier City / CR Anne Tolley J.P. / 31 July 1993'.

The original cruciform core of the building is covered in a hipped roof with Marseille tiles, and there are a number of flat roofed additions. The southeast porch retains brick planter boxes (the same height as the exterior wall brick) connected to the building. These planter boxes can be seen on the original plans for the Rest as well as the plans for the post-earthquake reconstruction and offer the best sense of what the deep verandahs would have been like prior to their enclosure. Both the southeast porch and a smaller northern porch are currently enclosed by white metal security gates/grilles. A chimney for the original main 'rest room' space remains and the other chimney, at the rear of the building, seems to be contemporary with the 1969 additions.

Some external door and window joinery is timber and likely to be original to the post 1931 earthquake reconstruction of the building. A number of the timber framed windows feature an upper leadlight section of mostly uncoloured glass, however, some of the leadlight sections in the southeast porch area and the northern most part of the original cruciform floorplan feature tiny, coloured sections. The remainder of the external window and door joinery is aluminium. The colour scheme of the door and window frames varies from light blue to white or cream.



Two commemorative plaques are affixed to the southeast exterior wall directly above the protruding concrete band (moved from their original location). The lower, larger marble plaque laid by the Governor General in 1925 reads:

‘Women’s Rest / “Repose Is The Cradle Of Power” / Erected By The People Of Napier In Commemoration Of / Citizens Of This Town Who Fell In The Great War / 1914 1918 / This Stone Was Laid On 24th October 1925 By / His Excellency General Sir Charles Fergusson, Baronet; L.L.D., G.C.M.G; K.C.B., D.S.O., M.V.O. / Governor General Of New Zealand’.

The smaller, upper marble plaque marking the restoration of the building following the 1931 earthquake reads: ‘Destroyed By Earthquake / 1931 / Rebuilt 1934’.

The Rest Interior

Internally, the original central ‘rest room’ still occupies the greatest footprint. Smaller rooms used as offices and a reception area border this central room to the east and north, where the verandah was enclosed. Three other large rooms run out to the north, west and south points of the building with double doors opening onto Memorial Square from the southern room. Toilets and other facilities, such as a shower room, occupy the southwest portion of the building and the building is equipped with two kitchens and various smaller storage rooms/offices.⁷² The building has been adapted for various uses overtime and this is reflected in a range of fixtures and fittings, as well as partition walls and ceiling treatments.

Comparative Analysis

Women’s Rest Rooms

The Napier Women’s Rest (Former) is an example of a purpose-built women’s rest built in the decade (1920s) when the idea of such dedicated facilities gained traction in New Zealand. Initially having to use private or business premises, limited public lavatories for women began appearing in the early twentieth century. However, in the absence of dedicated civic provision, women’s organisations such as the Women’s Christian Temperance Union had proactively adapted existing sites since at least 1898, when the local New Plymouth branch secured use of one room of the Borough Council Chambers and transformed it into a ladies’ sitting room with lavatory. Other branches followed suit, furnishing similar conveniences sometimes with the assistance of borough councils and by the end of the First World War it can be assumed many towns in New Zealand had some sort of public toilet and rest facilities available for women.

The Hastings Municipal Women’s Rest (List No.1105, Category 1), built in 1921, is believed to be the first building in New Zealand that was specifically designed, constructed, and dedicated exclusively as a combined women’s toilets and Plunket rooms. Other purpose-built examples from the 1920s include the Manaia Women’s Rest (1922, extant), the Lower Hutt Plunket rooms, dental clinic, and women’s rest (1924, appears to have been demolished) and the Te Aroha Ladies’ Rest Rooms (1925, current situation unknown), among others. It was common for these facilities to include rooms for the use of the Royal New Zealand Plunket Society, who often assisted with fundraising towards the building. The construction of the Napier Women’s Rest sits in the middle of this decade, as it was



delayed for a number of years while the form of Napier's war memorial was debated. There is another World War One Memorial Rest Room in Whakatāne, which opened in 1934 to commemorate members of Ngāti Awa who had served. However, that rest room is an open sided general shelter and does not appear to contain toilet facilities.

Along with the Hastings Women's Rest, three other women's rests are currently entered on the New Zealand Heritage List/Rārangi Kōrero: the Marton Rest Room (1927, List No. 2840), the Nelson Plunket and Rest Rooms (1936, List No. 5169) and the Ōamaru Centennial Memorial Rest Rooms (1941, List No. 2284). The Marton Rest Rooms also contain a Plunket rooms and are from the same construction period as the Napier Women's Rest, however, do not share the memorial function. The Ōamaru Centennial Memorial Rest Rooms were part of a swathe of rest rooms and Plunket rooms built to commemorate the 1940 New Zealand centennial; that time utilitarian memorials were encouraged by the Government. Other examples include the Greytown Centennial Memorial Rest Room (demolished in 2013), the Greymouth Women's Centre (extant) and the Papakura Centennial Rest Room (extant).

A common feature of early purpose-built women's rest rooms was their single level domestic appearance. The Hastings Women's Rest was built in the Californian Bungalow style and the Marton Rest Room in the Arts and Crafts style, while the Manaia Women's Rest is very simple with a gabled roof and roughcast exterior. Among early women's rests, the original design of the Napier Women's Rest is distinctive in its Prairie style with deep verandas, long low profile, cruciform internal layout, and use of brick as the primary building material. While the exteriors of the women's rests in Hastings and Marton have undergone little alteration since their construction and continue to provide facilities specific to women and/or children, the changes to the Napier Women's Rest tell a unique story of earthquake survival, post-earthquake adaptation and evolved community use. The Prairie style of the Napier Women's Rest also sets it apart from a number of later women's rests such as those in Nelson, Ōamaru and Greymouth which are of an Art Deco or Moderne style.

Louis Hay and pre 1931 architecture

The Napier Women's Rest is of interest as a rare pre-Hawke's Bay earthquake example of a public building designed by J.A. Louis Hay, employing domestic styled architecture as discussed above. Although Hay's post-earthquake commercial and civic buildings also show the influence of Frank Lloyd Wright and the Chicago School of architecture, they incorporated Art Deco elements. The Women's Rest, a non-residential building, retains the Prairie style characteristic of much of Hay's pre-earthquake residential work.

While a number of houses survived the 1931 earthquake (including Hay's 1930 redevelopment of Gerhard Usher's house on Bluff Hill, List no. 7629), the city's central business district was largely destroyed. The Women's Rest sits among a small group of buildings and structures that together offer a valuable glimpse of the town centre's pre-earthquake urban environment. Monuments such as the 1897 Flood Heroism Memorial (1900), the South African War Memorial (1906), the Blythe Memorial Fountain (1904), the Marine Parade Sea Wall (1888 1892), the Swan Memorial Paddling Pool Shelter (1918), historic street lamps (1915 1930), and the ruins of St Paul's Church (which was co



designed by Hay and was due to be opened three days after the earthquake), share this link with survivor buildings such as the Napier Soldiers' Club (1916/1920), Parkers' Chambers (1930), the Central Fire Station (1921) all designed by Hay; the Courthouse (1874), the Borough Council Chambers (1884); the Hawke's Bay Club (1906), the Hawke's Bay County Council Offices (1908), Napier RSA Building (1919), Public Trust Building (1922), Bennett's Building (1929) and the Chief Post Office (1929).

The heritage value of these rare surviving structures has increased with the recent loss of other markers of the town's pre-earthquake historic landscape, such as the Williams Building (built 1911; demolished 2014) and the Waiapu Diocesan Office Building and Synod Hall (built 1929; demolished 2008). While most of these monuments and earlier structures represent the architectural and aesthetic modes of their eras, contemporaneous buildings such as Parker's Chambers, Public Trust and the Chief Post Office received Art Deco 'facelifts' during their post-quake reconditioning. The Women's Rest, along with the Soldiers' Club, remains true to its original style vocabulary and represents the evolution of Hay's distinctive Napier style.

Utilitarian War Memorials

As discussed previously, there was great public debate about the form World War One memorials should take. The argument that largely won the day was that ornamental memorials could better express and honour the principles for which the men had died. Although some communities initially planned functional memorials that would do double duty by providing much needed community facilities, the tide of sentiment soon turned, and many proposals were redesigned for a purely commemorative use. As historian Jock Phillips notes:

'Out of 505 recorded community memorials (not including church, school, or club memorials), 24, less than 5 per cent, were halls, and several of these places, such as Greenpark and Ormondville, also put-up monuments. There were eight libraries, but these were publicly justified on the grounds that their purpose involved the inculcation of 'higher values'. There were three hospitals. Finally, two bridges were built as war memorials... In general, then... the vast majority of New Zealand [World War One] memorials serve only an ornamental purpose'.

Hawke's Bay appears to have an interesting proportion of these rare utilitarian World War One memorials. In 1920, Eskdale landowner Thomas Clark and his daughter Annie privately built an interdenominational church in memory of Annie's late husband, Lieutenant Percival Moore Beattie. The Ormondville community opened their Peace Memorial Hall in 1922 in memory of locals lost in the war. Taradale constructed a memorial clock tower, unveiled in 1923, and St Luke's Memorial Church was dedicated in Pakipaki the same year. A particularly prominent functional memorial is the Hawke's Bay Fallen Soldiers' Memorial Hospital, opened in Hastings on Anzac Day 1928. As one of only three World War One memorial hospitals built, Phillips argues that it possibly came to fruition only because the project was already underway before the war ended. Amongst these Hawke's Bay utilitarian World War One memorials, the Napier Women's Rest stands out for its dedication specifically for female users, particularly mothers, as opposed to the general



populace (although it is acknowledged that the building served various other community groups as well).

Conclusion

The Napier Women's Rest is not the earliest, or least modified, dedicated women's rest room building in New Zealand. It is not the only building in the Napier CBD that survived the 1931 Hawke's Bay earthquake, and it is not the only surviving example of J.A. Louis Hay's pre-earthquake buildings although it is a rare example of a non-residential commission from his pre-earthquake oeuvre. The significance of Napier's Women's Rest results from the accumulation of all of these values. It represents a decade in which the provision of rest room facilities for women was increasing, and is a particularly good architecturally designed example, utilising a domestic and Prairie architectural style vocabulary. Together with a handful of other structures in the CBD that survived the 1931 earthquake, it is a valuable reminder of Napier's evolution and rehabilitation after the devastation. It is reasonably unusual as a utilitarian World War One memorial, part of an interesting concentration of such in the Hawke's Bay region and is even rarer for being one that specifically provides for women.

Perhaps the most apt building for comparison with the Women's Rest is the Napier Soldiers' Club building (List No. 9967; Category 1 historic place). The Soldiers' Club is a public facility also designed by J.A. Louis Hay in a domestic style with Prairie influences, was also among his three non-residential pre-earthquake designs, also survived the 1931 earthquake, and also has links to World War One, being designed for the use of veterans, the foundation stone laid on Anzac Day 1916. However, the commemorative function of the Soldier's Club was not expressly stated, whereas the Women's Rest was specifically built as a utilitarian memorial to complement the ornamental Cenotaph in Memorial Square. This context gives it special significance as a place that expresses New Zealanders' complex views about the appropriate commemoration of World War One casualties.

Construction Dates

Original Construction

1924 - 1925

Damaged

1931 - Hawke's Bay earthquake. Earthquake damage, followed by temporary repairs

Maintenance/repairs

1931 – 1934 Hawke's Bay earthquake damage repaired

Refurbishment/renovation

1993 -

Addition

- 1942

'Sunporch' enclosed



Modification

- 1958

Substantial alterations and additions made including the closing in of part of the verandah and a rear extension

Modification

- 1969

Extension to toilets to create separate male and female toilet blocks

Modification

- 1981

Further extensions and alterations to northeast corner to create office spaces and a reception

Construction Details

Concrete, brick, timber, plaster, Marseille tiles, glass.

Completion Date

3rd February 2020

Report Written By

Cherie Jacobson, Elizabeth Cox and Blyss Wagstaff

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Hawke's Bay Museum and Art Gallery

Hawke's Bay Museum and Art Gallery

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Other Information

Please note that entry on the New Zealand Heritage List/Rārangī Kōrero identifies only the heritage values of the property concerned and should not be construed as advice on the state of the property, or as a comment of its soundness or safety, including in regard to earthquake risk, safety in the event of fire, or insanitary conditions.

Archaeological sites are protected by the Heritage New Zealand Pouhere Taonga Act 2014, regardless of whether they are entered on the New Zealand Heritage List/Rārangī Kōrero or not. Archaeological sites include 'places associated with pre-1900 human activity, where there may be evidence relating to the history of New Zealand'. This List entry report should not be read as a statement on whether or not the archaeological provisions of the Act apply to the property (s) concerned. Please contact your local Heritage New Zealand office for archaeological advice. A fully referenced Listing report is available on request from the Central Region Office of Heritage New Zealand

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16 March 2022

Re Napier Women's Rest
Memorial Square
Napier

National Council Women of New Zealand (NCWNZ) Hawkes Bay Branch supports the proposal put forward by the Art Deco Trust concerning the future of the Napier Women's Rest.

NCWNZ Hawkes Bay has submitted to Napier City Council's Longterm Plan over the future of this building in 2018, 2020 and 2021. In these submissions we have worked alongside Historic Places Hawkes Bay and now join with Art Deco Trust in ensuring the future of this historic building.

In April 2020 we provided a submission to Heritage New Zealand which resulted in the Napier's Women's Rest being recognised as a Category 1 Historic Place.

It is rare for a building to be a War Memorial. It was a highly unusual utilitarian First World War Memorial designed to benefit women. It needs to be respected and restored and we feel the Art Deco Trust is in a position to manage this.

NCWNZ Hawkes Bay have already been in discussion with the Art Deco Trust over the shared use of the building in conjunction with the Heretaunga Women's Centre once this building has been restored.

We feel this is a great opportunity for the Napier City Council to allow the Art Deco Trust to give this special building the future it deserves and develop this building in such a way that it is an asset to the city.

Susan Chappell
President
National Council of Women
Hawkes Bay Branch

Secretary

Philip Irwin
2 Arthur Close, Clive 4102
P: 0274 233 566
E: philipirwin@xtra.co.nz



Chair

Barbara Arnott
P: 06 835 5950
E: bwarnott@xtra.co.nz

To Mayor Kirsten and Councillors,

Historic Places Hawke's Bay (HPHB) supports the preservation and protection of the Women's Rest in Memorial Square. We have, during previous Annual Plans of the Council and in the Long Term Plan 2021, collaborated with the National Council of Women to urge both a use for this building and the preservation and maintenance of an historic landmark memorial, one of the few memorials in New Zealand that was dedicated to women's use. A memorial for the living.

We applaud the Napier City Council and the Art Deco Trust in their willingness to fund and undertake the earthquake strengthening. We recognise more funds will be necessary to restore this heritage building to the 1925 Louis Hay vision and accept thankfully that the Art Deco Trust does have the capacity to undertake this important work.

It is undeniable that the restoration of this building, combined with the Art Deco Trust's usage of it, will be a positive affirming story for our Art Deco city.

Historic Places Hawke's Bay has an overview of all heritage buildings and areas in Hawke's Bay, valued by both New Zealand and the community.

The Women's Rest is a significant Category 1 building and the Art Deco Trust and Historic Places Hawke's Bay have shared values, albeit the Art Deco Trust is more focused on one specific period. The style of that era is both the essence and culture of Napier and the Women's Rest is an important element in Napier's Art Deco story.

Thank you for recognising the importance of this area and for working to restore heritage in our city. We support both the Council and the Art Deco Trust in this process.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "Barbara Arnott".

Barbara Arnott
Chair

Historic Places Hawke's Bay Inc.
www.historicplacesaotearoa.org.nz



13 April 2022

Letter of Support - Napier Women's Rest Building, Memorial Square, Napier

The Heretaunga Women's Centre supports the Art Deco Trust's proposal to the Napier City Council regarding the future restoration and occupation of the Napier Womens Rest Building.

In 2020 and 2021 alongside the Historic Places Trust, the Heretaunga Women's Centre supported the National Council of Women NZ Hawke's Bay branch in submissions to the Napier City Council's Longterm Plan over the future of the Napier Women's Rest Building.

The Napier Women's Rest Building is a listed Category 1 Heritage New Zealand building. A war memorial, the building was built and designed as a space for the benefit and use of women. The Art Deco Trust's intention to restore the Napier Women's Rest to its original memorial purpose provides the opportunity to keep true to the origins of the Women's Rest in both physical presentation and activities.

The Heretaunga Women's Centre are in continued discussions with the Art Deco Trust about the future use of the Napier Women's Rest building, once restored, in regards to the delivery of community services for Napier women.

We believe that this proposal and opportunity will positively benefit the Napier community. As well as much needed physical restoration of a local iconic and heritage building, it will allow for supports and services advocating for the empowerment and wellbeing of women to be provided locally.

Yours faithfully



Amanda Meynell
Service Manager



Napier Returned Services' Association

Incorporated

34 Vautier Street, P O Box 253, Napier. NZ

Tuesday, March 29, 2022

Barbara Arnott
Chair – Napier Art Deco Trust
Napier

Dear Barbara

At the monthly meeting of the Napier RSA Executive Committee held on Friday 25 March 2022 it was unanimously agreed that the Napier RSA fully endorse and support the Art Deco Trust as custodians of the 'Women's Rest; and that the Trust after restoration work was completed would operate the Rest for Community use.

Also, please find as attached a letter of the support for the project on behalf of the Napier RSA Women's Section

Yours sincerely

Craig Williams
CEO

TELEPHONES: OFFICE (06) 835 7629 – Club (06) 835 1034 – Restaurant (06) 8351351
FAX (06) 835 1357 – EMAIL: reception@rsanapier.co.nz – WEB: www.rsanapier.co.nz



Taradale & District Returned & Services Assn
P O Box 7116
Taradale
NAPIER 4141
Phone/Fax: 06 844 4808
Email: admin@taradalersa.co.nz

11 April 2022

Re: Tenancy of Napier Women's Rest

To Whom It May Concern,

I would like to confirm our support for Art Deco Trust to become the custodian of the Women's Rest.

We believe this would provide a great opportunity to have this structure brought back to its original glory, further strengthening the Art Deco pride of the Napier community at large.

This would also provide a great central point for the Art Deco Trust to continue their great work in promoting Napier in general, and in particular our Art Deco history, while still providing a Rest for the community.

Yours sincerely

A handwritten signature in black ink, appearing to read "B. Coldicutt".

Brayden Coldicutt
President
Taradale & District RSA



Napier Returned and Service's Association
Incorporated.
34 Vautier Street Napier, NZ.
P.O. Box 253, 4140



To Mayor Kirsten Wise and the Napier City Council

The Napier RSA Women's Section is delighted that the World War 1 Memorial Women's Rest Rooms, in Memorial Square, will once again be occupied and shown the respect that was invested after the first World War.

It is particularly important to us because it was built to be occupied by women, a rare occurrence in 1925.

Since then, it has become a community hub and then unoccupied since 2013. The Art Deco Trust relies on volunteers as do we and their organisation is closely aligned to Napier and born out of our earthquake disaster. It is a good fit to use and protect the Memorial.

The Women's Rest Rooms is a companion memorial to the Cenotaph, and we envisage being able to engage with the building on ANZAC and our memorial days.

The Napier RSA Women's Section is supportive of the occupation and restoration of the Women's Rest Rooms and welcome the willingness of the Art Deco Trust to return the building once again into a useful facility.

Yours Sincerely

Wendy Probert. (Representative).



Hon Stuart Nash

MP for Napier

Napier office

06 835 6093

stuart.nashmp@parliament.govt.nz

155A Tennyson Street, Napier

Parliamentary office

04 817 8712

s.nash@ministers.govt.nz

Private Bag 18041,
Parliament Buildings

[/stuarnash.napier](https://www.facebook.com/stuarnash.napier)

25 March 2022

To: Napier City Council

Re: Letter of Support for Women's Rest Building in Memorial Square

Please accept this letter in support of application to fund and undertake the earthquake strengthening of the above building and recognise the heritage significance of this building.

As part of my submission to Napier City Council Long Term Plan 2021-31 I requested that as a matter of urgency this building be considered for repair, maintenance and structural strengthening to bring it up to code and make it an attract feature in the city. I also requested that a tenant of good character be considered and the Art Deco Trust would be on top of my list as their presence and activities would substantially enhance the precinct.

Napier has a world-renowned collection of Art Deco buildings and we are listed as one of the 10 best cities for art deco in the world, this building would only add to inventory and ensuring our distinctive character continues.

Thank you for your leadership in protecting Napier's historic resources

Kind regards

Stuart Nash
MP for Napier



Authorised by Hon Stuart Nash MP
Parliament Buildings, Wellington

Dallas Knight
Property owner: 23 Clive Square
021 105 9866

28th March 2022

Mayor Kirsten Wise and the Napier City Councillors

The business owners, tenants and staff of properties surrounding Clive Square and Memorial Square **resoundingly support** and commend the initiative of the Council and of the Art Deco Trust to occupy the Women's Rest Building.

Evidence in the form of signatures accompanies this letter.

Additionally, the readers of the social media platform Napier News emphatically support the notion that this building be restored and used. Many Napier people expressed fond strong memories of this nearly 100 year old historic building (~1926) as a part of their former lives.



Dallas Knight 021 105 9866

To Mayor Kirsten Wise and the Napier City Councillors,

We, the business owners, tenants and staff in the close vicinity of Clive and Memorial Squares applaud and commend the initiative of the Council and the Art Deco Trust to occupy the Women's Rest building.

Their presence and the activities they intend to manage from the site involving both staff and volunteers will substantially enhance the precinct we work in and value.

To have the Art Deco Trust personnel as neighbours is good news and we unreservedly encourage their occupation of the Women's Rest in Memorial Square.

Clive Murphy	027 5623 693
Deanna Lamason	022 1715 684
Liz Holt	027 4247 297
Pam Whanga	021 2932 082
Jarmin Hocking	027 8990 656
Carol Beris	027 679 0824
Glynis Blake	027 2051 594
Mare Atkinson	06 8466 849
Way Morgan	027 3336 302
Christine Hansen	021 0323 161
Andy M. Naughton	027 274 3772
Aime Murphy	021 2632 964
Jos Hayden	027 4955 124
Antoinette Adels	027 224 0081
Janet Frost	027 4166 242
Don Kerr	021 541 958
Renee Geelen	021 1100 230
Jane Beaumont	022 0836 412

Annette Elliott

Linda Eage

Jane Cottle

Mike Hockey

Vera Cilouer

Jan McKellan

Phil

Rhonda Godwin

Lee Lockyer

Pat Fraser

Rosemary Silva-Jones

Libby Brown

Sue Clifford

Paula Thomas

Deb Ainsworth

Sandra Lilburn

Suzanne Leckie

Helen Smith

Jane Sullivan

Marg Eastcott

Chris Tally

Jodie Wilson

CNBI PEOPLE

Kaye Cairns

Sally Green

0274 56568

021 039 4974

021 216 0014

021 145 9330

027 555 0457

027 6377 428

021 46 0426

021 1487142

8435116

021 255 1102

0279 36 3741

02201 71557

027 4138 007

021 704586

0272414449

027305 7727

0272313807

021 149 0442

0274042272

021 0379229

027 276 5285

021560605

0212463400

0273156386

021 08282684

Carol Parkes

021 047 1532

Sally Phelps

021 845 300

Lynne Danroch

021 66 9735

also Ben

033 198 9640

Andrea Gregory

021 631 061

Margaret Hiley

Sally Hughes

027 31 21 195

Ben Mitchell

027 844 2431

Debra Cummins

06 844 7939

Lynne Thode

0274 870540

Jude Allan

0276348136

Bill Turbington

Cherry Hart

0210642929

Ben Wall

0273383504

Christine Peterson

0272092444

Tony Wall

8357793

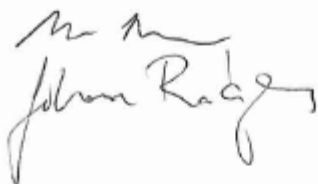
To Mayor Kirsten Wise and the Napier City Councillors,

We, the business owners, tenants and staff in the close vicinity of Clive and Memorial Squares applaud and commend the initiative of the Council and the Art Deco Trust to occupy the Women's Rest building.

Their presence and the activities they intend to manage from the site involving both staff and volunteers will substantially enhance the precinct we work in and value.

To have the Art Deco Trust personnel as neighbours is good news and we encourage their occupation of the Women's Rest in Memorial Square unreservedly.

Johanna and Mark Rodgers
Majorsoft Ltd
3 Clive Square West


John Rodgers

Bethyn Taylor
0222968088

Sarah Foote 0277745882 Napier Luminis

Tracy Homan 0274676092

Amy Coffee Hub Cafe 834 1225

Kerry Lindsay - Clive Sq gardener N.C.C.
021 189 2990

To Mayor Kirsten Wise and the Napier City Councillors,

We, the business owners, tenants and staff in the close vicinity of Clive and Memorial Squares applaud and commend the initiative of the Council and the Art Deco Trust to occupy the Women's Rest building.

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Angele Jandresen 0211921923

Sara Jagurinosky 0274153014

Renab Jagurinosky 021761182

Will Alexander Jandresen 02108409779

Janie Paston 022 413 9335

makayla Scott. 0278255267

To Mayor Kirsten Wise and the Napier City Councillors,

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A. Wallace
073064969

Kevin Moss

A. Wallace



Simon Eastcott

**EASTCOTT MEDICAL
23 CLIVE ST WEST
NAPIER 4110
PH 06 6514170**

To Mayor Kirsten Wise and the Napier City Councillors,

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N. A. Carroll

Centreach 25 Clive Square West.



To Mayor Kirsten Wise and the Napier City Councillors,

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TODD FOSTER
CHRIS DAVIS

 021510097
 0210601885

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Clive Square Dental
Tania Bryan
Practice Manager

To Mayor Kirsten Wise and the Napier City Councillors,

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Peri Scott

02102354881

Owner

Eco Kiosk
245 Dickens St.



Cheryl Whaitiri
0223235807



To Mayor Kirsten Wise and the Napier City Councillors,

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Michael Timmins
Kim Morgan

 02102628701
 021344291

To Mayor Kirsten Wise and the Napier City Councillors,

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J. Houghton 021 443688

Rob N. Houghton 021 105 9866

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Action Tax & Accounting 06 834 4013

Tamsin Smith *Tamsin* 021 025 6477

Sudha Guler *Sudha* 022 350 6604

Marie Carrac *Marie* 021 1845 145

Action Tax and Accounting Ltd
PO Box 581
NAPIER 4140

To Mayor Kirsten Wise and the Napier City Councillors,

We, the business owners, tenants and staff in the close vicinity of Clive and Memorial Squares applaud and commend the initiative of the Council and the Art Deco Trust to occupy the Women's Rest building.

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Suzanne Hutchinson 027 277 3152

Annie and Me

Made in New Zealand

NGĀ MĀNUKANUKA O TE IWI (MĀORI COMMITTEE) Open Minutes

Meeting Date:	Friday 8 April 2022
Time:	9.00am
Venue	Via Audio Visual Link and Livestreamed via Council's Facebook page
Present	Ngāti Pārau Hapū Trust – Chad Tareha (Chair) Maraenui & Districts Māori Committee – Waitiria Greeks Māngai ā-Hapori – Rapihana Te Kaha Hawaikirangi Mayor Kirsten Wise Deputy Mayor Annette Brosnan Councillor Maxine Boag Councillor Keith Price
Also Present	Councillor Sally Crown Councillor Apiata Tapine
In Attendance	Pou Whakarae (Mōrehu Te Tomo) Director Corporate Services (Adele Henderson) Director Infrastructure (Debra Stewart) Director Programme Delivery (Jon Kingsford) Communications and Marketing Manager (Julia Atkinson) Manager Water Strategy (Russell Bond) Manager City Development (Paulina Wilhelm) Māori Partnership Manager - Te Kaiwhakahaere Hononga Māori (Hilary Prentice) Te Waka Rangapū Kaiāwhina (Wai Tupaea) Manager Regulatory Solutions (Rachael Bailey) Three Waters Reform Programme Manager (Rebecca Huckle) Team Leader Planning & Compliance (Luke Johnson) Senior Advisor Policy (Michele Grigg)
Administration	Governance Advisor (Anna Eady)

Karakia

The Chair, Chad Tareha, opened the meeting with a karakia.

Apologies

Dep. Mayor Brosnan / Councillor Boag

That the apology Robbie Paul be accepted

Kua Mana

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Chairperson

Nil

Announcements by the management

Nil

Confirmation of minutes

RTK Hawaikirangi / Councillor Price

That the Minutes of the meeting held on 25 February 2022 were taken as a true and accurate record of the meeting.

Kua Mana

Updates from Partner Entities

Ngāti Pārau Hapū Trust – Chad Tareha

- Ngāti Pārau held a Three Waters wānanga at Waiohiki Marae for whanau. The Three Waters Council team were brought onto the Marae by Kaumātua Piri Prentice, Hilary Prentice and Beverley Kemp-Harmer. As part of this day there was an introduction to the Three Waters kaupapa, and the whānau went for site visits to the Awatoto Wastewater Treatment Plant, Mataruahou Drinking Reservoir and the Westshore Tidal Gates. There are another two wānanga planned on the Three Waters kaupapa.
- Ngāti Pārau are in support of the Riverbend Road development, and are looking forward to being involved with the project.
- Chad was invited to visit the two new Ahuriri Napier bores with Mayor Wise and be part of the blessing ceremony.

Maraenui and Districts Māori Committee –Waitiria Greeks

There are no updates from the Maraenui and Districts Māori Committee as they have not had a hui recently due to Covid-19 restrictions.

Napier City Council – Mayor Kirsten Wise

The Mayor gave an update on the Communities 4 Local Democracy, He hapori mō te Manapori (C4LD) which Napier City Council (NCC) are a part of, and specifically spoke to the Draft Statement on Communities 4 Local Democracy He hapori mō te Manapori (C4LD) Position on Iwi Māori Partnership (*Doc ID:1453012y, attached*). This is in relation to the Government's Three Waters Reform.

- There are 31 councils in C4LD representing approximately 1.4 million New Zealanders. These councils are working together to present alternative options to central government on the Three Waters Reform Model. The Hawke's Bay Regional Model has been well received by the C4LD group.
- Earlier this week members of C4LD drafted a position statement, specifically in regards to a partnership approach with iwi and mana whenua on the reform, to send to the Government. This statement will be publicly released once the wider group have had a chance to give feedback.
- The position statement states the Government's one-size-fits-all approach to Three Waters Reform does not reflect or acknowledge local communities or local iwi, rohe, or hapū differences and interests, and regional models built on existing partnerships would better serve the different communities.
- C4LD is requesting that individual Councils are provided the opportunity to have authentic discussions with mana whenua at a local level that consider co-design and partnership arrangements which acknowledge and enable Te Tiriti based pathways.
- The Mayor is seeking some feedback and endorsement from the Committee on the draft position statement today.
- The Mayor and Committee Chair have had discussions about the Reforms, and updates have been given through this forum to the wider Committee and the community. A Hawke's Bay regional forum day was held with iwi. The region's Mayors also met with Ngahiwi Tomoana, the Chair of Ngāti Kahungunu, last year, and at that time he gave his support to the proposed Hawke's Bay regional model. Ngahiwi is one of the members of the Government Representation Governance and Accountability Working Group.
- Since providing formal feedback to the Government last year Councils have been waiting for a response to the feedback and to the recommendations put forward by the Working Group to the Minister. Council cannot have authentic engagement with mana whenua and the wider community until the government respond. Once this occurs and the Government signals changes it is considering for the Water Services Bill, and the timeline that process will take, NCC will connect with mana whenua, Post Settlement Governance Entities, marae and the wider community to share the Government proposal and Hawke's Bay's proposed Regional Model to seek feedback. A proposal for this engagement has been released by C4LD this week for feedback, mapping out in detail how the engagement could work. Alongside regional engagement a C4LD campaign and engagement proposal is in the process of being drafted and this will be shared with the committee when it is available.
- Each Council nominates their representative on C4LD, the majority are Mayors alongside the Council's Chief Executive, some representatives are Councillors.

The Committee's Chair stated that in his understanding Ngahiwi Tomoana is now in support of the Government model and different mana whenua groups in Hawke's Bay are split on which model they prefer, however he has not been involved in discussions for some months.

The Committee requested more time to consider the Draft Position Statement being discussed with their whanau, and the Mayor requested feedback by Monday due to tight timeframes.

It was also requested that Māori should be part of the conversation about how engagement with mana whenua should be carried out. The intent of C4LD is that individual Council's will develop engagement strategies together with mana whenua.

C4LD met with Minister Mahuta on 4 April 2022 to present their latest piece of work and to discuss the Draft Position Statement with her. They sought timeframes from her for a response to the Working Party recommendations and the Select Committee process. The Minister did not give a definitive response, but said it is being discussed by Cabinet over the next weeks. Considering the usual process Government take, if they are considering changes to the Water Services Bill these could be expected to be later this month, then the Water Services Bill would be introduced in May, which would start the Select Committee process; then the finalised legislation could be expected by the end of this year, but this timeline is speculation based on limited information.

Updates from Māngai ā-Hapori

Rapihana Te kaha Hawaikirangi

- Te Ātea-a-Rangi Trust celebrated the equinox at the Waitangi Regional Park recently, and they will soon be moving into week long Matariki celebrations.
- Te Wai Mauri Trust's nursery is established and running well and the team are working hard. They are looking forward to planting starting a bit earlier than normal due to all the rain. They are engaging with the Ōmaranui Landfill in regards to planning along the boundary.
- Waiohiki Marae has been successful in receiving feasibility funding for the wharekai. Also a few weeks ago there was Governance training, run by Kereru Savage, provided to the Marae's Trustees.

Update from Council Pou Whakarae

Mōrehu Te Tomo

- Te Waka Rangapū is coming to the end of developing their Council Te Reo Māori policy, which they hope to present to this Committee at the next meeting.
- In the Three Waters space the team is supporting Council as much as they can, attending hui and helping with the site visits for Ngāti Pārau.
- The Civic Precinct project is progressing well and has been very inclusive of mana whenua at every step.
- Te Waka Rangapū has begun developing a Māori Engagement Policy.
- A team member has been on the Positive Ageing Committee and Council's Kaumātua is Co-Chair of this Committee.
- The team is also very engaged with the Solid Waste Bylaw review as this is an important issue for Māori.

Mayor Kirsten Wise left the meeting 9.35am

REPORTS FROM STANDING COMMITTEES

NGĀ MĀNUKANUKA O TE IWI (MĀORI COMMITTEE) RECOMMENDATION

That the Ngā Mānukanuka o te Iwi (Māori Committee) Recommendations arising from the discussion of the Committee reports be submitted to the Council meeting for consideration.

REPORTS FROM NAPIER PEOPLE AND PLACES COMMITTEE HELD 17 MARCH 2022

1. THE MEKE METER INITIATIVE - FUNDING SUPPORT

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1431458
Reporting Officer/s & Unit:	Belinda McLeod, Community Funding Advisor

1.1 Purpose of Report

To seek approval for Council to apply for funding from the Eastern and Central Community Trust (ECCT) on behalf of L W Confederation Ltd who operate the mobile fitness POD under the Meke Initiative project.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The report was taken as read. The Chair endorsed this report and Council's support of the kaupapa, Council is also supporting L W Confederation with their application for Registered Charitable Trust status.

As a Decision of Council was made at the Napier People and Places Committee there was no vote on this item.

Committee's recommendation

Councillors Crown / Mawson

The Napier People and Places Committee:

- Make a **DECISION OF COUNCIL** under delegated authority to enable the funding application to Eastern & Central Community Trust to be submitted and processed this financial year.
- Approve an external funding application of \$25,000, to Eastern & Central Community Trust on behalf of L W Confederation Ltd to assist with the lease of the mobile fitness container and trainer costs.

Carried

2. NAPIER SOCIAL MONITOR REPORT 2021

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1385225
<i>Reporting Officer/s & Unit:</i>	Michele Grigg, Senior Advisor Policy

2.1 Purpose of Report

To provide an overview of the findings from the 2021 Napier Social Monitor report.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer spoke to the report. There were no questions from the Committee.

Dep. Mayor Brosnan / RTK Hawaikirangi

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

Kua Mana

Committee's recommendation

Councillors Tapine / Mawson

The Napier People and Places Committee:

- Receive the Napier Social Monitor report 2021.

Carried

REPORTS FROM PROSPEROUS NAPIER COMMITTEE HELD 17 MARCH 2022

1. QUARTERLY REPORT FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	1421309
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

1.1 Purpose of Report

To consider the Quarterly Report for the six months (*Doc Id 1439805*) ended 31 December 2021.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer took the report as read, noting that Council have highlighted a risk that tourist numbers and visitors to the tourist facilities are expected to be down this year as a result of Covid-19 restrictions. There were no questions from the Committee on this item.

C Tareha / Councillor Price

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

Kua Mana

Committee's recommendation

Councillor Chrystal / Mayor Wise

The Prosperous Napier Committee:

- a. Receive the Quarterly Report for the six months ended 31 December 2021.
-

Carried

2. HAWKE'S BAY AIRPORT LIMITED INTERIM REPORT FOR THE SIX MONTHS ENDED 31 DECEMBER 2021

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	1436783
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

2.1 Purpose of Report

To receive the interim report for the six months ended 31 December 2021 from Hawke's Bay Airport Limited.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer spoke to this report. There were no questions from the Committee.

Councillor Boag / RTK Hawaikirangi

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

Kua Mana

Committee's recommendation

Councillors Simpson / Tapine

The Prosperous Napier Committee:

- a. Receive the Hawke's Bay Airport Limited interim report for the six months ended 31 December 2021 (Doc Id 1439100).
- b. Receive the Hawke's Bay Airport Limited Draft Statement of Intent for the 2022/23 year (Doc Id 1442854)
- c. Receive the Hawke's Bay Airport Limited half year report to shareholders, to December 2021 (Doc Id 1439102).

Carried

3. HAWKE'S BAY AIRPORT LIMITED - DRAFT STATEMENT OF INTENT 2022/23

Type of Report:	Legal and Operational
Legal Reference:	Local Government Act 2002
Document ID:	1442532
Reporting Officer/s & Unit:	Adele Henderson, Director Corporate Services

3.1 Purpose of Report

To present the Hawke's Bay Airport Limited Draft Statement of Intent for the 2022/23 year.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer spoke to this report, noting the Council has been invited for a tour of the new airport building in the near future, and if there was interest this Committee would be welcome on this tour also.

ACTIONS:

- Director Corporate Services to follow up if the Prime Minister is attending an opening event at the Hawke's Bay Airport.
- Notify the Committee if the new name for Hawke's Bay Airport which was developed with Mana Ahuriri is going to be used, and if so what the name is.

C Tareha / Dep. Mayor Brosnan

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

Kua Mana

Officer's Recommendation

The Prosperous Napier Committee:

- a. Receive the Hawke's Bay Airport Limited Draft Statement of Intent for the 2022/23 year (Doc Id 1442854) and provide comment and feedback from Napier City Council

REPORTS FROM SUSTAINABLE NAPIER COMMITTEE HELD 24 MARCH 2022

1. INTEGRATED TRADE WASTE AND WASTEWATER BYLAW: CONSULTATION PROPOSAL

Type of Report:	Legal and Operational
Legal Reference:	Local Government Act 2002
Document ID:	1417631
Reporting Officer/s & Unit:	Caitlin Egan, Environmental Compliance Officer

1.1 Purpose of Report

The purpose of this report is to outline a proposal to promulgate a new Integrated Trade Waste and Wastewater Bylaw under ss146 (1)(a)(iii) and 146(1)(b)(iii) of the Local Government Act 2002 (LGA).

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Committee took this report as read.

As a Decision of Council was made at the Sustainable Napier Committee there was no vote on this item.

Committee's recommendation

Councillors Simpson / Browne

The Sustainable Napier Committee:

The Sustainable Napier Committee make a **DECISION OF COUNCIL** under delegated authority to:

- Endorse the content of this report including *Attachment 1 Statement of Proposal*.
- Agree that pursuant to s155(2)(b) and 155(3) of the LGA, the proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA).
- Adopt the proposal and the draft Integrated Trade Waste and Wastewater Bylaw for the purposes of public consultation *Attachment 2*.
- Approve the commencement of the special consultative procedure in accordance with s83(1) of the LGA in relation to the proposal.

Carried

2. WATER SUPPLY BYLAW STATEMENT OF PROPOSAL

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	1441447
<i>Reporting Officer/s & Unit:</i>	Russell Bond, Manager Water Strategy Lance Groves, Water Planning Lead

2.1 Purpose of Report

The purpose of this report is to:

- 1) Outline a proposal to re-promulgate the Napier City Water Supply Bylaw that was revoked pursuant to s 160A of the Local Government Act 2002 (LGA) on 26 June 2019 (the proposal); and
- 2) To recommend that the Napier City Council (the Council) commence the special consultative procedure in accordance with s 83(1) of the LGA in relation to the proposal.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Committee took this report as read.

As a Decision of Council was made at the Sustainable Napier Committee there was no vote on this item.

Committee's recommendation

Councillors Browne / Simpson

The Sustainable Napier Committee:

- a. Make a **DECISION OF COUNCIL** under delegated authority to enable public consultation to occur at the same time as the Trade Waste and Wastewater Bylaw public consultation.
- b. Endorse the content of this report (including Attachment 1 *Statement of Proposal*).
- c. Endorse that pursuant to ss 155(2)(b) and 155(3) of the LGA, the proposed Bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA).
- d. Adopt the proposal and the proposed Water Supply Bylaw for the purposes of public consultation.
- e. Approve the commencement of the special consultative procedure in accordance with s 83(1) of the LGA in relation to the proposal.

Carried

3. REPORT ON THREE WATERS REFORM PROGRAMME

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1442095
<i>Reporting Officer/s & Unit:</i>	Rebecca Huckle, Three Waters Reform Programme Manager Russell Bond, Manager Water Strategy

3.1 Purpose of Report

To inform the Council on the progress of the Three Waters Reform Programme within Napier.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer took the report as read. In response to questions from the Committee it was clarified:

- This report refers to Council's physical works on the Three Waters infrastructure. There are fifteen projects due to be completed by the end of June utilizing the \$12.5 million government funding given to help Council prepare for Three Waters Reform.
- The Department of Internal Affairs have announced a further \$500 million funding pool for Council's to apply to for Three Waters projects. Council is in the process of assessing which projects on the schedule of works would qualify for this funding. There are specific criteria attached to this tranche of funding; a report from officers would be required to explore what the criteria are and to seek the Elected Members and this Committee's feedback on whether an application would be made.

The Chair highlighted that Ngāti Pārau are working on a Three Waters Cultural Assessment to help guide the future planning of Three Waters works.

Councillor Price / Dep. Mayor Brosnan

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

Kua Mana

Committee's recommendation

Councillor Chrystal / Mayor Wise

The Sustainable Napier Committee:

- Endorse the report on the Three Waters Reform Programme.

Carried

4. DECORATIVE PAVING SHOP ENTRANCE POLICY

Type of Report:	Procedural
Legal Reference:	Local Government Act 2002
Document ID:	1431134
Reporting Officer/s & Unit:	Robin Malley, Team Leader Transportation

4.1 Purpose of Report

To seek approval to withdraw the *Decorative Paving Shop Entrances Policy* which is considered by Officers to be surplus to requirements.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

This report was taken as read by the Committee. There was no discussion on this item.

C Tareha / Councillor Price

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

Kua Mana

Committee's recommendation

Councillors Simpson / McGrath

The Sustainable Napier Committee:

- Approve the withdrawal of the Decorative Paving Shop Entrances Policy.

Carried

5. CAPITAL PROGRAMME DELIVERY

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1440069
Reporting Officer/s & Unit:	Jon Kingsford, Director Programme Delivery

1.1 Purpose of Report

To provide Council with information on the 2021 Long Term Plan Capital Programme and initiatives underway to improve Capital Programme Delivery.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer spoke to this report. There were no questions from the Committee on this item.

C Tareha / RTK Hawaikirangi

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

Kua Mana

Committee's recommendation

Councillors Brosnan / Simpson

The Sustainable Napier Committee:

- a. Receive the report titled "Capital Programme Delivery".
-

Carried

6. LEASE OF RESERVE - DANISH DELIGHT

Type of Report: Legal

Legal Reference: Reserves Act 1977

Document ID: 1440552

Reporting Officer/s & Unit: Bryan Faulknor, Manager Property
Jenny Martin, Property and Facilities Officer

6.1 Purpose of Report

To obtain approval to grant a new lease to Danish Delight HB Limited in the mid to southern end of the Marine Parade Foreshore Reserve for a three year term plus two rights of renewal of two years.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

This report was taken as read by the Committee. There was no discussion on this item.

C Tareha / Councillor Price

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

Kua Mana

Committee's recommendation

Councillors McGrath / Brosnan

The Sustainable Napier Committee:

- a. Agrees to grant a new lease, under Section 54(1)(d) of the Reserves Act 1977, for Danish Delight HB Limited to continue to occupy an area in the mid to southern end of the Marine Parade Foreshore for a three year term plus two rights of renewal of two years.
 - b. Notes that Council is acting under delegated authority from the Minister of Conservation in granting this lease.
-

Carried

REPORTS FROM FUTURE NAPIER COMMITTEE HELD 24 MARCH 2022

1. RESOURCE CONSENT ACTIVITY UPDATE

Type of Report:	Enter Significance of Report
Legal Reference:	Enter Legal Reference
Document ID:	1438421
Reporting Officer/s & Unit:	Luke Johnson, Team Leader Planning and Compliance

1.1 Purpose of Report

This report provides an update on recent resource consenting activity. The report is provided for information purposes only, so that there is visibility of major projects and an opportunity for Elected Members to understand the process.

Applications are assessed by delegation through the Resource Management Act (RMA); it is not intended to have application outcome discussions as part of this paper.

This report only contains information which is lodged with Council and is publicly available

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer took this report as read.

ACTION: Team Leader Planning and Compliance to follow up whether Mana Ahuriri Holdings Limited are part of an authorised consortium with Tawanui Development Limited and K3 Properties Limited who are looking after the Riverbend Road Residential Development.

Dep. Mayor Brosnan / RTK Hawaikirangi

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

Kua Mana

Committee's recommendation

Mayor Wise / Councillor Taylor

The Future Napier Committee:

- Note the resource consent activity update for period 18 January 2022 to 27 February 2022.
- Note the change to a Key Account Manager (KAM) model for managing significant consenting projects.

Carried

2. DOG CONTROL BYLAW AND POLICY STATEMENT OF PROPOSAL

Type of Report:	Legal and Operational
Legal Reference:	Local Government Act 2002
Document ID:	1439107
Reporting Officer/s & Unit:	Paulina Wilhelm, Manager City Development

2.1 Purpose of Report

The purpose of this report is to:

1. Present a revised Dog Control Bylaw and Policy, including associated Statement of Proposal (the proposal); and
2. Recommend that the Napier City Council (the Council) commence public consultation in accordance with sections 83 and 156(1)(b) of the Local Government Act 2002 in respect of the proposal.

At the Ngā Mānukanuka o te Iwi (Māori Committee) meeting

The Council Officer spoke to the report. There were no questions from the Committee.

RTK Hawaikirangi / Councillor Boag

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

Carried

Committee's recommendation

Councillors Chrystal / Wright

The Future Napier Committee:

- a. Confirm that pursuant to sections 155(2)(b) and 155(3) of the Local Government Act 2002 (LGA), the proposed bylaw and policy are not inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA).
- b. Adopt the Statement of Proposal and Proposed Dog Control Bylaw and Policy for the purposes of public consultation.
- c. Authorise public consultation in respect of the proposal in accordance with sections 83 and 156(1)(b) of the LGA.
- d. Note the timeframe for consultation release to be in the next twelve months at the discretion of the Chief Executive Officer to allow flexibility in working with the existing consultation schedule.
- e. Note minor amendments to the Lagoon Farm and Ahuriri Estuary maps following Committee's discussion.

Carried

General business

Deputy Mayor Annette Brosnan, Chair of Future Napier Committee:

- In the public forum section of the last Future Napier Committee meeting there was a presentation from the Art Deco Trust, who are working currently with Council on a proposal to become the head tenant at the Women's Rest building in Memorial Square.
- In the next week there will be a hui on the Napier Library's operational model and its partnership model, which Council has had some good engagement with mana whenua on. The application for resource consent to demolish the old Civic building has been lodged, which is a significant milestone in the project. The process leading up to demolition is being worked through currently, including the tender process, and details such as a karakia prior to demolition.
- The Deputy Mayor and Hawke's Bay Regional Council Councillor Hinewai Ormsby met with Mana Ahuriri to informally discuss the governance of the Regional Park project. An informal plan on how this could work is sitting with Mana Ahuriri currently for their Board to consider, it will then come back to Council and to this Committee with the proposed membership and terms of reference for a joint committee.

Councillor Maxine Boag, Chair of Napier People and Places Committee

- Submissions for Council's housing review are due by 20 April 2022. It is important that the community has their say on this important decision, and that a good cross-section of the community give their feedback. This can be done at <https://www.sayitnapier.nz/ncc>
- The Pilot City Trust is holding their Unity Day Awards and Robson Lecture on Friday 22 April at the Century Theatre, MTG, at 1pm. This is a free event but attendees need to register their attendance with the Pilot City Trust.

Councillor Keith Price, Chair of Sustainable Napier Committee

- The Sustainable Napier Committee had a presentation from Napier Port to show what they are working on currently which residents may not be aware of. This presentation can be found on Council's Facebook page at the start of the Sustainable Napier Committee meeting recording from the 24th of March.

The meeting closed with a karakia at 10.25am

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

Chairperson

Date of approval

Doc Id 1453012

Statement on Communities 4 Local Democracy He hapori mō te Manapori (C4LD) Position on Iwi Māori Partnership

Key Points

- The Government's 'one size fits all' model does not reflect local realities and communities of interest and, importantly, iwi and hapū rohe and areas of interest.
- We believe any arrangements will be more effective if they reflect common local interests, decision-making and build on existing relationships.
- We actively seek to initiate authentic discussions with mana whenua at a local level that consider co-design and partnership arrangements that acknowledge and enable Te Tiriti based pathways at a local and regional level.
- We seek a pause so we can have more time to work on a way forward that works for everyone.

Detail

The Government's decision to mandate the Three Waters Reform was disappointing to most Councils in Aotearoa New Zealand. Ninety percent of Councils submitted their opposition to the Government's four entity model.

The Government did not respond to this opposition, nor the significant negative public reaction, and continued with their plans to mandate the implementation of this model.

In response, some concerned Councils got together and developed a Memorandum of Understanding in order to better work together on an alternative way to effect change.

We formed Communities 4 Local Democracy He hapori mō te Manapori (C4LD) which now has 31 partner Councils representing over 1.4 million New Zealanders and is growing.

We are providing a constructive voice for the majority of Aotearoa New Zealand with real concerns about this reform and the rush with which it is being imposed on our communities.

There are 10 specific things we agree on and that we stand for, three of which are:

- Better drinking water and environmental outcomes are essential
- Proper and effective regulation and an independent regulator
- Partnering with mana whenua and co-designing a governance framework locally and

regionally Overall, we stand for fresh ideas for better water for everyone.

All our members value the importance of developing strong and meaningful partnerships with Iwi Māori for the future of 3 Waters.

We do not, nor believe we should, have a fixed view on how we would best achieve this.

We do know that a 'one size fits all' solution simply will not work for anyone.

The Government's proposal will not reflect local realities and communities of

interest and, importantly, iwi and hapū rohe and areas of interest.

Any arrangements will be more effective if they reflect common local interests, decision-making and build on existing relationships.

We actively seek to initiate authentic discussions with mana whenua at a local level that consider co- design and partnership arrangements that acknowledge and enable Te Tiriti based pathways at a local and regional level.

The concept of Te Mana o te Wai reflects the paramount importance of the wai. In particular it is about restoring and preserving the balance between te wai, te taiao, and nga tāngata.

The guidance provided by Te Mana o te Wai delivered with local knowledge will help us better respond to current challenges and realise future opportunities to achieve objectives that are shared by all communities.

Together as a community we can tackle the pressing issues of water quality, water security, sustainable economic growth and development, resilience and climate change mitigation and/or adaptation, and to do this in a way that also respects shared values.

Our primary undertaking, therefore, must be to care for water.

The next step is to consider how we make decisions in partnership, in the best interests of our water in a holistic sense. Seeing Three Waters Reform through this lens is an attractive kaupapa.

It is unfortunate that the Government and Department of Internal Affairs did not consider and discuss the proposed Three Waters Reform on this basis.

This is complex work, and our members have continually underlined the importance of Government providing sufficient time to work through this. It is worth noting that in most cases, partner Councils already had workstreams under way that were leading us in the direction of change.

We have an opportunity to turn this around.

To do this we are seeking a pause so we can have more time to work on a way forward that works for everyone. A vital part of this is developing a true partnership with mana whenua with hui and kōrero about how we best achieve this.

Rushed and forced reform is in no-one's interest. For such significant reform it is imperative that this is done in partnership and with the consent of both the sector and Iwi Māori.

We support a bipartisan political approach so that changes brought about by these reforms endure. There is a commitment from all partner Councils to achieve this. Without bipartisan support there is a high risk that the changes proposed by the Government will not survive future changes of government.

We have particularly focused our attention on two models which we believe will achieve a more durable approach, and also ensure greater involvement for mana whenua than is presently being offered by the Government - essentially a panel that appoints the board, and a guiding document "Mana Whakahono ā Rohe". We acknowledge the working group has

recommended some changes but in our view those recommendations fall short of what is required to achieve broad support.

We would value the opportunity to discuss this further with mana whenua and seek to create opportunities to do so. We all are also supportive of a greater involvement for mana whenua with the new Water Regulator, Taumata Arowai.

We are aware there are those who would benefit by discrediting our group or by misrepresenting our values and aims.

Our group are committed to genuine partnership with mana whenua and a reform proposal that is durable, widely-supported and fit for purpose.

We represent a significant percentage of the local government sector and over 1.4m people.

We are genuine in our desire to work in partnership with Iwi Māori and would welcome discussion on these matters and opportunities for clarification.

We want to make it clear:

- Iwi partnership and relationships are critical and important to us, and any suggestion otherwise is simply not correct
- All partner Councils have relationships with their mana whenua at a local level and these are highly valued
- We strongly support giving effect to Te Mana o te Wai

C4LD formed just 12 weeks ago, and we accept there is a lot more work for us to do, including furthering authentic conversations and discussions with mana whenua. While there have been attempts to do this, we are very clear that more work is needed – work that we are committed to doing.

We believe a less rushed process would have allowed the creation of an appropriate governance in a co-design process with mana whenua. This outcome can still be achieved.

We want to know what success looks like for mana whenua and how we can work collectively, collaboratively and in partnership to achieve better outcomes for all our communities.

Ngā mihi



Mayor Helen Worboys
Chair



Mayor Dan Gordon
Deputy Chair