



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

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

ORDINARY MEETING OF COUNCIL

Open Agenda

Meeting Date:	Tuesday 7 August 2018
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Time:	3.00pm
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Venue:	Council Chamber Hawke's Bay Regional Council 159 Dalton Street Napier
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Council Members	Mayor Dalton (In the Chair), Councillors Boag, Brosnan, Dallimore, Hague, Jeffery, McGrath, Price, Tapine, Taylor, White, Wise and Wright
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Officer Responsible	Chief Executive
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Administrator	Governance Team
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Next Council Meeting
Tuesday 18 September 2018

ORDER OF BUSINESS

Apologies

Nil

Conflicts of interest

Public forum

Nil

Announcements by the Mayor

Announcements by the management

Confirmation of minutes

That the Draft Minutes of the Ordinary Meeting of Council held on Tuesday, 26 June 2018 be confirmed as a true and accurate record of the meeting.61

That the Draft Minutes of the Extraordinary Meeting of Council held on Friday, 29 June 2018 be confirmed as a true and accurate record of the meeting.83

That the Draft Minutes of the Extraordinary Meeting of Council held on Wednesday, 11 July 2018 be confirmed as a true and accurate record of the meeting.94

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AGENDA ITEMS

1. ELECTED MEMBERS REMUNERATION DETERMINATION 2018/19

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	531256
<i>Reporting Officer/s & Unit:</i>	Deborah Smith, Acting Team Leader Governance

1.1 Purpose of Report

To present to Council the 2018/19 determination of the Remuneration Authority on remuneration for Elected Members.

Officer's Recommendation

That Council:

- a. Adopt the remuneration levels advised by the national Remuneration Authority for the year 2018/19.
- b. Note the three-phase implementation of changes to how elected member remuneration will be set by the Remuneration Authority, starting with the 2018/19 Determination.

Mayor's Recommendation

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

1.2 Background Summary

The Local Government Act 2002 (clause 7 of Schedule 7) mandated the Remuneration Authority (the Authority) to set the remuneration for all elected members nationally. This is undertaken annually.

The Authority has recently concluded a significant review, undertaken over two years, of the factors that are taken into consideration when setting elected members' remuneration. The review process also involved wide-ranging consultation to ensure that the changing levels of responsibility placed on local authorities, the increased complexity of policy issues and social contexts that elected members must navigate, and the relative workloads across the country are better recognised and understood.

This review has resulted in a three-phase implementation plan for the updated assessment process.

Phase One: 2018/19 Determination

- The 2018/19 determination has now been gazetted by the Authority, and is deemed to have come into force as of 1 July 2018. It will expire on 30 June 2019.

- Council's are no longer required to send the Authority their expense policies for checking. The Authority felt strongly that councils should be able to make their own decisions and take responsibility for complying with the provisions of the determination without further consultation requirements from the Authority.
- The new determination is based on the updated size ranking of Napier amongst the New Zealand local authorities, as defined by the criteria outlined in section 1.3 below.
- This determination also incorporates changes to the structure of Mayoral salaries. All Mayoralties are now held to be full time roles (excepting only that of the Chatham Islands mayorality). This has led to the adjustment of some Mayoral salary levels, and their presentation as a total remuneration package from which vehicle and mileage costs may be adjusted as required.
- The annual remuneration levels for Napier City Council elected members in 2018/19 have been advised as follows:

	2018/19	2017/18
Mayor	131,514 pa total remuneration including vehicle and mileage	130, 556 pa total remuneration (125,978 pa + 4,578 vehicle costs)
Deputy Mayor	51,085 pa	48,104 pa
Standing Committee Chair (4)	48,711 pa	45,868 pa
Deputy Committee Chair (4)	45,361 pa	42,714 pa
Councillor	42,413 pa	39, 938 pa

Phase Two: Early 2019

- Council will be advised of the governance funding pool that will be allocated to Council following the 2019 local government election.
- Council will need to provide a formal response to the Authority outlining how the pool will be allocated to individual roles following the 2019 election. This transitions to an advisory process, as opposed to the previous requirement to submit a proposal for the confirmation of the Authority.

Phase Three: 2019/20 Determination

- The Authority will advise Part One of their determination, which will apply until the new Council assumes office following the Local Government Election on 12 October 2019. This is likely to give similar rises to those indicated for the 2018/19 determination.
- The Authority will advise Part Two of their determination, introducing the pool of funding to be applied following the 2019 Local Government Election.
- Incoming Councils will have the opportunity to amend the proposals of the outgoing Councils (i.e. the initial proposal established in early 2019); any amendments must be provided to the Authority within three months of the new Council taking office.

1.3 Issues

Setting a Pay Scale

The Authority has updated the factors that will be used to measure the relative size of Councils; these factors, standardised and weighted, have been used to create the pay scale that will be applied in assessing the level of funding provided to each Council for the payment of its elected members.

The final factors for territorial authorities (such as Napier City) are:

- Population (source = Stats NZ Estimated resident Population at 30 June each year)
- Total operating expenditure (source = Stats NZ Local Authority financial Stats at 30 June each year)
- Total assets (source = Stats NZ Local Authority financial Stats at 30 June each year)
- Socioeconomic deprivation index (source = University of Otago Socioeconomic Deprivation Indices compiled at each census)

The factors used will be measured at a point in time as close as possible to the time of the annual decision.

Remuneration for Mayors – updates

The Authority has determined that Mayoral roles should be remunerated as full time positions according to the rank of the Council on the size index, with an initial base remuneration of approximately 1.25 times the average wage to be implemented following the 2019 and reviewed periodically.

The Authority will determine a total remuneration amount for each Mayor; those who have chosen to use a Council car would therefore have their paid remuneration adjusted accordingly. A limit will be set on the value of council supplied vehicles and incumbents will no longer be able to claim a travel time allowance.

Remuneration for Councillors – updates

A pool of funding will be allocated to each Council for the payment of its Councillors (not including the Mayor), based on the Council's ranking on the Authority's size index. This pool will not have any relationship to the number of Councillors on Council; that is, a higher number of Councillors will not result in more funding being provided, but rather a split of the pool across more people.

Council may allocate its own pool, but the following requirements must be met:

- The whole pool must be utilised.
- A base level of remuneration for all Councillors must be decided by Council.
- Council will need to formally vote on:
 - The committee structure and any associated positions of responsibility

- Any other positions of additional responsibility to be recognised by remuneration,
- The annual dollar value of remuneration attached to each role (which would be paid in addition to the base level of remuneration), and
- Who will be undertaking each role.

This typically takes place as part of the Triennial meeting of Council.

- Following its formal decision-making, the Council will need to forward its adopted resolutions to the Authority for consideration for inclusion in the final determination.

Updated Assessment Process

The size index ranking of each Council will be reviewed every three years. The Authority will issue the new governance pool for each Council at the start of an election year, for implementation following the election. Council's will then consider their initial proposals for remuneration of Councillors and provide these to the Authority early in that year; the Authority will then issue a determination in two parts:

- One: To apply from 1 July that year until the day the new Council assumes office
- Two: To apply from the time the new Council takes office.

This timing will provide an indication to candidates of their likely base remuneration should be successful in being elected.

All Councillors except the Mayor (whose remuneration is allocated separately by the Authority) will receive the base level of remuneration (as outlined in Part One) from the date the new Council takes office. Any remuneration for additional roles will apply from the date that the formal decision of Council is taken on those roles (i.e. the date of the triennial Meeting).

Newly elected Councils will have three months following the election to change the pool allocation if they wish to, and submit the update to the Authority for review and determination.

In the two non-election years, remuneration will be assessed by the Authority and a determination made using a standing public sector formula.

1.4 Significance and Engagement

This report advises on the decision of the national Remuneration Authority and consultation is not required.

1.5 Implications

Financial

The 2018/19 Determination is set by the national Remuneration Authority and impacts on the pay levels for all elected members.

The Authority will advise the final ranking of Napier City Council on the size index, and the associated funding pool for the 2019- 2022 triennium, in early 2019.

Social & Policy

N/A

Risk

N/A

1.6 Options

The options available to Council are as follows:

- a. To adopt the remuneration levels for elected members for the year 2018/19 as set by the national Remuneration Authority.

1.7 Development of Preferred Option

N/A

1.8 Attachments

Nil

2. REPRESENTATION REVIEW - APPEALS AND OBJECTIONS

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	Local Electoral Act 2001
<i>Document ID:</i>	603337
<i>Reporting Officer/s & Unit:</i>	Deborah Smith, Acting Team Leader Governance

2.1 Purpose of Report

To notify Council of any appeals and objections received to the final proposal for the 2018 Representation Review, and advise of the next stage of the process.

Officer's Recommendation

That Council:

- a. Note the appeals and or objections received to its final proposal for the 2018 Representation Review.
- b. Note the next stages in the review process.

Mayor's Recommendation

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

2.2 Background Summary

The Local Electoral Act 2001 ('LEA 2001') outlines the requirements on local authorities when it comes to their representation arrangements, including the requirement to review these at least every six years (section 19H, LEA 2001). Council has now undertaken the required analysis and proposal process (as per sections 19H, 19K, 19L, 19M, and 19N of the LEA 2001).

At its meeting on 26 June 2018 Council resolved that its final proposal for the 2018 Representation Review would be:

That Council adopt a full ward system using the existing ward boundaries, with 12 Councillors and the Mayor, and with no community boards being established.

For the reasons being:

- The full ward system was determined to be the fairest and best representation in accordance with the detailed analysis provided in the officer's report.
- 70% of submissions received were in favour of the full ward system.
- Increased diversity, visibility and accountability of Council.
- Shared workloads of ward Councillors.

As directed by Council, and required under legislation (19N, LEA 2001), the final proposal was publicly notified. A period of a month was provided for any submitters to the initial proposal to appeal the final proposal (19O, LEA 2001), and – because there had been a change between the initial and final proposals – any members of the public

to object to the final proposal (19P, LEA 2001). This period ended at the close of business on Friday 3 August 2018.

2.3 Issues

Due to the timing of the appeals and objections lodgement period in relation to our legislative requirements in preparing an agenda for the Council meeting of 7 August 2018, a summary of any appeals and or objections **will be tabled** at the meeting.

It should be noted that there is no provision under the Local Electoral Act 2001 for the acceptance of late appeals or objections.

Next Steps

Documentation provided to Local Government Commission

Any appeals or objections received by Council are provided to the Local Government Commission ('the Commission') (19Q, LEA 2001), along with all relevant documentation generated during the review process, including:

- Copies of the resolutions on the initial and final proposals, and the public notices,
- All submissions made on the initial proposal,
- Information concerning the communities of interest and population of the city, and its proposed electoral subdivisions (wards),
- Copies of any public discussion or consultation documents, and
- Officer's reports that provide background information and make recommendations.

Local Government Commission Review Process

The Commission must then consider any appeals and objections, and the documentation provided, and determine the representation arrangements for the local authority (19R, LEA 2001).

In making its determination, the Commission is able to make any enquiries that it considers appropriate, and may choose to hold meetings with the parties.

If the Commission believes a meeting is required, it would be held at Council premises, and the Commission may invite any submitters at its discretion. It should be noted that due to the limited time available to the Commission in considering appeals and objections for reviews across the country, the meeting may not be at a time or date that suits all participants, but would proceed regardless.

However, a meeting is not necessarily required; the Commission may make a decision on the papers alone at its discretion.

Local Government Commission Determination

In making its decision, the Commission will consider matters raised through appeals or objections, matters raised in the submissions to the initial proposal, and the information gained from any further enquiries it undertakes.

However it is useful to note that a High Court review in 2004 confirmed that the Commission is not restricted to checking that a local authority has followed process, but may form its own view on the matters within the scope of the review.

It is also not mandatory for the Commission to consider the weight of numbers in favour of a particular viewpoint; one compelling submission may provide sufficient material for a decision to be reached.

The Commission must rectify any element that it considers does not comply with the statutory provisions, whether or not that element of the proposal was the subject of an appeal or objection (19T and 19V, LEA 2001).

Therefore, there may be occasions when the Commission's determination is not founded on any particular proposal, submission, appeal or objection.

The Commission must make its determination by 11 April 2019.

Implementation or Appeal of Determination

Once the Commission has made a determination, it will:

- Advise the local authority and all appellants and objectors of its decision,
- Advise the news media,
- Advise the Surveyor-General, Government Statistician, the Remuneration Authority and Secretary for Local Government (all of which have been provided with the proposals throughout the process) of the decision,
- Advise the general public (at its own cost),
- And in instances where boundaries have been altered or electoral subdivisions changed, will arrange for the preparation of plans (at Council's cost).

The determination will come into force for the 2019 elections (19S and 19Y, LEA 2001).

Although typically determinations of the Commission are accepted by local authorities, Council does have the option to appeal any determination on a point of law, or may request a judicial review.

2.4 Significance and Engagement

N/A

2.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

2.6 Options

The options available to Council are as follows:

- a. To note the appeals/ objections received to its final proposal for the 2018 Representation Review, and
- b. To note the next stages in the Representation Review process, undertaken by the Local Government Commission.

2.7 Development of Preferred Option

N/A

2.8 Attachments

- A Summary of Appeals/ Objections Received (*to be tabled*)

3. CONSENT TO EASEMENT OVER RESERVES

Type of Report:	Legal
Legal Reference:	Reserves Act 1977
Document ID:	552594
Reporting Officer/s & Unit:	Steve King, Policy and Standards Engineer

3.1 Purpose of Report

To seek Council consent to the granting of Easements in favour of Unison Networks Limited, over Council Local Purpose (Passive Recreation) Reserves in Parklands.

Officer's Recommendation

That Council:

- a. Resolve, pursuant to Section 48(1) of the Reserves Act 1977, to consent to the grant of the easements in gross as set out in the Schedule below: -

SCHEDULE

Hawkes Bay Land District

Napier City Council

Purpose	Land	CFR	Shown	Grantee
Right to Convey Electricity, Telecommunications and Electronic Data	Lot 1003 DP 520053	845056	E and Y on DP 520053	Unison Networks Limited
Right to Convey Electricity, Telecommunications and Electronic Data	Section 1 SO 470226	778177	X on DP 520053	Unison Networks Limited

Mayor's Recommendation

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

3.2 Background Summary

In 2017, as part of the preliminary preparations for Stage 4 of the Parklands development, a small piece of unformed road was stopped and added to the Local Purpose (Passive Recreation) Reserve that runs between Parklands and Prebensen Drive.

Unison Networks Limited has existing infrastructure under the stopped road that now requires an easement given its new status as Reserve.

Also as part of Stage 4 of the Parklands development, there is a separate parcel of land that is to be vested in the Council as a new Local Purpose (Passive Recreation) Reserve. At the Council's request, Unison Networks Limited has installed equipment

to service properties within Parklands and wishes to acquire easements to secure its equipment.

All the relevant easements are over Local Purpose (Passive Recreation) Reserve, and are shown on the attached plan LT 520053 (see **Attachment A**).

The grant of an easement over a Reserve requires the Consent of the Minister of Conservation. The Minister has delegated the power to consent to the Council by Resolution.

The grant of an easement over a Reserve does not require public notice if:

- (a) the Reserve is not likely to be materially altered or permanently damaged; and
- (b) the rights of the public in respect of the Reserve are not likely to be permanently affected.

Given the type of Reserve involved, the nature of the easement being granted and the fact that the infrastructure (both existing and new) is located underground, both requirements specified above are met and public notice is not necessary.

3.3 Issues

No issues

3.4 Significance and Engagement

N/A

3.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

3.6 Options

That Council grant the easements, as per their authority delegated from the Minister of Conservation.

3.7 Development of Preferred Option

N/A

3.8 Attachments

A Draft DP 520053 [↓](#)





4. HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE - DRAFT MINUTES

Type of Report:	Procedural
Legal Reference:	N/A
Document ID:	549821
Reporting Officer/s & Unit:	Rebecca Huckle, Personal Assistant to the Mayor

4.1 Purpose of Report

To present to Council the draft minutes of the HB Civil Defence Emergency Management Group Joint Committee from 14th May 2018

Officer's Recommendation

That Council:

- a. Receive the draft minutes of the HB Civil Defence Emergency Management Group Joint Committee from 14th May 2018

Mayor's Recommendation

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

4.2 Background Summary

The HB Civil Defence Emergency Management Group Joint Committee met on the 14th May 2018; the draft minutes of the meeting are shown at **Attachment A**.

4.3 Issues

No Issues

4.4 Significance and Engagement

N/A

4.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

4.6 Options

The options available to Council are as follows:

- a. To receive the draft minutes

4.7 Development of Preferred Option

N/A

4.8 Attachments

- A Meeting of the HB Civil Defence Emergency Management Group Joint Committee -
Draft Minutes - 14th May 2018 [↓](#)



Unconfirmed

MINUTES OF A MEETING OF THE HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Date: Monday 14 May 2018

Time: 1.30pm

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

Present: B Dalton – Chairman
M Adye – Group Recovery Manager
M Davidson – Deputy Chair, CE Central Hawke's Bay District Council
R Graham – Chairperson HBRC
S Hazlehurst – Mayor of Hastings District – *arrived at 1.37pm*
A Hickey
C Little – Mayor of Wairoa District
I Macdonald – HBCDEM Group Manager /Controller
S May – CE Wairoa District Council
R McLeod – CE Hastings District Council
Stuart Black (MCDEM)
Brett Muggeridge – Councillor, CHB – *for Alex Walker*

In Attendance: J Palmer – Chief Executive
J Sutherland – EMA Community Engagement
E Leenan – EMA Training and Planning
A Roets – Governance Administrative Assistant

1. Welcome/Apologies/Notices

Mayor Bill Dalton welcomed everyone to the meeting.

That the apologies for absence from Superintendent Tania Kura and Alex Walker be accepted with Councillor Brett Muggeridge standing in for Alex Walker.

CDE1/18

**Little/Dalton
CARRIED**

As Mayor Sandra Hazlehurst was not in attendance for the start of the meeting the quorum was not established and the meeting not constituted.

It was agreed that the information items would be discussed ahead of Mayor Hazlehurst's arrival and establishment of the quorum, at which time the meeting would officially commence.

2. Conflict of Interest Declarations

There were no conflicts of interest declared.

Mayor Sandra Hazlehurst arrived at 1:37pm, the quorum was established and the meeting commenced.

3. Confirmation of Minutes of the HB Civil Defence Emergency Management Group held on 27 November 2017.

CDE2/18 **Resolution**

Minutes of the HB Civil Defence Emergency Management Group Joint Committee meeting held on Monday, 27 November 2017, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

**Little/Dalton
CARRIED**

4. Call for Items of Business not on the Agenda

Item	Topic	Raised by
1.	Risk Reduction: Land use planning changes to the Regional Policy Statement	Ian Macdonald

7. MCDEM Update

Stuart Black (MCDEM) thanked the Chair for having them at the meeting. The aim is to visit the Committee at least once a year. Further discussions traversed:

- Apologised for the Minister of Civil Defence as he was unwell and could not attend.
- Ms Stuart Black explained that there have been a number of emergencies during the last year (14 emergencies in total where NZ had 4 ex-tropical cyclones and 3 different storm events) and predicts that 2018 will be a busy year.
- There has been an accumulative nature in emergencies happening and in the way emergencies are playing out, some communities are facing the same and multiple emergencies each year. The Minister is aware of what is happening in local communities and he is still reporting on the recovery effort for the Nov 2016 Kaikoura earth quake and the Edgecombe's floods from last year.
- New technology and systems have been implemented including the Emergency Mobile Alerting system. Had a test warning November 2017 and has been used

4 times since the launch in emergencies. Important to recognise that it is an IT solution that was delivered on time, to the specifications and within budget. It is available for CDEM groups and Ministry of Civil Defence Emergency Management, The Ministry of Health as well as Police and Fire Services.

- Introduced a National Warning system to streamline the way MCDEM communicates with CDEM groups, Government Agencies and the media.
- Progressing in areas such as communication and public information sharing – the new Public Information course has been rolled out across the country to ensure that PIMS feel supported ahead of any emergency that might happen.
- Continuing with National Campaigns currently running (“Long or Strong, Get Gone-Campaign” as well as the “Drop, Cover and Hold-campaign”). The focus will be on working with ethnic communities that are either relatively new to NZ or with language or cultural differences to ensure that emergency messages are communicated to them.
- Will be running another “Shake-Out” in Oct 2018 which will involve schools, Government Agencies and key partners to envisage the message. Planning to have this as an annual activity rather than once every 3 years as the yearly occurrence is not sustainable.
- Amongst the work in area of growing capability include reviewing the Coordinating Incident Management System which was due for review (5 year cycle) and the implementation of the TAG report, Port Fire review, Bay of Plenty review have all been undertaken as part of the CIMS review.
- Looking into the future of Volunteers and what model is needed to ensure that they are valued and appreciate and to ensure to retain volunteers and that they are utilised properly.
- A new and updated MOU signed with Broadcasters in 2017 to ensure media cover all broadcasting during and after emergencies and to ensure critical public information is able to be communicated directly after any emergencies to all communities. The previous MOU did not take into account digital media or any other online channels.
- MCDEM signed a Memorandum of Understanding (MOU) during May 2018 with Deaf Aotearoa about using interpreters to better engage with and inform Deaf communities about what to do in emergencies. In the trialling phase where MCDEM will be paying for the interpreters for Group-led emergencies, for up to for sessions per emergency.
- A National MCDEM Conference will be held on 30-31 May 2018 and will have their Annual Awards dinner where 20-30year and 40-50year Certificates of Service will be awarded to staff and volunteers for Long Term Service with MCDEM.
- The Minister’s Technical Advisory Group Report (TAG) and Ministerial Review reports from last year brought particular consciousness around the Kaikoura response, the Port Hills and a number of smaller emergencies and whether their arrangements are fit for purposes around all natural disasters
- The Minister Faafoi released a “Ministerial Review on Better Responses to National Disasters and Other Emergencies” report on 18 Jan 2018 and has been meeting with Mayors, Groups and other stake holders to discuss the findings and recommendations of the TAG’s report on the Ministerial Review on Better Responses to Natural Disasters and Other Emergencies continue.
- The Minister is meeting directly with Iwi to involve Iwi in Governance Decision making processes at a practical level. Those views are being taken into account and a small team has been providing the Minister with support and advice and has been doing an analysis on how the recommendations can be implemented, what the cost and timeframe will be.
- These advisors to release a report to the Minister by the middle of 2018 where after it will be presented to the Cabinet before any decisions will be announced.
- There is a number of mixed recommendations in the TAG report. Some are the high cost (i.e new National Crisis Management System and creating a National

Emergency Management Agency, which will replace the MCDEM under the current structure) and other legislative change recommendations. It will depend on whether or not the Government would want to put these into place, specifically around Legislative change.

- The biggest interest to the Committee, will be the Regional arrangements between Councils and what appetite there is for change. The Minister would like to re-engage with Councils here to understand Council's views.
- A number of Working Groups have now been set up through LGNZ, which includes Elected officials, CE's and their senior officials. Their role is to provide input into this small team (led by Clare Ward and DPMC) to work through some of the recommendations of the TAG.

CDE3/18

Resolution:

That the HB Civil Defence Emergency Management Group Joint Committee receives the Directors verbal **"MCDEM Update"** report.

**Dalton/Hazlehurst
CARRIED**

5. **Recovery: Proposed Changes to the Group Plan**

Ian Macdonald gave a brief discussion on the report. Discussions traversed:

- An amendment was made to the CDEM Act 2016 which required that from 1 June 2018 any proposed plan be sent to the Minister to incorporate strategic planning for recovery.
- The purpose of this paper is to incorporate the changes within the Group Plan which was finalised in 2014 and coming to an end of its 5 year term. A full review of the HB CEM Group Plan (including recovery) will be done early 2019 and will then be sent to the Minister for comment.
- Recommended to proceed and approve the recommendations as minor amendments and changes to the guideline as under section 57 of the CDEM Act 2002. A number of changes have been identified as part of the Appendix which are highlighted in red. A number of track changes have been used to identify the changes made.
- Already have progressed with recovery quite significantly under this Group Plan and this is listed under paragraph 5 of the report. One of the key tasks which were completed in 2015/2016, was the development of a Group Recovery Strategy, but also setting up the structures for recovery in Hawke's Bay, giving Council's and the Group the tools to undertake recovering post a disaster.
- A Recovery structure has already been developed where Recovery Managers were appointed and now working towards training for Recovery Managers and Local Recovery Managers.
- Recently appointed a replacement Group Recovery Manager, Mike Adye and established as a contracted position in Hawke's Bay.
- The Group Manager and Recovery Manager have consulted with MCDEM as to where the Group Plan is considered lacking and what recommendations they have towards changing the Group Plan to comply with the new legislation and the new Director's Guideline for Strategic Planning for Recovery for CDEM which were released by the Ministry in Dec 2017.
- The Committee agreed with the changes recommended and endorsed that the changes fulfilled the requirements to be considered as minor and as such do not trigger the requirement for public consultation.

CDE4/18

Resolutions

That the HB Civil Defence Emergency Management Group Joint Committee:

1. **Agrees** that the decisions to be made are not significant under the criteria contained in the Adminstrating Authority's (Hawke's Bay Regional Council) adopted Significance and Engagement Policy, and that the Committee can

exercise its discretion and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.

2. **Amends** the Hawke's Bay CDEM Group Plan as proposed.
3. **Agrees** that the changes to the Hawke's Bay CDEM Group Plan are considered as minor under section 57 of the Civil Defence Emergency Management Act 2002 in that there is no effect or likely effect on the rights or obligations of any person.

**Dalton/Hazlehurst
CARRIED**

6. **Amendments to Group Plan: Controller Delegations**

Ian Macdonald highlighted:

- Seeking that the recommendations and proposals in paragraph 7 and 8 of the report be endorsed.
- Currently have 4 group controllers. As part of the recent restructure a Team Leader Operational Readiness has been appointed and part of this role requires the appointment holder be capable of acting as an Alternative Group Controller. Jim Tetlow had been appointed to this role and it was proposed that he be appointed as an Alternative Group Controller. Jim has extensive experience in Emergency Management and has held senior appointments and a number of deployments.
- Ultimately there will be 5 Group Controllers and Two Hawke's Bay Local Controllers per Council appointed.
- The expectation is that if a person is being appointed as a Controller, he/she complete the MCDEM Controllers Development Programme. Only 4 out of a total of 14 Controllers have done the Controllers Development Programme and this course is currently being reviewed.
- A new reviewed course will be run later this year which will be a one week course and another 4 days of Distance Learning. It is a big commitment and expensive course, but is covered by the Group Training budget and not by local Councils.
- There are 2 Local controllers per TLA who is delegated to be local Controllers across the entire Hawke's Bay.
- The CEG Committee endorsed these changes and appointments to Amend the Group Plan (Controller Delegations) at its last meeting on 30 April 2018.

CDE5/18

Resolutions

That the HB Civil Defence Emergency Management Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in the Adminstrating Authority's (Hawke's Bay Regional Council) adopted Significance and Engagement Policy, and that the Committee can exercise its discretion and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Makes the following appointments and changes to the roles of Group and Local Controller, being:
 - 2.1 Jim Tetlow appointed as Alternative Group Controller.
 - 2.2 The following are recommended to be appointed as Hawke's Bay Local Controllers:
 - 2.1.1 Kitea Tipuna (Wairoa District Council)
 - 2.1.2 Doug Tait (Central Hawke's Bay District Council)

2.1.3 Josh Lloyd (Central Hawke's Bay District Council)

2.1.4 Jon Kingsford (Napier City Council)

2.3 As a consequence the following would be removed from the Hawke's Bay Local Controllers list in the Group Plan:

2.3.1 Te Arohanui Cook

2.3.2 Steve Thrush

2.3.3 Glenn Lucas

2.3.4 James Baty

3. Amends the Hawke's Bay CDEM Group Plan as proposed.

**Little/Hazlehurst
CARRIED**

8. Community Resilience Planning: Update

Ian Macdonald introduced and welcomed Edaan Lennan who has been appointed as the new Emergency Management Advisor (Training and Planning) in Dec 2017. He will be working across all of the Councils with respect to training and development. Jae Sutherland gave a presentation update on Community Resilience Planning projects in the 10 communities and the planned community meetings, community engagements and the outcomes they had including challenges, risks and potential solutions highlighting:

- CRP's are underway in several areas and Jae reported that they had great success with the Community resilience planning processes and plans and explained that community resilience plans are where communities come together to discuss their hazards and risks, the impacts these may have on their communities and what knowledge, skills and resources they have to respond to an emergency.
- The CPR process also provides a chance for people in the community to connect built connections and networks within communities and is run like a workshop to contribute knowledge and ideas. These workshops have been very successful and have had positive feedback from attendees.
- Community champions have emerged from the planning groups or from projects that have come out of the process. Communities was regularly updated via social media they had established for their community (i.e Facebook) and liaising with ECC to help identify and organise local resources.
- CDEM staff are working closely with communities and schools to update, guide and advise on community resilience plans and processes and have regular meetings.
- Some communities feel that they need to have a more focussed element to the plan on providing shelter and food for animals and tsunami evacuees and will have another meeting later this year on risk-scape.
- There is an opportunity for CDEM Community Resilience Plans to integrate into the wider community development planning being undertaken by councils. I was noted that at time this was not practicable due to different reasons (priorities) between CDEM CRP and community plans.
- There has been an organisational structural review and under the new structure, there are 3 people who will be working on Community Resilience Planning and an additional staff member be appointed specifically in Public Information and Education. This will bring together a group of 4 people who can now work across the Group area on community engagement.

CDE6/18 Resolution

That the HB Civil Defence Emergency Management Group Joint Committee receives

the “*Community Resilience Planning Update*” report.

Dalton/Little
CARRIED

9. Group Manager’s General Update

Ian Macdonald highlighted:

- A new centralised online CDEM induction course for all new council staff across the region has been introduced. It ensures that all staff have a basic understanding of the key processes that take place during a response. All new staff who have joined HBRC since Feb 2017 have completed this training and was well received. The CDEM Integrated Training Framework (ITF) Foundation Course is the basic introduction to working in a coordination facility and has previously been presented as a face-to-face training. Working on this short online training being part of all councils’ induction process for new staff.
- Approximately 90 staff from across the councils have completed the Integrated Training Framework Intermediate course and has been well received and making some good progress in training and development of coordination centre staff across all councils. Aiming to have another 50-60 staff to be trained to have a total of around 150 whom have done training and whom can then operate in a coordination centre during a response.
- The Group has not run an exercise since mid-2017 and will not undertake any exercising until late 2018 when the new Hastings facility upgrade has been completed. Will continue to work with individual Councils at a TLA level around exercising.
- The training management software for managing training paths, staff course nominations has been reviewed and the Group decided to use a web based NZ solution called Integrated Training Management. This software will track training attendance, contacts, qualifications and development pathways for staff and allow them to view their personal progress and training pathway.
- The new method of operations structure has continued being implemented however, progress has been slowed due to a key staff member being on parental leave and need to await the commissioning of the renovated Hastings GECC before developing the systems and processes that will support this.
- 45 staff members from each of Hastings DC, Napier CC and HBRC have been identified to be trained and utilised both in a council incident management team and in a Group activation at the GECC.
- Ian gave an update on the Hastings Emergency Management Facility Alterations which involve the complete retrofit and strengthening of the buildings foundations, structural and internal components. The physical work is scheduled to begin in June 2018 and is scheduled to be completed by the end of this calendar year.
- The HB CDEM ECC and Group office will be temporarily relocating to the Heretaunga house across the road from the existing facility in Hastings. Will be establishing a small coordinating group which will retain the capability of responding to a small-medium size event, but reduced capability overall.
- A new Group Office structure chart has been supplied to the members and we are now in implementation phase where two new roles have been advertised being the Team Leader Community Resilience and Emergency Advisor (Processes and Technology).
- As part of the LTP processes, Councils have proposed to effectively bring together CDEM funding from individual councils into one rate targeted to individual properties and administered by the HBRC.
- HBRC received around 130 submissions on the proposals to centralise the funding for Civil Defence under one targeted regional rate. Around 70% of submitters were in support of the change.
- Good progress has been made in the Lifelines networks and developing their

projects.

- One significant Lifeline project is to develop a Regional Vulnerability Study for Hawke's Bay. It will assess the potential impacts of natural hazards on infrastructure servicing the region and to seek to reduce the risk through joint planning.
- The work programme for the Group Recovery Manager, Mike Adye has been agreed and is focussed Goal 4 of the National CDEM strategy. Initial work has been undertaken and Mike and Ian have been meeting with each of the councils and their Recovery Managers to discuss post disaster recovery roles and responsibilities. The aim is to be completed over the next 18 months.
- Welfare planning in HB continues to be a high level of engagement. A Rural Advisory Group has been established to understand rural needs and use rural sector capability to respond and recover. Several members interested in training as rural liaison role working in the GECC in an emergency to provide effective links to the rural community. The Rural Advisory Group function on its own but is managed by the CDEM.
- An outline of the Group Work programme's tasks completed and those tasks still under action was provided to the Committee. This needs to be updated as new staff has been appointed and new resources agreed to as part of the LTP. This provides an opportunity to review the entire Group Work Programme and in discussions with CEG, it is intended to provide an updated work programme to the next CEG meeting for their approval. Thereafter it will be provided to the Committee for endorsement.
- The Committee acknowledged Mr Ross McLeod's contributions over the last 10 years highlighting the development of the Group Office review and establishment of the new permanent Hastings Emergency Management facility located next to HDC, as well as his leadership through numerous events. For example the 2011 floods, the water contamination in 2016, followed by the fires in 2017. The Committee thanked Ross for his contribution to the Group over the years.

CDE7/18 Resolution

That the HB Civil Defence Emergency Management Group Joint Committee receives the **"Group Manager's General Update"** report.

**Dalton/Little
CARRIED**

10. Discussion of Items of Business not on the Agenda

Risk Reduction – raised by Ian Macdonald

- Ian Macdonald had conversations with staff and HBRC CE, James Palmer about the changes in the RMA and the elevation of risk reduction and hazard management as a matter of "national importance". Every Council district plan must give effect to the Regional Policy Statement and the Resource Management Act. The existing RPS is dated 1996 and is no longer fit for purpose around natural hazard management and is outdated. Ian to work with Councils to start the process and develop a risk-based approach to develop a Plan around Risk reduction and hazard management. The Bay of Plenty has developed a very good plan change which was nationally recognised around taking a risk-based approach to controlling land use within tsunami areas in particular.
- HBRC is comfortable to update the current Plan but needs to work collaboratively with all Council's after which this will flow into their current District Plans.
- An endorsement was given by the Committee that HBRC/Group develop a draft proposal for developing an updated Regional Policy Statement and report back to the next meeting.

Closure:

There being no further business the Chairman declared the meeting closed at 14:45pm on Monday, 14 May 2018.

Signed as a true and correct record.

DATE:

CHAIRMAN:

REPORTS / RECOMMENDATIONS FROM THE STANDING COMMITTEES

REPORTS FROM AUDIT AND RISK COMMITTEE HELD 19 JULY 2018

1. REVIEW OF CHARTER

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	522046
Reporting Officer/s & Unit:	Adele Henderson, Director Corporate Services

1.1 Purpose of Report

As set out in the Audit and Risk Committee Charter, the Committee will review this Charter in consultation with the Council at least once a year. Any substantive changes to the Charter will be recommended by the Committee, and formally approved by the Council. The last review of the Charter was undertaken December 2016

At the Meeting

At updated version of the Charter was tabled, incorporating the following changes:

- Flow through the document has been improved with the inclusion of section titles
- The Charter is proposed to be reviewed every two years rather than annually. The next review will be October 2020.
- The only content changes are as follows:
 - Under section "Composition and Tenure":
 - The Napier City Council will appoint the Chairperson of the Committee.
 - Council representatives on the Committee will carry out their duties as outlined in the Charter, recognising the difference in the role of the Committee compared to Councillor community advocate.
 - Under section "Risk Management":

- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- Under section “External Accountability”:
 - Review the processes and risk assessment are in place for the development and adoption of the Council’s Long Term Plan.

The Chief Executive noted that at the recent LGNZ annual conference, Napier City Council’s Audit and Risk Committee had been identified as an example of recommended practice, not only having more than one independent member but also that the Chair’s position is held by an independent.

It was noted that there are opportunities for the fine tuning of the actual implementation of the chartered responsibilities, but the Charter itself is a strong document.

In response to a question from the Committee it was confirmed that the wider Council members now have access to all open Audit and Risk reports as a matter of course, and the public excluded reports if approved by the Committee (noting that there may be some reports where it is considered appropriate to release there information at a later date than the next Council meeting).

Committee’s recommendation

Councillors Wise / Hague

The Audit and Risk Committee:

- a. Review the Audit and Risk Committee Charter
- b. Provide any recommended changes for Council approval, those changes being:
 - Flow through the document has been improved with the inclusion of section titles
 - The Charter is proposed to be reviewed every two years rather than annually. The next review will be October 2020.
 - The only content changes are as follows:
 - Under section “Composition and Tenure”:
 - The Napier City Council will appoint the Chairperson of the Committee.
 - Council representatives on the Committee will carry out their duties as outlined in the Charter, recognising the difference in the role of the Committee compared to Councillor community advocate.
 - Under section “Risk Management”:
 - Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
 - Under section “External Accountability”:

- Review the processes and risk assessment are in place for the development and adoption of the Council's Long Term Plan.

Carried

2. EXTERNAL AUDIT - AUDIT NZ MANAGEMENT REPORT CONSULTATION DOCUMENT 2018-28

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	519643
<i>Reporting Officer/s & Unit:</i>	Adele Henderson, Director Corporate Services

2.1 Purpose of Report

To receive the Audit New Zealand management report for the Consultation Document for the Long Term Plan 2018-28

At the Meeting

Mr Lucy spoke to this item and item 4 conjointly, noting that Audit New Zealand ('Audit') were generally happy with the clarity of articulation and lay out of the Long Term Plan Consultation document and the Long Term Plan 2018-28 itself.

Audit and Finance will work together to ensure that information flows are smoother for future processes.

In response to questions from the Committee, it was clarified that:

- The recommendation to undertake a legal review of the rates resolution was made following some minor inconsistencies being noted in an early version; the resolution was double peer reviewed and corrected but the feedback is noted for future processes.
- Ensuring condition assessments for the water network are accurate and timely, and articulation of risks are clear, will be important for the Infrastructure Strategy; these considerations are being addressed by Council's nation-wide.
- Audit are comfortable that the balanced budget is correct for the ten year period.
- Work is underway to confirm the methodology for customer satisfaction surveys moving forward (noting that telephone surveys are not necessarily the most effective now); this was not able to be ready for 1 July 2018 but is progressing.
- In relation to the aquatic centre options, it was noted that it is a careful balance that needs to be struck between providing enough information in a consultation document to encourage the public to provide feedback, without overwhelming with details which can be provided elsewhere.
- Further in relation to the aquatic centre project, it was noted that the costs provided were early estimates and it was likely that there would be shifts between that consultation figures and actual costs at time of construction reflecting natural fluctuations in the market over the time period. The project has multiple gateways at which point Council can assess its comfort level with continuing to proceed.

Committee's recommendation

Mr Foster / Councillor Hague

The Audit and Risk Committee:

- a. Receive the Audit New Zealand management report for the Consultation Document for the Long Term Plan 2018-28.

Carried

3. EXTERNAL AUDIT - AUDIT NZ INTERIM MANAGEMENT REPORT

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 453613

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

3.1 Purpose of Report

To advise the committee that Audit NZ did not find any new issues while carrying out the interim audit for 2017/18 and therefore no management report has been issued.

At the Meeting

Mr Lucy spoke to the item, noting that no interim management report has been provided as nothing of significance has been identified to note at this time.

Credit was noted to the Finance Team that this situation exists, particularly given the loss of a staff member during the Long Term Plan preparation period.

The Committee noted the positive change since the previous Long Term Plan process, remarking on the impressive work undertaken and levels of transparency achieved. While risks have changed over that period, risk management has increased significantly. It is anticipated that Napier will be considered a positive example nationally.

Committee's recommendation

Councillors Wise / Hague

That the Committee:

- a. Note that Audit New Zealand did not find any new issues from the interim audit for 2017/18 and therefore no management report has been issued.

Carried

4. EXTERNAL AUDIT - AUDIT NZ MANAGEMENT REPORT LONG TERM PLAN 2018-28

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	525799
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer

4.1 Purpose of Report

To receive the Audit New Zealand management report for the Long Term Plan 2018-28.

At the Meeting

The Audit New Zealand management report was tabled.

Discussion on this item took place conjointly with Item 2 and is captured under that item above.

Committee's recommendation

Councillor Wise / Mayor Dalton

The Audit and Risk Committee:

- a. Receive the Audit New Zealand management report for the Long Term Plan 2018-28.
- b. Receive the recommendations and approve the management comments.

Carried

5. RISK MANAGEMENT - RISK MANAGEMENT REPORT

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	453619
<i>Reporting Officer/s & Unit:</i>	Rachael Horton, Manager Business Excellence & Transformation

5.1 Purpose of Report

To provide the Audit and Risk Committee (Committee) with an update on progress with risk management work and to report on the highest rated risks.

At the Meeting

The Manager Business Excellence and Transformation spoke to the report, noting:

- Particular focus has been placed on three areas over the last quarter:
 - Implementing the projects module in Sytle,
 - Business Continuity planning (linked to identified risks regarding possible disruption to services from a variety of causes), and
 - Continuing regular reviews of the risk register.
- Two risks have been identified to the Committee under the higher risk reporting requirements: possible drowning of a member of the public while using Council equipment at Pandora Pond, and a possible fall from the Bluff Hill lookout by a sightseer (noting that this risk does not include a member of the public who may choose to deliberately scale any fencing with an intent to do injury to themselves).
 - While mitigations are being put in place for these identified risks, it was identified that the consequences of each are of a level that they are likely to remain identified as high even with management actions in place.

In discussion it was noted that:

- Where knowledge is held regarding possible risks on private properties, Council provides engineering and other advice to the property owner as far as it can.
- Council holds no liability for any drowning in ponds, drains and the like on public land. There is existing case law to this effect.
- A draft Business Continuity policy is almost complete; the re-activation of services will be staggered depending on what is most appropriate to the event. Typically Governance and Communications will always be activated first to ensure internal and external communications are present as quickly as possible.

- With the recent implementation of the project module in Sytle, the highest rates project risks will now also be reported to the Committee.
- The number of projects as a possible risk in itself is included in the register but is considered lower in impact due to mitigating actions in place.
- Those positions whose roles include project and or risk management will have a specific KPI to this effect incorporated into the job description.
- It is intended that surety audits are implemented as the organisation continues to mature in the risk management space, confirming that mitigations advised are actively taking place.
- Central government has strongly indicated that there will be shifts in approach to water management nation-wide. Centralising water management is considered “safer” as it is anticipated to address capacity/ capability issues and to better spread the costs of appropriate infrastructure, particularly for smaller authorities.

Committee's recommendation

Mayor Dalton / Mr Foster

That the Committee:

- a. Note the risk management work being undertaken by the NCC Risk Committee.
- b. Receive the report titled: Highest rated risks report 9 July 2018.

Carried

6. RISK MANAGEMENT - INSURANCE UPDATE

Type of Report: Information

Legal Reference: N/A

Document ID: 525768

Reporting Officer/s & Unit: Bryan Faulknor, Manager Property

6.1 Purpose of Report

To advise the committee of the insurance arrangements for the period 1 July 2018 to 30 June 2019.

At the Meeting

It was noted that maximum probable loss modelling is being undertaken; the council's within the region have been invited to complete this work together. If the invitation is not taken up, Napier will continue regardless.

The business interruption indemnity period extension was noted as pleasing.

Committee's recommendation

Councillors Hague / Wise

The Audit and Risk Committee:

- a. Resolve
- i. That the report on the 2018/19 insurance arrangements be received.

Carried

REPORTS FROM COMMUNITY SERVICES COMMITTEE HELD 24 JULY 2018

1. NYREE DAWN PORTER COMMEMORATION

Type of Report: Operational

Legal Reference: N/A

Document ID: 513398

Reporting Officer/s & Unit: Fleur Lincoln, Strategic Planning Lead

1.1 Purpose of Report

The purpose of this report to present options to celebrate and commemorate the achievements of Napier born and raised Nyree Dawn Porter, a celebrated actress, singer, and dancer, who made it to the West End in numerous shows, as well as film and television appearances abroad. Ms Porter passed away in London in 2001. She continues to have family residing in Napier.

Committee's recommendation

Councillors Jeffery / Wright

The Community Services Committee:

- a. Endorse the proposal to rename the Municipal Theatre's dress circle the 'Nyree Dawn Porter Circle', and to provide further exposure of Ms Porter's achievements by displaying informational material within the theatre foyer for a limited time.
- b. Approve that further opportunities to celebrate Ms Porter's achievements are explored as projects and funding opportunities arise.

Carried

2. FINAL AHURIRI ESTUARY & COASTAL EDGE MASTERPLAN

Type of Report: Operational

Legal Reference: N/A

Document ID: 522119

Reporting Officer/s & Unit: Fleur Lincoln, Strategic Planning Lead

2.1 Purpose of Report

The purpose of this report is to outline the changes that have been made to the Draft Ahuriri Estuary and Coastal Edge Masterplan, and to adopt the Final Ahuriri Estuary and Coastal Edge Masterplan as provided in the attachment.

Committee's recommendation

Councillors Tapine / Wise

The Community Services Committee:

- a. Adopt the Final Ahuriri Estuary and Coastal Edge Masterplan.

Carried

3. INCREASE IN EVENT FUNDING

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	524714
Reporting Officer/s & Unit:	Kevin Murphy, Event Manager

3.1 Purpose of Report

To increase event funding for two existing supported events; the Hawke's Bay Arts Festival and the Horse of the Year.

Committee's recommendation

Councillors Hague / Price

The Community Services Committee:

- a. Approve an increase in Council funding for the next two year funding cycle for the following events:
 - i. Hawkes Bay Arts Festival to the level of \$20k (per year); and
 - ii. Horse of the Year to the level of \$30k (per year). **Cr Brosnan against a(ii)**
- b. That a **DECISION OF COUNCIL** is required urgently as planning is being undertaken now for both events and marketing promotion will soon be underway.

Carried

Council Resolution	Councillors Wright / Dallimore
Made at Community Services Committee 24 July 2018	<p>That Council:</p> <ol style="list-style-type: none"> a. Approve an increase in Council funding for the next two year funding cycle for the following events: <ol style="list-style-type: none"> i. Hawkes Bay Arts Festival to the level of \$20k (per year); and ii. Horse of the Year to the level of \$30k (per year). Cr Brosnan against a(ii)
	Carried

REPORTS UNDER DELEGATED AUTHORITY

1. TENDERS LET

Type of Report: Information

Legal Reference: N/A

Document ID: 588750

Reporting Officer/s & Unit: Sarah Ashworth, PA to Chief Executive

1.1 Purpose of Report

To report Tenders let under delegated authority for the period to 25 July 2018.

Officer's Recommendation

That Council:

- a. Note there were no Tenders let under delegated authority for the period 9 June 2018 to 25 July 2018.

MAYOR'S RECOMMENDATION

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

There were no Tenders Let under delegated authority for the period 9 June 2018 to 25 July 2018.

1.2 Attachments

Nil

2. OFFICIAL INFORMATION REQUESTS

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	Local Government Official Information and Meetings Act 1987
<i>Document ID:</i>	588836
<i>Reporting Officer/s & Unit:</i>	Sarah Ashworth, PA to Chief Executive

2.1 Purpose of Report

To present the year to date Official Information Request statistics.

Officer's Recommendation

That Council:

- a. Receives the report Official Information Requests 9 June 2018 - 27 July 2018.

MAYOR'S RECOMMENDATION

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

Statistics for Official Information requests received for the year to date are included in the **attached** report.

2.2 Attachments

- A Official Information Requests 9 June 2018 - 27 July 2018 [↓](#)

**REPORT: For the period 9 June 2018 to 27 July 2018
Requests made under the Local Government Official
Information and Meetings Act 1987**





	Requests Received	Responses to requests	Responses with information fully released	Responses with information partially withheld	Responses with information fully withheld	Average number of working days to respond	Charging advised (for all or part of a request)	Proceed with charges as advised	Ombudsman complaints
Dec 2017 (9 th – 22 nd)	10	10	8	2 7(2)(a) – 2	0	5.8	0	0	0
January 2018	24	19	15	3 7(2)(a) – 2 7(2)(f)(i)/ 17(d) – 1	1 17(c)(i) Food Act	6.11	1 Part	0 No response	0
February 2018	8	11	9	2 7(2)(a) – 1 7(2)(a), 7(2)(h), 17(c) – 1	0	12.45	1 Full	0 Decided not to proceed – not in relation to charging	1 Water item PX section Audit & Risk agenda – complaint upheld. No rec - closed.
March 2018	22	14	9	5 17(e) – 1 7(2)(a) – 3 7(2)(a), 7(2)(h) - 1	0	9.14	0	0	0



	Requests Received	Responses to requests	Responses with information fully released	Responses with information partially withheld	Responses with information fully withheld	Average number of working days to respond	Charging advised (for all or part of a request)	Proceed with charges as advised	Ombudsman complaints
April 2018	18	19	15	3 7(2)(a) – 3	1 (transfer)	10.95	2 Full - 2	0 Viewed on site- 2	0
May 2018	18	16	11	5 7(2)(a) – 4 7(2)(h) & 7(2)(a) – 1	0	11.31	2 Part - 2	0 Withdrawn - 1 Refined -1	0
June 2018	13	10	3	7 7(2)(a) - 7	0	17.6	2 Part - 2	0 Withdrawn - 2	1 Milton Rd leak – complaint open.
July 2018	23	20	12	6 7(2)(a) – 3 7(2)(a) & 7(2)(h) – 1 7(2)(a) & 7(2)(f)(i) – 1 7(2)(a), 7(2)(c) & 7(2)(f)(i) - 1	2 BAU – 1 Transfer - 1	9.55	2 Part - 2	0 Withdrawn - 1	1 Audio and video recordings of meetings – complaint open.
YTD Total	136	119	82	33	4	10.36	10	0	2

Requests received to 27 July 2018:

Types of requests received	December	January	February	March	April	May	June	July	TOTAL RECEIVED YTD
Finance and Commercial	- Register of pecuniary interests	- Average residential costs - Ratepayer numbers - CEO remuneration - Chamber of commerce subscription - Council owned housing - Entertainment, catering and gift expenditure - Average residential rates (Regional councils) - Membership to external groups - Peer review of seismic assessments - Mileage payments	- Alcohol inspectors training budgets	- Port Rates	- Sensitive Expenditure x2 - Business information (Privacy Act) - Irrigation funding - Property/valuations data	- Sensitive expenditure	- Ocean spa documentation - Council building sales	- Average council rates	22



Types of requests received	December	January	February	March	April	May	June	July	TOTAL RECEIVED YTD
The Council	<ul style="list-style-type: none"> - Complaint number 170341 - Peer review of seismic assessments - Mileage payments 	<ul style="list-style-type: none"> - Staff numbers - Code of conduct - Mayoral staff - Audit and Risk oversight - Absenteeism elected members and staff - Correspondence with MP Nanaia Mahuta 	<ul style="list-style-type: none"> - Organisational information 		<ul style="list-style-type: none"> - Staff code of conduct - Representation review 	<ul style="list-style-type: none"> - Risk policy and procedures - Sexual harassment in the public sector 	<ul style="list-style-type: none"> - Provincial growth fund 	<ul style="list-style-type: none"> - Executive emails - Press release - 1080 Amended Statement of Claim - Audio and video recordings 	19
Planning, Policy and Strategy		<ul style="list-style-type: none"> - Medium density housing RC data 							1
Culture, Community and Events	<ul style="list-style-type: none"> - War memorial 	<ul style="list-style-type: none"> - War memorial 		<ul style="list-style-type: none"> - War memorial x7 - Aquarium research travel 	<ul style="list-style-type: none"> - War memorial x3 - Aquarium visits - Aquarium IBC 	<ul style="list-style-type: none"> - Community housing - NANZ indicative business case 	<ul style="list-style-type: none"> - NANZ information - Library employment information 	<ul style="list-style-type: none"> - Napier war memorial - War memorial transfer - McDermott Miller report - Land transfer 	23
Environment Parks and Gardens		<ul style="list-style-type: none"> - Pest control operations - Street and park tree inventories 		<ul style="list-style-type: none"> - Press release 2012 					3



Types of requests received	December	January	February	March	April	May	June	July	TOTAL RECEIVED YTD
Consenting and Compliance	- Campgrounds	- Café audit report - Freedom camping - Freedom camping monitoring - Westshore infringements Dec 2017	- Licensed hairdressers/ barbers - 106 Priestly Terrace	- Building consent data - Noise complaints Rimu Pl. - Building consent charges - Consents costs x2		- Liquor license application or renewals	- LED digital billboard consents - Sale of food products - Diesel tank permits (heating)	- Correspondence and vehicle records (Privacy Act) - Bay city club x4 - Noise complaints	22
Animal Management	- Menacing dog classification	- Complaint file 170341 - Dog data - Dog file letter		- Dog attack statement - Dog safety education	- Dog data	- Dogs x4		- Dog attack files - Barking complaints	13



Types of requests received	December	January	February	March	April	May	June	July	TOTAL RECEIVED YTD
Infrastructure Services and Transport	<ul style="list-style-type: none"> - Water levels x2 - Water distribution network 	<ul style="list-style-type: none"> - Water statistics - Existence of asbestos in water infra - Water fluoridation - Bayskate contract documents 	<ul style="list-style-type: none"> - Water system upgrade 	<ul style="list-style-type: none"> - Water leak - Parking 	<ul style="list-style-type: none"> - Parking (Privacy Act) - Enfield Reservoir report - Onekawa Landfill - Bike path risk & analysis - Quarry extraction 	<ul style="list-style-type: none"> - Dowsing - Chlorination complaints x2 - Network maintenance costs - Napier water supply - Water supply procedures - Parking time restrictions (PAS) - Regional fuel tax 	<ul style="list-style-type: none"> - Proposed playground feasibility plan - Service requests - Water leak - Public place recycling scheme 	<ul style="list-style-type: none"> - Plastic waste management - Greywater recycling schemes - Aquatic Centre geotech reports - Onekawa aquatic centre 50m pool - Recycling options costs - Aquatic centre options 	33

3. RESOURCE CONSENT APPLICATIONS

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	Building Act 2004
<i>Document ID:</i>	588837
<i>Reporting Officer/s & Unit:</i>	Sarah Ashworth, PA to Chief Executive

3.1 Purpose of Report

To present of the report on Resource Consents issued under delegated authority for the period 7 June 2018 – 25 July 2018.

Officer's Recommendation

That Council:

- a. Receive the report on Resource Consents issued under delegated authority for the period 7 June 2018 – 25 July 2018.

MAYOR'S RECOMMENDATION

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

Please see report attached detailing that 37 Resource Consents were processed in the period 7 June 2018 to 25 July 2018 with 100% processed within statutory time periods.

3.2 Attachments

- A Resource Consents [↓](#)

Resource Consents (Subdivision & Land Use) Issued between 7 June 2018 – 25 July 2018

Consent Number	Site Location	Applicant	Proposal	Activity Status	Decision Date
RMS18034	10 Warwick Crescent	M & C Kairua	Main Residential subdivision creating one additional lot (two in total)	Controlled	7 June 2018
RMS18037	9 Salisbury Avenue	GE Clark	Main Residential zone subdivision to create an additional lot (two in total). The site is currently occupied by two dwellings	Controlled	8 June 2018
RMS18038	1/73 – 3/73 Milton Road	Mark Kilmister Limited	Napier Hill Character zone subdivision creating two additional lots (three in total) to accommodate three existing dwellings	Controlled	8 June 2018
RMS18039	38 Dickens St, 205 and 215 – 221 Hastings Street	Wallace Development Company Limited	Creation of a right of way within the Art Deco Quarter	Right of Way	8 June 2018
RM180100	3 Cobden Lane	S & J Griffith	Alterations and additions to an existing dwelling in infringements of the 5m front yard, internal yards and vehicle standing space provisions within the Napier Hill Character zone	Restricted Discretionary	11 June 2018
RMS18036	17 Wagborne Street	S Murphy & J Le Comte	Suburban Commercial zone subdivision creating one additional residential lot (two in total)	Restricted Discretionary	12 June 2018
RMS18040	21A & 21B Ferguson Avenue	MG Mason	Subdivision and land use consent creating one additional residential lot (two in total) and a deck extension infringing site coverage and height controls within the Northern Residential zone	Restricted Discretionary	13 June 2018

RMS18033	66 Franklin Road	Rogers Road Trust	Section 125 request for extension to RMS10019	Section 125 Extension	13 June 2018
RM180103	185 Shakespeare Road	The Rondel Trust	Section 125 extension of expiry period of approved resource consent RM100162	Section 125 Extension	14 June 2018
RMS18031	93 Puketapu Road	C & K Booth	Section 125 extension of expiry period for RMS13019	Section 125 Extension	14 June 2018
RMS18042	37 Jervois Road	A & R Mitchell	Jervoistown subdivision creating two additional lots (three in total)	Controlled	18 June 2018
RMS18046	83 Waghorne Street	A Williams & R Mill	Hardinge Road Residential zone subdivision to create one additional lot (two in total)	Controlled	20 June 2018
RMS18041	11 Hospital Terrace	Todd Property Napier Hill Limited	Earthworks and subdivision as part of the ongoing development of the former Napier Hospital	Controlled	25 June 2018
RM180105	600 Main North Road	W Mitchell	Establish and operate a commercial activity (takeaway pizza) within the Main Rural zone	Discretionary	25 June 2018
RM180081	284 Poraiti Road	L Niederer	Construct a garage within the 7.5m front yard within the Rural Residential zone	Restricted Discretionary	25 June 2018
RM180087	11 Shakespeare Road	D Thomson	Safety alterations and earthquake strengthening to a Group 1 heritage building (former Shakespeare Hotel)	Restricted Discretionary	26 June 2018
RM180104	12A Roslyn Road	D Wensor & E St John	Construct a dwelling and granny flat with height, outdoor living and parking infringements within the Napier Hill Character zone	Discretionary	26 June 2018
PB180009	6 Quarry Ridge	S Bartholomew	Construct a dwelling within 6m internal yard within the Rural Residential zone	Deemed Permitted Boundary Activity	26 June 2018
PB180008	54 The Loop	A Hollywood	Construct a shed within the 6m internal yard (side and rear yards) within the Main Rural zone	Deemed Permitted Boundary Activity	27 June 2018

RM180107	22B Riverbend Road	Diocese of Palmerston North	Construction of two classrooms and an extension to an existing classroom block within the Main Residential zone	Restricted Discretionary	27 June 2018
RMS18043	10 Ridgeway Terrace	G Boraman	Lifestyle Character zone subdivision creating two additional lots and one access lot (four in total)	Controlled	27 June 2018
RM180101	52 Bridge Street	Macklock Properties Limited	Establish and operate a commercial office within the Mixed Use zone infringing commercial floor space provisions	Discretionary	3 July 2018
RMS18047	192 Te Awa Avenue	B Jeffares	Main Residential zone subdivision of site to create one additional lot (two in total)	Controlled	5 July 2018
RM180099	78 Taradale Road & 1A Austin Street	Wallace Development Company Limited	Multi-unit development within an existing building encompassing an educational facility (swim school)	Discretionary	5 July 2018
RM170123	38 Dickens Street	Wallace Development Company Limited	Internal and external additions and alterations to a Group 1 Heritage item, including seismic strengthening	Discretionary	5 July 2018
RMS18030	1/207 – 5/207 Avondale Road	J & J Gray	Main Residential zone subdivision creating five separate titles encompassing five existing dwellings	Controlled	6 July 2018
RM180111	7 Ruahine Road	A Black	Construct a dwelling within the Main Residential zone with an integral garage located within the 5m front yard	Restricted Discretionary	6 July 2018
RM180106	139 Dickens Street	Freehold Properties Investments LLP	Commercial multi-unit development and internal and external alterations to a Group 1 Heritage building	Discretionary	6 July 2018
RMS18035	16 & 16A Gloucester Street	Miareed Properties Limited	Multi-unit/unit title development within the Suburban Industrial zone encompassing site clearance, construction of a new building	Restricted Discretionary	12 July 2018

			accommodating seven units with NES and landscaping infringements		
RM180126	20 Dalton Street	KA McQueen	Alterations/additions to a Group 1 heritage building (Hildebrandt's Building)	Discretionary	18 July 2018
RM180109	50 Mersey Street	Container Co (NZL) Limited	Section 127 variation to approved Resource Consent RM150162 to amend the location of stormwater detention/treatment ponds	Variation	19 July 2018
RM180119	19 Severn Street	Weighing and Measuring Solutions Limited	Establish and operate a truck weigh bridge and a log scaling facility involving vehicle access to an arterial route and earthworks exceeding District Plan thresholds	Discretionary	19 July 2018
RM180130	32 Hastings Street	Empara Properties Limited	Internal, external demolition/additions/alterations and seismic strengthening of a Group 1 Heritage Item	Discretionary	20 July 2018
RMS18049	1/180 & 2/180 Hyderabad Road	Dennis Merson Builders Limited	Unit title subdivision of four existing units located within the Mixed Use zone	Unit Title	24 July 2018
RM180123	15 Delhi Road	A Kane	New dwelling within the Napier Hill Character zone infringing height in relation to boundary and open space controls	Restricted Discretionary	25 July 2018
RM180122	16 Ruahine Road	GEB Developments Limited	Construct a dwelling within the Main Residential zone with an integral garage located within the 5m front yard	Restricted Discretionary	25 July 2018
RM180118	2 & 4 Pandora Road	Napier BSL No. 8 Limited	Mixed Use zone commercial multi-unit development including two additional Large Format Retail units with an on-site parking shortfall and associated earthworks	Discretionary	20 July 2018

4. SCHEDULE OF DOCUMENTS EXECUTED UNDER SEAL

Type of Report: Information

Legal Reference: N/A

Document ID: 588838

Reporting Officer/s & Unit: Sarah Ashworth, PA to Chief Executive

4.1 Purpose of Report

To report of documents executed under seal from 13 June to 25 July 2018.

Officer's Recommendation

That Council:

- a. Receive the Report of Documents Executed Under Seal from 13 June to 25 July 2018.

MAYOR'S RECOMMENDATION

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

Schedule of Documents Executed Under Seal

For the 13 June to 25 July

Date	Document	Presenting Officer
21/6/18	Sewerage Easement – 91 Puketapu Rd	Colin Hunt
25/6/18	Dead or Rent Renew 25 Munroe St	Jenny Martin
19/7/18	Easement and Authority - right to drain sewerage – 18 Higgins St	Colin Hunt
23/7/18	Easement in Gross – Waghorne St	Paul O'Shaughnessy
23/7/18	Easement – 154 & 154A Auckland Rd	Colin Hunt
27/8/18	Variation of Lease – Danish Delights	Jenny Martin

4.2 Attachments

Nil

PUBLIC EXCLUDED ITEMS

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

Agenda Items

1. Amendment of Resolution - Civic Awards
2. Land acquisition - McLeod Road

Reports from Strategy and Infrastructure Committee held 10 July 2018

1. Citizen's Civic Award Recommended Recipients

Reports from Audit and Risk Committee held 19 July 2018

1. Risk Management - Health and Safety Reports to 30 June 2018
2. Internal Audit - Cash Handling Review
3. Composition and Tenure

Reports from Finance Committee held 24 July 2018

1. Battery Road Development Options
2. Bad Debt Write Off

Reports from Community Services Committee held 24 July 2018

1. Grants Allocation Sub Committee 2018/19 - Funding Allocations

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

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

Agenda Items

1. Amendment of Resolution - Civic Awards	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Land acquisition - McLeod Road	7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.

Reports from Strategy and Infrastructure Committee held 10 July 2018

1. Citizen's Civic Award Recommended Recipients	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
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		Information and Meetings Act 1987.
Reports from Audit and Risk Committee held 19 July 2018		
1. Risk Management - Health and Safety Reports to 30 June 2018	7(2)(c)(i) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Internal Audit - Cash Handling Review	6(a) Prejudice the maintenance of the law, including the prevention, investigation, and detection of offences and the right to a fair trial	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
3. Composition and Tenure	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official

		Information and Meetings Act 1987.
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Reports from Finance Committee held 24 July 2018

1. Battery Road Development Options	7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Bad Debt Write Off	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.

Reports from Community Services Committee held 24 July 2018

1. Grants Allocation Sub Committee 2018/19 - Funding Allocations	7(2)(c)(i) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local
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	source and it is in the public interest that such information should continue to be supplied	Government Official Information and Meetings Act 1987.
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ORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date:	Tuesday 26 June 2018
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Time:	2.00pm – 3.32pm
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Venue	Council Chamber Hawke's Bay Regional Council 159 Dalton Street Napier
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Present	The Mayor (In the Chair), Councillors Boag, Brosnan, Dallimore, Hague, Jeffery, McGrath, Price, Tapine, Taylor, White, Wise and Wright
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In Attendance	Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Services, Director City Strategy, Manager Communications and Marketing, Manager Business Excellence & Transformation
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Administration	Governance Team
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Apologies

Nil

Conflicts of interest

Nil

Announcements by the Mayor

The Mayor advised that:

1. The meeting is being live streamed via Napier City Council's facebook page;
2. The Draft Minutes of the Ordinary meeting held on 1 June 2018 will be considered at the Extraordinary Meeting of Council on 29 June 2018.

Announcements by the management

Nil

Confirmation of minutes

Council resolution Councillors Boag / Hague

That the Draft Minutes of the Ordinary meeting held on 15 May 2018 be confirmed as a true and accurate record of the meeting.

Carried

Hearing of Submissions – Representation Review

Apologies were received for the following speakers:

- Maryanne Marsters
- Robert Patrick Magill – Napier Pilot City Trust
- Michelle Ratima – Tū Tangata Maraenui Trust

Mark Cleary

Mark Cleary spoke to his submission in support of a full ward system, with 12 Councillors. He urged the Councillors not to ignore the officer's report, noting that a full ward system will allow Napier to position itself as a genuinely democratic city.

Paul Bailey

Paul Bailey spoke to his submission in support of a ward only system; representation should be at the lowest level, as close to the people as possible. He noted that Ward Councillors appear to be more visible to the community than At-large Councillors, and it is more cost effective to stand as a Ward Councillor than At-large.

In response to questions from Councillors Mr Bailey confirmed that he preferred a larger number of wards; and that it could be seen as a disadvantage that voters will no longer be able to vote for the majority of Councillors under a ward only system, but this could also be a positive.

Fran Lowe

Fran Lowe spoke to her submission in support of a full ward system, as per the officer's analysis report. The ward system should promote a more competitively contested election, resulting in better representation and less cost to candidates.

Rosalind Muir

Rosalind Muir spoke to her submission noting that there is currently a disconnect between Council and the community, as evidenced on social media. A move to a more grass-roots level is needed; community boards would allow more local people to become involved.

In response to questions from Councillors Rosalind confirmed that Nelson Park Ward Councillors attend the Pirimai Residents' Association (of which she is a member); At-large Councillors have also attended, when invited.

Jenny Mauger

Jenny Mauger spoke to her submission noting that doubling the number of ward Councillors would replace at-large Councillors and would assist in sharing the load.

Murray Mills – Waiapu Cathedral E J P Network

Murray Mills spoke to his submission in support of a full council on a ward-only basis noting that the officer's report suggested that this would encourage a fairer and fuller demographic spread; similar to MMP. He stated that a broader range of voters would feel better represented and would be more inclined to approach their ward Councillors, and that at-large is easier for candidates with money, time and resources. It is important to have a local face representing a manageable area.

Robin Gwynn

Robin Gwynn spoke to his submission in support of a full ward system noting that Napier needs better democracy and congratulating officers on their report. Fundamental to the concept of fairness is whether Napier is one homogenous community of interest or not; it is not. Historically, the vast majority of Councillors came from Taradale/Greenmeadows and the Hill, leaving large areas unrepresented. The mixed system has somewhat addressed this but not far enough; it is not representative if 'representatives' come from limited areas of the voting boundaries, they should come from all areas across the city and areas of high deprivation need to be better represented.

Deliberation of Submissions – Representation Review

Deliberations in response to submissions were undertaken, noting the following points:

- Our current Council is vibrant and inclusive including six female Councillors and six male, one Māori representative, a range of ages with the youngest recently turning 30, a range of political positions and diverse and complementary skills.
- Councillors with businesses and other interests are also involved in the community.
- Some noted that the current Council is a good example of how the mixed system works.
- Decision making requires a balance of data and instinct; data can be influenced by other circumstances.
- The submitters have made it very clear that the status quo is not acceptable.
- A number of Councillors confirmed that they previously voted to retain the status quo as they were unsure what the voters wanted; the clarity in the submissions made,

regarding the full ward system, is appreciated and Councillor views have been adjusted based on the submissions received.

- A number of Councillors confirmed that they have been both ward and at-large Councillors and found it interesting comparing the two positions.
- Although the report suggests that voter turnout would be improved under a full ward system, 75% of New Zealand Councils have a full ward system yet voter turnout continues to decrease every year.
- There were two options recommended for consideration in the report, retaining the status quo and moving to a full ward system.

AGENDA ITEMS

1. REPRESENTATION REVIEW - SUBMISSIONS ON INITIAL PROPOSAL

Type of Report:	Legal
Legal Reference:	Local Electoral Act 2001
Document ID:	482720
Reporting Officer/s & Unit:	Deborah Smith, Governance Advisor

1.1 Purpose of Report

To provide submissions and brief analysis for the Hearing and Deliberations on the Representation Review Initial Proposal.

At the meeting

During the discussion the following points were made in support of moving to a full ward system:

- All three systems, at-large, mixed and all ward, have been used by Napier in the past.
 - The full ward system was determined to be the fairest and best representation in accordance with the detailed analysis provided in the officers' reports.
 - 70% of the submissions received were in favour of the full ward system, referencing the following points in favour of this system:
 - Greater voter turnout
 - Fairer representation
 - Increased number of candidates contesting seats
 - Increased accountability of elected members
 - Share workloads of ward Councillors
 - Not as expensive to run in wards
 - Napier argued against amalgamation because it was considered that best representation should be close to home; ward representatives were considered another way to reflect this.
 - The majority of submitters in favour of retaining the status quo didn't make any comments.
 - The submitters have made a compelling case for moving to a full ward system. This is an opportunity to demonstrate that Council are listening.
 - If the full ward system could possibly increase ethnic diversity, visibility and accountability of our Council, then we should give this a try.
 - It no longer makes sense to only have one representative in the Ahuriri Ward and only two in the Nelson Park Ward; the workload would be shared under a full ward system.
 - Council has an opportunity to trial the full ward system; this can always be reassessed in three years' time. A number of Councillors noted that they are prepared to vote in favour of the full ward system to see if this results in any changes for this coming term.
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- Some members of the community find it difficult to connect with Council under the current system.
 - Ward Councillors are accountable to their ward. They will be voted out if they are not performing, giving the community greater control in who represents them.

The following points were made in support of retaining the status quo:

- The current Council represents a good mix of business and community, this has been achieved under the current mixed system.
- Consideration should be given to the city's appetite for change. The results of the public survey showed that the majority wanted to retain the status quo, similar to the amalgamation debate. Only 11.8% were in favour of a full ward system.
- In response to comments that it costs less to run as a ward Councillor than at-large, some at-large Councillors have been known to spend little or nothing to run and have still been elected.
- Council is a business with \$1.6Billion worth of assets to manage and 530 staff. Having at-large candidates allows voters to consider those that can bring business and administrative skills to the table.
- The current mixed system offers the best of both worlds.
- Voter turnout should be considered in a wider context than just wards/no wards.
- The mixed system allows the public to vote for a larger number of Councillors than ward only.

Council resolution Councillors Boag / Tapine

That Council:

- a. Hears and deliberates on the submissions on the Initial Proposal.
- b. Determines which system of representation it considers best provides for effective representation of communities of interest within Napier City, and which provides fair representation, the fundamental determinant of which is population equality within +/- 10%, being:

That Council adopt a full ward system using the existing ward boundaries, with 12 Councillors and the Mayor, and with no community boards being established.

For the reasons being:

- The full ward system was determined to be the fairest and best representation in accordance with the detailed analysis provided in the officer's report.
- 70% of submissions received were in favour of the full ward system.
- Increased diversity, visibility and accountability of Council.
- Shared workloads of ward Councillors.

- c. Directs Officers to record and publicly notify the Final Proposal and the responses to submissions along with the reasons for each response, as required under section 19N(2) of the Local Electoral Act 2001.
-

Councillor McGrath against.

Carried

The meeting adjourned briefly at 3.23pm and reconvened at 3.26pm.

2. PLAN CHANGE 11 (PC11) - PARK ISLAND RECONFIGURATION. RECOMMENDATION REPORT FROM INDEPENDENT COMMISSIONER

Type of Report: Legal and Operational

Legal Reference: Resource Management Act 1991

Document ID: 491842

Reporting Officer/s & Unit: Dean Moriarity, Team Leader Policy Planning

2.1 Purpose of Report

To consider and make a decision as to whether to accept the recommendations of an Independent Commissioner appointed to hear Plan Change 11 (PC11) – Park Island Reconfiguration, to the City of Napier District Plan.

At the meeting

No discussion was held on this item.

Council resolution Mayor Dalton / Councillor Jeffery

That Council:

- a. Adopt as decisions of Council the recommendations (and reasons stated) of the Independent Commissioner on Plan Change 11 to the City of Napier District Plan.
 - b. That Council Officers be authorised to undertake any administrative work necessary and issue the decisions of Council to submitters.
 - c. To adopt those parts of Plan Change 11 to the City of Napier District Plan unaffected by submissions or recommendations by the Commissioner.
 - d. That Council Officers be authorised to update the City of Napier District Plan in accordance with Plan Change 11 - Park Island Reconfiguration and the adopted decisions of Council.
 - e. That Council Officers be authorised to publicly notify the date on which Plan Change 11 - Park Island Reconfiguration becomes operative in accordance with the requirements of the Resource
-

Management Act 1991, if there are no appeals once the appeal period expires

Carried

3. HAWKES BAY MUSEUM TRUST BOARD APPOINTMENT

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 511032

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

3.1 Purpose of Report

The purpose of the report is to confirm the appointment of the Napier City Council member of the Hawkes Bay Museum Trust Board

At the meeting

No discussion was held on this item.

Council resolution Councillors Brosnan / Hague

That Council:

- a. Resolve to reappointment Deputy Mayor Councillor Faye White as the Napier City Council appointed member of the Hawkes Bay Museum Trust

Carried

4. CCO - HB MUSEUMS TRUST SOI 2018-2020

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 478275

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

4.1 Purpose of Report

To receive the final Statement of Intent 2018 – 2020 for the Hawke's Bay Museums Trust to Council required for reporting requirements for Council-Controlled Organisations.

At the meeting

No discussion was held on this item.

Council resolution Councillors Wise / Wright

That Council:

- a. Receive the final Hawke's Bay Museums Trust Statement of Intent 2018 –2020.

Carried

5. CCO - HB AIRPORT LIMITED SOI 2018/19

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 462000

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

5.1 Purpose of Report

To receive the final Statement of Intent 2018 – 2020 for Hawke's Bay Airport Limited to Council required for reporting requirements for Council-Controlled Organisations.

At the meeting

No discussion was held on this item.

Council resolution Councillors Taylor / Dallimore

That Council:

- a. Receive the final Hawke's Bay Airport Limited Statement of Intent 2018 –2020.

Carried

6. JOINT COMMITTEE UNCONFIRMED MINUTES

Type of Report: Information

Legal Reference: N/A

Document ID: 476789

Reporting Officer/s & Unit: Cheree Ball, Governance Advisor

6.1 Purpose of Report

To present the unconfirmed minutes of the Hawke's Bay Drinking Water Governance Joint Committee, held on 10 May 2018.

At the meeting

No discussion was held on this item.

Council resolution Councillors Wise / Dallimore

That Council:

- a. Receive the unconfirmed minutes of the Hawke's Bay Drinking Water Governance Joint Committee from 10 May 2018.

Carried

REPORTS / RECOMMENDATIONS FROM THE STANDING COMMITTEES

MĀORI CONSULTATIVE COMMITTEE MEETING - 19 June 2018

Council resolution Councillors Tapine / Boag

That the Māori Consultative Committee Minutes be received.

Carried

Note: The Māori Consultative Committee Recommendations in relation to the Standing Committees items are recorded with each specific item.

REPORTS FROM STRATEGY AND INFRASTRUCTURE COMMITTEE HELD 29 MAY 2018

1. HAWKE'S BAY AIRPORT LIMITED - DIRECTOR

Type of Report: Legal

Legal Reference: Local Government Act 2002

Document ID: 473345

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

1.1 Purpose of Report

To endorse the reappointment of Tony Porter as director to Hawke's Bay Airport Limited (HBAL).

Māori Consultative Committee's recommendation

T Aranui / T Henare-Winitana

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

Carried

At the meeting

No discussion was held on this item.

Council resolution Councillors Price / Brosnan

The Strategy and Infrastructure Committee:

- a. Approve the reappointment of Tony Porter as Director to Hawke's Bay Airport Limited for a further term of two (2) years until 30 June 2020.

Carried

2. TE KOMITI MURIWAI O TE WHANGA (AHURIRI ESTUARY COMMITTEE)

Type of Report: Legal and Operational

Legal Reference: Draft Ahuriri Hapū Claims Settlement Legislation

Document ID: 467265

Reporting Officer/s & Unit: Kim Anstey, Planner Policy/Analyst
Richard Munneke, Director City Strategy

2.1 Purpose of Report

The purpose of this report is to update Council on details of the Ahuriri Hapū Claims Settlement Bill that establishes the Te Komiti Muriwai o Te Whanga (the Ahuriri Estuary Committee) and for Council to appoint a Councillor to represent Napier City Council on Te Komiti.

Māori Consultative Committee's recommendation

T Aranui / T Henare-Winitana

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

Carried

At the meeting

No discussion was held on this item.

Council resolution Councillors Price / Brosnan

The Strategy and Infrastructure Committee:

- a. Note the draft provisions for the establishment and administration of the Te Komiti o Te Whanga as provided for in the Ahuriri Hapū Claims Settlement Bill
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-
- b. Appoint Councillor Claire Hague to Te Komiti Muriwai of Te Whanga as the Napier City Council Representative.

Cr Hague did not participate in the vote

Carried

3. HERITAGE IMPROVEMENT FUND - PROGRESS UPDATE

Type of Report: Operational

Legal Reference: N/A

Document ID: 470588

Reporting Officer/s & Unit: Fleur Lincoln, Strategic Planning Lead

3.1 Purpose of Report

The purpose of the report is to update Council on the Robert McGregor Heritage Fund's first year of operation, and to seek a resolution of Council to allocate funds towards the Robert McGregor Heritage Fund for a further 3 years.

Māori Consultative Committee's recommendation

T Aranui / T Henare-Winitana

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

Carried

At the meeting

No discussion was held on this item.

Council resolution Councillors Price / Brosnan

The Strategy and Infrastructure Committee:

- a. Resolve that Napier City Council allocate \$20,000 to the Art Deco Trust each year for a further 3 years (from the 2018/19 financial year through to the 2020/2021 financial year) to contribute to the Robert McGregor Heritage Fund.
-

Carried

REPORTS FROM REGULATORY COMMITTEE HELD 29 MAY 2018

1. NAPIER CITY BLACK FRIDAY FIESTA

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	468801
<i>Reporting Officer/s & Unit:</i>	Fleur Lincoln, Strategic Planning Lead Andy Long, Project Planning Facilitator

1.1 Purpose of Report

To obtain a Council resolution to allow food trucks and other mobile food operators to operate within Market and Emerson Street at the upcoming Napier City Black Friday Fiesta to be held on the 13th July 2018 in accordance with the Trading in Public Places Bylaw 2014.

Māori Consultative Committee's recommendation

T Henare-Winitana / T Aranui

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

Carried

At the meeting

It was noted that waste-free events are encouraged, including the provision of recycling bins.

Council resolution Councillors Hague / Taylor

The Regulatory Committee:

- a. Resolve to allow mobile trading (food and drink) within the public spaces of Market and Emerson Streets on the 13th July 2018 as part of the Black Friday Fiesta event to be held by Napier City Business Inc.

Carried

2. STREET NAMING-240 AND 250 GUPPY ROAD TARADALE

Type of Report:	Procedural
Legal Reference:	N/A
Document ID:	472545
Reporting Officer/s & Unit:	Paul O'Shaughnessy, Team Leader Resource Consents

2.1 Purpose of Report

The purpose of this report is to obtain Councils approval for two new street names within two recently approved residential subdivisions at 240 and 250 Guppy Road Taradale.

Māori Consultative Committee's recommendation

T Henare-Winitana / T Aranui

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

Carried

At the meeting

In response to questions from Councillors it was confirmed that Council Officers will engage the Māori Consultative Committee earlier regarding street naming, and will work through this process with private developers where possible.

Council resolution Councillors Hague / Taylor

The Regulatory Committee:

- a. Approve two new street names within the subdivisions at 240 and 250 Guppy Road as follows:

Road 1 - Young Place (240 Guppy Road)

Road 2 - Chue Place (250 Guppy Road)

Subject to confirmation from the Māori Consultative Committee.

Carried

3. PARKING CONTROLS

Type of Report:	Legal and Operational
Legal Reference:	Traffic Regulations/ Parking Control Bylaws 2014
Document ID:	470409
Reporting Officer/s & Unit:	Hayleigh Brereton, Manager Regulatory Solutions

3.1 Purpose of Report

To seek Council approval to revoke parking time restrictions in the Napier CBD so as to allow all day parking in a number of streets and to add additional pay and display areas in Vautier Street and Marine parade (between Albion and Vautier Street) to ensure consistency with surrounding parking provision.

Māori Consultative Committee's recommendation

T Henare-Winitana / T Aranui

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

Carried

At the meeting

No discussion was held on this item.

Council resolution Councillors Hague / Taylor

The Regulatory Committee:

- a. Resolve that the P120 time restrictions be revoked at the following locations;
 - i. Tiffen East Carpark
 - ii. Emerson Street between Clive Square East and Clive Square West
 - iii. Wellesley Road between Raffles and Latham Street
 - iv. Wellesley Road between Kennedy Road and 45 Wellesley Road on the nor-western side of the road only
 - v. Munroe Street between Dickens and Station Street on the western side only.
 - vi. Station Street between Tennyson Street and the Station Street roundabout.
 - vii. Bower Street between Edwardes and 41 Bower Street on the eastern side only.
 - viii. Marine Parade between Albion Street and Vautier Street
 - ix. Vautier Street between Marine Parade and Munroe Street

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- b. Resolve that a parking fee apply at \$1.00 per hour for the following locations;
 - i. Vautier Street
 - ii. Marine Parade between Albion Street and Vautier Street.
-

Carried

REPORTS UNDER DELEGATED AUTHORITY

1. OFFICIAL INFORMATION REQUESTS 3 MAY 2018 TO 8 JUNE 2018

Type of Report:	Operational
Legal Reference:	Local Government Official Information and Meetings Act 1987
Document ID:	510075
Reporting Officer/s & Unit:	Deborah Smith, Acting Team Leader Governance Cheree Ball, Governance Advisor

1.1 Purpose of Report

To present the year to date Official Information Request statistics.

At the meeting

No discussion was held on this item.

Council resolution Councillors Jeffery / Wright

That Council:

- a. Receives the report Official Information Requests 3 May 2018 – 8 June 2018.

Carried

2. TENDERS LIST

Type of Report:	Information
Legal Reference:	N/A
Document ID:	510080
Reporting Officer/s & Unit:	Sarah Ashworth, PA to Chief Executive

2.1 Purpose of Report

To report Tenders Let under delegated authority to 08 June 2018.

At the meeting

No discussion was held on this item.

Council resolution Councillors Jeffery / Wright

That Council:

- a) Receives the report Tenders Let under delegated authority to 08 June 2018 .

Carried

3. RESOURCE CONSENTS

Type of Report: Information

Legal Reference: Building Act 2004

Document ID: 510086

Reporting Officer/s & Unit: Sarah Ashworth, PA to Chief Executive

3.1 Purpose of Report

To present the report on Resource Consents issued under delegated authority for the period April – June 2018.

At the meeting

No discussion was held on this item.

Council resolution Councillors Jeffery / Wright

That Council:

- a) Receive the report on Resource Consents issued under delegated authority for the period 23 April 2018 – 6 June 2018.

Carried

4. SCHEDULE OF DOCUMENTS EXECUTED UNDER SEAL

Type of Report: Information

Legal Reference: N/A

Document ID: 510142

Reporting Officer/s & Unit: Sarah Ashworth, PA to Chief Executive

4.1 Purpose of Report

To report of documents executed under seal from 12 May to 12 June 2018.

At the meeting

No discussion was held on this item.

Council resolution Councillors Jeffery / Wright

That Council:

- a) Receive the Report of Documents Executed Under Seal 12 May to 12 June 2018.

Carried

PUBLIC EXCLUDED ITEMS

Council resolution Councillors Brosnan / Wise

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

Carried

Agenda Items

1. Council Projects Fund - Application

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

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

Agenda Items

1. Council Projects Fund - Application	7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	48(1)A That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official
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		Information and Meetings Act 1987.
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The meeting moved into committee at 3.32pm.

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

Chairperson

Date of approval

EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date:	Friday 29 June 2018
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Time:	3.00pm – 4.27pm
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Venue	Council Chamber Hawke's Bay Regional Council 159 Dalton Street Napier
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Present	The Mayor (In the Chair), Councillors Boag, Brosnan, Dallimore, Hague, Jeffery, McGrath, Price, Tapine, Taylor, White, Wise and Wright
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In Attendance	Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Strategy, Manager Communications and Marketing, Manager City Development, Chief Financial Officer, Manager Business Excellence & Transformation, Manager Sport & Recreation, Senior Management Accountant, Corporate Planner, Venues Manager, Marketing Manager.
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Administration	Governance Team
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Apologies

Nil

Conflicts of interest

Nil

Public forum

Craig Morley

Mr Morley spoke to the War Memorial design, opposing the officer's recommendation, Option three – landscape design, for the following reasons:

- The design is underwhelming, with no wow factor.
- The lack of visual connection between the proposed landscape site and with the war memorial building.
- The proposed design lacks shelter and is not enclosed; the roll of honour (ROH) and eternal flame were originally outside but were moved inside after exposure to the elements and vandals caused problems.
- The design does not meet the design brief, and there has been no consultation with Heritage New Zealand or Heritage Hawke's Bay.
- The war memorial was originally intended to be a building and option three is not a building.

He noted that at the public meeting held at the MTG in 2017, the public were advised that all designs would go out for public consultation, this has not happened.

In response to questions from Councillors, Mr Morley advised that the WW100 fund was established to expand and enhance memorials throughout New Zealand, but that funding must be applied for by Council as they own the memorial.

Les Hewett – President, Royal New Zealand Air Force Assn., Hastings Branch

Mr Hewett spoke on behalf of his membership in relation to the War Memorial design item. The design options should be democratically shared with the community as a whole. Due to the amount of information and suggestions made in the Agenda for this meeting, he noted that he was not qualified to make a comment on the design outlined and he did not believe that it was prudent for the final decision on the design to be made by Council at this meeting. The preferred design appears to be a two-stage memorial site, being the forecourt and the memorial itself. This is not what the public that attended the 2017 public meetings were anticipating.

Announcements by the Mayor

Nil

Announcements by the management

Nil

Confirmation of minutes

Council resolution Councillors Dalton / Hague

That the Draft Minutes of the Extraordinary meeting held on 1 June 2018 be confirmed as a true and accurate record of the meeting, noting the minor correction to a submission speaker.

Carried

NEW REPORTS

1. WAR MEMORIAL DESIGN

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	519623
<i>Reporting Officer/s & Unit:</i>	Charles Ropitini, Strategic Māori Advisor

1.1 Purpose of Report

To consider and approve the Roll of Honour and preferred design for the reinstatement of the memorial elements and signage to the War Memorial Centre.

At the meeting

The Mayor advised that the recommendation would be taken in parts to allow Councillors to speak to each matter separately.

A substitute motion to Part B of the officer's recommendation was moved, proposing that all three designs should go out for public consultation, requesting feedback and input into the potential modifications.

In discussion, the following reasons were noted in favour of all three designs going out for public consultation:

- Guy Natusch, the architect of the original memorial, does not endorse the officer's preferred option, and has not been asked to provide formal feedback into the design.
- The lack of shelter and connectivity to the building.
- The memorial should be at forecourt level and not below in the sunken garden, facing towards the centre.
- Council can learn from the community on this matter.
- A number of Councillors noted that they have concerns about all three designs.
- Design by consultation can be difficult but this does not override Council's responsibility to allow the community to be involved in the process.
- The community will tolerate further delay in order to get this right.

The reasons opposing all three options going out for public consultation were noted as being:

- Council should go out with a preferred option, noting the other two options and explaining why they had been ruled out.
- It can be incredibly difficult to get the community to agree on a single design. Council are not going to be able to satisfy all members of the community by going out with all three designs
- Option three is a blank canvas; going out with a preferred option allows Council to ask the public what modifications they would like made to that design.
- This is an emotive issue and consulting on all three options will delay the process even further. There is a genuine desire in our community to resolve this matter in a timely manner.

An amendment to Part C of the officer's recommendation was moved, adding that the words 'Napier War Memorial Centre' be placed on the external curved wall of the ballroom. A further addition was made to the amendment that the name should be returned to the building by 1 October 2018, providing this can be physically done.

A number of Councillors agreed that it was important for the name to be returned to the building.

Officer's Recommendation

That Council:

- a. Approve display conventions for the presentation of names on the War Memorial Roll of Honour as follows:
 - i. Rank | Surname | First Name in Full | Middle Initials | Military Awards
- b. Approve Option 3 (landscape solution) as the preferred design to move forward to a detailed design phase and public consultation:
- c. Approve external signage placement in accordance with Option two in centre of building forecourt as demarcation of the War Memorial Centre as a site of significance.

Council resolution

Councillors Taylor / Wright

That Council:

- a. Approve display conventions for the presentation of names on the War Memorial Roll of Honour as follows:
 - i. Rank | Surname | First Name in Full | Middle Initials | Military Awards

Carried

Substitute motion

Councillors Wise / Wright

Council resolution

That Council:

- b. Approve that all three designs go out for public consultation requesting, not only feedback, but input into the potential modifications.

*The division was declared **carried** by 8 votes to 5 votes, the voting being as follows:*

For: Councillors Boag, Brosnan, Dallimore, Jeffery, McGrath, Tapine, Wise and Wright

Against: Mayor Dalton, Councillors Hague, Price, Taylor and White

Carried

Substitute motion Councillors Brosnan / Wright

**Council
resolution**

That Council:

- c. Approve external signage Option two placement in the forward-most centre of the building forecourt as demarcation of the War Memorial Centre as a site of significance; and that the words 'Napier War Memorial Centre' be placed on the external curved wall of the ballroom, and that the name be returned to the building by 1 October 2018.

Carried

The meeting adjourned briefly at 3.41pm to allow those attending the War Memorial item only to vacate. The meeting reconvened at 3.42pm.

2. AMENDMENT TO FEES AND CHARGES 2018/19

Type of Report: Legal

Legal Reference: Local Government Act 2002

Document ID: 461999

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

2.1 Purpose of Report

To amend the fees for water connections fees contained in the Schedule of Fees and Charges for 2018/19 for 15mm connection fees

At the meeting

No discussion was held on this item.

Council resolution

Councillors White / Brosnan

- a. That the amended fees of \$1,040 + GST for 15mm water connections contained in the Schedule of Fees and Charges for 2018/19 be updated and approved

Carried

3. CARRY FORWARD OF PROJECTS IN PROGRESS TO THE LONG TERM PLAN 2018-28

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	461984
<i>Reporting Officer/s & Unit:</i>	Wayne Jack, Chief Executive

3.1 Purpose of Report

To approve the carry forward of projects in progress, funded from prior years in the capital plan of the Napier City Council Long Term Plan 2018-2028.

At the meeting

The low carry forward amount was commended.

Council resolution	Councillors Wright / Brosnan
	a. To approve the carry forward of projects in progress funded from prior years in the capital plan of the Napier City Council Long Term Plan 2018-2028.
	Carried

4. ADOPTION OF THE UPDATED UNDERLYING DOCUMENTS ASSOCIATED WITH THE LONG TERM PLAN 2018-28

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 461993

Reporting Officer/s & Unit: Wayne Jack, Chief Executive

4.1 Purpose of Report

To adopt the amended Capital Plan, Financial Strategy, Infrastructure Strategy, Significant planning assumptions and Council policies for inclusion in the Napier City Council Long Term Plan 2018-28.

At the meeting

In response to questions from Councillors it was noted that the process requires the adoption of the underlying documents prior to adopting the Long Term Plan.

Council resolution Councillors Taylor / Price

That Council:

- a. Adopt the amended Capital Plan, Financial Strategy, Infrastructure Strategy, Significant planning assumptions and Council policies for inclusion in the Napier City Council Long Term Plan 2018-28.

Carried

5. ADOPTION OF DEVELOPMENT AND FINANCIAL CONTRIBUTION POLICY

Type of Report: Legal

Legal Reference: Local Government Act 2002

Document ID: 461998

Reporting Officer/s & Unit: Wayne Jack, Chief Executive

5.1 Purpose of Report

To adopt the Development and Financial Contributions policy to be effective 1 July 2018

At the meeting

No discussion was held on this item.

Council resolution Councillors Hague / Brosnan

That Council:

- a) Resolve that the Development and Financial Contributions policy be adopted to be effective 1 July 2018.

Carried

6. ADOPTION OF LONG TERM PLAN 2018 - 2028

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	461997
<i>Reporting Officer/s & Unit:</i>	Wayne Jack, Chief Executive

6.1 Purpose of Report

To adopt the Long Term Plan 2018 – 2028 in accordance with the Local Government Act 2002

At the meeting

The Mayor introduced the item, acknowledging that this marks the end of a very long process that commenced a year ago with public pre-consultation. Council received 812 submissions, the highest ever received by Napier. The Long Term Plan (LTP) outlines Council's intentions at this point in time, and as Council progresses through the delivery of these projects, multiple other decision points will be reached.

The LTP has received an unqualified Audit opinion; if any changes of significance are now resolved, Council would be required to undertake an amendment to the LTP. This would result in further consultation, which would be unlikely to commence before early 2019.

A minor amendment was made to the officer's recommendation, noting that adoption of the LTP included the minor changes from Audit New Zealand.

Councillors discussed the LTP, highlighting the major projects, and noting the following points:

- This LTP is an ambitious work programme - \$534Million capital programme, with infrastructure as Council's highest priority and a clear focus on environment, water and community needs.
- This LTP commits Council to protecting the Estuary and its surrounds through the Ahuriri Masterplan.
- The National Aquarium of New Zealand expansion is an exciting project; however, an exit strategy is available to Council should external funding not be attained.
- The need for chlorination in Napier's drinking water was acknowledged. Council are pleased to be able to offer an alternative to the community through de-chlorinated water stations.
- This Council does not appear to have an appetite to sell community housing.
- It is important to adopt the LTP today to allow these projects to get underway.
- Differing views were expressed by Councillors in relation to the proposed aquatic centre, specifically around the new location and information provided to Councillors.
- Council has received information including seminars etc. to overcome any areas of concern regarding the aquatic centre.
- A number of Councillors expressed concerns but advised they were prepared to support the adoption of the LTP, subject to the advice given to them by management that gateways will be available to them along the way, to seek further information and make changes, where required.

-
- One councillor expressed specific concerns around what this LTP signals to Napier's population, especially lower income earners.

1.0

Officer's Recommendation

- a. That Council adopt the Long Term Plan 2018 – 2028 in accordance with the Local Government Act 2002.
- b. That the submitters be advised of the Council's responses in relation to their submission.

Substitute motion Councillors Hague / Taylor

**Council
resolution**

- a. That Council adopt the Long Term Plan 2018 – 2028 in accordance with the Local Government Act 2002, subject to minor changes from Audit New Zealand.
- b. That the submitters be advised of the Council's responses in relation to their submission.

Councillor Tapine against.

Carried

The meeting closed at 4.27pm.

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

Chairperson

Date of approval

EXTRAORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date:	Wednesday 11 July 2018
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Time:	3.00pm – 3.03pm
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Venue	Council Chamber Hawke's Bay Regional Council 159 Dalton Street Napier
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Present	The Mayor (In the Chair), Councillors Boag, Brosnan, Hague, Jeffery, McGrath, Price, Tapine, Taylor, White, Wise and Wright
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In Attendance	Chief Executive, Chief Financial Officer
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Administration	Governance Team
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Apologies

Council resolution Councillors Price / Hague

That the apology from Councillor Dallimore be accepted.

Carried

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

Nil

Announcements by the management

Nil

AGENDA ITEMS

1. FORMAL RESOLUTION - RATES 2018/19

Type of Report:	Legal
Legal Reference:	Local Government Act 2002
Document ID:	477862
Reporting Officer/s & Unit:	Caroline Thomson, Chief Financial Officer

1.1 Purpose of Report

To set rates for 2018/19 in accordance with the Local Government (Rating) Act 2002.

At the Meeting

In response to questions for Councillors it was confirmed that the actual cost of recycling could be more accurately reflected in the rates, for example by using the waste levy to subsidise other areas.

Council resolution Councillors Brosnan / Tapine

That Council:

- a. Resolve that the Napier City Council set the following rates under the Local Government (Rating) Act 2002, on rating units in the city for the financial year commencing on 1 July 2018 and ending on 30 June 2019, and that all such rates shall be inclusive of Goods and Services Tax (GST).

(A) GENERAL RATE

A general rate set under Section 13 of the Local Government (Rating) Act 2002 made on every rating unit, assessed on a differential basis on the rateable land value to apply to the Differential Groups and Differential Codes as follows:

Differential Group	Differential Code	General rate - cents in the \$
1		0.48529
2		1.30477
3	Except 3.3.8	0.48529
	3.3.8	0.00000

4	0.31210
5	0.31210
6	0.35997

(B) UNIFORM ANNUAL GENERAL CHARGE

A Uniform Annual General Charge of \$380.00 per separately used or inhabited part of a rating unit for all rateable land (except that under Differential Code 3.3.8), set under Section 15 of the Local Government (Rating) Act 2002.

A nil UAGC will apply for land included in 3.3.8.

(C) WATER RATES as follows:

1. Fire Protection Rate

A targeted rate for fire protection, set under Section 16 of the Local Government (Rating) Act 2002 on a differential basis and on the rateable capital value on every rating unit connected to either the City Water Supply System, or the Bay View Water Supply System, such rates to apply to the Differential Groups and Differential Codes as follows:

Differential Group	Differential Code	Fire Protection Rate - Cents in the \$
1		0.00578
2	2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.2.4	0.02312
	2.3.1, 2.3.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5, 2.6.1, 2.6.2, 2.7.1	0.01156
	2.5.1, 2.5.2	0.00578
3	All except 3.3.7 and 3.3.8	0.00578
4		0.00578
5		0.00578
6		0.00578

A nil rate will apply for land included in 3.3.7 and 3.3.8.

The following rate will apply on the rateable capital value for those rating units not connected to either the City water supply system or the Bay View water supply system, but located within 100 metres of either system.

Differential Group	Differential Code	Fire Protection Rate - Cents in the \$
1		0.00289
2		0.00289
3	All except 3.3.7 and 3.3.8	0.00289
4		0.00289
5		0.00289
6		0.00289

A nil rate will apply for land included in 3.3.7 and 3.3.8.

2. City Water Rate

A targeted rate for water supply, set under Section 16 of the Local Government (Rating) Act 2002 as a fixed amount on a uniform basis, applied to each separately used or inhabited part of a rating unit connected to the City water supply system, such rate to apply as follows:

Differential Group	Differential Code	Water Rate
1		\$199.00
2		\$199.00
3	All except 3.3.7 and 3.3.8	\$199.00
4		\$199.00
5		\$199.00

A nil rate will apply for land included in 3.3.7 and 3.3.8.

The following rate will apply for each rating unit not connected to the City water supply system but located within 100 metres of the system.

Differential	Differential	Water Rate
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Group	Code	
1		\$99.50
2		\$99.50
3	All except 3.3.7 and 3.3.8	\$99.50
4		\$99.50
5		\$99.50

A nil rate will apply for land included in 3.3.7 and 3.3.8.

3. Bay View Water Rate

A targeted rate for Water Supply, set under Section 16 of the Local Government (Rating) Act 2002 as a fixed amount on a uniform basis, applied to each separately used or inhabited part of a rating unit connected to the Bay View water supply system, such rate to apply to the Differential Groups as follows:

Differential Group	Water Rate
6	\$199.00

The following rate will apply for each rating unit not connected to the Bay View water supply system but located within 100 metres of the system:

Differential Group	Water Rate
6	\$99.50

4. Water by Meter Charge

A targeted rate for water supply, set under Section 19 of the Local Government (Rating) Act 2002, on a differential basis per cubic metre of water consumed after the first 300m³ per annum, to all metered rating units as follows:

Water Meter
Charge

Non-Domestic Supplies (\$/m ³)	\$0.46444
Metered Domestic Supplies (\$/m ³)	\$0.86180

(D) REFUSE COLLECTION AND DISPOSAL RATE

A targeted rate for refuse collection and disposal, set under Section 16 of the Local Government (Rating) Act 2002 as a fixed amount on a uniform basis, applied to each separately used or inhabited part of a rating unit, for which a weekly rubbish collection service is available, with the rate being 2 or 3 times the base rate for those units where 2 or 3 collections per week respectively is available. The rate to apply as follows:

DIFFERENTIAL GROUP	DIFFERENTIAL CODE	RATE		
		1 COLLECTION PER WEEK	2 COLLECTIONS PER WEEK	3 COLLECTIONS PER WEEK
1		\$75.00	\$150.00	\$225.00
2		\$75.00	\$150.00	\$225.00
3	All except 3.3.7 and 3.3.8	\$75.00	\$150.00	\$225.00
4		\$75.00	\$150.00	\$225.00
5		\$75.00	\$150.00	\$225.00
6		\$75.00	\$150.00	\$225.00

A nil rate will apply for land included in 3.3.7 and 3.3.8.

(E) KERBSIDE RECYCLING RATE

A targeted rate for Kerbside Recycling, set under Section 16 of the Local Government (Rating) Act 2002 as a fixed amount on a uniform basis, applied to each separately used or inhabited part of a rating unit for which the Kerbside recycling collection service is available, such rate to apply as follows:

Differential Group	Kerbside Recycling Rate
1	\$19.00

3	\$19.00
4	\$19.00
5	\$19.00
6	\$19.00

(F) SEWERAGE RATE

A targeted rate for sewerage treatment and disposal, set under Section 16 of the Local Government (Rating) Act 2002 as a fixed amount on a uniform basis, applied to each separately used or inhabited part of a rating unit connected to the City Sewerage system (including the Bay View Sewerage Scheme), such rate to apply as follows:

Differential Group	Differential Code	Sewerage Rate
1		\$364.00
2		\$364.00
3	All except 3.3.7 and 3.3.8	\$364.00
4		\$364.00
5		\$364.00
6		\$364.00

A nil rate will apply for land included in 3.3.7 and 3.3.8.

The following rate will apply for each rating unit (excluding Bay View properties) not connected to the City Sewerage system but located within 30 metres of the system.

Differential Group	Differential Code	Sewerage Rate
1		\$182.00
2		\$182.00
3	All except 3.3.7 and 3.3.8	\$182.00
4		\$182.00
5		\$182.00

A nil rate will apply for land included in 3.3.7 and 3.3.8.

The following rate will apply for each rating unit located within the Bay View Stage 1 urban drainage area not connected to the sewerage system but located within 30 metres of the system.

Differential	Sewerage Rate
Group	
6	\$182.00

(G) BAY VIEW SEWERAGE CONNECTION RATE

A targeted rate for Bay View Sewerage Connection, set under Section 16 of the Local Government (Rating) Act 2002 as a fixed amount on a uniform basis, applied to each separately used or inhabited part of a rating unit connected to the Bay View Sewerage Scheme, where the lump sum payment option was not elected, such rate to apply to the Differential Groups as follows:

Differential	Bay View
Group	Sewerage Connection Rate
6	\$941.36

(H) OFF STREET CARPARKING RATE

A targeted rate to provide funding for additional off street carparking in the Central Business District, Taradale and Suburban Shopping and commercial areas and to maintain existing offstreet parking areas in suburban shopping and commercial areas, set under Section 16 of the Local Government (Rating) Act 2002 on a differential basis and on the rateable land value, to apply to rating units in the Central Business District, Taradale Suburban commercial area, and other suburban shopping centres and commercial properties located in residential areas which are serviced by Council supplied offstreet parking, such rate to apply to the Differential Groups and Differential Codes as follows:

Differential	Differential	Off Street
Group	Code	Carparking Rate – Cents in the \$
2	2.1.1	0.14841
	2.1.2	0.07436
	2.3.2	0.10526
	2.4.3	0.10526
	2.4.4	0.10526

	2.4.5	0.10526
	2.5.2	0.10526
3	3.2.1	0.07436
	3.3.3	0.07436

(I) CBD PROMOTION RATE

A targeted rate to fund at least 70% of the cost of the promotional activities run by the Napier City Business Inc, set under Section 16 of the Local Government (Rating) Act 2002, and applied uniformly on the rateable land value of all rating units in the area defined as the Central Business District, such rate to apply to applicable properties within the Differential Groups and Differential Codes as follows:

Differential Group	Differential Code	CBD Promotion Rate – Cents in the \$
2	2.1 & 2.2	0.20522

(J) TARADALE PROMOTION RATE

A targeted rate to fund the cost of the Taradale Marketing Association's promotional activities, set under Section 16 of the Local Government (Rating) Act 2002 and applied uniformly on the rateable land value of all rating units in the Taradale Suburban Commercial area, such rate to apply to the Differential Groups and Differential Codes as follows:

Differential Group	Differential Code	Taradale Promotion Rate – Cents in the \$
2	2.3.1, 2.3.2 & 2.3.3	0.22700

(I) SWIMMING POOL SAFETY RATE

A targeted rate to fund the cost of pool inspections and related costs, set under Section 16 of the Local Government (Rating) Act 2002, as a fixed amount on every rating unit where a swimming pool or small heated pool (within the meaning of the Building (Pools) Amendment Act 2016) is located, of \$50 per rating unit.

DIFFERENTIAL CATEGORIES

For each of the rates outlined in A to J above, the description of the Differential Groups applying is:

1. City Residential Properties
2. Commercial and Industrial Properties
3. Miscellaneous Properties (e.g. schools and kindergartens, churches, non-profit organisations, halls, private hospitals, etc)

(Council properties (other than leased) are included in 3.3.7 and 3.3.8)

4. Ex-City Rural Areas (i.e. part of Napier City prior to 1.11.89)
5. Other Rural Areas
6. Bay View Differential Rating Area

Full description of the differential groups and differential codes is contained in the 2018-28 Long Term Plan.

For the purpose of calculating the General Rate, the differential factor applying for each category is:

1. City Residential	100%
2. Commercial and Industrial	268.87%
3. Miscellaneous	100%
4. Ex-City Rural	64.32%
5. Other Rural	64.32%
6. Bay View	74.18%

DUE DATES FOR PAYMENT OF RATES

Instalment Rating

That rates other than water by meter charges are due and payable in four equal instalments as follows:

Instalment 1	due 22 August 2018
Instalment 2	due 21 November 2018
Instalment 3	due 20 February 2019
Instalment 4	due 22 May 2019

Water by Meter Charges

That water by meter charges are due for payment by the 20th of the month after the month of invoice as follows:

Metered Domestic Supplies - Invoiced annually

-
- June 2019, due 20 July 2019

Non-Domestic Supplies - Invoiced quarterly

- September 2018, due 20 October 2018
- December 2018, due 20 January 2019
- March 2019, due 20 April 2019
- June 2019, due 20 July 2019

PENALTIES

That pursuant to Sections 57 and 58 of the Local Government (Rating) Act 2002 a penalty of 10 per cent is added to each instalment or part thereof which is unpaid 2 full working days after the due date for payment. Previous years rates which remain unpaid will have a further 10 per cent added 2 full working days after the due date for instalments one and three.

Carried

The meeting closed at 3.03pm

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

Chairperson

Date of approval