



ORDINARY MEETING OF COUNCIL

Open Agenda

Meeting Date: Thursday 26 June 2025

Time: 9.30am (Adopt Annual Plan)

Venue: Chapman Room
Level 1 Chapman Pavilion
McLean Park
Latham Street
Napier

Livestreamed via Council's Facebook page

Council Members **Chair:** Mayor Wise

Members: Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Greig, Mawson, McGrath, Price, Simpson, Tareha and Taylor

Officer Responsible Chief Executive

Administrator Governance Team

Next Council Meeting
Monday 21 July 2025

2022-2025 TERM OF REFERENCE - COUNCIL

<i>Chairperson</i>	<i>Her Worship Mayor Kirsten Wise</i>
<i>Deputy Chairperson</i>	<i>Deputy Mayor Annette Brosnan</i>
<i>Membership</i>	<i>All elected members</i>
<i>Quorum</i>	<i>7</i>
<i>Meeting frequency</i>	<i>At least 6 weekly and as required</i>
<i>Executive</i>	<i>Chief Executive</i>

Purpose

The Council is responsible for:

1. Providing leadership to and advocacy on behalf of the people of Napier.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

The Council is responsible for the following powers which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body¹:

1. The power to make a rate
2. The power to make a bylaw
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
4. The power to adopt a long-term plan, annual plan, or annual report
5. The power to appoint a chief executive
6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement, including the 30-Year Infrastructure Strategy
7. The power to adopt a remuneration and employment policy.
8. The power to establish a joint committee with another local authority or other public body².
9. The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
10. The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
11. The power to make a final decision whether to adopt, amend, revoke, or replace a local Easter Sunday shop trading policy, or to continue a local Easter Sunday shop trading policy without amendment following a review.³

1 Schedule 7, clause 32. Local Government Act 2002.

2 Schedule 7, clause 30A

3 Shop Trading Hours Act 1990, section 5D.

Delegated Power to Act

The Council retains all decision making authority, and will consider recommendations of its committees prior to resolving a position.

Specific matters that will be considered directly by Council include without limitation unless by statute:

1. Direction and guidance in relation to all stages of the preparation of Long Term Plans and Annual Plans
2. Approval or amendment of the Council's Standing Orders⁴.
3. Approval or amendment the Code of Conduct for Elected Members⁵.
4. Appointment and discharging of committees, subcommittees, and any other subordinate decision-making bodies⁶.
5. Approval of any changes to the nature and delegations of any Committees.
6. Appointment and discharging of members of committees (as required and in line with legislation in relation to the role and powers of the Mayor) ⁷.
7. Approval of governance level strategies, plans and policies which advance council's vision and strategic goals.
8. Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer.
9. Reviewing of representation arrangements, at least six yearly⁸.
10. Approval of any changes to city boundaries under the Resource Management Act.
11. Appointment or removal of trustees, directors or office holders to Council's Council-Controlled Organisations (CCOs) and Council Organisations (COs) and to other external bodies.
12. Approval the Local Governance Statement as required under the Local Government Act 2002.
13. Approval of the Triennial Agreement as required under the Local Government Act 2002.
14. Allocation of the remuneration pool set by the Remuneration Authority for the remuneration of elected members.
15. To consider and decide tenders for the supply of goods and services, where tenders exceed the Chief Executive's delegated authority, or where projects are formally identified by Council to be of particular interest. In addition, in the case of the latter, milestone reporting to Council will commence prior to the procurement process.

4 Schedule 7, clause 27,

5 Schedule 7, clause 15,

6 Schedule 7, clause 30,

7 Schedule 7, clause 30,

8 Local Electoral Act 2001, section 19H.

ORDER OF BUSINESS

Karakia

Apologies

Nil

Conflicts of interest

Public forum

- **Topic - Regulatory Asset Management Plan / 10 year plan and a general sector and pricing update**

Unison Networks Limited:

- Jason Larkin, General Manager, Commercial Regulatory
- Gagan Chadha, General Manager Network Operations

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

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

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

Announcements by the management

Confirmation of minutes

That the Draft Minutes of the Ordinary Meeting of Council held on Monday, 26 May 2025 be confirmed as a true and accurate record of the meeting.246

That the Draft Minutes of the Ordinary Meeting of Council held on Thursday, 5 June 2025 be confirmed as a true and accurate record of the meeting.271

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AGENDA ITEMS

1. ADOPTION OF THE ANNUAL PLAN 2025/26

<i>Type of Report:</i>	Legal
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	1858411
<i>Reporting Officer/s & Unit:</i>	Danica Rio, Senior Advisor Corporate Planning

1.1 Purpose of Report

This report presents the final Annual Plan 2025/26 for adoption by Council. As per section 95(3) of the Local Government Act 2002 (LGA 2002), Council is required to adopt the plan prior to 1 July 2025.

Officer's Recommendation

That Council:

- Note** that the Annual Plan 2025/26 has been developed in accordance with the requirements of the Local Government Act 2002, but Council will have an unbalanced budget for the year.
- Note** that due to the decisions made as part of the deliberations process, Council have settled on an average rates increase of 8.9% for 2025/26 which is 2.8% lower than the 11.7% increase indicated in the Three-Year Plan.
- Adopt** the Annual Plan 2025/26 (Doc Id 1859875).
- Delegate** responsibility to the Chief Financial Officer to approve any final edits required to the Annual Plan and supporting information in order to finalise the documents for uploading online and physical distribution.
- Direct** officers to comply with section 95 (7) of the Local Government Act 2002 and make the Annual Plan publicly available.

1.2 Background Summary

This report concludes Council's annual planning process by presenting the Annual Plan 2025/26 for adoption.

Councils must prepare and adopt an Annual Plan for each financial year that a Long Term Plan (LTP) is not produced (the two interim years between reviewing the LTP every third year), as per section 95 of the Local Government Act 2002 (LGA).

Council's Three-Year Plan 2024-27 (replacing the LTP this cycle) was adopted on 27 June 2024. The Annual Plan 2025/26 represents year two of the current Three-Year Plan (TYP).

An Annual Plan takes the plan for the relevant financial year as set out in the LTP and updates it based on the information that has come to hand now the year is imminent.

Development of the Annual Plan provides the opportunity to refresh information and budgets for the coming year. This process allows for greater certainty and highlights the key variances from the LTP forecast for that year. The Annual Plan is the statutory link between the LTP and the annual setting of rates.

1.3 Annual Plan process to date

Council has undertaken the following as part of the development process for the Annual Plan 2025/26:

- Council workshops on 31 October, 19 November, and 5 December,
- Community consultation over March/April, including adoption of a consultation document setting out seven key consultation topics,
- Consideration of all 1007 public submissions on Council's consultation document
- Hearings over 26 and 27 May where 39 submitters/groups of submitters came to speak, and
- Deliberations on 28 May to discuss and confirm final resolutions for inclusion in the plan.

Reports that document the development process include but are not limited to:

- Development Approach to the Annual Plan 2025/26 (*Council meeting 26 September 2024*)
- Annual Plan 2025/26 – Adoption of Underlying Information (*Council meeting 12 December 2024*)
- Annual Plan 2025/26 – Adoption of Further Supporting Information (*Council meeting 20 February 2025*)
- Adoption of Annual Plan 2025/26 Consultation Document (*Council meeting 27 March 2025*)
- Submissions on the Annual Plan 2025/26 Consultation Document (*Council meeting 26 May 2025*)

1.4 Direction following consultation

Key consultation topics

Following consultation and the hearings process that took place, Council made the following decisions regarding its seven key consultation topics as part of deliberations:

1. ***The future of the National Aquarium of New Zealand:*** Council directed officers to start the business case process for the National Aquarium of New Zealand to further investigate the below options:
 - a) Council exits the aquarium activity by transferring to a new party (option that received the most community support), and
 - b) Council demolishes the current building and constructs a new building in its place. Council develops an income-earning activity(s) (Council's preferred option), and
 - c) Council refurbishes the newer part of the building, demolishes the circular part of the building, and constructs a new one in its place. Council develops an income earning activity(s) (received the same amount of support as the preferred option).

While the business case process is underway, status quo will continue at the National Aquarium of New Zealand.

2. ***The future of Napier isite:*** Council directed officers to initiate an expressions of interest process to explore a third-party managing the isite in the current location or a new location with no Council funding, while also exploring the current building being leased to a commercial entity for another purpose. Once exploration is complete, officers will present options to Council ahead of any further decisions. In the interim, the status quo for the isite will continue.
3. ***The future of Par2 MiniGolf:*** Council directed officers to explore commercially leasing Par2 MiniGolf at its current location to a third-party operator. Any lease arrangements will be presented to Council for approval. Status quo at Par2 MiniGolf will continue while the commercial lease option is explored.
4. ***The future of the Faraday Museum of Technology:*** Council endorsed the commencement of work towards handing over the running of the Faraday Museum to a trust and giving the charity a one-off capital grant of \$1 million and a \$500,000 yearly operational grant. Officers will report back to Council to provide a project plan with key dates and Council touch points for this piece of work.
5. ***Proposed interim closure of Napier Library:*** Council agreed to continue to operate the Napier Library for a minimum of Tuesday to Saturday each week. The temporary Library will need to close for a number of months to allow for the transition to Te Aka, noting the transition plan will be circulated with Council ahead of time. Council also directed officers to actively pursue opportunities to build a Library volunteer base.
6. ***Increase to Redclyffe Transfer Station fees:*** Council agreed to increase Redclyffe Transfer Station fees beyond the CPI of 4.1% to align with the principle of a user-pays approach.
7. ***Updating our Significance & Engagement policy:*** Council adopted the updated proposed Significance and Engagement policy that lists the inflation-adjusted value of Council's investment portfolio as a Strategic Group of Assets.

Other decisions

In addition to the decisions made on the consultation topics, Council also made the following decisions that have been reflected in Annual Plan 2025/26 budgets:

- ***Water Services Levies:*** Council directed officers to include funding in the plan to cover newly introduced water and regulation levies. Funding will be collected by way of a targeted rate and this is included in the overall 8.9% average rates increase.
- ***Coastal Hazards Joint Committee:*** Council agreed that the \$100,000 allocated to the Coastal Hazards Joint Committee will remain in the ringfenced Resilience Rate fund that is included in Annual Plan 2025/26 budgets subject to further information on the scope of the engagement process Hawke's Bay Regional Council is proposing to undertake.
- ***Entrance to Lagoon Farm/Ahuriri Regional Park:*** Council agreed to pull forward \$500,000 of capital funding for the entrance to the Lagoon Farm/Ahuriri Regional Park from Prebensen Drive. This funding has been included in the 2025/26 financial year as part of this plan.

1.5 Significance and Engagement

Consultation regarding the proposals now reflected in the Annual Plan 2025/26 was conducted in accordance with the requirements of the LGA 2002 and Council's Significance and Engagement Policy.

1.6 Implications

Financial

All financial impacts of the plan have been included within the final document, including impacts on rates, debt, and levels of service.

Councils are required by section 100 of the LGA 2002 to submit a balanced budget in their plans, unless they believe it is financially prudent not to. A balanced budget is achieved when Council's projected revenue meets projected operating expenses for any given year.

Council acknowledges that it will not achieve a balanced budget for 2025/26. Council has resolved that this is financially prudent as setting rate levels to achieve a balanced budget would put too much financial pressure on ratepayers. The unbalanced budgets is related to:

- loan-funding the deficits of Ocean Spa, Kennedy Park Resort, and Napier Conferences and Events as they transition to being financially self-sufficient, and
- allocating a consistent amount of annual revenue toward renewals, with the objective of achieving full depreciation funding by year ten of the Long Term Plan (as set out in Council's financial strategy). When reserve funds are insufficient to cover renewals, projects are loan-funded and repaid through future rates.

Social & Policy

The Annual Plan 2025/26 has been assessed as compliant with relevant Council policies.

Risk

The risks and associated impacts of the planning assumptions used to develop the Annual Plan 2025/26 are outlined on pages 14 and 15. (**Attachment 1** – Doc Id 1859875). As per section 96 of the LGA 2002, a resolution to adopt an Annual Plan does not constitute a decision to act on any specific matter included in the plan.

1.7 Options

The options available to Council are as follows:

- a. Adopt the Annual Plan 2025/26, or
- b. Do not adopt the Annual Plan 2025/26, noting this would mean rates cannot be set.

1.8 Development of Preferred Option

Option a. Adopt the Annual Plan 2025/26.

1.9 Attachments

- 1 Annual Plan 2025/26 (Doc Id 1859875) (Under separate cover 1)

2. 2025/26 RATES RESOLUTION

Type of Report:	Legal
Legal Reference:	Local Government (Rating) Act 2002
Document ID:	1859409
Reporting Officer/s & Unit:	Garry Hrustinsky, Corporate Finance Manager

2.1 Purpose of Report

To set rates for 2025/26 in accordance with the Local Government (Rating) Act 2002 and with the Funding Impact Statement.

Officer's Recommendation

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 2025 and ending on 30 June 2026, 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 as follows:

Differentials	Group / Code	Differential Rate	General rate - cents in the dollar on Land Value
Residential / Other	1	100%	0.46031
Commercial & Industrial	2	260%	1.19681
Rural	3	85%	0.39126
Rural Residential	4	90%	0.41428

(B) UNIFORM ANNUAL GENERAL CHARGE

A Uniform Annual General Charge of \$578.70 per separately used or inhabited part of a rating unit for all rateable land set under Section 15 of the Local Government (Rating) Act 2002.

(C) WATER RATES

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 the Napier Water Supply System. This rate will apply to the Differential Groups and Categories as follows:

Fire Protection Rate Differential Description (cents per dollar of Capital Value)	Connected to water Supply System
Central Business District and Fringe Area	0.02421
Suburban Shopping Centres, Hotels and Motels and Industrial rating units outside of the CBD	0.01210
Other rating units connected to the water supply system	0.00605

2. Water Rate

A targeted rate of \$371.60 for Water Supply, set on a differential basis under Section 16 & 17 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 Napier Water Supply System.

3. 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 Rate per cubic metre
Extra-ordinary Supplies (\$/m ³)	\$0.77214

4. Stormwater Rate

This rate recovers the net cost of the stormwater activity. A targeted rate for stormwater is set on a differential basis under Sections 16 & 17 of the Local Government (Rating) Act 2002 based on the rateable capital value on every rating unit within the defined service area.

Rural properties are exempted.

The differential categories for Stormwater Rates are:

Differentials	Cents per dollar of Capital Value
Residential / Other	0.02853
Commercial & Industrial	0.07417
Rural Residential	0.02853

5. Sewerage Rate

This rate recovers the net cost of the waste water activity. A targeted rate for sewerage treatment and disposal, is set on a differential basis under Section 16 of the Local Government (Rating) Act 2002 as a fixed amount on a uniform basis.

The rate of \$440.80 is applied to each separately used or inhabited part of a rating unit connected to the City Sewerage system.

6. Bay View Connection Rate

The Bay View Sewerage Scheme involves reticulation and pipeline connection to the City Sewerage System. Prior to 1 November 2005, property owners could elect to connect either under a lump sum payment option, or by way of a targeted rate payable over 20 years.

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.

The rate applies from 1 July following the date of connection for a period of 20 years, or until such time as a lump sum payment for the cost of connection is made.

The category of rateable land for setting the targeted rate is defined as the provision of a service to those properties that are connected to the sewerage system, but have not paid the lump sum connection fee.

The rate to apply for 2025/26 is \$941.35.

(D) REFUSE & RECYCLING

1. 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. This rate will apply as follows:

RATE		
1 COLLECTION PER WEEK	2 COLLECTIONS PER WEEK	3 COLLECTIONS PER WEEK
\$260.90	\$521.80	\$782.70

Rating units which Council officers determine are unable to practically receive the Council service and have an approved alternative service will be charged the Refuse Collection and Disposal Rate, but will be remitted the full balance for the rating year.

2. 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. This rate will apply as follows:

Charge per separately used or inhabited part of a rating unit	\$125.60
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Rating Units which Council officers determine are unable to practically receive the Council service and have an approved alternative service will be charged the Kerbside Recycling Rate, but will be remitted the full balance for the rating year.

(E) VEHICLE LEVY

1. Inner City Vehicle Levy

A targeted rate that provides funding for additional off-street car parking in the Central Business District set under Sections 16 & 17 of the Local Government (Rating) Act 2002 on a differential basis on the rateable land value, to apply to rating units in the Central Business District. The rate to apply to the Differential Groups is as follows:

Description	Cents in the dollar on Land Value
Properties where council provides additional parking due to the property receiving a 100% levy.	0.06011
Properties where council provides additional parking due to the property receiving a 50% levy.	0.03005

2. Taradale Vehicle Levy

A targeted rate, previously known as the Taradale Off Street Parking Rate, provides funding for additional off street car parking in the Taradale Shopping and commercial area and to maintain existing off street parking areas in Taradale, set under Section 16 of the Local Government (Rating) Act 2002 as a rate in the dollar on Land Value on rating units in the Taradale Commercial and Shopping Area as follows:

Description	Cents in the dollar on Land Value
Taradale Vehicle Levy	0.06022

3) Suburban Vehicle Levy

A targeted rate, previously known as the Suburban Off Street Parking Rate, provides funding for additional off street car parking in Suburban Shopping and commercial areas and to maintain existing off street parking areas in suburban shopping and commercial areas, set under Section 16 of the Local Government (Rating) Act 2002 as a rate in the dollar on Land Value on all rating units in Suburban Shopping and Commercial Areas as follows:

Description	Cents in the dollar on Land Value
Suburban Vehicle Levy	0.06022

(F) PROMOTION RATES**1. NCBI CBD Promotion Levy**

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:

Description	Cents in the dollar on Land Value
Properties in the CBD Promotion Rate area	0.20268

2. 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:

Description	Cents in the dollar on Land Value
Properties in the Taradale Promotion Rate area	0.16305

(G) OTHER RATES AND CHARGES**1. 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 \$83 per rating unit.

2. Rangatira Revetment Rate

Revetment construction commenced in 2023 to provide protection from ongoing coastal erosion. The Rangatira Revetment targeted rate is a fixed amount of \$348.61, set on a uniform basis under Section 16 of the Local Government (Rating) Act 2002. It is applied to each separately used or inhabited part of a rating unit on the north side of Whakarire Avenue. This rate recovers the private funding component of the cost over a period of 25 years.

3. Resilience Rate

This rate partially funds activities related to emergency preparedness including, but not limited to, infrastructure projects, civil defence planning, emergency equipment, and other disaster-related planning. These costs would otherwise not be budgeted for, or included, in the Long Term Plan. The targeted rate is a fixed

amount of \$17.50 set on a uniform basis, applied to each separately used or inhabited part of a rating unit. This rate has been introduced according to the procedure set out in Section 23 of the Local Government (Rating) Act 2002.

4. Due Dates for Payment and Penalty Dates (For Rates other than Water by Meter Rates)

That rates other than water by meter charges are due and payable in four equal instalments. A 10% penalty will be added to any portion of rates (except for Water by Meter) assessed for the 2025/26 rating year that remains unpaid after the relevant instalment date. The respective penalty dates are shown in the following table as provided for in section 57 and 58(1)(a) of the Local Government (Rating) act 2002

Instalment	Due date	Penalty Date
1	20 August 2025	20 August 2025
2	19 November 2025	19 November 2025
3	18 February 2026	18 February 2026
4	20 May 2026	20 May 2026

Any portion of rates assessed in previous years (including previously applied penalties) which remains unpaid on 30 July 2025 will have a further 10% added, firstly on 31 July 2025, and if still unpaid, again on 31 January 2026.

5. Water Rates

Targeted rates for metered water supply will be separately invoiced from other rates invoices. Metered water supply for commercial properties is invoiced quarterly and metered water for domestic (residential) water supply is invoiced annually. A 10% penalty will be added to any part of the water rates that remain unpaid by the due date as shown in the table below as provided for in section 57 and 58(1)(a) of the Local Government (Rating) Act 2002.

Metered Water Supply rates are due for payment as follows:

Instalment	3 monthly invoicing Due Date	Penalty date
1	20 July 2025	26 July 2025
2	20 October 2025	26 October 2025
3	20 January 2026	26 January 2026
4	20 April 2026	26 April 2026
Period Ending	Annual invoicing Due Date	Penalty date
30 June 2025	20 July 2025	26 July 2025
30 June 2026	20 July 2026	26 July 2026

A penalty of 10% will be added to any portion of water supplied by meter, assessed in the current year, which remains unpaid by the relevant instalment due date, on the respective penalty date above.

Any portion of water rates assessed in previous years (including previously applied penalties) which are unpaid by 30 July 2025 will have a further 10% added, firstly on 31 July 2025, and if still unpaid, again on 31 January 2026.

Any water payments made will be allocated to the oldest debt.

2.2 Background Summary

Once the Annual Plan for the year has been adopted Council needs to pass a resolution to set the rates for the year to enable the required rates revenue to be collected to fund Council's budgeted activities for the year.

The resolution is drafted to comply with the requirements of the Local Government (Rating) Act 2002.

2.3 Issues

These resolutions are procedural in nature in that they follow the legal process to collect the revenue as proposed in the Annual Plan.

The proposed rates are as set out in the Funding Impact Statement which is included in the Annual Plan document. The rates vary slightly from those published in the draft Annual Plan however the overall effect remains at an average increase of 8.9% for existing ratepayers. Examples of the impact for different categories are provided in the Annual Plan.

2.4 Significance and Engagement

This report implements decisions of Council made after consultation on the 2025/26 Annual Plan.

2.5 Implications

Financial

The recommendations in this report enable Council to collect rates revenues of \$111.14 million (excluding GST) as outlined in the 2025/26 Annual Plan.

Social & Policy

There are no social or policy implications.

Risk

If council does not pass the proposed resolutions, the required revenue to fund Council's activities for 2025/26 would not be able to be collected.

2.6 Options

The options available to Council are as follows:

- a. Adopt the resolutions as proposed
- b. Adopt an amended resolution
- c. Do not adopt the resolution

2.7 Development of Preferred Option

These resolutions are procedural in nature in that they implement a decision that is made by Council when the 2025/26 Annual Plan is adopted. The preferred option is to adopt the resolutions as proposed without any alteration.

2.8 Attachments

Nil

3. NAPIER CITY COUNCIL LOCAL ALCOHOL POLICY

<i>Type of Report:</i>	Operational and Procedural
<i>Legal Reference:</i>	Enter Legal Reference
<i>Document ID:</i>	1850635
<i>Reporting Officer/s & Unit:</i>	Stephen Bokkerink, Team Leader Compliance

3.1 Purpose of Report

The purpose of this report is to obtain a resolution from Council to publicly notify the final Local Alcohol Policy for adoption 30 days after public notification.

Officer's Recommendation

That Council:

- a. **Receive** the report titled Napier City Council Local Alcohol Policy dated 26 June 2025.
- b. **Approve** that in accordance with section 81 and section 90 of the Sale and Supply of Alcohol 2012 (the Act):
 1. The Local Alcohol Policy is publicly notified.
 2. The Local Alcohol Policy is adopted 30 days after the date it is publicly notified.
 3. The Local Alcohol Policy comes into force on the date it is adopted (as there are no changes to the maximum trading hours or one-way door restriction proposed).

3.2 Background Summary

On 24 October 2024, the Future Napier Committee approved commencing a review of the Local Alcohol Policy (LAP) for Napier City to contribute to a reduction of alcohol-related harm in our community and for ease of administration and efficiencies.

A draft LAP was discussed in a Council workshop on 30 January 2025, with information considered from NZ Police, the Medical Officer of Health, and inspectors. The draft LAP and related documents, including a research report, were approved for consultation on 20 February 2025.

The Council consulted the public on the draft LAP from 14 March to 14 April 2025. On 29 April 2025, a public hearing was held where verbal feedback was provided to Council. After the hearing, the Council discussed changes to the draft LAP, including to retain maximum trading hours as per the existing LAP (2019), amend location provisions, amend discretionary conditions, and retain the one-way door restriction as per the existing LAP (2019). See consultation summary and reasons, **attached**.

Process for LAP review

The LAP review process has included:



Figure 1: NCC LAP review process

This LAP review process was amended from what the Future Napier Committee received at its 24 October 2024 meeting to satisfy the Napier City Council requirements for adopting a policy.

3.3 Issues

Issues identified include:

1. Developing Napier City Council's LAP requires reliable, up-to-date information on alcohol-related harm. When drafting a LAP, Council is required to consider the nature and extent of alcohol-related issues within their district. Locality-specific data to inform the draft LAP comprised of information from reporting agencies (Police and the Medical Officer of Health) and the research report.

3.4 Significance and Engagement

A Special Consultative Procedure was completed to develop the Local Alcohol Policy.

3.5 Implications

Financial

This policy will incur fees associated with legal review and costs for the consultation outlined above. These will be covered from the existing operational budget in the 2024-2025 year.

Social & Policy

Alcohol-related harm is a health and social issue for which Councils are given regulatory provisions to mitigate harm through the Act. Council has a core regulatory role in alcohol licensing that responds to alcohol related harm with input from its community. The provisions in the LAP enable Council to specify maximum trading hours for licenced premises, location-based policies, discretionary conditions, and one-way door policies.

Risk

Two risks are identified:

1. There is a risk of unintended consequences if Napier's policy differs significantly from Hastings. At the time of writing, Hastings District Council has not finalised its Local Alcohol Policy (LAP). Differences in maximum trading hours between the two areas could lead to issues, such as drinkers to travel between the two areas to take

advantage of longer trading hours. Alignment between the two councils was not possible at the hearing stage, as Hastings District Council had yet to make its final decision.

2. The new LAP must be adopted by July 2025. The current LAP (2019) lapses in August 2025, and there will be no LAP in force until a new LAP is adopted.

3.6 Options

The options available to Council are as follows:

- Agree the LAP (v1.0) is publicly notified after the Council meeting on 26 June 2025.
- Make amendments to the LAP (v1.0) provisions at the 26 June 2025, prior to public notification of the LAP.
- Direct the Officer to undertake further enquiries or research on any specific matter and provide recommendations to Council for a future meeting.

3.7 Development of Preferred Option

N/A

3.8 Attachments

- 1 Submissions Analysis - Post hearing (Doc Id 1860334) (Under separate cover 1)
- 2 Local Alcohol Policy - Reasons (Doc Id 1860333) (Under separate cover 1)
- 3 Final draft LAP (v0.3) - track change version (Doc Id 1852960) (Under separate cover 1)

4. ADOPT CITY WIDE RESERVE MANAGEMENT PLAN

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Reserves Act 1977
<i>Document ID:</i>	1851986
<i>Reporting Officer/s & Unit:</i>	Kate Ivicheva, Manager Asset Strategy Debra Stewart, Contractor

4.1 Purpose of Report

For Council to adopt the Final City-Wide Reserve Management Plan (CWRMP), which has been prepared in accordance with Section 41 of the Reserves Act 1977 and amended to reflect decisions made as part of the public submissions and hearings process.

Officer's Recommendation

That Council:

- a. **Adopt** the City-Wide Reserves Management Plan (Doc Id 1860344), which has been prepared per Section 41 of the Reserve Act.
- a. **Note** that the final CWRMP will be forwarded to the Minister of Conservation for signing and sealing, in accordance with Section 41(5) and (6) of the Reserves Act 1977.

4.2 Background Summary

Under Section 41 of the Reserves Act 1977, Reserve Management Plans are required to be prepared for land that is vested subject to the provisions of the Act. Preparing a Reserves Management Plan is best practice for publicly owned parks and reserves, even if they are not vested in accordance with the Act. Reserve Management Plans are to be kept under continuous review. Council's current Management Plan for Recreation Reserves was adopted in 2000.

Consultation was conducted in accordance with Section 41 of the Reserves Act.

- The notification of intent to prepare and plan and pre-engagement taking place between May to July 2022.
- The draft plan was prepared by Council officers and adopted for consultation on 31 October 2024.
- The consultation period was open from 8 November 2024 to 28 February 2025.
- 24 submissions were received.
- The hearing held on 15 April 2025 had 5 submissions presented to Council.

Council Officers have amended the CWRMP in accordance with the hearing and recommendations made, as recorded in Ordinary Meeting Open Minutes from 5 June 2025.

After considering all the submissions, Council recommended the following matters to be amended, and officers have made amendments accordingly:

Remedy 1: Part A: Headings

Following the submission of Save the Dotterels, Hawkes Bay, (submitter 19). Officers have made amendments to include the word beaches, where it exists alongside coastal and foreshore reserves. In Appendix 2, the map clearly identifies the beach reserve area.

Remedy 2: Part A: 1.4 Reserve Classifications

Officers have made amendments to include a reference of significance under IIPart A: 1.4 Reserve Classifications of Te Whanganui a Orotu and relationship with wider reserve network in Part A Section 5.0 Key Management Issues – 5.1 Biodiversity and Ecology.

Remedy 3: Part A – 3.5.2 Other Non-Statutory Documents

Following the submission of Cancer Society (submitter 22), Council Officers have amended section 3.5.2 Other Non-Statutory Documents, with the addition of the Joint Smokefree and Vape free Policy (2022).

Remedy 4: Part A- 4.0 Napier's Open Space Network

Following the submission of Save the Dotterels, Hawkes Bay (submitter 19). Officers have made an amendment to reference the indigenous flora and fauna the reserves provide and the requirement for the preservation of these specifics and their habits, under section 4.0.

Remedy 5: Part A – 5.3 Climate Change/Sustainability and Resilience

Following the submission of the Ahuriri Estuary Protection Society (submitter 24), Council Officers have amended insofar as the recommendation in Remedy 2 will include reference to the significance of Te Whanganui a Orotu.

Remedy 14: Part B – 2.0 Recreation and Access Activities

Council agreed not to include any Objectives or Policies relating to the specific provisions for recreational horse riding or mountain biking, as these activities can be considered through the future reviews of Individual and Group Management Plans.

Remedy 15: Part B – 2.3 Accessibility

Council officers have amended 2.3.1 of Part B – 2.3 Accessibility, to reflect that not all development will be able to enable accessibility.

4.3 Issues

There are no known issues of significance that have not been considered by Council as part of the review, consultation and decision-making process.

4.4 Significance and Engagement

Engagement has been held in accordance with process set out in Section 41(6)(d) of The Reserves Act 1977.

4.5 Implications

Financial

Any matters of financial implications because of the adoption of the City Wide Reserve Management Plan will be addressed in Council's Long-Term Plan (LTP) and Annual Plan (AP) processes.

Social & Policy

The CWRMP provides Council's policy in relation to The Reserves Act 1977, guiding the use, management, and protection of reserves to ensure compliance with statutory requirements while reflecting community values and expectations for open space access, recreation, and environmental stewardship.

Risk

N/A

4.6 Options

The options available to Council are as follows:

- a. To adopt the CWRMP. (the preferred option)
- b. To not adopt the CWRMP.

4.7 Development of Preferred Option

This report's recommendation is to adopt the CWRMP, on the basis that it has followed Council process. Non-adoption of the CWRMP is considered unsuitable, as Council are required to have a Reserve Management Plan under Section 41 of The Reserves Act 1977, this is long overdue.

4.8 Attachments

- 1 City-Wide Reserve Management Plan to be adoptedc (Doc Id 860344 (Under separate cover 1)

5. ADOPTION OF WASTE MANAGEMENT AND MINIMISATION BYLAW 2025

Type of Report:	Legal
Legal Reference:	Waste Minimisation Act 2008
Document ID:	1858962
Reporting Officer/s & Unit:	Stefni Wilson, Waste Minimisation Lead

5.1 Purpose of Report

This report is to obtain a decision from Council on the adoption of the Waste Management and Minimisation Bylaw 2025 (Bylaw). It is a legal requirement of the Waste Minimisation Act 2008 (the Act) to have adopted a Waste Management and Minimisation Bylaw.

Officer's Recommendation

That Council:

- Receive** the report titled Adoption of Waste Management and Minimisation Bylaw 2025, dated, 26 June 2025.
- Adopt** the Waste Management and Minimisation Bylaw 2025 (**Attachment 1**) in accordance with section 56 of the Waste Minimisation Act 2008 and Local Government Act 2002, sections 151, 155, and 156.
- Delegate** authority to the Chief Executive all duties and actions under the Waste Management and Minimisation Bylaw 2025 and
- Direct** Officers to request relevant sub-delegation from the Chief Executive to perform the duties and decision making required under the bylaw.

5.2 Background Summary

This report is an administrative matter, following the Council meeting on Thursday, 5 June 2025, to confirm that no changes were required to be made by officers to the Draft Waste Management and Minimisation Bylaw 2025.

At the Council meeting on Thursday, 5 June 2025, Council completed all the relevant provisions contained within the Waste Minimisation and Local Government Acts regarding the preparation of a Waste Management and Minimisation Bylaw.

As part of the review process is to revoke the previous Bylaw, however, it has been acknowledged previously that Napier City Council Solid Waste Bylaw 2012 was already revoked on 1 July 2024. Under section 58 of the Waste Minimisation Act 2008 (WMA), a territorial authority must review a bylaw no later than 10 years after the bylaw was made. A review was not undertaken within the required timeframe, therefore Napier City Council's Solid Waste Bylaw was revoked on 1 July 2024⁹.

⁹ This bylaw was valid for 2012-2022. As no review was undertaken within two years of last date on which the bylaw should have been reviewed, it was automatically revoked on 1 July 2024, in accordance with section 58(3) of the WMA and referenced LGA section 160A.

This report recommends that the newly developed Waste Management and Minimisation Bylaw 2025 be adopted (**Attachment 1**).

The final Waste Management and Minimisation Bylaw 2025 will be made available to the public as soon as possible on the Napier City Council website.

5.3 Issues

No Issues

5.4 Significance and Engagement

N/A

5.5 Implications

Financial

The implementation of this Bylaw, monitoring and enforcement can be managed within existing budgets and resources, whilst still supporting the effective and efficient delivery of council waste services. There may be costs associated with the introduction of controls in the future for specific waste streams or waste sources. These can be considered as part of the decision-making process at that time, alongside the reasons for adopting those controls.

If a replacement Bylaw for the existing, expired Bylaw is not adopted, there is likely to be no immediate financial implications. However, the lack of regulation may result in unforeseen costs to ensure waste is effectively and safely managed.

Social & Policy

This Bylaw's approach aligns with the joint WMMP 2025-2031, and the New Zealand Waste Strategy. It also effectively addresses impacts of managing waste on the safety of the public and staff that collect waste and supports the delivery of effective and efficient council waste services. Regulation of where waste is placed in public places will ensure that public access is maintained.

Risk

If a replacement Bylaw for the existing, expired Bylaw is not adopted, there is a risk that ensuring the safe and effective waste management will not be supported by regulation and requirements to manage waste could be un-enforceable. This could result in higher costs or resources required to manage waste service and infrastructure. The lack of regulation could also limit future progress towards WMMP vision and goals.

5.6 Options

The options available to Council are as follows:

- A. Do not adopt the Waste Management and Minimisation Bylaw 2025. This option does not align with legislative requirements and will not help to achieve the vision and goals in the joint WMMP 2025-2031.
- B. Adopt the Waste Management and Minimisation Bylaw 2025. This option aligns with legislative requirements and will help to achieve the vision and goals set out in the joint WMMP 2025-2031 (preferred option).

5.7 Development of Preferred Option

Option B above is recommended as the preferred option as it ensures the Council aligns with current legislative requirements, while addressing the updated vision to improve

waste management and minimisation in the joint WMMP 2025-2031. This option will allow some measures to be put in place to support effective and efficient waste management and minimisation, delivered within existing council resources and budget, while providing for flexibility to introduce additional regulation through controls, when and if required to continue to support the implementation of the WMMP.

5.8 Attachments

- 1 Waste Management and Minimisation Bylaw (Doc Id 1860544) [📄](#)



WASTE MANAGEMENT AND MINIMISATION *Bylaw*

2025



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

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Napier City Council
Waste Management and
Minimisation Bylaw 2025

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1 Scope

- 1.1 This bylaw is the Napier City Council Waste Management and Minimisation Bylaw 2025/ Te Ture ā-rohe a Te Kaunihera o Ahuriri mō te Whakahaere me te Whakaiti Para 2025.
- 1.2 This bylaw is made under the Waste Minimisation Act 2008.
- 1.3 This bylaw applies to Napier City.
- 1.4 The Napier City Council Solid Waste Bylaw 2012 was revoked on 1 July 2024 under section 58(3) of the WM Act applying section 160A of the LGA.
- 1.5 This bylaw comes into force on 26 June 2025.

Explanatory note: This bylaw should be read in conjunction with the Hastings District Council/ Napier City Council Joint Waste Management and Minimisation Plan/ Te Mahere Whakahaere me te Whakaiti Para and any relevant controls referred to in clause 3.

1.6 This bylaw does not apply to:

- a) Council when exercising its lawful compliance functions;
- b) Emergency services or civil defence personnel exercising their lawful functions in an emergency; or
- c) Any Person acting in compliance with a lawful direction of Council.

1.7 The purpose of this bylaw is to support:

- a) The implementation of the Hastings District Council/Napier City Council Joint Waste Management and Minimisation Plan;
- b) Achieve the purpose of the Waste Minimisation Act 2008 and the New Zealand Waste Strategy;
- c) Efficient and effective waste management and minimisation across Napier City and support safe practices through the regulation of the collection, transport, Recovery and disposal of Waste.

1.8 Compliance with bylaw

- a) No Person may deposit, collect, transport, sort, store, process or dispose of Waste other than in accordance with this bylaw;
- b) To avoid doubt, compliance with this bylaw does not remove the need to comply with all other applicable Acts, Regulations, bylaws and any relevant consents, permits or approvals.

2 Definitions and Interpretation

2.1 In this bylaw unless the context otherwise requires:

Animal Remains means partial or whole animal carcasses or body parts excluding food scraps, manufactured goods and animal excretions.

Approved Receptacle means a container, bag or other receptacle approved by Council for the disposal of Waste, including for the collection of that Waste.

Commercial/Industrial Waste means any waste that results from a commercial enterprise and includes Waste generated by the carrying on of any business, manufacture, process, trade, market, or other undertaking including scrap, salvaged materials or other similar Waste.

Construction and Demolition Waste means any Waste generated from any building work (including construction, renovation, repair or demolition); and includes but is not limited to concrete, plasterboard, insulation, nails, wood, steel, brick, paper, roofing materials, wool/textiles, cardboard, metals, plastic or glass, as well as any Waste originating from site preparation, such as dredging materials, tree stumps, asphalt and rubble.

Explanatory note: For clarity and the avoidance of doubt, waste created during the manufacture of building products is not 'Construction and Demolition Waste' in terms of this bylaw.

Council Collection Point means any Council approved places, facilities or receptacle where Approved Receptacles may be left for collection or Waste may be deposited.

Event Waste means any Waste generated from any organised temporary activity of significant scale and/or occurring over multiple days that is likely to create Waste, including (but not limited to) an open-air market, parade, protest, festival, sports, concert or celebration.

Green Waste means lawn clippings, weeds, plants, soft vegetable matter or other Organic Waste, that by nature or condition and being free of any contaminants will naturally decompose into compost. This excludes any plant or vegetation classified as a pest plant by Hawke's Bay Regional Council (HBRC), such as moth plant.

Hazardous Waste means any waste that:

- a) contains substances defined in Section 2 of the Hazardous Substances and New Organisms Act 1996, which exceed the minimum degree of hazard specified by the Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000; or
- b) meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and the NZ Standard 5433: 1999 - Transport of Dangerous Goods on Land; or
- c) or is publicly notified by the Council from time to time to be hazardous and to require special handling for the purposes of collection, transportation, Recovery or disposal.

Household/Domestic Waste means any Waste originating from any household or from the cafeteria, lunchroom or canteen of any commercial enterprise. To avoid doubt this includes Recyclable Material, Green Waste or Organic Waste.

Licence means a licence, consent, permit or approval to do something under this bylaw and includes any conditions to which the licence is subject.

Medical Waste means waste generated by healthcare facilities that poses a risk of infection or is hazardous, including items like needles, syringes, blood-soaked materials, and certain pharmaceuticals.

Explanatory note: *the Management of Healthcare Waste Standard (NZS 4304:2002) outlines types*

of medical waste. In the context of this bylaw, hazardous and controlled healthcare waste are medical waste.

Multi-Unit Development means a multiple tenancy property comprising of 10 or more separately occupied residential units, whether in the same building or in separate buildings, and held either in common ownership or in separate ownership. This includes a unit title development, a mixed-use premises with business activities, and any development with controlled or restricted access, such as a gated community.

Occupier in relation to any land or premises, means any lessee, licensee, or other occupant of the land, and includes the Owner or the agent of the owner where there is no apparent occupier.

Organic Waste means food scraps including all parts of food discarded during food preparation ("food organics") and vegetative materials discarded from gardening activities ("garden organics"), as provided for in the Standard.

Owner as applied to any Premises means any Person for the time being entitled to receive the rent for such Premises, or who would be so entitled if it were let to a tenant at a rack rent and, where any such Person is absent from New Zealand, includes their attorney or Agent.

Person means an individual, a corporation sole, a body corporate, and an unincorporated body.

Prohibited Waste means Waste containing any:

- a) Material capable of causing any injury to any person or animal unless that material is sufficiently contained to prevent injury;
- b) Material capable of causing damage to the Approved Receptacle or likely to shatter in the course of collection unless the material is sufficiently contained to prevent damage to the Approved Receptacle or to prevent injury;
- c) Material that may endanger any person, animal or vehicle that may come in to contact with it prior to, during or following collection, transportation, Recovery, or disposal;
- d) Liquid or viscous fluid (including but not limited to used oil and paints);

- e) Radioactive wastes but excluding domestic smoke detectors;
- f) Batteries, including but not limited to lithium and lead acid batteries;
- g) Hazardous Waste;
- h) Medical waste;
- i) Asbestos;
- j) Fluorescent lights or lightbulbs containing any mercury;
- k) Gas containers;
- l) Aerosol cans;
- m) Lead paint products;
- n) Other material prohibited by Council from time to time.

Public Place means a place that is open to or is being used by the public, whether free or on payment of a charge and whether any Owner or Occupier of the place is lawfully entitled to exclude or eject any person from it.

Public Waste Bins means an Approved Receptacle in a Public Place for the disposal of Waste and includes Approved Receptacles for different types of Waste for example Recyclable Material Organic Waste material or other Waste.

Recovery has the same meaning as in section 5 of the Waste Minimisation Act 2008.

- a) means extraction of materials or energy from waste or diverted material for further use or processing; and
- b) includes making waste or diverted material into compost.

Recyclable Material means the types of Waste that are able to be recycled and that may be specified by the Council from time to time under this bylaw.

Resource Recovery Facility means a premises

- a) At which material that has been disposed of or discarded is received, collected, sorted, stored, processed or any combination of these activities for the purpose of recovering components or elements for recycling or reuse;
- b) To avoid doubt, includes a commercial composting operation, recovery operation,

materials recovery facility, transfer station and recycling depot.

Special Collection Area means a Council defined area where there may be specific controls for the collection of Waste or Recyclable Material.

Standard means the Standard Materials for Kerbside Collections Notice 2023 (Notice No.1).

Waste Collector any person who collects or transports Waste as their primary business and includes commercial and non-commercial collectors and transporters of Waste (for example, community groups and not-for-profit organisations); but does not include individuals who collect and transport Waste for personal reasons (for example, a person taking household garden Waste to a refuse transfer station).

Waste has the same meaning as in section 5 of the Waste Minimisation Act 2008.

- a) Means anything disposed of or discarded; and
- b) Includes a type of waste that is defined by its composition or source (for example, Organic Waste, electronic waste, or Construction and Demolition Waste); and
- c) To avoid doubt, includes any component or element of diverted material, if the component or element is disposed of or discarded.

Explanatory note: For clarity, the definition for Waste in the Public Places Bylaw is different to the definition in this bylaw. Waste in this bylaw has been defined using the Waste Minimisation Act 2008 definition.

Waste Management Facility means a premises

- a) At which material that has been disposed of or discarded is received, collected, sorted, stored, processed or any combination of these activities; and
- b) To avoid doubt, includes a landfill, cleanfill, managed fill, monofill or transfer station.

Waste Operator means a Person who owns, operates or manages a Waste Management Facility and/or Resource Recovery Facility.

2.2 Any undefined words, phrases or expressions used in this bylaw have the

same meanings as in the Waste Minimisation Act 2008 (including any regulations and rules made under that Act).

2.3 Part 2 of the Legislation Act 2019 applies to the interpretation of this bylaw.

2.4 Explanatory notes are not part of the bylaw, and the Council may add, amend or delete explanatory notes at any time without amending the bylaw.

Explanatory note: Explanatory notes are used to explain the intent of a clause in less formal language and/or to include additional helpful information.

3 Controls

3.1 In addition to the requirements of this bylaw, the Council may, by resolution publicly notified, make, amend or revoke controls or rules that provide for the following matters:

- a) The type, size, number, construction of and maximum allowable limits of Waste allowed in an Approved Receptacle for the collection of Waste from a Public Place, Council Collection Point or Special Collection Area;
- b) Collection times, conditions of use and any other operational matter relating to collection of an Approved Receptacle from a Public Place, Council Collection Point or a Special Collection Area;
- c) The placing of an Approved Receptacle for collection;
- d) The correct separation of Waste into an Approved Receptacle;
- e) Types of Waste that are prohibited;
- f) The effective management and minimisation of specific categories or types of Waste and diverted material, including but not limited to:
 - i. Construction and Demolition Waste;
 - ii. Organic Waste;
 - iii. Multi-Unit Development waste; and
 - iv. Event Waste;

- g) Conditions that, as applicable, can be included in any Licence for any Waste Collector or Waste Operator operating within the city, including, in addition to any of the above matters: the provision of information to the Council about the types of materials deposited, collected, transported, received, sorted, stored, processed, disposed of or any combination of these activities;
- h) The size, location, quantity and general management of Public Waste Bins allowed in Public Places.

3.2 Controls implemented by Council may:

- a) Regulate, control or prohibit any matter or thing generally, for any specified classes of case, or in a particular case;
- b) Apply to all Waste or any specified category or type of Waste;
- c) Apply to Napier City or to a specified part of it; and/or
- d) Apply at all times or at any specified time or period of time.

3.3 Any Person providing or using a waste collection service in or from a Public Place must comply with all controls made by the Council relating to that service.

4 Waste Collection

4.1 Waste may not be placed in a Public Place, Council Collection Point or in a Special Collection Area for collection unless it is:

- a) Household/Domestic Waste;
- b) Organic Waste (including Green Waste);
- c) Recyclable Material;
- d) any other type of Waste determined by the Council as able to be placed for collection.

4.2 A person that disposes of or discards Waste in a Public Place, at a Council Collection Point or in a Special Collection Area for collection under clause 4.1, must:

- a) ensure that Waste is separated in accordance with clause 5 and deposited into the correct Approved Receptacle as determined by Council;
- b) take all reasonable steps to prevent any Waste from escaping any Approved Receptacle.
- c) ensure that any Approved Receptacle is not overfilled;
- d) take all reasonable steps to prevent any Approved Receptacle disrupting or obstructing pedestrian and vehicular traffic and to preserve access to the premises;
- e) ensure that Approved Receptacles are placed for collection and retrieved in accordance with any applicable control specified by the Council under clause 3.

4.3 Council may declare by resolution that any road, Public Place or other land is a Special Collection Area.

4.4 Special Collection Areas shall be defined on a map and include information on any applicable control specified by the Council under clause 3.

4.5 A person must not:

- a) Cause, permit or allow the deposit of any Prohibited Waste into an Approved Receptacle;
- b) Cause, permit or allow the deposit of any material into an Approved Receptacle that is not approved for that type of Waste;
- c) Interfere with or remove any Waste material from an Approved Receptacle, except a Waste Collector, Authorised Officer, or with the consent of the Owner of the Approved Receptacle;
- d) Cause, permit or allow the deposit of any Waste in an Approved Receptacle provided to any other person, without that person's consent;
- e) Remove an Approved Receptacle from the premises to which it has been provided or from any other premises,

without the consent of Council (noting Council reserves the right to charge to replace any Approved Receptacle that are lost, stolen or damaged);

- f) Damage any Approved Receptacle;
- g) Obstruct or hinder a Waste Collector from lawfully collecting Waste from an Approved Receptacle.

5 Separation of Waste

- 5.1** Waste, including Recyclable Material and Organic Waste must be separated in accordance with the Waste types set out in the Standard before being placed in Approved Receptacles for collection.
- 5.2** Only materials stated in the Standard are accepted in an Approved Receptacle for Recyclable Material or Organic Waste, unless otherwise specified by the Council by resolution.

Explanatory note: A copy of the Standard is available here [Materials for Kerbside Collections Notice 2023 (Notice No.1)]

6 General Responsibilities

- 6.1** The Occupier of any premises is responsible for:
- a) Any Waste generated on that premises until it has been collected;
 - b) Any Waste, generated from that premises, that has been placed on public property in an Approved Receptacle for collection, that is not collected;
 - c) Ensuring that there is an adequate area on the premises for the safe storage of Approved Receptacles and that they are kept in a hygienic state.

7 Waste Collectors and Waste Operators

- 7.1** Any Waste Collector who collects or transports Waste from a Public Place, Council Collection Point or Special

Collection Area must:

- a) Make available to the Occupier of a premises one or more Approved Receptacle/s to enable separate collection of each of the Waste types required to be separately collected from the premises;
- b) Not collect or dispose of any Waste material which has not been separated in accordance with the requirements of this bylaw;
- c) Comply with all controls made by the Council relating to that collection.

- 7.2** The Council may require Waste Collectors and Waste Operators to apply for a Licence from the Council:

- a) in the form and manner required by Council; and
- b) including any information required by Council.

- 7.3** The Council may approve or refuse any application, taking into account the purpose of this bylaw and the Hastings District Council / Napier City Council Joint Waste Management and Minimisation Plan.

- 7.4** If approved, the Council may impose any conditions on the Licence provided for in any control made under clause 3 of this bylaw.

8 Public Waste Bins

- 8.1** A person must not:
- a) place any Household / Domestic Waste, Commercial / Industrial Waste, Organic Waste, Prohibited Waste or Hazardous Waste in any Public Waste Bin; or
 - b) Dispose of any Animal Remains in a Public Waste Bin; or
 - c) put or attempt to put any Waste into a Public Waste Bin if the bin is already full; or
 - d) remove any Waste from a Public Waste Bin unless authorised by Council to do so; or

- e) attach any advertising material (including but not limited to stickers and posters) to, or paint or vandalise any Public Waste Bin, unless authorised by Council to do so;
- f) Damage any Public Waste Bin provided by Council.

or indefinite, depending on the severity, at the discretion of Council (or licensed Waste Operator where applicable).

Explanatory note: A Person committing a breach of this bylaw and/or any controls made under the bylaw may also commit an offence under the Litter Act 1979 and may be liable to a penalty under that Act.

9 Enforcement

- 9.1** A Person who fails to comply with this bylaw and/or any controls made under the bylaw commits a breach of this bylaw and is liable to a penalty under the Waste Minimisation Act 2008.

Explanatory note: Section 60 of the Waste Minimisation Act 2008 provides that: "Every Person commits an offence who breaches a bylaw made under section 56 and is liable on conviction to a fine not exceeding \$20,000."

- 9.2** Where a Person does not comply with the requirements of this bylaw and/or any controls made under the bylaw in relation to collection service that applies to them, the Council (or a Council contracted Waste Operator where applicable) may take any/all of the following action(s) against the Person:

- a) Reject (i.e. not collect) the contents of any Approved Receptacle left out by that Person for collection from a Public Place, if the contents or placement of the receptacle is non-compliant;
- b) Issue written notices identifying the breach, requiring compliance with the bylaw and warning of the consequences of continued offending;
- c) Remove the non-compliant contents in a receptacle (or remove the entire Approved Receptacle) with the Owner/ Occupier subject to payment of the costs of removal, administrative costs and an additional penalty specified by Council. If payment is not made within the specified period, the service may be withdrawn or suspended as below;
- d) Withdraw or suspend the collection service provided to that Owner/Occupier. The suspension can be for a set period of time

10 Date Bylaw Made

This bylaw was made by the Napier City Council at a meeting of the Council on 26 June 2025.

Sealed with the Common Seal Of the Napier City Council In the presence of:

Mayor:

Chief Executive:

Date:

6. ADOPTION OF THE NAPIER/HASTINGS FUTURE DEVELOPMENT STRATEGY

Type of Report:	Legal and Operational
Legal Reference:	N/A
Document ID:	1861086
Reporting Officer/s & Unit:	Paulina Wilhelm, Manager City Development

6.1 Purpose of Report

The purpose of this report is to inform the adoption of a final joint Future Development Strategy (FDS) for the Napier-Hastings urban environment, which satisfies section 3.12 of the National Policy Statement on Urban Development (NPSUD).

Officer's Recommendation

That Council:

- a) **Receive** the report titled Adoption of the Napier/Hastings Future Development Strategy 26 June 2025.
- b) **Notes** the resolution of the Napier Hastings Future Development Strategy Joint Committee (FDSJC) from its Committee Meeting on 19 May 2025 as shown in the meeting minutes (**Attachment 5** (Doc Id 1861089). In particular resolution B which recommended the endorsement of the IHP report with the exclusion of Riverbend Road NC4b
- c) **Notes** this Agenda Report fulfils the Requirement of Resolution D (Report for Partner Councils) of the FDSJC.
- d) **Notes** the draft final FDS (**Attachment 1** (Doc Id 1861092) does not include the FDSJC Resolution (refer Recommendation B) to exclude NC4b Riverbend Road.
- e) That the Partner Councils in accordance with Section 3.12 of the National Policy Statement on Urban Development 2020 which relates to requirements local authorities to prepare and publish a Future Development Strategy (FDS), accept in part the recommendations of the FDSJC, but with the inclusion of Riverbend Road NC4b, and
- f) **Adopt** a final FDS that includes Riverbend Road NC4b with additional wording below relating to that specific site. (to be added to page 59, following the wording describing Ahuriri Station).

Riverbend (NC4b)

Riverbend (NC4b) has long been identified as a potential location for future urban development, including through the Heretaunga Plains Urban Development Strategy 2010 and 2017 editions. Active planning work has been undertaken over recent years involving the landowner and Napier City Council.

HBRC has expressed concerns about the potential for development at Riverbend given the site's susceptibility to flooding risk and other natural hazards. There is well documented

evidence of flooding affecting the site (for example, recent events in November 2020 and February 2023). The low-lying topography means the site is vulnerable to runoff and flooding, including from the existing neighbouring residential area.

Significant site-specific engineering works would be required to manage stormwater and flooding effects arising from development at Riverbend, including to maintain important environmental values to an acceptable level. Additional land will be required to manage these effects outside of the existing identified NC4b area if mitigation works cannot be achieved onsite. This is acknowledged in a footnote to Table 3 of the FDS.

The inclusion of Riverbend NC4b in the FDS does not predetermine the outcome of subsequent planning process, including structure planning, plan changes, and resource consent applications.

As part of any application for consent or rezoning proposal to develop the Riverbend NC4b site, further detailed work will need to be undertaken to ensure the site's suitability for development and necessary mitigation of stormwater and flooding impacts. This should include consideration of 'residual risks' (i.e. circumstances where events may exceed design and construction capacity of stormwater mitigation works) as has been recommended in the 2024 Hawke's Bay Independent Flood Review Panel's report.

- g) **Notes** that if the adopted draft final FDS aligns with F, then consequential amendments will be required to be made to **Attachment 1** (Doc Id 1861092) to include the additional wording.

6.2 Background Summary

The background context to the development of the FDS is set out in this report, and other reports presented to the Future Development Strategy Joint Committee (FDSJC) established by the Partner Councils. Of note, the FDSJC approved the draft FDS for notification on 23 October 2024 and then appointed an Independent Hearings Panel (IHP) to hold hearings and consider submissions on the draft FDS. Following those hearings, the FDSJC met on 19 May 2025 to consider the recommendations made by the IHP.

The FDSJC adopted the IHP's recommendations for all but one site (Riverbend Road – NC4b), with the draft FDS recommended for approval by the IHP attached as **Attachment 1**. For clarity, note that an amended version of the draft FDS was not provided following the FDSJC recommendations.

Subject to the consideration of this recommendation report by the Partner Councils, Officers consider that the draft FDS will satisfy the statutory requirements for a Future Development Strategy under the NPSUD.

This Report fulfils the Requirement of Resolution D (Report for Partner Councils) of the FDSJC, which required that a recommendation report be prepared to inform decision-making by the Partner Councils. This Report sets out the background context, statutory requirements and considerations, and makes a recommendation on the final form of the FDS for the Napier-Hastings urban environment.

6.3 Statutory Context for FDS

The NPSUD requires all tier 1 and tier 2 local authorities (Council is a tier 2 authority) to review every 3 years and to make publicly available an FDS for the urban environment

every 6 years and in time to inform or at the same time as preparation of the next Long-Term Plan of each relevant local authority. Where an urban environment involves more than one local authority, the NPSUD requires that a FDS is prepared jointly.

The NPS-UD states that the purpose of an FDS is to promote long term strategic planning by setting out how the Partner Councils (Hastings District Council, Napier City Council, Hawke's Bay Regional Council) intend to:

- Achieve well-functioning urban environments in existing and future urban areas,
- Provide at least sufficient development capacity over the next 30 years to meet expected demand, and
- Assist with the integration of planning decisions under the Resource Management Act with infrastructure planning and funding decisions.

A FDS is a strategic document that is intended to assist the Partner Councils with integrating planning decisions under the Resource Management Act 1991 (RMA) with Council Long Term Plans, Infrastructure Strategies, and funding decisions under the Local Government Act 2002 (LGA).

Development of the FDS has been ongoing for several years and has included lengthy engagement with mana whenua, elected officials, the community, interested landowners and developers, to inform detailed technical analysis and evaluation.

The FDS has been jointly developed in partnership with Hastings District Council, Napier City Council, Hawke's Bay Regional Council, and has directly involved Maungaharuru Tangitū Trust, Mana Ahuriri Trust and Tamatea Pōkai Whenua, all of which had members on the FDSJC.

In addition, significant input has been received from council officers, consultants and interested individuals, groups and stakeholders. This included:

- Barker & Associates, which is a specialist planning consultancy
- staff from Maungaharuru Tangitū Trust
- staff from Mana Ahuriri Trust and
- staff from Tamatea Pōkai Whenua.

The draft FDS was adopted by the FDSJC for consultation and is intended (once adopted) to satisfy the statutory requirements for Future Development Strategies under the NPSUD.

Once adopted, the final FDS will replace the current Heretaunga Plains Urban Development Strategy 2017 (**HPUDS**).

6.4 Consultation and Engagement

Section 3.15 of the NPSUD requires local authorities when preparing or updating an FDS to use the special consultative procedure in Section 83 of the Local Government Act 2002.

On October 23, the FDSJC recommended to the partner councils, (Hastings District Council, Napier City Council and Hawke's Bay Regional Council,) that the Draft Napier Hastings Future Development Strategy (FDS) be adopted for public notification and submission. One variation to the draft was put forward by the FDSJC

Middle Rd

The recommendation of the committee included one amendment to the strategy proposed by the consultants and technical advisory group. This was the exclusion of Middle Road sites Hn3a and Hn3b from the strategy. For the following reasons:

- *These areas are not required to provide sufficient development capacity to meet demand (including the 20 per cent competitiveness margin)*
- *Hn3a and Hn3b are Highly Productive land areas (including 'Land Use Capability' level 1 and 2)*
- *These areas are not included in the Heretaunga Plains Urban Development Strategy (except as a reserve area in the case of Hn3a)*
- *It would be contrary to the objectives of the FDS to include these areas.*

The draft recommendations were then considered by all Partner Councils in November. All Councils agreed to accept the Joint Committee's amendment to remove the Middle Rd sites Hn3a and Hn3b from the draft strategy. Those two sites have subsequently been removed from the draft.

An additional amendment to the draft was recommended by Hawke's Bay Regional Council being the removal of Riverbend Road NC4b. The Hastings District Council and Napier City Council voted to retain this area. To address this, the partner councils agreed that the strategy be notified for public input, with this divergence noted via this covering note, and that the divergence will be considered by the independent panel to be appointed to hear submissions.

Riverbend Rd

The Hawke's Bay Regional Council additionally recommended that the Riverbend Road site Nc4b also be excluded from the strategy, for the following reason:

- *Area Nc4b is subject to severe flooding risk.*

The FDSJC also resolved at its meeting held on 23 October 2024 to;

'Appoint an Independent Panel to assist the Joint Committee by hearing all persons / parties who wish to submit on the draft FDS. The Independent Panel will prepare a summation of all submissions and provide recommendations to the Joint Committee, for consideration by the Joint Committee. The Joint Committee can then recommend a final FDS to the Partner Councils'

The draft FDS was adopted by the Partner Councils for consultation on 19 November 2024.

The Independent Hearings Panel (IHP) consisted of the following members:

- Gina Sweetman (Chair),
Field of Expertise - Resource management, local and regional planning, policy and plan development. Resource consents. Te Ao Maori, Freshwater and Chair of Hearing Panels.
- Shadrach Rolleston,
Field of Expertise - Planning and Resource Management, Spatial and Growth Management Planning, Community and Māori Engagement, Te Ao Māori, Iwi Management Planning, Tikanga Māori, Treaty Settlements, Local Government Policy Planning.
- Julianne Chetham,

Field of Expertise - Planning, environmental science, geography, coastal and marine ecology and management, Cultural Impact Assessment, Tikanga Māori, Mātauranga Māori.

- Michael Parsonson,

Field of Expertise - District and regional consenting, plan changes, policy development. Resource use, construction, infrastructure, general land use activities, and associated effects. Council hearings, fast-track panels, boards of inquiry.

- Steven (Tipene) Wilson

Field of Expertise – Māori, Iwi

The notification period for the draft FDS ran from 23 November 2024 to 23 December 2024. This period was chosen to avoid the summer break and much of January when many workplaces are closed and staff are away for significant periods of time and therefore may not have had sufficient opportunity to prepare a submission.

A total of 139 submissions were received on the draft FDS. These included a combination of online survey submissions and general submissions. The submissions were evaluated by officers from partner Councils and PSGEs. A Recommendations Report was prepared for the IHP in advance of the hearings commencing. The officers' Recommendations Report is attached as **Attachment 3** (Doc Id 1861067) ([FDS-Hearings-Report-2025-03-17-1.pdf](#)).

At the invitation of the IHP, all submitters were also able to provide additional evidence to help accompany presentations at subsequent Public Hearings.

The process adopted by the IHP provided submitters with the opportunity to critique, assess, support or otherwise any aspects of the draft FDS.

Submissions were heard by the IHP during 24 – 26 March 2025. 86 of the lodged submissions were spoken to at the hearings. Following the hearings the IHP requested that officers provide a Reply Report to consider additional evidence presented to the IHP during the hearings. The officers' Reply Report is attached as **Attachment 4** (Doc Id 1861088) ([Napier-Hastings-FDS-Reply-2025-04-04.pdf](#)).

The IHP was not required to accept the recommendations in the reply report.

In executing their role, the IHP was required to consider all information received from submitters (and their representatives), all supplementary information, officers' reports and verbal hearing information. This information informed the IHP Recommendations Report.

6.5 IHP Findings and Recommendations

The IHP provided their Recommendation Report on 9 May 2025. The IHP Recommendation Report attached as **Attachment 2** (Doc Id 1861091) was prepared by the IHP and is independent from either officer or submitter input, albeit that the IHP was informed by information provided by officers, submitters and the various experts and other persons involved in the process.

The Executive Summary from the IHP Recommendation Report is noted below:

- 1) *Having considered the submissions received, the Independent Hearings Panel (IHP or Hearings Panel) has recommended several changes to the draft FDS. Most of those changes were recommended to us by the professional experts and advisors representing Napier City Council, Hastings District Council and the Hawke's Bay*

Regional Council and Tamatea Pōkai Whenua (TPW), Mana Ahuriri Trust (MAT) and Maungaharuru-Tangitū Trust (MTT) (FDS Advisors).

- 2) *Our more substantive recommended changes to the draft FDS include:*
 - a) *A new section 4.3 on cross-boundary relationships*
 - b) *References to the Hawke's Bay Independent Flood Review Report recommendations in respect to natural hazard data collection and Regional Policy Statement and district plan reviews*
 - c) *Amendments to Section 6 to address redress land and papakāinga*
 - d) *Amendment to the strategic objectives to amend objective 10 and include a new objective relating to nationally and regionally significant infrastructure*
 - e) *Reference to latent demand and that there may be a shortfall in wet industry in the long term in section 8*
 - f) *Amend the constraints identified in Figure 13 to include areas for the safe operation and functional needs of nationally and regionally significant infrastructure*
 - g) *Amend section 10 to address that growth area boundaries shown in the FDS are indicative only and why small sites have not been included*
 - h) *Amend table 2 in section 10 to include the additional capacity identified for the Hastings District*
 - i) *Inclusion of Middle Road (HN3a and HN3b), Wall Road (HN3b) and FM9 Portsmouth Road, Flaxmere as new Residential Greenfield Development Areas in Table 3, and include the additional land at the Mission Estate*
 - j) *Include Irongate North as a new industrial area in section 10*
 - k) *Include reference in section 10 about a potential shortfall in development capacity for wet industry and the approach to be taken if this eventuates*
 - l) *Amend 10.6 to reference a carry-over of the strategic direction for coastal and rural settlements from HPUDS in an appendix, including maps, until such time as a Rural Residential Strategy is promulgated*
 - m) *New paragraph in section 10.11 to reference the importance of the operational and functional needs of nationally and regionally significant infrastructure,*
 - n) *Amend section 10.11 to say that stormwater solutions may occur out of identified growth areas and reference specific Māori education demands*
 - o) *Include new sections in 10.11 on solid waste and nationally and regionally significant infrastructure*
 - p) *Amend table 6 to reference additional greenfield capacity and remove reference to an "overs/unders" approach.*
- 3) *Other than for the matters listed above, no substantial changes to any 'spatial' components of the FDS are recommended.*
- 4) *Our recommendations are to be considered and decided on by the Future Development Strategy Joint Committee.*

In terms of spatial components, the key decisions and changes recommended to the draft FDS that was formally consulted on for submissions are as follows:

Residential

- Inclusion of HN3a and HN3b (Middle Road) area. (Long Term Priority 11 – 30+ years)
- Inclusion of H5b (Wall Rd) area. (Long Term Priority 11 – 30+ years)
- Inclusion of FM9 (Portsmouth Rd) area. (Long Term Priority 11 – 30+ years)
- Inclusion of additional land at NC6 (Mission Hills). (Medium to Long Term Priority (5 – 30 years)

Industrial

- Inclusion of IR4 (Irongate North) area (Long Term Priority 11 – 30+ years).
- Recognition that wet industry capacity will be needed over the long term. Recommending short-term action to investigate policy changes aimed at protecting the remaining capacity within the existing urban area for wet industry use at Whakatu.

Rural Residential

- Recommendation for councils to prioritise the development of a Rural Residential Strategy.

6.6 IHP Commentary regarding Riverbend Road

As part of their recommendation's report, the IHP specifically addressed a number of the more contentious areas. Following the FDSJC recommendations with regard to Riverbend Road NC4b, it is relevant to include extracts of the IHP's reasoning for their recommendations. The Riverbend Road discussion can be found from paragraphs 54 to 66 of the IHP Recommendations Report (**Attachment 2**).

The IHP recognised that there are significant constraints on the Riverbend site, acknowledging that it currently acts as a basin for stormwater detention area for surrounding land for the surrounding area;

Riverbend is a residential growth area in the Heretaunga Plains Urban Development Strategy (HPUDS) and meets the definition of being “identified for urban development.”¹⁰ The draft FDS identifies the area as a suitable specific growth area, acknowledging that the area is subject to complex and overlapping natural hazards constraints. While there are engineering solutions available to address these constraints, they may impact the feasibility and timing of development.

The IHP also recognised that the existing condition of the land in question, and the relevant concerns of HBRC given the flooding of the site during significant rain events in 2020 and 2023, with the site providing significant storage adjacent to existing residential areas.

Stormwater engineering evidence was presented on behalf of the Joint Venture by Ms Landon of Development Nous Limited. Ms Landon acknowledged that the site currently functions as an “unofficial” stormwater detention area for the surrounding urban areas. She described the likely approach to flood mitigation for development of the site, which included flood storage and pumping, and conservatism in her assumptions. This is subject

to ongoing analysis and design and will require detailed interrogation through a resource consent process.

The IHP ultimately acknowledged that the suitability of development should be assessed through a more detailed plan change or resource process where the specific constraints of the site and feasibility of development can be properly understood. The IHP ultimately recommend the inclusion of the site as a long term priority:

For the reasons outlined above, we accept and adopt the recommendation of the FDS Advisors' Hearing Report to include Riverbend site NC4b in the FDS, at the timing recommended by the FDS Advisors. Ultimately, its suitability for development will be managed through the more granular plan change and resource consent processes. Its planning history and the consequential investment in development planning weighs in favour of its inclusion.

It is noted that to address these qualifications, a footnote was added to Table 3 of the recommended FDS (pg 65) noting 'Additional land will be required to manage stormwater and flooding effects arising from development of Riverbend Road (NC4b), with the exact location to be determined through future planning processes.'

The IHP recommendations report also specifically addresses submitters concerns with regards to natural hazards, with specific mention of flooding. This is addressed from paragraphs 48 to 53 of the report. Ultimately the IHP concluded (noting the exceptions discussed relate to Riverbend Road and Ahuriri Station):

We accept there are site-specific opportunities to mitigate some risks but, consistent with the FDS Advisors' Hearing Report, we limit inclusion of sites with identified significant (before mitigation) natural hazard risk to the sites discussed below that are subject to other relevant factors that support their inclusion. We agree with the FDS Advisors' Hearing Report in its response to the Natural Hazards Commission and the Hawke's Bay District Health Board submissions, that site specific risk assessments for those future growth areas are most appropriately undertaken "at the structure planning and plan change [and resource consent] stage, where a detailed stormwater and flood modelling can be undertaken in the context of a specific proposal".

The submitter information and evidence can be viewed on the FDS website <https://www.hastingsdc.govt.nz/hastingsnapierfuturedevelopment/> under the submissions documents tab, evidence and supplementary evidence tabs. The primary submissions related to Riverbend Road were (Sub 105 – Te Orokohanga Hou Joint Venture, Sub 74 – Natural Hazards Commission, Sub 90 – HBRC, Sub 16 – John Reid, Sub 26 – Myriam Parker, Sub 34 – Gary Curtis, Sub 47 – Andrew Lessels, Sub 52 – Simon Nash, Sub 8 – Samantha McPherson, Sub 9 – Susan Gardner & Sub 12 Forest and Bird, Sub 94 MTT), however noting that there are also a number of submissions that related to natural hazards and flooding in general.

6.7 FDSJC Resolutions

The 'FDSJC Meeting Minutes' from their Meeting on 19 May 2025 are attached as **Attachment 5** (Doc Id 1861088) ([Minutes of Napier-Hastings Future Development Strategy Joint Committee - Monday, 19 May 2025](#)).

Two motions were put forward for amendments by FDSJC members.

Exclude Middle Road (HN3a and HN3b) and Wall Road (H5b)

With the reasons for these exclusions being the sites in i) and ii) are on highly productive land and are not required to meet demand capacity under the Future Development Strategy.

This amendment was lost (3 votes for/5 votes against/3 abstained).

The Middle Road areas (HN3a and HN3b) added 640 dwellings and the Wall Road area (H5b) added 110 dwellings to overall development capacity.

Exclude Riverbend Road (NC4b)

With the reasons for this exclusion being the site presents as a significant flooding risk and is not conducive to a well-functioning urban environment and is not required to meet demand capacity under the Future Development Strategy.

This amendment was carried (8 votes for/3 votes against).

The Riverbend Road NC4b land provided an estimated 660 dwellings to the overall development capacity.

The FDSJC recommendations will be put to all Partner Councils to consider when determining the final FDS with the risks associated with each option discussed in section 8 below. Dates for the respective Partner Councils' meetings are:

- Hawke's Bay Regional Council – Wednesday, 25 June 2025
- Hastings District Council – Thursday, 26 June 2025
- Napier City Council – Thursday, 26 June 2025.

1.8 Options

Option One - Recommended Option

- a) Adopt the Future Development Strategy as recommend by the FDSJC, except for in relation to the exclusion of Riverbend Road NC4b, by adopting a final FDS that includes Riverbend Road with associated additional wording included in the FDS relating to that land. The recommended additional wording is included in **Attachment 6** (Doc Id 1861090) to this report.

Advantages

- Allows Partner Councils to consider specific viewpoints of FDSJC when making decisions on the final FDS.
- Ensures that a FDS that is consistent with IHP recommendations is adopted, with appropriate qualifying statements where development concerns remain (as expressed by the FDSJC minutes and in IHP's commentary within its own report).
- Qualifying statements can reflect many of the IHP's observations without undermining or being a substantive departure from the IHP's overall findings and recommendations.
- Satisfies NPS-UD requirements.
- Ensures that future plan change or resource consent processes are fully informed of the constraints that will need to be addressed around hazard mitigations.

Disadvantages

- May lead to future contention in relation to proposals for the development of the land for residential growth.
- Amendments to the recommendations that differ from the IHP's reporting could give rise to judicial review proceedings.
- Amendments to the recommendations that differ from the FDSJC's resolutions could give rise to judicial review proceedings, albeit for different grounds than a departure from the IHP's reporting above.
- If heavily qualified statements are included and/or statements that are beyond factual ones, it may mean that Riverbend Road NC4b is out of step with other sites subject to constraints, noting that the recommended FDS includes qualifying language in regard to future growth areas requirements under future RMA processes.

Option Two

- b) Adopt the Future Development Strategy as recommended by the IHP.

Advantages

- Would be consistent with the evidence-based assessment undertaken by independent qualified experts who directly heard from submitters during the hearing process.
- Meets the obligations of the Partner Councils under the National Policy Statement – Urban Development 2020 which requires that a Future Development Strategy is prepared for the Napier/Hastings urban environment.
- If adopted by the Partner Councils, the Future Development Strategy will provide increased certainty for the future planned growth of the Napier/Hastings urban environment and assist to identify other opportunities for future growth in the longer-term.

Disadvantages

- Does not align with FDSJC recommendations regarding Riverbend Road.

Option Three

- c) Adopt the Future Development Strategy as recommended by the FDSJC.

Advantages

- Would be consistent with the evidence-based assessment undertaken by independent qualified experts who directly heard from submitters during the hearing process, with the exception of Riverbend Road.
- Meets the obligations of the Partner Councils under the National Policy Statement – Urban Development 2020 which requires that a Future Development Strategy is prepared for the Napier/Hastings urban environment.
- If adopted by the Partner Councils, the Future Development Strategy will provide increased certainty for the future planned growth of the Napier/Hastings urban environment and assist to identify other opportunities for future growth in the longer-term.

Disadvantages

- May lead to risk of legal challenge, as decision would be based on recommendation from FDSJC which did not directly hear submissions.
- Potential that decision with regard to Riverbend Road is not as well informed as the recommendation of the Independent Hearings Panel.
- Removal of estimated 660 dwelling supply from FDS at Riverbend NC4b from overall capacity, meaning significant more pressure on the ability to meet demand requirements, including reliance on other development options in the Napier area.

1.9 Next Steps

- Once the Partner Councils have made their decision, the final FDS will become the adopted final strategy and replace the HPUDS.
- Following the adoption of the final FDS it is recommended that the FDSJC meet to consider the future implementation requirements of the FDS. Opportunities to do this will be time-limited given local body elections in October 2025.
- The FDS is required to be reviewed at regular intervals so that it informs each long-term plan cycle (ie. every 3 years). If a review determines that changes are required, a public consultation process will be involved for the review of the FDS itself.

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

This FDS seeks to control future growth in the region one of the core objectives is to provide a range of housing which meets people's needs in neighbourhoods that are safe and healthy. The FDS is considered to promote wellbeing of communities in the present and for the future.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

Māori communities have been consulted with as of the FDS process. Papakainga and treaty settlement land forms a key part of the strategy. Post Treaty Settlement Group (PSGE) input has been central to the development of the FDS. PSGE members have been part of the joint committee and officers have inputted into the recommended FDS.

Sustainability - *Te Toitūtanga*

Intensification of existing urban areas and protection of fertile land are key objectives of the FDS

Financial considerations - *Ngā Whakaarohanga Ahumoni*

Financial Considerations have been previously considered for the FDS, the development of the strategy is now at the end of its process. Failure to agree to a consistent strategy however would result in additional costs.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of high significance.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho*

Significant informal consultation has occurred through a 'call for opportunities' and formal consultation was undertaken through the Special Consultative procedure which included submissions and hearings opportunities.

Risks

Opportunity: To provide a finalised FDS that guides the next 30 years growth across the sub-region

REWARD – Te Utu	RISK – Te Tūraru
30 year growth strategy which informs development, long term spending and infrastructure strategies.	An inconsistent FDS, or one with significant departure from Independent Hearings Panel Recommendations may lead to higher risk of judicial proceedings.

6.8 Attachments

- 1 Independent Hearings Panel Recommended Future Development Strategy (Doc Id 1861092) (Under separate cover 2)
- 2 Independent hearings Panel Recommendation Report (Doc Id 1861091) (Under separate cover 2)
- 3 Napier-Hastings FDS Report Hearings (Doc Id 1861087) (Under separate cover 2)
- 4 Napier-Hastings FDS officer reply 4 April 2025 (Doc Id 1861088) (Under separate cover 2)
- 5 Napier-Hastings FDS minutes 19 May 2025(Doc Id 1861089) (Under separate cover 2)
- 6 Riverbend Additions to be considered for FDS (Doc Id 1861090) (Under separate cover 2)

7. TRADE WASTE BYLAW REVIEW

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	1859309
<i>Reporting Officer/s & Unit:</i>	Sarah Schaare, Environmental Projects Lead

7.1 Purpose of Report

To present the Napier City Council Trade Waste Bylaw Review 2025 report to Council

To seek endorsement from Council for the recommendations of the Napier City Council Trade Waste Bylaw Review 2025 report.

To seek endorsement for officers to progress with a review and amendment of the Trade Waste Fees and Charges

Officer's Recommendation

That Council:

- Endorse** the recommendations from the Napier City Council Trade Waste Bylaw Review 2025 (1859656).
- Endorse** a review of the Integrated Napier City Council Trade Waste and Wastewater Bylaw 2022, noting that this will trigger a full bylaw review process.
- Endorse** a review and amendment of Trade Waste Fees and Charges.
- Note** that sub-delegation will be sought from the Chief Executive for delegations related to Trade Waste, following a report to Council in December 2024.

7.2 Background Summary

The Integrated Napier City Council Trade Waste and Wastewater Bylaw (**Attachment 2 – Doc Id 1859654**) was adopted in 2022. This Bylaw was a change from previous bylaws as it combined the Trade Waste and Wastewater Bylaws (which were previously separate) and expanded the definition of a Trade Waste discharge.

The 2022 Bylaw is accompanied by the Administration Manual (**Attachment 3 - Doc Id 1859655**) – a document that is intended to provide guidance on the use of the bylaw for Council Staff and Dischargers.

The 2022 Bylaw also created a provision for Council to change how it charges for Trade Waste. Currently NCC charges Conditional and Controlled Trade Waste Consent Holders based on the volume of wastewater they discharge to the NCC network (Volumetric Charge). The Bylaw allows for a characteristic charge to be implemented. This involves charging dischargers for the quality of their discharge, as well as the volume. This would improve Council's cost recovery through Trade Waste Fees and Charges and it would also incentivise investment in pre-treatment of Trade Waste, to improve the quality before it enters the NCC network. Officers have begun work investigating a characteristic charge but have not implemented it yet.

Officers have been implementing the Trade Waste Bylaw since its adoption in 2022. Through implementing the bylaw, a number of issues with the Bylaw were identified. This triggered an independent review of the Bylaw. The key elements of the review were:

- Investigate adding a review or appeal process for Trade Waste dischargers
- Review other Council's Trade Waste Bylaws & compare to NCC's Bylaw
- Undertake a legal review of the Bylaw and Administration Manual
- Meet with key industry representatives
- Review methods for Trade Waste Charging
- Make recommendations based on the above.

Summary of Review Process:

- The review began in September 2024.
- The review was undertaken by an independent, external consultant with significant experience in providing advice on water services to local authorities. An external legal expert was also engaged to provide a legal review of the Bylaw.
- The review consisted of interviews with:
 - NCC Trade Waste staff,
 - Representatives from Napier Trade Waste businesses and
 - HDC Trade Waste Officer
- The review also involved a desktop review of Trade Waste Bylaws from 11 of the larger New Zealand Councils. Particular attention was given to the appeal processes and Trade Waste charging structures that other Councils use.
- A legal review of the Bylaw and associated Administration Manual was undertaken. The Trade Waste Model General Bylaws (**Attachment 1 – Doc Id 1859656**) were also reviewed to identify if the NCC Bylaw follows the national standards. Please note that parts of the legal review have been redacted under LGOIMA sections 7(2)(a) and 7(2)(b)(ii).

A draft report was presented to Officers in March 2025. This was workshopped with Councillors in May 2025.

In December 2024, Council received a paper requesting delegations under the Trade Waste and Wastewater Bylaw 2022 to the Chief Executive. From there, delegations would be made to officers. This paper was approved, pending a report to Council on the Trade Waste Bylaw review, which will be satisfied by this paper.

7.3 Discussion

The Trade Waste and Wastewater Bylaw 2025 Review Report is attached to this report. A summary of the findings is below.

Summary of Findings:

- **Appeal Process:** Six other Councils have an appeal process and five of those have the same process – an appeal to the CE for a review within 20 working days of receiving the officer submission. The CE appoints a person not previously involved in the decision to review it. The review recommends including an appeal clause in the Bylaw.

- **Administration Manual:** The legal review highlighted a concern with how the Administration Manual and Bylaw are currently written and the interaction between the two documents. There is a significant amount of overlap between the two documents which causes confusion and poses potential legal risk to NCC. Risk arises if changes to the Administration Manual address Bylaw topics, which can only be altered via Council resolution using the Special Consultative Procedure. This is particularly relevant for any item which may be an offence under the Bylaw, such as the discharge limits or characteristics of a prohibited discharge. The review recommends amending the Bylaw and Administration Manual to ensure the correct information is in each document and ensure the Administration Manual is solely a supporting document for the Bylaw.
- **Trade Waste Fees and Charges:** Nine of the other Councils that were reviewed throughout this process charge based on characteristics in some way. The recommendation from the review was that NCC should start charging for characteristics for operational treatment that improves Trade Waste Quality prior to discharge and for keeping the network operational. The review recommends keeping the characteristic charging simple.
- **General Trade Waste:** Through discussions with industry and Officers, the review highlighted areas for improvement in the general operation of the Trade Waste activity. This includes clear and consistent messaging about Trade Waste requirements for discharges, future changes and internal structure.

Recommendations from Report:

- The Trade Waste bylaw and Administration Manual are reviewed and amended so that any potential areas where council may take legal action are contained within the bylaw only, and that the Administration Manual is not mentioned in it other than as an advisory note, e.g. *see Administration Manual for the timelines for the consenting process.*
- The Administration Manual should only contain matters on how to administer the Bylaw including the processing of applications.
- The Trade Waste Bylaw is amended by adding an appeal process (see Appendix 4 of Attachment 1 for the latest Water Services Bill related to Trade Waste). The following wording or similar could be as used; *“A request to reconsider the trade waste conditions or a permit has been declined, can be made to the CE within 20 working days. The CE’s decision will be final.”*
- NCC should continue charging for volume but could start charging for characteristics for operational treatment that improves TW wastewater quality and for keeping the network operational (e.g. TW related blockages, pipe damage etc). Any capital charges need to be for increasing the volumetric capacity, provide additional quality benefits in the treatment process, not double up on Financial Contributions
- A communications plan be developed to help guide and educate dischargers on the process and their obligations.
- Share the staff reporting lines to ensure they are clear and known to trade waste dischargers.

The report and recommendations were workshopped with Councillors in May. Officers recommend adopting all the recommendations from the report. If the recommendations

are endorsed, Council can expect further information from Officers on both the Bylaw update and Fees and Charges over the coming months.

7.4 Issues

This review addresses issues and gaps with the current Trade Waste and Wastewater Bylaw. Officers have not identified any issues with implementing the recommendations in this report.

7.5 Significance and Engagement

Engagement with key industry was undertaken as part of the review. When officers review the Bylaw, a Special Consultative Procedure will be required, as per the Local Government Act. Engagement and education with key stakeholders will also be required as the Trade Waste fees and charges are updated.

7.6 Implications

Financial

No financial implications for Council have been identified. A change to the Trade Waste Fees and Charges would increase cost recovery for wastewater services, therefore having a positive financial implication for Council.

Social & Policy

The Bylaw and Fees and Charges will be reviewed in accordance with the Local Government Act.

Risk

The recommendations in this report have not raised any risk concerns. By implementing the recommendations in this report, the legal risk to Council will be reduced.

7.7 Options

The options available to Council are as follows:

- a. Endorse the recommendations in the Trade Waste Bylaw Review report, including the review of the bylaw and the amendments to fees and charges.
- b. Status quo – Do not endorse the recommendations in the Trade Waste Bylaw Review Report.

7.8 Development of Preferred Option

Option A - Endorse the recommendations in the Trade Waste Bylaw Review report, including the review of the bylaw and the amendments to fees and charges.

7.9 Attachments

- 1 NCC Trade Waste Bylaw Review 2025_Redacted (Doc Id 1859656) (Under separate cover 1)
- 2 NCC Integrated Trade Waste and Wastewater Bylaw 2022 (Doc Id 1859654) [↓](#)
- 3 NCC Trade Waste and Wastewater Administration Manual 2022 (Doc Id 1859655) (Under separate cover 1)



Integrated **TRADEWASTE & WASTEWATER** *Bylaw*

2022



NAPIER
CITY COUNCIL

Te Kaunihera o Ahuriri

napier.govt.nz

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Napier City Council Integrated Trade Waste and Wastewater Bylaw 2022

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Bylaw Structure

There are three parts to this Bylaw:

- Part A Requirements Common to All Wastewater Services
- Part B Trade Waste
- Part C Wastewater Drainage

Part A. Requirements Common to All Wastewater Services

A.1 Title and Commencement

- A.1.1 This Bylaw is the “Integrated Trade Waste and Wastewater Bylaw 2022”.
- A.1.2 This Bylaw comes into force on 01st August 2022.

A.2 Administration Manual

- A.2.1 This Bylaw is supported by an Administration Manual which provides technical, administrative or operational material complementary to the Bylaw. The Administration Manual is made under the Bylaw and will guide the implementation and operation of the Bylaw and simplify its administration.
- A.2.2 The Administration Manual will be updated from time to time, as necessary, to ensure that it is up to date and reflects current practice. All matters that the Administration Manual defines, regulates, controls or prohibits related to this Bylaw, are matters that this Bylaw leaves to be addressed by resolution of Council under section 151(2) of the Local Government Act 2002.

A.3 Revocation

- A.3.1 The Trade Waste Bylaw 2014 is revoked.

A.4 Area within which Bylaw applies

- A.4.1 This Bylaw applies to those areas of the District which are serviced by the Public Wastewater System. The Public Wastewater System is core infrastructure installed, owned and managed by the Council. It provides for the collection, treatment and discharge of Wastewater, including Domestic Wastewater and Trade Waste.

A.5 Interpretation

- A.5.1 The Legislation Act 2019 applies to this Bylaw and the Administration Manual.
- A.5.2 Any explanatory notes and attachments are for information purposes, do not form part of this Bylaw, and may be made, amended and revoked without any formality.
- A.5.3 Any reference in this Bylaw to repealed legislation, bylaws, regulations or

standards, is a reference to legislation that, with or without modification, replaces, or that corresponds to, the legislation, bylaw, regulation or standard, repealed.

- A.5.4 So far as they are applicable, and are not contrary to the application of this Bylaw, the provisions of the Napier City Introductory Bylaw are incorporated into and form part of this Bylaw.

A.6 Compliance with Other Acts and Regulations

- A.6.1 This Bylaw is made under section 146 of the Local Government Act 2002 for the provision of Wastewater Services by the Council.
- A.6.2 Compliance with this Bylaw does not remove the need to comply with the requirements of any other applicable legislation, bylaws, regulations or standards. In the event of any inconsistency, the more stringent requirement applies.
- A.6.3 Nothing in this Bylaw overrides the conditions of any resource consent granted by the Hawke's Bay Regional Council which specifically address Wastewater drainage and disposal.

A.7 Parties required to comply with the Bylaw

- A.7.1 This Bylaw applies to the following parties who utilise the Wastewater Services:
 - a. Customers discharging Domestic Wastewater to Council's Public Wastewater System; and
 - b. Operators discharging Trade Waste to Council's Public Wastewater System.

A.8 Delegation

- A.8.1 Any of the various powers and functions of the Council as detailed and set out in this Bylaw may be delegated by the Council to any officer or authorised agent of the Council.

A.9 Definitions

- A.9.1 For the purpose of the Bylaw and the Administration Manual, unless inconsistent with the context, the following definitions apply:

Acceptable Discharge means a discharge of Domestic Wastewater with

Characteristics that comply with the requirements of Permitted Trade Waste as defined in Part B of this Bylaw.

Administration Manual means the Administration Manual for the Bylaw, as approved by the Council when the Bylaw was made and as amended from time to time by the Council.

Approval means approved in writing by the Council, either by resolution of the Council or by an officer of the Council authorised for that purpose or other Person authorised to give such approval on behalf of Council.

Approval Notice means an Approval authorising a Person to discharge Permitted Trade Waste to the Public Wastewater System.

Authorised Officer means an officer or an agent appointed by the Council and given powers to perform duties and functions under the Bylaw, and includes an enforcement officer warranted and appointed under sections 171 and 177 of the Local Government Act 2002.

Boundary Kit means the isolation valve and non-return valve installed on an individual Premise's Low Pressure Sewer lateral located on the legal boundary.

Building means any Building within the meaning of sections 8 and 9 of the Building Act 2004. A Building also includes any mobile or temporary structures with permanent or temporary connections to the Wastewater Services.

Buried Services means all Public Wastewater System features, sewers, pipes, rising mains, trunk sewers including Low Pressure Sewers and other underground utilities under the responsibility of the Council, whether in public or private land.

Bylaw means this Bylaw.

Characteristic means any of the physical, biological or chemical characteristics of Trade Waste or Wastewater.

Condensing or Cooling Water means any water used in any trade, industrial, or commercial process or operation in such a manner that it does not take up matter into solution or suspension.

Conditional Trade Waste means Tankered Waste, Trade Waste discharged from Mobile Facility and Vendor Operations, and any Trade Waste that, after Pre-treatment, complies with all of the physical and chemical Characteristics set out in Schedule A of the Administration Manual unless otherwise specified in a Trade Waste Consent, and may have a discharge volume of more than 5 m³/day and/or a flow of more than 2 L/s.

Consent Holder means an Operator who has obtained a Trade Waste Consent to discharge from specified Premises to the Public Wastewater System, and includes any Person who does any act on behalf or with the express or implied consent of the consent holder (whether for reward or not) and any licensee of the consent holder.

Construction Debris includes debris that may originate from all forms of construction and includes materials such as timber, Building paper, gravel, sand, concrete, concrete slurry, board materials, cardboard and other packaging materials, metal strips and other materials.

Contaminant has the same meaning as defined in section 2 of the Resource Management Act 1991.

Controlled Wastewater means Wastewater that meets the definition of Controlled Wastewater in the Administration Manual.

Controlled Trade Waste means Trade Waste that, after Pre-treatment, complies with all of the physical and chemical Characteristics set out in Schedule A of the Administration Manual, and has a discharge volume of less than 5 m³/day and a flow of less than 2 L/s.

Council means the Napier City Council and includes any Person or committee acting under authority duly delegated by the Napier City Council.

Culturally Offensive Characteristics means those forms of waste which, if discharged into the environment or to the Public Wastewater System or Stormwater Network, have potentially adverse effects on human health, aquatic ecology, Māori cultural values, tourism and amenity values.

Customer means a Person occupying domestic Premises connected to Public Wastewater System and includes, where appropriate, employees and agents. If the Building or land is not occupied, or is subject to a residential tenancy, means the Owner.

Discharge has the same meaning as defined in section 2 of the Resource Management Act 1991.

Disconnection means the physical cutting and/or sealing of any of the Council's water services, utilities, drains or sewers against use by any Person for the purposes of disconnecting of Premises from the Public Wastewater System.

District means the District of the Council as defined in section 2 of the Resource Management Act 1991.

Domestic Wastewater means water or other liquid from domestic Premises, including waste matter in solution or suspension, discharged from Premises used solely for residential purposes, and including water or other liquid drained from domestic swimming and spa pools.

Dwelling includes any house, tent, vehicle or other structure, whether permanent or temporary, and whether attached to the ground or not, used wholly or partly for human habitation and/or sanitation, and includes the land accessory to a Dwelling.

Environmental Management Plan means a plan for a Premises to support the effectiveness of the Public Wastewater System by making provision for matters including, but not limited to, cleaner production, waste minimisation, Pre-treatment, managing, monitoring and recording Trade Waste discharges, contingency management procedures, pollution prevention and site Stormwater management.

Food Premises means Premises from which a food business (as defined in section 10 of the Food Act 2014) operates.

Hazardous Substance has the same meaning as that term is defined in section 2 of the Hazardous Substances and New Organisms Act 1996.

Household Equivalent means any Wastewater generated by a Trade Premises that would otherwise be generated from a domestic Premises (e.g. toilets, sinks, staff kitchen and facilities) and which is not a direct consequence of commercial or industrial operations.

Infiltration means water entering a pipe from groundwater through defects such as poor joints and cracks in pipes or manholes. It does not include Inflow.

Inflow means water discharged into a pipe from unlawful connections or other drain laying faults. It includes Stormwater entering through unlawful Stormwater downpipe connections, and unlawful cross connections of Stormwater pipes into Wastewater pipes, or from low gully traps.

Level of Service means the measurable performance standards on which the Council undertakes to supply Wastewater Services, as determined from time to time in the Council's Annual Plan.

Low Pressure Sewer System means a sanitary sewerage system consisting of on-site, privately owned, operated and maintained Sewage pumps, with service pipes connected, directly or indirectly, to the Public Wastewater System.

Maximum Concentration means the instantaneous peak concentration that may be discharged at any instant time.

Mass Limit means the total mass of any Characteristic that may be discharged to the Public Wastewater System over any stated period from any single Point of Discharge or collectively from several Points of Discharge.

Meter means a Council owned meter which measures and records the flow and/or volume of Wastewater.

Mobile Facility and Vendor Operations includes a vehicle, trailer, or caravan that may be used for food preparation and sale and a range of mobile activities such as commercial cleaning where liquid wastes are containerised and transported to discharge points in the Public Wastewater System.

Napier City Council Code of Practice for Subdivision and Land Development means Council's current Code of Practice for Subdivision and Land Development which details the engineering standards required for land development which is reviewed and amended from time to time.

Operator means a Person occupying Trade Premises connected to Public Wastewater System and includes, where appropriate, employees and agents.

On-Property Low Pressure Sewer means equipment placed on a Premises to permit the disposal of Wastewater from that Premises to a Pressure Sewer System that complies with the requirements in the Napier City Council Code of Practice for Subdivision and Land Development. This includes:

- a. A grinder pumping unit within a chamber, both specifically designed for pressure sewer applications; and
- b. A property discharge line that connects the pumping unit to the Boundary Kit; and
- c. A control/alarm panel that controls the operation of the pump unit, and contains alarm components, electrical connection to the property and associated circuit breaker; and
- d. A remote data connection, such as telemetry (if required by Council).

Owner means any Person who owns any Building or land connected to the Public Wastewater System.

Permitted Trade Waste means Trade Waste that meets the physical and chemical Characteristics as defined in Schedule A of the Administration Manual without Pre-treatment and has a discharge volume of less than 5 m³/day and a flow of less than 2 L/s.

Person includes the Crown, a corporation sole and also a body of Persons whether corporate or otherwise.

Point of Discharge is the boundary between the Public Wastewater System and a Private Drain, as further defined in Clause C.5 and Schedule D of the Administration Manual or in a Trade Waste Consent.

Potable Water means water that does not contain or exhibit any determinants to any extent that exceed the maximum acceptable values specified in drinking water standards issued under the Health Act 1956.

Premises means either:

- a. A property or allotment which is held under a separate Record of Title or for which a separate Record of Title may be issued and in respect to which a building consent has been or may be issued;
- b. A Building that has been defined as an individual unit by a cross-lease, Unit Title or company lease and for which a Record of Title is available;
- c. Land held in public ownership (e.g. reserve) for a particular purpose; or
- d. Individual units in Buildings which are separately leased or separately occupied.

Pressure Sewer System means a system in the Public Wastewater System where Wastewater is conveyed under pressure generated by single or multiple pump units.

Pre-treatment means any processing of Wastewater or Stormwater designed to reduce or vary any Characteristics before discharge to the Public Wastewater System.

Private Drain means that section of drain between a Premises and a Point of Discharge through which Wastewater is conveyed from the Premises.

Prohibited Trade Waste means Trade Waste that has the Characteristics defined in Schedule B of the Administration Manual.

Public Stormwater Network means any component of the stormwater network vested in, or under the control of, the Council, whether or not any part of the network passes through private land.

Public Wastewater System means the system for collection, treatment and disposal of Wastewater and Trade Waste, including all sewers, pumping stations, and storage tanks, Wastewater Treatment Plants, outfalls, and other related structures operated by the Council and used for

the reception, treatment and disposal of Wastewater. The Public Wastewater System does not extend beyond the Point of Discharge.

Record of Title means a certificate registering the freehold ownership of land available to any owner(s) under the Land Transfer Act 1952.

Separated Trade Waste Network means the sewer network used exclusively for Trade Waste that contains no human sewage.

Service Opening means a manhole, or similar means for gaining access for inspection, cleaning or maintenance, of a Public Wastewater System.

Stormwater means surface water run-off resulting from rainfall.

Stormwater Drain means any passage, channel or pipe on, over or under the ground by which Stormwater is conveyed.

Tankered Waste means any water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal into the Public Wastewater System or the Separated Trade Waste Network, but excludes Domestic Wastewater discharged directly from house buses, camper vans, caravans, buses and similar vehicles and discharges from Mobile Facility and Vendor Operations.

Te Whanganui a Orotū means the Ahuriri Estuary.

Trade Premises means:

- a. Any Premises used or intended to be used for any industrial or commercial purposes; or
- b. Any Premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials; or
- c. Any other Premises from which a Contaminant is discharged in connection with any industrial or commercial process; or

- d. Any other Premises discharging waste material other than Domestic Wastewater, and includes any land or Premises wholly or mainly used for agricultural or horticultural purposes.

Trade Waste means any Wastewater that is not Domestic Wastewater, and is generated by commercial or industrial activities, and does not include Wastewater generated by churches, marae, or Household Equivalent discharges.

Trade Waste Consent means a consent given by the Council in writing authorising an Operator to discharge Trade Waste to the Public Wastewater System.

Unit Title means a Record of Title or computer unit title register issued for a stratum estate in freehold or a stratum estate in leasehold (as the case may be) in respect of a unit or units in accordance with the Unit Titles Act 2010.

Waahi tapu means places sacred to Māori in the traditional, spiritual, religious, ritual or mythological sense and are outlined in the District Plan.

Wastewater means any water with matter in solution or suspension, Domestic Wastewater, or Trade Waste that discharges to the Public Wastewater System, and includes Tankered Waste.

Wastewater Services has the same meaning as defined by section 124 of the Local Government Act 2002 and includes Domestic Wastewater and Trade Waste services.

Wastewater Service Area means the areas of the District served by the Public Wastewater System.

Water Main means a pipe or conduit that conveys Potable Water.

Working day has the same meaning as in section 5 of the Local Government Act 2002, and excludes Matariki.

A.10 Connection to Wastewater Services – General

- A.10.1 All procedures and physical works associated with a Wastewater Services connection must be in accordance with Council's procedure for approved

contractors to commission physical connections to Wastewater Services as set out in the Administration Manual and Napier City Council Code of Practice for Subdivision and Land Development.

A.11 Level of Service

- A.11.1 The Council does not guarantee uninterrupted Wastewater Services and, in particular, a service which is in excess of an agreed Level of Service, but will use its best endeavours to ensure the continuity of Level of Service.
- A.11.2 Where works of a permanent or temporary nature are planned by Council which will substantially affect existing Wastewater Services, the Council will, where practicable, notify all known affected Persons or publicly notify the works.
- A.11.3 Council will not be liable for any loss, damage or inconvenience which a Customer or Operator (or any other Person using the Public Wastewater System) may sustain as a result of deficiencies in, or interruptions to, the Wastewater Services or as a result of work carried out on the Public Wastewater System by the Council or its Authorised Agents.

A.12 Emergency

- A.12.1 Natural hazards (such as floods, droughts, earthquakes) or accidents or pandemics which result in disruptions to any or all of the Wastewater Services requiring specific actions by personnel associated with operating and maintaining the Public Wastewater System are deemed an emergency and are exempt from Level of Service requirements.
- A.12.2 During an emergency the Council may restrict or prohibit the use of a Wastewater Service for any specified purpose, for any specified period, and for any or all Persons connected to the Wastewater Services.
- A.12.3 Such restrictions will be publicly notified when deemed necessary by the Council. The Council may enact penalties over and above those contained in this Bylaw to enforce such restrictions.

A.13 Protecting the Public Wastewater System

- A.13.1 Customers must prevent any Stormwater, groundwater or Trade Waste entering the Public Wastewater System through Infiltration or Inflow, surface water run-off or overland flow.
- A.13.2 Stormwater must be excluded from the Wastewater system by ensuring that:
 - a. There is no direct connection of any Stormwater pipe or drain to the Wastewater system.
 - b. Gully trap surrounds are set above Stormwater ponding levels, or secondary overland flow path flood levels, or above the 1 in 50 year flood level.
 - c. Inspection covers are in place and are appropriately sealed.
- A.13.3 Private drains must be kept and maintained in a state which is free from cracks and other defects which may allow Infiltration.
- A.13.4 Any water used during the repair and construction of water mains must be de-chlorinated to provide a residual chlorine level of less than 0.5 ppm prior to Discharge into the Public Wastewater System. Any chemical used to neutralise the chlorine must not introduce any substances that exceed the limits specified in Schedule A of the Administration Manual.
- A.13.5 No water described in Clause A.13.4 above may be disposed of to the Public Stormwater Network, water course, or water body receiving environment except in compliance with the Napier City Council Stormwater Bylaw and with prior Approval.

A.14 Access and Inspection

- A.14.1 The Council's powers of access and inspection are as contained in all relevant legislation, including the Local Government Act 2002 and/or the Local Government Act 1974.
- A.14.2 Customers or Operators must allow the Council, or its agents, access to and about the Point of Discharge for the purposes of monitoring, testing, and maintenance work.
- A.14.3 Except under emergency conditions, the Council will give 24 hours prior notice to the Customer or Operator of the intended entry. Under emergency conditions, the

Council is not required to provide notice to the Customer or Operator of its intended entry.

- A.14.4 Under emergency conditions, a Customer or Operator must allow the Council free and unimpeded access to and about the Point of Discharge. Emergency conditions include situations involving blockages of the Public Wastewater System, or where the Council has reasonable grounds to suspect that the Public Wastewater System is being misused or that a non-complying connection to the Public Wastewater System has been made.

A.15 Fees and Charges

- A.15.1 Under sections 150 and 151 of the Local Government Act 2002 the Council may prescribe fees and authorise the recovery of reasonable costs incurred by the Council in respect of the matters for which the fees are charged. Fees are set at the annual planning process fee setting or similar transparent public process in accordance with the Local Government Act 2002.
- A.15.2 The methodology for setting Trade Waste fees and charges prescribed by this Bylaw is set out in Schedule C of the Administration Manual.
- A.15.3 A schedule of fees and charges can be found online at the Napier City Council website.
- A.15.4 Customers or Operators must pay all fees and charges associated with their use of the Public Wastewater System.
- A.15.5 Customers or Operators are deemed to be continuing the discharge of Wastewater from their Premises and are liable for all charges, until written notice of Disconnection is given to the Council and a final inspection of the Premises has been completed by the Council.
- A.15.6 All fees and charges payable under this Bylaw are recoverable as a debt in accordance with section 252 of the Local Government Act 2002.
- A.15.7 If a Person Discharging to the Public Wastewater System fails to pay any fees and charges under this bylaw the Council may cancel their consent to discharge and may Disconnect service in certain circumstances.

A.16 Costs recovery

- A.16.1 The Council may recover the following costs pursuant to the Local Government Act 2002:
- costs incurred by the Council in relation to activities Approved or consented under this Bylaw;
 - the amount of the destruction or damage; or the cost incurred by the Council in removing the stoppage or obstruction; or any loss or expenses incurred by the Council by the stoppage or obstruction or interference caused by any Person who wilfully or negligently destroys, damages, stops, obstructs, or otherwise interferes with the Public Wastewater System; and
 - the costs of remedying damage associated with a breach of this Bylaw by any Person, upon their conviction.

A.17 Review of decisions

- A.17.1 If any Person is dissatisfied in relation to any decision by the Council made under this Bylaw, any Person may lodge a complaint with the Council in accordance with the Council's Complaints Policy.

A.18 Offences and Penalties – General

- A.18.1 Every Person commits an offence against this Part of the Bylaw who fails to comply with or acts in contravention of any provision of Part A of this Bylaw.
- A.18.2 A Person who is convicted of an offence against this Bylaw is liable under sections 239 and 242 of the Local Government Act 2002 to a fine not exceeding:
- \$20,000 for a breach of Part A or C of this Bylaw.
 - \$200,000 for a breach of Part B of this Bylaw.
- A.18.3 A Person who is alleged to have committed an infringement, as specified in regulations made under the Local Government Act 2002, by breaching the Bylaw, may be served with an infringement notice in accordance with section 245 of the Local Government Act 2002.

A.19 Enforcement – General

- A.19.1 Authorised Officers appointed under section 177 of the Local Government Act 2002 may:
- seize and impound property that is not on private land in accordance with section 164 of the Local Government Act 2002;
 - enter private property involved in the commission of an offence, and seize and impound property in accordance with sections 165 and 166 of the Local Government Act 2002;
 - enter land for the purpose of detecting a breach of this Bylaw or the commission of an offence against this Bylaw in accordance with section 172 of the Local Government Act 2002;
 - require certain information from Persons in accordance with section 178 of the Local Government Act 2002; and
 - enter any land or building other than a Dwelling to check utility services in accordance with section 182 of the Local Government Act 2002.
- A.19.2 Subject to the provisions of the Local Government Act 2002, Customers and Operators must allow Authorised Officers, with or without equipment, to access any area of their Premises for the purposes of determining compliance with this Bylaw.
- A.19.3 The Council may:
- remove or alter any work or thing that is, or has been, constructed in breach of this Bylaw; and
 - recover the costs of removal or alteration from the Person who committed the breach.
- A.19.4 Nothing done under 18.3 relieves the Person who committed the breach from any other liability for the breach of this Bylaw.
- A.19.5 The Council may prohibit the discharge of Wastewater (including Trade Waste) which contravenes this Bylaw by removing, closing or modifying the Point of Discharge in a manner that prevents a discharge of Wastewater from the Premises.

Part B – Trade Waste**B.1 Objectives**

- B.1.1 The specific objectives for this Part of the Bylaw are as follows:
- Protect the water quality and ecology within the District's waterways, estuaries and marine environment.
 - Protect the health, safety and wellbeing of staff and people within the District.
 - Protect the Public Wastewater System from Contaminants and other substances that have a detrimental effect on its operation and asset life.
 - Manage the loads on the Public Wastewater System.
 - Optimise the capacity of the Public Wastewater System.
 - Ensure compliance with the conditions of the Council's Wastewater discharge consent.
 - Provide a basis for monitoring discharges from Trade Premises.
 - To provide for an equitable spread of costs between Domestic Wastewater and Trade Waste discharges.
 - Encourage water conservation, sustainable and cleaner production methods.

B.2 Specific provisions for Trade Waste discharges

- B.2.1 This Part of the Bylaw provides for the:
- Establishment of four categories of Trade Waste: Permitted, Controlled, Conditional and Prohibited;
 - The Pre-treatment of Trade Waste before it is accepted for discharge to the Public Wastewater System;
 - Acceptance of long-term, intermittent, or temporary Discharges of Trade Waste that are Controlled, Conditional, or Permitted into the Public Wastewater System and the exclusion of Prohibited Trade Waste;
 - Specification of the daily volume, flow and Contaminant levels for Permitted Trade Waste so that the hydraulic and treatment capacity of the Public Wastewater System is not exceeded;

- e. Regulation of Trade Waste that may increase the operational and maintenance costs of the Public Wastewater System;
 - f. The evaluation of individual Trade Waste discharges against specified criteria as set out in the Bylaw and Clauses B.3, B.4 and Schedule A of the Administration Manual;
 - g. Prohibition of Trade Waste that decreases the effectiveness, integrity, and safety of the Public Wastewater System;
 - h. Correct storage of materials in order to protect the Public Wastewater System from spillage of Hazardous Substance and other Contaminants;
 - i. Operators to be required to undertake sampling and monitoring of Trade Waste to ensure compliance with the Bylaw and Schedules A and B of the Administration Manual;
 - j. Council to accept or refuse a Trade Waste discharge of specified Characteristics;
 - k. Sampling and monitoring of Trade Waste discharges by Council to ensure compliance with the Bylaw;
 - l. Implementation of cleaner production methods as set out in Environmental Management Plans, where required by a condition of a Trade Waste Consent;
 - m. Where Trade Premises have operations that could result in Contaminants entering the Public Stormwater and / or Wastewater System, provision for Environmental Management Plans that include procedures that address this.
 - n. Charges to be set to cover the cost of administration, monitoring and a user pays Trade Waste scheme, as set out in Schedule C of the Administration Manual;
 - o. Installation of Meters, samplers or other devices to measure flow and quality of Trade Waste discharges;
 - p. Establishment of waste minimisation and management programmes for Trade Waste producers;
 - q. Disconnection of Premises from the Public Wastewater System in the event of unauthorised discharges of Trade Waste as a last resort, or to protect people, property, or the environment;
 - r. Cancellation of Trade Waste Consents if Conditions are not complied with; and
 - s. The use of enforcement powers, including penalties to be applied to Persons who Discharge or permit discharges of Trade Waste in a manner that does not comply with this Bylaw.
- B.3 Application**
- B.3.1 This Bylaw applies to all Trade Premises, Mobile Facility and Vendor Operations, and Tankered Wastes within the District from which Trade Waste is discharged or sourced or likely to be discharged to the Public Wastewater System.
- B.3.2 Pursuant to section 196 of the Local Government Act 2002, Operators may only discharge Trade Waste into the Public Wastewater System in accordance with this Bylaw.
- B.4 Registration and consenting of Trade Waste discharges**
- B.4.1 The Council requires all Operators to register and when required, apply for Trade Waste Consents.
- B.4.2 All Operators must register their Trade Waste discharges by completing the registration form on the Council's website before:
- a. 1 December 2022 for existing Operators as at the date of this Bylaw coming into force.
 - b. Commencing any Trade Waste Discharge for New Operators (i.e. Operators who commence discharging Trade Waste after this Bylaw comes into force).
- B.4.3 The registration and Trade Waste Consent application processes are set out below and further detailed in Clause B.4 of the Administration Manual.
- B.5 Characteristics of Trade Waste discharges**

- B.5.1 Trade Waste discharges are classified as one of the following types:
- Permitted Trade Waste: The discharge of Permitted Trade Waste does not require a Trade Waste Consent, but is subject to a registration process and requires an Approval Notice.
 - Controlled Trade Waste: The discharge of Controlled Trade Waste requires a Trade Waste Consent.
 - Conditional Trade Waste: The discharge of Conditional Trade Waste requires a Trade Waste Consent.
 - Prohibited Trade Waste: A Prohibited Trade Waste discharge cannot be undertaken and no consent can be sought.
- B.5.2 Trade Waste discharges that are Controlled or Conditional are subject to the additional requirements as set out in Sections B.6 and B.7 of this Bylaw and relevant sections of Part B of the Administration Manual.

B.6 Trade Waste Consents

Application for a Trade Waste Consent

- B.6.1 No Person may discharge Controlled, or Conditional Trade Waste or Tankered Waste to the Public Wastewater System without a Trade Waste Consent. This requirement applies from:
- The date of this Bylaw coming into force for:
 - Existing Operators who, as at the date of this Bylaw coming into force, hold a Trade Waste Consent; and
 - New Operators (i.e. Operators who commence discharging Trade Waste after this Bylaw comes into force).
 - 1 December 2023 for existing Operators who, as at the date of this Bylaw coming into force, do not hold a Trade Waste Consent.
- B.6.2 Any Person may apply to the Council to:
- discharge (either continuously, intermittently, or temporarily) any Controlled or Conditional Trade Waste or Tankered Waste into the Public Wastewater System; or
 - vary an existing Trade Waste Consent; provided that the application is in

writing in the form provided on the Council's website, and accompanied by the prescribed fee.

- B.6.3 Where the Trade Premises produces Trade Waste from more than one area, separate descriptions of the Trade Waste and the areas concerned must be included in any application for Trade Waste Consent. This applies whether or not the separate areas of a Premises are part of a single or separate Trade process.
- B.6.4 Information requirements in respect of the application, the decision on the application and the application consideration criteria are as set out in Clause B.4 of the Administration Manual.
- B.6.5 In all cases where the Operator of the Premises changes, or there is a change of use of the Premises, a new application for a Trade Waste Consent must be made. It is the responsibility of the Consent Holder or the new Operator (as appropriate) to lodge the new application.

Grant of Trade Waste Consent

- B.6.6 The procedure for assessing applications Approval Notices and Trade Waste Consents is detailed in Clauses B.1, B.3 and B.4 of the Administration Manual.

Trade Waste Consent Conditions

- B.6.7 A Trade Waste Consent may be subject to conditions, including but not limited to conditions of the kind referred to in Clause B.4.5 of the Administration Manual.

Review of Trade Waste Consent

- B.6.8 The Council may, at any time during the term of a Trade Waste Consent, by written notice to the Consent Holder review the Trade Waste Consent using the process outlined in Clause B.4.7 of the Administration Manual.
- B.6.9 A Consent Holder may, by written application to the Council, seek to vary any condition of a Trade Waste Consent at any time during the term of the Trade Waste Consent.

Duration of Trade Waste Consent

- B.6.10 Subject to Section 25.12, Trade Waste Consents remain in force until they expire at the end of the term prescribed in the Trade Waste Consent, being a term of no

more than two (2) years. However, a Trade Waste Consent may be granted for a term not exceeding five (5) years as outlined in B.4 of the Administration Manual.

- B.6.11 A Trade Waste Consent may expire earlier if:
- Cancelled under Clause B.6.22 to B.6.30; or
 - The Consent Holder fails to submit a plan in accordance with Clause B.6.13.
- B.6.12 The Council will give at least 20 Working Days' notice prior to any relevant proposed amendments to Schedule A of the Administration Manual. Wherever possible this Notice will be given in writing to a Trade Waste Consent Holder.
- B.6.13 Within 20 Working Days of the adoption of relevant amendments to Schedule A of the Administration Manual, a Trade Waste Consent Holder must submit a plan that details the changes they will make to ensure compliance with the amendments, to be implemented in a reasonable timeframe as agreed with the Council. If a plan is not submitted within the required timeframe, then the Trade Waste Consent will expire.

Duration of Approval Notice

- B.6.14 A Permitted Trade Waste discharge authorised by an Approval Notice is able to be discharged indefinitely unless:
- The quantity and nature of the discharge changes or is likely to change significantly to such an extent that it becomes a Conditional, Controlled, or Prohibited discharge; or
 - The Council changes the Trade Waste management procedures or the Characteristics of the Trade Waste by any amendment to, or replacement of, this Bylaw or Administration Manual such that the discharge becomes a Conditional, Controlled, or Prohibited discharge; or
 - Cancellation of the Approval Notice is necessary, in the Council's opinion, to meet the requirement(s) of any new or amended resource consent granted to the Council or any other

legal requirements imposed on the Council;

in which case the Council may require the Approval Notice holder to apply for an appropriate Trade Waste Consent or cease the discharge of Trade Waste from the Premises.

- B.6.15 The Council will give at least 20 Working Days' written notice prior to any proposed amendments to Schedule A of the Administration Manual. Wherever possible this notice will be given in writing to Approval Notice holders.
- B.6.16 In the event that an Approval Notice is terminated in accordance with Clause B.6.14 above the Approval Notice holder must apply for a Trade Waste Consent within 20 Working Days of the Approval Notice being terminated, or cease discharging the Trade Waste. If the Trade Waste Consent is not granted, then the discharge must cease.

Renewal of Trade Waste Consent

- B.6.17 A Consent Holder may apply to renew a Trade Waste Consent.
- B.6.18 An application to renew a Trade Waste Consent must be lodged with the Council no later than eight (8) weeks before the expiry of the existing Trade Waste Consent.
- B.6.19 Where an application to renew a Trade Waste Consent has been received, the Consent Holder may continue to discharge Trade Waste in accordance with the conditions of the existing Trade Waste Consent until:
- The Council issues a renewed Trade Waste Consent; or
 - The Council declines to issue a renewed Trade Waste Consent.
- B.6.20 The renewal of a Trade Waste Consent will not be unreasonably withheld.
- B.6.21 Where an application to renew a Trade Waste Consent has not been received the Council may require the Consent Holder to cease discharging Trade Waste at the expiry of their existing Trade Waste Consent until any new Trade Waste Consent is issued.

Suspension or Cancellation of Trade Waste Consent

B.6.22 The Council may suspend or cancel any Trade Waste Consent at any time following not less than 20 Working Days' Notice, to the Consent Holder or Person discharging or Person allowing a discharge of any Trade Waste, where:

- a. In the opinion of an Authorised Officer, the Consent Holder has:
 - iii. Failed to comply with any condition of the Trade Waste Consent;
 - iv. Failed to maintain effective control over the Trade Waste discharge from the Premises;
 - v. Failed to provide or update an Environmental Management Plan as required;
 - vi. Failed to adhere to an Environmental Management Plan;
 - vii. Failed to pay any charges under this Bylaw;
 - viii. Discharged or allowed the discharge of any Prohibited Trade Waste;
- b. Following a review of the technical issues considered when setting conditions of consent;
- c. Due to new information becoming available;
- d. To meet the requirement of any new or existing resource consent imposed on the discharge from the Public Wastewater System;
- e. To meet any other legal requirements imposed on the Council;
- f. If any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the Trade Waste Consent;
If any process changes require more than 20 Working Days, reasonable time may be given to make the necessary changes or cease the discharge.

B.6.23 The Council may suspend or cancel any Trade Waste Consent to discharge at any time where in the opinion of an Authorised Officer:

- a. Any breach of a resource consent imposed on the discharge from the Public Wastewater Network has arisen from (whether wholly or partly) the Trade Waste discharge from a particular Premises; and/or
- b. To meet the requirement of any new resource consent imposed on the discharge from the Public Wastewater Network; and/or
- c. Any act or omission of the Consent Holder is, or is likely to:
- d. Adversely affect the safety of the Public Wastewater System; and/or
- e. Damage any part of the Public Wastewater System; and/or
- f. Adversely affect the health or safety of any Person; and/or
- g. Adversely affect the environment; and/or
- h. The Consent Holder has Discharged or allowed the Discharge of any Prohibited Trade Waste; and/or
- i. The Council is lawfully directed to withdraw or otherwise to terminate the Trade Waste Consent immediately; and/or
- j. The Consent Holder, or their contractor using a Tankered Waste disposal system, has discharged any Trade Waste unlawfully; and/or
- k. To meet any other legal requirements imposed on the Council; and/or
- l. If any other circumstances arise that render it necessary in the public interest to cancel the Trade Waste Consent.

Transfer and Termination of Consent

B.6.24 Trade Waste Consents will be issued in the name of the Operator, and in relation to specific Premises and processes.

B.6.25A Consent Holder must not, without Approval:

- a. Transfer to any other party the rights and responsibilities provided for under this Bylaw, and under the Trade Waste Consent;
- b. Allow a Point of Discharge to serve another Premises, whether directly or indirectly; or

- c. Allow Wastewater or Trade Waste from any other party or Premises to be discharged at the Consent Holder's Point of Discharge.

B.6.26 When a Consent Holder ceases to occupy a Trade Premises, any Trade Waste Consent granted to that Consent Holder will be terminated, unless the Trade Waste Consent is transferred prior to the Consent Holder vacating the Premises.

B.6.27 The Consent Holder must give 48 hours' notice in writing to the Council of its requirement for Disconnection and/or termination of the Trade Waste Consent, except where demolition or relaying of the discharge drain is required, in which case seven (7) Working Days' notice must be given. The Consent Holder must notify the Council in writing of its new contact details for final invoicing as necessary.

B.6.28 The Council will not unreasonably withhold Approval to renew a Trade Waste Consent on change of ownership or occupation of Premises if the Characteristics of the Trade Waste remain unchanged.

B.6.29 Notwithstanding Disconnection or termination of a Trade Waste Consent the Consent Holder, or in the event the former Consent Holder is no longer in existence, the subsequent Operator and/or Owner, will remain liable for the failure to meet any obligations existing at the date of Disconnection or termination the Trade Waste Consent.

B.6.30 If a Trade Waste Consent is terminated for any reason, a final site inspection must be carried out by an Authorised Officer to confirm that the site will be left in a state which poses no future risk to the environment, including by:

- a. leaving the Premises of any risks to the Public Wastewater System or Public Stormwater Network or the receiving environment; and
- b. Remediating any contaminated land to prevent future contamination of Stormwater, Groundwater or other waters and the receiving environment; and
- c. Capping or sealing any connections to the Public Wastewater Network as necessary;

before the Consent Holder, Operator and/or Owner's liability for that Premises ceases.

B.7 Management and Pre-treatment of Trade Waste

General

B.7.1 Operators must:

- a. Maintain service and maintenance contracts for Pre-treatment devices at the Operator's expense.
- b. At their expense, use processes, equipment or storage facilities to control:
 - i. The quality, quantity and rate of Trade Waste discharged from the Trade Premises; and
 - ii. The Characteristics in Trade Waste in accordance with any Trade Waste Consent conditions, prior to the Point of Discharge.

Pre-treatment

B.7.2 The Council may approve a Trade Waste Consent subject to the provision of appropriate Pre-treatment system(s) to enable the Consent Holder to comply with this Bylaw. Such Pre-treatment systems must be provided, operated and maintained by the Consent Holder at their expense.

B.7.3 Operation and servicing of commercially supplied equipment must be in accordance with the supplier's recommendations, Schedule A of the Administration Manual and the conditions of the Trade Waste Consent.

Discharges via Grease Traps and Oil Interceptors

B.7.4 Where Trade Waste includes, or is likely to include, fats, grease or oils in excess of 100 grams per 1000 litres, or is from a Food Premises where any fats, grease or oils could be present in the Trade Waste discharge:

- a. Grease traps must be installed at the Trade Premises with a functional capacity of no less than 500 litres and a minimum of 2 hours retention at peak water flow; and
- b. Operators must use and maintain the grease traps to a standard that

complies with the discharge limits for fats, oil and grease as set out in Schedule A of the Administration Manual.

- c. All systems in place to remove Fat, Oils and Grease must be installed and operated as per Section B.7 of the Administration Manual and any Trade Waste Consent conditions.

Food Premises

- B.7.5 Refuse or garbage grinders and macerators must not be used to dispose of solid waste from Food Premises to the Public Wastewater System unless approved by Council.

Dilution of Trade Waste

- B.7.6 No Operator may add or permit the addition of any Potable Water, non-Potable Water, Condensing or Cooling Water or Stormwater to any Trade Waste discharge in order to vary the Characteristics of the Trade Waste, unless the Council has granted a Trade Waste Consent allowing such activities.

Discharge or Storage of Hazardous Substances

- B.7.7 No Person may discharge Hazardous Substances to the Public Wastewater System and/or Public Stormwater Network except in accordance with a Trade Waste Consent.
- B.7.8 No Person may store Hazardous Substances or any other material likely to be harmful to the Public Wastewater System or Public Stormwater Network or the health and safety of people at any Trade Premises, without taking all reasonable steps to prevent their entry into the Public Wastewater System and/or Public Stormwater Network.
- B.7.9 All codes of practice developed by the New Zealand Government's Environmental Protection Agency; the Hazardous Substances and New Organisms Act 1996, and related guidelines or other industry organisations must be followed to store Hazardous Substance on site. Section A.2 of the Administration Manual lists a number of relevant documents. This list is not exhaustive and is expected to be subject to changes from time to time.

Culturally Offensive Characteristics

- B.7.10 No Trade Waste containing Culturally Offensive Characteristics may be discharged into the Public Wastewater System except in accordance with a Trade Waste Consent.
- B.7.11 Trade Waste containing Culturally Offensive Characteristics must not be Discharged (directly or indirectly) to the Public Stormwater Network, where there is a risk of the Wastewater entering Te Whanganui a Orotū or other receiving environments of cultural significance.

Collection, Transportation and Discharge of Tankered Waste

- B.7.12 The Council may accept Tankered Wastes for discharge at an approved location, subject to:
 - a. The Tankered Waste being fully documented in accordance with the Liquid and Hazardous Substances Code of Practice, including:
 - i. A description of the type of waste;
 - ii. The name of discharger and location;
 - iii. The source, date and time of collection;
 - iv. The volume of waste collected; and
 - v. The identification number and vehicle registration number.
 - b. Tankered Waste will be analysed to determine its Characteristics if the contents of the waste are not known. Specialist advice on Pre-treatment or acceptance may be required. The cost of all analysis and advice will be borne by the Consent Holder;
 - c. Tankered Waste is not to be picked up and transported to the disposal site until appropriate arrangements, documentation and method for disposal have been determined by the Council;
 - d. To prevent cross-contamination between tanker loads, the tanker must be thoroughly washed prior to collecting a load for disposal into the Public Wastewater System; and
 - e. 24 hours' notice must be given to the Council for the disposal of wastes other than those sourced

from domestic septic tanks, wherever possible.

- f. Any Tankered Waste Operator intending to discharge to a Council facility must have:
 - i. A current Conditional Trade Waste Consent; and
 - ii. A Certificate of Registration for Offensive Trade.
- g. All Tankered Waste must be treated in accordance with the conditions of the relevant Trade Waste Consent.

B.7.13 Tankered Waste (including Hazardous Substance transported out of Council's District) must be transported by a Consent Holder to discharge domestic septic tank or industrial wastes.

B.7.14 Tankers must have Safety Data Sheets (SDS) meeting Worksafe New Zealand's requirements and available to Council upon request. If an SDS is not available, alternative information acceptable to Council must be made available in written or electronic form.

B.7.15 Tankered Waste may be randomly tested, from time to time and at the Council's discretion, to determine the Characteristics. The cost of any random tests must be borne by the Consent Holder.

Mobile Facilities and Vendor Operations

B.7.16 Discharges the Public Wastewater System from Mobile Facility and Vendor Operations must be at a location and in a manner approved by Council.

B.7.17 Operators must not Discharge Trade Waste from a Mobile Facility and Vendor Operation to a designated campervan waste disposal station.

B.8 Sampling, Testing and Monitoring

Flow metering

B.8.1 Metering to measure the flow rate and volume of a Trade Waste discharge may be required by the Council in accordance with the Administration Manual.

B.8.2 Meters may be installed on lateral connections to measure Trade Waste flow.

B.8.3 Operators must ensure all Trade Waste flow and no Domestic Wastewater flow is passing through the Meter.

Estimating discharge

B.8.4 In Premises where there is no Meter or similar apparatus, or the Meter is out of repair or ceases to register, or where in the opinion of the Council the Meter has been, or has likely been, tampered with, the Council will estimate the rate and quantity of Trade Waste discharge in accordance with the Administration Manual.

B.9 Accidents and Non-Compliance

B.9.1 A Consent Holder or Operator must inform the Council immediately on becoming aware of any breach or potential breach of this Bylaw, the Administration Manual, or any Trade Waste Consent.

B.10 Offences

B.10.1 Every Person commits an offence against this Part of the Bylaw who:

- a. Discharges Trade Waste, including Tankered Waste, or waste from a Mobile Facility and Vendor Operation into the Public Wastewater System in a manner that contravenes the requirements of this Bylaw, an Approval Notice, Trade Waste Consent and/or the Administration Manual.
- b. Discharges Trade Waste, Tankered Waste, or waste from a Mobile Facility and Vendor Operation into the Public Stormwater Network.
- c. Discharges Wastewater containing Culturally Offensive Characteristics from a Trade Premises, Tanker, or Mobile Facility and Vendor Operation into the Public Wastewater System without a Trade Waste Consent.
- d. Discharges (whether directly or indirectly) Trade Waste containing Culturally Offensive Characteristics to the Public Stormwater Network, where there is a risk of the Wastewater entering Te Whanganui a Orotū or other receiving environments of cultural significance.
- e. Discharges Hazardous Substances to the Public Wastewater System or the Public Stormwater Network except in accordance with a Trade Waste Consent.

- f. Fails to take reasonable steps to prevent Hazardous Substances or any other material likely to be harmful to the Public Wastewater System or Public Stormwater Network from entering the Public Wastewater System or the Public Stormwater Network from a Trade Premises except in accordance with a Trade Waste Consent.
- g. Discharges human sewage to the Separated Trade Waste Network.
- h. Connects a Trade Premises to, or Disconnects a Trade Premises from, the Public Wastewater System without Approval.
- i. Makes any false or inaccurate statement or disclosure as to the contents of any Tankered Waste or Trade Waste.
- j. Adds or permits the addition of Potable Water, non-potable water or Stormwater to any Trade Waste which discharges into the Public Wastewater System except in accordance with a Trade Waste Consent.
- k. Uses refuse or garbage grinders and macerators to dispose of solid waste from Trade Premises to the Public Wastewater System except in accordance with a Trade Waste Consent.
- l. Causes damage to any part of the Public Wastewater System by discharging or dealing with Trade Waste in a manner that contravenes this Bylaw, an Approval Notice, Trade Waste Consent and/or the Administration Manual.
- m. Fails to comply with the conditions of an Approval Notice or Trade Waste Consent.
- n. Fails to notify the Council immediately on becoming aware of any breach or potential breach of this Bylaw, an Approval Notice, Trade Waste Consent and/or the Administration Manual.
- o. Otherwise fails to comply with or acts in contravention of any provision

of this Bylaw, an Approval Notice, Trade Waste Consent and/or the Administration Manual.

Part C – Wastewater

C.1 Objectives

- C.1.1 The specific objectives for this Part of the Bylaw are as follows:
- a. Protect the Public Wastewater System from damage and misuse;
 - b. Ensure the protection and safety of Council personnel and the general public;
 - c. Protect the ability of the Council to meet the requirements of legislation;
 - d. Encourage all Customers to adopt cleaner production processes and appropriate innovative solutions so as to ensure all kinds of discharges into Public Wastewater System are of appropriate and acceptable quality that can be adequately treated by the downstream processes, and protect the receiving environment;
 - e. Define the obligations of Customers;
 - f. Protect investment in existing and future infrastructure, treatment plant and disposal facilities;
 - g. Protect the environment from adverse effects of harmful substances discharged to the Public Wastewater System;
 - h. Ensure on-site Wastewater Systems work efficiently and effectively; and
 - i. Prevent Inflow and Infiltration of Stormwater or Trade Waste into the Public Wastewater System.

The quality and quantity limits that separate Domestic Wastewater from Trade Waste can be found in the Part B of this Bylaw.

C.2 Acceptance of discharge

- C.2.1 Every domestic Premise is entitled to have its Wastewater accepted by the Council if the following requirements are met:
- a. There is availability of capacity in the Public Wastewater System; and
 - b. The Premises is within the Wastewater Service Area (through

- either connection to gravity or Low Pressure Sewer Systems); and
 - c. Connection is to an appropriate point of the Public Wastewater System (noting that the appropriate point will not necessarily be the closest point of the Public Wastewater System to the Premise); and
 - d. Payment of the appropriate rates and charges in respect of that Premises; and
 - e. The requirements of this Bylaw are fulfilled.
- C.2.2 All Customers must comply with, and are subject to, the terms and conditions for supply of the Public Wastewater System as set out in Part C of the Administration Manual.
- C.2.3 The Council must continue to accept Wastewater from domestic Premises once an approved connection to the Public Wastewater System has been made, subject to Clauses A.11, A.12 and A.15.7.
- C.2.4 For areas outside of the Wastewater Service Area, the Council retains the right to refuse a connection to the Public Wastewater System.

C.3 Connecting to the Public Wastewater System

Application for Approval

- C.3.1 No Person other than the Council, may without Approval, make any connection to, or Disconnect from, or otherwise interfere with, any part of the Public Wastewater System.
- C.3.2 Where a new connection to the Public Wastewater System is required as part of a subdivision or development, the developer must provide all the drainage works subject to the Approval of the design and construction of the works, and in accordance with the Napier City Council Code of Practice for Subdivision and Land Development.
- C.3.3 Every application must comply with the requirements contained in the Administration Manual, including in relation to the payment of charges.
- C.3.4 An application to connect must be made even if a Private Drain has already been laid up to the Point of Discharge.
- C.3.5 The Council must supply and install the Public Wastewater System up to the Point of Discharge.

Application to connect using On-Property Low Pressure Sewer Equipment

- C.3.6 An application to connect to the Public Wastewater System using On-Property Low Pressure Sewer Equipment to the Low Pressure Sewer System will be approved only for domestic Premises located in a Low Pressure sewer service area, if available. Connections to a gravity Public Wastewater System are subject to Approval.
- C.3.7 The On-Property Low Pressure Sewer Equipment must comply with all requirements of the Napier Pressure Sewer Systems Policy.

Application to connect pumped sewer systems

- C.3.8 Where an application to connect involves the proposed installation of a private pumped sewerage system this will be approved only if the Council determines that there are no practical alternatives for gravity flow discharge to the Public Wastewater System, or where ground conditions are such that a gravity system is not suitable or where there is a Pressure Sewer System available.
- C.3.9 A private Wastewater pump station serving more than one domestic Dwelling requires:
- a. A "Common Pump Station Agreement" between the parties approved by the Council, including appropriate maintenance of rising mains. The agreement must be registered against the Record of Title of each Premises that receives the benefit of it.
 - b. The combined rate of discharge to the Public Wastewater System must not exceed the rate specified by the Council for a single Premises.
 - c. The combined rate of discharge to the public sewer must not exceed the rate specified by the Council.
- C.3.10 A private Wastewater pump station must have installed an approved Boundary Kit in accordance with the Napier City Council

Code of Practice for Subdivision and Land Development.

Change of ownership

- C.3.11 In the event of domestic Premises that have Approval to connect to the Public Wastewater Network changing ownership, the new Owner will automatically become a new Customer.

C.4 Premises

General

Flow rate

- C.4.1 The maximum instantaneous flow rate discharged from a domestic Premise, including from domestic swimming pools and spa pools, must not exceed 2 litres per second, or as otherwise specified in the Administration Manual. For domestic Premises, the Council may also set a maximum daily flow rate discharged from that Premises.

Prohibited characteristics

- C.4.2 Wastewater with one or more of the Prohibited Characteristics in Schedule B of the Administration Manual must not be discharged into the Public Wastewater system from a domestic Premise.

Specific Forms of Wastewater Discharge

- C.4.3 Part C1 of the Administration Manual provides further specific requirements for:
- Domestic Swimming Pools and Spa Pool Water;
 - Campervan / Motorhome Wastewater; and
 - Impervious yard run off.

C.5 Point of discharge

General

- C.5.1 The Point of Discharge is the point on the Public Wastewater System which marks the boundary of responsibility between the Customer or Operator and the Council, irrespective of Premises boundaries.
- C.5.2 Unless otherwise approved there is one Point of Discharge only for each Premises, Trade Premises and any Private Drain must not extend by pipe or any other means to serve another Premises.

Maintenance and access

- C.5.3 The Council owns and maintains the Public Wastewater System up to the Point of Discharge. The Customer owns and maintains the Private Drain beyond the Point of Discharge.
- C.5.4 The Customer must maintain the area in and around the Point of Discharge, keeping it reasonably free of soil, growth, or other matter or obstruction including Construction Debris which prevents, or is likely to prevent, convenient access.
- C.5.5 Where it is not practical to notify a Customer of a maintenance interruption to the Point of Discharge before work commences, the Council may shut down the Point of Discharge without notice, and the Customer will be advised as soon as possible.
- C.6 Care of Public Wastewater System infrastructure

Discharge or Storage of Hazardous Substances

- C.6.1 No Person may store Hazardous Substances or any other material likely to be harmful to the Public Wastewater System or Public Stormwater Network or the health and safety of people at any domestic Premises without taking all reasonable steps to prevent their entry into the Public Wastewater System and/or Public Stormwater Network.

Damage to the Public Wastewater System

- C.6.2 All Persons must take due care not to damage any part of the Public Wastewater System.
- C.6.3 Every Person who damages the Public Wastewater System must report the damage to the Council immediately.
- C.6.4 Customers must inform the Council immediately on becoming aware of any breach or potential breach of this Bylaw.

Blockages

- C.6.5 A Customer who identifies that a Private Drain on their Premises is overflowing or has other reasons to suspect a blockage affecting the Private Drain, must first contact the Council who will determine if the Public Wastewater System is the cause of the blockage. If the blockage remains then the Customer must contact

an appropriately qualified tradesperson to clear and remove any blockage affecting the Private Drain.

- C.6.6 If a blockage within the Public Wastewater System is found to have originated within the Customer's Premises or has been caused by an unlawful discharge from that Premises, the Council may recover the costs of the unblocking work from the Customer.
- C.6.7 In the event of the roots of any tree on any private Premises causing or being likely to cause damage, interference to the flow, or blockage to Wastewater Services, the Council may require the removal of the tree and/or its roots in accordance with the procedure set out in section 468 of the Local Government Act 1974.

Construction Debris

- C.6.7 The Customer and any Person acting on behalf of the Customer must take all reasonable precautions to ensure Construction Debris does not enter any component of the Public Wastewater System or a Private Drain. If Construction Debris enters the Public Wastewater System or a Private Drain, the Customer must notify Council immediately.
- C.6.8 In the event a blockage or other downstream issue occurs as a result of Construction Debris entering the Public Wastewater System or Private Drain, where the responsible Premises can be identified, Council may recover the costs associated with the remedial works from the Customer.

Working around Buried Services

- C.6.9 Every Person proposing to carry out excavation work must first:
- Establish whether Buried Services are located in the vicinity of the proposed excavation. Drainage plans showing the location of Buried Services can be accessed via the Council's utilities maps, beforeUdig database; and
 - Identify whether the area is listed as Waahi Tapu. If a site is listed as Waahi Tapu or an unknown archaeological site is discovered, the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 must be adhered to.

- No Person may excavate, or carry out piling or similar work closer than:
- Five (5) metres from the centre line of Buried Services, or
- Two (2) metres from the centre line of Buried Services, without Approval. Such Approval may be subject to conditions on the carrying out of any work near the Buried Services.

C.6.10 At least five (5) Working Days' written notice must be given to the Council before any excavation or physical works close to Buried Services commence. Where appropriate the Council may mark out to within 1m on the ground the location of any Buried Services, and may impose reasonable restrictions on the work it considers necessary to protect the Buried Services.

C.6.11 No Person may cause the crushing load imposed on any Buried Services to exceed that which would arise from the soil overburden plus a HN-HO-72 wheel or axle load (as defined in the NZ Transport Agency Bridge Manual).

C.6.12 No Person may place any additional material over or near Buried Services without Approval.

C.6.13 Service Openings must not be covered in any way unless approved by the Council in writing.

C.6.14 Removal of any covering material or adjustment of the Opening will be at the Customer's expense.

C.6.15 When excavating and working around Buried Services due care must be taken to ensure the services are not damaged, and that bedding and backfill is reinstated in accordance with the appropriate Council specification.

C.6.16 Excavation within a road reserve is also subject to the permit process of the Council and/or road controlling authority as defined in section 2 of the Land Transport Act 1991, as appropriate.

C.6.17 No building foundations or structures may be built over Buried Services:

- Within the easement for the Buried Service; or
- Within what would be the width of the easement for the Buried Service

- as detailed in the Napier City Council Code of Practice for Subdivision and Land Development; or
- c. As otherwise required by easement protections in the Napier City Council Code of Practice for Subdivision and Land Development.
- C.6.18 No Person may allow trees or shrubs to be planted over a Buried Service
- a. Within the easement for the Buried Service; or
- b. Within what would be the width of the easement for the Buried Service as detailed in the Napier City Council Code of Practice for Subdivision and Land Development; or
- c. As otherwise required by easement protections in the Napier City Council Code of Practice for Subdivision and Land Development.

C.7 Disconnection

- C.7.1 A Customer must give ten (10) Working Days' Notice in writing of his or her intention to demolish or remove a Building connected to the Public Wastewater System.
- C.7.2 The demolition or removal must not commence until the Premises has been Disconnected from the Public Wastewater System by the Council.
- C.7.3 Where a Building is being demolished or undergoing refurbishment, the Council retains the right to Disconnect the connection and provide a new connection for the new or Refurbished Building for the given connection charges.

C.8 Offences

- C.8.1 Every Person commits an offence against this Part of the Bylaw who:
- a. Discharges Domestic Wastewater or Household Equivalent waste into the Public Wastewater System in a manner that contravenes the requirements of this Bylaw and/or the Administration Manual.
- b. Discharges solid waste, wet wipes or Construction Debris into the Public Wastewater System.
- c. Discharges Stormwater into the

- Public Wastewater System without Approval.
- d. Discharges Domestic Wastewater or Household Equivalent waste into the Public Stormwater Network.
- e. Discharges Hazardous Substances from a domestic Premises to the Public Wastewater System or the Public Stormwater Network.
- f. Fails to take reasonable steps to prevent Hazardous Substances or any other material likely to be harmful to the Public Wastewater System or Public Stormwater Network from entering the Public Wastewater System or the Public Stormwater Network from a domestic Premises.
- g. Connects a domestic Premises to, or Disconnects a domestic Premises from, the Public Wastewater System without Approval.
- h. Makes a private connection to a Pressure Sewer System.
- i. Causes damage to any part of the Public Wastewater System by discharging or dealing with domestic Wastewater or Household Equivalent waste in a manner that contravenes this Bylaw and/or the Administration Manual.
- j. Erects any Building, fence, retaining wall or other structure, or places any material or fill, or undertakes any works or excavation, or allows any tree or shrub to grow in the vicinity of the Public Wastewater System in a manner that contravenes this Bylaw and/or the Administration Manual and/or without Approval.
- k. Fails to notify the Council immediately on becoming aware of any breach or potential breach of this Bylaw and/or the Administration Manual.
- l. Otherwise fails to comply with or acts in contravention of any provision of this Bylaw and/or the Administration Manual.

9. Date Bylaw Made

This Bylaw was made by the Napier City Council by resolution at a Council meeting on 14 July 2022 and come into effect from the 1 August 2022.

Sealed with the Common Seal of the
Napier City Council In the presence of:

Mayor:

Chief Executive:

Date: 14 July 2022.

8. APPOINTMENTS - REIMAGINING FLOOD RESILIENCE STEERING GROUP

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1856698
<i>Reporting Officer/s & Unit:</i>	Michele Grigg, Senior Policy Analyst Simon Bradshaw, Manager Infrastructure Developments

8.1 Purpose of Report

The purpose of this report is to approve the appointment of two elected members to the Reimagining Flood Resilience Heretaunga Plains Steering Group, which is being established and led by Hawke's Bay Regional Council.

Officer's Recommendation

That Council:

- a. **Approve** the appointment of Councillors Browne and Taylor to the Heretaunga Plains Steering Group for the Reimagining Flood Resilience project.
- b. **Note** that six-monthly update reports will be provided to Council on the Reimagining Flood Resilience project by the Napier City Council Technical Advisory Group officers.

8.2 Background Summary

Earlier in 2025, Hawke's Bay Regional Council (HBRC) presented Napier City Councillors with an overview of the Reimagining Flood Resilience project (the Project). HBRC has subsequently sent us an invitation to nominate two Councillors to sit on one of the Project's Steering Groups.

The Project has been initiated in direct response to the recommendations of the Hawke's Bay Independent Flood Review. It focuses on two major flood schemes: the Heretaunga Plains Flood Control Scheme and the Upper Tukituki Flood Control Scheme. Combined, these schemes provide a level of flood protection for 84% of Hawke's Bay's population. The Heretaunga Plains scheme includes both the Tutaekuri and Ngaruroro Rivers, so is of particular interest to Napier.

At the governance level, HBRC is forming Steering Groups comprising elected members from Councils and representatives from Post Settlement Governance Entities to provide strategic oversight and confirm project recommendations to HBRC. Two Steering Groups will be established (one for each of the flood control schemes), both administered by HBRC. It is anticipated that Steering Group meetings will begin in mid-late July 2025 and will occur 6-8 weekly. We understand Terms of Reference will be considered at the Groups' first meetings.

Napier City Council has been invited to nominate two elected members to sit on the Heretaunga Plains Steering Group as this catchment has the greatest potential impact on the city of Napier.

The first step in initiating the Project was to establish a Technical Advisory Group (TAG). The TAG membership comprises officers from:

- Hawke's Bay Regional (lead), Napier City, Hastings District, and Central Hawke's Bay District Councils
- Mana Ahuriri
- Tamatea Pōkai Whenua
- Ngāti Kahungunu Iwi Incorporated.

The primary role of the TAG is to provide technical guidance and support for the Project, and for the mana whenua and governance members involved. The TAG is currently finalising their Terms of Reference. They have commenced meeting and are working collaboratively on the Project.

8.3 Issues

The Project seeks to consider the future of the two flood control schemes, including balancing the management of risks from flooding with affordability. It also aims to consider how engineering solutions can work alongside nature to provide improved flood resilience, including consideration of Mātauranga Māori principles.

This is a medium- to long-term Project and it is anticipated that implementing the determined outcomes may take decades. TAG officers will ensure Council remains updated through six-monthly project updates.

Note that nominations may need to be reviewed at the beginning of the next triennium.

8.4 Significance and Engagement

The Project will be of interest to the wider community, including mana whenua, businesses, and residents. Discussions with these groups as the Project progresses will be key to determining the long-term direction, priorities, and acceptable levels of investment and risk for flood resilience. Meaningful engagement will help ensure that decisions reflect community values, needs, and willingness to adapt.

8.5 Implications

Financial

Membership on the Heretaunga Plains Steering Group and the Project TAG will require time commitment only. HBRC is anticipating that outputs from the Project will initially inform their 2027-2037 Long Term Plan decision-making.

Social & Policy

The outcomes of this project are expected to extend over the medium- to long-term and Council has a role in contributing to shaping and guiding the outcomes.

Risk

Council governance would be providing strategic oversight and confirming project recommendations to HBRC in relation to an activity that is typically outside the scope of territorial local authorities. However, the project has the potential to significantly impact on and influence the Napier community, hence the recommendation to be involved.

8.6 Options

The options available to Council are as follows:

- a. **Approve** the appointment of Councillors Browne and Taylor to the Reimagining Flood Resilience Heretaunga Plains Steering Group.
- b. **Do not approve** the appointment of Councillors Browne and Taylor to the Reimagining Flood Resilience Heretaunga Plains Steering Group and appoint alternatives.

8.7 Development of Preferred Option

The preferred option is Option A so that HBRC is able to progress with establishing the Project's governance arrangements including forming the Reimagining Flood Resilience Heretaunga Plains Steering Group.

8.8 Attachments

Nil

9. REMUNERATION GUIDANCE HEARING COMMITTEE

Type of Report:	Operational
Legal Reference:	Enter Legal Reference
Document ID:	1859640
Reporting Officer/s & Unit:	Paulina Wilhelm, Manager City Development

9.1 Purpose of Report

The Elected Members Allowance and Expenses Policy establishes the framework for remuneration of Napier City Council elected members. We are proposing a change to the section “Hearing Fees” within the policy for elected members who participate in hearings as required by the Resource Management Act 1991 (RMA). The changes suggested in the policy ensures transparency and consistent compensation for elected member’s time, expertise, and responsibilities in the RMA decision-making process. The Policy covers participation in Resource Consent or RMA hearings.

Officer’s Recommendation

That Council:

- Receive** the report titled “Remuneration Guidance Hearing Committee” dated 26 June 2025.
- Endorse** changes made to the section Hearing Fees to the Elected Members Allowance and Expenses Policy (Doc Id 1859902).

9.2 Background Summary

The Chair and Deputy Chair have reviewed and prepared the changes suggested under the “Hearing Fees” section within the Elected Members Allowance and Expenses Policy. The changes are needed to provide clarity and guidance to what is expected from Elected Members when participating in RMA hearings.

Eligibility

The Policy applies to Napier City Council elected members who have been appointed to hearing panels under the RMA 1991 by either the Council’s Hearing Committee or Council.

Remuneration Structure

Elected members appointed to the hearing panels will be paid an hourly rate as follows:

- Hearing attendance panel member: up to \$93 per hour (+gst)
- Hearing attendance chair: up to \$116 per hour (+gst)
- Hearing preparation and decision writing, including preparing any questions: up to \$93 per hour (+gst).

Note: Where a fee for member time is proposed to be different from the remuneration authority maximum, this is detailed in the recommendation to the hearings committee at the time of appointment.

Hearing preparation includes reviewing material before the hearing, any site visits and preparing questions for officers or submitters as required.

The hours paid for hearing preparation and decision writing will be capped. Council will pay up to \$93 per hour for a maximum of 16 hours for preparation before the hearing and up to a maximum of 24 hours for writing decisions after the hearing, if required.

It is acknowledged that in some instances preparation for hearings and writing decisions may take more or less time than allowed for. Any extra time will not be remunerated, as this is considered part of the duties of elected members.

Payment Process

- Payment requests must be submitted via invoice using the NCC RMA Hearing Committee Form.
- Invoices should be submitted within 30 days after the hearing date.
- Invoices must include details of the hearing dates and hours worked for each hearing in undertaking preparations, hearing attendance, site visits and deliberations.
- Payments will be processed within 10 working days following Council's receipt of the invoice.

Compliance and Performance Expectations

Elected members are expected to comply with all ethical and legal obligations associated with their role in hearings and maintain their RMA commissioner's certification as part of the Making Good Decisions Programme. Attendance, preparation and decision-making must align with Council's policies and statutory responsibilities.

Review and Amendments

The remuneration policy is subject to 3 yearly reviews to ensure alignment with Council policies, legislative changes and LTP budgets.

9.3 Issues

None

9.4 Significance and Engagement

This report does not trigger the significance and engagement policy.

9.5 Implications

Financial

The costs of hearings for the Proposed District Plan are covered by operational budgets.

Social & Policy

None

Risk

None

9.6 Options

The options available to Council are as follows:

- a. Receive this report and endorse changes to the policy provided.
- b. Do not endorse changes to the policy.

9.7 Development of Preferred Option

Option a. is recommended as it guides elected members when participating in hearings and provides transparency to the public. The changes made help officers managing the budget available for the hearing process.

9.8 Attachments

- 1 Elected Members allowance and expenses Policy (Doc Id 1859902) [↓](#)



ELECTED MEMBERS ALLOWANCE AND EXPENSES POLICY



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

Elected Members' Allowances and Expenses Policy



Adopted by	Napier City Council on 18 April 2024
Relevant Legislation	Local Government Members (2023/24) Determination 2023
NCC Documents Referenced	Sensitive Expenditure Policy
NCC Documents Referenced	Information Services Acceptable Use Policy - Elected Members
NCC Documents Referenced	Travel Policy
NCC Documents Referenced	2022-2025 Elected Member Code of Conduct

Purpose

This policy provides guidelines for all members when claiming allowances and expenses and identifies the resources that are available to members during their term of office.

This policy covers:

- Vehicle mileage allowance and travel time allowance
- Travel, accommodation and meals allowance
- Childcare allowance
- Hearing fees
- Any other allowance the Council resolves to be relevant.

1. Supporting Policies

The policies, rules and procedures relating to the expenses and allowances payable to members are supported by:

- Napier City Council Sensitive Expenditure Policy
- Napier City Council Travel Policy
- The relevant Local Government Members Determination published by the Remuneration Authority

This policy may be updated by the Governance Team Leader to reflect amendments to rates set by the Remuneration Authority, from time to time, for allowances identified in this policy.

2. Background

Each year the Remuneration Authority sets the remuneration and allowances for members through the Local Government Members Determination.

From time-to-time members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The payment of any or all allowances is at the discretion of the Napier City Council.

3. Definitions

Where an interpretation is stated in the Remuneration Authority Determination that interpretation will apply to this policy.

Actual means as evidenced by the original receipt attached to the claim form.

Allowances mean the current definition determined by the Remuneration Authority to the value identified in this policy. In the case of allowances, limits set in this policy do not exceed the current Remuneration Authority's Determination.

Companion of a member means a spouse, partner, or other individual (referred to as a companion).

Council business includes formal council meetings, committee meetings, workshops, co-governance forums, statutory hearings, site visits, tours, meetings with staff, meetings with community groups, meetings with members of the public and activities where a member attends as a Council representative. It does not include events where the primary focus is on social activity. Council business in relation to seminars, training courses and conferences etc is where the member is attending as an official representative on the Council's behalf and with the approval of the Mayor.

Expenses means personal money spent by members whilst going about their official duties as members and does not contravene the supporting policies or rules referred to in this Policy.

Family Member of an elected member means a spouse, civil union partner, or de facto partner, or a relative connected with the member within two degrees of relationship whether by blood relationship or adoption.

Hearing means:

- (a) a hearing arising from a resource consent application made under [section 88](#) of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under [section 99](#) of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under [section 36](#) of the RMA.

Hearing Time means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Local Government Members Determination is the annual determination given by the Remuneration Authority that specifies the remuneration for members, and their entitlements and allowances

Member refers to elected members.

Professional Development refers to where a Councillor attends a conference/seminar that is of interest to them but not essential to the representation or business of Council.

Pro-rata means where a member is not a member for the whole determination term the Remuneration Authority's pro- rata formula will be used to calculate allowance amounts.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

Remuneration Authority is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

Resources are goods and services normally used by Council to support its business, which are provided to members for their personal use to assist them in fulfilling their responsibilities as elected members.

4. Process for reimbursing claims

Please discuss any likely expenses with the Governance Team prior to incurring costs.

The following process will apply for expense claims:

- any expenses to be reimbursed must be on an actual and reasonable basis, supported by receipts/tax invoices.
- all claims must be made within 30 days of expenditure occurring with the aim to keep expenditure within the year in which it occurs and is budgeted for;
- cost reimbursements will be made through Council's Expense management system on behalf of the member by the Mayor's EA, accompanied by full receipts;
- Allowances may be subjected to withholding tax, which will be deducted prior to payment.
- The process and prior approvals required for one-off expenditure such as travel to conferences are detailed in this policy.

5. Under the Sensitive Expenditure Policy

Any spend by the Mayor is reported to the Audit and Risk Committee. Any spend can be requested at any time as official information by the media and/or public.

6. Allowances and expenses

Allowance/ Expense	Description
Vehicle mileage	<p>Vehicle mileage may be paid for eligible travel when:</p> <p>Travel occurs on a day when the member is not provided with a motor vehicle by the local authority; and</p> <p>The member is travelling in a private vehicle and on local authority business and using the most direct route that is reasonable in the circumstances.</p> <p>Mileage will be paid up to the current maximum rate per kilometre set by the Remuneration Authority being:</p> <ul style="list-style-type: none"> petrol or diesel vehicle: 1.04 cents for the first 14,000 kilometres of eligible travel annually, and 35 cents per km thereafter. petrol hybrid vehicle: 1.04 cents for the first 14,000 kilometres of eligible travel annually, and 21 cents per km thereafter. electric vehicle: 1.04 cents for the first 14,000 kilometres of eligible travel annually, and 12 cents per km thereafter. <p>If a member travels from a place where they temporarily or permanently reside outside the local authority area, to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel within the boundary of the local authority area.</p> <p>Elected Member Private Vehicle Travel Claim Form attached as Appendix A</p>
Travel time	<p>Reimbursement may be made to members:</p> <p>When travel is within New Zealand on local authority business and by the quickest form of transport that is reasonable in the circumstances and using the most direct route that is reasonable in the circumstances,</p> <p>To a maximum reimbursement of 8 hours within a 24-hour period,</p> <p>Noting that a member that resides outside of the local authority area who travels to local authority business is only eligible for a travel time allowance in respect of eligible travel after the member crosses the boundary of the local authority area; and after the first hour of eligible travel within the local authority area.</p> <p>The travel time allowance is \$40 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.</p> <p>The Mayor is not eligible to claim travel time.</p>

Taxis / Uber/Rideshare/ Public Transport	<p>Taxis/Uber/Rideshare may be used for council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> • safety/security reasons, and • when travelling outside the Hawke's Bay Region, if it is the most appropriate form of transport. <p>Taxis/Uber/Rideshare may not be used if significant travel distances mean that it is not the most cost-effective option. Wherever practicable, shuttle or public transport services are to be used in lieu of taxis.</p> <p>Travelers are expected to share taxis wherever possible. Taxis must not be used for short walkable distances unless circumstances prevent this.</p> <p>Taxis are to be pre-booked by the Mayor's EA using Council's Travel Provider, to ensure all travel is visible. Where this is not viable, pre-approval of the intention to pay privately and then reclaim the expense should be obtained in writing from the Mayor. Costs paid for by the individual within New Zealand or approved international travel will be reimbursed on receipt of a claim through Napier City Council's Expense management system with original receipts attached.</p>
Rental Vehicles	<p>Rental cars, approved by the Mayor, should be considered when they provide the most appropriate and cost-effective method of transport, taking into account the cost of parking.</p> <p>Vehicle insurance will be provided by Council's own insurance for domestic rentals. For international travel, full insurance is required through the rental car supplier.</p> <p>The traveler must be over 25 years of age to hire a car. All drivers of rental cars must possess a current full driver's licence. The person who rents the vehicle has the sole responsibility for the vehicle and must not allow drivers, other than Council employees or members, to drive the rental vehicle.</p>
Car parking costs	<p>Members will be provided with a parking permit at the start of their term which will entitle them to free parking of eligible vehicles within Napier (with the exception of Emerson Street) when members are engaged in council business. The permit must be displayed on the member's vehicle dashboard and may only be used in vehicles pre-registered with the Parking Team by the member for this purpose.</p> <p>It is the member's responsibility to inform the Parking Team, via the Mayor's EA, if the vehicle or number plate they have registered has changed.</p> <p>Travelers engaged on Council business outside of Napier boundaries, and who may be required to access parking, are able to be reimbursed for that parking cost.</p> <p>Airport parking is permissible. However, it is to be used only when the cost is less than the equivalent taxi fare and when consideration has been given to public transport options.</p>

Travel	<p>All domestic and international travel must be approved by the appropriate level of authority before any expenditure is incurred, and must be:</p> <ul style="list-style-type: none"> • Business related, contributing to Council objectives; • Appropriate for the situation, meaning other options such as audio or video conferencing have been considered; • Appropriate for the member, meaning the most appropriate person is travelling given the circumstances; • The most cost-effective, meaning that expenses are reasonable and sustainable under public scrutiny; • Planned and booked in advance. <p>Domestic travel by Councilors must be approved by the Mayor. Domestic travel by the Mayor is approved by the Chief Executive and reported to the Audit and Risk Committee as per Council's Sensitive Expenditure policy. Any international travel by any member must be approved in advance by formal resolution of Council.</p> <p>Following the appropriate approvals, the Governance Team will action travel bookings and any associated arrangements, using Council's approved Travel Management Provider.</p> <p>Airline selection is based on the best value for Council. Where larger numbers of Council representatives are travelling together, separate flights may be considered to minimise risk.</p> <p>Actual and reasonable costs will be reimbursed where they are within policy and itemised receipts to fulfil tax requirements are provided. "Reasonable costs" means costs incurred while on Council business that are:</p> <ul style="list-style-type: none"> • Not excessive, meaning they are the most appropriate and cost effective for the circumstances, and • Deemed acceptable under public scrutiny. <p>The Mayor and Chief Executive are responsible for deciding if a traveler's expenses are reasonable. It should be noted that Council is not obliged to pay for or reimburse any expenditure incurred if the Travel Policy and related policies have not been adhered to.</p> <p>Any member who undertakes business related travel must be conscious that they are acting as a representative of Council. They are expected to maintain the highest standards of personal integrity and comply with the Elected Member Code of Conduct at all times.</p> <p>As a general policy all member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g., where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.</p>
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Companion Travel	<p>A companion may accompany a traveler on a business trip at the traveler's expense.</p> <p>Pre-approval must be sought from the Mayor for a Councillor, or from the Chief Executive for the Mayor.</p> <p>The companion's travel and accommodation may be booked using Council's approved Travel Management Provider with preferred airlines. In such a case, the companion's travel is to be booked on the Council account and personal credit card details are to be provided to cover any personal expenses.</p> <p>Council will not reimburse any expenses incurred by or on behalf of any companion.</p> <p>In those rare circumstances where the involvement of a companion directly contributes to a clear business purpose, and pre-approval has been obtained (approved by Council resolution where a member is concerned), the Council may contribute to all or part of the additional costs. Air travel may not be downgraded to two single tickets to pay for a companion or family members, even if the cost to Council is lower.</p> <p>Council has approved payment of expenses for the travel and accommodation of a companion to travel with the Mayor to the Local Government New Zealand Conference, on an annual basis. This is the only event where this approval exists.</p>
	<p>Leisure travel may be combined with business travel provided there is no additional cost to Council. The leisure travel must be incidental to the business purpose of travel. Pre-approval to combine leisure and business travel must be sought through the stand approval process.</p> <p>All personal travel-related expenses are to be met by the traveler.</p>
Air Points Programmes	Travelers are entitled to any frequent flyer points that are accrued as a results of Council travel.
Travel Insurance	Council will provide all authorised travelers with travel insurance. The individual must read and understand the conditions of this insurance before incurring any medical expenses.
Visas, medical requirements, and inoculations	Where international travel has been approved, all costs of visas and related medical requirements such as tests and inoculations will be covered by Council.
Excess Baggage	<p>Excess baggage surcharges for items related to Council business must be arranged at the time of booking and other alternatives must have been investigated.</p> <p>Council will not pay any excess baggage surcharge for personal items.</p>
Accommodation	<p>Accommodation arrangements associated with approved travel will be arranged by the Governance Team and will comply with Council's Travel Policy.</p> <p>Travel must be on the day of work or training unless there is a compelling reason to travel the previous day. Acceptable reasons include, but are not limited to, travel not being available to ensure timely arrival at the work or training and health and safety concerns with the length of time away from home if travel was to be completed within one day.</p>

	<p>Travelers may only stay overnight if they are working at a provider site or attending work-related training the following day.</p> <p>Accommodation check-out times must be observed, and Council will not meet any additional costs as a result of the traveler failing to check-out on time except in the case of extenuating circumstances.</p> <p>Council will not provide reimbursement when a traveler chooses to travel to and stay in private accommodation.</p> <p>Chargeback facilities will only be used for business related accommodation costs, meals, and parking.</p>
Meals	<p>Travelers will be reimbursed for actual and reasonable meal expenses of up to \$100 per person per day when required to be away from home for 12 hours or more. However please note that separate meal expenses will not be met where a meal has been provided as part of the meeting, conference, training or other event that is being attended.</p> <p>Under no circumstances will alcohol be paid for by the council as part of a meal allowance, as it is considered a personal expense. If you are travelling outside of Napier and Hastings for work purposes and will be away for between 5 and 12 hours, reasonable and actual meal costs of up to a maximum of \$35 per person per day will be reimbursed.</p>
Other Travel-Related Expenditure	<p>The following expenditure is not considered appropriate to be charged to Council or reimbursed by Council to travelers:</p> <ul style="list-style-type: none"> • Private Entertainment / Trips • Mini bar expenditure • In-house movies • Wifi or other telecommunications charges • Souvenirs • Parking fines and other traffic infringement fees • Gym fees • Tipping within New Zealand • Alcohol <p>Meals and costs (including hospitality and entertainment) of companion or any accompanying person that is not travelling on Council business.</p> <p>Other miscellaneous expenses unless the expenditure has a clear connection to business usage.</p>
Training/Personal Development/Conference Attendance	<p>If members would like training in particular skills or techniques, or to attend a conference, as part of their professional development as an elected member, approval needs to be sought from the Mayor in the first instance (approval form attached in Appendix B).</p> <p>The Governance Team will identify and arrange any relevant courses or opportunities as appropriate, factoring in cost, value for money, and value to your role as an elected member.</p> <p>On completion of training or conference attendance, members should be prepared to discuss new learnings and share resources with others in Council.</p>

<p>Hearing Fees – Resource Consent</p>	<p>Where a member is a RMA commissioner (having become qualified through the RMA making good decisions accreditation program) and participates in a Resource Consent or RMA Hearing, fees are payable with the submission of a claim form (attached as Appendix C).</p> <p>The following activities are reimbursable in relation to a Hearing:</p> <ul style="list-style-type: none"> • Conducting a hearing • Participating in formal deliberations to decide the outcome of a hearing • Participating in an official group site inspection related to a hearing • Determining a resource consent application where a formal hearing does not take place • Preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection as above) to the maximum aggregated time of the conduction of a hearing and deliberations themselves • Writing a decision arising from a hearing or communicating for the purpose of the written decision. <table border="1" data-bbox="630 884 1189 1086"> <thead> <tr> <th>ROLE</th><th>FEE PAYABLE</th></tr> </thead> <tbody> <tr> <td>Chair of Hearing</td><td>Up to \$116 per hour</td></tr> <tr> <td>Panel Member</td><td>Up to \$93 per hour</td></tr> <tr> <td colspan="2">For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly</td></tr> </tbody> </table> <p>Policy Notes Hearing Fees do not apply to hearings held under the Dog Control Act 1996. The Mayor is not eligible for Hearing fees.</p> <p>Where hearing fees are being paid for through Council budget, i.e. for RMA district plan hearings, setting of capped preparation and decision writing hours will be made by the hearings committee at the time of hearings committee appointments being made, this is to be informed by staff guidance.</p> <p>Note: NZ Quality Planning guidelines are observed when staff prepare this guidance, which guides that for each day of hearings, 2 days of preparation time is required. Staff will also prepare decision and deliberation time guidance based on the size, complexity and number of submissions on the topic.</p> <p>It is acknowledged by hearings committee members that in some instances preparation and decision time may be more than the cap set at the time of appointment. Any additional time will not be remunerated.</p> <p>Elected members are expected to comply with all ethical and legal obligations associated with their role in hearings and maintain their RMA commissioners certification during any hearing process.</p>	ROLE	FEE PAYABLE	Chair of Hearing	Up to \$116 per hour	Panel Member	Up to \$93 per hour	For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly	
ROLE	FEE PAYABLE								
Chair of Hearing	Up to \$116 per hour								
Panel Member	Up to \$93 per hour								
For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly									

Childcare	<p>A member who is responsible for one or more children under 14 years of age may claim a childcare allowance for each eligible child up to the annual maximum limit outlined below.</p> <p>The allowance is intended as a contribution towards expenses incurred while a member is engaged on local authority business.</p> <p>The allowance is subject to certain conditions:</p> <ul style="list-style-type: none"> • Children are to be under 14 years of age, and the member must be the parent or guardian of the child, or a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis), and • The childcare must be provided by someone who is not a family member of the member and who does not ordinarily reside with the member, and • The member was participating in the following activities of Council during the time the childcare was required: <ul style="list-style-type: none"> ○ Attendance at Council or Committee meetings where the member is either a member of the Committee, or is a Council appointee to the Committee; or ○ Attendance at workshops or working parties of Council to discuss items of Council business; or ○ Attendance at civic events where attendance of members is required, such as Council authorised events including citizenship ceremonies and the annual Napier Civic Awards; and
	<ul style="list-style-type: none"> • The member submits a claim for expenses, and provides satisfactory evidence to Napier City Council that the claim is based on actual costs of childcare incurred and paid for by the member; and • Any claim is filed within 90 days of the actual costs of childcare being incurred; and • The claim is authorised by the Mayor in line with the Napier City Council Sensitive Expenditure Policy. <p>The maximum value for reimbursement is to be \$20 per hour (plus GST where applicable), and the maximum accrued allowance per financial year per qualifying child being \$2000 (plus GST where applicable).</p>

Council Issued Mobile Devices	<p>Members may choose to use their own mobile device instead of being issued a Council mobile device, however Council will not pay for any plan cancellations, or the repair of personal devices should they be damaged when being used for business purposes.</p> <p>Members using a device on a Council corporate plan are not allowed to use it for charged services such as:</p> <ul style="list-style-type: none"> • “Text to Park” - if a user needs to pay for parking outside of Napier, use cash or a credit card and claim it back if it is Council business-related. • “Premium” text services - Council does not pay for 0900 or subscription services. • Entering competitions or donating to a cause - Council does not pay these personal costs. <p>If these charges are incurred the member will be invoiced by the Finance department.</p> <p>International calls and texts (not covered by the corporate plan) should only be Council business related unless it is a genuine personal emergency and there is no other alternative. Any costs incurred relating to the above will be the responsibility of the user. If a user is travelling outside the country, they are required to request permission, via the Governance team, to use the Council device outside of New Zealand. Any roaming costs for personal use will be charged back to the user.</p>
Koha	<p>Koha is Te Reo for a gift, present, offering, donation or contribution. The provision of Koha is a significant principle in Māori society given as an expression of manaakitanga (show respect to the host for their hospitality), good will and gratitude for a particular contribution or service. In traditional Māori society Koha often took the form of food and resources i.e Greenstone and flax. In the modern context, the Koha can be in the form of money.</p> <p>Tangihanga are an important cultural ceremony in Māori culture for mourning someone who has died. It is appropriate that a Koha is presented at a tangihanga when the following apply:</p> <ul style="list-style-type: none"> • Where elected members are attending tangi in an official capacity on behalf of Napier City Council and not in a personal capacity; and/or • The deceased has mana (wisdom, importance) and significant standing in the community; and/or • Where there is an association with Napier City Council.

	<p>If an elected member is attending in a personal capacity a Koha would be the responsibility of the individual.</p> <p>Where appropriate, Koha will be paid directly into the bank account of the recipient.</p> <p>On rare occasions Koha in cash may be the only appropriate method of payment. Council's responsibility is to be prudent, transparent and auditable with the distribution of public funds and NCC must reduce any possibly of risk in financial terms.</p> <p>All Koha must follow the Koha Procedures which are set by the Finance team and approved by the Chief Financial Officer. Koha paid in cash will not be reimbursed where the Koha Procedures are not followed.</p> <p>The purchase of vouchers for Koha is prohibited. If a Koha is required, the Mayor's EA will process the request through the Council Koha request form.</p>
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NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

10. HAWKE'S BAY MATARIKI HOUSING LEADERSHIP GROUP - MEMORANDUM OF UNDERSTANDING

Type of Report:	Operational and Procedural
Legal Reference:	N/A
Document ID:	1859354
Reporting Officer/s & Unit:	Stephanie Murphy, Manager Strategy and Transformation

10.1 Purpose of Report

To provide an update on housing in Hawke's Bay, the regional approach to delivering localised housing solutions.

Seeks approval to enter a Memorandum of Understanding (MoU) to support the continuation of locally led housing delivery via the Hawke's Bay Matariki Housing Leadership Group (Leadership Group).

Officer's Recommendation

That Council:

- Receive** the report Hawke's Bay Matariki Housing Leadership Group Memorandum of Understanding dated 26 June 2025
- Endorse** the Hawke's Bay Matariki Housing Leadership Group Memorandum of Understanding (MoU) (DocId 1859653)
- Delegates** the Mayor and Chief Executive to finalise and agree any minor non-consequential amendments to the MoU
- Notes** the Chief Executive as the delegate on the Hawke's Bay Matariki Housing Leadership Group

10.2 Background Summary

The Hawke's Bay Regional Recovery Agency (RRA), in a coordinating capacity, has been working alongside Hawke's Bay Councils, iwi, Post Settlement Group Entities (PSGE) and Community Housing Providers (CHP's) to explore a regional approach to delivering housing outcomes for the Hawke's Bay region.

The Matariki Governance Group (Matariki) identified housing as a priority for the region (in the Briefing to the Incoming Minister and in the Cyclone Recovery Plan 2.0). The RRA, with significant support from across the regional leaders, have continued to advocate for a Regional Place Based approach to support long-term housing outcomes. This has included actively engaging with the with the Ministry of Housing and Urban Development (MHUD) since mid-2024 to understand the Governments direction to housing.

The parties involved in the Leadership Group and party to the draft MoU are:

- Central Hawkes Bay District Council
- Hastings District Council
- Hineuru Iwi Trust

- iv. Mana Ahuriri Trust
- v. Maungaharuru Tangitū Trust
- vi. Napier City Council
- vii. Ngāti Kahungunu Iwi Incorporated
- viii. Ngāti Pāhauwera Development Trust
- ix. Tamatea Pōkai Whenua Trust
- x. Tātau Tātau o Te Wairoa Trust
- xi. Te Taiwhenua o Heretaunga Trust
- xii. Wairoa District Council

This illustrates the breath of input across the entire Hawke's Bay region and the desire of all the parties to work together in a collaborative regional approach. Napier City Council is currently represented on the leadership group by our Chief Executive (or delegate).

With MHUD's support, on 16 May 2025, Hon Minister Bishop, Minister of Housing, announced Hawke's Bay as a "priority location for a pilot community-led approach to social housing delivery," committing 150 social housing places across the region to be delivered and managed by Community Housing Providers (CHPs)¹⁰. The 150 social housing places committed to Hawke's Bay are a starting point for delivering localised housing outcomes in Hawke's Bay. The regional approach to housing in Hawke's Bay is envisioned to be broader than just social housing delivery, which aligns with Napier City Council's Housing Strategy (adopted by Council, 31 October 2024).

10.3 Memorandum of Understanding details:

The key details of the MoU are as follows:

- a. The MoU is a non-binding agreement, with no financial implications.
- b. The first step in formalising the collaborative working relationship between the member organisations (the parties) of the Leadership Group is the signing of the MoU.
- c. The parties aim to partner with central government for enhanced housing, tenant, and community outcomes across Hawke's Bay, as per the announcement on the 16 May 2025 by Hon Minister Bishop.
- d. The MoU is grounded in the following first principles:
 - Place-based approach
 - Partnership and collaboration
 - Long-term vision, action in the present
 - Holistic perspective
 - Equity and inclusion
 - Evidence-based decision making
 - Accountability

¹⁰ <https://www.beehive.govt.nz/release/150-social-homes-hawke%E2%80%99s-bay-through-community-led-approach>

- e. The parties to the MoU agree to work together and explore opportunities in the following areas:
 - Regional housing strategy development
 - Advocacy to central government
 - Explore establishing an entity or entities
 - Funding applications (may be made individually or collectively)
 - Coordinating cross-sector initiatives
 - Monitoring and reporting
 - Community engagement
 - Innovation development
 - Joined-up initiatives
 - Regional support for local initiatives
- f. Any significant initiatives may be subject to further specific agreements or arrangements, whereby the parties can elect to participate or not.
- g. The MoU does not prohibit the parties from participating in their own housing related activities.
- h. Implementation will be via regular meetings between parties' nominated Leadership Group individuals, supported by a Working Group consisting of staff from parties' organisations and staff from the RRA.
- i. The MoU will remain in force until replaced by a subsequent arrangement that repeals it or until parties agree to end the arrangement. Individual parties may withdraw from the MoU at any time.
- j. Parties have all received the MoU for consideration, with Central Hawke's Bay District Council (22 May) and Hastings District Council (10 June) endorsing the MoU.

10.4 Significance and Engagement

There are no significance and engagement matters associated with the MoU for Napier City Council.

10.5 Implications

Financial

As noted above in section 10.3, there are no financial implications for Napier City Council entering into the MoU. The MoU is non-binding and parties can elect to participate in specific agreements or arrangements as they wish, including their own housing related activities separate to the MoU.

Social & Policy

As noted above in section 10.2, Napier City Council has developed and adopted the Housing Strategy (31 October 2025). Napier City Council as a party to the MoU supports Council's vision of the Housing Strategy of "*People have access to health, safe and affordable homes that suit their needs*". This also supports the various roles Council has identified, being: a connector and advocate; housing provider; infrastructure provider;

regulator; and landowner across the three focus areas. Therefore, being party to the MoU alongside the other partners and their roles within the housing continuum is consistent with the Housing Strategy and benefits the wider region.

Risk

Due to the non-binding nature of the MoU, there are no inherent risks associated with the MoU for Napier City Council. Of note, Hastings District Council have recommended at their 10 June meeting two amendments to the MoU, as follows:

- a. Strengthen reporting on implementation activities to all parties; and
- b. Separate the Leadership Group from Matariki under the MoU, ensuring this stands separately going forward.

These minor amendments are supported by Napier City Council to ensure appropriate oversight and governance is provided.

10.6 Options

The options available to Council are as follows:

- a. Adopt the resolutions as proposed; or
- b. Adopt an amended resolution(s); or
- c. Do not adopt the resolutions.

10.7 Development of Preferred Option

In Council endorsing the Hawke's Bay Matariki Housing Leadership Group Memorandum of Understanding (MoU), this will provide the following:

- a. Formalises the collaborative working relationship between the Leadership Group parties to support localised housing outcomes.
- b. Provides greater opportunity to seek further Government support for housing regionally over and above the first commitment made by the Minister of Housing in May 2025, which is evident by Hawke's Bay being a priority location.
- c. Does not include a financial or legal risk to Council with entering into the MoU.
- d. Does not prohibit Council from undertaking any specific housing related activities separate to the MoU.
- e. Support the proposed amendments by Hastings District Council.
- f. Strengthens Council's ability to deliver on the three focus areas within the Housing Strategy via the collective support of the MoU parties in this partnership approach.

10.8 Attachments

- 1 Housing Leadership Group draft MoU - May 2025 (Doc Id 1859653) [↓](#)

MEMORANDUM OF UNDERSTANDING

Hawke's Bay Matariki Regional Housing Collaboration

Purpose

1. This Memorandum of Understanding is a first step in formalising the collaborative working relationship between the member organisations of the Hawke's Bay Matariki Housing Leadership Group (**Leadership Group**).

Parties

2. The parties to this Memorandum of Understanding are:
 - a. Central Hawkes Bay District Council;
 - b. Hastings District Council;
 - c. Hineuru Iwi Trust;
 - d. Mana Ahuriri Trust;
 - e. Maungaharuru Tangitū Trust;
 - f. Napier City Council;
 - g. Ngāti Kahungunu Iwi Incorporated;
 - h. Ngāti Pāhauwera Development Trust
 - i. Tamatea Pōkai Whenua Trust;
 - j. Tātau Tātau o Te Wairoa Trust;
 - k. Te Taiwhenua o Heretaunga Trust; and
 - l. Wairoa District Council.

Te Tiriti o Waitangi – The Treaty of Waitangi

3. This Memorandum of Understanding is developed within the context of the broader relationship between Territorial Authorities and iwi/Māori organisations listed as parties above in order to enhance housing outcomes for the region.
4. The foundation of the broader relationship is Te Tiriti o Waitangi / the Treaty of Waitangi, and the responsibilities of Councils under the Local Government Act 2002 and other relevant Acts.

Background

5. There are recognised housing challenges across Hawke's Bay that require coordinated action. The region was estimated to be between 2,000 – 3,000 houses short of requirements before cyclone Gabrielle impacted the region in February 2023. The

Cyclone displaced around a further 1,000 households, illustrating the lack of resilience in the housing system

6. Housing data indicates that housing challenges are affecting Māori whānau disproportionately compared to the broader population.
7. The parties recognise that housing is fundamental to wellbeing and that solutions require collective action across multiple stakeholders. Action is required both in terms of policy and housing system, but also at place, tailored to the locations and contexts in which people live. Joined-up action from Government, its agencies, local government, iwi/Māori organisations, NGO and commercial entities is required to address challenges across the housing continuum.
8. The Parties have agreed to work together to address these housing challenges, and have formed a Housing Leadership Group to steer collaborative regional work on housing. The parties envisage that a more formal structure and approach may emerge from this initial work.
9. This collaboration seeks to build on the experience of the Hastings Place-Based Housing Initiative which has been successful in drawing together a collaborative partnership to address housing challenges within the Hastings District. One aim is to spread that approach across the region as appropriate to each place and community's context.
10. The Matariki partners have asked the Regional Recovery Agency, while it is still operating, to provide support for the initial work given its genesis in and strong link to system resilience and cyclone recovery work.
11. The parties have a shared kaupapa of creating a regional housing strategy and improving housing, tenant and community outcomes across the housing continuum. They are working to secure Government investment in housing, infrastructure and capability development that will enable the development of additional housing within Hawke's Bay, with a particular focus on parts of the community and housing continuum not fully catered for through market delivery. They have agreed to formally support each other's efforts and to collaborate where it is mutually beneficial and aids the enhancement of housing, tenant and community outcomes.
12. In the first phase of the work envisaged, the parties are exploring an opportunity to partner with Government to deliver 150 social housing homes out of the 1,500 new social housing places budgeted for in Budget 2024.

Principles

13. The parties acknowledge that their partnership in respect of housing kaupapa is grounded in the following principles:
 - a. Place-Based Approach: Our solutions are based on the unique character, needs, and aspirations of our region and its diverse communities. Our position is that

place-based provision and decision-making on housing will produce better outcomes for our communities than centralised decision-making;

- b. Partnership & Collaboration: We leverage our collective expertise, resources, and authority to advocate – and then oversee – greater place-based housing provision and decisions in the region. This is most effective when we collectively engage with central Government;
- c. Long-Term Vision, Action in the Present: We commit to developing and implementing housing strategies across a range of housing outcomes that are sustainable across generations and political cycles. We enable action in the present to deliver outcomes now and in the future;
- d. Holistic Perspective: We view housing as interconnected with broader community outcomes including health, education, employment, and cultural wellbeing;
- e. Equity & Inclusion: We prioritise solutions that address need, underlying inequities and ensure all community members have access to safe, healthy, and affordable housing;
- f. Evidence-Based Decision Making: We ground our work in data, research, and community input to ensure effective outcomes; and
- g. Accountability: We will strive to ensure our decisions reflect community input and engagement. We will utilise transparent processes and measure outcomes.

Areas of Activity

14. Where the parties recognise mutual benefit, they agree to explore opportunities to work together in the following areas:
 - a. Regional housing strategy development: Collaboration on developing a housing strategy and policy for the region addressing a range of housing and community outcomes, with a focus on achieving appropriate housing for people across the housing need spectrum;
 - b. Advocacy to Central Government: Working together to seek Central Government action to address housing challenges in Hawke's Bay;
 - c. Explore the Establishment of an Entity or Entities: Explore the establishment of an entity or entities to develop and determine a regional housing strategy for Hawke's Bay and take actions in pursuance of that strategy;
 - d. Funding applications: Support for funding applications to Central Government for targeted resources to address housing challenges in Hawke's Bay;
 - e. Coordinating cross-sector initiatives: Implementing the regional housing strategy through collaborative action;
 - f. Monitoring and reporting: Tracking housing trends, needs, and outcomes across the region;
 - g. Community engagement: Ensuring community voices inform housing solutions;

- h. Innovation development: Fostering new approaches to addressing housing challenges;
- i. Joined-up initiatives: Where appropriate, taking action together to address housing challenges and needs; and
- j. Regional support for local initiatives: Working together to support the initiatives on one or more of the parties that will deliver enhanced housing outcomes.

Specific initiatives may be subject to further agreement

15. The parties agree that significant initiatives to be carried within the framework of this agreement may be the subject of further specific agreements or arrangements potentially including a formalised regional housing entity or contracts of agreement for specific projects.

Partnership with government

16. The parties aim to partner with Government for enhanced housing, tenant and community outcomes across Hawke's Bay. This will involve working with the Ministry of Housing and Urban Development and potentially a range of other Government Agencies. It is envisaged that the collaborative work carried out under this MoU may lead to one or more parties or regional entities signing agreements with the Crown to deliver specific deliverables.

Applications for government assistance

17. The parties acknowledge that they may individually or collectively make applications to various Government funding sources to support housing initiatives in the region.
18. For the purposes of transparency, all parties to this Memorandum of Understanding agree to disclose to each other the specific instances where this document or the partnership relationship within is declared in any funding applications or in any other governmental, planning or property process.
19. There is the possibility that the various funding applications made by the parties may overlap or even conflict in some areas. The parties agree that their shared objective is to maximise positive housing outcomes for communities in Hawke's Bay and that they will work together in good faith to try to harmonise housing activities under the partnership approach enshrined herein.

Confidentiality and use of information

20. To the extent permitted by law, the parties agree to maintain confidentiality regarding sensitive information shared during the course of collaborative work under or arising out of this Memorandum of Understanding. This includes, but is not limited to, commercially sensitive information, any personal information shared about

community members, and strategic information that could impact the success of initiatives if disclosed prematurely.

21. The parties acknowledge that the Council parties to this agreement are subject to the provisions of the Local Government Official Information and Meetings Act 1987 and that Government Agencies working with the parties may be subject to the provisions of the Official Information Act 1982. These Acts may require the release of information unless good reason exists under the respective Act for it to be withheld.
22. The Parties agree that information shared under this collaborative partnership will be held and used for the purposes for which it was shared.

Limitations

23. Nothing in this agreement affects or overrides any legislative or other obligations the parties may have, or any legal rights the parties may have. In particular, nothing in this agreement affects any party's statutory decision-making obligations under the Resource Management Act 1991, the Building Act 2004 or other Acts, nor does it prevent the parties from exercising any rights they have in law.

Implementation

24. The parties agree to meet through their nominated Leadership Group individuals on a regular basis to exchange information, explore opportunities to work together for mutual benefit.
25. This work will be supported by a Working Group, consisting of staff of several of the parties' organisations and staff from the Regional Recovery Agency. The Working Group carry out programme work as commissioned by the Leadership Group and provide advice to the Leadership Group on how best to advance the work.

Term of agreement

26. This Memorandum of Understanding will continue in force until replaced by a subsequent arrangement that repeals it or until the parties agree to end the Memorandum of Understanding. Individual parties may withdraw from the arrangement at any time.

Signatures

Signed on _____ 2025 on behalf of Central Hawke's Bay District Council by

Alex Walker, Mayor

Signed on _____ 2025 on behalf of Hastings District Council by

Sandra Hazlehurst, Mayor

Signed on _____ 2025 on behalf of Hineuru Iwi Trust by

Mana Hazel, Chairperson

Signed on _____ 2025 on behalf of Mana Ahuriri Trust by

Te Kaha Hawaikirangi, Chairperson

Signed on _____ 2025 on behalf of Maungaharuru Tangitū Trust by

Tania Hopmans, Chairperson

Signed on _____ 2025 on behalf of Napier City Council by

Kirsten Wise, Mayor

Signed on _____ 2025 on behalf of Ngāti Kahungunu Iwi Incorporated
by

Bayden Barber, Chairperson

Signed on _____ 2025 on behalf of Ngāti Pāhauwera Development
Trust by

Toro Waaka, Chairperson

Signed on _____ 2025 on behalf of Tamatea Pōkai Whenua Trust by

Pohatu Paku, Chairperson

Signed on _____ 2025 on behalf of Tātau Tātau o te Wairoa Trust by

Leon Symes, Chairperson

Signed on _____ 2025 on behalf of Te Taiwhenua o Heretaunga Trust
by

Mike Paku, Chairperson

Signed on _____ 2025 on behalf of Wairoa District Council by

Craig Little, Mayor

11. QUARTERLY PERFORMANCE REPORT

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1859545
Reporting Officer/s & Unit:	Talia Foster, Financial Controller

11.1 Purpose of Report

To present the Quarterly Performance Report for the three months ended 31 March 2025.

Officer's Recommendation

That Council:

- a. **Receive** the Quarterly Performance Report (Doc Id 1860326) for the three months ended 31 March 2025.

11.2 Background Summary

As part of the Three-year Plan process, a resolution was passed directing the Chief Executive to produce enhanced performance reporting, monitoring key performance indicators against their assigned strategic priorities. The Quarterly Performance Report for Q3 2024-25 (**Attachment 1**) is the third edition of this new reporting format.

The Quarterly Performance Report is intended to be a central, holistic report that tracks key performance measures across Council. It will monitor Councils achievement of strategic priorities and will apply consistent reporting frameworks for performance areas.

The new Quarterly Performance Report is a summary of Councils performance against its agreed strategic objectives. The performance measures contained in the previous Quarterly Report format (**Attachment 2**), that track our agreed achievement of service levels for external stakeholders, will continue to be reported as an appendix. This allows the lower detail to be sourced as required and fulfils our Annual Plan reporting requirements.

11.3 Issues

No issues.

11.4 Significance and Engagement

N/A

11.5 Implications

Financial

The year-to-date net operating shortfall of \$10.1m is \$4.4m favourable to the budgeted deficit of \$14.5m. This favourable variance is attributable to a combination of factors as outlined below:

Revenue

- Other Revenue is \$447k lower than the amended budget. It should be noted that the amended budget has been adjusted for the change in strategy for Parklands Residential Development sales, and is therefore \$7.3m lower than the Annual Plan. This reflects the variance that we are forecasting for Parklands at year-end compared to the Annual Plan. Conversely, the reduced revenue in Parklands is counterbalanced by lower costs of sales, ensuring no adverse impact on Council's overall financial performance.
- Napier Conference & Events has \$614k less revenue than budgeted, and Ocean Spa has \$787k less revenue than budgeted as both have not yet achieved additional revenue to reach commercial viability.

Expenditure

- Other Operating Expenses are \$3.2m lower than the amended budgeted due to timing of property compensation buyouts related to Cyclone Gabrielle and timing of Parklands Residential Development cost of sales.
- Depreciation and Amortisation are \$1.9m lower than budgeted due to the reduced level of asset capitalisation from the previous year, and capital for the current year is yet to be processed.
- This is partially offset by Employee Benefit Expenses which are \$2.2m higher than budgeted. This variance has decreased since the second quarter, with a variance of \$2.5m. Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme, however \$5m of the \$8m in operating efficiencies is forecast to be achieved for the year.

Capital

Total capital expenditure is \$4.7m below the revised budget to March. The revised budget includes budget carry-forwards from 2023-24 and updated timing/re-phasing of expenditures across years/months.

- Community and Visitor Experiences is \$2.5m below budget due to delays in projects at MTG and Ocean Spa, and Ahuriri Estuary in the Reserves activity.
- Transportation is \$2.2m below budget due to reductions in the programme against the planned works related to the National Land Transport Programme, and retaining walls budgets not yet being utilised.
- Partially offsetting the underspends is Wastewater which is \$3.5m over budget. The wastewater treatment plant upgrades are progressing ahead of schedule, and the

restoration of the facility from Cyclone Gabrielle was unbudgeted but funded by insurance proceeds.

Social & Policy

N/A

Risk

N/A

11.6 Attachments

- 1 Q3 Quarterly Performance Report (Doc Id 1860326) (Under separate cover 1)
- 2 Q3 Quarterly Report (Doc Id 1860327) [↓](#)



QUARTERLY REPORT

QUARTER THREE FY 2024-25

Year to date and quarterly result to 31 March 2025





This report summarises the Council’s progress in the third quarter of 2024/25 towards fulfilling the intentions in the Annual Plan. Quarterly performance is assessed against Income, Total Operating Expenditure, Capital Expenditure and Key Performance Measures.

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Activity Group Detail

This section provides further detail on the key performance measures and the financial performance of each of the activities within Council.

The Council activities contribute to the Community Outcomes, as stated in the 2024-34 Long Term Plan. Council considers that meeting its service level targets constitutes a major role as a contributor to the progress of the Community Outcomes.



Governance and Representation

GOVERNANCE & REPRESENTATION PERFORMANCE SUMMARY

Democracy and Governance

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Council holds regular Council and Council Committee meetings that are accessible and notified to the local community	Percentage of Council meetings for which meeting agenda is made publicly available two working days before the meeting date.	100%	100%	100%	100%	●	
Council will comply with legislative requirements.	Number of LGOIMA requests responded to within statutory time frames	100%	98%	99%	100%	●	

Te Waka Rangapū

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
We are strengthening our partnerships and recognise the special and integral place of mana whenua and tangata whenua in Council decision -making (co-governance)	Legislative compliance with ss 14(1)(d), 60A, 77(1)(c), 81 and 82(2) of the Local Government Act 2002	Achieved	Achieved	Achieved	Compliant	●	
	Sustained participation at Ngā Manukanuka o Te Iwi Komiti Meetings	In Progress	In Progress	In Progress	Achieves Quorum	●	
	Mana whenua participation in Council projects, workshops etc.	Achieved	Achieved	Achieved	Participation	●	

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

GOVERNANCE & REPRESENTATION FINANCIAL SUMMARY

Democracy and Governance Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(10)	(2)	7	>100%	(3)	(3)	-		
Expenditure	3,403	3,373	(30)	(1)%	5,319	5,598	279		
Depreciation	1	18	17	95%	24	24	-		
Net Operating Expenditure	3,394	3,389	(6)	(0)%	5,340	5,619	279		

Democracy and Governance Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Democracy and Governance									
Revenue	-	-	-	-	-	-	-		
Expenditure	1,055	1,055	0	0%	1,406	1,406	0		
Democracy and Governance Total	1,055	1,055	0	0%	1,406	1,406	0		
Te Waka Rangapu									
Revenue	-	-	-	-	-	-	-		
Expenditure	502	594	92	15%	776	826	50	-1-	Cost underspends for Iwi Support, Staff Training and Events.
Te Waka Rangapu Total	502	594	92	15%	776	826	50		
Council									
Revenue	(10)	(2)	7	>100%	(3)	(3)	-		
Expenditure	1,190	1,342	152	11%	1,898	1,719	(179)	-2-	Timing of costs for public consultation to come through in Q4.
Council Total	1,180	1,339	159	12%	1,895	1,715	(179)		
Chief Executive									
Revenue	-	-	-	-	-	-	-		
Expenditure	658	401	(257)	(64)%	1,263	1,672	409	-3-	Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme.
Chief Executive Total	658	401	(257)	(64)%	1,263	1,672	409		

Governance and Representation Capital as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Capital	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Chief Executive									
Minor Capital Items	2	-	(2)	(100)%	66	83			
Total Chief Executive	2	-	(2)	(100)%	66	83			
Total Capital Expenditure	2	-	(2)	(100)%	66	83			
Asset Sales	-	-	-		-	-			



City Strategy

CITY STRATEGY PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
City Development							
<i>All measures are reported at Year End only</i>							
Building Consents							
Council monitors and enforces legislative compliance to protect its citizens and their safety	Process building consent applications within the statutory time frame of 20 working days	78%	72%	85%	100%	●	Combination of consents on high days when processed and request for information replies coming in for consents that were already on high days.
	Process code compliance certificates within the statutory time frame of 20 working days	100%	100%	100%	100%	●	
	Audit buildings requiring building warrants of fitness annually	8%	4%	7%	20%	●	
	Percentage of residential swimming pools inspected annually to ensure that all pool barriers are inspected at least once every 3 years	25%	31%	37%	100%	●	
	Maintain Building Consent Authority (BCA) accreditation	Maintained	Maintained	Maintained	Maintained	●	
Resource Consents							
Council monitors and enforces legislative compliance to protect its citizens and their safety	Process all resource consents and all subdivision consents within the statutory timeframes*^	100%	100%	100%	Compliant	●	
	Land Information Memorandums to be processed within the statutory limit of 10 working days	100%	100%	100%	100%	●	
	All formal complaints are initiated and responded to within 3 days of receipt by Council.	100%	100%	100%	100%	●	

* Statutory timeframes vary in some circumstances due to the nature of the application and/or its complexity.

^ Resource Consenting statistics are reported annually to the Ministry for the Environment.

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

CITY STRATEGY PERFORMANCE SUMMARY CONTINUED

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Regulatory Solutions							
Council monitors and enforces legislative compliance to protect its citizens and their safety	Percentage of Noise Control complaints referred to the contractor which have an Officer onsite and action commenced to resolve the complaint within 30 minutes of the call being received	97%	98%	98%	80%	●	
Animal Control							
Implement and enforce the requirements of the Dog Control Act 1996	All requests for services are investigated and responded to within 21 days	98%	99%	95%	100%	●	Service requests are received and actioned within 21 days. In some circumstances, investigations extend beyoind 21 days. File notes are included to address this time exceedance.
Parking							
All measures are reported at Year End only							

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

CITY STRATEGY FINANCIAL SUMMARY

City Strategy Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(8,022)	(7,672)	350	5%	(9,979)	(9,979)	-		
Expenditure	12,792	16,326	3,534	22%	22,538	20,441	(2,097)	-1-	Property compensation flow on effect as not all these properties have been settled in March 2025, staff vacancies and timing of spending of project related programmes.
Depreciation	352	410	59	14%	547	547	-	-2-	Depreciation for the current year is not yet accounted for as asset capitalisations will be completed in Q4.
Net Operating Expenditure	5,121	9,064	3,943	44%	13,107	11,010	(2,097)		

City Strategy Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
City Ambassadors and CCTV									
Revenue	-	-	-	-	-	-	-		
Expenditure	941	1,120	178	16%	1,506	1,506	(0)	-3-	Vacant roles and underspend in other operating expenses.
City Ambassadors and CCTV Total	941	1,120	178	16%	1,506	1,506	(0)		
Property Compensation									
Revenue	(672)	(785)	(113)	(14)%	(1,047)	(1,047)	-	-4-	The 50% government contribution has been received for all but one property at June 2024. The property remaining has been advised if they are accepting our offer it must be done by the end of May 2025. Washup may be required once all properties settled.
Expenditure	48	1,806	1,758	97%	2,408	2,408	-	-5-	In the 2024 year only half the expected properties were settled. Per accounting standards an accrual was done to bring in the known costs at June 2024, leading to a timing difference between actuals and budgets.
Property Compensation Total	(624)	1,021	1,645	>100%	1,361	1,361	-		
City Strategy Admin									
Revenue	-	-	-	-	-	-	-		
Expenditure	376	537	161	30%	718	718	-	-6-	Vacant roles and underspend in other operating expenses.
City Strategy Admin Total	376	537	161	30%	718	718	-		
Regulatory Consents									
Revenue	(521)	(641)	(120)	(19)%	(854)	(854)	-	-7-	Decrease in number of resource consent applications received for this period, resulting in less revenue due to uncertainty around reform legislation.
Expenditure	945	1,041	96	9%	1,388	1,561	174		
Regulatory Consents Total	424	400	(24)	(6)%	533	707	174		

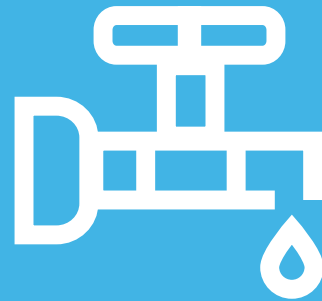
CITY STRATEGY FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Planning Policy									
Revenue	(700)	-	700		-	-	-		Savings are due to timing of projects - the District Plan review and HPUDS (FDS) are multi year projects which span more than 1 year. Funding will be used throughout the next 3 years. Any unspent budget will be requested to be carried forward at year-end.
Expenditure	2,462	3,191	729	23%	5,199	3,646	(1,553)	-8-	
Planning Policy Total	1,762	3,191	1,429	45%	5,199	3,646	(1,553)		
Environmental Health									
Revenue	(486)	(477)	10	2%	(622)	(622)	-		Vacant roles and underspend in other operating expenses.
Expenditure	910	1,113	203	18%	1,484	1,405	(79)	-9-	
Environmental Health Total	424	637	213	33%	863	783	(79)		
Building Consents									
Revenue	(1,856)	(2,157)	(301)	(14)%	(2,876)	(2,876)	-	-10-	Building consent revenue lower than budgeted.
Expenditure	3,115	3,035	(80)	(3)%	4,055	4,055	0		
Building Consents Total	1,259	878	(381)	(43)%	1,180	1,180	0		
Animal Control									
Revenue	(894)	(852)	41	5%	(891)	(891)	-		Underspend in general operating costs is primarily due to lower maintenance costs , vet charges, unincurred feral cat contract costs, and savings in dog supply purchases.
Expenditure	939	1,087	149	14%	1,452	1,452	(0)	-11-	
Animal Control Total	45	235	190	81%	561	561	(0)		
Parking									
Revenue	(2,610)	(2,473)	136	6%	(3,306)	(3,306)	-		Vacant roles and lower other operating expenses, some of which are due to timing differences.
Expenditure	1,920	2,242	322	14%	2,968	2,852	(115)	-12-	
Parking Total	(690)	(231)	458	>100%	(338)	(454)	(115)		
City & Business Promotion									
Revenue	(284)	(287)	(3)	(1)%	(383)	(383)	-		
Expenditure	1,174	1,173	(2)	(0)%	1,385	1,385	-		
City & Business Promotion Total	890	886	(5)	(1)%	1,002	1,002	-		
Enterprise Project Management Office									
Revenue	-	-	-		-	-	-		Budget from July 2024 assumed full staffing, but vacancies were only filled in early December 2024, resulting in a favourable variance.
Expenditure	314	392	78	20%	523	-	(523)	-13-	
Enterprise Project Management Office Total	314	392	78	20%	523	-	(523)		

CITY STRATEGY FINANCIAL SUMMARY CONTINUED

City Strategy Capital as at March 2025

Figures are shown in thousands (\$,000)									
Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
City Ambassadors and CCTV									
Street Management (CCTVs)	-	-	-		-	-			
Total City Ambassadors and CCTV	-	-	-		-	-			
Animal Control									
Complex Shelter & Office	11	35	24	68%	47	47			
Stock Control Equipment	5	5	-		6	6			
New Impounding Facility	23	70	47	67%	93	93		-1-	Project delayed due to feasibility design changes and QS procurement. Project manager expects full budget of \$93k will be spent in the next 6 months.
Total Animal Control	39	110	71	65%	146	146			
Parking									
Additional CBD Parking	400	598	198	33%	1,124	700		-2-	Ongoing Herschell Street project and timing of contract expenditure.
Alternate Transport Parking	-	10	10	100%	10	36			
Parking Minor Capital	-	5	5	100%	6	6			
Parking Equipment Replacement	90	48	(42)	(88)%	61	30		-3-	Vandalised parking meter unit replacements exceeded the allocated budget.
Parking Equipment Replacement S810	-	-	-		-	-			
Total Capital Expenditure	529	770	242	31%	1,347	918			
Asset Sales	-	-	-		-	-			



Water Supply

WATER SUPPLY PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Water Supply							
Management of Environmental Impacts	Median response times from time notification received: attendance time for urgent call-outs (Mandatory)	23 minutes	55 minutes	745 minutes	≤ 90 minutes	●	Service request SR2503728 WF030472 affected the total call out time, as the wrong address given by customer. It wasn't until following day that correct address was located.
	Median response times from time notification received: resolution time for urgent call-outs (Mandatory)	2.3 hours	2.9 hours	14.42 hours	≤ 6 hours	●	Service request SR2503728 WF030472 affected the total call out time, as the wrong address given by customer. It wasn't until following day that correct address was located.
	Median response times from time notification received: attendance for non-urgent call-outs (Mandatory)	24.2 hours	22.8 hours	22.9 hours	≤ 24 hours	●	
	Median response times from time notification received: resolution time for non-urgent call-outs (Mandatory)	29.5 hours	30.6 hours	52.03 hours	≤ 72 hours	●	
Customer Satisfaction	Total number of complaints per 1,000 connections relating to drinking water taste, drinking water clarity, drinking water odour, drinking water pressure or flow, and continuity of supply (Mandatory measure 4)	0.36	0.39	0.68	≤ 2	●	

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

WATER SUPPLY FINANCIAL SUMMARY

Water Supply Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025						Notes	Comments
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance		
Revenue	(6,958)	(7,105)	(147)	(2)%	(11,232)	(11,232)	(0)		
Expenditure	6,906	6,556	(350)	(5)%	8,560	7,925	(635)		
Depreciation	3,775	3,772	(3)	(0)%	5,030	5,030	-		
Net Operating Expenditure	3,724	3,224	(500)	(16)%	2,357	1,722	(635)		

WATER SUPPLY FINANCIAL SUMMARY CONTINUED

Water Supply Capital as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Capital	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Water Supply									
IAR Pipes	535	493	(43)	(9)%	1,114	1,114			
IAR Pump Stations	350	373	24	6%	643	628			
Water Bore Renewals	-	25	25	100%	100	-			
Water Reservoir Renewals	-	-	-		-	206			
Water Treatment Renewals	123	284	162	57%	292	330		-1-	SCADA relocation lower than estimated cost.
IAR Water Meters	-	5	5	100%	6	6			
New Taradale Bore Field	134	155	21	14%	250	250			
Replacement of Enfield reservoir	443	350	(93)	(27)%	350	1,000		-2-	Budget for land purchase and additional geotech works is being brought forward due to early progression of project activities and associated cost pressures.
Thompson Reservoir Upgrade	-	-	-		-	-			
Gifted/Vested Assets	-	-	-		262	262			
District Modelling Projects	19	50	31	62%	59	59			
District Monitoring Project	-	-	-		-	-			
New bores in Awatoto	28	30	2	7%	64	64			
New Reservoir Westen Hills	748	1,000	252	25%	1,000	1,327		-3-	Delays in negotiating easement.
New Water Treatment Plant	116	132	15	11%	200	200			
Reservoir inlets and outlets improvements	-	-	-		-	-			
Urban Growth Projects - Water Supply	-	-	-		-	889			
Awatoto Trunk main extentison	116	128	12	9%	200	600			
Borefield No.1 Rising Main	82	240	158	66%	447	447		-4-	Design is progressing as planned, with major spend anticipated in construction in late 2026.
Taradale Falling Trunk Main	132	95	(37)	(39)%	105	403			
FW2 Fireflow Network Upgrades	3	-	-	100%	-	-			
Awatoto Industrial & Phillips Road Bore	351	712	361	51%	880	2,500		-5-	Works completed, bore project no longer going ahead.
Water Network Improvements	66	150	83	56%	250	387		-6-	Delays in awarding contract, spend to come early 2026.
Water Reservoir Improvements	31	34	3	9%	95	395			
Water Treatment Improvements	0	50	50	100%	50	-		-7-	Low manganese project completed in prior year so full budget no longer required, but planned spend for instrument purchases in Q4.
Water Growth Projects	-	-	-		119	119			
Enable Growth- Water Extension Meanee	708	720	12	2%	720	-			
Capital Non-delivery assumption	-	-	-		-	(2,500)			
Total Water Supply	3,984	5,025	1,043	21%	7,206	8,686			
Total Capital Expenditure	3,984	5,025	1,043	21%	7,206	8,686			
Asset Sales	-	-	-		-	-			



Wastewater

WASTEWATER PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Wastewater							
Public Health and Sanitation: We operate, maintain, and size the network to minimise the occurrence of raw wastewater overflows into habitable areas	Number of dry weather wastewater overflows, expressed per 1000 connections	0.22 per 1000 connections	0.36 per 1000 connections	0.33 per 1000 connections	<0.12 per 1000 connections	●	Symptom of an aging wastewater network. Renewal plan development underway, but currently on hold due to pending directorate redesign.
Minimise Environmental Impacts: By treating wastewater to the legally required standard before discharging into the environment	Compliance with resource consents for discharge from the wastewater system as measured by the number of abatement notices received in relation to wastewater resource consents (Mandatory)	0	0	0	0	●	
	Compliance with resource consents for discharge from the wastewater system as measured by the number of infringement notices received in relation to wastewater resource consents (Mandatory)	0	0	0	0	●	
	Compliance with resource consents for discharge from the wastewater system as measured by the number of enforcement orders received in relation to wastewater resource consents (Mandatory)	0	0	0	0	●	
	Compliance with resource consents for discharge from the wastewater system as measured by the number of convictions received in relation to wastewater resource consents (Mandatory)	0	0	0	0	●	
Customer Responsiveness and Satisfaction:	Median response times to sewerage overflows: attendance time from notification to staff on site (Mandatory)	0.83 hours	0.53 hours	0.48 hours	≤2 hours	●	
We respond to and restore loss of service and address complaints AND will deliver a consistently high level of customer satisfaction	Median response times to sewerage overflows: resolution time from notification to resolution of the issue (Mandatory)	2.8 hours	1.6 hours	1.51 hours	≤8 hours	●	
	Total number of complaints per 1,000 connections relating to sewage odour, sewerage system faults, sewerage system blockages, and response to issues with Napier's sewerage system (Mandatory)	0.4	1.06	1.24	≤36	●	

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

WASTEWATER FINANCIAL SUMMARY

Wastewater Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(7,788)	(8,300)	(512)	(6)%	(13,558)	(13,558)	-	-1-	Trade waste revenue lower than budgeted due to overly optimistic budget.
Expenditure	6,143	6,371	228	4%	8,673	8,129	(544)		
Depreciation	6,144	6,105	(39)	(1)%	8,140	8,140	-		
Net Operating Expenditure	4,499	4,175	(323)	(8)%	3,255	2,711	(544)		

WASTEWATER FINANCIAL SUMMARY CONTINUED

Wastewater Capital as at March 2025

Figures are shown in thousands (\$,000)

Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Wastewater									
Sewer Pipe Renewal	1,413	1,636	224	14%	2,730	2,624		-1-	General renewal budget, spend as required.
Sewer Pump Station Renewal	620	485	(135)	(28)%	880	1,588		-2-	General renewal budget, spend as required.
Treatment Plant Renewal	1,268	160	(1,108)	(100)%	474	474		-3-	Awatoto Treatment Plant restoration from Cyclone Gabrielle funded by insurance.
Wastewater Treatment Plant Upgrade	4,132	1,395	(2,737)	(100)%	1,897	2,000		-4-	Project under construction moving rapidly, requesting to bring budget forward.
Wastewater Outfall IAR	-	-	-		-	350			
Flow meter replacements	5	28	22	80%	110	59			
Wastewater Treatment Renewals	117	260	143	55%	706	871		-5-	General renewal budget, spend as required, Milliscreen screen renewal in Q4.
Gifted/Vested Assets	-	-	-		475	475			
Wastewater Pump Station Improvements	1,300	1,169	(131)	(11)%	1,319	750		-6-	The project was under-budgeted and additional funding will be requested.
Wastewater Treatment Improvements	42	175	133	76%	492	992		-7-	Project is currently on hold pending clarity on the proposed Taumata Arowai wastewater standards, which will inform the next steps.
Tradewaste New Projects	1	-	(1)	(100)%	-	150			
Wastewater Growth Projects	43	-	(43)	(100)%	50	878		-8-	Project is progressing proactively ahead of major funding next financial year, with forecasted spend slightly over budget and being actively monitored.
Flow metering	135	280	145	52%	486	200		-9-	Construction works awarded and increased spend expected in Q4.
Installation of Generator Connections	-	-	-		186	43			
Pandora Industrial Main	142	90	(52)	(58)%	262	-		-10-	Commissioning plans are being developed and preparatory work progressing ahead of final commissioning.
Taradale Wastewater Diversion	132	217	84	39%	277	500		-11-	Taradale Wastewater Diversion has been reprioritised, with focus shifted to higher priority projects, resulting in lower-than-budgeted spend this period.
Te Awa Structure Plan - Wastewater	-	-	-		100	200			
Capital Non-delivery assumption	-	-	-		-	(2,500)			
Total Wastewater	9,352	5,895	(3,456)	(59)%	10,446	9,654			
Total Capital Expenditure	9,352	5,895	(3,456)	(59)%	10,446	9,654			
Asset Sales	-	-	-		-	-			



Stormwater

STORMWATER PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Stormwater							
The stormwater network adequately protects the health and safety of Napier residents and protects property by providing protection against flooding	Number of flooding events that occur per year (Mandatory)	0	0	0	≤1	●	
	For each flooding event, the number of habitable floors affected per 1,000 properties (Mandatory)	0	0	0	≤1	●	
	Median response time to attending a flood event (notification to personnel being on site) (Mandatory)	0.6 hours	0	0	≤2 hours	●	
Stormwater is collected and disposed of in a manner that protects public and environmental health	Compliance with resource consents for discharge from the stormwater system as measured by the number of abatement notices (Mandatory)	0	0	0	0	●	
	Compliance with resource consents for discharge from the stormwater system as measured by the number of infringement notices (Mandatory)	0	0	0	0	●	
	Compliance with resource consents for discharge from the stormwater system as measured by the number of enforcement orders (Mandatory)	0	0	0	0	●	
	Compliance with resource consents for discharge from the stormwater system as measured by the number of convictions received in relation to stormwater resource consents (Mandatory)	0	0	0	0	●	
Residents are satisfied with Council's stormwater service	Number of complaints received about performance of stormwater system (per 1,000 properties connected) (Mandatory)	0.92	0.48	1.19	≤5	●	
Stormwater is collected and disposed of in a manner that protects public and environmental health	Number of education programmes delivered to improve stormwater quality	1	0	0	>1	●	

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

STORMWATER FINANCIAL SUMMARY

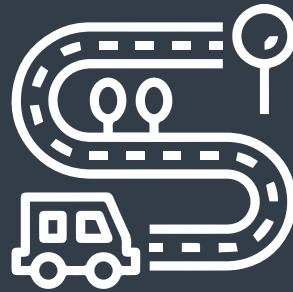
Stormwater Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(5,927)	(5,903)	24	0%	(9,577)	(9,086)	491		
Expenditure	3,690	3,845	155	4%	5,240	4,828	(412)		
Depreciation	3,387	4,137	751	18%	5,517	5,517	-	-1-	Depreciation for the current year is not yet accounted for as asset capitalisations will be completed in Q4.
Net Operating Expenditure	1,149	2,079	930	45%	1,179	1,258	79		

STORMWATER FINANCIAL SUMMARY CONTINUED

Stormwater Capital as at March 2025

Figures are shown in thousands (\$,000)									
Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Stormwater									
Stormwater IAR	381	275	(106)	(38)%	300	101		-1-	Unforeseen variations and design changes due to ground conditions.
SW Pump Station Renewal	133	115	(18)	(16)%	202	631			
SCADA minor replacements	53	55	2	4%	137	150			
Stormwater pump replacements	150	210	60	29%	278	278		-2-	General renewal budget, spend as required, some items can have a long lead time.
Stormwater pump station electrical replacements	21	60	39	65%	119	119			
Stormwater reticulation replacements	262	311	49	16%	311	356		-3-	General renewal budget, spend as required.
Thames/Tynes pipe and drain upgrades	4	-	(4)	(100)%	48	48			
Gifted Vested Assets	-	-	-		531	531			
Extend Outfalls Marine Parade	207	187	(19)	(10)%	187	150			
Drain Improvements	-	19	19	100%	36	36			
Ahuriri Master Plan Project 11 - Pandora catchment improvement	-	-	-		119	119			
Ahuriri Master Plan Project 3 - improve direct outfalls	-	-	-		113	113			
CBD Stormwater Upgrade	-	90	90	100%	161	-		-4-	No spend to date on this budget, but feasibility work is progressing, with increased spend expected in Q4.
SCADA upgrade project	10	-	(10)	(100)%	-	-			
Tennyson St outfall improvements	59	95	36	38%	150	350			
Upgrade existing Onehunga pump station	8	70	62	89%	100	100		-5-	Onehunga consent now not happening this year and being planned for next financial year.
Ahuriri Estuary Projects	373	248	(125)	(50)%	305	356		-6-	Additional budget to be pulled forward, underestimated spend for the current year.
Flood Alleviation Projects	343	575	232	40%	755	500		-7-	Increased spend expected in Q4.
Open Waterway Improvements	255	165	(90)	(55)%	941	603		-8-	Significant work required to complete Thames and Tyne discharge consent application. Surface Water Quality Masterplan not phased correctly, work is underway now.
Stormwater Network Improvements	540	479	(60)	(13)%	928	1,184		-9-	Stormwater model has stability issues that are being resolved related to version update.
Stormwater Pump Station Improvements	86	230	144	63%	300	400		-10-	Spend to come in Q4, contract value less than expected.
Stormwater Growth Projects	675	496	(179)	(36)%	1,956	1,459		-11-	Te Awa land purchase originally budgeted in June however cost now coming through.
Capital Non-delivery assumption	-	-	-		-	(2,500)			
Total Stormwater	3,558	3,681	122	3%	7,976	5,083			
Total Capital Expenditure	3,558	3,681	122	3%	7,976	5,083			
Asset Sales	-	-	-		-	-			



Transportation

TRANSPORTATION PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Transportation							
Maintain a high level of customer service	Percentage of customer service requests responded to within 5 working days (DIA Mandatory Measure 5)	100%	100%	100%	90%	●	

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

TRANSPORTATION FINANCIAL SUMMARY

Transportation Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(6,855)	(7,828)	(972)	(12)%	(10,654)	(10,268)	385	-1-	Variances across most cost centres. Significant variance in Capital relating to reduced scale of new capital and renewal subsidies, offset by more revenue than budgeted for Financial Contributions.
Expenditure	10,843	9,944	(899)	(9)%	12,433	12,882	449		
Depreciation	6,157	5,831	(326)	(6)%	7,774	7,774	-		
Net Operating Expenditure	10,144	7,947	(2,197)	(28)%	9,554	10,388	834		

Transportation Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Road Carriageways									
Revenue	(1,378)	(709)	669	94%	(945)	(945)	-	-2-	Higher subsidies received due to higher subsidised expenditure, including Recovery funding associated with Gabrielle of circa \$300k.
Expenditure	2,443	1,389	(1,054)	(76)%	1,853	1,853	-	-3-	Increased requirement for preparatory repairs associated with enhanced resurfacing programme. Expenditure variance also includes unbudgeted emergency works costs of circa \$500k.
Road Carriageways Total	1,065	681	(384)	(56)%	908	908	-		
Road Paths									
Revenue	(101)	(258)	(157)	(61)%	(344)	(344)	-	-4-	NZTA subsidies were budgeted at higher rates than were eventually approved.
Expenditure	444	438	(6)	(1)%	584	801	217		
Road Paths Total	342	180	(163)	(91)%	240	457	217		

TRANSPORTATION FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Road Drainage									
Revenue	(50)	(67)	(17)	(25)%	(89)	(89)	-		
Expenditure	98	131	33	25%	175	175	-	-5-	Expenditure behind budget. Full programme anticipated to be delivered in current financial year.
Road Drainage Total	48	64	16	25%	86	86	-		
Road Bridges + Structures									
Revenue	(21)	(19)	2	8%	(26)	(26)	-		
Expenditure	62	174	112	64%	231	231	-	-6-	Expenditure behind budget. Full programme anticipated to be delivered in current financial year.
Road Bridges + Structures Total	41	154	113	73%	206	206	-		
Road Lighting									
Revenue	(470)	(428)	42	10%	(571)	(571)	-		
Expenditure	1,086	1,009	(78)	(8)%	1,345	1,345	-		
Road Lighting Total	616	580	(36)	(6)%	774	774	-		
Road Traffic Services + Safety									
Revenue	(153)	(287)	(134)	(47)%	(383)	(383)	-	-7-	NZTA subsidies were budgeted at higher rates than were eventually approved.
Expenditure	684	733	49	7%	977	1,142	165		
Road Traffic Services + Safety Total	530	446	(84)	(19)%	595	760	165		
Road Sweeping + Cleaning									
Revenue	(57)	(82)	(25)	(31)%	(110)	(110)	-		
Expenditure	1,261	1,538	277	18%	2,050	2,050	-	-8-	Variance reflects combination of operational efficiencies and reduced input costs, partially offset by increased expenditure against reactive works and increased disposal charges.
Road Sweeping + Cleaning Total	1,204	1,456	251	17%	1,941	1,941	-		
Road Amenity + Safety Mntce									
Revenue	(180)	(218)	(38)	(17)%	(291)	(291)	-	-9-	NZTA subsidies were budgeted at higher rates than were eventually approved.
Expenditure	1,301	1,311	10	1%	1,748	1,814	66		
Road Amenity + Safety Mntce Total	1,121	1,093	(28)	(3)%	1,457	1,523	66		
Road Capital									
Revenue	(3,759)	(4,991)	(1,232)	(25)%	(6,871)	(6,486)	385	-10-	NZTA subsidies were budgeted at higher rates than were eventually approved.
Expenditure	-	(365)	(365)	(100)%	(1,316)	(1,316)	(0)	-11-	Budgeted amount is for Parklands Financial Contributions (reflected in expenditure due to the internal nature of the transaction). None received as no titles issued in current financial year.
Road Capital Total	(3,759)	(5,356)	(1,597)	(30)%	(8,187)	(7,802)	385		
Road Asset Management									
Revenue	(686)	(768)	(83)	(11)%	(1,024)	(1,024)	-	-12-	Revenue from a number of sources (Parking, Engineering Approvals, Petrol Tax & NZTA subsidy) behind budgets.
Expenditure	9,620	9,417	(203)	(2)%	12,561	12,561	0		
Road Asset Management Total	8,935	8,649	(286)	(3)%	11,536	11,536	0		

TRANSPORTATION FINANCIAL SUMMARY CONTINUED

Transportation Capital as at March 2025

Figures are shown in thousands (\$,000)

Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Road Capital									
Roadway Renewals	4,951	5,750	799	14%	7,837	7,652	-1-	Some reduction in programme against LTP quantities related to National Land Transport Programme (NLTP) approved subsidy amount.	
N/S Roadway Renewals	389	1,742	1,354	78%	2,150	905	-2-	Revised budget includes \$1.245m brought forward for retaining walls. Some associated expenditure has been misposted and will be corrected in Q4.	
Redclyffe Bridge	-	-	-		145	145			
Gifted/Vested Assets	-	-	-		1,175	1,175			
Accessibility Improvements	6	172	165	96%	300	300	-3-	Projects have being phased to minimise impacts on tourist areas and facilities. Works to be undertaken in Q4. Possible carry forward of part budget as projects are prioritised.	
Public transport improvements	26	15	(11)	(73)%	150	150			
Road Safety Improvements	16	282	266	94%	680	680	-4-	No National Land Transport Fund (NLTF) funding for capital expenditure in current 3 year funding period. Actual budget is 49% of that shown. Bulk of expenditure programmed for Q4 following design completion and community engagement.	
West Quay One Way	8	-	(8)	(100)%	-	-			
CBD Development	412	730	318	44%	980	200	-5-	Expenditure relates to design work for Better off Funding funded CBD improvements.	
Te Awa Structure Plan	31	431	400	93%	1,408	750	-6-	Projects procurement for physical works contract complete. Construction to commence in Q4.	
Ahuriri Masterplan - Associated improvements	1	34	33	98%	100	100	-7-	No NLTF funding for capital expenditure in current 3 year funding period. Actual budget is 49% of that shown. Budget for reactive improvement opportunities associated with renewal works with no work programmed for current financial year.	
Ground stabilisation and retaining wall	0	(50)	(50)	100%	(48)	-	-8-	Overspend carry forward from 23/24. Budget to be reallocated from non-subsidised Bridges & Structures.	
Intersection Improvement Projects	-	49	49	100%	200	200	-9-	No NLTF funding for capital expenditure in current 3 year funding period. Actual budget is 49% of that shown. Physical works to commence in Q4.	
Intersection Safety Improvement Projects	1,673	380	(1,293)	(100)%	1,073	50	-10-	Expenditure against contract for Puketitiri Earthworks carried forward from 23/24. Budget did not reflect expenditure profile.	
KiwiRail - Level Crossing	5	4	(2)	(57)%	100	100			
Local Area Traffic Management Projects	133	247	114	46%	370	300	-11-	No NLTF funding for capital expenditure in current 3 year funding period. Actual budget is 49% of that shown. Bulk of expenditure programmed for Q4 following design completion and community engagement.	
Marine Parade Safety Improvements	1	-	(1)	(100)%	-	-			
New Cycle and Walking Tracks	6	-	(6)	(100)%	290	290			
Puketitiri Road Upgrade	-	-	-		-	-			
Urban Corridor Improvement Projects	(1)	-	1	100%	500	500			
Streets for People	0	-	-		-	-			
Transport Choices	-	-	-		-	-			
Drainage Improvements	5	80	75	94%	160	160	-12-	No NLTF funding for capital expenditure in current 3 year funding period. Actual budget is 49% of that shown. Designs in progress, construction is programmed for Q4.	
Total Road Capital	7,661	9,865	2,203	22%	17,570	13,657			
Total Capital Expenditure	7,661	9,865	2,203	22%	17,570	13,657			
Asset Sales	(55)	-	-		-	-			



Other Infrastructure

OTHER INFRASTRUCTURE PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Waste Minimisation							
A weekly kerbside refuse collection service is provided to city residents	Weeks per year that the refuse service is available to the residents of Napier	100%	100%	100%	52 weeks	●	
	Weeks per year that the recycling service is available to the residents of Napier	100%	100%	100%	52 weeks	●	
Provision of recycling drop-off facility	Days per year where drop-off services are available to the public	100%	100%	100%	362 days	●	
Availability of the user-pays refuse transfer station and associated services	Days per year where transfer station services are available to the public	100%	100%	100%	362 days	●	
	Compliance with resource consents related to the transfer station and closed landfills	100%	100%	100%	100%	●	
Availability of and attendance at waste minimisation education	Students/customers attending education sessions for the Waste Aware Programme or other education in person	601	376	141	> 750 attendees	●	
Cemeteries							
Cemeteries' records are well maintained and accessible	An online cemeteries records system is available 90% of the time	95%	95%	99%	100%	●	
Public Toilets							
<i>All measures are reported at Year End only</i>							

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

OTHER INFRASTRUCTURE FINANCIAL SUMMARY

Other Infrastructure Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(9,897)	(9,474)	423	4%	(20,855)	(20,855)	-		
Expenditure	11,925	12,193	267	2%	22,451	22,442	(9)		
Depreciation	420	1,109	689	62%	1,479	1,479	-	-1-	Depreciation for the current year is not yet accounted for as asset capitalisations will be completed in Q4.
Net Operating Expenditure	2,448	3,828	1,380	36%	3,075	3,066	(9)		

Other Infrastructure Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Refuse									
Revenue	(7,373)	(6,705)	668	10%	(17,162)	(17,162)	-		
Expenditure	7,199	7,726	527	7%	16,187	16,187	(0)		
Refuse Total	(173)	1,021	1,194	>100%	(975)	(975)	(0)		
Public Toilets									
Revenue	(7)	(12)	(5)	(43)%	(16)	(16)	-		
Expenditure	1,359	1,471	112	8%	1,962	1,962	(0)		
Public Toilets Total	1,353	1,459	107	7%	1,946	1,946	(0)		
Transfer Station									
Revenue	(2,271)	(2,524)	(252)	(10)%	(3,365)	(3,365)	-	-2-	Revenue down primarily due to decrease in volumes, which is also reflected in lower operating expenditure.
Expenditure	2,866	3,136	270	9%	4,173	4,173	-		
Transfer Station Total	594	612	17	3%	808	808	-		
Cemeteries									
Revenue	(247)	(234)	13	5%	(312)	(312)	-		
Expenditure	921	969	49	5%	1,608	1,599	(9)		
Cemeteries Total	674	735	61	8%	1,296	1,287	(9)		

OTHER INFRASTRUCTURE FINANCIAL SUMMARY CONTINUED

Other Infrastructure Capital as at March 2025

Figures are shown in thousands (\$,000)									
Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Refuse									
Omarunui Dev Valley D	-	-	-		1,320	1,320			
Omarunui Development Plant	-	-	-		15	15			
Omarunui Dev Valleys B&C	-	-	-		2,696	2,696			
Recycling Crate Purchases	38	-	(38)	(100)%	-	-		-1-	New recycling crates required earlier than expected.
Total Refuse	38	-	(38)	(100)%	4,031	4,031			
Public Toilets									
Infrastructure Asset Renewal	34	321	287	89%	451	150		-2-	Design and procurement is in progress with construction of the Botanical Gardens toilet renewal which will now commence next financial year.
New Toilet Programme	-	40	40	100%	200	200		-3-	With the re-scheduling of the new Dolbel Reserve Playground to 2025/26 the new toilet block will now commence in the same financial year and therefore this budget will be requested to be carried forward at year-end.
Total Public Toilets	34	361	287	79%	651	350			
Transfer Station									
Solid Waste Renewals	10	84	74	88%	125	110		-4-	Delay in scheduled work due to resource constraints, however it is anticipated this budget will be fully utilised by year-end.
Redclyffe Transfer Station Cyclone Gabrielle Restoration	22	-	(22)	(100)%	-	-			
Total Transfer Station	31	84	52	62%	125	110			
Cemeteries									
Infrastructure Asset Renewal	27	64	37	58%	82	62		-5-	Barriers/Park Furniture and other minor renewal work to be completed in Q4.
Cemetery Planting	9	4	(5)	(100)%	40	40			
Napier Cemetery Development	-	-	-		23	12			
Wharerangi Building Refurbishment	-	-	-		-	40			
Cemetery Concept Plan Implementation	-	69	69	100%	139	95		-6-	Due to resource constraints this project will not be initiated this financial year and the budget will be requested to be carried forward at year-end.
Total Cemeteries	36	138	101	73%	283	249			
Total Capital Expenditure	139	582	442	76%	5,090	4,740			
Asset Sales	-	-	-		-	-			



Community and Visitor Experiences

COMMUNITY AND VISITOR EXPERIENCES PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Kennedy Park							
To provide a range of high quality accommodation and related visitor experiences	Maintain Qualmark 5 star Gold Holiday Park rating	Maintained	Maintained	Maintained	Maintain	●	
	Maintain Qualmark 4+ star Gold Motel rating	Maintained	Maintained	Maintained	Maintain	●	
Services provided are value for money in the accommodation sector	Maintain high level of occupancy (visitor nights)	17,819	24,507	29,222	73,000	●	
	Maintain high level of occupancy (room nights)	6,807	8,753	10,266	28,750	●	
To provide a sustainable business	Average length of stay for visitors	2.23	2.05	2.01	3.0 nights in built accommodation	●	Average stay reduced due to units being refurbished and bad weather during the peak period.
Napier Conferences & Events							
Council provides a quality conference and events facility which enables events and services to be hosted, contributing to the economic wellbeing of the city	Maintain Qualmark (4+ star Silver rating)	Maintained	Maintain	Maintain	Maintain	●	
	Number of local, national, and international hires	90	98	68	330	●	
Napier i-SITE Visitor Centre							
Council provides an isite facility for visitors and locals to Napier and Hawke's Bay to deliver tourism information and tour and accommodation services	Maintain Qualmark Silver rating	Maintained	Maintained	Maintained	Maintain	●	
	Visitor numbers per annum	10,684	32,216	56,108	≤150,000	●	Cruise ship cancellations. Visitor numbers lower than anticipated, less domestic visitors travelling because of cost of living.
Par2 MiniGolf							
Council provides a MiniGolf facility as a visitor attraction and for local community use, which provides high customer satisfaction and a sustainable business	Maintain Qualmark Silver rating	Maintained	Maintained	Maintained	Maintain Silver	●	
	Visitor numbers per annum	9,178	12,352	16,632	≤48,000	●	Player numbers down because of rainout days and unseasonal weather during summer.

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

COMMUNITY AND VISITOR EXPERIENCES PERFORMANCE SUMMARY CONTINUED

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
National Aquarium of New Zealand							
Provide an aquarium for visitors and local citizens for recreation and education	Number of admissions	22,544*	36,575*	49,958	≥145,000	●	Visitor numbers lower than expected due to cruise ship cancellations, and less domestic visitors travelling because of cost of living crisis. *Previously reported numbers for Q1 (15,545) and Q2 (28,201) were incorrect. These have now been corrected. Reason for error: When HB locals rate was implemented, 'Number of admissions' equation was not extended to include these new lines.
	Maintain Qualmark Gold endorsed rating	Maintain	Maintain	Maintain Gold	Maintain Gold	●	
	ZAA (Zoo Aquarium Association) Accreditation	Maintain accreditation	Maintain accreditation	Maintain Accreditation	Maintain accreditation	●	
Embody sustainability and ensure practical alignment with core conservation messaging.	Carbon Neutral Certification.	In progress	In progress	In progress	Achieve certification	●	
Libraries							
Council provides library services, literacy support and other programmes for all ages to meet the communities' recreational, social, and educational needs	Percentage of library members who are active borrowers (in 24-month period - card use only)	39%	41%	43%	40%	●	
	Number of internet sessions	78,378	72,200	76,852	200,000	●	
	Number of programme sessions delivered for all ages per year	194	165	154	450	●	
Napier Municipal Theatre							
Council provides a quality performing arts venue experience for visitor and local use	Maintain Qualmark Silver rating	Maintained	Maintain	Maintain	Maintain	●	
	No. of shows/ performances	12	25	5	65	●	Alterations to the facility has impacted on our ability to have hires during Q3.
MTG Hawke's Bay							
Napier City Council provides a quality museum, theatre, and art gallery experience for local and visitor use	Visitor numbers per year	52,548	67,791	79,651	210,000	●	
Faraday Centre							
Council provides a quality technology museum that is accessible to the community	Visitor numbers per annum	5,906	4,622	4,342	25,000	●	Visitor numbers lower than anticipated, presumably due to cost of living crisis and budget cuts to schools.

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

COMMUNITY AND VISITOR EXPERIENCES PERFORMANCE SUMMARY CONTINUED

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
McLean Park							
Provides a sport and recreation facility catering for a range of activities	Number of major events hosted	6	2	9	11	●	
Reserves							
Playgrounds are safe, challenging, and enjoyable for both users and caregivers	All playgrounds are inspected fortnightly	99%	100%	100%	100%	●	
Sportsgrounds							
<i>All measures are reported at Year End only</i>							
Napier Aquatic Centre							
Provide aquatic facilities that focus on accessibility and safety	Number of users using the centre each year	30,356	36,624	34,997	140,000	●	Third quarter is less than expected due to the closure of Ivan Wilson complex from 10th February - 28th April 2025. During this time we have only had the Old/Lap pool open, Allan's Pool and the gym. As a result we have not been able to offer a majority of our usual programmes and reduced lane capacity and pool space by approx 85%
	Water chemical value tests must confirm the presence of chemicals between the lowest and highest values set in NZS 5826:2010 or immediate corrective action taken. Pools are tested 5 times daily. Monthly Independent laboratory tests confirm the absence of pathogens as outlined in NZS 5826:2010 or immediate corrective action taken.	97%	97%	94%	97%	●	As above the large remediation project has impacted our automated dosing results as at times the pools had water in them, but were not being used by the public (therefore chemicals were not upkept to minimise wastage). The two pools which were operational during this time were dosed manually and tested hourly and the 97% standard was maintained.
	Maintain Poolsafe accreditation standard	Maintained	Maintained	Maintained	Maintain	●	Poolsafe was achieved and granted in February 2025. Next due in Jan - March 2026 (date advised by Recreation Aotearoa in approximately December or January).
	Maintain Registered Swim School (RSS) standard, provided by Swimming New Zealand.	Maintained	Maintained	Maintained	Maintain	●	Name change to Platinum Swim School (company the same; Swimming New Zealand) - achieved in December 2024, valid for 1 year.

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

COMMUNITY AND VISITOR EXPERIENCES PERFORMANCE SUMMARY CONTINUED

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Ocean Spa							
The Marine Parade Pools complex is a safe recreational facility for the community	Water chemical value tests must confirm the presence of chemicals between the lowest and highest values set in NZS 5826:2010 or immediate corrective action taken. Pools are tested 5 times daily. Monthly Independent laboratory tests confirm the absence of pathogens as outlined in NZS 5826:2010 or immediate corrective action taken.	97%	97%	97%	97%	●	
	Number of users using the centre each year.	55,527	53,711	60,505	205,000	●	
	Achieve and maintain Poolsafe accreditation standard.	Achieve	Achieve	Achieve	Achieve	●	
Bay Skate							
Provide a facility to cater for a range of roller sports activities	Visitor numbers per year (entry passes sold)	4,881	5,718	7,657	24,000	●	
	Deliver between 8-12 events per year	3	3	2	8 to 12	●	
Retirement and rental housing							
Provide affordable and safe housing that meets the needs of tenants	Number of unit inspections	100	64	94	all 377 units inspected once per year	●	
Maximise the occupancy and use of housing and village halls	Occupancy rate of total units	91%	90%	91%	90%	●	
Community Facilities (Halls)							
Provide affordable indoor facilities that meet the social, leisure, and cultural needs of the community	Percentage of community hireage for halls directly managed by Council	80%	79%	86%	85%	●	

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

COMMUNITY AND VISITOR EXPERIENCES PERFORMANCE SUMMARY CONTINUED

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Community Strategies							
Develop effective strategies, policies, and initiatives that support community wellbeing	Number of local community events per year	11	7	20	40	●	
Provide quality advice, information, and support to community groups and agencies, and help build a strong community and voluntary sector	Number of community training and network meetings facilitated each year	9	17	15	20	●	
	Percentage of attendees satisfied with community training and network meetings	100%	91%	96%	96%	●	
Promote safety in response to issues and priorities in the community	Percentage of residents who perceive they are safe or very safe in Napier (source: Social Monitor Survey)	Annual survey	56%	Annual survey	75%	●	Overall safety perceptions continued to improve (56%) from the post-cyclone low (38%), but remained below the 2022 level (though still on par with the 2021 average).
Communications, marketing and events							
Council works with strategically targeted new and existing events to assist them to grow, develop, and become sustainable	Economic impact of events funded under the Council events strategy	\$728k	\$1.948m	\$6.68m	\$12 million	●	Racing carnival cancelled, Marathon change date, October Cricket camps reporting with summer camp total in January. There a number of events to occur Q4.
Engagement							
<i>All measures are reported at Year End only</i>							

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY

Community and Visitor Experiences Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(19,371)	(20,164)	(793)	(4)%	(27,384)	(27,336)	48		
Expenditure	46,736	46,786	50	0%	61,781	58,984	(2,797)		
Depreciation	7,740	8,469	729	9%	11,292	11,292	-		
Net Operating Expenditure	35,105	35,091	(14)	(0)%	45,689	42,940	(2,749)		

Community and Visitor Experiences Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Sportsgrounds									
Revenue	(528)	(474)	54	11%	(632)	(632)	-	-1-	More events held at Sportsgrounds has resulted in higher revenues than budgeted.
Expenditure	4,517	4,929	412	8%	6,599	6,599	0		
Sportsgrounds Total	3,989	4,456	466	10%	5,968	5,968	0		
McLean Park									
Revenue	(581)	(501)	79	16%	(858)	(858)	(0)	-2-	Additional events secured than projected. Hurricanes match, International Cricket, Supersmash game relocated from Auckland.
Expenditure	726	771	46	6%	1,024	1,024	(0)		
McLean Park Total	145	270	125	46%	166	166	(0)		
Reserves									
Revenue	(354)	(441)	(88)	(20)%	(849)	(801)	48	-3-	Reimbursement of held Rotary Pathway Trust funds.
Expenditure	5,585	6,255	670	11%	8,578	8,472	(106)	-4-	Staff capacity issues to achieve some work and reactive works budget unspent. Q4 will see autumn and early winter maintenance works commence.
Reserves Total	5,232	5,814	582	10%	7,729	7,671	(58)		
Bay Skate									
Revenue	(249)	(235)	14	6%	(319)	(319)	-		
Expenditure	853	923	71	8%	1,233	1,233	-		
Bay Skate Total	604	689	85	12%	914	914	-		
Grants									
Revenue	(63)	(67)	(4)	(6)%	(68)	(68)	-		
Expenditure	1,122	1,151	29	3%	1,336	1,336	(0)		
Grants Total	1,059	1,084	25	2%	1,268	1,268	(0)		

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)									
Year to Date March 2025									
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Community Facilities									
Revenue	(85)	(52)	34	65%	(69)	(69)	-	-5-	Revenue from bookings for Greenmeadows and Taradale Halls continue to exceed budget.
Expenditure	349	419	70	17%	559	559	(0)	-6-	Underspend is due to timing of maintenance works which is anticipated to be utilised in Q4. Current year asset capitalisations will be completed in Q4.
Community Facilities Total	263	367	104	28%	490	490	(0)		
Community Advice									
Revenue	(300)	-	300		(75)	(75)	-		
Expenditure	1,025	1,504	480	32%	2,010	2,010	(0)	-7-	The underspend in this period is attributed to staff vacancies. Progression of project spend will continue in Q4.
Community Advice Total	725	1,504	780	52%	1,935	1,935	(0)		
Emergency Management									
Revenue	(504)	(286)	219	77%	(381)	(381)	-	-8-	Unbudgeted Sediment Funding received.
Expenditure	1,466	252	(1,214)	<(100)%	336	336	(0)	-9-	Unbudgeted cyclone recovery costs - Silt costs (recoverable) and slip remediation.
Emergency Management Total	962	(34)	(996)	<(100)%	(45)	(45)	(0)		
Libraries									
Revenue	(84)	(85)	(1)	(2)%	(347)	(347)	-		
Expenditure	2,967	3,366	399	12%	4,496	4,496	-	-10-	The underspend in this period is attributed to staff vacancies.
Libraries Total	2,884	3,281	397	12%	4,149	4,149	-		
Napier Aquatic Centre									
Revenue	(736)	(619)	117	19%	(822)	(822)	0	-11-	Greater revenue than expected due to private donation, growth of programmes and single admissions favourable.
Expenditure	3,120	3,318	198	6%	4,433	4,433	(0)	-12-	Minimal maintenance this quarter due to remedial/capital works - 85% of facility closed from 10th February to 28th April 2025.
Napier Aquatic Centre Total	2,384	2,699	316	12%	3,610	3,610	0		
Marine Parade Pools									
Revenue	(2,336)	(3,123)	(787)	(25)%	(4,127)	(4,127)	(0)	-13-	We are not yet meeting the additional revenues expected to make this commercially viable.
Expenditure	4,192	4,241	49	1%	5,722	5,722	-		
Marine Parade Pools Total	1,856	1,118	(738)	(66)%	1,595	1,595	(0)		

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
National Aquarium of NZ									
Revenue	(2,436)	(2,293)	144	6%	(2,797)	(2,797)	(0)		
Expenditure	4,343	4,229	(114)	(3)%	5,648	5,648	-		
National Aquarium of NZ Total	1,906	1,936	30	2%	2,851	2,851	(0)		
Par 2 MiniGolf									
Revenue	(366)	(413)	(47)	(11)%	(531)	(531)	-	-14-	Player numbers and overall admissions down, rainout days and unfavourable weather throughout Summer.
Expenditure	308	338	30	9%	502	487	(15)		
Par 2 MiniGolf Total	(58)	(75)	(17)	(23)%	(29)	(44)	(15)		
Napier Conferences & Events									
Revenue	(1,284)	(1,898)	(614)	(32)%	(2,657)	(2,657)	-	-15-	Down on bookings vs 2023/24. We are not yet meeting the additional revenues expected to make this commercially viable.
Expenditure	2,256	2,580	324	13%	3,428	3,533	105	-16-	Expenditure kept in line with lower operational demands from catering requirements.
Napier Conferences & Events Total	972	682	(290)	(43)%	771	876	105		
Napier Municipal Theatre									
Revenue	(335)	(374)	(39)	(10)%	(494)	(494)	-	-17-	Building projects impacted hire opportunities for Q3.
Expenditure	1,745	1,929	185	10%	2,591	2,591	0		
Napier Municipal Theatre Total	1,409	1,555	146	9%	2,097	2,097	0		
Napier i-SITE Visitor Centre									
Revenue	(336)	(448)	(112)	(25)%	(505)	(505)	-	-18-	Commissionable sales and some retail sales down. Visitor numbers down.
Expenditure	1,015	1,180	165	14%	1,527	1,527	(0)	-19-	Managing expenditure in challenging times.
Napier i-SITE Visitor Centre Total	678	731	53	7%	1,022	1,022	(0)		
Kennedy Park									
Revenue	(3,756)	(3,379)	377	11%	(4,604)	(4,604)	(0)	-20-	Greater occupancy in Q3 has resulted in higher revenue against budget.
Expenditure	4,861	3,716	(1,144)	(31)%	4,962	4,962	(0)	-21-	Unbudgeted travel agent platforms increased for greater market exposure, maintenance works, employee costs and accommodation & laundry expenses continue to contribute to the overspend this period.
Kennedy Park Total	1,105	338	(767)	<(100)%	358	358	(0)		
Communications & Marketing									
Revenue	-	-	-	-	-	-	-		
Expenditure	(105)	17	122	>100%	31	0	(31)	-22-	The underspend in this period is attributed to staff vacancies.
Communications & Marketing Total	(105)	17	122	>100%	31	0	(31)		

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Events									
Revenue	(130)	-	130		-	-	-	-23-	Revenue received from unbudgeted Monopoly board game.
Expenditure	1,096	706	(390)	(55)%	975	925	(50)	-24-	Unbudgeted expenditure Monopoly board game offset by revenue. Overspend on 150th Event and timing of expenditure on other events are the contributing factors for the overspend in this period. The overspend on 150th Event is being managed by savings in other areas across Council this financial year.
Events Total	965	706	(259)	(37)%	975	925	(50)		
Marketing									
Revenue	-	-	-		-	-	-		
Expenditure	231	357	126	35%	476	476	0	-25-	Conscious effect to minimise expenditure to help offset overspend on 150th Event.
Marketing Total	231	357	126	35%	476	476	0		
Faraday Centre									
Revenue	(137)	(100)	37	37%	(134)	(134)	-	-26-	General Admissions favourable against budget.
Expenditure	598	906	308	34%	1,210	1,210	-	-27-	Undertaking of maintenance works to continue into Q4.
Faraday Centre Total	461	806	345	43%	1,077	1,077	-		
MTG Hawke's Bay									
Revenue	(1,564)	(1,467)	97	7%	(1,903)	(1,903)	-		
Expenditure	7,881	7,781	(100)	(1)%	9,571	6,871	(2,700)		
MTG Hawke's Bay Total	6,317	6,314	(3)	(0)%	7,668	4,968	(2,700)		
Housing - Retirement									
Revenue	(2,591)	(3,075)	(485)	(16)%	(4,101)	(4,101)	-	-28-	Rental revenue was budgeted at maximum potential rental values which has not been achieved due to the mix of tenants in the properties.
Expenditure	3,483	3,483	(1)	(0)%	4,626	4,626	0		
Housing - Retirement Total	893	407	(485)	<(100)%	525	525	0		
Housing - Rental									
Revenue	(615)	(834)	(219)	(26)%	(1,112)	(1,112)	-	-29-	Rental revenue was budgeted at maximum potential rental values which has not been achieved due to the mix of tenants in the properties and vacant units while decisions are made on the future of social housing.
Expenditure	843	902	59	7%	1,201	1,201	-		
Housing - Rental Total	228	68	(160)	<(100)%	89	89	-		

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY CONTINUED

Community and Visitor Experiences Capital as at March 2025

Figures are shown in thousands (\$,000)									
Capital	Year to Date March 2025						Variance	Notes	Comments
	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan			
Sportsgrounds									
Sportsgrounds - Infra Renewal	718	871	153	18%	1,118	685	-1-		Water efficiency improvements as per the water conservation plan including irrigation and drainage system renewal at Taradale Park will not commence this financial year due to resource constraints. We hope to let this work by year-end with the actual physical works being done next financial year. Also, the design for the Taradale Park Playground renewal will not commence this financial year and budget will be requested to be carried forward to next financial year.
McLean Park Facility Renewals	8	-	(8)	(100)%	536	530			
McLean Park light tower upgrades	-	30	30	100%	107	60			
Centennial Hall/Stand Flood Repairs	7	-	(7)	(100)%	-	-			
New Pathways	-	-	-		9	-			
New Shade Areas	-	-	-		24	24			
Park Island Northern Development	615	1,087	472	43%	1,492	1,625	-2-		Projected work on the Pirates Rugby Club relocation (shared changing rooms) is behind budgeted spend, however it is anticipated that this project will be completed by the end of August 2025.
Playground Development	(0)	-	-		-	-			
Riparian Planting	-	-	-		12	12			
Total Sportsgrounds	1,347	1,987	640	32%	3,298	2,936			
McLean Park									
- Centennial Hall Gutter	238	163	(75)	(46)%	244	-	-3-		Project underway and tracking ahead of schedule. Due for completion in April.
- Chapman Lounge Refurbishment	22	38	16	43%	50	50			
Total McLean Park	260	201	(59)	(29)%	294	50			
Reserves									
Infrastructure Asset Renewal	513	785	272	35%	802	1,202	-4-		Works are progressing on renewal projects and budget will also be used to assist with the overspend on the Marine Parade Renewals line below.
Foreshore Planting	14	13	(1)	(8)%	24	24			
Marine Parade renewals	1,089	962	(128)	(13)%	962	400	-5-		Any final year-end project overspend will be funded by the Infrastructure Asset Renewal line above.
Planting	53	50	(4)	(8)%	90	90			
Riparian Planting	1	1	-		24	24			
Playground Renewals	0	-	-		250	250			
Reserves Vested Assets	-	-	-		356	356			
BOF Dog Lead Hooks S822	-	-	-		10	-			
Whakarire Ave Rock Revetment	3	-	(3)	(100)%	-	-			
Urban Growth	2	-	(2)	(100)%	150	150			
Western Hill Pathway development	-	92	92	100%	92	-	-6-		Project to be reviewed in the future. Funds returned to Rotary Trust as balance was not sufficient to complete this project.

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)									
Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Ahuriri Estuary Projects	44	458	414	90%	1,146	400	-7-		Projects which make up this budget are: 1) \$475k development of the Humber Reserve (incl. Aratki site) Park Development. Concept design is complete and we have engaged with stakeholder groups. Construction has not progressed as we are awaiting inclusion of newly acquired land, which will involve a re-zoning process to enable future construction. 2) \$200k land development post purchase of Turners site adjoining Thames/Tyne drain has been delayed due to issuing of title from developer. 3) \$179k Westshore Point Pathway & 4) \$292k Westshore Point Car Park (Whakarire Ave). Design has been completed for both projects (#'s 3 & 4), procurement and awarding of contract will be completed by 30.06.25 with construction commencing early in the new financial year.
Destination Playground Stage 2	867	769	(98)	(13)%	769	-	-8-		Napier Rotary donation of \$47k for musical equipment has been recorded against revenue which will part offset this overspend.
Story Telling Signage & Art Work	0	10	10	100%	50	50			
Accessibility Projects	-	-	-		-	100			
Shade	18	30	12	40%	30	30			
Total Reserves	2,604	3,169	564	18%	4,755	3,076			
Bay Skate									
Bay Skate Renewals	43	130	87	67%	173	134	-9-		Works will be done throughout Q4.
Park equipment	1	23	21	93%	30	30			
Skate ramps	1	-	(1)	(100)%	-	-			
Bay Skate Ramps	16	41	25	61%	55	55			
Plaza-style Skating Deck	4	75	71	94%	100	100	-10-		Works will be done throughout Q4.
Total Bay Skate	65	269	203	76%	358	319			
Community Facilities									
Halls Renewals	26	81	55	68%	108	108	-11-		Delay in scheduled work due to resource constraints.
Taradale Town Hall internal refurbishment	7	174	167	96%	245	445	-12-		Delay in scheduled work due to resource constraints.
Memorial Square Building Development	1,763	1,203	(560)	(47)%	2,805	58	-13-		Project progressing ahead of schedule and asbestos works are now complete.
Minor Capital Items	27	27	-		35	35			
Total Community Facilities	1,823	1,485	(338)	(23)%	3,193	646			
Libraries									
Library Renewals	-	9	9	100%	12	12			
Library Building Renewals	15	63	49	77%	254	101	-14-		Taradale roof project slightly delayed, however will commence this financial year and any unspent budget will be requested to be carried forward to next financial year.
Library Stock	365	319	(46)	(14)%	422	522	-15-		Timing of some purchasing is ahead of schedule.
Robson Collection Donations	-	1	1	100%	1	1			
Minor Capital Items	4	12	8	67%	16	16			
Technology Services Upgrade	-	-	-		-	50			
Total Libraries	383	404	21	5%	705	702			

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)									
Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Napier Aquatic Centre									
Napier Aquatic Centre I.A.R.	3,899	3,206	(693)	(22)%	4,211	2,370	-16-		Project tracking for completion by year end.
Napier Aquatic Centre expansion	31	334	303	91%	528	-	-17-		This budget is to be utilised on the NAC pool refurbishment project line above and any remaining budget will be used on other renewal works.
General Minor Capital	6	-	(6)	(100)%	-	-			
Total Napier Aquatic Centre	3,936	3,540	(390)	(11)%	4,739	2,370			
Ocean Spa									
Marine Pde Pools Renewals	288	322	34	11%	337	117	-18-		Projects tracking for completion by year end.
Ocean Spa Upgrade	205	785	580	74%	1,083	1,303	-19-		Required works have been established and are progressing, however it is unlikely that the full budget will be utilised this financial year.
Total Ocean Spa	493	1,106	614	55%	1,420	1,420			
National Aquarium of NZ									
Aquarium Renewals	252	200	(52)	(26)%	208	184	-20-		Timing of some renewal works are ahead of schedule. Overspend in this budget will be offset by other underspends within Aquarium capital.
Building Renewals	387	298	(89)	(30)%	444	1,119	-21-		Timing of some renewal works are ahead of schedule.
Minor Capital Items	11	35	24	69%	47	47			
Total National Aquarium of NZ	650	533	(117)	(22)%	699	1,350			
Par 2 MiniGolf									
Par 2 MiniGolf Renewals	-	3	3	100%	4	4			
Par2 Building Renewals	-	41	41	99%	55	55	-22-		Project yet to commence.
Par2 Building Upgrade	-	3	3	100%	4	4			
Minor Capital Items	0	1	1	100%	1	1			
Total Par 2 MiniGolf	0	48	48	100%	64	64			
Napier Conferences & Events									
CC Renewals	20	115	95	82%	446	446	-23-		Renewal projects underway with expenditure expected in Q4.
CC Building Renewals	1	192	191	99%	765	765	-24-		Project pending approval.
General Renewals	-	-	-		-	-			
AV Equipment Upgrades	28	51	24	47%	78	78			
War Memorial	65	-	(65)	(100)%	-	-	-25-		Project continued from last year - budget overspend to be managed at year end.
Minor Capital Items	51	53	3	6%	71	71			
Total Napier Conferences & Events	165	412	248	60%	1,360	1,360			
Napier Municipal Theatre									
NMT Renewals	209	189	(20)	(11)%	277	140			
Minor Capital Items	20	62	42	67%	83	83	-26-		Minor works progressing any unspent budget will be utilised on other projects by year-end.
NMT Building Renewals	663	591	(72)	(12)%	910	910	-27-		Project work has made great progress in Q3. It is anticipated this budget will be utilised with completion of projects by year end.
Total Napier Municipal Theatre	893	842	(50)	(6)%	1,270	1,133			
Napier i-SITE Visitor Centre									
i-SITE Renewals	-	20	20	100%	20	20			
Minor Capital Items	3	20	18	89%	27	27			
Office Equipment	1	-	(1)	(100)%	-	-			
Total Napier i-SITE Visitor Centre	3	40	37	92%	47	47			

COMMUNITY AND VISITOR EXPERIENCES FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)									
Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Kennedy Park									
Kennedy Park Renewals	803	778	(25)	(3)%	1,037	1,005			
KP Building Renewals	169	565	396	70%	871	871	-28-	A full and final review of all transactions will be undertaken in Q4 to check if any project costs have been misposted, and funding will be determined subject to the review.	
Upgrade TV Infrastructure	-	32	32	100%	50	50	-29-	Work to be carried out in Q4.	
Deluxe Ensuite Units	79	109	30	27%	175	175			
Minor Capital Items	535	87	(448)	(100)%	116	16	-30-	A full and final review of all transactions will be undertaken in Q4 to check if any project costs have been misposted, and funding will be determined subject to the review.	
Total Kennedy Park	1,586	1,571	(15)	(1)%	2,250	2,117			
Faraday Centre									
Faraday Centre Building Upgrade	26	151	124	82%	225	200	-31-	Projects are underway with suppliers engaged. Budget will be utilised as works continue into Q4.	
Minor Capital Items	4	9	6	64%	13	13			
Total Faraday Centre	30	160	130	81%	238	212			
MTG Hawke's Bay									
MTG Renewals	21	100	79	79%	415	515	-32-	Renewal projects identified and to commence in Q4.	
CC Building Renewals	151	855	705	82%	1,351	1,351	-33-	Working through ongoing committed building projects.	
Earthquake Gallery	9	30	22	73%	40	-			
Storage for MTG - property purchase	-	-	-		-	2,861			
MTG Century Theatre Tech Investigation and Upgrade	-	-	-		-	578			
Collection Storage Van	-	-	-		-	71			
Century Theatre Balustrade	7	32	25	79%	48	12			
Minor Capital	46	38	(9)	(24)%	60	95			
Total MTG Hawke's Bay	233	1,055	822	78%	1,914	5,483			
Housing - Retirement									
Retirement Housing Renewals	531	715	184	26%	1,099	2,196	-34-	A full and final review of all transactions will be undertaken in Q4 to check if any project costs have been misposted, and funding will be determined subject to the review.	
Henry Charles Hall Internal Refurbishment	-	-	-		-	429			
Minor Capital Projects	246	158	(87)	(55)%	211	211	-35-	A full and final review of all transactions will be undertaken in Q4 to check if any project costs have been misposted, and funding will be determined subject to the review.	
HH Heat pumps	37	34	(3)	(9)%	50	250			
Total Housing - Retirement	814	907	94	10%	1,360	3,086			
Housing - Rental									
Rental Housing Renewals	-	94	94	100%	150	211	-36-	Conservative approach to capital works whilst procurement decisions are made regarding the divestment of social housing.	
HH Heat pumps	-	-	-		-	-			
Minor Capital	15	19	4	21%	25	25			
Total Housing - Rental	15	112	98	87%	175	236			
Total Capital Expenditure	15,302	17,841	2,544	14%	28,138	26,607			
Asset Sales	-	-	-		-	-			



Property Assets

PROPERTY ASSETS PERFORMANCE SUMMARY

Level of service	Performance measures	First Quarter	Second Quarter	Third Quarter	Target 2024/25	Indicator	Comment
Parklands Residential Development							
Residential lots are created to provide an expanding residential development to meet the demand for the sections	Completion of any residual infrastructure works for Area 3 and sections in Area 4 available to market	0	33	0	Complete all consents and approvals for stages 11 and 12 to 224	●	The focus is on stage 12 and consents are on target for year end. Stage 11 is effected by future plan changes and is now on hold. Further sections will be developed in the new financial year in Area 4 replacing stage 11.
Lagoon Farm							
Lagoon Farm ensures stewardship of Council's 289 hectare land holding on the Ahuriri Lagoon Bed	Farm revenue will cover the cost of retaining the land as measured by the operating budget and Napier City Council annual internal financial statements for year ended 30 June each year	\$54,273 deficit	\$105,460 surplus	\$64,052 surplus	Revenue exceeds expenditure (prior to internal chargebacks)	●	Majority of Lagoon Farms Revenue making activities are in Q2.
Inner Harbour							
To provide and maintain Inner Harbour facilities to enable the safe berthing of commercial and recreational vessels	Dredging is carried out as required so the channel is maintained to a minimum depth of 2.4 m at lowest tide (source: depth sound checks)	Achieved	Achieved	Achieved	Achieved	●	
	No. of Permanent Berths	98	98	88	98	●	Use of 10 no. berths on Custom Quay (Jull Wharf Pontoon) suspended as access utilises Discharge Wharf. Berth holders reallocated berths elsewhere in Inner Harbour.
Buildings Asset Management							
Council maintains and renews Specified Systems to ensure buildings remain safe and compliant.	Buildings with compliance schedules under the Building Act 2004 which have current Building Warrants of Fitness (or acceptable compliance documentation in lieu)	100%	100%	100%	100%	●	

Performance Indicators: ● Achieved ● In progress and on target ● Within 10% ● Not achieved, greater than 10%

PROPERTY ASSETS FINANCIAL SUMMARY

Property Assets Financial Summary as at March 2025

Figures are shown in thousands (\$,000)									
Net Operating Expenditure	Actual	Year to Date Mar 2025				Revised Budget	Annual Plan	Variance	Notes Comments
		Revised Budget	Variance	% Variance					
Revenue	(9,332)	(7,427)	1,905	26%	(14,708)	(22,003)	(7,294)	-1-	Parkland sales have started to increase as the housing market starts to get better. Overall income has been up due to better marketing and amendments to the design guides. Unbudgeted Better Off Funding received from Central Government which offsets with expenditure.
Expenditure	5,536	5,343	(193)	(4)%	7,083	15,252	8,169		
Depreciation	1,763	1,903	139	7%	2,537	2,537	-		
Net Operating Expenditure	(2,033)	(181)	1,852	>100%	(5,088)	(4,214)	874		

Property Assets Financial Summary as at March 2025

Figures are shown in thousands (\$,000)									
		Year to Date Mar 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Lagoon Farm									
Revenue	(421)	(413)	8	2%	(588)	(588)	(0)		
Expenditure	433	460	27	6%	498	498	(0)		
Lagoon Farm Total	12	48	35	74%	(89)	(89)	(0)		
Parklands Area 3									
Revenue	(5,210)	(4,271)	939	22%	(4,834)	(12,128)	(7,294)	-2-	Sales have started to increase as the housing market starts to get better. Budget was amended in 2025 to better reflect this (done quarterly). Overall income has been up due to better marketing and amendments to the design guides
Expenditure	2,528	2,451	(77)	(3)%	3,265	8,813	5,547		
Parklands Area 3 Total	(2,682)	(1,820)	862	47%	(1,569)	(3,315)	(1,747)		
Parklands Area 4									
Revenue	-	-	-		-	-	-		
Expenditure	191	148	(43)	(29)%	196	196	0	-3-	This is 50% of the costs for evaluating Parklands for the CCTO
Parklands Area 4 Total	191	148	(43)	(29)%	196	196	0		
Property Support									
Revenue	(0)	(1)	(1)	(62)%	(1)	(1)	-		
Expenditure	(157)	(76)	80	>100%	(144)	(32)	111	-4-	Insurance premium savings due to revised cover in some areas.
Property Support Total	(157)	(77)	80	>100%	(145)	(34)	111		

PROPERTY ASSETS FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)									
Net Operating Expenditure	Actual	Year to Date Mar 2025				Revised Budget	Annual Plan	Variance	Notes Comments
		Revised Budget	Variance	% Variance					
Property Holdings									
Revenue	(2,711)	(2,471)	240	10%	(8,923)	(8,923)	-		
Expenditure	1,403	1,214	(190)	(16)%	1,596	5,196	3,600	-5-	Review of the sub lease payment this is offset by the related revenue.
Property Holdings Total	(1,308)	(1,257)	51	4%	(7,327)	(3,727)	3,600		
Civic Building									
Revenue	-	-	-		-	-	-		
Expenditure	39	1	(38)	<(100)%	1	1	0	-6-	Internal interest is above budget, however this has a positive impact for other cost centres.
Civic Building Total	39	1	(38)	<(100)%	1	1	0		
Library Building									
Revenue	(331)	-	331		-	-	-		
Expenditure	60	-	(60)		(0)	-	0		
Library Building Total	(271)	-	271		(0)	-	0		
Building Asset Management									
Revenue	-	-	-		-	-	-		
Expenditure	194	192	(1)	(1)%	338	338	(0)		
Building Asset Management Total	194	192	(1)	(1)%	338	338	(0)		
Commercial Property									
Revenue	-	-	-		-	-	-		
Expenditure	198	176	(21)	(12)%	296	-	(296)		
Commercial Property Total	198	176	(21)	(12)%	296	-	(296)		
Inner Harbour									
Revenue	(659)	(272)	387	>100%	(362)	(362)	-	-7-	Unbudgeted BOF capital expenditure revenue in Q2 and Q3.
Expenditure	2,410	2,680	270	10%	3,574	2,779	(795)	-8-	The actual cost of dredging was lower than the budgeted amount, and there were also savings in maintenance costs.
Inner Harbour Total	1,752	2,409	657	27%	3,211	2,417	(795)		

PROPERTY ASSETS FINANCIAL SUMMARY CONTINUED

Property Assets Capital as at March 2025

Figures are shown in thousands (\$,000)									
Capital	Actual	Year to Date Revised Budget	March 2025 Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Lagoon Farm									
Asset Purchases	33	-	(33)	(100)%	30	-		-1-	Purchases have been completed early, with budget phased in Q4.
Total Lagoon Farm	33	-	(33)	(100)%	30	-			
Property Holdings									
Seismic Strengthening Council Buildings	-	-	-		-	-			
Assessment & Compliance Projects	-	-	-		-	126			
Pandora Pond Buildings	0	-	-		-	950			
31 Pandora Rd Purchase	2	-	(2)	(100)%	-	-			
MTG land purchase	253	249	(5)	(2)%	249	-			
Minor Capital Items	6	-	(6)	(100)%	-	-			
Total Property Holdings	262	249	(13)	(5)%	249	1,076			
Civic Building									
Accommodation Tower	2,862	2,890	28	1%	3,850	1,349			
Shared Capital Costs	86	200	114	57%	350	-		-2-	Budget Phasing: These costs are to be split between the Accommodation Tower and Civic Chambers.
Civic Public Realm	-	30	30	100%	50	-			
Civic Public Realm	1	30	29	97%	50	1,298			
Total Civic Building	2,949	3,150	201	6%	4,300	2,646			
Library Building									
Library Rebuild	2,861	3,160	299	9%	3,465	7,467			
Total Library Building	2,861	3,160	299	9%	3,465	7,467			
Inner Harbour									
IH Facilities Renewals	76	-	(76)	(100)%	-	-		-3-	Unprogrammed renewals to critical wharf assets.
Ahuriri Masterplan - Iron Pot Public Access	385	269	(116)	(43)%	400	-		-4-	Expenditure associated with Waka Hub Development due to Better of Funding. Project on-track.
Inner Harbour Project - Meeanee Quay Upgrade	52	167	115	69%	250	250		-5-	Multi-year project. Project behind programme due to priority changes with Discharge Wharf failure. Some investigation and testing complete.
Inner Harbour Project - Customs Quay & Discharge Wharf	73	600	527	88%	1,500	-		-6-	Multi-year project. Investigation, testing, ecological and environmental assessments and engagement for demolition and replacement are underway.
Inner Harbour Project - Iron Pot Upgrade	4	-	(4)	(100)%	-	-			
Waka Hub Development	-	500	500	100%	800	1,500		-7-	Multi-year project. Expenditure associated with Waka Hub Development due to Better of Funding. Project on-track.
Total Inner Harbour	589	1,535	946	62%	2,950	1,750			
Total Capital Expenditure	6,694	8,094	1,400	17%	10,994	12,940			
Asset Sales	-	-	-		-	-			





Support Units

SUPPORT UNITS FINANCIAL SUMMARY

Support Units Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date Mar 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(2,209)	(1,697)	512	30%	(2,339)	(2,339)	0	-1-	Three Waters Reform DIA revenue.
Expenditure	2,187	(341)	(2,528)	<(100)%	1,920	1,632	(288)	-2-	Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme. Depreciation costs lower than budgeted for C.I.T. due to capitalisations not being processed until Q4. Operating savings in server costs due to now being stored in the cloud, also timing of some spends for projects not starting until Q4. Internal leases are lower than budget due to longer life expectancy of the equipment.
Depreciation	2,016	1,959	(57)	(3)%	2,612	2,612	-		
Net Operating Expenditure	1,995	(79)	(2,074)	<(100)%	2,193	1,905	(288)		

Support Units Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date Mar 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
DIA Three Waters Transition									
Revenue	(588)	(120)	468	>100%	(160)	(160)	-	-3-	Three Waters Reform DIA revenue.
Expenditure	612	120	(492)	<(100)%	161	161	-	-4-	Local Waters Done Well regional business case expenditure.
DIA Three Waters Transition Total	24	(0)	(24)	<(100)%	0	0	-		
DIA Three Waters Transition Offset									
Revenue	-	-	-		-	-	-		
Expenditure	-	-	-		-	-	-		
DIA Three Waters Transition Offset Total	-	-	-		-	-	-		
Strategic Programmes									
Revenue	-	-	-		-	-	-		
Expenditure	742	955	213	22%	1,425	1,425	0	-5-	City vision expenses timing issue and capitalised labor resulted in favourable Employee costs.
Strategic Programmes Total	742	955	213	22%	1,425	1,425	0		
Environmental Solutions									
Revenue	(80)	-	80		(0)	-	0		
Expenditure	(160)	0	160	>100%	0	0	0	-6-	Timing of other operating expenses.
Environmental Solutions Total	(240)	0	240	>100%	0	0	0		

SUPPORT UNITS FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)	Year to Date Mar 2025								
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Asset Administration									
Revenue	(171)	(153)	18	12%	(214)	(214)	-		
Expenditure	245	44	(201)	<(100)%	33	214	181	-7-	Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme
Asset Administration Total	74	(108)	(183)	<(100)%	(180)	0	181		
Services Administration									
Revenue	-	-	-		-	-	-		
Expenditure	(204)	0	204	>100%	0	0	0	-8-	Savings in operational expenses and 2 vacancies.
Services Administration Total	(204)	0	204	>100%	0	0	0		
Utilities Operations									
Revenue	(860)	(1,050)	(190)	(18)%	(1,400)	(1,400)	-	-9-	External invoicing unfavourable due to building industry in general down
Expenditure	1,472	(36)	(1,509)	<(100)%	(68)	172	240	-10-	Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme. Also, Internal invoicing unfavourable due to charge out rates not being increased however this has a positive impact on other business units.
Utilities Operations Total	612	(1,087)	(1,699)	<(100)%	(1,468)	(1,228)	240		
Parks Operations									
Revenue	(119)	(66)	53	81%	(88)	(88)	-	-11-	Increased charges to external debtors.
Expenditure	801	60	(741)	<(100)%	97	87	(10)	-12-	Internal invoicing is unfavourable as charge out rates have not been increased this financial year, however this has a positive impact on other areas of Council. This will be addressed with the job costing review.
Parks Operations Total	682	(6)	(688)	<(100)%	10	(0)	(10)		
Mechanical Services									
Revenue	-	-	-		-	-	-		Internal invoicing is unfavourable as charge out rates have not been increased this financial year, however this has a positive impact on other areas of Council. This will be addressed with the job costing review.
Expenditure	172	(1)	(173)	<(100)%	(0)	(0)	0	-13-	
Mechanical Services Total	172	(1)	(173)	<(100)%	(0)	(0)	0		
Building Maintenance									
Revenue	(0)	(2)	(1)	(79)%	(2)	(2)	-		Internal invoicing is unfavourable as charge out rates have not been increased this financial year, however this has a positive impact on other areas of Council. This will be addressed with the job costing review.
Expenditure	82	1	(81)	<(100)%	2	2	0	-14-	
Building Maintenance Total	82	(0)	(82)	<(100)%	0	0	0		
Stores									
Revenue	(1)	(11)	(11)	(93)%	(15)	(15)	-		
Expenditure	58	11	(47)	<(100)%	15	15	(0)	-15-	Less Gross Profit generated than budgeted.
Stores Total	58	(0)	(58)	<(100)%	0	0	(0)		

SUPPORT UNITS FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)		Year to Date Mar 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Plant and Vehicles									
Revenue	(19)	-	19		(104)	(104)	-		
Expenditure	(749)	(148)	601	>100%	(81)	(81)	(0)	-16-	Budget Phasing, awaiting asset delivery.
Plant and Vehicles Total	(768)	(148)	620	>100%	(185)	(185)	(0)		
Project Management									
Revenue	(12)	(10)	2	21%	(13)	(13)	-		
Expenditure	1,516	1,393	(122)	(9)%	1,873	2,396	523		
Project Management Total	1,504	1,384	(120)	(9)%	1,860	2,383	523		
Community Development Admin									
Revenue	(0)	-	0		-	-	-		
Expenditure	1,094	179	(915)	<(100)%	152	0	(152)	-17-	Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme
Community Development Admin Total	1,094	179	(915)	<(100)%	152	0	(152)		
Planning Support Services									
Revenue	(4)	(1)	3	>100%	(1)	(1)	-		
Expenditure	307	(5)	(311)	<(100)%	(30)	2	32	-18-	Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme
Planning Support Services Total	302	(6)	(308)	<(100)%	(32)	0	32		
Director Corporate Services									
Revenue	-	-	-		-	-	-		
Expenditure	743	(197)	(940)	<(100)%	(326)	0	326	-19-	Elected Members directed labour efficiencies to be found during three year plan deliberations - this has been challenging to balance resourcing and maintain vacancies with a highly ambitious capital programme
Director Corporate Services Total	743	(197)	(940)	<(100)%	(326)	0	326		
Strategy & Transformation									
Revenue	-	-	-		-	-	-		
Expenditure	(190)	(30)	160	>100%	(0)	(0)	0	-20-	Labour vacancies.
Strategy & Transformation Total	(190)	(30)	160	>100%	(0)	(0)	0		
Shared Services									
Revenue	-	-	-		-	-	-		
Expenditure	-	-	-		-	-	-		
Shared Services Total	-	-	-		-	-	-		

SUPPORT UNITS FINANCIAL SUMMARY CONTINUED

Figures are shown in thousands (\$,000)									
Year to Date Mar 2025									
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Human Resources									
Revenue	-	-	-		-	-	-		
Expenditure	(650)	(573)	77	13%	962	0	(961)	-21-	Labour vacancies.
Human Resources Total	(650)	(573)	77	13%	962	0	(961)		
C.I.T.									
Revenue	(246)	(163)	82	50%	(202)	(202)	-	-22-	Additional revenue for Aerial Mapping and Silverstripe upgrade.
Expenditure	(2,109)	283	2,393	>100%	629	202	(427)	-23-	Depreciation costs lower than budgeted due to capitalisations not being processed until Q4. Operating savings in server costs due to now being stored in the cloud, also timing of some spends for projects not starting until Q4.
C.I.T. Total	(2,355)	120	2,475	>100%	427	0	(427)		
Finance Services									
Revenue	(109)	(121)	(12)	(10)%	(138)	(138)	-		
Expenditure	(78)	(72)	5	7%	177	138	(39)		
Finance Services Total	(187)	(193)	(7)	(3)%	39	(0)	(39)		
Treasury Management									
Revenue	-	-	-		-	-	-		
Expenditure	-	-	-		-	-	-		
Treasury Management Total	-	-	-		-	-	-		
Finance Leases									
Revenue	-	-	-		-	-	-		
Expenditure	500	(367)	(867)	<(100)%	(489)	(489)	-	-24-	Internal leases are lower than budgeted due to longer life expectancy of the equipment.
Finance Leases Total	500	(367)	(867)	<(100)%	(489)	(489)	-		

SUPPORT UNITS FINANCIAL SUMMARY CONTINUED

Support Units Capital as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Capital	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Asset Administration									
Minor Capital Items MMTP	5	2	(4)	(100)%	2	-			
Total Asset Administration	5	2	(4)	(100)%	2	-			
Services Administration									
Depot General Renewals	15	36	22	60%	49	36			
Depot Building Renewals	-	21	21	99%	28	13			
Asset Register Items	14	27	13	48%	36	15			
Total Services Administration	28	85	56	66%	113	64			
Plant and Vehicles									
P & V Renewal Purchases	1,141	1,236	95	8%	1,611	1,500			
Total Plant and Vehicles	1,141	1,236	95	8%	1,611	1,500			
C.I.T.									
Software Replacements and Upgrades - S800	84	115	31	27%	205	610	-1-		Project spend delayed, to catch up in Q4.
New business Improvement Modules - S800	-	-	-		95	95			
Innovation Tools - S800	128	150	22	15%	412	474			
Web CMS Silverstripe Upgrade	75	62	(13)	(21)%	62	-			
Minor Capital Items	-	-	-		-	-			
Corporate IT Network	-	-	-		15	15			
Total C.I.T.	286	327	40	12%	789	1,194			
Finance Services									
Minor Capital Items	17	17	-		17	-			
Total Finance Services	17	17	-		17	-			
Finance Leases									
Technology Equipment Minor Capital	937	948	11	1%	1,648	2,139			
Total Finance Leases	937	948	11	1%	1,648	2,139			
Total Capital Expenditure	2,416	2,615	198	8%	4,180	4,897			
Asset Sales	(87)	-	-		-	-			



Rates & Special Funds

RATES AND SPECIAL FUNDS FINANCIAL SUMMARY

Rates and Special Funds Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Revenue	(50,545)	(51,216)	(671)	(1)%	(68,363)	(68,363)	-		
Expenditure	(4,862)	87	4,949	>100%	(729)	(3,194)	(2,465)	-1-	Unbudgeted dividend received from HBAA and higher internal loans for 23/24 than budgeted therefore higher principal payments this year.
Depreciation	-	-	-		-	-	-		
Net Operating Expenditure	(55,407)	(51,129)	4,278	8%	(69,092)	(71,557)	(2,465)		

Rates and Special Funds Financial Summary as at March 2025

Figures are shown in thousands (\$,000)		Year to Date March 2025							
Net Operating Expenditure	Actual	Revised Budget	Variance	% Variance	Revised Budget	Annual Plan	Variance	Notes	Comments
Rates									
Revenue	(49,900)	(51,147)	(1,247)	(2)%	(68,196)	(68,196)	-		
Expenditure	5	-	(5)		-	-	-		
Rates Total	(49,896)	(51,147)	(1,252)	(2)%	(68,196)	(68,196)	-		
Special Funds									
Revenue	(645)	(69)	576	>100%	(92)	(92)	-	-2-	Capital spend lower than budgeted therefore higher interest revenue than budgeted.
Expenditure	372	770	398	52%	182	299	117	-3-	Unbudgeted dividend received from HBAA.
Special Funds Total	(272)	701	974	>100%	90	207	117		
Loans									
Revenue	-	-	-		(74)	(74)	-		
Expenditure	(5,239)	(683)	4,556	>100%	(911)	(3,493)	(2,582)	-4-	Higher internal loans for 23/24 than budgeted therefore higher principal payments this year.
Loans Total	(5,239)	(683)	4,556	>100%	(985)	(3,567)	(2,582)		



CITY STRATEGY REGULATORY ACTIVITY REPORT

OFFICERS COMMENTS

QUARTER THREE: 1 January – 31 March 2025

Building Consents

174 Building consents were issued this quarter with an estimated value of \$30,715,037.00. There were 35 total new dwellings. This compares to 181 building consents and 41 total new dwellings in the same quarter of the previous financial year.

Building processing timeframes: 148 out of 174 consents were issued within the correct timeframe for this quarter. Those outside of timeframe were due to a combination of consents on high days when processed and request for information replies coming in for consents that were already on high days.

Animal control

Infringement Notices Issued: This quarter, 80 infringements were issued, compared to 23 in the same period of the 2023-24 financial year. The animal control team is prioritizing unregistered dogs, providing owners with 7 days to register their dogs before facing infringement. If owners comply to the satisfaction of the officers, the infringements are cancelled. To date, 20 of the 80 infringements have been cancelled. Dog Registrations at the end of the quarter were 7,805 compared to 7,925 at the same period in the 2023-24 financial year.

Impounding Activity: This financial year, 452 dogs were impounded. Of these, 225 were returned to their owners, 31 were rehomed, 54 had other outcomes (including transfers to the SPCA or being caught and released), and 142 were euthanised. This compares to 105 dogs euthanised over the same period last year. Of the dogs that were euthanised, 50 failed their temperament assessment, 32 displayed menacing breed behaviour, 11 had Parvo Virus, 40 were surrendered due to aggression, attacking/biting or behavioural issues, and 9 were surrendered due to poor health/poor health humane.

Dog Attack: Of the reports of dog attacks on humans, there were 2 serious attacks and 14 minor attacks in this quarter. Each of these were investigated and appropriate action was taken.

Resource Consents

This quarter saw 37 Resource Consents processed (13 subdivision and 24 land use) in comparison to 52 total Resource Consents (13 subdivision and 39 land use) in the 2023-24 Financial Year.

Resource Consent processing timeframes: 100% of all applications were processed within the correct timeframe for this quarter.

Parking

Infringements Issued: 3,034 infringement notices were issued this quarter. Of these 798 (26%) have been paid and 174 (6%) have been cancelled.

Parkmate: The total transactions for this quarter was 50,542 which is down from the same quarter in the 2023-24 Financial Year that saw a total of 56,468 transactions.

Environmental Health

Noise Complaints: There were 443 noise complaints received this quarter compared to 474 complaints in the same quarter in the 2023-24 financial year. 8 infringement notices were issued compared to 5 in the previous year.

Liquor Licencing: There were 139 applications issued this quarter compared to 114 in the same period of the previous financial year. These applications comprised of 66 Managers Certificates, 47 Special Licences and 26 premise licences.

Freedom Camping: This quarter there have been 3,069 recorded freedom camping vehicles which is a decrease compared to 4,955 in the same quarter of the 2023-24 financial year. There have been 20 infringement notices issued this quarter.

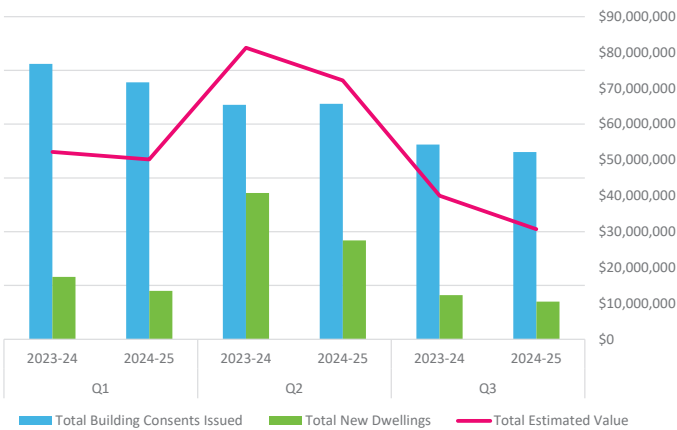
Napier Assist

The total number of Napier Assist interactions recorded this quarter was 567. The majority of interactions are for retailer (93) and facility check-ins (149), however outside of these regular check-ins, the most interactions for the quarter were homeless (115), graffiti (50), property removal notice (40) and public assistance (39).

CITY STRATEGY REGULATORY ACTIVITY REPORT

BUILDING AND RESOURCE CONSENTS

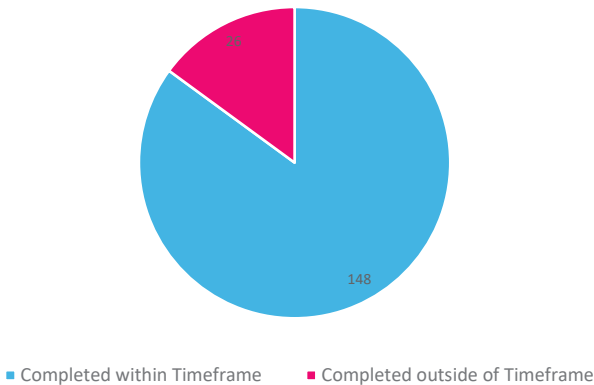
Building Consents Issued
2024-25



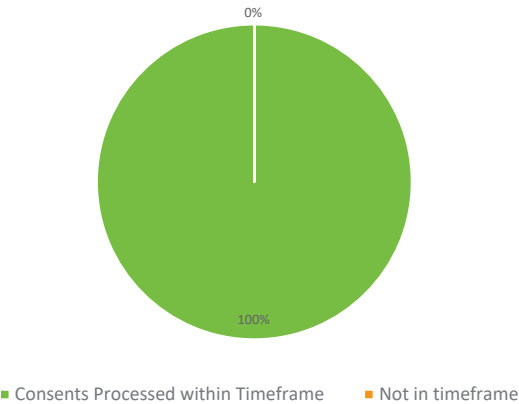
Resource Consents Activity
2024-25



Building Timeframes
2024-25



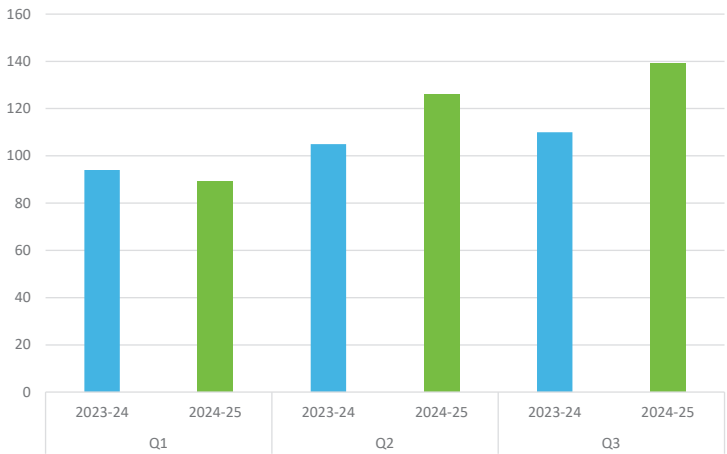
Resource Consent Timeframes
2024-25



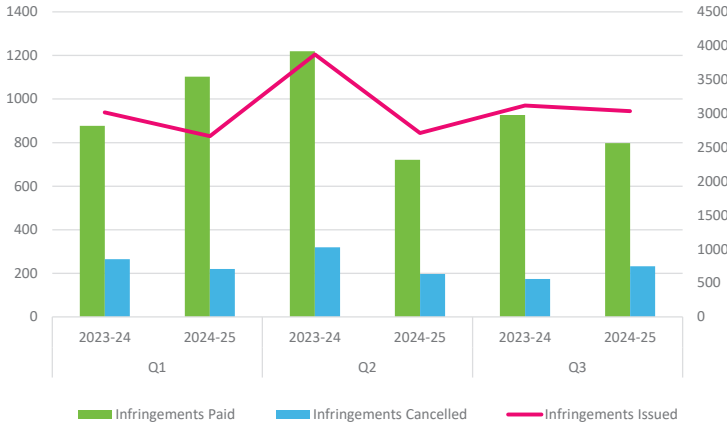
CITY STRATEGY REGULATORY ACTIVITY REPORT

LIMS, PROPERTY FILES AND PARKING

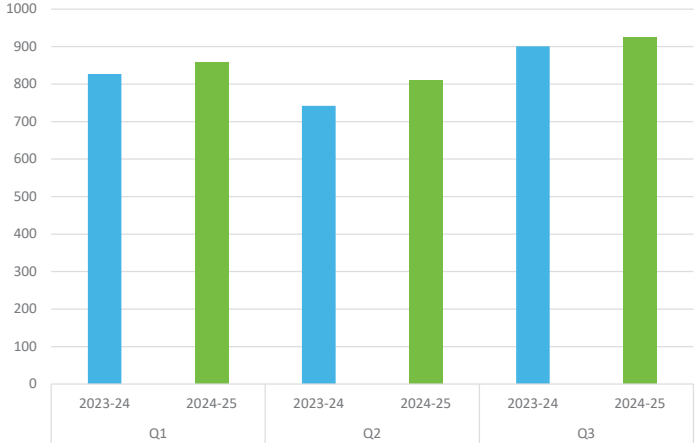
Total Number of LIMs Issued
2024-25



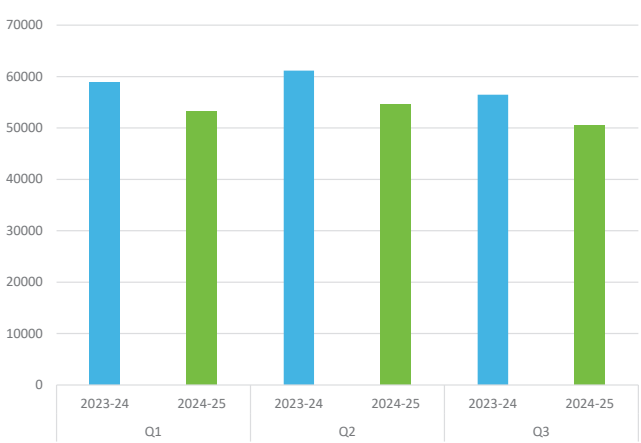
Parking Infringements
2024-25



Total Number of Property Files Requested
2024-25



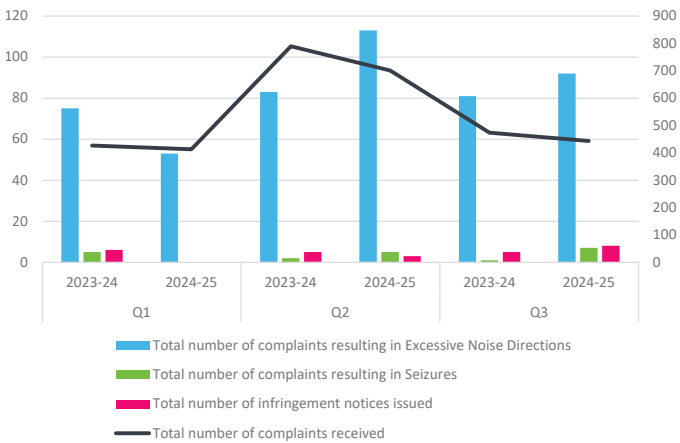
Parkmate Transactions
2024-25



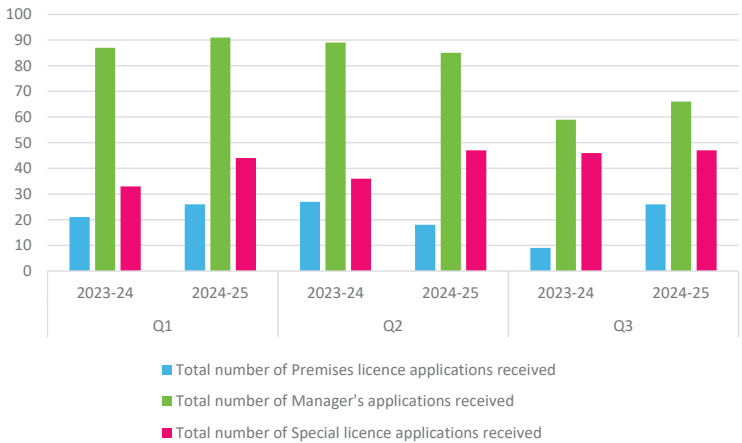
CITY STRATEGY REGULATORY ACTIVITY REPORT

ENVIRONMENTAL HEALTH

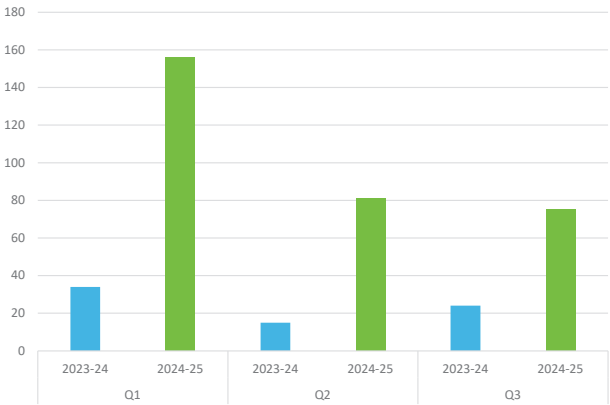
Noise Complaints and Outcomes
2024-25



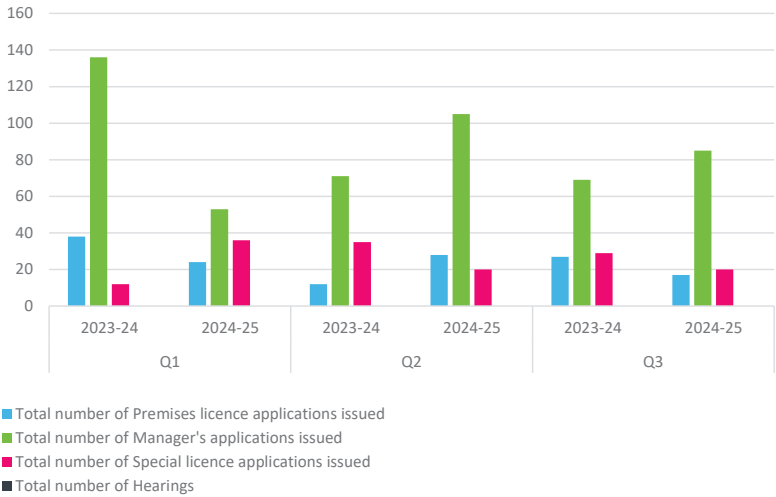
Liquor Licensing Applications Received
2024-25



Food Act 2014 Audits Completed
2024-25



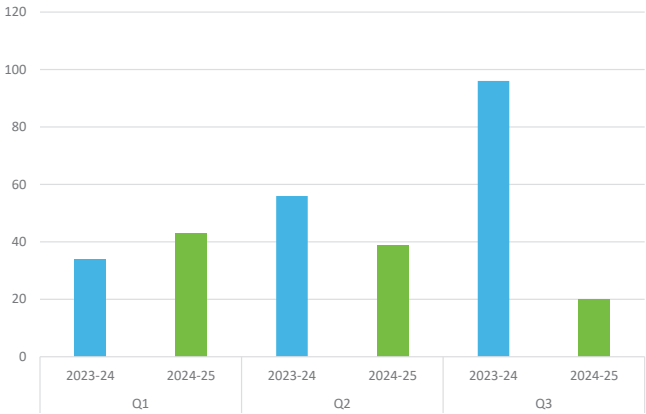
Liquor Licensing Applications Issued
2024-25



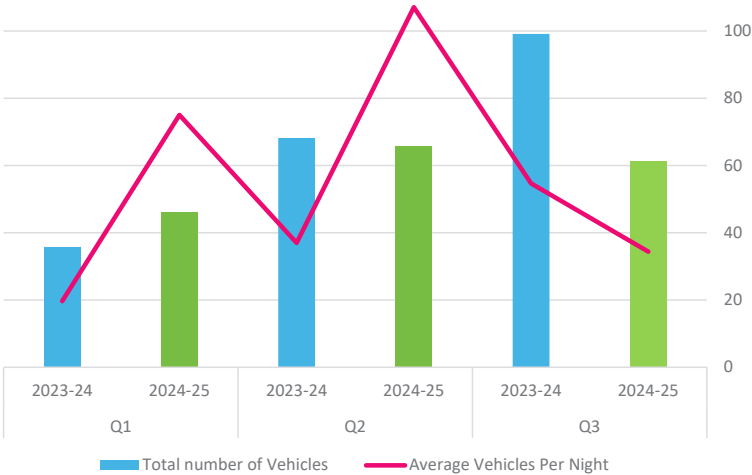
CITY STRATEGY REGULATORY ACTIVITY REPORT

ENVIRONMENTAL HEALTH CONTINUED

Freedom Camping Infringements Issued
2024-25



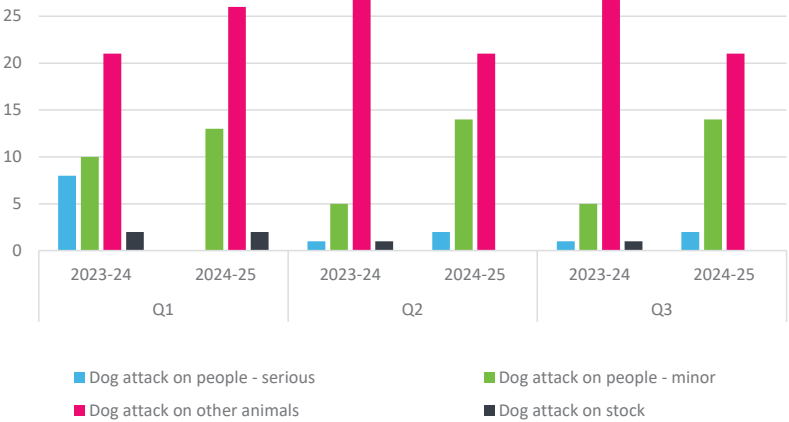
Freedom Camping Recorded Vehicles
2024-25



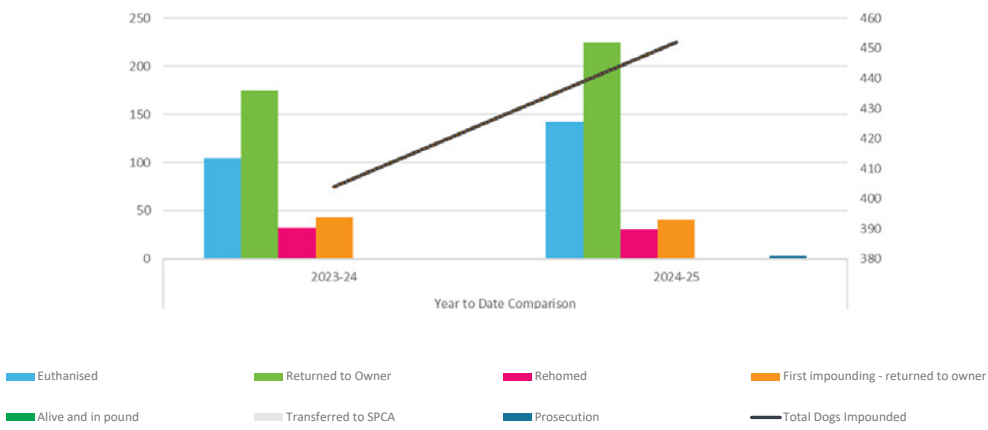
CITY STRATEGY REGULATORY ACTIVITY REPORT

ANIMAL CONTROL

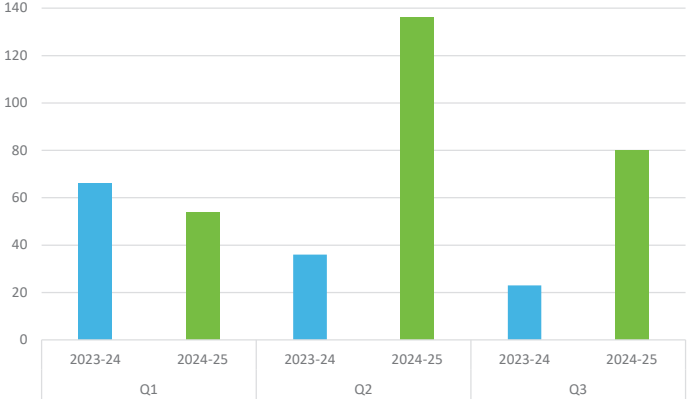
Dog Attack Report
2024-25



Animal Control Impounding Activity
2024-25

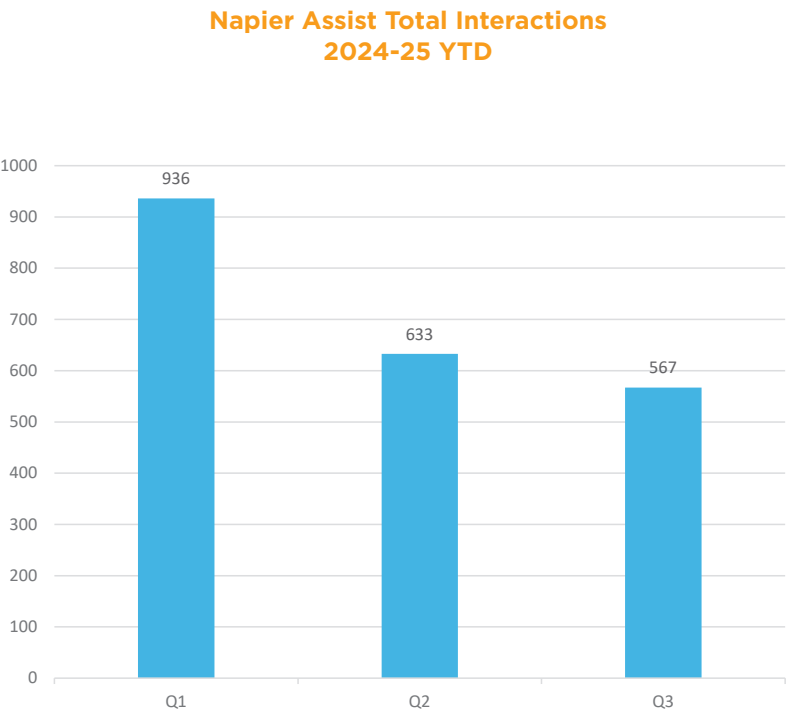
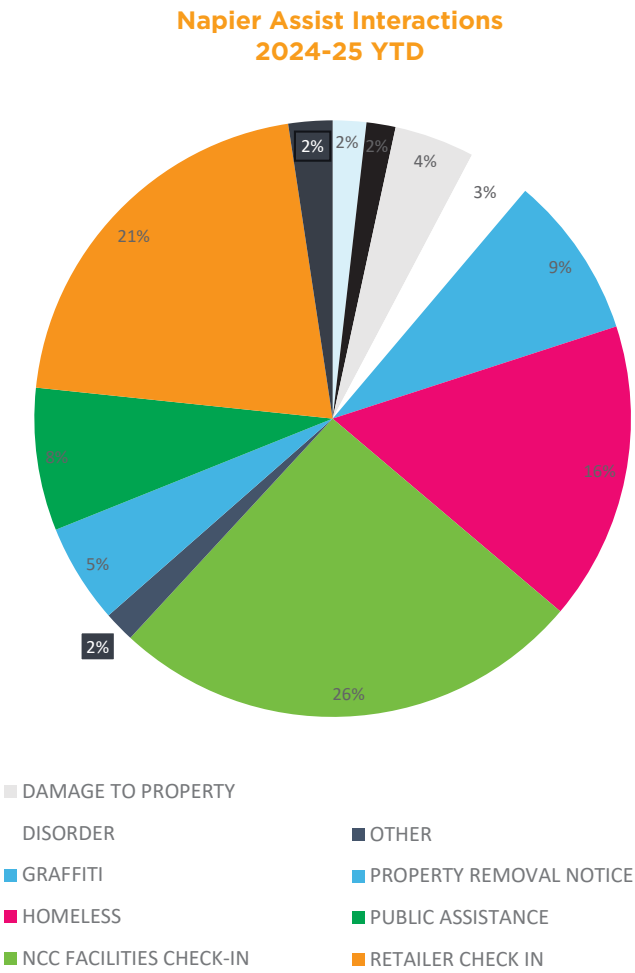


Dog Infringement Notices Issued
2024-25



CITY STRATEGY REGULATORY ACTIVITY REPORT

NAPIER ASSIST





QUARTERLY SERVICE REQUEST REPORT

QUARTER THREE: 1 January – 31 March 2025

The following provides a high level overview of what our customers contact us about. Not all customer contacts are requests for service, but if a customer requires information or a service that cannot be immediately provided by Council staff, it is entered into the Service Request system and passed through to the person who is able to action that request. Service Requests cover a wide range of customer requests, including complaints and compliments about our services, request for advice or information, and maintenance enquiries. Questions about the data are best answered by the responsible Directorate.

Here is a description of the Service Request categories:

- **Animal Control** – requests relating to animal and dog control
- **Building** – related to building consents
- **Cemeteries** – request related to cemetery operations
- **City Services** – Depot, requests regarding maintenance of our assets and infrastructure
- **Customer Services** – request for the Customer Service team
- **Environmental Health** – requests related to food and alcohol licences, bylaws, and general compliance
- **External Organisations** – request for service from contractors used by Council for services i.e. Waste Management
- **Housing** – requests related to Council's housing tenancies
- **Infrastructure Other** – requests related to environmental matters, 3 waters, parks and reserves
- **Infrastructure Services** – requests related to roading
- **Parking** – requests related to parking
- **Planning** – requests related to resource management planning
- **Plant** – requests about Council equipment
- **Property** – requests related to Council-owned properties
- **Rates** – requests related to rating

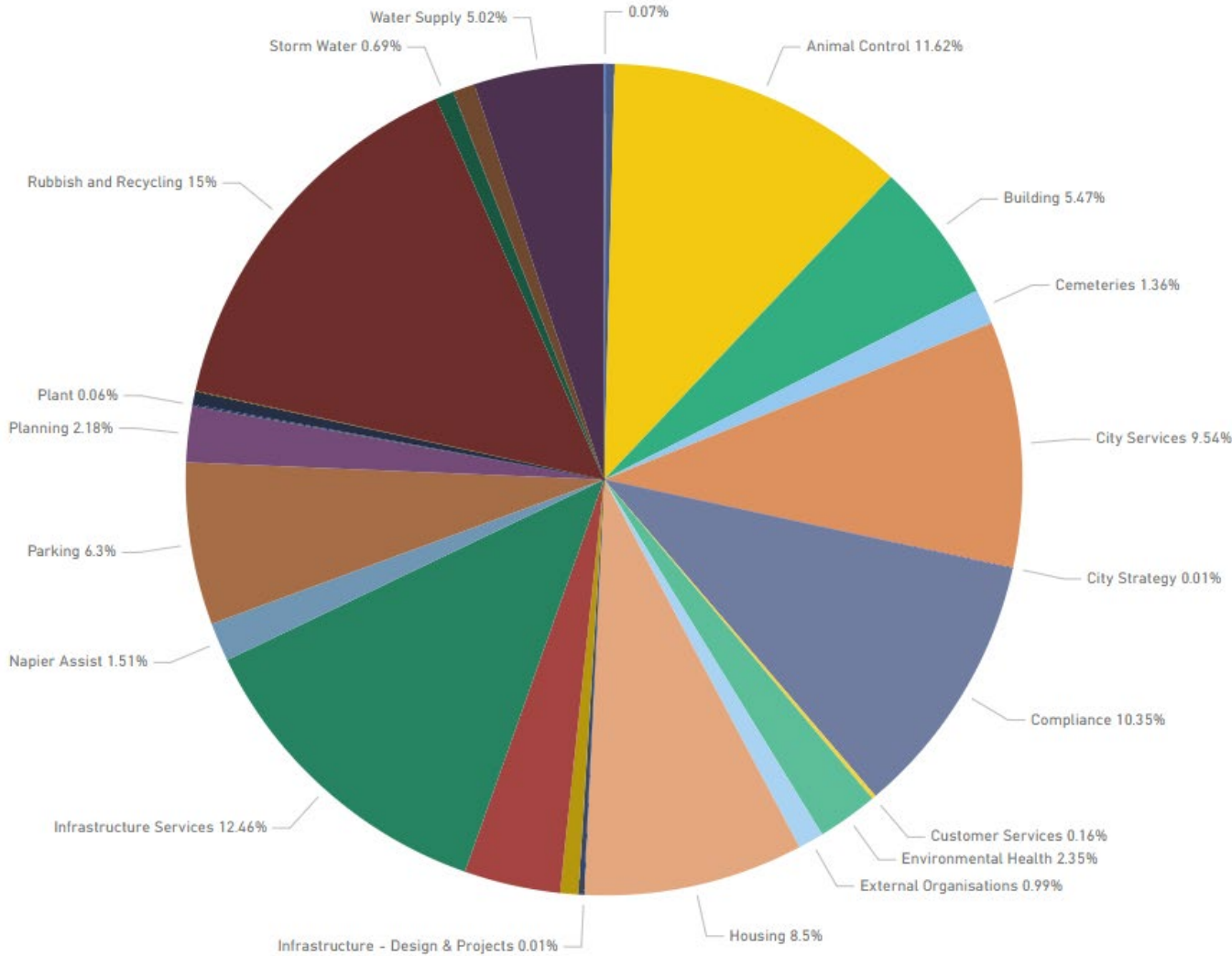
QUARTERLY SERVICE REQUEST REPORT

TOTAL NUMBER OF SERVICE REQUESTS

QUARTER THREE: 1 January – 31 March 2025

Total number of
Service Requests

6,968

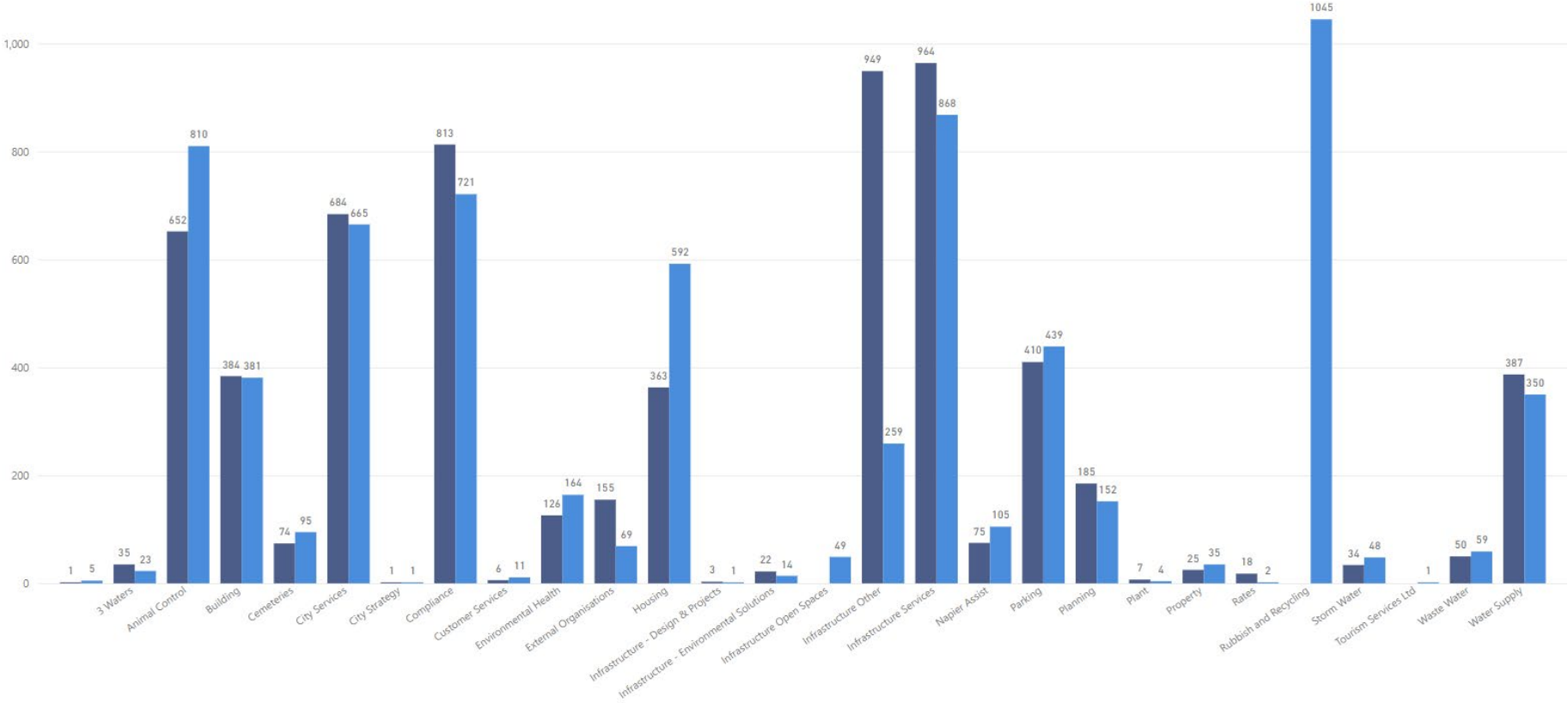


Percentage split across departments

QUARTERLY SERVICE REQUEST REPORT

BUSINESS UNIT COMPARISON

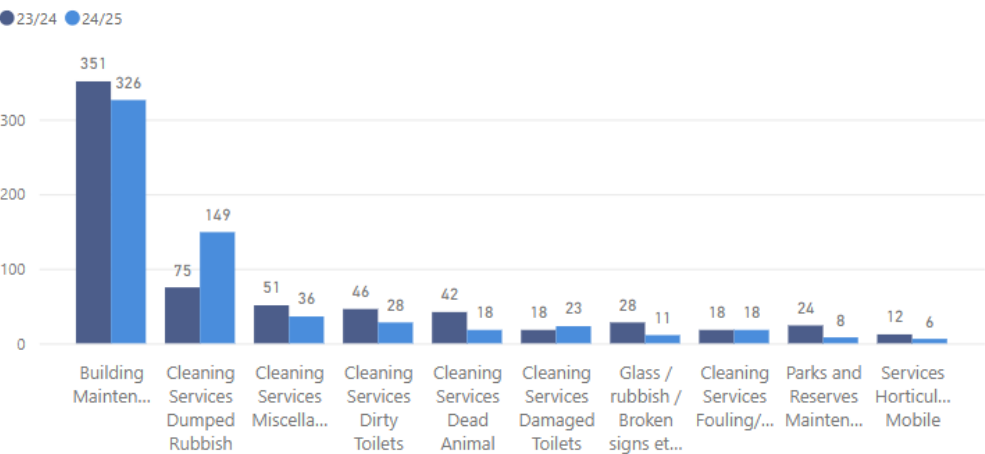
QUARTER THREE: 1 January – 31 March 2025



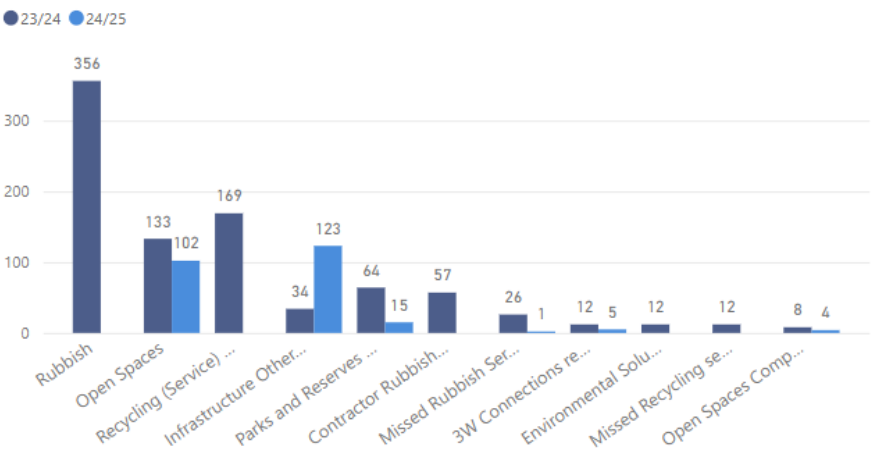
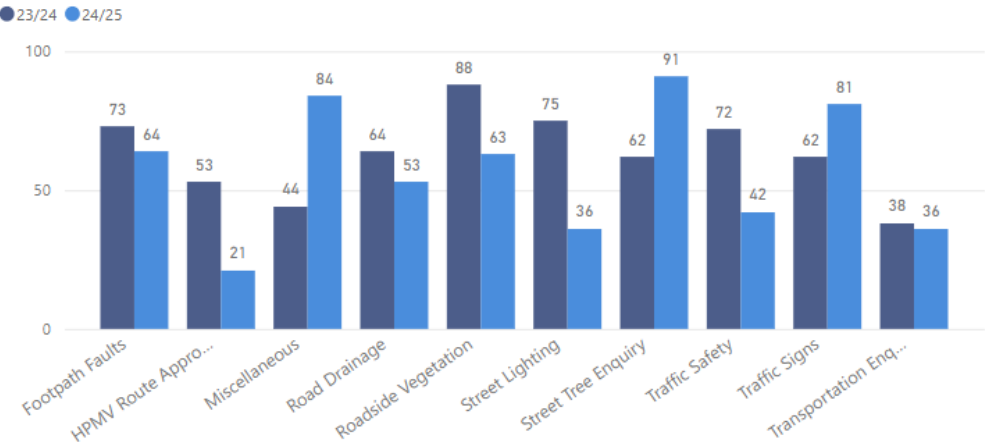
QUARTERLY SERVICE REQUEST REPORT

TOP 10 DEPARTMENTS BY TYPE OF REQUEST

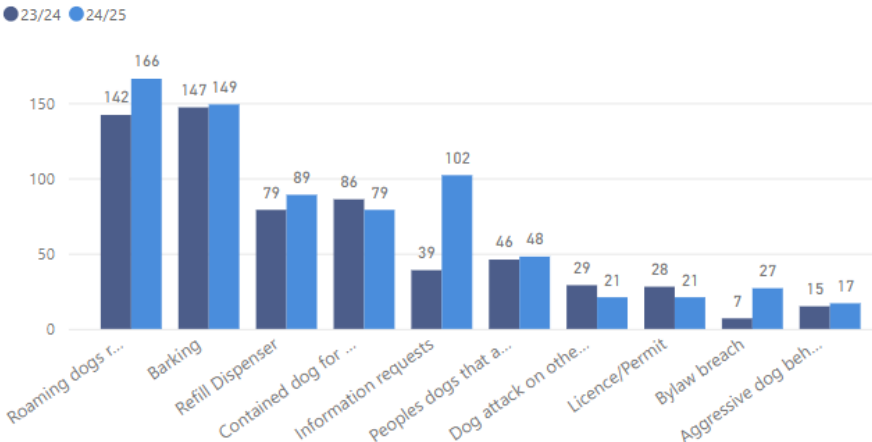
QUARTER THREE: 1 January – 31 March 2025



Infrastructure Services



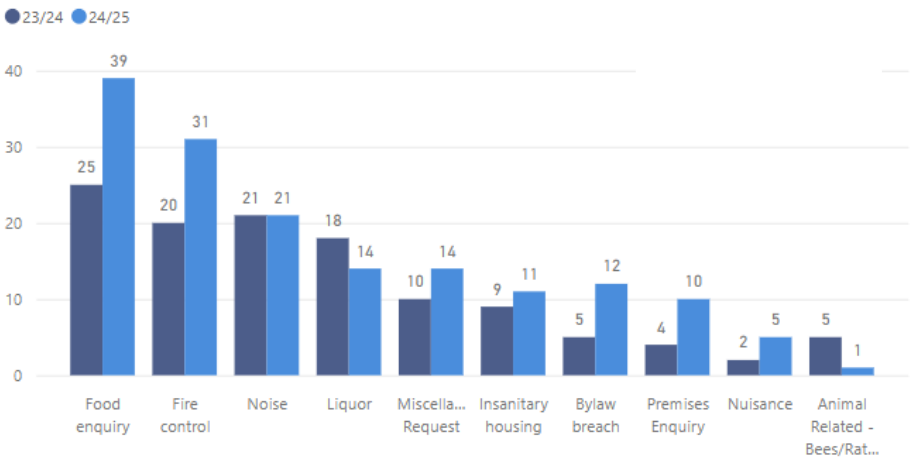
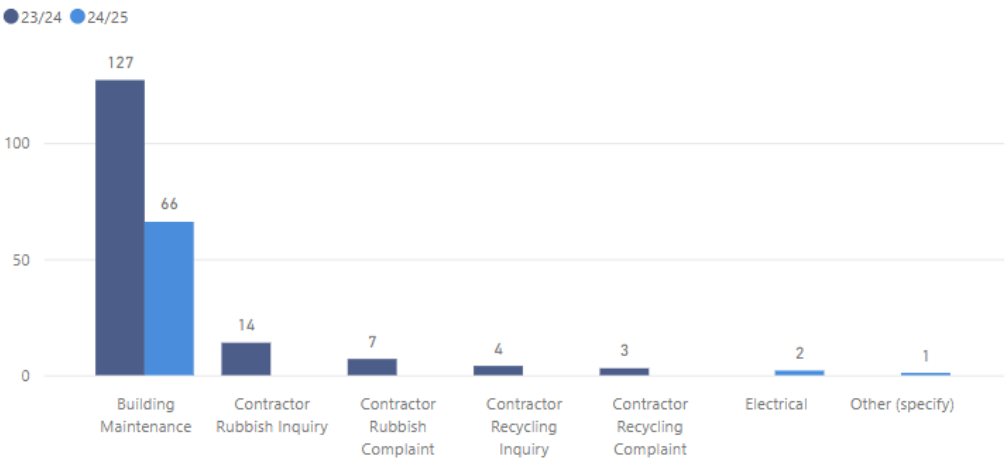
Animal Control



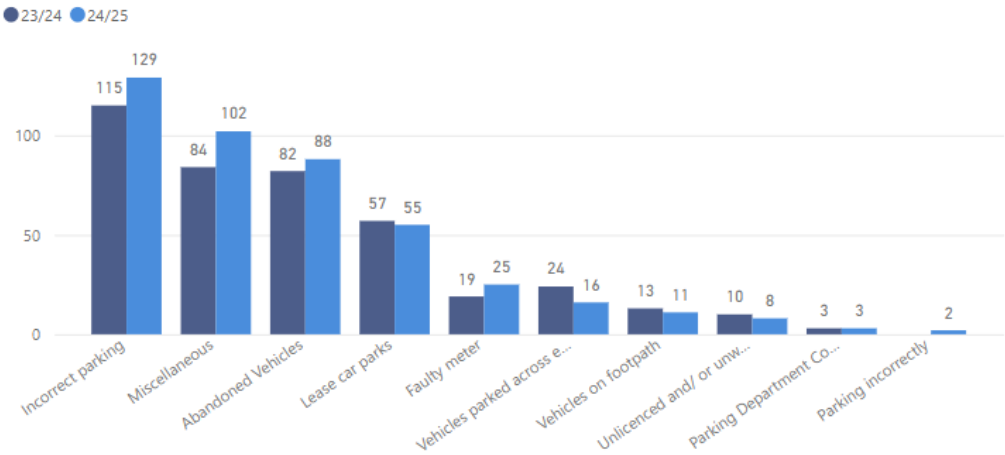
QUARTERLY SERVICE REQUEST REPORT

TOP 10 DEPARTMENTS BY TYPE OF REQUEST CONTINUED

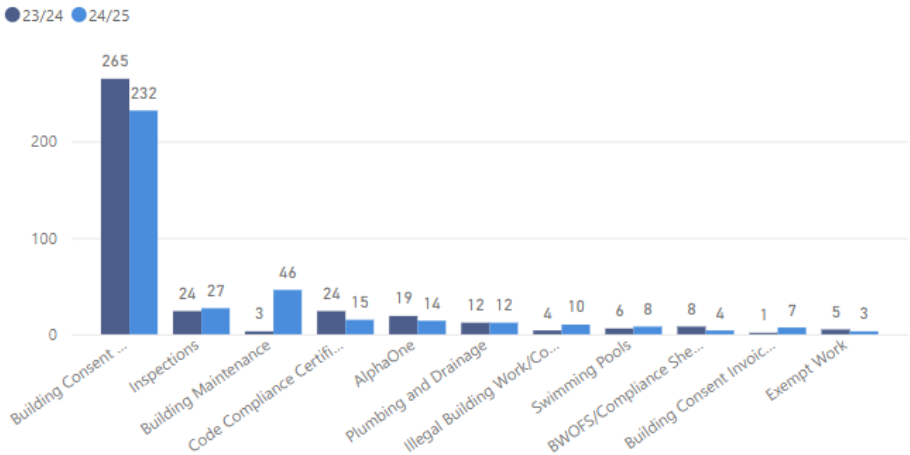
QUARTER THREE: 1 January - 31 March 2025



Parking

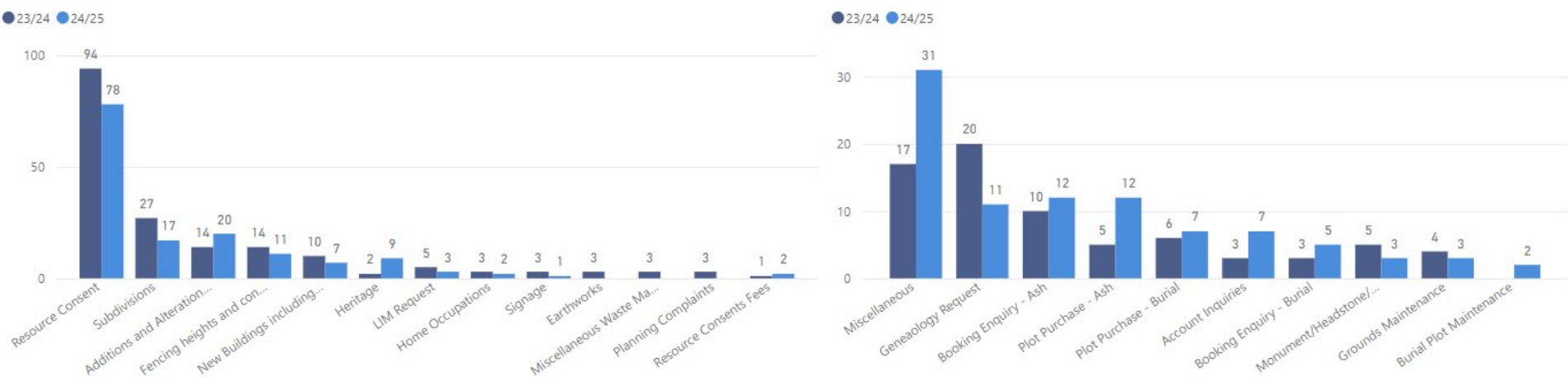


Building



QUARTERLY SERVICE REQUEST REPORT

TOP 10 DEPARTMENTS BY TYPE OF REQUEST CONTINUED



DOCUMENTS EXECUTED UNDER SEAL FOR THE PERIOD 1 JANUARY – 31 MARCH 2025

15.1.25	Agreement to Grant Easement – 80 Waghorne St, Napier	Katie Morris
22.1.25	Consent to Transfer Lessees interest in Lease 717189.1 – 34 Carnegie Road, Onekawa	Katie Morris
27.1.25	Easement Instrument – 78 Riverbend Road, Napier	Maia Kiriona
28.1.25	Warrant Cards: - Maia Kiriona, Andrew Gass	Luke Johnson Sarah Bowler
29.1.25	Consent to Transfer Lease – 31 Battery Road, Ahuriri	Katie Morris
29.1.25	Deed of Renewal of Reserve Lease – Napier Bridge Club Inc	Katie Morris
31.1.25	Partial Surrender of Easement – 104 Harold Holt Ave	Maia Kiriona
31.1.25	Easement – 104 Harold Holt Ave	Maia Kiriona
10.2.25	Easement Instrument – 50-54 Seddon Crescent	Maia Kiriona
13.2.25	Renewal of Lease Instrument – Cadbury Road	Katie Morris
21.2.25	Easement Instrument – 9 O'Dowd Road, Napier	Katie Morris
26.2.25	Warrant Cards – Glenn Baker, Richard Millea	Sarah Bowler
5.3.25	Deed of Renewal of Lease – 25 Munroe Street	Bryan Faulknor
5.3.25	Easement Instrument – 110 McLeod Road	Katie Morris
10.3.25	Easement Instrument – Mission Hills Stage 1C	Maia Kiriona
19.3.25	Renewal of Lease Instrument with Gallery Kitchens Ltd	Katie Morris
25.3.25	Partial surrender of easement – 47 Eriksen Road	Maia Kiriona
25.3.25	Easement Instrument – 47 Eriksen Road	Maia Kiriona
27.3.25	Easement Instrument – 13 Nash Street, Marewa	Maia Kiriona

LGOIMA REQUESTS

JANUARY TO MARCH 2025

	January 2025	Comment	February 2025	Comment	March 2025	Comment
Requests received year to date	117	109 +8	130	117 + 13	151	130 + 21
Requests received in last calendar month	8		13		21	
Responses completed in last calendar month	14		10		20	
Responses within statutory timeframe	14		9		20	
Extensions requested in last calendar month	1		24094	0	0	
Requests where charging was proposed	0	0	0		1	
Number of responses where:						
- Information released in full	10		4		10	
- Information partially released	4	7(2)(a), 17(e), 7 (2)(g), 7(2)(f)(i), 7(2)(b)(ii)	6	7(2)(a), 17(e), 17(g)	9	17(e), 7(2)(a), 7(2)(g), 17(f), 7(2)(h)
- Request refused in full	0		0		1	17(e)
Active Ombudsman investigations regarding LGOIMA responses	2	10659, 017524	3	10659, 017524, 013727	2	017524, 013727
			1	10659		
Themes:	Dogs, cruise ships, CBD cameras, construction complaints, Council committee structure, wastewater, noise control/ events, housing data, citizenship ceremonies, code compliance		Property, noise and dog complaints, stormwater, off-licences, ecologists, engineer fraud		Water outages, pipes, noise, property and buildings, complaints, dogs, transfer station, waste to energy, highly productive land, petitions, resource consent refunds, traffic islands, footpaths, rates, licensing, Conference centre costs	



Te Kaunihera o Ahuriri
Napier City Council
215 Hastings Street, Napier 4110 | Private Bag 6010, Napier 4142
06 835 7579 | info@napier.govt.nz | napier.govt.nz



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

12. REGIONAL ECONOMIC DEVELOPMENT AGENCY - INTERIM UPDATE

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1858609
<i>Reporting Officer/s & Unit:</i>	Bill Roberts, Economic Development Manager

12.1 Purpose of Report

The purpose of this report is to present Council with (i) the draft Interim Letter of Expectations for the Hawke's Bay Regional Economic Development Agency (HBREDA), for Council's endorsement; and (ii) the draft HBREDA Funding Agreement for FY25/26 for information purposes, in accordance with Council's Long-term Plan commitments.

Officer's Recommendation

That Council:

- a. **Endorse** the a Interim Letter of Expectations (Doc Id 1859054) concerning the Hawke's Bay Regional Economic Development Agency over the transition period until at the latest 31 March 2026.
- b. **Receive** the draft Hawke's Bay Regional Economic Development Agency Funding Agreement for FY25/26 (Doc Id 1859051) for information purposes.

12.2 Background Summary

On 15 May 2025 the Council's Future Napier Committee received and endorsed the Review of Regional Structures report dated 14 April 2025 whereby the Matariki Governance Group updated the Committee on the resignation of the HBREDA board and Chief Executive and made recommendations for next steps, including among other things:

"Contributing to the development, and endorsement, of the "regional priorities" approach and Letters of Expectation that will guide the delivery, monitoring, and evaluation of regional priorities and outcomes we want for our communities."

The resultant interim letter of expectations is attached and is being presented to all shareholders to enable the Matariki Governance Group (MGG) to continue to set strategic expectations for the REDA and oversee performance in its capacity as the shareholder representative. It is intended that the letter will allow the REDA to continue ongoing activities until a permanent CE and board are in place.

12.3 Issues

No issues.

12.4 Significance and Engagement

N/A

12.5 Implications

Financial

As per the Long-term Plan commitments.

Social & Policy

N/A

Risk

N/A

12.6 Options

The options available to Council are as follows:

- a. Endorse the Interim Letter of Expectations.
- b. Endorse the Interim Letter of Expectations with amendments.
- c. Do not endorse the Interim Letter of Expectations.

12.7 Attachments

- 1 Interim HBREDA Letter of Expectation (Doc Id 1859051) [↓](#)
- 2 HBREDA Funding Agreement May 2025 (Doc Id 1859054) [↓](#)



Date: 30 April 2025

Letter of Expectations for HBREDA

Tēnā koe [inset name of interim Chair],

Thank you for accepting the role as interim Chair of the Hawke's Bay Regional Economic Development Agency (HBREDA).

The Matariki Governance Group, co-Chairs, and individual members look forward to working with you and the interim Board and interim CE to progress our shared vision that *every household and every whānau is actively engaged in, contributing to, and benefiting from a thriving Hawke's Bay economy.*

We write to outline our expectations for the work programme and performance of HBREDA over the transition period – until at the latest **31 March 2026**.

A new Letter of Expectations will be provided to either the interim Board or the new permanent Board (whatever is in place at the time) once the process to confirm a small set of shared regional priorities has been completed, funding for the 25/26 FY has been confirmed by the Council funders, and the new Letter of Expectation has been approved by Council funders and MGG.

Over the transition period MGG would like the interim Board to focus on the following areas:

Support for transitioning HBREDA to deliver on shared regional priorities

- Supporting and allocating funding for the process MGG will run to appoint permanent Directors and the process the new Chair will run to appoint a permanent Chief Executive to lead the delivery of shared regional priorities from 1 April 2026 (or sooner).
- Ensuring an effective handover is provided to the permanent Board and Chief Executive. This includes well-documented processes, procedures, and contractual arrangements.
- Continue to allocate funding to support the operations of MGG, including its administrative and secretariat functions.
- Work closely with the Regional Recovery Agency (RRA) to support MGG to provide clarity on the shared regional priorities that will be taken forward by HBREDA from 1 April 2026 (or sooner). This includes ensuring there is a clear evidence base for any priorities that are identified.

Existing research projects and economic data

- Ensuring research projects that have been initiated, and where contracts are in place, are effectively supported so that project scope requirements and outcomes are met.
- Ensuring no new discretionary projects are initiated in the interim period until a new Letter of Expectations has been provided to HBREDA.



- Continue to maintain a regional economic data repository to support informed decision-making.


Operation of Te Rae

- Continue operating Te Rae as a place where businesses and others in the community can access affordable, versatile meeting and event space.
- Continue to act as landlord at 101 Queen St East, Hastings, for Te Rae's permanent tenants, the business support agencies: Hawke's Bay Chamber of Commerce, NZ Trade and Enterprise, Business Central, and Export NZ.
- Support MGG to provide clear and consistent messaging to Te Rae's permanent tenants that
- Continue to provide the five HBREDA shareholder funding councils with free use of Te Rae meeting rooms for council-related and that other shareholders, with the exception of the Chamber of Commerce, which is a paying tenant of Te Rae, should receive a 10% discount on room bookings.

1. GOVERNANCE, STRATEGIC ALIGNMENT, AND FINANCIAL MANAGEMENT

HBREDA must continue to operate within the framework established by the **Shareholders' Charter** and **Constitution** and **Grant Funding Agreement** (that is currently being considered by Council funders), with the **Matariki Governance Group (MGG)** continuing to set strategic expectations and oversee performance in its capacity as the shareholder representative.

HBREDA must ensure:

- Alignment with the strategic expectations of MGG acting as the shareholder representative.
- Effective governance and operational decision-making.
- Efficient and fiscally responsible delivery given the constrained fiscal and funding environment.
- Transparent communication and engagement with stakeholders, including local government, iwi/hapū, business, and government sectors.
- Ensure prudent fiscal management and effective allocation of grant funding.
- Provide narrative and financial reporting  every six months on Regional Collaboration days to Local Authorities and the MGG and updates to individual councils upon request or at least twice a year and other shareholders as agreed.
- Raise invoices in accordance with the grant funding schedule, ensuring compliance with the Income Tax Act 2007.
- Seek external funding sources that align with its strategic purpose while maintaining independence from shareholder interests.



6. PERFORMANCE ISSUES & DISPUTE RESOLUTION

If Local Authorities raise concerns regarding HBREDA's performance, these must be escalated to the **Co-Chairs of the MGG**. Any disputes should be resolved through:

1. **Negotiation and dialogue** facilitated by the MGG.
2. **Independent mediation**, if required, to reach a mutually agreed outcome.
3. **Arbitration**, if mediation fails, in accordance with the **Arbitration Act 1996**.

7. CONFIDENTIALITY & TRANSPARENCY

All parties to this agreement will operate in a "**no surprises**" manner, ensuring that material information is shared openly. However, should any party declare information to be confidential or commercially sensitive, they must comply with the confidentiality provisions of the **Funding Agreement** and relevant **Local Government Official Information and Meetings Act 1987 (LGOIMA)** provisions.

Ngā mihi,

Alex Walker
Co-Chair
Matariki Governance Group

Leon Symes
Co-Chair
Matariki Governance Group

Grant Funding Agreement

Hawke's Bay REDA Limited

Grant Funding Agreement

DATED the **Xth** day of June 2025

BETWEEN HAWKE’S BAY REDA LIMITED

AND HAWKE’S BAY REGIONAL COUNCIL

AND WAIROA DISTRICT COUNCIL

AND HASTINGS DISTRICT COUNCIL

AND NAPIER CITY COUNCIL

AND CENTRAL HAWKE’S BAY DISTRICT COUNCIL

(councils together are the “Local Authorities”)

PURPOSE OF AGREEMENT

This agreement lays out the Local Authorities' grant funding commitments to Hawke's Bay REDA Limited.

INTRODUCTION:

- A. Hawke's Bay REDA Limited (HBREDA) was formed to give effect to a partnership relationship and collaboration between Local Authorities, iwi/hapū, and business. The company was incorporated in September 2023. The Company is a council organisation as defined in the Local Government Act.
- B. HBREDA's shareholders recognise that partnerships and collaboration across, and between, iwi and hapū Māori, business, local authorities, central government, and the community sector are essential for regional success. The shareholders have established HBREDA to work for the benefit of the region as a whole.
- C. Hawke's Bay REDA Limited's Constitution appoints the Matariki Governance Group (MGG) as the shareholder representative.
- D. The Shareholder's Charter lays out the governance arrangements for Hawke's Bay REDA Limited.
- E. The MGG is responsible for delivering an annual Letter of Expectations to HBREDA, the first of which was issued to HBREDA in July 2024. It was the responsibility of the MGG to ensure that Local Authorities have had an opportunity to provide their input into the annual Letter of Expectations provided to HBREDA.
- F. HBREDA shall provide narrative and financial reporting to Local Authorities six monthly: April/May for the half year report and November/December for the annual report. This reporting schedule should align with HBREDA's reporting schedule to the MGG. Local Authorities shall invite HBREDA to provide in-person reports and updates to council or committee meetings on an as required basis.
- G. The HBREDA Shareholders' Charter nominates the MGG as the first point of contact for any shareholder concerns regarding HBREDA's work programme, funding, and/or performance.
- H. The Local Authorities acknowledge that by entering this agreement they are not contracting out of their current economic development responsibilities and commitments, as set out in their respective Long-Term Plans under the Local Government Act 2002.
- I. This shall be the only grant funding agreement between HBREDA and the Local Authorities.

1. GENERAL

- 1.1 HBREDA's vision, as stated in HBREDA's constitution, is a sustainable, accessible, and resilient Hawke's Bay economy where every whānau and household benefits.
- 1.2 The purpose of HBREDA, as stated in the Constitution, is to contribute to:
 - i. increasing Hawke's Bay productivity performance, including a shift from volume to higher value products, investing in R&D, technology and innovation to achieve productivity improvements, and supporting small to medium enterprise growth;

- ii. facilitating a more even distribution of economic benefits, skill levels and productivity improvements, achievement of higher incomes and the right skills available for the future workforce; and
- iii. assisting in enabling Hawke's Bay to respond to and mitigate the effects of disruptions and shocks in a manner that reduces harm and overall costs including through diversification and supporting supply chains.

2. TERM

- 2.1 This Agreement shall commence on 1 July 2025 and shall continue for a period of one year, to 30 June 2026.

3. GRANT FUNDING COMMITMENTS BY LOCAL AUTHORITIES

- 3.1 The Local Authorities have committed through their long-term plans to grant HBREDA the following funding (plus GST):

Council	Split	Yr3	Yr4	Yr5
		1 Jul '24 to 30 Jun '25	1 Jul '25 to 30 Jun '26	1 Jul '26 to 30 Jun '27
HBRC	29%	500,000	500,000	500,000
HDC	29%	500,000	500,000	500,000
NCC	29%	500,000	500,000	500,000
CHB	8%	135,120	135,120	135,120
WDC	4%	70,880	70,880	70,880
		1,706,000	1,706,000	1,706,000

4. PAYMENTS

- 4.1 The annual grant funding obligation shall be payable in two equal instalments: 50% on or before 1 November 2024 and 50% on or before 1 February 2025.
- 4.2 Prior to the 2nd instalment (by the end of December 2025) Local Authorities will assess whether part or all of the 2nd instalment is required based on the level of unspent funding (or 'carry forwards') and the progress that has been made with the transition to the new refreshed REDA, including confirmation of the small set of regional priorities and the identification, onboarding, and (potentially higher) cost of the right capability to lead delivery of the regional priorities work programme. Note, that any analysis should be cognisant of a longer term view of HBREDA's financial requirements to effectively and efficiently deliver the regional priority work programme.
- 4.3 HBREDA will raise an invoice which includes taxable supply information, to receive the grant.

5. GRANT FUNDING

- 5.1 Funding provided by the Local Authorities to HBREDA is intended to be in the nature of a grant or subsidy for the purposes of the Income Tax Act 2007 to further objectives that are in the public interest as outlined in HBREDA's constitution.
- 5.2 Nothing in this Agreement is intended to give rise to a loan from the Local Authorities to HBREDA.
- 5.3 Any grant funding by Local Authorities that is unspent at the end of the financial year shall either be refunded to the Local Authorities or retained for specified economic development activities on agreement with the Local Authorities following approval by the MGG via the Letter of Expectations or a variation thereof.
- 5.4 Nothing in the Agreement is intended to give rise to an obligation on HBREDA to provide services to the Local Authorities in consideration for the grant funding.
- 5.5 To the extent that Inland Revenue considers that the funding received under this Agreement to not be in the nature of a grant or subsidy, but a contract for services, then the Parties agree that HBREDA should only be entitled to funding for the year to the extent it has delivered the services at balance date. To the extent that funding received by HBREDA has not been applied towards providing services at balance date, the excess funding shall be refunded to the Local Authorities (or carried forward as an amount refundable).

6. VARIATION OF GRANT FUNDING

- 6.1 If the parties wish to vary the grant funding commitments outlined in this agreement, they must first discuss this with the co-chairs of the MGG.
- 6.2 Only grant funds that have not been spent or committed can be returned to the Local Authorities. If this is the case HBREDA will have 60 days to return the funds.
- 6.3 If any Local Authority fails to pay its share of grant funding as set out in this agreement, the remaining Local Authorities shall be under no obligation to pay more than the proportions set out above.

7. NO SURPRISES AND CONFIDENTIALITY

- 7.1 All parties to this agreement will operate in a no surprises way and will not unreasonably withhold information from each other or generally from the public unless it is reasonable and necessary to do so.
- 7.2 Notwithstanding the above, should any party to this agreement declare information to be confidential or commercially sensitive, each Party shall keep that information confidential and shall not disclose the information to any person or use the information for any purpose other than the purpose of this Agreement, until or unless:
 - (a) the other Party that requested confidentiality gives prior written approval to the use or disclosure;
 - (b) the use or disclosure is required by law (including under the Local Government Official Information and Meetings Act 1987 (LGOIMA)); or
 - (c) the information has already become public, other than through a breach of the obligation of confidentiality by one of the Parties.

- 7.3 The parties recognise that HBREDA is not bound by the LGOIMA. HBREDA recognises the legal requirements for Local Authorities with respect to the LGOIMA.

8. PERFORMANCE ISSUES

- 8.1 If Local Authorities are of the view that HBREDA is failing to deliver against the performance measures outlined in the Letter of Expectations issued by the MGG, they must raise their concerns with the Co-Chairs of the MGG.
- 8.2 The parties agree that they will work together in good faith to resolve any issues that may arise out of any meeting with the Co-Chairs of the MGG pursuant to the clause above, having regard to the intention of the parties when entering this Agreement.

9. DISPUTE RESOLUTION

- 9.1 The parties shall cooperate in good faith to resolve any dispute concerning this Agreement and, in the first instance, shall endeavour to resolve any dispute by negotiation with the support of the MGG.
- 9.2 In the event that the parties are unable to resolve the dispute by negotiation, the MGG may engage a mutually acceptable mediator to assist them in resolving the dispute.
- 9.3 In the event that the parties are unable to resolve any dispute by mediation, they agree to refer the matter to arbitration by a single arbitrator in terms of the Arbitration Act 1996.

10. COUNTERPARTS

- 10.1 This Agreement may be executed in any number of counterparts, each of which is deemed to be an original, but all of which together are to constitute a single instrument.

EXECUTION

SIGNED by

HAWKE’S BAY REDA LIMITED by:

_____Name

_____Signature

SIGNED by

HAWKE’S BAY REGIONAL COUNCIL by:

_____Name

_____Signature

SIGNED by

NAPIER CITY COUNCIL by:

_____Name

_____Signature

SIGNED by

HASTINGS DISTRICT COUNCIL by:

_____ Name

_____ Signature

SIGNED by

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

_____ Name

_____ Signature

SIGNED by

WAIROA DISTRICT COUNCIL by:

_____ Name

_____ Signature

13. 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>	1858965
<i>Reporting Officer/s & Unit:</i>	Anna Eady, Team Leader Governance

13.1 Purpose of Report

To present the year-to-date Official Information Request statistics.

Officer's Recommendation

That Council:

- a. **Receive** for information the report Official Information Requests.

13.2 Background Summary

The Local Government Official Information and Meetings Act 1987 (LGOIMA) aims to increase the availability of official information held by local authorities:

- to enable members of the public to participate in decision making more effectively; and
- to promote accountability of local authorities.

LGOIMA requires that, unless there is a good reason for withholding information, it must be made available on request.

Local authorities must answer official information requests within 20 working days. Extensions to the due date can be made if officers require more time to gather and assess information for the response.

Statistics on the Official Information requests received by Napier City Council are attached.

13.3 Options

The options available to Council are as follows:

- a. Receive the report Official Information Requests.
- b. Not receive the report Official Information Requests.

13.3 Attachments

- 1 2025-06 LGOIMA Reporting for Council Meeting (Doc ID: 1859572) [↓](#)

Requests made to Napier City Council, under the Local Government Official Information and Meetings Act 1987

For the 2025 year to date:

- 78 LGOIMA requests have been received
- Two Ombudsman investigations have been undertaken, and one has been concluded

Current LGOIMA requests being worked on by officers as of 10 June 2025:

Tracking no.	Requester	Topic	Responsible Directorate	Working days taken until release
24167	Individual	Information release: sections 8 and 13: Council data	Corporate Services, City Strategy, Community Services, Infrastructure, City Services	
24170	Individual	Citizens Awards	Corporate Services	13
24171	Individual	Addendum	Community Services / City Strategy	4
24172	Individual	AIM finances	Corporate Services	6
24173	Individual	Mobility Parking Spaces	City Strategy	20
24174	Individual	Electrical contractors	Corporate Services	20
24175	Individual	Mayoral and CE expenses	Corporate Services	19
24176	Individual	Time capsule	Community Services	12
24177	Individual	Meeting attendance	Corporate Services	16
24178	Academic	Red stickered properties	City Strategy	16
24179	Individual	Rental Properties	City Strategy	16
24180	Individual	Capital Plan	Infrastructure	
24181	Individual	Water changes/ amalgamation	Infrastructure	
24182	Individual	Vigor Brown - Vehicle Crossing	Infrastructure	
24184	Individual	External advice: Battery Road	City Strategy	
24185	Individual	i-site/Par 2 Revenue	Community Services	
24186	Individual	Annual Plan process	Corporate Services	
24187	Individual	Civic Building	City Strategy	
24188	Individual	Speed Limits	Infrastructure	
24189	Individual	Homelessness	City Strategy/ Community Services	
24190	Organisation	Ratepayers report	Corporate Services	
24191	Individual	Future Development Strategy information	City Strategy	

14. INFORMATION - MINUTES OF JOINT COMMITTEES

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1857743
<i>Reporting Officer/s & Unit:</i>	Anna Eady, Team Leader Governance

14.1 Purpose of Report

The purpose of this report is to receive unconfirmed minutes from Joint Committee meetings.

To view the full agendas relating to these minutes please refer to the following websites:

- Hastings District Council <https://hastings.infocouncil.biz>
- Hawke's Bay Regional Council <https://www.hbrc.govt.nz/our-council/meetings>

Officer's Recommendation

That Council:

a) **Receive** for information the minutes of the following Joint Committee meetings:

- 16 May 2025 Hawke's Bay Regional Transport Committee (Doc Id 1857731)
- 9 June 2025 Ahuriri Regional Park Joint Committee (Doc Id 1858828)

14.2 Background Summary

The Joint Committees met as follows:

- 16 May 2025 Hawke's Bay Regional Transport Committee (Doc Id 1857731)
- 9 June 2025 Ahuriri Regional Park Joint Committee (Doc Id 1858828)

The Napier City Council appointees to the joint committees will be able to speak to the matters discussed in the attached minutes.

14.3 Issues

N/A

14.4 Significance and Engagement

N/A

14.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

14.6 Options

The options available to Council are as follows:

- a) To receive the unconfirmed minutes of the Joint Committees.
- b) Not to receive the unconfirmed minutes of the Joint Committees and request amendments from the relevant administering council.

14.7 Development of Preferred Option

N/A

14.8 Attachments

- 1 Hawke's Bay Regional Transport minutes - 16 May 2025 (Doc Id 1857731) [↓](#)
- 2 Ahuriri Regional Park Joint Committee minutes - 9 June 2025 (Doc Id 1858828) [↓](#)



Unconfirmed

Minutes of a meeting of the Regional Transport Committee

Date:	Friday 16 May 2025
Time:	10.00am RPTP Submissions Hearing
Venue:	Council Chamber Hawke's Bay Regional Council 159 Dalton Street NAPIER
Present:	Cr M Williams, Chair Cr J van Beek, Deputy Chair Cr M Buddo (HDC) Mayor C Little (WDC) Cr K Taylor (CHBDC)(<i>online</i>) Cr K Price (NCC) L Stewart (NZTA)
Advisory members in Attendance:	N Ganivet (Napier Port) (<i>online</i>) A Hallett (NZ Police) D Murray (AA) A Robin (HBRC Māori Committee) N Flack (HB Airport) Dr M Radford (Te Whatu Ora)
In Attendance:	K Brunton – Group Manager Policy & Regulation R Turnbull – Transport Manager L Hooper – Governance Team Leader
TAG	B Cullen – HBRC Transport Strategy & Policy Analyst S McKinley – CHBDC (<i>online</i>) J Pannu – HDC (<i>online</i>) Submitters as noted

1. Welcome/Karakia /Apologies

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

Resolution

RTC13/25 That the apologies for absence from Councillor Tania Kerr, Ian Emmerson and Daniel Headifen be accepted.

Buddo/Williams
CARRIED

2. Conflict of interest declarations

There were no conflicts of interest declared.

3. Confirmation of Minutes of the Regional Transport Committee meeting held on 21 February 2025**RTC14/25 Resolution**

Minutes of the Regional Transport Committee held on Friday, 21 February 2025, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

Buddo/Price
CARRIED

4. Hearing of submissions on Regional Public Transport Plan 2025-2035

The Chair introduced the item, thanked the public for the depth and breadth of the submissions and outlined the process to be followed today.

RTC15/25 Resolutions

That Hawke's Bay Regional Council:

1. Receives and considers the *Hearing of Submissions on Regional Public Transport Plan 2025-2035 – Introduction* staff report.
2. Receives and considers written and verbal submissions, social media and Remix feedback received on the Draft Regional Public Transport Plan 2025-2035.

van Beek/Little
CARRIED

The committee commenced hearing the verbal submissions from members of the public.

- Jude Henderson on behalf of **Blind Low Vision NZ** (formerly Blind Foundation) (**sub 76**). The challenges faced by public transport users with disabilities are not adequately addressed to provide accessible, safe, public transport in HB. Please investigate accessibility initiatives elsewhere that could be implemented in HB to make services more accessible.
- Jude Henderson on behalf of **Napier Disability Awareness Group** (**sub 155**) noted the need for equitable access to public transport and advocates for better bus driver training on how to communicate and interact with disabled passengers. Suggested a 'disability liaison' or community transport role be established.
- Kate Ivicheva and Robin Malley on behalf of **Napier City Council** (**sub149**) stressed the need for a safe, accessible public transport system that uses low/no emission vehicles and support for the expansion of services to include the airport.
- Glennis Libby (**sub142**) expressed support for services through Clive, Whakatu, and Mangateretere to Napier and Hastings. Suggests bus shelters should have room for wheelchairs and mobility scooters, lighting and current information panels, and that bus drivers should have more first aid and customer service training. Supports retaining cash for fares. Suggests more promotion of using public transport, e.g. bus trip 'deals' where an activity is included in a promotion (family discounts at attractions), and as a safe way to travel.

- Peter Grant, Bruce Carnegie and Rachael Kawana on behalf of **Ahuriri Napier Age Friendly Advisory Group (sub 159)** focused on the public transport services and routes being age friendly for seniors, who are often dependent on public transport. Would like more clarity of information in relation to change-overs and timetables in real-time. Supports retaining cash for a transition over a period of time and a reduced Total Mobility scheme.

Nic Ganivet left the meeting at 11am

- Maria Neville-Foster (Sacred Heart College Principal), Liam Greer (General Manager Palmerston North Diocese), George Roberts (St John's College Principal), Lucy Laitinen (parent & Sacred Heart College old girl) on behalf of the Diocese of Palmerston North (sub 171) expressed concerns about proposed cuts to school bus services between Napier and Hastings, and the negative impacts this might have on public transport networks if expected to transport thousands of school safely every day. Transport challenges create equity and access issues for students.
- Mayor Alex Walker and Councillor Kate Taylor on behalf of **Central Hawke's Bay District Council (sub 174)**. Advocates for a trial of CHB-Hastings/Napier express peak time bus services and the need for a suitable funding model to be developed so the service can go ahead.
- **William Stacey (sub 176)** shared some photographs of old bus fleets to support his submission in support of the proposed new bus routes.
- Stewart Whyte, Marei Apatu and Kane Koko on behalf of **Te Taiwhenua o Heretaunga (sub 162)** Accessibility to adequate public transport has impacts on the economic and social wellbeing of communities and has the potential to unlock access to employment, education, cultural activities, and well-being services. Propose new routes through Waipatu, Whakatu, Omahu, Paki Paki and Bridge Pa to Flaxmere where a transport hub could be established.
- Carol-Ann Guard on behalf of **The Voice (sub 161)** group of people with disabilities. The RPTP document is a challenging read for those with learning or sight disabilities and there's a need for better communication with these groups in all areas of public transport, particularly changes to services. Suggests that bus services should be extended to be between 6am and 9pm. It was suggested that a 'support person' travelling with a disabled person should have free fares.
- Walter Breustedt on behalf of **St Columbia's Havelock North Environment Group (sub 109)**. Submit that public transport needs a marketing strategy and more advertising (using same media as car industry) to compete with the alternatives (cars), including promotional campaigns. Suggests a 'real-time' bus timetable app as a cheaper option than display screens at bus stops. The advantages in terms of pollution (toxic dust) and emissions reductions should be part of the marketing strategy.
- The Chair acknowledged the staff for their huge efforts to engage with communities during consultation, particularly around the proposed new bus routes.

The meeting adjourned at 12.06pm and reconvened at 12.31pm with Nick Flack having left the meeting.

- There was discussion about points made by submitters around security, education, driver training, and alternative transport delivery methods, e.g. ride-share apps and community-led services.

The meeting adjourned at 12.39pm and reconvened at 12.45pm with Councillor Kate Taylor having left the meeting

- Eloise Mackay (HDC Community Connector) on behalf of the **Hastings District Council Disability Reference Group (sub 150)** shared a video of Hamish, who spoke to the submission. Hamish stressed that people with disabilities are totally reliant on public transport to access their communities and it needs to be affordable, safe and easily accessed. My Way, or a similar service needs to be retained as a better alternative than Total Mobility.

Nick Flack re-joined the meeting online at 12.53pm

- Ronald Wilkins (president) on behalf of **Grey Power Hastings & District Association (sub103)**. Wants a 7-day a week bus service to the airport, from Havelock North via Hastings and Clive. Suggests a direct route from Havelock North to Napier, not via Taradale & Hastings, and a peak time service from Waipukurau into Hastings.
- Dee Withers, Candace (CCS), Christine (CHB) and Michelle Lucas on behalf of **Age Concern HB and CCS Disability Action (sub 170)**. The current assessment process for the Total Mobility Scheme is not sustainable and would like to work with Council staff on an alternative. Shared a video of Waka Transport Western Bay, a community transport service provider and would like a to pilot a service in CHB as an alternative to the Total Mobility Scheme; seeking grant funding (through rates) to resource the Community Transport Working Group to continue its work and to fund the 2025-26 pilot.

Some issues for staff to cover for deliberations include:

- whether the policy/contract and KPIs provide for bus driver customer service training
- whether \$0 fares for support people travelling with disabled is viable
- Why the Hastings MyWay service was discontinued (1 July 2025) and whether there's a funding option for My Way or an alternative? Plus provide costing of a My Way service for Napier.
- A trial bus service in CHB with funding by HBRC in partnership with CHBRC.
- Establishment of a community transport role.

James Meffan and Reade Nikora on behalf of the **Ministry of Education (sub 180)**. School transport assistance is funded (\$260M last year) for rural and peri-rural areas. Rules (1920s) of appropriation include that students attend the closest state or state-integrated school where they can enrol, live more than a certain distance from school (3.2km for Years 1–8; or 4.8km for Years 9–13) and where there is no suitable public transport available. The Ministry removes services where improvements in the public bus service have been made. Staff at MoE don't have any discretion to make decisions outside of the Policy. Expressed support for the RTC writing to the Minister of Regulation to seek a review of the MoE school bus funding policy.

Api Robin offered a closing karakia.

Closure:

There being no further business the Chair declared the meeting closed at 1.43pm on Friday, 16 May 2025.

Signed as a true and correct record.

Date:

Chair:



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

AHURIRI REGIONAL PARK JOINT COMMITTEE Open Minutes

Meeting Date: Monday 9 June 2025

Time: 9.30am – 10.45am

Venue Large Exhibition Hall
War Memorial Centre
Marine Parade
Napier

Present: **Chair:** Deputy Mayor Brosnan (NCC)
Councillor Price (NCC)
Councillor Ormsby and Williams (HBRC)
Joseph Reti (Deputy Chair) and Evelyn Ratima (Mana Ahuriri Trust)

In Attendance: **Napier City Council**

- Executive Director Infrastructure Services (Russell Bond)
- Strategic Planning Lead (Connie Whelan-Mills)
- Manager Water Strategy (Philip Kelsen)
- Project Manager (Antony Rewcastle)

Hawke's Bay Regional Council:

- Regional Park Planner (Bart Leslie)

Consultants:

- Cameron Drury (Stradegy)
- Greig Wilson (Beca)
- Rebecca Ryder (Boffa Miskell) [via Zoom]
- William Hatton (Boffa Miskell) [via Zoom]

Administration Governance Advisor (Carolyn Hunt)

Ahuriri Regional Park Joint Committee – 09 June 2025 – Open Minutes

AHURIRI REGIONAL PARK JOINT COMMITTEE

– Open Minutes

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Ahuriri Regional Park Joint Committee - 09 June 2025 - Open Minutes

ORDER OF BUSINESS

Karakia

Mr Reti opened the meeting opened with a karakia.

Apologies

An apology from Nick Flack, Chief Executive, Hawke's Bay Airport Limited was noted. Chad Tareha and Peter Eden, Mana Ahuriri Trust were not present at the meeting.

Conflicts of interest

Nil

Announcements by the Chairperson

Nil

Announcements by the management

Nil

Confirmation of minutes

Deputy Mayor Brosnan / Joseph Reti

That the Minutes of the Ahuriri Regional Park Joint Committee meeting held on 17 February 2025 were taken as a true and accurate record of the meeting.

Carried

AGENDA ITEMS

1. AHURIRI REGIONAL PARK - PROJECT MANAGER'S UPDATE

Type of Report:	Procedural
Legal Reference:	N/A
Document ID:	1855846
Reporting Officer/s & Unit:	Connie Whelan-Mills, Strategic Planning Lead

1.1 Purpose of Report

The purpose of this report is to provide a Project Managers update.

At the meeting

The Project Manager, Mr Drury spoke to the report providing a summary and overview of the progress made since the Workshop held on 23 May 2025 to date and that direction for minor changes confirmed at the workshop had been made to the Masterplan.

A meeting had been held with the Hawke’s Bay Airport Limited to discuss the project and clarified a misunderstanding that the project had been consented. It was noted that the airport had been advised that the Masterplan was progressing with the management of bird strike identified as a major risk. The scope for an avian risk assessment had been developed based on feedback from the Hawke’s Bay Airport.

Mr Drury advised that now the spatial design has been completed, focus will be made to the land status in terms of classification of different parts of the layout, concept development of the sites entrance, wetlands and stormwater priorities. Once the concept design is scoped cost estimates and funding could be established.

In response to questions the following was clarified:

- The Hawke’s Bay Airport have given the impression that they are neutral at this stage until further certainty is provided on the bird strike risk, the project team will provide copies of the avi-fauna risk assessment (once available) for the airport staff to review and are continuing to collaborate at a TAG level.
- The Chair advised that a meeting had been held between herself the Mayor and Jon Nicholls (Chair of the Hawke’s Bay Airport) where it had been established that the project was supported however, they needed to be satisfied the risk to aviation and Air New Zealand were satisfied. It was noted that the project would not proceed if there was an increase in bird strike risk.
- The site is zoned as Ahuriri Estuary Stormwater and Ecology under the Proposed District Plan owned by Napier City Council, and is not currently under the Reserves Act 1977.
- Cost estimates would be clarified more in-depth as move into the further stages and through the engineering process the level of accuracy increases and contingency decreases.

Ahuriri Regional Park Joint Committee - 09 June 2025 - Open Minutes

**COMMITTEE
RESOLUTION**

Councillor Ormsby / Councillor Williams

The Ahuriri Regional Park Joint Committee:

- a. **Receive** the report titled “Ahuriri Regional Park – Project Manager’s Update” dated 9 June 2025.

Carried

2. AHURIRI REGIONAL PARK MASTERPLAN ENDORSEMENT

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1855926
<i>Reporting Officer/s & Unit:</i>	Connie Whelan-Mills, Strategic Planning Lead

2.1 Purpose of Report

This report seeks the Joint Committees endorsement of the Ahuriri Regional Park Masterplan.

At the meeting

The Strategic Planning Lead, Ms Whelan-Mills provided a summary of the report including the vision set by the Committee, key project drivers, development process and roadmap. Ms Whelan-Mills highlighted that through endorsing the Masterplan is not endorsement to construct but instead to continue the projects development. As part of the endorsement process, officers request directions from the Committee to:

- Direct Joint Councils to continue with their budget placeholders within long term funding allocation of \$13.2m from Napier City Council from 2028 for the implementation of the masterplan and \$9m from Hawke’s Bay Regional Council from 2030.
- Direct officers to progress with a detailed phasing plan for budget and resource certainty.
- Prepare an information pack to each partner organisation.

Ms Whelan-Mills highlighted that feedback on the Masterplan from the public had identified that the use of the word “Park” indicated a recreational space, which was not the intent. Investigation into the naming convention process would be undertaken together with input from Te Waka Rangapū.

Ms Ryder, Desing Lead from Boffa Miskell displayed the PowerPoint presentation on the Masterplan (Doc Id 1858393) highlighting some changes following the workshop held on 23 May 2025.

- The Masterplan includes a record of engagement, optioneering and narratives shaping points and the delivery.

Ahuriri Regional Park Joint Committee - 09 June 2025 - Open Minutes

-
- Add a mihi at the beginning of document from Mana Ahuriri Trust.
 - Minor changes in the Executive Summary
 - Placeholder for the description of site significance from Mana Ahuriri Trust required updating.
 - Analysis diagrams previously presented to the Committee.
 - Including context on how the project came to fruition.
 - Following public feedback on the bird watchtowers, the height has been reduced.
 - Some of the imagery has been updated and what the visitor centre would look like.
 - Included imagery of other regional parks.
 - Adjustments made to the masterplan staging and colour coded the maps to assist with understanding the timeframes.
 - For a project of this lifespan things will change and pieces have been appendicised so the full document does not have to be released if it changes.

In response to questions the following was clarified:

- The main changes to the Masterplan following engagement were in the core projects staging and being able to communicate through the Masterplan that the core driver of the projects is a stormwater wetlands project.
- Refocussed on ecological and biodiversity enhancement which meant public activities were relooked at and moved to Stage 3.
- Stage 1 is fully focussed on the entrance and creation of the wetlands as well as earthworks and the native plant nursery to support the installation of the wetlands.
- The word “freedom camping” has been removed and could be addressed in the future if Council wished to reconsider their Freedom Camping Bylaw. Confusion around camping which was educational camping for scout and school groups within the Park it is not freedom camping.
- Mr Rewcastle advised that once completed the wetlands will treat stormwater from all catchments discharging to Te Whanganui-a-Orotu via the Westshore Tidal Gates (Taiapo and Pandora have separate discharge points).
- Until a Water Entity is created and a model agreed between the partner Councils it is not known who would be responsible for this asset.

**COMMITTEE
RESOLUTION**

 Councillor Ormsby / Councillor Williams

The Ahuriri Regional Park Joint Committee:

- Endorse** the Ahuriri Regional Park Masterplan (Doc Id1858393) with minor amendments.
 - Direct** officers to progress a detailed phasing plan to provide a greater level of certainty of timeframes and resources required for the works programme of each phase.
 - Direct** officers to prepare an information pack to partner councils prior to the next Long Term Plan development (April 2026) which
-

Ahuriri Regional Park Joint Committee - 09 June 2025 - Open Minutes

provides details on the programme of works, budget required for each project, and procurement processes.

- d) **Recommend** to Partner Councils and Mana Ahuriri Trust to Adopt the Masterplan, to note the phasing plan including detailed costing stages, to continue commitment to high level funding placeholders in each respective councils Long Term Plan budgets prior to end of August 2025.

ACTION: *Direct officers to provide a map of water catchments into the Estuary and points of disposal for the City.*

Carried

Minor matters

The Chair advised that this would be the final meeting of the Ahuriri Regional Park Joint Committee for this triennium and that she would not be seeking re-election. She suggested that for the new triennium in the Terms of Reference including possibly having a rotating chair between Hawke's Bay Regional Council and Mana Ahuriri Trust.

Deputy Mayor Brosnan said that this co-governed project was one of the biggest highlights of her career to rezone the estuary for conservation to return it back to the environment and deliver something intergenerationally good for the community.

Mr Reti closed the meeting with a karakia at 10.45am

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

Chairperson

Date of approval

15. ACTION POINTS REGISTER AS OF 17 JUNE 2025

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1858885
Reporting Officer/s & Unit:	Anna Eady, Team Leader Governance

15.1 Purpose of Report

The Action Points Register (Register) records the actions requested of Council officials in Council and Committee meetings. This report provides an extract from the Register for Council to note. It does not include action points that were requested in public excluded Council or Committee meetings.

Officer's Recommendation

That Council:

- a. **Note** the extract from the Action Points Register as of 17 June 2025.

15.2 Background Summary

Officers have prepared the Action Points Register (Register) to keep track of action points raised at Council and Committee meetings in this triennium.

15.3 Issues

The Register includes action points from all Council and Committee meetings, including public excluded sessions of those meetings. The attached extract from the Register includes all action points of this triennium, other than those that were requested in a public excluded Council or Committee meeting. Action points from public excluded meetings are provided to Council for noting in the public excluded session.

The Register does not include actions that flow from Council and Committee meetings if those actions are part of Council's 'business as usual'. For example, if Council agrees to increase an application fee, it does not include the action that Council staff would need to implement that increase. However, if staff, for example, agree to arrange a further meeting or make additional information publicly available after a meeting, those actions would be included in the Register.

Once an action point has been completed, it will only be included in the Register for Council's consideration once. Once Council has noted that an action point has been completed, it will be removed from the Register. Action points that have not been completed will continue to be provided to Council until they have been completed.

15.4 Significance and Engagement

N/A

15.5 Implications

Financial

N/A

Social & Policy

N/A

Risk

N/A

15.6 Options

N/A

15.7 Attachments

- 1 2025-06-06 Open Action Points Register (Doc ID 1858959) [↓](#)

Open Action Points Register – 2022/2025 triennium – as at 17 June 2025

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
160	Audit and Risk Committee	29/11/2024	Policy Review Process Update	Caroline Thomson	JayJay Kettle	Officers to determine whether testing and tagging of electrical cords in Council be continued as was not mandatory by WorkSafe.	3 April 2025: Complete
161	Council	12/12/2024	Request for additional Capital Project Funding – Transportation & Inner Harbour	Russell Bond	Robin Malley	Direct officers to investigate user charges for commercial activity on the discharge wharf.	6 May 2025: Complete. Emailed to elected members.
163	Ngā Mānukanuka o te Iwi	31/01/2025	Local Water Done Well – Progress Update	Russell Bond	Andrew Lebioda	Source the historical documents dating back to 2018 that show the cultural principles established at the start of the water reform process and share with the Committee.	23 May 2025: Complete. Cultural Case emailed to Komiti and elected members.
164	Ngā Mānukanuka o te Iwi	31/01/2025	Local Water Done Well – Progress Update	Russell Bond	Andrew Lebioda	Seek further information from HBRC regarding sale of water to overseas entities and share with the Committee.	23 May 2025: Complete. Quantity of Authorisation's and quantity of water take emailed to Komiti and elected members.

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
165	Ahuriri Regional Park Joint Committee	17/02/2025	Ahuriri Regional Park – Project Manager's Updates	Rachael Bailey	Connie Mills	<p>Officers to provide a report in relation to the Technical Advisory Group (TAG) on the following:</p> <ul style="list-style-type: none"> • Current workstreams and their progress; • Avifauna and relationship with Hawke's Bay Airport • Stormwater treatment project • Fish passage in the park <p>Include understanding interaction with NCC's Water Strategy Group to ensure working to the same output.</p>	6 June 2025 Complete. Presented to Joint Committee 9 June.
168	Council	20/02/2025	Annual Plan 2025/26 - Adoption of further supporting information	Caroline Thomson	Danica Rio	Officers to report back to Council on where savings would be made to fund the additional \$150,000 for Hawke's Bay Tourism.	26 May 2025: Complete. Officers incorporated this into the report to Council for the Annual Plan deliberations.
170	Prosperous Napier	26/02/2025	Quarterly Performance Report	Thunes Cloete	Blake McDavitt	Officers to provide any additional information on the timeframe for enabling the community to become more resilient and the groups involved from a community perspective.	17 June 2025: Shane Briggs from CDEM will come back to us in August with a draft implementation plan.

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
171	Napier People and Places	26/02/2025	Holt Planetarium	Thunes Cloete	Elizabeth Caldwell	Officers to work with the Holt Planetarium Trust to identify feasible options for the relocation and management of the Planetarium and refer the matter to the Napier People and Places Committee to be held on 21 August 2025.	17 June 2025: This project will be progressed and presented to Committee in August 2025. Lyn Trafford has been included in the Project Group.
173	Sustainable Napier	6/03/2025	Non-Waters Capital Programme Update	Russell Bond	Josh Lloyd Kate Ivicheva	Elected members to be updated on the positioning of the new Dolbel Reserve toilet block and playground facilities.	10 April 2025: Complete. Work on toilet block will commence in 2025/26 financial year.
174	Sustainable Napier	6/03/2025	Non-Waters Capital Programme Update	Russell Bond	Josh Lloyd Kate Ivicheva	Elected members to be provided detail and information on the timing for completion of the Building Renewals - Hawke's Bay Municipal Theatre.	10 April 2025: Complete. Upgrades to toilets off the Port of Napier Foyer were complete in February. The ticket office painting was completed in March.
175	Sustainable Napier	6/03/2025	Three Waters Capital Programme Delivery	Russell Bond	Vonnie Archibald	Officers to confirm that there are no 2020 flooding event projects put on hold or not started yet.	10 April 2025: Complete. Reported to Sustainable Napier Committee on 10 April 2025.

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
176	Sustainable Napier	6/03/2025	Three Waters Capital Programme Delivery	Russell Bond	Vonnie Archibald	Officers to Confirm the Mataruahou Reservoir Governance structure, that includes elected members.	10 April 2025: Complete. Reported to Sustainable Napier Committee on 10 April 2025.
177	Sustainable Napier	6/03/2025	Three Waters Capital Programme Delivery	Russell Bond	Vonnie Archibald	Update report on the Mataruahou Reservoir to be presented to the Sustainable Napier Committee meeting on 10 April 2025.	10 April 2025: Complete. Reported to Sustainable Napier Committee on 10 April 2025.

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
178	Sustainable Napier	6/03/2025	IAF – Maraenui to Te Awa Stormwater improvements; Skink Habitat Funding	Russell Bond	Andrew Lebioda	Officers to have discussions with the Roding Team and NZTA in relation to the skinks habitat and what happened during the construction of the Awatoto roundabout and notify elected members.	5 May 2025: Complete. NCC officers have contacted NZTA and discussed this matter with their project manager responsible for the roundabout. NZTA were required to conduct a preconstruction survey for the presence of skinks (with support from DOC and HBRC) and none were found, thus, approval was granted to continue with construction. Worth noting the NZTA worked closely on this with the “skink squad” and have offered donating plants that were excess to requirement for their project.

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
179	Arts Advisory Panel	13/03/2025	Updated public art project proposal form	Thunes Cloete	Elizabeth Caldwell	<p>Update the Public Art Project Proposal Form further to:</p> <ul style="list-style-type: none"> Add in a provision for maintenance and/or lifespan for proposals at the outset. <p>Allow for existing installations to be reconsidered.</p>	4 April 2025: Complete. The project proposal form has been updated. Provision for the two current proposals to be reconsidered is included in the minutes of the Panel's meeting and the recommendations went to the People and Places Committee.
180	Audit and Risk Committee	13/03/2025	Policy Update	Jess Ellerm	JayJay Kettle	Officer to provide a table of policies with review dates to elected members as a memo for information.	6 June 2025: In progress for 7 August Audit & Risk Committee meeting.
183	Ngā Mānukanuka o te Iwi	14/03/2025	Hawke's Bay Museum Update	Thunes Cloete / Rachael Bailey	Jess Soutar-Barron / Hilary Prentice	Te Waka Rangapū to organise a meeting for the the Ngā Mānukanuka o te Iwi Committee to discuss the Hawke's Bay Museum update.	3 April 2025: Complete.

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
187	Council	15/04/2025	City Wide Reserve Management Plan	Russell Bond	Russell Engelke	<ul style="list-style-type: none"> Officers to engage with the Ahuriri Estuary Protection Society in regard to contribute funding towards the maintenance of signage. Officers to investigate the different signs regarding dogs to ensure consistency in the Humber Street and Estuary area.	17 June 2025: Complete. Signs have been put up.
188	Council	24/04/2025	CCTO Tranche 1 Assets - Leasehold Land	Jess Ellerm	Richard Munneke / Emma Alexander	Officers manage communications to leaseholders including: <ul style="list-style-type: none"> Notification of the Chair appointed to the Ahuriri Investment Management Point of contact for communication Timeframes around the future process Potential purchase timeline feasibility, where possible.	17 June 2025: <ul style="list-style-type: none"> AIM Chair appointment complete. Letters will be sent to leaseholders once entity officially formed. AIM Management Agreement 26 June. The process and timelines for divestment will not be established until AIM is formed.

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed
	Name	Date		ED	Officer		
191	Prosperous Napier	15/05/2025	2024/25 Financial Forecast	Caroline Thomson	Talia Foster	Officers to provide information on the Parklands development and Cyclone Gabrielle voluntary property buy out figures.	17 June 2025: Complete – Response circulated to elected members.
192	Prosperous Napier	15/05/2025	2024/25 Financial Forecast	Caroline Thomson	Talia Foster	Officers to provide figures in relation to the commercial facilities (Ocean Spa, Kennedy Park and Napier Conference Centre) budgets, and how far off budget they are.	3 June 2025: Quarterly report on the commercial facilities – 3 July.
195	Sustainable Napier	15/05/2025	Three waters capital delivery programme update	Russell Bond	Vonnie Archibald	Officers to circulate work programme for the Lagoon Park Diversion concept design.	13 June 2025: Complete. Workplan circulated to elected members.
196	Audit and Risk Committee	16/06/2025	Risk and Assurance Report	Caroline Thomson	Dave Jordison	Officers to ask all elected members whether they consider training on SR32 Health and Safety Risks should be deferred until after the October 2025 elections or undertaken prior to October 2025.	

16. LOCAL GOVERNMENT NEW ZEALAND - RATES CAPPING

Type of Report:	Operational
Legal Reference:	Enter Legal Reference
Document ID:	1860828
Reporting Officer/s & Unit:	Anna Eady, Team Leader Governance

16.1 Purpose of Report

Local Government New Zealand (LGNZ) will be considering the attached paper which outlines the Government's approach to rates capping and to seek agreement on LGNZ's direction of travel at the Annual General Meeting (AGM) on 16 July. It has been provided for councils to consider in advance of the AGM.

Officer's Recommendation

That Council:

- Receive** the report titled 'Local Government New Zealand – Rates Capping', dated 26 June 2025.
- Resolve** to *support/not support* Local Government New Zealand's proposed direction for travel on rates capping.
- Notes** AGM members will agree the next phase at a Special General Meeting after the 2025 elections.

16.2 Background Summary

The paper attached, and the subsequent vote at the LGNZ AGM, are about confirming LGNZ's direction of travel, rather than agreeing explicit actions.

16.3 Options

The options available to Council are as follows:

- To receive the report titled 'Local Government New Zealand – Rates Capping', dated 26 June 2025 and resolve to support Local Government New Zealand's proposed direction for travel on rates capping.
- To receive the report titled 'Local Government New Zealand – Rates Capping', dated 26 June 2025 and resolve to not support Local Government New Zealand's proposed direction for travel on rates capping.
- To not make a decision today, but leave the delegates attending the AGM to vote on behalf of Napier City Council.

16.4 Development of Preferred Option

If the AGM agrees to the direction of travel, LGNZ will continue their current approach while developing a plan for the next phase.

16.3 Attachments

- 2025-06-26 Rates capping AGM paper (Doc ID: 1860826) [↓](#)



Rates capping AGM paper

Purpose of this paper

- To update members on the Government's approach to rates capping and seek agreement on LGNZ's direction of travel.

Recommendations

- That the AGM **approves** the direction of travel set out in this paper.
- That the AGM **notes** members will agree the next phase at a Special General Meeting after the 2025 elections (in March 2026 or earlier if needed).

Background

What is rates capping and what is being proposed?

Rates capping sets a limit on how much councils can increase rates. Often the cap is indexed to economic measures such as consumer inflation, local government inflation or population.

All rates capping policies effectively transfer local fiscal decisions from local communities to central government politicians or bureaucracies.

In August 2024, the then Local Government Minister set out a Local Government Forward Work Programme. This programme included a proposal to investigate a rates cap on "non-core" expenditure by councils. This policy was to be modelled on similar policies in Australian states New South Wales and Victoria.

The Government plans to distinguish between core and non-core spending, applying the cap only to non-core expenditure. Core services may be identified in the soon-to-be-reinstated Section 11A of the Local Government Act 2002 and new purpose of local government. It's still unclear how the Government will enable the cap to apply only to non-core expenditure as this is not a feature of other rate caps overseas. The distinction is likely to be unworkable at a practical level and generate significant bureaucracy. It is unclear for instance how support activities which are used across all councils services, such as call centres and human resource functions would be defined in such a cap.

What rates capping looks like in other countries

Rates capping looks slightly different in each jurisdiction. In NSW, rates capping extends to charges like development contributions. An independent authority decides the rates cap level and considers exemptions to it. However, in Victoria, the essential services commission provides advice to the state's Minister of Local Government who then decides the level of the rate cap.



LGNZ has engaged with local government experts from New South Wales and Victoria to understand how rates capping has affected their councils. They told us rates capping has led to negative outcomes for councils and communities, including:

- Degraded infrastructure and service delivery;
- Financial instability among councils;
- Severe infrastructure backlogs;
- Bureaucratic and expensive processes to approval rates above the cap;
- Reduced local economic growth; and
- Diminished local voice in council investment and revenue decisions.

NSW and Victoria's experience also suggests that once rates caps are in place, removing them is very challenging politically. NSW and Victorian councils also say that impacts worsen over time. Initially councils in those states were able to sell assets, and reduce services and staffing, to offset impacts of the rates cap. After several years, this is no longer an option.

LGNZ's advocacy so far

LGNZ's top advocacy priority (as set by members) is better local government funding and financing. Rates capping directly constrains local government funding and financing. Rates capping also runs counter to localism. Locally elected representatives – who are directly accountable to communities – are better placed than Wellington to make local taxation and investment decisions. Rates capping is not primarily about rates increases: it's about who decides what rates increases should be.

So far, LGNZ has communicated our views on rates capping in conversations and meetings with politicians and officials, via submissions, and through media. Some elected members around the country have publicly spoken out against the policy of their own accord.

Our advocacy needs to step up a gear

If we don't strengthen our advocacy, the Government is likely to implement rates capping. The Government is likely to introduce legislation next year. However, it is still politically possible to prevent rates capping. LGNZ successfully opposed a similar proposal in 2009. More recently, South Australia has held off a rates cap through lobbying and a strong public campaign.

Others will campaign for rates capping

Pressure group the Taxpayers Union has launched a campaign in support of rates capping that features anti-council rhetoric ("ballooning staff numbers and vanity project spending see councils delivering fewer core services"). This campaign is targeting particular councils and Mayors ahead of the local government elections.

Without balance, supportive voices will capture the public narrative around rates capping.

How we could stop rates capping



We would develop a comprehensive advocacy plan

This plan would draw on the strategies from LGNZ's 2009 advocacy and South Australia's successful campaign. We anticipate that public intensity would need to build as key policy milestones are passed (for example, when the Bill is introduced).

Being louder publicly would be essential

To argue that councils are better placed than central government to make rates decisions, we must boost public trust and confidence in local government. This would be one prong of our campaign, including highlighting popular council services and infrastructure that would be threatened by rates capping. A campaign centred on what the public would lose to a rate cap – and who has the right to decide – is more likely to succeed than one focussed on technicalities.

LGNZ sets the tone for rate capping advocacy. We know other groups and organisations oppose this policy but given this sits squarely in our space, no one will stick their neck out more than we do. Visible advocacy from LGNZ would be required to activate a "coalition of the willing".

The consequences of being louder

We also need to consider what political consequences might result from strongly and vocally opposing rates capping. Misinformation about LGNZ's political neutrality already exists. While we do (and will continue to) work closely with the Government on many other policies and portfolios, opposing specific proposals gains more attention.

However, other membership bodies talk loudly and publicly to the Government when certain lines are crossed. For example, Federated Farmers' "SOS: Save Our Sheep" campaign is aggressively calling on the Government to stop carbon forestry and preserve the sheep industry. Playing out across billboards, social media and media. It's important to note that opposing a policy does not prevent us from working constructively with the Government on other policy areas.

We need a mandate from members

The paper and the AGM 2025 vote are about confirming our direction of travel rather than agreeing explicit actions.

If the AGM agrees to the direction of travel, we will continue our current approach while developing a plan for the next phase.

That next phase would go to a Special General Meeting for approval. This SGM would be held after the 2025 elections so that we have an explicit mandate from the next triennium's members. It would potentially be held in March 2026 (or earlier if necessary).

LGNZ is clear that a mandate is needed from members to proceed with a strong public campaign.

REPORTS / RECOMMENDATIONS FROM COMMITTEES

REPORTS FROM AUDIT AND RISK COMMITTEE HELD 12 JUNE 2025

1. DEEP DIVE OF SR23 SUSTAINABLE FINANCIAL STRATEGY

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1852662
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer / Acting Executive Director Corporate Services

1.1 Purpose of Report

This report provides a detailed analysis of strategic risk SR23 Sustainable Financial Strategy, highlighting the risk assessment process, identified risks, controls and proposed treatments.

At the meeting

The Chief Financial Officer, Ms Thomson and Deputy Chief Executive, Ms Ellerm spoke to the report providing the Committee assurance that sufficient controls and treatment actions were in place to ensure risk remains within medium appetite.

They then displayed a PowerPoint Presentation (Doc Id 1859650) highlighting the key challenges, strategic importance, examples of key controls, assurance and key focus areas of improvement.

In response to questions the following was clarified:

- Controls and treatment actions are regularly tested and reviewed for effectiveness. This helps to reduce risk and builds resilience into Council processes.
- Council continues to review treatment actions for efficiencies, improved systems and processes to enhance resilience.
- Officers make an assessment as to the level of control effectiveness i.e fully, substantially, partially or ineffective which impacts the overall revised risk rating.
- Key challenges officers are responding to is a balanced budget going into the next Long Term Plan (LTP). For the next LTP officers will be reporting back to Council with another budget setting process for approval.

- It was noted that a debrief on how the last triennium has progressed was scheduled for elected members in July 2025.
- The organisation requires the ability to change and respond quickly e.g, the re-design. Treatments indicate there are substantial things to improve and concern that the current financial strategy could be derailed. Officers will have a better understanding by 30 June 2025 to assess the financial strategy and ensure a balanced budget.

COMMITTEE Bruce Robertson / Councillor Browne

RESOLUTION The Audit and Risk Committee:

- Receive** the deep dive report for strategic risk SR23 Sustainable Financial Strategy.
- Receive** the analysis of SR23:

Risk No:	Risk Issue	Inherent Risk Assessment	Revised Risk Assessment	Target Risk Assessment
SR23	Unable to achieve a sustainable financial strategy	Extreme	Medium	Medium

Carried

Attachments

- 1 Sustainable Financial Strategy presentation (Doc Id 1859650)

2. DEEP DIVE OF SR33 EFFECTIVENESS OF EMERGENCY MANAGEMENT

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1856557
Reporting Officer/s & Unit:	Thunes Cloete, Executive Director Community Services

2.1 Purpose of Report

This report provides a detailed analysis of strategic risk SR33 Effectiveness of Emergency Management, highlighting the risk assessment process, identified risks, controls and proposed treatments.

- i. Advantages and Gains in Identifying Risks Relating to Emergency Management.
- ii. Defining Inherent Risk against Revised/Residual Risk, the formula and process.
- iii. Bow Tie Report identifying the progress of Treatment Actions, both completed and in progress.

At the meeting

The Executive Director Community Services, Mr Cloete provided some context in relation to the event of Cyclone Gabrielle which occurred on 14 February 2023, and a brief summary of the report.

In response to questions the following was clarified:

- On reviewing the treatment actions it was important to note that there was a need to work across Napier and Hastings boundaries to become as efficient as possible, working with other councils and agencies to identify needs and risk.
- It was within Council's control to achieve low risk control.
- There were currently four treatment actions remaining to reach 100% completion which will bring Council within appetite and the residual risk will be low.
- Following any event declared, Emergency Management provides feedback that would be captured in the debrief controls and emergency plan.

COMMITTEE RESOLUTION

David Pearson / Councillor Mawson

The Audit and Risk Committee:

- a) **Receive** the report titled "Deep Dive of SR33 Effectiveness of Emergency Management" dated 12 June 2025.
- b) **Receive** the analysis of SR33

Risk No:	Risk Issue	Inherent Risk Assessment	Revised Risk Assessment	Target Risk Assessment
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SR33	Effectiveness of Emergency Management	Extreme	Medium	Low
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Carried

3. ASSET MANAGEMENT ROADMAP PROGRESS

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1856592
Reporting Officer/s & Unit:	Kate Ivicheva, Manager Asset Strategy

3.1 Purpose of Report

This report provides an update on the progress of the Asset Management Roadmap, from Q42024 to Q2 2025, including key milestones achieved, acknowledges technical progress, team collaboration, outlines key constraints and forward considerations.

At the meeting

The Manager Asset Strategy, Ms Ivicheva provided a summary of the report on key activities and projects.

In response to questions the following was clarified:

- With the current organisational redesign underway some projects timelines may be deferred as officers do not want to overcommit on projects that cannot be delivered.
- Reprioritisation of projects will need to be undertaken for the upcoming Long Term Plan as they are linked to the financial strategy and risk assurance is a priority.

The Chair acknowledged that a lot of work has been undertaken and that there has been success in improving the cross team collaboration and support across the organisation.

COMMITTEE RESOLUTION

Councillor Crown / Mayor Wise

The Audit and Risk Committee:

- Receive** the update on the progress of the Asset Management Roadmap.
- Direct** officers to present a reprioritisation of the Asset Management Roadmap at the next Audit and Risk meeting on 7 August 2025, and confirm that timelines for the Long Term Plan will be met.

Carried

4. RISK AND ASSURANCE REPORT

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1857551
Reporting Officer/s & Unit:	Dave Jordison, Risk and Assurance Lead

4.1 Purpose of Report

To provide the Committee with an update on Council's strategic and operational risk profiles and key risk management workstreams.

At the meeting

The Risk Assurance Lead, Mr Jordison summarised the report.

In response to questions the following was clarified:

- Controls in place for measuring the preparedness of the community are associated with budgeting, the LTP, Strategy, and processes are deemed to be effective at this point in time.
- Staff work closely with the community in Hubs, and provide training on how to respond during an event.
- Treatment of actions have not been completed due to the effect of the redesign across the organisation. A report is presented to the Executive Leadership Team (ELT) on a monthly basis to support the process and risk owners identified if overdue.
- There is an overlap of how to manage the redesign process and risks associated around key personnel affected. If there are risks in relation to business continuity plans they are being managed by ELT and the Project Steering Group is managing the risk of the project.
- There are currently 14 operational risks without controls. When they are addressed it will assist in accurately determining the revised risk level.
- Training for elected members on health and safety risks had been identified as required previously, to ensure that governance responsibilities were understood. A question to be posed to elected members was whether to defer the training until after the October 2025 elections or not. Deferring the training would create a gap in understanding until December and the risk would remain out of appetite until training was rolled out.
- Members of the Committee considered deferring training to December was too late.

COMMITTEE RESOLUTION

David Pearson / Bruce Robertson

The Audit and Risk Committee:

- a) **Receive** the report titled "Risk and Assurance Report" dated 12 June 2025.

ACTION: *Officers to ask all elected members whether they consider training on SR32 Health and Safety Risks should be deferred*

until after the October 2025 elections or undertaken prior to October 2025.

Carried

5. REVIEW OF THE AUDIT AND RISK COMMITTEE CHARTER

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1854655
<i>Reporting Officer/s & Unit:</i>	Caroline Thomson, Chief Financial Officer / Acting Executive Director Corporate Services Dave Jordison, Risk and Assurance Lead

5.1 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 every two years. 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 on 27 April 2023.

At the meeting

The following issues were identified in the Charter and suggested changes were put forward:

- Annual and Ad Hoc Risk Reporting by CCOs/CCTOs**
Insert under: “Responsibilities – Risk Management”
 “Require the Chief Executive Officer or Chair of each Council Controlled Organisation (CCO) and Council Controlled Trading Organisation (CCTO) to report at least annually, or upon request, on key strategic and operational risks, including mitigation plans and emerging issues.”
- Alignment with Council’s Risk Framework**
Insert under: “Responsibilities – Risk Management”
 “Ensure that CCOs and CCTOs align, where appropriate, with Napier City Council’s risk management framework and provide updates on their risk maturity and governance practices.”
- Health & Safety Risk Oversight**
Insert under: “Responsibilities – Risk Management” or create a new subsection titled “Health & Safety”

“Review Health and Safety (H&S) risk reporting and critical incidents from all Council Controlled Organisations and Trading Organisations, including near misses and notifiable events.”

4. Clarification of Audit Follow-Up

Insert under: “Responsibilities – External Audit”

“Clarify the Committee’s role in reviewing, noting, or following up on audit findings from Council appointed auditors of CCOs and CCTOs, including ensuring that material issues are addressed and reported back to the Committee.”

5. Strategic Alignment Oversight

6. Rename Audit and Risk Committee

Change to: Risk and Assurance Committee

**COMMITTEE
RESOLUTION**

Councillor Crown / Bruce Robertson

The Audit and Risk Committee:

- a) **Review** the Audit and Risk Committee Charter.
- b) **Recommend** the following changes to the Audit and Risk Charter (*Doc Id 1854654*) for Council approval:

Rename Committee

- *Risk and Assurance Committee*

Insert under: “Responsibilities – Risk Management”

- *Require the Chief Executive Officer or Chair of each Council-Controlled Organisation (CCO) and Council Controlled Trading Organisation (CCTO) to report at least annually, or upon request, on key strategic and operational risks, including mitigation plans and emerging issues.*
- *Ensure that CCOs and CCTOs align, where appropriate, with Napier City Council’s risk management framework and provide updates on their risk maturity and governance practices.*

Insert under: “Responsibilities – Risk Management” or create a new subsection titled “Health & Safety”

- *Review Health and Safety (H&S) risk reporting and critical incidents from all Council-Controlled Organisations and Trading Organisations, including near misses and notifiable events.*

Insert under: “Responsibilities – External Audit”

- *Clarify the Committee’s role in reviewing, noting, or following up on audit findings from Council-appointed auditors of CCOs and*
-

CCTOs, including ensuring that material issues are addressed and reported back to the Committee.

Create new heading: “Responsibilities – Governance and Performance”

- *Provide oversight of the alignment between CCO and CCTO performance and Napier City Council’s strategic objectives, including financial sustainability, statutory compliance, and delivery of public value.*

Carried

6. NCC GUIDANCE FOR INSURANCE REQUIREMENTS

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1839726
Reporting Officer/s & Unit:	Sharon O’Toole, Procurement Manager Garry Hrustinsky, Corporate Finance Manager

6.1 Purpose of Report

To provide information about the new Guide for Insurance Requirements that has been developed to support Council.

The guide is to help the consideration of insurance levels and requirements when engaging suppliers (e.g. contractors, consultants, and goods suppliers).

At the meeting

The Procurement Manager, Ms O’Toole provided a summary of the report and advised that the ELT had approved the insurance guide on 21 May 2025.

Councillor Mawson rejoined the meeting at 11.13am

Ms O’Toole advised that from a risk perspective within the procurement planning process there would now be guidance and reference to insurance included when developing plans for projects.

COMMITTEE RESOLUTION

David Pearson / Councillor Crown

The Audit and Risk Committee:

- Note** the new Napier City Council Guide for Insurance Requirements (Doc Id 1855905).

Carried

7. PROGRESS REPORT: PROCUREMENT AND CONTRACT MANAGEMENT IMPROVEMENTS

Type of Report:	Operational and Procedural
Legal Reference:	N/A
Document ID:	1847436
Reporting Officer/s & Unit:	Sharon O'Toole, Procurement Manager

7.1 Purpose of Report

The purpose of this report is to provide an update on the various improvement initiatives underway to help Council better use procurement and contract management as strategic tools to deliver the capital programme, improve the management of Council assets, and implement the recommendations in the recent Internal Audit Report: Contract Management Report completed by Crowe April 2024.

This update report was provided to the Prosperous Napier Committee meeting 10th April 2025.

At the meeting

The Procurement Manager, Ms O'Toole presented the report and provided an update on the work being undertaken on procurement and contract management initiatives and the work being done to improve delivery and manage workstreams.

Ms O'Toole advised that the 3 Waters Team, as practitioners had been piloting some of these initiatives and had provided good feedback. Having the material in a format that can be shared widely is a big improvement.

Ms O'Toole advised that currently Council had a very paper-based system which provided good guidance and training however, there was no way to ensure compliance as there was no systemic weight, other than internal audits undertaken.

The Chair noted that the procurement and management improvements was beneficial to the whole organisation.

COMMITTEE RESOLUTION

Bruce Robertson / Councillor Mawson

The Audit and Risk Committee:

- a. **Receive** the Procurement and Contract Management progress report.

Carried

8. HEALTH AND SAFETY UPDATE REPORT

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1856001
<i>Reporting Officer/s & Unit:</i>	Andrew Wallace, Health and Safety Operations Manager Jill Coyle, Chief People Officer

8.1 Purpose of Report

To update the Audit & Risk Committee (ARC) on health and safety strategic progress, performance, and activities from February to 30 April 2025, and to support assurance to Council on the effectiveness of the health and safety risk management system and programme.

At the meeting

The Health and Safety Operations Manager, Mr Wallace together with Ms Coyle took the paper as read. Mr Wallace advised that Health and Safety training for elected members has been set up and noted that Central Hawke's Bay had already completed this.

The Critical Hazards Management Framework has begun and ELT adopted eight hazards. This will be included on the ELT schedule and will be addressed on how to manage what mandatory controls are required.

The Chair noted the commitment of the ELT to senior managers.

COMMITTEE RESOLUTION

Bruce Robertson / Councillor Mawson

The Audit and Risk Committee:

- a) **Receive** the Health and Safety Report for the quarter ended 30 April 2025

Carried

9. EXTERNAL AUDIT ACTIONS STATUS UPDATE

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1856814
Reporting Officer/s & Unit:	Talia Foster, Financial Controller

9.1 Purpose of Report

The purpose of this paper is to summarise the actions taken by management from recommendations made via our external audit process to provide assurance to the Audit and Risk Committee that these have been addressed.

At the meeting

The Financial Controller, Ms Foster spoke to the report advising that reasonable progress had been made during the last quarter in relation to the Financial Delegations Policy, monthly reconciliations, Conflicts of Interest and Kennedy Park.

The Chair noted his appreciation that the risk at Kennedy Park had now been dealt with to protect Council and staff.

COMMITTEE Councillor Crown / David Pearson

RESOLUTION

The Audit and Risk Committee:

a) **Receive** this report titled "External Audit Actions Status Update".

Carried

10. SENSITIVE EXPENDITURE - MAYOR AND CHIEF EXECUTIVE

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1857509
Reporting Officer/s & Unit:	Talia Foster, Financial Controller

10.1 Purpose of Report

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

At the meeting

The Financial Controller, Ms Foster spoke to the report confirming that all items identified in the report for this quarter complied with Council Policy.

COMMITTEE RESOLUTION

Councillors Crown / Mawson

The Audit and Risk Committee:

- a) **Receive** the 31 March 2025 quarterly report of Sensitive Expenditure for the Mayor and Chief Executive and review for compliance with the Sensitive Expenditure Policy.

Carried

REPORTS UNDER DELEGATED AUTHORITY

1. TENDERS LET

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1860218
Reporting Officer/s & Unit:	Debbie Beamish, Executive Assistant to the Chief Executive

1.1 Purpose of Report

To report the Tenders let under delegated authority for the period 14 March to 13 June 2025.

Officer's Recommendation

That Council:

a) **Receive** the Tenders Let for the period 14 April to 13 June 2025 as below:

- **Contract 2582 46 Eriksen Road Carriageway Upgrade** be awarded to SCL Civil Works in the sum of **\$2,899,123 excl. GST**.
- **Contract 2851 Thames Street & Te Awa Ave –Stormwater Swale Construction** be awarded to Dodge Contracting Limited in the sum of **\$189,113 excl. GST**.
- **Contract 2866 Mataruahou Reservoir Detailed Design** be awarded to Dodge Contracting Limited in the sum of **\$1,494,923 excl. GST**.

CONTRACTS OVER \$100,000.00 LET UNDER CHIEF EXECUTIVE/DIRECTOR INFRASTRUCTURE DISCRETION

Contract 2582 46 Eriksen Road Carriageway Upgrade - \$2,899,123 excl. GST

- Six tenders have been received.
- It has been recommended that the contract be awarded to SCL Civil Works -
- This recommendation has been approved.

Contract 2851 Thames Street & Te Awa Ave – Stormwater Swale Construction - \$189,113 excl. GST

- Four tenders have been received.
- It has been recommended that the contract be awarded to Dodge Contracting Limited.
- This recommendation has been approved.

Contract 2866 Mataruahou Reservoir Detailed Design - \$1,494,923 excl. GST

- One tender has been received.

- It has been recommended that the contract be awarded to Dodge Contracting Limited.
- This recommendation has been approved.

1.2 Attachments

Nil

RECOMMENDATION TO EXCLUDE THE PUBLIC

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

Agenda Items

1. Summary of 3 Year Community Partnership Fund Committee 2025-2028 Recommendations
2. Pre-purchase of burial plots
3. Civic Awards 2025
4. Action Points Register (Public Excluded) as of 17 June 2025

Reports from Audit and Risk Committee held 12 June 2025

1. Contract Review - C2813 Bore Inspections Contract
2. Audit New Zealand - Verbal Update
3. Chief Executive - Verbal Update

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.	Plain English reason for passing this resolution in relation to each matter
Agenda Items			
1. Summary of 3 Year Community Partnership Fund Committee 2025-2028 Recommendations	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	Applications contain private information to organisations.

		7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.	
2. Pre-purchase of burial plots	<p>7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities</p> <p>7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:</p> <p>(i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>	protect the reputation and future negotiations
3. Civic Awards 2025	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	<p>48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:</p> <p>(i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>	Privacy
4. Action Points Register (Public	6(d) Likely to endanger the safety of a person	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the	To protect privacy.

Excluded) as of 17 June 2025	7(2)(j) Prevent the disclosure or use of official information for improper gain or improper advantage	meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.	
Reports from Audit and Risk Committee held 12 June 2025			
1. Contract Review - C2813 Bore Inspections Contract	7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.	it may reveal commercial information about suppliers
2. Audit New Zealand - Verbal Update	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:	Commercial activity

		(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. Chief Executive - Verbal Update	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.	Commercial activity
Public Excluded Text			
Council has considered the public interest in the information above and balanced those interests with the reason(s) for withholding this information. This ensures Council has met the requirements for withholding information under section 7(2) of the Local Government and Official Information and Meetings Act 1987.			

ORDINARY MEETING OF COUNCIL

Open Minutes Annual Plan

Meeting Date: Monday 26 May 2025
Tuesday, 27 May 2025
Wednesday, 28 May 2025

Time: 26 May - 10.15am – 6.35pm
27 May - 9.00am – 4.23pm
28 May - 9.00am – 10.23am (Public Excluded)

Venue Large Exhibition Hall
War Memorial Centre
Marine Parade
Napier

Livestreamed via Council's Facebook page

Present **Chair:** Mayor Wise
Members: Deputy Mayor Brosnan, Councillors Boag, Browne,
Chrystal, Crown, Greig, McGrath, Mawson, Price and Simpson

In Attendance Chief Executive (Louise Miller)
Chief Financial Officer / Acting Executive Director Corporate Services
(Caroline Thomson)
Executive Director City Strategy (Rachael Bailey)
Executive Director Infrastructure Services (Russell Bond)
Executive Director Community Services (Thunes Cloete)
Manager Communications and Marketing (Julia Stevens)
Communications Specialist (Kate Penny)
Manager Strategy and Transformation (Stephanie Murphy)
Senior Advisor Corporate Planning (Danica Rio)
Community Advisor (Tiffany Knauf)
Manager Arts, Culture and Heritage (Elizabeth Caldwell)
Manager Business and Tourism (Steve Gregory)

Acting Manager Environmental Solutions (Sarah Schaare)
Manager Water Strategy (Philip Kelsen)
Manager Water Reforms Transition (Andrew Lebioda)
Commercial Director (Richard Munneke)
Manager Infrastructure Developments (Simon Bradshaw)
Strategic Planning Lead (Connie Whelan-Mills)
Team Leader Governance (Anna Eady)
Executive Assistant to the Mayor (Vanessa Smith)
Corporate Finance Manager (Garry Hrustinsky) [online]
Financial Reporting Accountant (Teresa Bushett) [online]
Senior Management Accountant (Steve Walling) [online]
Finance Accountant (Jason Kelleher) [online]
Management Accountant (Sammie-Lee Bedford) [online]
Management Accountant (Dileepa Sugathadasa) [online]

Also in attendance Sign Language Interpreter (Cathie Siebert)
Sign Language Interpreter (Sarah Billing)

Also in attendance Tania Wright (Hawkes Bay Museums Trust), Marilyn Perko, Penelope McComb, Joseph Wilson, Chris Mclean, Max Patmoy, Lynne Anderson (Save the Dotterels), George Streeter, Jacqui Lloyd (New Zealand Cruise Association) [online], Alan Petersen, Stan Simmonds, Mary Anne Eyles, Paul Yeo (VIN Inc), Pauline Doyle, Pip Thompson and Vincent Michaelson (Napier City Business Inc), Peter Grant (Age Friendly Ahuriri Napier), Dr Rose Stiles (Te Awa suburb residents), Hilary Heath-Caldwell, Barbara Mawson, Paul Cornille, Vivian Couper, Mark Plested, Emma Merry, Margaret Gwynn, Kerry Ansell, Julie Ganivety, Dan Scott [online], Richard Wimsett, Glen Lucas (Hawkes Bay Regional Sports Park Trust), Johanna Rodgers, Richard Catley (Pirimai Residents Association), Emily Otto, Jorja Miles (Napier Youth Council), Craig Waterhouse (Rodney Green Arenas), Aviva Taylor, Eva, Jessica Taylor, Leonie Wallwork (Nga Toi Creative Hawkes Bay), Will van Asch (Ahuriri Business Association), Bruce Carnegie (Grey Power Napier), Forbes Neil.

Administration Governance Advisors (Carolyn Hunt and Jemma McDade)

ORDINARY MEETING OF COUNCIL – Open Minutes

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ORDER OF BUSINESS

Karakia

Apologies

COUNCIL RESOLUTION

Councillors Price / Chrystal

That the apologies from Councillors Mawson, Tareha and Taylor be accepted.

Carried

Conflicts of interest

Councillor Boag declared her association with Grey Power Napier.

Public forum

Nil

Announcements by the Mayor

The attachment under Separate Cover 1 includes submissions from the following submitters who had indicated they wished to speak, however, their concerns may now have been addressed, or they are now unable to attend:

- Roger Sceats
- Bob Hawley
- Kieran Rynhart
- James Gaudin
- Elizabeth Pishief
- Gavin Still
- Denise Gore

Questions from Elected members will be collated and provided to officers at the end of each day for comment.

Submitters are reminded that they must speak to the material in their written submission.

Announcements by the management

Nil

Confirmation of minutes

COUNCIL RESOLUTION

Councillors Chrystal / Greig

That the Draft Minutes of the Ordinary meeting (Local Alcohol Policy Hearing) held on 29 April 2025 be confirmed as a true and accurate record of the meeting.

Carried

**COUNCIL
RESOLUTION**

Councillors Chrystal / Greig

That the Draft Minutes of the Ordinary meeting (Local Water Done Well) held on 29 April 2025 be confirmed as a true and accurate record of the meeting.

Carried

Submitters Speaking

Marilyn Perko #52

The speaker outlined her opposition to the proposed early closure of Napier Library highlighting her view that a library is a community centre of learning and gathering for all ages. She commented that the new build should be put on hold whilst alternative solutions for the location of the library are explored such as the Waiapu Cathedral.

Tania Wright (Hawkes Bay Museum Trust) #42

The speakers outlined that the library has been in a temporary space in the Museum Theatre Gallery (MTG) for at least five years longer than was originally proposed. This has an ongoing impact on the MTG, restricting their ability to display collections due to the reduction in available space. When the library relocates to the new build, the MTG could have been 11 years at reduced capacity.

Questions were answered clarifying:

- The cost of restoring the space at the MTG is included in existing budgets.

Penelope McComb #53

The speaker supported retaining the educational programmes currently available at the National Aquarium of New Zealand (NANZ). These programmes benefit a wide range of students from across the country and enable them to experience a unique learning environment. A school visit may provide the only opportunity for these students to access this facility.

Questions were answered clarifying:

- The NANZ staff and volunteers should be included in decisions shaping the future of the NANZ.

Max Patmoy #42

The speaker shared a presentation showing his proposal for Pandaland, a visitor experience focusing on education and conservation that would be a collaboration between Napier and China.

Questions were answered clarifying:

- China would retain ownership of the pandas, though they would be leased for 10-15 years.
 - Pandaland would be fully funded by benefactors.
 - Pandaland would require the use of Council land for the venue to be in the proposed position on Marine Parade.
-

Attachment

1 2025-05-26 Annual Plan Max Patmoy submission 11 DOC ID 1857130

Joseph Wilson #57

The speaker opposed the temporary closure of Napier Library outlining his view that libraries are a key community wellbeing hub for vulnerable members of the community. Removal of library services would have a greater impact on the digitally vulnerable who may not be able to travel to Taradale.

Questions were answered clarifying:

- The community would be willing to pay the extra rates to retain the library.
- The Napier Library would perform it's community function if it were open four or five days a week.

Lynne Anderson (Save the Dotterels) #3

The speaker outlined the recent successes of the project and plans for the possible future expansion and improvement of nesting areas.

Questions were answered clarifying:

- Funding for, and permission to, erect fences would be sought in future through Council grants.

Attachment

2 2025-05-26 Annual Plan Lynne Anderson submission 3 DOC ID 1857132

George Streeter #51

The speaker opposed the closure of the Napier Library emphasising the accessibility and importance of the current library to the senior community, many of whom may not be able to travel to Taradale. He offered to volunteer at the Library if this would affect the decision.

Questions were answered clarifying:

- The Napier Library opening for five days would be acceptable.

Jacqui Lloyd (New Zealand Cruise Association) [online] #6

The speaker described how Napier is the leading model for cruise destination management and that the personal i-site visitor experience plays a critical role. The current position on Marine Parade is ideal for parking, visitor flow and safety.

Questions were answered clarifying:

- The New Zealand Cruise Association is aiming to increase the number of ships docking at Napier in upcoming years.
- The i-site in its current location is key to the success of the visitor experience and should be located near to the bus drop off location.

Attachment

3 2025-05-26 Annual Plan Jacqui Lloyd submission 6 DOC ID 1857140

Alan Petersen #80

The speaker outlined his view on all topics in the consultation encouraging the increase of individual efforts to reduce landfill.

Questions were answered clarifying:

- The MTG will soon have a shake house.
-

Chris McLean #58

The speaker explained his passion for the Par2 MiniGolf, detailing the history and popularity of the current course along with its value for Napier locals.

Questions were answered clarifying:

- Council may not be able to protect the course if it were to be sold, though the terms of a lease could set out parameters for the maintenance of the activity and course.

The meeting adjourned at 11:49am and reconvened at 1.00pm

Stan Simmonds #46

The speaker outlined his concerns for changes proposed to the i-site, NANZ and the Faraday Museum of Technology encouraging Council to retain all facilities.

Questions were answered clarifying:

- The current position of the i-site is preferable for the bus traffic and customer experience.

Mary Anne Eyles #13

The speaker outlined the specialist value of modern libraries, noting that Taradale Library may not be readily accessible. The educational benefits need to be balanced against the cost.

Questions were answered clarifying:

- Having the Napier Library open four days a week is preferable to closing and the extra rates costs is acceptable.

Pauline Doyle #15

The speaker highlighted the benefits of the current Council facilities including the MTG, Faraday Museum of Technology and Napier Library outlining the value to her family. She focused particularly on the educational aspects of the Faraday Museum, noting its unique learning experiences and exhibits, and the educational value of having a public library service acknowledging that she would endorse rates increases being applied to retain the Napier Library.

Attachment

4 2025-05-26 Annual Plan Pauline Doyle submission 15 DOC ID 1857148

Pip Thompson and Vincent Michaelson (Napier City Business Inc) #7

The speakers promoted the value of retaining the Napier Library in the CBD, offering suggestions as to how the closure period could be minimised. If the i-site was to be moved, a strategy would be needed to ensure that visitor experience was maintained.

- Relocating the i-site to Clive Square may cause traffic issues through the CBD at a time when efforts are being made to minimise inner city traffic. Few businesses are open at the time of day that the cruise ship visitors arrive.

Paul Yeo (VIN Inc) #1

Vin Inc is the trading name for the i-site brand in New Zealand (NZ). The Napier i-site is the flagship in terms of service and location. Reimbursement for the recent investment to the interior may be sought if the venue is not under Council control.

Questions were answered clarifying:

-
- NZ is marketed as a 'people' destination. The replacement with a digital service is not a short term solution.
 - The only other privately run i-site was unsuccessful.
 - It is possible for the i-site to have other income streams, including merchandise, coffee shops and post office facilities.
-

Peter Grant (Age Friendly Napier – Positive Aging Strategy Group) #43

The speaker advised that Napier is an age friendly city. The availability and accessibility of the Napier Library, along with the services it currently provides, supports senior citizens. Council assets should be protected within the Significance and Engagement Policy to ensure the age friendly status is maintained.

Questions were answered clarifying:

- Although the current site of the Faraday Museum has challenges, the Fullagar engine is unable to be moved.
-

Dr Rose Stiles (Te Awa suburb residents) #39

The speaker requested that Council consider assisting the Te Awa residents with identifying land for a community facility within the suburb to increase social cohesion and provide a focus point for emergency management. Te Awa has no such facilities.

Questions were answered clarifying:

- The neighbourhood support group is active in the community.
 - A partnership arrangement could be pursued. Locating an available site is the main issue.
-

Attachments

5 2025-05-26 Annual Plan Rose Stiles submission 39 DOC ID 1857461

Hilary Heath-Caldwell #16

The speaker disagreed with the proposed early closure of the Napier Library due to the universally accessible nature of the building and resources.

Questions were answered clarifying:

- Ideal opening times would include a weekend.
 - The speaker would be willing to pay the additional rates charge to keep the library open.
-

The meeting adjourned at 2:29pm and reconvened at 3pm

Barbara Mawson #63

The speaker highlighted the value of a library as a multigenerational, universally accessible community knowledge facility. The social costs of closing the Napier Library should be considered alongside the financial benefits.

Questions were answered clarifying:

- The speaker would be willing to pay the additional rates to keep the Napier Library open with a preference expressed for more than four days a week.
-

Vivian Couper #50

The speaker supported retaining the Napier Library as a free of charge meeting place to further knowledge and learning.

-
- A minimum of six days a week would be ideal, inclusive of at least one day over the weekend.
-

Mark Plested #59

The speaker focussed on the section of his submission regarding NANZ. He outlined the challenges he had navigating and locating information on the Council website. He was unable to reconcile the information he did locate with the Annual Plan documentation, and queried Council processes.

Attachment

6 2025-05-26 Annual Plan Mark Plested submission 59 DOC ID 1857156

Paul Cornille #77

The speaker expressed concern at the proposal to close the Napier Library noting the importance of libraries in connecting communities.

Questions were answered clarifying:

- Operating the Napier Library at reduced hours, four or five days a week is a good option. Including a weekend day would not be a priority.
 - The speaker would be willing to pay the rates increase to maintain the Napier Library service.
-

Emma Merry #60

The speaker outlined the losses to the community if the Napier Library were to close, and the challenges faced by those who would be unable to access the Taradale Library.

Questions were answered clarifying:

- Operating the Napier Library at reduced hours is better than no service at all. Six days a week would be preferable.
-

Margaret Gwynn #67

The speaker understood the need to make rates savings, but felt that closing the Napier Library for up to two years is too great a loss to the community.

Questions were answered clarifying:

- Solar panels are on the plans for the new library as is the maximisation of natural light.
-

Kerry Ansell #64

The speaker summarised the concerns in their submission noting that ratepayers could be encouraged to use the Redclyffe facility by having an annual voucher provided.

Questions were answered clarifying:

- The concern about increasing the costs of the landfill is that the instances of fly-tipping will increase.
-

The meeting adjourned at 3:53pm and reconvened at 4:10pm

Richard Catley (Pirimai Residents Association) #5

The speaker acknowledged the benefit of ongoing collaboration between Council and the Residents Association. He outlined plans to explore the use of Allen Berry Reserve and increased shade for the Pirimai shops.

Questions were answered clarifying:

- The Residents Association has yet to engage with residents on the other side of Kennedy Road, but has built relationships with the BUPA community.
-

The meeting adjourned at 4:18pm and reconvened at 5:15pm

Julie Ganivet #44

The speaker advocated for the importance of libraries as a universally accessible resource for access to knowledge and as a community hub. A library is more than a collection of books, it is the quintessence of a democratic society.

Questions were answered clarifying:

- Having the Napier Library open four days a week was better than nothing.
 - The speaker was willing to pay the additional rates to keep the Napier Library open.
-

Dan Scott [online] #55

The speaker emphasised the importance of libraries as community spaces, particularly in tough economic times where the social opportunities available can positively impact individual wellbeing. The lack of public transport to the Taradale Library may serve as a barrier to access for the most vulnerable users. He disagreed with the reduction to the resilience rate noting the importance of having funds available for emergencies.

Questions were answered clarifying:

- Having the Napier Library open for four days a week was better than nothing, though including a weekend day is important for younger users.
-

Richard Wimsett #79

The speaker praised the current i-site and improvements made to Marine Parade in recent years, noting that in tough financial times, assets need to be leveraged to ensure maximum efficiencies.

Glenn Lucas and Tania Kerr (Hawkes Bay Regional Sports Park Trust) #9

The speakers acknowledged the challenges faced by Council in balancing affordability for ratepayers and the provision of services. Although the facility is a regional one, he noted the participation percentage of specific sports by Napier residents.

Questions were answered clarifying:

- There is an annual funding agreement model in place to apply for funding within the three year partnership funding model.
 - Local and regional assets need to work together to ensure services are complimentary.
-

Johanna Rodgers #71

The speaker supported retaining the Napier Library and Council allocating the funds required in favour of other projects. The facility is more important than the building.

Questions are answered clarifying:

- The decision to close the Napier Library has not yet been made, Council is proposing closure as its preferred option.
-

Emily Otto #14

The speaker supported Council's preferred option for the NANZ noting her preference is for the facility to continue operating as an aquarium. She suggested the possible addition of an escape room and children's playgrounds showcasing Te Ao Māori and renewable energy options.

Questions were answered clarifying:

- Feedback on all options consulted on was evenly split.
- The speaker would be interested in being involved in a future Think Tank process.

Jorja Miles (Napier Youth Council) #41

The speaker understood the need for change, outlining their approach to each of the consultation topics. She emphasised that young people prefer to access information via digital means and noted the lack of engaging recreational activities in Napier for young people. If the Napier Library is to be closed, the mobile and Taradale libraries would need to be well resourced.

Questions were answered clarifying:

- The i-site is not used by young people due to a preference for accessing information online.
- This presentation is from the point of view of young people who represent the future of the city.

Craig Waterhouse (Rodney Green Arenas) #4

The speaker provided a background to and overview of, the facility. He requested that Council include the facility in its long term planning process as other Council owned venues are competing with the facility for business. The facility is able to generate much of its own income, but requests consideration from Council for funding.

Questions were answered clarifying:

- The submitter claimed the facility is a Council asset, and requested that the facility is included in Council's long term planning.

Attachment

7 2025-05-26 Annual Plan Craig Waterhouse submission 4 DOC ID 1857161

The meeting adjourned at 6:35pm, to reconvene on Tuesday 27 May at 9am.

Minutes of reconvened Council Meeting (Day Two) - 9am, Tuesday 27 May 2025

Councillor Mawson joined the meeting at 9am.

Apologies

COUNCIL RESOLUTION

Councillors Price / Chrystal

That the apologies from Councillors Tareha and Taylor be accepted.

Carried

Submitters Speaking continued

Aviva Taylor

The petition was received on 30 April 2025 and the Petitioner's prayer reads as follows:

"Napier Library Closing Project – we need to fight for what's right"

There are 37 signatories to the petition.

The petitioner noted the importance of the Napier Library and that their submission was prepared in the Napier Library.

Questions were answered clarifying:

- The speaker primarily visited the Napier Library after school and at the weekend.
- The speaker supported the Napier Library being open for a reduced number of days than currently offered.

2025-05-26 Annual Plan Petition – Aviva Taylor DOC ID 1858724

James Gaudin

The petition was received on 8 April 2025 and the Petitioner's prayer reads as follows:

"We hereby petition Napier City Council and request that council continue to fund the Napier i-site at its current location"

There are 174 signatories to the petition.

The petitioner did not speak to his petition

2025-05-26 Annual Plan Petition – James Gaudin DOC ID 1858723

Leonie Wallwork (Nga Toi Creative Hawkes Bay) #40

The speaker explained the regional arts framework. She advised that Nga Toi has an available space which can offer some of the facilities currently provided by the Napier Library, even as interim solutions to support the community.

Questions were answered clarifying:

- The Nga Toi space is accessible, multipurpose and could be used as a drop in centre for rangatahi.

Attachment

8 2025-05-26 Annual Plan Leonie Wallwork submission 40 DOC ID 1857176

Will van Asch (Ahuriri Business Association) #2

The speaker advocated for the i-site to be moved to Clive Square for safety and efficiency. He expressed concern over the multi-use space proposed for the new Council building focussing on the potential adverse impact on surrounding local businesses. He encouraged Council to engage with the market before developing commercial activities.

Questions were answered clarifying:

- Buses would cause no more inconvenience at a Clive Square site than currently exists at Marine Parade. Businesses would adapt with altered operating hours.
 - Buses would use the west side of Clive Square for safety reasons
 - Buses driving through town would be passing through controlled intersections reducing the safety impact.
-

-
- Council information could be physically displayed through town.
-

Attachment

9 2025-05-26 Annual Plan Will van Asch submission 2 DOC ID 1857220

Bruce Carnegie (Grey Power Napier) #37

The speaker outlined the concerns of Grey Power Napier to each of the areas of consultation noting that Napier is an age friendly city. Rates increases are harder for those on a low or fixed income including superannuants. Closing the Napier Library will have a greater impact on those on a lower or fixed income as they are less mobile and require the digital accessibility of the Library with staff assistance.

Forbes Neil #92

The speaker supported most of Councils preferred options with the exception of the closure of the Napier Library, NANZ and i-site. He noted the loss of a valuable cultural resource if the Napier Library were to close. It would be difficult for residents to redirect to Taradale as resources would be stretched.

All attachments:

Attachments

- 1 2025-05-26 Annual Plan Max Patmoy submission 11 DOC ID 1857130
 - 2 2025-05-26 Annual Plan Lynne Anderson submission 3 DOC ID 1857132
 - 3 2025-05-26 Annual Plan Jacqui Lloyd submission 6 DOC ID 1857140
 - 4 2025-05-26 Annual Plan Pauline Doyle submission 15 DOC ID 1857148
 - 5 2025-05-26 Annual Plan Rose Stiles submission 39 DOC ID 1857461
 - 6 2025-05-26 Annual Plan Mark Plested submission 59 DOC ID 1857156
 - 7 2025-05-26 Annual Plan Craig Waterhouse submission 4 DOC ID 1857161
 - 8 2025-05-26 Annual Plan Leonie Wallwork submission 40 DOC ID 1857176
 - 9 2025-05-26 Annual Plan Will van Asch submission 2 DOC ID 1857220
-

AGENDA ITEMS

1. ANNUAL PLAN 2025/26 CONSULTATION ACTIVITIES AND COMMUNITY THINK TANK SUMMARY

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1853534
Reporting Officer/s & Unit:	Tiffany Knauf, Community Advisor

1.1 Purpose of Report

The purpose of this report is to inform Elected Members about the Consultation Activities that were undertaken in relation to the Annual Plan, including a summary of the Community Think Tank.

At the meeting

The officer presented the report providing an overview of the successful Open House evening and the Community Think Tank.

Questions were answered clarifying:

- The Think Tank process is evolving and is adaptable to the needs of future consultations. Opportunities for future events include strategies for attracting more younger people and managing the size of the group to facilitate in-depth discussions. The Think Tank could be an earlier part of the consultation process.
- The Think Tank made a group submission to the Annual Plan.
- Summarised pre-reading was provided for the Think Tank participants.

COUNCIL RESOLUTION

Councillors Crown / Chrystal

That Council:

- Receive** the report Annual Plan 2025/26 Consultation Activities and Community Think Tank Summary dated 26 May 2025

Carried

The meeting adjourned at 9:52am and reconvened at 10:30am

2. SUBMISSIONS ON THE ANNUAL PLAN 2025/26 CONSULTATION DOCUMENT

<i>Type of Report:</i>	Legal
<i>Legal Reference:</i>	Local Government Act 2002
<i>Document ID:</i>	1851511
<i>Reporting Officer/s & Unit:</i>	Danica Rio, Senior Advisor Corporate Planning

2.1 Purpose of Report

This report summarises submissions received on the Annual Plan 2025/26 consultation document and seeks final decisions for incorporation into Napier City Council's Annual Plan (AP), due to be adopted at the Council meeting on 26 June 2025. All submissions are provided in full as attachments to this report, along with comments from officers where relevant for consideration by Elected Members.

At the meeting

The officer presented the report noting the analysis from SIL Research, which provided a summary of the key consultation topics, options and preferred options.

Questions were answered clarifying:

- There were 1007 submissions received. There are usually between 100 and 300 for the Annual plan. The increase could be due to the high level of interest in the consultation topics and the good engagement campaign that trialled new methodology.

The future of the National Aquarium of New Zealand (NANZ)

Executive Director Community Services (Thunes Cloete) and Manager Business and Tourism (Steve Gregory) presented this section of the report.

Questions were answered clarifying:

- There will be a tender process for the business case. The process will be brought back to Council including the extent of community engagement. There will be another round of public consultation before a further Council decision.
- The business case scoping sits within the procurement process with the contractor. The plan would come back to Council.
- The approximate cost of a business case is \$200,000 - \$250,000 and it is included in the budget.
- The possibility of housing the Planetarium and the Faraday Museum of Technology in the NANZ building has been mooted previously, however, the issue is that the Fullagar engine is not able to be relocated.
- There was no clear mandate from the public submissions. The aim is to build a commercially sustainable model. Future consultations will be designed to provide greater detail on options.
- The facility has a loss of \$2million in the 2024/25 financial year.
- Expressions of interest have been received from Pandaland. Contact will be made with another private provider and partners at Mana Ahuriri.

- Similar facilities around the world that keep animals in captivity are focussing on conservation efforts, telling the local story through native flora and fauna and biodiversity.
- Previous Council workshops established that a rebuild was a more cost effective option than a refurbishment. The building has problems that need to be remedied.
- The business case will provide clearer directions for the new facility. It would be hard to move forward without doing this work. The existing facility needs to be reimagined to assure commercial sustainability.

The future of the Napier i-site

Executive Director Community Services (Thunes Cloete) and Manager Business and Tourism (Steve Gregory) presented this section of the report outlining the options, noting that Option three was the preference from consultation feedback. It was noted that the current site is a prime location which delivers an exceptional customer experience for Napier as a tourist destination.

Questions were answered clarifying:

- An expression of interest process could be conducted.
- Previous reviews regarding the i-site have recommended retaining the current location. The i-site and the cruise ship 'drop off' would need to be located together.
- Legal advice would need to be sought regarding the investment from VIN. Maintaining a good relationship with VIN and the business association is important.
- Operational considerations aimed at alleviating the financial situation would form part of a business plan. All options can be explored.
- If the i-site is retained at its current location, the activity will be reviewed.
- There is a cost to accommodating the cruise ship buses along Marine Parade. This is a combination of roading, transport costs and lost parking revenue.
- Previous location assessments included in front of the MTG, though this would involve additional incidental costs.

The future of Par 2 MiniGolf

Executive Director Community Services (Thunes Cloete) and Manager Business and Tourism (Steve Gregory) presented this section of the report noting that the direction provided was to explore commercial leasing of the facility.

Questions were answered clarifying:

- The lease would determine the use of the facility. Council has received expression of interest.
- The heritage status of the facility will need to be reviewed
- As the facility is on reserve land, any expansion would need to go through the consent process.

The future of the Faraday Museum of Technology

Executive Director Community Services (Thunes Cloete) and Manager Arts Culture and Heritage (Elizabeth Caldwell) presented this section of the report noting the clear direction for option three.

Questions were answered clarifying:

- It would take approximately 12-18 months to put the Faraday Museum of Technology into a trust. The costs involved are budgeted.
- The next step is to identify trustees.

-
- A focussed trust is able to apply for additional funding to enable the full potential of the facility to be explored including the possible expansion, investment and improving the parking accessibility.
 - The engineers who work on the Fullagar engine agree that it's operational capacity may be compromised if it were to be relocated. The engine would have to be entirely dismantled to be moved.
 - The options are concepts at this stage.

Proposed Interim closure of the Napier Library

Executive Director Community Services (Thunes Cloete) and Manager Arts Culture and Heritage (Elizabeth Caldwell) presented this section of the report noting that the consultation feedback strongly opposes closing the Napier Library.

Questions were answered clarifying:

- The Napier Library is currently open six days a week, closing on Saturdays due to staffing numbers.
- Modelling has been undertaken with the roster to explore different opening options including three, four or seven days and weekend days.
- There are seven vacancies currently so options would need to take that into account, including the use of volunteers and the health and safety of all concerned.
- The length of the closure is to enable the stock to be moved, staff training and systems to be put in place.

The meeting moved into public excluded at 12:19pm

Resolution to exclude the public

Deputy Mayor Brosnan / Mayor Wise

That the public be excluded from the following part of the proceedings of this meeting:

- Proposed Interim closure of the Napier Library

Carried

The reason for passing this resolution in relation to the matter, and the specific grounds under s48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution were as follows:

- Section 7(2)(a) that the privacy of natural persons, should be protected; and
 - Section 7(2)(d) that measures protecting the health and safety of members of the public would be prejudiced
- That the discussion may affect the privacy of employees and the safety of members of the public.

The meeting discussed various staffing and security options for the Napier and Taradale libraries, and the possible implications for existing staff.

The meeting reconvened into Open at 1:16pm

Increase to Redclyffe Transfer Station fees

Executive Director Infrastructure Services (Russell Bond) and Acting Manager Water Solutions (Sarah Schaare) presented this section of the report noting that the Transfer Station does receive some rates funding, though the gate rates have not been increased in-line with increasing costs to the facility.

Questions were answered clarifying:

- The current contract has some flexibility, though the costs of disposal at the landfill site and transport costs have increased in recent years. Further increases in the government levies are due in the next couple of years.
- The rates at the Redclyffe Transfer Station are lower than Hastings and within the range of other facilities around the country.
- Enforcement for fly-tipping can be managed through the waste bylaw and Councils compliance team.

Updating our Significance and Engagement Policy

Commercial Director (Richard Munneke) presented this section of the report noting that Ahuriri Investment Management assets should be treated as strategic assets with an extra layer of protection.

There were no questions from Council.

Coastal Hazards Joint Committee Funding

Manager Infrastructure Developments (Simon Bradshaw) and Strategic Planning Lead (Connie Whelan-Mills) presented this section of the report asking whether Council preferred to continue to fund the Committee to the current budget to enable engagement to be undertaken for the strategy.

Questions were answered clarifying:

- Removing funding from the engagement process would put the Strategy at risk
- Although being best placed to undertake this work, Hawke's Bay Regional Council (HBRC) did not have capacity. Napier City Council (NCC) has taken the initiative based on the understanding that HBRC would take over.
- Hastings District Council (HDC) have withdrawn funding. NCC and HBRC now face a shortfall in funding and HBRC may have to rescope the work.
- Staff time and resources are being allocated to the Committee, with a focus group meeting to determine how the engagement could be successfully completed.

Three Waters Capital Programme

Executive Director Infrastructure Services (Russell Bond) and Acting Executive Director Corporate Services (Caroline Thomson) presented this section of the report.

There were no questions from Council.

Fees and Charges

Manager Business and Tourism (Steve Gregory) presented this section of the report noting that Napier Conference and Events has a discounted rate for a community event of 30%, and this is a change from 40% previously.

Questions were answered clarifying:

- Criteria are used when an applicant, for example a 'not for profit agency' applies for a community rate. The decreased discounts are being proposed for sustainability and cost recovery of each space.

Hawkes Bay Tourism funding

Chief Executive (Louise Miller) spoke to this section of the report, noting that work is being done with Hawkes Bay Tourism and this doesn't affect the Three Year Plan.

There were no questions from Council.

Deliberations

The future of the National Aquarium of New Zealand

The meeting discussed the even split of responses from the consultation process and the benefit of having community feedback at this first stage. The business case scope will be vital with equal weighting to be given to each option.

The future of the Napier i-site

The meeting discussed the merits of option one and the need to seek advice.

The future of Par2 MiniGolf

The meeting discussed the need to retain the MiniGolf course and that the lease should be approved by Council.

Proposed interim closure of Napier Library

The meeting discussed options for opening hours of the Napier and Taradale Libraries, taking into consideration staffing, patronage, pensioners spending habits, responses from speakers during the hearing, and the possibility of diverting funds from other projects. Exploring the use of volunteers was raised.

Coastal Hazards Joint Committee

The meeting discussed the possibility of retaining the funding towards a Napier based focus, the main stakeholders being Westshore and Bayview. The knowledge sits with the external project manager and key staff. A show of hands indicated a preference for the recommended option as offering the best chances of success.

The meeting adjourned at 2:59pm and reconvened at 3:20pm

Water Services Levies

Executive Director Infrastructure Services (Russell Bond) and Acting Executive Director Corporate Services (Caroline Thomson) presented this additional item noting that this levy was introduced last year with no changes made after the consultation period.

Questions were answered clarifying:

- The levy only applies to households connected to the relevant service.
- The levy has to be paid.

Save the Dotterels

The meeting agreed that further conversations can be undertaken with the group.

Te Awa Community Hub

The meeting committed to engage with the wider community to help identify a site for a community hub.

Nga Toi and Youth Council

The meeting agreed to engage with Nga Toi to investigate providing spaces for rangatahi.

Regional Sports facilities

The meeting suggested a review of the regional fees and charges.

Communications

The meeting discussed the need for communications to be accessible.

Parking and bus stops

The meeting discussed the options for parking at the Taradale Library and the Faraday Museum of Technology. The meeting agreed to explore the addition of bus stops on Church Road with HBRC.

Ahuriri Regional Park

The meeting discussed moving the funding into this financial year.

COUNCIL RESOLUTION

Mayor Wise / Councillor Crown

That Council:

- a) **Receive** and consider all submissions made on the Annual Plan 2025/26 consultation document, along with any relevant officer comments.
- b) **Receive** the petitions in relation to the Annual Plan 2025/26 consultation topics from James (Jim) Gaudin (The future of Napier i-site) and Aviva Taylor (proposed interim closure of Napier Library).
- c) **Adopt** the following recommendations based on feedback received during the consultation process for the Annual Plan 2025/26, and the analysis provided in the body of this report:
- d) **The future of the National Aquarium of New Zealand: Direct** officers to start the business case process for the National Aquarium of New Zealand to further investigate options:
 - i. 3a – that Council exits the aquarium activity by transferring to a new party (option that received the most community support),
 - ii. 1- that Council demolish the current building and construct a new building in its place. Develop income-earning activity(s) (Council's preferred option), and
 - iii. 2- that Council refurbish the newer part of the building. Demolish the circular part and construct a new one in its place. Develop income earning activity(s) (received the same amount of support as preferred).

-
- e) **The future of Par2 MiniGolf: Direct** officers to explore commercially leasing Par2 MiniGolf at its current location to a third-party operator.
 - i. **Direct** officers to bring the final lease arrangements to Council for approval
 - f) **The future of the Faraday Museum of Technology: Endorse** the commencement of work towards option 1 being: hand over the running of the Faraday Museum to a trust. Give the charity a one-off capital grant of \$1 million and a \$500,000 yearly operational grant.
 - g) **Proposed interim closure of Napier Library: Resolve** to retain operating the Napier temporary Library, for a minimum of Tuesday – Saturday, each week
 - i. **Direct** staff to actively pursue opportunities to build a volunteer base.
 - ii. **Note** the temporary Library will need to close for a number of months to allow for the transition to Te Aka, the transition plan will be circulated to councillors.
 - h) **Increase to Redclyffe Transfer Station fees: Direct** officers to increase Redclyffe Transfer Station fees beyond the CPI of 4.1%, as per Council's preferred option.
 - i) **Updating our Significance & Engagement Policy: Adopt** the attached proposed Significance and Engagement Policy (attachment 5.) that lists the inflation-adjusted value of Council's investment portfolio as a Strategic Group of Assets, as per Council's preferred option.
 - j) **Note** that the \$100,000 allocated to the Coastal Hazards Joint Committee remains in the ringfenced Resilience Rate as part of draft Annual Plan 2025/26 budgets subject to further information on the scope of the engagement process which may lead to additional funding from the Resilience Rate.
 - k) **Approve** the changes made to the Three Waters Capital Programme to better align with project and developer timelines,
 - i. **Note** that while changes have been made at an activity level, the rephrasing results in no change to the overall Three Waters Capital Programme budget (\$27.6m).
 - l) **Adopt** the attached schedule of proposed Fees & Charges 2025/26 (attachment 6.):
 - i. **Note** that the proposed Fees and Charges 2025/6 includes the increase to Redclyffe Transfer Station fees beyond CPI as per recommendation **h)**, and
 - ii. **Note** that the amendments in the attached Fees and Charges schedule for the Building fees and charges online lodgement fee are approved, and
 - iii. **Note** that the amendments in the attached Fees and Charges schedule for the Napier War Memorial Centre: Napier Conferences and Events being a change to the community discount rate are not approved.
-

- m) **Approve** funding the additional \$150,000 for Hawke's Bay Tourism from operational savings noting:
 - i. Decisions made to date mean a total of \$450,000 has been included in Annual Plan 2025/26 budgets for Hawke's Bay Tourism and,
 - ii. That this \$150,000 funding has not been included in later years.
- n) **Direct** officers to include the budget for the newly introduced water services levies by way of a targeted rate.
- o) **Direct** officers to provide an update on the status of the Pirimai Community Plan.
- p) **Direct** officers to work with the Te Awa community as part of the city wide community hub work programme.
- q) **Direct** officers to undertake a cost comparison across the network of regional sports and recreation facilities for Council to consider in setting of fees and charges as part of the review of our Revenue and Financing Policy.
- r) **Direct officers to explore** options for online consultation documents to be provided in a form that can be readily printed.
- s) **Direct** officers to explore the introduction of time limited parking on the roadside near the Taradale Library.
 - i. **Direct** officers to explore the introduction of time limited parking on the roadside near the Faraday Museum of Technology.
 - ii. **Direct** officers to approach Hawkes Bay Regional Council about the appropriate placement of bus stops on Church Road close to the Taradale Library.
- t) **Direct** officers to pull forward the \$500,000 capex funding for the Lagoon Farm/Ahuriri Regional Park, for the entrance from Prebensen Drive, to the 2025/26 Financial year.
- u) **Direct** officers to prepare the final Annual Plan 2025/26 in anticipation of adoption at the 26 June 2025 Council meeting.
- v) **Note** that the final content for the Annual Plan 2025/26 is subject to minor corrections.

Carried

COUNCIL RESOLUTION

Mayor Wise / Councillor Simpson

That Council:

- w) **The future of Napier i-site:** **Direct** officers to initiate an expressions of interest process to explore that a third-party manages the i-site in the current or a new location with no Council funding.
 - i. **Explore** the current building being leased to a commercial entity for another purpose.
 - ii. **Direct** officers to bring back options to Council for decision.
 - iii. **Note** that in the interim the status quo continues..

Carried – Deputy Mayor Brosnan voted AGAINST the motion

Attachments

- 1 2025-05-26 Annual Plan Elizabeth Pishief submission 82 DOC ID 1857656
 - 2 2025-05-26 Annual Plan Deliberations presentation DOC ID 1857657
 - 3 2025-05-26 Annual Plan 3 Waters Levy Memo DOC ID 1857850
 - 4 2025-05-26 Annual Plan Significance and Engagement Policy DOC ID 1854039
 - 5 2025-05-26 Annual Plan Fees and Charges 2025/26 DOC ID 1854038
-

Minor matters

Nil

RESOLUTION TO EXCLUDE THE PUBLIC

Councillors Crown / Price

COUNCIL RESOLUTION

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

Carried

Agenda Items

1. Council Projects Fund - Napier/Ahuriri Temporary Homeless Shelter Society

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.	Plain English reason for passing this resolution in relation to each matter
	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 - Napier/Ahuriri Temporary Homeless Shelter Society	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	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	Financial documentation has been submitted to support the application
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	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	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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Public Excluded Text

Council has considered the public interest in the information above and balanced those interests with the reason(s) for withholding this information. This ensures Council has met the requirements for withholding information under section 7(2) of the Local Government and Official Information and Meetings Act 1987.

The meeting adjourned at 4:23pm and reconvened in Public excluded on Wednesday 28 May at 9am

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

Chairperson

Date of approval

ORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date: Thursday 5 June 2025

Time: 9.30am - 9.57am (*Open*)
10.00am – 10.15am (*Public Excluded*)

Venue Small Exhibition Hall
War Memorial Centre
Marine Parade
Napier

Livestreamed via Council's Facebook page

Present **Chair:** Mayor Wise
Members: Councillors Boag, Browne, Chrystal, Crown, Greig,
Mawson, McGrath, Price, Simpson, Tareha and Taylor

In Attendance Acting Chief Executive (Rachael Bailey)
Chief Financial Officer / Acting Executive Director Corporate Services
(Caroline Thomson)
Executive Director Infrastructure Services (Russell Bond)
Acting Manager Environmental Solutions (Sarah Schaare)
Waste Minimisation Lead (Stefni Wilson)
Programme Manager - Transformation (Emma Alexander)
Commercial Director (Richard Munneke)
Team Leader Governance (Anna Eady)

Administration Governance Advisors (Carolyn Hunt and Jemma McDade)

ORDINARY MEETING OF COUNCIL – Open Minutes

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ORDER OF BUSINESS

Karakia

The meeting opened with the Council karakia.

Apologies

COUNCIL RESOLUTION

Councillors Mawson / Chrystal

That the apology for absence from Deputy Mayor Brosnan be accepted.

Carried

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

Bereavement – Mayor Wise acknowledged the passing of Ian Dick on 30 May 2025. He was a NCC councillor from 1989 to 2001, including six years as Deputy Mayor, during which time he was a driving force on the Municipal Theatre fundraising committee and played a mediating leadership role within the council to help bring major projects to fruition.

In 2018 his service across multiple aspects was recognised when he was awarded the Queen's Service Medal (QSM) in the New Year's Honours. He was an active member of the community and will be remembered for his service to the Napier community.

Announcements by the management

Nil

Confirmation of minutes

COUNCIL RESOLUTION

Councillors Chrystal / Price

That the following draft Council Minutes be confirmed as a true and accurate record of the meetings held on:

- Tuesday, 15 April 2025 (Reserve Management Plan Hearings)
 - Thursday, 17 April 2025 (Local Water Done Well)
 - Thursday, 24 April 2025
-

Carried

AGENDA ITEMS

1 DRAFT WASTE MANAGEMENT AND MINIMISATION BYLAW 2025 – SUBMISSIONS REPORT

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1855565
<i>Reporting Officer/s & Unit:</i>	Stefni Wilson, Waste Minimisation Lead

1.1 Purpose of Report

This report is to inform the Napier City Council on submissions received on the draft Waste Management and Minimisation Bylaw, and to obtain decisions for incorporation into the document for final adoption on 26 June 2025.

At the meeting

The Waste Minimisation Lead, Ms Wilson supported by Mrs Schaare provided a brief summary of the report and submission process.

In response to questions the following was clarified:

- Ms Wilson advised that the Bylaw is used as an implementation tool for the Waste Management and Minimisation Plan. Inclusion of construction and demolition waste will act as a control to provide a more supportive mechanism to get into the construction and demolition waste space. This is still a fairly new waste stream which has historically always gone to the landfill.
- When the Bylaw comes up for review in five years' time, officers will have a better understanding of that waste stream, and will have a stronger influence to start the education and support process.
- There was a good response to pre-engagement on the Bylaw. Ms Wilson acknowledged that formal submission feedback was light and there was a lot of consultation underway concurrently.
- Promotion of the Bylaw Review was undertaken face-to-face, on Facebook, and via hardcopy at the libraries and Customer Service Centre, side by side with the Waste Management and Minimisation Plan (WMMP). Had there been more time available, the Bylaw and WMMP would have been dealt with separately. However there was a very stringent timeline to work towards which did not allow for separate consultations. For future reviews consideration will be given to consulting separately on the Bylaw and the Plan.

COUNCIL	Councillors Browne / Tareha
RESOLUTION	That Council: <ul style="list-style-type: none"> a. Receive and consider all submissions made on the proposed Draft Waste Management and Minimisation Bylaw 2025.

- b. **Note** that Officers will prepare a report recommending the adoption of the Draft Waste Management and Minimisation Bylaw 2025 (Doc Id 855800) on 26 June 2025.

Carried

2. AMENDMENT TO THE 2025 MEETING SCHEDULE

Type of Report:	Procedural
Legal Reference:	Local Government Act 2002
Document ID:	1854610
Reporting Officer/s & Unit:	Anna Eady, Team Leader Governance

2.1 Purpose of Report

The purpose of this report is to consider an amendment to the 2025 meeting schedule, which was adopted on 31 October 2024.

It is proposed that the meeting schedule be amended as outlined in the recommendation of this report.

At the meeting

The Team Leader Governance, Mrs Eady advised that an additional Council meeting was proposed to hear submissions on Lease Options for Kennedy Park and Ocean Spa.

COUNCIL RESOLUTION	Councillors Taylor / Price
	That Council:
	a) Adopt the following amendment to the 2025 meeting schedule:
	<ul style="list-style-type: none">Council (Hearing of submissions: Lease Options for Kennedy Park & Ocean Spa) New Meeting 9.30am
	Carried

3. 2025 LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING REMITS

Type of Report:	Procedural
Legal Reference:	N/A
Document ID:	1857043
Reporting Officer/s & Unit:	Anna Eady, Team Leader Governance

3.1 Purpose of Report

For elected members to consider the remits going forward to the Local Government New Zealand Annual General Meeting, and to discuss how Napier City Council should vote on them.

At the meeting

Members attending the LGNZ AGM are Mayor Wise, Deputy Mayor Brosnan, Councillors Crown and Price.

Elected members did not support the remit on Security System Payments proposed by Far North District Council and Central Otago District Council.

COUNCIL RESOLUTION

Mayor Wise / Councillor Mawson

That Council:

- a) **Receive** the report titled 2025 Local Government New Zealand Annual General Meeting Remits.
- b) **Approve** the following list of remits to be supported by Napier City Council at the Annual General Meeting:
 - Alcohol Licensing Fees (*Proposed by Far North District Council*)
 - Aligning Public and School Bus Services (*Proposed by Nelson City Council*)
 - Improving Joint Management Agreements (*Proposed by Northland Regional Council*)
 - Review of local government arrangements to achieve better balance (*Proposed by Tauranga City Council*)

Carried

4. INFORMATION - MINUTES OF JOINT COMMITTEES

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1845612
Reporting Officer/s & Unit:	Anna Eady, Team Leader Governance

4.1 Purpose of Report

The purpose of this report is to receive unconfirmed minutes from Joint Committee meetings.

To view the full agendas relating to these minutes please refer to the following websites:

- Hastings District Council <https://hastings.infocouncil.biz>
- Hawke's Bay Regional Council <https://www.hbrc.govt.nz/our-council/meetings>
- Napier City Council [Infocouncil | Business Papers](#)

At the meeting

The Team Leader Governance, Mrs Eady took the report as read.

COUNCIL RESOLUTION

Councillors Greig / Price

That Council:

- a) **Receive** for information the minutes of the following Joint Committee meetings held:
 - 18 November 2024 Climate Action Joint Committee (Doc Id 1852141)
 - 21 February 2025 Hawke's Bay Regional Transport Committee (Doc Id 1853550)
 - 26 February 2025 Hawke's Bay Crematorium Committee (Doc Id 1845585)

Carried

Minor matters

There were no minor matters to discuss.

RESOLUTION TO EXCLUDE THE PUBLIC

Councillors Tareha / Chrystal

COUNCIL RESOLUTION

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

Carried

Agenda Items

1. Ahuriri Investment Management Limited - Appointment of Chair
2. Information - Public Excluded Minutes of Joint Committees

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.	Plain English reason for passing this resolution in relation to each matter
	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. Ahuriri Investment Management Limited - Appointment of Chair	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:	Protect privacy of the candidate
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		(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. Information - Public Excluded Minutes of Joint Committees	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.	A discussion to gain direction from the HB Crematorium Joint Committee.

Public Excluded Text

Council has considered the public interest in the information above and balanced those interests with the reason(s) for withholding this information. This ensures Council has met the requirements for withholding information under section 7(2) of the Local Government and Official Information and Meetings Act 1987.

The meeting adjourned at 9.57am and reconvened in Public Excluded at 10.00am

The meeting closed with a karakia at 10.15am

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

Chairperson

Date of approval