



ORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date: Thursday 6 November 2025

Time: 9.30am – 10.18am (*Open*)
10.25am – 10.32am (*Public Excluded*)

Venue Large Exhibition Hall
War Memorial Centre
Marine Parade
Napier

Livestreamed via Council's Facebook page

Present **Chair:** Mayor McGrath
Members: Deputy Mayor Crown, Councillors Brownlie, Chrystal, Isaac-Sharland, Lawrence, Mawson, Morley, Price, Raihania, Simpson and Taylor

In Attendance Chief Executive (Louise Miller)
Executive Director Corporate & Commercial Services / Deputy Chief Executive (Jessica Ellerm)
Executive Director Water Services (Russell Bond)
Executive Director Community Services (Thunes Cloete)
Head of Strategy & Investments (Stephen Moratti)
Communications, Marketing & Engagement Manager (Julia Stevens)
Pou Whakarae (Sam Hema)
Waste Minimisation Lead (Stefni Wilson)
Community Funding Advisor (Roger Morrison)
Community Resilience Manager (Margot Wilson)
Governance Manager (Anna Eady)

Administration Governance Advisors (Carolyn Hunt and Jemma McDade)

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ORDER OF BUSINESS

Karakia

The meeting opened with the Council karakia.

Apologies

Nil

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

Mayor McGrath advised that Item 2, Recommendations from Napier's first Citizens Assembly report would be withdrawn to allow time for the new Council to be briefed on the process and recommendations of the Citizens' Assembly.

Announcements by the management

Nil

Confirmation of minutes

COUNCIL RESOLUTION

Councillors Lawrence / Taylor

That the Draft Minutes of the inaugural Council meeting held on 30 October 2025 be confirmed as a true and accurate record of the meeting.

Carried

AGENDA ITEMS

1. APPROVAL OF WASTE MINIMISATION CONTESTABLE FUNDING FRAMEWORK

Type of Report:	Operational and Procedural
Legal Reference:	Waste Minimisation Act 2008
Document ID:	1880855
Reporting Officer/s & Unit:	Stefni Wilson, Waste Minimisation Lead

1.1 Purpose of Report

The purpose of this report is to seek Council approval for the Waste Minimisation Contestable Funding Framework for Napier City Council.

At the meeting

The Waste Minimisation Lead, Ms Wilson and Community Funding Advisor, Mr Morrison presented the report. Ms Wilson summarised the main points of the report noting that since writing the report the Ministry for the Environment (MfE) had increased funding from:

- \$50,000 to \$100,000 – for research and development, business cases or innovation projects.
- \$150,000 to \$250,000 – for all other project types.

In response to questions the following was clarified:

- Any waste minimisation projects are funded that can prove they reduce waste from landfill and minimise waste as much as possible.
- As an example, Nourish for Nil was recently funded for a project to increase the capacity to store more food destined for the Landfill as well as new storage facilities including remodelling the cooling area. This enabled dairy food to be stored. This was jointly funded with the Hastings District Council.
- A levy is charged on all waste disposed to the landfill. The MfE administers the levy and retains 50% for the National Waste Minimisation Fund and distributes the remaining 50% to councils based on population. Applications for the fund are through Council not the MfE.
- Funding agreements for successful applicants includes a condition to report back on the fund's impact. This could be to the relevant Standing Committee.

It was noted that reporting back could be through one of the subcommittees and considered when the terms of reference are developed.

- Currently Waste Minimisation funding is used to support recycling initiatives and ongoing costs for waste education, buildings and infrastructure; and includes the joint cost with Hastings District Council for the build at the Omarunui Landfill. MfE has a strict criteria that must be met for the funding.

- If Council introduced a new service, for example green waste or food collection, there would be the opportunity to use some of the funding. However, Council would need to ensure that if waste levy money is used for initiatives that reduce rates it is planned for on a long term basis, and is not reliant on the contestable levy funds.
- The assessment criteria is in the Waste Minimisation Act to ensure that the money is spent accurately on projects that are not wasteful. Council has to follow the Act's rules strictly and report back to MfE to avoid wasting money. The funding is MfE money, not rate payer money.

The recommendations included the establishment of a mayoral appointed assessment committee comprising of four elected members. It was agreed that the assessment of annual applications over \$10,000 be delegated to the 3 Year Partnership Subcommittee.

**SUBSTANTIVE
COUNCIL
RESOLUTION**

Councillor Mawson / Deputy Mayor Crown

That Council:

- a) **Receive** the report titled "Approval of Waste Minimisation Contestable Funding Framework" dated 6 November 2025.
- b) **Approve** the proposed funding framework for Napier City Council's Waste Minimisation Contestable Fund by establishing a structure that will allow for the following grants to be assessed and approved:
 - i. Monthly contestable grants up to \$10,000 (Feb-Nov)
 - ii. Annual large grant funding round for applications over \$10,000 (Sept-Nov), up to a maximum of \$50,000
 - iii. Waste System Setup Grants - Monthly grants up to \$3,000 for schools, marae, and community groups to establish waste collection systems.
 - iv. Recycling Support Grants - Monthly grants up to \$4,000 to support schools, marae, and community groups with recycling collection costs.
- c) **Delegate** to the proposed 3 Year Partnership Fund Subcommittee to assess applications over \$10,000 and recommendations from this Subcommittee will then be submitted to the relevant standing committee for approval.

ACTION: Direct officers to provide a copy of the Waste Levy Assessment Criteria for the fund to elected members.

Carried

2. RECOMMENDATIONS FROM NAPIER'S FIRST CITIZENS' ASSEMBLY

Type of Report: Information

Legal Reference: N/A

Document ID: 1881111

Reporting Officer/s & Unit: Jess Soutar-Barron, Communications and Engagement Team Leader
Danica Rio, Senior Advisor Corporate Planning

2.1 Purpose of Report

Present the recommendations from Napier's First Citizens' Assembly.

This item was withdrawn from the Agenda to allow time for the new Council to be briefed on the process and recommendations of the Citizens' Assembly.

3. GOVERNANCE STRUCTURE 2025-2028

Type of Report: Legal and Operational

Legal Reference: Local Government Act 2002

Document ID: 1880772

Reporting Officer/s & Unit: Anna Eady, Governance Manager

3.1 Purpose of Report

To present the governance structure and appointments to committees, subcommittees, joint committees and external organisations decided by the mayor for approval by council.

At the meeting

The Governance Manager, Ms Eady spoke to the report noting there would be portfolio responsibilities for elected members which would be confirmed at a future date.

Terms of Reference for the new Standing Committees had yet to be developed with the Mayor and Executive Leadership Team and presented to Council.

Elected member representatives for the Ngā Mānukanuka o te Iwi Komiti are yet to be confirmed. The Mayor is currently liaising with the Chair of the Komiti on these appointments.

Ms Eady highlighted changes made to the structure since the report was written:

3 Year Partnership Fund Sub Committee	Additional appointee: Cr Isaac-Sharland
HB Water Services CCO Transitional Governance Group	Change in appointee: Cr Price replaces Cr Brownlie
Napier-Hastings Future Development Strategy Joint Committee	Change and Addition of Appointee: Cr Brownlie Mayor McGrath (<i>alternate</i>)
Te Komiti Muriwai o Te Whanga	Change in Appointee: Cr Raihania replaces Cr Isaac-Sharland

Pukemokimoki Marae Trust	<i>Representative to be advised at later date</i>
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Ms Eady advised that the District Licensing Committee is part of Council's Governance Structure, however is not a Committee appointed by the Mayor and comes under the Sale and Supply of Alcohol Act 2012 and committee members are appointed through a separate recruitment process.

The Community Services Grants Subcommittee from the last triennium was superseded following a review of the funding framework. The specialist subcommittee is now known as the Community Led Initiatives Fund Subcommittee.

COUNCIL RESOLUTION

Councillors Isaac-Sharland / Lawrence

That Council:

- Note** the governance structure and appointments for the 2025-2028 triennium, established by Mayor McGrath in accordance with Section 41A of the Local Government Act 2002.
- Approve** the appointments to Committees, Subcommittees, Joint Committees and External Organisations included in the governance structure for the 2025-2028 triennium below.
- Instruct** officers to prepare the Council and committee terms of reference for approval by the Council.

APPOINTMENTS TO COMMITTEES / ORGANISATIONS 2025-2028		
Appointment/ committee/ organisation	Membership	Appointments
Mayor	Full voting member of all committees	Mayor Richard McGrath
Deputy Mayor		Cr Sally Crown
Council	Mayor & All Councillors	Mayor McGrath (Chair) Deputy Mayor Crown (Deputy Chair) Cr Price (Senior Cr) All Councillors
Standing Committees		
Delivery & Regulatory	Mayor & All Councillors	Cr Taylor (Chair) Cr Price (Deputy Chair)
Corporate & Performance	Mayor & All Councillors	Deputy Mayor Crown (Chair) Cr Brownlie (Deputy Chair)

Specialist Committees		
Ngā Mānukanuku o te Iwi (Māori Committee)	Kaumātua – Beverley Kemp-Harmer (Chair) Petane Marae Representative Waiohiki Marae Representative Moteo Marae Representative Timikara Marae Representative Tangoio Marae Representative Wharerangi Marae Representative Pukemokimoki Marae Representative Mana Ahuriri Trust Representative Maungahururu-Tangitū Trust Representative	<i>Elected members to be confirmed</i>
Risk and Assurance Committee	Two independent members appointed by Council Mayor and 3 x Crs	Bruce Robertson (Chair) Deputy Mayor Crown (Deputy Chair) Mayor McGrath Cr Lawrence Cr Taylor Raveen Jaduram
Chief Executive Employment Committee	Mayor and 4 Crs (Chair appointed by Mayor)	Cr Taylor (Chair) Mayor McGrath Deputy Mayor Crown Cr Price Cr Brownlie
Regulatory		
Hearings Committee (Resource Consent, District Plan & Dogs)	5 Councillors (Chair and Deputy Chair to be appointed from membership)	Cr Taylor (Chair) Cr Chrystal (Deputy Chair) Cr Simpson <i>Additional Crs to be trained and appointed</i>
Subcommittees and Advisory Panels		
3 Year Partnership Fund	4 Councillors	Cr Mawson Cr Simpson Cr Raihania

	(Chair and Deputy Chair to be appointed from membership)	Cr Isaac-Sharland
Community Led Initiatives	2 NCC Crs 4 x Community Representatives Chair appointed by Mayor	Cr Mawson (Chair) Cr Lawrence <i>Jay Lamburn</i> <i>Judith Guy</i> <i>Ryan Hambleton</i> <i>Russell Jaggard</i>
People and Community	<i>To be confirmed</i>	Cr Mawson (Chair)
Arts and Culture	<i>To be confirmed</i>	Cr Crystal (Chair)
Internal Panels		
Napier Civic Awards Panel (Internal)	Mayor (or nominee) 2 Crs (Annual event first Wednesday in September)	Mayor McGrath Cr Chrystal Cr Lawrence
Arts Advisory Panel	2 NCC Crs 1 External representative from: – Art Deco Trust – Creative Arts Napier Inc – Museum Theatre Gallery (MTG) – Māori/Iwi – Napier Arts Community Practitioner	Cr Chrystal (Chair) Cr Isaac-Sharland (Second) <i>Jeremy Smith</i> <i>Tania Wright</i> <i>Toni Mackinnon</i> <i>Te Hira Henderson</i>
Joint Committees		
Ahuriri Regional Park Joint Committee	2 NCC Crs 1 NCC alternate 2 HBRC Crs 1 HBRC alternate 4 Mana Ahuriri Trust reps 1 Mana Ahuriri Trust alternate <i>Napier City Council is the administering body.</i>	Cr Simpson Cr Isaac-Sharland Cr Morley (<i>alternate</i>)
Appointments Panel Hawke's Bay Regional Sports Park Trust	1 x Sports HB 1 x Te Whatu Ora Health NZ 1 x EIT 1 x HBRC Cr 1 x NCC Cr 1 x HDC Cr	Cr Mawson

HB Civil Defence Emergency Management Group Joint Committee	Mayor and alternate <i>Required by statute under the Civil Defence Emergency Management Act 2002.</i>	Mayor McGrath Cr Simpson (alternate)
HB Crematorium Committee	2 NCC Crs 2 HDC Crs 1 CHB Cr (Chair and Deputy appointed by Committee) <i>Hastings District Council is the administering body.</i>	Cr Morley Cr Simpson
Hawke's Bay Museum Storage Working Group	2 NCC Crs 2 HDC Crs 1 External (independent Chair) 3 NCC Officers 3 HDC Officers <i>Hastings District Council is the administering body</i>	Deputy Mayor Crown Cr Chrystal
HB Regional Transport Committee	1 NCC Cr 1 alternate <i>Established in accordance with Section 105 of the Land Management Transport Act 2003 as soon as practicable after a triennial election. Hawke's Bay Regional Council is the administering body.</i>	Cr Price Mayor McGrath (alternate)
HB Water Services CCO Transitional Governance Group	NCC Mayor and 1 Cr HDC Mayor and 1 Cr CHBDC Mayor and 1 Cr Independent Chair <i>Hastings District Council is the administering body.</i>	Mayor McGrath Cr Price
Heretaunga Water Storage Shareholder Committee	2 NCC Crs 2 HDC Crs 1 Independent Chair <i>Hawke's Bay Regional Council is the administering body.</i>	Cr Price Cr Brownlie
Joint Waste Futures Project Steering Committee	3 NCC Crs 3 HDC Crs (Chair and deputy appointed by Committee)	Cr Mawson Cr Isaac-Sharland Cr Lawrence

	<i>Hastings District Council is the administering body.</i>	
Napier-Hastings Future Development Strategy Joint Committee	2 NCC Crs 1 NCC alternate 2 HBRC Crs 2 HDC Crs 2 Heretaunga Tamatea Settlement Trust Reps 2 Mana Ahuriri Trust Reps 2 Maungaharuru Tangitu Reps <i>Hastings District Council is the administering body.</i>	Cr Chrystal Cr Brownlie Mayor McGrath <i>(alternate)</i>
Omarunui Refuse Landfill Joint Committee	2 NCC Crs 1 NCC alternate 4 HDC Crs 1 HDC alternate <i>Hastings District Council is the administering body.</i>	Cr Isaac-Sharland Cr Morley Cr Mawson <i>(alternate)</i>
Reimagining Flood Resilience Steering Group	NCC 2 Cs <i>Hawke's Bay District Council is the administering body.</i>	Cr Taylor Cr Lawrence
Te Komiti Muriwai o Te Whanga	NCC 1 Cr HDC 1 Cr HBRC 1 Cr MAT 4 representatives DOC: representative <i>This is a co-governance entity Established through the passing of the Ahuriri Hapū Claims Settlement Bill.</i> <i>Napier City Council is the administering body.</i>	Cr Raihania
External Appointments 2025-2028		
Name of Organisation	Process of Appointment	Appointee(s)
Ahuriri Business Association Incorporated	Mayor's nominee considered at AGM held end of May Required: 1 Elected member	Cr Price
Art Deco Trust	Board Required: 1 Elected member	Cr Chrystal

Art Deco Trust (Robert McGregor Heritage Fund Committee)	Required: 1 Elected member	Cr Chrystal Cr Raihania (<i>alternate</i>)
Creative Arts Napier	Mayor's nominee considered at AGM held mid-October Required: 1 Elected member	Cr Chrystal
Creative Communities Committee	Appointed by Mayor Required: 2 Elected members	Cr Chrystal Cr Simpson Cr Raihania (<i>alternate</i>)
Eastern Screen Alliance		Deputy Mayor Crown
Hawke's Bay Holt Planetarium Charitable Trust	Trustees; ex officio by Mayor Required: Mayor or nominee	Cr Mawson
Hawke's Bay Medical Research Foundation Incorporated	AGM Required: Mayor or nominee	Cr Mawson
Historic Places Hawke's Bay Incorporated	Mayor's nominee considered at AGM held end September Required: 1 Elected member	Cr Chrystal
Howard Estate Advisory Board	Open advertisement and section process three yearly Required: 1 Trustee (not required to be elected member)	Suzanne Joy Newman (external)
Mayor's Taskforce for Jobs	Required: Mayor	Mayor McGrath
Napier City Business Inc	Appointment made by Council Required: 1 Elected member	Deputy Mayor Crown
Napier Pilot City Trust	Nomination may be made by "eminent persons" Required: 1 Elected member	Cr Raihania
Napier Disability Advisory Group	Appointment by the Mayor Required: 1 Elected member	Cr Mawson

Predator Free Napier Hill Governance Group	Appointment by the Mayor Required: 1 Elected member	Cr Brownlie
Port Noise Liaison Committee	Appointment made by Council Required: 1 Elected Member	Cr Brownlie Cr Price (<i>alternate</i>)
Positive Ageing Trust	Appointment made by Council Required: 1 Elected member	Cr Mawson
Pukemokimoki Marae Trust	Appointment made by Council Required: 1 Elected member	<i>To be appointed</i>
Sports Council	Appointed by Mayor Required: 1 Elected member	Cr Price
Taradale Business Association	Taradale Ward Councillor nominated, confirmed at AGM Required: 1 Elected member	Cr Chrystal
Te Matau A Māui Trust	Four Trustees appointed by HBDHB in consultation with all of the territorial authorities of the HB region. Three year terms Required: 1 Trustee	Barbara Arnott (<i>to March 2026</i>)
Waipureku Waitangi Charitable Trust	Appointed by Mayor Required: 1 Elected Member	Cr Lawrence
Council Controlled Organisations and Council Controlled Trading Organisations		
Hawke's Bay Airport Ltd	<i>No appointees required</i>	
Hawke's Bay Museums Trust	Tania Wright (external)	
Omarunui Landfill	Cr Isaac-Sharland Cr Morley Cr Mawson (<i>alternate</i>)	
Ahuriri Investment Management Ltd	<i>1-2 Cr appointments to be confirmed through an external process</i>	

Carried

4. ELECTED MEMBERS' REMUNERATION: POST-ELECTION ALLOCATION OF GOVERNANCE REMUNERATION POOL

Type of Report:	Legal and Operational
Legal Reference:	Local Government Act 2002; Local Government Elected Members (2025/26) Determination 2025
Document ID:	1880760
Reporting Officer/s & Unit:	Anna Eady, Governance Manager

4.1 Purpose of Report

To present to Council the Mayor's proposed allocation of the 2025/2026 post-election remuneration pool set by the Remuneration Authority for Napier City Councillors.

At the meeting

The Governance Manager, Ms Eady presented the procedural report on the Mayor's proposed allocation of the remuneration pool of \$921,322 set by the Remuneration Authority. There were no questions.

COUNCIL RESOLUTION

Councillors Chrystal / Taylor

That Council:

- a) **Endorse** the allocation of the 2025/2026 post-election remuneration pool set by the Remuneration Authority for Napier City Councillors (noting that the Mayoral remuneration is set directly by the Remuneration Authority).

Deputy Mayor; Chair Standing Committee; Deputy Chair Specialist Committee (1)	\$115,400
Chair Standing Committee; Chair Specialist Committee (1)	\$93,463
Deputy Chair Standing Committee; Senior Councillor (1)	\$86,928
Deputy Chair Standing Committee (1)	\$86,928
Chair Subcommittee; Deputy Chair Specialist Committee (1)	\$84,451
Chair Subcommittee (1)	\$83,502
Portfolio Holder (5)	\$74,130

- b) **Note** that the base rate for Councillors has been set by the Remuneration Authority at \$65,809.

Carried

5. INFORMATION - OFFICIAL INFORMATION REQUESTS AS AT 17 OCTOBER 2025

Type of Report:	Information
Legal Reference:	Local Government Official Information and Meetings Act 1987
Document ID:	1880784
Reporting Officer/s & Unit:	Anna Eady, Governance Manager

5.1 Purpose of Report

To present the year-to-date Official Information Request statistics.

At the meeting

The Governance Manager, Ms Eady took the report as read noting that there was a large number reported due to the break between meetings because of the Local Elections.

COUNCIL RESOLUTION

Deputy Mayor Crown / Councillor Mawson

That Council:

- a. **Receive** for information the report Official Information Requests as at 20 October 2025 (Doc Id 1880993).

Carried

6. INFORMATION - ACTION POINTS REGISTER AS OF 28 OCTOBER 2025

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1881059
Reporting Officer/s & Unit:	Anna Eady, Governance Manager

6.1 Purpose of Report

The Action Points 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.

At the meeting

The Governance Manager, Ms Eady presented the report.

In response to questions it was clarified:

Action 171 - The Holt Planetarium – The Executive Director Community Services, Mr Cloete confirmed that officers were working with the Trust on relocation options for the Planetarium. It was important to choose the best option.

Action 205 – Predator Free Napier Hill – Mayor McGrath has appointed Councillor Brownlie to the Napier Predator Hill Governance Group and Council officers have communicated with the Group. This action can now be closed.

**COUNCIL
RESOLUTION**

Deputy Mayor Crown / Councillor Lawrence

That Council:

- a. **Note** the extract from the Action Points Register as of 28 October 2025 (Doc Id 1881054).

Carried

REPORTS UNDER DELEGATED AUTHORITY

1. TENDERS LET REPORT

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1874827
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 18 August 2025 to 23 October 2025.

At the meeting

There was no discussion at the meeting on this item.

COUNCIL RESOLUTION

Councillors Price / Simpson

That Council:

- a) **Receive** the Tenders Let for the period 18 August 2025 to 23 October 2025 as below:
- **C2691 Cross Country Drain Stormwater Pumping Station Electrical Upgrades** be awarded to Pro Electrical in the sum of \$105,000.00 excl. GST.
 - **C2900 Parklands Civil Works Area 3 Stage 12** be awarded to SCL Civil Works in the sum of \$1,234,477.02.
 - **C2931 Parklands Landscaping** be awarded to Natural Habitats Limited in the sum of \$117,375.18 excl. GST.

Carried

Minor matters

There were no minor matters to discuss.

RESOLUTION TO EXCLUDE THE PUBLIC

Councillors Taylor / Mawson

COUNCIL RESOLUTION

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

Carried

Agenda Items

1. Recommended Appointment of Independent Risk & Assurance Committee Member

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. Recommended Appointment of Independent Risk & Assurance Committee Member	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	Confidential Information of Appointee
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		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 10.18am and reconvened in Public Excluded at 10.25am

The meeting closed with a karakia at 10.32am

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

Chairperson

Date of approval