



# ORDINARY MEETING OF COUNCIL

## Open Agenda

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Meeting Date: Thursday 12 February 2026

Time: 9.30am

Venue: Large Exhibition Hall  
War Memorial Centre  
Marine Parade  
Napier

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*Livestreamed via Council's YouTube page*

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Council Members      **Chair:** Mayor McGrath

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

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Officer Responsible      Chief Executive

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Administrator      Governance Team

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**Next Council Meeting**  
**Tuesday 24 February 2026**

## 2025-2028 TERM OF REFERENCE - COUNCIL

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<i>Chairperson</i>	<i>Mayor</i>
<i>Deputy Chairperson</i>	<i>Deputy Mayor</i>
<i>Membership</i>	<i>All elected members</i>
<i>Quorum</i>	<i>6</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 body<sup>1</sup>:

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 body<sup>2</sup>.
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.

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<sup>1</sup> Schedule 7, clause 32, Local Government Act 2002.

<sup>2</sup> Schedule 7, clause 30A

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.<sup>3</sup>

#### **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 Orders<sup>4</sup>.
3. Approval or amendment the Code of Conduct for Elected Members<sup>5</sup>.
4. Appointment and discharging of committees, subcommittees, and any other subordinate decision-making bodies<sup>6</sup>.
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) <sup>7</sup>.
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 yearly<sup>8</sup>.
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.

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3 Shop Trading Hours Act 1990, section 5D.

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**

**Glenn Lucas - Hawke's Bay Regional Sports Park - Athletic Track**

## **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 Thursday, 11 December 2025 be confirmed as a true and accurate record of the meeting.....90

## **Information items**

### **Agenda items**

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

### **Reports under Delegated Authority**

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# AGENDA ITEMS

## 1. COUNCIL PROJECTS FUND - AHURU MOWAI - SIX MONTH UPDATE

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1895261
Reporting Officer/s & Unit:	Roger Morrison, Community Funding Advisor Rebecca Peterson, Senior Policy Analyst

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

#### 1.1 Purpose of Report

To provide an opportunity for Napier/Ahuriri Homeless Shelter Society Inc to present to Council an update report on the homeless shelter “Āhuru Mōwai” funded through the Council Projects Fund.

#### 1.2 Background Summary

In May 2025, Council approved a grant of \$100,000.00 from the Council Projects Fund to enable Napier/Ahuriri Homeless Shelter Society Inc to pilot the establishment of a homeless shelter in Napier.

The Council Projects Fund allows Council to make discretionary grants in response to opportunities that are clearly beneficial for Napier. Under this Fund, in May 2025, Council approved a grant of \$100,000.00 to Napier/Ahuriri Homeless Shelter Society Inc. to support the pilot establishing a homeless shelter in Napier – now known as Āhuru Mōwai.

Today, representatives of the Society will provide a report (Doc Id 1896048) on all aspects of the shelter since its’ opening in July 2025.

### 2.0 Officer's Recommendation

That Council:

**Receive** the report titled Council Projects Fund - Ahuru Mowai - Six Month Update 12 February 2026.

### 3.0 Attachments

1 [⇒](#) Āhuru Mōwai Evaluation Report (Under separate cover 1) Doc Id: 1896048

## 2. DECLARATION AND CONSENT OF LAND TO BE ACCESSWAY - ONSLOW STEPS

Type of Report:	Legal and Operational
Legal Reference:	Public Works Act 1981
Document ID:	1893806
Reporting Officer/s & Unit:	Bryan Faulknor, Property Advisor Richard Munneke, Commercial Property Manager

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopotanga:

- 1.1 The purpose of the report is to seek a resolution, pursuant to the Public Works Act, declaring and consenting to land becoming accessway and vested in Council.
- 1.2 The subject land relates to a small section of private land on which the now closed Onslow Steps encroach.
- 1.3 The closed steps run between Brewster Street and Onslow Road, Mataruahou.
- 1.4 Prior to closure of the steps, agreement was reached with the landowner that Council would purchase the land subject to the encroachment. Matters were put on hold pending decisions on closure and reconstruction.
- 1.5 The owner now requests Council to honour the Agreement and complete the purchase.
- 1.6 Council is bound to honour the Agreement.
- 1.7 To complete legal matters the resolution pursuant to the Public Works Act is required.
- 1.8 The preferred option is for Council to pass the resolution to conclude matters.
- 1.9 It should be noted that the required resolution relates solely to the land legalisation matter.

Any future operational decisions regarding the steps, or accessway are a separate issue and are being assessed currently by the Transport team. If decisions of Council are required, they will be brought to an appropriate Committee or Council meeting as a separate item.

### 2.0 Recommendations - Ngā Tūtohunga

#### That the Council

- a. **Approves** That in accordance with provisions of Section 114(2) of the Public Works Act 1981, the Napier City Council resolves to consent to the land described in the Schedule below to be declared an accessway and vested in the Napier City Council.

#### Schedule

##### Hawkes Bay Land District – Napier City

Area	Legal Description	Part of Record of Title
0.0028 Ha	Section 2 SO 619168	HBC3/49
0.0001 Ha	Section 3 SO 619168	HBC3/49

**Background - *Ngā Tuāpapa:***

- 2.1 Council resolved on 2/06/2022 (Public Excluded) to purchase the subject land to enable the then planned rebuild of the Onslow Road Steps, and a binding agreement was entered into with the landowner.
- 2.2 Subsequently the walkway was closed to the public in November 2020 following a slip which damaged the middle section.
- 2.3 Council resolved on 12/09/2024 (Public Excluded) to approve the permanent closure of the walkway and retain the corridor in Council control.

Council was advised that difficult ground conditions and access constraints mean that significant resources were required to complete the reinstatement of the affected section. Further the steps above and below the failed section will remain susceptible to ground movements and structural failure.

It was submitted that it would not be a good use of ratepayers' money to continue investing in the walkway and is cost prohibitive.

Officers were directed to publicly release the notification of the closure of the walkway.

Communication was undertaken with residents and a meeting held between residents and Ward Councillors.

- 2.4 Irrespective of the future of the walkway the land owner requires Council to complete the purchase.

**3.0 Discussion - *Ngā Whakamārama:***

- 3.1 As mentioned, the resolutions are required to finalise matters and complete Council's obligations under a binding agreement.

**4.0 Options - *He kōwhiringa anō:***

**5.0 Next Steps - *Te Koke***

- 5.1 Once the resolution is passed Council will sign the required declarations and consents, Council Solicitors will then finalise legal and title work.

**6.0 Attachments**

1  Plan showing land to be declared accessway highlighted in yellow. Doc Id: 1894461

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**Summary of Considerations - *Tuhinga Whakarāpopoto:***

As previously mentioned Council is bound to complete the land legalisation.

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**Fit with purpose of Local Government - *Ngā aronga tā te Kaunihera- ā-rohe kōrero***

Relates to land issues with regards the provision of Local Infrastructure.

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**Māori Impact Statement - *He kōrero whaitake tā te māori kōrero:***

There are no known impacts for

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**LTP/ Annual Plan/ Financial Strategy/ Infrastructure Strategy - *Te Pae Tawhiti/ ā-tau / ā- Taunaki Ahumoni /ā- Taunaki Hanganga***

There are no implications.

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**Financial considerations - *Whai whakaaro Ahumoni:***

The land purchase amount was agreed based on a valuation carried out by Council Valuers. The total cost of this matter including purchase cost, legal and survey costs is estimated at \$40,000. The cost will be met from the Roading Property Reserve Account which has sufficient funds.

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**Significance and Engagement - *Ko te Hiranga me te Hiwaia o te whakaaro:***

This decision/report has been assessed under the Council's Significance and Engagement Policy as not coming within the policy requirements.

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**Consultation (internal/external) - *Ngā Uiuinga (Ki te Kaunihera /ki ngā tāngata katoa)***

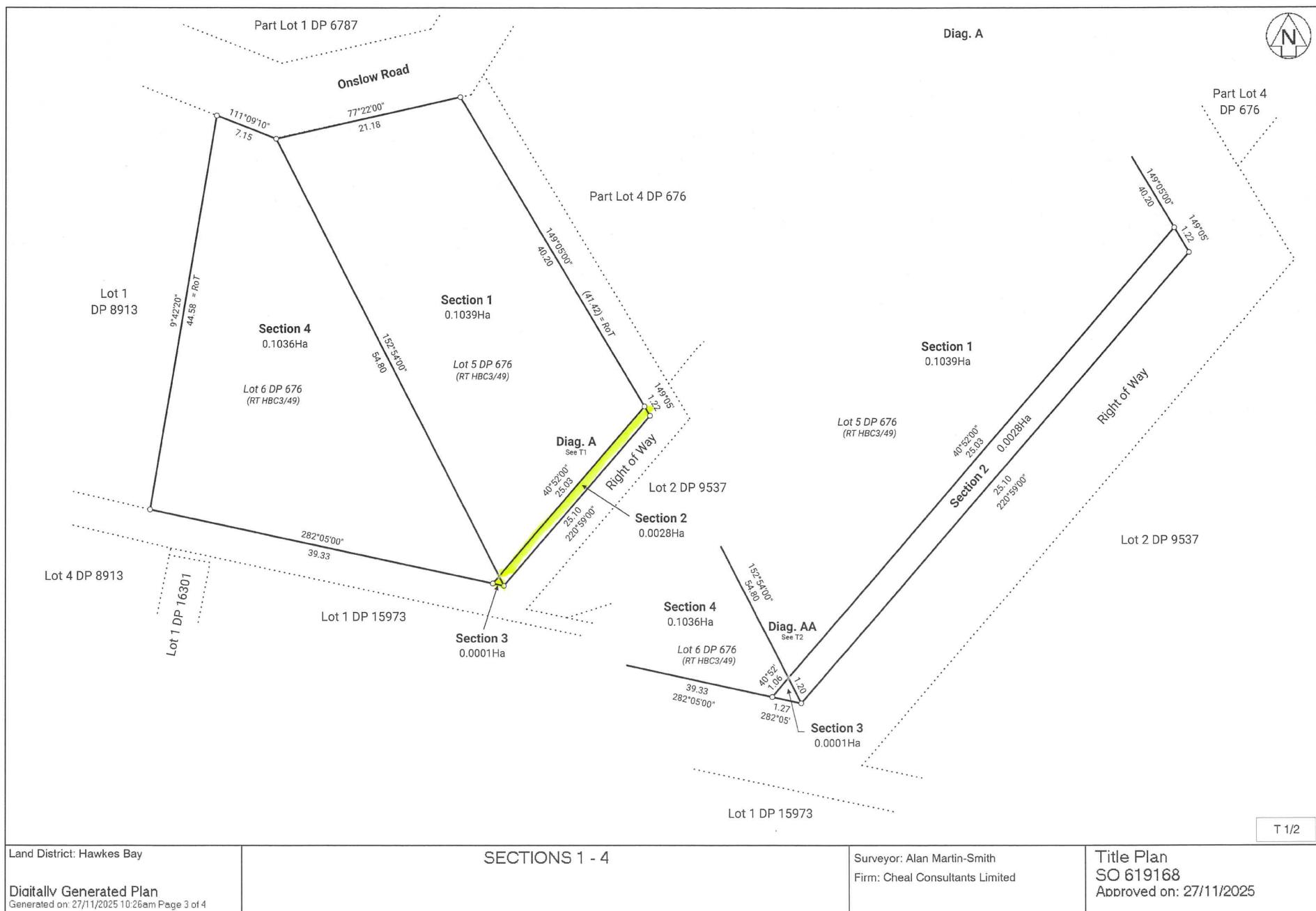
Consultation not required.

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**Risks: Legal/ Health and Safety etc. - *Whaktūpato Ture/ Hauora me te Haumaru***

No Risks

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### 3. MATARUAHOU RESERVOIR – PROPOSED PROCUREMENT APPROACH

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1892614
<i>Reporting Officer/s &amp; Unit:</i>	Syed Andrabi, Manager Planning & Investments Bex Smiley, Capital Investments Planner

#### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1. This report seeks **Council endorsement** of the proposed procurement approach for the Mataruahou Reservoir project. The project involves the delivery of works associated with the Mataruahou Reservoir site, comprising two water storage reservoirs and associated infrastructure. The proposed approach is a **two-stage open market procurement**, comprising an initial **Registration of Interest (ROI)** to shortlist capable suppliers, followed by a **Request for Tender (RFT)** issued to the shortlisted parties.
  - a.
- 1.2. **Note:** Procurement plans are operational documents and do not commit Council to any financial expenditure. However, it is good practice to provide advance notice and to involve the delegated authority holder who will approve the resulting contract award.

Due to the anticipated value of the contract, Council approval will be required to award the contract for the Mataruahou Reservoir project.

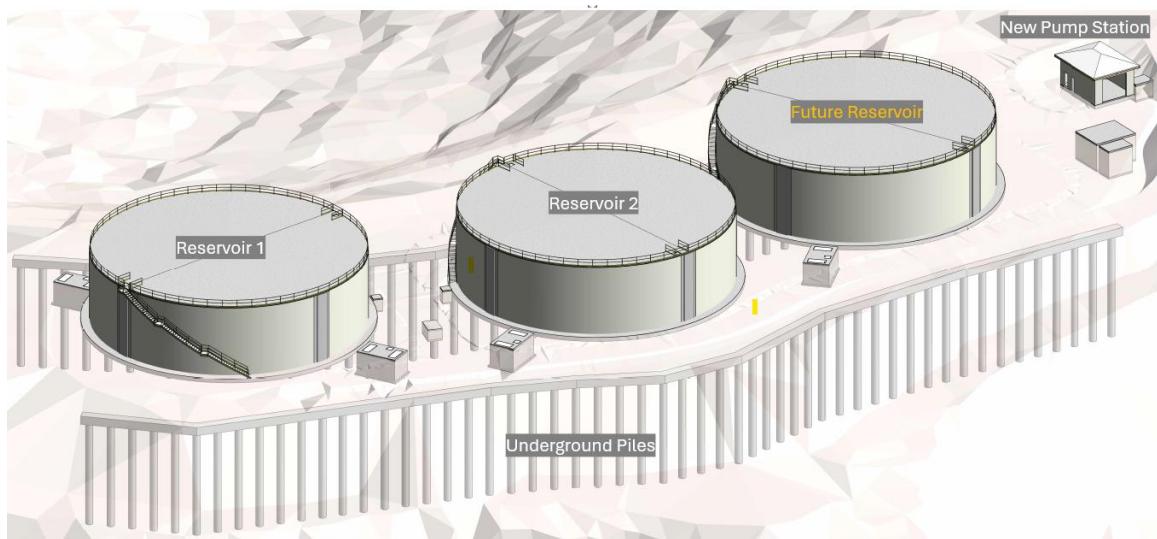
#### 2.0 Recommendations - Ngā Tūtohunga

##### That Council

- a. **Receives** the report titled Mataruahou Reservoir – Proposed Procurement Approach dated 12 February 2026.
- b. **Endorses** the recommended two-stage procurement for constructing two Water Supply Reservoirs on Mataruahou.
- c. **Notes** that the Chief Executive is responsible for approving and signing procurement plans that exceed director delegations.
- d. **Notes** that a media release will be published providing an update on the Water Supply Reservoirs on Mataruahou.

#### 3.0 Background - Ngā Tuāpapa:

- 3.1 The Mataruahou Reservoir project has been initiated to replace the existing Enfield Reservoir, which is approaching the end of its operational life and no longer provides the required storage capacity, operational flexibility, or resilience for Napier's drinking water network. The project comprises two reservoirs delivered as a single, integrated water storage asset, with provision for future staged expansion.



*Figure 1- Proposed Reservoirs and associated infrastructure*

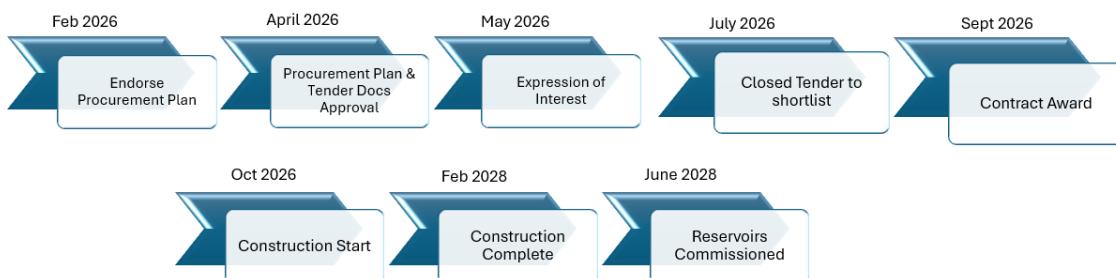
3.2 The site on Hospital Hill (Mataruahou) was secured by Council in 2020 to accommodate the replacement reservoirs, providing sufficient storage to meet future peak day demand, firefighting, and post-event recovery needs. Preliminary design work has confirmed the technical feasibility of the proposed development, including two initial reservoirs with provision for staged expansion of a third reservoir, and has identified the preferred civil and hydraulic design solutions.

### 3.3 Project Timelines:

The Mataruahou Reservoir project is planned to be delivered over a 2.5-year period, from design endorsement through to commissioning. Key milestones include:

- February 2026: Council endorsement of the procurement approach.
- March – September 2026: Completion of detailed design, consent applications, and tendering process.
- October 2026 – February 2028: Construction of two reservoirs and associated infrastructure.
- March 2028 – June 2028: Commissioning, and handover of the new reservoirs.

The timeline ensures that the reservoir is commissioned by June 2028, providing improved water storage, network resilience, and operational reliability in line with Council's Long Term Plan commitments.



### 4.0 Discussion - *Ngā Whakamārama:*

4.1 The procurement approach for the project has been designed to ensure transparency, technical robustness, and value for money, while mitigating risks associated with complex works in a residential and public-access environment. The recommended approach is a two-stage process comprising an open Registration of Interest (ROI) followed by a closed Request for Tender (RFT). To support programme efficiency and reduce overall delivery time, the ROI process and elements of detailed design will progress in parallel. This approach enables early market engagement while continuing to refine the design, technical requirements, and consenting inputs.

#### **Stage 1 – Registration of Interest (ROI)**

4.2 An open market ROI will be issued to identify and shortlist suitably qualified contractors for the RFT. The ROI will request information on:

- Experience in constructing large drinking water reservoirs and associated civil works, including bulk earthworks and foundation formation.
- Experience in constructing pipework, inlet/outlet chambers, and overflow/scour structures, including works in geotechnically challenging or seismic-prone areas.
- Proven capability in delivering works in close proximity to residential areas and public spaces, while managing traffic, safety, and environmental compliance.
- Compliance with construction management plans, Resource Consent conditions, and other statutory obligations.

#### **Stage 2 – Request for Tender (RFT)**

4.3 Contractors shortlisted through the ROI will be invited to submit formal tenders via a closed RFT process. A preferred supplier will be selected based on technical capability, safety, methodology, environmental management, and commercial criteria. The final contract award will follow Council approval in accordance with the delegated authority for high value works.

#### **Rationale for Two-Stage Procurement**

4.4 The two-stage ROI/RFT approach has been selected to balance market transparency, risk management, and technical complexity:

- **Market Transparency:** The open ROI ensures that the opportunity is publicly advertised, enabling a broad pool of qualified contractors to express interest.
- **Technical Complexity:** The project involves large-scale earthworks, seismic-resilient structures, and complex hydraulic interfaces. Evaluating contractor capability before requesting detailed commercial proposals reduces the risk of delays or non-compliance, while also minimising the burden on both contractors and the evaluation team. The ROI stage is intentionally simple, with more detailed information sought at the RFT stage, when contractors have a greater and more certain likelihood of being awarded the tender.
- **Risk Management:** The ROI shortlisting ensures that only contractors with relevant experience and proven compliance are invited to tender, mitigating potential health, safety, environmental, and construction risks.
- **Value for Money:** The approach allows Council to obtain competitive, realistic pricing and contract terms while maintaining quality, programme certainty, and governance standards.

4.5 This procurement approach aligns with Council's objectives and policies for high-value and technically complex infrastructure projects, supporting efficient delivery, robust governance, and financial sustainability.

4.6 Table 2 summarises the key stages of the Mataruahou Reservoir procurement process, showing the sequence of activities along with the corresponding endorsement and approval responsibilities. Each stage identifies the decision-making body responsible for endorsing or approving the activity, ensuring transparency, accountability, and alignment with Council's delegated authority framework. This structured approach provides clarity on governance requirements and supports effective oversight of the procurement process.

*Table 1 - Procurement Stages and Governance for Mataruahou Reservoir Project*

Stage	Activity	Endorse	Approve
1	Procurement Approach	Council	-
2	Procurement Plan	NCC Endorsers	Chief Executive
3	ROI & Evaluation	NCC Endorsers	Project Sponsor
4	RFT & Evaluation	NCC Endorsers	Chief Executive (tender recommendation report)
5	Contract Award	NCC Endorsers	Council

For the purposes of this table, "NCC Endorsers" refers to delegated senior officers within Napier City Council responsible for technical, commercial, and procedural endorsement in accordance with the Council's delegation policy.

## 5.0 Options - *He kōwhiringa anō:*

5.1 The Mataruahou Reservoir project requires a decision on the preferred procurement approach to replace the ageing Enfield Reservoir. Several options have been considered to ensure the project delivers a resilient, cost-effective, and sustainable water supply asset while meeting Council's governance, environmental, and cultural requirements.

5.2 Three feasible options have been identified and evaluated based on technical feasibility, cost, risk, and alignment with Council policy. The table below summarises these options, including their advantages, disadvantages, and assessment against Council policy.

*Table 2 - Options for the Mataruahou Reservoir Project*

Option	Description	Advantages	Disadvantages	Analysis / Alignment with Council Policy
<b>Option One – Two-Stage ROI/RFT (Recommended)</b>	Open ROI to shortlist qualified contractors, followed by closed RFT within the shortlist.	<p>Transparent and broad market engagement.</p> <p>Assesses technical capability before pricing.</p> <p>Ensures effort is proportionate for tenderers and the evaluation team.</p> <p>Enables procurement to commence in parallel with design finalisation.</p>	Slightly longer timeline than single-stage tender.	<p><b>Recommended.</b> Balances transparency, risk management, and value for money. Aligns with LTP priorities and Council procurement policies.</p>
<b>Option Two – Single-Stage Open Tender</b>	Directly advertise a full RFT to the open market without ROI stage.	<p>Shorter procurement timeline.</p> <p>Simpler administration.</p>	<p>Higher risk of non-compliant or inexperienced bidders.</p> <p>Potential need to re-tender if market response is inadequate.</p>	<p>Faster process but <b>higher risk</b> and less aligned with Council procurement and governance policies.</p>
<b>Option Three – Direct Negotiation / Sole Source</b>	Directly engage a preferred contractor without competitive tendering.	<p>Fastest approach.</p> <p>May be suitable if a contractor has unique technical capability.</p>	<p>Does <b>not follow Council procurement procedures</b>. - Limited competition; higher cost risk. Reduced transparency and audit defensibility.</p>	<p><b>Not recommended.</b> Contravenes Council procurement policy; presents significant governance, financial, and reputational risk.</p>

**Recommended Option:**

**Option One – Two-Stage ROI/RFT** provides the optimal balance of transparency, technical assurance, risk management, and value for money. It aligns with Council governance, delegated authority, and strategic objectives.

**6.0 Next Steps - Te Koke**

6.1 The following steps outline the proposed way forward for the Mataruahou Reservoir project procurement:

- Council endorsement of the two-stage ROI/RFT procurement approach.
- Finalise Procurement Plan and obtain internal endorsement and Chief Executive approval.
- Stage 1 – ROI: Issue Registration of Interest, evaluate responses, and shortlist suppliers.
- Stage 2 – RFT: Issue closed Request for Tender, evaluate tenders, and prepare Tender Recommendation Report.
- Contract award and mobilisation following Council approval.
- Ongoing reporting and oversight to Council on progress, risks, and schedule.

**7.0 Attachments**

1  Reserve Procurement Approach PowerPoint Presentation Doc Id: 1896708

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### **Summary of Considerations - *Tuhinga Whakarāpopoto*:**

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#### **Fit with purpose of Local Government - *Ngā aronga tā te Kaunihera-ā-rohe kōrero***

The Mataruahou Reservoir project fits within the purpose of local government by enabling democratic local decision-making and action on behalf of the Napier community. Council is making a decision on the procurement approach and will approve the contract award, ensuring elected members are actively involved in overseeing the delivery of essential water supply infrastructure.

The project directly relates to the provision of local infrastructure and public services, strengthening the reliability of drinking water, network resilience, and emergency response capacity. It supports the community's social and economic wellbeing by protecting a critical asset and enabling future growth.

The decision to proceed with the two-stage ROI/RFT procurement is considered good-quality and cost-effective, adhering to Council's objective of financial sustainability. By shortlisting experienced contractors before tender, the approach reduces the risk of construction errors, delays, and cost overruns, ensuring certainty on quality, programme, and compliance with environmental, health, and safety requirements. Cost-effectiveness is further supported by design that balances construction cost, embodied carbon, and operational efficiency, and by reducing long-term maintenance and repair requirements.

The procurement approach aligns with Council's governance and delegated authority framework, providing robust oversight while delivering a resilient and critical water supply asset.

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#### **Māori Impact Statement - *He kōrero whaitake tā te māori kōrero*:**

While the procurement approach endorsement has no identified impacts for Māori, Māori continue to be actively involved in decision-making for the Mataruahou Reservoir project through ongoing partnership, engagement, and co-design processes. Engagement commenced early and continues throughout the project to ensure that Māori values, mātauranga Māori, and cultural narratives inform the design and delivery of the project.

Mana Ahuriri Trust is recognised as a key partner due to the cultural significance of Mataruahou as a place of healing, reflection, and historical occupation. Ongoing kōrero with Mana Ahuriri and hapū representatives is informing planning, designation conditions, and cultural protocols. These discussions guide how the site responds to its whakapapa, cultural landscapes, and connections to wai, whenua, and Te Whanganui-ā-Ōrotu, reflecting the principle of *mai i uta ki tai*.

Māori representatives are participating in design discussions and are contributing to the development of ecological, cultural, and educational outcomes for the site. This includes the incorporation of native rongoā plantings, water-sensitive design elements, cultural interpretation, and storytelling that reflect Mataruahou's history and identity. Design thinking is embedding concepts of healing, wellbeing, kaitiakitanga, and Te Mana o Te Wai, with a focus on protecting and enhancing wai while acknowledging its spiritual and life-sustaining role.

Co-design opportunities are embedded within the landscape design and public access components and are progressed through the ongoing and detailed design phases. These elements are intended to support tikanga Māori, provide spaces for reflection, learning, and karakia, and strengthen community connection to the whenua. This approach demonstrates

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a proactive partnership model, gives effect to Te Tiriti o Waitangi principles, and supports meaningful Māori participation throughout the life of the project.

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### Climate Change - Te Huringa o te āhuarangi

Endorsement of the procurement approach has no direct impact on climate change; however, the project does have implications for greenhouse gas emissions and Napier's adaptation to a changing climate. These impacts are recognised and are being actively considered and mitigated through project design and delivery.

#### 1. Greenhouse Gas Emissions Impact Assessment

##### Will this decision lead to an increase or reduction in greenhouse gas emissions (GHGs)?

Increase (during construction), with mitigation measures in place; neutral to reduced operational emissions relative to the existing Enfield Reservoir.

##### Emissions Sources Affected:

The construction phase will involve activities such as earthworks, transport, use of heavy machinery, and construction materials (notably concrete and steel), which are associated with increased greenhouse gas emissions. Once operational, the replacement of the ageing Enfield Reservoir with a modern facility is expected to reduce ongoing maintenance, reactive repairs, and inefficiencies, resulting in lower operational emissions over the life of the asset compared with the existing infrastructure.

##### Emissions Estimation / Modelling:

An embodied carbon assessment was undertaken at concept design stage to compare feasible reservoir design options and materials. This assessment indicates that a circular concrete reservoir represents the lowest embodied carbon option.

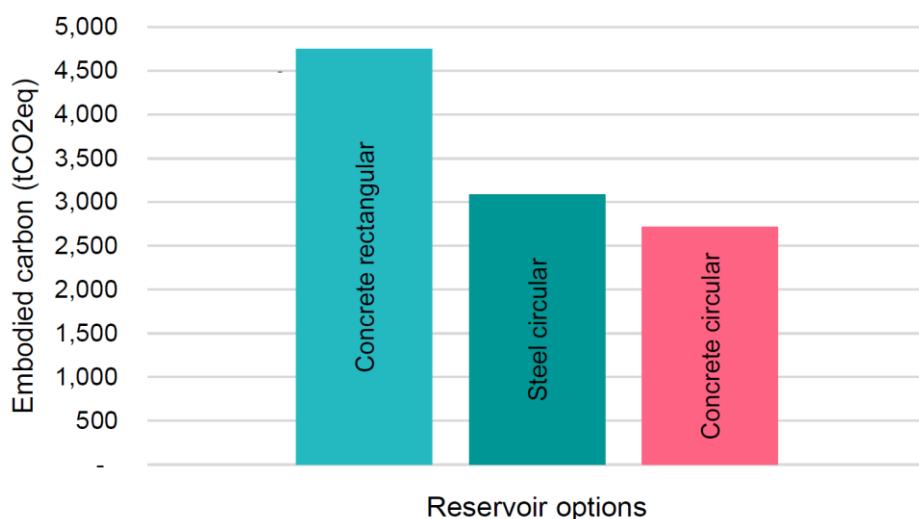


Figure 2- Embodied carbon for reservoir options

##### Steps to Minimise Emissions:

Emissions are being minimised by:

- Selecting lower-carbon design options where practicable.
- Optimising design to reduce material use and excavation.

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- Allowing contractors to propose efficient construction methodologies through the procurement process.
- Considering logistics and construction sequencing to reduce unnecessary transport and fuel use.

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## 2. Climate Adaptation Impact Assessment

### How could climate change affect this decision over time?

The reservoir is a long-life asset and is influenced by climate-related risks such as drought, increased water demand during heatwaves, and more frequent extreme weather events.

#### Adaptation Measures Included:

- The reservoir increases water storage capacity and system redundancy, improving resilience to drought and peak demand conditions.
- Design standards consider durability, seismic resilience, and long-term operational reliability under future climate conditions.

#### Support for Community Adaptation

- By investing in resilient water supply infrastructure, the project supports Napier's ability to adapt to climate change and maintain essential services, including drinking water supply and firefighting capability.

### **LTP/ Annual Plan/ Financial Strategy/ Infrastructure Strategy - Te Pae Tawhiti/ ā-tau / ā- Taunaki Ahumoni /ā- Taunaki Hanganga**

The Mataruahou Reservoir project is included in the Council's Long-Term Plan and has allocated funding within the capital works programme. The project forms part of Council's broader 10-year programme to renew, replace, and future-proof key water supply assets, ensuring Napier residents and ratepayers continue to receive safe, reliable drinking water.

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#### **Financial considerations - Whai whakaaro Ahumoni:**

Budget for the Mataruahou Reservoir project is being confirmed through the Annual Plan process. The two-stage ROI/RFT procurement approach supports Council's objective of financial sustainability by encouraging competitive bids, ensuring quality contractors are selected, and allowing time for clear design and tender documentation to be produced which will reduce the risk of cost overruns.

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#### **Significance and Engagement - Ko te Hiranga me te Hiwaia o te whakaaro:**

The endorsement of the procurement approach has been assessed under the Council's Significance and Engagement Policy as being of low significance, however the Mataruahou Reservoir Project is of **high significance**.

#### **Assessment rationale:**

**Importance to Napier:** The Mataruahou Reservoir is a strategic water supply asset, essential for public health, environmental protection, and long-term resilience of the city's water network.

**Community interest:** There is strong interest from neighbouring property owners, the wider community, and mana whenua, with expectations for robust environmental, safety, and cultural outcomes.

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**Consistency with existing policy and strategy:** The project aligns with Council's infrastructure, financial, and environmental strategies, and supports the levels of service outlined in the Long-Term Plan.

**Impact on Council's finances, capacity, and capability:** The project involves substantial capital investment, affects operational budgets, and requires significant Council resources, expertise, and oversight.

**Policy criteria:** The project meets multiple high significance factors listed in Schedule 3, including strategic asset involvement, major financial investment, and broad community and mana whenua interest.

**Engagement requirement:**

Given its high significance, external engagement will be robust and ongoing, including:

Consultation and regular kōrero with mana whenua to embed cultural values and tikanga in design outcomes.

Engagement with neighbouring properties and affected stakeholders to address potential construction impacts, access, and environmental management.

Wider community information sharing through updates, public notices, and meetings to explain project benefits, timelines, and mitigation measures.

The engagement approach is proportionate to the project's significance, employing methods such as consultation, involvement, and collaboration in line with the Council's engagement spectrum.

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**Consultation (internal/external) - Ngā Uiuinga (Ki te Kaunihera /ki ngā tāngata katoa)**

Engagement on the procurement approach has been undertaken within the project team responsible for delivery of the Mataruahou Reservoir project, including NCC Water Services, the NCC Procurement Team, and the Stantec design team.

Given the high significance of the Project, consultation and engagement continue to be a priority, as outlined below.

**Internal Engagement:**

Engagement has occurred with the following Council departments and positions:

- Sustainable Napier Committee (prior to governance changes following elections)
- Ngā Mānukanuka o te Iwi (Māori Committee)
- Finance Team (for budget, LTP alignment, and funding)
- Compliance & Standards team (for compliance and consenting advice)
- Māori Partnerships Team

Engagement has been ongoing throughout the project, with formal meetings during planning, procurement, and reporting stages to ensure alignment with Council policies and delegated authority.

**External Engagement:**

Consultation has taken place with:

- Mana Ahuriri Trust and other mana whenua representatives regarding cultural and environmental considerations

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- Hawke's Bay Regional Council (HBRC) for consenting and environmental advice
- Neighbouring landowners and adjacent residents affected by land purchase, easements, or construction activities
- Utility providers (e.g. electricity) for coordination and protection of existing services
- Hawke's Bay Airport regarding operational and safety considerations, as the reservoir sits on a prominent high point in the city

Engagement with external parties began during project scoping and has continued through detailed design, ensuring community and stakeholder input informs decision-making.

**Contrary Views / Concerns:**

- Neighbouring property owners raised concerns regarding visual impacts, land use, and access. These concerns are being addressed through ongoing consultation, with the project team working closely with affected residents.

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**Risks: Legal/ Health and Safety etc. - *Whaktūpato Ture/ Hauora me te Haumaru***

The key risks and mitigations for the recommended procurement approach include:

- Limited Market Interest: Few capable suppliers may participate due to project size, complexity, or location. Mitigation: Clear ROI to shortlist capable suppliers, flexible evaluation criteria to attract multiple bidders.
- Incomplete capability assessment: Risk that shortlisted contractors are not fully capable, leading to delays or quality issues. Mitigation: Robust ROI stage focusing on technical capability, financial stability, and relevant experience before RFT.
- Schedule delays: Delays in procurement can impact overall project timeline. Mitigation: Stagger ROI and RFT to allow concurrent design finalisation and procurement; clear timelines and milestones.
- Design changes / scope creep: Changes during design can increase costs or require renegotiation. Mitigation: Two stage tender process allows design finalisation to run concurrently with the first stage ROI allowing flexibility to accommodate design evolution.
- Contractor underperformance: Selected contractor may fail to meet quality, safety, or environmental requirements. Mitigation: Two-stage process puts quality attributes such as skills and experience at the forefront of the evaluation. Robust performance specifications and clear contract KPIs and monitoring.
- Contractor availability and market capacity: Limited availability of skilled labour, equipment, or materials in NZ can affect delivery. Mitigation: simple ROI process prequalification at ROI, flexible procurement timelines, and multiple sourcing options where possible.

The key risks for the Mataruahou Reservoir project include:

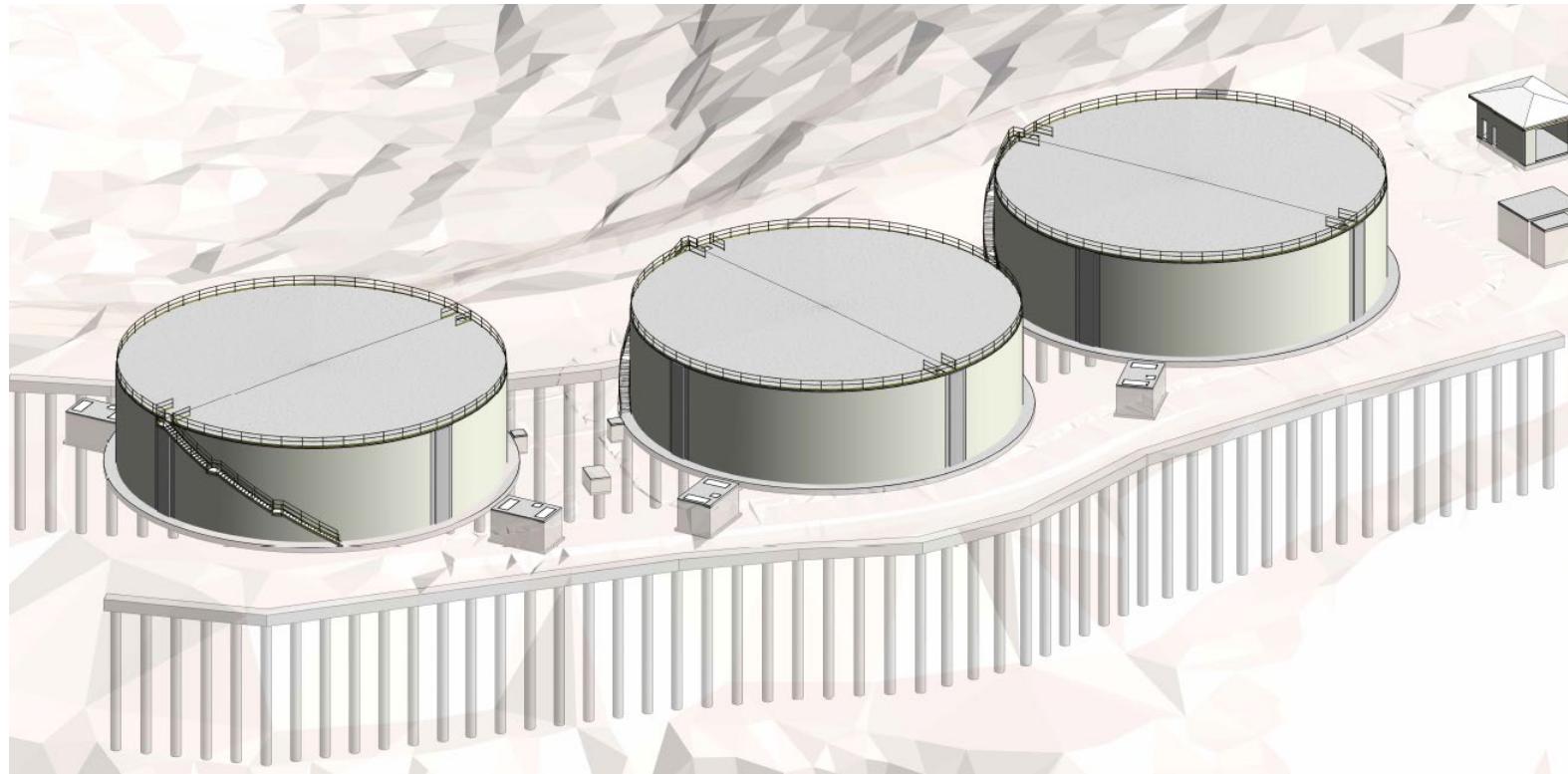
- Legal / Consent Compliance: Risk of non-compliance with resource consents or statutory requirements, particularly related to reservoir construction, land use, and water management. Mitigation: This is managed through early engagement with HBRC, legal review of consents, and providing robust compliance monitoring during design and construction.
- Environmental and Visual Effects: Risk of adverse visual or landscape effects due to the reservoir's prominent location. Mitigation: This is being managed through landscape

- design, visual mitigation measures, and ongoing engagement with neighbouring residents and mana whenua during detailed design.
- Health & Safety: Risk of injury to workers or the public during reservoir construction, including earthworks, high structures, and access to elevated sites. Mitigation: Controls include a project-specific Health & Safety Plan, contractor induction, strict site safety protocols, and regular audits.
- Financial / Cost Overrun: Risk of exceeding the budget allocated from the current financial year to project completion. Mitigation: This is managed through the two-stage ROI/RFT procurement to secure competitive pricing, contingency allowances, and ongoing financial monitoring.
- Infrastructure / Operational Compliance: Risk that the reservoir design or construction does not meet Council infrastructure standards or long-term operational needs, including storage capacity, water quality, and resilience. Mitigation: Controls include technical peer reviews, construction oversight, and coordination with Council asset managers.

Collectively, these measures support the safe, compliant, sustainable, and cost-effective delivery of the Mataruahou Reservoir, consistent with Council standards and long-term water supply objectives.

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# Mataruahou Reservoir – Proposed Procurement Approach



# Purpose:



To seek Council **endorsement** of the procurement approach for the Mataruahou Reservoir Project: Construct two water storage reservoirs + associated infrastructure



2 stage procurement: **Registration of Interest (ROI)** followed by **Request for Tender (RFT)** to the shortlisted suppliers



Note: Procurement plan **does not** commit financial expenditure.



**NAPIER**  
CITY COUNCIL  
Te Kaunihera o Ahuriri

# Background and Importance



Enfield Reservoir: 85+ years of service. Replacement by Matarauhau Reservoir will ensure continued water reliability. Photo: 2023

## Project Purpose and Scalability

The reservoir replaces aging infrastructure, designed for scalable capacity to meet growing water demands

## Technical Feasibility and Resilience

Design ensures seismic resilience and hydraulic efficiency with preferred structural solutions confirmed.

## Cultural and Community Commitment

Project integrates mātauranga Māori and Treaty of Waitangi principles reflecting community values.

## Strategic Importance and Sustainability

Supports public health, emergency response, and climate adaptation while enhancing operational efficiency.

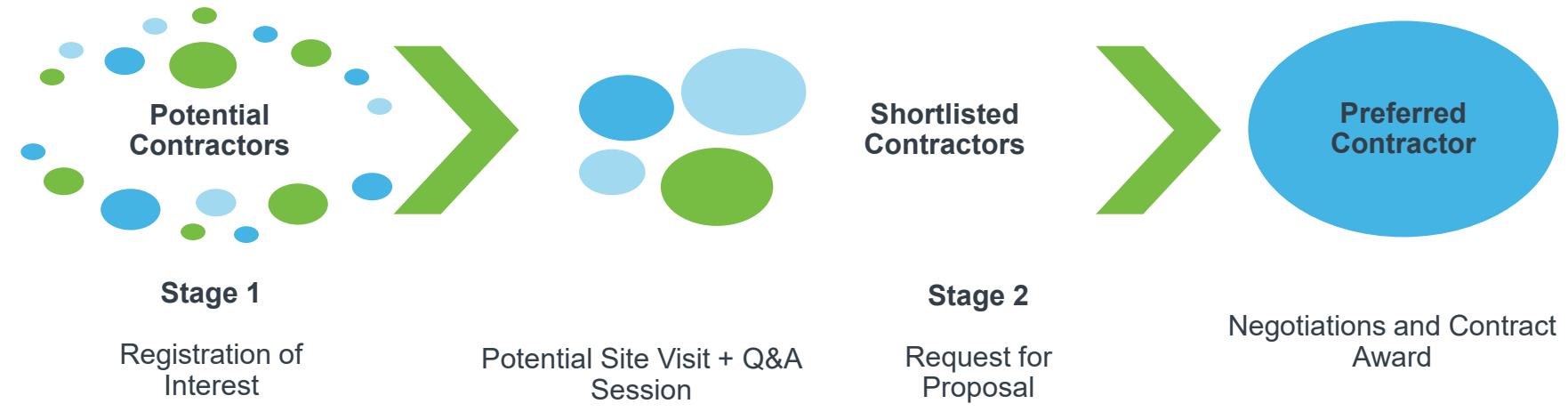


# Options Analysis and Recommended Approach

OPTION	DESCRIPTION	ADVANTAGES	DISADVANTAGES	RECOMMENDATION
Option One	Two-Stage ROI/RFT	Transparent Simple ROI for supplier registration Capable shortlist created Reduced RFT evaluation time Aligns with governance/design completion	Slightly longer timeline	Recommended
Option Two	Single-Stage Open Tender	Transparent Slightly shorter timeline Simpler administration	Higher risk of non-compliance Expensive bid process for market Large response limits supplier engagement	Not preferred
Option Three	Direct Negotiation	Fastest approach	Contravenes policy High-cost risk Low transparency	Not recommended



# Recommended Two-Stage Procurement



Open market opportunity to shortlist contractors with relevant reservoir construction and environmental compliance experience.

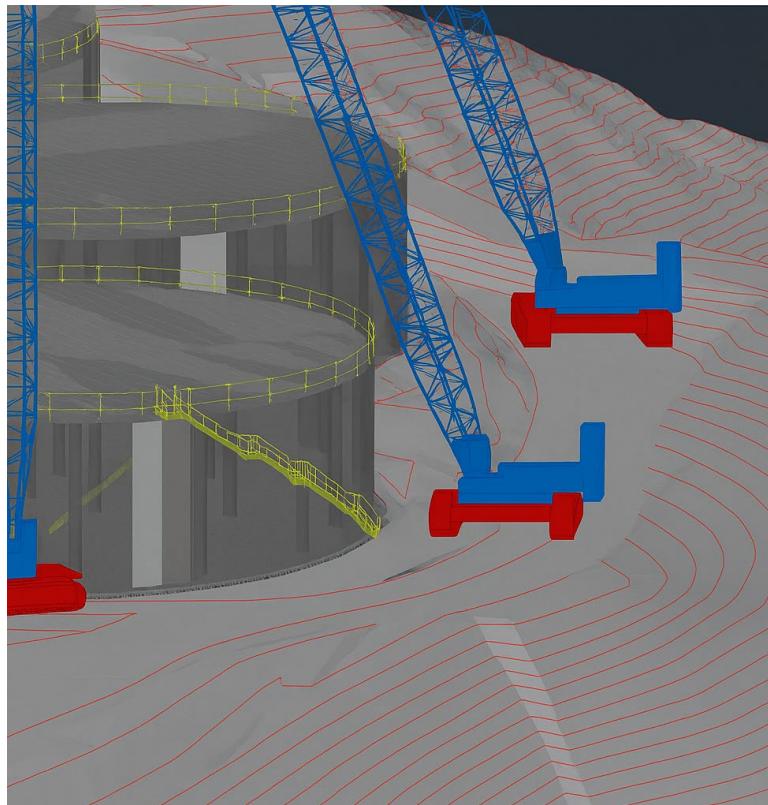
Interactive engagement with a small shortlist can facilitate innovative and sustainable solutions, enhancing efficiency and long-term operational benefits.

Shortlisted contractors submit detailed tenders for evaluation of technical, safety, environmental, and commercial criteria



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# Rationale for Two-Stage Approach



## Market Transparency

An open ROI process ensures a broad pool of qualified contractors and fairness in opportunity. Simple registration process at low cost.

## Technical Complexity

Project demands seismic-resilient structures and integration with water networks requiring prequalification.

## Risk Management

Shortlisting experienced contractors reduces health, safety, environmental, and construction risks.

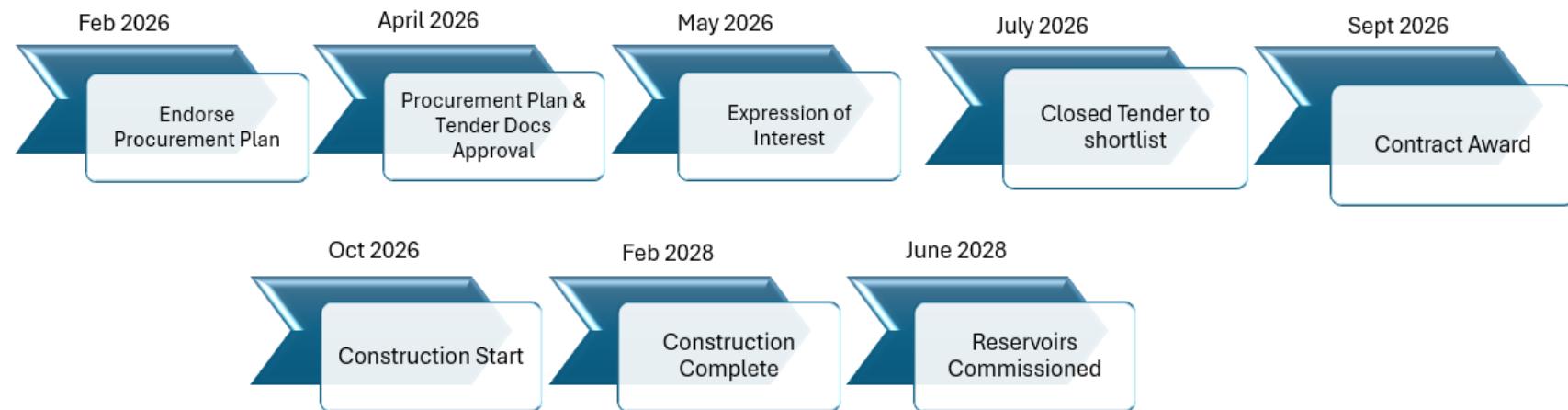
## Value for Money

Competitive pricing from capable suppliers ensures quality and programme certainty.



# Project Timeline and Key Milestones

- Spans 2.5 years, with commissioning planned for June 2028, ensuring timely delivery.
- Critical milestones include procurement endorsement, design, consent applications, construction, and commissioning phases.
- The timeline integrates regulatory compliance, cultural co-design, environmental assessments, and risk mitigation measures.



# Metrics for Success



**On-Time Delivery** - Project milestones achieved according to schedule; commissioning by June 2028.

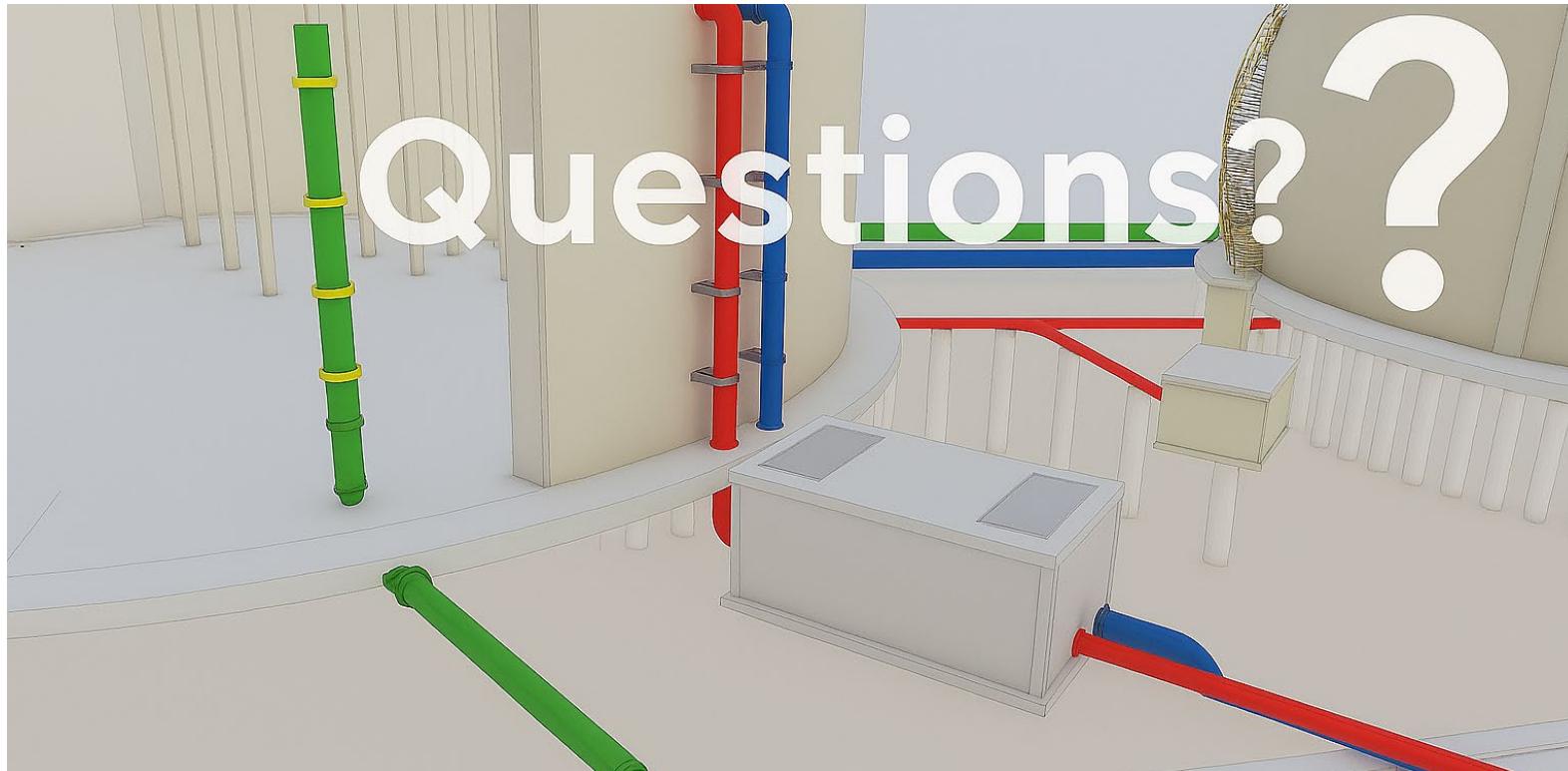
**Budget Compliance** - Delivered within the approved budget.

**Cultural & Community Integration** - Mana Whenua co-design incorporated; community values reflected.

**Regulatory & Environmental Compliance** - All consents, standards, and monitoring requirements met.



# Questions



## 4. ELECTED MEMBER APPOINTMENTS

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*Type of Report:* Procedural

*Legal Reference:* N/A

*Document ID:* 1894362

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

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 The purpose of this report is to approve the appointment of elected members to the Hawke's Bay Museum Trust and to the newly formed Coastal Hazards Advisory Group.

### 2.0 Recommendations - Ngā Tūtohunga

#### That the Council:

- a. **Receives** the report titled 'Elected Member Appointments' dated 12 February 2026.
- b. **Approves** the appointment of Councillor Chrystal to the Hawke's Bay Museum Trust as the Napier City Council representative.
- c. **Approves** the appointment of Councillors Brownlie and Price as the Napier City Council representatives on the Coastal Hazards Advisory Group.

### 3.0 Discussion - Ngā Whakamārama:

#### Hawke's Bay Museums Trust

- 3.1 Napier City Council (NCC) is required to appoint a member to the Hawke's Bay Museum Trust. The incumbent NCC appointee, Tania Wright, has resigned from the Trust and needs to be replaced. Councillor Chrystal is the Mayor's nominated replacement appointee for the Trust.

#### Coastal Hazards Advisory Group

- 3.2 Hawke's Bay Regional Council (HBRC) have written to NCC inviting two appointments for a governance advisory group to support the final phases of community engagement on the Clifton to Tangoio Coastal Hazards Strategy (**Attachment 1 & 2**) and in the lead up to formal decision-making by HBRC as part of its 2027 Long-term Plan. The Strategy was developed with oversight via a Joint Committee which NCC had appointees sitting on. The Joint Committee was not re-established after the 2025 Local Government Election.
- 3.3 Councillors Brownlie and Price are the Mayor's nominated appointees to represent NCC on the Coastal Hazards Advisory Group.

### 4.0 Options - He kōwhiringa anō:

#### 4.1 Option One - Recommended Option

- a) Approve the appointment of Councillor Chrystal to the Hawke's Bay Museum Trust as the Napier City Council representative; and

- b) Approve the appointment of Councillors Brownlie and Price as the Napier City Council representatives on the Coastal Hazards Advisory Group.

#### **4.2 Option Two**

- a) Nominate alternative appointees for consideration on the Hawke's Bay Museum Trust and on the Coastal Hazards Advisory Group.

#### **4.3 Option Three**

Choose not to accept HBRC's invitation to appoint NCC representation to the Coastal Hazards Advisory Group.

#### **5.0 Next Steps - Te Koke**

- 5.1 The Hawke's Bay Museum Trust and Hawke's Bay Regional Council will be notified of the decisions made.
- 5.2 Relevant meeting invitations will be forwarded to appointees.

#### **6.0 Attachments**

1 <u>l</u>	Re-establishing project governance for the Clifton to Tangoio Coastal Hazards Strategy Letter	Doc Id: 1894360
2 <u>l</u>	Hawke's Bay Regional Council Clifton to Tangoio Coastal Hazards Strategy Update and Governance appointments report	Doc Id: 1894361

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**Summary of Considerations - *Tuhinga Whakarāpopoto:***

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**Fit with purpose of Local Government - *Ngā aronga tā te Kaunihera- ā-rohe kōrero***

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 in the present and for the future.

Having NCC representation on both the Hawke's Bay Museum Trust and the Coastal Hazards Advisory Group ensures the Napier community is represented and has a voice in the decisions being made.

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**Māori Impact Statement - *He kōrero whaitake tā te māori kōrero:***

This appointment decision is an administrative decision.

However, as the nominated appointees represent all communities within Napier city, they will carry the views expressed to them by Māori to the meetings and consider those as part of their decision making.

In addition, the Clifton to Tangoio Coastal Hazards Strategy Mātauranga Māori Workstream actively seeks engagement with tangata whenua on the Strategy, as outlined in **Attachment 2**.

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**Climate Change - *Te Huringa o te āhuarangi***

The decision to appoint representatives to the Hawke's Bay Museum Trust and to the Coastal Hazards Advisory Group is an administrative decision with no climate-related implications.

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**LTP/ Annual Plan/ Financial Strategy/ Infrastructure Strategy - *Te Pae Tawhiti/ ā-tau / ā- Taunaki Ahumoni /ā- Taunaki Hanganga***

No implications.

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**Financial considerations - *Whai whakaaro Ahumoni:***

This decision has no financial implications

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**Significance and Engagement - *Ko te Hiranga me te Hiwaia o te whakaaro:***

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

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**Consultation (internal/external) - *Ngā Uiringa (Ki te Kaunihera /ki ngā tāngata katoa)***

The Mayor has engaged with their nominated appointees. There has been no further engagement.

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**Risks: Legal/ Health and Safety etc. - *Whaktūpato Ture/ Hauora me te Haumaru***

The decision to have NCC representation on the Hawke's Bay Museum Trust and on the Coastal Hazards Advisory Group mitigates the risk of decisions being made by these groups without the Napier community voice being part of them.

There are no other known risks.



13 January 2026

Mayor Richard McGrath  
Napier City Council

**VIA Email** - [mayor@napier.govt.nz](mailto:mayor@napier.govt.nz)

Dear Mayor Richard

**RE: Re-establishing project governance for the Clifton to Tangoio Coastal Hazards Strategy**

As you are aware, the Clifton to Tangoio Coastal Hazards Strategy (Strategy) is being developed to provide a coordinated approach to identifying and responding to the coastal hazards of erosion and inundation between Clifton and Tangoio, and the influence of sea level rise, over the next 100 years.

Strategy development has been overseen by a Joint Committee, formed by Hawke's Bay Regional Council (HBRC), Maungaharuru-Tangitū Trust, Napier City Council (NCC), Mana Ahuriri Trust, Hastings District Council (HDC) and Tamatea Pōkai Whenua.

Following an extensive process underpinned by community-based assessment panels, the Joint Committee delivered its proposed Strategy to HBRC in August 2024.

In early 2025, HBRC elected to commence community engagement on the proposed Strategy, particularly focused on the costs of implementation, prior to advancing the Strategy to formal consultation as part of its next Long-term Plan.

That engagement process has progressed well through 2025, with a primary focus on reengaging with community members to test proposed Strategy actions and, importantly, how these actions can be funded. Funding remains the most challenging component of progressing to implementation, with significant new contributions from ratepayers likely to be required for meaningful progress to be made.

Can I take this opportunity to express my thanks to staff and councillors from your organisation who have continued to support this engagement effort, particularly to Councillors Keith Price and Roger Brownlie who have attended, chaired and supported Focus Group meetings throughout the year.

Following local elections in 2025, the Joint Committee has not been re-established. This was largely because its work had concluded, pending a formal decision from HBRC.

However, the lack of a dedicated governance structure for the Strategy has left it under-supported through the concluding phases of community engagement and through a period of significant reform and change. Further, no formal decision on the Strategy is likely to be made by HBRC until Long-term Plan decisions are made in 2027.

In response to these issues, at the Hawke's Bay Regional Council meeting on 17 December 2025, HBRC passed a resolution to establish a 'Coastal Hazards Advisory Group' to provide dedicated project governance for the Strategy, until such time as a formal decision is made by HBRC on the recommendations of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.

The full paper and resolution can be accessed [here](#).

At this meeting, Councillors Jerf van Beek and Louise Parsons were appointed as the HBRC representatives.

HBRC wishes to invite two governance appointments from your organisation to join the Coastal Hazards Advisory Group. The focus will be on providing oversight for the concluding phases of the community engagement and in the lead up to formal decision-making by HBRC as part of its next Long-term Plan.

Can you please respond to advise if you wish to take up this invitation, and if so, who your representative(s) will be.

If there is broad support for this governance group to be established, a first meeting of the Coastal Hazards Advisory Group is proposed in February 2026, to provide an update on the community engagement process and key findings to date.

If you have any questions, please don't hesitate to contact me, our project manager Simon Bendall ([simon@traverse.co.nz](mailto:simon@traverse.co.nz) or 021 918 489), or your staff representative of the Strategy's Technical Advisory Group.

I otherwise look forward to your response.

Yours sincerely



**Chris Dolley**  
**Group Manager Asset Management**  
Email: chris.dolley@hbrc.govt.nz

<b>Item number:</b>	4.3
<b>Title:</b>	<b>Clifton to Tangoio Coastal Hazards Strategy update and Governance appointments</b>

**Reason for report**

1. This report provides an update on the Clifton to Tangoio Coastal Hazards Strategy (Strategy) project and seeks a decision from Hawke's Bay Regional Council to appoint 2 councillors to a proposed Advisory Group.

**Executive Summary**

2. The Strategy is being developed to provide a coordinated approach to identifying and responding to the coastal hazards of erosion and inundation between Clifton and Tangoio, and the influence of sea level rise over the next 100 years.
3. Strategy development has been overseen by a Joint Committee, formed by HBRC, Maungaharuru-Tangitū Trust, Napier City Council (NCC), Mana Ahuriri Trust, Hastings District Council (HDC) and Tamatea Pōkai Whenua.
4. Following an extensive process underpinned by community-based assessment panels, the Joint Committee delivered its proposed Strategy to HBRC in August 2024.
5. HBRC elected to commence community engagement on the proposed Strategy, particularly focused on the costs of implementation, prior to advancing the Strategy to formal consultation as part of its Long-term Plan.
6. Following local elections in 2025, the Joint Committee has not been re-established. This was largely because its work had concluded, pending a formal decision from HBRC.
7. However, the lack of a dedicated governance structure for the Strategy has left it under-supported through the concluding phases of community engagement and through a period of significant reform and change. No formal decision on the Strategy is likely to be made by HBRC until Long Term Plan decisions are made in 2027.
8. This agenda item provides a brief background on the Strategy and its current status, and requests the re-establishment of a dedicated project governance structure.

**Recommendations**

**That Hawke's Bay Regional Council:**

1. **Receives and considers the *Clifton to Tangoio Coastal Hazards Strategy update and Governance appointments* staff report.**
2. **Agrees that the decision to be made is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.**
3. **Agrees to establish a 'Coastal Hazards Advisory Group' to provide dedicated project governance for the Clifton to Tangoio Coastal Hazards Strategy, until such time as a formal decision is made by HBRC on the recommendations of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.**
4. **Appoints Councillors \_\_\_\_\_ and \_\_\_\_\_ as the HBRC councillor representatives on the Coastal Hazards Advisory Group**
5. **Invites up to two governance member appointments to the Coastal Hazards Advisory Group from**

**Maungaharuru-Tangitū Trust, Napier City Council, Mana Ahuriri, Hastings District Council and Tamatea Pōkai Whenua.**

**Background**

9. The Strategy development process began in late 2014 as a collaborative project between HBRC, Maungaharuru-Tangitū Trust, Napier City Council (NCC), Mana Ahuriri, Hastings District Council (HDC) and Tamatea Pōkai Whenua (at that time, He Toa Takitini).
10. The Strategy is being developed to provide a coordinated approach to identifying and responding to the coastal hazards of erosion and inundation between Clifton and Tangoio, and the influence of sea level rise, over the next 100 years.
11. Following an extensive development process, the Clifton to Tangoio Coastal Hazards Strategy Joint Committee (Joint Committee) confirmed a proposed Strategy document in August 2024. The following resolution was passed at their meeting on 9 August 2024:

*That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:*

- 11.1. *Receives and considers the Clifton to Tangoio Coastal Hazards Strategy and Long Term Plan Amendment recommendations to HBRC staff report.*
- 11.2. *Recommends that Hawke's Bay Regional Council:*
- 11.3. *Receives the proposed Clifton to Tangoio Coastal Hazards Strategy dated July 2024 and provided as Attachment 1*
- 11.4. *Using the proposed funding principles included in the Strategy, refine and finalise a funding model for Strategy implementation*
- 11.5. *Prepare a final Clifton to Tangoio Coastal Hazards Strategy for community consultation in accordance with the requirements of the Local Government Act 2002.*
- 11.6. *Commence community consultation no later than March 2025.*
12. Following the terms of the agreed Memorandum of Transition signed by HBRC, NCC and HDC in 2022, the Joint Committee's proposed Strategy was prepared as a recommendation for HBRC to take forward to implementation.
13. HBRC formally received the Joint Committee's recommendations and proposed Strategy on 28 August 2024.
14. Following two further workshops on the matter, the following resolution was passed at the Council meeting on 29 January 2025:

*That Hawke's Bay Regional Council:*

- 14.1. *Receives and considers the Clifton to Tangoio Coastal Hazards Strategy implementation staff report.*
- 14.2. *Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.*
- 14.3. *Reconfirms Council's commitment to the Memorandum of Transition signed with the Napier City Council and Hastings District Council in May 2022, which sets out that subject to the adoption of an amendment to its Long Term Plan in accordance with s.16 of the Local Government Act 2022, Hawke's Bay Regional Council will lead implementation of the Clifton to Tangoio Coastal Hazards Strategy.*

- 14.4. Confirms that the Clifton to Tangoio Coastal Hazards Strategy Joint Committee has developed and presented a draft Strategy, which was received by Council on 28 August 2024.
- 14.5. Confirms that having considered the Joint Committee's draft Strategy, and taking into account the costs of implementation, the ability of households and communities to meet these costs alongside other financial pressures, and Council's current focus and priority on Cyclone Gabrielle recovery and flood resilience, that the Strategy in its current form is not progressed to implementation at this time.
- 14.6. Instructs the Technical Advisory Group for the Strategy to undertake community engagement through 2025 to test:
  - 14.6.1. the outcomes developed by Strategy
  - 14.6.2. implementation costs
  - 14.6.3. funding methods
  - 14.6.4. preferred options.
- 14.7. Instructs the Technical Advisory Group for the Strategy to report back to Council at the conclusion of 2025's community engagement.
- 14.8. Instructs the Chief Executive to work with Napier City Council and Hastings District Council to confirm project resourcing and progress no or low-regrets opportunities to respond to the ongoing risks posed by coastal hazards while the Strategy development process continues.

#### **Community engagement update**

15. As directed by Council in the January 2025 resolution, the Strategy's Technical Advisory Group (TAG) is undertaking community engagement through an agreed structured approach (**Figure 1**).
16. A full update on the outcome of this engagement is intended to be presented to Council from March 2026. An interim update is provided in the following sections.

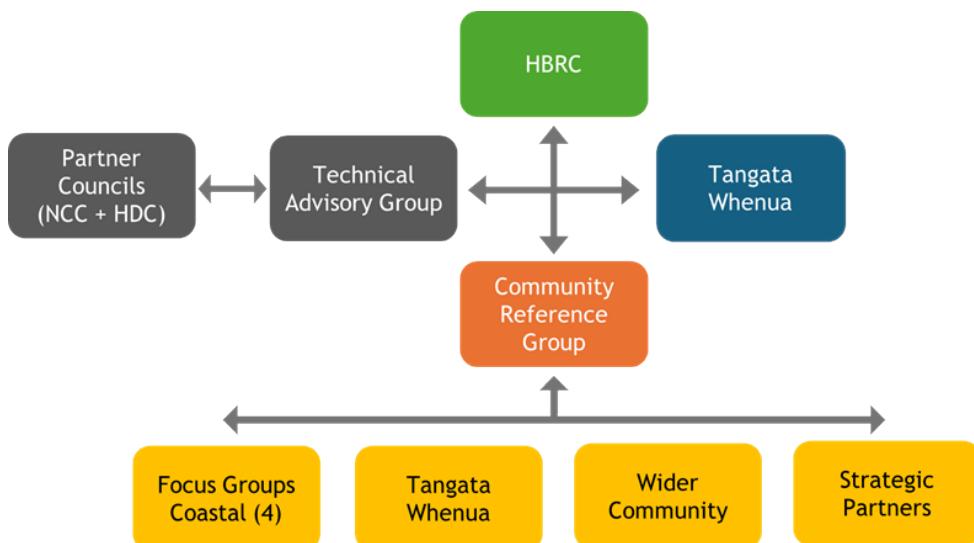


Figure 1: Coastal Strategy Engagement through 2025

#### **Tangata whenua (refer to Figure 1)**

17. Supported by an external consultant, the Mātauranga Māori Workstream continues to seek engagement with tangata whenua.

18. The first output of this workstream is to develop cultural framework documents based on PSGE areas, that:
  - 18.1. captures what's important / valued by whānau / the depth of relatedness at the Coast / spiritual connections
  - 18.2. articulates aspirations of whānau / hapū
  - 18.3. provides a mechanism for knowledge / Mātauranga to guide the development and implementation of the Strategy, and
  - 18.4. Supports cross-application, e.g. has utility for RPS / District Plans / RM Reform, etc.
19. The framework for Mana Ahuriri Trust has been completed and endorsed. Work is progressing on a similar framework for Maungaharuru-Tangitū Trust, to be followed by Tamatea Pōkai Whenua.
20. A hui was held with Matahiwi Marae in September 2024 to discuss the Strategy, with a follow-up hui / livestream korero held on 4 August 2025.

**Community Reference Group** (refer to Figure 1)

21. Following an open expressions of interest process, a Community Reference Group (CRG) has been formed. Just over thirty community members are actively participating in the CRG, supported by HBRC, Napier City and Hastings District councillors and staff. The Port of Napier also has representatives in attendance.
22. The purpose of the CRG is to collate information and feedback, including from Focus Groups and the wider community, and to present advice to HBRC that will contribute to decision-making on which options and funding models move forward to formal consultation.
23. The CRG is meeting as required, with 2 further meetings planned in the New Year.

**Focus Groups** (refer to Figure 1)

24. Following an open expressions of interest process, four Focus Groups have been formed, one for each of the communities where specific and urgent coastal hazards works are proposed by the Joint Committee's recommended Strategy.
25. The purpose of the Focus Groups is to consider the options proposed in the Strategy that directly relate to their location and communities.
26. The Focus Groups are working together in a northern (Bay View + Westshore) and southern (Haumoana and Te Awanga) grouping, with 12 – 15 community members in each grouping.
27. The Focus Groups are meeting on a 3-weekly basis, and intend to conclude their work in early 2026.

**Wider Community Engagement** (refer to Figure 1)

28. A range of initiatives are underway or completed to raise awareness on this work and seek wider community input and feedback, including:
  - 28.1. An updated project website ([www.hbcoast.co.nz](http://www.hbcoast.co.nz)).
  - 28.2. Newsletters and media releases.
  - 28.3. The installation of 'CoastSnap' stations at 10 locations along the Clifton to Tangoio coastline (<https://www.coastsnap.com/>).
  - 28.4. Community drop in events at Westshore and Haumoana on 29 November 2025.
  - 28.5. A community survey (<https://www.surveymonkey.com/r/8MM2YMR>) open until Monday 8 December. In the New Year, a follow up survey is planned, seeking more input on costs and funding. AT the time of writing, 90 responses to this survey have been received.

### Project Governance

29. The Memorandum of Transition signed by the three Councils in 2022 anticipated that once the Strategy was embedded in HBRCs Long-term Plan, the Joint Committee would be disestablished. In its place, a "Coastal Hazards Advisory Committee" (Advisory Committee) would be formed.
30. The Advisory Committee would provide advice to and support for HBRC in undertaking its new coastal hazards adaptation functions. A draft Terms of Reference for this Committee was included as Schedule One to the Memorandum of Transition.
31. It was not expected or anticipated that the Joint Committee would be disestablished and that there would be no governance structure in place before decisions were taken on including the Strategy in HBRC's Long-term Plan. However, this is the current position.
32. The Joint Committee has not been formally reconstituted for the new triennium largely because the Joint Committee's work has effectively concluded, with their recommendations now sitting with HBRC for formal response.
33. A number of factors support the re-establishment of dedicated project governance for the Strategy until such time as a formal decision is made by HBRC:
  - 33.1. the Government's recently released 'National Adaptation Framework' that signals that adaptation planning for climate-driven natural hazards risks will soon become mandatory for priority locations, and that territorial authorities will be responsible for preparing these plans
  - 33.2. the continued efforts to engage effectively with tangata whenua and reflect Mātauranga Māori through the Strategy
  - 33.3. direct HBRC councillor involvement in the closing stages of community engagement where the most complex challenges of costs and who pays are being traversed would be beneficial, and support deliberations at full Council
  - 33.4. ongoing involvement and interest in the Strategy from Napier City and Hastings District Councillors who have continued to actively support and bring value to the community engagement process, including chairing Focus Group meetings and attending community engagement events
  - 33.5. ongoing Partner Council support for the project, including through the TAG and co-funding
  - 33.6. strong support and a specific request from community members engaged in the Focus Groups for continued cross-council collaboration at a governance level
  - 33.7. ongoing coastal hazards issues and projects at the coast that involve all three Councils, and
  - 33.8. that a formal decision by HBRC on the future of the Strategy may not be confirmed until Long-Term Plan decision-making in mid 2027.

### Options considered

34. Staff have identified all reasonably practicable options and assessed them in terms of their advantages and disadvantages. The options are:
  - 34.1. **Option 1 – Status quo:** maintain the current situation, with no dedicated governance structure for the Strategy.
  - 34.2. **Option 2 – Original Joint Committee:** Re-establish the original Joint Committee under the previous terms of reference.
  - 34.3. **Option 3 – Advisory Joint Committee:** Establish a formal Coastal Hazards Advisory Joint Committee, under the terms of reference outlined in Schedule One to the Memorandum of Transition.

34.4. **Option 4 – Advisory Group:** Establish an informal Coastal Hazards Advisory Group, with the same membership as the original Joint Committee, as an interim governance structure.

#### Assessment of options

##### Option 1: Status quo

35. **Benefits:** No additional cost, no administrative burden, simplicity.

36. **Disadvantages:** lack of dedicated governance for the Coastal Strategy leaves this work under-supported through the concluding phases of community engagement where the most complex challenges of costs and who pays are being traversed, and through a period of significant legislative reform and change. No dedicated governance support in place for engagement with Tangata Whenua. TA councillors, who remain actively supportive of and engaged in community discussions, would be left with no formal status or connection to the Strategy. May complicate continued co-funding arrangements between the Partner Councils.

37. **Assessment:** Least preferred option.

##### Option 2: Original Joint Committee

38. **Benefits:** Re-establishing a committee that has been in place for an extended period; existing Terms of Reference and long-established process and membership. Moves the Strategy back into alignment with the Memorandum of Transition, which anticipated that a Joint Committee would be in place until HBRC confirms a Strategy in its Long-term Plan. The Joint Committee had scope within its terms of reference to engage in central government processes and has prepared, lodged and spoken to submissions in the past; this function could be utilised through the current reform process.

39. **Disadvantages:** Formal Joint Committee under the LGA subject to standing orders etc, carries additional administrative complexity, burden and cost.

40. **Assessment:** Too formal and administratively complex for current interim project governance requirements. Not preferred.

##### Option 3: Advisory Joint Committee

41. **Benefits:** Anticipated by the Memorandum of Transition (albeit only after HBRC confirmed the Strategy in its Long Term Plan). Draft Terms of Reference already prepared (Schedule One to Memorandum of Transition).

42. **Disadvantages:** Requires a new Terms of Reference to be formally adopted by all participating Councils (not rolling over a pre-existing committee) which may take additional time. Formal Joint Committee under the LGA subject to standing orders etc, carries additional administrative complexity, burden and cost.

43. **Assessment:** Too formal and administratively complex for current interim project governance requirements. Not preferred.

##### Option 4: Advisory Group (preferred option)

44. **Benefits:** Informal and flexible. Able to be formed rapidly. Similar in form and function to the Steering Groups for the Reimagining Flood Resilience Project which have been successfully established. Able to be transitioned into a formal Joint Committee as and when needed.

45. **Disadvantages:** Some additional cost and administration implications over Option 1, but these are considered minor relative to the benefits of re-establishing dedicated project governance. Not anticipated by the Memorandum of Transition. An interim measure that will need to be re-visited once Strategy outcomes are confirmed.

46. **Assessment:** Preferred option. Best balance of cost to benefits and able to be rapidly deployed.

**Decision-making considerations**

47. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Depending on the significance of the decision, Council in its discretion must apply its judgement to the degree to which it considers the following decision-making requirements. The significance of the decision must be assessed first. Staff have assessed the requirements in relation to this decision item and have concluded:
  - 47.1. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy because it does not carry significant cost implications, does not significantly alter the service provision or affect a strategic asset, nor is it inconsistent with an existing policy or plan.
  - 47.2. None of the options considered will affect the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.
  - 47.3. Enabling the return of a dedicated governance structure for the Strategy provides for governance participation at the PSGE level.
  - 47.4. The persons likely to be affected by, or have an interest in the matter are those impacted by and exposed to coastal hazards, and the actions taken or not taken to respond.
  - 47.5. Through community engagement under the Strategy to date, a request for continued cross-council collaboration at a governance level has been made.
  - 47.6. The Strategy is a climate adaptation plan, that seeks to enable a coordinated and strategic response at the coast.
  - 47.7. There are no significant financial or resource implications. Any additional costs can be met within existing project budgets.
48. Given the nature and significance of the issue, staff have concluded that public consultation on this decision is not required.

**Authored by:**

**Simon Bendall (Project Lead - Traverse Environmental)**

**Approved by:**

**Chris Dolley**  
**Group Manager Asset Management**

**Attachments**

Nil

## 5. INFORMATION - ACTION REGISTER AS AT 27 JANUARY 2026

*Type of Report:* Operational

*Legal Reference:* N/A

*Document ID:* 1894297

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

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 The purpose of this report is to provide an extract from the Actions Register for Council to note. It does not include action points that were requested in public excluded Council or Committee meetings. The Action Points Register (Register) records the actions requested of Council officials in Council and Committee meetings.

### 2.0 Recommendations - Ngā Tūtohunga

#### That the Council

- a. **Receives** the report titled 'Information - Action Register as at 27 January 2026' dated 12 February 2026.

### 3.0 Background - Ngā Tuāpapa:

- 3.1 Officers have prepared the Action Points Register (Register) to keep track of action points raised at Council and Committee meetings in this triennium.

### 4.0 Discussion - Ngā Whakamārama:

- 4.1 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.
- 4.2 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.
- 4.3 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.

4.4 A traffic light system has been added to allow readers to see with at a glance which actions are yet to be started (red), which actions are underway (orange), and which actions have been completed (green).

## 5.0 Options - *He kōwhiringa anō:*

No options.

## 6.0 Attachments

1  2026-02-12 Open Action Points Register.pdf Doc Id: 1894981

## Open Action Points Register – 2022/2025 triennium meetings – as at 27 January 2026

Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed	Traffic Light
	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 back to the Napier People and Places Committee.	<p><b>22 January 2026:</b> Current location needs to be vacated by Sept 2026.</p> <p>Through discussions with the Chair of the Trust options in order of preference are:</p> <ol style="list-style-type: none"> <li>1. Interest is being gauged of parties participating in the aquarium tender process to include a planetarium experience in their development.</li> <li>2. NCC will gift ownership of equipment to the Trust so they can talk to interested partners about a new observatory/planetarium.</li> <li>3. The ownership of the Zeiss Projector will be transferred to Faraday Museum for display there.</li> </ol> <p>Suitable storage for the projector will be provided by NCC until the matter is settled. This action will be closed but officers will update Council with the final solution once found.</p>	

### Traffic Light

	Actioned		In progress		To be started
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Ref. number	Meeting raised		Topic	Who is responsible?		Action points	Progress/Completed	Traffic Light
	Name	Date		ED	Officer			
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.	<b>18 November 2025:</b> In progress for March Risk & Assurance Committee meeting.	
203	Future Napier	21/08/2025	Senior Parking	Rachael Bailey	Luke Johnson	Officers to explore the practicalities, risks and opportunities of Free Parking for seniors as outlined in the petition presented by Grey Power on 21 August 25.	<b>18 November 2025:</b> Officers are working through this and intend to bring it back to Council April 2026.	

### Action Points Register – 2025/2028 triennium – as of 27 January 2026

1	Council	6/11/2025	Waste Minimisation Contestable Funding Framework	Jess Ellerm	Stefni Wilson	Provide a copy of the Waste Levy Assessment Criteria for the fund to elected members.	<b>6 November 2025:</b> In progress.	
2	Council	11/12/2025	Action Points Register	Rachael Bailey	Anna Eady	A 'traffic light' tracking system to be added to the Action Register.	<b>20 January 2026:</b> Complete.	
3	Council	11/12/2025	Minor Matter	Jess Ellerm	Roading Team	Officers to investigate the safety concerns raised in relation to the Meeanee and Murphy Roads intersection and including access for Bledisoe School and report back to Council.	<b>27 January 2026:</b> Underway. Verbal update to 12 Feb Council meeting followed by full report to April Council meeting.	

## 6. LOCAL GOVERNMENT NEW ZEALAND REPORT: JULY TO DECEMBER 2025

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<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1894475
<i>Reporting Officer/s &amp; Unit:</i>	Anna Eady, Governance Manager

### NCC guide for report writers.docx

#### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 The purpose of this report is to provide the report “LGNZ four-monthly report for member Councils” for the period July to December 2025, with the council and public for their information.

#### 2.0 Recommendation - Ngā Tūtohunga

##### That the Council

- a. **Receives** the report titled ‘Local Government New Zealand Report: July to December 2025’ dated 12 February 2026.

#### 3.0 Background - Ngā Tuāpapa:

- 3.1 The four-monthly report summarises Local Government New Zealand’s (LGNZ) work on behalf of member councils. It is designed to be put on a council agenda for discussion and feedback. LGNZ will produce three four-monthly reports each year.
- 3.2 The four-monthly report complements the LGNZ regular communication channels (including the fortnightly e-newsletter ‘Keeping it Local’), providing a more in-depth look at what LGNZ does.

#### 4.0 Attachments

1 [🔗](#) 2026-02-12 LGNZ four-monthly report for members - December 2025 Doc Id: 1894468



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# LGNZ four-monthly report for member councils

// July-December 2025\*






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## Contents

This report summarises LGNZ's work on behalf of member councils and is produced three times a year. It's structured around LGNZ's purpose: to serve local government by **championing, connecting** and **supporting** members.

**Please put this report on the agenda for your next council meeting so that all councillors can review it and provide feedback.** National Council and LGNZ Leadership Team members are very happy to join council meetings online to discuss the report or any aspect of it – just let us know.

This report complements our regular communication channels, including *Keeping it Local* (our fortnightly e-newsletter), providing a more in-depth look at what we do.

\*This report covers just over five months, from July to mid December inclusive, to include all the post-election induction period and pre-Christmas reform announcements. The next report will cover December-March.

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## Introduction

### The reform storm

The next three years will heap reform on local government. Councils are already grappling with water reform but structural change and rates capping will stretch local government even further.

Local government needs strong political leadership and support to navigate reform and speak as an equal to Government. LGNZ's change in leadership, including National Council and the President, gives us an opportunity to reset priorities. Members need to see LGNZ being driven by members, for members. Members setting our advocacy priorities for the new triennium, as discussed in this report, is a critical part of that.

All the reform announcements are increasing pressure on elected members and staff. Providing feedback on structural reform, rates capping and resource management in the same tight timeframe will be extremely challenging for councils and LGNZ will be supporting you with draft submissions that you can use, informed by legal experts. We will also be engaging with officials and Ministers' offices, seeding stories in the media, and helping members speak directly to Ministers at our online and in-person events.

### Post-election highlights

Between the elections and mid December, LGNZ has:

- Delivered Mayors Induction in Wellington;
- Run Elected Member Induction in 13 locations around New Zealand;
- Delivered Chairs Induction in Wellington;
- Held Metro, R&P and Regional sector meetings in Wellington;
- Attended zone meetings around the country and led engagement on advocacy priorities; and
- Responded to three major reform announcements via media standups, meetings with officials, information to members, and opportunities for member engagement including zooms with Ministers and officials:
  - Local government structure;
  - Rates capping; and
  - Resource management legislation.

Members have been very positive about the series of big reform explainers we've shared over the past few weeks. These respond to a key request from Elected Member Induction: to explain simply and clearly each key reform local government faces, to inform conversations around council tables:

- [RMA replacement explainer](#)
- [Rates capping explainer](#)
- [Structural reform explainer](#)
- [Funding and financing explainer](#)
- [Resource management reform explainer](#)
- [Building system explainer](#)




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- [Climate change explainer](#)
- [Transport explainer](#)
- [Emergency management explainer](#)

We're now very focused on the February deadlines for the Government's local government structure, rates band and resource management consultations. We will both influence policy on behalf of members and engage with members to inform our feedback and their own submissions.

### Other highlights since July

In September, the Government announced a new regime for strengthening earthquake-prone buildings, driven by advocacy from LGNZ's seismic strengthening group led by Manawatū Mayor Michael Ford. This reform is expected to save New Zealanders more than \$8.2 billion in remediation and demolition costs.

Replacing the joint and several liability regime for buildings are also a significant win for LGNZ and will reduce councils' potential liability, with a shift to proportionate liability due to be in force by mid-2026.

Other highlights since our last four-monthly report include SuperLocal in July, which exceeded our attendance expectations. The programme, focused on doing the basics brilliantly, received extremely positive feedback.

With the support of the Local Government Funding Authority, Auckland, Hamilton, Tauranga, Wellington, Palmerston North, Hutt City, New Plymouth and Queenstown Lakes Councils, along with Rewire Aotearoa and EECA, we have now completed the final business case for the Ratepayer Assistance Scheme (RAS). The RAS will be off-balance sheet, offering ratepayers low-cost finance for rates-like charges (rates postponement, household electrification, and development contributions) as well as providing a return to councils. Minister Watts has expressed support for the RAS, which has the potential to be a game changer like the Local Government Funding Authority (which LGNZ also spearheaded). We have been working towards the RAS for several years and a government decision is imminent.

We ensured that the Policy.nz online platform for nationwide candidate information would stand up for the 2025 election, thanks to funding from a number of supporter councils. The platform went live on 29 August 2025, containing bios for 1,340 candidates from across 67 local councils and 11 regional councils. Analysis shows more people used Policy.nz in 2025 than in any previous election.



## Champion

### Government relations

In the past week alone, we met separately with Local Government Minister Simon Watts, Labour Leader Chris Hipkins, and Green Party local government spokesperson Celia Wade-Brown to discuss recent proposals impacting local government. Ensuring local government input – so reforms are robust and enduring – was central to all these discussions.

Over the past three months, we have engaged in detailed discussions with Beehive offices, including the Prime Minister's local government advisor and advisors to Ministers Watts, Bishop, Mitchell, Upston, Seymour and Penk. We received advance briefings on the resource management, local government structure, and rates band consultations, enabling us to prepare for those announcements (outlined below).

We were also given early notice of Minister Penk's changes to building liabilities and the earthquake-prone building system. LGNZ strongly advocated for these reforms. This allowed us to publicly endorse the changes, which were reported in the media, as constructive collaboration between central and local government.

The Ratepayer Assistance Scheme (discussed further below) has been another key advocacy focus. LGNZ met with Minister Costello, Minister Penk, Under Secretary Simon Court, Cameron Luxton, Andy Foster, Jamie Arbuckle, and Dr David Wilson to demonstrate how RAS will deliver genuine cost-of-living relief for New Zealanders.

Next week, we will meet with RMA spokespeople from across political parties to assess the details of the recently released bill. And on 23 December (11.30am–12.15pm), LGNZ will host a webinar with Ministers Bishop and Watts, giving our members the opportunity to ask questions about the recent proposals they have released.

### Media

Media is a key advocacy tool for LGNZ to both inform the public and advocate to central government by building momentum around an issue. Since August 2025, LGNZ has responded to almost 300 media enquiries and released 26 media releases. We've also appeared in more than 200 media stories across radio, print, digital and television. The range of topics included rates capping, structure of local government, elections, elected member abuse and local government funding and financing. A detailed breakdown of coverage is published in *Keeping it Local*, our fortnightly email newsletter to all members.

We revisited the work undertaken by the Electoral Reform Working Group with media, resulting in an excellent explainer article appearing in the [Post](#), the [Press](#) and the [Waikato Times](#).

Candidate nominations and elections have been a focus of our proactive media. We provided a [local elections media guide](#), and run briefing sessions with media outlets to help build more stories, which resulted in substantial coverage around the elections.




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SuperLocal attracted media interest from across the country, with 18 journalists attending from 11 media outlets over the two days and covering a wide range of local government issues.

### **Local government structure**

On 25 November, the Government released a proposal to replacing regional councillors with a board of all Mayors in that region – who would then develop a plan to reorganise all councils (and/or service delivery) in that region over the next two years.

Before the announcement went public, we had a confidential briefing from DIA and received embargoed details from the Government, which gave us time to prepare. We held a media standup, [issued a media release](#) and our points were covered by a wide range of media.

That same evening, senior advisors to Minister Bishop and Watts visited LGNZ. They are keen to keep engaging with LGNZ to work through the proposal in detail.

LGNZ has set up a zoom with Ministers Bishop and Watts for Mayors, Chairs and CEs on Tuesday 23 December, to discuss structure among other issues.

LGNZ sees a significant opportunity to improve the proposal and get a better result for New Zealanders and local government, especially given the proposal lacks detail about how the new system will work in practice. The transition to any new structure will also be critical to the success of any new system.

National Council has agreed to set up a working group to make sure LGNZ's submission is driven by member input and these meetings will start from mid January.

### **Rates capping**

The Government is consulting on the proposed formula and economic indicators for setting the target range, including whether 2-4% is appropriate.

DIA proposed a targeted consultation but we have convinced them that all councils should be able to submit, which they have agreed to.

The range proposed would apply to all rates (general rates, including the uniform annual charge, as well as targeted rates). It will exclude water charges and other non-rates revenue like fees and charges.

Councils would retain discretion over spending choices. However, they would need to comply with the new core services requirements and narrower purpose statement set out in the Local Government (System Improvements) Amendment Bill once this bill becomes law.

Extreme circumstances would allow exceptions to the target range. For example, global economic crises or recovery from natural disasters. There would be a regulator to review the cap, provide oversight over compliance and manage the variations process.

We are providing opportunities for members to engage with the Minister on 23 December and with DIA officials this Wednesday.




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National Council has agreed to set up a working group that will start meeting in mid January to inform LGNZ's submission, which will focus on what economic indicators the rates range should be based on.

### Local government funding and financing

#### Ratepayer Assistance Scheme (RAS)

The Ratepayer Assistance Scheme (RAS) is a broad-based ratepayer loan scheme that is off-council balance sheet. The RAS will provide enormous benefits to ratepayers, with low-cost finance for rate-like charges. It will help ease the cost-of-living pressures New Zealanders are currently dealing with while enabling housing development, improving our housing stock with property improvement loans, and provide relief to people on fixed-income with rates postponement. It will also have benefits for councils, given it will be off-balance-sheet and provide an ROI.

Rather than people having to pay rates, development charges and property improvement costs upfront, the RAS allows payments to be spread across a long period of time (up to 20-30 years for certain products). And because the scheme leverages the high security of rates and proximity to local and central government, interest rates will be lower than equivalent bank rates. Much of this saving will be passed on to ratepayers.

LGNZ has taken a critical leadership roles in developing the Ratepayer Assistance Scheme (RAS), much as we did for the Local Government Funding Authority. Like the LGFA, it has the potential to be a game changer for local government. We have convened wider collaboration and been a consistent champion and driver.

The final business case is now with the Minister and sets up a "go/no-go" decision. The business case, while conservative, clearly demonstrates the viability of the RAS as well as the public benefit it would deliver, with significant savings.

LGNZ acknowledges these supporting councils:

- Auckland
- Tauranga
- Wellington
- Palmerston North
- New Plymouth
- Queenstown Lakes
- Hutt City
- Hamilton

Other partners include LGFA, Rewire Aotearoa and EECA.

The Strategic Advisory Group, chaired by Mayor Nick Smith, along with Cameron Bagrie and Stuart Henderson, complemented the wider project governance and has been invaluable in testing critical strategic issues. The Strategic Advisory Group has agreed to endorse the RAS to the Minister. This written endorsement accompanied the final business case.



## Infrastructure funding and financing

The Government has released two proposed changes to local government funding for consultation. These relate to Pillar 2 of the Government's Going for Housing Growth programme and will be of most relevance to growth councils, particularly those near their debt limits. They align with LGNZ's previous advocacy on funding and finance tools.

- The Infrastructure Funding and Finance Amendment Bill will streamline the levy approval process, broaden the scope of the IFF Act to let the other entities use this, and make other changes to improve the Act. The due date for submissions will be known when this bill passes its first reading, likely to be early 2026.
- The development levies consultation will inform legislation to be introduced early in 2026. This will replace the current development contributions system. It enables growth paying for growth infrastructure, given changes to planning requirements to enable 30 years of enabled housing supply. Councils will be able to change to development levies from 2027.

LGNZ will submit on both bills. As well as circulating drafts for member comment and use, we are engaging with member councils most likely to be impacted by the changes to development levies, and also with those who have the most experience with the IFF Act process.

## Local Government Quarterly Economic Insights

Our latest quarterly economic insights produced by Infometrics was shared with members on 11 December. This is a member-exclusive offering from LGNZ.

The [December edition](#) included the following insights:

- Data showing the increase of days spent in a state of emergency. Storm- and flooding-related emergencies are happening much more now than 10 years ago.
- The 8.8%pa average rise in rates in 2025 followed a 12%pa increase in 2024, and a 9.8%pa increase in 2023. The wider property rates and related services increase contributed 9.9% of total annual inflation, behind food (29% of total inflation) and household energy (12% of total). This data was specifically requested by members.

The [September edition](#) compared the cost of rates to taxes faced by households, presented historic information on council investment in three waters infrastructure, and looked into public transport data (comparing pre-Covid and current use).

## DIA metrics release (aka council profiles or report cards)

These profiles were released in July on DIA's [website](#). They cover a range of financial metrics for councils. LGNZ successfully advocated for improvements to DIA's approach, including the provision of contextual information and links to council websites. The profiles will be updated yearly, and future iterations will cover additional metrics including asset management, service provision, and governance performance.

LGNZ worked with media outlets to ensure both sides of the story were told, emphasising it would be better if these metrics [showed outcomes](#) as well as expenditure – which was picked up by [Stuff](#), [RNZ](#), the [Press](#) and other outlets. Councils like Gisborne District also used these key messages to [give local context](#).



## Regional deals

We are still anticipating the first Regional Deal by the end of this year, with two more to be agreed next year. The Government has signalled that it may call for new proposals next year.

In July, the Government announced it had signed memorandums of understanding with three regions – Auckland, Otago Central Lakes, and Western Bay of Plenty, which allowed negotiations on deals for those areas to begin.

It also outlined what would be up for negotiation, including:

- Improved central government coordination
- Early collaboration with councils on system reforms
- Providing councils with new funding and financing tools
- Supporting regions to unlock growth sectors

## Water services reform

As of early December, 56 councils (individually, or as part of a joint entity) had their Water Service Delivery Plans approved, and implementation of these plans is now underway.

Previously the Minister has raised concerns with smaller councils that have chosen to go it alone about their financial sustainability. Councils have to demonstrate that their model is financially sustainable and will meet all required standards, and a failure to do so means that their Water Service Delivery Plan has to be rejected, opening those councils up to ministerial intervention.

Consultation on the Commerce Commission's draft decisions on information disclosure has concluded. The Commission will make final decisions by February, and the information disclosure requirements will apply to all regulated suppliers from this time.

The Wastewater Environmental Performance Standards have now been finalised and apply from 19 December 2025. These standards will replace all existing regional council rules and policies for public wastewater treatment plants and networks. We shared them with members in late November.

## Resource management reform

On 9 December, the Government introduced legislation to replace the Resource Management Act. Two new bills will create a more enabling, directive and simpler system, with the following features:

- Councils have less discretion and make decisions on fewer things.
- The public have less opportunity to have their say – and on fewer issues. Most public participation will be in plan development rather than consenting.
- If a council wants to place conditions on landowners that are more stringent than national direction in a specific range of areas, the council will need to compensate these landowners. The specific areas include heritage, outstanding landscapes or features, and sites of significance to Māori. Compensation could be through monetary payments, rate or fee reductions, extra development rights, land swaps or targeted grants.
- Transition arrangements will mean new consents will have to comply with parts of the new legislation before the full system comes into force.




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- Urgent legislation will be passed by the end of this year to extend consents due to expire before 2031. The Government wants these consents to be considered under new regional combined plans: this means these consents will be extended till after 2031.
- The legislation will now go through a full select committee process. After the first reading, we'll know the deadline for submissions – but we expect this to be tight.

We held a media standup after the Government's announcement and issued [this media release](#).

LGNZ has established a Resource Management Reference Group comprised of a small group of elected members and council staff, which met for the first time on Tuesday 25 November. This will ensure member views are represented in LGNZ's RM policy and advocacy work.

LGNZ's RM submission will include expert legal support from Buddle Findlay. We also held an Ako Hour for elected members with Buddle Findlay Partner David Allen. [Register by logging into Ākona here.](#)

In mid-August, the second Resource Management Act amendment bill, which introduces a range of "quick fixes" to the RMA while replacement legislation was being prepared, passed into law. This legislation was amended after the Select Committee stage, with changes including:

- The Government giving itself the ability to "modify or remove provisions in local council plans if they negatively impact economic growth, development capacity, or employment". We noted this was significant overreach and would not be subject to select committee scrutiny or consultation.
- Suspending the requirement for councils to complete 10-year plan and regional policy statement reviews, ahead of the RMA being replaced.
- Broadening what water discharges can be allowed as a permitted activity, in response to concern from some councils that some farms would require resource consents for "routine on-farm activities".

LGNZ submitted on (and largely supported) the proposed changes to national direction and the Going for Housing Growth (GfHG) discussion document. These complement the second amendment bill and will be implemented before the RMA is replaced (except for the GfHG changes, which will be introduced at the same time as the eventual replacement legislation).

## Transport

The Government introduced the Land Transport (Revenue) Amendment Bill to Parliament earlier in November. This will enable more flexible use of tolling for new (and in some cases, existing) roads, as the Government signalled earlier this term. It also modernises the Road User Charges (RUC) system, as a first step towards a new E-RUC system – something that LGNZ has long advocated for.

While tolling is unlikely to be used by councils directly, because local roads generally lack viable traffic volumes, we support greater use of tolling and included it in our funding and financing toolkit launched last year. We will be submitting on this legislation in support of both the tolling and RUC changes.

The Transport Forum had its final meeting before local elections in August. This gave an opportunity for the forum to reflect on its work over the last two years.




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Work is continuing on how LGNZ can shape the work the Government doing on emergency works funding, including how to better shift funding from reactive repairs to proactive mitigation works.

### **Climate change**

The Independent Reference Group on Climate Adaptation proposed a framework for climate adaptation in July 2025. The national adaptation framework is intended to establish an enduring, long-term approach to climate adaptation in New Zealand.

Recently the Government released its response. Its climate adaptation framework has implications for local government, including a new requirement to undertake adaptation planning in priority areas, and new requirements around decision-making on adaptation investments. Disappointingly the framework did not adequately address the question of 'who pays' for post event adaptation or the need for addressing existing development in high-hazard areas.

### **Other policy issues**

#### **Seismic strengthening**

In late September, the Government announced it would comprehensively reform the earthquake-prone building system, after strong advocacy from LGNZ. The changes will refocus the system on the highest risk buildings and remove low risk areas from the regime entirely.

While we still need to see the details of the legislation, LGNZ strongly supports this change and has worked closely with the Minister for Building and Construction and his officials to ensure the reforms work for councils. We will be drafting a supportive submission on the legislation once it is introduced.

#### **Electoral Reform Working Group**

The working group's final report was sent to MPs and Minister. The chair of the working group, Hon Dr Nick Smith, and other members met with Minister Watts on 13 October to discuss their proposals. Officials from DIA, at the request of Minister Watts, will engage shortly with the working group on proposals for potential changes to the electoral system ahead of the 2028 elections.

#### **Building system reforms**

The busy programme of building system reforms continues. Legislation to end the system of joint and several liability and allow for the easier amalgamation of Building Consent Authority (BCA) functions is expected early next year. Legislation allowing "granny flats" up to 70sqm to be built without the need for a building consent passed into law last month.

The Government has announced major, welcome changes to the building consent system, including replacing the system of joint and several liability with proportionate liability (which is used in New South Wales). This is a major win for local government and has been a long-standing advocacy priority for LGNZ.

Under the existing system, councils can be liable for all costs of building defects if other parties are unable to pay or have ceased trading. This has driven risk-averse behaviour due to the substantial financial risk that councils assume when signing off building consents and inspections.



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Under the new system, the Building Act 2004 will be amended to ensure each party will only be responsible for the share of the work they carry out. Further details will be provided in due course on what this will look like in practice, including how indemnity insurance and home warranties will work.

LGNZ has engaged regularly with Minister Penk and MBIE officials about these and other changes in the building and construction space, and we will continue to do so as further details are worked through. Legislation to amend the Building Act is expected to be introduced to Parliament in early 2026.

#### **Emergency management reform**

The Emergency Management Bill was introduced on 9 December. This legislation will replace the current CDEM Act. It will introduce minimum levels of service for local government, which could have significant implications for members. We will be producing a draft submission and sharing it with members in late January (we expect a February deadline for submissions).

#### **Advocacy priorities**

Having clear advocacy priorities set by members has helped LGNZ focus our effort in the right places. Now we're asking members to set our advocacy priorities for the new triennium.

Sector meetings in November [developed a longlist](#), which we sense checked with zone meetings, as well as emailing all members. The new National Council is clear that members must drive advocacy priorities. National Council will produce a shortlist from the member longlist at its February meeting, which members will rank in order of priority at the February sector meetings.

We have also produced a stocktake of achievements against our previous advocacy priorities as at October 2025. [Read the stocktake](#).



## Connect

### SuperLocal25

SuperLocal25 was held from 15-17 July at Te Pae in Christchurch with record attendance and very strong level of sponsorship.

We asked attendees to fill in a survey detailing their feedback and received a significant amount of anecdotal feedback. The survey's overall sentiment score lifted significantly compared to 2024, with a ratio of positive-to-negative comments of 6:1 (last year it was 4:1). Overall scores also lifted compared to 2024.

#### What attendees liked most

- Networking was a standout — especially 'connect and refuel' breaks.
- Praise for ministerial speakers, particularly Minister Seymour and Minister Bishop.
- High value placed on breakout sessions, especially practical and reform-focused content.
- Specific positive mention of Mayor Nick Smith's session on electoral reform

### SuperLocal26

Planning for SuperLocal26 in Rotorua is well under way, including our theme, sponsorship proposal, budget and programme format. We have decided to include the Friday morning (as well as the Wednesday and Thursday), so that we can accommodate Ministers in the programme (as it is a House sitting week).

We are working closely with RotoruaNZ on the attendee experience, tailored to Rotorua. This includes early engagement with mana whenua.

Potential sponsors and exhibitors have already begun enquiring about SuperLocal26.

### 2026 events calendar and forward planning

In July, we circulated our draft events calendar for feedback then in December [shared an updated version](#).

### Engagement at Zone meetings

Four zones met in November and LT members attended these events, where we also ran advocacy priorities sessions.

- Zone 6 held a well-attended mini-conference in Dunedin with a broad range of speakers that received extremely positive feedback from attendees, and was attended by Director Member Services Amanda Wells and Director Policy Simon Randall.
- Zone 2 met in Karapiro with good turnout and a focus on upcoming reforms and changes for local government, and was attended by Simon and Principal Government Relations Advisor Paul Hunt.




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- Zone 3 met in Palmerston North and was well attended, with LGNZ's reset top of mind along with local government reform and was attended by Interim CE Scott Necklen and Director Partnerships & Advocacy Ranjani Ponnuchetty.
- Zone 4 met in Kapiti, and handed over to new Chair Brady Dyer at this meeting, which Amanda attended.
- Zone 1 met online to conduct NC and Chair appointments, and we gave members the priorities survey for them to provide feedback. Scott and Paul joined the meeting.

## Sector meetings

### Networking function

The night before the November sector meetings, our networking function drew a strong crowd of well over 100. DIA Secretary for Local Government Paul James was our guest speaker, delivering a short address and taking questions. We will continue to provide networking opportunities at our All-of-our-local-government meetings and sector meetings.

### R&P

At its November meeting, the Rural sector selected Mayor Ben Bell as Chair while the Provincial sector selected Mayor Nigel Bowen as Chair. We have synthesised the priorities developed by R&P into LGNZ's long list of priorities, as discussed in the separate Advocacy priorities paper. We have met with Mayor Ben and Mayor Nigel to work through key themes discussed at the November meeting, to design a programme for the R&P meeting in February.

### Metro

Mayor Grant Smith is the Metro sector chair for this triennium. Metro sector's November meeting's advocacy priorities discussion focused on LGNZ and membership-related priorities. Mayor Grant, Mayor Sophie and Mayor Mahé were meeting before Christmas to discuss Metro's longlist of advocacy priorities for the triennium, which will be used to inform our policy and government relations work.

Mayor Grant has been connecting with Christchurch and Auckland to discuss connection with Metro sector and membership.

In the future, Metro meetings will be themed and run on separate dates from Regional sector and Rural & Provincial sector meetings. The February metro meeting will focus on business and property issues.

### Regional

There has been significant change around the Regional sector table, with two of the 11 regional Chairs having previously served as Chair. The Regional Sector's November meeting followed a very successful and well attended Chairs Induction (the previous day). This first meeting focussed on key upcoming reforms like resource management and rates capping. The sector also had a very engaged session on advocacy priorities.

We have worked closely with the new sector chair, Chair Deon Swiggs, to front and respond to the Government's proposal for structural reform. We held a briefing for regional council Chairs early the day after the announcement and have provided targeted comms to members.




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There was a second online meeting of our Regional sector on 10 December to discuss impacts of the upcoming resource management and rates capping announcements.

Before the elections, the Regional sector has had its final online meeting of the triennium. This covered water regulation through discussions with both the Commerce Commission and Taumata Arowai; reflections on key policy portfolios; and engagement with Minister Shane Jones and Minister Mark Patterson on regional development and their views on role and functions of regional councils into the future.

### **Upcoming February All-of-local-government and sector meetings**

We are currently refreshing our theme for the February All-of-local-government meeting given the impact pre-Christmas reform announcements will have on council's work programme. We have requested Sir Brian Roche as a keynote speaker, to talk about where public services are best delivered and how central and local government can work together efficiently. Government representation will be a key part of this event, which will be hosted at Parliament.

We are mindful that the February AOLG will be the first time the whole sector has the opportunity to get together in a room, so we're aiming to strike a good balance between networking opportunities and policy content that members find useful and can take back to council tables.

Invites for February sector meetings will go out before Christmas.

### **Elections 2025**

Policy.nz was stood up for 2025 thanks to LGNZ raising funds from councils to ensure it was viable. The site gave voters clear, accessible information about who is standing and what they stood for. It went live with local election content on 31 August and was supported by a nationwide campaign across the NZ Herald, The Spinoff, iHeart Radio, Phantom Billstickers and LGNZ's social channels.

In terms of other election-related work, we ran a social media campaign encouraging people to vote and engage. We delivered significant media engagement around the elections, including providing data to media.

### **Te Maruata**

Feedback from Te Maruata members on the SuperLocal conference in July was positive. Particular highlights included the sessions on Māori wards and Te Ngana a Tū, Te Pou o Rongo – understanding leadership responsibilities and challenges within council from a Te Ao Māori perspective. Members also valued the opportunity to engage with other Māori councillors.

A Te Maruata Whānui hui was held on 30 July and included a presentation from the Local Government Commission on their review of the Code of Conduct. Te Maruata noted that greater consideration of Māori values was needed to guide conduct expectations. Moko Tepania has joined the Local Government Commission's stakeholder group on the review of the Code of Conduct.

The final Te Maruata Whānui hui was held on 27 August and the final Te Maruata Rōpū Whakahaere was held on 19 September. Agenda items include an update on inductions and onboarding following the elections in October, the elections process for the new Te Maruata Kōmiti, an update from




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Creative New Zealand on their Toi Ora Strategy and an update from LGNZ on current priorities and mahi.

An information pack on Māori Wards was prepared by LGNZ, in response to a request from Te Maruata. The information pack included LGNZ's position that all wards should be treated the same (based on agreed messaging from National Council), key messages, FAQs and useful links. While none of the information is new, the information pack brought together relevant information together in one document for easy access.

The election of the new Te Maruata governance group – Te Rōpū Whakahaere – took place in Wellington on 27 November 2025. The new co-chairs are Dinnie Moeahu (New Plymouth District Council) and Aubrey Ria (Gisborne District Council). Other Te Rōpū Whakahaere members are:

- Metro rep – Kylie Wihapi (Porirua City Council)
- Regional rep – Hinewai Ormsby (Hawke's Bay Regional Council)
- R&P rep – Aubrey Ria (Gisborne District Council)
- YEM – Bridgit Bell (Manawatū District Council) and Wahine Murch (Taupō District Council)
- CB – Irene Wakefield (Horowhenua District Council / Te Awahou Foxton Community Board)
- Wahine – Toni Boynton (Whakatāne District Council)
- Tane – Iwi Te Whau Jr (Bay of Plenty Regional Council)
- At large – Dinnie Moeahu (New Plymouth District Council), Iaean Cranwell (Environment Canterbury), Bonita Bigham (Taranaki Regional Council), Arama Morunga (Northland Regional Council)

The first meeting of the new Rōpū Whakahaere was held on 5 December 2025. The agenda was focused on identifying priorities for the new term, understanding what support LGNZ can provide and confirming arrangements for future events and hui, including Waitangi 2026.

### **Young Elected Members**

YEM held a very successful pre-SuperLocal hui.

The election of the YEM Committee took place on Friday 5 December and the committee elected its chair on Monday 8 December.

Following the elections, the first meeting of the committee will be held before Christmas. Committee members include:

- Chair – Alex Crackett (Invercargill City Council)
- Deputy Chair – Bridgit Bell
- Zone 1 – Felicity Foy (Far North District Council)
- Zone 2 – Justin Ros (Kawerau District Council)
- Zone 3 – Charlotte Melser (Whanganui District Council)
- Zone 4 – Kaz Yung (Hutt City Council)
- Zone 5 – Megan Fitzgerald (Ashburton District Council, Methven Community Board)
- Zone 6 – Alex Crackett (Invercargill City Council)



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- Te Maruata – Bridget Bell (Manawatū District Council) and Wahine Murch (Taupō District Council)
- Community Board – to be appointed by CBEC in the New Year
- At large (two roles) – Fisher Wang (Rotorua Lakes Council) and Rebecca Ryan (Waitaki District Council)

### **Community Boards**

The relationship guide we launched at SuperLocal attracted a lot of interest, with a strong stream of visitors to CBEC's stand in the exhibition space. We will continue to promote this resource to councils and community boards.

The election of a new Community Boards Executive Committee will occur in early 2026.

### **Women in Local Government**

We held a very successful breakfast ahead of SuperLocal, with the Hon Tracey Martin an extremely well-received speaker. We will be looking to reengage with women elected members in the New Year.



## Support

### Ākona

All elected members have been loaded into Ākona and we encourage anyone having difficulties with access to get in touch. We relaunched the Ākona platform in October so that it would provide a better learning experience for elected members.

The most popular Ākona courses since the elections have been:

- Responsibilities of the Chair
- Council asset management
- Intergenerational costing
- Asset maintenance
- Asset management plans

There are now 24 catalogues of learning available, covering skills like dealing with media, public speaking and te reo pronunciation as well as the more technical aspects of elected members' roles.

Ākona also houses all LGNZ guides and is the source of all information and learning connected with local government reforms.

The first Ako hours of the triennium are now live and open for registration in Ākona. We had a record number of attendees at the first Ako hour of the triennium, on resource management with legal expert David Allen, a partner at Buddle Findlay (who will also be supporting development of our resource management submission).

Work on our new local government accreditations continues with Victoria University, and we remain on track for a 2026 launch.

Ahead of the elections, Alicia McKay released a very popular Ako hour. This event was a taster for the bespoke curriculum she is building for LGNZ, ready for release in the New Year.

### Induction

More than 400 elected members attended our range of induction events around the country, which were the result of months of planning. Registrations exceeded expectations and budget.

#### Mayors Induction

Mayors Induction on 20-21 November in Wellington was attended by 52 Mayors (and included non-member Mayors).

The Prime Minister joined us for lunch on the second day and we hosted an update and q+a with Minister of Local Government Simon Watts.

Session topics included:

- Managing the relationship with your CE
- Setting up decision making structures



- Dealing with emergency situations

We had exceptional feedback, particularly from new Mayors.

#### **Chairs Induction**

Chairs Induction was also well-attended and held in conjunction with sector meetings, after Chairs had been elected. Fourteen Chairs, Mayors or Deputy Chairs attended the day, which covered similar ground to Mayors School with a specific regional council focus. It also attracted very positive feedback with 100% of respondents either Very Satisfied or Satisfied with the experience.

#### **Elected Member Induction**

We delivered induction for elected members in 13 different locations around the country. Elected members have told us that this year's induction was outstanding and this is borne out by our feedback survey results, with an average satisfaction score of 4.6 out of 5. After attending induction, 91% of attendees felt either "very confident" or "confident" about their role.

LGNZ struggled to deliver quality inductions in 2022 and 2019, and received a lot of negative feedback about those events. This makes our 2025 results even more meaningful.

Inductions were the result of months of planning and significant commitment by staff during October-November.

#### **Pre-elected learning**

We made online learning modules freely available to anyone considering standing for council, so that they could understand how councils delivering for communities and what being a councillor actually entails. These pre-election resources were very popular, with over 2000 people accessing the site and 1,061 actively engaging in multiple activities.

#### **LGNZ Māori strategy**

Building our internal capability in te ao Māori to be effective for all our members has been a specific focus for LGNZ over the last three years. Establishing a Kaitohutohu Whakarae (Māori) - Māori Chief Advisor to provide cultural leadership and mentoring, lead our engagements with Te Maruata and manage our relationships with hapū, iwi and Māori communities has been a key pillar of our strategy.

We will continue to attend Waitangi. This is now an annual event for LGNZ, providing an opportunity to build relationships with iwi, Māori communities, Ministers and local MPs. In 2026, we are aiming to sign an updated relationship agreement with the Iwi Chairs Forum, highlighting our joint commitment to local democracy. Our delegation will include our President, VP, Te Maruata Co-chairs, Interim CE, and Director Partnerships and Advocacy. The week will include meetings with iwi, attending the powhiri, holding a stall at Waitangi to promote local government, meetings with MPs and participating in other activities such as providing breakfast to attendees of the dawn ceremony in partnership with Woolworths Waitangi and panel discussions.

#### **Te Korowai – CouncilMARK**

Te Korowai continues to strengthen its role as LGNZ's sector-led continuous improvement programme, providing councils with an independent, trusted assessment of organisational




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performance. It builds on the robust framework originally developed under CouncilMARK while moving away from its more audit-focused approach. By adding qualitative insights and narrative to DIA's mandatory benchmarking, the programme helps councils understand and to communicate the "why" behind performance and make stronger, evidence-based decisions.

Councils are navigating significant shifts in responsibilities, expectations, and financial settings given current and upcoming Government reform. These changes will require many to realign strategy and plans under increased public and political scrutiny. In this environment, Te Korowai is being positioned as a tool that enhances organisational resilience—providing a strong evidence base and high levels of transparency to help councils understand their capability, demonstrate sound governance, and work confidently through a rapidly changing landscape. Assessments, under the new model, have now been completed for six councils, with flexible engagement options ranging from the Integrity Survey through to full assessments.

At SuperLocal, we hosted two fully subscribed workshops (around 50 participants each), chaired by Mayor Tamah Talley (Central Otago District Council) alongside Sarah Stevenson (Independent Evaluation Panel Member) and Tanya Winter (CE, Ōtorohanga District Council). The workshops highlighted how Te Korowai helps councils focus and prioritise resources, while complementing DIA benchmarks.

We are currently working with a number of councils, who are at different stages of the process.

### **Road Efficiency Group**

REG is a partnership between LGNZ, NZ Transport Agency Waka Kotahi and all road controlling authorities. It supports councils and transport partners with guidance, tools and insights that improve planning, investment and service delivery. It improves decision-making and systems and processes, allowing you to deliver transport services more effectively.

We have completed the first year of the 2024-2027 The Road Efficiency Group (REG) programme supporting a high-quality learning programme, including a greater focus on in-person workshops and Asset Management Plan reviews.

### **Governance support**

We are currently supporting several councils to navigate sensitive issues. Alongside this work are the numerous calls we receive for general advice and support.

Work continues on updating LGNZ's suite of governance guides. The first products of the shelf were the Standing Orders' templates and the Standing Orders' Guide. The templates and Guide were updated to reflect legislative changes made over the last three years and to incorporate additional guidance where this has been requested, for example, information on workshops following advice from the Ombudsman and clarity on the new quorum rules.

We have also updated:

- Guidance for new Mayors and Chairs;
- The community boards' governance guide;
- The tax guide for elected members;



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- Elected Members' Guide to Governance and Local Government;
- Designing governance and decision-making structures;
- Elected Members' Guide to the LG (Rating) Act 2002;
- Standing Orders Guide

LGNZ has received a number of queries from councils about whether our Code of Conduct template will be updated. We had plans to streamline the Code of Conduct template, based on feedback from users. However, we will not be doing this as the Local Government (System Improvements) Amendment Bill will see the Secretary for Local Government able to adopt a code of conduct for all councils. The Local Government Commission has been charged with developing this model Code of Conduct by the end of 2025. We submitted on the draft code, and have engaged with the commission throughout the process.

A Guide to help councils determine governance and decision-making structures was developed and circulated to councils. This Guide is intended to assist councils to look at the pros and cons of different governing arrangements, such as the pros and cons of establishing committees, whether committees should have delegated responsibilities, or simply be advisory, and whether they should be committees of the whole, or not.

## 7. INFORMATION - OFFICIAL INFORMATION REQUESTS AS AT 26 JANUARY 2026

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	Local Government Official Information and Meetings Act 1987
<i>Document ID:</i>	1895237
<i>Reporting Officer/s &amp; Unit:</i>	Anna Eady, Governance Manager

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 The purpose of this Report is to inform Council of the number of requests under the Local Government Official Information and Meetings Act 1987 (LGOIMA) received for the 2026 year to date.

### 2.0 Officer's Recommendation

That Council:

- a. **Receive** the report titled 'Information - Official Information Requests as at 26 January 2026' dated 12 February 2026.

### 3.0 Background Summary

- 3.1 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.
- 3.2 LGOIMA requires that, unless there is a good reason for withholding information, it must be made available on request.
- 3.3 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.
- 3.4 Statistics on the Official Information requests received by Napier City Council are attached.
- 3.5 This is an administrative report to ensure that Council is aware of the number and types of information requests received and to provide assurance the Council is meeting its legislative obligations in relation to the LGOIMA.

### 4.0 Attachments

[1](#) 2026-02-12 LGOIMA Reporting for Council

Doc Id: 1895228

## Requests made to Napier City Council, under the Local Government Official Information and Meetings Act 1987

For the year **2026**:

- 8 LGOIMA requests have been received to date (there were 228 requests in 2025).
- Council currently has one active preliminary Ombudsman enquiry.

Current LGOIMA requests being worked on by officers as of 26 January 2026:

<b>Tracking no.</b>	<b>Requester</b>	<b>Topic</b>	<b>Responsible Directorate</b>	<b>Working days taken until release</b>
25089	Individual	Nelson Quay Wharf engineering report	Strategy and Urban Development	20
25090	Individual	Craven Terrace	Corporate and Commercial Services	13
25093	Individual	Park Island carparks	Strategy and Urban Development	20
25094	Individual	6 Gloucester Street: Follow up request	Strategy and Urban Development	Withdrawn
25095	Individual	6 Gloucester Street: Historical consents and complaint	Strategy and Urban Development	Withdrawn
25099	Individual	Kāinga Ora housing	Strategy and Urban Development	14
25100	Individual	District Plan	Strategy and Urban Development	20
25101	Individual	Staff wellbeing	People & Capability	20
25102	Individual	Agite/Pollock Consulting Ltd	Corporate & Commercial Services	18
25103	Individual <i>Privacy request</i>	Dog information	Strategy and Urban Development	14
25104	Individual	Gloucester Street – Compliance and equipment	Strategy and Urban Development	Withdrawn
25105	Individual	Gloucester Street – Further records	Strategy and Urban Development	Withdrawn
25106	Individual	Craven Terrace – Risk assessment	Corporate & Commercial Services	20
25107	Individual <i>Privacy request</i>	Complaints	Strategy and Urban Development	15
25108	Organisation	CCTV footage: 21 October 2025	Corporate & Commercial Services / Strategy	16

			<i>and Urban Development</i>	
25109	<i>Individual</i>	CAN e-mails	<i>Strategy and Urban Development</i>	11
25110	<i>Individual</i>	Kāinga Ora	<i>Strategy and Urban Development</i>	5
25111	<i>Organisation</i>	Cooling Towers	<i>Strategy and Urban Development</i>	9
25112	<i>Individual</i>	Whakarire Avenue	<i>Corporate &amp; Commercial Services</i>	19
25113	<i>Individual</i>	Citizenship Ceremonies	<i>Corporate &amp; Commercial Services</i>	1
25114	<i>Individual</i>	Noise complaints- Alamein Crescent	<i>Corporate &amp; Commercial Services</i>	18
25115	<i>Individual</i>	Napier Hill Roads	<i>Corporate &amp; Commercial Services</i>	
25116	<i>Individual</i>	Dog seizure	<i>Strategy and Urban Development</i>	20
25117	<i>Individual</i>	Draft remedial report	<i>Strategy and Urban Development</i>	18
25118	<i>Individual</i>	Proposed public carparks	<i>Community Services</i>	20
25119	<i>Individual</i>	Parklands bus route		Transfer
25120	<i>Legal Firm</i>	Telco spend	<i>Corporate &amp; Commercial Services</i>	15
25121	<i>Individual</i>	Rough sleeper	<i>Strategy and Urban Development</i>	
25122	<i>Individual</i> <i>Privacy request</i>	Noise complaint	<i>Strategy and Urban Development</i>	
25123	<i>Organisation</i>	Changing room provisions	<i>Community Services</i>	3
25124	<i>University</i>	Heat-health action plans	<i>Strategy and Urban Development</i>	6
25125	<i>Organisation</i>	Lease arrangements	<i>Strategy and Urban Development</i>	
25126	<i>Organisation</i>	75B Avondale Road	<i>Strategy and Urban Development</i>	6
25127	<i>Association</i>	Third party correspondence	<i>Strategy and Urban Development</i>	4
25128	<i>Association</i>	Third party correspondence	<i>Strategy and Urban Development</i>	
25129	<i>Individual</i>	Property / rates / historical records – in 11 parts	<i>Strategy and Urban Development / Community Services</i>	

25130	Individual	Marewa Shopping Centre	Corporate & Commercial Services	9
25131	Individual	Motor Vehicle Incident	Strategy and Urban Development	Transfer
25132	Organisation	Engineering standard	Water Services	18
25133	Individual	Infringement	Strategy and Urban Development	20
25134	Organisation	2026 Ratepayers' Report 1/3	Corporate & Commercial Services	
25135	Organisation	2026 Ratepayers' Report 2/3	P&C Strategy and Urban Development / Corporate & Commercial Services	
25136	Organisation	2026 Ratepayers' Report 3/3	Corporate & Commercial Services	
25137	Individual	CCTV footage from 5-6 December 2025	Strategy and Urban Development	

## 8. PROPOSED AMENDMENT TO THE 2026 SCHEDULE OF MEETINGS

Type of Report: Procedural

Legal Reference: Local Government Act 2002

Document ID: 1896004

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

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

1.1 The purpose of this report is to consider an amendment to the 2026 schedule of Council and Committee Meetings which was adopted by Council on 11 December 2025.

### 2.0 Officer's Recommendation

That Council:

- a) **Receives** the report titled Proposed Amendment to the 2026 Schedule of Meetings dated 12 February 2026.
- b) **Adopt** changes to the 2026 Schedule of Meetings as follows:

Ordinary Council meeting (Additional Date)	1.00pm, Tuesday, 24 February 2026
Ordinary Council meeting (Additional Date)	2.00pm, Tuesday, 3 March 2026
3 Year Partnership Fund Committee (Date Change)	From 9.00am, Monday 9 March 2026 to 9.00am, Monday 20 April 2026
Ordinary Council meeting (Additional Date)	11.30am, Thursday, 19 March 2026
Corporate and Performance Standing Committee (Date Change)	From 9.30am, Thursday, 19 February 2026 to 9.30am, Wednesday, 4 March 2026

### 3.0 Background

3.1 The Local Government Act 2002, Schedule 7, Clause 19 states:

...

- (4) *A local authority must hold meetings at the times and places that it appoints.*
- (5) ...
- (6) *If a local authority adopts a schedule of meetings -*
  - a) *the schedule-*
    - i) *may cover any future period that the local authority considers appropriate, and*

- ii) may be amended; and*
  - b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting to the schedule or amendment.*

Although a local authority must hold the ordinary meetings appointed, it is competent for the authority at a meeting to amend the schedule of dates, times and number of meetings to enable the business of the Council to be managed in an effective way.

- 3.2 It is proposed that the meeting schedule be amended as outlined in the recommendations of this report.
- 3.3 The additional Council meetings requested are for the:
  - Adoption of underlying information for the Annual Plan Consultation Document;
  - Adoption of the Triennial Agreement prior to 1 March 2026;
  - Adoption of the Annual Plan Consultation Document.

#### **4.0 Attachments**

[1](#) 2026 Amended Meeting Schedule

Doc Id: 1894449

## 2026 Proposed Meetings Schedule - Napier City Council - Adopted by Council 11 December 2025

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
SAT							1						SAT
SUN	1		1				2				1		SUN
MON	2		2			1 King's Birthday					2		MON
TUE	3		3 Council (New)			2		4	1		3	1	TUE
WED	4		4 Corporate and Performance (New date change)	1		3	1	5	2		4	2	WED
THU	1 New Year	5	5 Delivery & Regulatory	2		4 Delivery & Regulatory	2	6 Council	8	1 Delivery & Regulatory	5 Delivery & Regulatory	3 Council	THU
FRI	2 New Year's Day	6 Waitangi Day	6 Risk & Assurance	3 Good Friday	1	5	3	7	4	2	6 Ngā Mānukanuka o te Iwi	4 Risk & Assurance	FRI
SAT	3	7	7	4	2	6	4	8	5	3	7	5	SAT
SUN	4	8	8	5	3	7	5	9	6	4	8	6	SUN
MON	5	9	9 3 Year Partnership Fund	6 Easter Monday	4	8	6	10	7	5	9	7	MON
TUE	6	10	10	7	5	9	7	11	8	6	10	8	TUE
WED	7	11	11	8	6	10	8	12	9	7	11	9	WED
THU	8	12 Council	12 Workshop Day	9 Council	7 Council	11	9 Delivery & Regulatory	13 Corporate & Performance	10 Council	8	12	10	THU
FRI	9	13	13 Ngā Mānukanuka o te Iwi	10	8 Ngā Mānukanuka o te Iwi	12 Risk & Assurance	10 Matariki	14 Ngā Mānukanuka o te Iwi	11	9	13	11	FRI
SAT	10	14	14	11	9	13	11	15	12	10	14	12	SAT
SUN	11	15	15	12	10	14	12	16	13	11	15	13	SUN
MON	12	16	16	13	11	15	13	17	14	12 3 Year Partnership	16	14	MON
TUE	13	17	17	14	12	16	14	18	15	13	17	15	TUE
WED	14	18	18	15	13	17	15	19	16	14	18	16	WED
THU	15	19 Corporate & Performance	19 Council (New) / People, Arts & Community Panel	16 Delivery & Regulatory	14 Corporate & Performance	18	16 People, Arts & Community Panel	20 Delivery & Regulatory	17	15 People, Arts & Community Panel	19 Corporate & Performance	17 Council	THU
FRI	16	20	20	17	15	19	17	21		18 Community Initiatives Fund	16	20	FRI
SAT	17	21	21	18	16	20	18	22	19	17	21	19	SAT
SUN	18	22	22	19	17	21	19	23	20	18	22	20	SUN
MON	19	23	23 Community Initiatives Fund	9 3 Year Partnership Fund (Date change)	18	22	20	24	21	19	23	21	MON
TUE	20	24 Council (New)	24	21	19	23	21	25	22	20	24	22	TUE
WED	21	25	25	22	20	24	22	26	23	21	25	23	WED
THU	22	26	26	21	25 Council	23		24		22 Council	26	24	THU
FRI	23	27	27	24	22	26	24	28	25 Risk & Assurance	23 HB Anniversary Day	27	25	FRI
SAT	24	28	28	25 ANZAC Day	23	27	25	29	26	24	28	26	SAT
SUN	25		29	26	24	28	26	30	27	25	29	27	SUN
MON	26		30 Creative NZ	27 ANZAC Day Stat	25	29	27	31	28 Creative NZ	26 Labour Day	30	28	MON
TUE	27		31	28	26	30	28		29	27	31	29	TUE
WED	28			29	27		29		30	28		30	WED
THU	29			30	28 Council		30			29		31	THU
FRI	30				29		31			30			FRI
SAT	31				30								SAT
SUN					31								SUN
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	

<span style="background-color: #4f81bd; border: 1px solid black; padding: 2px 5px;"></span>	Public Holidays
<span style="background-color: #ff9999; border: 1px solid black; padding: 2px 5px;"></span>	People, Arts & Community Panel
<span style="background-color: #ffff00; border: 1px solid black; padding: 2px 5px;"></span>	Council
<span style="background-color: #d9ead3; border: 1px solid black; padding: 2px 5px;"></span>	Corporate & Performance Committee
<span style="background-color: #9acd32; border: 1px solid black; padding: 2px 5px;"></span>	Delivery & Regulatory Committee
<span style="background-color: #9370DB; border: 1px solid black; padding: 2px 5px;"></span>	Ngā Mānukanuka o te Iwi
<span style="background-color: #ff8c00; border: 1px solid black; padding: 2px 5px;"></span>	Risk & Assurance Committee

**School Holidays**  
 Finish between 27 January & 9 February 2026  
 3 - 19 April 2026  
 4 - 19 July 2026  
 26 September - 11 October 2026  
 19 December 2026

## 9. SUMMARY OF RISK AND ASSURANCE COMMITTEE RECOMMENDATIONS FOR RATIFICATION AND MINUTES FROM 4 DECEMBER 2025 MEETING

Type of Report:	Information
Legal Reference:	N/A
Document ID:	1896307
Reporting Officer/s & Unit:	Anna Eady, Governance Manager

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 The purpose of this report is to receive the minutes of the Risk and Assurance Committee (Doc Id1888771) meeting held on 4 December 2025 and advise recommendations requiring ratification by Council.
- 1.2 To view the full Risk and Assurance Committee agenda for 4 December 2025 please refer to the Napier City Council website at <https://napier.infocouncil.biz>.

### 2.0 Officer's Recommendation

That Council:

- a) **Receive** the report titled Summary of Risk and Assurance Committee Recommendations for Ratification and Minutes from 4 December 2025 meeting 12 February 2026.
- b) **Receive** for information the minutes of the Risk Assurance Committee meeting held on 4 December 2025.
- c) **Ratify** the following recommendation from the Risk and Assurance Committee meeting held on 4 December 2025:

#### ***Item 5. Sensitive Expenditure – Mayor and Chief Executive***

- a. **Receives** the report titled Sensitive Expenditure - Mayor and Chief Executive dated 04 December 2025 and reviews the transactions for compliance with Council's Sensitive Expenditure Policy.
- b. **Approves** the transaction for the Chief Executive which is outside of policy retrospectively.

### 3.0 Attachments

- 1  Minutes of the Risk and Assurance meeting held 4 December 2025 Doc Id: 1888771

# RISK AND ASSURANCE COMMITTEE

## Open Minutes

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Meeting Date: Thursday 4 December 2025

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Time: Open - 9.30 - 11:42am  
Public Excluded - 11:42am - 12:20pm

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Venue Large Exhibition Hall  
War Memorial Centre  
Marine Parade  
Napier

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*Recording available on Council's YouTube channel*

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Present **Chair:** Bruce Robertson  
**Members:** Raveen Jaduram (Independent) [online], Mayor McGrath, Deputy Mayor Crown, Councillors Lawrence [online] and Taylor

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In Attendance Chief Executive (Louise Miller)  
Executive Director Corporate & Commercial / Deputy Chief Executive (Jessica Ellerm) [online]  
Head of Finance, Data & Digital (Caroline Thomson)  
Executive Director Strategy & Urban Development (Rachel Bailey)  
Executive Director Water Services (Russell Bond)  
Executive Director Community Services (Thunes Cloete)  
Financial Controller (Talia Foster)  
Head of Commercial, Communications and Economic Development (Craig Kenny)  
Building Contracts and Asset Manager (Andrew Clibborn)  
Organisation Design and Development Manager (Alison Carnaby)  
Head of Strategy and Investments (Stephen Moratti)  
Risk Controls and Assurance Manager (Hans Pottstock-Vidal)

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	Internal Audit and Controls Advisor (Sandile Khenisa) Quality and Business Improvement Analyst (Marat Basyrov) Health and Safety Operations Manager (Andrew Wallace) Audit New Zealand (Debbie Pereira) [online]
Also in attendance	Councillors Brownlie, Chrystal, Morley, Price and Raihania [online]
Administration	Governance Advisor (Jemma McDade)

## RISK AND ASSURANCE COMMITTEE – Open Minutes

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## ORDER OF BUSINESS

### Karakia

The meeting opened with the Council karakia.

### Apologies

Nil

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### WHANAUNGATANGA AND INDUCTION

#### At the meeting

The committee members were introduced. The Chair presented an introduction to the function of the Risk and Assurance Committee; defining risk, acceptable risk and assurance with the view that the Committee would review their focus at the end of 2026. Councillors are ultimately responsible for all risks, though the Committee focuses on strategic risk. Risk can create both uncertainty and opportunity. The responsibility of governance is to define direction, strategy and monitor risk. The role of management is to advise and ensure the risk management framework is in place. The Internal Audit Charter is how the Committee gain assurance that the systems within the organisation are working. Expectations for working together include: focusing on the issue, respect staff work and be solution focused.

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#### Attachments

- 1 20251204 Induction first meeting presentation

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The meeting adjourned at 10:15am and reconvened at 10:34am

Councillor Raihania left the meeting at 10:38am

### Conflicts of interest

Nil

### Public forum

Nil

### Announcements by the Mayor

Nil

### Announcements by the Chairperson

Nil

### Announcements by the management

Nil

### Confirmation of minutes

There are no minutes to confirm.

# AGENDA ITEMS

## 1. INTERNAL AUDIT CHARTER

Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1887142
Reporting Officer/s & Unit:	Hans Pottstock-Vidal, Risk Controls & Risk Assurance Manager Caroline Thomson, Head of Finance, Data & Digital Sandile Khenisa, Internal Audit & Controls Advisor

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 One of the workstreams the new Risk, Controls & Assurance team is going to be responsible for, is the Internal Audit function. The new team will review what is in place, revise outdated processes and controls, and implement a new internal audit plan, which will align with the risk management work programme, and with Council's reporting cycles.
- 1.2 This report will introduce the function to the Risk & Assurance Committee and will provide a first look at the Internal Audit Charter.

### At the meeting

The officers presented the report noting their roles as the regional risk team.

Questions were answered clarifying:

- The priorities for the Internal Audit are set by looking at the whole organisation and bringing these together into priorities for the three year Internal Audit Plan. Engagement will be undertaken with key risk holders to inform the Plan. This will intersect with the External Audit.
- Independence and objectivity of the key Internal audit function of organisational improvement must be preserved.
- A workplan will be introduced, via the Chief Executive, to the Committee. Some fluidity is essential for adaptability to external factors. There will be a different focus each year that links to the strategic goals and objectives.

## COMMITTEE RESOLUTION

**Bruce Robertson / Deputy Mayor Crown**

**That The Risk and Assurance Committee:**

- a. **Receive** the attached Internal Audit Charter (Doc Id 1887705).

**Carried**

## 2. RISK MANAGEMENT REPORT

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1886780
<i>Reporting Officer/s &amp; Unit:</i>	Hans Pottstock-Vidal, Risk Controls & Risk Assurance Manager Caroline Thomson, Head of Finance, Data & Digital

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

1.1 To provide the Committee with a high-level update on Council's current High and Extreme Risk, key new Risk, Controls & Assurance initiatives, and the future of the function and its potential changes.

#### At the meeting

The officer presented the report noting the more systematic approach to reporting salient risk.

Questions were answered clarifying:

- Council's risk appetite, the term explaining how risks are prioritised and managed, may have changed. This would need to be determined by the new Council.
- The two extreme risks indicated in the report are to be reviewed with the risk owners.

#### COMMITTEE RESOLUTION

**Councillor Taylor / Bruce Robertson**

#### That The Risk and Assurance Committee:

- Receives** the report titled Risk Management Report dated 04 December 2025.
- Consider** the new risk management and reporting approach, and
- Identify** the Committee's risk management training/workshop needs.

**Carried**

## 3. HEALTH & SAFETY QUARTERLY REPORT

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1886458
<i>Reporting Officer/s &amp; Unit:</i>	Andrew Wallace, Health and Safety Operations Manager

## 1.0 Executive Summary - Te Kaupapa me te Whakarāpopotanga:

For the period Between 1<sup>st</sup> August 2025 to 31<sup>st</sup> October 2025.

There has been no change to the current risk profile for operational risks OR183 and OR328. Both risks now sit within the organisation's risk appetite following the completion of all treatment actions. While this reflects continued improvement in their management, ongoing monitoring will be required to maintain this position. Strategic Risk SR32 has also moved within appetite, with all associated treatment actions now 100% complete.

Continued work is still necessary to effectively manage these risks. Health & Safety, in collaboration with risk and control owners will continue to monitor performance and identify opportunities to strengthen existing controls, implementing improvements where appropriate.

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### At the meeting

The officer presented the report with the update that Strategic Risk 32 was now within appetite.

Questions were answered clarifying:

- The number of reported events per day over the last 90 days reflects the reality of the range of Council activity. An increase in reporting, due to increased Health and Safety awareness, could reflect the upward trend in reported events.
- Council officers responded to feedback to facilitate easier access to available Health checks.
- Council officers identify and respond to trends in the ACC statistics.
- The new Health and Safety reporting framework promotes ongoing review of critical hazards and investigations into breaches, as well as working with risk owners to review risk levels and escalate if necessary.
- Napier City Council (NCC) has a Drug and Alcohol Testing policy for staff.
- Target de-escalation training has been provided for key staff which may have led to a decrease in reports of aggressive behaviour by the public.
- Reporting through the MySafety system will continue to encourage the culture of health and safety.

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### COMMITTEE RESOLUTION

**Deputy Mayor Crown / Councillor Taylor**

**That The Risk and Assurance Committee:**

- a. **Receives** the report titled Health and Safety Update Report dated 21 November 2025.

**Carried**

#### 4. AUDIT NZ MANAGEMENT REPORT FOR 2024/25

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Type of Report:	Operational
Legal Reference:	N/A
Document ID:	1887566
Reporting Officer/s & Unit:	Talia Foster, Financial Controller

##### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

1.1 Audit NZ completed their audit of Napier City Council on 9 October 2025. This report provides recommendations on matters identified, and is provided to the Risk and Assurance Committee for review. Ongoing reporting to the committee will ensure accountability across these actions.

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##### At the meeting

The officer presented the report introducing Debbie Pereira as Council's external auditor and a director of Audit New Zealand. The three high level risks identified are being addressed and have been added to the action plan for future reporting. These recommendations are from the audit process and are ranked in order of priority.

Questions were answered clarifying:

- The level of reporting varies amongst Councils and will be aligned to each Council's priorities.
- Assurance was given that the risk associated with the fixed asset register is manageable.
- The Procurement and Strategic Contract Management Registers are on the work programme for the Enterprise Project Management Office (EPMO).

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#### COMMITTEE RESOLUTION

**Bruce Robertson / Councillor Taylor**

**That The Risk and Assurance Committee:**

- a. **Receives** the report titled Audit NZ Management Report for 2024/25 dated 04 December 2025.

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**Carried**

## 5. SENSITIVE EXPENDITURE - MAYOR AND CHIEF EXECUTIVE

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*Type of Report:* Enter Significance of Report

*Legal Reference:* Enter Legal Reference

*Document ID:* 1886681

*Reporting Officer/s & Unit:* Talia Foster, Financial Controller

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 The purpose of this report is 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.
- 1.2 Sensitive Expenditure for the period is mostly within policy, with the exception of three low value transfers supplied by Corporate Cabs to the Chief Executive which were not approved following the one-up policy. These items are now presented to the committee for retrospective approval.

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### At the meeting

The officer presented the report noting the total expenditure in the Chief Executive Sensitive Expenditure report in the meeting agenda was incorrect. The correct total was \$4938.39. The one item outside policy related to taxis for the Local Government New Zealand Conference for which travel was approved. The transfers formed part of the expenditure so were correctly applied.

Questions were answered clarifying:

- The Pak n Save spend was for an event that the Mayor and Chief Executive both attended so the spend was divided equally.

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### COMMITTEE RESOLUTION

**Bruce Robertson / Deputy Mayor Crown**

**That The Risk and Assurance Committee:**

- a. **Receives** the report titled Sensitive Expenditure - Mayor and Chief Executive dated 04 December 2025 and reviews the transactions for compliance with Council's Sensitive Expenditure Policy.
- b. **Approves** the transaction for the Chief Executive which is outside of policy retrospectively.

**Carried**

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### Minor matters

Nil

# RESOLUTION TO EXCLUDE THE PUBLIC

## COMMITTEE RESOLUTION

**Bruce Robertson / Councillor Taylor**

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

1. Chief Executive Verbal Update
2. Audit New Zealand Verbal Update

**Carried**

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.
1. 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	Commercial activity

## Risk and Assurance Committee - 04 December 2025 - Open Minutes

		Information and Meetings Act 1987.	
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: (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
<b>Public Excluded Text</b>			
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 closed moved into Public Excluded at 11:42am*

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

Chairperson .....

Date of approval .....

# RECOMMENDATION TO EXCLUDE THE PUBLIC

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

## Agenda Items

1. Council Projects Fund - Hawkes Bay Regional Sports Park Athletics Track Upgrade
2. Minutes of the Risk and Assurance Committee meeting held 4 December 2025

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
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## Agenda Items

1. Council Projects Fund - Hawkes Bay Regional Sports Park Athletics Track Upgrade	7(2)(c)(i) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.	Private information with confidential costings and partnerships
2. Minutes of the Risk and Assurance Committee meeting	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	Privacy

held 4 December 2025	<p>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>	
<b>Public Excluded Text</b>		
<p>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.</p>		

# ORDINARY MEETING OF COUNCIL

## Open Minutes

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Meeting Date: Thursday 11 December 2025

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Time: Open - 9.30am - 12:22pm  
Public Excluded - 12:22pm – 1:06pm

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Venue Large Exhibition Hall  
War Memorial Centre  
Marine Parade  
Napier

*Livestreamed via Council's YouTube channel*

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

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In Attendance Chief Executive (Louise Miller)  
Executive Director Corporate & Commercial Services / Deputy Chief Executive (Jessica Ellerm)  
Executive Director City Strategy & Urban Development (Rachael Bailey)  
Executive Director Water Services (Russell Bond)  
Executive Director Community Services (Thunes Cloete)  
Chief People Officer (Jill Coyle)  
Pou Whakarae (Sam Hema)  
Head of Finance, Data & Digital (Caroline Thomson)  
Head of Strategy & Investments (Stephen Moratti)  
Head of Regulatory Delivery (Simon Bradshaw)  
Communications, Marketing & Engagement Manager (Julia Stevens)  
Health and Safety Operations Manager (Andrew Wallace)  
Financial Controller (Talia Foster)

Project Manager Strategy and Transformation (Jane McLoughlin)  
Principal Infrastructure Analyst (Connie Whelan-Mills)  
Strategic Project Lead (Laura Rolls)  
Team Leader Compliance (Stephen Bokkerink)  
Team Leader Compliance (Andrew Gass)  
Drinking Water Compliance Officer (Jean-Paul Kombara)  
Governance Manager (Anna Eady)

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Also in attendance      Programme Delivery Manager (Structures), Hastings District Council  
(David Scrimgeour)  
Deputy Group Manager and Director Infrastructure Delivery, Hastings  
District Council (Darren de Klerk)  
Transport Manager, Hawkes Bay Regional Council (Russell Turnbull)

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Administration      Governance Advisor (Jemma McDade)

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## ORDINARY MEETING OF COUNCIL – Open Minutes

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## ORDER OF BUSINESS

### Karakia

The meeting opened with the Council karakia.

### Apologies

Nil

### Conflicts of interest

Councillors Price and Taylor declared a conflict of interest with item five of the agenda.

### Public forum

#### Cindy Logan, Bledisloe School Safety Concerns

The Principal of Bledisloe School and three Tamariki Road Patrollers (Stella, Holly and Zoe) raised safety concerns about the Murphy Road and Meeanee Road intersection. Specific concerns include the safety of the school driveway entrance and traffic behaviour at the intersection.

The entrance to the driveway of the kura is immediately adjacent to the intersection. Traffic build up causes a blockage meaning that traffic is unable to enter or exit the driveway. An alternative vehicle entrance at the rear of the kura, and yellow lines outside the current entrance have been raised as possible solutions.

Pedestrians, usually young tamariki making their way to school, have had to be restrained for their safety due to vehicles routinely failing to stop at the red lights. The Road Patrollers monitoring these hazards are year six students monitored by a staff member. Council was invited to provide solutions.

A minor matter was raised for discussion.

### Announcements by the Mayor

Nil

### Announcements by the management

Nil

### Confirmation of minutes

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#### COUNCIL RESOLUTION

##### Councillors Mawson / Taylor

That the Draft Minutes of the Ordinary meeting held on 6 November 2025 be confirmed as a true and accurate record of the meeting.

**Carried**

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#### COUNCIL RESOLUTION

##### Councillors Mawson / Taylor

That the Draft Minutes of the Extraordinary meeting held on 25 November 2025 be confirmed as a true and accurate record of the meeting.

**Carried**

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# AGENDA ITEMS

*The Mayor cited Standing Order 9.4 and opted to deal with the following item out of order.*

## 13. COUNCIL TERMS OF REFERENCE AND DELEGATIONS FOR THE 2025-2028 TRIENNIUM

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Type of Report:	Operational
Legal Reference:	Local Government Act 2002
Document ID:	1885551
Reporting Officer/s & Unit:	Anna Eady, Governance Manager Jane McLoughlin, Project Manager S & T

### 13.1 Purpose of Report

To present the Council, committees, subcommittees and panels of Council terms of reference (ToR) and delegations for the 2025-2028 triennium for approval.

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### At the meeting

Executive Director Strategy and Urban Delivery (Rachael Bailey) joined the officers to present the report. This is an extension of the Council Committee Structure report brought to the 6 November 2025 meeting. An amendment to the name of Councillor Mawson's portfolio was noted.

Questions were answered clarifying:

- Council standing committees were disestablished at the end of the 2022-2025 triennium and a new committee structure with new standing committees has been adopted for the 2025-2028 triennium.
- In relation to the proposed removal of Ngā Mānukanuka o te Iwi seats on the new standing committees, the Mayor met with Napier City Council (NCC) Kaumatua and Iwi leaders giving assurance that he would find out what other councils have in place to satisfy obligations of the Local Government Act 2002 of Māori participation in decision making
- Whether a risk assessment in relation to obligations under Te Tiriti o Waitangi occurred.
- That the proposed committee appointments are not a response to a failure in the previous system. They reflect a decision to solely have elected representatives on NCC's decision making bodies.
- Māori Ward Councillors do not replace required inclusion of mana whenua in decision making.

An amended motion was put for discussion.

The Chair suspended Standing Order 21.6 for this item to remove the limits on the number of speakers able to speak to the motion.

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*The meeting adjourned at 10:20am and reconvened at 10:37am.*

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## COUNCIL RESOLUTION

### Councillors Raihana / Deputy Mayor Crown

#### That the Council:

- a. **Receive** the report titled Council Terms of Reference and Delegations for the 2025-2028 triennium.
- b. **Approve** the Council, committees, subcommittees and panel terms of reference and delegations as outlined in **Attachment 1**(Doc Id: 1888951) with the following amendment:
  - i. Ngā Mānukanuka o te Iwi (NMOTI) appointments remain on all standing committees as specialist, voting members with full speaking rights.
- c. **Notes** the Council's obligations under the Local Government Act 2002, sections 4, 14 and 81 to maintain processes that enable Māori participation in decision-making.
- d. **Requests** the Mayor to engage with NMOTI members as mandated mana whenua representatives and return with a revised Terms of Reference, including options analysis and legal advice.

*A division was called for:*

*The division was declared carried by 6 votes to 4 votes the voting being as follows:*

**For:** Councillors Chrystal, Crown, Isaac-Sharland, Price, Raihana and Taylor

**Against:** Councillors Brownlie, McGrath, Morley and Simpson

**Abstain:** Councillors Lawrence and Mawson

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## COUNCIL RESOLUTION

### Deputy Mayor Crown / Councillor Raihana

#### That the Council:

- e. **Note** the changes since the last Council meeting to the 3 Year Partnership Fund Subcommittee that will now meet every six months to consider large applications over \$10,000 and up to \$50,000 for the Waste Minimisation Contestable Fund. This change is to remain consistent with Hastings District Council and accommodate joint funding applications.
- f. **Note** that the People & Community Subcommittee and the Arts & Culture Subcommittee established at the 6 November Council Meeting have been disestablished and replaced with the People, Arts & Community Panel which will be Co-Chaired by Councillors Chrystal and Mawson.
- g. **Note** and approve the changes to appointments from the 6 November 2025 Council meeting. These being:
  - i. The appointment of Mayor McGrath, Deputy Mayor Crown and Councillor Raihana to Ngā Mānukanuka o te Iwi Committee.

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- ii. The appointment of Councillor Mawson as Chair and Councillor Isaac-Sharland as a member of the 3 Year Partnership Fund Subcommittee.
- iii. The removal of Councillor Mawson, and appointment of Councillor Chrystal as Chair of the Community Initiatives Fund Subcommittee.
- iv. The removal of Councillor Chrystal from Creative Arts Napier.
- v. The appointment of Senior Councillor Price to the Pukemokimoki Marae Trust.
- vi. Appointment of Councillors Raihania and Mawson to the Hearings Committee.
- vii. Appointment of Councillors Mawson and Chrystal as co-chairs of the People, Arts and Community Panel.
- viii. Appointment of Councillors Brownlie, Morley, Isaac-Sharland, Lawrence, Simpson, Raihania to the People, Arts and Community Panel.

- h. **Approve** the Elected Member Portfolios, appointments as Portfolio Holders, and related Portfolio Holder Guidelines.
- i. **Approve** the wording change for the "Age Friendly and Disability" portfolio to be updated to "Age-friendly and Accessibility" portfolio.

**Carried**

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*The meeting adjourned at 10:44am and reconvened at 10:50am.*

## **1. NELSON QUAY WHARF - PROGRESS UPDATE**

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*Type of Report:* Information

*Legal Reference:* N/A

*Document ID:* 1884478

*Reporting Officer/s & Unit:* Connie Whelan-Mills, Principal Infrastructure Analyst  
Laura Rolls, Strategic Project Lead

### **1.0 Executive Summary - *Te Kaupapa me te Whakarāpopototanga:***

1.1 Structural investigations have confirmed significant deterioration of the Nelson Quay Wharf, presenting an immediate safety risk and operational constraints for Inner Harbour users. In response, Napier City Council has enacted urgent measures, including partial closure of the wharf, repair investigations and relocation planning for affected vessels. Temporary fencing and signage have been installed, and berthage occupants have been notified of the risk and alternative arrangements.

This report provides elected members with an update on the Nelson Quay Wharf works within the context of the Inner Harbour programme and how this aligns with the Inner Harbour Development Plan 2022. It outlines the historical background, explains why immediate action is required, highlights key changes since 2018, and sets out next steps currently in motion, including options for vessel relocation and remediation of Nelson Quay Wharf.

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### At the meeting

The officers explained the health and safety reasons for closing the Quay and the approach to be taken moving forward.

Questions were answered clarifying:

- Council is satisfying its duties under the Health and Safety at Work Act 2015.
- A storyboard to inform the community is in progress.
- Consultation with key stakeholders is planned as part of the work programme.

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### COUNCIL RESOLUTION

#### Councillors Price / Chrystal

##### That the Council:

a. **Receives** the report titled Nelson Quay Wharf - Progress Update dated 11 December 2025.

**Carried**

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*The Mayor opted to deal with the following two items out of order.*

## 11. WAIHOKI/ REDCLYFFE BRIDGE ALIGNMENT

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Type of Report:	Operational and Procedural
Legal Reference:	N/A
Document ID:	1886071
Reporting Officer/s & Unit:	Connie Whelan-Mills, Principal Infrastructure Analyst

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopototanga:

- 1.1 The purpose of this report is to recommend a permanent alignment option for the replacement of the Waiohiki/ Redclyffe Bridge.
- 1.2 The recommended alignment is Option 2C - Replace Bridge Immediately Upstream and Skewed to Existing Bridge.
- 1.3 This alignment was endorsed by the Redclyffe Bridge Project Reference Group<sup>9</sup> (PRG) up to the Redclyffe Bridge Project Governance Group<sup>10</sup> (PGG) on 26 November 2025.
- 1.4 This alignment decision was endorsed by the PGG on 1 December 2025 and recommended to be put to elected members for a final decision.
- 1.5 Option 2C was the preferred engineering alignment at the feasibility stage. It remains the preferred alignment following further technical inputs for Ecology, Archaeology, Property and extensive community engagement.

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<sup>9</sup> Membership includes council officers from Hastings District Council, Napier City Council, Hawke's Bay Regional Council, New Zealand Land Transport Agency, WSP (Project Managers), Mana Whenua, and Community Representatives

<sup>10</sup> Membership includes two executive directors from Hastings District Council and two executive directors from Napier City Council

- 1.6 Timely decision making is critical to ensure this project can be completed by 30 June 2029 to attract the NZTA 83% Funding Assistance Rate (FAR) for North Island Weather Events (NIWE) – any project works beyond this date would revert to the standard 51% FAR increasing ratepayer burden.
- 1.7 An alignment decision is necessary to move to the next phase of work, comprising site investigations and detailed design and secure NZTA's construction funding.
- 1.8 Hastings District Council has a similar request for endorsement of Option 2C on December 11<sup>th</sup> 2025.

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### At the meeting

Programme Delivery Manager (Structures) (David Scrimgeour) and Deputy Group Manager and Director Infrastructure Delivery (Darren de Klerk) from Hastings District Council (HDC) joined the officer to present the report.

Questions were answered clarifying:

- The five year life span on the temporary Redclyffe Bridge will expire in August 2028.
- The existing piers, built in 1932, would be replaced with a more resilient structure.
- Project milestones will be brought to both NCC and HDC for decision in order to ensure consistency.

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## COUNCIL RESOLUTION

### Councillors Price / Lawrence

#### That the Council

- a. **Receives** the report titled Waiohiki / Redclyffe Bridge Alignment dated 11 December 2025.
- b. **Endorses** the Project Governance Groups' decision to progress with Option 2C as the preferred alignment to design and construct.
- c. **Endorses** officers to continue with the following supporting works:
  - i. Work with NZTA and Hastings District Council to progress the Springfield Road roundabout as part of the over bridge improvement works.
  - ii. Advocate alongside Hastings District Council with NZTA to progress the Links Road roundabout with SH50 and progress Waiohiki safety improvements as part of the enabling works.
- d. **Notes** there is a reallocation of funds from Hastings District Council for Waiohiki/ Redclyffe Bridge as agreed in the Crown Funding Agreement side agreement.

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**Carried**

## 12. BUS STOP INFRASTRUCTURE TO SUPPORT HAWKE'S BAY BETTER BUS NETWORK

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<i>Type of Report:</i>	Operational and Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1889255
<i>Reporting Officer/s &amp; Unit:</i>	Connie Whelan-Mills, Principal Infrastructure Analyst

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopotanga:

1.1 The purpose of this report is to seek approval from Council for the new bus stop locations required to support the new bus network being implemented by the Hawke's Bay Regional Council (HBRC) on 25 January 2026.

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#### At the meeting

Transport Manager, Hawkes Bay Regional Council (HBRC) (Russell Turnbull) joined the officer to present the report clarifying that HBRC will carry out the activity although NCC will decide where the infrastructure will be located. The aim is to improve access and provide greater options for the community. Extensive consultation has informed the process.

Questions were answered clarifying:

- The NCC funding is sufficient.
- Existing bus shelters will not be removed or replaced.

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### COUNCIL RESOLUTION

#### Councillors Price / Taylor

##### That the Council

- Receives** the report titled Bus stop infrastructure to support Hawke's Bay Better Bus Network dated 11 December 2025.
- Approves** the installation of bus stops as detailed in Attachment 1 where there have been no objections.
- Notes** that officers will continue to work with residents and businesses where there have been objections and investigate then implement alternative bus stop locations.
- Delegates** authority to officers to resolve and implement solutions to the two unresolved bus stop locations in Napier.

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**Carried**

## 2. 2026 PROPOSED COUNCIL AND COMMITTEE MEETING SCHEDULE

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	Local Government Act 2002 & Local Government Official Information and Meetings Act 1987
<i>Document ID:</i>	1882625
<i>Reporting Officer/s &amp; Unit:</i>	Anna Eady, Governance Manager

### 2.1 Purpose of Report

To present to Council the proposed Napier City Council 2026 meeting schedule for adoption as per the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

#### At the meeting

The officer presented the report clarifying that this schedule is for Council and committee meetings and does not represent the entirety of the Elected members Council commitments.

There were no questions.

#### COUNCIL RESOLUTION

##### Councillors Brownlie / Simpson

##### That the Council:

- a. **Receive** the report titled "2026 Proposed Council and Committee Meeting Schedule" dated 11 December 2025.
- b. **Adopt** the schedule of Council and Committee meetings for Napier City Council for 2026 (Doc Id 1887349).

**Carried**

## 3. ELECTED MEMBERS' CHILDCARE AND HOME SECURITY SYSTEM ALLOWANCE

<i>Type of Report:</i>	Legal and Operational
<i>Legal Reference:</i>	Local Government Elected Members (2025/26) Determination 2025
<i>Document ID:</i>	1879064
<i>Reporting Officer/s &amp; Unit:</i>	Anna Eady, Governance Manager

### 3.1 Purpose of Report

To present options for the childcare and home security system allowance for elected members, in line with the Local Government Elected Members (2025/26) Determination 2025.

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#### At the meeting

Health and Safety Operations Manager (Andrew Wallace) joined the officer to present the report.

Both allowances are provided for by the Remuneration Authority and are paid at a council's discretion. The Childcare Allowance has been in place previously, however the Security Allowance is new.

Questions were answered clarifying:

- The requirement for there to be an existing security threat and a risk assessment to be conducted prior to qualifying for the Home Security System Allowance is from the Remuneration Authority and is not specific to NCC.
- A proactive approach will be taken to perceived security threats. A risk assessment is a key part of the process. Security threats should continue to be reported using NCC internal processes.

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### COUNCIL RESOLUTION

**Councillors Taylor / Raihana**

**That the Council:**

- a. **Receives** the report titled Elected Members' Childcare and Home Security System Allowance.
- b. **Adopts** the revised Elected Members' Allowances and Expenses Policy (Doc ID: 1886261) which includes:
  - i. A Childcare Allowance, with the same conditions and cap as the previous triennium, being:
    - The maximum value for reimbursement is \$20 per hour (plus GST where applicable), and
    - The maximum accrued allowance per financial year per qualifying child is \$2,000 (plus GST where applicable).

*Councillors Brownlie, Mawson and Morley voted AGAINST the motion*

**Carried**

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### COUNCIL RESOLUTION

**Deputy Mayor Crown / Councillor Mawson**

**That the Council:**

- b. **Adopts** the revised Elected Members' Allowances and Expenses Policy (Doc ID: 1886261) which includes:
  - ii. A Home Security System Allowance claimable if an authorised risk assessment, paid for by Napier City Council, determines a security threat exists which justifies a

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home security system be purchased, installed, monitored and maintained at a members' primary place of residence within Napier City. Reimbursement is up to a maximum of:

- \$4,500 for purchase and installation of the system; and
- \$1000 for monitoring, callouts, and repairs, per financial year.

iii. Elected members may also be reimbursed for expenses of additional security measures at their primary place of residence within the council area if:

- the security threat and authorised risk assessment recommends that those additional security measures be provided to the member; and
- the Remuneration Authority, on application from Napier City Council, approves the reimbursement of the additional expenses arising from the provision of those additional security measures.

**Carried**

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## 4. CLASS 4 GAMING MACHINE RELOCATION APPLICATION

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*Type of Report:* Operational and Procedural

*Legal Reference:* Enter Legal Reference

*Document ID:* 1881777

*Reporting Officer/s & Unit:* Stephen Bokkerink, Team Leader Compliance

### 4.1 Purpose of Report

The purpose of this report is to consider a formal request made by the Lion Foundation 2008, for the territorial authority to relocate their Class 4 Gaming Licence from Art Deco Masonic Limited, 2 Tennyson Street to The Pavilion Sports Bar & Eatery, 49 Marine Parade.

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### At the meeting

Head of Regulatory Delivery (Simon Bradshaw) joined the officer to present the report noting that a Council decision is required to relocate gaming machines.

There were no questions.

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### COUNCIL RESOLUTION

**Councillors Mawson / Taylor**

#### That the Council:

- a. **Receive** the report titled "Class 4 Gaming Machine Relocation Application" dated 11 December 2025.
- b. **Direct** officers to grant consent regarding applicants request to allow the relocation of the Class 4 gaming machines from Art Deco Masonic Limited situated at 2 Tennyson Street, to The Pavilion Bar & Eatery situated at 49 Marine Parade, Napier.

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- c. **Note** Officers have assessed the relocation application and formed a view that the application meets the Napier City Council Gambling Venues Policy.
- d. **Note** if consent is granted the application is subject to Department of Internal Affairs (DIA) considering whether granting a Class 4 Venue Licence is appropriate.

**Carried**

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## 5. EXTENSION OF DISTRICT LICENSING COMMITTEE CONTRACT

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<i>Type of Report:</i>	Operational and Procedural
<i>Legal Reference:</i>	Sale and Supply of Alcohol Act 2012
<i>Document ID:</i>	1881812
<i>Reporting Officer/s &amp; Unit:</i>	Stephen Bokkerink, Team Leader Compliance

### 5.1 Purpose of Report

This report seeks approval from Council to extend the contracts of the current District Licensing Committee (DLC) as their current tenures expire on 1 April 2026. Additionally, the report recommends appointment of the 2025-2028 Commissioner, Deputy Chair and list members and seek approval to recruit an additional two members of the community to the DLC.

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#### At the meeting

Head of Regulatory Delivery (Simon Bradshaw) joined the officer to present the report.

Councillors Price and Taylor declared a conflict of interest with this item. The meeting permitted them to remain at the table.

Questions were answered clarifying:

- Allowances for members of the District Licensing Committee are set and reviewed by the Remuneration Authority.

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## COUNCIL RESOLUTION

### Councillors Mawson / Simpson

#### That the Council:

- a. **Approve** the extension of the following current District Licensing Committee members contracts, and appointment of the 2025-2028 Commissioner and list members.
  - i. The current members being:
    - Stuart Hylton (current Commissioner)
    - Ross Pinkham
    - Councillor Keith Price
    - Councillor Graeme Taylor.

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- ii. Note that their number is adequate to form a hearing quorum as required, however, additional members would provide redundancy and potentially support succession planning.
- b. **Recommend** to the chief executive that Stuart Hylton be appointed as Commissioner of the District Licensing Committee for the 2025-2028 period.
- c. **Approve** the appointment of Councillor Graeme Taylor as the Deputy Chair of the District Licensing Committee for the 2025-2028 period.
- d. **Approve** officers to commence a recruitment process to appoint two additional members to the DLC List.

**Carried**

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## **6. WITHDRAWAL AND ARCHIVING OF THE FIRE HYDRANT POLICY 2018**

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<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1887675
<i>Reporting Officer/s &amp; Unit:</i>	Jean Paul Kombara, Drinking Water Compliance Officer

### **1.0 Executive Summary**

This report seeks Council approval to formally withdraw and archive the existing Fire Hydrant Policy 2018. Fire hydrant access and use will instead be governed solely by the Napier City Council Water Supply Bylaw 2022, which provides the current and enforceable framework for hydrant management. Although the withdrawal aligns with regulatory requirements and best practice, formal Council approval is required to confirm this change.

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#### **At the meeting**

Team Leader Compliance (Andrew Gass) joined the officer to present the report.

There were no questions.

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### **COUNCIL RESOLUTION**

#### **Councillors Chrystal / Lawrence**

#### **That the Council:**

- a. **Recommend** that Council approve the withdrawal and archiving of the Fire Hydrant Policy 2018, confirming that fire hydrant access and operational requirements are governed solely by the Napier City Council Water Supply Bylaw 2022.

**Carried**

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*The meeting adjourned at 11:49am and reconvened at 12:00pm*

*Councillor Isaac-Sharland left the meeting at 12:00pm*

## **7. QUARTERLY PERFORMANCE REPORT**

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*Type of Report:* Operational

*Legal Reference:* N/A

*Document ID:* 1882425

*Reporting Officer/s & Unit:* Talia Foster, Financial Controller

### **7.1 Purpose of Report**

To present the Quarterly Performance Report for the three months ended 30 September 2025.

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#### **At the meeting**

Head of Finance, Data and Digital (Caroline Thomson) joined the officer to present the report.

Questions were answered clarifying:

- The targets for NCC Commercial facilities are stretch targets.

Councillor Isaac-Sharland joined the meeting at 12:04pm

- Differences in budgeted and actual figures are primarily due to the timing of the capital programme.

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### **COUNCIL RESOLUTION**

**Deputy Mayor Crown / Councillor Chrystal**

**That the Council:**

- a. **Receive** the Quarterly Performance Report (Doc Id 1888873 ) for the three months ended 30 September 2025.

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**Carried**

## 8. INFORMATION - ACTION POINTS REGISTER AS OF 4 DECEMBER 2025

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1885550
<i>Reporting Officer/s &amp; Unit:</i>	Anna Eady, Governance Manager

### 8.1 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 officer presented the report, noting the attachment of the updated Action Register.

There were no questions.

#### COUNCIL RESOLUTION

##### Councillors Morley / Isaac-Sharland

##### That the Council:

- a. **Note** the extract from the Action Points Register as of 4 December 2025 (Doc Id 1885986)

**ACTION:** A 'traffic light' tracking system to be added to the Action Register.

**Carried**

#### Attachments

- 1 Extract from the Action Points Register as of 4 December 2025

## 9. INFORMATION - OFFICIAL INFORMATION REQUESTS AS AT 18 NOVEMBER 2025

<i>Type of Report:</i>	Information
<i>Legal Reference:</i>	Local Government Official Information and Meetings Act 1987
<i>Document ID:</i>	1885549
<i>Reporting Officer/s &amp; Unit:</i>	Anna Eady, Governance Manager

### 9.1 Purpose of Report

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

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### At the meeting

The officer presented the report.

There were no questions.

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### COUNCIL RESOLUTION

**Councillors Taylor / Lawrence**

**That the Council:**

a. **Receive** for information the report Official Information Requests as at 18 November 2025 (Doc Id 1886133).

**Carried**

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## 10. TENDERS LET

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*Type of Report:* Information

*Legal Reference:* N/A

*Document ID:* 1886475

*Reporting Officer/s & Unit:* Debbie Beamish, Executive Assistant to the Chief Executive  
Russell Bond, Executive Director Water Services

### 1.0 Executive Summary - Te Kaupapa me te Whakarāpopotanga:

To report the Tenders let under delegated authority for the period 24 October to 19 November 2025.

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### At the meeting

The officer presented the report.

There were no questions.

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### COUNCIL RESOLUTION

**Councillors Mawson / Price**

**That the Council:**

a) **Receive** the Tenders Let for the period 24 October to 19 November 2025 as below:

- **C2897 Emerson Street Main Contractor** be awarded to John Fillmore Contractors in the sum of \$5,997,692.00 excl GST.
- **C2890 Herrick Street and Taradale Road Culvert Upgrade** be awarded to Fulton Hogan in the sum of \$4,069,726.00 excl GST.

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- **C2929 Thompson Road Pipelining Renewal** be awarded to Off-Shore Plumbing Services in the sum of \$193,896.74 excl GST.
- **C100522 Northe Street & Deihl Road Stormwater Improvements Direct Engagement** be awarded to Downer NZ Limited in the sum of \$400,000 excl GST.

**Carried**

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### **Minor matters**

The Safety concerns raised in the Public forum in regard to the intersection of Murphy Road and Meeanee Roads were discussed.

**ACTION:** Officers to investigate the safety concerns raised in the Public Forum on 11 December 2025, in relation to the Meeanee and Murphy Roads intersection and including access to Bledisoe School and report back to Council.

# RESOLUTION TO EXCLUDE THE PUBLIC

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## COUNCIL RESOLUTION

**Deputy Mayor Crown / Councillor Mawson**

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

### Agenda Items

1. Water Services Land Purchase
2. Heretaunga Water Storage Project Shareholder Participation
3. Awatoto Wastewater Outfall Replacement - ECI Tender Recommendation Report and Project Update

**Carried**

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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:	

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### Agenda Items

1. Water Services Land Purchase	7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including	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	Legal negotiations underway
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	commercial and industrial negotiations)	disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.	
2. Heretaunga Water Storage Project Shareholder Participation	7(2)(g) Maintain legal professional privilege  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.	The report contains legally privileged information and commercially sensitive information, respecting the confidentiality of the funders and other proposed shareholders.
3. Awatoto Wastewater Outfall Replacement - ECI Tender Recommendation Report and Project Update	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	This recommendation report contains key financial details related to the tender.

		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 moved into public excluded at 12:22pm.*

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

Chairperson .....

Date of approval .....