

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
PERFORMANCE AND MONITORING MEETING NO. PM21-1  
HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, TAURANGA  
ON TUESDAY, 2 FEBRUARY 2021 AT 9.30AM**

## **1 PRESENT**

Cr D Thwaites (Chairperson), Mayor G Webber, Cr G Dally, Cr M Dean, Cr J Denyer, Cr M Grainger, Cr M Gray, Cr A Henry, Cr K Marsh, Cr M Murray-Benge and Deputy Mayor J Scrimgeour.

## **2 IN ATTENDANCE**

M Taris (Chief Executive Officer), G Allis (Deputy CEO/Group Manager Infrastructure Services), J Pedersen (Group Manager People and Customer Services), K Perumal (Group Manager Finance and Technology Services), R Davie (Group Manager Policy Planning and Regulatory Services), D Pearce (Community Manager), G Payne (Strategic Advisor), M Dowd (Chief Information Officer), B Williams (Strategic Property Manager), J Paterson (Transportation Manager), P Watson (Reserves and Facilities Manager), K Hill (Utilities Manager), R Sumeran (Engineering and Special Projects Manager), C McLean (Senior Transportation Engineer), K Buckley (Project Manager Kerbside Services), B Whitton (Customer Service and Governance Manager), C Ertel (Asset and Capital Manager), W Henderson (3 Waters Engineer), M Leighton (Senior Policy Analyst), C Lim (Engagement Specialist), R Woodward (Communications Specialist), T Coupe (Project Co-ordinator Infrastructure Asset and Capital) and C Irvin (Senior Governance Advisor).

## **OTHERS IN ATTENDANCE**

### Western Bay Museum:

Paula Gaelic (Western Bay Museum Manager), Allan Sole, David Askew, Francis Young, Peter Mackay, Mike Williams, Joyce Taylor (all Trustees of Western Bay Museum).

Ivan Tottle (Waihi Beach resident), Andy Kennedy (Flat White Café Owner/Waihi Beach resident), Paul Anderson (WestLink representative for Western Bay of Plenty District Council (WBOPDC)).

## **3 APOLOGY**

### **APOLOGY**

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#### **RESOLUTION PM21-1.1**

Moved: Cr M Grainger

Seconded: Cr J Denyer

That the apology for lateness from Cr Grey be accepted.

**CARRIED**

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Nil

## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Nil

## 6 PUBLIC EXCLUDED ITEMS

Nil

## 7 PUBLIC FORUM

Nil

## 8 PRESENTATIONS

Nil

## 9 REPORTS

### 9.1 GROUP MANAGER FINANCE AND TECHNOLOGY SERVICES REPORT

The Committee considered a report dated 2 February 2021 from the Group Manager Finance and Technology Services who noted the following:

- The Key Financial Indicators and Key Financial Issues reports for the December 2020 quarter would be presented at the March 2021 Performance and Monitoring Committee due to the Finance Team being fully committed in preparing the financial information for the draft 2021/2031 Long Term Plan (LTP).
- Updated Ward and development trends statistics (as outlined in the attachment provided with the report).
- The Chief Information Officer provided an update of the project work the Information Technology and Business Solutions Team were working on;
  - Kerbside Waste Collection;
  - Technical input to the Three Waters Joint Maintenance Contract;
  - E District Plan Implementation;
  - LTP Submission Process;
  - Online Payments;
  - Insight Reporting; and
  - ERP Replacement Project.

Staff responded to questions as follows:

- There was nothing that had come to the attention of staff that warranted revision for Waihi Beach as far as the LTP and growth projections were concerned, based on information to hand that supported assumptions around growth.

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### RESOLUTION PM21-1.2

Moved: Mayor G Webber

Seconded: Cr A Henry

That the Group Manager's Finance and Technology Services report dated 2 February 2021 titled 'Group Manager Finance and Technology Services Report' be received.

**CARRIED**

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9:40am Cr Gray entered the meeting.

## **9.2 CIVIC FINANCIAL SERVICES STATEMENT OF INTENT FOR YEAR ENDED 31 DECEMBER 2021**

The Committee considered a report dated 2 February 2021 from the Group Manager Finance and Technology Services. The report was taken as read, with the following being noted:

- Civic Financial Services was a 'Council Controlled Trading Organisation' and as such were not compelled by legislation to report to Council. However, as a courtesy to the sector, they did so as a matter of course.
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### **RESOLUTION PM21-1.3**

Moved: Mayor G Webber

Seconded: Cr J Denyer

That the Group Manager Finance and Technology Services' report dated 2 February 2021 titled 'Civic Financial Services Statement of Intent for Year Ended 31 December 2021' be received.

**CARRIED**

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## **9.3 BOPLASS LIMITED ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020**

The Committee considered a report dated 2 February 2021 from the Group Manager Finance and Technology Services who noted the following:

- Bay of Plenty Local Authority Shared Services Limited (BOPLASS) had continued to develop collaboration between councils in the delivery of services, and had been able to remain on target despite COVID-19.
  - Highlights included the appointment of a provider for insurance brokerage and risk management service, achieving a number of targets in accordance with the BOPLASS Statement of Intent, investigation of new joint procurement initiatives for goods and services for BOPLASS councils and an extended level of support to councils that are managing or investigating shared service projects.
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### **RESOLUTION PM21-1.4**

Moved: Cr K Marsh

Seconded: Cr J Denyer

That the Group Manager Finance and Technology Services' report dated 2 February 2021 titled 'BOPLASS Limited Annual Report For The Year Ended 30 June 2020' be received.

**CARRIED**

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## **9.4 RAPID NUMBERING - OHAUITI ROAD**

The Committee considered a report dated 2 February 2021 from the Chief Information Officer who noted the following:

- At the Performance and Monitoring Committee meeting held on 24 November 2020, a resident of Ohauti Road spoke in Public Forum, requesting confirmation that the house numbering on Ohauti Road had been applied correctly.
  - The report illustrated how the Rural Address Property Identification (RAPID) numbering system was implemented.
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- Staff had met with the Ohauti Road resident and the method of measuring and the RAPID numbering system was discussed and resolved.

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### RESOLUTION PM21-1.5

Moved: Cr M Murray-Benge

Seconded: Cr M Grainger

That the Chief Information Officer's report dated 2 February 2021 titled 'RAPID Numbering – Ohauti Road' be received.

**CARRIED**

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## 9.5 WESTERN BAY MUSEUM

The Committee considered a report dated 2 February 2021 from the Community Manager.

Paula Gaelic, Western Bay Museum Manager, introduced herself and the attending Western Bay Museum Trustees, spoke to a power point presentation and provided an overview of the following:

- An introduction to the Museum, advising that extra funding was being sought for the next level of development in the Museum's ten-year development plan.
- Initiatives and deliveries which included, amongst other things:
  - Providing three successful education programmes;
  - Investment in long term branding;
  - Free permanent entry for WBOPDC residents; and
  - Secured sponsorship from Seeka for school children to attend the 1900's school experience.
- Sources of Finance.
- The Museum's ten year development plan which included:
  - The employment of a Museum qualified Collections Curator;
  - The creation of a strong focus on Te Puke School Visits;
  - The construction of a museum-compliant storage and workspace facility;
  - The return of locally significant Taonga;
  - A partnership with Whenua to construct a Cultural Centre; and
  - A secure, 'facility compliant', exhibition space in Te Puke.
- The benefits of a Museum Collections Curator and a compliant storage and workspace facility which included:
  - Acquiring the scientific knowledge and expertise needed for the preservation and safeguarding of objects that included software to suit requirements, safe handling techniques and security in emergencies; and
  - Management of a much needed space for storing objects (hundreds of objects were safeguarded/stored in other museums and could not be returned until appropriate storage was established).

The Presenter responded to questions as follows:

- It was perhaps more convenient for people to have a museum situated in the Central Business District (CBD), but there was no evidence to support that a location in the CBD was better than a sub-regional facility.
- The Museum was hoping to obtain funding and land approval from Council within the next two to three years. The land would be shared with three other stand-alone organisations.

**RESOLUTION PM21-1.6**

Moved: Cr J Denyer

Seconded: Cr A Henry

**RECOMMENDATION TO COUNCIL**

1. That the Community Manager's report dated 2 February 2021, titled 'Western Bay Museum' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That the Western Bay Museum Strategic Plan, as attached, be referred as a submission to the Long Term Plan.

**CARRIED**

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10.10am The meeting was adjourned.10.30am The meeting reconvened.**9.6 WAIHI BEACH ROCK REVETMENT - COUNCIL LANDOWNER CONSENTED COASTAL PROTECTION WORKS**

The Committee considered a report dated 2 February 2021 from the Utilities Manager who introduced Ivan Tottle and Andy Kennedy from Waihi Beach and spoke to the report noting the following:

- The Bay of Plenty Regional Council (BOPRC) were the final authority on the Resource Consent that would be needed for the wall construction.
- The property owners wished to protect their assets and do something of their own accord in the form of a structure that would be on both their land and the Council esplanade. To do this, they needed Council permission.
- Mr Andy Kennedy advised that, as property owners had observed, they felt a rock (revetment) wall was an effective method of a coastal erosion protection system. The property owners wished to take on the burden of these works, but with Council's support.

Staff responded to questions as follows:

- Council would not be seen as an 'interested party' as the Resource Consent application would be from the land owners only.
  - If the Consent was successful, Council would pay for the rock revetment wall section only on the Elizabeth Street Reserve area (which they own), but not for the Resource Consent application or the other works.
  - BOPRC were very clear on their policy of 'letting nature taking its course' and the need to go through due process to protect assets. In this case, BOPRC needed to review the benefits for the property owners involved.
  - Even though Council had a 'Coastal Inundation Policy' which supported 'letting nature take its course', the Elizabeth Street Reserve area was one of the main entries to the beach and because of this the Waihi Beach Community wanted it protected and access to the beach maintained.
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**RESOLUTION PM 21-1.7**

Moved: Mayor G Webber

Seconded: Cr D Thwaites

**RECOMMENDATION TO COUNCIL**

1. That the Utilities Manager's report dated 2 February 2021 titled 'Waihi Beach Rock Revetment - Council Landowner Consented Coastal Protection Works' be received.
2. That the report relates to an issue that is considered to be of medium significance in terms of Council's significance and engagement policy.
3. That Council notes that assessment against its Coastal Erosion Response Policy indicates no need to protect Council's Elizabeth Street Reserve asset with a hard structure.
4. That Council, as administering authority and landowner, approves the private construction of consented coastal works on Council reserve, Lot 125 DP35465 Waihi Beach, subject to the conditions, including:
  - A resource consent being granted by Bay of Plenty Regional Council;
  - Consent and construction fully funded by owners;
  - Agreement with council on operational cost and responsibilities; and
  - Council funding Construction, but not design, and consenting costs for the Elizabeth Street Reserve section.

**CARRIED**

Cr Dean voted against motions 1, 2, 3 and 4.

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**CHANGE TO ORDER OF BUSINESS**

The Chairperson requested that the next item of business be open Agenda item 9.7: 'Omokoroa to Tauranga Cycle Trail – User Survey' due to a presenter not being in attendance at that time.

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**RESOLUTION PM21-1.8**

Moved: Cr M Grainger

Seconded: Cr G Dally

That open Agenda item 9.7: being 'Omokoroa to Tauranga Cycle Trail – User Survey' be the next item of business due to a presenter not being in attendance at that time.

**CARRIED**

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**9.7 OMOKOROA TO TAURANGA CYCLE TRAIL - USER SURVEY**

The Committee considered a report dated 2 February 2021 from the Reserves and Facilities Projects Assets Manager.

The Reserves and Facilities Manager spoke to a power point presentation summarising the survey results and noted the following:

- The survey was commissioned to capture data and feedback from cycle trail users to inform future decisions and Council's corporate reporting performance measures.
  - One of the main complaints to come out of the survey was that there were too many cyclists going too fast.
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Staff responded to questions as follows:

- Although the survey was carried out during a school holiday period, from 14 December 2020 to 5 January 2021, it reflected more feedback from Senior Citizens.
  - It was thought that people with new electric bikes may not be aware of how fast they were going and this contributed to safety issues along the trail.
  - A safety audit had been undertaken for Borell Road to identify areas of concern.
  - It was felt that people needed to be better educated around cycling etiquette and travelling at safe speeds.
  - There was mounting evidence that toilets needed to be installed around the Cooney Reserve area.
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### **RESOLUTION PM21-1.9**

Moved: Cr M Grainger

Seconded: Cr M Dean

That the Reserves and Facilities Projects Assets Manager's report dated 2 February 2021 titled 'Omokoroa to Tauranga Cycleway – User Survey' be received.

**CARRIED**

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## **9.8 TE REREATUKAHIA WASTEWATER SCHEME CONNECTION COSTS**

The Committee considered a report dated 2 February 2021 from the Asset and Capital Manager who, along with the Three Waters Engineer and the Senior Policy Analyst, spoke to a power point presentation noting the following:

- Funding had been received through the Three Waters Crown Infrastructure Partners (CIP) to reticulate Te Rereatukahia Marae, which also included reticulating the properties surrounding the Marae.
  - After earlier negotiations between Council and Te Rereatukahia Marae were unsuccessful, Iwi requested in 2009 that Council reconsider the wastewater scheme for the Marae.
  - The wastewater scheme would be a pressure system. Each individual property would have their own pump, which would be owned by Council.
  - The wastewater scheme would be one hundred percent funded by the CIP (this would not cover connection charges). Properties would be required to pay the ongoing Uniform Targeted Rate (UTR). Landowners who did not connect to the system would pay an annual availability charge until they connected to the scheme.
  - The Three Waters Engineer met with Iwi at the Te Rereatukahia Marae in December 2020, who expressed their concerns, mainly around connection costs. A number of questions were put forward for Council's consideration (as referred to in the report). Repayments and requests for interest free payment plans, as well as possible subsidies or reduced Financial Contribution (FINCO) fees were queried.
  - Three possible options for connection charges were highlighted in the report, from the least to most positive outcomes.
  - Wastewater reticulation was considered the best long-term solution for this community, both environmentally and for public health.
  - The CIP funding had to be spent by March 2022. If property owners did not connect now and use the available funding, the connection costs for the properties would increase significantly for any work undertaken in the future.
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Staff responded to questions as follows:

- There was insufficient time available to put this proposal out for full consultation for this years Long Term Plan (LTP).
  - There was no specific direct funding expected for this project from the BOPRC. However, if they were to provide a Resource Consent it would be expected that this would be free of charge.
  - The wastewater project for Te Rereatukahia Marae had been added to the CIP list for funding because Council had been deliberating about it for a number of years with the knowledge that the scheme would greatly assist the Community and provide social and environmental outcomes.
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### **RESOLUTION PM21-1.10**

Moved: Cr M Dean

Seconded: Cr D Thwaites

### **RECOMMENDATION TO COUNCIL**

1. That the Asset and Capital Manger's report dated 2 February 2021 titled 'Te Rereatukahia Wastewater Scheme Connection Costs' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That it is recommended to Council that no connection charge is to be applied to the Te Rereatukahia wastewater scheme.
4. That Council staff look at a simple policy/statement to recognise the unique circumstances for this situation.

**CARRIED**

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## **9.9 THREE MONTH REVIEW - OPENING HOURS WAIHI BEACH LIBRARY AND SERVICE CENTRE.**

The Committee considered a report dated 2 February 2021 from the Customer Services and Governance Manager who noted the following:

- Information was gathered from the Waihi Beach Community through feedback forms, email communications, and a survey of the Waihi Beach School Parent Community over a three month period.
  - From the data gathered, an increase in opening hours on Friday from 10am to 5pm (three extra hours) was preferred.
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**RESOLUTION PM21-1.11**

Moved: Cr A Henry

Seconded: Cr J Denyer

**RECOMMENDATION TO COUNCIL**

1. That the Customer Services and Governance Manager's report dated 2 February 2021 titled 'Three Month Review – Opening Hours Waihi Beach Library and Service Centre' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That the opening hours of the Waihi Beach Library and Service Centre be extended by 3 hours to 10am to 5pm on Fridays.
4. That the opening hours of the Waihi Beach Library and Service Centre be reviewed in three months' time.

**CARRIED**

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**9.10 OPERATIONAL RISK REPORT FEBRUARY 2021**

The Committee considered a report dated 2 February 2021 from Deputy Chief Executive/Group Manager Infrastructure Services.

The Asset and Capital Manager and the Three Waters Engineer gave an overview on the following:

- 'Three Waters' CIP project;
- Omokoroa Storm Water Bund;
- Western Water – State Highway 2 Water Main Replacement;
- Treatment Plant Monitoring Equipment;
- Infrastructure Capital Works – Te Puke WWTP upgrade;
- Water Bores; and
- Youngson Reservoir.

The Utilities Manager and the Project Manager Kerbside Services gave an overview on the following:

**Kerbside Collection Project**

- Staff have been working with EnviroWaste on phases of the implementation plan which was progressing well.
- A full advertising campaign called 'Welcome to the Kerbside Collective' was due to start on 9 February 2021, with various other activities planned to raise awareness around the project.
- Key milestones include an agreed masterplan, established pick-up routes, a Question and Answer Website, 'Pay As You Throw' tags, an IT/service request process, a pickup day roster and an interactive Website map.

**Two Mile Creek**

- The outcome of the tender process resulted in construction costs being significantly higher than budgeted for, so other design options within Council's budget were being looked at.
  - Two options that have been canvassed were a 'timber retaining' option and a 'concrete panel' option. The concrete panel option was seen as the best outcome option.
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- Limitations within the Resource Consent dictated that work in the stream could not be carried out from July to November. Because of this, construction was not likely to be completed until the end of 2022.

Staff responded to questions as follows:

- Council was still waiting on site consent approval from the two landowners involved in the process.

#### Western Bay of Plenty District Council Water Supply

- There were no major water supply issues during the months of December 2020 and January 2021.

The Engineering and Special Projects Manager and the Project Manager Kerbside Services gave an overview on the following:

#### Omokoroa CIP Roding Projects

- Public engagement meetings were held on 12 November 2020 and 2 December 2020.
- A preliminary design had been completed which included roading layout, water, wastewater and stormwater.
- Adjacent landowners had been consulted and land negotiations for the roundabout areas were continuing.
- There had been preliminary discussions on the location of the wastewater pump station, wetland and the Prole Road extension to the Waipapa River.
- Future works for Prole Road included completing land negotiations and the design and tender documents, followed by a contract for construction, with a project completion date of June 2022.

The Reserves and Facilities Manager gave an overview on the following:

#### Hot Springs Road – Cemetery/Urupa

- A Hui had been held with Ngai Tamawhariua on 15 January 2021, where an indicative boundary for the Urupa had been proposed. Connection to the Te Rereatukahia stream was important for the Urupa area.
- The proposed boundary provided sufficient land to meet future demands for public cemetery areas.
- Staff needed to prepare a report on the required statutory process to revoke the reserve status in order to make the land available for use as a public cemetery/Urupa.

#### Moore Park Shed Fire – 20 December 2020

- Staff would follow up on the insurance claim and continue to support the Katikati Cricket Club.

The Strategic Property Manager gave an overview on the following:

#### Kaimai Views- Housing Affordability Forum (HAF) Area

- The agreement was signed by Council on 22 January 2021, with Council continuing to work with the HAF working group.
- The agreement was conditional for at least six months on a number of things which included the parties reaching agreement on the development plans. It was anticipated that the agreement would go unconditional before the end of the six month conditional period.

**RESOLUTION PM21-1.12**

Moved: Mayor G Webber  
 Seconded: Cr M Murray-Benge

That the Deputy Chief Executive's Report dated 2 February 2021 titled 'Operational Risk Report February 2021' be received.

**CARRIED****10 INFORMATION FOR RECEIPT**

Nil

**11 RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION PM21-1.13**

Moved: Cr M Grainger  
 Seconded: Cr M Dean

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

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are 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 for the passing of this resolution
<b>11.1 - Operational Risk Report February 2021 Confidential</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7

**CARRIED**

The Meeting closed at 1:12pm.

Confirmed as a true and correct record by Council on 25 February 2021.