

Mā tō tātou takiwā  
**For our District**

## Project and Monitoring Committee

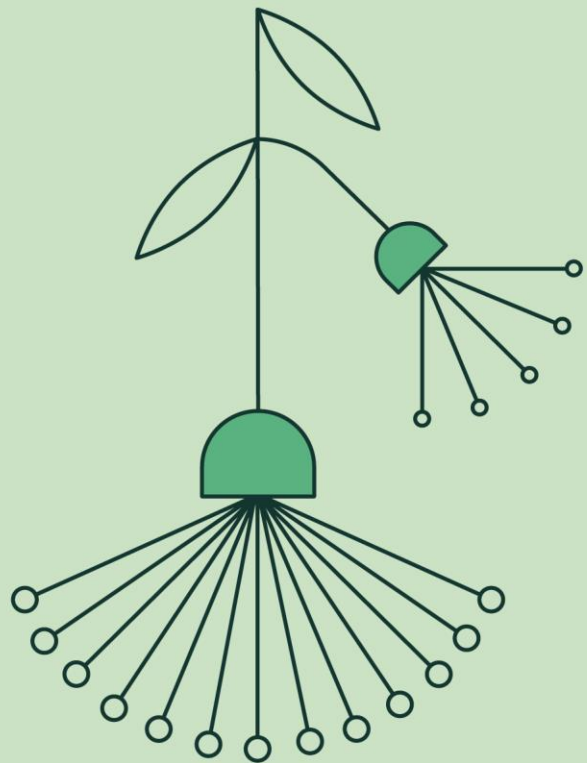
## Kōmiti Whakakaupapa me Aroturuki

PMc23-1

Wednesday, 22 February 2023, 11.00am

Council Chambers, Barkes Corner,

1484 Cameron Road, Tauranga



# Projects and Monitoring Committee

## Membership:

<b>Chairperson</b>	Cr Don Thwaites
<b>Deputy Chairperson</b>	Cr Allan Sole
<b>Members</b>	Cr Tracey Coxhead Cr Richard Crawford Cr Grant Dally Mayor James Denyer Cr Murray Grainger Cr Anne Henry Cr Rodney Joyce Cr Margaret Murray-Benge Deputy Mayor John Scrimgeour Cr Andy Wichers
<b>Quorum</b>	Six (6)
<b>Frequency</b>	Quarterly

## Role:

- To monitor and review the progress of the Council's activities, projects and services.

## Scope:

- To monitor the effectiveness of Council and agency service agreements / contracts.
- To monitor the implementation of Council's strategies, plans and policies, and projects as contained in the Long Term Plan or Annual Plan.
- To monitor agreements between Tauranga City Council and Western Bay of Plenty District Council and recommend to the respective Councils any changes to agreements, as appropriate.
- To monitor the on-going effectiveness of implemented joint projects, plans, strategies and policies with Tauranga City Council.
- To monitor performance against any Council approved joint contracts with Tauranga City Council and/or other entities.



- To monitor Community Service Contract performance, set service delivery requirements and receive annual reports from service delivery contractors.
- Monitor performance against the Priority One approved contract.
- Subject to agreed budgets and approved levels of service, make decisions to enable delivery of the operational and capital programme of Council.

### Power to Act:

- To make decisions to enable and enhance service delivery performance, in accordance with approved levels of service and subject to budgets set in the Long Term Plan or any subsequent Annual Plan.

### Power to Recommend:

- To make recommendations to Council and/or any Committee as it deems appropriate.

### Power to sub-delegate:

- The Committee may delegate any of its functions, duties or powers to a subcommittee, working group or other subordinate decision-making body, subject to the restrictions on its delegations and provided that any sub-delegation includes a statement of purpose and specification of task.

Notice is hereby given that an Project and Monitoring Meeting will be held in the Council Chambers, Barks Corner, 1484 Cameron Road, Tauranga on: Wednesday, 22 February 2023 at 11.00am

## Order Of Business

<b>1</b>	<b>Present .....</b>	<b>5</b>
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<b>3</b>	<b>Apologies .....</b>	<b>5</b>
<b>4</b>	<b>Consideration of Late Items.....</b>	<b>5</b>
<b>5</b>	<b>Declarations of Interest .....</b>	<b>5</b>
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<b>7</b>	<b>Public Forum.....</b>	<b>5</b>
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9.3	Operational Risk and Scorecard Report Quarterly Update Ending December 2022.....	43
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<b>11</b>	<b>Resolution to Exclude the Public .....</b>	<b>80</b>
11.1	Waka Kotahi (NZTA) Update on Western Bay Projects Presentation.....	80
11.2	Quayside – Rangiora Business Park (RBP) Infrastructure Presentation .....	80
11.3	Infrastructure Operational Risk Report 22 February 2023 – Confidential .....	80

**1 PRESENT****2 IN ATTENDANCE****3 APOLOGIES****4 CONSIDERATION OF LATE ITEMS****5 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

**6 PUBLIC EXCLUDED ITEMS****7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

## 8 PRESENTATIONS

### 8.1 SCADA SYSTEM PRESENTATION

**File Number:** A5020281

**Author:** Henrietta Willis, SCADA Systems Engineer

**Authoriser:** Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group

#### EXECUTIVE SUMMARY

The SCADA Systems Engineer will present an overview of Western Bay's new SCADA system and how it provides improved data and operational security.

Please Note: This presentation will be provided following the confidential section of the meeting.

#### RECOMMENDATION

That the SCADA Systems Engineer's report dated 22 February 2023 titled 'SCADA System Presentation' be received.

**8.2 NATIONAL ROAD CARRIERS ASSOCIATION – ROADING TRANSPORT PRESENTATION****File Number:** A5022969**Author:** Tracy Harris, Executive Assistant, Infrastructure Group**Authoriser:** Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group**EXECUTIVE SUMMARY**

The National Road Carriers Association will present on current issues facing roading transport across New Zealand.

**RECOMMENDATION**

That the Executive Assistant – Infrastructure Group's report, dated 22 February 2023, titled 'National Road Carriers Association – Roothing Transport Presentation', be received.

**BACKGROUND**

The National Road Carriers Association wrote to Mayor Denyer congratulating him on being elected and seeking an opportunity to present to Council on road transport as set out below.

*Road planning, construction, maintenance and management have always been key responsibilities for local bodies and roading issues including speed limit reviews, re-shaping streets and potholes continue to be top of mind for the public and news media.*

*Between National Road Carriers Association (NRC) and the New Zealand Trucking Association (NTA) we represent 3,300 member companies who collectively operate about 30,000 trucks, vans and courier vehicles throughout New Zealand.*

*The roads are our members' everyday workplace. NRC and NTA engage with the many various stakeholders involved in the road transport sector to help make roads a safer, friendlier and more productive workplace for our member companies and their drivers.*

*We're sure you will share our view that the efficient, safe and timely delivery of goods is at the heart of our modern economy and provides the standard of living we enjoy in this country. Our focus is to ensure freight corridors are protected so New Zealanders can maintain access to the goods and services they deserve. NRC and NTA are keen to work together with your Council to positively shape New Zealand's roading infrastructure in a coordinated way, using an evidence-based approach.*

## 9 REPORTS

### 9.1 TOWN CENTRE DEVELOPMENT FUND ALLOCATION

**File Number:** A5083821

**Author:** Tracy Harris, Executive Assistant, Infrastructure Group

**Authoriser:** Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group

#### EXECUTIVE SUMMARY

The Committee is requested to recommend to Council the methodology of allocating the budget town centre development fund. The recommended option is to distribute on a proportional basis and review the fund and its allocation through the forth coming Economic Development Activity Review.

#### RECOMMENDATION TO COUNCIL

1. That the Executive Assistant, Infrastructure Group's report, dated 22 February 2023, titled 'Town Centre Development Fund Allocation' 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 Town Centre Development Fund be allocated on the following 4-year cycle:
  - Te Puke 2023 – 2026
  - Waihī Beach 2027 – 2030
  - Katikati 2031 – 2034
  - Ōmokoroa 2035 – 2038.

#### OR

4. That the Town Centre Development Rate be allocated on a proportional basis (number of properties in the community board area) each year to Te Puke, Katikati, Waihī Beach and Ōmokoroa).

#### BACKGROUND

The Town Centre Development Rate has been in place for 17 years from 2007 and is included in the LTP through to 2031. It is a \$10 per property component of the UAGC. The 2023 budget is \$226,160.

The rate or fund was established to provide a significant capital fund to each of the major towns to enable town centre development and upgrading. Each town received the rate the fund for a 4-year period. The order of the towns was based on the likely order of

development and the status of the town centre plans. It was allocated in the following order:1.

1. Te Puke
2. Waihi Beach
3. Katikati
4. Ōmokoroa

The Community Boards have delegation to determine the works undertaken by that budget with a final sign off on significant projects by Council. The funds can be accumulated and spent over time, equally a project could be undertaken in the first year and paid for over the next 3 with the allocation.

The types of improvements have included:

- Te Puke – Heritage walkway, Jubilee Park and associated town centre developments and the original main street upgrade. The town centre fund was a component.
- Waihi Beach – Town centre planning, Two Mile Creek walkway planning, Dillon Street land purchase and sale, future bridge over Two Mile Creek and future additional carpark.
- Katikati – Upgrade of ex fire station to museum, Cherry Court upgrade, \$200k contribution to Community hub, future implementation of the town centre plan.
- Ōmokoroa – Purchase of the old library as a community building, old pavilion relocation and upgrade.

## DISCUSSION

The projects funded are varied but all have made a difference to the town centres and to the communities. At times the community roading budget and the Community Board Reserve and external funding is used on an individual project.

The decision making by the Boards with community input has been effective and gives local ownership.

The demand for town centre improvements has increased. For example the upgrade in Te Puke is now close to requiring refurbishment and refreshing.

## BUDGET

The fund has been budgeted in the LTP and the amount for 2023 (\$226,160) has not yet been allocated to a town/towns. It is budgeted for the balance of the LTP. Since the \$10 per property was set in 2007 the actual value has reduced through inflation. The future LTP could consider whether the amount is still sufficient.

## OPTIONS

The Committee is to determine how the fund should be allocated. It was initially discussed in June 2020 and parked for a future discussion with a direction that required

the allocation methodology may change. The status quo and a proportional model have analysed for consideration.

### Option 1:

Repeat the previous allocation with 4 years of funding going to each town as per the previous order.

### Option 2:

Allocate on a proportional basis to each town each year. The proportions would be based on the number of properties in each of the four community board areas.

<b>Number of properties by Community Board Area – 2022</b>			
	<b>No. Properties</b>	<b>%</b>	<b>22/23 Budget</b>
Waihi Beach	3199	22%	\$50,037
Katikati	4742	33%	\$74,172
Ōmokoroa	2374	16%	\$37,133
Te Puke	4144	29%	\$64,818
	<b>14459</b>	<b>100%</b>	<b>\$226,160</b>

This provides some funding each year to each town which can either accumulate for a larger planned project or be expended on less major projects and upgrading.

An option to include the smaller centres has not been included as that is a change to the original purpose. The smaller centres could include Maketu, Paengaroa, Te Puna etc.

The recommended methodology is to change to a proportional allocation for 2022/23 and 2023/24 and review the fund and allocation through the Economic Development Activity review that is scheduled.

## SIGNIFICANCE AND ENGAGEMENT

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the budget has been set through the LTP. This is an allocation of an existing budget.

## ENGAGEMENT, CONSULTATION AND COMMUNICATION

No engagement or communication on the allocation as it is a Council decision relating to an existing long established budget. The actual use of the budgets is a different matter and will be determined by Community Boards and Council (as necessary).



## ISSUES AND OPTIONS ASSESSMENT

<p style="text-align: center;"><b>Option A</b></p> <p>That the Town Centre Development Fund be allocated on the following 4-year cycle.</p> <ul style="list-style-type: none"> <li>• Te Puke 2023 – 2026</li> <li>• Waihi Beach 2027 – 2030</li> <li>• Katikati 2031 – 2034</li> <li>• Ōmokoroa 2035 – 2038</li> </ul>	
<p><b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b></p> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<p>Retains the established allocation model.</p> <p>May not reflect the current community and community board expectations and timing for each town.</p> <p>Provides funding for a significant project.</p>
<p><b>Costs (including present and future costs, direct, indirect and contingent costs).</b></p>	<p>Costs as per the budget. Inflation reduces the value of the budget over time.</p>
<p style="text-align: center;"><b>Option B</b></p> <p>That the Town Centre Development Rate be allocated on a proportional basis (number of properties in the community board area) each year to Te Puke, Katikati, Waihi Beach and Ōmokoroa.</p>	
<p><b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b></p> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<p>Proportional allocation provides funding each year to allow implementation of town plans.</p> <p>Funds can accumulate for major projects as they would be insufficient in any one year.</p> <p>Allocates responsibility to each Board.</p>

## STATUTORY COMPLIANCE

The recommendation(s) meets:

- Legislative requirements/legal requirements
- Current council plans/policies/bylaws
- Regional/national policies/plans.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
	Budgeted in the LTP, funded by \$10 per property from the UAGC.

## **9.2 PROPOSAL TO LEASE AND RECLASSIFICATION – WAIHĪ BEACH PLUNKET RESERVE AND BEACH ROAD RECREATION RESERVE, WAIHĪ BEACH – COMMUNITY MARA KAI (FOOD GARDEN)**

**File Number:** A4904559

**Author:** Peter Watson, Reserves and Facilities Manager

**Authoriser:** Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group

### **EXECUTIVE SUMMARY**

The Waihi Beach Community Led Development Society Incorporated have applied to Council to lease an area of approximately 1895m<sup>2</sup> in Beach Road Recreation Reserve, Waihi Beach, and 199m<sup>2</sup> of Waihi Beach Plunket Reserve to establish a community māra kai (food garden).

To locate part of the māra kai on the Waihi Beach Plunket Reserve, which is currently classified 'Local Purpose Reserve' (Plunket Rooms) the reserve will need to be reclassified to 'Local Purpose Reserve' (community use).

The Project and Monitoring Committee is required to pass a resolution of its intent to grant a lease to Waihi Beach Community Led Development Society Incorporated and to reclassify the Waihi Beach Plunket Reserve prior to undertaking public consultation.

### **RECOMMENDATION**

1. That the Reserves and Facilities Manager's report, dated 22 February 2023, titled 'Proposal to Lease and Reclassification – Waihi Beach Plunket Reserve and Beach Road Recreation Reserve, Waihi Beach – Community Māra Kai (Food Garden)' 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 Project and Monitoring Committee approves, in principle, the Waihi Beach Community Led Development Society Inc's proposal to lease areas totalling approximately 2094m<sup>2</sup>, being Lots 9-11 and 22-24 DP 17197.
- And
4. That if approved, the Project and Monitoring Committee agrees in principle to the reclassification of the Waihi Beach Plunket Reserve, as shown in this report, from 'Local Purpose Reserve (Plunket)' to 'Local Purpose Reserve' (Community Use).

**Or**

5. That the Project and Monitoring Committee **does not approve** in principle the Waihi Beach Community Led Development Society Incorporated's proposal to lease areas totalling approximately 2094m<sup>2</sup>, being Lots 9-11 and 22-24 DP 17197.
6. Subject to item 3 and 4 above, if approval in principle is given, that staff be directed to publicly notify the proposal in accordance with Section 119 and 120 of the Reserves Act 1977 and that any submissions or objections following the submission period be reported back to Council.
7. If approval is given, such approval must not be construed by the applicant as a guarantee that all other consents required by policy, by law, regulation or statute, will be forthcoming.

## BACKGROUND

Council has been approached by the Waihi Beach Community Led Development Society Incorporated who wish to establish a community māra kai (food garden) in Waihi Beach and have identified part of Beach Road's Recreation and Waihi Beach Plunket Reserves areas as a suitable site.

Part of Waihi Beach Community Led Development Society Incorporated's purpose is to develop initiatives and facilities at Waihi Beach. The society is at this time seeking to gain charitable status and have applied to become a Charitable Trust. The lease would be entered into with the Trust once formed.

The initiative that the society wishes to establish is a garden that includes:

- A sensory garden.
- A garden suitable for and accessible to the disabled and elderly.
- A kai garden to feed the community, that includes indigenous plants.
- With all the garden areas to be formed artistically, based on the Matariki and a "time for reflection".

The māra kai is being proposed under the criteria of Council's Community Garden's Policy – refer Attachment 1.

In addition to using a part of the Beach Road Reserve, the rear portion of the Waihi Beach Plunket Reserve has also been requested to be utilised for the māra kai. This space is currently fenced off and is providing green space alongside the Beach Road Recreation Reserve. Plunket holds a lease over 180m<sup>2</sup> at the front of the site. When Plunket's lease came up for renewal in 2015 Plunket had requested three, 3-year terms from 2015 to 2024. Given that falling birth rates were trending at the time Plunket wanted to be able to assess their delivery of services at each lease renewal which in turn would allow them to decide whether they still required use of the Plunket building.

Given the uncertainty of Plunket's future tenure and to allow a more diverse community use of the reserve it prudent at this time to reclassify the reserve from the current classification of local purpose (Plunket) to local purpose (Community Use). This will then allow the māra kai to utilise the back portion of the reserve, the Plunket lease to continue if they so require, but if not, opens up the opportunity to allow use of the building/space by other community groups.

Aerial plan of the proposed lease area and location – refer Attachment 2.

Waihi Beach Community Led Development Society Incorporated have outlined the proposal – refer Attachment 3.

Beach Road Recreation Reserve and Waihi Beach Plunket Reserve's Reserve Management Plans – refer Attachment 4.

Prior to the implementation phase a requirement for leases under the Reserves Act 1977 needs to be established.

The Project and Monitoring Committee needs to consider the proposal and pass a resolution to initiate the required public consultation process.

The final decision on entering a lease lies with full Council once it has considered and submissions or objections.

### SIGNIFICANCE AND ENGAGEMENT

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because Council's Community Gardens policy allows Council to make public open space available for community gardens as a form of community development and recreation. The public consultation process that will provide the opportunity for interested parties to be involved.

### CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication		
Tangata Whenua	A copy of the proposal will be sent to local Tangata Whenua for comment. Otawhiwhi Marae have been involved with the concept of the mara kai.	Planned	
Neighbouring properties	A number of the reserve's neighbours have already been consulted with, including the neighbouring Plunket. These parties will be contacted formally.		
General Public	If the Committee approves in principle to the proposal, then there would be a requirement to undertake a one month statutory period of public consultation as required		

	<p>under section 119 and 120 of the Reserves Act 1977 before reporting back to the Council.</p> <p>The group are scheduled to do a presentation to the Waihi Beach Community Board at their meeting on 27 February 2023.</p>		
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### ISSUES AND OPTIONS ASSESSMENT

<b>Option A</b>	
That the Project and Monitoring Committee <b>approve in principle</b> the Waihi Beach Community Led Development Society Incorporated's proposal to lease areas totalling approximately 2094m <sup>2</sup> being Lots 9-11 and 22-24 DP 17197.	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<p>The garden design will be based around Matariki's nine whetū, and discussions have been held with Te Whānau a Tauwhao in order to add further cultural additions later. This concept will allow educational opportunities for the local children. Social benefits are that the kai from the garden will be shared and distributed among gardening whanau and the wider community that includes those in need. Environmental sustainability within the gardens includes composting, permaculture, and onsite rainwater storage.</p> <p>Aligns with the Waihi Beach Community Plan.</p>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	Waihi Beach Community Led Development Society Incorporated will be covering the costs of establishing and maintaining the gardens, as per the Community Gardens Policy.
<b>Option B</b>	
That the Project and Monitoring Committee <b>does not approve</b> in principle the Waihi Beach Community Led Development Society Incorporated's proposal to lease areas totalling approximately 2094m <sup>2</sup> being Lots 9-11 and 22-24 DP 17197.	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<p>The Community would miss out on an opportunity to work together. The land would remain unutilised. The objectives of Council's policy would not be met.</p>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	N/A as the proposal would not proceed.

## STATUTORY COMPLIANCE

In order to have a lease to enable the māra kai to be established, Council will need to comply with the provisions of the Reserves Act 1977, in particular undertake the required public consultation as per Section 119 of the Act.

The proposed lease will be in accordance with sections 54 and 73 of the Reserves Act 1977.

Address	Parcel	Legal	Lease Area	Classification	Proposed
<b>Beach Road Recreation Reserve</b>					
19 Marine Ave	1808/75	Lot 23 DP17197	379m <sup>2</sup>	Recreation	Lease under s54 Reserves Act
21 Marine Ave	1808/63	Lot 22 DP17197	379m <sup>2</sup>	Recreation	Lease under s54 Reserves Act
46 Beach Road	1883/35	Lot 9 DP17197	379m <sup>2</sup>	Recreation	Lease under s54 Reserves Act
48 Beach Road	1883/36	Lot 10 DP17197	379m <sup>2</sup>	Recreation	Lease under s54 Reserves Act
50 Beach Road	1883/37	Lot 11 DP17197	379m <sup>2</sup>	Recreation	Lease under s54 Reserves Act
<b>Waihi Beach Plunket Reserve</b>					
17 Marine Ave	1808/87	Lot 24 DP17197	199m <sup>2</sup> (part of 379m <sup>2</sup> )	Local Purpose (Plunket) Reserve	1. Reclassify the whole reserve from Local Purpose (Plunket) to Local Purpose (community use) 2. Lease part of Lot 24 under s74 Reserves Act.
Total Lease Area			2094		

## FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
	Waihi Beach Community Led Development Society Incorporated will be responsible for the cost of establishing the māra kai. This will be achieved through community grants and fund raising. Some assistance can be provided through the reserve maintenance budget, as Council would no longer need to mow the area.

## ATTACHMENTS

1. **Community Gardens Policy** 
2. **Aerial Plan of Proposed Lease Area** 
3. **Mara Kai Proposed Management Plan** 
4. **Beach Road and Waihi Beach Plunket Reserve Management Plans** 

## Council Policy



## Community Gardens

### Relevant Legislation

Reserves Act 1977

Local Government Act 2002

### 1. Policy Objective

- 1.1 To provide options for members of the community who lack sufficient private open space to have their own vegetable gardens or fruit and nuts and to assist communities to become more sustainable by growing their own produce.
- 1.2 To make public open space available for community gardens and for the planting of fruit and nut trees as a form of community development and recreation.
- 1.3 To provide an opportunity for social networking, teaching and learning about gardening, waste management approaches and the planting of fruit and nut trees.
- 1.4 To establish opportunities for local pride in public open spaces.
- 1.5 To clarify Council's role as an enabler and supporter of this policy.
- 1.6 To outline the criteria for assessing proposals for community gardens and planting of fruit and nut trees on council-owned or administered land.

### 2. General Approach

- 2.1 Where a community group can establish a management entity to run a community garden or where individuals wish to plant fruit and nut trees and where a suitable site can be found, the Council will make public land available for community gardens or fruit or nut trees, subject to the criteria and process outlined in this policy.
- 2.2 Each proposal will be addressed on its merits.
- 2.3 Council's role in community gardens and the planting of fruit and nut trees is as an enabler and supporter of the initiatives, rather than a provider or funder.



## Council Policy



## Community Gardens

- 2.4 Tenure for community gardens will be via a licence under relevant legislation and under the terms and conditions stipulated in the Council's Generic Policies for Council Administered Reserves.
- 2.5 The community gardens licence or lease will be for a fixed term with the Council retaining the right to terminate the licence or lease with sufficient notice, if the land is required for another purpose or not maintained to an acceptable standard.

### 3. Community Gardens

#### 3.1. Assessment of Proposals

- 3.1.1. Proposals received will be assessed by an assessment panel to ensure consistency with the policy.
- 3.1.2. A proposal must be submitted by an organisation or entity who will assume responsibility for the on-going management of the garden.
- 3.1.3. Proposals will be assessed as soon as possible upon receiving the request.
- 3.1.4. It is expected that a management group will submit a proposal based on the requirements outlined below.

#### 3.2. Criteria for Community Gardens

- 3.2.1. A proposal to establish a community garden on Council-owned or administered land will be assessed based on the provision of the following information:
- Purpose of proposal including how local community members will benefit.
  - Evidence that there is a community need for a garden e.g. community meetings, support from local community organisations and groups.
  - Identification of links and synergies with other community organisations such as schools, church groups or volunteers.
  - Benefit to the local area and community, including who benefits from the produce i.e. identify participants who will be involved.
  - Once a site is identified, consider how the community garden will complement the values of the surrounding public open space.
  - A map or aerial photograph showing the proposed extent of the garden and any proposed locations for structures, storage and vehicle access requirements.

## Council Policy



## Community Gardens

- Establish effects on reserve users and neighbours and how adverse affects will be mitigated.
- Proximity of the proposed community garden to significant natural, cultural or heritage sites.
- Water supply requirements and in particular whether the CGMG proposes to be self-sufficient in providing or collecting water on site to sustain the garden.
- In the event the CGMG requests Council to provide a water supply, the proposal will be assessed on the basis of:
  - The proximity of the community garden to existing water mains
  - Whether other reserve facilities would benefit from a water supply
  - The availability of vehicle access
  - The ability of the CGMG to contribute financially
  - The use of bark mulch and other moisture retention measures

### 3.3. Community Garden Management Group (CGMG)

3.3.1. A CGMG shall be established with the following requirements;

- The Group will be a legal entity (or formally affiliated with a legal entity) with approved objectives and organisational structure.
- Evidence that the Group can be sustainable including processes for decision making, problem solving, conflict resolution, ability to raise funds, recruitment, training, delegation of tasks and induction of new members.
- Details of all gardening and associated techniques proposed for the community gardens that demonstrate environmental sustainability i.e. water conservation.
- The proposed methodology for the distribution and disposal of produce.
- Proposed membership and who may participate.
- Provide explanations of how Council's requirements and conditions will be met.

### 3.4. Role of Community Garden Management Group

3.4.1. A group wishing to establish a garden and/or to plant fruit and nut trees on Council-owned or administered land, will be responsible for the establishment and day to day management of the garden, including the following:

## Council Policy



## Community Gardens

- Agree the layout and site access with Council.
- Undertake consultation with neighbours to determine how the community garden and the neighbourhood can benefit and support each other.
- Meet the requirements of the licence-to-occupy including financial obligations and compliance with Council regulations including the District Plan, Use of Toxic Agri Chemicals for Vegetation Management Policy, all policies, bylaws and other regulations including Health and Safety and Hazardous Substances legislation. Council will provide policies and regulations and provide advice.
- Manage and operate the garden according to a user agreement with members.
- If a plot style garden is applicable ensure that plots are allocated to members of the local community through a fair and transparent application process.
- Ensure gardens are maintained to a minimum standard and utilised all year round.
- Ensure a comprehensive pest management programme is implemented.
- That the local community should be given priority for produce distribution. While proceeds from the sale of produce may be used to cover gardening expenses, produce cannot otherwise be sold for a profit. Surplus produce or the proceeds from sale of that produce may be donated to a charitable organisation that benefits the western Bay of Plenty.
- Promote education and learning opportunities for plot holders and the wider community.
- Ensure the site is returned to its original condition on disestablishment of the community garden or termination of the lease.
- Explore opportunities to work in partnership with other organisations and stakeholders in the community.
- Budget and timeline for establishment and maintenance, including identified sources of funding.

### 3.5. Management Plan

- 3.5.1. A CGMG shall prepare a management plan that covers:
- Gardening techniques proposed including any proposal for self-sufficiency in terms of water supply to sustain the community garden.
  - Hours of operation.

A792231

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## Council Policy



## Community Gardens

- Identify the dedicated liaison person.
- Mowing and maintenance details.
- Weed and pest control principles.
- Management of vandalism, security and safety.
- Methods of sustainable rubbish disposal and composting.
- Health and safety, and public liability.
- Details of signage in accordance with Council requirements.
- How noise and odour issues will be managed and contained.
- Storage provisions

### 3.6. Terms of Licence-to-Occupy

3.6.1. A Licence-to occupy (LTO) will be developed and agreed between Council and the CGMG. The LTO will outline all conditions of use of the area including:

- Term of the LTO (usually 3 years);
- Opportunities for renewing the LTO and how many renewals may be granted;
- Public access through community gardens;
- If there is a maximum tenure;
- An obligation on the Management Group to return the land to its original state at the termination of the LTO.

3.6.2. The CGMG shall be liable for the payment of a lease or licence fee for a community garden site, where applicable. Lease fees will be subject to Council's concessional lease policy.

### 3.7. Termination of Licence-to-Occupy

3.7.1. A Licence-to-occupy may be terminated where any of the conditions of the licence are not met, provided however that the Council must first give the CGMG a reasonable period of time within which to meet any such conditions.

3.7.2. A Licence-to-Occupy may be terminated after reasonable notice has been given by the Council to the CGMG if the land on which the garden is situated is required for a strategic or operational purpose identified by Council.

3.7.3. Where a Licence-to-Occupy is terminated in accordance with section 3.7.1 Council will not compensate the CGMG for improvements to the land.

## Council Policy



## Community Gardens

- 3.7.4. Where a Licence-to-Occupy is terminated in accordance with section 3.7.2, Council will support the CGMG to identify and re-establish its community garden at another suitable site.

### 4. Planting of Fruit and Nut Trees

#### 4.1. Assessment of Proposals

- 4.1.1. Proposals received will be assessed by the Reserves and Facilities Manager.
- 4.1.2. A proposal must be submitted by groups or individuals who will assume responsibility for the supply, establishment and future health of the trees.
- 4.1.3. Proposals will be assessed as soon as possible upon receiving the request.

#### 4.2. Criteria for Planting of Fruit and Nut Trees

- 4.2.1. A proposal to establish fruit and nut trees on Council-owned or administered land will be assessed based on the provision of the following information;
- Benefit to the local area and community, including who benefits from the produce i.e. identify participants who will be involved;
  - A map or aerial photograph showing the proposed extent of the trees;
  - An assessment of how adverse affects to reserve users and neighbours will be mitigated;
  - The species, numbers of trees to be planted and the proposed planting techniques;
  - The size and proposed placement of trees taking into account the proximity of neighbours and/or proximity to significant natural, cultural or heritage sites.
  - Specific maintenance requirements such as pruning or spraying;
  - Pest control programmes including processes to ensure the removal of ripened and windfall fruit and nuts to mitigate the risk of vermin (particularly rats) being attracted to the site
  - An assessment of public access through fruit and nut trees.

#### 4.3. Termination/Tree Removal

- 4.3.1. Trees may be removed at any time if any of the conditions of the licence are not met or if the land on which the trees are planted is required for a strategic or operational purpose identified by Council.
- 4.3.2. If, in the opinion of staff, the trees are not maintained adequately then Council has the right to remove or manage them accordingly.

## Council Policy



## Community Gardens

- 4.3.3. The Proposer must seek approval from Council before any trees (proposed by them) are removed and assumes responsibility for returning the site to its original condition on removal of trees.
- 4.3.4. Council will not pay any compensation for improvements to the land.

### 5. Council's Role

- 5.1. Council will make Council-owned or administered land available for community gardens and the planting of fruit and nut trees subject to the terms of a licence-to-occupy and subject to meeting requirements of this policy and Council Generic Reserve Management Policies.
- 5.2. Council will act as an enabler and supporter of community gardens and planting fruit and nut trees initiatives, where possible and may also undertake the following roles:
  - Encourage partnerships with other community organisations including schools.
  - Promote and raise the awareness of community gardening and planting of fruit and nut trees.
  - Maintain the public use and open space value of Council-owned or administered land by encouraging continued public access and seeking to maintain the public use and open space values of community gardens and planting of fruit trees.
  - Assess proposals to establish community gardens and fruit and nut trees on Council-owned or administered land according to the criteria and process outlined below.
  - Make available any policies and regulations required to be complied with.
  - Support/advise in the development of the individual proposals.

### 6. Relevant Delegations

- 6.1. The implementation of this policy is delegated to the Chief Executive or his/her sub-delegate.
- 6.2. The assessment of proposals to establish community gardens will be undertaken by a panel of staff appointed by the Chief Executive, and one elected member.
- 6.3. The assessment of proposals to establish fruit and nut trees will be undertaken by the Reserves and Facilities Manager.

## Council Policy



## Community Gardens

### 7. References and Relevant Legislation

- Use of Toxic Agrichemicals for Vegetation Management Policy;
- Reserves Act 1977;
- Reserve Management Plans;
- Western Bay of Plenty District Council District Plan.

<b>Group</b>	Policy and Planning	<b>Contact (3<sup>rd</sup> Tier Manager)</b>	Policy, Planning and Community Manager
<b>Supersedes</b>			
<b>Creation Date</b>	April 2013	<b>Resolution Reference</b>	Link to minutes
<b>Last Review Date</b>		<b>Resolution Reference</b>	
<b>Review Cycle</b>	Three yearly/legislative revisions, not later than	<b>Date</b>	September 2016
<b>Authorised by</b>	Management Team/Council	<b>Date</b>	



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Archaeological data supplied by NZ Archaeological Assoc/Dept. of Conservation.

Date: 05/12/2022  
Operator: Geocortex  
A4 Scale 1: 500  
0 25 Meters



Proposed Lease Area - Community Māra Kai  
Waihi Beach





## Waihi Beach Community Māra Management Plan Waihi Beach Road Recreational Reserve (north)

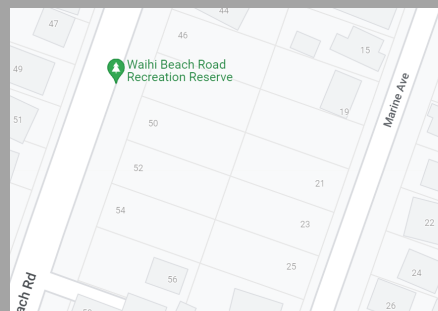
### Document Purpose

The purpose of the Community Garden Management Plan is to ensure mutual understanding between the Western Bay of Plenty District Council (WBOPDC), and the Waihi Beach Community Māra Management Team (WBCMMT) as to how the community garden will operate.

The proposed garden will sit on half of the Waihi Beach Road Recreational Reserve on plots 17,19,21, 46,48 & 50 as detailed in the plans below. This will enable people to play touch rugby or cricket, which has been identified as the main use of the reserve during the summer periods. From general observation, the reserve is under-utilised, with only an occasional dog walker or being used as a cut-through. There are only four permanent residents living alongside the reserve situated at nos 43, 44 & 47 Beach Road and 26 Marine Avenue. Mr. Brian Davidson resides at No. 44 Beach Road, adjacent to where the proposed garden is going to be situated. He and fellow residents are very supportive of the community māra and have been involved in the initial discussions.



Satellite image



Map image

### Overview

The māra is primarily focused on tiakitanga, manaākitanga, and whanaungatanga. It will be sited at the north end of Beach Road Recreational Reserve and will be fully accessible including sensory gardens for those with autism and accessible gardens for the disabled or elderly. The māra will be focused on community resilience and sustainability, feeding the community free kai, it will also be a living piece of interactive art, focusing on indigenous plant sovereignty, and any customary practices/tikanga alongside the deep-rooted principles of permaculture. The concept here would be focusing on Matariki and 'a time for reflection' – this essentially is the only indigenous public holiday internationally and should be celebrated here at Waihi Beach. The garden design will be based loosely around the nine whetū, each an individual garden with its own kōrero.

The kura will hold an intrinsic role in mapping out and designing the māra, working together with other people such as Dave MacCalman looking at accessibility needs for the disabled. There will be amazing experiential learning outcomes as well as a class-based educational focus on Matariki. The tamariki will provide digital pūrākau/pakiwaitara, which will be uploaded from a QR code at each of the nine gardens/whetū, an example is attached at appendix A.

The māra would also like to incorporate traditions that may not centre purely on the stars but their gaze shifting to the Whenua below. What is important to Te Whānau a Tauwhao, when Matariki comes onto the horizon. The māhi with Te Whānau a Tauwhao and the Kura with the tamariki designing the whetū gardens have been completed and added to the design, including cultural additions.

A range of sites around Waihi Beach were considered as part of the site selection process. This site chosen has the maximum potential to achieve the vision as detailed above for the following reasons:

- It is fairly flat so assists with accessibility requirements
- In close proximity to the Kura
- 100% buy-in from the adjoining permanent residents
- Sufficient sunlight and shade
- Good soil quality
- Protected by the ranges
- Far enough away from the sea
- Access to the Plunket building for kitchen & toilet facilities
- Good parking ability on Marine Avenue
- Agreement in principle from WBOPDC Reserves and Facilities - 'Letter of Support'

## Governance

The WBCMMCT consists of 8 community members who will manage the vision and development of the māra, this committee has already been formed. Currently, there is considerable interest from the shedders at the Menz Shed and in general, from the community - wanting to be involved with maintaining the garden. We will be appointing a part-time community māra coordinator due to the complexity of the garden and the permaculture aspects; this will be factored into any funding applications. The infrastructure of the garden and what will be growing will also be factored into how many volunteer hours will be required each week, with a consultation at Waihi Beach RSA and an opportunity for volunteers to sign up. The overall governance will run through Live Well Waihi Beach.

The terms of reference for the WBCMMT are to:

- Maintain the management plan for the site and ensure key principles are communicated to garden users.
- Oversee the development and management of the community garden, ensuring alignment with the management plan.
- Ensure the site is kept in a safe and tidy condition, notifying WBOPDC of any new hazards, unauthorised activity, or potential dumping that occurs.
- work to engage the community to maintain interest and sustainability of the garden into the future.
- maintain regular communication with the WBOPDC through a single point of contact (SPOC) - Live Well Waihi Beach/Sustainable Waihi Beach.
- Membership of this is open, but it is expected to be made up mostly of members of the surrounding community and visiting kura such as Goldfields school.

As the WBCMMT is not a standalone entity, the licence to occupy will be, therefore, c/o Waihi Beach Community Led Development Society Inc. The committee will work closely with Live Well Waihi Beach and Sustainable Waihi Beach to ensure the long-term sustainability of the project, working with Katikati Taiao when necessary to utilise Kai Go when we may have any excess produce.

## Funding

A funding plan has been developed to ensure sustainable funding for the establishment and ongoing operation of the māra. Discussions are underway with potential funding partners, including TECT, Lotto, Valder Ohinemuri Trust and local funders for smaller items. Implementation of the māra will be staged as funding allows. The first tranche of funding has already been applied for through the WBOPDC match fund to purchase three hot composters.

A sponsorship programme will also be introduced to the wider community who may not wish to volunteer but contribute in other ways to the māra. Each 'whetū garden' will have an opportunity to be sponsored with the Mātāriki whetū being the central hub of the māra and the most prestigious with regard to sponsorship. All sponsorship signage will be prescribed by the WBCMMT and will be in keeping with the whole ethos of the māra.

The fundholder for the community māra will be Waihi Beach Community Led Development Society Inc a memorandum of understanding has been agreed in principle with Live Well Waihi Beach, and the infrastructure is in place for the management of funds.

## Communication

Regular communication will take place between WBOPDC and the SPOC. It will be the responsibility of the WBCMMT to report new hazards, dumping or vandalism and check before the development of or changes to signage, fencing, infrastructure or buildings that vary from what is agreed in the management plan.

The SPOC will;

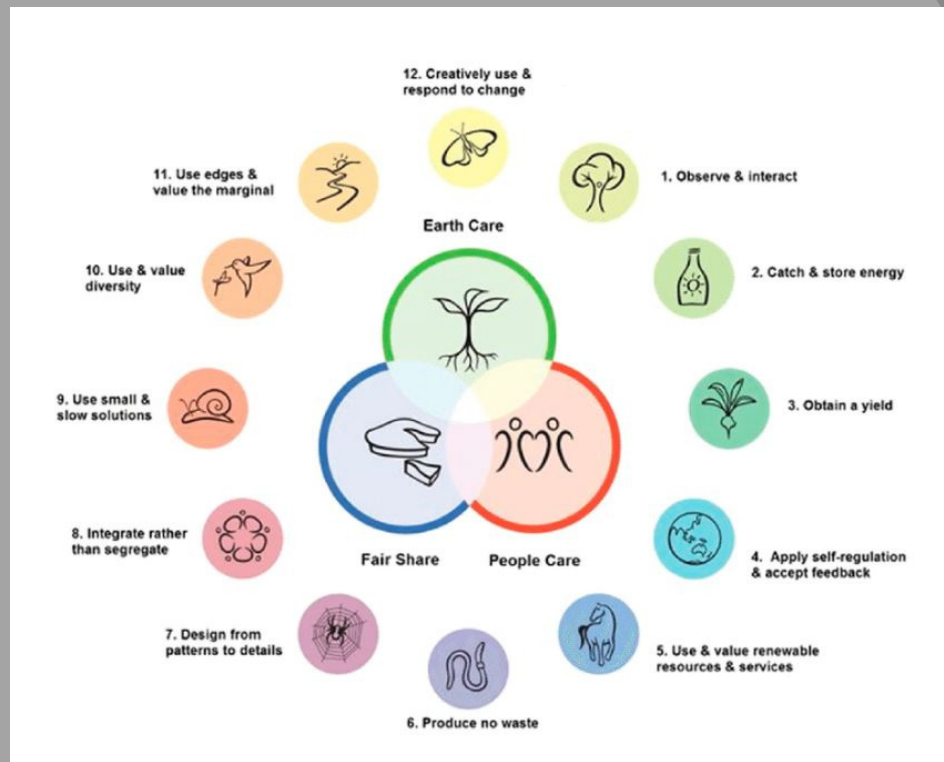
- Work collaboratively with WBOPDC to arrange meetings and reviews
- Keep all partners fully informed
- Act as the first point of reference between the stakeholders and also as a liaison person for external contacts
- Communicate between the stakeholders on matters that arise that may be of interest to either partner.

## Key Contacts

Organisation	Name	Contact Details
WBOPDC Reserves and Facilities	Peter Watson Steven White Emma Woods	07 7571 8008
WBCMMT SPOC	Pippa Coombes	027 378 0007
Live Well Waihi Beach	Pippa Coombes	027 378 0007

## Gardening planning and management

The emphasis will be on organic gardening using permaculture design; which is centered around mimicking natural systems. The ethics and principles of permaculture are:



### Crop planning

Planning for the propagation, sourcing of plant material, garden bed preparation and planting will be arranged by the community māra coordinator and in collaboration with hapū.

### Sourcing of plant material

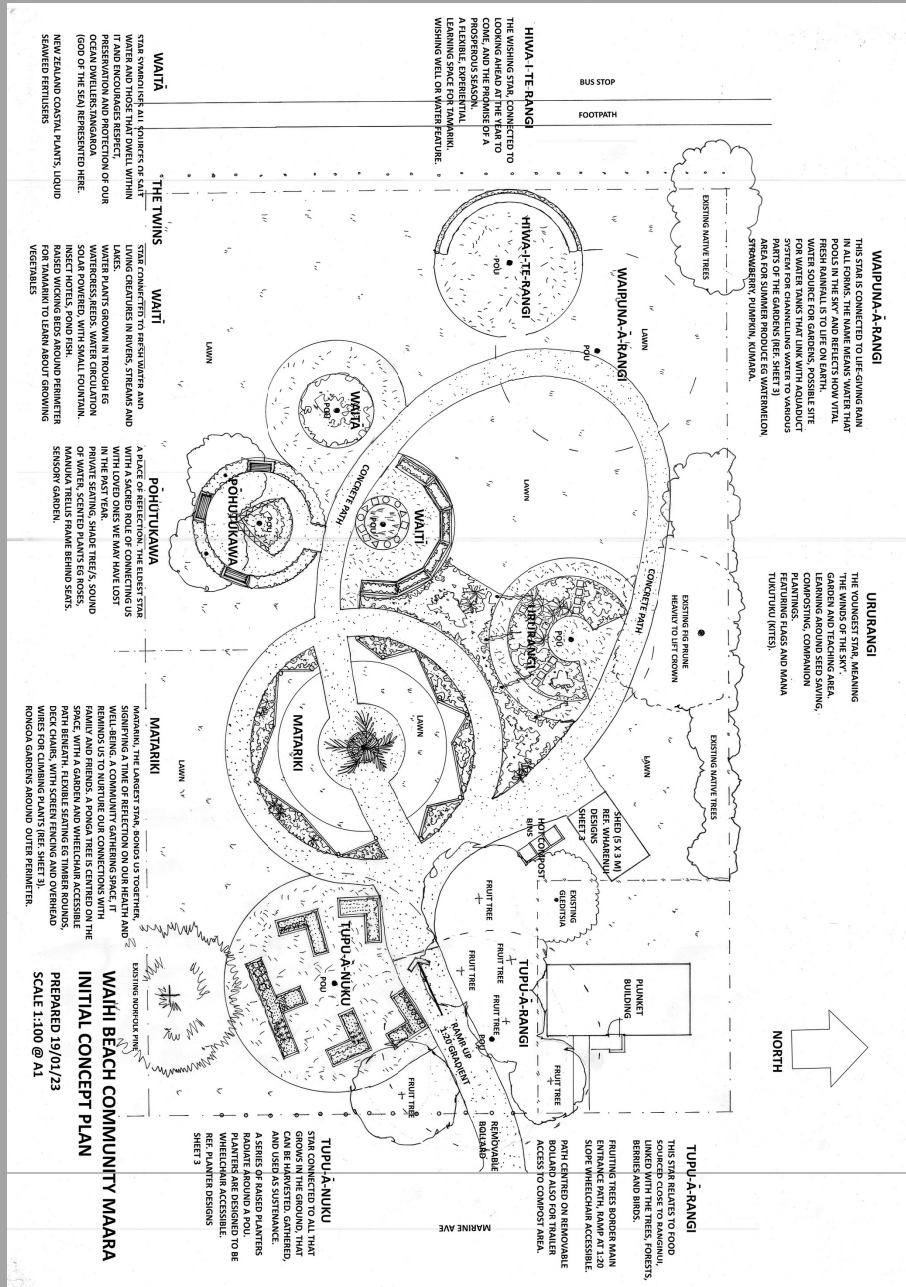
The funding sought will allow for the acquisition of seeds, seedlings and plants. We will collaborate with other local organisations to share seeds and plant material; and, where practical, seek seeds and plant material suited to our local environment to ensure it thrives. We will practice seed saving where practical; to increase the resilience of our system and reduce reliance on external inputs.

### Obtaining and valuing our yield

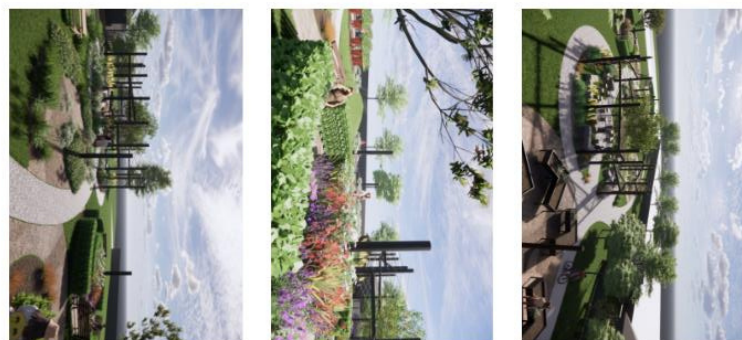
It will be a 'communal community māra', with the kai to be shared and distributed among gardening whanau and the wider community; through existing systems such as the Kura and Marae; and potential links with KaiGo in Katikati (who distribute unused kai to those in need).

In keeping with the principle of 'obtaining a yield'; the māra will be designed and managed as such to ensure that good yield functions as a reward that encourages, maintains and replicates the system. These rewards are like positive feedback loops that amplify the original process or signal. We would like to see the garden be successful, produce valued and utilised efficiently and the community māra system replicated in other areas around Waihi Beach to ensure the resilience and wellbeing of our community.

# COMMUNITY MĀRA CONCEPT DESIGN

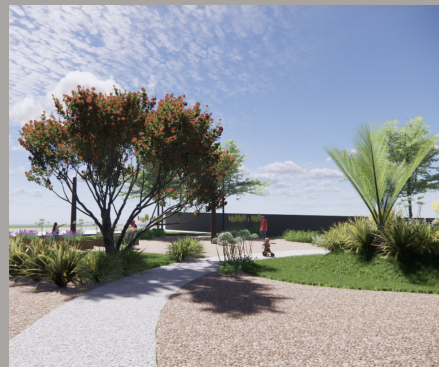


# COMMUNITY MĀRA VISION





# COMMUNITY MĀRA VISION

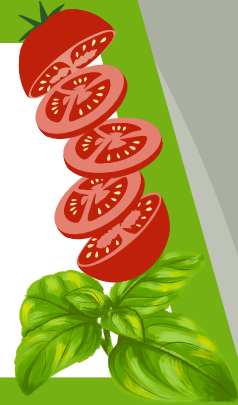


## What will be grown?

Through our conversations with our key partners; we have established a list of vegetables, fruit and taonga indigenous species that our community would like to grow at the māra. Space and season permitting, we intend to grow a selection of the following:

### Spring/Summer planting

- Peruperu - Potatoes (early spring)
- Kumara (Aug/Sept)
- Tomato
- Kaanga - Corn
- Korau - Pumpkin
- Basil
- Salad greens
- Beans
- Zucchini
- Spring onion
- Beetroot
- Cucumber
- Capsicum
- Kamokamo - winter squash
- Chilli
- Zinnia
- Sunflower
- Cosmos
- Sow carrots, parsnips, swede for winter



### Autumn/ winter planting

- Broccoli
- Cauliflower
- Cabbage
- Coriander
- Lettuce
- Peas
- Kareti - Carrot
- Beetroot
- Kale
- Rengamutu - NZ spinach
- Kowhitiwhiti - Water cress
- Garlic
- Leek
- Ruruhoe - Mustard Greens
- Onion
- Celery
- Borage
- Calendula
- Viola
- Sweet pea
- Tithonia



### Perennials/shrubs/trees

- Comfrey
- Herbs - mint, thyme, rosemary, sage, oregano, peppermint, parsley
- Florence fennel
- Globe artichoke
- Yacon
- Taro
- Strawberries

#### Fruit trees

- Mandarin
- Lemon
- Lime
- Avocado
- Orange
- Fig (existing)

#### Rongoa

- Kawakawa
- Manuka
- Pikopiko - fern shoot





## Buildings and structures

Please refer to the community māra plan for the proposed placement of the buildings and structures listed below. Their final placement is set out in the plan strategically but is open to negotiation with Council and neighbours if required. The layout and strategic planning of the garden has been developed for ease of removal and/or relocation if required in the future. There may be further cultural elements added to the plan during the educational programme that will be rolled out at the kura. These additional items will be added to the plan and discussed with WBOPDC.

### Raised beds

These are proposed for a number of the gardens which will be constructed from untreated timber. These will be accessible raised beds so are located near the entrance.



Multiple access raised beds



Lazy Susan accessible raised bed

### Garden shed

This will be designed to replicate a Wharenui and will also be a workable piece of art, the builder is renowned locally for his Wharanui playhouses.. The shed will be secure (no windows) and large enough to store tools, mulchers, wheelbarrows, motor mowers and smaller power tools. The Wharenui does not require any consent due to its size and is pleasing in appearance.



Playhouse Wharanui example



Playhouse Wharanui example

### Hot composting bins

Funding has been sought for a system of three hot composting bins, please refer to page 9 with regards to more information about the hot composting process. These bins have been chosen due to their aesthetically pleasing natural look and non-ordourous system.



Carbon Cycle Co. Hot composters set

**Buildings and structures cont....****Water storage**

Water security is paramount and harvesting rainwater is essential for this project, assisting with watering the māra when there are Council water restrictions in place or in times of low rainfall. Two rainwater harvesting tanks will be sited on the māra and have been designed to complement the natural environment (Dimensions are 1950x1230x1230). These will be placed on the plan at a later date due to location and Whetū māra design.

**Plunket building**

An agreement is currently underway to utilise the Plunket building as a hub for Live Well Waihi Beach, this will provide kitchen, toilet and office facilities. The memorandum of understanding between LWWB and Plunket will ensure that the building is kept in a neat and tidy way with specific māra working days with a budget of \$2500 per annum to use the space. Only the SPOC and LWWB Environmental coordinator will have the access codes for the building to ensure it is not abused.

**Greenhouse/seeding benches**

The current design has not taken into consideration a greenhouse, however, ideally, one would be implemented over time and through further funding applications. It is requested that this option is left open for discussion at such a time we have the capacity to purchase and maintain a greenhouse/seeding benches.

**Shelter**

An area of shelter will be incorporated into the design, and more than likely will be part of the Whetū māra Mātāriki. This design element will again be incorporated as part of the educational programme at the Kura and will be linked to the celebration of Matariki and kites.

**Signage**

Posts with QR codes with tamariki pūrākau as seen at appendix A, pouwhenua, signage explaining the whetū māra design, any sponsorship signs in keeping with ethos of the māra.

**Mowing and Maintenance**

The garden will be kept tidy and free of weeds through weekly gardening sessions TBA. Mowing and other required maintenance will be undertaken by members of the WBCMMT or, if required, professional tradies. The Council will continue to mow the balance of the reserve outside of the licenced area.

### Weed and pest control

- Weeds and pests are to be controlled using Integrated pest management strategies. This means to intentionally include elements (whether plants or animals) in the garden which provide predators for those animals which would otherwise make your crop their prey. This can be achieved through companion planting, regular observation and 'digital control' (removing slugs and snails with your fingers).
- The use of synthetic weed and pest control is discouraged as it does not fit the organic ethos of the garden.
- Rats, mice, hedgehogs, and possums (if required) will be controlled using traps supplied through the Predator Free Waihi Beach programme. These will be checked and maintained regularly by volunteers.

### Water use

- Water supply to the reserve is metered, and usage costs oncharged to the group??? (this was the situation for other garden – depends what you have confirmed.)
- An accessible water refill station will be installed for people to source drinking water in the heart of the garden along with accessible table and furniture.
- A tap will be installed in the centre of the garden as per conversation with the reserves and facilities team.
- The garden operation will be expected to comply with any water restrictions in place.
- The garden will adopt sustainable water use principles such as mulching to retain water, and incorporate onsite rain water capture and storage where practical in line with the principle of capturing and storing energy.
- Using drip irrigation instead of a sprinkler or hand-watering makes a lot of sense for both raised beds and traditional in-ground gardens, as a drip system can not only conserve water and save time in the garden, but it can also be beneficial to the plants, by delivering the optimal amount of water right to the root zone and boosting growth rates and yields. This system is expensive to install but over time will save costs if maintained correctly.
- We have used this formula to calculate the volume of water that we could potentially harvest per annum:  
$$\text{Annual rainfall} \times \text{catchment} \times \text{co-efficient \%} = 918 \text{ (mm rainfall)} \times 160 \text{ (roof size in sq m)} \times 0.9 = 132,192 \text{ litres per annum.}$$

### Waste and composting

- Where practical, the garden will strive to 'produce no waste'; and value potential waste as a resource and an opportunity.
- Composting is an integral part of organic vegetable growing – ensuring the recycling of important nutrients and supplying of free compost for growing.
- The composting system will be designed to recycle any organic matter generated on the site; but may also have the capability to process small volumes of compostable packaging and food waste from the surrounding area.
- Funding has been sought for a hot composting system whose management will be overseen the coordinator.
- The composting area will be established focussing on hot and aerobic compost to reduce the likelihood of any odour, flies or vermin. When managed in accordance with best practice, ensuring the correct ratio of carbon and nitrogen, the compost should not smell.
- An operating procedure will be prepared for the composting system to ensure it is managed effectively. Training and advice will be sought from the bin supplier and other groups using the same system prior to implementation.
- Any other rubbish unable to be recycled on the site will be removed for recycling or disposal.

## Management of vandalism & security

- Vandalism can be reduced and security and safety increased by involving the whole community in the garden and making it a positive, fun and safe space for all
- Tools and gear will be locked in the shed
- The garden will be fenced to ensure that there is no general access – this fencing will be in keeping with the cultural elements of the māra
- Immediate neighbours will keep an active eye on the garden
- We acknowledge that people may help themselves to crops; however, in small amounts, this is a minor issue as they will be used to provide nourishment where it is needed
- Vandalism will be acted upon immediately by repairing and cleaning damaged infrastructure and talking to the offender(s)
- Alcohol and drugs are not conducive to a safe community space and are therefore not tolerated at the garden. Police will be notified if required
- WBCMMT will maintain regular communication with WBOPDC regarding the above issues
- If anyone in the garden feels threatened, the best course of action is to quietly and calmly leave the area and return when it is safe to do so. Contact Police if there is threatening behaviour

## Noise

- Working bees and gatherings will be held during daytime hours
- No loud parties will be held in the garden
- The whetū garden nearest No.44 Beach Road, Waipuna-a-rangi will be designed in consideration to the adjacent neighbour

## Health and Safety plan

- Health and Safety are the responsibility of those participating. WBCMMT or WBOPDC is not liable for any injury. A first aid kit will be available on-site during working bees and kept in the shed.
- The WBCMMT will work to identify, minimise and eliminate potential health and safety risks on an ongoing basis.
- Participants in organised events will be made aware of any hazards or risks on the site while they are working in the garden; however, participants will be at their own risk.
- Where the use of machinery is required, users are to be trained on the correct use and ensure the use of correct PPE.
- Volunteers working in the garden will be inducted to ensure their understanding of our Health and Safety Plan.

## Risk Register

Please refer to the WBCMMT Induction and risk register document as attached at appendix B.





**APPENDIX A**

# **AVA & TE ATARAU**



Katikati Waihi Beach Ward Reserves Management Plan

**6.8 Beach Road Reserve**

Location	Beach Road, Waihi Beach	Current Inventory	
Classification	Recreation Reserve	1 picnic table	Basic
District Plan Zone	Residential		
ID	214		
LTP Category	Neighborhood Amenity Reserve		
Area	0.3411 Ha		
Current State	Neighbourhood Park		
Previous RMP	Waihi Beach Ward RMP September 2007		
Concept Plan	No		
Grass Mowing Standard	(9.3962 Ha) Type D – Does not exceed 90 mm grass height. Mowed to within 45 mm of the ground (includes Plunket building lawn)		

*Background:*

- ☐ Maintain as neighbourhood reserve.
- ☐ Refer to the adjoining Waihi Beach Plunket Reserve RMP.

*Reserve Issues:*

- ☐ Improved signage and bollards required.

*Reserve Management Policy:*

- 6.8.1 Develop Beach Road Reserve for its open space amenity and community green space values including appropriate native revegetation planting.
- 6.8.2 Freedom Camping is prohibited in the reserve including any associated roads/car parks.
- 6.8.3 Generic objectives for Recreation Reserves and generic policies apply.

Actions	Cost Estimate	Priority	Project No
Signage and bollards	15,000	2019/20	260724



Katikati Waihi Beach Ward Reserves Management Plan





#### 6.75 Waihi Beach Plunket Reserve

Location	Marine Avenue, Waihi Beach	Current Inventory	
Classification	Local Purpose Community Reserve	Plunket rooms	
District Plan Zone	Residential		
ID	175		
LTP Category	Community Facilities Reserve		
Area	.0379 Ha		
Current State	Plunket rooms		
Previous RMP	Waihi Beach Ward RMP September 2007		
Concept Plan	No		

#### Background:

- ☐ Maintain as community Plunket rooms.
- ☐ Leased from 1 May 1995 to 30 April 2015, from 1 May 2015 to 30 April 2018, from 1 May 2018 to 30 April 2021 and from 1 May 2021 to 30 April 2024; currently leased to Royal NZ Plunket Society.
- ☐ Refer to the adjoining Beach Road Reserve RMP.

#### Reserve Issues:

- ☐ Building encroachment.

#### Reserve Management Policy:

- 6.75.1 Freedom Camping is prohibited in the reserve including any associated roads/car parks.
- 6.75.2 Generic objectives for Local Purpose Reserves and generic policies apply.

Actions	Nil
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### **9.3 OPERATIONAL RISK AND SCORECARD REPORT QUARTERLY UPDATE ENDING DECEMBER 2022**

**File Number:** A5083966

**Author:** Tracy Harris, Executive Assistant, Infrastructure Group

**Authoriser:** Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group

#### **EXECUTIVE SUMMARY**

The purpose of this report is to present the Scorecard report for the 2<sup>nd</sup> quarter ending 31 December 2022.

To advise on current capital projects, operational issues, property proposals, and trending across the Council activities.

#### **RECOMMENDATION**

That the Executive Assistant, Infrastructure Group's report, dated 22 February 2023, titled 'Operational Risk and Scorecard Report Quarterly Update Ending December 2022' be received.

#### **BACKGROUND**

##### **SCORECARD REPORT**

The Scorecard report for the 3 months to 31 December 2022 is attached. The executive summary of that report notes a number of issues, and the graph provides a single view of the performance to date. Note this Scorecard Report does not include financial information as that is being reported to the Audit and Risk Committee.

We are interested in feedback on the format of the Scorecard report and the information that it contains in order to make changes to provide the level and type of performance reporting that the Committee requires.

##### **OPERATIONAL RISK AND STATUS TABLE**

The operational risk table has been developed to show:

- Project or activity
- Brief description of the risk and why it has arisen
- Type of risk (e.g., timing, financial, service delivery)
- Project or topic status update
- Items that the Committee needs to be aware of
- Traffic light system:

**Green:** Operational item, for information

**Orange:** Potential to escalate, Council needs to be aware

**Red:** High risk, Council direction may be required.

This is an up to date status and forward looking and may supersede the comments in the Scorecard Report.

Additional information and topics may be provided at the meeting. There will be a power point relating to the topics in the report.

TOPIC AND DESCRIPTION	RISK TYPE	RISK LEVEL
<p><b>Storm Damage</b></p> <p>The North Island experienced a serious weather event over Anniversary Weekend, which had a significant impact on the roading network. There were over 50 slips, several road closures and the No.4 Road Bridge was destroyed. The Washer Rd bridge is closed pending repairs. The financial implications and estimate of total response and repair costs are still being assessed. There will be a presentation at the meeting showing some of the damage and providing a current estimate of the response and reinstatement costs.</p> <p>The immediate response, clean up and bailey bridge is in the vicinity of \$1.5m with the full storm damage repair cost and bridge replacement indicatively \$10m but could be significantly more. An enhanced Waka Kotahi subsidy occurs over a certain value of damage each financial year.</p> <p>The continuous rainfall was an issue for Katikati and Waihi Beach Wastewater Treatment Plants as the inflow exceeded the capacity of the plants. The biggest impact was at Katikati where treated wastewater had to be discharged into the harbour once all storage in the plant was full. Further details will be provided at the meeting.</p>	<p>Financial Reputational</p>	
<p><b>Incident Response</b></p> <p>The Anniversary Weekend storm event was handled at an operational level by the Incident Management Team (IMT). This was followed by a partial setup of the Emergency Operating Centre (EOC) following the weekend, where more resources were required to respond. There was a high focus on sourcing accurate and timely information in an event that was still occurring. This translated into the updated information that was provided to the public and the elected members.</p> <p>The EOC was activated for Cyclone Gabrielle and Mayor Denyer Declared a State of Emergency for the district on Monday evening. The damage from this event is less than from the previous event.</p> <p>There will be a brief presentation on how the IMT and EOC are activated and operate.</p>	<p>Reputational Health &amp; Safety</p>	

<p><b>2 Mile Creek Bank Protection</b></p> <p>The project is in the retendering stage with an award expected in March 2023.</p>	<p>Financial Timing</p>	
<p><b>No.4 Road Bridge</b></p> <p>While part of the storm event, the reinstatement of full access to the residents of No. 4 Road is a priority.</p> <p>A briefing was provided to Councillors on 8 Feb 2023 and a residents' site meeting was held on 10 Feb 2023.</p> <p>The current status is that the Bailey Bridge installation is 4-6 weeks, but subject to the finalised pile design and no serious weather impact.</p> <p>An update will be provided at the meeting.</p>	<p>Impact on Kiwifruit and avocado harvest and transport  Financial Timing</p>	
<p><b>Te Puna Station Road Closure</b></p> <p>Te Puna Station Rd has been closed due to both over and under slips occurring in the Anniversary Weekend storm event. The under-slips occurred in an event last year and slipped further this event. An assessment is being made of the options to either reinstate a one lane section or to close the road to vehicular traffic while retaining the cycleway. There are different financial, community and traffic implications for each option.</p>	<p>Traffic flows  Financial  Community implications</p>	
<p><b>Capital Expenditure</b></p> <p>A review of all the capital projects has been undertaken to assess the likely performance for the year. At this stage the assessment is that the capex will be between 80% and 90% of the full year target. The expenditure includes budgeted items, additional expenditure approved by Council and projects with unbudgeted external funding.</p> <p>The wet weather to date in the construction season is having an impact on the roading programme. Road pavements cannot be constructed in the wet, and they need several fine days to dry before sealing. To date, over 25% of the construction season has been lost. The storm event and clear up has diverted design and construction resources.</p> <p>The construction sector is fully committed and getting additional resources to undertake projects is difficult.</p>	<p>Weather  Construction resources being required in other parts of the country</p>	
<p><b>Roading Maintenance</b></p> <p>The storm event has required the routine maintenance roading crews to be used on event response and clean up. This means that the routine road maintenance is behind, and the Operational Performance measures won't be met for February. The priority for the crews is safety items and the busiest roads.</p>	<p>Reputation  Customer satisfaction</p>	

<p><b>Grass Mowing and Vegetation</b></p> <p>The favourable seasonal growing conditions have meant that the mowing crews are unable to keep up with the grass growth and maintain the agreed levels of service. This affects both roading and reserves.</p> <p>The priority sites are agreed with the contractors. Priorities are active reserves and higher use sites. Accordingly, some sites will have long grass and look untidy.</p>	<p>Customer satisfaction Reputational</p>	
<p><b>Elder Housing</b></p> <p>The 7 Beach Road housing units have been completed and the tenants relocated from Heron Court. There were a number of favourable comments around the new units.</p> <p>Heron Court units are now vacant ready for the demolition/removal and the site works in preparation for the new units. The demolishment contractor has commenced work on the site. An alternative house removal contractor is being sourced however this is likely the end of March. The civils contract is let but unlikely to be able to establish on site until April.</p>	<p>Timing Financial</p>	
<p><b>Building Services – Customer Portal</b></p> <p>User testing is underway for a new (replacement) building consent lodgment portal, with go live date projected for 20 March. The adoption of the new portal will improve the customer experience and will also ensure that consenting information is able to be more effectively collected, collated and responded to in a consistent and timely manner.</p>	<p>Customer satisfaction Reputational Legal/Legislative</p>	
<p><b>Te Puna Business Park – Te Puna Station Road</b></p> <p>Recent flooding of rural properties in Te Puna has highlighted the stormwater management required in the development of the business park area.</p> <p>Council staff and BOPRC are working together to address stormwater/flooding issues raised by residents.</p> <p>All property owners within the designated Te Puna Business Park area have submitted resource consent applications which are progressing with Council. The applications are required to fully satisfy Council roading and stormwater requirements for the developments, and requests for additional information are progressing. Decisions on notification of the consents will be made once all information is received and assessed by staff.</p> <p>The properties are subject to Council compliance action, with development abated until all consenting requirements are met. An appeal by a landowner to Council's abatement notice is progressing through the Environment Court mediation process.</p>	<p>Customer Satisfaction Reputational Legal/Legislative</p>	

<b>Development Activities</b>  Resource consent applications are currently in processing with Council for large scale development at Ōmokoroa.  The applications received to date are by Classics and Ōmokoroa Country Club, both of these applications are part of the Ōmokoroa stage 3 urban development area.  At Te Puke, another large scale resource consent application for land development at Dunlop Road is in progress.  These large scale developments are significant housing projects with the Te Puke development supplying housing for low- moderate income families.	Customer Satisfaction  Reputational	
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## ATTACHMENTS

### 1. Scorecard Report Quarterly Update Period Ending December 2022



## Executive Summary

The purpose of this report is to provide a Performance and Monitoring update to the Western Bay of Plenty District Council Senior Leadership Team. This report is for the six months ended 31 December 2022 and includes growth monitoring statistics, an overall work programme update, a long-term plan activity update and lastly an internal services update.

Our growth monitoring statistics show that the combined number of dwelling consents issued this quarter is lower than the same quarter last year. Residential dwelling consents are trending down whilst rural consents are trending up. The number of additional lots proposed under s223 significantly increased this quarter. 36 out of 52 applications for the quarter were received in October and were mainly attributed to the Omokoroa development.

The work programme update highlighted that there is still a significant amount of work to deliver in the next two quarters. There are several projects that have a status of partially met and a reasonable level of projects with a not met or not commenced status. Common themes in the commentary for these projects highlighted that we have experienced project delays in relation to internal and external workforce shortages and a very wet construction season. This creates ambiguity around the financial impact of these projects and could impact cashflow if it is not managed well. Some projects have been highlighted as delayed under next financial year, we should formally defer these in the schedule of work.

The long-term plan activity update highlighted that we are delivering well against our committed projects and meeting our KPI's. Further development in this area can be made through the enhancement of the commentary provided to the public. Comments are often rolled forward with little to no update.

Lastly, the internal services update highlights the focus on the HR system project. Product scoping is well underway, and the HR team resourced has been increased to support the delivery and maintenance of this system alongside the other tasks and initiatives that HR are responsible for.

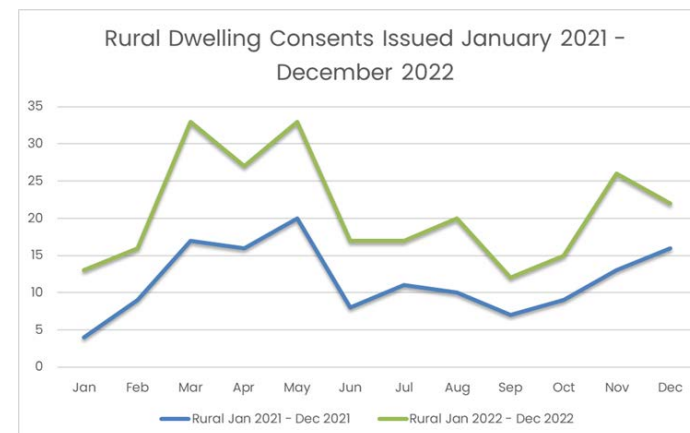
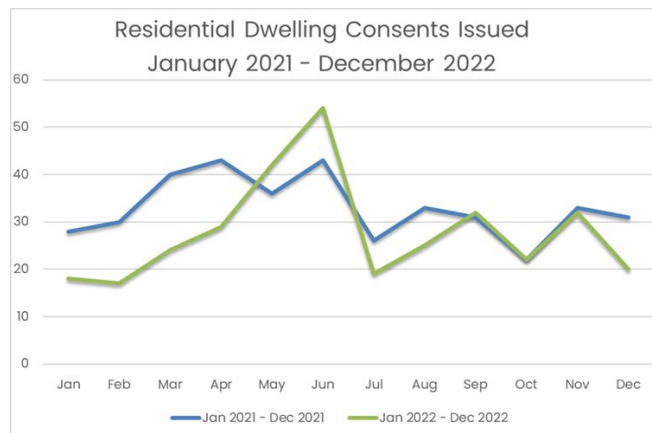
## Part One: Growth Monitoring Statistics as at 31 December 2022

This report provides ward and district level data regarding three indicators of development in the District:

- Dwelling consents issued
  - Subdivision – Additional lots created at Section 224 approval stage
  - Additional lots proposed at subdivision application stage
- (Note: the actual number of lots created may change during the consent process)

### a. Dwelling Consents issued

In the October to December 2022 quarter there were a total of 74 dwelling consents issued in residential areas (29 of those in Te Puke which had the largest dwelling consents issued), in comparison to the same quarter last year there were 84 dwelling consents issued.





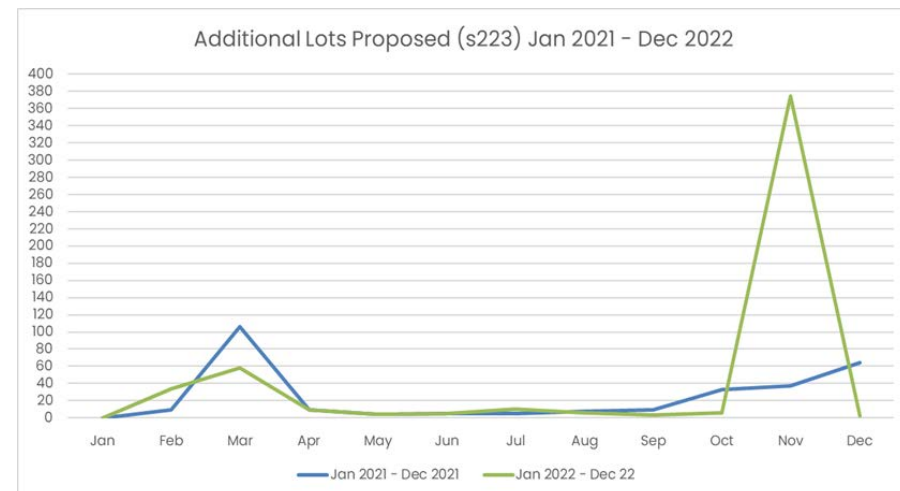
## b. New lots created (s244)

In rural areas of the Western Bay 25 dwelling consents were issued, in the same quarter last year 38 were issued (34% decline). Overall, there were 99 dwelling consents issued which is a decline compared to the same period last year as there were 124 issued (20% decline).

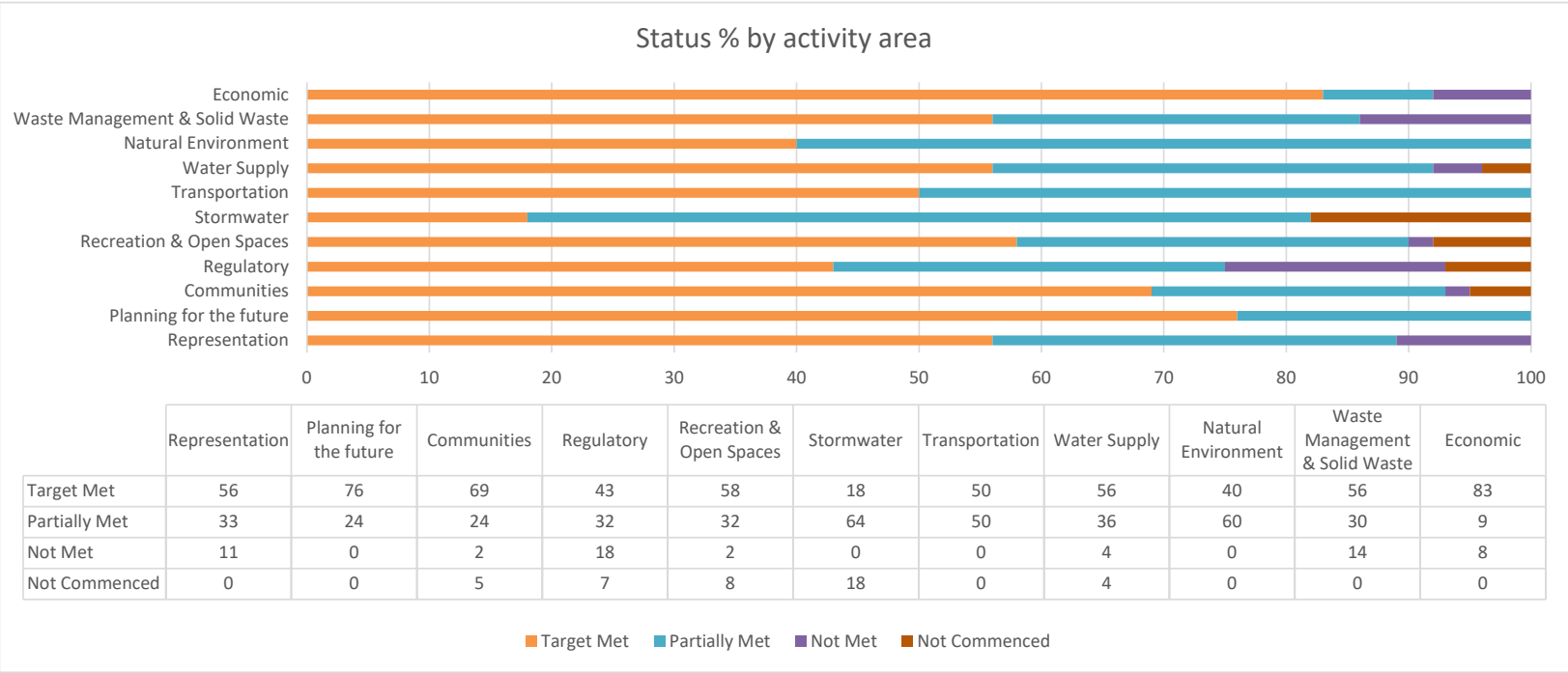


## c. Additional lots proposed (s223)

The October to December 2022 quarter had 52 s224 applications, with 36 of those coming through in October. 33 of those lots in October were applied for by Jace Construction (part of a 196-lot subdivision in Ōmokoroa Stage 3). The other new lots were created in Te Puke (8), Waihi Beach-Bowentown (6) and Katikati only had (2) come through for the quarter. In comparison to the same quarter last year, there were 82 new lots created at s224 stage, which resulted in a 37% decrease this period.



# Part Two: Work programme update



## Representation

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
Not commenced		Under schedule		<b>Too early to predict</b>	<b>1/3</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
<b>Not met</b>	<b>1/3</b>	<b>On time</b>	<b>3/3</b>	<i>Under cost</i>		Not met		<b>On time</b>	<b>5/5</b>	<i>Under cost</i>	
Partial met		Over schedule		<b>On cost</b>	<b>2/3</b>	<b>Partial met</b>	<b>3/5</b>	Over schedule		<b>On cost</b>	<b>5/5</b>
<b>Target met</b>	<b>2/3</b>			<i>Over cost</i>		<b>Target met</b>	<b>2/5</b>			<i>Over cost</i>	

### Narrative

Project 3547 – Live Stream Council Meetings is the one project assessed as not met and too early to predict financially. We are revisiting the zoom option later in the year.

## Planning for the future

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
Not commenced		Under schedule		<b>Too early to predict</b>	<b>3/19</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>18/19</b>	<i>Under cost</i>		Not met		<b>On time</b>	<b>6/6</b>	<i>Under cost</i>	
<b>Partial met</b>	<b>4/19</b>	<b>Over schedule</b>	<b>1/19</b>	<b>On cost</b>	<b>15/19</b>	<b>Partial met</b>	<b>2/6</b>	Over schedule		<b>On cost</b>	<b>6/6</b>
<b>Target met</b>	<b>15/19</b>			<b>Over cost</b>	<b>1/19</b>	<b>Target met</b>	<b>4/6</b>			<i>Over cost</i>	

### Narrative

Project 3435 – Review of FINCO's is over schedule and the financial cost is also too early to predict. Project 1511 – Policy and planning reserves is over cost due to the preparation of concept plans for Arawa Road to be used in consultation. Project 3541 – Resource management review of the district plan has been highlighted as too early to predict from a financial standpoint. However, it's noted internal resources are being used across this workstream.

## Communities

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
Not commenced	2/29	Under schedule		<i>Too early to predict</i>	7/29	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met	1/29	On time	29/29	Under cost		Not met		On time	13/13	Under cost	
Partial met	6/29	Over schedule		On cost	22/29	Partial met	4/13	Over schedule		On cost	13/13
Target met	20/29			Over cost		Target met	9/13			Over cost	

### Narrative

Project 148815 – Community plan funding has not commenced, and it has been noted the financial cost is too early to predict due to the budget not being allocated yet. Project 1563 Lifeline facilities study has not commenced but is expected to be delivered on time and on cost. The other projects that are partially met and are too early to predict the financial outcome are in our cultural development space. All of these projects are being worked on, but we are awaiting consultations with local iwi and hapu and to receive proposals from contractors.

## Regulatory

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
Not commenced		Under schedule		<i>Too early to predict</i>	<b>3/4</b>	<b>Not commenced</b>	<b>2/24</b>	Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>3/4</b>	<b>Under cost</b>	<b>1/4</b>	<b>Not met</b>	<b>5/24</b>	<b>On time</b>	<b>24/24</b>	<i>Under cost</i>	
<b>Partial met</b>	<b>4/4</b>	<b>Over schedule</b>	<b>1/4</b>	<i>On cost</i>		<b>Partial met</b>	<b>5/24</b>	Over schedule		<b>On cost</b>	<b>24/24</b>
Target met				Over cost		<b>Target met</b>	<b>12/24</b>			<i>Over cost</i>	

### Narrative

Project 3362- Land development engineering code update has been assessed as over schedule and the financial result too early to predict this is due to the land development engineer being seconded to the 3 waters project. Projects 3587 and 3605 were assessed as too early to predict financially as the coding for these projects is incorrect and will be fixed in due course. Processes 1786 and 1791 environmental consents have not commenced, and no action plan has been detailed.

## Recreation and Open Spaces

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
Not commenced	5/57	Under schedule		Too early to predict	9/57	Not commenced		Under schedule		Too early to predict	
Not met	1/57	On time	48/57	Under cost	1/57	Not met		On time	5/5	Under cost	
Partial met	20/57	Over schedule	9/57	On cost	46/57	Partial met		Over schedule		On cost	5/5
Target met	31/57			Over cost	1/57	Target met	5/5			Over cost	

### Narrative

Projects 2134 – Reserves asset management ,2946 – Omokoroa walkway ,3545–Lynley park reserve ,3575 – Bell Road river access and 3576 – Otaiparia river have not been commenced. These projects also contribute to the 9 projects assessed as too early to predict financially and the 9 projects that we expect to deliver over schedule. It has been noted that there have been higher priority projects and workstreams that have resulted in a setback to these projects. Project 2449 – District wide acquisition is the project that has gone over the anticipated cost due to the timing of a land purchase opportunity in Tanners Road.

## Stormwater

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
<b>Not commenced</b>	<b>2/10</b>	Under schedule		<b>Too early to predict</b>	<b>4/10</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>7/10</b>	<b>Under cost</b>	<b>2/10</b>	Not met		<b>On time</b>	<b>1/1</b>	<i>Under cost</i>	
<b>Partial met</b>	<b>7/10</b>	<b>Over schedule</b>	<b>3/10</b>	<b>On cost</b>	<b>3/10</b>	Partial met		Over schedule		<b>On cost</b>	<b>1/1</b>
<b>Target met</b>	<b>1/10</b>			<b>Over cost</b>	<b>1/10</b>	<b>Target met</b>	<b>1/1</b>			<i>Over cost</i>	

### Narrative

Project 2263 – Stormwater Waihi Beach is expected to be delivered over schedule and over cost due to the Pio Shores scope being expanded. Projects 3113 – asset validation and 3172 – Omokoroa stormwater plan are both expected to be delivered over schedule and the financial cost is too early to predict, this is due to a lack of resourcing. Projects 3172 – Omokoroa stormwater and 3326 – stormwater small communities have not been commenced.



## Transportation

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
Not commenced		Under schedule		<b>Too early to predict</b>	<b>6/24</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>22/24</b>	<i>Under cost</i>		Not met		<b>On time</b>	<b>2/2</b>	<i>Under cost</i>	
<b>Partial met</b>	<b>13/24</b>	<b>Over schedule</b>	<b>2/24</b>	<b>On cost</b>	<b>18/24</b>	Partial met		Over schedule		<b>On cost</b>	<b>2/2</b>
<b>Target met</b>	<b>11/24</b>			Over cost		<b>Target met</b>	<b>2/2</b>			<i>Over cost</i>	

### Narrative

Projects 2832 – Transportation rural roading and 3029 –structure plan Katikati are expected to be delivered over schedule and the financial result is too early to predict. Both projects have been delayed due to the timing of work and resourcing availability.

## Water Supply

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
<b>Not commenced</b>	<b>1/22</b>	Under schedule		<b>Too early to predict</b>	<b>2/22</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>20/22</b>	<i>Under cost</i>		<b>Not met</b>	<b>1/3</b>	<b>On time</b>	<b>3/3</b>	<i>Under cost</i>	
<b>Partial met</b>	<b>8/22</b>	<b>Over schedule</b>	<b>2/22</b>	<b>On cost</b>	<b>19/22</b>	<b>Partial met</b>	<b>1/3</b>	Over schedule		<b>On cost</b>	<b>3/3</b>
<b>Target met</b>	<b>13/22</b>			<b>Over cost</b>	<b>1/22</b>	<b>Target met</b>	<b>1/3</b>			<i>Over cost</i>	

### Narrative

Project 3107 – Water central asset validation has not commenced but is due to commence in quarter 3. Projects 243034 Water muttons treatment plant and 3500 – water supply to business park are both expected to be delivered over schedule and the financial result is too early to predict. Both projects have been impacted by changes to scope and phasing.

## Natural Environment and Sustainable Living

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
Not commenced		Under schedule		<b>Too early to predict</b>	<b>3/10</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>10/10</b>	<i>Under cost</i>		Not met		On time		<i>Under cost</i>	
<b>Partial met</b>	<b>6/10</b>	Over schedule		<b>On cost</b>	<b>7/10</b>	Partial met		Over schedule		<i>On cost</i>	
<b>Target met</b>	<b>4/10</b>			Over cost		Target met				<i>Over cost</i>	

### Narrative

Projects 1624 – Reserves Esplanade strips, 3564 – Kaituna river and 3579 – Multi agency Environmental plans have all been assessed as too early to predict from a financial standpoint. The reason behind this is cashflow and a strategic review that is taking place.

## Wastewater

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
<b>Not commenced</b>	<b>4/19</b>	Under schedule		<b><i>Too early to predict</i></b>	<b>9/19</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>13/19</b>	<i>Under cost</i>		Not met		<b>On time</b>	<b>8/8</b>	<i>Under cost</i>	
<b>Partial met</b>	<b>8/19</b>	<b>Over schedule</b>	<b>6/19</b>	<b>On cost</b>	<b>8/19</b>	Partial met		Over schedule		<b>On cost</b>	<b>8/8</b>
<b>Target met</b>	<b>7/19</b>			<b>Over cost</b>	<b>2/19</b>	<b>Target met</b>	<b>8/8</b>			<i>Over cost</i>	

### Narrative

Projects 2298 – Wastewater Omokoroa and 3170 – Waihi Beach structure plan utilities wastewater have not commenced work and the projects have not been scoped. Project 3173 Omokoroa structure utilities wastewater is expected to be delayed until 2023/2024. Project 3532 is awaiting updated concept designs from the design consultants as the first set provided was not suitable for the project. Other projects that have been assessed as over schedule have been impacted by internal and/or external resourcing constraints.

## Economic Development

Projects						Processes					
Status		Time		Cost		Status		Time		Cost	
<b>Not commenced</b>	<b>1/12</b>	Under schedule		<b><i>Too early to predict</i></b>	<b>1/12</b>	Not commenced		Under schedule		<i>Too early to predict</i>	
Not met		<b>On time</b>	<b>12/12</b>	<i>Under cost</i>		Not met		On time		<i>Under cost</i>	
<b>Partial met</b>	<b>1/12</b>	Over schedule		<b><i>On cost</i></b>	<b>11/12</b>	Partial met		Over schedule		<i>On cost</i>	
<b>Target met</b>	<b>10/12</b>			Over cost		Target met				<i>Over cost</i>	

### Narrative

Project 2991 – Capacity building has not commenced, and the financial result is too early to predict as the funding has not been allocated yet.

## Part Three: Long Term Plan activity update

### Representation

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Percentage of meetings attended by Elected Members and Community Board members.			
- Elected Members at Council and committee meetings.	≥80%	96%	
- Community Board Members at Community Board meetings.	≥80%	98%	
Level of satisfaction with representation provided by elected members:			Survey sample was low, so it is too early to comment on the results.
- Community	≥60%	46%	
- Māori	≥60%	42%	

### Key Deliverables

Project Number	Project Name	Update
2504	Representation – Local Body Elections 2022	Project planning completed and all tasks allocated, first 14 pre-election tasks completed. First regional meeting held, second due April.
3547	Representation – Live Streaming Council Meetings	The alternative solution (of installing improved cameras and a bigger screen for use with Zoom in chambers) is meeting current needs and all Council and Committees are now live-streamed on Council's website.

## Planning for the future

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Plans, strategies, and policies are developed or reviewed in accordance with Council-approved programme.	100%	100%	<p>Key projects undertaken in quarter two :</p> <ul style="list-style-type: none"> <li>- Approval of the work programme by the Strategy and Policy Committee</li> <li>- Annual Plan 2023/24 process underway</li> <li>- Consultation and finalisation of the Arawa Road Concept Plan</li> <li>- Project management and coordination of elected member induction</li> <li>- Submission to the Waka Kotahi interim speed management plan</li> <li>- Submission on the Targeted Review of the Building (Accreditation of Building Consent) Regulations 2006</li> <li>- Te Puna community facilities project underway</li> <li>- Dog exercise area locations assessed</li> <li>- TECT Park Strategic Plan review under way</li> <li>- Work on the Waste Management and Minimisation Plan Review</li> </ul>

Level of resident satisfaction with the impact of growth on: <ul style="list-style-type: none"> <li>- Range of housing choices</li> <li>- Personal Safety</li> <li>- The time taken to travel around your area</li> <li>- Employment opportunities</li> <li>- Road safety</li> <li>- Overall pleasantness of your local area</li> </ul>	No survey	NA	This is a two-yearly survey. Next survey is scheduled for 2024.
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**Key Deliverables**

Project Number	Project Name	Update
3541	Resource Management – District Plan Review	Public engagement was carried out in June & July via community events and online survey feedback. Over 1000 responses were received and community events on the whole were well attended. Tangata Whenua engagement planning for the District Plan Review is being developed to occur alongside Tangata Whenua Spatial Planning for the SmartGrowth Joint Spatial Plan.
2522	SmartGrowth Implementation	Staff continue close involvement in the preparation of the Joint Spatial Plan/Future Development Strategy as well as contributing data to the Housing & Business Needs Assessment. Similarly, WBOPDC has seconded its Kaupapa Maori planner to the Tangata Whenua Spatial Plan project, noting the nexus to this project and our own District Plan review. Following resolutions of the SmartGrowth Leadership Group in August, work has commenced on producing a comprehensive business case for Te Kainga (the Eastern Centre). Staff are also working with the Te Kainga roopu to frame up an engagement process for the wider hapu as mana whenua of the area contemplated for Te Kainga.
3538	Wellbeing Plan Implementation of Agreed Actions	Katikati / Waihi Beach : Live Well Waihi Beach continues to go from strength to strength. There are three key workstreams sustainability, accessibility and predator free. Some highlights are the Green Room sustainability initiative – supported by Tourism Bay of Plenty and Tourism New Zealand, this programme is supporting 20 local businesses with practical planning to be more sustainable. The Matariki dawn viewing, and breakfast was also very successful. This was led by Te-Whanau-a-Tauwhao and Waihi Beach School. Under the predator free workstream, a pest trap library has been set up in collaboration with Waihi Beach Environmental Society. The group are also collaborating with other communities in Whakamarama and Matua who also have trap libraries, to share processes and protocols.



## Communities

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Number of activity performance measures achieved (Community Building, Community Facilities, Libraries & Service Centres)	≥70%	NA	This result can only be calculated at year end.
Level of resident satisfaction with Community Services based on a two yearly survey. This includes community development, library services and cemeteries.	No survey	NA	Next survey is scheduled for 2024.

### Key Deliverables

Project Number	Project Name	Update
3594	Emergency Management – Continuous Improvement	WBOPDC Emergency Management Advisor is a part of a regional (BOP wide) project team to ensure regionally consistent templates are in place for use during an emergency. Microsoft TEAMS is the place where all current reference material, standard operating procedures and updated templates are stored in readiness for ease of use during an emergency. Regular Emergency Operation Centre team meetings are planned to continue to nurture relationships during our readiness phase to enable stronger working relationships during response.
2800	Property – Elder Housing	Beach Road, Katikati – build of new units has commenced. Completion time scheduled for early 2023. Refurbishment of vacant units ongoing.

## Regulatory

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Number of successful legal challenges or mediation settlements (exclude weather tightness claims)	0	0	No successful challenges year to date. There is one challenge in mediation for appeal of an abatement notice, but this has not been resolved yet.
Percentage of service requests that are complaints about Council's processes for: <ul style="list-style-type: none"> <li>- Animal Control</li> <li>- Health and Licensing</li> <li>- District Plan and Bylaw</li> <li>- Compliance</li> <li>- Building</li> <li>- Resource Consents Compliance and Enforcement</li> </ul>	≤3%	0.3%	Two complaints were received out of a total 4143 Service Requests received.

## Recreation and Open Spaces

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
The percentage of recreational facilities that have an average to excellent grading of equal to or less than 3 (1 excellent, 5 very poor) as identified in the NZ Park and Recreation Asset Grading manual.	≥70%	NA	This result can only be calculated at year end.
Increasing overall resident satisfaction with recreation and open spaces facilities and amenities.	No survey	NA	Next survey is scheduled for 2024

## Key Deliverables

Project Number	Project Name	Update
1649	Water Catchment Reserve – Waihi Beach	One lookout platform has been constructed near the Trig. The forest loop trail connection was opened prior to Christmas and signs in place. Forestry operations have been completed Investigations continue to identify a route that enables shared use to the top of the Trig trail.
3261	Reserves – Pools Te Puke Aquatic Centre	The pool location multi-criteria analysis spreadsheet has been prepared for workshopping with elected members early 2023 (before public consultation begins).The LG Section 17A aquatic services review report has been received from the consultant.
3211	Reserves Coastal and Marine Asset Replacement Projects	Stakeholder engagement and design services have commenced to begin design processes for the Omokoroa jetty and Panepane wharf renewals. A broken pontoon pile on one of the Omokoroa Domain plastic pontoons was replaced. Following the annual coastal structures asset condition assessment report, a renewals works package is being prepared for tender and implementation in the coming months.
2952	Reserves – Ōmokoroa Domain	- BBQ completed and operational. Playground lighting and plaza engraving completed. The proposed one year celebration didn't go ahead due to conflicting timing with primary school(s) events.
289808	Reserves – TECT All Terrain Park Public Infrastructure	Good progress has been made in securing core infrastructure such as additional water storage and power/water reticulation. Work has been completed on the reinstatement of the cell phone tower site and access has been improved around the site for horse-riders and mountain-bikers.

**Key Deliverables – Not Met**

<b>Project Number</b>	<b>Project Name</b>	<b>Update</b>
2185	Te Puna Quarry Car Park	Council staff have review quote and down sized area to fit to this budget.
3546	Reserves – Precious Family Reserve Concept Plan implementation	Planning processes underway to install a toilet at the reserve. No other activity.

## Stormwater

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
The number of times per annum flooding occurs outside identified flood-prone urban areas during the one-in-50 year or less storm event.	≤3	6	Stormwater flooding inside home and stormwater flooding land only, raised six service requests in the CRM Datascape system.
Level of resident satisfaction with Council's stormwater system	≥65%	69%	Key reasons for dissatisfaction included better drainage, bigger pipes and the need for more maintenance, keeping drains clean.

## Key Deliverables

Project Number	Project Name	Update
2263	Stormwater – Waihi Beach	Pio Shores: Construction on site has now started. 2-mile Creek: Ongoing consultations with land owners to get agreement for the work to be done as planned.
2266	Stormwater – Te Puke works programme	FY22/23 has two projects, i.e.: – Pond 5: The Certificate of Practical Completion has now been issued. – Pond 4: Design of Structure Plan Pond: Design work yet to commence as it is dependent on the land becoming available once the developer secures it and on-sells it to Council.
3172	Ōmokoroa Structure Plan – Stormwater	Site investigation to assess the feasibility of an alternative stormwater pond adjacent to the proposed industrial land is continuing.
3401	Stormwater – District wide modelling	Te Puke Stormwater model is now completed. BOPRC and WBOPDC will now work together to identify the best long term solutions for stormwater management at Te Puke.

## Transportation

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number. <ul style="list-style-type: none"> <li>- Fatal crashes</li> <li>- Serious injury crashes</li> </ul>	≤0 ≤0	NA	Result reported at year end.
Level of satisfaction with our transportation networks (roads, cycling and walkways)	≥60%	48%	Key reasons for dissatisfaction is pot holes needing repair, road maintenance, and more walkways and cycleways.

## Key Deliverables

Project Number	Project Name	Update
2932	Transportation – Northern Arterial	This project will contribute to the coordinated delivery of the Takitimu North Link Stages 1 & 2 and its connection with the local road network. Waka Kotahi have commenced revocation and tolling investigations for the TNL stage 1 which will include staff input for procurement, tender evaluation and workshop activities. Planning and investigation works by Waka Kotahi for the Omokoroa to Loop Road four laning is ongoing. A requirement for designation changes are expected to come out of this process with wetland mitigations having a significant impact on the project foot print. Waka Kotahi are expected to consider Road to Zero safety interventions along the route from Omokoroa Road to Loop Road in the coming year. The Councils application to Kainga Ora for the Accelerated Infrastructure Fund to facilitate an interim Omokoroa SH2 safe intersection upgrade was successful. Waka Kotahi SH2 safety improvements consortium Manu Taiko are providing investigation and design services for the new roundabouts on the state highway and Omokoroa Road. An agreement between Waka Kotahi and Council concerning the project delivery responsibilities and services procurement has been achieved.

Project Number	Project Name	Update
3561	Transportation - Rangiuru	The Rangiuru Business Park commenced on site earthworks over the past season. The Rangiuru Business Park interchange business case has been completed for peer review and submission. The Rangiuru Business Park interchange design acceptance and safety audit processes have been completed by Quayside for both Waka Kotahi and Council. The Rangiuru Business Park interchange has been tendered to short listed suppliers.

## Water Supply

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
For the three supply zones the percentage of Council's treated water supply with a Ministry of Health grading as per the New Zealand Drinking Water Standards 2005 (revised 2018). - B or better for treatment - B or better for distribution	100% 100%	100% 99%	To demonstrate compliance against bacterial compliance requirements, all Wastewater Treatment Plants met compliance, and one out of limit sample was found for distribution
Level of resident satisfaction with the quality of Council's water supply	≥80%	72%	Key reasons for dissatisfaction include staining caused by silica and mineral and leave of chemicals in water. Taste and smell are also a factor.

## Key Deliverables

Project Number	Project Name	Update
3500	Water – Eastern Supply to Rangiuru Business Park	An analysis of the existing water mains passing by RBP shows that it has sufficient capacity for Phase 1a of the development. As such no immediate upgrading works are required.
2433	Water – Central Reticulation Improvements	Reticulation: Construction work for SH2 Sections is now complete. Tender out for wider renewals work. Additional bore: Test bore is proving promising. Further test bores to be drilled. Omokoroa Rd Water Upgrade: Further work to continue with the Omokoroa Urbanisation projects. Additional Reservoir: Engineer's cost estimates to be checked through construction industry involvement. Resource consent application underway.



## Natural Environment and Sustainable Living

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Percentage of projects funded through Community Matching Fund that are completed.	≥90%	N/A	Too early to report.
Percentage of residents who perceive the environment attributes monitored have improved or are being maintained <ul style="list-style-type: none"> <li>- Quality of streams and rivers</li> <li>- The quality of harbours and estuaries</li> <li>- The protection of historic places</li> <li>- The general level of cleanliness in your area</li> <li>- The amount and quality of native plants and animals</li> </ul>	≥75%		First quarter captured, results available year end 30 June.

### Key Deliverables

Project Number	Project Name	Update
3069	Compliance – Environmental Monitoring Protection Lots	Respective contracts are progressing well with no issues to report. Projects are on track and add value, on environmental matters, across the District.

## Wastewater

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Compliance with resource consents for each wastewater scheme:			Katikati wastewater plant continues to struggle with nitrogen compliance. Maketu irrigation field bore monitoring non-compliant results have been a known ongoing issue.
- Katikati	≥90%	94%	
- Maketu/Little Waihi	≥96%	88%	
- Te Puke	≥90%	100%	
- Waihi Beach	≥97%	100%	
- Ongare Point	≥95%	100%	
- Level of resident satisfaction with Councils reticulated wastewater disposal system	≥90%	67%	The sample surveyed did not comment on nonsatisfaction with wastewater.

## Key Deliverables

Project Number	Project Name	Update
2256	Wastewater – Te Puke Renewals and Capital Upgrades	The design team of Mott MacDonald completed the draft Preliminary Design Report by 27 September 2022. This is currently under review by Beca (Geotech and Structures) and Lutra (Process design). The programme has been slow and Mott MacDonald referred to Covid and the disruptions caused to staffing. We have embarked on considering alternative delivery options that include for Early Contract Involvement (ECI), early procurement of long lead items and undertaking enabling works for ground improvements.
3173	Wastewater – Waihi Beach	Wastewater project is associated with the Southern Industrial Road construction project and has been delayed. However, once the consenting issues are sorted, the project will be tendered in May 2022 and completed by June 2023.
2257	Wastewater – Katikati Improvements	Katikati WW Pumpstations: A long delay followed after Downer's promised to provide a proposal. They have now come back with the commitment to see the project through to completion, but it will only be possible to undertake the work in the next financial year. Katikati Infrastructure Improvements: Improvements to minimise Inflow and Infiltration into the network are being implemented as identified. Katikati WWTP Emergency Storage and Plant Renewals: Terminated due to complexity and further analysis required.

## Solid Waste

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Percentage of waste recycled or recovered as estimated by solid waste two yearly audit. The audit will be undertaken as per the Solid Waste Analysis protocol issued by Ministry of the Environment.	No audit		In the year-to-date kerbside collection has diverted from landfill: Glass            358 tonnes Food             118 tonnes Recycling       457 tonnes (plastic & fibre)
Percentage level of customer satisfaction with household rubbish disposal methods.	≥80%	67%	The sample surveyed did not comment on nonsatisfaction with household rubbish disposal methods.

## Key Deliverables

Project Number	Project Name	Update
3485	Solid Waste – Kerbside Waste Services	Roll out for Mobile Recycling Trailers is about to commence across the district.

## Economic Development

Work programme		Financial	
Key measures	Target	Result year to date	Narrative
Percentage of economic contracts where key contract requirements have been achieved. Key service delivery contracts held by Priority One, Tourism BOP, Te Puke Economic Development Group, EPIC Te Puke, Katch Katikati and Waihi Beach Events & Promotions	≥90%	NA	Evaluation reports are due in February 2023, after which time the number of completed projects can be assessed.
Level of resident satisfaction with our role in promoting employment and business opportunities within the sub-region.	≥65%	50%	The sample surveyed did not comment on nonsatisfaction with promoting employment and business opportunities.

## Key Deliverables

Project Number	Project Name	Update
2989	Economic Services Contract – Tourism Bay of Plenty	Tourism Bay of Plenty have been through a recent restructure. TBOP continue to work with Western Bay tourism operators for what is another year of domestic tourism. A staff member from the Community Team has been on the TBOP panel allocating government funds for events across the subregion.
3022	District Town Centre Development – Te Puke	Toilet Block refurb complete.
3135	Property – Town Centre Waihi Beach	Ongoing investigation and consultation with the community. New Library work is progressing.

## Part Four: Internal Services – Strategic Priorities

### Key Deliverables

Project Number	Project Name	Update
3599	Procurement – Governance	Not reported.
3604	HR System – Scope, Procurement, and implementation	<p>EvokeHR have been contracted to provide support to decide on which pathway to follow for an HRIS implementation with the options being:</p> <ul style="list-style-type: none"><li>- Go to market and run an independent procurement process</li><li>- Shared Tenancy approach with SuccessFactors</li><li>- Retain and upgrade existing systems</li></ul> <p>Specific deliverables include developing options for the business case, detailing resourcing requirements and ongoing support for each approach, and providing a recommendation on the best approach moving forward.</p>

**10 INFORMATION FOR RECEIPT****11 RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>11.1 - Waka Kotahi (NZTA) Update on Western Bay Projects Presentation</b>	s7(2)(c)(ii) - the withholding of the information is necessary to 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 otherwise to damage the public interest	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
<b>11.2 - Quayside - Rangiuru Business Park (RBP) Infrastructure Presentation</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
<b>11.3 - Infrastructure Operational Risk Report 22 February 2023 - Confidential</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations	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

	(including commercial and industrial negotiations)	reason for withholding would exist under section 6 or section 7
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