MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL COUNCIL MEETING NO. C22-4

HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, TAURANGA AND VIA ZOOM AND LIVESTREAMED UNDER COVID-19 TRAFFIC LIGHT ORANGE ON WEDNESDAY, 29 JUNE 2022 AT 9.30AM

1 PRESENT

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

VIA ZOOM

Cr K Marsh

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), G Allis (Deputy CEO/General Manager Infrastructure Group), R Davie (General Manager Strategy and Community), J Graham (Acting General Manager Corporate Services), A Curtis (General Manager Regulatory Services), E Watton (Policy and Planning Manager), D Jensen (Chief Financial Officer), L Balvert (Communications Manager), S Bedford (Financial Controller), O McVicker (Manager Corporate Services and Business Improvement), M Leighton (Senior Policy Analyst), Peter Watson (Reserves and Facilities Manager), H Wi Repa (Governance Technical Support), J Osborne (Governance Support Administrator) and C Irvin (Senior Governance Advisor)

MEDIA

One member of the press.

3 APOLOGIES

APOLOGY

RESOLUTION C22-4.1

Moved: Cr D Thwaites Seconded: Cr M Grainger

That the apology for lateness from Cr Dally and absence from Mayor Webber be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

NIL

5 DECLARATIONS OF INTEREST

NIL

6 PUBLIC EXCLUDED ITEMS

NIL

7 PUBLIC FORUM

Nil

8 COMMUNITY BOARD MINUTES FOR RECEIPT

9.32 Cr Dally entered the meeting

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 25 MAY 2022

RESOLUTION C22-4.2

Moved: Cr J Denyer Seconded: Cr A Sole

That the Minutes of the Katikati Community Board Meeting held on 25 May 2022 be

received.

CARRIED

8.2 MINUTES OF THE ŌMOKOROA COMMUNITY BOARD MEETING HELD ON 31 MAY 2022

RESOLUTION C22-4.3

Moved: Cr J Denyer Seconded: Cr A Sole

That the Minutes of the Ōmokoroa Community Board Meeting held on 31 May 2022 be

received.

CARRIED

8.3 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 2 JUNE 2022

RESOLUTION C22-4.4

Moved: Cr J Denyer

Seconded: Cr A Sole

That the Minutes of the Te Puke Community Board Meeting held on 2 June 2022 be received.

CARRIED

8.4 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 7 JUNE 2022

RESOLUTION C22-4.5

Cr J Denyer Moved: Seconded: Cr A Sole

That the Minutes of the Maketu Community Board Meeting held on 7 June 2022 be received.

CARRIED

COUNCIL AND COMMITTEE MINUTES FOR CONFIRMATION 9

9.1 MINUTES OF THE PERFORMANCE AND MONITORING COMMITTEE MEETING HELD ON 5 MAY 2022

RESOLUTION C22-4.6

Cr M Grainger Moved: Seconded: Cr D Thwaites

That the Minutes of the Performance and Monitoring Committee Meeting held on 5 May 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.2 MINUTES OF THE ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING HELD **ON 5 MAY 2022**

RESOLUTION C22-4.7

Moved: Cr M Dean Seconded: Cr J Denyer

That the Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 5 May 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.3 MINUTES OF THE COUNCIL MEETING HELD ON 12 MAY 2022

RESOLUTION C22-4.8

Moved: Cr A Henry

Seconded: Cr M Murray-Benge

That the Minutes of the Council Meeting held on 12 May 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.4 MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 26 MAY 2022

RESOLUTION C22-4.9

Moved: Cr M Grainger Seconded: Cr A Sole

That the Minutes of the Policy Committee Meeting held on 26 May 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.5 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 2 JUNE 2022

RESOLUTION C22-4.10

Moved: Cr J Denyer Seconded: Cr G Dally

That the Minutes of the Audit and Risk Committee Meeting held on 2 June 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.6 MINUTES OF THE DISTRICT PLAN COMMITTEE MEETING HELD ON 9 JUNE 2022

RESOLUTION C22-4.11

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr M Murray-Benge

That the Minutes of the District Plan Committee Meeting held on 9 June 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.7 MINUTES OF THE ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING HELD ON 9 JUNE 2022

RESOLUTION C22-4.12

Moved: Cr M Dean Seconded: Cr G Dally

That the Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 9 June 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.8 MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 14 JUNE 2022

RESOLUTION C22-4.13

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr M Murray-Benge

That the Minutes of the Policy Committee Meeting held on 14 June 2022 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

10 COUNCIL AND COMMITTEE MINUTES FOR RECEIPT

10.1 MINUTES OF THE TE KĀHUI MANA WHENUA O TAURANGA MOANA MEETING HELD ON 27 APRIL 2022

RESOLUTION C22-4.14

Moved: Cr A Sole Seconded: Cr D Thwaites

That the Minutes of the Te Kāhui Mana Whenua o Tauranga Moana Meeting held on 27 April 2022 be received.

CARRIED

10.2 MINUTES OF THE TE IHU O TE WAKA O TE ARAWA MEETING HELD ON 11 MAY 2022

RESOLUTION C22-4.15

Moved: Cr A Sole Seconded: Cr D Thwaites That the Minutes of the Te Ihu o te Waka o Te Arawa Meeting held on 11 May 2022 be received.

CARRIED

11 REPORTS

11.1 APPOINTMENT OF INDEPENDENT SUBJECT MATTER EXPERT - AUDIT AND RISK COMMITTEE

The Committee considered a report dated 29 June 2022 from the Chief Financial Officer. The report was taken as read.

Staff responded to questions as follows:

 Stuart Henderson would be given an opportunity to address Elected Members to talk about his qualifications and experience.

RESOLUTION C22-4.16

Moved: Cr J Denyer Seconded: Cr M Grainger

- 1. That the Chief Financial Officer's report dated 29 June 2022 titled 'Appointment of Independent Subject Matter Expert' 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 Council appoints Stuart Henderson, of SRH Consulting Limited, to the position of Independent Subject Matter Expert, Audit and Risk Committee, in accordance with clause 31(1) of Schedule 7 of the Local Government Act 2002.

CARRIED

11.2 PROPOSAL TO LEASE - PONGAKAWA HERITAGE HOUSE AND TO RECLASSIFY PART OF PONGAKAWA DOMAIN RECREATION RESERVE TO LOCAL PURPOSE RESERVE (COMMUNITY USE)

The Committee considered a report dated 29 June 2022 from the Reserves and Facilities Manager. The report was taken as read.

Staff responded to questions as follows:

Consultation with the group had included 'future proofing' matters.

RESOLUTION C22-4.17

Moved: Cr K Marsh Seconded: Cr M Gray

- That the Reserves and Facilities Manager's report dated 29 June 2022 titled 'Proposal
 to Lease Pongakawa Heritage House and to Reclassify Part of Pongakawa Domain
 Recreation Reserve to Local Purpose Reserve (Community Use)' 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 Council exercise its powers conferred on it as the administrating body of the reserve by delegation from the Minister of Conservation under the Reserves Act 1977 and approves reclassification of approximately 2435m² of Section 4 SO 465654 (subject to survey) being part of Pongakawa Domain Recreation Reserve, from 'Recreation Reserve' to 'Local Purpose (Community Use) Reserve', pursuant to section 24 of the Reserves Act 1977, and acknowledges that as a matter of process, Council staff will be required to approve the survey plan submitted by the Trust and complete a gazette notice.

And

4. That, after consideration of the submissions received regarding the proposed lease pursuant to section 61 of the Reserves Act 1977 Council grants Pongakawa Heritage Charitable Trust the right to lease for up to 33 years approximately 465m² of the land identified in resolution 3 above to locate and operate a heritage and archival repository facility.

CARRIED

11.3 APPROVAL TO CARRY OVER FACILITIES IN THE COMMUNITY FUND

The Committee considered a report dated 29 June 2022 from the Reserves and Facilities Manager. The report was taken as read.

Staff responded to questions as follows:

 It was difficult to ascertain whether the funding would be forthcoming, however Department of Conservation management had advised that, in their view, it was not far off coming through.

RESOLUTION C22-4.18

Moved: Cr D Thwaites Seconded: Cr M Grainger

- 1. That the Reserves and Facilities Manager's report dated 29 June 2022 and titled 'Approval to Carry Over Facilities in the Community Fund' 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 Council approve to Carry Over Facilities in the Community Fund of \$10,000 to the 2022/2023 financial year for Whakamārama Community Incorporated to assist with the building of a Kaimai Forest bike trail

CARRIED

11.4 PROPOSAL TO JOIN CO-LAB WAIKATO COUNCIL CONTROLLED ORGANISATION

The Committee considered a report dated 29 June 2022 from the Acting General Manager Corporate Services who took the report as read and noted the following points:

 As a member of Bay of Plenty Local Authority Shared Services, there was a primary focus on shared procurement.

Staff responded to questions as follows:

- The \$21,000 cost was an annual payment to enable the Co-Lab management team to deliver projects on behalf of the member Councils.
- Taupō District Council had not elected to join because they had progressed considerably in terms of their systems, were at a different stage of maturity and were focusing on other matters and relationships at present.
- This was not an additional cost in terms of what Council was doing in the future –
 it was funded as part of the Long Term Plan framework. It was also not a new
 precedent for Bay of Plenty councils, as Rotorua Lakes Council was a member of
 Bay of Plenty Local Authority Shared services and Co-Lab.

RESOLUTION C22-4.19

Moved: Cr M Grainger Seconded: Cr A Henry

- 1. That the Acting General Manager Corporate Service's report dated 29 June 2022 titled 'Proposal to join Co-Lab Waikato Council Controlled Organisation' be received.
- 2. That the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.
- 3. That, subject to fulfilment of legislative requirements in undertaking public consultation, Council approves that Council purchases an 8.3% shareholding in Co-Lab Waikato from Taupo District Council. The preferred option.

CARRIED

11.5 RECOMMENDATORY REPORT FROM ANNUAL PLAN AND LONG TERM PLAN COMMITTEE - ADOPTION OF ANNUAL PLAN 2022/23 AND FEES AND CHARGES 2022/23

The Committee considered a report dated 29 June 2022 from the Senior Governance Advisor. The report was taken as read.

RESOLUTION C22-4.20

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr M Murray-Benge

- 1. That the Senior Governance Advisor's report dated 29 June 2022, titled 'Recommendatory report from Annual Plan and Long Term Plan Committee Adoption of Annual Plan 2022/23 and Fees and Charges 2022/23' be received.
- 2. That the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.
- 3. That the Annual Plan 2022/23 and Fees and Charges 2022/23 be amended in accordance with the Long Term and Annual Plan Committee resolutions contained in the minutes of APLTP22-3, dated 9 June 2022, and that the amended Annual Plan 2022/23 and Fees and Charges 2022/23 be adopted (as per Attachments A and B of the agenda report).
- 4. That, as the formal response to submitters, Council approves the Decision Document (as set in Attachment C of the agenda report), for all submitters, for dissemination as soon as practicable, following the adoption of the Annual Plan 2022/23.
- 5. That the Chief Executive Officer be delegated the authority to make such minor editorial changes to the Annual Plan 2022/23, and Schedule of Fees and Charges 2022/23, and Decision Document, as may be required.

CARRIED

11.6 SETTING OF RATES FOR 2022-2023 FINANCIAL YEAR

The Committee considered a report dated 29 June 2022 from the Chief Financial Officer. The report was taken as read.

RESOLUTION C22-4.21

Moved: Cr D Thwaites

Seconded: Cr M Dean

THAT:

- 1. The Chief Financial Officer's report dated 29 June 2022 titled 'Setting of Rates for 2022-2023 Financial Year' be received.
- 2. The report relates to an issue that is considered to be of high significance in terms of Council's Significance and Engagement Policy.
- 3. Western Bay of Plenty District Council notes that the rates to be set are expressed exclusive of the Council's GST obligations but that the amount of the rate assessed and invoiced will include GST at the prevailing rate at the time of supply.
- 4. The Western Bay of Plenty District Council sets the rates as attached (Attachment 1) under section 23 of the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing on 1 July 2022 and ending on 30 June 2023.
- 5. In accordance with its Rates Postponement for Homeowners Aged Over 65 years Policy, the Western Bay of Plenty District Council sets the following postponement fees under section 88 of the Local Government (Rating) Act 2002 for the financial year commencing on 1 July 2022 and ending on 30 June 2023:
 - (i) Application Fee \$50

A fee of \$50 will be added to the rates when Council grants postponement. This fee is non-refundable and covers the administration costs associated with processing the application.

(ii) Counselling Fee - \$300

A fee of up to \$300 may be charged once professional counselling has commenced. This fee is to fund the cost of professional counselling so that an informed decision can be made by an applicant on whether or not to proceed with their application to join the scheme.

(iii) Other Fees

Such other incidental fees as may be necessary to process the application. Any fees charged under this heading will be third party fees and would change from time to time. Any fees charged under this heading will be discussed with any prospective applicant at the time of making their application.

Interest is at wholesale bank rate plus bank margin negotiated, plus applicable bank administration costs (bank rate and margin are exempt from GST). This interest is the interest charged by the bank from time to time and is made up of the bank wholesale rate at the time of each penalty date, plus an additional 25 basis points, and represents the interest rate payable by the applicant, on rates postponed.

- 6. The Western Bay of Plenty District Council sets the due dates for payment of rates, except water consumption rates set under section 19 of the Local Government (Rating) Act, for the financial year commencing 1 July 2022 and ending on 30 June 2023 as follows:
 - i. All rates will be payable in two equal instalments:
 - The due date for instalment 1 will be 23 September 2022; and
 - The due date for instalment 2 will be 24 March 2022.
- 7. The Western Bay of Plenty District Council sets that the water consumption rates (set under section 19 of the Local Government (Rating) Act) for the financial year, commencing 1 July 2022 and ending on 30 June 2023, will be invoiced twice during the year and the due dates for payment will be 30 days from the date of each invoice being issued. The billing dates for the financial year commencing 1 July 2022 and ending on 30 June 2023 are as follows:

Council Supply Zone	Instalment	Billing Dates	Due date
Western Supply Zone	1	15 August 2022 - 19	19 September
		August 2022	2022
Central Supply Zone	1	3 September 2022 - 28	28 October 2022
		September 2022	
Eastern Supply Zone	1	14 November 2022 - 9	9 January 2023
		December 2022	
Western Supply Zone	2	27 February 2023 - 1 April	1 May 2023
		2023	
Central Supply Zone	2	17 April 2023 - 12 May 2023	12 June 2023
Eastern Supply Zone	2	5 June 2023 - 30 June	1 August 2023
		2023	

- 8. Under sections 57 and 58 of the Local Government (Rating) Act 2002, the following penalties be applied to unpaid rates, except water consumption rates (set under section 19 of the Local Government (Rating) Act):
 - (i) A charge of 10 percent on so much of any instalment that has been assessed after 1 July 2022 and which remains unpaid after the relevant due date stated above, to be added on 7 October 2022 for instalment one and 7 April 2023 for instalment two.
 - (ii) A charge of 10 percent on so much of any rates assessed before 1 July 2021, which remains unpaid on 6 July 2022, will be added on that date.
 - (iii) A further charge of 10 per cent on any rates to which a penalty has been added under (ii) above, that remain unpaid, to be added on 6 January 2023.

Where all outstanding rates and the rates for the 2022-2023 year are paid by close of business 23 September 2022, under section 55 of the Local Government (Rating)

Act 2002, a discount of 3% on rates for the 2022/2023 year be allowed, with the exception of metered water consumption charges which do not qualify for discount.

- 10. Rates shall be payable by any of the following methods:
 - (i) Online;
 - (ii) Direct Debit (annually, invoice due date or monthly payments);
 - (iii) Automatic payment;
 - (iv) Internet/telephone banking; and
 - (v) EFTPOS or cash at Council's office, libraries and service centres between the hours of 8.00 am and 5.00 pm, Monday to Friday.

CARRIED

11.7 RECOMMENDATORY REPORT FROM THE MAKETU COMMUNITY BOARD - CCTV REQUEST

The Committee considered a report dated 29 June 2022 from the Senior Governance Advisor – Board Secretary. The report was taken as read.

Staff responded to questions as follows:

 The cost of installing CCTV cameras was site-specific. Factors such as location, and whether number plate recognition was required, influenced expenditure.

RESOLUTION C22-4.22

Moved: Cr K Marsh

Seconded: Deputy Mayor J Scrimgeour

- That Council approve funding of \$23,000, plus installation costs estimated at \$10,000, from the Maketu Community Board Reserve Account for the purchase and installation of two CCTV cameras at the Maketu Roundabout, and one CCTV camera on Park Road.
- 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.

CARRIED

12 INFORMATION FOR RECEIPT

Nil

13 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION C22-4.23

Moved: Cr M Murray-Benge

Seconded: Cr A Sole

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

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
13.1 - Confidential Minutes of the Performance and Monitoring Committee Meeting held on 5 May 2022	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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
	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	
13.2 - Confidential Minutes of the Council Meeting held on 12 May 2022	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to

that of deceased natural persons

s7(2)(b)(i) - the withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret

s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

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

s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities

s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

the Audit and Risk Committee Meeting held on 2 June 2022 Information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information 13.4 - Approval of the Infrastructure Acceleration Fund (IAF) Agreement with Kāinga Ora for the Ōmokoroa Road/SH2 Intersection and Ōmokoroa Road Improvements of the information is necessary to protect information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) reason for v exist under section 7	- the public the relevant part eedings of the fuld be likely to disclosure of for which good withholding would section 6 or
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12.5 - Dequest For Execution $27(2)(a)$ the withhelding of $240(1)(a)(b)$	eedings of the buld be likely to disclosure of for which good withholding would
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	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	
13.6 - Bledisloe Park Board - Nominations for Appointment for 2022-2025 Term	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
13.7 - Mayor's Report to Council	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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
	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	
	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or	

	(including commercial and industrial negotiations)	
13.8 - Chief Executive Officer Operations Update Report	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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
	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	
	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	

CARRIED

The Meeting closed at 10:57am.

Confirmed as a true and correct record at the Council meeting held 11 August 2022. Mayor G Webber CHAIRPERSON / MAYOR