

Mā tō tātou takiwā
For our District

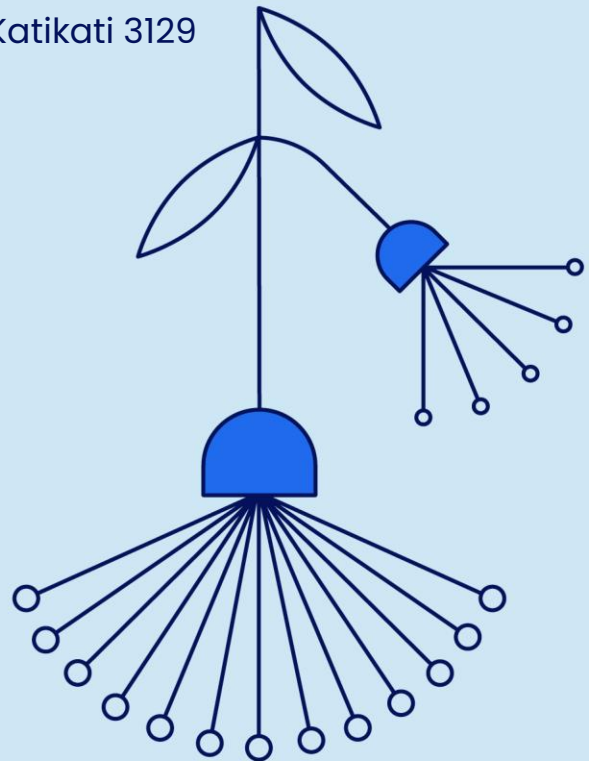
KatiKati Community Board

Poari Hapori

K22-3

Wednesday, 25 May 2022, 7.00pm

The Centre. Pātuki Manawa, 21 Main Road, Katikati 3129



Katikati Community Board

Membership:

Chairperson	Ben Warren
Deputy Chairperson	Neil Harray
Members	John Clements Kate Sutherland Cr James Denyer Cr Allan Sole
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

- To represent, and act as an advocate for, the interests of their communities.
- To provide an effective mechanism for community feedback to Council.
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the Community Board.
- To maintain an overview of services provided by Council within the community.
- To prepare an annual submission to Council for expenditure within the community.
- To communicate with community organisations and special interest groups within the community.
- To undertake responsibilities as delegated by Council or its Committees.

Delegated Functions:

Subject to compliance with Council strategies, policies, plans and legislation:

- To maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions.
- To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing the respective communities to promote public participation and communication within respective communities.
- To undertake tasks, powers and functions delegated by Council or its Committees in accordance with their delegated functions from time to time.
- To control, expend and monitor funds as allocated by Council.
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land, or in accordance with allocations which have been approved through the annual plan process.

- To receive reports from Council appointees on Council matters relevant to the Community Board.
- To have input into Council and its Committees on issues and plans that affect communities within the Community Board area.

Notice is hereby given that a Katikati Community Board Meeting will be held in The Centre. Pātuki Manawa, 21 Main Road, Katikati 3129 on: Wednesday, 25 May 2022 at 7.00pm

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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 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 30 MARCH 2022

File Number: A4573521

Author: Pernille Osborne, Senior Governance Advisor – Board Secretary

Authoriser: Barbara Whitton, Customer Services and Governance Manager

RECOMMENDATION

That the Minutes of the Katikati Community Board Meeting held on 30 March 2022 as circulated with the agenda be confirmed as a true and correct record.

ATTACHMENTS

1. Minutes of the Katikati Community Board Meeting held on 30 March 2022

MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
KATIKATI COMMUNITY BOARD MEETING NO. K22-2
HELD VIA ZOOM (AUDIO/VISUAL LINK) ONLY
UNDER COVID-19 PROTECTION FRAMEWORK - RED
ON WEDNESDAY, 30 MARCH 2022 AT 7.05PM

1 PRESENT VIA ZOOM

Chairperson B Warren, Member N Harray, Member J Clements, Member K Sutherland, Cr J Denyer and Cr A Sole

2 IN ATTENDANCE VIA ZOOM

R Davie (Group Manager Strategy and Community Services), P Watson (Reserves and Facilities Manager), S Parker (Reserves & Facilities Projects & Assets Manager), A Hall (Roading Engineer West) J Osborne (Governance Support Administrator) and P Osborne (Senior Governance Advisor)

OTHER ATTENDEES VIA ZOOM

6 Members of the Public, including Councillor Henry

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Members were advised that if they had an interest (actual, potential, pecuniary or non pecuniary interest) in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and they were advised to withdraw from the meeting table for the item. [As per the Local Authorities (Member's Interest) Act 1968].

- Chairperson Warren advised that he had a declaration of interest regarding report number 9.1 of the Agenda, 'Katikati Community Board Chairpersons Report – March 2022' – C.E Miller Fund Request

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

The Chairperson outlined the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Katikati Community Board. Attending members of the public were invited to take part in the public forum.

Paula Gaelic – Yeoman Bridge to Parkway Reserve proposed pathway

Ms Gaelic was in attendance to speak to the Board regarding the proposed pathway from Yeoman Bridge to Parkway Reserve. Ms Gaelic highlighted the below points:

- As an avid walker and cyclist, she spoke in support of the concrete pathway;
- She believed that laying concrete would allow accessibility for more members of the community, as well as being able to utilise the pathway in all weather conditions;
- She noted that this was a big part of the proposed community plan; and
- She was of the belief that Katikati was getting “left behind” when it came to walking and cycling tracks within the District.

Ms Gaelic questioned why the signs that had been installed on the walkway, had now been removed.

Jacqui Knight – Yeoman Bridge to Parkway Reserve proposed pathway

Ms Knight was in attendance to also speak in support of the proposed pathway. She noted that this proposed pathway had already been out for public consultation, and had been approved through the Reserve Management Plan.

Ms Knight had spoken to many community members who supported the new pathway and the upgrade of surface, reiterating the importance of this, in allowing accessibility for our diverse community.

Rodney Joyce – Yeoman Bridge to Parkway Reserve proposed pathway

Mr Joyce was in attendance to speak on the same issue, noting that he was also an avid user of the current pathway. Mr Joyce noted the below points:

- He did not believe enough public consultation had taken place, and would like to understand the financial budget and scope of the project.
- He did not believe that the proposed concrete path would meet current standards for accessibility.
- He noted that it would change the feel of the esplanade.

- He noted that there had been a lot of damage to the current track when the construction of the bridge was taking place. He agreed that improvements could be made to the walkway, however would like to see these options put out to the community first.

Tessa Blackett – Yeoman Bridge to Parkway Reserve proposed pathway

Ms Blackett was in attendance to speak to the Board regarding the proposed pathway, noting that she was speaking on behalf of other neighbours, friends and family members that shared the below views:

- She highlighted the importance of keeping the natural environment, for both locals and wildlife.
- She noted that a lot of work was currently being done to protect the wildlife, and highlighted the negative effects that the proposed work could have on them – something she felt Council should consider in their plans.
- She did not believe that concrete was the best option, and noted there were other more natural options that should be considered.
- She noted that, at a time when there was so much development happening, it was important for the “green parts of Katikati to remain green”.
- The community would like to be consulted with, and involved in the decision making process moving forward.

The Reserves and Facilities Manager responded to questions as follows:

- The proposed pathway was included as an action within the Katikati-Waihi Beach Reserve Management Plan (RMP), which went through the normal public consultation process. It was acknowledged that this may not have reached all members of the community. This action led to a feasibility study on the possible linkage.
- Following receipt of a petition in 2019, a report was presented to the Operations Committee (former Performance and Monitoring Committee) that contained the feasibility study and alternative surface options.
- Through consultation on the Long Term Plan 2021/31, the community supported the increase of investment in the walkway and cycleways throughout the District.
- It was always noted that, when the time came to implement the plans, the community would be further engaged with. The Reserves and Facilities Manager was happy with the discussion that had taken place today, noting that the engagement process was still being undertaken. Once this engagement was completed the feedback would be analysed and reported back to Council for

further discussion. It is at this point, it would be determined whether they needed to reconsider aspects of the proposal.

- The community was encouraged to submit their feedback through the haveyoursay platform.
- It was clarified that the funding for walkway/cycleways within the district came from varied sources, including Waka Kotahi subsidy funding, and financial contributions from developments and rates.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 2 FEBRUARY 2022

The Board considered a report from the Senior Governance Advisor. Member Clements asked for the below additional sentence to be added to the minutes from the discussion had during agenda item 9.4 Councillors Report.

RESOLUTION K22-2.1

Moved: Member J Clements

Seconded: Member N Harray

That the Minutes of the Katikati Community Board Meeting held on 2 February 2022, as circulated with the agenda, be confirmed as a true and correct record, with the below amendment:

- Item 9.4 to include the following sentence: "There was no specific outcomes discussed with Tourism Bay of Plenty (TBOP) regarding the Katikati-Waihi Beach Ward."

CARRIED

9 REPORTS

9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT - MARCH 2022

The Board considered a report from the Chairperson. The report was taken as read with further discussion on the below items.

RESOLUTION K22-2.2

Moved: Chairperson B Warren

Seconded: Cr J Denyer

That the Chairperson's report dated 30 March 2022, titled 'Katikati Community Board Chairpersons Report – March 2022', be received.

CARRIED

9.1.1 COMMUNITY AND TOWN CENTRE PLAN

The Board was advised that the Community Plan had gone out for consultation.

The Town Centre Plan had been workshopped, and was currently with Boffa Miskell. Feedback received from Community Groups had been included with the requested changes.

9.1.2 MOORE PARK AND BEACH ROAD DEVELOPMENTS

The Chairperson advised a Kainga Ora representative had been in contact with the Board, and noted they would engage with the Board moving forward.

The Board was advised that if a resource consent was required, it would depend on the activity status as to whether this was notified, or not. The status was determined by the Resource Management Act (RMA).

9.1.3 SOCIAL HOUSING DEVELOPMENT

It was clarified that the housing development on Beach Road was Council Elder Housing.

9.1.4 BIRD WALK EROSION

The Board was advised that Council could extend the Rock Rip Rap under the original consent for the bridge, allowing the further erosion issues to be addressed.

9.1.5 GRAFFITI AROUND TOWN

The Board noted that graffiti was starting to appear throughout town, and that Police were aware of the issue.

9.1.6 TETLEY ROAD

The Board was advised the Tetley Road footpath was to provide a safe space for the kids to walk to and from the Marae.

The Roading Engineer (West) noted that the medium-term plans would include Wills Road with the improvements for Tetley Road.

9.1.7 C.E. MILLER FUND REQUEST

The Chairperson introduced the item, but took no part in the discussion or voting thereon. Deputy Chairperson Harray took over the Chairperson duties.

The Board was informed that the plans for the trees and seats would be approved by Councils Reserves and Facilities staff.

RESOLUTION K22-2.3

Moved: Cr J Denyer

Seconded: Cr A Sole

The Katikati Community Board approve \$5,000 from the C.E. Miller Estate Reserve Account to the Katikati Cricket Club for beautification of Moore Park, including the installation of seats and planting of trees.

CARRIED

9.2 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT

The Board considered a report from Councillor Denyer. The report was taken as read with further discussion on the below items.

Annual Plan

Member Clements queried the rates increase, as he was of the belief that the budget was unrealistic with current inflation figures.

Policies and Bylaws

The Board was advised that current Māori roadways were roads that were owned by Māori but could be used by any member of the public. For this reason, Council was

proposing to revoke the Māori Roadways Policy 2012, and revise the Policy for Council Maintenance of Previously Unmaintained Roads.

RESOLUTION K22-2.4

Moved: Cr J Denyer

Seconded: Member N Harray

That the Councillor's report dated 30 March 2022, titled 'Katikati Community Board Councillor's Report', be received.

CARRIED

9.3 KATIKATI COMMUNITY BOARD GRANT APPLICATION

The Board considered a report from the Senior Governance Advisor. The report was taken as read.

RESOLUTION K22-2.5

Moved: Chairperson B Warren

Seconded: Member K Sutherland

1. That the Senior Governance Advisor's report dated 30 March 2022, titled 'Katikati Community Board Grant Application', be received.
2. That the Katikati Community Board approve the Grant Application from the Katikati Community Toy Library for \$1,782.50 to update signage to represent the new logo. This grant will be funded from the Katikati Community Board Grants Account, subject to all accountabilities being met.

CARRIED

9.4 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD MARCH 2022

The Board considered a report from the Deputy Chief Executive. The report was taken as read, with further discussion on the below:

Transportation – Katikati Community Roading

The Board requested that the 'Town Centre Village Footpath Upgrade (Town Centre plan funded)' item include the approved funding. The Roading Engineer (West) would amend the report to include this.

Councillor Denyer requested that an investigation of Mulgan Street to Uretara Bridge Shared Path be included as a priority 1 project. The Board requested an onsite meeting with the Roading Engineer (West) and Waka Kotahi.

Western Solid Waste

The Board was advised that the statistics provided around solid waste was to inform the Board on what was currently happening.

Level of Service for Parks and Reserves Report

The Board was advised that staff would prepare a report for the next Community Board meeting, regarding Levels of Service for Parks and Reserves.

The Reserves and Facilities Manager provided the Board with the rationale behind the different levels of service, highlighting the effects that COVID-19 was having on providing particular services at the moment.

RESOLUTION K22-2.6

Moved: Chairperson B Warren

Seconded: Member N Harray

1. That the Deputy Chief Executive's report dated 30 March 2022, titled 'Infrastructure Services Report Katikati Community Board March 2022', be received.
2. That the Katikati Community Board approve the investigation of options for the following roading and town centre projects:

Priority 1:

- 1) Town Centre Village Footpath Upgrade (Town Centre plan funded)
- 2) Diggelman Park - Parking Upgrade
- 3) Mulgan Street Footpath Installation
- 4) Hyde Street Sealing
- 5) Mulgan Street to Uretara Bridge Shared Path

Priority 2:

- 5) Kotahi Lane Car Park Sealing
- 6) Kotahi Lane (Southern end) Parking Enhancement
- 7) Uretara Landing Reserve Enhancement

And that the Roading Engineer West report back to the Board on progress.

CARRIED

9.5 KATIKATI FINANCIAL REPORT - FEBRUARY 2022

The Board considered a report from the Financial Business Advisor. The report was taken as read.

RESOLUTION K22-2.7

Moved: Chairperson B Warren

Seconded: Member K Sutherland

That the Financial Business Advisor’s report dated 30 March 2022, titled ‘Financial Report Katikati – February 2022’, be received.

CARRIED

9.6 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS

The Board considered a report from the Senior Governance Advisor. The report was taken as read.

RESOLUTION K22-2.8

Moved: Chairperson B Warren

Seconded: Member J Clements

That the schedule of meetings for April, May and June 2022, be received.

CARRIED

The Board concluded the meeting with a brief discussion on the Boards position relative to the Talisman Drive report, included for discussion at the upcoming Performance and Monitoring confidential workshop.

The Meeting closed at 8.36pm.

Confirmed as a true and correct record at the Katikati Community Board meeting held on 25 May 2022.

.....
Chairperson B Warren
CHAIRPERSON

9 REPORTS

9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT – MAY 2022

File Number: A4573664

Author: Ben Warren, Community Board Chairperson

Authoriser: John Holyoake, Chief Executive Officer

RECOMMENDATION

1. That the Chairpersons report dated 25 May 2022 titled ‘Katikati Community Board Chairpersons Report’, be received.
2. That the Katikati Community Board adopt the Katikati Town Centre Plan and the Katikati Community Plan 2022.

UPDATES

Katikati Town Centre and Katikati Community Plans

The Katikati Community Plan has received all final feedback and the plan is to be adopted at this meeting.

Katikati Town Plan has its final section being finished by Boffa Miskell after the last meeting with Council staff and Waka Kotahi. This plan should be available for a final community review in the next month and then be adopted at the Community Board meeting in July 2022.

Attachment 1 is the final Katikati Town Centre and Community Plan.

Yeoman Walkway

A brief report on the outcome of the Council decision will be presented in the Councillor’s Report.

Tanners Point Resolution

Council to provide a report on the outcome of this matter, including the intentions for us of the public reserve in the future.

Western Bay of Plenty Museum

Recognition and congratulations on the Western Bay of Plenty Museums latest exhibition ‘Service and Sacrifice’ exhibition.

Moore Park toilets interim

Council to provide a report back through the Infrastructure Report.

Community Matching Fund and Facilities in the Community Fund

Applications for the Community Matching Fund (CMF), and the Facilities in the Community Fund, are now open.

The CMF had \$140,000 (\$100,000 general fund and \$40,000 environmental fund) available for community and environmental projects that made a positive difference in the District. Applications close on Tuesday 31 May 2022.

The Facilities in the Community Fund was also open until Tuesday 31 May 2022, with \$76,000 available.

ATTACHMENTS

1. **Attachment 1 – Katikati Community Plan 2022**  

9.2 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT - MAY 2022**File Number:** A4573719**Author:** Allan Sole, Councillor**Authoriser:** John Holyoake, Chief Executive Officer**RECOMMENDATION**

That the Councillor's report dated 25 May 2022 titled 'Katikati Community Board Councillor's Report' be received.

It is pleasing to be back to holding meetings face to face at all levels of the Council process and I do thank the staff, elected members and the community for how they have all worked to keep the process operating under difficult times.

Anzac Day has also been observed throughout the district and there were reports of good numbers of people attending.

Council Meeting - 6 April 2022

Some Policies and Bylaws adopted at this meeting included:

- Alcohol Control Bylaw 2022 was adopted.
- Waste Management and Minimisation Bylaw 2022.
- Te Toka Tu Moana was adopted as a basis as a forum for Tauranga Moana iwi and hapū with the WBOPDC.

As the Mayor and all councillors in the Katikati/Waihī Beach and Kaimai Ward are members of this forum, I feel there is a strong will to progress opportunities for us all in this area.

Performance and Monitoring Committee - 5 May 2022

Of note to our community/ward this meeting opened with a large number of people wishing to be heard with regard to the Yeoman/ Park Road shared way.

Presentations were made in public forum for and against the option to install a concrete pathway along this trail.

At the conclusion of the public forum the committee recommended that the concrete path proceed with the addition of a fifth recommendation.

- That staff investigate the possibility and value of the concrete being shaded green.

The recommendation was passed 11 for, 1 against and will be before Council for adoption on 12 May 2022.

There was a presentation from the NZTA regarding the Takitimu North Stages 1 & 2.

A number of site works are very visible these days from SH2, Moffat and Cambridge Roads.

There was also more on the safety works on SH2 between Katikati and Ōmokoroa. The most noticeable features being six new roundabouts and there being no righthand turns permitted other than at these roundabouts.

Annual Plan.

Work on the Annual Plan has been progressing and the latest part approved by the AP/LTP committee was that there would be no change to the Dog Control Registration Fees.

These will come to the full Council meeting on 12 May 2022.

9.3 KATIKATI COMMUNITY PLAN AND TOWN PLAN – FINANCIAL UPDATE

File Number: A4584129

Author: David Pearce, Community Manager

Authoriser: Rachael Davie, General Manager Strategy and Community

EXECUTIVE SUMMARY

This report is to provide the Katikati Community Board with an update regarding the funding of the Katikati Community and Town Plan.

RECOMMENDATION

That the Community Manager's report dated 25 May 2022 titled 'Katikati Community Plan and Town Plan – Financial update', be received.

BACKGROUND

At the Council meeting held 2 July 2020, Council approved the below:

1. *That the report from the Community Manager dated 2 July and titled 'Katikati Community and Town Plan Review' be received.*
2. *That \$49,000 (plus GST) funded from the Katikati Community Board Reserve Account is approved by Council to engage an independent contractor to review the Katikati Community and Town Plan.*
3. *That the Katikati Community Board engage Boffa Miskell to undertake the Katikati Community and Town Plan Review.*
4. *That Council administers the procurement process and facilitates contract payments on behalf of the Katikati Community Board*

Boffa Miskell has been working on these three documents (Town Plan, Community Plan and Main Street concept) for almost two years with the Community Board, the Council, the Key Reference group, Waka Kotahi and in the case of the Community Plan with the wider community and iwi groups.

Boffa Miskell has held additional workshops with Waka Kotahi, Council, and members of the Community Board. These additional workshops and meetings were in response to the additional level of engagement required. There was also some loss of momentum and timing delays due to the impact of COVID-19 across this project.

Some of the project was priced for a shorter period and the project has spanned almost 104 weeks. During that time there have been additional meetings requested and additional project management required.

The widened scope of the three projects, including letters of variation, has resulted in an overall final budget variation increase of \$25,139.60 + disbursements (\$2,370.48), as detailed in the table below. These additional costs have been met through approved operational budgets relating to Community Plans and Rooding. There are no additional funds sought from the Community Board.

	Original Fee	VAR	TOTAL	Disbursements
Town Plan	\$28,500.00	\$4,500.00	\$33,000.00	\$500.00
Community Plan	\$19,500.00	\$18,139.60	\$37,639.60	\$1,145.64
Workshops 1-3	\$9,611.43		\$9,611.43	included
Main Street concept	\$16,550.00	\$2,500.00	\$19,050.00	\$724.84
Subtotal (excl GST)	\$74,161.43	\$25,139.60		
			\$99,301.03	\$2,370.48
GST				\$15,250.73
TOTAL (including GST + disbursements)				\$116,922.24

With the imminent launch of the final documents, documents that have involved work significant work from Boffa Miskell, the stakeholders involved and the wider Katikati community. The finished plans are great guiding documents for the Katikati community over the next ten years.

9.4 KATIKATI COMMUNITY BOARD GRANT APPLICATIONS – MAY 2022

File Number: A4559295

Author: Pernille Osborne, Senior Governance Advisor – Board Secretary

Authoriser: Barbara Whitton, Customer Services and Governance Manager

EXECUTIVE SUMMARY

1. The Katikati Community Board is required to make a decision regarding applications for Community Board Grant Funding. Three applications have been received.
2. The applications and supporting information relating to the Community Board Grants have been forwarded to members, separate to this agenda.

RECOMMENDATION

1. That the Senior Governance Advisor's report dated 25 May 2022 titled 'Katikati Community Board Grant Application – May 2022' be received.
2. That the Katikati Community Board approve/not approve the Grant Application from the Katikati Care and Craft Centre for \$... to help with yearly rent, activities, outings and general expenses. This grant will be funded from the Katikati Community Board Grants Account, subject to all accountabilities being met.
3. That the Katikati Community Board approve/not approve the Grant Application from the Tauranga Youth Development Team for \$... for costs relating to the Youth Week project. This grant will be funded from the Katikati Community Board Grants Account, subject to all accountabilities being met.
4. That the Katikati Community Board approve/not approve the Grant Application from the Katikati Football Club for \$... for the purchase of field marking paint. This grant will be funded from the Katikati Community Board Grants Account, subject to all accountabilities being met.

BACKGROUND

3. The Katikati Community Board has funding of \$8,000 available for disbursement to community organisations for the 2021/2022 financial year. The balance as of 25 May 2022 is \$4,217.50.
4. **Katikati Care and Craft Centre** has submitted an application for funding of \$2,000 to contribute to the yearly rent, activities, outings and general expenses.
5. **Tauranga Youth Development Team** has submitted an application for funding of \$5,927 to contribute to costs relating to the Youth Week project, including entertainment, a photobooth and resident artist.

6. **Katikati Football Club** has submitted an application for funding of \$957.38 for the purchase of field marking paint.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Katikati Care and Craft Centre	The applicant will be advised of the outcome of their respective Grant Application.
Tauranga Youth Development Team	The applicant will be advised of the outcome of their respective Grant Application.
Katikati Football Club	The applicant will be advised of the outcome of their respective Grant Application.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Community Board Grant Funds	<p>The Community Board will consider applications for the distribution of funding, before the end of the financial year.</p> <p>Annual Budget \$8,000.00</p> <p>Current Balance \$4,217.50</p>

9.5 RESERVES – LEVELS OF SERVICE

File Number: A4569811

Author: Peter Watson, Reserves and Facilities Manager

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

EXECUTIVE SUMMARY

The Board has requested a report on the levels of service for parks and reserves within Katikati.

It has been suggested that the delivery of service for reserves and facilities, in particular mowing, is applied differently in Katikati vs the rest of the District, which is not the case.

This report provides the background to the setting and delivery of levels of service for reserves across the District. It is not intended to be a detailed breakdown of operational matters that staff manage.

RECOMMENDATION

1. That the Reserves and Facilities Manager's report dated 25 May 2022 titled 'Reserves – Levels of Service' 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.

BACKGROUND

The Board has requested a report on the Levels of Service for the parks and reserves within Katikati.

The delivery of Council's level of service for reserves and facilities is primarily delivered through the Reserves Maintenance Contract.

The Reserves Maintenance Contract model has been operating successfully as a District wide contract for well over ten years. Having a District wide contract involves many cost savings and efficiencies due to the scale of the contract. There are also efficiencies in the administration of one contract vs multiple contracts. The incumbent contractor employs locals from various communities across the District and utilises a number of local sub-contractors, e.g., plumbers, electricians

There are some exemptions for example, the Katikati and Te Puke Cricket Club's are funded through a service delivery contract for the maintenance of specialist turf surfaces e.g., cricket wicket block.

The Reserves Maintenance Contract includes a range of disciplines, including, but not limited to:

- Toilet cleaning
- Litter collection
- Mowing and vegetation control
- Turf renovations for sports fields
- Cemetery maintenance, including interments
- Structure maintenance
- Roading / carparks / footpath maintenance
- Garden and shrubbery maintenance
- Minor capital works
- Asset data management
- IT technology for improved reporting, data capture and communications.

A District wide contract provides the capacity and capability along with required resources to deliver the diverse range of services needed to maintain the reserve network across the District.

Council's Reserves and Facilities staff are responsible for undertaking compliance audits of the contractor's performance against the contract specifications as this is an operational function. The contract also requires that joint audits are undertaken between Council staff and the Contractor and for the contractor to employ a Quality Manager to undertake internal audits of their operations.

Non-compliance identified through either of the abovementioned auditors/process is then scheduled into the contractor's maintenance programme for rectification to bring the item back into specification.

In addition to the auditing being undertaken by staff and the contractor, the contractor is required to receive and action relevant service requests that are received from the public or elected members.

Council's service request system is integrated with the contractor through a customised software package, therefore when Council receives a service request relating to a reserve maintenance item, or vandalism of an asset, the service request is automatically sent to the contractor for programming and rectification within agreed response times.

Attachment one is an example of a monthly summary report of the contractor's compliance for a range of reserves contract activities across the entire District.

The summary report identifies that there have been items that are not compliant with the contract specifications. In the case of grass cutting, the report identifies 70 % of the sites audited were compliant, 20% partially compliant and the balance non – compliant.

Partial compliance might include a situation where the large mower had mowed the bulk of the reserve, but at the time of audit the surrounds and edge mowing may not have been completed.

Council staff and the contractor have regular meetings to monitor the implementation of operational issues associated with the delivery of the contract outcomes.

It is important to note that not every reserve (200+) is audited every month as there is a rolling schedule along with random selection audits undertaken eg the contractor is not aware of which reserves will be jointly audited until the day they occur. To audit every reserve would be cost prohibitive and not a good use of available resources.

Staff acknowledge that there will be times when grass cutting is out of specification for some reserves for several reasons, growth flush, machinery breakdown and more recently Covid -19 have impacted on the delivery of services across the District.

Auditing of grass length is undertaken by using the rising disc methodology. The rising disc was developed by the New Zealand Sports Turf Institute in response to industry needs when Councils moved to external contractors to provide reserve mowing services back in the nineties.



It is important to note that given grass and vegetation are continually growing, and with growth being subject to seasonal changes eg spring growth, it is difficult to achieve 100% contract compliance across the entire network at any one point in time. This is reflected in the attached summary report.

From a Governance perspective, it is the role of the Performance and Monitoring Committee to “monitor the operational performance of Council’s activities and services against approved levels of service”, whereas contract management is an operational staff function.

This aside, staff have always stated that if there are localised issues with the delivery of Council’s set level of service for reserves that the opportunity is there for staff, the relevant contractor, and the Chairman of the board to meet and work through the issues that are being raised.

Technical Levels of Service

Copied below is an extract on Reserves Technical Levels of Service taken from Council’s reserve management plans. These levels of service information are also in Council’s Asset Management Plan for Reserves and Facilities.

These industry-based levels of service apply across the District and are appropriate for the specific reserve purpose e.g., sports field vs neighbourhood reserve.

Any change in levels of service either up or down have a financial implication. Any significant increase in the levels of service would need to be considered across the District and would be subject to Council agreeing to the increased cost.

Reserves Technical Levels of Service

Grass Mowing

Type A – used for fine lawns or very high profile sites. Should not exceed 35mm grass height. Typically 40 to 50 cuts per year. These sites include the Omokoroa Area Office /visitor centre and WBOPDC Barks Corner site.

Type B – the most common standard for high profile reserves & cemeteries. Should not exceed 60mm grass height. Typically 30 – 50 cuts per year.

Type C – The standard applied to specific sports fields as follows. This mowing type typically generates 30-50 cuts per year depending on the level and type of use:

(i) Winter (1 April – 30 Sept)	Rugby Field	75mm max height, mowed to 40mm
	Soccer Field	40mm max height, mowed to 20mm
	Hockey Field	40mm max height, mowed to 20mm
	Other Sports Fields	75mm max height, mowed to 40mm
(ii) Summer (1 October – 31 March)	Cricket	35mm max height, mowed to 20mm
	Other Sports Fields	75mm max height, mowed to 40mm

Type D – General standard for Passive Reserves. Should not exceed 90mm grass height. Typically 20 - 30 cuts per year.

Type E – Applied to less used passive reserves or reserve margins. Should not exceed 200mm grass height. Typically 8 - 12 cuts per year.

Type F – Seldom used reserves or margins where a lesser standard than E is required. Should not exceed 400mm grass height. Typically 1 - 5 cuts per year with a flail or slasher type mower.

Toilet Cleaning Frequency

Minimum cleaning frequencies range from daily to twice per week depending on the season and site usage. Additionally, any public complaints received about toilet serviceability are acted upon within prescribed times.

Litter Bin Emptying and Loose Litter Removal

As a minimum requirement, bins shall be serviced twice per week. They should not overflow or emit an unpleasant odour within a 2 metre radius. Any loose litter at the site will also be removed. Council’s general policy is to limit the number of bins provided and encourage visitors to take their refuse away.

The extract below is from the Katikati/Waihi Beach Ward Reserve Management Plan and shows the grass mowing standard and the toilet cleaning frequency for Diggelmann Park.



6.18 Diggelmann Park



Location	Main Road, Katikati	Current Inventory	
Classification:	Fee simple	4 Picnic tables	High/new
LTP Category	Neighborhood Amenity Reserve	1 Kauri replica dam	
ID	1099	2 Bench seats	
Area	0.6317 Ha	2 Bins	
District Plan Zone	Residential	1 Toilet	
Current State	Park	1 Log and bogie	
Overview	Maintain as open space picnic area.	Pathways	
Concept Plan	Adopted Aug 2008; completed and removed.	Sign	
Previous RMP	Katikati Ward RMP August 2008. Also subject to Town Centre Plan development.		
Grass Mowing Standard	(0.6169 Ha) Type D – Does not exceed 90 mm grass height. Mowed to within 45 mm of the ground		
Toilet Cleaning	Twice daily		

Background:

- Located in Residential Zone
- Located within the Katikati Town Centre with a long frontage to State Highway (Main Road).
- Established specimen trees.
- Vehicular slip lane, parallel parking and footpath constructed in June 2002.
- Pedestrian access way connects State Highway to Heron Crescent at northern end.
- Water feature constructed by Rotary.
- Log boggle display Katikati Museum.
- New toilet based upon Kauri Logger hut.

(Continued next page)

SIGNIFICANCE AND ENGAGEMENT

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the report is an information report.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

No engagement required as this is an information report.

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication	
	Planned	Completed
Name of interested parties/groups	N/A	
Tangata Whenua	N/A	
General Public	The levels of service are consulted upon whenever a Reserve Management Plan is reviewed.	

ISSUES AND OPTIONS ASSESSMENT

Not applicable for this report

STATUTORY COMPLIANCE

Not applicable for this report

FUNDING/BUDGET IMPLICATIONS

Not applicable for this report

ATTACHMENTS

1. **Katikati Community Board Reserves - Levels of Service**  

9.6 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD MAY 2022**File Number: A4560756****Author: Tracy Harris, Executive Assistant, Infrastructure Services****Authoriser: Gary Allis, Deputy Chief Executive & Group Manager Infrastructure Services****EXECUTIVE SUMMARY**

This report provides specific information on Infrastructure activities of interest to the Board.

RECOMMENDATION

That the Deputy Chief Executive's report dated 25 May 2022, titled 'Infrastructure Services Report Katikati Community Board May 2022', be received.

ROADING**Transportation – Road Improvements LED Lighting**

Description: Council owns and operates 2,500 streetlights on local roads. Close to 100 of these are LED. Installation of LED lights reduces power consumption by 60%. Cost reduction is on the energy charges as line charges are a fixed fee. Waka Kotahi are offering an 85% subsidy to invest in the street light conversion conditional upon it being completed by June 2021. Council has decided to participate in this.

What's Happened:

Works to install LED luminaires in the west and east sections of the District is complete.

What's Next:

Specific lighting design, which is required for "V" category lighting on high volume roads, such as Te Puke Highway and Omokoroa Road, will be considered once the installation of decorative lighting is complete.

The majority of outstanding materials have been delivered. WestLink are currently:

- manufacturing fittings that allow new LED luminaires to be fitted to existing columns, and
- developing a programme for the remaining installations which is anticipated to commence early April.

The remaining lights will be installed between May and July 2022.

Transportation – Katikati Community Roothing

Description: Develop and implement the community roading plan approved by the Katikati Community Board.

The Board at their recent workshop discussed a number of items and initiatives that could be investigated to implement the town centre plan, to enhance the town centre and to improve the roading and footpath network. The funding sources are the roading budget and the town centre fund. The items that were discussed have been included in the recommendation with two priority levels. The intention is that the investigation and high level concepts and estimates are undertaken prior to progressing to full design and implementation.

The top priority is the main street footpath and kerb and channel upgrading. This is a significant project which requires external design input to ensure that the new footpath enhances Katikati while still being practical and easy to maintain. A review of underground services will also be required so that all are in good condition or installed prior to the new footpath construction. Waka Kotahi will need to be involved with the kerb and channel replacement and upgrading and the pedestrian facilities.

Katikati Community Board Roothing Current Account	Project Cost \$	NZTA Funding MIP LC/LR \$	Katikati Community Board \$	Status
Current Account Opening Balance 1 July 2021			\$5,314	
Allocation for 2021/22			\$162,444	
Interest 2022			\$175.00	
Subtotal			\$167,933	
Committed Projects			-	
Nil				
Total Committed Projects			-	
Forecast Current Account Closing Balance 30 June 2022			\$167,933	

ASSET & CAPITAL

Highfields Stormwater Pond Development Trial

Description: Trial to convert the Highfields Stormwater Pond from a dry pond to a permanent wet pond/lake.

What's Happened:

Groundwater monitoring has been extended for another 12-month period. The outlet to the pond has had further modification to improve how the pond will function. Further maintenance of pond has been undertaken.

What's Next:

Continual monitoring of the pond and the surrounding groundwater and clearing of excess plant growth in the pond. Design will be commenced on the upgrade in the 2022/23 FY.

Western Water Renewals

Description: Renewal and upgrade of water infrastructure.

What's Happened:

Contract has been awarded to Loveridge Ltd to upgrade the water network along Tetley Road. This work will cater for future growth in this area. Construction has started and is progressing well.

What's Next:

The construction work is set to continue for another 2-3 weeks when the new main will be tested and commissioned.

Katikati WWTP Upgrade

Description: Upgrade to the Katikati WWTP to ensure compliance with Council Resource Consent.

What's Happened:

Katikati WWTP has had some ongoing compliance issues. Upgrades are planned to improve the overall performance of the plant and to ensure plant is sized for future growth in Katikati. APEX was awarded the tender for the upgrade of the UV system. This comprises building a new channel and installation of a new UV plant as the existing system is too small to accommodate the upgrade.

Beca is busy with master-planning of the Plant to ensure that all the different upgrades meet the growth requirements.

Lutra is busy with the planning and design of a nitrogen removal plant to meet the consent requirements for discharge.

What's Next:

Master planning is underway at the plant to ensure capital works improvements are suitable to meet Council requirements.

UTILITIES**Western Solid Waste**

Description: Waste management that meets the needs of the community and protects the environment for present and future generations.

What's Happened:

Kerbside Collection tonnage has been impacted by reduced service and tapering of the seasonal peak. Disruptions to services' saw Glass and Food Waste collections suspended.

The glass collection services resumed on 11 April 2022.

Food waste collections continue to be suspended due to EnviroWaste's Kerbside Collective drivers either contracting the Omicron virus or are close contacts and are following Ministry of Health advice to self-isolate.

What's Next:

Investigations are underway to further add new properties throughout the District.

Food scrap collections will resume from Thursday, 9 May 2022.

Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	YTD Total
Kerbside Collection Tonnes										
Refuse	229.32	402.23	376.00	330.41	355.20	392.46	400.06	466.66	539.45	3,492
Glass	86.30	47.67	135.13	94.46	127.50	147.44	234.56	128.57	30.24	1,032
Food waste	37.50	32.68	53.60	57.72	58.50	58.06	64.87	63.30	5.30	432
Recyclables	113.42	62.18	0.00	120.42	143.16	177.26	154.68	142.40	98.24	1,012
Total tonnage	466.54	544.76	564.73	603.01	684.36	775.22	854.17	800.93	673.23	5,967

RESERVES

Reserves - Cemetery Katikati Hot Springs Road

Description: Develop cemetery to meet demand.

What's Happened

Staff continue to work with Ngai Tamawhariua on planning processes for new Urupa/Cemetery land adjoining Sapphire Springs.

Council's lawyers have provided their advice and a report can now be prepared for Council to consider the statutory process.

What's Next

Complete the report for Council's consideration for the uplifting of the reserve classification of the land, which will be subject to statutory processes to enable the land to be used for urupa/cemetery purposes.

EMERGENCY MANAGEMENT

Description: Support the Katikati Community to be Resilient in the event of an Emergency.

What's Happened:

Holding monthly drop in sessions at Katikati Library to be available to the community to discuss personal and household preparedness to further build community resilience. Maintained communication ensuring severe weather updates are sent to the Katikati community

Reviewed the Kauri Point Community Response Plan.

A personal preparedness presentation was planned for the Summerset Retirement Village on 4 May 2022.

What's Next:

The Team will continue to engage with the aim to officially establish a Katikati Community Response Team

A Kauri Point Community Guide to Emergencies is being created specifically for the Kauri Point community due to be printed by end of May 2022.

ATTACHMENTS

- 1. MAS Katikati Community Board May 2022**  

9.7 KATIKATI FINANCIAL REPORT – APRIL 2022

File Number: A4571902

Author: Ezelle Thiart, Financial Business Advisor

Authoriser: Sarah Bedford, Financial Controller

EXECUTIVE SUMMARY

This report provides the Community Board with a two-monthly monitoring of its operational budget. Attached are the financial statements for the ten months ended 30 April 2022 (**Attachment 1**).

Total operational costs are under budget YTD.

RECOMMENDATION

That the Financial Business Advisor's report dated 25 May 2022, titled 'Financial Report Katikati – April 2022', be received.

Grant payments made to date:

Resolution	Description	\$
K22-1.7	Grant for Road Safety Education – received by Katikati College	2,000
K22-2.5	Grant for Katikati Community Toy Library for \$1,782.50 to update signage to represent the new logo.	1,783
2021/22 Grants		3,783

C.E. Miller Estate Reserve:

Resolution	Description	\$
	2021/22 Opening balance	14,888
K22-2.3	Katikati Cricket Club for beautification of Moore Park	(5,000)
	2021/22 Closing balance	9,888

Committed – Operational Expenditure

Resolution	Account	Description	\$
K22-1.6	Contingency	ANZAC Day wreath	200
Total outstanding operational commitments			200

2021/22 Reserve Analysis:

Description	\$
2021/22 Opening balance	53,858
No transactions to date.	0
2021/22 Closing balance	53,858

Committed – Reserve Expenditure

Resolution	Description	\$
	Opening balance before committed expenditure	53,858
K21-5.6	Installation CCTV camera Cnr SH2 & Tetley Rd, Katikati	(5,000)
2021/22 Closing balance after committed expenditure		48,858

ATTACHMENTS

- 1. Financial Report Katikati - April 2022**  

9.8 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS

File Number: A4574092

Author: Pernille Osborne, Senior Governance Advisor – Board Secretary

Authoriser: Barbara Whitton, Customer Services and Governance Manager

RECOMMENDATION

That the schedule of meetings for June, July and August 2022, be received.

ATTACHMENTS

1. **Meeting Dates for Community Board Agendas – June**  

