

Mā tō tātou takiwā
For our District

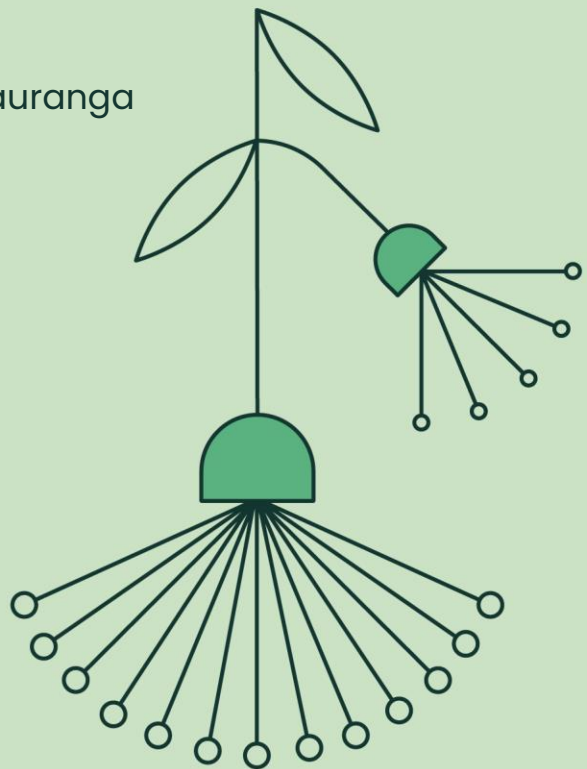
Council

Te Kaunihera

CL23-7

Thursday, 27 April 2023, 9.30am

Council Chambers, 1484 Cameron Road, Tauranga



Council

Membership:

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

Role:

The Council is responsible for:

- Ensuring the effective and efficient governance and leadership of the District.
- Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Power to Act:

To exercise all non-delegable functions and powers of the Council including, but not limited to:

- The power to make a rate;
- The power to make a bylaw;
- The power to borrow money, purchase, or dispose of assets, other than in accordance with the Long Term Plan;
- The power to adopt a Long Term Plan, a Long Term Plan Amendment, Annual Plan or Annual Report and to receive any related audit report;
- The power to appoint a chief executive;
- The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Local Governance Statement;

- The power to adopt a remuneration and employment policy;
- The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991;
- The power to approve or amend the Council's Standing Orders;
- The power to approve or amend the Code of Conduct for Elected Members;
- The power to appoint and discharge members of committees;
- The power to establish a joint committee with another local authority or other public body;
- The power to make a final decision on a recommendation from the Parliamentary Ombudsman where it is proposed that Council not accept the recommendation.
- To exercise all functions, powers and duties of the Council that have not been delegated, including the power to compulsorily acquire land under the Public Works Act 1981.
- To make decisions which are required by legislation to be made by resolution of the local authority.
- To authorise all expenditure not delegated to officers, Committees or other subordinate decision-making bodies of Council, or included in Council's Long Term Plan or Annual Plan.
- To make appointments of members to Council Controlled Organisation Boards of Directors/ Trustees and representatives of Council to external organisations.
- To monitor the performance of and make decisions on any matters relating to Council Controlled Organisations (CCO), including recommendations for modifications to CCO or other entities' accountability documents (i.e. Letter of Expectation, Statement of Intent), including as recommended by the Strategy and Policy Committee.
- To approve joint agreements and contractual arrangements between Western Bay of Plenty District Council and Tauranga City Council and/or any other local authority including the requirement to review the terms of any such agreements or contractual arrangements.
- To approve the triennial agreement.
- To approve the local governance statement required under the Local Government Act 2002.
- To approve a proposal to the Remuneration Authority for the remuneration of Elected Members.
- To approve any changes to the nature and delegations of Committees.

Procedural matters:

Approval of elected member training/conference attendance.

Mayor's Delegation:

Should there be insufficient time for Council to consider approval of elected member training/conference attendance, the Mayor (or Deputy Mayor in the Mayor's absence) is delegated authority to grant approval and report the decision back to the next scheduled meeting of Council.

Power to sub-delegate:

Council 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 any limitation imposed by Council.

Notice is hereby given that a Meeting of Council will be held in the
Council Chambers, 1484 Cameron Road, Tauranga on:
Thursday, 27 April 2023 at 9.30am

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- 1 PRESENT**
- 2 IN ATTENDANCE**
- 3 APOLOGIES**
- 4 CONSIDERATION OF LATE ITEMS**
- 5 DECLARATIONS OF INTEREST**
- 6 PUBLIC EXCLUDED ITEMS**
- 7 PUBLIC FORUM**

8 COMMUNITY BOARD MINUTES FOR RECEIPT

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 5 APRIL 2023

File Number: A5283140

Author: Jahneisha Osborne, Governance Support Administrator

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Katikati Community Board Meeting held on 5 April 2023 be received.

ATTACHMENTS

- 1. Minutes of the Katikati Community Board Meeting held on 5 April 2023**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
KATIKATI COMMUNITY BOARD MEETING NO. KKC23-3
HELD IN PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI
ON WEDNESDAY, 5 APRIL 2023 AT 7.00PM**

1 PRESENT

Chairperson J Clements, Member A Earl, Member T Sage, and Cr R Joyce

ABSENT

Member N Mayo, and Cr A Henry

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), G Golding (Governance Manager) and J Denyer (Mayor).

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 EWEN LUSKY – COUNCIL STAFF SALARIES

Mr Lusky was in attendance and spoke regarding Council's staff salaries he raised the following points:

- He was of the belief that, to reduce future rates increases, staff salaries should be decreased.
- He queried what value the ratepayers get from Council for funding staff salaries.

7.2 JIM DAVISON – CHAIRPERSON, KATIKATI WAR MEMORIAL HALL

Mr Davison provided an update on the Katikati War Memorial Hall, and noted the following points:

- The hall was an asset owned by the Hall Committee, and was currently operating well, with 80 bookings for April.
- The hall's overall financial position was healthy.
- Maintenance had been underway, including upgrades to backstage dressing rooms, and to internal spouting's.
- The earthquake rating for the hall was 33% of a new building standard, which corresponded to a rating of Grade D (20-34%).
- The Committee had contacted Council previously regarding what action needed to be undertaken but had not heard back. The Committee had funding and contractors available for these upgrades but required advice on what needed to be done to earthquake-proof the building.
- The Committee was ready to upgrade the building as soon as possible, despite receiving a letter stating that works did not need to be completed until 2035.
- Without earthquake-proofing, the hall must display an Earthquake Prone Building (EPB) notice. It was believed that this would cause unnecessary concern for the hall's users.
- If the hall doesn't display the notice, they could face a fine of up to \$20,000.
- It was requested that the Community Board assist the Committee in seeking information on what was required to earthquake-proof the hall. The Chief Executive Officer advised that he would follow this up directly with the Committee.

8 MINUTES FOR CONFIRMATION**8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 8 FEBRUARY 2023**

Cr Joyce queried whether there was an update to resolution KKC23-2.6. It was noted that this was included to be assessed through the Policy and Planning work programme.

RESOLUTION KKC23-3.1

Moved: Cr R Joyce

Seconded: Member A Earl

That the Minutes of the Katikati Community Board Meeting held on 8 February 2023 as circulated with the agenda be confirmed as a true and correct record, with the below amendment.

- 8.1 Brodie Davis – Project Parore

CARRIED

9 REPORTS

9.1 CHAIRPERSON'S REPORT – APRIL 2023

The Board considered a report dated 5 April 2023 from the Chairperson. The report was taken as read, noting the following:

- It was noted Mr Davison's name was incorrect in the report. It should be Jim Davison, not Jim Boyes.
- The Board requested a tour of the parks and reserves in the Katikati-Waihi Beach Ward, facilitated by Council staff.
- The Board requested a presentation from staff regarding the Market Square concept plans and landing, so that the Board can remain up to date. It was noted that the current plans were a draft, and public consultation would happen in due course.
- A meeting would be arranged by the Board to invite organisations to provide their opinions regarding Moore Park upgrades.
- There was discussion regarding bus stops in Katikati, and the need for bus shelters rather than just benches. This would be discussed further at a Community Board workshop, and raised at a future meeting.
- It was noted that the legislative requirement to advertise meetings is fulfilled. The Board decided to additionally advertise on digital platforms, rather than in the Katikati Advertiser.
- The Christmas Garlands item would be a funding request on the next Community Board agenda, rather than a grant application. This would come out of the Street Decorations Account.

RESOLUTION KKC23-3.2

Moved: Member A Earl

Seconded: Member T Sage

That the Chairperson's report dated 5 April 2023, titled 'Chairperson's Report – April 2023' be received.

CARRIED

9.2 COUNCILLOR'S REPORT – APRIL 2023

The Board considered a report dated 5 April 2023 from Cr Henry. The report was taken as read, noting the following:

- Since the report was written, Council had begun public consultation on the Annual Plan. Submissions can be made by individuals, and the Community Board.
- There was no 'Have Your Say' event currently planned for Katikati, but there was one set for Te Puke, Waihi Beach, and Te Puna.
- The Chief Executive Officer suggested that the public make submissions on the Annual Plan to Council.
- Waka Kotahi's speed management plan may not progress as originally planned, as noted in the agenda.
- The Three Waters update was not provided at the Katikati-Waihi Beach Community Forum on 27 March 2023.

RESOLUTION KKC23-3.3

Moved: Member A Earl

Seconded: Member T Sage

That the Councillor's report dated 5 April 2023 titled 'Councillor's Report – April 2023' be received.

CARRIED

9.3 GRANT APPLICATION – APRIL 2023

The Board considered a report from the Governance Support Administrator. The report was taken as read.

RESOLUTION KKC23-3.4

Moved: Chairperson J Clements

Seconded: Member A Earl

1. That the Governance Support Administrator's report dated 5 April 2023 titled 'Grant Application – April 2023' be received.
 2. That the Katikati Community Board approve the grant application from Grow On Katikati for **\$1,150.00 including GST** to assist with the purchase of a laptop, and website development and hosting. 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 APRIL 2023

The Board considered a report from the Executive Assistant Infrastructure. The report was taken as read, noting the following points:

- It was queried whether the Highfields Stormwater Pond project had exceeded the allocated funding, or whether it was within the budget. Council would investigate this and provide an answer to the Board.
- The Diggelman Park project in the Projects Priority table referred to the increase in number of carparks. The resealing of the road had already taken place. This item would be discussed at the Board's next workshop.
- The Tetley Road Footpath project was not part of the Annual Plan or Long Term Plan (LTP). It was queried what the cost of the Rereatukahia Road/Marshall Road construction would be. An answer could not be provided, and this would be followed up.
- The Agapanthus in the Katikati Hot Springs Road Cemetery had not yet been trimmed. There was a service request put in during September 2022 regarding this.
- No groups had yet been approached regarding establishment of Community Resource Recovery Centres, as Council was still studying the feasibility of this.

RESOLUTION KKC23-3.5

Moved: Member T Sage

Seconded: Member A Earl

That the Deputy Chief Executive's report dated 5 April 2023, titled 'Infrastructure Services Report Katikati Community Board April 2023', be received.

CARRIED

9.5 KATIKATI FINANCIAL REPORT - FEBRUARY 2023

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

RESOLUTION KKC23-3.6

Moved: Member T Sage

Seconded: Member A Earl

That the Financial Business Advisor's report dated 5 April 2023, titled 'Financial Report Katikati – February 2023', be received.

CARRIED

The Meeting closed at 8:31pm.

Confirmed as a true and correct record at the Katikati Community Board meeting held on 31 May 2023.

.....
Chairperson J Clements

CHAIRPERSON

9 COUNCIL AND COMMITTEE MINUTES FOR CONFIRMATION

9.1 MINUTES OF THE ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING HELD ON 23 FEBRUARY 2023

File Number: A5193128

Author: Horowai Wi Repa, Governance Technical Support

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 23 February 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 23 February 2023**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING NO. APLTP23-1
HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, 1484 CAMERON ROAD, TAURANGA,
VIA ZOOM AND LIVESTREAMED ON THURSDAY, 23 FEBRUARY 2023 AT 1.30PM**

1 PRESENT

Deputy Mayor J Scrimgeour (Chairperson), Cr J Denyer, Cr R Joyce, Cr T Coxhead, Cr R Crawford, Cr G Dally, Cr M Grainger, Cr M Murray-Benge, Cr A Sole, Cr D Thwaites and Cr A Wichers

VIA ZOOM

Cr A Henry

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), G Allis (Deputy CEO/General Manager Infrastructure Group), R Davie (General Manager Strategy and Community), A Curtis (General Manager Regulatory Services), G Golding (Governance Manager), E Watton (Strategic Policy and Planning Programme Director), L Balvert (Communications Manager), M Leighton (Policy and Planning Manager), R Joyce (Corporate Performance Manager), B Cottle (Team Leader Revenue), R Gallagher (Senior Policy Analyst), H Wi Repa (Governance Technical Support) and P Osborne (Senior Governance Advisor)

OTHERS

R Goudie (Waihi Beach Community Board Chairperson)

VIA ZOOM

T Gibson (National Revaluation Manager at Quotable Value Limited)

P Watson (Reserves and Facilities Manager)

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

8 CHANGE TO ORDER OF BUSINESS

CHANGE TO ORDER OF BUSINESS

The Chairperson requested that the next item of business, being agenda Item No.8: 'Presentation – 'Quotable Value Revaluation Presentation', be transferred to the confidential section of the meeting, and dealt with as the next item in order to release presenters from the meeting.

RESOLUTION APLTP23-1.1

Moved: Cr M Grainger

Seconded: Cr R Crawford

That in accordance with Standing Order 9.4, the order of business be changed and that agenda Item No.8, Presentation – 'Quotable Value Revaluation Presentation', be transferred to the confidential section of the meeting, and dealt with as the next item in order to release presenters from the meeting.

CARRIED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION APLTP23-1.2

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
8.1 Quotable Value Revaluation Presentation	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 7

That, pursuant to Standing Orders 18.2 (s48(6)LGOIMA), Ross Goudie (Chairperson – Waihi Beach Community Board) be permitted to remain after the public have been excluded because of his relationship to Council and the relevance to the Waihi Beach Community Board of the information being presented.

CARRIED

MINUTES RESUMED IN OPEN SESSION AT 2.01PM**9 REPORTS****9.1 ANNUAL PLAN 2023/24 ISSUES AND OPTIONS**

The Committee considered a report dated 23 February 2023 from the Senior Policy Analyst.

The Policy and Planning Manager introduced the report and provided a brief outline of the report being presented to the Committee.

Key points:

- This was the Annual Plan that looked at the 2023/24 budget (year three of the Long Term Plan (LTP)).
- The Committee would begin work on the LTP later in 2023, which they were reminded contained a lot more detail, including the financial strategy, infrastructure strategy and levels of service.
- Direction was being sought on the Issues and Options papers relating to the "Major Matters".
- The Capital programme and Operational programme was also being presented to the Committee for approval.
- The decisions made would feed into the consultation document and the supporting information that the Committee would be asked to adopt at the Annual Plan and Long Term Plan Committee meeting scheduled for 28 March 2023.

Staff responded to questions as follows:

- The 4% rates increase cap included in the Financial Strategy, that was adopted through the LTP, was based on a set of assumptions (economic environment, growth, COVID-19 and interest rates), the current reality was vastly different to what was projected. The cost increases seen nation wide had hugely effected Council's Capital programme and operational prices. It was reiterated to the Committee that hitting a 4% target, within the current economic environment, was unrealistic.
- There was a conversation around whether further work could be undertaken on "trimming" down on the projects, prior to going out to the community for consultation and further discussions held by the Committee. To push out the timeline for consultation and add further meeting dates would not provide staff and elected members sufficient time prior to adoption. The full capital and operational project lists were provided for consideration at this meeting.
- The General Manager Strategy and Community acknowledged the cost of living crisis at the moment however, reminded the Committee that this would likely be the case for the coming year too. It was noted that although the Annual Plan

was a one year view, it was important to understand what the future implications were on decisions being made regarding the issues and options paper.

- The General Manager Strategy and Community also acknowledged the pressure being put on Elected Members from the community, however reminded them that Council had a statutory obligation to deliver the Annual Plan.

The Chairperson advised that the resolutions would be taken in parts as follows:

RESOLUTION APLTP23-1.3 PART 1

Moved: Cr M Grainger

Seconded: Cr M Murray-Benge

1. That the Senior Policy Analyst's report dated February 2023 titled 'Annual Plan 2023/24 Issues and Options' 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.

CARRIED

Part 2A DAVE HUME POOL LINER AND BULKHEAD

- The Committee considered the two options provided to them in relation to the Dave Hume Pool Liner and Bulkhead Project. The below points were noted:
- The Committee highlighted that at a previous workshop they had requested for the funding of this project to change from rates to the general rates reserve.
- Feedback from the community during the consultation period would be interesting in understanding the perceived feasibility of the proposed works.
- There was a typo on page 18, as it should read '*Other: General Rates Reserve – 178*'.

Reasons for decision:

- Committed to the upgrade.
 - Aligned construction timing with roof project and reduced length of pool closure.
 - Maintained levels of service for learn to swim activities throughout the year.
 - The pool did not have to be closed for repainting.
 - The liner reduced operational costs for the lifespan of the pool through reduced painting costs.
-

- Helped to increase the lifespan of the old pool thereby deferring major capital expenditure currently programmed for 2040.
-

RESOLUTION APLTP23-1.4 PART 2

Moved: Mayor J Denyer

Seconded: Cr M Murray-Benge

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

a. Dave Hume Pool – Liner and Bulkhead

i. Option 1

That Council approve the Dave Hume Pool liner and bulkhead construction project funding of \$729,000 made up of 50% RENEWALS, 8.5% FINCO, 24.5% GENERAL RATE RESERVE and 17% EXTERNAL FUNDING.

CARRIED

Part 2B DAVE HUME POOL – ROOF PROJECT FUNDING

- The Committee considered the two options provided to them in relation to the Dave Hume Pool – Roof Project Funding. The below points were noted:
- An acknowledgement was made regarding the input from the community toward this project.
- It was reiterated that this project was also moved to be funded from the General Rate Reserve.

Reasons for decision:

- Ensured there was greater funding certainty.
 - Reduced risk profile for external funders.
 - Extended the life of the pool and deferred the full replacement.
 - The covering project proceeded which enabled the pool to be used year round.
 - Both projects relating to the Dave Hume Pool would work well in tandem.
-

RESOLUTION APLTP23-1.5 PART 3

Moved: Cr M Murray-Benge

Seconded: Cr A Henry

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

b. Dave Hume Pool – Roof Project Funding

i. Option 1

That Council approve additional capital funding of \$418,000 being two thirds of the current estimate of the increased costs for the Dave Hume Pool roof covering overall project, the final amount subject to construction tender price outcome.

CARRIED

Part 2C TE PUKE-MAKETU RESERVE MANAGEMENT PLAN IMPLEMENTATION PROJECTS

The Committee considered the two options provided to them in relation to the Te Puke Maketu Reserve Management Plan implementation projects. The below points were noted:

- The figures laid out in the resolution could vary slightly through the detailed design phase however, the aim was to meet these as best as possible.
- With regard to the split of funding sources, the use of FINCOs had to correspond to growth. The Committee was advised that the growth projections for Pukehina would not justify the projects being funded by 100% FINCOs.

Reasons for decision:

- Reflected the adopted direction of Council.
 - Provided for a staged implementation.
 - Responded to community expectations of priorities for implementation.
 - These were parks that were mostly undeveloped so this would provide valuable recreation and open space opportunities for local communities.
-

RESOLUTION APLTP23-1.6 PART 4

Moved: Cr R Crawford

Seconded: Cr A Wichers

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

c. Te Puke-Maketu Reserve Management Plan Implementation Projects

i. Option 1

That the following Te Puke-Maketu Reserve Management Plan projects are included in the 2023/24 Annual Plan.

- Spencer Ave \$50,000 (80% loan 20% FINCO)
- Midway Park \$130,000 (80% loan 20% FINCO)

And that the balance of the concept plan implementation be referred to the LTP.

CARRIED

Part 2D ARAWA ROAD RECREATION OPPORTUNITIES

The Committee considered the two options provided to them in relation to the Arawa Road Recreation Opportunities projects. The below points were noted:

- Clarification was provided that there was a private plan change, which required a process of a much greater scale than that of a resource consent. A private plan change followed the statutory requirements of Schedule 1 to the Resource Management Act and the timing was dictated through the legislation.
- The Committee was advised against requesting to fund this project through FINCOs, as Council was not in a position to confirm whether or not the community would grow. As well as being tested against the District Plan provisions, the private plan change proposal would also have to be tested against the requirements of the regional plans, regional policy statement and SmartGrowth.
- This Issue and Options Paper was in regard to putting a budget in the Annual Plan for the delivery of the concept plan, should it be approved. The Committee would review the concept plan in more detail at the Strategy and Policy Committee meeting scheduled 7 March 2023.
- The proposal for recreation opportunities on Arawa Road had been through many workshop discussions, as well as through the feedback reserved during the Reserve Management Plan consultation. The Committee was reminded that there was community expectation now that they had been consulted with, and a concept plan had been developed.
- The land owner with the license to occupy still had access to the paper road, and was able to take his stock across it when required. It was noted that the license to graze had been relinquished.

Reasons for decision:

- Gave effect to the community engagement feedback.
 - Reduced the risk of a significant time lag between when the community provided feedback in 2022 and when they would see an outcome of this feedback in 2023/24.
-

- Supported community aspirations and provided a sense of ownership of reserve development.
- The use of the Rates Reserve budget was to avoid an effect to the rates increase.

MOTION

The Chairperson accepted the following motion from the floor as follows:

Moved: Cr M Murray-Benge

Seconded: Cr A Sole

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

d. Arawa Road Recreation Opportunities

i. Option 2

That Council does not approve a budget of \$55,000 in the 2023/24 Annual Plan for implementation of the neighbourhood reserve elements of the draft concept plan for Arawa Road.

The motion was put and declared **lost**.

Councillor Murray-Benge requested that her vote for the motion be recorded.

MOTION

The Chairperson accepted a further motion from the floor as follows:

Moved: Mayor J Denyer

Seconded: Cr G Dally

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

d. Arawa Road Recreation Opportunities

i. Option 1

That Council approves a budget of \$55,000 in the 2023/24 Annual Plan for implementation of the neighbourhood reserve elements of the draft concept plan for Arawa Road.

AMENDMENT

Moved: Cr R Joyce

Seconded: Deputy Mayor J Scrimgeour

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

d. Arawa Road Recreation Opportunities

i. Option 1

That Council approves a budget of \$55,000 in the 2023/24 Annual Plan for implementation of the neighbourhood reserve elements of the draft concept plan for Arawa Road, with the following amendment:

- That the CAPEX funding that was currently funded from Rates be funded from the Rates Reserve Budget.

The amendment was put and declared **carried**, and became the substantive motion as follows:

CARRIED

SUBSTANTIVE MOTION

RESOLUTION APLTP23-1.7

Moved: Cr R Joyce

Seconded: Deputy Mayor J Scrimgeour

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

d. Arawa Road Recreation Opportunities

i. Option 1

That Council approves a budget of \$55,000 in the 2023/24 Annual Plan for implementation of the neighbourhood reserve elements of the draft concept plan for Arawa Road, with the following amendment:

- That the CAPEX funding that was currently funded from Rates be funded from the Rates Reserve Budget.

CARRIED

Councillor Murray-Benge voted against the motion and requested that her vote be recorded.

Part 2E WILSON PARK, WAIHĪ BEACH

The Committee considered the two options provided to them in relation to the Wilson Park, Waihi Beach project. The below point was noted:

Reasons for decision:

- Gave effect to the community engagement feedback.
 - Reduced the risk of a significant time lag between when the community provided feedback in 2022 and when they would see the outcome of this feedback through park improvements in 2023/24.
 - Provided certainty and transparency regarding Council's approach to management of this reserve.
 - Supported community aspirations and provided a sense of ownership of reserve development.
 - Reflected and enhanced current use of this site by different user groups.
 - Following community engagement, the plan had been scaled back to reflect the community aspirations.
-

RESOLUTION APLTP23-1.8 PART 6

Moved: Cr R Joyce

Seconded: Mayor J Denyer

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

e. Wilson Park, Waihi Beach

i. Option 1

That Council approves a budget of \$410,000 in the 2023/24 Annual Plan for implementation of the Wilson Park concept plan.

CARRIED

Part 2F TE PUNA COMMUNITY CENTRE

The Committee considered the two options provided to them in relation to the Te Puna Community Centre. The below points were noted:

- Council was engaging with the current users of the Te Puna Community Centre in regard to the most feasible space for them to use, and what their long term ambitions were.
- The Te Puna Memorial Hall was not a suitable location to be used due to the location of the facilities themselves being located on Maramatanga Park.
- The Committee was reminded that through the LTP there would be further in depth conversations around the Te Puna community facilities, which included the tennis club, rugby club and library.
- The households in the area of benefit were currently paying around \$47 for the community hall targeted rate.

Reasons for decision:

- Continued provision of a community centre on Maramatanga Park of a temporary nature for the existing user groups (tennis, bridge, and Ju Jitsu) as well as providing the opportunity for new user groups to utilise the facility.
- Provided the ability to take a comprehensive approach to provision of community facilities on Maramatanga Park considering a range of user groups and options for shared facility provision.
- Retained the potential for a targeted rate to be used in the future if this aligned with the purpose of the rate and the feedback from the community.

RESOLUTION APLTP23-1.9 PART 7

Moved: Cr M Murray-Benge

Seconded: Cr M Grainger

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

f. Te Puna Community Centre

i. Option 1

That temporary premises are put in place and the targeted rate is retained until the future community facilities work is complete and implemented.

Council is working with existing Te Puna Community Centre (TPCC) users to relocate to other facilities and/or look at options for temporary premises on site.

Any temporary premises funded from the targeted rate would be made available to the wider community through a bookings process and still be managed by the Te Puna Community Centre Committee. Council will own the temporary facility.

That the long-term future of community/club facilities on Maramatanga Park and associated capital and operational funding requirements be determined through the 2024-2034 Long Term Plan.

That Council retains the Te Puna Community Centre (TPCC) targeted rate in 2023/24 based on Year 3 of the 2021-2031 LTP (\$65,000 including inflation adjustment).

CARRIED

PART 2G TE PUNA LIBRARY SERVICE

The Committee considered the two options provided to them in relation to the Te Puna Library Service.

Reasons for decision:

- Provided the ability to understand if the Te Puna community supported the future provision of library services in Te Puna, funded by the targeted rate.
- Recognised that the library service was not currently being provided.
- Aligned with the review of other community facilities in Te Puna.

RESOLUTION APLTP23-1.10 PART 8

Moved: Cr M Grainger

Seconded: Cr T Coxhead

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

g. Te Puna Library Service

i. Option 1

To reduce the Te Puna library targeted rate to \$0 in 2023/24.

Determine long term future of the Te Puna library service through the 2024-2034 Long Term Plan process. This will also determine the approach to the library targeted rate from 2024/2025 onwards.

CARRIED

Part 2H WAIHĪ BEACH LIBRARY AND COMMUNITY HUB PROJECT

The Committee considered the three options provided to them in relation to the Waihi Beach Library and Community Hub Project. The below points were noted:

- When it came to a new library, the library rate collected would be used to pay off any loans on interest accrued. For this stage there was no repayment required until the project proceeded.
- The Issues and Options paper presented spoke to the review of the size, scope and facilities. It was noted that building consent would not be sought until the timing was right, and this was dependant on the direction sought by Council during the development of the Long Term Plan (LTP).
- Decisions regarding the timelines for the library upgrades throughout the district could be reviewed during the LTP discussions.
- If the Committee was to consider 'option 3' then no further work would be undertaken until decisions regarding timing took place through the LTP. This would delay the overall works and would push back the timing for the Te Puke Library. It was noted that two library upgrades could take place at the same time however, this would have a significant effect on rates.

Reasons for decision:

- The financial implications of the increased budget could be addressed within the LTP.
- The design and engineering costs could be completed in sufficient time to allow a detailed estimate for consideration in the LTP.
- The design was committed through this decision.
- Enabled the opportunity for review prior to final decision.

RESOLUTION APLTP23-1.11 PART 9

Moved: Cr M Murray-Benge

Seconded: Mayor J Denyer

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

h. Waihi Beach Library and Community Hub

i. Option 1

1.1 That Council agree to proceed in accordance with Resolution C22-5.22 with the design, through to building consent, of the Waihi Beach Library and Community Hub Project with a further \$250,000 (General Rate Reserve) allowed for complete the Design and Engineering costs in 2023/24.

1.2 That a review of the design, building size and external funding be undertaken as part of the process.

1.3 That the budget and construction timing of the project be considered as part of the 2024/34 LTP.

CARRIED

Part 2I WATER SOURCE, TREATMENT AND NETWORK WIDE IMPROVEMENTS FOR DRINKING WATER COMPLIANCE

The Committee considered the two options provided to them in relation to the Water Source, Treatment and Network wide improvements for drinking water compliance project. The below points were noted:

- The new set of standards set out by Taumata Arowai meant that if Council did not comply they would be prosecuted. For this reason, Council must undertake the upgrades required.
- This was charged to users through both the line charge (maintaining the capital) and an operating cost through the water charges.
- This project was largely funded through loans, which would be transferred with the debt in due course as part of the Three Waters Transition.

Reason for decision:

- Council would be able to demonstrate compliance with the Drinking Water Standards and meet the obligations under the Water Services Act 2021.

RESOLUTION APLTP23-1.12 PART 10

Moved: Cr A Sole

Seconded: Cr R Joyce

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

- i. Water Source, Treatment and Network Wide Improvements for Drinking Water Compliance

- i. Option 1

That Council provide \$960,000 funding for the Water Source, treatment and network wide improvements required to achieve compliance of the new drinking water standards.

And that Council notes that a further \$700,000 is required in 2024/25.

CARRIED

Part 2J ATHENREE & WHARAWHARA WATER TREATMENT PLANT FLUORIDATION FUNDING

The Committee considered the two options provided to them in relation to the Athenree and Wharawhara water treatment plant fluoridation funding. The below points were noted:

- In order to have the Athenree and Wharawhara drinking water supplies fluoridated by 2025, Council had to take into consideration that installation would take up to a year. In order to meet the requirements from the Ministry of Health (MoH), the contract needed to be prepared and let in 2023/24.
- The Committee noted that the recommendation should read: That Council proceeds with fluoridating Athenree and Wharawhara water treatment plants in 2024/25 and that the contract **be** prepared and let in 2023/24 at an estimated cost of \$110,000 funded from the Water Supply activity.
- At this stage Council was unsure as to whether they would be successful with their subsidy application. If the subsidy application was approved, it would come back to the Council for review of the conditions and direction on timing.
- Council predicted that these were just the first two treatment plants that required this upgrade, and that the other five treatment plants in the district would need to be upgrade in the future.
- This project would go out during the consultation period to highlight the significant changes to the budget and provide a rationale, however it would not be a project that would require community direction.

Reasons for decisions:

- Entity B would fund the installation costs if construction delayed to 2024/25.
- The design and contract could be prepared for tendering in the first quarter of 2024 with construction to occur post July 2024.

RESOLUTION APLTP23-1.13 PART 11

Moved: Cr A Sole

Seconded: Mayor J Denyer

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

j. Athenree and Wharawhara Water Treatment Plant Fluoridation Funding

i. Option 1

That Council proceeds with fluoridating Athenree and Wharawhara water treatment plants in 2024/25 and that the contract be prepared and let in 2023/24 at an estimated cost of \$110,000 funded from the Water Supply activity.

NOTE: That if Ministry of Health (MoH) subsidy is received then the work will be brought forward.

Prior to proceeding with the contract, this would come back to Council for approval.

CARRIED

Part 2K TE PUKE WASTEWATER TREATMENT PLANT UPGRADE

The Committee considered the two options provided to them in relation to the Te Puke Wastewater Treatment Plant upgrade project. The below points were noted:

- The difference between the two options was that one was a partial new plant and one was a full new plant. It was noted that the cost was the same at this stage but would likely differ around 10% further into the process.
- The Deputy Chief Executive/General Manager Infrastructure Group proposed a change to the funding, from 20%FINCO loan/80% Service Charges to 100% FINCO loan funded for 1 year only.
- Council was still awaiting formal feedback from the entity regarding the two options provided. They were currently outside of their agreed timeframe so Council was following this up. The Committee was advised that during engagement in late 2022 verbal confirmation was received.
- The full new plant would be built on land adjacent to the existing plant. This would allow the current plant to continue to operate whilst the new plant was being built.

At 3:40 pm, Cr A Henry left the meeting.

Reasons for decision:

- Budget certainty.
 - Quayside funding remained essentially the same as option 2 but for a completely new plant.
 - The new plant was designed to the latest codes reducing risks for major disruptions during earthquake events up to the design standards.
 - The new plant had a longer full remaining useful life expectancy.
 - A single plant was operationally simpler for staff to manage.
 - No re-work needed to be undertaken and the detailed design could progress based on the preliminary design.
 - Improved transition due to the opportunity to build a new plant while the existing plant was still functioning.
-

RESOLUTION APLTP23-1.14 PART 12

Moved: Cr M Murray-Benge

Seconded: Cr M Grainger

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

k. Te Puke Wastewater Treatment Plant Upgrade

i. Option 1

That Council approves the design and construction to replace the existing Te Puke Waste Water Treatment Plant and constructs a totally new Wastewater Treatment Plant.

That Council approves an additional budget for FY2024 of \$8.86 million.

CARRIED

Part 2L STRUCTURE PLAN REVIEW 2023-2024

The Committee considered the recommendation proposed regarding the Structure Plan Review 2023-2024. The below points were noted:

- The Marshall Road, Katikati upgrade had always been included in the Structure Plan due to growth, and included the required culvert upgrade and the road rehabilitation.
 - Tetley Road was further down the schedule, but was due for one side of urbanisation.
-

RESOLUTION APLTP23-1.15 PART 13

Moved: Cr M Grainger

Seconded: Cr M Murray-Benge

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

I. Structure Plan Review 2023-2024

i. Option 1

That the revised 2023/24 structure plan schedules and maps be adopted.

CARRIED

Part 2M USE OF GENERAL RATE RESERVE

The Committee considered the four options provided to them in relation to the use of General Rate Reserve. The below points were noted:

- The future rates impact was determined by the option that the Committee decided on. From a risk perspective, the Committee was cautioned on using too much of the General Rate Reserve as it would have a greater financial impact on future years.
- It was clarified that option 1 was the recommended option, as the additional two options would have a financial impact on future years.
- The Chief Financial Officer Tabled Item 1 which was a sample of property rates for 2024 based on option 1.
- It was clarified to the Committee that the resolution passed in relation to the Waihi Beach Library and Community Hub was for a **further** \$250,000 of what was already budgeted for.

MOTION

The Chairperson accepted the following motion from the floor:

Moved: Cr R Joyce

Seconded: Cr G Dally

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

m. General Rate Reserve

i. Option 3

That the Committee approves the one off use of the General Rate Reserve of \$2,453,537, to fund the following projects:

- Waihi Beach Library Building: \$434,920
- Centennial Park sports fields renovation and drainage: \$490,674
- Te Puke new indoor swimming pool facility: \$131,461
- Reserves – Waitekohekohe Reserve Concept Plan implementation: \$111,311
- Pools – Katikati Dave Hume Pool covering: \$280,892
- Solid Waste Community Re-Use Facility: \$104,800
- Transportation – Te Puke Bypass: \$111,609
- Cemetery/Urupa Land Purchase & Development West: \$110,669
- Resource Management – District Plan Review: \$422,744
- CIP3B – Ōmokoroa Structure Plan – Sthn Industrial Road – RTB: \$92,601

- Ōmokoroa Sports Ground (Western Avenue) Capital Development: \$80,800
- Reserves – Otaiparia Kaituna River: \$41,920
- Reserves – Wairoa Road Rowing Club Reserve: \$39,108

The motion was put and declared **lost**.

Cr Joyce requested that his vote for the motion be recorded.

Reasons for decision:

- Reduction of the General Rate average increase by 1.66%, to a 7.41% increase.
- Using funds that had been collected as rates in the past therefore reducing the impact on the ratepayer.
- No financial impact for future years.

RESOLUTION APLTP23-1.16 PART 14

Moved: Mayor J Denyer

Seconded: Cr A Wichers

That the Committee resolves the following decisions, as discussed in **Attachment 1** of the agenda report, to inform the Consultation Document for the draft Annual Plan 2023/24:

m. Use of the General Rate Reserve to fund projects

i. Option 1

That the Committee approves the one off use of the General Rate Reserve for \$1,449,258 to fund the following projects, to:

- Waihi Beach Library Building: \$434,920
- Centennial Park Sports Fields renovation and drainage: \$490,674
- Te Puke new indoor swimming pool facility: \$131,461
- Reserves – Waitekohekohe Reserve Concept Plan implementation: \$111,311
- Pools – Katikati Dave Huma Pool Covering: \$280,892

CARRIED

Cr Joyce voted against the motion and requested that his vote be recorded.

Part 4 CAPITAL AND OPERATIONAL PROGRAMME

The Committee considered the Capital and Operational programme. The programme was taken as read with the below points noted:

The Capital and Operational programme was being presented to the Committee, as it directly fed into the projects that they had been considering. An updated version would be provided as part of the supporting material that would be adopted for consultation.

- This was the opportunity to ask any questions or request any changes to what was being proposed.
- The Committee was advised of a proposed change to the recommendation being the following:

That the capital and operational programme, as per **Attachment B**, is approved to inform the development of the Annual Plan 2023/24 supporting information subject the following amendments:

- a) Project 225632 – Te Puke WWTP Upgrade – \$7,950,000 – change funding from 20% FINCO loan/80% Service charges to 100% FINCO loan funded for 1 year only.
- b) Project 225635 – Rangiuru Business Park share of the contribution towards the cost of the treatment plant upgrade – \$7,050,000 – change funding from 100% Subs & Grants to 100% FINCO loan funded 1 year only.

At 4:40 pm, Cr G Dally left the meeting.

- It clarified that the proposed change to the recommendation was to reflect the changes made through the Issues and Options Paper.
- It was noted that the Te Puke WWTP Upgrade funding had two components to it, similar to the Waihi Beach Library and Community Hub project, where the Issues and Options Paper referred to **further** funding to what had already been budgeted.
- The rationale for only proposing to fund 100% FINCO for 1 year was due to the works for the first year being able to take place prior to the project and associated debt being transferred over to Entity B.

RESOLUTION APLTP23-1.17 PART 15

Moved: Cr M Murray-Benge

Seconded: Mayor J Denyer

That the capital and operational programme, as per **Attachment 2** of the agenda report, is approved to inform the development of the Annual Plan 2023/24 supporting information subject the following amendments:

-
- a) Project 225632 – Te Puke WWTP Upgrade – \$7,950,000 – change funding from 20% FINCO loan/80% Service charges to 100% FINCO loan funded for 1 year only.
 - b) Project 225635 – Rangiuru Business Park share of the contribution towards the cost of the treatment plant upgrade – \$7,050,000 – change funding from 100% Subs & Grants to 100% FINCO loan funded 1 year only.

CARRIED

Part 5 COMMUNITY PLANNING FUNDING

The Board was advised that the Te Puke Community Board requested that \$15,000 be included in the budget. Council had an existing Community Planning fund of \$30,000, so this resolution noted that a Te Puke Community Plan alongside the spatial plan work would be progressed using this fund, but would not necessarily use the entire fund.

The Strategic Policy and Planning Programme Director advised the Committee that, with the concurrent processes, there would be work undertaken that informed both the spatial plan and the community plan. It was imagined that the Community Boards would benefit by the work being undertaken on the Spatial Plans.

It was noted that the scope of the Te Puke Spatial Plan did not include Maketu, however the Maketu Community Board may wish to request a Community Plan review.

The General Manager Strategy and Community noted that the proposed community led conversations, that would take place as part of pre-engagement on the Long Term Plan, was highlighted as an important opportunity for Community Boards to gather intelligence from their community to inform a community plan review. The Committee was advised that not all Community Boards wishing to review their Community Plan needed a “ring-fenced budget” at this time, as they could be leveraging off existing or upcoming processes.

RESOLUTION APLTP23-1.18 PART 17

Moved: Cr J Denyer

Seconded: Cr M Murray-Benge

- 5. That the Committee notes that the existing community planning funding of \$30,000 per annum be used to progress a community planning exercise in Te Puke to determine community outcomes to guide the spatial plan and that the Te Puke Community Board will be engaged in this process.

CARRIED

OTHER MATTERS

Councillor Joyce requested a meeting with staff to go through the Capital and Operational Programme in further detail.

10 INFORMATION FOR RECEIPT

Nil

The Meeting closed at 5.05pm.

Confirmed as a true and correct record by Council on 27 April 2023.

9.2 MINUTES OF THE AUDIT, RISK AND FINANCE COMMITTEE MEETING HELD ON 27 FEBRUARY 2023

File Number: A5256786

Author: Horowai Wi Repa, Governance Technical Support

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Audit, Risk and Finance Committee Meeting held on 27 February 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Audit, Risk and Finance Committee Meeting held on 27 February 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
AUDIT, RISK AND FINANCE COMMITTEE MEETING NO. ARF23-1
HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, 1484 CAMERON ROAD, TAURANGA
ON MONDAY, 27 FEBRUARY 2023 AT 12.30PM**

1 PRESENT

Cr M Grainger (Chairperson), Cr T Coxhead, Cr R Crawford, Cr G Dally, Mayor J Denyer, Cr A Henry, Cr R Joyce, Cr M Murray-Benge, Deputy Mayor J Scrimgeour, Cr A Sole, Cr D Thwaites, Cr A Wichers, and Independent Member S Henderson

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), R Davie (General Manager Strategy and Community), A Ali (Chief Financial Officer), E Bernard (Risk and Assurance Manager), D Crowe (Head of People and Capability), G Golding (Governance Manager), S Bedford (Financial Controller), C Boyle (Health, Safety and Wellbeing Lead), J Osborne (Governance Administrator), and B Clarke (Senior Governance Advisor)

EXTERNAL GUESTS IN ATTENDANCE

Bancorp Treasury

Suresh Ranghoff (Head of Treasury Advisory)

Aon Insurance

Matthew Wilson (National Manager, Local Government Risk Practice)

Deanna Macdonald (National Client Relation Manager, Local Government Risk Practice)

3 APOLOGIES

APOLOGIES

RESOLUTION ARF23-1.1

Moved: Cr M Murray-Benge

Seconded: Cr A Sole

That the apologies for lateness from Cr R Crawford and Cr G Dally be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil.

6 PUBLIC EXCLUDED ITEMS

Nil.

7 PUBLIC FORUM

Nil.

8 PRESENTATIONS

8.1 BANCORP TREASURY – UPDATE AND PRESENTATION

The Committee considered a report dated 27 February 2023 from the Chief Financial Officer. Suresh Ranchhod from Bancorp Treasury spoke to a powerpoint presentation summarising the following points:

Strategy update:

- Global Consumer Price Index (CPIs)
 - Past peak global inflation – US annual inflation eased to 6.4% in January 2023, the lowest since September 2021, giving the Fed room to slow.
- NZ inflation stays high in December 2022, at 7.2%
 - Food, housing, transport and recreation and culture (tourism) were the main drivers.
- NZ food inflation highest in 32 years
- Wage-Price spiral
 - Near record low unemployment (3.4%), despite record high labour force participation.
- NZ net migration turning
 - Might help soften house price falls and ease labour pressures and the wage spiral.
- Consumer confidence below Global Financial Crisis (GFC) levels
- Business confidence.
- Central bank tightening expectations
- Reserve Bank of NZ (RBNZ) Official Cash Rate (OCR) Cycles
 - The fastest and most aggressive hiking cycle since the OCR was introduced in 1999.
- Thoughts to address the developing policy breach

- WBOPDC had been highly hedged (to take an offsetting position in an asset investment that reduces the price risk of an existing position) near term, with cash on hand thus lower levels of debt
- Policy breaches in 2024 and 2027 would be addressed using forward starting swaps, but Three Waters was likely to change debt forecasts.

12.34 pm Cr Crawford and Cr Dally entered the meeting.

Mr Ranchhod responded to questions as follows:

- The current inflation rate, at 7.2%, was the highest. Interest rates were higher now, while house prices were materially higher than fifteen years ago.
- NZ Food inflation was higher than other parts of the world. It was diverging from the global experience because dairy prices were down, there was still high demand for food, and not enough had been produced to support that demand. Overseas demand for meat products had been high for three years and was still pushing up prices. Fertiliser prices had only come down over the last six months from significant heights of \$1,000 per tonne, whereas prior the price was around \$350. Labour and fuel costs had been impacted, along with adverse weather events. In some cases crops of fruit were undamaged but access was not available due to weather events preventing access to some places.

The Chief Executive Officer advised as follows:

- Council had worked through its process with the National Transition Unit (NTU) for the Three Waters Reform Programme. Western Bay's experience was that it had undertaken "high trust conversations" and had a positive interaction.
- NTU were not putting a value on Council's assets but were putting a value on Council's debt. The assets transitioned over regardless of the debt value agreed to.
- In terms of the re-payment, on day one, 1 July 2024, NTU would immediately settle on any councils that had debt of less than \$20M. For any other councils the repayment would be required to be settled within a 5-year period
- NTU had assured Council, and it would be in the Funding Agreement, that they were covering all finance costs relating to the existing debt, including interest charges, holding costs and the likes.

Mr Ranchhod continued his responses to questions as follows:

- Mr Ranchhod addressed a policy breach, which was very minor, noting a swap could be done to address this. A suggested course of action was for Council to focus on its debt forecast and consider whether it was overly optimistic. Local authorities often had a 'wish list' of projects that, ultimately, were unable to be delivered due to a lack of resources. There were many things that could be done to address the policy breaches.
- Interest rate swaps were a financial derivative for managing interest rate risk. In the past they had at times, been sold to people who did not understand the risk of the business, so were not appropriate in those cases.
- WBOPDC would have some debt and was a long-term-infrastructure entity that had capacity to manage risk over multiple years, and therefore could "hedge out" to ten years. Swaps sat "over the top" of debt and were separate to it. Swaps locked in a fixed rate so councils paid fixed and received 'float', which off-set the risk from borrowings. This gave flexibility, and hedges could be positioned wherever required. In the last fifteen years, rates risk management had been relatively easy, but these were challenging times.
- Swaps were a valuable tool when there was volatility and upward trend in the market but were less valuable when the market was moving the other way. That was why council was not 100% hedged. Now the market was heading up, Council was highly hedged, and that should benefit council for the next 12-18 months.
- The banks had indicated that there may be approximately 3-5% of homeowners that may move into negative equity.
- A policy breach was where Council had interest rate hedging below what it was required to have.
- In terms of rates rises, Councils was required to deliver on the needs in the region, and there was an influx of people moving into the district.

RESOLUTION ARF23-1.2

Moved: Cr D Thwaites

Seconded: Cr A Sole

1. That the Chief Financial Officer's report dated 27 February 2023 titled 'Bancorp Treasury Services Limited - Update and Presentation' be received.
2. That the presentation from Bancorp Treasury on 27 February 2023 be received.

CARRIED

8.2 AON INSURANCE UPDATE PRESENTATION – CURRENT MARKET AND EMERGING RISKS

The Committee received a report from the Risk and Assurance Manager, who introduced Matthew Wilson (National Manager, Local Government Risk Practice), and Deanna MacDonald (National Client Relation Manager, Local Government Risk Practice).

Mr Wilson and Ms MacDonald both spoke to a powerpoint presentation.

Scope of Presentation:

- Insurance Market – Asia Pacific (APAC) – Pre – 27 January 2023.
- Global Property Market Drivers.
- Global impact – Top 10 Year 2022 Global Economic Loss Events.
- Oceania Impact.
- Reinsurance.
- 27 January 2023 Weather Event (Auckland Anniversary weekend).
- Aftermath and market expectations.
- Renewal Premium Summary.

Mr Wilson and Ms MacDonald responded to questions as follows:

- In terms of Local Government insurance trends, with property insurance programmes, (whether below ground reticulation assets or above ground assets), the premium was derived by applying a rate percentage to the total values. The question was whether or not there was a need to insure everything. In the current market, councils and others needed to reconsider insurance needs, and to understand risk appetite, the balance sheet, and what could be “self-insure”. It was important to be focused and align with strategic decisions and objectives. There had to be a robust process as to why a property was not being insured, as there was risk involved.
- Professional indemnity covered legal liability through failure to act. For council’s the vast majority of notifications or claims were from the building consenting space. Larger individual claims would impact rating. In recent years the insurance market had to make an adjustment to some premiums, because they were no longer sustainable for the sector.
- In relation to cyber security and insurance, this related to something that may happen. Unfortunately, with cyber issues it was a matter of “if, not when”. Premiums were increasing and the extent of cover was diminishing rapidly. It would be wise to invest money into improved systems. Data suggested the Local Government sector had a higher number of breaches than other sectors.
- This presentation information had been individualised for the Council.
- Aon entered into a process with the Bay of Plenty group of councils and charged a flat fee. Aon did not earn brokerage on any programme purchased for them,

and worked to get the best programme available. If Aon recommended buying insurance because council had an exposure, that advice was not coming from the point of view that they were selling an insurance product for revenue-generating purposes.

RESOLUTION ARF23-1.3

Moved: Cr T Coxhead

Seconded: Cr A Sole

1. That the Risk and Assurance Manager's report dated 27 February 2023 titled 'Aon Insurance Update Presentation – Current Market And Emerging Risks' be received.
2. That the presentation from Aon Insurance on 27 February 2023 be received.

CARRIED

9 REPORTS

9.1 AUDIT, RISK AND FINANCE COMMITTEE WORK PROGRAMME

The Committee considered a report from the Risk and Assurance Manager, who introduced the report and took it as read.

The Mayor expressed appreciation for the quality of the report and programme of work.

RESOLUTION ARF23-1.4

Moved: Cr R Joyce

Seconded: Cr M Murray-Benge

That the Risk and Assurance Manager's report dated 27 February 2023 titled 'Audit, Risk and Finance Committee Work Programme' be received.

CARRIED

9.2 NEW ZEALAND LOCAL GOVERNMENT FUNDING AGENCY LIMITED ANNUAL REPORT 2021-2022

The Committee considered a report from the Financial Business Advisor. The Chief Financial Officer introduced the report and took it as read. In response to questions, the following was noted:

- The General Manager Corporate Services had been formally inducted onto the NZ Local Funding Agency.

-
- The credit rating had been maintained.
-

RESOLUTION ARF23-1.5

Moved: Cr T Coxhead

Seconded: Cr D Thwaites

That the Financial Business Advisor's report dated 27 February 2023 titled 'New Zealand Local Government Funding Agency Limited Annual Report 2021-2022' be received.

CARRIED

9.3 BAY OF PLENTY LOCAL AUTHORITY SHARED SERVICES LIMITED (BOPLASS) ANNUAL REPORT

The Committee considered a report from the Financial Business Advisor. The Chief Financial Officer introduced the report and took it as read.

In relation to a question with regard to BOPLASS working with the BOP Regional Council to purchase Covid RAT tests on behalf of member councils, and a lack of communication thereof, Staff would investigate the matter and report back to Elected Members.

RESOLUTION ARF23-1.6

Moved: Cr R Crawford

Seconded: Mayor J Denyer

That the Financial Business Advisor's report dated 27 February 2023 titled 'Bay of Plenty Local Authority Shared Services Limited (BOPLASS) Annual Report' be received.

CARRIED

9.4 RISK AND ASSURANCE REPORT FEBRUARY 2023

The Committee considered a report from the Risk and Assurance Manager. The Chief Financial Officer gave a brief overview, noting that the Risk Report and the Assurance Report had now been combined together. She noted that a Risk Workshop had been rescheduled. In the interim, the report included a section about emerging risk.

The Risk and Assurance Manager introduced the report, noting the following:

- Council's Strategic Risk Register had been implemented to ensure the management of risk.
- In May 2022, the 'KPMG Post Risk Workshop' had made recommendations on eight strategic risks, as shown on page 131 of the agenda.
- A Risk Workshop had been scheduled on 30 March 2023 for the purpose of identifying any additional risks.
- The Infrastructure Operational Risk Register captured infrastructure and utilities risk.
- Council's Risk Management Work Programme, as shown on page 137 of the agenda, was about managing risk and developing mitigation plans to address risks.

Staff responded to questions as follows:

- In relation to the table on page 132 of the agenda, the white pins represented inherent risk and the black pins represented residual risk. The residual risk was expected to always be lower than the inherent risk.
- In relation to page 131 of the agenda, climate change impact was in a separate box as it related to sustainability, whereas external events, such as earthquakes, were significant and immediate.
- In relation to page 133 of the agenda, with regard to the heat map as part of the summary of key risks previously presented to Council, some of those key risks had been significantly reducing. Council had a draft Risk Management Framework being developed and a key part of that was establishing risk.
- With regard to the reason Chlorination had a high risk, Staff would report back on the matter.

RESOLUTION ARF23-1.7

Moved: Cr A Sole

Seconded: Cr T Coxhead

That the Risk and Assurance Manager's report dated 27 February 2023 titled 'Risk and Assurance Report February 2023' received.

CARRIED

2.15pm The meeting adjourned.

2.30pm The meeting reconvened.

9.5 FINANCIAL PERFORMANCE UPDATE AS AT 31 DECEMBER 2022

The Committee considered a report from the Financial Controller. The Chief Financial Officer introduced the report, noting the following:

- The report format had been updated. Policy breaches were in the Treasury Section so they could be easily identified. Staff welcomed feedback on the new format, as with all the reports.
- At year end, revenue was at 48% of the year budget, and expenses 49% approximately. In terms of half-yearly, this was a positive position.
- CAPEX (Capital Expenditure) was where the majority of the work would be done, as discussed during the Annual Plan training process. Currently, CAPEX sat at 35% of the full year budget. This was an indication it was not phased month-by-month.
- There was a slight 'typo' in the report in relation to current budgets from a capital delivery perspective reflected, which should read 6/12th savings and not 1/12th.
- At a high level, the variance in the tables and commentary confirmed a deficit in December 2022 of \$7.98K.

Staff responded to questions as follows:

- In terms of the two key variances, subsidies and grants related to Waka Kotahi who funded this. As the Capital Programme was behind, the subsidy could not yet be claimed. In terms of financial contributions (Recreation), that variance related to being behind in the development phasing of that work.
- For the next reporting round, Staff would be taking reviewing financial contributions and providing more comprehensive information.
- In relation to page 155 of the agenda, statistics graphs, the top part of the green line represented rates collected for the year, the dark green line on the bottom showed how Council allocated out those rates collected for business.
- The Mayor thanked Staff for finding innovative ways of presenting the data.

RESOLUTION ARF23-1.8

Moved: Deputy Mayor J Scrimgeour

Seconded: Mayor J Denyer

That the Financial Controller's report dated 27 February 2023 titled 'Quarterly Audit, Risk and Finance Committee Financial Update as 31 December 2022' be received.

CARRIED

9.6 HEALTH AND SAFETY REPORT

The Head of People and Capability introduced the newly appointed Health, Safety and Wellbeing Lead, explaining his background and experience. The Health, Safety and Wellbeing Lead introduced the report, noting the following:

- The report included historic data from the previous six months.
- There were identifiable upward trends relating to undesirable/threatening behaviour risk, particularly for Staff in community based environments. There had been better reporting in that area, which may be the reason an increase was apparent.
- Staff were participating in a Health and Safety survey. Following that, a strategy, driven by Council's employees, would be developed.
- Council aimed to be an 'industry lead' in Health, Safety and Wellbeing in the way it conducted its business.

Staff responded to questions as follows:

- The issue of mental health was extremely topical coming out of Covid and with the worsening economic situations people were now facing. Council was about to review EAP (Employee Assistance Programmes) Services.
 - There was a Community Health and Wellbeing Strategy that would stand alone, as it needed its own focus. From that, there would be improvements in the way Council could support its staff.
 - Council would be giving further consideration to increasing bad behaviour impacting staff. It was often experienced in the libraries and customer service areas but was happening across the business.
 - Some staff had received aggressive behaviour training. During incidents, staff had utilised the tools available to them and coped well.
 - In relation to head injuries, these were usually from vehicle incidents rather than assault.
 - In terms of the downward trend in contractor events, there had been underreporting and lag indicators in terms of timing of reports. Staff were meeting with contractors to improve the timing of the process.
 - Council staff could help people who were clearly distressed during responses to emergencies, by referring them to the appropriate supportive service.
-

RESOLUTION ARF23-1.9

Moved: Cr A Henry

Seconded: Cr M Murray-Benge

That the Health, Safety and Wellbeing Lead's report, dated 27 February 2023, titled 'Health and Safety Report' be received.

CARRIED

9.7 FINAL AUDIT MANAGEMENT REPORT 2022

The Committee considered a report from the Financial Controller. The Chief Financial Officer introduced the report, noting the following:

- Audit NZ had audited Council to the end of 2022, and provided its report to Council later than usual, just prior to Christmas.
- The final Audit Management Report was being tabled today.
- There were no material statements in the report, which was a credit to Council's financial team.
- There were historical outstanding items included. In future, all the management reports, (external and internal), would be tabled as part of the Outstanding Audit and Risk Register.

Staff responded to questions as follows:

- With regard to the delay in receiving last years Audit report, staff could not comment on Audit NZ's systemic process, however, Audit NZ had expressed confidence it would be visiting Council this year.
- In terms of departing staff with authorised bank signatures, the audit period had coincided with key finance staff departures, however, those staff had no access to Council's systems. Audit NZ had made a new recommendation on this.

RESOLUTION ARF23-1.10

Moved: Cr M Murray-Benge

Seconded: Cr A Sole

That the Financial Controller's report, dated 27 February 2023, titled 'Final Audit Management Report 2022' be received.

CARRIED

9.8 INDEPENDENT ASSURANCE REPORT OF THE DEBENTURE TRUST DEED FOR THE YEAR ENDED 30 JUNE 2022

The Committee considered a report from the Financial Controller. The Chief Financial Officer introduced the report, which was taken as read.

Staff responded to a question in relation to Council's security stock of \$133M, noting that Council was a shareholder. Audit NZ required Council to report at the full level, therefore, that total was security stock for all councils in New Zealand.

RESOLUTION ARF23-1.11

Moved: Mayor J Denyer

Seconded: Deputy Mayor J Scrimgeour

1. That the Financial Controller's report, dated 27 February 2023, titled 'Independent Assurance Report of the Debenture Trust Deed for the Year Ended 30 June 2022' be received.
2. That the Independent Assurance Report on the Debenture Trust Deed for the Year Ended 30 June 2022 be received.

CARRIED

10 INFORMATION FOR RECEIPT

Nil.

11 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION ARF23-1.12

Moved: Cr A Henry

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
11.1 - 2023 Statute Barred Rates Report	s7(2)(a) - the withholding of the information is necessary	s48(1)(a)(i) - the public conduct of the relevant part

	to protect the privacy of natural persons, including that of deceased natural persons	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
11.2 – Confidential Risk and Assurance Report February 2023	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
11.3 – Litigation Update and Issues Watch Register	s7(2)(g) – the withholding of the information is necessary to maintain legal professional privilege. 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
11.4 – Outstanding Recommendations Register February 2023	s7(2)(g) – the withholding of the information is necessary to maintain legal professional privilege. s7(2)(h) – the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) – the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

The Meeting closed at 3.50pm.

Confirmed as a true and correct record by Council on 27 April 2023.

9.3 MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING HELD ON 7 MARCH 2023

File Number: A5271693

Author: Horowai Wi Repa, Governance Technical Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Strategy and Policy Committee Meeting held on 7 March 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Strategy and Policy Committee Meeting held on 7 March 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
STRATEGY AND POLICY COMMITTEE MEETING NO. SPC23-1
HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, TAURANGA
ON TUESDAY, 7 MARCH 2023 AT 9.30AM**

1 PRESENT

Mayor J Denyer (Chairperson), Cr R Crawford, Cr T Coxhead, Cr G Dally, Cr M Grainger, Cr A Henry, Cr M Murray-Benge, Deputy Mayor J Scrimgeour, Cr A Sole, Cr D Thwaites and Cr A Wichers

2 IN ATTENDANCE

G Allis (Deputy CEO/General Manager Infrastructure Group), R Davie (General Manager Strategy and Community), A Henderson (General Manager Corporate Services), E Watton (Strategic Policy and Planning Programme Director), G Golding (Governance Manager), M Leighton (Policy and Planning Manager), N Rutland (Environmental Planning Manager), A Price (Senior Environmental Planner), T Miller (Strategic Advisor Resource Management), C Steiner (Senior Policy Analyst – Consultant), A Mark (Policy Analyst Resource Management), A King (Strategic Advisor: Legislative Reform and Special Projects), C McGirr (Policy Analyst), I Kruis (Resource Recovery and Waste Team Leader), H Wi Repa (Governance Technical Support), and C Irvin (Senior Governance Advisor).

VIA ZOOM

A Curtis (General Manager Regulatory Services)

3 APOLOGIES

APOLOGY

RESOLUTION SPC23-1.1

Moved: Cr A Sole

Seconded: Cr M Murray-Benge

That the apology for absence from Cr Joyce be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Cr Crawford and Cr Henry declared an interest in item 9.3: 'Community-Led Resource Recovery'.

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

- Mike Maassen – Te Arawa Road Resident
 - Mr Maassen was in attendance today representing the community of Arawa Road to thank Council and show support for the engagement process.
 - This was a demonstration of how much could be achieved with patience and good will.
 - Thank you also to Deputy Mayor Scrimgeour and Cr Dally for always supporting the Arawa Road community.

8 PRESENTATIONS

Nil

9 REPORTS

9.1 ARAWA ROAD RECREATION OPPORTUNITIES

The Committee considered a report dated 7 March 2023 from the Senior Policy Analyst – Consultant who took the report as read noting the following points:

- This was the culmination of about one years worth of engagement that had now been put into a draft concept plan, bringing together all the feedback.
- To note:
 - Running along side of this was the proposed private plan change process for land adjacent to Arawa Road;
 - The Annual Plan process was looking at providing some funding to implement this concept plan; and
 - Stock grazing on the adjacent land was never more than once every six weeks and only four hours at a time.

Staff responded to questions as follows:

- The community garden concept was initially talked about in the draft concept plan but was now recommended to be taken out, based on community feedback.

- This was Council owned land that had a month-by-month Licence to Occupy. It was recommended that this was removed at some point and that Council take over the maintenance responsibilities.
-

RESOLUTION SPC23-1.2

Moved: Cr D Thwaites

Seconded: Deputy Mayor J Scrimgeour

1. That the Senior Policy Analyst – Consultant's report dated 7 March 2023 titled 'Arawa Road Recreation Opportunities' 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 Policy Committee receives feedback from the consultation period held from 22 September 2022 to 21 October 2022 and set out in **Attachment 1**.
4. That the Policy Committee endorses the response to community feedback outlined in **Attachment 2**, and adopts the following actions:
 - a. In the short term (next 1-2 years), enhance the use of the road reserve for recreation purposes including:
 - i. Development of play features.
 - ii. Maintain the existing pumice track for walking and cycling, including periodic mowing and removal of grazing.
 - iii. Working with the adjacent property owner to rectify boundary issues where appropriate.
 - b. In the long term (next 3 years plus), undertake a project to further enhance the road reserve as a recreation and ecological corridor with wider linkages, and a potential pump track, and include for consideration in the 2024-2034 Long Term Plan.
5. That the Policy Committee adopts the final Arawa Road Recreation Opportunities Concept Plan, in **Attachment 3**.

CARRIED

9.2 DOG EXERCISE PARK PROPOSED LOCATIONS – ŌMOKOROA AND KATIKATI

The Committee considered a report dated 7 March 2023 from the Senior Policy Analyst – Consultant who took the report as read.

RESOLUTION SPC23-1.3

Moved: Cr A Henry

Seconded: Cr M Murray-Benge

1. That the Senior Policy Analyst – Consultant's report dated 7 March 2023 titled 'Dog Exercise Park Proposed Locations – Ōmokoroa and Katikati' 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 engagement is undertaken (in a manner consistent with part 17 of this report) on a proposal to develop dog exercise parks on:
 - a. Links View Drive Reserve in Ōmokoroa, and
 - b. Donegal Reserve in Katikati.

CARRIED

9.3 COMMUNITY-LED RESOURCE RECOVERY

Councillors' Crawford and Henry declared an interest in this item and took no part in the voting thereon.

The Committee considered a report dated 7 March 2023 from the Policy and Planning Manager who took the report as read.

Staff responded to questions as follows:

- Following the meeting today, staff would be further engaging with community groups who had been involved in the process and informing them of the outcome of the meeting today.
 - The community-led resource recovery schemes were aimed at community benefit and waste diversion and not to make a profit.
-

RESOLUTION SPC23-1.4

Moved: Cr G Dally

Seconded: Cr M Murray-Benge

1. That the Policy and Planning Manager's report dated 7 March 2023 titled 'Community-Led Resource Recovery' 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 'Community-Led Resource Recovery Feasibility Study' be received, as per **Attachment 1**.
 4. That community-led resource recovery initiatives are delivered and the initial actions be:
 - a. That Te Puke and Katikati/Athenree be progressed as two separate processes to recognise the different community groups and tangata whenua interests;
 - b. That a Council operated Community supported approach is progressed, whereby Council continues to operate the site(s) in the short-medium term (12-18 months) while working with industry experts and potential operator(s), for Te Puke and for Katikati/Athenree, with community groups being invited to take on the community activator role and community and tangata whenua invited onto advisory boards, and industry expertise is sought to work alongside the current team to expand activities on the existing sites; and
 - c. That a Community and Council hybrid approach, whereby Council continues to operate the current activities on the sites and community operates reuse retail activities, be progressed as soon as possible for Te Puke, through conversations with community groups.

CARRIED

9.4 SMARTGROWTH QUARTERLY REPORT – FEBRUARY 2023

The Committee considered a report dated 7 March 2023 from the Strategic Advisor Resource Management who took the report as read.

Staff responded to questions as follows:

- At this point in time, the Urban Form and Transport Initiative document functioned as Council's sub-regional spatial plan – until such time that the new SmartGrowth Strategy was adopted by the partner councils.

RESOLUTION SPC23-1.5

Moved: Cr M Grainger

Seconded: Cr M Murray-Benge

1. That the Strategic Advisor Resource Management's report dated 7 March 2023, titled SmartGrowth Quarterly Report – February 2023, be received.

CARRIED

9.5 SUBMISSION TO THE INTERIM STATE HIGHWAY SPEED MANAGEMENT PLAN

The Committee considered a report dated 7 March 2023 from the Policy Analyst. The report was taken as read.

RESOLUTION SPC23-1.6

Moved: Cr D Thwaites

Seconded: Cr T Coxhead

1. That the Policy Analyst's report dated 7 March 2023 titled 'Submission to the Interim State Highway Speed Management Plan' be received.
2. That the following submission, shown as **Attachment 1** of the agenda report, is received by the Strategy and Policy Committee and the information is noted:
 - Western Bay of Plenty District Council submission to Waka Kotahi on the Interim State Highway Speed Management Plan, dated 12 December 2022.

CARRIED

9.6 SUBMISSION TO THE TARGETED REVIEW OF THE BUILDING (ACCREDITATION OF BUILDING CONSENT AUTHORITIES) REGULATIONS 2006

The Committee considered a report dated 7 March 2023 from the Policy Analyst. The report was taken as read.

RESOLUTION SPC23-1.7

Moved: Cr M Murray-Benge

Seconded: Deputy Mayor J Scrimgeour

1. That the Policy Analyst's report dated 7 March 2023 titled 'Submission to the Targeted Review of the Building (Accreditation of Building Consent Authorities) Regulations 2006' be received.
2. That the following submission, shown as **Attachment 1** to this report, is received by the Strategy and Policy Committee and the information is noted.

CARRIED

9.7 SUBMISSION TO THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS AMENDMENT BILL

The Committee considered a report dated 7 March 2023 from the Principal Policy Lead: Environmental Planning. The report was taken as read.

RESOLUTION SPC23-1.8

Moved: Cr R Crawford

Seconded: Cr A Henry

1. That the Principal Policy Lead: Environmental Planning's report dated 7 March 2023 titled "Submission to the Local Government Official Information and Meetings Amendment Bill" be received.
2. That the following submission, shown as **Attachment 1** to this report, is received by the Strategy and Policy Committee and the information is noted.

CARRIED

9.8 SUBMISSION TO THE FUTURE FOR LOCAL GOVERNMENT REVIEW

The Committee considered a report dated 7 March 2023 from the Strategic Advisor: Legislative Reform and Special Projects. The report was taken as read.

RESOLUTION SPC23-1.9

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr M Grainger

1. That the Strategic Advisor: Legislative Reform and Special Projects report dated 7 March 2023 titled 'Submission on the Future for Local Government Review be received.
2. That the following submission, shown as **Attachment 1** to this report, is received by the Strategy and Policy Committee and the information is noted:
 - a. Submission on the Review into the Future for Local Government (2022) 'He mata whāriki, he matawhānui'

CARRIED

9.9 SUBMISSION TO THE SALE AND SUPPLY OF ALCOHOL (COMMUNITY PARTICIPATION) AMENDMENT BILL

The Committee considered a report dated 7 March 2023 from the Policy and Planning Manager. The report was taken as read.

RESOLUTION SPC23-1.10

Moved: Cr A Sole

Seconded: Cr M Murray-Benge

1. That the Policy and Planning Manager's report dated 7 March 2023 titled 'Submission to the Sale and Supply of Alcohol (Community Participation) Amendment Bill' be received.
2. That the following submission, shown as **Attachment 1** of the agenda report, is received by the Strategy and Policy Committee and the information is noted:
 - a. Western Bay of Plenty District Council submission to the to Sale and Supply of Alcohol (Community Participation) Amendment Bill, dated 12 February 2023.

CARRIED

9.10 NATURAL AND BUILT ENVIRONMENT BILL AND SPATIAL PLANNING BILL SUBMISSION

The Committee considered a report from the Strategic Advisor Resource Management. The report was taken as read.

RESOLUTION SPC23-1.11

Moved: Cr R Crawford

Seconded: Cr A Henry

1. That the Strategic Advisor Resource Management's report dated 7 March 2023, titled 'Natural and Built Environment Bill and Spatial Planning Bill Submission' be received.
2. That the following submission, shown as **Attachment 1** to this report, is received by the Strategy and Policy Committee and information is noted.
 - a) Western Bay of Plenty District Council Submission on the Natural and Built Environment Bill and the Spatial Planning Bill.

CARRIED

10 INFORMATION FOR RECEIPT

Nil

The Meeting closed at 10:27am.

Confirmed as a true and correct record by Council on 27 April 2023.

Unconfirmed

9.4 MINUTES OF THE COUNCIL MEETING HELD ON 16 MARCH 2023

File Number: A5256798

Author: Horowai Wi Repa, Governance Technical Support

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Council Meeting held on 16 March 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 16 March 2023**

MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL**COUNCIL MEETING NO. CL23-5**

**HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, 1484 CAMERON ROAD, TAURANGA
ON THURSDAY, 16 MARCH 2023 AT 10.30AM**

1 PRESENT

Mayor J Denyer (Chairperson), Deputy Mayor J Scrimgeour, Cr R Crawford, Cr G Dally, Cr M Grainger, Cr A Henry, Cr R Joyce, Cr M Murray-Benge, Cr A Sole, Cr D Thwaites and Cr A Wichers.

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), G Allis (Deputy Chief Executive Officer/General Manager Infrastructure), R Davie (General Manager Strategy and Community), A Curtis (General Manager Regulatory Services), A Henderson (General Manager Corporate Services), L Balvert (Communications Manager), J Rickard (Community and Strategic Relationships Manager), S Wilburn (Community Outcomes), L McEwan (Privacy and Official Information Advisor / Executive Assistant), H Wi Repa (Governance Technical Support), P Osbourne (Senior Governance Advisor – Board Secretary) and G Golding (Governance Manager).

OTHERS IN ATTENDANCE

G Crowther (Sustainable Bay of Plenty)

J Willis (Trustee – Sustainable Bay of Plenty)

3 APOLOGIES**APOLOGY**

RESOLUTION CL23-5.1

Moved: Cr A Henry

Seconded: Cr M Grainger

That the apology for absence from Cr Coxhead be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 GLEN CROWTHER – SUSTAINABLE BAY OF PLENTY TRUST (POWERPOINT PRESENTATION)

Glen Crowther and Jo Willis of Sustainable Bay of Plenty Trust (SBOPT) spoke to a Powerpoint presentation, summarising the following points:

- Mission, vision and trustees;
- Helping to shape a sustainable Bay of Plenty;
- Our funders;
- Our staff;
- Collaboration;
- Our collective challenge:
- Topic du jour – climate change;
- Change in net emissions since 1990 among annex 1 countries;
- Climate change;
- Fact v fiction: Cameron Road project;
- A key issue: Tauranga/WBOP's unsustainable growth;
- Other key issues – lack of consultation;
- Empower communities to make sustainable decisions; and
- Making the Bay a sustainable, equitable region.

Further points:

- SBOPT was about evidence-based sustainability and was concerned about the lack of evidence included in discussions about climate change.
- There was concern about a number of projects that were under the Smartgrowth umbrella, in particular at a subregional level, where they are noted as low carbon but were actually high carbon. SBOPT queried how could an evidence based outcome be obtained.

The presenters responded to questions as follows:

- Sustainable BOP was well aware of the trade offs and costs involved with water in general. Carbon should not be reduced at the expense of clean water or having adequate water infrastructure in place, these went 'hand in hand'. Hopefully there would be a way to do both.
 - A lot of money was being channelled into cutting emissions, however the full amount of the proceeds from the emissions trading scheme was not being invested to reduce carbon emissions. This meant that money was being diverted to other things other than reducing carbon emissions.
 - The big challenge was how could public transport networks be improved for the Western Bay of Plenty District. On demand public transport was an interesting and perhaps better option but realistically 'park and ride' was a more cost-effective option to achieve desired outcomes.
 - At this point in time, the district was choked and clogged. It was very difficult to move and get to where we needed to go. This adversely affected mental and physical wellbeing by creating pollution, increasing costs and disconnections. Vulnerable people were the most impacted because they had no choice but to use public transport.
 - The question was where should we put our focus? The system was broken, however, SBOPT was trying to support decision makers.
 - SBOPT was working with Whakatane District Council looking at climate change and getting the community involved in discussions around trade-offs. Similar conversations were also planned with Trevelyan, focusing on the horticulture sector. Transport was another big area that needed more support.
-

8 COMMUNITY BOARD MINUTES FOR RECEIPT

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 8 FEBRUARY 2023

RESOLUTION CL23-5.2

Moved: Cr G Dally

Seconded: Cr A Henry

That the Minutes of the Katikati Community Board Meeting held on 8 February 2023 be received.

CARRIED

8.2 MINUTES OF THE ŌMOKOROA COMMUNITY BOARD MEETING HELD ON 14 FEBRUARY 2023

RESOLUTION CL23-5.3

Moved: Cr D Thwaites

Seconded: Cr M Murray-Benge

That the Minutes of the Ōmokoroa Community Board Meeting held on 14 February 2023 be received.

CARRIED

8.3 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 16 FEBRUARY 2023

It was noted that the minutes would be amended to accurately reflect the grant amount of \$500 for Tautoko Mai Sexual Harm Support Services Trust. This is to be confirmed at the next Te Puke Community Board meeting.

RESOLUTION CL23-5.4

Moved: Cr G Dally

Seconded: Cr A Wichers

That the Minutes of the Te Puke Community Board Meeting held on 16 February 2023 be received.

CARRIED

8.4 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 21 FEBRUARY 2023

RESOLUTION CL23-5.5

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr R Crawford

That the Minutes of the Maketu Community Board Meeting held on 21 February 2023 be received.

CARRIED

8.5 MINUTES OF THE WAIHĪ BEACH COMMUNITY BOARD MEETING HELD ON 27 FEBRUARY 2023

RESOLUTION CL23-5.6

Moved: Cr A Sole

Seconded: Cr A Henry

That the Minutes of the Waihi Beach Community Board Meeting held on 27 February 2023 be received.

CARRIED

9 COUNCIL AND COMMITTEE MINUTES FOR CONFIRMATION**9.1 MINUTES OF THE COUNCIL MEETING HELD ON 8 FEBRUARY 2023**

RESOLUTION CL23-5.7

Moved: Mayor J Denyer

Seconded: Cr M Murray-Benge

That the Minutes of the Council Meeting held on 8 February 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

CARRIED

9.2 MINUTES OF THE PROJECTS AND MONITORING COMMITTEE MEETING HELD ON 22 FEBRUARY 2023

RESOLUTION CL23-5.8

Moved: Cr D Thwaites

Seconded: Cr A Sole

1. That the Minutes of the Projects and Monitoring Committee Meeting held on 22 February 2023 be confirmed as a true and correct record and the recommendations therein be adopted following minor editorial amendments.
2. That Council delegates to the Governance Manager the authority to make minor editorial amendments to the Minutes of the Projects and Monitoring Committee Meeting held on 22 February 2023.

CARRIED

10 COUNCIL AND COMMITTEE MINUTES FOR RECEIPT**10.1 MINUTES OF THE TE KĀHUI MANA WHENUA O TAURANGA MOANA MEETING HELD ON 9 FEBRUARY 2023**

RESOLUTION CL23-5.9

Moved: Cr M Grainger

Seconded: Cr A Henry

That the Minutes of the Te Kāhui Mana Whenua o Tauranga Moana Meeting held on 9 February 2023 be received.

CARRIED

11 REPORTS**11.1 DELEGATIONS – RESOURCE MANAGEMENT ACT 1991 AND LOCAL GOVERNMENT (RATING) ACT 2002**

The Committee considered a report dated 16 March 2023 from the Privacy and Official Information Advisor. The report was taken as read.

Staff responded to questions as follows:

- Hearing decisions were made by qualified Resource Management Act 1991 hearings commissioners.
-

RESOLUTION CL23-5.10

Moved: Cr M Murray-Benge

Seconded: Cr A Henry

1. That the Privacy and Official Information Advisor's report dated 16 March 2023 titled 'Delegations – Resource Management Act 1991 and Local Government (Rating) Act 2002' 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, pursuant to section 34A of the Resource Management Act 1991 (RMA), and section 132 of the Local Government (Rating) Act 2002, Council delegates those of its functions, powers and duties to the positions ('Delegates') specified in **Attachment 1**.

CARRIED

11.2 DELEGATION OF DECISION MAKING FOR 2023 COMMUNITY MATCHING FUND

The Committee considered a report dated 16 March 2023 from the Community and Strategic Relationships Manager. The report was taken as read.

RESOLUTION CL23-5.11

Moved: Cr M Murray-Benge

Seconded: Cr A Henry

1. That the Community Outcomes Advisor's report dated 16 March 2023 titled 'Delegation of Decision Making for 2023 Community Matching 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 pursuant to clause 32 schedule 7 of the Local Government Act 2002, Council delegates to Deputy Mayor John Scrimgeour, Cr Murray Grainger and Cr Alan Sole, together with the Chief Executive Officer, or his nominee(s), to be known as the Community Matching Fund Working Party, the power to make decisions in respect of applications to the Community Matching Fund 2023, including but not limited to the following powers:
 - a) To award grants according to the purposes and guidelines of the Community Matching Fund 2023, within the allocated budget of \$160,000.

And

 - b) To make payments to grant recipients as soon as practicable after the award decisions have been made.
4. That recommendations 3a and 3b will form the terms of reference for the Community Matching Fund working party.

CARRIED

11.3 APPOINTMENT OF TANGATA WHENUA REPRESENTATIVES TO SMARTGROWTH LEADERSHIP GROUP

The Committee considered a report dated 16 March 2023 from the General Manager Strategy and Community. The report was taken as read.

RESOLUTION CL23-5.12

Moved: Cr M Grainger

Seconded: Mayor J Denyer

1. That the General Manager Strategy and Community report dated 16 March 2023 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 notes the recommendation of Te Rangapū Mana Whenua o Tauranga Moana for the appointment of Whitiora McLeod as a Tangata Whenua representative to the SmartGrowth Leadership Group.
4. That Council endorses the recommendation of Te Kāhui Mana Whenua o Tauranga Moana for the appointment of Riki Nelson as a Tangata Whenua representative to the SmartGrowth Leadership Group.

CARRIED

11.4 APPOINTMENT OF LOCAL CONTROLLER

The Committee considered a report dated 16 March 2023 from the Executive Assistant, Infrastructure Group. The report was taken as read with the following noted by the Deputy CEO/General Manager Infrastructure:

- Each Council was required to resource its emergency operating centre which included having controllers who had a set of powers in a declared emergency.
- Council needed to have a deep pool of trained resources to be able to respond adequately, particularly in an on-going event. Council also received requests to provide personnel to assist in other areas.

The Deputy CEO/General Manager Infrastructure responded to a question as follows:

- Council had two Emergency Management staff that spoke to/educated groups and communities. Particular emphasis was placed on educating people on how the system worked and the preparedness that people needed to undertake for themselves and their communities in terms of being ready for an event.

RESOLUTION CL23-5.13

Moved: Cr M Murray-Benge

Seconded: Cr R Joyce

1. That the Executive Assistant Infrastructure Group's report dated 7 March 2023 titled 'Appointment of Local Controller' 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, in accordance with the Civil Defence Emergency Management Act 2002, and the Bay of Plenty Emergency Management Group Policy for selection and
-

appointment of Local Controllers and Local Recovery Managers, Western Bay of Plenty District Council:

- a) Recommends to the Bay of Plenty Joint Civil Defence and Emergency Management Committee that Adele Henderson be appointed as Local Controller – Western Bay of Plenty District Council.

CARRIED

11.5 ELECTED MEMBERS REPRESENTATION AT ANZAC DAY 2023 COMMEMORATIONS

The Committee considered a report dated 16 March 2023 from the Governance Support Administrator. The report was taken as read.

RESOLUTION CL23-5.14

Moved: Cr M Murray-Benge

Seconded: Cr R Crawford

1. That the Governance Support Administrator's report dated 16 March 2023 titled 'Elected Members Representation at ANZAC Day 2023 Commemorations' be received.
2. That Waihi Beach Councillors attend the Waihi Beach ANZAC Day Service and lay a wreath on behalf of the Western Bay of Plenty District Council.
3. That Te Puke Councillors attend the Te Puke ANZAC Day Service and lay a wreath on behalf of the Western Bay of Plenty District Council.
4. That Maketu Councillors attend the Maketu ANZAC Day Service and lay a wreath on behalf of the Western Bay of Plenty District Council.
5. That Katikati Councillors attend the Katikati ANZAC Day Service and lay a wreath on behalf of the Western Bay of Plenty District Council.
6. That Ōmokoroa Councillors attend the Ōmokoroa ANZAC Day Service and lay a wreath on behalf of the Western Bay of Plenty District Council.
7. That Mayor James Denyer will attend the Tauranga ANZAC Day Service and lay a wreath on behalf of the Western Bay of Plenty District Council.

CARRIED

11.6 MAYOR'S REPORT TO COUNCIL

The Mayor provided the following updates:

- At the Rural Provincial meeting of 2 and 3 March 2023 there was a lot of discussion around resilience and Council's recent, and not so recent, experiences of disasters. There was a launch of a free counselling services for Elected Members, and a presentation from Katikati based Tiny House builders.
- Government minister Hon Kieran McNulty (MP for Wairarapa/Labour Party) provided a presentation and gave assurance that there was an amended Three Waters plan coming soon. He was seeking a balance between financial sustainability and increasing the link between communities and water service entities.

RESOLUTION CL23-5.15

Moved: Mayor J Denyer

Seconded: Deputy Mayor J Scrimgeour

That the Executive Assistant to Mayor/CEO's report dated 16 March 2023 titled 'Mayor's Report to Council' be received.

CARRIED

12 INFORMATION FOR RECEIPT**12.1 CHIEF EXECUTIVE OFFICER'S MEETING REPORT**

The Committee considered a report dated 16 March 2023 from the Senior Executive Assistant Mayor/CEO. The report was taken as read.

13 RESOLUTION TO EXCLUDE THE PUBLIC**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION CL23-5.16**

Moved: Cr M Grainger

Seconded: Cr R Crawford

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
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13.1 - Confidential Minutes of the Council Meeting held on 8 February 2023	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>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</p> <p>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</p> <p>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)</p>	<p>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</p>
13.2 - Chief Executive Officer's Report - Request for Execution of Documents under Seal of Council	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>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</p>

	<p>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</p> <p>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</p>	<p>exist under section 6 or section 7</p>
CARRIED		

The Meeting closed at 11:26am.

Confirmed as a true and correct record at the Council meeting held 27 April 2023.

.....

Mayor J Denyer

CHAIRPERSON / MAYOR

9.5 MINUTES OF THE ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING HELD ON 28 MARCH 2023

File Number: A5271761

Author: Horowai Wi Repa, Governance Technical Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 28 March 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 28 March 2023**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING NO. APLTP23-2
HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, 1484 CAMERON ROAD, TAURANGA
ON TUESDAY, 28 MARCH 2023 AT 2.30PM**

1 PRESENT

Deputy Mayor J Scrimgeour (Chairperson), Cr R Joyce, Cr T Coxhead, Cr R Crawford, Cr G Dally, Cr M Grainger, Cr A Henry, Cr M Murray-Benge, Cr A Sole, Cr D Thwaites and Cr A Wichers.

VIA ZOOM

Mayor J Denyer

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), G Allis (Deputy CEO/General Manager Infrastructure Group), R Davie (General Manager Strategy and Community), A Curtis (General Manager Regulatory Services), A Henderson (General Manager Corporate Services), G Golding (Governance Manager), E Watton (Strategic Policy and Planning Programme Director), A Ali (Chief Financial Officer), M Leighton (Policy and Planning Manager), L Balvert (Communications Manager), S Bedford (Financial Controller), R Gallagher (Senior Policy Analyst), C Irvin (Senior Governance Advisor) and H Wi Repa (Governance Technical Support).

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

8 PRESENTATIONS

Nil

9 REPORTS

9.1 ANNUAL PLAN 2023/24 – ADOPTION OF THE DRAFT CONSULTATION DOCUMENT, SUPPORTING INFORMATION AND DRAFT SCHEDULE OF FEES AND CHARGES FOR PUBLIC CONSULTATION.

The Committee considered a report from the Senior Policy Analyst dated 28 March 2023. The report was taken as read..

Staff responded to questions as follows:

Fees and Charges – Local Government Official Information and Meetings Act (LGOIMA):

- The General Manager Strategy and Community advised the Committee that majority of LGOIMA requests were processed without charging a fee. Some requests took a significant amount of staff time due to the nature of the request. The General Manager Strategy and Policy was responsible for determining if a fee should be charged.
- Council had a statutory obligation to advise the requestor the amount of time and provide an approximate cost, who then had the option of accepting this or narrowing the scope of their request.
- The standard fee was from guidance provided by the Office of the Ombudsmen on answering LGOIMA requests.

Engagement approach – Hiring Outside Facilities to do Face to Face Meetings:

- Council had made the decision to have face to face meetings in community cafes in the spirit of ‘going to where the people were’ as opposed to have them coming to Council. There would be a better ‘hit rate’ if there were people already at these places. Asking people to come to Council to talk about the Annual Plan did not yield a high number of people.

Rating:

- It was clarified that the ‘General Rate in the dollar of capital value’ presented on page 49 of the agenda was reflective of the rates increase of 7.41%.
- Council was awaiting sign-off from the Auditor General before releasing the 2022 rateable values. It was noted that this would not effect the rate increase (7.41%) that Council would be going out for consultation on, it would only effect how this impacted different properties and the allocation across the board.

Fees and Charges – Regulatory Services:

- There was a requirement for Council to look at fees and charges in terms of its Revenue and Financing Policy. Council's focus was to ensure it continued to deliver the best financial practice, noting that there was considerably time spent across the organisation looking at Council's activities and how the fees and charges align with the activity funding approach agreed by Council. The Regulatory Services Manager believed that this was reflected well within the Annual Plan document..

Solid Waste Targeted Rate:

- The Solid waste charges were related to the recycling centres, and did not relate to kerbside charges, which was a separate targeted rate.

Te Puna Community Centre Rate:

- The Te Puna Community Centre rate was still being collected to ensure there was enough funding to cover demolition and the potential temporary building. This may change before final adoption depending on the feedback from users.

Financial Contributions (FINCOs) – Wastewater Charges for Waihi Beach:

- The debt repayment for the original construction of the wastewater system at Waihi Beach had not been completed, as the financial modelling specified that this would be paid over time. The Committee was advised that any new lots were also paying for the original system, therefore the FINCOs would continue until the planned growth was completed. This was reflected in the overall level of the FINCO.

Fees and Charges – Notified Resource Consent Application Fees:

- The public notification and limited notification process were becoming increasingly more complex and took a significant amount of time. Costs increased if Council needed to use commissioners and specialist advisors. The fees charged were truly reflective of these processes and based on an actual cost basis.

Wastewater and Stormwater Figures in Ōmokoroa:

- The Committee was advised that the figures for the Wastewater and Stormwater within Ōmokoroa were a reflection of the updated Structure Plan. When the timing of projects or the actual costs entered differed from the original estimate, the calculation of the figures altered.

Updated Property Figures:

- The release date of the updated property values was out of Council's control and there was potential for this date to change again. There was not enough time for Council's consultation process to be delayed in order for the Annual Plan to be adopted by the statutory deadline of 30 June 2023.

The resolutions were taken in parts as follows:

RESOLUTION APLTP23-2.1

PART 1

Moved: Cr M Murray-Benge

Seconded: Cr R Crawford

1. That the Senior Policy Analyst's report dated 28 March 2023 titled 'Annual Plan 2023/24 – Adoption of the Draft Consultation Document, supporting information and draft schedule of fees and charges for public consultation' 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.

CARRIED

RESOLUTION APLTP23-2.2

PART 2

Moved: Cr M Grainger

Seconded: Cr D Thwaites

3. That the assessment of materiality and significance (Attachment E of the agenda report) be endorsed.

CARRIED

RESOLUTION APLTP23-2.3

PART 3

Moved: Cr A Henry

Seconded: Cr G Dally

4. That the draft Annual Plan 2023/24 Consultation Document (Attachment A of the agenda report) and the supporting information for the Annual Plan 2023/24 (Attachment B of the agenda report) be adopted for the purpose of consultation from 30 March to 30 April 2023.

CARRIED

RESOLUTION APLTP23-2.4

PART 4

Moved: Cr A Sole

Seconded: Cr M Grainger

5. That the draft schedule of fees and charges 2023/24 (Attachment C of the agenda report) and the statement of proposal (Attachment D of the agenda report) be adopted for the purposes of public consultation from 30 March to 30 April 2023.

CARRIED

RESOLUTION APLTP23-2.5

PART 5

Moved: Mayor J Denyer

Seconded: Cr M Grainger

6. That the Chief Executive Officer be delegated authority to make minor editorial changes to the documents if required.

CARRIED

10 INFORMATION FOR RECEIPT

Nil

The Meeting closed at 3.11pm.

Confirmed as a true and correct record by Council on 13 April 2023.

9.6 MINUTES OF THE CHIEF EXECUTIVE EMPLOYMENT SUB COMMITTEE MEETING HELD ON 5 APRIL 2023

File Number: A5278267

Author: Horowai Wi Repa, Governance Technical Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Chief Executive Employment Sub Committee Meeting held on 5 April 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Chief Executive Employment Sub Committee Meeting held on 5 April 2023**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
CHIEF EXECUTIVE EMPLOYMENT SUB COMMITTEE MEETING NO. CSC23-1
HELD IN THE COUNCIL CHAMBERS, BARKES CORNER, 1484 CAMERON ROAD, TAURANGA
ON WEDNESDAY, 5 APRIL 2023 AT 2.00PM**

1 PRESENT

VIA ZOOM

Mayor J Denyer, Deputy Mayor J Scrimgeour, Cr T Coxhead and Cr A Wichers.

2 IN ATTENDANCE

G Golding (Governance Manager).

VIA ZOOM

H Wi Repa (Governance Technical Advisor).

OTHERS IN ATTENDANCE

G Tims (Consultant)

Cr R Crawford (Maketu–Te Puke Ward Councillor)

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

8 REPORTS

8.1 PROCESS REQUIREMENT

The additional Council meeting had been scheduled to consider one item of business, being a confidential report. The Council meeting was required to be convened in 'Open Session' and for the motion to enter into 'Public Excluded' session to be put in public. In the absence of any other open report on the agenda, this report served to create the Open Agenda in Council's Infocouncil system.

9 INFORMATION FOR RECEIPT

Nil

10 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION CSC23-1.1

Moved: Mayor J Denyer

Seconded: Deputy Mayor J Scrimgeour

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
10.1 – Chief Executive Performance and Remuneration Review for 2022/2021 and 2022/2023 KPIs	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

CARRIED

MEETING BE ADJOURNED

RESOLUTION CSC23-1.2

Moved: Mayor J Denyer

Seconded: Cr T Coxhead

That the meeting be adjourned until 3pm, Wednesday 5 April 2023.

CARRIED

The Meeting closed 3:30pm.

Confirmed as a true and correct record at the Council meeting held 27 April 2023.

9.7 MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING HELD ON 13 APRIL 2023

File Number: A5290364

Author: Horowai Wi Repa, Governance Technical Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

That the Minutes of the Strategy and Policy Committee Meeting held on 13 April 2023 be confirmed as a true and correct record and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Strategy and Policy Committee Meeting held on 13 April 2023**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
STRATEGY AND POLICY COMMITTEE MEETING NO. SPC23-2
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA
ON THURSDAY, 13 APRIL 2023 AT 11.05AM**

KARAKIA

The Mayor opened the meeting with a karakia.

1 PRESENT

Mayor J Denyer (Chairperson), Cr R Crawford, Cr T Coxhead, Cr G Dally, Cr M Grainger, Cr A Henry, Cr R Joyce, Cr M Murray-Benge, Deputy Mayor J Scrimgeour, Cr A Sole, Cr D Thwaites and Cr A Wichers

2 IN ATTENDANCE

G Allis (Deputy CEO/General Manager Infrastructure Group), A Henderson (General Manager Corporate Services), D Crowe (Head of People and Capability), C McGirr (Policy Analyst), A King (Strategic Advisor: Legislative Reform and Special Projects), C Nepia (Planning Coordinator), H Wi Repa (Governance Technical Support), and P Osborne (Senior Governance Advisor).

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

8 PRESENTATIONS

Nil

9 REPORTS

9.1 SUBMISSION ON THE WATER SERVICES LEGISLATION BILL AND WATER SERVICES ECONOMIC EFFECIENCY AND CONSUMER PROTECTION BILL

The Committee considered a report from the Strategic Advisor: Legislative Reform and Special Projects dated 13 April 2023. The report was taken as read.

The presenter confirmed that at this stage there was no further information regarding the subsidiaries envisaged within the document.

RESOLUTION SPC23-2.1

Moved: Cr A Henry

Seconded: Cr R Crawford

1. That the Strategic Advisor: Legislative Reform and Special Projects report dated 13 April 2023 titled 'Submission on the Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill' be received.
2. That the submission, shown as **Attachment 1** to this report, is received by the Strategy and Policy Committee and the information is noted.

CARRIED

10 INFORMATION FOR RECEIPT

The Meeting closed at 11.11am.

Confirmed as a true and correct record by Council on 27 April 2023.

.....

Mayor J Denyer

CHAIRPERSON / MAYOR

10 REPORTS

10.1 13-17 HERON CRESCENT ELDER HOUSING REDEVELOPMENT

File Number: A5255509

Author: Jodie Rickard, Community and Strategic Relationships Manager

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

EXECUTIVE SUMMARY

1. The purpose of this report is to endorse the initial concept design (**Attachment 1**) for the redevelopment of elder housing at 13-17 Heron Crescent, Katikati, to:
 - (a) Progress a request of proposal to Ministry of Housing and Urban Development (MHUD) through the Affordable Housing Fund to progress the preferred option, subject to Council being successful in making it past the 'Registration of Interest' phase of the application process.
 - (b) Progress the lodgement of a resource consent application based on the site layout.
 - (c) Confirm the use of \$4.6 million of 'Better Off Funding' to advance the development of Heron Crescent.

RECOMMENDATION

1. That the Community and Strategic Relationships Manager's report dated 27 April 2023 titled '13-17 Heron Crescent Katikati Elder Housing Redevelopment' be received.
2. That the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.
3. That Council endorses the initial concept design, included as **Attachment 1** to this report, for the purposes of:
 - a. Completion of a Request for Proposal to the Affordable Housing Fund – Affordable Rental Pathways, subject to Council being accepted to complete a request for proposal based on its Registration of Interest to the Fund; and
 - b. Lodgement of a resource consent application based on the site layout plan, noting the consent may vary at a later date if changes to the initial concept design are required; and
 - c. The use of up to \$4.6 million allocated from Better Off Funding, as set out in the executed funding agreement between Western Bay of Plenty District Council, Department of Internal Affairs and Crown Infrastructure Partners.

4. That Council notes the delivery of the initial concept design is subject to a successful funding application to the Ministry of Housing and Urban Development's (MHUD) Affordable Housing Fund
5. That Council notes a construction contract or alternative options for development will be presented back to Council for approval, depending on the outcome of the funding application to the Affordable Housing Fund.

BACKGROUND

Redevelopment of Council's Elder Housing Portfolio, to increase the amount of 'affordable rental' accommodation for those aged 65 years and over with limited financial means.

Through the development of the Long Term Plan 2021-31, Council carried out a full review of its elder housing activity. This included extensive community engagement, including one-on-one engagement with tenants (led by elected members).

Council ultimately made the decision that it would remain "in the business" of providing elder housing and would work to redevelop its stock over time so that more housing could be provided for this cohort. The Revenue and Financing Policy confirms the elder housing activity is to be funded from the revenue it generates (rental income) with no additional rates impact.

A key driver for this decision was the Western Bay of Plenty Housing Need and Demand Report (Dec 2017). This report identified the increasing need for affordable rental housing for older people.

This led to Council making a decision in December 2021 to fund the development of 7 new units for elder housing at 16A Beach Road, Katikati.

This project is also in alignment with Council's Housing Action Plan 2018.

Better Off Funding

In early 2022 Council received notification that the government would make funding available to local authorities as an investment by the Crown into the future for local government and community wellbeing, and in recognition of the significance to local government (and the communities they serve) of the transfer of responsibility for water service delivery.

The funding is known as "Better Off Funding."

In June 2022 Council resolved its role in housing and signalled its intent to consider use of the Better Off Funding to achieve housing outcomes for its communities.

In September 2022 Council adopted two key projects for its application for Better Off Funding:

- a. Project One: \$4.6 million to be used for the redevelopment of elder housing villages in Katikati; and

- b. Project Two: \$700,000 to be used for development planning to leverage housing on whenua Māori.

These projects were subsequently approved by the Department of Internal Affairs (DIA) who have overall responsibility for Better Off Funding. The funding agreement was executed on 12 January 2023.

Initial Design Options and Civil Works

Staff engaged with Classic Builders to get initial designs done for the Heron Crescent site, based on the development completed at 16A Beach Road, Katikati. This work evolved into the civil design works.

Staff then worked with Design Group Stapleton Elliot (DGSE) on several options to see what would work best for the site. Several options for the site were considered, ranging from 17 units to 36 units.

Whatever option was chosen to progress with, significant civil works and removal of the existing units would be required. There were two key drivers of this:

1. The existing units are now aged between 41 and 45 years. Whilst they meet healthy homes standards, they are not considered fit-for-purpose by modern standards for elder housing.
2. The layout of the existing units does not maximise use of the significant land resource. 13-17 Heron Crescent is approximately 2500m² of land, zoned medium density residential. In order to maximise value of the site, a new design and layout would be required.

For context, an aerial view showing how the site layout is dictated by the diagonal accessway through the site, and the various titles that make up 13-17 Heron Crescent, is set out on the following page.

13-17 Heron Crescent, Katikati**Relocation of Tenants and Start of Civil Works**

With the Better Off Funding agreement executed, staff began the process of preparing the Heron Crescent site for redevelopment, as this was the first key project identified.

This was on the understanding staff would report back to elected members on the preferred option for redevelopment of the site, including financial modelling.

The first step in this process was relocating tenants to 16A Beach Road. At the end of January, the seven tenants moved to the new units, leaving the Heron Crescent site vacant.

Affordable Housing Fund Round 2: Registration of Interest

In February 2023 staff received notice the government would be announcing a second round of the Affordable Housing Fund – Affordable Rentals Pathway. This fund is specifically for the development of affordable rental accommodation. Council's elder housing meets this definition.

The Affordable Housing Fund provides the opportunity for applicants to obtain a capital grant of up to 50% of the total costs of a housing project, with land value able to be included.

The following eligibility criteria applies to the Affordable Housing Fund – Affordable Rental Pathway:

- Affordable rentals for people on lower incomes who can't afford market rent, and can't access or don't need public housing; and
- A minimum of 10 dwellings to be provided.
- For long term rental to provide tenants with security of tenure (15 year term).

The Registration of Interest was released on 27 February 2023.

Staff have taken the opportunity to prepare a Registration of Interest for the development of Heron Crescent, with Council's 50% contribution to the project coming from the land value and up to \$4.6 million from Better Off Funding.

The timeline should see Council informed of the outcome of its Registration of Interest on 27 April 2023.

If successful, the Request for Proposal must be completed by August 2023. Dwellings need to be constructed by 30 June 2027.

If the funding application is not successful, staff will present options back to Elected Members for decision, including varying the design or staging the development.

The next section sets out the development of the initial concept design, prepared for the funding application. The project feasibility is included as a confidential attachment to this report.

HERON CRESCENT REDEVELOPMENT PROPOSAL

Project Team

After receiving some basic high-level costings of various options ranging from 17 units to 36 units, staff determined these would be insufficient for a funding application of the scale required for the Affordable Housing Fund.

It was decided to work directly with a design team and two independent affordable housing development experts, with objectives to:

- Maximise the yield from the site whilst maintaining a high level of amenity for both residents and the community;
- Ensure a design that is cost effective to build, whilst delivering housing choice and flexibility for future tenants; and
- Ensure the project is economically feasible and maximises the land value.

The Proposal

Attached to this paper are three key documents:

1. **Attachment 1** – Initial Concept Design for 13-17 Heron Crescent.
2. **Attachment 2** – Project Feasibility Assessment for 13-17 Heron Crescent.

3. **Attachment 3** – Indicative Project Cashflow.

In summary, the design is 26 units in total, made up of:

Block 1 – 10 units of approx. 54m² (not including patios/ balconies).

Block 2 – 12 units of approx. 52m² (not including patios / balconies).

Block 3 – 4 two-bedroom townhouses 77.5m² approx.

Details of design

BLOCK ONE:

- Cohort is over 65's, could be singles or couples (as per Council eligibility criteria).
- A flexible design based on advice from experts, this has seen the inclusion of a daybed area in some units.
- Ground floor units are fully accessible.
- First floor units will be designed to be fully accessible, with stairways fitted with a platform lift (indicative cost included).
- Designed to Homestar 6 standard.

BLOCK TWO:

- Similar outcomes as with Block One, slightly different layout.

BLOCK THREE:

- 2 bedroom units that provide flexibility for couples. Fully accessible and can be retrofitted with chairlifts.
- Designed to Homestar 6 standard

The design options have been chosen to ensure a total capital cost that is achievable to fund, is flexible to meet changing needs and ensures best use of the site.

Project Feasibility

Development Feasibility

The Development Feasibility is set out in **Attachment 2** to this paper.

Table 1 below summarises the project components costed in the project feasibility.

TABLE ONE: Project Development Feasibility (March 2023, independent project advisor based on initial concept design)	
Revenue	
Based on indicative sales value of each unit / townhouse	\$10,504,354 (excl. GST)
Development and Construction Costs	
Land	\$1,530,000

Development Costs <i>Management costs, resource consent fees, council fees, financial contributions</i>	\$490,300
Site civil works and infrastructure <i>Site clearance, Earthworks, retaining walls, stormwater, water, power, telco, engineering & design fees, landscaping</i>	\$1,356,700
Construction costs <i>Design documentation for building consent, consent fees, construction costs, carpark construction, management costs</i>	\$6,553,500
Contingency	\$413,330
Total excl GST	\$10,343,830
Land per unit opportunity value	\$58,846
Civil works and infrastructure costs per unit	\$86,936
Construction cost per unit	\$252,058
Overall cost per unit (includes land, civil works and infrastructure and construction cost)	\$397,840

Site civil works and infrastructure costs are based on actual costs in the contract for this work, and are required regardless of the build option that is advanced.

Project Cashflow

Attachment 3 to this report demonstrates the project cashflow based on the initial concept design of 26 units (22 one-bedroom and 4 two-bedroom).

The following assumptions apply:

- Rents assumed at \$199 a week for singles and \$291 a week for couples. Assumes 22 units will be single-person occupancy and 4 x 2-bedroom units will be couple occupancy.
- Inflation set at 2%, noting this is both for revenue and operating and capital expenditure inflation.
- Capital replacement costs start from Year 5.
- Other expenses include internal overheads allocation.

In summary, at the assumed rent set out above, the project delivers a positive cashflow when costs are projected over 15 years. This includes all tenancy management, operational costs, repairs and maintenance and capital replacement costs.

SIGNIFICANCE AND ENGAGEMENT

The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of medium significance, reflecting that the decisions are likely to be of high interest to the Katikati community and to existing elder housing tenants. The site is in the rohe of local hapū Ngai Tamawhariua. Ngai Tamawhariua have expressed interest in the development as they have a high level of interest in the delivery of housing projects in their rohe and in particular developments that are providing affordable housing.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Staff are intending information sessions on the initial concept design, with the local Katikati community, tenants and Ngai Tamawhariua. Feedback received can be used to inform the detailed design of the project, prior to applying for building consent.

This information will be useful regardless of whether the initial concept design varies based on the outcome of the Affordable Housing Fund application, as matters raised can be considered as part of any future variations.

Interested/Affected Parties	Planned Communication
Elder Housing Tenants	One-on-one engagement with tenants at 16A Beach Road and Tui Place, Katikati. Purpose is to get first hand experience of Council's elder housing, ensure design responds to tenants needs.
Katikati Community	Information provided via public information session including visual display and staff on hand to answer questions.
Ngai Tamawhariua	Targeted engagement with Te Rereatukahia Marae.

General public	Via website and online information being available
----------------	--

ISSUES AND OPTIONS ASSESSMENT

Option A Endorse the initial concept (Attachment 1) for the purposes of a Request for Proposal to the Affordable Housing Fund, lodgement of resource consent and the use of \$4.6 million of Better Off Funding.	
<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p><u>Advantages</u></p> <ul style="list-style-type: none"> • Increases the amount of affordable rental accommodation available for older people in the District. • Aligns with Council's strategy for elder housing. • Maximises use of land resource. • Creates economically and commercially viable strategic asset. • Opportunity exists to access central government funding to support project delivery. • Enables project milestones to be met through lodging of resource consent application, whilst waiting for outcome of Affordable Housing Fund application. <p><u>Disadvantages</u></p> <ul style="list-style-type: none"> • Opportunity cost – funding not available for other projects.
Costs (including present and future costs, direct, indirect and contingent costs).	\$4.6 million of 'Better Off Funding' plus land costs allocated to the project.
Option B Do not endorse the initial concept design.	
<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p><u>Advantages</u></p> <p>Funding may be available to other projects.</p> <p>Further work can be carried out on detailed design.</p>

	<p><u>Disadvantages</u></p> <p>Project delays.</p> <p>No approved concept design in place to progress Affordable Housing Fund request for proposal – funding risk.</p> <p>Resource consent application cannot be lodged.</p> <p>Doesn't align with Council's elder housing strategy.</p> <p>Decreased opportunity to provide more affordable housing options for those aged over 65 years.</p>
Costs (including present and future costs, direct, indirect and contingent costs).	Additional costs from delayed process, if the project advances but at a later date.

STATUTORY COMPLIANCE

This decision is consistent with the decision Council made through the Long Term Plan 2021-31, to retain its elder housing as an activity of Council, and to increase the amount of elder housing provided over time.

It also aligns with:

- Council's adopted role in housing, and investment principles as resolved by the Policy Committee in June 2022 (as per resolution PP22-5.26);
- The projects council adopted for its Better Off Funding application in September 2022 (as per Council resolution C22-6.3); and
- The executed funding agreement between Council, Department of Internal Affairs and Crown Infrastructure Partners for use of Better Off Funding.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
\$4.6 million grant funding	<p>Project adopted for Council's Better Off Funding proposal.</p> <p>Funding agreement executed in January 2023.</p>

ATTACHMENTS

1. **Attachment 1 – Heron Crescent Initial Concept Design**  
2. **Attachment 2 – Heron Crescent Project Development Feasibility**  
3. **Attachment 3 – Heron Crescent Indicative Project Cashflow**  

WBOPDC
13-17 HERON CRESCENT
KATIKATI
PHASE 1 - CONCEPT DESIGN

29 March 2023

000	COVER PAGE
A001	PROJECT VISION
A002	LOCALITY PLAN
A003	SITE ANALYSIS
A004	SITE CONSTRAINTS AND OPPORTUNITES
A100	OVERALL TYPOLOGY PLAN
A101	SITE PLAN - GROUND FLOOR
A102	SITE PLAN - FIRST FLOOR
A201	TPOLOGY PLAN - TYPE A(4)
A202	TPOLOGY PLAN -TYPE B1
A203	TPOLOGY PLAN - 4.35M TERRACE
A300	ELEVATIONS
A400	VIEW FROM RESERVE
A500	AXO-HIRB INFRINGEMENT

Attachment 1 – Council Meeting 27 April 2023

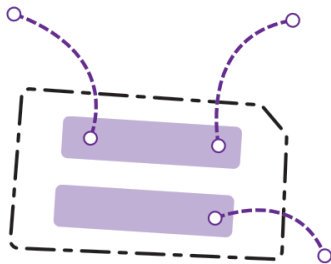


PROJECT VISION



ENHANCE COMMUNITY

SHARED SPACES WITH PAUSE
POINTS FACILITATE INTERACTION
& ACTIVITY AMONG RESIDENTS



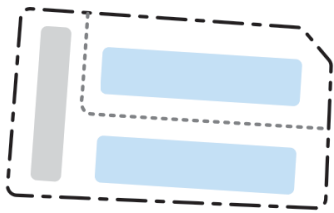
RESPOND TO CONTEXT

HIGH QUALITY SPACES THAT IMPROVE THE
SURROUNDING SUBURBAN FABRIC
VIA ENGAGEMENT & SURVEILLANCE



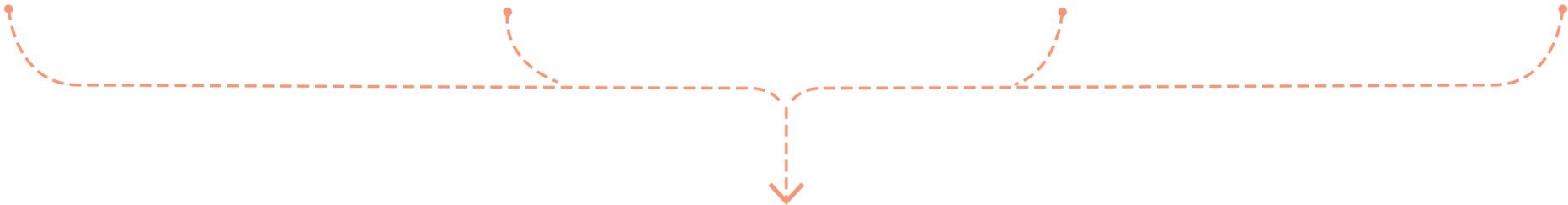
INTEGRATED LANDSCAPE DESIGN

LANDSCAPED & PLANTING AREAS PROVIDE VISUAL
AMENITY TO RESIDENTS AND A CONNECTION
TO THE NATURAL ENVIRONMENT



EFFICIENT LAYOUT

OPTIMISED ARRANGEMENT OF DWELLINGS
& PARKING HELPS TO MAXIMISE
YIELD WHILE MAINTAINING AMENITY



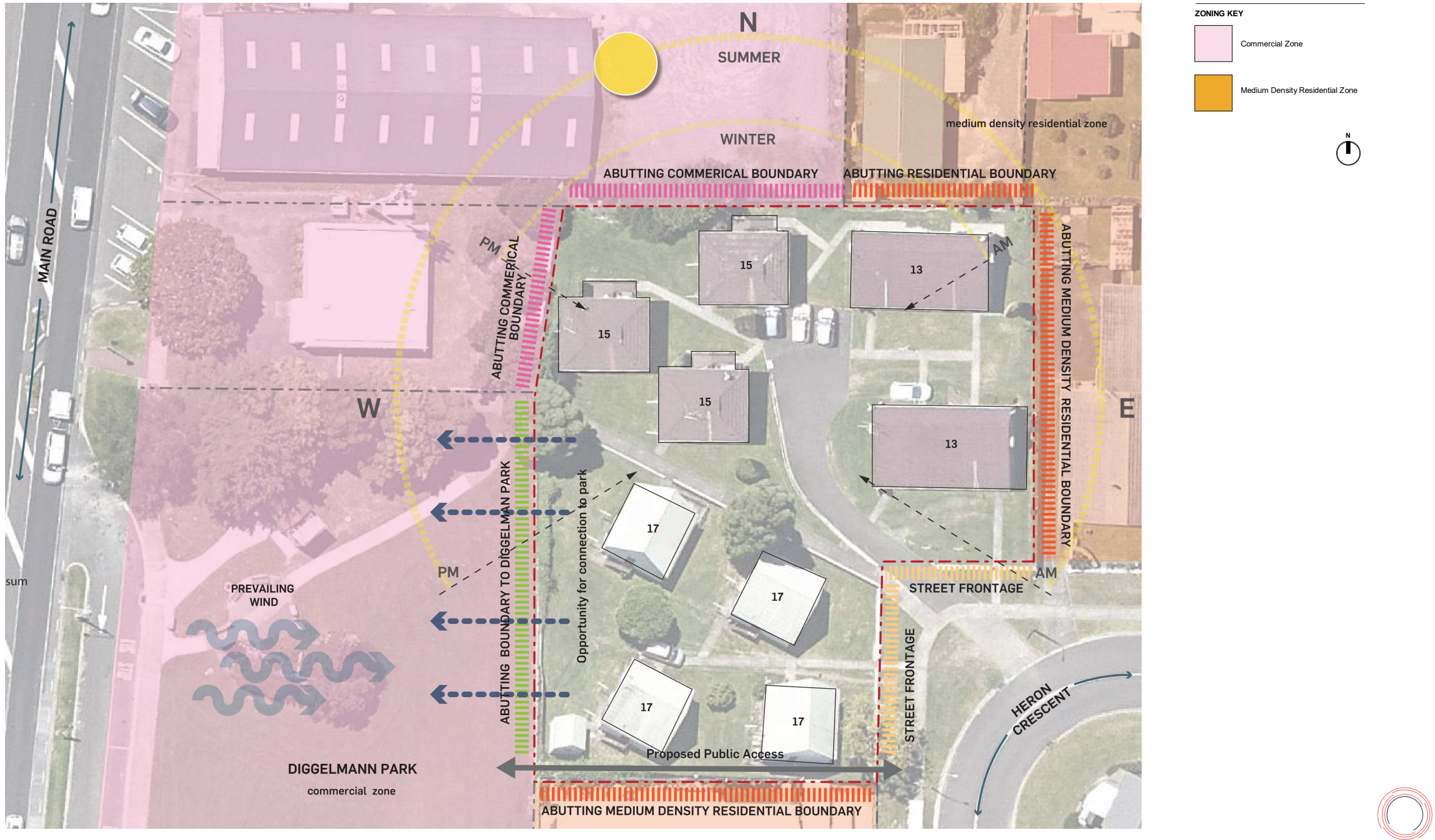
A PLACE TO BELONG



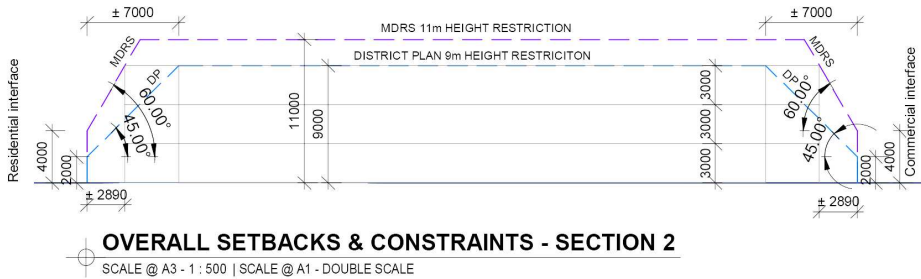
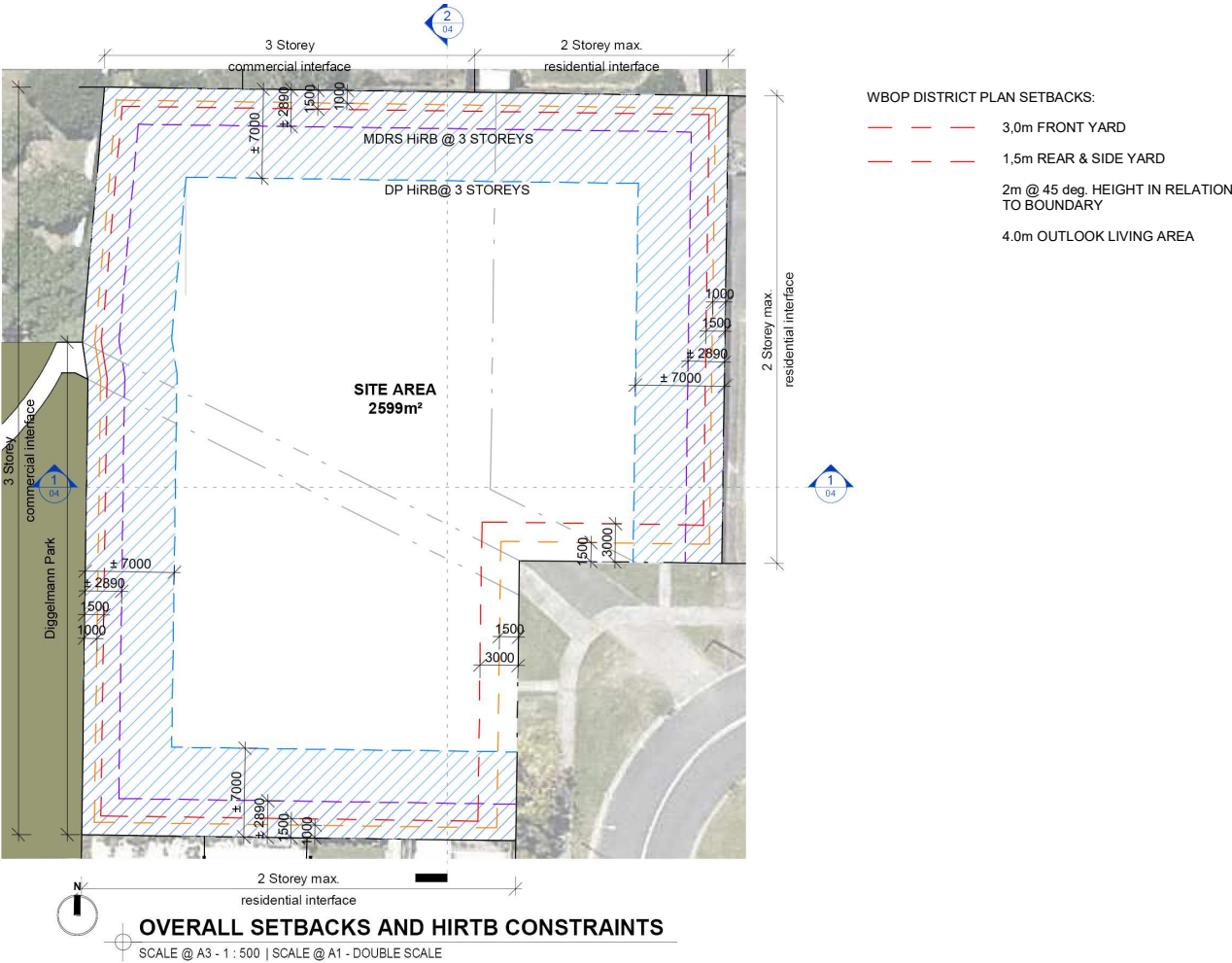
LOCALITY PLAN



SITE ANALYSIS



SITE CONSTRAINTS AND OPPORTUNITES





OVERALL TYPOLOGY PLAN
SCALE @ A3 - 1 : 250 | SCALE @ A1 - DOUBLE SCALE

A100 REV.
OVERALL TYPOLOGY PLAN

WBOPDC
13-17 HERON CRESCENT
KATIKATI

PHASE 1 - CONCEPT DESIGN

Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings. If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

PROJECT No. W663
PLOT DATE. 29/03/2023 12:44:10 pm

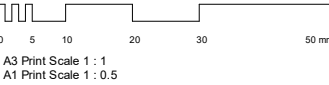
NO.	DESCRIPTION	DATE
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- WBOP DISTRICT PLAN SETBACKS:
- 3.0m FRONT YARD
 - 1.5m REAR & SIDE YARD
 - 2m @ 45 deg. HEIGHT IN RELATION TO BOUNDARY
 - 4.0m OUTLOOK LIVING AREA

Yields summary:

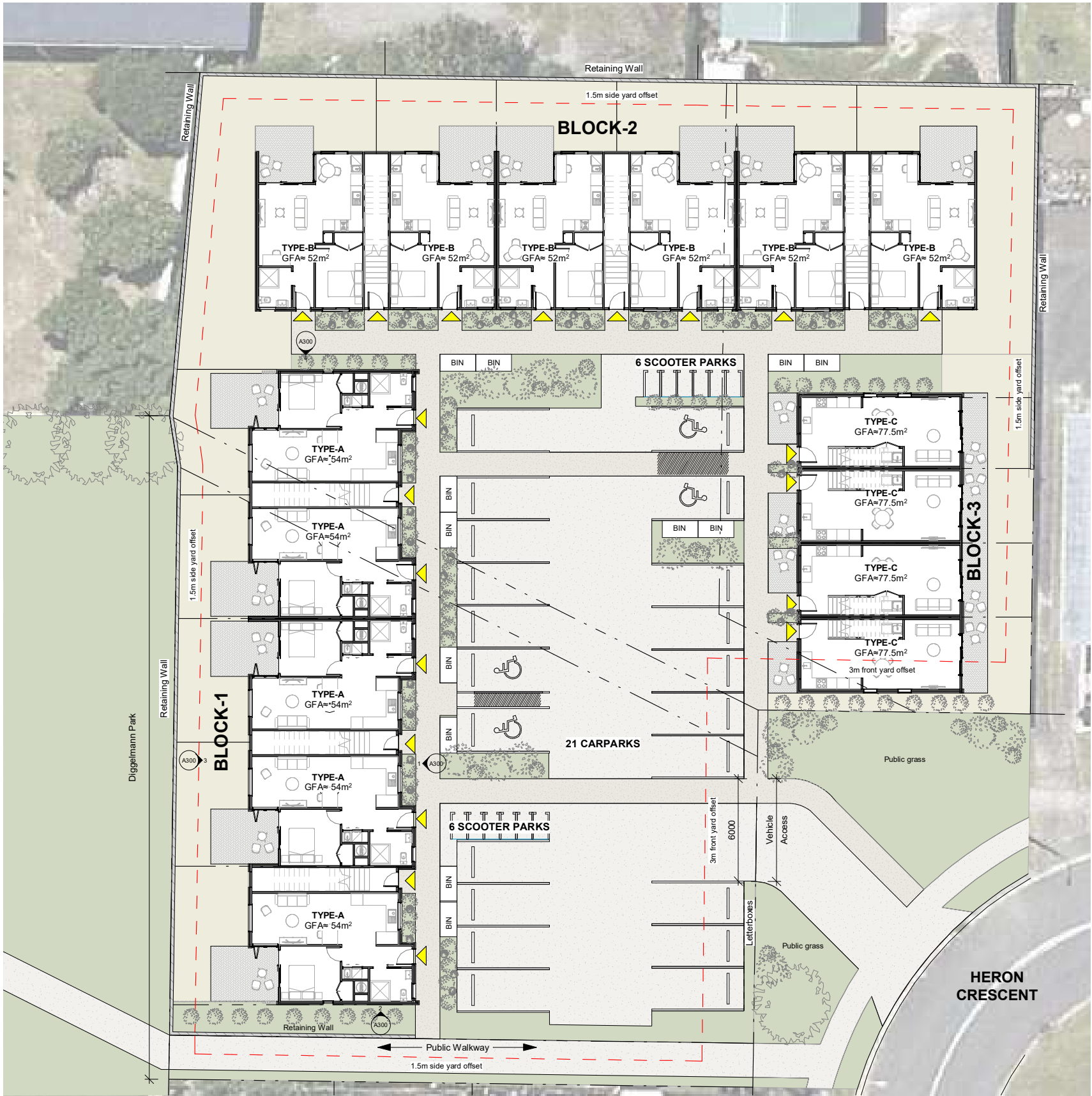
26 UNITS WITH 21 CARPARKS
(Including 4x accessible parks)

Unit type:	Units count:
Type-A (2-storey 1-bed walk-up)	10
Type-B (2-storey 1-bed walk-up)	12
Type-C (2-storey 2-bed terrace)	4



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SITE PLAN - GROUND FLOOR
SCALE @ A3-1 : 250 | SCALE @ A1 - DOUBLE SCALE

A101 REV.
SITE PLAN - GROUND FLOOR

WBOPDC
13-17 HERON CRESCENT
KATIKATI

PHASE 1 - CONCEPT DESIGN

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PROJECT No. **W663**
PLOT DATE: **29/03/2023 12:44:15 pm**

NO.	DESCRIPTION	DATE
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- WBOP DISTRICT PLAN SETBACKS:
- 3.0m FRONT YARD
 - 1.5m REAR & SIDE YARD
 - 2m @ 45 deg. HEIGHT IN RELATION TO BOUNDARY
 - 4.0m OUTLOOK LIVING AREA

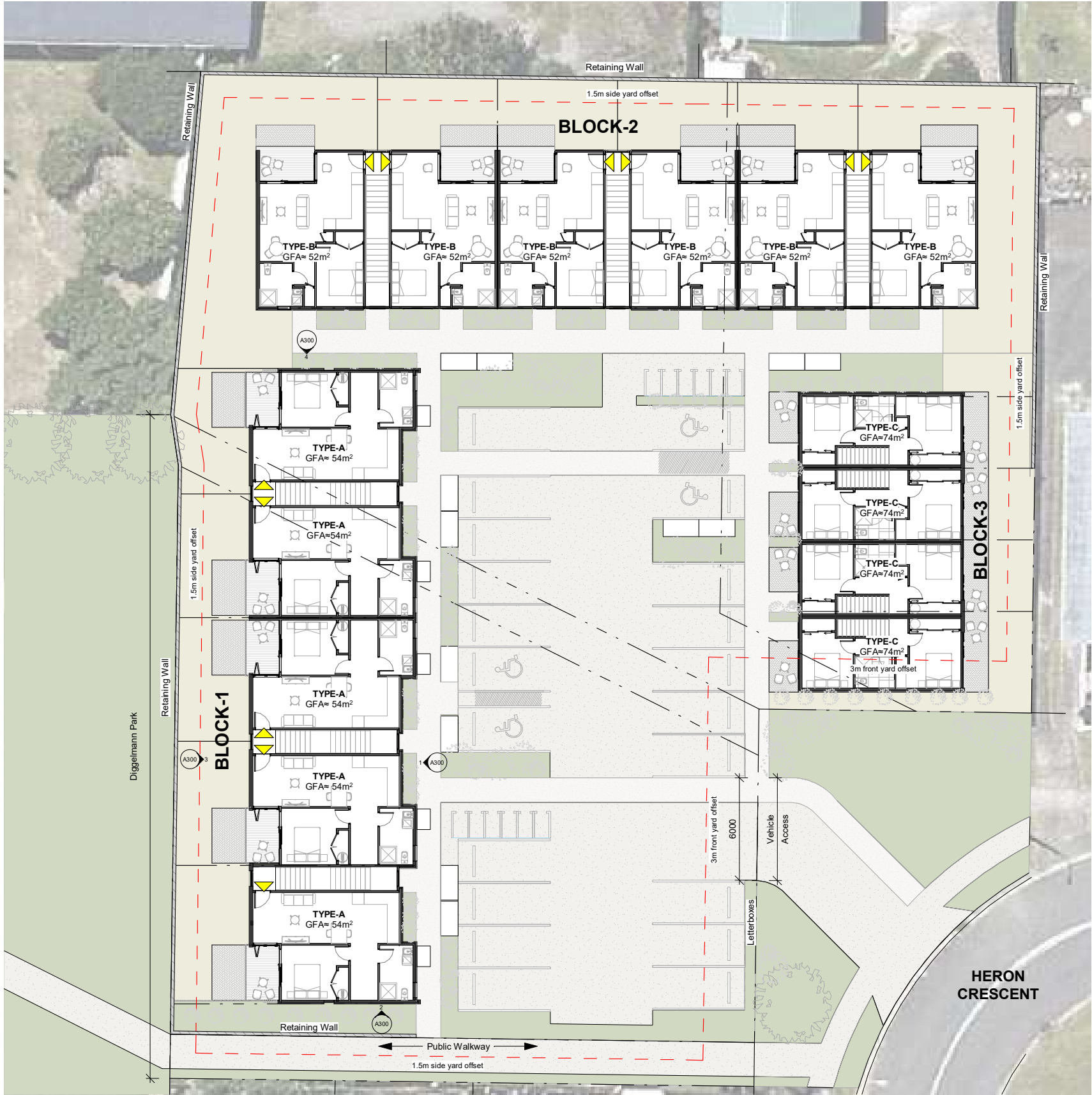
Yields summary:

26 UNITS WITH 21 CARPARKS
(Including 4x accessible parks)

Unit type:	Units count:
Type-A (2-storey 1-bed walk-up)	10
Type-B (2-storey 1-bed walk-up)	12
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SITE PLAN - FIRST FLOOR
SCALE @ A3 - 1 : 250 | SCALE @ A1 - DOUBLE SCALE

A102 REV.
SITE PLAN - FIRST FLOOR

WBOPDC
13-17 HERON CRESCENT
KATIKATI

PHASE 1 - CONCEPT DESIGN

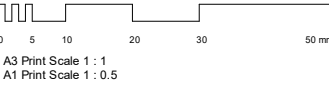
Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings. If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

PROJECT No. **W663**
PLOT DATE. **29/03/2023 12:44:20 pm**

NO.	DESCRIPTION	DATE
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Site Information

Rainfall Intensity: 1 mm/h
Climate Zone: CLIMATE ZONE
Corrosion Zone: CORROSION ZONE
Legal Description: LEGAL DESCRIPTION
Wind Zone: WIND ZONE
NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.



- WBOP DISTRICT PLAN SETBACKS:
- 3.0m FRONT YARD
 - 1.5m REAR & SIDE YARD
 - 2m @ 45 deg. HEIGHT IN RELATION TO BOUNDARY
 - 4.0m OUTLOOK LIVING AREA

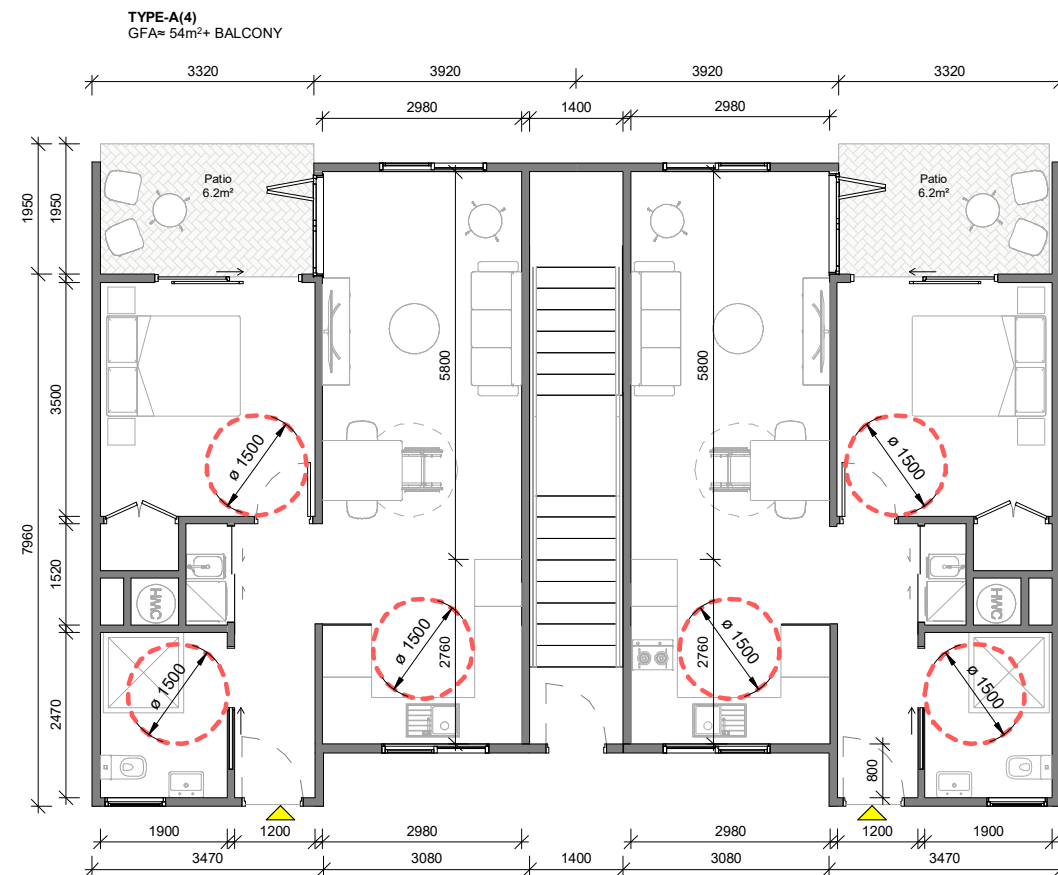
Yields summary:

26 UNITS WITH 21 CARPARKS
(Including 4x accessible parks)

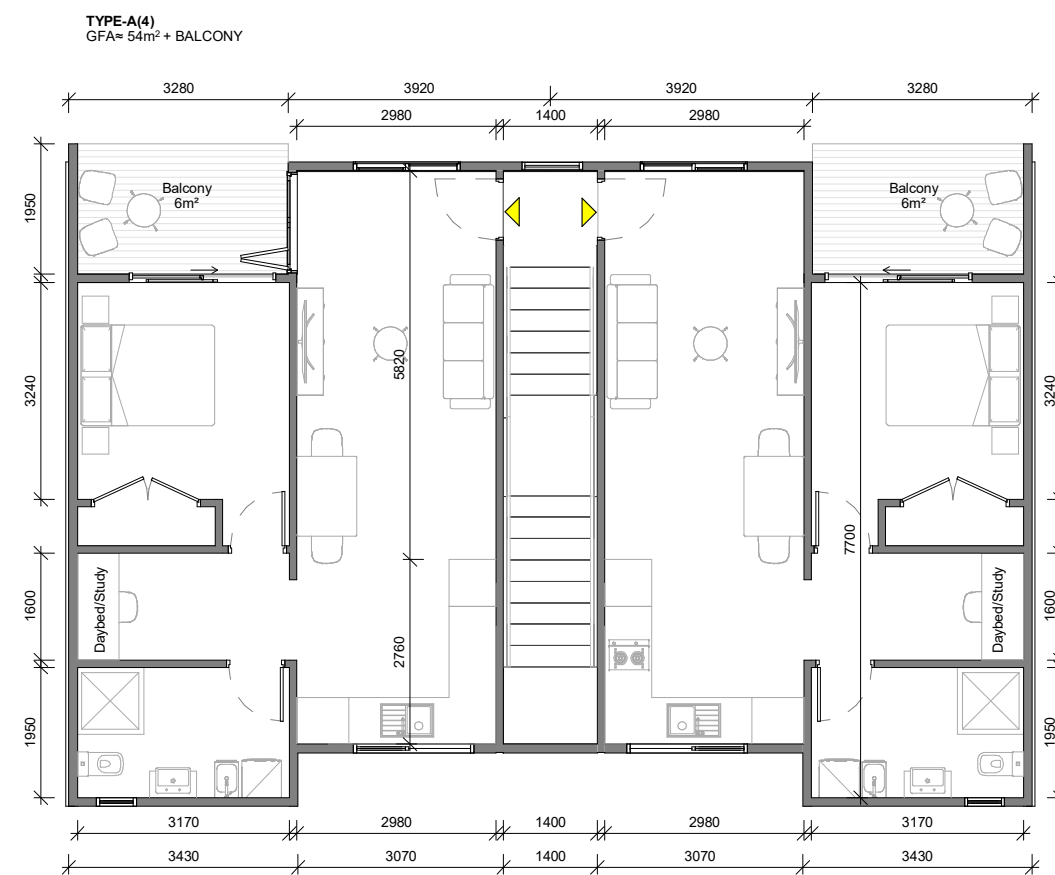
Unit type:	Units count:
Type-A (2-storey 1-bed walk-up)	10
Type-B (2-storey 1-bed walk-up)	12
Type-C (2-storey 2-bed terrace)	4

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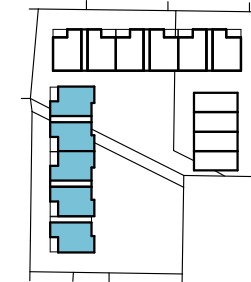




TYPE-A(4) GROUND FLOOR PLAN
SCALE @ A3 - 1 : 100 | SCALE @ A1 - DOUBLE SCALE



TYPE-A(4) FIRST FLOOR PLAN
SCALE @ A3 - 1 : 100 | SCALE @ A1 - DOUBLE SCALE



A201 REV.

TPOLOGY PLAN - TYPE A(4)

WBOPDC
13-17 HERON CRESCENT
KATIKATI

PHASE 1 - CONCEPT DESIGN

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PROJECT No. **W663**

PLOT DATE. 29/03/2023 12:44:21 pm

NO.	DESCRIPTION	DATE
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Site Information

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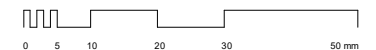
Climate Zone: CLIMATE_ZONE

Corrosion Zone: CORROSION ZONE

Legal Description: LEGAL DESCRIPTION

Wind Zone: WIND ZONE

NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.

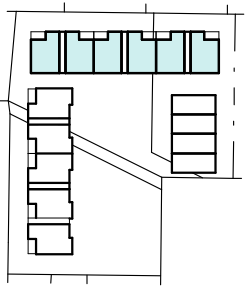


A3 Print Scale 1 : 1
A1 Print Scale 1 : 0.5

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A202 REV.
TYPOLOGY PLAN - TYPE B1

WBOPDC
13-17 HERON CRESCENT
KATIKATI

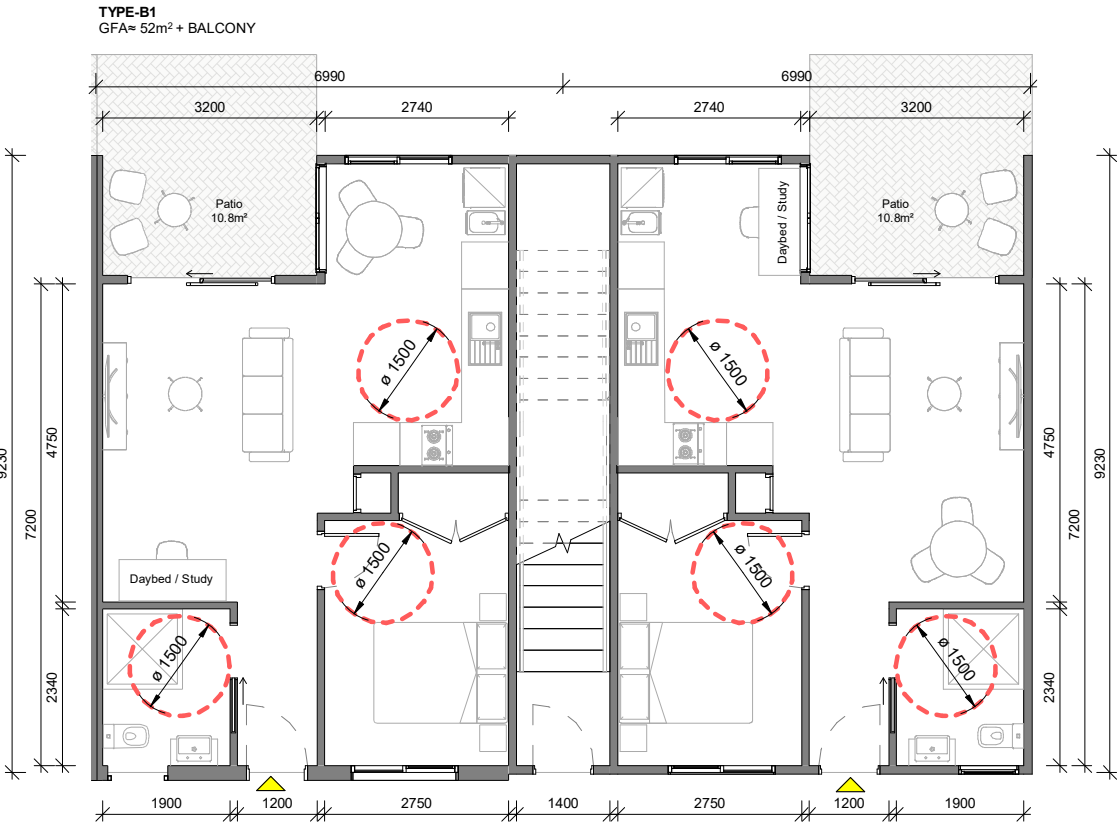
PHASE 1 - CONCEPT DESIGN

Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings. If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

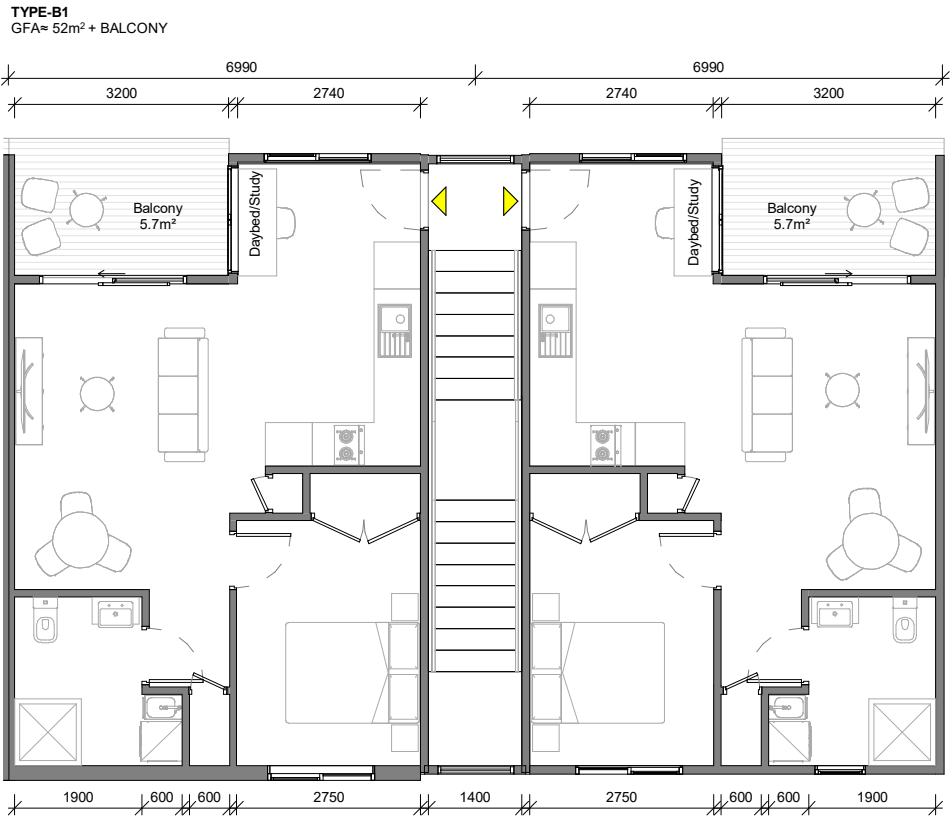
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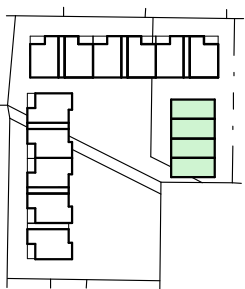
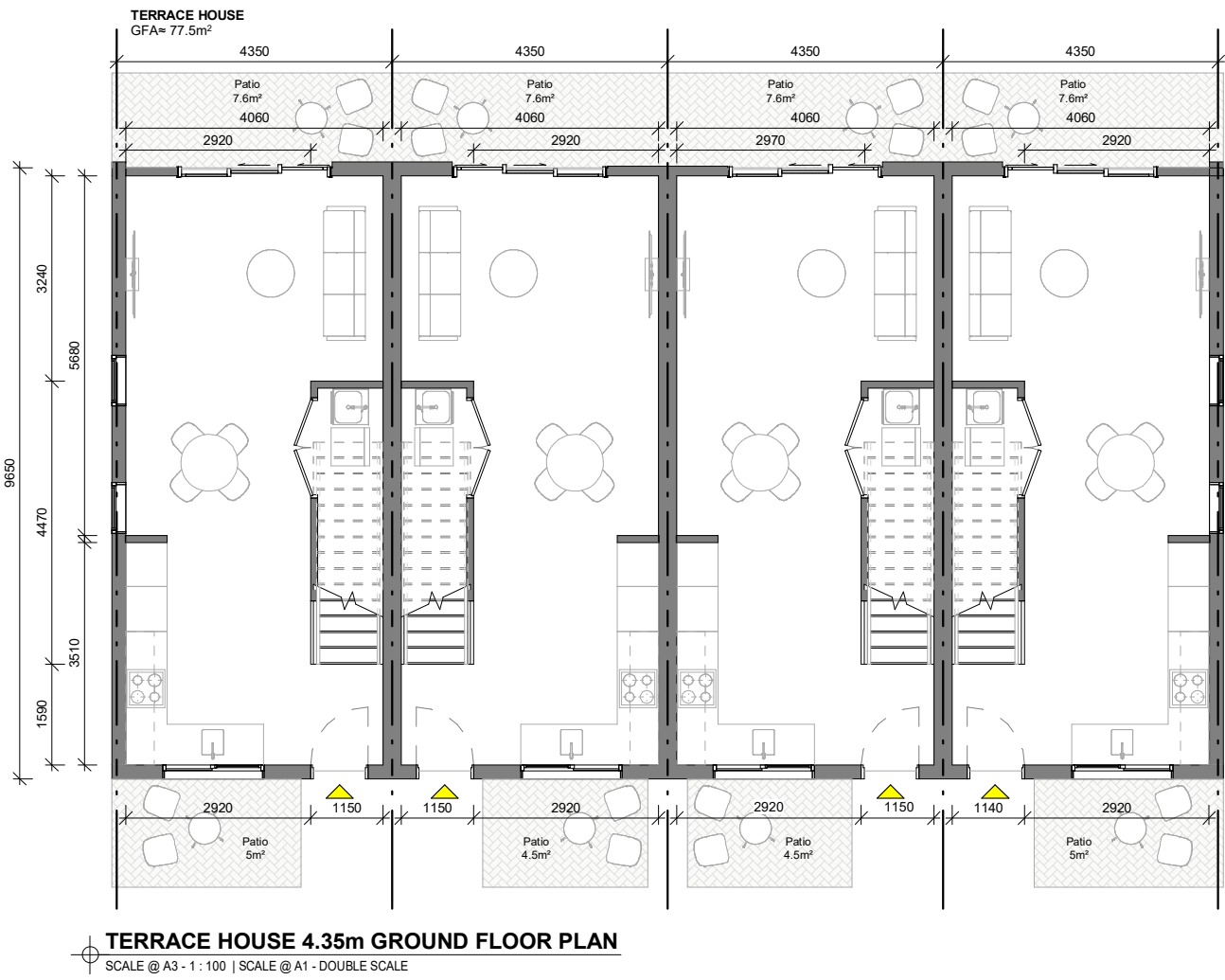
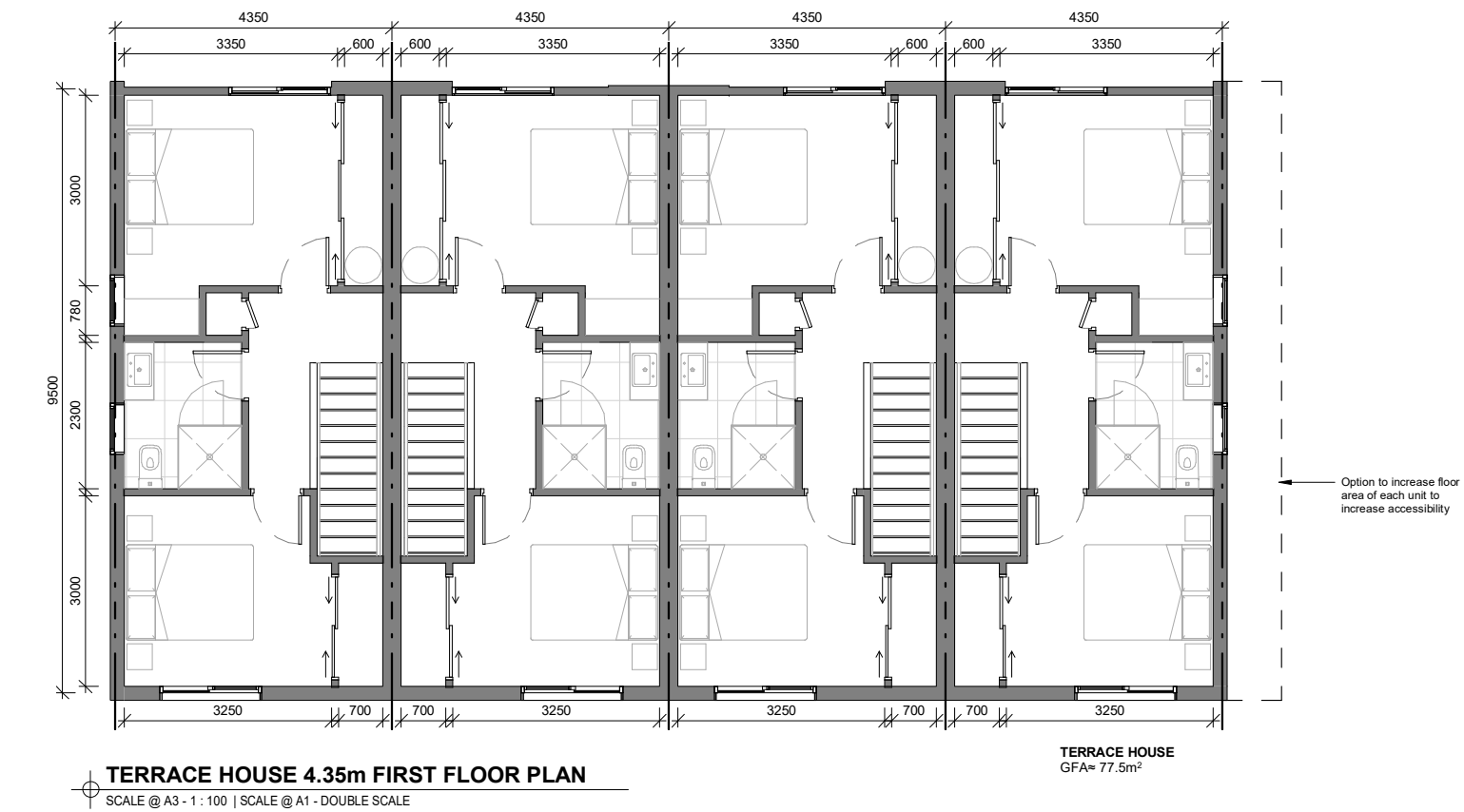
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TYPE-B1 GROUND FLOOR PLAN
SCALE @ A3 - 1 : 100 | SCALE @ A1 - DOUBLE SCALE



TYPE-B1 FIRST FLOOR PLAN
SCALE @ A3 - 1 : 100 | SCALE @ A1 - DOUBLE SCALE



A203 REV.

TYPOLGY PLAN - 4.35M TERRACE

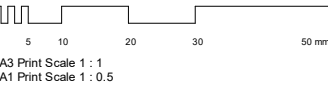
WBOPDC
13-17 HERON CRESCENT
KATIKATI

PHASE 1 - CONCEPT DESIGN

Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings. If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

PROJECT No. **W663**
PLOT DATE. **29/03/2023 12:44:23 pm**

NO.	DESCRIPTION	DATE
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A300 REV.

ELEVATIONS

WBOPDC
13-17 HERON CRESCENT
KATIKATI

PHASE 1 - CONCEPT DESIGN

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PROJECT No. **W663**
PLOT DATE. **29/03/2023 12:44:27 pm**

NO.	DESCRIPTION	DATE
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Site Information

Rainfall Intensity: 1 mm/h
Climate Zone: CLIMATE ZONE
Corrosion Zone: CORROSION ZONE
Legal Description: LEGAL DESCRIPTION
Wind Zone: WIND ZONE
NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.



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BLOCK 1 - EAST ELEVATION
SCALE @ A3 -1 : 125 | SCALE @ A1 - DOUBLE SCALE



BLOCK 1 - SOUTH ELEVATION
SCALE @ A3 -1 : 125 | SCALE @ A1 - DOUBLE SCALE



BLOCK 1 - NORTH ELEVATION
SCALE @ A3 -1 : 125 | SCALE @ A1 - DOUBLE SCALE

MATERIAL PALETTE			
Fibre Cement - Vertical Groove	Fibre Cement - Flat Sheet	Brick	Aluminium
FEATURE	DARK	DARK	DARK
	LIGHT	Light	
	FEATURE	Profiled Metal Roofing	
		DARK	



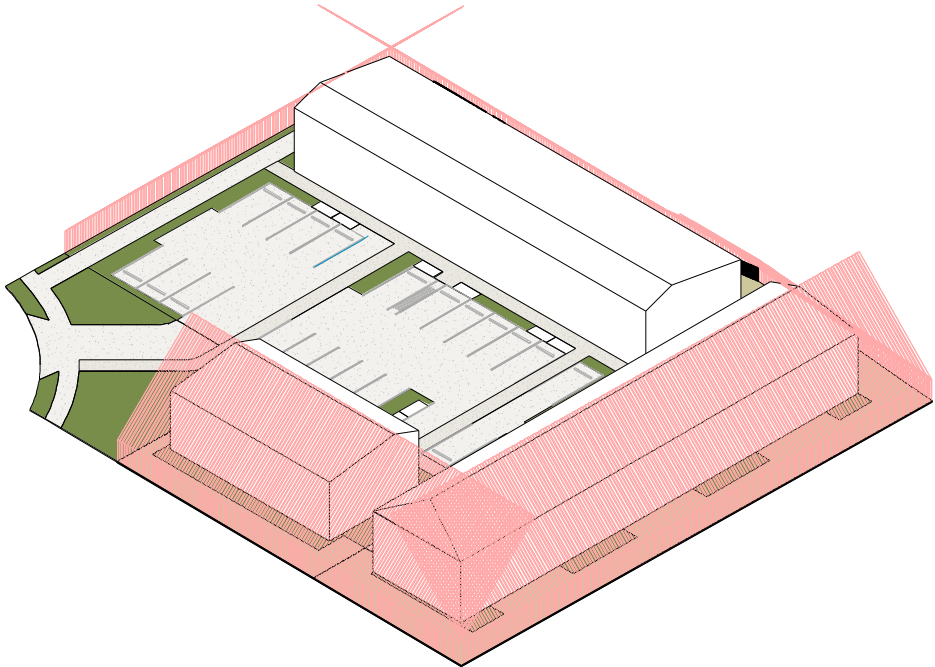
BLOCK 1 - WEST ELEVATION
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designgroup stapleton elliott • 13-17 HERON CRESCENT • WBOPDC • 29 March 2023

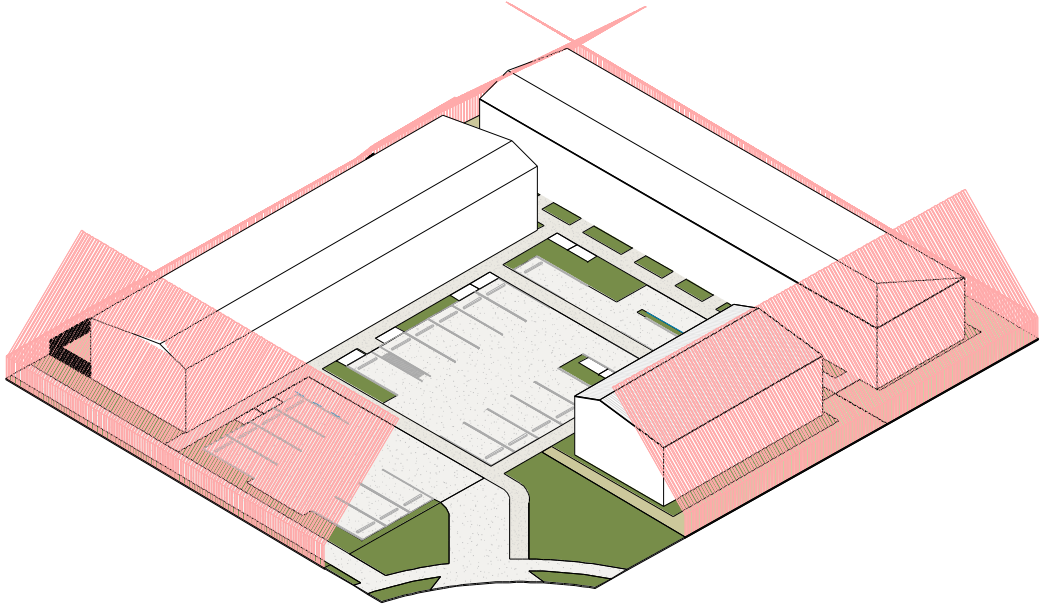
A400

VIEW FROM RESERVE



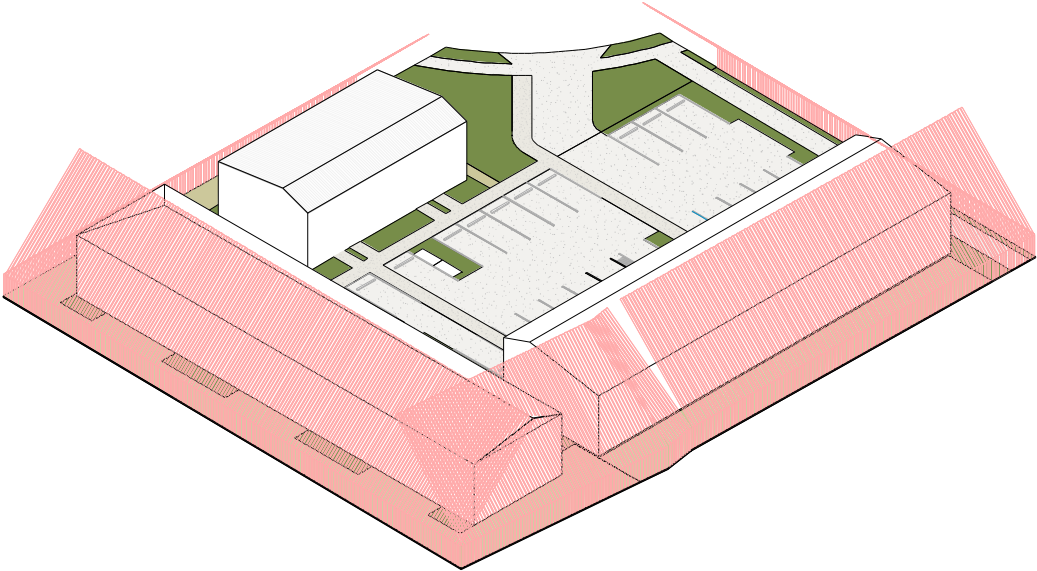


HIRB AXO-NORTH EAST
SCALE @ A3 - | SCALE @ A1 - DOUBLE SCALE

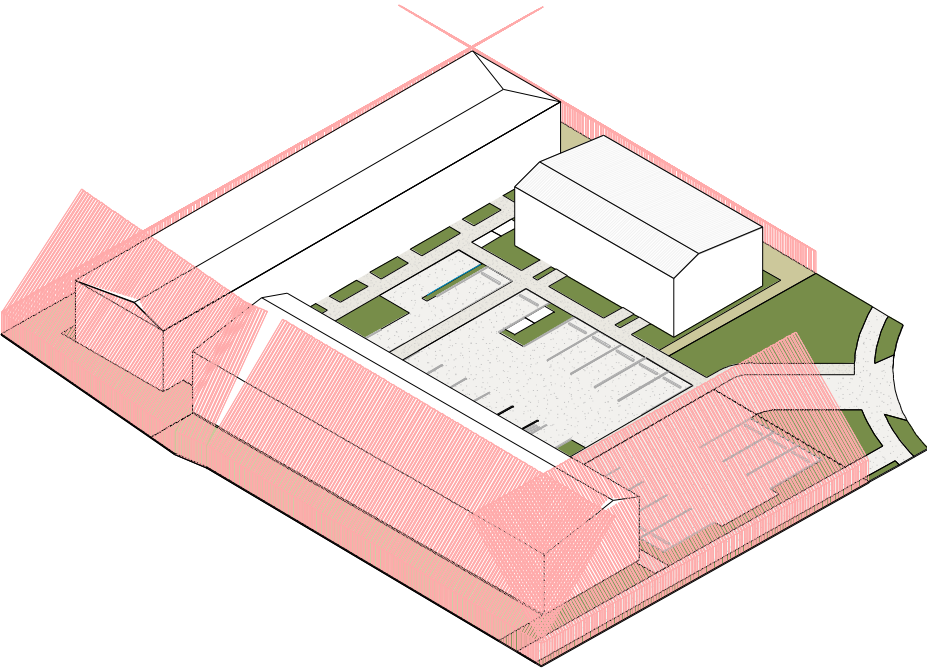


HIRB AXO-SOUTH EAST
SCALE @ A3 - | SCALE @ A1 - DOUBLE SCALE

Minor Height in Relation to Boundary shown, to be resolved as project progress. Subject to receiving civil & topographical information.



HIRB AXO-NORTH WEST
SCALE @ A3 - | SCALE @ A1 - DOUBLE SCALE



HIRB AXO-SOUTH WEST
SCALE @ A3 - | SCALE @ A1 - DOUBLE SCALE

A500 REV.

AXO-HIRB INFRINGEMENT

WBOPDC
13-17 HERON CRESCENT
KATIKATI

PHASE 1 - CONCEPT DESIGN

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PROJECT No. **W663**
PLOT DATE: **29/03/2023 12:44:32 pm**

NOTE:
-The HIRB applied here is 2m@45° basec on Western Bay of Plenty District Plan
-HIRB infringement anticipated to north west corner subject to existing and proposed ground levels.

NO.	DESCRIPTION	DATE
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Wellington	+64 4 920 0032	wn@dgse.co.nz
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Napier	+64 6 835 6173	np@dgse.co.nz
Auckland	+64 9 976 8288	ak@dgse.co.nz



Attachment 2 – Heron Crescent Redevelopment – 26 units					
1	Private	1 bdrm	22	\$ 382,609	\$ 8,417,398
2	Private	2 Bdrm Town house	4	\$ 521,739	\$ 2,086,956
Gross Revenue			26		\$ 10,504,354
Land cost					\$1,530,000
Development Planning Costs					
Management Costs, resource consent fees, council fees, financial contributions					\$490,300
Civil Construction Costs					
Site clearance, earthworks, retaining walls, stormwater, water, power, telco, engineering & design fees, landscaping					\$1,356,700
Construction Costs					
Build cost, design documentation building consent, carpark construction, development management					\$6,553,500
Contingency					\$413,330
Total excl. GST					\$10,343,830
Land per unit opportunity value					\$58,846
Civil works and infrastructure cost per unit					\$86,936
Construction cost per unit					\$252,058
Overall cost per unit					\$397,840
Build Cost per m2					
22	1 bedroom	61	\$ 3,750	5,032,500	
4	2bdrm	77.5	\$ 3,300	1,023,000	
Total m2					1652
Build Cost					6,055,500
<i>All Figures GST exclusive.</i>					

Attachment 3 – Indicative Project Cashflow – 13–17 Heron Crescent Redevelopment

Affordable Housing Fund Project Cashflow																		
Key Inputs																		
Typology	Units (#)	Weekly Rent																
1-Bedroom	22	193																
2-Bedroom	4	291																
3-Bedroom	-	-																
4-Bedroom	-	-																
5-Bedroom +	-	-																
Term of HUD Funding (# years)	15																	
Occupancy (%)	96%																	
Rental Inflation (%)	2.0%																	
Cost Inflation (%)	2.0%																	
Cashflow	Year >>	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Income	Unit p.a. (real)	Total																
Rental Income	11088,46154	4,985,632		288,300	294,066	299,947	305,946	312,065	318,306	324,673	331,166	337,789	344,545	351,436	358,465	365,634	372,947	380,406
Less Vacancies	(426)	(191,757)		(11,088)	(11,310)	(11,536)	(11,767)	(12,003)	(12,243)	(12,487)	(12,737)	(12,992)	(13,252)	(13,517)	(13,787)	(14,063)	(14,344)	(14,631)
Net Rental Income	10,662	4,793,935		277,212	282,756	288,411	294,179	300,063	306,064	312,185	318,429	324,797	331,293	337,919	344,678	351,571	358,603	365,775
Total Income	10,662	4,793,935	-	277,212	282,756	288,411	294,179	300,063	306,064	312,185	318,429	324,797	331,293	337,919	344,678	351,571	358,603	365,775
Operating and Capital Expenditure																		
Rates	(1,330)	(598,006)		(34,580)	(35,272)	(35,977)	(36,697)	(37,431)	(38,179)	(38,943)	(39,722)	(40,516)	(41,326)	(42,153)	(42,996)	(43,856)	(44,733)	(45,628)
Insurance	(680)	(305,748)		(17,680)	(18,034)	(18,394)	(18,762)	(19,137)	(19,520)	(19,911)	(20,309)	(20,715)	(21,129)	(21,552)	(21,983)	(22,423)	(22,871)	(23,328)
R&M (external & internal)	(1,500)	(674,443)		(39,000)	(39,780)	(40,576)	(41,387)	(42,215)	(43,059)	(43,920)	(44,799)	(45,695)	(46,609)	(47,541)	(48,492)	(49,461)	(50,451)	(51,460)
R&M (external & internal)	(1,000)	(449,629)		(26,000)	(26,520)	(27,050)	(27,591)	(28,143)	(28,706)	(29,280)	(29,866)	(30,463)	(31,072)	(31,694)	(32,328)	(32,974)	(33,634)	(34,306)
R&M (grounds)	(200)	(89,326)		(5,200)	(5,304)	(5,410)	(5,518)	(5,629)	(5,741)	(5,856)	(5,973)	(6,093)	(6,214)	(6,339)	(6,466)	(6,595)	(6,727)	(6,861)
Utilities	(300)	(134,889)		(7,800)	(7,956)	(8,115)	(8,277)	(8,443)	(8,612)	(8,784)	(8,960)	(9,139)	(9,322)	(9,508)	(9,698)	(9,892)	(10,090)	(10,292)
Other Expenses	(500)	(224,814)		(13,000)	(13,260)	(13,525)	(13,796)	(14,072)	(14,353)	(14,640)	(14,933)	(15,232)	(15,536)	(15,847)	(16,164)	(16,487)	(16,817)	(17,153)
Tenancy Management	(2,000)	(899,258)		(52,000)	(53,040)	(54,101)	(55,183)	(56,286)	(57,412)	(58,560)	(59,732)	(60,926)	(62,145)	(63,388)	(64,655)	(65,949)	(67,268)	(68,613)
Contingency	(500)	(224,814)		(13,000)	(13,260)	(13,525)	(13,796)	(14,072)	(14,353)	(14,640)	(14,933)	(15,232)	(15,536)	(15,847)	(16,164)	(16,487)	(16,817)	(17,153)
Capital Replacements	(1,750)	(599,317)		-	-	-	-	(49,251)	(50,236)	(51,240)	(52,265)	(53,311)	(54,377)	(55,464)	(56,574)	(57,705)	(58,859)	(60,036)
Total Opex & Capex	(9,760)	(4,200,844)	-	(208,260)	(212,425)	(216,674)	(221,007)	(274,678)	(280,172)	(285,775)	(291,490)	(297,320)	(303,267)	(309,332)	(315,519)	(321,829)	(328,266)	(334,831)
Net Operating Cashflow	902	593,090	-	68,952	70,331	71,737	73,172	25,385	25,892	26,410	26,938	27,477	28,027	28,587	29,159	29,742	30,337	30,944

10.2 TE PUNA QUARRY PARK MANAGEMENT AGREEMENT – 2022–2027**File Number:** A5217365**Author:** Peter Watson, Reserves and Facilities Manager**Authoriser:** Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group**EXECUTIVE SUMMARY**

Te Puna Quarry Park is a Local Purpose Reserve that is administered by Western Bay District Council. Te Puna Quarry Park has been managed by Te Puna Quarry Park Society Incorporated since 1996 by way of a management agreement. The previous agreement expired in December of 2022 therefore Council need to enter into a new management agreement.

RECOMMENDATION

1. That the Reserves and Facilities Manager's report dated 27 April 2023 titled 'Te Puna Quarry Park Management Agreement – 2022–2027' 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 a new Management Agreement be entered into between the Western Bay of Plenty District Council and Te Puna Quarry Park Society Incorporated, for the management of the Te Puna Quarry Park, for a term of 5 years with a provision to grant a further 5 years (total 10 years) by way of Council resolution.

BACKGROUND

In 1984, 32.6201 hectares of land in Te Puna, owned by the Crown and operated as a Quarry was formally classified as a Local Purpose Reserve (Quarry) pursuant to the Reserves Act 1977. Tauranga County Council was appointed to control and manage the reserve.

The quarry was abandoned and stood idle for almost 20 years. In 1996, a change of purpose for the Local Purpose Reserve was gazetted to become Local Purpose Reserve (Community Purposes). This allowed the Quarry to then be developed as a recreational, educational and cultural purpose park through the establishment of a quarry garden / park, largely through community input.

Western Bay of Plenty District Council in its capacity as the administering body then entered into a formal Management Agreement with the newly formed Te Puna Quarry Park Society ('The Society') to establish a Quarry Garden project. The Society was formed from a number of local residents. The Management Agreement document was

supplemented by a Development Plan and a Management plan subject to the Reserves Act 1977 and these received approval from the Department of Conservation.

The agreement has over the years been renewed in 2001, 2006, 2012 and 2017. The agreement expired 17 December 2022.

The Management Agreement has been reviewed with a particular emphasis on Council ensuring health and safety requirements are met. The review included advice from external health and safety experts and a full a legal review.

Council has supported the Society to carry out training in off road vehicles and small machinery. This was carried out by Divezone Limited. This is a display of the commitment from the Society to fulfil the health and safety requirements.

Council supports the Society by mowing the lawn areas, public toilet maintenance and litter collection. Other projects such as tree removal is coordinated with the Society.

The review of the Park Management Plan in 2025 will provide an opportunity to look at long term collaboration and management options with the community.

An updated agreement was presented to the Te Puna Quarry Park Society who have accepted the draft agreement.

SIGNIFICANCE AND ENGAGEMENT

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the agreement to continue with a new Management Agreement is effectively the status quo.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed Consultation/Communication	
Name of interested parties/groups	The Management Agreement has undertaken a full legal review by Council's legal representatives and the Society as per the requirements of the Agreement and Management Plan. No public consultation is necessary. The review is part of a Management Agreement between Council and the Quarry Park Society.	Completed
Tangata Whenua	Pirirakau Hapu are aware of the day-to-day operational Management Agreement that has been in place since the late nineties. Following recent discussion/korero with the hapu representative, it was considered that the best mechanism to recognise mana whenua/hapu aspirations on their involvement with the whenua/Park through co-	

	management/governance, would be through the reserve management plan review process scheduled for 2024/25, when Council will be partnering with Pirirakau in the review of both Te Puna Quarry Park and Huharua Park Management Plan(s).	
General Public	N/A	

ISSUES AND OPTIONS ASSESSMENT

That a new Management Agreement between the Western Bay of Plenty District Council and Te Puna Quarry Park Society Incorporated for the management of the Te Puna Quarry Park be entered into for 5 years with a provision to grant a further 5 years (total 10 years) at Council's discretion.		
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p>Entering into a new Management Agreement for five years including the ability to renew for a further five years will ensure that the projects included in the Management Plan and Development Plan can continue to be implemented along with the day-to-day operations of the park.</p> <p>The management agreement aligns with Councils Recreation and Open Space Strategy goal of working collaboratively with the community to provide recreation and open space experiences.</p>	
Costs (including present and future costs, direct, indirect and contingent costs).	There are no additional financial implications for Council by signing the agreement.	
Other implications and any assumptions that relate to this option	It is not recommended that the management of the Te Puna Quarry Park falls back to Council. The Society has been operating the park successfully and relieves Council of this responsibility.	

STATUTORY COMPLIANCE

Western Bay of Plenty District Council control and manage the reserve under section 28 of the Reserves Act 1977.

Council may authorise the society to carry out day to day management in accordance with an approved management plan and agreement.

The Te Puna Park management plan is due for review in 2025. The management plan review will identify future development and use of the park.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
	There are no additional financial implications for Council by signing the agreement.

10.3 APPOINTMENT OF ALTERNATE MEMBER TO BAY OF PLENTY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP 2022-2025

File Number: A5175917

Author: Jahneisha Osborne, Governance Support Administrator

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The purpose of this report is for Council to appoint an alternate member to the Bay of Plenty Civil Defence Emergency Management Group (BOPCDEMG).

RECOMMENDATION

1. That the Governance Support Administrator's report dated 27 April 2023 titled 'Appointment of Alternate Member to Bay of Plenty Civil Defence Emergency Management Group 2022-2025' 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 following Elected Member be appointed as an alternate representative to the Bay of Plenty Civil Defence Emergency Management Group:
 - Member: Deputy Mayor John Scrimgeour

BACKGROUND

In addition to the formal Committee structure, Council has a number of appointments to make to other Committees and organisations with which it has a relationship or is legislatively required to appoint a representative.

With the commencement of the new triennium, it is necessary for Council to appoint new members to a number of these committees, advisory groups, working groups and organisations.

The Mayor is required to represent Council on The Bay of Plenty Civil Defence Emergency Management Group pursuant to Section 12 of the Civil Defence Emergency Management Act 2002. An alternate member is required to ensure Council has a representative at each meeting. The purpose of the BOPCDEMG is to prepare a Bay of Plenty Regional Civil Defence Emergency Management Committee plan and to oversee its implementation. The group is administered by the Bay of Plenty Regional Council.

SIGNIFICANCE AND ENGAGEMENT

1. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.
2. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
3. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the decision regarding appointments to other committees, advisory groups or organisations is administrative in nature.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

4. Given the low level of significance determined, the engagement level is low. No engagement is required. However, once appointments are made the relevant partners and external organisations will be advised.

ISSUES AND OPTIONS ASSESSMENT

No options have been assessed in relation to the decisions sought in this report noting that in accordance with the Civil Defence Emergency Management Act 2002, Western Bay of Plenty District Council must make appointments.

The requirement for appointments to other organisations arises either as a result of existing Council policy or in recognition of Council's funding contributions.

STATUTORY COMPLIANCE

The appointment of members onto committees, advisory groups and organisations complies with legal requirements.

FUNDING/BUDGET IMPLICATIONS

There are no funding implications from the appointment decisions in this report.

10.4 DRAFT BAY OF PLENTY LOCAL AUTHORITY SHARED SERVICES LIMITED STATEMENT OF INTENT FOR 2023–2026

File Number: A5287024

Author: Azoora Ali, Chief Financial Officer

Authoriser: John Holyoake, Chief Executive Officer

EXECUTIVE SUMMARY

1. The purpose of this report is to provide Elected Members with the approved Bay of Plenty Local Authority Shared Services Limited (BOPLASS Ltd) Statement of Intent (SOI) 2023–2026.

RECOMMENDATION

1. That the Chief Financial Officers report dated 23 May 2023 titled 'Bay of Plenty Local Authority Shared Services Limited Statement of Intent for 2023–2026' be received.
2. That Council:
 - a) Endorses 'Bay of Plenty Local Authority Shared Services Limited Statement of Intent for 2023–2026'.
 - And
 - b) Notes any recommendations to the 'Bay of Plenty Local Authority Shared Services Limited Statement of Intent for 2023–2026' for submission not later than 30 April 2023.

BACKGROUND

2. The Local Government Act 2002 requires a Council Controlled Organisation to circulate a copy of its approved Statement of Intent to shareholders prior to 30 June.
3. The Board circulated the draft BOPLASS Limited Statement of Intent to Shareholders (Council) for comment and submissions on 27 February 2023 with submissions closing prior to 30 April 2023.
4. The submissions from the member Councils are received for comments and feedback from shareholders and are taken into account before approving the final Statement of Intent for circulation to shareholders.
5. A copy of the draft Statement of Intent for 2023–2026 and related cover letter are attached for your information. A link to the Statement of Intent document will also be provided on Council's webpage once finalised and approved by the Board.
6. The Board of BOPLASS has appreciated the support received by Council in the past year and looks forward to another successful year.

SIGNIFICANCE AND ENGAGEMENT

7. In terms of the Significance and Engagement Policy this decision is considered to be of low significance as activities are contained in the Long Term Plan.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

8. Public consultation is not required. Once the final Statement of Intent is adopted by the Board, this will be available through Councils website.

ISSUES AND OPTIONS ASSESSMENT

Option A Council may wish to provide comment and feedback on the Statement of Intent	
Other implications and any assumptions that relate to this option	Council can recommend adding to or removing items in the Statement of Intent. Any recommendations will be considered by the Board of Bay of Plenty Local Authority Shared Services before adopting their final Statement of Intent (including feedback from other Shareholder Councils)
Option B Council can approve the draft Statement of Intent	
Other implications and any assumptions that relate to this option	Council can accept the Statement of Intent without further recommendations.

STATUTORY COMPLIANCE

9. Council Controlled Organisations are required under Section 64 of the Local Government Act 2002 to consult with shareholder councils on the Statement of Intent.
- (1) Every council-controlled organisation must prepare and adopt a statement of intent in accordance with Part 1 of Schedule 8.
 - (2) The purpose of a statement of intent is to
 - a) State publicly the activities and intentions of the council-controlled organisation for the year and the objectives to which those activities will contribute;
 - b) Provide an opportunity for shareholders to influence the direction of the organisation; and
 - c) Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

FUNDING/BUDGET IMPLICATIONS

Funding is provided within the Long Term Plan for the operations of Bay of Plenty Local Authority Shared Services. Any activities that are undertaken are funded by participating Shareholders.

10.5 TOURISM BAY OF PLENTY DRAFT STATEMENT OF INTENT 2023–2024 TO 2025–2026**File Number: A5265784****Author: Jodie Rickard, Community and Strategic Relationships Manager****Authoriser: Emily Watton, Strategic Policy and Planning Programme Director****EXECUTIVE SUMMARY**

1. The purpose of this report is to provide Council an opportunity to consider feedback on the Draft Statement of Intent for Tourism Bay of Plenty for the period 2023–2024 to 2025–2026.

RECOMMENDATION

1. That the Community and Strategic Relationships Manager's report dated 27 April 2023 titled 'Tourism Bay of Plenty Draft Statement of Intent 2023–2024 to 2025–2026' 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 receives the draft Tourism Bay of Plenty Statement of Intent 2023–2024 to 2025–2026, included as **Attachment 1** to this report.
4. That Council confirms the draft Tourism Bay of Plenty Statement of Intent 2023–2024 to 2025–2026 is in alignment with the Letter of Expectation provided by Western Bay of Plenty District Council to Tourism Bay of Plenty.
5. That Council notes as joint shareholder Tauranga City Council has provided feedback on the draft Statement of Intent at their 3 April 2023 Council meeting.

BACKGROUND

2. It is a requirement of the Local Government Act 2002 that Tourism Bay of Plenty (TBOP) prepare a Statement of Intent annually. The purpose of a Statement of Intent is to state publicly the activities and intentions of the Council Controlled Organisation (CCO) for the year, and the objectives to which those activities will contribute.
3. A Statement of Intent also provides shareholders with an opportunity to influence the direction of a CCO. Shareholders do this by preparing a Letter of Expectation.
4. At its meeting on 8 February 2023, Council considered areas of focus it wanted to see reflected in the TBOP Statement of Intent, and instructed staff to prepare a Letter of Expectation outlining these areas of focus. The areas were:

- (a) Regenerative tourism: a focus on tourism that has net benefits for the environment and local communities, in accordance with Tourism Bay of Plenty's Destination Management Plan;
 - (b) Walkways and cycleways promotion as a key visitor attraction;
 - (c) Input into the TECT Park Strategic Review;
 - (d) Growing the 'Flavours of Plenty' festival within Western Bay of Plenty communities; and
 - (e) Opportunities for Māori tourism in accordance with Tourism Bay of Plenty's Destination Management Plan.
5. TBOP have reviewed the Letter of Expectation and have incorporated the areas of focus into the draft Statement of Intent, included as **Attachment 1** to this report.
 6. Council may make further comment on the draft Statement of Intent. TBOP must consider these comments before delivering the completed Statement of Intent to shareholder before 1 July 2023.
 7. Staff have no further comments to make on the draft Statement of Intent.

SIGNIFICANCE AND ENGAGEMENT

8. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.
9. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
10. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the decisions are in accordance with statutory requirements for Council for its Council Controlled Organisations and align with the previously adopted Statement of Expectations for Tourism Bay of Plenty. The decision has no financial implications.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

11. Staff have met with TBOP to discuss work programmes for 2023–2024 and proposed areas of focus. The areas of focus add value to Council's work programme and align with the current strategic direction of both Council and Tourism BOP. No further changes have been identified.

ISSUES AND OPTIONS ASSESSMENT

12. Council has an option to provide feedback on the draft Statement of Intent. TBOP must consider this feedback before delivering its completed Statement of Intent before 1 July 2023.
13. Staff do not have any further feedback and are of the view the draft Statement of Intent aligns with the Letter of Expectation.

<ol style="list-style-type: none"> 1. That Council receives the draft Tourism Bay of Plenty Statement of Intent 2023-2024 to 2025-2026, included as Attachment 1 to this report. 2. That Council confirms the draft Tourism Bay of Plenty Statement of Intent 2023-2024 to 2025-2026 is in alignment with the Letter of Expectation provided by Western Bay of Plenty District Council to Tourism Bay of Plenty. 	
Reasons why no options are available: Section 79 (2) (c) and (3) Local Government Act 2002	Legislative or other reference
<p>The role of TBOP and expectations of its shareholders are set out in the enduring TBOP Statement of Expectations. The draft Statement of Intent is in alignment with this document.</p> <p>The requirement and process for a CCO to prepare a Statement of Intent is prescribed by Schedule 8 Part 1 of the Local Government Act 2002. TBOP have complied with these requirements.</p> <p>Council as a minority shareholder in TBOP has limited scope and opportunity to consider a range of options.</p>	<p>Local Government Act 2002</p> <p>Schedule 8 Statements of Intent for Council-controlled organisations</p> <p>Part 1 Adoption of Statement of Intent.</p>

STATUTORY COMPLIANCE

14. The TBOP Draft Statement of Intent 2023-2024 to 2025-2026 and the recommendations in this report are in accordance with Schedule 8 Part 1 of the Local Government Act 2002.

FUNDING/BUDGET IMPLICATIONS

15. There are no cost implications arising from this report.

ATTACHMENTS

1. **TBOP Draft Statement of Intent 2023-2024 to 2025-2026** 



Matua Saltmarsh, Tauranga

STATEMENT OF INTENT

2023-2024 TO 2025-2026

TĀPOI TE MOANANUI Ā TOI | TOURISM BAY OF PLENTY

(WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST)



Our Regional Brand Story

KO MĀTOU WAAHI HE NGĀKAU PAI, HE
TAKUTAI HAUMAKO RAWA, HE WAAHI PITO
MATA.

HE WAAHI AWHINA O NGĀ AHUREA
TUAKIRI KĀTOA. KO TE WAIRUA
MĀHORAHORA O TE TANGATA HE ORITE KI
TE PARITANGA HUANGĀ PAI O TE WHENUA.

HE WAAHI HURANGA – KO TĀ MĀTOU
PŪMANAWATANGA, TE MOTUHAKETANGA
ME TE WHAKAARO MURAMURA E
HONOHONO ANA MĀTOU KI TE AO.

HE TAURANGA MAI. HE TAURANGA ATU.

TE MOANANUI Ā TOI – HE WAAHI MŌU.

OURS IS A PLACE OF POSITIVE ENERGY; A
RICH COASTAL PARADISE BLESSED WITH
RAW POTENTIAL.

WHERE CULTURES EMBRACE
AND THE NATURAL GENEROSITY
OF OUR PEOPLE IS AS ABUNDANT AS OUR
FERTILE LAND AND OPEN SEAS.

A PLACE OF DISCOVERY –
OUR INGENUITY, DETERMINATION
AND BOLD THINKING CONNECT
US TO THE WORLD.

A LANDING PLACE. A LAUNCH PAD.

THE COASTAL BAY OF PLENTY –
A PLACE FOR YOU.



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1. Purpose of Statement of Intent

In accordance with section 64 of the Local Government Act 2002 and the Local Government Amendment Act 2019, this annual Statement of Intent (SOI) publicly states the activities and intentions of the Western Bay of Plenty Tourism and Visitors Trust (Tourism Bay of Plenty) for the next three years. This SOI sets out Tourism Bay of Plenty's strategic framework, activities, and performance measures, as the basis of organisational accountability.

Tourism Bay of Plenty (TBOP) acknowledges the Enduring Statement of Expectations (ESE) and Letter of Expectation (LOE) from Tauranga City Council and Western Bay of Plenty District Council. These articulate the focus areas for TBOP that will contribute to advancing the Western Bay of Plenty's economic prosperity.

2. About Tourism Bay of Plenty

TBOP is incorporated under the Charitable Trusts Act (1957) and is a not-for-profit entity established to promote and manage the Western Bay of Plenty sub-region (WBOP; Western Bay) as a visitor and tourist destination. TBOP is a Council Controlled Organisation (CCO) and is accountable to Tauranga City Council (TCC), Western Bay of Plenty District Council (WBOPDC) through separate Letters of Expectation. TBOP is also accountable to Whakatāne District Council (WDC) by a separate Letter of Intent. This collective region is known as Te Moananui ā Toi | the Coastal Bay of Plenty.



3. Objectives of Tourism Bay of Plenty

TBOP's purpose, as described in its Trust Deed, is to promote the economic welfare and development of the Western Bay of Plenty region and its citizens through destination marketing, management and any other activity which impacts on that region as a visitor destination. TBOP is also responsible for providing visitor information services in the region.

TBOP's role as a Destination Management Organisation (DMO) is to lead, advocate, and coordinate a cohesive, collaborative, and balanced approach to the promotion and management of the region. This is a partnership approach and requires valued engagement with the community, businesses, iwi, and stakeholder councils in order to enhance the visitor experience.

3.1 Alignment with Tauranga City Council's Community Outcomes

TCC have made a commitment to "put the community at the heart of everything we do" and to create a vibrant city. The *Our Direction Tauranga 2050* [document](#) provides Council's strategic framework which informs our community outcomes, guides decision making and supports our overarching [City Vision, Together we can](#).

As per TCC's Letter of Expectations, TBOP will ensure its activity contributes to the following three TCC community outcomes, which align with the three pillars of council's City Vision:

- **We value and protect our environment and prioritise nature:**
Tauranga is a city that values our natural environment and outdoor lifestyle, and actively works to protect and enhance it.
- **We are inclusive and lift each other up:**
Tauranga is a city that recognises and promotes partnership with tangata whenua, values culture and diversity, and where people of all ages and backgrounds feel included.
- **We recognise we are an integral part of the wider Bay of Plenty region and upper North Island:**
Tauranga is a well-connected city which makes a significant contribution to the social, economic, cultural and environmental wellbeing of the region. It is a vibrant city where we fuel possibility by fostering creativity, innovation, celebrating arts and culture and empowering change makers to create a vibrant city.

3.2 Alignment with Western Bay of Plenty's Focus

WBOPDC desires to have economic wellbeing integrated with environmental, social and cultural wellbeing. WBOPDC value TBOP's destination management plan that has regenerative tourism at its core. In particular, council support that regenerative tourism aims to:

- Have net benefit across the environment.
- Improve residents' quality of life.
- Elevate Te Ao Māori.
- Add value to the economy.



3.3 Principal Objectives

TBOP takes the lead role in the sustainable growth of the visitor economy and destination management of Te Moananui ā Toi | the Coastal Bay of Plenty. TBOP's purpose is to 'connect and enrich people and place through tourism'. As such, our principal objectives are to:

1. Provide leadership for the regeneration of the Tauranga and Western Bay of Plenty tourism sector following the COVID-19 pandemic.
2. Help manage and promote the reputation of Tauranga and the wider coastal region nationally and internationally, to increase attractiveness.
3. Create, identify, and support opportunities for tourism to have positive economic, social, cultural, and environmental outcomes for the region and residents.
4. Share positive visitor sector stories to engage the community and demonstrate the value of tourism to local residents.
5. Provide leadership, advocacy, and engagement across the visitor economy, including areas such as events, cruise, conferencing, destination management, marketing, and storytelling.
6. Participate in conversations and subsequent workstreams with councils regarding the development of their strategic directions. This includes, contributing to Long-Term Plan conversations, the Te Manawataki o Te Papa project, and other similar council projects or reviews.
7. Ensure the TBOP business continuity plan is up-to-date and includes contingency strategies, including any legislative responsibilities for keeping safe while providing services that support the wellbeing of our community.



3.4 Operating Principles

TBOP will adhere to the 'Council Group' operating principles whereby:

- We deliver value for our communities through prudent financial management, ensuring we plan and provide affordable fit-for-purpose services.
- Sustainability and resilience underpin our decision making and service delivery, protecting the future of our city.
- We work in partnership with tangata whenua, our communities, sub-regional stakeholders, and central Government.
- We manage the balance between the social, economic, cultural, and environmental wellbeing of our communities.
- We listen to our communities and make transparent, evidence-based decisions.

TBOP is committed to employee wellbeing. As part of this, TBOP will continue to pay all staff the Living Wage as a minimum.



4. Approach to Governance

TBOP is a CCO of the Tauranga City and Western Bay of Plenty District Councils. The TBOP Board and management are committed to ensuring the organisation meets recommended best practice governance principles and maintains the highest ethical standards, as outlined in the ESE.

The TBOP Board of Trustees is appointed by the Councils to govern and direct TBOP's activities. The Board is accountable to the Councils for the financial and non-financial performance of TBOP. The Board works collaboratively with the Councils to ensure a bilateral "no surprises" relationship.

For transparency, TBOP will continue to publish up-to-date information online about what it does and how it operates. The resources page on our website can be found here: <https://www.bayofplentynz.com/media-and-resources/resources/>

4.1 The Role of the Tourism Bay of Plenty Board of Trustees

The Board of Trustees is responsible for the direction of TBOP. In accordance with the ESE, this responsibility includes:

- Acting in accordance with the Trust Deed.
- Developing and overseeing TBOP's Visitor Economy Strategy 2018-2028 (VES).
- Advocating on behalf of TBOP with key stakeholders.
- Approving Annual Plans, budgets and the Statement of Intent (SOI).
- Maintaining Enterprise Risk and Health and Safety systems, policies and controls.
- Monitoring financial performance and achievement of key initiatives and SOI objectives.
- Appointing and monitoring the performance and remuneration of the General Manager (GM).
- Ensuring the integrity of management information systems and policies.
- Assessing business opportunities and business risks.
- Ensuring TBOP policies enable a healthy organisational culture and staff engagement.
- Complying with relevant law.
- Ensuring TBOP exhibits a sense of social and environmental responsibility.
- Reporting to the councils.
- Following the decision-making guidelines in the ESE and the TCC Appointment of Directors to Council Organisations Policy and the Significance and Engagement Policies.

The Trustees operate under the TBOP Code of Conduct and the Tauranga City Council Code of Conduct for Directors Appointed by Council-to-Council Organisations.

The Trustees delegate the day-to-day operation of TBOP to the General Manager (GM) of TBOP who reports to the Board.



4.2 Tourism Bay of Plenty Trustees

As of 28 February 2023, the TBOP Board comprises the following trustees:

- Laurissa Cooney (Chairperson)
- Russ Browne (Deputy Chairperson)
- Gwendoline Keel
- Jason Hill
- Clare Swallow
- Charlie Rahiri

In April 2023, Laurissa Cooney and Gwendoline Keel's terms will conclude. The recruitment process to fill these positions is underway.

On 1 May 2022, Suki Xiao was appointed as an intern to the TBOP Board through the Tauranga City Council Board Intern Programme for Council Controlled Organisations (CCOs). This appointment will be effective until 30 April 2023.

4.3 Communication Protocol

The Chairperson, Board members and officers of TBOP will adhere to the following communication protocols with the councils, in addition to the formal reporting requirements:

- Regular governance to governance meetings with Council's Commissioners.
- Presentations of the Six-Month Report and Annual Report to both Councils
- Two-way dialogue and consideration of the councils' strategic priorities and objectives.
- A bilateral 'no-surprises' approach to governance and management of the organisation.
- Consultation prior to external release of any significant changes and/or developments.
- Early notification and collaboration on key matters of risk or reputation.
- Appraise the performance of the TBOP Board of Trustees at a minimum of every two years, alternating annually between a Board led review and a council led review.
- Inform any substantive engagement with central Government and/or external agencies.
- Acknowledge our relationship with councils and use of logos where appropriate.

4.4 Statement of Intent

The draft SOI for the ensuing financial year will be provided by TBOP to the councils by 1 March each year. Feedback from the Councils will be considered by 1 May and the final SOI will be provided by 30 June each year.

The draft SOI provides a three-year view which is consistent with the ESE and identifies:

- Indicative rolling three-year forecast of performance and position.
- Identification of any significant intended expenditure.
- Any likely requests for increased levels of funding from councils.
- Key actions or initiatives to deliver on the objectives of TBOP.
- Upcoming challenges, risks, and opportunities for TBOP.



5. Nature and Scope of Activities

TBOP's purpose:

To connect and enrich people and place through tourism.

TBOP's growing role as a Destination Management Organisation requires it to *lead*, *advocate* and *coordinate* the visitor economy, while considering environmental, social, and cultural interests. We also need to ensure we preserve the region's unique identity and that our visitor-related development is cognisant of the interests of local residents and iwi.

Lead	Advocate	Coordinate
<ul style="list-style-type: none"> •Lead the sustainable growth of the tourism sector, for the benefit of our community. 	<ul style="list-style-type: none"> •Manage, develop and plan growth, taking into consideration social, environmental and cultural interests. 	<ul style="list-style-type: none"> •Work with public, private and iwi led organisations as a key collaborator in order to make the region a more regenerative, compelling and attractive visitor destination.

Destination management is an ongoing process that requires destinations to plan for the future. It brings together different stakeholders in a collaborative manner to achieve the common goal to which they are all committed, developing a well-managed, sustainable destination for locals and visitors alike. This requires inclusive and coordinated leadership. Destination management needs to engage residents, tourism enterprises, businesses, Māori/iwi/hapū, Regional Tourism Organisations, Economic Development Organisations, Tourism New Zealand, and local/regional and central government as appropriate. To be successful, we require the support of our local councils.

To ensure effective planning for population and urban growth, councils can provide opportunities for TBOP to actively contribute their expertise and knowledge of the tourism industry and economic development. This will help to ensure effective destination management of the region going forward.

As part of this, TBOP commits to liaising with the appropriate teams at both councils to better understand the destination opportunities they have already identified, such as Tauranga city centre, Mount Maunganui, TECT Park and other recreational reserves, walking trails, cycling trails, and more.

5.1 Areas of Activity

This section covers activities TBOP will undertake across Tauranga City and Western Bay of Plenty District only. Activity will be apportioned per territorial authority area based on funding unless otherwise specified, or if the activity is deemed to have regional benefit, or there are extenuating circumstances that would require upweighting. Activity undertaken for Whakatāne District is project-based and limited to direct funding received.

Note that in the previous financial year (2022-23) all activity was amplified by MBIE STAPP and TSRR funding. As such, while similar activity will be undertaken in 2023-24, the quantity or level of activity is likely to be reduced.

Destination Marketing Activity

Across the Western Bay (Tauranga City and Western Bay of Plenty combined)

MARKETING

Market the destination domestically and internationally through relevant channels and to target markets. Including:

- Combined domestic and local campaign.
- Targeted Australian marketing activity.
- UK and USA activity with partner organisations.
- Media hosting.

PR AND STORYTELLING

Share good news stories with the local community to demonstrate the value of tourism.

CYCLE TRAILS PROMOTION

Promote cycle trails in the Western Bay area:

- Through digital channels
- Annual update of Western Bay cycle trails booklet, printing and distribution

Tauranga City Activity

MAJOR EVENTS PROMOTION

Partner with TCC in the implementation of the Tauranga Events Actions and Investment Plan, providing destination management and promotion services for major events within TBOP's resource parameters.

TBOP and TCC Events Team are currently determining the scope of TBOP deliverables related to major events (as of 28 February 2023).

Western Bay of Plenty District Activity

MAJOR EVENTS PROMOTION

Support major events in the Western Bay of Plenty with promotional opportunities where appropriate.

Destination Management Activity

Across the Western Bay (Tauranga City and Western Bay of Plenty combined)

SUPPORT TOURISM OPERATORS

Help new and existing operators to enhance their offering by supporting the provision, access to, and engagement of suitable training and upskilling opportunities. This includes resilience building, environmental sustainability, and digital marketing,

Note some of this is covered by The Green Room | Te Rūma Kākāriki, primarily funded by Toi Moana Bay of Plenty Regional Council.

WALKWAYS AND CYCLEWAYS

Support the development of tourism ventures that make use of this infrastructure.

FLAVOURS OF PLENTY

Grow the profile of the region as a foodie destination through:

- Promote the region's foodscape through paid and owned marketing channels.
- Engage with the foodie ecosystem via the Flavours of Plenty eDM.
- Support the continuation of the Flavours of Plenty Festival

Note, growing the festival and increasing opportunities for tourism operators, eateries, producers and growers to be involved will require additional funding. We'll be looking to transition the Festival to an independent entity by July 2025.

ELEVATE MĀORI CULTURAL TOURISM OFFERING

- Support new and existing Māori cultural operators and developments to provide authentic cultural experiences to visitors.
- Expand the cultural storytelling app to include the wider Western Bay.

PLACEMAKING

Support potential and new tourism developments to enhance the local tourism offering. Including:

- Omanawa Falls.
- Cultural cycle trail from TECT Park to the coast.

Other opportunities will be considered on an ad hoc basis and may require additional resource.

INSIGHTS

Measure the impact of the tourism industry across the four wellbeing areas (where data are available) and use information to inform actions.

CRUISE

Continue to manage the cruise sector and work to enhance the benefits it brings to the local community.

Tauranga City Activity

PLACEMAKING

Support regional development and initiatives that support tourism, such as the Tauranga Harbour Ferry, Te Manawataki o Te Papa, and the Mount Spatial Plan.

BUSINESS EVENTS

Partner with TCC in the implementation of the Tauranga Events Actions and Investment Plan, facilitating the growth of business events.



6. Ratio of Funds to Assets

6.1 Ratio of Consolidated Funds

If the Trust is wound up everything reverts to the Councils (to be held in trust for similar purposes). TBOP intends to keep the equity ratio equal to or above 0.5:1.0. The ratio is calculated as: equity divided by total assets.

Note that the expected reduction in reserves in 2023-24 (to make up for the decrease in funding) may result in TBOP not meeting this intention.

7. Accounting Policies

Financial statements will be prepared in accordance with Tier 2 Public Benefit Entity Accounting Standards. The accounting policies that have been adopted are detailed in the Tourism Bay of Plenty Annual Report.

7.1 Asset Management

TBOP will prepare and implement Asset Management Plans for all assets where relevant.

7.2 Transactions Between Related Parties

Transactions between the councils and TBOP will be conducted on a wholly commercial basis.

8. Performance Targets for Western Bay (Tauranga and Western Bay of Plenty combined)

FOCUS AREA	PROJECT DELIVERABLE	MEASURE	TBOP	SOURCE	BASELINE (JUNE 2023) <small>Where relevant baseline information will be updated in final SOI.</small>	TARGET BY JUNE 2024	TARGET BY JUNE 2025*	TARGET BY JUNE 2026*
ECONOMIC Wellbeing	Grow the value of tourism to the Western Bay economy.	Trends in visitor spending via electronic card transactions.	Direct Partnered Indirect	Marketview Tourism Dashboard. <i>Note: may change to MBIE visitor spend data, depending on best source available at the time.</i>	In the year ending January 2023, total visitor spending in Western Bay was up 3% compared to the year ending January 2022.	Increased visitor spend in the Western Bay compared to YE June 2023.	Increased visitor spend in the Western Bay compared to YE June 2024.	Increased visitor spend in the Western Bay compared to YE June 2025.
SOCIAL Wellbeing	Enhance the value of tourism to our community (according to the community).	Resident's sentiment towards tourism. Measured by the percentage of residents who agree that tourism has a positive impact on their community. Residents provide a rating of 1 to 10, where 1 is strongly disagree and 10 is strongly agree.	Direct Partnered Indirect	Residents' satisfaction surveys conducted by the respective Councils.	Tauranga City community: 59% agree of residents agree. <small>Jul-Dec 2022 Representing scores of 7 to 10</small> Western Bay of Plenty District community: 68% of residents agree. <small>Jul-Dec 2022 Representing scores of 6 to 10</small>	Improved the positive perception and impact of tourism on the community. Measured by a minimum of 60% of Tauranga residents and 69% of Western Bay of Plenty District residents agreeing that tourism has made a positive impact.	Annual improvement of 2%.	Annual improvement of 2%.
CULTURAL Wellbeing	Improving the cultural wellbeing of the community through tourism.	Facilitation of programmes that elevate the Māori cultural tourism proposition in the Western Bay region	Direct Partnered	TBOP Six-Month and Annual Reports.	Developed cultural storytelling and wayfinding app for residents and visitors to Tauranga City.	Expanded app to include wider Western Bay region content and product offerings.	Supported a minimum of 2 Māori tourism operators to connect their experience offering to the app platform.	Reviewed and updated TBOP's brand story to ensure alignment across the cultural narratives and messaging included in the app.
ENVIRONMENTAL Wellbeing	Improving the environmental wellbeing of the region through environmental sustainability and regeneration projects.	Number of industry focused environmental sustainability and regeneration initiatives facilitated or enabled by TBOP.	Direct Partnered	Programme reports.	A total of 20 tourism or hospitality businesses in the Western Bay have implemented sustainability initiatives in their businesses and improved their sustainability literacy having completed The Green Room programme.	Provided training for 20 Western Bay visitor sector organisations to learn how to measure and reduce the carbon footprint of their organisation.	Key opportunities identified with to work on climate change mitigation and adaptation projects relating to tourism (and connecting with the Tauranga Climate Change AIP where relevant).	Key actions and programmes are in place that build on climate change mitigation and adaptation progress related to tourism (and connecting with the Tauranga Climate Change AIP where relevant).
TBOP ORGANISATION Wellbeing	Enhance TBOP's ability to achieve its goals through high staff engagement.	TBOP staff engagement.	Direct	Employee engagement survey.	Employee Engagement score: 63%. <small>May 2022 (Note next iteration of survey to be undertaken in April 2023 with result to be updated for final SOI.)</small>	Employee Engagement score of at least 70%.	Employee Engagement score of at least 75%.	Employee Engagement score of at least 75%.



FOCUS AREA	PROJECT DELIVERABLE	MEASURE	TBOP	SOURCE	BASELINE (JUNE 2023) <small>Where relevant baseline information will be updated in final SOI.</small>	TARGET BY JUNE 2024	TARGET BY JUNE 2025*	TARGET BY JUNE 2026*
DESTINATION MANAGEMENT	Elevate the region's cycling proposition	Develop, update and promote informative material on cycle trail options in the Western Bay.	Direct Partnered	Council's feedback.	First iteration of Western Bay (Tauranga and Western Bay of Plenty) cycle trails booklet successfully produced.	Cycle trails booklet updated with new trails, supported by an initial print run and digital deployment. Support the development of tourism ventures that make use of this experience.	Cycle trails booklet updated with new trails, supported by an initial print run and digital deployment. Support the development of tourism ventures that make use of this experience.	Cycle trails booklet updated. Western Bay becoming known as a destination for cycling within New Zealand.
	Build operator capability to enhance the quality of the region's tourism offering	Provide opportunities for Western Bay operators to train or upskill in sales, marketing and trade capability areas and gaining, retaining or achieving higher Qualmark rated certification.	Direct Partnered Indirect	Capability programme report.	Provided 1-on-1 digital marketing training to 10 tourism businesses.	Operators supported to engaged in capability building programmes with a minimum of three additional operators being endorsed with Qualmark certification.	Operators supported to engaged in capability building programmes with a minimum of five additional operators being endorsed with Qualmark certification.	Operators supported to engaged in capability building programmes with a minimum of five additional operators being endorsed with Qualmark certification.
	Coordinate activity that attracts key business events to the Western Bay region	Facilitate leads and bids for business events in the region.	Direct Partnered	TBOP Six-Month and Annual Reports.	Facilitated 17 leads or bids for business events in the region and won 4.	Facilitated 20 leads or bids for business events in the region and won 5.	Facilitated 25 leads or bids for business events in the region and won 7.	Facilitated 30 leads or bids for business events in the region and won 10.
DESTINATION MARKETING	Elevate the region's food story and proposition	Promote and support the delivery of the Coastal Bay of Plenty region Flavours of Plenty Festival to draw visitors to the region.	Direct Partnered	Festival delivery.	Successful coordination, delivery and promotion of the Flavours of Plenty Festival in March/April 2023, with a percentage of event tickets sold to people out-of-region (percentage to be updated in final version of SOI).	Promotion of the Flavours of Plenty Festival to key visitor markets has resulted in a 5% increase in out-of-region ticketholders compared to the previous year.	TBOP's foundation support of the Flavours of Plenty Festival results in the formation of an independent entity (similar to Wellington on a Plate).	Continued TBOP support of Flavours of Plenty via key visitor marketing channels reaffirms the festival as a signature DNA™ event for the region.
	Promotion of the Western Bay region to key target markets (cultural explorers, surf & beach lovers, outdoor adventurers, and eco-travellers)	Annual development and delivery of marketing campaigns that incorporate our key DNA™ pillars that reach and convert the travel intentions of our target markets to visit, stay and spend in the region.	Direct Partnered	Campaign collateral.	Focusing on social and other key digital channels, TBOP takes a partnership approach to trade marketing, and critically assesses the value of media famils to ensure ROI and value for money.	Deliver an updated domestic marketing campaign that incorporates the destination's DNA™ elements and is focused on the target markets.	Review previous campaign results and deliver an updated/renewed domestic marketing campaign that incorporates the destination's DNA™ converting the travel intentions of our target markets to visit, stay and spend in the region.	Annual review and delivery of relevant campaign and related PR activity that incorporates our DNA™ pillars and converts the travel intentions of our key target markets to visit, stay and spend in the region.

*TBOP's ability to meet the goals for 2024-25 and 2025-26 is dependent on funding.



9. Expected Shareholder Distributions

TBOP is not expected to make profits; any surplus funds remaining from the annual operations of TBOP shall be carried forward to the ensuing year to continue to meet the primary objectives of TBOP.

10. Financial and Non-Financial Reporting

10.1 Financial Performance Targets and Measures

- Gross revenue is consistent with the agreed budget.
- Expenditure is managed within the agreed budget.
- Working capital ratio of no less than 1 (excluding current portion of term debt).
- Equity to assets ratio is reported on (equity divided by total assets).
- No debt is to be raised to finance operating expenses.

10.2 Reporting

TBOP has adopted 30 June as its balance date.

10.2.1.1 Six Month Report

By 28 February each year, the Trustees shall deliver to the councils an unaudited report containing the following information in respect of the six months under review:

- Statement of Financial Performance, disclosing revenue and expenditure and comparative prior period and budget figures.
- Statement of Financial Position.
- Progress towards Non-Financial Performance Targets.
- A commentary on the financial and non-financial results for the first six months and a forecast of these results for the full year.

10.2.1.2 Annual Report

By 31 August each year, the Trustees shall deliver to the councils a draft Annual Report, and by 30 September a final version of the Annual Report which will include audited financial statements (dependent on Audit New Zealand timeframes), in respect to the previous financial year, and containing the following information:

- Chairperson's and GM's reports.
- Audited financial statements for that financial year including Statement of Financial Performance, Statement of Financial Position and Changes in Equity.
- Notes to the financial statements including accounting policies.
- Service Delivery Report summarising TBOP's performance against the SOI strategic priorities.
- Independent Auditor's report on the financial statements and non-financial performance measures.



11. Activities for Compensation

11.1 Funding Principles

There are six high-level funding principles:

- As a general principle, TCC and WBOPDC will provide ongoing funding to TBOP as a contribution towards operational expenses.
- The role of the councils is to hold TBOP accountable for the use of funds provided by TCC/WBOPDC, which will ideally be consistent with the councils' strategies.
- TBOP is encouraged to seek funding opportunities from the private sector and central government in order to maximise the best outcomes for the organisation and the region.
- The TBOP Board must be empowered with sufficient flexibility to determine the best use and allocation of funding to meet required levels of service to the community and visitors.
- TBOP is expected to meet the approved annual budget.
- Any net surpluses are to be disclosed through Six Month and Annual Reports.

11.2 Approach to Funding

TBOP receives an operating grant from both councils for the purpose of marketing and managing the destination. The operating grant is set through the Long-Term Plan (LTP) process, with the contribution from each council updated annually in line with the Consumer Price Index (CPI) when TBOP creates its budgets for the coming year.

Council funding for additional operating grants and ad hoc new capital projects is to be assessed on a case-by-case basis through the LTP or the Annual Plan process.



11.3 Compensation from Local Authorities

TCC and WBOPDC intends to purchase services from TBOP over the long term and agrees to the level of funding on a rolling three-year basis aligned to the three-year Business Plan of TBOP.

The services for the next three years are currently forecast as per the table below.

Funder	2023-2024	2024-2025	2025-2026
TCC	\$1,630,326	\$1,443,574	\$1,504,612
TCC (VIC, including cruise)	\$527,650	\$542,949	\$558,697
TCC Total	\$2,157,976	\$1,986,523	\$2,063,309
WBOPDC Total*	\$238,960	\$246,129	\$253,513
TOTAL	\$2,396,936	\$2,232,652	\$2,316,822

*Western Bay of Plenty District Council figures include an estimated 3% CPI increase.

The payments will be made quarterly in advance on receipt of a GST invoice, with payments one and two each being 30% of the annual sum, and payments three and four each being 20% of the annual sum.

WESTERN BAY OF PLENTY TOURISM & VISITORS TRUST

BUDGET	2023/24	2024/25	2025/26
	\$	\$	\$
Revenue			
Funding - Tauranga City Council	2,157,976	1,986,523	2,063,309
Funding - Western BOP District Council (cpi to be confirmed)	238,960	246,129	253,513
Funding - Whakatane District Council (cpi to be confirmed)	86,520	89,116	91,789
Funding - BOP Regional Council	60,000	0	0
Retail Gross Profit	8,000	8,000	8,000
Other Revenue (includes industry contributions)	129,000	129,000	129,000
Total Revenue	2,680,456	2,458,768	2,545,611
Less Expenditure			
Operating & Marketing	783,320	806,820	831,024
Administration & Overheads	590,936	608,664	626,924
Employee Expenses	1,623,000	1,671,690	1,721,841
Depreciation & Amortisation	58,200	58,200	58,200
Total Expenditure	3,055,456	3,145,374	3,237,989
Surplus/(Deficit)	-375,000	-686,606	-692,378

Note that the deficit is a result of the reduced TCC Airport funding.

We have reserves to cover the deficit for 2024 but not 2025 or 2026.

The reduction in reserves may result in not meeting our equity ratio kpi of .5 as per SOI 6.1 Ratio of Funds to assets.

Any extra funding obtained from other sources will likely be project based and not replace operational funding.

We have estimated CPI increases on funding and costs of 3%



12. Estimated Value of Tourism Bay of Plenty

The TBOP Board estimate that the commercial value of the shareholders' investment in TBOP is represented by the net assets of TBOP. This value is calculated from total assets less liabilities.

13. Significant Decisions

In accordance with the TCC Significance and Engagement Policy, TBOP will not undertake any activity of a nature or scope not provided for in this SOI without prior approval of the Councils. Specifically, prior approval would be required for TBOP to:

- form any subsidiary entity.
- purchase shares in any other entity.
- dispose of any significant assets e.g. land or buildings.
- purchase any significant assets e.g. land or buildings.
- seek partnering solutions that involve the dilution of assets or the commitment of councils.

14. Termination

If any party wishes to terminate this three-year rolling arrangement due to non-performance or any other substantive reason within the control of either of the parties:

- the party may give written notice to the other party specifying the issue and if possible requiring remedy within twenty-eight (28) days, and/or
- mediation is set to investigate any remedy of the issue, and/or
- if the issue is unable to be remedied to the party's satisfaction, the party must give written notice of its intention to terminate this arrangement from a date being not less than one year commencing the forthcoming 1 July (that is, the secondary party must have at least one full financial year's notice commencing on 1 July and ending on 30 June).

15. Signed by

Chairperson
Laurissa Cooney
Tourism Bay of Plenty

General Manager
Oscar Nathan
Tourism Bay of Plenty



16. Glossary of Terms

CCO	Council Controlled Organisation
COVID-19	Coronavirus disease
CPI	Consumer Price Index
ESE	Enduring Statement of Expectations
GM	General Manager
GST	Goods and Services Tax
LOE	Letter of Expectation
MBIE	Ministry of Business, Innovation and Employment
SOI	Statement of Intent
TBOP	Tourism Bay of Plenty
TCC	Tauranga City Council
VES	Tourism Bay of Plenty's Visitor Economy Strategy 2018-2028
VIC	Visitor Information Centre
WBOP	Western Bay of Plenty sub-region
WBOPDC	Western Bay of Plenty District Council
WDC	Whakatāne District Council
YE	Year end

'Western Bay' refers to the area of Western Bay of Plenty and Tauranga City combined.

10.6 DRAFT COLAB LIMITED STATEMENT OF INTENT FOR THE YEAR ENDED 30 JUNE 2024**File Number:** A5287116**Author:** Azoora Ali, Chief Financial Officer**Authoriser:** Adele Henderson, General Manager Corporate Services**EXECUTIVE SUMMARY**

1. The purpose of this report is to provide Elected Members with the Draft CoLAB Shared Services Limited Statement of Intent (SOI) for the year ended 30 June 2024.

RECOMMENDATION

1. That the Chief Financial Officer's report dated 27 April 2023 titled 'Draft CoLAB Limited Statement of Intent for the year ended 30 June 2024' be received.
2. That Council:
 - a) Endorses the 'CoLab Limited Draft Statement of Intent for 2023-2026'And
 - b) Notes any recommendations to the CoLab Limited Draft Statement of Intent for the year ended 30 June 2024 for submission no later than 30 April 2023.

BACKGROUND

2. Council joined the Council-Controlled Organisation (CCO) Co-Lab Waikato (CoLAB) by way of resolution at its meeting June 2022. CoLAB provides Council with the ability to participate in the strategic planning and direction of shared services offerings within CoLAB and benefit from the shared delivery project outcomes. CoLAB's role is to investigate and develop opportunities on time and within budget, ensuring opportunity benefits are realised and provide services that meet the needs of councils and foster cross-council collaboration.
3. The Local Government Act 2002 requires a Council Controlled Organisation to circulate a copy of its approved Statement of Intent to shareholders prior to 30 June.
4. The Board circulated the Draft CoLAB Limited Statement of Intent for the year ended 30 June 2024 to Shareholders for comment and submissions on 27 February 2023 with submissions and feedback due by 30 April 2023.
5. The submissions from the member Councils are received for comments and feedback from shareholders and are taken into account before approving the final Statement of Intent for circulation to shareholders.

6. A copy of the Draft CoLAB Limited Statement of Intent for the year ended 30 June 2024 is attached for your information. A link to the SOI document will also be provided on Council's webpage once finalised and approved by the Board.
7. The Board of CoLAB has appreciated Western Bay of Plenty District Council joining CoLAB and looks forward to another successful year.

SIGNIFICANCE AND ENGAGEMENT

8. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because all activities of CoLAB are undertaken within the activities of Council contained in the Long Term Plan.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

9. Public consultation is not required. Once the final Statement of Intent is adopted by the Board, this will be available through Council's website.

ISSUES AND OPTIONS ASSESSMENT

Option A Council may wish to provide comment and feedback on the Statement of Intent	
Other implications and any assumptions that relate to this option	Council can recommend adding to or removing items in the Statement of Intent. Any recommendations will be considered by the Board of Bay of Plenty Local Authority Shared Services before adopting their final Statement of Intent (including feedback from other Shareholder Councils)
Option B Council can approve the draft Statement of Intent	
Other implications and any assumptions that relate to this option	Council can accept the Statement of Intent without further recommendations.

STATUTORY COMPLIANCE

10. Council Controlled Organisations are required under Section 64 of the Local Government Act 2002 to consult with shareholder councils on the Statement of Intent.
 - (1) Every council-controlled organisation must prepare and adopt a statement of intent in accordance with Part 1 of Schedule 8.
 - (2) The purpose of a statement of intent is to:

- a) State publicly the activities and intentions of the council-controlled organisation for the year and the objectives to which those activities will contribute;
- b) Provide an opportunity for shareholders to influence the direction of the organisation; and
- c) Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

FUNDING/BUDGET IMPLICATIONS

There are no budget implications for the development of the Statement of Intent. Should Council wish to request new activities/opportunities to be investigated by CoLAB, then costs associated with this would be shared based on the participating councils and the nature of the opportunity being investigated.

ATTACHMENTS

1. **DRAFT CoLAB Statement of Intent for the year ended 30 June 2023**  



2023 Statement of intent

For the year ended 30 June 2024

**Supporting councils to maximise the value
they provide to their communities by
helping them identify and realise shared
opportunities.**

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This SOI is a public declaration of the activities and intentions of the Council Controlled Organisation, Waikato Local Authority Shared Services Ltd trading as Co-Lab (Co-Lab). It outlines the nature and scope of the work it will undertake, the Directors’ accountabilities to the shareholders for corporate performance and financial forecasts, as required by Schedule 8 of the Local Government Act 2002. This information is provided in relation to the financial years ended 30 June 2024 to 30 June 2026.

Message from the Chair



We recognise our shareholding councils are facing many challenges right now. Communities are dealing with rising living costs, goods shortages, and deciphering what it means to live in a post-pandemic world. We are going through unprecedented change to the local government sector. In parallel, you continue to seek to provide better services to your communities against record inflation and a tight labour market, trying to navigate these conditions without exacerbating the cost-of-living challenges for communities.

Against this backdrop, we are pleased to have a suite of initiatives to support you in this environment. This includes work to improve participative democracy so that councils' better understand their community's needs. It also includes working with you to transform how you use technology to better meet the expectations of your communities. In the face of 3-waters specifically, and a constrained labour market generally, we will work with you to help improve the attraction and retention of critical skills.

Co-Lab will also change because of the 3-waters reform. The introduction of Entity B will impact on Co-Lab Water Services and RATA. The loss of Co-Lab Water Services from 1 July 2024 in particular leaves us facing a need to increase member charges during the forecast period. We have worked hard over recent years to hold member charges at a constant level. We will now look at ways we can keep anticipated increases to a minimum.

We believe Co-Lab has a bright future. The company is unique in New Zealand and places you in a great position to be an exemplar for local governance. The Future for Local Government report stated that to *ensure better value spend, minimise duplication, and get the best use of people and resources, more effective collaboration, innovation, and shared services are required.*

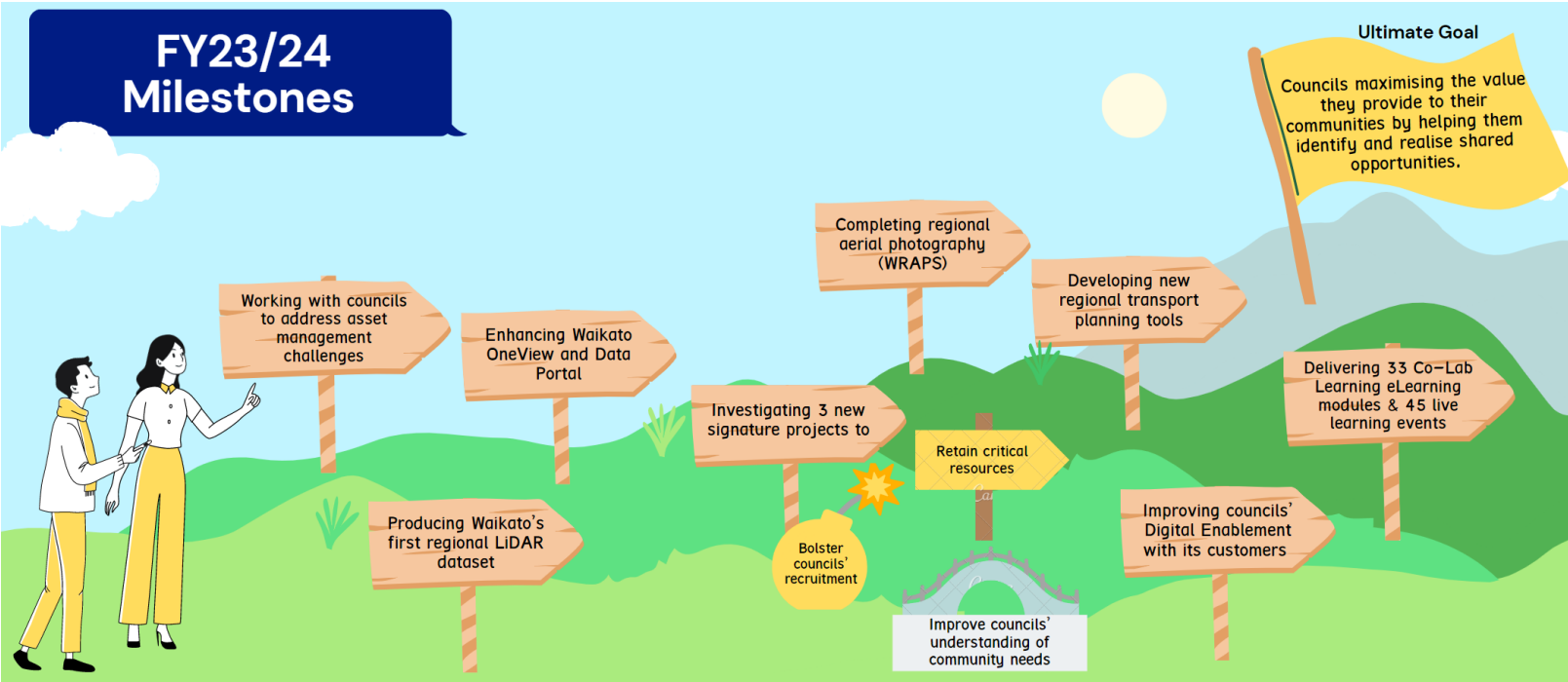
"No matter what the future system design looks like, there needs to be greater collaboration across local government and increased use of shared services. The Panel considers that there are significant opportunities to deliver better value and ensure resources are applied to best effect, especially having shared information systems and support services in place. The Panel also believes there is great potential for central and local government to work more closely together to create a more joined-up public sector," – Jim Palmer, Chair, Future for Local Government Panel.

Jim's words summarise not only what we *can* achieve together, but what we *must* achieve together.

As you prepare your Long-Term Plans, we ask you to make a conscious decision to create space for collaboration. We are faced with incredibly complex times ahead, but encourage you as a business owner of Co-Lab, to utilise its unique strengths to provide a return on your investment at a very low risk.

Yours Sincerely,
Peter Stubbs
Chair

Sol milestones at a glance



Co-Lab's vision, purpose, and the outcomes we are seeking are set out in the company's performance framework in Appendix II.

Intentions for FY2023/2024

Focus areas beyond business as usual

Beyond the continuation of our priority projects and ensuring we deliver great services, there are four new areas of focus for the company in the coming year 1 July 2023- 30 June 2024. Work on some of these has commenced.

1) Co-Lab Councils: Right People, Right Place (formerly Employee Value Proposition)

Councils are faced with challenges to attract and retain talent in an increasingly tight labour market and are all looking to appoint from the same talent pool.

This idea was a clear leader in our survey results and in discussions with councils' executive leadership teams. Discovery work is already underway which has included discussions with councils' People & Capability Managers. From that, we know that the opportunity to collaborate in this area is about how to attract people with the skills councils will need in the future to work in local government generally, and in our region more particularly. The project will include engagement with LGNZ and Taituarā as we don't want to duplicate what already exists.



Source: unsplash

2) People Post 3 Waters (PP3W)



For some councils, the water reform creates a compelling moment to optimise capability and capacity across the region - the risk is that people are lost from the local government sector when they needn't be.

The Board have discussed an opportunity for councils to determine to what extent, and how, capable staff can be kept within the sector and region, notwithstanding the significant internal changes that will arise for many councils because of the 3-waters reform. The opportunity will consider the benefits of a new delivery model that creates efficient resource centres of expertise for specialist skills that are required by councils and in high demand, but which may be in (increasingly) short supply.

Given the timeline for 3-waters reform, we are already working with councils on the opportunity.

3) Democracy Centre of Expertise



Source: unsplash

Some councils have poor levels of engagement from their communities and varying levels of resource to analyse their communities' needs. The Board discussed developing capacity across the region to allow councils to undertake deliberative and participative democracy. Doing so should support building the public's trust in local government.

Other ideas which councils saw as being of significant value were a regional project management office and framework, and a business intelligence programme (which bears some relationship to the 'Democracy Centre of Expertise'). Co-Lab will progress these ideas as soon as capacity allows following consideration of the top three opportunities noted earlier.

4) Low-Hanging Fruit

More recent discussions with councils have indicated a desire for Co-Lab to strike a balance by spending some time delivering projects that are not necessarily transformational, but still have scope to add value to councils through more immediate cost savings. We see these projects being characterised as delivering councils value but requiring little change within the councils. It could be as simple as councils leveraging what others are already doing.

Part of this stream of work will be developing a matrix of council activities to identify:

- Where councils (likely, particularly, the smaller councils), have skill gaps; and
- What councils are spending externally on these activities to see if there is opportunity to create efficiencies with that spend – either through the appointment of cross-council resource (i.e. bringing it "in-house"), or a joint procurement arrangement;

Our workplan will also look to build in some resource capacity to enable us to be more responsive in supporting unforeseen collaboration opportunities as and when they arise.

Continuation of business as usual

We will be continuing to develop several opportunities signalled in the 2022 SOI. These are detailed in Appendix I. Similarly, we will continue to provide our schedule of shared services to partner councils. These are outlined in Appendix II.

Financials

Overview

This Statement of Intent, for the first time, reflects the impact of 3-Waters reform. That impact is felt from 1 July 2004.

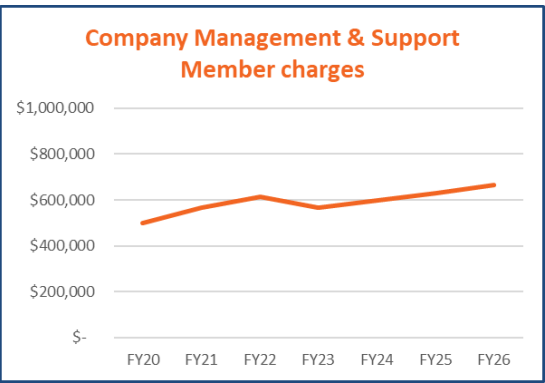
Services

Revenue from services increases in the 2023/24 financial year (FY), with this being the first full year of activity for Co-Lab Learning and Co-Lab Procurement support services.

From FY2024/25, services drop with Co-Lab Water Services and RATA (Waters) no longer being delivered.

Member charges

In the past few years we have held member charges for core operating costs (company management and support) relatively constant. However, the loss of Co-Lab Water Services necessitates an increase in these charges. That said, we have held the increase to ~5% per annum reflecting the assumed inflation rate on expenditure. We will be considering where there are opportunities to reduce costs without undermining our ability to deliver value to you, and how we might otherwise increase revenue streams. Our goal remains to minimise the increase in member charges.



Cashflow

We intend to draw on cash reserves to fund the operating losses that are forecast in the out-years. While doing so our financial position remains robust.

Statement of Financial Performance

Co-Lab Company Summary for the forecast financial years ended 30 June 2024-2026				
	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Income				
Company Management / Support	870,000	1,004,125	1,050,300	1,083,534
Working parties projects	753,352	652,491	697,066	742,228
RITS	27,000	27,000	27,810	28,644
Information Technology	398,201	-	-	-
Energy Management	123,690	137,838	141,973	146,232
Shared Valuation Data Service (SVDS)	414,292	434,803	452,330	467,056
Road Asset Technical Accord (RATA)	2,015,899	1,527,614	1,477,733	1,815,027
Waikato Regional Transport Model (WRTM)	1,757,951	1,055,610	1,923,682	959,136
Waikato Building Consent Group	373,663	376,350	379,194	394,157
Waikato Mayoral Forum	5,000	5,000	5,000	5,000
Water Collaboration	685,092	494,988	-	-
Co-Lab Water Services	3,373,353	3,474,554	-	-
Co-Lab Learning	489,236	423,368	486,069	504,151
Procurement	268,600	311,600	320,948	330,576
Geospatial	64,623	70,523	72,117	73,758
Total Income	11,619,952	9,995,865	7,034,222	6,549,501
Operating Expenditure				
Company Management / Support	1,203,186	1,192,754	1,302,835	1,376,028
Working parties projects	753,352	652,491	672,066	692,228
RITS	27,000	15,600	16,068	16,550
Information Technology	395,455	-	-	-
Energy Management	123,690	137,838	141,973	146,232
Shared Valuation Data Service (SVDS)	325,893	309,151	318,426	327,979
Road Asset Technical Accord (RATA)	2,011,040	1,523,183	1,473,169	1,810,326
Waikato Regional Transport Model (WRTM)	1,757,951	1,055,610	1,923,682	959,136
Waikato Building Consent Group	373,663	376,350	379,194	394,157
Waikato Mayoral Forum	5,000	5,000	5,000	5,000
Water Collaboration	682,150	492,474	-	-
Co-Lab Water Services	3,134,485	3,238,070	-	-
Co-Lab Learning	444,760	468,159	485,535	504,554
Procurement	268,600	332,316	342,285	352,554
Geospatial	65,123	69,170	71,245	73,382
Total operating expenditure	11,571,349	9,868,167	7,131,479	6,658,128
Earnings before interest, tax and depreciation/ amortisation (EBITDA)	48,603	127,698	(97,257)	(108,627)
Depreciation / amortisation				
Company Management / Support	31,554	41,665	43,748	45,936
WBCG	0	-	-	-
WRTM	14,583	-	-	-
Total Depreciation / amortisation	46,137	41,665	43,748	45,936
Net Surplus (Deficit) before tax	2,466	86,033	(141,005)	(154,562)

We are budgeting a small profit in FY23 and then operating losses for the remainder of the forecast period. As noted above, our expectation is to identify revenue streams to bridge that gap.

Statement of Financial Position

Co-Lab Financial Position for the forecast financial years ended 30 June 2024-2026				
	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
CAPITAL				
Shares - SVDS	1,607,001	1,607,001	1,607,001	1,607,001
Shares - WRTM	1,350,000	1,350,000	1,350,000	1,350,000
Retained Earnings	(1,467,033)	(1,464,567)	(1,378,535)	(1,519,540)
Plus Current Year Operating Surplus/(Deficit)	2,466	86,033	(141,005)	(154,562)
TOTAL CAPITAL FUNDS	1,492,434	1,578,466	1,437,461	1,282,899
ASSETS				
CURRENT ASSETS				
Prepayments	134,000	3,208	3,368	3,537
Accounts Receivable	580,998	499,793	351,711	327,475
Bank	2,164,346	2,129,815	1,634,009	1,559,232
GST Receivable / (Payable)	5,097	(19,155)	16,662	17,422
TOTAL CURRENT ASSETS	2,884,442	2,613,661	2,005,750	1,907,666
NON-CURRENT ASSETS				
WRTM - Intangible Asset	2,296,855	2,296,855	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195	1,195	1,195
Accumulated Depreciation	(2,298,050)	(2,298,050)	(2,298,050)	(2,298,050)
IT Equipment & Office Furniture	150,132	180,466	180,466	180,466
Accumulated Depreciation - IT equipment & Office Furniture	(41,546)	(83,211)	(124,876)	(168,625)
TOTAL NON-CURRENT ASSETS	108,587	97,255	55,590	11,842
TOTAL ASSETS	2,993,028	2,710,916	2,061,340	1,919,507
LESS CURRENT LIABILITIES				
Accounts Payable	1,415,383	1,015,947	531,063	516,643
Accounts Payable Accrual	32,173	33,782	35,471	37,244
Employee Benefits	53,038	82,721	57,345	82,721
TOTAL CURRENT LIABILITIES	1,500,594	1,132,450	623,879	636,608
NET ASSETS	1,492,434	1,578,466	1,437,461	1,282,899

Statement of Cashflows

Co-Lab Statement of Cashflows for the forecast financial years ended 30 June 2024-2026				
	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Cashflows from Operating Activities				
Interest Received	2,000	80,625	80,625	61,875
Receipts from Other Revenue	11,583,503	9,996,444	7,101,680	6,511,862
Payments to Suppliers	(11,999,086)	(10,105,519)	(7,640,211)	(6,645,567)
Taxes Paid	0	0	0	0
Goods & Services tax (net)	(200,365)	24,252	(35,816)	(760)
Net cash from operating activities	(613,947)	(4,198)	(493,723)	(72,590)
Cashflows from Investing Activities				
Capital enhancements	0	0	0	0
Purchase of PPE	(81,714)	(30,334)	(2,083)	(2,187)
Purchase of investments	0	0	0	0
Net cash from investing activities	(81,714)	(30,334)	(2,083)	(2,187)
Net increase in cash, cash equivalents and bank accounts	(695,661)	(34,532)	(495,806)	(74,777)
Opening cash and cash equivalents and bank overdrafts	2,860,007	2,164,346	2,129,815	1,634,009
Closing cash, cash equivalents and bank accounts	2,164,346	2,129,815	1,634,009	1,559,232
Summary of Bank Accounts				
BNZ - Call a/c	2,164,346	2,129,815	1,634,009	1,559,232
Closing Balance of Bank	2,164,346	2,129,815	1,634,009	1,559,232

Appendix I: Opportunity development projects

Customer Digital Enablement (CDE)

The CDE programme underpins a progressive digital transformation of council services. It is about adding a digital means of engaging with council for those in the community who want to do so. The Customer Digital Enablement project identified its first initiative, “SR4” – an opportunity for councils to better engage with their communities digitally on sustainability, rubbish, and recycling. On the journey to selecting SR4 as the first initiative, council staff identified many other opportunities to add value through digital engagement with your communities. From that, a roadmap has been created and Customer Digital Enablement will become an ongoing programme of work.

Shifting Landscapes

Waikato councils are faced with significant central government reform: 3-waters, resource management and the Future for Local Government review (FfLG). Councils continue to grapple with what these changes will mean for their organisation, and what the organisation will look like when the changes are complete. This project began with a commissioned report, Community Needs Analysis, providing evidence-based qualitative data to inform councils’ submissions on the review. Following a series of workshops with council chief executives, FY2023/24 work will focus on facilitating a new triennium agreement that will focus on regional collaboration, cogent long-term thinking, in the spirit of the FfLG report and with supporting programmes of work.

Asset Management Centre of Expertise (AMCE)

Councils have told us that they are facing significant asset management challenges. Water reform is expected to lead to changes in many councils’ organisational structures and have an impact on the services that councils provide. The Co-Lab RATA team is already a proven centre of expertise in asset management and is well positioned to assist councils through its shared service model. In FY2022/23, the board commissioned an project to investigate how existing Co-Lab RATA capability could be increased and extended to other asset types and other asset management stages. Subsequently six councils have indicated a desire to be involved and now jointly fund the project. These six councils are now assisting Co-Lab directly in investigating how RATA can best assist in the following areas of asset management:

- Community Asset Management (Parks, reserves, building and ‘other’ facilities).
- Management and advisory services (assisting with analysis, valuations, renewal programmes, reporting and recommendations for improved practice).
- Joint procurement to reduce duplication in contract administration and take advantage of regional buying power.

Building Consent Cadetship

The Waikato Building Consent Group (WBCG) commissioned an investigation into the establishment of a building consent cadetship scheme, building on the Building Consent Shared Service investigation. The opportunity is to establish a cadetship programme coordinated by Co-Lab that recruits and trains Building Control Officers in partnership with the WBCG councils.

The intent is that the cadets would be available to work in all WBCG councils, would help provide a stable pipeline of building consent staff to meet current and future needs, and reduce council expenditure. Planned work in FY2022/23 is currently focused around implementation.

WRTM Governance & Management

In June 2022, the Board supported a recommendation to investigate management and governance required to realise the full potential of WRTM. This investigation has commenced and will continue into FY23/24.

RATA Asset Valuations

It was identified that there are inconsistencies in Asset Valuations stemming from poor assumptions of replacement costs and asset lives, leading to potential overcharging or underfunding.

Objectives for the project are:

- Develop the tools that enable repeatable, efficient, robust and consistent asset valuations, which support informed decision making.
- Greater level of confidence in the process – connecting of the asset management system and collaboration between engineers and finance teams.
- Ability to help other councils (resourcing) therefore creating resilience in the region.
- Assess the possibility of collaborative procurement for asset valuation services using the Co-Lab Asset Valuation Process.
- The Co-Lab Asset Valuation process is the process of choice for Co-Lab councils.

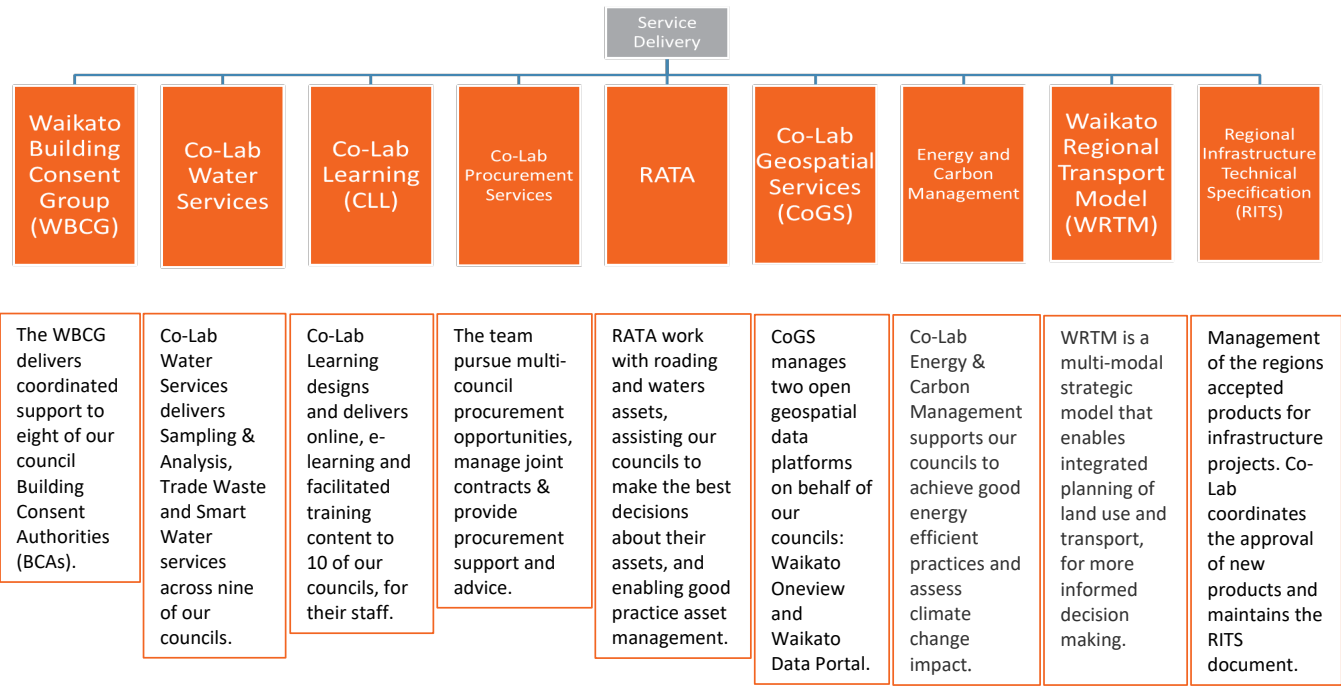
This is a three-year project and FY2023/24 will focus on the implementation phase of the project. With the uncertainty of Three Waters the governance group decided to pilot Transport first, with other asset classes to follow.

Benefits realisation

We will be undertaking an internal investigation to establish robust methodologies for measuring benefits, recognising there will always be qualitative benefits as well, and use this as the basis for improved reporting on the value you receive from Co-Lab. And if we don't think an area is providing value, and doesn't have a reasonable prospect of doing so, we will stop it. This work was originally planned for last financial year, however was deferred due to other priorities.

Appendix II: Nature & Scope of services

The principal initiatives operating under the Co-Lab umbrella are:



For more information on our services, please visit our website www.colabsolutions.govt.nz

Appendix III: Performance framework & measures



How we intend to measure our performance remains the same.

Priority	Performance measure	Target
Prioritise and develop business cases for opportunities that, if implemented, add value to councils by achieving one or more of our objectives	<ul style="list-style-type: none"> ➤ Business cases will include measurable benefits linked to one or more of the outcomes sought ➤ Businesses cases are supported by councils (evidenced by take up of the opportunity) 	<p>Projected savings/increased revenue to councils of at least \$300k</p> <p>75% of councils</p>
Develop opportunities and deliver projects within agreed budgets and timelines	<ul style="list-style-type: none"> ➤ Opportunities / projects are developed / delivered within agreed timelines ➤ Opportunities / projects are developed / delivered, within approved budget ➤ Overall, Company Management / Support functions will be undertaken within budget, unless additional expenditure has board pre-approval 	<p>80%</p> <p>90%</p>
Ensure projects realise their expected benefits	<ul style="list-style-type: none"> ➤ Measurable benefits are actively monitored and reported against ➤ Audit & Risk Committee undertake an assessment of projects following implementation (which will include an assessment of whether projected benefits have been realised) 	<p>Six-monthly</p> <p>For \$200k+ Projects (based on cost of opportunity development and ongoing investment) Assessment within 15 months 90% of projected quantifiable benefits are realised</p>
Ensure existing services are meeting the needs of councils	<ul style="list-style-type: none"> ➤ The services we provide are considered by councils who use that service to meet or exceed their expectations (evidenced by an annual survey): 	80% of councils
Foster and promote cross-council collaboration and networking to share ideas on improving efficiencies and best practice	<ul style="list-style-type: none"> ➤ Across these groups, ideas for future consideration and/or initiatives are identified each year 	Four per annum

- 1 Budgets and timelines for opportunity development will be those established following discovery and/or opportunity assessment. A business case will refine these parameters with respect to project delivery.
- 2 Time and cost targets for the development of opportunities and delivery of projects have been initially set based on what, in practical terms, are consider stretch goals, but achievable. However, we aspire to *always* better, or at least meet, timetables and budgets.

Appendix IV: Governance

Co-Lab¹ is owned in equal portion by the 12 Waikato Local Authorities²:

- Hamilton City
- Hauraki District
- Matamata-Piako District
- Otorohanga District
- Rotorua Lakes
- South Waikato District
- Western Bay of Plenty District Council
- Thames-Coromandel District
- Waikato District
- Waikato Regional
- Waipa District
- Waitomo District

The company has two fundamental roles:

- 1) It is a laboratory for developing opportunities that create value to councils, either by improving the experience of their communities or by making the councils themselves, collectively, more efficient and effective; and
- 2) It provides shared services to councils.

Co-Lab conducts itself in accordance with its constitution, its annual Statement of Intent, the provisions of the LGA and Co-Lab policies.

The Board is made up five council representative directors and an independent Chair. There is also a standing Audit & Risk Committee.

The current Directors of Co-Lab are:

Director	Representing
Peter Stubbs	Independent Chair
Chris McLay	Waikato Regional Council
Lance Vervoort	Hamilton City Council
Ben Smit	Ōtorohanga, Rotorua, South Waikato and Waitomo District Councils
Gavin Ion	Waikato and Waipa District Councils
Don McLeod	Hauraki, Matamata-Piako, Thames-Coromandel District and Western Bay of Plenty District Council

Peter Stubbs' appointment as Independent Chair has been renewed for a further three years from 1 July 2022.

The independent Chair of Co-Lab receives director fees and reimbursed expenses. Directors representing the councils will not receive any fees or reimbursed expenses for work undertaken on behalf of the company.

¹ Co-Lab is the newly established trading name of Waikato Local Authority Shared Services Ltd

Appendix V: Policy Statements

Statement of accounting policies

Reporting entity

Waikato Local Authority Shared Services Limited ("the Company") is a Company incorporated in New Zealand under the Companies Act 1993 and is domiciled in New Zealand. The company is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002 (LGA), by virtue of the shareholding councils' right to appoint the Board of Directors.

The primary objectives of the Company are to:

- Develop opportunities that benefit the Waikato region's local authorities; and
- Act as a vehicle to deliver value-added services to those local authorities.

The Company has designated itself as a public benefit entity (PBE) for financial reporting purposes.

Summary of significant accounting policies

Basis of preparation

Financial statements are prepared on the going concern basis, and the accounting policies are applied consistently throughout the period.

Statement of Compliance

Financial statements are prepared in accordance with the requirements of the LGA, which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

Financial statements are prepared in accordance with and comply with Tier 2 PBE Standards reduced disclosure regime (RDR). WLASS is eligible to report under the RDR as it:

- is not publicly accountable; and
- has expenses more than \$2 million, but less than \$30 million.

The accounting policies set out below are consistent with the prior year, other than the inclusion of policy:

- on operating leases, related to the lease of commercial premises;
- employees; and
- property, plant and equipment.

Measurement base

The financial statements are prepared on a historical cost basis.

Presentation currency and rounding

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar unless otherwise stated. The functional currency of the Company is New Zealand dollars.

Goods and services tax

All items in the financial statements are stated exclusive of goods and services tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue (IR) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the cash flow statement.

Commitments and contingencies are disclosed exclusive of GST.

Critical accounting estimates and assumptions

In preparing the financial statements the Company makes estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no areas requiring estimate or assumptions made that are considered to carry a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Intangible assets

Useful lives and residual values

At each balance date the Company reviews the useful lives and residual values of its intangible assets. Assessing the appropriateness of useful life and residual value estimates of intangible assets requires the Company to consider a number of factors such as the expected period of use of the asset by the Company and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life of residual value will impact the amortisation expense recognised in the income statement and carrying amount of the asset in the balance sheet. The Company minimises the risk of this estimation uncertainty by reviewing that the asset technology is still relevant and there is no alternative options to recreate the asset at a lower price.

Impairment of intangible assets

Intangible assets measure at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the assets carrying amount exceeds its recoverable amount. The recoverable amount is higher of an assets fair value less costs to sell and value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written-down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus deficit.

Revenue

Revenue

Revenue comprises the fair value of the considerations received or receivable for the sale of goods and services, excluding GST, rebates and discounts and after eliminating sales within the Company. No provisions have been recorded as all revenue and trade receivables are expected to be received.

Other Revenue

Member charges for all activities are recognised when invoiced to the user (i.e. councils). The recorded revenue is the net amount of the member charges payable for the transaction.

Contributions received for projects that were not completed in a financial year are recognised when the Company provides, or is able to provide, the service for which the contribution was charged. Until such time, contributions are recognised as liabilities.

Operating expenses

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Personnel costs

Defined contribution schemes

Employer contributions to KiwiSaver, the Government Superannuation Fund, and other defined contribution superannuation schemes are accounted for as defined contribution schemes and are recognised as an expense in the surplus or deficit when incurred.

Receivables

Short-term receivables are recorded at the amount due, less any provision for amounts not considered collectable.

Receivables are initially measured at nominal or face value. Receivables are subsequently adjusted for penalties and interest as they are charged and impairment losses. Non-current receivables are measured at the present value of the expected future cash inflows.

Debtors are amounts due from customers. If collection is expected in one year or less, they are classified as current assets. If not, they are presented as non-current assets.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, with original maturities of three months or less, and bank overdrafts.

Income tax

Income tax expense includes components relating to both current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the statement of financial position and the corresponding tax bases used in the computation of taxable profit.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive income or directly in equity.

Intangible assets Other financial assets

Investments in bank deposits are measured at fair value plus transaction costs.

At each balance date the Company assesses whether there is any objective evidence that an investment is impaired. Any impairment losses are recognised in the income statement.

Payables and deferred revenue

Short-term creditors and other payables are recorded at their face value

Trade and other payables are non-interest bearing and are normally settled on 30-day terms, therefore the carrying value of trade and other payable approximates their fair value.

Contributions received for projects that were not completed in a financial year are recognised as deferred revenue until the Company provides, or is able to provide, the service for which the contribution was charged.

Employee benefits liabilities

Short-term employee entitlements

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These includes salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extend it will be used by staff to cover those future absences.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

Presentation of employee entitlements

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

Reconciliation of equity

Equity is the shareholders interest in WLASS and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

Contributed equity

Contributed equity is the net asset and liability position at the time the company was formed. The allocation of capital amongst shareholders is explained in this note.

Retained earnings

Retained earnings is the company's accumulated surplus or deficit since formation.

10.7 MAYOR'S REPORT TO COUNCIL**File Number:** A5254190**Author:** Charlene Page, Senior Executive Assistant Mayor/CEO**Authoriser:** James Denyer, Mayor**EXECUTIVE SUMMARY**

The purpose of this report is for the Mayor to provide an update to Council on the below subjects.

RECOMMENDATION

That the Senior Executive Assistant to Mayor/CEO's report dated 27 April 2023 titled 'Mayor's Report to Council' be received.

BACKGROUND**Bay of Plenty Disaster Relief Fund**

On 21 February 2023, Hon Kieran McAnulty, Minister of Emergency Management announced a Disaster Relief Fund of \$200k for the Bay of Plenty. Through the Bay of Plenty Civil Defence Emergency Management Group Joint Committee, \$100k of this has now been allocated to the Western Bay of Plenty.

Our application for these funds included helping Community Response Teams and marae that stood up and accepted people, assistance to Waipuna Hospice for their evacuation, significant funding for debris and slash removal from properties near the Ohineangaanga and Raparapahoe streams, and remediation for flood effected properties elsewhere.

Coronation Tree Planting Initiative

Council will be taking part in a nationwide initiative being coordinated by Department of Internal Affairs to plant three commemorative trees to mark the coronation of King Charles III as King of New Zealand.

The tree planting acknowledges the King's commitments to conservation and sustainability. The intention is to plant one native tree in a prominent location in each of the district's wards: Diggelmann Park in Katikati, Gerald Crapp Historic Reserve in Ōmokoroa, and Jubilee Park in Te Puke. A commemorative plaque will be unveiled alongside each tree as a lasting reminder of this historic event.

- 1) Jubilee Park – Te Puke – 9:30am – 10:30am
Titoki tree

2) Gerald Crapp Reserve – Ōmokoroa – 11:30am – 12:30pm
Pururi Tree

3) Diggelmann Park – Katikati – 1:30pm – 2:30pm
Kauri tree

Three Waters Update

A verbal update will be given regarding the announcement of the refreshed reforms.

SmartGrowth Update

A verbal update will be given at the meeting.

Meetings

External functions and meetings attended by me between 4 March and 3 April 2023 include:

Opening of Waitekohekohe Recreational Park	4 March
Abbeyfield section blessing, Katikati	4 March
NZ Chinese Folk Culture Festival, Tauranga	4 March
Western Bay Museum, Katikati Volunteer Fire Brigade 70th anniversary celebration	6 March
Making Good Decisions RMA recertification, Auckland	8 March
TBOP/Flavours of Plenty pre-festival dinner, Tauranga	9 March
Transpower and Powerco presentation	10 March
Ngāti Te Wai dinner, Tuapiro Marae	10 March
Interview/photos for Lizard News with Jan Tinetti MP, Ōmokoroa	11 March
Pukehina Autorama	11 March
Lakeside Concert, Rotorua	11 March
Meeting with Chorus	13 March
TBOP trustee interviews, Tauranga	13 March
Tiki and Martina Bluegum	15 March
Geoff and Dianne Ford	16 March
Opening of bridge on No.4 Road, Te Puke	16 March

Western Bay Community Awards, Tauranga	16 March
LGNZ Zone 2 meeting, Karapiro	17 March
Tauranga Multicultural Festival	18 March
Mayoral Welcome for International Students, Tauranga	18 March
TBOP trustee interviews, Tauranga	20 March
HE Phil Goff, High Commissioner, London	27 March
Community Board Chairs' meeting	31 March

11 INFORMATION FOR RECEIPT

11.1 CHIEF EXECUTIVE OFFICER'S MEETING REPORT

File Number: A5236292

Author: Charlene Page, Senior Executive Assistant Mayor/CEO

Authoriser: John Holyoake, Chief Executive Officer

EXECUTIVE SUMMARY

The purpose of this report is to provide information on the Chief Executive Officer's meetings attended on behalf of Council including any attended with the Mayor.

BACKGROUND

Booked engagements and meetings attended by Chief Executive Officer, John Holyoake

- 28 Feb Bay of Plenty Racing Working Group Meeting
- 28 Feb Steph O'Sullivan – Chief Executive Officer – Whakatāne District Council
- 1 March Meet with Vaughan Payne – Chief Executive, Three Waters Programme
- 9 March Chief Executive Advisory Group Meeting (CEAG) SmartGrowth
- 14 March John McDonald (HUD) Teams catch up
- 17 March Geoff Williams – Chief Executive Officer – Rotorua Lakes Council
- 23 March Fiona McTavish – Chief Executive Officer – Bay of Plenty Regional Council
- 24 March Michael Homan – Ministry of Social Development (MSD)
- 27 March Katikati Waihi Beach Community Forum
- 31 March Bay of Plenty Civil Defence Emergency Management Group Joint Committee Meeting

Booked engagements and meetings attended by Chief Executive Officer, John Holyoake with Mayor

- 10 March Ngati te Wai dinner with Councillors and Mayor

12 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:

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
12.1 – Confidential Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 23 February 2023	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
12.2 – Confidential Minutes of the Audit, Risk and Finance Committee Meeting held on 27 February 2023	s7(2)(a) – the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(g) – the withholding of the information is necessary to maintain legal professional privilege 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

12.3 – Confidential Minutes of the Council Meeting held on 16 March 2023	<p>s7(2)(a) – the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>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</p> <p>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</p> <p>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)</p>	<p>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</p>
12.4 – 39 and 61 Prole Road Property Negotiations	<p>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)</p>	<p>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</p>

		exist under section 6 or section 7
12.5 – Appointment of Trustees to the Board of Tourism Bay of Plenty	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
12.6 – Chief Executive Officer's Report – Request for Execution of Documents Under Seal of Council	<p>s7(2)(a) – the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>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</p> <p>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</p>	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