

Mā tō tātou takiwā
For our District

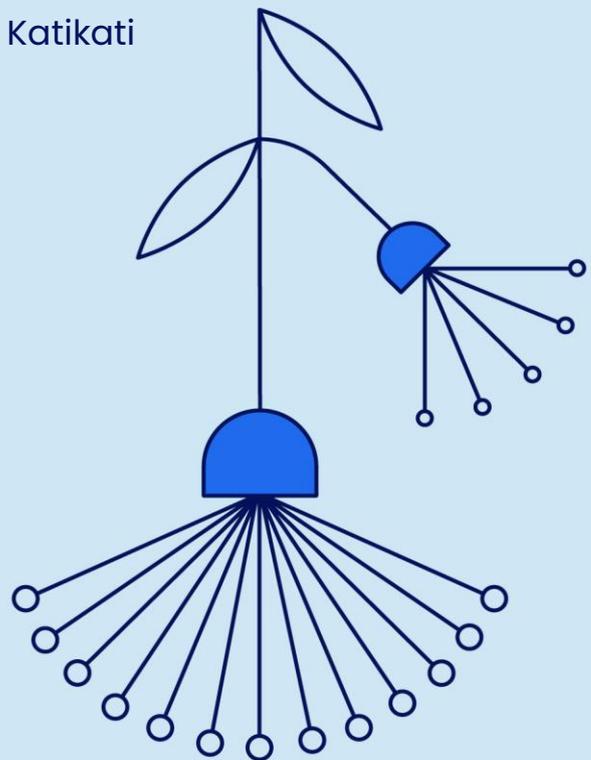
Katikati Community Board

Poari ā Hapori o Katikati

KKC23-7

Wednesday, 15 November 2023, 7.00pm

The Centre - Pātuki Manawa, 21 Main Road, Katikati



Katikati Community Board

Membership:

Chairperson	John Clements
Deputy Chairperson	Norm Mayo
Members	Andy Earl Teresa Sage Cr Anne Henry Cr Rodney Joyce
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

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

Delegated Functions:

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

- To have input into Council and its Committees on issues, services, plans and policies that affect communities within the Community Board Area.
- To provide an effective mechanism for community feedback to Council.
- To receive reports from Council appointees on Council matters relevant to the Community Board.
- To control, expend and monitor funds as allocated by Council.
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land.

Notice is hereby given that a Katikati Community Board Meeting will be held in the The Centre – Pātuki Manawa, 21 Main Road, Katikati on:
 Wednesday, 15 November 2023 at 7.00pm

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

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

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

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

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

8 PRESENTATIONS

8.1 PROFESSOR PETER MADDISON - THE ENVIRONMENTAL BENEFIT OF PERMEABLE SURFACES IN URBAN ENVIRONMENTS

File Number: A5809917

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

9 MINUTES FOR CONFIRMATION

9.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 20 SEPTEMBER 2023

File Number: A5777981

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Katikati Community Board Meeting held on 20 September 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

ATTACHMENTS

1. **Minutes of the Katikati Community Board Meeting held on 20 September 2023**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
KATIKATI COMMUNITY BOARD MEETING NO. KKC23-6
HELD IN THE CENTRE – PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI
ON WEDNESDAY, 20 SEPTEMBER 2023 AT 7.00PM**

1 PRESENT

Member N Mayo (Acting Chairperson), Member A Earl, Member T Sage, Cr A Henry and Cr R Joyce

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), A Hall (Roading Engineer West), G Golding (Governance Manager), and J Osborne (Governance Advisor)

OTHERS IN ATTENDANCE

Mayor James Denyer.

One member of the public.

3 APOLOGIES

Chairperson J Clements – Leave of Absence

APOLOGY

RESOLUTION KKC23-6.1

Moved: Member T Sage

Seconded: Cr A Henry

That the apology for lateness from Cr Joyce be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 JACQUI KNIGHT – VARIOUS TOPICS

Public Shower in Katikati:

- There had been several queries at the information centre, about whether there was a public shower available in Katikati.
- It was requested that Council investigate the conversion of one of the toilets in the Arts Junction, into a public shower. It was thought that, as there were a number of homeless people in Katikati, this would be a nice service to have.

Annual Spring Clean:

- The annual 'Spring Clean Katikati' took place over the weekend, which was supported by Council. The recycling waste from this cleanup was taken to the recycling centre.
- There were 25 volunteers at the cleanup, and it was thought that there was not as much rubbish in the streets as there had been in previous years.

Kauri Point Wharf – Rubbish Bin:

- It was requested whether Council investigate the viability of a rubbish bin at the end of wharf in Kauri Point.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 26 JULY 2023

RESOLUTION KKC23-6.2

Moved: Member A Earl

Seconded: Member N Mayo

1. That the Minutes of the Katikati Community Board Meeting held on 26 July 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

CARRIED

9 REPORTS**9.1 CHAIRPERSON'S REPORT – SEPTEMBER 2023**

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

- A discussion took place regarding recommendations 2-5, noting that these items had been previously actioned/raised, so did not need to be resolved. The below was outlined:
 - Recommendation 2 – The Board's Annual Plan priorities had already been through the Annual Plan process.
 - Recommendation 3 – This was included as an action from a previous Katikati Community Board workshop.
 - Recommendation 4 – This had already been raised in prior Community Board meetings, and had gone through the Annual Plan process.
 - Recommendation 5 – This discussion had taken place multiple times during previous Board meetings/workshops.
- The request for a shower at the Arts Junction toilets would be included as part of the Board's Long Term Plan (LTP) submission, noting that the Arts Junction toilets were situated in the Arts Junction, not next to it.

7.13pm Cr Joyce entered the meeting.

RESOLUTION KKC23-6.3

Moved: Member T Sage

Seconded: Member A Earl

That the Chairperson's report dated 20 September 2023, titled 'Chairperson's Report – September 2023', be received.

CARRIED

9.2 COUNCILLOR'S REPORT – SEPTEMBER 2023

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

- The Board queried why the roofing for the Dave Hume Pool had not yet been installed, noting that the pool was due to open on 23 September 2023 in time for the Summer season. This information was provided on page 117 of the agenda.
-

RESOLUTION KKC23-6.4

Moved: Cr R Joyce

Seconded: Cr A Henry

That Councillor Joyce's report dated 20 September 2023, titled 'Councillor's Report – September 2023', be received.

CARRIED

9.3 OPERATIONAL REPORT – SEPTEMBER 2023

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

- The Board had received positive feedback from the public regarding Council's responsiveness to an abandoned vehicle request.
-

RESOLUTION KKC23-6.5

Moved: Member T Sage

Seconded: Cr R Joyce

That the Governance Advisor's report dated 20 September 2023 titled 'Operational Report – September 2023' be received.

CARRIED

9.4 ADOPTION OF KATIKATI COMMUNITY BOARD STANDING ORDERS FOR THE 2022-2025 TRIENNIUM

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

RESOLUTION KKC23-6.6

Moved: Member T Sage

Seconded: Member A Earl

1. That the Governance Advisor's report dated 20 September 2023 titled 'Adoption of Katikati Community Board Standing Orders for the 2022-2025 Triennium' 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 27 of Schedule 7 of the Local Government Act 2002, the Katikati Community Board **adopts** the Western Bay of Plenty District Council Community Board Standing Orders for the 2022-2025 triennium as per **Attachment 1** of this report by a vote in support of not less than 75% of members present and voting.

CARRIED

9.5 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD SEPTEMBER 2023

The Board considered a report from the General Manager Infrastructure Services. The report was taken as read, with further discussion on the below items.

RESOLUTION KKC23-6.7

Moved: Cr R Joyce

Seconded: Cr A Henry

That the General Manager Infrastructure Services' report dated 20 September 2023, titled 'Infrastructure Services Report Katikati Community Board September 2023', be received.

CARRIED

9.5.1 BUS SHELTERS AT TE REREATUKAHIA MARAE AND TUAPIRO MARAE

A discussion took place regarding the requirement for rural bus shelters:

- There was a desire for two bus shelters at Te Rereatukahia Marae.
 - It was thought that the bus shelter at Hikurangi Road was in a dangerous position, and it was recommended that the Board support the replacement of the bus shelter in a new location, in consultation with the hapū.
 - It was noted that the use of second-hand bus shelters would incur costs for freighting and installation, and would have a similar cost to new Totalspan shelters. New shelters would also have a significantly longer life-span than second-hand ones.
 - It was suggested that there be a Community Board-led engagement process regarding the community's requirements for bus shelters. This could be discussed at a subsequent Board meeting for a decision.
 - Staff would consult with hapū representatives regarding the location of the bus shelters at Te Rereatukahia Marae and Tuapiro Marae.
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RESOLUTION KKC23-6.8

Moved: Cr R Joyce

Seconded: Cr A Henry

That the Katikati Community Board fund the supply and installation of rural standard school bus shelters at Te Rereatukahia Marae and Tuapiro Marae, with a cost estimate of \$16,000. This will be funded from the Community Board Roding Account.

CARRIED

9.5.2 PARK ROAD BUS STOP

It was requested that staff investigate the viability of a concrete pad and bench seat for the Park Road bus-stop near Park Lane, as where pedestrians stood was often wet and covered in long grass.

The Meeting closed at 7.32pm.

Confirmed as a true and correct record at the Katikati Community Board meeting held on 15 November 2023.

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Chairperson J Clements

CHAIRPERSON

10 REPORTS**10.1 KATIKATI COMMUNITY BOARD WORKSHOP NOTES - 12 OCTOBER 2023**

File Number: A5824735

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

Topic	Discussion	Action from Council	Outcome
Rural bus shelters	Consultation needs to be about where the bus shelters are going to be located.	Ashley to report back to the Board about what consultation has been carried out.	An update on this has been included in the Infrastructure Report.
Annual Plan	Annual plan has been finalised, Norm has been asked to monitor what has been carried out against the projects.	Not required.	N/A
Tetley Road	Board is querying what works are on Tetley Road/Hume packhouse area.	Governance team to follow up and feedback to the Board.	An update on Tetley Road has been included in the Infrastructure Report.
Financial contributions vs development contributions	Councillor Joyce explained the difference as well as the explanation that was	Not required	N/A

	included in the chair’s report in the last agenda.		
Community feedback day	<ul style="list-style-type: none"> - Saturday 18 November - Sausage sizzle fundraiser for local group (Andy to action) - Elder housing displays - Promotion through Facebook by the Board - John Clements to organise advertising. 	Advice from staff to the Board included that if any budget needs to be spent that it will need to be included as an item on the next agenda.	This item was added to the Chairperson’s report. If the Board wish to fund the event, they may resolve to do so.
KKCB Facebook page	Request from the Board.	Governance team have approached Communications team to find out more about what is required and the process.	An update has been provided in the Chairperson’s Report.
End of year function	Recommendation included on next agenda to resolve to spend \$500 on a year-end Christmas event for community leaders to	Governance team to help draft recommendation and ensure that sufficient information is in the report for the Board to make an informed decision.	A recommendation to resolve funds towards this event has been included in the Chairperson’s report.

	network and get their feedback.		
Market Square	John C is going to obtain costing taking out the median barriers out and the bus stop kerbing and levelling for the start of the market.	Kerrie is unable to make the next workshop on 9 November, Governance team will organise with Kerrie.	An update has been provided in the Chairperson’s Report.
Housing	Confirmed that this doesn’t need to be included in the agenda and it is to be progressed at a Council level and pushed by Councillors.	Not required	N/A
Table at Noble Johnston Drive	Potentially to be funded by KKCB if Lions cannot pay for it.	Governance team to enquire with Reserves and feedback to the Board about permission to put a table on the Reserve.	Member Andy Earl will send the Governance Team the concept plan for the table at Noble Johnston Drive. Once the concept plan has been received the Governance Team will liaise with Council’s Reserves Team about seeking permission for the table.
Moore Park	The Board requested information on Moore Park.	Governance team to enquire about process and feedback to the Board.	There is currently no funding allocated for Moore Park redevelopment, this is being considered through the LTP process.

			The Board will approach the Lions Foundation to seek funding for the netball courts.
Permeable surfaces	The Board requested information on permeable surfaces.	Governance team to enquire on Council process and feedback to the Board.	Permeable surfaces are considered in residential and commercial activities under the District Plan. The Chairperson has invited Professor Peter Maddison to attend the 15 November Community Board meeting to present on this topic.
Tahawai Reserve	Queries around the consultation process.	Governance team to investigate the full consultation process and feedback to the Board.	An update regarding Tahawai Reserve next steps and consultation process was emailed to the Board on 9 November 2023.
Corner Beach Road and SH2 lights		Governance team to enquire and feedback to the Board.	There is no funding available to install lights at the Beach Road/State Highway 2 intersection as it is a Waka Kotahi asset. The Board would need to approach Waka Kotahi to fund this project.

<p>Small organisations in Katikati</p>		<p>Governance team to enquire and feedback to the Board.</p>	<p>Council’s Communities Team advised they did not have a list of all the small organisations in Katikati. The Board was advised that Katikati Community Centre may be best placed to provide this information.</p>
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10.2 CHAIRPERSON'S REPORT – NOVEMBER 2023**File Number: A5809455****Author: John Clements, Community Board Chairperson****Authoriser: Cedric Crow, General Manager Infrastructure Services****RECOMMENDATION**

1. That the Chairperson's report dated 15 November 2023, titled 'Chairperson's Report – November 2023', be received.
2. That the Katikati Community Board approve up to \$500 from their contingency account for costs relating to the 2023 Katikati Community Board Christmas function.
3. That the Katikati Community Board approve up to \$500 from their contingency account for costs relating to the competition for beautifying shopfronts in Katikati.
4. That the Katikati Community Board approve up to \$1500 from their contingency account for costs relating to the design of the Katikati shield.

General Update

There was lots of activity going on in our community over the last two months. There are a number of projects and or concept plans underway and these are covered in the Infrastructure Report.

Tahawai Reserve and Beach Road Boat Ramp

At present, neither project has budget in the Long-Term Plan (LTP). Council is currently working through the budgets for the 2024 –34 LTP, both projects are being considered through this process.

Tahawai Reserve next steps:

- Complete stakeholder pre-engagement in December 2023
- December 2023/January 2024 – Develop draft concept plan
- February 2024 – Present draft concept plan to elected members for feedback and direction
- March/April 2024 – Formal community consultation period

Beach Road next steps:

- December 2023 – Present draft concept plan to elected members for feedback and direction.
- February 2024 – Seek approval for formal 1-month community consultation
- March 2024 – Formal community consultation period

The Katikati Community Board submission to the Annual Plan 2023/24 showing their support of the Katikati Boating Club has been reflected in the Beach Road draft concept plan. Draft concept plans will then be presented to the Strategy and Policy Committee for direction and approval for formal 1-month community consultation. Consultation will likely be March 2024 for Beach Road and April/May 2024 for Tahawai depending on pre-engagement progress. Council will meet with the Katikati Community Board prior to the start of the consultation period for an early opportunity to provide feedback.

Market Square Project

The Katikati Community Board Chair had a meeting with the Operations Manager several weeks ago to discuss potential options for the market square in light of the costs but wanting to see this project progress. I have been advised that new concept plans for the Market Square Project are currently being designed. Once the plans have been finalised, they will be presented to the Board at a future workshop.

The Landing Jetty

Council is currently working with consultant engineers to reassess the design due to recent law changes around liquefaction. Funding for this project is allowed for in the current financial year. Any implementation will be subject to contract availability and consent requirements.

Katikati Industrial Area Update

The proposal for Katikati Industrial Area is currently being work through. Council (via Aurecon Consultants) continue to review the Structure Plan components and whether the infrastructure promoted in 2008 remains fit for purpose. The Structure Plan costings review was authorised 21 June 2023 and addresses revised flooding & stormwater (with climate change influence) and wastewater management, archaeological, cultural values, contaminated soils (National Environmental Standard) assessment and roading. The costings for the Structure Plan will be updated based on any revisions and will inform future financial contributions. This will also provide greater clarity for the application, and viability thereof. Council is expected to receive the information early in the New Year and can then complete the review process. In the meantime, discussions with the applicant are ongoing.

Spatial Plan / District Plan

There is a need to review the current Spatial Plan / District Plan for Katikati in light of the tsunami and Natural Hazards maps. The modelling of climate impacts on various catchments was most interesting. Whilst the Community Board does not see any immediate hazard we are suggesting it is best to plan now when there are limited housing rather than a planned migration in the future at great cost and social disruption.

An update on the District Plan Review project was provided at the Community Committee workshop on 19 October 2023. Staff set out a recommendation which Council had endorsed to carry through with a work programme of priority plan changes and spatial planning exercises rather than a full District Plan Review. The timing and order of when and where spatial planning will occur, alongside a priority plan change schedule is to be reported back to Council by staff for endorsement in the coming months.

Destination Town

At a recent Community Committee Workshop, Tourism Bay of Plenty (TBOP) presented a tourism plan for Waihi Beach and Maketu. The Katikati Community Board indicated that they would like to work with TBOP and Waihi Beach Community Board to have a ward wide tourism destination. Katikati has, as one of its priorities, to be a destination town as part of its economic plan. A great deal of work was done on a tourism district four years ago and it could be progressed fairly quickly.

Katikati Housing Network

The group met and there was positive engagement to address the housing needs within the community. It is a complex and expensive area of operation, but the priorities are around affordable housing for younger people and downsizing options for elder residents for Katikati.

Katikati 150th Anniversary Committee

This Committee is moving forward with an extended programme from Matariki 2025 to Waitangi Day 2026. The Ulster Irish arrived in Katikati on 16th September 1875. The events have been spread over the year to engage the numerous communities within Katikati.

Facebook Page

The Community Board will establish a Facebook page to assist with communication regarding community issues. This is to be established over the coming months and will be invaluable as a source of community information. The Communications Team will assist the Katikati Community Board with setting up the Facebook page, however, it will be managed by the Board. A document with tips on how to run the Facebook page will be circulated to the Board once it has been set up.

Events Funding

Katikati community organisations should be aware of the Tauranga Western Bay Community Event Fund (TWBCEF) is a collaboration between Acorn Foundation, Bay Trust, Tauranga City Council, TECT, and Western Bay of Plenty District Council (WBOPDC). The administration of the fund is managed by TECT on behalf of the funding partners.

The fund provides more opportunities for event organisers, as they can now access funding from organisations, they were formerly unable to if they did not have not-for-profit status.

A total of \$900,00 is available in the TWBCEF across 5-6 funding rounds held bi-monthly. Grants are for a maximum of \$15,000 per applicant for events held in Western Bay of Plenty. WBOPDC contributes \$60,000 per annum to the total funding pot.

Over half of the \$900,000 annual funding pool for 2023/2024 has now been allocated, and the fund will have up to another four rounds for the remaining 2023/2024 year. Applications for round three of the TWBCEF are now open through www.communityeventfund.nz

End of year function

The Board had discussed hosting an end of year Christmas event that will allow community leaders to network and seek feedback from their peers. If the Board wishes to commit some funds towards this event there is a recommendation page 1 of this report.

Community Feedback Day

A Community Feedback Day would be held on Saturday 18 November. The Board will facilitate this event and may wish to resolve funds towards it.

Town Beautification

At the Katikati Community Board workshop on 9 November, the Board agreed that 'Town Beautification' was a priority. The Board wishes to undertake projects which will assist with beautifying Katikati. The first of which will be a competition run by the Community Board for beautifying shopfronts in Katikati. If the Board wish to resolve funds towards prize money for this competition, a recommendation has been included on page 1 of the report. The Community Board will come up with a list of criteria for participants who wish to enter the competition.

Katikati Shield

At the Katikati Community Board workshop on 9 November the Board discussed the design of the Katikati shield. The Board wishes to seek community feedback on the Katikati shield prior to finalising the design. Should the Board wish to allocate funding towards finalising the design, a recommendation has been included in page 1.

10.3 COUNCILLOR'S REPORT - NOVEMBER 2023**File Number:** A5810245**Author:** Anne Henry, Councillor**Authoriser:** Cedric Crow, General Manager Infrastructure Services**RECOMMENDATION**

That Councillor Henry's report dated 15 November 2023, titled 'Councillor's Report - November 2023', be received.

Annual Plans / Long term Plan - 2023-2033:

Preparation for the next Long-Term Plan (LTP) has begun. Council plans out for the next 10 years and has an in depth review every three years. For each of the two years between the LTP review, Council prepares an Annual Plan (AP). The AP sets out what the council plans to do in the following 12 months to move towards achieving its goals and how they will be funded.

We are once again at that point of analysing what is sitting in the next 2023-2024 year's plan, exploring the true cost of delivering the service and infrastructure for that year. We measure the effect any movements made, inclusions or movement out to future years would impact the subsequent years rating for the LTP.

There is, of course, political pressure to reduce costs and spending when the economy is in decline. That is possible but it does not effectively fix heavy burden on our communities to pay. It can have a snowball effect which pushes the costs of services, maintenance and of infrastructure out to future years.

The following are recommendations to increase alternative funding streams for Local Government from Central Government. They were gathered from the latest Local Government Review 2022, some of which would require Central Government to make legislative changes:

1. In order to prioritise and deliver on wellbeing central government makes a greater investment in its local governing institutions by: -

- an annual transfer of revenue equivalent to GST charged on rates*
- significant funding to support local priorities, place-based agreements, and devolution of roles.*

2. Central Government pays rates on Crown property.

3. Central Government develops an intergenerational fund for climate change, with the application of the fund requiring appropriate regional and local decision-making.

4. Cabinet is required to consider the funding impact on local government of proposed policy decisions.

5. Central government commits to enabling the future transition with funding to:

- resource a transition unit to support the change and system renewal of local government
- trial and grow participatory and deliberative democracy practices.

With newly elected members setting up in Wellington, the opportunity is there to canvas our new government. A great start would be funding for costs of what we don't recover from them. The GST we collect on rates could remain with local government and central government could pay some contribution towards legislative changes passed on to us and they could start paying their rates Crown owned property.

Draft Speed Management Plan 2023:

This is the first 'Speed Management Plan' for our District and is required under the Land Transport Rule: Setting of Speed Limits 2022.

Waka Kotahi's national road safety strategy 'Road to Zero' is aimed at reducing the probability of deaths and/or serious injuries from crashes. Waka Kotahi's recommendations would have seen urban roads reducing to 30-40kph and rural roads reducing to 60-80kph depending on the type of road considered.

Our proposed draft applies only to our local road and aims to achieve the best safety outcomes for our local communities. The plan identifies areas for improved speed management by outlining speed limit reductions that will take place over the next ten years, with a focus on the first three years. We will be prioritising the areas with the highest need first and those priorities identified for the first three years of the Speed Management Review are:

- Schools
- Marae and community hubs
- Other high-risk and high benefits areas that have a high concentration of people.

Our proposed approach is a 50kph speed limit in urban areas and 80kph within rural areas. Urban schools will have a variable speed limit of 30kph for specified times and 50kph outside those specified. Rural schools will have a 30kph for specified times and 60kph outside those specified. Council will work with Marae to set appropriate speed reduction limits.

There are proposed further reductions for town centres, and for some urban and rural roads in the Katikati- Waihi Beach Ward. 40kph applies to Katikati town centre - the Waka Kotahi interim Speed Management Plan to main street Katikati (SH2) and proposes this permanently from Beach Road to Digglemann Park. 30kph for Fairview Estate off Sharp Road and Pahioa Road. 60kph for Woodland Road from SH2.

Your feedback on what is proposed will help shape the finalised Speed Management Plan for our local roads. Click on the link [here](#) for more information and to give us your views. Consultation Booklets and feedback forms are also available at our service centres. Feedback closes 5pm Thursday 23 November 2023.

Submissions from Western Bay of Plenty District Council to Central Government:

At Strategy and Policy Committee meeting on 28 September 2023 the following submissions currently under central government reviews were received.

1. Submission of the Building Consent System Review (2023).
2. Submission on Critical Infrastructure Phase One Consultation.
3. Submission on Government Policy Statement on Land Transport 2024.
4. Submission on Western Bay of Plenty Development Plan: Major Capex Proposal-list Consultation.

The submissions can be found in the [SPC23-6 Agenda](#).

10.4 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD NOVEMBER 2023

File Number: A5817756

Author: Tracy Harris, Executive Assistant Infrastructure Group

Authoriser: Cedric Crow, General Manager Infrastructure Services

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the General Manager Infrastructure Services' report dated 20 September 2023, titled 'Infrastructure Services Report Katikati Community Board September 2023', be received.

ROADING

Transportation – Katikati Community Roading

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

The Board at a workshop discussed several items and initiatives that could be investigated to implement the town centre plan, to enhance the town centre and to improve the roading and footpath network.

The funding sources are the roading budget and the town centre fund. The items that were discussed have been included in the recommendation with two priority levels. The intention is that the investigation and high-level concepts and estimates are undertaken prior to progressing to full design and implementation.

The Board have reviewed the existing listed roading account priority list. Council is currently working with the Board to complete this list as resolved on 31 May 2023.

It has been noted that a number of the items on the roading priority list may now not be considered necessary by the Board. Transport Engineer would like to invite the board to reconsider the priority list accordingly.

Council have resolved to assist the Board in prioritising capital projects, in line with Council's Levels of service and as funding and resources allow.

Marshall Road Urbanisation Project

Description: Upgrading of Marshall Road from Middlebrook Drive to Tetley Road including pavement rehabilitation, drainage improvements, retaining walls, new concrete footpaths, and shared paths.

Apex Civil Limited have been engaged to carry out construction.

The final phase of these works has now commenced. It is expected that the sealing of the road will be completed by mid to late September.

Practical completion inspection was undertaken on Monday 30/10/23 . The outstanding items have been identified with the contractor and are expected to be completed this month, with little affect to the road users.

Tetley Road Footpath

Description: Construction of a 2.5m shared path between Rereatukahia Road and Marshall Road.

Construction of the shared path between Rereatukahia Road and Marshall Road has been completed.

Construction of the length of path between Layla Place and Marshall Road as well as the replacement of the path section on Rereatukahia Road between Rereatukahia Pa Road shared path construction has now commenced and likely to be completed by December 2023.

Park Road Bus Shelters

Description: The Community board have raised the need for bus shelters on Park Road at the Summerset Village and opposite Binnie Road to serve the elderly community in the area.

These bus shelters have now been installed and noted to be well used by the surrounding communities.

Kotahi Lane – Cherry Tree Removal and Car Parking Enhancement

Description: The Board have requested a cost estimate for the removal of the cherry trees and carpark enhancement at the southern end of Kotahi Lane.

The Transportation Area Engineer has requested clarity from the Board on the extent of this proposal and would like to request an onsite workshop so as to remove any ambiguity on the project scope.

Rural School Bus shelters at Te Rereatukahia Marae and Tuapiro Marae

Description: the Katikati Community Board resolved to fund the supply and installation of rural standard school bus shelters at Te Rereatukahia Marae and Tuapiro Marae, with a cost estimate of \$16,000. This will be funded from the Community Board Rooding Account.

Transportation Engineer has approached both Te Rereatukahia Marae and Tuapiro Marae, regarding interest and placement of the rural school bus shelters.

Once this consultation has been completed, an order will be placed for shelters and arrangements will be made for the concrete and foundations etc.

Transportation – Katikati Community Rooding

Katikati Community Board Rooding Current Account	Project Cost \$	NZTA Funding MIP LC/LR \$	Katikati Community Board \$	Status
Current Account Opening Balance 1 July 2022			\$171,710	
Allocation for 2022/23			\$167,640	
Interest 2023			\$5,666	
Subtotal			\$345,016	
Committed Projects			-	
Park Street Bus Shelters & Beach Road Tactile Pavers			\$35,000	
Completed Projects				
Park Street Kea Crossing			\$60,000	Awaiting Final Costs
Forecast Current Account Closing Balance 30 June 2023			\$250,016	
Projects Priority			Priority	Status
Market Square			1	
Bus Shelters			1	
Kotahi Lane Sealing			1	
Stage 1 Town Centre Village Pathways Upgrade – Katikati War Memorial Hall to Museum			1	
Uretara Landing Reserve Upgrade			2	
Stage 2 Town Plan – Pedestrian Refuge at the BP Service Station			2	
Mulgan Street to Uretara Bridge Embankment			2	

WATER SERVICES**Highfields Stormwater Pond Development Trial**

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

Application for Resource Consent underway. Aim is to begin physical works this summer. No change to update as application is still being worked on and is due to be finalised end of November.

Western Water Renewals

Description: Renewal and upgrade of water infrastructure.

Scoping and design are underway for a number of watermain renewals. These are:

- Wharawhara Road – investigations completed. Design yet to start.
- Edwards Street – design underway
- Malta Crescent – design complete, procurement underway.

Edwards Street and Malta Crescent is scheduled for physical works this financial year.

Katikati WWTP Upgrade

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

Staff are completing the geotechnical investigations and procurement of a design and build contractor to complete the remainder of the design and the physical works, note that the exact date for completion of the investigations and procurement of a design is yet to be determined. Tender documents are in preparation. No change to update as tender documents are still being worked on. Plan to be finalised by the end of November.

Katikati Outfall

Description: Katikati wastewater outfall failure.

The Katikati outfall which discharges treated effluent from the Katikati Wastewater Treatment Plant out past Matakana Island has had two failures in the last 12 months. Each mode of failure has been different however early reports suggest the pipeline has less than 5 years of remaining useful life, and further failures can be expected in this time. Previous reports (2019) suggested this pipe would not fail again before 2050. Water services will be meeting with the Katikati wastewater advisory group to discuss options this needs to be planned in conjunction with alternative options to discharge, consent renewal (2038) and future treatment plant upgrades. No change to update as Water Services are yet to meet with the Katikati Wastewater Advisory Group.

RESERVES

Katikati – Dave Hume Pool Roof Covering Project

Description: Enclosing Pool for all season operation

The Project Team (includes staff and Dave Hume Trust) have awarded the contract to the preferred supplier and working through the first stages of the design of the Roof. The pool is currently operational and will have a normal season uninterrupted by construction. The roof material has been ordered to reduce delays in construction.

Katikati – Yeoman Bridge to Park Road Shared Path

Description: New path to improve accessibility for all weather access

This project is progressing well with the contractor adding more staff to speed up the programme. The section between the Levley Lane reserve boardwalk and Irwin Court has been completed. The next main section between Levley Lane Reserve and the Yeoman bridge has 90% of the concrete poured and the final section between Park Rd and Irwin court underway after that's finished. The intention is to complete all physical works and undertake any turf reinstatement work before Christmas.

Moore Park Proposal to Lease

Description: Katikati Sport Recreation Centre (KKSRC)

Staff have received an application from the KKSRC Chair, seeking approval to lease part of Moore Park for the purpose of erecting a recreational centre. This is recognised in the

Moore Park Concept Plan. Staff will analyse the application prior to reporting to Council for approval in principle to lease an area of land prior to public consultation in accordance with the Reserves Act 1977.

OPERATIONS

Emergency Management

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

The new Community Resilience Advisor started 28 August and has spent his first six weeks meeting the Community Response teams across the District.

The Senior Emergency Management Advisor has been working with BOP Civil Defence Emergency Management contributing to the Regional Tsunami Readiness Project, Regional Consistency Project, and the Regional Assurance Framework project along with increasing capacity and capability within the WBOPDC Emergency Operations Centre.

The implementation of updated tsunami evacuation zone maps across the District took place in October 2023. Part of this implementation included new information boards across the district and work on the new Community Guide to Emergencies including the Katikati area.

Work is ongoing with the Katikati Community Response Team to book training opportunities.

Online training is available now through the Civil Defence Emergency management training portal. The CDEM team at WBOPDC are able to provide the link to enable access to members of Community Response Teams.

A bespoke training programme is being developed specifically for Community Response Teams covering the basic CIMS (Co-ordinated Incident management system) training, how a Community Response Team may be activated and how to ensure claims for reimbursements will take place. It will also include some personal resilience training for our Community Response Teams and local Marae. The intention is for this training to be available from early next year.

A resource supply box has been created and has been delivered to Katikati.

Western Solid Waste

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

Report on SeatSmart Event held on Sunday, 1 October 2023 at Katikati Recycling Centre

The Katikati event was well attended. We collected a total seats of 76 capsules, car seats and booster seats from both events. This is a great win for recycling and diverting resources from landfill. Feedback from customers was good and they appreciated the initiative. The seats were recycled by 3R - SeatSmart in Auckland using the Waste Minimisation Levy.

Establishing Community Resource Recovery Centres

The feasibility study into Community-led Resource Recovery for the current recycling centres went to Council on 7 March 2023. Staff have met with Sharaine Steenburg from Chrome Collective on 10 October 2023 for a planning workshop and visit to the site for a walk-over. Chrome collective is working closely with The Seagull Centres' manager, Manus Pretorius to create a business plan that will progress the establishment of a resource recovery centre at the Katikati site.

ATTACHMENTS

- 1. MAS Katikati Community Board November 2023** 

Action Sheets Report	Division: Infrastructure Services Group	Printed: September 2023
	Committee: Katikati Community Board	

Meeting	Officer/Director	Section	Subject
Katikati Community Board 10 November 2021	Kerrie Little	New Item	CCTV Applications

The Board requested to view the CCTV camera applications for Katikati to see if there were any that the Board could help contribute funding towards. The Board had been asked by Council's CCTV working party to contribute 50% of the cost for a CCTV camera on the Corner of State Highway 2 and Tetley Road, Katikati. The Board passed a formal resolution to part fund the requested camera.

November 2023:

Listed below are the CCTV camera applications received for Katikati.

- Major Street Car Park Uretara Domain
- Morton Road, by Tennis courts, bus shelter
- Diggelmann Park walkway new end
- End of Beach Road at Boat Ramp
- 45 Beach Road, Community Centre
- Hunters Reserve off Wharawhara Road
- 55 Pine Ridge Lane Aongatete
- **Sharp Road & SH2 intersection** or opposite Fairview Country Estate
- 1 Hot Springs Road Carpark
- Beach Road, carpark area
- Cnr Fairview Road & Main Road, and Fairview Road and Heron Crescent
- Around 117 Matahui Road
- At or near to Cnr Lancaster & Matahui Roads

The CCTV working party agreed to install an Automatic Number Plate Recognition (ANPR) camera at the intersection of Sharp Road and SH2.

Sept 2023:

The CCTV Working Party met on 5 September to assess applications for the current year's fund after which, staff will contact the Board to determine if there are any cameras they can assist with installing. The installation of the ANPR camera on Tetley Road has been completed but was vandalised shortly afterward. A decision will need to be made on whether to reinstate it.

July 2023:

The applications for the 2023 Community CCTV Camera fund open on 13 July 2023 and closes 10 August 2023. After that we will be able to contact the Board to see if there are any cameras, they are able to help with the installation of. Installation of the ANPR camera on Tetley Road has been completed.

Action Sheets Report	Division: Infrastructure Services Group Committee: Katikati Community Board	Printed: September 2023
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May 2023

The sleeve for the pole has been installed. Staff are still waiting for Horizon to provide the power connection. The cost of the installation has increased.

The application for this year's round of the CCTV funding will open in July. Staff will inform the Board about the applications received for the Katikati area.

April 2023:

This camera will be installed on 13 April 2023.

February 2023:

The camera that is being installed on the corner of Tetley Road and Rereatukahia Pa Road is still under action. Staff are waiting for contractors to thrust cabling under the road. This has been impeded by weather.

November 2022:

CCTV camera applications that were received but were not selected for installation from this year's funds are listed below.

- | | |
|---|---------------------------------------|
| Katikati – Katikati Rugby & Sports Club | Katikati – Tanners Point Boat Ramp |
| Katikati – Mayor Street / Uretara Domain (car park /freedom camping site) | Katikati – Tanners Point Road and SH2 |
| Katikati – Ongare Point | Katikati – The Arts Junction |

Due to the original design by the contractor not allowing for the ducting, the camera that was proposed to be installed at the corner of State Highway 2 and Tetley Road, Katikati will now be installed on the corner of Tetley Road and Rereatukahia Pa Road. The estimated timeframe for installation is anticipated to be sometime in January 2023.

July 2022:

Halfway through the build of roundabout. Streetlights installed on Tetley Road but not on the other side. Camera installation is due approx. end of July.

May 2022:

Waka Kotahi (NZTA) is currently installing a roundabout on State Highway 2 and Tetley/Rae Road. The current quote is \$11,500, but this could change depending on design of RAB and confirmation from NZTA of ducting installation etc. Staff are awaiting a response from NZTA as to timeframe.

March 2022:

The CCTV installation at the intersection of Tetley and SH2 is on hold pending completion of the SH safety improvement traffic circle planned for this intersection. Conduiting for the proposed camera as been requested to be included in these works.

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

January 2022:

Below is a summary of the locations where CCTV cameras were requested in the Katikati area through the CCTV Application process., Katikati CCTV

Applications.

- Intersection of SH2 and Tetley Road (confirmed - installation to be funded in 50/50 partnership with KKCB)
- Beach Road and Park Road intersection
- Main Road / Jocelyn Street
- Moore Park
- Morton Road Bus Shelter and Tennis Courts
- Pukakura Road / Beach Road
- Beach Road / Park Road intersection
- Beach Road Boat Ramp and Toilets
- Dave Hume carpark
- Fairview Road / Carisbrook Street intersection
- SH 2 / Kauri Point Road
- SH 2 / Tanners Point Road
- SH 2 / Tuapiro Road (confirmed installation to be funded by WBOPDC Compliance team with an additional camera being installed at Tuapiro Reserve funded by Reserves and Facilities)
- SH 2 / Busby Road
- Sharp Road / SH2

Please be aware that the above applications have been declined by the CCTV Working Party due to budgetary constraints and the Katikati Community Board would have to apply to Council to fund any additional cameras. Also, Council would need to approve acceptance of the ongoing maintenance and depreciation costs for any additional CCTV cameras.

Action Sheets Report	Division: Infrastructure Services Group	Printed: September 2023
	Committee: Katikati Community Board	

Meeting	Officer/Director	Section	Subject
Katikati Community Board 30 March 2022	Ashley Hall	Reports	Infrastructure Services Report Katikati Community Board March 2022

RESOLUTION K22-2.6

That the Katikati Community Board approve the investigation of options for the following roading and town centre projects:

Priority 1:

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

Priority 2:

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

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

November 2023:

The priority list for the Roothing account has not been changed. There have been several discussions about Roothing funds since this list was created.

The Community Board has been asked to consider reviewing the current list.

Sept 2023:

The Roothing Engineer will request to schedule a Community Board Workshop, to discuss Roothing account priorities.

July 2023:

Th Board considered the reprioritisation at the 31 May meeting – staff are awaiting the Board’s direction.

May 2023:

The current Board are considering reprioritising several projects and staff are working with the Board accordingly.

A new roading account priority list will be resolved in due course with consideration to the Town Centre fund approval, the Katikati 150 year anniversary, and the new Board with new ideas, it has been suggested that the roading account priorities could be reconsidered.

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

April 2023:

The moving workshop undertaken on Monday 20/02/23 to review the Community Boards roading account priority list. Members present at the workshop were Cllrs Henry Joyce and Community Board Members Clements and Earl.

It was discussed that the following items would be removed from the priority list further to resolution:

- Mulgan Street footpath extension
- Hyde street sealing
- Kotahi Lane car parking sealing
- Kotahi Lane (Southern end) Parking Enhancement

Other items may be considered for removal at the Community Boards discretion.

February 2023:

With consideration to the Town Centre fund approval, the Katikati 150-year anniversary, and new Board with new ideas, it has been suggested that the roading account priorities could be reconsidered.

November 2022:

A workshop will be held with the Board to discuss the town centre projects. There will need to be a further workshop and walk over with the Board to prioritise the above projects and set a programme that aligns with the budget.

July 2022:

The Board are yet to adopt the Town Centre plan. This will release funding for the prioritised enhancements. Notwithstanding these preliminary investigations and discussions have commenced on several proposals.

May 2022:

Investigations are progressing with several contractors and suppliers.

Action Sheets Report	Division: Infrastructure Services Group	Printed: September 2023
	Committee: Katikati Community Board	

Meeting	Officer/Director	Section	Subject
Katikati Community Board 12 August 2020	Peter Watson	Reports	Haiku Park – Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail

Haiku Park – Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail

Councillor Henry advised the Board that the Reserves and Facilities Manager would consult with residents in the street and owners of the houses whose fences are affected.

November 2023:

The next steps involve a report to be considered by Strategy & Policy Committee on 9 November 2023, to adopt the final concept plan. The delivery & funding of the concept plan for Donegal Place Reserve will be consulted on via the LTP.

Sept 2023:

Staff presented the findings of the To Wahi engagement process to the Strategy and Policy Committee Workshop held on 17 August, pertaining to the Community feedback received. Two questions were asked: 1. Do you agree with the location (Donegal Reserve)? and 2. What features would you like to see?

81% supported Donegal Place reserve as the dog exercise area. A number of ideas were offered about the features users wanted to see, which will inform the final concept plan.

July 2023:

Staff are analysing the feedback received through the Your place/ To Wahi Community engagement process which included the dog exercise area identified for part of this reserve. The analysis will be available in due course.

May 2023

There has been no change from previous update. The dog exercise area has been included in the concept plan that will be used for consultation. The Board will have the opportunity to provide feedback on the proposal through the consultation process.

April 2023:

Council has recently agreed to consult with the community on this site being a dog exercise area. The dog exercise area has been included in the concept plan that will be used for consultation. The Board will have the opportunity to provide feedback on the proposal through the consultation process.

February 2023:

A meeting with the Board has yet to be arranged. It should be noted that the lower part of the reserve is being considered as a potential dog exercise area.

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

November 2022:

Staff will arrange to meet with the Board to discuss the draft Concept Plan.

July 2022:

The data for this update is not available currently due to staff absences from the office.

May 2022:

A meeting with the Board is being arranged.

March 2022:

Subject to Covid -19 requirements, staff would like to attend the next Community Board workshop to present the draft plan and seek feedback.

January 2022:

A draft plan has been received and is being reviewed by staff before presenting the plan to the Community Board, tangata whenua and other interested parties.

November 2021:

The concept plan is being managed by an external consultant due to current Reserves and Facilities project workload. The delivery of the draft plan is being rescheduled to the New Year at which time we plan to present a copy to the Board for feedback.

August 2021:

Projects are being rescheduled due to the recent Covid-19 lockdown.

July 2021:

Staff have received fee back from Tangata Whenua to input to the draft concept plan. A draft concept plan is expected to be ready for Board and stakeholder feedback by October 2021.

May 2021:

Staff note that the Board have requested a copy of the concept plan for the site.

Staff have recently met with Tangata Whenua to seek their input to the Concept Plan. A copy of the "draft" concept plan will be provided to the Board once it has been prepared.

March 2021:

Initial engagement with Tangata Whenua has been undertaken. Engagement with other community groups is planned. In the meantime, the site will be mowed with a flail mower where this is achievable.

Action Sheets Report

Division: Infrastructure Services Group
Committee: Katikati Community Board

Printed: September 2023

January 2021:

Council have completed a basic concept plan for discussion with the surrounding property owners. Staff will advise the adjoining property owners and the programme works.

November 2020:

The preliminary engagement is planned to take place in January/February 2021.

September 2020:

Haiku Park - Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail:

Due to other project workload, the concept plan implementation has been delayed until Autumn 2021, subject to project funds being approved.

In the meantime, staff intend on undertaking some preliminary engagement with Tangata Whenua, the Estuary Managers and Katikati Taio as part of the development of a draft concept plan for Donegal Place Reserve (also known as the Mills Block).

The adjoining property owners will be involved in the preliminary engagement process.

A 'Draft' concept plan will be prepared based upon the preliminary feedback, before seeking wider public feedback.

Action Sheets Report	Division: Infrastructure Services Group Committee: Katikati Community Board	Printed: September 2023
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Meeting	Officer/Director	Section	Subject
Katikati Community Board 20 September 2023	Ashley Hall	New Item	Park Road Bus Stop

It was requested that staff investigate the viability of a concrete pad and bench seat for the Park Road bus-stop near Park Lane, as where pedestrians stood was often wet and covered in long grass.

November 2023:

Preliminary investigation shows that the cost for supplying and installing a bench seat will range from \$3.5k to \$5k. This price includes the supply of the bench seat, concrete pad, temporary traffic management, and labour.

Action Sheets Report	Division: Infrastructure Services Group Committee: Katikati Community Board	Printed: September 2023
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Meeting	Officer/Director	Section	Subject
Katikati Community Board 20 September 2023	Ashley Hall	New Item	Bus shelters at Te Rereatukahia Marae and Tuapiro Marae

That the Katikati Community Board fund the supply and installation of rural standard school bus shelters at Te Rereatukahia Marae and Tuapiro Marae, with a cost estimate of \$16,000. This will be funded from the Community Board Rooding Account.

November 2023:

The Area Transportation Engineer has reached out to both Te Rereatukahia Marae and Tuapiro Marae regarding their interest and placement of the rural school bus shelters. After this consultation is finished, an order will be made for the shelters, and arrangements will be made for the concrete and foundations, and so on.

10.5 OPERATIONAL REPORT – NOVEMBER 2023

File Number: A5815279

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

This report is an operational update from across Council for matters that relate to the Katikati Community Board area.

RECOMMENDATION

That the Governance Advisor's report dated 15 November 2023 titled 'Operational Report – November 2023' be received.

SERVICE REQUESTS

This section is to provide an overview of Service Requests for the Katikati Community Board area since the last meeting.

There has been one of each of the following subtypes of Service Requests raised and completed:

- Abandoned Vehicle
- Cemeteries maintenance
- Water – Emergency Shutdown
- Event Application
- Graffiti in reserve
- Water – Hydrant/Valve Issue
- No water
- Sewer Pipe blocked /damaged
- Land Development Engineering – General Enquiry
- Building Inspector General Enquiry
- Kerbside Litter (debris from collection)
- Consents Services – LIMS
- Vegetation (not trees)/mowing local roads
- Building Administration – Old/Historic Building Consents
- Road Surface Defects

There has been one of each of the following subtypes of Service Requests raised which are under investigation:

- Swimming pool enquiries

The table below shows Service Request's that are higher in numbers and have a mix of statuses.

Service Request Subtype	Notes	Completed	Under Investigation
Blocked Drains	Across Katikati	1	1
Flooding – Culverts	Across Katikati	3	0
All Water Leaks	Across Katikati, multiple reports on Malta Crescent	29	0
Water – Meter/Toby issue (not leak)	Across Katikati	6	0
Water – General Enquiries	General enquiries from across Katikati	2	0
Sewage overflow/spill on ground or dump station	Various reports across Katikati	3	0
Compliance & Enforcement – General	Various issues reported	2	1
Compliance & Enforcement – Signs	Various reports – 1 election signage and 1 private advertising	2	0
Parking Queries	Across Katikati	3	1
Noise Complaints	Multiple reports across Katikati	13	0
Compliments	Two reports for the reserves team	2	0
Freedom Camping	Multiple reports across Katikati	5	0
Kerbside – General Enquiries	Various enquires from across Katikati	17	1
Kerbside – Damaged bin replace/repair	Across Katikati	7	0
Kerbside – PAYT Tag Issue	Multiple reports across Katikati	7	0
Kerbside – Missed Collection	Across Katikati including Polley Crescent and Wills Road	13	0

Kerbside – Lost or Stolen Bins	Across Katikati – various reports of stolen or missing bins	7	2
Reserves – General Enquiries	Across Katikati	25	0
Litter/Litter Bins/Dumping on Reserves	Across Katikati	8	0
Reserves – Trees	Various enquiries relating to trees on reserves	2	0
Reserve Buildings / Roads/ Tracks/ Furniture	Various reports relating to reserve maintenance	3	0
Rubbish/Illegal Dumping & Carcasses (not bins)	Various reports across Katikati area relating to illegal dumping	5	1
Public Toilets – Hygiene/Paper	Across Katikati, including multiple reports relating to Diggelmann Park toilets	7	0
Māori Land Enquiries	Across Tahawai	6	0
Liquor licencing queries	Across Katikati	2	0
Water Pressure	Across Katikati	4	0
Local Roads – General	Various general enquiries across Katikati	5	0
Cemeteries – Headstone/Plaque and Plot Enquiries	Queries relating to headstones, plaques and plots	5	0
Building – Technical Enquiry	Range of different administrative enquires	6	0
Resource Consent Compliance	Across Katikati	2	0
Consents Planning/ Duty Planner – General Enquiry	Range of queries relating to Resource Consents and Duty Planner queries	27	4

MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS (NOT MINUTE ACTION SHEETS)

Date raised	Issue	Comment
May 2023	Katikati War Memorial Hall earthquaking.	Following on from Katikati Community Board Agenda Operational Report update from 26 July 2023 (agenda found here). There is no further update at this stage. Staff remain in contact with the Hall Committee with updates.
July 2023	Kotahi Lane Cherry Trees	The Transportation Area Engineer has requested a workshop with the Board on this matter (as per the Infrastructure Report). The Governance Team will liaise with the Board on a workshop date.
	Update on progress of Katikati Sport and Recreation Centre Project.	An update has been provided in the Infrastructure Report.

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS (NOT IN INFRASTRUCTURE REPORT)

Date raised	Issue	Comment
July 2023	Katikati Market Square	Item left to lie on the table at July 2023 meeting to be workshopped with Board. Options for Katikati Market Square will be presented to the Board at a future workshop.
May 2023	Request for Funding – Katikati War Memorial Hall	The invoice has now been paid in full. No further action is required.

10.6 2024/2025 ANNUAL OPERATING BUDGET

File Number: A5826156

Author: Pernille Osborne, Senior Governance Advisor

Authoriser: Sarah Bedford, Finance Manager

EXECUTIVE SUMMARY

The Community Board is required to review its annual budget and make a recommendation on what the Board considered its operations budget should be for the upcoming financial year.

The Board is aware that the Annual Plan will be subject to Council review and consultation.

The Board should give consideration to their work programme going forward and commitment of any Reserve funding for future projects.

RECOMMENDATION

1. That the Senior Governance Advisor’s report dated 15 November 2023 titled ‘2024/2025 Annual Operation Budget’ be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council’s Significance and Engagement Policy.
3. That it be recommended to the Annual Plan and Long Term Plan Committee that the Katikati Community Board 2024/2025 Annual Operating Budget be:

OPERATING COSTS	2024/2025	
Conference	2,140	
Contingency	10,165	
Grants	8,560	
Milage Allowance	1,070	
Security	0	
Street Decorations	4,815	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COSTS		

BACKGROUND

1. Under the role and purpose of Community Boards, subject to compliance with Council strategies, policies and legislation, the Community Board has the delegated function to:
 - Control, expend and monitor funds as allocated by Council.
2. The salary component of all Community Boards has been determined by the Remuneration Authority and the Board has no control over this figure. Under the process used by the Remuneration Authority the increment will be assessed annually.
3. The Katikati Community Board Budget for 2022/2023, as adopted in the Long Term Plan (LTP) is shown below:

OPERATING COSTS	2022/2023 Actual	2022/2023 Budget
Conference	0	1,224
Contingency	581	2,052
Grants	4,400	8,220
Milage Allowance	560	2,052
Security	5,287	6,684
Street Decorations	1,739	4,632
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COSTS		

SIGNIFICANCE AND ENGAGEMENT

4. 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.
5. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
6. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is only considering the distribution of funds between the operational budget lines, as the overall total has already been approved through the Annual Plan and Long Term Plan Committee.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
General Public	The public may comment on the Board’s budget during the Annual Plan/Long Term Plan consultation process.

ISSUES AND OPTIONS ASSESSMENT

That it be recommended to the Annual Plan and Long Term Plan Committee that the Katikati Community Board 2024/2025 Annual Operating Budget	
Reasons why no options are available Section 79 (2) (c) and (3) Local Government Act 2002	Local Government Act 2002 Section 52(d) The role of a community board is to prepare an annual submission to the territorial authority for expenditure within the community.

STATUTORY COMPLIANCE

- The Local Government Act 2002 requires the Community Board prepare an annual submission to Council for expenditure within the community.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Council	The Katikati Community Board does not have the delegated authority to make funding allocations outside of the adopted budget. The Community Board may make recommendations to Council.

10.7 KATIKATI FINANCIAL REPORT – SEPTEMBER 2023**File Number:** A5808703**Author:** Ezelle Thiart, Financial Business Advisor**Authoriser:** Allan Carey, Finance Business Partner Lead**EXECUTIVE SUMMARY**

This report provides the Community Board with first-quarter monitoring of its operational budget. Attached are the financial statements for the period ended 30 September 2023 (**Attachment 1**).

Total operational costs are under budget YTD for 2023/24.

Attached are also the final financial statements for the period ending 30 June 2023. Previously submitted financials were not final and additional salary costs were recognised before the period was closed. (**Attachment 2**).

RECOMMENDATION

That the Financial Business Advisor's report dated 15 November 2023, titled 'Financial Report Katikati – September 2023', be received.

Financial Report year to date – September 2023:**Grant payments made to date:**

Resolution	Description	\$
KKC23-4.4	The purchase of new Christmas garlands and decorations	995
2023/24 Grants		995

C.E. Miller Estate Reserve:

Resolution	Description	\$
	2023/24 Opening balance	9,888
	No transactions year to date	0
2023/24 Closing balance		9,888

Committed – Operational Expenditure

Resolution	Account	Description	\$
K22-4.5	Contingency	Approve up to \$1,000 for cost relating to the Katikati Community Plan and Town Centre Plan presentation and celebration evening.	1,000
KKC23-2.4	Street Decorations	Approves up to \$2000 from the Street Decorations Account to Katch Katikati for the purchase of additional Christmas decorations for the Community Christmas Tree. (Spent \$1,739)	261
Total outstanding operational commitments			1,261

2023/24 Reserve Analysis:

Description	\$
2023/24 Opening balance	69,365
No transactions year to date	0
2023/24 Closing balance	69,365

Committed – Reserves expenditure:

Resolution	Description	\$
	2023/24 Closing balance before committed expenditure	69,365
K22.4-7	Approve funding of \$50,000 towards costs related to the new Katikati Community Sport and Recreation Centre on the Moore Park Sports Ground in Katikati. (\$29,625 already spent)	(20,375)
	2023/24 Closing balance after committed expenditure	48,990

ATTACHMENTS

- 1. Financial Report Katikati – September 2023**  
- 2. Financial Report Katikati – June 2023 (Final)**  

Western Bay of Plenty District Council						
Income and Expenditure Statement						
For the period ended 30 September 2023						
Katikati Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
Direct Costs						
Conference Expenses	0	540	540	☑	2,160	0
Contingency - [see breakdown below]	0	540	540	☑	2,160	30,206
Grants	995	2,154	1,159	☑	8,616	4,400
Mileage Allowance	0	540	540	☑	2,160	560
Salaries	7,320	7,080	(240)	⊕	28,320	28,667
Security	0	1,752	1,752	☑	7,008	5,287
Street Decoration	2,500	1,212	(1,288)	⊕	4,848	1,739
Inter Department Charges	0	10,551	10,551	☑	42,204	40,260
Operating Costs	10,816	24,369	13,553	☑	97,476	111,119
Total Operating Costs	10,816	24,369	13,553	☑	97,476	111,119
Total Direct Costs	10,816	24,369	13,553	☑	97,476	111,119
Total Costs	10,816	24,369	13,553	☑	97,476	111,119
Income						
Rate Income	26,246	24,363	1,883	☑	97,452	102,222
Total Direct Income	26,246	24,363	1,883	☑	97,452	102,222
Net Cost of Service	15,430	(6)	15,436	☑	(24)	(8,897)
<u>Contingency - breakdown</u>				☑ <i>Favourable Variance</i>		
				⊕ <i>Non Favourable Variance</i>		
Year to date contingency costs	0					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	69,365					
No transactions to date						
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	69,365					
Town Centre Development Reserves						
Opening Balance - Surplus (Deficit)	473,604					
No transactions to date	0					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	473,604					
CE Miller Estate Restricted Reserves						
Opening Balance - Surplus (Deficit)	9,888					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	9,888					

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 June 2023						
Katikati Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Additional Levels of Service	0	0	0	☑	0	0
Conference Expenses	0	1,224	1,224	☑	1,224	0
Contingency - [see breakdown below]	581	2,052	1,471	☑	2,052	431
Grants	4,400	8,220	3,820	☑	8,220	12,875
Mileage Allowance	560	2,052	1,492	☑	2,052	0
Salaries	28,667	27,936	(731)	⊕	27,936	28,465
Security	5,287	6,684	1,397	☑	6,684	719
Street Decoration	1,739	4,632	2,893	☑	4,632	0
Inter Department Charges	40,260	40,260	0	☑	40,260	39,168
Operating Costs	81,494	93,060	11,566	☑	93,060	81,658
Total Operating Costs	81,494	93,060	11,566	☑	93,060	81,658
Total Direct Costs	81,494	93,060	11,566	☑	93,060	81,658
Total Costs	81,494	93,060	11,566	☑	93,060	81,658
Income						
Rate Income	102,222	93,060	9,162	☑	93,060	101,063
Total Direct Income	102,222	93,060	9,162	☑	93,060	101,063
Net Cost of Service	20,728	0	20,728	☑	0	19,405
Contingency - breakdown				☑	<i>Favourable Variance</i>	
Katikati Community Plan and Town Centre Plan presentation and celebration evening	316			⊕	<i>Non Favourable Variance</i>	
Food for function and presentation evening	196					
Wreath for Katikati Community Board	70					
Year to date contingency costs	581					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	78,263					
K22-4.7 Costs related to the new Katikati Community Sport and Recreation Centre on the Moore Park Sports Ground in Katikati.	(29,625)					
Transfer of unspent OPEX to reserve account	20,728					
(Decrease) Increase in year	(8,897)					
Closing Balance - Surplus (Deficit)	69,365					
Town Centre Development Reserves						
Opening Balance - Surplus (Deficit)	514,161					
Transfer reserve interest to Town Centre Reserve	14,752					
Funding projects via Town Centre Reserve	(55,309)					
(Decrease) Increase in year	(40,557)					
Closing Balance - Surplus (Deficit)	473,604					
CE Miller Estate Restricted Reserves						
Opening Balance - Surplus (Deficit)	9,888					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	9,888					