

Mā tō tātou takiwā
For our District

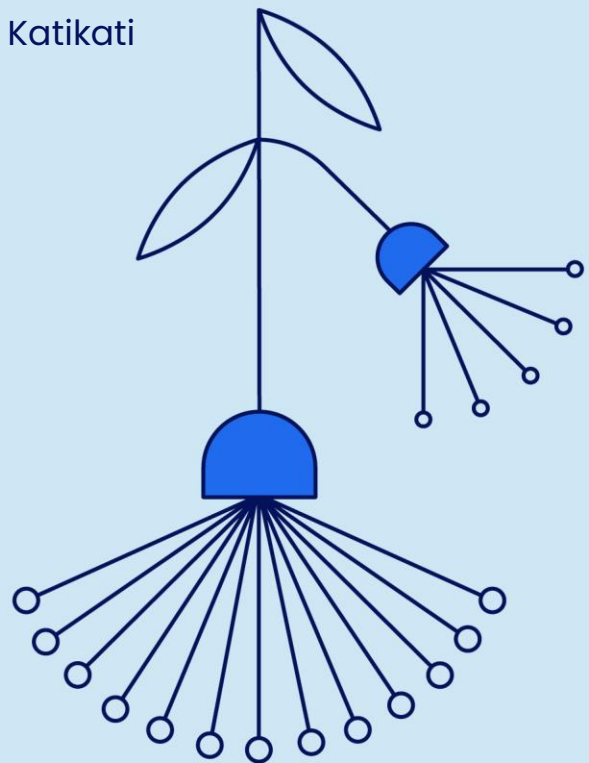
Katikati Community Board

Poari ā Hapori o Katikati

KKC24-2

Wednesday, 3 April 2024, 6.30pm

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 Centre – Pātuki Manawa, 21 Main Road, Katikati on:
Wednesday, 3 April 2024 at 6.30pm

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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 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 7 FEBRUARY 2024

File Number: A6062731

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Katikati Community Board Meeting held on 7 February 2024 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 7 February 2024**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
KATIKATI COMMUNITY BOARD MEETING NO. KKC24-1
HELD IN THE THE CENTRE – PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI
ON WEDNESDAY, 7 FEBRUARY 2024 AT 7.00PM**

1 PRESENT

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

2 IN ATTENDANCE

J Holyoake (Chief Executive Officer), C Crow (General Manager Infrastructure Services), A Hall (Transportation Area Engineer), R Leahy (Governance Advisor) and G Golding (Governance Manager)

12 members of the public including:

Mayor J Denyer

R Goudie (Waihi Beach Community Board Chairperson)

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 PAULA GAELIC – WESTERN BAY MUSEUM

Ms Gaelic attended the meeting and provided the Board with an update on the Western Bay Museum:

- Visitor numbers for the Treasures of Culture Exhibition was exceeding their targets.
 - The A&P Show was successful with 1800 visitor connections.
 - There was around 200 people that attended the Waitangi Day Event. There was sharing of kai and discussion on Te Tiriti o Waitangi.
 - Ms Gaelic shared a speech from the Waitangi Day Event (Tabled Item 1) and expressed disappointment that not all the Community Board Members attended the event.
-

7.2 KEITH HAY – VARIOUS ITEMS

Mr Hay was in attendance and discussed various matters (Tabled Item 2):

- Mr Hay raised a concern about the financial contributions outlined in the Annual Report.
 - Mr Hay raised a concern about Council's submission on community-led retreat.
-

7.3 BRYN GRADWELL – KATIKATI BOWLING CLUB GRANT APPLICATION

Mr Gradwell was in attendance on behalf of the Katikati Bowling Club to discuss the group's Community Board grant application:

- The Katikati Bowling Club had to cancel a number of events and tournaments due to the weather, as a result, the Club was now looking to install an artificial green.
 - The total cost of the project was in excess of \$300,000 and the Club had raised \$125,000 so far. The Club was also seeking funding from TECT.
 - The majority of bowling clubs in the Western Bay of Plenty were Council-owned, however, the Katikati Bowling Club owned their land and facility.
-

8 PRESENTATIONS

8.1 CHROME COLLECTIVE

Sharaine Stenberg and Shelly Robinson were in attendance to discuss the Chrome Collective's resource recovery centre initiative in Katikati (Tabled Item 3):

- The organisation focused on business and employment opportunities for people with disabilities.
 - A six month feasibility study would be conducted on establishing a resource recovery centre in Katikati.
 - The Seagull Centre in Thames would be partnering with the Chrome Collective to help set up the resource recovery centre.
 - The current model did not have a retail centre in Katikati; however, the Seagull Centre would sell the items in their retail centre until a retail site in Katikati was established.
 - Chrome Collective would be holding a community competition to name the resource recovery centre.
-

8.2 PROJECT PARORE AND PERMACULTURE TOWN CONCEPT

Peri St Clair and David Peters were in attendance to discuss Project Parore and permaculture town centre concept.

- An overview of the concept of permaculture was provided to the Board (Tabled Item 4).
 - Ms St Clair was concerned about climate change and believed permaculture would assist with mitigating the impact of climate change. Community organisations in Katikati should adopt a permaculture approach to become a sustainable and resilient town.
 - Mr Peters provided an update on the work that Project Parore was undertaking in Katikati.
 - There was scope for further agreements with Council for pest control and planting in the area.
-

8.3 PROFESSOR PETER MADDISON – THE ENVIRONMENTAL BENEFIT OF PERMEABLE SURFACES IN URBAN ENVIRONMENTS

Professor Peter Maddison was unable to attend the meeting.

9 MINUTES FOR CONFIRMATION

9.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 15 NOVEMBER 2023

RESOLUTION KKC24-1.1

Moved: Member T Sage

Seconded: Member N Mayo

1. That the Minutes of the Katikati Community Board Meeting held on 15 November 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

MOTION

RESOLUTION KKC24-1.2

Moved: Cr R Joyce

Seconded: Cr A Henry

That in accordance with Standing Order 9.4, the order of business be changed with the Agenda Item 10.4 'Katikati Community Board - Grant Applications - February 2024' be dealt with as the next item of business, in order to release the applicants from the meeting.

CARRIED

10 REPORTS

10.4 KATIKATI COMMUNITY BOARD - GRANT APPLICATIONS - FEBRUARY 2024

The Board considered a report dated 7 February 2024 from the Governance Advisor. The report was taken as read, with further discussion below:

- Katikati Bowling Club were looking to seek funding from TECT, however, their application would be stronger if it had support from the Community Board.
 - Due to limited funds, the Community Board could only contribute a small amount of funding towards the project.
 - The Community Board was supportive of the Katikati Bowling Club's project.
-

RESOLUTION KKC24-1.3

Moved: Cr A Henry

Seconded: Cr R Joyce

1. That the Governance Advisor's report dated 7 February 2024 titled 'Katikati Community Board Grant Applications – February 2024' be received.
2. That the Katikati Community Board approve the grant application from Katikati Bowling Club Incorporated for \$2000 (excluding GST), to contribute towards funding the installation of an artificial playing surface. This grant will be funded from the Katikati Community Board Grants Account, subject to all accountabilities being met, and notes the Community Board's support for the project.

CARRIED

10.1 WORKSHOP NOTES – 24 JANUARY 2024

Workshop notes from the Katikati Community Board workshop on 12 October were received with the following comments made:

- To mitigate community concerns, the Community Board would like to plant trees in the Kotahi Lane area in tandem with the removal of cherry trees.
-

10.2 CHAIRPERSON'S REPORT – FEBRUARY 2024

The Board considered a report dated 7 February 2024 from the Chairperson. The report was taken as read, with further discussion on the below items.

RESOLUTION KKC24-1.4

Moved: Member N Mayo

Seconded: Member T Sage

1. That the Chairperson's report dated 7 February 2024, titled 'Chairperson's Report – February 2024', be received.

CARRIED

10.2.1 MARKET SQUARE DEVELOPMENT

- As Council was the administering body for the Town Centre Development Fund. The Board could only recommend to Council to commit funding towards the project.
 - If the detailed design costs more than the estimate of \$50,000, then it would be up to Council to decide if it would be funded.
 - An Electric Vehicle charging station and disabled parking would be considered in the detailed design.
 - The contract for the design and works would be awarded in line with Council's procurement processes and policy.
-

RESOLUTION KKC24-1.5

Moved: Member A Earl

Seconded: Cr R Joyce

2. That the Katikati Community Board endorse the concept plan (Attachment 1) and recommend that Council approve funding of up to \$50,000 from the Katikati Town Centre Development Fund for costs relating to a detailed design for the market square development.

CARRIED

10.2.2 CHERRY TREE REMOVAL AND KOTAHI LANE

- Only four cherry trees would be removed as some were on private land.
 - It was standard practice to remove the root ball of trees once they had been removed.
 - The Board would like to see suitable planting in the Kotahi Lane area once the cherry trees had been removed.
-

RESOLUTION KKC24-1.6

Moved: Member T Sage

Seconded: Cr A Henry

3. That the Katikati Community Board approve up to \$6,000 from the Katikati Community Board Rooding Account for costs relating to the removal of the cherry trees on Kotahi Lane (upper) car park area, noting that the Board would obtain advice about suitable planting in that area.

CARRIED

RESOLUTION KKC24-1.7

Moved: Member T Sage

Seconded: Member A Earl

4. That the Katikati Community Board approve up to \$15,000 from the Katikati Community Board Rooding Account for costs relating to sealing the Kotahi Lane (upper) car park following the removal of the cherry trees.

CARRIED

10.3 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT - FEBRUARY 2024

The Board considered a report dated 7 February 2024 from Cr Henry. The report was taken as read, with further discussion on the below items:

- The inclusion of workshop notes on agendas enabled the public to see the decision-making process.
 - Feedback from the community about extending the Long Term Plan (LTP) process had been positive.
 - The Board queried if they would be consulted on the LTP prior to going out to public consultation.
-

RESOLUTION KKC24-1.8

Moved: Cr A Henry

Seconded: Cr R Joyce

1. That the Councillor's report dated 7 February 2024 titled 'Katikati Community Board Councillor's Report – February 2024' be received.

CARRIED

10.5 PROJECTS AND OPERATIONS REPORT – FEBRUARY 2024

The Board considered a report dated 7 February 2024 from the Governance Advisor. The report was taken as read, with further discussion on the below items.

RESOLUTION KKC24-1.9

Moved: Cr R Joyce

Seconded: Cr A Henry

1. That the Governance Advisor's report dated 7 February 2024 titled 'Projects and Operations Report – February 2024' be received.
2. That the Katikati Community Board acknowledge the previous resolution to approve funding for rural bus shelters (KKC23-6.8), and note it no longer includes Tuapiro Marae.

CARRIED

10.5.1 RURAL BUS SHELTERS

- A concern was raised that by funding the bus shelters at Te Rereatukahia marae, this would set a precedent for Community Board funds being spent on private land.
 - It was noted that some Council assets were already on private land, for example, wastewater and stormwater systems.
 - The Board requested information on what policy was used to seal and maintain Māori Roads.
 - There was a need for a bus shelter at the wharenuī site on Rereatukahia Pa Road, this section of the road was Māori Road but sealed and maintained by Council.
 - It was currently not possible for a bus to drive down Tuapiro Road. The Board was advised not to put bus shelters at Tuapiro Marae until the issues with the turning circle at the marae had been addressed.
 - The Community Board supported installing bus shelters at Tuapiro Marae once the seal extension had been completed.
-

10.5.2 DAVE HUME POOL

- Members of the public had approached the Board about whether the learners pool would be covered or not.
-

- The Board requested a copy of the concept plan for the Dave Hume Pool.

10.5.3 PROJECT PRIORITIES

- Members of the Board met with Waka Kotahi New Zealand Transport Agency to discuss the pedestrian refuge outside BP Service Station. Waka Kotahi New Zealand Transport Agency indicated they did not want to relocate that crossing at this time.
- Waka Kotahi New Zealand Transport Agency had advised members of the Board that pedestrian crossings needed to be painted at both ends. A service request had been lodged with Waka Kotahi New Zealand Transport Agency to paint the crossings.
- It was unlikely that the Mulgan Street-Uretara Bridge Embankment would go ahead due to the costs involved with the project.
- The Chairperson advised that the project priorities would be reconsidered at the next Community Board workshop.

10.6 KATIKATI FINANCIAL REPORT – DECEMBER 2023

The Board considered a report dated 7 February 2024 from the Financial Business Advisor. The report was taken as read.

RESOLUTION KKC24-1.10

Moved: Member T Sage

Seconded: Cr A Henry

That the Financial Business Advisor’s report dated 7 February, titled ‘Financial Report Katikati – December 2023’, be received.

CARRIED

The Meeting closed at 9:07pm.

Confirmed as a true and correct record at the Katikati Community Board meeting held on 3 April 2024.

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Chairperson J Clements

CHAIRPERSON

9 REPORTS

9.1 KATIKATI COMMUNITY BOARD – WORKSHOP NOTES – 13 MARCH 2024

File Number: A6062698

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The notes from the Katikati Community Board workshop on 13 March 2024 have been included as Attachment 1.

ATTACHMENTS

1. **Katikati Community Board – Workshop Notes – 13 March 2024**  

KATIKATI COMMUNITY BOARD WORKSHOP

- DATE:** 5:30pm, Wednesday 13 March 2024
- HELD:** Boyd Room, Pātuki Manawa Digital Hub
- TOPICS:**
1. Roothing Priorities
 2. Representation Review
 3. Governance Processes
 4. Katikati Projects
- FORUM MEMBERS PRESENT:** Chairperson J Clements, Deputy Chairperson N Mayo, Member A Earl, Member T Sage, Councillor A Henry and Councillor R Joyce
- STAFF IN ATTENDANCE:** A Hall (Transportation Area Engineer), K McGinity (Senior Policy Analyst), G Golding (Governance Manager) and R Leahy (Governance Advisor)

Roothing Priorities
<p>The Transportation Area Engineer advised the Board that there were a number of items on the existing community roading priorities list that were not feasible. Discussion on these items were as follows:</p> <p><u>Market Square</u></p> <ul style="list-style-type: none"> • The Market Square project was a priority project for the Board but should not be considered on the community roading projects list as it could be funded from the Katikati Town Centre Development Fund. <p><u>Park Road and Rural Bus Shelters</u></p> <ul style="list-style-type: none"> • This project was underway and funded by the Katikati Community Board Roothing Account.

Katikati Community Board – Workshop Notes – 13 March 2024

Mulgan Street to Uretara Bridge Embankment

- The Transportation Area Engineer advised that this project would be a substantial piece of work which would require significant funding outside the scope of the Community Board Roading Account.

Stage 1 Town Centre Village Pathways Upgrade – Katikati War Memorial to Museum

- It would be costly to install a new pedestrian crossing with traffic lights on State Highway 1 near the Katikati War Memorial Hall to the museum.
- The project would be within the NZTA Waka Kotahi boundary and would require approval from the agency. NZTA Waka Kotahi may approve the project but would be unlikely to fund it.

Uretara Landing Reserve Upgrade

- The Board was advised that this was not a roading project and should be removed from the list.

Kotahi Lane Sealing

- There were multiple projects within the Kotahi Lane area. The Board was presented with revised quotes to remove the cherry trees, seal the upper carpark area following the removal of the cherry trees, install a new footpath and remove the fence at the lower carpark.
- The Board was advised against removing the fencing as the area was a strategic property that may be used for housing. If the land was used for housing, then the fencing would be removed by Council.

BP Service Station Pedestrian Crossing

- The Board was advised that the crossing was a NZTA Waka Kotahi asset and should be maintained by that agency.

Board Members put forward the following projects for consideration by the Transportation Area Engineer:

- Disability parking and access;

<ul style="list-style-type: none"> • Kerb and channelling enhancements; and • Rehabilitating the footpath in the town centre.
Direction
<p>There was broad support amongst Board members to revoke the existing roading project priorities list and workshop a new roading project priorities list at a later date.</p> <p>There was broad support amongst the Board Members to progress some of the projects within the Kotahi Lane area.</p>

Representation Review

The Senior Policy Analyst provided an overview of the Representation Review process:

- The Board was advised that pre-engagement for the Representation Review would run for four weeks.
- The Representation Review would consider a number of issues including Ward/Community Board boundaries, number of Councillors, the Māori Ward/s and how Councillors were elected (Ward or District).
- Council was seeking to understand community sentiment on key issues on the Representation Review.
- There was a balance between providing too much complex information and keeping residents engaged in the pre-engagement phase.
- There were costs associated with having Community Boards. Changing the boundaries or creating a new Community Board would impact the rates of a property within the respective Community Board area.
- Community Boards were optional whereas Council as the administering body was not.
- Council was seeking feedback from rural areas on what level of representation they would like for their area.

Government Processes

The Governance Manager provided an update on Governance Processes:

- The Board was advised of the process around recommendations and commissioning work through a resolution.
- The Board was advised to consider promoting their grant fund. Any unused funds would go into their Reserves Account.

Direction

The Board requested staff investigate changing the process for grants and implement a grant funding round.

The Board requested staff investigate if leftover grant funding could be rolled over and not moved into the Reserves Account.

Katikati Projects

Arts Junction Toilets

- Katch Katikati had received a quote to refurbish the toilets at the Arts Junction. The Board considered matching Katch Katikati’s funding.
- Funding for the toilet refurbishment could be committed from the Katikati Reserves Account.

7:45pm Cr Anne Henry left the workshop.

Tahawai Reserve

- An overview was provided on the Tahawai Reserve concept plan.

Park Road Reserve Signage

- There was a lack of signage on Park Road Reserve about the history of the area.
- Board members raised the idea of funding signs with a historical background of Park Road Reserve.

Direction

The Chairperson would seek further information from Katch Katikati regarding the funding and proposal on the toilet refurbishment at the Art Junction.

The workshop closed at 8:15pm.

Katikati Community Board – Workshop Notes – 13 March 2024

9.2 CHAIRPERSON'S REPORT – APRIL 2024**File Number:** A6043922**Author:** John Clements, Community Board Chairperson**Authoriser:** John Holyoake, Chief Executive Officer**RECOMMENDATION**

1. That the Chairperson's Report dated 3 April 2024 titled 'Chairperson's Report – April 2024' be received.
2. That the Katikati Community Board recommend that Council approve \$50,000 from the Katikati Town Centre Development Fund for costs relating to toilet upgrades in the Arts Junction provided Katch Katikati arranges comparable funding.

General Update

There are a number of projects and or concept plans underway, and the board is working hard to bring these to fruition.

Representation Review

There was view among the Board that their membership should remain independent and not be joined with Waihi Beach. They are different communities in demographics, economic drivers and focus.

There was a view that Community Board Chairs or their delegated representative should be allowed to attend Council workshops.

The Community Board would be willing to work with Council at the public meeting on the Representation Review.

Market Square Project.

The Katikati Community Board Chair awaits the concept design and costing by the Roading Engineer to remove the kerbing and potential trip hazards. The plan allows for a greater connection between the Memorial Hall and The Hub.

Te Reretukahia Marae Roading

The Roading engineer has responded to the issue of sealing the 750m road in Te Reretukahia Marae area – the loop was a Marae Sustainability initiatives Fund. The cost

of the work was \$39120. The work was done under contract to Council and was the exact cost including pavement and seal.

The Te Poho Pa / Tahawai Reserve

Council is currently working on the concept plan for this reserve which is at the intersection of SH2 and Tanners Point Road. A meeting was held with local representatives and the outcome was favourable.

Toilet Upgrade - The Arts Junction

We have discussed with Katch Katikati the potential for partial funding of the Arts Junction building toilets upgrade with them seeking additional funding. The Chair is to work with Katch Katikati to submit a full proposal and an application to co-fund toilet upgrades in the Arts Junction building. This is dependent on alternative funding being obtained by Katch Katikati as part of the destination town initiative and town centre upgrade. It is suggested this would come from the Reserve Fund.

Katikati Storm Water Drains

The Community Board submitted a service request regarding the storm water drains and have been advised that the drains are covered by a maintenance schedule are inspected and cleaned annually. This is important in light of the rainy season approaching.

Katikati Waste Water Treatment Group

This group is said to be meeting to review the waste water treatment plant upgrade and maintenance of the plant. Norm Mayo is the Katikati Community Board nominee.

Katikati Parks and Reserves

The issue of maintenance standards in the reserves has been raised in many forums. The contractors are not getting on top of the grass cutting and the standards have dropped significantly and numerous parks are not to the specified standard in the Parks and Reserves Policy.

Boat Ramp at end of Beach Road

The Boat Ramp and surrounds concept plan has now been produced and it is going out for community feedback.

Katikati By-Pass

It was disappointing to learn that the Katikati by-pass had not been included in the government's roading policy. There are now over 12000 vehicles a day, a 1000 of these being trucks, passing through Katikati and it is disrupting community life and is a health and safety threat to residents. The commercial sector has to put up with the noise and fumes from heavy vehicles and the elderly residents are challenged by this high volume

of traffic. The Community Board does not believe the by-pass is a targeted rate issue but a regional issue that needs to be addressed.

Proposed Shared Path – Beach Road Prospect Drive to Macmillan Reserve

During the Macmillan Reserve Concept Plan public consultation held Sunday 24 March 2024, feedback was also received about the Katikati trails network. More than one person requested that an off-road shared path for walking & cycling along Beach Rd to Macmillan Reserve be constructed, given that the proposed future reserve developments will increase patronage/traffic along Beach Road. Comments heard were that; “even though it feels unsafe, cyclists and pedestrians generally ride or walk on the road due to the unevenness of the road reserve and the relatively light vehicle traffic” in this 80Kph speed zone.

The proposed path length is approximately 1.5Km, beginning from the existing footpath at Prospect Drive and involves multiple driveway crossings which would require reinforcement at those locations. The Katikati Community Board Reserves Account does not have sufficient funds to undertake a project of this scale. Should the Community Board wish to see this project progress, it would need to form part of the Board’s Long Term Plan submission.

9.3 COUNCILLOR'S REPORT – APRIL 2024**File Number:** A6047605**Author:** Rodney Joyce, Councillor**Authoriser:** John Holyoake, Chief Executive Officer**RECOMMENDATION**

1. That the Councillor's report dated 3 April 2024 titled 'Councillor's Report – April 2024' be received.

BACKGROUND**Representation Review**

Now is the time to shape your Council and Community Boards for the next six years.

Council is carrying out a Representation Review with the aim of ensuring fair and effective representation at local elections.

The Representation Review decides:

- 1) The number of Elected Members;
- 2) Ward numbers and boundaries;
- 3) Whether to have community boards and if so, where;
- 4) How many members community board should have.

The review is mandated by electoral law with the underlying principle of achieving 'fair and effective' governance. A key consideration in the ward discussion is identifying communities of interest. Although most wards are traditionally geographic, this is not the only form of a ward.

Council can choose to have some or all Councillors elected across the district (as the Mayor is now) and we have already decided to have at least one Māori ward.

The fair representation requirement of having each elected member representing a similar number of constituents within a ward (within +/- 10%). This will ensure each voter has similar power to elect their representatives.

The Council is currently in a pre-engagement period, consulting with community boards, iwi and the public to gather initial thoughts. This runs until 15 April and you can read more here: <https://haveyoursay.westernbay.govt.nz/rep-review-24>

The Council will publish its proposal in July. There will then be another, more formal, round of consultation in July/August with the new arrangements due for adoption in September/October this year.

The end result is a representation plan for the next two local body election cycles.

Long Term Plan/Three Waters

There is a lot of work being done to wrestle the Council's 2024-33 long-term plan into shape ahead of a draft being issued for public consultation in May.

There are always many, many requests for spending and we are in the middle of a cost-of-living crisis that is really hurting residents, so we need to prioritise ruthlessly.

A couple of big items that affect Katikati are the end of the previous roading contract and the deteriorating Katikati sewerage outfall.

The previous roading contract was cheap but no one was happy with the results – not the public, the Council or even the contractor.

Interim arrangements are in place to maintain our roads until a longer-term review is carried out.

We must maintain our roads properly. If we do not look after roads, then we will face much higher costs in the future to rebuild them.

We await more clarity from the government on Three Waters but, in the meantime, we have a looming issue right on our doorstep. The Council's previous plan to use the old dairy factory outfall for our sewage until 2035 is looking increasingly impossible. The old pipe is failing – leading to repeated leaks into the harbour.

This major expense in the vicinity of \$68 million will fall into the next ten-year plan.

There is a bit of a cargo cult among there that says we will pass on three waters assets to another organisation and all our utilities problems will go away.

It may make sense to do a combined Bay of Plenty utilities group but the case has yet to be proven. For example, legislative change will likely be needed to manage debt in such a new entity.

Also, we must remember that whoever runs our Three Waters assets, the bills will still come back to residents – either in rates (if council run) or other charges (if a utilities organisation). There is no magic bullet.

Beach Road redevelopment

Many good ideas have come from the community about the draft concept plan (**Attachment 1**) for the harbour-front area at the end of Beach Road. Boaties have welcomed the plan to widen the boat ramp to help ease.

This boat ramp will never be an all-tide ramp but it will be much more available for use, especially at busy times, than the current one.

People like the increased green space and new toilets in the plan and have given good feedback on the proposed layout of carparking.

Consultation closed on 1 April. The next step will be for staff to analyse all the feedback and tweak the plans as needed.

Funding is already in place as the plan is to sell the council-owned house alongside the enlarged reserve area to cover costs (marked as "Existing Buildings" on the plan)

Dog/health charges:

While most of the Long Term Plan is still being worked through, dog and health charges need to be in place ahead of annual fees being collected. There have been increases proposed for both. Consultation on these fees runs until 11 April.

Most dogs are neutered and for them the fee is rising \$10 to \$90 if paid on time.

For entire dogs or dangerous breeds, the proposed increases are larger. There are also big increases proposed for adoption fees of around a third.

Council policy is for 80% of animal control costs to be met from dog fees and 20% from rates, reflecting the public benefit to all.

The proposal is to increase health premises registration fees by 10%.

You can read and submit on the dog fees here:

<https://haveyoursay.westernbay.govt.nz/dog-registration-fees-2023-24>

You can read and submit on the health fees here:

<https://haveyoursay.westernbay.govt.nz/health-fees-2024-25>

Katikati Dog Park

Contracts are in the process of being issued for a Katikati dog park, in the former horse paddock down near the stream at the end of Henry Road.

This will be very basic to start with, to fit in with available funding of \$30,000 (80% of which comes from dog fees). There will be a fenced off area for dogs to run and socialise but it will likely be BYO water, at least initially.

Council is seeking funding from other organisations, as it did in Te Puke, to develop the dog park further.

Dave Hume Pool roof/bulkhead

Design of the project is largely complete but there have been delays. As is common with older buildings, some of the services (e.g stormwater drains) have not been where the records show they should be.

Contracts are being worked on to upgrade the water filtration system and install a bulkhead to reduce the pool length to an international standard 25m length. A new liner is also planned, which will save on future painting costs.

Construction is planned over two construction seasons so it is likely there will be disruption to swimming at the pool for one summer while the work is undertaken.

State Highway 2

Council has recently made two decisions that affect Katikati residents using State Highway 2. I don't need to tell anyone here about the appalling congestion we have seen in recent months.

Steady progress is being made on the new highway (TNL1) and that will ease much of the worse congestion when it opens in a couple of years. The government has announced the extension out to Omokoroa (TNL2) but there will be a sizeable gap in construction as land designation and purchase is still underway for that.

Council had to make a tough decision on town planning rules for Ōmokoroa and Te Puke to ensure the new roundabout at Ōmokoroa, a key safety improvement, goes ahead. Essentially, we were told that if we did not agree to adopt tough new intensification plans for those two communities, we would be in breach of contract for the roundabout and other roading improvements.

Council staff worked hard on a compromise but without success so we voted to keep the roundabout, and will have to work on removing the rough edges of the intensification rules over time.

Another factor on SH2 for residents all the way from Te Puna to Katikati and beyond has been rat running. This is motorists, including large trucks, running down side roads to try to avoid congestion on the highway. The merge points where they rejoin then add to congestion.

Te Puna Station Road, by the Wairoa River, was a big problem area until a storm largely destroyed the road. Council has decided not to reopen the road, at least for now, as it is unclear if it can be repaired sustainably without spending millions of dollars.

That has left the rat runners racing down Clarke Road, which is not built for the large trucks rolling over the traffic calming measures. We still need to fix this problem in Clarke Road.

Council workshop notes

The agenda for the Extraordinary Council meeting on March 6 and the Annual/Long-term Plan committee meeting on March 19 both included extensive notes from Council workshops held ahead of these meetings.

Community Board agendas also now include notes from Board workshops.

This is a welcome development in keeping with the principle of open government, as enshrined in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. These require the council to “conduct its business in an open, transparent, and democratically accountable manner”.

The Ombudsman’s Office gave the local government sector a big shove towards openness after complaints that too much discussion was taking place behind closed doors at workshops.

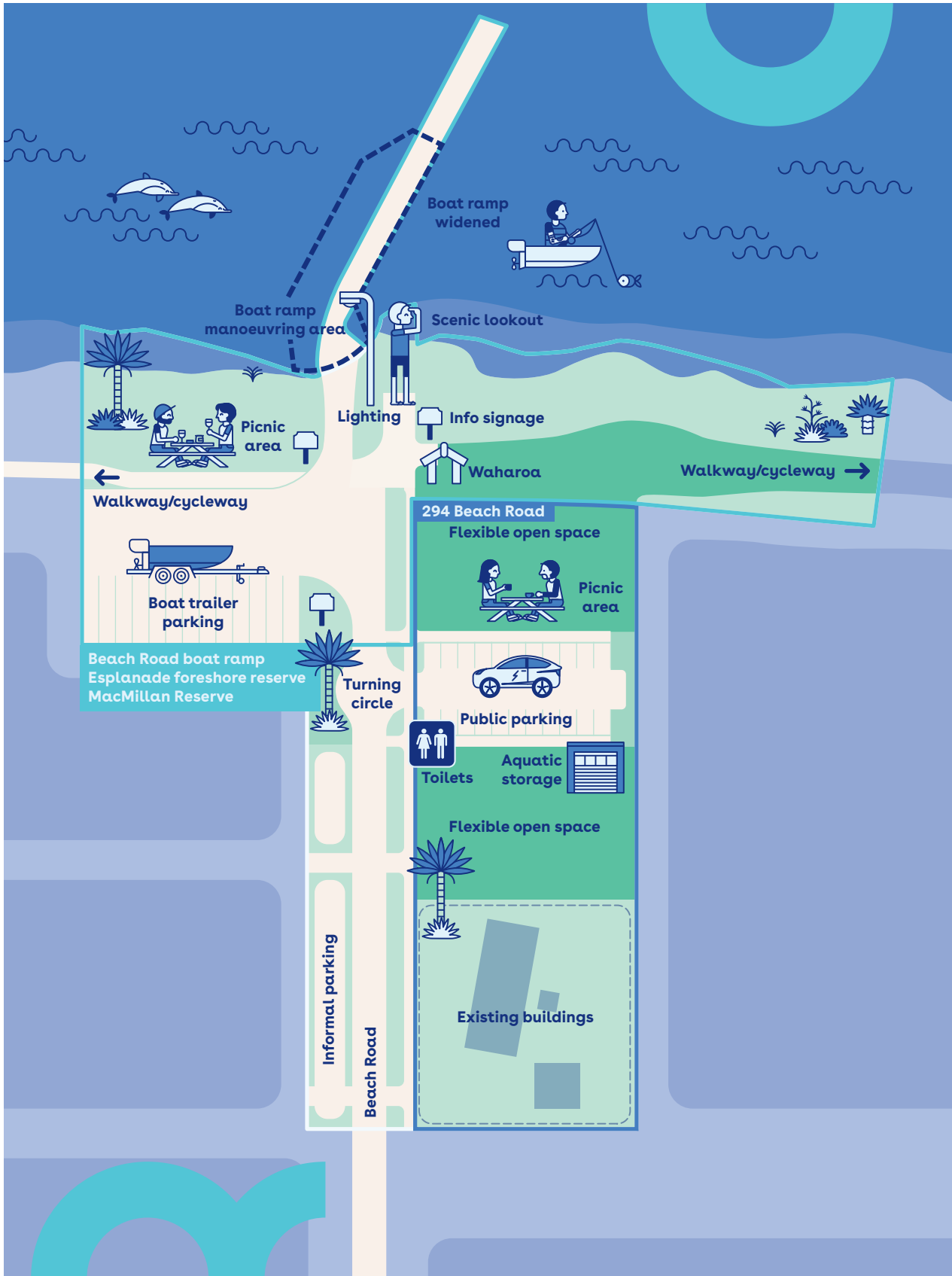
I know from before my time on Council that it was often difficult to work out how a Council decision was arrived at as there was little discussion of major matters in open meetings.

Our current mayor is much more supportive of open discussions at meetings but, I believe, we still have a way to go on this. Council is looking further at how it handles workshops.

ATTACHMENTS

- 1. Beach Road Boat Ramp Concept Plan** 

Katikati Beach Road boat ramp and surrounds Draft Concept Plan



9.4 KATIKATI COMMUNITY BOARD – ANZAC DAY COMMEMORATION 2024

File Number: A6053854

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The Katikati Community Board is required to make a decision regarding attendance and presentation of a wreath at the ANZAC Service in Katikati on ANZAC Day, Thursday 25 April 2024.

RECOMMENDATION

1. That the Governance Advisor's report dated 3 April 2024, titled 'Katikati Community Board – ANZAC Day Commemoration 2024', 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 Katikati Community Board provide a wreath for the ANZAC Day Service, to be paid from the Katikati Community Board Contingency Account (up to the value of \$350).

OR

That the Katikati Community Board do not provide a wreath for the ANZAC Day Service.

4. That represents the Katikati Community Board at the ANZAC Day Service in Katikati on 25 April 2024.

BACKGROUND

Community Boards participate in ANZAC Day Services in their respective areas. Community Board Chairpersons are requested to liaise with their appointed Board Councillors to co-ordinate the representation at services across the Western Bay of Plenty District Council region on Thursday 25 April 2024.

In previous years the Community Board has been approached on an annual basis to fund the wreaths. This year we have looked at sustainable options that require additional funds in the first instance, however, can be used for up to six years going forward. This would allow the Community Board to reallocate their yearly funds as desired.

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 it does not meet the threshold of the significance policy.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Katikati Returned Services Association	Governance Services will inform the Katikati Returned Services Association of the Katikati Community Board representatives attending the Katikati ANZAC Services to be held on 25 April 2024.
General Public	No consultation is planned. The report recommendation and Community Board decision are publicly available.

ISSUES AND OPTIONS ASSESSMENT

Option A To fund an ANZAC Wreath	
<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>Costs (including present and future costs, direct, indirect and contingent costs).</p>	<p>Each Community Board has funded the cost of an ANZAC Day Wreath in previous years. The cost of a wreath is considered to be minor and provides economic, social and cultural support to the community for this event. There would be no environmental impact.</p>
Option B	

To not fund an ANZAC Wreath	
<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>Costs (including present and future costs, direct, indirect and contingent costs).</p>	<p>The Community Board may choose to not fund an ANZAC Day Wreath. This would not provide the same level of economic, social and cultural support to the community for this event. There would be no environmental impact.</p>

STATUTORY COMPLIANCE

The Board has delegation to allocate funding from their Corporate Budget – Contingency Account.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Up to \$350.00 allocated from the Board Contingency Account.	The funding of up to \$350.00 for a wreath to be laid by Katikati Community Board Representatives on ANZAC Day 2024.

9.5 PROJECTS AND OPERATIONS REPORT – APRIL 2024**File Number: A6011631****Author: Rosa Leahy, Governance Advisor****Authoriser: Cedric Crow, General Manager Infrastructure Services****EXECUTIVE SUMMARY**

The purpose of this report is to provide the Katikati Community Board an overview of the Infrastructure Projects currently being undertaken in the Katikati area, as well as to provide an overview of the operational matters from across Council that relate to the Katikati area.

RECOMMENDATION

1. That the Governance Advisor's report dated 3 April 2024 titled 'Projects and Operations Report – April 2024' be received.
2. That the Katikati Community Board revoke resolution KKC23-4.10 (Priority Projects List).
3. That the Katikati Community Board increase the funding for the Removal of the Kotahi Lane Cherry Trees project (KKC24-1.6) to \$15,600 to come from the Katikati Community Board Roding Account.
4. That the Katikati Community Board increase the funding for the Kotahi Lane Upper Carpark Seal Extension project (KKC24-1.7) to \$28,600 for costs relating to hard standing parking (using millings) to come from the Katikati Community Board Roding Account.

OR

That the Katikati Community Board increase the funding for the Kotahi Lane Upper Carpark Seal Extension project (KKC24-1.7) to \$78,000 for costs relating to hard standing parking (using hot mix) to come from the Katikati Community Board Roding Account.
5. That the Katikati Community Board approve funding from the Katikati Community Board Roding Account of up to \$11,050 towards costs relating to the Kotahi Lane footpath extension.

KATIKATI COMMUNITY BOARD PRIORITY PROJECTS		
Project Description	Staff Comment/Update	
Develop and implement a plan to enhance the town and improve the roading and footpath network in Katikati.	At the Board’s workshop on 13 March 2024, the Board discussed their priority project list. A number of the projects on the existing list were unable to progress due to funding or external factors. Furthermore, some of the projects on the priority project list were not roading projects and could not be funded through the Community Board’s Roothing Account. The Board indicated they would like to review their project priority list and start a new ‘roading priority list’. Several roading initiatives were discussed with the Board. This list would be reviewed at a later workshop. Revoking the project priority list resolution would have no impact on any of the existing projects which work had already started. The purpose of creating a roading priority list would be to focus the Board’s attention to projects that they could fund through their existing Roothing Account.	
PRIORITY	PROJECT	PROGRESS LEVEL
1	Market Square	On hold
1	Bus Shelters – Park Road	Complete
	Bus Shelters – Rural	On Track
1	Kotahi Lane Sealing	On hold
1	Stage 1 Town Centre Village Pathways Upgrade – Katikati War Memorial Hall to Museum	Has not progressed
2	Uretara Landing Reserve Upgrade	On hold
2	Stage 2 Town Plan – Pedestrian Refuge at the BP Service Station	Has not progressed
2	Mulgan Street to Uretara Bridge Embankment	Has not progressed

ROADING ACCOUNT

Katikati Community Board Roding Current Account		\$
Current Account Opening Balance 1 July 2023		\$285,789
Allocation for 2024		\$176,028
Interest for 2023/24		\$12,861
Subtotal		\$474,678
Completed Projects		\$
Park Street Bus Shelters & Beach Road Tactile Pavers		\$33,292
Committed Projects	Status	\$
Bus Shelters at Te Rereatukahia Marae	In progress	\$16,000
Kotahi Lane Cherry Tree removal	On hold	\$6,000
Kotahi Lane Upper Carpark Seal Extension	On hold	\$15,000
Forecasted Current Account Closing Balance 30 June 2024		\$404,386

PROJECT UPDATES – ROADING

MARKET SQUARE		
Project Description	Staff Comment/Update	Progress Level
Develop the carpark behind Main Road buildings, and beside the library to a multi use space that also includes a market square.	At the Katikati Community Board meeting on 7 February 2024, the Board resolved a recommendation (KKC24-1.5) to Council to endorse the concept plan and approve funding of up to \$50,000 from the Town Centre Development Fund towards the detailed design for the Market Square Development. A report on the Community Board’s recommendation regarding Market Square will be going to Council for decision on 4 April 2024.	On hold – awaiting funding allocation from Council.

MARSHALL ROAD URBANISATION PROJECT		
Project Description	Staff Comment/Update	Progress Level
Upgrading of Marshall Road from Middlebrook Drive to Tetley Road including pavement rehabilitation, drainage improvements, retaining walls, new concrete footpaths, and shared paths.	No further update from what was previously reported in the 7 February 2024 agenda.	On track

RURAL SCHOOL BUS SHELTER – TE REREATUKAHIA MARAE		
Project Description	Staff Comment/Update	Progress level
The Katikati Community Board resolved to fund the supply and installation of rural standard bus shelters at Te Rereatukahia Marae and Tuapiro Marae.	<p>The bus shelters have been ordered and the contractor has been advised to commence work upon delivery in coordination with the marae. The work is expected to be complete before the onset of winter.</p> <p>As per resolution KKC24-1.9, bus shelters at Tuapiro marae are not going ahead at this stage. The Board indicated they would assist with funding for these bus shelters, should the road enhancement project proceed.</p>	On track

KOTAHI LANE – CHERRY TREE REMOVAL AND CARARK ENHANCEMENT		
Project Description	Staff Comment/Update	Progress level
The Board have requested a cost estimate for the removal of the cherry trees.	At the workshop on 13 March and further to discussion with Gail Bingham (Trustee of Cherry Court) revised quotes were presented to the Board. The Board indicated they would consider increasing the funding for the project. A recommendation has been included on page 1 of this report. Work will commence if additional funding for the project is resolved by the Board. A quote for the tree removal, stump grinding, and temporary traffic management has been included in Attachment 1 of the report. Cherry Court Trustees have asserted that vegetation within the Cherry Court boundary would not be considered for removal in any form.	On hold, awaiting funding allocation from the Board.

KOTAHI LANE – UPPER CARPARK SEAL EXTENSION		
Project Description	Staff Comment/Update	Progress level
Following the removal of the cherry trees, the Board has requested hard standing parking in the upper Kotahi Lane carpark.	At the workshop on 13 March, revised quotes were provided to the Board. The Transportation Area Engineer will contact the Cherry Court Trustees about the hard standing parking extents. The Board has the option of using millings or hot mix to complete this work. A recommendation to increase the funding for this work has been included on page 1 of the report. A quote for the seal extension has been included in Attachment 1 of the report.	On hold, awaiting funding allocation from the Board.

KOTAHI LANE – FOOTPATH EXTENSION		
Project Description	Staff Comment/Update	Progress level
At the workshop on 13 March, the Board indicated their interest extending Kotahi Lane footpath from the Kotahi Lane carpark access to adjoin with the existing main road footpath.	At the workshop on the 13 March, the Board were presented with a cost estimate for this work. A recommendation to resolve funds towards this project has been included on page 1 of report. A quote for the footpath extension has been included in Attachment 1 of the report.	On hold, awaiting funding allocation from the Board.

PROJECT UPDATES – WATER SERVICES

HIGHFIELDS STORMWATER POND DEVELOPMENT TRIAL		
Project Description	Staff Comment/Update	Progress level
Trial to convert the Highfields Stormwater Pond from a dry pond to a permanent wet pond/lake.	There is no further update – the resource consent application is still being prepared and the team are discussing construction phasing with contractors. Staff expect to have consent in the next month.	On track

WESTERN WATER RENEWALS		
Project Description	Staff Comment/Update	Progress level
Renewal and upgrade of water infrastructure.	Construction on Edwards Street will likely occur in the next financial year due to contractor availability.	On track

KATIKATI WASTEWATER TREATMENT PLANT UPGRADE		
Project Description	Staff Comment/Update	Progress level
Upgrade to the Katikati WWTP to ensure compliance with Council Resource Consent.	Procurement is still underway – there is no further update as to what was reported in the 7 February 2024 agenda.	On track

KATIKATI OUTFALL		
Project Description	Staff Comment/Update	Progress level
Katikati wastewater outfall failure.	There is no further update as to what was reported in the 7 February agenda. Investigations to locate the leak are still underway.	On track

PROJECT UPDATES – RESERVES

DAVE HUME POOL PROJECTS		
Project Description	Staff Comment/Update	Progress level
Enclosing Pool for all season operation.	<p>Roof Project</p> <p>This project is progressing through design phase and staff are close to lodging a building consent.</p> <p>Bulkhead and liner project</p> <p>The Project Manager has received draft specification from consultants for the design and build contract.</p>	On track – design phase

DONEGAL PLACE DOG PARK		
Project Description	Staff Comment/Update	Progress level
Council consulted with the community on establishing a dog exercise area in Katikati. Donegal Reserve was considered the most appropriate location for the dog park.	There is no further update as to what was reported in the 7 February 2024 agenda. Staff are currently seeking costings to the implement the project.	On track

LANDING RESERVE UPGRADE		
Project Description	Staff Comment/Update	Progress level
Upgrades to the Landing Jetty and enhancements to the surrounding reserve area.	No further update from what was reported in the 7 February 2024 agenda.	On hold - awaiting consent

BEACH ROAD BOAT RAMP		
Project Description	Staff Comment/Update	Progress level
Proposed development to upgrade the Beach Road Boat Ramp, which include enhancements of open green space, car parking, public restrooms, coastal margin	<p>Council is currently engaging with the community on a draft concept plan for the Beach Road boat ramp and Surrounds. This phase of engagement concludes at 5pm on 1 April (Easter Monday).</p> <p>Deliberations on feedback received will inform the further development of the draft concept plan, which we aim to have adopted in June 2024.</p>	On track

<p>planting, boat ramp, while also celebrating and preserving the cultural and historical identity of the area through informative signage and Waharoa.</p>		
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<p style="text-align: center;">TAHAWAI RESERVE</p>		
<p>Project Description</p>	<p>Staff Comment/Update</p>	<p>Progress level</p>
<p>This project is in the pre-engagement phase where Council is working with key stakeholders to develop an initial draft concept plan for Tahawai Reserve. This will identify future use and opportunities for the reserve and celebrate/preserve the historical and cultural identity of the reserve.</p>	<p>Council held a successful workshop with Ngāti te Wai, Ngāi Tamawhariua, neighbouring property owners, members of the Tanners Point Residents and Ratepayers Association, Katikati Community Board Chair, and friends of Tahawai Reserve in February as part of pre-engagement for this project.</p> <p>Feedback from that workshop and previous hui with Ngāti te Wai informed the development of an initial draft concept plan for the reserve. Council, supported by Ngāti te Wai have confirmed a follow-up hui with all stakeholders on Tuesday 10 April from 9.30am to 12.30pm at Tuapiro Marae, Tahawai to further shape the design which will then be presented to Council, with adoption now targeted for the second half of 2024.</p>	<p>On track</p>

PROJECT UPDATES – SOLID WASTE

RESOURCE RECOVERY CENTRE TRIAL KATIKATI	
Project Description	Staff Comment/Update
<p>A feasibility study into Community-led Resource Recovery for the current recycling centres went to Council in 2023. Chrome Collective was working closely with The Seagull Centres’ manager to create a business plan that will progress the establishment of a resource recovery centre at the Katikati site.</p>	<p>The resource recovery trial started on Thursday, 7 March 2024. More than 400 vehicles visited the centre over the first two open days and 2.5 tonnes of reusable goods were dropped off during this time. Traffic management was in place for the first two days to assist customers with the new lay-out that ensured a smooth flow of vehicles.</p> <p>Feedback on the trial from customers is very positive and everyone we spoke to was happy to have a place for re-usable goods to go to and that the proceeds from upcycling or dismantling items, will benefit the local community. A couple of customers were concerned about the recycling area now being without cover from the elements. With most households in Katikati having kerbside recycling and glass collections, customers can choose to hang on to excess recycling if the weather is unfavourable. Greenwaste is also now assessed and paid for when customers enter the site, and this is working well.</p> <p>Council staff and the Chrome Collective crew are working in tandem to provide a positive experience to our customers. The implementation of the trial is the culmination of two years of undertaking a feasibility study, consulting, and working with our local community groups to establish Community Resource Recovery Centres in our district. Doing this ensures that our Council provide opportunities to divert resources from landfill as per our Waste Management and Minimisation Plan’s vision. The trial runs for six months until September 2024.</p>

INFRASTRUCTURE – OPERATIONS

EMERGENCY MANAGEMENT	
Project Description	Staff Comment/Update
Support the Katikati Community to be Resilient in the event of an Emergency.	<p>Emergency Management staff attended the Katikati Community Picnic on 12 February to raise awareness of household preparedness and to support the Katikati Community Response Team at the event.</p> <p>Staff also attended the Community Response Team meeting on 15 February to offer support to their team. Work is ongoing in the creation of a Community Guide to Emergencies for Katikati.</p>

MINUTE ACTION SHEETS – OPERATIONS

CCTV Applications		
Meeting Date	Description	Latest Update
10 November 2021	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.	There is no further update to what was previously reported in the last meeting agenda. This Minute Action Sheet will be closed off.

PROJECT UPDATES – REGULATORY

KATIKATI INDUSTRIAL AREA	
Project Description	Staff Comment/Update
<p>A proposal to establish a Katikati Industrial Area has been put forward to Council.</p>	<p>The costings for the structure plan have just been finalised by Aurecon and presented back to Council staff. A copy was given in advance to Mark Hatchman to provide a developer’s perspective and for any comments to be considered within the review process. Some comments have been received. As such, staff have identified changes to the Aurecon assessment and supporting developable area map. These changes will have an impact on the costs of developing the land. Financial contributions are recovered in addition to the developable land rate. Staff have asked Aurecon to revise their assessment which and we will then recalculate the developable land rate. We anticipate a response in approximately four weeks where it should be ready for review. On completion, staff should be able to share the report with the Katikati Community board and Industrial Zone landowners.</p>

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:

- Swimming Pool Enquiry
- Building Administration Code Compliance Certificate Enquiry
- Building Inspection – Book, Cancel or Query
- Compliance and Enforcement – Bylaw Issues
- Resource Consent Compliance
- LIMS Report Request
- Health – Premises Hygiene
- Land Development Engineering – General Enquiry
- Legal Property – General Enquiry
- People and Capability – General Recruitment Enquiry
- Reserve and Properties – BBQ/Switches/Powerpoints
- Reserve and Properties – Cemeteries
- Reserves and Properties – Harbour Structures
- Reserve and Properties – Public toilet (Hygiene/Paper only)
- Reserve and Properties – Building/Roads/Tracks/Furniture
- Reserve and Properties – Reserve Signs Reserves and Properties – Reserve Request Information
- Road Network Management – Road Network Compliments
- Stormwater – Flooding open drain/ Culvert (Raining Only)
- Water – Emergency Shutdown
- Water – Laboratory Report Requests

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/ Scheduled
Building Compliance	Enquiries relating to compliance with the Building Act	2	0
Building Warrant of Fitness Enquiry	Across Katikati	5	0
Building Compliance General Enquiry	General Enquiry relating to Building Compliance	1	1
Building Administration	General Enquiries	6	0
Building Administration – Old/Historic Building Consents	Across Tahawai and Katikati	4	1
Building General and Technical Enquires	Enquiries from across the Community Board area	8	0
Building Inspectors General	General Enquiries relating to building inspections	1	1
Building Processing	General Enquiries	4	0
Cemetries – Interment and Plot enquiries	Katikati Cemetery	5	0
Abandoned Vehicle	Two reports of abandoned vehicles on Esplanade Road	0	2
Compliance and Enforcement General	General Enquiries	1	1
Freedom Camping	Three reports on Park Road Katikati	5	0
District Plan Compliance	From across the Katikati Community Board Area	0	2
Noise Complaints	Across Katikati	12	0
Parking Query	Across Katikati and Tanners Point	7	1

Consents Administration General Enquiries	General Enquires	2	1
Resource Consents	Consents across Katikati	2	0
Customer Service Planning	Duty Planner Enquiries	51	1
Environmental Planning	General Enquiries	2	0
Health	General Enquiries	2	1
Liquor Licence	General Enquiries	3	0
Kaupapa Māori	General Enquiries	2	0
Kerbside Collective – Damaged Bins Repair/Replace	Across Katikati	4	1
Kerbside Collective	General Enquiries	7	1
Kerbside Collective – Lost/Stolen Bins	Reports from Tahawai and Katikati	12	2
Kerbside Collective – Missed Collection	Reports from Tahawai and Katikati	8	0
Kerbside Collective – Payt Tag	Reports Relating to Payt Tags	3	0
Local Roads	Cesspit/Grills/Gutters and Drains	1	3
Local Roads – Detritus	Loose Chips/Sand/Dead Animals	1	1
Local Road – Footpaths on Local Roads	Replacement/Maintenance Asset Requests	1	1
Local Road General Enquires	General enquiries on local roads in Katikati	8	3
Local Roads – Lighting	Replacement/Maintenance Requests	6	0
Local Roads – Non- Urgent Requests	Non urgent tree requests for trimming or removal of fallen tree/branch	4	3
Local Road Signs	Damaged/Graffiti road signs in the Katikati area	1	1

Local Road – Road Surface Defects	Sealed and unsealed Local Road	3	2
Local Roads – Vegetation	Mowing local roads – Not including trees	0	10
Properties	General Enquiries	3	0
Properties – Library, Service Centre, and Hub	Council properties in Katikati	5	0
Properties – Pensioner Housing	Pensioner housing in Katikati	3	0
Rates	General enquiries	9	1
Rates – Solicitor Enquiries	Solicitor enquiries in Katikati and Tahawai area	7	0
Refuse – General	Not bins or dumping	1	1
Illegal Dumping	Reports from across the Katikati Community Board Area.	5	1
Cycleways	Service requests relating to cycleways in Katikati	2	0
Litter/Bins and dumping in reserves	Reports from Tahawai and Katikati area	3	0
Mowing and vegetation on reserves	Various reports of overgrown grass and vegetation across the Katikati Community Board Area	14	2
Reserves and Properties – Plumbing (Public Toilets)	Reports relating to issues with toilets, taps, Waitui or irrigation in the Katikati area	2	0
Reserve and Property	General Enquiries	29	5
Reserves and Properties – Trees Only	Reports from across Tahawai and Katikati	4	0
Road Network Management - Local roads – Non urgent tree requests	Tree requests from across the Katikati Community Board Area	2	0

Road Network Management – Local Road Signs	Requests for new or additional signs in the Katikati Community Board Area	2	0
Stormwater – Manholes	Manhole lids in the Katikati area which are lost or repair blue	1	1
Stormwater enquiries	General enquiries	3	0
Wastewater	Grinder Pump and Septic Tank Issues in the Katikati and Tahawai Area	6	0
Water – Leaks	All reports of leaks within the Katikati Community Board area	49	0
Water Enquiries – Connection/Meters/Toby	Reports relating to water connections, meters, and toby in the Katikati and Tahawai area.	4	0
Water Issues – Not Leaks	Reports regarding meter/toby issues in the Tahawai and Katikati area	5	0
Water – No Water	Service requests relating to no water in the Tahawai area	2	0
Water – Quality of water	Reports referring to the taste, smell and quality of water in the Katikati Community Board Area	1	1
Water	General enquiries	2	4
Water Revenue	General enquires	4	0
Water Revenue – Water Leaks	Reports regarding water leak remission applications in the Katikati Community Board Area	2	0

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

Date raised	Issue	Comment
November 2023	The Board requested that the Katikati Sports and Recreation Society be invited to present at a future Katikati Community Board meeting regarding the Moore Park Concept Plan.	The Chairperson to invite the Katikati Sports and Recreation Society to a future Katikati Community Board meeting.
September 2023	A member of the public requested that Council investigate the conversion of one of the toilets in the Arts Junction, into a public shower.	<p>The request for a public shower in Katikati has been reviewed by the Reserves and Facilities Team. Across the Reserves network we do not provide hot water shower facilities. The showers provided for the community and visitors are connected to the outside of toilet blocks at beach locations and are cold water only. The only exception is the paid Kiwicamp facility at Bowentown and TECT Park.</p> <p>Additionally, converting one of the Arts Junction toilets to a shower room would not be appropriate due to its locality next to a playground that is frequented by children.</p>

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS (NOT INFRASTRUCTURE RELATED)

Date raised	Issue	Comment
November 2023	The Board requested information on what Level of Service was for public toilets in Katikati, including what action was taken to complete the	A summary of all the Service Requests for public toilets in Katikati over the last year will be included in the next Community Board agenda.

	<p>service requests reported on through the Operational Report.</p> <p>The Governance Team would investigate if the C.E Millar Estate Reserve fund could be used to pay for a table at Noble Johnston Drive</p>	<p>Investigations into this fund are still ongoing.</p>
<p>July 2023</p>	<p>Katikati Market Square</p>	<p>At the last meeting on 7 February 2024, the Board resolved to recommend to Council to approve funding of up to \$50,000 from the Katikati Town Centre Development Fund towards a detailed design for the Market Square development.</p> <p>A recommendatory report is being considered by Council on 4 April 2024.</p>

ATTACHMENTS

- Kotahi Lane Projects Quotes**  

Kotahi Lane Project Quotes

Project	Quote	Quote + 30 % Contingency
Kotahi Lane tree removal/ stump grind	\$8000 (tree removal and stump grind) \$4000 (temporary traffic management)	\$15,600
Kotahi Lane footpath extension	\$8,500	\$11,050
Hard standing parking (where the trees will be removed)	\$22,000 (using millings) <u>Or</u> \$60,000 (using Hotmix)	\$28,600 <u>Or</u> \$78,000
Kotahi Lane Carpark Fence Removal	\$15,000	\$19,500

9.6 KATIKATI FINANCIAL REPORT – FEBRUARY 2024

File Number: A6047444

Author: Ezelle Thiart, Financial Business Advisor

Authoriser: Allan Carey, Finance Business Partner Lead

EXECUTIVE SUMMARY

This report provides the Community Board with a two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 29 February 2024 (**Attachment 1**).

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

RECOMMENDATION

That the Financial Business Advisor’s report dated 3 April, titled ‘Financial Report Katikati – February 2024’, be received.

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 (2022/23)	Approves up to \$2000 from the Street Decorations Account to Katch Katikati for the purchase of additional Christmas decorations for the Community Christmas Tree. <i>(Spent \$1,739)</i>	261
KK23-4.4	Street Decorations (2023/24)	Approves the funding request of \$3,510.00 from the Katikati War Memorial Hall Committee, to contribute towards the purchase of new Christmas garlands and decorations. \$2,500.00 will be funded from the Katikati Community Board’s Street Decorations budget, and the remaining \$1,010.00 funded from the Katikati Community Board Grants budget. <i>(Spent \$2500 from Street decorations budget, and \$995 from Grants budget)</i>	15
Total outstanding operational commitments			1,276

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 – February 2024** 

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 29 February 2024						
Katikati Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
Direct Costs						
Conference Expenses	0	1,440	1,440	<input checked="" type="checkbox"/>	2,160	0
Contingency - [see breakdown below]	0	1,440	1,440	<input checked="" type="checkbox"/>	2,160	30,206
Grants	995	5,744	4,749	<input checked="" type="checkbox"/>	8,616	4,400
Mileage Allowance	0	1,440	1,440	<input checked="" type="checkbox"/>	2,160	560
Salaries	20,822	18,880	(1,942)	<input checked="" type="checkbox"/>	28,320	28,667
Security	0	4,672	4,672	<input checked="" type="checkbox"/>	7,008	5,287
Street Decoration	2,500	3,232	732	<input checked="" type="checkbox"/>	4,848	1,739
Inter Department Charges	28,136	28,136	0	<input checked="" type="checkbox"/>	42,204	40,260
Operating Costs	52,454	64,984	12,530	<input checked="" type="checkbox"/>	97,476	111,119
Total Operating Costs	52,454	64,984	12,530	<input checked="" type="checkbox"/>	97,476	111,119
Total Direct Costs	52,454	64,984	12,530	<input checked="" type="checkbox"/>	97,476	111,119
Total Costs	52,454	64,984	12,530	<input checked="" type="checkbox"/>	97,476	111,119
Income						
Rate Income	69,970	64,968	5,002	<input checked="" type="checkbox"/>	97,452	102,222
Total Direct Income	69,970	64,968	5,002	<input checked="" type="checkbox"/>	97,452	102,222
Net Cost of Service	17,516	(16)	17,532	<input checked="" type="checkbox"/>	(24)	(8,897)
<u>Contingency - breakdown</u>				<input checked="" type="checkbox"/>	<i>Favourable Variance</i>	
Year to date contingency costs	0			<input checked="" type="checkbox"/>	<i>Non Favourable Variance</i>	
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					