

Mā tō tātou takiwā  
**For our District**

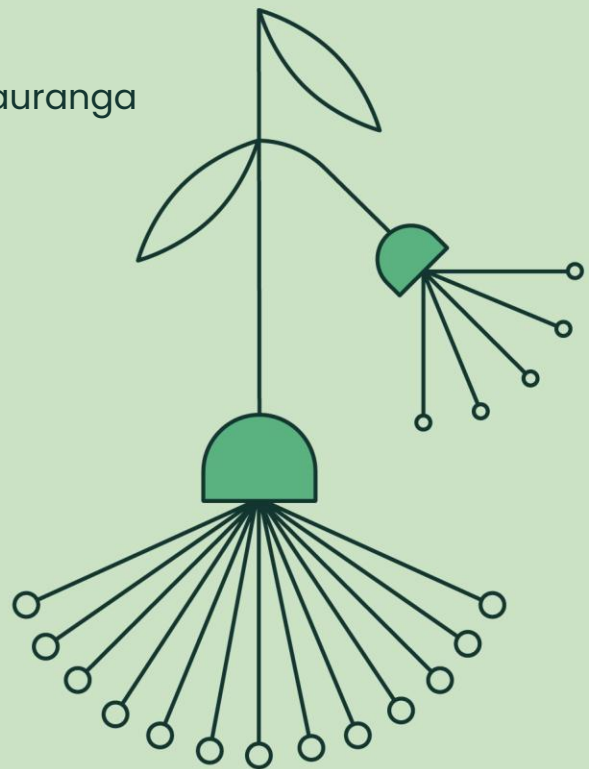
## Council

Te Kaunihera

CL25-4

Tuesday, 8 April 2025, 9.30am

Council Chambers, 1484 Cameron Road, Tauranga



# Council

## Membership:

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

## Role:

The Council is responsible for:

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

## Power to Act:

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

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

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

**Procedural matters:**

Approval of elected member training/conference attendance.

**Mayor's Delegation:**

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

**Power to sub-delegate:**

Council may delegate any of its functions, duties or powers to a subcommittee, working group or other subordinate decision-making body, subject to the restrictions on its delegations and any limitation imposed by Council.

Notice is hereby given that a Meeting of Council will be held in the  
Council Chambers, 1484 Cameron Road, Tauranga on:  
Tuesday, 8 April 2025 at 9.30am

## Order Of Business

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**1 KARAKIA**

Whakatau mai te wairua  
Whakawātea mai te hinengaro  
Whakarite mai te tinana  
Kia ea ai ngā mahi

Settle the spirit  
Clear the mind  
Prepare the body  
To achieve what needs to be  
achieved.

Āe

Yes

**2 PRESENT**

**3 IN ATTENDANCE**

**4 APOLOGIES**

**5 CONSIDERATION OF LATE ITEMS**

**6 DECLARATIONS OF INTEREST**

**7 PUBLIC EXCLUDED ITEMS**

**8 PUBLIC FORUM**

## **9 COMMUNITY BOARD MINUTES FOR RECEIPT**

### **9.1 MINUTES OF THE ŌMOKOROĀ COMMUNITY BOARD MEETING HELD ON 11 FEBRUARY 2025**

**File Number:** A6678878

**Author:** Horowai Wi Repa, Governance Systems Advisor

**Authoriser:** Robyn Garrett, Governance Manager

#### **RECOMMENDATION**

That the Minutes of the Ōmokoroā Community Board Meeting held on 11 February 2025 be received.

#### **ATTACHMENTS**

- 1. Minutes of the Ōmokoroā Community Board Meeting held on 11 February 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
ŌMOKOROA COMMUNITY BOARD MEETING NO. OMC25-1  
HELD IN THE ŌMOKOROA LIBRARY & SERVICE CENTRE, WESTERN AVENUE, ŌMOKOROA  
ON TUESDAY, 11 FEBRUARY 2025 AT 7.00PM**

## **1 PRESENT**

Chairperson C Dever, Deputy A Hughes, Member P Presland, Member B Bell, Cr M Grainger and Cr D Thwaites.

## **2 IN ATTENDANCE**

J Holyoake (Chief Executive Officer), P Watson (Reserves and Facilities Manager) and P Osborne (Senior Governance Advisor)

## **3 APOLOGIES**

Nil

## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Councillor Grainger advised the Board that he had an interest in agenda item 9.3 of the agenda, being 'Ōmokoroa Domain Scout Shed – Registration of Interest'.

## **6 PUBLIC EXCLUDED ITEMS**

Nil

## **7 PUBLIC FORUM**

### **7.1 MURRAY MARSHALL - ŌMOKOROA COMMUNITY POLICING GROUP**

Mr Marshall was in attendance to speak to the Board regarding the CCTV application the group made to the Council CCTV Fund. He noted the below points:

- The Ōmokoroa Community Policing Group was unsuccessful with their application.
- The CCTV Working Group suggested that the Community Board consider funding one of the cameras that the group requested on Ōmokoroa Road/Margaret Avenue/Tralea Road.
- Council's Property Team had provided some advice to Mr Marshall around the process and what could be considered.

- Mr Marshall requested for the Board to fund up to \$20,000 (excluding GST) for the installation of an ANPR Camera.

The Board requested staff to look into the on-going monitoring costs for the installation of an ANPR Camera on the Margaret Avenue/Tralee Street, and present findings and options back to the Board at their next workshop.

## 7.2 RICHARD FRANCIS – HOMELESS CONCERNS

Mr Francis was in attendance to seek some clarification on the homeless that were currently at the carpark off The Esplanade. He expressed the following concerns:

- It was his understanding that Council moved them from Cooney Reserve to the trailer park off The Esplanade, which was already of high demand for parking; and
- He was concerned about safety issues.

He noted that Council’s Compliance Officer had advised him that Council was in the process of trying to find alternative accommodation for them, however he wanted to see further action take place to move them along.

## 8 MINUTES FOR CONFIRMATION

### 8.1 MINUTES OF THE ŌMOKOROA COMMUNITY BOARD MEETING HELD ON 19 NOVEMBER 2024

#### RESOLUTION OMC25-1.1

Moved: Cr D Thwaites

Seconded: Deputy A Hughes

1. That the Minutes of the Ōmokoroa Community Board Meeting held on 19 November 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.

**CARRIED**

## 9 REPORTS

### 9.1 ŌMOKOROA COMMUNITY BOARD – CHAIRPERSON’S REPORT – FEBRUARY 2025

The Board considered a report dated 11 February 2025 from the Chairperson, who took his report as read. The below topic was discussed further.

**RESOLUTION OMC25-1.2**

Moved: Chairperson C Dever

Seconded: Member B Bell

That the Chairperson’s report dated 11 February 2025 titled ‘Ōmokoroa Community Board – Chairperson’s Report – February 2025’ be received.

**CARRIED**

**9.1.1 TRALEE STREET/HAMURANA ROAD STREETLIGHTING**

The Chairperson expressed safety concerns relating to the dark spots on Tralee Street and Hamurana Road, especially with the increase in vehicles following the development of the village. Staff had noted within the Projects and Operations Report that the Board had the ability to fund for a lighting analysis to be undertaken, should they wish to address the issue.

Members of the Board requested to workshop this concern and the options they had, noting that they wanted to be careful not to set a precedent that they could not maintain for the entire peninsula.

**9.2 ŌMOKOROA COMMUNITY BOARD – COUNCILLOR’S REPORT – FEBRUARY 2025**

The Board considered a report dated 11 February 2025 from Councillor Thwaites, who spoke to each of the topics in the report.

**RESOLUTION OMC25-1.3**

Moved: Cr D Thwaites

Seconded: Cr M Grainger

That Councillor Thwaites’ report dated 11 February 2025 titled ‘Ōmokoroa Community Board Councillor’s Report – February 2025’ be received.

**CARRIED**

**9.3 ŌMOKOROA DOMAIN SCOUT SHED – REGISTRATION OF INTEREST**

The Board considered a report dated 11 February 2025 from the Reserves and Facilities Manager, who was in attendance to provide an overview of his report.

He responded to pātai as below:

- The current proposed lease was only for the footprint of the building and not the for the hard stand section of land in front of the building. The Board suggested that this should be included in the lease to which the Reserves and Facilities Manager agreed.

#### RESOLUTION OMC25-1.4

Moved: Chairperson C Dever

Seconded: Member B Bell

1. That the Reserves and Facilities Manager's report dated 11 February 2025 titled 'Ōmokoroa Domain Scout Shed – Registration of Interest' 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 Ōmokoroa Community Board recommends to Council to exercise the powers conferred on it as the administering body of the reserve by delegation from the Minister of Conservation under the Reserves Act 1977 and grant a lease for up to 10 years for 205.1m<sup>2</sup> of land and building, more or less, being part of Section 3 SO 506747 (Recreation Reserve) with Pirirākau Tribal Authority – Incorporated.

**CARRIED**

#### 9.4 ŌMOKOROA COMMUNITY BOARD - PROJECTS AND OPERATIONS REPORT - FEBRUARY 2024

The Board considered a report dated 11 February 2025 from the General Manager Infrastructure Services. The report was taken as read and the Board noted that, although they had received the final cost for the Gane Plan Urbanisation project, they would have liked to have seen the breakdown of the overall cost for the Western Avenue Urbanisation Project, of which it formed a part.

#### RESOLUTION OMC25-1.5

Moved: Chairperson C Dever

Seconded: Deputy A Hughes

That the General Manager Infrastructure Services' report dated 11 February 2025 titled 'Ōmokoroa Projects and Operations Report – February 2025' be received.

**CARRIED**

**9.5 ŌMOKOROA COMMUNITY BOARD – FINANCIAL REPORT – DECEMBER 2024**

The Board considered a report dated 11 February 2025 from the Finance Business Partner Lead. The report was taken as read.

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**RESOLUTION OMC25-1.6**

Moved: Member P Presland

Seconded: Cr M Grainger

That the Finance Business Partner Lead’s report dated 11 February 2025 titled ‘Ōmokoroa Community Board Financial Report – December 2024’, be received.

**CARRIED**

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**The Meeting closed at 7.46pm.**

**Confirmed as a true and correct record at the Ōmokoroa Community Board meeting held on 8 April 2025.**

.....  
Chairperson C Dever

**CHAIRPERSON**

**9.2 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 12 FEBRUARY 2025**

**File Number:** A6685512

**Author:** Rosa Leahy, Senior Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

**RECOMMENDATION**

That the Minutes of the Katikati Community Board Meeting held on 12 February 2025 be received.

**ATTACHMENTS**

- 1. Minutes of the Katikati Community Board Meeting held on 12 February 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
KATIKATI COMMUNITY BOARD MEETING NO. KKC25-1  
HELD IN THE CENTRE – PĀTUKI MANAWA DIGITAL HUB, 21 MAIN ROAD, KATIKATI  
ON WEDNESDAY, 12 FEBRUARY 2025 AT 6.30PM**

## **1 PRESENT**

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

## **2 IN ATTENDANCE**

R Davie (Deputy CEO/General Manager Strategy and Community) and R Leahy (Senior Governance Advisor).

## **OTHERS IN ATTENDANCE**

12 members of the public including;  
Cr D Thwaites, and  
Waihi Beach Community Board Member R Goudie

## **3 APOLOGIES**

Nil

## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Chairperson J Clements declared an interest in agenda item 10.4.

## **6 PUBLIC EXCLUDED ITEMS**

Nil

## **7 PUBLIC FORUM**

### **7.1 JOHN REID – HIGHFIELDS POND**

Mr Reid, a resident of Katikati was in attendance to discuss Highfields Pond. He noted the below points:

- A group of residents wanted to use the pond for motorised miniature yacht sailing. The group were looking to hold four regattas per year, which would bring approximately 40–50 people into Katikati for the weekend.
  - There were ongoing concerns with the water level, weeds in the pond and access to the area. It was unclear who was responsible for the maintenance of the pond.
  - Due to the low water level, the water was becoming stagnant and mosquitos were becoming an issue for residents.
- 

## 7.2 JACQUI KNIGHT - THOMPSONS TRACK

Ms Knight, was in attendance on behalf of the Katikati Trails Development Group to give an update on Thompsons Track. She noted the below points:

- A walkover Thompsons Track with Elected Members and staff had taken place. Another walkover also took place with the Four-Wheel Drive Association representatives, a Matamata-Piako District Council Roading Engineer and a contractor.
  - There were several slips and damage on the track that would need to be remedied.
  - The group would engage with local hapū and iwi on both sides of the Kaimai Ranges on the matter.
  - It was noted that Thompsons Track was a paper road owned by Council.
- 

## 7.3 MULTIPLE SPEAKERS - ANNUAL REPORT 2023/24

Keith Hay (Chairperson of the Katikati-Waihi Beach Residents and Ratepayers Association) and Ross Goudie (resident of Katikati), were in attendance to raise concerns regarding Council's Annual Report 2023/24. They noted the below points:

- In FY 2023–24 Council budgeted for a surplus of \$22.1 million but had a deficit of \$5.4 million. This was compared to a surplus of \$23.7 million.
  - Concerns were raised about Council's ability to plan ahead when the Annual Report 2023/24 had not yet been finalised.
  - Mr Goudie queried how Council would remedy the financial situation.
- 

# 8 PRESENTATIONS

## 8.1 KATIKATI YOUTH PARK PROPOSAL

John Bothwell was in attendance to present on the Katikati Youth Park Proposal. The below points were noted:

- The Community-led Development Steering Group commissioned research into what youth in the district wanted to enable them to thrive in Katikati. The majority of youth surveyed wanted activities for youth in the community.
-

- The existing skatepark needed to be repaired and improved to make it more fit for purpose.
- The group was looking to expand and upgrade the overall area by also installing barbeque facilities and safe play areas for younger children.
- The group had \$90,000 of funding from the Department of Internal Affairs of which \$40,000 was earmarked for this project.
- The group was seeking endorsement from the Katikati Community Board for the project as part of the overall Moore Park plan.
- They were looking to prioritise their list of upgrades in the event they could not fund everything on their list.
- Costings were not yet available for a half court for basketball, however, this would be considered for the area.
- Murals would also be considered to dissuade taggers.

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## 9 MINUTES FOR CONFIRMATION

### 9.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 13 NOVEMBER 2024

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#### RESOLUTION KKC25-1.1

Moved: Member T Sage

Seconded: Deputy N Mayo

1. That the Minutes of the Katikati Community Board Meeting held on 13 November 2024 as circulated with the agenda be confirmed as a true and correct record with the following amendment:
  - The spelling in item 7.3 be corrected to 'Graeme Thomson'.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**CARRIED**

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## 10 REPORTS

### 10.1 KATIKATI COMMUNITY BOARD - WORKSHOP NOTES - 22 JANUARY 2025

The workshop notes were received and no discussion was held.

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### 10.2 KATIKATI COMMUNITY BOARD - CHAIRPERSON'S REPORT - FEBRUARY 2025

The Board considered a report from the Chairperson dated 12 February 2025. A brief overview of the report was provided and the below points were noted:

- Highfields Pond was serviced as a stormwater pond and not a recreational facility, however, there was some desire for the community to use it as a recreational facility.
- The Board queried if a middle ground could be found to satisfy both residents and Council.
- The Board requested a report on the history and context of Highfields Pond to be included in a future agenda.
- There was a desire from the Board to include the netball courts into the concept plan for Moore Park.
- It was noted that Council's Reserves and Facilities team would lead the concept plan for Moore Park.

---

### RESOLUTION KKC25-1.2

Moved: Deputy N Mayo

Seconded: Member A Earl

1. That the Chairperson's report dated 12 February 2025 titled 'Katikati Community Board Chairperson's Report – February 2025' be received.

**CARRIED**

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### RESOLUTION KKC25-1.3

Moved: Member A Earl

Seconded: Cr A Henry

2. That the Katikati Community Board recommends that Council progress a concept plan for the area of Moore Park that broadly relates to the proposal for netball courts and a Youth Hub (including proposed upgrades to the playground, skatepark and potential addition of a basketball half court) and allocates \$500 from the Katikati Community Board Reserve Account towards producing the concept plan.

**CARRIED**

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## 10.3 KATIKATI COMMUNITY BOARD – COUNCILLOR'S REPORT – FEBRUARY 2025

The Board considered a report from Councillor Joyce dated 12 February 2025. A brief overview of the report was provided and the below points were noted:

- Councillors were informed in late 2024 that there would be a deficit in the budget.
  - Work was underway to improve Council's financial reporting systems.
-

- Council was working through the Annual Plan 2025/26, which would show what actions would need to be taken to improve Council's financial situation.
- 

#### RESOLUTION KKC25-1.4

Moved: Member T Sage

Seconded: Deputy N Mayo

That Councillor Joyce's report dated 12 February 2025 titled 'Katikati Councillor's Report – February 2025' be received.

**CARRIED**

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Chairperson J Clements vacated the role as Chairperson for the agenda item 10.4 and Deputy Chairperson N Mayo assumed the role.

#### 10.4 KATIKATI COMMUNITY BOARD – GRANT APPLICATIONS – FEBRUARY 2025

Chairperson Clements declared an interest in this item, withdrew from the meeting and took no part in the discussion or voting thereon.

The Board considered a report from the Senior Governance Advisor dated 12 February 2025. The report was taken as read and the below points were noted:

##### Focus Katikati Trust Grant Application

- Focus Katikati wanted to engage with businesses, iwi and other groups to have a workshop on clusters.
  - The \$1000 would be a contribution towards a consultancy fee for the workshop. The other \$1500 would be paid for by the businesses.
  - The purpose of the Focus Katikati Trust had now changed. It had morphed from supporting housing to economic development.
  - The Board would like to see the Trust coordinate with Council's Community Team.
- 

#### RESOLUTION KKC25-1.5

Moved: Deputy N Mayo

Seconded: Cr R Joyce

1. That the Senior Governance Advisor's report dated 12 February 2025 titled 'Katikati Community Board – Grant Applications – February 2025' be received.
  2. That the Katikati Community Board **approves** the grant application from Focus Katikati Trust for \$1,000 from the Katikati Community Board Grant Account, for costs relating to a 'Clusters of Excellence' workshop.
- 
-

Chairperson J Clements abstained from voting.

**CARRIED**

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### **10.5 KATIKATI COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – FEBRUARY 2025**

The Board considered a report from General Manager Infrastructure Services dated 12 February 2025. The report was taken as read and the below points were noted:

- The Board requested for the Roading Account be updated to include the \$200,000 allocated to the Market Square project.
  - The Board noted that there were a high number of service requests for mowing and vegetation.
  - An action within Council’s Waste Minimisation Strategy was to explore the opportunity for a transfer station in the western part of the district.
- 

#### **RESOLUTION KKC25-1.6**

Moved: Member T Sage

Seconded: Chairperson J Clements

That the General Manager Infrastructure Services’ report dated 12 February 2025 titled ‘Katikati Community Board – Projects and Operations Report – 12 February 2025’ be received.’

**CARRIED**

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### **10.6 RECONCILIATION OF KATIKATI COMMUNITY TOWN CENTRE DEVELOPMENT FUND**

The Board considered a report from Finance Manager dated 12 February 2025. A brief overview of the report was provided. The below point was noted:

- The Chairperson requested information on the Council resolutions passed in relation to what had been spent from the Katikati Town Centre Development fund prior to making any decision on the matter.
- 

#### **RESOLUTION KKC25-1.7**

Moved: Chairperson J Clements

Seconded: Deputy N Mayo

That the Reconciliation of Katikati Community Town Centre Development Fund report and its recommendations lie on the table.

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A motion was voted on and a division was called and recorded as follows:

For: Chairperson J Clements, Deputy Chairperson N Mayo and Member A Earle

Against: Member T Sage, Cr A Henry and Cr R Joyce.

Due to an equality of votes, the Chairperson exercised his right for a casting vote and voted for the motion.

**.CARRIED 4/3**

**10.7 KATIKATI COMMUNITY BOARD – FINANCIAL REPORT – DECEMBER 2024**

The Board considered a report from the Finance Business Partner Lead dated 12 February 2025. The report was taken as read.

**RESOLUTION KKC25-1.8**

Moved: Member T Sage

Seconded: Member A Earl

That the Finance Business Partner Lead’s report dated 12 February 2025, titled ‘Katikati Community Board – Financial Report – December 2024’, be received.

**CARRIED**

**The Meeting closed at 8.48pm.**

**Confirmed as a true and correct record at the Katikati Community Board meeting held on 2 April 2025.**

.....

Chairperson J Clements

**CHAIRPERSON**

**9.3 MINUTES OF THE WAIHĪ BEACH COMMUNITY BOARD MEETING HELD ON 17 FEBRUARY 2025**

**File Number:** A6685519

**Author:** Rosa Leahy, Senior Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

**RECOMMENDATION**

That the Minutes of the Waihī Beach Community Board Meeting held on 17 February 2025 be received.

**ATTACHMENTS**

1. Minutes of the Waihī Beach Community Board Meeting held on 17 February 2025

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
WAIHĪ BEACH COMMUNITY BOARD MEETING NO. WBC25-1  
HELD IN THE WAIHĪ BEACH COMMUNITY CENTRE, 106 BEACH ROAD, WAIHĪ BEACH  
ON MONDAY, 17 FEBRUARY 2025 AT 5.30PM**

## **1 PRESENT**

Chairperson D Simpson, Member R Goudie, Member W Stevenson, Cr A Henry and Cr A Sole.

## **2 IN ATTENDANCE**

A Henderson (General Manager Corporate Services) and R Leahy (Senior Governance Advisor).

## **OTHERS IN ATTENDANCE**

11 members of the public including;

Cr R Joyce and

Katikati Community Board Chairperson J Clements

## **3 APOLOGIES**

### **APOLOGY**

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#### **RESOLUTION WBC25-1.1**

Moved: Cr A Sole

Seconded: Member W Stevenson

That the apology for absence from Deputy Chairperson H Guptill be accepted.

**CARRIED**

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## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Nil

## **6 PUBLIC EXCLUDED ITEMS**

Nil

## **7 PUBLIC FORUM**

### **7.1 JIM COWERN - VARIOUS ISSUES**

Mr Cowern, a resident of Waihi Beach was in attendance to discuss the resource consent application for a rock revetment wall at Waihi Beach and rubbish bins on Wilson Road. The below points were noted:

- A resource application for a rock revetment wall on the beach front at Glen Isla Place had been submitted.
- The Chairperson advised that the Board remained neutral on this matter as the application was being assessed by independent commissioners. It was important for the community to make submissions and express their views on applications.
- One of the rubbish bins on Wilson Road had turned a rust colour. It was noted that the rust colour was their intended look at they were made from corten steel.

### **7.2 PETER MORTON - ATHENREE HOMESTEAD**

Mr Morton, was in attendance on behalf of Athenree Homestead, to discuss the welcome to Waihi Beach signs and upgrades to the Athenree Homestead driveway. He noted the below points:

- Mr Morton queried when the welcome to Waihi Beach signs would be installed as there had been minimal communication from Council regarding the signs.
- The Community Board advised that work on the signs were ongoing and that upgrades to the driveway would commence shortly. The Athenree Homestead would be advised of these works to ensure they did not clash with any bookings for the venue.

### **7.3 MIKE HICKEY - VARIOUS TOPICS**

Mr Hickey, a resident of Waihi Beach, was in attendance to discuss various issues. He noted the below points:

- Council should consider opening the Chief Executive position for open tender as it may attract a person willing to do the role for considerably less salary.
- There were ongoing concerns with dogs on the beach. Council should consider implementing a system similar to Hauraki District Council, which increases the cost to the owner for impounding dog.
- The MenzShed were supplying vegetables to the 'Friend's Place', the surf club and residents at the pensioner flats.

#### **7.4 ROB HOPE – WAIHĪ BEACH LIBRARY**

Mr Hope, a resident of Waihī Beach and member of the Community Hall Committee, was in attendance to discuss the Waihī Beach Library. He noted the below points:

- The Hall Committee had met with Council staff to discuss their concerns with the access to the hall as a result of the new library building.
- The meeting was positive and a practical solution to address concerns had been found.

### **8 PRESENTATIONS**

#### **8.1 TE WHĀNAU Ā TAUWHAO KI OTAWHIWHI**

Representatives from Otawhiwhi were unable to attend the meeting.

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### **9 MINUTES FOR CONFIRMATION**

#### **9.1 MINUTES OF THE WAIHĪ BEACH COMMUNITY BOARD MEETING HELD ON 2 DECEMBER 2024**

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##### **RESOLUTION WBC25-1.2**

Moved: Cr A Henry

Seconded: Cr A Sole

1. That the Minutes of the Waihī Beach Community Board Meeting held on 2 December 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.

**CARRIED**

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### **10 REPORTS**

#### **10.1 WAIHĪ BEACH COMMUNITY BOARD – WORKSHOP NOTES – 28 JANUARY 2025**

The workshop notes from 28 January 2025 were received and no discussion was held.

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#### **10.2 WAIHĪ BEACH COMMUNITY BOARD – CHAIRPERSON'S REPORT – FEBRUARY 2025**

The Board considered a report from the Chairperson. A brief overview of the report was provided. The below points were noted:

- The overall capacity of the bins on Wilson Road would increase.

- The placement of the new bench seat was being reconsidered.
- There were concerns regarding the cost of installing bike racks outside the front of The Porch. The Board would consider various options at their next workshop to bring the cost down.
- The Board had previously committed \$10,000 towards a path from the end of Edinburgh Street through the Te Mata block. The Board would like to workshop this at a future workshop.

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**RESOLUTION WBC25-1.3**

Moved: Member W Stevenson

Seconded: Cr A Sole

That the Chairperson's report dated 17 February 2025 titled 'Waihi Beach Community Board Chairperson's Report – February 2025' be received.

**CARRIED**

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**10.3 WAIHĪ BEACH COMMUNITY BOARD – COUNCILLOR'S REPORT – FEBRUARY 2025**

The Board considered a report from Councillor Sole. A brief overview of the report was provided. The below points were noted:

- Work on the Local Waters Done Well was ongoing. Community consultation on the proposed model would take place.

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**RESOLUTION WBC25-1.4**

Moved: Cr A Sole

Seconded: Chairperson D Simpson

That Councillor Sole's report dated 17 February 2025 titled 'Waihi Beach Community Board Councillor's Report – February 2025' be received.

**CARRIED**

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**10.4 WAIHĪ BEACH COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – FEBRUARY 2025**

The Board considered a report from the General Manager Infrastructure Services. The report was taken as read. The below points were noted:

- There was an error in the roading account, resolution WBC23-7.6 appeared twice. It was noted that this error would be corrected for the next report.
  - The Board requested an update on if the landowner had been approached for entranceway sign on Waihi Beach Road.
-

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**RESOLUTION WBC25-1.5**

Moved: Chairperson D Simpson

Seconded: Member W Stevenson

That the General Manager Infrastructure Services' report dated 2 December 2024 titled 'Waihi Beach Community Board - Projects and Operations Report - December 2024' be received.

**CARRIED**

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**10.5 WAIHI BEACH COMMUNITY BOARD - FINANCIAL REPORT - DECEMBER 2024**

The Board considered a report from the Finance Business Partner Lead. The report was taken as read. The below points were noted:

- It was noted that the roading account would now be included in the Community Board's financial report.
- 

**RESOLUTION WBC25-1.6**

Moved: Cr A Sole

Seconded: Member W Stevenson

That the Finance Business Partner Lead's report dated 17 February 2025 titled 'Waihi Beach Community Board - Financial Report - December 2024', be received.

**CARRIED**

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**11 INFORMATION FOR RECEIPT****11.1 INVESTIGATION INTO RELOCATING ISLAND VIEW RESERVE DUMP STATION**

The Board considered a report from the Reserves and Facilities Manager. The report was taken as read. The below point was noted:

- The Board would direct the concerned residents to the report for their information.
- 

**The Meeting closed at 6.43pm.**

**Confirmed as a true and correct record at the Waihi Beach Community Board meeting held on 7 April 2025.**

.....  
Chairperson D Simpson

**CHAIRPERSON**

**9.4 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 20 FEBRUARY 2025**

**File Number:** A6691982

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

**RECOMMENDATION**

That the Minutes of the Te Puke Community Board Meeting held on 20 February 2025 be received.

**ATTACHMENTS**

- 1. Minutes of the Te Puke Community Board Meeting held on 20 February 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
TE PUKE COMMUNITY BOARD MEETING NO. TPC25-1  
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE, 130 JELICOE STREET,  
TE PUKE (BOARDROOM) ON THURSDAY, 20 FEBRUARY 2025 AT 7.00PM**

Cr Wichers opened the hui with a Karakia.

**1 PRESENT**

Chairperson K Ellis, Member K Summerhays, Cr G Dally and Cr A Wichers.

**2 IN ATTENDANCE**

C Crow (General Manager Infrastructure Services), R Garrett (Governance Manager)  
Deputy Mayor J Scrimgeour, Cr L Rae, and 7 members of the public.

**3 APOLOGIES**

**3.1 APOLOGY**

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**RESOLUTION TPC25-1.1**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

That the apologies for absence from Member N Chauhan and Member D Snell be accepted.

**CARRIED**

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**4 CONSIDERATION OF LATE ITEMS**

Nil

**5 DECLARATIONS OF INTEREST**

Members were advised that if they had an interest (actual, potential, pecuniary or non-pecuniary interest) in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and were advised to withdraw from the meeting table for the item.

- Chairperson K Ellis advised the Board that she had a declaration of financial interest regarding the Te Puke ANZAC Committee Grant Application in report 9.3 of the agenda – Te Puke Community Board – Grant Applications – February 2025.
- Cr Dally advised the Board that he had a declaration of interest regarding item 9.6 of the agenda – Te Puke Community Board – Landscape Road Footpath Options – February 2025 as a member of the Te Ara Kahikatea Pathway Society Inc.

## 6 PUBLIC EXCLUDED ITEMS

Nil

## 7 PUBLIC FORUM

### 7.1 STEVE FAWCETT – VECTOR CHARITABLE TRUST

Mr Fawcett was in attendance on behalf of the Vector Charitable Trust to discuss a proposal for a Kai Resilience-Based Community Food Forest in Te Puke. He noted the below points:

- Mr Fawcett provided the Board with a proposal for a Kai Resilience-Based Community Food Forest in Te Puke (**Tabled item 1**).
- Mr Fawcett requested that the Board consider a space within Te Puke that could be a collaborative space between groups such as the Vector Charitable Trust, CoLab, and the Western Bay of Plenty Kai Resilience Group.
- It was noted that the space did not need to be large. Mr Fawcett suggested that a location close to the community garden would be beneficial.

### 7.2 LORNA COOPER – NO.1 ROAD SPEED TRAFFIC CALMING MEASURES

Mrs Cooper was in attendance to discuss the installation of traffic calming measures on No.1 Road. She noted the below points:

- Residents had been told that traffic calming measures would be put in place. Mrs Cooper wanted to know when this was intended to be actioned, considering that the kiwifruit harvest season was about to begin.

The Board provided the following updates:

- A speed calming device had been installed past the S-bend. However, it had been requested that it be moved temporarily to before the S-bend until the work on the lower part of the road was completed.
- It was suggested that Mrs Cooper co-ordinated with local residents on No.1 Road who owned a camera and speed recording device to capture the number plates of trucks speeding and provide these to Trevelyan's and the police for action.

- The General Manager Infrastructure Services noted that the negotiations with J.Swap were completed. Construction on the lower part of the road was intended to begin after winter 2025.

The General Manager Infrastructure Services would follow up with Transportation staff on the relocation of the speed calming device.

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### **7.3 CRAIG WALLACE – KEEP NEW ZEALAND BEAUTIFUL TE PUKE BRANCH**

Mr Wallace was in attendance to provide an update on behalf of Keep New Zealand Beautiful Te Puke Branch. He noted the below points:

- Mr Wallace and his wife had set up the Keep New Zealand Beautiful Te Puke Branch.
- The drains and gutters within Te Puke were in a bad state, for example on Beattie Avenue.
- There was an issue with rubbish across Te Puke, with areas like the old railway station and KFC being especially bad.

The Board provided the following comments:

- There were a few trusts that had been working in the same space. It could be beneficial to organise a meeting between these trusts to understand whether there was a shared interest in supporting Mr Wallace's work.
- Members encouraged Mr Wallace to enter the littering 'hotspots' into Antenno. This would make it easier for the Board to facilitate intervention in the main problem areas.

The General Manager Infrastructure Services would discuss with the relevant staff the feasibility of placing a skip at the recycle centre for residents, such as Mr Wallace, to dispose of large rubbish items found on the road/street to avoid Council having to send a contractor out to dispose of it. It was noted that this would need a process to ensure the skip did not become a free-for-all dumping place for household refuse.

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### **7.5 VARIOUS SPEAKERS – LANDSCAPE ROAD FOOTPATH**

Mrs Hodge (President of the Te Puke Squash Club) and Mr Rule were in attendance to discuss the location of the Landscape Road footpath. They noted the below points:

Helen Hodge

- Mrs Hodge noted that herself and other members of the Squash Club had met onsite with Board members and Transportation staff to discuss the location of the footpath.

- The Squash Club was intending to add an extension for a fourth squash court and potentially a carpark on the land owned by the club.
- Club members were not in favour of the footpath being placed in front of the club's main entrance as it would have an impact on service vehicle access and the overall accessibility to the club.
- Club members preferred that the footpath be located between the club and the main road (Te Puke Highway) through McLoughlin Park, to keep traffic away from the club itself.
- The club was experiencing serious security issues and had had to install cameras and was in the process of installing further security lights. There had been incidents where non-members had used the facilities when the door had been unlocked or when members had been followed when leaving the club.

The Board members provided the following comments:

- Mrs Hodge was encouraged to submit an application to the CCTV Fund for an additional camera.

The General Manager Infrastructure Services would look into installing further street lighting within the area to improve the safety of members entering and exiting the club.

Steve Rule

- Mr Rule raised concern about previous near misses of young kids on bikes/parents with strollers coming up Landscape Road and shared his support for the footpath to be located through McLoughlin Park.
- It was suggested that Council install new toilets in conjunction with the new proposed carpark being built by the club.
- Mr Rule noted the impact that truck trailers had on parking spaces and the condition of the road.

The Board advised that Council was about to review its parking bylaw.

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## **7.1 CHANGE ORDER OF BUSINESS**

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### **RESOLUTION TPC25-1.2**

Moved: Member K Summerhays

Seconded: Cr A Wichers

That in accordance with Standing Order 9.4 the order of business be changed and that item 9.6 be dealt with as the next item of business.

**CARRIED**

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## 9.6 TE PUKE COMMUNITY BOARD - LANDSCAPE ROAD FOOTPATH OPTIONS - FEBRUARY 2025

The Board considered a report dated 20 February 2025 from the Project Engineer Transportation. The report was taken as read, with further discussion as below:

- As option 3 was a new option, members were interested in looking at it in a broader concept in the form of a Reserve Management Plan (RMP). It was noted that this was an opportunity to review how the reserve was being used; including the facilities, the issue of freedom camping, and how it could be better utilised in the future and developed to be a destination area.
- A review of the reserves functions would provide an opportunity for the Board and staff to investigate the freedom camping and littering issues, the possibility of naturalising the drains, as well as look into installing further facilities such as larger toilets and a BBQ area.
- It was raised that the RMP for Te Puke had not long been reviewed, therefore, it was more appropriate for the Board to request a concept plan for McLoughlin Park.
- Members noted the importance of workshopping the concept with interested parties within the community prior to progressing with the project.
- There was a risk that the placing the footpath through McLoughlin Park would not prevent people from walking down Landscape Road.
- It was raised by members that the outcome of a wider concept plan for McLoughlin Park was not guaranteed to be within scope of the Board's funding.

The General Manager Infrastructure Services discussed the following:

- He encouraged the Board to commit the remainder of the Community Board Roading Account before the end of the 2024/25 financial year. He noted that this would ring-fence the funds and reserve the funds for those specific projects.
- A challenge that would arise if Option 3 was to be progressed would be that lighting would not be placed along the footpath so as not to encourage night time activity within McLoughlin Park.

The General Manager Infrastructure Services would commission the development of a wider concept plan for McLoughlin Park. He would also contact contractors and liaise with the Board's Chairperson to organise a community consultation workshop, which would include consultation on the placement of the footpath.

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### RESOLUTION TPC25-1.3

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Moved: Member K Summerhays

Seconded: Cr A Wichers

1. That the Project Engineer Transportation report dated 20 February 2025 titled 'Te Puke Community Board - Landscape Road Footpath Options - February 2025' be received.
2. That the Te Puke Community Board resolves to proceed with the design of Option 3: Footpath through McLoughlin Park with the approved budget of \$100,000; and agrees that engagement will be held with the community on the alignment of the pathway.
3. That the Te Puke Community Board approves a budget of up to \$10,000 for development of a wider concept plan for McLoughlin Park to include the various uses and possible facilities noted at the Community Board meeting, and that the concept plan be presented back to the next Community Board meeting on 03 April 2025.

**CARRIED**

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## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 21 NOVEMBER 2024**

- Members noted that they were still awaiting an update regarding the Strategic Buildings report and had yet to receive a response on the Trees of Te Puke report.
- 

### **RESOLUTION TPC25-1.4**

Moved: Member K Summerhays

Seconded: Cr G Dally

1. That the Minutes of the Te Puke Community Board Meeting held on 21 November 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.

**CARRIED**

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## **9 REPORTS**

### **9.1 TE PUKE COMMUNITY BOARD - CHAIRPERSON'S REPORT - FEBRUARY 2025**

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

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**RESOLUTION TPC25-1.5**

Moved: Cr A Wichers

Seconded: Member K Summerhays

1. That the Chairperson's report dated 20 February 2025 titled 'Te Puke Community Board – Chairperson's report – February 2025' be received.
2. That the Te Puke Community Board approves a budget of \$130.00 from the Reserves Account for the purchase and installation of a Liquor Ban Sign that will be installed outside the Te Puke War Memorial Hall.

**CARRIED**

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**9.1.1 EXTERNAL COMMITTEE UPDATES**Te Ara Kahikatea Pathway Society Inc

- A karakia was held 7 February 2025, with Tapuika and Waitaha present, to bless the Lawrence Oliver Park wetland site, and the contractors had begun work the week of 10 February 2025.
- Council had helped to fund a pathway around the wetland and had suggested putting a boardwalk across the wetland to enable access from outside of the wetland.
- An associated group called Te Puke Trails Trust had planned to meet with Council in the hopes of gaining resource consents needed to progress projects.

EPIC

- The group was collaborating well and looking to grow and develop things further.

Made in Te Puke Trust

- The group was overseeing the traffic management plan for the Maketu ANZAC Dawn Service and was also heavily involved in the preparations for Te Kete Matariki.
- The Te Puke Markets were held every third Saturday of the month until April 2025.

ANZAC Committee

- Preparations for ANZAC Day were progressing nicely.
- A discussion was needed about how the traditions of Te Puke's ANZAC Day would be maintained long-term.

Te Puke Emergency Response

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- First meeting of the year was held 19 February 2025. The group was looking to further workshop and engage with the surrounding communities and relevant groups.

#### Te Puke Community Charitable Trust

- The Te Puke Community Fund was moving along nicely. The group had received a tentative agreement from both Tapuika and Waitaha to provide two representatives for the allocation committee.
- The Trust was in the process of finalising the Memorandum of Understanding (MOU) with Acorn to transfer the funds through, which was planned to be completed by the end of March 2025.

#### Gardens on Wheels

- In the beginning stages of planning Gardens on Wheels 2025 without association with the wider Garden and Arts Festival.

#### Sustainable Endeavours Charitable Trust

- Two new trustees with the Te Puke area had been identified. These representatives were looking to establish themselves as an environmental trust within their Te Puke area.
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### **9.1.2 LIQUOR BAN SIGN**

Concern was raised in regard to the cost estimate provided by staff for the purchase and installation of the liquor ban sign, noting that it seemed too low.

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### **9.1.3 HERITAGE PLAZA**

- It was noted that both General Managers from Tapuika and Waitaha had provided their verbal support in regard to assisting with the art works for the artistic side of the project. A letter would be provided confirming this.
- It was likely that rocks for Stage One of the project would come from local iwi. The initial structure would need to accommodate for the inclusion of the rocks.

The General Manager Infrastructure Services confirmed that the quotes for the project were being finalised.

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### **9.1.4 REPRESENTATION REVIEW**

It was noted that an appeal was lodged against Council's Representation Review decision by the Board, and was approved by all members (excluding members who were Councillors).

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**9.1.5 MAYOR PITTAR MEMORIAL PLAQUE**

Board members suggested that the memorial plaque for former Mayor Pittar be funded by Council.

It was noted that there was potentially a private funder who would fund the plaque instead.

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**9.1.5 HISTORY BOARDS**

Cr Dally would liaise with the supplier to obtain the final designs for two history boards, which would be presented at the next Board meeting on 3 April 2025 for the Board's approval.

It was suggested by members that the Board should have delegated the operations of the project to staff.

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**9.2 TE PUKE COMMUNITY BOARD – COUNCILLOR'S REPORT – FEBRUARY 2025**

The Board considered a report from Councillor Wichers. The report was taken as read.

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**RESOLUTION TPC25-1.6**

Moved: Cr A Wichers

Seconded: Chairperson K Ellis

1. That the report from Councillor Wichers dated 20 February 2025 titled 'Te Puke Community Board – Councillor's Report – February 2025' be received.

**CARRIED**

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**9.2.1 BYLAW CONSULTATION**Natural Cemeteries

- The bylaw needed to change to allow for natural burials.
- The bylaw would go out for consultation, which included a clause on Natural Cemeteries, and would be publicly notified as per all Council's consultation documents.

Traffic and Parking Enforcement by-law

- The bylaw allowed Council to set requirements for parking enforcement and control of traffic on roads and public places that were owned or controlled by Council, setting out parameters for Council staff to enforce.
-

- The Board was encouraged to provide feedback around any specific parking concerns in the Te Puke area.

It was noted that further engagement from staff with the Board on by-laws and policy reviews was needed.

The General Manager Infrastructure Services would feed this back to relevant staff members.

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### 9.2.2 APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER

It was noted that Miriam Taris had been appointed as the interim Chief Executive Officer (CEO) of Council.

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### 9.3 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – FEBRUARY 2025

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

Chairperson K Ellis declared a financial interest in the Te Puke ANZAC Committee Grant Application and took no part in the discussion or voting on this application.

The Board did not support the application from Te Puke Gymsport Incorporated as they did not consider it to be a strategic fit with the Board's funding priorities.

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#### RESOLUTION TPC25-1.8

Moved: Cr A Wichers

Seconded: Member K Summerhays

1. That the Governance Advisor's report dated 20 February 2025 titled 'Te Puke Community Board – Grant Applications – February 2025' be received.
2. That the Te Puke Community Board approves the grant application from the Citizens RSA Te Puke ANZAC Committee for \$1,000, to contribute towards catering and other operational expenses for the Te Puke ANZAC Day Service. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

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#### RESOLUTION TPC25-1.9

Moved: Cr A Wichers

Seconded: Cr G Dally

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That the Te Puke Community Board does not approve the grant application from Te Puke Gymsport Incorporated.

**CARRIED**

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### **9.3 TE PUKE COMMUNITY BOARD - ANZAC DAY COMMEMORATION 2025**

The Board considered a report from the Governance Advisor. The report was taken as read, with the Board requesting that the floral arrangement be provided by the local Te Puke Florist.

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#### **RESOLUTION TPC25-1.10**

Moved: Cr A Wichers

Seconded: Member K Summerhays

1. That the Governance Advisor's report dated 20 February 2025, titled 'Te Puke Community Board – ANZAC Day Commemoration 2025', be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That the Te Puke Community Board approves up to \$200 to provide a floral arrangement for the ANZAC Day Service, to be paid from the Te Puke Community Board Reserves Account.
4. That Chairperson K Ellis represents the Te Puke Community Board at the ANZAC Day Service in Te Puke on 25 April 2025.

**CARRIED**

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### **9.5 TE PUKE COMMUNITY BOARD - PROJECTS AND OPERATIONS REPORT - FEBRUARY 2025**

The Board considered a report from the Executive Assistant Infrastructure Group. The report was taken as read.

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#### **RESOLUTION TPC25-1.11**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

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1. That the Executive Assistant Infrastructure Group's report dated 20 February 2025 titled 'Te Puke Community Board – Projects and Operations Report – February 2025' be received.
2. That the Te Puke Community Board approves to spend up to \$10,000 from the Roothing Account on the road safety audit of Bramble Bridge to determine what actions need to be taken to improve pedestrian safety on the bridge.

**CARRIED**

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#### **9.5.1 COMMERCE LANE SAFETY IMPROVEMENTS**

The Board requested that pedestrian crossing signs be installed on Commerce Lane to finish off the safety improvements.

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#### **9.5.2 YOUR PLACE TŌ WĀHI**

Concern was raised by Board members about the lack of Community Board visibility on Councils website 'Your Place Tō wāhi'.

Members were encouraged to send an email to [info@westernbay.govt.nz](mailto:info@westernbay.govt.nz) providing feedback on the website.

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#### **9.5.3 REMOVAL OF PEDESTRIAN CROSSING SIGN ON JELICOE STREET**

Board members noted that the pedestrian crossing sign on Jellicoe Street was removed without the Board's sign-off, therefore, the Board felt it was not appropriate for the costs to fall on them.

The General Manager Infrastructure Services acknowledged the error and committed to paying for the removal from his own budget, not the Board's roading account.

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#### **9.5.4 COMPLIANCE AND ENFORCEMENT**

The Board noted its interest in gaining further information and understanding of the freedom camping and illegal dumping complaints, in order to form an idea or map of hot spots in the area.

The General Manager Infrastructure Services informed the Board that Council had approved the use of Baycorp to enforce collection of dumping fines.

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**9.5.5 BRAMBLE BRIDGE SAFETY AUDIT**

The Board queried what benefit they would get from commissioning a safety audit.

The General Manager Infrastructure Services noted that safety audits were required. It was unclear what the outcome of the safety audit would be, however, it would suggest options that could be used for temporary mitigations that could improve pedestrian safety.

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**9.7 TE PUKE COMMUNITY BOARD – STREETLIGHT PAINTING – FEBRUARY 2025**

The Board considered a report from the Asset Engineer Transportation. The report was taken as read.

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**RESOLUTION TPC25-1.12**

Moved: Chairperson K Ellis

Seconded: Cr G Dally

1. That the Asset Engineer Transportation's report dated 20 February 2025 titled "Te Puke Community Board – Streetlight Painting – February 2025" be received.
2. That the report relates to an issue that is of low significance in terms of Council's Significance and Engagement Policy.
3. That the Te Puke Community Board does not approve the repainting of streetlight columns.

**CARRIED**

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**9.8 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT DECEMBER 2024**

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

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**RESOLUTION TPC25-1.13**

Moved: Chairperson K Ellis

Seconded: Cr G Dally

1. The Financial Business Partner Lead's report dated 20 February 2025 titled 'Te Puke Community Board – Financial Report December 2024' be received.
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2. That the Te Puke Community Board requests that the Finance Business Partner Lead attends the next Community Board workshop to discuss any issues with operational expenditure.

**CARRIED**

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### **9.8.1 DISC GOLF COURSE ADVERTISING**

The Board queried what Council's policy was regarding sponsors being publicised on the Disc Golf Course that was set to go into Donovan Park, therefore advertising on a Council reserve.

The General Manager Infrastructure Services would follow up on this query and feed back to the Board.

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### **9.8.2 OVERDUE INVOICES**

It was noted that the contractor building the bus shelter on Manoeka Road had yet to be paid for the purchase of materials or labour.

Concern was raised about the delay in Council's payment of invoices.

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## **10 INFORMATION FOR RECEIPT**

Nil.

Cr Wichers closed the hui with a karakia.

**The meeting closed at 9.52pm**

**Confirmed as a true and correct record at the Te Puke Community Board meeting held on 03 April 2025.**

.....  
Chairperson K Ellis

**CHAIRPERSON**

**9.5 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 4 MARCH 2025**

**File Number:** A6691988

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

**RECOMMENDATION**

That the Minutes of the Maketu Community Board Meeting held on 4 March 2025 be received.

**ATTACHMENTS**

- 1. Minutes of the Maketu Community Board Meeting held on 4 March 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
MAKETU COMMUNITY BOARD MEETING NO. MKC25-1  
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU  
ON TUESDAY, 4 MARCH 2025 AT 7.00PM**

Chairperson T Hopping opened the hui with a Karakia.

**1 PRESENT**

Chairperson T Hopping, Deputy R Corbett, Cr L Rae, Deputy Mayor J Scrimgeour, Member D Walters and Member B Waterhouse.

**2 IN ATTENDANCE**

A Curtis (General Manager Regulatory Services) and E Logan (Governance Advisor)

Cr Wichers, Cr Dally and 1 member of the public

**3 APOLOGIES**

Nil

**4 CONSIDERATION OF LATE ITEMS**

Nil

**5 DECLARATIONS OF INTEREST**

Nil

**6 PUBLIC EXCLUDED ITEMS**

Nil

**7 PUBLIC FORUM**

**7.1 MIKE MAASSEN – PONGAKAWA RESIDENT**

Mr Massen was present to discuss the role of Community Boards and the Representation Review.

- Mr Maassen noted that Pongakawa experienced the same issues as the rest of the district, i.e. mowing issues, drainage issues etc.
- He felt that his community would benefit from having a Community Board.

The Board noted that each Community Board had a targeted rate that funded its activities.

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At 7.09pm, Member B Waterhouse entered hui.

## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 19 NOVEMBER 2024**

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#### **RESOLUTION MKC25-1.1**

Moved: Cr L Rae

Seconded: Deputy Mayor J Scrimgeour

1. That the Minutes of the Maketu Community Board Meeting held on 19 November 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.

**CARRIED**

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## **9 REPORTS**

### **9.1 MAKETU COMMUNITY BOARD – CHAIRPERSON'S REPORT – MARCH 2025**

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

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#### **RESOLUTION MKC25-1.2**

Moved: Cr L Rae

Seconded: Member D Walters

1. That the Chairperson's report dated 4 March 2025 titled 'Maketu Community Board – Chairperson's Report – March 2025' be received.
2. That the Maketu Community Board approve a budget of \$100.00 from the Contingency Account for the purchase of a thank you gift for Wendy McFadyen, the departing custodian of the Maketu Community Centre, for her service to the Maketu Community.

**CARRIED**

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## 9.2 MAKETU COMMUNITY BOARD – COUNCILLORS REPORT – MARCH 2025

The Board considered a report from Councillor Rae. The report was taken as read.

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### RESOLUTION MKC25-1.3

Moved: Deputy Mayor J Scrimgeour

Seconded: Deputy R Corbett

1. That Councillor Rae's report dated 4 March 2025 titled 'Maketu Community Board – Councillors Report – March 2025' be received.

**CARRIED**

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## 9.3 MAKETU COMMUNITY BOARD – GRANT APPLICATIONS – MARCH 2025

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

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### RESOLUTION MKC25-1.4

Moved: Cr L Rae

Seconded: Member D Walters

1. That the Governance Advisor's report dated 4 March 2025 titled 'Maketu Community Board – Grant Applications – March 2025' be received.
2. That the Maketu Community Board **approves** the grant application from the Maketu ANZAC Dawn Committee for \$1,200 to cover the costs of breakfast after the dawn parade service and commemorations for ANZAC Day. This grant will be funded from the Maketu Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

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## 9.4 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – FEBRUARY 2025

The Board considered a report from the General Manager Infrastructure Services. The report was taken as read. The Board raised the following issues, noting that these topics would be discussed at their next workshop:

- Roaming Dogs
  - Water Services
-

- Maketu Cycleway Project
  - Stage 2 of the Wharekahu Urupa
- 

### RESOLUTION MKC25-1.5

Moved: Member B Waterhouse

Seconded: Cr L Rae

1. That the General Manager Infrastructure Service's report dated 4 March 2025 titled 'Maketu Community Board – Projects and Operations Report – February 2025' be received.

**CARRIED**

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## 9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – DECEMBER 2024

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

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### RESOLUTION MKC25-1.6

Moved: Deputy Mayor J Scrimgeour

Seconded: Member D Walters

1. That the Financial Business Partner Lead's report dated 4 March 2025 titled 'Maketu Community Board – Financial Report – December 2024' be received.
2. That the Maketu Community Board approve to amend recommendation MKC24-4.3 as follows:

*That the Maketu Community Board approve the grant application from the Maketu Surf Life Saving Club for \$6,000.00 to contribute to the costs of a detailed seismic assessment and concrete scanning of the building. That this grant will be funded from the Maketu Community Board Reserves Account, subject to all accountabilities being met.*

**CARRIED**

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## 10 INFORMATION FOR RECEIPT

Nil

Chairperson T Hopping closed the meeting with a Karakia.

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**The Meeting closed at 8.03pm.**

**Confirmed as a true and correct record at the Maketu Community Board meeting held on 15 April 2025.**

.....

Chairperson T Hopping

**CHAIRPERSON**

UNCONFIRMED

## **10 COUNCIL AND COMMITTEE MINUTES FOR CONFIRMATION**

### **10.1 MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING HELD ON 13 FEBRUARY 2025**

**File Number:** A6666097

**Author:** Rosa Leahy, Senior Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

#### **RECOMMENDATION**

That the Minutes of the Strategy and Policy Committee Meeting held on 13 February 2025 be confirmed as a true and correct record and the recommendations therein be adopted.

#### **ATTACHMENTS**

- 1. Minutes of the Strategy and Policy Committee Meeting held on 13 February 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
STRATEGY AND POLICY COMMITTEE MEETING NO. SPC25-1  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON THURSDAY, 13 FEBRUARY 2025 AT 9.30AM**

## 1 KARAKIA

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

## 2 PRESENT

Mayor J Denyer, Cr T Coxhead, Cr G Dally, Cr M Grainger, Cr A Henry, Cr R Joyce, Cr M Murray-Benge, Cr L Rae, Deputy Mayor J Scrimgeour, Cr A Sole, Cr D Thwaites and Cr A Wichers.

## 3 IN ATTENDANCE

R Davie (Deputy CEO/General Manager Strategy and Community), A Henderson (General Manager Corporate Services), R Gallagher (Acting Policy and Planning), J Crummer (Senior Recreation Planner), D Elvin (Compliance and Monitoring Manager), A King (Legislative Reform and Special Projects Strategic Advisor), A Hall (Road Safety Engineer), H Wi Repa (Governance Systems Advisor), R Leahy (Senior Governance Advisor) and R Garrett (Governance Manager).

### VIA ZOOM

P Watson (Reserves and Facilities Manager)

## 4 APOLOGIES

Nil

## 5 CONSIDERATION OF LATE ITEMS

Nil

## 6 DECLARATIONS OF INTEREST

Nil

## 7 PUBLIC EXCLUDED ITEMS

Nil

## 8 PUBLIC FORUM

Nil

## 9 PRESENTATIONS

Nil

## 10 REPORTS

### 10.1 ADOPTION OF THE TAHAWAI RESERVE CONCEPT PLAN

The Committee considered a report from the Senior Recreational Planner. A brief overview of the report was provided.

Staff responded to pātai as below:

- Funding was available for the structure of the community and Rongoā gardens and the plants for the gardens would be provided by the community.
- There had been concerns from a neighbouring property owner about the potential impact the reserve could have on their privacy, however, staff were of the understanding that this had been resolved.
- The fence for the escarpment was located at the bottom of the reserve.

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### RESOLUTION SPC25-1.1

Moved: Cr R Joyce

Seconded: Cr A Henry

1. That the Senior Recreation Planner's report dated 13 February 2025 titled 'Adoption of the Tahawai Reserve Final Concept Plan' be received.
2. That the report relates to an issue that is considered to be of **medium** significance in terms of Council's Significance and Engagement Policy.
3. That the Strategy and Policy Committee receives all feedback from the consultation period held from 15 July to 18 August 2024, as set out in the document titled 'Tahawai Reserve submission pack' (**Attachment 4** of this report).
4. That the Strategy and Policy Committee adopts the final concept plan for Tahawai Reserve (**Attachment 1** of this report), as per option 1 of this report.

5. That the Strategy and Policy Committee requests the Chief Executive to direct staff to prepare a decision document in general accordance with resolutions of this meeting for approval by the Mayor, as the formal response to submitter feedback, and for the decision document to be published on the Council's website.

**CARRIED**

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## **10.2 REVIEW OF CLASS 4 GAMBLING VENUE POLICY AND TAB VENUES POLICY**

The Committee considered a report from the Senior Policy Analyst. A brief overview of the report was provided.

Staff responded to pātai as below:

- It was clarified that Class 4 Gambling Venues did not include casinos and were exclusive to electronic gaming machines.
  - Under the Policy, if a business was sold, the right to gaming machines would transfer to the new owner.
  - Council had the ability to report issues to the Department of Internal Affairs regarding the amount of revenue that went back to the community from gaming machines.
- 

### **RESOLUTION SPC25-1.2**

Moved: Cr M Murray-Benge

Seconded: Cr M Grainger

1. That the Senior Policy Analyst's report dated 13 February 2025 'Review of Class 4 Gambling Venue Policy and TAB Venues Policy' 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 Strategy and Policy Committee confirms the review of the Class 4 Gambling Venue Policy and that the Class 4 Gambling Venue Policy (as set out in **Attachment 2**) be adopted without any amendments.
4. That the Strategy and Policy Committee confirms the review of the TAB Venues Policy and that the TAB Venues Policy (as set out in **Attachment 3**) be adopted without any amendments.

**CARRIED**

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### 10.3 REVIEW OF ANIMALS (EXCLUDING DOGS) BYLAW AND PUBLIC PLACES BYLAW

The Committee considered a report from the Senior Policy Analyst. A brief overview of the report was provided.

Staff responded to pātai as below:

- The majority of complaints regarding poultry were about roosters. Most of the properties that kept poultry were lifestyle properties.
- Council's stock facility had been used once in the past year.
- Council was awaiting national direction on the management of domestic cats.

The Committee requested the following amendments be made to the bylaws prior to adoption by Council:

- The spelling of 'licence' be corrected within the definitions section of the Animals (Excluding Dogs) Bylaw.
- The inclusion of 'unless approval is sought from Council' in the wording for Clause 4.3 of the Public Places Bylaw.
- The wording within Clause 5.1 of the Public Places Bylaw be changed to '...unless it is placed at a height not less than...' to reflect the inclusion of other types of wire or fencing.

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#### RESOLUTION SPC25-1.3

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr A Sole

1. That the Senior Policy Analyst's report dated 13 February 2025 titled Review of Animals (Excluding Dogs) Bylaw and Public Places Bylaw 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 Strategy and Policy Committee recommends to Council the adoption of the Animals (Excluding Dogs) Bylaw and the Public Places Bylaw substantively set out in **Attachment 1** and **Attachment 2** to this Report, and including the amendments agreed at this meeting, noting the requirement for public notice of the Council resolution to adopt the bylaws without amendment pursuant to s156(2) of the Local Government Act 2002.

**CARRIED**

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#### 10.4 DRAFT CEMETERIES BYLAW FOR CONSULTATION

The Committee considered a report from the Senior Policy Analyst. A brief overview of the report was provided.

Staff responded to pātai as below:

- The determination on how cemeteries were funded was a decision for consideration through the Revenue and Financing Policy.
- When a plot was bought, this was for the exclusive right of the burial not the purchase of land.
- There were memorial walls at both Te Puke and Katikati. Sites for memorial walls for Ōmokoroa would be considered through the Kaimai Reserve Management Plan.
- Ashes to water was outside the scope of the bylaw, staff would be guided by Tangata Whenua on this issue, noting that there were no waterways within Council's cemeteries.
- There were currently no artificial water features in Council's cemeteries for ashes. If there was a desire for this, it would need to be discussed as an additional level of service through a budget process.
- Council had developed strategies to manage plot encroachments. Staff worked through a process with the families at Te Puke and Katikati cemeteries regarding encroachments.
- The natural burial site was located at Te Puke.
- A memorial garden for ashes was an operational issue that was not within scope of the bylaw.

The Committee requested the following amendments be made to the bylaw prior to consultation:

- The inclusion of wording under Natural Burials in the definitions 'to align with the ethos of returning to nature and low environmental impact there is a presumption of renewable tenure allowing plots to be reused at some point many years in the future'.

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#### RESOLUTION SPC25-1.4

Moved: Cr M Murray-Benge

Seconded: Mayor J Denyer

1. That the Senior Policy Analyst's report dated 13 February 2025 titled 'Draft Cemeteries Bylaw for Consultation' be received.
  2. That the report relates to an issue that is considered to be of **medium** significance in terms of Council's Significance and Engagement Policy.
  3. That the Draft Cemeteries Bylaw 2025 and Statement of Proposal as set out in **Attachment 1** and **Attachment 2** of this report, including the amendments agreed
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at this meeting, shall be adopted for consultation in accordance with section 83 of the Local Government Act 2002, from 20 March 2025 – 22 April 2025.

4. That the Chief Executive is authorised to make any required editorial changes to the draft Cemeteries Bylaw or Statement of Proposal.

**CARRIED**

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### **10.5 DRAFT LIVESTOCK MOVEMENTS BYLAW FOR CONSULTATION**

The Committee considered a report from the Senior Policy Analyst. A brief overview of the report was provided.

Staff responded to pātai as below:

- Council contributed to funding underpasses for cattle. The level of funding provided was based on volume of traffic on that particular road.
  - The majority of complaints were to do with excrement left on the roads from livestock.
- 

#### **RESOLUTION SPC25-1.5**

Moved: Cr M Murray-Benge

Seconded: Cr A Henry

1. That the Senior Policy Analyst's report dated 13 February 2025 titled 'Draft Livestock Movements Bylaw' 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 draft Livestock Movements Bylaw 2025 as set out in **Attachment 1** of this report shall be adopted for consultation in accordance with section 82 of the Local Government Act 2002, from 20 March – 22 April 2025.
4. That the Chief Executive is authorised to make any required editorial changes to the draft Livestock Movements Bylaw.

**CARRIED**

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### **10.6 SUBMISSIONS ON LEVY PROPOSALS FOR THE WATER SERVICES AUTHORITY - TAUMATA AROWAI AND MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT**

The Committee considered a report from the Strategic Advisor: Legislative Reform and Special Projects. A brief overview of the report was provided.

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**RESOLUTION SPC25-1.6**

Moved: Mayor J Denyer

Seconded: Cr M Grainger

1. That the Strategic Advisor: Legislative Reform and Special Projects report dated 13 February 2025 titled 'Submissions on levy proposals for the Water Services Authority - Taumata Arowai and Ministry of Business, Innovation and Employment, be received.
2. That the submissions, shown as **Attachment 1** and **Attachment 2** to this report, are received by the Strategy and Policy Committee and the information is noted.

**CARRIED**

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**11 INFORMATION FOR RECEIPT**

**The meeting closed at 10.43am.**

**Confirmed as a true and correct record by Council on 8 April 2025.**

**10.2 MINUTES OF THE COUNCIL MEETING HELD ON 18 FEBRUARY 2025**

**File Number:** A6678904

**Author:** Horowai Wi Repa, Governance Systems Advisor

**Authoriser:** Robyn Garrett, Governance Manager

**RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 18 February 2025 be confirmed as a true and correct record and the recommendations therein be adopted.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**ATTACHMENTS**

1. **Minutes of the Council Meeting held on 18 February 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
COUNCIL MEETING NO. CL25-1  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON TUESDAY, 18 FEBRUARY 2025 AT 9.30AM**

## 1 KARAKIA

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

## 2 PRESENT

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

## 3 IN ATTENDANCE

J Holyoake (Chief Executive Officer), R Davie (Deputy CEO/GM Strategy and Community), A Henderson (GM Corporate Services), A Curtis (GM Regulatory Services), C Crow (GM Infrastructure Services), J Fearn (Chief Financial Officer), S Bedford (Finance Manager), P Watson (Reserves and Facilities Manager), R Garrett (Governance Manager), P Osborne (Senior Governance Advisor), H Wi Repa (Governance Systems Advisor), J Duncan (Governance Coordinator)

## OTHERS IN ATTENDANCE

### Audit New Zealand

Leon Pieterse (Audit Director)

Anton Labuschagne (Associate Audit Director)

## 4 APOLOGIES

### APOLOGIES

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#### RESOLUTION CL25-1.1

Moved: Cr M Grainger

Seconded: Cr R Joyce

That the apologies for lateness from Cr Rae and Cr Wichers be accepted.

**CARRIED**

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## 5 CONSIDERATION OF LATE ITEMS

Nil

## 6 DECLARATIONS OF INTEREST

Nil

## 7 PUBLIC EXCLUDED ITEMS

Nil

## 8 PUBLIC FORUM

Nil

## 9 COMMUNITY BOARD MINUTES FOR RECEIPT

### 9.1 MINUTES OF THE WAIHĪ BEACH COMMUNITY BOARD MEETING HELD ON 2 DECEMBER 2024

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#### RESOLUTION CL25-1.2

Moved: Cr A Sole

Seconded: Cr A Henry

That the Minutes of the Waihī Beach Community Board Meeting held on 2 December 2024 be received.

**CARRIED**

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## 10 COUNCIL AND COMMITTEE MINUTES FOR CONFIRMATION

### 10.1 MINUTES OF THE AUDIT, RISK AND FINANCE COMMITTEE MEETING HELD ON 3 DECEMBER 2024

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#### RESOLUTION CL25-1.3

Moved: Cr M Grainger

Seconded: Cr A Henry

That the Minutes of the Audit, Risk and Finance Committee Meeting held on 3 December 2024 be confirmed as a true and correct record and the recommendations therein be adopted.

**CARRIED**

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### 10.2 MINUTES OF THE PROJECTS AND MONITORING COMMITTEE MEETING HELD ON 3 DECEMBER 2024

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#### RESOLUTION CL25-1.4

Moved: Cr D Thwaites

Seconded: Cr T Coxhead

That the Minutes of the Projects and Monitoring Committee Meeting held on 3 December 2024 be confirmed as a true and correct record and the recommendations therein be adopted.

**CARRIED**

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### 10.3 MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING HELD ON 5 DECEMBER 2024

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#### RESOLUTION CL25-1.5

Moved: Mayor J Denyer

Seconded: Cr M Grainger

That the Minutes of the Strategy and Policy Committee Meeting held on 5 December 2024 be confirmed as a true and correct record and the recommendations therein be adopted.

**CARRIED**

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**10.4 MINUTES OF THE COMMUNITY COMMITTEE MEETING HELD ON 10 DECEMBER 2024**

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**RESOLUTION CL25-1.6**

Moved: Cr M Murray-Benge

Seconded: Cr G Dally

That the Minutes of the Community Committee Meeting held on 10 December 2024 be confirmed as a true and correct record and the recommendations therein be adopted.

**CARRIED**

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**10.5 MINUTES OF THE COUNCIL MEETING HELD ON 12 DECEMBER 2024**

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**RESOLUTION CL25-1.7**

Moved: Mayor J Denyer

Seconded: Deputy Mayor J Scrimgeour

1. That the Minutes of the Council Meeting held on 12 December 2024 be confirmed as a true and correct record and the recommendations therein be adopted.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**CARRIED**

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**10.6 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 17 DECEMBER 2024**

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**RESOLUTION CL25-1.8**

Moved: Mayor J Denyer

Seconded: Deputy Mayor J Scrimgeour

1. That the Minutes of the Extraordinary Council Meeting held on 17 December 2024 be confirmed as a true and correct record and the recommendations therein be adopted.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**CARRIED**

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9.37am Cr Rae entered the hui.

9.38am Cr Wichers entered the hui.

## 11 REPORTS

### 11.1 ANNUAL REPORT 2023-2024

Council considered a report dated 18 February 2025 from the Chief Financial Officer, who provided an overview of the report, including the rationale for the late adoption, and the key changes made since December 2024.

Staff responded to pātai as follows:

- In relation to the loan that Council took to clear the deficit, Council was tracking towards the targets that were set and it was noted that this tracking would be reported on through the Audit, Risk and Finance Committee meetings.
- The rationale for the deficit, and the impact on affordability due to funding that deficit, was outlined in the report, noting that this did not have an impact on future rates as the savings were being found in operational budgets for FY25 and onwards.

Staff introduced Mr Pieterse and Mr Labuschagne from Audit NZ who noted the following points:

- They had issued an unqualified audit opinion; and
- They did not have to draw attention to any matters within the Annual Report.

Mr Pieterse responded to pātai as follows:

- There were a number of Councils who were unable to complete their Annual Report process before the end of December 2024.
- It was the hope of Audit NZ that the changes that had taken place would make this process easier for both Council staff and auditors in the future.

Councillors thanked staff and Audit NZ for the work that had taken place to get the Annual Report signed off.

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### RESOLUTION CL25-1.9

Moved: Cr D Thwaites

Seconded: Cr R Joyce

1. That the Chief Financial Officer's report dated 18 February 2025 titled 'Annual Report 2023-2024' be received.
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2. That the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.
3. That the updated Annual Report 2023-2024 (**Attachment 1**) for the year ended 30 June 2024 be received, and that Council notes the table of amendments (**Attachment 2**) that outlines the changes made to the Annual Report originally included as Attachment 1 of report 11.5 on the Council agenda for 12 December 2024.
4. That Council receives the Audit Opinion from Audit New Zealand for Western Bay of Plenty District Council's financial statements and performance information for the year ended 30 June 2024 (**Attachment 3**).
5. That, pursuant to sections 98 and 99 of the Local Government Act 2002, Council adopts Western Bay of Plenty District Council's audited Annual Report 2023-2024 (**Attachment 1**).
6. That the Chief Executive Officer be delegated authority to make such minor editorial changes to the Annual Report 2023-2024, as may be required prior to printing.
7. That Council approves loan funding the 2023-2024 rates funded deficit of \$4.2m for a period up to three years.

**CARRIED**

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## **11.2 PROPOSAL TO VEST AND CLASSIFY LAND ADDITION TO MOORE PARK AS RECREATION RESERVE AND ENTER INTO A LEASE WITH KATIKATI SPORT AND RECREATION CENTRE INCORPORATED**

Council considered a report dated 18 February 2025 from the Reserves and Facilities Manager, who provided an overview of the report and recommendations therein.

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### **RESOLUTION CL25-1.10**

Moved: Cr A Henry

Seconded: Cr A Sole

1. That the Reserves and Facilities Manager's report dated 18 February 2025 titled 'Proposal to vest and classify land addition to Moore Park as recreation reserve and enter into a lease with Katikati Sport and Recreation Centre Incorporated' 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.

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3. That, following the public consultation period where no submissions were received, Council exercises its powers conferred on it as the administering body of the reserve by delegation from the Minister of Conservation under the Reserves Act 1977 and approves classification of Sections 3, 4, and 7 SO 453028 being 7.5749 hectares, more or less, held in record of title 1057426, being part of Moore Park as recreation reserve, pursuant to section 14 of the Reserves Act 1977, and acknowledges that as a matter of process, Council staff will be required to complete a gazette notice.

**and**

4. Pursuant to section 54 of the Reserves Act 1977 Council grants Katikati Sport and Recreation Centre Incorporated the right to lease for up to 30 years approximately 1704m<sup>2</sup> of Section 7 being part of the land identified in resolution 3 above to locate and operate a multi-purpose sport and recreation community facility.

**CARRIED**

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### **11.3 MIDWAY PARK PUKEHINA – APPROVAL TO RENEW LEASE – PUKEHINA FISHING CLUB (1993) INCORPORATED**

Council considered a report dated 18 February 2025 from the Reserves and Facilities Manager, who provided an overview of the report and the recommendations therein.

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#### **RESOLUTION CL25-1.11**

Moved: Cr G Dally

Seconded: Deputy Mayor J Scrimgeour

1. That the Reserves and Facilities Manager's report dated 18 February 2025 titled 'Midway Park Pukehina – Approval to renew lease – The Pukehina Fishing Club (1993) Incorporated' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That Council approves a renewal of the lease for a further term of 15 years from 1 January 2025 to 31 December 2040.

**CARRIED**

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#### 11.4 PROPOSAL TO LEASE – ŌMOKOROA DOMAIN EX-SCOUTS BUILDING

Council considered a report dated 18 February 2025 from the Reserves and Facilities Manager, who provided an overview of the report and recommendations therein.

Staff responded to pātai as below:

- The Ōmokoroa MenzShed supported the application from Pirirākau, however their involvement in any potential upgrades to the shed would be determined by the tenant, should that be their desire.
- The Ōmokoroa Community Board requested that the hardstand area outside the building itself be included in the lease, noting that this change was made before coming to Council.
- Council had an agreement with iwi/hapū on Matakana Island regarding overflow parking on the Reserve when there was an event on Matakana Island. Staff felt comfortable that they could cater to this through the agreement.
- It was the understanding of staff that Pirirākau Tribal Authority Incorporated wanted to have a presence in Ōmokoroa, and staff felt that this would help achieve this as well as foster those relationships with existing local groups.
- It was clarified that the lease agreement would specify that if the building was not being used for its agreed purpose then Council could make enquiries as they saw fit.

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#### RESOLUTION CL25-1.12

Moved: Cr M Grainger

Seconded: Cr D Thwaites

1. That the Reserves and Facilities Manager's report dated 18 February 2025 titled 'Proposal to Lease – Ōmokoroa Domain Ex-Scouts Building' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That Council exercises its powers conferred on it as the administering body of the reserve by delegation from the Minister of Conservation under the Reserves Act 1977 and grants Pirirākau Tribal Authority Incorporated the right to lease for up to 10 years for 205.1m<sup>2</sup> of land and building, more or less, being part of Section 3 SO 506747 (Recreation Reserve).

**CARRIED**

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## 11.5 MAYOR'S REPORT TO COUNCIL

Council considered a report dated 18 February 2025 from the Executive Assistant – Mayor/CEO. The Mayor responded to pātai as below:

- “Unleash the Mayors” was a Zoom meeting where the ‘Mayors’ Taskforce for Jobs’ was discussed.
- The meeting with Andrew Corkill from NZTA was the first meeting the Mayor had since Mr Corkill took on the role of Relationship Stakeholder Manager for the district. One of the key topics raised by the Mayor was regarding the median barrier between Matahui Road and Morton Road, in particular advocacy against the continued barrier by Wright Road.

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### RESOLUTION CL25-1.13

Moved: Mayor J Denyer

Seconded: Cr A Henry

That the Executive Assistant – Mayor/CEO’s report dated 18 February 2025 title ‘Mayor’s Report to Council – 18 February 2025 be received.

**CARRIED**

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## 11.6 MEMBERSHIP OF TAURANGA AND WESTERN BAY OF PLENTY TRANSPORT JOINT COMMITTEE

Council considered a report dated 18 February 2025 from the Governance Manager. The report was taken as read.

The Mayor, Deputy Mayor and staff responded to pātai as follows:

- The purpose of this group compared to the other transport committees was to discuss strategic issues rather than operational issues.
- The rationale for the proposed number of representatives was due to the issues that were being discussed, and the feeling that many of the issues were Tauranga City focused, therefore they felt as though one representative (and an alternate) was sufficient.

Multiple Councillors expressed concern that this was not enough given the number of transportation issues that were taking place throughout the Western Bay District. It was felt as though there was a need to have more representation so that the issues being faced in the district were voiced and discussed at the Tauranga and Western Bay of Plenty Transport Joint Committee.

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Staff reiterated that this Committee was not a decision making body, but was established to provide recommendations to the Transport System Plan (TSP) of which Council only contributed 5% towards the funding.

The concerns shared relating to Western Bay representation would be raised with staff and the Committee.

- It was clarified that this Committee was previously the Tauranga Public Transport Committee, therefore there was a strong focus on public transport for the Committee.
- The Committee meetings were formal and therefore were livestreamed, with both agendas and minutes being made publicly available.
- Although congestion charging was not specifically spoken about at the latest Committee meeting, it was noted that one of the key themes was regarding congestion in general, and what projects the Committee could look at to help alleviate the congestion issues across the district.

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### RESOLUTION CL25-1.14

Moved: Mayor J Denyer

Seconded: Cr M Murray-Benge

1. That the Governance Manager's report dated 18 February 2025, titled 'Membership of Tauranga and Western Bay of Plenty Transport Joint Committee', be received.
2. That Western Bay of Plenty District Council becomes a member of the Tauranga and Western Bay of Plenty Transport Joint Committee and adopts the Terms of Reference for the Tauranga and Western Bay of Plenty Transport Joint Committee **(Attachment 1)**.
3. That Council appoints Mayor James Denyer as the Western Bay of Plenty District Council representative to the Tauranga and Western Bay of Plenty Transport Joint Committee, and Deputy Mayor John Scrimgeour as the alternate representative.

**CARRIED**

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### 12 INFORMATION FOR RECEIPT

Nil

**13 RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting with the exception of Nigel Tutt from Priority One for Agenda Item 13.4, whose specialist knowledge of the Regional Deals proposal will assist the Council to make a decision; and Greg Tims for Agenda Item 13.5 who has been contracted by Council to provide advice in relation to the Interim CEO appointment.

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<p><b>13.1 - Confidential Minutes of the Audit, Risk and Finance Committee Meeting held on 3 December 2024</b></p>	<p>s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p><b>13.2 - Confidential Minutes of the Projects and Monitoring Committee Meeting held on 3 December 2024</b></p>	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would</p>

		exist under section 6 or section 7
<b>13.3 - Confidential Minutes of the Council Meeting held on 12 December 2024</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>13.4 - Endorsement of Regional Deal proposal</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would

	<p>the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>exist under section 6 or section 7</p>
<b>13.5 - Appointment of Interim Chief Executive Officer (CEO)</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

## RESOLUTION TRANSFERRED (IN PART) INTO OPEN SECTION

### 13.5 APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER (CEO)

#### RESOLUTION CL25-1.15

Moved: Cr T Coxhead

Seconded: Cr A Wichers

1. That Greg Tim's report dated 18 February 2025 titled 'Appointment of Interim Chief Executive Officer (CEO)', be received.
2. That the report relates to an issue that is considered to be of low significance in terms of the Council's Significance and Engagement Policy.
3. That Council appoints Miriam Taris as Interim Chief Executive for the Western Bay of Plenty District Council, to undertake all of the responsibilities, duties and powers of a Chief Executive under the Local Government Act 2002, and any other

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enactment. Such appointment shall take effect from 31 March 2025, and expire on 27 February 2026.

4. That Miriam Taris be delegated the authorities conferred on the current Chief Executive as outlined in the attached Independent Contract Agreement in **Appendix 1.**

**CARRIED**

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**The Meeting closed at 12.40pm.**

**Confirmed as a true and correct record at the Council meeting held 18 March 2025.**

.....

Mayor J Denyer

**CHAIRPERSON / MAYOR**

Unconfirmed

**10.3 MINUTES OF THE ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING HELD ON 26 FEBRUARY 2025**

**File Number:** A6701846

**Author:** Pernille Osborne, Senior Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

**RECOMMENDATION**

That the Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 26 February 2025 be confirmed as a true and correct record and the recommendations therein be adopted.

**ATTACHMENTS**

- 1. Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 26 February 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING NO. APLTP25-1  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON WEDNESDAY, 26 FEBRUARY 2025 AT 1.30PM**

## **1 KARAKIA**

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

## **2 PRESENT**

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

## **3 IN ATTENDANCE**

J Holyoake ((Chief Executive Officer)Via Zoom), R Davie (Deputy CEO/General Manager Strategy and Community), A Curtis (General Manager Regulatory Services), A Henderson (General Manager Corporate Services), C Crow (General Manager Infrastructure Group), J Fearn (Chief Financial Officer), P Watson (Reserves and Facilities Manager), C McLean (Director Transportation), M Leighton (Finance Planning and Analysis Manager), R Garrett (Governance Manager), B Smith (Financial Consultant), H Wi Repa (Governance Systems Advisor) and P Osborne (Senior Governance Advisor).

## **4 APOLOGIES**

Nil

## **5 CONSIDERATION OF LATE ITEMS**

Nil

## **6 DECLARATIONS OF INTEREST**

Nil

## 7 PUBLIC EXCLUDED ITEMS

Nil

## 8 PUBLIC FORUM

Nil

## 9 PRESENTATIONS

Nil

## 10 REPORTS

### 10.1 ANNUAL PLAN 2025/26 – ISSUES AND OPTIONS PAPERS

The Committee considered a report dated 26 February 2025 from the Acting Policy and Planning Manager. The Finance Planning and Analysis Manager, supported by the Chief Financial Officer, introduced the report.

Tabled Item 1 – Rating Information was highlighted, noting that this information included:

- Funding Impact Statement, which included the Uniform Annual General Charge (UAGC) of \$655, along with the associated sample rates assessments at that level;
- Funding Impact Statement, which included the Uniform Annual General Charge (UAGC) of \$700, along with the associated sample rates assessments at that level;
- A comparison table that showed the \$655 against the \$700; and
- Sensitivity analysis shown through graphical representation of a comparison of the two.

Staff responded to pātai as follows:

- All the numbers provided were GST inclusive.

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### RESOLUTION APLTP25-1.1

Moved: Cr D Thwaites

Seconded: Cr M Murray-Benge

1. That the Acting Policy and Planning Manager's report dated 26 February 2025 titled 'Annual Plan 2025/26 – Issues and Options Papers' 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.
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**CARRIED**

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**Issue 3a COMMUNITY BOARD FUNDING**

The Committee considered Issue 3a being 'Community Board Funding'.

Staff responded to pātai:

- The Roding Reserve will still accumulate and be able to be used for the same projects that it was currently used for.
- The opportunity for Community Boards to have a say in this particular issue would be during consultation, if the Committee decided that the significant and materiality assessment triggered consultation. It was also noted that the Long Term Plan consultation was a comprehensive opportunity for the Community Boards to consider the projects and aspirations of their communities that they wished to see reflected over the next ten years, but particularly the next three.
- The Long Term Plan did not include this particular proposal relating to the rating of Community Boards in the intervening period between Council's final Representation Review proposal and the Local Government Commission determinations.
- The proposed \$17.25 (inc GST) per rateable property to be allocated to fund Community Boards via the Uniform Annual General Charge (UAGC) was based on the current structure, taking into consideration that they would start part way through the financial year.
- If the Local Government Commission upheld Council's decisions relating to the Representation Review, there could be a requirement for three new targeted rates, one for each of the Ward based Community Boards. The recommended option was proposing that this was done through the UAGC, rather than targeted rates, as this would avoid creating new rates, and a part of the UAGC would be apportioned to 'Representation'.
- The paper suggested funding Community Boards for the period of July through to elections from the current Community Board Reserves. If the three Ward based Community Boards proceeded in the new triennium, the paper recommended these be funded via the UAGC.

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**RESOLUTION APLTP25-1.2**

Moved: Cr D Thwaites

Seconded: Cr A Henry

3. That the Annual Plan and Long Term Plan Committee resolves the following decisions as set out in **Attachment 1** to inform the development of the draft Annual Plan 2025/26:

- a. Community Board Funding

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- i. That the Maketu-Te Puke Community Board, the Kaimai Community Board and the Katikati-Waihi Beach Community Boards be funded by way of General Rates;  
And  
That \$17.25 (inclusive of GST) per rateable property for the 2025/26 year, be allocated to fund Community Boards via the Uniform Annual General Charge;  
And  
That the five existing Community Board targeted rates be removed for the 2025/26 year and that the existing community boards are funded by way of reserves for the transition period.
  - ii. That the existing community board reserve accounts are ring fenced for future expenditure in the current areas of benefit.
  - iii. That if the Local Government Commission Representation Review Determination results in retaining the five existing Community Boards, that the current funding approach will also remain unchanged.

**CARRIED**

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Reasons for decision:

- Reflects the Representation Review final proposal.
  - Provides a consistent approach across our communities on how Community Boards are funded and a clear departure from the existing approach.
  - Community consultation would not be required, reducing potential costs and avoids relitigating the representation review decision.
  - The scale of the funding would deliver a budget that should allow the new Community Boards to deliver on their aspirations.
  - Targeted Rates could be introduced at a later date to reflect individual Community Board approaches and budgets. This could be aligned with the findings from the review of community board delegations and functions as indicated through the adoption of the final proposal.
  - Some properties will see their rates contribution to local representation decrease. The existing Community Board targeted rates are greater than the amount proposed to be recovered via the Uniform Annual General Charge.
  - The rating change is relatively simple to implement.
  - Transitional approach is simple and utilises existing funds.
  - Ratepayers that have contributed to a reserve will receive the corresponding benefit.
  - The new Community Boards can continue to deliver on specific projects in the existing areas.
-

**Issue 3b DAVE HUME POOL ROOF PROJECT**

The Committee considered Issue 3b being 'Dave Hume Pool Roof Project'.

Staff responded to pātai:

- Staff were optimistic that TECT would help fund the bulk head project.
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**RESOLUTION APLTP25-1.3**

Moved: Cr R Joyce

Seconded: Cr A Sole

3. That the Annual Plan and Long Term Plan Committee resolves the following decisions as set out in **Attachment 1** to inform the development of the draft Annual Plan 2025/26:

b. Dave Hume Pool Roof Project

- i. That the Annual Plan and Long Term Plan Committee approves the Dave Hume Pool roof project be deferred till FY2033.

**CARRIED**

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Reasons for decision:

- No additional funding required at this time.
  - Enables more time for rescoping of the project including further investigation and robust financial modelling.
- 

**Issue 3c ERP UPGRADE COSTS**

The Committee considered Issue 3c being 'ERP Upgrade Costs'.

Staff responded to pātai:

- Council had not yet been through the tender process, therefore there were unknowns in relation to contract negotiations and how it might play out. With the information that staff had to date, the funds allocated to this project should be sufficient to cover the upgrade costs.
  - In relation to all Council matters, privacy was front of mind. This was part of the project plan, noting that there was a process in place.
  - Council was not looking at the SAP ERP system (used by TCC) as they did not tender to Council. It was noted however that different systems were able to talk to each other.
  - The initial proposal was to loan fund the project over a five year period. Following direction from Council, staff had looked into the potential of spreading the loan out over a ten year period. Although there was no effect on the 2025/26 financial year, there would be for the later years.
-

- By extending the loan period, the interest cost would increase from \$289,000 to \$651,000.
  - At this point in time Council had maximum loan life for infrastructure projects, being 25 years. One of the directions from Local Waters Done Well was to match the debt life with the asset life.
  - The current IT system was an onsite hardware, where as the new system was a service that Council would pay an annual fee for.
- 

### RESOLUTION APLTP25-1.4

Moved: Cr M Grainger

Seconded: Cr R Joyce

3. That the Annual Plan and Long Term Plan Committee resolves the following decisions as set out in **Attachment 1** to inform the development of the draft Annual Plan 2025/26:
- c. ERP Upgrade Costs
- i. That Council loan fund \$3,479,000 in year 2025/2026 for the implementation costs currently spread over 5 years in the LTP so the project implementation can begin in the 2025/2026 year.

**CARRIED**

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Reasons for decision:

- There would be no impact on rates in year 2025/2026 as the request to bring funds forward as loan funded would impact from 2026/27 year.
  - Utilises existing project LTP 24-34 budget.
  - The ERP core functionality would be implemented during the LTP year 2 – 2025-2026 with the intent of having less operational impact on the organisation than implementation during year 3 of the LTP when the organisation is preparing for the next LTP.
  - The ERP procurement process will have completed evaluation stages by February 2025 with preferred vendor chosen.
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### Issue 3d KATIKATI ARTS JUNCTION

The Committee considered Issue 3d being 'Katikati Arts Junction'.

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### RESOLUTION APLTP25-1.5

Moved: Cr A Sole

Seconded: Cr T Coxhead

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3. That the Annual Plan and Long Term Plan Committee resolves the following decisions as set out in **Attachment 1** to inform the development of the draft Annual Plan 2025/26:

d. Katikati Arts Junction

- i. That the Annual Plan and Long Term Plan Committee agrees to include in the Annual Plan 2025/26 loan funding \$350,000 for repairs to the building located at 34-36 Main Road, Katikati, known as Katikati Arts Junction.

**CARRIED**

Reasons for decision:

- Building will be weathertight and safe.
- Tenant can continue to provide awesome services to the community.
- Council's asset is maintained.

**Issue 3e CONCEPT PLAN IMPLEMENTATION FOR BEACH ROAD AND TAHAWAI RESERVES**

The Committee considered Issue 3e being 'Concept Plan Implementation for Beach Road and Tahawai Reserves'.

Staff responded to pātai as follows:

- Council was considering the sale of the 294 Beach Road property (following boundary adjustments), and using the proceeds from the sale of the existing house to pay back some of the property's original purchase price.
- The recommendation being considered included allowing for boundary adjustments so that the property could be sold.
- Staff were of the understanding that all submitters for these particular concept plans received a decision story from the process.

**RESOLUTION APLTP25-1.6**

Moved: Mayor J Denyer

Seconded: Cr M Murray-Benge

3. That the Annual Plan and Long Term Plan Committee resolves the following decisions as set out in **Attachment 1** to inform the development of the draft Annual Plan 2025/26:

e. Concept Plan Implementation for Beach Road and Tahawai Reserves

- i. That \$127,770 budget is included in the Annual Plan 2025/26, of which \$66,570 is general rates funded, to implement the adopted concept

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plan for Beach Road Boat Ramp & Surrounds and future adopted concept plan for Tahawai Reserve.

**CARRIED**

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Reasons for decision:

- Responds to the aspirations of tangata whenua, key stakeholders, and majority of submitters to the respective formal consultation processes who supported the concept plans.
  - Enhances existing and creates new Council assets for community enjoyment.
  - Funding enables implementation to begin in the short term and progress with each respective community is maintained.
- 

### **Issue 3f            NZTA/WAKA KOTAHI SUBSIDY IMPACTS**

The Committee considered Issue 3f being 'NZTA/Waka Kotahi Subsidy Impacts'.

Staff responded to pātai as follows:

- Staff presented three options in response to a reduction in funding subsidy from Waka Kotahi. Council could not yet confirm the funding required to meet the current Levels of Service (LOS), as previously these were delivered by WestLink as part of a lump sum contract. Due to Council not having visibility over what each activity cost through the contract, this was now a piece of work that staff had to undertake. For this reason staff were not currently in a position to confirm the funding required.
  - Staff were trying to maintain the operations and maintenance spend in terms of the LOS. The challenge predominantly related to the pavement maintenance rehabilitation, noting that this recommendation was a measure to reflect the funding received from Waka Kotahi. A piece of work for staff, was to review the pavement modelling and determine what the true needs were, and how these could be funded moving forward.
  - Staff were currently undertaking a LOS review and had identified areas where changes could be made. This would be brought back to Council later this year.
  - It was clarified that the funding sought through option one would allow the planned LOS to continue by using rates to 'top up' the funding shortfall from Waka Kotahi.
  - In order for Council to receive the Pongakawa Bush Resilience Funding, they had to commit \$360,000. Although this may not have been a priority project for Council, it was noted that it was not worth losing the funding from Waka Kotahi in relation to these improvements.
-

**RESOLUTION APLTP25-1.7**

Moved: Mayor J Denyer

Seconded: Cr G Dally

3. That the Annual Plan and Long Term Plan Committee resolves the following decisions as set out in **Attachment 1** to inform the development of the draft Annual Plan 2025/26:

f. NZTA/Waka Kotahi Subsidy Impacts

i. That the Annual Plan and Long Term Plan Committee approves maintaining local share funding for 2025/26 and that over the three-year period from 2025 to 2027, to enable levels of service to be met for some maintenance and renewal activities, and to enable delivery of a reduced improvements programme.

**And**

That a new project be created for Pongakawa Bush Road Resilience improvements and that \$360,000 be allocated to this new project from existing project 200324 Low Cost Low Risk.

**CARRIED**

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Reasons for decision:

- Regular preventative maintenance extends asset life reducing the need for expensive rehabilitation treatments and/or reactive maintenance.
  - A well-maintained network supports the local economy by ensuring that goods, services, and people can travel safely and efficiently.
  - Option aligns with the strategic priority: "Providing resilient, well maintained, and efficient infrastructure".
  - Does not require the targeted roading rate to be increased.
  - Enables level of service to be met for some activities.
  - Allows Council to consider the transportation maintenance modelling going forward in the Long Term Plan.
- 

**Issue 3g WATER TARGETED RATES AND VOLUMETRIC CHARGING**

The Committee considered Issue 3g being 'Water Targeted Rates and Volumetric Charging'.

Staff responded to pātai as follows:

- The rates set through the Long Term Plan (LTP) was slightly different from what was budgeted for the requirement. This caused a disparity between the rates requirement and the budgeted levels.
-

- The large water users in the district were wood mills, pack houses, dairy farms, orchards and commercial operations.

**MOTION**

Moved: Cr Joyce

Seconded: Cr Rae

g. Water Targeted Rates and Volumetric Charging

- iii. That the Committee for the purposes of informing the development of the Annual Plan 2025/26 set the volumetric water rate known as the consumption charge is set at \$1.85 (incl GST) per cubic metre of water consumption AND increase the water supply targeted rates requirement by \$298,685.

The motion was voted on and a division was called and recorded as follows:

For: Cr Joyce, Cr Murray-Benge, Cr Rae and Cr Henry.

Against: Mayor Denyer, Deputy Mayor Scrimgeour, Cr Thwaites, Cr Wichers, Cr Dally, Cr Sole, Cr Grainger and Cr Coxhead.

**LOST 4/8**

**RESOLUTION APLTP25-1.8**

Moved: Mayor J Denyer

Seconded: Cr D Thwaites

3. That the Annual Plan and Long Term Plan Committee resolves the following decisions as set out in **Attachment 1** to inform the development of the draft Annual Plan 2025/26:

g. Water Targeted Rates and Volumetric Charging

- i. That the Annual Plan and Long Term Plan Committee for the purposes of informing the development of the Annual Plan 2025/26 set the volumetric water rate, known as the consumption charge, at \$1.75 (incl GST) per cubic metre of water consumption AND increase the water supply targeted rates requirement by \$651,101.

**CARRIED**

Reasons for decision:

- Ensures the water supply activity budget is balanced.
- Is a balanced approach. Spreads the risk of reduced water usage.

- 
- Spreads the cost between higher and lower users.
- 

3.33pm The hui adjourned.

3.33pm Cr Thwaites left the hui.

3.44pm The hui reconvened.

#### **Issue 4 UNIFORM ANNUAL GENERAL CHARGE (UAGC)**

The Committee considered Issue 4 being Uniform Annual General Charge including Tabled Item 1 being 'Annual Plan 2025/26 Rating Information'.

Staff responded to pātai as follows:

- The proposed \$700 set UAGC would decrease rural rates ever so slightly.
  - The proposed \$656 set UAGC would be of greatest benefit to the lower value properties.
  - Rating was a "blunt" tool, therefore when large revaluation swings took place, it became harder to maintain the split between rural and residential. This may require a rating review and a change to Councils rating requirement, however the UAGC could be a way to help with that. Staff clarified that no revaluations had been received for the FY 2025/26, therefore this proposal was based on the current valuations for the district.
  - Although roading did impact the rural rates, it was noted that they were primarily high due to the implications of adjustments to rates in the last financial year. There was a \$1.8 million adjustment to general rates in the 2024/25 that had come into effect this financial year.
- 

#### **RESOLUTION APLTP25-1.9**

Moved: Mayor J Denyer

Seconded: Cr M Murray-Benge

4. That following consideration of **Tabled Item 1**, which will be provided at the meeting, the Committee resolves for the purposes of developing the Annual Plan 2025/26 the UAGC be set at:

(b) \$700 (incl. GST).

**CARRIED**

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Reason for decision:

- Spreads the increases across the range of properties and softens the impact for those facing the biggest increases.
-

**Issue 5 STRATEGIC ASSUMPTIONS**

The Committee considered Attachment 6 being 'Strategic Assumptions'. The Finance Planning and Analysis Manager noted the below points:

- These were the key updates from the Long Term Plan to the Annual Plan 2025/26, with the largest two being interest and inflation rates.
- There were minor changes to population growth to reflect the latest Census data.
- A few other assumptions were changed in relation to wording and references.

**RESOLUTION APLTP25-1.10**

Moved: Mayor J Denyer

Seconded: Cr M Grainger

5. That for the purposes of developing the Annual Plan 2025/26 the updated Long Term Plan Strategic Assumptions as per **Attachment 6** are adopted, with the below amendment:
- Assumption 2 – Climate Change: 'As a result of climate change, it is modelled to be that the Western Bay of Plenty may expect to see' and 'Overall, there could be more extreme weather and storm events'.

**CARRIED**

**Issue 6 STRUCTURE PLANS AND FINANCIAL CONTRIBUTIONS 2025/26**

The Committee considered Attachment 2 being the 'Updates to Structure Plans 2025/26 including impact for Financial Contributions'. The General Manager Infrastructure Services gave a brief overview and rationale.

Staff responded to pātai as follows:

- The Ōmokoroa temporary roundabout had increased in price, however the project budget had not increased, as the section from the start of Ōmokoroa Road to Prole Road had decreased.

**RESOLUTION APLTP25-1.11**

Moved: Cr M Grainger

Seconded: Mayor J Denyer

6. That the Committee resolves that the revised Structure Plans as set out in **Attachment 2** of the agenda report are approved for the purposes of the Annual Plan 2025/26 and proposed Financial Contributions 2025/26.

**CARRIED**

**Issue 7 CAPITAL AND OPERATIONAL PROGRAMME**

The Committee considered Issue 7 being the 'Capital and Operational Programme'.

The General Manager Infrastructure Services gave a brief overview and rationale.

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**RESOLUTION APLTP25-1.12**

Moved: Cr M Murray-Benge

Seconded: Cr A Henry

5. That the Committee endorses the capital and operational programme as per **Attachment 3** to inform the development of the draft Annual Plan 2025/26.

**CARRIED**

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**Issue 8 FINANCIAL STATEMENTS AND RATING INFORMATION**

The Committee considered Issue 8 being 'Financial Statements and Rating Information'.

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**RESOLUTION APLTP25-1.13**

Moved: Cr M Grainger

Seconded: Cr M Murray-Benge

8. That the Committee endorses the Financial Statements (**Attachment 7**) and the Rating Information (**Tabled Item 1** which will be provided at the meeting) to inform the development of the draft Annual Plan 2025/26.

**CARRIED**

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**Issue 9 ASSESSMENT OF MATERIALITY AND SIGNIFICANCE**

The Committee considered Issue 9 being the 'Assessment of Materiality and Significance'.

Staff responded to pātai as follows:

- A number of years ago the Local Government Act used to require compulsory consultation on the Annual Plan. That changed, and enabled councils the opportunity to determine whether or not to consult through the assessment of materiality and significance. It was acknowledged that Community Boards had not had a formal opportunity through this Annual Plan process, due to it being delayed and compressed. In terms of whether or not that triggered materiality, in the view of the Deputy CEO/General Manager Strategy and Community, it did not. The rationale provide was that the decision on the Community Board Funding would incumbent Community Boards from 1 July 2025 until elections, where there
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could be a potential new configuration of Elected Members. Staff did not feel as though this triggered materiality, as their budget remains and they could still progress projects.

- The CEO noted that from a staffing capacity and work load perspective, but also from a view of the community's attention, not going out for consultation on the Annual Plan would be preferable, as there were other big reform consultations that had to take place over the next few months.
- Staff noted that engagement with Community Boards would be sought following this meeting, with the outcome of the decisions made and rationale behind them discussed. This would be prior to final adoption of the Annual Plan.
- The Communications and Engagement Plan was not consultation, it was around informing the community on where Council was at and the decisions that were made to date. This would not prevent Councillors from receiving feedback from the community, however these were not viewed as submissions.
- The Communications and Engagement Plan would outline the formal adoption date so the public were aware of the timeframe in which they could speak to their Councillors regarding the Annual Plan, if they wished to provide feedback.
- The Annual Plan Long Term Plan Committee would consider the Fees and Charges at their hui on 12 March, which would be followed by consultation.

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### RESOLUTION APLTP25-1.14

Moved: Mayor J Denyer

Seconded: Deputy Mayor J Scrimgeour

9. (a) That the Committee endorses the Assessment of Materiality and Significance in **Attachment 4** and considers that there are no material or significant differences from the Long Term Plan for 2025/26 and therefore will not consult on the Annual Plan 2025/26, pursuant to section 95(2A) of the Local Government Act 2002.
10. That the Committee directs the Chief Executive to prepare a Communications and Engagement plan to give effect to resolution 9a for approval at the Committee's next meeting on 12 March 2025.

**CARRIED**

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## 11 INFORMATION FOR RECEIPT

Nil

**The Meeting closed at 4.39pm.**

**Confirmed as a true and correct record by Council on 8 April 2025.**

**10.4 MINUTES OF THE COUNCIL MEETING HELD ON 3 MARCH 2025****File Number: A6701870****Author: Pernille Osborne, Senior Governance Advisor****Authoriser: Robyn Garrett, Governance Manager****RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 3 March 2025 be confirmed as a true and correct record and the recommendations therein be adopted.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**ATTACHMENTS**

1. **Minutes of the Council Meeting held on 3 March 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
COUNCIL MEETING NO. CL25-2  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON MONDAY, 3 MARCH 2025 AT 12.30PM**

## 1 KARAKIA

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

## 2 PRESENT

Mayor J Denyer, Deputy Mayor J Scrimgeour, Cr T Coxhead, Cr G Dally, Cr M Grainger, Cr R Joyce (Via Zoom), Cr M Murray-Benge, Cr L Rae, Cr A Sole, Cr D Thwaites and Cr A Wichers.

## 3 IN ATTENDANCE

J Holyoake (Chief Executive Officer), R Davie (Deputy CEO/GM Strategy and Community), A Henderson (GM Corporate Services), A Curtis (GM Regulatory Services), C Crow (GM Infrastructure Services), E Watton (Strategic Policy and Planning Programme Director), A King (Legislative Reform and Special Projects Strategic Advisor), R Garrett (Governance Manager), L Balvert (Communications Manager), R McLeod (Senior Communications and Engagement Specialist), P Osborne (Senior Governance Advisor) and H Wi Repa (Governance Systems Advisor).

## OTHERS IN ATTENDANCE

Sarah Baddley (MartinJenkins) – Via Zoom

## 4 APOLOGIES

### APOLOGY

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### RESOLUTION CL25-2.1

Moved: Cr D Thwaites

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Seconded: Cr A Sole

That the apology for absence from Cr Henry be accepted.

**CARRIED**

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## **5 CONSIDERATION OF LATE ITEMS**

Nil

## **6 DECLARATIONS OF INTEREST**

Nil

## **7 PUBLIC EXCLUDED ITEMS**

Nil

## **8 PUBLIC FORUM**

### **8.1 PETER WILLIS – TE PUKE STORMWATER ISSUES**

Mr Willis was in attendance to speak to the Council regarding concerns with flooding on his property over the last few years. He noted the following points:

- He had resided at the property for 21 years with few flooding issues previously.
- Mr Willis considered that recent major flooding issues being experienced on his property were due to additional water from the new subdivision.
- He showed a slideshow of pictures showing the effects to his property.
- His proposed solution was the installation of a stop bank on the other side of the creek, and he wished to know what Council had planned to remedy the issues that he and neighbouring residents were facing.

The Mayor noted that Council stormwater engineers had a meeting with Mr Willis to go over the stormwater modelling and the consequences of the subdivision.

Mr Willis noted that he was not happy with the outcome of that meeting and felt that Council had failed in their evaluation of the resource consent for the subdivision, and that the resource consent was not being complied with.

He provided Tabled Item 1 being emails showing the history of the concern and communication with Council staff on the resource consent queries.

Kate King, a neighbour of Mr Willis, was in attendance and provided her perspective on the flooding issues that her property was also facing.

Mr Willis and Ms King responded to pātai as below:

- Due to Ms King's property being raised the flood water level only reached across the driveway and part way up the parking area. She noted that some of her neighbours experienced flooding up to their doors.
- They had not experienced any flooding issues before 2022, which was prior to the subdivision.
- Mr Willis did not agree with the impacts highlighted through Council's stormwater flow modelling.

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## 9 REPORTS

### 9.1 NOTICE OF MOTION - CR COXHEAD - REVIEW OF WESTERN BAY OF PLENTY DISTRICT COUNCIL'S MEMBERSHIP OF LOCAL GOVERNMENT NEW ZEALAND

Council considered the Notice of Motion dated 3 March 2025 from Councillor Coxhead.

Cr Coxhead addressed Council outlining the rationale for the Notice of Motion. She outlined the below points:

- She had concerns with the value that was received from Council's membership to Local Government New Zealand.
- She wished to see Council explore the benefit and cost, as well as understand how each Councillor felt in relation to the membership.

---

### RESOLUTION CL25-2.2

Moved: Cr T Coxhead

Seconded: Cr G Dally

1. That the Governance Manager's report dated 3 March 2025 titled 'Notice of Motion - Cr Coxhead - Review of Western Bay of Plenty District Council's Membership of Local Government New Zealand' be received.
2. That Council directs the Chief Executive to prepare a report with recommendations to consider the matter of whether or not Western Bay of Plenty District Council should renew its membership subscription to Local Government New Zealand (LGNZ) for their 2025/26 financial year (i.e., 1 April 2025 - 31 March 2026).
3. That Council directs the Chief Executive to report back to Council at the meeting to be held on 18 March 2025 with the above report and recommendations, so Council can either resolve to renew their membership subscription to LGNZ or not renew their membership subscription to LGNZ.

- 
6. 4. That Council directs the Chief Executive to consider the value proposition to Council with a cost-benefit analysis that includes, but is not limited to: -
- a. Annual membership fee and date payable,
  - b. Additional costs incurred as a result or condition of membership,
  - c. Other information Council staff rely on from LGNZ,
  - d. Any other pertinent considerations,
  - e. Any known or likely consequences that may arise from a decision to NOT renew Council's LGNZ membership.

**CARRIED**

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## **9.2 LOCAL WATER DONE WELL - WATER SERVICE DELIVERY MODELS FOR CONSULTATION**

Council considered a report dated 3 March 2025 from the Strategic Advisor: Legislative Reform and Special Projects.

The Chief Executive took the report as read, highlighting the importance of the decision in front of the Council.

Staff responded to pātai as follows:

- The financial analysis showed that although there would be cost increases over the long term, there would be less of an impact with the multi-council option.
  - Tauranga City Council (TCC), along with other Councils, had been included in the analysis. Council would be generic within the consultation document, as there was a chance that the combinations of councils could change. It was noted that both Council and TCC would mention in their consultation document that the preferred option would include them working together. This was due to proximity and existing joint maintenance contracts.
  - Staff were not suggesting that Council's water assets were not in a good condition; however, noted that there were big future investments that Council needed to make in relation to wastewater treatment plants, the Katikati Outfall Pipe, end of life assets and the need to meet new standards.
  - Currently each of Council's water activities were reported on separately through the Annual Report, including their individual Funding Impact Statements. This meant that Council was tracking each activity separately, and under the new regulations irrespective of the outcome, Council would be required under the Act to produce Annual Reports for the waters.
  - Staff noted that they could communicate through the consultation document that, although there would be an increase in water charges, that there may be a decrease in overall rates.
-

- MartinJenkins had worked with staff to look at the financial analysis and were au fait with all of the councils that Council was looking at, so were able to provide different options of combinations.
- The intention of remaining high level through the consultation document was not to be vague, but to protect the flexibility through the negotiation period.
- Staff acknowledged the importance of this decision for the Council, and therefore the importance of their communication strategy in reaching as many people as possible.

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### RESOLUTION CL25-2.3

Moved: Mayor J Denyer

Seconded: Cr M Murray-Benge

1. That the Strategic Advisor: Legislative Reform and Special Projects report dated 3 March 2025 titled 'Local Water Done Well - Water Service Delivery Models for consultation' be received.
2. That the report relates to an issue that is considered to be of high significance in terms of Council's Significance and Engagement Policy.
3. That Council receives the MartinJenkins report 'Water services delivery update and further analysis' dated 22 January (**Attachment 2**), the slides presented to Council on 29 January 2025 (**Attachment 3**), and the slides presented to Council on 24 February 2025 (**Attachment 5**).
4. That Council receives the workshop notes from the Local Waters Done Well workshop on 29 January 2025 (**Attachment 4**) and on 24 February 2025 (**Attachment 6**).
5. That Council receives the further modelling undertaken to understand the implications of a joint-Council Water Services Council Controlled Organisation (**Attachment 7 – Confidential**).
6. That Council receives the financial modelling prepared by the Department of Internal Affairs (**Attachment 8**).
7. That Council uses the alternative decision-making and consultation requirements set out in sections 61 to 64 in the Local Government (Water Services Preliminary Arrangements) Act to decide on the water service delivery models for consultation.
8. That Council directs the Chief Executive to prepare a consultation document (including metrics and the strategic objectives) for approval by Council at its meeting on 18 March 2025, inclusive of the following options:
  - (a) retaining the current model;

- (b) moving to a single Council Water Services Council-Controlled Organisation; and/or
  - (c) establishing a joint Council Water Services Council-Controlled Organisation (**preferred model**).
9. That Council approves, based on the preferred option, planning on the pre-establishment phase commences immediately to ensure business readiness for future water services delivery. This includes continuing to work collaboratively with Tauranga City Council.
10. That Council notes that following the decision on the water service delivery model to be included in a Water Service Delivery Plan, the required documentation will be discussed with Council e.g. Commitment Agreement, Shareholders' Agreement.

**CARRIED**

Cr Rae voted against the motion and asked for her vote to be recorded.

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**10 INFORMATION FOR RECEIPT**

Nil

**11 RESOLUTION TO EXCLUDE THE PUBLIC**

Nil

**The Meeting closed at 1.09pm.**

**Confirmed as a true and correct record at the Council meeting held 8 April 2025.**

.....

Mayor J Denyer

**CHAIRPERSON / MAYOR**

**10.5 MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING HELD ON 3 MARCH 2025**

**File Number:** A6702246

**Author:** Rosa Leahy, Senior Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

**RECOMMENDATION**

That the Minutes of the Strategy and Policy Committee Meeting held on 3 March 2025 be confirmed as a true and correct record and the recommendations therein be adopted.

**ATTACHMENTS**

- 1. Minutes of the Strategy and Policy Committee Meeting held on 3 March 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
STRATEGY AND POLICY COMMITTEE MEETING NO. SPC25-2  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON MONDAY, 3 MARCH 2025 ON CONCLUSION OF THE COUNCIL MEETING  
STARTING AT 12.30PM**

## **1 PRESENT**

Mayor J Denyer, Cr M Grainger, Cr T Coxhead, Cr G Dally, Cr M Murray-Benge, Cr L Rae, Deputy Mayor J Scrimgeour, Cr A Sole, Cr D Thwaites and Cr A Wichers.

## **2 IN ATTENDANCE**

J Holyoake (Chief Executive Officer), R Davie (Deputy CEO/General Manager Strategy and Community), A Henderson (General Manager Corporate Services), C Crow (General Manager Infrastructure Group), H Wi Repa (Governance Systems Advisor), E Watton (Strategic Policy and Planning Programme Director), P Watson (Reserves and Facilities Manager), R Gallagher (Acting Policy and Planning Manager), J Crummer (Senior Recreation Planner), R Garrett (Governance Manager) and R Leahy (Senior Governance Advisor).

1 member of the public.

## **3 APOLOGIES**

### **APOLOGY**

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#### **RESOLUTION SPC25-2.1**

Moved: Cr A Sole

Seconded: Deputy Mayor J Scrimgeour

That the apology for absence from Cr A Henry be accepted.

**CARRIED**

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## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Nil

## 6 PUBLIC EXCLUDED ITEMS

Nil

## 7 PUBLIC FORUM

Nil

## 8 PRESENTATIONS

Nil

## 9 REPORTS

### 10.1 PROPOSED DRAFT KAIMAI RESERVE MANAGEMENT PLAN

The Committee considered a report from the Senior Recreation Planner. An overview of the report was provided.

Staff responded to pātai as below:

- Council partnered with Pirirakau on Hūharua Park, therefore it was more practical to align resourcing for a review of the park's Reserve Management Plan with Pirirakau's timeframes.
- The reserves that may change to/from the Kaimai Ward as part of the Representation Review would be reviewed under the Kaimai Reserve Management Plan.
- One of the main classifications of reserves in the District was recreational reserve. In cases where there was a recreation reserve with archaeological features such as a pā site then that part of the reserve would be given equal weighting to a historic reserve.
- Approximately \$2 million was spent on the 109 Clarke Road section and approximately \$500,000 was spent on resource consent and development costs. The valuation for the four lots came in at approximately \$3.2-3.3 million.
- Generic policy encouraged the use of native plants, this did not exclude the use of non-native plants. It was more appropriate to plant native species that were indigenous to New Zealand to provide natural environments where suitable.
- Landing Reserves were subject to the Harbour Boards Dry Land Endowment Revesting Act and were not classified as a reserve under the Reserves Act.
- It was unclear the backstory behind the name of Jack Lloyd Reserve. It was noted that the naming was part of the original transaction for the land.
- It was unclear whether stormwater would be included in the Local Waters Done Well legislation.
- The reserve near Wairoa bridge used to be Road Reserve but was now Local Purpose Esplanade and Road Reserve. Once the Takitimu North Link was built, it

may be an appropriate time to address the area to make it a more passive recreational area.

The Committee requested the following be included in the consultation document:

- Acknowledgment of the Te Puna Quarry Park Society's desire for a sealed road to the amphitheatre.

---

### RESOLUTION SPC25-2.2

Moved: Cr M Grainger

Seconded: Cr M Murray-Benge

1. That the Senior Recreation Planner's report dated 3 March 2025 titled 'Proposed Draft Kaimai Reserve Management Plan' be received.
2. That the report relates to an issue that is considered to be of **medium** significance in terms of Council's Significance and Engagement Policy.
3. That the pre-engagement undertaken from 22 October to 12 November 2024 fulfils the requirements of Section 41(5) of the Reserves Act 1977.
4. That the Strategy and Policy Committee **approves** the release of the proposed draft Kaimai Reserve Management Plan (attached to this report as **Attachment 1 and 2**) and consultation document (attached to this report as **Attachment 3**) for community consultation pursuant to Section 41(6) of the Reserves Act 1977 from 11 March to 11 May 2025.
5. That the Chief Executive Officer to be delegated authority to make such minor editorial changes as may be required prior to consultation.

**CARRIED**

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## 11 INFORMATION FOR RECEIPT

**The Meeting closed at 2.04pm.**

**Confirmed as a true and correct record by Council on 8 April 2025.**

**10.6 MINUTES OF THE ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING HELD ON 12 MARCH 2025****File Number: A6701878****Author: Pernille Osborne, Senior Governance Advisor****Authoriser: Robyn Garrett, Governance Manager****RECOMMENDATION**

That the Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 12 March 2025 be confirmed as a true and correct record and the recommendations therein be adopted.

**ATTACHMENTS**

- 1. Minutes of the Annual Plan and Long Term Plan Committee Meeting held on 12 March 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
ANNUAL PLAN AND LONG TERM PLAN COMMITTEE MEETING NO. APLTP25-2  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON WEDNESDAY, 12 MARCH 2025 AT 9.30AM**

## 1 KARAKIA

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

## 2 PRESENT

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

## 3 IN ATTENDANCE

R Davie (Deputy CEO/General Manager Strategy and Community), A Curtis (General Manager Regulatory Services), A Henderson (General Manager Corporate Services), C Crow (General Manager Infrastructure Group), E Watton (Strategic Policy and Planning Programme Director), R Gallagher (Acting Policy and Planning Manger), M Leighton (Finance Planning & Analysis Manager), P Renouf (Commercial Business Analyst), R Garrett (Governance Manager), H Wi Repa (Governance Systems Advisor), J Duncan (Governance Coordinator) and P Osborne (Senior Governance Advisor).

## 4 APOLOGIES

### APOLOGY

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### RESOLUTION APLTP25-2.1

Moved: Cr M Murray-Benge

Seconded: Cr A Henry

---

That the apologies for lateness from Cr Sole and Cr Joyce be accepted.

**CARRIED**

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## **5 CONSIDERATION OF LATE ITEMS**

Nil

## **6 DECLARATIONS OF INTEREST**

Nil

## **7 PUBLIC EXCLUDED ITEMS**

Nil

## **8 PUBLIC FORUM**

Nil

## **9 PRESENTATIONS**

Nil

## **10 REPORTS**

### **10.1 ADOPTION OF SCHEDULE OF FEES AND CHARGES FOR PUBLIC CONSULTATION**

The Committee considered a report dated 12 March 2025 from the Finance Planning & Analysis Manager, who provided a brief overview of the report and the recommendations therein.

Staff responded to pātai as follows:

- Staff did not have at hand the factors in the Local Government Cost Index that were causing inflation relating to fees charged for time, however it was noted that this could be circulated following the hui.
  - In many instances in the categories of fees presented, they had been reasonably stagnant for some time, so what was presented was Council attempting to catch up on many years of being reasonably flat with its fees and charges, and achieve better cost recovery.
  - In terms of the Regulatory fees, there were a number of factors considered, including the BERL inflation factors, and time and costs against each activity.
  - The swimming pool inspection fees had not been altered for many years, therefore there was a need to increase these to allow for cost recovery.
-

- There was now an option for applicants to advertise for public notices for alcohol licenses through Council's website, noting that this was a lot cheaper than advertising through the newspaper. This has meant that the majority of applicants used this council service now, and the fee reflected the actual cost for council to undertake this service.
- The illegal dumping removal fee was an alternative to prosecution, and more infringement focused. The punitive element in this was to dissuade people from illegally dumping.
- There had been an attempt to make temporary traffic management processes more efficient, effective and better value for money. It was the understanding of staff present that these processes were being piloted throughout the country, however were not yet reflected in new guidance. Through the current Annual Plan the budget managers endeavoured to be more robust and evidence based regarding how much staff time attributed to tasks/services for which there was an exacerbator that could be identified.
- There was a high number of enquiries regarding general matters relating to building consents. The new fee was a move towards greater cost recovery for these activities, and would be applied conservatively so that it did not become a barrier for those involved.
- Council had a 98% KPI target regarding known dogs being registered, and actively worked with the community to encourage dog registration. Council had achieved the 98% over the last three years, however it was noted that too much of an increase of fees would mean compliance numbers could decrease.
- Council's current online building consents provider, Objective Build, had advised that their model for charging the lodging of consents had changed, which was based on the value of the building consent itself and its complexity, noting that this fee was out of Council's control.
- The building consent cost information was available on the Council website and was part of the system when the consent was being lodged.
- A Dog Registration Fee for Tauranga City Council (TCC) was \$125 and Matamata-Piako was \$157 for a full dog registration. It was noted that TCC had a single rate for all dogs, and 60% of Western Bay of Plenty District dogs were desexed.
- Staff looked at cost recovery across the whole activity, noting that if they were to split it up to identify whether the 'naughty dog' section had a cost recovery of 80%, this was not information that they had to hand. It was recommended to staff that this could be an area looked at more to ensure those 'guilty' of non-compliance in this area were paying the full cost.
- It was the understanding of staff present that the fee in relation to PAYT tag contamination education was for repeated contamination. The Committee was advised that there would likely be an education approach taken first and a conversation with offenders prior to a charge.
- Dogs imported for stud purposes had their own specific import provisions, and staff had never come across an issue relating to stud dog registrations.

9.45am Cr Joyce and Cr Sole entered the hui.

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### RESOLUTION APLTP25-2.2

Moved: Cr M Murray-Benge

Seconded: Cr T Coxhead

1. That the Finance Planning & Analysis Manager's report dated 12 March 2025 and titled 'Adoption of Schedule of Fees and Charges for Public Consultation' be received.
2. That the report relates to an issue that is considered to be of **medium** significance in terms of Council's Significance and Engagement Policy.
3. That in accordance with Sections 82 and 150 of the Local Government Act 2002, the Annual Plan Long Term Plan Committee adopts the draft Schedule of Fees and Charges 2025/26 (**Attachment 1** of this report) and the Statement of Proposal (**Attachment 2** of this report) for the purposes of public consultation from 20 March to 20 April 2025.
4. That the Chief Executive Officer be delegated authority to make minor editorial changes to the documents as required.

**CARRIED**

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## 10.2 CONSULTATION ON DRAFT FINANCIAL CONTRIBUTIONS 2025/2026

The Committee considered a report dated 12 March 2025 from the Commercial Business Analyst, who provided an overview of the report and the recommendations therein.

Staff responded to pātai as follows:

- With regard to potential refunds for Financial Contributions being collected and the growth capital project not proceeding (or changing significantly) the difference between Development Contributions and Financial Contributions was noted. Refunds may be required in a Development Contribution framework but not necessarily in a Financial Contributions environment. The process was a fee setting exercise through Financial Contributions for one year with the best information available at the time.
  - Financial Contributions were based off a growth model including population change over a period. Both Waihi Beach and Maketu were highlighted as areas that did not match a typical pattern, resulting in debt carried at Waihi Beach and amended population estimates for Maketu.
-

- Population estimates in relation to Maketu were specifically around Te Arawa land, which was factored into the capacity for the Te Puke Wastewater Treatment Plant many years ago but had not yet been realised.

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### RESOLUTION APLTP25-2.3

Moved: Cr A Henry

Seconded: Cr L Rae

1. That the Commercial Business Analyst's report dated 12 March 2025 titled 'Consultation on draft Financial Contributions 2025/2026' be received.
2. That the report relates to an issue that is considered to be of **medium** significance in terms of Council's Significance and Engagement Policy.
3. That the Annual Plan and Long Term Plan Committee adopts for consultation:
  - The Draft Statement of Proposal (**Attachment 1** of this report);
  - The Draft Financial Contributions (**Attachment 2** of this report); and
  - The Supporting Disclosure Tables (**Attachment 3** of this report).
4. That the Chief Executive Officer be delegated authority to make such minor editorial changes as may be required prior to consultation.

**CARRIED**

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### 10.3 ANNUAL PLAN 2025/26 COMMUNICATION PLAN

The Committee considered a report dated 12 March 2025 from the Acting Policy and Planning Manager, took the report as read, noting that the rates calculator was currently with the website developer to be included with the Annual Plan information.

Staff responded to pātai as follows:

- Councillors will be informed when the rates calculator was up and included on the website, including the sample property information that was spoken to at the 26 February Committee meeting.
  - The last time Council resolved not to consult was in 2017, noting that there was a media release to that effect.
- 

### RESOLUTION APLTP25-2.4

Moved: Mayor J Denyer

Seconded: Cr T Coxhead

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1. That the Acting Policy and Planning Manager's report dated 12 March 2025 titled 'Annual Plan 2025/26 Communication Plan' 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 Annual Plan and Long Term Plan Committee approves the Communications and Engagement Plan as contained in **Attachment 1**.

**CARRIED**

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## **11 INFORMATION FOR RECEIPT**

Nil

**The Meeting closed at 10.18am.**

**Confirmed as a true and correct record by Council on 8 April 2025.**

**10.7 MINUTES OF THE COUNCIL MEETING HELD ON 18 MARCH 2025****File Number: A6705651****Author: Pernille Osborne, Senior Governance Advisor****Authoriser: Robyn Garrett, Governance Manager****RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 18 March 2025 be confirmed as a true and correct record and the recommendations therein be adopted.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**ATTACHMENTS**

1. **Minutes of the Council Meeting held on 18 March 2025**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
COUNCIL MEETING NO. CL25-3  
HELD IN THE COUNCIL CHAMBERS, 1484 CAMERON ROAD, TAURANGA  
ON TUESDAY, 18 MARCH 2025 AT 9.30AM**

## 1 KARAKIA

Whakatau mai te wairua	Settle the spirit
Whakawātea mai te hinengaro	Clear the mind
Whakarite mai te tinana	Prepare the body
Kia ea ai ngā mahi	To achieve what needs to be achieved.
Āe	Yes

## 2 PRESENT

Mayor J Denyer, Deputy Mayor J Scrimgeour, Cr T Coxhead, Cr G Dally, Cr M Grainger, Cr R Joyce, Cr M Murray-Benge, Cr L Rae, Cr A Sole, Cr D Thwaites and Cr A Wichers.

## 3 IN ATTENDANCE

J Holyoake (Chief Executive), R Davie (Deputy CEO/General Manager Strategy and Community), A Henderson (General Manager Corporate Services), A Curtis (General Manager Regulatory Services), C Crow (General Manager Infrastructure Services), L Balvert (Communications Manager), R Garrett (Governance Manager), A King (Strategic Advisor: Legislative Reform and Special Projects), H Wi Repa (Governance Systems Advisor) and P Osborne (Senior Governance Advisor).

## OTHERS IN ATTENDANCE

1 Member of the Media

## VIA ZOOM

Sam Broughton (President - LGNZ) and Ranjani Ponnuchetty (Chief Advisor - LGNZ)

## 4 APOLOGIES

### APOLOGY

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### RESOLUTION CL25-3.1

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Moved: Cr A Sole

Seconded: Deputy Mayor J Scrimgeour

That the apology for lateness from Cr Joyce and apology for absence from Cr Henry be accepted.

**CARRIED**

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## **5 CONSIDERATION OF LATE ITEMS**

Nil

## **6 DECLARATIONS OF INTEREST**

Nil

## **7 PUBLIC EXCLUDED ITEMS**

Nil

## **8 PUBLIC FORUM**

Nil

## **9 REPORTS**

### **9.1 SUBMISSION ON THE LOCAL GOVERNMENT (WATER SERVICES) BILL**

Council considered a report dated 18 March 2025 from the Strategic Advisor: Legislative Reform and Special Projects, who provided an overview of the submission and noted that the Bill was due to be enacted in June/July 2025.

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### **RESOLUTION CL25-3.2**

Moved: Cr M Murray-Benge

Seconded: Cr G Dally

1. That the Strategic Advisor: Legislative Reform and Special Projects' report dated 18 March 2025 titled 'Submission on the Local Government (Water Services) Bill, be received.
2. That the submission, shown as **Attachment 1** and **Attachment 2** to this report, is received by the Council and the information is noted.

**CARRIED**

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9.40am Cr Joyce entered the hui.

## 9.2 LOCAL WATERS DONE WELL – APPROVAL OF THE CONSULTATION DOCUMENT FOR THE WATER SERVICE DELIVERY MODEL CONSULTATION

Council considered a report dated 18 March 2025 from the Strategic Advisor: Legislative Reform and Special Projects, who provided an overview of the report, changes made following feedback, and the recommendations therein.

Staff responded to pātai as follows:

- Staff would ensure that the relationship point between reserves and other facilities, and stormwater was made stronger, to show how the intertwined nature made it different from wastewater and drinking water.
- In relation to ‘population growth’ being part of the rationale for the water charge increasing (regardless of which option was chosen), it was noted that there would be an increase in cost of infrastructure due to an increase in people. Regardless of the mechanism, the charging for infrastructure development would be something that happened through a potential new entity. The language in relation to this on page 34 could be softened.
- One of the changes highlighted at the beginning related to softening the language around the ‘biggest decision’, acknowledging that the consultation document was around informing and engaging with the community on how Council would do things.
- Another change that was proposed regarding Tangata Whenua was to remove the word ‘expertise’, having it read ‘the value of Māori in delivering sustainable, future-focused water solutions’.
- During the design and implementation phase of a CCO it was important that Council maintained an active role. It was noted that this role included being a shareholder and maintaining influence through the Statement of Expectations. This highlighted the importance of the key foundation documents for Council within the next phase.

---

### RESOLUTION CL25-3.3

Moved: Cr D Thwaites

Seconded: Cr R Joyce

1. That the Strategic Advisor: Legislative Reform and Special Projects’ report dated 18 March 2025 titled ‘Local Waters Done Well – Approval of the consultation document for the water service delivery model consultation’ be received.
2. That the report relates to an issue that is considered to be of **low** significance in terms of Council’s Significance and Engagement Policy.

3. That Council approves the consultation document for the water service delivery model consultation with the community from 24 March to 24 April 2025 (**Attachment 1** of this report).
4. That Council delegates to the Chief Executive Officer and the Mayor to make amendments to the draft consultation document as requested and to make any minor editorial changes as required.

**CARRIED**

### **9.3 LOCAL GOVERNMENT NEW ZEALAND (LGNZ) MEMBERSHIP**

Council considered a report dated 18 March 2025 from the Chief Executive Officer.

Sam Broughton (President) and Ranjani Ponnuchetty (Chief Advisor) were in attendance via Zoom on behalf of LGNZ to respond to pātai where appropriate.

As Councillor Coxhead put forward the original Notice of Motion requesting this report, the Mayor asked her to provide a brief introduction including the rationale.

The Mayor, staff and LGNZ representatives responded to pātai as follows:

- The Mayor's Taskforce for Jobs funding for the 2024/25 financial year was \$120,000. It was noted that for the 2025/26 financial year this would increase to \$180,000, which Council had applied for.
- The subscription cost for the next year was just under a 10% cost increase on the current year's subscription cost. This meant Council was looking at around \$80,000 for the coming financial year, for the basic subscription, noting that this would be slightly higher to include Community Boards.
- The travel costs for Community Boards were not necessarily appropriate to include due to these being funded from the Community Board budgets.
- LGNZ tried to take into account the broad perspectives they received from members, noting that these needed to be deciphered prior to supporting government in developing their policies.
- As part of the work undertaken through 'Future for Local Government' there was a Special General Meeting where every member voted on what was important for LGNZ to undertake. It was noted that, like every member body, they had to make decisions based on majority support. It was noted that any submissions to Central Government regarding legislation were circulated to Chairs, Mayors and Chief Executives for comment to ensure that the majority views had been captured.
- The amount that Council paid in relation to administration costs was covered within the report.
- The funding for Mayor's Taskforce for Jobs was acquired from Ministry of Social Development (MSD), which then went to individual Councils, noting that for

Western Bay of Plenty District Council, this went through a coordinator who worked through CoLab in Te Puke.

- LGNZ's role with Mayor's Taskforce for Jobs included:
  - Media Support;
  - Financial Support;
  - Government Relations Support;
  - Marketing Support; and
  - Secretariat Support.
- Membership of LGNZ was more than access to Mayor's Taskforce for Jobs, especially regarding government relations. This included meeting with the Prime Minister, Local Government Minister and Minister for Infrastructure, and was an opportunity for LGNZ to raise issues that were important to Local Government, specifically around financing of Local Government.
- The funding for Mayor's Taskforce for Jobs would be lost if Western Bay of Plenty District Council decided to cease its membership from Local Government New Zealand (LGNZ).
- The funding received for Mayor's Taskforce for Jobs went to them directly for their own purposes, whereas the cost of the LGNZ membership included the support role that LGNZ played in the Mayor's Taskforce for Jobs. It was noted that LGNZ and Mayor's Taskforce for Jobs worked in the same building, with the same teams, using the same people, therefore maximising the partnership that they had.
- LGNZ staff in attendance understood that the Mayor's Taskforce for Jobs had always had a relationship with LGNZ in regard to the contract it had with MSD, noting that when it first started as a Community Employment Programme it was a contract between MSD and LGNZ.

---

### MOTION CL25-3.4

Moved: Mayor J Denyer

Seconded: Deputy Mayor J Scrimgeour

1. That the Chief Executive Officer's report dated 18 March 2025 titled 'Local Government New Zealand (LGNZ) Membership', be received.
2. That Council:
  - a. Confirms its continued membership of LGNZ

The motion was voted on and a division was called and recorded as follows:

For: Mayor Denyer, Deputy Mayor Scrimgeour, Cr Joyce, Cr Thwaites and Cr Rae

Against: Cr Coxhead, Cr Sole, Cr Murray-Benge, Cr Dally, Cr Wichers and Cr Grainger

**LOST 5/6**

As the motion to retain membership was lost, Council would cease its membership to Local Government New Zealand (LGNZ), as of 1 April 2025.

11.15am The hui adjourned.

11.30am The hui reconvened.

#### 9.4 CHIEF EXECUTIVE OFFICER APPOINTMENTS

Council considered a report dated 18 March 2025 from the Governance Manager. The report was taken as read.

Staff responded to pātai as follows:

- It was clarified that the delegations for interim CEO Miriam Taris were the same as the delegations for current CEO John Holyoake.
- There were emergencies where the CEO required the delegation for unbudgeted expenditure, noting that this was just a provision. It was requested that this be included in the reporting to the Audit, Risk and Finance Committee.

---

#### RESOLUTION CL25-3.5

Moved: Cr M Grainger

Seconded: Cr A Sole

1. That the Governance Manager's report dated 18 March 2025 titled 'Chief Executive Officer Delegations and Appointments' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That Council approves the appointment of the incoming interim Chief Executive Officer, Miriam Taris, as Council's representative to Bay of Plenty Local Authority Shared Services Limited.
4. That Council approves the appointment of the incoming interim Chief Executive Officer, Miriam Taris, as an Executive Board Member of Priority One.
5. That Council resolves that John Holyoake ceases being Chief Executive and Council's representative on Bay of Plenty Local Authority Shared Services Limited, Co-LAB and Executive Board Member of Priority One, effective 31 March 2025.

**CARRIED**

---

#### 10 INFORMATION FOR RECEIPT

Nil

**11 RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION CL25-3.4**

Moved: Cr D Thwaites

Seconded: Cr L Rae

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
11.1 - Affordable housing in Katikati	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**The Meeting closed at 12.04pm.**

**Confirmed as a true and correct record at the Council meeting held 8 April 2025.**

.....

Mayor J Denyer

**CHAIRPERSON / MAYOR**

## 11 REPORTS

### 11.1 PROPOSAL TO OFFICIALLY NAME PAEahi WANAKORE RESERVE (CURRENTLY UNOFFICIALLY KNOWN AS PARK ROAD AND BEACH ROAD RESERVE) KATIKATI

**File Number:** A6693873

**Author:** Peter Watson, Reserves and Facilities Manager

**Authoriser:** Cedric Crow, General Manager Infrastructure Services

#### EXECUTIVE SUMMARY

At the Council meeting of 20 November 2024 (C241120.9.2) Council resolved to approve in principal to name the area of land unofficially known as Park Road and Beach Road Reserve, Katikati to 'Paeahi Wanakore Reserve', and have staff initiate a one-month public consultation process before making a recommendation to Council for a formal resolution.

Submissions closed 7 March 2025 and one submission in favour was received. This report asks that Council make a resolution in favour of the name Paeahi Wanakore Reserve.

#### RECOMMENDATION

1. That the Reserves and Facilities Manager's report dated 8 April 2025 titled 'Proposal to officially name Paeahi Wanakore Reserve (currently unofficially known as Park Road and Beach Road Reserve) Katikati' be received.
2. That the report relates to an issue that is considered to be of **low** significance in terms of Council's Significance and Engagement Policy.
3. That Council, pursuant to s16(10) of the Reserves Act 1977 approves the naming of Lot 8 DP 36285, South Auckland Land District, being 1475m<sup>2</sup>, a recreation reserve, and by notice in the New Zealand Gazette, declare that the reserve shall be known by Paeahi Wanakore Reserve.

#### BACKGROUND

1. The land is currently identified as 'Park Road and Beach Road Reserve' in the Katikati – Waihi Beach Ward Reserve Management Plan, refer **Attachment 1**. The reserve has not been formally gazetted with a name. There is no physical signage within the reserve to identify this name.
2. At the Council meeting of 20 November 2024 (C241120.9.2) Council resolved:

## **8.2 PROPOSAL TO OFFICIALLY NAME THE LAND CURRENTLY KNOWN AS PARK ROAD AND BEACH ROAD RESERVE, KATIKATI**

Council considered a report dated 20 November 2024 from the Reserves and Facilities Manager, who provided an overview of the report and recommendations therein.

The Reserves and Facilities Manager introduced Janie Hemoata Wanakore-Flavell, Tineka Wanakore, Mōwai Wanakore Eruera and Mārire Te Ripo Wanakore Eruera, being the whānau of Paeahi Wanakore.

Presenters responded to pātai as below:

- The whānau noted that although Paeahi was often known as Pae, this was more of a nickname to help those who may have struggled to say his full name. It was important to the whānau that in this instance his full name was honoured.
- Staff would work with the whānau on the possibility of having a storyboard or QR code at the reserve that provided some further information about Paeahi, should they wish to.
- Staff had talked with the whānau around creative ways to have reserve signage that would better reflect the mana of Paeahi, including consideration of carved signage.

### **RESOLUTION CL24-12.1**

Moved: Cr A Henry

Seconded: Cr R Joyce

1. That the Reserves and Facilities Manager's report dated 20 November 2024 titled 'Proposal to Officially Name the land currently known as Park Road and Beach Road Reserve, Katikati' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That Council approves that staff initiate the process to officially name an area of land currently identified as 'Park Road and Beach Road Reserve' to 'Paeahi Wanakore Reserve'.
4. That if, in Item 3 above, the Committee approves the proposal to rename the Park Road and Beach Road Reserve to 'Paeahi Wanakore Reserve', staff be instructed to initiate a one-month public consultation process before making a recommendation to Council for a formal resolution.

**CARRIED**

3. Te Rereatukāhia Marae have supported the proposed naming. Ngāti Te Wai Tuapiro Marae have advised their support (**Attachment 2**) via the public consultation period which closed 7 March 2025 (**Attachment 3**). No other submissions were received.
4. Below is Council's Reserve naming Policy which is contained in the Reserve Management Plan.

**P8 Naming**

**Policy**

*All reserves vested in or administered by Council will be named through a formal resolution of Council following consultation with Tangata Whenua and interested parties.*

*Naming will generally be initiated at the time of vesting and will be publicly advertised with a one month period for comment.*

*Where an existing reserve is known by the community by a local rather than the official name signage that recognises both names will be considered.*

*This Reserves Naming Policy acknowledges the New Zealand Geographic Board (Ngā Pou Taunaha O Aotearoa) "Rules of Nomenclature" which act as guiding principles for determining place names in New Zealand. In summary these rules as they relate to Council administered reserves are:*

- *Names which have historic, geographic or particular local significance are generally acceptable. So too, for example, are names of early explorers and discoverers, early settlers, surveyors and geologists and early notable people or events which have some connection with the proposed area to be named.*
- *Names of persons will not be given to features during the person's lifetime. If the name of a deceased person is used, generally the surname is chosen.*
- *Descriptive names can be used provided there is no duplication of the name in a neighbouring area.*
- *Name duplication is avoided.*
- *The use of the possessive form is avoided; e.g. Smith's Reserve.*
- *Names in local usage normally take precedence.*
- *Names considered to be in poor taste are avoided.*
- *Original Māori place names will be encouraged - an "original Māori place-name" means any Māori place name that is recognised by the Tangata Whenua as one historically associated with a place within their tribal boundary.*
- *Includes reserves which are approved by the Department of Conservation through the Management Plan process.*

**Explanation:** *When new reserves are created or when existing reserves have names that are poorly related to the locality, purpose or nature of the reserve or to its community use,*

*it is desirable for the reserve to be named, or renamed, to ensure ease and consistency of identity.*

5. On Council’s resolution, as the reserve is subject to the Reserves Act 1977 and vested in Council, it may under s16(10) of the Act by notice in the Gazette, declare that a reserve shall be known by such name as is specified in the notice, and the Council may in like manner change the name of any reserve. Any change of name shall not affect the appointment or term of the administering body controlling the reserve or any member thereof.
6. Staff have assessed and support the proposed naming request.

**SIGNIFICANCE AND ENGAGEMENT**

7. 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.
8. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
9. In terms of the Significance and Engagement Policy this decision is considered to be of low significance.

**ENGAGEMENT, CONSULTATION AND COMMUNICATION**

<b>Interested/Affected Parties</b>	<b>Completed</b>	
General Public	Council’s Reserve Naming Policy requires that the proposed name is publicly advertised for a one month period for comment.  One submission was received. See below.	<b>Completed</b>
Tangata Whenua	Te Rereatukāhia Marae have supported the proposed naming. Ngāti Te Wai Tuapiro Marae have also advised their support via the public consultation process (Attachment 2).	

**ISSUES AND OPTIONS ASSESSMENT**

<b>Option A</b> Approve naming	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	The proposed name would: <ul style="list-style-type: none"> <li>• comply with Council's reserve naming policy;</li> <li>• provide the public with a better reference to the site;</li> <li>• reflects particular local significance to local iwi.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	There will be an initial capital cost of approximately \$1,000 for a new sign which could be funded from the Reserves Minor Capital Works budget.  Gazetting costs approx. \$80.00.  Any sign maintenance would be covered by the District Reserves budget.
<b>Other implications</b>	Council's Freedom Camping Bylaw schedule would need to be amended to reflect the change in name.
<b>Option B</b> Decline naming	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	Council's reserve name policy encourages reserve names that reflect the historic, geographic or particular local significance place names and original Māori place-names. While the name is well known in the community, it does not meet this part of the policy.
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	n/a

## STATUTORY COMPLIANCE

10. As the reserve is subject to the Reserves Act 1977 and vested in Council, it may under s16(10) of the Act by notice in the Gazette, declare that a reserve shall be known by such name as is specified in the notice, and the Council may in like manner change the name of any reserve. Any change of name shall not affect the appointment or term of the administering body controlling the reserve or any member thereof.

## FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
\$1000	<p>An initial capital cost of approximately \$1000 for a new sign which could be funded from the Reserves Minor Capital Works budget.</p> <p>Any sign maintenance would be covered by the District Reserves budget.</p>

## ATTACHMENTS

1. **Reserve Management Plan** 
2. **Ngati Te Wai Tuapiro Marae Letter of Support** 
3. **Advertisement Public Consultation** 

**6.48 Park Road and Beach Road Reserve**



<b>Location</b>	Park Road and Beach Road, Katikati	<b>Current Inventory</b>	
<b>Reserve Classification:</b>	Recreation Reserve	Nil	
<b>LTP Category</b>	Neighborhood Amenity Reserve		
<b>ID</b>	139		
<b>Area</b>	0.1475 Ha		
<b>District Plan Zone</b>	Residential		
<b>Current State</b>	Open space		
<b>Previous RMP</b>	Katikati Ward RMP August 2008		
<b>Concept Plan</b>	No		
<b>Overview</b>	Maintain open space		
<b>Grass Mowing Standard</b>	(0.1729 Ha) Type D – Does not exceed 90 mm grass height. Mowed to within 45 mm of the ground		

*Background:*

- Located on the corner of Park and Beach Roads opposite a dairy and Katikati College.
- Informal specimen trees in grass some overgrown.

*Reserve Issues:*

- Neighbourhood green space, minimal development required.
- Close to school and dairy activities.

*Reserve Management Policy:*

- 6.48.1 Enhance specimen tree planting within the reserve including removal of inappropriate or thinning of over-planted groups of trees and the planting of replacement trees.
- 6.48.2 Prepare a Concept Plan.
- 6.48.3 Generic objectives for Recreation Reserves and generic policies apply.

Actions	Estimate	LTP Priority	Project No
Capital development	90,000	2019/20	295308



**Joanne Hin**

---

**From:** shaan kingi [REDACTED]  
**Sent:** Friday, 7 March 2025 12:03 pm  
**To:** Reserves Submissions  
**Cc:** tuapiro marae  
**Subject:** Paeahi Wanakore Reserve.

7th March 2025

[REDACTED]  
Katikati, 3177

[REDACTED]  
[REDACTED]  
Re: Paeahi Wanakore Reserve.

To whom it may concern.  
Greetings and salutations.

I on behalf of Ngati Te Wai Tuapiro Marae wish submit this submission in support of this name change for this reserve.

We want to acknowledge the tireless mahi he has done for the community within Katikati and wider WBOPDC.

Ngā Manaakitanga  
Shaan Kingi  
[REDACTED]

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## Public Notices

**Notice of Intention to name recreation reserve located on the corner of Park and Beach Roads, Katikati, Paehi Wanakore Reserve**



Council has received a request to formally name a recreation reserve described as Part Lot 8 DP 36285, Katikati, being 1,475m<sup>2</sup> more or less, currently informally known as Park/Beach Road Recreation Reserve to Paehi Wanakore Reserve.

A plan and information regarding the reason for the formal naming of the reserve is available from Joanne Hin or Wendy O'Neill, Legal Property Officer Reserves and Facilities, phone 0800 926 732 or e-mail [reserves@westernbay.govt.nz](mailto:reserves@westernbay.govt.nz).


Anybody who wishes to make a submission or object to the naming of this reserve, are invited to do so in writing from the date of publication of this notice. Submissions should be delivered to any Council office, posted to Private Bag 12803, Tauranga Mail Centre 3143, or e-mailed to [reserves@westernbay.govt.nz](mailto:reserves@westernbay.govt.nz). Submissions should include your name, address, telephone number and e-mail address.

Submissions closing date: 7 March 2025.

Privacy Act 2020 note: Written submissions may contain personal information within the meaning of the Privacy Act 2020. By taking part in this public submission process, submitters agree to any personal information (incl. names and contact details) in their submission being made available to the public as part of the consultation and decision-making process. All information collected will be held by Western Bay of Plenty District Council, 1484 Cameron Road, Greerton, Tauranga. Submitters have the right to access and correct personal information.

John Holyoake  
 Chief Executive Officer

MB 16 tātou hapori



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## 11.2 EASEMENT TO DRAIN SEWAGE OVER PART OF SEAFORTH ROAD LOCAL PURPOSE DRAINAGE RESERVE (LOT 248 DPS 76118) IN FAVOUR OF COUNCIL (IN GROSS)

File Number: A6664923

Author: Peter Watson, Reserves and Facilities Manager

Authoriser: Cedric Crow, General Manager Infrastructure Services

### EXECUTIVE SUMMARY

This report seeks Council's consent under its delegated authority in respect of the granting of rights of easements in accordance with Section 48(1) of the Reserves Act 1977, for an easement to drain sewage over part of Seaforth Road Local Purpose Drainage Reserve (Lot 248 DPS 76118) in favour of Council (in gross) to allow for the drainage of sewage.

### RECOMMENDATION

1. That the Reserves and Facilities Manager's report dated 8 April 2025 titled 'Easement to drain sewage over part of Seaforth Road Local Purpose Drainage Reserve (Lot 248 DPS 76118) in favour of Council (in gross)' 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 the authority delegated by the Minister of Conservation to Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby **consents** to the creation of an easement shown on the attached plan (**Attachment 1**) to allow Council in gross to discharge sewage over Lot 248 DPS 76118.

OR

4. That, pursuant to the authority delegated by the Minister of Conservation to Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby **does not** consent to the creation of an easement shown on the attached plan (**Attachment 1**) to allow Council in gross to discharge sewage over Lot 248 DPS 76118.

### BACKGROUND

1. As part of Resource Consent 13810S, a requirement for an easement has been prescribed to allow Council in gross to discharge sewage over part of Seaforth Road

Local Purpose Drainage Reserve (Lot 248 DPS 76118) as a side extension to the main public wastewater drainage line.

2. A survey plan has been created to detail the proposed easement's location, refer **Attachment 1**.
3. The land over which the easement is to be created, is a Local Purpose Drainage Reserve and is subject to the provisions of the Reserves Act 1977.
4. The easement area over part of the Local Purpose Drainage Reserve will not affect the public's right to access across the reserve as the infrastructure will be underground.
5. The easement document ensures the protection of the drainage reserve and provides the necessary legal right for this service across the drainage reserve.
6. Regardless that Council is both Grantor (as landowner) and Grantee (as infrastructure owner so therefore in gross rather than in favour of the adjoining property) the Department of Conservation requires that, in terms of the delegation of the Minister's powers under the Reserves Act 1977, this decision is to be made by Council and recorded as such.

#### **SIGNIFICANCE AND ENGAGEMENT**

7. 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.
8. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
9. This issue is considered to be of low significance in terms of Council's Significance and Engagement Policy, because the process is largely procedural and affected parties are effectively limited to Council and therefore does not trigger any consultation requirements.

**ISSUES AND OPTIONS ASSESSMENT**

<b>Option A</b>	
<p>That, pursuant to the authority delegated by the Minister of Conservation to Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby <b>consents</b> to the creation of an easement shown on the attached plan (<b>Attachment 1</b>) to allow Council in gross to discharge sewage over Lot 248 DPS 76118.</p>	
<p><b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b></p> <ul style="list-style-type: none"> <li>• Economic</li> <li>• Social</li> <li>• Cultural</li> <li>• Environmental</li> </ul>	<ul style="list-style-type: none"> <li>• Enables Council (Utilities Department) to extend their public wastewater drainage line to service further properties.</li> <li>• The infrastructure will vest in Council.</li> </ul>
<p><b>Costs (including present and future costs, direct, indirect and contingent costs).</b></p>	<ul style="list-style-type: none"> <li>• Costs for the creation of the easement are borne by the Developer.</li> </ul> <p>While both the Grantor and Grantee are Western Bay of Plenty District Council, the easement instrument prescribes the responsibilities for each Council Department as parties to the easement (Utilities and Reserves).</p>
<b>Option B</b>	
<p>That, pursuant to the authority delegated by the Minister of Conservation to Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby <b>does not</b> consent to the creation of an easement shown on the attached plan (<b>Attachment 1</b>) to allow Council in gross to discharge sewage over Lot 248 DPS 76118.</p>	
<p><b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b></p> <ul style="list-style-type: none"> <li>• Economic</li> <li>• Social</li> <li>• Cultural</li> <li>• Environmental</li> </ul>	<ul style="list-style-type: none"> <li>• If Council declines the easement, then the subdivision would no be able to proceed.</li> </ul>
<p><b>Costs (including present and future costs, direct, indirect and contingent costs).</b></p>	<p>N/A</p>

**STATUTORY COMPLIANCE**

10. Section 48 (1) of the Reserves Act 1977 provides Council with the statutory authority to grant easements over reserves.

### FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
	No funding required. An application fee of \$338.00 is required from the applicant to allow the processing of the consent.

### ATTACHMENTS

1. **Survey and Aerial Plan showing location of proposed easement**  





### 11.3 WAIKATO LOCAL AUTHORITY SHARED SERVICES (COLAB) LTD DRAFT STATEMENT OF INTENT 2025 – 2028 AND HALF YEAR REPORT AS AT 31 DECEMBER 2024

**File Number:** A6669909

**Author:** Jackson Jury, Financial Analyst

**Authoriser:** Adele Henderson, General Manager Corporate Services

#### EXECUTIVE SUMMARY

1. The purpose of this report is to provide Elected Members with the Waikato Local Authority Shared Services Ltd (CoLAB) Half Year Report to Shareholders as at 31 December 2024 and DRAFT Statement of Intent for 2025 – 2028. The Statement of Intent sets out the nature and scope of the activities, objectives and performance targets for CoLAB for the three-year period from 1 July 2025 to 30 June 2028. Elected Members may provide comment on CoLAB's Draft Statement of Intent 2025-2028 for the CoLAB Board.

#### RECOMMENDATIONS

1. That the Financial Analyst's report dated 8 April 2025 titled 'Waikato Local Authority Shared Services (CoLAB) Ltd Draft Statement of Intent 2025 - 2028 and Half Year Report as at 31 December 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 CoLAB's Half Year Report to Shareholders 31 December 2024 (**Attachment 1**) be received.
4. That CoLAB's Draft Statement of Intent 2025-2028 (**Attachment 2**) be received. Feedback, comments and recommended changes are to be provided to CoLAB no later than 1 May 2025, so that this can be considered for inclusion in their final Statement of Intent due to Council by 30 June 2025.
5. That the Board of the CoLAB be advised of the following comments on their Draft Statement of Intent within two months from 1 March 2025.

#### BACKGROUND

2. CoLAB provides Council with the ability to participate in the strategic planning and direction of shared services offerings within CoLAB and benefit from the shared delivery project outcomes.

3. CoLAB's role is to investigate and develop opportunities on time and within budget, ensuring opportunity benefits are realised and provide services that meet the needs of councils and foster cross-council collaboration.
4. CoLAB is designated a council-controlled organisation under the Local Government Act 2002. As a council-controlled organisation, CoLAB is a separate legal entity from Council and is responsible for delivery of services in accordance with an agreed Statement of Intent.

### COLAB LTD'S HALF YEAR REPORT AS AT 31 DECEMBER 2024

5. Under Section 66 (2) of the Local Government Act 2002, within two months after the end of the first half of each financial year, the Board of a council-controlled organisation must deliver to the shareholders a report on the organisation's operations during that half year. The report is required to provide information against the objectives set out in the Statement of Intent.
6. CoLAB's Half Year Report to Shareholders as at 31 December 2024 is attached **(Attachment 1)**.

### COLAB LTD'S DRAFT STATEMENT OF INTENT 2025-2028

7. Under Schedule 8 Part 1 of the Local Government Act 2002 the Board of a council-controlled organisation must deliver to its shareholders a draft Statement of Intent on or before 1 March each year.
8. The CoLAB Board must consider any comments on the draft Statement of Intent that are made to it within two months of 1 March by the shareholders and deliver the completed Statement of Intent to the shareholders on or before 30 June each year.
9. Council is therefore requested to receive and if applicable, comment on the draft Statement of Intent 2025-2028 attached **(Attachment 2)**.

### SIGNIFICANCE AND ENGAGEMENT

10. 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.
11. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
12. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is a statutory requirement for council-controlled organisations to deliver to the shareholders a half year report on the organisations

operations. Additionally, receiving the DRAFT Statement of Intent from a Council Controlled Organisation (CCO) for shareholders' comment is statutory, therefore the effect on ratepayers is low.

### ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication		
The Board of CoLAB	Any comments on CoLAB Limited's draft Statement of Intent 2025-2028 must be received by the Board for its consideration within two months from 1 March 2025.	Planned	
The Shareholders of CoLAB	Shareholders are invited to provide comment and feedback on the draft Statement of Intent 2025-2028 within two months from 1 March 2025.		

### ISSUES AND OPTIONS ASSESSMENT

<b>THAT the Board of CoLAB Limited be advised of the following comments on their draft Statement of Intent 2025-2028 within two months from 1 March 2025</b>	
<b>Reasons why no options are available Section 79 (2) (c) and (3) Local Government Act 2002</b>	<b>Legislative or other reference</b>
The Board of a council-controlled organisation must deliver to its Shareholders a draft Statement of Intent on or before 1 March each year.	Part 1 Schedule 8 of the Local Government Act 2002.

### STATUTORY COMPLIANCE

- The CoLAB Half Year Report, DRAFT Statement of Intent 2025-2028 and the recommendations are in accordance with Schedule 66 (2) and Part 1 of Schedule 8 of the Local Government Act 2002.

### FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
	The recommendations in this report have no budgetary or funding implications.

### ATTACHMENTS

- CoLAB Half Year report as at 31 December 2024** 
- Co-Lab DRAFT Statement of Intent - 2025-2028** 





































































#### 11.4 BAY OF PLENTY LOCAL AUTHORITY SHARED SERVICES LIMITED DRAFT STATEMENT OF INTENT 2025 – 2028 AND HALF YEAR REPORT AS AT 31 DECEMBER 2024

File Number: A6666407

Author: Jackson Jury, Financial Analyst

Authoriser: Adele Henderson, General Manager Corporate Services

##### EXECUTIVE SUMMARY

1. The purpose of this report is to provide Elected Members with the Bay of Plenty Local Authority Shared Services Ltd (BOPLASS) Half Year Report to Shareholders as at 31 December 2024 and DRAFT Statement of Intent for 2025 – 2028. The Statement of Intent sets out the nature and scope of the activities, objectives and performance targets for BOPLASS for the three-year period from 1 July 2025 to 30 June 2028. Elected Members may provide comment on BOPLASS's Draft Statement of Intent 2025-2028 for the BOPLASS Board.

##### RECOMMENDATION

1. That the Financial Analysts report dated 8 April 2025 titled 'Bay of Plenty Local Authority Shared Services Limited Draft Statement of Intent 2025 – 2028 and Half Year Report to 31 December 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 BOPLASS's Half Year Report to Shareholders as at 31 December 2024 (**Attachment 1**) be received.
4. That BOPLASS's Draft Statement of Intent 2025-2028 (**Attachment 2**) and accompanying cover letter (**Attachment 3**) be received. Feedback, comments and recommended changes are to be provided to BOPLASS no later than 1 May 2025, so that this can be considered for inclusion in their final Statement of Intent due to Council by 30 June 2025.
5. That the Board of the BOPLASS be advised of the following comments on their Draft Statement of Intent within two months from 1 March 2025.

##### BACKGROUND

2. Formally established in January 2008, BOPLASS is a collaboration between nine local authority Councils in the Bay of Plenty and surrounding regions.
3. BOPLASS facilitates cost savings and efficiencies through shared services, joint procurement, and cooperative projects. Key areas of focus include IT systems,

insurance, GIS services, procurement, and other back-office functions. The goal is to enhance service delivery while reducing costs for member councils.

4. BOPLASS is designated a council-controlled organisation under the Local Government Act 2002. As a council-controlled organisation, BOPLASS is a separate legal entity from Council and is responsible for delivery of services in accordance with an agreed Statement of Intent.

#### **BOPLASS LTD'S HALF YEARL REPORT AS AT 31 DECEMBER 2024**

5. Under Section 66 (2) of the Local Government Act 2002, within two months after the end of the first half of each financial year, the Board of a council-controlled organisation must deliver to the shareholders a report on the organisation's operations during that half year. The report is required to provide information against the objectives set out in the Statement of Intent.
6. A copy of BOPLASS's Half Year Report to Shareholders as at 31 December 2024 is included in **Attachment 1**.

#### **BOPLASS LTD'S DRAFT STATEMENT OF INTENT FOR 2025-2028**

7. Under Schedule 8 Part 1 of the Local Government Act 2002 the Board of a council-controlled organisation must deliver to its shareholders a draft Statement of Intent on or before 1 March each year.
8. The BOPLASS Board must consider any comments on the draft statement of intent that are made to it within two months from 1 March by the shareholders and deliver the completed statement of intent to the shareholders on or before 30 June each year.
9. Council is therefore requested to receive and if applicable, comment on the draft Statement of Intent 2025-2028. Please see **(Attachment 2)** with accompanying letter to shareholders **(Attachment 3)**.

#### **SIGNIFICANCE AND ENGAGEMENT**

10. 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.
11. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
12. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is a statutory requirement for council-controlled organisations to deliver to the shareholders a half year report on the organisations

operations. Additionally, receiving the DRAFT Statement of Intent from a Council Controlled Organisation (CCO) for shareholders' comment is statutory, therefore the effect on ratepayers is low.

**ENGAGEMENT, CONSULTATION AND COMMUNICATION**

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>		
The Board of BOPLASS Limited	Any comments on BOPLASS Limited's Draft Statement of Intent 2025-2028 must be received by the Board for its consideration within two months from 1 March 2025.	Planned	
The Shareholders of BOPLASS Limited	Shareholders are invited to provide comment and feedback on the draft Statement of Intent 2025-2028 within two months from 1 March 2025.		

**ISSUES AND OPTIONS ASSESSMENT**

<b>THAT the Board of BOPLASS Limited be advised of the following comments on the Draft Statement of Intent 2025-2028 within two months from 1 March 2025</b>	
<b>Reasons why no options are available Section 79 (2) (c) and (3) Local Government Act 2002</b>	<b>Legislative or other reference</b>
The Board of a council-controlled organisation must deliver to its Shareholders a draft Statement of Intent on or before 1 March each year.	Part 1 Schedule 8 of the Local Government Act 2002.

**STATUTORY COMPLIANCE**

- The BOPLASS Half Year Report as at 31 December 2024, DRAFT Statement of Intent 2025-2028 and the recommendations are in accordance with Schedule 66 (2) and Part 1 of Schedule 8 of the Local Government Act 2002.

**FUNDING/BUDGET IMPLICATIONS**

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
	The recommendations in this report have no budgetary or funding implications.

**ATTACHMENTS**

1. **BOPLASS Half Year Report as at 31 December 2024**  
2. **BOPLASS Statement of Intent 2025-2028 - Approved Draft**  
3. **BOPLASS Statement of Intent Letter - February 2025**  























































## 11.5 WESTERN BAY OF PLENTY DISTRICT COUNCIL'S RATING FROM STANDARD AND POOR'S – MARCH 2025

**File Number:** A6691287

**Author:** Jackson Jury, Financial Analyst

**Authoriser:** Adele Henderson, General Manager Corporate Services

### EXECUTIVE SUMMARY

1. The purpose of this report is to update the Elected Members on Standard and Poor's (S&P) rating of Western Bay of Plenty District Council as of 18 March 2025.

### RECOMMENDATION

That the Financial Analyst's report dated 8 April 2025 titled 'Western Bay of Plenty District Council's Rating from Standard and Poor's – March 2025, be received.

### BACKGROUND

S&P Global Ratings assesses the creditworthiness of New Zealand Councils by evaluating their financial health and stability, with their decisions significantly impacting Councils through influencing borrowing costs and public perception.





On 18 March 2025, S&P Global Ratings affirmed its 'AA' long-term and 'A-1+' short-term issuer credit ratings on Western Bay of Plenty District Council, with a negative outlook. The negative outlook on Western Bay of Plenty District Council reflects concerns that the Council's fiscal and debt metrics may underperform forecasts or that liquidity may weaken. A downgrade could occur if budgetary performance weakens or if debt and interest burdens rise due to insufficient revenue-raising or expenditure reduction. Conversely, the outlook could be revised to stable if budgetary performance improves, reducing debt and interest expenses, leading to a reassessment of the council's financial management.

Of the 20 New Zealand councils and 3 Council-Controlled Organisations reviewed, Western Bay of Plenty was one of only two entities whose ratings were affirmed, while the rest were downgraded.

The report also highlights rising fiscal imbalances and less certain policy settings for New Zealand Local Governments. The sector faces increasing debt levels, with deficits after capital accounts projected to average around 20% of revenue over the next three years. The central government's "Local Water Done Well" reforms offer mixed credit implications, potentially exacerbating financial pressures. While Local Governments have strong

revenue-raising powers, particularly through property rates, affordability concerns limit significant increases. The sector maintains high transparency and accountability, but recent policy changes, particularly around water and resource management reforms, have introduced uncertainty. Although the Crown has shown willingness to intervene in Councils facing financial or governance challenges, the overall fiscal framework remains under strain, with sector wide debt expected to continue rising.

### ATTACHMENTS

1. **Ratings Direct - Institutional Framework Assessment - New Zealand Local Governments Face Rising Fiscal Imbalances And Less Certain Policy Settings - March 2025**  
2. **Ratings Direct - Various Rating Actions Taken On New Zealand Councils On Lower Institutional Framework Assessment Mar-18-2025**  



























































## 11.6 LOCAL GOVERNMENT FUNDING AGENCY DRAFT STATEMENT OF INTENT 2025 – 2028 AND HALF YEAR REPORT AS AT 31 DECEMBER 2024

**File Number:** A6667809

**Author:** Jackson Jury, Financial Analyst

**Authoriser:** Adele Henderson, General Manager Corporate Services

### EXECUTIVE SUMMARY

1. The purpose of this report is to provide Elected Members with the Local Government Funding Agency's (LGFA) Half Year Report to Shareholders as at 31 December 2024 and DRAFT Statement of Intent for 2025 – 2028. The Statement of Intent sets out the nature and scope of the activities, objectives and performance targets for the LGFA for the three-year period from 1 July 2025 to 30 June 2028. Elected Members may provide comment on LGFA's Draft Statement of Intent 2025–2028 for the LGFA Board.

### RECOMMENDATION

1. That the Financial Analyst's report dated 8 April 2025 titled 'Local Government Funding Agency Draft Statement of Intent 2025 – 2028 and Half Year Report as at 31 December 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 LGFA's Half Year Report as at 31 December 2024 (**Attachment 1**) be received.
4. That the LGFA's Draft Statement of Intent 2025–2028 (**Attachment 2**) and accompanying cover letter (**Attachment 3**) be received. Feedback, comments and recommended changes are to be provided to LGFA no later than 1 May 2025, so that this can be considered for inclusion in their final Statement of Intent due to Council by 30 June 2025.
5. That the Board of the LGFA be advised of the following comments on their Draft Statement of Intent within two months from 1 March 2025.

### BACKGROUND

2. The LGFA provides affordable and efficient funding to local councils. Established in 2011, it enables councils to borrow at lower interest rates by pooling their creditworthiness and issuing bonds on the capital markets. LGFA plays a key role in supporting infrastructure and community projects by offering councils cost-effective financing options.

3. The LGFA is designated a council-controlled organisation under the Local Government Act 2002. As a council-controlled organisation, the LGFA is a separate legal entity from Council and is responsible for delivery of services in accordance with an agreed Statement of Intent.

#### LGFA'S HALF YEAR REPORT AS AT 31 DECEMBER 2024

4. Under Section 66 (2) of the Local Government Act 2002, within two months after the end of the first half of each financial year, the Board of a council-controlled organisation must deliver to the shareholders a report on the organisation's operations during that half year. The report is required to provide information against the objectives set out in the Statement of Intent.
5. A copy of LGFAs Half Year Report to Shareholders as at 31 December 2024 is included in **Attachment 1**.

#### LGFA'S DRAFT STATEMENT OF INTENT FOR 2025-2028

6. Under Schedule 8 Part 1 of the Local Government Act 2002 the board of a council-controlled trading organisation must deliver to its shareholders a draft statement of intent on or before 1 March each year.
7. The LGFA Board must consider any comments on the draft statement of intent that are made to it within two months from 1 March by the shareholders and deliver the completed statement of intent to the shareholders on or before 30 June each year.
8. Council is therefore requested to receive and if applicable, comment on the draft Statement of Intent 2025-2028. Please see (**Attachment 2**) with accompanying letter to shareholders (**Attachment 3**).

#### SIGNIFICANCE AND ENGAGEMENT

9. 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.
10. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
11. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is a statutory requirement for council-controlled organisations to deliver to the shareholders a half year report on the organisations operations. Additionally, receiving the DRAFT Statement of Intent from a Council Controlled Organisation (CCO) for shareholders' comment is statutory, therefore the effect on ratepayers is low.

**ENGAGEMENT, CONSULTATION AND COMMUNICATION**

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>		
The Board of the LGFA	Any comments on the LGFA's Draft Statement of Intent 2025-2028 must be received by the Board for its consideration within two months from 1 March 2025.	Planned	
Shareholders of the LGFA	Shareholders are invited to provide comment and feedback on the draft Statement of Intent 2025-2028 within two months from 1 March 2025.		

**ISSUES AND OPTIONS ASSESSMENT**

<b>THAT the Board of the LGFA be advised of the following comments on their Draft Statement of Intent 2025-2028 within two months from 1 March 2025.</b>	
<b>Reasons why no options are available Section 79 (2) (c) and (3) Local Government Act 2002</b>	<b>Legislative or other reference</b>
The Board of a council-controlled organisation must deliver to its Shareholders a draft Statement of Intent on or before 1 March each year.	Part 1 Schedule 8 of the Local Government Act 2002.



**STATUTORY COMPLIANCE**

12. The LGFA Half Year Report as at 31 December 2024, DRAFT Statement of Intent 2025-2028 and the recommendations are in accordance with Schedule 66 (2) and Part 1 of Schedule 8 of the Local Government Act 2002.

**FUNDING/BUDGET IMPLICATIONS**

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
	The recommendations in this report have no budgetary or funding implications.

**ATTACHMENTS**

1. **LGFA - Half Year Report -31 December 2024** 
2. **LGFA Draft Statement of Intent 2025-2028** 
3. **Letter to Shareholders to accompany Draft Statement of Intent 2025-28** 































































































## 11.7 INDEPENDENT ASSURANCE REPORT OF THE DEBENTURE TRUST DEED FOR THE YEAR ENDED 30 JUNE 2024

**File Number:** A6670429

**Author:** Sarah Bedford, Finance Manager

**Authoriser:** Jonathan Fearn, Chief Financial Officer

### EXECUTIVE SUMMARY

The purpose of this report is to provide Elected Members with the Independent Assurance Report on the audit of Western Bay of Plenty District Council Debenture Trust Deed for the year ended 30 June 2024 (**Attachment 1**).

### RECOMMENDATION

1. That the Financial Manager's report dated 8 April 2025 titled 'Independent Assurance report of the Debenture Trust Deed for the Year ended 30 June 2024' be received.

### BACKGROUND

1. The debenture trust deed covers the lending agreement with LGFA. Audit NZ undertakes a limited independent assurance review of the records held at Computershare for Council's borrowing.
2. Computershare engages its own auditors to give assurance over its operations and record keeping. Audit NZ relies upon this work to give Council its limited assurance.
3. Following the adoption of the 2023-24 Annual Report on 18 February 2025, Audit New Zealand carried out an assurance review on Council's Debenture Trust Deed (the Deed) in accordance with clause 12.2.6. 4.
4. Audit New Zealand have issued the attached (**Attachment 1**) non-standard audit report to Council and Trustee Executors Limited (Council's Debenture Trust administrator). The Limited Assurance Conclusion notes that nothing has come to their attention that causes concern in the conclusion.

### ATTACHMENTS

1. **Western Bay of Plenty District Council's Limited Assurance Report - Debenture Trust Deed 2024**  



























**11.8 RECOMMENDATORY REPORT – STRATEGY AND POLICY COMMITTEE – ANIMALS (EXCLUDING DOGS) AND PUBLIC PLACES BYLAWS**

**File Number:** A6650240

**Author:** Danna Leslie, Senior Policy Analyst

**Authoriser:** Rachael Davie, Deputy CEO/General Manager Strategy and Community

**EXECUTIVE SUMMARY**

Council is required to consider the recommendations from the Strategy and Policy Committee and resolve accordingly.

**RECOMMENDATION**

1. That the Senior Policy Analyst's report dated 8 April 2025 titled 'Recommendatory Report – Strategy and Policy Committee – Animals (Excluding Dogs) and Public Places Bylaws', be received.
2. That Council adopts the Animals (Excluding Dogs) Bylaw (included at **Attachment 1** of the agenda), to come into force on 8 May 2025.
3. That Council adopts the Public Places Bylaw (included at **Attachment 2** of the agenda), to come into force on 8 May 2025.
4. That Council directs the Chief Executive to publicly notify the adoption of the Animals (Excluding Dogs) Bylaw 2025 and the Public Places Bylaw 2025 in accordance with section 156(2) of the Local Government Act 2002.

**RECOMMENDATION FROM THE STRATEGY AND POLICY COMMITTEE (13 FEBRUARY 2025)**

At the Strategy and Policy Committee Meeting on 13 February 2025 and made the following recommendation to Council:

**SPC25-1.2 Review of Animals (Excluding Dogs) Bylaw and Public Places Bylaw**

Moved: Deputy Mayor John Scrimgeour

Seconded: Councillor Allan Sole

That the Strategy and Policy Committee recommend to Council the adoption of the Animals (Excluding Dogs) Bylaw and the Public Places Bylaw substantively set out in **Attachment 1** and **Attachment 2** to this Report, noting the requirement for public notice of the Council resolution to adopt the bylaws without amendment pursuant to s156(2) of the Local Government Act 2002.

**CARRIED**

## BACKGROUND

1. At the Strategy and Policy Committee Meeting on 13 February 2025, a draft Animals (Excluding Dogs) Bylaw and a Public Places Bylaw were presented for recommendation to Council for adoption.
2. As only Council can resolve to adopt a Bylaw, this report presents the Animals (Excluding Dogs) Bylaw and Public Places Bylaw for adoption as contained in **Attachment 1** and **Attachment 2**.
3. Following adoption of the Animals (Excluding Dogs) Bylaw and the Public Places Bylaw, they will be publicly notified and become operational one month later, on 8 May 2025.

## STAFF COMMENTS

4. Staff support the recommendation in accordance with the report titled "Review of Animals (Excluding Dogs) Bylaw and Public Places Bylaw" as considered by the Strategy and Policy Committee on 13 February 2025.
5. The proposed changes to the Animals (Excluding Dogs) Bylaw and the Public Places Bylaw are considered minor in nature, and it is therefore appropriate, in accordance with section 156(2) of the Local Government Act 2002 to publicly notify the community of the decision to adopt those changes.

## ATTACHMENTS

1. **Animals (Excluding dogs) Bylaw 2025** 
2. **Public Places Bylaw 2025** 



































































**11.9 DISTRICT HALL AND COMMUNITY CENTRE LEASES 2025–2055****File Number:** A6666013**Author:** Kerrie Little, Operations Manager**Authoriser:** Cedric Crow, General Manager Infrastructure Services**EXECUTIVE SUMMARY**

Seven district hall and community centre land leases across the district expire in June and July 2025 when their 25/30 year lease terms come to an end.

This report seeks Council's approval to enter into new leases with the hall committees so they can all remain active in their communities.

**RECOMMENDATION**

1. That the Operations Manager's report dated 8 April 2025 titled 'District Hall and Community Centre Leases 2025-2055', be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That Council, in its capacity as administering body of the following lots, grants the named hall/community centre committees listed in **Table 1** below a land lease for 5 years with the ability to renew the lease five more times each for the purpose of a community hall/community centre:

Land Description	Title	Lease area	Hall/Community Centre	Lessee (Incorporated Society)	Current lease ends
Lot 1 DPS 65226	SA60A/140 - <i>Local Purpose (Community Use) Reserve</i>	1250m <sup>2</sup> *	Waihi Beach Community Centre	Waihi Beach Community Centre Society Inc	6/6/2025 (30 years)
Section 3 SO 465654	No title - <i>Local Purpose (Community Buildings) Reserve</i>	1936m <sup>2</sup>	Pongakawa Hall	The Pongakawa Hall and Domain Committee Inc	25/6/2025 (30 years)
Lot 1 DP 37163	SA963/204 - <i>Fee Simple</i>	809m <sup>2</sup>	Ohauiti Settlers Hall	The Ohauiti Settlers Association Inc	26/6/2025 (30 years)
Lot 1 DPS 710 and Lot 3 DP 539566	902614 - <i>Local Purpose (Community Use) Reserve</i>	5144m <sup>2</sup>	Ōropi Memorial Hall	The Ōropi Settlers Incorporated	2/7/2025 (30 years)
Lot 23 DPS 12953	SA11B/478 - <i>Fee Simple</i>	3667m <sup>2</sup>	Paengaroa Hall	Paengaroa Community Hall Society Incorporated	2/7/2025 (30 Years)
Part Lot 1 DP 34641	SA892/293 - <i>Fee Simple</i>	1619m <sup>2</sup>	Pyes Pā Hall	Pyes Pā Hall Incorporated	2/7/2025 (30 years)
Whakamārama IC1A5B2B1 Block	SA14B/1263 - <i>Fee Simple</i>	3035m <sup>2</sup>	Whakamārama Community Centre	Whakamārama Community Centre Incorporated	2/7/2025 (25 years)

**Table 1 \*Building footprint only**

4. That Council, in its capacity as administrating body of the lots listed **does not grant** the named hall/community centre committees, listed in **Table 1** above, a land lease for 5 years with the ability to renew the lease five more times each for the purpose of a community hall/community centre.

## BACKGROUND

1. In 1995 agreements were entered into between Council and a number of Hall/Community Centre Committees for the transfer of ownership of the building to the committee. A lease of the land for 30 years (6x5 years) was also entered into contemporaneously. Whakamārama Community Centre did not enter into a lease until 2000 and so hold a 25 year lease (5x5 years).
2. As these leases will come to an end June and July 2025 this report seeks Council's approval to enter into new leases with the hall committees so they can all remain active in their communities. Each committee has been contacted and have expressed interest in a renewal of their lease.
3. New land leases are required to be entered into with the various hall/centre committees to continue their tenure at these sites as per the following **Table 1**.

Land Description	Title	Lease area	Hall/Community Centre	Lessee (Incorporated Society)	Current lease ends
Lot 1 DPS 65226	SA60A/140 - <i>Local Purpose (Community Use) Reserve</i>	1250m <sup>2</sup> *	Waihi Beach Community Centre	Waihi Beach Community Centre Society Inc	6/6/2025 (30 years)
Section 3 SO 465654	No title - <i>Local Purpose (Community Buildings) Reserve</i>	1936m <sup>2</sup>	Pongakawa Hall	The Pongakawa Hall and Domain Committee Inc	25/6/2025 (30 years)
Lot 1 DP 37163	SA963/204 - <i>Fee Simple</i>	809m <sup>2</sup>	Ohauti Settlers Hall	The Ohauti Settlers Association Inc	26/6/2025 (30 years)
Lot 1 DPS 710 and Lot 3 DP 539566	902614 - <i>Local Purpose (Community Use) Reserve</i>	5144m <sup>2</sup>	Ōropi Memorial Hall	The Ōropi Settlers Incorporated	2/7/2025 (30 years)
Lot 23 DPS 12953	SA11B/478 - <i>Fee Simple</i>	3667m <sup>2</sup>	Paengaroa Hall	Paengaroa Community Hall Society Incorporated	2/7/2025 (30 Years)
Part Lot 1 DP 34641	SA892/293 - <i>Fee Simple</i>	1619m <sup>2</sup>	Pyes Pā Hall	Pyes Pā Hall Incorporated	2/7/2025 (30 years)
Whakamārama IC1A5B2B1 Block	SA14B/1263 - <i>Fee Simple</i>	3035m <sup>2</sup>	Whakamārama Community Centre	Whakamārama Community Centre Incorporated	2/7/2025 (25 years)

**Table 1**

**\*Building footprint only**

4. The lease documents will reflect that there will be an initial term of five years with the ability to renew the lease five more times for a period of five years each (total 30 years).
5. If Council requires the land for other Council purposes, the leases allow for Council to give six months notice to end the tenancy.

6. Te Puna Memorial (2019–2039), Ōmokoroa Settlers (2020–2050), Pukehina Community (2020–2050) and Te Puke Memorial (2021–2051) Halls are already operating under their renewed land lease periods. Halls with land leases expiring in later years include Omanawa Hall (2044), Kaimai, Otamarakau, Pahoia Community, and Te Ranga Halls are not situated on Council land. Katikati Hall has entered into a land co ownership agreement with Council.

### SIGNIFICANCE AND ENGAGEMENT

7. 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.
8. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
9. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the leases have already been consulted on as part of each hall/community centre's Reserve Management Plan.

Hall/ Community Centre	RMP	RMP Comment
Waihi Beach Community Centre	Katikati – Waihi Beach Ward 2018 - Waihi Beach Community Centre Reserve	Continue to manage hall with Hall Committee under existing community partnership agreement.
Pongakawa Hall	Te Puke-Maketu Ward 2022 - Pongakawa Hall	Pongakawa Hall managed by separate Hall Committee.
Ohauiti Settlers Hall	Kaimai Ward 2016 - Ohauiti Settlers Hall	Halls function where there is community interest and support. Continue partnership with hall committee.
Ōropi Memorial Hall	Kaimai Ward 2016 - Ōropi War Memorial Hall	Hall committee lease expires July 2025. Extend lease to Hall committee. Continue partnership with hall committee.
Paengaroa Hall	Te Puke-Maketu Ward 2022 - Paengaroa Hall	Continue to maintain hall area as status quo. Continue working with Paengaroa Community Hall Society around management of facility.
Pyes Pā Hall	Kaimai Ward 2016 - Pyes Pā Hall	Lease to Hall Committee expires July 2025. If hall retained extend lease if required. Consider partnership with hall committee.
Whakamārama Community Centre	Kaimai Ward 2016 - Whakamarama Hall	Lease to Whakamārama Community Centre Society expires July 2025 - consider extending lease. Continue partnership with hall committee.

**Table 2**

10. The RMP records that a lease is in place and further states that Council will continue a partnership with the hall committees.

### ENGAGEMENT, CONSULTATION AND COMMUNICATION

11. The leases are contemplated in the Reserve Management Plans as above.

### ISSUES AND OPTIONS ASSESSMENT

<b>Option A</b>	
That Council, in its capacity as administrating body of the following lots and <b>grant</b> the named hall/community centre committees as listed in the recommendation section a land lease for 5 years with the ability to renew the lease five more times each for the purpose of a community hall/community centre	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	Halls provides wide ranging community benefits. They are available to be booked by the public, are used as meeting venues, venue for community events, markets, etc.
<b>Costs (including present and future costs, direct, indirect, and contingent costs).</b>	The Hall committees benefit from the hall targeted rates. Other income comes from hall bookings, and occasional donations.
<b>Option B</b>	
That Council, in its capacity as administrating body of the following lots and <b>does not grant</b> the named hall/community centre committees as listed in the recommendation section a land lease for 5 years with the ability to renew the lease five more times each for the purpose of a community hall/community centre	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	Community spaces will be lost to the district.
<b>Costs (including present and future costs, direct, indirect, and contingent costs).</b>	The community would not need to contribute to a targeted rate. Pongakawa Hall does not receive money from a targeted rate as the Hall Committee receives income from other property that the hall committee owns.

### STATUTORY COMPLIANCE

12. The leases are contemplated in the Reserve Management Plans for the district. Some of the sites are not a reserve under the Reserves Act 1977 so are not subject to that Act but will be subject to the Property Law Act 2007. For those sites that are

local purpose reserves subject to the Reserves Act 1977; pursuant to section 61 of the Act where Council is the administering body, Council may lease all or any part of the reserve to any society for the purpose of a community building.

### FUNDING/BUDGET IMPLICATIONS

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
	The halls currently benefit from hall targeted rates.

**11.10 APPOINTMENT OF ALTERNATE LOCAL CONTROLLER AND ALTERNATE LOCAL RECOVERY MANAGER****File Number:** A6685722**Author:** Jo Lynskey, Team Lead Emergency Management**Authoriser:** Kerrie Little, Operations Manager**EXECUTIVE SUMMARY**

This report seeks Council's consent, under its delegated authority, in respect of appointing Cedric Crow to the position of Alternate Local Controller/Alternate Local Recovery Manager - Western Bay of Plenty District Council. This will ensure that Council meets its responsibilities and obligations under the Civil Defence Emergency Management Act 2002.

**RECOMMENDATION**

1. That the Team Lead Emergency Management's report dated 8 April 2025 titled 'Appointment of Alternate Local Controller and Alternate Local Recovery Manager' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That, in accordance with the Civil Defence Emergency Management Act 2002, and the Bay of Plenty Emergency Management Group Policy for selection and appointment of Local Controllers and Local Recovery Managers, Western Bay of Plenty District Council:
  - a) Acknowledges the retirement of Gary Allis and recommends that his appointment to the position of Local Controller be rescinded; and
  - b) Recommends to the Bay of Plenty Joint Civil Defence and Emergency Management Committee that Cedric Crow be appointed as Alternate Local Controller/Alternate Local Recovery Manager - Western Bay of Plenty District Council.

**BACKGROUND**

1. Emergency Management Bay of Plenty's new policy for the appointment of Local Controllers and Local Recovery Managers requires a resolution from the manager's Local Council.

2. It is recommended that Cedric Crow be appointed as an Alternate Local Controller to replace Gary Allis and as an Alternate Local Recovery Manager to meet our Bay of Plenty Civil Defence Emergency Management Group Local Recovery Manager requirements.
3. As the General Manager of our Infrastructure Group at Western Bay District Council, Cedric has a comprehensive understanding of the role of Local Recovery Manager and Local Controller. Cedric has completed Coordinated Incident Management System training and is committed to the further training required. Cedric has met with the Bay of Plenty Group Principal Advisor for Recovery as part of the Group appointment process.
4. The Local Controllers are Peter Watson, Scott Parker, Adele Henderson and Kerrie Little.
5. The Local Recovery Manager is Kerrie Little.

**SIGNIFICANCE AND ENGAGEMENT**

6. 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.
7. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
8. In terms of the Significance and Engagement Policy, this decision is considered to be of low significance because this appointment is of an administrative nature to ensure more cover is provided within the Emergency Management roster.

**ENGAGEMENT, CONSULTATION AND COMMUNICATION**

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>		
Relevant Staff	Following the outcome of Council’s decision, the relevant parties will be informed.	Planned	Completed
Emergency Management Bay of Plenty			
Western Bay of Plenty District Council			

**ISSUES AND OPTIONS ASSESSMENT**

<b>Option A</b>	
That, in accordance with the Civil Defence Emergency Management Act 2002, and the Bay of Plenty Emergency Management Group Policy for selection and appointment of Local Controllers and Local Recovery Managers, Council:	
<ul style="list-style-type: none"> <li>a) Acknowledges the retirement of Gary Allis and recommends that his appointment to the position of Local Controller be rescinded; and</li> <li>b) Recommends to the Bay of Plenty Joint Civil Defence and Emergency Management Committee that Cedric Crow be appointed as Alternate Local Controller and Alternate Local Recovery Manager - Western Bay of Plenty District Council.</li> </ul>	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• Economic</li> <li>• Social</li> <li>• Cultural</li> <li>• Environmental</li> </ul>	<u>Advantages:</u> <ul style="list-style-type: none"> <li>• Maintains Council's requirement to appoint a Local Controller.</li> <li>• Ensures more cover is provided within the Emergency Management roster.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	Costs to be covered through existing budgets.
<b>Other implications and any assumptions that relate to this option</b>	<ul style="list-style-type: none"> <li>• Recent changes to the Civil Defence Emergency Management Act place greater obligations on Council to have trained recovery managers and for detailed recovery planning.</li> </ul>
<b>Option B</b>	
That Council <b>does not</b> :	
<ul style="list-style-type: none"> <li>a) Rescind the appointment of Gary Allis to the position of Local Controller; and</li> <li>b) Recommend to Bay of Plenty Joint Civil Defence and Emergency Management Committee that Cedric Crow be appointed as Alternate Local Controller and Alternate Local Recovery Manager for Western Bay of Plenty District Council.</li> </ul>	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• Economic</li> <li>• Social</li> <li>• Cultural</li> <li>• Environmental</li> </ul>	<u>Advantages:</u> <ul style="list-style-type: none"> <li>• Maintains Council's requirement to appoint a Local Controller.</li> </ul> <u>Disadvantages:</u> <ul style="list-style-type: none"> <li>• There will be no alternate Local Recovery Manager, creating pressure on the existing Local Recovery Manager and Emergency Management rosters.</li> </ul>

	<ul style="list-style-type: none"> <li>• Council would not meet the recent changes to the Civil Defence Emergency Management Act, which place greater obligations on Council to have trained recovery managers and for detailed recovery planning.</li> </ul>
<p><b>Costs (including present and future costs, direct, indirect and contingent costs).</b></p>	<p>Costs to be covered through existing budgets.</p>

**STATUTORY COMPLIANCE**

9. The recommendation meets:
- Legislative requirements/legal requirements;
  - Current council plans/policies/bylaws; and
  - Regional/national policies/plans.

**FUNDING/BUDGET IMPLICATIONS**

<p><b>Budget Funding Information</b></p>	<p><b>Relevant Detail</b></p>
	<p>No new budget implications.</p>

**11.11 ORDER OF CANDIDATE NAMES FOR THE 2025 TRIENNIAL ELECTIONS****File Number:** A6673102**Author:** Robyn Garrett, Governance Manager**Authoriser:** Emily Watton, Strategic Policy and Planning Programme Director**EXECUTIVE SUMMARY**

1. The 2025 triennial Local Government elections will occur on Saturday 11 October 2025. A decision on the order of candidate names to appear on the voting documents is sought from Council.

**RECOMMENDATION**

1. That the Governance Manager's report dated 8 April 2025 and titled 'Order of candidate names for the 2025 Triennial Elections' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That Council determines that the order of candidate names on the voting papers for the 2025 triennial elections, and any subsequent by-elections until October 2028, be either:
  - The random order of candidate names  
or
  - The pseudo-random order of candidate names  
or
  - The alphabetical order of candidate names.

**BACKGROUND**

2. The 2025 triennial elections for local authorities are due to occur on Saturday 11 October and are required to be undertaken according to the Local Electoral Act 2001, the Local Electoral Regulations 2001, and to a limited extent, the Local Government Act 2002.
3. The First Past the Post (FPP) voting system will be used for the election. Council resolved in July 2023 that FPP was to be used for the 2025 and 2028 triennial elections.
4. Clause 31(1) The Local Electoral Regulations 2001 states that a Council may make a decision about the order of candidate names to appear on voting documents (random, pseudo-random or alphabetical order). If Council does not make a

decision, the legislation provides that the order of names defaults to alphabetical order by surname.

5. Council resolved to use the random order of candidate names for the 2022 elections.

### **ORDER OF CANDIDATE NAMES**

6. Regulation 31 of the Local Electoral Regulations 2001 provides the opportunity for Council to choose the order of candidate names appearing on the voting documents from three options –random, pseudo-random or alphabetical order.

#### **Random Order**

7. Random order is where candidate names are shown in a different order on every voting paper, with the order determined randomly when each voting paper is printed. Random order enables names to be listed in a completely unique order on each voting document. This is generally considered to be the most equitable format for candidates, as it levels the playing field with every candidate having an equal opportunity for their name to be at the top of the voting paper.

#### **Pseudo-Random Order**

8. Pseudo-random order is where the order of candidate names is randomly selected by lot, and then that same order is used on all voting documents. This option goes some way to mitigating the perceived bias of alphabetical ordering of candidate names, but can still be regarded as possibly providing some advantage to the candidate at the top of the voting paper. If pseudo-random order is chosen, then any person is entitled to attend the selection of candidate order.

#### **Alphabetical Order**

9. Alphabetical order is simply listing candidates alphabetically by surname and is traditionally used in Parliamentary elections. It is easy to use and matches the way candidate names are displayed in the candidate information booklet. There is some evidence of voter bias towards those candidates at the top of a voting list, however, this is more evident with booth voting rather than postal voting. There is a perception of potential advantage being given to those candidates at the top of a voting paper.
10. There is no price differential in printing costs between the three orders of candidate names.
11. In the 2022 triennial elections, 73% of territorial authorities used random order, 24% alphabetical and 3% pseudo random.

### **SIGNIFICANCE AND ENGAGEMENT**

12. The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions 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.

13. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
14. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is largely administrative and in accordance with legislation.

### ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Communication
General public Prospective candidates	No specific communication is planned. The decision will be available as part of Council's published minutes and prescribed public notices, and the determined order of candidate names will be incorporated on statutory voting documents.

### ISSUES AND OPTIONS ASSESSMENT

<b>Option A – Council determines the order of candidate names for the 2025 triennial elections</b>	<b>Legislative or other reference</b>
Council may make a decision on the order of names on voting documents according to the Local Electoral Regulations 2001 Clause 31(1).	Local Electoral Act 2001 Local Electoral Regulations 2001
<b>Option B – Council declines to determine the order of candidate names for the 2025 triennial elections</b>	<b>Legislative or other reference</b>
The default legislative position of candidate name being ordered alphabetically by surname applies.	Local Electoral Act 2001 Local Electoral Regulations 2001

### STATUTORY COMPLIANCE

This report meets statutory requirements for elections.

### FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Elections are budgeted	Contained in LTP and Annual Plan documentation

**11.12 MAYOR'S REPORT TO COUNCIL****File Number:** A6682250**Author:** Charlene Page, Senior Executive Assistant Mayor/CEO**Authoriser:** James Denyer, Mayor**EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

That the Senior Executive Assistant - Mayor/CEO's report dated 8 April 2025 title 'Mayor's Report to Council' be received

**BACKGROUND****Meetings**

External functions and meetings attended by James between 4 February and 24 March 2025 include:

Simeon Brown MP luncheon, Tauranga	4 February
Tuia candidate interviews	4 February
Maketu Community Board workshop, Maketu	4 February
Waitangi Day dawn ceremony, Mt Maunganui	6 February
Waitangi Day event, Katikati	6 February
Robert Johnson, Te Puke	8 February
Te Puke A&P Show, Te Puke	8 February
Cameron Templar, Tauranga	11 February
Waihi Beach Stormwater projects, Teams	11 February
MTFJ, "Unleash the Mayors", Teams	11 February
Combined Tangata Whenua Forum workshop	12 February
Tuia candidate interview	12 February
Regional Film Offices of NZ Industry Event, Mt Maunganui	13 February
Rangioru Business Park interchange opening, Rangioru	14 February
Te Mahi a Nuku nursery opening, Tauranga	14 February
Tauranga and Western Bay Transport Committee, Tauranga	14 February
Tauranga Asian Food Festival & Chinese New Year Celebration	15 February
Bangladeshi Association, International Mother Language Day, Tauranga	22 February
Waihi Beach Lifeguard Services, blessing for new hub, Bowentown	23 February
Regional Deal sign off, Tauranga	25 February
Glenn Hoyle, Medispace	25 February
Ezra Schuster (Regional Public Services Commissioner), Anita Taylor	25 February

Blue Light and Council presentation to funders, TECT Park	26 February
High Commissioner Iona Thomas, Tauranga	26 February
LGNZ, All of Local Government meeting, Wellington	27 February
LGNZ Rural & Provincial sector meeting, Wellington	28 February
Sam Uffindell MP	3 March
Callum Duncanson	3 March
Bay of Plenty Mayoral Forum, Rotorua	6 March
Pukehina Autorama, Pukehina	8 March
Alison Noble, Katikati	10 March
TBOP, Celebrate culinary & tourism sector event, Tauranga	10 March
Place Brand workshop	12 March
Local Government Commission hearing, Teams	13 March
Japan/New Zealand Trophy Raceday, Tauranga	15 March
Tauranga Business Chamber event, Mt Maunganui	18 March
Cruise industry presentation and ship tour, Mt Maunganui	19 March
Mark Mayston, resource consent issues, Te Puna	19 March
Radio interview re LGNZ departure	20 March
Western Bay Community Awards, Tauranga	20 March
LGNZ Zone 2 meeting, Te Aroha	21 March
Tauranga Multicultural Festival, Tauranga	22 March
Doggy Day Out event, Ōmokoroa	22 March

### **Regional Deals**

Our Regional Deal proposal was submitted prior to the 28 February deadline. We await to hear whether the Government will choose the Western Bay Regional Deal to take forward for negotiations later this year, or at another future time.

### **Representation Review**

Following objections to Council's final proposal, the Local Government Commission held a hearing on 13 March. We await their determination in early April that will shape our representation arrangements for the 2025-2028 and 2028-2031 triennia.

### **Interim Chief Executive**

Council welcomed Interim Chief Executive Miriam Taris starting on 31 March. We wish her well in the role at what is a critical time for Local Government and the major reforms currently underway from Central Government.

### **Mayoral Forum – Cross Regional Waste Strategy**

At the Mayoral Forum of 6 March, mayors in our region were updated on the cross-regional waste strategy. This project was initiated to create a cross-regional reuse, resource recovery and waste strategy, and develop a cross-regional systems and infrastructure plan. This plan will look at geographic/population boundaries rather than territorial authority boundaries to determine the best locations for hubs. The aim is to

reduce transport emissions, noting that the only landfills currently available for municipal waste disposal for districts in the Bay of Plenty, are located in the Waikato.

**12 INFORMATION FOR RECEIPT****13 RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>13.1 - Confidential Minutes of the Council Meeting held on 18 February 2025</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p> <p>s7(2)(g) - the withholding of the information is necessary</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	<p>to maintain legal professional privilege</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	
<p><b>13.2 - Confidential Minutes of the Council Meeting held on 18 March 2025</b></p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>