

Mā tō tātou takiwā
For our District

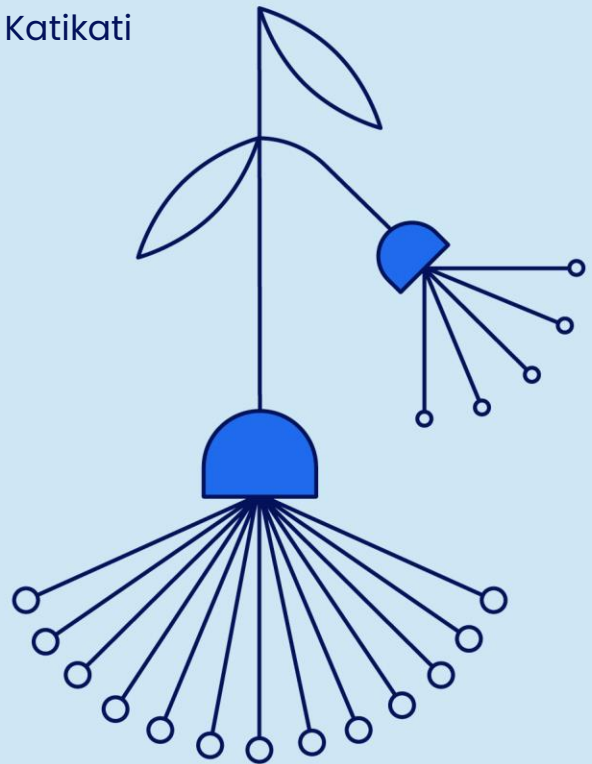
Katikati Community Board

Pōari ā Hapori o Katikati

KKC24-3

Wednesday, 29 May 2024, 6.30pm

The Centre – Pātuki Manawa, 21 Main Road, Katikati



Katikati Community Board

Membership:

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

Role and Purpose of Community Boards:

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

Delegated Functions:

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

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

Notice is hereby given that a Katikati Community Board Meeting will be held in the The Centre – Pātuki Manawa, 21 Main Road, Katikati on:
Wednesday, 29 May 2024 at 6.30pm

Order Of Business

1	Present	4
2	In Attendance.....	4
3	Apologies	4
4	Consideration of Late Items.....	4
5	Declarations of Interest	4
6	Public Excluded Items	4
7	Public Forum.....	4
8	Minutes for Confirmation	5
	8.1 Minutes of the Katikati Community Board Meeting held on 3 April 2024	5
9	Reports	12
	9.1 Katikati Community Board Chairpersons Report – May 2024	12
	9.2 Katikati Community Board Councillors Report – May 2024.....	15
	9.3 Projects and Operations Report – May 2024	18
	9.4 Katikati Financial Report – April 2024.....	41

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

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

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

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

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

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 3 APRIL 2024

File Number: A6260096

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Katikati Community Board Meeting held on 3 April 2024 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

ATTACHMENTS

1. Minutes of the Katikati Community Board Meeting held on 3 April 2024

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
KATIKATI COMMUNITY BOARD MEETING NO. KKC24-2
HELD IN THE CENTRE – PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI
ON WEDNESDAY, 3 APRIL 2024 AT 6.30PM**

1 PRESENT

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

2 IN ATTENDANCE

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

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 KEITH HAY – BUILDING CONSENTS AND FINANCIAL CONTRIBUTIONS

Mr Hay, Chair of the Katikati-Waihi Beach Ratepayers Association was in attendance to discuss building consents and financial contributions.

- Mr Hay was concerned about building consents and financial contributions. Staff advised there was no correlation between the amount of building consents processed and financial contributions. Staff requested Mr Hay put his concerns and questions in writing to Council.
- Mr Hay claimed that developers were getting rebates on financial contributions that they should not have received.

7.2 ROSS GOUDIE – THREE WATERS

Chairperson of the Waihi Beach Community Board Ross Goudie was in attendance to discuss Three Waters reform.

- Regardless of who owned the Three Waters assets, funding for maintenance and investment would come from residents.
 - Central Government had not yet outlined a process for the Three Waters reform, however, community consultation would likely form part of the process.
-

7.3 JACQUI KNIGHT – VARIOUS ITEMS

Ms Knight, Town Promotions Manager Katch Katikati was in attendance to discuss the upgrades to the Arts Junction toilets and removal of the canopy walkway.

- Council had agreed to fund one third of the cost (\$12,000) towards the upgrade of the toilets. This was the minimum required to apply for a lottery grant.
- Ms Knight had met with Acumen Construction to discuss options to improve the look and make the outside toilets disability accessible. This included replacing the aluminium doors, installing a timer and painting the walls.
- The toilets were cleaned twice a day, however, there were still issues with hygiene.
- Ms Knight requested funding from the Community Board towards the Arts Junction toilet upgrades (Tabled Item 1).
- There were issues with mold in the façade and foyer of the Arts Junction. Due to ongoing safety and maintenance issues with the canopy, Council suggested that the canopy walkway be removed and not replaced.
- Ms Knight requested the Community Board fund the installation of a bus shelter to provide some shelter outside the Arts Junction.

Tabled Item 1: The Arts Junction Toilets Upgrade Proposal.

7.4 PAULA GAELIC – FOOD BOWL OF PLENTY EXHIBITION

Ms Gaelic, Western Bay Museum was attendance to provide an update on the Food Bowl of Plenty Exhibition.

- The Flavours of Plenty festival and exhibition had received great media coverage on tv, print and radio.
 - Ms Gaelic attended an online conference and presented to 193 other museums in New Zealand on Te Tiriti o Waitangi in the workplace.
-

-
- Museums Aotearoa was running a campaign to raise awareness on the funding constraints that museums and galleries face in New Zealand. Museums and galleries across New Zealand will turn their lights off all night on 16 April 2024.
-

8 MINUTES FOR CONFIRMATION

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

RESOLUTION KKC24-2.1

Moved: Member T Sage

Seconded: Cr R Joyce

1. That the Minutes of the Katikati Community Board Meeting held on 7 February 2024 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

CARRIED

9 REPORTS

9.1 KATIKATI COMMUNITY BOARD - WORKSHOP NOTES - 13 MARCH 2024

The workshop notes were taken as read and no discussion was held.

9.2 CHAIRPERSON'S REPORT - APRIL 2024

The Board considered a report dated 3 April 2024 titled 'Chairperson's Report – April 2024', the report was taken as read. The following comments were made:

- The Board requested a decision report from staff about the Arts Junction toilet upgrade before the Community Board allocates funding to the project.
-

RESOLUTION KKC24-2.2

Moved: Member N Mayo

Seconded: Member A Earl

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

CARRIED

9.3 COUNCILLOR'S REPORT – APRIL 2024

The Board considered a report dated 3 April 2024 titled 'Councillor's Report – April 2024', the report was taken as read. The following comments were made:

- The role of the Community Boards was being considered under the Representation Review.
- There were staff costs involved with Community Boards. Community Boards were an investment, which needed to deliver for the ratepayers.

RESOLUTION KKC24-2.3

Moved: Member T Sage

Seconded: Cr A Henry

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

CARRIED

9.4 KATIKATI COMMUNITY BOARD – ANZAC DAY COMMEMORATION 2024

The Board considered a report dated 3 April 2024 titled the Katikati Community Board – ANZAC Day Commemoration 2024. The report was taken as read.

- Members would liaise closer to the date as to who would be available to attend the ANZAC Day commemoration on behalf of the Community Board.

RESOLUTION KKC24-2.4

Moved: Member N Mayo

Seconded: Member A Earl

1. That the Governance Advisor's report dated 3 April 2024, titled 'Katikati Community Board – ANZAC Day Commemoration 2024', be received.

CARRIED

RESOLUTION KKC24-2.5

Moved: Cr R Joyce

Seconded: Member N Mayo

2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.

-
3. That the Katikati Community Board provide a wreath for the ANZAC Day Service, to be paid from the Katikati Community Board Contingency Account (up to the value of \$350).

CARRIED

9.5 PROJECTS AND OPERATIONS REPORT – APRIL 2024

The Board considered a report dated 3 April 2024 titled the Projects and Operations Report – April 2024. The report was taken as read.

- It was not clear what would happen with Kotahi Lane in the future, it was suggested that the less expensive option for the carpark seal extension project be funded.
-

RESOLUTION KKC24-2.6

Moved: Cr A Henry

Seconded: Member N Mayo

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

CARRIED

RESOLUTION KKC24-2.7

Moved: Cr A Henry

Seconded: Cr R Joyce

4. That the Katikati Community Board increase the funding for the Kotahi Lane Upper Carpark Seal Extension project (KKC24-1.7) to \$28,600 for costs relating to hard standing parking (using millings) to come from the Katikati Community Board Roding Account.

CARRIED

RESOLUTION KKC24-2.8

Moved: Member A Earl

Seconded: Cr R Joyce

5. That the Katikati Community Board approve funding from the Katikati Community Board Roading Account of up to \$11,050 towards costs relating to the Kotahi Lane footpath extension.

CARRIED

9.6 KATIKATI FINANCIAL REPORT – FEBRUARY 2024

The Board considered a report dated 3 April 2024 titled the Katikati Financial Report – February 2024. The report was taken as read.

RESOLUTION KKC24-2.9

Moved: Member T Sage

Seconded: Member N Mayo

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

CARRIED

The Meeting closed at 7.53pm.

Confirmed as a true and correct record at the Katikati Community Board meeting held on 29 May 2024.

.....
Chairperson J Clements

CHAIRPERSON

9 REPORTS

9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT – MAY 2024

File Number: A6231951

Author: John Clements, Community Board Chairperson

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Chairperson's Report dated 29 May 2024 titled 'Katikati Community Board Chairpersons Report – May 2024' be received.

First, I wish to acknowledge the sad passing of Richard Crawford, Councillor for Te Puke. Richard and I worked together for nearly six years on various council issues. I found his advocacy and commitment to his community invaluable. He will be sorely missed by many in the community.

Market Square

The Board is awaiting approval by Council for the concept design expense approval for the Market Square. The concept design (with the approximate layout and number of carparks) is to be presented to Council. Whilst this is a compromise on the original design it is a step forward and a positive opportunity to bring markets and other entertainment such as the jazz festival, festival of cultures and other such activities into the commercial area. All indications are that it is within budget. The most recent update is provided in the Projects and Operations Report in this agenda.

Finance Report

The finance department has come back to the Chair and addressed some of the issues raised.

Representation Review

The Community Board has had an opportunity to discuss the Representation Review with staff. The Board raised concerns that some of the questions in the pre-engagement form did not have sufficient background information. Included are some questions about the need or role of Community Boards within Western Bay of Plenty District Council. Submissions closed to this stage in mid-April. Anyone wishing to understand the process or details, please contact Community Board members.

Long-Term Plan 2024-34

Consultation for the Long-Term Plan will begin in May. The Community Board will be asking the ratepayers of Katikati what they think of the plan so we can reflect on your views and put forward a balanced submission on your behalf. Staff are holding a workshop in May with all the Community Board's regarding the Long Term Plan 2024-34.

Moore Park Sports Facilities

The various sports codes are discussing options for the netball field layout and working to develop a concept plan to present to the Reserves and Facilities team. It has taken longer than expected but moving forward. The positive is that they have asked an architect to help modernise the internal layout of the building to meet the requirements of the codes regarding male and female change rooms and upgrade the facility. This is work in progress.

Recycling Centre

A number of members of the community have raised concerns regarding the blocking of access to the covered area at the recycling centre. Fortunately, the weather has been mild but as we approach winter and wetter weather the ratepayers are concerned that they will have to dispose of items in the rain whilst the Chrome Collective controls the covered area. A review of the project will follow the 6 month trial.

Public Arts Policy

The Community Board made a submission on the Public Arts Policy as Katikati is known as the mural town and has a range of active creative community groups. The Community Board supports a public arts policy that reflects the history of the community and telling a story. It would like to see a range of public art forms identified including pavements, lighting shows and digital boards to name but a few. It starts with the concept design for public spaces.

Slip Lane for Highfield and other hazardous points

The ever increasing traffic is making certain intersections difficult to navigate with over 12000 travelling through the town a day including over 1000 heavy duty trucks. The Highfields Rd to SH2 needs a slip lane so people can cross half the road at a time in order to turn south. This was in an original plan back in 2016. The Community Board would like Council to take this up with NZTA.

Beach Rd to SH2 is another difficult intersection and NZTA indicated the intersection should be properly demarcated with yellow markings as should the safety islands in town. The Community Board would appreciate this being taken up by Council with NZTA – a service request has been raised on these issues.

Marshall Rd between McMillan and Tetley Rd

There has been a request for street lighting to be installed between these two roads. Marshall Rd was upgraded but no street lighting was installed. The most recent update is provided in the Projects and Operations Report in this agenda.

Transportation Team Update

The General Manager Infrastructure Services and Governance Manager provided an update on the transportation activity and Transportation Engineers to the Board. With changes to the roading contract 1 November 2023, staff have been reviewing how they can better manage and deliver community board roading projects, and best use of the Transportation Engineer's time. Upon completion of this review, it was determined that a team approach would be more effective and efficient, when comparing against the current approach. This would see Transportation Engineers only attending workshops moving forward, and a more robust approach to resourcing community board projects. The Governance team will take project requests and provide a summary to the Transportation team, a project manager will then be assigned, and they will make contact and liaise with the Community Board Chair.

Housing Forum

It is pleasing to see the strategic themes for housing within Katikati. In light of the statistics raised in the forum that they have identified only 300 sections that can be developed. This would be approximately 7% of residential sections in Katikati and would indicate that current residential areas are full and these sections are the marginal ones. The Community Board requests that the Katikati Spatial Plan be addressed as soon as possible in light of current housing pressures and that this be treated as a separate strategic theme.

Community Boards Executive Committee Conference

Local Government New Zealand is holding a Community Boards Executive Committee Conference in August 2024. The Katikati Community Board has \$2,160 in the Conferences Expense budget, if the Board wish to send a member to the conference, a resolution to allocate funding will need to be passed.

9.2 KATIKATI COMMUNITY BOARD COUNCILLORS REPORT – MAY 2024**File Number:** A6240764**Author:** Anne Henry, Councillor**Authoriser:** John Holyoake, Chief Executive Officer**RECOMMENDATION**

1. That the Councillor's report dated 29 May 2024 titled 'Katikati Community Board Councillors Report – May 2024' be received.

Western Bay of Plenty Council's Transportation Activity Review:

During May 15 Strategy and Policy Committee meeting Councillors received and adopted Section 17A Review report of the Western Bay of Plenty Council's Transportation Activity. The review had been undertaken as a result of Council's long-term roading network management and maintenance contract ending and satisfies the requirements of Section 17A of the Local Government Act 2002. The Council's One Network Maintenance Contract with WSP and Downer ended on 31 October 2023, after the planned 20-month contract extension negotiations were unable to achieve an agreement between Waka Kotahi, and WSP. This contract had been in place for nine years and covered both professional services and physical works functions and was supported by Council's in-house Transportation team of four staff. The review considered the key issues identified through engagement with Elected Members, feedback received from the community as well as the various national and regional plans that underpin Council's approach to transportation.

To complete the assessment of service delivery options, Council firstly identified the key strategic priority, community outcomes and goals related to the transportation activity. The service delivery options set out under Section 17A of the Act were then assessed against these criteria for both professional services and physical works. The outcome of the scoring exercise and assessment of the options resulted in separate recommendations for the delivery of both services. In addition, Council also met with five neighbouring local authorities to understand how they currently deliver their transportation activity, for any key learnings and potential collaboration opportunities.

Many of residents travelling up and down our rural roading network will have noticed many white markings that appeared on the roading network surface. They were made during the network assessment which started about four months ago. Council received a verbal assessment on the overall state of our roading network. It will not be a surprise for our community to hear that our network is under serious stress.

The following three recommendations in the Section 17A assessment report were based on the findings from the independent network review:

- For the funding and governance of the Transportation activity to continue to be carried out by Council.
- For professional services to be delivered by an in-house Council team with additional services procured from external suppliers when required.
- For physical works to be outsourced and delivered by way of multiple contracts, with the opportunity for joint procurement on some services being explored in the future.

The adoption of this report and the recommendations above will mean Council can undertake the next steps in the development of its Transportation Procurement Strategy.

It is my personal view, that to bring the management and delivery of our roading network in house is the most satisfactory option for much needed improvements for the transportation network throughout our District. Remembering Council has influence but no authority over the management of the State Highways that run throughout rohe.

The full Transportation Activity Review – Section 17A report can be found [here](#).

Long Term Plan 2024 – 2034:

Long Term Plans (LTP) for Local Councils across New Zealand are reviewed every three years. This is when Council engages with their communities to gauge how the past three years have tracked. Council assesses what needs to be adjusted, considers what items could be taken through to community consultation with the view of inclusion in the next plan. We also must review and update our Opex and Capex works and finances for the current LTP and then for a further 3 years of the next LTP. It is also an opportunity for some minor resets for the next 10 years of our LTP.

There are some aspects of each review that are mandated within the Local Government Act 2002. The Western Bay of Plenty District Council began our LTP review part way through 2023, when we went out to community-based centres across our District. We met at a variety of places where many people were gathering, schools, sporting venues, marketplaces, and community events. Our Community Board Members, District wide Councillors and Council staff engaged with those attending the events and collected their views on what were key areas of interest and concern in the places they lived. These then informed the direction for our community's focus for the 2024 LTP review. The draft document has been prepared, and consultation began on May 17. Consultation only runs for a month finishing on June 17.

The rather large but hugely informative Consultation document will be available in all the usual places and platforms. Our Governance and Operational teams will be returning to the same community places and events we had reached out to in 2023 for Face to Face Tō Wāhi consultation to see how we went on responding to those community's direction for a community-led focus for this 2024 review and update of the LTP.

Many of you will notice a marked change in the presentation of our latest draft LTP – 2024–2034. It is colourful. The point I wish to draw your attention to, are the views expressed by local primary school students in the letters they have written to Council. They are potentially our future ratepayers and leaders in our Western Bay rohe and they will be living with the decisions we make today and every day.

You may wish to speak with a Councillor and/or a Community Board Member to discuss your views. We would be happy to hear from you but unfortunately Elected Members cannot register your view/s, this must be recorded through the LTP process and received through our operational teams. Community Boards each made their own submission, which may include your voice. It is a numbers game, and numbers are what is recorded and considered by Councillors when deliberating on what direction to take. **So please have your say. Elected Members cannot take direction without receiving your strong individual and community voices.**

9.3 PROJECTS AND OPERATIONS REPORT – MAY 2024**File Number:** A6199079**Author:** Rosa Leahy, Governance Advisor**Authoriser:** Cedric Crow, General Manager Infrastructure Services**EXECUTIVE SUMMARY**

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

RECOMMENDATION

1. That the Governance Advisor's report dated 29 May 2024 titled 'Projects and Operations Report – May 2024' be received.

KATIKATI COMMUNITY BOARD ROADING CURRENT ACCOUNT		\$
Current Account Opening Balance 1 July 2023		\$285,789
Allocation for 2024		\$176,028
Interest for 2023/24		\$12,861
Subtotal		\$474,678
Completed Projects		\$
Park Street Bus Shelters & Beach Road Tactile Pavers		\$33,292
Bus Shelters at Te Rereatukahia Marae		\$16,000
Committed Projects	Status	\$
Kotahi Lane Cherry Tree removal	In Progress	\$16,000
Kotahi Lane Upper Carpark Seal Extension	On hold	\$28,000
Kotahi Lane footpath extension	In Progress	11,050
Forecasted Current Account Closing Balance 30 June 2024		\$370,336

PROJECT UPDATES – ROADING

MARKET SQUARE		
Project Description	Staff Comment/Update	Progress Level
Develop the carpark behind Main Road buildings, and beside the library to a multi use space that also includes a market square.	<p>At the Katikati Community Board meeting on 7 February 2024, the Board resolved a recommendation (KKC24-1.5) to Council to endorse the concept plan and approve funding of up to \$50,000 from the Town Centre Development Fund towards the detailed design for the Market Square Development.</p> <p>At the 4 April Council meeting, Council agreed for the item to lay on the table until a full decision report. A decision report went to the 23 May Council meeting where the funding of up to \$50,000 from the Katikati Town Centre Development Fund for costs relating to the engineering detailed design and schedule of works for the Market Square Development project was approved.</p> <p>Council also approved the phased approach to the Katikati Market Square project, as laid out in this page 162 of the Council agenda noting that this is subject to funding availability through the Katikati Town Centre Development Fund.</p>	Staff to engage a Civil Designer and Quantity Surveyor – June to July 2024

MARSHALL ROAD URBANISATION PROJECT		
Project Description	Staff Comment/Update	Progress Level

Upgrading of Marshall Road from Middlebrook Drive to Tetley Road including pavement rehabilitation, drainage improvements, retaining walls, new concrete footpaths, and shared paths.	There is no further update to what has previously been reported. Power is currently being relocated, once this work is complete street lighting will be installed.	On track
---	--	----------

RURAL SCHOOL BUS SHELTER – TE REREATUKAHIA MARAE		
Project Description	Staff Comment/Update	Progress level
The Katikati Community Board resolved to fund the supply and installation of rural standard bus shelters at Te Rereatukahia Marae and Tuapiro Marae.	<p>The bus shelters at Te Rereatukahia Marae have been installed. This project is complete and will no longer be reported on.</p> <p>As per resolution KKC24-1.9, bus shelters at Tuapiro marae are not going ahead at this stage. The Board indicated they would assist with funding for these bus shelters, should the road enhancement project proceed.</p>	Complete

KOTAHI LANE – CHERRY TREE REMOVAL		
Project Description	Staff Comment/Update	Progress level
The Board have requested a cost estimate for the removal of the cherry trees.	<p>At the 3 April meeting, the Board resolved up to \$15,600 towards to the removal of the cherry trees in Kotahi Lane. Council has engaged a contract arborist to remove four cherry trees and stump grind. It is expected that this work will be completed in the coming months, awaiting confirmation from the contractor about scheduling the work.</p> <p>The Transportation Engineer will be onsite to mark the cherry trees to ensure they correct trees are felled.</p>	On track

KOTAHI LANE – UPPER CARPARK SEAL EXTENSION		
Project Description	Staff Comment/Update	Progress level
Following the removal of the cherry trees, the Board has requested hard standing parking in the upper Kotahi Lane carpark.	At the 3 April meeting, the Board resolved \$28,600 towards the cost of hard standing surfacing (using millings) following the removal of the cherry trees. Council has engaged a contractor to undertake this work. The work will be scheduled once the cherry trees have been removed.	On track

KOTAHI LANE – FOOTPATH EXTENSION		
Project Description	Staff Comment/Update	Progress level
At the workshop on 13 March, the Board indicated their interest extending Kotahi Lane footpath from the Kotahi Lane carpark access to adjoin with the existing main road footpath.	At the 3 April meeting, the Board resolved \$11,050 towards the Kotahi Lane footpath extension. Council has engaged with contractor who is currently programming the works.	On track

PROJECT UPDATES – WATER SERVICES

HIGHFIELDS STORMWATER POND DEVELOPMENT TRIAL		
Project Description	Staff Comment/Update	Progress level
Trial to convert the Highfields Stormwater Pond from a dry pond to a permanent wet pond/lake.	Staff have received the consent from WBOPDC, however are still awaiting BOPRC approval. Construction for Stage One (emptying pond and maintenance) is due to start early June 2024. Stage two will commence once approval is received from BOPRC	On track

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

KATIKATI WASTEWATER TREATMENT PLANT UPGRADE		
Project Description	Staff Comment/Update	Progress level
Upgrade to the Katikati WWTP to ensure compliance with Council Resource Consent.	The Katikati WWTP MBBR Upgrade (water treatment process upgrade) contract has been awarded. The overall programme of works will take approximately a year to complete.	On track

KATIKATI OUTFALL		
Project Description	Staff Comment/Update	Progress level
Katikati wastewater outfall failure.	<p>Pressure testing on the pipeline indicated a potential leak. The leak has now been found and repairs are underway.</p> <p>Staff continue to investigate the outfall pipe noting the leaks are more frequent. The cost of a new pipe is estimated at \$60m. A project team is being established which will look at a long-term renewal and/or alternative to the outfall pipeline.</p>	On track

PROJECT UPDATES – RESERVES

DAVE HUME POOL PROJECTS		
Project Description	Staff Comment/Update	Progress level
Enclosing Pool for all season operation.	<p>Roof Project</p> <p>A final design for the project has been received and will be reviewed. The next stage is lodging building consent and obtaining final pricing for the build.</p> <p>Bulkhead and liner project</p> <p>The Project Manager is currently working on the procurement plan for the design and build. Technical specifications have been completed by Beca.</p>	On track

DONEGAL PLACE DOG PARK		
Project Description	Staff Comment/Update	Progress level
Council consulted with the community on establishing a dog exercise area in Katikati. Donegal Reserve was considered the most appropriate location for the dog park.	Fencing will be installed over next month or two as contractor is available.	On track

LANDING RESERVE UPGRADE		
Project Description	Staff Comment/Update	Progress level
Upgrades to the Landing Jetty and enhancements to the surrounding reserve area.	Consultants are in the process of updating the design drawings, factoring in the results of the liquefaction and lateral spread analysis, to apply for building consent and procure for construction contractors.	On hold - awaiting consent

BEACH ROAD BOAT RAMP		
Project Description	Staff Comment/Update	Progress level
Proposed development to upgrade the Beach Road Boat Ramp, which include enhancements of open green space, car parking, public restrooms, coastal margin planting, boat ramp, while also celebrating and preserving the cultural and historical identity of the area through informative signage and Waharoa.	Council completed community consultation on the draft concept plan for the Beach Road boat ramp and surrounds on 1 April 2024. Deliberations on feedback received will inform the further development of the draft concept plan, with decisions being made in June 2024.	On track

TAHAWAI RESERVE		
Project Description	Staff Comment/Update	Progress level
<p>Input from tangata whenua and key stakeholders helped to inform the development a draft concept plan for Tahawai Reserve with plans to include the adjoining 19 Tanners Point Road property and Te Poho Pā.</p> <p>The purpose of the draft concept plan is to identify future use and opportunities for the community and to celebrate and preserve its historical and cultural identity.</p>	<p>Pre-engagement with tangata whenua and key stakeholders has helped to inform the development of a draft concept plan for Tahawai Reserve. Council plans to include the adjoining property of 19 Tanners Point Road and Te Poho Pā within the scope of this project.</p> <p>The next step is for the draft concept plan to be adopted for community consultation in June 2024.</p>	On track

PROJECT UPDATES – SOLID WASTE

RESOURCE RECOVERY CENTRE TRIAL KATIKATI	
Project Description	Staff Comment/Update
A feasibility study into Community-led Resource Recovery for the current recycling centres went to Council in 2023. Chrome Collective was working closely with The Seagull Centres' manager to create a business plan that will progress the establishment of a resource recovery centre at the Katikati site.	<p>Chrome Collective has reported on the second month of the resource recovery trial and the momentum is still going.</p> <p>Feedback from customers remain very positive and 7 tonnes of product were collected during April 2024. This was made up of whitewear, small appliances, stereos and speakers, televisions, printers, cellphones etc. Lots of power tools, screws and nails, all types of batteries, cables and outdoor furniture were also collected. Some of the collected resources will be on sold through the Seagull Centre and TradeMe, and others, like the E-waste, recycled.</p> <p>Council staff and the Chrome Collective crew are working in tandem to provide a positive experience to our customers. Chrome Collective's plan for May is to bring people with disabilities onsite to start dismantling items to retrieve the high value components and to provide them with meaningful work experience.</p>

INFRASTRUCTURE – OPERATIONS

EMERGENCY MANAGEMENT	
Project Description	Staff Comment/Update
Support the Katikati Community to be Resilient in the event of an Emergency.	There are no significant updates at present. Staff continue to be available to support the Community Response Team in readiness for emergencies.

PROJECT UPDATES – REGULATORY

KATIKATI INDUSTRIAL AREA	
Project Description	Staff Comment/Update
A proposal to establish a Katikati Industrial Area has been put forward to Council.	Following receipt of the revised costings for the structure plan and circulation to Mark Hatchman on behalf of the developers, questions were raised regarding stormwater and local/ downstream ecology. These matters are being reviewed with a specific ecological assessment being requested externally along with additional stormwater modelling. This will determine the final developable land and define costs of development. Staff met with the developers on 9 May 2024 to agree on a way forward to review these matters. As we indicated prior, once we have the final reports in place and the costs confirmed, staff will advance the final Industrial Park information to the Katikati Community board and other landowners.

SERVICE REQUESTS

This section is to provide an overview of Service Requests for the Katikati Community Board area since the last meeting. There has been one of each of the following subtypes of Service Requests raised and completed:

- Compliance and Enforcement – Abandoned vehicle
- Reserve and Property – BBQ/Switches/PowerPoints
- Local Roads – Bus Shelters
- Building Admin – Old/Historic Building Consents
- Compliance and Enforcement – Resource Consent Compliance
- Environmental Planning – General Enquiries
- Health – General Enquiries
- Reserve and Properties – Cycleways on Reserves not Roads
- Reserves and Properties – Vandalism/Broken Glass on Rsrvs/Playgrounds
- Road Network Management – Road Network Compliments
- Stormwater – Flooding open drain/culvert-raining only
- Wastewater – Wastewater General
- Building Admin – CCC Enquiries
- Building Admin – Extension of Time
- Building Act Compliance – General Enquiries
- Collections – General Enquiries
- Communications – General Enquiries
- Compliance and Enforcement – By Law Issues (Smell/Smoke/Vermin/Insects)
- Kerbside Collective – Lost/Stolen Bins
- Kerbside Collective – PAYT Tag Issues
- Roads Network Management – Rooding Network General/Miscellaneous
- Stormwater – Flooding open drain/culvert-raining only
- Wastewater – Grinder Pump/Septic Tank issue
- Wastewater – Sewage overflow/spill on ground/dump station
-

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

Service Request Subtype	Notes	Completed	Under Investigation/ Scheduled
Local Roads – Cesspit/Grill/Gutters and Drains	Replacement/Maintenance Asset requests in the Katikati area.	3	1
Water – All water leaks	Water leaks around the Katikati Community Board Area	45	0
Reserve and Property – Bollards	Bollards from Main Road and Tanners Point Road	2	0
Building Act Compliance	Building compliance from around the Katikati area	2	2
Building Act Compliance – Warrant of Fitness	Reports from around the Katikati Community Board Area	3	0
Reserve and Properties – Cemeteries	Reports from Hot Springs Road in the Katikati area	1	1
Compliance and Enforcement – General Enquiries	General Enquiries from across the	6	1
Compliance and Enforcement – Freedom Camping	Reports from across the Katikati area regarding freedom camping	7	4
Kerbside Collective – Damaged Bin – Replace/Repair	Reports from across the Katikati Community	12	4
Kerbside Collective – General Enquiries	Enquiries from the Katikati Community	12	1
Kerbside Collective – Missed Collection	Reports from across the Katikati area regarding missed bin collection	14	0
Building – General Enquiries	Enquiries from across the Katikati area	27	0

Cemeteries – General Enquiries	Enquiries from Hot Springs Road	9	1
Compliance and Enforcement – Noise Complaints	After hours noise complaints from across the Katikati community	13	0
Customer Service Planning – General Enquiries	Enquiries from across the Katikati Community Board Area	32	4
Compliance and Enforcement – Parking	Enquiries from Main Road and Tanners Point Road	1	1
Health – Premises Hygiene	Reports from Main Road in Katikati	2	0
Kaupapa Maori – General Enquiry	Enquiries from Rereatukahia Pa Road	9	1
Local Roads – General Enquiries	Enquiries from across the Katikati Community	6	7
Local Roads – Litter/ Bins- Shopfronts/ Carparks	Reports from Beach Road, Henry Road, Marshall Place and State Highway 2	1	3
Local Roads – Non-Urgent tree requests	Request for trimming or removal of fallen tree/branch from across the Katikati community	3	9
Local Roads – Road Marking	Request for re-marking for Main Road in Katikati	1	1
Local Road Signs (damaged/graffiti)	Replacement/Maintenance Asset Requests from Beach Road and Hyde Street	8	1
Local Roads – Road Surface Defects	Sealed Local Road reports from across the Katikati Community	5	3
Local Roads – Vegetation (Not trees)	Reports for mowing Local Roads across the Katikati Community	3	7
Policy and Planning – General Enquiry	Enquiries from Beach Road and Tanners Point Road	1	1

Properties – General Enquiry	Enquiries from Tui Place, Beach Road, Tanners Point Road and Wills Road	4	0
Properties – Pensioner Housing	Enquiries from 7 Tui Place Katikati	4	0
Properties – Pensioner Housing	Enquiries from Heron Cres. Cooper 16A Beach Road Katikati	2	0
Rates – General Enquiries	Enquiries from across the Katikati area	27	6
Refuse – Illegal Dumping and Carcasses	Reports from across the Katikati Community	7	4
Reserve and Property – General	General Enquiries from across the Katikati Community	27	3
Reserve and Property – Graffiti in Reserve ONLY	Reports from Across the Katikati Community	7	0
Reserves and Property – Litter/Litter Bins or dumping in Reserve	Reports from across the Katikati Community	17	0
Reserve and Property – (NOT Trees)	Reports of Mowing and Vegetation/Gardens across the Katikati area	3	1
Reserves and Property – Plumbing	Reports from across the Katikati Community	7	0
Reserves and Property – Reserve Signs	Reports from Main Road and Noble Johnston Drive	3	0
Reserves and Property – Trees Only	Reports from Riverside Place, Main Road and Levley Lane	3	0
Roads Network Management – NON-URGENT tree requests	Request for removal from Fairview Road, Wills Road and Belmont Rise	0	3
Stormwater – General	Urban Stormwater General/Info Request from across the Katikati Community	5	1

Water – Emergency Shutdown	Reports from Fairview Road, Uretara Drive and Preston Drive	3	0
Water – No Leak	Meter/Toby issue reports from across the Katikati Community	6	0
Water – No Water	Reports from across the Katikati Community	6	0
Water – Taste/Smell/Quality of Water	Reports from across the Katikati area.	3	0
Water – General	Enquiries from across the Katikati community	9	0
Water – Water pressure too high or low	Reports from Woodland Road and Highfields Drive	4	0
Water Revenue – Water leak remission application	Request from across the Katikati community	12	0

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

Date raised	Issue	Comment
April 2024	A member of the public requested the Community Board fund the installation of a bus shelter outside the Arts Junction.	This request has been passed on to the Roading Team. Cost estimates for the project will be provided to the Board for consideration.
	The Board requested a decision report on funding the Arts Junction toilet upgrade.	The quotes provided by the Arts Junction for the inside toilets have been passed on to the Reserves and Facilities Team for consideration, noting that Council has already allocated \$12,000 towards the project. The outside public toilets are a Council asset. No quotes were provided for the outside public toilet facilities. Public toilet facilities are generally upgraded through the Reserves and Facilities renewals budget. If the Board wishes to fund the upgrade of the outside toilets full quotes and designs should be obtained and workshopped with the Board prior to allocating funding for the project. Funding for the outside toilets could come from the Community Board's Reserves Account as the project fits within the scope of being a Council asset.
November 2023	The Board requested that the Katikati Sports and Recreation Society be invited to present at a future Katikati Community Board meeting regarding the Moore Park Concept Plan.	The Chairperson to invite the Katikati Sports and Recreation Society to a future Katikati Community Board meeting.

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS (NOT INFRASTRUCTURE RELATED)

Date raised	Issue	Comment
November 2023	The Board requested information on what Level of Service was for public toilets in Katikati, including what action was taken to complete the service requests reported on through the Operational Report.	The Levels of Service for public toilets can be found in Council's Reserve Management Plans . A summary of all the Service Requests for public toilets in Katikati over the past year can be found at Attachment 1 . The summary includes the general location of public toilets and time it took to complete the service request. It was not possible to collate the actions taken to complete each service request.
	The Governance Team would investigate if the C.E Millar Estate Reserve fund could be used to pay for a table at Noble Johnston Drive	The intended use for the C.E Millar fund is for town beautification projects in Katikati. The fund is administered by the Katikati Community Board, with the intention of the fund being used similar to the Board's grants process.

ATTACHMENTS**1. Summary of Public Toilets Service Requests – Katikati Community Board Area** 

Public Toilets Service Requests – Katikati Community Board Area 22/05/2023–**22/05/2024**

SR No.	Job Subtype	Status	Received Date	Completion Date	Address
SR.13086	Public Toilets (Hygiene/Paper ONLY)	Completed	5/16/2023 3:53:55 PM	5/17/2023 9:38:56 AM	Main Road, Katikati, Katikati 3129
SR.13363	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	5/22/2023 9:44:33 AM	5/22/2023 10:05:10 AM	Tuapiro Road, Tahawai, Tahawai 3170
SR.13411	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	5/22/2023 9:52:06 AM	5/22/2023 10:33:57 AM	Tuapiro Road, Tahawai, Tahawai 3170
SR.16650	Public Toilets (Hygiene/Paper ONLY)	Completed	7/4/2023 8:35:23 AM	7/5/2023 9:17:58 AM	Beach Road, Katikati, Katikati 3178
SR.17833	Public Toilets (Hygiene/Paper ONLY)	Completed	7/19/2023 9:55:46 AM	7/26/2023 6:36:30 AM	Main Road, Katikati, Katikati 3129
SR.17842	Plumbing: Toilets/Taps/Waitui/Irrigation	Cancelled	7/19/2023 9:59:34 AM	7/24/2023 9:08:13 AM	Main Road, Katikati, Katikati 3129
SR.17893	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	7/19/2023 2:10:58 PM	7/20/2023 1:46:36 PM	Major Street, Katikati, Katikati 3129
SR.18674	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	7/31/2023 11:34:30 AM	7/31/2023 2:58:37 PM	Tuapiro Road, Tahawai, Tahawai 3170
SR.19493	Public Toilets (Hygiene/Paper ONLY)	Completed	8/10/2023 3:32:08 PM	8/15/2023 5:35:11 AM	Tuapiro Road, Tahawai, Tahawai 3170
SR.19716	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	8/14/2023 1:48:31 PM	8/15/2023 5:32:52 AM	Main Road, Katikati, Katikati 3129
SR.20135	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	8/21/2023 8:46:07 AM	8/23/2023 6:49:16 PM	Kotahi Lane, Katikati, Katikati 3129
SR.20340	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	8/23/2023 8:41:46 AM	8/23/2023 7:02:37 PM	Tuapiro Road, Tahawai, Tahawai 3170
SR.20354	Public Toilets (Hygiene/Paper ONLY)	Completed	8/23/2023 9:59:21 AM	8/23/2023 1:20:36 PM	Tuapiro Road, Tahawai, Tahawai 3170
SR.20365	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	8/23/2023 11:13:56 AM	8/23/2023 1:19:33 PM	Harbour View Road, Tahawai, Tahawai 3170
SR.21220	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	9/4/2023 1:01:50 PM	9/8/2023 10:00:06 AM	Harbour View Road, Tahawai, Tahawai 3170
SR.22871	Public Toilets (Hygiene/Paper ONLY)	Completed	9/25/2023 10:45:18 AM	9/25/2023 2:17:28 PM	Main Road, Katikati, Katikati 3129
SR.22872	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	9/25/2023 10:52:11 AM	9/25/2023 2:23:10 PM	Main Road, Katikati, Katikati 3129
SR.23946	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	10/5/2023 3:32:42 PM	10/5/2023 5:38:59 PM	Main Road, Katikati, Katikati 3129
SR.24119	Public Toilets (Hygiene/Paper ONLY)	Completed	10/9/2023 8:20:44 AM	10/10/2023 5:11:47 AM	Main Road, Katikati, Katikati 3129
SR.24247	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	10/10/2023 3:51:43 PM	10/10/2023 5:09:52 PM	Jocelyn Street, Katikati, Katikati 3129
SR.24411	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	10/11/2023 3:52:13 PM	10/11/2023 4:14:42 PM	Main Road, Katikati, Katikati 3129
SR.24517	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	10/12/2023 11:09:54 AM	10/12/2023 12:28:49 PM	Main Road, Katikati, Katikati 3129
SR.24746	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	10/16/2023 8:07:32 AM	10/16/2023 9:01:56 AM	Main Road, Katikati, Katikati 3129
SR.25212	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	10/24/2023 12:17:42 PM	10/24/2023 5:23:51 PM	Tuapiro Road, Tahawai, Tahawai 3170
SR.25704	Public Toilets (Hygiene/Paper ONLY)	Completed	10/30/2023 6:16:19 AM	10/30/2023 7:47:32 AM	Main Road, Katikati, Katikati 3129
SR.25953	Public Toilets (Hygiene/Paper ONLY)	Completed	11/1/2023 12:29:28 PM	11/2/2023 10:29:39 AM	Main Road, Katikati, Katikati 3129
SR.26260	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	11/6/2023 8:07:44 AM	11/8/2023 12:55:52 PM	Chelmsford Street, Tahawai, Tahawai 3170
SR.27159	Public Toilets (Hygiene/Paper ONLY)	Completed	11/16/2023 12:49:53 PM	11/17/2023 6:17:45 AM	Beach Road, Katikati, Katikati 3178
SR.27432	Public Toilets (Hygiene/Paper ONLY)	Completed	11/20/2023 4:16:12 PM	11/21/2023 9:12:45 AM	Main Road, Katikati, Katikati 3129
SR.27584	Public Toilets (Hygiene/Paper ONLY)	Completed	11/21/2023 12:35:37 PM	11/22/2023 6:39:38 AM	Fairview Road, Katikati, Katikati 3129
SR.27600	Public Toilets (Hygiene/Paper ONLY)	Completed	11/22/2023 9:15:10 AM	11/23/2023 8:31:26 AM	Main Road, Katikati, Katikati 3129
SR.27702	Public Toilets (Hygiene/Paper ONLY)	Completed	11/23/2023 9:43:17 AM	11/24/2023 9:47:31 AM	Main Road, Katikati, Katikati 3129

5/22/2024 3:44:17 AM

SR.28262	Public Toilets (Hygiene/Paper ONLY)	Completed	11/29/2023 1:29:36 PM	12/1/2023 5:56:21 AM	Main Road, Katikati, Katikati 3129
SR.28536	Public Toilets (Hygiene/Paper ONLY)	Completed	12/4/2023 8:27:30 AM	12/4/2023 9:49:33 AM	Main Road, Katikati, Katikati 3129
SR.29443	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	12/14/2023 11:22:58 AM	12/15/2023 12:49:46 PM	Main Road, Katikati, Katikati 3129
SR.29604	Public Toilets (Hygiene/Paper ONLY)	Completed	12/15/2023 3:47:38 PM	12/19/2023 3:12:30 PM	State Highway 2, Aongatete, Aongatete 3181
SR.29982	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	12/21/2023 9:15:16 AM	12/21/2023 1:48:27 PM	Beach Road, Katikati, Katikati 3178
SR.30109	Public Toilets (Hygiene/Paper ONLY)	Completed	12/23/2023 12:41:37 PM	12/26/2023 2:01:43 PM	Lindemann Road, Tahawai, Tahawai 3170
SR.30143	Public Toilets (Hygiene/Paper ONLY)	Completed	12/24/2023 10:35:06 AM	12/26/2023 2:53:18 PM	Chelmsford Street, Tahawai, Tahawai 3170
SR.30288	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	12/29/2023 8:55:37 AM	12/31/2023 7:57:36 AM	Fairview Road, Katikati, Katikati 3129
SR.30638	Public Toilets (Hygiene/Paper ONLY)	Completed	1/7/2024 10:59:45 AM	1/7/2024 7:33:55 PM	Tuapiro Road, Tahawai, Tahawai 3170
SR.30639	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	1/7/2024 11:05:05 AM	1/9/2024 11:28:28 AM	Tuapiro Road, Tahawai, Tahawai 3170
SR.30648	Public Toilets (Hygiene/Paper ONLY)	Completed	1/8/2024 6:03:26 AM	1/8/2024 8:22:21 AM	Tuapiro Road, Tahawai, Tahawai 3170
SR.30685	Public Toilets (Hygiene/Paper ONLY)	Completed	1/8/2024 9:35:32 AM	1/9/2024 9:48:27 AM	Major Street, Katikati, Katikati 3129
SR.30716	Public Toilets (Hygiene/Paper ONLY)	Completed	1/8/2024 11:28:31 AM	1/9/2024 9:44:32 AM	Tuapiro Road, Tahawai, Tahawai 3170
SR.30981	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	1/10/2024 11:17:33 AM	1/11/2024 11:53:43 AM	Major Street, Katikati, Katikati 3129
SR.31831	Public Toilets (Hygiene/Paper ONLY)	Completed	1/22/2024 1:06:07 PM	1/24/2024 6:25:06 AM	Fairview Road, Katikati, Katikati 3129
SR.32472	Public Toilets (Hygiene/Paper ONLY)	Completed	1/30/2024 9:13:55 AM	2/1/2024 6:21:31 AM	Kotahi Lane, Katikati, Katikati 3129
SR.32894	Public Toilets (Hygiene/Paper ONLY)	Completed	2/2/2024 11:16:54 AM	2/5/2024 11:30:46 AM	Beach Road, Katikati, Katikati 3178
SR.32908	Public Toilets (Hygiene/Paper ONLY)	Completed	2/2/2024 2:51:10 PM	2/5/2024 10:59:37 AM	Main Road, Katikati, Katikati 3129
SR.33223	Public Toilets (Hygiene/Paper ONLY)	Completed	2/7/2024 8:43:02 AM	2/8/2024 9:31:16 AM	Tuapiro Road, Tahawai, Tahawai 3170
SR.33288	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	2/8/2024 10:34:56 AM	2/8/2024 12:11:29 PM	Tanners Point Road, Tanners Point, Tanners Point 3177
SR.33750	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	2/12/2024 11:19:37 AM	2/19/2024 11:04:56 AM	Talisman Drive, Katikati, Katikati 3129
SR.34315	Public Toilets (Hygiene/Paper ONLY)	Completed	2/19/2024 8:52:31 AM	2/19/2024 6:22:51 PM	Main Road, Katikati, Katikati 3129
SR.36104	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	3/11/2024 9:01:20 AM	3/12/2024 1:08:14 PM	State Highway 2, Katikati, Katikati 3170
SR.37361	Public Toilets (Hygiene/Paper ONLY)	Completed	3/22/2024 12:52:00 PM	3/23/2024 10:59:26 AM	Main Road, Katikati, Katikati 3129
SR.37501	Public Toilets (Hygiene/Paper ONLY)	Completed	3/25/2024 11:53:26 AM	3/25/2024 12:19:04 PM	Lindemann Road, Tahawai, Tahawai 3170
SR.37509	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	3/25/2024 12:07:26 PM	3/25/2024 6:31:29 PM	Fairview Road, Katikati, Katikati 3129
SR.37892	Public Toilets (Hygiene/Paper ONLY)	Completed	3/28/2024 12:22:44 PM	3/28/2024 1:18:07 PM	Main Road, Katikati, Katikati 3129
SR.38312	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	4/4/2024 11:23:07 AM	4/4/2024 11:59:27 AM	Main Road, Katikati, Katikati 3129
SR.38499	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	4/8/2024 7:38:46 AM	4/12/2024 8:27:30 AM	Major Street, Katikati, Katikati 3129
SR.39306	Plumbing: Toilets/Taps/Waitui/Irrigation	Completed	4/17/2024 7:38:03 AM	4/24/2024 12:02:31 PM	Lindemann Road, Tahawai, Tahawai 3170
SR.39484	Public Toilets (Hygiene/Paper ONLY)	Completed	4/18/2024 3:06:44 PM	4/22/2024 9:27:34 AM	Fairview Road, Katikati, Katikati 3129

5/22/2024 3:44:17 AM

9.4 KATIKATI FINANCIAL REPORT – APRIL 2024**File Number:** A6233933**Author:** Ezelle Thiart, Financial Business Advisor**Authoriser:** Allan Carey, Finance Business Partner Lead**EXECUTIVE SUMMARY**

This report provides the Community Board with a two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 30 April 2024 (**Attachment 1**).

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

RECOMMENDATION

That the Financial Business Advisor's report dated 29 May 2024, titled 'Katikati Financial Report – April 2024', be received.

GRANT PAYMENTS MADE TO DATE:

Resolution	Description	\$
KKC23-4.4	The purchase of new Christmas garlands and decorations	995
KKC24-1.3	Paid to Katikati Bowling Club Incorporated to contribute towards funding the installation of an artificial playing surface.	2,000
2023/24 Grants		2,995

C.E. Miller Estate Reserve:

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

Committed – Operational Expenditure

Resolution	Account	Description	\$
K22-4.5	Contingency	Approve up to \$1,000 for cost relating to the Katikati Community Plan and Town Centre Plan presentation and celebration evening.	1,000
KKC23-2.4	Street Decorations (2022/23)	Approves up to \$2000 from the Street Decorations Account to Katch Katikati for the purchase of additional Christmas decorations for the Community Christmas Tree. <i>(Spent \$1,739)</i>	261
KK23-4.4	Street Decorations (2023/24)	Approves the funding request of \$3,510.00 from the Katikati War Memorial Hall Committee, to contribute towards the purchase of new Christmas garlands and decorations. \$2,500.00 will be funded from the Katikati Community Board's Street Decorations budget, and the remaining \$1,010.00 funded from the Katikati Community Board Grants budget. <i>(Spent \$2500 from Street decorations budget, and \$995 from Grants budget)</i>	15
KKC23-7.5	Contingency	Approve up to \$1,500 for cost relating to the design of the Katikati shield, conditional upon clarification regarding the process on the establishment of a shield. <i>(Spent \$1,215)</i>	285
KKC23-7.3	Contingency	Approve up to \$500 for cost relating to the 2023 Christmas function. <i>(Spent \$202)</i>	298
KKC23-7.4	Contingency	Approve up to \$500 for cost relating to the competition for beautifying shopfronts in Katikati.	500
KKC24-2.5	Contingency	Provide a wreath for the ANZAC Day Service of up to \$350.	350
Total outstanding operational commitments			2,709

2023/24 Reserve Analysis:

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

Committed – Reserves expenditure:

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

ATTACHMENTS**1. Financial Report Katikati – April 2024**  

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 April 2024						
Katikati Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
Direct Costs						
Conference Expenses	0	1,800	1,800	☑	2,160	0
Contingency - [see breakdown below]	1,417	1,800	383	☑	2,160	30,206
Grants	2,995	7,180	4,185	☑	8,616	4,400
Mileage Allowance	0	1,800	1,800	☑	2,160	560
Salaries	24,605	23,600	(1,005)	⊗	28,320	28,667
Security	0	5,840	5,840	☑	7,008	5,287
Street Decoration	2,500	4,040	1,540	☑	4,848	1,739
Inter Department Charges	35,170	35,170	0	☑	42,204	40,260
Operating Costs	66,687	81,230	14,543	☑	97,476	111,119
Total Operating Costs	66,687	81,230	14,543	☑	97,476	111,119
Total Direct Costs	66,687	81,230	14,543	☑	97,476	111,119
Total Costs	66,687	81,230	14,543	☑	97,476	111,119
Income						
Rate Income	87,437	81,210	6,227	☑	97,452	102,222
Total Direct Income	87,437	81,210	6,227	☑	97,452	102,222
Net Cost of Service	20,750	(20)	20,770	☑	(24)	(8,897)
<u>Contingency - breakdown</u>				☑ <i>Favourable Variance</i> ⊗ <i>Non Favourable Variance</i>		
KC23-7.5 Cost relating to the design of the Katikati shield	1,215					
KK23-7.3 Cost relating to the 2023 Christmas function.	202					
Year to date contingency costs	1,417					
<u>Community Board Reserves</u>						
Opening Balance - Surplus (Deficit)	69,365					
No transactions to date						
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	69,365					
<u>Town Centre Development Reserves</u>						
Opening Balance - Surplus (Deficit)	473,604					
No transactions to date	0					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	473,604					
<u>CE Miller Estate Restricted Reserves</u>						
Opening Balance - Surplus (Deficit)	9,888					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	9,888					