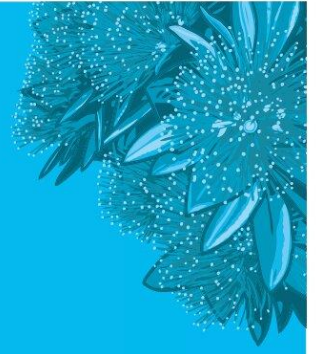


# MEETING – AGENDA –

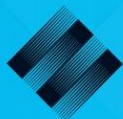
Ngā Take



## KATIKATI COMMUNITY BOARD Poari Hapori

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**K21-3**  
**Wednesday, 26 May 2021**  
**The Centre. Pātuki Manawa**  
**21 Main Road, Katikati 3129**  
**7.00pm**



**Western Bay of Plenty  
District Council**

# Katikati Community Board

## Membership

<b>Chairperson</b>	Ben Warren
<b>Deputy Chairperson</b>	Neil Harray
<b>Members</b>	John Clements Kate Sutherland Cr James Denyer Cr Allan Sole
<b>Quorum</b>	3
<b>Frequency</b>	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 provide an effective mechanism for community feedback to Council.
- 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 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 maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions.
  - To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing the respective communities to promote public participation and communication within respective communities.
  - To undertake tasks, powers and functions delegated by Council or its Committees in accordance with their delegated functions from time to time.
  - 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, or in accordance with allocations which have been approved through the annual plan process.
  - To receive reports from Council appointees on Council matters relevant to the Community Board.
1. To have input into Council and its Committees on issues and plans that affect communities within the Community Board area.

Notice is hereby given that a Katikati Community Board Meeting will be held  
in The Centre. Pātuki Manawa, 21 Main Road, Katikati 3129 on:  
Wednesday, 26 May 2021 at 7.00pm

## Order Of Business

<b>1</b>	<b>Present .....</b>	<b>4</b>
<b>2</b>	<b>In Attendance .....</b>	<b>4</b>
<b>3</b>	<b>Apologies .....</b>	<b>4</b>
<b>4</b>	<b>Consideration of Late Items .....</b>	<b>4</b>
<b>5</b>	<b>Declarations of Interest .....</b>	<b>4</b>
<b>6</b>	<b>Public Excluded Items .....</b>	<b>4</b>
<b>7</b>	<b>Public Forum.....</b>	<b>4</b>
<b>8</b>	<b>Minutes for Confirmation .....</b>	<b>5</b>
8.1	Minutes of the Katikati Community Board Meeting held on 31 March 2021 .....	5
<b>9</b>	<b>Reports .....</b>	<b>11</b>
9.1	Katikati Community Board Chairpersons Report - May 2021 .....	11
9.2	Katikati Community Board Councillor's Report - May 2021 .....	13
9.3	Katikati Community Board Grant Application .....	15
9.4	Infrastructure Services Report Katikati Community Board May 2021 .....	16
9.5	Financial Report Katikati - April 2021 .....	25
9.6	Council, Standing Committees and Community Board Meetings .....	28

**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 contact centre request system, 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 31 MARCH 2021**

**File Number:** A4075304

**Author:** Pernille Osborne, Senior Governance Advisor - Community Boards

**Authoriser:** Barbara Whitton, Customer Services and Governance Manager

#### **RECOMMENDATION**

That the Minutes of the Katikati Community Board Meeting held on 31 March 2021, as circulated with the agenda, be confirmed as a true and accurate record.

## **ATTACHMENTS**

- 1. Minutes of the Katikati Community Board Meeting held on 31 March 2021**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
KATIKATI COMMUNITY BOARD MEETING NO. K21-2  
HELD IN THE CENTRE - PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI 3129  
ON WEDNESDAY, 31 MARCH 2021 AT 7.00PM**

## **1 PRESENT**

Member B Warren, Member N Harray, Member J Clements, Member K Sutherland and Cr J Denyer

## **2 IN ATTENDANCE**

K Perumal (Group Manager Finance and Technology Services) and P Osborne (Senior Governance Advisor)

6 members of the public, including Councillor Don Thwaites

## **3 APOLOGIES**

Nil

## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Nil

## **6 PUBLIC EXCLUDED ITEMS**

Nil

## **7 PUBLIC FORUM**

The Chairperson outlined the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Katikati Community Board. Attending members of the public were invited to take part in the public forum.

### **PUBLIC FORUM ADJOURN MEETING**

#### **RESOLUTION K21-2.1**

Moved: Member B Warren

Seconded: Cr J Denyer

That the meeting adjourn for the purpose of holding a public forum.

**CARRIED**

### **Paul and Janefrey Goldfinch – Magnolia Trees on Gordet Drive**

Mr Goldfinch was in attendance to speak to the Board about the Magnolia Trees on Gordet Drive, noting the below points:

- It is felt that these types of trees are too large for a suburban street;
- They drop seed pods and leaves, and at the moment Mr Goldfinch is incurring the costs of disposing the green waste; and
- Health and Safety issues arising due to the concrete kerb buckling by encroaching tree roots.

Mr Goldfinch would like to see Council remove these trees and replace them with a more suitable tree, giving the examples of; Natives, Kowhai and Titoki.

The Board encouraged Mr and Mrs Goldfinch to raise Service Requests (CCR's) when an issue arises, that they believed should be addressed.

### **Keith Hay – Previous minutes around Te Rereatukahia Wastewater Scheme**

Mr Hay was in attendance to speak on behalf of the Katikati Waihi Beach Residents and Ratepayers Association around the minutes from the last meeting regarding the Crown Infrastructure Partners (CIP) Funding. Mr Hay sought clarification on what this funding was being used for, as he wanted to make it clear that Council's decision for no connection charge being applied to the Te Rereatukahia Wastewater Scheme, is not the type of projects that the ratepayers want to fund.

Councillor Thwaites was in attendance and provided some further background around this decision, reiterating that it was funded by the taxpayer rather than the ratepayer.

### **Paula Gaelic – Western Bay Museum Director**

Ms Gaelic informed the Board of an open day that the Museum was holding on 29 April 2021 to allow members of the public to hear about the Development Plan.

Ms Gaelic also noted that, despite COVID-19, it was good to see a rise in attendance for the Western Bay Museum.

## **PUBLIC FORUM MEETING RECONVENED**

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### **RESOLUTION K21-2.2**

Moved: Member B Warren

Seconded: Member N Harray

That the meeting reconvene in formal session at 7.19pm.

**CARRIED**

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## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 3 FEBRUARY 2021**

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### **RESOLUTION K21-2.3**

Moved: Member B Warren

Seconded: Member K Sutherland

That the Minutes of the Katikati Community Board Meeting held on 3 February 2021, as circulated with the agenda, be confirmed as a true and accurate record.

**CARRIED**

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## 9 REPORTS

### 9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT - MARCH 2021

The Board considered a report from the Chairperson, and received a brief overview of each item.

The Group Manager Finance and Technology Services clarified that the Long Term Plan (LTP) proposed rate increase cap was at 12% for the first year, and 4% for the following years.

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#### RESOLUTION K21-2.4

Moved: Member K Sutherland

Seconded: Member J Clements

That the Chairperson's report dated 31 March 2021, titled 'Katikati Community Board Chairpersons Report – March 2021', be received.

**CARRIED**

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### 9.2 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT - MARCH 2021

The Board considered a report from Councillor Denyer, noting the administration error and that the sentence should read;

- *All feedback on the LTP must be received, 5pm Friday 9 April 2021.*

Member Clements felt that there was a lack of transparency in the consultation document around the effects that the decisions being asked of would have. For example, debt increase.

The Group Manager Finance and Technology Services gave the Board a brief outline on the Long Term Plan (LTP) process and how the six key proposals were identified and selected.

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#### RESOLUTION K21-2.5

Moved: Cr J Denyer

Seconded: Member K Sutherland

That the Councillor's report dated 31 March 2021, titled 'Katikati Community Board Councillor's Report – March 2021', be received.

**CARRIED**

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### 9.3 KATIKATI COMMUNITY BOARD GRANT APPLICATION

The Board considered a report from the Senior Governance Advisor.

The grant was declined, as the Board could not grant funding for an event in retrospect. The Senior Governance Advisor will send a letter to Safety Education Limited on behalf of the Board, explaining the filing error, and encouraging them to apply again prior to the event next year.

The Board still have their full budget, however it was noted that advertisements for grant applications would go out between now and the next meeting.



**RESOLUTION K21-2.6**

Moved: Member B Warren

Seconded: Member K Sutherland

1. That the Senior Governance Advisor's report dated 31 March 2021 titled 'Katikati Community Board Grant Applications', be received.
2. That the Katikati Community Board not approve the Grant application from Road Safety Education Limited.

**CARRIED**

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**9.4 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD MARCH 2021**

The Board considered a report from the Deputy Chief Executive. The report was taken as read with further discussion on the below items.

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**RESOLUTION K21-2.7**

Moved: Member B Warren

Seconded: Member K Sutherland

That the Deputy Chief Executive's report, dated 31 March 2021 titled 'Infrastructure Services Report Katikati Community Board March 2021', be received.

**CARRIED**

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**9.4.1 HIGHFIELDS STORMWATER POND DEVELOPMENT TRAIL**

It was noted that there is an opportunity to speak to your LTP submissions in front of Councillors on 6 April 2021, and a member of the public is scheduled to speak on his proposal relating to the Highfields Detention Pond, which may be of interest to the Board.

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**9.4.2 DISTRICT SOLID WASTE**

There was clarification that Council was looking at options for those who would have difficulty bringing their bins roadside, however no outcome has been agreed on at this stage.

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**9.4.3 LEVEL OF SERVICE FOR MOWING RESERVES**

The Board would like to understand Council's level of service with the Contractor, for cutting the grass on the Reserves, as it was felt that some were left extremely long.

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#### **9.4.4 DEVELOPED LEASED AREA BETWEEN HAIKU RESERVE, DONEGAL PLACE AND HENRY ROAD CYCLE TRAIL**

The Minute Action Sheet (MAS) for this project stated that Council was working on a concept plan for this site. The Board requested to see this concept plan.

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#### **9.5 FINANCIAL REPORT KATIKATI - FEBRUARY 2021**

The Board considered a report from the Management Accountant. The report was taken as read, noting the below amendment to the Committed – Operational expenditure table, which should read;

- Funding up to \$500 to 3129 Graphic Design for marketing and promotion relating to Town and Community Plan (\$329.25 paid as of March 2021).

The Chairperson queried how the Board could seek further funds for footpath and paving improvements. The Board was encouraged to include this in their Long Term Plan (LTP) submission.

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#### **RESOLUTION K21-2.8**

Moved: Member N Harray

Seconded: Cr J Denyer

That the Management Accountant's report dated 31 March 2021, titled 'Financial Report Katikati – February 2021', be received.

**CARRIED**

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#### **9.6 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS**

#### **RESOLUTION K21-2.9**

Moved: Member B Warren

Seconded: Member N Harray

That the draft schedule of meetings for April, May and June 2021, be received.

**CARRIED**

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**The Meeting closed at 8.04pm.**

**The minutes of this meeting were confirmed at the Katikati Community Board held on 26 May 2021.**

.....  
Member B Warren  
**CHAIRPERSON**

## 9 REPORTS

### 9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT - MAY 2021

**File Number:** A4062012

**Author:** Ben Warren, Community Board Member

**Authoriser:** Miriam Taris, Chief Executive Officer

#### RECOMMENDATION

That the Chairperson's report dated 26 May 2021, titled 'Katikati Community Board Chairpersons Report – May 2021', be received.

#### BACKGROUND

##### **Katikati Town Centre and Katikati Community Plans**

Katikati Community Board and Boffa Miskell Ltd.

The draft Community Plan has been forwarded to community groups for review and feedback. Workshops will be set in order to undertake a final review, and the document should be finished in the coming weeks.

##### **Waka Kotahi (NZTA) Open Days**

The recent consultation days have raised concerns in that they appear to be following typical Central Government Agency actions of supposedly listening to public submissions.

This is somewhat typified by the current consultation process where Waka Kotahi is asking for feedback on roundabouts and central median barriers. These decisions were all part of the planning more than 2 years ago and given the developments we have seen on local roads, nothing appears to show that Waka Kotahi will defer from their original intentions. There appears to be little room to listen to what the community wants or requires.

The narrowing of SH2 and the slowing of speed limits is having a significant economic cost to users. The talk of roundabouts and median barriers that have not been previously budgeted for, appears to be somewhat of a redundant exercise.

The lack of faith by the community is continually growing due to the Government's inability to deliver on Katikati's need for a small bypass, which in reality is a drop in the bucket cost wise compared to other national roading projects. Locally we are not getting the progress we require or are taxed for.

##### **Councillor Election Allan Sole**

Katikati Community Board congratulates Waihi Beach resident Allan Sole on his successful election. This appears to be indicative of the large voter turnout from Waihi Beach.

##### **Presentation to Council Long Term Plan (LTP) Committee**

The Katikati Community Board Chair presented briefly to the full Council on two parts of their LTP submission. The first part was on Councils Social Housing intentions for Katikati from which no official consultation has yet occurred with the Community Board or the community at large. It was pointed out to Council that the Community Board does not support large social housing developments in Katikati and wishes to see programs that integrate two or three social houses into multiple areas of the community to promote good safe social integration.

The Community Board is concerned that if Council is partaking in negotiations with Central Government and developers, then consulting the public is a necessity.

The Council is urgently advised to consult with the Community Board and public before making any such decisions as the failure to do so will only lead to a further lack of faith in social housing choices being made. The possibility that this type of development discussion could be occurring behind closed doors when the Community Board and community are preparing a Town and Community Plan, is also not indicative of a cooperative and open working relationship with local communities. This needs to be rectified.

The second part was in reference to the Parks and Reserves Management for Katikati. Katikati has an vested interest in having our parks, reserves, playgrounds, treescapes and other areas presented and maintained at the best possible level. This doesn't occur when contracts are assigned to provide the bare minimum of maintenance and by outside contractors with no vested local interest. The Community Board wishes to see more community investment and involvement being accommodated by Council in these areas.

**9.2 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT - MAY 2021****File Number:** A4062023**Author:** James Denyer, Councillor**Authoriser:** Miriam Taris, Chief Executive Officer**RECOMMENDATION**

That the Councillor's report dated 26 May 2021, titled 'Katikati Community Board Councillor's Report – May 2021', be received.

**BACKGROUND****Long Term Plan (LTP)**

Written submissions for the 2021-2031 Long Term Plan have now all been received, hearings held and Councillors and staff have been reading them carefully ahead of deliberations. The LTP will then be adopted before the end of the financial year on 30 June.

**Katikati-Waihi Beach Ward By-election Results**

Following the by-election for the Katikati-Waihi Beach Ward, Allan Sole was announced the winner on 30 April 2021. He was due to be sworn in as a Councillor at an Extraordinary Council meeting on 12 May 2021, where he was also nominated to join the Katikati Community Board.

**Community Matching Fund**

The Community Matching Fund is open to applications from 19 April 2021 to 28 May 2021. The fund of \$140,000 is designed such that Council matches with cash, amounts already raised by applicants, whether that is in the form of existing cash resources or in-kind donations like volunteer hours. The guiding principle of the fund is that of providing public benefit. A panel has been constituted that will meet in July to decide on these applications, with recommendations coming to the Council meeting in August 2021.

**Kerbside Rubbish Collection**

Kerbside bins have been rolling out across the district this month ahead of the new service starting on 1 July 2021. The website [kerbsidecollective.co.nz](http://kerbsidecollective.co.nz) should answer any queries about the new system. It is a tremendous logistical task to deliver the bins, and there are bound to be a few oversights, so if you have not received the bins you are entitled to receive, please contact Council to let them know. Note also that the rubbish and recycling bins may not arrive on the same day.

**Draft Seal Extension Priority List 2021**

The Performance & Monitoring Committee has begun the process of confirming the seal extension priority list for roads across the district. After the Committee received a draft list of roads totalling some 70.8km, staff were asked to prepare a paper for a future workshop to identify any suggestions to improve the current seal extension policy.

**Council Updates**

The Mayor, on behalf of Council, has made a number of recent submissions, including to the Bay of Plenty Regional Council for their Long Term Plan, the Regional Land Transport Plan (RLTP), and a speed review for SH2 from Katikati north to Mangatarata. Included in the RLTP submission was a request to include the Katikati Bypass, and to bring forward the Katikati Urban project, which would help to relieve issues arising from the interaction of SH2 and the town in the short to medium term.

Prudent management of Council's finances has enabled Council to repay \$20 million of debt maturity last month.

**2021 LGFA Taituarā Local Government Excellence Awards**

It was heartening to hear that Council won the Supreme Award at the Local Government Excellence Awards for the transfer of Panepane Purakau last year. The feedback from the judges included it being an exemplary initiative of successful engagement with Māori with strong elements of co-design, investment in relationships, and a commitment of time and resource to succeed.

**CEO Recruitment**

Council has now completed the extensive process of hiring a new Chief Executive Officer. John Holyoake will take over from Miriam Taris on 19 July 2021. John brings considerable experience in the public and private sectors and is currently the Chief Executive of Tamaki Regeneration Company. Miriam's immense contribution to our Council is widely recognised and I would like to use this opportunity to pay tribute to her and what she has achieved since she took up her role in 2014.

### 9.3 KATIKATI COMMUNITY BOARD GRANT APPLICATION

**File Number:** A4051390

**Author:** Pernille Osborne, Senior Governance Advisor - Community Boards

**Authoriser:** Barbara Whitton, Customer Services and Governance Manager

#### EXECUTIVE SUMMARY

1. The Katikati Community Board is required to make a decision regarding an application for Community Board Grant Funding. One application has been received.
2. The application and supporting information relating to the Community Board Grants has been forwarded to members, separate to this agenda.

#### RECOMMENDATION

1. That the Senior Governance Advisor's report dated 26 May 2021, titled 'Katikati Community Board Grant Application', be received.
2. That the Katikati Community Board approve / not approve the Grant application from Katikati Open Air Art for \$... to be funded from the Katikati Community Board Grants account, subject to all accountabilities being met.

#### BACKGROUND

3. The Katikati Community Board has funding of \$8,000 available for disbursement to community organisations for the 2020/2021 financial year. The balance as of 26 May 2021 is \$8,000.
4. **Katikati Open Air Art** has submitted an application for funding of \$5,000 for running costs of the Katikati Festival of Arts, which will run for the month of October 2021.

#### ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Katikati Open Air Art	The applicant will be advised of the outcome of their respective Grant application.

#### FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Community Board Grant Funds	<p>The Community Board will consider applications for the distribution of the funding, before the end of the financial year.</p> <p>Annual Budget \$8,000.00</p> <p>Current Balance \$8,000.00</p>

**9.4 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD MAY 2021****File Number:** A3942659**Author:** Gary Allis, Deputy Chief Executive**Authoriser:** Miriam Taris, Chief Executive Officer**EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

That the Deputy Chief Executive's report dated 26 May 2021, titled Infrastructure Services Report Katikati Community Board May 2021, be received.

**ROADING****Transportation - Katikati Community Roading**

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

Katikati Community Board Roading Current Account	Project Cost \$	NZTA Funding MIP LC/LR \$	Katikati Community Board \$	Status
<b>Current Account Opening Balance 1 July 2020</b>			<b>66,414</b>	
Allocation for 2020/21			162,442	
Interest 2021			6,084	
<b>Subtotal</b>			<b>234,940</b>	
<b>Completed Projects</b>				
Henry Road Footpath with Kerb & Channel Option 2	124,099	-	124,099	2.5m footpath with kerb & channel
Earl Drive Parking Improvements (2018/19/20/21)	325,000	-	325,000	Parking footpath, kerb & channel
Less Paid to date 30/6/2020 \$223,364.70	(223,365)		(223,365)	
<b>Subtotal</b>			<b>225,734</b>	
<b>Committed Projects (for 2021)</b>				
<b>Nil</b>			-	
<b>Total Committed Projects</b>			-	
<b>Forecasted Current Account Closing Balance 30 June 2021 (Deficit)</b>			<b>9,206</b>	



**Transportation - Road Improvements LED Lighting**

*Description:* Council owns and operates 2,500 streetlights on local roads. Close to 100 of these are LED. Installation of LED lights reduces power consumption by 60%. Cost reduction is on the energy charges as line charges are a fixed fee. Waka Kotahi are offering an 85% subsidy to invest in the street light conversion conditional upon it being completed by June 2021. Council has decided to participate in this.

*What's Happened:*

LED luminaires are being installed in the west and east sections of the District. Works will continue until June 2021.

*What's Next:*

Specific lighting design, which is required for "V" category lighting on high volume roads, such as Te Puke Highway and Omokoroa Road, will be reviewed next. Upgrading of decorative lighting, mainly recent subdivisions, will occur progressively in the second half of 2021.

**ASSET & CAPITAL****Highfields Stormwater Pond Development Trial**

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

*What's Happened:*

Groundwater monitoring has been extended for another 12-month period. The outlet to the pond has had further modification to improve how the pond will function. The pond is still dry due to lack of rain.

*What's Next:*

Testing of pond to occur following heavy rain periods. Continual monitoring of the pond and the surrounding groundwater.

**UTILITIES**

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

*What's Happened:*

Recycling centres are operating well. Generally other activities within Solid Waste running to plan. No issues to report.

Continuation of illegal rubbish being dumped in the District.

*What's Next:*

Monitoring of the recycle centre volumes once the Kerbside Service commences <https://kerbsidecollective.co.nz/>

**Western Solid Waste**

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

*What's Happened:*

A new Council-led Kerbside Rubbish and Recycling Service is being introduced for 80% of the district with collection day changes for some areas in the district. A Pay as you throw (PAYT) user-pays tag system will apply for rubbish collection. Collection of red lid rubbish bins will be available each week - bins need to be put out with an attached PAYT tag.

*What's Next:*

Collection day changes will apply to parts of the Western Bay when Council's new kerbside rubbish and recycling service begins on 1 July.

Katikati and Aongatete and Maketu, Paengaroa, Pongakawa and Pukehina will see changes in their collection days from 1 July in efforts to streamline Western Bay of Plenty District Council's new kerbside collection service, being delivered to 17,000 eligible households across the District.

Council's new collection day schedule sees Katikati and Aongatete move from a Friday collection to a Tuesday collection. If unsure of a collection day for the new service, residents can find their collection day printed on the side of their red lid rubbish bin or yellow lid recycling bin once delivered.

PAYT tags will be available for purchase at Council's service centres and selected outlets from 1 June 2021. For more information visit [www.kerbsidecollective.co.nz](http://www.kerbsidecollective.co.nz)

## RESERVES

### Reserves - Katikati Moore Park Development

*Description:* Completion of field development and associated infrastructure.

*What's Happened:*

Sports field maintenance has been handed over to the Reserves Maintenance Contractor. Winter sports codes are underway and discussions regarding turf maintenance are being held with Moore Park user groups to resolve any level of service issues.

Insurance processes for the destroyed shed are working through a claim settlement process with the insurer.

*What's Next:*

The sports field project is now completed.

Sub divisional development of the southern end is being managed as a separate project by the Strategic Property Manager.

### Reserves - Cemetery Katikati Hot Springs Road

*Description:* Develop cemetery to meet demand.

*What's Happened*

Staff continue to work with Ngai Tamawahuriua on planning processes for new Urupa/Cemetery land adjoining Sapphire Springs.

*What's Next*

A report is yet to be prepared for Council's consideration on the uplifting of the reserve classification of the land, which will be subject to statutory processes to enable the land to be used for urupa/cemetery purposes.

## STRATEGIC PROPERTY

### Property - Town Centre Katikati

*Description:* Development of Katikati in terms of the Town Centre Plan.

*What's Happened:*

The consultants have delivered the draft Town Centre Plan to the Community Board.

*What's Next:*

A further workshop is yet to be held with Waka Kotahi to finalise the potential state highway interventions. Funding has been allocated to Boffa Miskell to continue to enable them to continue the discussion on Town Centre development with Waka Kotahi.

## ATTACHMENTS

1. MAS Katikati Community Board May 2021  

Division: Infrastructure Services Group  
 Committee: Katikati Community Board  
 Officer:

Date From:  
 Date To:

Printed: 15 January 2021

### Action Sheets Report

Meeting	Officer/Director	Section	Subject
Katikati Community Board 11/10/2017	Watson, Peter	Reports	Bird Walk Erosion
<p><b>May 2021:</b>            Work has commenced on-site. Rock-Rip-Rap is being installed and when tides permit as some of the work is subject to working around low tide.</p> <p><b>March 2021:</b>            The Resource Consent has been issued. The installation of the new bridge is being programmed. The public will be notified when the site will be closed for the construction period estimated to be in in April/May 2021.</p> <p><b>January 2021:</b>            The resource consent application submitted to Regional Council is still under review. Staff are waiting on approval, once the Regional Council has approved the consent, works will then be priced to meet the current market.</p> <p><b>November 2020:</b>            No changes to the previous update. Council are continuing to pursue the matter.</p> <p><b>September 2020:</b>            Staff have written to the Regional Council on several occasions seeking an update on the issuing of the Resource Consent. To date, there has been no timeframe given. Staff will continue to pursue the matter.</p> <p><b>July 2020:</b>            Staff are conscious there has been some misinterpretation of the status of the Resource Consent for this project. Staff can confirm that good progress is being made to satisfy the BOP Regional Council's requirements for the engineering design of the "Rock-Rip-Rap", which is required to prevent scour around the bridge foundations during the ebb and flow of the tide.</p> <p>The flood modelling has been completed at Regional Council's cost. The modelling outcome identifies that the proposed new bridge does not exacerbate any existing flood issues.</p> <p>As previously reported, staff note the following:</p> <ul style="list-style-type: none"> <li>• The flat track bridge has been ordered</li> <li>• The rock protection works to prevent scour by the tide has been scoped up and priced</li> <li>• The Regional Council are assisting with the Resource Consent process (Note: Resource Consent is required as the site is in the Coastal Marine area)</li> <li>• Work can commence once the Resource Consent has been granted by Bay of Plenty Regional Council</li> <li>• It is difficult to provide a specific timeframe</li> <li>• Staff are conscious of the Board's concerns around further erosion and risk to the walkway.</li> <li>•</li> </ul> <p><b>July 2019:</b>            The Resource Consent is being lodged.</p>			

Information

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Division: Infrastructure Services Group  
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Officer:

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#### Action Sheets Report

**May 2019:**

The Resource Consent is being finalised ready for submission to Bay of Plenty Regional Council.

**April 2019:**

The adjoining owner's planning consultant has now written to Council raising a number of issues relating to the proposal. Staff are working through the issues with the planning consultant.

**March 2019:**

Staff have been in discussion with the adjoining owner, who has advised that they have no objection to the proposed bridge installation.

With regards to timeframe, staff comments as follows:

- The flat track bridge has been ordered
- The rock protection works to prevent scour by the tide has been scoped up and priced
- The Regional Council are assisting with the Resource Consent process (Note: Resource Consent is required as the site is in the Coastal Marine area)
- Work can commence once the Resource, Consent has been granted by Bay of Plenty Regional Council
- It is difficult to provide a specific timeframe
- Staff are conscious of the Board's concerns around further erosion and risk to the walkway.

**Jan 2019:**

A draft design of the structure is underway and will be provided to the adjoining owner for comment as part of the consenting process.

**Nov 2018:**

The site meeting took place in October with the preferred outcome being to install a bridge as opposed to culverts.

Staff are currently liaising with the adjoining property owner, who, as an affected party for any consent, will need to agree to the bridge option.

Subject to neighbours' approval, work can then commence on applying for the necessary consents.

**Sept 2018:**

A site meeting has been scheduled for early October 2018.

**August 2018:**

Staff have had a preliminary meeting with the owner of the adjoining wetland to discuss the need to manage the erosion issued.

A site meeting is being arranged with the Board Chair, Uretara Estuary Managers Group, WBODC and BOPRC staff to consider the best solution.

**June 2018:**

Council have adopted the 2018/28 Long Term Plan (LTP), which includes \$75k of project funding. WBOPDC staff will work with BOPRC staff in obtaining the necessary Consents required for the proposed work. An update on the draft design will be provided to the Board in due course.

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#### Action Sheets Report

**May 2018:**

Email update from the Reserves & Facilities Manager provided to the Community Board on 2 May 2018 advising of the current situation of the culvert and erosion issues.

Staff have subsequently prepared an internal submission to the 2018/28 Long Term Plan for \$75k to be budgeted to obtain the required Consents and to install two culverts.

**April 2018:**

Staff continue to work with the Bay of Plenty Regional Council staff on erosion issues. Consideration is being given to put a floodgate on the culvert.

**Feb 2018:**

A site meeting is still being arranged.

**January 2018:**

No change to previous update.

**Nov 2017:**

Staff have met with the BOP Regional Council to discuss the proposed erosion protection works. It was concluded, based on water flow modelling, that the existing pipe was undersized and needed to be replaced with two larger pipes in order to reduce the water velocity as it flows with the tides. Reducing the velocity of flow ultimately reduces the erosion. WBOPDC and BOPRC staff are arranging to meet the owner of the adjoining wetland to discuss the matter further.

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### Action Sheets Report

Meeting	Officer/Director	Section	Subject
Katikati Community Board 12/08/2020	Watson, Peter	Reports	Haiku Park – Develop Leased Area between Haiku Reserve, Donogal Place and Henry Road Cycle Trail (Infrastructure Services Report Katikati Community Board August 2020)
<p><b>Haiku Park – Develop Leased Area between Haiku Reserve, Donogal Place and Henry Road Cycle Trail</b>          Councillor Henry advised the Board that the Reserves and Facilities Manager would consult with residents in the street and owners of the houses whose fences are affected.</p>			
<p><b>May 2021:</b>          Staff note that the Board have requested a copy of the concept plan for the site.</p> <p>Staff have recently met with Tangata Whenua to seek their input to the Concept Plan. A copy of the “draft” concept plan will be provided to the Board once it has been prepared.</p>			
<p><b>March 2021:</b>          Initial engagement with Tangata Whenua has been undertaken. Engagement with other community groups is planned. In the meantime, the site will be mowed with a flail mower where this is achievable.</p>			
<p><b>January 2021:</b>          Council have completed a basic concept plan for discussion with the surrounding property owners. Staff will advise the adjoining property owners and the programme works.</p>			
<p><b>November 2020:</b>          The preliminary engagement is planned to take place in January/February 2021.</p>			
<p><b>September 2020:</b>          Haiku Park - Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail;</p> <p>Due to other project workload, the concept plan implementation has been delayed until Autumn 2021, subject to project funds being approved.</p> <p>In the meantime, staff intend on undertaking some preliminary engagement with Tangata Whenua, the Estuary Managers and Katikati Taio as part of the development of a draft concept plan for Donegal Place Reserve (also known as the Mills Block).</p> <p>The adjoining property owners will be involved in the preliminary engagement process.</p> <p>A 'Draft' concept plan will be prepared based upon the preliminary feedback, before seeking wider public feedback.</p>			



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Action Sheets Report

Meeting	Officer/Director	Section	Subject																								
Katikati Community Board 31/03/2021	Watson, Peter	New Item	Levels of Service for Mowing Reserves																								
<p><b>Levels of Service for Mowing Reserves</b></p> <p>The Board would like to understand Council's level of service with the Contractor, for cutting the grass on the Reserves, as it was felt that some were left extremely long.</p> <p><b>May 2021:</b>          The mowing, delivered through the Reserves Maintenance Contract is specified on a performance-based level of service as opposed to a frequency based level of service. Performance based requires that the grass be maintained between a minimum and maximum height, whereas frequency based requires 'X' number of cuts per month/annum. Council's level of service for mowing of its reserves are identified in the Reserve Management Plan under specific reserves and under "Reserves Technical Levels of Service". Reserve Management Plans are approved by Council.</p> <p>Staff acknowledge that there was a period in early 2021 when the contractor was struggling to meet specification requirements; however, the mowing appears to be back on track. Any issues relating to mowing should be addressed through a service request identifying the specific reserve/s.</p> <p><b>RESERVES TECHNICAL LEVELS OF SERVICE - GRASS MOWING</b></p> <p><b>Type A:</b> Used for fine lawns or very high profile sites. Should not exceed 35mm grass height. Typically 40 to 50 cuts per year. These sites include the Omokoria Area Office/ Visitor Centre and WBOPDC Barks Corner site.</p> <p><b>Type B:</b> The most common standard for high profile reserves &amp; cemetetries. Should not exceed 60mm grass height. Typically 30 to 50 cuts per year.</p> <p><b>Type C:</b> The standard applied to specific sports fields as follows: This mowing type typically generates 30-50 cuts per year depending on the level and type of use.</p> <table> <tr> <td>(i)</td><td>Winter (1 April to 30 Sept)</td><td>Rugby Field</td><td>75mm max height – mowed to 40mm</td></tr> <tr> <td></td><td></td><td>Soccer Field</td><td>40mm max height – mowed to 20mm</td></tr> <tr> <td></td><td></td><td>Hockey Field</td><td>40mm max height – mowed to 20mm</td></tr> <tr> <td></td><td></td><td>Other Sports Field</td><td>75mm max height – mowed to 40mm</td></tr> <tr> <td>(ii)</td><td>Summer (1 Oct to 31 March)</td><td>Cricket</td><td>35mm max height – mowed to 20mm</td></tr> <tr> <td></td><td></td><td>Other Sports Field</td><td>75mm max height – mowed to 40mm</td></tr> </table> <p><b>Type D:</b> General standard for Passive Reserves. Should not exceed 90mm grass height. Typically 20-30 cuts per year.</p> <p><b>Type E:</b> Applied to less used Passive Reserves or reserve margins. Should not exceed 200mm grass height. Typically 8-12 cuts per year.</p> <p><b>Type F:</b> Seldom used reserves or margins where a lesser standard than E is required. Should not exceed 400mm grass height. Typically 1-5 cuts per year with a flail or slasher type mower.</p> <p><b>This MAS has been closed out.</b></p>				(i)	Winter (1 April to 30 Sept)	Rugby Field	75mm max height – mowed to 40mm			Soccer Field	40mm max height – mowed to 20mm			Hockey Field	40mm max height – mowed to 20mm			Other Sports Field	75mm max height – mowed to 40mm	(ii)	Summer (1 Oct to 31 March)	Cricket	35mm max height – mowed to 20mm			Other Sports Field	75mm max height – mowed to 40mm
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Division: Infrastructure Services Group  
Committee: Katikati Community Board  
Officer:

Date From:  
Date To:

Printed: 15 January 2021

[Action Sheets Report](#)

Meeting	Officer/Director	Section	Subject
Katikati Community Board 31/03/2021	Watson, Peter	New Item	Developed Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail
<b>Developed Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail</b>			
The Minute Action Sheet (MAS) for this project stated that Council was working on a concept plan for this site. The Board requested to see this concept plan.			
<b>May 2021:</b>			
This MAS has been closed as it has been updated in the MAS dated 12/08/2020 titled: Developed Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail.			



**9.5 FINANCIAL REPORT KATIKATI - APRIL 2021****File Number: A4058972****Author: Sarah Bedford, Management Accountant****Authoriser: Maria Palmer, Acting - Finance Manager****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 2021 (**Attachment 1**).

Total operational costs are under budget year to date. One budget line is over budget year to date being Security.

**Grant payments made to date:**

Description	\$
No transactions to date	0
<b>2020/21 grants to date</b>	<b>0</b>

**C.E. Miller Estate reserve:**

Description	\$
2020/21 Opening balance	14,888
No transactions to date	0
<b>2020/21 Closing balance</b>	<b>14,888</b>

**Committed – Operational expenditure**

Resolution	Account	Description	\$
K21-1.8	Contingency	Provide a wreath for the ANZAC Day Service up to the value of \$200.	200
	<b>Total outstanding operational commitments</b>		<b>200</b>

**2020/21 reserve analysis:**

Resolution	Description	\$
	2020/21 Opening balance	75,424
	No transactions to date	0
	<b>2020/21 Closing balance</b>	<b>75,424</b>

**Committed - Reserve expenditure**

Resolution	Description	\$
	Opening balance before committed expenditure	75,424
C20-10.21	Committed \$49,000 (plus GST) to engage an independent contractor (Boffa Miskell) to review the Katikati Community and Town Plan – In progress.	(49,000)
	<b>2020/21 Closing balance after committed expenditure</b>	<b>26,424</b>

**RECOMMENDATION**

That the Management Accountant's report dated 26 May 2021, titled 'Financial Report Katikati – April 2021', be received.

**ATTACHMENTS**

1. Katikati Community Board - Financials April 2021 [↓](#) 

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 April 2021						
Katikati Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance		Budget	Actual
	\$	\$	(Unfav)/Fav \$		\$	\$
<b>Direct Costs</b>						
Additional Levels of Service	0	0	0	☑	0	0
Conference Expenses	0	1,670	1,670	☑	2,000	0
Contingency - [see breakdown below]	286	1,670	1,384	☑	2,000	508
Grants	0	6,670	6,670	☑	8,000	4,000
Mileage Allowance	0	1,670	1,670	☑	2,000	1,789
Salaries	22,265	23,801	1,536	☑	28,070	28,222
Security	5,830	5,420	(410)	⊗	6,500	5,912
Street Decoration	0	3,750	3,750	☑	4,500	2,630
Inter Department Charges	32,640	32,640	0	☑	39,169	39,168
<b>Total Operating Costs</b>	<b>61,021</b>	<b>77,291</b>	<b>16,270</b>	☑	<b>92,239</b>	<b>82,229</b>
Interest Expense	0	0	0	☑	0	0
<b>Depreciation</b>	0	0	0	☑	0	0
<b>Total Direct Costs</b>	<b>61,021</b>	<b>77,291</b>	<b>16,270</b>	☑	<b>92,239</b>	<b>82,229</b>
Costs Allocated	0	0	0	☑	0	0
Costs Recovered	0	0	0	☑	0	0
<b>Total Costs</b>	<b>61,021</b>	<b>77,291</b>	<b>16,270</b>	☑	<b>92,239</b>	<b>82,229</b>
<b>Income</b>						
Financial Contributions	0	0	0	☑	0	0
Interest Received	0	0	0	☑	0	0
Other Income	0	0	0	☑	0	0
Rate Income	78,201	76,870	1,331	☑	92,239	94,491
Service Charges	0	0	0	☑	0	0
Subsidies & Grants	0	0	0	☑	0	0
User Fees	0	0	0	☑	0	0
<b>Total Direct Income</b>	<b>78,201</b>	<b>76,870</b>	<b>1,331</b>	☑	<b>92,239</b>	<b>94,491</b>
<b>Net Cost of Service</b>	<b>17,180</b>	<b>(421)</b>	<b>17,601</b>	☑	<b>0</b>	<b>12,262</b>
<b>Contingency - breakdown</b>						
KK20-5.5 Graphic Design relating to Katikati Town and Community Plan	286			☑	<i>Favourable Variance</i>	
<b>Year to date contingency costs</b>	<b>286</b>			⊗	<i>Non Favourable Variance</i>	
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>75,424</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>75,424</b>					
<b>Town Centre Development Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>389,445</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>389,445</b>					
<b>CE Miller Estate Restricted Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>14,888</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>14,888</b>					

**9.6 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS****File Number:** A4061973**Author:** Pernille Osborne, Senior Governance Advisor - Community Boards**Authoriser:** Barbara Whitton, Customer Services and Governance Manager**RECOMMENDATION**

That the draft schedule of meetings for June, July and August 2021, be received.

**ATTACHMENTS**

1. Meeting Schedule for June, July and August 2021 [!\[\]\(e6ddc77b791299d975007937cebef274\_img.jpg\)](#) 

**Western Bay of Plenty District Council  
Draft Meeting Schedule 2021**

<b>JUNE 2021</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Maketu Community Board	1 June	7.00pm	Maketu Community Centre
Te Puke Community Board	3 June	7.00pm	Te Puke Library and Service Centre
<b>Queen's Birthday – 7 June</b>			
Performance and Monitoring Committee	8 June	9.30am	Chambers
Omokoroa Community Board	8 June	7.00pm	Omokoroa Library and Service Centre
Waiari Kaitiaki Advisory Group	9 June	9.30am	Makahae (Te Kahika) Marae, 20 Te Kahika Road, Te Puke
Citizenship Ceremony	10 June	10.00am	Chambers
Tauranga Moana Advisory Group	11 June	9.30am	BOPRC Tauranga
Waihi Beach Community Board	14 June	6.30pm	Waihi Beach Community Centre
Long Term Plan Workshop	15 June	9.30am	Chambers
Policy Committee	16 June	9.30am	Chambers
Policy Workshop	16 June	1.00pm	Chambers
District Plan Committee (if required)	22 June	9.30am	Chambers
Katikati/Waihi Beach Ward Forum	22 June	7.00pm	Waihi Beach Community Centre
Council	29 June	9.30am	Chambers
<b>JULY 2021</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Kaimai Ward Forum	1 July	7.00pm	Lower Kaimai Hall
Maketu/Te Puke Ward Forum	5 July	7.00pm	TBC
District Plan Committee (if required)	6 July	9.30am	Chambers
District Plan Committee (if required)	7 July	9.30am	Chambers
Citizenship Ceremony	13 July	10.00am	Chambers

Performance and Monitoring	20 July	9.30am	Chambers
Katikati Community Board	23 July	7.00pm	Katikati Library and Service Centre
SmartGrowth Leadership Group Meeting	26 July	8.30am	BOPRC Tauranga
Policy Committee	27 July	9.30am	Chambers
Policy Workshop	27 July	1.00pm	Chambers
Maketu Community Board	27 July	7.00pm	Maketu Community Centre
Te Puke Community Board	29 July	7.00pm	Te Puke Library and Service Centre
<b>AUGUST 2021</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Omokoroa Community Board	3 August	7.00pm	Omokoroa Library and Service Centre
Regional Transport Committee	6 August	9.30am	TBC
Māori Partnership Forum (TBC)	9 August	10.00am	Chambers
Waihi Beach Community Board	9 August	6.30pm	Waihi Beach Community Centre
Council	12 August	9.30am	Chambers
Audit and Risk Committee	12 August	1.30pm	Chambers
District Plan Committee (if required)	17 August	9.30am	Chambers
Regulatory Hearings Committee (if required)	18 August	9.30am	Chambers
Zone 2	19 August	TBC	TBC
Zone 2	20 August	TBC	TBC
Citizenship Ceremony	24 August	10.00am	Chambers
Public Transport Committee	26 August	9.30am	BOPRC Tauranga
Te Maru o Kaituna River Authority	27 August	9.30am	TBC
Performance and Monitoring Committee	31 August	9.30am	Chambers
Katikati/Waihi Beach Ward Forum	31 August	7.00pm	TBC