

# MEETING — AGENDA —

Ngā Take

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Western Bay of Plenty  
District Council

## COUNCIL

*Te Kaunihera*

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**LATE / ADDITIONAL ITEMS**

**C2**

**Thursday, 15 December 2016**

**Open Items**  
**Council No. C2**  
**Additional / Late Items**

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Miriam Taris  
**Chief Executive Officer**  
**Western Bay of Plenty District Council**

## Western Bay of Plenty District Council

**Minutes of Meeting No. MC1 of the  
Maketu Community Board held on 6 December 2016  
in the Maketu Community Centre  
commencing at 7:00pm**

### Present

Members S Beech (Chairperson), G Cantlon (Deputy Chairperson), R Clark, W McFadyen and Councillors K Marsh and J Scrimgeour

### In Attendance

G Allis (Deputy Chief Executive) and A Alty (Democracy Advisor)

### Others

His Worship the Mayor Garry Webber, two members of the public as named in the minutes and one member of the press.

The Chairperson welcomed His Worship the Mayor to the meeting and introduced the attending members of the public. He also welcomed Board members and staff to the first business meeting of the 2016-2019 Triennium.

### MC1.1            **Community Board Delegations**

The Board considered a report from the Democracy Management Advisor dated 4 November 2016 as circulated with the agenda.

**Resolved:**        Members Cantlon / McFadyen

1. *THAT the Democracy Advisor's report dated 4 November 2016 and titled "Maketu Community Board Delegations 2016-2019 Triennium" be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT for the 2016-2019 triennium, Council's delegations to the Maketu Community Board be as follows:*

### *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 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 respective communities to promote public participation and communication within respective communities*
- *To undertake tasks, powers and functions as may be 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 have input into Council and its Committees on issues and plans affecting the respective communities*
- *To provide an effective mechanism for community feedback to Council*
- *To receive reports from Council appointees on Council matters relevant to the Community Boards.*

## MC1.2 **Standing Orders 2016-2019 Triennium**

The Board considered a report from the Democracy Management Advisor dated 16 November 2016 as circulated with the agenda.

In considering Council resolutions on its Standing Orders it was noted that the Standing Orders presented for the Board to consider were written specifically for Community Boards and did not include some provisions which were not necessary for them (such as Mayoral Powers). Following were the items Council adopted and some recommendations for the Boards in considering these in relation to the Board Standing Orders.

**Resolved:** Members Beech / Clark

1. *THAT the Democracy Management Advisor's report dated 29 November 2016 and titled Standing Orders 2016-2019 Triennium be received.*
2. *THAT pursuant to Clause 27 of Schedule 7 of the Local Government Act 2002 the Maketu Community Board adopts the Western Bay of Plenty District Council Community Board Standing Orders 2016 as attached to this report, with the following amendments:*

### **Standing Order 12.7 - 12.16 - Remote Meeting Attendance**

**Resolved:** Members Clark / Beech

*Include proposed Standing Orders 12.7 through to 12 .16 to create the option for remote meeting attendance*

### **Standing Order 14 - Public Forum**

**Resolved:** Members Cantlon / Clark

*14.5 - Recording and Responding to Public Forum Matters*

*Brief notes may be kept of matters raised in public forum. Matters for action will be referred through the service request system, while those requiring further investigation may be referred to the Chief Executive Officer for further report. If no resolution referring a request for further report is made no further action will be taken on those matters which are not service requests.*

### **Standing Order 18.3 - Chairpersons Casting Vote**

**Resolved:** Member Cantlon / Councillor Marsh

*SO18.3 - Chairperson has a casting vote*

### **Standing Order 21 - General Procedures for speaking and moving motions**

**Resolved:** Members Beech / Cantlon

*Standing Orders 21.1 to 21.4 are amended such that only Option C remains*

### **Standing Order 22.5 - Amendments to be relevant and not direct negatives**

**Resolved:** Member McFadyen / Councillor Scrimgeour

*Amend Standing Order 22.5 to read:*

*22.5 Amendments to be relevant and not direct negatives*

*Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost, nor can they be a direct negative to the original motion. Any amendment which, if carried, would have the effect of defeating the original motion is a direct negative and is therefore not allowed.*

### **Editorial Delegation - Chief Executive**

**Resolved:** Member Beech / Clark

*THAT the Chief Executive Officer be delegated the authority for minor editorial changes as required such as number correction.*

### **Public Forum**

**Resolved:** Member Cantlon / Councillor Marsh

*THAT the meeting adjourn for the purpose of holding a public forum*

### **Water Meter Readings/Charges**

Maketu resident, Rachel Dargaville, introduced herself and spoke to the Board outlining a problem that she had encountered with a water leak and subsequent repair costs and water charges. Mrs Dargaville advised:

- She had had a call from Western Bay of Plenty District Council to say that she had a high water meter reading and she needed to get her water line checked for any leaks
- She engaged a plumber who undertook work on the property
- The plumber advised her that other properties had experienced leaks due to an increase in the water pressure in the area
- The account for the work undertaken by the plumber was \$823.52.

Mrs Dargaville requested that Council consider covering the cost of the plumbers bill, given that the leak was a direct result of work that Western Bay of Plenty District Council had undertaken in this area immediately before the problem arose and also give her a rebate for the increased water accounts she had received. She had received an account in June 2016 for \$191.91 and in December 2016 for \$280.83, whereas her previous water usage accounts were generally between \$30.00 - \$70.00.

Mrs Dargaville advised that the large plumbing and water bills were not accounts that she could readily budget for.

The Deputy Chief Executive advised that the accounts staff contacted residents in cases where excessive water use was showing on a meter reading. This was done by phone or email contact, by leaving an excessive water usage card or by talking to the property owner directly on site if seen by the meter reader.

The Deputy Chief Executive advised that he would follow up the facts of this matter with the Utilities Manager and arrange for a report to be made back to Mrs Dargaville.

### **Kotukutuku Gully Project**

Jim Russell introduced himself and spoke on behalf of the volunteer members of the 'Kotukutuku Gully gang'. He outlined that over recent months a lot of time and effort had been committed to clearing and maintenance work in the Kotukutuku Gully with volunteers using their own equipment in general maintenance and the continuing fight to the beat weed growth.

Mr Russell acknowledged the work of Trevor Hughes who had started the Kotukutuku Gully project to bring it to the standard it was now at. In recognition of Trevor's commitment to this community project there was to be a surprise morning tea held at the gully at 10:00am on Saturday 10 December 2016 followed by a walk through the gully to showcase the work that had been done.

The Chairperson thanked Mr Russell for his attendance and advised that the Community Board Grant application by the Kotukutuku Gully Project Team was to be considered later in the meeting.

**Resolved:** Member Cantlon / Councillor Scrimgeour

*THAT the meeting be re-convened in formal session at 7:22pm.*

### MC1.3 **Presentation**

The Board considered a presentation by Justin Rae (Community Engagement Manager) and Cara Phillips (Project) from Safe Roads Alliance, New Zealand Transport Agency, in regard to State Highway 33 Te Ngae to Paengaroa - Proposed Road Safety Improvements.

The following topics were noted and discussed:

- The Problem - road crashes were a major cause of preventable injury and death - Nationwide there were over 320 deaths per year with approximately 27 per month.
- The Government Road Safety Strategy was - a simple mistake shouldn't cost a life. There was a fundamental shift from a roading system designed for vehicles to a roading system designed for people.
- A holistic approach included:
  - safe roads and roadsides
  - safe speeds
  - safe vehicles
  - safe road use
- A safe road system that increasingly free of death and serious injury
- The Safe Roads Alliance would deliver over \$600 million of safety improvements to make roads and roadside safer across the highways network, over a six-year period.
- The goal was to prevent 900 death and serious injuries and to improve the safety rating of state highways.
- Making Roads safe by using engineering treatments such as:
  - flexible road safety barriers
  - widening centrelines
  - shoulder widening
  - rumble strips, signs and road markings
  - review of speed limits
- Head-on and run-off crashes account for 75% of crashes where people were killed or seriously injured
- Major improvement projects in the area are:
  - SH30 TeTeko to Awakeri
  - SH34 SH30 to Kawerau
  - SH33 Te Ngae to Paengaroa
  - SH30 Te Nga/Owhata
  - SH2 Waihi to Omokoroa
  - SH5 Tarukenga to Ngongotaha
  - SH2 Wainui Road to Opotiki

The Safe Roads Alliance engagement approach would be asking local communities how they use the road and seek local input into design solutions.

It was suggested that the Safe Roads Alliance personnel consult with the local volunteer fire brigades in the areas they were visiting and they would be able to give first hand experience of call outs to road accidents and specific black spot areas.

**Resolved:** Members Clark / Cantlon

*THAT the presentation from the New Zealand Transport Agency be received.*

MC1.4 **Minutes of Meeting No.MC-IN of the Maketu Community Board held on 10 November 2016**

The Board considered the minutes of meeting MC-IN of the Maketu Community Board held on 10 November 2016 as circulated with the agenda.

**Resolved:** Member Clark / Councillor Scrimgeour

*THAT the minutes of Meeting No. MC-IN of the Maketu Community Board held on 10 November 2016 as circulated with the agenda be received and confirmed as a true and correct record.*

MC1.5 **Appointment of Board Members on Outside Bodies**

The Board considered a report from the Democracy Management Advisor dated 3 November 2016 as circulated with the agenda.

The Board noted that the structure of the Maketu Projects Team was currently under review and Chairperson Beech would take up appointment to this group in the interim period until the outcome of the review was advised in the New Year.

**Resolved:** Councillor Marsh / Member Cantlon

1. *THAT the Democracy Advisor's report dated 3 November 2016 and titled "Appointment of Maketu Community Board Members on Outside Bodies" be received.*

2. *THAT Maketu Community Board members be appointed to outside bodies as follows:*

- *Eastern (Te Puke) Safer Communities Committee* *Rachel Clark*
- *Maketu Estuary / Kaituna River Management Workshop* *Shane Beech*
- *Maketu Projects Team* *Shane Beech*

MC1.6 **Chairperson's Report**

The Board considered a report from the Chairperson dated 21 November 2016 as circulated with the agenda.

**Upgrade of Central Business District**

The Reserves and Facilities Manager had reported that the contractor for the work to be undertaken between the Fish and Chip Shop and the Information Centre had started with a completion date of 20 December 2016 advised.

MC1.6.1 **Future Development of newly purchases Council Section in the Maketu CBD**

The Board would like to see the newly purchased Council property at No.7 Little Waihi Road turned into a greenspace that was clearly identifiable by the public until the future development of the area was confirmed.

To undertake remediation of the area that Board would like to see:

- Removal of the old tin/wooden fence
- Removal of the concrete slab and tree stump
- Removal of the concrete mowing strip.

With the following new work to be undertaken:

- A new wooden fence installed along the western boundary and the boundary between the Maketu community centre property and the Te Arawa Trust section
- Bollards installed along the eastern and norther boundary to prevent vehicle access.

Staff advised that the supply and installation cost of approximately 150 bollards and 70 metres of new fencing was estimated to be \$15,000 (based on recent quotes obtained for other similar work). Once funding was approved staff would work with the Board to get the project implemented.

Staff advised that in the meantime arrangements had been made to remove the old concrete slab and mowing strip, with the removal of the tree stump also programmed. This component of the work was being funded by the District Reserves budget.

Member Cantlon suggested that the old tin fence be re-rolled, coated and put into storage.

**Resolved:** Members McFadyen / Cantlon

*THAT the Maketu Community Board approve funding up to \$15,000 for the identified upgrade work required at No.7 Little Waihi Road, allocated from the Maketu Community Board Reserve Account.*

MC1.6.2 **Future Car Parking Arrangements**

The Deputy Chief Executive advised that parking arrangements for the Hauora building were being discussed with owner/occupiers of the building which would see the development and enhancement of the corner site opposite the Hauora on Wilson Road by the roundabout providing parking for the users of the building and for the general public. Two disability car park spaces would be identified and allocated within the Maketu Community Centre parking area.

### MC1.6.3 **Funding for Projects at Maketu - White Fence/Seat along Beach Road**

The re-construction to replace the old existing white fence on the reserve area along Beach Road was to be undertaken to provide a new white post and rail fence/seat with machined treated H5 timber, stainless steel fittings, concrete posts and reflectors on each post. The work would be undertaken by a local contractor and completed before Christmas.

The Board stated that while they were happy that the work was to be done they had not had any prior consultation in regard to the price or advice on who was to undertake the work.

The Deputy Chief Executive explained that in this case a known contractor was available and had been used for the work to ensure expediency and have the job completed before Christmas.

**Resolved:** Members Cantlon / Beech

*THAT the Maketu Community Board fund up to \$8,000 for the construction of a new white fence/rail/seat on the reserve area by the Maketu Surf Club allocated from the Maketu Community Board Reserve Account.*

### MC1.6.4 **Maketu Project Team - Cycleway into Maketu**

The Board received a letter from the Chairperson of the Maketu Project Team suggesting that the proposed cycleway into Maketu be on the right-hand-side of entrance road into Maketu. Board members concurred with the viewpoint put forward by the writer. The Chairperson advised that he had met with a group to discuss the Whakapoukorero Te Arawa Wetland Revised Work Plan 2016 - 18 that set out the priority actions to be undertaken in terms of the biodiversity management of the wetland areas in the vicinity of Maketu.

The biodiversity management plan showed future development of the wetland areas on the right-hand roadway entrance into Maketu. It was suggested that a cycle way be built on this side of the road would be more suitable rather than a cycleway negotiating around the power poles on the opposite side of the road.

Regular local cycle groups had been approached and asked if they would use a cycle trail on the left-hand side of the Maketu entrance roadway and they had indicated that they would not. It was noted that more experienced cyclists tended to use developed roadways while more recreational cyclists groups used designated cycleways.

The Deputy Chief Executive advised that designated cycleways were being developed across the district with more focus on recreational destination cyclists. The safety of cyclists using designated cycleways was paramount and the proposed route had been designed with this in mind.

The Deputy Chief Executive advised that he would liaise with Pim de Monchy from the Bay of Plenty Regional Council and representatives from the Maketu Projects Team in regard to the proposed wetland future developments in the area.

#### MC1.6.5 **Kotukutuku Gully Update**

The Board received an update report from Trevor Hughes in which he advised the Board that due to ill health he was stepping aside from his lead role within the Kotukutuku Gully Project.

**Resolved:** Members McFadyen / Cantlon

*THAT the Maketu Community Board send a letter to Trevor Hughes acknowledging his work and commitment to the Kotukutuku Gully and the community of Maketu.*

**Resolved:** Members Beech / Marsh

*THAT the Chairperson's Report to the Maketu Community Board for December 2016 be received.*

#### MC1.7 **Councillor's Report**

The Board considered a report from Councillor Marsh dated 25 November 2016 as circulated with the agenda.

**Resolved:** Councillor Marsh / Member Beech

*THAT the report from Councillor Marsh dated 25 November 2016 be received.*

#### MC1.8 **Community Board Grant Application**

The Board considered a report from the Democracy Advisor dated 17 November 2016 as circulated with the agenda.

The Board considered a Community Grant Application from the Kotukutuku Gully Project Team for funding for the purchase of an additional weedeater for the management of weed eradication in the gully.

The Board was advised that most of the volunteers used their own equipment when working in the gully, and the acquisition of a extra weedeater would assist greatly in the general maintenance and weed control of the area.

**Resolved:** Members Cantlon / McFadyen

1. *THAT the report from the Democracy Support Officer Community dated 17 November 2016 titled Community Grant Applications – December 2016 be received.*
2. *THAT the Maketu Community Board approve the following grants to be funded from the Maketu Community Board Grants 2016/2017 Account subject to all accountabilities being met.*

*Kotukutuku Gully Project Team      \$1,132.00*

MC1.9

**Local Government New Zealand - Call for Nominations for the Elections of the New Zealand Community Boards' Executive Committee (NZCBEC)**

The Board considered a report from the Democracy Advisor dated 14 November 2016 as circulated with the agenda.

**Resolved:** Member Beech / Councillor Marsh

1. *THAT the report from the Democracy Advisor dated 14 November 2016 regarding Local Government NZ - Zone 2 representation be received.*
2. *THAT the information from Local Government New Zealand be received.*

MC1.10

**Infrastructure Services Report Maketu - November 2016**

The Board considered a report from the Deputy Chief Executive dated 21 November 2016 as circulated with the agenda.

**Minute Action Sheets**

MC1.10.1

**Lynhurst Avenue - Stormwater Run-off**

The Board requested an update on the status of the Lyndhurst Avenue stormwater problems that were raised earlier in the year.

MC1.10.2

**Maketu Sport Ground Reserve Entrance/Footpath Upgrade**

The Board was advised that the work had been completed, with some more metalling and a load of topsoil to be spread to finish the job off.

**MC1.10.3 Entranceway to the Kohunga Reo**

The Board understood that the entrance area by the Kohunga Rea was to be tidied and levelled to encourage people using the Kohunga Reo to park on the designated area, rather than parking on the footpath when dropping off or picking up children from the facility.

A check will be made on the work yet to be done on this and the Reserves and Facilities staff would be requested to talk to the Kohunga Reo users to convey the message to use the off road parking area rather than parking on the footpath.

**MC1.10.4 Town Point Road Footpath Update**

The Chairperson stated that he was very disillusioned in regard to the lack of progress on the Town Point Road footpath. The Deputy Chief Executive advised that Council continued working with the Historic Places Trust to resolve any outstanding requirements.

**MC1.10.5 Pampas Removed**

The Board recorded their frustrations in the overall management relating to pampas removal at Maketu had been handled. A site inspection with Westlink staff and Western Bay District Council staff held in November identified sites that were to be sprayed, followed by mulching had not been done. If spraying had been done it had been extremely ineffective. The large stumps of pampas that were to be ground down have not been touched. A map had been submitted that identified the plants by number that required action had been ignored and the overall eradication process of pampas at Maketu had had no effect at all.

**Resolved:** Members Beech / Cantlon

*THAT the Deputy Chief Executive's Report dated 21 November 2016 and titled Infrastructure Services Report and Minute Action Sheet Report Maketu November 2016 be received.*

**MC1.11 Financial Report Maketu - September 2016**

The Board considered a report from the Financial Accountant dated 10 November 2016 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / McFadyen

*THAT the Financial Accountant's report dated 10 November 2016 and titled "Financial Report Maketu - September 2016" be received.*

**MC1.12 Draft Annual Budget 2017/2018**

The Board considered a report from the Democracy Advisor dated 8 November 2016 as circulated with the agenda.

**Resolved:** Members Beech / MacFadyen

1. *THAT the report from the Democracy Advisor dated 8 November 2016 and titled Draft Annual Budget be received.*
2. *THAT it be recommended to the Long Term and Annual Plan Committee that the Maketu Community Board Draft Annual Budget be:*

<u>Operating Costs</u>	2018	2019	2020	2021	2022	2023	2024	2025
<b>By Law Enforcement</b>	0							
<b>Contingency</b>	17,000							
<b>Grants</b>	5,000							
<b>Mileage Allowance</b>	1,000							
<b>Security</b>	2,000							
<b>Salaries</b>	<i>Determined by Remuneration Authority</i>							
<b>Inter Department Charges</b>	<i>Determined by Overhead Costs Allocated</i>							
<b>TOTAL OPERATING COSTS</b>								

3. *THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.*

**MC1.13 Council, Standing Committee and Community Board Meetings**

The Board considered a schedule of meetings for the months of November and December 2016 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / Member Beech.

*THAT the schedule of meetings for November and December 2016 be received.*

The meeting concluded at 9:07am.

Confirmed as a true and correct record.

\_\_\_\_\_  
S Beech  
Chairperson  
Maketu Community Board

\_\_\_\_\_  
Date

## Western Bay of Plenty District Council

**Minutes of Meeting No. TP1 of the  
Te Puke Community Board held on 8 December 2016  
at the Te Puke Library and Service Centre  
commencing at 7:00pm**

### **Present**

Members P Miller (Chairperson), B Button (Deputy Chairperson), J Dugmore and Councillors G Dally and J Scrimgeour

### **In Attendance**

M Potton (Chief Finance Officer), P Clark (Development Engineering Manager) and A Alty (Democracy Advisor)

### **Others**

His Worship the Mayor Garry Webber, Adam Francis representing NZTA, two representatives from Safe Roads Alliance as named in the minutes, five members of the public and one member of the press

#### TP1.1

#### **Community Board Delegations**

The Board considered a report from the Democracy Management Advisor dated 4 November 2016 as circulated with the agenda.

**Resolved:** Member Button / Councillor Dally

1. *THAT the Democracy Advisor's report dated 4 November 2016 and titled "Te Puke Community Board Delegations 2016-2019 Triennium" be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*

3. *THAT for the 2016-2019 triennium, Council's delegations to the Te Puke Community Board be as follows:*

*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 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 respective communities to promote public participation and communication within respective communities*
- *To undertake tasks, powers and functions as may be 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 have input into Council and its Committees on issues and plans affecting the respective communities*
- *To provide an effective mechanism for community feedback to Council*
- *To receive reports from Council appointees on Council matters relevant to the Community Boards.*

TP1.2

**Adoption of Standing Orders 2016-2019 Triennium**

The Board considered a report from the Democracy Management Advisor dated 29 November 2016 as circulated with the agenda.

In considering Council resolutions on its Standing Orders it was noted that the Standing Orders presented for the Board to consider were written specifically for Community Boards and did not include some provisions which were not necessary for them (such as Mayoral Powers). Following were the items Council adopted and some recommendations for the Boards in considering these in relation to the Board Standing Orders.

**Resolved:** Councillor Scrimgeour / Member Button

1. *THAT the Democracy Management Advisor's report dated 29 November 2016 and titled Standing Orders 2016-2019 Triennium be received.*
2. *THAT pursuant to Clause 27 of Schedule 7 of the Local Government Act 2002 the Te Puke Community Board adopts the Western Bay of Plenty District Council Community Board Standing Orders 2016 as attached to this report, with the following amendments:*

**Resolved:** Councillor Scrimgeour / Member Button

**Standing Order 12.7 - 12.16 - Remote Meeting Attendance**

*Include proposed Standing Orders 12.7 through to 12 .16 to create the option for remote meeting attendance*

**Resolved:** Councillor Dally / Member Dugmore

**Standing Order 14 - Public Forum***4.5 - Recording and Responding to Public Forum Matters*

*Brief notes may be kept of matters raised in public forum. Matters for action will be referred through the service request system, while those requiring further investigation may be referred to the Chief Executive Officer for further report. If no resolution referring a request for further report is made no further action will be taken on those matters which are not service requests.*

**Resolved:** Councillors Scrimgeour /Dally

**Standing Order 18.3 - Chairpersons Casting Vote**

*SO18.3 - Chairperson has a casting vote*

**Resolved:** Councillor Dally / Member Dugmore

**Standing Order 21 - General procedures for speaking and moving motions**

*Standing Orders 21.1 to 21.4 are amended such that only Option C remains*

**Resolved:** Councillor Scrimgeour / Member Button

**Standing Order 22.5 - Amendments to be relevant and not direct negatives**

*Amend Standing Order 22.5 to read:*

*22.5 - Amendments to be relevant and not direct negatives*

*Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost, nor can they be a direct negative to the original motion. Any amendment which, if carried, would have the effect of defeating the original motion is a direct negative and is therefore not allowed.*

**Resolved:** Member Button / Councillor Scrimgeour

**Editorial Delegation - Chief Delegation**

*THAT the Chief Executive Officer be delegated the authority for minor editorial changes as required such as number correction.*

**Public Forum**

**Resolved:** Member Miller / Councillor Dally

*That the meeting adjourn for purpose of public forum.*

Karyl Gunn-Thomas spoke to the Board and raised a number of topics:

**Sandpit at Jubilee Park**

Mrs Gunn-Thomas advised that at no stage had she been involved in any decisions or outcome relating to the recently installed sandpit at Jubilee Park. She believed it was a "fabulous addition to the other playground amenities."

**Te Puke Toy Library Play Equipment for Sand Pit**

Mrs Gunn-Thomas provided the Board with a pamphlet showing some play equipment suitable for children six months and older that could be installed at the Jubilee Park Playground. The Board received the information and this would be included in the Chairperson Report for the Board's consideration at their first business meeting in 2017.

**Appointment to Outside Bodies**

Mrs Gunn-Thomas noted that the item Appointment to Outside Bodies was included in the agenda under Item TP1.6 and she asked the Board to give consideration to the forthcoming election and the appointment of positions at this time.

**Setting the Budget**

Mrs Gunn-Thomas asked the Board to "be mindful that the in setting the Budget any unallocated funds go to the Board Reserve Account and it was not beneficial to the ratepayer to be banking funds."

**Proposal to Reduce meetings from Eight to Four Times a Year**

Mrs Gunn-Thomas noted the Chairpersons comment in his report that it was "important to consider this option" not only by the Community Board but also engaging with the community before making a decision on this proposal.

**Empowerment New Zealand Charitable Trust**

Sue Wilks introduced herself as Chairperson of Empowerment New Zealand Charitable Trust Te Puke which was now operating in the community. She noted that she had been moved to tears with the generosity of giving from the Te Puke community. She informed the Board of increasing problems of homelessness in Te Puke saying that daily inquiries were being received from people who had no where to live and no where to go.

Ms Wilks was advised to contact the Western Bay of Plenty District Council Office and make inquiries in regard to the availability of Council pensioner housing units in the area.

**Resolved:** Member Button / Councillor Dally

*That the meeting resume in formal session 7:32pm.*

## TP1.3

**Presentation**

The Board considered a presentation by Cara Phillips (Project) and Jothan Alex from - Safe Roads Alliance, New Zealand Transport Agency, in regard to State Highway 33 Te Ngae to Paengaroa - Proposed Road Safety Improvements. The following topics were noted and discussed:

- The Problem - road crashes were a major cause of preventable injury and death - Nationwide there were over 320 deaths per year with approximately 27 per month.
- The Government Road Safety Strategy was - a simple mistake shouldn't cost a life. There was a fundamental shift from a roading system designed for vehicles to a roading system designed for people.
- A holistic approach included:
  - Safe roads and roadsides
  - Safe speeds
  - Safe vehicles
  - Safe road use
- A safe road system that increasingly free of death an serious injury
- The Safe Roads Alliance would deliver over \$600 million of safety improvements to make roads and roadside safer across the highways network, over a six-year period.
- The goal was to prevent 900 death and serious injuries and to improve the safety rating of state highways.
- Making Roads safe by using engineering treatments such as:
  - flexible road safety barriers
  - widening centrelines
  - shoulder widening
  - rumble strips, signs and road markings
  - review of speed limits
- Head-on and run-off crashes account for 75% of crashes where people were killed or seriously injured
- Major improvement projects in the area are:
  - SH30 TeTeko to Awakeri
  - SH34 SH30 to Kawerau
  - SH33 Te Ngae to Paengaroa
  - SH30 Te Nga/Owhata
  - SH2 Waihi to Omokoroa
  - SH5 Tarukenga to Ngongotaha
  - SH2 Wainui Road to Opotiki

The Safe Roads Alliance engagement approach would be asking local communities how they use the road and seek local input into design solutions.

It was suggested that the Safe Roads Alliance personnel consult with the local iwi and visit each of the marae, particularly at Waitangi. The Western Bay of Plenty District Council Development Engineering Manager advised the presenters that he had been working with various iwi and hapu groups at Waitangi to put in place a 50 km/h speed zone through Waitangi taking into account the form and function of the highway. This was being undertaken in consultation with the New Zealand Transport Agency and

with reference to the new speed management guidelines, that were to be implemented across the country.

The Development Engineering Manager advised the Safe Roads Alliance personnel that they needed to be proactive in their approach to the local iwi groups and speak to them on their marae.

A Board member commented that implementing a reduction in the speed limit often caused frustration on the roadway against people who drove at the reduced limit, as most people drove over the speed limit. The Development Engineering Manager advised that, along with reducing a speed limit, there would also be a change in the roadway environment that would assist in developing a change in driver behaviour and consideration, particularly when travelling through Waitangi.

The Board agreed that it was one thing to change the driving environment, but it was another to change the mindset of drivers and there needed to be a focus on people driving safely and observing the speed limits at all times.

**Resolved:** Members Button / Dugmore

*THAT the presentation from the New Zealand Transport Agency be received.*

TP1.4

**Minutes of Meeting No.TP-IN of the Te Puke Community Board held on 10 November 2016**

The Board considered the minutes no. TP-IN of the Te Puke Community Board for the meeting held on 10 November 2016 as circulated with the agenda.

**Resolved:** Members Button / Dugmore

*THAT the Minutes from meeting no. TP-IN of the Te Puke Community Board held on 10 November 2016 as circulated with the agenda, be confirmed as a true and correct record.*

TP1.5

**Appointment of Te Puke Community Board Members on Outside Bodies**

The Board considered a report from the Democracy Management Advisor dated 3 November 2016 as circulated with the agenda.

The Chairperson outlined the association of Board Members with outside community bodies where a board member was a representative and provided a report back to the Community Board. The Board would discuss the future appointments at a workshop to be held after the forthcoming by-election position had been confirmed.

**Resolved** Councillors Dally / Scrimgeour

1. *THAT the Democracy Advisor's report dated 3 November 2016 and titled "Appointment of Te Puke Community Board Members on Outside Bodies" be received.*
2. *THAT, in light of the pending by-election for an additional Te Puke Community Board member, the appointment to outside bodies be held over until the first business meeting in 2017, with the exception of confirmation of the appointment of the Chairperson, (by position) to the Dr. Leonard Randell Memorial Scholarship Trust.*

**TP1.6 Chairperson's Report**

The Board considered a report from the Chairperson dated 21 November 2016 as circulated with the agenda.

**TP1.6.1 Jellicoe Street Upgrade**

The Development Engineering Manager advised that the main street development contractors had cleared the respective work areas prior to the Christmas break and would be back on-site in the New Year. The traffic was flowing through the township comfortably with completion still some time away. The Development Engineering Manager was confident once the routes were adapted to, people would have more understanding of the flow and safety aspects put in place. A public information flyer had been sent out advising the new roading work in Te Puke township was for improving safety for all users with a more attractive, community focused town centre that locals and visitors alike could take pride in and enjoy.

The lack of parking was causing frustrations but this was not caused by any changes to the roadway, rather the immense growth in through traffic and population over the immediate region over the past year. It was important to note that a parking review for Te Puke was to be undertaken in 2017.

**TP1.6.2 Jubilee Park Developments**

The Chairperson noted that the newly installed BBQ on Jubilee Park was being used on a regular basis and the overall park was looking good.

Work on the Jubilee Park Skatepark project was going well.

**TP1.6.3 Flag Trax System**

The Board was advised that installation of the FlagTrax system had been delayed until mid January. The designs for the new flags to be installed on the new FlagTrax system would be discussed at a Board workshop. The

Board was happy for Councillor Dally to continue to work on the designs for the flags using the Portraits of Our Place themes incorporating the Te Puke 'Kiwifruit Capital of the World' and possibly the new EPIC logo.

The initial flag designs should be referred to the Community Engagement Management Team at Western Bay of Plenty District Council for final approval with printing and costs arranged by the Community Engagement team in line with Council's standard procurement policy and process.

#### TP1.6.4 **Proposed Name Change for Collins Road East**

The Board considered a request to change the road name of Collins Lane East submitted by a property owner and supported by adjoining neighbours along the lane. The submitters outlined that they were plagued by heavy traffic and other vehicles trying to access the large pack house on the northern boundary of the lane, despite a notice at the bridge advising that there was no access to the facility.

The current Collins Road East address also created confusion for emergency vehicles needing to access the immediate lane.

Board members felt that they needed more information in regard to this request before they could make an informed decision. Board members would also take the opportunity to meet and discuss this item further with the submitter and adjoining neighbours.

**Resolved:** Councillor Scrimgeour / Member Miller

*THAT the Board request a full report from staff in regard to the requested road name change for consideration at the next Community Board meeting to be held in the New Year.*

#### TP1.6.5 **TPEDG Economic Development Group Members Subscription**

##### **Declaration of Interest**

Councillor Dally and Board Chairperson Miller declared an interest in this item as representative members to the Te Puke Economic Development Group.

The Board received for consideration an account for a strategic partnership membership fee to the Te Puke Economic Development Group (TPEDG) of \$750 + GST for the period 1/04/2016 to 3/03/2017.

Board Member Dugmore questioned the cost of the subscription fee and asked why did the Board have membership to the TPEDG.

The Chairperson explained that since the inception of the Te Puke Economic Development Group, the Te Puke Community Board had had a strategic partnership membership and had felt that the group had been of value to

the community. The TPEDG were not specifically asking for money from the Board, the account was for an annual subscription fee.

**Resolved:** Councillors Scrimgeour / Member Dugmore

*THAT the renewal of the annual subscription fee to the Te Puke Economic Development Group of \$750.00 + GST for the period 1/04/2016 to 3/03/2017 be held over at this time for further consultation after the new member from the forthcoming by-election had been confirmed and was able to participate in a workshop to discuss this item.*

#### TP1.6.6

#### **Correspondence**

The Board received the following items of correspondence:

- Thank you letter from the Nga Wahine Toa O Tapuika me Waitaha Group for the Board's contribution to assist their members' attendance at a First Aid certification course
- Thank you letter from Te Puke Community Patrol for the recent Community Board Grant allocation
- Thank you letter from Shay Watson the 2016 recipient of the Dr. Leonard Randell Memorial Scholarship Award
- Thank you card from the Te Puke Junior Football in regard to the lighting installed at the Jubilee Park training area.

#### TP1.6.7

#### **Frequency of Board Meetings**

The Chairperson expressed his concern in regard to the proposed change to the frequency of Community Board meetings being reduced from eight to four meetings a year.

The proposal before Council indicated that there would be four Community Board meetings a year which would be interspersed with community forums and workshops.

The question was asked if eight meetings had been too many and would four be too little. The four proposed meetings would have to take into account the community forums, engagement and workshop meetings that may be held in between the more formal four meetings. The formal meetings would have to include items for consideration such as Community Board grants to fall within the planning cycle for the financial year. Annual Plan submission timeframes would also need to be considered.

If there was to be four formal meetings and four informal forum meetings then that gave eight meetings a year.

The community forum meetings may have a significant wider reach out into the community with more people participating in a less formal situation thus strengthening overall community engagement.

It was felt that more thought needed to be given to the future community forums and community consultation meetings and this would be discussed at the Boards next workshop.

**TP1.6.8 2016-2019 Elected Members Induction Programme**

The Chairperson acknowledged the depth of the induction programme set up for new and returning elected members for the 2016-2019 triennium. The programmes undertaken had been rewarding and insightful and the quality of presenters and information given extremely educational.

**Resolved:** Members Miller / Button

*THAT the Te Puke Community Board Chairperson's Report dated 21 November 2016 be received.*

**TP1.7 Councillor's Report**

The Board considered a report from Councillor Scrimgeour dated 25 November 2016 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / Member Miller

*THAT the report from Councillor Scrimgeour dated 25 November 2016 be received.*

**TP1.8 Local Government New Zealand - Call for Nominations for the Elections of the New Zealand Community Boards' Executive Committee (NZCBEC)**

The Board considered a report from Democracy Advisor dated 14 November 2016 as circulated with the agenda.

**Resolved:** Councillors Dally / Scrimgeour

*1. THAT the report from the Democracy Advisor dated 14 November 2016 regarding Local Government NZ - Zone 2 representation be received.*

*2. THAT the information from Local Government New Zealand be received.*

**TP1.9 Infrastructure Services Report Te Puke - November 2016**

The Board considered a report from the Deputy Chief Executive dated 17 November 2016 as circulated with the agenda.

TP1.9.1            **Emergency Management - Development of a Te Puke Emergency Response Plan**

The Chairperson was aware that Te Puke was one of the few communities in the Western Bay of plenty District Council that did not have a specific current Emergency Response Plan.

This needed to be emphasised and discussed at a workshop in the New Year to ensure that an Emergency Response Plan for Te Puke was put in place. The Deputy Chief Executive would be requested to contact the Emergency Management Manager Planning and Development to further assist the Board in formulating their community response plan.

TP1.9.2            **Community Rooding Account**

For the benefit of the new members, the Chairperson advised that the Board would not have any footpath funding available until the final repayment of the current Community Rooding Loans being at end of 2017 and the end of 2018 respectively. There would then be funding available again for new footpaths to be developed. General footpath maintenance was funded by District wide funding and local improvements continued under the normal course of work and level of service as specified in the One Network Maintenance Contract.

**Resolved:**            Councillor Dally / Member Button

*THAT the Deputy Chief Executive's Report dated 15 November 2016 and titled Infrastructure Services Report and Minute Action Sheet Report Te Puke - November 2016 be received.*

TP1.10            **Financial Report Te Puke - September 2016**

The Board considered a report from the Financial Accountant dated 10 November 2016 as circulated with the agenda.

**Resolved:**            Councillors Dally / Scrimgeour

*THAT the Financial Accountant's report dated 10 November 2016 and titled "Financial Report Te Puke – September 2016" be received.*

TP1.11            **Draft Annual Budget 2017/2018**

The Board considered a report from the Democracy Advisor dated 8 November 2016 as circulated with the agenda.

The Chief Finance Officer reminded the Board that they needed to consider the total of their operating budgets for costs that they had direct control over. The Board should not be rating for costs for which there were no specific future projects committed.

Costs could be built up for specific projects, but this has to be clearly identified in the annual draft budget put forward by the Community Board.

It was the view that the Te Puke Community Board Contingency Account be reduced to \$1,000 with the balance of the 2018 Draft Annual Budget figures remaining.

**Resolved:** Councillors Dally / Scrimgeour

1. *THAT the report from the Democracy Advisor dated 8 November 2016 and titled Draft Annual Budget be received.*
2. *THAT it be recommended to the Long Term and Annual Plan Committee that the Te Puke Community Board Draft Annual Budget be:*

<b>Operating Costs</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Conference Expenses</b>	2,000							
<b>Contingency</b>	1,000							
<b>Grants</b>	11,000							
<b>Mileage Allowance</b>	2,000							
<b>Security</b>	2,000							
<b>Street Decoration</b>	10,000							
<b>Salaries</b>	<i>Determined by Remuneration Authority</i>							
<b>Inter Department Charges</b>	<i>Determined by Overhead Costs Allocated</i>							
<b>TOTAL OPERATING COSTS</b>								

3. *THAT this report relates to issues which are not considered significant in terms of Council's Policy on Significance.*

#### TP1.12

#### **Council, Standing Committee and Community Board Meetings**

The Board considered a schedule of meetings for the months of November and December 2016 as circulated with the agenda.

**Resolved:** Members Dugmore / Button

*THAT the schedule of meetings for November and December 2016 be received.*

In closing the Chairperson thanked all members and those in attendance and extended season's greetings to all.

The meeting concluded at 9:35pm.

Confirmed as a true and correct record.

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P Miller  
Chairperson  
Te Puke Community Board

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Date

TP1

## Western Bay of Plenty District Council

### Council

## Engagement options for the Annual Plan 2017/18

### Purpose

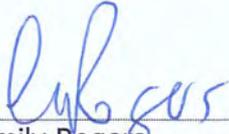
The purpose of this report is to seek a resolution by Council on the level of community engagement it considers appropriate for the Annual Plan 2017/18. This report completes the pro forma agenda report with information obtained and directions received from the Council workshop on 8 December 2016, which focused on preliminary considerations for the Annual Plan 2017/18.

### Recommendation

- 1. THAT the Policy and Planning Manager's report dated 9 December 2016 and titled Engagement Options for the Annual Plan 2017/18 be received.**
- 2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.**
- 3A. THAT Council considers that there are no material or significant differences from the Long Term Plan for 2017-18, and therefore will not consult on the Annual Plan 2017-18, pursuant to section 95(2A) of the Local Government Act 2002.**

**OR**

- 3B. THAT Council will undertake consultation in accordance with section 82 of the Local Government 2002 on its Annual Plan 2017/18 pursuant to section 95(2) of the Local Government Act 2002, as it considers that the following matters are material or significant differences from the Long Term Plan for 2017/18:**
  - [XXX]
- 4. THAT staff prepare a communications and engagement plan to give effect to resolution [3A/3B] for approval at the Annual Plan workshop on 1 February 2017.**
- 5. THAT a media release outlining Council's decision on this report is made on 16 December 2016.**



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Emily Rogers  
**Policy and Planning Manager**

## 1. Background

Amendments in 2014 to the Local Government Act 2002 (LGA) mean that Council is no longer required to follow the Special Consultative Procedure (SCP) for the adoption of its Annual Plan. The intent of these changes (in part) was to encourage a greater emphasis on longer-term, strategic decision-making during consideration of the Long Term Plan (LTP) every three years.

Council is required to make a decision as to whether there are any significant or material differences from the content of the LTP for 2017/18. If there are none, then Council is not required to consult.

In the event that Council determines that there are significant or material differences and consultation is required, LGA section 82 provides a greater scope of engagement options than the previous requirement to follow the SCP. Therefore, staff seek a decision from Council as to the level of engagement it considers appropriate for the Annual Plan 2017-18.

Significance is determined using the Significance and Engagement Policy (SEP) (**Attachment One**). For a matter to be deemed 'significant' it needs to be assessed as having a high degree of significance under the SEP.

A matter may be considered 'material' if it could, itself or in conjunction with other differences, influence the decisions or assessment of those reading or responding to the consultation document. The purpose of the Annual Plan consultation document is to provide effective public participation in the decisions relating to Council activities in the coming year and the effects on costs and funding.

If the changes proposed in the Annual Plan are significantly different from the LTP, then Council may also need to implement a LTP amendment. If this is the case, then Council must follow the LGA SCP and produce a single consultation document combining both processes.

Therefore, any changes from what is envisaged in year three of the LTP need to be considered under the following three lenses:

1. Threshold for significance under Council's SEP;
2. Determination of materiality under the LGA; and
3. Threshold for LTP amendment under the LGA.

## 2. Determination of significant or material differences from the Long Term Plan for 2017/18

At the Annual Plan workshop on 8 December 2016, elected members considered a range of preliminary information intended to be used as inputs into the development of the Annual Plan. After considering this information, elected

members determined that there are no matters arising in the Annual Plan for 2017/18 that meet the thresholds for a significant or material difference from the Long Term Plan for 2017/18.

Consequently, elected members gave direction to staff that consultation on the Annual Plan 2017/18 would not be required, pursuant to section 95(2A) of the LGA. Elected members emphasised that in the absence of a formal consultation process, it was imperative that there would be effective communication targeted to each community, on the issues of specific interest to them. There was support for both online and traditional communication methods. Staff indicated that a communications plan could be developed for consideration at a workshop in early 2017, that would be reflective of the direction given by elected members.

### **3. Significance and Engagement**

The Local Government Act 2002 requires a formal assessment of the significance of matters and decisions in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because the requirements for consultation are clearly set out in the LGA. Where it is considered that there are no material or significant differences from the LTP for 2017/18 and consultation is not required, the community will have already had an engagement opportunity through the Long Term Plan 2015-25. The usual feedback channels for residents and ratepayers continue to be available, such as contacting elected members, the Chief Executive or coming to speak at public forums.

### **3. Engagement, Consultation and Communication**

The decision sought by this reports requires Council to determine the appropriate level of engagement for the Annual Plan 2017/18. This decision will be informed by Council's consideration of any potential material or significant differences from the Long Term Plan for 2017/18. Council is not required to undertake any consultation in order adopt the recommendations of this report.

#### 4. Issues and Options Assessment

<b>Option A</b>	
<b>Council considers there are no material or significant differences, and therefore will not consult on the Annual Plan 2017/18</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p>Advantages:</p> <ul style="list-style-type: none"> <li>• Legislation enables Council not to consult where there are no material or significant differences from the LTP</li> <li>• Council is delivering on its LTP – it is 'business as usual'</li> <li>• There is no restriction on disseminating information to communities about projects that will be progressed during 2017/18</li> <li>• Council can inform key stakeholder groups and individuals that ordinarily have an interest in the Annual Plan</li> <li>• Existing opportunities for feedback remain – e.g. speaking at public forum, contacting Elected Members</li> <li>• Elected members, the community and staff can focus on the pre-engagement for the LTP, which offers a broader platform for discussion than the Annual Plan</li> </ul> <p>Disadvantages:</p> <ul style="list-style-type: none"> <li>• Some members of the community may expect Council to consult on its Annual Plan, because that has previously been required by legislation</li> <li>• Any new funding requests will need to be deferred to the LTP</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	If there is no formal consultation process, there will be a significant reduction in staff resources required and costs associated with carrying out consultation for the Annual Plan 2017/18.
<b>Option B</b>	
<b>Council will consult on the Annual Plan 2017/18, as it considers that there are material or significant differences from the LTP</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p>Advantages:</p> <ul style="list-style-type: none"> <li>• Appropriate when there is significant or material differences from the LTP</li> <li>• Enables elected members to test community views where there is a matter requiring feedback and discussion</li> </ul>

	<ul style="list-style-type: none"> <li>The scope of engagement and methods employed can be selected so they are appropriate for the issues being consulted on.</li> </ul> <p>Disadvantages:</p> <ul style="list-style-type: none"> <li>If there are no material or significant differences from the LTP, then there is no clear purpose to the consultation and limited opportunity for those giving feedback to influence</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	Costs are involved if consultation is undertaken – in terms of staff time to run the consultation process (e.g. submission analysis, providing feedback to submitters, undertaking any events) and the collateral produced for the consultation (e.g. consultation document). However, these costs can be managed within existing budgets.
<b>Option C</b> <b>Status Quo</b> <b>No decision is made on whether or not to consult on the Annual Plan 2017/18</b>	
<b>Assessment of option for advantages and disadvantages taking a sustainable approach</b>	<p>Disadvantages:</p> <ul style="list-style-type: none"> <li>If no decision is made, staff will be required to continue to prepare for either eventuality. This could result in wasted resource if, for example, work commences on producing a consultation document and Council subsequently decides not to consult.</li> <li>Lack of clarity for those stakeholders interested in the Annual Plan process.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses</b>	Some costs may be incurred (similar to Option B) as staff prepare for the possibility of consultation.

## 5. Statutory Compliance

The LGA sets out the consultation requirements associated with the adoption of the Annual Plan. The recommendations of this report seek to confirm Council's assessment of whether there are any significant or material differences from the Long Term Plan 2017/18, and consequently the appropriate level of consultation.

The assessment of significance of any differences from the Long Term Plan have been made pursuant to the assessment criteria in Council's Significance and Engagement Policy.

## 6. Funding/Budget Implications

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
Annual Plan production costs	All costs associated with the production of the Annual Plan have been budgeted for.

## Significance and Engagement Policy

### 1. Relevant Legislation

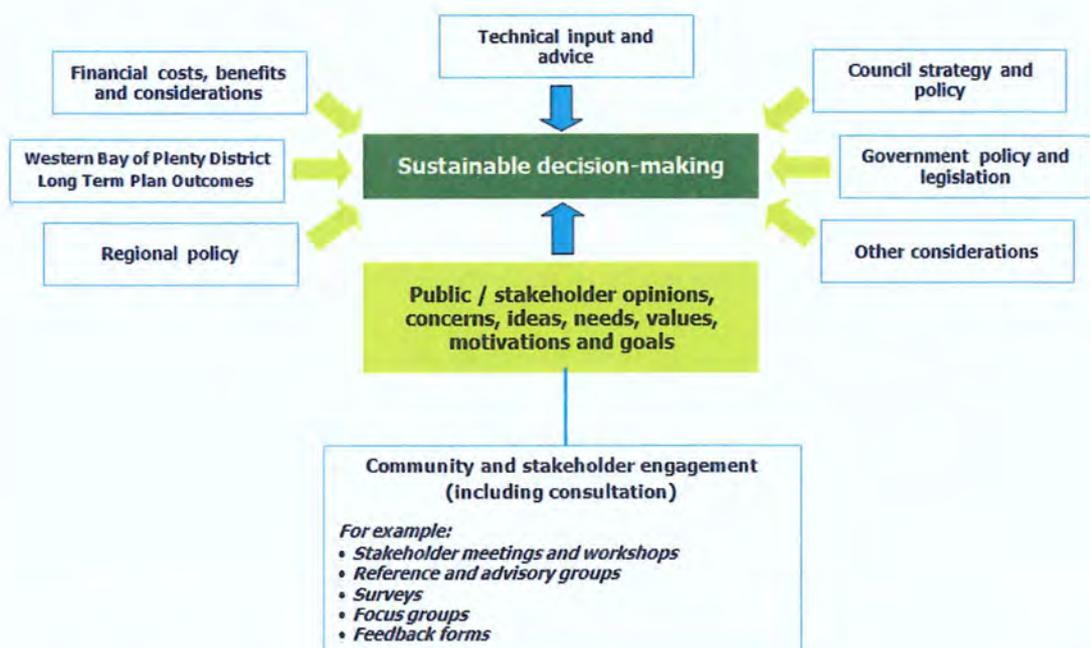
Local Government Act (LGA) 2002.

### 2. Policy Objectives

- 2.1. To enable Council and its communities to identify the degree of significance attached to particular issues, proposal, assets, decisions and activities.
- 2.2. To let communities know how and when they can expect to be engaged in Council's decision-making processes.
- 2.3. To inform Council from the beginning of a decision-making process about the extent, form and type of engagement required.

### 3. Inputs into decision making

- 3.1. One of the key roles of local government is to enable democratic local decision-making and action by, and on behalf of, communities.
- 3.2. While community and stakeholder engagement improves decision-making, it is not the sole input into a decision. As shown in the diagram below, there are a wide range of information sources and perspectives that will inform a council decision. The information sources and perspectives are harnessed and collated which helps make the decision 'sustainable' (i.e. unlikely to require re-visiting due to it being well-informed and well-considered). Decisions are based on a wide range of information sources and perspectives and it may differ from the prevailing public opinion.



# Significance and Engagement Policy ATTACHMENT



## 4. Definitions

<b>Community</b>	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.
<b>Decisions</b>	Refers to all the decisions made by or on behalf of Council including those made by officers under delegation. (Management decisions made by officers under delegation during the implementation of Council decisions will be deemed to be not significant).
<b>Engagement</b>	A term used to describe the process of seeking public input to inform decision making. There is a continuum of community engagement (see Section 3 in Schedule 2 of this policy).
<b>Significance</b>	As defined in Section 5 of the LGA2002 this means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,— <ul style="list-style-type: none"> <li>(a) the district or region:</li> <li>(b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter:</li> <li>(c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.</li> </ul>
<b>Significant</b>	Significant means that the issue, proposal, decision or other matter is assessed as having a high degree of significance.
<b>Strategic asset</b>	As defined in Section 5 of the LGA2002 "in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes— <ul style="list-style-type: none"> <li>(a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and</li> <li>(b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and</li> <li>(c) any equity securities held by the local authority in—           <ul style="list-style-type: none"> <li>(i) a port company within the meaning of the <a href="#">Port Companies Act 1988</a>:</li> </ul> </li> </ul>

## Significance and Engagement Policy

ATTACHMENT



- (ii) an airport company within the meaning of the [Airport Authorities Act 1966](#)".

Council's strategic assets are listed in Schedule 1.

**Subject** Any issue, proposal, asset, decision, activity or other matter that concerns or is before a local authority.

### 5. Policy Criteria and Procedures

#### 5.1. Procedures

- 5.1.1. All decisions will be assessed to determine their level of significance using the policy criteria below.
- 5.1.2. If a subject is affected by one or more of the criteria below, the matter is more likely to have a high degree of significance.
- 5.1.3. The higher the degree of significance of a decision the greater the detail and analysis required to be undertaken, in particular for the:
- identification and assessment of all reasonably practicable options
  - quantification of costs and benefits resulting from the decision to be made
  - information to be considered
  - written records to demonstrate compliance with procedures in relation to the decision.
- 5.1.4. If Council makes a decision that is inconsistent with this policy, the steps identified in Section 80 of the Local Government Act 2002 will be undertaken.
- 5.1.5. When any subject is determined as having a high degree of significance the nature and extent of engagement proposed will be outlined in an engagement plan to be developed by Council. Subjects having a lesser degree of significance may still involve an engagement process in accordance with the appropriate approach outlined in Schedule 2.
- 5.1.6. Certain significant decisions must be provided for in the Long Term Plan. For instance, any significant alteration to the intended level of service provision for a significant activity, or a decision to transfer the ownership or control of a strategic asset to or from the local authority.

#### 5.2. Assessing significance

In assessing the degree of significance of any subject, Council will apply the following criteria:

**Significance and Engagement Policy** ATTACHMENT

1

Criteria	Examples
<b>The number of residents and rate payers affected</b>	<p>High significance: A Local Alcohol Policy can control the number, density and hours of operation of liquor outlets (e.g. pubs, bottle stores) across the District. This policy has the potential to impact on the health and wellbeing of the community (i.e. alcohol related harm).</p> <p>Low significance: 50 metre extension of a walkway.</p>
<b>The extent to which the residents and ratepayers are affected</b>	<p>High significance: Installation of a wastewater scheme into a community e.g. Maketu</p> <p>Low significance: Rural water supply extension.</p>
<b>Whether the subject is likely to impact on future interests of the community</b>	<p>High significance: Building a new library.</p> <p>Low significance: Purchase of balers to compact recycling.</p>
<b>Whether the subject is likely to recognise and provide for Māori cultural values and their relationship to the land and water</b>	<p>High significance: Increasing municipal water takes, dredging of waterways etc.</p> <p>Low significance: Upgrading of a playground.</p>
<b>Whether there is likely to be a high level of community interest in the subject</b>	<p>High significance: Availability of psychoactive substances in the District.</p> <p>Low significance: Changes to the frequency in lawn mowing of reserves.</p>
<b>Whether the subject affects the level of service of a significant activity</b>	<p>High significance: Proposal to increase stormwater infrastructure to a standard that has the capacity to manage a 1 in 50 year rainfall event.</p> <p>Low significance: Reducing inspections of pensioner housing from yearly to once every two years.</p>
<b>Whether the subject has a financial impact on Council or the rating levels of its communities</b>	<p>High significance: Changing from land value to capital value rating of properties.</p> <p>Low significance: Community Board grants</p>
<b>Whether the decision is reversible</b>	<p>High significance: A decision to approve a wastewater system is largely irreversible; in</p>

	that once the system is installed it would be extremely difficult and costly to change the system in the short term.  Low significance: Speed limits.
<b>Whether the likely consequences are controversial</b>	High significance: Local Alcohol Policy  Low significance: Water rates remission policy for water leaks
<b>Whether there is a legal requirement to consult and/or use the special consultative procedure</b>	High significance: Transferring ownership or control of strategic assets.  Low significance: Class 4 TAB Venue Gambling Policy.

### 5.3. Community engagement principles

#### 5.3.1. Engagement will be:

- Meaningful - based on an open mind and willingness to listen.
- Respectful - with the aim of building council-community relationships.
- Supported by the provision of information which is balanced, sufficient and in plain language.
- Inclusive and endeavour to reach all those affected.
- Flexible and tailored to the needs of those who are being engaged.
- Coordinated across Council departments to minimise duplication and engagement fatigue.
- Pragmatic, efficient and value for money.

5.3.2. In considering the nature and extent of community engagement that needs to be undertaken, a range of methods will be identified proportionate to the significance of the subject and the community's preferred ways of engaging with the Council. More detail of community engagement methods is outlined in Schedule 2.

### 6. Policy Review

6.1. This policy will be reviewed every three years following the commencement of a new triennium.

**Significance and Engagement Policy**

ATTACHMENT

**Schedule 1 – List of Strategic Assets**

For the purposes of sections 5 and 76AA(3) of the Local Government Act 2002, Council considers the following assets to be strategic assets:

- The roading network as a whole
- Reserves listed and managed under the Reserves Act 1997 excluding:
  - (a) Reserves identified for investigation for disposal in an adopted Reserve Management Plan
  - (b) Local Purpose Reserves
- Land held under other Acts or as fee simple but listed as reserves or considered as reserves.
- Water reticulation network as a whole
- Wastewater plant and network as a whole
- Stormwater reticulation network as a whole
- Library network
- Pensioner housing network.