

# MEETING — AGENDA —

*Ngā Take*

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Western Bay of Plenty  
District Council

# COUNCIL

*Te Kaunihera*

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**Minute Index and  
Information Pack  
Pikau Korero  
C21**

**Thursday, 1 November 2018**

## Advice to Councillors on Use of Information Packs

Council has agreed that Information Packs will be supplied with the agendas for Council and its Committees as well as Community Boards as required. Members are to present questions in writing on contents, provided these are received 48 hours prior to the meeting (i.e. by 5.00pm on a Monday for a Thursday meeting). A copy of the questions and written replies will be made available to all Members and will be tabled at the meeting.

Any questions received later than the 48 hour deadline will be responded to within five days with copies of both questions and answers circulated to all Members.

All questions to be **emailed** to the relevant Democracy Advisor.

In addition, should a more detailed report or presentation be required on any specific item, Councillors are invited to make an e-mail request to the Chief Executive Officer. Reports or presentations requested will be given at the first available opportunity.

Council	-	Aileen Alty
Community Committee	-	Michelle Parnell
Long Term and Annual Plan Committee	-	Fleur Sweeney
Operations and Monitoring Committee	-	Aileen Alty
Policy Committee	-	Michelle Parnell
Rural Committee	-	Michelle Parnell
All Community Boards	-	Aileen Alty

Please include in any emailed questions and the following references from this Information Pack;

- Title of Item – Page reference for question.

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**Council No. C21**  
**Date Month 2018**  
**Minute Index - Open**

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## Western Bay of Plenty District Council

**Minutes of Meeting No. WB16 of the  
Waihi Beach Community Board held on 8 October 2018  
at the Waihi Beach Community Centre  
commencing at 6.30pm**

### **Present**

Members A Sole (Chairperson), M Roberts (Deputy Chairperson), B Hepenstall, R Parsons and Councillor D Marshall

### **In Attendance**

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

### **Others**

23 members of the public

### **Apologies**

It was noted that Councillor Williams was on a leave of absence.

### **Public Forum**

**Resolved:** Member Parsons /Councillor Marshall

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

The Chairperson clarified the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Waihi Beach Community Board. He invited attending members of the public to take part in the Public Forum

### **Progress on Dog Control / Compliance Monitoring for the Coming Summer**

An inquiry was made regarding progress on dog control and compliance monitoring to be undertaken at Waihi Beach during the 2018/19 summer period. The Chairperson advised

that there were two reports within the agenda – Item WB16.4 Waihi Beach Monitoring and WB16.5 Waihi Beach Animal Services Resource referring to the topic.

### **Dillon Street Car Park**

Kevin Wright expressed his disappointment that the carpark area adjacent to his property on Dillon Street had not been spread with a bit of topsoil and grass seed. The area was muddy in the winter and dry and dusty in the summer and could be improved with minimum effort.

### **Anzac Bay Swale**

Comment was made that the Anzac Bay drainage swale looked to be working well.

### **Water Leaks**

Jim Cowern suggested that Council consider options for the hireage of water crimping tools to enable ratepayers to undertake minimum repairs to any water leaks on their property without incurring the expensive cost of a plumber.

### **Wilson Road Car Park**

It was suggested that the Wilson Road car park needed some 'firming up' in places. The placement of painted parking lines on the surface of the car park would be helpful to alleviate car park congestion in the coming summer.

### **Cycletrack Signage**

Comment was made that the cycletrack signage installed by the dam was confusing.

### **Proposed Kiwi Camp Facility**

Members of the public spoke about the Kiwi Camp facility proposed to be installed at the Waihi Beach Community Centre and voiced a number of concerns.

Holiday Park owners at the meeting advised that they had meet with the Chief Executive Officer and the Mayor about the Kiwi Camp facility and expressed their concerns that there had been no consultation with them or the people of Waihi Beach about the proposal. Even in understanding the tight timeframe for Council to take up the offered Government funding, it was disappointing that no early approaches to those in the associated local camping industry had been made.

Other concerns highlighted were:

- Taking of water - it was reported that people had been seen filling large containers from public water supplies - some were campers some were not. This was wrong - ratepayers had to pay for their water - these people were getting it for free. How would this be monitored?

- Instances of purchasing fake self-contained registration stickers was mentioned. Many vans were 'sleeper vans' and were not self contained.
- Would the public have to put up with seeing campers washing 'hanging about the place'?
- Campers often left rubbish behind when they vacated a site. How would this be monitored?
- Would there be first aid and defibrillator kits and fire extinguishers available at the site?
- Having public showers sited in a public space close to a school and skatepark reserve area was a concern.
- The spacing between vans had to be considered, given hazards of gas cooking – regulations for camping ground state that van should be no less than 3 metres apart.

A member of the public spoke to the meeting noting that he was a freedom camper and a member of the New Zealand Motor Home Association and felt that the proposed Kiwi Camp was a good concept that campers would welcome rather than using sand dune and bush areas which resulted in damage and fouling of public reserves and visitor spots. It was also noted that while freedom campers did not use camping grounds they did spend money at local supermarkets, cafes and restaurants and bars as they travelled around the country.

**A Fact Sheet** about the proposed Kiwi Camp Facility was made available to the public outlining the following information:

- The Kiwi Camp facility can be used by anyone, not just freedom campers.
- Toilets were free for public use.
- The remaining facilities (laundry, showers etc) would be charged on a pay-per-use basis
- The facility was relocatable, so it can be moved.
- The facility could be relocated at the end of summer 2018/19 as soon as the pilot study was complete – to meet MBIE's funding conditions.
- "Surefoot Piles" would be used for the facility's foundations, which would have minimal impact on the car park where it would be installed. If relocated, the car park would be easily reinstated to its original condition.
- The KiwiCamp model allowed for running costs to be recovered through a charge system - Kiwicash - a simple pay-as-you-go cashless solution was easily available for campers to use such facilities.

Freedom Camping rules still apply:

- Only freedom camping at that location within the designated freedom camping area was allowed.
- Self-contained vehicles only. i.e. No tenting and no non-self-contained vehicles would be allowed in that designated space.
- Council was not extending the freedom camping areas, or changing any freedom camping rules anywhere in the district (including that location). Any change would require a change to the Freedom Camping Bylaw.

Additional requirements funded are compactor bins and monitoring:

- Compactor bins would be located at Anzac Bay, Waihi Beach, Tuapiro Point; Omokoroa Domain, Te Puke and Maketu.
- Possible surveillance CCTV sites: Brighton Reserve Waihi Beach, Anzac Bay, Bowentown, Tuapiro Point, Huharua Park and Dotterel Point Pukehina.



#### Timeframe

- MBIE's conditions for funding stipulated the facility had to be implemented by 1 December this year, otherwise Council would lose the \$200,000 grant for the Kiwi Camp facility.
- This was a pilot project - Council must report back to MBIE at the end of summer 2018/19.
- Council was required, under some urgency, to make a decision on whether or not it wished to proceed with the proposal and accept or decline the grant.
- Council's Operations and Monitoring Committee subsequently considered a number of options using a multi-criteria assessment and made a recommendation to Council to establish the facility in the corner of the Waihi Beach Community Centre carpark on a trial basis over the 2018/2019 summer period.
- The Waihi Beach Community Centre site was chosen because there were no planning constraints, there was water and wastewater connections on site and it was the least costly to facilitate installation.
- Council acknowledged there was limited opportunity to undertake community engagement for any of the sites it had assessed.

#### Chosen trial site Waihi Beach Community Centre carpark:

Council did not foresee any significant change to the current situation associated with the use of the available carparks, as the approved freedom camping area was not changing in size.

- The freedom camping carpark sites were not designated solely for freedom campers, therefore they remain available for use by people attending an event at the Community Centre. Effectively the public carpark was available on a first-in-first serve basis.
- If the situation arose where there was an extra-large event and existing car parking would be at capacity, then Council would be happy to consider allowing overflow car parking on the grassed area behind the hall.
- Establishing a Kiwi Camp facility at the site would not necessarily equate to additional freedom campers staying overnight as any freedom camper wishing to freedom camp overnight, would still need to comply with Council's Freedom Camping Bylaw which required any vehicles to be self-contained and only stay for a maximum three nights in any consecutive four-week period in marked areas.
- It was important to recognise that the public carpark in the reserve was available for freedom campers as well as any other member of the public for parking purposes, particularly during the daytime. Parking in the carpark should not be confused with freedom camping in the designated freedom camping area overnight. This applies to all carparks. Daytime parking was not freedom camping.
- The proposed facility includes CCTV cameras that would assist with site monitoring, and would be an increased level of service to what currently occurs for this site. The increased level of monitoring would also assist in monitoring the front of the community hall.
- Over the busy summer period Council's Monitoring and Compliance Contractor would undertake daily monitoring of all freedom camping sites at Waihi Beach.
- Providing the facility, which included pay-as-you-go services, would help with the overall management of freedom camping in the Waihi Beach area at a reduced cost to ratepayers.
- Council acknowledged there would be the loss of a small number of carparks in the corner of the carpark (approximately five), however, it was important to note, that between the carpark off Beach Road and Hillview Road, there are over 100 off-road carparks available to service any event being held at the hall.

### **Volunteer Collection of Roadside/Beach Rubbish**

Thanks were extended to the local people who participated in the recent volunteer rubbish collection. It was noted that there was a lot of glass collected. It was suggested that the Australian model used by some states for refunds for glass return/recycling should be adopted in New Zealand.

### **Street Lights Out in Bowentown**

It was reported that there were four street lights (out of eight) along Bowentown Boulevard that were not working. This had been reported several times and nothing had been done to have the lights repairs.

Staff would investigate why the lights had not been fixed.

### **Representation Review**

Several members of the public congratulated the Waihi Beach Community Board in relation to the recent success of the Representation Review, acknowledging the work of the Board to ensure the continuation of the Board and community representation.

**Resolved:** Members Sole / Parsons

*THAT the meeting be re-convened in formal session at 7.40pm.*

The Chairperson advised that the meeting was now under formal process and members of the public were most welcome to stay but may not interject or speak to Board members during the course of the formal meeting.

### **WB16.1 Minutes of Meeting No. WB15 of the Waihi Beach Community Board Held on 27 August 2018**

The Board considered the minutes no. WB15 of the Waihi Beach Community Board Meeting held on 27 August 2018 as circulated with the agenda.

**Resolved:** Members Hepenstall / Parsons

*THAT the minutes of meeting no. WB15 of the Waihi Beach Community Board held on 27 August 2018 as circulated with the agenda be confirmed as a true and accurate record.*

## Change to the Order of Business

The Chairperson requested that the next items of business be a report and presentation from Councillor Marshall relating to the Kiwi Camp facility at Waihi Beach. The Deputy Chief Executive Officer will also make a presentation and provide information on this topic in order to release interested members of the public from the meeting at the conclusion of this item.

**Resolved:** Members Sole / Parsons

*THAT in accordance with Standing Orders the order of business be changed and that items relating to the proposed Kiwi Camp facility at Waihi Beach be the next item of business dealt with.*

## WB16.2 Councillor's Report - October 2018

The Board considered a report from Councillor Marshall dated 25 September 2018 as circulated with the agenda.

Councillor Marshall spoke to a presentation covering the following topics:

### Proposed Kiwi Camp Facility

Council was successful in its funding application to MBIE for freedom camping initiatives. \$340,000 was granted as follows:

- \$200,000 - Kiwi Camp Facility
- \$60,000 - Smart Bins
- \$80,000 - Security monitoring

Following the announcement of the funding from Central Government and the identification of a potential site at the Seaforth Road carpark between Waihi Beach and Bowentown, there were mixed reactions to the proposal of establish a Kiwi Camp facility at this site.

The report presented to the Operations and Monitoring Committee on 13 September 2018 sought direction and a decision from the Committee on whether or not to proceed with the Kiwi Camp Facility trial given a number of constraints to establish a facility in such a short timeframe.

The concept of the Kiwi Camp Facility was very positive in terms of helping local communities address freedom camping problems. However, issues/risks for Council to consider in making this decision included:

- Timing. MBIE has stated a deadline of 1 December 2018 for the new facility to be operational and this will be very difficult to achieve.
- Council financial commitment to prepare the selected Kiwi Camp Facility site. This is unbudgeted expenditure of which approximately \$70-\$100k could be funded from Council's Rates Reserve Account.
- Location desirability for users.
- Consultation with stakeholders and Tangata whenua about any particular site.

- Council's Freedom Camping Bylaw.
- Lack of time for appropriate consultation with the community.

A multi-criteria assessment of all Freedom Camping sites, as to their suitability and constraints was conducted to assess which sites could potentially be utilised to meet the tight time constraints.

After extensive debate at the Council Meeting held on 20 September 2018 Council resolved to proceed with the establishment of a trial Kiwi Camp Facility at Waihi Beach Community Centre site, Waihi Beach.

Councillors were very aware that due to the urgency of the decision to take advantage of this facility a full community consultation was not possible in the Government imposed timeline. However creating a trial of the facility at Waihi Beach, and then potentially over winter at Te Puke for Kiwifruit workers, would allow Council to better evaluate the potential and long-term locations of these facilities.

### **Definition of a Kiwi Camp**

The freedom camping model Kiwi Camp was not a camping ground under the Camping Grounds Regulations (1985) prepared for New Zealand territorial authorities. Kiwi Camp was a new model for freedom camping currently being promoted to some territorial authorities. It involved allowing freedom campers to camp in areas at no charge, but charging campers for any additional services and facilities (such as hot showers or kitchen facilities) that they might wish to use. Provided the only fees being charged were for optional services and facilities and there was no fee payable for camping at the site, such a model may not be caught by the Camping Ground Regulations.

### **Responsible Camping Working Party Grant \$340K - Kiwi Camp Facility**

#### **Annual Report Highlights**

The Draft Financial Statements for Year ended 30 June 2018 and the Annual Report 2017/18 had been adopted by Council on 20 September 2018. It was noted that:

- Council maintained an AA credit rating from Standard Poor
- Reduced net debt by \$1.95 million to \$98m had been achieved
- A 'steady as we grow' approach relating to the provision of essential services and regulations had been adopted.
- From 2015 – 2018 net debt to revenue had dropped from 169% to 103%
- Net debt/property had dropped from \$6,070 to \$4,650

### **Representation Review Outcome**

On 20 September 2018 Council adopted the following changes for future Representation following the recent representation review process:

- 11 FPP elected councillors from 3 wards (3+4+4)
- Minor boundary change between Kaimai & Katikati/Waihi Beach wards to better reflect communities of interest.
- Retain Waihi Beach, Katikati, Te Puke & Maketu Community Boards.
- Disestablish Omokoroa Community Board
- Form new Councillor Community Committees to represent Matakana & Rangiwaea Islands, the Kaimai Ward including Omokoroa and the Eastern end of Maketu-Te Puke Ward (not covered by Community Boards).
- One month appeal/objection period until 2 November 2018.
- Appeals/Objections to Local Government Commission - Decision by April 2019

### **Tuapiro Point Reserves & Facilities Bylaw Decision**

- Goodwill shown by horse riding community & Ngati Te Wai to broker a win:win compromise
- Horse riders continue to access Tuapiro Point
- Minor changes to where horses can be ridden.
- Areas of cultural significance & ecological sensitivity protected
- Improved clarity of signage
- More community education on cultural & ecological values of area
- Recommendations from Policy Committee to be formally adopted by Council on 1 November – taking effect on 9 November 2018.
- In response to submissions Council will conduct a broad review of horse riding areas across the District in 2019/20

### **Rural Committee Key District Issues**

The Rural Committee has discussed a number of key district issues relating to the following:

- **Kiwifruit**
  - Volume of Gold forecast to increase substantially
  - Accommodation scare
  - Safety issues with walking and cycling to packhouses
  - Move to containerisation – more truck movements
  - Efficient road network to port essential
- **Forestry**
  - Log debarking to reduce methyl bromide use needs site/new facility
- **Apiculture**
  - Issues of hives near residential areas
  - Pesticide sprays killing bees
  - Winter food in short supply
  - Roadside planting for bees

**Resolved:** Councillor Marshall / Member Sole

*THAT the report from Councillor Marshall dated 25 September 2018 be received.*

WB16.3 **Chairperson's Report - October 2018**

The Board considered a report from the Chairperson dated 24 September 2018 as circulated with the agenda.

WB16.3.1 **Request for Street Name**

The Community Board request that the road that runs to Number 25 Wilson Road between numbers 23 (Beach Treats) and 27 (Wilson Road Fish Shop) be named "The Lane." This would identify the spot when it was being referred to and further make it clear it is a Roadway.

The Board received a copy of the Road Naming Policy and Policy Procedures along with a Road Name Suffix Guide.

The Board would study the information to ascertain what acceptable name could be applied to the roadway in question.

WB16.3.2 **Speed Limit Recommendations**

The Board was advised that Council was intending to commence a district-wide Speed Limits Bylaw Review in early 2019. The Board would make recommendations to Council on the speed limit changes in Waihi Beach that it would like to see progressed through the upcoming bylaw review. More details on the timeframes, process and agreed community engagement approach would be provided following Council's workshop on 18 October.

The Board had discussed speed limits relating to various points throughout the immediate area and advise the following:

**A: Speed Limit reduction in Waihi Beach Town Centre**

Local business owners and the Community Board request that the speed limit in the town centre be reduced to 30/40 kmh. The Board wish to have this implemented between the intersections of Wilson Road, Dillon St, north to Wilson Road, Citrus Ave. While it was hoped that people drove to the speed limit and road conditions, clear signage to reduce speed in this area was requested.

**B: Speed Limit reduction in Pio Shores**

The community of Pio Shores and the Community Board request that the speed limit in Pio Shores subdivision be reduced to 30/40 kmh. The affected area for the requested speed reduction was at the entry to Papaunahi Road from Seaforth Road entrance and Bowentown Boulevard from Seaforth Road entrance.

This was requested over a year ago by locals but was not able to proceed at the time. During the weekends and busy periods Pio Shores was very busy and children played beside and on the street all day and well into the evening. The streets were also used as part of a cycle way link to and from Anzac Bay.

**C: Seaforth Road and Anzac Bay Reserve**

There needs to be a speed Reduction from the intersection of Seaforth Road and Anzac Bay Reserve Road.

**Resolved:** Members Sole / Parsons

*THAT the speed limit reductions as set out below be advised to the Roothing Engineer (East/West) and the Policy and Planning Manager for inclusion in the forthcoming Speed Limit Bylaw review to be undertaken in early 2019:*

- A: Reduce speed limit in Waihi Beach town centre 30/40 kmph between the intersections of Wilson Road, Dillon Street north to Wilson Road Citrus Avenue.*
- B: Reduce the speed limit in Pio Shores subdivision to 30/40 kmph at the entrance to Papaunahi Road from Seaforth Road and Bowentown Boulevard from Seaforth Avenue.*
- C: Reduce the speed limit from the intersection of Seaforth Road and Anzac Bay Reserve Road.*

## WB16.3.3

**Athenree Road Speed Sign Shift**

Members of the Athenree community, through the Athenree Action Group have requested that the 50kmh speed signs and warning signs on Athenree Rd entering the village be moved further west from the top of the hill.

A service request for the sign to be moved would be instigated.

WB16.3.4 **Concerns relating to Montessori School Entrance and Accessway - Minute Action Reference WB14 18 5.10**

The Board has earlier reported concerns from the Athenree Action Group relating to the entrance and access points of the Montessori School onto Athenree Road. With the Montessori School at the bottom of the hill and traffic turning right and giving way to oncoming traffic this will effectively block the road. There is no space to pass the stationary car when descending the hill.

The Roding Engineer had advised the forthcoming speed limit review to be undertaken throughout the district by Council in 2019. It had also been advised that the Montessori childcare facility went through an extensive resource consent process, which involved the submission of a traffic safety assessment. It had been suggested that a representative from Travel Safe (road safety around schools) visit the site once the school facility opens.

WB16.3.5 **Temporary Speed Limit Signs on Beach Road by the Top Ten Motor Camp and placement of Speed Indicator Signage**

Over recent years the placement of 30 km/h signage on Beach Road in the vicinity of the Waihi Beach Top Ten Motor Camp during the peak holiday season had been installed.

A temporary speed indicator sign had also been placed on the main roads into Waihi Beach during the peak holiday period and the Board would like to see both the temporary speed limit signage and the speed indicator signage installed for the coming 2018/19 holiday period.

A service request to have the 30 km/h signage installed as required would be instigated.

WB16.3.6 **Footpath Relocation**

After numerous complaints by motorists and pedestrians, the Board had requested the Roding Engineer to provide plans to create a safer road crossing for pedestrians to cross the road leading to 25 Wilson Road. (suggested to be specifically named in the future).

Two plans that significantly improve safety for pedestrians by improving visibility for both pedestrians and motor vehicle drivers had been suggested.

As there would be a loss of a car park to make the improvement it was requested that the cycle rack outside numbers 18/20 Wilson Rd be included in the new roadside blister which would give a neutral affect on the numbers of car parks. The report on the Wilson Road Footpath Relocation was provided to the Board.



**Resolved:** Members Sole / Parsons

*That the Waihi Beach Community Board confirm the Wilson Road footpath relocation work Option B as the preferred option and request that the relocation of the footpath and associated work be undertaken as soon as practicable funded from the Waihi Beach Community Roding Account.*

#### WB16.3.7 **Installation of Pedestrian Refuges**

The Board had requested a report on the need for pedestrian refuges at two sites on Seaforth Road. Both sites showed a need for a refuge following the pedestrian survey that had been undertaken during the winter. A copy of the pedestrian survey report was provided to the Board.

The two pedestrian refuge points identified in the report as:

Site A - Seaforth Road/Emerton Road roundabout and

Site B - Between 14 – 16B Seaforth Road

The Roding Engineer (East/West) advised that the price of \$10,000 was shown clearly in the report provided for the Community Board. The report provided an indicative location for the crossing based upon where people were already crossing the road. The exact location of the pedestrian island would need to be decided if the project was approved.

The Deputy Chief Executive advised that he would check if there was any impact on the future cycleway/footpath proposal from the Emerton Road freedom campsite.

The design for the pedestrian refuge would need to accommodate negotiation by cyclists (and children with bicycles/prams etc).

It was important that the 'Yellow Dairy' did not lose any parking spaces.

The Deputy Chief Executive advised that he would liaise with Council staff and Westlink contractors to undertake consultation with the property occupiers in the immediate vicinity about the proposed installation of the pedestrian refuge by way of a letter drop as part of the consultation process.

**Resolved:** Members Parsons / Sole

*That the Waihi Beach Community Board approve in principle and confirm the installation of two pedestrian refuge points at Seaforth/Emerton Road roundabout and between 14 – 16B Seaforth Road at a cost of \$10,000 each funded from the Waihi Beach Community Roding Account subject to the exact locations of the refuge crossings being confirmed.*

**WB16.3.8 CCTV**

Firm costings for the installation of CCTV cameras system were still to be provided.

The Chairperson advised that he had nothing further to add in regard to progressing the installation of CCTV at this time. The proposal was in the hands of the Roding Engineer who was to confirm an available power source. The installation of the trial Kiwi Camp facility may provide some synergies and options to compliment the installation of a CCTV system at the Waihi Beach Community Centre site.

The Chairperson would liaise with the Reserves and Facilities Manager in this regard.

**WB16.3.9 Waihi Beach Community Health Centre Charitable Trust**

The Board received update information on the proposed Waihi Beach Community Health Centre Charitable Trust complex.

**WB16.3.10 Waihi Beach Skateboard Group**

The Chairperson advised that an interest group of skateboard riders and their families had had meetings, formed a committee and had applied to become an Incorporated Society. The group intend to start applying for money from various sources to build the skate park and wished to work with Council and the Community Board as they moved along the way to progress and complete an upgraded skateboard park at Waihi Beach.

The Deputy Chief Executive Officer advised that the group should liaise with the Reserves and Facilities Manager and in-turn make a presentation to Council outlining the concept for the new skateboard facility.

**WB16.3.11 Athenree Action Group**

The Athenree Action Group had met on 8 September 2018. The meeting had been well attended and the group outlined plans for a roadside and harbourside clean-up in November.

The issue of the school bus shelters was also discussed and the group would have a working bee on a shelter in the Pohutukawa Drive over the summer.

The Athenree Action Group was still very concerned about vehicle speed at the entry into the village and road safety as drivers come down the hill. Koutunui Road is also experiencing some speedster issues.

**WB16.3.12 Waihi Beach Community Patrol**

The Waihi Beach Community Patrol was performing at a high level and following police tasking requirements. Preparations for the Christmas period was about to start with a higher number of daytime patrols to be put in place.

**WB16.3.13 Waihi Beach History Day Events**

Member Roberts provided a verbal update on the forthcoming Waihi Beach History Day events. Member Robert had written a book about the history of Waihi Beach and the immediate area and overall there had been a lot of inquiries and interest in the history days events to be held between 13 -17 October 2018.

**WB16.3.14 Volunteers Afternoon Tea**

In acknowledging the work done by volunteers in the Waihi Beach community, the Waihi Beach Community Board had invited community volunteers to attend a thank you afternoon tea at the Waihi Beach RSA, 2.00pm on Friday 26 October 2018.

**WB16.3.15 Representation Review**

The Board was pleased to see that Waihi Beach Community Board representation was to remain in place following the recent representation review process. The final determination on the Council decision relating to the Representation Review would be made by the Local Government Commission by the 10 April 2018 and will take effect following the 2019 local body elections.

**WB16.3.16 Training and Conference for Elected Members - Zone 2 Community Board Training**

The Chairperson advised that he was organising a Zone 2 Community Board training seminar available to all Community Board members by mid November. More details will be provided as soon as possible.

**Resolved:** Members Sole / Parsons

*THAT the Waihi Beach Community Board Chairperson's report dated 24 September 2018 be received.*

**WB16.4 Waihi Beach Monitoring**

The Board considered a report from the Compliance and Monitoring Manager titled Waihi Beach Monitoring dated 12 September 2018 as circulated with the agenda.

**Resolved:** Members Parsons / Hepenstall

*THAT the Compliance and Monitoring Manager's report dated 12 September 2018 and titled Waihi Beach Monitoring be received.*

**WB16.5 Waihi Beach Animal Services Resource**

The Board considered a report from the Compliance and Monitoring Manager titled Waihi Beach Animal Services Resource dated 12 September 2018 as circulated with the agenda.

**Resolved:** Member Sole / Councillor Marshall

*THAT the Compliance and Monitoring Manager's report dated 19 September 2018 and titled Waihi Beach Animal Services Resource be received.*

**WB16.6 Council Community Matching Fund - 2018/2019**

The Board considered a report from the Community Relationship Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Members Roberts / Sole

*THAT the Community Relationship Advisor dated 19 September 2018 and titled Council Community Matching Fund - 2018/2019 be received.*

**WB16.7 Update to Community Boards on Upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews**

The Board considered a report from the Roding Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 as circulated with the agenda.

**Resolved:** Members Roberts / Sole

*THAT the report from Roding Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 and titled Update to Community Boards on Upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews be received.*

**WB16.8 Infrastructure Services Report Waihi Beach - October 2018**

The Board considered a report from the Deputy Chief Executive dated 21 September 2018 as circulated with the agenda.

**WB16.8.1 Waihi Beach Traffic Counts - Minute Action Reference WB15 18 2.6**

In reference to Minute Action Sheet Reference WB15 18 2.6 Traffic Statistics – “the Board would like to see a report on the traffic movement statistics that had been recorded and advice on the trends shown.” While the Roading Engineer had provided reports on the traffic and pedestrian volume survey undertaken, the statistics of traffic movements was still required.

**WB16.8.2 Broadlands Block - Minute Action Reference WB15 18 2.11**

The Board advised that they had not yet received a management plan and associated costings (covering planning, consultation, drainage construction and plantings and associated timelines) for the Broadland Block environment enhancement project.

**WB16.8.3 Waihi Beach Road - Minute Action Reference WB15 18 2.3**

The Board advised that they were still waiting for a meeting with the Roading Engineer (East/West) to be arranged in relation to the northern entrance to Waihi Beach.

**Resolved:** Members Sole / Roberts

*THAT the Deputy Chief Executive report dated 21 September 2018 and titled Infrastructure Services Report Waihi Beach - October 2018 be received.*

**WB16.9 Financial Report Waihi Beach - August 2018**

The Board considered a report from the Management Accountant dated 18 September 2018 as circulated with the agenda.

**Resolved:** Members Sole / Roberts

*THAT the Management Accountant's report dated 18 September 2018 and titled Financial Report Waihi Beach - August 2018 be received.*

WB16.10 **Draft 2019 / 2020 Annual Operating Budget - October 2018**

The Board considered a report from the Democracy Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Members Hepenstall / Sole

1. *THAT the report from the Democracy Advisor dated 19 September 2018 titled Draft 2019/2020 Annual Operating Budget be received.*
2. *THAT it be recommended to the Long Term and Annual Plan Committee that the Waihi Beach Community Board Draft 2019/2020 Annual Operating Budget be:*

<b>Operating Costs</b>	<b>2020</b>	
<b>CBD Road Closure</b>	1,000	
<b>Conference/Training</b>	2,000	
<b>Extra Rubbish Collection</b>	2,000	
<b>Contingency</b>	2,000	
<b>Grants</b>	5,000	
<b>Mileage Allowance</b>	5,000	
<b>Salaries</b>	<i>Determined by Remuneration Authority</i>	
<b>Inter Department Charges</b>	<i>Determined by Overhead Cost Allocation</i>	
<b>TOTAL OPERATING COST</b>		

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

WB16.11 **Council, Standing Committee and Community Board Meetings**

The Board considered a schedule of meetings for the month of October, November and December 2018 as circulated with the agenda.

**Resolved:** Members Parsons / Hepenstall

*That the schedule of meetings for October, November and December 2018 be received.*

The meeting concluded at 8.58pm.

Confirmed as a true and correct record.

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A Sole  
Chairperson  
Waihi Beach Community Board

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Date

WB16

## Western Bay of Plenty District Council

**Minutes of Meeting No. OM16 of the  
Omokoroa Community Board held on 9 October 2018  
at the Omokoroa Community Church Hall  
commencing at 7.00pm**

### **Present**

Members M Grainger (Chairperson), P Presland and Councillors M Murray-Benge and J Palmer

### **In Attendance**

M Dowd (Acting Group Manager Customer Services and Information Technology and Services Manager) and J Paterson (Transportation Manager) and A Alty (Democracy Advisor)

### **Others**

Councillor D Thwaites  
Five members of the public

### **Apologies**

It was noted that Members T Sage and D Sage were on leave of absence.

### **Public Forum**

**Resolved:** Member Grainger/ Councillor Palmer

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

### **Omokoroa Toy Library**

Jo Farmer, representing Omokoroa Toy Library spoke to the Board outlining a proposal for the Omokoroa Community Board to give consideration to in regard to securing future premises for the toy library.

Ms Farmer outlined that the shed that was the current base for the toy library had no power, no computer facilities, no heating and was very dark and cold in the winter. Access to the building was through the roller door and was open to rain and wind. Due to the land



development and construction close to the current building the toy library shed was very dusty and in turn the library toys had to be constantly cleaned. The Omokoroa Toy Library Group was hesitant to spend any money on the current premises as they had outgrown the shed and needed a bigger more suitable space.

At this point in time the toy library had 29 members with annual subscriptions, six casual hirers and 18 new hirers this year. Overall a 67% net growth for 2018. It was expected that as a result of the influx of young families and retiring grandparents coming into the immediate area the toy library patronage could grow to the extent where demand for the service could operate for a period of time over six days a week.

A preferred option for relocation was to the current Omokoroa Library building on McDonnell Street when it was vacated. With the library and Council service centre taking up an area within the Omokoroa Sports and Recreation Society new pavilion at the Western Avenue Sport Ground Reserve, the vacated library would be an ideal space for the toy library. This building could be shared by other interest/craft/activity groups which were greatly needed in Omokoroa.

The Omokoroa Toy Library had a small committee of highly motivated members who were working hard to significantly improve the toy lending service they had developed.

It was envisaged that the McDonnell Street building could become a shared space - 'community house'.

Board members thanked Ms Farmer for her excellent report that complimented the reference to the New Library – Old Library item reported within the Chairpersons Report for this meeting. It was advised that any decisions relating to the use of the old Omokoroa library building would be given further consideration at a later date by Council.

### **Proposed Footpath for Anderley Avenue**

Anton Coetez from the Omokoroa Country Estate was in attendance and asked about the progress on the proposed footpath for Anderley Avenue.

The Transportation Manager advised that the footpath construction had been committed to the Council work programme and current design work for the footpath was being done. Underground services along the planned route were also being checked.

At this stage a definite timeline for the proposed work cannot be given until the design had been received but it was hoped to have the footpath construction completed by March 2019. The costings for the footpath would be presented to the Board for consideration and adoption as soon as they were available.

**Resolved:** Member Grainger / Councillor Murray-Benge

*THAT the meeting be re-convened in formal session at 7.14pm*

OM16.1 **Minutes of Meeting No. OM15 of the Omokoroa Community Board Held on 28 August 2018**

The Board considered the minutes of OM15 of the Omokoroa Community Board held on 28 August 2018 as circulated with the agenda.

**Resolved:** Member Grainger / Councillor Murray-Benge

*THAT the minutes of meeting no. OM15 of the Omokoroa Community Board held on 28 August 2018 as circulated with the agenda, be confirmed as a true and accurate record.*

OM16.2 **Chairperson's Report**

The Board considered a report from the Chairperson dated 21 September 2018 as circulated with the agenda.

OM16.2.1 **New Library - Old Library**

Since the announcement of the Council proposal to move the Omokoroa Library and Service Centre to a purpose-built space attached to the proposed pavilion on the Western Ave Sports Ground, there had been approaches from various community groups about the fate of the McDonnell Street property and the existing pavilion building in Western Avenue. The chairperson advised that there had been suggestions of:

- Art space / Gallery for demonstrations and exhibitions.
- Toy Library
- Small rooms for meetings
- Police Constable visits
- Justice of the Peace Service Centre
- Meeting room for mobile businesses and their clients
- Meeting room established for Community Board/OEMI/etc.
- Family court meetings
- Citizens Advice Bureau
- After school and holiday programmes for small groups i.e. chess club
- Drop off point for library books for those not so mobile
- Menzshed

It was possible that some requirements may be provided for in the new Service Centre for which detailed interior floor plans were still being developed.

**Proposed New Library Floor Plan**

Board members had received draft plans for the proposed new Omokoroa Library and Service Centre to be attached to the planned Omokoroa District Sports pavilion. The plans included additional space on the ground floor of the building for use by the local community. The exterior of the

building would be identical in design and material as that proposed for the Sport and Recreation building. The Strategic Property Manager had request input/comments relating to the plan be forwarded to him by 12 October 2018.

Questions asked about the plans were:

- Garage - Was this for a specific vehicle or was it for storage space. It was noted that the Community Patrol was looking for storage space for their patrol vehicle.
- Outside Lift - This was not expected. The Board thought that there were to be access ramps that would be suitable for disabled access. A lift was expensive and required expensive ongoing certification and maintenance. It was also asked if the lift would operate after hours or operate during library hours only.

The Chairperson had forwarded a question to the Strategic Property Manager asking if some downstairs space would be designated as satellite work spaces for Council staff and was this included in the proposed floor plan.

Concern had also been raised that a separate shower /changing area for respective sports/match officials was not shown on the Omokoroa District Sports pavilion floor plan.

In response to a question raised about the future of the old pavilion Member Preston advised that the building was in a poor state of repair but a decision on the future use had not yet been made by the Sport and Recreation Society.

In relation to the overall development of the new sport pavilion and the incorporation of the Council Service Centre and Library it was important not to loose focus on the possible future use of the vacated service centre and library building on McDonnell Street.

## OM16.2.2

### **Representation Review**

The future of this Community Board was discussed at the Council meeting of 20 September. As part of the required Representation Review the Western Bay of Plenty District Council proposed that the current five Community Boards be disestablished and replaced with three Ward based Community Committees.

After considering the feedback received from the extensive public consultation the Council suggested five different options for consideration at that meeting.

**Option 1:** (The original proposal, no Community Boards, three Community Committees) That the five current Community Boards are disestablished and replaced with three appointed Community Committees aligned to the three ward boundaries.

**Option 2:** (Four Community Boards and three Councillor Committees) That the Waihi Beach, Maketu and Te Puke Community Boards be retained in their current boundaries, the Katikati Community Board be retained in the adjusted boundary and the Omokoroa Community Board be disestablished.

A Ward Councillor Committee consisting of all Ward Councillors be established for each of the following areas:

- Whole of Kaimai Ward
- Eastern end of the Maketu - Te Puke Ward i.e. all the areas not included in the Te Puke and Maketu Community Boards
- Matakana Island and Rangiwaea Island of the Katikati-Waihi Beach Ward i.e. all the areas not included in the Waihi Beach and Katikati Community Boards.

**Option 3:** (Three ward-based Community Boards) That the five current Community Boards are disestablished and replaced with three ward-based Community Boards, subdivided by communities of interest or with members elected at large across the three wards.

**Option 4:** (No Community Boards, no Community Committees - Councillors only) That Community Boards are disestablished and elected representation for constituents of the Western Bay of Plenty District be provided by the 11 elected Councillors and the Mayor only.

**Option 5:** (Status quo) That the five elected Community Boards using the current Community Board boundaries as directed by the Local Government Commission following the 2013 Representation Review be retained.

The second option was unanimously agreed by Council which means, pending the outcome of any appeals that the Omokoroa Community Board will cease to exist in October 2019.

### OM16.2.3

#### **Long Term Plan Priorities**

At a workshop held on 3 September, Community Board members discussed and confirmed the following expenditure priorities in relation to the Long Term Plan Project 294701 (\$200k budget) were given:

- Precious reserve - \$50k - for landscaping/filling the northern section of the reserve
- Playground additional \$100k - to complete the Stage Two Playground project
- Playground path connection to the new pavilion building - \$50k

#### **Western Avenue Playground**

The ceremonial turning of the first sod for the Stage Two of the new playground at the Skatepath in Western Avenue was held on 25 September 2018.

#### OM16.2.4 **Signboard - Corner of Hamurana Road**

The cost of the new Omokoroa aluminium sign that was to be installed on the corner of Hamurana Road had been confirmed.

**Resolved:** Councillor Murray-Benge / Member Grainger

*THAT the Omokoroa Community Board approve the cost of the development and installation of the aluminium sign of \$764.75 to be installed on the corner of Hamurana Road funded from the Omokoroa Community Board Contingency Account.*

#### OM16.2.5 **Community Groups**

- Omokoroa District Sports and Recreation

Member Presland reported that Rick Gerrish was the acting Chairperson of the Omokoroa District Sports and Recreation Society. Event fundraising was continuing with a summer festival being the main focus of fund raising in the New Year.

**Resolved:** Member Grainger / Councillor Palmer

*THAT the Chairperson's Report to the Omokoroa Community Board for October 2018 be received.*

#### OM16.3 **Councillor's Report**

The Board considered a report from the Councillor Palmer dated 24 September 2018 as circulated with the agenda.

##### OM16.3.1 **Representation Review Final Proposal**

Council received 460 submissions and on 20 September adopted a final proposal.

The key decisions were:

- Number of councillors elected from the three wards remain unchanged at 11
- A minor boundary adjustment to shift the Pahoia area from the Kaimai Ward to the Katikati/Waihi Beach Ward
- Disestablishment of the Omokoroa Community Board
- The retention of the Katikati, Waihi Beach, Te Puke and Maketu Community Boards
- Establishment of three ward committees
  - Kaimai Ward (including Omokoroa)
  - Eastern end of Maketu/Te Puke ward
  - Matakana and Rangiwaea Islands

The proposal was publicly notified on 2 October and appeals can be lodged up until 2 November. The final determination will be made by the Local Government Commission by the end of April and will take effect for the 2019 elections.

OM16.3.2 **Regulatory Committee Meeting - Appointment of Independent Commissioner**

Councillor Palmer advised that at the Regulatory Committee Meeting held on Monday 8 October 2018 an Independent Commissioner (Russell de Luca) had been appointed to hear the Western Bay of Plenty District Council application for new library and service centre to be incorporated into the Omokoroa District Sports new pavilion on Western Avenue Reserve Land.

A summary of the process relating to the appointment of an independent commissioner would be forwarded to Member Presland for clarification.

**Resolved:** Councillor Murray-Benge / Member Preston

*THAT the report from Councillor Palmer dated 24 September 2018 be received.*

OM16.4 **Council Community Matching Fund - 2018/2019 Successful Applications**

The Board considered an information report from the Community Relationship Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Member Grainger / Councillor Murray-Benge

*THAT the information report from the Community Relationship Advisor dated 19 September 2018 be received.*

OM16.5 **Update to Community Boards on upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews**

The Board considered a memorandum from the Roading Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 as circulated with the agenda.

It was noted that the new parking proposal for The Esplanade at Omokoroa included the installation of a bus stop. The placement of the bus stop needed to be considered in liaison with Council and Bay of Plenty Regional Transport Planning staff.

The Transportation Manager advised that he would be meeting with Regional Council staff at Omokoroa later in the week to discuss bus stop locations at Omokoroa.

**Resolved:** Members Grainger / Presland

*THAT the memorandum from the Roading Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 be received.*

OM16.6 **Infrastructure Services Report Omokoroa - October 2018**

The Board considered a report from Deputy Chief Executive dated 24 September 2018 as circulated with the agenda.

The Transportation Manager provided a verbal update noting that:

- The Omokoroa Road had been exceptionally complex due to weather delays, shortage of construction crews, materials roundabout and intersection builds, adjoining developer requests and the construction of multiple underground services with different utility authority ownership.
- Development of the park-n-ride near Prole Road intersection was progressing
- Construction of the cycleway from State Highway Two to the fire station would be delivered when the roading works had been completed.
- The installation of an additional sewer main to the wastewater transfer station was planned for October/November.

**Resolved:** Member Grainger / Councillor Murray-Benge

*THAT the Deputy Chief Executive Officer's Report dated 24 September 2018 and titled Infrastructure Services Report Omokoroa October 2018 be received.*

OM16.7 **Financial Report Omokoroa - August 2018**

The Board considered a report from the Management Accountant dated 18 September 2018 as circulated with the agenda.

**Resolved:** Members Grainger / Presland

*THAT the Management Accountant's report dated 18 September 2018 and titled "Financial Report Omokoroa - August 2018" be received.*

OM16.8 **Draft 2019/2020 Annual Operating Budget - October 2018**

The Board considered a report from the Democracy Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Councillor Murray-Benge / Member Grainger

1. *THAT the report from the Democracy Advisor dated 19 September 2018 titled Draft 2019/2020 Annual Operating Budget be received.*
2. *THAT it be recommended to the Long Term and Annual Plan Committee that the Omokoroa Community Board Draft 2019/2020 Annual Operating Budget be:*

<b>Operating Costs</b>	<b>2020</b>	
<b>Conference/Training</b>	500	500
<b>Contingency</b>	4,000	3,500
<b>Grants</b>	7,000	7,000
<b>Mileage Allowance</b>	1,500	2,000
<b>Salaries</b>	<i>Determined by Remuneration Authority</i>	
<b>Inter Department Charges</b>	<i>Determined by Overhead Cost Allocation</i>	
<b>TOTAL OPERATING COST</b>		

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

OM16.9

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

The Board considered a schedule of meetings for the months of October, November and December 2018 as circulated with the agenda.

**Resolved:** Member Grainger / Councillor Murray-Benge

*THAT the schedule of meetings for October, November and December 2018 be received.*

The meeting concluded at 8.26pm.

Confirmed as a true and correct record.

\_\_\_\_\_  
M Grainger  
Chairperson  
Omokoroa Community Board

\_\_\_\_\_  
Date

OM16



## Western Bay of Plenty District Council

**Minutes of Meeting No. K16 of the  
Katikati Community Board held on 10 October 2018  
in The Centre. Pātuki Manawa  
commencing at 7.00pm**

### **Present**

Members J Hobbs (Chairperson), N Mayo and B Warren and Councillor P Mackay

### **In Attendance**

M Taris (Chief Executive Officer), S Harvey (Roading Engineer East) and A Hall (Roading Engineer West) and A Alty (Democracy Advisor)

### **Others**

Four Members of the public  
Councillor D Marshall

### **Apologies**

An apology for absence was received from Member Warren. It was noted that Member B Gibbs and Councillor M Williams were on leave of absence.

**Resolved:** Members Hobbs / Mayo

*THAT the apology for absence from Member Warren be accepted.*

### **Public Forum**

**Resolved:** Members Hobbs / Mayo

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

The Chairperson clarified the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Katikati Community Board. She invited attending members of the public to take part in the Public Forum

## **Application for Mural Town and Museum Tourist Signage on State Highway Two**

Paula Gaelic advised the Board that representatives from Katch Katikati and the Western Bay Museum (with the professional assistance of Russell De Luca) had made an application to the New Zealand Transport Agency for tourist signage relating to Katikati Mural Town and the Western Bay Museum. The NZ Transport agency had advised that they agreed to placement of some of the requested signage. The placement of the approved signage would be facilitated as soon as possible and the group would seek some funding assistance from the Community Board.

A full summary of the signage and the approved placement points, along with a request for funding would be included in the Chairpersons Report for the next Community Board meeting to be held on 21 November 2018.

## **Katikati Community Response Team**

- **Access to the Community Hub building by Community Response Personnel**

Eris Boyack was in attendance and asked if the Community Response Team could have a key to access a room in the Community hub building that they would use in the event of an emergency. The room for this purpose had a side door, to facilitate outside access in an emergency response situation but members of the Community Response Team did not have a key for the outside door.

- **Purchase of a Base Radio Set for the Community Hub**

The Board was advised that the Council radio base set had now been permanently assigned to the Katikati Police Station and a new radio base set needed to be purchased for use as/when required by the Community Response Team. The radio would be located at the Community Hub. Councillor Mackay advised that he would check with the Deputy Chief Executive Officer and report on this item at the next Community Board meeting.

- **Availability to Operate Generator in an Emergency**

Mrs Boyack asked what was the availability and ease of access for the operation of a generator (as and when required) at the new library in an emergency situation.

- **Storage of Large Container of Water**

The Community Response Team advised that they had requested that a 20 litre container of water needed to be stored in the room that the community response team were to operate from in an emergency situation. They wished to be advised that this would be facilitated.

Mrs Boyack was asked to make a presentation at the next Community Board meeting to be held on 21 November 2018 outlining the work of the Community Response Team that had now been formed for five years.

The questions raised by Mrs Boyack would be put to respective staff members for a response which would be relayed to the Board Chairperson and Mrs Boyack.

### **Rugby Ball Structure and Story Board in Digglemann Park**

The Board was advised that the Rugby Ball structure and associated story board in Digglemann Park was in a bad state of repair. The rugby ball needed repair and cleaning and the story board needed to be replaced. The Reserves and Facilities Manager would be advised of this and asked to liaise with the Katikati Open Air Art group about ownership of the structure and storyboard and advise the Board of a suggested repair and maintenance programme for the rugby ball and the story board.

**Resolved:** Member Hobbs / Councillor Mackay

*THAT the meeting be re-convened in formal session at 7.30pm*

#### **K16.1 Minutes of Meeting No. K15 of the Katikati Community Board Held on 29 August 2018**

The Board considered the minutes of K15 of the Katikati Community Board held on 29 August 2018 as circulated with the agenda.

**Resolved:** Councillor Mackay / Member Hobbs

*THAT the minutes of meeting no. K15 of the Katikati Community Board held on 29 August 2018 as circulated with the agenda, be confirmed as a true and accurate record.*

#### **K16.2 Chairperson's Report**

The Board considered a report from the Chairperson dated 19 September 2018 as circulated with the agenda.

##### **K16.2.1 Katikati Arts Junction**

The opening of Stage 1 of the Katikati Arts Junction had been a very successful occasion and congratulations were extended to all those who had transformed the former library into a light and airy space for the Information Centre and Souvenir Shop and the Carlton Galley.

##### **K16.2.2 Replacement of the broken Tin Fence behind the Western Bay Heritage Museum and Katikati Arts Junction Building**

On receiving a price for a new section of fencing behind the Arts Junction and Western Bay Heritage Museum, the Katikati Community Board Chairperson and the Museum Manager advised that they would look at other fencing options.

The immediate area needed to be looked at from a wider perspective with health and safety issues associated with the steep embankment in the immediate vicinity also addressed.

The Board asked if the Reserves and Facility Manager could attend the next Katikati Community Board Workshop to be held on Friday 2 November at 1.30pm to address this issue.

**K16.2.3 Digglemann Park Storyboard**

The Board was advised that the new story board would be installed in the coming week.

**K16.2.4 Security Lighting for Digglemann Park Toilet Block - Minute Action Sheet Reference K10 18.2.7**

The Chairperson advised that the functionality of a street light along the footpath from the main road to the Heron Street Elderly Housing properties was being checked out. If the streetlight pole was able to operate then it would be lowered and connected to provide lighting for the public toilet block at no cost to the Board.

**K16.2.5 Pioneers Wetland Boardwalk**

The Chairperson advised that she had received written authority from the Utilities Manager to progress the completed engineering requirements for the Pioneer Wetland Boardwalk.

**K16.2.6 Kotahi Lane Parking Signage**

The requested Universal P parking sign had been installed as had the corner signage for the Kotahi Lane entrance.

**K16.2.7 Kotahi Lane Car Parking**

**Public Car Park Improvements**

The Roding Engineer advised that there would some minimal ground levelling and metal put down over the car park area immediately off the State Highway entrance.

Some selective trimming of the cherry trees and root pruning to improve the surface of the carpark would be undertaken.

**K16.2.8 Bus Shelter at Moore Park**

The Board had received first notice about a bus shelter to be installed at Moore Park. The design and location would be confirmed at the next Board meeting. The costings for the shelter were advised as at the standard price of \$25,000 (with an approach to be made to NZTA for a 50% subsidy of that cost plus a request to the Bay of Plenty Regional Cost for a further 50% subsidy of the remaining amount).

A recommendation for the installation of a new bus shelter would be considered at the next Katikati Community Board Meeting to be held on 21 November 2018.

**K16.2.9 Town Centre Development Fund**

The Chairperson advised that Katikati had a separate town centre rate of \$20 per rating unit within the area of benefit, rated annually with the balance at \$256,644 as at 1 July 2018. It was requested that this amount be shown as a line item in the Finance Report for Katikati Community Board from hereon.

This should not be confused with the Council's Town Centre Development Fund that was district wide and allocated every four years to a different community (Katikati last received this funding in the 2013/2016 income year).

Additionally the Community Board reserve account was separate to both funds above and was the result of unspent Community Board budget monies and was reported each meeting in the regular Financial Report.

**K16.2.10 Letter of acknowledgement from the Katikati Hall Committee**

The Board was advised of a letter of acknowledgement of thanks for the Board's financial support to the Katikati Memorial Hall Committee in regard to the purchase of a sound system for the hall.

It was noted that Jim Davison would make a presentation to the next Community Board Meeting on 21 November 2018 relating to future plans for the hall and the market square development.

**Resolved:** Members Hobbs / Councillor Mackay

*THAT the Chairperson's Report to the Katikati Community Board for October 2018 be received.*

**K16.3 Councillor's Report**

The Board considered a report from Councillor Mackay dated 25 September 2018 as circulated with the agenda.

**K16.3.1 State Highway Two and Future Katikati Bypass**

The Board was advised that the Council continued to lobby New Zealand Transport Agency for improvements to the State Highway Two northern corridor. His Worship the Mayor had been heavily involved in trying to facilitate a solution for a safer and optimum highway.

In regard to a future Katikati Bypass NZTA and Council would work together to consider options and possible alternative thinking that needed broader long term planning. This would be further reported on as and when possible.

**K16.3.2 Reserves and Facilities Bylaw Update**

It was noted that Council staff should be complimented on the way the outcome of the proposed bylaw change that affected Tuapiro Point horse riders was handled. This had been a very fraught matter and the outcome was a good example of how opposing issues could be worked through in the interested of all affected parties.

**K16.3.3 Development of Ports of Tauranga**

As part of the Rural Committee visit to the Tauranga Port Councillor Mackay reported on the initiatives undertaken by the port in managing increased loading/shipping capacity volumes and the respective growth in forestry and agricultural products going out of the port.

Councillors and members of staff who attended this visit were very impressed with the professionalism of the Port of Tauranga staff and their planning for the future.

**Resolved:** Councillor Mackay / Member Mayo

*THAT the report from Councillor Mackay dated 25 September 2018 be received.*

**K16.4 Council Community Matching Fund - Successful Recipients 2018**

The Board considered a report from the Community Relationship Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Members Hobbs / Councillor Mackay

*THAT the report from Community Relationship Advisor dated 19 September 2018 be received.*

**K16.5 Community Board Grant Application**

The Board considered a report from the Democracy Advisor dated 20 September 2018 as circulated with the agenda.

The Board considered an application from the Katikati La Leche League requesting \$790.00 for fees, charges, upskilling and promotional items.

**Resolved:** Member Hobbs / Councillor Mackay

1. *THAT the report from the Democracy Advisor dated 20 September 2018 and titled Community Board Grant Applications - October 2018 be received.*
2. *THAT the Katikati Community Board approve the following grant to be funded from the Katikati Community Grants 2018/2019 account subject to all accountabilities being met.*
  - *Katikati La Leche League \$790.00*

**K16.6 Update to Community Boards on upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews**

The Board considered a memorandum from the Roothing Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 as circulated with the agenda.

**Resolved:** Members Hobbs/ Mayo

*THAT the memorandum from the Roothing Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 be received.*

**K16.7 Infrastructure Report - October 2018**

The Board considered a report from the Deputy Chief Executive dated 25 September 2018 as circulated with the agenda.

**Resolved:** Member Hobbs / Councillor Mackay

*THAT the Deputy Chief Executive Officer's Report dated 25 September 2018 and titled Infrastructure Services Report Katikati October 2018 be received.*

**K16.8 Katikati Community Roothing Programme 2018/19**

The Board considered a report from the Roothing Engineer (East/West) dated 13 September 2018 as circulated with the agenda.

In light of the Board having three members absent at this meeting, the Chairperson asked that the Katikati Community Roothing Programme be

held over for consideration and confirmation at the next Community Board Meeting to be held on 21 November 2018.

**Resolved:** Councillor Mackay / Member Mayo

*THAT the Roading Engineer's report dated 13 September 2018 titled Katikati Community Roading Programme 2018/19 be received and lay on the table for consideration at the next meeting of the Katikati Community Board to be held on 21 November 2018 (K17) with the addition of information and pricing relating to the installation of a bus shelter at Moore Park included in the November Report.*

K16.9

### **Financial Report Katikati - August 2018**

The Board considered a report from the Management Accountant dated 18 September 2018 as circulated with the agenda.

**Resolved:** Member Hobbs/ Councillor Mackay

*THAT the Management Accountant's report dated 18 September 2018 and titled Financial Report Katikati - August 2018 be received.*

K16.10

### **Draft Annual Budget - October 2018**

The Board considered a report from the Democracy Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Councillor Mackay / Members Hobbs

1. *THAT the report from the Democracy Advisor dated 19 September 2018 titled Draft 2019/2020 Annual Operating Budget be received.*
2. *THAT it be recommended to the Long Term and Annual Plan Committee that the Katikati Community Board Draft 2019/2020 Annual Operating Budget be:*

<b>Operating Costs</b>	<b>2020</b>	
<i>Conference/Training</i>	<i>2,000</i>	
<i>Contingency</i>	<i>2,000</i>	
<i>Grants</i>	<i>8,000</i>	
<i>Mileage Allowance</i>	<i>2,000</i>	
<i>Security</i>	<i>6,500</i>	
<i>Street Decoration</i>	<i>4,500</i>	
<i>Salaries</i>	<i>Determined by Remuneration Authority</i>	
<i>Inter Department Charges</i>	<i>Determined by Overhead Cost Allocation</i>	
<b>TOTAL OPERATING COST</b>		



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

K16.11

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

The Board considered a schedule of meetings for the months of October, November and December 2018.

**Resolved:** Member Mayo / Councillor Mackay

*THAT the schedule of meetings for October, November and December 2018 be received.*

The meeting concluded at 8.39pm.

Confirmed as a true and correct record.

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J Hobbs  
Chairperson  
Katikati Community Board

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Date

K16

## Western Bay of Plenty District Council

**Minutes of Meeting No. MC16 of the  
Maketu Community Board held on 16 October 2018  
in the Maketu Community Centre  
commencing at 7.00pm**

### Present

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

### In Attendance

G Allis (Deputy Chief Executive Officer), S Harvey (Roading Engineer East/West) and A Alty (Democracy Advisor)

#### MC16.1 **Minutes of Meeting No. MC15 of the Maketu Community Board Held on 4 September 2018**

The Board considered the minutes of meeting MC15 of the Maketu Community Board held on 4 September 2018 as circulated with the agenda.

**Resolved:** Councillor Marsh / Member Cantlon

*THAT the minutes of Meeting No. MC15 of the Maketu Community Board held on 4 September 2018 as circulated with the agenda be received and confirmed as a true and correct record.*

#### MC16.2 **Chairperson's Report**

The Board considered a report from the Chairperson dated 3 October 2018 as circulated with the agenda.

#### MC16.2.1 **Gum Trees**

The Chairperson advised that an onsite meeting was held between Contractors, Council staff, Te Arawa Trust representatives and Community Board members to discuss the removal of the Arawa Ave gum trees. It was unanimously agreed that the trees were dangerous and causing

concern to the public and road users, with several motor vehicle accidents already occurred and power lines taken down by falling limbs and a lot of traffic users refusing to use that stretch of road. A price was supplied by the contractors to remove the trees, so the Board looked forward to their removal being undertaken in the near future.

The Roading Engineer advised that this item was reported in the Minute Action Sheet Attachment A to the Infrastructure Services Report.

#### MC16.2.2 **Upgrade CCTV Camera**

The Maketu Community Board Chairman had met with the CCTV camera supplier about relocating the new camera at the village green on the existing light pole and advised that the change was achievable and could be installed at the same quoted price previously adopted by the Board.

#### MC16.2.3 **Maketu Expos**

There were two successful expos held in Maketu during the last month. A two and a half day expo was held at the local Marae where volunteer groups, paid organisation and business's got to show off what they had to offer. The expo was a huge success with many people visiting the event.

The second expo was held by the local Hauora and a number of organisations and business's showcased what they had to offer our community.

#### MC16.2.4 **Upgrade intersection Beach/Little Waihi Road**

The Board was looking forward to work starting shortly on the upgrading of the intersection of Beach Road and Little Waihi Road.

The Board was advised that the Infrastructure Services Report included a recommendation for the commitment of funding to facilitate the improvements to the Beach Road/Waihi Beach intersection.

#### MC16.2.5 **Council Representation**

The Board acknowledged the Council decision to retain the Maketu Community Board. The Chairperson noted that he was extremely pleased with the large amount of submitters from the community showing their faith and support to retain the Maketu Community Board.

#### MC16.2.6 **TECT Supreme Award**

The Board was advised that at the recent Coastguard Gala Awards the Maketu Coastguard won the Youth Volunteer awards, Rescue of the Year

award and Unit of the Year award, and to top this off they won the TECT Supreme award at the recent district awards night.

On Sunday 30 September 2018 the Maketu Volunteer Coastguard launched their new rescue boat "Kohinui Rescue" to a community crowd of over 300 people with both mayors from Western Bay of Plenty District Council and Rotorua praising their commitment and support to their community.

#### MC16.2.7

#### **Maketu Memorial Monument**

The Chairperson advised that he had had discussion with Te Arawa Lakes Board representatives about Te Arawa Lakes Trust wish to re-furbish, level and preserve the Maketu Memorial monument on Beach Road. The Board would like to assist Te Arawa Lakes Board in achieving this in the near future. A copy of the Maketu Projects booklet page that showed a photograph of the Memorial Monument had been circulated to Board members with the Chairpersons Report for this meeting. The Deputy Chief Executive Officer advised that there may some external funding providers that may be interested in contributing to this community project.

The Board was advised that Member Cantlon had sought and received an initial quote from a geotech company (based in Wellington) to level the base and fill the cracks in the monument. Full consultation with Te Arawa Lakes Trust representatives needed to be undertaken to ascertain what was required along with a breakdown of costs for the repairs and renovation of the memorial.

The Board supported the proposed repair and renovation work to have the memorial monument re-levelled and cleaned in principal.

It was noted that any proposed preservation work should be advised to the Reserves and Facilities Manager who may have specific information and expertise required for the renovation of historical structures.

**Resolved:** Members Cantlon / MacFadyen

*THAT Maketu Community Board authorise Council staff to make an application for external funding to facilitate the repair and renovation of the Maketu Memorial Monument.*

**Resolved:** Member Beech / Councillor Marsh

*THAT the Chairperson's Report to the Maketu Community Board for October 2018 be received.*

#### MC16.3

#### **Councillor's Report**

The Board considered a report from Councillor Scrimgeour dated 2 October 2018 as circulated with the agenda.

## Annual Report

The Board was advised that the Draft Financial Statements for Year ended 30 June 2018 and the Annual Report 2017/18 had been adopted by Council on 20 September 2018.

It was noted that:

- Council maintained an AA credit rating from Standard Poor
- Reduced net debt by \$1.95 million to \$98m had been achieved
- A 'steady as we grow' approach relating to the provision of essential services and regulations had been adopted.
- From 2015 - 2018 net debt to revenue had dropped from 169% to 103%
- Net debt/property had dropped from \$6,070 to \$4,650

## Kiwi Camp Facility Trial

Government Funding had been offered to Council to install a trial Kiwi Camp Facility. Council investigated various sites and confirmed placement at the Waihi Beach Community Centre car park on a trial basis. After the trial period it had been suggested that the facility may be moved to Te Puke during the kiwifruit season to assist in providing facilities for seasonal agricultural workers. While there would be a cost incurred to move the facility, the kiwi camp set-up would fulfil a very much required need.

## Roading Repairs

The Board was advised that as a result of recent extreme storm events over the past four years, the cost of unexpected damage repairs had escalated. Much of the damage was at the eastern end of the district and while the costs were borne on a district wide basis it was challenging and concerning if the frequency of extreme weather events continued.

**Resolved:** Councillor Scrimgeour / Member Beech

*THAT the report from Councillor Scrimgeour dated 2 October 2018 be received.*

MC16.4

## Community Matching Fund - 2018 Successful Recipients

The Board considered a report from the Community Relationship Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Members Clark/ Cantlon.

*THAT the report from Community Relationship Advisor dated 19 September 2018 be received.*

**MC16.5 Community Board Grant Application - October 2018**

The Board considered a report from the Democracy Advisor dated 2 October 2018 as circulated with the agenda.

**Declaration of Interest**

*As a member of the Maketu Volunteer Fire Brigade Chairperson Beech declared an interest in this item and took no part in the discussion or voting thereon.*

The Board considered an application for funding for the Maketu Volunteer Fire Brigade for the purchase of furniture. The Board noted that the Maketu Volunteer Fire Brigade was a volunteer organisation that was very prominent in the community and their commitment to Maketu and the surrounding area was acknowledged.

**Resolved:** Councillor Marsh / Member Cantlon

1. *THAT the report from the Democracy Advisor dated 2 October 2018 titled Community Grant Application - October 2018 be received.*
2. *THAT the Maketu Community Board approve the following grant to be funded from the Maketu Community Board Grants 2018/2019 Account subject to all accountabilities being met.*

*Maketu Volunteer Fire Brigade .....\$1,500*

**MC16.6 Update to Community Boards on Upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews**

The Board considered a memorandum from the Roothing Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 as circulated with the agenda.

**Resolved:** Members Beech / Cantlon

*THAT the memorandum from the Roothing Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 be received.*

**MC16.7 Infrastructure Services Report Maketu - October 2018**

The Board considered a report from the Deputy Chief Executive dated 1 October 2018 as circulated with the agenda.

MC16.7.1 **Water Tank Face Lift - Minute Action Sheet Reference MC22 16 3 11**

The Board would continue to liaise with an artist for the installation of a mural on the Maketu Water Tank and report back with a design and costing at a later date.

MC16.7.2 **Kohanga Reo - Minute Action Reference MC15 18 4.3 and MC8 17 2.4**

The Board noted that a further letter had been sent to the Kohanga Reo but this had not yet been acknowledged.

The Board asked that some metal be put down over the pot holes at the reserve entrance next to the Kohanga Reo as soon as possible to give immediate improvement to the driveway.

MC16.7.3 **Outdoor Fitness Equipment - Minute Action Sheet Reference MC8 17 2.6**

The Board endorsed their support of the Maketu Rotary Club to install some outdoor fitness equipment on the Park Road reserve.

MC16.7.4 **Surf Club Car Park Reserve Rock Revetment - Minute Action Reference MC20 16.2.1 and MC8 17 5.7**

The Board highlighted their frustration in regard to the time it was taking to progress any of the proposed work on the Surf Club Car Park Reserve Rock Revetment. It was extremely disappointing that one person's point of view could delay progress on work that needed to be done with urgency. The rock revetment was dangerous in its current state and there had been a number of reported accidents where people had fallen or tripped as a result of the unsafe rocks in the immediate area. The area was now dangerous and needed remediation as soon as possible.

The Board requested that rock revetment improvements be actioned as soon as possible. The Chairperson agreed to obtain accident reports or a statement on the number of accidents from the Fire Chief and provide them to staff.

MC16.7.5 **Maketu Project Team - Cycleway into Maketu - Minute Action Reference MC8 17 5.3 and MC9 17 4.9**

The Deputy Chief Executive Officer advised that the design review and estimate was underway and would be advised to the Board as soon as it was available. The focus was on the practical design of the cycleway on the wetlands side - taking into account that there was no ability land

purchase and there were constraints with roadside drainage and available width.

**MC16.7.6 Improvements to Culvert Capacity - Spencer Avenue - Minute Action Sheet Reference MC12 16 5.2**

The Deputy Chief Executive Officer advised that the Bay of Plenty Regional Kaituna Catchment Manager was aware of the catchment assessment that was yet to be undertaken.

**MC16.7.7 Upgrade Intersection Beach / Little Waihi Road - Minute Action Reference MC15 18 2.1**

The Board was advised that the quote for the upgrade of the intersection of Beach Road and Little Waihi Road of \$33,000 included the \$7,000 committed for the design of the proposed upgrade work. The Board noted concern relating to any archaeological assessments that could be required within the work site. Any archaeological finds would be assessed by the authorised archaeologist.

**MC16.7.8 Removal of Gum Trees**

The Roading Engineer advised that roading staff were working with a tree felling contractor to remove the large gum trees.

The closure of the road during the tree felling work had been advertised to start on 10 December over a five day period to the 15 December from 6.00am to 6.00pm. It was noted that the advertised road closure was for 6 days to allow for any unforeseen contingency. Locals living in the immediate vicinity of the area would have access to their property.

The Chairperson would work with Community Groups regarding cutting some of the wood as a fund raiser. Staff would liaise with the land owner/occupier as to whether community groups could undertake this on the land otherwise a quantity of wood could be trucked to an accessible spot (Spencer Avenue) as a fund raising exercise for a community group. It was noted that health and safety requirements would need to be adhered to by any community groups cutting up the wood for community use. There was not going to be unrestricted public access to the wood.

**MC16.7.9 Suggested Jetty/Pole Installation at Bell Road Boat Ramp**

At the last Maketu Community Board meeting it was suggested that installation of a basic jetty at the end of Bell Road would assist boaties whop were now using this boat ramp/access.

The Board was advised that there was no funding available for a jetty.



It was suggested that some posts be installed on the river bank to enable boaties to tie/anchor their boats when embarking and disembarking at the Bell Road boat access.

The Deputy Chief Executive Office advised that he would investigate options that may be available to achieve this.

#### MC16.7.10 **Re-Instatement of Boating Channel**

The Board expressed concern that the Maketu boat channel need to be maintained in the interim and in the long term. They requested that the reinstatement of the boating channel be progressed through discussion with the Bay of Plenty Regional Council. The channel was now having significantly more boating use due to the closure of the Ford Road ramp and the build up of sand was a constraint and a safety hazard.

**Resolved:** Member Cantlon / Councillor Marsh

1. *THAT the Deputy Chief Executive Officer's Report dated 1 October 2018 and titled Infrastructure Services Report Maketu October 2018 be received.*
2. *THAT the Board approves the construction of Beach Road intersection kerb and channel at the estimated cost of \$33,000 funded from the Maketu Community Roading account subject to it being completed before 20 December 2018.*

#### MC16.8 **Financial Report Maketu - August 2018**

The Board considered a report from the Management Accountant dated 18 September 2018 as circulated with the agenda.

**Resolved:** Members MacFadyen / Clark

*THAT the Management Accountant's report dated 18 September 2018 and titled "Financial Report Maketu - August 2018" be received.*

#### MC16.9 **Draft Annual Budget - October 2018**

The Board considered a report from the Democracy Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Members Beech / McFadyen

1. *THAT the report from the Democracy Advisor dated 19 September 2018 and titled Draft 2019/2020 Annual Operating Budget be received.*

2. *THAT it be recommended to the Long Term and Annual Plan Committee that the Maketu Community Board Draft 2019/2020 Annual Operating Budget be:*

<b>Operating Costs</b>	<b>2020</b>	
<b>Contingency</b>	17,000	
<b>Grants</b>	5,000	
<b>Mileage Allowance</b>	1,000	
<b>Security</b>	4,020	
<b>Salaries</b>	<i>Determined by Remuneration Authority</i>	
<b>Inter Department Charges</b>	<i>Determined by Overhead Cost Allocation</i>	
<b>TOTAL OPERATING COST</b>		

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

MC16.10

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

The Board considered a schedule of meetings for the months of October, November and December 2018 as circulated with the agenda.

**Resolved:** Members Cantlon / Beech

*THAT the schedule of meetings for October, November and December 2018 be received.*

## Local Government Official Information and Meetings Act

### Exclusion of the Public

#### Schedule 2A

**Resolved:** Members Beech / Councillor Scrimgeour

*THAT the public be excluded from the following part of this meeting namely:*

- *Minutes of Maketu Community Board Meeting MC15 (Closed)*

*The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<b><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<i>Minutes of Closed Minutes MC15 – 4 September 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes.</i>

## Western Bay of Plenty District Council

**Minutes of Meeting No. TP16 of the  
Te Puke Community Board held on 18 October 2018  
at the Te Puke Library and Service Centre  
commencing at 7.00pm**

### **Present**

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

### **In Attendance**

K Perumal (Chief Financial Officer), S Harvey (Roading Engineer) and A Alty (Democracy Advisor)

### **Others**

Councillor K Marsh and Seven members of the public

### **Public Forum**

**Resolved:** Members Button / Dugmore

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

The Chairperson clarified the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Te Puke Community Board. He invited attending members of the public to take part in the Public Forum

### **Te Puke Sport and Recreation Society**

Rick Hannay, representing the Te Puke Sport and Recreation Society spoke to the Board outlining the club's current fund raising project for a covered grandstand at the Aotea Road sports ground in Te Puke. Mr Hannay outlined the history of the previous grandstand in Te Puke that had been demolished for commercial purposes. He also outlined the process that had been undertaken to securing seating from Lancaster Park in Christchurch, and the co-ordinated efforts given to transport the seating from Christchurch to Te Puke. The 350 seats would ultimately be part of the 400 seat covered grandstand.

Mr Hannay reiterated that the community would have free access to the facility which would be freely available to the community with no charge for use of the facilities.

The Te Puke Sports and Recreation Club were requesting funding assistance through various means and to this end were making an approach to the Te Puke Community Board for assistance.

The Chairperson thanked Mr Hannay for his address. He asked the representative of the Te Puke Sports and Recreation Club to put together a formal presentation for the Board's next workshop to be held on Thursday 8 November for further consideration.

### **Paul Thomas**

Paul Thomas spoke in support of the re-presented application for Community Board Funding from Karyl Gunn-Thomas for costs associated with the launch of her book 'My Story' on September 27 2018. Mr Thomas said that it took someone special to write a book and he applauded Karyl's bravery to write a book about her past life. He said that people from Te Puke and the surrounding areas had come forward after reading the book seeking help. This book would help many. Mr Thomas asked the Board to re-look at the application favourably, and while the Board received many applications, in his opinion this application was deserving and should be at the top of the list.

### **Tracy Fawcett**

Tracy Fawcett from the Venture Group Charitable Trust spoke in support of Mr and Mrs Thomas noting that the My Story book launch had been a wonderful occasion. The book had opened up conversations that were needed in our community and would be a facilitating tool for people to help them to take up conversations about the many forms of abuse in our community.

### **Karyl Gunn-Thomas**

Mrs Gunn-Thomas asked the Board to re-consider her application and rescind the earlier decision to decline her application noting that "it was the prerogative of the Board to make their previous decision and to not look at this re-application favorably would be disappointing and punitive. The decision was in your hands as representatives of the community."

### **Lee Higgins**

Lee Higgins, a staff member of Te Puke High School spoke in support of the application from Karyl Gunn-Thomas. She also reiterated her support of Steve and Tracey Fawcett from the Vector Charitable Group who were providing much needed social and community support in the township. She noted that Karyl's book opened up the opportunity for people to talk about and help themselves about issues that were not readily discussed in the community.

**Resolved:** Member Spratt / Councillor Scrimgeour

*THAT the meeting be re-convened in formal session at 7.21pm*

The Chairperson advised that the meeting was now under formal process and members of the public were most welcome to stay but may not interject or speak to Board members during the course of the formal meeting.

### **CHANGE TO ORDER OF BUSINESS**

The Chairperson requested that the next item of business be the Community Grant Application – October 2018 being the re-presented grant application from Mrs Gunn-Thomas in order to release members of the public attending in regard to this item from the meeting at the conclusion of the item.

**Resolved:** Councillor Scrimgeour / Member Spratt

*THAT in accordance with Standing Orders the order of business be changed and that the item Community Board Grant Application – October 2018 be the next item of business.'*

#### **TP16.1 Community Board Grant Application - October 2018**

The Board considered a report from the Democracy Advisor dated 1 October 2018 as circulated with the agenda.

The Board Chairperson asked if any member of the Board would put forward a motion to rescind the Board resolution on 6 September 2018 that declined the Community Board Grant Funding Application from Mrs Gunn-Thomas.

Councillor Dally moved the recommendation. The recommendation lapsed for want of a seconder.

The Chairperson asked if there was any further discussion to the item, there being no discussion the Chairperson declared the decision of the Te Puke Community Board relating to the grant funding application from Mrs Gunn-Thomas on 6 September 2018 (TP15) stand.

**Resolved:** Councillor Dally / Member Button

*THAT the report from the Democracy Advisor dated 1 October 2018 titled Community Grant Application October 2018 be received.*

#### **TP16.2 Minutes of Meeting No. TP15 of The Te Puke Community Board Held on 6 September 2018**

The Board considered the minutes no. TP15 of the Te Puke Community Board held on 6 September 2018 as circulated with the agenda.

**Resolved:** Members Spratt / Button

*THAT the Minutes from meeting no. TP15 of the Te Puke Community Board held on 6 September 2018 as circulated with the agenda, be confirmed as a true and correct record.*

**TP16.3 Chairperson's Report**

The Board considered a report from the Chairperson dated 4 October 2018 as circulated with the agenda.

**TP16.3.1 Annual Parking and Bylaw Review**

The Board would like to recommend to Council once again, that it consider a bylaw to prohibit the parking of heavy vehicles in urban Te Puke. This problem is still a concern and as the Board has indicated in the past this is a serious safety issue particularly around Dunlop Road and Raymond Avenue.

While the Roading Engineer had advised that if a truck was parked inappropriately, the parking warden can issue an infringement notice and a by-law was not required for this process. The Board clarified that the trucks were parking outside normal working hours – would the parking warden be working after hours so who should be called?

The Board felt strongly that the issue of heavy trucks parking in urban streets was dangerous and had not been resolved. Truck drivers did not have anywhere safe to park their heavy vehicles at night so they parked the vehicles outside their homes. Raymond Avenue and Dunlop Road were the worst streets. The trucks were often not lit and parked close to corners. The early morning start-up noise of the trucks was also disturbing to neighbours' and there was evidence of damage to the kerb and channel structures caused by parking the heavy vehicles in urban streets.

The Roading Engineer advised the Board that he would further investigate this problem noting that while the practice was undesirable it was not illegal.

**TP16.3.2 Park Bench Renovations**

Two more benches had now been restored by the Te Puke Menz Shed and in consultation with Reserves Staff will be placed in the Memorial Plaza at the War Memorial Hall. A further two benches would be taken from the plaza for refurbishment and would then go back to that location.

**TP16.3.3 Street Flags**

A further flag order would be made in the very near future. This would include Christmas Parade and Easter flags for EPIC Te Puke together with the usual Christmas order for the Board. The Board was very appreciative of the support it would receive from Te Puke Rotary in respect to this project. The Board Chair would approach Te Puke RSA regarding Armistice Day commemoration flags.

Councillor Dally provided information of the suggested designs for the Christmas and Anzac Flags. He advised that Te Puke High School was co-ordinating a flag design competition with the successful designs confirmed on 1 November 2018. Representatives of local iwi had also been approached to submit flag designs. It was noted that the flag producer had advised a discount rate if a total of ninety flags were ordered.

Board members noted that there were street decoration ideas that could be investigated other than flags and consideration should be given to having Christmas lighting along the main street. There were many positive comments about the 'Christmas tree' outside the old railway station café and it was suggested that more of this type of lighting would brighten the township at night.

In the first instance the Board agreed that 9 Armistice Day Flags (Reference A-C and D) be ordered as soon as possible to have in place before 9 November 2018 along with 15 Christmas Flags.

The balance of the order would be confirmed at the next Community Board Workshop

**Resolved:** Members Miller / Spratt

*THAT the Te Puke Community Board approve funding for 75 flags funded from the Te Puke Community Board Street Decoration Account for the following flags:*

- 9 Armistice Day Flags
- 15 Christmas Day Flags

*With the balance of the flags ordered after further consultation with the Board.*

Te Puke Rotary Club and Epic Te Puke Flag Order

The Board agreed that an order of 15 flags funded by the Te Puke Rotary Club be placed with the supplier the same time as the Te Puke Community Board flags were ordered to achieve the best discount price for the combined number of flags.

#### TP16.3.4

#### **Beattie Avenue Litter**

The Board Chair met with Council Staff and Keith Govan in Beattie Avenue and confirmed the siting of two rubbish bins for this street. They will be in use for a trial period to ascertain their usage. The Board Chair and Reserves Staff are conferring on the design of the two bins.

The Board confirmed that they liked the look of the new design of rubbish bins provided and asked that these be installed at the agreed sites on Beattie Avenue as soon as possible.



**TP16.3.5 Tactile Paving**

The Board Chair had now had further communication with the Rehabilitation Instructor from the Blind Foundation and she has provided the Board with statistics regarding our visually impaired residents. It does seem that the figures would justify a tactile paving pathway into our CBD from the Jocelyn Street/Boucher Avenue intersection near the fire station. The Roading Engineer advised that he would be happy to work with the Board and the Rehabilitation Instructor to ascertain what was needed for the tactile pathway and to cost it out. The Community Board confirmed at its last workshop that it supports this community project which depending on the cost could be done in at least two stages. It was noted that the project may be added to the Community Board programme of works.

**TP16.3.6 Parking Lines Jellicoe Street**

With the high volume of traffic movement in and out of the parking spaces in this business precinct, the parking lines are fading badly and the old lines are beginning to show through again particularly on rainy days. The markings on the southern side of Jellicoe Street, between Oxford Street and Jocelyn Street are in the poorest condition. The Chairperson was assured that the remarking was underway.

The Roading Engineer advised that the black out of old markings would be undertaken in the near future.

**TP16.3.7 Community Celebration**

Our congratulations to Member Spratt and his team comprising of Sue Mathews and Diane Leach who organized a very successful community function for Des and Shirley McGregor to celebrate the 56 Years of Service they have given to the Te Puke business community. Shirley had also served on the Te Puke Community Board.

**TP16.3.8 Speed Limit 2018 Review**

I had now had an opportunity to meet with kaumatua of the Manoeka community regarding the speed limit through their village. They would like to see the speed limit through their community lowered to 50kms from the Te Puke Quarry Road through to the Straun Orchard at 293 Manoeka Road. The "be aware of children" signs also need to be reinstated. The Board supported this request and noted that it would be added to the 2018 Speed Limit Review.

**TP16.3.9 Te Puke Emergency Response Plan**

The draft Community Response Plan was presented to the public at a combined community meeting held in the Settlers Lounge on Thursday

20 September 2018. Council Staff were working to present the plan on the Council website and to put together a news release for local newspapers. The Chairperson extended thanks to all who had contributed to community plan.

#### TP16.3.10 **Kiwi Camps**

The Board endorsed any Council decision to establish a Kiwi Camp in the Te Puke area in time for the 2019 kiwifruit season. Some Board members were of the view that while the concept of the Kiwi Camp facility may be right, Commerce Lane was not a suitable location for the installation of such a facility. It was felt that local packhouses should be working with Council to ensure they were providing suitable accommodation for their agricultural/horticultural/seasonal workers.

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

*THAT the Chairperson's Report to the Te Puke Community Board for October 2018 be received.*

#### TP16.4 **Councillor's Report**

The Board considered a report from Councillor Dally dated 4 October 2018 as circulated with the agenda. Councillor Dally spoke to the following items:

##### **Representation Review Final Proposal**

Council adopted a final proposal for the Representation Review on 20 September which if accepted by the Local Government Commission will take effect for the 2019 and 2022 triennial elections. Council considered the 460 submissions on the initial proposal (which included some very strong messages) and the final proposal reflected what most people told Council. The final proposals put forward were:

- The number of Councillors remained the same at 11 plus the Mayor.
- A minor boundary adjustment which moves 517 properties from the Kaimai ward into the Katikati/Waihi Beach ward to better reflect their community of interest.
- Retention of the Maketu, Te Puke and Waihi Beach community boards with their current boundaries. Retention of the Katikati community board with the addition of the 517 properties from the Kaimai ward.
- Disestablishment of the Omokoroa community board.
- Establish three community committees as below:
  - Eastern committee encompassing all the properties not in the Maketu and Te Puke community board catchments in the Maketu/Te Puke ward.
  - Kaimai committee based on the revised Kaimai ward including the Omokoroa board area.
  - Matakana and Rangiwaea Islands committee.
- The only members of each committee will be the four elected councillors from the respective wards to satisfy the overriding message

from the submissions that the appointment of unelected members to committees is unacceptable.

### **Reserves and Facilities Bylaw 2018 Review**

Council would adopt the final Reserves and Facilities Bylaw at our next Council meeting on 1 November. This was a very controversial review because of the proposal to ban horse riding at Tuapiro Point (currently a permitted activity). Council received 597 submissions to the draft bylaw, 96% of these opposed the proposed Tuapiro Point horse riding ban.

It was a difficult decision as the ban had been at the request of local hapu Ngati Te Wai because they believed horses were impacting on significant cultural values at the site including damaging traditional kai moana shellfish beds. However, a good result had been achieved through a mediation process between Ngati Te Wai, horse riding representatives and Council staff. The permitted area has been redefined to avoid the significant kai moana beds, site signage and markers would be improved so there was no doubt for horse riders and information boards would be added to explain the significance Tuapiro Point held for tangata whenua.

It was like witnessing the awakening of a sleeping giant with the mobilisation of the horse-riding community to put in so many submissions, from young kids to old age pensioners, many of whom spoke at the hearing with great passion. It would have been very difficult to decide against them. Fortunately, a compromise was reached that recognised Ngati Te Wai's position and there appeared to be a newfound respect between all parties.

### **Kauri Point Landslip Repair**

The roadway down to the Kauri Point jetty and boat ramp has been closed since April 2017 when a serious landslip occurred during cyclones Debbie and Cook. Council made the decision to spend up to \$1.528 million from the general rate reserve on an engineered repair solution consisting of a large rock buttress at the toe of the slope. This was a significant decision as we may see more weather-related landslips in the future and how Council deals with them will be of interest to those affected. One of the main considerations in this case was maintaining access to council assets – the jetty and boat ramp.

### **Community Matching Fund Grants**

At the 30<sup>th</sup> August Community Committee, the 2018 Community Matching Fund recipients were confirmed. Te Puke organisations were well represented in the disbursements, congratulations to all those groups who are doing great work in our community. However, groups or organisations who receive funding from Western Bay of Plenty District Council can only receive one grant per year, which meant there was an opportunity for

other groups to apply for a community board grant if they didn't benefit from the Community Matching Fund. Application forms were available on Council's website or from Council offices.

### **Kiwi Camp Facility**

After Council applied to Ministry of Business Innovation and Employment (MBIE) for a grant towards freedom camping initiatives, it was selected as one of three Councils in the country for a trial of a Kiwi Camp facility in a seaside location over the coming summer. The goal was to provide improved facilities to help Councils manage freedom campers in communities where compliance issues arise. The grant includes: - \$200,000 to purchase a relocatable prefabricated Kiwi Camp Facility which includes toilets, bathroom, dishwashing and laundry facilities, showers, access to drinking water, waste and recycling areas, device charging and wireless internet. The facility operated on a user pays basis (although the toilets would be free) to minimise costs to the ratepayer.

- \$80,000 for security monitoring
- \$60,000 for smart compacting rubbish bins

While most Councillors agreed to accept the offer, there was quite a bit of discussion about the best location for the trial site. Eventually the Waihi Beach Community Centre carpark was selected as the best fit for the trial criteria this summer. Councillors agreed that once the trial was completed we would most likely move it to another busy freedom camping spot such as the Commerce Lane carpark in Te Puke during the kiwifruit harvest season as that was becoming problematic and determine the best long-term locations after that.

Unfortunately, freedom campers were not going to just go away and coming up with solutions to improve facilities, monitoring and compliance seemed like a prudent approach.

### **Port of Tauranga**

As part of our Rural Committee meeting on 25<sup>th</sup> September Council was privileged to visit the Port of Tauranga head office where CEO Mark Cairns spoke to a presentation about the operation, logistics, successes and issues of the port. This was followed by a bus tour along the Totara Street wharf and the Sulphur Point container terminal. It was good to know that our port was in good hands and operating efficiently.

### **Waste and Recycling Field Trip**

Council representatives and some staff were fortunate to go on a field trip on 31 August to visit three very interesting waste and recycling facilities:

- a. Waste Management's Tirohia landfill and greenwaste processing operation near Paeroa which was one of two landfills that took all the

rubbish from the Tauranga transfer stations (the other was at Hampton Downs). The facility also owned 650kw power plant that ran on the methane gas produced in the landfill and generated income by feeding surplus power back into the local grid.

- b. 'Reclaim' in Penrose, which was the market leader in the commercial collection of recyclable cardboard, waste paper, glass bottles, plastic film and containers, aluminium and steel cans. They separated recyclable products at source, then sorted and distributed them properly to provide reprocessing manufacturers with refined quality recyclable materials.
- c. 'O-I New Zealand' also in Penrose, was New Zealand's only glass bottle and jar manufacturer. This business had been making glass packaging for NZ's wine, beer, juice and water brands since 1922 operating three furnaces and six production lines, managing multiple colour changes, 24 hours per day, 7 days a week, 365 days a year. Once made - a glass container could be reused repeatedly and was also 100 per cent recyclable.

**Resolved:** Councillors Dally / Scrimgeour

*THAT the report from Councillor Dally dated 4 October 2018 be received.*

TP16.5

### **Community Matching Fund - 2018 Successful Recipients**

The Board considered an information report from the Community Relationship Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Member Spratt / Councillor Scrimgeour

*THAT the report from the Community Relationship Advisor dated 19 September 2018 be received.*

TP16.6

### **Update to Community Boards on Upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews**

The Board considered a memorandum from the Roothing Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018 as circulated with the agenda.

**Resolved:** Members Spratt / Miller

*THAT the memorandum from the Roothing Engineer (East) and the Policy and Planning Manager dated 25 September 2018 be received.*

TP16.7            **Infrastructure Services Report Te Puke - October 2018**

The Board considered a report from the Deputy Chief Executive dated 3 October 2018 as circulated with the agenda.

TP16.7.1        **Transitional Speed Signage Side Façade**

Board Member Dugmore provided a drawing of the proposed decorative façades to be placed next to the transitional speed signs at both entrances to Te Puke township. A colour version of the proposed façade would be made available at the Board's next workshop. It was suggested that the kiwifruit slices be green, gold and red depicting the colour of the fruit grown in the area.

The production and placement of the façade would be assisted by the Roading Engineer.

TP16.7.2        **Te Puke Community Roading Account**

Following discussion and advice of costings, the Te Puke Community Board approved their top two community roading projects as being Beattie Avenue footpath and MacLoughlin Drive Kerb and channel. The Board would like to see the proposed works undertaken as soon as possible.

The Chairperson would liaise with the Deputy Chief Executive Officer and the Roading Engineer in regard to the next roading priorities.

**Resolved:**            Member Miller / Councillor Dally

*THAT the Te Puke Community Board commit the advised funding from their Community Roading Account for the following projects:*

1. *Beattie Avenue - From Tui Street to Brown Terrace (West Side) stopping at the cricket oval – at the estimated cost of \$28,000*
2. *MacLoughlin Drive Kerb and Channel - at the estimated cost of \$205,000*

*And that the following projects be further discussed with the Deputy Chief Executive Office and the Roading Engineer:*

3. *Washer Road From Station Road to the southern carpark of Eastpack (subject to discussion with Eastpack)*
4. *Te Puke Quarry Road from Te Puke Highway to Eastpack Pack House*
5. *No.1 Road From Te Puke Highway to the Trevelyan's Pack House*
6. *Collins Lane from Te Puke Highway to Eastpack Pack House*
7. *Te Puke Veterinary Clinic to King Street*

**TP16.7.3 Jellicoe Street Industrial Service Lane**

The Board asked if improvements to the Jellicoe Street service lane be further discussed at an on-site meeting.

**TP16.7.4 Covers Over Mobility Car Parks**

The Roading Engineers asked the Board Chairperson for some designs for the mobility car parks that he had in mind for specific sites in Te Puke. An on-site meeting would be arranged to further discuss the request for the covers.

**Resolved:** Councillor Scrimgeour / Member Spratt

*THAT the Deputy Chief Executive Officer's Report dated 3 October 2018 and titled Infrastructure Services Report Te Puke October 2018 be received.*

**TP16.8 Financial Report Te Puke - August 2018**

The Board considered a report from the Management Accountant dated 20 September 2018 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / Member Button

*THAT the Management Accountant's report dated 20 September 2018 and titled "Financial Report Te Puke - August 2018" be received.*

**TP16.9 Draft Annual Budget - October 2018**

The Board considered a report from the Democracy Advisor dated 19 September 2018 as circulated with the agenda.

**Resolved:** Members Miller / Spratt

*1. THAT the report from the Democracy Advisor dated 19 September 2018 and titled Draft 2019/2020 Annual Operating Budget be received.*

2. THAT it be recommended to the Long Term and Annual Plan Committee that the Te Puke Community Board Draft 2019/2020 Annual Operating Budget be:

<b>Operating Costs</b>	<b>2020</b>	
<b>Conference/Training</b>	2,000	
<b>Contingency</b>	5,000	
<b>Grants</b>	11,000	
<b>Mileage Allowance</b>	1,000	
<b>Security</b>	7,560	
<b>Street Decoration</b>	10,000	
<b>Salaries</b>	Determined by Remuneration Authority	
<b>Inter Department Charges</b>	Determined by Overhead Cost Allocation	
<b>TOTAL OPERATING COST</b>		

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

TP16.10

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

The Board considered a schedule of meetings for the months of October, November and December 2018 as circulated with the agenda.

**Resolved:** Members Button/ Dugmore

*THAT the schedule of meetings for October, November and December 2018 be received.*

### **Local Government Official Information and Meetings Act**

#### **Exclusion of the Public**

#### **Schedule 2A**

**Resolved:** Member Spratt / Councillor Scrimgeour

*THAT the public be excluded from the following part of this meeting namely:*

- *Minutes of Te Puke Community Board Meeting TP15 (Closed)*

*The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government*



*Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<b><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<i>Minutes of Closed Minutes TP15 – 6 September 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes.</i>

## Western Bay of Plenty District Council

**Minutes of Meeting No. C19 of Council  
held on 3 September 2018 in the Council Chamber, Barkes Corner, Tauranga  
commencing at 9.30am**

### **Present**

His Worship the Mayor G J Webber (Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, K Marsh, D Marshall, M Murray-Benge, J Palmer, J Scrimgeour, D Thwaites and M Williams

### **In Attendance**

M Taris (Chief Executive Officer), E Holtsbaum (Group Manager Technology, Customer and Community Services), B Whitton (Customer Relationships Manager), P Hennessey (Strategic Advisor), C Lim (Community Team Leader), D Ofsoske (Election Services), F Sweeney (Governance Management Advisor), C McKerras (Executive Assistant Technology, Community and Customer Services) and M Parnell (Governance Advisor)

### **Community Boards**

M Grainger (Chairperson, Omokoroa Community Board)

### **Others**

Six and as listed in the minutes as submitters to the process.

The Mayor opened the meeting and welcomed all submitters present.

### **Public Forum**

#### **C19.1 Introduction to the Initial Proposal for the Representation Review 2019-2022**

The Group Manager Technology, Community and Customer Services provided an overview of the Initial Proposal for the Representation Review 2019-2022 process. She advised of the process so far and what Council could expect after this meeting. She also advised what was available to

Councillors on their electronic library and to some changes in the hearings schedule for the day.

**C19.2 Hearing of Submissions to the Initial Proposal for the Representation Review 2019-2022**

The Committee considered the verbal submissions from the following submitters:

**C19.2.1 Submission 173: Te Puke Community Board**

Peter Miller, Chairperson of the Te Puke Community Board, spoke to the Te Puke Community Board submission in opposition to the proposal and made the following points:

- They supported five wards instead of three.
- He noted that Waihi Beach did not have representation around the current Council table.
- They did not support the disestablishment of Community Boards and felt the Te Puke community had been well served by successive Te Puke Community Boards.

In response to questions, Mr Miller advised as follows:

- They supported more Western Bay of Plenty District Council residents having the opportunity to be represented by Community Boards.
- He did not have a view about Councillors being left off the Community Board but would not like to see more than three Councillors appointed to Community Boards.

**C19.2.2 Submission 422: Michael Paul Maassen**

Michael Maassen introduced himself as a member of the Paengaroa Community. He did not live in an area represented by Community Boards but did not support the disestablishment of Community Boards.

In response to questions, Mr Maassen explained as follows:

- His supported the re-establishment of the Maketu Ward in the Western Bay of Plenty District Council.

**C19.2.3 Submission 178: George Simon Van Dyke**

George Van Dyke spoke on behalf of himself and of Norm Mayo who both supported the status quo. Mr Mayo's submission challenged the Councillors to listen to the community about that they wanted for their district.

Mr Van Dyke spoke to his own submission and made the following points:

- He did not find the Representation Review process helpful or user friendly.

- He felt that in his opinion that Community Board members were not included enough in meetings of Council and its Committees.
- He spoke to his previous experience as a Community Board member and the positive work he had been able to do.
- He did not believe that the Reserves and Facilities Management bylaw review had been managed well by the current Councillors and advised that at the hearing meeting on 6 August 2018 he had been unable to hear the submitters clearly.

## C19.2.4

**Submission 174: Waihi Community Board**

Allan Sole, Chairperson of the Waihi Beach Community Board spoke on behalf of the Waihi Beach Community Board and advised that they supported the status quo regarding the Community Boards. He made the following points:

- While they supported the democratic system, they were very aware that Waihi Beach was being less and less fairly represented after losing their dedicated ward, a dedicated Councillor and now possibly their Community Board.
- They believed that the Community Boards should remain and should be delegated more responsibility and held accountable.
- He felt Community Board members were more available to their community than Councillors could be.
- He felt that the Community Committee process would allow factions in the community to take control of meetings inappropriately.
- Community Boards had and did work well in other Councils and could work well in the Western Bay of Plenty District Council.
- The residents not served by the current Community Board model were, in his opinion, doing okay and did not seem to have submitted to this process to indicate otherwise.

In response to questions, Mr Sole explained as follows:

- He supported five wards in the Western Bay of Plenty District Council.
- He supported more proportionate representation for the community.

## C19.2.5

**Submission 34: Patricia Margaret Coates**

Trish Coates spoke to her submission and a tabled document and advised that she opposed the disestablishment of Community Boards:

- She felt that Waihi Beach had more in common with Waihi rather than Katikati and did not feel Waihi Beach was fairly represented in this Council.
- The Community Board dealt with issues specific to Waihi Beach that she did not believe a Ward or Community Committee would do as effectively.
- She shared concerns that Councillors were not listening to the community and cited an article from the Waihi Leader on 30 August 2018 about a KiwiCamp planned in Waihi Beach that she did not believe that the community had been consulted regarding.

**C19.2.6 Submission 487: Whakamarama Community Incorporated**

Colin Hewens spoke on behalf of the Whakamarama Community Incorporated in support of the proposal. He advised there were 600 households that were not represented by the current Community Board status quo. He hoped that Whakamarama would be more fairly represented with the proposed representation and requested that Whakamarama Community Incorporated be considered in the appointing of community representatives.

In response to questions, Mr Hewens:

- He supported compromise in this matter as long as everyone was fairly represented in the district.
- Has no issue with being included in a Community Committee with Omokoroa.

10.30am The meeting adjourned for morning tea.  
10.45am The meeting reconvened.

**C19.2.7 Submission 50: Sam Dunlop**

Sam Dunlop spoke to his submission and a tabled document largely in support of the proposal. He believed that a reduction in elected members would be beneficial and the Council representation on Community Committees would mitigate factions taking over meetings.

**C19.2.8 Submission 17: Maureen Binns**

Maureen Binns spoke to her submission and a tabled document in opposition to the proposal. She encouraged elected members to seek to mend the current system rather than disestablishing Community Boards.

In response to questions, Ms Binns explained as follows:

- She recognised the different needs of urban and rural communities and felt it was unfair to ask elected members to represent both fairly.
- She supported more of the community being represented by Community Boards.

**C19.2.9 Submission 177: Baden Leo Jury**

Baden Jury spoke to his submission and made the following points:

- He was concerned about the work load for the current Katikati-Waihi Beach ward elected members.
- He did not believe meetings were adequately advertised to the community.
- He did not agree with members being appointed to Community Committees as he felt this gave the Council too much power.

- He had concerns about Council projects that had gone over time and over budget and felt that the Council was not spending enough on quality infrastructure and reducing debt.
- The existing Community Board system could be improved rather than disestablished.

In response to questions, Mr Jury advised the following:

- He confirmed he had not been to a meeting of the Katikati Community Board recently.
- Clarified that it was his understanding that Councillors did not attend Community Board meetings and was informed he was incorrect.
- Would support Community Committees if members were elected rather than appointed.
- He felt that advertisements in local papers and notices on notice boards would be effective ways to advertise meetings in the community.

#### C19.2.10

#### **Submission 474: Jenny Hobbs**

Jenny Hobbs spoke to her submission and made the following points:

- She felt that so few people engaged with the community board election system that it was not a particularly democratic process.
- Council needed to be responsive to the changing needs of the community and doing the same thing did not necessarily facilitate that.
- Rapid change and high population growth had created a splinting in the Katikati Community. Leadership was required to bring shared vision for all communities including Katikati.
- Did not believe that the appointment process would not be an undemocratic process but rather a targeted identification of people who would work well with others for the betterment of the community.
- Community Committees would give greater equity of representation to the Western Bay of Plenty District Council and supported equitable representation.
- Felt that appointed members would have more mana than elected members.

In response to questions, Ms Hobbs explained the following:

- Did not believe that the diversity of the Western Bay of Plenty District was accurately represented by the current Council and Community Boards and Community Committees would give an opportunity to rectify this.
- Feedback she had received was that the Community Board was not necessarily relevant to the Katikati community.
- Confirmed that her submission was her own and not a shared view by the Katikati Community Board.
- Agreed that Waihi Beach and Katikati were different communities but also recognised that there were different Communities of Interest in Katikati that were very diverse. She believed that Katikati and Waihi Beach were able to support each other in the same ward.

- Was not confident that people would put their names forward for elections and felt the election process put people off.

#### C19.2.11 **Submission 350: Maketu Community Board**

Shane Beech from the Maketu Community Board spoke to the Maketu Community Board submission in opposition to the disestablishment of Community Boards. He made the following points:

- They felt that the Community Boards worked well in the community.
- Appointing members allowed too much power for Council.
- The Have Your Say event at Maketu was very well attended and the community had made their views on the proposal clear.

In response to questions, Mr Beech advised as follows:

- Community Boards needed more delegated authority and were happy to include communities like Paengaroa who were not represented by a Community Board in the status quo.
- Had not had any feedback that community members that they resented the addition to their rates for their local community board.

#### C19.2.12 **Submission 356: Beth Bowden**

Beth Bowden spoke to her submission in opposition to the proposal and made the following points:

- In her view an election process was better than an appointed process.
- The proposal seemed to focus its positives and negatives specifically from a process perspective.
- Was concerned that Council had not considered how to remove an appointee from a Community Committee should they become disruptive.

In response to questions, Ms Bowden explained the following:

- She believed in local body voting but did realise that this was limited by the quality of those who stood for elected positions and low voting turn out.
- She agreed that limiting the time of appointment for an appointed member could be a way to manage disruptive appointees.
- Most of the people she knew who worked on boards did so in the spirit of service and remuneration was not a factor for them.

#### C19.2.13 **Submission 482: Marilyn Roberts**

Marilyn Roberts spoke to her submission in opposition to the proposal and made the following points:

- Regarding the proposed boundary change, she did not believe someone from the current Kaimai Ward would appreciate being represented from someone from Waihi Beach.

- She felt that the Waihi Beach Community Board was a well functioning board who were inclusive of their minority groups within their community.
- There had been duplication of events and initiatives from the Council and Community Boards, which had confused the community.
- Questioned the role of the appointed Councillors to Community Boards if a Community Board was struggling.
- Believed the advantages of the proposed system could be applied to the current Community Board system.
- Felt appointing members as opposed to electing members was undemocratic.
- Felt that Community Board members were more in touch with their communities than Councillors.

In response to questions, Ms Roberts advised the following:

- Regarding the areas of the Western Bay of Plenty District Council that were not currently represented by Community boards that it was Council's responsibility to provide representation to the areas that were not currently adequately represented.

C19.2.14

#### **Submission 477: Karen Summerhays**

Karen Summerhays spoke to her submission and tabled document and explained her background in Local Government. She made the following points:

- Noted an imbalance in resources and representation in the district.
- She questioned the need to appoint members of communities of interest when they could contribute to the status quo.
- She believed that the Community Boards would work better if they were delegated more authority.
- Community Plans are not being utilised by all communities to their full potential.

In response to questions, Ms Summerhays explained the following:

- She felt having Councillors at large showed a commitment to district wide decision making.
- She felt that the current financial delegations to Community Boards were not adequate.
- She recognised that it was difficult in the current model to represent to all equitably and advocated for more resourcing for Community Boards to be able to achieve this.
- She supported geographical representation and that communities of interest be referred to for further information.

12.23pm  
1.00pm

The meeting adjourned for lunch.  
The meeting reconvened.



**C19.2.15 Submission 10: Susan Campbell**

Susan Campbell spoke to her submission in opposition of the disestablishment of Community Boards. She made the following points:

- She noted how much more New Zealand Councillors consulted with their residents than had been her experience in America.
- She questioned that the community was consulted well enough with in this matter.
- She did not feel that the needs of Maketu would be better represented by the proposed, broader model than the status quo.

**C19.2.16 Submission 11: David Campbell**

David Campbell spoke to his submission in opposition of the disestablishment of Community Boards. He pointed out what he felt were inadequacies in the consultation process as follows:

- He felt the advert in the Te Puke Times for the consultation meeting did not give adequate notification to the meeting.
- Did not believe that the public meetings gave an appropriate opportunity for people to share their thoughts. The meeting rooms were not large enough to host a substantial meeting.
- He felt that the consultation booklet was not designed to encourage community input but to sell an idea.
- The only way that people felt they could talk to this process was to make an official submission and come to this meeting.
- The hard copy submission document did not have the postal or physical address for Council for submission of the document.
- He felt the online system was flawed: It required participants to pre-register themselves, participants were required to leave the website between registration and submission and participants could make multiple submissions.
- He noted that 207 people responded to the more simple system set up in Maketu and that he believed 96% of those responses were in opposition to the process.

In response to a question, Mr Campbell advised that he believed the Maketu Community clearly wanted to be able to elect their representation.

**C19.2.17 Submission 291: Donald Fraser**

Donald Fraser introduced himself as the Chairperson of the Waihi Beach Ratepayers Association. He spoke to his submission and a tabled document and explained the following about the Waihi Beach Ratepayers Association:

- They had 160 people on their database and 90-100 people came along regularly to meetings.
- They wanted to serve the Waihi Beach community, create cohesion among the current community groups in Waihi Beach and had

resolved to work positively with the Western Bay of Plenty District Council whatever the outcome of this process.

In response to questions, Mr Fraser explained the following:

- The Waihi Beach Ratepayers Association did not seek to support or oppose the proposal but to indicate their desire to work positively with Council.
- Personally, Mr Fraser had attended meetings of the Waihi Beach Community Board and was unsure as to how effective they were.

C19.2.18      **Submission 189: Ian Barnes**

Ian Barnes spoke to his submission in opposition to the disestablishment of the community boards. He felt that disestablishing them was not an option and should not be considered.

C19.2.19      **Submission 355: Christina Floyd-Humphreys**

Christina Floyd-Humphreys spoke to her submission opposed to disestablishing community boards. She believed that the Community Boards should be improved on as opposed to disestablishing them. She also felt that the Community Boards needed to have more delegated authority.

In response to a question, Ms Floyd-Humphreys advised that restructuring the current Community Boards could mean more people would be represented by them.

C19.2.20      **Submission 442: Susan Matthews**

Sue Matthews spoke to a tabled powerpoint presentation regarding her submission in support of the proposed change.

In response to questions, Ms Matthews explained the following:

- She supported the process of advertising for members for a Community Committee and explained her positive experience of engaging in similar processes.
- The Paengaroa Community group did not find they had any less representation from the Western Bay of Plenty District Council because they were not represented by a Community Board.
- She felt Community Boards were expensive and outdated.
- She participated fully in the Maketu Community Board when she was an elected member.
- Thought that the Community Committee structure could facilitate the same level of community as the Community Boards.

**C19.2.21 Submission 434: Anthony Thompson**

Anthony Thompson spoke to his submission in opposition to the disestablishment of Community Boards. He felt the elected nature of Community Boards made them more creditable and meant a higher level of participation.

In response to a question, Mr Thompson confirmed he supported an elected body rather than an appointed one.

**C19.2.22 Submission 419: Karyl Gunn-Thomas**

Karyl Gunn-Thomas spoke to her submission and a tabled document in support of Ward Boards rather than Community Committees:

- Did not believe that Community Boards had been given a fair chance.
- She supported elected Ward boards.

In response to questions, Ms Gunn-Thomas explained as follows:

- In her proposal she suggested subdivisions would be used to more fairly represent diverse areas within the same ward.
- When asked about how she expected people from different backgrounds on the same board to come to agreement on issues, she advised she did not see there being any difference to the current system.

**C19.2.23 Submission 311: Jo Gravit**

Jo Gravit spoke to her submission and tabled documents and made the following points:

- She could not support the Community Committees without more information regarding them.
- Did not support appointment of members but did see that it was likely the best way to get diversity and a change of culture within the current system.
- Could not make sense of the online submission process.
- She was concerned that only around 30% of people vote for local body elections.
- She believed that eight elected members plus a Mayor was a better number for the Western Bay of Plenty District Council.
- Felt that the Western Bay of Plenty District Council did not have an urban rural divide and that any elected members from these different backgrounds should be able to work together because the urban and rural areas in the Western Bay were interdependent on one another.

**C19.2.24 Submission 495: Stephen Bailey**

Stephen Bailey spoke to his submission and made the following points:

- He was concerned about the lack of representation for those who did not have Community Boards.

- Had received feedback about the submission form not being adequate.

In response to questions, Mr Bailey advised as followed:

- He questioned the quality and quantity of people standing for Community Boards.
- He acknowledged the work of the Community Boards in the communities that he lived and worked in.
- Federated Farmers was a members based organisation but did not necessarily speak for the whole rural community.

C19.2.25

#### **Submission 297: Brian Comrie**

Brian Comrie was unable to attend the hearing but asked that the following concerns were listed to Council:

- Retain Community Boards
- Need a Councillor for the beach
- More notification for our absentee ratepayers
- How does Council advise our absentee ratepayers of these consultations?
- Want to elect
- To have Community Committees is not democratic.

C19.2.26

#### **Submission 160: Kelvin O'Hara**

Kelvin O'Hara spoke to his submission in opposition to the proposal. He made the following points:

- He congratulated Council on thinking outside of the box in term of the proposal but believed it needed further work.
- He felt Council was opening itself up for unnecessary criticism by appointing members to Community Committees.
- Council needed to think ahead and make good decisions moving forward.
- He felt Council needed to broaden its base of relationships with the community. He advised that in his experience there is no depth to relationships between this Council and its communities. He also encouraged greater involvement from Councillors on Community Boards.
- He felt it was best to get the proposal correct now than moving ahead and trying to fix up any issues.

C19.2.27

#### **Submission 498: Anne Henry**

Anne Henry spoke to her submission in opposition to the disestablishment of Community Boards. She made the following points:

- She felt the proposed changes were not conducive to democracy.
- She enjoyed the opportunity to be able to attend Community Board meetings and speak in public forum.
- She suggested Community Committees would work if members were elected or appointed by ballot.

- She encouraged more delegated authority being given to Community Boards.

In response to questions, Ms Henry explained the following:

- She would support more community boards being established to make sure all communities are equitably represented.
- She understood that elections and by-elections carried a cost to the district.

C19.2.28

**Submission 171: Margaret Colmore**

Margaret Colmore spoke to her submission and a tabled document in opposition to appointed members on Community Committees.

In response to questions, Ms Colmore advised:

- She supported the elected representation of an Oropi Community Board.
- She would support Community Committees if the members were elected and not appointed.

C19.3

**Receiving Submissions to the Initial Proposal for the Representation Review 2019-2022**

Following the hearing of all submissions to the Initial Proposal for the Representation Review 2019-2022 the Council considered the following recommendation:

**Resolved:** Mayor Webber / Murray-Benge

*THAT all written and verbal submissions to the Initial Proposal for the Representation Review 2019-2022 be received and submitters thanked for their submissions.*

The meeting adjourned at 3.21pm.

## Western Bay of Plenty District Council

**Minutes of Meeting No. C19 of Council  
held on 20 September 2018 in the Council Chamber, Barks Corner, Tauranga  
commencing at 1.00pm**

### **Present**

His Worship the Mayor G J Webber (Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, K Marsh, D Marshall, M Murray-Benge, J Palmer, J Scrimgeour and D Thwaites

### **In Attendance**

M Taris (Chief Executive Officer), G Allis (Deputy Chief Executive), E Holtsbaum (Group Manager Technology, Customer and Community Services), F Begley (Community Relationships Manager), B Whitton (Customer Relationships Manager), D Ofoske (Elections Officer), G Payne (Strategic Advisor), M Bougen (GIS Technician), C Lim (Community Team Leader), M Barns (Community Engagement and Development Coordinator), R Woodward (Communications Advisor), F Sweeney (Governance Management Advisor) and M Parnell (Governance Advisor)

### **Community Boards**

J Hobbs (Chairperson, Katikati Community Board), M Grainger (Chairperson, Omokoroa Community Board), S Beech (Chairperson, Maketu Community Board), A Sole (Chairperson, Waihi Beach Community Board), J Dugmore (Member, Te Puke Community Board), G Cantlon (Member, Maketu Community Board), W McFadyen (Member, Maketu Community Board) and N Mayo (Member, Katikati Community Board)

### **As Required**

### **Others**

Three members of the public and one member of the media.

### **Leave of Absence**

It was noted that Councillor Williams was on leave of absence.

## C19.4 **Representation Review 2018 - Final Proposal**

The Committee considered a report from the Group Manager Technology, Customer and Community Services report dated 17 September 2018 as circulated separately with the agenda.

The Group Manager Technology, Community and Customer Services introduced the report and gave information about how the process would move forward after the final deliberations had taken place. She also explained the issues that would be discussed during the meeting.

### C19.4.1 **Topic REP18 1: Number of Councillors and Wards**

The Committee considered the issues and options paper as circulated separately with the agenda. A replacement copy of this issues and options paper was tabled.

The Group Manager Technology, Community and Customer Services provided a summary of the issues and options paper and of the submissions received regarding this particular issue.

**Resolved:** Murray-Benge / Marsh

<b>Decision</b>
<i>THAT the Status Quo is maintained - retain 11 councillors elected from the existing three wards, plus the Mayor elected district-wide.</i>

<b>Reasons for Decision</b>
<ul style="list-style-type: none"> <li>• <i>Achieves fair representation and meets the '+/- 10% rule'.</i></li> <li>• <i>Will not require consideration of boundary adjustments which have not been publicly consulted on.</i></li> <li>• <i>Provides the population with reasonable access to its elected members and vice versa.</i></li> <li>• <i>Allows elected members to effectively represent the views of their electoral area.</i></li> <li>• <i>Allows elected members to attend public meetings throughout their area and provides reasonable opportunity for face-to-face meetings.</i></li> <li>• <i>Fairer representation than at large options.</i></li> </ul>



### C19.4.2 **Topic REP18 3: Ward Boundary Adjustments - Proposed Minor Ward Boundary Adjustment Between Katikati-Waihi Beach and Kaimai Wards**

The Committee considered the issues and options paper as circulated separately with the agenda.

The Group Manager Technology, Community and Customer Services gave a summary of the issues and options paper and a precis of the submissions received regarding this issue.

**Resolved:** Thwaites / Marshall

#### **Decision**

*THAT Council makes a minor boundary adjustment from the eastern side of the Morton Road Peninsula between the Katikati-Waihi Beach and Kaimai wards by generally following the centre of the Waipapa River until it reaches just south of the Esdaile Road/Wainui South Road intersection. It then follows the centre of Wainui South Road for a short distance before continuing up the centre of Tim Road to its end, and before reconnecting with the remainder of the existing ward boundary.*

*AND THAT*

- (a) the Western Bay of Plenty District Council be divided into three wards, these being:*
- (i) Katikati-Waihi Beach Ward being the existing ward comprising the area delineated on LGC Plan 022-2013-W-2 deposited with the Local Government Commission with the addition of a small north-western portion of the current Kaimai Ward (westward of the Waipapa River), the boundaries and more detailed description of which are shown on Map 1 – Initial Proposal – Proposed Boundary Change;*
  - (ii) Kaimai Ward being the existing ward comprising the area delineated on LGC Plan 022-2013-W-3 deposited with the Local Government Commission with the exclusion of a small north-western portion (westward of the Waipapa River), the boundaries of which are shown on Map 1 – Initial Proposal – Proposed Boundary Change; and*
  - (iii) Maketu–Te Puke Ward being the existing ward comprising the area delineated on LGC Plan 022-2013-W-4 deposited with the Local Government Commission, the boundaries of which are shown on Map 1 – Initial Proposal – Proposed Boundary Change.*

#### **Reasons for Decision**

- The people in the affected area would become part of the ward in which they share common links with educational, shopping, social and other needs.*
- The numbers of people affected would not influence the fair representation rule of '+/- 10% rule'.*
- Reflects the information gathered from the community in the pre consultation process where people identified their own communities of interest.*



C19.4.3 **Topic REP18 4: Local Representation - Initial Proposal Disestablish Community Boards/Establish Community Committees**

The Committee considered the issues and options paper as circulated separately with the agenda.

The Group Manager Technology, Community and Customer Services gave a summary of the submissions received for this issues and options paper and of the submissions received regarding this option. She referred to the initial proposal document and reminded Councillors what their initial proposal was designed to achieve.

Staff confirmed in response to a question that Ward Councillor Committees would be made up solely of the Ward Councillors.

**Resolved:** Marsh / Mackay

<b>Decision</b>
<i>THAT the Waihi Beach, Maketu and Te Puke Community Boards be retained in their current boundaries.</i>
<i>AND</i>
<i>THAT the Katikati Community Board be retained in the adjusted boundary.</i>
<i>AND</i>
<i>THAT the Omokoroa Community Board be disestablished.</i>
<i>AND</i>
<i>THAT a Ward Councillor Committee consisting of all Ward Councillors be established for each of the following areas:</i>
<ul style="list-style-type: none"> <li>▪ <i>Whole of Kaimai Ward</i></li> <li>▪ <i>Eastern end of the Maketu-Te Puke Ward i.e. all the areas not included in the Te Puke and Maketu Community Boards</i></li> <li>▪ <i>Matakana Island and Rangiwaea Island of the Katikati-Waihi Beach Ward i.e. all the areas not included in the Waihi Beach and Katikati Community Boards</i></li> </ul>
<i>AND</i>
<i>THAT the purpose of the Ward Councillor Committees will be to provide representation and liaison for all the communities of interest as identified through the review process not currently represented by Community Boards.</i>

### Reasons for Decision

- *Satisfied the views expressed by those who submitted to and were heard regarding the initial proposal of the Representation Review process.*
- *Provided direct contact for Kaimai Ward, the eastern end of the Maketu-Te Puke ward and Matakana Island and Rangiwaea Island residents with their Ward Councillors.*
- *Easily able to be changed if Councillor Ward Committees did not work well.*
- *Was the closest compromise to the initial proposal once the views of the public had been made.*
- *Enabled different communities (i.e. urban and rural) within the same ward to work through their own community of interest issues.*
- *Opportunity to try a different model while retaining Community Boards in areas that supported them.*
- *Retains the Waihi Beach, Maketu, Te Puke and Katikati (subject to boundary adjustment) Community Boards*
- *Would create opportunity for representation in rural/other communities which do not currently have community boards*
- *Only partially addresses concerns regarding equitable representation and democratic process - only elected ward councillors would represent the district*
- *Potential lack of duplication of communication and engagement processes in the Kaimai ward only.*
- *More representation offered than the status quo.*

**Resolved:** Mayor Webber / Marsh

1. *THAT the Group Manager Technology, Customer and Community Services report dated 17 September 2018 and titled Representation Review 2018 Final Proposal be received.*
2. *THAT the report relates to an issue that is considered to be of high significance in terms of Council's Significance and Engagement Policy.*
3. *That following consideration of submissions received (written and oral), and taking into account the results of earlier informal consultation undertaken prior to resolving its initial proposal, Council, pursuant to section 19N of the Local Electoral Act 2001, resolves to amend the initial proposal with the final proposal for the review of representation arrangements for the 2019 and 2022 triennial elections being:*

*THAT regarding the number of Councillors and Wards the Status Quo is maintained - retain 11 councillors elected from the existing three wards, plus the Mayor elected district-wide.*

*For the following reasons:*

- *Achieves fair representation and meets the '+/- 10% rule'.*

- *Will not require consideration of boundary adjustments which have not been publicly consulted on.*
- *Provides the population with reasonable access to its elected members and vice versa.*
- *Allows elected members to effectively represent the views of their electoral area.*
- *Allows elected members to attend public meetings throughout their area and provides reasonable opportunity for face-to-face meetings.*
- *Fairer representation than at large options.*

*THAT regarding the proposed boundary change Council makes a minor boundary adjustment from the eastern side of the Morton Road Peninsula between the Katikati-Waihi Beach and Kaimai wards by generally following the centre of the Waipapa River until it reaches just south of the Esdaile Road/Wainui South Road intersection. It then follows the centre of Wainui South Road for a short distance before continuing up the centre of Tim Road to its end, and before reconnecting with the remainder of the existing ward boundary.*

*AND THAT*

- (a) the Western Bay of Plenty District Council be divided into three wards, these being:*
- (i) Katikati-Waihi Beach Ward being the existing ward comprising the area delineated on LGC Plan 022-2013-W-2 deposited with the Local Government Commission with the addition of a small north-western portion of the current Kaimai Ward (westward of the Waipapa River), the boundaries and more detailed description of which are shown on Map 1 – Initial Proposal – Proposed Boundary Change;*
  - (ii) Kaimai Ward being the existing ward comprising the area delineated on LGC Plan 022-2013-W-3 deposited with the Local Government Commission with the exclusion of a small north-western portion (westward of the Waipapa River), the boundaries of which are shown on Map 1 – Initial Proposal – Proposed Boundary Change; and*
  - (iii) Maketu–Te Puke Ward being the existing ward comprising the area delineated on LGC Plan 022-2013-W-4 deposited with the Local Government Commission, the boundaries of which are shown on Map 1 – Initial Proposal – Proposed Boundary Change.*

*For the following reasons:*

- *The people in the affected area would become part of the ward in which they share common links with educational, shopping, social and other needs.*
- *The numbers of people affected would not influence the fair representation rule of '+/- 10% rule'.*
- *Reflects the information gathered from the community in the pre consultation process where people identified their own communities of interest.*

*THAT regarding the Initial Proposal Disestablish Community Boards/Establish Community Committees the Waihi Beach, Maketu and Te Puke Community Boards be retained in their current boundaries.*

*AND*

*THAT the Katikati Community Board be retained in the adjusted boundary.*

*AND*

*THAT the Omokoroa Community Board be disestablished.*

*AND*

*THAT a Ward Councillor Committee consisting of all Ward Councillors be established for each of the following areas:*

- *Whole of Kaimai Ward*
- *Eastern end of the Maketu-Te Puke Ward i.e. all the areas not included in the Te Puke and Maketu Community Boards*
- *Matakana Island and Rangiwaea Island of the Katikati-Waihi Beach Ward i.e. all the areas not included in the Waihi Beach and Katikati Community Boards*

*AND*

*THAT the purpose of the Ward Councillor Committees will be to provide representation and liaison for all the communities of interest as identified through the review process not currently represented by Community Boards.*

*For the following reasons:*

- *Satisfied the views expressed by those who submitted to and were heard regarding the initial proposal of the Representation Review process.*
- *Provided direct contact for Kaimai Ward, the eastern end of the Maketu-Te Puke ward and Matakana Island and Rangiwaea Island residents with their Ward Councillors.*
- *Easily able to be changed if Councillor Ward Committees did not work well.*
- *Was the closest compromise to the initial proposal once the*

*views of the public had been made.*

- *Enabled different communities (i.e. urban and rural) within the same ward to work through their own community of interest issues.*
- *Opportunity to try a different model while retaining Community Boards in areas that supported them.*
- *Retains the Waihi Beach, Maketu, Te Puke and Katikati (subject to boundary adjustment) Community Boards*
- *Would create opportunity for representation in rural/other communities which do not currently have community boards*
- *Only partially addresses concerns regarding equitable representation and democratic process - only elected ward councillors would represent the district*
- *Potential lack of duplication of communication and engagement processes in the Kaimai ward only.*
- *More representation offered than the status quo.*

The meeting concluded at 1.39pm.

Confirmed as a true and correct record

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G J Webber, JP  
**Mayor**

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Date

## Western Bay of Plenty District Council

**Minutes of Meeting No. C20 of Council  
held on 20 September 2018 in the Council Chamber, Barkes Corner, Tauranga  
commencing at 9.30am**

### **Present**

His Worship the Mayor G J Webber (Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, K Marsh, D Marshall, M Murray-Benge, J Palmer, J Scrimgeour, and D Thwaites

### **In Attendance**

M Taris (Chief Executive Officer), G Allis (Deputy Chief Executive), E Holtsbaum (Group Manager Technology, Customer and Community Services), K Perumal (Chief Financial Officer), R Davie (Group Manager Policy, Planning and Regulatory Services), I Butler (Finance Manager), B Whitton (Customer Relationships Manager), P Watson (Reserves and Facilities Manager), F Begley (Community Relationships Manager), G Hobson (Risk Specialist), M Rencher (Executive Assistant Financial Services Group), R Woodward (Communications Advisor), and F Sweeney (Democracy Management Advisor)

### **Community Boards**

M Grainger (Chairperson, Omokoroa Community Board), and A Sole, (Chairperson, Waihi Beach Community Board)

### **Others**

One member of the public and as recorded in the minutes.

### **Apologies**

It was noted that Councillor Williams was on leave of absence.

### **Late Items**

The Mayor advised there were two late items for Council to consider, the first for inclusion in the open section of the agenda, being the Recommendatory Report from the Operations and Monitoring Committee - Wilson Park - Community Garden Lease Renewal, and the second

for inclusion in the public excluded section of the agenda, being the Appointment of District Licensing Committee Members.

The reason that these items were not included on the agenda was:

- Recommendatory Report from the Operations and Monitoring Committee - Wilson Park - Community Garden Lease Renewal was not initially noted as a recommendation to Council and it could not be delayed to the next scheduled Council meeting because the lease required finalisation.
- Appointment of District Licensing Committee Members - due to difficulty finding suitable times to convene the interview panel for the purpose of undertaking interviews which were, as a consequence, undertaken after the agenda closed for this Council meeting, and appointments were required prior to the next scheduled meeting of Council for the District Licensing Committee business needs.

**Resolved:** Mackay / Scrimgeour

*THAT, in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act the following item be considered as late items:*

- *Recommendatory Report from the Operations and Monitoring Committee Wilson Park - Community Garden Lease Renewal - open business*
- *Appointment of District Licensing Committee Members – in confidence business*

C20.1 **Draft Financial Statements for the Year Ended 30 June 2018, Funding Transfer in Reserve Accounts and Adoption of the Annual Report and Summary Annual Report -2017/18**

Council considered a report from the Finance Manager dated 6 September 2018 as circulated with the agenda. The Chief Financial Officer introduced the report noting the need to accommodate final editorial changes in the published document which would be addressed in the final resolution.

Clarence Susan, Audit Director, Naude Kotze, and Warren Goslett Senior Auditors, of Audit New Zealand were in attendance to present the Audit Report on the Annual Report and Summary Annual Report - 2017/18.

Naude Kotze, Senior Auditor, of Audit New Zealand introduced the Audit Opinion and spoke to it noting that the form of the document was quite prescriptive and spoke generally to the following:

- The review found that the document presented fairly in all material aspects and complied with accounting practice in accordance with Public Benefit Entity accounting standards.
- The control environment was effective for the purpose of the audit and gave overall audit assurance.
- The Information Technology control environment was design effective and overall Council had processes in place to manage key risks in this area.
- The revaluation of property and equipment movement were fairly reflected, as were the groups of activities.

- No significant issues needed to be brought to attention in terms of reporting of results.
- Financial reporting and prudence reporting was in line with regulations.
- Staff were thanked for their assistance with the audit.

In response to a question he advised that there were people who sat on the standards boards and there were opportunities for people to submit on these. It was noted that the standards that Council was obliged to comply with were the same for all public and private entities. The reporting was based on financial reporting requirements, and was quite technical. In real terms and results for Council in terms of cash surplus Council had a cashflow of over \$120 million and resulting from this the general rate reserve sat at a little less than \$5million due to some use of this in the current year. This fund had not been added to this year due to unexpected works which Council had agreed to fund. It was also noted that Council had AA status under Standard and Poors ranking.

There was a brief press release to the community in relation to the Annual Report which Councillors had been supplied with.

The Mayor thanked the Audit team and Finance team for their work, and noted the Council's work on the Long Term Plan leading up to this work and thanked all for their work towards today.

**Resolved:** Mayor Webber / Thwaites

1. *THAT the Finance Manager's report dated 7 September 2018 and titled 'Draft Financial Statements for the Year Ended 30 June 2018, Funding Transfers in Reserve Accounts and Adoption of the Annual Report and Summary Annual Report 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.*
3. *THAT the Annual Report and the Summary Annual Report for the year ended 30 June 2018 be received and approved by Council.*

*AND following receipt of the Audit Opinion from the Audit New Zealand representatives in attendance:*

4. *THAT the Audit Opinion from Audit New Zealand for Western Bay of Plenty District Council's financial statements and performance information for the year ended 30 June 2018 be received.*
5. *THAT pursuant to Section 98 and 99 of the Local Government Act 2002, the Western Bay of Plenty District Council's audited Annual Report and Summary Annual Report for the year ended 30 June 2018 be adopted.*



6. *THAT the Chief Executive Officer be delegated authority to make such minor editorial changes to the Annual Report 2017/18 as may be required prior to final publication.*

## C20.2 **Receipt of Community Board Minutes**

Council considered minutes of the meetings of the Community Board as circulated separately with this agenda.

**Resolved:** Marsh / Scrimgeour

*THAT the minutes of the following meetings be received:*

1. *Minute no. WB15 of the Waihi Beach Community Board held on 27 August 2018*
1. *Minute no. OM15 of the Omokoroa Community Board held on 28 August 2018*
2. *Minute no. K15 of the Katikati Community Board held on 29 August 2018*
3. *Minute no. MC15 of the Maketu Community Board held on 4 September 2018*
4. *Minute no. TP15 of the Te Puke Community Board held on 6 September 2018*

## C20.3 **Minutes of Council and Committee Meetings for Confirmation**

Council considered minutes of the Council and its Standing Committees as circulated separately with this agenda.

**Resolved:** Dean / Murray-Benge

*THAT the minutes of the following meetings as circulated separately with the agenda are confirmed and are a true and correct record:*

5. *Minute no. C18 of the Western Bay of Plenty District Council held on 9 August 2018*
6. *Minute no. CC12 of the Community Committee held on 30 August 2018*
7. *Minute no. PP15 of the Policy Committee held on 4 September 2018*
8. *Minute no. OP14 of the Operations and Monitoring Committee held on 13 September 2018*

## C20.4 **Minutes for Receipt**

Council considered minutes as circulated separately with this agenda.

**Resolved:** Mackay / Thwaites

*THAT Minute no. JG5 of the Joint Governance Committee held on 8 August 2018 as circulated separately with the agenda is received.*

C20.5

**Information for Receipt**

Council considered the information included in the Minute Index and Information Pack dated 20 September 2018 as circulated separately with the agenda.

**Resolved:** Murray-Benge / Marshall

*THAT the information items included in the Minute Index and Information Pack dated 20 September 2018 as circulated separately with the agenda be received.*

C20.6

**Recommendatory Report from the Operations and Monitoring Committee - Kauri Point Reserve Road Slip Update**

Council considered a report from the Governance Management Advisor dated 17 September 2018 as circulated with the agenda. In response to a concern that the figure quoted may not be the final outcome the Deputy Chief Executive stated that staff did not have delegation to go over this figure and any change would have to come back to Council. It was further noted that this was normal practice with such works and estimates.

In discussion the following was noted:

- The estimate given was at a high level and the final figure may be different, and the recommendation should be re-worded with the use of the word "progress".
- This proposal set a dangerous precedent for the future given that other boat ramps were being investigated and there was no guarantee that there would not be further damage in the future.
- It was Council's duty to reinstate this road for the community.

**Resolved:** Palmer / Mackay

1. *THAT Council directs staff to progress the following option for the remediation of the Kauri Point Reserve Road slip, provided it be engineered fit for purpose:*

<i>Option A:</i>	<i>Cost (ex GST)</i>	<i>Funding Source</i>
<i>Rock Buttress</i>	<i>\$1,528,696.00</i>	<i>General Rate Reserve Account</i>

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

Councillors Dally and Lally voted against the motion and requested that their votes be recorded.

**C20.7      **Recommendatory Report from the Operations and Monitoring Committee - Kiwi Camp Facility****

Council considered a report from the Governance Management Advisor dated 17 September 2018 as circulated with the agenda. The Deputy Chief Executive advised that there had been feedback from the Community Centre who had expressed concerns about the location.

In discussion the following matters were noted:

- This was an opportunity to gain a facility which had not been funded by ratepayers.
- There had been requests from the Waihi Beach community for additional toilet facilities, and this was a trial with a facility that could be relocated.

**Resolved:**      Murray-Benge / Thwaites

1. *THAT Council approve the implementation of a Kiwi Camp facility on the following basis:*
  - a. *Trial Location              Waihi Beach Community Centre*
  - b. *Council cost                \$40,000 from General Rate Reserve Account*
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.*

**C20.8      **Storm Water Easement Over Part of Vesey Stewart Recreation Reserve****

Council considered a report from the Legal Property Officer Reserves and Facilities dated 2 August 2018 as circulated with the agenda.

**Resolved:**      Mackay / Marshall

1. *THAT the Legal Property Officer - Reserves and Facilities' report dated 2 August 2018 and titled Storm Water Easement Over Part of Vesey Stewart Recreation Reserve be received.*
2. *THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.*
3. *THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a storm water easement, in gross, with Council being both the grantor and grantee, as shown on the attached*

*plan (Attachment A) to allow discharge of stormwater over Lot 14 DPS 23757.*

4. *THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.*

C20.9

### **Storm Water Easement Over Part of Moore Park, Katikati**

Council considered a report from the Legal Property Officer Reserves and Facilities dated 4 August 2018 as circulated with the agenda.

**Resolved:** Mackay / Marshall

1. *THAT the Legal Property Officer - Reserves and Facilities' report dated 4 August 2018 and titled Storm Water Easement Over Part of Moore Park, Katikati be received.*
2. *THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.*
3. *THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a storm water easement, with Council being the grantor and the owner of Lot 11 DPS 36445 (3 Robinson Street) as grantee, as shown on the attached plan (Attachment A) to allow discharge of stormwater over Section 6 SO 433028. (Moore Park).*
4. *THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.*

C20.10

### **Easement to Convey Water and Associated Services over Lawrence Oliver Park, Te Puke, for the Waiari Water Supply Project**

Council considered a report from the Legal Property Officer Reserves and Facilities dated 6 September 2018 as circulated with the agenda.

**Resolved:** Lally / Dally

1. *THAT the Legal Property Officer - Reserves and Facilities' report dated 31 July 2018 and titled Easement to convey water and associated*

*services over Lawrence Oliver Park, Te Puke, for the Waiari Water Supply Project be received.*

2. *THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.*
3. *THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of an easement in gross to convey water, electricity, telecommunications and computer media through and over part of Lawrence Oliver Park being Part Lot 1 DP 31022, Lot 2 DP 11354 and Lot 1 DP 30250 as shown on the attached plan (Attachment A) in favour of Tauranga City Council.*
4. *THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.*

C20.11

**Omokoroa District Sport and Recreation Society Incorporated Lease Relocation and Extension on Omokoroa Sports Ground**

Council considered a report from the Reserves and Facilities Manager dated 4 September 2018 as circulated with the agenda. It was noted that this was a new lease and the word "variation" should be removed from the resolution.

**Resolved:** Palmer / Murray-Benge

1. *THAT the Reserves and Facilities Manager's report dated 4 September 2018 and titled "Omokoroa District Sport & Recreation Society Incorporated Lease Relocation and Extension on Omokoroa Sports Ground" be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT in exercise of the powers conferred on it by delegation from the Minister of Conservation under the Reserves Act 1977, the Council in its capacity as administering body, grants Omokoroa Sports and Recreation Society Incorporated a lease to relocate and extend the existing lease area on the Omokoroa Sportsground, being Part Lot 1 on DPS 27322, by 600m<sup>2</sup> and approve the building of a new facility.*

## C20.12 **Quarterly Review of Council's Risk Profile**

Council considered a report from the Risk Specialist dated 5 September 2018 as circulated with the agenda. The Chief Financial Officer and Risk Specialist spoke to the report and noted the following:

- There was considerable discussion in the community about the effects of the current roading situation on development and this had been reflected in the update to the profile.
- The risk management framework had also been audited by an external party who had suggested improvements.
- The risk policy was also under review, including attention to reporting and risk management, which would be reflected in the updated policy.
- The asset management planning was reflected in the risk profile, including the migration to the new asset management system which would reduce over time.
- The graphs represented longer term trends over twelve months.
- Audits were carried out over one and a half to two years.

In discussion of the report the following matters were noted:

- The movement on the risk graph was encouraging.
- Given climate change this may need to be reviewed in the New Year.

**Resolved:** Mayor Webber / Murray-Benge

1. *THAT the Risk Specialist's report dated 5 September 2018 and titled 'Quarterly Review of Council's Risk Profile' 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.*

## C20.13 **Chief Executive Officer's Report to Council - September 2018**

Council considered a report from the Chief Executive Officer dated 7 September 2018 as circulated with the agenda. The Chief Executive Officer gave a verbal update on SmartGrowth noting work being done on critical work in subregional transportation with a major meeting next week. The Mayor noted that there had been collective agreement that the most significant issue to raise with the Chair of New Zealand Transport Agency was State Highway Two and this would take a higher profile than the Tauriko development. He also noted that in the Special Housing Accord there were clauses requiring Council and the Government to work collectively on improving roading and educational facilities which was being followed up. This Council was working collaboratively with Tauranga City and the Regional Council on these issues. It was noted that most of the funding related to the State Highway which was a New Zealand Transport Agency responsibility.

The Chief Financial Officer noted the programme going forward to develop the Annual Plan, to the end of the year. He also noted that the Annual

Report process represented the end of year results hence there were no financial reports included in this agenda.

**Resolved:** Murray-Benge / Marshall

*THAT the Chief Executive Officer's report dated 7 September 2018 and titled "Chief Executive Officers Report" be received.*

C20.14

**Recommendatory Report from the Operations and Monitoring Committee: Wilson Park - Community Garden Lease Renewal**

Council considered a report from the Governance Management Advisor dated 17 September 2018 as circulated with the agenda. It was noted that this was a voluntary group.

**Resolved:** Dean / Thwaites

1. *THAT Council agrees to renew the existing lease for the Wilson Park community garden for a further five years.*
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.*

**Local Government Official Information and Meetings Act**

**Exclusion of the Public**

**Schedule 2A**

**Resolved:** Scrimgeour / Marshall

*THAT the public be excluded from the following part of this meeting namely:*

- *In Confidence Community Board Minutes for Receipt*
- *In Confidence Council and Committee minutes for Confirmation.*
- *In Confidence Minute Index and Information Pack*

*Late Item*

- *Appointment of District Licensing Committee Members*

*The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<b><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<i>In confidence Community Board Minutes for receipt</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes.</i>
<i>In Confidence Council and Committee minutes for Confirmation</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes.</i>
<i>In Confidence Minute Index and Information Pack</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes. Maintain legal professional privilege. Protect information which is subject to an obligation of confidence.</i>
<i>Appointment of District Licensing Committee Members</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>Protect the privacy of natural persons, including that of deceased natural persons</i>



## Western Bay of Plenty District Council

**Minutes of Meeting No. CC13 of the Community Committee  
held on 11 October 2018 at the Paengaroa Community Hall,  
223 State Highway 33, Paengaroa  
commencing at 10.00am**

### **Present**

Councillor P Mackay (Chairperson), Councillors G Dally, M Dean, M Lally, K Marsh, D Marshall, M Murray-Benge, J Palmer, J Scrimgeour, D Thwaites, and His Worship the Mayor G J Webber

### **In Attendance**

M Taris (Chief Executive Officer), M Dowd (Acting Group Manager Technology, Customer and Community Services), F Begley (Community Relationships Manager), B Wilson (Community Relationships Advisor), G Ayo (Community Relationships Advisor), M Barns (Community Engagement and Development Coordinator), L Nind (Governance Advisor) and M Parnell (Governance Advisor)

### **Others**

One member of the public and as mentioned in the minutes.

The Chairperson welcomed new Council staff members Louise Nind (Governance Advisor) and Michelle Barns (Community Engagement and Development Coordinator) to the meeting and noted that the Acting Group Manager Technology, Customer and Community Services was Marion Dowd.

### **Apologies**

An apology for lateness was received from Councillors Murray-Benge and Scrimgeour. It was noted that Councillor Williams was on leave of absence.

**Resolved:** Mayor Webber / Mackay

*THAT the apology for lateness from Councillors Murray-Benge and Scrimgeour be accepted.*

### CC13.1 **Community Team Update**

The Community Committee considered a report from the Community Team Leader dated 28 September 2018.

The Community Relationships Advisor spoke to the report in the agenda and advised that the Community Engagement and Development Coordinator would be managing the Community Matching Fund moving forward. He played a video from the Makahae Marae, a previously successful recipient of a Community Matching Fund grant, regarding their Planting Programme 2018.

The Community Relationships Advisor advised of events that were coming up in the community, environmental projects and upcoming Community Plans.

In response a question, staff advised that the grant for the Makahae Marae came from the 2017 Community Matching Fund and that the Ōtanewainuku work was funded through an operational budget.

**Resolved:** Marshall / Thwaites

*THAT the report from the Community Team Leader dated 28 September 2018 be received.*

### CC13.2 **Paengaroa Community Association**

Sue Matthews, Chair of the Paengaroa Community Association was in attendance to speak to the Committee regarding a high level overview of the Paengaroa Community Plan 2015-2025.

Ms Matthews spoke to a tabled powerpoint presentation and thanked the Council staff for their support in the Paengaroa area. She made the following points:

- She spoke to the strength of the initial settlement community and its links to iwi in Rotorua.
- She explained the main industry in the Paengaroa area was kiwifruit and avocado, AFFCO and Comvita and that the community included the developing Rangiuru Industrial Park, Showgrounds and a Pony Club.
- She talked about the Paengaroa Community Association Incorporated, which was established on 19 April 2011 and described the Council and community groups that they work with and regularly meet with.
- She spoke to the Paengaroa Community Plan and identified some successful projects that had been completed in the plan alongside New Zealand Transport Agency, the Council and the New Zealand Police, and also talked about some current projects.
- She explained the use of a bee as a motif for the community.
- She spoke to community concerns around road safety, security and rubbish around Paengaroa.

- She advised that the Paengaroa Community thought of Te Puke as their community of interest that they wanted to support and were looking at public transport to Te Puke.
- She spoke about development in Paengaroa including concerns around transportable and container housing. There was agreement that development should take place on one side of the road unless a bridge or underpass was provided to improve safety in crossing the road.
- 60% of Comvita employees lived in Paengaroa and many of those people walked to work.

In response to questions, Ms Matthews advised:

- The speed limit through Paengaroa had always been, to the best of her knowledge, 70 kilometres per hour.
- The Paengaroa School was the first response for an emergency plan and the Paengaroa Hall was the second space. This would be worked out with the Emergency Management staff at the Bay of Plenty Regional Council.
- Te Puke was the growth area designated in the Te Puke / Maketu Ward.
- There was often around 60 people attending meetings regularly and 60 families who belonged to the Paengaroa Community Association.

**Resolved:** Mayor Webber / Dean

*THAT the presentation from Paengaroa Community Association be received.*

10.58am  
11.19am

The meeting adjourned for morning tea.

The meeting was reconvened and Councillor Murray-Benge entered the meeting.

CC13.3

### **Tauranga Youth Development Team**

Becks Clarke, General Manager of the Tauranga Youth Development Team, and Laura McLennan, Administrator for the Tauranga Youth Development Team, were in attendance to speak to the Committee about the outcomes of the 100% Summer Programme and results of a comprehensive survey about our District's youth.

Ms Clarke explained she had been asked to speak about her experience of youth engagement in the district and the work that the Tauranga Youth Development Team had done in the Western Bay. She advised of the passion for youth that the Tauranga Youth Development Team had and the connection between the Council's community strategies and their strategies for youth in the district.

She gave an example that all people at different times in their lives could be considered 'at risk' and explained the purpose of youth development in the district.

She explained that they work with the community development team at Tauranga City Council and had identified the following areas of concern for young people by young people and those who worked with them:

- Health care and wellbeing
- Connectedness
- Leadership - including young people
- Education
- Relationships
- Youth spaces and opportunities
- Youth voice

Ms Clarke played a video featuring Daniella Schroder, Board Member of the Tauranga Youth Development Team, about her involvement in the organisation from its inception. Ms Clarke advised of the 100% Summer programme and how it started. She explained that the majority of growth in the programme had been in the Western Bay and they had worked with community centres in the area to create great and meaningful programmes for the community. They also looked to avoid duplication of services and had come across cases where individuals were receiving aid from multiple organisations.

She spoke about the Delay Campaign, a campaign that encouraged youth to delay the consumption of alcohol. She advised that the Youth Development Team volunteers were aged between 15 and 30 years old and were being trained to facilitate and run events and given the opportunity to develop leadership skills to help run projects. They taught young people valuable skills to help them into adulthood. Ms Clarke described the positive Facebook campaign that had showed the team the interest in young people within the wider community. She concluded by playing the 100% Summer promotion video featuring the activities the group ran and some of the feedback from participants.

11.45am

Councillor Marsh left the meeting.

In response to questions, Ms Clarke advised:

- The Tauranga Youth Development Team had a long standing relationship with the Katikati Community Centre and had recently reported on a survey featuring 305 students, where they had received quality information. They had recommended focus groups to the Katikati Community Centre moving forward to continue to collect information.
- They had just been connected with a group in Te Puke to help support their services. Their goal was to help support the existing communities to support their young people and avoid duplication of services. The team acted as a conduit for events and its members sat on different community groups and boards to provide youth perspective in communities.
- The group started meeting in 2010 and became an incorporated association in 2012 and Ms Clarke described it as an 'accidental

organisation' that they had not intended to establish when they first met but had organically developed.

- She explained there had been some changes in the Board / advisory structure and were looking for new governance members.
- She confirmed that they worked with parents and caregivers.

12.03pm Councillor Scrimgeour joined the meeting.

- 40% of Ms Clarke's job was seeking funding. Current funding was received through the District Health Board, the Tauranga City Council Long Term Plan and a number of different trusts and grants throughout New Zealand. Ms Clarke and Ms McLennan were the only employees.
- Had received a small amount of support from Western Bay of Plenty District Council last year.
- Had been asked to present to a panel regarding mental health and wellbeing this year and would like to be further involved in helping to shape Central Government policy about youth.
- Tauranga City Council had committed to \$20,000 per year for the next three years in their Long Term Plan 2018-28.

**Resolved:** Murray-Benge / Marshall

*THAT the presentation from Tauranga Youth Development Team be received.*

12.13pm The meeting was adjourned for lunch.

12.45pm The meeting was reconvened.

#### CC13.4 **Trustpower Award Winner - Under the Stars Youth Community Spirit Award**

Ashleigh Ngow, winner of the Trustpower Under the Stars Youth Community Spirit Award and Head Girl of Te Puke High School, was in attendance to speak to the Committee regarding the award.

She spoke to a tabled powerpoint presentation and explained her family background. Her hobbies included indoor soccer, performing arts, the environment and she loved people. In 2019 she was planning to study at the University of Waikato doing a Bachelor in Environmental Sciences.

Her passion for the environment started after she got involved when the Rena accident happened and she had continued with her passion in local projects including local wetlands, mentoring students and was a delegate on a Youth Environmental Forum. She had implemented a rewards scheme at Te Puke High School rewarding those who recycled their hot drink cups. She had also helped out with other community events in Maketu and Te Puke. She had been a part of the Youth in Emergency Services

programme that had given her a greater context for the people who worked in emergency services in her community.

She had been surprised to receive the Under the Stars Youth Community Spirit Award as she was so involved in her community for the benefit of the community. She made special note of Clester Eru who had been a mentor for her involvement in the community.

Miss Ngow noted that in the groups she was involved in, there was not much youth involvement and she felt this was because many youth did not feel that they could make a difference.

Miss Ngow had gathered some feedback from the youth communities she was involved in and advised that the youth she spoke to appreciated the following about their communities:

- The upkeep of the local bushwalks
- The 100% Summer Programme
- The float parade
- The skatepath
- Cycleways

What they wanted more of was more opportunities for the youth in emergency services programme, free barista courses, opportunities to be involved in the community, more public transport, social reasons to stay in Te Puke (roller and ice skating, outdoor movie nights), student discounts, sustainable practices for the businesses in Te Puke and healthy and convenient options for eating.

In response to questions, Miss Ngow advised as follows:

- She caught the bus to school but sometimes drove to school who she had a practice that she needed to attend and sought to carpool when she drove.
- She would like to study in Tauranga but the public policy part of her degree required that she study onsite in Hamilton, which is where her brother currently was.
- The Community Relationships Advisor advised that Clester Eru and Council staff had been successful in gaining funding for a Youth in Emergency Services Programme in Maketu. Training with fire service, coastguard, civil defence and St Johns.
- She was not fluent in Mandarin.
- After being involved in the Te Puke Community Board as a youth representative, she knew who to speak to when she had a community issue. This showed her that she was able to make a difference in her community and she wanted this for other youth in the area.
- She believed that littering happened because of the fast paced lifestyle that young people lived. She believed that a change in behaviour would require a change in culture.

**Resolved:** Murray-Benge / Mayor Webber

*THAT the presentation from Ashleigh Ngow be received.*

- 1.14pm The meeting was adjourned while the Committee waited for the next presenter to arrive.
- 1.25pm The meeting was reconvened.

### CC13.5 **Priority One**

Nigel Tutt, Chief Executive of Priority One, was in attendance to give the Committee a 'Digital Enablement Update.' Mr Tutt spoke to a tabled powerpoint presentation regarding digital enablement. He explained the background of the project and advised of the options moving forward; status quo, cancel the project, come up with a different model.

Mr Tutt explained his background in technology and the principles and the context for discussing a different model and advised of the community goals regarding digital access and the 'Smart City / Smart Region' concept, where regions were installing items like meters that were able to talk to other devices to enable better services in the community. These services required accessibility to the internet.

In his experience Mr Tutt advised it was easier to start projects like this right from the beginning rather than putting something online and then fixing it later. It was also important for Council's to be in agreement. He explained that the next steps involved forming a steering group. He also advised that costings had not been done yet, but would be done when Priority One reported to Council next in December.

In response to questions, Mr Tutt advised as follows:

- There would definitely be representation on the steering group for the rural community.
- He noted the issue in the Oropi Community where fibre had been made available to the school but not for the 40 houses around the school.
- The steering group would include technical experts.
- The first issue to overcome was accessibility.
- Would retain the work that had been done previously and would build upon it.
- An important factor in the success of the project was for the region to be on the same page regarding digital enablement.

The Acting Group Manager Technology, Customer and Community Services advised that this work had started three or four years ago but since that time there had been a substantive change and the ability to facilitate and coordinate efforts for communities to be digitally supported was better.

**Resolved:** Murray-Benge / Mayor Webber

*THAT the presentation from Priority One be received.*

CC13.6

**Te Puke Sports and Recreation Club Request for a Sponsorship Grant**

The Community Committee considered a report from the Reserves and Facilities Manager dated 28 September 2018 as circulated with the agenda.

Rick Hannay, Ash Peat and Danielle Dunseath from the Te Puke Sports and Recreation Club were welcomed. The Chairperson invited Councillor Lally to speak to the historical Te Puke grandstand and the requirement for the request before the Community Committee.

Ash Peat, the President of Te Puke Sports and Recreation Club introduced the team that was present. Mr Hannay spoke to a tabled powerpoint presentation and advised of the historic use of the previous grandstand in the Te Puke community. He advised that the Te Puke Sports and Recreation Club was an advocate for the Te Puke community and explained the opportunity that Te Puke Sports and Recreation Club had in recreating a grandstand area.

He advised of the process so far in getting the grandstand seating to Te Puke, and he played a video of the grandstand seats of One News coverage on the topic. He outlined the estimated costs based on the fact that the club will do as much of the work as they can and advised that they were looking for \$100,000 of funding from Council. Fundraising has started and would continue.

He explained the facilities that the club already had and that the club received annual support from Council for the upkeep of the grounds.

In response to questions, Mr Hannay advised as follows:

- The schools would use the grounds very frequently for both practices and competition games.
- They were not proposing a small grandstand but one that would be well built and made to last.
- They were realistic about time frames and had originally hoped for completion by June 2019 but were aware this was no longer possible.
- They had fundraised close to \$45,000 at present and had had discussions with Letts regarding technical club members. Any geotechnical work would be paid for from funding received.
- The club would be applying for Lotteries grants and to Sovereign. They had been unsuccessful in their application to Bay Trust for funding.
- Was not aware that the Te Puke Community Board may be able to help.

**Resolved:** Mayor Webber / Scrimgeour

1. *THAT the Reserves and Facilities Manager's report dated 28 September 2018 and titled Te Puke Sports and Recreation club request for a sponsorship grant be received.*
2. *THAT the report relates to an issue that is considered to be of low*



*significance in terms of Council's Significance and Engagement Policy.*

3. *THAT the Community Committee recommends that a grant of \$100,000 for the new grandstand be considered in the Annual Plan 2019/2020 and recommends that Te Puke Sports and Recreation Club approach the Te Puke Community Board regarding funding for the project.*

In conclusion the Community Relationships team advised that the Community Strategy review was underway, led by the policy team and advised that the presentations received today would be fed into that process.

The meeting concluded at 2.24pm.

CC13

## Western Bay of Plenty District Council

**Minutes of Meeting No. PP14 of the Policy Committee  
held on 6 August 2018 at St Paul's Presbyterian Church, 1 Mulgan Street, Katikati  
commencing at 1.30pm**

### Present

Councillor M Williams (Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, K Marsh, D Marshall, M Murray-Benge, J Palmer, J Scrimgeour, D Thwaites and His Worship the Mayor G J Webber

### In Attendance

M Taris (Chief Executive Officer), R Davie (Group Manager Policy, Planning and Regulatory Services), P Watson (Reserves and Facilities Manager), C Steiner (Contract Policy Analyst), C Nepia (Māori Relationships and Engagement Advisor), A Gray (Communications Team Leader), R Woodward (Communications Advisor), L McEwan (Executive Assistant Policy, Planning and Regulatory Services), C Brisby (Planning Administration Officer), F Sweeney (Democracy Management Advisor), and M Parnell (Democracy Advisor)

### Community Boards

N Mayo (Member, Katikati Community Board)

### Others

One member of the media and as listed in the minutes.

#### PP14.1 **Introduction to the Reserves and Facilities Bylaw**

The Chairperson opened the meeting and welcomed submitters to the hearings. He asked that submitters be respectful for each others time and that they avoid repetition where possible.

#### PP14.2 **Hearing of Submissions to the Draft Reserves and Facilities Bylaw**

The Policy Committee considered the verbal submissions from the following submitters:

PP14.2.1

**Submission 6: Peter Besley; Submission 9: Arthur Savill; Submission 604: Jenny Hobbs; Submission 27: Brendan Barraclough; Submission 31: Cathy MacKay**

Peter Besley introduced himself via mihi. He explained that he was a regular recreational user of Tuapiro Point. He advised that the maps available at Tuapiro Point lack clarity and that the signage was unclear and suggested that providing clearer and more signage would reduce conflict.

Arthur Savill explained that he was the co-owner of the Seaview Safari Camp, and ran regular camps for young people teaching them to ride. He advised that people from all over the world attended these camps and that the Seaview Safari Camp had been responsible users of Tuapiro Point for 35 years. In that time he and the staff had never seen anyone gathering kaimoana from the area. He surmised it would be a shame to lose the use of Tuapiro Point for horse riding as the camp provided a once in a lifetime experience for those who attended. In response to questions, Mr Savill advised:

- The Seaview Safari Camp was a not-for-profit business.
- They had sponsored students who would not normally be able to afford to attend the camp.
- Riders were encouraged to pick up horse manure.
- Limiting numbers of horses on the beach was not ideal because it would split up campers. They normally took out groups of 35 people although the groups could get up to 40 people maximum.

Brendan Barraclough introduced himself via mihi. He advised he had used Tuapiro Point for 35 years as a place of healing for horses and riders. He explained that standing horses in the currents helped to heal wounds, reduced swelling and was beneficial for horses' joints. He had recently helped a horse with a terrible injury that he would have had to have put down without the use of Tuapiro Point. He asked that his culture of horse riding be recognised and that Tuapiro Point remain open to everyone. In response to a question, Mr Barraclough advised that he swam his horses in the water current straight out from the boat ramp.

Jenny Hobbs, Chairperson of the Katikati Community Board, encouraged the Councillors to make an evidence-based decision in this matter. She asked that the people with opposing beliefs on the subject be respectful of each other and come to an amicable decision.

Cathy MacKay explained that she grew up in Katikati and used to ride on the roads up to the highway, which was no longer safe to do. She explained that Tuapiro was one of the safest places to ride and that other areas were not as accessible, safe or as effective for exercising horses. She proposed the following solutions:

- Improved communication between local iwi, horse riders and Council.
- More clear signage to show riders where they should not go.
- Information boards available to educate riders and the public about cultural practices.
- Inviting the Horse Riding Clubs to participate in working bees in the area.

- Open up cycleways for riders use.
- Provide regular mounting blocks so riders could more easily get back on their horses after picking up and disposing of manure.

## PP14.2.2

**Submission 83, 84: Diana Stein; Submission 91: Keith and Carol Leary; Submission 94: Andrea Kite; Submission 610 Deborah Hume; Submission 107: Joy Oliver**

Joy Oliver advised she had been riding most of her life and did horse eventing. She explained that there were less and less places for horse riders to ride their horses safely in the Western Bay and that, in her opinion, New Zealand beaches were for all New Zealanders. She talked about Tauranga City Council's horse riding policy and said she felt it was important to keep outdoor options open for children, and that the majority of horse riders were respectful of the Tuapiro Point environment. In response to a question, she advised that she collects any manure her horses leave behind and takes it home.

Andrea Kite explained that she uses the Tuapiro Point area for about 30-40 minutes at the most at any one time and suggested the following solutions:

- The signage be updated.
- Monitoring of the riders in the area be done over a longer period of time and by an independent group.
- She requested an independent report of the kaimoana in the area and advised she had not seen anyone collecting kaimoana at Tuapiro Point.
- More management of the use of the area including a seasonal ban or a permit system for large groups of riders.

Ms Kite also spoke on behalf of another submitter who had been unable to attend and added that the horse riding community was generally respectful of the area. She asked why, during the monitoring of the area, local iwi had not approached riders to advise that they were not riding in correct areas. In response to a question, Ms Kite advised that exercising horses in water was very good for horses joints, tendons and feet and provided resistance training for horses.

Keith Leary spoke to his submission. He explained that he and his wife did not own a horse but had been residents on Tuapiro Road for the last six years. They had observed the horse riding community being very respectful during this time and had not found horse manure to be an issue. He advised that they would cycle around Tuapiro Point but did not see a lot of cyclists in the area. He had found the boy racers more problematic in the area.

Deborah Hume advised that she found the signage in the area confusing and spoke about how safe Tuapiro Point was for riders and horses of all ages and abilities. In response to questions, Ms Hume commented that mounting blocks where riders could mount and dismount their horses would help riders be able to more quickly remove any horse manure.

Diana Stein spoke to a tabled document regarding the lack of beaches that horse riders could use in the Western Bay of Plenty, causes of pollution in the harbour over and above the issues raised regarding horse manure, the cost of other recreational spaces in the Western Bay of Plenty and the safety issues at other recommended riding sites in the area. She explained that some of the upset caused in the community was because they believed the decision to ban access for horse riders to Tuapiro had already been made and asked for a long term guarantee from the Council for public access to Tuapiro Point for horse riders.

### PP14.2.3

#### **Submission 156: Andrew Hollis; Submission 159: Rebecca Tasker; Submission 162: Amy Gough; Submission 440: Lisa Coulson**

Lisa Coulson spoke to a tabled powerpoint presentation and made the following points:

- She questioned and negated the presented reasons for the change in the bylaw around horses damaging Tuapiro Point, horse manure polluting the area, the need to protect kaimoana, the number of riders using the area at any one time and advised that she had not been supplied with evidence that these things were happening despite requesting it.
- Rules that had been broken were due to misunderstandings and were unintentional.
- Those who had been monitoring the horse riders had not approached any riders to advise them they were in breach of any rules.
- She questioned the facts presented in the submission received from the Bay of Plenty Regional Council.
- There was a lot of money being spent by Council on other recreational projects in the area but very little for equestrians.
- Tuapiro Point was an important resource for the horse riding community and was being taken away with no appropriate substitute being offered.

Ms Coulson suggested the following solutions:

- The horse riding community would be happy to be included in environmental initiatives for the betterment of Tuapiro Point.
- Information be provided advising of the cultural significance of Tuapiro Point to educate other users.
- A permit system be introduced to manage large groups use of the area.
- Independent monitoring of the use of Tuapiro Point over an extended period of time.
- That all interested parties meet up and come to a mutually beneficial conclusion that does not involve the banning of horses at Tuapiro Point.

Amy Gough spoke on behalf of the Seaview Ranch Christian Camp as a member of the Savill family. She tabled a document that spoke to the nature of the camp and the work that they did. It also included positive reviews from four people who had attended camps there. Ms Gough advised that to the best of her knowledge their group were respectful users

of Tuapiro Point and that they ran up to six camps a year that went out to the beach no more than five times.

Rebecca Tasker advised that she trained horses and dogs for a living and that Tuapiro Point was the safest place for her four year old son to ride. She had been involved in activities with horses at Tuapiro Point that had been wonderful experiences for those who had been involved and asked that the iwi work with the horse riding community to address their concerns about the use of the area without excluding horse riding.

Andrew Hollis advised that he and his family had been part of the community for many years and that he was a geologist. He questioned the legality of and reasoning behind banning horses from Tuapiro Point. He explained that concerns around horses injuring others was unfounded and those most likely to be hurt were the horse riders themselves, that he did not believe that horse manure was an issue in the area and suggested that if horses had been damaging areas that they should be signposted and fenced off.

He did not support the use of permits to manage horse riding on the beach and believed that closing the beach to horse riders would result in non-compliance. He compared the draft bylaw to the Tauranga City Council stance on horses on beaches and advised that human and dog faeces contained pathogens that were hazardous to human health but that horse manure did not.

#### PP14.2.4

**Submission 171: Jane Savill; Submissions 231, 372: Sarah Rice (and on behalf of Submission 180: Rochelle Kerkmeester; Submission 181: Donna Kerkmeester and Submission 182: Anita Shirley Gray); Submission 252; Jo Schimanski; Submission 253: Riley Warren**

Riley Warren, a nine year old horse rider, explained that Tuapiro Point was one of the safest places for him to ride, which enabled him to ride his horse more confidently. He advised that he had young friends who also rode at Tuapiro Point.

Sarah Rice explained that she had submitted personally and as the head coach at the Te Puna Pony Club. She spoke for Donna and Rochelle Kerkmeester and Anita Gray who were not able to attend the hearing and tabled a document from all the submitters she represented. Ms Rice explained the safety aspects of riding at Tuapiro Point and in contrast the safety concerns of riding in paddocks and on the road. She asked that consideration be given for more inclusion of horses in public spaces and referenced the 2012 change to the bylaw banning horses from the beach in Te Puna. She advised that she was concerned about pollution in the harbour and felt that the horses that used the area did not impact hugely to this issue especially in contrast to other contributing factors including but not limited to the black swan population and dredging. She concluded by saying the equestrian community was environmentally conscious and

banning them from being able to use Tuapiro Point would limit the number of people who could care for the area.

Jane Savill spoke to the success of the work at the Seaview Safari Camp and the contribution the camp had made to the Katikati Community. She was passionate about the work that the camp did and did not want future generations to be penalised by not being able to use Tuapiro Point. She advised that she would be happy to be adhere to restrictions of use if it meant the area would stay open to horse riders. In response to a question, she advised that, in her opinion, their group did not overuse or crowd the beach.

Jo Schimanski spoke in support of her written submission. She advised of the need for groups to compromise, the natural environment of Tuapiro Point and felt the horse riders had been unfairly singled out in this instance.

#### PP14.2.5

**Submission 49, 311: Raewyn O'Hara; Submission 369: Duncan Sharpe France; Submission 389: Sonja Gordon; Submission 393: Denyse Cambie; Submission 395, 415: Lizette Turnbull**

Sonja Gordon advised of her passion for horses and the use of Tuapiro Point. She explained that Tuapiro Point was an oasis for the community and asked that a long term solution conducive to all parties be discussed rather than just banning the use of the area.

Lizette Turnbull advised that as a primary school teacher she was concerned for the youth of Katikati and explained the skills that young riders learned as they learned to ride in safe environments like Tuapiro Point. She was concerned that closing Tuapiro Point to young riders would make horse riding less accessible to young people in the area especially when she felt the community was quite happy to follow clear protocols in using the area. In response to questions, Ms Turnbull advised there were around 120 young riders in the greater Tauranga area and approximately 40 in Katikati, and that some of those riders were of Māori descent.

Denyse Cambie explained her concerns around the transparency of the bylaw process and the reasoning behind the draft bylaw changes. She advised that from a riding perspective Tuapiro Point was very safe and opened up opportunities to ride for those who otherwise would not be able to and how other available beaches were not comparable particularly for novice or inexperienced riders. She believed the issues caused during peak season could be resolved with regulations and that there were far more concerning contributing factors to pollution in the harbour and damage to the area than horses and their riders. In response to questions Ms Cambie advised that she had seen no scientific evidence to prove that horses were doing any more danger to the kaimoana beds than people would.

Duncan Frances Sharpe explained he was not a horse rider but did enjoy the use of Tuapiro Point and had concerns that that community were not being heard regarding their opposition to the draft bylaw changes. In

response to questions he advised that horse riders had not impeded his ability to enjoy Tuapiro Point and that as a geologist had not seen any evidence of the reported damage that had led to the draft changes.

Raewyn O'Hara explained that as horses had served in wars for hundreds of years that the use of Tuapiro Point should remain open to them to enrich their lives and those of the riders. She was concerned that there were few places where riders and their horses could go.

3.57pm

The meeting was adjourned.

4.04pm

The meeting was reconvened.

PP14.2.6

**Submission 447: Susan Woodcock; Submission 476 and 477: Robert and Emma Bostock; Submission 478: Thelma Williams; Bridget Weller**

Thelma Williams asked for the opposing groups to negotiate and for compromise to take place. She explained that she regularly walked at Tuapiro and rarely saw horses and riders and that she believed the kaimoana seabeds were already compromised and horses were not contributing to the damage.

Emma Bostock advised that she would likely need to close her business, Horse Sense Ltd, if Tuapiro Point was closed to riders. Horse Sense Ltd taught novice and inexperienced riders of all ages how to ride and Tuapiro Point was the only safe beach in the area to do this. She also explained that she was very passionate about the environment and did not feel that horses were causing the issues reported at Tuapiro Point. She also advised that she had felt intimidated by those who had opposed the horse riders view point in the community and advised that while riding to the Council building, drivers had been needlessly aggressive when she and a group of riders had delivered a petition.

Bridget Weller spoke to a tabled document and advised that she thought that the equestrian community were very respectful of others and their environment. She had found that Tuapiro Point worked well as a reserve and there always seemed to be space for everyone who was using it at the time. She very rarely saw horse manure but did often see rubbish there and felt that the equestrian community had been unfairly blamed for the issues at Tuapiro Point.

Susan Woodcock introduced herself to the Committee and advised that she had lived in Katikati for 21 years, had owned horses for a long time, had two children who rode horses and Tuapiro Point was an ideal location for them to ride and for horses to be trained. She explained that, in her opinion, removing horses from the area would not solve the environmental issues. She explained that there had been increasingly less safe areas for riders in the area with properties becoming more private due to health and safety requirements. In response to questions she advised that riders use the water in Tuapiro Point for repairing horses and resistance training.



## PP14.2.7

**Submissions 489, 545: Ronald Guy; Submission 490: Genevieve Denzie; Submission 503: Alayna Rogers; Submission 509: Diane Free; Submission 561: Samantha Free; Submission 517: Jamie Symes; Submission 518: Adam Symes; Submission 580: Bernadette Heibner; Submission 499: Leonie Rogers**

Samantha Free advised she was ten years old and loved riding at Tuapiro Point. In response to a question she advised that Tuapiro was a safe environment for her to ride and that she took her horse into the water there.

Diane Free explained that she had been riding at Tuapiro Point over the last eight years and enjoyed this because it was a safe, family environment that was good for young and novice riders. She spoke to a tabled document and reiterated previous points about other riding areas being further away and not as safe as Tuapiro Point, that the signage and maps a Tuapiro Point were unclear, that most equestrians were respectful of the environment, that horse manure was not toxic and that there were far worse contaminants in the harbour that needed addressing.

Adam Symes was six years old and explained that he enjoyed riding at Tuapiro Point because it was safe, there were lots of places without electric fences and cars and he could practise cantering and trotting his horse safely. He advised that he did ride in the water and that it was difficult to find other places to ride because of health and safety restrictions. His sister Jamie also spoke and advised that she rode and swam her horse at Tuapiro Point.

Bernadette Heibner spoke on behalf of Leonie Rogers (Submission 499). She advised of concerns that Ms Rogers had had that the information provided by Council staff that the public open days regarding the draft bylaw change had been misleading and that this had unfairly represented horse riders at Tuapiro Point.

Alayna Rogers spoke to her submission about her concern that, if Tuapiro Point closed, additional pressure would be put on other beaches like Waihi Beach that had less available access and parking facilities.

Ronald Guy spoke to a tabled document and advised he was the Chairperson for the Adult Riding Club. He was concerned that riders had been harassed at Tuapiro Point and questioned if Council had really thought through the proposed changes from the entire community's perspective. He endorsed what previous submitters had said about the nature of pollution in the harbour and advised that the Riding Club encouraged the collection of manure by riders.

Genevieve Denzie spoke to her written submission and endorsed what previous submitters had said and made the following points:

- Tuapiro Point was an important recreational area used by many groups.

- She questioned the legality of banning one group of people from using Tuapiro Point and discussed the ill will that this proposal had caused in the equestrian community.
- The Council needed to balance the cultural and practical needs of the wider community.
- Signage at Tuapiro Point needed to be updated with clear information as to where riders should not be riding.
- Māori Sovereignty of the land could still be recognised without banning users of Tuapiro Point.

Bernadette Heibner spoke to her own submission and described the draft bylaw as extremely unjust. She advised she was not a rider herself but was concerned about the difference of opinions within the community and asked that opposing group compromised and co-operated and that Council listen to both views. She also believed that it was unfair to single out a specific group of users at Tuapiro Point.

PP14.2.8

**Submission 525: Natalya Zajac-Wiggett; Submission 530: Mesha Zajac-Wiggett; Submission 547: Katie Rousell; Submission 563: Ian Noble; Submission 567: Lynn Bode; Submission 568: Kirsten Louise Symes**

Chris Jones addressed the Committee and explained that Tuapiro Point was an important resource to the equestrian community because it was appropriate for riders of all ages and stages. While it was important that the area be preserved, Council should also be looking to promote recreational spaces rather than reducing them.

Natalya Zajac-Wiggett, a seven year old rider, explained that Tuapiro Point was one of her favourite places to ride.

Mesha Zajac-Wiggett described Tuapiro Point as a relaxing and healing place for both horses and riders and explained that the calm water made it a great place for novice and young riders to learn to ride and swim horses. She asked that consideration be given to improving the quality, accuracy and locations of the signage at Tuapiro Point.

Ian Noble advised that he was a patron of the Katikati Hack and Hunters Club and acknowledged the passion of those who had already spoken. He explained that the signage at Tuapiro Point was confusing and that the pine trees in the area needed replanting. He spoke to a letter to the editor from the Katikati Advertiser (June 21, 2018) that he tabled advising that swan faeces from the local black swan population was of more concern than horse manure and asked that consideration be given to what areas horses could be ridden in, that signage be updated and improved and that the Council make their decision based on evidence, taking into consideration the passion of the community.

Katie Rousell spoke to a tabled document regarding her submission. She explained she had been riding for many years and had aspirations to ride professionally. She also tabled an article about the "Ride for Road Safety"

event that she had organised as part of a national campaign to highlight the dangers of riding horses on the road. She explained that the success of competitive horse riding in New Zealand was in being able to ride in places like Tuapiro Point and that Katikati had many proud young equestrians.

Lynn Bode, a 17 year old German exchange student explained that she had come to Katikati to experience horse riding on the beach. This had been a very special experience for her and she felt Katikati would lose international students like herself if Tuapiro Point was closed to riders.

Kirsten Symes made the following points about her submission:

- Horse riding was a family activity.
- Tuapiro Point was a critical riding location in the area due to proximity, facilities like parking.
- In her experience all recreational users of Tuapiro Point got on well together.
- Opening up beaches in Te Puna and Omokoroa would take the pressure off Tuapiro Point.
- Suggested permitting for large groups who wanted to use the beach.
- She had seen no research proving that horses were damaging the area any more than any other users and was concerned the equestrian community were being unfairly blamed.
- Efforts should be made to address all forms of pollution in the Tuapiro Point area.
- She had concerns about riders experiencing intimidating behaviour while riding at Tuapiro Point.

PP14.2.9

**Submission 422: Richard Prince; Submission 164: Jill Jackson; Submission 430: Libby Ward; Submission 437: Colette Lemon; Submission 439: Barbara Jacobson; Submission 153: Anthony (Ross) Collins; Submission 131: Marion Hall; Submission 444, 619: Sally Jane Goodyear; Submission 445: Michelle Raitak**

Jill Jackson asked the Committee why members of Ngati Te Wai had not approached riders earlier if they had had issues with the use of Tuapiro Point. She was also concerned about reported intimidation of horse riders.

Libby Ward showed the Committee a photo of her and her family with their horses. She advised that they did not use Tuapiro Point very often but that their time there represented family and she did not support the closing of Tuapiro Point to horse riders.

Barbara Jacobsen explained that she, like many riders, thought of Tuapiro Point as her backyard and were respectful for the environment. She believed that horse riders were not the issue in the area. As the teacher in charge of equestrian at Katikati College she did not support the closing of the beach to horse rider because young riders needed safe places to ride. She asked that Council respect the overwhelming number of submissions that did not support the draft bylaw change and recognise the need for Tuapiro Point to remain open to horse riders.

Colleen Lemon advised that her family are all horse riders and asked how banning any activity that encouraged well being was an option for Council. She agreed that Tuapiro Point needed to be protected but for the benefit of all users.

Marion Hall spoke to a tabled document regarding her opposition to the bylaw change.

Ross Collins explained that he was supportive of horse riding at Tuapiro Point.

Michelle Raitak spoke to a tabled document and powerpoint presentation about the positive impact her daughters horse riding had had on her family. She encouraged the Council to take on board the feedback from the community and make a positive decision regarding the future of Tuapiro Point. She explained that, in her opinion, banning horses from Tuapiro Point would not fix the environmental issues there and asked that members of the community not be excluded from Tuapiro Point.

Richard Prince spoke to a tabled document regarding some research he had done on kaimoana at Tuapiro Point, and asked that Council sought to do their own research independently of what they had received from other parties and make decisions about the bylaw based on facts and not feelings.

Sally Goodyear also spoke to a tabled document stating that access to beaches was of national concern and, to the best of her knowledge, the Western Bay of Plenty District Council was the only Council trying to ban horse riding from its beaches. She thought that opening up more beaches for horse riding would take pressure off Tuapiro Point and requested that Tuapiro Point stay open for horse riders but that the activity be limited to areas where no damage could be done. She spoke to the issues of numbers of horses on the beach, horse manure, improved signage and solutions other Council had implemented.

PP14.2.10

**Submission 100: Boyd Jones; Submission 454: Michael Riki Kiriwai Nelson (and on behalf of Submission 459: Tangata Whenua Members of the Partnership Forum and Submission 188; Bay of Plenty Regional Council)**

Boyd Jones addressed the Committee and advised that horse manure was an issue at Tuapiro Point and that it was not harmless. He explained that organisms pathogenic to humans including Clostridium tetani were gut borne in horses and could be found in their manure. When approaching riders with regards to cleaning up after their horses, he had found riders to be extremely disrespectful. He supported horse riding at Tuapiro Point as long as riders took responsibility for their horse's manure and removed it from the area.

Riki Nelson introduced himself via mihi and gave apologies for those who had initially planned to speak with him as they were attending a tangi. He explained the cultural and historic significance of Tuapiro Point to Ngati Te Wai and spoke to a tabled document about the Ngati Te Wai proposal for Tuapiro Point including the following points:

- Ngati Te Wai were committed to a progressive solution that met the needs of both the Ngati Te Wai and the equestrian community.
- The importance of the practice of collecting kaimoana from the kaimoana beds at Tuapiro Point to Ngati Te Wai and the affects of horse manure on that practice.
- Concern was raised about the response of some individuals in the equestrian community to the draft bylaw process towards Council and local Māori.
- Proposed solutions moving towards an amicable solution for all parties involved.

In response to questions, Mr Nelson clarified the following:

- Ngati Te Wai sought to ban horse riding altogether on the southern side of the spit.
- The large group of users that their submission had referred to was the Seaview Safari Camp. Ngati Te Wai supported the work of the camp and were happy to negotiate with the camp owners.
- Ngati Te Wai had collected photos and video footage cataloguing the damage done by horses to the area over a period of time.

#### PP14.3

#### **Receiving Submissions to the Draft Reserves and Facilities Bylaw**

Following the hearing of all submissions to the draft Reserves and Facilities Bylaw the Policy Committee considered the following recommendation:

**Resolved:** Mackay / Marsh

*THAT all written and verbal submissions to the Reserves and Facilities Bylaw be received and submitters thanked for their submissions.*

The meeting adjourned at 7.23pm.

## Western Bay of Plenty District Council

**Minutes of Meeting No. PP14 of the Policy Committee  
held on 27 September 2018 in the Council chamber, Barks Corner, Tauranga  
commencing at 9.30am**

### **Present**

Councillor D Marshall (Deputy Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, K Marsh, M Murray-Benge, J Palmer, J Scrimgeour, D Thwaites and His Worship the Mayor G J Webber

### **In Attendance**

M Taris (Chief Executive Officer), G Allis (Deputy Chief Executive), R Davie (Group Manager Policy, Planning and Regulatory Services), E Watton (Policy and Planning Manager), C Steiner (Senior Policy Analyst (Consultant), P Watson (Reserves and Facilities Manager), G Payne (Strategic Analyst), J Rickard (Senior Policy Analyst), F Begley (Community Relationships Manager), C Nepia (Māori Relationships and Engagement Advisor), R Woodward (Communications Advisor), G Stevens (Senior Consents Planner), F Sweeney (Governance Management Advisor) and M Parnell (Governance Advisor)

### **Community Boards**

A Sole (Chairperson, Waihi Beach Community Board), J Dugmore (Member, Te Puke Community Board) and N Mayo (Member, Katikati Community Board)

### **Others**

Ten members of the public.

### **Apologies**

An apology for lateness was received from Councillor Dally. It was noted that Councillors Murray-Benge and Williams were on leaves of absence.

**Resolved:** Mayor Webber / Mackay

*THAT the apology for lateness from Councillor Dally be accepted.*

The Chairperson welcomed everyone to the meeting and thanked those in the public gallery for taking an interest in this discussion. He explained that the public hearing had taken place on 6 August 2018 and that the Committee would now deliberate on the decision at hand.

**PP14.4                    Deliberations on the Draft Reserves and Facilities Bylaw 2018**

The Policy Committee considered a report from the Senior Policy Analyst (Consultant) dated 18 September 2018 as circulated with the agenda. She spoke to a tabled powerpoint presentation and gave a summary of the process so far.

She described the initially proposed changes and the feedback received during the consultation period. She summarised the feedback received that both supported and did not support the initial proposal. She also described the issues and options process that Council was required by the Local Government Act to follow in its deliberations process.

**Resolved:**            Marshall / Mackay

1. *THAT the Senior Policy Analyst (Consultant) report dated 18 September 2018 and titled Deliberations on the Draft Reserves and Facilities Bylaw 2018 be received.*
2. *THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the 'Beaches for Everyone' petition delivered to Council's Barks Corner office on 3 August 2018 opposing the proposed ban of horses at Tuapiro Point be received as a late submission to the Draft Reserves and Facilities Bylaw.*

**Issue 3: Broader Review of Horse Riding Areas (Operational)**

The Senior Policy Analyst (Consultant) advised of the issues and options for issue three and how they responded to the feed back received during the consultation process. She also explained how this would impact staff work programmes and funding streams. She advised that other like Councils bylaws were permissive of horse riding on their beaches.

**Resolved:**            Mackay / Thwaites

4. *That in response to Issue 3: Broader review of horse riding areas, the Policy Committee approves the following:*

***Option 3A:***

*Undertake a review to identify additional opportunities for the provision of horse riding areas in the district in the 2019/20 financial year with the key stakeholders.*

*Reasons:*

- *Responds to submission feedback on this issue.*
- *Addresses concern of the limited number of safe horse riding opportunities in the Western Bay.*

## PP14.4.1

**Issue 1: Use of Horses at Tuapiro Point (Bylaw Change)**

The Senior Policy Analyst (Consultant) advised of the issues and options for issue one and the advantages and disadvantages for each including the options for an amended status quo.

In response to a question it was confirmed that the options available alongside the amended status quo could be picked and chosen from by the Committee.

The Senior Policy Analyst (Consultant) described each of the status quo amended options and explained that they had been developed from feedback received during the consultation process. She also explained, as directed by Council at its workshop, that staff, Ngati Te Wai and key stakeholders had met on site at Tuapiro Point and had discussed options that might lead to a compromise on the use of Tuapiro Point for horse riders. She referred to maps showing the current operative bylaw and the proposed permitted area amendments.

In response to questions, staff advised:

- The current parking arrangements at Tuapiro Point were not being affected by the proposed changes, but that the proposed map could be amended to clarify this.
- The review of horse riding areas would take into consideration the future area that Ngati Te Wai had proposed horses could be ridden as per their tabled document at the hearing.
- Western Bay of Plenty District Council's bylaw did not have jurisdiction beyond the mean low water springs (e.g. beyond the low tide line).
- In discussions with key stakeholders it was indicated there was no preference for horse riders to ride along the grassed or forested areas at Tuapiro Point.
- The road leading to the toilet facilities was not a public road and the bylaw applied to it.
- The channel at Tuapiro Point was governed by the Bay of Plenty Regional Council, as it was beyond the mean low water springs.
- It had been established that signage at Tuapiro Point was not sufficient and staff had suggested that using natural landforms like the island and the sea grass as boundaries so that the public could use and enjoy Tuapiro Point in its natural form without the area being cluttered with signage.
- If the Committee chose to include a permit system for horses at Tuapiro Point, this would be an annual permit for riders.
- Permitting for larger groups could be used to get information about who was using the area or as an enforcement tool to limit large groups.



The Committee discussed the following issues:

- There was no agreement with the need for seasonal restrictions, introducing a permit system or limiting large groups but these could be revisited in the wider review of horse riding in the district.
- The Code of Conduct could be available for riders via an app.
- There was a requirement to educate users of Tuapiro Point of the cultural significance of the site.

**Resolved:** Mayor Webber / Marsh

***Option 1C:***

*Amended status quo (Appendix C) including the options outlined below:*

**Permitted area amendments**

*Continue to permit horses at Tuapiro Point subject to conditions outlined in Clause 13.*

*Amend Schedule 1 of the bylaw to reflect proposed changes to permitted horse riding areas around Tuapiro Point including clarification regarding the parking area for horse floats and access to the permitted area connecting the public road to the foreshore.*

*Reasons:*

- *Seeks to achieve a compromise between the issues raised by Ngati Te Wai and the issues raised by the horse riding community.*
- *Tuapiro Point is a popular location for horse riders.*
- *Majority of submissions did not support removing Tuapiro Point as a permitted site (96%).*
- *Continues to provide six locations for horse riders to access in accordance with the Bylaw.*
- *A range of potential improvements could be made within the bylaw and operationally (many suggested by submissions) to better manage the impact of the use of the area by horse riders.*

**Code of conduct**

*Develop horse riders code of conduct in conjunction with horse riding representatives and include code of conduct information in the bylaw, on Council's website and in Council communications.*

*Reasons:*

- *Sets out clear expectations of use.*
- *Approach successfully used in Auckland Regional Parks.*
- *Can be used by different clubs to encourage responsible use by their members.*

10.52am

The meeting adjourned for morning tea.

11.10am

The meeting reconvened.

PP14.4.2 **Issue 3: Broader Review of Horse Riding Areas (Bylaw Change)**

The Senior Policy Analyst (Consultant) explained the advantages of including the proposed clause.

**Resolved:** Mayor Webber / Mackay

*To add to Clause 13.1 (c) In a reserve or on a beach where there is dedicated signposted horse riding trails.*

PP14.4.3 **Issue 4: Drones**

The Senior Policy Analyst (Consultant) explained the issues and options for issue four and the advantages and disadvantages of each.

In response to a question staff advised that Council had made a resolution in 2015 to signal its permission as a land owner for those who wanted to use drones on Council reserve land as long as users followed CAA regulations and did not cause a nuisance to other users of the reserve land.

**Resolved:** Mayor Webber / Mackay

**Option 4B:**

*Continue as per proposed bylaw (Appendix A)*

*Reasons:*

- *Reflects existing Council direction on this issue.*
- *Recognises that there have been no known issues regarding the use of RPAS on Council land.*
- *Clear and simple approach to allowing for this use to occur, avoiding confusion about where RPAS can and cannot fly.*
- *Ensures compliance with CAA regulations and provides flexibility should these regulations change in the future.*

PP14.4.4 **Issue 5: Vehicles on Beaches**

The Senior Policy Analyst (Consultant) explained the issues and options for issue five and the advantages and disadvantages of each.

In response to a question, staff advised that section 10.1 of the bylaw allowed for people who need to use their vehicles on the beach to obtain written permission from Council to do so.

**Resolved:** Mayor Webber / Dean

**Option 5B:**

*Amendments to Clause 10 of operative bylaw*

*Reasons:*

- *Ensures community are aware that regional provisions may also apply.*

**Resolved:** Marshall / Dean

5. *THAT the Policy Committee recommends to Council for adoption the Reserves and Facilities Bylaw 2018 inclusive of the following amendments:*

*Issue 1: Horses at Tuapiro Point****Option 1C:***

*Amended status quo (Appendix C) including the options outlined below:*

***Permitted area amendments***

*Continue to permit horses at Tuapiro Point subject to conditions outlined in Clause 13.*

*Amend Schedule 1 of the bylaw to reflect proposed changes to permitted horse riding areas around Tuapiro Point including clarification regarding the parking area for horse floats and access to the permitted area connecting the public road to the foreshore.*

*Reasons:*

- *Seeks to achieve a compromise between the issues raised by Ngati Te Wai and the issues raised by the horse riding community.*
- *Tuapiro Point is a popular location for horse riders.*
- *Majority of submissions did not support removing Tuapiro Point as a permitted site (96%).*
- *Continues to provide six locations for horse riders to access in accordance with the Bylaw.*
- *A range of potential improvements could be made within the bylaw and operationally (many suggested by submissions) to better manage the impact of the use of the area by horse riders.*

***Code of conduct***

*Develop horse riders code of conduct in conjunction with horse riding representatives and include code of conduct information in the bylaw, on Council's website and in Council communications.*

*Reasons:*

- *Sets out clear expectations of use.*
- *Approach successfully used in Auckland Regional Parks.*
- *Can be used by different clubs to encourage responsible use by their members.*

*Issue 3: Broader Review of Horse Riding Areas*

*To add to Clause 13.1 (c) In a reserve or on a beach where there is dedicated signposted horse riding trails.*

*Issue 4: Drones***Option 4B:**

*Continue as per proposed bylaw (Appendix A)*

*Reasons:*

- *Reflects existing Council direction on this issue.*
- *Recognises that there have been no known issues regarding the use of RPAS on Council land.*
- *Clear and simple approach to allowing for this use to occur, avoiding confusion about where RPAS can and cannot fly.*
- *Ensures compliance with CAA regulations and provides flexibility should these regulations change in the future.*

*Issue 5: Vehicles on Beaches***Option 5B:**

*Amendments to Clause 10 of operative bylaw*

*Reasons:*

- *Ensures community are aware that regional provisions may also apply.*

**Resolved:** Marshall / Mayor Webber

6. *THAT pursuant to s155 of the Local Government Act 2002, the Policy Committee recommends to Council that the Reserves and Facilities Bylaw 2018 as amended is the most appropriate way of addressing the perceived problem, is the most appropriate form of bylaw, and that the bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990.*
7. *THAT the Policy Committee recommends to Council that the Reserves and Facilities Bylaw 2018 become effective on 9 November 2018 and that the Reserves and Facilities Bylaw 2012 be revoked as at that date.*

**Issue 2: Bylaw Implementation**

The Senior Policy Analyst (Consultant) explained the issues and options for issue two and the advantages and disadvantages of each.

In response to questions, staff advised as follows:

- Fencing suggested.
- That signage regarding the use of Tuapiro Point at the parking area be installed where horse floats park.

**Resolved:** Scrimgeour / Palmer

8. *THAT in response to Issue 2: Bylaw implementation, the Policy Committee approves the following:*

***Option 2A:***

*Implement a range of improvements to better manage the use of horses at Tuapiro Point:*

- *Improve signage at Tuapiro Point*
- *Improve education on bylaw requirements and values of Tuapiro Point*
- *Monitoring approach*

*Reasons:*

- *Responds to submissions identifying potential improvements to the management of horses at Tuapiro Point.*
- *Clarifies expectations of use.*
- *Work with the Ngati Te Wai and the horse riding community to implement improvements to ensure they are effective.*

**Resolved:** Mayor Webber / Mackay

9. *THAT the Policy Committee direct staff to develop a Decision Story that gives effect to the resolutions from this meeting, and recommends to Council that the Decision Story be adopted alongside adoption of the final bylaw and provided to submitters as a formal response to submissions made.*

The meeting concluded at 11.44am.

## Western Bay of Plenty District Council

**Minutes of Meeting No. PP16 of the Policy Committee  
held on 18 October 2018 in the Council Chamber, Barks Corner, Tauranga,  
commencing at 9.30am**

### **Present**

Councillor D Marshall (Deputy Chairperson), Councillors G Dally, M Dean, P Mackay, K Marsh, M Murray-Benge, J Palmer, D Thwaites and His Worship the Mayor G J Webber

### **In Attendance**

M Taris (Chief Executive Officer), G Allis (Deputy Chief Executive), R Davie (Group Manager Policy, Planning and Regulatory Services), E Watton (Policy and Planning Manager), P Martelli (Resource Management Manager), P Watson (Reserves and Facilities Manager), J Rickard (Senior Policy Analyst), S Stewart (Policy Analyst), J Rauputu (Recreation Planner), M Leighton (Senior Policy Analyst) and A Alty (Democracy Advisor)

### **Community Boards**

A Sole (Chairperson, Waihi Beach Community Board), M Grainger (Chairperson, Omokoroa Community Board)

### **Others**

One member of the public

### **Apologies**

An apology for absence was received from Councillor Lally and Councillor Scrimgeour. It was noted that Councillor Williams was on leave of absence.

**Resolved:** Mackay / Murray-Benge

*THAT the apology for absence from Councillor Lally and Councillor Scrimgeour be accepted.*

**Public Forum****Resolved:** Mackay / Marshall*THAT the meeting adjourn for the purpose of holding a public forum.***Buddy Mikaere - Funding for Le Quesnoy Armistice Day Function**

As a trustee of the New Zealand War memorial Museum Trust Mr Mikaere spoke to Councillors outlining the current renovations being undertaken at Le Quesnoy in France that would become a memorial museum. The town of Le Quesnoy was taken back from enemy forces by New Zealand soldiers a week before Armistice Day in 1918

The historic property would be refurbished and turned into a museum as well as having accommodation available for visitors to the site. Le Quesnoy was just over two hours' drive from Paris and an hour from Passchendaele, and once the memorial was established it was envisaged that this site would become a popular site for New Zealand visitors.

Mr Mikaere was looking for a funding commitment from Council, to assist with the cost of the memorial dedication afternoon tea at the Le Quesnoy museum site on 11 November 2018

**Resolved:** Murray-Benge / Dean*THAT the meeting be reconvened in formal session.***PP16.1 Deliberations on the Draft Katikati Waihi Beach Ward Reserve Management Plan 2018**

The Policy Committee considered a report from the Recreation Planner dated 4 October 2018 as circulated with the agenda.

The Recreation Planner spoke to the report and outlined the series of historical meetings and consultation processes undertaken that had been previously held to form the information put forward in the Draft Katikati Waihi Beach Ward Reserve Management Plan. A formal consultation process was run alongside the Reserves and Facilities Bylaw review.

**Resolved:** Mackay / Marshall

1. *THAT the Recreation Planner's report dated 4 October 2018 and titled Katikati - Waihi Beach Ward Reserve Management Plan 2018 be received.*
2. *THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.*
3. *THAT all written submissions to the Katikati - Waihi Beach Ward Reserve Management Plan process including verbal submissions to*

*the Have Your Say day on the 19 July 2018 be received.*

4. *THAT in accordance with Section 41 of the Reserves Act 1977, the Policy Committee recommends to Council that the draft Katikati - Waihi Beach Ward Reserve Management Plan 2018 as released for consultation, be adopted including the following:*

### **Pio Shores Cycle Way/Walkway infrastructure**

**Resolved:** Marshall / Mackay

*THAT no provision will be made to construct/upgrade the Pio Shores cycle way/walkway infrastructure and therefore; cyclists and pedestrians will continue to find their way along existing streets and footpaths to Anzac Bay.*

### **Island View Reserve**

**Resolved:** Marshall / Mackay

*THAT a new project shall be added to the Katikati – Waihi Beach Ward Reserve Management Plan for Island View Reserve to include the installation of a BBQ and playground subject to the relevant consent/s being sought and obtained from Heritage New Zealand and that funding shall be sought for the project through the 2019/20 Annual Plan with an indicative cost totalling \$225,000.*

### **Tuapiro Point Reserve**

**Resolved:** Mackay / Marshall

*THAT new Reserve Management Policies will be added to the Tuapiro Point Reserve as follows:*

*THAT investigations are carried out to set aside an area of land for equestrian related activities between the driveway into the reserve and the inner side of the estuary.*

*THAT horse riding is permitted within a restricted area as per schedule one of the Reserves and Facilities Bylaw in recognition of the cultural and ecological significance of this reserve.*

*THAT in regard to the future management of Tuapiro Point Reserve, a new Reserve Management Policy action will be added as follows:*

*THAT a process will be jointly developed with Tangata Whenua to partner and collaborate in the future management and development of Tuapiro Point Reserve.*



**Broadlands Block Reserve:****Resolved:** Mackay / Marshall*THAT all the actions relating to the chip and putt golf course in the Broadlands Block Reserve, are deleted.***Reserve Project Funding****Resolved:** MacKay / Marshall*THAT the Schedule of new reserves projects and as set out in ATTACHMENT 5, are approved.**THAT the Policy Committee approves the draft responses in relation to the submission feedback points on specified reserves and projects as set out in ATTACHMENT 4.**THAT the Policy Committee directs Staff to develop a Decision Story that gives effect to the resolutions from this meeting, and recommends to Council that the Decision Story be adopted alongside the adoption of the final Katikati – Waihi Beach Reserve Management Plan and be provided to submitters as a formal response to the submissions made.*

PP16.2

**Proposed Amendments to the Rural Water Supply Extension Policy**

The Policy Committee considered a report from the Senior Policy Analyst dated 2 October 2018 as circulated with the agenda.

**Resolved:** His Worship the Mayor / Dean

1. *THAT the Senior Policy Analyst report dated 24 September 2018 and titled Proposed amendments to the Rural Water Supply Extension Policy be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the policy be amended as per the changes highlighted in Attachment A, and the policy be adopted with immediate effect.*

PP16.3

**Omokoroa Domain and Esplanade Area Concept Plan**

The Policy Committee considered a report from the Senior Policy Analyst dated 18 September 2018 as circulated with the agenda.

The Senior Policy Analyst spoke to the Omokoroa Domain and Esplanade Area Concept Plan and outlined the history of the workshops and open day

public consultation processes that had been undertaken in developing the report.

**Resolved:** His Worship the Mayor / Dean

1. *THAT the Senior Policy Analyst's report dated 27 September 2018 and titled Omokoroa Domain and Esplanade area concept plan be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the Policy Committee adopts the concept plan titled Omokoroa Domain and Esplanade, attached as Appendix A to this report.*
4. *THAT the Policy Committee adopts the draft Decision Story attached as Appendix B to this report, and directs staff to disseminate this as soon as practicable as the formal response to those that have given feedback.*
5. *THAT the Policy Committee directs staff to review the concept plan budget and timing of specific concept plan items through the 2019/20 Annual Plan process.*

In answer to questions relating to parking, the park and ride development and future bus stops at Omokoroa the Senior Policy Analyst advised:

- Future bus services were yet to be developed and there would be a watch kept on how the park and ride would develop in the future as the peninsula continued to be developed.
- Every family that came to live or visit the peninsula had an impact on parking, especially at the Domain/Esplanade area.
- There was the opportunity for overflow parking - and this could be used in the future when the need arose.
- The next bus service was due to start on 4 December and signage would be developed to signal this to ensure there were no hold-ups to the proposed service.
- The proposed Parking and Traffic Enforcement Bylaw review would take the factors for future parking and bus stops into consideration, and will be commencing in early 2019.

Council members congratulated and acknowledged the work undertaken by staff in bringing together the concept plan together.

#### PP16.4

#### **Housing Action Plan**

The Policy Committee considered a report from the Senior Policy Analyst dated 27 September 2018 as circulated with the agenda.

The Senior Policy Analyst advised that the development of the Housing Demand and Needs Assessment had been worked on since mid-2017. The Action Plan enabled Council to:

- Respond to the outcomes of the Housing Demand and Needs Assessment 2017.
- Deliver on the SmartGrowth Housing Action Framework
- Set out a clear set of actions where Council, in cooperation with other partners and funders, can progress actions to meet the housing needs of Western Bay residents.
- Define actions where Council, in cooperation with other partners and funders, can progress actions to meet the housing needs of Western Bay residents.

The Senior Policy Analyst proposed the following amendment would be made to the Draft Housing Action Plan Page 81 Item 8 - Amend to read: Continue to support the process of exploring inclusionary zoning to develop affordable housing on a designated block within the Omokoroa Special Housing Area.

**Resolved:** His Worship the Mayor / Murray- Benge

1. *THAT the Senior Policy Analyst's report dated 27 September 2018 and titled Housing Action Plan be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the Policy Committee adopts the draft Housing Action Plan, attached as Appendix A to this report with the noted amendment.*
4. *THAT the Policy Committee directs staff to provide updates on the Housing Action Plan implementation at six-monthly intervals.*

PP16.5

### **Receipt of Policy Committee Information Pack No. PP16**

The Policy Committee considered the Policy Committee Information Pack No. PP16 dated 18 October 2018 as circulated separately with the agenda.

**Resolved:** Mackay / Murray-Benge

*THAT the open section of the Policy Committee Information Pack No. PP16 dated 18 October 2018 be received and the information noted.*

The meeting concluded at 10.27am

PP16

**Western Bay of Plenty District Council**

**Minutes of Meeting No. RUR10 of the Rural Committee  
held on 25 September 2018 in the Council Chamber, Barkes Corner, Tauranga  
commencing at 9.30am**

**Present**

Councillor K Marsh (Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, D Marshall, M Murray-Benge, J Palmer, J Scrimgeour, and His Worship the Mayor G J Webber

**In Attendance**

M Taris (Chief Executive Officer), G Allis (Deputy Chief Executive), P Hennessey (Strategic Advisor), G Payne (Strategic Advisor), S Stewart (Policy Analyst), and M Parnell (Governance Advisor)

**Apologies**

An apology for absence was received from Councillor Thwaites. It was noted that Councillor Williams was on a leave of absence.

**Resolved:** Mackay / Dean

*THAT the apology for absence from Councillor Thwaites be accepted.*

**Information****RUR10.1 Staff Update**

The Rural Committee considered an information sheet from the Deputy Chief Executive as circulated with the agenda. The Deputy Chief Executive explained that the enclosed document would be updated after each Rural Committee meeting to keep it as updated as possible and would eventually be used as feedback to the Western Bay rural community.

The Deputy Chief Executive explained the programme for today's meeting and advised that the Chief Executive Officer of Tauranga Port would

present to the Committee, would then answer questions and the Committee members would be taken on a tour of the Port.

**Resolved:** Murray-Benge / Mayor Webber

*THAT the report from the Deputy Chief Executive be received.*

## Local Government Official Information and Meetings Act

### Exclusion of the Public

#### Schedule 2A

**Resolved:** Marsh / Lally

*THAT the public be excluded from the following part of this meeting namely:*

- *Port of Tauranga*

*The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<i>Port of Tauranga</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>Protect information where the making available of the information: (i) would disclose a trade secret; or (ii) would be likely to prejudice the commercial position of the person who supplied or who is subject of the information</i>

*THAT pursuant to Standing Orders 2.16.4 representatives from the Port of Tauranga be permitted to remain after the public have been excluded because of their knowledge of the Port of Tauranga.*

## Western Bay of Plenty District Council

**Minutes of Meeting No. RH13 of the Regulatory Hearings  
Committee held on 8 October 2018 in the Council Chamber  
commencing at 1.00pm**

### **Present**

Councillors G Webber (Chairperson), P Mackay, M Murray-Benge, D Marshall, and J Scrimgeour

### **In Attendance**

R Davie (Group Manager Policy, Planning and Regulatory Services), A Curtis (Compliance and Monitoring Manager), A Price (Senior Consents Planner) and M Parnell (Governance Advisor)

1.00pm The meeting was opened and adjourned to allow the Committee members a meal break.

1.27pm The meeting was reconvened.

### **Leave of Absence**

It was noted that Councillor M Williams was on a leave of absence.

### **Late Item**

The Mayor advised there was a late item for the Regulatory Hearings Committee to consider for inclusion in the open section of the agenda, being Appointment of Independent Hearings Commissioners - October 2018.

The reason that this item was not included on the agenda was that due to the recent receipt of the three resource consent applications where Council was the applicant being received after the close of meeting date for production of the staff report and it could not be delayed to the next scheduled Regulatory Hearings Committee meeting because the appointment of commissioners pertains to resource consent applications under a 20 working day timetable and it was not possible to meet statutory compliance if we were to wait until the next scheduled hearing date.

Minutes of RH13 held on 8 October 2018

**Resolved:** Scrimgeour / Marshall

1. *THAT, in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act the following item be considered as a late item of open business:*
  - *Appointment of Independent Hearings Commissioners - October 2018*

RH13.1                    **Western Bay of Plenty District Licensing Committee Annual Report 2017/2018**

The Committee considered a report from the Compliance and Monitoring Manager dated 20 August 2018 as circulated with the agenda.

**Resolved:** Mackay / Scrimgeour

1. *THAT the Compliance and Monitoring Manager's report dated 20 August 2018 regarding the Western Bay of Plenty District Licensing Committee Annual Report 2017/ 2018 be received.*
2. *THAT the report relates to an issue that is considered to be of Low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the Regulatory Hearings Committee approves the Western Bay of Plenty District Licensing Committee Annual Report 2017 / 2018 dated 20 August 2018.*

RH13.2                    **Annual Report on Dog Control Policy and Practices - 2017/2018**

The Committee considered a report from the Compliance and Monitoring Manager dated 25 September 2018 as circulated with the agenda.

**Resolved:** Murray-Benge / Scrimgeour

1. *THAT the Compliance and Monitoring Manager's report dated 25 September 2018 and titled Dog Control Policy and Practices - 2017/2018 be received.*
2. *THAT the report relates to an issue that is considered to be of Low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT pursuant to Section 10A of the Dog Control Act 1996, the Western Bay of Plenty District Council report on Dog Control Policy and Practices for 2017/2018 be adopted, publicly notified, and forwarded to the Secretary for Local Government.*

**RH13.3                    Appointment of Independent Hearings Commissioners - October 2018**

The Committee considered a report from the Environmental Consent Manager dated 1 October 2018 as circulated separately with the agenda.

**Resolved:**            Marshall / Mayor Webber

1. *THAT the Environmental Consent Manager's report dated 20 June 2018 and titled "Appointment of Independent Hearings Commissioners - October 2018" be received.*
2. *THAT the report relates to issues that are considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the Regulatory Hearings Committee appoints the following Independent Hearings Commissioner to consider and determine the resource consent RC11141L at Western Avenue, Omokoroa.*

*Commissioner Russell De Luca*

4. *THAT the Regulatory Hearings Committee appoints the following Independent Hearings Commissioner to consider and determine the resource consent RC11135L at 26 Middlebrook Drive, Katikati.*

*Commissioner Russell De Luca*

5. *THAT the Regulatory Hearings Committee appoints the following Independent Hearings Commissioner to consider and determine the resource consent RC11132L at State Highway 2 & Te Puna Station Road, Te Puna.*

*Commissioner Bill Wasley*

The meeting concluded at 1.30pm.

RH13



## Western Bay of Plenty District Council

**Minutes of Meeting No. PF5 of the Tauranga Moana / Te Arawa  
Ki Takutai Partnership Forum held on 2 October 2018  
in the Council Chamber, Barks Corner  
commencing 10.00am**

### **Present**

#### **Iwi Representatives**

Reon Tuanau (Ngai Te Rangi) (Co-Chairperson), Anthony Wihapi (Ngati Moko) (Co-Chairperson), Raiha Biel (Tapuika Iwi Authority), Tania Turner (Ngati Whakahemo), Elva Conroy (Ngati Tuheke), Matire Duncan (Ngā Potiki), Roland Kingi (Ngati Pikiāo), Nessie Kuka (Ngai Tuwhiwhia), Buddy Mikaere (Ngati Pukenga), Riki Nelson (Ngati Te Wai), Maria Horne (Ngati Whakaue), Manu Wihapi (Tuhourangi), Carlton Bidois (Ngati Ranginui) and Hemi Paki (Tauaiti)

#### **Councillors**

His Worship the Mayor G J Webber (Deputy Chairperson), G Dally, M Dean, M Lally, P Mackay, D Marshall, J Palmer, and J Scrimgeour.

#### **In Attendance**

M Taris (Chief Executive Officer), R Davie (Group Manager Policy, Planning and Regulatory Services), P Tapsell (Workforce Development and Cultural Advisor), C Nepia (Māori Relationships and Engagement Advisor), C Ertel (Project and Design Engineer Team Leader), R Woodward (Communications Advisor), M Parnell (Governance Advisor), and F Sweeney (Democracy Management Advisor)

The Forum was opened with a mihi and waiata from Reon Tuanau Chair for the meeting and a karakia from Manu Wihapi.

#### **Apologies**

Apologies for lateness from Councillor Scrimgeour and for absence from Councillors Marsh and Thwaites, and Members Bob Leef (Ngati Taka), Tiki Bluegum (Ngai Tamawhariua), Wiremu Matthews (Ngai Tamarawaho), Kevin Tohiariki (Te Whanau o Tauwhao), and Julie Shepherd (Te Runanga o Pirirakau) were received. It was noted that Councillors Murray-Benge and Williams were on leaves of absence.

**Resolved:** Nessie Kuka / Matire Duncan

*THAT the apologies for lateness from Councillor Scrimgeour and absence from Councillors Marsh and Thwaites, and Members Bob Leef (Ngati Taka) Tiki Bluegum (Ngai Tamawhariua), Wiremu Matthews (Ngai Tamarawaho), Kevin Tohiariki (Te Whanau o Tauwhao), and Julie Shepherd (Te Runanga o Pirirakau) be accepted.*

PF5.1 **Minutes of Meeting No. PF4 of the Tauranga Moana / Te Arawa Ki Takutai Partnership Forum Held on 5 June 2018**

The Tauranga Moana / Te Arawa Ki Takutai Partnership Forum considered the minutes of meeting no. PF4 of the Tauranga Moana / Te Arawa Ki Takutai Partnership Forum held on 5 June 2018 as circulated with the agenda. It was noted that Maria Horne was the mandated representative for Ngati Whakaue and that Liam Tapsell was the alternate.

The Forum was advised that an outcome had been reached around the bylaw in regard to Tuapiro Point, and Ngati Te Wai were happy with the result reached to protect some areas of kai moana, and feedback from the hapū was that they were reasonably happy. Riki Nelson also thanked Council for a pragmatic and reasonable decision and staff for their work on this project.

**Resolved:** Councillors Mackay / Marshall

*THAT the minutes of the Tauranga Moana / Te Arawa Ki Takutai Partnership Forum meeting PF4 held on 5 June 2018 be confirmed as a true and correct record.*

PF5.2 **Presentation from Aecom - Eastern Stormwater Catchment Plan Review**

The Partnership Forum considered a presentation from Ariell King and Bob Shaw from Aecom on the Eastern Stormwater Catchment Plan. Coral-Lee Ertel introduced the speakers. Bob Shaw and Ariell King spoke to a PowerPoint presentation on the Eastern Stormwater Catchment Plan review.

In response to questions they advised as follows:

- There had not yet been any direct engagement with the Regional Council at this stage, however the Regional Council were aware that the consultation process was underway from the District Council.
- Today was part of the beginning of the Iwi consultation.
- There had been an invitation to have consultation with relevant iwi by way of letters and email but there had not been a strong response so this forum was a way to raise awareness.
- The consents were for the urban areas but the monitoring was being done either side of the urban areas to establish the base line for the streams.

- The consent does not address any issues but to consolidate the 30+ consents, and would address current levels of service.
- The first step was to understand the situation and then to target issues of concern.
- So far there had been meetings with the Maketu and Te Puke Community Boards and the Pukehina Ratepayers Association to get guidance on who to consult with in those communities, in addition to open days and specific stakeholder contact. Notices were also sent out to iwi as identified by Council.
- The project had not yet reached the stage of identifying the standards and compliance requirements but these would be part of the document lodging the application for the consent.
- The objective of the plan was to lift the standard and quality of the fresh water.
- Location of stormwater ponds and wetlands would be the next stage.
- The key thing for this project was to ensure there was a fair capture of cultural values of iwi in the consent.

It was noted that this forum was not the appropriate place for iwi consultation and the Council should be approaching iwi directly for those involved in this consent.

It was also noted that when Tauranga City used a similar process the consent was challenged as iwi concerns were not addressed. It was also noted that effects of stormwater went across several catchments. The majority of iwi concerns were environmental and information was needed as to the baseline impacts of runoff from industrial and urban areas.

The Chair summarised the presentation noting that there was a desire to see strong reference to cultural values, and a request for direct discussion with the Te Arawa representatives on this process which will be facilitated with the help of the Takawaenga team. He thanked the presenters for their attendance and information.

10.50am  
11.10am

The forum adjourned for morning tea.  
The forum reconvened.

PF5.3

### **Partnership Engagement Agreements**

The Partnership Forum considered a report from the Māori Relationships and Engagement Advisor dated 2 October 2018 as circulated with the agenda. The Māori Relationships and Engagement Advisor and Workforce Development and Cultural Advisor gave a powerpoint presentation on the partnership engagement agreements, noting that the decision to adopt the agreements would be deferred to give the Iwi more time to consider the proposals.

In responding to questions the following matters were clarified:

- This form of agreement was intended to support work at the operational level, and future meetings would address the Mana Whakohono ā Rohe agreements.
- Te Ara Mua was at a higher level and this was more about how Council would work with Iwi on a project level.
- There was a desire for consistency with Council's work with iwi and hapū
- This was not intended to be an all encompassing document but was aimed at a specific project level.
- Once this Council got to work through a Mana Whakohono ā Rohe agreement some of the issues raised would be addressed at a higher level.
- The document did not solely relate to cultural monitoring, but contained a cultural monitoring element.
- Either party (Council or Tangata Whenua) could instigate use of the agreement.

In discussion of the document, the following points were made:

- Ngati Ranginui iwi had not been involved in the Tauriko discussions and raised that concern that this had not occurred with consultations focussed on hapū.
- Tauranga City Council also had an engagement protocol which this did not address.
- At a governance level the overarching structure for appropriate consultation was yet to be addressed.
- The RMA stipulates engagement with iwi and the cultural issues between iwi and hapū should be left to Tangata Whenua.
- The agreement was simple and easy to read and use.
- Council did not have the right to stipulate who should sort out issues between iwi and hapu, and this should not be put on a single kaumatua.
- The intent was to establish mutual respect.
- Areas of interest needed to be addressed in the document.
- Perhaps Iwi could provide nominations for cultural monitoring (an approved list).

11.30am

Councillor Scrimgeour entered the forum.

More time would be allowed for Tangata Whenua to go through the document and feedback would come back to Council in due course to ensure confidence in signing off the document.

It was noted that this morning's example of the request for engagement on the stormwater catchment was an example of where such an agreement could be used.

It was suggested that there be a workshop to move the agreement forward and that members of the Tauriko project should participate to

show how such agreements could work, including the opportunity for all to review documentation prior to the workshop.

It was agreed that Council staff establish a date for a workshop convenient for all to progress this mahi.

**Resolved:** Matire Duncan / Maria Horne

*THAT the Māori Relationships and Engagement Advisor's report dated 2 October and titled Partnership Engagement Agreements be received.*

## Western Bay of Plenty District Council

**Minutes of Meeting No. JG6 of the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee held on 17 October 2018 in the Council Chambers, Barks Corner, Tauranga commencing at 3.10 pm**

### Present

#### Tauranga City Council

His Worship the Mayor Greg Brownless and Deputy Mayor Kelvin Clout

#### Western Bay of Plenty District Council

His Worship the Mayor Garry Webber (Chairperson)

It was noted that Deputy Mayor Williams was on leave of absence.

### In Attendance

#### Tauranga City Council

Marty Grenfell (Chief Executive Officer), Anne Blakeway (Manager CCO Relationships and Governance) and Jacinda Lean (General Manager CE Group (Acting) Tauranga City Council)

#### Western Bay of Plenty District Council

Miriam Taris (Chief Executive Officer), Frank Begley (Community Relationships Manager), Aileen Alty (Democracy Advisor)

JG6.1

#### **Minutes from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee JG5 dated 8 August 2018**

The Committee considered minutes from the meeting JG5 of the Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee dated 8 August 2018 as circulated with the agenda.

**Resolved:** Deputy Mayor Clout / Mayor Brownless

*THAT the minutes from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee (JG5) as circulated in the agenda and held on 8 August 2018 be confirmed as a true and correct record.*

**Resolved:** Mayor Brownless / Deputy Mayor Clout

*THAT the Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee:*

- (a) Receive the report titled Joint Governance Committee 2019 Meeting Schedule.*
- (b) Approves the recommended meeting date schedule for 2019.*
- (c) THAT the report relates to an issue that is considered to be of low significance in terms of both Tauranga City and Western Bay of Plenty District Councils' Significance and Engagement Policies.*

## Local Government Official Information and Meetings Act

### Exclusion of the Public

#### Schedule 2a

**Resolved:** Mayor Brownless / Deputy Mayor Clout

*THAT the public be excluded from the following part of this meeting namely:*

- *Minutes of Joint Governance Committee (JG5) 8 August 2018*
- *2018 Appointment of Trustees to Tourism Bay of Plenty*

*The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<b><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<i>Minutes of Meeting Closed JG5 -8 August 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist</i>	<i>For reasons previously stated in the relevant minutes.</i>
<i>2018 Appointment of Trustees to Tourism Bay of Plenty</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>To protect the privacy of natural persons.</i>

COMPLETED - Completed Minute Action Sheets- Open - Council C21 2018

Minutes Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
C1418.9 05 Apr 2018	Storm Water Easement Over Part of the Te Puna Estuary Esplanade Reserve	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<p>1. THAT the Legal Property Officer Reserves and Facilities' report dated 12 March 2018 and titled Storm Water Easement Over Part of Te Puna Estuary Esplanade Reserve be received.</p> <p>2. THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.</p> <p>3. THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a storm water easement shown on the attached plan (Attachment A) to allow Lot 7 DP 483940 to discharge stormwater over Lot 5 DPS 28412.</p>	<p>18/10/2018 - A and I supplied for registration</p> <p>28/09/2018 - Council approval given</p> <p>20/09/2018 - Easement instrument sent to applicants solicitor</p> <p>12/09/2018 - Survey plan supplied</p> <p>15 May 2018 - Await response as below.</p> <p>23/04/2018 - Advised applicant 11/04 to proceed with supplying survey plan of easement</p>	COMPLETE
C1818.5 09 Aug 2018	District Licensing Committee Membership	CMM - COMPLIANCE AND MONITORING MANAGER	<p>1. THAT the Compliance and Monitoring Managers report dated 20 July 2018 and titled District Licensing Committee Membership be received.</p> <p>2. THAT the report relates to an issue that is not considered significant in terms of Council's policy on Significance.</p> <p>3. THAT Council will advertise for expressions of interest in membership on the District Licensing Committee and will establish a panel of Councillors Mackay, Thwaites and senior staff to review applications and make recommendations to His Worship the Mayor, for Council approval.</p>	<p>Council paper provided for 20 Sept meeting on appointments to the DLC</p>	COMPLETE
C2018.1 20 Sep 2018	Draft Financial Statements for the Year Ended 30 June 2018, Funding Transfer in Reserve Accounts and	FM - FINANCE MANAGER	<p>1. THAT the Finance Manager's report dated 7 September 2018 and titled 'Draft Financial Statements for the Year Ended 30 June 2018,</p>	<p>MAS noted.</p> <p>Two points of clarification: 1 - Naude Kotze is an Audit</p>	COMPLETE



Adoption of the Annual Report and Summary Annual Report -2017/18

Funding Transfers in Reserve Accounts and Adoption of the Annual Report and Summary Annual Report 2017/18' be received.

Manager  
2 - It was Clarence Susan, Audit Director, who presented to Council the audit opinion.

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

3. THAT the Annual Report and the Summary Annual Report for the year ended 30 June 2018 be received and approved by Council.

AND following receipt of the Audit Opinion from the Audit New Zealand representatives in attendance:

4. THAT the Audit Opinion from Audit New Zealand for Western Bay of Plenty District Council's financial statements and performance information for the year ended 30 June 2018 be received.

5. THAT pursuant to Section 98 and 99 of the Local Government Act 2002, the Western Bay of Plenty District Council's audited Annual Report and Summary Annual Report for the year ended 30 June 2018 be adopted.

6. THAT the Chief Executive Officer be delegated authority to make such minor editorial changes to the Annual Report 2017/18 as may be required prior to final publication.

C2018.10 20 Sep 2018

Easement to Convey Water and Associated Services over Lawrence Oliver Park, Te Puke, for the Waiari Water Supply Project

LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES

1. THAT the Legal Property Officer - Reserves and Facilities' report dated 31 July 2018 and titled Easement to convey water and associated services over Lawrence Oliver Park, Te Puke, for the Waiari Water Supply Project be received.

Legal Officer Utilities is undertaking easement documentation

COMPLETE

2. THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.

3. THAT pursuant to the authority delegated by

the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of an easement in gross to convey water, electricity, telecommunications and computer media through and over part of Lawrence Oliver Park being Part Lot 1 DP 31022, Lot 2 DP 11354 and Lot 1 DP 30250 as shown on the attached plan (Attachment A) in favour of Tauranga City Council.

4. THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.

Action Sheets not complete for a committee – Council – Open - C21 October 2018

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
C1217.7 14 Dec 2017	Recommendatory Report from the Operations Committee - Bramley Drive to Ruamoana Place - Walkway Reinstatement Proposal	GM1 - DEPUTY CEO/GROUP MANAGER INFRASTRUCTURE SERVICES	<p>1. THAT the walkway between Bramley Drive and Ruamoana Place Omokoroa be reinstated on the following basis:</p> <ul style="list-style-type: none"> <li>• THAT total possible long term reinstatement and stability protection works be limited to \$600,000 and be funded on a shared basis as follows: Council up to \$300,000 Property Owners \$300,000</li> <li>• THAT a legal agreement be entered into with the owners of 23, 24 and 25 Ruamoana Place that sets out the cost share basis, their funding contribution of \$300,000, and clarifies the risk of the work with a "best endeavours" clause.</li> <li>• THAT in order to work with the property owners on a cost share basis the work proceeds over the 2017/2018 year.</li> <li>• THAT the Council share of the cost of the works be funded as follows: \$100,000 from the 2017/2018 Coastal Erosion Protection budget \$200,000 transferred from either the General Rate Reserve or the Environmental Protection Rate Reserve.</li> </ul> <p>2. THAT it be noted that the works required for the possible long term reinstatement of the walkway may include works such as horizontal and directional bore drains, head scarp trimming, a ground anchor wall (as shown in Option C of the agenda report), and with exact details subject to detailed design in an endeavour to reduce further slippage. The option of connected vertical and horizontal drains should be regarded as trial.</p> <p>3. THAT it be noted that the possible long term reinstatement and slip protection works are undertaken on a "best endeavours" basis and that due to weather and ground conditions</p>	<p>7/7The construction work is underway, earthworks are complete, verticaldrilling will commence late July. 17/5 Agreement signed wiht propertyowners. consent issued. Earthworks have commenced. 16/03/2018: Consent being lodged, design underway and cost sharing agreement in the process of being finalised. 16/02/2018: design underway and cost sharing agreement in the process of being finalised. 19/1/18 T&amp;T commissioned to proceed with design. Legal agreement drafted.</p>	UNDER ACTION

C1318.6 22 Feb 2018	Right of Way Easement Over Part of Uretara Domain, Katikati	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<p>these may still be subject to slips in the future.</p> <p>4. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.</p> <p>1. THAT the Legal Property Officer/Reserves and Facilities' report dated 2 February 2018 and titled Right of Way Easement Over Part of Uretara Domain, Katikati be received.</p> <p>2. THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.</p> <p>3. THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a Right of Way easement in accordance with the area shown highlighted in red on the plan attached to the report (Attachment A) over Lots 177 and 178 DP 67 to Lot 1 DPS 57029.</p>	<p>19/10/2018- as below</p> <p>As this is being done in conjunction with a subdivision it may be some time that the landowner provides a survey plan and the instrument registered. To advise landowner of approval and to proceed when ready. A survey plan will be the first action required, to council staff for approval.</p>	UNDER ACTION
C1418.10 05 Apr 2018	Road Stopping and Sale Report - Beach Road, Katikati	LPOT - LEGAL PROPERTY OFFICER TRANSPORTATION & UTILITIES	<p>1. THAT the Legal Property Officer's report dated 19 March 2018 and titled Road Stopping and Sale Report Beach Road, Katikati be received.</p> <p>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.</p> <p>3. THAT pursuant to Section 342 of the Local Government Act 1974, Council continues the Road Stopping process set out in Schedule 10 of the Local Government Act 1974 for that area of unformed road Section 1 SO 519189.</p> <p>5. THAT an easement in gross be granted over the stopped area of road in favour of PowerCo.</p> <p>6. THAT as the current objection is resolved within the statutory timeframe set out in Schedule 10 of the Local Government Act 1974 then the Council declares that the unformed road Section 1 SO 519189 to be stopped.</p> <p>7. THAT Council approves the development and sale of the unformed road once a fee simple title was issued.</p>	<p>10-07-2018 - Survey to be confirmed for Road Stopping to be completed.</p> <p>15-05-2018 - Awaiting Survey to be approved.</p> <p>23-04-2018 - Final Road Stopping advert to go in newspaper.</p>	UNDER ACTION

C1518.10 17 May 2018	Road Stopping and Sale Report - Wilson Road South Paengaroa	LPOT - LEGAL PROPERTY OFFICER TRANSPORTATION & UTILITIES	<p>1. THAT the Legal Property Officer's report dated 2 May 2018 and titled Road Stopping and Sale Report - Wilson Road South, Paengaroa be received.</p> <p>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.</p> <p>3. THAT pursuant to Section 342 of the Local Government Act 1974, Council continues the Road Stopping process set out in Schedule 10 of the Local Government Act 1974 for that area of unformed road outlined in yellow on Attachment A.</p> <p>4. THAT a right of way easement be granted over the stopped area of road in favour of the landowners at 46A and 46B Wilson Road South</p> <p>5. THAT if no objections to the road stopping are received within the statutory timeframe set out in Schedule 10 of the Local Government Act 1974 then the Council declares that the road adjacent to 44 and 46 Wilson Road is stopped.</p> <p>6. THAT an easement in gross be granted over the stopped area of road in favour of PowerCo outlined in red on Attachment A.</p> <p>7. THAT provided the Road Stopping process is successful, Council approves the development and sale of the unformed road once a fee simple title is issued.</p>	10-07-2018 - Survey to completed.	UNDER ACTION
C1518.6 17 May 2018	Recommendatory Report from the Katikati Community Board - Options to Change Unformed Thompsons Track Road to Recreation Reserve	RFM - RESERVES AND FACILITIES MANAGER	<p>1. THAT Council, give consideration to and approve the investigation of the Road Stopping Process for the Unformed Thompsons Track Road and the setting aside of that land for Reserve.</p> <p>2. THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.</p>		NOT COMMENCED
C1518.9 17 May 2018	Road Stopping and Sale Report - Rea Road Katikati	LPOT - LEGAL PROPERTY OFFICER TRANSPORTATION & UTILITIES	<p>1. THAT, the Legal Property Officer's report dated 2 May 2018 and titled Road Stopping and Sale Report - Rea Road, Katikati be received.</p> <p>2. THAT the report relates to an issue that is</p>	10-07-2018 - Advertising commenced due to be completed by the end of July	UNDER ACTION

considered to be of low significance in terms of Council's Significance and Engagement Policy.

3. THAT pursuant to Section 342 of the Local Government Act 1974, Council commences the Road Stopping process set out in Schedule 10 of the Local Government Act 1974 for that area of unformed road adjacent to Lot 41 DPS 438769.

4. THAT Council will seek the prior consent of the Minister of Lands to the stopping of the area of unformed road Section 1 and 2 SO 515896.

5. THAT if no objections to the road stopping are received within the statutory timeframe set out in Schedule 10 of the Local Government Act 1974 and the consent of the Minister of Lands is obtained then the Council declares that the section unformed road Section 1 and 2 SO 515896 to be stopped.

6. THAT, providing the road stopping is successful; Council approves the disposal of Section 2 SO 515896 unformed road to the owner of Lot 41 DPS 438769. Council approves the purchase price of Section 2 SO 515896 unformed road to the applicant to be negotiated by the Strategic Property Manager.

7. THAT, providing the road stopping is successful; Council approves the disposal and donation of Section 1 SO 515896 to the Department of Conservation to be amalgamated with Section 91 Block VIII Katikati SD owned by Department of Conservation.

8. THAT, providing the road stopping is successful; Council approves the disposal of Section 1 SO 515896 to be amalgamated with Section 91 Block VIII Katikati SD and the purchase price of the land is to be paid by the applicant.

9. THAT all necessary legal, valuation, and survey costs involved in the transfer of the land be payable by the applicants.

C1818.6 09 Aug

Proposal to Lease -

RFM - RESERVES AND

1. THAT the Reserves and Facilities Manager's

NOT

2018	Centennial Park Te Puke Gymsport Incorporated	FACILITIES MANAGER	<p>report dated 10 July 2018 and titled "Proposal to Lease - Centennial Park Te Puke Gymsport Incorporated" be received.</p> <p>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.</p> <p>3. THAT after consideration of the submission received, in exercise of the powers conferred on it by delegation from the Minister of Conservation under the Reserves Act 1977, the Council in its capacity as administrating body, grants Te Puke Gymsport Incorporated a lease for 2000m<sup>2</sup>, more or less, of the land for up to 33 years over part of Centennial Park, Te Puke pursuant to Section 54 (1) (b) of the Reserves Act 1977.</p>	COMMENCED
C1915.2.14 09 May 2015	Topic 1507 - Wastewater - Issue 6 - Ongare Point Funding Model - Submission Id 995 - and Internal Submission	UM - UTILITIES MANAGER	<p>THAT Council approves in principle, proceeding with the Ongare Point wastewater scheme generally incorporating the following principles and funding model.</p> <ul style="list-style-type: none"> <li>• That the installation proceed subject to more than 50% of the connected properties agreeing.</li> <li>• That the on property costs be averaged across the scheme and all property owners pay the same amount for their on property and connection costs.</li> <li>• That the subsidy from Bay of Plenty Regional Council for the construction of a wastewater scheme at Ongare Point, be applied proportionally to the property owner and Council scheme costs.</li> <li>• That the scheme (off property costs) are loan funded and repaid by the combined wastewater UAC in accordance with the Wastewater Revenue and Financial Policy.</li> <li>• That the scheme mode generally comprises onsite treatment pumped to offsite secondary treatment and disposal fields.</li> <li>• That the scheme investigation, consenting, consultation and design costs budgeted at \$50,000 in 2015/16 are funded in accordance</li> </ul>	UNDER ACTION

			<p>with the Infrastructure Investigation Revenue and Financial Policy 60% EPR, 40% future UAC.</p> <p>Indicative Full Scheme Reticulation Costs (approximately 58 properties)          Excluding GST Option 2          Property Owner - On property costs (STEP, electrical, drain laying, etc.) \$ 488,851          Council - Scheme Reticulation \$ 650,549          BOPRC subsidy \$618,000          Total Costs \$1,757,400          Property Owner Costs (approximately 58 properties) \$8,428          Council Cost \$650,549</p> <p>That these decisions be subject to undertaking the appropriate consultation and decision making to meet legislative requirements.</p>		
<p>C1915.4.324 09 May 2015</p>	<p>Topic - Stormwater/Erosion - Issue Stormwater Small Settlements - Submission Ids 701, 965</p>	<p>UM - UTILITIES MANAGER</p>	<p>Council is currently in the process of reviewing the Stormwater Catchment Management Plan and Comprehensive Stormwater Consent application for the central catchment (including Te Puna and Minden). As part of this review Council will undertake further consultation with the Te Puna and Minden communities and in particular Te Puna Heartlands.</p>	<p>October 2018 - Awaiting approval of application by BOPRC          June 2018- Feedback provide from BOPRC additional info required to be submitted.          May 2018 - Still await feedback          April 2018 - UM has contacted BOPRC regarding the processing delays, We have been advised that a consultant has now been tasked with processing the application. unfortunately can not progress any further.          March 2018 - UM has contacted BOPRC regarding the processing delays, We have been advised that a consultant has now been tasked with processing the application. unfortunately can not progress further until a response is received from BOPRC.</p>	<p>UNDER ACTION</p>
<p>C1918.4 03 Sep 2018</p>	<p>Representation Review 2018 - Final Proposal</p>	<p>GM2 - GROUP MANAGER TECHNOLOGY, CUSTOMER AND COMMUNITY</p>	<p>1. THAT the Group Manager Technology, Customer and Community Services report dated 17 September 2018 and titled</p>	<p>Final proposal has been adopted by Council and is now out for Appeal which will go to the</p>	<p>UNDER ACTION</p>



C2018.14 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee: Wilson Park - Community Garden Lease Renewal	SERVICES RFM - RESERVES AND FACILITIES MANAGER	Representation Review 2018 Final Proposal be received.. 1. THAT Council agrees to renew the existing lease for the Wilson Park community garden for a further five years. 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.	Local Government Commission at its conclusion.	NOT COMMENCED
C2018.6 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee - Kauri Point Reserve Road Slip Update	RFM - RESERVES AND FACILITIES MANAGER	1. THAT Council directs staff to progress the following option for the remediation of the Kauri Point Reserve Road slip, provided it be engineered fit for purpose: Option A: Cost (ex GST) Funding SourceRock Buttress \$1,528,696.00 General Rate Reserve Account 2. THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.		NOT COMMENCED
C2018.7 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee - Kiwi Camp Facility	RFM - RESERVES AND FACILITIES MANAGER	1. THAT Council approve the implementation of a Kiwi Camp facility on the following basis: a. Trial Location Waihi Beach Community Centre b. Council cost \$40,000 from General Rate Reserve Account 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.		NOT COMMENCED
C2018.8 20 Sep 2018	Storm Water Easement Over Part of Vesey Stewart Recreation Reserve	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	1. THAT the Legal Property Officer - Reserves and Facilities' report dated 2 August 2018 and titled Storm Water Easement Over Part of Vesey Stewart Recreation Reserve be received. 2. THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance. 3. THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a storm water easement, in gross, with Council being both the grantor and grantee, as	19/10/2018 - Awaiting A and I 25/09/2018 - Awaiting survey plan so that we can progress easement instrument. Consultant advised.	UNDER ACTION

C2018.9 20 Sep 2018	Storm Water Easement Over Part of Moore Park, Katikati	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<p>shown on the attached plan (Attachment A) to allow discharge of stormwater over Lot 14 DPS 23757.</p> <p>4. THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.</p>	2018-09-28 - Survey Plan supplied. To create easement and then register	UNDER ACTION
			<p>1. THAT the Legal Property Officer - Reserves and Facilities' report dated 4 August 2018 and titled Storm Water Easement Over Part of Moore Park, Katikati be received.</p> <p>2. THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.</p> <p>3. THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a storm water easement, with Council being the grantor and the owner of Lot 11 DPS 36445 (3 Robinson Street) as grantee, as shown on the attached plan (Attachment A) to allow discharge of stormwater over Section 6 SO 433028. (Moore Park).</p> <p>4. THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.</p>		
C2715.5 17 Dec 2015	Application to Lease 8 The Esplanade to Waihi Beach Board Riders	SPM - STRATEGIC PROPERTY MANAGER	<p>1. THAT the Strategic Property Manager's report dated 18 November 2015 and titled Application to Lease 8 The Esplanade to Waihi Beach Board Riders be received.</p> <p>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.</p>	11/10/18 Staff trying to get hold of lessees but have been unsuccessful. 13/9/18 No change continuing to chase club 16/5/18 Signed lease not yet received. Chasing up with Club 11/4/18 Signing in	UNDER ACTION

			<p>3. THAT staff be directed to proceed with the removal of numbers 2 and 4 The Esplanade.</p> <p>4. THAT after consideration of the submissions received regarding the proposed lease of number 8 The Esplanade to the Waihi Beach Board Riders Club Incorporated, Council agrees to accept the Waihi Beach Board Riders Club Incorporated application to lease number 8 The Esplanade for clubrooms.</p>	<p>process as staff understand.13/03/2018: The Boardriders Club have taken possession of No 8 The Esplanade and are using the house for their clubrooms.</p> <p>14/2/18 Slow communication with club, but lease has been prepared and terms are in process of being nominated.</p> <p>18/1/2018 draft lease prepared and sitting with club. 6/12/17 meeting held with club representatives and a draft lease being prepared for the clubs consideration.13/11/17 Staff meeting with club member shortly to further discuss the potential to lease the bach.</p>	
C417.16 06 Apr 2017	Mayor's Report to Council - March 2017	CEO - CHIEF EXECUTIVE OFFICER	<p>THAT Council receive a paper on options for pensioner housing management and/or ownership.</p>	<p>10/10/18 S17A review as well as Communities strategy review will address pensioner housing. Expected to be over the next few months and into the new calendar year.</p> <p>11/9/18 No change</p> <p>4/7/2018 No change.</p> <p>13/6/2018 Council to defer a decision on pensioner housing until issues over funding and subsidies are clarified.</p>	UNDER ACTION
C817.2 21 Sep 2017	Pukehina Angling and Fishing Club Inc. - Request to Extend Footprint of Lease Area	RFM - RESERVES AND FACILITIES MANAGER	<p>1. THAT the Reserves and Facilities Manager's report dated 4 September 2017 and titled Pukehina Angling and Fishing Club Inc. - Request to extend footprint of lease area be received.</p> <p>2. THAT the report relates to an issue that is</p>	<p>15/5/16- Draft documentation being reviewed before forwarding to Lessee.</p> <p>15/3/18 Documentation being held up due to other urgent matters which are affecting priorities.</p>	UNDER ACTION

not considered significant in terms of Council's Policy on Significance.

3. THAT Council resolve to approve Pukehina Angling and Fishing Club Incorporated's request to extend their lease footprint by an approximate additional 100m<sup>2</sup> over part of Midway Park.

16/2/18 - No change .22 Jan. 2018 - Lease documentation is being prepared for the Fishing club to sign.

17/11/17 - Staff have met with the Fishing Club representatives and negotiated agreed terms to vary the lease to take into consideration the extended area and conditions of use of the extended area.

6 October 2017 - Meeting scheduled for 18 October with Fishing club to negotiate lease conditions for an extension

## Action Sheets not complete for a committee – Council – Open - C21 October 2018

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C1318.6 22 Feb 2018	Right of Way Easement Over Part of Uretara Domain, Katikati	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<p>4. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.</p> <p>1. THAT the Legal Property Officer/Reserves and Facilities' report dated 2 February 2018 and titled Right of Way Easement Over Part of Uretara Domain, Katikati be received.</p> <p>2. THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.</p> <p>3. THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a Right of Way easement in accordance with the area shown highlighted in red on the plan attached to the report (Attachment A) over Lots 177 and 178 DP 67 to Lot 1 DPS 57029.</p>	<p>19/10/2018- as below</p> <p>As this is being done in conjunction with a subdivision it may be some time that the landowner provides a survey plan and the instrument registered. To advise landowner of approval and to proceed when ready. A survey plan will be the first action required, to council staff for approval.</p>	UNDER ACTION
C1418.10 05 Apr 2018	Road Stopping and Sale Report - Beach Road, Katikati	LPOT - LEGAL PROPERTY OFFICER TRANSPORTATION & UTILITIES	<p>1. THAT the Legal Property Officer's report dated 19 March 2018 and titled Road Stopping and Sale Report Beach Road, Katikati be received.</p> <p>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.</p> <p>3. THAT pursuant to Section 342 of the Local Government Act 1974, Council continues the Road Stopping process set out in Schedule 10 of the Local Government Act 1974 for that area of unformed road Section 1 SO 519189.</p> <p>5. THAT an easement in gross be granted over the stopped area of road in favour of PowerCo.</p> <p>6. THAT as the current objection is resolved within the statutory timeframe set out in Schedule 10 of the Local Government Act 1974 then the Council declares that the unformed road Section 1 SO 519189 to be stopped.</p> <p>7. THAT Council approves the development and sale of the unformed road once a fee simple title was issued.</p>	<p>10-07-2018 - Survey to be confirmed for Road Stopping to be completed.</p> <p>15-05-2018 - Awaiting Survey to be approved.</p> <p>23-04-2018 - Final Road Stopping advert to go in newspaper.</p>	UNDER ACTION
C1518.10 17 May	Road Stopping and Sale	LPOT - LEGAL PROPERTY	1. THAT the Legal Property Officer's report	10-07-2018 - Survey to	UNDER ACTION

2018	Report - Wilson Road South Paengaroa	OFFICER TRANSPORTATION & UTILITIES	<p>dated 2 May 2018 and titled Road Stopping and Sale Report - Wilson Road South, Paengaroa be received.</p> <p>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.</p> <p>3. THAT pursuant to Section 342 of the Local Government Act 1974, Council continues the Road Stopping process set out in Schedule 10 of the Local Government Act 1974 for that area of unformed road outlined in yellow on Attachment A.</p> <p>4. THAT a right of way easement be granted over the stopped area of road in favour of the landowners at 46A and 46B Wilson Road South</p> <p>5. THAT if no objections to the road stopping are received within the statutory timeframe set out in Schedule 10 of the Local Government Act 1974 then the Council declares that the road adjacent to 44 and 46 Wilson Road is stopped.</p> <p>6. THAT an easement in gross be granted over the stopped area of road in favour of PowerCo outlined in red on Attachment A.</p> <p>7. THAT provided the Road Stopping process is successful, Council approves the development and sale of the unformed road once a fee simple title is issued.</p>	completed.	
C1518.6 17 May 2018	Recommendatory Report from the Katikati Community Board - Options to Change Unformed Thompsons Track Road to Recreation Reserve	RFM - RESERVES AND FACILITIES MANAGER	<p>1. THAT Council, give consideration to and approve the investigation of the Road Stopping Process for the Unformed Thompsons Track Road and the setting aside of that land for Reserve.</p> <p>2. THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.</p>		NOT COMMENCED
C1518.9 17 May 2018	Road Stopping and Sale Report - Rea Road Katikati	LPOT - LEGAL PROPERTY OFFICER TRANSPORTATION & UTILITIES	<p>1. THAT, the Legal Property Officer's report dated 2 May 2018 and titled Road Stopping and Sale Report - Rea Road, Katikati be received.</p> <p>2. THAT the report relates to an issue that is considered to be of low significance in terms of</p>	10-07-2018 - Advertising commenced due to be completed by the end of July	UNDER ACTION

C1818.6 09 Aug 2018	Proposal to Lease - Centennial Park Te Puke	RFM - RESERVES AND FACILITIES MANAGER	<p>Council's Significance and Engagement Policy.</p> <p>3. THAT pursuant to Section 342 of the Local Government Act 1974, Council commences the Road Stopping process set out in Schedule 10 of the Local Government Act 1974 for that area of unformed road adjacent to Lot 41 DPS 438769.</p> <p>4. THAT Council will seek the prior consent of the Minister of Lands to the stopping of the area of unformed road Section 1 and 2 SO 515896.</p> <p>5. THAT if no objections to the road stopping are received within the statutory timeframe set out in Schedule 10 of the Local Government Act 1974 and the consent of the Minister of Lands is obtained then the Council declares that the section unformed road Section 1 and 2 SO 515896 to be stopped.</p> <p>6. THAT, providing the road stopping is successful; Council approves the disposal of Section 2 SO 515896 unformed road to the owner of Lot 41 DPS 438769. Council approves the purchase price of Section 2 SO 515896 unformed road to the applicant to be negotiated by the Strategic Property Manager.</p> <p>7. THAT, providing the road stopping is successful; Council approves the disposal and donation of Section 1 SO 515896 to the Department of Conservation to be amalgamated with Section 91 Block VIII Katikati SD owned by Department of Conservation.</p> <p>8. THAT, providing the road stopping is successful; Council approves the disposal of Section 1 SO 515896 to be amalgamated with Section 91 Block VIII Katikati SD and the purchase price of the land is to be paid by the applicant.</p> <p>9. THAT all necessary legal, valuation, and survey costs involved in the transfer of the land be payable by the applicants.</p>	NOT COMMENCED
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1. THAT the Reserves and Facilities Manager's report dated 10 July 2018 and titled "Proposal



	Gymsport Incorporated		<p>to Lease - Centennial Park Te Puke Gymsport Incorporated" be received.</p> <p>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.</p> <p>3. THAT after consideration of the submission received, in exercise of the powers conferred on it by delegation from the Minister of Conservation under the Reserves Act 1977, the Council in its capacity as administrating body, grants Te Puke Gymsport Incorporated a lease for 2000m<sup>2</sup>, more or less, of the land for up to 33 years over part of Centennial Park, Te Puke pursuant to Section 54 (1) (b) of the Reserves Act 1977.</p>		
C1915.2.14 09 May 2015	Topic 1507 - Wastewater - Issue 6 - Ongare Point Funding Model - Submission Id 995 - and Internal Submission	UM - UTILITIES MANAGER	<p>THAT Council approves in principle, proceeding with the Ongare Point wastewater scheme generally incorporating the following principles and funding model.</p> <ul style="list-style-type: none"> <li>• That the installation proceed subject to more than 50% of the connected properties agreeing.</li> <li>• That the on property costs be averaged across the scheme and all property owners pay the same amount for their on property and connection costs.</li> <li>• That the subsidy from Bay of Plenty Regional Council for the construction of a wastewater scheme at Ongare Point, be applied proportionally to the property owner and Council scheme costs.</li> <li>• That the scheme (off property costs) are loan funded and repaid by the combined wastewater UAC in accordance with the Wastewater Revenue and Financial Policy.</li> <li>• That the scheme mode generally comprises onsite treatment pumped to offsite secondary treatment and disposal fields.</li> <li>• That the scheme investigation, consenting, consultation and design costs budgeted at \$50,000 in 2015/16 are funded in accordance with the Infrastructure Investigation Revenue</li> </ul>		UNDER ACTION

C1915.4.324 09 May 2015	Topic - Stormwater/Erosion - Issue Stormwater Small Settlements - Submission Ids 701, 965	UM - UTILITIES MANAGER	<p>and Financial Policy 60% EPR, 40% future UAC.  Indicative Full Scheme Reticulation Costs (approximately 58 properties)  Excluding GST Option 2  Property Owner - On property costs (STEP, electrical, drain laying, etc.) \$ 488,851  Council - Scheme Reticulation \$ 650,549  BOPRC subsidy \$618,000  Total Costs \$1,757,400  Property Owner Costs (approximately 58 properties) \$8,428  Council Cost \$650,549  That these decisions be subject to undertaking the appropriate consultation and decision making to meet legislative requirements.</p>	<p>Council is currently in the process of reviewing the Stormwater Catchment Management Plan and Comprehensive Stormwater Consent application for the central catchment (including Te Puna and Minden). As part of this review Council will undertake further consultation with the Te Puna and Minden communities and in particular Te Puna Heartlands.</p>	<p>October 2018 - Awaiting approval of application by BOPRC  June 2018- Feedback provide from BOPRC additional info required to be submitted.  May 2018 - Still await feedback  April 2018 - UM has contacted BOPRC regarding the processing delays, We have been advised that a consultant has now been tasked with processing the application. unfortunately can not progress any further.  March 2018 - UM has contacted BOPRC regarding the processing delays, We have been advised that a consultant has now been tasked with processing the application. unfortunately can not progress further until a response is received from BOPRC.</p>	UNDER ACTION
C1918.4 03 Sep 2018	Representation Review 2018 - Final Proposal	GM2 - GROUP MANAGER TECHNOLOGY, CUSTOMER AND COMMUNITY SERVICES	<p>1. THAT the Group Manager Technology, Customer and Community Services report dated 17 September 2018 and titled Representation Review 2018 Final Proposal be</p>	<p>Final proposal has been adopted by Council and is now out for Appeal which will go to the Local Government Commission</p>	UNDER ACTION	

C2018.14 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee: Wilson Park - Community Garden Lease Renewal	RFM - RESERVES AND FACILITIES MANAGER	received..	at its conclusion.	NOT COMMENCED
C2018.6 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee - Kauri Point Reserve Road Slip Update	RFM - RESERVES AND FACILITIES MANAGER	1. THAT Council agrees to renew the existing lease for the Wilson Park community garden for a further five years. 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.		NOT COMMENCED
C2018.7 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee - Kiwi Camp Facility	RFM - RESERVES AND FACILITIES MANAGER	1. THAT Council directs staff to progress the following option for the remediation of the Kauri Point Reserve Road slip, provided it be engineered fit for purpose: Option A: Cost (ex GST) Funding SourceRock Buttress \$1,528,696.00 General Rate Reserve Account 2. THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.		NOT COMMENCED
C2018.8 20 Sep 2018	Storm Water Easement Over Part of Vesey Stewart Recreation Reserve	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	1. THAT Council approve the implementation of a Kiwi Camp facility on the following basis: a. Trial Location Waihi Beach Community Centre b. Council cost \$40,000 from General Rate Reserve Account 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.	19/10/2018 - Awaiting A and I 25/09/2018 - Awaiting survey plan so that we can progress easement instrument. Consultant advised.	UNDER ACTION

C2018.9 20 Sep 2018	Storm Water Easement Over Part of Moore Park, Katikati	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<p>allow discharge of stormwater over Lot 14 DPS 23757.</p> <p>4. THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.</p>	2018-09-28 - Survey Plan supplied. To create easement and then register	UNDER ACTION
			<p>1. THAT the Legal Property Officer - Reserves and Facilities' report dated 4 August 2018 and titled Storm Water Easement Over Part of Moore Park, Katikati be received.</p> <p>2. THAT the report relates to an issue that is not considered significant in terms of Council's Policy on Significance.</p> <p>3. THAT pursuant to the authority delegated by the Minister of Conservation to the Western Bay of Plenty District Council, and the provisions of Section 48 of the Reserves Act 1977, Council hereby consents to the creation of a storm water easement, with Council being the grantor and the owner of Lot 11 DPS 36445 (3 Robinson Street) as grantee, as shown on the attached plan (Attachment A) to allow discharge of stormwater over Section 6 SO 433028. (Moore Park).</p> <p>4. THAT in accordance with section 48(3) of the Reserves Act 1977, public consultation is not required as the reserve is not likely to be permanently altered or damaged and the rights of the public in respect of the reserve are not permanently affected as a result of the easement being in place.</p>		
C2715.5 17 Dec 2015	Application to Lease 8 The Esplanade to Waihi Beach Board Riders	SPM - STRATEGIC PROPERTY MANAGER	<p>1. THAT the Strategic Property Manager's report dated 18 November 2015 and titled Application to Lease 8 The Esplanade to Waihi Beach Board Riders be received.</p> <p>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.</p> <p>3. THAT staff be directed to proceed with the</p>	<p>11/10/18 Staff trying to get hold of lessees but have been unsuccessful.</p> <p>13/9/18 No change continuing to chase club</p> <p>16/5/18 Signed lease not yet received. Chasing up with Club</p> <p>11/4/18 Signing in process as staff</p>	UNDER ACTION

removal of numbers 2 and 4 The Esplanade.  
 4. THAT after consideration of the submissions received regarding the proposed lease of number 8 The Esplanade to the Waihi Beach Board Riders Club Incorporated, Council agrees to accept the Waihi Beach Board Riders Club Incorporated application to lease number 8 The Esplanade for clubrooms.

understand.13/03/2018: The Boardriders Club have taken possession of No 8 The Esplanade and are using the house for their clubrooms.  
 14/2/18 Slow communication with club, but lease has been prepared and terms are in process of being nominated.  
 18/1/2018 draft lease prepared and sitting with club. 6/12/17 meeting held with club representatives and a draft lease being prepared for the clubs consideration.13/11/17 Staff meeting with club member shortly to further discuss the potential to lease the bach.

C417.16 06 Apr 2017

Mayor's Report to Council - March 2017

CEO - CHIEF EXECUTIVE OFFICER

THAT Council receive a paper on options for pensioner housing management and/or ownership.

10/10/18  
 S17A review as well as Communities strategy review will address pensioner housing. Expected to be over the next few months and into the new calendar year.  
 11/9/18  
 No change  
 4/7/2018  
 No change.  
 13/6/2018  
 Council to defer a decision on pensioner housing until issues over funding and subsidies are clarified.

UNDER ACTION

C817.2 21 Sep 2017

Pukehina Angling and Fishing Club Inc. - Request to Extend Footprint of Lease Area

RFM - RESERVES AND FACILITIES MANAGER

1. THAT the Reserves and Facilities Manager's report dated 4 September 2017 and titled Pukehina Angling and Fishing Club Inc. - Request to extend footprint of lease area be received.  
 2. THAT the report relates to an issue that is not considered significant in terms of Council's

15/5/16- Draft documentation being reviewed before forwarding to Lessee.  
 15/3/18 Documentation being held up due to other urgent matters which are affecting priorities.  
 16/2/18 - No change .22 Jan.

UNDER ACTION

Policy on Significance.

3. THAT Council resolve to approve Pukehina Angling and Fishing Club Incorporated's request to extend their lease footprint by an approximate additional 100m<sup>2</sup> over part of Midway Park.

2018 - Lease documentation is being prepared for the Fishing club to sign.

17/11/17 - Staff have met with the Fishing Club representatives and negotiated agreed terms to vary the lease to take into consideration the extended area and conditions of use of the extended area.

6 October 2017 - Meeting scheduled for 18 October with Fishing club to negotiate lease conditions for an extension

## Performance Report – 30 September 2018

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### Purpose and Summary

The purpose of this report is to consolidate current reporting and provide a comprehensive report on all of Council's activities. This means that financial and non-financial information is contained in one report for each activity.

The report is based on the information and the thresholds set in the Council's business scorecard. While the scorecard may show a 'red light' it is important to review the executive summary for the activity concerned for the explanation.

This report provides the results for all Council operations for the period ending 30 June 2018 and incorporates:

- Financial reports – **(Attachment A)**
  - Additional Levels of Service **(Attachment B)**
  - To capital expenditure **(Attachment C)**
- Performance reports – executive summaries and cost of service statements for all Council's activities **(Attachment D)**



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Olive McVicker  
**Corporate Development /  
Business Improvement Advisor**



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Kumaren Perumal  
**Chief Financial Officer**

## Draft Key Financial Issues for the Three Months Ended 30 September 2018

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### 1. Executive Summary

This report provides a high-level summary of the key financial statements for the three months ended 30 September 2018 and brief explanations of significant variances from the year-to-date budget, highlighting any known issues.

### 2. Income

- 2.1 Total income for the three months ended 30 September 2018 was \$28.08m. This was \$9.58m higher than the year-to-date budget of \$18.50m. The increase is predominantly due to the favourable variances coming from the timing of receipt of financial contributions (\$3.30m) and service charges (\$4.94m) compared to budget.
- 2.2 The major variances were:
- Financial contributions of \$5.50m are \$3.30m higher than year-to-date budget of \$2.20m. Key developments seen in the Central ward, with higher income than budget experienced in Central water supply, Omokoroa wastewater, rural roading, Omokoroa roading and District reserves and facilities. See table overleaf for a detailed breakdown
  - Other income of \$492k being \$114k ahead of year-to-date budget of \$378k. This is primarily due to higher rental income, higher solid waste income and sundry income
  - Rate income of \$9.79m being \$172k ahead of year-to-date budget of \$9.62m
  - Service charge income of \$6.39m being \$4.94m higher than year-to-date budget of \$1.45m. This is due to the timing of income versus budget, including metered water connection and general charge
  - Subsidies and grants income of \$2.47m being \$125k higher than year-to-date budget of \$2.35m
  - User fee income of \$2.93m is \$704k higher than year-to-date budget of \$2.22m. This is due to the timing of metered water charges and dog registration fees
  - Sundry income of \$232k is \$142k higher than year-to-date budget of \$90k. This is due to unbudgeted LGFA dividend income (\$118k) and higher petrol tax distribution (\$24k)



- o The table below provides a breakdown of the financial contributions received:

	Budget 2019	Actual 2019	\$ Variance to Budget	% Variance to Budget
Water Supply - Western	73,935	33,385	(40,550)	(55)%
Water Supply - Central	135,999	482,183	346,184	255 %
Water Supply - Eastern	90,735	262,406	171,671	189 %
Wastewater - Waihi Beach	35,373	48,269	12,896	36 %
Wastewater - Katikati	97,404	237,198	139,794	144 %
Wastewater - Omokoroa	309,441	1,151,320	841,879	272 %
Wastewater - Te Puke	56,592	11,890	(44,702)	(79)%
Wastewater - Maketu/Little Waihi	3,642	0	(3,642)	
Stormwater	285,045	509,932	224,887	79 %
Roading - Rural	139,134	580,842	441,708	317 %
Roading - Waihi Beach Structure Plan	2,304	2,024	(280)	(12)%
Roading - Katikati Structure Plan	44,703	13,742	(30,961)	(69)%
Roading - Omokoroa Structure Plan	262,620	800,332	537,712	205 %
Roading - Te Puke Structure Plan	36,489	52,759	16,270	45 %
Roading - Strategic	42,900	90,101	47,201	110 %
District - Reserves & Facilities	532,572	1,111,881	579,309	109 %
Ecological	47,658	107,799	60,141	126 %
<b>Total</b>	<b>2,196,546</b>	<b>5,496,062</b>	<b>3,299,516</b>	<b>150 %</b>

### 3. Expenditure

- 3.1 Total expenditure of \$21.95m was \$1.16m higher than year-to-date budget of \$20.79m.
- 3.2 The major variances were;
- Additional Level of Service projects of \$1.10m were \$545k higher than year-to-date budget of \$558k. Movements by activity are included as per **(Attachment B)**
  - Operating costs of \$8.72m being \$718k higher than year-to-date budget of \$8.00m. This relates to timing of expenses and discounts allowed compared to budget, including maintenance contractor (\$256k), rating discounts (\$311k) and bad debt expenses (\$682k). These overspends are offset in part by smaller underspends across a number of expense types
  - Interest expense of \$1.83m being \$297k lower than year-to-date budget of \$2.12m. This is due to holding higher term deposits, generating interest income higher than expected
  - Depreciation of \$5.33m being \$231k higher than year-to-date budget of \$5.10m.

### 4. Capital Expenditure

- 4.1 Total capital expenditure of \$6.01m was \$747k higher than year-to-date budget of \$5.26m. Movements by activity are included as per **(Attachment C)**.
- 4.2 The major variances were;
- Transportation expenditure of \$2.92m being \$1.05m lower than year-to-date budget of \$3.97m. This is due to underspending on Omokoroa Structure Plan (\$326k) and asset management (\$1.88m). These are offset in part by year-to-date overspending on road safety projects (\$746k) and cycling and walking projects (\$394k)
  - Communities' expenditure being \$325k lower than year-to-date budget of \$77k. This is predominantly due to final completion costs of the Katikati Library build project (\$278k) being more than offset by the transfer of costs relating to the Te Puke Hall strengthening project out of the capital project to an operating project (\$599k) on the premise Council does not own the building and therefore cannot capitalise the costs
  - Corporate Services expenditure of \$2.36m being \$2.06 higher than year-to-date budget of \$298k. This is due to the unbudgeted land purchase of 452 Omokoroa Road (\$2.00m)

Council  
1 November 2018

Western Bay of Plenty District Council  
Draft Statement of Financial Performance  
For the 3 months ended 30 September 2018

	Year to Date				
	Actual \$'000	Budget \$'000	Variance Fav / (Unf) \$'000	Last Year Actual \$'000	Full Year Revised Budget \$'000
<b>Costs</b>					
Additional Levels of Service	1,103	558	(545)	484	3,587
Operating Costs	8,718	8,000	(718)	7,430	33,721
Personnel	4,970	5,011	42	4,450	21,482
Interest Exp - External	1,826	2,124	297	2,201	8,000
Depreciation	5,329	5,098	(231)	5,068	20,392
<b>Total Costs</b>	<b>21,947</b>	<b>20,791</b>	<b>(1,156)</b>	<b>19,634</b>	<b>87,183</b>
<b>Income</b>					
Financial Contributions	5,496	2,197	3,300	3,175	8,786
Interest Income - External	283	195	88	380	779
Other Income	492	378	114	31,274	1,896
Rate Income	9,787	9,615	172	9,133	38,460
Service Charges	6,389	1,454	4,935	6,167	25,323
Subsidies and Grants	2,471	2,346	125	2,984	9,514
Sundry Income	232	90	142	228	360
User Fees	2,925	2,222	704	2,573	10,605
Vested Assets	0	0	0	4,224	2,240
<b>Total Revenue</b>	<b>28,076</b>	<b>18,496</b>	<b>9,580</b>	<b>60,139</b>	<b>97,963</b>
Share of Associate surplus/(deficit)	0	0	0	0	0
<b>Surplus (Deficit)</b>	<b>6,129</b>	<b>(2,295)</b>	<b>8,424</b>	<b>40,506</b>	<b>10,781</b>

Western Bay of Plenty District Council  
Statement of Financial Position  
As at 30 September 2018

	Actual 30 September 2018 \$'000	Forecast June 2019 \$'000	June 2018 \$'000
<b>EQUITY</b>			
Accumulated Funds	856,176	814,328	849,971
Restricted Reserves	271	272	271
Council-created Reserves	30,054	26,597	30,434
Asset Revaluation Reserves	407,427	396,491	407,239
<b>Total Equity</b>	<b>1,293,928</b>	<b>1,237,688</b>	<b>1,287,915</b>
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Bank	9,737	1,720	11,750
Short Term Deposits	40,056	-	14,983
Receivables and Prepayments	25,761	10,872	14,574
Property and Investments for Resale	-	-	445
<b>Total Current Assets</b>	<b>75,555</b>	<b>12,592</b>	<b>41,752</b>
<b>Non-current Assets</b>			
Financial Instruments	14,355	22,416	14,247
Other Non-current Assets	1,385,776	1,347,641	1,386,280
Interest in Associates	207	2,377	207
<b>Total Non-current Assets</b>	<b>1,400,337</b>	<b>1,372,434</b>	<b>1,400,734</b>
<b>Total Assets</b>	<b>1,475,892</b>	<b>1,385,026</b>	<b>1,442,485</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables and Accruals	35,726	14,295	17,580
Employee Entitlements	1,726	2,575	2,479
Current Portion Public Debt	-	-	25,000
Derivative Financial Instrument	8,861	9,655	465
Current Portion Provisions	313	313	313
<b>Total current Liabilities</b>	<b>46,626</b>	<b>26,838</b>	<b>45,837</b>
<b>Non-current Liabilities</b>			
Public Debt - Term Portion	135,000	120,000	100,000
Other Term Debt	337	150	8,412
Non-current Provisions	-	350	321
<b>Total Non-current Liabilities</b>	<b>135,337</b>	<b>120,500</b>	<b>108,733</b>
<b>Total Liabilities</b>	<b>181,964</b>	<b>147,338</b>	<b>154,570</b>
<b>Net Assets</b>	<b>1,293,928</b>	<b>1,237,688</b>	<b>1,287,915</b>

**Western Bay of Plenty District Council**  
**Capital Expenditure Summary**  
**For the period ended 30 September 2018**

<b>Activity</b>	<b>Year Actual \$'000</b>	<b>Year Budget \$'000</b>	<b>Year Variance \$'000</b>	<b>Full Year Budget \$'000</b>
Transportation	2,917	3,969	1,053	16,895
Solid Waste	0	0	0	0
Recreation & Leisure	172	256	84	5,065
Stormwater	127	88	(40)	5,042
Economic	0	115	115	460
Sustainable Development	0	0	0	0
	<b>3,216</b>	<b>4,428</b>	<b>1,212</b>	<b>27,461</b>
Western Water	(71)	21	92	1,020
Central Water	685	(0)	(685)	1,961
Eastern Water	(353)	25	378	1,822
<b>Water Supply</b>	<b>261</b>	<b>46</b>	<b>(215)</b>	<b>4,803</b>
Information Centres	343	65	(278)	390
Community Facilities	(591)	13	604	140
<b>Communities</b>	<b>(248)</b>	<b>77</b>	<b>325</b>	<b>530</b>
Waihi Beach Wastewater	19	72	53	450
Katikati Wastewater	(6)	6	12	732
Omokoroa Wastewater	100	50	(50)	339
Te Puke Wastewater	(131)	(105)	26	1,193
Ongare Wastewater	440	387	(53)	873
<b>Wastewater</b>	<b>415</b>	<b>410</b>	<b>(5)</b>	<b>3,727</b>
Information Services	85	130	45	1,043
Corporate Assets	2,132	24	(2,109)	1,368
Corporate Services	144	143	(1)	574
<b>Corporate Services</b>	<b>2,362</b>	<b>298</b>	<b>(2,064)</b>	<b>2,985</b>
<b>Total Capital Expenditure</b>	<b>6,006</b>	<b>5,259</b>	<b>(747)</b>	<b>39,505</b>

Council  
1 November 2018

Western Bay of Plenty District Council  
Cost of Service Summary  
For the period ended 30 September 2018


Activity	Total Operating Revenue \$'000	Total Operating Costs \$'000	Net Cost of Service Surplus / (Deficit) \$'000	YTD Budget Surplus / (Deficit) \$'000	YTD Variance Under / (Over) \$'000	Total Budget Surplus / (Deficit) \$'000
Stormwater	1,574	1,151	423	(773)	1,195	1,329
Solid Waste	387	308	79	(283)	362	(512)
Natural Environment	220	87	133	(143)	275	(255)
Economic Representation	82	309	(227)	(344)	117	(384)
Transportation	109	609	(500)	(702)	203	(3,342)
Recreation & Leisure	6,688	4,707	1,980	1,375	605	5,675
	1,216	1,606	(391)	(899)	508	(3,908)
	<b>10,274</b>	<b>8,777</b>	<b>1,497</b>	<b>(1,768)</b>	<b>3,265</b>	<b>(1,399)</b>
Strategic Planning/Monitoring	0	385	(385)	(304)	(81)	(1,561)
Resource Management Planning	0	191	(191)	(174)	(17)	(1,081)
Infrastructure Planning	3	0	3	41	(38)	175
<b>Sustainable Development</b>	<b>3</b>	<b>576</b>	<b>(573)</b>	<b>(437)</b>	<b>(136)</b>	<b>(2,466)</b>
Western Water	1,125	1,035	90	47	42	505
Central Water	1,136	791	345	(34)	379	(291)
Eastern Water	1,227	1,328	(101)	(1,139)	1,038	(739)
<b>Water Supply</b>	<b>3,488</b>	<b>3,154</b>	<b>334</b>	<b>(1,125)</b>	<b>1,460</b>	<b>(525)</b>
Resource Consents	364	461	(97)	(112)	15	(562)
Building Services	738	1,057	(320)	(193)	(127)	(918)
Animal Services	561	228	333	(56)	388	(262)
Compliance & Monitoring	120	342	(222)	(225)	2	(946)
<b>Regulatory</b>	<b>1,783</b>	<b>2,089</b>	<b>(306)</b>	<b>(585)</b>	<b>278</b>	<b>(2,688)</b>
Information Centres	415	941	(526)	(441)	(85)	(1,523)
Community Development	29	603	(574)	(640)	66	(2,378)
Emergency Management	2	69	(67)	(141)	74	(563)
Community Facilities	200	903	(703)	(168)	(535)	(461)
<b>Communities</b>	<b>646</b>	<b>2,515</b>	<b>(1,870)</b>	<b>(1,390)</b>	<b>(479)</b>	<b>(4,926)</b>

Council  
1 November 2018

Activity	Total Operating Revenue \$'000	Total Operating Costs \$'000	Net Cost of Service Surplus / (Deficit) \$'000	YTD Budget Surplus / (Deficit) \$'000	YTD Variance Under / (Over) \$'000	Total Budget Surplus / (Deficit) \$'000
Waihi Beach Wastewater	752	740	12	(788)	800	(257)
Katikati Wastewater	812	395	416	(323)	739	769
Omokoroa Wastewater	1,554	1,097	457	(803)	1,260	(1,547)
Te Puke Wastewater	794	448	346	(317)	663	1,858
Maketu Wastewater	140	365	(225)	(356)	131	(992)
Ongare Wastewater	0	6	620	109	511	470
<b>Wastewater</b>	<b>4,679</b>	<b>3,052</b>	<b>1,628</b>	<b>(2,477)</b>	<b>4,105</b>	<b>300</b>
Human Resource Services	0	0	0	(11)	11	0
Financial Services	235	3	232	129	102	375
Information Services	17	100	(83)	(260)	177	(160)
Corporate Assets	109	682	(573)	(462)	(111)	(1,084)
Corporate Services	4	265	(261)	(67)	(194)	(699)
<b>Corporate Services</b>	<b>365</b>	<b>1,050</b>	<b>(685)</b>	<b>(670)</b>	<b>(15)</b>	<b>(1,569)</b>
Treasury Operations	283	(360)	643	(16)	659	(65)
Rates Appropriation	6,553	1,093	5,460	6,174	(714)	24,113
<b>Rates and Treasury</b>	<b>6,836</b>	<b>733</b>	<b>6,103</b>	<b>6,157</b>	<b>(55)</b>	<b>24,048</b>
<b>Total</b>	<b>28,076</b>	<b>21,947</b>	<b>6,129</b>	<b>(2,295)</b>	<b>8,424</b>	<b>10,781</b>

  
Ian Butler  
Finance Manager

Approved

  
Kumaren Perumal  
Chief Financial Officer

## ADDITIONAL LEVELS OF SERVICE

Financial Year		Actual	Budget	Variance	Variance Explanation	Annual Plan
2018/19	For the 3 months ended September 2018	Year to Date	Year to Date	Year to Date		Full Year Revised
				(Under)/Over		Budget

## REPRESENTATION

236801 001	Representation Review - Triennially	12,593	-	12,593		-
250401 001	Triennial Elections	-	20,250	(20,250)		202,500
284801 001	Elected Members induction	-	13,000	(13,000)		130,000
296101 001	Recruitment of CEO	-	7,500	(7,500)		75,000
<b>11 01 01 0090</b>	<b>Elected Members</b>	<b>12,593</b>	<b>40,750</b>	<b>(28,157)</b>		<b>407,500</b>

## PLANNING FOR THE FUTURE

151105 001	Kaimai Reserves Management Plan	90	-	90		-
151107 001	Reserve Management Plans / Concept Plan Reviews	6,740	2,500	4,240		10,000
175602 001	LTCCP Development and Adoption	8,881	-	8,881		-
175906 001	Freedom camping policy/bylaw	-	-	-		-
175910 001	Policy Review & Development	-	5,235	(5,235)		10,000
259505 001	Te Puna Community Development Plan	-	-	-		-
287702 001	Solid Waste/MMMP Action Plan	23,506	-	23,506		50,000
289102 001	Strategy Review - Economic	-	-	-		-
293002 001	Bylaw Review & Development	8,820	3,862	4,958		10,000
339201 001	s17A Review Pensioner Housing	-	-	-		30,000
343601 001	Omokoroa Point Project Coordination	-	-	-		20,000
346201 001	Te Ara Mua Implementation	-	-	-		20,000
346301 001	Climate Change Action Plan	-	5,001	(5,001)		20,000
151101 001	Reserve Management Planning	-	-	-		-
151103 001	Reserve Management Plans - Katikati/Waihi Beach	261	5,001	(4,740)		20,000
335701 001	Healthy Housing Forum	(30,000)	-	(30,000)		-
160801 001	Funding Review	-	-	-		25,000
296301 001	Monitoring Reports (CO & SOE)	-	-	-		90,000
311401 001	COBOP Coordinator Cost Share	-	-	-		-
<b>13 01 01 0090</b>	<b>Strategic Planning Management</b>	<b>18,297</b>	<b>21,599</b>	<b>(3,302)</b>		<b>305,000</b>

317501 001	Omokoroa Central Area Master Plan	-	-	-		-
252210 001	Monitoring Reports (CO & SOE)	449	-	449		-
294208 001	Structure Plan Reviews	-	-	-		40,000
346401 001	Natural Hazards Collaborative Planning	-	(12,501)	12,501		-
252208 001	Smartgrowth Implementation - Coordination Share	-	-	-		100,000
<b>13 02 01 0090</b>	<b>Resource Management Planning</b>	<b>449</b>	<b>(12,501)</b>	<b>12,950</b>		<b>140,000</b>

## TRANSPORTATION

324009 001	Strategic Roding - Operating Costs - Traffic Modelling etc.	1,499	-	1,499		-
324013 001	Transport - Service relocation	4,387	5,000	(613)		135,000
324014 001	Sub Regional Transport Centre	-	-	-		50,000
<b>30 02 14 0090</b>	<b>Strategic Roding</b>	<b>5,886</b>	<b>5,000</b>	<b>886</b>		<b>185,000</b>



## ADDITIONAL LEVELS OF SERVICE

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under)/Over	Variance Explanation	Annual Plan Full Year Revised Budget
279202 001	Property Purchases Rooding	33,041	37,500	(4,459)		150,000
305113 001	Community Event Traffic Management	-	-	-		-
<b>30 03 01 0090</b>	<b>Asset Management</b>	<b>33,041</b>	<b>37,500</b>	<b>(4,459)</b>		<b>150,000</b>
152301 001	Safety Administration Programme	-	-	-		50,000
<b>30 05 03 0090</b>	<b>Road Safety</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>50,000</b>
<b>WATER SUPPLY</b>						
243636 001	WSZ - Water demand management	(8,829)	6,249	(15,078)		25,000
310601 001	Asset Validation - Western Water	2,533	2,499	34		10,000
<b>40 01 01 0090</b>	<b>Western Water</b>	<b>(6,295)</b>	<b>8,748</b>	<b>(15,043)</b>		<b>35,000</b>
243333 001	Central Supply Zone - Water Demand & Management	(11,200)	-	(11,200)		100,000
310701 001	Asset Validation - Central Water	-	-	-		20,000
<b>40 01 02 0090</b>	<b>Central Water</b>	<b>(11,200)</b>	<b>-</b>	<b>(11,200)</b>		<b>120,000</b>
310801 001	Asset Validation - Eastern Water	-	-	-		20,000
287117 001	ESZ - Water demand management	-	-	-		55,000
<b>40 01 03 0090</b>	<b>Eastern Water</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>75,000</b>
<b>COMMUNITIES</b>						
148804 001	Tauranga Orchestra Grant	-	249	(249)		1,000
148805 001	Katikati Open Air Art Grant (Murals)	1,043	5,043	(4,000)		8,000
148809 001	Community Grants - Te Puke/Maketu	3,000	-	3,000		-
148810 001	Community Grants - Waihi Beach/Katikati	500	-	500		-
148811 001	Community Grants - Kaimai	1,800	-	1,800		20,000
148812 001	Community Matching Fund - Accumulated Ecological Fund	-	-	-		-
336101 001	Museum Facilities	-	22,499	(22,499)		60,000
341002 001	Implementation of the Housing Needs Assessment	-	5,001	(5,001)		20,000
345501 001	Welcoming Communities Contract	10,000	10,000	-		10,000
345502 001	Migrant Support	-	-	-		15,000
345503 001	Multi-Cultural Tauranga	-	-	-		10,000
<b>42 01 01 0090</b>	<b>Community Development &amp; Grants</b>	<b>16,343</b>	<b>42,792</b>	<b>(26,449)</b>		<b>144,000</b>
331001 001	Supporting Iwi & Hapu Management	-	12,501	(12,501)		50,000
334801 001	Marae Maintenance	-	12,501	(12,501)		50,000
334802 001	Marae Toolkit	-	6,249	(6,249)		25,000
323201 001	Papakainga Development	-	9,999	(9,999)		40,000
323201 002	Fee Abatement	1,739	3,750	(2,011)		15,000
<b>42 01 02 0090</b>	<b>Cultural Development Support</b>	<b>1,739</b>	<b>45,000</b>	<b>(43,261)</b>		<b>180,000</b>
323103 001	Tsunami System Education programme	-	-	-		-
156302 001	Lifeline Facilities Study	-	2,499	(2,499)		10,000
<b>42 02 01 0090</b>	<b>Emergency Management</b>	<b>-</b>	<b>2,499</b>	<b>(2,499)</b>		<b>10,000</b>
248801 002	Audio Visual - Hastie Grant - Operating Costs	1,009	-	1,009		-
<b>42 03 04 0090</b>	<b>Service Centre &amp; Library - Te Puke</b>	<b>1,009</b>	<b>-</b>	<b>1,009</b>		<b>-</b>
330902 001	APNK (Aotearoa Peoples Network Kaharoa) - Operating Costs	-	2,100	(2,100)		21,000
<b>42 03 07 0090</b>	<b>District Library Services</b>	<b>-</b>	<b>2,100</b>	<b>(2,100)</b>		<b>21,000</b>

**ADDITIONAL LEVELS OF SERVICE**

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under)/Over	Variance Explanation	Annual Plan Full Year Revised Budget
280801 001	Katikati Hall Improvements	-	7,152	(7,152)		28,610
280803 001	Ohauiti Hall Improvements	1,525	3,876	(2,351)		15,500
280804 001	Omanawa Hall Improvements	-	3,750	(3,750)		15,000
280805 001	Omokoroa Hall Improvements	-	576	(576)		2,300
280825 001	Oropi Hall improvements	-	-	-		-
280809 001	Paengaroa Hall Improvements	3,754	7,632	(3,878)		30,525
280810 001	Pyes Pa Hall Improvements	-	1,137	(1,137)		4,550
280811 001	Te Puke Hall Improvements	93,887	8,754	85,133		35,010
280830 001	Te Puke Hall Improvements Loan	-	18,750	(18,750)		75,000
280812 001	Te Puna Community Centre Hall Improvements	-	7,566	(7,566)		30,260
280813 001	Te Puna War Memorial Hall Improvements	-	-	-		-
280815 001	Community Hall - Waihi Beach	-	6,375	(6,375)		25,500
280816 001	Kaimai Hall	1,260	1,299	(39)		5,200
280819 001	Pukehina Beach Commercial Centre Improvements	1,183	1,125	58		4,500
280820 001	Te Ranga Hall Improvements	2,642	1,470	1,172		5,880
280822 001	Whakamaramara Hall Improvements	-	2,499	(2,499)		10,000
280823 002	Te Puke Hall strengthening (opex)	515,045	-	515,045		-
280829 001	TePuna Hall (Maramatanga Park) Major Refurbishment	-	-	-		1
<b>42 04 03 0090</b>	<b>Community Halls</b>	<b>619,297</b>	<b>71,961</b>	<b>547,336</b>		<b>287,836</b>
<b>RESERVES &amp; FACILITIES</b>						
213404 001	Asset Management plan	1,100	1,100	0		50,000
<b>44 01 01 0090</b>	<b>Reserves &amp; Facilities Management</b>	<b>1,100</b>	<b>1,100</b>	<b>0</b>		<b>50,000</b>
253801 001	Maintenance - Scheduled (Excel)	-	-	-		-
253801 002	Maintenance - Unscheduled	-	-	-		-
225403 002	District Wide Reserves Minor Works Operational	-	-	-		-
260101 002	Haiku Park Walkway Extension (Operating Costs)	-	-	-		-
260106 002	Mill Block Access (Opex)	-	-	-		-
260313 001	Kauri Point - Operations & Conservation Plan Manual	2,000	-	2,000		-
294601 002	Omokoroa new urban areas walkway 12/13 - Comm Bd Funded	-	-	-		-
294503 002	Omok Sports Grnd - Hardcourts opex	-	-	-		-
336701 001	Opureora Marae Toilet - Service Delivery Contract	-	-	-		5,000
320801 002	District Reserves Asset Renewals (operational)	-	-	-		-
330701 002	Tauranga Harbour Esplanade Reserves Management Project (operational)	-	-	-		-
330801 002	Panepane Point Reserve Development (operational)	-	-	-		-
331201 002	Tauranga Harbour Margins Project (operational)	-	-	-		-
312502 001	District Signage - Operating	125	-	125		10,000
<b>44 01 02 0090</b>	<b>District Reserves</b>	<b>2,125</b>	<b>-</b>	<b>2,125</b>		<b>15,000</b>
326105 001	Te Puke Aquatic Centre - Repairs & Maintenance	102	102	0		20,000
163503 001	Te Puke Aquatic Centre Service Delivery Contract	9,881	11,452	(1,571)		100,000
165401 001	Dave Hume Swimming Pool Service Delivery Contract	12,000	12,000	-		95,000
324702 001	Dave Hume Pool - Feasibility Study	-	-	-		50,000
<b>44 01 04 0090</b>	<b>Swimming Pools</b>	<b>21,983</b>	<b>23,554</b>	<b>(1,571)</b>		<b>265,000</b>
322003 001	Tauranga Harbour Recreation Strategy Harbour Forum	-	-	-		1,000
322004 001	Tauranga Harbour Recreation Strategy Monitoring	-	-	-		5,000
281505 002	Omokoroa Seawalls - Operational	-	-	-		-
321101 002	Coastal Marine Structures Renewals - Operational	-	-	-		-
328001 001	Omokoroa Geology - operational	-	-	-		-
<b>44 02 01 0090</b>	<b>Harbour Structures</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>6,000</b>
289835 001	TECT All Terrain Park - Plans & Assessments	-	1,588	(1,588)		20,000
<b>44 03 02 0090</b>	<b>TECT All Terrain Park</b>	<b>-</b>	<b>1,588</b>	<b>(1,588)</b>		<b>20,000</b>

**WASTEWATER**

## ADDITIONAL LEVELS OF SERVICE

Financial Year		Actual	Budget	Variance	Variance Explanation	Annual Plan
2018/19	For the 3 months ended September 2018	Year to Date	Year to Date	Year to Date (Under)/Over		Full Year Revised Budget
310902 001	Waihi Beach Asset Validation	-	-	-		6,000
319502 001	Waihi Beach Infiltration Investigation	-	-	-		40,000
336301 001	Waihi Beach WWTP Monitoring and Review	-	-	-		10,000
310901 001	Asset Validation - Wastewater Waihi Beach	-	-	-		-
<b>60 01 01 0090</b>	<b>Waihi Beach Wastewater</b>	-	-	-		<b>56,000</b>
311002 001	Katikati Asset Validation	-	-	-		6,000
323402 001	Katikati Infiltration Investigation	-	-	-		10,000
<b>60 01 02 0090</b>	<b>Katikati Wastewater</b>	-	-	-		<b>16,000</b>
338601 001	Omokoroa Asset Validation	-	-	-		6,000
<b>60 01 03 0090</b>	<b>Omokoroa Wastewater</b>	-	-	-		<b>6,000</b>
311102 001	Te Puke Asset Validation	-	-	-		6,000
<b>60 01 04 0090</b>	<b>Te Puke Wastewater</b>	-	-	-		<b>6,000</b>
331803 001	Ongare Point Wastewater System - Preliminary Costs	(8,495)	-	(8,495)		-
331804 001	Ongare Point Wastewater System - Operational Costs	-	-	-		15,000
<b>60 01 06 0090</b>	<b>Ongare Wastewater</b>	<b>(8,495)</b>	-	<b>(8,495)</b>		<b>15,000</b>
318601 000	Waste Minimisation Funding Pool	14,241	12,000	2,241		130,000
318601 001	Waste Minimisation Funding Pool	-	-	-		-
318605 001	Alternative Recycling and Rubbish Collection	-	-	-		25,000
318606 001	Envirohub	-	-	-		20,000
319902 001	District Wide Trade Waste Implementation	359	500	(141)		50,000
<b>60 02 01 0090</b>	<b>District Solid Waste</b>	<b>14,600</b>	<b>12,500</b>	<b>2,100</b>		<b>225,000</b>
<b>STORMWATER</b>						
311302 001	Stormwater Asset Validation	-	12,498	(12,498)		50,000
<b>61 01 01 0090</b>	<b>Stormwater Network - Growth Communities</b>	-	<b>12,498</b>	<b>(12,498)</b>		<b>50,000</b>
345902 001	Waihi Beach Shoreline Protection Options Assessment	-	-	-		75,000
<b>61 01 02 0090</b>	<b>Waihi Beach Coastal Protection</b>	-	-	-		<b>75,000</b>
332630 001	Pukehina Stormwater Contribution to Waihi Drainage Society	-	-	-		5,000
<b>61 02 01 0090</b>	<b>Small Communities</b>	-	-	-		<b>5,000</b>
<b>NATURAL ENVIRONMENT</b>						
244606 001	Coastcare Materials	1,455	1,455	0		15,000
<b>64 01 06 0090</b>	<b>Coastcare</b>	<b>1,455</b>	<b>1,455</b>	<b>0</b>		<b>15,000</b>
305302 001	Waihi Land Drainage Society - Canal Investigation	-	-	-		-
<b>64 01 07 0090</b>	<b>Waihi District Drainage-Drains</b>	-	-	-		-
<b>ECONOMIC</b>						
311601 001	Event Support	2,900	-	2,900		-
<b>70 01 01 0090</b>	<b>Economic Support</b>	<b>2,900</b>	-	<b>2,900</b>		-
336501 001	Waihi Beach Promotion Service Delivery Contract	25,500	25,500	-		51,000
299301 001	Te Puke Promotion Service Delivery Contract	35,428	35,438	(11)		70,875
299302 001	Te Puke Promotion Service Delivery Contract - Civic	16,243	16,234	9		32,486
299401 001	Town Centre Promotion Katikati	39,491	39,491	(1)		77,432
<b>70 01 03 0090</b>	<b>Town Centre Promotion</b>	<b>116,661</b>	<b>116,663</b>	<b>(2)</b>		<b>231,793</b>

## ADDITIONAL LEVELS OF SERVICE

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under)/Over	Variance Explanation	Annual Plan Full Year Revised Budget
327901 001	Business Process Review - Online Services	29,201	-	29,201		-
340401 001	Business Process Review - Resource Consents	13,080	18,750	(5,670)		75,000
341201 001	Reporting and Analysis project	-	18,750	(18,750)		75,000
341501 002	Digital Enablement Plan Project	-	-	-		-
<b>80 03 01 0090</b>	<b>Information Technology</b>	<b>42,281</b>	<b>37,500</b>	<b>4,781</b>		<b>150,000</b>
<b>SUPPORT SERVICES</b>						
318701 002	Property Files Back Scanning 2	1,509	-	1,509		-
341101 001	Digitising Permanent Archive Records	37,954	37,954	(0)		50,000
318701 001	Property Files Back Scanning	-	-	-		-
<b>80 03 03 0090</b>	<b>Information Services</b>	<b>39,463</b>	<b>37,954</b>	<b>1,509</b>		<b>50,000</b>
338001 001 0000	Katikati Museum Costs - Operational Costs	10,181	-	10,181		-
<b>80 04 08 0090</b>	<b>Strategic Property</b>	<b>10,181</b>	<b>-</b>	<b>10,181</b>		<b>-</b>
348101 001	BC Accom Study - Unispace	52,386	-	52,386		-
348101 002	BC Accom Study - Wingate	43,875	-	43,875		-
348101 003	BC Accom Study - T&T	47,454	-	47,454		-
348101 004	BC Accom Study - BCD	6,750	-	6,750		-
<b>80 05 01 0090</b>	<b>Chief Executive Officer</b>	<b>150,466</b>	<b>-</b>	<b>150,466</b>		<b>-</b>
312301 001	Business & Process Improvement	-	5,001	(5,001)		20,000
<b>80 05 02 0090</b>	<b>Corporate &amp; Planning Services - Management</b>	<b>-</b>	<b>5,001</b>	<b>(5,001)</b>		<b>20,000</b>
312202 001	Business & Process Improvement	-	5,001	(5,001)		20,000
<b>80 05 03 0090</b>	<b>Engineering Services - Group Manager</b>	<b>-</b>	<b>5,001</b>	<b>(5,001)</b>		<b>20,000</b>
312102 001	Business & Process Improvement	8,346	5,001	3,345		20,000
339101 001	Customer Experience	999	15,000	(14,002)		60,000
<b>80 05 06 0090</b>	<b>Customer Services - Management</b>	<b>9,345</b>	<b>20,001</b>	<b>(10,656)</b>		<b>80,000</b>
336201 001	2016 Development Code Update	-	-	-		50,000
<b>80 05 14 0090</b>	<b>Corporate Development</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>50,000</b>
333301 001	Business Excellence Initiatives	7,750	7,750	-		10,000
346101 001	Project Management Approach	-	5,001	(5,001)		20,000
<b>80 05 19 0090</b>	<b>Corporate Development</b>	<b>7,750</b>	<b>12,751</b>	<b>(5,001)</b>		<b>30,000</b>
312401 001	Business & Process Improvement - Policy & Planning	-	-	-		-
312402 001	Business & Process Improvement - Policy & Planning	-	5,001	(5,001)		20,000
<b>80 05 20 0090</b>	<b>Policy Planning Regulatory - Management</b>	<b>-</b>	<b>5,001</b>	<b>(5,001)</b>		<b>20,000</b>
<b>TOTAL ADDITIONAL LEVELS OF SERVICE</b>		<b>1,102,974</b>	<b>558,015</b>	<b>544,959</b>		<b>3,587,129</b>

## CAPITAL PROJECTS

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under) / Over	Variance Explanation	Annual Plan Full Year Revised Budget
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## TRANSPORTATION

175602 002	LTCCP Development and Adoption (Capex)	-	-	-		-
<b>13 01 01 8901</b>	<b>Strategic Planning Management</b>	-	-	-		-
304801 001	Oropi Road	-	-	-		-
<b>30 02 01 8901</b>	<b>Loc Connections - District</b>	-	-	-		-
283202 001	Rural Community Roding	-	-	-		223,866
<b>30 02 02 8901</b>	<b>Local Connections - Rural</b>	-	-	-		<b>223,866</b>
282705 001	Waihi Beach Esplanade Regrade car park	-	-	-		-
282702 001	Waihi Beach roading projects	33,000	35,000	(2,000)		141,782
<b>30 02 03 8901</b>	<b>Community Roding - Waihi Beach</b>	<b>33,000</b>	<b>35,000</b>	<b>(2,000)</b>		<b>141,782</b>
282802 001	Katikati Roding Projects	21,417	25,000	(3,584)		158,945
<b>30 02 04 8901</b>	<b>Community Roding - Katikati</b>	<b>21,417</b>	<b>25,000</b>	<b>(3,584)</b>		<b>158,945</b>
282902 001	Omokoroa Roding Projects	-	-	-		94,770
<b>30 02 05 8901</b>	<b>Community Roding - Omokoroa</b>	-	-	-		<b>94,770</b>
283002 001	Te Puke roading projects	-	-	-		283,564
<b>30 02 06 8901</b>	<b>Community Roding - Te Puke</b>	-	-	-		<b>283,564</b>
283102 001	Maketu Community Roding	-	9,858	(9,858)		39,426
<b>30 02 07 8901</b>	<b>Community Roding - Maketu</b>	-	<b>9,858</b>	<b>(9,858)</b>		<b>39,426</b>
302801 001	Waihi Beach Roding Structure Plan	-	-	-		-
<b>30 02 08 8901</b>	<b>Structure Plans - Waihi Beach</b>	-	-	-		-
302901 001	Katikati roading SP - Urban	9,527	10,000	(473)		64,680
302902 001	Katikati Roding SP - Rates	-	-	-		64,860
<b>30 02 09 8901</b>	<b>Structure Plans - Katikati</b>	<b>9,527</b>	<b>10,000</b>	<b>(473)</b>		<b>129,540</b>
303004 001	Omokoroa Roding Structure Plan - Strategic	14,954	394,764	(379,810)		1,579,050
303005 001	Omokoroa Roding Structure Plan - Rates	15,000	148,089	(133,089)		592,350
303006 001	Omokoroa Structure Plan Review	-	-	-		-
303008 001	Omokoroa Roding Structure Plan - Current Account	-	-	-		-
303009 001	Omokoroa Roding SP - Catchment - Cycle and Walkways	-	50,001	(50,001)		200,000
303001 001	Omokoroa Roding Structure Plan - Catchment	(474,772)	306,699	(781,471)		1,226,800
303001 010	Western to Tralee Urbanisation	24,453	-	24,453		-
303010 001	Omokoroa Roding SP - Southern Industrial Area	7,079	624,999	(617,920)		2,500,000
303011 001	Omokoroa Road Urbanisation - Western Ave to Tralee	1,862	-	1,862		-
<b>30 02 10 8901</b>	<b>Structure Plans - Omokoroa</b>	<b>1,382,348</b>	<b>1,683,501</b>	<b>(301,153)</b>		<b>6,734,000</b>
303101 001	Te Puke Roding SP	-	-	-		264,576
<b>30 02 12 8901</b>	<b>Structure Plans - Te Puke</b>	-	-	-		<b>264,576</b>
309101 001	Eastern Arterial Road 2013-16	(0)	-	(0)		-
<b>30 02 13 8901</b>	<b>Regional Connections</b>	<b>(0)</b>	-	<b>(0)</b>		-
324004 001	Strategic Roding - Rangiuru Industrial Roding	-	-	-		-
<b>30 02 14 8901</b>	<b>Strategic Roding</b>	-	-	-		-
283423 001	Pavement Surfacing - Reseals (PBC)	-	425,814	(425,814)		1,703,258
283426 001	Pavement Unsealed Strength (PBC)	-	145,623	(145,623)		582,496
283429 001	Pavement Rehabilitation (PBC)	-	262,998	(262,998)		1,051,986

## CAPITAL PROJECTS

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under) / Over	Variance Explanation	Annual Plan Full Year Revised Budget
283430 001	Drainage Improvements (PBC)	-	-	-		-
283432 001	Drainage Improvements (PBC)	-	7,338	(7,338)		29,355
283435 001	Ancillary Improvements (PBC)	-	3,540	(3,540)		14,165
283438 001	Rural Road Improvements	-	143,586	(143,586)		574,343
283441 001	Pavement Seal Widening (PBC) - @ 3km pa	-	249,999	(249,999)		1,000,000
283499 001	BOP West Renewals Contra	873,125	-	873,125		-
283408 002	Seal Extension	(992,463)	257,142	(1,249,605)		1,028,571
279202 002	Property Purchases Roding	-	-	-		-
342601 001	LED Lighting Conversion	-	260,001	(260,001)		1,040,000
<b>30 03 01 8901</b>	<b>Asset Management</b>	<b>(119,338)</b>	<b>1,756,041</b>	<b>(1,875,379)</b>		<b>7,024,174</b>
210411 001	Minor Safety Projects - 2016 New Zealand Transport Authority (NZTA) subsidy	32,850	-	32,850		-
210412 001	Minor Safety Projects - 2017 NZTA subsidy	-	-	-		-
210413 001	Minor Safety Projects	-	249,999	(249,999)		1,000,000
210414 001	Minor Improvements 2 - 2018 to 2025 (NZTA Subsidy 51% RR 49%)	-	99,999	(99,999)		400,000
210407 001	Minor Safety Projects	1,063,200	-	1,063,200		-
304604 001	Level crossing warning device	-	-	-		-
<b>30 05 03 8901</b>	<b>Road Safety</b>	<b>1,096,050</b>	<b>349,998</b>	<b>746,052</b>		<b>1,400,000</b>
307601 001	Walking & Cycling - Rural	24,300	80,001	(55,701)		320,000
337701 001	Tauranga Moana Coastal Cycle Trail - Waihi to Waihi Beach	22,905	-	22,905		-
337701 002	Omokoroa to Tauranga - Tauranga Moana Coastal Cycle Trail	-	-	-		-
337702 001	Sections 1-4 Omokoroa Foreshore	42,415	-	42,415		-
337702 002	Sections 5 ECMT railway bridge harbour crossing	(149,610)	-	(149,610)		-
337702 003	Sections 6-7	971	-	971		-
337702 004	Sections 8-9 Plummer Road to Kiwirail Bridge	3,598	-	3,598		-
337702 005	Section 10 ECMT railway bridge harbour crossing	394,945	-	394,945		-
337702 006	Sections 11-15	67,944	-	67,944		-
337702 007	Sections 16-19 Lochhead Road to ECMT Railway	93	-	93		-
337702 008	Sections 20-23	163	-	163		-
337702 009	Section 24 Wairoa Bridge river crossing	49,980	-	49,980		-
337702 010	Preliminary / Contract Administration	25,804	-	25,804		-
337703 001	Tauranga Moana Coastal Cycle Trail - Cycleway Tauranga Eastern Link	4,395	-	4,395		-
337703 003	TMCCT - Cycleway TEL3	547	-	547		-
337703 004	TMCCT - Paengaroa Road - Rotoiti	2,985	-	2,985		-
307601 002	Urban footpath Development	2,177	7,500	(5,323)		30,000
307604 001	District Walking - Off-road	-	12,501	(12,501)		50,000
<b>30 05 04 8901</b>	<b>Cycling &amp; Walking</b>	<b>493,610</b>	<b>100,002</b>	<b>393,608</b>		<b>400,000</b>

## CAPITAL PROJECTS

Financial Year		Actual	Budget	Variance	Variance Explanation	Annual Plan
2018/19	For the 3 months ended September 2018	Year to Date	Year to Date	Year to Date (Under) / Over		Full Year Revised Budget

## WATER SUPPLY

243624 001	Western Supply Zone Bulk Flow Meters	(13,302)	-	(13,302)		160,000
287203 001	Reservoir upgrades Lockington Rd or Waihi Bch	-	-	-		50,000
337201 001	Western Supply Zone Water Modelling Calibration	-	2,000	(2,000)		20,000
336901 001	Western Supply Zone- Wharawhara Road WTP Generator	-	-	-		-
318201 001	District Wide Water Metering Project	(47,778)	12,501	(60,279)		50,000
340801 001	Western Supply Zone Reservoirs, Pumps & Controls renewals	-	-	-		110,000
243619 001	Western Water Reticulation Improvements	1,875	6,720	(4,845)		216,600
243619 006	Western Water Supply Zone - Bridge & Stream Crossing Renewals - FMECA	(12,402)	-	(12,402)		193,000
243619 007	Western Water Supply Zone - Water Treatment Plant Upgrades & Improvements	-	-	-		35,000
243619 009	Western Water Supply Zone - Road Projects - Area Wide - 50%/50% Cost Sharing - Road Management Plan Driven	870	-	870		70,000
243619 018	WSZ - Water - Retic Analytical Monitoring	-	-	-		55,000
243619 020	WSZ - Water - District Wide Site Fencing	-	-	-		60,000
<b>40 01 01 8901</b>	<b>Western Water</b>	<b>(70,738)</b>	<b>21,221</b>	<b>(91,959)</b>		<b>1,019,600</b>
243307 001	Omokoroa Supply	-	-	-		-
243320 001	Central Supply Zone - Additional Bore	3,686	-	3,686		850,000
243335 001	CSZ Construct Additional Reservoir	-	-	-		30,000
243210 001	Omokoroa Stage 2 Water Reticulation	-	-	-		221,000
340601 001	Central Supply Zone Water Modelling Calibration	(1,248)	(123)	(1,125)		10,000
243310 001	Reticulation Improvements	757,529	-	757,529		260,001
243310 006	Central Water Supply Zone - Bridge & Stream Crossing Renewals - FMECA	(75,035)	-	(75,035)		-
243310 007	Central Water Supply Zone - Water Treatment Plant Upgrades & Improvements	-	-	-		12,766
243310 009	Central Water Supply Zone - Road Projects - Area Wide - 50%/50% Cost Sharing - Road Management Plan Driven	-	-	-		20,000
243310 010	CSZ - Water - Myrtle Ave / Walnut Grove	-	-	-		65,000
243310 012	CSZ - Water - Vivian Dr	-	-	-		120,000
243310 013	Central Supply Zone Source and Storage Improvements	-	-	-		162,000
243310 014	CSZ - Water - Crawford Rd	-	-	-		65,000
243310 015	CSZ - Water - Youngson Road WTP - Chemical containment	-	-	-		60,000
243310 018	CSZ - Water - Retic Analytical Monitoring	-	-	-		55,000
243310 020	CSZ - Water - District Wide Site Fencing	-	-	-		30,000
<b>40 01 02 8901</b>	<b>Central Water</b>	<b>684,933</b>	<b>(123)</b>	<b>685,056</b>		<b>1,960,767</b>

## CAPITAL PROJECTS

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under) / Over	Variance Explanation	Annual Plan Full Year Revised Budget
243027 001	Eastern Water Showground Road Water Supply	(8,718)	-	(8,718)		-
287112 001	Pongakawa Water Treatment Plant Enhancement / Stage 2	(231,685)	-	(231,685)		250,000
287112 002	Pongakawa WTP ESZ8 Pump Replacement	-	-	-		-
287113 001	ESZ Bulk Flow Meters	(53,871)	24,999	(78,870)		100,000
287118 001	Te Puke Infrastructure areas 3 + 4	(71,901)	-	(71,901)		161,000
323801 001	District Wide Water Metering - Eastern Supply Zone	-	-	-		-
340701 001	Eastern Supply Zone Water Modelling Calibration	(2,600)	(340)	(2,260)		20,000
243002 001	Eastern Water Reticulation Improvements	(15,196)	-	(15,196)		170,000
243002 006	Eastern Water Supply - Boost Lift & Pump Replacements	(46,479)	-	(46,479)		15,000
243002 007	Eastern Water Supply Zone - Water Treatment Plant Upgrades & Improvements	77,324	-	77,324		135,000
243002 008	Eastern Water Supply Zone - Resource Consents	-	-	-		-
243002 009	Eastern Water Supply Zone - Road Projects - Area Wide - 50%/50% Cost Sharing - Road Management Plan Driven	-	-	-		67,980
243002 010	Eastern Water Supply Zone - Raymond Dam Purge Valve	-	-	-		-
243002 012	Bush Supply improvements	-	-	-		-
243002 013	Eastern Supply Zone Source and Storage Improvements	-	-	-		-
243002 014	ESZ - Water - Station Rd	-	-	-		25,420
243002 015	ESZ - Water - No3 Road & Bayliss Road	-	-	-		160,000
243002 016	ESZ - Water - Edgehill Place	-	-	-		86,450
243002 017	ESZ - Water - SH2 Bulk Renewal Rangiuuru to Kaituna Br	-	-	-		395,000
243002 018	ESZ - Water - Retic Analytical Monitoring	-	-	-		55,000
243002 019	ESZ - Water - Pongakawa / Muttons Underground Chemical Containment	-	-	-		90,000
243002 020	ESZ - District Wide Fencing	-	-	-		80,000
243002 021	ESZ - Bridge and Stream Crossings	-	-	-		11,500
<b>40 01 03 8901</b>	<b>Eastern Water</b>	<b>(353,126)</b>	<b>24,659</b>	<b>(377,785)</b>		<b>1,822,350</b>
		-	-	-		-
<b>42 02 01 8901</b>	<b>Emergency Management</b>	-	-	-		-



**CAPITAL PROJECTS**

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under) / Over	Variance Explanation	Annual Plan Full Year Revised Budget
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**COMMUNITIES**

318401 001	Revitalisation - Reception Area Barkes Corner	-	-	-		-
<b>42 03 01 8901</b>	<b>Service Centre - Barkes Corner</b>	-	-	-		-
332201 001	Katikati Library Building	278,191	-	278,191		-
332201 002	Katikati Library Build - RCP	4,200	-	4,200		-
332201 003	Katikati Library Build - Cove Kinloch	-	-	-		-
332201 004	Katikati Library Build - Opus	(6,456)	-	(6,456)		-
332201 008	Katikati Library Build - Crowther & Co	10,128	-	10,128		-
332201 009	Katikati Library Build - Guild & Spence	(10,098)	-	(10,098)		-
<b>42 03 03 8901</b>	<b>Service Centre &amp; Library - Katikati</b>	<b>275,965</b>	-	<b>275,965</b>		-
248801 001	Audio Visual - Hastie Grant	-	1,200	(1,200)		12,000
<b>42 03 04 8901</b>	<b>Service Centre &amp; Library - Te Puke</b>	-	<b>1,200</b>	<b>(1,200)</b>		<b>12,000</b>
282105 001	District Library Book Purchases New	-	4,898	(4,898)		48,984
307202 001	District Library - Self Issue Stations	19,756	-	19,756		-
318501 001	Radio Frequency Identification Technology for the District Libraries	-	3,000	(3,000)		30,000
282103 001	District Library Book Purchases - Renewals	47,296	55,542	(8,246)		298,877
282103 002	Katikati Library (Books & Audio Visual)	-	-	-		-
<b>42 03 07 8901</b>	<b>District Library Services</b>	<b>67,051</b>	<b>63,440</b>	<b>3,611</b>		<b>377,861</b>
280001 001	Pensioner Housing Capital Requirements	-	12,501	(12,501)		50,000
<b>42 04 01 8901</b>	<b>Pensioner Housing</b>	-	<b>12,501</b>	<b>(12,501)</b>		<b>50,000</b>
264316 001	Katikati Cemetery Berms	7,864	-	7,864		40,000
299502 001	Oropi Cemetery Berms & Roadway	-	-	-		-
299602 001	Maketu Cemetery Berms & Rock Wall	-	-	-		50,000
264402 001	Te Puke Cemetery Berms	-	-	-		-
<b>42 04 02 8901</b>	<b>Cemeteries</b>	<b>7,864</b>	-	<b>7,864</b>		<b>90,000</b>
280823 001	Te Puke Hall strengthening	(599,063)	-	(599,063)		-
<b>42 04 03 8901</b>	<b>Community Halls</b>	<b>(599,063)</b>	-	<b>(599,063)</b>		-

**RESERVES & FACILITIES**

213405 001	Infrastructure Services Asset Management System Upgrade	-	-	-		-
<b>44 01 01 8901</b>	<b>Reserves &amp; Facilities Management</b>	-	-	-		-

## CAPITAL PROJECTS

Financial Year		Actual	Budget	Variance	Variance Explanation	Annual Plan
2018/19	For the 3 months ended September 2018	Year to Date	Year to Date	Year to Date (Under) / Over		Full Year Revised Budget
164906 001	Waihi Beach Dam Car Park and Toilet	-	-	-		200,000
166008 001	Centennial Park sports fields renovation and drainage	-	-	-		50,000
212914 001	Moore Park Katikati - Council Funded	43,356	60,597	(17,241)		662,078
217403 001	Ohineangaanga Stream Esplanade	-	-	-		30,000
217805 001	Picnic tables, seating, signage and viewing platfo	-	-	-		150,000
225403 001	District Wide Reserves Minor Works	3,274	3,274	0		25,000
244004 001	Playground upgrade and walkway	-	-	-		80,000
244912 001	General Reserve Acquisition	73,250	73,250	-		200,000
244914 001	Tahataharoa Heritage Reserve Acquisition	-	-	-		200,000
244915 001	Tahataharoa Heritage Reserve Acquisition	-	-	-		1
245601 001	Spence Ave - General Development	-	-	-		10,000
245807 001	Broadlands Block - Community Pitch & Putt	-	-	-		-
246005 004	Pohutakawa Park - Parking Construction	-	-	-		80,000
246005 007	Pohutakawa Park - Toilet New With Art	-	-	-		80,000
260101 001	Haiku Park walkway extension	1,250	-	1,250		-
260315 001	Kauri Point - Atea development	-	-	-		137,300
260316 001	Kauri Point - North Beach development	-	-	-		36,000
260702 001	Athenree Foreshore Rsve landsc & minor capital	-	-	-		20,000
260720 001	Landscaping	-	-	-		10,000
260721 001	Seating bollards etc	-	-	-		10,000
260722 001	New Walkway	-	-	-		17,000
260725 001	Capital Development	-	-	-		14,000
246506 001	Toilet & Capital Development	-	-	-		-
260511 001	Dotterel Point Reserve - Capital Landscape Development	-	-	-		-
260520 001	Otamarakau / Rogers Rd - Specimen Trees	-	-	-		-
265808 001	KK foreshore reserves walkway extension	52,458	52,458	0		100,000
265833 001	Capital Landscape Development	-	-	-		-
281002 001	Toilet & Extend Boat Ramp	3,933	3,633	300		134,288
294503 001	Omokoroa Sports Ground - Hardcourts	(2,469)	-	(2,469)		-
294507 001	Omokoroa Sports Ground - Council Funded	2,872	-	2,872		-
294507 002	Omokoroa Sports Ground - Sports Pavillion Comm Brd	7,650	-	7,650		-
294701 001	Pond 02 SHA	-	-	-		200,000
294509 001	Omokoroa Sports Ground - Skate Facility	-	-	-		-
294601 001	Omokoroa new urban areas walkway 12/13	-	-	-		-
294801 001	Te Puna Station Rd Harbour Access 12/13	-	-	-		90,000
294802 001	Car park	-	-	-		30,000
295101 001	Skate park - Jubilee Park (Previously Hayward Reserve)	-	-	-		-
295308 001	Park Road - capital development	-	-	-		-
312501 001	District Signage - Capital	3,239	3,239	(0)		20,000
320801 001	District Reserves Assets Renewals	(15,000)	(15,000)	-		370,000
322102 001	Wilson Park	-	-	-		-
330701 001	Tauranga Harbour Esplanade Reserves Management Project	2,702	5,195	(2,493)		25,000
330801 001	Panepane Point Reserve Development	-	-	-		30,000
331201 001	Tauranga Harbour Margins Project	3,215	3,215	0		25,000
345301 001	Cycleways & Walkways - increased funding	-	-	-		100,000
342001 001	District Reserves Erosion Protection Works	36,265	30,778	5,487		200,000
265803 001	Gilfillan Dr & accessway walkway new high .5km	-	-	-		30,000
<b>44 01 02 8901</b>	<b>District Reserves</b>	<b>215,995</b>	<b>220,639</b>	<b>(4,644)</b>		<b>3,365,667</b>
343802 001	Waihi Beach Top 10 Holiday Park Land Slip	(1,796)	-	(1,796)		-
<b>44 01 03 8901</b>	<b>Motor Camps</b>	<b>(1,796)</b>	<b>-</b>	<b>(1,796)</b>		<b>-</b>
326103 001	Te Puke Aquatic Centre - Capital	-	-	-		40,000
<b>44 01 04 8901</b>	<b>Swimming Pools</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>40,000</b>

## CAPITAL PROJECTS

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under) / Over	Variance Explanation	Annual Plan Full Year Revised Budget
281505 001	Omokoroa Seawalls	(67,212)	-	(67,212)		-
281507 001	Omokoroa Horizontal Board Drains	-	-	-		50,000
281509 001	One Mile Creek - Bank Protection	(564)	(164)	(400)		25,000
295203 001	Omokoroa Boat Ramp Construction	22,433	22,432	1		100,000
321101 001	Coastal Marine Structures Renewals	(576)	3,024	(3,600)		638,000
347501 001	Uretara Stream/Yeoman Walkway Erosion Protection	-	-	-		75,000
<b>44 02 01 8901</b>	<b>Harbour Structures</b>	<b>(45,919.57)</b>	<b>25,292</b>	<b>(71,212)</b>		<b>888,000</b>
289823 001	TECT All Terrain Park - Subhub & Park Signage	-	2,000	(2,000)		20,000
289824 001	TECT All Terrain Park - Plantings	-	-	-		-
289828 001	TECT All Terrain Park - 5 Hectare Event Space Stg2	405	405	(0)		75,000
289840 001	TECT All Terrain Park - Asset Renewals	2,027	2,027	0		76,059
289841 001	TECT All Terrain Park - Cell Phone Tower	-	-	-		250,000
289848 001	TECT All Terrain Park - Cell Phone Tower - (100% Subsidy)	-	-	-		250,000
289808 001	TECT All Terrain Park Grants Infrastructure - Trails	1,302	5,808	(4,507)		100,000
289838 001	TECT All Terrain Park - Misc Capital Works	-	-	-		-
289849 001	TECT Capital Recovery from TCC	-	-	-		-
<b>44 03 02 8901</b>	<b>TECT All Terrain Park</b>	<b>3,734</b>	<b>10,240</b>	<b>(6,506)</b>		<b>771,059</b>
<b>WASTEWATER</b>						
168603 001	Waihi Beach Wastewater Treatment Plant Renewals	71,697	72,000	(303)		280,000
340501 001	Wastewater Modelling	-	-	-		20,000
226001 001	Pump Station Renewals	(9,038)	-	(9,038)		150,000
226025 001	Waihi Beach Treatment Plant upgrade additional seration capacity	(43,196)	-	(43,196)		-
<b>60 01 01 8901</b>	<b>Waihi Beach Wastewater</b>	<b>19,464</b>	<b>72,000</b>	<b>(52,536)</b>		<b>450,000</b>
225723 001	Wastewater Pump Station Renewals	-	-	-		87,000
225724 225	Wastewater Treatment Plant Renewals	5,650	5,650	-		400,000
225742 001	Katikati Pump Station Additional Storage	-	-	-		-
225727 727	Katikati Wastewater Treatment Plant renewals of resource consent	(11,743)	-	(11,743)		100,000
225743 001	Katikati Wastewater Infrastructure rehabilitation	-	-	-		50,000
344201 001	Katikati Wastewater Treatment Plant - Trailer Mounted Diesel Pump	-	-	-		95,000
225741 001	Katikati Treatment plant, wetland upgrade	-	-	-		-
<b>60 01 02 8901</b>	<b>Katikati Wastewater</b>	<b>(6,093)</b>	<b>5,650</b>	<b>(11,743)</b>		<b>732,000</b>
229815 001	Omokoroa Wastewater Pumpstation Renewals	48,326	50,000	(1,674)		66,000
317301 001	Omokoroa Structure Plan Utilities Wastewater	62,000	-	62,000		-
331701 001	Te Puna West Wastewater System	(9,963)	-	(9,963)		52,500
336601 001	Omokoroa Manhole Repair	-	-	-		200,000
343901 001	Omokoroa Infiltration Rehabilitation	-	-	-		20,000
<b>60 01 03 8901</b>	<b>Omokoroa Wastewater</b>	<b>100,362</b>	<b>50,000</b>	<b>50,362</b>		<b>338,500</b>

**CAPITAL PROJECTS**

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under) / Over	Variance Explanation	Annual Plan Full Year Revised Budget
220102 001	Te Puke WWTP Fixed Generator	-	-	-		-
220102 002	Te Puke WWTP Water Recycle	-	-	-		80,000
220102 003	Te Puke WWTP Bubble Diffuser	-	-	-		40,000
220104 001	Te Puke WWTP Micro Screen	3,615	-	3,615		588,136
225615 001	Wastewater Pump Station Renewals	(4,722)	-	(4,722)		72,000
225619 001	Wastewater Treatment Plant Renewals	(104,879)	(104,880)	2		81,000
225620 620	Te Puke Wastewater Treatment Plant Renewals of Resource Consent	(25,179)	-	(25,179)		235,000
225632 001	Wastewater Treatment plant upgrade	-	-	-		41,864
225633 001	Te Puke Wastewater Pipe Renewls	-	-	-		55,000
<b>60 01 04 8901</b>	<b>Te Puke Wastewater</b>	<b>(131,165)</b>	<b>(104,880)</b>	<b>(26,285)</b>		<b>1,193,000</b>
295805 001	Maketu/Little Waihi Supply of Grinder pumps - Eone	-	-	-		-
335001 001	Maketu Wastewater Treatment Plant Operations Improvements	(8,126)	-	(8,126)		140,000
335003 001	Maketu Wastewater Pump Stations Improvements	-	-	-		-
<b>60 01 05 8901</b>	<b>Maketu Wastewater</b>	<b>(8,126)</b>	<b>-</b>	<b>(8,126)</b>		<b>140,000</b>
331801 001	Ongare Point wastewater system	440,416	387,036	53,380		873,060
<b>60 01 06 8901</b>	<b>Ongare Wastewater</b>	<b>440,416</b>	<b>387,036</b>	<b>53,380</b>		<b>873,060</b>
265202 001	Katikati Recycling Centre expansion	-	-	-		-
<b>60 02 02 8901</b>	<b>Western Solid Waste</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
304404 001	Omokoroa Solid Waste - 491 Omo	-	-	-		-
<b>60 02 04 8901</b>	<b>Omokoroa Solid Waste</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>STORMWATER</b>						
340201 001	Asset Management - Waihi & Drainage District	(7,842)	2,200	(10,042)		22,000
226332 001	Stormwater Pump Station Renewals	(22,123)	-	(22,123)		48,000
226347 001	Otto Rd - Drainage System	-	-	-		-
226350 001	One Mile Creek - repair outlet gabions	-	-	-		-
226352 000	Waihi Beach 2 Mile Creek East Bank	(535)	-	(535)		-
226353 000	Waihi Beach 2 Mile Creek West Bank	3,977	3,977	(0)		1,140,000
226524 001	Omokoroa Stormwater Renewals	-	-	-		-
226626 001	Upgrades Bayley Pl Clydesburn Ave Washer Pl	-	-	-		-
226354 000	Upgrades Adela Stewart Dr Roretana Dr	18,945	-	18,945		-
226361 000	Upgrades Adela Stewart Dr Roretana Dr	-	-	-		100,000
226525 001	Omokoroa Stormwater Upgrades, Omokoroa Road(OM7)	1,296	-	1,296		400,000
226656 001	Te Puke Stormwater network upgrades Queen Street	-	-	-		300,000
226635 001	Upgrades Noel Bowyer Park Fairview Pl Brown T	-	-	-		-
226654 001	Te Puke Stormwater Upgrades Beatty Ave	-	-	-		-
317201 001	Omokoroa SP Utilities Stormwater	49,021	47,500	1,521		2,000,000
317202 001	Omokoroa SP - Omokoroa Pond, Dam and Ancillary works P02 for SHA	62,608	-	62,608		-
319601 001	Stormwater Network Upgrade	30,596	34,000	(3,404)		340,000
331501 001	Otawhiwhi Marae stormwater drain	-	-	-		50,000
331601 001	Ohineangaanga Stream upper catchment screen devise	-	-	-		420,000
340001 001	Growth Communities Stormwater Infrastructure Rehabilitation	-	-	-		17,000
340101 001	District Wide Stormwater Modelling	(8,510)	-	(8,510)		155,000
344501 001	Stormwater - Installation of Rain Gauges through out District	-	-	-		30,000
<b>61 01 01 8901</b>	<b>Stormwater Network - Growth Communities</b>	<b>127,432</b>	<b>87,677</b>	<b>39,755</b>		<b>5,022,000</b>

## CAPITAL PROJECTS

Financial Year 2018/19	For the 3 months ended September 2018	Actual Year to Date	Budget Year to Date	Variance Year to Date (Under) / Over	Variance Explanation	Annual Plan Full Year Revised Budget
332614 001	Small Communities Stormwater Infrastructure rehabilitation	-	-	-		-
332625 001	Te Puna Upgrades Wallace Rd Stage 2, Fairlie Gr	-	-	-		-
<b>61 02 01 8901</b>	<b>Small Communities</b>	-	-	-		-
332401 001	Minden Stormwater Investigation & Remedial Work	-	-	-		20,000
<b>61 03 01 8901</b>	<b>Minden</b>	-	-	-		<b>20,000</b>
244601 001	Coastcare Service Capital Works	-	-	-		-
<b>64 01 06 8901</b>	<b>Coastcare</b>	-	-	-		-
<b>ECONOMIC</b>						
326804 001	Katikati Town Centre Development - Ward Funded	-	22,470	(22,470)		89,880
326805 001	Katikati Town Centre Development - Capital Wk Program	-	37,500	(37,500)		150,000
326903 001	Omokoroa Town Centre Development - District Funded	-	54,999	(54,999)		220,000
<b>70 01 03 8901</b>	<b>Town Centre Promotion</b>	-	<b>114,969</b>	<b>(114,969)</b>		<b>459,880</b>
<b>SUPPORT SERVICES</b>						
341501 001	Business Continuity Planning - Fibre Infrastructure Install (BOPLASS)	15,025	18,523	(3,498)		50,000
157103 001	Origen Application Development	-	4,000	(4,000)		40,000
157302 001	IT Application Software Development	2,172	21,955	(19,783)		200,000
157503 001	E-Business Development	7,154	16,000	(8,846)		160,000
212302 001	IT Infrastructure Development	25,418	66,459	(41,041)		557,500
<b>80 03 01 8901</b>	<b>Information Technology</b>	<b>49,768</b>	<b>126,937</b>	<b>(77,169)</b>		<b>1,007,500</b>
225501 001	Aerial Photography - Resupply	35,353	3,500	31,853		35,000
<b>80 03 02 8901</b>	<b>GIS Operations</b>	<b>35,353</b>	<b>3,500</b>	<b>31,853</b>		<b>35,000</b>
259908 003	Minor alterations-Omokoroa	-	-	-		25,000
259908 004	Minor Alterations - Te Puke	-	-	-		25,000
259903 001	Minor Office Alterations	-	-	-		80,000
259905 001	Refurbishment	-	-	-		400,000
342200 001	Animal Shelter - Katikati	-	-	-		-
342200 002	Animal Shelter - Te Puke	-	-	-		-
259803 001	Office Furniture & Fittings	16,364	23,649	(7,285)		200,000
<b>80 04 07 8901</b>	<b>Corporate Property (Non-rate)</b>	<b>16,364</b>	<b>23,649</b>	<b>(7,285)</b>		<b>730,000</b>
326201 001	Asset Purchase Misc Land Purchases	40,867	-	40,867		-
324901 001	Asset purchase - 466 Omokoroa Rd, Springvale Trust	4,043	-	4,043		-
338301 001	Expenditure - Strategic Property Omokoroa Development	80,000	-	80,000		638,199
338302 001	Expenditure - Strategic Property Katikati Development	-	-	-		-
338303 001	Strategic Property - Acquisition, Development and Sale	2,000,922	-	2,000,922		-
341601 001	Expenditure - Omokoroa Special Housing Area	(9,991)	-	(9,991)		-
313501 001	Waihi Beach Town Centre Development	-	-	-		-
<b>80 04 08 8901</b>	<b>Strategic Property</b>	<b>2,115,842</b>	<b>-</b>	<b>2,115,842</b>		<b>638,199</b>
315701 001	Purchase of Vehicles	144,465	143,499	966		574,000
<b>80 05 15 8901</b>	<b>Infrastructure Services - Strategic Prop Mngmt</b>	<b>144,465</b>	<b>143,499</b>	<b>966</b>		<b>574,000</b>
341801 001	Timesheet System	-	-	-		-
<b>80 05 19 8901</b>	<b>Timesheet System</b>	-	-	-		-
<b>44 03 02 8907</b>	<b>TECT All Terrain Park</b>	-	<b>(50,937)</b>	<b>50,937</b>		<b>(203,750)</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>6,005,596</b>	<b>5,258,507</b>	<b>747,089</b>		<b>39,505,087</b>



# **Performance Report**

**Year ending 30 September 2018**

## Results Summary

The following tables provide a high-level summary of Council's financial and non-financial results for the year ending 30 September 2018.

### Long Term Plan

Page	Activity	Non Financial	Financial	Activity Result
<b>Leadership</b>				
3	Representation	Yellow	Orange	Orange
5	Planning for the Future	Green	Orange	Yellow
<b>Building Communities</b>				
7	Communities	Yellow	Orange	Orange
12	Recreation and Leisure	Green	Orange	Yellow
15	Regulatory	Orange	Green	Yellow
19	Stormwater	Green	Orange	Yellow
21	Transportation	Green	Orange	Yellow
24	Water Supply	Yellow	Orange	Orange
<b>Protecting the Environment</b>				
26	Natural Environment	Orange	Green	Yellow
27	Waste Management	Green	Orange	Yellow
<b>Supporting our Economy</b>				
32	Economic	Green	Orange	Yellow

### Corporate Plan

Page	Activity	Non Financial	Financial	Activity Result
<b>Customer Care</b>				
33	Customer Service	Green	Grey	Green
34	Engagement & Communication	Green	Orange	Yellow
<b>Internal Processes</b>				
35	Asset Management	Green	Orange	Yellow
37	Key Business Processes	Yellow	Green	Yellow
41	Work Effectively with Others	Orange	Grey	Orange
42	Risk Management	Yellow	Grey	Yellow
<b>Learning &amp; Innovation</b>				
43	Staff Knowledge and Skills	Green	Grey	Green
45	Institutional Knowledge	Green	Orange	Yellow
47	Work Environment	Yellow	Orange	Orange

## Leadership - Representation

### Community Outcome:

- Elected leaders represent the views of residents and make effective decisions which improve our communities and environment, now and for the future.

### Representation

Work  
Programme

Financial

### Community Representation

**Non-financial:** There is no work programme for this activity.

**Financial:** No issues.

### District Representation

**Non-financial:** All key performance indicators met this quarter including those for the Representation Review. The final Representation proposal is currently open for submission, closing early November.

**Financial:** No issues.

### Treasury Management

**Non-financial:** Treasury management is on track with credit rating maintained for this year.

**Financial:** Financial impacts from a treasury perspective are positive at this point in the year.



## Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Representation	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(2,623)	(2,623)	<b>Operating Costs</b>	(327)	(522)	195	37%
(3,772)	(3,772)	<b>Total Costs</b>	(609)	(810)	201	25%
430	430	<b>Total Direct Income</b>	109	107	2	2%
(3,342)	(3,342)	<b>Net Cost of Service</b>	(500)	(702)	203	29%
0	0	<b>Capital expenditure</b>	0	0	0	

## Leadership – Planning for the Future

### Community Outcome:

- In consultation with our communities and guided by our sustainable development approach, we plan for the future.

### Planning for the Future



### Resource Management Planning

**Non-financial:** Focus for the quarter has been on the Katikati Urban Growth Study, Omokoroa Structure plan and supporting District Plan rule review, the Post Harvest Zone and seasonal accommodation facilities review, and the SmartGrowth Future Development Strategy. These projects are significant for Council and accordingly have seen significant input from staff and all involve high levels of stakeholder and community engagement.

**Financial:** No issues.

### Policy & Planning

**Non-financial:** Work is being undertaken in accordance with the work programme directed by the Policy Committee. A key project nearing completion is the Katikati-Waihi Beach Ward Reserve Management Plan. The focus in coming months will be to make progress on the three significant strategy reviews included in the work programme, and a number of bylaw reviews which will require consultation in early 2019.

**Financial:** Cost overrun in bylaws has occurred due to contracted work on the Reserves and Facilities Bylaw review exceeding original estimate - due to the high number of submissions and additional commitments fulfilled by the contractor. Overspend in consultancy is due to reimbursement being required from TCC in relation to costs incurred to progress the boundary alteration at Tauriko West (in accordance with the MOU requiring TCC to cover these costs).

### Infrastructure Planning

**Non-financial:** There are no projects associated with this activity.

**Financial:** No issues.

Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Policy & Planning	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,039)	(1,039)	<b>Operating Costs</b>	(209)	(173)	(36)	-21%
(1,398)	(1,398)	<b>Total Costs</b>	(385)	(263)	(122)	-46%
13	13	<b>Total Direct Income</b>	3	0	3	
(1,385)	(1,385)	<b>Net Cost of Service</b>	(382)	(263)	(119)	-45%
0	0	<b>Capital expenditure</b>	0	0	0	
		<b>Resource Management Planning</b>				
(813)	(813)	<b>Operating Costs</b>	(116)	(107)	(8)	-8%
(1,081)	(1,081)	<b>Total Costs</b>	(191)	(174)	(17)	-10%
0	0	<b>Total Direct Income</b>	0	0	0	
(1,081)	(1,081)	<b>Net Cost of Service</b>	(191)	(174)	(17)	-10%
0	0	<b>Capital expenditure</b>	0	0	0	

## Building Communities - Communities

### Community Outcome:

- Public spaces and community facilities enable recreation, bring people together and create a sense of belonging, all of which is essential for healthy and vibrant communities.

### Communities

Work  
Programme

Financial

### Community Development

**Non-financial:** New three-year service delivery contracts in place, signed and services being provided. Welcoming Communities Welcoming Plan has been finalised and will go to Joint Governance Committee for adoption by both Councils.

**Financial:** No issues to report.

### Community Facilities

**Non-financial:** The works being carried out in this area are meeting service levels.

**Financial:** Pensioner Housing - Operating expenditure variance is due to the timing of rates. Annual amount charged but budget spread reflect the quarter only.

Community Halls - operating costs Include Te Puke hall strengthening cost to date of \$515k, otherwise this account would not reflect an over expended position. Income variance due to timing of income, received earlier than anticipated. Capital works offset against over expenditure in operating expenditure.

### Emergency Management

**Non-financial:** No issues, training ongoing.

**Financial:** No issues, under expenditure due to timing of levy payments.

## Communities

Work  
Programme

Financial

### Libraries and Service Centres

**Non-financial:** No issues for these activities. Some key measures are partial met for the Contact Centre due to temporary resourcing issue. There has been an increase in both hard and soft copy issues for libraries and increase in foot traffic and membership for new Katikati site.

**Financial:** Library income variance is due to timing library service charges.

**Financial Summary**

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Community Development & Grants	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,850)	(1,865)	<b>Operating Costs</b>	(476)	(504)	28	6%
(2,392)	(2,407)	<b>Total Costs</b>	(603)	(640)	37	6%
29	29	<b>Total Direct Income</b>	29	0	29	
(2,363)	(2,378)	<b>Net Cost of Service</b>	(574)	(640)	66	10%
0	0	<b>Capital expenditure</b>	0	0	0	
		<b>Emergency Management</b>				
(337)	(337)	<b>Operating Costs</b>	(9)	(84)	76	90%
(563)	(563)	<b>Total Costs</b>	(69)	(141)	72	51%
0	0	<b>Total Direct Income</b>	2	0	2	
(563)	(563)	<b>Net Cost of Service</b>	(67)	(141)	74	53%
0	0	<b>Capital expenditure</b>	0	0	0	

# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Information Centres	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,893)	(1,893)	<b>Operating Costs</b>	(524)	(494)	(29)	-6%
(3,159)	(3,159)	<b>Total Costs</b>	(941)	(848)	(93)	-11%
1,636	1,636	<b>Total Direct Income</b>	415	406	9	2%
(1,523)	(1,523)	<b>Net Cost of Service</b>	(526)	(441)	(85)	-19%
(390)	(390)	<b>Capital expenditure</b>	(343)	(65)	(278)	-431%
		<b>Cemeteries</b>				
(103)	(103)	<b>Operating Costs</b>	(15)	(17)	2	13%
(192)	(192)	<b>Total Costs</b>	(37)	(42)	5	12%
75	75	<b>Total Direct Income</b>	12	19	(7)	-36%
(117)	(117)	<b>Net Cost of Service</b>	(25)	(23)	(2)	-8%
(90)	(90)	<b>Capital expenditure</b>	(8)	0	(8)	
		<b>Community Halls</b>				
(311)	(311)	<b>Operating Costs</b>	(652)	(78)	(574)	-738%
(441)	(441)	<b>Total Costs</b>	(679)	(110)	(568)	-516%
237	237	<b>Total Direct Income</b>	82	0	82	
(204)	(204)	<b>Net Cost of Service</b>	(597)	(110)	(487)	-442%
0	0	<b>Capital expenditure</b>	599	0	599	

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# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Pensioner Housing	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(300)	(300)	<b>Operating Costs</b>	(125)	(75)	(50)	-67%
(550)	(550)	<b>Total Costs</b>	(187)	(138)	(50)	-36%
410	410	<b>Total Direct Income</b>	106	103	4	4%
(140)	(140)	<b>Net Cost of Service</b>	(81)	(35)	(46)	-131%
(50)	(50)	<b>Capital expenditure</b>	0	(13)	13	
		<b>Community Infrastructure Support</b>				
0	0	<b>Operating Costs</b>	0	0	0	
1	1	<b>Total Costs</b>	0	0	(0)	-30%
3	3	<b>Total Direct Income</b>	1	1	0	16%
4	4	<b>Net Cost of Service</b>	1	1	(0)	0%
0	0	<b>Capital expenditure</b>	0	0	0	

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## Building Communities – Recreation & Leisure

### Community Outcome:

- Recreation and leisure facilities are well planned and safe to meet the diverse and changing needs of our community.

### Recreation and Leisure



#### Coastal and Marine Structures

**Non-financial:** The Ruamoana trial repairs in conjunction with the adjoining owners at Omokoroa is nearing completion. Work is underway on the one-mile creek seawall repairs.

**Financial:** Total costs are within agreed budget parameters.

#### Recreation Reserves and Facilities

**Non-financial:** Preparations for the opening of the pools for the 2018/19 swimming season are being made. Omokoroa Tennis courts have been completed. The new Playground at Omokoroa Sports Ground is underway. Currently awaiting Resource Consents for the Moore Park Sports ground extension. Cycleway trail development continues with progress being made at Katikati from Park Road around the esplanade reserve. The three bridges on the Omokoroa to Tauranga cycleway have substantially been completed. The section between Mangiwhai and Huharua Park is underway. The bridge connecting Huharua Park to the esplanade reserve has been completed. The new Waitui Reserve toilets has commenced now that consents have been issued.

The transition to the new Reserves Maintenance Contract has gone smoothly.

**Financial:** The majority of activity costs are within agreed financial tolerances. Reserve financial contributions income is double what was predicted for the first quarter.

#### Sub Regional Reserves

**Non-financial:** Planning is well advanced and the recent securing of a preferred supplier for earthworks means that capital upgrades can now progress at a faster rate. The six monthly TECT Park User Group Forum meeting was held on 1 October 2018. Visitor numbers to TECT Park are

## Recreation and Leisure

Work  
Programme

Financial

increasing now that daylight saving has started.

**Financial:** Total costs are within agreed budget tolerances.

## Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Recreation Reserves & Facilities	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(3,421)	(3,421)	<b>Operating Costs</b>	(834)	(747)	(86)	-12%
(5,186)	(5,186)	<b>Total Costs</b>	(1,246)	(1,223)	(24)	-2%
2,550	2,550	<b>Total Direct Income</b>	1,208	632	577	91%
(2,636)	(2,636)	<b>Net Cost of Service</b>	(38)	(591)	553	94%
(3,406)	(3,406)	<b>Capital expenditure</b>	(214)	(221)	6	3%
		<b>Coastal &amp; Marine Structures</b>				
(232)	(232)	<b>Operating Costs</b>	(11)	(18)	7	39%
(965)	(965)	<b>Total Costs</b>	(174)	(201)	27	13%
0	0	<b>Total Direct Income</b>	0	0	0	
(965)	(965)	<b>Net Cost of Service</b>	(174)	(201)	27	13%
(888)	(888)	<b>Capital expenditure</b>	46	(25)	71	282%

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# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Sub-Regional Parks	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(777)	(777)	<b>Operating Costs</b>	(93)	(116)	23	20%
(1,027)	(1,027)	<b>Total Costs</b>	(186)	(191)	5	3%
720	720	<b>Total Direct Income</b>	8	84	(77)	-91%
(307)	(307)	<b>Net Cost of Service</b>	(178)	(106)	(72)	-67%
(567)	(567)	<b>Capital expenditure</b>	(4)	41	(44)	-109%

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## Building Communities – Regulatory

### Community Outcome:

- Regulatory services are delivered through a balanced compliance approach, promoting the safety and well-being of our communities and enhanced sustainability of our built and natural environments.

### Regulatory



#### Animal Control

**Non-financial:** Dog registration achieved 92% already. A new initiative for text reminders for dog owners was implemented which has increased registration compliance compared with previous years.

**Financial:** Dog registration income received is more than the budget cashflow for the first quarter of this financial year. Revenue from other income is tracking behind, due to slower winter period.

#### Building Services

**Non-financial:** Total building consents, 95% approved in statutory time (280/294) of which new dwellings, 92 received which is a 27% decrease on the same quarter last year. A similar decrease is identified for inspections visits (2152 this year versus 2205 for the same period last year) reflecting a slight calming in building activity. 87% (13/15) of service requests were actioned within agreed timeframes against a target of 90%. The activity across the Western Bay of Plenty region, including Tauranga City, has shown some indication in a slight calming of the market. There are a number of subdivisions in progress across the district with a number of subdivisions under development or coming on-line, however it is not clear at this stage on how these will be timed to hit the market resulting in building consent application.

**Financial:** The first quarter financial position across the building services cost centres is slightly behind the budget and this is due in part in the reduction in the number of building consent applications issued in the quarter. In the application processing cost centre consultant spend again is higher than forecast. The consultant spend in this cost centre mostly relates to our consultants who process applications on our behalf. The revenue in the Building Warrant of Fitness (BWOFF) cost centre is below budget due to the BWOFF audit programme not being commenced fully yet, this will be a focus going forward utilising any technical resource availability in the Inspections Team. Overall though it should be noted that the driver for the adverse variance in total direct costs is being caused by corporate overheads.

## Regulatory



### Compliance & Monitoring

**Non-financial:** All work activities are tracking as expected for the year to date. New support staff are getting familiar with roles and responsibilities. Workload in inspections for food businesses was aided through use of contractors for backlog in inspections from last year due to Food Act transition pressures. Recruitment and appointment of District Licence Committee members has been completed in the quarter.

**Financial:** There has been increased expenditure in the quarter for alcohol licensing, contributed to by salaries (additional \$15K), from a staff members departure. Resource consent costs are also outside budget contributing to the financial position from salaries (additional \$10K) above budget.

### Resource Consents

**Non-financial:** Statutory timeframe compliance for both subdivision consent processing and land use consent processing has improved to 96% for all resource consents. For the year-to-date, 81 resource consent applications have been processed compared to 137 for the same period last year. LIM and PIM processing continues to meet statutory timeframes, but the consent officer team are also under increasing pressure noting that they also provide administrative support to the resource consent process and provide duty planner cover. Additional resource has been secured for both the resource consent team to reduce consultant spend and improve statutory performance (delivery times) and additional Consent Officer support has been appointed.

**Financial:** SUBDIVISION CONSENTS - Operating expenditure is less than budget with revenue below budget for the year, which has resulted in the net cost of service as forecast. LAND USE CONSENTS - At this time the operating expenditure is slightly ahead of the budget due to spend on consultants. This reflects current resourcing constraints in this team. Additional internal resource budgeted for will arrest this spend. Income is down on budget reflecting a flattening of the market. Overall, the net cost of service is at budget. LIMS/PIMs - actual operating expenditure is less than budget and revenue is significantly ahead of forecast. -

**Financial Summary**

Full Yr. Budget \$'000	Full Yr. Revised Budget \$'000	Regulatory - Resource Consents	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,446)	(1,446)	<b>Operating Costs</b>	(284)	(333)	49	15%
(2,126)	(2,126)	<b>Total Costs</b>	(461)	(503)	42	8%
1,564	1,564	<b>Total Direct Income</b>	364	391	(27)	-7%
(562)	(562)	<b>Net Cost of Service</b>	(97)	(112)	15	13%
0	0	<b>Capital expenditure</b>	0	0	0	
		<b>Regulatory - Building &amp; Health</b>				
(2,847)	(2,847)	<b>Operating Costs</b>	(696)	(675)	(21)	-3%
(4,179)	(4,179)	<b>Total Costs</b>	(1,057)	(1,008)	(50)	-5%
3,260	3,260	<b>Total Direct Income</b>	738	815	(77)	-9%
(918)	(918)	<b>Net Cost of Service</b>	(320)	(193)	(127)	-66%
0	0	<b>Capital expenditure</b>	0	0	0	

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# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Regulatory – Animal Control	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(607)	(607)	<b>Operating Costs</b>	(135)	(142)	7	5%
(927)	(927)	<b>Total Costs</b>	(228)	(222)	(6)	-3%
665	665	<b>Total Direct Income</b>	561	166	394	237%
(262)	(262)	<b>Net Cost of Service</b>	333	(56)	388	698%
0	0	<b>Capital expenditure</b>	0	0	0	
		<b>Regulatory - Compliance</b>				
(1,050)	(1,050)	<b>Operating Costs</b>	(237)	(248)	11	5%
(1,439)	(1,439)	<b>Total Costs</b>	(342)	(348)	5	2%
492	492	<b>Total Direct Income</b>	120	123	(3)	-3%
(946)	(946)	<b>Net Cost of Service</b>	(222)	(225)	2	1%
0	0	<b>Capital expenditure</b>	0	0	0	

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## Building Communities – Stormwater Network

### Community Outcome:

- Stormwater networks are designed and managed to meet community and environmental needs.

### Stormwater Network



### Stormwater Network

**Non-financial:** Generally, stormwater maintenance and project work on track, with only minor storm events in first three months of this financial year. Existing infrastructure has coped with these events.

The Waihi beach Coastal review project has seen tender documents prepared and issued for tender, received submissions and evaluated with the Contract being awarded to BECA in October. Implementation of contract will commence late October 2018.

2 Mile creek resource consent from BOPRC received. Final discussions with owners in relation to WBOPDC land consent in relation to floodable areas. I hope that it will be issued in early October.

**Financial:** Generally cost centres on track with expenditure. Significant increase in the expected income for the first three months has resulted in a significant variance.



**Financial Summary**

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Stormwater	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(854)	(854)	<b>Operating Costs</b>	(288)	(185)	(103)	-55%
(4,149)	(4,149)	<b>Total Costs</b>	(1,119)	(1,009)	(111)	-11%
5,507	5,507	<b>Total Direct Income</b>	1,517	285	1,231	432%
1,358	1,358	<b>Net Cost of Service</b>	397	(724)	1,121	155%
(5,042)	(5,042)	<b>Capital expenditure</b>	(127)	(240)	113	47%
		<b>Waihi Beach Coastal Protection</b>				
(123)	(123)	<b>Operating Costs</b>	(4)	(12)	8	67%
(209)	(209)	<b>Total Costs</b>	(32)	(33)	2	5%
179	179	<b>Total Direct Income</b>	57	35	22	61%
(30)	(30)	<b>Net Cost of Service</b>	25	2	23	1176%
0	0	<b>Capital expenditure</b>	0	0	0	

## Building Communities - Transportation

### Community Outcome:

- Transportation networks are safe, affordable, sustainable and planned to meet our Community's needs and support economic development.

### Transportation



#### Roading

**Non-financial:** Financial claims sent to NZTA. WestRoads and the Transportation areas are fully resourced to assist with delivery of the roading programme.

**Financial:** No issues.

#### Network Development

**Non-financial:** Continue to work with the Community Boards in the delivery of their programmes.

**Financial:** Financial variances for Community Roothing are due to timing differences between budget and actual expenditure. Income higher than budget due to financial contributions received.

#### Network Optimisation

**Non-financial:** Work programme on track, no issues. Council has responded to NZTA procurement and technical audit findings and is awaiting outcome.

**Financial:** Capital budget variance is due to timing of works. Westlink provide a quarterly report identifying splits between capital and operating activities, on receipt expenditure allocations will be made. The seal extension programme has been committed.

## Transportation



### Environmental Mitigation

**Non-financial:** there is no work programme for this activity.

**Financial:** no issues.

### Transportation Health & Safety

**Non-financial:** Safety work ongoing with no issues. The Omokoroa cycle route is subject to Kiwirail agreement and Wairoa Bridge tender progressing. There a speed limit review on SH2, which may impact on the cycleway design. The Waihi to Waihi Beach trail is on hold due to landowner negotiations stalling.

**Financial:** Cycleway is over spent, however it is expected that this will be offset by income in reserve received from NZTA and others.

**Financial Summary**

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Transportation	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(8,950)	(8,950)	<b>Operating Costs</b>	(1,908)	(1,961)	52	3%
(19,365)	(19,365)	<b>Total Costs</b>	(4,707)	(4,564)	(143)	-3%
25,040	25,040	<b>Total Direct Income</b>	6,688	5,910	778	13%
5,675	5,675	<b>Net Cost of Service</b>	1,980	1,346	635	47%
(16,895)	(16,895)	<b>Capital expenditure</b>	(2,917)	(3,969)	1,053	27%

## Building Communities – Water Supply

### Community Outcome:

- Water supply is provided to our Community in a sustainable manner.

### Water Supply

Work Programme	Financial
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### Council Water Supply

**Non-financial:** Generally, water supply systems are performing well with no issues to report in first three months.

Omokoroa Water Main Improvements contract is 60% complete and is due to be finished in December 2018. The Minden Road Water Main contract is 50% complete and due to be finished at end of October 2018.

Eastern Supply Zone Program underway to source alternative options for water supply. Potential sites have been identified and investigation works to commence in November 2018.

**Financial:** Significant increase in income in all three water cost centres. Costs appear to be tracking according to budget with slight variances in budget /actual. Capital expenditure is lower than anticipated for this period and is due to the timing of works changing from original master plan.

Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Western Water Supply	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,730)	(1,730)	<b>Operating Costs</b>	(458)	(428)	(31)	-7%
(4,029)	(4,029)	<b>Total Costs</b>	(1,035)	(1,002)	(32)	-3%
4,534	4,534	<b>Total Direct Income</b>	1,125	74	1,051	1421%
505	505	<b>Net Cost of Service</b>	90	(928)	1,018	110%
(1,020)	(1,020)	<b>Capital expenditure</b>	71	(101)	172	170%
		<b>Central Water Supply</b>				
(1,372)	(1,372)	<b>Operating Costs</b>	(233)	(339)	107	31%
(3,381)	(3,381)	<b>Total Costs</b>	(791)	(842)	51	6%
3,089	3,089	<b>Total Direct Income</b>	1,136	136	1,000	735%
(291)	(291)	<b>Net Cost of Service</b>	345	(706)	1,051	149%
(1,961)	(1,961)	<b>Capital expenditure</b>	(685)	(63)	(622)	-994%
		<b>Eastern Water Supply</b>				
(2,121)	(2,121)	<b>Operating Costs</b>	(649)	(527)	(122)	-23%
(5,006)	(5,006)	<b>Total Costs</b>	(1,328)	(1,248)	(80)	-6%
4,268	4,268	<b>Total Direct Income</b>	1,227	91	1,137	1253%
(739)	(739)	<b>Net Cost of Service</b>	(101)	(1,157)	1,056	91%
(1,822)	(1,822)	<b>Capital expenditure</b>	353	(127)	481	377%

## Protecting the Environment – Natural Environment

### Community Outcome:

- Areas of our natural environment with important environmental, cultural and heritage values are protected.

### Natural Environment

Work Programme

Financial

### Environmental Protection

**Non-financial:** Grants and environmental programmes being assisted in line with projects progress.

**Financial:** No issues

### Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Natural Environment	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(823)	(823)	<b>Operating Costs</b>	(69)	(170)	101	60%
(880)	(880)	<b>Total Costs</b>	(87)	(190)	104	54%
625	625	<b>Total Direct Income</b>	220	48	172	361%
(255)	(255)	<b>Net Cost of Service</b>	133	(143)	275	193%
0	0	<b>Capital expenditure</b>	0	0	0	

## Protecting the Environment – Waste Management

### Community Outcomes:

- Wastewater services are well planned and maintained to ensure a clean and healthy environment.
- Efficient waste management practices that minimise waste to landfill and encourage efficient use of resources to reduce environmental harm.

### Waste Management

Work Programme	Financial
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#### Wastewater

**Non-financial:** Te Puke wastewater renewals on track with priority being the renewal of the existing micro screen. This project is underway with design now finalised. Micro screen has been selected through competitive tender process. Construction is expected to begin in early 2019. Supply contract for tertiary filter has been awarded to Filtec Limited. Tertiary filter is currently being manufactured and will be delivered to site in March 2019 for installation. Construction contract is currently being prepared for tender. Included in this contract will be the filter installation, RAS pipework installation and new recycled water system.

Physical works continue with on-property works continuing through October and finalised in November 2018. More than 20 properties are connected. Treatment plant discharge to land is pending sufficient effluent storage and final commissioning. Currently getting set up for consent monitoring and reviewing Operational and Maintenance contract.

**Financial:** Generally, all costs centres are tracking slightly under the budget.

#### Solid Waste

**Non-financial:** Recycling Centres operating well and no issues to report. Contractor delivering the required level of service for illegal dumping and abandoned vehicle removal. Business waste minimisation contract being delivered according to contractual requirements with no issues to report. Zero waste education delivering waste minimisation programmes to schools in Western Bay, as well as delivering home worm composting workshops in the district, which have received high attendance. Support for waste minimisation programmes through Para Kore. Monitoring programme in place for illegal dumping hot spots. Focussed attention on dumping at the end of rural roads. Signs erected at hot spots and a letter drop in district to educate underway

**Financial:** All four cost centres (District, Western, Eastern and Central) are tracking on budget in the first three months of the year. Significantly more income than anticipated in the budget for the same period. The timing of Ministry of Health waste minimisation payment has had an affect on the accounts as can be noted.



## Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Waihi Beach Wastewater	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,406)	(1,406)	<b>Operating Costs</b>	(274)	(287)	13	5%
(3,406)	(3,406)	<b>Total Costs</b>	(740)	(788)	47	6%
3,149	3,149	<b>Total Direct Income</b>	752	35	717	2026%
(257)	(257)	<b>Net Cost of Service</b>	12	(752)	764	102%
(450)	(450)	<b>Capital expenditure</b>	(19)	(151)	131	87%
		<b>Katikati Wastewater</b>				
(817)	(817)	<b>Operating Costs</b>	(122)	(140)	18	13%
(1,974)	(1,974)	<b>Total Costs</b>	(395)	(429)	34	8%
2,743	2,743	<b>Total Direct Income</b>	812	97	714	733%
769	769	<b>Net Cost of Service</b>	416	(332)	748	226%
(732)	(732)	<b>Capital expenditure</b>	6	(29)	35	121%
		<b>Te Puke Wastewater</b>				
(814)	(814)	<b>Operating Costs</b>	(257)	(201)	(56)	-28%
(1,504)	(1,504)	<b>Total Costs</b>	(448)	(374)	(74)	-20%
3,363	3,363	<b>Total Direct Income</b>	794	57	738	1304%
1,858	1,858	<b>Net Cost of Service</b>	346	(317)	663	209%
(1,193)	(1,193)	<b>Capital expenditure</b>	131	46	85	184%

# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Omokoroa Wastewater	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(899)	(899)	<b>Operating Costs</b>	(216)	(209)	(7)	-3%
(4,519)	(4,519)	<b>Total Costs</b>	(1,097)	(1,114)	17	2%
2,972	2,972	<b>Total Direct Income</b>	1,554	319	1,235	388%
(1,547)	(1,547)	<b>Net Cost of Service</b>	457	(795)	1,252	158%
(339)	(339)	<b>Capital expenditure</b>	(100)	0	(100)	
		<b>Maketu Wastewater</b>				
(524)	(524)	<b>Operating Costs</b>	(160)	(130)	(30)	-23%
(1,465)	(1,465)	<b>Total Costs</b>	(365)	(365)	1	0%
473	473	<b>Total Direct Income</b>	140	4	136	3245%
(992)	(992)	<b>Net Cost of Service</b>	(225)	(361)	137	38%
(140)	(140)	<b>Capital expenditure</b>	8	(35)	43	123%
		<b>Ongare Wastewater</b>				
(25)	(40)	<b>Operating Costs</b>	10	(10)	20	195%
(129)	(144)	<b>Total Costs</b>	(6)	(36)	30	82%
614	614	<b>Total Direct Income</b>	627	142	485	343%
485	470	<b>Net Cost of Service</b>	620	105	515	488%
(873)	(873)	<b>Capital expenditure</b>	(440)	(387)	(53)	-14%

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# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	District Solid Waste	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(625)	(625)	<b>Operating Costs</b>	(43)	(64)	21	33%
(838)	(838)	<b>Total Costs</b>	(87)	(118)	31	26%
130	130	<b>Total Direct Income</b>	6	32	(27)	-82%
(708)	(708)	<b>Net Cost of Service</b>	(81)	(85)	4	5%
0	0	<b>Capital expenditure</b>	0	0	0	
		<b>Western Solid Waste</b>				
(415)	(415)	<b>Operating Costs</b>	(72)	(56)	(16)	-29%
(575)	(575)	<b>Total Costs</b>	(114)	(96)	(18)	-18%
697	697	<b>Total Direct Income</b>	230	31	200	648%
122	122	<b>Net Cost of Service</b>	117	(65)	182	278%
0	0	<b>Capital expenditure</b>	0	0	0	
		<b>Eastern Solid Waste</b>				
(210)	(210)	<b>Operating Costs</b>	(43)	(39)	(4)	-11%
(338)	(338)	<b>Total Costs</b>	(75)	(71)	(5)	-7%
481	481	<b>Total Direct Income</b>	127	5	121	2208%
143	143	<b>Net Cost of Service</b>	51	(65)	116	179%
0	0	<b>Capital expenditure</b>	0	0	0	

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# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Omokoroa Solid Waste	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(65)	(65)	<b>Operating Costs</b>	(6)	(10)	4	42%
(167)	(167)	<b>Total Costs</b>	(30)	(36)	6	17%
98	98	<b>Total Direct Income</b>	24	5	18	346%
(69)	(69)	<b>Net Cost of Service</b>	(6)	(30)	24	80%
(0)	(0)	<b>Capital expenditure</b>	0	(0)	0	

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## Supporting our Economy - Economic

### Community Outcome:

- To encourage the sustainable use of local resources in a way which strengthens economic opportunities and improves social outcomes.

### Economic

Work  
Programme

Financial

### Economic Development

**Non-financial:** Tourism BOP has received national recognition for their work in destination management. Local economic growth ahead of national average continues.

**Financial:** No issues.

### Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Economic	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(666)	(666)	<b>Operating Costs</b>	(292)	(320)	28	9%
(708)	(708)	<b>Total Costs</b>	(309)	(345)	36	10%
324	324	<b>Total Direct Income</b>	82	1	81	14425%
(384)	(384)	<b>Net Cost of Service</b>	(227)	(344)	117	34%
(460)	(460)	<b>Capital expenditure</b>	0	(115)	115	

## Customer Service

### Council Outcome:

- Customers are provided with an environment where their needs are understood, information is accurate and user friendly, and advice and services are provided in a timely and professional manner.

## Customer Service

**Work Programme** **Financial**

### Service Delivery Processes & Standards

**Non-financial:** All key measures met for these activities. There is a small increase in the volume of complaints, monitoring for opportunity to improve continuing.

**Financial:** There is no separate budget for this activity.

**Engagement & Communication**

**Council Outcome:**

- Residents and all key communities of interest are effectively engaged.

**Engagement & Communication**



**Communication**

**Non-financial:** Communication activities continue to support organisation goals and objectives. Online communication growing.

**Financial:** No issues to report

**Maori**

**Non-financial:** Training of new staff ongoing.

**Financial:** There is no separate budget for this activity.

**Community Relationships**

**Non-financial:** Multiple engagement processes being managed. Representation Review process nearly complete.

**Financial:** There is no separate budget for this activity.

**Internal Processes – Asset Management**

**Council Outcome:**

- Council’s assets are efficiently, effectively and proactively managed.

**Asset Management**



**Asset Management**

**Non-financial:** Current focus for the new asset management system is on completing integration specification and reference data supply. Utilities team maintaining levels of service and positive customer feedback being received.

**Financial:** No issues.

**Corporate Property**

**Non-Financial:** Work programme on track.

**Financial:** Property maintenance budget is under significant pressure because of the unplanned asbestos issues and the unplanned electrical issues requiring immediate attention. Strategic Property rental income received is higher than budget and property purchase in Omokoroa was not budgeted.



**Financial Summary**

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Corporate Assets	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(612)	(612)	<b>Operating Costs</b>	(456)	(321)	(136)	-42%
(1,591)	(1,591)	<b>Total Costs</b>	(682)	(585)	(96)	-16%
507	507	<b>Total Direct Income</b>	109	124	(15)	-12%
(1,084)	(1,084)	<b>Net Cost of Service</b>	(573)	(462)	(111)	-24%
(1,368)	(1,368)	<b>Capital expenditure</b>	(2,132)	(24)	(2,109)	-8916%

## Internal Processes - Key Business Processes

### Council Outcome:

- Systems and processes represent value for money and meet the business needs of the organisation.

### Key Business Processes



#### Quality Management

**Non-financial:** All work objectives are on track.

**Financial:** There are no budget implications for this work stream.

#### Information Management

**Non-financial:** The IT technical / support team has spent some effort putting infrastructure in place and supporting the staff at the new Katikati library. A number of Ozone upgrades have been installed to fix some long-standing service requests. The Microsoft G2018 contract has been signed and true up for last year complete. The procurement process for the core infrastructure replacement is underway with the RFP out to four suppliers for response. Responses will be evaluated late October. Corporate Plan projects have been reviewed including options for the development of work streams for the customer experience project. Continued project work in progress for asset management system implementation and integrations with contractors, accounts payable automation, business intelligence for CCRs using Microsoft Power BI, website redevelopment and design and reporting and analysis design and business case development.

**Financial:** Operational expenditure on track. Reviewed current and next years budgets and requested some journals between jobs.

#### Procurement

**Non-financial:** Current work streams are on track.

**Financial:** There are no budget implications for this work stream.

## Key Business Processes

Work Programme

Financial

### Financial Management

**Non-financial:** Team recruitment initiatives are on track.

**Financial:** Overall financial performance on track at this stage.

### Continuous Improvement

**Non-financial:** Work has progressed as planned for the benchmarking and annual report processes. Timesheet/Project Management projects to resume this month.

**Financial:** No financial impact.

## Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Financial Services	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,968)	(1,968)	<b>Operating Costs</b>	(367)	(456)	89	20%
(141)	(141)	<b>Total Costs</b>	(3)	1	(3)	-460%
515	515	<b>Total Direct Income</b>	235	129	106	82%
375	375	<b>Net Cost of Service</b>	232	129	102	79%
0	0	<b>Capital expenditure</b>	0	0	0	
		<b>Treasury Operations</b>				
(160)	(160)	<b>Operating Costs</b>	(7)	(40)	33	83%
(465)	(465)	<b>Total Costs</b>	360	(116)	476	409%
400	400	<b>Total Direct Income</b>	283	100	183	183%
(65)	(65)	<b>Net Cost of Service</b>	643	(16)	659	4025%
0	0	<b>Capital expenditure</b>	0	0	0	

# Attachment D

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Rate appropriation	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,685)	(1,685)	<b>Operating Costs</b>	(1,093)	(96)	(997)	-1035%
(1,685)	(1,685)	<b>Total Costs</b>	(1,093)	(96)	(997)	-1035%
25,798	25,798	<b>Total Direct Income</b>	6,553	6,270	283	5%
24,113	24,113	<b>Net Cost of Service</b>	5,460	6,174	(714)	-12%
0	0	<b>Capital expenditure</b>	0	0	0	

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## Internal Processes – Work Effectively with Others

### Council Outcome:

- Collaboration with other organisations achieves improved community outcomes.

### Work Effectively with Others

**Work Programme** Financial

### Planning & Working in Partnership

**Non-financial:** Work continuing with various relationships and corporate plan projects to address reputation and customer service perceptions.

**Financial:** There is no separate budget for this activity.

**Internal Processes – Risk Management**

**Council Outcome:**

- Risks are identified, minimised or mitigated.

**Risk Management**

**Work Programme**

**Financial**

**Risk Management**

**Non-financial:** KPMG work is now complete. Focus will be on delivery of the revised work programme.

**Financial:** KPMG work programme costs for this financial year is to be determined along with budget implications.

**Occupational Safety & Health**

**Non-financial:** Health and safety statistics are tracking well. Western Bay staff continue to grow their health and safety knowledge and awareness. The safety team has visited a number of worksites and have made a number of recommended improvements with regard to asbestos and lone worker tracking systems.

A breach in our asbestos management plan was reported to Worksafe by the property team -regarding an electrical contractors activity at the Barks Corner site. A full investigation report will be provided to the management team.

**Financial:** There is no separate budget for this activity.

**Learning & Innovation – Staff Knowledge & Skills**

**Council Outcome:**

- Knowledgeable and skilled workforce enhances organisational capability and effectiveness.

**Staff Knowledge & Skills**

<b>Work Programme</b>	<b>Financial</b>
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**Capacity & Recruitment**

**Non-financial:** At the end of the quarter, there were 20 active vacancies. A high calibre of applicants continue to apply for roles. The annual remuneration is underway with an estimated 3.47% average increase. The new online recruitment system is working well to track and manage applications. A number of workforce planning initiatives are being actioned; for example dogs at work policy, casual Friday dress and flexible working arrangements.

**Financial:** On track

**Clear Accountabilities & Responsibility**

**Non-financial:** Restructure within the Infrastructure and Policy, Planning and Regulatory groups has been completed. Performance and Development Plans (PADP) for all staff being finalised for 2017/18 year.

**Financial:** There is no separate budget for this activity.

**Training & Development**

**Non-financial:** Word/excel training courses will continue, to date 60 staff have utilised this training offer. A new Team leader forum has been established along the lines of the third tier manager meeting cycles and protocols. The Team leaders have recently had leadership training which was well supported. Contractor management training is currently being scheduled.

**Financial:** There is no separate budget for this activity.



**Financial Summary**

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Human Resource Services	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(1,041)	(1,041)	<b>Operating Costs</b>	(326)	(272)	(54)	-20%
0	0	<b>Total Costs</b>	0	(11)	11	100%
0	0	<b>Total Direct Income</b>	0	0	0	
0	0	<b>Net Cost of Service</b>	0	(11)	11	100%
0	0	<b>Capital expenditure</b>	0	0	0	

**Note:** Operating costs for this activity are recovered through overhead allocations, therefore total costs are \$nil.

## Learning & Innovation – Institutional Knowledge

### Council Outcome:

- Institutional knowledge is captured, shared and utilised.

### Institutional Knowledge

Work Programme	Financial
----------------	-----------

### Knowledge Management

**Non-financial:** Knowledge management to be progressed through the workforce planning initiative.

**Financial:** There is no separate budget for this activity.

### Information Utilisation

**Non-financial:** Information services activity tracking well. Recruitment complete for three staff (all internal appointments), effective succession planning. Recruitment in progress for the fixed term role to undertake back scanning project work until end of the financial year. Training of new staff and customer services staff ongoing. Back scanning of subdivision files on track. Team working with the organisation on parcel and valuation process to ensure data and processes efficient for LIM process.

**Financial:** Operational budget on track. Working with finance on budgets against right back scanning jobs. Likely surplus and re-allocation from backscanning of subdivision files to be confirmed.

### Alignment & Monitoring

**Non-financial:** The revised management team report has been a great success and will continue to evolve as user requirements are further defined over the next financial year.

**Financial:** No financial impact.

## Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Information Services	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(3,346)	(3,346)	<b>Operating Costs</b>	(1,004)	(1,046)	42	4%
(222)	(222)	<b>Total Costs</b>	(99)	(275)	176	64%
62	62	<b>Total Direct Income</b>	17	16	2	13%
(160)	(160)	<b>Net Cost of Service</b>	(82)	(260)	178	69%
(1,043)	(1,043)	<b>Capital expenditure</b>	(85)	(130)	45	35%

**Learning & Innovation – Work Environment**

**Council Outcome:**

- The Council is recognised as a good employer that provides a motivating work environment.

**Work Environment**

<b>Work Programme</b>	<b>Financial</b>
-----------------------	------------------

**Motivating Environment**

**Non-financial:** Work programme on track.

**Financial:** There is no separate budget for this activity.

**All One Team**

**Non-financial:** Initiatives on track.

**Financial:** No financial impact.

**Being Valued**

**Non-financial:** Corporate Plan initiatives progressing.

**Financial:** Within budget.

## Financial Summary

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Corporate Services	Actual YTD \$'000	Revised Budget YTD \$'000	Variance +/-	
					\$'000	%
(7,858)	(7,858)	<b>Operating Costs</b>	(1,707)	(1,893)	186	10%
(1,009)	(1,009)	<b>Total Costs</b>	(264)	(182)	(83)	-45%
310	310	<b>Total Direct Income</b>	4	77	(73)	-94%
(699)	(699)	<b>Net Cost of Service</b>	(260)	(104)	(156)	-149%
(574)	(574)	<b>Capital expenditure</b>	(144)	(143)	(1)	-1%

# Key Financial Performance Indicators for the Three Months Ended 30 September 2018

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## 1. Executive Summary

The purpose of this report is to provide the Elected Members with a high-level summary of the key financial performance indicators for the three months ended 30 September 2018 along with copies of the treasury reports and graphs (**Attachment A**).

## 2. Key performance indicators

- 2.1 Council was in compliance with all of its key financial ratios.
- 2.2 Interest expense on external debt for the three months ended 30 September 2018 of \$1.83m was \$297k lower than year-to-date budget of \$2.12m.
- 2.3 The liquid ratio (without unused facilities) was 1.16 as at 30 September 2018. This means that in the unlikely event that Council is required to pay all current liabilities due within twelve months immediately as at 30 September, Council would have 1.16 cents of cash to every dollar of current liabilities.

## 3. Treasury reports

- 3.1 At 30 September 2018 total external debt was \$135.0m. This is \$10m higher than the balance of external debt at 30 June 2018 due to Council pre-funding \$10m of long term debt.
- 3.2 Council's weighted cost of finance at 30 September 2018 was 4.76%. This is consistent with previous months.

## 4. Interest rate swaps

- 4.1 The valuation of Council's interest rate swaps at 30 September 2018 was a net liability of \$8.90m. This represents a \$0.04m increase over 30 June 2018 liability of \$8.86m. Global interest rate market and signals from the Reserve Bank of New Zealand are to maintain a constant official cash rate over the medium term.
- 4.2 At 30 September 2018 Council held interest rate swaps totalling \$175.5m. Of these \$61m were forward start interest rate swaps. Included in this total is \$15m of receiver swaps. Council had 85% of total debt covered by current interest rate swaps.
- 4.3 The current swaps to 12 month net debt ratio sits within the recommended policy bands.

## 5. Projected cash flow

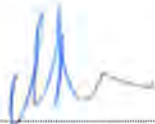
- 5.1 At 30 September 2018 Council had a positive cash position of \$49.79m. This was comprised of \$9.7m cash and \$40.06m in short term deposits.

## 6. Internal loans and current account balances

- 6.1 Internal loan balances at 30 September 2018 totalled \$98.22m. This is \$0.99m lower than the 30 June 2018 balance of \$99.21m.
- 6.2 Current account balances totalled \$27.46m as at 30 September 2018. This is consistent with the 30 June 2018 balance of \$27.26m.

## 7. Debt summary and trend analysis

- 7.1 The attached graphs (**Attachment A**) provide details of Council's external debt quarter on quarter from August 2011 to September 2018.
- 7.2 Net debt being external debt of \$135.0m less cash on hand of \$49.79m, was \$85.21m as at 30 September 2018. This was \$13.06m lower than the 30 June 2018 balance of \$98.27m. Traditionally September is a low point in the net debt cycle after the rates penalty date.



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Maria Palmer  
**Financial Accountant**

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Approved Ian Butler  
**Finance Manager**

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Approved Kumaren Perumal  
**Chief Financial Officer**

## Key Performance Indicators for the Period Ended 30 September 2018

Debt Levels & Interest Costs	Year to Date - 30 September 2018		Year to Date - 30 June 2018	
	Actual (\$'000)	Budget (\$'000)	Actual (\$'000)	Budget (\$'000)
<b>Loans Outstanding</b>				
Current Account and other debt	27,461	27,256	27,256	
Internal Debt	98,219	99,211	99,211	
<b>Total Debt</b>	<b>125,680</b>	<b>126,467</b>	<b>126,218</b>	<b>128,474</b>
		at 30 September 18		at 30 June 18
External Debt	135,000		125,000	
Other balances	(9,320)		1,218	
<b>Total External Debt</b>	<b>135,000</b>	<b>120,000</b>	<b>125,000</b>	<b>150,000</b>
		at 30 September 18		at 30 June 18
Total Debt to Non Current Assets	8.97%		9.01%	
Unused committed Bank Facilities	30,000		30,000	
Interest Expense	1,826	2,124 Budget	7,920	7,800 Budget
<b>Swap policy limits</b>				
Existing debt	135,000		125,000	
New debt			20,000	
Debt repayments			(25,000)	
Plus expected funding for projects	-		-	
<b>12 month debt</b>	<b>135,000</b>	<b>120,000</b>	<b>120,000</b>	<b>150,000</b>
		at 30 September 18		at 30 June 18
Current swaps	114,500		114,500	
Forward swaps	61,000		65,000	
<b>Total Swaps</b>	<b>175,500</b>		<b>179,500</b>	
[Current swaps / 12mth net debt]	85%	50% - 95%	95.4%	50% - 95%
Weighted cost of finance	4.76%	6.50%	5.03%	6.50%
<b>Financial Ratios</b>				
	Year to Date - 30 September 2018		Year to Date - 30 June 2018	
	Actual (2018)	Policy Limits	Actual (2018)	Policy Limits
<b>Liquid Funds</b>				
Ratio (with unused facilities)	1.87	1.10	1.42	1.10
Ratio (without unused facilities)	1.16	1.10	0.67	1.10
Liquidity Ratio	135%	110%	131%	110%
<b>Working Capital Current Ratio</b>				
Ratio (with unused facilities)	5.95	1.25	4.92	1.25
Ratio (without unused facilities)	4.26	1.25	2.92	1.25
<b>Assets</b>				
	Actual (2018)	Interest Rates	Actual (2018)	Interest Rates
<b>Fixed Assets (cost less depreciation)</b>	<b>1,396,190</b>		<b>1,396,694</b>	
<b>Bank &amp; Investments Accounts</b>				
Bank Operating Accounts	9,737		1,857	
Investments and interest rates				
A.N.Z Bank	5,046	1.60%	3,866	1.60% - 3.16%
B.N.Z Bank	20,000	1.75%-3.59%	15,000	3.59%
A.S.B Bank	10,001	3.49%	1,501	3.04%
Westpac	5,010	2.32%	4,510	1.88% - 2.74
<b>Total Bank &amp; Investments</b>	<b>49,794</b>		<b>30,590</b>	
		at 30 September 18		at 30 June 18
<b>Outstanding Debtors</b>				
Rates	23,083		4,690	
Water	1,476		1,501	
Other	3,920		8,618	
<b>Total Debtors</b>	<b>28,479</b>		<b>14,809</b>	



**TREASURY REPORT FOR WESTERN BAY OF PLENTY DISTRICT COUNCIL  
PERIOD ENDING 30 SEPTEMBER 2018**

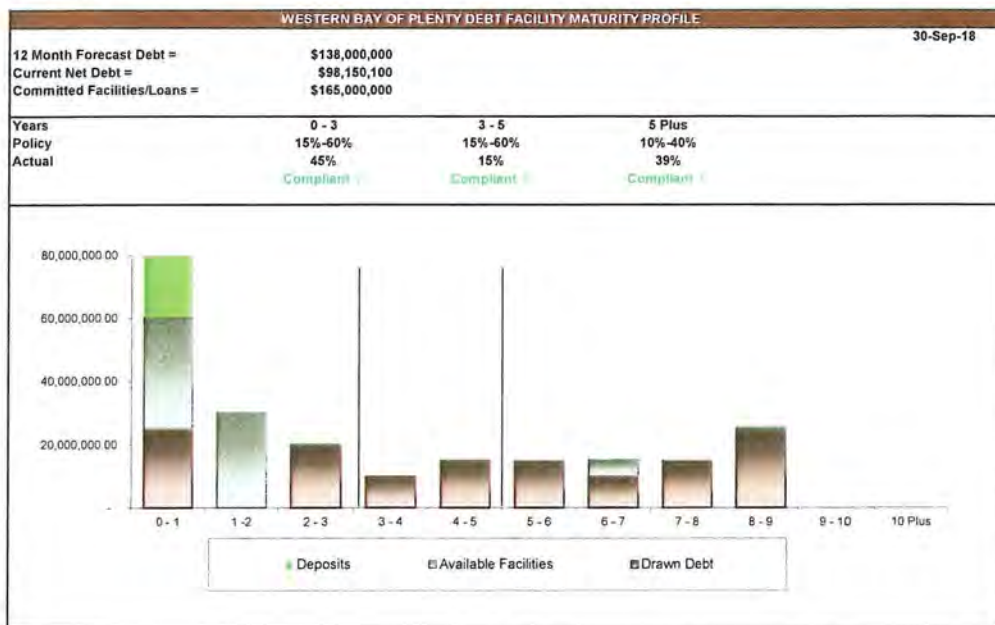
**1. TOTAL DEBT AND LIQUIDITY**

NZD	Available Facilities	Drawn Debt Current Month	Drawn Debt Last Month	Floating Rate Current Month	Floating Rate Last Month
Debenture Stock	\$135,000,000	\$135,000,000	\$135,000,000	3.0563%	3.0786%
Committed Facility	\$30,000,000	\$0	\$0	0.0000%	0.0000%
<b>Total Facilities</b>	<b>\$165,000,000</b>	<b>\$135,000,000</b>	<b>\$135,000,000</b>	<b>3.0563%</b>	<b>3.0786%</b>

Available Headroom \$30,000,000 \$30,000,000

Monthly Weighted Average Interest Cost (Including Hedges & Margin) 4.7571% 4.7630%

**2. CONSOLIDATED FUNDING RISK**

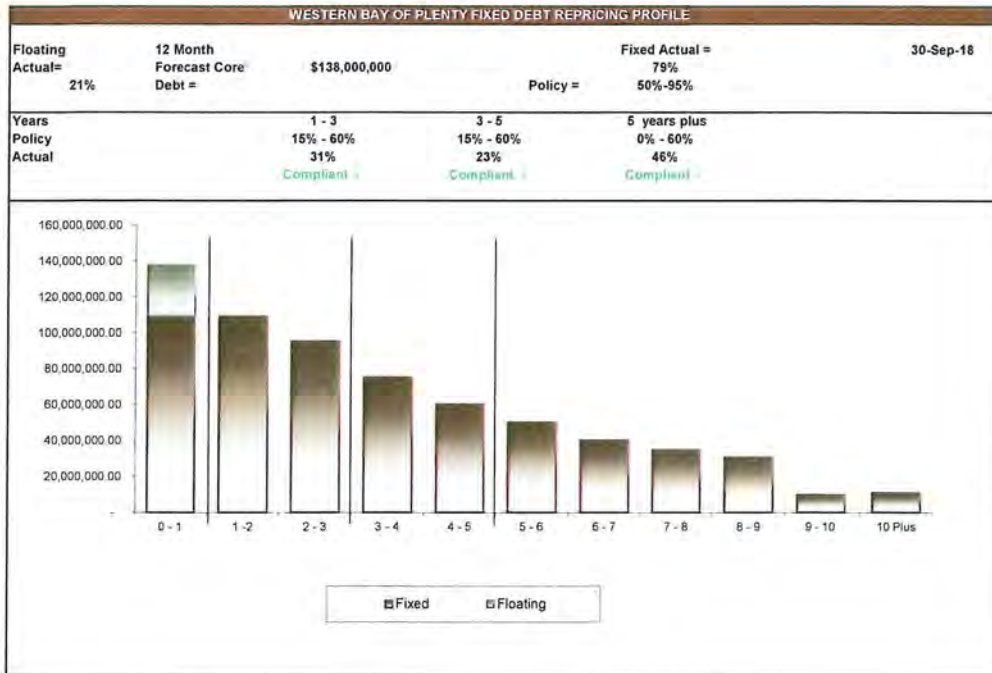


**3. NEW ZEALAND INTEREST RATE MANAGEMENT**

Type	Notional	Rate
Fixed Swaps	160,500,000	4.7364%
Floating Swaps	15,000,000	2.0400%
<b>Total</b>	<b>175,500,000</b>	

**NZD RISK PROFILE**

Policy	Amount	Floating	Fixed	1 - 3 Yrs	3 - 5 Yrs	5 Yrs +
<b>NZD</b>			<b>50%-95%</b>	<b>15% - 60%</b>	<b>15% - 60%</b>	<b>0% - 60%</b>
Forecast 12 Mth Debt	\$138,000,000	21%	79%	31%	23%	46%

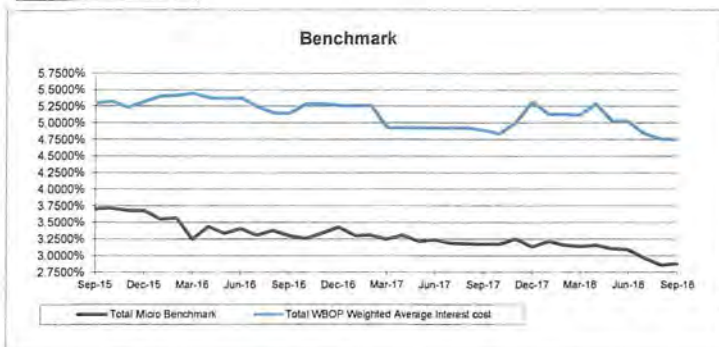
**4. INVESTMENTS**

Type	NZD Amount Current Month	NZD Amount Previous Month	Cpty
Short Term Operating account	\$9,734,952.00	\$3,700,929.91	ANZ
Term/Call Deposit	\$5,039,007.37	\$5,002,208.49	ANZ
Term/Call Deposit	\$20,000,000.00	\$15,000,000.00	BNZ
Term/Call Deposit	\$5,009,900.00	\$3,009,913.71	WPC
Term/Call Deposit	\$10,000,725.88	\$10,000,725.88	ASB
Term/Call Deposit	\$1,840,000.00	\$1,840,000.00	LGFA
<b>TOTAL NZD AMOUNT</b>	<b>\$51,624,585.25</b>	<b>\$38,553,777.99</b>	

**5. COUNTERPARTY EXPOSURE**

C'Party	Rating	Gross Limit	Swaps/Caps	Investments	Total	% of Gross	C'party Exposure
		MM	MM	MM	Limit	% of Total	
ANZ	AA-	30	12.84	14.77	27.6	92.04%	38.92%
ASB	AA-	30	3.01	10.00	13.0	43.38%	18.35%
BNZ	AA-	30	3.32	20.00	23.3	77.72%	32.87%
WBC	AA-	30	1.99	5.01	7.0	23.32%	9.86%
		<b>120</b>	<b>21.2</b>	<b>49.8</b>	<b>70.9</b>	<b>59.11%</b>	<b>100.00%</b>

**6. NZD BENCHMARK**



	Current Month	Previous Month
WBOP Weighted Average Interest Cost (incl. Hedges)	4.7571%	4.7630%
Micro Benchmark	2.8815%	2.8627%

Composite Benchmark indicator rate	
Weighting	Rate
25%	Average 90-Day bank bill bid-rate for the reporting month
15%	5 year interest rate swap bid-rate, end of reporting month
15%	5 year interest rate swap bid-rate, 1 year ago
15%	5 year interest rate swap bid-rate, 2 years ago
15%	5 year interest rate swap bid-rate, 3 years ago
15%	5 year interest rate swap bid-rate, 4 years ago
100%	

**7. COMPLIANCE**

Western Bay of Plenty DC has no breaches of policy for the month of September 2018.

# 244 Western Bay of Plenty District Council ATTACHMENT A

## Current Account & Internal Loan Balances & Movements as at September 2018

### Current Account Balances & Movements

### Internal Loan Balances & Movements

Cost Centre	Description	Closing Balance @ September 2018			Closing Balance @ September 2018			Net Position	
		Opening Bal 1 July 2018	Current A/C Mvmt's		Opening Bal 1 July 2018	Advances	Repayment		
30*02*03	Community Rooding - Waihi Beach	474,780	-	474,780	-	-	-	474,780	
30*02*04	Community Rooding - Katikati	328,914	-	328,914	-	-	-	328,914	
30*02*05	Community Rooding - Omokoroa	316,732	-	316,732	-	-	-	316,732	
30*02*06	Community Rooding - Te Puke	143,325	-	143,325	-	-	-	143,325	
30*02*07	Community Rooding - Maketu	100,933	-	100,933	-	-	5,590	106,523	
30*02*08	Structure Plans - Waihi Beach	1,864,534	-	1,864,534	-	-	-	1,864,534	
30*02*09	Structure Plans - Katikati	(231,580)	-	(231,580)	-	-	-	(231,580)	
30*02*10	Structure Plans - Omokoroa	(13,947,689)	-	(13,947,689)	-	-	-	(13,947,689)	
30*02*11	Loc Connections - Omok Stg 2	(6,421,528)	-	(6,421,528)	-	-	-	(6,421,528)	
30*02*12	Structure Plans - Te Puke	196,726	-	196,726	-	-	-	196,726	
30*02*13	Regional Connections	1,017,114	-	1,017,114	-	-	-	1,017,114	
30*02*14	Stragetie Rooding	1,598,964	-	1,598,964	-	-	-	1,598,964	
30*03*01	Asset Management	12,316,190	-	12,316,190	-	-	-	12,316,190	
30*05*04	Cycling and Walking	(245,308)	-	(245,308)	-	-	-	(245,308)	
40*01*01	Western Water	1,410,865	-	1,410,865	-	78,527	78,527	1,489,392	
40*01*02	Central Water	(3,285,571)	-	(3,285,571)	-	52,537	52,537	(3,233,034)	
40*01*03	Eastern Water	(6,005,242)	-	(6,005,242)	-	98,278	98,278	(5,906,964)	
42*01*01	Community Development & Grants	-	-	-	-	-	-	-	
42*02*03	Rural Fire	12,280	-	12,280	-	-	-	12,280	
42*02*04	Western Bay Moana Rural Fire	(4,166)	-	(4,166)	-	-	-	(4,166)	
42*03*03	Service Centre & Library - Katikati	-	-	-	-	7,525	7,525	7,525	
42*03*04	Service Centre & Library - Te Puke	(617,585)	-	(617,585)	-	-	-	(617,585)	
42*04*01	Pensioner Housing	(351,522)	-	(351,522)	-	-	3,225	(348,297)	
42*04*03	Community Halls	198,737	(205,516)	(6,779)	-	81,717	196,533	271,471	
42*06*01	Gibraltar Water Scheme	22,329	-	22,329	-	-	-	22,329	
44*01*02	District Reserves	554,670	-	554,670	-	3,093	3,093	557,763	
44*01*04	Swimming Pools	(174,947)	-	(174,947)	-	-	-	(174,947)	
44*01*05	Reserves Catchment Protection	(896,973)	-	(896,973)	-	-	-	(896,973)	
44*02*01	Harbour Structures	(20,723)	-	(20,723)	-	-	-	(20,723)	
44*03*02	TECT All Terrain Park	1,697,976	-	1,697,976	-	-	-	1,697,976	
50*03*02	Dog Control	84,870	-	84,870	-	-	-	84,870	
60*01*01	Waihi Beach Wastewater	(2,105,754)	-	(2,105,754)	-	154,392	154,392	(1,951,362)	
60*01*02	Katikati Wastewater	4,507,665	-	4,507,665	-	44,131	44,131	4,551,796	
60*01*03	Omokoroa Wastewater	(14,013,584)	-	(14,013,584)	-	57,954	57,954	(13,955,630)	
60*01*04	Te Puke Wastewater	7,540,070	-	7,540,070	-	14,279	14,279	7,554,348	
60*01*05	Maketu Wastewater	(3,963,148)	-	(3,963,148)	-	78	78	(3,963,070)	
60*01*06	Ongare Wastewater	(1,226,219)	-	(1,226,219)	-	2,703	2,703	(1,223,516)	
60*02*02	Western Solid Waste	730,410	-	730,410	-	-	-	730,410	
60*02*03	Eastern Solid Waste	307,857	-	307,857	-	-	-	307,857	
60*02*04	Omokoroa Solid Waste	(589,226)	-	(589,226)	-	31	31	(589,195)	
61*01*01	Stormwater Network - Growth Communities	944,747	-	944,747	-	144,525	144,525	1,089,272	
61*01*02	Waihi Beach Coastal Protection	193,746	-	193,746	-	9,242	9,242	202,988	
61*02*01	Stormwater Network - Small Settlements	(156,191)	-	(156,191)	-	12,219	12,219	(143,972)	
61*03*01	Stormwater Network - Minden	23,560	-	23,560	-	-	-	23,560	
64*01*05	Natural Environment Support	1,914	-	1,914	-	-	-	1,914	
64*01*07	Waihi District Drainage - Drains	20,004	-	20,004	-	-	-	20,004	
64*01*08	Waihi District Drainage - Pumps	47,327	-	47,327	-	-	-	47,327	
70*01*01	Economic Support	506,802	-	506,802	-	-	-	506,802	
70*02*01	Land Drainage - Drains	(9,093)	-	(9,093)	-	-	-	(9,093)	
70*02*02	Land Drainage - Pumps	(14,139)	-	(14,139)	-	-	-	(14,139)	
70*02*03	Community Infrastruc. Support	-	-	-	-	-	-	-	
80*04*03	Broadlands Property	(2,302)	-	(2,302)	-	-	-	(2,302)	
80*04*04	Emerton Rd Property	(485,023)	-	(485,023)	-	2,248	2,248	(482,775)	
80*04*05	Capamagian Drive Property	(1,331,116)	-	(1,331,116)	-	20,075	20,075	(1,311,042)	
80*04*06	Turnbull Property	1,260,290	-	1,260,290	-	-	-	1,260,290	
80*04*08	Strategic Property	(9,038,086)	-	(9,038,086)	-	-	-	(9,038,086)	
80*04*09	Te Tumu	(842,900)	-	(842,900)	-	-	-	(842,900)	
80*06*01	Treasury Operations	299,401	(299,401)	-	-	-	-	-	
		<b>(27,255,883)</b>	<b>(504,917)</b>	<b>(27,760,800)</b>	<b>-</b>	<b>81,717</b>	<b>910,753</b>	<b>992,470</b>	<b>(26,768,330)</b>

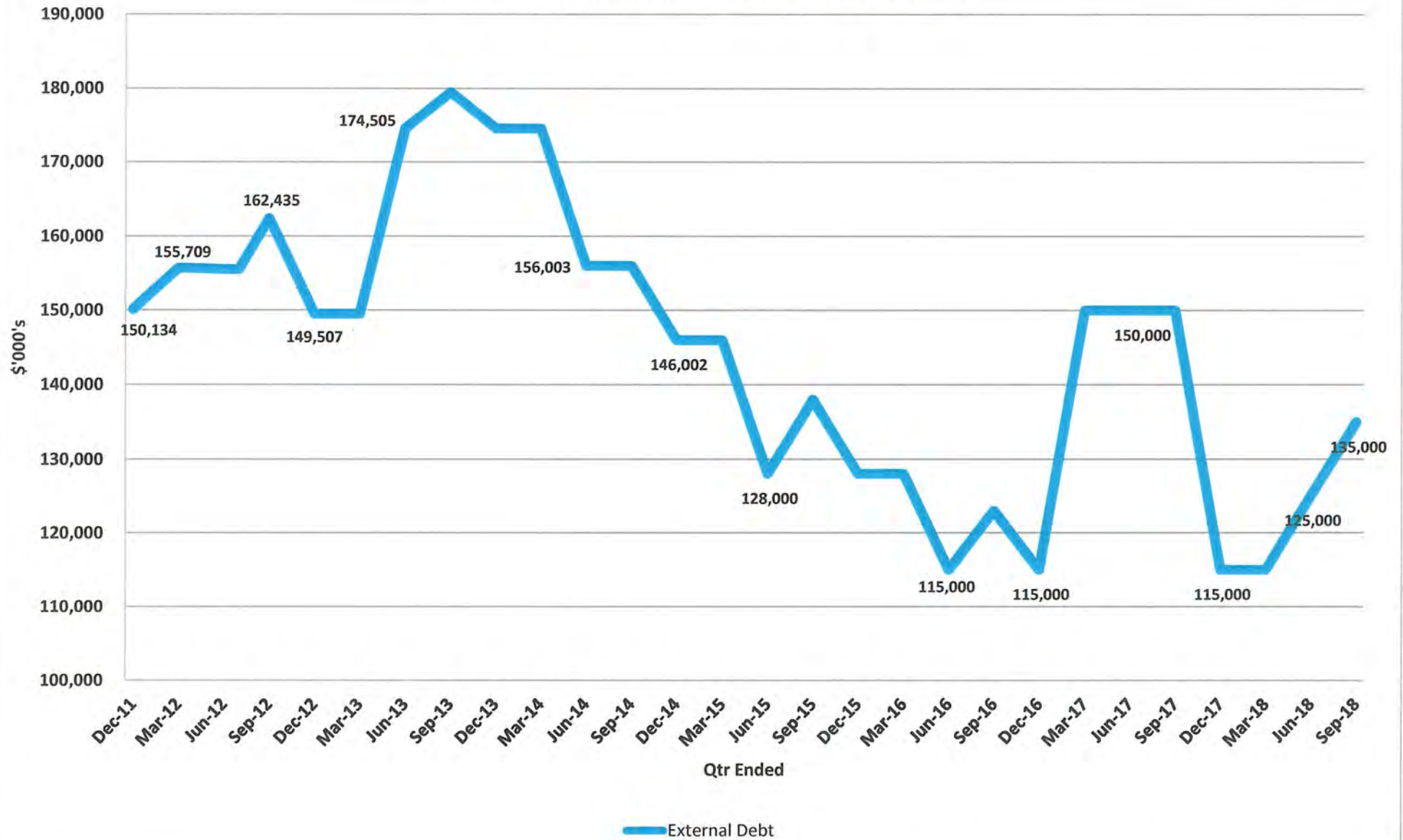
NZD Hedging

Maturity Date	Ccy	Notional Amount	Fixed Rate	Swap Type	Floating Rate	Frequency	Valuation	Next Reset Date	Last Reset Date	Counterparty	Deal Number	Reference
4-Dec-18	NZD	5,000,000.00	5.99%	Pay Fixed	1.90%	Quarterly	(50,735.00)	4-Dec-18	4-Sep-18	Westpac	8819	TRG1060180_WBC
31-Dec-18	NZD	15,000,000.00	2.04%	Pay Float	1.91%	Quarterly	4,804.00	31-Dec-18	28-Sep-18	BNZ	87977	384476682
21-Jan-19	NZD	5,000,000.00	5.93%	Pay Fixed	1.92%	Quarterly	(99,829.00)	23-Oct-18	23-Jul-18	ASB	8823	26028925
26-May-19	NZD	5,000,000.00	5.79%	Pay Fixed	1.92%	Quarterly	(142,617.00)	26-Nov-18	27-Aug-18	ANZ	8886	IRS4868347_ANZ
4-Oct-19	NZD	4,000,000.00	4.47%	Pay Fixed	1.98%	Quarterly	(123,314.00)	4-Oct-18	4-Jul-18	ANZ	15274	10411112.1_ANZ
22-Jan-20	NZD	4,000,000.00	4.30%	Pay Fixed	1.92%	Quarterly	(136,962.00)	23-Oct-18	23-Jul-18	Westpac	18000	TRG-4277435
1-Feb-20	NZD	3,000,000.00	5.73%	Pay Fixed	1.91%	Quarterly	(167,060.00)	1-Nov-18	1-Aug-18	ANZ	8895	7262166.1
15-Feb-20	NZD	10,000,000.00	4.41%	Pay Fixed	1.91%	Quarterly	(359,678.00)	15-Nov-18	15-Aug-18	Westpac	17999	TRG-4277436
25-Feb-20	NZD	3,000,000.00	5.83%	Pay Fixed	1.92%	Quarterly	(169,755.00)	26-Nov-18	27-Aug-18	ANZ	8893	7262183.1_ANZ
18-May-20	NZD	10,000,000.00	5.89%	Pay Fixed	1.90%	Quarterly	(667,465.00)	19-Nov-18	20-Aug-18	BNZ	8853	384177426_BNZ
14-Jun-20	NZD	5,000,000.00	4.74%	Pay Fixed	1.88%	Quarterly	(235,727.00)	14-Dec-18	14-Sep-18	BNZ	8910	384322788
28-Oct-20	NZD	10,000,000.00	5.98%	Pay Fixed	1.91%	Quarterly	(869,898.00)	29-Oct-18	30-Jul-18	BNZ	8880	384245057
26-Jan-21	NZD	5,000,000.00	4.71%	Pay Fixed	1.91%	Quarterly	(324,458.00)	26-Oct-18	26-Jul-18	ANZ	8900	8292995.1_ANZ
12-Apr-21	NZD	5,000,000.00	4.69%	Pay Fixed	1.95%	Quarterly	(350,041.00)	12-Oct-18	12-Jul-18	Westpac	8905	TRG3706681
7-Feb-22	NZD	10,000,000.00	4.28%	Pay Fixed	1.89%	Quarterly	(711,396.00)	7-Nov-18	7-Aug-18	Westpac	8878	TRG-2199503_WBC
26-Jan-23	NZD	5,000,000.00	4.89%	Pay Fixed	1.91%	Quarterly	(559,365.00)	26-Oct-18	26-Jul-18	ANZ	8901	8292994.1_ANZ
27-May-23	NZD	5,000,000.00	5.00%	Pay Fixed	1.92%	Quarterly	(600,170.00)	27-Nov-18	27-Aug-18	ANZ	8902	8895225.1_ANZ
4-Oct-24	NZD	5,500,000.00	5.41%	Pay Fixed	1.98%	Quarterly	(939,593.00)	4-Oct-18	4-Jul-18	ANZ	17893	11418908.1
<b>TOTAL</b>	<b>NZD</b>	<b>114,500,000.00</b>	<b>4.75%</b>				<b>(6,503,266.00)</b>					

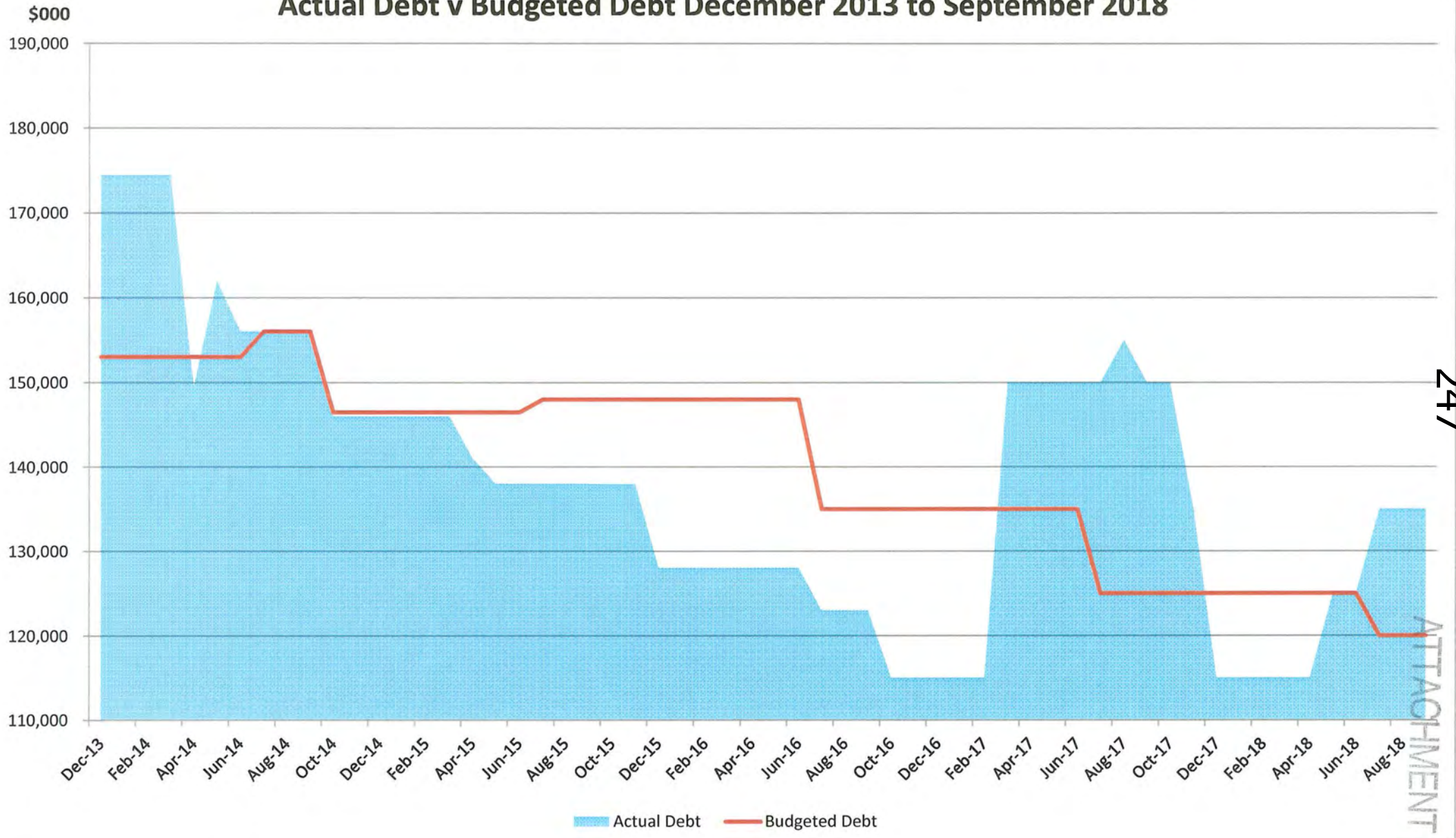
NZD Hedging  
(Forward start)

Maturity Date	Ccy	Notional Amount	Fixed Rate	Swap Type	Floating Rate	Frequency	Valuation	Next Reset Date	Last Reset Date	Counterparty	Deal Number	Reference
26-May-22	NZD	5,000,000.00	3.04%	Pay Fixed	0.00%	Quarterly	(107,967.00)	27-May-19		ANZ	62486	16178414_ANZ
18-Aug-24	NZD	10,000,000.00	4.69%	Pay Fixed	0.00%	Quarterly	(776,832.00)	18-May-20		ANZ	15272	10411164.1_ANZ
25-Aug-24	NZD	6,000,000.00	4.69%	Pay Fixed	0.00%	Quarterly	(502,465.00)	25-Feb-20		ANZ	15268	10411153.1_ANZ
15-Sep-24	NZD	5,000,000.00	4.69%	Pay Fixed	0.00%	Quarterly	(383,385.00)	15-Jun-20		ANZ	15271	10411141.1_ANZ
22-Jul-26	NZD	4,000,000.00	3.51%	Pay Fixed	0.00%	Quarterly	(149,828.00)	22-Jan-20		ANZ	62326	16172684_ANZ
7-Feb-27	NZD	10,000,000.00	3.74%	Pay Fixed	0.00%	Quarterly	(237,766.00)	8-Feb-22		ANZ	62325	16172685_ANZ
18-Aug-28	NZD	10,000,000.00	3.78%	Pay Fixed	0.00%	Quarterly	(77,979.00)	19-Aug-24		ASB	87978	11675671
25-Aug-29	NZD	6,000,000.00	3.94%	Pay Fixed	0.00%	Quarterly	(86,841.00)	26-Aug-24		ANZ	87927	17638751_ANZ
15-Sep-30	NZD	5,000,000.00	3.96%	Pay Fixed	0.00%	Quarterly	(79,928.00)	16-Sep-24		BNZ	87976	384476681
<b>TOTAL</b>	<b>NZD</b>	<b>61,000,000.00</b>	<b>4.04%</b>				<b>(2,402,997.00)</b>					
<b>Western Bay of Plenty - Interest Rate Swaps Position Report(30 Sep 2018)</b>							<b>(8,906,263.00)</b>					
		<b>175,500,000.00</b>										

### 5 Year External Debt Trend - Qtr on Qtr



# Actual Debt v Budgeted Debt December 2013 to September 2018



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ATTACHMENT  
A

# Limited Independent Assurance Report and Limited Independent Assurance Management Report on the Debenture Trust Deed for the Year Ended 30 June 2018

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## 1. Executive Summary

As noted to Council (C20) on 20 September 2018 for the adoption of the Annual Report 2018, Audit NZ stated that they will issue a Limited Independent Assurance Report to the Council and Trustee Executors Limited on the Debenture Trust Deed (the Deed) in accordance with clause 12.2.6. The reports have been provided to the Elected Members for information.


- The Limited Independent Assurance Management Report is attached a **(Attachment A)** for information.
  - Audit NZ were unable to obtain copies of two security stock certificates, namely stock certificate No. 2 and No.3 from Computershare Investor Services. Audit NZ have therefore recommended that Council seek to obtain these certificates ahead of their 2019 engagement.
- The Limited Independent Assurance Report is attached **(Attachment B)** for information.



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Kumaren Perumal  
**Chief Financial Officer**





17 October 2018

745 Cameron Road  
PO Box 621, Tauranga 3144  
Ph 04 496 3099

Garry Webber  
Mayor  
Western Bay of Plenty District Council  
Private Bag 12803  
Tauranga Mail Centre  
Tauranga 3143

Dear Garry

### **Limited Independent Assurance Report in respect of the Western Bay of Plenty District Council's Debenture Trust Deed**

We have completed the assurance review as required under clause 12.2.6 of the Debenture Trust Deed (the Trust Deed) between Trustee Executors Limited, (the Trustee) and Western Bay of Plenty District Council (the Council) dated 8 October 1999 for the year ended 30 June 2018.

This report sets out our findings from the limited assurance engagement.

#### **Scope of our engagement**

We have performed this engagement on behalf of the Controller and Auditor-General.

We conducted our Limited Independent Assurance Engagement in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (Revised): Assurance Engagements Other Than Audits or Reviews of Historical Financial Information issued by the External Reporting Board.

We are responsible to report on certain matters stated in clause 12.2.6 of the Trust Deed based on information obtained as a by-product of our engagement to perform the audit of the annual financial statements of the Council for the year ended 30 June 2018 (Statutory Audit Engagement).

Because of the inherent limitations in evidence gathering procedures, it is possible that fraud, error or non-compliance may occur and not be detected. As the procedures performed for this engagement are not performed continuously throughout the period and the procedures performed in respect of the Council's compliance with the Trust Deed are undertaken on a test basis (that is, we do not check every transaction), our Limited Independent Assurance Engagement cannot be relied on to detect all instances where the Council may not have complied with the requirements of the Trust Deed.

The implementation and maintenance of your systems of controls for the detection of these matters remains the responsibility of the Board.

### **Our unqualified conclusion**

Based on our work described in this report, nothing has come to our attention that causes us to believe that:

- the statements made by The Council in the Reporting Certificate dated 4 July 2018 pursuant to clause 12.2.4 are materially incorrect (Reporting Certificate dated 4 July 2018 is given in appendix one);
- there are any matters which, in our opinion, are relevant to the exercise or performance of the powers or duties conferred or imposed on the Trustee;
- there are any matters that, in our opinion, calls for further investigation by the Trustee in the interests of the Stockholders; and
- in all material respects, that the Council has not paid all principal money due and payable on the Stock and all interest due and payable on the Stock.

Our Limited Independent Assurance Engagement was completed on 10 October 2018 and our conclusion is expressed as at that date.

### **Matters identified**

We were unable to obtain copies of two security stock certificates, namely security stock certificate No. 2 and No. 3, from Computershare Investor Services.

We recommend that Council seek to obtain these certificates ahead of our 2019 engagement.

### **Other relationships**

We are not aware of any situations where a spouse or close relative of a staff member involved in the engagement occupies a position with the Council that is significant to the engagement.

We are not aware of any situations where an employee of Audit New Zealand has accepted a position of employment with the Council or during or since the end of the financial year.

**Thank you**

We wish to thank the Council and management for the assistance provided to us throughout the engagement.

If you have any queries please do not hesitate to contact Naude Kotze on 021 222 8604 or me on 021 222 4087.

Yours faithfully



Clarence Susan  
Director

### Limited Independent Assurance Report

#### **To Western Bay of Plenty District Council and to Trustees Executors Limited in respect of Western Bay of District Council's Debenture Trust Deed for the year ended 30 June 2018**

The Auditor-General is the auditor of Western Bay of Plenty District Council (the Council) pursuant to the Public Audit Act 2001. The Auditor-General has appointed me, Clarence Susan, using the staff and resources of Audit New Zealand to carry out the audit of the annual financial statements of the Council. On behalf of the Auditor-General, I have also carried out this Limited Independent Assurance Engagement, using the staff and resources of Audit New Zealand, as referred to in the Debenture Trust Deed dated 8 October 1999 (amended 30 November 2011) (the Trust Deed).

#### **The Council's Responsibilities**

The Council is required to provide a copy of the annual report, which includes the audited financial statements of the Council and our audit opinion, to the Trustees Executors Limited (Trustee) under clause 12.2.1 of the Trust Deed.

The Council is responsible for preparing Reporting Certificates to the Trustee in accordance with clause 12.2.4 of the Trust Deed. The Council is responsible for such internal control as is determined necessary to ensure compliance with the requirements of the Trust Deed and also to enable the preparation of Reporting Certificates that are free from material misstatement, whether due to fraud or error.

The Council is responsible for keeping the Register and ensuring that it is separately audited in accordance with clause 4.2.8 of the Trust Deed.

The Council is required to comply with the full requirements of the Trust Deed, including the continuing covenants and reporting requirements.

The Council is responsible for interpreting the clauses and definitions in the Trust Deed. We make no representations as to whether these interpretations of the Trust Deed are appropriate.

#### **Trustee's Responsibilities**

The Trustee monitors the Council's compliance under the terms of the Trust Deed. The terms of the Trust Deed were agreed by the Trustee and the Council. We are not a signatory to the Trust Deed and we were not consulted about the terms of the Trust Deed. We therefore take no responsibility for the adequacy of the terms of the Trust Deed for monitoring the Council.

The receipt of this Limited Independent Assurance Report (Report) and the audited financial statements of the the Council, and any reliance on the audit opinion contained in our auditor's report attached to those audited financial statements, does not relieve the Trustee of its responsibilities under the Trust Deed and relevant legislation.

The Financial Markets Authority (FMA) issued a guidance note titled "Monitoring by Securities Trustees and Statutory Supervisors"<sup>1</sup>. This guidance note sets out the FMA's expectations about how Trustees will carry out their monitoring functions effectively. Where applicable, it is the Trustee's responsibility to meet the FMA's expectations as set out in the guidance note.

### **Our Responsibilities**

We conducted our Limited Independent Assurance Engagement in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (Revised): Assurance Engagements Other Than Audits or Reviews of Historical Financial Information issued by the External Reporting Board. A copy of this standard is available on the External Reporting Board's website. A Limited Independent Assurance Engagement is not an audit.

This standard requires that we comply with ethical requirements and plan and perform our Limited Independent Assurance Engagement to obtain limited assurance about whether anything has come to our attention to indicate the Reporting Certificate prepared for the year ended 30 June 2018 has not been prepared in accordance with the requirements of clause 12.2.4 of the Trust Deed.

The procedures performed when carrying out the audit of the annual financial statements of the Council are not designed to assess whether the Council has complied with the Trust Deed or to make an evaluation of the Reporting Certificate(s) the Council issued to the Trustee.

The scope of this Limited Independent Assurance Engagement is to report on certain matters stated in clause 12.2.6 of the Trust Deed based on information obtained as a by-product of our engagement to perform the audit of the annual financial statements of the Council for the year ended 30 June 2018 (Statutory Audit Engagement).

For the purpose of providing our Report, unless expressly stated, we have not performed any further procedures beyond those required to complete the Statutory Audit Engagement of The Council.

In the performance of our duties as auditors, unless expressly stated, we do not perform any work at the time the Reporting Certificate for the year ended 30 June 2018 is prepared by the Council.

Accordingly, our statements contained in the Report in relation to the matters addressed in clause 12.2.6 of the Trust Deed must be viewed in that context.

Our responsibility under clause 12.2.6 of the Trust Deed is to:

- From our perusal of the Reporting Certificate dated 4 July 2018 given on behalf of The Council pursuant to clause 12.2.4 and, as far as matters that we will observe in the performance of our duties as auditors are concerned, report whether anything is brought to our attention to indicate that the statements made in such Reporting Certificate are not materially correct.

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<sup>1</sup> Please refer to the FMA website for a copy of the guidance note titled "Monitoring by Securities Trustees and Statutory Supervisors" (2013).

In meeting this responsibility we agreed the total amount of all categories of Stock in the Reporting Certificate dated 4 July 2018 with Computershare Investor Services and the Local Government Funding Agency.

With reference to the other assertions made by the Chief Executive in the Reporting Certificate our procedures have been limited to talking to management and considering any issues which might have come to our attention as a by-product of the Statutory Audit Engagement.

- Report whether, in performing our duties as auditors, we have:
  - become aware of any matters which, in our opinion, are relevant to the exercise or performance of the powers or duties conferred or imposed on the Trustee; and
  - disclosed any matter that, in our opinion, calls for further investigation by the Trustee in the interests of the Stockholders.

In meeting this responsibility, our procedures have been limited to talking to management and considering any issues which might have come to our attention as a by-product of the Statutory Audit Engagement.

- Report, as at the end of the financial year, from the audit procedures performed as part of our Statutory Audit Engagement, whether anything came to our attention to indicate that, in all material respects, principal money due and payable on the Stock and interest due and payable on the Stock, had not been paid.

We have not tested that each individual Stockholder has received all monies due and payable to them.

- Report whether the The Council's agents have maintained the Register in accordance with the requirements of the Trust Deed.

The Council is responsible for maintaining the Register and ensuring it is separately audited in accordance with clause 12.1.2.

We are not the auditor of the Register. Our procedures were limited to asking *the Council* for a copy of the audit report relating to the Register.

- Report as at 30 June 2018:
  - the amount of Stock and how much is Security Stock and Bearer Stock; and
  - the Principal Money owing or secured under the Stock distinguishing between Security Stock and other categories of Stock.

In meeting this responsibility, we have agreed the total of all categories of Stock with Computershare Investor Services and the Local Government Funding Agency. We have not tested that each individual Stockholder has received all monies due and payable to them.

### **Limitations and Use of this Report**

This Limited Independent Assurance Report has been prepared solely for the Council and the Trustee in accordance with the Trust Deed. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Council and the Trustee or for any purpose other than that for which it was prepared.

We report to you as accountants, not lawyers. Accordingly we are not aware of all the powers and duties of trustees which may exist in statute, regulation, case law, legal precedent or otherwise.

Other than as expressly stated, we have not undertaken any additional audit work after signing our statutory audit report on the Council's financial statements. We explain the scope of our statutory audit engagement in our audit report on the Council's financial statements for the year ended 30 June 2018.

Because of the inherent limitations in evidence gathering procedures, it is possible that fraud, error or non-compliance may occur and not be detected. As the procedures performed for this engagement are not performed continuously throughout the period and the procedures performed in respect of the Council's compliance with the Trust Deed are undertaken on a test basis (that is, we do not check every transaction), our Limited Independent Assurance Engagement cannot be relied on to detect all instances where the Council may not have complied with the requirements of the Trust Deed. Our Conclusion has been formed on the above basis.

### **Unqualified Conclusion**

Based on our work described in this report, nothing has come to our attention that causes us to believe that:

- the statements made by The Council in the Reporting Certificate dated 4 July 2018 pursuant to clause 12.2.4 are materially incorrect (Reporting Certificate dated 4 July 2018 is given in appendix one);
- there are any matters which, in our opinion, are relevant to the exercise or performance of the powers or duties conferred or imposed on the Trustee;
- there are any matters that, in our opinion, calls for further investigation by the Trustee in the interests of the Stockholders; and
- in all material respects, that the Council has not paid all principal money due and payable on the Stock and all interest due and payable on the Stock.

Our Limited Independent Assurance Engagement was completed on 10 October 2018 and our conclusion is expressed as at that date.

## The Register and Stock

The Council has not provided us with a copy of the report about the Registers.

Based on the work described in this Report, as at 30 June 2018 the following balances are given:

o	Total stock of	<b>\$248,200,000</b>
This is comprised of:		
o	Security stock of	\$123,200,000
o	Bearer stock of	\$0
o	Other stock of	\$20,000,000
o	Security stock (Local Government Funding Agency stock) of	\$105,000,000

Based on the work described in this Report, as at 30 June 2018 the following balances are given:

o	Total Principal Money owing and secured under the stock of	<b>\$125,000,000</b>
This is comprised of:		
o	Security stock of	\$0
o	Bearer Stock of	\$0
o	Other stock of	\$20,000,000
o	Security stock (Local Government Funding Agency stock) of	\$105,000,000

The Council is a one of a group of guarantors of the Local Government Funding Agency. As at 30 June 2018 the The Council had 8,594,000k units of Security Stock on issue associated with the guarantee.

The difference between Security Stock on issue associated with the guarantee and total borrowings of the Local Government Funding Agency at 30 June 2018 is as follows:

<b>\$8,594,000k</b>	units of Security Stock on issue associated with the guarantee
\$71,631k	accrued interest
(\$400,000)k	Treasury Stock <sup>2</sup> held by the Local Government Funding Agency
\$6,000k	Treasury Stock lent to the market via repurchase agreements by the Local Government Funding Agency
<b>\$8,271,631k</b>	Total borrowings of the Local Government Funding Agency at 30 June 2018

## Independence and quality control

When carrying out the engagement, we complied with the Auditor-General's:

- Independence and other ethical requirements, which incorporate the independence and ethical requirements of Professional and Ethical Standard 1 (Revised) issued by the New Zealand Auditing and Assurance Standards Board; and

<sup>2</sup> Treasury Stock is stock which is bought back by the issuing entity reducing the amount of outstanding stock on the open market. When an entity repurchases its stock, it reduces its liabilities.



- Quality control requirements, which incorporate the quality control requirements of Professional and Ethical Standard 3 (Amended) issued by the New Zealand Auditing and Assurance Standards Board.

Other than this engagement and our audit of the Council's annual financial statements we have no relationship with or interests in the Council or any of its subsidiaries or the Trustee.



Clarence Susan  
Audit New Zealand  
On behalf of the Auditor-General  
Tauranga, New Zealand

## Copy of the reporting certificate dated 4 July 2018

## FORM OF REPORTING CERTIFICATE

I, **Miriam Grace Taris** the Chief Executive of Western Bay of Plenty District Council (the **Council**) hereby certify to the best of my knowledge and belief for the purposes of the Debenture Trust Deed dated on or about 8 October 1999 (as amended from time to time) (the **Trust Deed**):

1. Since the date on which the last Reporting Certificate containing this certification was given:
  - (a) all interest due on the Stock has been paid;
  - (b) all Stock which has fallen due for repayment has been repaid;
  - (c) no Enforcement Event has occurred and remains unremedied;
  
2. As at 30 June 2018 the total amount of Stock issued and outstanding under the Trust Deed (showing separately the respective nominal amounts) is as follows:
 

(i)	Debenture Stock of:	\$20,000,000
	comprising:	
	First Ranking Debenture Stock of:	\$20,000,000
	Second Ranking Debenture Stock of:	\$Nil
(ii)	Security Stock (issued with a fixed nominal amount) of:	\$123,200,000
	comprising:	
	First Ranking Security Stock of:	\$123,200,000
	Second Ranking Security Stock of:	\$Nil
(iii)	Global Stock of:	\$Nil
	comprising:	
	First Ranking Bearer Stock of:	\$Nil
	Second Ranking Bearer Stock of:	\$Nil
together with:		
(iv)	First Ranking Security Stock (issued with a floating nominal amount) of: <sup>12</sup>	\$8,699,000,000
(v)	Second Ranking Security Stock (issued with a floating nominal amount) of:	\$Nil

<sup>1</sup> This figure is the total amount of debt issued with LGFA (\$8,594m) plus WBOPDC's actual portion of the debt issued with LGFA (\$105M)

<sup>2</sup> This figure excludes any accrued interest as at 30 June 2018. Note that the total nominal amount disclosed excludes the nominal amount of the Security Stock with a floating nominal amount issued by Council in relation to the Equity Commitment Deed dated on or about 7 December 2011 between various councils and New Zealand Local Government Funding Agency Limited and subsequently acceded to by the Council and evidenced by Security Stock Certificate number 17.

3. The Council has complied with the Act in connection with the Trust Deed, the Registrar and Paying Agreement, and any borrowing documentation which the Council has entered into under, in accordance with or secured by the Trust Deed.
4. On the basis of such information as to the financial position and prospects of the Council as is generally received by me in my capacity as Chief Executive (including reports from the Council's financial managers), I am not aware of any reason why the Council will not be able to meet its liabilities in relation to Stock and interest thereon which are anticipated to fall due or to become payable during the twelve months from the date of this Certificate.
5. For the purposes of paragraph [4] of this Certificate, I have considered in particular:
  - (a) the liability of the Council under the Security Stock Certificate(s) issued with a floating nominal amount;
  - (b) the likelihood of the liabilities secured by those Security Stock Certificates being called on; and
  - (c) the ability of the Council to recover or recoup from other parties in relation to any payments that the Council would be required to make in respect of those Security Stock Certificates.
6. Since the date on which the last Reporting Certificate containing this certification was given the Council has complied in all material respects with all the material provisions, covenants and obligations under the Trust Deed, and I am not aware of any reason why in the period of twelve months from the date of this Certificate the Council will not so comply with such provisions, covenants and obligations.

This Certificate is given by me as Chief Executive of the Council in good faith on behalf of the Council and I shall have no personal liability in connection with the issuing of this Certificate.

**Dated: 04 July 2018**



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Miriam Grace Taris  
Chief Executive  
Western Bay of Plenty District Council

## KPMG's Review of Key Financial Controls

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### 1. Executive Summary

The purpose of this report is to provide the Elected Members with KPMG's review of Key Financial Controls report (**Attachment A**) for information.

The Strategic Management Team reviewed KPMG's review of Key Financial Controls report on 27 August 2018 and agree with their recommendations and ratings.

### 2. Background

KPMG conducted a review of Western Bay of Plenty District Council's key financial controls during the months of May and June this calendar year.

The key objective of this internal audit was to confirm that controls are adequately designed, appropriate, and operating effectively to mitigate key risks (including fraud risks) in the account payable, account receivable, month end and fixed asset register maintenance processes.

The specific objectives, scope and approach of this internal audit are detailed in Appendix 1 in (**Attachment A**).

Based on the results of this internal audit, KPMG have rated the control environment relating to the key financial controls as "Developing". Refer to Appendix 2 in (**Attachment A**) for the classification of the internal audit ratings.

The results are presently being considered alongside our work plans in order to incorporate the recommendations from KPMG who have undertaken similar audits across a number of other Councils.



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Kumaren Perumal  
**Chief Financial Officer**



ATTACHMENT A

# Key Financial controls

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**Western Bay of Plenty District Council**

Internal Audit Report

August 2018

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## DISCLAIMER

### Inherent Limitations

This report has been prepared in accordance with our Scope document dated 15 March 2018. The services provided under our engagement letter ('Services') have not been undertaken in accordance with any auditing, review or assurance standards. The term "Audit/Review" used in this report does not relate to an Audit/Review as defined under professional assurance standards.

The information presented in this report is based on that made available to us in the course of our work/publicly available information/information provided by Western Bay of Plenty District Council. We have indicated within this report the sources of the information provided. Unless otherwise stated in this report, we have relied upon the truth, accuracy and completeness of any information provided or made available to us in connection with the Services without independently verifying it.

No warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by Western Bay of Plenty District Council management and personnel consulted as part of the process.

In relation to any prospective financial information/forecasts/projections included in the report, we do not make any statement as to whether any forecasts or projections will be achieved, or whether the assumptions and data underlying any such prospective financial information/forecasts/projections are accurate, complete or reasonable. We do not warrant or guarantee the achievement of any such forecasts or projections. There will usually be differences between forecast or projected and actual results, because events and circumstances frequently do not occur as expected or predicted, and those differences may be material.

KPMG is under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form.

Any redistribution of this report requires the prior written approval of KPMG and in any event is to be a complete and unaltered version of the report and accompanied only by such other materials as KPMG may agree. Responsibility for the security of any electronic distribution of this report remains the responsibility of those parties identified in the engagement letter. KPMG accepts no liability if the report is or has been altered in any way by any person.

### Third Party Reliance

This report is solely for the purpose set out in Section (refer to "Scope" section) of this report and for Western Bay of Plenty District Council's information, and is not to be used for any other purpose or copied, distributed or quoted whether in whole or in part to any other party without KPMG's prior written consent.

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# 1. Executive Summary

## INTRODUCTION

We have completed an Internal Audit of the Key Financial Controls at Western Bay of Plenty District Council (WBOPDC) as per the FY2017 – FY2019 Internal Audit Plan approved by the Council (previously Finance and Risk Committee).

## OBJECTIVE AND SCOPE

The key objective of this internal audit was to confirm that controls are adequately designed, appropriate, and operating effectively to mitigate key risks (including fraud risks) in the account payable, account receivable, month end and fixed asset register maintenance processes.

The specific objectives, scope and approach of this internal audit are detailed in Appendix 1 and were agreed with WBOPDC.

## OVERALL RATING

Based on the results of this Internal Audit, we have rated the control environment relating to the key finance controls as "Developing". Refer to Appendix 2 for the classification of the internal audit ratings.

Overall Rating	<b>Developing</b>
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## KEY STRENGTHS

We identified a number of strengths that Management should continue to build upon to develop a robust control environment over the key financial controls:

**Tone at the Top** – there is a strong tone at the top recognising the importance of good practices of financial controls to mitigate key business risks.

**Recruitment of Procurement staff** – WBOPDC has recently recruited two Procurement staff, a Contracts and Procurement Team Leader and a Procurement Specialist. They act as a Centre of Excellence for procurement activities and assist with driving efficiencies and cost optimisation. A key focus of the team will be the remediation of the issues identified by internal audit relating to the procurement function.

**Continuous improvement culture** – there is recognition of the weaknesses in the account payable, account receivable, month end and fixed asset register maintenance process and a willingness to take action to improve. As a result, a number of new initiatives are being implemented. For example, WBOPDC is in the process of implementing Promapp, a business process management tool which will centralise process documents and flowcharts. The Council is also transitioning a new asset management system, AssetFinda which has improved functionality and is intended to integrate with Ozone for the financial aspects of asset management. In addition, WBOPDC is working with Datacom to explore options to strengthen key financial system controls.

**Process documents and flowcharts** – there is a comprehensive catalogue of process documents and flowcharts which can be readily accessed by staff. There are process documents and flowcharts available for processes such as creating an invoice, Scan Manager invoice processing and payment runs.

**Self-auditing process** – as WBOPDC is ISO 9001:2015 certified, the QMS processes are periodically reviewed and audited. This is dependent on the business process level assigned and risks associated to the process. The reviews and audits are documented and signed off once proposed improvements have been made.

## KEY FINDINGS AND RECOMMENDATIONS

Summarised below are the number of findings identified by the risk ratings. A full list of the findings and the recommendations are included in Section 3 of this report. These findings and recommendations were discussed with WBOPDC Management responsible for overseeing the key financial controls. Based on the recommendations made, Management developed and agreed action plans to address the risks highlighted.

	High	Medium	Low
Internal audit findings	1	3	-

# 1. Executive Summary (continued)

Recommendations in relation to the high and medium rated findings are as follows:

1. Review and segregate incompatible tasks in the financial processes (i.e. accounts payable, accounts receivable and month end processes) to ensure errors, omissions and unauthorised transactions are identified in a timely manner. In addition, the practice of bypassing system controls by requesting other staff to raise Purchase Orders (POs) on behalf and referring back to them for approval should be discontinued.
2. Finalise the Delegation of Financial Authority Policy (DFA) and establish clear procedures/guidance for the DFA setup in Ozone, taking into account the General Ledger code and cost centre implication of the DFA. System DFA should be reviewed periodically to ensure its alignment with approved DFA. Furthermore, system DFA should be enforced for payment approvals outside of approved contracts.
3. Ensure system controls are in place to restrict self-approved journal entries and refund payments, and to restrict cost allocation to departments/cost centres outside of the budget officer's authority. System enhancement should be explored to prevent and detect unauthorised changes being made to the payment file. Efficiency can be improved for payment receipting process by liaising and educating customers to enter payment references correctly to enable automated matching.
4. Fixed Assets Register controls could be strengthened by:
  - Developing Fixed asset policies and procedures for asset acquisitions, capitalisation, maintenance and disposal.
  - Developing formal asset addition and disposal forms to be completed and approved appropriately (including any deviations from the Fixed asset policy and procedure) before sending to Finance for capturing asset data in Ozone.
  - Performing regular asset capitalisation (i.e. monthly, quarterly) and periodic reporting on asset additions and disposals.

## Prior internal audit findings

Given the overlap of this review with previous internal audits, where applicable, we revisited these issues to confirm whether the issues had been addressed. A number of previously identified issues have not been remedied. We note that there are work programs in place to address these issues going forward. The relevant outstanding issues are:

1. Strengthen controls over new supplier setup, changes made to the supplier masterfile and dormant vendor deactivation.
2. Review and limit use of miscellaneous creditor category (one-off supplier).
3. Implement segregation of duties and review system access rights of the Accounts Team.
4. Implement system controls to prevent duplicate invoice payments in Ozone.
5. Implement periodic supplier spend monitoring to leverage opportunities for cost saving and efficiencies.
6. Strengthen controls over purchase orders (i.e. manual purchase orders, purchase orders raised after invoice, self-approved purchase order).
7. Implement system controls in the contracts module to prevent unapproved and over-expenditure.
8. Review appropriateness of the delegation of authority policy and current set-up of delegations in the system.
9. Implement a function in Ozone to present a clear audit trail of users involved in the purchasing process.

Refer to Section 4 for an update of the above findings. Refer to Appendix 3 and 4 for a high-level background of the in scope areas and additional insights from data analytics respectively.



# 2. Detailed Findings and Recommendations

## 1. REVIEW AND SEGREGATE INCOMPATIBLE TASKS IN THE KEY FINANCIAL PROCESSES (1/2)

RATING OF INTERNAL AUDIT FINDING: HIGH

### FINDING(S) AND IMPACT

There is lack of segregation of duties over the Accounts Payable, Accounts Receivable and Month end processes. This can be attributed to the current operating environment of the Finance team where staff work interchangeably on different tasks to share workload. This has resulted in a lack of clear roles and responsibilities and inappropriate system access where staff have access to perform incompatible tasks.

#### User access

Review of user access rights and data analytics performed over the staff activities in Ozone system identified the following issues:

- 3 of the Finance team members have DFA in excess of their approved DFA (nil) set up in Ozone (up to \$2.5 million). In addition, they have access to perform several incompatible tasks as they have access to perform most of key financial processes in the system. These include raising POs, approving POs, entering invoices, approving invoices, maintaining the supplier masterfile (including bank account changes), maintaining the general ledger, raising sales invoices, receipting payments, preparing cheque payments, batch payment processing, creating payment in the online banking system and bank reconciliations. Refer to appendix 4, table 4.2 for more details.
- 6 users have access to make change to the supplier masterfile and are able to raise and approve purchase orders, create invoices and process payments in Ozone. Refer to appendix 4, table 4.3 for more details.
- 13 users have access to maintain the general ledger and generate sales invoices, receipt sales invoices, perform debt write-offs, enter supplier invoices and create batch payments. Refer to appendix 4, table 4.4 for more details. We note that the system does not restrict self-approval of manual journals.
- 12 out of the 13 users (above) have the ability to prepare cheque payments. Cheques are signed by inserting digital signatures. From the discussion with staff, currently 2 out of the 13 can insert cheque's digital signatures onto cheques.
- 4 users outside of finance team have access to perform a number of financial activities in the system. These include the Workforce Development and Cultural Advisor, Contracts and Procurement Team Leader, Maori Relationships and Engagement Advisor, Risk Specialist. The staff have access to enter supplier invoices, create batch payments, and write-offs.

### RECOMMENDATIONS

- Review and clarify roles and responsibilities of the Finance team members to establish whether they are in line with their day to day activities.
- Review the finance team members' user access and their DFA to ensure they are in line with approved delegations and enforce segregation of duties. Staff should not have access to perform incompatible tasks e.g. enter an invoice, receipting/approving an invoice and create payment batches.  
Refer Appendix 4, tables 4.2 – 4.4 for more details.
- Implement periodic user access review for appropriateness, especially for key financial activities (e.g. semi-annually).
- Restrict access to perform financial related activities to authorised staff only.
- The exception report highlighting changes to the supplier masterfile should be independently generated and reviewed against supporting documentation prior to the payment run.
- Reinforce the importance of segregation of duties in the procurement function. Senior staff should not be requesting junior staff to regularly raise purchase orders on their behalf.

### AGREED MANAGEMENT ACTION(S)

- Roles and responsibilities reviewed every six months, as part of the staff appraisal scheme.
- System access for the Finance team has been reviewed and updated earlier this year. The recent review by IT has now brought access rights back in line with roles. This, along with an updated DFA schedule allows for more control.
- The DFA process has been updated and currently being implemented. WBOPDC will look to carry out ongoing periodic user access reviews, in line with Finance/IT best practice. WBOPDC is working with Datacom, a report is being produced to monitor user access. Periodic reviews will be put in place. Most like to be every quarter.
- WBOPDC are presently working with software vendor to generate a masterfile change report for periodic review. The exception report can be run prior to each creditor run.
- Senior staff instructs junior staff to raise purchase orders on their behalf is quite legitimate business practice. WBOPDC have provided training to ensure the correct process is undertaken and the necessary documentation is held. This training has now been completed. Ongoing training and written resource will be provided to new recruits. This is an ongoing training topic.

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# 2. Detailed Findings and Recommendations

## 1. REVIEW AND SEGREGATE INCOMPATIBLE TASKS IN THE KEY FINANCIAL PROCESSES (2/2)

RATING OF INTERNAL AUDIT FINDING: HIGH

FINDING(S) AND IMPACT	RECOMMENDATIONS	AGREED MANAGEMENT ACTION(S)
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We note the following mitigating controls:

- Online payment batches require two authorisers.
- An exception report highlighting changes to the creditor master file is generated and reviewed on a monthly basis by the Finance Manager. However, the exception report is not reviewed prior to the payment run raising risk of unauthorised changes to the masterfile not being detected and payment processed in a timely manner.
- The Finance Manager reviews the approved invoices and selects the payment batch for uploading into the online banking system. A reconciliation of the payment batch is also performed against Scan Manager to ensure only approved invoices are paid.
- The Financial Accountant runs monthly Qube reports to review journal entries that have been raised and approved by the same staff.
- The Finance Manager reviews the cheques against the cheque register for accuracy and completeness prior to finalising payment run.

### Purchase orders

Senior staff members currently have a practice of requesting staff to raise PO(s) on their behalf. These PO(s) are then subsequently approved and receipted by the staff member who requested the PO to be created. As a result, there is no practical segregation of duties in raising, approving PO and receipting against a PO. 491 self-approved PO(s) valued at \$4.75 million were identified in the review period.

### Risks:

- Unauthorised or fraudulent activities may not be detected in a timely manner resulting in financial and reputational loss (e.g. fictitious suppliers and payments).
- Unauthorised or fraudulent account payable and account receivable transactions can be concealed by inappropriate journal entries.

RESPONSIBILITY: Finance Manager

TARGET DATE: September 2018

# 2. Detailed Findings and Recommendations

2. FINALISE THE DELEGATION OF AUTHORITY POLICY AND ENSURE APPROPRIATENESS OF SETUP IN OZONE(1/2)

RATING OF INTERNAL AUDIT FINDING: MEDIUM

## FINDING(S) AND IMPACT

### The centralised DFA register

A centralised DFA policy has recently been drafted and is in the process of being finalised showing all positions and limits in one document. As per current practice, the approved DFA for each position is stored on the Intranet under individual staff profiles.

### Lack of procedure guidance on DFA setup in Ozone

Currently, there is no DFA set up process in place to clearly identify the department the DFA is to be set against. This ensures staff are only able to approve transactions relevant to their assigned cost centre/department. DFA is set up in Ozone by the Finance team Leader upon receiving notification from Human Resources (HR) and the signed copy of respective staff delegation document. The signed delegation outlines the financial delegation but is silent on the applicable departments/cost centre that the DFA applies to. Hence, it is subject to interpretation to correctly assign the department the financial delegation applies to and the delegation for approving different types of transactions e.g. a staff member may have a different DFA for approving operating expenditure and a different DFA for approving Liquor Licensing agreements.

### Lack of formal review and oversight over the DFA setup

There is no review to ensure DFAs are correctly set-up in accordance to the approved DFA. In addition, no periodic review is performed over the system DFA to ensure it reflects the changes within the organisation. For example, user DFA in Ozone was not deactivated in a timely manner for users that were no longer employed at WBOPDC due to lack of communication from HR. There were 8 active accounts with DFA in Ozone after their employment had finished with the Council.

61 users were identified that have DFA setup in Ozone that were different to the 2016 DFA policy. We noted that the Team Leader Financial Services had updated some of these instances to align them with the signed delegations.

## RECOMMENDATIONS

- Finalise the centralised DFA register and ensure it is updated on a timely basis. Ensure the DFA register is approved by the Council and management as appropriate. Consider standardising the DFA across the Council for ease of application and implementation.
- Establish clear procedures for DFA setup in Ozone taking into account the GL code and cost centre implication of the DFA.
- Perform periodic review of system DFA to ensure it is aligned with the DFA policy.
- Clarify current practice where staff are able to approve established contract payments above their approved DFA.
- Enforce DFA for payment approvals outside of approved contracts.

## AGREED MANAGEMENT ACTION(S)

- The centralised DFA structure was approved by Council SMT June 2018.
- DFA as approved will be completed and reflected in Ozone. The latest update will occur in September.
- The system DFA is scheduled for review in 2020.
- Training has been provided to users in August. Cost centre allocation to Purchase orders under review by Finance Manager. Use of "Assistants" in Ozone to be ratified.
- The ability to create commitments against other Cost centre codes is under review.
- DFA for payment approvals outside of approved contracts is being reviewed as part of 2018 work plan.

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# 2. Detailed Findings and Recommendations

## 3. SYSTEM LIMITATIONS IMPACTING THE CONTROL ENVIRONMENT (1/2)

RATING OF INTERNAL AUDIT FINDING: MEDIUM

FINDING(S) AND IMPACT	RECOMMENDATIONS	AGREED MANAGEMENT ACTION(S)
<p><b>Journal entry posting:</b> currently, the Ozone system is configured to allow journal entries to be raised, approved and posted by the same staff without independent review and approval. A total of 170 journal entries were posted and approved by the same user during the review period (valued at \$68 million).</p> <p>Additionally, journal entries can be edited after the period has been closed. We noted a mitigating control whereby the Financial Accountant runs monthly Qube reports to review journal entries that have been raised and approved by the same staff member.</p> <p><b>Editable payment file:</b> the payment file generated from the Ozone system to upload onto the online banking system is editable and hence susceptible to override and manipulation (i.e. bank account number). Whilst all payment runs are reviewed by 2 senior management team members, currently there is no check in place to detect changes in the payment file.</p> <p><b>PO:</b> POs can be raised and charged against any general ledger code by any user and department. Furthermore, there are no restrictions placed on the referrals (PO approvers) when creating POs hence PO requestors can route the PO approval to any staff with the appropriate DFA.</p> <p><b>Customer refunds:</b> customer refunds are processed through Accounts Payable module. Customer refund can be raised and approved for payment in Ozone by the same staff member with no independent review and approval.</p> <p><b>Receipting payment:</b> payment received data is extracted from the online banking system to facilitate the receipting process in Ozone. This process is highly manual as the payment reference (i.e. valuation number and invoice number) is entered by customers in various formats, which restricts the automatic matching function. The Account Receivables team have to manually match the payment to the invoice in the system. The high volume of the transactions results in inefficiency and loss of productivity due to manual processes.</p>	<ul style="list-style-type: none"> <li>— Ensure system controls are in place to restrict self-approved journal entries and refunds. In the interim, reinforce the requirement for journals to be reviewed and posted independently.</li> <li>— Consider use of 'hash total' technology to prevent unauthorised changes to the payment file.</li> <li>— Alternatively consider encrypting and/or password protecting the payment file from manipulation.</li> <li>— Explore system enhancements to prevent users raising POs and allocating costs against other departments and cost centres.</li> <li>— Consider liaising and educating customers to ensure payment reference is entered correctly to allow automated matching.</li> </ul>	<ul style="list-style-type: none"> <li>— There are ongoing staff training and internal control reporting which takes place to monitor journal entries.</li> <li>— Currently in discussion with Council's bank to integrate a more refined process regarding the use of hash totals and encrypting and/or password protecting the payment file.</li> <li>— Exploring system enhancements to prevent users raising POs and allocating costs against other departments and cost centres is part of 2018 work plan.</li> <li>— Payment information is included on all invoices from Council for customers to input for the payment reference.</li> </ul>

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# 2. Detailed Findings and Recommendations

## 3. SYSTEM LIMITATIONS IMPACTING THE CONTROL ENVIRONMENT (2/2)

RATING OF INTERNAL AUDIT FINDING- MEDIUM

FINDING(S) AND IMPACT	RECOMMENDATIONS	AGREED MANAGEMENT ACTION(S)
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**Risks:**

- Inefficiencies and loss of productivity due to manual processes and work-arounds.
- Manual processes and controls are susceptible to errors and overrides.
- Unauthorised changes to payment files resulting in fraudulent payments not being detected in a timely manner.
- Costs are coded to incorrect cost centres resulting in issues with budget management and monitoring charges.

RESPONSIBILITY                      Finance Manager and Contracts Procurement Team Leader

TARGET DATE                        December 2018

# 2. Detailed Findings and Recommendations

## 4. STRENGTHEN CONTROLS OVER THE FIXED ASSETS REGISTER (1/2)

RATING OF INTERNAL AUDIT FINDING- MEDIUM

FINDING(S) AND IMPACT	RECOMMENDATIONS	AGREED MANAGEMENT ACTION(S)
<p>WBOPDC currently maintains Fixed Assets records in four separate systems across the organisation. There is no single source of Fixed Asset data. The four systems are: AssetFinda, LoftusIT, RAM and Ozone. We understand WBOPDC is in the process of rolling out AssetFinda to replace LoftusIT, and potentially it can be integrated to Ozone.</p> <p>As a result of the Ozone system limitations, a decentralised approach to managing Fixed Assets has been adopted resulting in inconsistencies, variances between systems requiring adjustments and inefficiencies. The following issues were noted:</p> <ul style="list-style-type: none"> <li>— Untimely capitalisation of assets. Currently, the capitalisation decisions for work in progress projects are made annually by the business units retrospectively for the purpose of year-end financial reporting only.</li> <li>— Lack of clarity over the capitalisation parameters (i.e. cost allocation, useful life, depreciation rates and deviations) as there is no Fixed Assets policy. We noted that business units maintain their own asset management sub-systems that are not integrated with Ozone. In these systems, useful lives are adjusted based on other conditions such as road types and traffic volumes, weather conditions, material types, etc.</li> <li>— Inconsistent useful lives and associated depreciation rates used in the Fixed Asset Register maintained by Finance with those used in the other Asset management systems. Depreciation reports are generated by business units and provided to Finance team for year end reporting. Finance team then overrides the depreciation rates in Ozone to match depreciation value provided by business units.</li> </ul>	<ul style="list-style-type: none"> <li>— As part of the implementation of AssetFinda, develop processes and controls to improve the accuracy of fixed assets valuations. These could include: <ul style="list-style-type: none"> <li>— Capitalisation of assets more regularly e.g. monthly/quarterly.</li> <li>— Implement periodic reporting (e.g. monthly) on asset additions and disposal through completion of additions and disposals forms which should be approved independently as per delegations (e.g. Department managers) and submitted to Finance for processing.</li> </ul> </li> <li>— Consider maintaining a centralised Fixed Assets register. The Finance team could take ownership of the centralised register.</li> <li>— Develop a Fixed Asset policy and procedure for asset acquisition, capitalisation, maintenance and disposal. At a minimum, the policies and procedures should cover: <ul style="list-style-type: none"> <li>— Approval requirements</li> <li>— Delegation of Authority</li> <li>— Additions</li> <li>— Disposals (write-offs/sale)</li> <li>— Capitalisation</li> <li>— Guidelines for classification of assets</li> <li>— Items to capture in the register e.g. depreciation rates, date of acquisition and useful lives assigned per asset category.</li> <li>— Alignment with IRD requirements.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>— Further controls will be in place once the AssetFinda system goes live. No procedures in place for asset acquisitions, capitalisation, maintenance and disposal at the moment.</li> <li>— Future action plans have been placed on hold until KPMG carry out a fixed asset audit in October 2018.</li> <li>— Disposal forms are currently not in place. This will be factored into an improvement programme in response to the findings arising out of the KPMG asset management review engagement.</li> <li>— Capitalisation carried out towards year end. Finance team looking to promote capitalisation by Asset Managers when projects are completed and all costs incurred.</li> <li>— To address the remaining issues, two new fixed asset roles have been budgeted for this year to help better manage fixed assets and fixed asset reporting.</li> </ul>

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# 3. Current status of outstanding issues (1/2)

A summary of the outstanding issues that were revisited due to the overlap with previous Internal Audit reviews and their current status are include below. Refer to the Procure to Pay and Contract Management review report for more details.

# and risk rating	Summary of Internal Audit Finding	Current Status	Agreed Management Action(s) & Target Date
H 1	<p>Strengthen controls over supplier set up:</p> <ul style="list-style-type: none"> <li>— Implement formal process for reviewing/vetting new suppliers and adding, and making changes to the supplier masterfile.</li> <li>— Develop preferred supplier listing.</li> <li>— Review the supplier master file periodically, and deactivate duplicate dormant supplier accounts.</li> </ul>	<p>Not yet implemented. Data analytics identified:</p> <ul style="list-style-type: none"> <li>— 198 potential duplicate suppliers by bank account number. 47 potential duplicate suppliers by GST number, address and bank account.</li> <li>— As per management, a number of 'duplicate suppliers' relate to refunds made to entities via the consents module in Ozone</li> <li>— 2,779 dormant suppliers that were not transacted during the last 12 months (73% of total number of suppliers in the supplier masterfile).</li> </ul> <p>We also noted that there were instances where suppliers were set up in the system without Finance Manager approval.</p> <p>In addition, invoices and email were used as the main supporting documents for supplier bank account changes instead of the bank deposit slip and/or statements.</p>	<ul style="list-style-type: none"> <li>— The New Supplier Request Form has now been established. Process updated to ensure a Supplier Setup Form is submitted for all new suppliers. Finance Manager approval required.</li> <li>— WBOPDC is reviewing the Form to include supplier acceptance of our T&amp;C's and to ensure WBOPDC is not duplicating suppliers for similar work.</li> <li>— WBOPDC is working with Datacom, the system provider - reports are being produced to review the supplier masterfile including miscellaneous creditors. Most likely each quarter.</li> </ul> <p>Responsibility: Finance Manger Target date: September 2018</p>
H 2	<p>Review and limit use of miscellaneous creditor category</p>	<p>Work in progress. Data analytics identified:</p> <ul style="list-style-type: none"> <li>— 75 one-off suppliers were paid more than once in the last 12 months (\$689k in total).</li> <li>— 8 one-off suppliers were paid 5 times or more (up to 17 times) in the review period. Refer to appendix 4, table 4.1 for more details.</li> <li>— Individual payments up to \$253k were made against the one-off suppliers.</li> <li>— 4 suppliers which had account setup in the supplier masterfile but were paid 24 times as one-off suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>— A review process is in place to address the miscellaneous creditor finding.</li> </ul> <p>Responsibility: Finance Manger Target date: September 2018</p>

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# 3. Current status of outstanding issues (1/2)

# and risk rating	Summary of Internal Audit Finding	Current Status	Agreed Management Action(s) & Target Date
H 3	<p>Implement segregation of duties and review system access rights of the Accounts Team</p> <p>An exception report should be generated and reviewed prior to the payment run to identify any unauthorised changes to the creditor master file.</p>	Not yet implemented. Refer to finding 1.	<p>— The IT department has reviewed the user profiles of Council staff, and amended access rights accordingly. Because the Accounts team is small, and each staff member has a back-up member to cover roles hence segregation of duties is challenging. Planned refresher training is to ensure staff are up to speed with system enhancements. Independent reviews by management still continues.</p> <p>Responsibility: Finance Manger Target date: September 2018</p>
M 4	<p>Implement system controls to prevent duplicate invoice payments in Ozone</p>	Work in progress. Internal audit followed up on a sample of 15 out of 30 potential duplicate payments identified through data analytics and confirmed they all were not duplicate as they were reversed. Management should review the remaining to ensure they are no duplicate payments. We note that WBOPDC is currently planning a refresher training for the Accounts team to strengthen controls in the account payable process.	<p>— The system does have controls to highlight duplicate invoice payment. Additional training is being provided to ensure staff do not override the 'flags' - either intentionally or through error.</p> <p>Responsibility: Finance Manger Target date: September 2018</p>
M 5	<p>Implement periodic supplier spend monitoring to leverage opportunities for cost saving and efficiencies.</p>	Not yet implemented. Refer to appendix 5.1 – 5.3 for more details.	<p>— This has been incorporated in the 2018 work plan.</p> <p>Responsibility: Contracts Procurement Team Leader Target date: December 2018</p>

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### 3. Current status of outstanding issues (2/2)

# and risk rating	Summary of Internal Audit Finding	Current Status	Agreed Management Action(s) & Target Date
M 6	Strengthen controls over purchase orders: <ul style="list-style-type: none"> <li>Manual purchase orders</li> <li>Purchase orders raised after invoice</li> <li>Self-approved purchase order</li> </ul>	Work in progress. Data analytics identified: <ul style="list-style-type: none"> <li>296 manual purchase orders were used (valued at \$380k) during the scope period.</li> <li>27% of the total number of POs were raised after invoice date during the scope period (valued at \$8.2 million). Refer to appendix 5.4 for more details.</li> <li>491 self-approved POs valued at \$4.75 million in the review period. In addition, there were 18 POs raised against the miscellaneous vendor which were self-approved (valued at \$21.5k).</li> </ul>	<ul style="list-style-type: none"> <li>A work plan for 2019 is currently being developed to strengthen controls over purchase orders.</li> <li>Requirements included in Procurement policy review, training conducted in August and future on going training.</li> </ul> Responsibility: Contracts Procurement Team Leader Target date: On-going
M 7	Implement system controls in the contracts module to prevent unapproved and over-expenditure	Not yet implemented. Refer to finding 2.	<ul style="list-style-type: none"> <li>Finance Manager to liaise with Contracts Team Leader to handover this control procedure. This has been incorporated in the 2018 work plan.</li> </ul> Responsibility: Finance Manger Target date: December 2018
M 8	Review appropriateness of the delegation of authority policy and current set-up of delegations in the system	Work in progress. Refer to finding 2.	<ul style="list-style-type: none"> <li>The delegation of authority policy and set up of delegations have been reviewed and updated.</li> </ul> Responsibility: Contracts Procurement Team Leader Target date: October 2018
L 9	Implement a function in Ozone to present a clear audit trail of users involved in the purchasing process	Not yet implemented.	<ul style="list-style-type: none"> <li>The functionality is currently being investigated with Datacom. This is part of the 2018 work plan.</li> </ul> Responsibility: Contracts Procurement Team Leader Target date: December 2018



# APPENDICES

# Appendix 1 – Internal Audit scope (extract)

DRAFT

## Internal Audit Objectives

- Assessed whether the financial controls are adequately designed and operating effectively; and
- Provided recommendations for improvement where opportunities exist.

## Internal Audit Scope

### Accounts Payable

- Segregation of duties between authorisation of invoices, preparation of payments and approval of payments
- Controls over supplier master data amendments (including additions, deletions and changes to supplier details)
- Appropriateness of user access to online banking, online payment files and Accounts Payable module
- Approval of invoices as per delegations of authority
- Three-way match of invoices to receipting of goods and services and approved purchase orders
- Timely processing of invoices and approval of payments (online bank system or cheques) as per agreed payment terms
- Timely preparation and independent review of reconciliation of supplier accounts and General Ledger
- Adequacy of reporting on Accounts Payables including aging of debts
- Cash flow management
- Controls to prevent incorrect and/or duplicate payments.

### Accounts Receivable

- Clarity of roles and responsibilities (e.g. sales, billings and collections)
- Credit checks (as applicable depending on types of services)

- User access to Accounts Receivable and/or revenue systems
- Accuracy, timeliness and completeness of invoices and charges
- Central monitoring of Accounts Receivable balances and collections
- Receipting and recording of payments
- Review and approval of credit notes / refunds
- Bad debt provision and write-offs
- Posting to general ledger and transfer of revenue data from billing systems.

### Month end controls

- Accuracy, completeness and reliability of GL data
- Segregation of duties between financial closing and reporting
- Monitoring over month-end performance
- Controls around processing of unauthorised, duplicate and / or invalid journal
- Review and approval of manual journal entries and monthly accruals
- User access to post journals in the accounting system
- Processes and controls around key account reconciliations for adequacy and effectiveness.

### Fixed Assets Register

- Compliance to policies, procedures and guidelines
- Maintenance of a Fixed Assets register
- Reconciliation between fixed asset register and general ledger
- Procedures and controls surrounding disposals and additions of Fixed Assets.

### Out of scope

- Asset end to end life-cycle management.

277



# Appendix 3 – Background

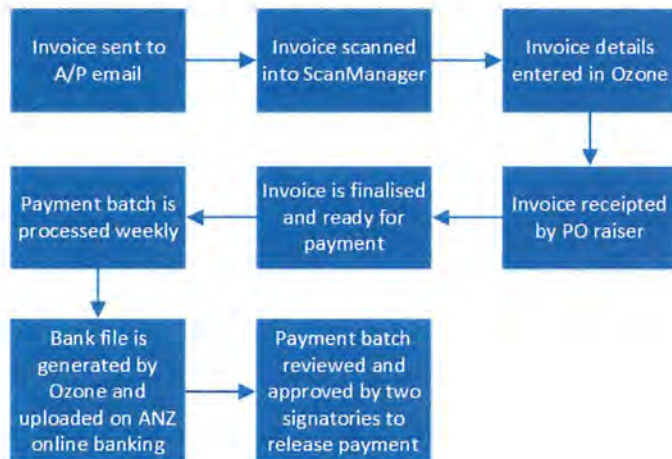
## Accounts Payable

WBOPDC utilises a decentralised procurement model whereby each department is responsible for managing its own budget and expenditure. POs are raised and approved via the Ozone system as per delegation of authority. Contracts and contract payment are managed in the Contract Module in Ozone.

Supplier invoices are sent to the Council via email or hard copy. Invoices are then captured in Ozone by the Account officer and forwarded to relevant team members to approve invoice for payment. The invoices are required to be receipted by the PO raiser or approved by the budget officer before it can be processed for payment. Supplier invoices and customer refunds are processed as part of the weekly payment run.

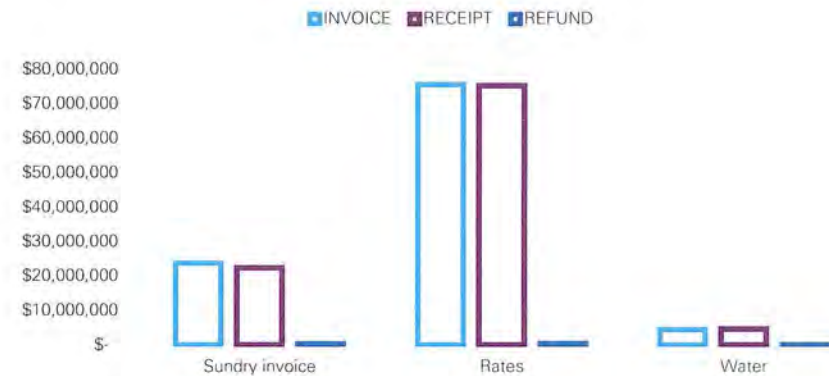
The payment runs are prepared by the Account officer, and uploaded to the ANZ online banking for payment. Approximately \$142 million payment was made during the scope period via 3 payment types; direct debit (\$82 million or 56% total amount), cheque (\$900k or 0.5% total amount) and statement - on account (\$60 million or 42% total amount).

The process flow below captures the Accounts Payable process at a high level:



## Account receivable

WBOPDC major revenue streams are rates, waters and sundry income (i.e. building consents, resource consents, property leases, utilities, finance, etc.). The graph below captures major revenue streams at WBOPDC in the scope period.



The process flow below captures the Accounts Receivable process for Sundry invoices at a high level:









# Data Analytics

# Appendix 4 – Data Analytics – Outstanding Issues

## 4.1 Identification of one-off suppliers paid 5 times or more (up to 17 times) in the review period

Creditor's code	Creditor's name	Amount (including GST)	Times vendor paid
MISC	PAYTON PLUMBING AND GAS	\$27,707.52	5
MISC	UZABUS	\$3,088.53	5
MISC	DARYL HUBBARD CONSULTING LTD	\$23,345.00	6
MISC	RED STAG GATES & FENCES	\$24,127.85	6
MISC	ACROW SCAFFOLDING LTD	\$1,265.00	7
MISC	JUST SIGNS	\$3,485.83	8
MISC	TENANCY SERVICES	\$2,615.00	10
MISC	CV CHECK (NZ) LTD	\$1,371.72	17

# Appendix 4 – Data Analytics – Finance Processes

4.2 Finance team members have DFA in excess of their approved DFA (nil) set up in Ozone and have access to perform several incompatible tasks

Position description	User ID	DFA	General Ledger	PO raising	PO approving	PO receipting	AP Invoice entry	Invoice approving	Vendor Master Maintenance	Create Bank Payment	Cheque Preparation	Bank Reconciliation	AR Invoicing	AR Receipting	Customer Master Maintenance
Revenue And Accounts Officer Rates	KEH	\$2.5 mil	✗	✗	✗	✗	✗	✗	✓	✗	✗	✓	✓	✓	✗
Accounts Officer	JTA	\$2.5 mil	✗	✗	✗	✗	✓	✗	✗	✓	✓	✓	✗	✗	✓
Finance Officer	BJP	\$2.5 mil	✗	✗	✗	✗	✗	✗	✓	✗	✗	✓	✓	✓	✗

4.3 Identification of users have access to maintenance of supplier Masterfile and perform several incompatible tasks

Position Description	UserID	Vendor Master Maintenance	PO raising	PO receipting	AP Invoice Entry	Invoice approving	General Ledger	AR Invoicing	AR Receipting	Sales Adjustments & Returns	Cheque Preparation
Revenue And Accounts Officer Rates	KEH	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗
Workforce Development And Cultural Advisor	PTT	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Accounts Officer	JTA	✗	✗	✗	✓	✗	✗	✗	✗	✗	✓
Collections And Maori Land Officer	HZM	✗	✓	✓	✗	✗	✗	✗	✓	✓	✗
Maori Relationships And Engagement Advisor	CHN	✗	✓	✓	✗	✗	✗	✗	✗	✓	✗
Finance Officer	BJP	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗

- ✓ Compatible task
- ✗ Incompatible tasks - Should be removed

# Appendix 4 - Data Analytics - Finance Processes

## 4.4 Identification of users have access to maintenance of GL and perform several incompatible tasks

Position Description	UserID	General Ledger	AP Invoice Entry	AR Receipting	Customer Master Maintenance	Sales Adjustments & Returns	Sales Invoicing	Cheque Preparation
Revenue And Accounts Officer Rates	KEH	×	×	✓	×	×	✓	×
Workforce Development And Cultural Advisor	PTT	×	×	×	×	×	×	×
Accounts Officer	JTA	×	✓	×	✓	×	×	✓
Collections And Maori Land Officer	HZM	×	✓	✓	×	✓	✓	×
Maori Relationships And Engagement Advisor	CHN	×	×	×	×	×	×	×
Financial Accountant	DKM	✓	✓	×	×	✓	×	×
Finance Officer	BJP	×	×	×	×	×	×	×
Rates Officer	NBB	×	✓	✓	×	×	✓	×
Senior Rates Officer	LAH	×	✓	✓	×	×	✓	×
Water Billing Officer	CAB1	×	✓	✓	×	×	✓	×
Systems Accountant	CAA	×	×	×	×	×	×	×
Systems And Asset Accountant	KAS	×	✓	×	×	×	×	×
Team Leader Financial Services	BAC	✓	✓	×	×	✓	×	×

✓ Compatible task

× Incompatible tasks - Should be removed

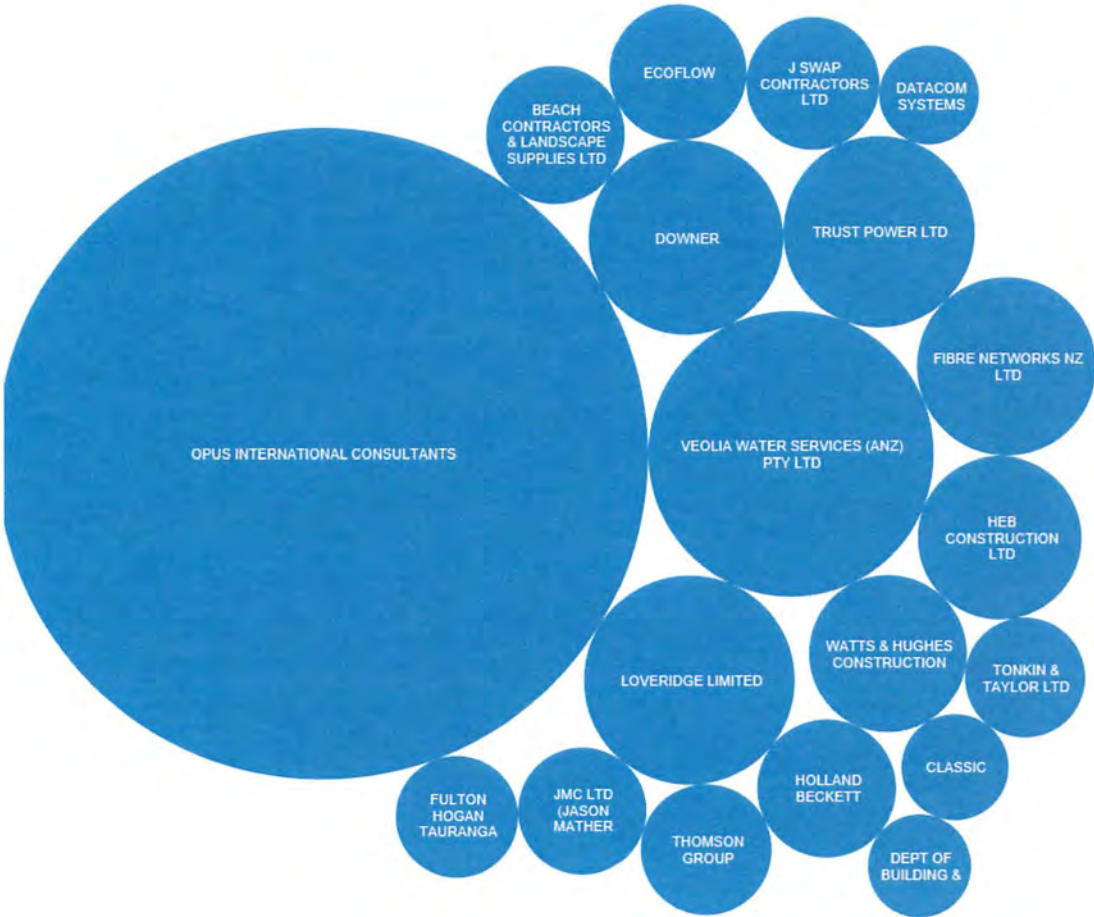
# Appendix 4 - Data Analytics - Finance Processes

## 4.5 POs approved outside of DFA

PO #	PO approver user ID	Order total	Max DFA
26079	CAA	\$1,770,413.05	\$0.00
22337	CMM	\$17,965.00	\$2,000.00
23089	THH	\$3,000.00	\$2,500.00
22313	THH	\$3,454.87	\$2,500.00
23412	THH	\$5,000.00	\$2,500.00
23035	THH	\$5,305.00	\$2,500.00
22520	THH	\$5,500.00	\$2,500.00
22221	THH	\$7,272.00	\$2,500.00
22930	THH	\$10,000.00	\$2,500.00
26369	THH	\$11,000.00	\$2,500.00
22928	THH	\$15,550.00	\$2,500.00
23217	THH	\$20,000.00	\$2,500.00
23213	THH	\$21,875.00	\$2,500.00
23215	THH	\$36,050.00	\$2,500.00
22926	THH	\$40,000.00	\$2,500.00
22644	THH	\$44,000.00	\$2,500.00
24280	THH	\$88,174.00	\$2,500.00
23880	THH	\$88,416.45	\$2,500.00
22832	THH	\$137,210.76	\$2,500.00
22642	THH	\$176,277.80	\$2,500.00
24392	MED	\$14,000.00	\$10,000.00
24250	MED	\$69,000.00	\$10,000.00
24513	PJH	\$40,000.00	\$10,000.00
27228	KPH	\$56,029.00	\$50,000.00
24485	KPH	\$60,000.00	\$50,000.00
24950	KPH	\$60,000.00	\$50,000.00
27229	KPH	\$60,000.00	\$50,000.00
25052	KPH	\$81,000.00	\$50,000.00
24481	KPH	\$124,163.00	\$50,000.00
26924	KPH	\$214,406.00	\$50,000.00
24479	KPH	\$312,000.00	\$50,000.00
26367	PCW	\$53,500.00	\$50,000.00
25646	PCW	\$73,300.00	\$50,000.00
24221	PCW	\$75,000.00	\$50,000.00
24306	BPW	\$130,000.00	\$100,000.00
24351	GJA	\$4,000,000.00	\$2,500,000.00
24345	GJA	\$25,989,841.00	\$2,500,000.00

# Appendix 5.1 Top vendors by spend

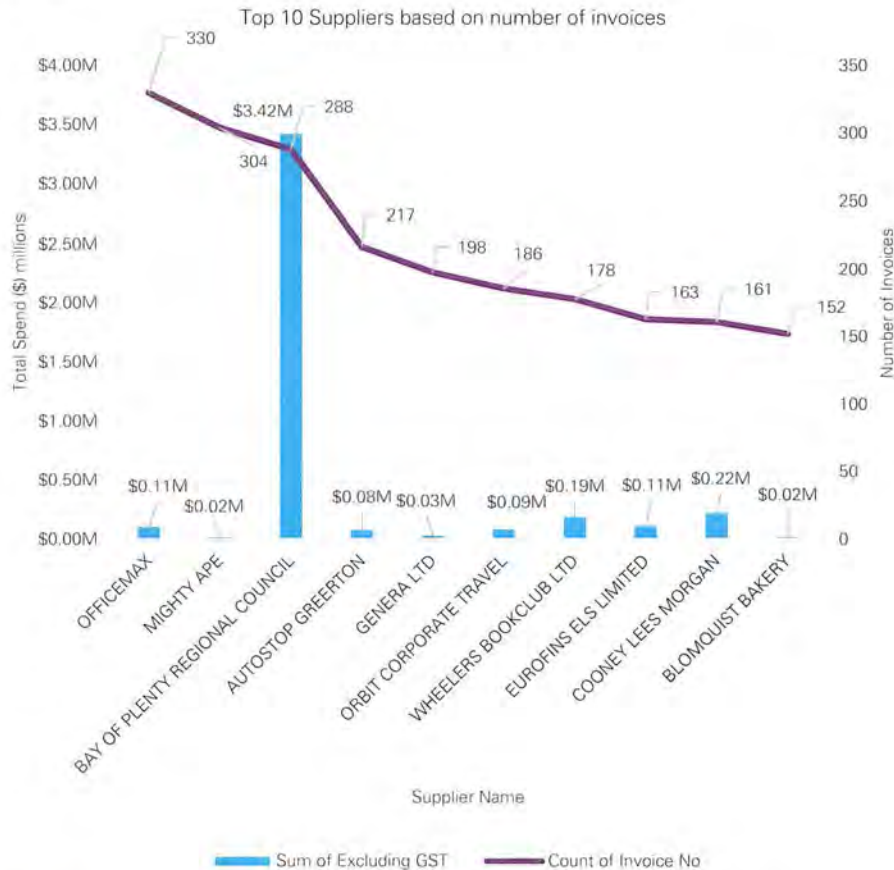
Below is the snapshot of the suppliers with the highest spend WBOPDC has been transacted with over the review period. These figures include both contract and PO spend.



# Appendix 5.2 Top 10 vendors by invoice count

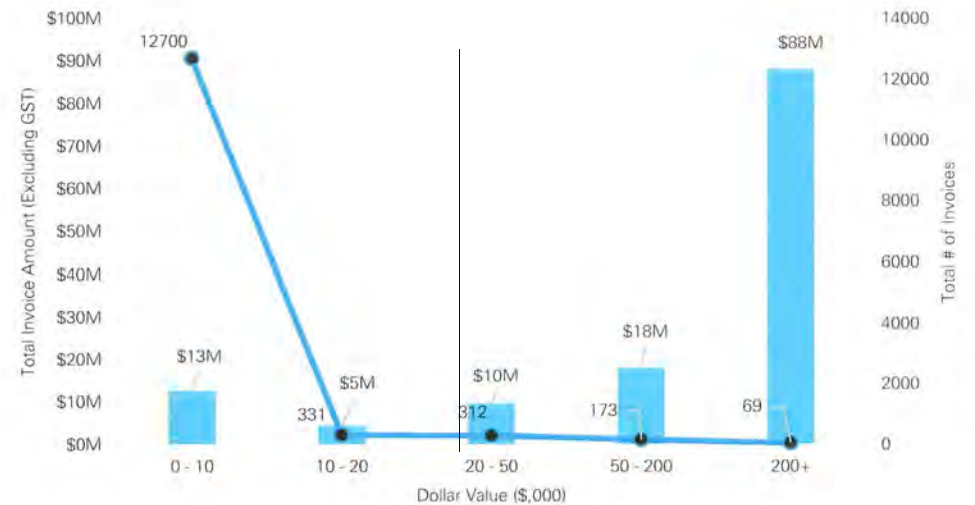
Data analytics performed over the Council's spend for the period March 2017 to February 2018 identified a potential opportunity for the Council to negotiate consolidated invoicing from vendors with a large volume of invoices. For example, the total number of invoices from Office Max and Mighty Ape are 634 invoices which is equivalent to 1.7 invoices per day resulting in inefficiencies and increased processing costs.

Invoice consolidation can reduce the invoice processing costs. The industry benchmark for invoice processing is over \$40 per invoice. Analysis of the volume of invoices processed by vendors highlighted the following vendors with a large volume of invoices per year.



# Appendix 5.3 Total number of invoices processed and amount

93% of total invoices are less than \$10k highlighting increased costs for processing low value invoices.







# BOPLASS Limited Annual Report for the Year Ended 30 June 2018

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## 1. Executive Summary

The purpose of this report is to provide the Elected Members with BOPLASS Limited's Annual Report for the year ended 30 June 2018 (**Attachment A**).

BOPLASS Limited's Annual Report was approved by Audit New Zealand on 19 September 2018 and received by Council on 27 September 2018.

## 2. Background

Bay of Plenty Local Authority Shared Serviced Limited (BOPLASS) is a Council-Controlled Organisation (CCO) set up to provide the Bay of Plenty region councils with an umbrella vehicle to investigate, procure, develop and deliver shared services.

Under Section 67 of the Local Government Act 2002, within 3 months after the end of each financial year, the board of a council-controlled organisation must deliver to the shareholders, and make available to the public, a report on the organisation's operations during that year, including financial statements and auditor's report.

## 3. Summary of Achievements

BOPLASS has continued to successfully develop collaboration between councils in the delivery of services with a number of new categories being identified and progressed. The company has remained committed to the areas of collaboration identified in the Statement of Intent with a specific focus on the development of shared service initiatives.

Some of the year's highlights are noted below:

- A review of councils solid waste services determined a number of areas with potential to benefit through collaboration to provide savings, operational benefits, and/or diversion of waste from landfill
- Adding significant value to councils' insurance programmes
- BOPLASS manages a high-speed fibre network between the councils — inter-Council Network - which supports the development of shared services between the councils and also to access external services
- BOPLASS has continued to support the councils in a number of joint procurement opportunities with new contracts established over the last year delivering further financial savings and reduced procurement costs for the councils.

A number of joint procurement initiatives have also been achieved as per the Statement of Intent for 2017/19. See pages 7 - 19 in BOPLASS' Annual Report for further information.

#### **4. Communication**

A link to BOPLASS' Annual Report for the year ended 30 June 2018 has been provided on Council's webpage.

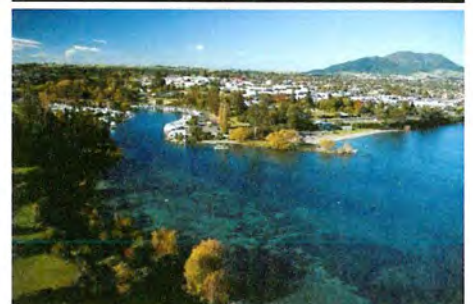


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Kumaren Perumal  
**Chief Financial Officer**

# ANNUAL REPORT 2017-2018

For the year ended  
30 June 2018



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**PART ONE – OUR YEAR**



## **BOPLASS Chair's Report**

I am pleased to present the BOPLASS 2018 Annual Report on behalf of our Directors. During 2017/18 BOPLASS has continued to successfully develop collaboration between councils in the delivery of services with a number of new categories being identified and progressed. The company has remained committed to the areas of collaboration identified in the Statement of Intent with a specific focus on the development of shared service initiatives.

The BOPLASS Operations Committee has taken a lead in identifying opportunities for collaboration that collectively reduce pain points for councils while also delivering efficiencies, cost savings and improved community outcomes. This year's report refers to a number of significant projects that are under review by BOPLASS and the Operations Committee.

BOPLASS continues to work very closely with neighbouring LASS and the ongoing sharing of knowledge and collaboration with projects is being constantly pursued. Over the last 12 months BOPLASS has further developed this engagement with a number of shared initiatives being undertaken that have benefitted a large pool of councils.

Some of the year's highlights have been:

- A review of councils' solid waste services determined a number of areas with potential to benefit through collaboration to provide savings, operational benefits, and/or diversion of waste from landfill. BOPLASS has undertaken the scoping of projects for: a regional or cross-regional approach to licensing and data collection for waste operators; and diversion of organic waste from landfill. A project to develop a regional waste facilities strategy across the Waikato and BOPLASS regions has also been approved.
- In a hardening insurance market BOPLASS has been able to add significant value to councils' insurance programmes. Given the significant earthquake events in New Zealand in recent years, options for securing insurance for underground assets had become very challenging and potentially significantly more expensive. BOPLASS represented a collective group of 41 councils in negotiations for placement of councils' infrastructure insurance under the Lloyds insurance international programme. Full cover was secured for all councils with very competitive pricing achieved at rates up to 30% cheaper than had councils insured individually.
- BOPLASS manages a high-speed fibre network between the councils – Inter-Council Network – which supports the development of shared services between the councils and also to access external services. During the last year all components of the service have been reviewed and new agreements signed with existing or new providers. This full review has reduced costs to the councils by almost \$100,000, with further savings to be made through the new arrangements.
- BOPLASS has continued to support the councils in a number of joint procurement opportunities with new contracts established over the last year delivering further financial savings and reduced procurement costs for the councils. A project was also undertaken to support sustainable procurement practices across the group of councils.

**BOPLASS Chair's Report continued**

- More local government organisations have joined the BOPLASS Collaboration Portal over the last year. 72 local government related organisations are now members. The Board considers this to be a project of significance as increased membership provides greater opportunity for inter-council collaboration and further supports sharing of knowledge and information within New Zealand local government.

An independent review of BOPLASS governance was initiated this year and led to a board decision to complete a full strategic review of BOPLASS structure and strategy. The Board also became aware of a similar review being undertaken by Waikato LASS covering governance and strategy. The two boards have worked collectively with an independent consultant through the initial review. Governance recommendations from the consultant and the Waikato review have been received and will now be incorporated into the BOPLASS review.

There has been one recent change of director and we welcomed Fiona McTavish, Bay of Plenty Regional Council Chief Executive Officer, to the BOPLASS Board. Fiona joins the board as an experienced director with a strong background in local government.

BOPLASS has delivered considerable value to our shareholders over the last year and continues to be a significant success. With BOPLASS now actively involved in larger project opportunities the Board is focussed on ensuring BOPLASS is resourced and supported by councils to fully realise the opportunities.

The company remains reliant on the support and engagement of individuals from the participating councils and the Board acknowledges and thanks all of the various staff involved.

Craig O'Connell  
Chair



## Company Directory

<b>Nature of Business</b>	Shared Service Provider
<b>Registered Office</b>	91 Willow Street, Tauranga 3110
<b>Incorporation Number</b>	2074873
<b>Incorporation Date</b>	14 January 2008
<b>IRD Number</b>	98-965-361
<b>Directors</b>	Aileen Lawrie Craig O'Connell Fiona McTavish Gareth Green Garry Poole Geoff Williams Martin Grenfell Miriam Taris Nedine Thatcher-Swann Russell George
<b>Shareholders</b>	Bay of Plenty Regional Council Gisborne District Council Kawerau District Council Opotiki District Council Rotorua Lakes Council Taupo District Council Tauranga City Council Western Bay of Plenty District Council Whakatane District Council
<b>Auditor</b>	Audit New Zealand
<b>Bankers</b>	ANZ Bank
<b>Solicitors</b>	Cooney Lees and Morgan



### Statement of Intent and Performance

The company has complied with section 64 of the Local Government Act 2002 (LGA) and has had the Statement of Intent for 2018-2021 and associated budget formally adopted by the directors at the meeting held on 19 June 2018.

#### Performance Targets 2018-2021

To ensure the company continues to operate effectively in both governance and management terms over the next three years the targets are to:

Targets <u>2018-2021</u>	How	Measure
Investigate new Joint Procurement initiatives for goods and services for BOPLASS councils.	Procure from sources offering best value, service, continuity of supply and/or continued opportunities for integration. (Current identified projects are listed in Appendix B of the 2018-2021 SOI.)	A minimum of four new procurement initiatives investigated. Initiatives provide financial savings of greater than 5% and/or improved service levels to the participating councils.
Provide support to BOPLASS councils that are managing or investigating Shared Services projects.	BOPLASS to provide 0.25 FTE resource and expertise to assist councils in Shared Services developments and projects.	Quarterly satisfaction reviews with participating councils. Resource assignment measured from project job tracking.
Further develop and extend the Collaboration Portal for access to, and sharing of, project information and opportunities from other councils and the greater Local Government community to increase breadth of BOPLASS collaboration.	Increase usage of the Collaboration Portal by providing support and training material for new and existing users. Proactively market the benefits to councils.	Number of listed projects to increase by 20% per year. Number of Team Sites to increase by 20% per year. Portal is operational outside of the LASS groups with a minimum of ten additional councils or local government related organisations having utilised the portal.
Ensure appointed vendors remain competitive and continued best value is returned to shareholders.	Manage and/or renegotiate existing contracts.	Contracts due for renewal are tested for competitiveness in the marketplace. New suppliers are awarded contracts through a competitive procurement process involving two or more vendors where applicable.
Review governance performance and structure to ensure it supports BOPLASS' strategic direction.	Perform review of BOPLASS governance.	Affirmative feedback received from shareholding councils at least annually.
Communicate with each shareholding council at appropriate levels.	Meeting with each Executive Leadership Team.	At least one meeting per year.
Ensure current funding model is appropriate.	Review BOPLASS expenditure and income and review council contributions and other sources of funding.	Performance against budgets reviewed quarterly. Company remains financially viable.

### Statement of Intent and Performance continued

The following is a report of performance against targets set in the Statement of Intent for 2017/18.

Target <u>2017/18</u>	Result	Narration
<p>Investigate new Joint Procurement initiatives for goods and services for BOPLASS councils.</p> <p>Procure from sources offering best value, service, continuity of supply and/or continued opportunities for integration.</p> <p>A minimum of four new procurement initiatives investigated. Initiatives provide financial savings of greater than 5% and/or improved service levels to the participating councils.</p>	<p>Achieved</p>	<p>Joint procurement initiatives undertaken for:</p> <p><u>Health, Safety &amp; Risk Management Software</u> – A project to investigate collective procurement of health and safety risk management software to provide improved functionality and cost savings for councils. Also included Waikato councils.</p> <p><u>Infrastructure Insurance</u> – BOPLASS represented a collective group of 41 councils in negotiations for placement of councils’ infrastructure insurance in the London markets. Requirements included increased limits and higher insured values for BOPLASS councils. Very competitive pricing achieved at rates up to 30% cheaper than had councils insured individually.</p> <p><u>Health &amp; Safety in Design</u> – BOPLASS facilitated the opportunity for councils to participate in using design services to minimise health and safety risks of council driven projects.</p> <p><u>Enterprise Content Management / EDRMS Strategic Review</u> – BOPLASS councils collectively reviewed vendor offerings and options for electronic document management systems. Ongoing reviews underway to determine benefits from collective approach to vendors.</p> <p><u>Managing Contractors’ Onsite Safety</u> - BOPLASS investigated the opportunity for councils to participate in joint procurement of the Forsite contractor management system to assist with managing contractors’ onsite safety. It was determined that the system was not currently required by all councils and individual contracts would be pursued rather than entering into a collective agreement.</p> <p><u>Video Conferencing</u> – A project to review options for councils’ desktop and meeting room video conferencing systems included a review and testing of multiple providers. Zoom selected as preferred supplier to BOPLASS and councils.</p> <p>Contract provides for cost savings, standard solution across councils and simplification of video conferencing for desktop or meeting-room calling.</p>

		<p><u>Drug and Alcohol Testing</u> – BOPLASS investigated the opportunity to establish a collective agreement and secure improved pricing from the incumbent supplier to the majority of the BOPLASS and Waikato councils to provide cost savings and common standards. Still under action.</p> <p><u>Occupational Health Service Preferred Supplier</u> – Following the completion of a tender Waikato Occupational Health Consultancy (WOHC) were appointed as the preferential Health Service supplier for the BOPLASS councils. Access to improved and consistent levels of service achieved at significantly reduced costs through a collaborative agreement. Waikato LASS also with the same provider.</p> <p><u>Media Distribution Services</u> – BOPLASS is investigating opportunities for regional coordination for the release and distribution of media notifications through common software and standardisation of services.</p> <p><u>Training</u> – Collaborative training has been arranged across a number of areas of council business, providing for discounted rates, reduced staff travel (as trainer is prepared to travel to region for a larger group), opportunity to network with peers from other councils and development of tailored material.</p>
<p>Provide support to BOPLASS councils that are managing or investigating Shared Services projects.</p> <p>BOPLASS to provide 0.25 FTE resource and expertise to assist councils in Shared Services developments and projects.</p> <p>Quarterly satisfaction reviews with participating councils. Resource assignment measured from project job tracking.</p>	<p>Achieved</p>	<p>0.46 FTE provided through BOPLASS staff engagement committed directly to support of council shared service projects or individual council support – measured by fortnightly timesheets.</p> <p>Support provided to councils in development of the following services:</p> <p><u>GIS Centralised Data Repository / Shared SDE</u> – Establishment of central GIS storage services for councils. BOPLASS also investigated setting up a SDE (spatial data enterprise) on behalf of its councils. Following completion of initial architecture, it was determined that this was not feasible as it would require too much effort in terms of resource.</p> <p><u>Radio Telephony (RT) strategy</u> – A region-wide strategy has been developed by BOPLASS for the sharing and utilisation of Radio Telephone services and technologies. This is considered to be of significant importance in shared civil defence strategies.</p> <p><u>GIS Operating Guide for Civil Defence Emergency Events</u> – Developed by BOPLASS councils to capture learnings from the Edgecumbe event and as a reference to support collaborative working. Operating guide shared with the Local Government Geospatial Alliance and is now being developed into a national reference document through this national GIS collaborative group.</p>

	<p><u>Online Natural Hazards Mapping</u> – Developed as a shared data initiative with App available to BOPLASS councils to notify owners as hazards such as tsunami or flooding.</p> <p><u>Regional / Cross-Regional Approach to Licensing and Data Collection for Waste Operators</u> – Scoping of a project to provide a consistent approach to licensing of private waste operators and standards within the industry, while enabling improved data collection for councils' waste planning. Project also covers Waikato councils.</p> <p><u>Diversion of Organic Waste from Landfill</u> – Investigation of opportunities for the facilitation and development of a regional shared food waste collection service for BOPLASS councils. Initial scoping phase undertaken.</p> <p><u>Solid Waste Regional Infrastructure Strategy</u> – A regional or cross-regional approach to planned and potential waste infrastructure developments within the region. Project identified to be progressed with Waikato councils.</p> <p><u>Sustainable Procurement Research Project</u> – BOPLASS facilitated council participation in this project in conjunction with the Sustainable Business Network and Toi Ohomai. Collective project benefitted councils by assisting in establishing how current local government procurement policies and practices are aligned with national objectives of sustainability, and where improvements might be made.</p> <p><u>Support of Video Conferencing services for councils</u> – Ongoing support for councils in-house and external video conferencing services. Central management of virtual meeting rooms and directories.</p> <p><u>Review of Inter-Council Network (ICN) suppliers and services</u>  A full review of the ICN was undertaken, with a number of providers changed, new services established, and new contracts negotiated on behalf of the councils participating in this shared service.  Improved levels of service achieved, additional services added, and \$97,635 in annual savings achieved:</p> <ol style="list-style-type: none"> <li>1. <u>Wireless WAN solution for ICN in Opotiki</u> – Evolution Networks project to replace GWS server and develop Wireless WAN in Opotiki (ICN – new contract signed).</li> <li>2. <u>Increase of fibre pipeline from Opotiki</u> – Termination of service with Vocus and commission of service with Alchemy.</li> <li>3. <u>Migration off of the One.Govt service for ICN Whakatane &amp; Rotorua</u> – Termination of One.Govt</li> </ol>
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	<p>contract and migration of accounts to Vocus for links.</p> <ol style="list-style-type: none"> <li>4. <u>Establishment of community internet backhaul for Kawerau</u> – New service for Kawerau community.</li> <li>5. <u>Alchemy Network Service</u> – Opotiki fibre (ICN – new contract signed with new supplier of existing service).</li> <li>6. <u>Vocus Communications</u> – Fibre pipeline services for Whakatane, Rotorua, Kawerau (ICN – new contract signed with new supplier). Reduction in cost of services. Addition of new links (migrated from One-Govt).</li> <li>7. <u>Cybersmart</u> – Support of the ICN (agreement signed with new supplier). New service to provide technical support services.</li> </ol> <p><u>Audit and Risk Insights Panel Sessions</u> – BOPLASS coordinated workshops with senior leaders of the KPMG advisory team to provide councils their insights and experience in the areas of:</p> <ul style="list-style-type: none"> <li>• Internal Audit Trends,</li> <li>• Enabling Data Analytics in Internal Audits,</li> <li>• Cyber Security,</li> <li>• and Fraud Awareness</li> </ul> <p>Workshops provided at no cost to councils and included inter-council sharing of invaluable information.</p> <p><u>Joint Development of Health &amp; Safety Policies and Terms of Reference</u> – BOPLASS H&amp;S group facilitated the sharing of existing H&amp;S procedures or shared development of new procedures across the BOPLASS and Waikato councils. Includes H&amp;S in procurement, common documentation, processes, H&amp;S liabilities and standard reporting measures for councils and governance. Provides for reduced effort for all councils and ability to share best practice.</p> <p><u>Support for Shared Services projects identified and reviewed by BOPLASS Operations Committee</u> – Projects under review or progressed as opportunities for further council collaboration in Shared Services:</p> <ul style="list-style-type: none"> <li>• GIS <ul style="list-style-type: none"> <li>- Further opportunities to align and share services / resources</li> </ul> </li> <li>• Digitalisation <ul style="list-style-type: none"> <li>- Development of standard process and shared software and/or infrastructure</li> </ul> </li> <li>• Shared Data Centre <ul style="list-style-type: none"> <li>- Utilisation of shared infrastructure by multiple BOPLASS councils</li> </ul> </li> <li>• Accounts Payable <ul style="list-style-type: none"> <li>- Development of standard process and shared software and/or infrastructure</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>• Debt Management/Collections <ul style="list-style-type: none"> <li>- Development of shared service</li> </ul> </li> <li>• Building Consents <ul style="list-style-type: none"> <li>- Development of standard processes across councils and opportunities for sharing of resource</li> </ul> </li> <li>• Capex projects <ul style="list-style-type: none"> <li>- Alignment or sequencing of capital projects</li> </ul> </li> </ul>
<p>Further develop and extend the Collaboration Portal for access to, and sharing of, project information and opportunities from other councils and the greater Local Government community to increase breadth of BOPLASS collaboration.</p> <p>Provide access to the Collaboration Portal for councils outside of BOPLASS and utilise technologies to provide secure access. Proactively market the benefits to councils.</p> <p>All NZ councils are made aware of the Collaboration Portal and its benefits. Portal is operational outside of the LASS groups with a minimum of ten additional councils or local government related organisations having utilised the portal.</p>	Achieved	<p>Project completed to review usage of the Collaboration Portal and opportunities to further develop the Portal to increase the support for collaboration across local government in New Zealand. User survey undertaken along with a review of best practice methodologies.</p> <p>Design-thinking workshop run, with council staff reviewing opportunities to improve the user experience while providing direct input into developing improvements.</p> <p>Ongoing promotion and profiling of the Collaboration Portal has resulted in new councils and local government related organisations joining the Collaboration Portal</p> <p>On-boarding and training provided to new councils to maximise usage and ensure increased uptake.</p> <p>Collaboration Portal membership has increased by 13 local government organisations over the last year. There are now:</p> <p>72 councils or local government related organisations registered on the Portal and 569 users.</p>
<p>Ensure appointed vendors remain competitive and continued best value is returned to shareholders.</p> <p>Manage and/or renegotiate existing contracts.</p> <p>Contracts due for renewal are tested for competitiveness in the marketplace. New suppliers are awarded contracts through a competitive procurement process involving two or more vendors.</p>	Achieved	<p>Contracts negotiated and/or renewed for:</p> <p><u>Councils' liability insurance</u> – Providers reviewed and renewed. Solutions proposed and reviewed from alternative brokers and insurers.</p> <p><u>GIS software and services</u> –</p> <ul style="list-style-type: none"> <li>• Geocortex Essentials</li> <li>• Geocortex Optimizer</li> <li>• FME</li> <li>• X-Tools</li> <li>• NZAA</li> </ul> <p>Contracts renegotiated and renewed – no alternative suppliers.</p> <p><u>Print Media Copyright Agency (PMCA)</u> – Contract and requirements reviewed. Re-signed with PMCA – sole NZ provider.</p> <p><u>ESRI Enterprise Licensing Agreement</u> – Renegotiated and renewed. No alternative provider in NZ.</p>

		<p><u>Insurance brokerage services</u> – A review of options for the appointment of an insurance broker to the BOPLASS councils was undertaken. Aon reappointed for a further two year period, as provided for under the agreement. A full tender for brokerage services will be undertaken by BOPLASS at the conclusion of this extension.</p> <p><u>Aerial Photography</u> – BOPLASS contract extended as flying not completed within existing programme.</p> <p><u>Media Monitoring services</u> – Contract with iSentia was reviewed and renewed. Services reviewed from two companies.</p> <p><u>New contracts negotiated for Inter-Council Network</u> – All ICN contracts were reviewed and, where there were alternative options, tested in the market. Several providers were changed; providing for improved service levels or cost savings for participating councils.</p> <p><u>Insurance Forum</u> – BOPLASS hosted a forum which included presenters from London and Australia. This gave an opportunity for the London underwriter to get a better understanding of the regions they insure and for councils to meet with the underwriters and to gain a better understanding of the challenges facing the insurance industry. Ultimately leading to improved services and rates for BOPLASS councils.</p>
<p>Complete independent review of governance performance and structure to ensure it supports BOPLASS' strategic direction.</p> <p>Engage external party to complete independent review of BOPLASS governance.</p> <p>Affirmative feedback received from shareholding councils following 2017/18 governance review.</p>	<p>Not achieved</p>	<p>Governance review initiated. After preliminary review of governance, Board made decision to complete a strategic review of BOPLASS and include governance structure as an important aspect of this full review. A shortlist of independent consultants identified by BOPLASS Board.</p> <p>Review put on hold as a strategic alliance with Waikato LASS was proposed. Consultant engaged to review and facilitate the opportunity for the two LASS to develop a jointly aligned strategy. Review also covered LASS governance. BOPLASS and Waikato Boards completed collective evaluation.</p> <p>Decision made to proceed with independent reviews of the two LASS. BOPLASS progressing strategic review and independent governance review. The governance review has not been completed at this stage.</p>
<p>Communicate with each shareholding council at appropriate levels.</p> <p>Meeting with each Executive Leadership Team.</p> <p>At least one meeting per year.</p>	<p>Achieved</p>	<p>Executive-level meetings held with councils. Five Operations Committee meetings held during the year with executive level input provided by all shareholding councils. Executive Leadership Team representation and attendance at one or more meetings from every council.</p>

<p>Ensure current funding model is appropriate.</p> <p>Review BOPLASS expenditure and income and review council contributions and other sources of funding.</p> <p>Performance against budgets reviewed quarterly. Company remains financially viable.</p>	<p>Achieved</p>	<p>Council contributions levied.</p> <p>Contributions received from activities producing savings.</p> <p>Vendor rebates collected.</p> <p>Monthly and quarterly performance reviewed.</p> <p>Financial statements reported and reviewed at Board meetings.</p> <p>Financial position year end 30 June 2018: \$10,794 deficit.</p>
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### Statement of Intent and Performance continued

The following is a report of performance against targets set in the Statement of Intent for 2016/17 and is provided for comparative purposes.

Target <u>2016/17</u>	Result	Narration
<p>Investigate new joint procurement initiatives for goods and services for BOPLASS councils.</p> <p>Procure from sources offering best value, service, continuity of supply and/or continued opportunities for integration.</p> <p>A minimum of four new procurement initiatives investigated. Initiatives provide financial savings of greater than 5% and/or improved service levels to the participating councils.</p>	Achieved	<p>Joint procurement initiatives undertaken for:</p> <p><u>Health and Safety Training Preferred Supplier</u> – Vertical Horizonz NZ were appointed as the preferential Health and Safety training supplier for the BOPLASS and Waikato LASS councils. Access to improved and consistent levels of service achieved at significantly reduced costs through a collaborative agreement covering both LASS.</p> <p><u>Security Services</u> - BOPLASS investigated the opportunity for a consolidated security contract across multiple councils – covering manpower services, alarm systems, CCTV. It was determined that this was not feasible given local requirements and little benefit would be derived from consolidating the services. Geographical grouping of councils for security service contracts was recommended.</p> <p><u>Health &amp; Safety Elected Members Training</u> – Collective Health and Safety at Work Act 2015 training was completed for elected members of BOPLASS and Waikato LASS councils, with BOPLASS engaging a qualified presenter from Simpson Grierson at a fraction of the cost of councils arranging individual training.</p> <p><u>Additional Infrastructure Insurance</u> - Representing a collective group of 39 councils in negotiations for placement of councils' infrastructure insurance in the London markets significant leverage was obtained and, despite increased limits and higher insured values for the councils, a 16% overall reduction of premiums was achieved for BOPLASS councils.</p> <p>In anticipation of future changes to the current 60/40 natural hazard arrangements, capacity for further coverage was also secured through the London markets.</p> <p>BOPLASS has been managing a project to insure 100% of the first \$10M of any natural hazard loss to councils' infrastructure to reduce potential exposure/shortfall of the non-guaranteed 60% portion provided from Central Government.</p> <p>The 2016/17 programme limit has been increased with an additional \$250M layer negotiated. The extra layer provides councils with a total loss limit of \$500M, with a negotiated premium achieved at a lower cost than the 2015 loss limit of \$140M.</p> <p><u>GIS Training</u> – NSG was engaged by BOPLASS to provide collaborative training on Geocortex Workflow for BOPLASS</p>



		<p>councils GIS staff. Significant cost savings and inter-council information sharing.</p> <p><u>EMA Membership</u> – In conjunction with Waikato LASS BOPLASS investigated the opportunity for councils to participate in discounted joint membership with Employers and Manufacturers Association (EMA). Following fluctuating and diminishing offers from EMA during negotiations, the LASS and councils elected not to enter into an agreement.</p> <p><u>Environmental Insurance / Gradual Contamination Insurance</u> – BOPLASS project to investigate environmental impairment insurance to cover councils for: gradual pollution, most types of pollutant (including asbestos), 1st &amp; 3rd party loss and restorative/clean-up costs.</p> <p><u>Event Management Liabilities Legal Opinion</u> – In conjunction with Waikato LASS BOPLASS sought legal opinion from Tompkins Wake Lawyers on event management liabilities. Collaboration in this procurement delivered significant savings and provided for consistent standards across all BOP and Waikato councils.</p> <p><u>Aerial Photography 2016-17</u> – Two tenders for BOPLASS councils' specific areas and requirements within the BOPLASS regional flying calendar were awarded to AAM NZ Ltd. The collaborative approach has provided further savings in the cost of capture and production of imagery.</p> <p><u>Health, Safety &amp; Risk Management Software</u> – Working collectively with Waikato LASS councils, BOPLASS was able to leverage improved services from Vault and provide for discounted pricing for Eastern Bay councils joining the agreement.</p>
<p>Provide support to BOPLASS councils that are managing or investigating shared services projects.</p> <p>BOPLASS to provide 0.25 FTE resource and expertise to assist councils in Shared Services developments and projects.</p> <p>Quarterly satisfaction reviews with participating councils. Resource assignment measured from project job tracking.</p>	<p>Achieved</p>	<p>0.25 FTE provided through engagement of a contractor and IT Manager's time committed directly to individual council support – measured by fortnightly timesheets.</p> <p>Support provided to councils in development of the following services:</p> <p><u>Solid Waste Services</u> - Following completion of a solid waste benchmarking survey by all BOPLASS councils, several potential areas for greater collaboration were identified for further analysis. Eunomia Research have been engaged to review the current state of solid waste services across the BOPLASS councils, identify collaboration currently being explored or undertaken, and recommend further areas for collaboration.</p> <p><u>Information Services Strategic Plan (ISSP)</u> – Working with MWLASS, reviews of the development of other LASS Regional ISSPs and business cases has been undertaken by BOPLASS councils through a series of workshops. Able to leverage off work being undertaken in other regions.</p> <p><u>Historical Aerial Imagery</u> - Working in conjunction with the Local Government Geospatial Alliance (LGGA), a portal has</p>

		<p>been developed specifically for the storage and delivery of BOPLASS councils' historical aerial imagery. The portal <a href="http://www.retrolens.nz">www.retrolens.nz</a> facilitates taking historical imagery directly from LINZ and converting it for consumption by councils for publication. By collaborating with other regions a valuable national resource for the councils and the public has been created at a fraction of the cost of individual council services.</p> <p><u>Contractor Health and Safety Prequalification</u> - BOPLASS and Waikato LASS have worked together to develop an on-line contractor Health and Safety prequalification scheme. The prequalification portal provides a simple and cost-effective process for contractors to engage with councils while also standardising and simplifying contractor management for council staff. The service is now being rolled out nationally.</p> <p><u>Inter-Council Health and Safety Auditing</u> – Establishment of cross-council auditing processes to provide councils with an external viewpoint on their Health and Safety management and provide council PCBU Officers, CEOs and managers with an alternative opinion and verification through auditing, without the expense of having to engage external consultants.</p> <p><u>Audit and Risk Insights Panel Sessions</u> – BOPLASS coordinated workshops with senior leaders of the KPMG advisory team to share their insights and experience in the areas of health and safety, procurement and risk management based upon their learnings across the greater group of councils and other clients. Workshops provided at no cost to councils and included inter-council sharing of invaluable information.</p> <p><u>Health and Safety in Procurement of Machinery</u> – Collective development of a standard health and safety template for council procurement of machinery to be used across all BOP and Waikato councils. Created a simple, robust and standard process at reduced cost for all councils.</p> <p><u>Shared Health and Safety Training Register</u> – Shared training register established in Collaboration Portal for Waikato and BOP councils enabling Health and Safety training requirements to be planned and coordinated across multiple councils.</p> <p><u>Inter-Council Network review, redesign and renegotiation</u> – High capacity fibre network connecting the majority of BOPLASS councils. A full review of Inter-Council (ICN) costs, usage and council apportionment undertaken to deliver an improved service and reduce costs. Key contracts renegotiated with further savings achieved.</p>
Further develop and extend the Collaboration Portal for access to, and sharing of, project information and opportunities from other	Achieved	Collaboration Portal further developed to include options for central government agencies and an activity area

<p>councils and the greater Local Government community to increase breadth of BOPLASS collaboration. Provide access to the Collaboration Portal for councils outside of BOPLASS and utilise technologies to provide secure access. Proactively market the benefits to councils.</p> <p>All NZ councils are made aware of the Collaboration Portal and its benefits. Portal is operational outside of the LASS groups with a minimum of ten additional councils having utilised the Portal.</p>		<p>dedicated to the Department of Internal Affairs to engage and network with councils.</p> <p>New LASS and councils signed up to the Collaboration Portal.</p> <p>On-boarding and training provided to new councils to maximise usage and ensure increased uptake.</p> <p>National awareness of Collaboration Portal created through BOPLASS presentation to LG Commissioner.</p> <p>During 2016-17FY, 15 new local government organisations outside of the BOPLASS councils joined the Portal and have licensed users with access to the Collaboration Portal and shared information.</p> <p>The Collaboration Portal now has a membership of 40 councils, 59 organisations in total and 516 users.</p>
<p>Ensure appointed vendors remain competitive and continued best value is returned to shareholders.</p> <p>Manage and/or renegotiate existing contracts.</p> <p>Contracts due for renewal are tested for competitiveness in the marketplace. New suppliers are awarded contracts through a competitive procurement process involving two or more vendors.</p>	Achieved	<p>Contracts negotiated and/or renewed for:</p> <p>Video Conferencing Services – renegotiation and price reduction of existing contract.</p> <p>ESRI Enterprise Licensing Agreement – renegotiated and renewed. No alternative provider in NZ.</p> <p>Multi-Function Devices (copiers/printers) – full tender completed with a total of four tenders received. Total upgrade of equipment across all of the BOPLASS council, additional functionality, significant cost savings, and a common technology platform supporting the future development of collaborative solutions between councils.</p> <p>Councils’ liability insurance providers reviewed and renewed. Solutions proposed and reviewed from alternative brokers and insurers.</p> <p>GIS software and services – Geocortex Essentials, Geocortex Optimizer, X-Tools, NZAA. Contracts renegotiated and renewed – no alternative suppliers.</p> <p>Print Media Copyright Agency (PMCA) contract restructured and renewed – sole NZ provider.</p> <p>Media Monitoring services contract renewed. Proposals received from two companies.</p>
<p>Review governance performance and structure to ensure it supports BOPLASS’ strategic direction.</p> <p>Perform review of governance.</p>	Achieved	<p>Strategic reviews completed by the Board.</p> <p>Board reviews of operations governance structure and performance.</p> <p>2017-20 Statement of Intent developed to include an independent governance review.</p>

Affirmative feedback received from shareholding councils at least annually.		2017-20 Statement of Intent, including governance changes, circulated to all shareholding councils. SOI received by all councils with affirmative feedback received from all shareholders.
<p>Communicate with each shareholding council at appropriate levels.</p> <p>Meeting with each Executive Leadership Team.</p> <p>At least one meeting per year.</p>	Achieved	Executive-level meetings held with councils. Five Operations Committee meetings held during the year with executive level input provided by all shareholding councils. ELT representation and attendance at one or more meetings from every council.
<p>Ensure current funding model is appropriate.</p> <p>Review BOPLASS expenditure and income and review council contributions and other sources of funding.</p> <p>Performance against budgets reviewed quarterly. Company remains financially viable.</p>	Achieved	<p>Council contributions levied.</p> <p>Contributions received from activities producing savings.</p> <p>Vendor rebates collected.</p> <p>Monthly and quarterly performance reviewed.</p> <p>Financial statements reported and reviewed at Board meetings.</p> <p>Financial position year end 30 June 2017: \$2,254 surplus.</p>



**PART TWO – ACCOUNTABILITY STATEMENTS**



**Building Blocks**



BOPLASS Ltd has been built on a number of principles and activities and these are the building blocks of our success.



You will find examples in text boxes scattered through the document.



### Statement of Responsibility

The following pages 22-45 outline the financial statements and notes for year ended 30 June 2018 for BOPLASS Limited.

The directors believe that proper accounting records have been kept that enable, with reasonable accuracy, the determination of the financial position of the company and facilitate compliance of the financial statements with the Financial Reporting Act 1993.

The directors consider that they have taken adequate steps to safeguard the assets of the company, and to prevent and detect fraud and other irregularities. Internal control procedures are also considered to be sufficient to provide reasonable assurance as to the integrity and reliability of the financial statements.

The directors are pleased to present the financial statements of BOPLASS Ltd for the twelve months ended 30 June 2018.

For and on behalf of the Board of Directors:

Signed:		Craig O'Connell – Chair	Date:	<u>19 Sept 18</u>
Signed:		Martin Grenfell – Director	Date:	<u>19/9/18</u>

## Independent Auditor's Report

To the readers of BOP LASS Limited's financial statements and  
performance information for the year ended 30 June 2018

The Auditor-General is the auditor of BOP LASS Limited (the company). The Auditor-General has appointed me, B H Halford, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and performance information of the company on his behalf.

## Opinion

We have audited:

- the financial statements of the company on pages 26 to 45, that comprise the statement of financial position as at 30 June 2018, the statement of financial performance and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the company on pages 8 to 19.

In our opinion:

- the financial statements of the company on pages 26 to 45:
  - present fairly, in all material respects:
    - its financial position as at 30 June 2018; and
    - its financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) Standard; and
- the performance information of the company on pages 8 to 19 presents fairly, in all material respects, the company's actual performance compared against the performance targets and other measures by which performance was judged in relation to the company's objectives for the year ended 30 June 2018.

Our audit was completed on 19 September 2018. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements and the performance information, we comment on the other information and we explain our independence.



## ***Audit Report Continued***

### **Basis for our opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of the Board of Directors for the financial statements and the performance information**

The Board of Directors is responsible on behalf of the company for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Directors is also responsible for preparing the performance information for the company.

The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Board of Directors is responsible on behalf of the company for assessing the company's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002.

### **Responsibilities of the auditor for the audit of the financial statements and the performance information**

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

**Audit Report Continued**

For the budget information reported in the financial statements and the performance information, our procedures are limited to checking that the information agreed to the company's statement of intent.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We evaluate the appropriateness of the reported performance information within the company's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

**Audit Report Continued****Other Information**

The Board of Directors is responsible for the other information. The other information comprises the information included on pages 4 to 7 and 46 to 47, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Independence**

We are independent of the company in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1(Revised): Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the company.



B H Halford  
Audit New Zealand  
On behalf of the Auditor-General  
Tauranga, New Zealand

## Financial Statements – Statement of Financial Position

STATEMENT OF FINANCIAL POSITION - AS AT 30 JUNE 2018			
BOP LASS LTD	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
<b>ASSETS - CURRENT</b>			
Bank accounts and cash	10	468,383	810,334
Short Term Investments	10	500,000	0
Debtors and Other Receivables	11	113,004	108,138
Prepayments	12	92,235	45,282
<b>Total Current Assets</b>		<b>1,173,622</b>	<b>963,754</b>
<b>ASSETS - NON-CURRENT</b>			
Intangible Assets	13	15,832	29,203
Plant and Equipment	14	2,791	2,668
<b>Total Non-Current Assets</b>		<b>18,623</b>	<b>31,871</b>
<b>TOTAL ASSETS</b>		<b>1,192,245</b>	<b>995,625</b>
<b>LIABILITIES - CURRENT</b>			
Creditors and Accrued Expenses	15	224,961	112,378
Employee Costs Payable	16	29,790	27,366
Income in Advance	17	897,738	770,330
Borrowings	18	0	35,000
<b>Total Current Liabilities</b>		<b>1,152,489</b>	<b>945,074</b>
<b>TOTAL LIABILITIES</b>		<b>1,152,489</b>	<b>945,074</b>
<b>TOTAL ASSETS less TOTAL LIABILITIES</b>		<b>39,757</b>	<b>50,551</b>
<b>EQUITY</b>			
Accumulated Deficits	19	(59,245)	(48,451)
Share Capital	19	99,002	99,002
<b>TOTAL EQUITY</b>		<b>39,757</b>	<b>50,551</b>

The notes and Statement of Accounting Policies form part of these financial statements.

For and on behalf of the Board of Directors:

Signed:  Craig O'Connell – Chair

Date: 19 Sept 18

Signed:  Martin Grenfell – Director

Date: 19/9/2018

## Financial Statements – Statement of Financial Performance

STATEMENT OF FINANCIAL PERFORMANCE - FOR THE YEAR ENDED 30 JUNE 2018				
BOP LASS LTD	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>REVENUE</b>				
Council Contribution	2	273,511	273,510	273,511
Project Revenue	2	1,170,889	1,436,500	1,454,871
Interest Revenue	3	585	2,000	7,198
Other Income – (2017 Tax Refund)		0	0	6,280
<b>Total Revenue</b>		<b>1,444,985</b>	<b>1,712,010</b>	<b>1,741,860</b>
<b>EXPENSES</b>				
Depreciation and Amortisation	4	14,464	21,400	29,013
Employee Related Costs	5	341,046	356,300	313,821
Directors Costs	6	15,758	18,000	18,446
Finance Cost	7	844	1,000	737
Other Expenses	8	1,083,667	1,315,310	1,377,590
<b>Total Expenses</b>		<b>1,455,779</b>	<b>1,712,010</b>	<b>1,739,607</b>
<b>Surplus/(Deficit) before tax</b>			<b>0</b>	<b>2,253</b>
Income Tax Expense/(Benefit)	9	0	0	0
<b>Surplus/(Deficit) after Tax</b>		<b>(10,794)</b>	<b>0</b>	<b>2,253</b>

The notes and Statement of Accounting Policies form part of these financial statements.  
Explanations of major variances against budget are provided in note 25.

### Media Monitoring



A shared media monitoring portal provides councils with improved visibility of community feedback through monitoring of press and social media.

**Financial Statements – Statement of Cashflows**

STATEMENT OF CASHFLOWS - FOR THE YEAR ENDED 30 JUNE 2018			
BOP LASS LTD	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>			
Council Contribution		273,511	273,511
Project Revenue		1,279,973	1,288,459
Interest Revenue		16,083	7,197
Tax Paid - RWT (net)		0	0
Goods and Services Tax (net)		0	0
<b>Total Cash Provided</b>		<b>1,569,567</b>	<b>1,569,167</b>
Employee Related Costs		(338,622)	(306,655)
Payments to Suppliers		(964,211)	(1,371,565)
Interest Paid		(844)	(737)
Tax Paid - RWT (net)		(2,040)	(2,331)
Goods and Services Tax (net)		(69,584)	(18,175)
<b>Total Cash Applied</b>		<b>(1,375,301)</b>	<b>(1,699,463)</b>
<b>NET CASHFLOWS FROM OPERATING ACTIVITIES</b>		<b>194,266</b>	<b>(130,296)</b>
<b>CASHFLOWS FROM INVESTING ACTIVITIES</b>			
Acquisition of Investments		(500,000)	0
Purchase of Plant and Equipment		(1,217)	(2,779)
Purchase of Intangibles		0	(24,349)
<b>Total Investing Cash Applied</b>		<b>(501,217)</b>	<b>(27,128)</b>
<b>NET CASHFLOWS FROM INVESTING ACTIVITIES</b>		<b>(501,217)</b>	<b>(27,128)</b>
<b>CASHFLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from Loans		0	360,000
Repayment of Loans		(35,000)	(360,000)
<b>NET CASHFLOWS FROM FINANCING ACTIVITIES</b>		<b>(35,000)</b>	<b>0</b>
<b>NET INCREASE/(DECREASE) IN CASH</b>		<b>(341,951)</b>	<b>(157,423)</b>
<b>CASH AT BEGINNING OF THE YEAR</b>		<b>810,334</b>	<b>967,757</b>
<b>CASH AT END OF THE YEAR</b>	10	<b>468,383</b>	<b>810,334</b>

The GST component of operating activities reflects the net GST paid and received to and from the Inland Revenue Department. The GST component has been prepared on a net basis, as the gross amounts do not provide meaningful information for financial purposes.

The notes and Statement of Accounting Policies form part of these financial statements.

## Entity Information for the Year Ended 30 June 2018

### LEGAL NAME

BOP LASS Limited stands for Bay of Plenty Local Authority Shared Services.

### TYPE OF ENTITY AND LEGAL BASIS

BOPLASS Ltd is incorporated in New Zealand under the Companies Act 1993.

### COMPANY'S PURPOSE

BOPLASS Ltd is based in Tauranga and is a joint venture between nine councils formed to provide shared services.

### STRUCTURE OF COMPANY'S OPERATIONS INCLUDING GOVERNANCE ARRANGEMENTS

The company is owned and controlled by the nine councils and comprises a Board of 10 directors who oversee the governance of the company. A Chief Executive is responsible for the day-to-day operations of the company and reports to the Board, with two other staff supporting the Chief Executive in delivering against the company's objectives. The Board is made up of nine Chief Executives from participating councils and one Independent director. Refer Statutory Disclosure note page 46 for list of councils.

### MAIN SOURCE OF THE COMPANY'S CASH AND RESOURCES

Annual operating contribution received from each of the nine councils and project commissions are the main source of funding.

### OUTPUTS

As per the Statement of Intent and Performance.

### All of Government (AoG) Procurement



BOPLASS takes into account and supports opportunities available through All of Government purchasing arrangements.

## ***Statement of Accounting Policies***

### **Statement of Accounting Policies for the Year Ended 30 June 2018**

#### **ACCOUNTING POLICIES APPLIED:**

##### ***BASIS OF PREPARATION***

The Board has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* on the basis that the company does not have public accountability (as defined) and has total annual expenses less than \$2 million.

All transactions in the financial statements are reported using the accrual basis of accounting. The financial statements are presented in New Zealand dollars (\$) and all values are rounded to the nearest dollar. The functional currency of BOPLASS Ltd is New Zealand dollars.

The financial statements are prepared on the assumption that the company will continue to operate in the foreseeable future.

##### **SIGNIFICANT ACCOUNTING POLICIES**

There have been no changes to accounting policies during the reporting period.

##### ***GOODS AND SERVICES TAX***

The company is registered for GST. All amounts in the financial Statements are recorded exclusive of GST, except for debtors and creditors which are stated inclusive of GST.

##### ***REVENUE RECOGNITION***

Revenue is measured at the fair value of the consideration received or receivable.

Contributions received from the nine shareholder councils are BOPLASS Limited's primary source of funding for the 12 months ended 30 June 2018.

Council contributions are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the contributions are not met. No such obligation is attached to the council contributions received for the twelve months ended 30 June 2018.

Project revenue is recognised when the sale of goods or services is sold to the customer.



Interest revenue is recorded as it is earned during the year.

#### ***EMPLOYEE RELATED COSTS***

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries and leave entitlements.

Performance payments are recorded when the employee is notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

#### ***ADMINISTRATION, OVERHEADS AND PROJECT EXPENDITURE COSTS***

These are expensed when the related service has been received.

#### ***LEASE EXPENSES***

Lease payments are recognised as an expense on a straight-line basis over the lease term.

#### ***BANK ACCOUNTS AND CASH***

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks.

Bank overdrafts are presented as a current liability in the statement of financial position.

#### ***DEBTORS AND OTHER RECEIVABLES***

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

#### ***PLANT AND EQUIPMENT***

Plant and equipment is recorded at cost, less accumulated depreciation and impairment losses.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount. For an asset to be used by the company, the asset is impaired if the value to the company in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a diminishing value basis over the estimated useful life, at the same rate as is allowed by the Income Tax Act 1994.

The useful lives for associated depreciation rates of other assets have been estimated using the diminishing value basis as follows:

Office equipment	5 years	40%
Computer equipment	4 years	50%
Mobile Phone	3 years	67%

### ***INTANGIBLE ASSETS***

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred.

The carrying value of an intangible asset with a finite life is amortised on a diminishing value basis over its estimated useful life, at the same rate as is allowed by the Income Tax Act 1994. This charge is recognised as an expense.

The useful lives for associated amortisation rates of major classes of intangible assets have been estimated using the diminishing basis as follows:

2018 Computer Software	4 years	50%
2017 Computer Software	4 years	50%

### ***CREDITORS AND ACCRUED EXPENSES***

Creditors and accrued expenses are measured at the amount owed.

### ***EMPLOYEE COSTS PAYABLE***

A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date. A liability and expense for long service leave and retirement gratuities is recognised when the entitlement becomes available to the employee.

**INTEREST BEARING LOANS AND BORROWINGS**

Loans & Borrowings are recognised at the amount borrowed from the lender.

Interest costs and interest accrued are recognised as an expense when incurred.

**INCOME TAX**

Tax expense is calculated using the taxes payable method. As a result, no allowance is made for deferred tax. Tax expense includes the current tax liability and adjustments to prior year tax liabilities.

**BUDGET FIGURES**

The budget figures are derived from the Statement of Intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

**COMMITMENT AND CONTINGENT LIABILITIES**

Commitments and contingencies are disclosed exclusive of GST.

**EQUITY**

Equity is measured by the value of total assets less total liabilities.

**TIER 3 PBE ACCOUNTING STANDARDS APPLIED**

BOPLASS Ltd has applied Tier 3 Accounting Standards in preparing its Financial Statements to:

- Property, plant and equipment to show intangible assets separate from property, plant & equipment.
- Debtors and prepayments reported separately.

**Print Services**

A collective contract with Konica Minolta for photocopiers and printers has delivered significant savings to the group. It has also provided a common technology platform supporting the development and delivery of further shared services.



## Notes to Financial Statements

### NOTE 2: COUNCIL CONTRIBUTION / PROJECT REVENUE

	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>Core Revenue</b>				
Council Contribution		273,511	273,510	273,511
		<b>273,511</b>	<b>273,510</b>	<b>273,511</b>
<b>Project Revenue</b>				
Rebates	*	18,498	12,000	0
Aerial Photography Revenue	**	256,781	300,000	477,556
Canon Video Conferencing Revenue	***	20,515	13,000	7,853
Lease Revenue - ICN	****	225,630	280,000	293,092
Recoveries	*****	524,053	630,000	571,833
Sales of Service Revenue	*****	43,351	60,000	54,337
Collaboration Portal Revenue	*****	66,564	125,000	50,200
		<b>1,155,392</b>	<b>1,420,000</b>	<b>1,454,871</b>
<b>TOTAL CORE AND PROJECT REVENUE</b>		<b>1,428,903</b>	<b>1,693,510</b>	<b>1,728,383</b>

\* Rebates for Services contracted by BOPLASS Ltd are received from Konica Minolta and NZ Post Ltd.

\*\* Aerial Photography revenue is offset by Aerial Photography expenditure paid by BOPLASS Ltd on behalf of the councils. Refer to note 8.

\*\*\* Video Conferencing Revenue is offset by Video Conferencing expenditure.

\*\*\*\* Lease Revenue – ICN is offset by ICN Lease expenditure.

\*\*\*\*\* Recovery Revenue is offset by recovery expenditure refer to note 8. This is the recovery of BOPLASS project or procurement costs incurred on behalf of the participating councils.

\*\*\*\*\* Sales of Service Revenue includes various rebates on projects and secondment payment from Bay of Plenty Regional Council.

\*\*\*\*\* Collaboration Portal Revenue is offset by Collaboration Portal expenditure.

### NOTE 3: INTEREST REVENUE

	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>Core Revenue</b>				
Interest Revenue - Current account	*	585	2,000	883
<b>Project Revenue</b>				
Interest Revenue - Aerial Trust account	*	15,498	16,500	6,315
<b>TOTAL INTEREST REVENUE</b>		<b>16,083</b>	<b>18,500</b>	<b>7,198</b>

\* Bank interest on BOPLASS Ltd current account and Aerial Photography Trust account.

The Budget variation occurred as the budget was set before the interest rate dropped significantly.

Councils now have an agreement to invest monies at a higher interest rate. Refer Note 10.

**NOTE 4: DEPRECIATION AND AMORTISATION EXPENSE**

	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>Core Expenditure</b>				
Intangibles	*	13,371	21,400	28,902
Plant and Equipment	**	1,093	0	111
<b>TOTAL DEPRECIATION AND AMORTISATION EXPENSE</b>		<b>14,464</b>	<b>21,400</b>	<b>29,013</b>

\* Intangibles refer to note 13.

\*\* Plant and Equipment refer to note 14.

**NOTE 5: EMPLOYEE RELATED COSTS**

	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>Core Expenditure</b>				
Salary and Wages		296,926	307,064	273,987
Superannuation	*	17,936	17,936	13,774
Direct Personnel Overheads	**	26,184	31,300	26,060
<b>TOTAL EMPLOYEE RELATED COSTS</b>		<b>341,046</b>	<b>356,300</b>	<b>313,821</b>

\* Superannuation includes employer contributions to Kiwisaver.

\*\* Direct Personnel Overheads include ACC, Fringe Benefit Tax, staff training costs and other staff support costs.

**NOTE 6: DIRECTORS COSTS**

	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>Core Expenditure</b>				
Directors Fees	*	15,000	15,000	14,725
Directors Costs	**	758	3,000	3,721
<b>TOTAL DIRECTORS COSTS</b>		<b>15,758</b>	<b>18,000</b>	<b>18,446</b>

\* Craig O'Connell only independent paid Director, commenced February 2015. The other nine Directors are the Chief Executives of participating Councils and do not receive any remuneration from BOPLASS.

\*\* Directors travel costs.

**Insurance**

Collaboration with insurance has provided improved service levels and substantial premium savings for all councils.

**NOTE 7: FINANCE COST**

	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>Core Expenditure</b>				
Interest on Borrowings	*	844	1,000	737
<b>TOTAL FINANCE COST</b>		<b>844</b>	<b>1,000</b>	<b>737</b>

\* Interest on Tauranga City Council loan refer to note 18.

**NOTE 8: OTHER EXPENSES**

	Notes	BOP LASS Ltd		
		2017/18 Actual	2017/18 Budget	2016/17 Actual
<b>Core Expenditure</b>				
Audit Fees	*	16,592	17,500	16,345
Administration Expenses	**	32,474	24,000	35,921
Consultancy	***	5,900	4,500	7,160
General Costs	****	6,318	9,600	0
Insurance		7,146	8,000	6,849
Loss on Disposal of Asset		0	0	0
		<b>68,430</b>	<b>63,600</b>	<b>66,275</b>
<b>Project Expenditure</b>				
Aerial Photography	*	256,781	300,000	477,557
Canon Video Conferencing	**	19,513	12,610	8,493
Lease Expenses - ICN	**	204,824	270,000	262,897
Recoveries	***	492,770	600,000	528,679
Collaboration Portal Opex	****	41,529	69,100	33,689
		<b>1,015,417</b>	<b>1,251,710</b>	<b>1,311,315</b>
<b>TOTAL OTHER EXPENSES</b>		<b>1,083,847</b>	<b>1,315,310</b>	<b>1,377,590</b>

Core

\* Audit Fees for 2017/18 are \$16,592 includes accrual \$16,592.

\*\* Administration Expenses

\*\*\* Consultancy includes tax advice for 2017/18

\*\*\*\* Accommodation & Travel, Accounting software, Bank Fees, Conferences, General Expenses, Subscriptions

Project

\* BOPLASS Ltd has a contract for aerial photography on behalf of the councils. This expenditure is offset from the revenue received from the councils. BOPLASS Ltd is acting on behalf of the councils.

\*\* Lease Expenses – ICN. This expenditure is offset from the revenue received from the councils. BOPLASS Ltd is acting on behalf of the councils.

\*\*\* Recoveries - This expenditure is offset from the revenue received from the councils for project work.

\*\*\*\* Collaboration Portal Opex - to assist in accelerating growth of shared service strategies and projects throughout local government in New Zealand by increasing visibility of councils' opportunities to collaborate.

**NOTE 9: INCOME TAX EXPENSE**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
<b>Components of tax expense</b>			
Current Tax Expense		0	0
Adjustments to current tax in prior years		0	0
Tax Expense		0	0
<b>INCOME TAX EXPENSE</b>		<b>0</b>	<b>0</b>
<b>Relationship between tax expense and accounting profit</b>			
Net surplus (deficit) before Taxation*		(10,794)	2,253
Tax calculation @ 28%		(3,022)	631
Plus/(Less) Taxation effect of:		0	0
Non-deductible Expenditure		148,766	210,658
Imputation credit adjustment		0	0
Non-taxable (income)/expenditure		(148,482)	(210,299)
Prior Period Adjustment		0	0
Group loss offset		0	0
Tax Losses not recognised		0	0
Deferred tax adjustment		2,738	(990)
<b>TOTAL INCOME TAX EXPENSE</b>		<b>(0)</b>	<b>(0)</b>

Tax losses for 2018: \$(20,141) (2017: \$0) are available to carry forward and offset against any future taxable income.

## Joint Procurement



The procurement of services or products by two or more councils from an external provider regardless of whether the service is paid for through BOPLASS or individually by participating councils.

**NOTE 10: BANK ACCOUNTS AND CASH**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Cash at Bank - Current account		76,910	12,831
Cash at Bank - Aerial Trust account		391,474	797,503
Term Deposit – 180 Days		200,000	0
Term Investment - 1 Year		300,000	0
<b>TOTAL BANK ACCOUNTS AND CASH</b>		<b>968,384</b>	<b>810,334</b>

Maturity Date	Balance	Rate(p.a.)
23 September 2018	\$200,000	3.44%
28 September 2018	\$300,000	3.55%

**NOTE 11: DEBTORS AND OTHER RECEIVABLES**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Debtors – Other		66,734	56,510
Goods and Services		12,971	27,098
Accrued Revenue		21,545	14,816
Withholding Tax		11,754	9,714
<b>TOTAL DEBTORS AND OTHER RECEIVABLES</b>		<b>113,004</b>	<b>108,138</b>

Debtors are non-interest bearing and receipt is normally 30-day terms. Therefore, the carrying amount of debtors approximates their fair value.

**NOTE 12: PREPAYMENTS**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Under 1 Year		92,235	45,282
<b>TOTAL PREPAYMENTS</b>		<b>92,235</b>	<b>45,282</b>

### Coalition of the Willing



BOPLASS councils work within an opt-in principle, meaning projects initially advance with the willing and active participants.

*Handwritten signature/initials*



**NOTE 13: INTANGIBLE ASSETS**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
<b>Computer Software</b>			
<b>Cost</b>			
Cost at beginning of Year		62,891	38,542
Current Year Additions		0	24,349
Current Year Disposals		0	0
<b>Cost Balance at Year End</b>		<b>62,891</b>	<b>62,891</b>
<b>Accumulated Amortisation and Impairment</b>			
Cost at beginning of Year		(33,688)	(4,786)
Amortisation Expense		(13,371)	(28,902)
Impairment Losses		0	0
<b>Accumulated Amortisation and Impairment Balance at Year End</b>		<b>(47,059)</b>	<b>(33,688)</b>
<b>Carrying Amounts</b>			
Cost at beginning of Year		29,203	33,756
<b>Carrying Amount at Year End</b>		<b>15,832</b>	<b>29,203</b>

2018 Computer software has been developed in-house. This has been amortised over its life (4 years).

2017 Computer software has been developed in-house. This has been amortised over its life (4 years).

Amortisation Expense decreased as 2017 additions of \$24,349.50 were amortised at varying rates between 15% to 45% a total of \$13,371.

No impairment losses have been recognised for intangible assets.

**NOTE 14: PLANT AND EQUIPMENT**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
<b>Office and Computer Equipment</b>			
<b>Cost</b>			
Cost at beginning of Year		5,268	2,489
Current Year Additions		1,216	2,779
Current Year Disposals		0	0
<b>Cost Balance at Year End</b>		<b>6,484</b>	<b>5,268</b>
<b>Accumulated Depreciation and Impairment</b>			
Cost at beginning of Year		(2,600)	(2,489)
Depreciation Expense		(1,093)	(111)
Impairment Losses		0	0
Loss on Disposal of Asset		0	0
<b>Accumulated Depreciation and Impairment Balance at Year End</b>		<b>(3,693)</b>	<b>(2,600)</b>
<b>Carrying Amounts</b>			
Cost at beginning of Year		2,668	2,489
<b>Carrying Amount at Year End</b>		<b>2,791</b>	<b>2,668</b>

Office equipment has been depreciated over its life (5 years).

Computer equipment has been depreciated over its life (4 years). Mobile Phone (3 years).

**NOTE 15: CREDITORS AND ACCRUED EXPENSES**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Accrued Expenses	*	20,363	41,467
Creditors		156,397	35,193
Goods and Services Tax Payable		0	0
Retentions		48,201	35,718
<b>TOTAL CREDITORS AND ACCRUED EXPENSES</b>		<b>224,961</b>	<b>112,378</b>

Creditors are non-interest bearing and are normally settled on 30-day terms. Therefore the carrying value of creditors and other payables approximates their fair value.

\* Accrued Expenses relates to Audit Fees of \$16,592 and other miscellaneous costs such as FBT, Tax Advice that have been accrued for the 2017/18 financial year.

**NOTE 16: EMPLOYEE COSTS PAYABLE**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Accrued Salaries and Wages		5,954	7,713
Annual Leave		14,602	19,653
PAYE		9,234	0
<b>TOTAL EMPLOYEE COSTS PAYABLE</b>		<b>29,790</b>	<b>27,366</b>

**NOTE 17: INCOME IN ADVANCE**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Income in Advance	*	897,738	770,330
<b>TOTAL INCOME IN ADVANCE</b>		<b>897,738</b>	<b>770,330</b>

\* Income in advance that relates to 2017/18 financial year:

\$707,283.21 is for aerial photography;

\$15,216.45 is for the rates project;

\$72,384.12 is for the Geospatial Web project;

\$25,877.00 is N3 Group Membership 1 July 2018 to 30 June 2019;

\$4,736.17 is for Geocortex Annual Maintenance to 1 July 2018 to 10 April 2019;

\$49,999 is for Proof of Concept budget for OpsCom Projects;

\$6,530.37 is for Video Conference – Annual maintenance Contract 1 July 2018 to 30 November 2018;

\$3,291.39 is for XTools Pro Annual Maintenance for Global License 1 July 18 to 30 June 2019;

\$12,420.00 is for Annual Geocortex Essentials 1 July 2018 to 30 June 2019

**NOTE 18: BORROWINGS**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Maturing in Under 1 Year		0	35,000
<b>TOTAL BORROWINGS</b>		<b>0</b>	<b>35,000</b>

BOPLASS Ltd has a reciprocal borrowing arrangement with Tauranga City Council which allows for the borrowing of funds and placement of excess funds. The current loan balance as at 30 June 2018 is \$NIL. Interest is accrued during each interest period.

This loan facility is still available to BOPLASS Ltd.

Interest is calculated at current market rates. The loan from Tauranga City Council is unsecured.

**NOTE 19: EQUITY**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
<b>Share Capital</b>			
Balance at beginning of Year		99,002	99,002
Fully Paid up Shares		0	0
<b>Balance at Year End</b>		<b>99,002</b>	<b>99,002</b>
<b>Accumulated Surpluses/(Deficit)</b>			
Balance at beginning of Year		(48,451)	(50,705)
Surplus/(Deficit) after Taxation		(10,794)	2,254
<b>Balance at Year End</b>		<b>(59,245)</b>	<b>(48,451)</b>

**Share Capital** - As at 30 June 2018, share capital comprised of thirty-one Ordinary Shares and twenty-two Non-Voting Shares.

The holders of the ordinary shares are entitled to receive dividends as declared from time to time, are entitled to one vote per share at meetings of the Company, and rank equally with regard to the Company's residual assets.

**Dividends** - No dividends have been paid or are proposed by the Company.

**NOTE 20: CONTINGENCIES**

BOPLASS Ltd have no contingencies at year end and that there were no contingencies for prior year.

**NOTE 21: EVENTS OCCURRING AFTER BALANCE DAY**

No events have occurred since balance date for BOPLASS Ltd.

**NOTE 22: STATEMENT OF COMMITMENTS**

	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Capital Commitments		0	0
<b>TOTAL CAPITAL COMMITMENTS</b>		<b>0</b>	<b>0</b>

This statement represents extraordinary or exceptionally large commitments for that type of expenditure within the normal course of business, which have been contractually entered into. As at balance date, BOPLASS Ltd has no large commitments of this nature.

BOPLASS Ltd has a contractual agreement with AAM Limited to provide aerial photos for the councils. This is treated as an operational expense in the BOPLASS Ltd accounts.

**Operating Leases as Lessee**

BOPLASS Ltd has leased an ultrafast broadband network to enable the establishment of the Inter Council Network. An advance payment of \$250,000 was paid by BOPLASS Ltd in 2010 for the first three years of a lease contract. The lease has a term of ten years with the right of withdrawal after three years. BOPLASS Ltd does not have an option to purchase the leased broadband network at the expiry of the lease period.

OPERATING LEASES AS LESSEE	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Not later than one year		49,510	49,510
Later than one year and not later than five years		33,008	82,520
Later than five years		0	0
<b>TOTAL OPERATING LEASES AS LESSEE</b>		<b>82,518</b>	<b>132,030</b>

The lease expense of \$204,824 for the Inter Council Network is recognised in the Statement of Financial Performance refer to note 8. Participating councils are invoiced by BOPLASS Ltd on a quarterly basis over the period of the lease to recover the costs for the lease of the Council network. The pricing is reviewable not less than annually and adjustments are to be made for market trends and for the number of councils participating. The lease invoicing started in the 2010 financial year.

RECOVERY OF OPERATING LEASES PAYMENTS FROM PARTICIPATING COUNCILS	Notes	BOP LASS Ltd	
		2017/18 Actual	2016/17 Actual
Not later than one year		49,510	49,510
Later than one year and not later than five years		33,008	82,520
Later than five years		0	0
<b>TOTAL OPERATING LEASES AS LESSOR</b>		<b>82,518</b>	<b>132,030</b>

## Video Conferencing

Distance and travel time are a significant cost. BOPLASS has assisted councils to implement video conferencing to make activities more efficient.



**NOTE 23: RELATED-PARTY TRANSACTIONS**

Related-party disclosures have not been made for transactions with related parties that are within a normal supplier or client / recipient relationship on terms and conditions no more or less favourable than those that it is reasonable to expect the company would have adopted in dealing with the party at arm's length in the same circumstances.

**Related party required to be disclosed**

Tauranga City Council provided accounting services to BOPLASS Ltd during the financial year to 30 June 2018 free of charge. An estimated value of the accounting services provided for the year is \$10,000.

**NOTE 24: STATEMENT OF PERFORMANCE AGAINST STATEMENT OF INTENT**

The Equity Ratio is a good indicator of the level of leverage used by a company. The Equity Ratio measures the proportion of the total assets that are financed by stockholders and not creditors.

The calculation of equity ratio is:

2018: 28.99% (2017: 18.93%)

**NOTE 25: EXPLANATIONS OF MAJOR VARIANCES AGAINST BUDGET**

BOP LASS Ltd	
Statement Of Financial Performance	Variance against Budget
Sales of Service (Note 2)	Chargeable secondment hours of BOPLASS IT manager to councils were reduced due to a shortened secondment contract.
Aerial Photography Revenue and Expenditure (Note 2)	Budgeted Aerial Photography revenue was not processed by BOPLASS as the contractor was unable to complete the capture and supply of aerial photography in the 2017/18 flying season. (Flying and payment deferred until following year.)
ICN Lease Revenue and Expenditure (Note 2)	ICN income and expenditure reflect the reduction in costs through new BOPLASS supplier contracts. Reductions in the expense and revenue remained proportional.
Recoveries and Projects – Recoveries (Note 2)	Project Recoveries and Expenditure show the projects undertaken during the year. A number of projects remain under review by the Operations Committee and were deferred until 2019/20. Both the expense and revenue remained proportional.
Collaboration Portal (Note 2)	Collaboration Portal revenue less than budget as less Councils joined during the year than forecast. Changes to expense and revenue remained proportional.
Administration (Note 8)	Administration costs increased due to the addition of BOPLASS internal services for video conferencing services and IT software licencing. Also unexpected costs were incurred with updates and support to existing accounting software and the transition to an alternative provider.
Salaries (Note 5)	Salaries were offset by the Collaboration Portal salary hours.

## NOTE 26: BOPLASS CONTRACTUAL OFFSETTING REVENUE &amp; EXPENDITURE TRANSACTIONS

	BOP LASS Ltd 2017/18			
	Revenue	Expenditure	Net Operating Surplus/(Deficit)	Explanation to Variance
<b>Core</b>				
Council Contribution	273,511	0	273,511	BOPLASS Ltd is funded from council to fund administrative costs not related to projects.
Interest Revenue	585	0	585	Bank interest received on the BOPLASS Ltd current account.
Salary and Wages	0	296,926	(296,926)	Refer to note 5.
Superannuation	0	17,936	(17,936)	Refer to note 5.
Direct Personnel	0	26,184	(26,184)	Refer to note 5.
Overheads				
Depreciation & Amortisation	0	14,464	(14,464)	Refer to note 4.
Interest on Borrowings	0	844	(844)	Interest paid to TCC for general loan.
Administration Expenses	0	32,474	(32,474)	Refer to note 8.
Audit Fees	0	16,592	(16,592)	Refer to note 8.
Consultancy	0	5,900	(5,900)	Refer to note 8.
Insurance	0	7,146	(7,146)	Refer to note 8.
Directors Fees & Costs	0	15,758	(15,758)	Refer to note 6.
General	0	6,138	(6,138)	Refer to note 8.
<b>Total</b>	<b>274,096</b>	<b>440,362</b>	<b>(166,266)</b>	
<b>Projects</b>				
Aerial Photography	256,781	256,781	0	Participating councils are invoiced by BOPLASS Ltd and AAM Ltd is paid for as percentages of the work on the project are completed.
Interest Revenue related to Aerial Photography	15,498	0	15,498	Bank interest received on the BOPLASS Ltd Aerial Photography Trust account. Refer to Note 3.
Canon Video Conferencing	20,515	19,513	1,002	Councils pay BOPLASS Ltd an amount charged by Canon plus an administrative fee for BOPLASS Ltd maintaining a service and maintenance contract on behalf of the councils.
Lease - ICN	225,630	204,824	20,806	Participating councils are invoiced by BOPLASS Ltd on a quarterly basis over the period of the lease to recover the cost for the lease of the Council Regional Network Platform. ICN lease revenue includes recovery of other operating expenditure - ICN, interest on borrowings - ICN loan and BOPLASS Ltd administration fees.
ESRI Enterprise Licence (Recoveries)	374,500	370,800	3,700	BOPLASS charges an administration fee for management of the software purchase and recoveries.

Other Recoveries	149,553	121,970	27,583	Includes recovery and administration fees for ad-hoc projects.
Rebates	18,498	0	18,498	Rebates given to BOPLASS
Collaboration Portal	66,564	41,529	25,035	The Portal is to assist in accelerating growth of shared service strategies and projects throughout local government in New Zealand by increasing visibility of councils' opportunities to collaborate.
Service Sales and Costs	43,350	0	43,350	Service sales and costs are for other items that are not part of a contract such as rebates and one off project professional fees and will not offset each other.
<b>Total</b>	<b>1,170,889</b>	<b>1,015,417</b>	<b>155,472</b>	
<b>Overall Total</b>	<b>1,444,985</b>	<b>1,455,778</b>	<b>(10,794)</b>	

	BOP LASS Ltd 2016/17		
	Revenue	Expenditure	Net Operating Surplus/(Deficit)
<b>Core</b>			
Council Contribution	273,511	0	273,511
Interest Revenue	6,281	0	6,281
Other Income – Tax Refund	883	0	883
Salary and Wages	0	273,987	(273,987)
Superannuation	0	13,774	(13,774)
Direct Personnel Overheads	0	26,060	(26,060)
Depreciation & Amortisation	0	29,013	(29,013)
Interest on Borrowings	0	737	(737)
Administration Expenses	0	35,923	(35,923)
Audit Fees	0	16,345	(16,345)
Consultancy	0	7,160	(7,160)
Insurance	0	6,849	(6,849)
Directors Fees & Costs	0	18,446	(18,446)
<b>Total</b>	<b>280,675</b>	<b>428,294</b>	<b>(147,619)</b>
<b>Projects</b>			
Aerial Photography	477,556	477,556	0
Interest Revenue related to Aerial Photography	6,315	0	6,315
Canon Video Conferencing	7,853	8,492	(639)
Lease - ICN	293,092	262,897	30,195
ESRI Enterprise Licence (Recoveries)	374,500	370,800	3,700
Other Recoveries	197,332	157,879	39,453
Collaboration Portal	50,200	33,689	16,511
Service Sales and Costs	54,338	0	54,338
<b>Total</b>	<b>1,461,186</b>	<b>1,311,313</b>	<b>149,873</b>
<b>Overall Total</b>	<b>1,741,861</b>	<b>1,739,607</b>	<b>2,254</b>

**Statutory Disclosures****as per section 211 (1) of the Companies Act (1993)****NATURE OF BUSINESS**

There has been no change in the nature of the business of the company during the year.

**DIRECTORS APPOINTED**

Under the Shareholder Agreement directors are appointed by the constituent councils. Directors and their dates of appointment are as follows:

Independent director	Craig O'Connell	26 February 2015 Chair from 16 March 2016
Kawerau District Council	Russell George	14 January 2008
Bay of Plenty Regional Council	Mary-Anne Macleod	23 June 2011 Director until 29 June 2018
	Fiona McTavish	30 June 2018
Western Bay of Plenty District Council	Miriam Taris	1 July 2014
Rotorua Lakes Council	Geoff Williams	1 July 2013
Whakatane District Council	Martin Grenfell	26 September 2011
Tauranga City Council	Garry Poole	26 April 2013
Taupo District Council	Gareth Green	26 July 2016
Gisborne District Council	Nedine Thatcher-Swann	13 March 2017
Opotiki District Council	Aileen Lawrie	10 August 2010





**INTEREST REGISTER**

There have been no disclosures of self-interest during the period.

**DIRECTORS REMUNERATION**

In February 2015 the Board appointed an independent director. The independent director receives remuneration and is reimbursed for related expenses. No remuneration had been paid to other directors.

**DONATIONS**

There were no donations made by the company during the period.

**AUDIT FEES**

The actual audit fees for the financial year are \$16,592. The amount of \$16,592 has been accrued for audit fees for BOPLASS Ltd and this is what is shown in the Statement of Financial Performance.

**Collaboration Portal**

A portal for registration of council projects, collaboration opportunities and identification of potential project partners. Also includes published stories of successes in local government collaboration.



## Civic Financial Services Limited Half-Yearly Accounts – 30 June 2018

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### 1. Executive Summary

The purpose of this report is to provide the Elected Members with Civic Financial Services Ltd Half Yearly Accounts – 30 June 2018 for information (**Attachment A**).

### 2. Key points to note

As reflected in the accounts Civic's income is derived from administration services and investment income, and rental income until Civic Assurance House is sold. In addition to administering Riskpool, Civic Liability Pool and the LAPP Fund, Civic administers the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes which are offered to local government on an exclusive basis. These schemes provide superannuation services to 75 councils, have well over 10,000 members and funds under management of over \$350 million. Of the councils that have a preferred provider for KiwiSaver, 94% have appointed Civic (69 out of 73 councils).



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Kumaren Perumal  
**Chief Financial Officer**



Miriam Taris  
 Chief Executive  
 Western Bay of Plenty District Council  
 Private Bag 12 803  
 Tauranga Mail Centre  
 Tauranga 3144

24 September 2018

Dear Miriam

**Civic Financial Services Half-Yearly Accounts – 30 June 2018**

Please find enclosed your copy of the half-yearly accounts for Civic Financial Services Limited ("Civic") to 30 June 2018. You will be pleased to see that the company is tracking above budget and has returned an (unaudited) pre-tax profit of \$0.478 million for the first half of 2018. Revenue, expenses and net surplus continue to reflect the strategic direction that your Board took at the end of 2016. Civic has maintained its strong financial position with equity of over \$17 million.

As communicated to you in the Statement of Intent in April this year, we will be completing the work required to earthquake strengthen the non-structural south and west boundary walls of Civic Assurance House before taking the building to market. This work is on track to be completed by the end of the first quarter of 2019 at which time, if a satisfactory sale price can be obtained, the proceeds net of selling costs will be distributed to shareholders via a special dividend.

As reflected in the accounts Civic's income is derived from administration services and investment income, and rental income until the building is sold. In addition to administering Riskpool, Civic Liability Pool and the LAPP Fund, Civic administers the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes which are offered to local government on an exclusive basis. These schemes provide superannuation services to 75 councils, have well over 10,000 members and funds under management of over \$350 million. Of the councils that have a preferred provider for KiwiSaver, 94% have appointed Civic (69 out of 73 councils).

Yours sincerely

Ian Brown  
 Chief Executive  
 Email: [ian.brown@civicfs.co.nz](mailto:ian.brown@civicfs.co.nz)

## CIVIC FINANCIAL SERVICES LTD

STATEMENT OF COMPREHENSIVE INCOME (Unaudited)  
FOR THE SIX MONTHS ENDED 30 JUNE 2018

	Note	Six Months				Full Year	
		2018 Group	2017 Group	2018 Parent	2017 Parent	2017 Group	2017 Parent
<b>REVENUE</b>							
Administration Fees		1,419	1,380	1,419	1,380	2,750	2,750
Income from Investments		101	79	101	79	174	174
Property Income		429	393	429	393	11	11
Other Income		-	-	-	51	120	51
		<u>1,949</u>	<u>1,852</u>	<u>1,949</u>	<u>1,903</u>	<u>3,055</u>	<u>2,986</u>
<b>EXPENDITURE</b>							
Property Operating Expenses		266	246	266	246	519	519
Depreciation & Amortisation		24	20	24	20	39	39
Employee Remuneration		382	514	382	514	920	920
Other Expenses		799	866	799	866	1,546	1,547
		<u>1,471</u>	<u>1,646</u>	<u>1,471</u>	<u>1,646</u>	<u>3,024</u>	<u>3,025</u>
Plus Share of Profit of Associate		-	-	-	-	-	-
Less Taxation Expense	6	135	58	135	58	187	187
<b>NET SURPLUS AFTER TAXATION</b>		<u>343</u>	<u>148</u>	<u>343</u>	<u>199</u>	<u>(156)</u>	<u>(226)</u>

STATEMENT OF MOVEMENTS IN EQUITY (Unaudited)  
FOR THE SIX MONTHS ENDED 30 JUNE 2018

	Six Months				Full Year	
	2018 Group	2017 Group	2018 Parent	2017 Parent	2017 Group	2017 Parent
Equity as at 1 January	17,048	17,204	17,048	17,273	17,204	17,273
Net Surplus After Taxation	343	148	343	199	(156)	(226)
<b>EQUITY AS AT 30 JUNE</b>	<u>17,391</u>	<u>17,352</u>	<u>17,391</u>	<u>17,472</u>	<u>17,048</u>	<u>17,048</u>

STATEMENT OF FINANCIAL POSITION (Unaudited)  
AS AT 30 JUNE 2018

	2018 Group	2017 Group	2018 Parent	2017 Parent	2017 Group	2017 Parent
<b>EQUITY</b>						
Capital	10,764	10,764	10,764	10,764	10,764	10,764
Retained Earnings	6,627	6,588	6,627	6,708	6,284	6,284
<b>TOTAL EQUITY</b>	<u>17,391</u>	<u>17,352</u>	<u>17,391</u>	<u>17,472</u>	<u>17,048</u>	<u>17,048</u>
Represented By:						
<b>Current Assets</b>						
Bank & Cash Equivalents	1,150	4,672	1,150	4,672	5,202	5,202
Receivables	709	458	709	458	732	732
Loans	5,359	1,502	5,359	1,502	1,110	1,110
<b>TOTAL CURRENT ASSETS</b>	<u>7,218</u>	<u>6,632</u>	<u>7,218</u>	<u>6,632</u>	<u>7,044</u>	<u>7,044</u>
<b>Non-Current Assets</b>						
Property, Plant & Equipment & Intangible Assets	273	261	273	261	279	279
Deferred Tax Asset	2,952	3,214	2,952	3,214	3,086	3,086
<b>TOTAL NON CURRENT ASSETS</b>	<u>3,225</u>	<u>3,475</u>	<u>3,225</u>	<u>3,475</u>	<u>3,365</u>	<u>3,365</u>
<b>Investments</b>						
Investment in Associate	-	-	-	-	-	-
Investment Property	7,259	7,938	7,259	7,938	7,175	7,175
<b>TOTAL INVESTMENTS</b>	<u>7,259</u>	<u>7,938</u>	<u>7,259</u>	<u>7,938</u>	<u>7,175</u>	<u>7,175</u>
<b>TOTAL ASSETS</b>	<u>17,702</u>	<u>18,045</u>	<u>17,702</u>	<u>18,045</u>	<u>17,584</u>	<u>17,584</u>
<b>Current Liabilities</b>						
Sundry Creditors & Accrued Charges	205	300	205	300	246	246
<b>TOTAL CURRENT LIABILITIES</b>	<u>205</u>	<u>300</u>	<u>205</u>	<u>300</u>	<u>246</u>	<u>246</u>
<b>Non Current Liabilities</b>						
CLP/ Riskpool Admin Fee Reserve	106	273	106	273	290	290
Subordinated Debt	-	120	-	-	-	-
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>106</u>	<u>393</u>	<u>106</u>	<u>273</u>	<u>290</u>	<u>290</u>
<b>TOTAL LIABILITIES</b>	<u>311</u>	<u>693</u>	<u>311</u>	<u>573</u>	<u>536</u>	<u>536</u>
<b>EXCESS OF ASSETS OVER LIABILITIES</b>	<u>17,391</u>	<u>17,352</u>	<u>17,391</u>	<u>17,472</u>	<u>17,048</u>	<u>17,048</u>

The notes to the accounts on page 3 form part of and are to be read in conjunction with these Statements

## CIVIC FINANCIAL SERVICES LTD

STATEMENT OF CASH FLOWS (Unaudited)  
FOR THE SIX MONTHS ENDED 30 JUNE 2018

Notes	Six Months				FULL YEAR	
	2018 Group	2017 Group	2018 Parent	2017 Parent	2017 Group	2017 Parent
<b>Cash Flows from Operating Activities</b>						
	1,740	1,831	1,740	1,880	3,657	3,708
	1,486	1,753	1,486	1,752	3,383	3,383
5	<u>254</u>	<u>78</u>	<u>254</u>	<u>128</u>	<u>275</u>	<u>325</u>
<b>Cash Flows from Investing Activities</b>						
	-	-	-	-	4,416	4,416
	103	15	103	15	5,600	5,600
	<u>(103)</u>	<u>(15)</u>	<u>(103)</u>	<u>(15)</u>	<u>(1,184)</u>	<u>(1,184)</u>
<b>Cash Flows from Financing Activities</b>						
	-	-	-	-	-	-
	4,203	1,502	4,203	1,502	-	-
	<u>(4,203)</u>	<u>(1,502)</u>	<u>(4,203)</u>	<u>(1,502)</u>	<u>-</u>	<u>-</u>
	(4,052)	(1,439)	(4,052)	(1,389)	(909)	(859)
	5,202	6,111	5,202	6,061	6,111	6,061
	<u>1,150</u>	<u>4,672</u>	<u>1,150</u>	<u>4,672</u>	<u>5,202</u>	<u>5,202</u>
<b>Being:</b>						
	1,150	4,672	1,150	4,672	5,202	5,202

The notes to the accounts on page 3 form part of and are to be read in conjunction with this statement.

**CIVIC FINANCIAL SERVICES LTD  
FOR THE SIX MONTHS ENDED 30 JUNE 2018**

**Notes to the Financial Statements**

**1 Statement of Compliance**

The Group is a Tier 1 Public Sector Public Benefit Entity and the financial statements have been prepared in accordance with and comply with Tier 1 Public Sector Public Benefit Entity (PBE) Standards.

**2 Accounting policies**

The accounting policies applied in the preparation of the half year financial statements are consistent with those disclosed in the 2017 annual report except that the investment property has not been revalued.

**3 Basis of Preparation**

These interim financial statements have been prepared in accordance with PBE IAS 34 - Interim Financial Reporting, and should be read in conjunction with the Company's annual financial report for the year ended 31 December 2017. Disclosures in these interim financial statements are less extensive than those in the annual financial report.

**4 Comparative figures.**

The comparative figures are for the six months ended 30 June 2017 and the year ended 31 December 2017.

**5 Reconciliation of net surplus after tax with cash flow from operating activity.**

	Six Months				Full Year	
	2018 Group	2017 Group	2018 Parent	2017 Parent	2017 Group	2017 Parent
<b>Reported Surplus After Taxation</b>	343	148	343	199	(156)	(226)
<b>Add/(less) non cash items</b>						
Loan Interest	(46)	-	(46)	-	(13)	(13)
Depreciation	25	21	25	21	39	39
Deferred Tax Liability	134	58	134	58	187	187
Movement in CLP/ Riskpool Admin Fee Reserve	(216)	-	(216)	-	(44)	(44)
Net change in fair value of property	-	-	-	-	798	798
Subordinated Debt	-	-	-	-	(120)	-
	(103)	79	(103)	79	847	967
<b>Add/(less) movements in other working capital items</b>						
Accounts Receivable	22	102	22	102	(171)	(171)
Accounts Payable	(8)	(248)	(8)	(249)	(242)	(242)
Tax Refund Due	-	(3)	-	(3)	(3)	(3)
	14	(149)	14	(150)	(416)	(416)
<b>Net Cash Outflow from Operating Activities</b>	<u>254</u>	<u>78</u>	<u>254</u>	<u>128</u>	<u>275</u>	<u>325</u>

**6 Income Tax**

The income tax liability for June 2018 is nil as the Company has unused tax credits with which it will use to offset any income tax expense.

7 A secured loan agreement between the Company and Local Government Mutual Funds Trustee Limited on behalf of New Zealand Mutual Liability Riskpool ("Riskpool") was entered into in February 2017 and again in August 2017 to assist with Riskpool's cashflow. The amount under each agreement is for a loan of up to \$3,000,000 and both loans are arm's length and on commercial terms. Any loan may be repaid by Riskpool at any time without penalty and the agreement terminated by either party with six months' notice.

**8 Contingent liabilities.**

The contingent liabilities are:

- i) 100,000 uncalled shares in the wholly owned subsidiary, Local Government Superannuation Trustee Limited.
- ii) 1,000 uncalled shares in the wholly owned subsidiary, Local Government Mutual Funds Trustee Limited
- iii) 100 uncalled shares in the wholly owned subsidiary, SuperEasy Limited
- iv) 100 uncalled shares in the wholly owned subsidiary, Local Government Finance Corporation Limited.

**9 Events occurring after reporting date**

- i) The wholly owned subsidiary, Local Government Finance Corporation Limited, was voluntarily deregistered in July 2018. The Company had 100 uncalled shares in the wholly owned subsidiary.
- ii) There have been no other significant events since the reporting date that affect the results disclosed in the half year financial statements.

## Schedule of Payments for the Month of August 2018

### 1. Purpose

The purpose of this report is for the Elected Members to receive the information on payments from ANZ Bank for the month of August 2018.

### 2. Background

In accordance with the provisions of the legislation the following payments were made during the month of August 2018. Computer printouts listing all the vouchers issued over the period will be available for inspection if required.

<b>Payment Summary – August 2018</b>	
	\$
Payment of Accounts -	
Direct Credits and Cheques	6,717,595.55
Direct Debits (salary payments)	1,142,305.69
Investments	5,000,000.00
Direct Debits (other accounts)	3,141,521.19
<b>TOTAL</b>	<b>16,001,422.43</b>

\_\_\_\_\_  
Maria Palmer  
**Financial Accountant**

Approved

\_\_\_\_\_  
Ian Butler  
**Finance Manager**

Approved

\_\_\_\_\_  
Kumaren Perumal  
**Chief Financial Officer**

## WARD AND DISTRICT DEVELOPMENT TRENDS STATISTICS JULY 2013 – SEPTEMBER 2018

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### 1. Purpose and Summary

The purpose of this report is to provide information to the elected members detailing ward and district level data from July 2013 – September 2018 regarding three indicators of development in the District.

### 2. Discussion on Issue

This report provides ward and district level data regarding three indicators of development in the District:

- **New dwelling consents issued** (*includes new dwellings*)
- **Additional lots created at Section 224 approval stage**
- **Additional lots proposed at subdivision application stage** (*please note the actual number of lots created may change during the consent process*)

These indicators are designed to reflect subdivision and dwelling consents issued and recorded on a quarterly basis in the District.

The report includes tables per Census Area Unit, ward and zone showing the comparison between July 2013 – June 2018 and the last quarter from July 2018 – September 2018 for dwelling consents issued, additional lots created and additional lots proposed. See **(Attachment A)** for further detail.

### 3. Internal and External Communication

No internal and/or external communication required.



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Antoinette Denton  
**Research and Monitoring Analyst**



**Growth Monitoring Statistics as at 30 September 2018****DWELLING CONSENTS****Dwelling Consents over the last 5 Financial Years**

Census Area Unit	RESIDENTIAL				
	2014	2015	2016	2017	2018
Waihi Beach	24	29	30	31	35
Athenree	0	0	10	14	13
Island View-Pios Beach	7	3	3	3	11
Katikati Community	29	26	91	83	34
Tahawai	1	0	1	0	5
Maketu Community	4	0	2	1	3
Omokoroa	40	59	110	145	189
Te Puna	0	2	5	3	1
Pongakawa	3	2	0	3	25
Paengaroa	1	6	18	10	3
Te Puke	9	11	35	38	17
<b>TOTAL</b>	<b>118</b>	<b>138</b>	<b>305</b>	<b>331</b>	<b>336</b>

	2014	2015	2016	2017	2018
<b>Total Residential and Rural</b>	<b>209</b>	<b>262</b>	<b>505</b>	<b>528</b>	<b>496</b>

Census Area Unit	RURAL				
	2014	2015	2016	2017	2018
Waihi Beach	2	5	15	8	4
Matakana Island	0	0	0	0	0
Tahawai	2	8	4	7	7
Aongatete	22	33	52	58	28
Te Puna	2	8	3	2	7
Minden	23	26	44	43	48
Kaimai	21	25	49	47	36
Ohauti-Ngapeke	6	3	4	5	6
Upper Papamoa	4	2	16	10	10
Paengaroa	1	0	0	2	0
Rangiuru	2	4	7	6	6
Pongakawa	6	8	4	7	7
Te Puke	0	2	2	2	1
<b>TOTAL</b>	<b>91</b>	<b>124</b>	<b>200</b>	<b>197</b>	<b>160</b>

**Dwelling Consents Year to Date: July 2018 – September 2018**

Census Area Unit	RESIDENTIAL
	Jul 18 - Sep 18
Waihi Beach	7
Athenree	4
Island View-Pios Beach	2
Katikati Community	11
Tahawai	0
Maketu Community	0
Omokoroa	20
Te Puna	1
Pongakawa	1
Paengaroa	0
Te Puke	7
<b>TOTAL</b>	<b>53</b>

Census Area Unit	RURAL
	Jul 18 - Sep 18
Waihi Beach	0
Matakana Island	0
Tahawai	1
Aongatete	4
Te Puna	3
Minden	7
Kaimai	6
Ohauti-Ngapeke	0
Upper Papamoa	3
Paengaroa	0
Rangiuru	2
Pongakawa	1
Te Puke	0
<b>TOTAL</b>	<b>27</b>

	Jul 18 - Sep 18
<b>Total Residential and Rural</b>	<b>80</b>

**SUBDIVISION****S224 Lots Created over the last 5 Financial Years**

Census Area Unit	2014	2015	2016	2017	2018
Waihi Beach	20	4	21	18	12
Athenree	-	-	0	3	17
Island View	-	-	0	1	1
Matakana Island	-	-	0	0	0
Katikati	-	6	64	26	57
Aongatete	5	11	20	11	12
Tahawai	1	9	13	5	7
Kaimai	35	11	24	24	25
Omokoroa	13	9	44	167	116
Te Puna	3	9	1	3	2
Minden	15	15	30	48	48
Ohauti-Ngapeke	4	1	4	1	1
Upper Papamoa	5	8	3	15	6
Maketu	-	-	1	0	1
Paengaroa	6	1	19	6	3
Rangiuru	3	5	4	7	3
Pongakawa	1	-	3	17	36
Te Puke	2	2	17	35	11
<b>Total</b>	<b>113</b>	<b>91</b>	<b>268</b>	<b>387</b>	<b>358</b>

WARD	2014	2015	2016	2017	2018
<b>Western</b>					
Residential	18	7	82	48	79
Industrial/ Commercial	-	-	-	1	5
Rural	8	23	36	15	22
<b>Western Total</b>	<b>26</b>	<b>30</b>	<b>118</b>	<b>64</b>	<b>106</b>
<b>Central</b>					
Residential	13	5	41	167	116
Industrial/ Commercial	-	-	-	-	-
Rural	57	40	62	76	76
<b>Central Total</b>	<b>70</b>	<b>45</b>	<b>103</b>	<b>243</b>	<b>192</b>
<b>Eastern</b>					
Residential	8	2	36	37	31
Industrial/ Commercial	-	-	-	-	1
Rural	9	14	11	43	28
<b>Eastern Total</b>	<b>17</b>	<b>16</b>	<b>47</b>	<b>80</b>	<b>60</b>
<b>TOTAL</b>	<b>113</b>	<b>91</b>	<b>268</b>	<b>387</b>	<b>358</b>

**s224 Lots Created for the last 3 months from July 2018 – September 2018**

Census Area Unit	Jul 18 -Sep 18
Waihi Beach	1
Athenree	0
Island View	0
Matakana Island	0
Katikati	7
Aongatete	37
Tahawai	0
Kaimai	3
Omokoroa	123
Te Puna	3
Minden	7
Ohauti-Ngapeke	0
Upper Papamoā	0
Maketu	0
Paengaroa	0
Rangiuru	0
Pongakawa	3
Te Puke	17
<b>Total</b>	<b>201</b>

WARD	Jul 18 -Sep 18
<b>Western</b>	
Residential	8
Industrial/ Commercial	0
Rural	37
<b>Western Total</b>	<b>45</b>
<b>Central</b>	
Residential	123
Industrial/ Commercial	0
Rural	13
<b>Central Total</b>	<b>136</b>
<b>Eastern</b>	
Residential	17
Industrial/ Commercial	0
Rural	3
<b>Eastern Total</b>	<b>20</b>
<b>TOTAL</b>	<b>201</b>

**ADDITIONAL LOTS PROPOSED****S223 Lots Proposed over the last 5 Financial Years**

Census Area Unit	2014	2015	2016	2017	2018
Waihi Beach	2	29	65	41	28
Athenree	0	0	3	23	6
Island View	1	1	0	2	2
Matakana Island	0	0	0	0	0
Katikati	81	53	44	34	74
Aongatete	7	3	37	0	6
Tahawai	1	0	1	1	0
Kaimai	3	2	8	0	15
Omokoroa	40	120	161	719	29
Te Puna	1	0	1	1	8
Minden	21	7	30	53	31
Ohauti-Ngapeke	2	0	1	0	0
Upper Papamoa	2	1	1	0	5
Maketu	1	0	0	0	5
Paengaroa	0	1	1	3	0
Rangiuru	4	1	11	4	3
Pongakawa	1	4	32	1	9
Te Puke	0	0	28	98	20
<b>Total</b>	<b>167</b>	<b>222</b>	<b>424</b>	<b>980</b>	<b>241</b>

WARD	2014	2015	2016	2017	2018
<b>Western</b>					
Residential	81	81	112	100	106
Industrial/ Commercial	0	0	0	0	3
Rural	11	5	38	1	7
<b>Western Total</b>	<b>92</b>	<b>86</b>	<b>150</b>	<b>101</b>	<b>116</b>
<b>Central</b>					
Residential	40	120	161	719	29
Industrial/ Commercial	0	0	0	0	0
Rural	27	9	40	54	54
<b>Central Total</b>	<b>67</b>	<b>129</b>	<b>201</b>	<b>773</b>	<b>83</b>
<b>Eastern</b>					
Residential	0	0	49	98	24
Industrial/ Commercial	0	0	0	0	0
Rural	8	7	24	8	18
<b>Eastern Total</b>	<b>8</b>	<b>7</b>	<b>73</b>	<b>106</b>	<b>42</b>
<b>TOTAL</b>	<b>167</b>	<b>222</b>	<b>424</b>	<b>980</b>	<b>241</b>

**S223 Lots Proposed for the last 3 months from July 2018 – September 2018**

<b>Census Area Unit</b>	<b>Jul 18 - Sep 18</b>
Waihi Beach	6
Athenree	0
Island View	0
Matakana Island	0
Katikati	6
Aongatete	1
Tahawai	0
Kaimai	0
Omokoroa	0
Te Puna	15
Minden	0
Ohauti-Ngapeke	1
Upper Papamoa	0
Maketu	0
Paengaroa	0
Rangiuru	0
Pongakawa	0
Te Puke	0
<b>Total</b>	<b>29</b>

<b>WARD</b>	<b>Jul 18 - Sep 18</b>
<b>Western</b>	
Residential	12
Industrial/ Commercial	0
Rural	1
<b>Western Total</b>	<b>13</b>
<b>Central</b>	
Residential	0
Industrial/ Commercial	0
Rural	16
<b>Central Total</b>	<b>16</b>
<b>Eastern</b>	
Residential	0
Industrial/ Commercial	0
Rural	0
<b>Eastern Total</b>	<b>0</b>
<b>TOTAL</b>	<b>29</b>

## Chief Executive Information Pack Report for – Oct 2018

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### Purpose

To provide Council with updates on the Chief Executive's meetings with Community Board Chairs and topics discussed. To provide information on the Chief Executive's meetings as attended on behalf of Council including those attended with His Worship the Mayor

The following topics were discussed at the Community Board Chairpersons meetings with the Chief Executive officer held over the past 6 weeks:

#### Chairperson Allan Sole – Waihi Beach Community Board

- Kiwi Camp Facility
- CCTV Installation
- Pedestrian Refuge Points
- Speed Limits and Parking Bylaw
- Waihi Beach Community Health Centre Trust
- Waihi Beach Skateboard group
- Representation Review
- Heavy Trucks through Waihi Beach township
- Waste Collection at Waihi Beach over Christmas New Year Period
- Dog / Compliance Monitoring Services
- Draft/Annual Budget
- Public Car Parking

#### Chairperson Jenny Hobbs – Katikati

- Pioneer Wetland – requirements for sign-off
- Future Fencing Katikati Arts Junction and Heritage Museum area
- Kotahi Lane Car Parking
- Community Roding Priorities
- Parking Enforcement Bylaw
- Speed Limit Bylaw
- Katikati Taiao Event
- Katikati Bird Walk Update
- Parking Signage
- Digglemann Park lighting
- Draft/Annual Budget

#### Chairperson Murray Grainger – Omokoroa Community Board

- Proposed Interim Library and Service Centre
- Seat for Harbourview Road
- Omokoroa Road Update
- Representative Review
- Omokoroa Future Town Centre Development
- Emergency Management Plans

Chairperson Shane Beech – Maketu Community Board

- CCTV Replacement at Maketu
- Upgrade to Intersection
- Graffiti Art for Maketu Toilet Block and Water Tank
- Kaituna Diversion Works – Impact on Roadways
- Gum Tree Removal
- Maketu Memorial Monument – proposed repair
- Surf Club Car Park Improvements
- Maketu Cycleway Route – estimated time
- New Drinking Fountains
- Park Road Toilet murals
- Metal for Kohanga Reo/Reserve entrance area.

Chairperson Peter Miller – Te Puke

- Tactile Paving
- Covers for Mobility Carparks
- Commerce Lane Car Park/Illegal Campers
- Parking Lines in Jellicoe Street
- Beatty Avenue Rubbish concerns
- Te Puke Emergency Response Plan
- Community Board Consultation Meeting
- Beattie Avenue Litter Bins
- Speed Limits - Manoeka

**1. Additional Booked Engagements and Meetings attended by CEO**

14 Sept	Philip Jones Meeting
14 Sept	Jeff Cook Meeting – Merrick Road
14 Sept	CEO's Transport Meeting
17 Sept	Scott Hamilton – Quayside
19 Sept	BOPLASS Directors Meeting
24 Sept	P1 Executive Board Meeting
26 Sept	CEO Roadshow (Barkes Corner, Katikati and Te Puke)
27 Sept	Mark Boyle Te Puke EDG Meeting
28 Sept	Civil Defence Emergency Management Group Meeting
28 Sept	SH2 Waihi to Tauranga re-evaluation Briefing
02 Oct	WBOPDC/Toi Te Ora Public Health Meeting
03 Oct	Pukehina Beach Ratepayers Chair Meeting
05 Oct	Site visit to Merrick Road
09 Oct	Eastern Bay Influence and Priority One discussion
11 Oct	Meeting with Jeff Cook – Merrick Road
17 Oct	Union Meeting



**2. Additional Booked Engagements and Meetings CEO attended with HWTM**

12 Sept	Trustpower Community Awards
18 Sept	CEO's/Mayor (SmartGrowth & WB Inc)
19 Sept	SmartGrowth Leadership Group
24 Sept	WBOP Inc. NZTA Prep for 25 September
25 Sept	Discuss the new National Land Transport Programme (NLTP)
03 Oct	Top 10 Holiday Park – Ian Smith
10 Oct	Michael Pittar – Matakana Island
16 Oct	Tauranga Moana Biosecurity Capital Launch



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Miriam Taris  
**Chief Executive Officer**