

# 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**

**C22**

**Thursday, 13 December 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.

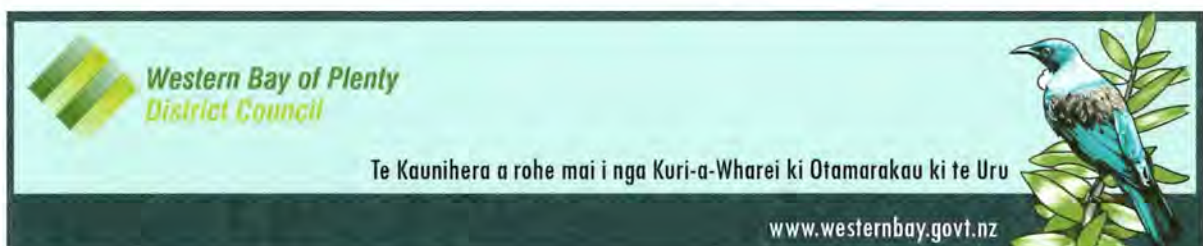
All questions to be **emailed** to the relevant Democracy Advisor.

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/Louise Nind
Long Term and Annual Plan Committee	-	Michelle Parnell
Operations and Monitoring Committee	-	Aileen Alty/Louise Nind
Policy Committee	-	Michelle Parnell
Rural Committee	-	Michelle Parnell/Louise Nind
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.



**Open Items**  
**Council No. C22**  
**Date Month 2018**  
**Minute Index - Open**

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13 November 2018

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12. Minute no. JG7 of the Joint Governance Committee held on 5 December 2018  
(Minutes to be circulated when available)

## Western Bay of Plenty District Council

**Minutes of Meeting No. WB17 of the  
Waihi Beach Community Board held on 19 November 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 Councillors D Marshall and M Williams

### **In Attendance**

R Davie (Group Manager Policy Planning and Regulatory Services), S Harvey (Roading Engineer East), A Hall (Roading Engineer West) and A Alty (Democracy Advisor)

### **Others**

Eight members of the public and one member of the press.

### **Public Forum**

**Resolved:** Member Parsons / Councillor Williams

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

### **Coastal Restoration Trust - 2019 Conference**

Helen Micklejohn advised the Board that the Coastal Recreation Trust Conference had been scheduled to be held at Warkworth during 27-29 March 2019. A DUNES101 day course had also been scheduled for the 26 March 2019. The conference would be a mixture of indoor presentations and field trips and she noted that she would like to see a local member of the Waihi Beach Coastal Care group sponsored to enable attendance at the 2019 conference.

### **Foreshore Asset Management Plan for Waihi Beach**

The Waihi Beach Coastal Care group would like a copy of the Western Bay of Plenty District Council Foreshore Asset Management Plan.

**Pest Catch Tally**

The pest catch tally for the set traps in the area had been very good.

**Footpath on Ayr Street**

Mrs Mieklejohn requested that the installation of a footpath on Ayr Street still be given consideration. Ayr Street was short and steep and it was difficult to walk on the grass verge due to the steepness of the roadside edge.

**Danger for Cyclists**

Mrs Mieklejohn advised that the roadway from Citrus Avenue to local hotel was very dangerous for cyclists.

**Waihi Beach Road Entrance Area**

In response to a question regarding the untidy state of the entrance area into Waihi Beach, the Chairperson advised that he had spoken to the Roding staff about getting the area cleaned-up.

**Varying Models of Street Lights at Pio Shores**

A Pio Shores resident advised that there were now three different models of street lights at Pio Shore. It would be common sense to have a standard model of light poles and fitting throughout the whole subdivision and any replacement poles required should meet the set model standard and design.

**Possible Future Dillion Street Traffic Hazard**

Mike Hickey commented that there could be a traffic hazard from an inhibited line of sight in the vicinity of the compulsory stop and the new Dillon Street apartments currently under construction.

**Removal of Trees in Pohutukawa Park**

Mike Hickey advised that he thought that the Board had given an undertaking that no trees were to be removed from Pohutukawa Park. He was aware that some trees had recently been cut down.

The Chairperson clarified that in liaison with an arborist work had been undertaken to remove the risk of fallen tree limbs. The Reserves and Facilities Manager had advised of the pending tree maintenance work undertaken.

### **Waihi Beach Compliance and Bylaw Monitoring**

Mike Hickey noted that in the report on Compliance and Bylaw Monitoring received by the Board at their last meeting there had been no mention of costs for the duties to be undertaken.

The Chairperson advised that the process of appointment for the Compliance and Bylaw Monitoring contract had been undertaken by way of a tender and was therefore a commercially sensitive matter.

Mr Hickey said that he felt that the 0800 contact service did not work as by the time a monitoring officer got to Waihi Beach in response to a reported incident, the offenders had gone. He said there needed to be locally based personnel to deal with the local issues and there needed to be a locally based dog ranger at Waihi Beach.

The Chairperson noted that he agreed with the general comments and was aware that there was a group of local residents looking to approach Council with options to undertake locally based dog control services at Waihi Beach. He acknowledged that there were specific policy and procedures that had to be followed by Council and the appointment of a local ranger was not a decision that the Community Board could make.

The Group Manager Policy, Planning and Regulatory Services advised that the service had been broadened with monitoring to be undertaken in the peak holiday summer season up to Waitangi Weekend. Members of the public were encouraged to call Council's 0800 contact service number and report any incidents of non compliance as soon as they saw them.

**Resolved:** Members Parsons / Hepenstall

*THAT the meeting be re-convened in formal session at 7.00pm.*

#### **WB17.1 Minutes of Meeting No. WB16 of the Waihi Beach Community Board Held on 8 October 2018**

The Board considered the minutes no. WB16 of the Waihi Beach Community Board Meeting held on 8 October 2018 as circulated with the agenda.

**Resolved:** Councillor Marshall / Member Parsons

*THAT the minutes of meeting no. WB16 of the Waihi Beach Community Board held on 8 October 2018 as circulated with the agenda be confirmed as a true and accurate record.*

#### **WB17.2 Chairperson's Report**

The Board considered a report from the Chairperson dated 5 November 2018 as circulated with the agenda.

**WB17.2.1 Wilson Road Footpath Bridge**

The Board had requested that for pedestrian safety, there needed to be a guard rail installed on the bridge by the Waihi Beach Hotel on the right hand side of Wilson Road (toward the roundabout) to prevent pedestrians falling into the roadway.

The Roding Engineer advised that this request had been investigated several months ago and if a handrail structurally suitable for pedestrians was installed on the bridge, the footpath would become too narrow and unusable for many pedestrians, mobility scooters, baby strollers or wheel chairs.

The following alternate options were put forward for consideration - noting that any alternate options would come at significant cost:

- Widen the bridge deck - The existing bridge abutment wall was reinforced concrete cast onto the bridge deck. Structural engineers would need to assess existing bridge capability, break out a concrete wall, establish new formwork, steel placement and temporary flooring then pour the concrete for the bridge deck expansion. Finally construct new handrail or bridge abutment. This may also trigger Regional Council consent for working near a water way.
- Construct a suspended timber floor to widen the footpath and narrow the road carriageway to single lane - this may cause significant back up of traffic in busier times and cause overall disruption to the public.
- Install an additional timber pedestrian bridge with handrails beside the existing bridge (on the seaward side of the bridge).

The Board favoured Option 3 and agreed that the work should be undertaken as soon as possible in the interests of public/pedestrian safety.

It was noted that consultants were currently working on a shared use pedestrian bridge for the Three Mile Creek site at Waihi Beach and it would be timely to seek their advice regarding the suggested Wilson Road bridge option.

The Group Manager Policy, Planning and Regulatory Services advised that the cost of a pedestrian bridge at the Wilson Road site would likely be considerable and this should potentially be signalled as part of the current annual plan debate.

**Resolved:** Members Parsons / Roberts

1. *THAT the Waihi Beach Community Board favour Option 3 to install an additional timber pedestrian bridge with handrails beside the existing bridge on the seaward side of Wilson Road.*
2. *THAT staff report back to the next Waihi Beach Community Board Meeting (WB18 11 February 2019) with a design and costs for a pedestrian bridge.*



3. *THAT costs for the installation of a pedestrian bridge be funded from the Community Roading Account.*

#### WB17.2.2 **Town Centre Development Fund**

The Board had requested a full historic financial breakdown report of the Waihi Beach Town Centre Development Fund.

Staff had advised that a report would be provided for the first Waihi Beach Community Board meeting on 11 February 2019.

#### WB17.2.3 **Town Centre and Area Development Plan**

The Board advised their wish to undertake a full review of plans for the Waihi Beach area from the North End to Emerton Road, including the Town Centre Plan. This plan review would take into account the effects from Bowentown/Pio Shores and the noticeable growth of Athenree.

The future and present development of the greater Waihi Beach area was proving to be faster than envisaged and a review with concepts for community input was needed in the near future. Waihi Beach was outgrowing other areas in the district and at weekends and holiday periods there is a huge increase in demand on our facilities.

The Board was advised that reviews of Waihi Beach's community plan and town centre plan were not on Council's current work programme. In general, community plans were reviewed based on a community's priorities and desire to undertake the review, in partnership with Council, and town centre plans are reviewed every ten years. As the Town Centre Plan was not on Council's current work programme, work could not commence within the current financial year.

To bring this review forward an approach would need to be made to Council's management team to change the agreed current work programme. The project would be considered alongside the current work programme, including the potential benefits, timing and budget required and, if successful in being proposed to be brought forward, it would be taken to Council for decision and ultimate signoff for budget approval through an Annual Plan or Long Term Plan process.

Bowentown, Athenree and Pio Shores were included in the current community plan. The current town centre plan only focused on the town centre. Going forward, it would be good to include the other commercial areas into the town centre plan to guide future development in and around these areas.

The Group Manager Policy, Planning and Regulatory Services advised that the initial staff comments relating to the item in the Chairpersons Report does not preclude the Community Board from initiating their own updated community plan at this point.

The Board expressed their wish to progress an update on the current Waihi Beach Community/Town Centre Plan noting:

- There needed to be a stocktake of the current plans - along with previous consultation comments drawn into one document.
- The Board were in agreement that they would provide funding for a researcher to collate previous plans and consultation comments from the community.
- That a graduate student be engaged for a period of time to undertake the required research and collation of information.
- That Council staff be requested to assist the Board in preparing a contract for the engagement of a researcher on the understanding that the Board would be responsible for the process associated with required research project.

The Board was aware that they could not directly enter into any contract, and would need Council assistance to facilitate the engagement of a researcher.

**Resolved:** Councillors Williams / Marshall

1. *THAT the Waihi Beach Community Board commit up to \$25,000 funded from the Waihi Beach Community Board Reserve Account for the engagement of a student to undertake the required research to collate into an updated Community/Town Centre Plan for the Waihi Beach area.*
2. *THAT Council staff assist the Waihi Beach Community Board in preparing a contract for the engagement of a researcher on the understanding that the Community Board were responsible for their own process in this matter.*

#### WB17.2.4

#### **Progress Report on Cycle/Walkways**

The Board had requested a report on the progress of all sections/links of the cycle/walkways from North End to Anzac Bay.

The Roding Engineer advised:

- Gypsy Park to Pio Shores Roundabout - Complete
- Island View Reserve - West Section - Complete
- Island View Reserve - East section - Walkover with archaeologist complete, works to begin in November
- Emerton Road – Design Phase

The Reserves and Facilities Asset Manager advised Emerton Road to Waiiti Avenue - minor repairs, drainage and fresh metal surfacing had been undertaken where existing metal surface had become boggy. The grass section through to Waiiti Avenue had not yet been upgraded and would not be completed until the selected contractor became available after Christmas.

The Chairperson expressed concern that the grass section through to Waiti Avenue would not be upgraded until after Christmas considering that it was a short piece of the cycle way to complete.

The proposed clip-on composite design to the road bridge across Three Mile Creek was currently going through a detailed design process.

#### WB17.2.5 **Athenree Cycle/Walkway Connection.**

The Board requested a report on the cycle/walkway route investigations at this time as there was a high interest in the outcome from the Board and the community.

The Reserves and Facilities Asset Manager had advised that no design or consenting application progress could be made on this section until meaningful dialogue had been held with Tangata Whenua to identify acceptable route options. To move this forward, a meeting/hui needed to be arranged with the nominated Tangata Whenua representatives and this had not yet been undertaken.

The Board asked if it would be helpful if they made a direct approach to local iwi.

#### WB17.2.6 **Community Response Teams**

Theo Ursum (Emergency Management) had met with both Waihi Beach and Athenree Community Response Teams to bring them up to speed, and delivered the Emergency Response First Aid kit. A meeting with some Island View and Bowentown residents with the intention of forming Community Response Teams for those areas had been held, as rising waterways between Waihi Beach and Athenree well may inhibit access to these communities and existing community led centres in the event of an emergency. There had been good initial response and a wider publicised meeting was to be held on Tuesday 27 November 6.00pm at the Bowentown Boating Club.

New members to the Waihi Beach Community Response Team were inducted on Tuesday 13 November. On Wednesday 31 October three of the Waihi Beach Community Responses Teams attended the Waihi Civil Defence Emergency Management meeting to familiarise themselves with their neighbour - set up and link a relationship with Waihi for support services. This initial contact was very helpful to all who attended.

#### WB17.2.7 **Discover the History of Waihi Beach, Bowentown and Athenree - 13-17 October 2018**

This was a most successful display and event, with full bus tours, and speakers: Joan Boggiss (Waihi Beach), Rosalie Smith and Alan Goodyear

(Athenree history), Brigid Gallagher (pre-European evidence of the area) and the local boys Roy Pool, Ian Robinson, Jim Shaw and Jim Cowern (North End).

The book written to reflect the displays was sold out within three weeks and reprints were currently on their way, to be distributed from the Waihi Beach Information Centre. Proceeds from the books go to the historical group to fund further initiatives. Paperwork to form a Waihi Beach, Bowentown and Athenree Historical Society was underway.

The committee extended thanks to Western Bay of Plenty District Council Community Archives, especially Sandra Haigh, Mary Parkinson and Joan Boggiss for their fiscal support for this project, and for the resources they supplied in preparing the displays and also to the Martha Women's Group for the morning tea, Andy Kennedy for the closing ceremony food and especially to The Friends Place Band (a group of 30) who performed for two hours at the closing ceremony. Most significantly thanks to the community who opened their personal photo albums and donated the photographs and verbal histories, which was the content of the event.

#### WB17.2.8 **Athenree Historic Homestead**

The building program was well underway with the framework now closed in. The Trust held a small function as a thank you for the volunteers that worked so hard in the gardens, the station building and the homestead.

#### WB17.2.9 **Waihi Beach Events and Promotions**

Preparations for the Christmas program were underway and Waihi Beach would be a hive of activity through this summer holiday period.

Work on the sound shell to bring it up to a better standard and make sure it was functional as an event centre had begun.

The Events and Promotions group was also assisting the business people with their plans for a Christmas event in the Town Centre.

#### WB17.2.10 **Waihi Beach Community Patrol**

The Community Patrol was starting to have some growth with new volunteers. At the moment there was not much crime but it was observed that many buildings and valuables were left unsecured and the patrol continued to inform people about this.

#### WB17.2.11 **Athenree Action Group**

The Athenree Action Group had gained some new members from the growing community and there were plans afoot for events in the village.

There had been two mangrove removal working bees in the last month, which had cleared a huge part of the harbour of this growing pest. Turn out numbers for these working bees has been 50+ people.

One bus shelter at Athenree had been tidied and another had been renovated and was currently used as a food exchange station.

Areas of concern to the people of Athenree were:

- The speed of cars entering the village at the bottom of the hill
- The danger of Steele Road/Emerton Road 90 degree bend for vehicles and the safety of cyclists
- The establishment of a cycle/walkway from Athenree to the other links at the beach.

#### WB17.2.12 **Waihi Beach Skate Park Society**

Waihi Beach Skate Boarders were progressing with the concept design of the facility they wish to build. The concept would be presented to Council in the near future to support the groups request for \$50,000 and to gain a clear intention of Council to support the site they wish to develop behind the hall in the Community Centre reserve area. The Waihi Beach Skate Boarders group were thankful for the support of Council and staff and were working hard towards the vision of an international competition level facility that also would also provide for beginner and part time skaters as well.

#### WB17.2.13 **Volunteers Afternoon Tea**

An afternoon tea was recently held at the Waihi Beach RSA for Waihi Beach volunteers, acknowledging their work in the community. This was a very special occasion to meet and greet those in our community who contribute so much.

**Resolved:** Members Sole / Hepenstall

*THAT the Waihi Beach Community Board Chairperson's Report dated 5 November 2018 be received.*

#### WB17.3 **Councillor's Report**

The Board considered a report from Councillor Williams dated 8 November 2018 as circulated with the agenda. Councillor Williams spoke to the following items:

##### **Northern Corridor - State Highway Two Safety Improvements**

- Safety Improvements State Highway Two Waihi to Omokoroa.

The proposed safety improvements for State Highway Two would deliver enhanced safety improvements along the highway with entrance driveways upgraded and intersection improvements undertaken.

- Omokoroa to Te Puna/Tauranga.  
Safety improvements, including the Omokoroa intersection were being prepared.

### **Katikati Bypass**

It was disappointing that the Katikati Bypass did not achieve a high rating with the Government Policy Statement and was now unlikely to proceed in the short to medium term.

### **Katikati Boating Club**

The Katikati Boat Club had recently approved the placement of a container for their club equipment. This was a positive outcome for the club in achieving their aspirations to continue and grow their yachting and water safety programmes in the community.

### **Tauriko Boundary Change**

Council had approved an application to alter the territorial boundary located at Tauriko West between Western Bay of Plenty District Council and Tauranga City Council for lodgement with the Local Government Commission for final approval.

### **Housing Action Plan**

Council was actively working with a developer to provide affordable housing at Omokoroa at this point in time.

### **Ongare Point Wastewater Scheme**

This project was expected to be completed by the end of November. This was a good example of residents and Council working together to achieve a positive outcome.

### **Western Bay of Plenty District Council's Rating from Standard and Poor's for 2018**

Council had achieved an AA long term and A-1+ short-term issuer credit rating from Standard and Poor's for 2018. This was the highest rating a council could receive and was a testament to prudent financial

management that our Council was in a very good financial position compared to where it had been ten years ago.

**Resolved:** Councillor Williams / Member Sole

*THAT the report from Councillor Williams dated 8 November 2018 be received.*

#### WB17.4

#### **Speed Limit Bylaw Review**

The Board considered a report from the Roading Engineer dated 5 November 2018 as circulated with the agenda.

Following on from information circulated at the last Community Board Meeting, the Board was advised that they had the opportunity to make recommendations relating to speed limits and traffic and parking bylaws.

The Board would have the opportunity to make formal submission to the bylaw review process in the New Year. Council policy staff were currently working on the pre-engagement phase of the submission process for the forthcoming reviews.

**Resolved:** Members Sole / Hepenstall

1. *THAT the report from the Roading Engineer (East) dated 5 November 2018 titled Speed Limit By-Law Review 2018/2019 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 Waihi Beach Community Board recommend to the Policy Committee that the following matters be considered in the development of the relevant draft bylaws for community consultation.*

#### *Speed Limits:*

<b>Road</b>	<b>From</b>	<b>To</b>	<b>Current PSL</b>	<b>Requested PSL</b>
<i>Athenree Road</i>	<i>Steele Road</i>	<i>Kotunui Road</i>	<i>50</i>	<i>50</i>
<i>Beach Road, Waihi</i>	<i>School Zone around the primary school</i>		<i>50</i>	<i>40</i>
<i>Seaforth Road</i>	<i>Wants 50 moved back 150m (before roundabout at Pio Road)</i>		<i>100</i>	<i>50</i>

<i>Road</i>	<i>From</i>	<i>To</i>	<i>Current PSL</i>	<i>Requested PSL</i>
<i>Seaforth Road</i>	<i>Street No.245</i>	<i>To the 100kmph zone</i>	<i>100</i>	<i>50</i>
<i>Wilson Road</i>	<i>Citrus Avenue</i>	<i>Seaforth Road</i>	<i>50</i>	<i>30</i>

WB17.5 **Infrastructure Services Report Waihi Beach - November 2018**

The Board considered a report from the Deputy Chief Executive dated 2 November 2018 as circulated with the agenda.

WB17.5.1 **Waihi Beach Dam - New Toilet and Site Improvement Concept Plan**

The Board supported the proposal to re-locate an Exeloo Toilet (originally from Wilson Road) adjacent to the old depot building at the Waihi Beach Dam site. It was also advised that community artists may wish to paint artworks onto the building as a community led project.

The project was approved in the Long Term Plan at \$200,000 funded 50% by Council with 50% external funding. This was a staged development with the carpark extension subject to funding.

WB17.5.2 **The Broadlands Block - Minute Action Reference WB15 18 2.11**

The Board asked when the tidy up work would start on the Broadlands Block area. The Board was aware that the work was to be undertaken over a number of years and advised that were some people within the community who were interested in assisting with the management of the overall development project.

The Board also asked for clarification in regard to the planting and development plan that would be used - was there a new plan or was the 'historic' plan to be used. The Board wished to review the plan, along with associated costings and a start date for the proposed development

The Chairperson also asked when mowing of the Broadlands Block would be done.

WB17.5.3 **Waihi Beach Road Entrance - Minute Action Reference WB15 18 2.3**

The Roading Engineer West advised that he had been in contact with Westlink contractors regarding the maintenance plan for this area. There



needed to be clarification regarding the classification of the area as this dictated the level of maintenance that was registered for the entranceway.

The Board was aware that in the initial development and beautification of the Waihi Beach Road entranceway, incorrect species of plants had been used, many had died and there was now a proliferation of weeds over the area. The area needed to be re-assessed and cleaned up and then regularly maintained. It was suggested that a local landscaper be engaged to look over the area and give advice on how best to develop and take care of the entranceway from this point on.

**Resolved:** Councillor Williams / Member Roberts

*THAT the Waihi Beach Community allocate funding up to \$2,000 from the Waihi Beach Community Board Reserve Fund for the engagement of a local landscaper to provide an assessment of the Waihi Beach Road entranceway and report back to the Board on the conditions of the current plantings and provide suggestions for future plantings and general improvements to the area.*

WB17.5.4

**CCTV - Minute Action Reference WB16 18 3.8**

The Board was advised that all the poles had now been identified and the Roading Engineer would instigate power to the base of those poles as required for the installation of CCTV cameras.

**Resolved:** Members Sole / Councillor Marshall

*THAT the Deputy Chief Executive report dated 2 November 2018 and titled Infrastructure Services Report Waihi Beach - November 2018 be received.*

WB17.6

**Financial Report Waihi Beach - September 2018**

The Board considered a report from the Management Accountant dated 30 October 2018 as circulated with the agenda.

**Resolved:** Members Sole / Parsons

*THAT the Management Accountant's report dated 30 October 2018 and titled Financial Report Waihi Beach - September 2018 be received.*

WB17.7

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

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

**Resolved:** Member Parsons / Councillor Williams

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

### **Thanks and Seasons Greetings**

The Chairperson thanked all Board Members, staff and Council for their work over the past year and looked forward to achieving even more for the community before the end of the triennium.

The Chairperson extended best wishes to the people of Waihi Beach on behalf of the Board, for a very Merry Christmas and prosperous New Year.

The meeting concluded at 8.44pm.

Confirmed as a true and correct record.

\_\_\_\_\_  
A Sole  
Chairperson  
Waihi Beach Community Board

\_\_\_\_\_  
Date

WB17

## Western Bay of Plenty District Council

**Minutes of Meeting No. OM17 of the  
Omokoroa Community Board held on 20 November 2018  
at the Omokoroa Community Church Hall  
commencing at 7.00pm**

### Present

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

### In Attendance

G Allis (Deputy Chief Executive Officer), J Paterson (Transportation Manager), R Sumeran (Engineering and Special Projects Manager) and A Alty (Democracy Advisor)

### Other

Mayor G Webber

#### OM17.1 **Minutes of Meeting No. OM16 of the Omokoroa Community Board Held On 9 October 2018**

The Board considered the minutes of OM16 of the Omokoroa Community Board held on 9 October 2018 as circulated with the agenda.

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

*THAT the minutes of meeting no. OM16 of the Omokoroa Community Board held on 9 October 2018 as circulated with the agenda, be confirmed as a true and accurate record.*

#### OM17.2 **Chairperson's Report**

The Board considered a report from the Chairperson dated 30 October 2018 as circulated with the agenda.

**OM17.2.1 Speed Limits**

The Board discussed the speed limit review that was foreshadowed at the last meeting. The Board would have the opportunity to make formal submissions to the Speed Limits and Traffic and Parking Bylaw Review process next year.

The Board noted that the only road within the Board's jurisdiction that would be reviewed was Omokoroa Road. Currently the limits were 80 kilometres per hour from State Highway Two to just before the new roundabout and 60 kilometres per hour as far as the Tralee Street roundabout.

Given that the area between State Highway Two and the railway bridge was becoming urbanised with the opening of the three new subdivisions it was sensible that this entire section be reduced to 60 kilometres per hour (once the temporary 50 kilometres per hour limit is removed).

The Board discussed options to ascertain what the community may want in regards to speed limits on Omokoroa Road noting:

- There were varying aspects of Omokoroa Road that needed to be considered - currently there were aspects from rural to urban environments along the road.
- The neighbourhood areas were quickly changing and becoming more built up.
- New intersections along the road were to be developed in the New Year
- There were mixed opinions within the community about how fast the road speed outside the gate should be.
- People do have to use the road everyday and motorists should not feel penalised for having to travel and high peak and low traffic travel times should be considered.
- With the number of children using the Skatepath and the new playground at Western Avenue it would seem sensible to have the current 60kmph limit reduced to 50kmph past this area.
- Until a pedestrian footbridge across the railway was completed, the current situation with pedestrians using the road bridge with its very narrow footways was not satisfactory and a 50kmph limit might be preferred for this area.

In answer to a question asking that if the Board stated a preference now, would this influence consideration from the community, the Deputy Chief Executive Officer advised that this was a first step in the review process and the Board and members of the wider community would have the opportunity to attend consultation meetings and make formal submissions to the process.

### OM17.2.2 **Community Response Plan**

The Emergency Management representative had made some comments on the draft Community Response Plan and these had been incorporated and passed on to Peter Presland for his response.

### OM17.2.3 **Future Project Commitments**

The impending demise of the Omokoroa Community Board was an opportune time to deplete the Roothing Reserve and Community Board Reserve accounts as it was strictly improper for these monies to accumulate in this way. Decisions should be made now so that any spending can be incorporated in the 2019/2020 Annual Plan, which was being compiled at present.

Currently the Roothing Reserve had just over \$306,000 uncommitted and there would be an allocation of some \$97,000 in the 2019/2020 year. The total would be just over \$403,000.

The Community Board Reserve fund currently had an uncommitted balance of just over \$173,000.

In total there was approximately \$576,000 to be allocated. The Roothing Reserve Account was intended for road related capital improvements. The Reserve Account was for specific non-recurring capital projects for Council assets on Council land.

Projects known and proposed:

<b>Project</b>	<b>Likely Cost Estimate</b>	<b>Priority</b>
Parking by Point School (up to approx. 83m down towards tennis courts)	\$135,000	1.
Pedestrian Bridge over the railway	\$150,000	2.
Bus Shelters (two of)	\$25,000 (each)	3.
Develop passive reserve at Western Ave extn, paths and planting	\$45,000	4.
*Installation of BBQ's at Western Avenue Playground		
*Extend Parking at Western Avenue		
*Pedestrian Bridge over Omokoroa Road		
*Develop Hamurana Reserve Walkway extension across the rail line through to the stormwater pond development		
*Extend and surface walkway around the golf course between Precious Reserve and Kayelene Place		

<b>Project</b>	<b>Likely Cost Estimate</b>	<b>Priority</b>
*Walkway from Western Avenue to Kayelene Place along road reserve		
*Any other aspects of walkways/cycleways throughout Omokoroa		
<b>Total</b>		

\*Costings and priority order for the additional suggested projects would be advised to the Board in the New Year.

#### **Proposed/Committed Projects**

Anderley Avenue Footpath	\$35,000
Western Avenue Parking by Skatepath	\$65,000*

\*As per previous plans provided Omokoroa CB Agenda OM2 February 2017.

#### OM17.2.4

#### **Signboard - Corner of Hamurana Road**

The Board had earlier approved the cost and installation of a new signboard to be installed on the corner of Hamurana and Omokoroa Road. The Chairperson had now been advised that business owners had paid for the old sign and some were upset with the new replacement sign. Some business owners did not like the old sign and some did not like the new sign.

The business names that appeared on the old sign were:

- Le Petite Cafe - now called Running Bird Cafe
- Omokoroa Takeaways
- Hair Stylist
- Omokoroa Superette - new owners
- Omokoroa Law
- First National - no longer there
- Omokoroa Drop In Centre - now The Centre
- Omokoroa Automotive
- Library and Service Centre - soon to move
- Matakana Ferry
- The Boat Club & Restaurant
- Omokoroa Beach Store
- IL Molo - now Beached on Blue

Businesses not named on the old sign now operating in the Hamurana shopping centre were:

- Tall Poppy Real Estate
- Decision Makers
- Omokoroa Tyre and Alignment
- Indian Takeaways

It had been established that the old sign had been overlaid with the new sign, and the business owners had requested that the old sign be reinstated.

To try and find a suitable solution, it was suggested the (new) sign overlay be removed, exposing the old sign and that the new sign be erected next to the old sign so they stood side-by-side.

A Minute Action Sheet would be instigated for this item.

#### OM17.2.5

#### **Community Groups**

Regarding the Omokoroa District Sports and Recreation, Member Presland advised:

- New committee membership structure.
- The required Consent in Council under the Reserves Act had been granted.
- Lease agreements for user groups were being ratified.
- Agreements for hall hireage were being worked through.
- More robust operational requirements and policy agreements were being developed
- Funding for Training Lights would be sought
- Landscaping options looked at

Options for the use of the old pavilion were being considered. The Sport and Recreation Society needed clarification that if the old pavilion was to remain on its current site, it would be the responsibility of Council. The old building was in a questionable state of repair, so future use was limited.

The Board was advised that there was a level of interest in the old building and a site inspection with the Board Chairperson and Council staff had been arranged for 18 December 2018.

There was some frustration at the delay in construction due to the library now being attached to the new building but there was agreement that in the long term the inclusion of the library and service centre was good for the community.

The Deputy Chief Executive Officer noted that there had been a good working relationship between Council's Strategic Property manager and the Sport and Recreation representatives and any delay has been regrettable but the outcome would bring a 100% solution for all involved. The expected start date for construction was 1 April 2019 with completion due in October 2019.

The organisers of the proposed Fleetwood Mac Tribute concert were working with the Reserves and Facilities Manager to confirm the event management plan and appreciated the advice and support from Council staff in relation to this.

**OM17.3 Councillor's Report**

The Board considered a report from Councillor Murray-Benge dated 8 November 2018 as circulated with the agenda.

**State Highway Two Safety Improvements**

The proposed safety improvements for State Highway Two would deliver enhanced safety improvements along the highway with entrance driveways upgraded and intersection improvements undertaken.

**Omokoroa Domain and Esplanade Concept Plan**

Congratulations were extended to Council staff who worked on the Omokoroa Domain and Esplanade Concept Plan that was compiled and confirmed as result of community feedback through numerous consultation meetings and processes.

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

*THAT the report from Councillor Murray-Benge dated 8 November 2018 be received.*

**OM17.4 Speed Limit Bylaw Review 2018/19**

The Board considered a report from the Roading Engineer dated 5 November 2018 as circulated with the agenda.

Following on from information circulated at the last Community Board Meeting, the Board was advised that they had the opportunity to make recommendations relating to speed limits and traffic and parking bylaws.

The Board would have the opportunity to make formal submission to the bylaw review process in the New Year. Council policy staff were currently working on the pre-engagement phase of the submission process for the forthcoming reviews.

**Traffic and Parking Bylaw Review**

The Transportation Manager advised that the implementation of the new bus services for Omokoroa had yet to be confirmed.

It was noted that at this point in time there was a no parking area set out at the Esplanade Wharf area that could be used for a bus stop and the timing of the bus services needed to coincide with the ferry operating times.



It was also noted that the planned timetable showed the bus parking for up to an hour at a time near the wharf (in view of the traffic congestion in the area) and it may be better for an alternate bus park be identified for that park time with the bus stop space at the ferry used as the pick-up and drop-off point only.

**Resolved:** Member Grainger / Councillor Palmer

1. *THAT the report from the Roading Engineer (East) dated 5 November 2018 titled Speed Limit By-Law Review 2018/2019 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 Omokoroa Community Board recommend to the Policy Committee that the following matters be considered in the development of the relevant draft bylaws for community consultation:*

*Speed Limits:*

<i>Road</i>	<i>From</i>	<i>To</i>	<i>Current PSL</i>	<i>Requested PSL</i>
<i>Omokoroa Road</i>	<i>SH2</i>	<i>Tralee Avenue</i>	<i>80/60</i>	<i>60</i>
<i>Esplanade, Omokoroa</i>	<i>All</i>		<i>50</i>	<i>30</i>

#### OM17.5

#### **Infrastructure Services Report Omokoroa - November 2018**

The Board considered a report from the Deputy Chief Executive dated 5 November 2018 as circulated with the agenda.

The Engineering and Special Projects Manager gave a presentation on the Design - Construction and Timings for the following presentations:

- Omokoroa Industrial Road - Stormwater Detention Pond Investigation
- Omokoroa Road Urbanisation - Western Avenue to Tralee Street
- Omokoroa Stormwater PO2 Construction

The Transportation Manager gave an update on Omokoroa Road Construction - State Highway to Railway.

It was noted that the target completion date was 20 December 2018 except for the sewer main duplication into the transfer station which would be undertaken in the New Year depending on the availability of qualified contractors.

**OM17.5.1 Anderley Avenue Footpath**

A cost estimate had been provided to the Board Chairperson for the construction of a 1.5m wide footpath on the left hand side of Anderley Avenue.

A recommendation to approve funding of \$30,892.33 for the construction of the footpath allocated from the Omokoroa Community Roading Account was put forward for adoption.

**Resolved:** Members Grainger / D Sage

1. *THAT the Deputy Chief Executive Officer's Report dated 5 November 2018 and titled Infrastructure Services Report Omokoroa November 2018 be received.*
2. *THAT the New Footpath on Anderley Avenue left hand side at a cost of \$30,892.33 be approved funded from the Omokoroa Community Roading account.*

**OM17.6 Financial Report Omokoroa - September 2018**

The Board considered a report from the Management Accountant dated 30 October 2018 as circulated with the agenda.

**Resolved:** Councillor Murray-Benge / Member D Sage

*THAT the Management Accountant's report dated 30 October 2018 and titled "Financial Report Omokoroa - September 2018" be received.*

**OM17.7 Council, Standing Committee and Community Board Meetings**

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

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

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

Minutes of OM17 held on 20 November 2018

The meeting concluded at 9.27pm.

Confirmed as a true and correct record.

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M Grainger  
Chairperson  
Omokoroa Community Board

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Date

OM17

## Western Bay of Plenty District Council

**Minutes of Meeting No. K17 of the  
Katikati Community Board held on 21 November 2018  
at The Centre. Pātuki Manawa  
commencing at 7.00pm**

### **Present**

Members J Hobbs (Chairperson), B Gibbs (Deputy Chairperson), N Mayo, B Warren and Councillors P Mackay and M Williams

### **In Attendance**

B Williams (Strategic Property Officer), A Hall (Roading Engineer West) and A Alty (Democracy Advisor)

### **Others**

Councillor D Marshall and eight members of the public.

### **Public Forum**

**Resolved:** Member Hobbs / Councillor Mackay

*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 Standing Orders for the Katikati Community Board. She invited the advised speakers and any other attending members of the public to take part in the Public Forum.

### **Earle Drive Parking**

George Van Dyke, representing the Western Ward Residents and Ratepayers Association, advised that he and Community Board Member Mayo had visited business owners/operators in Earle Drive to ascertain what they wished to see in relation to improving the vehicle parking and access congestion problems in the immediate vicinity.

He stated that it had been 26 years since the Earle Drive commercial area had been developed and there had been minimal maintenance on the roadway/footpaths undertaken

since then. The area was now busier than anticipated and there was general concern for the safety of the public (particularly when they were walking in the area) with cars and commercial vehicles coming and going and working under conditions of limited visibility and space in a very congested area.

The Chairperson thanked Mr Van Dyke for his address and advised that this item would be formally addressed later in the meeting.

7.07pm Member Warren joined the meeting.

### **State of Footpaths in Katikati Town Centre**

Jacqui Knight spoke to the Board outlining concern regarding the bad state of footpaths within the immediate Katikati town centre. In 2010 a survey had been undertaken asking townspeople what they wanted most to improve the township and at that time it was improvement to the footpaths, which was still the case today. The footpaths were in a bad state of repair, they were mismatched and uneven, dirty and very ugly.

"We need to look after our retail sector and address the unsafe, uneven, mismatched patchwork footpath that we currently have with urgency. Now that the announcement had been made that there would be no work on a proposed Katikati Bypass, the focus must be given to improving our town centre, and new footpaths were needed to be installed as soon as possible."

Jim Barteo spoke to the Board as a retailer reiterating that the footpaths were dangerous and untidy. He had travelled to many regions in New Zealand (and overseas) and the footpaths in Katikati were the most ugly of any he had seen. He was embarrassed that he had to apologise about the state of our town centre footpaths to customers and overseas visitors. "There was a duty of care to provide safe walkways in our town centre and the footpaths were unsafe. New footpaths would beautify our township and energise the town centre linking with the new library and the proposed upgrade for the Talisman Drive area."

Kelly Franks reiterated that "the cracks and general state of the footpaths in the town centre were shocking. It was important to give focus to improving the retail sector now that the decision on the proposed bypass was known. We want to encourage people to come to our township, so now we need to focus on the development and beautification of the town centre and new footpaths were needed with urgency as part of the Main Street upgrade."

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

A question was asked if there had been any progress in ascertaining the ownership of the rugby ball structure and the replacement of the associated story board on Diggleman Park. The Board was advised that the Reserves and Facilities Manager had been advised of the concerns and asked to liaise with the Katikati Open Air Art group.

An update on this item would be advised at the next Community Board meeting.

**Resolved:** Member Hobbs / Councillor Williams

*THAT the meeting be re-convened in formal session at 7.18pm.*

**K17.1 Presentation: Katikati Emergency Response Team**

Eris Boyack spoke to the Board outlining the history of the Katikati Emergency Response Team that had been formed in 2012 after a feasibility study funded by the Board had been undertaken. An initial community response plan had been developed but the initial community response team was initially inactive. In 2014 the Community Response Team was re-established with a working plan developed to assist the community in an emergency situation to sustain life until outside help arrived. In general planning was based on supporting a community for at least three days. The plan covered the Katikati Township within the 50 kilometres per hour zoning either side of the township on State Highway Two.

The current Community Response Team had met consistently every month over the past four years and need support and encouragement from the Board and the community.

Within the new Library and Service Centre a room had been dedicated for use by the Community Response Team in an emergency situation. Mrs Boyack outlined a number items that were needed by the Community Response Team being:

- Cabinets for housing the base radio
- Hand held radios on a charging base
- Large table maps
- Street banner
- Survival kits
- General stationery

A large water container also needed to be stored in the room.

The Community Response Team wanted to know where the generator would be housed and who would be responsible for the petrol for the generator. The generator and fuel needed to be checked on a regular basis.

The Strategic Property Manager advised that the purchase of a base radio set had been authorised.

The Board asked that a list summarising what the Community Response Team currently had (in regards to equipment) and what they specifically needed, be provided to the Board for information and consideration at the next Community Board Workshop to be held on Friday 18 January 2019.

**Resolved:** Members Hobbs / Gibbs

*THAT the presentation from the Katikati Emergency Response Team Eris Boyack be received.*

K17.2

**Minutes of Meeting No. K16 of the Katikati Community Board Held on 10 October 2018**

The Board considered the minutes of K16 of the Katikati Community Board held on 10 October 2018 as circulated with the agenda.

**Resolved:** Member Hobbs / Councillor Mackay

*THAT the minutes of meeting no. K16 of the Katikati Community Board held on 10 October 2018 as circulated with the agenda, be confirmed as a true and accurate record.*

K17.3

**Chairperson's Report**

The Board considered a report from the Chairperson dated 5 November 2018 as circulated with the agenda.

K17.3.1

**Armistice Day 100 Years On**

Acknowledgements were extended to all concerned for the colossal effort that went into marking the centenary of Armistice Day in Katikati on the 10 and 11 November. The Western Bay Museum exhibition *Those Who Served* opened on 3 November 2018, the *War is Over Dance* was a resounding success, a big crowd gathered on Memorial Square at the eleventh hour on 11 November 2018 to mark the end of World War I and remember the fallen, both men and war horses, and a new plaque was installed and unveiled to acknowledge the Town Clock, donated to the people of Katikati by the family of Lt Russell Walford who was killed during World War II.

K17.3.2

**Results of Bore Monitoring at Highfields Stormwater Pond**

The Assets and Capital Manager (Utilities) provided an update report on the Highfield Stormwater Pond noting that:

- The draft ground water monitoring report had been received and this had indicated that the water level in the pond could be raised, initially on a trial basis for recreational purposes.
- Calculations were to be undertaken to confirm that with a raised water level the pond still undertook its required function as a stilling basin to reduce silt into the Uretara.
- Indicatively Council was looking at including the funding of a trial raising of the water level in the 2019/20 Annual Plan.

- The trial would include changes to the outlet structure and further ground water and embankment monitoring along with resident monitoring of the pond condition, insect life and odour.

The ground water monitoring report and full analysis was expected for both the next Board agenda and the Operations and Monitoring Committee.

#### K17.3.3 **Lighting at Digglemann Park**

The light down the walkway between State Highway Two and Heron Crescent was now working. The Roading Engineer was arranging for the light pole to be lowered, and with a brighter globe installed the overall lighting behind the toilet block would be more effective.

#### K17.3.4 **Fencing Behind the Arts Junction / Katikati Heritage Museum**

The Chairperson advised that she met with the Reserves and Facilities Team Leader Operations, Councillor Williams, Jacqui Knight (Katch Katikati) and Paula Gaelic (Western Bay Museum) and subsequently put together a proposal for improving the area behind the Katikati Arts Junction and the Western Bay Heritage Museum. This had been costed and Fotheringham Contractors Ltd had offered a competitive price and the Chairperson reported that work had now started on improving the area which would result in a more open and spacious area.

Planting behind the remaining section of fence behind the Arts Junction would occur immediately after ground work was completed so the fence could be removed as soon as the planting was mature enough, in 12-18 months time.

#### K17.3.5 **Moore Park Bus Shelter**

Costing for the proposed bus shelter were included in the Katikati Roading Programme Report 2018/19.

#### K17.3.6 **Beach Road Loop Track**

The Katikati Tuesday Walking Group had asked that their sincere compliments be conveyed to Parks and Reserves staff, contractors and Katikati Trails Development Group volunteers in relation to the work undertaken on the Beach Road Loop Track.

#### K17.3.7 **Acknowledgement of Volunteers**

The Board would like to organise a 'thank you' function recognising the work of volunteers in our community.



**Resolved:** Councillor Mackay / Members Gibbs

*THAT the Katikati Community Board commit funding of up to \$1,000 from the Katikati Community Contingency Account for an afternoon tea to be held at a yet to be advised date and venue early in the new year to acknowledge and celebrate our local volunteers.*

K17.3.8 **Library Signage**

The Strategic Property Manager advised that a design for a 'Library' sign, and placement on Main Street would be undertaken.

K17.3.9 **New Zealand Transport Agency Signage**

At the last Community Board Meeting, Paula Gaelic spoke to the Board about the proposed signage installations that had now been approved by the New Zealand Transport Agency.

A question was asked if the organisers of the signs had applied for funding from Tourism Bay of Plenty noting that the qualification of the criteria for signage was aimed at tourism. The signage would be installed to direct tourists (as well as locals) to various attractions within the Katikati area and would be beneficial to various business operators.

The Board supported the installation of the signage and asked that the organisers make an approach to Tourism Bay of Plenty for funding for the production and installation of the proposed signs. The organisers would be asked to report back to the Board advising if a request for external funding had been successful or not.

**Resolved:** Member Gibbs / Councillor Mackay

*THAT the Katikati Community Board agree to fund up to \$4,557.68 from the Katikati Community Board Reserve Account for the installation of the proposed signage subject to an application for a funding contribution being made to Tourism Bay of Plenty by the signage organisers.*

K17.3.10 **Thanks and Seasons Greetings**

The Chairperson thanked Members of the Katikati Community Board, staff and Council for their work over the last year and extend best wishes on behalf of the Board for a happy, safe and relaxing festive holiday.

**K17.4 Councillor's Report**

The Board considered a report from Councillor Williams dated 8 November 2018 as circulated with the agenda. Councillor Williams spoke to the following items:

**State Highway Two Safety Improvements**

The proposed State Highway Two safety enhancements would deliver improvements along the highway with driveways upgraded and intersections made safer.

**Katikati Bypass**

While it had been a huge disappointment to hear that the proposed Katikati Bypass would not be undertaken in the near future, it was now time to concentrate on improvements to the Katikati Main Street retail/town centre. Much needed improvements to the footpaths should be looked at with urgency in liaison with the New Zealand Transport Agency.

**Katikati Boating Club**

It was very pleasing to see that the Katikati Boating Club had been successful in achieving the location of a container storage shed on a section of the Katikati Esplanade Reserve. The shed made the operation of the growing 'Learn to Sail' yachting and water safety programmes in the community much more manageable.

**Tauriko Boundary Change**

Council had approved an application to alter the territorial boundary located at Tauriko West between Western Bay District and Tauranga City Council land area for lodgement with the Local Government Commission for final approval.

**Ongare Point Wastewater Scheme**

The new wastewater scheme for Ongare Point was expected to be completed by the end of November. This project had been a good example of residents and Council working together to achieve a positive outcome.

### **Western Bay of Plenty District Council's Rating from Standard and Poor's for 2018**

Council had achieved an AA long term and A-1+ short term issuer credit rating from Standard and Poor's for 2018. This was the highest rating a Council could receive and was testament to prudent financial management that our Council was now in a very good financial position compared to where it had been ten years ago.

**Resolved:** Councillors Williams / Mackay

*THAT the report from Councillor Williams dated 8 November 2018 be received.*

K17.5

### **Katikati Roothing Programme 2018/19**

The Board considered a report from the Roothing Engineer dated 13 September 2018 as circulated with the agenda.

The Board discussed at length the options included in the report for construction work in the 2018/19 year.

The attending Roothing Engineer (West) provided advice to the Board in regard to the following:

- The installation of kerb and channel on Henry Road needed to be done as soon as possible given the increased number of users on this road since the opening of walkway/cycleway bridge.
- Board members noted that the positioning of the bus shelter proposed for Middlebrook Drive needed to consider the prevailing wind and adverse weather aspects in the immediate vicinity.
- While aware that Earle Drive had not had any substantial maintenance undertaken since it was first developed 26 years ago, the proposed improvement options needed to be re-looked at. The Board requested that a clearer set of options be developed and that a workshop meeting be organized before the next Community Board meeting in February 2019 for Board members, Council Roothing staff and Westlink staff to fully discuss future proposed remedial development and required safety work for the Earle Drive commercial area/industrial area roadway and future maintenance. The Board asked that a comprehensive design be put together showing clearly any proposed road re-alignment, footpath remediation and parking areas for Earle Drive.
- The design and construction and cost of the Beach Road footpath be given further consideration before being confirmed as a priority on the programme of works.

**Resolved:** Member Mayo / Councillor Williams

1. *THAT the Roothing Engineer's report dated 13 September 2018 titled Katikati Community Roothing Programme 2018/19 be received.*

2. *THAT the report lay on the table at this time subject to full discussion relating to the roading costing designs and priorities.*

## K17.6

**Speed Limit By-Law Review 2018/19**

The Board considered a report from the Roothing Engineer dated 5 November 2018 as circulated with the agenda.

**Resolved:** Members Hobbs / Councillor Mackay

1. *THAT the report from the Roothing Engineer (East) dated 5 November 2018 titled Speed Limit By-Law Review 2018/2019 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 Katikati Community Board recommends to the Policy Committee that the following matters be considered in the development of the relevant draft bylaws for community consultation:*

*Speed Limit Bylaw*

<b>Road</b>	<b>From</b>	<b>To</b>	<b>Current PSL</b>	<b>Requested PSL</b>
<i>Beach Road, Katikati</i>	<i>Outside Katikati Primary School</i>		50	40
<i>Beach Road and Wills Road Intersection</i>	<i>Beach Road and Wills Road Intersection</i>	<i>MacMillan Reserve</i>	70	50
<i>Wills Road Tetley Road</i>	<i>The Dog pound</i>	<i>Marshall Road</i>	70	50

## K17.6.1

**Kotahi Lane - Go Slow Signage**

The Board asked that a Service Request be initiated for a 'Go Slow' sign to be installed at the most appropriate entrance point to Kotahi Lane.

## K17.7

**Infrastructure Services Report Katikati - November 2018**

The Board considered a report from the Deputy Chief Executive dated 6 November 2018 as circulated with the agenda.

**K17.7.1 Worm Composting Workshop**

Comment was made that perhaps a different approach be given to recycling education. While recognising the value of the worm composting workshops they were only reaching the people that could afford the initial cost to attend a workshop and there needed to be an avenue to equally reach the wider population about recycling education.

**K17.7.2 Kotahi Lane Car Park - Minutes Action Reference K15 18 2.8**

The Board received advice that Westlink had been approached to level, re-chip and compact the Kotahi Lane Carpark.

In regard to altering the flow of traffic out of the access way, the Roading Engineer had been requested to investigate this suggestion and would consult with the current land/retail premise owners regarding the suggestion. Options for this suggestion would be further discussed with New Zealand Transport Agency in hand with future proposed town centre improvements, particularly in regard to the location of traffic lights.

**Resolved:** Councillor Williams / Members Hobbs

*THAT the Deputy Chief Executive report dated 6 November 2018 and titled Infrastructure Services Report Katikati - November 2018 be received.*

**K17.8 Financial Report Katikati - September 2018**

The Board considered a report from the Management Accountant dated 30 October 2018 as circulated with the agenda.

**Resolved:** Members Hobbs / Warren

*THAT the Management Accountant's report dated 30 October 2018 and titled Financial Report Katikati - September 2018 be received.*

**K17.9 Council, Standing Committee and Community Board Meetings**

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

**Resolved:** Member Gibbs / Councillor Mackay

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

The meeting concluded at 9.06pm.

Confirmed as a true and correct record.

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J Hobbs  
Chairperson  
Katikati Community Board

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Date

K17

## Western Bay of Plenty District Council

**Minutes of Meeting No. MC17 of the  
Maketu Community Board held on 27 November 2018  
in the Maketu Community Centre  
commencing at 7.00pm**

### **Present**

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

### **In Attendance**

M Dowd (Information Technology and Services Manager), P Watson (Reserves and Facilities Manager), S Harvey (Roading Engineer (East)) and A Alty (Democracy Advisor)

### **Others**

Three members of the public.

### **Apologies**

An apology for absence was received from Member Cantlon.

**Resolved:** Members Beech / Clark

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

### **Public Forum**

**Resolved:** Councillor Marsh / Scrimgeour

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

### **Rubbish Along Maketu Road**

Two residents of Maketu spoke of their frustration in seeing rubbish constantly strewn along Maketu Road.

They raised the following points:

- As travellers along Maketu Road almost everyday they see rubbish that had been on the roadside for long periods of time.
- They felt that as ratepayers they were not getting the service that they paid for within their rates.
- Residents do pick up rubbish but they should not have to or be expected to do this.
- They were aware of the Health and Safety risks in picking up rubbish on the roadside.
- The last time a rubbish pickup had been done by residents - it was obvious that the rubbish that was picked up had been dumped for sometime.
- Cameras should be installed on a temporary basis to identify 'usual suspects' who regularly dumped rubbish in specific areas along the roadway.
- Could large recycling bins be located at Maketu for residents to be encouraged to use - rather than randomly dumping rubbish along the roadway and throughout Maketu?
- The residents would like to see a regular and concentrated effort to clean up the rubbish from the road on a regular basis.
- It was shameful to our township that this was happening - first time visitors to Maketu were faced with seeing the roadside strewn with rubbish and that was their first impression of our township.
- Residents would like to see the roadway into Maketu cleaned up of all rubbish before Christmas.

The Chairperson advised that he and Board Members shared the same frustrations and it seemed that ratepayers were paying for a service that was not being provided.

The Roading Engineer (East) advised that he would provide the contractor pick-up schedule for roadside rubbish collections to the residents who spoke of their concerns this topic.

The Chairperson thanked the residents for attending and advising their concerns.

**Resolved:** Councillor Scrimgeour / Member Clark

*THAT the meeting be re-convened in formal session at 7.13pm.*

MC17.1 **Minutes of Meeting No. MC16 of the Maketu Community Board Held on 16 October 2018**

The Board considered the minutes of meeting MC16 of the Maketu Community Board held on 16 October 2018 as circulated with the agenda.

**Resolved:** Councillors Marsh / Scrimgeour

*THAT the minutes of meeting no. MC16 of the Maketu Community Board held on 16 October 2018 as circulated with the agenda be received and confirmed as a true and correct record.*

MC17.2 **Chairperson's Report**

The Board considered a report from the Chairperson dated 12 November 2018 as circulated with the agenda.



**MC17.2.1 Additional New Picnic Tables**

The Community Board agreed that the grassed area beside the Maketu Community Centre was looking good with the new fence and bollards now in place. It was suggested that some picnic tables be placed in the immediate area.

The Reserves and Facilities Manager advised that he was happy to provide two new picnic tables for the area and liaise with the Chairperson about the specific placement of the tables.

**MC17.2.2 Upgrade to Intersection Beach / Little Waihi Road**

The Roading Engineer (East) advised that the proposed work on the Beach Road / Little Waihi Road intersection would not proceed before Christmas. Advice had been received that the area would be treated by Heritage New Zealand as a site of archaeological significance and therefore the required assessments would need to be undertaken before any work commenced.

The Board was disappointed to receive this advice given that there was a road already formed on the site for the proposed improvements, it was unlikely that anything of archaeological significance would in the area now. The Chairperson read a text statement from Member Cantlon reiterating frustration at the time it was taking to have the proposed improvement works done, particularly when the Board expressly asked for the work to be completed by Christmas.

Given the current situation the Board was in agreement that the work remain a priority and be undertaken in the adjusted timeframe in the New Year, noting that they wanted the improvements undertaken sooner rather than later.

**MC17.2.3 Reflections of 2018**

The Chairperson reported within his report that a lot of hard work had been achieved over the last 12 months by the Maketu Community Board and Maketu village was gearing up for a busy summer and holiday period.

The parks and reserves were looking in good shape with well-kept grounds and playground equipment. The murals were starting to take place and the completed one on the village green toilets looked good. With the Maketu twilight markets starting shortly the village green was going to be the 'go to' place to visit.

**MC17.2.4 Thanks and Seasons Greetings**

The Chairperson noted that there had been some really great feedback from the community lately from the Board workshop meetings, which were

giving the Board some good ideas on moving our community forward. There were still a lot of projects in the pipeline to be authorised and priced.

The Chairperson finished his report with a note of thanks to Community Board members for their commitment and extended a huge thank you to the community for their faith and assurance in retaining the Maketu Community Board.

**Resolved:** Member Beech / Councillor Marsh

*THAT the Maketu Community Board Chairperson's Report dated 12 November 2018 be received.*

MC17.3

### **Councillor's Report**

The Board considered a report from Councillor Marsh dated 15 November 2018 as circulated with the agenda.

### **Kaituna / Maketu Estuary Water Flow**

Councillor Marsh advised that he had attended a recent walk around meeting visiting the Kaituna Estuary re-development area. This had been well attended by members of the public. It was advised at the meeting that the project was currently progressing ahead of the programmed work schedule.

### **Spencer Avenue Culvert Under the Road**

It had been ascertained that there was financial support from the Bay of Plenty Regional Council for the required culvert work and the Western Bay of Plenty District Council needed to ensure liaison with the Kaituna Catchment Manager and Bay of Plenty Regional Council representatives regarding this.

### **Maketu Coastguard**

Councillor Marsh acknowledge the work of the Maketu Coastguard, who had recently picked up some regional and national awards for their specific rescue and community fundraising and engagement efforts. Extensive fundraising effort had recently culminated in the launch of a new rescue boat. The coastguard was a small group of people totally committed to the cause and they had received deserved accolades from throughout New Zealand.

### **Te Puke High School Senior Prize Giving**

The recent Te Puke High School Prize giving, recognised Ashleigh Ngow, Head Girl of the school who was the recipient of the Rotary Club's Award for Service Above Self and numerous other awards and was also the Te Puke High School Dux. Ashleigh was one of several young people from Maketu recognised for their academic ability and community commitment and Maketu was very proud of their achievements.

### **Duke and Duchess of Sussex Royal Visit to Rotorua**

Congratulations were also extended to renowned chefs Karena and Kasey Bird on being given the honour of preparing a meal for the Duke and Duchess of Sussex at Ohinemutu on their recent royal visit to Rotorua. Karena and Kasey now had world standing in recognition of their achievements and they had put their home of Maketu on the map during their world wide travels.

### **Christmas Wishes**

Councillor Marsh extended best wishes for the coming festive season to Board Members, members of the community and staff. He thanked staff who had consistently supported the Maketu Community Board and community over the past year.

**Resolved:** Councillor Marsh / Member Beech

*THAT the report from Councillor Marsh dated 15 November 2018 be received.*

### **MC17.4 Infrastructure Services Report Maketu - November 2018**

The Board considered a report from the Deputy Chief Executive dated 12 November 2018 as circulated with the agenda.

### **MC17.4.1 Removal of Gum Trees - Minute Action Reference MC6 17 4.4.5 and MC8 17 5.18**

The Roding Engineer (East) asked for clarification in regard to the excess wood that would be made available to members of the public following the removal of the gum trees adjacent to Arawa Avenue to be felled onto Te Arawa Lakes Trust land.

The removal of the trees would be undertaken during 5-10 December 2018 and all road closure and traffic management requirements were in place. He asked for clarification on how the excess wood was to be made available for public collection.

It was agreed that:

- The excess logs would be taken to Spencer Avenue Reserve.
- A professional logging contractor would be engaged to ring/slab the wood for manageable collection by members of the public. The engagement of the logging contractor for this task would be paid for by Council.
- It was important that wood collectors did not come onto the Spencer Avenue Reserve site with their own chainsaws with members of the public in close proximity.
- A specific time for members of the public to collect the wood off-cuts would be advised.
- People who wanted to collect wood directly from the Te Arawa Lakes Trust land (after the tree felling was completed) would need to directly approach Te Arawa Lakes Trust representatives for permission to do this.

The Roding Engineer (East) advised that all information relating to the felling of the gum trees, road closure and subsequent tree removal would be advised on the Council website.

7.47pm Councillor Scrimgeour left the meeting at this time.

#### MC17.4.2 **Community Roding Account**

Proposed Projects Priority Listing

The Chairperson advised that the Board would set the priorities of their Community Roding Account at their next workshop.

#### MC17.4.3 **Surf Club Car Park Reserve Rock Revetment - Minute Action Reference MC20 16 2.1 and MC8 17.5.7**

The Reserves and Facilities Manager advised that a reply had been received from the Bay of Plenty Regional Council advising that the repairs and safety improvements to the Surf Club Car Park Reserve rock revetment may be undertaken under limited application notification.

If there were objections under the limited application notification then the proposed work would need to be advanced to a full hearing process.

The Board advised their consensus to go ahead with the limited application notification process, reiterating that they wanted to see the safety repairs and improvements to the rock revetment undertaken as soon as possible.

MC17.4.4      **Improvement to Culvert Capacity - Spencer Avenue - Minute Action Reference MC12 18 5.2 and MC15 18 4.6**

The Board was advised that the Bay of Plenty Regional Council had some funding for improvements to the Spencer Avenue culvert capacity.

The Board noted that:

- Tender prices were being sought for the works.
- The expected time for completion was January-February 2019.
- The works were to be part of a comprehensive stormwater consent process.
- \$30,000 had been committed from the Bay of Plenty Regional Council with the balance to be funded by Western Bay of Plenty District Council.
- Design for the project was underway and being managed in-house.

MC17.4.5      **Maketu Memorial Monument**

The Chairperson thanked Council staff for their advice relating to the repair and renovation of the Maketu Memorial Monument.

Discussions with Te Arawa Lakes Trust Board representatives would continue and the Board would advise any updates on this project as they came to hand.

**Resolved:**      Councillor Marsh / Member Beech

*THAT the Deputy Chief Executive report dated 12 November 2018 and titled Infrastructure Services Report Maketu - November 2018 be received.*

MC17.5      **Financial Report Maketu - September 2018**

The Board considered a report from the Management Accountant dated 30 October 2018 as circulated with the agenda.

**Resolved:**      Councillor Marsh / Member McFadyen

*THAT the Management Accountant's report dated 30 October 2018 and titled Financial Report Maketu - October 2018 be received.*

MC17.6      **Council, Standing Committee and Community Board Meetings**

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

**Resolved:** Members Clark/ McFadyen

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

The meeting concluded at 8.07pm.

Confirmed as a true and correct record.

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S Beech  
Chairperson  
Maketu Community Board

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Date

MC17

## Western Bay of Plenty District Council

**Minutes of Meeting No. TP17 of the  
Te Puke Community Board held on 29 November 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 Councillors G Dally and J Scrimgeour

### **In Attendance**

M Taris (Chief Executive Officer) and A Alty (Democracy Advisor)

### **Apologies**

An apology for absence was received from Member Spratt.

**Resolved:** Member Button / Councillor Scrimgeour

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

### **Others**

Councillor Mike Lally, five member of the public and one member of the press.

### **Public Forum**

**Resolved:** Councillor Dally / Member Button

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

### **Livestock Accessing Residential Property**

Rudy Kolver spoke to the Board outlining ongoing problems with livestock from the neighbouring farm property coming into his residential property at Oxford Street.

Livestock had undermined a boundary embankment and were now able to access onto Mr Kolver's property wandering into the garden. Evidence had also shown that livestock had wandered onto other properties and into the residential street area.

Mr Kolver had spoken to the rural property owner but the owner had not acknowledged the need to repair the boundary fence or the undermined embankment that enabled livestock to make easy access to the adjoining residential property.

The Chief Executive Officer advised that the item would be advised to the Group Manager Policy Planning and Regulatory Services and that Animal Control officers would be asked to visit Mr Kolver to ascertain the problem and facilitate a resolution as soon as possible.

A service request outlining the Oxford Street residents concerns had been advised.

### **Installation of Vehicle Turning Bay in King Street**

Gael Blaymires spoke to the Board requesting that a turning bay be installed at the end of King Street. The area was a popular parking area and sighting for turning/backing traffic was limited. It was considered that there was adequate land area at the end of King Street to accommodate a vehicle turning bay that would make the immediate area much safer for vehicles and pedestrians.

### **Walkway at the End of King Street to Stock Road**

The walkway at the end of King Street down to Stock Road needs tidying. The corner of King Street and Stock Road is overgrown with weeds.

A service request to tidy the immediate area would be initiated.

### **Rubbish Along Beatty Avenue**

James Tawhiri, a Beatty Avenue resident voiced concerns regarding rubbish being constantly strewn along the area from The Domain through to Queen Street and along Beatty Avenue to the high school. Most of the rubbish was from nearby fast food outlets and was also extenuated by people accessing the free wifi services available along Beatty Avenue.

He and other residents supported the Board's decision to install rubbish bins along Beatty Avenue but thought that two new bins would be inadequate. He suggested that the high school should also have bins at their gates and students should be advised to be responsible and deposit their rubbish in the provided bins rather than just dropping it as they walked. Residents very much wanted to keep Te Puke beautiful and the whole community needed to be responsible for the upkeep of the township environment.

### **Heavy Trucks Parking in Urban Areas of Te Puke**

Councillor Mike Lally spoke to the Board reiterating that it was unacceptable that heavy trucks parking in urban streets in Te Puke where they were a danger to other residential road users. It was also unacceptable that residents were awoken in the early hours of



morning when the trucks were started before being driven off. Councillor Lally stated that the argument put forward by Council staff to not instigate a bylaw against the parking of heavy vehicles in residential streets. A bylaw should be instigated and enforced when someone put in a complaint.

The Board was aware that the Parking Bylaw was under review and would be available for public consultation in the New Year and along with the Board, members of the public would be able to make submissions to the parking review.

### **Christmas Lighting in Te Puke Township**

Councillor Lally asked that consideration be given to having the main street area of Te Puke township lit with Christmas lights.

The Chairperson advised that investigations had been made to see if the new flag trax system and new light poles were compatible for festive lighting. Any festive lighting would not be put up for this coming Christmas but would be considered for the 2019 festive season.

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

Rick Hannay representing the Te Puke Sport and Recreation Society thanked the Board for the opportunity to make a presentation at the last Community Board workshop. He thanked the Board for their considerations and understanding of the ambitions of the society in raising funds for a covered grandstand at the Atuaroa Avenue sports ground as a very worthwhile community project.

**Resolved:** Member Button / Councillor Scrimgeour

*THAT the meeting be re-convened in formal session at 7.32pm.*

### **Late Item**

The Chairperson advised there was a Late Item for the Te Puke Community Board to consider for inclusion in the open section of the agenda under agenda Item TP17.4 Te Puke Community Board Grant Application - Creative Te Puke Forum.

The reason this item was not included on the agenda was the information was not available at the time the agenda was produced and distributed.

The reason that the item could not be delayed to the next scheduled meeting of the Te Puke Community Board was because the application for Community Grant Funding was required for a Christmas project and the next meeting of the Board was scheduled for February 2019, and retrospective funding cannot be applied to a Community Board Grant Application.

**Resolved:** Councillor Scrimgeour / Member Dugmore

*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 within agenda item TP17.4:*

- *Te Puke Community Board Grant Application – Creative Te Puke*

TP17.1            **Minutes of Meeting No. TP16 of The Te Puke Community Board Held on 18 October 2018**

The Board considered the minutes no. TP16 of the Te Puke Community Board for the meeting held on 18 October 2018 as circulated with the agenda.

**Resolved:**        Members Dugmore / Button

*THAT the minutes from meeting no. TP16 of the Te Puke Community Board held on 18 October 2018 as circulated with the agenda, be confirmed as a true and correct record.*

TP17.2            **Chairperson's Report**

The Board considered a report from the Chairperson dated 12 November 2018 as circulated with the agenda.

TP17.2.1        **Annual Parking and Bylaw Review**

The Board would continue to request Council to consider options to prohibit the parking of heavy vehicles in urban streets in Te Puke when the review of the Parking Bylaw was undertaken. This problem is still a concern to the Board and as it has indicated in the past, this is a serious safety issue particularly around Dunlop Road and Raymond Avenue.

TP17.2.2        **Park Bench Renovations**

The renovation of park benches continues to progress well and two more park benches were now with the Menz Shed and would be re-sited in the Remembrance Courtyard beside the War Memorial Hall.

TP17.2.3        **Street Flags**

The Board had earlier approved funding for 75 flags funded from the Te Puke Community Board Street Decoration Account (TP16 October 2018). The order for the Armistice Day flags had been previously approved and the flags were installed before November 11. Councillor Dally provided the details of the next flag designs to be ordered. The

Board agreed with the designs submitted and asked that Councillor Dally place the respective order.

Councillor Dally advised that he was also looking into the feasibility and cost of adding festive lighting to the existing flag trax structures in Te Puke Township.

**Resolved:** Members Miller / Dugmore

*THAT the Te Puke Community Board approve the following flag designs:*

- 12 x Clever Kiwi – look out for kids
- 12 x Be a Tidy Kiwi
- 12 x No drink / No drugs when driving kiwi
- 10 x Te Kapu O Waitaha
- 6 x Market Day Flags

*To be paid from the Te Puke Community Board Street Decoration Account as previously agreed under resolution passed TP16.3.3 18 October 2018.*

The following Epic Te Puke Flags were to be included in the order to achieve the optimum discount offered:

- 12 x Kiwifruit Capital (yellow) with Epic Te Puke logo
- 12 x Kiwifruit Capital (green) with Epic Te Puke logo

#### TP17.2.4

#### **Beatty Avenue Litter**

There has been a delay in the installation of the two bins due to production problems however we would hope that they are installed for the first term of the 2019 school year.

The Board was impressed with the design of the two bins going into Beatty Avenue and a costing to replace the Jellicoe Street bins based on the same design as had been provided. The Board would further discuss options relating to this item at a future workshop.

#### TP17.2.5

#### **Transition Speed Signage - Side Design**

Member Dugmore had sought advice and agreement from local packhouses relating to the designs for the transitional speed signage.

The Board sighted the colourised kiwi fruit designs and asked that they be forwarded to the Roading Engineer to arrange for their construction and installation.

**Resolved:** Members Dugmore / Miller

*THAT the Te Puke Community Board confirm the colourised kiwifruit designs to be installed next to each of the transition speed signs at the north and south highway entrances to Te Puke.*

**TP17.2.6 Request for Parking Bay Outside the Orchard Church**

The Chairperson advised that the Orchard Church had approached the Board with a request that off-street parking and a turning lane be considered outside the Orchard Church. The turning lane would facilitate traffic movement when vehicles were turning into the Orchard Church from the west. At the moment any turning vehicle stops westward traffic movement and this could be avoided with a central turning lane. Given the new width to MacLoughlin Drive this road could make this possible.

The Roding Engineer (East) had been notified of the request and advised that he would investigate the work required to enable vehicles to park on the road reserve in front of the Orchard Church, with the possibility of this being undertaken during the scheduled MacLoughlin Drive road improvement work.

The installation of a right hand turning lane into the Orchard Church property would also be investigated at the same time.

**TP17.2.7 Tactile Paving**

The Board Chair, a representative from the Blind Foundation and the Roding Engineer (East) had met and discussed the suggested pathway into the Central Business District and estimated costs for the project were being calculated. As stated in the last report, depending on the cost of the project, the required work could be done in two stages funded from the Community Board Roding Account.

**TP17.2.8 Te Puke Sports and Recreation Grandstand Project**

The Board received a presentation from Te Puke Sports at its last workshop meeting and as a result of this presentation resolved to allocate \$60,000 from the Community Board Reserve Fund for this worthwhile community project. The Board strongly recommended that Council contribute \$40,000 to bring the total contribution from the Te Puke Community Board and the Western Bay of Plenty District Council to \$100,000.00 for this very worthwhile community project.

**Resolved:** Members Miller / Dugmore

1. *THAT the Te Puke Community Board approve funding of \$60,000 from the Te Puke Community Board Reserve Fund for allocation to the Te Puke Sports and Recreation Club Grandstand Project.*
2. *THAT the Te Puke Community Board recommend that Council contribute \$40,000 to the Te Puke Sports and Recreation Club to bring the combined contribution from the Te Puke Community Board and the Western Bay of Plenty District Council to \$100,000 for the Te Puke Sports and Recreational Grandstand Project.*

**TP17.2.9 Commerce Lane Carpark**

The Community Board was concerned about the number of freedom campers that were using the Commerce Lane carpark on a regular basis. It was noted that on the night of Thursday 8 November there were 30 vehicles parked up for the night in this carpark.

Freedom Camping signage in the carpark clearly indicated that the limit was for 18 designated carparks on any given night. There were twelve extra vehicles in the carpark (on 8 November) and November was not considered as the Kiwifruit Season. The number of campers in the carpark was a strain on the available facilities and inappropriate use of facilities had been noted. Upgraded CCTV cameras in the carpark had been installed and had recorded incidents of antisocial behaviour.

Board members were aware that people staying in the Commerce Lane area were misusing the facilities, leaving rubbish and debris and the area was very 'smelly' and unsavoury. There was concern that the Commerce Lane carpark was a school bus pick-up and drop-off stop. The Commerce Lane car park had been developed by Council as a car park and was generally being misused.

A CCR from the Te Puke Community Board had been registered advising this concern.

**TP17.2.10 Flaxes and Grasses Jellicoe Street Median Strip**

Numerous service requests have been submitted to Council to either trim or remove the flaxes and grasses on this strip. To date nothing has been done other than a trim in one section. The area between King Street and Jocelyn Street is particularly bad particularly around pedestrian crossings and busy intersections. Could the Council contractors please have a serious look at this situation and do something to either remove these grasses or trim them to a very low level?

The Board was given an assurance during planning of this project that no vegetation would be above knee height.

A CCR from the Te Puke Community Board requesting that the vegetation be cut back had been registered for this item.

**TP17.2.11 Kiwicamps**

The Board endorsed any Council decision to establish a Kiwicamp in the Te Puke area in time for the 2019 kiwifruit season, but did not consider the Commerce Lane public carpark to be a suitable site.

**Resolved:** Members Miller / Dugmore

*THAT the Te Puke Community Board Chairperson's Report dated 12 November 2018 be received.*

TP17.3

**Councillor's Report**

The Board considered a report from Councillor Scrimgeour dated 13 November 2018 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / Members Miller

*THAT the report from Councillor Scrimgeour dated 13 November 2018 be received.*

TP17.4

**Community Board Grant Application - November 2018**

The Board considered a report from the Democracy Advisor dated 8 November 2018 as circulated with the agenda.

**Resolved:** Member Miller / Councillor Scrimgeour

*THAT the report from the Democracy Advisor dated 8 November 2018 titled Community Grant Application November 2018 and Additional Late Item notification dated 28 November 2018 be received.*

**(A) Te Puke Library and Service Centre**

Application for funding of \$2,000 for a wheel trolley and for painting a piano for Community use outside the Te Puke Library.

**Resolved:** Councillors Scrimgeour / Dally

*THAT the Te Puke Community Board approve funding up to \$2,000 for the Te Puke Library and Service Centre allocated from the Community Board Grant fund for the purchase of a piano trolley and painting of the piano.*

**(B) Creative Te Puke**

**Declaration of Interest**

Councillor Dally declared an interest in consideration of the Creative Te Puke application for a Community Board grant as a member of Creative Te Puke and took no part in the discussion or vote thereon.

The Board considered an application for funding of \$1,130.00 for costs to erect a second Christmas tree at the town entrance near the Te Puke Vet Clinic.

**Resolved:** Members Miller / Dugmore

*THAT the Te Puke Community Board approve funding up to \$1,200.00 to Creative Te Puke for costs towards erecting a second Christmas tree by the town entrance near the Te Puke Vet Clinic.*

TP17.5

### **Te Puke Community Roothing Programme 2018/19**

The Board considered a report from the Roothing Engineer dated 14 September 2018 as circulated with the agenda.

**Resolved:** Member Miller / Councillor Dally

1. *THAT the Roothing Engineer's report dated 13 September 2018 titled Te Puke Community Roothing Programme 2018/19 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 following Community Roothing Programme be approved.*

<b>Priority</b>		<b>Estimate</b>
1.	MacLoughlin Drive Kerb & Channel (no footpath)	\$220,000
2.	Washer Road Footpath	\$60,000
3.	Beatty Avenue Footpath	\$42,000

TP17.6

### **Infrastructure Services Report Te Puke - November 2018**

The Board considered a report from the Deputy Chief Executive dated 14 November 2018 as circulated with the agenda.

**Resolved:** Member Dugmore / Councillor Scrimgeour

*THAT the Deputy Chief Executive Officer's Report dated 14 November 2018 and titled Infrastructure Services Report Te Puke November 2018 be received.*

TP17.7

### **Financial Report Te Puke - September 2018**

The Board considered a report from the Management Accountant dated 30 October 2018 as circulated with the agenda.

**Resolved:** Members Miller / Dugmore

*THAT the Management Accountant's report dated 30 October 2018 and titled Financial Report Te Puke - September 2018 be received.*

TP17.8

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

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

**Resolved:** Councillors Scrimgeour/ Dally

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

The Chairperson thanked Board members for their contribution over the past year, and thanked Council staff for their support and advice. He extended season's greetings to all for a safe and happy holiday season and looked forward to working with everyone in the New Year.

The meeting concluded at 8.59pm.

Confirmed as a true and correct record.

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P Miller  
Chairperson  
Te Puke Community Board

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Date

TP17



## Western Bay of Plenty District Council

**Minutes of Meeting No. C21 of Council  
held on 1 November 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 Lally, M Dean, P Mackay, K Marsh, D Marshall, M Murray-Benge, J Palmer, D Thwaites and M Williams

### **In Attendance**

M Taris (Chief Executive Officer), K Perumal (Chief Financial Officer), R Davie (Group Manager Policy, Planning and Regulatory Services), E Watton (Policy and Planning Manager), C Steiner (Senior Policy Analyst), S Stewart (Policy Analyst), S Laurence (Project Planner - Tauriko West) R Woodward (Communications Advisor), J Hin (Legal Property Officer Reserves and Facilities), N Silver (Legal Property Officer), G Payne (Strategic Advisor), M Parnell (Governance Advisor), L Nind (Governance Advisor), S Tripathi (Governance Cadet) and A Alty (Democracy Advisor)

### **Others**

Five members of the public.

### **Apologies**

Apologies were received from Councillor Dally for lateness and Councillor Scrimgeour for absence.

**Resolved:** Thwaites / Murray-Benge

*THAT the apologies from Councillor Dally for lateness and Councillor Scrimgeour for absence be accepted.*

### **Late Item**

The Mayor advised there was one notified late item for the Council to consider for inclusion in the open section of the agenda, being a recommendatory report from the Joint Governance Committee meeting JG6 held on 17 October 2018.

The reason that this item was not included on the agenda was that it was omitted from the Council agenda and it could not be delayed to the next scheduled Council meeting because the respective item within the recommendatory report needed Council confirmation to facilitate action within the plan in a timely manner.

**Resolved:** Williams / Marsh

*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:*

- *Recommendatory Report from Tauranga/Western Bay District Council Joint Governance Committee – Welcoming Communities*

### **Public Forum**

**Resolved:** Murray-Benge / Marshall

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

### **Katikati Boating Club**

Don Wallace representing the Katikati Boating Club spoke to the meeting, and reiterated support for the placement of a container on the Esplanade Reserve on the Katikati foreshore.

Mr Wallace outlined the work of the Katikati Boating Club that included the 'Learn to Sail' programme which was growing in numbers. The ability to offer the 'Learn to Sail' programme on a local level was of huge benefit to the community and meant that people did not have to travel to Omokoroa or Tauranga for the programme.

The Katikati Boating Club also taught water boating/safety programmes and was available for water rescue services as required.

Bruce Jonson from the Katikati Boating Club also spoke in support of the proposal adding that the convenience of having a storage container on site, so close to the water saved up to two hours of time in loading, transporting, and unloading boats and equipment needed for the 'Learn to Sail' programme and it was important to teach kids to sail in their own local environment.

9.37am Councillor Dally joined the meeting.

**Resolved:** Palmer / Williams

THAT the meeting be re-convened in formal session at 9.40am.

### C21.1 **Receipt of Community Board Minutes**

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

**Resolved:** Mackay / Marsh

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

1. *Minute no. WB16 of the Waihi Beach Community Board held on 8 October 2018*
2. *Minute no. OM16 of the Omokoroa Community Board held on 9 October 2018*
3. *Minute no. K16 of the Katikati Community Board held on 10 October 2018*
4. *Minute no. MC16 of the Maketu Community Board held on 16 October 2018*
5. *Minute no. TP16 of the Te Puke Community Board held on 18 October 2018*

### C21.2 **Minutes of Council and Committee Meetings for Confirmation**

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

**Resolved:** Dean / Palmer

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

6. *Minute no. C19 of the Western Bay of Plenty District Council held on 3 September 2018*
7. *Minute no. C20 of the Western Bay of Plenty District Council held on 20 September 2018*
8. *Minute no. CC13 of the Community Committee held on 11 October 2018*
9. *Minute no. PP14 of the Policy Committee held on 6 August 2018 and 27 September 2018*
10. *Minute no. PP15 of the Policy Committee held on 18 October 2018*
11. *Minute no. RUR10 of the Rural Committee held on 25 September 2018*
12. *Minute no. OP15 of the Operations and Monitoring Committee held on 25 October 2018*

### C21.3 **Minutes for Receipt**

Council considered minutes as circulated separately with this agenda.

**Resolved:** Murray-Benge / Marshall

*THAT the minutes of the following meetings as circulated separately with the agenda are received:*

- 13. Minute no. RH13 of the Regulatory Hearings Committee held on 8 October 2018*
- 14. Minute no. PF5 of the Māori Partnership Forum held on 2 October 2018*
- 15. Minute no. JG6 of the Joint Governance Committee held on 17 October 2018*

C21.4 **Information for Receipt**

Council considered the information included in the Minute Index and Information Pack dated 1 November 2018 as circulated separately with the agenda.

**Resolved:** Murray-Benge / Mackay

*THAT the information items included in the Minute Index and Information Pack dated 1 November 2018 as circulated separately with the agenda be received.*

C21.5 **Recommendatory Report from the Policy Committee - (Deliberations on the Draft Reserves and Facilities Bylaw 2018)**

Council considered a report from the Group Manager Policy, Planning and Regulatory Services dated 4 October 2018 as circulated with the agenda.

**Resolved:** Mackay / Murray-Benge

- 1. THAT pursuant to s155 of the Local Government Act 2002, Council adopts 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.*

*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.*

*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 of the PP14 Additional Items Pack) which reflects Council's current position on the use of RPAS on Council owned land.*

*Issue 5: Vehicles on Beaches**Option 5B:*

*Amend Clause 10 of the operative bylaw to include reference to the exclusion of approved environmental programmes from vehicle restrictions, and the inclusion of an advice note to reference that the Regional Coastal Environment Plan has rules which apply to vehicles within the foreshore or seabed and that some activities may require resource consent.*

2. *THAT pursuant to s155 of the Local Government Act 2002, Council resolves 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.*
3. *THAT Council resolves 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.*
4. *THAT Council adopt the Decision Story alongside adoption of the final bylaw and provide to submitters as a formal response to submissions made.*
5. *THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.*

C21.6

**Pukehina Surf Rescue Lifeguard Service Incorporated - Lease Area Extension**

Council considered a report from the Reserves and Facilities Manager dated 18 September 2018 as circulated with the agenda.

**Resolved:** Marsh / Dean

1. *THAT the Reserves and Facilities Manager's report dated 18 September 2018 and titled Pukehina Surf Rescue Lifeguard Service Incorporated - Lease Area Extension 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 Pukehina Surf Rescue Lifeguard Service Incorporated a lease variation to extend the existing lease area on Dotterel Point Reserve, being part of Lot 616 on DPS 11365, by 118m<sup>2</sup> more or less, for an extension to the current facility.*

On behalf of the Pukehina Surf Rescue Lifeguard Service Boyd Harris thanked Council and staff for the work they had done in facilitating and granting an extension to the lease area of the Pukehina Surf Rescue Lifeguard Service. Members of the Pukehina Surf Rescue Lifeguard Service acknowledged the hard mahi that had been undertaken in regard the required process to achieve the outcome here today.

C21.7

**Katikati Boating Club - Alternative Lease Site for Shipping Container**

Council considered a report from the Reserves and Facilities Manager dated 18 September 2018 as circulated with the agenda.

**Resolved:** Mackay / Williams

1. *THAT the Reserves and Facilities Manager's report dated 18 September 2018 and titled Katikati Boat Club - Alternative Lease Site for Shipping Container 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 after consideration of the submissions 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 administering body, grants a lease for 60m<sup>2</sup>, more or less, of the land for up to 33 years over part of Katikati Foreshore Tamawhariua Reserve being part of Lot 6 DP 326967 pursuant to Section 54 (1) (b) of the Reserves Act 1977.*
4. *THAT in giving approval in principle, such approval must not be construed by the applicant, as a guarantee that all other consents required by any policy, bylaw, regulation or statute, will be forthcoming. The applicant is responsible for obtaining all required consents at its own cost.*

C21.8                    **Application to Alter the Boundary Between Western Bay of Plenty District Council and Tauranga City Council**

Council considered a report from the Project Manager - Tauriko West dated 15 October 2018 as circulated with the agenda.

**Resolved:**            Williams / Mayor Webber

1. *THAT the Project Manager's report dated 1 November 2018 and titled Application to alter the boundary between Western Bay of Plenty District Council and Tauranga City Council 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 under Schedule 3 of the Local Government Act 2002, the Western Bay of Plenty Council's Application to alter the territorial boundary located at Tauriko West between Western Bay of Plenty District Council and Tauranga City Council be adopted and approved for lodgement with the Local Government Commission.*

C21.9                    **Amendment to the Terms and Conditions for the Supply of Water**

Council considered a report from the Policy Analyst dated 1 November 2018 as circulated with the agenda.

**Moved:**                Williams / Marshall

1. That the Policy Analyst's report dated 1 November 2018 and titled Amendment to the Terms and Conditions for the Supply of Water 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 proposed amendments to the Terms and Conditions for the Supply of Water as set out in Attachment A are adopted, coming into effect on 1 May 2019.
4. That a public notice is issued as soon as practicable following this meeting regarding any approved amendments to the Terms and Conditions for the Supply of Water.

Councillor Thwaites raised a number of points broadly relating to water supply, particularly in terms of conservation and equity in the charging regime as between urban and rural connections.

The Group Manager Policy Planning and Regulatory Services advised that the purpose of the report was to consider the adoption of amendments to the Terms and Conditions for the Supply of Water in relation to on-site water storage requirements for new rural connections. The

recommendation before Council had been developed from previous workshop discussion on the Terms and Conditions for the Supply of Water.

It was requested that further discussion be enabled on the broader considerations raised before Councillors consider adoption of any amendments to the Terms and Conditions for the Supply of Water.

**Moved Amendment:** Thwaites / Dean

1. *THAT the Policy Analyst's report dated 1 November 2018 and titled Amendment to the Terms and Conditions for the Supply of Water 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 proposed amendments to the Terms and Conditions for the Supply of Water are left to lay on the table until the broader considerations are addressed in relation to conservation and equity in the charging regime as between urban and rural connections.*

The amendment was put and carried.

6 For / 5 Against

The amendment became the substantive motion and was put and carried.

C21.10

### **Schedule of Meetings - 2019**

Council considered a report from the Customer Relationship Manager setting out the meeting programme for 2019 as circulated separately to the agenda.

**Resolved:** Mackay / Mayor Webber

*THAT the report from the Customer Relationship Manager setting out the meeting programme for 2019 be received.*

C21.11

### **Chief Executive Officer's Report to Council - October 2018**

Council considered a report from the Chief Executive Officer dated 23 October 2018 as circulated with the agenda.



The Chief Executive Officer introduced the Chief Financial Officers Exception Briefing Report and the Chief Financial Officer spoke to the following points:

### **Key Financial Performance Indicators for the Three Months Ended – 30 September 2018**

#### **Debt**

Council's net debts balance was \$85.21m at the end of the reporting period which represented a \$13.06m reduction from the June 2018 balance of \$98.27m.

#### **Operating Income**

The total income for three months ended 30 September 2018 was \$28.08m against a year-to-date budget of \$18.050m. The \$9.58m higher income variance was largely due to favourable variances arising from the timing of receipt of financial contributions and service charges revenue against budget.

Total expenditure of \$21.95m was \$1.16m higher than year-to-date budget of \$20.79m due to lower interest costs offset by higher than budgeted additional level of service, depreciation and operating costs. Overall operating income and expenditure levels indicate Council's financial performance was on track at the end of the first quarter.

#### **Financial Contributions**

Financial contributions income received to date of \$5.50m is \$3.30m higher than the year-to-date budget of \$2.20m.

The total number of residential and rural dwelling consents issued at 30 September 2018 was 80 against a full year forecast of 388. These indicators signalled the strong levels of development activity during the 2017/18 year had continued its momentum into the first quarter of the financial year.

The Chief Executive Officer noted that the financial contributions were 'lumpy' and the trends were not something that Council had any control of.

It was recommended that the Ward and District Development Trends Statistics report be included with the Chief Financial Officer's Exception Report Briefing - within the Chief Executive Officer's Report to Council in the main Council agenda in the future.

**Debenture Trust Deed**

The Chief Financial Officer advised that this reporting avenue was a requirement of Council's audit process to ensure that Council debt was allocated according to Council's decision making processes. Council was subject to accountability and transparent reporting that was subject to external review processes.

**Western Bay of Plenty District Council's Rating from Standard and Poor's for 2018**

Standard and Poor's global ratings had affirmed its AA long term and A-1+ short-term issuer credit ratings on Council. This was the highest rating a Council could receive and Western Bay of Plenty District Council was in a very good position compared to where it had been ten years ago.

It was noted that the Western Bay of Plenty District Council was one council that had been reducing debt over time, and the financial performance of the Western Bay of Plenty District Council had been referenced in review processes used by other Councils both national and internationally.

**Resolved:** Murray-Benge / Marshall

*THAT the Chief Executive Officer's report dated 23 October 2018 and titled "Chief Executive Officers Report" be received.*

C21.12

**Recommendatory Report from the Joint Governance Meeting - Adoption of the Western Bay of Plenty Welcoming Plan 2018-2023**

Council considered a report from the Chief Executive Officer dated 23 October 2018 as circulated with the agenda.

**Resolved:** Mackay / Williams

*THAT the Western Bay of Plenty Welcoming Plan 2018-2023 be adopted.*

**Local Government Official Information and Meetings Act****Exclusion of the Public****Schedule 2A**

**Resolved:** Palmer / Murray-Benge

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

- *In Confidence Council and Committee minutes for Confirmation.*
- *In Confidence Minute Index and Information Pack*
- *In Confidence Recommendatory Report from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee – Appointment of Board Member to Tourism Bay of Plenty 2018*
- *Annual General Meeting of the Local Government Funding Agency Limited*
- *In Confidence Chief Executive Officer's Report – October 2018*
- *In Confidence Mayor's Report to Council – October 2018*

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</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 Council and Committee 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 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.</i>

<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 Recommendatory Report from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee – Appointment of Board member to Tourism Bay of Plenty 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>Protect the privacy of natural persons, including that of deceased natural persons.</i>
<i>In Confidence 2018 Annual General Meeting of the Local Government Funding Agency Limited</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>
<i>In Confidence Chief Executive Officer's Report – 23 October 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>Maintain legal professional privilege. Protect the privacy of natural persons, including that of deceased natural persons.</i>
<i>In Confidence Mayor's Report to Council - 2 October 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>Protect the privacy of natural persons, including that of deceased natural persons.</i>

**Western Bay of Plenty District Council**

**Minutes of Meeting No. CC14 of the Community Committee  
held on 22 November 2018 in the Waihi Beach Community Centre, 102 Beach Road,  
Waihi Beach, commencing at 10.00am**

**Present**

Councillor P Mackay (Chairperson), Councillors G Dally, M Dean, M Lally, D Marshall, M Murray-Benge, J Palmer, J Scrimgeour, D Thwaites and M Williams

**In Attendance**

M Dowd (Acting Group Manager Technology, Customer and Community Services), F Begley (Community Relationships Manager), C Lim (Community Team Leader), B Wilson (Community Relationships Advisor), G Ayo (Community Relationships Advisor), J Rickard (Senior Policy Analyst), L Nind (Governance Advisor) and M Parnell (Governance Advisor)

**Community Boards**

A Sole, (Chairperson, Waihi Beach Community Board)

**Others**

14 members of the public and as mentioned in the minutes.

**Apologies**

Apologies for absence were received from Mayor Webber and Councillor Marsh.

**Resolved:** Thwaites / Williams

*THAT the apologies for absence from Mayor Webber and Councillor Marsh be accepted.*

**Public Forum**

**Resolved:** Scrimgeour / Thwaites

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

Phil Bowyer encouraged Council to spend more funds on facilities at Waihi Beach. He specifically spoke about a local playground in need of refurbishment and suggested a shared footpath / cycleway at Island View Reserve and advised the current footpath was in disrepair and needed attending to.

Kevin Wright advised he had been to recent Waihi Beach Community Board meetings and that there had been some good financial statistic reported through the Community Board, and questioned if this would lead to a reduction in rates.

Mike Hickey advised that he had concerns about the security monitoring at Waihi Beach. He explained that the response time was too slow and that members of the community had been harassed by dogs but, by the time the monitoring service had been able to send anyone, the offending dog owner had gone. He also did not believe that people responded well to the uniformed presence.

Laurell Cullen-Wright advised she had been a resident of Waihi Beach for 36 years and had had some difficulty with dogs in the area. She had contacted Council regarding this and was advised that because the dogs were not registered in this district that there was little that could be done and she asked that this be investigated further.

**Resolved:** Scrimgeour / Marshall

*THAT the meeting be reconvened in formal session at 10.09am.*

#### CC14.1 **Community Team Update**

The Community Committee considered a report from the Community Team Leader dated 8 November 2018.

The Community Team Leader introduced herself and the team to those present and spoke to the report and explained the following:

- Reviewed the highlights of meetings held in 2018.
- The Committee would continue to be a platform for the community to the Council.
- The draft meeting programme for 2019 would be available at the next meeting of the Community Committee on 14 February 2019.

In response to questions, staff advised as follows:

- The Council was in the process of seeking to increase the amount that would be available for the Community Matching Fund through the 2019/20 Annual Plan process. The Chairperson explained some of the criteria of the fund and invited those present to apply in 2019.
- Clarification was given that there were to be fewer meetings of Council and its Committee in 2019 because it was an election year.

**Resolved:** Murray-Benge / Williams

*THAT the report from the Community Team Leader dated 8 November 2018 be received.*

## CC14.2

**Waihi Beach Community Board**

Allan Sole, Chair of the Waihi Beach Community Board, was in attendance to speak to the Committee regarding the Waihi Beach Community Plan - 'Defining Our Future'.

Mr Sole spoke to a tabled powerpoint presentation:

- Although Waihi Beach was not a designated growth area in the Western Bay, Waihi Beach was still growing and moving forward.
- The plan from 2007 was not necessarily relevant for 2018.
- He spoke to the community feel, cultural heritage, the thriving local economy, the social and community groups and the natural environment at Waihi Beach.
- He advised of the Waihi Beach History Days, a very successful event, and the Historic Society that was formed from the event.
- He gave a status of the Athenree Homestead rebuild.
- He advised of a new business group that was working with the existing events and promotions group.
- He explained the process that the Waihi Beach Community went through to get their Town Connector Bus Service twice a week.
- He advised of the importance of Waihi Beach to be an age friendly town including the need for a residential rest home facility.
- There was a current project for an internationally recognised skate park and \$1.2 million would need to be raised for this.

In response to questions, Mr Sole advised as follows:

- There was still a faction within the community that believed that Waihi Beach should be part of Hauraki Council or Thames Coromandel District Council. There was concern about high rates in the Western Bay and he believed that Council was not necessarily selling themselves to Waihi Beach well enough in terms of debt reduction and the positive space this Council was in.
- The clinics Mr Sole ran had good quality ideas coming through but not many people attending. He advised the time the clinics ran and the length they ran for may be reviewed at a later date.
- There was a short review of the Community Plan in 2014/15. He believed that reviews needed to happen more regularly.
- There was a feeling in the community that Waihi Beach had been forgotten by Council in the past but he believed that this was changing.
- There was only one rest home in Waihi Beach that was a hospital care facility but he believed that there was more scope of a village type residential facility.
- The circumstances for Waihi Beach had changed and so a review of the Community Plan was appropriate but there was an issue finding people with the expertise to be able to do this.

**Resolved:** Dean / Thwaites

*THAT the presentation from Waihi Beach Community Board be received.*

### CC14.3 **Age-Friendly Communities / Age-Friendly Community Planning**

Dame Peggy Koopman-Boyden was unable to attend the meeting and make her presentation.

#### **Change to the Order of Business**

The Chairperson requested that the next item of business be Keep on Your Feet - Sport Bay of Plenty, as the previous presenter was unavailable and Ms Garden was in attendance to present on behalf of Sport Bay of Plenty.

**Resolved:** Murray-Benge / Williams

*THAT in accordance with Standing Orders the order of business be changed and that the item Keep on Your Feet - Sport Bay of Plenty be dealt with as the next item of business.*

### CC14.4 **Keep on Your Feet - Sport Bay of Plenty**

Rachel Garden, Project Leader of Sport Bay of Plenty, was in attendance to give the Committee an overview of the Keep on Your Feet programme - a nationwide Accident Compensation Corporation funded initiative to reduce falls and fractures and support older people to 'live stronger for longer', including benefits to participants/communities in the Western Bay District area.

Ms Garden introduced herself and spoke to a tabled powerpoint presentation:

- The Keep on Your Feet programme was attached to the Live Stronger for Longer national programme.
- Part of her role was to accredit classes as an approved strength and balance programme, to offer training programmes to help people become accredited and to liaise with community groups regarding the programme from Waihi Beach through to the East Cape.
- There was one class each in Katikati and Omokoroa and nine in Te Puke. There were plans for classes in Waihi Beach and Maketu communities and the team were open to facilitate more.
- There were different kinds of classes with different skill levels and the cost for participants was between \$2.00 and \$8.00.
- There had been positive outcomes in terms of the confidence of the participants.

In response to questions, Ms Garden advised as follows:

- The Keep on Your Feet programme in Te Puke that was a Tai Chi was the non-Taoist version of Tai Chi. The Judea class was Taoist Tai Chi.
- They were aware of the psychological limitations to people who are referred to them and understood it was a difficult hurdle to overcome.
- Their trainers provided both regressive and progressive programming and would offer options like first class free and did not commit people to more than one class at a time. They were aware that getting people to the first class was a challenge.



- Recommendations to the programme were not just for people who had fallen but were at risk of doing so.

**Resolved:** Scrimgeour / Dean

*THAT the presentation from Sport Bay of Plenty regarding the Keep on Your Feet programme be received.*

11.16am The meeting was adjourned for morning tea.  
11.35am The meeting was reconvened.

#### CC14.5 **Population Aging Technical Advisory Group**

Anne Pankhurst, Population Aging Technical Advisory Group Chairperson, was in attendance to speak to the Committee regarding older people in the workforce.

Ms Pankhurst spoke to a tabled powerpoint presentation:

- Population Aging Technical Advisory Group think of aging as a complete process rather than creating age groups.
- The challenge of managing an aging population was a worldwide concern.
- The average age of a nurse was 54 years old and a truck driver 56 years old.
- She explained the myths about older workers, the business case for older workers and considerations for both employees and employers and how to value older workers.
- She believed that part of the way forward was to change ideas about aging and understand that an aging population was an inevitability.

In response to questions, Ms Pankhurst advised as follows:

- The argument about raising the age for retirement needed to be balanced with the workers ability to do their job (i.e. those who do manual labour) with the possibility of doing other duties within the business.
- A flexible retirement age may help remove the stigma from the age 65 for people. She believed that the discussion about retirement needed to be had.

**Resolved:** Dally / Murray-Benge

*THAT the presentation from the Population Aging Technical Advisory Group be received.*

#### CC14.6 **A Friend's Place - Waihi Beach**

Trudy van Stee, Founder and Programme Leader of A Friend's Place, was in attendance to speak to the Committee regarding the growing needs of the

elderly and key findings through experiences coordinating social groups for older people.

Ms van Stee advised the Committee as follows:

- A Friends Place had been open for three years and had been positively received by older people in the community as a social place that they could come and interact with others.
- There were about 64 people regularly attending, 60% of which were women, and was run by Ms van Stee and nine volunteers.
- Food was donated from local businesses for morning tea and lunch.
- Smaller groups at A Friend's Place programme were kept to between eight and ten people at a time.
- People were picked up and dropped off for free. They had had 210 requests for transport in 2018.
- Participants were charged \$5.00, which paid for the rent of the building.
- There were six volunteers who worked in the background, three of which made up an advisory board for A Friend's Place.
- Ms van Stee's vision was to see A Friend's Place programmes all around the country and she was looking at making A Friends Place an incorporated society.
- Average age of participants was 76 and the oldest participant was 94.
- A Friend's Place had been a partner in the Waihi Beach History Days event.
- The A Friend's Place band had been invited to play at community events.
- A Friend's Place participants went to social events together and participated in local RSA functions.
- Ms van Stee started the group with referrals from the local medical centre.
- Housing, social services and transportation were very important issues for older people.

In response to questions, Ms van Stee advised as follows:

- The group was at capacity at the moment but was made up from people in a lot of places in the district so once programmes were established in different communities, she expected the Waihi Beach group would be able to facilitate more people.
- She did not have anything personally to do with the pensioner homes but picked up people from the local pensioner homes and supported more in the area.
- She supported co-habiting as a residential option in the future.

**Resolved:** Dean / Thwaites

*THAT the presentation from A Friend's Place - Waihi Beach be received.*

CC14.7

### **Health in Aging Community Response Team**

Jon Pearce, Social Worker, and Katie Ayo, Physiotherapist from Bay of Plenty District Health Board, were in attendance to speak to the Committee

regarding an overview of their services - medical services and assessments for elderly people; issues affecting elderly across our District and those pertinent to Waihi Beach and possible considerations for Council's Communities Strategy.

The representatives from the Health in Aging Community Response Team introduced themselves and spoke to a tabled powerpoint presentation. They advised the Committee as follows:

- Ms Ayo advised that they worked with people who were 80+.
- While all the team members had their different specialities the team members did not work in silos and helped each other meet the needs of their patients. This had the positive impact in that patients were not overwhelmed with many medical professionals with differing opinions at the same time.
- The Community Response team worked on a referral basis, generally after a medical event and were usually able to be mobilised the same day a referral was received.
- They referred patients to local groups and community services. Some of these local groups and services were difficult to connect people who lived rurally to.
- The Community Response team provided a lot of practical help in the community, including but not limited to providing shower stools and helping to fill out application forms for health benefits. Mr Pearce had done a lot of work with people around their health benefits and contacting Work and Income New Zealand.
- Studies had shown that the greatest worry of older people was that they were a burden to their family and to the system.
- A lot of older people had low BMIs and were undernourished.
- The benefits of swimming and water therapy for older people was amazing. Local pools needed to be accessible to both users and their carers.

In response to questions, representatives from the Health in Aging Community Response Team advised as follows:

- Bureaucracies tended to be created as a 'one size fits all', which does not fit everyone making it difficult for some people to use and created a barrier for some older people who were entitled to benefits but could not work out how to access them.
- It was noted that pools in this district still charged for all users as opposed to giving free entrance to the elderly.
- Some support was means tested and meant that important services were not always available to people who needed them.
- Conversations with those who valued their independence could be challenging. Strategies for mitigating this included helping people into community so they understood they were not alone in their situation and introducing aid devices, such as walkers, as sports equipment.
- The team focussed on building relationship and trust with their patients before tackling issues of wellness with them.
- They were not currently linked into feasibility studies for local pools but were connected to the issue through other avenues.

12.45pm Councillor Murray-Benge left the meeting.

**Resolved:** Williams / Lally

*THAT the presentation from the Health in Aging Community Response Team be received.*

The Community Relationships Team provided a summary of the meeting and reiterated that the decision regarding an increase to the Community Matching Fund was being discussed within the Annual Plan 2019/20 process.

The Community Team Leader made the following statements:

- It was important to plan ahead for older generations as well as for younger.
- The passion for Waihi Beach was evident.
- There was a greater understanding of Council and its staff of the work done with older people in the community.
- Older people are still active members of their communities.

The meeting concluded at 12.53pm.

CC14

## Western Bay of Plenty District Council

**Minutes of Meeting No. RH14 of the Regulatory Hearings  
Committee held on 13 November 2018 in the Mayor's Office  
commencing at 9.30am**

### Present

Councillors G Webber (Chairperson), P Mackay, M Murray-Benge J Scrimgeour, and M Williams

### In Attendance

C Watt (Consents Manager) and M Parnell (Governance Advisor)

### Apologies

An apology for absence was received from Councillor Marshall.

**Resolved:** Mayor Webber / Williams

*THAT the apology for absence from Councillor Marshall be accepted.*

### RH14.1 **Appointment of Independent Commissioners - November 2018**

The Committee considered a report from the Environmental Consents Manager dated 5 November 2018 as circulated with the agenda.

**Resolved:** Mackay / Murray-Benge

1. *THAT the Environmental Consent Manager's report dated 5 November 2018 and titled "Appointment of Independent Hearings Commissioners - November 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 RC11181L at Te Puna Road, Te Puna.*

*Commissioner Alan Withy*

4. *THAT the Regulatory Hearings Committee appoints the following Independent Hearings Commissioner to consider and determine the resource consent RC11161L at 106 Beach Road, Waihi Beach.*

*Commissioner Russell De Luca*

5. *THAT the Regulatory Hearings Committee appoints the following Independent Hearings Commissioner to consider and determine the resource consent RC11043S at 98A Munro Road, Minden, Te Puna.*

*Commissioner Bill Wasley & Regulatory Hearings Committee panel.*

The meeting concluded at 9.32am.

RH14

## Western Bay of Plenty District Council

**Minutes of Meeting No. PF6 of the Tauranga Moana / Te Arawa  
Ki Takutai Partnership Forum held on 20 November 2018  
in the Council Chamber, Barks Corner  
commencing 10.00am**

### **Present**

#### **Iwi Representatives**

Anthony Wihapi (Ngati Moko) (Co-Chairperson), Reon Tuanau (Ngai Te Rangī) (Co-Chairperson), Raiha Biel (Tapuika Iwi Authority), Tiki Bluegum (Ngai Tamawhariua), Elva Conroy (Ngati Tuheke), Matire Duncan (Ngā Potiki), Maria Horne / (Ngati Whakaue), Roland Kingi (Ngati Pikiāo), Nessie Kuka (Ngai Tuwhiwhia), Bob Leef (Ngati Taka), Riki Nelson (Ngati Te Wai), Julie Shepherd (Te Runanga o Pirirakau), Kevin Tohiariki (Te Whanau o Tauwhao), Tania Turner (Ngati Whakahemo) and Manu Wihapi (Tuhourangi)

#### **Councillors**

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

#### **In Attendance**

R Davie (Group Manager Policy, Planning and Regulatory Services), G Allis (Deputy Chief Executive), P Tapsell (Workforce Development and Cultural Advisor), C Nepia (Māori Relationships and Engagement Advisor), L Nind (Governance Advisor) and M Parnell (Governance Advisor)

The Chairperson opened the meeting and invited Manu Wihapi to provide karakia and Mayor Webber to open the meeting with a mihi.

#### **Apologies**

An apology for lateness was received from Councillor Grant Dally and apologies for absence from Councillors Mark Dean and Mike Lally, and Members Carlton Bidois (Ngati Ranginui), Buddy Mikaere (Ngati Pukenga) and Hemi Paki (Ngati Tauaiti).

**Resolved:** Councillor Marsh / Member Kingi

*THAT the apology for lateness was received from Councillor Grant Dally and apologies for absence from Councillors Mark Dean and Mike Lally, and Members Carlton Bidois (Ngati Ranginui), Buddy Mikaere (Ngati Pukenga) and Hemi Paki (Ngati Tauaiti) be accepted.*

9.34am Councillor Dally joined the meeting.

PF6.1 **Minutes of Meeting No. PF5 of the Tauranga Moana / Te Arawa Ki Takutai Partnership Forum Held on 2 October 2018**

The Tauranga Moana / Te Arawa Ki Takutai Partnership Forum considered the minutes of meeting no. PF5 of the Tauranga Moana / Te Arawa Ki Takutai Partnership Forum held on 2 October 2018 as circulated with the agenda.

**Resolved:** Mayor Webber / Tania Turner

*THAT the minutes of the Tauranga Moana / Te Arawa Ki Takutai Partnership Forum meeting PF5 held on 2 October 2018 be confirmed as a true and correct record.*

In response to a question regarding the consent regarding the eastern stormwater catchment, staff advised that consultation for the project was underway and resource consent would be applied for with the Bay of Plenty Regional Council in the next three months.

In response to a matter before the Waitangi Tribunal, the Forum Members agreed that they would wait until the Tribunal had made a decision regarding the matter before making their view on the matter publicly known.

Regarding the Tangata Whenua workshop that afternoon, Members asked to speak about the following topics:

- 2019 elections
- Allowing the Chairpersons to appoint alternates to workshops of Council and its Committees when the Chairperson was unavailable.

PF6.2 **Marae Sustainability Initiatives Fund Update**

The Partnership Forum considered a report from the Māori Relationships and Engagement Advisor dated 20 November 2018 as circulated with the agenda.

The Chairperson commended staff on their policy regarding Marae. The Māori Relationships and Engagement Advisor spoke to a tabled powerpoint presentation and updated the Forum Members of the projects that they had been able to complete since 2014. He confirmed the criteria for the



fund and asked for feedback from Forum Members as to whether the criteria could be updated to include buildings adjacent to the Marae such as Kaumatua housing. He also advised of other funding opportunities and the Marae toolkit.

In discussing the document, the following points were made:

- The matter of Kaumatua housing required further workshopping.
- It was helpful to know about other forms of funding available to Marae.
- Building resilience into Marae for Civil Defence purposes needed to be discussed further. Upgrades could include but were not limited to making sure kitchens ran on gas and had tanks onsite for water.

In response to questions, the Māori Relationships and Engagement Advisor advised as follows:

- The Oranga Marae fund was purposed for the revitalisation of Marae.
- Appendix Two was referenced regarding the content of the Marae toolkit including the proposed content of the toolkit, which included Governance training and information, civil defence, Takawaenga staff information and funding, compliance, rates and technology information.
- Marae Committees would be consulted with regarding the scope of the Marae toolkit and feedback regarding this would be brought back to this Forum.
- The Policy Committee was developing a Communities Strategy including but not limited to cemeteries and Urupā. A review of local cemeteries and Urupā was being undertaken to measure capacity within the Western Bay of Plenty District and Tauranga City Councils. The process would include public consultation.

Forum Members gave updates regarding the revitalisation that had taken place at their Marae as a result of the Marae Sustainability Initiatives Fund.

**Resolved:** Member Kuka / Councillor Williams

*THAT the Māori Relationships and Engagement Advisor's report dated 20 November 2018 and titled "Marae Sustainability Initiatives Fund Update" be received.*

**Resolved:** Mayor Webber / Member Horne

*THAT the Partnership Forum reviews the criteria of the Marae Sustainability Initiative fund at its next workshop. The review includes but is not limited to a focus on resilience.*

**Resolved:** Members Bluegum / Turner

*THAT the Takawaenga team send an annual letter to Marae secretaries advising them of the Marae Sustainability Initiative Fund.*

## PF6.3

**Te Ara Mua Nga Kaihoe (Work Programme) Update**

The Partnership Forum considered a report from the Māori Relationships and Engagement Advisor dated 20 November 2018 as circulated with the agenda.

The Chairperson described Te Ara Mua Ngā Kaihoe as a constitutional document that set the direction of this Forum. The Workforce Development and Cultural Advisor spoke to a tabled powerpoint presentation and gave an update on the information contained within the report.

The Forum Members discussed the following:

- The Council was commended for its reasonable and generous budget consideration of Mana Whakahono ā Rohe
- Regarding the Māori language phone app, Members advised of other apps available that could be helpful for development.
- It was good to see that a papakainga development had taken advantage of Councils policy that reduced financial contributions for papakainga on multiple owned Māori land.

In response to questions, staff advised as follows:

- The Takawaenga team was looking to fund one project at this stage to get some experience and set precedent for future projects.
- Regarding the Healthy Whare project, Council had expressed a desire to use the model created for Maketu to identify other communities that could benefit from the same community led approach, and was currently working with another community in the rohe.
- It was clarified that 40.38% of voters voted **ON** the Māori Ward issue and that 78.09% **OF THOSE VOTERS** voted against a Māori Ward not that 78.09% of all voters voted against it.
- Shad Rolleston was looking into models of hapū representation that might better serve this rohe while also upholding hapū autonomy and the mana of each hapū / iwi to bring their own representation to consultation processes.
- There was some funding available for hapū who would like to geomap their heritage sites and site of cultural significance.
- The proposed Council internship sought to bring Māori alongside Council to better under the legislation and processes Council was required to adhere to.
- Hapū applications were open for next years internship with the Mayor completed by Cale Borrell in 2018.
- The Making Good Decision course was an excellent resource that Council had committed to funding two people per year for, but had not yet received applications from Forum Members. Anyone who successfully completed the course could make themselves available to any Council as a Commissioner. The Western Bay of Plenty District Council had a list of approved Commissioners that they used, many of who had experience in Tangata Whenua matters.

**Resolved:** Members Shepherd / Horne

*THAT the Māori Relationships and Engagement Advisor's report dated 20 November 2018 titled Te Ara Mua Ngā Kaihoe (Work Programme) Update be received.*

PF6.4

**Capital Projects Update**

The Workforce Development and Cultural Advisor, Māori Relationships and Engagement Advisor and Deputy Chief Executive were in attendance to update members on capital projects throughout the rohe. The Deputy Chief Executive spoke to the tabled powerpoint presentation.

In response to questions, staff advised as follows:

- The septic tank installed for the Ongare Point Wastewater Scheme was a kilometre from the river.

11.35am

Member Tuanau left the meeting.

- The Omokoroa Domain project was well underway. Consultation had taken place, including with the people from Matakana Island as the users of the ferry service and with Pirirakau and Ngati Taka. The concept plan was available on the website and had been adopted by Council but work had not yet begun. Members Bidois and Shepherd had been working with the project team regarding cultural interpretation and recognition elements in the built in and natural environment.
- The current phase of the Omokoroa road works was nearly completed and the next phase would be starting shortly after.
- Discussions were taking place about the upgrade of facilities on Matakana Island.

11.41am

Member Tuanau re-joined the meeting.

**Resolved:** Mayor Webber / Member Roland

*THAT the staff presentation regarding Capital Projects Update be received.*

**Council No. C22  
13 December 2018  
Information Pack - Open**

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	<b>Pages</b>
13. <b>Minute Action Sheet Report for November 2018</b>	85-102
14. <b>Key Financial Performance Indicators for the Four Months Ended 31 October 2018</b>	103-114
15. <b>Management Report on the Audit of Western Bay of Plenty District Council for the Year Ended June 2018</b>	115-142
16. <b>New Zealand Local Government Funding Agency Limited – Quarterly Report for the Period Ending 30 September 2018</b>	143-160
17. <b>Schedule of Payments for the Month of October 2018</b>	161
18. <b>Chief Executive Information Pack Report for December 2018</b>	162-163

## Minute Actions Not Complete for Council (Open)

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 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>7/7The construction work is underway, earthworks are complete, hvertical drilling will commence late July. 17/5 Agreement signed wiht property owners. 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

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
C1318.6 22 Feb 2018	Right of Way Easement Over Part of Uretara Domain, Katikati	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<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>28/11/2018 - Instrument ready to be registered but awaiting progressing of RC10957S to provide a survey plan 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</p>	<p>10-07-2018 - Survey to completed.</p>	UNDER ACTION

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
			<p>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>		
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 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</p>	10-07-2018 - Advertising commenced due to be completed by the end of July	UNDER ACTION

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
			<p>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>		
C1818.6 09 Aug 2018	Proposal to Lease - Centennial Park Te Puke Gymsport Incorporated	RFM - RESERVES AND FACILITIES MANAGER	<p>1. THAT the Reserves and Facilities Manager's 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 administering 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>		NOT COMMENCED
C1915.2.14 09 May 2015	Topic 1507 - Wastewater - Issue 6 - Ongare Point Funding Model - Submission Id 995	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> </ul>	November 2018- 55 underground tanks installed Project on track for completion at the end of Nov with commissioning underway and maintenance period started. Letters gone out to property	UNDER ACTION



Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
	- and Internal Submission		<ul style="list-style-type: none"> <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 and Financial Policy 60% EPR, 40% future UAC.</li> </ul> <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  That these decisions be subject to undertaking the appropriate consultation and decision making to meet legislative requirements.</p>	<p>owners seeking payment of property owners contribution.</p> <p>October 2018 - 40 underground tanks installed, Treatment plant completed and accepting grey water. Project on track to be completed by Nov 2018</p> <p>June 2018 - 20 underground tanks now installed. Treatment plant is well underway with filter tanks installed and underground drip irrigations being installed</p> <p>May 2018 - Project underway with 8 underground private property units now installed. Treatment plant construction underway.</p> <p>April 2018 - Resource consent conditions received for Ongare Point wastewater scheme. Construction of both reticulation and treatment plant components underway. Project is expected to be completed by October/November 2018 depending on weather conditions.</p>	
C1915.4.324 09 May 2015	Topic - Stormwater/Erosion - Issue Stormwater Small Settlements - Submission Ids 701, 965	UM - UTILITIES MANAGER	<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>Nov 2018 Been advised by BOPRC that the application has been reviewed and comments due back to WBOPDC by Dec 2018</p> <p>October 2018 - Awaiting approval of application by BOPRC</p> <p>June 2018- Feedback provide from BOPRC additional info required to be submitted.</p> <p>May 2018 - Still await feedback</p>	UNDER ACTION

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
				<p>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 cannot progress any further.</p> <p>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 cannot progress further until a response is received from BOPRC.</p> <p>Feb 2018 - BOPRC have been sent a reminder, unfortunately can not progress further until is received.</p>	
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 received.</p> <p>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.</p> <p>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:</p> <p>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.</p> <p>For the following reasons:</p> <ul style="list-style-type: none"> <li>• Achieves fair representation and meets the '+/- 10% rule'.</li> <li>• Will not require consideration of boundary adjustments which have not been publicly consulted on.</li> <li>• Provides the population with reasonable access to its elected members and vice versa.</li> </ul>	Final proposal has been adopted by Council and is now out for Appeal which will go to the Local Government Commission at its conclusion.	UNDER ACTION

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
			<ul style="list-style-type: none"> <li>• Allows elected members to effectively represent the views of their electoral area.</li> <li>• Allows elected members to attend public meetings throughout their area and provides reasonable opportunity for face-to-face meetings.</li> <li>• Fairer representation than at large options.</li> </ul> <p>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.</p> <p>AND THAT</p> <p>(a) the Western Bay of Plenty District Council be divided into three wards, these being:</p> <p>(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;</p> <p>(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</p> <p>(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.</p> <p>For the following reasons:</p> <ul style="list-style-type: none"> <li>• The people in the affected area would become part of the ward in which they share common links with educational,</li> </ul>		

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
			<p>shopping, social and other needs.</p> <ul style="list-style-type: none"> <li>• The numbers of people affected would not influence the fair representation rule of '+/- 10% rule'.</li> <li>• Reflects the information gathered from the community in the pre consultation process where people identified their own communities of interest.</li> </ul> <p>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.</p> <p>AND</p> <p>THAT the Katikati Community Board be retained in the adjusted boundary.</p> <p>AND</p> <p>THAT the Omokoroa Community Board be disestablished.</p> <p>AND</p> <p>THAT a Ward Councillor Committee consisting of all Ward Councillors be established for each of the following areas:</p> <ul style="list-style-type: none"> <li>• Whole of Kaimai Ward</li> <li>• Eastern end of the Maketu-Te Puke Ward i.e. all the areas not included in the Te Puke and Maketu Community Boards</li> <li>• Matakana Island and Rangiwaia Island of the Katikati-Waihi Beach Ward i.e. all the areas not included in the Waihi Beach and Katikati Community Boards</li> </ul> <p>AND</p> <p>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.</p> <p>For the following reasons:</p> <ul style="list-style-type: none"> <li>• Satisfied the views expressed by those who submitted to and were heard regarding the initial proposal of the Representation Review process.</li> <li>• Provided direct contact for Kaimai Ward, the eastern end of the Maketu-Te Puke ward and Matakana Island and Rangiwaia Island residents with their Ward Councillors.</li> <li>• Easily able to be changed if Councillor Ward Committees did not work well.</li> <li>• Was the closest compromise to the initial proposal once the</li> </ul>		

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
			<p>views of the public had been made.</p> <ul style="list-style-type: none"> <li>• Enabled different communities (i.e. urban and rural) within the same ward to work through their own community of interest issues.</li> <li>• Opportunity to try a different model while retaining Community Boards in areas that supported them.</li> <li>• Retains the Waihi Beach, Maketu, Te Puke and Katikati (subject to boundary adjustment) Community Boards</li> <li>• Would create opportunity for representation in rural/other communities which do not currently have community boards</li> <li>• Only partially addresses concerns regarding equitable representation and democratic process - only elected ward councillors would represent the district</li> <li>• Potential lack of duplication of communication and engagement processes in the Kaimai ward only.</li> <li>• More representation offered than the status quo.</li> </ul> <p>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.</p>		
C2018.7 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee - Kiwi Camp Facility	RFM - RESERVES AND FACILITIES MANAGER	<p>1. THAT Council approve the implementation of a Kiwi Camp facility on the following basis:</p> <ol style="list-style-type: none"> <li>Trial Location Waihi Beach Community Centre</li> <li>Council cost \$40,000 from General Rate Reserve Account</li> </ol> <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>29 Nov 2018: The funding agreement with MBIE has been signed by both parties. The Contract for the Kiwicamp facility and Kiwi Cash license have been signed.</p> <p>The Kiwicamp Facility is being built off site.</p> <p>The Contract for services, water, power and sewer has been let with work scheduled for mid December 2018. A progress report has been provided to MBIE.</p>	UNDER ACTION
C2018.8 20 Sep 2018	Storm Water Easement Over Part of Vesey Stewart Recreation Reserve	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<p>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.</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>28/11/2018 - Ready to go but on hold while we await easement over MoE land is finalised as that easement feeds into Council's one.</p> <p>19/10/2018 - Awaiting A and I</p>	UNDER ACTION

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
			<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, 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.</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>	25/09/2018 - Awaiting survey plan so that we can progress easement instrument. Consultant advised.	
C2018.9 20 Sep 2018	Storm Water Easement Over Part of Moore Park, Katikati	LPOR - LEGAL PROPERTY OFFICER RESERVES FACILITIES	<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>	28-11-2018 - A and I for registration of instrument out for signing by WBOPDC 2018-09-28 - Survey Plan supplied. To create easement and then register	UNDER ACTION
C2118.10 01 Nov 2018	Schedule of Meetings - 2019	EO3 - DEMOCRACY ADVISOR	THAT the report from the Customer Relationship Manager setting out the meeting programme for 2019 be received.	7/11/2018: Yellow master schedule completed 5/11/2018: Updated Trello	UNDER ACTION
C2118.6 01 Nov 2018	Pukehina Surf Rescue Lifeguard Service Incorporated - Lease Area	RFM - RESERVES AND FACILITIES MANAGER	<p>1. THAT the Reserves and Facilities Manager's report dated 18 September 2018 and titled Pukehina Surf Rescue Lifeguard Service Incorporated - Lease Area Extension 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</p>	29 Nov 2018: The Surf Club have been advised of Council's decision. Staff continue to work with the Surf Club in amending their lease and advice on the building consent process.	UNDER ACTION

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
	Extension		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 administrating body, grants Pukehina Surf Rescue Lifeguard Service Incorporated a lease variation to extend the existing lease area on Dotterel Point Reserve, being part of Lot 616 on DPS 11365, by 118m <sup>2</sup> more or less, for an extension to the current facility.		
C2118.7 01 Nov 2018	Katikati Boating Club - Alternative Lease Site for Shipping Container	RFM - RESERVES AND FACILITIES MANAGER	1. THAT the Reserves and Facilities Manager's report dated 18 September 2018 and titled Katikati Boat Club - Alternative Lease Site for Shipping Container 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 after consideration of the submissions 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 a lease for 60m <sup>2</sup> , more or less, of the land for up to 33 years over part of Katikati Foreshore Tamawhariua Reserve being part of Lot 6 DP 326967 pursuant to Section 54 (1) (b) of the Reserves Act 1977. 4. THAT in giving approval in principle, such approval must not be construed by the applicant, as a guarantee that all other consents required by any policy, bylaw, regulation or statute, will be forthcoming. The applicant is responsible for obtaining all required consents at its own cost.	29 Nov 2018: A lease is being prepared for execution. Staff have met on site and agreed to the final siting of the shipping container and some minor earthworks. Staff are assisting the club in being operational this summer.	UNDER ACTION
C2118.9 01 Nov 2018	Amendment to the Terms and Conditions for the Supply of Water	PA3 - SENIOR POLICY ANALYST	1. THAT the Policy Analyst's report dated 1 November 2018 and titled Amendment to the Terms and Conditions for the Supply of Water 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 proposed amendments to the Terms and Conditions for the Supply of Water are left to lay on the table until the broader considerations are addressed in relation to conservation and equity in the charging regime as between urban and rural connections.	New information to be provided at next Operations Committee workshop on 6 December	UNDER ACTION

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
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 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>14/11/18 Agreement signed but not yet sealing by club. Extreme difficulty in communicating with the club signatory.</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.</p> <p>Chasing up with Club</p> <p>11/4/18 Signing in process as staff understand.</p> <p>13/03/2018: The Boardriders Club have taken possession of No 8 The Esplanade and are using the house for their clubrooms.</p>	UNDER ACTION
C417.16 06 Apr 2017	Mayor's Report to Council - March 2017	CEO - CHIEF EXECUTIVE OFFICER	<p>Council considered a report from His Worship the Mayor dated 21 March 2017 as circulated with the agenda. The Mayor gave a verbal summary of his report and noted the need to consider an Easter trading policy.</p> <p>The Group Manager Policy, Planning and Regulatory Services advised that in order to have this in place for the next Easter the work would have to commence no later than August 2017.</p> <p>In discussion of this item the following matters were noted:</p> <ul style="list-style-type: none"> <li>• There may be response from the community which would present conflicting views on whether or not the community wanted such a policy.</li> <li>• Consideration could be given to align the policy with Tauranga City's policy.</li> </ul> <p>The Mayor advised topics discussed with the Minister for Local Government and noted that submissions to the Resource Management Act amendments had closed last year.</p> <p>In regard to pensioner housing he said that a further paper would be presented to Council on the whole topic later in the year but formal consideration would need to occur through the Long Term Plan and a special consultative process. A powerpoint presentation (Tabled Item 12) was tabled showing the various sites of pensioner housing.</p> <p>Council was informed that previous Council discussions of this</p>	<p>12/11/2018 No change</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> <p>11/5/2018 - Paper to go back to Council in June July re pensioner housing plus all other housing options and Council's role in housing in general.</p> <p>18/4/2018- Housing report represented to Council in April. Next steps to come back for direction on a range of district and national housing issues, including pensioner housing.</p>	UNDER ACTION



Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status
			<p>topic had considered a number of different management and ownership options.  Resolved: Mackay / Murray-Benge  THAT the request of Mayor Sandra Goudie, Thames Coromandel District Council for support for Mangrove Management is approved.  Resolved: Mayor Webber / Murray-Benge  THAT Council receive a paper on options for pensioner housing management and/or ownership.</p>	<p>2/3/2018 -No change  9/2/2018 -No change</p>	
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.  2. THAT the report relates to an issue that is 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.</p>	<p>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. 2018 - Lease documentation is being prepared for the Fishing club to sign.</p>	UNDER ACTION

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## Minute Actions Complete for Council (Open)

Minutes Number	Remit Title	Owner	Remit Description	Owner Comments
C1618.17 28 Jun 2018	Workspace Accommodation Feasibility Study	CEO - CHIEF EXECUTIVE OFFICER	<p>1. THAT the Chief Executive Officer's report dated 15 June 2018 and titled "Workspace accommodation feasibility study" 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 Council authorises the Chief Executive to undertake a detailed feasibility study of building options for Council's Barkes Corner administration offices, to be funded up to \$300,000 from the Property and Asset Reserve.</p>	<p>12/11/2018 -End of feasibility stage. Presentations made to Council. Issue to lie on the table for now. Accommodation issues still need to be addressed.</p> <p>10/10/18 - Group presentation by Unispace advisors/experts to Council end of September. Issue to lie on the table until further discussions with Council on a way forward.</p> <p>11/9/2018- Feasibility study partially completed. TwentyTwo presented to Council first week in September. Remaining reports to come to Council at the beginning of October.</p> <p>4/7/2018 - Council approved Barkes Corner accommodation feasibility study. Expected report to full Council in early October 2018</p>
C2018.14 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee: Wilson Park - Community Garden Lease Renewal	RFM - RESERVES AND FACILITIES MANAGER	<p>1. THAT Council agrees to renew the existing lease for the Wilson Park community garden for a further five years.</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>	29 Nov 2018: Lessee notified of lease renewal. Removal of old kiwifruit vines are underway.
C2018.6 20 Sep 2018	Recommendatory Report from the Operations and Monitoring Committee - Kauri Point Reserve Road Slip Update	RFM - RESERVES AND FACILITIES MANAGER	<p>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 Source Rock Buttress \$1,528,696.00 General Rate Reserve Account</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>	29 Nov 2018: Council's consultant Engineer has been engaged to progress the detailed design and necessary consents. The community have been advised of the Council decision and will be kept updated with progress. This MAS has been signed off as completed as the project is being reported to the Operations & Monitoring Committee under

Minutes Number	Remit Title	Owner	Remit Description	Owner Comments
				MAS OP1418.1
C2118.11 01 Nov 2018	Chief Executive Officer's Report to Council - October 2018	CFO - CHIEF FINANCIAL OFFICER	THAT the Chief Executive Officer's report dated 23 October 2018 and titled "Chief Executive Officers Report" be received.	Report presented on the day. No further action required.
C2118.12 01 Nov 2018	Recommendatory Report from the Joint Governance Meeting - Adoption of the Western Bay of Plenty Welcoming Plan 2018-2023	CEM - COMMUNITY RELATIONSHIPS MANAGER	THAT the Western Bay of Plenty Welcoming Plan 2018-2023 be adopted.	Welcoming Plan has been adopted and Tactical Group members have been informed.
C2118.17 01 Nov 2018	Recommendatory Report from the Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee - Appointment of Board Member to Tourism Bay of Plenty 2018	CEM - COMMUNITY RELATIONSHIPS MANAGER	<ol style="list-style-type: none"> <li>1. THAT Council approve of the appointment of Jason Hill as a trustee of Tourism Bay of Plenty for a term of two years and six months from 1 November 2018 to 30 April 2021 as recommended by the Tauranga City Council/Western Bay District Council Joint Governance Committee.</li> <li>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.</li> <li>3. THAT the Recommendation be transferred into the Open Section of the meeting once the successful and unsuccessful candidates have been informed of the appointment decision.</li> </ol>	Trustee has been informed of his appointment and a media release has been distributed.
C2118.18 01 Nov 2018	2018 Annual General Meeting of the Local Government Funding Agency Limited	CFO - CHIEF FINANCIAL OFFICER	<ol style="list-style-type: none"> <li>1. THAT the Chief Financial Officer's report dated 18 October 2018 and titled "2018 Annual General Meeting of the Local Government Funding Agency Limited" be received.</li> <li>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.</li> </ol>	Proxy form completed and submitted to the LGFA.

Minutes Number	Remit Title	Owner	Remit Description	Owner Comments
			<p>3. THAT Council appoints the Chief Financial Officer to attend the Annual General Meeting as the shareholder representative for Western Bay of Plenty District Council.</p> <p>4. THAT should the Chief Financial Officer be unable to attend the meeting, Council appoints the Local Government Funding Agency Limited's Chair, as Council's proxy in place.</p> <p>5. THAT Council authorises the Chief Financial Officer or Council's proxy in place to vote in favour the following proposals which require ordinary shareholder resolutions:-</p> <p>a. John Avery is re-appointed to the Local Government Funding Agency Limited Board as an independent director;</p> <p>b. Mike Timmer is re-appointed to the Local Government Funding Agency Limited Board as a non-independent director;</p> <p>c. Hamilton City Council is re-elected to the Shareholders' Council;</p> <p>d. Tauranga City Council is re-elected to the Shareholders' Council.</p> <p>6. THAT Council authorises the Chief Financial Officer to vote in favour of other matters arising at the Annual General Meeting that, in their judgement, support Council's position on the governance and operations of the Local Government Funding Agency Limited.</p> <p>7. THAT the Report/Recommendation be transferred into the Open section of the meeting after the Local Government Funding Agency Limited's General Meeting on 21 November 2019.</p>	
C2118.5 01 Nov 2018	Recommendatory Report from the Policy Committee - (Deliberations on the Draft Reserves and Facilities Bylaw 2018)	GM4 - GROUP MANAGER POLICY PLANNING AND REGULATORY	<p>1. THAT pursuant to s155 of the Local Government Act 2002, Council adopts the Reserves and Facilities Bylaw 2018 inclusive of the following amendments:</p> <p>Issue 1: Horses at Tuapiro Point</p> <p>Option 1C:</p> <p>Amended status quo (Appendix C) including the options outlined below:</p> <p>Permitted area amendments:</p>	Public notice advising the operative date of the Bylaw were duly advertised. Decision stories have been sent to all submitters. The new bylaw is available on our website. New signage has been installed at Tuapiro to advise the amended horse riding route. Matter complete.

Minutes Number	Remit Title	Owner	Remit Description	Owner Comments
			<p>Continue to permit horses at Tuapiro Point subject to conditions outlined in Clause 13.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Issue 4: Drones Option 4B: Continue as per proposed bylaw (Appendix A of the PP14 Additional Items Pack) which reflects Council's current position on the use of RPAS on Council owned land.</p> <p>Issue 5: Vehicles on Beaches Option 5B: Amend Clause 10 of the operative bylaw to include reference to the exclusion of approved environmental programmes from vehicle restrictions, and the inclusion of an advice note to reference that the Regional Coastal Environment Plan has rules which apply to vehicles within the foreshore or seabed and that some activities may require resource consent.</p> <p>2. THAT pursuant to s155 of the Local Government Act 2002, Council resolves 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.</p> <p>3. THAT Council resolves that the Reserves and Facilities Bylaw 2018 become effective on 9 November 2018 and that</p>	

Minutes Number	Remit Title	Owner	Remit Description	Owner Comments
			<p>the Reserves and Facilities Bylaw 2012 be revoked as at that date.</p> <p>4. THAT Council adopt the Decision Story alongside adoption of the final bylaw and provide to submitters as a formal response to submissions made.</p> <p>5. 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>	
C2118.8 01 Nov 2018	Application to Alter the Boundary Between Western Bay of Plenty District Council and Tauranga City Council	GM4 - GROUP MANAGER POLICY PLANNING AND REGULATORY	<p>1. THAT the Project Manager's report dated 1 November 2018 and titled Application to alter the boundary between Western Bay of Plenty District Council and Tauranga City Council be received.</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> <p>3. THAT under Schedule 3 of the Local Government Act 2002, the Western Bay of Plenty Council's Application to alter the territorial boundary located at Tauriko West between Western Bay of Plenty District Council and Tauranga City Council be adopted and approved for lodgement with the Local Government Commission.</p>	Application to alter the boundary has been lodged with the Local Government Commission who will now take over the process.

## Key Financial Performance Indicators for the Four Months Ended 31 October 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 four months ended 31 October 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 four months ended 31 October 2018 of \$2.06m was \$771k lower than year-to-date budget of \$2.83m.
- 2.3 The liquid ratio (without unused facilities) was 1.64 as at 31 October 2018. This means that in the unlikely event that Council is required to pay all current liabilities due within twelve months immediately as at 31 October, Council would have 1.64 cents of cash to every dollar of current liabilities.

### 3. Treasury reports

- 3.1 At 31 October 2018 total external debt was \$135.0m. There is no change from the period ended 30 September 2018.
- 3.2 Council's weighted cost of finance at 31 October 2018 was 4.75%. This is consistent with previous months.

### 4. Interest rate swaps

- 4.1 The valuation of Council's interest rate swaps at 31 October 2018 was a net liability of \$8.93m. This represents a \$0.03m increase over 30 September 2018 liability of \$8.90m. 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 31 October 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 31 October 2018 Council had a positive cash position of \$59.42m. This was comprised of \$3.36m cash and \$56.06m in short term deposits.

## 6. Internal loans and current account balances

- 6.1 Internal loan balances at 31 October 2018 totalled \$97.98m. This is \$0.24m lower than the 30 September 2018 balance of \$98.22m.
- 6.2 Current account balances totalled \$27.76m as at 31 October 2018. This is consistent with the 30 September 2018 balance of \$27.46m.

## 7. Debt summary and trend analysis

- 7.1 The attached graphs (**Attachment A**) provide details of Council's external debt quarter on quarter from December 2011 to October 2018.
- 7.2 Net debt being external debt of \$135.0m less cash on hand of \$59.42m, was \$75.58m as at 31 October 2018. This was \$9.63m lower than the 30 September balance of \$85.21m. Traditionally October 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**





**TREASURY REPORT FOR WESTERN BAY OF PLENTY DISTRICT COUNCIL  
PERIOD ENDING 31 OCTOBER 2018**

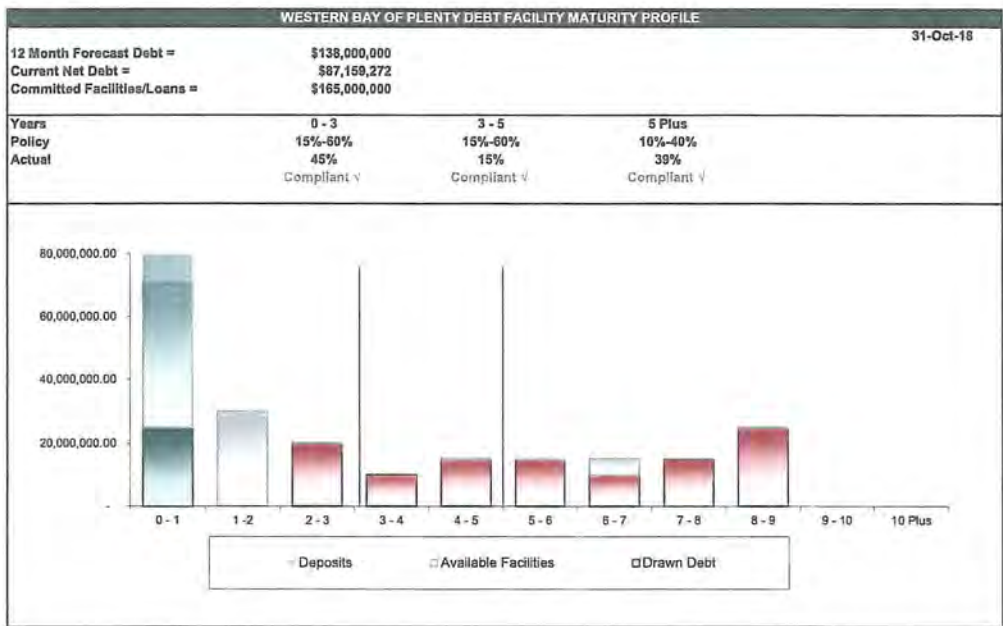
**1. TOTAL DEBT AND LIQUIDITY**

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	3.0318%	3.0563%
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>3.0318%</b>	<b>3.0563%</b>

Available Headroom \$30,000,000 \$30,000,000

Monthly Weighted Average Interest Cost (Including Hedges & Margin) 4.7507% 4.7571%

**2. CONSOLIDATED FUNDING RISK**

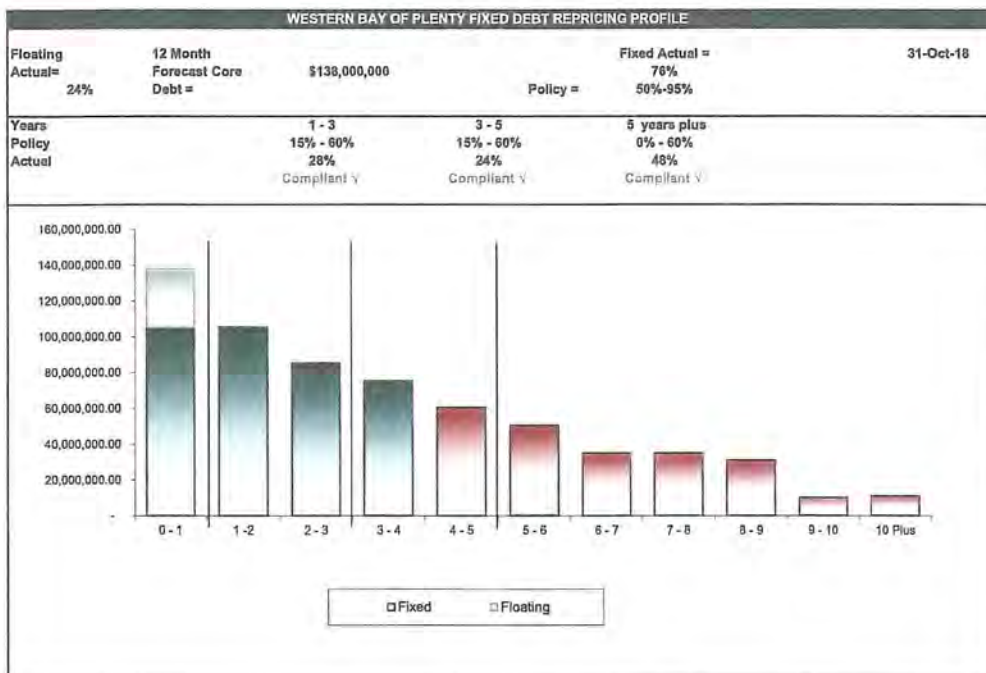


**3. NEW ZEALAND INTEREST RATE MANAGEMENT**

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 +
NZD			50%-95%	15% - 60%	15% - 60%	0% - 60%
Forecast 12 Mth Debt	\$138,000,000	24%	76%	28%	24%	48%

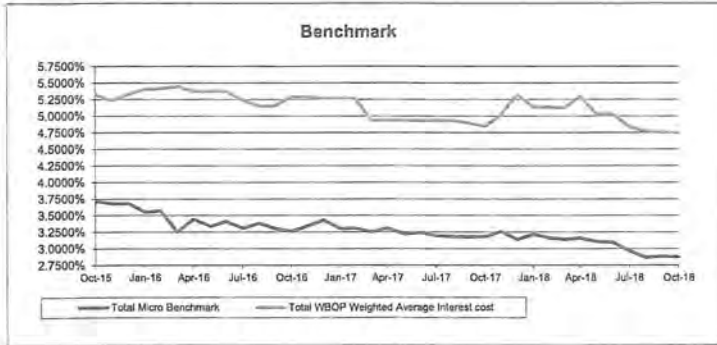
**4. INVESTMENTS**

Type	NZD Amount Current Month	NZD Amount Previous Month	Cpty
Short Term Operating account	\$3,515,019.13	\$9,734,952.00	ANZ
Term/Call Deposit	\$10,045,592.83	\$5,039,007.37	ANZ
Term/Call Deposit	\$30,000,000.00	\$20,000,000.00	BNZ
Term/Call Deposit	\$28.90	\$5,009,900.00	WPC
Term/Call Deposit	\$16,000,728.01	\$10,000,725.88	ASB
Term/Call Deposit	\$1,840,000.00	\$1,840,000.00	LGFA
<b>TOTAL NZD AMOUNT</b>	<b>\$61,401,368.87</b>	<b>\$51,624,585.25</b>	

**5. COUNTERPARTY EXPOSURE**

C'Party	Rating	Gross Limit	Swaps/Caps	Investments	Total	% of Gross	C'party Exposure
		MM	MM	MM	MM	Limit	% of Total
ANZ	AA-	30	12.63	13.56	26.2	87.30%	32.63%
ASB	AA-	30	2.98	16.00	19.0	63.25%	23.64%
BNZ	AA-	30	3.19	30.00	33.2	110.63%	41.35%
WBC	AA-	30	1.90	0.00	1.9	6.33%	2.37%
		<b>120</b>	<b>20.7</b>	<b>59.6</b>	<b>80.3</b>	<b>66.88%</b>	<b>100.00%</b>

**6. NZD BENCHMARK**



	Current Month	Previous Month
WBOP Weighted Average Interest Cost (incl. Hedges)	4.7507%	4.7571%
Micro Benchmark	2.8749%	2.8815%

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 October 2018.

## Current Account &amp; Internal Loan Balances &amp; Movements as at October 2018

## Current Account Balances &amp; Movements

## Internal Loan Balances &amp; Movements

Cost Centre	Description	Opening Bal 1	Current A/C	Closing	Opening Bal 1	Advances	Repayment	Closing	Net Position
		July 2018	Mvmt's	Balance @ October 2018				July 2018	
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	-	-	7,453	7,453	108,386
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	Strategic 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	-	-	104,703	104,703	1,515,567
40*01*02	Central Water	(3,285,571)	-	(3,285,571)	-	-	70,049	70,049	(3,215,522)
40*01*03	Eastern Water	(6,005,242)	-	(6,005,242)	-	-	131,037	131,037	(5,874,205)
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	-	-	-	-	-	10,033	10,033	10,033
42*03*04	Service Centre & Library - Te Puke	(617,585)	-	(617,585)	-	-	-	-	(617,585)
42*04*01	Pensioner Housing	(351,522)	-	(351,522)	-	-	4,300	4,300	(347,222)
42*04*03	Community Halls	198,737	(205,516)	(6,779)	-	81,717	200,713	282,430	275,651
42*06*01	Gibraltar Water Scheme	22,329	-	22,329	-	-	-	-	22,329
44*01*02	District Reserves	554,670	-	554,670	-	-	4,124	4,124	558,794
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)	-	-	205,855	205,855	(1,899,898)
60*01*02	Katikati Wastewater	4,507,665	-	4,507,665	-	-	58,841	58,841	4,566,506
60*01*03	Omokoroa Wastewater	(14,013,584)	-	(14,013,584)	-	-	77,272	77,272	(13,936,312)
60*01*04	Te Puke Wastewater	7,540,070	-	7,540,070	-	-	19,038	19,038	7,559,108
60*01*05	Maketu Wastewater	(3,963,148)	-	(3,963,148)	-	-	105	105	(3,963,043)
60*01*06	Ongare Wastewater	(1,226,219)	-	(1,226,219)	-	-	3,604	3,604	(1,222,615)
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)	-	-	42	42	(589,184)
61*01*01	Stormwater Network - Growth Communities	944,747	-	944,747	-	-	192,700	192,700	1,137,447
61*01*02	Waihi Beach Coastal Protection	193,746	-	193,746	-	-	12,322	12,322	206,068
61*02*01	Stormwater Network - Small Settlements	(156,191)	-	(156,191)	-	-	16,292	16,292	(139,899)
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)	-	-	2,998	2,998	(482,025)
80*04*05	Capamagian Drive Property	(1,331,116)	-	(1,331,116)	-	-	26,766	26,766	(1,304,350)
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>1,153,007</b>	<b>1,234,724</b>	<b>(26,526,076)</b>

NZD Hedging

Maturity Date	Ccy	Notional Amount	Fixed Rate Swap Type	Floating R:	Frequency	Valuation	Next Reset Date	Last Reset	Counterpa	Deal Numl	Reference
4-Dec-18	NZD	5,000,000.00	5.99% Pay Fixed	1.9%	Quarterly	-50,830.00	4-Dec-18	4-Sep-18	Westpac	8819	TRG1060180_WBC
31-Dec-18	NZD	15,000,000.00	2.04% Pay Float	1.9%	Quarterly	4,813.00	31-Dec-18	28-Sep-18	BNZ	87977	384476682
21-Jan-19	NZD	5,000,000.00	5.93% Pay Fixed	1.9%	Quarterly	-50,138.00	22-Jan-19	23-Oct-18	ASB	8823	26028925
26-May-19	NZD	5,000,000.00	5.79% Pay Fixed	1.9%	Quarterly	-143,611.00	26-Nov-18	27-Aug-18	ANZ	8886	IRS4868347_ANZ
4-Oct-19	NZD	4,000,000.00	4.47% Pay Fixed	1.9%	Quarterly	-99,993.00	4-Jan-19	4-Oct-18	ANZ	15274	10411112.1_ANZ
22-Jan-20	NZD	4,000,000.00	4.30% Pay Fixed	1.9%	Quarterly	-115,772.00	22-Jan-19	23-Oct-18	Westpac	18000	TRG-4277435
1-Feb-20	NZD	3,000,000.00	5.73% Pay Fixed	1.9%	Quarterly	-168,982.00	1-Nov-18	1-Aug-18	ANZ	8895	7262166.1
15-Feb-20	NZD	10,000,000.00	4.41% Pay Fixed	1.9%	Quarterly	-365,773.00	15-Nov-18	15-Aug-18	Westpac	17999	TRG-4277436
25-Feb-20	NZD	3,000,000.00	5.83% Pay Fixed	1.9%	Quarterly	-171,646.00	26-Nov-18	27-Aug-18	ANZ	8893	7262183.1_ANZ
18-May-20	NZD	10,000,000.00	5.89% Pay Fixed	1.9%	Quarterly	-674,084.00	19-Nov-18	20-Aug-18	BNZ	8853	384177426_BNZ
14-Jun-20	NZD	5,000,000.00	4.74% Pay Fixed	1.9%	Quarterly	-238,613.00	14-Dec-18	14-Sep-18	BNZ	8910	384322788
28-Oct-20	NZD	10,000,000.00	5.98% Pay Fixed	1.9%	Quarterly	-779,280.00	29-Jan-19	29-Oct-18	BNZ	8880	384245057
26-Jan-21	NZD	5,000,000.00	4.71% Pay Fixed	1.9%	Quarterly	-296,368.00	29-Jan-19	26-Oct-18	ANZ	8900	8292995.1_ANZ
12-Apr-21	NZD	5,000,000.00	4.69% Pay Fixed	1.9%	Quarterly	-323,446.00	14-Jan-19	12-Oct-18	Westpac	8905	TRG3706681
7-Feb-22	NZD	10,000,000.00	4.28% Pay Fixed	1.9%	Quarterly	-736,479.00	7-Nov-18	7-Aug-18	Westpac	8878	TRG-2199503_WBC
26-Jan-23	NZD	5,000,000.00	4.89% Pay Fixed	1.9%	Quarterly	-541,352.00	29-Jan-19	26-Oct-18	ANZ	8901	8292994.1_ANZ
27-May-23	NZD	5,000,000.00	5.00% Pay Fixed	1.9%	Quarterly	-620,695.00	27-Nov-18	27-Aug-18	ANZ	8902	8895225.1_ANZ
4-Oct-24	NZD	5,500,000.00	5.41% Pay Fixed	1.9%	Quarterly	-921,476.00	4-Jan-19	4-Oct-18	ANZ	17893	11418908.1
<b>TOTAL</b>	<b>NZD</b>	<b>114,500,000.00</b>	<b>4.75%</b>			<b>-6,293,734.00</b>					

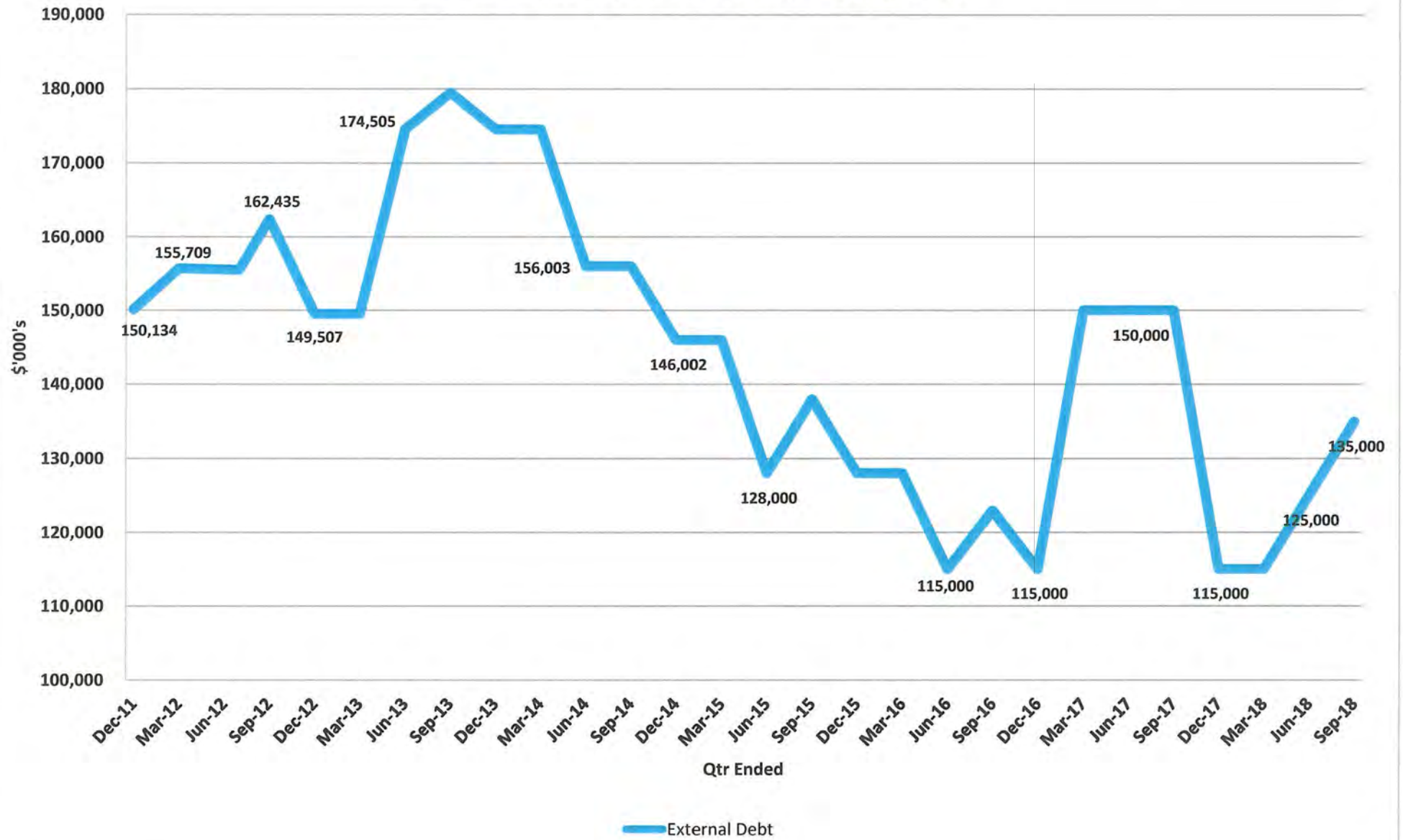
NZD Hedging (Forward start)

Maturity Date	Ccy	Notional Amount	Fixed Rate Swap Type	Floating R:	Frequency	Valuation	Next Reset Date	Last Reset	Counterpa	Deal Numl	Reference
26-May-22	NZD	5,000,000.00	3.04% Pay Fixed	0.00%	Quarterly	-120,710.00	27-May-19		ANZ	62486	16178414_ANZ
18-Aug-24	NZD	10,000,000.00	4.69% Pay Fixed	0.00%	Quarterly	-821,635.00	18-May-20		ANZ	15272	10411164.1_ANZ
25-Aug-24	NZD	6,000,000.00	4.69% Pay Fixed	0.00%	Quarterly	-529,424.00	25-Feb-20		ANZ	15268	10411153.1_ANZ
15-Sep-24	NZD	5,000,000.00	4.69% Pay Fixed	0.00%	Quarterly	-405,872.00	15-Jun-20		ANZ	15271	10411141.1_ANZ
22-Jul-26	NZD	4,000,000.00	3.51% Pay Fixed	0.00%	Quarterly	-171,801.00	22-Jan-20		ANZ	62326	16172684_ANZ
7-Feb-27	NZD	10,000,000.00	3.74% Pay Fixed	0.00%	Quarterly	-281,021.00	8-Feb-22		ANZ	62325	16172685_ANZ
18-Aug-28	NZD	10,000,000.00	3.78% Pay Fixed	0.00%	Quarterly	-104,303.00	19-Aug-24		ASB	87978	11675671
25-Aug-29	NZD	6,000,000.00	3.94% Pay Fixed	0.00%	Quarterly	-105,549.00	26-Aug-24		ANZ	87927	17638751_ANZ
15-Sep-30	NZD	5,000,000.00	3.96% Pay Fixed	0.00%	Quarterly	-98,365.00	16-Sep-24		BNZ	87976	384476681
<b>TOTAL</b>	<b>NZD</b>	<b>61,000,000.00</b>	<b>4.04%</b>			<b>-2,638,685.00</b>					

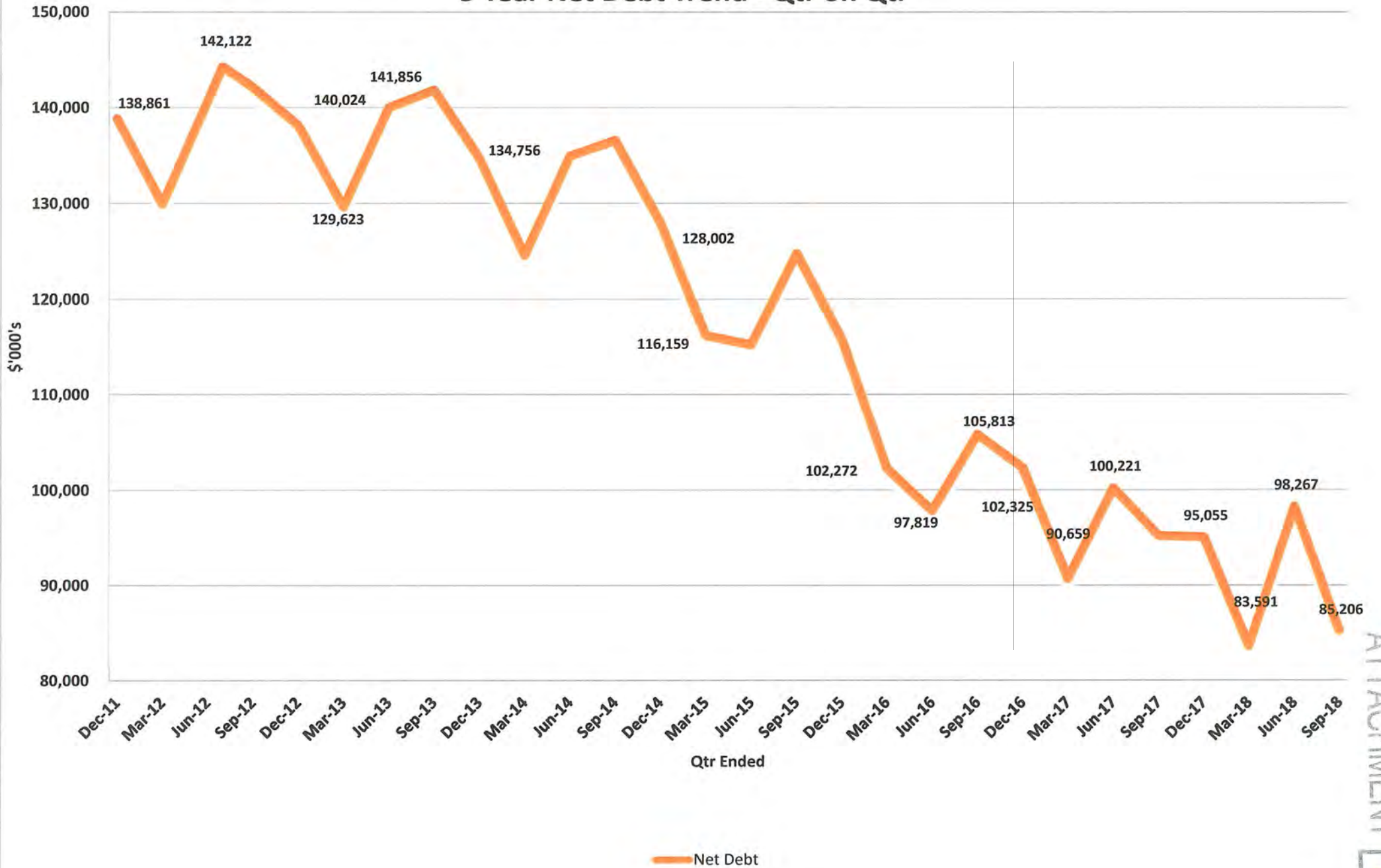
Western Bay of Plenty - Interest Rate Swaps Position Report(31 Oct 2018)

175,500,000.00 -8,932,419.00

### 5 Year External Debt Trend - Qtr on Qtr

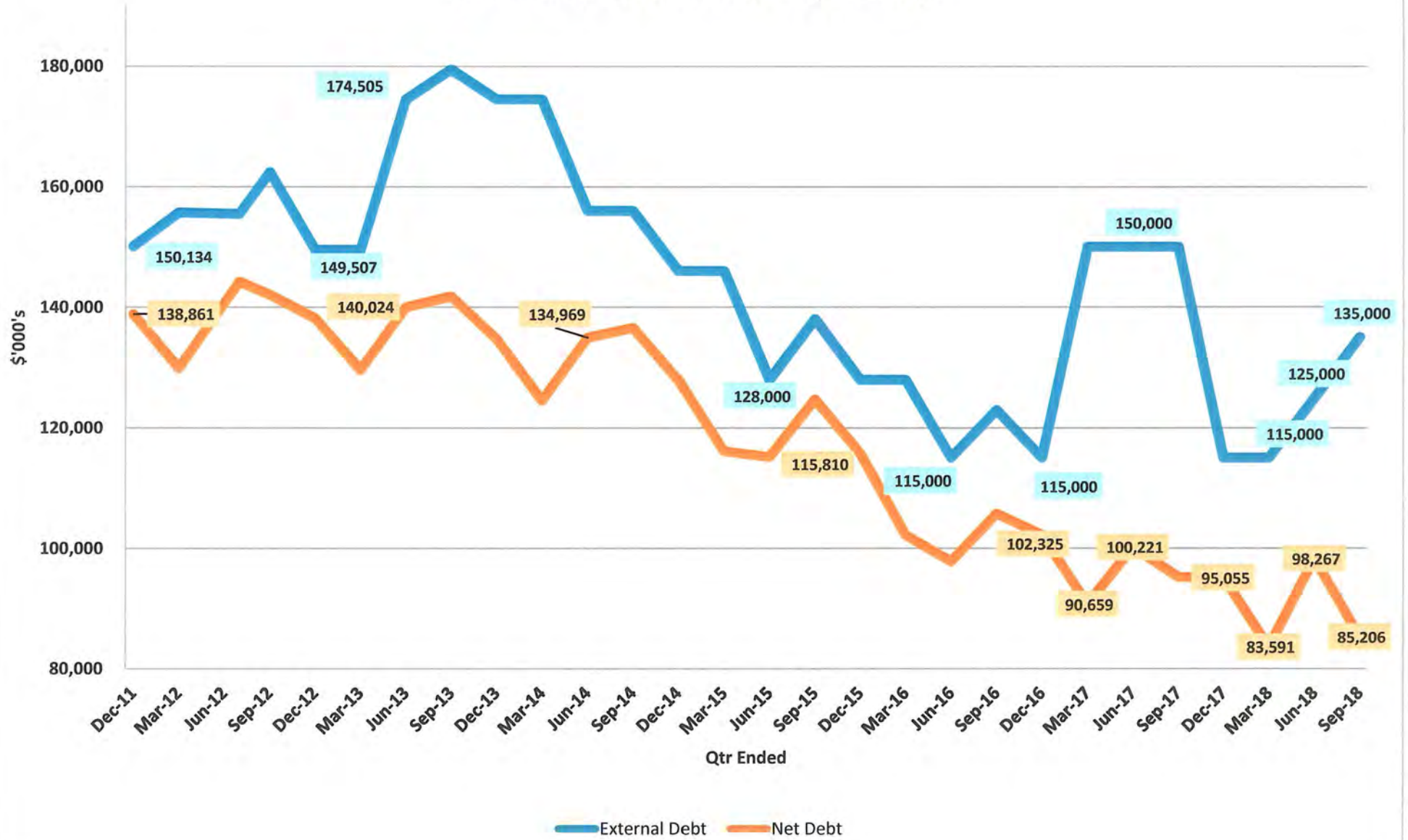


### 5 Year Net Debt Trend - Qtr on Qtr

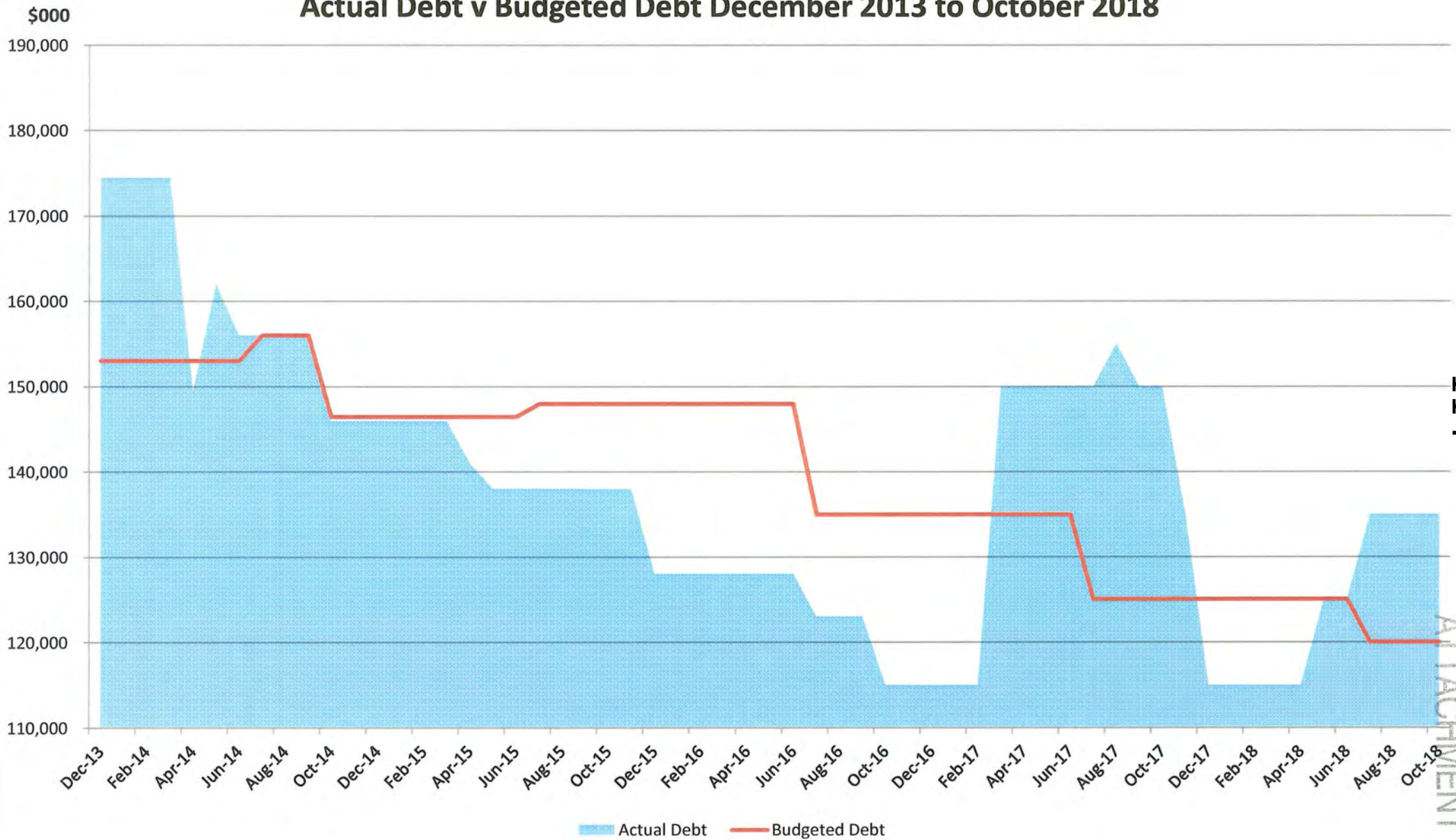




### 5 Year Net Debt Trend - Qtr on Qtr



# Actual Debt v Budgeted Debt December 2013 to October 2018



# Management Report on the Audit of Western Bay of Plenty District Council 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 an opportunity to review **(Attachment A)** the Management Report on the audit of Western Bay of Plenty District Council for the year ended 30 June 2018.

## 2. Background

### 2.1 Interim Management Report for the year ended 30 June 2018

This report follows the interim Management Report that was issued by Audit New Zealand on 13 June 2018 and presented at Council (C18) for information on 9 August 2018.

### 2.2 Management Report for the year ended 30 June 2018

The management report has been reviewed by the Management Team. Management comments have been provided setting out proposed actions and areas for improvement in response to audit findings provided in the report

Audit New Zealand issued an unmodified audit opinion on 20 September 2018. This means Audit New Zealand were satisfied the financial statements and statement of service performance fairly reflected Council's activity for the year and financial position at the end of the year.

Matters raised in the Audit New Zealand's audit plan are noted in section 3 (page 7). Other findings and areas of focus are noted in section 4 (page 9).

Audit New Zealand thanked staff for their preparation and assistance during the audit.



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Kumaren Perumal  
**Chief Financial Officer**

**Report to the Council on the  
audit of**

**Western Bay of Plenty District Council**

For the year ended 30 June 2018

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## Key messages

We have completed the audit for the year ended 30 June 2018. This report sets out our findings from the audit and draws attention to areas where the Western Bay of Plenty District Council (the Council) is doing well and where we have made recommendations for improvement.

### Audit opinion

We issued an unmodified audit opinion dated 20 September 2018.

### Matters identified during the audit

The Council revalued its coastal structures, land and buildings, roading, library collection, wastewater, water, and storm water assets as at 1 July 2017. The fair value of these assets increased overall by \$96 million. We are satisfied the valuation movements have been fairly reflected in the statement of comprehensive revenue and expense and the associated disclosures are appropriate. However, we noted areas for improvement in relation to revaluations in accordance with the requirements of PBE IPSAS 17 *Property, plant and equipment*. Our comments are detailed in section 4.1 of this report.

### Thank you

We would like to thank the Council, management and staff for their assistance during the course of the audit.



Clarence Susan  
Appointed Auditor  
17 October 2018

## 1 Recommendations



Our recommendations for improvement and their priority are based on our assessment of how far short current practice is from a standard that is appropriate for the size, nature, and complexity of your business. We use the following priority ratings for our recommendations.

Priority	Explanation
Urgent	<p><b>Needs to be addressed <i>urgently</i></b></p> <p>These recommendations relate to a significant deficiency that exposes the Council to significant risk or for any other reason need to be addressed without delay.</p>
Necessary	<p><b>Address at the earliest reasonable opportunity, <i>generally within six months</i></b></p> <p>These recommendations relate to deficiencies that need to be addressed to meet expected standards of best practice. These include any control weakness that could undermine the system of internal control.</p>
Beneficial	<p><b>Address, <i>generally within six to 12 months</i></b></p> <p>These recommendations relate to areas where the Council is falling short of best practice. In our view it is beneficial for management to address these, provided the benefits outweigh the costs.</p>

### 1.1 New recommendations

The following table summarises our recommendations and their priority.

Recommendation	Reference	Priority
Create a formal asset improvement programme in response to valuation recommendations, and put an action plan in place to address the issues in a timely manner.	4.1	Necessary
Control should be maintained in the system to ensure additional assets are not added to the system once reports have been sent to the valuers.  All assets in an asset class subject to revaluation should be valued and the impact of the related write back of depreciation considered.	4.2	Necessary
Implementation of a peer review subsequent to the upload of the data files into the Accounts Payable module to ensure the correct dates are reflected in the system.	4.3	Necessary

Recommendation	Reference	Priority
Ensure that timely requests are placed with IT to remove staff access to system upon termination.	4.4	Necessary

## 1.2 Status of previous recommendations

Set out below is a summary of the action taken against previous recommendations. Appendix 1 sets out the status of previous recommendations in detail.

Priority	Priority			
	Urgent	Necessary	Beneficial	Total
Open	-	2	1	3
Implemented or closed	-	8	1	9
Open matters that will be followed up during our 2018/19 interim audit visit	1	5	3	9
<b>Total</b>	<b>1</b>	<b>15</b>	<b>5</b>	<b>22</b>



## 2 Our audit report

### 2.1 We intend issuing an unmodified audit report



We issued an unmodified audit report on 20 September 2018. This means we were satisfied that the financial statements and statement of service performance present fairly the Council's activity for the year and its financial position at the end of the year.

In forming our audit opinion, we considered the following matters. Refer to sections 3 and 4 for further detail on these matters.

### 2.2 Uncorrected misstatements

The financial statements are free from material misstatements, including omissions. During the audit, we have discussed with management any misstatements that we found, other than those which were clearly trivial.

There were no significant misstatements identified during the audit that have not been corrected.

### 2.3 Corrected misstatements

We identified misstatements that were corrected by management. These corrected misstatements had the effect of increasing net surplus by \$145,583, increasing equity by \$5,522,000, increasing liabilities by \$554,246 and increasing assets by \$6,221,829 compared to the draft financial statements provided at the start of the audit. The corrected misstatements are listed in Appendix 2.

### 2.4 Quality and timeliness of information provided for audit



Management needs to provide information for audit relating to the annual report of the Council. This includes the draft annual report with supporting working papers. We provided a timetable for the audit process in the Audit Plan dated 1 March 2018. This included the dates we required the information to be provided to us.

Information was provided to us upon request and was well supported and clearly laid out.

### 3 Matters raised in the Audit Plan



In our Audit Plan dated 1 March 2018, we identified the following matters as the main audit risks and issues:

Audit risk/issue	Outcome
<b>Valuation of property, plant, and equipment</b>	
<p>The Council periodically revalues its land and buildings, water infrastructure, roading, and library assets.</p> <p>PBE IPSAS 17: <i>Property, Plant and Equipment</i>, requires that valuations are carried out with sufficient regularity to ensure that the carrying amount does not differ materially from fair value.</p> <p>Therefore, the Council needs to formally review whether a revaluation is needed each year. It is important that this assessment is made prior to balance date, to avoid the risk of this becoming a significant issue at a late stage in the audit.</p>	<p>The Council revalued its coastal structures, land and buildings, roading, library collection, wastewater, water, and storm water assets as at 1 July 2017. The fair value of these assets increased overall by \$96.339 million.</p> <p>We are satisfied the valuation movements have been fairly reflected in the statement of comprehensive revenue and expense and the associated disclosures are appropriate.</p> <p>However, we noted areas for improvement in relation to revaluations in accordance with the requirements of PBE IPSAS 17 <i>Property, plant and equipment</i>. Our comments are detailed in section 4.1 of this report.</p> <p>We reviewed the Council's fair value assessment of these assets as at 30 June 2018 and are satisfied with management's assessment that the assets' fair values do not differ materially from their net book value.</p>
<b>Te Tumu</b>	
<p>In 2008, the Council and Tauranga City Council (TCC) jointly entered into an agreement with a developer regarding land in the Te Tumu area.</p> <p>The agreement meant that the Councils could delay the development of this land and the associated infrastructure costs (and debt) with potential development occurring between 2016 and 2026.</p> <p>This arrangement has been treated as a financial instrument secured by the Te Tumu land for accounting purposes.</p>	<p>The purpose of the Te Tumu agreement was to defer development of the land by restricting the parties from developing the land for at least 10 years.</p> <p>Under the arrangement the Councils loaned \$15 million to the land owner for 10 years. After the 10 years the land owner has the option of purchasing the land back for \$15 million plus accrued interest or leaving the land with the Councils and keeping the loaned money. The Council has one-third in the agreement and TCC has a two-thirds interest.</p>

Audit risk/issue	Outcome
<p>There is a need to review whether there are any indicators of impairment of the financial instrument and whether the accounting treatment adopted by the Council remains valid.</p> <p>Since 2016, the developer is able to exercise the option to buy back the land under the agreement, for development at any time.</p>	<p>As at 30 June 2018, the value of the Council's portion is \$10.4 million and this is the amount reflected in note 18 of the accounts as a "Loan and Receivable."</p> <p>There is no impact on the intangible asset, Property Subdivision Rights, as at 30 June 2018. We confirm that the remaining useful life has been reduced from 2026 to 2019 (i.e. nine years to two years) in the 2017/18 financial period. We reviewed the revised amortisation calculation presented by Council and this appears reasonable and fairly stated in the annual report.</p> <p>We reviewed the assumptions, accounting treatment, and disclosures relating to the loan. We found that the assumptions, the accounting treatment, and disclosures are appropriate and in line with the treatment at TCC.</p>
<b>Management override</b>	
<p>Management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>Although the level of risk of management override of controls will vary from entity to entity, the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it results in a risk of material misstatement due to fraud.</p>	<p>We completed audit procedures on journal entries and considered significant transactions outside the normal course of business.</p> <p>Our sample testing did not identify any instances of management override.</p> <p>Based on our journals testing at year-end, we confirmed that journals were appropriately prepared and there were no issues with the accuracy or supporting documentation for journals.</p>

## 4 Other findings and areas of focus



In this section, we have detailed our key findings during the audit, in order of significance. We have also detailed our findings in relation to other areas of focus.

### 4.1 Asset improvement programme

We recommend that the Council creates a formal asset improvement programme in response to the valuer's recommendations, and puts an action plan in place to address the issues in a timely manner.

#### Background

AECOM has completed a valuation of the library collection, wastewater, water, and storm water assets as at 1 July 2017.

Opus has completed a valuation of the roading infrastructure as at 1 July 2017.

Included in their valuations are several suggested improvements for future valuations.

Whilst we were still able to conclude that the valuations were appropriate for inclusion in the financial statements, we highlight the importance of the findings from each valuer.

#### Management comment

*A review of Council's asset management process is included in the internal audit programme for the 2018/19 year. The results of this review together with the valuer's findings will be incorporated into future asset improvement programmes.*

### 4.2 Valuation process

We recommend control be maintained in the system to ensure additional assets are not added to the system once reports have been sent to the valuers.

We also recommend all assets in an asset class subject to revaluation should be valued and the impact of the related write-back of depreciation considered.

#### Background

As part of our review of the revaluations undertaken in 2017/18, we have noted the following:

- After the Loftus reports were sent to the valuers to use for valuation purposes, additional assets were added to the system. This resulted in a number of assets being excluded from the valuation performed by the valuers.

- A number of assets in general have not been revalued (specifically noted on workings that these have not been revalued) and the related accumulated depreciation write-back not processed.

#### **Management comment**

*Noted. We are in the process of reviewing the asset valuation process and will include these findings to be addressed in our scope of work.*

### **4.3 Incorrect dates in accounts payable module**

We recommend that the Council implements a peer review subsequent to uploading the data files into the Accounts Payable module to ensure the correct dates are reflected in the system.

#### **Background**

During our testing of expenditure, we noted the general ledger listing representing other expenditure transactions for the year included certain transactions with posting dates subsequent to year end (such as July, October and December 2018). Further enquiry and review indicated that in some cases this was simply a manual input error, however, in most instances, related to the default date format on the files uploaded into the system (such as accounts payable module). One process used the format “dd/mm/yy” whilst the other “mm/dd/yy”. The result being incorrect dates uploaded.

We are satisfied that the “GLTRANS.DATE” field is a standalone field and not reflective of the year or period in which the transaction is posted, ensuring data integrity.

#### **Management comment**

*As part of our ongoing review of processes and procedures, Finance and Procurement staff will be carrying out a review of the Accounts Payable module, along with Datacom, to ensure data integrity is not compromised.*

### **4.4 Notifying IT of leavers**

We recommend that the Council ensures that timely requests are placed with IT to remove staff access to systems upon termination of their employment.

#### **Background**

During our testing of the process for removing users’ access when they finish their employment or contract at the Council, we noted that requests are not always being logged with IT for access to the Council’s systems to be removed from.

This raises the risk that these people will continue to be able to access the Council’s systems and data after they leave.

### Management comment

*This comment essentially relates to external contractors who have access to Councils IT systems. To date, the standard practice is to notify IT of a person exiting the Council prior to their agreed leaving date. This practice has worked well, with the exception of contractors who are not tracked within HR systems.*

*To address this finding we will endeavour to add a contract expiry date to the contractor's details so that when IT set the contractor up as a user their account will expire at the end of the period and will have to be renewed if their contract is extended and that the IT Team Leader will prepare a quarterly IT System User Report and will work with the HR team to remove any staff or contractors' who have ceased employment/contract with Council.*

## 4.5 Rates

Rates are the Council's primary funding source. Compliance with the Local Government (Rating) Act 2002 in rates setting and collection is critical to ensure that rates are validly set and not at risk of challenge. The Council should ensure it has appropriate processes in place, including seeking legal advice where appropriate, to ensure compliance of its rates and rating processes with legislation.

We noted no issues from an audit of the financial statement perspective in relation to rates. We emphasise that our review of compliance with legislation is completed for the purposes of expressing our audit opinion. It is not, and should not be seen as, a comprehensive legal review. This is beyond the scope of the audit, and our expertise as auditors. The Council is responsible for ensuring that it complies with applicable laws and regulations.

## 4.6 Information Technology – general controls review

We have updated our assessment of the information technology (IT) control environment.

All aspects of the Council's general IT control environment have been assessed as design effective:

- security over networks and applications;
- management of physical hardware;
- change management;
- data management;
- operations management;
- configuration management; and
- management of problems and incidents.

Overall we consider that the Council has the processes in place which manage the key risks in these areas.

There was one Information System issue identified during the audit. Refer to section 4.3. Follow up of prior year's issues is included in Appendix 1.

#### **4.6 Impairment assessment for property, plant, and equipment and other fixed assets**

PBE IPSAS 21 *Impairment of Non-Cash-Generating Assets* and PBE IPSAS 26 *Impairment of Cash Generating Assets* require assets held at cost to be assessed for indicators of impairment on an annual basis. PBE IPSAS 17 *Property, Plant and Equipment* requires revalued assets to be carried at a revalued amount that does not differ materially from fair value as at reporting date.

In addition, the value of work in progress on projects that span an extended period of time needs to be assessed for impairment regularly over the period of the project.

The relevant standards provide guidance on indicators that an asset may be impaired and how impairment should be recognised.

We reviewed the Council's completed impairment assessments across all significant classes of assets and confirm that no impairment indicators existed at year-end.

#### **4.7 Annual report disclosures**

Schedule 10 of the Local Government Act and the Local Government (Financial Reporting and Prudence) Regulations 2014 detail disclosures to be included in the Annual Report. The Council should review these requirements to ensure all disclosures have been included in the annual report.

Our review of the prudence benchmark disclosures did not identify any instances of non-compliance with the requirements of the Local Government (Financial Reporting and Prudence) Regulations 2014.

The disclosures included in the annual report comply with the requirements of the Local Government (Financial Reporting and Prudence) Regulations 2014.

#### **4.8 Funding Impact Statements (FIS)**

The Council's annual report must identify and explain any significant financial and service performance variances from those planned. While the FIS incorporates two years' comparative information, we expect the primary focus of variance explanations at the Group of Activities level will be against year three of the 2015-25 Long Term Plan (LTP) forecasts and at the Whole of Council level will be against the 2017/18 Annual Plan.

We reviewed the Council's reported performance against the LTP and 2017/18 Annual Plan and assessed the reasonableness and completeness of the variance analysis and explanations in the annual report.

We are satisfied with the explanations disclosed in the Annual Report and confirm that the variances do not have a significant impact on the financial strategy.

#### **4.9 Elected members – remuneration and allowances**

The Local Government Act 2002 gives the Remuneration Authority (the Authority) responsibility for setting the remuneration of local government elected members. The Authority also has the role of approving a Local Authority's policy on allowances and expenses.

The Council's Annual Report must disclose the total remuneration received by, or payable to, each member of the local authority in the reporting period (Schedule 10, clause 18, Local Government Act 2002). A local authority must disclose remuneration paid or payable to each member from both the local authority and any council organisation of the local authority.

We reviewed the disclosures included in the Annual Report and are satisfied the Council has appropriately disclosed elected members' remuneration.

#### **4.10 Local Authorities (Members' Interests) Act 1968**

The Office of the Auditor-General's (the OAG's) guide to the Local Authorities (Members' Interests) Act 1968 is clear on the principles and factors to apply to work out whether there is a financial interest that might prohibit a councillor participating in council decisions. It also makes clear, for those who wish to apply to the OAG for approval to participate, or approval for a member to have a contract with the local authority worth more than \$25,000 in a financial year, the information the OAG needs to be able to process the application promptly.

Leading up to the 2016 local government elections, the OAG dealt with several questions about the rules in the Local Authorities (Members' Interests) Act 1968 for councillors and candidates with contracts with their councils. Some of these questions revealed that existing councillors had disqualifying contracts with their councils, sometimes going back several years. This required us to give retrospective approval so that the councillors concerned could stand for election.

Councils should take the opportunity following the 2016 elections to ensure that they understand the interests of their new and existing members, and that councillors understand how the rules in the Act about contracts and participating at meetings apply to them. This is where an interests' register can help.

We did not identify any instances where the \$25,000 limit for contracts with the Council has been exceeded. We continue to recommend that the Council monitors transactions with related parties and obtain the OAG's approval, if required, to avoid ambiguity where payments are made.



#### 4.11 Other areas of focus for the sector

We have reviewed the following other areas of focus for the sector as disclosed in our Audit Plan dated 1 March 2018:

- Asset Management Plans.
- Emissions Trading Scheme (Forestry).
- Possible LTP amendments.
- The Council's governance role over Council Controlled Organisations.
- Treaty settlements and co-management.
- Mandatory Performance Measures.
- Local Government earthquake prone buildings.
- Auditor-General's work programme - Water.

From our review and work completed, no areas of concern were noted that we wish to report to you.

## 5 Public sector audit



The Council is accountable to its local community and to the public for its use of public resources. Everyone who pays taxes or rates has a right to know that the money is being spent wisely and in the way the Council said it would be spent.

As such, public sector audits have a broader scope than private sector audits. As part of our audit, we have considered if the Council has fairly reflected the results of its activities in its financial statements and non-financial information.

We also consider if there are any indications of issues relevant to the audit with:

- compliance with its statutory obligations that are relevant to the annual report;
- the Council carrying out its activities effectively and efficiently;
- the Council incurring waste as a result of any act or failure to act by a public entity;
- any sign or appearance of a lack of probity as a result of any act or omission, either by the Council or by one or more of its members, office holders, or employees; or
- any sign or appearance of a lack of financial prudence as a result of any act or omission by a public entity or by one or more of its members, office holders, or employees.

We did not note any areas of concern from our work completed over the above matters. We were able to conclude the Council has fairly reflected the results of its activities in its financial statements and non-financial information.

## 6 Useful publications



Based on our knowledge of the Council, we have included some publications that the Council and management may find useful.

Description	Where to find it
<b>Client updates</b>	
<p>In March 2018, we hosted a series of client updates. The theme was “Our high performing and accountable public sector”.</p> <p>These included speakers from both Audit New Zealand and external organisations.</p>	<p>On our website under publications and resources.</p> <p>Link: <a href="#">Client updates</a></p>
<b>Model financial statements</b>	
<p>Our model financial statements reflect best practice we have seen to improve financial reporting. This includes:</p> <ul style="list-style-type: none"> <li>• significant accounting policies are alongside the notes to which they relate;</li> <li>• simplifying accounting policy language;</li> <li>• enhancing estimates and judgement disclosures; and</li> <li>• including colour, contents pages and subheadings to assist the reader in navigating the financial statements.</li> </ul>	<p>On our website under publications and resources.</p> <p>Link: <a href="#">Model Financial Statements</a></p>
<b>Tax matters</b>	
<p>As the leading provider of audit services to the public sector, we have an extensive knowledge of sector tax issues. These documents provide guidance and information on selected tax matters.</p>	<p>On our website under publications and resources.</p> <p>Link: <a href="#">Tax Matters</a></p>

Description	Where to find it
<b>Data in the public sector</b>	
<p>The Office of the Auditor-General (the OAG) has published a series of articles about how data is being used in the public sector. These cover:</p> <ul style="list-style-type: none"> <li>• functional leadership;</li> <li>• building capability and capacity;</li> <li>• collaboration; and</li> <li>• security.</li> </ul>	<p>On the OAG’s website under publications. Link: <a href="#">Data in the public sector</a></p>
<b>Matters arising from the 2016/17 audits</b>	
<p>The OAG has published a report on the results of the 2016/17 audits for the sector.</p>	<p>On the OAG’s website under publications. Link: <a href="#">Recent publications</a></p>
<b>Audit Committees</b>	
<p>The OAG has released various best practice information on Audit Committees.</p>	<p>On the OAG’s website under “Our Work – Audit Committee Resources” Link: <a href="#">Audit Committee Resources</a></p>
<b>Infrastructure as a Service</b>	
<p>The OAG has completed a performance audit on Infrastructure as a Service and considered whether the benefits are achieved.</p>	<p>On the OAG’s website under publications. Link: <a href="#">Infrastructure as a Service</a></p>

## Appendix 1: Status of previous recommendations

### Open recommendations - followed up during final audit

Recommendation	First raised	Status
<b>Necessary</b>		
<b>GL reconciliations</b>		
<p>We recommended that the Council ensures all reconciliations are prepared and reviewed in a timely manner to ensure that any problems or inaccuracies can be detected early, and rectified.</p> <p>It is also important for the preparer and reviewer to sign and date all reconciliations. This is so the Council knows the reconciliations have all been prepared and reviewed in a timely manner.</p> <p>At our second interim audit visit, we confirmed that the majority of reconciliations have been prepared and reviewed. The exception is the creditors' reconciliation.</p> <p>We recommended that all GL reconciliations are up to date before year-end. As we have highlighted GL reconciliations as a system control that we will be relying on, we will substantively test the year-end creditors' reconciliation to gain assurance that the closing balances are correct.</p>	2016/17	<p>At our final audit for the 2017/18 year-end we confirmed that reconciliations, for both creditors and payroll are being prepared and reviewed, however these are not performed in a timely manner.</p> <p><b>Matter outstanding.</b></p> <p><b>Management comment</b></p> <p><i>This process is a key task as part of each month end timetable.</i></p> <p><i>Procedures are in place to ensure reconciliations are reviewed and approved in a timely fashion.</i></p>

## Open recommendations – raised/to be followed up during next interim

Recommendation	First raised
<b>Urgent</b>	
<b>Rates resolution</b>	
<p>We recommended that:</p> <ol style="list-style-type: none"> <li>1 the Council considers reviewing the Funding Impact Statement to ensure that it clearly states how the Council will invoice for metered water rates; and</li> <li>2 the Council includes a table with calendar dates to set out when each area's meters will be read and invoiced. This information should also be included in the Council's Rates Resolution.</li> </ol>	Interim 2017/18
<b>Necessary</b>	
<b>Audit Committee</b>	
We recommended the Council reviews the composition, functions, and effectiveness of its current Audit Committee structure against the Auditor-General's good practice guide.	Interim 2017/18
<b>Fixed Asset Additions and Disposals</b>	
We recommended that fixed asset additions and disposals be processed in a timely manner and, as a result of this, monthly reconciliations be completed and reviewed between the fixed asset register and general ledger.	Interim 2017/18
<b>Regulatory services system and processes</b>	
<p>We recommended that the Council ensures staff are inputting the correct start dates into the system.</p> <p>We further recommended that the process around the LIMs and PIMs performance measure and resource consents measure be improved in the next financial year.</p> <p>We have confirmed at our interim audit this year that no further improvements have been made to the regulatory services system and processes. We have been informed that the Council has engaged an in-house consultant to perform a review of the regulatory services system and processes and implement improvements. This includes automating the input of start dates into the system, rather than manual input.</p>	2016/17

Recommendation	First raised
<b>Passwords set to not expire</b>	
<p>The finalisation of improvements to IT password settings needs to occur and, unless stronger passwords are implemented, passwords should be set to expire for all users.</p> <p>We have confirmed that there has been no change since the prior year. However, the Council is looking at changing its password standards to require staff to have longer passwords to improve password strength.</p>	<p>2016/17</p> <p><i>Passwords are now set to a minimum of 12 characters with complexity and have been set to not expire.</i></p>
<b>Incorrect coding of expenditure</b>	
<p>We recommended expenditure be coded to the correct natural account to which the expense relates.</p> <p>During our review of sensitive expenditure this year, we noted one instance where expenditure had been incorrectly coded.</p>	<p>2016/17</p>
<b>High number of super users in Ozone and network, including Datacom staff</b>	
<p>We continue to recommend that super user access to Ozone be limited to as few users as possible to reduce the chance of unapproved changes to systems and data.</p> <p>The Council has indicated that from 1 June 2018, Datacom staff access will be locked out, and only re-opened when Datacom is requested to perform a change. Access would then be closed once the work is completed.</p>	<p>2016/17</p>
<b>Beneficial</b>	
<b>Fraud Policy</b>	
<p>We recommended that the Council considers the areas we have highlighted to improve the Fraud Prevention Policy included in Appendix 2 of the 2017/18 Report to the Council on the interim audit.</p>	<p>Interim 2017/18</p>
<b>Contract management system</b>	
<p>We recommended that the Council considers improving the functionality of its contract management system.</p>	<p>Interim 2017/18</p>
<b>Historical unrepresented cheques</b>	
<p>It is good practice to write-off cheques that are unlikely to be presented, for example those with ages greater than six months.</p> <p>During our review of unrepresented cheques this year, we noted that there are 49 unrepresented cheques with dates greater than one year, with 31 dated prior 2015/16.</p>	<p>2016/17</p>

Recommendation	First raised
<b>Conflicts of Interest</b>	
<p>We have identified areas in which the Council could improve its Policy.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• providing avenues for training within the Policy;</li> <li>• providing a mechanism for handling complaints or breaches of the Policy; and</li> <li>• specifying the potential consequences of non-compliance.</li> </ul> <p>We also noted areas for improvement regarding the Conflicts of Interest Declaration Register which include:</p> <ul style="list-style-type: none"> <li>• registers should include whether interests are pecuniary or non-pecuniary;</li> <li>• the register should include a documented approach to reviewing any conflicts amongst the declared interest and a clear decision on how the issue should be managed; and</li> <li>• registers should record whether an interest is a potential, actual, or perceived conflict.</li> </ul> <p>We recommended that the Council considers our recommendations to further improve its Policy and Conflicts of Interest Declaration Register.</p>	Interim 2017/18

#### Implemented or closed recommendations – closed at final

Recommendation	First raised	Status
<b>Transition of asset management systems</b>		
<p>We recommended that a reconciliation be performed between Loftus and AssetFinda prior to the final audit ensuring property, plant, and equipment is fairly stated within the financial statements.</p> <p>The Council should also ensure that the unit rates used for “found” assets are consistent with those in the recent valuation schedule.</p>	Interim 2017/18	<p>Through our review of the correct application of the valuation report values to the Fixed Asset Register we confirmed that the Council had performed a detailed reconciliation between Loftus and AssetFinda.</p> <p>We confirmed, through a technical opinion obtained, that found assets are to be recorded and included as part of the current revaluation movement for the year. We have performed a review of the reconciliation and no issues were noted.</p> <p><b>Matter closed.</b></p>



Recommendation	First raised	Status
<b>Performance reporting – additional disclosure for resolution of urgent water call outs</b>		
<p>We recommended that the Council discloses the following in its performance report:</p> <p><i>The times shown for “attendance” and “resolution” are reported by the service provider, as part of their contracted responsibilities. This includes travel time. The accuracy of these times has not been and cannot be independently verified.</i></p>	Interim 2017/18	<p>Our review of the performance measure disclosure confirmed that the Council has included our proposed narrative for this measure.</p> <p><b>Matter closed.</b></p>
<b>Fixed Asset additions and disposals</b>		
<p>We recommended that fixed asset additions and disposals be processed in a timely manner (delay as a result of the transition to AssetFinda).</p>	Interim 2017/18	<p>We confirmed that all additions and disposals were completed by the Council in advance of the 2017/18 final audit.</p> <p><b>Matter closed.</b></p>
<b>Sensitive Expenditure Policy – approval of expenditure</b>		
<p>We recommended that the Council ensures that all sensitive expenditure is approved in line with the Sensitive Expenditure Policy.</p>	Interim 2017/18	<p>We obtained the revised and adopted Sensitivity Policy (last reviewed 4 September 2018) and noted that the Council has made the change to the policy bringing it in line with your practice and accommodating CFO approval of the CEO’s expenditure.</p> <p><b>Matter closed.</b></p>
<b>Property, plant and equipment valuations</b>		
<p>We recommended that the Council performs the fair value assessment towards the end of the current financial period, while still ensuring there is enough time to arrange for a revaluation to be performed if there is an indication that a revaluation is required.</p> <p>We confirmed that the Council intends performing fair value assessments towards the end of the financial period. We will follow up at our final audit.</p>	Interim 2017/18	<p>We obtained the Council’s fair value assessment during our 2017/18 final audit.</p> <p><b>Matter closed.</b></p>

## Implemented or closed recommendations – closed at interim

Recommendation	First raised	Status
<b>GST treatment on property sales</b>		
We recommended that all property transactions were reviewed for correct GST treatment prior to GST returns being processed.	2016/17	Through our review of property land sales and purchases during the year, we confirmed that the correct treatment of GST had been applied.  <b>Matter closed.</b>
<b>Procurement and Contract Management policies</b>		
We recommended that the Council reviews and updates the Procurement Manual and Delegations Policy.	2016/17	We confirmed that the Procurement Manual and Delegations Policy have been reviewed and updated. The Procurement Manual has been approved in principal, subject to minor wording changes. The Delegations Policy has been approved by the Council and is due to be implemented before the end of the current financial year.  <b>Matter closed.</b>
<b>Cybersecurity - maintain registers of IT equipment to ensure anti-virus and patching is fully up to date</b>		
We recommended that the Council ensures cybersecurity prevention measures are in place across all the Council's devices. Databases that record the Council's IT infrastructure need to be regularly maintained and the status of anti-virus and patching is monitored and reported.	2016/17	IT has implemented a new anti-virus management system called "Traps" which prevents malware from entering the Council's systems.  <b>Matter closed.</b>
<b>Wastewater consent compliance data</b>		
We recommended the Council establishes sufficient internal controls to ensure results are accurately recorded and resource consents are complied with. Improvements included implementing a one-up review of information before being sent to the Bay of Plenty Regional Council and addressing the risk of samples not being received due to Courier delivery failure.	2016/17	The Council has now implemented an independent, one-up review of the Bay of Plenty Regional Council return, ensuring accuracy of the data reported.  With regards to sample delivery by Courier, a risk of non-delivery of the samples still remains. However, these instances are considered to be rare. The Council is in the final stages of an agreement with a local, Tauranga-based laboratory. Therefore, we consider this matter to be resolved.  <b>Matter closed.</b>

## Appendix 2: Corrected misstatements

During the audit process, we identified some misstatements. The level of misstatements noted during the Western Bay of Plenty District Council audit were consistent with other Councils of this size, and we note that management worked collaboratively with us to correct all errors noted.

Reference	Current year misstatements	Assets	Liabilities	Equity	Financial Performance
		\$(000)s	\$(000)s	\$(000)s	\$(000)s
		Dr (Cr)	Dr (Cr)	Dr (Cr)	Dr (Cr)
	Dr: Work in Progress	619,386			
	Dr: GST	80,443			
1	Cr: Accounts Payable		(699,829)		
	Dr: Property, plant and equipment	5,522,000			
	Cr: Revaluation reserve (Asset)			(5,522,000)	
2	Dr: Retained earnings			3,551,000	
	Cr: Revaluation reserve (Asset)			(3,551,000)	
3	Dr: Derivative financial liability – interest rate swaps		145,583		
	Cr: Fair Value of Derivative Financial Instruments				(145,583)
4	<b>Total parent</b>	<b>6,221,829</b>	<b>(554,246)</b>	<b>(5,522,000)</b>	<b>(145,583)</b>

### Explanation of corrected misstatements

- 1 To recognise a work in progress accrual at year-end.
- 2 To recognise prior year found assets in the current year. Included in Revaluation reserve as per technical opinion obtained.
- 3 To correct the opening retained earnings ensuring it agrees to the prior year closing balance.
- 4 To reverse the valuation of one interest rate swap accounted for in error by the Council.

### Corrected disclosure deficiencies

Detail of disclosure deficiency
Initially, no revaluation surplus was included under Other Comprehensive Income in the Statement of Comprehensive Revenue and Expenses.
Initially, the entire balance relating to Derivative Financial Instruments was disclosed under current liabilities on the face of the Statement of Financial Position in the Annual Report. Due to most of the financial instruments having maturity dates greater than 1 year after balance sheet date, these are therefore non-current in nature. The classification between current and non-current has been rectified.
We identified a number of changes required to Note 41 Financial Instruments. The most significant of which was the correction of the amount disclosed as Creditors and other payables within the note. This balance initially included income received in advance which does not give rise to a contractual liability to pay cash and therefore does not meet the definition of a financial liability. This has correctly been excluded from the balance disclosed.

All other identified disclosure deficiencies corrected by management were not significant individually and therefore have not been listed here.

### Corrected performance reporting misstatements

Detail of misstatement
We identified that the incorrect result was reported for the measure "Number of dry weather sewerage overflows". This has been corrected.

All other identified performance reporting misstatements corrected by management were not significant individually and therefore have not been listed here.

## Appendix 3: Disclosures

Area	Key messages
Our responsibilities in conducting the audit	<p>We carried out this audit on behalf of the Controller and Auditor-General. We are responsible for expressing an independent opinion on the financial statements and performance information and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001.</p> <p>The audit of the financial statements does not relieve management or the Council of their responsibilities.</p> <p>Our Audit Engagement Letter contains a detailed explanation of the respective responsibilities of the auditor and the Council.</p>
Auditing standards	<p>We carried out our audit in accordance with the Auditor-General's Auditing Standards. The audit cannot and should not be relied upon to detect every instance of misstatement, fraud, irregularity or inefficiency that are immaterial to your financial statements. The Council and management are responsible for implementing and maintaining your systems of controls for detecting these matters.</p>
Auditor independence	<p>We are independent of the Council 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): <i>Code of Ethics for Assurance Practitioners</i>, issued by New Zealand Auditing and Assurance Standards Board.</p> <p>In addition to our audit and our report on the disclosure requirements, we have carried out engagements in the areas of the long term plan, debenture trust deed and assurance engagement in relation to the grant funding assistance from the New Zealand Community Trust, which are compatible with those independence requirements.</p> <p>Other than these engagements we have no relationship with or interests in the Council.</p>
Fees	<p>The audit fee for the year is \$135,260, as detailed in our Audit Proposal Letter.</p> <p>Other fees charged in the period are \$101,000 for the long term plan and \$8,000 for the debenture trust deed and \$5,000 for the assurance engagement in relation to the grant funding assistance from the New Zealand Community Trust.</p>
Other relationships	<p>We are not aware of any situations where a spouse or close relative of a staff member involved in the audit occupies a position with Western Bay of Plenty District Council that is significant to the audit.</p> <p>We are not aware of any situations where a staff member of Audit New Zealand has accepted a position of employment with Western Bay of Plenty District Council during or since the end of the financial year.</p>

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# New Zealand Local Government Funding Agency Limited – Quarterly Report for the Period Ending 30 September 2018

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## Executive Summary

The purpose of this report is to provide the Elected Members with New Zealand Local Government Funding Agency's (LGFA) quarterly report (Q1) for the period ended 30 September 2018. Please refer to **(Attachment A)**.

With the exception of one measure under "estimated interest cost savings" not being met the LGFA continue to meet the financial performance targets set under the Statement of Intent, improve on the prior period financial performance and innovate. The volume of council lending is currently well above the SOI forecast but this is due to both the larger amount of short term lending and councils prefunding their March 2019 loans ahead of maturity.

### Guarantors

Attached is a schedule of the councils who are guarantors of LGFA as at 30 September 2018 **(Attachment B)**.

Note that Gore District Council has moved from being a non-guarantor to a guarantor during the past quarter and both Waikato Regional Council and Ruapehu District Council joined as guarantors during the quarter, in addition Wairoa District Council joined as a non-guarantor during the quarter, bringing total membership to fifty-nine council members. The company expects another four councils to join in the coming year.



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Kumaren Perumal  
**Chief Financial Officer**

# Quarterly Report

Quarter 1: 2018 - 2019  
 Period ended: 30 September 2018



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# Quarterly Report

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## A. September quarter issuance and highlights summary

Quarter	Total	Bespoke Maturity	2019	2020	2021	2022	2023	2025	2027	2033
Bonds issued \$m	385	N/A	-	-	-	80	-	90	50	165
Term Loans to councils \$m	508.5	284.5	-	41	1.5	85.5	37.5	47	11.5	-
Term Loans to councils #	64	31	-	5	1	10	5	9	3	-

Year to date	Total	Bespoke Maturity	2019	2020	2021	2022	2023	2025	2027	2033
Bonds issued \$m	385	N/A	-	-	-	80	-	90	50	165
Term Loans to councils \$m	508.5	284.5	-	41	1.5	85.5	37.5	47	11.5	-
Term Loans to councils #	64	31	-	5	1	10	5	9	3	-

### Key points and highlights for the September quarter:

- The LGFA bond curve fell over the quarter with yields declining between 7 bps (2019s) and 26 bps (2023s) while the 2033 bond yield fell 18 bps (0.18%).
- LGFA issued \$385 million of bonds during the quarter across two tenders. The September quarter has historically been a good quarter for issuance, averaging \$344 million of issuance over the past seven years. The average term of issuance during the quarter of 9.45 years was above the average term for the prior year of 8.87 years. LGFA bonds outstanding as at 30 June 2018 were a record \$8.504 billion (including \$400 million of treasury stock).
- LGFA margins to swap contracted for all LGFA bond maturities by between 1 bps (2020s) and 14 bps (2025s). Domestic banks were large buyers of LGFA bonds over the quarter, increasing their holdings by \$453 million while offshore investors reduced their holdings for the first time over a quarter by \$75 million. LGFA Spreads to NZGB were mixed with a 7 bps widening in the 2033s compared to a 10 bps narrowing in the 2023 spread to NZGB.
- Long dated on-lending to council borrowers was a healthy \$508.5 million including \$284.5 million of bespoke maturity loans (56% of total lending) during the quarter. The average term of on-lending during the quarter was 6.22 years which was significantly longer than the average loan term of 4.5 years for the prior year.
- LGFA market share of 73.5% of total council borrowing for the rolling 12-month period to September 2018 was up 3.5% from the same measure as at the end of June 2018. We estimate that we provided 100% of council borrowing during the September 2018 quarter.
- Short-term lending to councils remains well supported by councils with loans outstanding of a record \$414 million as at 30 September 2018. This was an increase of \$170 million over the quarter and the number of councils using this product increased by four to twenty-three.
- LGFA Net Operating Gain (unaudited) for the three-month period was \$3.74 million or \$0.496 million above budget with Net Interest Income \$431k above budget and expenses \$65k under budget.
- Ruapehu District and Waikato Regional Councils joined as guarantors and Wairoa District Council joined as a non-guarantor during the quarter, bringing total membership to fifty-nine council members. Gore District Council also became a guarantor. We would expect another four councils to join in the coming year.

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### B. LGFA bond tenders during quarter

LGFA held two bond tenders during the quarter.

Tender 57: 18 July 2018 \$175 million

Tender 57 Tender date: 22 August 2018	Apr-22	Apr-25	Apr-27	Apr-33	
Total amount offered \$m	30	40	30	75	<p>The tender result was pleasing with strong bidding support for the three long dated maturities offered and moderate support for the 2022s. The tender size of \$175 million was above average (\$139 million) and the second largest for the past twelve months.</p> <p>Price support was positive with successful yields 2 bps lower on the 2033s relative to prevailing mid rates at the time of the tender while the 2025 and 2027s were issued at mid-rates.</p> <p>Bidding was strong given the larger amount tendered, longer duration of bonds tendered and a good bid coverage ratio of 2.9x. The successful bid ranges were also tight at between 2 and 3.5 bps wide but centred around prevailing mid rates.</p> <p>The average maturity of the LGFA bonds issued set a historic record at a very long 10 years compared to the annual average of 7.64 years.</p> <p>While we issued \$175 million of LGFA bonds we on-lent \$152 million to fourteen councils (the equal largest number for almost 4 years). We are experiencing again the early refinancing of the March 2019 loans by councils.</p> <p>The average term of lending at 84 months was the longest for the past five months and above the long-term average of 55 months.</p>
Total amount allocated \$m	30	40	30	75	
Total number bids received	13	21	17	24	
Total amount of bids received \$m	80	141	83.2	209	
Total number of successful bids	8	6	7	4	
Highest accepted yield %	2.67	3.27	3.50	4.08	
Lowest yield accepted %	2.65	3.255	3.465	4.07	
Highest yield rejected %	2.745	3.34	3.60	4.18	
Lowest yield rejected %	2.67	3.27	3.50	4.08	
Weighted average accepted yield %	2.655	3.269	3.485	4.075	
Weighted average rejected yield %	2.684	3.287	3.545	4.109	
Coverage ratio	2.67	3.53	2.77	2.79	
NZGB spread at issue bps	60	80	83	105	
Swap spread at issue bps	26	50.5	53.8	78.75	
Swap spread: AA council bps	37 ½	60 ¼	68 ¾	87	
Swap spread: AA-council bps	42 ½	65 ¼	73 ¾	92	
Swap spread: A+ council bps	47 ½	70 ¼	78 ¾	97	
Swap spread: unrated council bps	49 ¼	67 ¼	79 ½	98 ¼	

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Tender 58: 22 August 2018

\$210 million

<b>Tender 58</b> Tender date: 22 August 2018	<b>Apr-22</b>	<b>Apr-25</b>	<b>Apr-27</b>	<b>Apr-33</b>	
Total amount offered \$m	50	50	40	70	<p>The tender result was unusual as bidding support was strong in terms of price tension and volume bid, but we only received \$20 million of bids for the \$40 million of 2027s available. Support was so strong for the 2033s that we were able to over accept the 2033s without any pricing impact. This was the largest amount of 2033s issued in a single tender. The underbidding for the 2027s was due to bidders being focussed on the other three maturities and recent offshore selling of the 2027s.</p> <p>The tender size of \$210 million was above average and the largest for four years.</p> <p>Bidding volume was average in terms of the overall bid coverage ratio of 2.3x but this reflected the larger amount and longer tenor of bonds. The successful bid ranges were wider than usual at between 1 bps and 5.5 bps wide due to several bids staggered below market.</p> <p>The spread to NZGB compared to the prior tender were between 6 bps tighter on the 2025s, and 3 bps wider on the 2033s. Importantly for our council borrowers, the spread to swap was between 3 bps tighter (2022s) and 8 bps tighter (2025s) over the past five weeks. The absence of other high grade corporate bonds and strong bidding support for NZGBs has led to these shifts.</p> <p>The average maturity of the LGFA bonds issued was very long at 9.45 years for the second consecutive tender (in July it was 10 years) compared to the annual average of 7.64 years.</p> <p>Council borrowing was higher than normal as we lent \$231 million to thirteen councils (the largest amount lent in a tender since September 2014).</p>
Total amount allocated \$m	50	50	20	90	
Total number bids received	16	18	8	27	
Total amount of bids received \$m	157	165	20	140	
Total number of successful bids	5	8	8	16	
Highest accepted yield %	2.42	2.985	3.27	3.84	
Lowest yield accepted %	2.41	2.955	3.23	3.785	
Highest yield rejected %	2.48	3.03	n/a	3.89	
Lowest yield rejected %	2.42	2.985	n/a	3.84	
Weighted average accepted yield %	2.413	2.977	3.249	3.827	
Weighted average rejected yield %	2.432	2.998	n/a	3.85	
Coverage ratio	3.14	3.30	0.50	2.00	
NZGB spread at issue bps	56	74	84	108	
Swap spread at issue bps	22	41	49	72	
Swap spread: AA council bps	34 ¼	52 ¼	64 ½	83 ¼	
Swap spread: AA-council bps	39 ¼	57 ¼	69 ½	88 ¼	
Swap spread: A+ council bps	44 ¼	62 ¼	74 ½	93 ¼	
Swap spread: unrated council bps	49 ¼	67 ¼	79 ½	98 ¼	

## Quarterly Report

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### C. Key performance indicators

We have met three KPIs and partially met the fourth KPI as at the end of the September quarter.

We have maintained issuance and operating expenses below budget by approximately \$60k although this is only as at the end of the first quarter.

We have changed our base lending margin for long dated lending to a standard 10 bps margin regardless of the borrowing term. This will ensure that we meet the average base margin target of 10 bps when we combine it with our short-dated lending e.g. in the September quarter the average margin was 9.5 bps which was helped by the record \$414 million of short term loans outstanding as at 30 September 2018.

We have improved our estimated interest cost savings for council borrowing through LGFA compared to councils borrowing in their own name for mid to longer dated terms (three to five years). We have not improved our borrowing savings for very short terms (less than one year) but this is expected given that the spread between what councils borrow at over LGFA borrowing cost will narrow as the borrowing term approaches maturity.

Our volume of council lending is currently well above the SOI forecast but this is due to both the larger amount of short term lending and councils prefunding their March 2019 loans ahead of maturity. This provided a temporary boost to LGFA loans to councils outstanding, but our loan book will reduce by \$1.2 billion in March 2019.

Measure		Prior full year to June 2018	Q1 30 Sept 2018	Q2 31 Dec 2018	Q3 31 Mar 2019	Q4 30 June 2019
Average base margin over cost of funds for short term and long-term lending	Target %		< 0.10%			
	Average actual %	0.105%	0.095% (0.10% for long term and 0.09% for short term) 			
Estimated interest cost savings	Target Improvement on prior year as at each quarter		Q1 30 Sept 2018	Q2 31 Dec 2018	Q3 31 Mar 2019	Q4 30 June 2019
	2019 maturity At quarter end	11 bps	8 bps 			
	2021 maturity At quarter end	19 bps	20 bps 			

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	2025 maturity At quarter end	10 bps	20 bps ✓			
Issuance and operating expenses (excluding AIL) YTD	Target (\$)		\$1.42 m (YTD as at Q1)	\$2.84 m (YTD as at Q2)	\$4.26 m (YTD as at Q3)	\$5.67 m (FULL YEAR)
	Actual (\$)	\$5.16 m	\$1.36 m ✓			
Lending (short and long term) to participating councils	Target (\$)		\$8.378 b (YTD as at Q1)	\$8.818 b (YTD as at Q2)	\$7.898 b (YTD as at Q3)	\$8.105 b (FULL YEAR)
	Actual (\$)	\$7.927 b	\$8.641 b ✓			

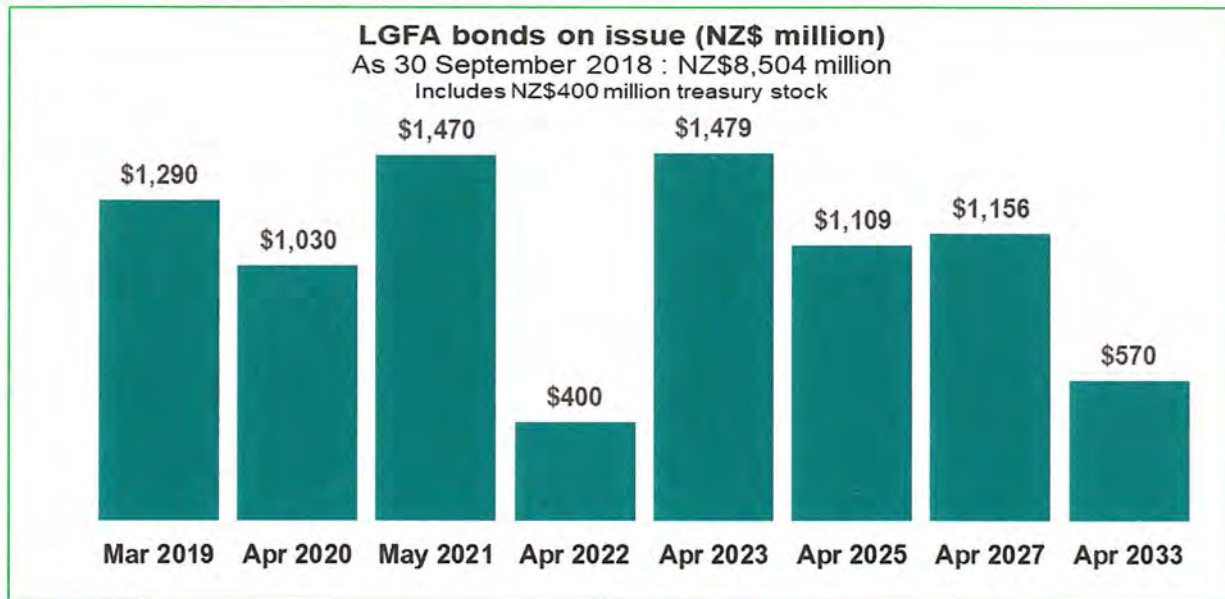
## D. Summary financial information (provisional and unaudited)

Financial Year (\$m)	YTD as at Q1	YTD as at Q2	YTD as at Q3	YTD as at Q4
Comprehensive income	30-Sep-18	31-Dec-18	31-Mar-19	30-June-19
Interest income	88.71			
Interest expense	83.43			
<b>Net interest revenue</b>	<b>5.29</b>			
Issuance and On-lending costs	0.57			
Approved issuer levy	0.19			
Operating expenses	0.79			
<b>Issuance and operating expenses</b>	<b>1.55</b>			
<b>Net Profit</b>	<b>3.74</b>			

Financial position (\$m)	30-Sep-18	31-Dec-18	31-Mar-19	30-Jun-19
Retained earnings + comprehensive income	41.74			
Total assets (nominal)	8,857.01			
Total LG loans (nominal)	8,631.65			
Total LGFA bills (nominal)	470.00			
Total LGFA bonds (nominal)	8,104.00			
Total borrower notes (nominal)	131.20			
Total equity	66.74			

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## E. Quarterly compliance summary

Policy	Limit	Policy page ref	Continuous Compliance
One-month Liquidity Monitor	>120%	S1-1.1	Yes
Three Month Liquidity Monitor	>110%	S1-1.2	Yes
Twelve Month Liquidity Monitor	>110%	S1-1.3	Yes
Council Exposure (any 12-month period)	<10% of Balance Sheet	S1-1.5	Yes
Liquidity Buffer	>110%	S1-1.4	Yes
Partial Differential Hedge (PDH Interest Rate Gap Report)	\$40,000	S3-4.1	Yes
Value at Risk (VaR)	\$250,000	S3-4.2	Yes
Council Maturity (any 12-month period)	\$100m or 33% of LGFA borrowing	S1-1.6	Yes
Funding Largest Council Exposure	>100%	S1-1.7	Yes
Foreign Exchange Exposure	Nil	S7-3.1	Yes
NZDMO Facility Utilisation	Report monthly	S8-8.5	Yes
Counterparty Credit Limits	80% of Portfolio \$125m Counterparty (category 3)	S4	Yes
Auckland Council Exposure (proportion of total Council exposure)	<40%	S1-1.8	Yes
Balance Sheet Maturity Mismatch	<15% of Balance Sheet	S2-2.1	Yes
Financial Covenants	Various (as set out on p13)	S9	Yes
Authorising Treasury transactions	Two approvers, one signature	S8-8.4	Yes

### Details for compliance breaches over quarter.

There were no breaches over the quarter.

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### F. Performance against SOI objectives and performance targets

#### Primary objectives

##### 1. Providing savings in annual interest costs for all Participating Local Authorities on a relative basis to other sources of financing

The LGFA on-lending base margins are 10 bps for all terms between March 2019 and April 2033. We changed to a flat margin structure in June 2018. Previously the pricing methodology was a staggered margin schedule between 9 bps and 11 bps depending upon the term of borrowing. The base margin charge covers our operating costs and provides for our capital to grow in line with the growth in our balance sheet to maintain a capital buffer.

Our estimated annual savings to councils based upon the secondary market levels at 30 September 2018 of LGFA bonds compared to bonds issued by Auckland and Dunedin councils is between 8 bps and 21 bps depending upon the term of borrowing. The amount of savings has increased over the past quarter and rolling 12-month period for all maturities except the 2019s. The 2019s savings reduce quickly as we approach the maturity date of the LGFA bonds and council loans. LGFA borrowing spreads have tightened slightly more than the tightening in Auckland and Dunedin borrowing margins over the quarter. There was no bond issuance by either Auckland Council or Dunedin City Treasury over the quarter whereas LGFA issued \$385 million of bonds.

30-Sep-18	Savings to AA rated councils (bps)				
	Auckland 2019	Dunedin 2020	Dunedin 2021	Auckland 2022	Auckland 2025
AA rated councils margin to swap	24	35	41	45	69
Less LGFA margin to swap	-6	-4	-11	-20	-39
LGFA Gross Funding Advantage	18	31	30	25	30
Less LGFA Base Margin	-10	-10	-10	-10	-10
<b>Total Saving</b>	<b>8</b>	<b>21</b>	<b>20</b>	<b>15</b>	<b>20</b>

Note that from 30 June 2017 we removed the implied "LGFA effect" of 10 bps of additional savings in borrowing costs from the above analysis. The LGFA effect was the assessment of immediate savings to councils when LGFA first commenced lending to councils in February 2012.

We held two bond tenders during the September quarter with total issuance of \$385 million. This was above the historic quarterly average of \$344 million and was the third largest September quarterly issuance volume since we first started issuing in 2012. The rolling annual issuance of \$1.363 billion is in line with previous year issuance amounts (\$1.325 billion in 2016/17) but above the \$1.015 billion in the 12-month period to September 2016. Credit market sentiment remained positive over the quarter with long dated spreads narrowing and yields declining to near historic lows as risk sentiment improved and the outlook for future interest rate hikes by the RBNZ were pushed further out into 2020. The interest rate



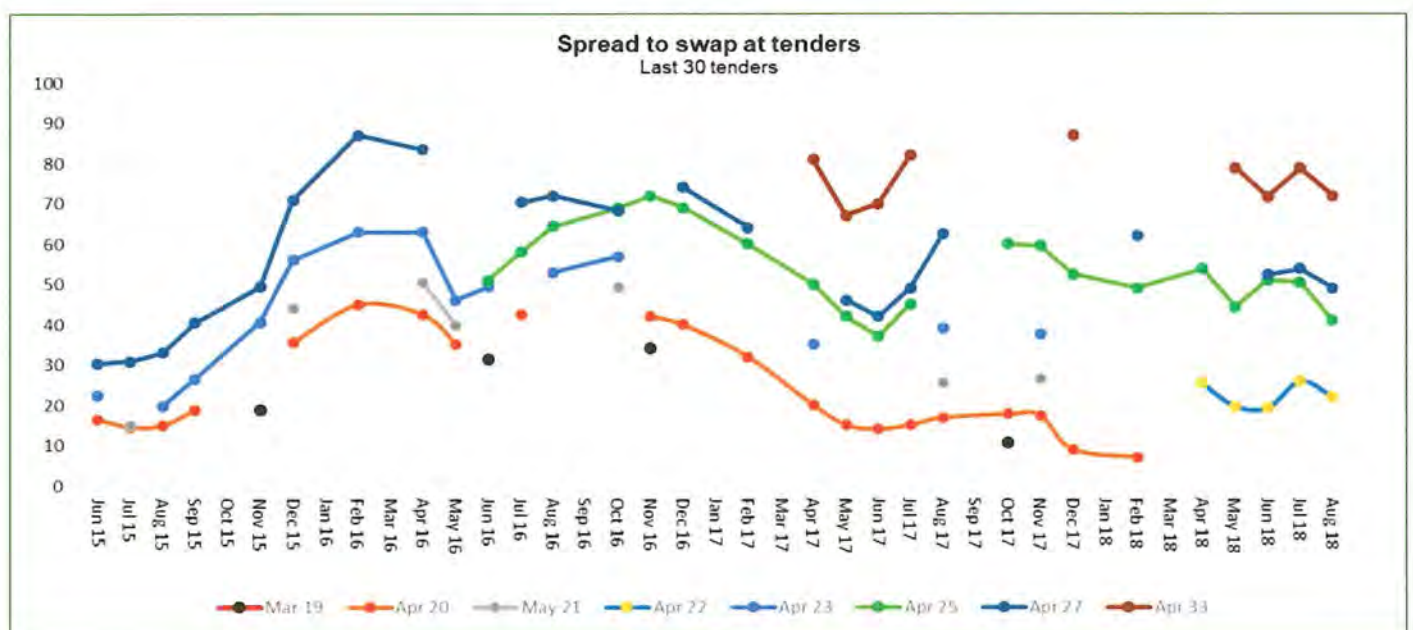
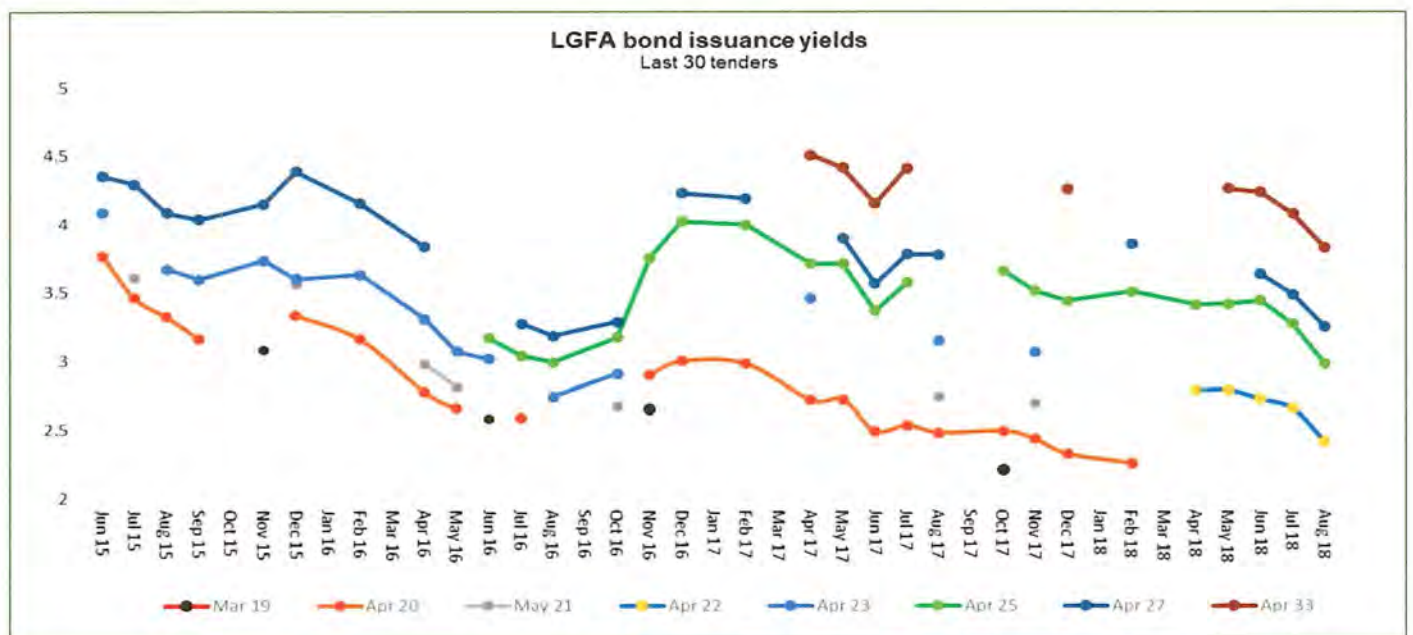
**NEW ZEALAND  
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curve flattened with yields on short dated LGFA bond yields (2020s) declining 14 bps over the quarter while long dated LGFA bond yields (2033s) declined 18 bps. The September quarter was a strong period for Kauri bond issuance (\$1.575 billion), following a record March quarter (\$3.525 billion) but no issuance in the June quarter. The Kauri market is issuance by AAA rated Supranational issuers such as the World Bank, Nordic Investment Bank and the Asian Development Bank. These issuers are our peer issuers in the NZD market.

In general, secondary market credit spreads tightened to swap and NZGBs over the quarter. Over the past year spreads to swap and NZGB have tightened for all LGFA maturities by between 4 bps (0.04%) and 20 bps (0.20%).





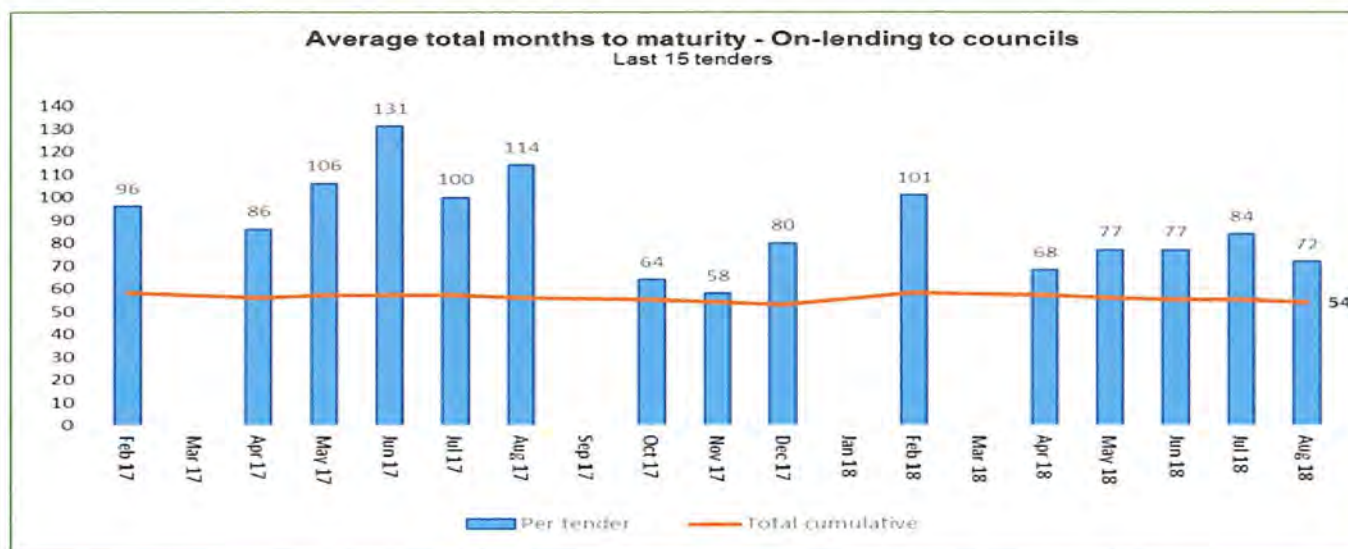
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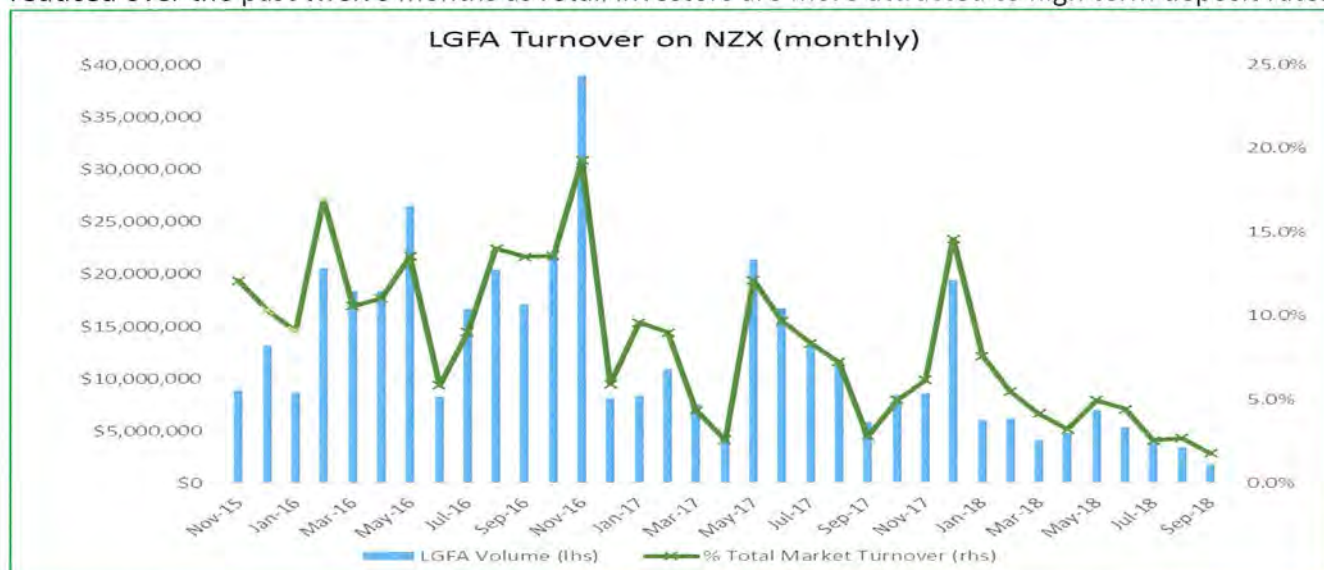
## 2. Making longer-term borrowings available to Participating Local Authorities

The average borrowing term (excluding short dated borrowing but including bespoke borrowing) for the September 2018 quarter by council members was 6.22 years and this was longer than the 4.5 years average term for the 2017-18 year but shorter than the 8.1 years for the 2016-17 year. The lengthening in borrowing term compared to the prior year was due to councils responding to the recent fall in interest rates and tighter spreads as well as a reversion back to normal borrowing behaviour.



## 3. Enhancing the certainty of access to debt markets for Participating Local Authorities, subject always to operating in accordance with sound business practice

LGFA bonds were listed on the NZX Debt Market in November 2015 and average turnover on the NZX Debt market has been \$12 million per month or 8.5% of the total turnover of the NZX Debt Market. Turnover has reduced over the past twelve months as retail investors are more attracted to high term deposit rates.



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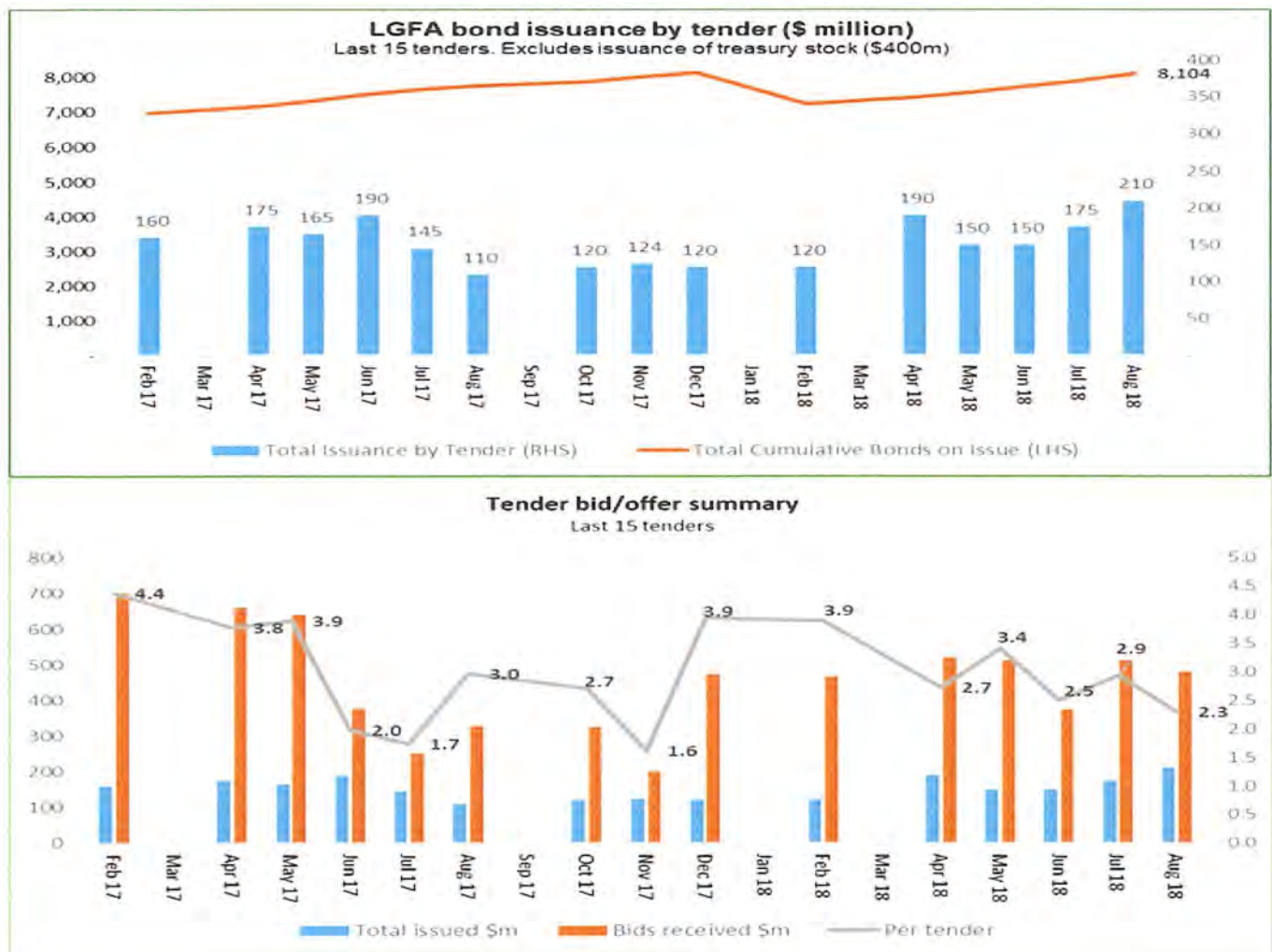
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LGFA began issuing 3-month and 6-month LGFA Bills and commenced short dated (less than 1 year) lending to councils in late 2015. LGFA has a record amount of short term loans to twenty-four councils of \$441 million outstanding as at 30 September 2018.

LGFA documented an Australian Medium-Term Notes Programme in November 2017 to provide the ability to issue in currencies other than NZD. It is not our intention to use this programme but to have it established to provide some flexibility in case of the unlikely scenario of a significant market disrupting event in the future.

The two LGFA bond tenders during the quarter were well supported by the market with a coverage ratio of between 2.3 times and 2.9 times and tight bidding ranges relative to secondary market levels at the time of each tender. While the coverage ratio is lower than normal, we did offer larger amounts of bonds in each tender and the successful bids achieved were very close to prevailing secondary market mid-rates at the time of each tender.



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### 4. Offering more flexible lending terms to Participating Local Authorities

Bespoke lending continues to be a popular borrowing option for council members. During the quarter we lent \$308.5 million on a bespoke basis to eighteen councils comprising \$284.5 million into bespoke maturity dates and \$24 million into LGFA bond maturity dates but in between the normal tender dates. Bespoke lending comprised 61% of total term lending by LGFA to its members during the quarter.

Short term borrowing by councils has been well received with loan terms to date of between one month and 12 months on \$414 million of loans outstanding as at 30 September 2018. This is a historic record in terms of number of councils and amount lent.

### 5. LGFA will monitor the quality of the asset book so that it remains of a high standard by ensuring it understands each Participating Local Authority's financial position and the general issues confronting the Local Government sector.

LGFA had meetings with thirteen councils during the September quarter to discuss their financial performance and any developments with the underlying council operations. LGFA reviews council agendas and management reports on an ongoing basis for those councils on the LGFA borrower watch-list.

LGFA has commenced work on credit default assessment analysis of its member councils in preparation for adopting IFRS9 for accounting purposes.

LGFA management met representatives from Treasury, NZDMO, Infrastructure New Zealand, Trustees Executors, S&P and Fitch to discuss the local government sector. We attended the Infrastructure New Zealand annual conference and NZX Issuer Forum.

LGFA held its annual Shareholder- Borrower Day in July 2018 with 55 attendees from 38 councils participating alongside 22 other stakeholders.

## Additional objectives

### 6. Operate with a view to making a profit sufficient to pay a dividend in accordance with its stated Dividend Policy

LGFA's Net Operating Gain on an unaudited management account basis of \$3.74 million for the three-month period to 30 September 2018 exceeded the SOI forecast of \$3.243 million by \$497k. The average cost of funds for the 2018-19 financial year to date is 3.26%. This is slightly higher than the 3.14% for the prior 2017-18 financial year due to the longer tenor of council borrowing (and hence LGFA bond issuance) offset by lower interest rates. The LGFA Board has the sole discretion to set the dividend.

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### 7. Provide at least 50% of aggregate long-term debt funding for Participating Local Authorities

LGFA estimates market share from the PwC Local Government Quarterly Debt Report and the most recent draft report is for the September 2018 quarter. LGFA market share of total sector borrowing for the September 2018 quarter was 100% and for the year to September 2018 was 73.5%. Our market share remains strong compared to our global peers.

There are fifty-nine participating local authority members of LGFA which is an increase of three over the quarter with Ruapehu District Council and Waikato Regional Council both joining as guarantors while Wairoa District Council joined as non-guarantor.

Gore District Council moved from being a non-guarantor to a guarantor.

### 8. Ensure its products and services are delivered at a cost that does not exceed the forecast for issuance and operating expenses

Expenses for the three-month period on an unaudited, management basis are \$1.549 million which is \$65k below budget. This variance is the consequence of:

- Issuance and on-lending costs (excluding ALL) at \$567k were \$3k over budget. There were lower fees than budgeted relating to the NZDMO facility offset by higher NZX costs and legal costs than forecast. The larger amount of bond issuance and short-term lending has increased legal costs compared to budget.
- Operating costs at \$787k were \$17k below budget due to lower personnel and travel costs than forecast but offset by additional legal costs relating to considering whether LGFA should lend to CCOs and to also test financial covenant compliance of councils at the group or parent level.
- Approved Issuer Levy payments of \$194k were less than our forecast of \$245k by \$51 due to a lower level of March 2019 LGFA bonds holdings by offshore investors.

### 9. Take appropriate steps to ensure compliance with the Health and Safety at Work Act 2015

LGFA has a Health and Safety staff committee and reporting on Health and Safety issues are made to the LGFA board on a regular basis by the Risk and Compliance Manager. There were no Health and Safety incidents during the quarter.

### 10. Maintain LGFA's credit rating equal to the New Zealand Government sovereign rating where both entities are rated by the same Rating Agency

LGFA has an annual review process regarding our credit ratings from Standard and Poor's ("S&P") and Fitch Ratings ("Fitch") and meets with both agencies at least annually. Meetings were held in July 2018 with S&P and in September 2018 with Fitch.

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On 13 July 2018, S&P reaffirmed our long-term credit rating at AA+ under the new methodology for rating Public-Sector Funding Agency (PSFA) group. LGFA was also removed from "Under Criteria Observation" (or "UCO") that we were previously placed on in May 2018, pending the outcome of the new methodology.

Fitch have yet to publish their rating outcome and thus at the time of this report we remain at AA+ (stable outlook) which was affirmed on 10 November 2017.

### **11. Achieve the financial forecasts**

As at the end of the first quarter, Net Interest Income was estimated by management on an unaudited basis to be \$431k above budget while expenses are \$65k below budget. Net Operating Gain of \$3.74 million was \$496k above budget and 11.9% above the Net Operating Gain for the equivalent prior period.

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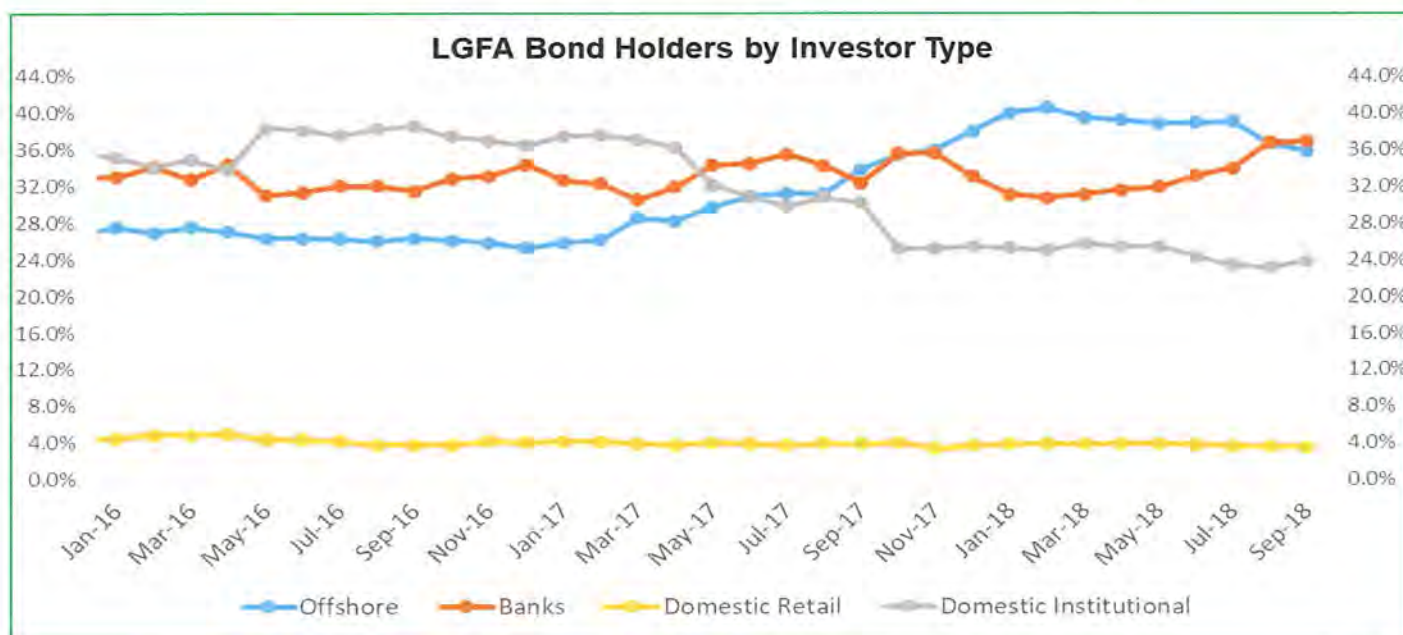


## G. Investor relations / outlook

Managing relations with our investor base is very important as the amount of LGFA bonds on issue has yet to peak and we require investors and banks to support our tender issuance. Our focus is on growing and diversifying the offshore investor group as these investors have the most growth potential given that we already receive strong support from the domestic banks and institutional investors.

There were some changes amongst the different investor groups during the September quarter.

- Offshore investors reduced their holdings of LGFA bonds by \$75 million over the quarter and this was the first quarterly decline in holdings. The falling NZD and relative unattractiveness of NZ bonds to other global markets has led to a decline in holdings of NZ Government Bonds (NZGB), NZD bonds issued by Supranational issuers (e.g. World Bank) and LGFA. LGFA bond yields out to 2027 are below the yield on the comparable US Treasury Bond. While positive for our council borrowers, it is more difficult to encourage offshore investors to buy LGFA bonds. They are estimated to hold \$2.93 billion (36% of outstandings) compared to \$2.6 billion (34% of outstandings) a year ago.
- Domestic institutional and retail investors increased their holdings by \$63 million over the quarter and were estimated to hold \$2.2 billion (27.3% of outstandings) compared to \$2.6 billion (33.9% of outstandings) a year ago. The decline over the past year has been due to the maturing of December 2017 LGFA bonds held in money market funds and a small number of domestic investors have reduced their holdings as they are less optimistic on the credit market outlook.
- Domestic banks increased their holdings by a significant \$453 million over the quarter, following an increase of \$311 million in the prior quarter. This increased demand is in response to an outlook for reduced NZGB supply due to the strong fiscal position, reduced NZ Treasury Bill supply and a slowdown in bank lending. Bank holdings of \$3.01 billion (36.9% of outstandings) are at a record high and compare to \$2.51 billion (32.3% of outstandings) a year ago. Banks do hold \$540 million of our March 2019 bond so their holdings will reduce when this bond matures early next year.



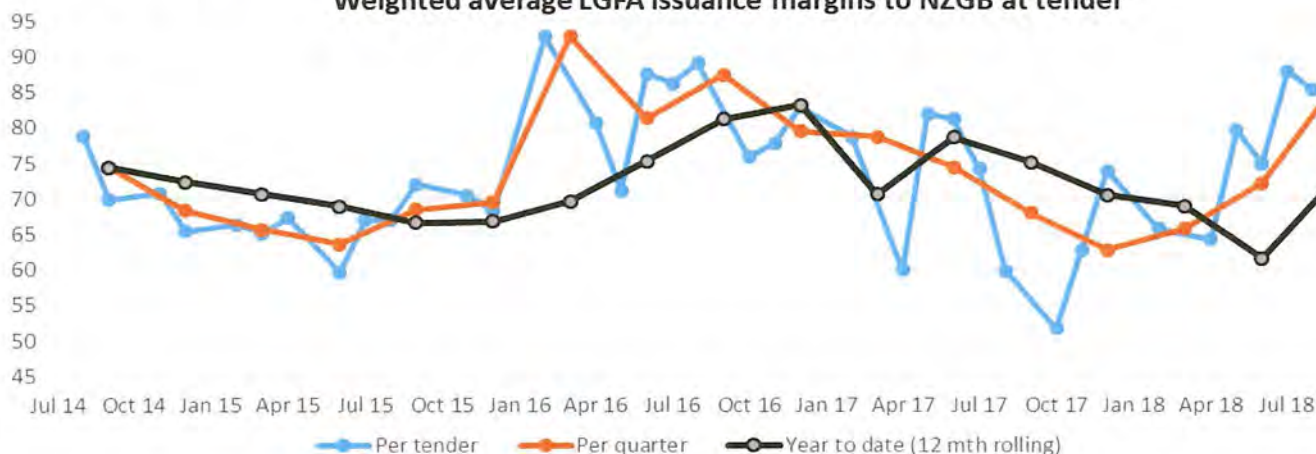
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Quarter 1: 2018 - 2019  
 Period ended: 30 September 2018

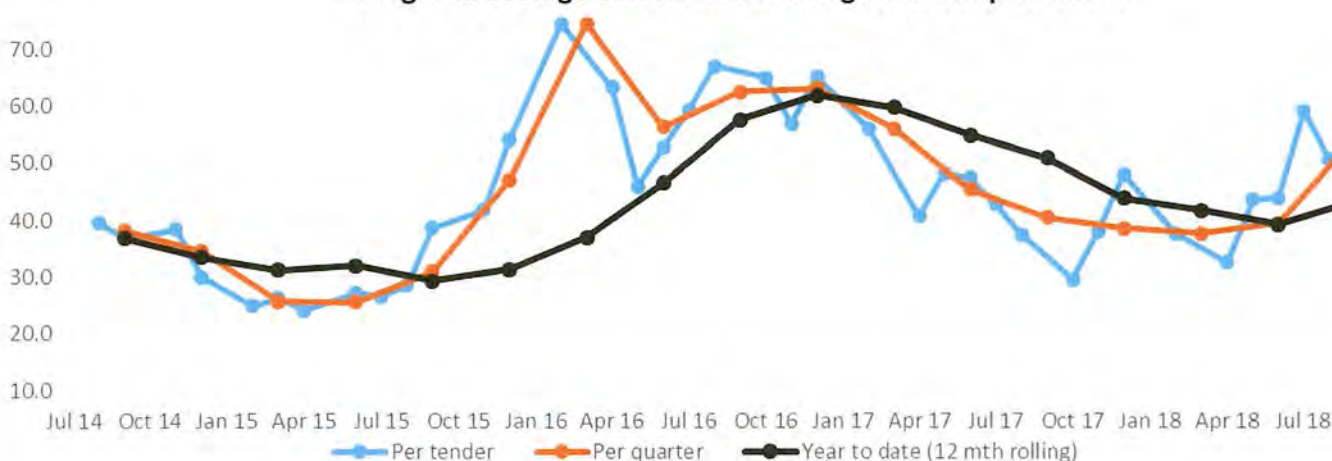


## H. Key trends

Weighted average LGFA issuance margins to NZGB at tender



Weighted average LGFA issuance margins to swap at tender



Estimated cost savings for AA rated councils (basis points) - excludes "LGFA effect"



Note: Weighted average margins are a function of the term of issuance at each tender.

<b>LGFA Guarantors as at 30 September 2018 (alphabetical order)</b>
Ashburton District Council
Auckland Council
Bay of Plenty Regional District Council
Canterbury Regional Council
Christchurch City Council
Far North District Council
Gisborne District Council
Gore District Council
Greater Wellington Regional Council
Hamilton City Council
Hastings District Council
Hauraki District Council
Horizons District Council
Horowhenua District Council
Hurunui District Council
Hutt City Council
Kaipara District Council
Kapiti Coast District Council
Manawatu District Council
Marlborough District Council
Masterton District Council
Matamata-Piako District Council
Nelson City Council
New Plymouth District Council
Otorohanga District Council
Palmerston North City Council
Porirua City Council
Queenstown Lakes District Council
Rotorua District Council
Ruapehu District Council
Selwyn District Council
South Taranaki District Council
Tasman District Council
Taupo District Council
Tauranga City Council
Thames-Coromandel District Council
Timaru District Council
Upper Hutt City Council
Waikato District Council
Waikato Regional Council
Waimakariri District Council
Waipa District Council
Waitomo District Council
Wellington City Council
Western Bay of Plenty District Council
Whakatane District Council
Whanganui District Council
Whangarei District Council



## Schedule of Payments for the Month of October 2018

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### 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 October 2018.

### 2. Background

In accordance with the provisions of the legislation the following payments were made during the month of October 2018. Computer printouts listing all the vouchers issued over the period will be available for inspection if required.

<b>Payment Summary – October 2018</b>	
	\$
Payment of Accounts -	
Direct Credits and Cheques	6,533,770.63
Direct Debits (salary payments)	1,165,439.17
Investments	31,000,000.00
Direct Debits (other accounts)	6,764,074.58
<b>TOTAL</b>	<b>45,463,284.38</b>

  
 Maria Palmer  
**Financial Accountant**

Approved

  
 Ian Butler  
**Finance Manager**

Approved

  
 Kumaren Perumal  
**Chief Financial Officer**

## Chief Executive Information Pack Report for – December 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

- Waihi Beach Cycleways
- Proposed Kiwi Camp Facility
- Wilson Road Bridge – Pedestrian Safety Rail
- Speed Limits and Parking Bylaw
- Waihi Beach Town Centre Plan
- Reservoir Toilet – relocation of Exceloo
- Broadlands Block Planting
- Waihi Beach Skateboard Group

#### Chairperson Murray Grainger – Omokoroa Community Board

- Anderley Avenue Footpath
- Speed Limit along Omokoroa
- Projected Future Omokoroa Projects
- Seat for Harbour View Road
- Omokoroa Road Update
- Emergency Management Plans

#### Chairperson Jenny Hobbs – Katikati

- Moore Park- Proposed Bus Shelter
- Future Fencing Katikati Arts Junction and Heritage Museum area
- Kotahi Lane Car Parking
- Highfields Pond
- Community Roding Priorities

#### Chairperson Shane Beech – Maketu Community Board

- Maketu Memorial Monument – proposed repair
- Upgrade to Intersection Wilson Road/Beach Road Intersection
- Rubbish Collection
- New Drinking Fountains
- Removal of Gum Trees – firewood allocation / planting replacement trees

#### Chairperson Peter Miller – Te Puke

- Annual Parking and Bylaw review
- Park bench renovations
- Street Flags – Lighting for Flag Track system
- Beattie Avenue Littler Bins
- Speed Transitions Signage
- MacLoughlin Drive Upgrade

- Tactile Paving
- Parking Lines
- Te Puke Sports and Recreation Grandstand Project
- Commerce Lane Car Park
- Flaxes and Grasses Jellicoe Street Median Strip
- Kiwi Camp Facility

### **1. Additional Booked Engagements and Meetings attended by CEO**

- 19 Oct Kollektive Tour CEO
- 24 Oct Design and Budget presentation Unispace
- 30 Oct Destination Think Tourism (Katikati)
- 31 Oct Meeting with Tony Wagner
- 01 Nov Joint CEAG & SSG Meeting
- 06 Nov Modern workspace site visit
- 07 Nov SOLGM Public Sector Innovation Show with Jan
- 09 Nov Meeting with Janeane Joyce
- 13 Nov Tauranga City Council Workplace Strategy tour
- 14 Nov Local Government Chief Officers Group CEO Hosting
- 15 Nov Local Government Chief Officers Group CEO Hosting
- 16 Nov Local Government Chief Officers Group CEO Hosting
- 19 Nov Navigate the Political and Management Relationship SOLGM
- 20 Nov Meeting with Jeff Cook regarding Merrick Road
- 23 Nov LGNZ DIA Three Waters Review Reference Group Meeting
- 26 Nov Quayside Meeting regarding Rangiuuru
- 30 Nov Mark Boyle Te Puke EDG Meeting
- 30 Nov Jacqui Knight Katch Katikati Meeting

### **Additional Booked Engagements and Meetings CEO attended with HWTM**

- 25 Oct Immigration NZ Leadership Team – Priority One
- 31 Oct SmartGrowth Leadership Group Workshop
- 31 Oct Lunch meeting with Parekawhia
- 02 Nov LGNZ Zone Two Meeting
- 08 Nov Priority AGM
- 13 Nov Panepane Hui (Chris Nepia)
- 14 Nov Local Government Chief Officers Group CEO Hosting/Opening
- 15 Nov Local Government Chief Officers Group Executive Dinner
- 16 Nov Bay of Plenty Sports Awards
- 21 Nov SmartGrowth Leadership Group Workshop
- 21 Nov Briefing to Stakeholders – Urban form and Transport Initiative
- 22 Nov Rural and Provincial Wellington
- 23 Nov Rural and Provincial Wellington

Miriam Taris

**Chief Executive Officer**