

MEETING — AGENDA —

Ngā Take

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Western Bay of Plenty
District Council

COUNCIL

Te Kaunihera



C26
Thursday, 6 June 2019
Council Chambers
Barkes Corner, Tauranga
9.30am

Notice of Meeting No C26 Te Karere

Council Te Kaunihera

Thursday, 6 June 2019
Council Chambers
Barkes Corner
9.30am

His Worship the Mayor
Deputy Mayor

G J Webber (Chairperson)
M Williams

Councillors:

G Dally
M Dean
M Lally
P Mackay
K Marsh
D Marshall
M Murray-Benge
J Palmer
J Scrimgeour
D Thwaites

Media
Staff

Miriam Taris
Chief Executive Officer
Western Bay of Plenty District Council



Te Kaunihera a rohe mai i nga Kuri-a-Whareki ki Otamarakau ki te Uru

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Council Delegations Mangai o Te Kaunihera

Quorum:

The quorum for this meeting is six members.

Role:

- To exercise all powers and functions to deal with statutory and procedural matters, to carry out civic duties and responsibilities, and to exercise all non-delegated functions.
- To delegate authorities as appropriate to Council committees and the Chief Executive Officer.
- To delegate any authorities which may be additional to the roles required under the Local Government Act 2002 to Community Boards, and to appoint Councillors to Community Boards.
- To establish Joint Committees of Council, and appoint elected members and/or others to these committees.
- To make all financial decisions not otherwise delegated or included in Council's Long Term Plan and/or Annual Plan.
- To maintain, monitor and direct an overview of Council's finances including but not limited to:
 - The financial progress of major capital works projects including those considered in the Long Term Plan and Annual Plan processes.
 - Implementation of Council's risk management.
 - Approval of new debt and/or new facilities.
 - Receiving exception reports on Council's financial performance at least quarterly.
 - Undertaking all financial monitoring of performance against the Long Term Plan and Annual Plan.
 - Ensuring treasury management within the limitations of the Treasury Policy as set by the Long Term Plan.
 - Allowing for variations from Council's key treasury policy ratios.
- To exercise all non-delegated functions being:
 - (a) The power to make a rate
 - (b) The power to make a bylaw
 - (c) The power to borrow money, purchase, or dispose of assets, other than in accordance with the Long Term Plan
 - (d) The power to adopt a long term plan, annual plan, or annual report
 - (e) The power to appoint a chief executive
 - (f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the local governance statement
 - (g) The power to adopt a remuneration and employment policy
 - (h) The power to enter into contracts otherwise than in accordance with the provisions of Section 4 of the Public Bodies Contracts Act 1959
 - (i) The power to initiate any proceedings in the High Court that are not injunctive proceedings
 - (j) The power to remove the Deputy Mayor subject to Schedule 7 (18) of the Local Government Act 2002

- (k) The power to discharge or reconstitute any committee established by the Mayor subject to Schedule 7 (30) of the Local Government Act 2002
- (l) Powers as conferred by the Minister of Conservation under the Reserves Act 1977

Procedural Matters:

- Confirmation of all Standing Committee minutes excluding the District Plan Committee, Regulatory Hearings Committee and District Licensing Committee minutes
- Receipt for information all Community Board minutes
- Receipt for information all District Plan Committee, Regulatory Hearings Committee minutes and District Licensing Committee minutes
- Adoption and amendment of Standing Orders.
- Establishment of and delegations to Joint Committees, Sub Committees and any other governance body that the Council deems necessary.
- Purchase, sell and dispose of Council property other than delegated in accordance with all of the following:
 - the Long Term Plan
 - the Significance Policy
 - Council's Asset Management Plans
 - Council's Reserve Management Plans
 - Committee or appropriate delegations
- Councillor and Council appointments to other organisations.
- Approval of elected member training/conference attendance.

Any other procedural matters as required under the Local Government Act 2002 or any other Act.

Mayor's Delegation:

Should there be insufficient time for Council to consider approval of elected member training/conference attendance that this be delegated to the Mayor/Deputy Mayor with a report back to Council at the next scheduled meeting.

Should there be insufficient time for Council to consider approval of a final submission to an external body that the signing off of the submission on behalf of Council be delegated to the Mayor/Deputy Mayor provided that the final submission be reported to Council or the relevant Committee at the next available meeting.

Mayor and Councillors' Delegations:

Pursuant to Clause 32(1) of Schedule 7 of the Local Government Act 2002, to each of the Mayor and Councillors, whether individually or collectively, the power to listen to and receive the presentation of views by people pursuant to Section 83(1)(d) of the Local Government Act 2002 in relation to any processes Council undertakes to consult on under the Special Consultative Procedure as required by the Local Government Act 2002 or any other Act.

Agenda for Meeting No. C26

Pages

Present

In Attendance

Apologies

Declarations of Interest

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

Public Excluded Items

The Council may by resolution require any item of business contained in the public excluded section of the agenda to be dealt with while the public are present.

Public Forum

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

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

C26.1.

Receipt of Community Board Minutes

Please refer to minutes of the meetings of the Community Boards as circulated separately with this agenda.

Recommendation

THAT the minutes of the following meetings be received:

1. *Minute no. WB20 of the Waihi Beach Community Board held on 6 May 2019*
2. *Minute no. OM20 of the Omokoroa Community Board held on 7 May 2019*
3. *Minute no. K20 of the Katikati Community Board held on 8 May 2019*
4. *Minute no. MC20 of the Maketu Community Board held on 14 May 2019*
5. *Minute no. TP20 of the Te Puke Community Board held on 16 May 2019*

C26.2

Minutes of Council and Committee Meetings for Confirmation

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

Recommendation

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. C25 of the Western Bay of Plenty District Council held on 18 April 2019*
7. *Minute no. CC17 of the Community Committee held on 9 May 2019*
8. *Minute no. PP20 of the Policy Committee held on 20 May 2019*
9. *Minute no. OP19 of the Operations and Monitoring Committee held on 22 May 2019*
10. *Minute no. LATP8 of the Long Term and Annual Plan Committee held on 28 May 2019 (To be circulated)*

- C26.3 **Information for Receipt**
- Please refer to the Minute Index and Information Pack as circulated separately with this agenda.
- Recommendation**
- THAT the information items included in the Minute Index and Information Pack dated 6 June 2019 as circulated separately with the agenda be received.*
- C26.4 **Recommendatory Report from the Operations and Monitoring Committee – Waihi Beach Medical Centre** 10-11
- Attached is a report from the Senior Governance Advisor dated 23 May 2019.
- C26.5 **Recommendatory Report from the Operations and Monitoring Committee – Wilson Road South (Walter Street) Road Stopping** 12-14
- Attached is a report from the Senior Governance Advisor dated 27 May 2019.
- C26.6 **Recommendatory Report from the Operations and Monitoring Committee – Omokoroa Library Budget & Estimate** 15-17
- Attached is a report from the Senior Governance Advisor dated 27 May 2019.
- C26.7 **Recommendatory Report from the Long Term and Annual Plan Committee – Recommendation for Adoption of Dog Registration Fees (Dog Control Act 1996) 2019/2020.** 18-19
- Attached is a report from the Governance Advisor dated 28 May 2019.
- C26.8 **Water Rates Remission Policy** 20-25
- Attached is a report from the Group Manager Finance and Technology Services dated 20 May 2019.

C26.9	Proposal to Lease – Te Puna Memorial Hall Society Incorporated	26-29
	Attached is a report from the Legal Property Officer dated 16 May 2019.	
C26.10	Quarterly Review of Council Risk Profile	30-44
	Attached is a report from the Risk Specialist dated 6 June 2019.	
C26.11	Bledisloe Park Board – Nominations for Appointment for 2019 – 2022 Term	45-50
	Attached is a report from the Senior Governance Advisor dated 22 May 2019.	
C26.12	Chief Executive Officer’s Report to Council - May 2019	51-54
	Attached is a report from the Chief Executive Officer dated 24 May 2019.	
C26.13	Mayor’s Report to Council – May 2019	55
	Attached is a report from His Worship the Mayor dated 24 May 2019.	

Local Government Official Information and Meetings Act

Exclusion of the Public

Schedule 2A

Recommendation

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 Chief Executive Officer’s Report – May 2019*
- *In Confidence Mayor’s Report – May 2019*

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:

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</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 in 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 in the relevant minutes.</i> <i>To enable the Council to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> <i>Protect the privacy of natural persons, including that of deceased natural persons.</i> <i>Maintain legal professional privilege.</i>
<i>In Confidence Chief Executive Officer's Report – May 2019</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>To enable the Council to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> <i>Protect the privacy of natural persons, including that of deceased natural persons.</i>
<i>In Confidence Mayor's Report to Council – May 2019</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

Council

Recommendatory Report from the Operations and Monitoring Committee – Waihi Beach Medical Centre

Summary

Council is required to consider the recommendations and resolve accordingly. The following options are available to Council and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Council to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Operations and Monitoring Committee

Recommendation from the Operations and Monitoring Committee –22 May 2019

OP19.4 **Waihi Beach Medical Centre**

The Committee considered a report from the Strategic Property Manager dated 29 April 2019 as circulated with the agenda.

Resolved: Williams / Mayor

1. *THAT the Manager Strategic Property report dated 29 April 2019 and titled Waihi Beach Medical Centre Report 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 it be recommended to Council that Council resolution 27.12 dated 17 December 2015, approving the entering into a lease with the Waihi Beach Medical Centre Trust be rescinded.*

Staff Comments – Deputy Chief Executive Officer

An application by the Waihi Beach Medical Centre Trust for use of land to the rear of the Waihi Beach Community Centre, for the purpose of a medical centre was received in 2015.

Council approved the leasing of the site to the Waihi Beach Medical Centre Trust at its meeting C27.12 dated 17 December 2015.

Advice had been received from the Chair of the Waihi Beach Medical Centre Trust advising that due to circumstances beyond the control of the Trust they wished to relinquish use of the site set aside for their future use.

Staff support the recommendation in accordance with the report titled Recommendatory Report to Council from Operations and Monitoring Committee – Waihi Beach Medical Centre.

Recommendation

1. *THAT the report from the Senior Governance Advisor dated 23 May 2019 and titled Recommendatory Report to Council from the Operations and Monitoring Committee – Waihi Beach Medical Centre be received.*
2. *THAT Council resolution C27.12 dated 17 December 2015, approving the entering into a lease with the Waihi Beach Medical Centre Trust be rescinded.*


Aileen Alty
Senior Governance Advisor

Western Bay of Plenty District Council

Council

Recommendatory Report from the Operations and Monitoring Committee – Wilson Road South (Walter Street) Road Stopping

Summary

Council is required to consider the recommendations and resolve accordingly. The following options are available to Council and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Council to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Operations and Monitoring Committee

Recommendation from the Operations and Monitoring Committee – 22 May 2019

OP19.5 **Wilson Road South (Walter Street) Road Stopping**

The Committee considered a report from the Legal Property Officer dated 30 April 2019 as circulated with the agenda.

Resolved: Marsh / Mackay

1. *THAT the Legal Property Officer's report dated 30 April 2019 and titled Wilson Road South (Walter Street) Road Stopping 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 it be recommended to Council that resolution C15.10 dated 17 May 2018, proposing to stop the Wilson Road South (Walter Street) be rescinded.*

Staff Comments – Deputy Chief Executive Officer

Council owns a section of unformed road adjacent to 44 and 46 Wilson Road. The area of land is approximately 0.2023 hectares, subject to survey.

On 17 May 2018 the Council met and resolved:

Resolved: Marsh / Scrimgeour

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.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT pursuant to Section 342 of the Local Government Act 1974, Council continues the Road Stopping process set out in Schedule 10 of the Local Government Act 1974 for that area of unformed road outlined in yellow on*
4. *Attachment A.*
5. *Attachment A.*
6. *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*
7. *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*
8. *Council declares that the road adjacent to 44 and 46 Wilson Road is stopped.*
9. *THAT an easement in gross be granted over the stopped area of road in favour of PowerCo outlined in red on Attachment A.*
10. *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."*

- a. No further physical work has been completed on the road stopping since the Council resolution was made.
- b. If the road was stopped, the adjoining land owners, and PowerCo would require a right of way easement and easement in gross respectively.
- c. The existence of the above easements limits the development area to approximately 10-15 metres in width.
- d. An internal review of the proposal has indicated that whilst Council does not have any specific requirement for the land, it would be advantageous to retain the opportunity to put a walkway through the unformed road to an adjoining drainage reserve.

A walkway or cycleway would create a direct link from Wilson Road South to Conway Road via the Local Purpose (Drainage) Reserves which adjoin the unformed road.

- e. Internal staff discussions conclude that at this point in time it is best kept for strategic purposes. As such, a recommendation, from the Operations and Monitoring Committee to Council, to rescind the Council resolution to stop the road is sought.

Staff support the recommendation in accordance with the report titled Recommendatory Report to Council from the Operations and Monitoring Committee – Wilson Road South (Walter Street) Road Stopping.

Recommendation

- 1. THAT the report from the Senior Governance Advisor dated 23 May 2019 and titled Recommendatory Report to Council from the Operations and Monitoring Committee – Wilson Road South (Walter Street) Road Stopping be received.***
- 2. THAT Council resolution C15.10 dated 17 May 2018, proposing to stop the Wilson Road South (Walter Street) be rescinded.***


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Aileen Alty
Senior Governance Advisor

Western Bay of Plenty District Council

Council

Recommendatory Report from the Operations and Monitoring Committee – Omokoroa Library Budget & Estimates

Summary

Council is required to consider the recommendations and resolve accordingly. The following options are available to Council and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Council to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Operations and Monitoring Committee

Recommendation from the Operations and Monitoring Committee – 22 May 2019

OP19.6 **Omokoroa Library Budget & Estimate**

The Committee considered a report from the Strategic Property Manager dated 29 April 2019 as circulated with the agenda.

The report advised the indicative budget increase required for the construction of a new library and offices on Western Avenue reserve at Omokoroa. The budget increases were necessitated by area required to meet the community aspirations (300m² to 355m²) and landscaping requirements to tie into the Sports pavilion.

The requested budget provision for the construction of the Library/Office would be made in the 2019/2020 financial year. The decision was required prior to the Annual Plan adoption in order to meet the expected Omokoroa Sport and Recreation Club timetable for their tender process.

At this point in the meeting, the Chairperson invited Omokoroa Community Board Chairperson Murray Grainger to speak to his tabled document requesting that Council consider retaining ownership of the Western Bay of Plenty District Council McDonnell Street Library/Service Centre property for future community purposes. He stated that in his opinion it was a retrograde step to dispose of a community asset that could be well used in the future. The Chairperson had listed a number of community groups in Omokoroa who would use the old Library Building as a community centre. He advised that a representative of Pirirakau had expressed interest in working with the community to present the cultural heritage of the area as part of the community facility based at McDonnell Street.

There was concern that there had been no consultation over the proposed sale of the old Library and Service Centre in McDonnell Street. He outlined that the Omokoroa community was in favour of the new library in Western Avenue and there was no appetite to derail that.

Committee Members commented:

- While there had been no specific community consultation about the new library project, there had been no specific objections or opposition.
- The indicative sale revenue was set high at \$600,000.
- The indicative funding would allow exploration of other funding
- It was suggested that if the Omokoroa Community wished retain the old library building they should bid for the building at market rate.
- It would be some time before the old library needed to be vacated, but decision regarding indicative funding needed to be made at this time to enable the proposed project to progress.

The Deputy Chief Executive Officer advised that under the Local Government Act (LGA) the proposed property sale would require a consultation process. This would occur after the new building commenced.

Resolved: Mayor Webber / Palmer

1. *THAT the Strategic Property Manager report dated 29 April 2019 and titled Omokoroa Library Budget & Estimate Recommendatory Report 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 it be recommended to Council that budget provision, for construction of the Omokoroa Library and Office on Western Avenue sports fields be increased from \$1.2 million, to \$1.5 million, for the 2019/2020 financial year.*
1. *THAT indicative funding for the project be from:*
 - *The possible sale of the existing library/office: \$600,000*

- *The Reserves Financial Contributions:* \$540,000
- *The Property & Assets Reserve:* \$360,000

Staff Comments – Deputy Chief Executive Officer

The possible sale of the existing service centre needs to comply with the requirements of Section 38 of the Local Government Act which includes a requirement for consultation.

An update on project timing is expected to be available at the meeting. The estimated value of the existing service centre building and land was assessed by an agent mid 2018 and was in the above \$550,000 bracket.

The recommendation is supported.

Recommendation

1. ***THAT the report from the Senior Governance Advisor dated 27 May 2019 and titled Recommendatory Report to Council from the Operations and Monitoring Committee – Omokoroa Library Budget & Estimates be received.***
2. ***THAT Council approve the budget provision, for construction of the Omokoroa Library and Office on Western Avenue sports fields be increased from \$1.2 million, to \$1.5 million, for the 2019/2020 financial year.***
3. ***THAT indicative funding for the project be from:***
 - ***The possible sale of the existing library/office: \$600,000***
 - ***The Reserves Financial Contributions: \$540,000***
 - ***The Property & Assets Reserve: \$360,000***


 Aileen Alty

Senior Governance Advisor

Western Bay of Plenty District Council

Council

Recommendatory Report from the Long Term and Annual Plan Committee for Adoption of Dog Registration Fees and Charges (Dog Control Act 1996) 2019/2020

Summary

Council is required to consider the recommendations and resolve accordingly. The following options are available to Council and where appropriate the preferred option has been recommended.

Please note the following is a recommendation only.

The Council to resolve to:

- a. adopt as recommended
- b. to modify
- c. refer to another Committee
- d. to decline (giving reasons) and refer back to the Long Term and Annual Plan Committee

Recommendation from the Long Term and Annual Plan Committee - 28 May 2019

LTAP8.4 **Recommendation for Adoption of Dog Registration Fees and Charges (Dog Control Act 1996) 2019/2020**

The Committee considered a report from the Group Manager Policy, Planning and Regulatory Services dated 6 May 2019 as circulated with the agenda.

Resolved: Mackay / Murray-Benge

1. *THAT the Group Manager Policy, Planning and Regulatory Services report dated 2 May 2019 and titled Recommendation for Adoption of Dog Registration Fees (Dog Control Act 1996) 2019/2020 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.*

Date 28 May 2019
Subject Recommendation Report from the Long Term and Annual Plan Committee for Adoption of Dog Registration Fees and Charges (Dog Control Act 1996) 2019/2020

Open Session

3. *THAT Long Term and Annual Plan Committee recommend to Council the adoption of the 2019-2020 dog control fees and charges and that they be approved for public notification in accordance with the Dog Control Act 1996.*

Staff Comments - Compliance and Monitoring Manager

Staff support the recommendation in accordance with the report titled Recommendation for Adoption of Dog Registration Fees and Charges (Dog Control Act 1996) 2019/2020 as considered by the Long Term and Annual Plan Committee on 28 May 2019.

Recommendation

1. *THAT Council adopts the 2019-2020 dog control fees and charges and that be approved for public notification in accordance with the Dog Control Act 1996.*
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.*



Michelle Parnell
Governance Advisor

Western Bay of Plenty District Council

Council

Water Rates Remission Policy

Purpose

The purpose of this report is for Elected Members to consider the proposed minor changes to Council's current Water Rates Remission Policy and approve any further amendments accordingly.

Recommendation

- 1. THAT the Group Manager, Finance and Technology Services report dated 20 May 2019 and titled "Water Rates Remission Policy" be received.*
- 2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
- 3. THAT Council note there are no substantive changes to the Policy.*
- 4. THAT Council adopt the Water Rates Remission Policy with the following amendments....*



Kumaren Perumal
Group Manager Finance and Technology Services

1. Background

The Water Rates Remission Policy (the Policy) was adopted by Council's Finance and Risk Committee on 3 July 2014.

As part of Council's three yearly policy review cycle only minor editorial amendments have been made to the Policy. The Policy is submitted to Council for adoption (**Appendix A**).

2. Significance and Engagement

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

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

In terms of the Significance and Engagement Policy this decision does not trigger Council's policy on significance.

3. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
All Staff	All staff to be notified accordingly and the updated Policy to be uploaded to the Policy library on the intranet.
General Public	The approved Water Rates Remission Policy be uploaded to Council's website.

4. Issues and Options Assessment

<i>THAT Council approve the Water Rates Remission Policy with the following amendments.....</i>	
Reasons why no options are available	Legislative or other reference
<p>The Water Rates Remission Policy was last reviewed by the Finance and Risk Committee in July 2014 and as part of the review cycle, there have been no substantive changes made to the content.</p> <p>Council is requested to approve the Policy and amend accordingly.</p>	<ul style="list-style-type: none"> - Local Government Act 2002 - Local Government (Rating) Act 2002

Council Policy



Western Bay of Plenty
District Council

Water Rates Remission Policy

1. Relevant Legislation

- Local Government Act 2002
- Local Government (Rating) Act 2002

2. Definitions

Estimated average consumption

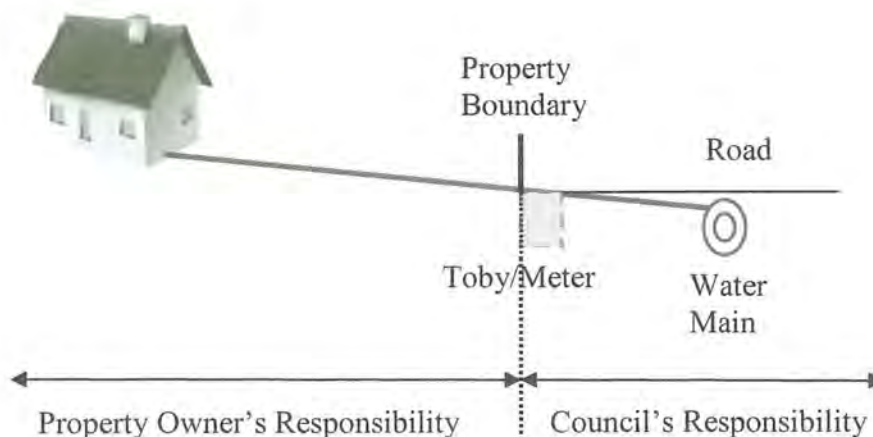
means the consumption for the period since the previous reading of the meter based on the average of the previous four or six billing periods charged to the customer in order to account for seasonal variations.

Excessive water consumption

means a significant increase in consumption of water, based on the *estimated average consumption* that is directly attributable to leaks in the internal reticulation (water supply) of a property connected to the Council's water supply network

Internal reticulation

means any plumbing and fittings that are the property owner's responsibility (as per figure below)



Water Rates Remission Policy

3. Policy Objective

To provide certainty regarding the conditions which must be satisfied before Council will accept an application for the remission of *excessive water consumption* charges from a metered Council water supply caused by previously undetected leaks.

To provide fair and reasonable relief to ratepayers who have *excessive water consumption* due to leakage and to encourage customers to get all leakage repaired in a reasonable timeframe.

4. General Obligations

Council has no obligation to pay for water losses within private properties. It is the property owner's responsibility to maintain the plumbing and fittings and to pay for any repairs to the *internal reticulation* serving a private property.

However Council has resolved to assist customers with a remission if they have had the leak repaired and have not made a remission request within the previous five years.

Customers have a responsibility to ensure the condition of their dwelling does not contribute to a failure of the plumbing system.

Where a dwelling or property is left vacant for an extended period of time owners/occupants should consider shutting off the water supply and draining all pipes and appliances.

5. Conditions of Application

Council will accept applications for remission of *excessive water consumption* charges from a metered Council water supply provided that:

- 5.1. The application must be made in writing and signed by the owner(s)
- 5.2. For properties already connected to a metered Council water supply the application for remission must be made within 6 months of the invoice date. For newly metered properties the application for remission can be made up to 15 months from the date of connection to the metered Council water supply.
- 5.3. The ratepayer must supply to Council evidence that the *excessive water consumption* is a result of a leak at the property
- 5.4. The ratepayer must supply satisfactory evidence to Council within 3 months that:
 - a) a leak has been repaired (plumbers receipt and/or photographs);
 - b) the leak was repaired as soon as possible once it was discovered; or
 - c) the leak was repaired as soon as possible once advised of the excessive water consumption.

Water Rates Remission Policy

6. Conditions of Remission

- 6.1. Only one remission will be granted in any five year period per property.
- 6.2. The maximum remission will be 50% of the cost of the difference between the *estimated average consumption* and the actual water consumption for that billing period.
- 6.3. Remissions under \$5,000 can be approved by the Finance Manager. Remissions in excess of \$5,000 must be approved by the Chief Executive.
- 6.4. A record of the remission, as evidence of a previous failure in the *internal reticulation*, will be placed on the Building File of the property.

7. Estimating Consumption

- 7.1. If any meter is out of repair or ceases to register, or is removed, Council will estimate the consumption for the period since the previous reading of the meter (based on the average of the previous four or six billing periods charged to the customer) and the customer will be charged according to the estimate. Provided that when, by reason of a large variation of consumption due to seasonal or other causes, the average of the previous four or six billing periods would be an unreasonable estimate of the consumption, Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the customer will be charged according to that estimate.
- 7.2. If metering indicates a significant increase in consumption to a premises, which is established as being caused by a fault with the meter or other exceptional circumstances, the Council may estimate consumption as set out under section 6 above.
- 7.3. Where the seal or dial of a meter is broken, Council may declare the reading void and estimate consumption as provided above.

8. When the Policy doesn't apply

This Policy does not apply where:

- 8.1. The circumstances do not meet the conditions of Section 7 above:
- 8.2. usage above the customer's average monthly consumption is due to seasonal usage such as watering of gardens, filling swimming pools or spas, washing vehicles or similar as this describes water supply knowingly used by the customer;
- 8.3. water loss is due to theft, vandalism or construction damage as the responsibility to resolve these issues lies with the customer;

Water Rates Remission Policy

- 8.4. the leak was caused by a third party from whom the customer is able to recover their costs;

9. Associated Council Policies and Procedures

- Western Bay of Plenty District Council's Long Term Plan
- Western Bay of Plenty District Council's Annual Plan
- Western Bay of Plenty District Council Water Supply System – Terms and Conditions for the Supply of Water 2008

Group	Finance and Technology Services	Contact Kumaren Perumal	Group Manager, Finance & Technology
Supersedes	2014		
Creation Date	2008	Resolution Reference	Finance and Risk Committee
Last Review Date	2019	Resolution Reference	
Review Cycle	Review 1 year after completion of District wide water metering and 5 yearly thereafter	Date	
Authorised by	Council	Date	6 June 2019

Western Bay of Plenty District Council
Council
Proposal to Lease – Te Puna Memorial Hall Society
Incorporated

Purpose

The Land for the Te Puna Memorial Hall has been obtained from New Zealand Transport Agency. A condition of the settlement with New Zealand Transport Agency for the land was to enter into a lease with the Te Puna Memorial Hall Society Incorporated.


The Council needs to approve the lease as it exceeds 10 years in length which is a Council imposed restriction on the Chief Executive's delegations.

Recommendation

- 1. THAT the Legal Property Officers report dated 16 May 2019 and titled "Proposal to Lease – Te Puna Memorial Hall Society Incorporated" 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 Council enter into a lease with the Te Puna Memorial Hall Society Incorporated for the occupation of land obtained from New Zealand Transport Agency on the following terms;**
 - i. 5 year term with 3 rights of renewal for a total of 20 years**
 - ii. Occupation of an estate in fee simple in all that parcel of land being more or less Section 1 SO 529511 contained in Record of Title 873797**
 - iii. Lease amount of \$1.00 per annum on demand.**



Nicole Silver
Legal Property Officer



Approved

Gary Allis
Deputy Chief Executive

1. Background

In 2016 New Zealand Transport Agency required the land of the Te Puna Memorial Hall for the Te Puna roundabout. Council entered into an agreement with the Crown on 11th March 2019 for the replacement of the land for the Te Puna Hall.

Council acquired an estate in fee simple described as all of the land contained in the Record of Title 883144 described as Section 1 on SO 529511 (Attachment 1).

A condition of that agreement was for Western Bay of Plenty Council to enter into a Lease of the land to the Te Puna Memorial Hall Society Incorporated on similar terms of the previous lease.

The Lease has now been executed by the Society and is required to be executed by Council.

There is no public consultation required, there has been significant public consultation regarding the new site for the Hall.

2. Significance and Engagement

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

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

In terms of the Significance and Engagement Policy this decision is considered to be of low significance because there has been consultation throughout the process and entering into the lease was a condition of the agreement between Western Bay of Plenty Council and the Crown.

3. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Name of interested parties/groups	Te Puna Memorial Hall Society Incorporated have been involved in the negotiations, consultation and process.
Tangata Whenua	
General Public	General Public was involved in public discussions before the agreement was reached for the new site. The public is aware and expects the land to be leased as per the proposed lease.

4. Issues and Options Assessment

Option A Council enter into the proposed lease of the land to the Te Puna Memorial Hall Society Incorporated	
Assessment of option for advantages and disadvantages taking a sustainable approach	Advantages: <ul style="list-style-type: none"> • Meets the condition imposed on Council by the Agreement Council entered into with the Crown. • In line with the community expectations that the new site will be occupied by the Te Puna Memorial Hall Society Incorporated. • Public benefit for the new hall which is being built by the Crown.
Costs (including present and future costs, direct, indirect and contingent costs) and cost effectiveness for households and businesses	<ul style="list-style-type: none"> • No cost to Council.
Other implications	<ul style="list-style-type: none"> • Council approved funding in 2016 for the increase to the size of the building so there are not funding implications.

ATTACHMENT 1



Produced using ArcMap by the Western Bay of Plenty District Council. GIS Team
 Crown copyright reserved. LINZ digital license no. HW/252200/03 & TD092022
 Location of services is indicative only. Council accepts no liability for any error.
 Archaeological data supplied by NZ Archaeological Advice/Dept. of Conservation.

Date: 27.05.2019
 Operator:
 44 Scale 1 : 5,267
 0 20 Meters



Te Puna Hall Site



Western Bay of Plenty District Council**Council****Quarterly Review of Council Risk Profile**

Purpose

The purpose of this report is to present the quarterly update of Western Bay of Plenty District Council's Risk Profile to Elected Members (**Attachment A**).

Recommendation

- 1. THAT the Risk Specialist's report dated 6 June 2019 and titled 'Quarterly Review of Council Risk Profile' be received.*
- 2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
- 3. THAT Council reviews the Risk Profile and if required, make the following amendments*



Guy Hobson
Risk Specialist



Approved **Kumaren Perumal**
**Group Manager Finance and
Technology Services**

1. Background

The updated Risk Profile (**Attachment A**) is provided to Council for review. Following conversations with risk owners, only small updates have been added to the details, to reflect their current status.

Since only minor updates have been made to progress on activities across Council, no changes have been made to the level of residual risk.

The continuing lack of detail about the timing of roading improvement to State Highway 2 remains a risk for the district and in particular to the progress of development in Omokoroa.

New data on coastal erosion within Tauranga Harbour was added to our district maps at the end of April. There is an increasing focus and interest in many aspects of climate change in the media. This is touching on the role of central and local government. The report published by LGNZ at the end of January, looks at the vulnerability of local government infrastructure to sea level rise.

2. Significance and Engagement

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

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

In terms of the Significance and Engagement Policy this decision is considered to be of low significance for the following reasons:

- Residents and ratepayers are not affected by the review. Ratepayers and residents would only be affected if a significant risk occurs.

The top three residual risks for Council and the district being:

- Crisis management
- Health and safety compliance
- External macroeconomic and other events (including policy change).

If one of the top three risks does occur the impact on ratepayers and residents would be high as lives, homes and services will be affected. Residents and ratepayers would not feel secure. The likelihood would be a significant impact to the District.

3. Engagement, Consultation and Communication

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Western Bay of Plenty District Council's Senior Management and Finance Team	Appropriate staff to be notified accordingly.

4. Issues and Options Assessment

Report issued for review and information	
Reasons why no options are available	Legislative or other reference
<p>Council has agreed to regularly review its strategic risk as part of good governance and best practice.</p> <p>Emerging issues and changes in the operational environment necessitate a regular review of Council's strategic risk.</p> <p>As a result it is likely that risks will be reprioritised and changed over time in response to environmental influences, legislative changes, government policy and the like.</p>	

5. Statutory Compliance

The recommendation in this report complies with Council's current Risk Management Policy. Risk assessment is integral to all of Council's operations.

6. Funding/Budget Implications

Budget Funding Information	Relevant Detail
Not currently applicable	If changes to the risk priorities result in risk mitigation actions there may be budget implications.

**WESTERN BAY OF PLENTY
DISTRICT COUNCIL**

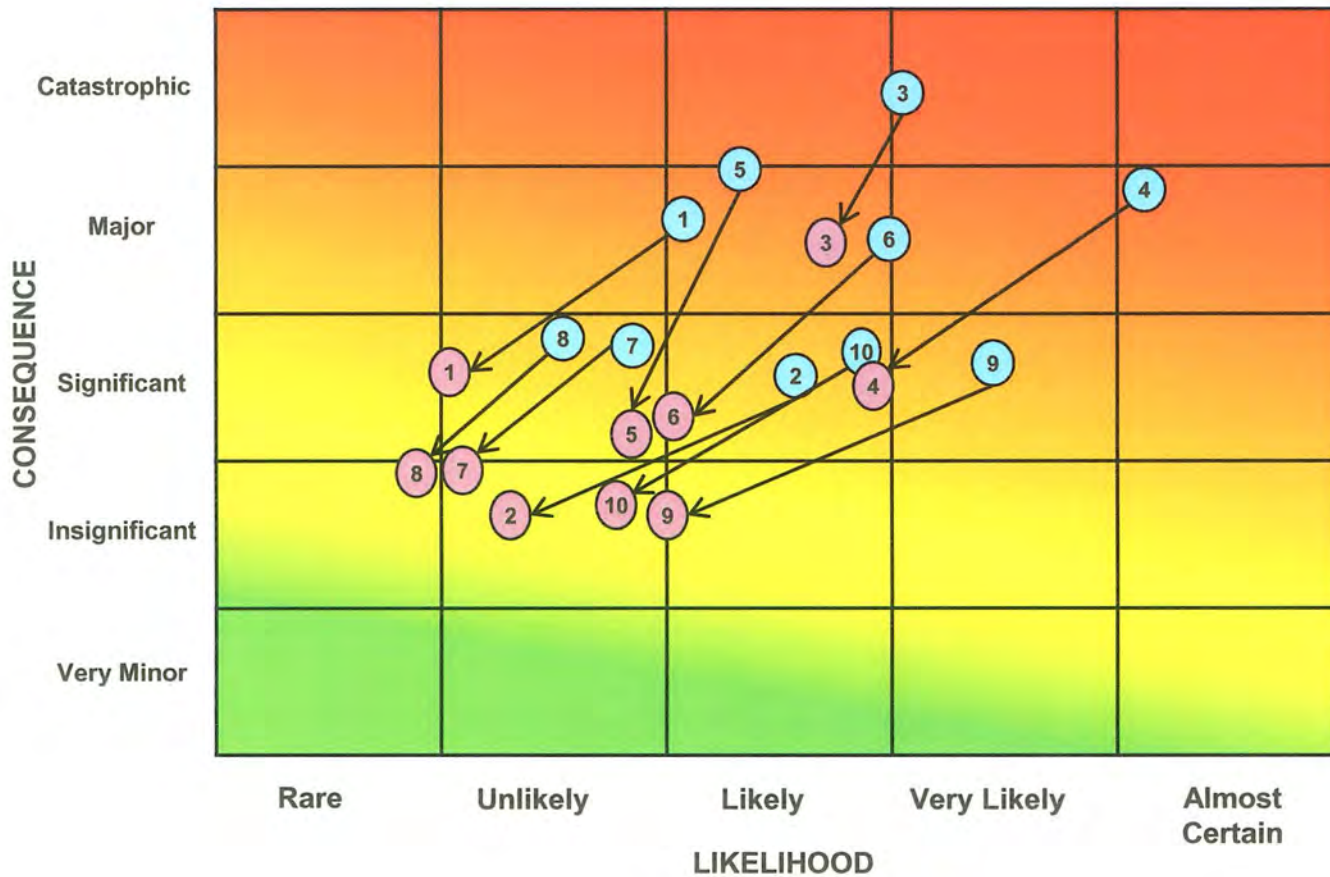
RISK PROFILE

6 June 2019

A3467678

Summary of Key Risks

The following are the top risks to the achievement of WBOPDC’s business objectives. Detail on each risk, associated mitigations and monitoring mechanisms are set out on subsequent pages.



#	Strategic Risk Areas
1	Health & safety compliance
2	Attraction, retention and engagement of key staff
3	Crisis management
4	External macroeconomic and other events e.g. horticulture disease and central government policy change
5	Digital ecosystem - reliability, cyber security, delivery, knowledge management
6	Renewals and maintenance of infrastructure
7	Project delivery management
8	Community engagement (general community and key stakeholders)
9	Regulatory compliance
10	Growth and impact on infrastructure planning

KEY ● Inherent Risk ● Residual Risk ● Target Risk level (tbd)

Key Risks

ATTACHMENT A

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
1. Health & safety compliance	High	Medium	Low

Western Bay of Plenty District Council (WBOPDC) is committed to providing a safe and healthy workplace for employees, contractors and the general public. The introduction of the Health and Safety at Work Act 2015 has increased leadership accountability and placed an onus on the Senior Management Team (SMT) to be more aware and have greater involvement in all Health and Safety matters. Using representation on the Health and Safety Committee and regular reporting to SMT and Elected Members, there has been an increased visibility in all areas of internal health and safety. WBOPDC has joined other Bay of Plenty and Waikato Councils to use the SHE Software for Contractor pre-qualification, helping to ensure that all contractors who are employed by the Council meet a similar set of standards and requirements.

Risk Appetite Rationale

- Compliance with health and safety is important in terms of upholding WBOPDC's reputation and public perception.
- Safety and well-being of people is one of WBOPDC's primary concerns.
- Focussed on the 'right thing to do'.

Key Mitigations

The following actions have been taken:

- Training on the Health & Safety at Work Act has been given to all current employees. Each area has appointed a representative to sit on the Health & Safety Committee.
- Front of house training for dealing with aggressive or angry customers was rolled out in all locations during November 2018 and lockdown procedures are being rolled out to each location.
- Hazard registers have been developed for all Council work sites. 20 registers have now been signed off by the Management Team and the Top 14 hazards presented to SMT.
- The Vault Reporting system has been implemented to ensure all accidents, injuries and near misses are reported. These are discussed by the Health and Safety Committee and reported upwards.
- WBOPDC has joined the Contractor Pre-Qualification Scheme run using the SHE Software. This establishes a level of consistency across contractors used by local authorities, but in respect to basic Health and Safety training and capabilities. New Contractor inductions have been developed, including a small test to confirm understanding. These are on the intranet.
- Health and Safety is reported to SMT and Council on a monthly and quarterly basis respectively. Health and Safety Committee minutes are circulated to all staff monthly.
- There are currently two Health and Safety positions - Health and Safety Advisor and Health and Safety Specialist.
- Staff engagement is achieved through the monthly ORA newsletters, competitions, topic of the month and ORA nominations for modelling good Health and Safety behaviours.
- Replacement for the Workplace Safety Management Practices (WSMP) Audit - this will be either a self-assessment or an external audit. Proposals for future route are being examined.

Significant Planned Additional Mitigations

- Evidence of Health and Safety meetings with Contractors is filed in locations that can be easily found- including evidence that any remedial actions have been taken and checked.
- New contractor management training will be run again when required.
- New regulations on asbestos management - plan for each location where it is present.
- Hazardous substance inventory - now complete for all locations.
- SMT and Health and Safety team visits to worksites.

Owner(s)	Timing	Status
Health and Safety/Contract managers	2017-18	Ongoing
Lynne Herring	2018/19	Ongoing
Mike Inglis		Complete
Mike Inglis	Ongoing	In progress
Jan Pedersen		

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
2. Attraction, retention and engagement of key staff	Medium	Medium	Low

There are threats to WBOPDC due to its small size in the regional economy and its ability to attract and retain specialist staff in a small job pool. We may lose staff to other neighbouring Councils, or not be able to attract staff of the right calibre or capability because of either our small size or the lack of other opportunities in the local area.

There are also issues of succession planning for some roles and the potential to lose knowledge and intellectual capital with the loss of key staff. In the Utilities area there will be a high percentage of retirees over the next five years.

Staff numbers have increased with growth in the region and associated workloads, presenting issues around accommodation and conditions.

Risk Appetite Rationale

- Key staff are required to support Council’s operations and drive achievement of strategic objectives.
- Difficulty in finding qualified individuals for specific roles.
- Developing the right culture.
- Individual risk appetites for different sub-categories: e.g. Building inspector: Moderate, Regulatory staff: Low, Leadership: Low.

Key Mitigations

Working closely with other councils to find innovative solutions in some areas - such as using Building Control staff from other councils.

Investigation of training opportunities at local tertiary institutions to help meet certain skill shortages.

Increased use of graduate positions, trainees and cadets to fill positions in areas with shortages or threats from larger proportion of retirees.

Monitoring of staff attrition rates combined with Remuneration and Benefits Strategy to compare with our neighbours annually. Flexible Working Policy being developed.

Staff retention planning - use of training, MBAs, extension programme as means to retain staff.

New recruitment system - SnapHire - is working well & had led to better accuracy and less administration. Several open roles are being filled in May and June.

A succession planning exercise has been completed for all key roles down to specialist level.

Work is underway to investigate additional office accommodation due to the expansion of the workforce. Visits held to local businesses to view how they have solved accommodation challenges. Additional car parking has been provided.

Internal planning as part of the latest Corporate Plan to ensure that priority is given to the most important activities and planning is put into resource management in order to complete those activities identified as priority (“Insight Reports”).

Significant Planned Additional Mitigations

Workforce Planning workshops held, work continues on outcomes with the SMT
 Formal succession planning - identify potential candidates & training needs
 Further staff workshops are planned on diversity and unconscious bias

Owner(s)	Timing	Status
Jan Pedersen	2017-18	Ongoing
Jan Pedersen	2017-18	Completed
Jan Pedersen	2018-19	Ongoing

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
3. Crisis management	Extreme	High	Medium/High

All four of the natural hazard risks from the previous risk register are included under this risk (major earthquake, major flood, tsunami and moderate sized volcanic eruption). The response includes Civil Defence and Emergency Management activities, which are run within the WBOPDC premises and co-ordinated between WBOPDC, Tauranga City Council and the Emergency Management staff of the Bay of Plenty Regional Council. Other risks covered here include those around the information given to residents about the risks to their property from flooding, sea inundation and coastal erosion, and also the Crisis Management and Business Continuity planning within WBOPDC itself.

Risk Appetite Rationale

- Higher risk appetite due to many of these factors being outside of Western Bay of Plenty District Council’s control.
- There’s a focus on particular areas, where risks and vulnerabilities are seen as higher (e.g. Waihi Beach, Maketu, Pukehina Beach).
- Individual risk appetites for different sub-categories: Civil Defence: Moderate, Non-Civil Defence: High.

Key Mitigations

WBOPDC plays a key role in any disaster response and post event recovery. Staff are trained for such events and our buildings & systems are made available to staff from neighbouring Councils. A new emergency generator has been installed in our building. We have staff trained as Controllers and Recovery managers within the EOC. Council staff are involved in close liaison between Emergency Management & other regional Lifeline organisations.

WBOPDC work closely with insurance broker Aon to assess the correct level of insurance to cover damage to our infrastructure, buildings and facilities. This includes an annual revaluation of our infrastructure assets, properties and contents. The government has now published advice on coastal hazards & climate change (See paper on ‘Coastal Hazards and Climate Change’). This is being consulted as we seek to formulate our own responses across the district. A programme of natural hazard modelling is underway to cover coastal erosion and inundation, flooding, liquefaction and tsunami. GIS mapping for impacts from hazards and natural disasters - tsunami & tidal flooding, etc. These can then be reflected on Land Information Memorandum (LIM) reports for residents and on our website.

For internal response to any crisis or disaster, a new Crisis Management Plan has been approved and further more detailed Business Continuity plans are being developed for all areas of WBOPDC. Within the IT environment there is a detailed Business Continuity Plan and increasing use of cloud based technology to allow for more remote working options. WBOPDC systems are well protected from external threats.

Significant Planned Additional Mitigations

	Owner(s)	Timing	Status
Work with Aon and Tonkin & Taylor to estimate damage to underground infrastructure in the event of either earthquake, liquefaction or tsunami events.	GM1	2018-19	Ongoing
Natural hazard modelling to meet new Regional Policy Statement requirements	Tony Clow	2018-2023	Ongoing
Business Continuity Planning / Crisis Management Plan update	Guy Hobson	2018-19	Ongoing

Key Risks

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
4. External macroeconomic and other events e.g. horticulture disease and central government policy change	Extreme	Medium	Medium

Significant changes to central government policy or funding (e.g. call to combine services with other councils leading to stranded assets).
 Environmental factors which have a devastating impact on the economy of the region and make it uneconomic for horticulture or dairy production.
 Changes to the wider economic activity in New Zealand (e.g. further financial crisis, collapse of markets & end of growth).

Currently there are uncertainties regarding the Transport Policy, and we await updates on the timing of projects that have a direct impact on development within our district. Also Three Waters are being discussed and Local Government New Zealand (Water 2050 project) and WaterNZ are being used for advocacy on the future of water management in negotiations with government.
 The Zero Carbon Bill is being watched for any potential impacts on local government.

Risk Appetite Rationale

- WBOPDC’s aim is to get visibility to the best of their ability.

Key Mitigations

The significance of these risks is that all of them are beyond the control of WBOPDC, and therefore there is little that can be done to prevent them from happening. The importance of the response and mitigations comes in how they are dealt with if they were to eventuate.
 Keeping abreast and being well informed about emerging issues and having strategies to deal with them.

Lobby government on important issues and align with sector groups to influence the government (e.g. LGNZ, SOLGM).
 Develop contacts with local business and industry groups in order to understand vulnerabilities and to seek better long term outcomes.

Priority One economic briefings for the local regional economy.
 Bay of Connections Forum - 6 monthly summits.
 All local government legislation changes - “Inside Wellington” subscription service.
 PWC Money market & economic briefings.

Significant Planned Additional Mitigations

	Owner(s)	Timing	Status
Relationships Framework - database of all external relationships.	All	Ongoing	In progress
Corporate Plan initiative - sharing of leading indicators for future activity not past performance.	Corp Dev Team	Ongoing	In progress

Key Risks

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
5. Digital ecosystem - reliability, cyber security, delivery, knowledge management	High	Medium	Low

Risk to WBOPDC from a major systems failure which could prevent work from being undertaken, or the loss of vital records. Risk from cyber attacks on electronic records or the threat of malicious damage.

Risks from reliance on Datacom for the provision of the Ozone system, leading to delays in development or risk from end of life software.

Replacement of Ozone software and shift to new software may not provide the current level of functionality, and may require a huge amount of time from staff to test, check and migrate to new systems.

Risk Appetite Rationale

- Continuous monitoring and improvement is important to the community and in achieving WBOPDC's objectives and thus significant investments have been made in this area.
- 'Way of the future'

Key Mitigations

We are shifting to a "software as a service" approach to IT management as a means to reduce on site risk. This will lead to better version control practices & upgrades and lead to a reduced amount of maintenance. This approach is being used as we procure and renew all our corporate systems.

Core elements of our technology infrastructure are kept on site but data is being backed up in the cloud.

The Tauranga Data Centre is now located here at WBOPDC and has robust security and back up capability.

We are one of the best protected councils in the country compared with those operating on a realistic budget, according to Audit New Zealand, who have recommended us to speak to other Association of Local Government Information Management members.

We have installed centrally located firewalls, allowing us to perform regular penetration testing and health checks. This makes us very resistant to malware and not just virus attack.

IT have a disaster recovery plan and have built resilience into the current operations, providing mirrored servers which are shared with TCC as a way to ensure data is always retained and can be accessed in a short time frame and using mobile technology.

Work is almost complete on the replacement of our IT production set up. With a new generator in place we now have greater capacity in case of any power failure.

There are contracts with Datacom to provide ongoing system maintenance and upgrades.

We are compliant with information management legislation, for example Privacy Act and Public Records Act. Digitisation of historical subdivision files continues.

Significant Planned Additional Mitigations

Planning for migration to "software as a service" approach to digital management

Security review of hardware is underway along with software to monitor threats & maintain firewalls.

Owner(s)

Marion Dowd
Richard Gilligan

Timing

Status

Ongoing
Completed

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
6. Renewals and maintenance of infrastructure	High	Medium	Medium/Low

Is the current infrastructure fit for purpose and does it meet the needs of the current population? Will it remain adequate for its remaining estimated lifetime or will developments or expansion mean that it has to be replaced sooner than predicted? Are our growth estimates accurate?

Risks Include:

Unplanned asset failure. Impact on residents and businesses, who are unable to function.

Unexpected risks encountered during the purchase or construction of new assets.

Contractors unwilling to tender for the work that Council needs to get done (due to the amount of available work, or the perception that working with local authorities is difficult).

Proper procurement policies are not followed due to the lack of parties tendering for work.

Proposed state highway upgrades could impact on water pipes laid close to roads and lead to additional expenditure.

Risk Appetite Rationale

- Need to ensure our infrastructure is always fit for purpose
- Individual risk appetites for different sub-categories:
 - 1) Bridges: Low
 - 2) Renewals: Moderate

Key Mitigations

Structure plans are in place which estimate the future needs to replace or repair assets when required.

Asset management plans for all infrastructure activities are in place and up to date, to ensure assets are fit for purpose, adequately maintained and replaced in the most cost effective manner.

Asset managers and staff are appropriately qualified and trained to manage those plans.

Asset Management Plans and replacement planning reviewed every three years with each new Long Term Plan.

A new asset management system is being implemented and populated with data to ensure that there are accurate records of all assets and allow for better management and planning of asset life times. KPMG Have undertaken an internal audit of asset management and staff are working closely with them to put a response in place.

Approval for spending on all capital projects is undertaken as part of the annual plan process. Tenders have gone out for the capital works programme.

Negotiations are being held with Bay of Plenty Regional Council over stop banks in various locations, looking at ownership (and gifting), security, erosion, maintenance and resource consents needed.

Procurement processes are being reviewed as part of the refresh of the procurement procedures and manual in order to achieve the right balance between tendering and the employment of good quality contractors while achieving best possible price outcomes for ratepayers.

Significant Planned Additional Mitigations

Implementation of the new asset management system will bring standardisation to our asset management plans. Version 4 is up and running, although some bugs still need to be resolved.

Owner(s)

Timing

Status

2017-19

Ongoing

Key Risks

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
7. Project delivery management	Medium	Medium	Medium

Risks include: Shortage of both project management skill and resources at WBOPDC.

Lack of a standard methodology available for the delivery or running of projects within WBOPDC.

There is a dependence on existing job holders with certain technical skills to fill the role of project manager on a number of initiatives. While this is needed to some extent, the lack of project management skills may result in delays or inefficiencies within the projects.

Contractor Management - there are risks around inconsistent record keeping & lack of documentation from some of contractors.

Risk Appetite Rationale

- Scope/quality are the most important factors, timeliness is not as important compared against scope/quality
- There are tension/constraints in terms of capability
- Individual risk appetites for different sub-categories: For example the appetite for cycleways is low but for new services it is moderate

Key Mitigations

The new Corporate Plan Strategy has helped WBOPDC focus on what is being done.

Project prioritisation activities have been undertaken by the Corporate Development Team in order to determine which projects can be delivered and to allocate priorities to those.

Retention of a full time project manager within the IT department.

Development of some project management materials.

KPMG have undertaken an internal audit of the asset management module and staff are working with them to finalise a response.

Where there is implementation and development activity we now ensure that there is a project team formed where there is ownership by the business and elements that are managed and delivered by IT. We now look to include a team member from Finance in order to ensure that all financial elements are included from an early stage.

A more agile business methodology has been adopted when working with Datacom on our systems.

Contractor management - working to ensure She accreditation programme is working and contractor management training is planned to overcome issues with Health and Safety Policy 112.

Work is underway by KPMG to review project management processes at WBOPDC.

Significant Planned Additional Mitigations

	Owner(s)	Timing	Status
Asset Management Module, to bring consistency across multiple asset activities	Chris Shaw	2017 - 2019	Ongoing
Roll-out of the PROMAPP system to capture & update all process information	Jaqui Watkins	2018-2020	Ongoing

Key Risks

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
8. Community engagement (general community and key stakeholders)	Medium	Medium/Low	Low

WBOPDC has an obligation to engage with residents and the community on matters which affect them. We have undertaken a number of initiatives to ensure there are good levels of local discussion about matters which impact the community, and we can demonstrate that residents views have been gathered and taken into consideration. The community and also the environmental strategies are both being reviewed and will need further engagement. With increasing numbers of matters requiring engagement, there is a need to be smarter about ways of doing this.

Risk Appetite Rationale

- Western Bay of Plenty District Council is very careful on external communications
- Customer service is important to us

Key Mitigations

A restructure of the Communications and Community Engagements Teams has been completed, and the final vacant positions are in the process of being filled.

There are Community Boards, Bang the Table community events and also online forums to respond to questions and discussion papers (e.g. on coastal erosion).

Greater efforts are being focussed on getting residents to take part in Open Day events and give views - Omokoroa Planning Open Days, Roding Plan Open Days & Te Puke residents. Work on the Representation Review has just been completed. The proposed Future Development Strategy has been put out for consultation.

A Community Engagement Framework and Toolkit has been developed and is being used.

Staff are now trained to standards set by International Association of Public Participation for best practice.

WBOPDC are part of a regional network of engagement practitioners and take a lead in this network.

There are also Auditor General guidelines on public participation which are followed.

WBOPDC has run and sponsored a number of community events. Connector Groups in Te Puna and Omokoroa set up to develop their own Community Plans with WBOPDC's support.

With the running of events on WBOPDC's land, the New Health & Safety at Work Act demands there are comprehensive risk plans in place. These are being produced but further work is now required to ensure these are properly monitored and complied with. Legal advice has been sought to clarify WBOPDC's position.

Significant Planned Additional Mitigations

	Owner(s)	Timing	Status
Significance and Engagement Policy to be updated with the LTP	Emily Watton	2018	Ongoing
Health and Safety Plan monitoring at Events run on Council property or by Council sponsored organisations.	Peter Hennessey		Ongoing

Key Risks

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
9. Regulatory compliance	High	Medium	Low

Risks in this area include:

- Loss of regulatory compliance accreditation from International Accreditation New Zealand and Ministry of Business, Innovation and Employment.
- Difficulties finding enough staff with the appropriate skills and qualifications. Also the current age of a number of inspectors is high & retirements are expected.
- Lack of local training opportunities to provide the flow of newly trained workers in this field for WBOPDC and TCC.
- Need to employ outside firms to complete this work on behalf of Council, pushing up costs.
- Potential failure to provide accurate codes of compliance which leads to legal cases against WBOPDC claims for compensation.
- Delays to development and building work. Loss of reputation. Stress caused to staff due to work pressures.

Risk Appetite

- These risks are within Western Bay of Plenty District Council's control and is important to WBOPDC's reputation of high quality service delivery

Key Mitigations

A position of Quality & Systems Specialist has been established in order to ensure continuity of accreditation. Move to use PROMAP has aided work & audit preparation. Continuous improvement meetings are held within the team to review/fix/change any problems or issues that emerge.

A robust procurement process was followed for the renewal of contract for external contractors. This led to a saving on hourly rates, better insurance cover in place for WBOPDC and also more clarity over expectations about work load and timings. All decisions around this process are clearly documented. As a result a Contractor Panel is now in place to move work between supplier and keep parties honest over timings and costs.

All new staff are being trained towards a nationally recognised qualification and are being enrolled at Toi Ohomai in a Construction Management Diploma. Ongoing training is in place, but the loss of staff means new replacements have to go through the training process. Young staff are being recruited as cadets to boost the compliance team. WBOPDC has been providing help to Opotiki District Council and will share a consenting resource with them from July.

A new earthquake prone buildings policy is under development - this will provide a timeframe to ensure that schools, hospitals, Civil Defence buildings etc, are all checked. All old records & Code Compliance certificates stored in the Lundia are processed on a needs basis when requested by members of the public.

Following a Queen's Counsel report on Bella Vista, we have stopped consent applications prior to sub-divisions, and prevented inspections being held when there is a Resource Management Act hold in place.

Significant Planned Additional Mitigations

Significant Planned Additional Mitigations	Owner(s)	Timing	Status
Change to case law around 10 year liability timeframe for leaky building claims may lead to new work or reopening of cases. Currently with politicians for debate. (Only 1 property has emerged for reassessment)	Chris Nicholson	2019	Ongoing
Work Programme developed using the suggested improvements from the QC's report on Bella Vista	Chris Nicholson et al	2018-19	Ongoing

Key Risks

	Inherent Risk	Current Assessed Residual Risk	Council Target Residual Risk
10. Growth and impact on infrastructure planning	Medium	Medium	Low

Risks include: Incorrect growth assumptions - these would impact on estimated costs and revenues and may lead to incorrect decisions about the needs for infrastructure.

Current rates burden is one of the highest in the country. Failure to allow, or get the benefit from, increased new housing development may lead to the region becoming more unaffordable for some rate payers.

The cost of infrastructure required by new developments is high when weighed against the potential new revenues.

Uncertainty around the funding & timing of major roading projects, such as SH2 to Omokoroa, is leading to a slowing of new housing development in that area.

- Note that a petition with 2,300 signatures has been lodged calling for a halt to planning new housing until the roading situation has been fully clarified.

Difficulties of finding land for additional housing development in and around Katikati.

Housing affordability within the planned Special Housing Area.

Rising cost of WBOPDC staff bill to allow sufficient resources to deal with activities needed by residents.

Risk Appetite Rationale

Out of WBOPDC's control, but has a big impact on infrastructure planning

Key Mitigations

Most estimates for population growth are conservative, and would therefore not lead to an overestimate of budget revenues.

Delays to the building process or sudden economic downturn could lead to slower development and subdivision and therefore lower than expected revenues.

SmartGrowth is used for developmental planning purposes. 30 year plans look at where we are positioning 43,000 additional houses across Tauranga and the Western Bay. The Future Development Strategy has been discussed at a number of community meetings.

Priority One provides information about economic trends in both Tauranga and the Western Bay areas.

Growth estimates are peer reviewed by the Strategic Advisor.

LGNZ has published a report on the cost of sea level rise to the local government sector.

Strategic Property options have been developed and a workspace planning & optimisation survey has been conducted to gather requirements.

Significant Planned Additional Mitigations

	Owner(s)	Timing	Status
Boundary changes relating to Tauriko West (Ministerial approval received)	Phillip Martelli	2018-19	Ongoing
Climate change impacts on planning, future development & financial reporting	Various	Ongoing	Ongoing

Western Bay of Plenty District Council

Council

Bledisloe Park Board

- Nominations for Appointment for 2019 – 2022 Term

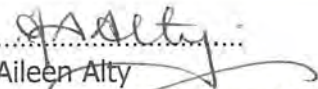
Purpose

The purpose of this report is to formalise the nominations for appointment to the Bledisloe Park Board for a three year term from June 2019 to May 2022. Following confirmation of those nominations by Council, the appointment of the Trustees for the Bledisloe Park Board are put forward for confirmation by the Governor General.

Recommendation

- 1. THAT the report from the Senior Governance Advisor dated 22 May 2019 and titled Bledisloe Park Board Nominations for Appointment for 2019 – 2022 Term 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 Council approve the following nominations for appointment from:**
 - **Kevin Marsh**
 - **Wendy McFadyen**
 - **Charles Peni**
 - **Ronald Spratt**

and that the nominations be forwarded for confirmation by the Governor General for appointment to the Bledisloe Park Board for the 2019 -2022 three year term.
- 4. THAT a letter of appreciation be sent to previous Board members thanking them for their service to the community over the past three year term.**


Aileen Atty
Senior Governance Advisor

Background

The Bledisloe Park Board is an independent body established by the Maori Purposes Act 1934 ('the Act')

The Board consists of nine members set out as follows:

- The Mayor of the Western Bay of Plenty District Council.
- Three members of Te Arawa iwi nominated by the Te Arawa Lakes Trust.
- (Up to) Five members nominated by the Western Bay of Plenty District Council.

The nominees must have resided in the Pongakawa, Paengaroa, Maketu or Te Puke district for at least six months prior to being nominated. The Governor-General appoints nominees for a term not exceeding three years. There is no limitation on the number of terms that an individual can serve on the Board, subject to their residential qualification.

Nominations have been received for re-appointment of Kevin Marsh, Charles Peni and Ronald Spratt. Wendy McFadyen has been nominated as a new nominee.

To approve the appointments, Council has the following process:

- In the last few months of each three-year Board term, Council advertises for nominations for the Bledisloe Park Board appointments.
- Subject to his/her concurrence Council may nominate the Chairperson of the Maketu Community Board. The current Chairperson of the Maketu Community Board has not been nominated for appointment as he has a conflict of interest as he runs a private motor camp business at Maketu.
- Where more than 5 nominations are received a panel comprising not more than three Councillors interview and make recommendations to Council as to appointments.

In order to comply with this procedure, and to ensure that there are no undue delays in establishing the new Board, the following timetable has been followed:

- Advertisements have been placed in the Te Puke Times (4 April 2019) and the Weekend Sun (5 April 2019) with nominations closing on Friday, 3 May 2019.
- Four nominations were received. Three members of the Bledisloe Park Board for the 2016 -2019 term, being Kevin Marsh, Charles Peni and Ron Spratt, have indicated their wish to be re-appointed for a further 3 year term. One new nomination for appointment received.
- Council is asked to approve the nominations prior to forwarding them to the Ministry of Maori Development.
- The nominations will then be forwarded to the Minister of Maori Affairs for confirmation of appointment by the Governor General.

His Worship the Mayor is appointed to the Board by the Act and does not require nomination by Council or a warrant of appointment from the Governor-General.

2. Statutory Compliance

Legislation and Legal Issues

Act/Legal Issue	Relevant Detail
Maori Purposes Act 1934	<p>Part 2 Miscellaneous powers and jurisdiction (Section 8) - Establishment of Bledisloe Park</p> <p>Whereas in order to mark the appreciation of the Arawa Tribe for the public service of His Excellency the Governor-General and Lady Bledisloe and in recognition of the interest taken by them in matters affecting the Maori people of the Dominion, the Arawa District Trust Board has donated the historic landing-place of the Arawa Canoe for a Memorial Park: Be it therefore enacted as follows:</p> <p>(1) The land situate in the Waiariki Maori Land Court District, containing 9 acres 3 roods and 17 perches, more or less, and known as the Maketu A Section 127 Block, is hereby vested in the Bledisloe Park Board constituted by this section for an estate in fee simple as and for a park or pleasure ground.</p> <p>(2) The said park shall be known as the Bledisloe Park.</p> <p>(3) For the purpose of administering and managing the said land there is hereby constituted a Board which shall be a body corporate under the name of The Bledisloe Park Board, with perpetual succession and a common seal, and shall be capable of holding real and personal property and of doing and of suffering all that bodies corporate may do or suffer.</p> <p>(4) The Bledisloe Park Board shall consist of 9 members, of whom—</p> <p>(a) One shall be the Chairman of the Tauranga County Council for the time being;</p> <p>(b) Three shall be members of the Arawa Maori Tribe nominated by the Trustees of the Te Arawa Lakes Trust; and</p> <p>(c) Five shall be persons nominated by the Tauranga County Council, being persons who have permanently resided in the Pongakawa, Paengaroa, Maketu, or Te Puke districts for a period of not less than 6 months immediately preceding the date of nomination.</p> <p>(5) Each of the said nominated members shall be appointed by the Governor-General for such term not exceeding 3 years as the Governor-General shall determine.</p> <p>(6) A nominated member may at any time resign from office by notice in writing addressed to the Chairman or Secretary of the Board, or the Governor-General may at any time remove any such member from office for any cause that he thinks fit.</p> <p>(7) Any casual vacancy in the membership of the Board shall be filled in the manner in which the appointment of the member vacating office was made.</p> <p>(8) Any nominated member still qualified to act whose term of office has expired shall be eligible for reappointment.</p> <p>(9) The Board shall have and may exercise in respect of the said park all or any of the functions and powers which by the Public Reserves, Domains, and National Parks Act 1928, or any</p>

	<p>other Act, are conferred upon Domain Boards in respect of public domains controlled by them.</p> <p>(10) The Governor-General may from time to time, by Order in Council, make all such regulations as he deems necessary for effectually carrying out the provisions of this section.</p> <p>Subsection (4)(b) was amended, as from 1 January 1956, pursuant to section 4 Maori Trust Boards Act 1955 (1955 No 37) by substituting the words "Arawa Maori Trust Board" for the words "Arawa District Trust Board".</p> <p>Subsection (4)(b) was amended, as from 26 September 2006, by section 99(1) Te Arawa Lakes Settlement Act 2006 (2006 No 43) by substituting the words "Trustees of the Te Arawa Lakes Trust" for the words "Arawa Maori Trust Board".</p>
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Relevant Plans and Policy Assessment

Current Council Plan/Policy/Bylaw	Relevant Detail
Long Term Plan 2012 - 2022	<ul style="list-style-type: none"> - Effective representation arrangements for our communities - We have strong relationships with tangata whenua and work together in a range of ways so that tangata whenua perspectives inform our decisions

Funding/Budget Implications

Budget Funding Information	Relevant Detail
Nil	No funding is required

Significance Assessment

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

Significant / Not Significant	Reason
Not Significant	This item does not trigger Council's policy on significance.

3. Issues and Options Assessment

Option A	
<p>THAT Council appoints the following four trustees for confirmation by the Governor General for appointment to the Bledisloe Park Board for the 2019 -2022 three year term being:</p> <ul style="list-style-type: none"> - Kevin Marsh - Wendy McFadyen - Charles Peni - Ronald Spratt 	
Benefits in terms of the present and future interests of the District taking a sustainable development approach	<p>Long Term Plan 2012 – 2022</p> <p>Effective representation arrangements for our communities</p> <p>We have strong relationships with tangata whenua and work together in a range of ways so that tangata whenua perspectives inform our decisions</p>
Costs (including present and future costs, direct, indirect and contingent costs)	<p>Advertising costs can be met through current operational budgets.</p> <p>No other costs apply.</p>
Assessment of cost effectiveness for households and businesses	No future effects.
Other financial implications	None
Option B Status Quo	
Benefits in terms of the present and future interests of the District taking a sustainable development approach	The status quo is not sustainable under legislation.
Costs (including present and future costs, direct, indirect and contingent costs)	No costs apply.

4. Consultation and Communication

Interested/Affected Parties	Completed/Planned Consultation/Communication	Notes
Name of interested parties (if req.)	Letters have been written inviting current members to re-apply.	
Tangata Whenua	Advice will be given by the Board Secretary to Te Arawa Lakes Trust	
Internal Staff	The Senior Governance Advisor will liaise with the Secretary of the Bledisloe Park Board regarding Council's decision.	

Western Bay of Plenty District Council

Council

Chief Executive Officers Exception Report – May 2019

1. Chief Executive Officer and Group Managers' Update Report

1.1. Purpose

To provide the Mayor and Council with timely advice on current projects and issues via an information report.

The Mayor has requested this report be based on topics and that the Chief Executive and Group Managers speak to items. A similar report is included in the confidential section of the agenda for confidential items.

1.2. Report

The topics and issues are set out in areas of responsibility. Detail is not provided in the written report as the detail is generally contained in the Committee reports where the topics are debated and direction provided.

The report is to provide current and timely briefings on significant topics and issues that potentially or currently are a risk item or could impact council or the community.

1.3. Chief Executive Office

- Nothing to report

1.4. Infrastructure Services

- Nothing to report

1.5. Finance and Technology Service

- Group Manager, Finance and Technology Services Exception Report – Attachment A

1.6. Policy, Planning and Regulatory Services

- Nothing to report

1.7. People and Customer

- Nothing to report

Recommendation

THAT the Chief Executive Officer's report dated 24 May 2019 and titled "Chief Executive Officers Exception Report" be received.



Miriam Taris
Chief Executive Officer

Date 27 May 2019
Subject Group Manager Finance and Technology Services
Exception Report Briefing – June 2019

Open Session

Western Bay of Plenty District Council

Council

Group Manager Finance and Technology Services Exception Report Briefing – June 2019

Purpose

This report is to inform Councillors on important issues relating to Council's finances. This report is prepared on an exception basis and includes both positive and negative variances to Council plans, projects and business operations.

Key Financial Performance Indicators for the Ten Months Ended 30 April 2019

Debt

Total external debt balance at 30 April 2019 was \$110.0m. Council's net debt balance was \$75.17m at the end of the reporting period which represents a \$23.1 reduction from the June 2018 balance of \$98.27m. Council had a positive cash position of \$34.83m at 30 April 2019.

Interest Rate Swaps

Total debt covered by interest rate swaps at 30 April 2019 was 81%. This level of coverage is within the required policy range of 50%-95%. The value of interest rate swaps at 30 April 2019 was \$150.5m.

Council was in compliance with all of its key financial ratios at the end of the reporting period. A summary of the key financial performance indicators for the period ended 30 April 2019 along with copies of the treasury reports and accompanying graphs have been included in the information pack.

Key Financial Issues for the Ten Months Ended 30 April 2019

Operating Income

Total income for the ten months ended 30 April 2019 was \$109.41m against a year-to-date budget of \$79.33m. The \$30.08m higher income variance is largely due to favourable variances arising from the timing of receipt of financial contributions (\$8.93m), subsidies and grants income (\$1.40m), other income (\$3.32m) and vested assets (\$13.59m) against budget.

With the exception of the rate and user fees income streams actual revenue received for all categories of operating income were higher than year-to-date budget for the eight month period.

Date 27 May 2019
Subject Group Manager Finance and Technology Services
Exception Report Briefing – June 2019

Open Session

Operating expenditure

Total expenditure of \$71.75m was \$379k higher than year-to-date budget of \$71.37m due to higher than budgeted additional level of service, depreciation and operating costs offset by lower interest costs.

Overall operating income and expenditure levels indicate Council's financial performance is on track at the end of the reporting period.

Capital Expenditure

Capital expenditure of \$24.72m for the period was \$2.84m higher than year-to-date budget. The expenditure variance is attributable to higher than budgeted spends in the corporate services and transportation activities offset by underspends in the recreation and leisure and water supply activities.

Financial Contributions

Financial contributions income received to date of \$16.25m is \$8.93m higher than the year-to-date budget of \$7.32m and is currently at 185% of full year budget. Further detail on the financial contribution income is tabulated in the Key Financial Issues report included in the information pack.



Kumaren Perumal
Group Manager Finance and Technology Services

Western Bay of Plenty District Council

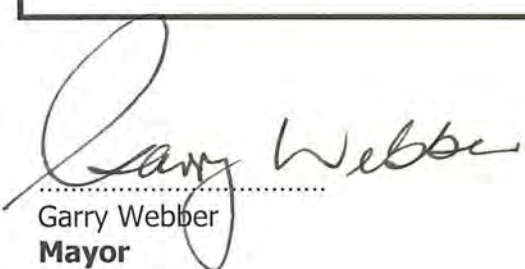
Council

Mayor's Report to Council – May 2019

1. Planning for change: or change for planning – (Attachment A)
2. Urban Form & Transport Initiative Update

Recommendations

- | |
|--|
| <ol style="list-style-type: none">1. <i>THAT the Mayor's report dated 24 May 2019 and titled Mayor's Report to Council - May 2019 be received.</i> |
|--|



Garry Webber
Mayor



When projects span council terms

Planning for change: or a change for planning?

EVEN WHEN DECISIONS ARE MADE, THEY ARE INCREASINGLY SUBJECT TO CHANGES AND RE-LITIGATION.

Local government elections are coming up later this year. This is obviously an important part of our democracy but it can be a disruptive time for getting infrastructure work done. Election candidates are given to grandstanding on significant issues. This provides an opportunity to grab a bowl of popcorn and see sparks fly, but it's often less than productive for infrastructure projects we are working on or planning for.

Candidates should debate and clearly express views on transport and infrastructure policy. After all, infrastructure is a critical function of council with direct impacts on people's lives. It protects public health (water and wastewater), personal and community assets (stormwater and flood protection), our mobility (transport) and provides the foundations for our quality of life.

But infrastructure planning and construction often takes years to complete. Major U-turns or even minor tweaking can be disruptive, costly and in a worst-case scenario mean nothing gets done. The biggest losers in that situation are the members of our communities.

Good infrastructure requires consistent and measured decisions based on good information, forecasting and sound planning. Not everyone will agree. Councils must make tough decisions. But once a decision is made, we all need to get behind it and make it happen.

The fact that infrastructure projects span multiple council terms can be very challenging. Once the design, planning and consenting process starts, every change or delay leads to uncertainty and cost.

We know we're playing catchup with our infrastructure. The regions are vying for development dollars. Christchurch is still rebuilding. Wellington, Hamilton, Tauranga and Queenstown are debating how to accommodate drastic population increases at the same time as re-thinking their transport networks, while Auckland is in the middle of the Auckland Transport Alignment Plan.

There's plenty of desire to fix the infrastructure issues plaguing us but getting agreement is becoming more and more difficult. Even when

decisions are made, they are increasingly subject to changes and re-litigation in an environment where we are struggling to find enough funding to renew and upgrade our infrastructure.

I recently heard of a significant infrastructure project where 20 percent of total cost was in consenting approvals. These processes ensure we take account of, and protect, the interests of the community. But is this a sustainable balance of expenditure?

It's clear getting projects right at the outset is important. Changes to design specifications and indecision over how projects will happen cost money. And presently, the time between initial estimates and the project being finally completed can be years or even decades in cases like Transmission Gully.

At present, there are often large differences between initial project estimates and project end costs. There are many reasons why. First, initial estimates are based on plans lacking detail. Second, it's near-impossible to factor in all costs at project outset. Labour and materials costs change all the time. Getting an accurate estimate on everything from ground conditions to the level of traffic management required takes significant time and effort.

Recently, one of our members was ready to go on a project which was halted when their council client realised it hadn't obtained consent for the work to go ahead. Another member had to factor in the costs of sourcing and moving a different grade of material halfway through a project due to a change of mind, which also incurred significant costs.

These outcomes show the value of properly-resourced planning and procurement at local government level. This is a challenge of planning out the best way forward – and it's also a challenge of ensuring we take the local community with us.

Let's not confuse change with progress. Our infrastructure needs consistent investment, proper backing and united support to start closing the gap between community expectations and today's reality of clogged roads and boil water notices. **LG**