



# MEETING — AGENDA —

Ngā Take

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Western Bay of Plenty  
District Council



Tauranga City

TAURANGA CITY COUNCIL  
WESTERN BAY OF PLENTY DISTRICT COUNCIL

# JOINT GOVERNANCE COMMITTEE

*Komiti Whakahaere Ngātahi*

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JG6  
Wednesday, 17 October 2018  
Council Chambers  
Barkes Corner, Tauranga  
3.15pm

# Notice of Meeting No JG6

## Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee

**Wednesday, 17 October 2018**  
**Council Chambers**  
**Barkes Corner**  
**3.15pm**

### **Western Bay of Plenty District Council**

His Worship the Mayor  
Councillors:

G Webber (Chairperson)  
M Williams

### **Tauranga City Council**

His Worship the Mayor  
Councillors:

G Brownless (Deputy Chairperson)  
K Clout

Media  
Staff

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



# **Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee**

## **Role and Scope**

### **Cooperation:**

- Review and monitor agreements between the two Councils and recommend to the respective Councils any changes to agreements, as appropriate.
- Monitor issues affecting both the Tauranga City Council and the Western Bay of Plenty District Council and make recommendations to the respective Councils where required.

### **Joint Initiatives:**

- Receive reports and make decisions on civil defence matters as recommended through the Civil Defence Emergency Management Group.
- Facilitate and monitor any other joint initiatives as agreed to by the Councils.
- Establish protocols and arrangements for joint funding applications to funding bodies for recommendation back to the respective Councils.
- Establish principles and appropriate processes for the consideration and determination of joint service delivery opportunities for recommendation to the respective Councils.
- Establish appropriate process for the consideration and determination of joint cost sharing arrangements for recommendation to the respective Councils.

### **Joint Projects, Plans, Policies and Strategies:**

- Develop and amend joint policies, plans and strategies (as delegated by the respective Councils and subject to funding approval) for recommendation to the respective Councils.
- For joint projects (as delegated by the respective Councils and subject to funding approval) develop implementation plans for recommendation to the respective Councils.
- Oversee the development of strategies relating to sub-regional parks and sub-regional community facilities for the enhancement of the social and cultural well-being of the Western Bay of Plenty communities, for recommendation to the respective Councils.
- Monitor the on-going effectiveness of implemented joint projects, plans, strategies and policies.
- Make decisions and monitor sub-regional park development in regard to the Huharua Harbour Park and the TECT All Terrain Park, and any other sub-regional facility established by the Councils, subject to provision in the respective Councils' LTPs and budgets.

## **Joint Contracts:**

### Priority One

- To approve the contractual arrangements for a three year term within the approved budgets of the two Councils ensuring the contract is in accordance with s17A(5) of the Local Government Act 2002.
- Monitor the performance against the approved contract.

### Tourism Bay of Plenty

- Consider the Statement of Intent in accordance with Schedule 8 of the Local Government Act 2002.
- Monitor the performance against the Statement of Intent.

### Any other joint contracts

- Monitor performance against approved contracts.

## **General Delegations:**

- The Committee may make recommendations to the respective Councils and/or any standing committees regarding matters outside its delegated authority, as it deems appropriate.
- The Committee has the power to co-opt relevant tangata whenua and other advisors when considering matters relating to the Huharua and TECT All Terrain Sub Regional Parks, and any other subregional projects, as required.
- The Committee has the power to work with other agencies, community groups and local authorities in development of joint policies, strategies initiatives and sub-regional projects.

# Agenda for Meeting No. JG6

Pages

**Present  
In Attendance  
Apologies**

## **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 (If Required)**

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

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 service request system, while those requiring further investigation will be referred to the Chief Executives with the Committee receiving reports on such matters in its information pack.

## **Recommendation**

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

JG6.1

**Minutes from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee JG5 dated 8 August 2018**

8-11

A copy of the minutes is attached.

## **Recommendation**

*THAT the minutes from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee (JG5) as*

*circulated in the agenda and held on 8 August 2018 be confirmed as a true and correct record.*

## **Monitoring**

JG6.2      **Welcoming Communities**      12-16

Attached is a report from Phillip King (General Manager-Community Services Tauranga City Council) and Frank Begley (Community Relationships Manager Western Bay of Plenty District Council) dated 17 October 2018.

JG6.3      **Tourism Bay of Plenty Annual Report**      17-38

Attached is a report from Jaine Lovell-Gadd (General Manager City Transformation Tauranga City Council) and Frank Begley (Community Relationships Manager Western Bay of Plenty District Council) dated 17 October 2018.

## **Decision**

JG6.4      **Joint Governance Committee 2019 Meeting Schedule**      39-41

Attached is a report from Jacinda Lean (General Manager CE Group (Acting) Tauranga City Council) and Frank Begley (Community Relationships Manager Western Bay of Plenty District Council) dated 17 October 2018.

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

### **Exclusion of the Public**

#### **Schedule 2a**

**Resolved:**      /

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

- *2018 Appointment of Trustees to Tourism Bay of Plenty*

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<i>Minutes of Meeting Closed JG5 -8 August 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist</i>	<i>For reasons previously stated in the relevant minutes.</i>
<i>2018 Appointment of Trustees to Tourism Bay of Plenty</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>To protect the privacy of natural persons.</i>

## Western Bay of Plenty District Council

**Minutes of Meeting No. JG5 of the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee held on 8 August 2018 in the Council Chambers, Barkes Corner, Tauranga commencing at 1.00pm**

### Present

#### Tauranga City Council

His Worship the Mayor Greg Brownless (Deputy Chairperson), and Deputy Mayor Kelvin Clout

#### Western Bay of Plenty District Council

His Worship the Mayor Garry Webber (Chairperson), and Deputy Mayor Mike Williams

### In Attendance

#### Tauranga City Council

Anne Blakeway (Manager CCO Relationships and Governance), Ross Hudson (Team Leader Strategy Development)

#### Western Bay of Plenty District Council

Miriam Taris (Chief Executive Officer), Erica Holtsbaum (Group Manager Customer and Community Services), Frank Begley (Community Relationships Manager), Peter Hennessey (Strategic Advisor), Gill Payne (Strategic Advisor), and Fleur Sweeney (Democracy Management Advisor)

### Others

As noted in the minutes.

JG5.1

#### **Minutes from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee JG4 Dated 13 June 2018**

The Committee considered minutes from the meeting JG5 of the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee dated 13 June 2018 as circulated with the agenda.



**Resolved:** Mayor Brownless / Deputy Mayor Clout

*THAT the minutes from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee (JG4) as circulated in the agenda and held on 13 June 2018 be confirmed as a true and correct record.*

JG5.2

### **Priority One Annual Report**

The Committee considered a report from Ross Hudson (Team Leader Strategy Development Tauranga City Council) and Frank Begley (Community Relationships Manager, Western Bay of Plenty District Council) dated 8 August 2018 as circulated with the agenda. Nigel Tutt, Chief Executive and Greg Simmonds, Chief Operating Officer of Priority One were in attendance to speak to the report. They tabled and spoke to a powerpoint presentation. In response to questions they advised as follows:

- In terms of lowering business confidence, the trading environment was still good, with a slight downturn internationally around tariffs. Locally the minimum wage rise was an issue and businesses had some concerns about industrial law changes that may result in the rise of unions.
- SmartGrowth did a good job in terms of transportation planning and could be used to demonstrate intentions to businesses coming to the area, but what was actually needed was actual network improvements and not just strategies.
- Residential building was tapering off but commercially there was massive development in the area.
- Rangiuru was the next area for industrial development and Priority One was supporting this.

In discussion members noted as followed:

- In terms of an economic strategy review by the Councils there was a question as to whether this was needed, given how well things were going and perhaps the Priority One example should be used to demonstrate that the economic strategies in place were working.
- All Councillors from both Councils should be invited to the Priority One Annual General Meeting.
- All Councillors from both Councils should be invited to a workshop when Priority One made changes to its direction, to have these explained, and going forward to ensure that all were working together especially on central government issues such as roading.

**Resolved:** Deputy Mayor Williams / Deputy Mayor Clout

*THAT the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee receive the Priority One Annual Report for the Year Ended 30 June 2018.*

JG5.3 **Creative New Zealand Survey Findings for Residents in the Bay of Plenty**

The Committee considered a report from Erica Holtsbaum (Group Manager Technology, Customer and Community Services) dated 8 August 2018 as circulated with the agenda. It was suggested that the findings may be brought back to a future joint workshop for discussion with the partner councils. In discussion members noted the following:

- There were already enough strategies in place for the arts.
- The December workshop should receive a summary of the report including information on how much Councils spent on sports facilities in comparison to spending on the arts.
- Creative Bay of Plenty should be involved in this workshop.

**Resolved:** Deputy Mayor Clout / Mayor Webber

*THAT the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee receive the Creative New Zealand Survey Findings for Residents in the Bay of Plenty.*

JG5.4 **Tourism Bay of Plenty - Statement of Intent - 2018-2019 to 2020-2021**

The Committee considered a report from Anne Blakeway (Manager: CCO Relationships and Governance Tauranga City Council) and Frank Begley (Community Relationships Manager, Western Bay of Plenty District Council) dated 8 August 2018 as circulated with the agenda. In response to a question members were advised that the three key result areas in the Statement of Intent reflected the "Our Story" information.

In regard to destination management there needed to be evidence that the investment in Cruise ship facilities was warranted and created value.

**Resolved:** Mayor Webber / Mayor Brownless

*THAT the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee receive the Tourism Bay of Plenty's final Statement of Intent 2018-2019 to 2020-2021*

**Local Government Official Information and Meetings Act**

**Exclusion of the Public - Schedule 2a**

**Resolved:** Mayor Webber / Deputy Mayor Williams

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

- *Appointment of the Deputy Chair of Tourism Bay of Plenty*

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

<b><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<i>Appointment of the Deputy Chair of Tourism Bay of Plenty</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist</i>	<i>Protect the privacy of natural persons, including that of deceased natural persons.</i>



**TAURANGA CITY COUNCIL/WESTERN BAY OF PLENTY  
DISTRICT COUNCIL  
JOINT GOVERNANCE COMMITTEE**

17<sup>th</sup> October 2018

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**Western Bay of Plenty Welcoming Communities  
Welcoming Plan 2018 -2023**

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**Purpose**

1. Present the Western Bay of Plenty Welcoming Plan 2018-2023 with recommendation to adopt the plan.

**Executive Summary**

2. Welcoming Communities is an initiative which provides the opportunity to intentionally work at strengthening our communities' positive relationships with newcomers and support our sub-region to be inclusive of the cultural diversity which exists.
3. Welcoming Communities brings together local government and community organisations, groups and leaders to make Tauranga and the Western Bay more welcoming to newcomers by better engaging receiving communities. The programme realises that communities are healthier, happier and more productive when newcomers are welcomed and participate fully in society and in the local economy.
4. The plan has been developed from the community stocktake, engagement with stakeholders and Welcoming Communities coalition workshops.
5. Recommendation to adopt the Welcoming Plan

**Recommendation/s**

***THAT the TCC/WBOPDC Joint Governance Committee:***

- (a) Receive the report titled Western Bay of Plenty Welcoming Communities Welcoming Plan 2018-2023***
- (b) Adopt the Western Bay of Plenty Welcoming Plan 2018-2023***  
***OR***
- (c) Adopt the Western Bay of Plenty Welcoming Plan 2018-2023 with the following amendments:***
- (d) THAT the report relates to an issue that is considered to be of low significance in terms of both Tauranga City and Western Bay of Plenty District Councils' Significance and Engagement Policies.***



JOINT GOVERNANCE COMMITTEE

17th October 2018

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A handwritten signature in blue ink, appearing to read "Philip King".

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Philip King  
**General Manager - Community Services**  
**Tauranga City Council**

A handwritten signature in black ink, appearing to read "Frank Begley".

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Frank Begley  
**Community Relationships Manager**  
**Western Bay of Plenty District**  
**Council**



## JOINT GOVERNANCE COMMITTEE

17th October 2018

### Background

6. In 2017, Tauranga City Council and Western Bay of Plenty District Council were invited by the Ministry of Business, Innovation and Employment (MBIE) to participate in a pilot for the new Welcoming Communities programme.
7. Tauranga and Western Bay of Plenty are one of five regions participating in the pilot.
8. Welcoming Communities brings together local government and community organisations, groups and leaders to make the city and sub-region more welcoming to newcomers by better engaging receiving communities. The programme recognises that communities are healthier, happier and more productive when newcomers are welcomed and participate fully in society and in the local economy.
9. The key point of difference for this programme is that while previous settlement initiatives have primarily focused on supporting newcomers: Welcoming Communities extends this further and actively seeks to mobilise and involve members of the receiving communities (local residents) in welcoming initiatives. This approach seeks to promote strong connections between the receiving community and newcomers.
10. Funding for the programme started on 1 July 2017. A Community Development Advisor Welcoming Communities was appointed on 30 January 2018. This role works across both councils.

### Options

11. Recommendation to adopt the Western Bay of Plenty Welcoming Plan 2018 - 2023

### Consideration

#### Strategic Context

12. Western Bay of Plenty sub-region has a significant population of residents who have been born overseas (Western Bay of Plenty district: 18.5%, Tauranga 19.7%: census 2013, *StatsNZ*) with percentages forecast to increase in the next decade.
13. Western Bay of Plenty hosts a significant number of seasonal workers, skilled migrant workers and international students who reside in our communities.
14. The initiative supports the objectives of the Western Bay of Plenty International Strategy (2016 – 2019) which both councils are partners in.
15. Western Bay of Plenty District Council and Tauranga City Council are jointly piloting the Welcoming Communities initiative in the sub-region over a two-year period. This initiative is funded by Immigration New Zealand. This is the first initiative of this kind to be delivered in our region. It supports migrant communities and the wider local community to build positive relationships, connections, and participation.



## JOINT GOVERNANCE COMMITTEE

17th October 2018

16. The Welcoming Plan 2018-2023 provides a framework of initiatives to be delivered in the sub-region by a range of key stakeholders including Priority One, a number of community organisations and both councils.

### Community

17. The development of the Welcoming Plan was guided by the community stock-take undertaken during February and March 2018.
18. A range of local stakeholders were engaged across the region. A staff survey was conducted across both councils to assess how inclusive of cultural diversity the councils are currently. A newcomers' survey was also undertaken to find out what their experience of settling in the region was like.
19. A Welcoming Communities Coalition has been established. This is a broad stakeholder network made up of local organisations and groups with an interest in being involved in Welcoming Communities. It is coordinated by the Community Development Advisor Welcoming Communities. Community workshops were delivered for a collaborative approach to developing the Welcoming Plan. The Welcoming Plan was reviewed by the coalition.
20. Presentations have also been given to local stakeholder groups (e.g. Volunteering Bay of Plenty member organisations, migrant community groups) to inform them of the Welcoming Communities initiative.

### Significance and Engagement

21. Under the Significance & Engagement Policies for Western Bay of Plenty District Council and Tauranga City Council, this is of low significance as the Welcoming Plan has been formulated in partnership with community stakeholders who have also had opportunity to provide feedback on the Plan.
22. This has been achieved through the community stocktake, engagement with stakeholders and holding community workshops.

### Implementation

23. The Welcoming Plan outlines timeframes for initiatives to be delivered.
  24. An action plan will be developed in the next couple of months which will prioritise delivery of initiatives.
  25. Note that there are already several initiatives underway and the programme has achieved positive results from initial activities.
  26. The Welcoming Plan is a living document, which will be delivered over a five-year period, and will be reviewed and refreshed after 12 months.
16. Specific funding streams have not been identified in the plan itself, but are being worked on by the Welcoming Communities Tactical Group.



JOINT GOVERNANCE COMMITTEE

17th October 2018

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## Attachments

No.	Title
A	Western Bay of Plenty Welcoming Plan 2018 - 2023





**TAURANGA CITY COUNCIL/WESTERN BAY OF PLENTY  
DISTRICT COUNCIL  
JOINT GOVERNANCE COMMITTEE**

17 October 2018

**TOURISM BAY OF PLENTY ANNUAL REPORT**

**Purpose**

1. The purpose of this report is to provide the Joint Governance Committee with Tourism Bay of Plenty's Annual Report for the year ended 30 June 2018 (**Attachment A**) in order to assist the Committee with its delegated role to monitor the performance of Tourism Bay of Plenty against the approved contract. Representatives of Tourism Bay of Plenty will be in attendance to speak to the report.

**Recommendation**

***THAT the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee receive the Tourism Bay of Plenty Annual Report for the Year Ended 30 June 2018.***

*Jaine Lovell-Gadd*

Jaine Lovell-Gadd  
General Manager City Transformation  
Tauranga City Council

Frank Begley  
Community Relationships Manager  
Western Bay of Plenty District  
Council

**Attachments**

No.	Title
A	Annual Report



ATTACHMENT A  
IT'S IN OUR NATURE

# ANNUAL REPORT

TO 30<sup>th</sup> JUNE 2018

**WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST**





IT'S IN OUR NATURE

## 2017-2018 ANNUAL HIGHLIGHTS

### Our Vision

Tourism Bay of Plenty's vision is "to share our love of the Coastal Bay of Plenty with the world" and our purpose is to "grow the visitor economy for the benefit of our community".

TBOP's economic aspiration is for the Coastal Bay of Plenty's visitor economy to be worth \$1.45 billion per annum by 2028.

### Strategic Highlights

- Exceeded \$1 billion in visitor spend reaching \$1.019b in June 2018. International annual visitor spend grew 10.9% year on year to reach \$217m. Domestic annual visitor spend grew 5.9% year on year to reach \$801m.
- Secured funding for the Visitor Economy Strategy 2018-2028.
- MOU with Air New Zealand for 'in-kind' support to the value of \$620,910.
- Generated Estimated Advertising Value (EAV) of \$34M in PR exposure to June 2018.
- Completed the Wider Bay of Plenty and Western Bay of Plenty Regional Growth Strategies.
- In partnership with TCC, secured \$1m funding from the MBIE Tourism Infrastructure Fund for the Omanawa Falls development.
- Implemented the new cruise model which delivered between 16% and 80% growth in year on year sales for Contract Holders.
- Hosted key members of the three major Tauranga Moana iwi at the World Indigenous Tourism Summit in Waitangi.
- Industry Advisory Group established, two meetings held, and consultation sought on our Annual Plan 2018-2019.

### Visitor Spend

#### Coastal Bay of Plenty Visitor Spend

- \$1.019b (6.9% increase from year end June 2017) versus a target of 3.3% increase.
- International annual visitor spend up 10.9% to \$217m versus a target of 3.7% increase.
- Domestic annual visitor spend up 5.9% to \$801m versus a target of 2.9% increase.

#### Tauranga City Visitor Spend

- \$793m (7.5% increase from year end June 2017).
- International visitor spend up 12.3% to \$173m.
- Domestic annual visitor spend up 6.2% to \$620m.

#### Western Bay of Plenty District Visitor Spend

- \$94m (0.7% increase from year end June 2017).
- International visitor spend up 9.0% to \$19m.
- Domestic visitor spend down -1.2% to \$75m.

#### Whakatāne District Visitor Spend

- \$132m (8.2% increase from year end June 2017).
- International visitor spend up 3.5% to \$25m.
- Domestic visitor spend up 9.4% to \$107m.

### Cruise

- \$65.9m spend from international cruise activity during the 2017-2018 season which is 15% of the national cruise spend and 2nd only to Auckland.
- Successfully implemented new cruise model which delivered 16%-80% growth for contract holders.
- Welcomed 152,509 cruise passengers during the 2017-2018 season of which more than half stayed in Tauranga or Mount Maunganui.

### Financial

Revenue \$4,575 under budget  
Expenditure \$8,423 under budget  
Net Loss \$3,848 less than budget

The organisation is in a good financial position with a strong balance sheet.



IT'S IN OUR NATURE

### Consumer Marketing and Public Relations

#### Christchurch International Airport/Air NZ Campaign

- Air New Zealand bookings up 14% compared to the same period in 2017.
- Christchurch International Airport Ltd reported 20% increased seat capacity growth in Christchurch to Tauranga flights from July to October 2018.
- Campaign feedback from Mount Hot Pools that 280 of 507 (56%) purchases were from a Grab One deal that they advertised to Cantabrians during the Campaign.
- Cost to TBOP \$23,186. Reach 9,836,318. EAV \$87,537.

#### Love Kiwis Campaign

Collaboration between TBOP and NZ Kiwifruit Product Group to pitch kiwifruit to Australians as the healthy fruit of choice.

- Cost to TBOP \$2,000. Reach of Campaign: 3.25 million people.
- Media spend by Love Kiwis: \$100,000.

**Tourism New Zealand North Island Touring Campaign**  
Joint Venture with Tourism New Zealand and Flight Centre targeting Australians.

- Referral rate of 11% (29,766 consumers) versus a target of 7% from newzealand.com.
- Cost to TBOP \$25,000. EAV of campaign \$2.1M

#### Air NZ/Tauranga Airport Campaign

- Revenue generated \$1,960,000
- 25.8% growth in bookings year on year
- Retail and wholesale bookings increased by 220%
- Cost to TBOP \$60,000.

### Digital

- Refreshed the bayofplentynz.com homepage which resulted in 10% annual growth in visitation.
- Created a Trade Portal.
- Created an online Media Library.
- 14,200 Facebook followers (up 27%).
- 7,645 Instagram followers (up 39%).

### Consumer Marketing and Public Relations

TBOP generated an EAV of \$34m in public relations exposure to year end June 2018.

TBOP partnered with Tourism NZ on international media files and coordinated a number of domestic files including:

- Brazil documentary with an EAV of \$14M
- UK online NZ travel guide with an EAV of \$6M
- TV1's Coast NZ featured an episode from our region
- Kia Ora magazine feature in 'On the Menu'
- Hosted a journalist from The Press (Christchurch) which resulted in a two page story about the region
- Featured on Married at First Sight

### Trade and Industry

- 9 training and travel trade events in the USA, Canada, South America, UK & Europe, and Australia.
- Represented by eXplore Central North Island at Tourism New Zealand's sales mission in the USA and at KiwiLink UK & Europe.
- Trained frontline staff, wholesalers and reservations teams with local operators in Auckland, Hamilton, Wellington and Australia.
- Included in GoWay Travel Canada's campaign (July 2017 – August 2018), Down Under Answers North America's campaign (January – June 2018), and Tourism New Zealand's North Island Road Trips campaign (June – August 2018).
- 17 familiarisations with key contacts from India, South America, North America, UK and Australia.
- Increased engagement compared with previous year with buyers at TRENZ 2018 in Dunedin.

### Tauranga i-SITE

- Provided visitor services to 108,263 people throughout 2017-2018.
- Delivered visitor services in Mount Maunganui through a temporary satellite i-SITE during the main summer season.

ATTACHMENT A

IT'S IN OUR NATURE

## CHAIRPERSON'S REPORT

I am pleased to introduce the Tourism Bay of Plenty 2017-2018 Annual Report.

This is the third Annual Report I have submitted, and it is the third Report where I have been delighted at the achievements made over the course of one year. Tourism remains New Zealand's largest export industry for foreign exchange earnings. The impact tourism has on our local economy is staggering – over the last year it has contributed \$1.019b in annual visitor spend to our economy (up 6.9%) and has been responsible for at least 7,500 jobs in our community.

Success like this doesn't happen in isolation – collaboration with a raft of stakeholders has played a big part and with that in mind I would like to extend sincere thanks to our funding partners; Tauranga City Council, Western Bay of Plenty District Council and Whakatāne District Council. I would also like to thank ASB Bank, who continue to provide us with support and expertise. Additional key partners this year have been Tauranga Airport, Air New Zealand, Tourism New Zealand, Christchurch International Airport, the eXplore Central North Island collective, and most importantly, our industry operators who invest their lives into creating opportunities and memories for visitors to this great region. Tourism Bay of Plenty was able to leverage these partnerships and local, national and international media to generate \$34 million of public relations additional value in the year to June 2018. Thank you all.

Tourism numbers are projected to grow throughout the country. Tourism New Zealand forecast that by 2025 the combined value of domestic and international tourism will be \$41 billion. This year our region experienced 10.9 percent international visitor spend growth. And while more visitors mean more revenue and more jobs for our locals, it also means more pressure on our services, more product expectations, more demand on infrastructure and a vastly heightened need to mitigate negative impacts.

There is a reason this region is New Zealand's fastest growing. People want to live here – the lifestyle is exceptional. We love where we live, and we want to continue to love where we live. As an organisation, Tourism Bay of Plenty recognises that tourism growth needs to be managed in a sustainable and responsible way. Consequently, a move to Destination Management was proposed within the Visitor Economy Strategy 2018-2028 with Tourism Bay of Plenty leading this move. I applaud the support of our councils in committing to this strategic direction.

2017-2018 has been a year of strategic change and mapping out a new way forward. While undertaking all the planning required to secure the funding of the Visitor Economy Strategy, the team has also worked tirelessly to implement marketing campaigns and communications strategies which have resulted in increased visitation throughout the year. I would like to thank Kristin for her leadership and commitment and congratulate the entire team at Tourism Bay of Plenty on an outstanding year of achievements.

I would also like to thank Tania Bui, Oliver Moorcroft and Jussara Bierman for their contributions and support over recent years and wish them well in their new endeavours. I look forward to the year ahead with support from Will Wilson, Peter Moran, Colleen Te Arihi, Gwen Keel and Laurissa Cooney and the new Trustees we will be recruiting in the near future.

Desmond Hammond

Chairperson

Tourism Bay of Plenty Board of Trustees

30<sup>th</sup> June 2018

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IT'S IN OUR NATURE

## CEO'S REPORT

I would like to acknowledge and thank the team of Tourism Bay of Plenty for their continued passion and determination to share their love of the Coastal Bay of Plenty with the world. I am constantly delighted and proud of our collective efforts. I would also like to extend sincere thanks to the Board of Trustees. Their support and commitment have enabled Tourism Bay of Plenty to take bold steps that will reshape the future of tourism in this region.

That direction has been set with our Visitor Economy Strategy 2018-2028 which was completed and funded this year. The process of developing the Visitor Economy Strategy involved extensive stakeholder engagement and consultation. It was a rewarding process to listen and share ideas, and to find alignment on our future direction. I thank our Councils for their support to commence implementation of the Strategy from July 2018 onwards. The focus for the year ahead is to "Get Organised" and put the structure, skills and strategies in place to transform Tourism Bay of Plenty into the role of 'Destination Manager'.

But for now, we look back on a year that has seen more significant growth and excellence in marketing and promotion.

Key to our success this year, and in the future, are relationships. Air New Zealand has committed to \$620,910 of 'in-kind' support each year for the next ten years. Their belief in our Strategy and Regional Brand Story and commitment to sustainable tourism via destination management is priceless. This year, Air New Zealand partnered with us on two great campaigns - one in Australia and one in Christchurch, alongside Tauranga Airport and Christchurch International Airport. The former generated approximately \$2,000,000 in revenue for the region, and the latter resulted in 20 percent increased seat capacity growth in Christchurch to Tauranga flights.

Other high-profile partnership campaigns with Tourism New Zealand resulted in the Coastal Bay of Plenty appearing in over 500 international media stories, valued at \$32.2 million in global media reach. We also partnered with the NZ Kiwifruit Product Group and reinforced the Coastal Bay of Plenty as the home of kiwifruit in New Zealand with a campaign that reached 3.25 million Australians.

Our local's campaign, 'No Place Like Home', has evolved and was relaunched at the end of 2017-2018. We are keeping it real - real stories by locals who love living here about their favourite 'go-to's in the Bay. If you don't already receive these newsletters, please register at [www.bayofplentynz.com/form/no-place-like-home](http://www.bayofplentynz.com/form/no-place-like-home). The power of our locals sharing their love of the Coastal Bay of Plenty with our temporary locals is a powerful marketing tool.

During the year, we were fortunate to experience the World Indigenous Tourism Summit in Waitangi. We attended alongside our iwi partners and heard the highs and lows tourism causes for destinations and communities. This Summit powerfully reinforced that our kaupapa for sustainable tourism is the only way to ensure a prosperous region. Our visitor economy growth must be balanced with the well-being of the environment, the authenticity of our culture, and the interests of our residents.

It has been a very busy year. There have been many wins, a few losses and a lot of support, greatness and belief from the team at Tourism Bay of Plenty. I am grateful and looking forward to an exciting year ahead.

Kristin Dunne

Chief Executive Officer

Tourism Bay of Plenty

30<sup>th</sup> June 2018



IT'S IN OUR NATURE

## **WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST**

### **PURPOSE OF BUSINESS**

The principle objective of Tourism Bay of Plenty is to promote the economic welfare and development of the region and its community through marketing and management that impacts on the region as a visitor and tourist destination.

### **LEGAL BASIS**

Charitable Trust

### **STRUCTURE**

The Trust comprises a Board of eight Trustees who oversee the governance of the Trust, a CEO who is responsible for the day to day operations of the Trust and reporting to the Trustees and 14 other full-time staff who support the CEO in delivering the Trust's objectives. The Trustees are appointed by the Tauranga City Council and the Western Bay of Plenty District Council.

### **MAIN SOURCES OF CASH AND RESOURCES**

Operating grants received from the Tauranga City Council, Western Bay of Plenty District Council and Whakatāne District Council are the primary sources of funding to the Trust. The Trust also earns revenue from commissions on sales of local and domestic products.

### **TRUSTEES**

D. Hammond – Chairman  
L. Cooney  
G. Keel  
P. Moran  
C. Te Arihi  
W. Wilson

### **REGISTERED OFFICE**

95 Willow Street  
Tauranga

### **SOLICITORS**

Holland Beckett  
Tauranga

### **BANKERS**

ASB  
Tauranga

### **AUDITORS**

Audit New Zealand



IT'S IN OUR NATURE

**WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST****STATEMENT OF COMPREHENSIVE REVENUE & EXPENDITURE**

FOR THE YEAR ENDED 30 JUNE 2018

	Notes	2018 Actual	2018 Budget	2017 Actual
<b>REVENUE</b>				
Funding - Tauranga City Council		1,482,000	1,482,000	1,548,615
Funding - Western Bay of Plenty District Council		195,000	195,000	190,000
Funding - Whakatāne District Council		84,000	84,000	84,000
Retail sales		123,091	137,500	125,028
Finance Revenue		9,676	11,520	10,582
Other revenue	1	580,628	568,950	392,192
<b>Total revenue</b>		<b>2,474,395</b>	<b>2,478,970</b>	<b>2,350,417</b>
<b>EXPENDITURE</b>				
Cost of sales	2	72,861	83,700	80,726
Operating & Marketing	3	710,791	696,604	631,782
Administration & Overhead	4	420,418	418,101	409,302
Finance Costs		2,081	2,081	1,333
Employee benefit expenses	5	1,172,006	1,176,640	1,158,016
Trustee Fees		57,031	69,384	69,375
Depreciation and loss on sale of assets	11&12	65,359	62,460	79,788
<b>Total expenditure</b>		<b>2,500,547</b>	<b>2,508,970</b>	<b>2,430,321</b>
<b>SURPLUS/(DEFICIT) before Tax</b>	6	<b>(26,152)</b>	<b>(30,000)</b>	<b>(79,904)</b>
Taxation	7	-	-	-
<b>SURPLUS/(DEFICIT) after tax</b>		<b>(26,152)</b>	<b>(30,000)</b>	<b>(79,904)</b>
<b>Other Comprehensive Revenue &amp; Expense</b>				
Other Comprehensive Revenue		-	-	-
<b>Total Other Comprehensive Revenue &amp; Expense</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Revenue &amp; Expense</b>		<b>(26,152)</b>	<b>(30,000)</b>	<b>(79,904)</b>

**STATEMENT OF CHANGES IN NET ASSETS/EQUITY**

FOR THE YEAR ENDED 30 JUNE 2018

	2018 Actual	2017 Actual
Net Assets/Equity at start of the year	439,171	519,075
Total comprehensive revenue and expenses	(26,152)	(79,904)
<b>BALANCE AT 30 JUNE</b>	<b>413,019</b>	<b>439,171</b>

The accompanying notes form part of these financial statements





IT'S IN OUR NATURE

**WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST****STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2018**

	Notes	2018	2017
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	8	272,673	208,638
Investments	9	200,000	200,000
Debtors and prepayments	10	41,226	127,158
Inventories		41,779	38,657
<b>Total current assets</b>		<u>555,678</u>	<u>574,453</u>
<b>Non-current assets</b>			
Property, plant and equipment	11	226,245	273,485
Intangible assets	12	9,385	18,771
<b>Total non-current assets</b>		<u>235,630</u>	<u>292,256</u>
<b>TOTAL ASSETS</b>		<u>791,308</u>	<u>866,709</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Creditors and accrued expenses	13	258,611	288,385
Employee benefit liabilities	14	95,898	101,587
Loans	15	9,947	9,947
Finance Leases	16	5,920	5,920
<b>Total current liabilities</b>		<u>370,376</u>	<u>405,839</u>
<b>Non-current liabilities</b>			
Loans	15	832	10,778
Finance Leases	16	7,081	10,921
<b>Total non-current liabilities</b>		<u>7,913</u>	<u>21,699</u>
<b>TOTAL LIABILITIES</b>		<u>378,289</u>	<u>427,538</u>
<b>TOTAL ASSETS LESS TOTAL LIABILITIES</b>		<u>413,019</u>	<u>439,171</u>
<b>EQUITY</b>			
Accumulated Funds		<u>413,019</u>	<u>439,171</u>
<b>TOTAL EQUITY</b>		<u>413,019</u>	<u>439,171</u>

The accompanying notes form part of these financial statements

Chairman:

Trustee



IT'S IN OUR NATURE

**WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST****STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2018**

	2018 Actual	2017 Actual
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts of Funding - Tauranga District Council	1,482,900	1,548,615
Receipts of Funding - Western Bay of Plenty District Council	195,000	190,000
Receipts of Funding - Whakatāne District Council	84,000	84,000
Receipts from retail sales	123,091	125,093
Receipts from other revenue	578,623	413,221
Interest receipts	8,943	13,711
Dividend receipts	1,049	1,343
Interest payments	(2,081)	-
Payments to suppliers and employees	(2,132,425)	(2,160,538)
GST (net)	(252,547)	(184,854)
<b>Net cash flow from operating activities</b>	<b>86,554</b>	<b>30,591</b>
<b>CASH FLOWS FROM INVESTING AND FINANCING ACTIVITIES</b>		
Repayment of loans	(13,786)	(15,253)
Receipts from sale of fixed assets	603	1,174
Payments to acquire fixed assets	(9,336)	(145,012)
<b>Net cash flow from investing &amp; financing activities</b>	<b>(22,519)</b>	<b>(159,091)</b>
<b>ADD OPENING BANK ACCOUNTS AND CASH</b>	<b>408,638</b>	<b>537,138</b>
<b>CLOSING BANK ACCOUNTS AND CASH</b>	<b>472,673</b>	<b>408,638</b>

*The accompanying notes form part of these financial statements*





IT'S IN OUR NATURE

## WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST

### STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2018

#### ENTITY STATEMENT

Western Bay of Plenty Tourism and Visitors Trust is a Council Controlled Organisation (CCO), by virtue of the Council's right to appoint the Board of Trustees. Governance is provided by the Trust Board as per the Trust Deed. The relevant legislation governing the Trust's operations includes the Local Government Act 2002. The financial statements of the Trust have been prepared in accordance with the provisions of section 68 and 69 of the Local Government Act 2002. The Trust is a public benefit entity for financial reporting purposes.

The principle objective of the Trust is to promote the economic welfare and development of the region and its community through marketing and management that impacts on the region as a visitor and tourist destination. The financial statements of the Trust are for the year ended 30 June 2018. The financial statements were approved by the Board of Trustees on 20th August 2018.

#### BASIS OF PREPARATION

The financial statements have been prepared on a going concern basis, and the accounting policies have been applied consistently throughout the period.

The financial statements of the Trust have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZGAAP).

These financial statements have been prepared in accordance with Tier 2 PBE accounting standards on the basis that the Trust is not publicly accountable and expenses are between \$2 and \$30 million. These financial statements comply with Public Benefit Entity standards Reduced Disclosure Regime.

#### Measurement base

The financial statements have been prepared on a historical cost basis.

#### Changes in accounting policies

There have been no changes in accounting policies.

#### Functional and presentation currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Trust is New Zealand dollars.

#### Goods & Services Tax

The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST. GST is shown as a net amount in the cashflow.

### SIGNIFICANT ACCOUNTING POLICIES

#### Revenue

##### Grants

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ('use or return condition'). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

##### Sale of goods

Revenue from the sale of goods is recognised when the goods are sold to the customer.

##### Sale of services

Revenue from the sale of services is recognised when the service is provided.



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**Interest and dividend revenue**

Interest revenue is recorded as it is earned during the year. Dividend revenue is recognised when the dividend is declared.

**Employee related costs**

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements.

Performance payments are recorded when the employee is notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

**Advertising, marketing, administration and overhead costs**

These are expensed when the related service has been received.

**Lease expense****Operating leases**

Lease payments are recognised as an expense on a straight-line basis over the lease term.

**Finance leases**

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum payments. The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. The lease is fully depreciated over the lease term.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand, cheque or savings accounts, and deposits held at call with banks.

**Investments**

Investments are shares, term deposits, bonds, units in unit trusts, or similar instruments held by the entity.

**Debtors**

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

**Inventory**

Inventory held for sale on a commercial basis is valued at the lower of cost or net realisable value. The cost of the inventory is determined using the weighted average method.

**Property, plant, equipment**

Property, plant, equipment is recorded at cost, less accumulated depreciation and impairment losses.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a diminishing value basis on all property, plant and equipment, at rates that will write-off the cost of the assets to their estimated residual values over their estimated useful lives.

The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

- Furniture and fittings (10% - 40%)
- Computers and software (50% - 60%)
- Buildings and leasehold improvements (10% - 25%)
- Office equipment (8% - 67%)





IT'S IN OUR NATURE

### **Intangible Assets**

#### **Website Development:**

Website development costs are capitalised when it is probable that the expected economic benefits that are attributable to the asset will flow to the entity and the cost of the asset can be measured reliably.

Furthermore, the website must be shown to be capable of generating revenues, including direct revenues from enabling orders to be placed.

#### **Amortisation:**

Website costs are amortised on a diminishing value basis over the asset's useful life. Amortisation begins when the asset is available for use and ceases at the date when the asset is disposed of. The amortisation charge for each year is included with depreciation and recognised in the Statement of Comprehensive Income. The useful life and associated amortisation rate has been estimated as follows:

Website (50%)

### **Creditors and accrued expenses**

Creditors and accrued expenses are recorded at their face value.

### **Employee Entitlements**

A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date, using current rates of pay.

### **Loans**

Loans are recognised at the amount borrowed from the lender. Loan balances include any interest accrued at year end that has not yet been paid.

### **Income Taxation**

The Trust holds a tax exemption from the Inland Revenue Department in terms of section CW40 of the Income Tax Act 2007, as a local or regional promotional body.

### **Budget figures**

The budget figures are derived from the Statement of Intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with Tier 2 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements. Note that the classification of the expenses is different from the Statement of Intent as the employee costs are shown separately in the accounts.

### **Cashflow**

Operating activities have been presented in accordance with the direct method.

### **Equity**

Equity is the councils interest in the Trust and is measured as the difference between total assets and total liabilities.

### **Standards issued but not yet effective**

PBE FRS 48 Service Performance Reporting, this will impact the entity from 2021 onwards but the entity has not yet assessed the impact of this standard on the way the entity reports.



IT'S IN OUR NATURE

**WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST**

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017	
<b>1 Other Revenue</b>			
Industry Contributions	134,735	89,333	
Other Income	445,893	302,859	
	<u>580,628</u>	<u>392,192</u>	
<b>2 Cost of Sales</b>			
The write-down of inventory during the year was Nil (2017: \$4,300). There have been no reversals of write-downs (2017: Nil).			
Opening Inventory	38,657	53,807	
Purchases	75,983	65,576	
Closing Inventory	(41,779)	(38,657)	
Total Cost of Sales	<u>72,861</u>	<u>80,726</u>	
<b>3 Operating and Marketing</b>			
Credit card charges	24,738	15,753	
Conference & Incentive Marketing	20,900	17,787	
Cruise Marketing and Operating	97,049	89,497	
Consumer Marketing	214,416	125,588	
Trade Marketing	89,900	100,990	
General and Other Marketing	263,788	282,167	
	<u>710,791</u>	<u>631,782</u>	
Note that the 2017 split of Consumer/Trade/General Marketing has been reclassified between these expenses.			
<b>4 Administration and Overhead</b>			
Audit Fees	21,054	20,032	
Cleaning & Security	19,117	18,543	
Rent	130,752	116,457	
Recruitment training & HR	50,088	80,524	
Repairs & Maintenance	4,380	2,490	
Vehicle	29,069	25,992	
Subscriptions	12,908	11,375	
IT expenses	31,992	35,670	
Telephone	13,386	21,324	
Electricity	16,688	16,534	
Other Administration & Overhead	90,985	60,360	
	<u>420,418</u>	<u>409,302</u>	
<b>5 Employee Benefit Expenses</b>			
Salaries and wages	1,139,243	1,128,342	
Employer superannuation contributions	30,220	27,083	
Other employee related costs	2,543	2,591	
	<u>1,172,006</u>	<u>1,158,016</u>	
<b>6 Variance Budget to Actual</b>			
<b>INCOME</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Retail Sales (Budget over optimistic)	123,091	137,500	- 14,409
Other Revenue (Commissions reduced offset by extra income from Mount Isite)	580,628	568,950	11,678
<b>EXPENDITURE</b>			
Cost of Goods Sold (reduced costs due to reduced income)	72,861	83,700	- 10,839
Operating & Marketing (unbudgeted costs for World Indigenous Tourism Summit & Event Support)	710,791	696,604	14,187
Trustee Fees (vacancies on board for part of the year)	57,031	69,384	- 12,353
<b>7 Taxation</b>			
The Trust holds confirmation of a tax exemption under section CW 40 of the Income Tax Act 2007			
<b>8 Cash and Cash Equivalents</b>			
Cheque Accounts	36,850	28,031	
Savings Accounts	234,523	179,507	
Cash on Hand	1,300	1,100	
	<u>272,673</u>	<u>208,638</u>	
<b>9 Investments</b>			
Term Deposit ASB Bank 2.25% for 1 month	200,000	200,000	



IT'S IN OUR NATURE

	2018	2017
<b>10 Debtors and Prepayments</b>		
Debtors	6,754	121,686
Accrued Income	234	578
GST	31,106	-
Prepayments	3,132	4,894
	<u>41,226</u>	<u>127,158</u>
Debtors and prepayments from exchange transactions	10,120	127,158
Debtors and prepayments from non-exchange transactions	<u>31,106</u>	<u>-</u>
	<u>41,226</u>	<u>127,158</u>

**11 Property, Plant and Equipment**

Name	Cost	Accum Dep	1-Jul-17	Purchases	Depreciation	Disposals	30-Jun-18
Total Computers & Software	83,323	52,691	10,632	1,184	5,762	264	5,790
Total Furniture & Fittings	120,144	67,121	53,023	1,817	10,045	1,068	43,727
Total Leasehold Improvement	245,560	64,770	180,790	0	26,353	0	154,437
Total Office Equipment	103,606	74,566	29,041	6,335	12,397	687	22,292
<b>Total</b>	<b>532,633</b>	<b>259,148</b>	<b>273,485</b>	<b>9,336</b>	<b>64,557</b>	<b>2,020</b>	<b>226,245</b>

Name	Cost	Accum Dep	1-Jul-16	Purchases	Depreciation	Disposals	30-Jun-17
Total Computers & Software	59,641	43,351	16,290	3,682	9,339	0	10,632
Total Furniture & Fittings	93,923	60,296	33,627	27,168	7,256	516	53,023
Total Leasehold Improvement	149,976	43,989	105,987	108,724	25,429	8,492	180,790
Total Office Equipment	92,003	71,061	20,942	20,686	11,083	1,504	29,041
<b>Total</b>	<b>395,543</b>	<b>218,698</b>	<b>176,845</b>	<b>160,260</b>	<b>53,107</b>	<b>10,513</b>	<b>273,485</b>

**12 Intangible Assets**

Name	Cost	Accum Dep	1-Jul-17	Purchases	Depreciation	Disposals	30-Jun-18
Website	53,000	34,229	18,771	0	9,385	0	9,385
<b>Total</b>	<b>53,000</b>	<b>34,229</b>	<b>18,771</b>	<b>0</b>	<b>9,385</b>	<b>0</b>	<b>9,385</b>

Name	Cost	Accum Dep	1-Jul-16	Purchases	Depreciation	Disposals	30-Jun-17
Website	53,000	15,458	37,542	0	18,771	0	18,771
<b>Total</b>	<b>53,000</b>	<b>15,458</b>	<b>37,542</b>	<b>0</b>	<b>18,771</b>	<b>0</b>	<b>18,771</b>

**13 Creditors and Accruals**

Creditors	146,418	68,395
Accrued Expenses	23,451	22,781
GST	-	28,259
Income received in advance	-	100,000
Funds received on behalf of tourism operators	88,742	68,950
	<u>258,611</u>	<u>288,385</u>
Creditors and Accruals from exchange transactions	258,611	260,126
Creditors and Accruals from non-exchange transactions	-	28,259
	<u>258,611</u>	<u>288,385</u>

**14 Employee Benefit Liabilities**

Accrued salaries and wages	51,048	51,138
Annual leave	44,850	50,449
	<u>95,898</u>	<u>101,587</u>

**15 Loans: Lease Fitout 8 Wharf Street**

Loan Munro Developments - Current	9,947	9,947
Loan Munro Developments - Non-current	832	10,778
	<u>10,779</u>	<u>20,725</u>

**16 Finance Lease: Ricoh Photocopier**

Finance Lease - Not later than 1 year	5,920	5,920
Finance Lease - Later than 1 year and not later than 5 years	7,081	10,921
	<u>13,001</u>	<u>16,841</u>

Finance leases are for photocopiers and printers. The net carrying amount of the plant and equipment held under finance leases is \$7,380 (2017 \$12,300).

Finance leases can be renewed at the Trust's option, the Trust does not have the option to purchase the assets at the end of the lease terms.

There are no restrictions placed on the Trust by any of the finance leasing arrangements.



IT'S IN OUR NATURE

	2018	2017
<b>17 Capital and Operational Commitments and Operating Leases</b>		
Non-cancellable operating leases as lessee:		
The Trust leases property, equipment and two vehicles in the normal course of its business. The following amounts relate to rental 8 Wharf Street, VW vehicle lease, Nissan vehicle lease and lease of Eftpos machines. The future aggregate minimum lease payments to be paid under non-cancellable operating leases are as follows:		
Payable no later than one year	70,595	64,035
Later than one year, not later than five years	22,897	62,085
Later than five years	-	-
	93,492	126,120
<b>18 Contingent Liabilities</b>		
The Trust has no contingent liabilities		
<b>19 Related Party Transactions</b>		
The Trust received a significant amount of operating grants from the Councils to deliver its objectives as specified in the Trust Deed.		
Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship and/or on terms and condition no more or less favourable than those that it is reasonable to expect the Council and group would have adopted in dealing with the party at arm's length in the same circumstances.		
Key Management Personnel compensation		
Trustees		
Full-time equivalent members	6	8
Remuneration	57,031	69,375
Senior Management Team including CEO		
Full-time equivalent members	4	4
Remuneration	408,603	403,902
Total Full-time equivalent members	10	12
Total Remuneration	465,634	473,277
Due to the difficulty in determining the full-time equivalent for Trustees, the full-time equivalent figure is taken as the number of Trustees.		
<b>20 Donations</b>		
A donation was made to the Otanewainuku Kiwi Trust for \$1462.79. This is the amount received from Cruise ship passengers donated to stamp their passports.		
<b>21 Financial Instruments</b>		
Financial Instrument Categories		
<b>FINANCIAL ASSETS</b>		
Cash & Cash Equivalents	472,673	408,638
Debtors & Other Receivables	38,094	122,264
Total Financial Assets	510,767	530,902
<b>FINANCIAL LIABILITIES</b>		
Creditors & Other Payables	258,611	288,385
Loans	10,779	20,725
Finance Leases	13,001	16,841
Total Financial Liabilities at Cost	282,391	325,951
<b>22 Events After Balance Date</b>		
There are no significant events post balance date.		







IT'S IN OUR NATURE

WESTERN BAY OF PLENTY TOURISM AND VISITORS TRUST

SERVICE DELIVERY REPORT JULY 2017-JUNE 2018

SCOPE OF ACTIVITY AND PERFORMANCE FRAMEWORK

The activity described below applies to the territorial boundaries covered by Tourism Bay of Plenty as recognised by the Ministry of Business, Innovation and Employment and covering the rateable areas of Tauranga City Council, Western Bay of Plenty District Council and Whakatāne District Council

Activity	Performance Measure	Data Source	Baseline	2017-2018 Goal to June 2018	2018-2019 Goal to June 2019	2019-2020 Goal to June 2020	Commentary	Result to June 2018
<b>KRA 1: Grow the tourism industry and increase visitor spend</b>								
<b>TARGET THE RIGHT VISITORS AT THE RIGHT TIME</b> Creation of demand generation calendar to target value at peak, volume and value off-peak. New brand proposition launched.	Increase overall and off-peak visitor spend by 3.3%	MBIE Regional Tourism Estimates.	\$901m (to June 2016).	Increase by 3.3%	Increase by 4%	Increase by 4%	\$1019b to June 2018 (6.9% annual increase).	Achieved
<b>INTERNATIONAL VISITOR ATTRACTION STRATEGY</b> International trade and media activity in Australia, Americas, UK, and India in partnership with TNZ, Air NZ, ECHL and regional agencies involved in international relations.	Increase international visitor spend by 3.7%	MBIE Regional Estimates by International.	\$197m (to June 2016).	Increase by 3.7%	Increase by 5.3%	Increase by 5.3%	\$277m to June 2018 (10.9% annual increase).	Achieved
<b>DOMESTIC VISITOR ATTRACTION STRATEGY</b> Direct to consumer marketing activity in Auckland, Waikato, Wellington and Christchurch, and Australia. 'No Place Like Home' Campaign to residents.	Increase domestic visitor spend by 2.9%	MBIE Regional Estimates by Domestic.	\$704m (to June 2016).	Increase by 2.9%	Increase by 3.7%	Increase by 3.7%	\$801m to June 2018 (5.8% annual increase).	Achieved
<b>KRA 2: Support tourism development and encourage investment</b>								
<b>ENHANCE THE VISITOR EXPERIENCE</b> Commence a Destination Management strategy that balances the interests of visitors, service providers and the community and balances growth with environmental and cultural sustainability.	Increased visitor satisfaction measured by a new Visitor Experience Survey.	Visitor Experience Survey.	No current data. New data source required.	New data source targets to be set.	New data source targets to be set.	New data source targets to be set.	Will be implemented in 2018-2019.	Not achieved
<b>ENHANCE THE VISITOR EXPERIENCE</b> New VIC Mount Maunganui to service FIT and cruise visitors, planning towards a new Tauranga VIC. Implementation of Visitor Experience Plan including digital information delivery.	Funding for Mount Maunganui VIC. Business Case for Tauranga VIC.	Annual Plan and Long-Term Plan funding allocated. External sources of funding pursued.	VIC Mount Maunganui i-SITE approved for Annual Plan Consultation.	Funding achieved. Detailed designs approved for the build.	Commence build of new VIC in Mount Maunganui. Agree on the location of VIC in Tauranga CBD.	Tauranga CBD VIC Business case completed.	Unsuccessfully applied for \$1242m of funding from the MBIE Regional Mid-Sized Tourism Facilities Grant Fund and the MBIE Tourism Infrastructure Fund. Awaiting result of application to the MBIE Provincial Growth Fund.	To be confirmed
<b>GROW CAPABILITY AND INCREASE SUPPLY</b> Lobby for funding to support Regional Growth Study priorities. Infrastructure planning to meet demand and grow sustainably via the Regional Growth Study. Partner with Priority One on investment attraction and new product development. Partner with International Education and education institutes on skills requirements.	Regional Growth Study priorities implemented. Regional Growth Study delivery.	Regional Growth Study. Regional Growth Study delivery.	Regional Growth Study completed. Regional Brand Story developed.	Funding for 1 Regional Growth Study priority. Regional Brand Story implemented.	Implementation of 1 Regional Growth Study priority. Regional Brand Story implemented.	Activation of at least 2 Regional Growth Study priorities. Regional Brand Story implemented.	Regional Growth Study completed December 2017. MBIE Tourism Infrastructure Fund funding achieved for Omanawa Falls development. Regional Brand Story continues to be rolled out in all collateral and campaigns.	Achieved
<b>GROW CAPABILITY AND INCREASE SUPPLY</b> Assist existing and new potential tourism operators with mentoring and support to develop capability particularly to become export ready. Establish Industry Advisory Group (IAG).	Industry Growth Programme developed. Establish Industry Advisory Group.	Industry Engagement Survey.	No current data. New data source required.	2 new export ready operators. 2 meetings of IAG per year.	4 new export ready operators. 2 meetings of IAG per year.	6 new export ready operators. 2 meetings of IAG per year.	3 new export ready operator (Bay Explorer, Brew Bus and Mighty Motu Bike Tours). Industry Advisory Group established, and 2 meetings held.	Achieved
<b>KRA 3: Partnership and collaboration locally, regionally and nationally</b>								
<b>REGIONAL BRAND STORY</b> Compelling attributes and competitive advantages told consistently by multiple agencies.	Regional Brand Story developed.	Visitor Experience survey. Industry Engagement survey.	Regional Brand Story developed.	Regional brand story launch.	Year 2 implementation.	Year 3 implementation.	Regional Brand Story approved and embraced by stakeholders. Rolled out in all collateral and campaigns (such as the CIAL campaign).	Achieved
<b>CONNECT WITH RESIDENTS</b> Increase social licence to grow tourism, increase civic pride and create an involved and informed residential base.	No Place Like Home Campaign implemented.	Residents Survey.	No Place Like Home Campaign year 2.	No Place Like Home Year 3.	Review and assess.	No Place Like Home continuation.	No Place Like Home campaign reviewed, revamped and launched to media and residents.	Achieved
<b>MAJOR EVENTS COLLABORATION</b> Support strategic events that increase off-peak visitation, GDP and visitor spend growth.	Support of 5 Major Events per annum.	TCC Major Events team feedback.	Support Major Events tactic development with TCC.	Year 1 implementation support.	Year 2 implementation support.	Year 3 implementation support.	Support of U19 CWC, 4 Nations Hockey, Sevens Tournament, Jazz Fest and Winter Nights Winter Lights.	Achieved
<b>WESTERN BAY OF PLENTY STAKEHOLDER ENGAGEMENT AND COMMUNICATION PLAN</b> Implement Western Bay of Plenty Stakeholder Engagement and Communications Plan to ensure collaborative relationships with key stakeholders.	WBOP Stakeholder Engagement and Communications Plan delivery.	Councils' feedback - 6 month & 12 month reports. Industry Engagement Survey.	WBOP Stakeholder Engagement and Communications Plan implemented.	Year 2 implementation.	Year 3 implementation.	Year 4 implementation.	The Plan has been completed and is being implemented with over 200 engagements. Significantly	Achieved

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ATTACHMENT A



								utilised in the TCC Long Term Plan application for community buy-in.	
<b>KRA 4: Support our unique cultural heritage</b>									
<b>REGIONAL BRAND STORY (RBS)</b> Support our unique cultural heritage through bi-cultural story telling at all touch points.	TBOP Board Representation. Regular Iwi communications. Iwi involvement in VES and RBS.	Iwi feedback.	TBOP Board Representation. Regular Iwi communications. Iwi involvement in VES and RBS.	TBOP Board Representation. Regular Iwi communications. Iwi involvement in VES and RBS.	TBOP Board Representation. Regular Iwi communications. Iwi involvement in VES and RBS.	TBOP Board Representation. Regular Iwi communications. Iwi involvement in VES and RBS.	TBOP Board Representation. Regular Iwi communications. Iwi involvement in VES and RBS.	TBOP Board representation complete. Regular Iwi communications take place including regional Iwi attendance of World Indigenous Tourism Summit 2018 in Waitangi. Iwi were involved in VES and RBS.	Achieved
<b>GROW CAPABILITY AND INCREASE SUPPLY</b> Partner with Iwi on infrastructure planning, investment attraction and new product development.	TBOP Board Representation. Regular Iwi communications. Iwi involvement in VES and RBS.	Iwi feedback. New products developed.	Building relationships with Iwi. 1 new product development.	1 new product development.	1 new product development.	1 new product development.	1 new product development.	4 new product developments: Arataki Cultural Trails and made progress with initiatives on Matakana Island and at a Maketu marae. Also assisted Kohutapu Lodge & Tribal Tours.	Achieved
<b>KRA 5: Environmentally responsible for current and future generations</b>									
<b>ENVIRONMENTALLY RESPONSIBLE TOURISM INDUSTRY</b> Partner with Regional Council, Iwi, DOC, Conservation Board and industry to champion sustainable growth whilst protecting natural assets.	Development/input into a sustainable tourism plan and initiatives.	Commence development of an Environmental Charter. Increase no. of Qualmark operators.	88 Qualmark businesses.	Commence development of an Environmental Charter. Increase no. of Qualmark operators to 92.	Commence development of an Environmental Charter. Increase no. of Qualmark operators to 95.	Commence development of an Environmental Charter. Increase no. of Qualmark operators to 100.	Qualmark assessment methodology has changed and so numbers of Qualmark operators have decreased based on more stringent criteria. Current no. of Qualmark operators = 62. Qualmark training for industry took place in February and June. Co-hosted industry forum with TIA on its Sustainability Commitment in June.	Not achieved	
<b>KRA 6: Governance Best Practice</b>									
<b>VISITOR ECONOMY STRATEGY</b> Complete the Visitor Economy Strategy 2018-2028 (VES) to move the organisation from destination promotion to destination management and participate fully in the Long-Term Planning processes of Councils. <b>ALTERNATIVE FUNDING MECHANISMS RESEARCH PROJECT</b> Lead an investigation into alternative funding mechanisms, including from within the tourism sector, including stages to complete this work.	Draft VES 2018-2028 completed for consultation. Commence study using Fresh Info. External consultants.	Feedback from the Councils. Feedback from industry and stakeholders.	Draft VES 2018-2028 released for consultation. The first stage of the research project approved (\$30k).	Gain buy-in for VES and participate in the Councils' LTP processes. Commence stage 1 of the research project from July.	VES approved and adopted into LTPs of the Councils. Commence stage 2 of the research project (if funded).	Implementation of VES with the Councils. Implement findings from funding project (if funded).	VES approved and adopted into the Councils' Long-Term Plans 2018-2028. Stage 1 of Alternative Funding Mechanisms Research Project completed.	Achieved	
<b>Prudent and effective leadership to ensure long term visitor economy growth through Destination Management strategy including risk and financial control, and compliance with regulatory and Code of Conduct frameworks.</b>	Manage P&L to budget. Code of Conduct compliance. Compliance and regulatory obligations met. Enterprise Risk Management Policy adherence. No surprises policy maintained.	Auditors' report. TCC's and WBOPDC's feedback. MBIE Regional Tourism Estimates.	Manage P&L to budget. Code of Conduct compliance. Compliance and regulatory obligations met. Enterprise Risk Management Policy adherence. No surprises policy maintained.	Manage P&L to budget. Code of Conduct compliance. Compliance and regulatory obligations met. Enterprise Risk Management Policy adherence. No surprises policy maintained.	Manage P&L to budget. Code of Conduct compliance. Compliance and regulatory obligations met. Enterprise Risk Management Policy adherence. No surprises policy maintained.	Manage P&L to budget. Code of Conduct compliance. Compliance and regulatory obligations met. Enterprise Risk Management Policy adherence. No surprises policy maintained.	Budgets managed with no surprises to P&L forecast. Code of Conduct and Health & Safety obligations complied with as per Risk Management Framework. Risks are identified, reviewed and monitored on an ongoing basis as outlined in Sections 10 to 15 of the Policy. Compliance and regulatory obligations met on time and in a professional way, as per the Auditor and Council's feedback. No surprises policy adhered to, as per Council's feedback.	Achieved	

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**Independent Auditor's Report**

**To the readers of Western Bay of Plenty Tourism and Visitors Trust's financial statements and performance information for the year ended 30 June 2018**

The Auditor-General is the auditor of Western Bay of Plenty Tourism and Visitors Trust (the Trust). The Auditor-General has appointed me, B H Halford, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and performance information of the Trust on his behalf.

**Opinion**

We have audited:

- the financial statements of the Trust on pages 7 to 15, that comprise the statement of financial position as at 30 June 2018, the statement of comprehensive revenue and expenditure, statement of changes in net assets/equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the Trust on pages 16 to 17.

In our opinion:

- the financial statements of the Trust on pages 7 to 15:
  - present fairly, in all material respects:
    - its financial position as at 30 June 2018; and
    - its financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with New Zealand Equivalents to International Financial Reporting Standards Reduced Disclosure Regime; and
- the performance information of the Trust on pages 16 to 17 presents fairly, in all material respects, the Trust's actual performance compared against the performance targets and other measures by which performance was judged in relation to the Trust's objectives for the year ended 30 June 2018.

Our audit was completed on 20 August 2018. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.

### **Basis for our opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of the Board for the financial statements and the performance information**

The Board is responsible on behalf of the Trust for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board is also responsible for preparing the performance information for the Trust.

The Board is responsible for such internal control as they determine is necessary to enable them to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Board is responsible on behalf of the Trust for assessing the Trust's ability to continue as a going concern. The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

The Board's responsibilities arise from the Local Government Act 2002 and Trust Deed.

### **Responsibilities of the auditor for the audit of the financial statements and the performance information**

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.



For the budget information reported in the financial statements and the performance information, our procedures were limited to checking that the information agreed to the Trust's statement of intent.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- We evaluate the appropriateness of the reported performance information within the Trust's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Trust and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

## Other Information

The Board is responsible for the other information. The other information comprises the information included on pages 1 to 6, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Independence

We are independent of the Trust in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1(Revised): Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Trust.

B H Halford  
Audit New Zealand  
On behalf of the Auditor-General  
Tauranga, New Zealand



**TAURANGA CITY COUNCIL/WESTERN BAY OF PLENTY  
DISTRICT COUNCIL  
JOINT GOVERNANCE COMMITTEE**

**17 October 2018**

**Joint Governance Committee 2019 Meeting Schedule**

**Purpose**

1. To consider the upcoming work programme for the Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee and make recommendations for meeting dates and the work programme for 2019.

**Executive Summary**

1. Meetings for the Joint Governance Committee have not been set for 2019.
2. Council staff have undertaken a review of the current known upcoming work programme for the Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee.
3. Staff are making recommendations for meeting dates for the period of 2019 up until the pre-election period (mid-August) to meet the requirements of contract reporting and other committee business that needs to take place.
4. The recommended meeting date schedule and the current proposed business are:

<b>Date</b>	<b>Proposed business</b>
<b>10 April 2019</b>	TBOP Six Monthly Report TBOP Final Draft Statement of Intent
<b>12 June 2019</b>	Safer Communities Progress Report Welcoming Communities Progress Report
<b>7 August 2019</b>	TBOP Statement of Intent Final Adoption P1 Annual Report Sub-Region Arts and Culture Strategy Update Waiari Project Update

It is likely that other business will emerge for the meeting agendas over time.



JOINT GOVERNANCE COMMITTEE

17 October 2018

## Recommendations

***THAT the TCC/WBOPDC Joint Governance Committee:***

- (a) Receive the report titled Joint Governance Committee 2019 Meeting Schedule.***
  - (b) Approves the recommended meeting date schedule for 2019.***
- OR
- (c) Makes the following amendments to the recommended meeting date schedule for 2019:***
  - (d) THAT the report relates to an issue that is considered to be of low significance in terms of both Tauranga City and Western Bay of Plenty District Councils' Significance and Engagement Policies.***

## Background

The Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee was set up to deal with sub-regional projects and activities.

The committee carries out (but is not limited to) the following types of functions:

- Review and monitor joint agreements
- Develop and amend joint plans, policies, projects and strategies as delegated by the respective Councils
- Establish protocols for joint funding applications and cost sharing arrangements
- Receive reports and make decisions on civil defence matters
- Monitor performance and make recommendations on joint plans, policies, projects and strategies

The committee is administered alternately by each Council for the duration of a triennium – this term Western Bay is taking the lead. According to the delegations document agreed between the councils (the “Terms of Reference” for the Joint Governance Committee) meeting frequency is “as required, according to the Committee’s annual work programme.”

## Consideration

### Strategic Context

5. Tourism Bay of Plenty (TBOP) is a joint Council Controlled Organisation of Tauranga City Council and Western Bay of Plenty District Council.
6. TBOP is required to report to the two councils regarding its financial and non-financial performance on a six-monthly and annual basis and the councils are required to consider TBOP’s Statement of Intent.





JOINT GOVERNANCE COMMITTEE

17 October 2018

7. Both TCC and Western Bay have other CCO arrangements and collaborative initiatives, such as the Sub-Region Arts and Culture Strategy.

### **Significance and Engagement**

8. Under the Significance and Engagement Policies for Western Bay of Plenty District Council and Tauranga City Council, this is of low significance as it does not have financial implications or effect on the communities of Tauranga and the Western Bay.
9. For these reasons no engagement is planned.

### **Implementation**

10. If adopted the new meetings will be put into elected member calendars and publicly notified.

A blue ink signature of Jacinda Lean.

Jacinda Lean  
**General Manager CE Group (Acting)**  
**Tauranga City Council**

A blue ink signature of Frank Begley.

Frank Begley  
**Community Relationships Manager**  
**Western Bay of Plenty District**  
**Council**

### **Attachments**

There are no attachments for this report.