



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

JG7
Wednesday, 5 December 2018
Council Chambers
Barkes Corner, Tauranga
3.15pm

Notice of Meeting No JG7

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

Wednesday, 5 December 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. JG7

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.

JG7.1

Minutes of Meeting No. JG6 of the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee Held on 17 October 2018

8-10

A copy of the minutes is attached.

Recommendation

THAT the minutes of meeting no. JG6 of the Tauranga City Council / Western Bay of Plenty District Council Joint Governance

Committee held on 17 October 2018 as circulated with the agenda be confirmed as a true and correct record.

JG7.2 **Decision Report - Council Decision on Recommendations from the Joint Governance Committee in regard to Adoption of the Western Bay of Plenty Welcoming Plan 2018-2023** 11

Attached is a report from the Democracy Advisor dated 8 November 2018

Recommendation

THAT the report of the Democracy Advisor dated 8 November 2018 titled Council Decisions on Recommendation from the Joint Governance Committee in regard to the Adoption of the Western Bay of Plenty Welcoming Committee 2018-2023 be received.

JG7.3 **TECT - All Terrain Park Report** 12-21

Attached is a report from the TECT All Terrain Park Manager Operations dated 5 December 2018.

JG7.4 **Letter of Expectation from Tauranga City Council and Western Bay of Plenty District Council to Tourism Bay of Plenty for 2019/20** 22-27

Attached is a report from the Manager: CCO Relationships and Governance at Tauranga City Council, and the Community Relationships Manager from Western Bay of Plenty District Council dated 5 December 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:

- *Minutes of meeting no. JG6 held on 17 October 2018*
- *In Confidence - Decision Report - Council Decision on Recommendations from the Joint Governance Committee in regard to the Adoption of the Appointment to the Tourism Board - December 2018*
- *Appointment of Board members 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
<i>Minutes of meeting no. JG6 held on 17 October 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated in the minutes.</i>
<i>In Confidence - Decision Report - Council Decision on Recommendations from the Joint Governance Committee in regard to the Adoption of Appointment to the Tourism Board - December 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>Protect the privacy of natural persons, including that of deceased natural persons.</i>
<i>Appointment of Board Members 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>Protect the privacy of natural persons, including that of deceased natural persons.</i>

Western Bay of Plenty District Council

Minutes of Meeting No. JG6 of the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee held on 17 October 2018 in the Council Chambers, Barkes Corner, Tauranga commencing at 3.10 pm

Present

Tauranga City Council

His Worship the Mayor Greg Brownless and Deputy Mayor Kelvin Clout

Western Bay of Plenty District Council

His Worship the Mayor Garry Webber (Chairperson)

It was noted that Deputy Mayor Williams was on leave of absence.

In Attendance

Tauranga City Council

Marty Grenfell (Chief Executive Officer), Anne Blakeway (Manager CCO Relationships and Governance) and Jacinda Lean (General Manager CE Group (Acting) Tauranga City Council)

Western Bay of Plenty District Council

Miriam Taris (Chief Executive Officer), Frank Begley (Community Relationships Manager), Aileen Alty (Democracy Advisor)

JG6.1

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

The Committee considered minutes from the meeting JG5 of the Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee dated 8 August 2018 as circulated with the agenda.

Resolved: Deputy Mayor Clout / Mayor Brownless

THAT the minutes from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee (JG5) as circulated in the agenda and held on 8 August 2018 be confirmed as a true and correct record.

JG6.2 **Welcoming Communities**

The Committee considered 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 as circulated with the agenda.

Members noted that both Tauranga City Council and Western Bay of Plenty District Council supported the Welcoming Communities Plan, however they questioned the funding arrangements for this Government-funded initiative beyond the two-year pilot period.

Resolved: Mayor Brownless / Mayor Webber

THAT the Tauranga City Council /Western Bay of Plenty District Council 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*
- (c) THAT the report relates to an issue that is considered to be of low significance in terms of both Tauranga City and Western Bay of Plenty District Councils' Significance and Engagement Policies.*

JG6.3 **Tourism Bay of Plenty Annual Report**

The Committee considered 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 as circulated with the agenda.

Resolved: Mayor Brownless / Deputy Mayor Clout

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.

JG6.4 **Joint Governance Committee 2019 Meeting Schedule**

The Committee considered 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 as circulated with the agenda.

Resolved: Mayor Brownless / Deputy Mayor Clout

THAT the Tauranga City Council / Western Bay of Plenty District Council Joint Governance Committee:

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

Local Government Official Information and Meetings Act

Exclusion of the Public

Schedule 2a

Resolved: Mayor Brownless / Deputy Mayor Clout

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

- *Minutes of Joint Governance Committee (JG5) 8 August 2018*
- *2018 Appointment of Trustees to Tourism Bay of Plenty*

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

<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>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**Joint Governance Committee****Decision Report – Council Decision on
Recommendations from the Joint Governance
Committee in regard to Adoption of the Western Bay of
Plenty Welcoming Plan 2018 -2023****Executive Summary**

The following is a decision adopted by the Western Bay of Plenty District Council based on the recommendation from the Tauranga City Council/Western Bay of Plenty District Council Joint Governance Committee meeting held on 17 October 2018.

The report is provided for information purposes only.

**Remit from the Western Bay of Plenty District Council – C21
1 November 2018****C21.12 Recommendatory Report from the Joint Governance Meeting -
Adoption of the Western Bay of Plenty Welcoming Plan 2018-2023**

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

Resolved: Mackay / Williams

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

Recommendation

THAT the report of the Democracy Advisor dated 8 November 2018 titled Council Decisions on Recommendation from the Joint Governance Committee in regard to the Adoption of the Western Bay of Plenty Welcoming Committee 2018 - 2023 be received.


Aileen Alty
Democracy Advisor



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

5 December 2018

TECT All Terrain Park – Manager Progress Update

Purpose

The purpose of this report is to provide a summary of accomplishments and to highlight operational progress and activities associated with management and development of the TECT All Terrain Park, for the period October 2017 – October 2018.

Recommendation/s

THAT the TCC/WBOPDC Joint Governance Committee:

- (a) Receive the report titled TECT All Terrain Park – Manager Progress Update.***

- (b) 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.***

A handwritten signature in black ink, appearing to read "Bill Wheeler".

**Bill Wheeler
TECT All Terrain Park Manager
Operations
Western Bay of Plenty District
Council**



1. Overview

Since the official opening in 2010 the Park has transitioned through stages of development both physically and culturally. Once perceived as solely the domain of “noisy boy sports” the Park now fills a valuable niche for the burgeoning population on the southern fringes of the conurbation. As the population of The Lakes and similar developments increase, the demand for open spaces for active recreation increase along with it. TECT All Terrain Park (TATP) has seen a marked increase in casual visitors and those seeking space to pursue activities such as horse-riding and dog-walking. Although these types of activities suffered a hiatus following the withdrawal of the associated user groups (members of the Piko Piko Trails group), the last twelve months has seen a resurgence in interest especially from family users.

In the early stages of development the use of the Park was noticeably seasonal with clubs concentrating their efforts upon development and expanding their presence. With many clubs having now achieved their development targets, facilities are in place to support year-round activities and this is reflected in the increased off-season use. The level of use is further boosted by an increasing number of regular walkers, cyclists and horse-riders throughout the year.

2. Progress on Physical Assets

Site Maintenance

- The widespread use of recycled asphalt millings on the internal road network has proved to be a great success. The local contractors who are now preferred supplier to the Park have developed a very effective remediation methodology making the use of this product even more cost effective.
- The move to upgrade and upsize some of the public trails has greatly improved the ease of maintenance and has been met with the appreciation of the users. Particularly in the case of horse-riders for whom a trip to the Park is as much a social exercise as it is an opportunity to exercise their horses and they can now ride 2 or 3 abreast.
- Restrictions on freedom camping have alleviated some of the demand upon the Arrival Centre’s limited water supply but growing visitor numbers and an ever increasing number of travellers using the Park as a stop-over between Tauranga & Rotorua. Linking the Arrival Centre supply to that of the Ranger Station will afford a much greater area for rainwater harvest and storage. In time it is hoped that this will be replaced by a bore supply but that too is subject to the availability of a suitable power supply.
- Alongside the rationalisation of the trail network is a significant overhaul of the track signage, including the public motorcycle trails.



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- Fly-tipping and illegal hunting continue to be a challenge for Park staff but a zero-tolerance policy is helping to minimise the impacts. Activity around gateways will in future be monitored using LoRan technology which will give immediate warning of access to unauthorised areas..

Forestry

- Cutting rights owned by the Ontario Teachers Pension Plan are now solely in the management of Hancock Forestry who have taken back day-to-day management responsibility from PF Olsen. This should have little effect on how the blocks are managed and at this stage there are no plans to alter the harvesting programme.
- Working with neighbouring landowners to facilitate their timber harvesting programme has provided an opportunity to harvest a boundary block prior to the felling of the adjacent cutting rights area. This will enable the establishment of a wind-firm buffer between motorsports activity and the adjoining dairy farm before the large clear-fell is undertaken in 5-10 years time. The operation will also allow replanting with species that pose less of a risk to the fences between the two properties which has been an ongoing problem for some time.
- The pine crop in the north-west corner of the Park has been pruned and in addition to creating a more marketable crop at harvest time this may help with the incidence of Dothistroma in that particular crop. The fungal disease that can affect tree growth and the vigour of the crop has been something of an issue in recent years due to the prevailing weather conditions.
- There has been no forestry activity in the areas currently under cutting rights.

Infrastructure

- Discussions have been underway with the Rural Connectivity Group (RCG) regarding the installation of an RBI2 (Rural Broadband Initiative phase 2) cellphone tower at TECT All Terrain Park. Agreement has been reached regarding the terms of a lease and RCG are carrying out a number of planning exercises to establish the best approach to take. It is thought that a 25m guyed mast may be necessary but until a full analysis of the network coverage is carried out this is yet to be confirmed. It may be possible to use a much shorter mast which would obviate the need for an additional resource consent.

In a recent press release, MBIE has shown the Park tower scheduled for 2021 although it is RCG's aim to make it one of the first installations once roll-out is finalised. The final schedule will not be confirmed until a construction partner has been appointed by RCG later this year.



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- The remaining challenge for the cellphone tower is one shared with any future development plans for the Park and that is the availability of power. Powerco have indicated that any further connections to the Park network would trigger a requirement for it to become an embedded network and for the Park to undertake a downstream upgrade of Powerco's network. What this means is that the Councils would be expected to fund an upgrade of Powerco's infrastructure as well as installing the necessary three-phase metering hardware. Current estimates sit at around \$500,000 alone for this work. To extend the network to the cellphone site would require an additional \$200,000-300,000.

RCG have been working with Powerco to investigate off-grid alternatives and it is hopeful that Powerco's Base power technology could prove to be a more affordable solar-based solution. A full work-up of the TATP site is being carried out as a case study for the use of off-grid power across the network.

- Discussion is also underway with Powerco to assess the suitability of Base Power as a means of providing power to other future Park developments such as a water bore or Kiwicamp unit. Other technologies such as grid batteries are also being investigated with a view to "smoothing" the electricity demand across peak and off-peak periods. This could ease Powerco's concerns regarding future load on the supply infrastructure by limiting the potential peak demand.
- Following a period of use for off-road driver training, the events space development is once again proceeding. The toilet blocks have been fully refurbished and the tanks are awaiting installation. This facility will be fully self-contained initially with the option of using mains power and reticulated water if demand requires.

3. Stakeholders and User Groups

Communications

- The Green Flag Award has brought the Park to the attention of a much wider audience than simply the Bay of Plenty. It is now recognised nationally as not only a unique facility but as one which meets the highest standards of park management. With the receipt of a sixth award this year the Park is now recognised internationally with the current management plan used as an exemplar for best practice across all 18 countries which are part of the scheme.
- Partnering with other agencies has also brought benefits; Sport BOP's "Virtually On Track" programme continues to inspire new visitors through events and their online presence. Early talks with BOP Film have resulted in the Park being chosen as a location for the filming of an upcoming NZ-made feature film in early 2019.



JOINT GOVERNANCE COMMITTEE

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- Social media continues to be a growing communication tool and there is considerable traffic on the Park's Facebook page which currently has 2844 followers. Users like the immediacy of this type of communication and a virtual community of Park users has developed providing valuable feedback to staff. Users are also sharing their experiences and encouraging new users via their feedback. Many now make use of tracking technology and sites such as Strava share this data giving an excellent snapshot of usage.

User Group Activity

- The growth of user group activity is marked by several different pathways. Some have reached their development targets and are using their facilities to further promote their sports and fund their costs through commercial and corporate activities (typified by the shooting sports). Others have been pragmatic and adapted their original plans to accommodate emerging demand and changes within their sport (model flying and airsoft are examples of this approach) whilst some are yet to achieve the potential that the site affords them.
- Interest in the wider management of the Park amongst the user groups appears to be on the wane. Attendance at User Group Forums has been in decline for some time and none of the user groups engaged in the Annual or Long Term Planning process. In fact, no submissions were received regarding TECT All Terrain Park and it's future funding.

Recent requests for feedback on the revision of the Park Management Plan were also met with a silence that can only be construed as assent.

- Park-based events are now featuring on the regional and national calendars of a number of sports. Plans are well advanced for both shooting and motorcycling to host significant national events on 2019. The latter have undertaken a considerable remodelling of their track to accommodate events of this magnitude.
- With the freeing-up of some cutting rights areas now only 5 years away, groups are starting to plan for these areas. BOP Four-Wheel Drive Club are already working with Park staff on a development plan for the Mangatoī block and the full bore rifle club have investigated options for expediting the harvesting of the area south of Ngawaro Road. Established clubs are also looking at options for the next stages of their development.

4. Financial Performance

Overall there was a moderate underspend, although this is often the case where winter conditions slow progress with routine operations. This will come back into line as maintenance operations scale up again with the improving spring weather.

(ATTACHMENT A)



JOINT GOVERNANCE COMMITTEE

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6. Significance Policy



The matters in this report have been assessed against the Significance Policies of the Tauranga City Council and Western Bay of Plenty District Council. In accordance with the general approach, criteria and thresholds of the policy, the author of this report considers that the TECT All Terrain Park Manager Operations report is not significant.

Attachments

No.	Title
A	Western Bay of Plenty District Council Financial Variance Report – 31 October 2018 – Recreation and Leisure
B	Photographs

**Western Bay of Plenty District Council
Financial Variance Report - 31 October 2018
Recreation & Leisure**

Full Yr Budget \$'000	Full Yr Revised Budget \$'000	Note	Actual YTD \$'000	Revised Budget \$'000	+/-	
					\$'000	%

		TECT All Terrain Regional Park					
717	717	Total Operating Costs	118	123	5	4%	
924	924	Total Costs	212	236	23	10%	
(672)	(672)	Total Direct Income	(51)	(17)	34	205%	
252	252	Net Cost of Service	161	219	58	26%	
771	771	Total capital expenditure	23	33	10	30%	
(204)	(204)	Cost recovery	0	0	0		
567	567	Net capital expenditure	23	33	10	30%	

Summary

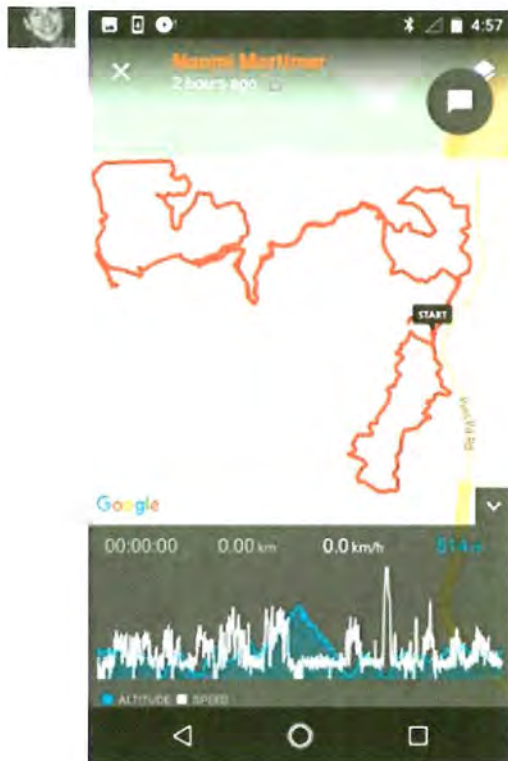
Working costs	212,088	235,576	23,488	10%
Projects awaiting external funding	0	0	0	
Total costs	212,088	235,576	23,488	10%
	0	0	0	
Working income	(50,894)	(16,668)	34,226	205%
Projects awaiting external funding	0	0	0	
Total income	(50,894)	(16,668)	34,226	205%
	0	0	0	
Working capital	22,834	32,740	9,906	30%
Projects awaiting external funding	0	0	0	
Total capital	22,834	32,740	9,906	30%

ATTACHMENT B

Fig. 1 – Strava heatmap of TECT All Terrain Park use (brighter areas show greater levels of use)



Fig. 2 – Visitor feedback from social media, showing use of mapping to log trip



1 hour ago · Sent from Messenger



Sarah Rice

Awesome horse riding yesterday. 16km done. The trails were in great condition and we liked the new sign posts you've put up. Thanks for providing such a lovely facility

1 hour ago · Sent from Messenger



TECT All Terrain Park

Great riding Sarah. Thank you for the feedback.

1 hour ago



Sarah Rice



18 minutes ago · Sent from Messenger



Sarah Rice

Alsì. Look at how busy the equestrian car park was! How fab is that. Even better, we were last to leave and there wasn't a strand of hay or

Fig. 3 – Example of new track way-marking





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

5 December 2018

**LETTER OF EXPECTATION FROM TAURANGA CITY COUNCIL
AND WESTERN BAY OF PLENTY DISTRICT COUNCIL TO
TOURISM BAY OF PLENTY FOR 2019/20**

Purpose

1. The purpose of this report is for the Joint Governance Committee to approve the Letter of Expectation from Tauranga City Council and Western Bay of Plenty District Council to Tourism Bay of Plenty for 2019/20.

Executive Summary

2. Tourism Bay of Plenty (TBOP) is a council-controlled organisation (CCO) of Tauranga City Council and Western Bay of Plenty District Council.
3. The Letter of Expectation (LOE) gives guidance to TBOP on what the councils expect to see in its Statement of Intent (SOI).
4. An amended LOE for the 2019/20 year has been completed by the CCO Working Party and approval is being sought from the Joint Governance Committee for this.
5. The LOE will then be approved by both councils separately.

Recommendations

THAT the TCC/WBOPDC Joint Governance Committee:

- (a) ***Receive the report titled Letter of Expectation from Tauranga City Council and Western Bay of Plenty District Council to Tourism Bay of Plenty for 2019/20.***
- (b) ***THAT the Letter of Expectation from Tauranga City Council and Western Bay of Plenty District Council to Tourism Bay of Plenty for 2019/20 be approved subject to final approval by both councils.***
- (c) ***THAT the report relates to an issue that is considered to be of low significance in terms of both Tauranga City and Western Bay of Plenty District Councils' Significance and Engagement Policies.***

Anne Blakeway
Manager: CCO Relationships &
Governance
Tauranga City Council

Frank Begley
Community Relationships Manager
Western Bay of Plenty District
Council



Background

6. The Letter of Expectation (LOE) is attached for the committee's approval (**Attachment A**).
7. Combined with the Enduring Statement of Expectation, the LOE is a key way that the councils provide clear guidance to TBOP. This helps to ensure TBOP's objectives and strategies are aligned with the councils' expectations and informs TBOP's Statement of Intent (SOI).
8. The LOE has been developed by a CCO Working Group in consultation with TBOP.
9. Specific expectations for 2019/20 for Tourism Bay of Plenty are defined in the Letter of Expectation across the three community outcomes of (1) thriving compact centres, (2) protecting the natural environment and (3) attracting businesses, people and visitors.
10. For each expectation, the councils have suggested what success would look like. These focus areas will be taken into consideration when TBOP develops its Statement of Intent.
11. Once it has final approval, the LOE will be incorporated into an official letter to TBOP, signed by the two mayors and delivered to the Chair of TBOP.
12. The LOE is intended to inform TBOP's draft SOI documents, which are due to the councils by 1 March 2019. The councils must then provide feedback on the draft SOI to TBOP by 1 May 2019. The final SOI must be adopted by the Council Controlled Organisation board and submitted to Council by 30 June 2019.

Consideration

Strategic Context

13. Tourism Bay of Plenty is a council-controlled organisation (CCO) of Tauranga City Council and Western Bay of Plenty District.
14. The Letter of Expectation is a key document that gives direction to TBOP in terms of the priority areas of focus for the year.
15. The LOE is updated each year and approved by the two councils for implementation.

Community

16. This process is 'business as usual' so there are no implications for the community from the decisions being sought.

Significance and Engagement

17. Under the Significance & Engagement Policies for Western Bay of Plenty District Council and Tauranga City Council, this is of low significance as because there are no significant changes to the current LOE.
18. There is no requirement to undertake community engagement on this issue.



JOINT GOVERNANCE COMMITTEE

5 December 2018

Implementation

19. The LOE will be incorporated into an official letter to TBOP, signed by the two mayors and delivered to the Chair of TBOP for implementation.

Attachments

No.	Title
A	Letter of Expectation from Tauranga City Council and Western Bay of Plenty District Council to Tourism Bay of Plenty for 2019/20.

Letter of Expectation
From Tauranga City Council and Western Bay District Council to
Tourism Bay of Plenty for 2019/20

As a council-controlled organisation (CCO) of Tauranga City Council (TCC) and Western Bay of Plenty District Council (WBOPDC), Tourism Bay of Plenty (TBOP) is expected to share the councils' visions to support community wellbeing in order to provide a higher standard of living for all.

Tauranga City Council recently adopted a number of community outcomes. Council recognises that it is just one of a number of organisations that influence the ability for Tauranga to be a city that:

- Is well planned, with a variety of successful and thriving compact centres
- Is inclusive, safe, resilient and healthy
- Has predictable travel times and transport choice
- Protects and enhances the natural environment
- Attracts businesses, people and visitors.

Both councils have community outcomes that express their commitment to their communities, which are:

- To plan for and provide affordable, fit for purpose services
- To enhance the quality of life for current and future residents
- To work in partnership with the community and engage in meaningful consultation
- To provide leadership to the communities that we represent
- To manage the balance between social, economic, cultural and environmental wellbeing of the community.

Specific expectations for 2019/20 for Tourism Bay of Plenty are defined in this Letter of Expectation across three community outcomes of (1) protecting the natural environment, (2) attracting businesses, people and visitors, and (3) thriving compact centres. For each expectation, the councils have suggested what success would look like. These focus areas will be taken into consideration when TBOP develops its Statement of Intent.

The councils acknowledge that the expectations regarding TBOP's growing role in destination management are dependent on the continued availability of additional funding through the 2018-28 Long Term Plan. It has been agreed by Tauranga City Council that destination management continue to be funded through the Airport surplus, until such times as Council has undertaken a strategic review prior to the development of a comprehensive Long Term Plan. It is expected that TBOP will continue to work with both councils to explore alternative funding mechanisms specific to the visitor economy and destination management.

1. PROTECTS AND ENHANCES THE NATURAL ENVIRONMENT

- 1.1 The visitor economy enhances quality of life, by providing an enhanced visitor experience and increased amenity for visitors and residents alike.
- 1.2 Tourism Bay of Plenty will implement a Destination Management strategy, ensuring the balance of growth with the social, cultural and environmental well-being of the community.

- 1.3 TBOP is also expected to measure and maintain community social license with measurement of resident satisfaction and their likelihood to recommend the area to others to visit (net promoter score).
- 1.4 TBOP will enhance the visitor experience and visitor satisfaction (as measured by a new Visitors' Satisfaction monitor) and visitors' likelihood to recommend the area to others (net promoter score).
- 1.5 Identify and promote tourism experiences and products which support the coastal Bay of Plenty's unique cultural heritage and history.
- 1.6 TBOP will provide leadership to the councils and the sector and support the tourism industry to be environmentally responsible to protect the sub region for current and future generations.

In order to be successful, TBOP will:

- Provide leadership to manage the industry sustainably and ensure balance of economic, social, cultural, and environmental factors.
- Implement research to measure resident and visitor satisfaction and likelihood to recommend the region to others.
- Continue to improve the visitor experience by providing fit for purpose visitor information services, including the use of digital services.
- Collaborate with Māori to identify and promote tourism experiences that feature Māori culture and assist in the product development of indigenous cultural experiences.
- Support and promote the Tourism Industry Aotearoa Sustainability Charter.
- Support tourist operators to maintain Qualmark status (which includes an environmental element).

2. ATTRACTS BUSINESSES, PEOPLE AND VISITORS

- 2.1 *Grow the tourism industry, increasing visitor spend per night in the coastal Bay of Plenty sub region at a higher rate than inflation and population growth. Attract visitors and new investment and create employment opportunities, contributing to a higher standard of living for all.*

TBOP has an aspirational target to grow visitor spend in the coastal Bay of Plenty sub region to \$1.45 billion by 2028. This is supported by TCC, WBOPDC and Whakatane DC as growing the visitor economy is an important part of economic development in the sub region.

In order to be successful, TBOP will take steps that include:

- Increasing the number of domestic visitors and increasing domestic visitor spend per night at a higher rate than inflation and population growth.
- Increasing the number of international visitors and increasing international visitor spend.
- Increase the cruise sector visitor spend.
- Attracting the right visitors at the right time, focussing on periods of low demand and off peak visitor spend.
- Supporting TCC's events team in attracting and promoting major events, to help achieve its vision to be seen as a destination for major events.

2.2 Support the development of tourism in the coastal Bay of Plenty region and enable investment.

In order to grow the visitor economy, TBOP is expected to advocate for and promote tourism in the sub region and to facilitate investment opportunities.

In order to be successful, TBOP will:

- Complete a co-created 10 year development plan to grow the visitor economy and enable public and private investment decisions.
- Advocate for and facilitate opportunities for investment in tourism that will increase the number of new tourism experiences.
- Work with councils' staff to advocate for enablement of tourism product opportunities.
- Work with TCC's City Events team to assist with the promotion of all events that are likely to attract visitors to Tauranga.
- Continue to improve visitor information services with development of a Mount Maunganui presence, alternative Tauranga location and through the use of digital and unmanned services.

3. IS WELL PLANNED, WITH A VARIETY OF SUCCESSFUL AND THRIVING COMPACT CENTRES

3.1 Collaborate with the councils and other agencies

TBOP is expected to provide leadership for tourism and to support economic growth in the sub region. To achieve this, TBOP is expected to collaborate and maintain partnerships with other organisations. This will allow TBOP to identify and leverage off opportunities.

TBOP is expected to provide leadership for tourism and to provide research insights to forecast the visitor economy and provide demand management of infrastructure and city services.

In order to be successful, TBOP will:

- Maintain good working relationships with TCC and WBOPDC staff and elected members, observing the 'no surprises' principle.
- Develop and maintain collaborative working relationships with appropriate organisations in the sub region, such as Katch Katikati, Te Puke EDG, EPIC Te Puke, Waihi Beach Events and Promotions, Mainstreets.
- Develop and maintain collaborative working relationships with Iwi.
- Develop and maintain collaborative relationships with other RTOs, particularly neighbouring RTOs.
- Develop and maintain collaborative relationships with economic development agencies (including Priority One), in particular with regard to inward investment opportunities that may arise through marketing to and servicing visitors.