

# MEETING - AGENDA -

Ngā Take



# KATIKATI

## Community Board

### Poari Hapori

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**K1**  
**Wednesday 20 November 2019**  
**The Centre. Pātuki Manawa**  
**7:00pm**



# Notice of Meeting No K1 Te Karere

## Katikati Community Board Poari Hapori

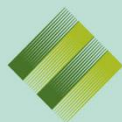
**Wednesday, 20 November 2019**  
**The Centre. Pātuki Manawa**  
**7.00pm**

Members:

B Warren (Chairperson)  
N Harray (Deputy Chairperson)  
J Clements  
K Sutherland  
Councillor J Denyer  
Councillor C Humphreys

Media  
Staff

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



*Western Bay of Plenty  
District Council*

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

[www.westernbay.govt.nz](http://www.westernbay.govt.nz)



# **Katikati Community Board**

## **Mangai o Te Kaunihera**

### **Role and Purpose of Community Boards**

- To represent, and act as an advocate for, the interests of their communities
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the community board
- To maintain an overview of services provided by Council within the community
- To prepare an annual submission to the Council for expenditure within the community
- To communicate with community organisations and special interest groups within the community
- To undertake responsibilities as delegated by Council or its Committees

### **Delegated Functions**

Subject to compliance with Council strategies, policies, plans and legislation:

- To maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions
- To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing respective communities to promote public participation and communication within respective communities
- To undertake tasks, powers and functions as may be delegated by Council or its Committees in accordance with their delegated functions from time to time
- To control, expend and monitor funds as allocated by Council
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land

Or

In accordance with allocations which have been approved through the annual plan process:

- To have input into Council and its Committees on issues and plans affecting the respective communities
- To provide an effective mechanism for community feedback to Council
- To receive reports from Council appointees on Council matters relevant to the Community Boards

Notice is hereby given that a Katikati Community Board Meeting will be held  
in the The Centre Pātuki Manawa on:  
Wednesday, 20 November 2019 at 7.00pm

## Order Of Business

<b>1</b>	<b>Present .....</b>	<b>5</b>
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<b>3</b>	<b>Apologies .....</b>	<b>5</b>
<b>4</b>	<b>Consideration of Late Items .....</b>	<b>5</b>
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- 1 **PRESENT**
- 2 **IN ATTENDANCE**
- 3 **APOLOGIES**
- 4 **CONSIDERATION OF LATE ITEMS**
- 5 **DECLARATIONS OF INTEREST**

MEMBERS ARE REMINDED OF THE NEED TO BE VIGILANT AND TO STAND ASIDE FROM DECISION MAKING WHEN A CONFLICT ARISES BETWEEN THEIR ROLE AS AN ELECTED REPRESENTATIVE AND ANY PRIVATE OR OTHER EXTERNAL INTEREST THAT THEY MAY HAVE.

- 6 **PUBLIC EXCLUDED ITEMS**
- 7 **PUBLIC FORUM**

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

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

**Recommendation**

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

## **8 PRESENTATIONS**

### **8.1 NEW ZEALAND TRANSPORT AGENCY**

**File Number: A3620950**

**Author: Aileen Alty, Senior Governance Advisor**

**Authoriser: Kirstie Elder, Governance Manager**

#### **EXECUTIVE SUMMARY**

A representative from NZTA will be in attendance to provide an overview of the traffic management trial currently being undertaken on State Highway 2 in the Katikati area.

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#### **RECOMMENDATION**

That the presentation from New Zealand Transport Agency representative be received.

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**9 MINUTES FOR CONFIRMATION**

**9.1 MINUTES OF THE INAUGURAL MEETING NO. K-IN OF THE KATIKATI COMMUNITY BOARD HELD ON 7 NOVEMBER 2019**

**File Number: A3620686**

**Author: Aileen Alty, Senior Governance Advisor**

**Authoriser: Kirstie Elder, Governance Manager**

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**RECOMMENDATION**

That the minutes of meeting no. K-IN of the Inaugural Katikati Community Board held on 7 November 2019 as circulated with the agenda, be confirmed as a true and accurate record.

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**ATTACHMENTS**

1. **Minutes of K-IN Inaugural Meeting of the Katikati Community Board held on 7 November 2019** [↓](#)

## Western Bay of Plenty District Council

**Minutes of Meeting No. K-IN Inaugural Meeting of the  
Katikati Community Board held on 7 November 2019  
in the Council Chamber, Barks Corner, Tauranga  
commencing at 3.02pm**

### Present

Members J Clements, N Harray, K Sutherland and B Warren, and Councillors J Denyer and C Humphreys

### In Attendance

M Taris (Chief Executive Officer), K Elder (Governance Manager), B Clarke (Senior Governance Advisor), and A Alty (Senior Governance Advisor)

### Others

126 people including Western Bay of Plenty District Council Mayor and Councillors, invited guests, members of the public and media.

### Opening of Meeting

The Chief Executive Officer opened the meeting.

K-IN.1

#### **Declarations by Katikati Community Board Members**

Members Clements, Harray, Sutherland and Warren, and Councillors Denyer and Humphreys took their oaths and signed their declarations.

The making and attesting of the Declarations by Katikati Community Board Members was witnessed by the Chief Executive Officer.

K-IN.2

#### **Elected Members' Legislative Obligations**

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.



**Resolved:** Member Warren / Councillor Clements

1. *THAT That the Chief Executive Officer's Report dated 21 October 2019 and titled Elected Members Legislative Obligations be received.*
2. *THAT the Katikati Community Board notes that the Western Bay of Plenty District Council maintains a register of members interests pursuant to the provisions of the Local Authorities (Members' Interests) Act 1968.*
3. *THAT the Katikati Community Board Members disclose any actual, potential or perceived interests they or their spouse/partner may have in relation to their dealings with the Western Bay of Plenty District Council and update their disclosures annually or as required.*

K-IN.3

### **Election of Chairperson of the Katikati Community Board**

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.

**Resolved:** Member Sutherland / Member Warren

1. *THAT the Chief Executive Officer's report dated 21 October 2019 titled Election of Chairperson of the Katikati Community Board be received.*
2. *THAT in accordance with Clause 25(4), Schedule 7 of the LGA 2002 the Katikati Community Board adopts System B for the election of the Chairperson.*

The Chief Executive Officer then called for nominations for Chairperson. One nomination was received for Ben Warren. There were no further nominations.

**Resolved:** Member Harray / Councillor Denyer

3. *THAT the Katikati Community Board elects Ben Warren as the Chairperson of the Katikati Community Board.*

K-IN.4

### **Election of Deputy Chairperson of the Katikati Community Board**

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.

**Resolved:** Member Clements / Member Warren

1. *THAT the Chief Executive Officer's report dated 21 October 2019 titled Election of Deputy Chairperson of the Katikati Community Board be received.*

2. *THAT in accordance with Clause 25(4), Schedule 7 of the LGA 2002 the Katikati Community Board adopts System B for the election of the Deputy Chairperson.*

Nominations were called for Deputy Chairperson. A nomination was received for Neil Harray. A second nomination was received for John Clements.

The Katikati Community Board, who had, in accordance with Clause 25(4), Schedule 7 of the LGA 2002, adopted System B for the election of the Deputy Chairperson, voted on the matter. Four votes were received for Nominee Harray and two votes were received for Nominee Clements.

**Resolved:** Member Sutherland / Member Warren

3. *THAT the Katikati Community Board elects Neil Harray as the Deputy Chairperson of the Katikati Community Board.*

K-IN.5

### **First Business Meeting of the Katikati Community Board**

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.

**Resolved:** Member Harray / Member Warren

*THAT pursuant to Clause 21(5)(d), Schedule 7 of the Local Government Act 2002 the first business meeting of the Katikati Community Board be held on Wednesday, 20 November 2019 at 7.00pm at The Centre Pātuki Manawa.*

K-IN.6

### **Christmas and New Year Rubbish Collection**

The Board considered a report from the Deputy Chief Executive/Group Manager Infrastructure Services dated 21 October 2019 as circulated.

**Resolved:** Member Sutherland / Member Warren

*THAT the Deputy Chief Executive's Report, dated 30 October 2019 and titled Christmas & New Year Rubbish Collection be received.*

The meeting concluded at 3.06pm.

Confirmed as a true and correct record.

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B Warren  
Chairperson  
Katikati Community Board

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Date

## 10 REPORTS

### 10.1 CHAIRPERSON'S REPORT - NOVEMBER 2019

**File Number:** A3621422

**Author:** Aileen Alty, Senior Governance Advisor

**Authoriser:** Kirstie Elder, Governance Manager

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#### RECOMMENDATION

1. That in accordance with Resolution LTAP 8.2.14 the Katikati Community Board commit up to \$40,000 funded from the Katikati Town Centre Development Reserves for the engagement of consultant to undertake a review of the Katikati Town Centre Plan.
2. That Council staff assist the Katikati Community Board in preparing a contract for the engagement of a consultant on the understanding that the Community Board were responsible for their own process in this matter.
3. That the Chairperson's Report to the Katikati Community Board for November 2019 be received.

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#### NZTA SH2 ROAD TRIAL TO DIVERT TRAFFIC KATIKATI TOWN CENTRE

The trial by NZTA to re-route traffic through Katikati, which is set to occur on 22 and 24 November. The solution to Katikati's traffic woes that involves sending extra vehicles through residential roads and past schools is ill-conceived. It raises multiple issues and there are serious safety concerns. We wish to make it clear that NZTA has imposed this trial upon Katikati and Western Bay of Plenty District Council does not have the power to avert it. NZTA has not consulted with either the Katikati Community Board or Councillors in this matter.

I believe the board should move to request an immediate meeting with NZTA after the trial to seek further explanation.

Staff advise that it has been arranged for an NZTA representative to attend the Katikati Community Board Meeting to be held on Wednesday 20 November 2019.

#### BIRD WALK EROSION

At the Katikati Community Board meeting held on 31 July 2019 it was advised that Resource Consent was being finalised for submission to Bay of Plenty Regional Council.

The Board would like any update on this item.

Staff advise that the Resource Consent was lodged with the Bay of Plenty Regional Council (BOPRC) in late August 2019. Western Bay of Plenty District Council (WBOPDC) as the applicant received a s.92 Notice from BOPRC requesting further information relating to the application. The requested information was subsequently supplied. As at 12 November 2019, a further request for information has been made. WBOPDC staff continue to work with BOPRC staff on satisfying the information requested.

## HISTORIC CRICKET PAVILION

The Katikati MenzShed are undertaking some if not all of the renovation/repair work. The Reserves and Facilities Asset Manager will provide an update on this item.

The Reserves and Facilities Manager has advised that staff continue assist the Menzshed in undertaking renovation and repair work to the pavilion.

## FREEDOM CAMPING OPTION

It has been suggested that Council liaise with the New Zealand Motor Caravan Association (NZMCA) to facilitate setting up a camping site (similar to the very successful site at Waihi Beach) at Tuapiro Point as a partner venture between Council and the NZMCA.

The Board would like an update on any options that may be considered to facilitate a joint venture with the NZMCA at Tuapiro Point.

Staff advise that the recently adopted Katikati/Waihi Beach Ward Reserve Management Plan(KK/WBRMP) does not contain provision for a lease area for freedom camping purposes. Freedom camping at Tuapiro Reserve is available in the designated area set aside under the Freedom Camping Bylaw 2019

The Katikati/Waihi Beach Reserves Management Plan includes the following 'Reserve Management Policy' relating to investigating an area being set aside for equestrian related activities.

'6.67.4 That investigations are carried out to set aside an area of land for equestrian related activities between the driveway into the reserve and the inner side of the estuary.'

## 2020 TOWN CENTRE PLAN

At the last Community Board meeting held on 31 July 2019 was noted "that the Community Board along with Katch Katikati has advocated long and hard for funds to review the 2010 Town Centre Plan and upgrade the footpaths in the absence of a bypass, and recently Council showed they have listened by allocating \$200K for a footpath upgrade and \$40K for a review of the Town Centre Plan, along with \$200K brought forward for a comprehensive study on the feasibility of Council building a Katikati bypass as a local road, all very good news indeed."

This statement is strongly reiterated by the incoming Board.

The adopted resolution within the Long Term and Annual Plan Committee Minutes LTAP8 26 June 2019 states:

### LTAP8.2.14 **AP19-07 - Town Centre Development - Issue 03 - Katikati**

"The Committee considered the issues and options paper as circulated separately with the agenda. The Deputy Chief Executive advised that while the submission had asked for \$20,000, staff had recommended that this be increased to \$40,000.

The Chief Executive Officer clarified that the rate was established for the purpose of upgrading the town centre.

Elected Members commented that the purpose of this item was to improve the ambience of the town centre.

It was resolved:

#### **Decision**

*THAT Council approve the provision of up to \$40,000 for a Landscape and Urban design study for Katikati, to be funded from the Katikati Town Centre Reserve.*

**Reasons for Decision**

- Enable planned design of parking, traffic flow and pedestrian flow to underpin Town Centre Planning.
- Links into the proposed bypass feasibility study.
- Funding is available from the Town Centre Reserve.

**INCOMING CHAIRS COMMENTS**

I would firstly like to humbly thank the Community for supporting the election of a new Community Board and having the courage to elect 3 new members. I welcome newly elected Councillors James Denyer and Christina Humphries as Council representatives on the Katikati Community Board. We also acknowledge the election of Councillor Anne Henry.

I would also like to take the opportunity to thank previous Community Board members Norm Mayo, Jenny Hobbs and Brendan Gibbs for their long service. I am sure they will remain strong advocates for improving our community.

Having served with the Community Board for the last 3 years, I now look forward to helping guiding the new board in a direction that addresses the significant and most important needs of the community.

There are many initiatives and projects which will need our immediate attention and careful planning. Updating the nearly decade old Town centre plan with a modern, innovative and practical design which encompasses the whole of Katikati; a careful look at our local roading and engagement procedures and how to better our lobbying efforts for its improvements, and a concentration on infrastructure and services to our local youth and their organisations. This Community Board will also look to improve relationships and involvement with local Iwi and all other cultural and service groups within Katikati's diverse community.

The Katikati community has the potential to become so much more than we presently are. Our fast growing and popular neighbours at Waihi Beach are becoming a very desirable holiday and residential spot for all, the effects of which will impact on us all. We are the Gateway to the Bay of Plenty and Katikati needs to maximise opportunities that arise from this.

## **10.2 COUNCILLOR'S REPORT**

**File Number: A3620670**

**Author: Aileen Alty, Senior Governance Advisor**

**Authoriser: Kirstie Elder, Governance Manager**

### **EXECUTIVE SUMMARY**

A verbal report from Councillors Denyer and Humphreys will be given at the meeting.

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### **RECOMMENDATION**

That the Councillor's Report to the Katikati Community Board for November 2019 be received.

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**10.3 APPOINTMENT OF KATIKATI COMMUNITY BOARD MEMBERS ON OUTSIDE BODIES****File Number: A3620693****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

With the commencement of the new triennium it is necessary for the Katikati Community Board to appoint members to outside bodies.

Community Groups which have in the past had a Community Board representative include the following:

- Dave Hume Pool Trust
- Katch Katikati
- Katikati Emergency Response Group
- Katikati Ethnic Groups
- Katikati Memorial Hall Committee
- Katikati Night Owls
- Katikati Open Air Art
- Katikati Community Resource Centre
- Katikati Town Centre Plan
- Katikati Walking and Cycling Projects
- Kauri Point Group
- Marae / Maori Liaison (Katikati)
- Ongare Point Group
- Tanners Point Group
- Tuapiro Group
- Western Bay of Plenty Safer Communities Forum
- Zero Youth Unemployment Group

**RECOMMENDATION**

1. THAT the Democracy Advisor’s report dated 8 November 2019 and titled “Appointment of Katikati Community Board Members on Outside Bodies” be received.

2. THAT Katikati Community Board members be appointed to outside bodies as follows:

- Dave Hume Pool Trust \_\_\_\_\_
- Katch Katikati \_\_\_\_\_
- Katikati Emergency Response Group \_\_\_\_\_
- Katikati Ethnic Groups \_\_\_\_\_
- Katikati Memorial Hall Committee \_\_\_\_\_
- Katikati Night Owls \_\_\_\_\_
- Katikati Open Air Art \_\_\_\_\_
- Katikati Community Resource Centre \_\_\_\_\_
- Katikati Town Centre Plan \_\_\_\_\_
- Katikati Walking and Cycling Projects \_\_\_\_\_
- Kauri Point Group \_\_\_\_\_
- Marae / Maori Liaison (Katikati) \_\_\_\_\_
- Ongare Point Group \_\_\_\_\_
- Tanners Point Group \_\_\_\_\_
- Tuapiro Group \_\_\_\_\_
- Western BOP Safer Communities Forum \_\_\_\_\_
- Zero Youth Unemployment Group \_\_\_\_\_

**REASONS FOR INCLUSION IN AGENDA**

Included in agenda for:

- Information and communication
- Decision making

**DELEGATED AUTHORITY OF KATIKATI COMMUNITY BOARD**

The Katikati Community Board has the delegated authority to appoint Board Members to outside bodies.



#### 10.4 LOCAL GOVERNMENT NEW ZEALAND - CALL FOR NOMINATIONS FOR THE ELECTION OF THE NEW ZEALAND COMMUNITY BOARDS' EXECUTIVE COMMITTEE (NZCBEC)

**File Number:** A3620694

**Author:** Aileen Alty, Senior Governance Advisor

**Authoriser:** Kirstie Elder, Governance Manager

##### EXECUTIVE SUMMARY

Nominations for representatives and deputies are being sought for the New Zealand Community Boards Executive Committee by Local Government New Zealand. The Executive Committee is made up of six geographic zones. The Western Bay of Plenty District Council is part of Zone 2 which incorporates the following authorities:

Environment Bay of Plenty	Rotorua District Council
Environment Waikato	South Waikato District Council
Gisborne District Council	Taupo District Council
Hamilton City Council	Tauranga City Council
Hauraki District Council	Thames-Coromandel District Council
Kawerau District Council	Waikato District Council
Matamata-Piako District Council	Waipa District Council
Opotiki District Council	Waitomo District Council
Otorohanga District Council	Whakatane District Council

Every person who holds office as a Community Board member is qualified to be appointed to the Executive Committee and nominators and seconders must be from within the Zone in which the election is taking place. Details are provided in the attached memo and nomination form (Attachment 1). A copy of the role of CBEC and Conduct of Elections is also included.

Nominations for the Executive Committee were to be received by the returning officer not later than Friday 6 December 2019 accompanied by a brief curriculum vitae. The Community Board may have nominated a member, and any nominations were to be seconded by another Community Board in the Zone 2 District.

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##### RECOMMENDATION

1. That the report from the Senior Governance Advisor dated 11 November 2019 regarding Local Government NZ – Zone 2 representation be received.
2. (a) That the information from Local Government New Zealand be received.  
OR  
(b) That the Katikati Community Board advise their nomination of \_\_\_\_\_ for the Zone 2 representative and \_\_\_\_\_ for Deputy Representative to the New Zealand Community Boards Executive Committee.

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##### ATTACHMENTS

1. **Memorandum: Community Board Executive Elections: call for nominations**

## MEMORANDUM

**We are.  
LGNZ.**

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**Date:** 6 November 2019  
**To:** Community Board Members  
**CC:** Mayors, Chief Executives, Community Board Co-ordinators  
**From:** Malcolm Alexander, Chief Executive, LGNZ  
**Subject:** Community Board Executive Elections: call for nominations

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**Introduction**

Nominations for representatives and deputies on the New Zealand Community Boards' Executive Committee (CBEC) are now due and must be received by LGNZ by **5.00pm Friday 6 December**.

The Executive Committee is made up of six representatives, one from each of the six LGNZ zones which are described in the LGNZ rules (please check the [LGNZ website](#) if you are not sure what Zone your board and council is located in). A description of CBEC and its role is attached.

Following the close of nominations, voting papers, where a contested election is required, will be sent to all community boards by **Friday 13 December 2019**.

**Nominations**

A nomination form is attached. Please note that your nomination form must be signed by two community board members from within your zone. The form must be **received** by the Returning Officer no later than **5.00pm Friday 6 December**. It is recommended that nominations are accompanied by a brief curriculum vitae (CV) outlining the nominee's relevant experience for the position being sought. CVs will be distributed to members along with the voting papers. Please note that late nominations will not be accepted.

Nominations and CVs can, if you wish, be returned by email to [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz).

**Elections**

If more than one nomination for a position is received, voting papers and CVs will be sent out to community boards by **Friday 13 December**. Completed voting forms are due back to the Returning Officer by **5:00pm Friday 7 February 2020**. Please note that late votes will be declared informal.

We recommend that you make provision for voting for the Zone CBEC representative on the agenda of your next community board and, once voting papers are sent out, delegate the authority to exercise the board's vote to the Chairperson or a sub-committee prior to the close of voting on Friday 7 February 2020.

**Information for Nominees**

For more information on what it means to be a member of CBEC, please contact:

- The current CBEC chair, Mick Lester, [mickandjanelester@gmail.com](mailto:mickandjanelester@gmail.com) or 027 546 0755;
- Your current CBEC Zone representative; or
- Mike Reid, Local Government New Zealand, 04 924 1204.

Please direct any general enquiries regarding the nomination and election process to Leanne Brockelbank, phone 04 924 1212, or email [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz).



Malcolm Alexander  
Chief Executive  
Local Government New Zealand

**Attachment 1: The role of CBEC**

The Executive Committee meets four times a year, usually in Wellington and travel expenses will be reimbursed by Local Government New Zealand. Since mid 2002 the Executive Committee has been working with Local Government New Zealand. A Memorandum of Understanding has been negotiated which gives the Executive Committee the status of an advisory committee to the National Council of Local Government New Zealand. This role involves:

1. Providing advice to the National Council of Local Government New Zealand on all matters involving community boards;
2. Liaising between Local Government New Zealand and community boards to gather information on issues and matters of national interest;
3. Keeping the National Council of Local Government New Zealand informed of current and future issues of concern to community boards that may have implications for local government generally; and
4. Advising on training needs of community boards and their members that might be included in a national capacity building strategy.

**Attachment 2: Conduct of elections**

The election of the Executive Committee members will be conducted in accordance with these guidelines:

1. The Returning Officer for the elections is Malcolm Alexander, Chief Executive, LGNZ. He will appoint a Deputy Returning Officer.
2. Nominations are being called for by LGNZ.
3. Successful candidates assume office following the completion of the election in each zone and serve in office until their successor assumes office.
4. Nominators and seconders must be from within the Zone in which the election is taking place. Nominations will be accepted only from members of the Zone in which the election is taking place. Every person who holds office as a community board member is qualified to be elected to the Executive Committee.
5. If only one nomination is received, that person will be declared elected and no voting will take place. If no nominations are received by the date nominations close, the Executive Committee shall consider the action required to fill the position at its next meeting.
6. If more than one nomination is received for any position, elections will be held and will be conducted by way of a postal vote. Each community board has a single vote for the purpose of the elections (Rule E6(c)). Your community board may now wish to consider the procedures it will follow to ensure that the matter is given attention and any nomination and your voting papers are completed on time.
7. Candidates may stand for both positions, but if they are elected to both positions they are required to vacate the Deputy's position.
8. Voting papers must be signed by the Community Board Chair or notified alternative. If the voting paper is signed by a person other than the Chair, the notification of approval must be either forwarded to the Returning Officer prior to the election taking place, or attached to the voting paper. Approval may take the form of a signed approval from the Chair or a resolution from the relevant community board.
9. Voting papers will be destroyed by the Returning Officer after the results have been declared.



Nomination for office of  
New Zealand Community Boards' Executive Committee  
Zone Representative

To: Leanne Brockelbank  
Local Government New Zealand  
PO Box 1214  
Wellington  
[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

to be received by LGNZ by 5.00pm, Friday 6 December 2019.

We, the undersigned acting on behalf of the Community Boards shown below, hereby nominate

.....[name] of

.....[address/council]

as a candidate for election to the office of Zone.....(please complete) Representative on the New Zealand Community Boards' Executive Committee.

Nominated by:  
[Community Board] .....

Signed by: .....

Title: .....

Nomination is seconded by:  
[Community Board] .....

Signed by: .....

Title: .....

ACCEPTANCE: I, .....[name],  
being a community board member, hereby accept the above nomination

Signed: .....

Date: .....

**10.5 INFRASTRUCTURE SERVICES REPORT KATIKATI - NOVEMBER 2019****File Number: A3621394****Author: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****Authoriser: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****EXECUTIVE SUMMARY**

This report provides specific information on infrastructure activities of interest to the Board.

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**RECOMMENDATION**

That the Deputy Chief Executive Officer's Report dated 12 November 2019 and titled Infrastructure Services Report Katikati November 2019 be received.

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**UTILITIES****Plastic Free July****What Has Happened Since July 2019**

Plastic Free July is a global challenge to give up single use plastic for the month of July. The challenge has been running in New Zealand for several years with different councils and community groups supporting it locally but this year for the first time WasteMINZ will be coordinating councils and community groups to run a national Plastic Free July campaign.

**Why?**

With markets for plastics 3-7 disappearing it is more important than ever before to be promoting the message of reduction not just recycling. In addition, with the government's plastic bag ban that came into effect on 1 July 2019 but only covering shopping bags and the collapse of the soft plastics recycling scheme, it is a key opportunity to promote the #choosetorefuse message for other types of bags such as produce bags; and encourage buying items not packaged in soft plastic.

**What is Council Doing?**

Council is promoting the challenge through Council's social media channels and staff have been encouraged to join the challenge to have plastic free lunches for the month of July 2019.

Activities of making beeswax wraps form part of the challenge.

**What is Next**

Staff will provide the outcome of Plastic Free July to Community Board Members.

**Kerbside Rubbish & Recycling Collection****What has Happened Since July 2019**

Council has considered the decision for the following:

To continue with the procurement of contracted kerbside services for the District for:

- pay-per-pick-up scheme for rubbish;
- targeted-rate funded glass collection;
- targeted-rate funded recycling collection;
- targeted-rate funded food scraps collection (urban areas only).
- To work through kerbside service design elements, raised by submitters, with industry as part of the procurement process
- To not investigate a Council contracted kerbside garden waste service.
- To trial a rural recycling drop-off point over the next two years, in the Eastern area of the District.
- To explore the establishment of a community-led reuse facility with interested parties.
- To increase the opening hours of Athenree Community Recycle Centre to cover long-weekends.

### **What is Next**

The intention is to now secure the contract(s) by July 2020 for services to become operational in July 2021.

The key opening hours and rubbish and recycling collections in your respective areas of the District.

The only recycling centre affected by the summer holiday period is Athenree. Its opening hours are as follows: **Attachment 1**

- 24 December: 1pm-4pm
- 28 December: 9am-4pm
- 29 December: 9am-4pm
- 2 January: 9am-4pm
- 4 January: 9am-4pm
- 5 January: 9am-4pm
- 9 January: 9am-4pm
- 11 January: 9am-4pm
- 12 January: 9am-4pm
- 16 January: 9am-4pm
- 18 January: 9am-4pm
- 19 January: 9am-4pm
- 23 January: 1pm-4pm
- 25 January: 9am-12 noon
- 26 January: 1pm-4pm
- 27 January: 10am-4pm
- 30 January: 1pm-4pm

These summer hours will be updated on Council's website – under holiday hours for recycle centres and rubbish collection in the coming weeks.

Otherwise, all other recycle centres – **Katikati, Omokoroa Greenwaste and Te Puke** – will operate under usual opening hours which can be found at <https://www.westernbay.govt.nz/property-rates-and-building/rubbish-and-recycling/community-recycling-and-greenwaste-centres>

Note, all centres, including Omokoroa Greenwaste drop-off will be closed on Wednesday, 25 December (Christmas Day) and Wednesday, 1 January 2020 (New Year 's Day).

Rubbish pick up will occur as per normal but there will be no kerbside collections on Wednesday, 25 December and Wednesday, 1 January.

Affected areas in our District are **Te Puna, Minden, Omokoroa & Kaimai**. These areas will be serviced on the Saturday following – Saturday, 28 December and Saturday, 4 January.

Further collection information can be found on the Waste Management Ltd website at <https://www.wastemanagement.co.nz/my-region/tauranga>

## **ASSETS & CAPITAL**

### **Western Water Reticulation Renewals**

#### **What Has Happened Since Oct 2019**

The project comprise upgrading of the existing trunk water main from Wharawhara Rd to Busby Rd. GHD Consulting Engineers has been appointed for the design phase, which is currently proceeding.

#### **What is Next**

The alignment of the main has to be finalized and due consultations with property owners are being planned. Detailed design will follow once the alignment has been finalised.

### **Stormwater Consent**

The Western Zone Comprehensive Stormwater Consent has been through a mediation process for the past 2 years. The Consent application will go to a formal hearing at the end of November 2019.

### **Highfields Pond**

A bank stability check is being undertaken by a geotechnical engineer prior to commencing the trial. The water level raising trial may be undertaken in two stages.

## **RESERVES**

### **Moore Park Katikati**

#### **What Has Happened Since Oct 2019**

Sportsfield earthworks are well underway. Poor weather conditions have resulted in some delay to the programme. However, progress remains on track for sports field turf fields established by autumn 2020. In order to provide a suitable level of service, staff have agreed to change the grass turf specification from rye-grass/brown-top to couch.

#### **What is Next**

Earthworks and drainage before turf is introduced. Irrigation will be in place to support grass health/establishment.



User group agreements to draft and conclude with Katikati Sports and Recreation Centre, Katikati Cricket and Katikati Football. These relate to the different level of service associated with the change in specification from the normal rye-grass to a couch variety turf, to support KK Cricket requirements.

### **Katikati Foreshore Reserves Walkway Extension**

#### **What Has Happened Since Oct 2019**

Park Road Reserve - Pavement side margin plantings and pest weed control have been undertaken.

### **STRATEGIC PROPERTY**

#### **Development Concepts**

Development Concepts are being investigated for the Beach Road and Middlebrook Drive sites.

### **ENGINEERING /SPECIAL PROJECTS**

#### **Katikati By-pass Investigation**

Initial discussions have occurred with NZTA over the proposal. The NZTA Business Case information has been received and is under review.

### **ROADING**

#### **LED Street Lighting Conversion**

##### **What has happened since October 2019**

Western Bay of Plenty District Council (WBOPDC) and WestLink have been in consultation with Tauranga City Council (TCC), PowerCo and Horizons to establish areas where further details will be required and the finished look of converted street lighting.

##### **What is Next**

Further consultation is required with Council to explore decorative street lights prior to any decision by staff being made. The standard "like for like" replacements begin early 2019 and works are predicted to go for approximately 12-18 months.

### **ATTACHMENTS**

1. **Athenree Recycling Centre Summer Hours - 23 December 2019 - 31 January 2020** [↓](#)

ATTACHMENT 1

# Summer hours

23 December 2019 - 31 January 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>23 Dec</b> Closed	<b>24 Dec</b> 1pm - 4pm	<b>25 Dec</b> Closed <small>Christmas Day</small>	<b>26 Dec</b> Closed <small>Boxing Day</small>	<b>27 Dec</b> Closed	<b>28 Dec</b> 9am - 4pm	<b>29 Dec</b> 9am - 4pm
<b>30 Dec</b> Closed	<b>31 Dec</b> Closed	<b>1 Jan</b> Closed <small>New Years Day</small>	<b>2 Jan</b> 9am - 4pm	<b>3 Jan</b> Closed	<b>4 Jan</b> 9am - 4pm	<b>5 Jan</b> 9am - 4pm
<b>6 Jan</b> Closed	<b>7 Jan</b> Closed	<b>8 Jan</b> Closed	<b>9 Jan</b> 9am - 4pm	<b>10 Jan</b> Closed	<b>11 Jan</b> 9am - 4pm	<b>12 Jan</b> 9am - 4pm
<b>13 Jan</b> Closed	<b>14 Jan</b> Closed	<b>15 Jan</b> Closed	<b>16 Jan</b> 9am - 4pm	<b>17 Jan</b> Closed	<b>18 Jan</b> 9am - 4pm	<b>19 Jan</b> 9am - 4pm
<b>20 Jan</b> Closed	<b>21 Jan</b> Closed	<b>22 Jan</b> Closed	<b>23 Jan</b> 1pm - 4pm	<b>24 Jan</b> Closed	<b>25 Jan</b> 9pm - 12 noon	<b>26 Jan</b> 1pm - 4pm
<b>27 Jan</b> 10am - 4pm <small>Auckland Anniversary</small>	<b>28 Jan</b> Closed	<b>29 Jan</b> Closed	<b>30 Jan</b> 1pm - 4pm	<b>31 Jan</b> Closed		



**Athenree Recycling Centre**

64 Steele Road, Athenree.

westernbay.govt.nz | Te Kaunihera a rohe mai i nga Kuri-a-Whare ki Otamarakau ki te Uru



Western Bay of Plenty  
District Council

**10.6 FINANCIAL REPORT KATIKATI - SEPTEMBER 2019****File Number: A3620695****Author: Ian Butler, Finance Manager****Authoriser: Kumaren Perumal, Group Manager Finance and Technology Services****EXECUTIVE SUMMARY**

This report provides the Community Board with a six-weekly monitoring of its operational budget.

Attached are the financial statements for the period up to 30 September 2019 (Attachment 1).

Total operational costs are lower than year-to-date budget across all budget lines, with the exception of grants and salaries. These two overspends are still within the full year budget.

**RECOMMENDATION**

That the Finance Manager's report dated 20 November 2019 and titled "Financial Report Katikati – September 2019" be received.

**GRANT PAYMENTS MADE TO DATE:**

	\$
Pakeke Lions Club Katikati – Main Street hanging baskets [K22.6.1]	2,000
Envirokatikati Charitable Trust – Pioneers Wetland Boardwalk [K22.31] funded from C.E. Miller Estate reserve	2,000
<b>Total grants to date</b>	<b>\$4,000</b>

**COMMITTED – OPERATIONAL EXPENDITURE**

	\$
<b>Total outstanding operational commitments</b>	<b>\$0</b>

**2019/20 RESERVE ANALYSIS:**

2019/20 Opening balance	\$61,162
No transactions to date	
<b>2019/20 Closing balance</b>	<b>\$61,162</b>

**COMMITTED - RESERVE EXPENDITURE**

No commitments to date	
<b>2019/20 Closing balance after committed</b>	<b>\$61,162</b>

**ATTACHMENTS**

- 1. Katikati Income Expenditure Statement Period Ended 30 September 2019** [↓](#)

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 September 2019						
Katikati Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
<b>Direct Costs</b>						
Additional Levels of Service	0	0	0	☑	0	(155)
Bylaw Enforcements	0	0	0	☑	0	0
Conference Expenses	0	501	501	☑	2,000	0
Contingency - [see breakdown below]	0	501	501	☑	2,000	1,368
Grants	4,000	2,001	(1,999)	⊖	8,000	7,290
Maintenance Misc. Roading	0	0	0	☑	0	0
Mileage Allowance	0	501	501	☑	2,000	522
Miscellaneous Expenses	0	0	0	☑	0	0
Public Relations	0	0	0	☑	0	0
Salaries	6,351	5,973	(378)	⊖	26,198	27,139
Security	0	1,626	1,626	☑	6,500	3,444
Street Decoration	0	1,125	1,125	☑	4,500	0
Inter Department Charges	9,792	9,792	0	☑	39,159	39,168
Operating Costs	20,143	22,020	1,877	☑	90,367	78,931
<b>Total Operating Costs</b>	<b>20,143</b>	<b>22,020</b>	<b>1,877</b>	☑	<b>90,367</b>	<b>78,776</b>
Interest Expense	0	0	0	☑	0	0
Depreciation	0	0	0	☑	0	0
<b>Total Direct Costs</b>	<b>20,143</b>	<b>22,020</b>	<b>1,877</b>	☑	<b>90,367</b>	<b>78,776</b>
Costs Allocated	0	0	0	☑	0	0
Costs Recovered	0	0	0	☑	0	0
<b>Total Costs</b>	<b>20,143</b>	<b>22,020</b>	<b>1,877</b>	☑	<b>90,367</b>	<b>78,776</b>
<b>Income</b>						
Financial Contributions	0	0	0	☑	0	0
Interest Received	0	0	0	☑	0	0
Other Income	0	0	0	☑	0	0
Rate Income	23,623	22,593	1,030	☑	90,367	92,603
Service Charges	0	0	0	☑	0	0
Subsidies & Grants	0	0	0	☑	0	0
User Fees	0	0	0	☑	0	0
<b>Total Direct Income</b>	<b>23,623</b>	<b>22,593</b>	<b>1,030</b>	☑	<b>90,367</b>	<b>92,603</b>
<b>Net Cost of Service</b>	<b>3,480</b>	<b>573</b>	<b>2,907</b>	☑	<b>0</b>	<b>13,827</b>
<b>Contingency - breakdown</b>						
No transactions to date	0					
<b>Year to date contingency costs</b>	<b>0</b>					
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>61,162</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>61,162</b>					
<b>Town Centre Development Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>313,698</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>313,698</b>					
<b>CE Miller Estate Restricted Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>16,888</b>					
Grant for Pioneers Wetland Boardwalk [K22.3.1]	(2,000)					
<b>(Decrease) Increase in year</b>	<b>(2,000)</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>14,888</b>					

☑ Favourable Variance  
⊖ Unfavourable Variance

**10.7 DRAFT 2020/21 ANNUAL OPERATING BUDGET****File Number: A3620696****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

The Community Board is required to review its Annual Plan and make a recommendation on what the Board considers its operational budget should be for the upcoming financial year.

The Board is aware that the Annual Plan will be subject to Council review and consultation.

At the Katikati Community Board meeting held on 31 July 2019 (Reference K22.2 – Decision on Recommendations from the Operations and Monitoring Committee – C E Miller Bequest) the Board was advised that a line item for the C E Miller Bequest be shown in the Katikati Community Board Operating Budget.

The Board should give consideration to their work programmes going forward and commitment of any Reserve funding for future projects.

**RECOMMENDATION**

1. THAT the report from the Senior Governance Advisor dated 12 November 2019 titled Draft 2020/2021 Annual Operating Budget be received.
2. THAT it be recommended to the Annual Plan and Long Term Plan Committee that the Katikati Community Board Draft 2020/2021 Annual Operating Budget be:

<b>Operating Costs</b>	<b>2020/21</b>	
<b>Conference/Training</b>	2,000	
<b>Contingency</b>	2,000	
<b>Grants</b>	8,000	
<b>Mileage Allowance</b>	2,000	
<b>Security</b>	6,500	
<b>Street Decoration</b>	4,500	
<b>C E Miller Bequest</b>	14,888	
<b>Salaries</b>	<i>Determined by Remuneration Authority</i>	
<b>Inter Department Charges</b>	<i>Determined by Overhead Cost Allocation</i>	
<b>TOTAL OPERATING COST</b>		

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

**BACKGROUND**

Under the role and purpose of Community Boards, subject to compliance with Council strategies, policies, plans and legislation, the Community Board has the delegated function to:

- Control, expend and monitor funds as allocated by Council.

The salary component of all Community Boards has been determined by the Remuneration Authority and the Board has no control over this figure. Under the new process used by the Remuneration Authority the increment will be assessed annually.

The Katikati Community Board set their 2018/19 Budget in October 2018 (Reference K16) as outlined below. The actual totals for 2019 are shown below along with the 2020/21 Budget.

	2018/19 Actual	2019/20 Budget
<b><u>Katikati</u></b>		
Conference/Training	-	2,000
Contingency	501	2,000
Grants	7,290	8,000
Mileage allowance	522	2,000
Security	3,444	6,500
Street Decoration	-	4,500
C E Miller Bequest		16,888
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Costs Allocated</i>	

## STATUTORY COMPLIANCE

The Local Government Act 2002 required that Community Board prepare an annual submission to Council for expenditure within their community.

## Funding/Budget Implications

Budget Funding Information	Relevant Detail
<b>Council</b>	The Katikati Community Board does not have the delegated authority to make funding allocations outside of the adopted budget. The Community Board may make recommendations to Council.

## CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Consultation/Communication	Notes
General Public	The public may comment on Board's budget during the Annual Plan/Long Term Plan consultation process.	

**10.8 COUNCIL, STANDING COMMITTEE AND COMMUNITY BOARD MEETINGS**

**File Number:** A3620697

**Author:** Aileen Alty, Senior Governance Advisor

**Authoriser:** Kirstie Elder, Governance Manager

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**RECOMMENDATION**

That the schedule of meetings for November and December 2019 be received.

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**ATTACHMENTS**

1. **Formal Meeting Schedule 2019** [↓](#)

**Western Bay of Plenty District Council  
Formal Meeting Schedule 2019**

<b>NOVEMBER 2019</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Inaugural Meeting Council and Community Boards	7 November	1.00pm	Council Chamber
Te Puke Community Board	14 November	7.00pm	Te Puke Library and Service Centre
Waihi Beach Community Board	18 November	6.30pm	Waihi Beach Community Centre
Omokoroa Community Board	19 November	7.00pm	Omokoroa Community Church Hall
Katikati Community Board	20 November	7.00pm	The Centre Pātuki Manawa
<b>DECEMBER 2019</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Council	5 December	9.30am	Council Chamber
Long Term and Annual Plan Committee	17 December	9.30am	Council Chamber