



MEETING — AGENDA —

Ngā Take

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Western Bay of Plenty
District Council

KATIKATI COMMUNITY BOARD

Poari Hapori

K10
Wednesday, 31 January 2018
Katikati Library and Service Centre
7.00pm

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

Notice of Meeting No K10 Te Karere

Katikati Community Board Poari Hapori

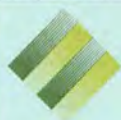
Wednesday, 31 January 2018
Katikati Library and Service Centre
7.00pm

Members:

J Hobbs (Chairperson)
B Gibbs (Deputy Chairperson)
N Mayo
B Warren
Councillor P Mackay
Councillor M Williams

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

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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

Agenda for Meeting No. K10

Pages

**Present
In Attendance
Apologies**

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 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.

K10.1 **Minutes of Meeting No. K9 of the Katikati Community Board held on 22 November 2017** 6-14

A copy of the minutes are attached.

Recommendation

THAT the minutes of meeting no. K9 of the Katikati Community Board held on 22 November 2017 as circulated with the agenda, be confirmed as a true and accurate record.

K10.2 **Chairperson's Report** 15-26

Attached is a report from the Chairperson dated 17 January 2018.

K10.3	<p>Councillor’s Report</p> <p>Attached is a report from Councillor Mackay dated 15 January 2018.</p>	27
K10.4	<p>Anzac Day Commemoration 2018</p> <p>Attached is a report from the Democracy Advisor dated 15 January 2018.</p>	28-29
K10.5	<p>Accommodation Options - Old Katikati Library and Area Office</p> <p>Attached is a report from the Strategic Property Manager dated 16 January 2018.</p>	30-43
K10.6	<p>Infrastructure Services Report Katikati - January 2018</p> <p>Attached is a report from the Deputy Chief Executive dated 15 January 2018.</p>	44-65
K10.7	<p>Financial Report Katikati - November 2017</p> <p>Attached is a report from the Management Accountant 5 January 2018.</p>	66-67
K10.8	<p>Council, Standing Committee and Community Board Meetings</p> <p>Attached is a schedule of meetings for the months of January and February 2018.</p> <p>Recommendation</p> <p><i>THAT the schedule of meetings for January and February 2018 be received.</i></p>	68

Western Bay of Plenty District Council

**Minutes of Meeting No. K9 of the
Katikati Community Board held on 22 November 2017
in the Katikati Library and Service Centre
commencing at 7.00pm**

Present

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

In Attendance

G Allis (Deputy Chief Executive), B Williams (Strategic Property Officer) and A Alty (Democracy Advisor)

Others

Five members of the public

Apologies

An apology for absence was received from Councillor Williams.

Resolved: Members Hobbs / Mayo

THAT the apology for absence from Councillor Williams be accepted.

Public Forum

Resolved: Members Hobbs / Gibbs

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

Katikati College Sustainability Project

Three students and their Environmental Sciences teacher from the Katikati College were in attendance and gave a presentation about a project that pupils had undertaken producing aluminium models for placement on stormwater grates. The models, classed as signage,

highlighted species from the local food web of the ocean and a telephone app had also been developed that explained the story of each of the models produced.

Board members were impressed with the models shown and the initiative shown by the young pupils in the Katikati community.

The Board was supportive of the placement of the models on stormwater grates in the future which may add a decorative aspect to the proposed re-vamp of the Katikati town centre.

Footpath Marking

Jacqui Knight spoke to the Board about having new or refurbished footpaths marked with 'demarcation lines' that designated one side for pedestrians and one side for cyclists.

Development of Forestry Block between Lund Road and Thompsons Track

Jacqui Knight advised that the development of trails between Lund Road and Thompsons Track was progressing well but held up by the lack of a confirmed Memorandum of Understanding between the Katikati Trails Development Group and Council for the project.

Once the confirmed Memorandum of Understanding had been received from Council, the group could then go out to property owners and formalise their plans. The Board was advised that representatives from the Katikati Trails Development Group had been in contact with the local Iwi and advised them of the proposal.

The Board was advised that the Reserves and Facilities Manager was scheduled to meet with the Katikati Trails Group the following week to confirm the scope of the car park development and other trail development work proposed.

Digglemann Park Toilets

Jacqui Knight advised that she had received positive comment and feedback in regard to the new public toilet block on Digglemann Park.

Community Response Team

Eris Boyack reiterated that the new library needed to have space set aside for the Katikati Community Response team to operate in an emergency situation and did not want this lost now that the construction of the building was underway.

The Board was clear that a Community Response base set radio would be located in the new building and wiring would be installed to accommodate essential services should they be required in an emergency situation.

The Board was aware that the current communication base set was held at the local police station, and while this had been paid for by community funding, it may be better to have two sets in the township in the future – one at the police station and one in the new library.

Mrs Boyack also spoke about the training that was need by all members of the community response team to ensure they were confident in handling the radio communication set. This would be able to be managed in a more streamlined manner once a base set was located in the new library building.

Western Bay Museum Garden and Renovation of Old Fence Behind the Playground

Paula Gaelic, the Western Bay Museum Curator and Manager, outlined the recent renovations to the garden area behind the museum and requested support to have the old corrugated iron fence behind the playground between the Museum and the Katikati Library and Service Centre removed.

The old fence was about 12 metres long, falling apart and accumulated rubbish and debris and was very unsightly in the newly developed area. When removed the museum garden would be extended to enhance the overall area and a low barrier safety fence erected in its place.

The Board recorded their unanimous support for the proposal and thanked Ms Gaelic for her ongoing work in regard to the Western Bay Museum and its surrounds.

Resolved: Member Hobbs / Councillor Mackay

THAT the meeting be re-convened in formal session at 7.44pm.

K9.1 Minutes of Meeting No. K8 of the Katikati Community Board held on 11 October 2017

The Board considered the minutes of K8 of the Katikati Community Board held on 11 October 2017 as circulated with the agenda.

Resolved: Members Gibbs / Mayo

THAT the minutes of meeting no. K8 of the Katikati Community Board held on 11 October 2017 as circulated with the agenda, be confirmed as a true and accurate record.

K9.2 Council Decisions on Board Recommendations - November 2017

The Board considered a report from the Democracy Advisor dated 7 November 2017 as circulated with the agenda.

Resolved: Councillor Mackay / Member Gibbs

THAT the report of the Democracy Advisor dated 7 November 2017 titled Council Decisions on Board Recommendations - November 2017 in regard to Traffic and Parking Enforcement Bylaw 2008 be received.

K9.3

Community Board Grant Applications - November 2017

The Board considered a report from the Democracy Advisor dated 6 November 2017 as circulated with the agenda.

The Board received two applications for Community Board funding.

Declaration of Interest

As a member of the Katikati Memorial Hall Committee, Councillor Mackay declared an interest and took no part in the vote thereon for the item relating to the Community Board Grant Application from the Katikati Memorial Hall Committee.

In discussion two members of the Board pointed out that additional quotes would have provided more transparency to the application rather than the provision of one quote for the required replacement lighting work and asked if there was a more worthy cause for grant funding.

It was pointed out that the current fluorescent light tubes blew out regularly and this reaction then involved the purchase of new lighting tubes along with the engagement of an electrician, so at this point was a regular drain on expenses. The Board had committed a proportion of their funding to the purchase of new chairs for the hall.

In regard to the application from Christina Productions, the Board acknowledged the amount of work undertaken in the community by the applicant.

Resolved: Members Hobbs/ Warren

1. *THAT the report from the Democracy Advisor dated 6 November 2017 and titled Community Board Grant Applications - November 2017 be received.*
2. *THAT the Katikati Community Board approve the following grants to be funded from the Katikati Community Grants 2017/2018 account subject to all accountabilities being met.*

<i>Katikati Memorial Hall Committee</i>	<i>\$3,404.00</i>
<i>Christina Productions</i>	<i>\$500.00</i>

K9.4

Chairperson's Report

The Board considered a report from the Chairperson dated 6 November 2017 as circulated with the agenda.

K9.4.1 Relocation of Loading Zone Parking Space in Main Street

The Board was advised that the recommendation to relocate the current loading zone at the northern end of Main Street Katikati would be advised to the Operations and Monitoring Committee for inclusion in the next round of Traffic and Parking Enforcement Bylaw 2008 considerations in 2018.

Resolved: Members Gibbs / Mayo

THAT the Katikati Community Board recommend to the Operations and Monitoring Committee that the current loading zone outside the Good Life Op Shop be relocated to the very last parallel parking space at the northern end of Main Street Katikati.

K9.4.2 Carisbrook Street - Outcome of Feedback Relating to Parking Options

The Chairperson advised that feedback relating to future parking and traffic management in the vicinity of Carisbrook Street highlighted a number of options that needed consideration. She advised that she had spoken to the senior Roading Police Officer-in-Charge of Western Bay who had advised that "narrow congested streets were safer and limited visibility was a natural regulator and speed bumps and cushions created disruptive noise for adjacent residents. A pedestrian crossing could improve safety as could an alternative route for the school buses" and it was important to give overall consideration to all elements to enable better traffic management in the vicinity, especially around the start and finish times of schools in the immediate area.

The Board requested that an investigative report on traffic flows in the Carisbrook Street area be undertaken with a view to enabling better traffic management and overall pedestrian safety.

The Deputy Chief Executive advised that he endorsed the comments of the senior Roading Police Officer-In-Charge in regard to traffic management and safety.

K9.4.3 Uretara Jetty Project

The Board had received information from the Reserves and Facilities Asset Manager and agreed that it made no sense to construct a jetty without navigable water unless the main purpose of the jetty was for other land based recreational users and visitors. The Board had previously indicated they would not allocate any financial contribution for dredging at this time.

The Board supported Option C put forward by the Reserves and Facilities Asset Manager within the Chairpersons Report being: "Withdraw the new jetty project from the Draft Long Term Plan, if the Katikati Boat Club do not wish to renew their dredging resource consent as this indicates an unwillingness from them to support and patronise the primary purpose of a new jetty and therefore the project seems to be pointless." This would be included in the Board's summary to the Long Term Plan.

K9.4.4 **Dog Control on Haiku Pathway**

The Board had earlier highlighted a number of incidents where dogs on the Haiku Pathway had not been under control. In light of the changing use of the Haiku Pathway due to new housing construction, additional subdivisions and the new cycle and walkway bridge at Henry Road, use of the Haiku Pathway had greatly increased.

The Board had been advised that additional Dog Control signage would be installed along the walkway. It had also been suggested that the area would be monitored by Dog Control and Compliance Officers.

The Board requested that a summary report on monitoring and infringements relating to dog control in the immediate Haiku Pathway area over the next three months be presented to the Board at their March 2018 meeting.

K9.4.5 **Katikati Bird Walk**

The Chairperson advised that it was important that a long-term vision for the Katikati Bird Walk/Yeoman Walkway be developed to ensure all decision-making and work undertaken in the wetland area protected and preserved the sensitive environment for future generations.

The Reserves and Facilities Manager had advised that future planting and flora and fauna management had been identified within the Katikati Reserve Management Plan for the area and staff were in liaison with the Bay of Plenty Regional Council in regard to the future development of the wetland area and pathway development. The Board would be advised of any future proposals for the future development of the wetland area.

The Board would include this topic in their summary to the Long Term Plan.

K9.4.6 **Katikati Honours Board at the Katikati Memorial Hall**

The Chairperson advised that the research into the additional names of those who had connections to Katikati and who had served and died in World One or World War Two was progressing positively.

The Board was advised that Councillor Mackay and Member Gibbs were working with Val Baker and the Katikati RSA and Katikati Hall Committee to ensure that the new Honours Board would be in place before the 2018 Anzac commemorations.

K9.4.7 Letter from Western Bay of Plenty Museum Trust

The Chairperson advised that she had received a letter from the Chairperson of the Western Bay Museum Trust seeking the continued support of the Katikati Community Board for inclusion in their submission to the Long Term Plan.

The Board advised that they were happy to indicate their ongoing support of the Katikati Museum.

Resolved: Members Hobbs / Mayo

THAT the Katikati Community Board Chairperson's Report dated 6 November 2017 be received.

K9.5 Councillor's Report

The Board considered a report from Councillor Williams dated 9 November 2017 as circulated with the agenda. In the absence of Councillor Williams, Councillor Mackay spoke to the report

Resolved: Councillor Mackay / Member Mayo

THAT the report from Councillor Williams dated 9 November 2017 be received.

K9.6 Infrastructure Services Report Katikati - November 2017

The Board considered a report from the Deputy Chief Executive dated 9 November 2017 as circulated with the agenda.

K9.6.1 Digglemann Park Public Toilet - MAS Reference K18 16 10.1 Agenda K9 Page 35

The Board was advised that the prefabricated toilet building was now on site. The cladding had been milled and treated and the volunteer community team were ready to put the kauri facade cladding onto the outside walls of the new toilet block, subject to completion of health and safety assessment requirements.

Following further discussion and in the interest of securing the best roofing outcome for the toilets, research into a synthetic thatched tile had been undertaken. The Board was shown examples of synthetic thatched tiles

and advised that the product did not need a base layer as the rigid sheets of the tiles could be stapled directly onto the roof purlins. It was suggested that the Board resolve to fund up to \$10,000 for the installation of the synthetic roofing tiles to complete the kauri loggers façade for the public toilet block in Diggleman Park.

The volunteers installing the prepared façade material were ready proceed as soon as possible and the roofing needed to be undertaken within the same timeframe.

The project budget had funded the framing for the cladding and the chimney structure and was fully expended, and the Board would be required to fund the roofing from the Katikati Community Board Reserve Account.

Resolved: Members Hobbs / Gibbs

That the Katikati Community Board allocate funding up to \$10,000 from the Katikati Community Board Reserve Account to cover the cost of the installation of synthetic roof tiles on the new toilet public block in Digglemann Park.

Members Mayo and Warren asked that their vote against the motion be recorded.

K9.6.2

Haiku Park to Henry Road Cycleway

The Board was advised that a local artist had submitted a draft concept design for signage for the new route which included content for a story-board about the local railway history. No budget had been identified for this but the sign would be reasonably large and located on the Henry Road side of the bridge.

K9.6.3

MPOWA Graffiti Art Installations

The four panels inspired and designed by youth in Katikati had been installed at Moore Park. The panels showed how Katikati had grown and changed as a society over time reflecting the many multicultural aspects of our community. The mural was a credit to the young people who had worked on the panels over a long period of time. The contribution of the local Menz Shed who made the frames and concreted them in place, and the local business that donated the plaque at the base of the murals was also acknowledged.

Resolved: Members Gibbs / Mayo

THAT the Chairperson send a letter of thanks to the MPOWA Group acknowledging the work of the participants in bringing the mural to completion.

K9.6.4 Community Roading - Katikati

The Deputy Chief Executive advised that while the Katikati Community Board had agreed to its roading priorities, namely Fairview Road kerb and channel and Stewart Street widening, delays to pricing significant work due to staff shortages had been encountered.

Resolved: Councillor Mackay / Member Warren

THAT the Deputy Chief Executive report dated 9 November 2017 and titled Infrastructure Services Report Katikati - November 2017 be received.

K9.7 Financial Report Katikati - September 2017

The Board considered a report from the Management Accountant dated 2 November 2017 as circulated with the agenda.

Resolved: Members Gibbs / Hobbs

THAT the Management Accountant's report dated 2 November 2017 and titled Financial Report Katikati - September 2017 be received.

K9.8 Council, Standing Committee and Community Board Meetings

The Board considered a schedule of meetings for the month of December 2017.

Resolved: Councillor Mackay / Member Warren

THAT the schedule of meetings for December 2017 be received.

The meeting concluded at 9.06pm.

Confirmed as a true and correct record.

J Hobbs
Chairperson
Katikati Community Board

Date

Western Bay of Plenty District Council

Katikati Community Board

Chairperson's Report – January 2018

1. Long Term Plan – Summary of Feedback

Please find attached an Update to Community Boards on the Long Term Plan 2018 - 28 from the Policy and Planning Manager. **Attachment A**

Also attached is a summary of the Long Term Plan – Community Conversation Phase 1 "It's About You" feedback that relates to Katikati. There is also a District Wide summarised section for information. **Attachment B**

2. Community Engagement

Katikati Community Board Meet and Greet is to be held on Sunday 4 March 2018 at the Katikati Memorial Hall commencing at 1.00 pm.

3. Katikati – State Highway 2 Proposed Road Improvements and Bypass

In the last few weeks this summer 3 more people have died within a 10km stretch of SH2 between Katikati and Tauranga and congestion has impacted on locals and visitors enjoyment of their holidays for another summer.

We have been in discussions with NZTA for almost 2 years and no safety improvement works have begun, there are no detailed plans, no land purchases completed and no specific approved funds for construction of the Katikati Bypass, The Tauranga Northern Link, the Omokoroa to Te Puna section or the Waihi to Omokoroa safety improvements. The only thing that has eventuated is approval in principle of these works.

The preliminary planning indicates expected outcomes of the safety works will be a 50% reduction in the current deaths and serious injury (DSI). In what industry is it acceptable to knowingly allow people to die whilst using company equipment. Imagine if the logging or farming industry had health and safety plans to reduce deaths by 50% - there would be a national outcry.

The current volume of 20,000 vehicles per day is expected to rise to 35,000 vehicle per day within 15 years but at the current rate of progress it will be that long until we see any new roading infrastructure in the Western Bay.

What will the cost to industry and community in our district be by then? What are the costs to our District Health Board for the people killed or injured on SH2 and why

aren't those Health Board cost savings factored into the cost of roading upgrade projects to show the true cost over time?

I ask the Board to support a recommendation to Council to advocate for a meeting between Regional leaders which could include Tangata Whenua, Mayor Webber, Mayor Brownless, Chair Doug Leeder, Chair Sally Webb, local body and Port of Tauranga CEO's, and members of the NZTA Board and Julie Anne Genter (Associate Minister for Transport and spokesperson on road safety) in the interests of sharing information on the seriousness of the State Highway 2 roading situation in the Western Bay and to request urgent action.

4. Code of Conduct

Regarding emails from Member Mayo sent to myself, Deputy Chairperson Brendan, Chief Executive Miriam and 2 members of the public who are also committee members of the Western Ward Residents and Rate Payers Association.

These emails make a number of false and accusatory statements that should be of concern to the Board and I would like to discuss and clarify for the public record.

Statements made include:

1. Young people generally do not seem to care about the poll on Maori Wards
 - *Unsubstantiated and disrespectful to youth who do care*
2. It appears most people do not approve of the new library
 - *Unsubstantiated and feedback shows many more people support the library than not*
3. Signage for Kotahi Lane parking
 - *There is signage at the carpark and a large 'P' sign at the SH2 southern entrance to the Lane*
4. Board members getting items on the agenda
 - *See Code of Conduct page 19 for how this is done*
5. Diggelmann toilet roof cladding not on the agenda
 - *See Agenda item MAS Reference K18 16 10.1 Agenda K9 Page 35*
6. Ignored an offer of free iron for the toilet roof from Councillor Mackay
 - *All Councillor Mackay's iron was used on the project plus double that from another donor*
7. Accusation by Member Mayo that the Chair acted outside standing orders
 - *All actions and decisions followed correct democratic process and procedure*
8. Accusation that the Chairperson's partner was secreted into a photo in place of Board members.
 - *Chairperson's partner was acknowledged for his contribution to building the facade*
9. Yellow lines on Carisbrooke Street and Clive Road
 - *See Minutes Meeting K9 the Board requested an investigative report which is pending*
10. Statement that 'Jenny will not accept my emails' which was emailed to Jenny by Member Mayo and which she received, is not correct.

11. Statement that 'your comments are a load of crap' and 'god would support me in this'

- *Inappropriate*

Code of Conduct page 12: "When interacting with the public, Board Members should show a willingness to listen and represent the Board's collective position accurately, and not undermine the Board, individuals or existing policies or decisions."

Code of Conduct page 9: Teamwork – "the difference between a group and a team is that a group will have some common goals and will interact with other members of the group in pursuit of those goals, whereas a team is a group of people that work together to achieve the common goal, ie the Boards mission.

Code of Conduct page 13: "A Board member does not have any specific authority to act or make decisions as an individual, it is the Board that has the authority. When a decision is in the process of deliberation by the Board, each member represents the community.

When the Board has made a decision and the decision is contrary to a particular member's point of view, that person's public statements should make it clear that they represent the minority point of view. A majority representing the community has made the decision democratically and the focus should move to effective implementation rather than publicly attacking the democratic process and effectiveness of the Board as a whole.

Once the Board has made a decision, continued criticism of that decision by a Board member is unhelpful to the ongoing relationships within the Board. Board members should therefore exercise restraint in expressing opposition to past decisions made by the Board."

A good team is one that fosters mutual trust and respect, honours confidentiality and operates from the position of finding the best solution in every decision. Each member of the team must understand and expect that decisions will not always favour their personal opinion, but that once the decision is made democratically; all members of the Board are expected to support the decision and the democratic process.

As Chair of the Board I am disappointed that a member of our Board, before speaking with myself, a Councillor or the Mayor, would claim publicly that I have acted illegally at a meeting, when in fact the minutes reflect that the appropriate processes have been followed under standing orders and the vote was carried 3-2. Member Mayo's public comments can be seen as misleading in terms of the Board's decisions to date, and this is not in the best interests of the Board or the Katikati community.

I ask the Board to consider a Motion of Censure in regard to Member Mayo's behaviour.

5. Dog Control on Haiku Park

Attached is a copy of an email from Jim Davison relating to dog control in the Haiku Park vicinity. Within the email Mr Davison has also asked that the Highfields Detention Pond be included in the Katikati Long Term Plan submission.

Mr Davison has also expressed strong optimism for a good year ahead for the Katikati Memorial Hall.

Attachment C

Staff Comment – Compliance and Monitoring Manager

The Compliance and Monitoring Manager has sent the following reply to Mr Davison in relation to Dog Control on the Haiku Park/Walkway.

"Thank you for raising your concern about dogs on the Haiku walkway, as this area has become increasingly popular we have had an increases in incidents, and we strongly encourage you to report these to Council's contact centre so that we can follow up and investigate the details of the dog and owner.

With regard to the dogs on lead area, it is currently a small area that covers only a minor part of the haiku walkway, and all other areas are dogs under control. The concerns raised by yourself and Chris Edginton regarding increased signage are currently under action. The Reserve Officer (West) and I have met and "dogs under control" signs will be installed as soon as it is possible. The signs will be installed by Council contractors once they come from the signwriters.

I regret that it is not an option to change the Bylaw requirements on a temporary basis. However officers will be making a recommendation to Council in the coming weeks to include on the forward work programme approval to undertake work on an amendment to the Dog Control Bylaw. A change to the Bylaw will require Council to undertake special consultative procedure with the community and fulfil the legal requirements under the Local Government Act for a Bylaw review/amendment."

6. History Board for Diggelmann Park

Now the toilets are complete and in use I would like to suggest Councils communications team develop a history/information board about the Kaimai Bushmen and their Huts and have it situated alongside the current boards for the Kauri Dam. In order to promote the popularity of the toilets around New Zealand and globally I recommend we decide on an Instagram hashtag that can be advertised on the history board so people can use it when posting photos taken with the toilets to social media sites like Instagram and Facebook. I suggest #katikatibushmanshuttoilets or #diggelmannndunny, and once people start using it we can track and comment on posts that will contribute to the promotion of Katikati as a tourist destination. We may want to work with the Men's Shed to build the framework to hold the board.

7. Security Lighting for the Diggelmann Park Toilet

Local residents expressed concern about the back of the toilets being a dark place that could attract antisocial behaviour at night, and I suggest installing uplighting at the back of the toilets to show off the lovely native trees and to illuminate the area. As Katikati Rotary Club have been the guardians of our Kauri logging history in the Kaimai, with both the Diggelmann Park and Wharawhara Road, I suggest the Board approach them to assist with both these projects.

8. Motorhome Parking at Kotahi Lane

Could a sign be installed on the southbound lane of SH2 100m before the Uretara bridge advising motorists the Kotahi Lane parking area is a right turn ahead.

9. Hammer Hardware Footpath and Parking Confusion

It has come to my attention that people are parking on the footpath, thinking it is the first Hammer Hardware carpark, as there is no yellow line or NP to indicate otherwise. This is really inconvenient for people walking into town past Robert Harris Café towards Hammer Hardware, as they have to traverse uneven ground or walk on the road to get past a vehicle, and wheelchairs simply can't get past. Recommendation to clearly identify the footpath as soon as possible.



Recommendation

THAT the Chairperson's Report to the Katikati Community Board for January 2018 be received.

Jenny Hobbs
Chairperson
Katikati Community Board

Memorandum

ATTACHMENT

A

To:	Community Board Chairs and Members
Copy:	Elected Members, Management Team, Aileen Alty
From:	Emily Watton
Date:	18/01/2018
Subject	Update to Community Boards on the Long Term Plan 2018-28

We are in the process of developing the Long Term Plan (LTP) for 2018-28, which must be adopted prior to 30 June 2018. We review this 10 year plan every three years, which sets out the expenditure of Council to deliver services and projects.

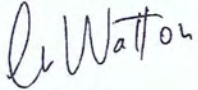
In developing the LTP, Council must undertake formal consultation that meets the requirements of s83 of the Local Government Act 2002 – otherwise known as the special consultative procedure. This will take place between 23 March and 4 May 2018. Council is required to produce a Consultation Document, which provides the basis for conversation with our communities.

Councillors will be asked to endorse an engagement plan for this consultation at the first LTP workshop on 8 February 2018. A further update to Community Boards will be provided following this. At this stage, the following information can be provided to Community Boards:

- The first three weeks of the consultation period (23 March to 13 April) will be used to raise awareness about the Consultation Document and promote the upcoming events around the District.
- From 14 April until 3 May, place-based 'have your say' events will be run across the district. At this stage, the following dates and places have been booked as placeholders, with the venue and exact timing for each event to be confirmed in due course:
 - 14 April – Katikati
 - 15 April – Te Puke
 - 17 April – Paengaroa/Pongakawa/Pukehina (evening)
 - 19 April – Council Chambers
 - 21 April – Omokoroa
 - 28 April – Waihi Beach
 - 29 April – Maketu
 - 1 May – Te Puna (evening)
 - 3 May – Oropi/Ohauiti/Pyes Pa (evening)
- These events will act as both a drop in day (information sharing) and an opportunity to 'have your say' the community. They will replace formal hearings. Ward Councillors and Community Board members are encouraged to attend the events in their area, and may attend any other events as they wish.
- Community Boards submitted their budgets in late 2017. Community Boards may provide feedback during the consultation period (23 March-4 May).

A further update to Community Boards will be provided following the 8 February workshop.

Kind regards



Emily Watton

Policy and Planning Manager

Executive Summary

ATTACHMENT

B

The Long Term Plan Phase 1 – Its About You Summary of Feedback the Council received at community open days, the Have Your Say website site, from the events that were run by Community Boards themselves and via email. Please refer to the full summary document for full text. The boldness and size of text reflects a higher frequency of responses for that topic.

A wide range of issues were raised by the community, some of which Council may respond to through the LTP and some through alternative mechanisms. A summary of issues raised in each area of the district is listed in the following pages; the most common issues raised throughout the district were:

- Reduce the **Speed Limit** around schools throughout the district, particularly Waihi Beach, Omanawa Rd, Te Puna, No 3 Rd, Oropi Rd/School and Paengaroa
- A lack of **Parking** is an issue raised in almost all parts of the district, with several alternatives suggested by locals
- **Community Hubs** proposed for Omokoroa, Te Puke (in particular), and Maketu
- **Rates affordability**
- **Reserves** improvements requested at ANZAC Bay, 3 Mile Creek, Digglemann park, Previous Reserve, Omokoroa Domain, Centennial Park, Spencer Ave, and Broadlands Block
- Additional **cycleways** in the district which are safe and accessible for all
- Additional **buses** needed to link the Western Bay with Tauranga
- **Recycling** including kerbside bin collection, better opening hours, and more recyclable wastes
- Improvements to the **streetscape**, particularly Katikati, Te Puke and Paengaroa
- **Housing shortage** needs to be solved, including affordable housing and alternative living such as Tiny Houses.
- Complete **seal extensions**
- **Park-and-ride** options for public transport, with bus services or passenger rail

District Wide Topics

Topics raised which apply to the whole district:

- **Housing shortage could be solved by the likes of Tiny Houses** [raised in Te Puke]
- Issue permits to grow hemp (like in Waikato) [raised online, from Maketu]
- Alternative route to SH29 - Tunnel under Kaimais [raised online, from Maketu]
- Use existing rail line for park and ride Te Puke/Papamoa – to CBD; Omokoroa/Te Puna – to CBD [raised in Te Puke, Te Puna, Omokoroa, and Waihi Beach]
- All playgrounds need sunshades [raised at Waihi Beach and via email]

- 'Have your say' is a waste of time, council does whatever it wants anyway
[raised at Te Puke and via email]
- **Rates affordability** [raised in Katikati, Te Puke, through the rates survey and via email]
- Rural property rates should only be for usable area, not unusable e.g. bush
[raised from Kaimai area]

Katikati

General

- **Busby/Henry Road growth area unsuitable** as it's hilly, steep, costly to service, no infrastructure there etc. Coastal area is better.
- Questions over water metering
- Water metres are a good idea
- Rates too high
- Would like open day conversation posters to also highlight far future concerns e.g. sea level rise, ageing population, housing affordability etc
- Katikati museum proposed \$5 entry to expensive, should be \$2
- Town Centre should be a smoke free environment *

Library Development

- This will **cost too much** (don't build it)
- Not many people will use the library
- **Don't need a large library**; better to spend the money elsewhere
- **Yes, needed** *
- Needs a lift *
- Add cinema *

Dave Hume pool

- **Need a pool cover**
- **Needs to be open year round**
- **Needs to be heated year round**
- Subsidise swimming lessons
- Add shaded areas
- Need larger pool

Reserves

- **Digglemann park toilets** aren't necessary, and poorly consulted
- **Highfield pond conversion** will destroy the peacefulness of the area
- **Tree maintenance** needed for pruning and shaping amenity
- **Remove kissing gates** on reserves so cyclists can use them, could be replaced with cattlestops
- Green space purchased by Council behind Cherry Court should be kept in grass
- Need to widen Haiku pathway
- Allow Lund Rd – Thompson Track to be bridleways
- Jetty project [at the Landing] a good idea *
- Need rubbish bins on Haiku Walkway *
- Need more trees planted *
- Clean/dredge Uretara Stream, can be used for kayaking/swimming *

Town Centre development

- **Streetscaping** is urgent, amenity generally poor
- Many **tripping hazards** on footpaths of Main St
- Cleanliness of some food outlets is sub standard
- Floral hanging baskets nice but impact lost due to scruffy shop frontages

Planning: Growth and Development

- Need for 1-2 bedroom affordable units for older generations
- Allow smaller houses including Tiny Houses, containers and other relocatables.
- Allow small house higher density communities (including co-location)
- "Many" residents don't want Katikati to grow 'too much'
- Should promote more sustainable development, e.g. no tar driveways, more cycleways, efficient use of land resources
- Try to attract visionary developers for eco-friendly, mixed developments with shared green spaces
- Decorate at Christmas time *
- Make Katikati a destination town. Better food, accommodation, murals etc *

Stormwater

- Need to address **Stormwater discharge** under SH2 into Uretara Stream

Transport

- **SH2 Bypass will be great**
- **Parking needed** around Talisman Dr for library and shops
- Investigate **Park Road** improvements due to increased traffic and developments
- Right-turn out of **Highfields Drive** is unsafe – needs interim solution until bypass
- Henry Rd should have higher priority for footpaths than Beach Rd
- Paper road from **Thomsons Track** to Katikati should be opened up to cyclists
- Cycleways need to be wide enough to share with pedestrians *
- Gym equipment for cycleways a good idea *

Waste

- Need greenwaste station in Katikati
- Recycling centre is great
- Need more and bigger rubbish bins *

Email Attachment for Chairpersons Report
Katikati Community Board Meeting 31 January 2018.

ATTACHMENT 

<jenny.hobbs@westernbay.govt.nz>

Cc: Garry Webber <garry.webber@westernbay.govt.nz>, Miriam Taris
<miriam.taris@westernbay.govt.nz>

Subject:

Various

Reply-To: James Davison <jamesadamdavison@yahoo.com>

Hi All, I hope that you all had a Merry Christmas and a great New Year. May 2018 be the year of the "Katikati".

There is a couple of things I would like to raise. First is the dog nuisance in the Haiku Park. On Christmas Day, a large out of control dog went berserk along the row of houses on the west boundary of the park. It took to our cat that was on our deck and would have raced inside our house if our sons had not stopped it. The owner of the dog was somewhat belligerent and after I gave her an earful, told me that we should have a fence up to stop dogs like that!!!! This women was also roundly told off by Chris Edgington who had her cat ripped to pieces by another dog attack.

With the large increase of people using the Haiku walkway since the new swing bridge was installed, this dog problem will be an ongoing and could end up with an attack on a child or some elderly person.

For your consideration, I suggest that the present "Dogs on leads at all times" boundary on the west side of the town centre be pushed out to the boundaries of the Haiku Park on the west side and north side so as to incorporate the whole park. This could be done on a "temporary basis" until the next review of the bylaw is undertaken, just like a temporary ban on fires is placed when there is an danger or a temporary closure of a road when there is a major slip, etc.

Secondly, could you please ensure that the "conversion of the Highfields Detention Pond to a Lake" is on the Agenda for the LTP which is presently being considered by Council.

Apart from these two concerns, I'm super optimistic about 2018. We have some big plans for the Hall which the Committee will work closely with Blaise and may the lake conversion be moved ahead to enhance our town even more.

Regards, Jim Davison

Western Bay of Plenty District Council

Katikati Community Board

Councillors Report – January 2017

Councillors Mackay and Williams will provide a verbal update on the following items:

- December / January happenings over the District
- Katikati Township Traffic management
- State Highway Update
- Long Term Plan

Recommendation

THAT the Katikati Community Board Councillors Report – January 2018 dated 15 January 2018 be received.

Peter Mackay
Councillor
Katikati Community Board

Western Bay of Plenty District Council

Katikati Community Board

Anzac Day Commemoration 2018

Purpose and Summary

The Katikati Community Board is required to make a decision regarding attendance and presentation of a wreath at the Anzac Service at Katikati on Anzac Day Wednesday 25 April 2018.

Funding Implications for Katikati Community Board

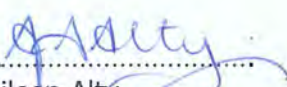
The cost of a wreath up to \$200 funded from the Katikati Community Board Contingency Account.

Delegated Authority of Katikati Community Board

The Community Board has delegated authority.

Recommendation

- 1. THAT the Democracy Support Officer's report dated 15 January 2018 and titled Anzac Day Commemoration 2018 be received.**
- 2. THAT the Katikati Community Board provide / do not provide a wreath for the ANZAC Day Service, to be paid from the Katikati Community Board Contingency Account (up to the value of \$200).**
- 3. THAT represents the Katikati Community Board at the ANZAC Day Service at Katikati on 25 April 2018.**


.....
Aileen Alty
Democracy Advisor

1. Background

Community Boards have participated in Anzac Day Services in their respective areas in the past and so Community Board Chairpersons are requested to liaise with their elected members to co-ordinate their representatives to attend services across the Western Bay of Plenty District Council region on Wednesday 25 April 2018.

2. Statutory Compliance

The Board has appropriate delegation under the auspices of the Local Government Act 2002.

Funding/Budget Implications

Budget Funding Information	Relevant Detail
Kaikati Community Board Contingency Account	Funding of up to \$200 for a wreath to be laid by Kaikati Community Board Representatives on Anzac Day 2018.

3. Consultation and Communication

Interested/Affected Parties	Completed/Planned Consultation/Communication	Notes
Kaikati Returned Services Association Representatives	The Democracy Advisor will advise the Kaikati Returned Services Association representatives of the attending Kaikati Community Board representatives at the Anzac Service to be held on 25 April 2018.	

Western Bay of Plenty District Council

Katikati Community Board

Accommodation Options – Old Katikati Library and Area Office

Purpose and Summary

Staff have had a meeting with the preferred candidates chosen by the Katikati Community Board.

These candidates are:

- Katikati Arts Collective; and
- Katch Katikati.

The Arts Collective comprise 17 community organisations.

The attached proposal (**Attachment A, B and C**) indicates their ability to work together to achieve a good community outcome for the community through the sharing of space in the old Katikati Library and Area Office building.

Funding Implications for Katikati Community Board

There are no funding implications for the Community Board

The internal costs associated with the running of the Building will be borne by the tenants. Exterior maintenance and asset insurance will remain the responsibility of Council.

Delegated Authority of Katikati Community Board or To Make Submissions/Recommendations to Council/Committees

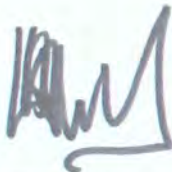
The Community Board has no delegated authority for this item. It will need to be referred to Council as it is for the purposes of granting a lease for a 30 year period.

Recommendation

- 1. THAT the Strategic Property Manager's report dated 16 January 2018 and titled "Accommodation Options – Old Katikati Library and Area Office" be received.**

2. It be recommended to Council,

THAT the Old Katikati Library Building be leased to Katch Katikati, acknowledging they will have the ability to sub let the premises to Katikati Arts Collective and the information centre.



Blaise Williams
Strategic Property Manager

Approved



Gary Allis
Deputy Chief Executive

1. Background

Council are in the process of constructing a new library at 21 Main Street, Katikati. As a consequence, and due to the lack of suitable accommodation in the Katikati town centre, the Community Board has requested that appropriate community groups be given the opportunity to seek accommodation in the old Katikati Library and Area Office.

Council with the help of the Community Board have gone through a process of requesting Expressions of interest in accommodation within the building and after discussions with Katch Katikati and the Katikati Arts Collective, have agreed that they would make good tenants that would supply a community benefit to the town.

2. Statutory Compliance

This report follows all Statutory Requirements including:

- Legislative requirements/legal requirements
- Current council plans/policies/bylaws
- regional/national policies/plans.

Funding/Budget Implications

Budget Funding Information	Relevant Detail
Nil	

3. Other Considerations

The operational costs associated with running the building will be funded by the tenant, who will also be responsible for internal maintenance.

The Council will continue to be responsible for external maintenance and asset insurance associated with the building.

The proposal would see the information centre remaining in the building.

4. Consultation and Communication

Interested/Affected Parties	Completed/Planned Consultation/Communication	Notes
Name of interested parties (if req.)	Community Board have been included in the recruitment of tenants process. Katch Katikati and the Katikati Arts Collective.	
Tangata Whenua	N/A	
General Public	The general opublic had the opportunity to supply an Expression of Interest.	

If no community involvement / engagement is planned, delete the box and state the reason why.

Assumptions and Constraints

Katch Katikati would be the site manager for the building and its tenants.

The current contract between WBOPDC and Katch Katikati must be reviewed to accommodate the new scope of the role and that ongoing secure funding will reflect such changes.

Katch Katikati will have to have a MOU with the Arts Collective agreeing on the responsibilities and rights of the operation.

Katikati Open-Air Art and the Katikati Theatre Group have agreed to financially assist with the set up costs involved with getting the building to the stage of operation.

Representatives from the Management Group (Katikati Open Air art, Katikati Theatre and Katch Katikati) will meet monthly for the first year to monitor the financial status and deal with any operations issues. We will look to incorporate local iwi into the group as we progress.

The Management Group will agree on a venue hire rate for the theatre / cinema, exhibition space and meeting room space.

Factors for consideration

The success of this venture relies on the commitment from Katch Katikati for it to be managed in a professional manner and with the best interests of the community in mind.

Additional funding for the operational and set up costs is essential. It would have to be assumed that due to the responsibilities of managing the Information Centre space that the current funding provided (\$35K) would be reallocated to Katch Katikati.

Additional revenue streams from the Information Centre area and hire of the exhibition / function centre, souvenir sales etc, will be retained by Katch Katikati. All expenses will be paid by Katch Katikati.

There may well be additional funding required for this to be successful and potentially some avenues of income can grow. Considerations need to be given to a profit share basis for additional revenues or to be retained for additional investment in to the building.

Budget

	Income	Expenses
Information Centre contract	\$ 35,000	
Brochure production		\$ 4,000
Information centre / management wages		\$ 30,000
Sub total	\$ 35,000	\$ 34,000
Theatre Group estimated hireage	\$ 4,000	
Rotating exhibition space	\$ 3,000	
Performing arts rehearsals	\$ 1,500	
Film festivals	\$ 3,000	
Souvenir Commissions	\$ 700	
Misc meeting room hire	\$ 2,400	
Information centre brochures and Commissions	\$ 2,500	
Artisan craft commissions	\$ 1,500	
Power		\$ 5,400
Cleaning		\$ 7,300
Additional Operations Expenses		\$ 7,000
Insurance		
P&S		
Maintenance		
	\$ 53,600	\$ 53,700

Investment and funding

In its current state Katch Katikati Committee has agreed to underwrite the first years operational costs of the facility. This must be supported by opportunities to generate more income. Clustering compatible activities is a solution to this problem.

The organisation is confident that additional income can be generated by:

Estimated Revenue	Organisation Contributing
\$4000	Katikati Theatre Group – four performances a year
\$3000	Rotating Exhibition Space – 30 weeks @ \$100 per week
\$1500	Performing Arts Rehearsals – venue hire
\$3000	Film Festivals – 5 nights, 40 pax, \$15pp
\$700	Katikati Open Air Art – souvenir commissions
\$2400	Various users – meeting room hire
\$2500	Information Centre – brochures and commissions
\$1500	Artisan craft commissions

This gives a total of \$18,600 which we believe to be a conservative estimate.

Project Framework:

The Information Centre would be open 7 days from 9am – 4.30pm with the potential for extended hours over the summer tourist season.

The Information Centre area can be staffed partly by volunteer hours (as in the current model) and then with a paid coordinator who over sees operations such as rosters, brochure ordering, stock control, invoicing, covering shifts, etc. There will be paid brochure display areas and commissions taken for bookings.

Souvenirs will be sold on behalf of Katikati Open-Air Art, with a commission, as a fundraiser for the group.

Katikati Open-Air Art should also be allocated a space within the Information Centre facility to display the history of the area and how we became NZ Mural Town.

Selected local art and craft could be sold and must be 100% locally made. This can be on a rotational artist basis so that items are often changing and will be receiving a commission.

With the exhibition space we would be taking a rental plus commission.

Meeting space, we envisage demand for use to be spasmodic.

Opportunity:

Katch Katikati has grown over the years and has a strong focus on community. Having spent the last 10 years located in the current Council building we have built strong relationships with the Information Centre and see that information, events, and promotion work very well together.

This is an opportunity to house tourism, information and promotion together and build on what Katikati has to offer the community and visitors. This is our chance to grow and support the community during its new growth period.

To have the opportunity to co-exist with the newly formed Creative Arts Group in Katikati further strengthens the offering to locals and visitors. It enhances the visitor experience and gives Katikati an opportunity to add a point of difference in our town.

Proposal:

Co-locate Katch Katikati, Information Centre, Arts Centre and boutique Theatre in the existing WBOPDC Area Office and Library once it is vacated.

Katch Katikati will manage the facility on behalf of the community.

Katch Katikati and Information Centre have shared goals for Tourism and Katch Katikati already play a part in the running of the Information Centre through organising Familiarisation tours and sharing information, and have a focus on tourism by the nature of their organisation.

The Information Centre space would include the sale of Katikati Open-Air Art souvenirs and assorted local craft.

We can have exhibition space for local or national artists (a similar operation to the old Little Blue House).

The meeting room would be available for community use for meetings and workshops.

The boutique theatre / cinema could offer a facility that would cater to live theatre and performances and as a movie cinema.

The above activities are all revenue generating.

Executive Summary

Katch Katikati is an innovative organisation supporting our quality lifestyle environment, embracing our historical and cultural heritage and promoting Katikati as a destination of choice.

We capture and represent the communities vision.

We encourage investment and growth in the district.

We are a strong and respected organisation which gels the business and social sectors of the community.

Promotions and the visitor information experience go hand in hand and to have available to the community a "one stop" location that promotes our region, supports our locals and coordinates our communities can only be of benefit to our town.

With our history on our walls, our craft on our shelves and a brochure in your hand we can offer an experience that will have people stopping in our streets and purchasing from our shops.

Events and promotions are the way of the future to support our small service towns. With the right facilities, we can have a hum in the streets and a heart in the town.

It will all happen with the vision and passion of Katch Katikati managing a facility provided by the District Council to reflect and promote NZ Mural Town – Katikati.

The only deciding factor in this venture is the ability to fund it.

CREATIVE ARTS

&

INFORMATION

CENTRE

A Community Project



Trial Balance

Account	Debit	Credit	YTD Debit	YTD Credit
Office Equipment & Furniture Less:Accumulated Depreciation (747)	-			5,175
Petty Cash (662)		57	41	
SBS Bank (NZ) (681)	-		542	
Liabilities				
Accounts Payable (822)	4,884			-
GST (848)	103			995
Rounding (862)	-		-	
Equity				
Retained Earnings (960)		-		21,958
Total	15,464	15,464	104,538	104,538

Trial Balance

Katch Katikati Incorporated Society As at 22 December 2017

Account	Debit	Credit	YTD Debit	YTD Credit
Revenue				
Avocado Festival Contract (240)		-		2,500
Christmas Concert (inc) (239)		-		1,000
COGS Grant (221)		-		2,500
Community Business Awards (inc) (246)		-		3,000
Echo Walking Fest (inc) (249)		-		250
Hall Administration Contract (434)		-		2,609
Interest Received (203)		-		17
Lotteries Commission Grant (22803)		-		15,000
Maori Wardens Administration Contract (435)		-		1,522
Membership & Website Income (230)		61		7,426
Open Air Art Administration Contract (237)		-		6,000
Promotions Other (Inc) (266)		-		650
WBOPDC Service Contract (231)		-		31,512
Website Advertising (232)		-		243
Xmas Promotion (inc) (244)		-		2,181
Expenses				
ACC Levy (301)	-		230	
Advertising (303)	-		419	
Bank Charges (309)	30		180	
Christmas Concert (xps) (439)	117		1,687	
Computer Expenses (321)	-		631	
General Expenses (372)	40		377	
Insurance (380)	-		417	
Interest (381)	-		-	
IT (xps) (472)	254		1,803	
Meeting & Conference Expenses (320)	-		1,992	
Mileage Reimbursement (400)	518		2,290	
Open Air Art Contract (xps) (437)	-		43	
Postage, Printing & Stationery (414)	3		927	
Promotions other (xps) (366)	250		1,004	
Subscriptions out (454)	27		171	
Telephone (460)	-		910	
Wages (470)	9,211		45,383	
Website & Software Expenses (473)	28		395	
Xmas Promotion (xps) (444)	-		2,018	
Assets				
Accounts Receivable (674)		505	217	
BNZ (683)		14,842	36,423	
BNZ Payclip (684)		-	105	
Office Equipment & Furniture (746)		-	6,331	



Dated this day of 2017

1. PARTIES

Katikati Open-Air Art

and

Katch Katikati.

2. PURPOSE

- 2.1. The purpose of this Memorandum of Understanding (MOU) is to identify and record areas of common interest between the Parties.
- 2.2. This MOU is intended to record the mutual understanding and good faith of the parties.
- 2.3. This MOU is to work alongside the current MOU between Western Bay of Plenty District Council, and the Katikati Community who is represented by Kaitkati Open-Air Art and the Katikati Community Board which secures a space within a council facility for a visitor information function to be located in and funding towards costs of said visitor information function.

3. ROLE OF PARTIES

- 3.1. We collectively endorse the critical role of the visitor information function to the community of Katikati, and we acknowledge a relationship between the visitor information function, Katikati Open-Air Art and the promotion of Katikati.
- 3.2. We agree to work together to identify and clarify expectations, and deliver on outcomes.
- 3.3. We acknowledge there is a historical link and standing MOU between the Visitor Information Centre, Katikati Open-Air Art, WBOPDC and the Katikati Community Board.

- 3.4. We acknowledge that the visitor information function falls under the care of Katikati Open-Air Art and that they agree that Katch Katikati oversee the management of the Information Centre when WBOPDC steps back from their involvement.
- 3.5. We recognise and appreciate the contribution of volunteers to the provision of the service and Katch Katikati agree to communicate clear expectations to volunteers and to provide opportunities for regular communication and feedback.
- 3.6. We agree to consult with each other in a timely manner regarding the visitor information function, particularly any changes that may affect service delivery or any other issues that may affect the operating environment. This includes regular meetings of the parties and an annual review of this MOU.

4. TERM OF THE MEMORANDUM OF UNDERSTANDING

4.1. This MOU will come to an end either:

One year from the date the MOU was signed

OR

When the MOU is replaced by a new MOU.

Signed By:



Steven Graveson
President Katikati Open-Air Art

Signed By:



Kate Pfennig
Chairperson Katch Katikati

Western Bay of Plenty District Council**Katikati Community Board****Infrastructure Services Report Katikati
January 2018**

Purpose and Summary

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

Minute Action Sheets

The current Board Minute Action Sheets are attached to this report. The resolution to receive this report includes receipt of the Minute Action Sheets. **Attachment A**

Recommendation

- 1. THAT the Deputy Chief Executive Officer's Report dated 15 January 2018 and titled Infrastructure Services Report Katikati January 2018 be received.***



Approved

Gary Allis
Deputy Chief Executive

1.0 Utilities

1.1 Water Meter Installation Project - WSZ (Western Supply Zone)

The installation of water meters in the Waihi Beach, Pio Shores, Athenree and Katikati towns continues. The work crews are also installing meters in the surrounding rural areas to complete the project. The project is still on track to be completed by 1 July 2018.

Council will be sending letters to approximately 120 individual customers in Waihi Beach and Katikati areas to notify that their connection may be connected to a neighbouring property. These are referred to as cross connections and Council will be sending installation teams to remove these cross connections so that each customer will have their own meter and water supply pipe to their house. There will be no charge to the customer for this work.

1.2 Ongare Point Wastewater Scheme Preliminary Investigations

Currently a Septic Tank Effluent Pump (STEP) wastewater system is proposed for the Ongare Point community. Land for the treatment plant and disposal site has now been secured and the preliminary design is complete. Pattle Delamore Partners (PDP) technical consultants have been appointed to assist with the next stages of the scheme (including consent application, finalise design, updated engineers estimate). The resource consent was lodged with Regional Council in August 2017. Submissions have now closed and all submissions received were in favour of the scheme. Currently awaiting Regional Council consents approval.

Once all consents are obtained, construction will begin. Provided everything runs smoothly and consents are granted, our projected construction start date is March 2018.

1.3 Katikati Wastewater Treatment Plant Resource Consent Renewal

In May 2016, Council lodged an application with the Regional Council to renew the consent for discharge of treated wastewater for a 20-year term. One appeal was received objecting to the discharge from TKC holdings. Staff have been working to negotiate with TKC Holdings to address their concerns. TKC have now agreed to proceed with the consent without going to a hearing. Consent conditions are now being finalised and are awaiting Regional Councils final approval.

The draft consent conditions submitted with the application requires Council to look at alternative options for the long-term discharge of the treated wastewater from the Katikati wastewater treatment plant.

A working group has been formed which includes Tangata Whenua, Councillors and Community Board representatives. The group will meet on a regular basis to assess the various options available. Meetings held to date have discussed beneficial reuse of wastewater and were productive. A site visit was undertaken in August 2017. Potential sites have been narrowed down for the beneficial reuse option and these sites will be investigated further. The team will now move on to look at other disposal options such as disposal to wetlands.

1.4 Review of Waste Minimisation Management Plan (WMMP)

The reviewed WMMP was adopted by Council on 5 December 2017 and came into effect on 12 December 2017. A copy of the plan is available at <http://www.westernbay.govt.nz/our-council/policies-plans-bylaws/Pages/default.aspx>.

The plan allows Council to address four main actions with the biggest priority for action to actively investigate alternative rubbish and recycling collection models to achieve better oversight and management of solid waste in the district.

1.5 Youngson Road Water Main.

A new water main is being extended down Youngson Road from Old Highway, beneath SH2 and connecting to the new main being installed along Omokoroa Road. New water main commissioned and is now operating.

1.6 Home Worm Composting Workshops

New dates for 2018 are now available on the website at <http://www.westernbay.govt.nz/our-services/rubbish-recycling-waste/Pages/Worm-Composting.aspx>

All bookings are now made through www.eventfinda.co.nz

2.0 Reserves

2.1 Kauri Point Jetty – Walkway Re-Decking

The timing for the completion of the jetty re-decking is dependent on the outcome of the Kauri Point Jetty access road landslip repairs implementation.

2.2 Diggelman Park Toilet

Is complete and appears to be well patronised.

2.3 Haiku Park to Henry Road Cycleway/Walkway

An information sign design concept has been prepared for staff review. Final design and installation will be determined by the end of March 2018.

3.0 Strategic Property

3.1 Katikati Library

Construction continuing. Hub floor completed. Library floor to be completed January 2018.

4.0 Development Engineering and Projects

4.1 Katikati Town Centre Improvement

NZTA is continuing to investigate interim improvements and speed reductions on the Main Street prior to the Katikati Town Bypass. The NZTA has also released a media report dated 11 December 2017 on the options for State Highway 2 from Waihi to Tauranga. These options will improve safety, journey reliability and cater for growth along this corridor.

For further information please contact Natalie Mankelow, Media Manager at NZTA.

5.0 Emergency Management

5.1 General Emergency Management Activities

The Western Zone Emergency Operations Centre was activated on Friday 5 January in response to the heavy rain, high tides and storm surge impacts across the Western Bay and Tauranga. Localised flooding occurred in Te Puna, Waihi Beach and Pukehina. There were a

Date 15 January 2018

Open Session

Subject Infrastructure Services Report Katikati January 2018

number of small incidents across the district with trees down, debris on road and power outages but no major damage from the storm.

The damage across the District is in the vicinity of \$300,000 to \$400,000.

6.0 Roothing

6.1 SH 2 North – NZTA Te Puna Roundabout

Construction of the Te Puna intersection is mostly complete with the defects inspection undertaken as well as a post construction safety audit.

The SH2 capacity constraints between Te Puna and Bethlehem are continuing to result in traffic, during the summer holiday period, being observed to be queuing through the new roundabout. This has not been significantly influenced by the Te Puna Station Road low interpeak traffic volumes.

6.2 Community Roothing Katikati

Fairview Road kerb and channelling and Stewart Street widening are currently being priced by WestLink for Community Board consideration. This has been delayed by current high workloads.

6.3 Community Road Budget

Current Account:

Current Account Opening Balance 1 July 2017	169,974
Allocation for 2017/18	<u>158,945</u>
Subtotal	328,919
Less:	
Library Footpath and Plaza - Resolutions K18.9	150,000
Commitments – street tree planting	10,000
Flag Trax System K21.7	<u>17,116</u>
Projected Current Account Balance 30 June 2018	<u>151,803</u>

Talisman Drive Loan:

Loan fully repaid as at 30 June 2017	NIL
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Community Board Report

KATIKATI COMMUNITY BOARD 17/02/2016

Remit Title	Diggelman Park Toilet Block
Remit Number	K18.16 10.1
Owner	RFAM
Status	COMPLETED
Complete Date	17 January 2018
Confidential	
Resolution	The Board confirmed that the funding for the Diggelman Park Toilet was now in place with the final concept plan for the façade of the block yet to be confirmed. The Board reaffirmed the concept of the kauri hut façade that was in keeping with the Kauri theme of Diggelman Park with the cost of the Kauri façade envisaged to not be great but the design would be unique.
Actions	<p>17 January 2018: The toilet block is completed and was open for business prior to Christmas.</p> <p>6 Dec 2017: The toilet installation including service connections and footpaths are complete. The toilet block is now ready for façade cladding by the Community.</p> <p>7 Nov 2017: All services are installed. Delivery of the prefabricated toilet building assemblies is expected by mid-November. This update is as per previous.</p> <p>27 Oct 2017: All services are installed. Delivery of the prefabricated toilet building assemblies is expected by mid November. This update is as per previous.</p> <p>25 September 2017: Wastewater services are being installed. Delivery of the prefabricated toilet units are expected in November. Once delivered, onsite assembly and completion to lock up stage is expected to take approximately 2 weeks, following which the toilet units will be ready for the supply and installation of the façade cladding.</p> <p>11 Sept 2017: Wastewater services are being installed. Delivery of the prefabricated toilet units are expected in November. Onsite assembly and completion to lock up stage is expected to take approximately 2 weeks, therefore will be ready for the Community Board to supply and install the façade cladding.</p> <p>9 August 2017: The foundation platform has been completed. Water services have been installed. Wastewater and stormwater services are being finalised. The programme for the toilet construction has not yet been received and therefore the completion date cannot be predicted.</p> <p>3 July 2017: Construction is underway to prepare the toilet building foundation platform, including the installation of sewer, water and power services. The Permaloo prefabricated toilet is under construction in Gisborne and is expected to be delivered to site as soon as possible, pending other Permaloo commitments. Permaloo are responsible for completing the installation on site, minus the façade cladding. The Community Board assumes responsibility for supplying and fastening the Kauri loggers' hut theme façade cladding.</p> <p>18 May 2017: A detailed update has been provided to the Board for 19 May workshop. In summary, a revised proposal based on the requested design changes has been received from Permaloo and a contract is being entered into with them to supply and install. The Community Board has agreed that the Katikati community will undertake the façade cladding independently and this is acceptable for building compliance, as the façade is "unrestricted work".</p>

Site preparation for the installation of sewer, water and power is underway. Site landscaping including new footpaths will also be required as the new toilet will be elevated 0.5m due to sewer connection requirements. Construction timing is yet to be confirmed.

5 April 2017: Staff met with the Board Friday 31 March to discuss the toilet design proposals received. The preferred supplier was identified but design concept modifications were required. It was also agreed that the local community would provide façade cladding materials.

The design changes have since been discussed with the supplier and their positive response copied to the Board Chairman. A revised 3-D concept sketch will be distributed to the Board as soon as available. Once the revised design has been confirmed, supply and installation of the new facility will be undertaken as soon as possible. It is unknown at this stage whether completion can be achieved before the Mural Town event later this year, however this is the target completion date we are aiming for.

9 February 2017: Following recent discussion with Katikati Ward Councilors and the Board, the request for Tender specification is being adjusted to reflect 3 unisex toilet cubicles complete with kauri log hut theme. Proposals are being sought and as soon as designs have been received, these will be workshoped with the Board.

13 January 2017: Concept design expressions of interest are being sought and when received staff will workshop the proposals with the Community Board.

8 December 2016: No change - Once expressions are received staff will workshop the proposals with the Community Board.

15 November 2016: Once expressions are received, staff will workshop the proposals with the Community Board.

14 October 2016: No change given other priorities - the toilet specification is currently under review and expressions of interest will be sought as soon as possible.

14 September 2016: No progress given other priorities - the toilet specification is currently under review and expressions of interest will be sought as soon as possible.

12 August 2016: No progress to report given other project priorities, such as Katikati Haiku to Henry Rd cycleway.

13 July 2016: An update on progress is planned to be given at the KKCB workshop 15th July - however no progress to report given other project priorities, such as Katikati Haiku to Henry Rd cycleway.

15 June 2016: No change from previous however, an update on progress is planned to be given at the KKCB workshop 15th July.

11 May 2016: No change from previous report.

13 April 2016: No change from previous report - a toilet spec for design and build is being prepared for a tendering process.

14 March 2016: a toilet specification for design and build is being prepared. It is hoped to let this by May and a decision made on preferred design June/July, subject to consultation requirements.

29 February 2016: The comments from the KK Community Board meeting minutes relating to the proposed Diggelman Park toilet design and the Board's preference for a kauri façade have been noted. The next steps include design and consultation before committing to a design & build procurement process.

KATIKATI COMMUNITY BOARD 26/04/2017

Remit Title	Highfields Subdivision Stormwater Detention Pond Conversion File Update
Remit Number	K417 4.1
Owner	UM
Status	COMPLETED
Complete Date	17 January 2018
Confidential	
Resolution	<p>The Board received a File Note information update from the Utilities Manager, noting that if the project were to be included in the Long Term Plan process then feedback would be gathered through consultation with the community. The Board had agreed that they would like to investigate and implement the publishing of more information about the project and recognised that funding for this project was still to be finalised and understood that if external funding could be established then the project could commence and be completed earlier.</p> <p>The Utilities Manager had advised the Board that staff would be happy to assist and provide technical support relating to the project.</p>
Actions	<p>17 January 2018: The ground water bores are in place and being monitored. The results will be reported to the Board in 12 months.</p> <p>6 Dec 2017: December 2017- Bores installed and monitoring to start at the end of December for the next 12 months then feedback can be provided to Community Board on Ground water levels.</p> <p>Nov 2017: Resource consent obtained to allow the bores to be installed. On schedule to be installed late November 2017.</p> <p>12 Oct 2017: Installation of ground water bores around existing stormwater pond to commence in October/November 2017. Other actions as per agreed action underway.</p> <p>25 September 2017: The tender price has been received for the installation of groundwater bore logs. It is expected for these to be installed October / early November 2017.</p> <p>15 August 2017: A site meeting was held at the request of the Community Board and Jim Davidson to discuss the concept of his proposal.</p> <p>Agreed actions from the meeting:</p> <ol style="list-style-type: none"> 1. Installation of ground water bores around existing stormwater pond. 2. Consultation information document prepared by staff for use by Councillors and Community Board when meeting with the community during the LTP process. . <p>27 June 2017: Awaiting direction from the Community Board. A meeting was held with Jim Davidson to assist in his development of the stages of the design. An action plan has been provided to the Community Board i.e. the logical process from start to finish.</p> <p>2 May 2017- Comments noted from Community Board following workshop held in April 2017. UM will wait for direction from Community Board.</p>

KATIKATI COMMUNITY BOARD 26/04/2017

Remit Title	MPOWA Graffiti Art
Remit Number	K417 4.6
Owner	RFM
Status	COMPLETED
Complete Date	30 NOVEMBER 2017
Confidential	
Resolution	THAT the Katikati Community Board support the MPOWA graffiti art mural project produced by local youth, being installed in Katikati under the guidance of Katikati Open Air Art.
Actions	<p>30 Nov 2017: Panels have been installed.</p> <p>7 Nov 2017: The final location of the panels has been agreed. The panels will be installed by the group in due course</p> <p>13 Sept 2017: A meeting has been scheduled to advance the project.</p> <p>15 August 2017: Staff continue to work with the group.</p> <p>3 July 2017: Staff are working with the group on the installation of panels at Moore Park.</p> <p>22 May 2017: The site for the four panels in Moore Park will need to be agreed with the Reserves and Facilities Manager to ensure that maintenance issues are not created for the mowing operators.</p>

KATIKATI COMMUNITY BOARD 19/07/2017

Remit Title	Installation of Portable CCTV
Remit Number	K617 3.1.1
Owner	UM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	The Board requested that consideration be given to the installation of portable CCTV cameras at various points along Thompson's Track to try and identify incidents of fly tipping, damage from vehicles racing and gouging out the roadway and anti-social behaviors' in the area. The fly tipping seemed to happen on a regular basis and the anti-social behavior contributed to the track being hazardous and unsafe.
Actions	<p>17 January 2018: An update will be provided at the next meeting.</p> <p>6 Dec 2017: A report on the sting operation will be provided in January 2018 as monitoring of the area is being undertaken in the month of December 2017.</p> <p>Nov 2017: Sting operation planned for end of November. Outcome to be provided back to Councilors and management team.</p> <p>12th October 2017: Staff have been monitoring hotspot areas in the District where illegal dumping has taken place. Sting operation rescheduled and planned for November 2017.</p> <p>25 September 2017: The planned sting operation has been delayed until October. The area will be monitored over several days and a report will be forwarded to the Community Board once completed.</p> <p>15 August 2017: Council staff plan to have a sting operation during the months of August/September 2017, with the intention of identifying offenders.</p>

KATIKATI COMMUNITY BOARD 19/07/2017

Remit Title	Options for Changing Designation from Road Reserve to Recreation Reserve
Remit Number	K617 3.1.2
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	That the Chief Executive Officer be requested to provide a report on the options relating to move a change in the designation from road to recreation reserves for further consideration by the Board.
Actions	<p>17 January 2018: No change.</p> <p>7 Nov 2017: The report has been delayed due to the current staff workload.</p> <p>13 Sept 2017: The report is in the process of being prepared.</p> <p>15 August 2017: A report will be provided to the Community Board once the background information has been gathered on the process to change Thompson's Track unformed road to reserve. Note that this process will require consultation.</p>

KATIKATI COMMUNITY BOARD 19/07/2017

Remit Title	Katikati Community Roading Programme
Remit Number	K617 7
Owner	RE1
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>1. THAT the Transportation Operations Manager's report dated 23 June 2017 and titled Katikati Community Roading Programme be received.</p> <p>2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.</p> <p>3. THAT Fairview Road kerbing along the frontage of Moore Park be adopted as first priority at a total estimated cost of \$96,000 in the Minor Improvement Project category, with \$48,000 to be covered by the Katikati Community Roading Account.</p> <p>4. THAT Stewart Street Widening to 8m with kerbing and a footpath be adopted as second priority at a total estimated cost of \$140,000 in the Minor Improvement Project category, with \$70,000 to be covered by the Katikati Community Roading Account.</p> <p>5. THAT staff report back to the Katikati Community Board on options and more detailed estimates for widening Henry Road and for constructing a footpath on Beach Road between Prospect Drive and McMillan reserve.</p>
Actions	<p>15 January 2018: No change due to work overload.</p> <p>1 Nov 2017: Awaiting pricing from WestLink.</p> <p>4 Oct 2017: No change since last month's update. WestLink are still in the process of finalising pricing for Fairview Road kerb and channel and Stewart Street widening.</p> <p>12 Sept 2017: WestLink are finalising pricing for Fairview Road kerb and channel and Stewart Street widening. A report and price options for Henry Road and Beach Road Cycleways will be provided at the next Community Board meeting in November.</p> <p>11 August 2017: Staff are undertaking final negotiations relating to price and programming for the Fairview Road kerb and channel project and the Stewart Street widening and will report back to the Community Board on priced options for Henry Road and Beach Road footpath/cycleways.</p>

KATIKATI COMMUNITY BOARD 11/10/2017

Remit Title	Bird Walk Erosion
Remit Number	K817 3.4
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Chairperson advised that at a recent meeting of the Katikati Trails Committee an option to re-shape the walkway around the slip area, with consideration given to installing a bridge or double pipe crossing to alleviate erosion was now being considered. The proposed re-shape of the area would involve removing and replanting some of the flaxes around the bottom of the proposed pathway.</p> <p>It was important to consider the long term vision for the area and give consideration to the present bird life and future habitat environs.</p>
Actions	<p>15 January 2018: No change to previous update.</p> <p>7 Nov 2017: Staff have met with the BoP Regional Council to discuss the proposed erosion protection works. It was concluded, based on water flow modelling, that the existing pipe was undersized and needed to be replaced with two larger pipes in order to reduce the water velocity as it flows with the tides. Reducing the velocity of flow ultimately reduces the erosion.</p> <p>WBoPDC and BoPRC staff are arranging to meet the owner of the adjoining wetland to discuss the matter further.</p>

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Community Board Grant Applications - November 2017
Remit Number	K917 3
Owner	MA1
Status	COMPLETED
Complete Date	28 November 2017
Confidential	
Resolution	<p>1. THAT the report from the Democracy Advisor dated 6 November 2017 and titled Community Board Grant Applications - November 2017 be received.</p> <p>2. THAT the Katikati Community Board approve the following grants to be funded from the Katikati Community Grants 2017/2018 account subject to all accountabilities being met.</p> <p>Katikati Memorial Hall Committee \$3,404.0 Christina Productions \$500.00</p>
Actions	28 Nov 2017: Advised Aileen Alty to code to 316001-001-0000.

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Relocation of Loading Zone Parking Space in Main Street
Remit Number	K917 4.1
Owner	EO2
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	THAT the Katikati Community Board recommend to the Operations and Monitoring Committee that the current loading zone outside the Good Life Op Shop be relocated to the very last parallel parking space at the northern end of Main Street Katikati.
Actions	28 Nov 2017: Referred for consideration - advice to be taken from Transport Operations.

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Carisbrooke Street - Outcome of Feedback Relating to Parking Options
Remit Number	K917 4.2
Owner	TM1
Status	COMPLETED
Complete Date	17 January 2018
Confidential	
Resolution	<p>The Chairperson advised that feedback relating to future parking and traffic management in the vicinity of Carisbrooke Street highlighted a number of options that needed consideration. She advised that she had spoken to the senior Roding Police Officer-in-Charge of Western Bay who had advised that "narrow congested streets were safer and limited visibility was a natural regulator and speed bumps and cushions created disruptive noise for adjacent residents. A pedestrian crossing could improve safety as could an alternative route for the school buses" and it was important to give overall consideration to all elements to enable better traffic management in the vicinity, especially around the start and finish times of schools in the immediate area.</p> <p>The Board requested that an investigative report on traffic flows in the Carisbrooke Street area be undertaken with a view to enabling better traffic management and overall pedestrian safety.</p> <p>The Deputy Chief Executive advised that he endorsed the comments of the senior Roding Police Officer-In-Charge in regard to traffic management and safety.</p>
Actions	17 January 2018: The traffic use of Carisbrooke Street can be re-evaluated after NZTA town centre improvements and the Library construction has been completed.

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Uretara Jetty Project
Remit Number	K917 4.3
Owner	RFAM
Status	COMPLETED
Complete Date	17 January 2018
Confidential	
Resolution	<p>The Board had received information from the Reserves and Facilities Asset Manager and agreed that it made no sense to construct a jetty without navigable water unless the main purpose of the jetty was for other land based recreational users and visitors. The Board had previously indicated they would not allocate any financial contribution for dredging at this time.</p> <p>The Board supported Option C put forward by the Reserves and Facilities Asset Manager within the Chairpersons Report being: "Withdraw the new jetty project from the Draft Long Term Plan, if the Katikati Boat Club do not wish to renew their dredging resource consent as this indicates an unwillingness from them to support and patronise the primary purpose of a new jetty and therefore the project seems to be pointless." This would be included in the Board's summary to the Long Term Plan.</p>
Actions	<p>17 January 2018: The Board's preference is noted and was used to inform the Long Term Plan post-submission review in 2018.</p>

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Dog Control on Haiku Pathway
Remit Number	K917 4.4
Owner	CMM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Board had earlier highlighted a number of incidents where dogs on the Haiku Pathway had not been under control. In light of the changing use of the Haiku Pathway due to new housing construction, additional subdivisions and the new cycle and walkway bridge at Henry Road, use of the Haiku Pathway had greatly increased.</p> <p>The Board had been advised that additional Dog Control signage would be installed along the walkway. It had also been suggested that the area would be monitored by Dog Control and Compliance Officers.</p> <p>The Board requested that a summary report on monitoring and infringements relating to dog control in the immediate Haiku Pathway area over the next three months be presented to the Board at their March 2018 meeting.</p>
Actions	<p>16 January 2018: Additional signage has been arranged and will be installed early in the new year (January/February).</p> <p>Monitoring of the walkway as resources allow will be undertaken. Officers note that infringements will only be issued where dog owners do not comply when advised by Officers to control dogs.</p>

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Katikati Bird Walk
Remit Number	K917 4.5
Owner	RFM
Status	COMPLETED
Complete Date	23 November 2017
Confidential	
Resolution	<p>The Chairperson advised that it was important that a long-term vision for the Katikati Bird Walk/Yeoman Walkway be developed to ensure all decision-making and work undertaken in the wetland area protected and preserved the sensitive environment for future generations.</p> <p>The Reserves and Facilities Manager had advised that future planting and flora and fauna management had been identified within the Katikati Reserve Management Plan for the area and staff were in liaison with the Bay of Plenty Regional Council in regard to the future development of the wetland area and pathway development. The Board would be advised of any future proposals for the future development of the wetland area.</p> <p>The Board would include this topic in their summary to the Long Term Plan.</p>
Actions	15 January 2018: Noted

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Katikati Honours Board at the Katikati Memorial Hall
Remit Number	K917 4.6
Owner	SPM
Status	COMPLETED
Complete Date	15 January 2018
Confidential	
Resolution	<p>The Chairperson advised that the research into the additional names of those who had connections to Katikati and who had served and died in World One or World War Two was progressing positively.</p> <p>The Board was advised that Councillor Mackay and Member Gibbs were working with Val Baker and the Katikati RSA and Katikati Hall Committee to ensure that the new Honours Board would be in place before the 2018 Anzac commemorations.</p>
Actions	15 Jan 2018: Noted

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Letter from Western Bay of Plenty Museum Trust
Remit Number	K917 4.7
Owner	EO2
Status	COMPLETED
Complete Date	6 December 2017
Confidential	
Resolution	<p>The Chairperson advised that she had received a letter from the Chairperson of the Western Bay Museum Trust seeking the continued support of the Katikati Community Board for inclusion in their submission to the Long Term Plan.</p> <p>The Board advised that they were happy to indicate their ongoing support of the Katikati Museum.</p>
Actions	6 Dec 2017: Letter of support has been sent to the Western Bay Museum Trust on 6 December 2017 and signed by the Chairperson.

KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Digglemann Park Public Toilet - MAS Reference K18 16 10.1 Agenda K9 Page 35
Remit Number	K917 6.1
Owner	MA1
Status	COMPLETED
Complete Date	28 November 23017
Confidential	
Resolution	That the Katikati Community Board allocate funding up to \$10,000 from the Katikati Community Board Reserve Account to cover the cost of the installation of synthetic roof tiles on the new toilet public block in Digglemann Park.
Actions	28 Nov 2017: Advised Aileen Alty the expense to be created in 246506-001.

KATIKATI COMMUNITY BOARD 30/08/2017

Remit Title	Planting of Maple Trees
Remit Number	K717 3.5
Owner	RFM
Status	COMPLETED
Complete Date	31 OCTOBER 2017
Confidential	
Resolution	The Board had met with the Parks and Reserves Facilities Manager and decided to plant the Maple Trees on Moore Park along the East side of Middlebrook Drive, inside the fence line, from Fairview Road, south, past the entrance to the Rugby clubrooms to where the retaining wall begins. The trees would be spaced no more than ten metres apart, with extra trees purchased by the Board if necessary to complete the avenue.
Actions	31 October 2017: Maple Trees Planted. Sept 2017: Working with contractor to install.

Western Bay of Plenty District Council
Katikati Community Board
Financial Report Katikati – November 2017

Purpose and 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 November 2017 (**Attachment A**).

Total operational costs are lower than budget for the year, including contingency, mileage allowance, salaries, security, and inter-department charges.

Grants and street decoration are over budget.

Grant payments made to date:

	\$
Christina Productions	500
Katikati Memorial Hall	3,404
Total grants to date	\$3,904

Committed - Operational expenditure

	\$
Total outstanding operational commitments	\$0

2017/18 reserve analysis:

2017/18 Opening balance	\$117,329
2017/18 Closing balance	\$117,329

**Western Bay of Plenty District Council
Draft Income and Expenditure Statement
For the period ended 30 November 2017**

Katikati Community Board

	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Additional Levels of Service	0	0	0	<input checked="" type="checkbox"/>	0	0
Contingency - [see breakdown below]	150	2,290	2,140	<input checked="" type="checkbox"/>	5,500	6,706
Grants	3,904	3,335	(569)	<input type="checkbox"/>	8,000	8,000
Mileage Allowance	752	835	83	<input checked="" type="checkbox"/>	2,000	1,557
Salaries	10,387	10,695	308	<input checked="" type="checkbox"/>	25,435	26,570
Security	0	835	835	<input checked="" type="checkbox"/>	2,000	0
Street Decoration	2,181	1,960	(221)	<input type="checkbox"/>	4,700	5,448
Inter Department Charges	16,320	16,320	0	<input checked="" type="checkbox"/>	39,169	39,168
Total Operating Costs	33,694	36,270	2,576	<input checked="" type="checkbox"/>	86,804	87,448
Interest Expense	0	0	0	<input checked="" type="checkbox"/>	0	(7,204)
Total Direct Costs	33,694	36,270	2,576	<input checked="" type="checkbox"/>	86,804	80,244
Total Costs	33,694	36,270	2,576	<input checked="" type="checkbox"/>	86,804	80,244
Income						
Rate Income	36,922	36,170	752	<input checked="" type="checkbox"/>	86,804	97,502
Total Direct Income	36,922	36,170	752	<input checked="" type="checkbox"/>	86,804	97,502
Net Cost of Service	3,228	(100)	3,328	<input checked="" type="checkbox"/>	0	17,259
	0	0	0		0	0
Contingency - breakdown						
Katikati Hall Hire	23					
Advertisement for grant applications	127					
Year to date contingency costs	150					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	117,329					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	117,329					

**Western Bay of Plenty District Council
Formal Meeting Schedule 2018**

JANUARY 2018			
Meeting	Date	Time	Venue
Anniversary Day - 29 January			
Omokoroa Community Board	30 January	7.00pm	Omokoroa Community Church
Katikati Community Board	31 January	7.00pm	Katikati Library and Service Centre
FEBRUARY 2018			
Meeting	Date	Time	Venue
Community Committee	1 February	10.00am	Lifezone Church 7 Oak Lane, Judea, Tauranga
Waihi Beach Community Board	5 February	6.30pm	Waihi Community Centre
Waitangi Day - 6 February			
Maketu Community Board	7 February	7.00pm	Maketu Community Centre
Policy Committee	8 February	9.30am	Chambers
Te Puke Community Board	8 February	7.00pm	Te Puke Library and Service Centre
Operations and Monitoring Committee	15 February	9.30am	Chambers
Rural Committee	20 February	9.30am	Chambers
Council	22 February	9.30am	Chambers