

**MEETING**  
**- AGENDA -**

Ngā Take



**OMOKOROA**  
**Community Board**  
**Poari Hapori**

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**OM1**  
**Tuesday 19 November 2019**  
**Omokoroa Community Church**  
**7:00pm**



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

# Notice of Meeting No OM1 Te Karere

## Omokoroa Community Board Paori Hapori

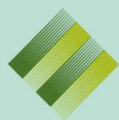
**Tuesday, 19 November 2019**  
**Omokoroa Community Church Hall**  
**7.00pm**

Members: T Sage (Chairperson)  
P Presland (Deputy Chairperson)  
Councillor M Grainger  
Councillor D Thwaites

Members Elect J Evans  
D Sage

Media  
Staff

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



*Western Bay of Plenty  
District Council*

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



# **Omokoroa Community Board**

## **Mangai o Te Kaunihera**

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

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

### **Delegated Functions**

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

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

Or

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

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

Notice is hereby given that an Omokoroa Community Board Meeting will be held in the Omokoroa Community Church Hall on:  
 Tuesday, 19 November 2019 at 7.00pm

## Order Of Business

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

**8 PRESENTATIONS****8.1 OMOKOROA DOMAIN PLAYGROUND DESIGN****File Number: A3620970****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

Western Bay of Plenty District Council staff Caroline Lim, Engagement Specialist, Scott Parker, Reserves and Facilities Asset Manager and Vanessa Davis, Graduate Landscape Architect and Tim Lander from LOAM Landscape Architects will be in attendance to give a presentation on the Omokoroa Domain Playground Design.

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**RECOMMENDATION**

That the presentation from Western Bay of Plenty District Council staff and a representative from LOAM Landscape Architects on the Omokoroa Domain Playground Design on 19 November 2019 be received.

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**ATTACHMENTS****Nil**

**9 MINUTES FOR CONFIRMATION**

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

**File Number: A3620588**

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

**Authoriser: Kirstie Elder, Governance Manager**

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**RECOMMENDATION**

That the Minutes from meeting no. OM-IN of the Inaugural Omokoroa Community Board held on 7 November 2019 as circulated with the agenda, be confirmed as a true and correct record.

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**ATTACHMENTS**

- 1. Minutes from meeting no. OM-IN of the Inaugural Omokoroa Community Board Meeting on 7 November 2019 [↓](#)**



## Western Bay of Plenty District Council

**Minutes of Meeting No. OM-IN Inaugural Meeting of the  
Omokoroa Community Board held on 7 November 2019  
in the Council Chamber, Barkes Corner, Tauranga  
commencing at 2.54pm**

### Present

Members P Presland and T Sage, and Councillors M Grainger and D Thwaites

### In Attendance

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

### Others

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

### Opening of Meeting

The Chief Executive Officer opened the meeting and called for apologies.

### Apologies

Apologies for absence were received from Members-elect J Evans and D Sage.

**Resolved:** Councillor Thwaites / Member Presland

*THAT the apologies for absence from Members-elect J Evans and D Sage be accepted.*

#### OM-IN.1      **Declarations by Omokoroa Community Board Members**

Members P Presland and T Sage, and Councillors M Grainger and D Thwaites took their oaths and signed their declarations.

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

**OM-IN.2 Elected Members' Legislative Obligations**

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

**Resolved:** Member T Sage / Councillor Thwaites

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

**OM-IN.3 Election of Chairperson of the Omokoroa Community Board**

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

**Resolved:** Councillor Grainger / Member T Sage

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

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

**Resolved:** Councillor Grainger / Member Presland

3. *THAT the Omokoroa Community Board elects Teresa Sage as the Chairperson of the Omokoroa Community Board.*

**OM-IN.4 Election of Deputy Chairperson of the Omokoroa Community Board**

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

**Resolved:** Member Presland / Councillor Thwaites

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

Nominations were called for Deputy Chairperson. One nomination was received for Peter Presland. There were no further nominations

**Resolved:** Member T Sage / Councillor Thwaites

3. *THAT the Omokoroa Community Board elects Peter Presland as the Deputy Chairperson of the Omokoroa Community Board.*

#### OM-IN.5 **First Business Meeting of the Omokoroa Community Board**

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

**Resolved:** Member T Sage / Member Presland

*That pursuant to Clause 21(5)(d), Schedule 7 of the Local Government Act 2002 the first business meeting of the Omokoroa Community Board be held on Tuesday 19 November 2019 at 7:00 pm at the Omokoroa Community Church Hall.*

#### OM-IN.6 **Christmas and New Year Rubbish Collection**

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

**Resolved:** Member T Sage / Member Presland

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

1.

The meeting concluded at 3.01pm.

Confirmed as a true and correct record.

\_\_\_\_\_  
T Sage  
Chairperson  
Omokoroa Community Board

\_\_\_\_\_  
Date

## **10 REPORTS**

### **10.1 DECLARATION BY COMMUNITY BOARD MEMBER ELECT JOHN EVANS**

**File Number: A3622507**

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

**Authoriser: Kirstie Elder, Governance Manager**

#### **EXECUTIVE SUMMARY**

Member Evans will attest and sign his declaration in the presence of Western Bay of Plenty District Council Mayor Webber.

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#### **RECOMMENDATION**

That the making and attesting of Declaration by Omokoroa Community Board member by John Evans was witnessed by Mayor Webber.

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#### **ATTACHMENTS**

- 1. Declaration - English** [↓](#)
- 2. Declaration - Maori** [↓](#)



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# Declaration by Member

I, **John Evans**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of **Omokoroa Community**, the powers, authorities and duties vested in, or imposed upon, me as a

## Member of the Omokoroa Community Board

by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Tauranga this 19th day of November 2019.

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John Evans

*Signed in the presence of:*

Garry John Webber

**Mayor**

**Western Bay of Plenty District Council**

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

# Declaration by Member

Ko ahau, ko **John Evans**, e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te hāpori o Omokoroa

## Hei mema o te poari ā hāpori o Omokoroa

E ai hoki ki te Ture Kāwanatanga-ā-Taiiao 2002 ki te Ture Kawanatanga-ā-Taiiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

He mea whakaū tēnei ki Tauranga i tēnei rā whitu o Whiringa-ā-Rangi i te tau rua mano tekau mā iwa.

Waitohu:

\_\_\_\_\_  
John Evans

Waitohu mai ki mua i a:

Mayor Garry John Webber

**Koromatua**

**Te Kaunihera a rohe mai i Ngā Kuri a Whārei ki Otamarakau ki te Uru**



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

## **10.2 DECLARATION BY COMMUNITY BOARD MEMBER ELECT DEREK KEITH SAGE**

**File Number:** A3622511

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

**Authoriser:** Kirstie Elder, Governance Manager

### **EXECUTIVE SUMMARY**

Member Sage will attest and sign his declaration in the presence of Western Bay of Plenty District Council Mayor Webber.

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### **RECOMMENDATION**

That the making and attesting of Declaration by Omokoroa Community Board member by Derek Keith Sage was witnessed by Mayor Webber.

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### **ATTACHMENTS**

1. **Declaration - English** [↓](#)
2. **Declaration - Maori** [↓](#)



# Declaration by Member

I, **Derek Keith Sage**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of **Omokoroa Community**, the powers, authorities and duties vested in, or imposed upon, me as a

## Member of the Omokoroa Community Board

by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Tauranga this 19th day of November 2019.

\_\_\_\_\_  
Derek Keith Sage

*Signed in the presence of:*

Garry John Webber  
**Mayor**  
**Western Bay of Plenty District Council**

\_\_\_\_\_



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



# Declaration by Member

Ko ahau, ko **Derek Keith Sage**, e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te hāpori o Omokoroa

## Hei mema o te poari ā hāpori o Omokoroa

E ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002 ki te Ture Kawanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

He mea whakaū tēnei ki Tauranga i tēnei rā whitu o Whiringa-ā-Rangi i te tau rua mano tekau mā iwa.

Waitohu:

\_\_\_\_\_ Derek Keith Sage

Waitohu mai ki mua i a:

Mayor Garry John Webber

**Koromatua**

**Te Kaunihera a rohe mai i Ngā Kuri a Whārei ki Otamarakau ki te Uru**

### 10.3 CHAIRPERSON'S REPORT - NOVEMBER 2019

**File Number:** A3621014

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

**Authoriser:** Kirstie Elder, Governance Manager

#### INSTALLATION OF BBQ ON WESTERN AVENUE SPORTS GROUND

Minute Reference OM22.4.3 30 July 2019

Advice was provided to the Board that the cost for a double plate BBQ with shelter over top would be in the order of \$15,000 with an additional cost of up to \$10,000 - \$15,000 estimated for an electrical supply to the BBQ unit.

The Reserves and Facilities Officer had met with the Community Board Chairperson to identify the proposed siting of a BBQ on the Western Avenue Sports Reserve. Board members received copies of design styles and costs of BBQ's.

It was resolved *THAT the Omokoroa Community Board confirm the installation of a (Christie model) BBQ and a 4 pole shelter funded from the Omokoroa Community Board Reserves Fund. The cost of power for the BBQ unit would be advised as soon as possible and included in the final funding. The Board asked that the BBQ unit and shelter be installed as soon as possible.*

In October 2019, the Reserves and Facilities and Assets Manager advised that the cost of the BBQ unit with a 4 post shelter would be \$38,263 which is \$8,263 over and above the original recommendation.

The previous Board Chairperson contacted Omokoroa Community Board Members and secured agreement to cover the extra costs in order to expedite the installation of the BBQ to ensure it is ready by Christmas.

During this interregnum period, under Delegated Authority the Chief Executive Officer, confirmed the agreement of the extra expenditure on the understanding that there was consensus from the Omokoroa Community Board to facilitate the ordering of the BBQ.

The Western Avenue BBQ will be installed before Christmas this will be a wonderful asset to the community, with thanks extended to the previous Community Board for decisions made in this regard.

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#### RECOMMENDATION

1. That the Omokoroa Community Board confirm the total expenditure of \$38,263 for the installation of a BBQ on Western Avenue Sports Ground funded from the Omokoroa Community Board Reserve Account.
2. That the Chairperson's Report to the Omokoroa Community Board for November 2019 be received.

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#### WESTERN AVENUE SPORTS PAVILION

The construction of the Western Avenue sports pavilion has commenced this month. At excavation of the ground for the foundations is being undertaken.

## **INSTALLATION OF BIKE RACKS THROUGHOUT OMOKOROA**

At the Omokoroa Community Board Meeting held on 18 June 2019, the Board suggested the following locations for the installation of bike racks:

- Cooney Reserve
- Park and Ride area at Prole Road
- Esplanade – Café – Playground area – Boat Club
- Western Avenue Sports Ground
- Settlers Hall

The Board would like an update on designs, positioning and pricing for the bike racks to be installed.

It has been advised that the installation of bike racks in:

- Cooney Reserve will be done later in the year;
- Park and Ride area at Prole Road will be done in the near future;
- Esplanade – Café – Playground area – Boat Club will be installed when the playground area is upgraded;
- Western Avenue Sport Ground bike rack will be installed after the BBQ is in place.

The Roding Engineer (West) advised that he was yet to talk to the Settlers Hall Committee about the placement of a bike rack in the immediate vicinity of the Hall.

The Roding Engineer (West) has advised that the cost of the bike racks to be installed will be covered by Councils operational budget:

## **PRECIOUS RESERVE**

The Precious Reserve area is looking good with the raised ground level, which has been grassed. The area where the fill was being kept has been re grassed.

## **OMOKOROA COMMUNITY GARDEN**

Rick Peers from the Community Garden would like to extend his appreciation to the previous board members for approving the money. This has meant they are now fully funded.

They have installed the first 20 beds. There was a working bee on the weekend of the 15th November. They are now calling on community volunteers to join the garden group and become members. The Group is very pleased with the outcome so far and envisage that the Community Garden will become a very important hub for the community.

## **OMOKOROA ANCHOR STONE**

The Anchor Stone has been installed on the Omokoroa Domain reserve area and looks very impressive and is already a drawcard for visitors to the area

**OMOKOROA COASTAL CHALLENGE**

For the fifth year running the Omokoroa Coastal Challenge has been held, with 604 entries. The final amount raised was \$10,000. Distribution of the funds were made as follows:

Awhina House	\$6,000
Omokoroa Community Garden	\$1,500
Omokoroa Sea Scouts	\$450
Omokoroa Community Patrol	\$1,500
Omokoroa Fire brigade	\$210
First responders	\$210

This was a huge success, and the event is getting bigger each year which is a credit to the Coastal Challenge group and such a benefit for Omokoroa.

**ANDERLY AVENUE**

Pedestrian walkway has been completed.

**SPEED/VEHICLE ACCESS**

A few members of the community have expressed concerns over the access points from The Doctors, the Indian Restaurant, the Liquor Store, Pizza Place and Fresh Choice businesses.

It is becoming unsafe and difficult to negotiate this piece of roading. Also, there is a concern for the speed in this area.

The Board ask what traffic calming/ restrictions can be put in place to mitigate real concerns.

**CHRISTMAS RUBBISH AT DOMAIN OVER THE CHRISTMAS/NEW YEAR HOLIDAY PERIOD**

A number of requests have been received to increase the rubbish collection around the domain over the Christmas New Year Period.

Staff advise that the level of service for litter collection in Omokoroa includes daily inspection during the period 23 December to 6 January. Staff will monitor the situation over this period. Member of the public are encouraged to report to Council (through the CCR Service Request System) any instances of excess rubbish that required collection from public reserves.

**TOILET BLOCK COONEY RESERVE**

There is a lot of commentary on Omokoroa's facebook page in regards to a the installation of a toilet block on Cooney Reserve. The Board would like advice from Council staff in relation to this.

Staff advise that during the 2018/2028 Long Term Plan it was agreed to re-allocate funding previously identified for a toilet block at Cooney Reserve towards other projects within Omokoroa.

**ANDERLY AVENUE**

A number of comments have been received relating to the resurfacing of Anderly Avenue, questioning why this was done and not Omokoroa Road.

Staff advise that the resurfacing of Anderley Avenue was undertaken as part of the general maintenance contract. Upgrade to Omokoroa Road is waiting for New Zealand Transport Agency business case approval.

**SETTLERS HALL**

There is a query on who is to look after the sealing of the driveway entrance and car parking area.

The committee have decided to ask for an increase in donations from the rates. They have been working with Council staff to increase to \$5 per household for future ongoing maintenance.

The committee had their AGM on the 5th November with two new members elected. They welcome Hugh Smith and Cory Payne to the committee.

The Settlers Hall remains extremely busy with most programmes operating at capacity.

Staff Comment:

Council is working with the Settlers Hall Committee to facilitate the sealing of the driveway and car parking area. This work will be funded from the Halls current balance in the Councils accounts.

**CONNECTION TO WALKWAY/CYCLEWAY OFF JOSEPHINE PLACE**

Information relating to this item is reported in the Infrastructure Services Report.

**OMOKOROA AND DISTRICT LIONS CLUB – THANKS FOR FUNDING ALLOCATION FOR THE DRINKING FOUNTAIN**

Attached is a letter of thanks from the Omokoroa and Districts Lions Club. (Attachment 1)

**ATTACHMENTS**

1. **Correspondance letter of thanks from Omokoroa and District Lions Club**



**Omokoroa and Districts Lions Club  
P O Box 17037  
Omokoroa 3114**

23 September 2019

Chairman Murray Grainger  
Omokoroa Community Board  
Western Bay of Plenty District Council  
1484 Cameron Rd,  
Tauranga, 3112

Dear Murray and Councillors

The Members of the Omokoroa and Districts Lions Club would like to thank the Community Board of Omokoroa for the donation of \$2300 towards the Drinking Fountain installation at the Children's Park in Western Ave.

We are currently arranging a plaque to go on the Water Fountain, and once installed look forward to having representatives from the Community Board and the Lions Club at a photo opportunity for publication in the local newspapers.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Colin Andrews'.

Lion Colin Andrews  
Secretary  
On behalf of the Members of the Omokoroa and Districts Lions Club

**10.4 COUNCILLOR'S REPORT**

**File Number:** A3620668

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

**Authoriser:** Kirstie Elder, Governance Manager

**EXECUTIVE SUMMARY**

A verbal report from Councillors Grainger and Thwaites will be given at the meeting.

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**RECOMMENDATION**

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

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**ATTACHMENTS**

Nil

## 10.5 APPOINTMENT OF OMOKOROA COMMUNITY BOARD MEMBERS ON OUTSIDE BODIES

**File Number:** A3620506

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

**Authoriser:** Kirstie Elder, Governance Manager

### EXECUTIVE SUMMARY

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

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

- Omokoroa Community Policing Group
- Omokoroa District Sports and Recreation Society (Incorporated)
- Omokoroa Environmental Managers
- Omokoroa Settlers' Hall Committee
- Western Bay of Plenty Safer Communities Forum

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### RECOMMENDATION

1. That the Senior Governance Advisor's report dated 11 November 2019 and titled "Appointment of Omokoroa Community Board Members on Outside Bodies" be received.
2. That Omokoroa Community Board members be appointed to outside bodies as follows:

Omokoroa Community Policing Group \_\_\_\_\_

Omokoroa District Sports and Recreation Society (Incorporated) \_\_\_\_\_

Omokoroa Environmental Managers \_\_\_\_\_

Omokoroa Settlers' Hall Committee Society (Incorporated) \_\_\_\_\_

Western BOP Safer Communities Forum \_\_\_\_\_

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### REASONS FOR INCLUSION IN AGENDA

Included in agenda for:

- Information and communication
- Decision making

### DELEGATED AUTHORITY OF OMOKOROA COMMUNITY BOARD

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

### ATTACHMENTS

Nil



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

**File Number:** A3620622

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

**Authoriser:** Kirstie Elder, Governance Manager

### EXECUTIVE SUMMARY

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

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

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

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

---

### RECOMMENDATION

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

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### ATTACHMENTS

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

## MEMORANDUM

**We are.  
LGNZ.**

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

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**Introduction**

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

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

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

**Nominations**

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

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

**Elections**

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

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

**Information for Nominees**

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

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

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



Malcolm Alexander  
Chief Executive  
Local Government New Zealand

**Attachment 1: The role of CBEC**

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

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

**Attachment 2: Conduct of elections**

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

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



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

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

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

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

.....[name] of

.....[address/council]

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

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

Signed by: .....

Title: .....

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

Signed by: .....

Title: .....

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

Signed: .....

Date: .....

**10.7 INFRASTRUCTURE SERVICES REPORT OMOKOROA - NOVEMBER 2019****File Number: A3621308****Author: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****Authoriser: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****EXECUTIVE SUMMARY**

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

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**RECOMMENDATION**

That the Deputy Chief Executive's Report, dated 11 November 2019 and titled Infrastructure Services Report Omokoroa November 2019 be received.

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**ASSETS & CAPITAL****CSZ - Construct Additional Bore**

As the Central Water Supply zone continues to grow in large due to the development in Omokoroa the zone requires additional storage and supply. To meet the additional demand another groundwater bore is currently being investigated near the Ohourere Water Treatment Plant.

Preliminary investigations have been completed such as geophysical studies and an exploratory bore leading to further understanding of the aquifer systems. Currently the project team have a contractor engaged to construct an exploratory bore with the anticipation to construct a production well.

If the test results from the exploratory bore is successful the team will move quickly to install the production well and connect to the Ohourere Water Treatment Plant.

**UTILITIES****Omokoroa Rubbish Collection and Greenwaste**

The Omokoroa Greenwaste drop-off will be closed on Wednesday, 25 December (Christmas Day) and Wednesday, 1 January 2020, (New Year's Day). The Omokoroa Greenwaste drop-off will be open on the Saturdays after from 2pm to 4pm as per normal open hours. No other days for the drop-off are affected.

**Kerbside Rubbish & Recycling Collections**

Rubbish pick up will occur as per normal throughout the District but there will be no kerbside collections on Wednesday, 25 December 2019 and Wednesday, 1 January 2020. Affected areas in the District are Te Puna, Minden, Omokoroa & Kaimai. These areas will be serviced on the Saturday following.

The Link to website for Waste Management Ltd with collection information can be found at <https://www.wastemanagement.co.nz/my-region/tauranga>

Wheelie bins and bags are to be placed on the kerb by 7:30am for collection. Non collection of waste needs to be reported to Waste Management Ltd directly.

## RESERVES

### Omokoroa Domain, Esplanade and Boat Ramp and Associated Facilities Project

#### What's Happened July 2019

Concept plan development for the playground upgrade and adjoining streetscape is underway but majority of expenditure timing is dependent on the community engagement / consultation process Outcomes currently being worked through. This project has engaged with 5 local primary schools to input into the draft playground upgrade design.

The issue of the anchor stone sculpture has now reached consensus as to its placement by the Art Group and it is now being installed.

Initial engagement consultation has been completed with local primary schools. Draft design for Council approval and wider community consultation is being prepared

#### What is Next

Draft playground design to be approved internally before going to wider community consultation.

#### Precious Reserve

The filling of Precious Reserve has been completed. With grassing established, removal of the erosion control structures is now substantially complete.

#### Omokoroa Golf Course Bund

The full project has been tendered with the tender price approximately double current funding.

Staging the project is currently being negotiated and the likely staging is:

- Stage One: Culvert structures and partial length bunding.
- Stage Two: completion of bunding, planting and gravel surfacing.

Delineation of a temporary pathway is also proposed as part of stage one.

#### Omokoroa to Tauranga Cycleway

**Sections 1 to 8** (through to Plummers Point Road) have been completed, except for the planned loop around Mangawhai Pa.

#### Proposed connection between Josephine Place/Bert-wall Drive to boardwalk trail Section 2

Council has been negotiating for several years with the developer of the land at the end of Josephine Place to acquire a link to the Omokoroa to Tauranga cycle trail. The agreement to acquire the link and adjacent land has very recently been signed. Public access is not yet available. The timing for the construction of a linking walking/cycling trail is yet to be decided and is subject to funding.

#### Lochhead Road – Te Puna Station Road

This section is complete apart from the section under the rail bridge. Planting is nearly completed. Delays are being experienced with KiwiRail approvals and the connection under the railway bridge may not be completed until after Christmas.

#### Te Puna Station Road Carpark

The carpark area is complete.

**Te Puna Station Road**

The cycleway is completed and in use.

**Wairoa Bridge**

Brian Perry Civil has established on site with completion now forecast for March 2020.

**SH2 Wairoa – Carmichael Road Section**

Design and consultation is almost complete. Site works are expected to very soon and timed to finish in time for the Wairoa bridge opening, March 2020.

**ENGINEERING / SPECIAL PROJECTS****Omokoroa Roding Structure Plan - Catchment**

The Project is going through the NZTA business case process. Until this is determined the physical project cannot commence.

**Omokoroa Roding Structure Plan - Catchment Cycle and Walkways**

Investigation into the bridge options for Omokoroa Road continues. The timing of two further bridges servicing development areas is being considered.

**Omokoroa Roding Structure Plan - Southern Industrial Area**

Landowner negotiations are continuing.

**STRATEGIC PROPERTY****New Omokoroa Service Centre****What's Happened since Oct 2019**

This project has commenced.

**ROADING****LED Street Lighting Conversion – What has happened since October 2019**

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

**What is Next**

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

**ATTACHMENTS**

Nil



**10.8 FINANCIAL REPORT OMOKOROA - SEPTEMBER 2019****File Number:** A3620647**Author:** Ian Butler, Finance Manager**Authoriser:** Kumaren Perumal, Group Manager Finance and Technology Services**EXECUTIVE SUMMARY**

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

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

Total operational costs are lower than year-to-date budget, including conference expenses, contingency expenses, grants, mileage allowance, salaries and inter-department charges.

**RECOMMENDATION**

That the Finance Manager's report dated 19 November 2019 and titled "Financial Report Omokoroa – September 2019" be received.

**GRANT PAYMENTS MADE TO DATE:**

	<b>\$</b>
No transactions to date	
<b>Total grants to date</b>	<b>\$0</b>

**COMMITTED - OPERATIONAL EXPENDITURE:**

	<b>\$</b>
Omokoroa & District Lions Club grant	\$2,000
<b>Total outstanding operational commitments</b>	<b>\$2,000</b>

**2019/20 RESERVE ANALYSIS:**

2019/20 Opening Balance	\$245,941
No transactions to date	
<b>2019/20 Closing Balance</b>	<b>\$245,941</b>

**COMMITTED - RESERVE EXPENDITURE:**

Contribution towards the cost of the new sports pavilion on the Western Avenue sports ground [OM9.4.2]. \$29,780 funded in 2016-18	\$(52,900)
Contribution towards the cost of a placement of an Anchor Stone sculpture next to Omokoroa Fisherman's Club on the Esplanade [OM9.4.5]	\$(3,000)
Contribution towards the cost of amenity seating at various view points throughout Omokoroa [OM14.4.1]	\$(10,000)
<b>2019/20 Closing Balance after committed expenditure</b>	<b>\$180,041</b>

**ATTACHMENTS**

- 1. Omokoroa Income Expenditure Statement Period Ended 30 September 2019 Attachment**

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 September 2019						
Omokoroa Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
<b>Direct Costs</b>						
Additional Levels of Service	0	0	0	<input checked="" type="checkbox"/>	0	0
Bylaw Enforcements	0	0	0	<input checked="" type="checkbox"/>	0	0
Conference Expenses	0	126	126	<input checked="" type="checkbox"/>	500	110
Contingency - [see breakdown below]	60	876	816	<input checked="" type="checkbox"/>	3,500	1,267
Grants	0	1,749	1,749	<input checked="" type="checkbox"/>	7,000	4,191
Maintenance Misc Roading	0	0	0	<input checked="" type="checkbox"/>	0	0
Mileage Allowance	0	501	501	<input checked="" type="checkbox"/>	2,000	1,132
Miscellaneous Expenses	0	0	0	<input checked="" type="checkbox"/>	0	0
Public Relations	0	0	0	<input checked="" type="checkbox"/>	0	0
Salaries	4,608	5,973	1,365	<input checked="" type="checkbox"/>	26,198	19,586
Security	0	0	0	<input checked="" type="checkbox"/>	0	0
Inter Department Charges	8,121	8,121	0	<input checked="" type="checkbox"/>	32,480	32,484
Street Decoration	0	0	0	<input checked="" type="checkbox"/>	0	0
<b>Total Operating Costs</b>	<b>12,789</b>	<b>17,346</b>	<b>4,557</b>	<input checked="" type="checkbox"/>	<b>71,678</b>	<b>58,771</b>
Interest Expense	0	0	0	<input checked="" type="checkbox"/>	0	0
<b>Depreciation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<input checked="" type="checkbox"/>	<b>0</b>	<b>0</b>
<b>Total Direct Costs</b>	<b>12,789</b>	<b>17,346</b>	<b>4,557</b>	<input checked="" type="checkbox"/>	<b>71,678</b>	<b>58,771</b>
Costs Allocated	0	0	0	<input checked="" type="checkbox"/>	0	0
Costs Recovered	0	0	0	<input checked="" type="checkbox"/>	0	0
<b>Total Costs</b>	<b>12,789</b>	<b>17,346</b>	<b>4,557</b>	<input checked="" type="checkbox"/>	<b>71,678</b>	<b>58,771</b>
<b>Income</b>						
Financial Contributions	0	0	0	<input checked="" type="checkbox"/>	0	0
Interest Received	0	0	0	<input checked="" type="checkbox"/>	0	0
Other Income	0	0	0	<input checked="" type="checkbox"/>	0	0
Rate Income	21,425	17,919	3,506	<input checked="" type="checkbox"/>	71,678	75,591
Service Charges	0	0	0	<input checked="" type="checkbox"/>	0	0
Subsidies & Grants	0	0	0	<input checked="" type="checkbox"/>	0	0
User Fees	0	0	0	<input checked="" type="checkbox"/>	0	0
<b>Total Direct Income</b>	<b>21,425</b>	<b>17,919</b>	<b>3,506</b>	<input checked="" type="checkbox"/>	<b>71,678</b>	<b>75,591</b>
<b>Net Cost of Service</b>	<b>8,636</b>	<b>573</b>	<b>8,063</b>	<input checked="" type="checkbox"/>	<b>0</b>	<b>16,820</b>
<b>Contingency - breakdown</b>						
Hall hire	60					
<b>Year to date contingency costs</b>	<b>60</b>			<input checked="" type="checkbox"/>	<i>Favourable Variance</i>	
Check	0					
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>245,941</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>(0)</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>245,941</b>					

**10.9 DRAFT 2020/21 ANNUAL OPERATING BUDGET****File Number: A3620658****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

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

The Board is aware that the Annual Plan will be subject to Council review and consultation. The Board should give consideration to their work programmes going forward and commitment of any Reserve funding for future projects.

**RECOMMENDATION**

1. That the report from the Senior Governance Advisor dated 11 November 2019 and titled Draft 2020/2021 Annual Operating Budget be received.
2. That it be recommended to the Annual Plan and Long Term Plan Committee that the Omokoroa Community Board Draft 2020/2021 Annual Operating Budget be:

<b>Operating Costs</b>	<b>2020/21</b>	
<b>Conference/Training</b>	2,500	
<b>Contingency</b>	4,000	
<b>Grants</b>	7,500	
<b>Mileage Allowance</b>	1,500	
<b>Salaries</b>	<i>Determined by Remuneration Authority</i>	
<b>Inter Department Charges</b>	<i>Determined by Overhead Cost Allocation</i>	
<b>TOTAL OPERATING COST</b>		

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

**BACKGROUND**

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

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

The salary component of all Community Boards has been determined by the Remuneration Authority and the Board has no control over this figure. Under the new process used by the Remuneration Authority the increment will be assessed annually. The Omokoroa Community Board set their 2019/20 Budget in October 2018 (Reference OM1618) as outlined below. The actual totals for 2019 are shown below along with the 2020/21 Budget.

	2018/19 Actual	2020/21 Budget
<b><u>Omokoroa Community Board</u></b>		
Conference Training	110	2,500
Contingency	1,267	4,000
Grants	4,191	7,500
Mileage allowance	1,132	1,500
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Costs Allocated</i>	

**STATUTORY COMPLIANCE**

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

**Funding/Budget Implications**

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

**CONSULTATION AND COMMUNICATION**

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

**ATTACHMENTS**

Nil

## **10.10 COUNCIL STANDING COMMITTEE AND COMMUNITY BOARD MEETINGS**

**File Number:** A3620662

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

**Authoriser:** Kirstie Elder, Governance Manager

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### **RECOMMENDATION**

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

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### **ATTACHMENTS**

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

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

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