

# MEETING — AGENDA —

Ngā Take

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# POLICY COMMITTEE

*Komiti Kaupapa Here*

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**INFORMATION PACK**

**Pikau Korero**

**PP10**

**Thursday, 8 February 2018**



## Advice to Councillors on Use of Information Packs

Council has agreed that Information Packs will be supplied with the agendas for Council and its Committees as well as Community Boards as required. Members are to present questions in writing on contents, provided these are received 48 hours prior to the meeting (i.e. by 5.00 pm on a Monday for a Thursday meeting). A copy of the questions and written replies will be made available to all Members and will be tabled at the meeting.

Any questions received later than the 48 hour deadline will be responded to within five days with copies of both questions and answers circulated to all Members.

All questions to be **emailed** to the relevant Democracy Advisor.

In addition, should a more detailed report or presentation be required on any specific item, Councillors are invited to make an e-mail request to the Chief Executive Officer. Reports or presentations requested will be given at the first available opportunity.

Council	-	Fleur Sweeney
Community Committee	-	Michelle Parnell
Long Term and Annual Plan Committee	-	Fleur Sweeney
Operations and Monitoring Committee	-	Barbara Clarke
Policy Committee	-	Barbara Clarke
Rural Committee	-	Michelle Parnell
All Community Boards	-	Aileen Alty

Please include in any emailed questions and the following references from this Information Pack;

- Title of Item – Page reference for question.

# Open Items

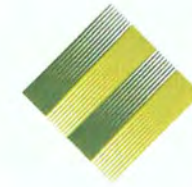
## Policy Committee No. PP10

### 8 February 2018

### Information Pack

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	<b>Pages</b>
<hr/> <b>Schedule of Contents</b> <hr/>	
<b>1. Policy Committee Corporate Reports at November 2017</b>	4-9
By Exception for:	
• Corporate Planning System	
<b>2. Policy Committee Minute Action Sheets at 19 January 2018</b>	10-14
• Under Action	
• Complete	
<b>3. Minutes for Receipt - SmartGrowth Leadership Group</b>	15-19
• SG17/12 dated 13 December 2017	



# **Policy Committee Corporate Reports November 2017**

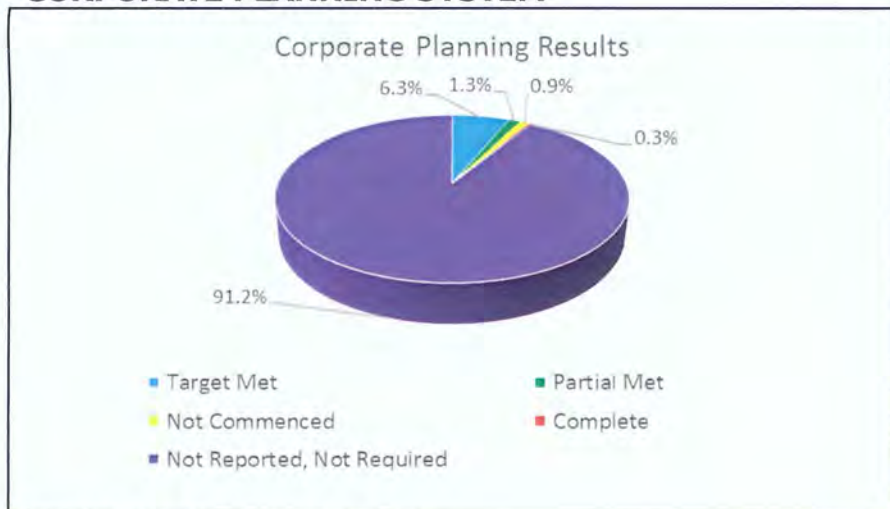
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## **By Exception for:**

- **Corporate Planning System**

# WORK STATUS REPORT November 2017

## CORPORATE PLANNING SYSTEM



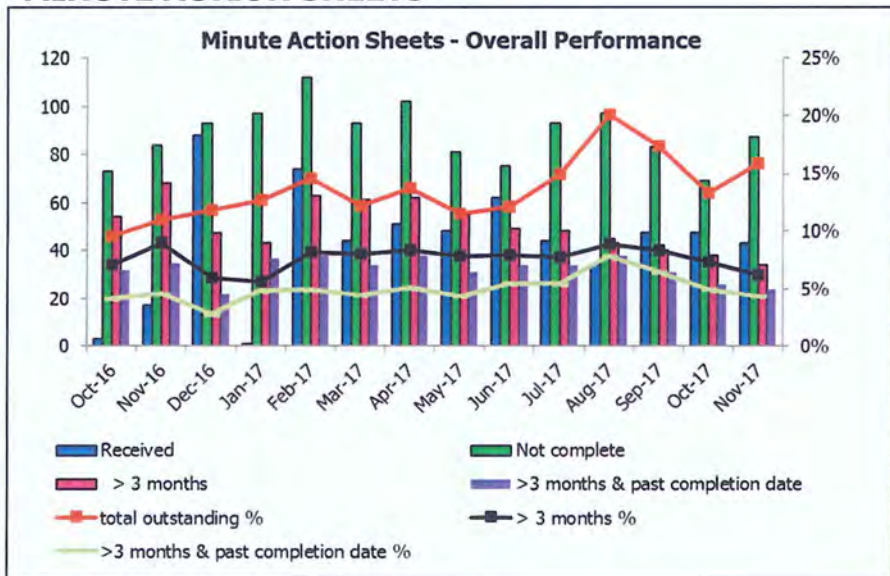
### Key Comments 😊

Total Projects and Processes scheduled for the 2017/18 year is 319

The November results are as follows:

Target Met	20 (6.3%)
Partial Met	4 (1.3%)
Not Commenced	3 (0.9%)
Complete	1 (0.3%)
Not reported not required	291 (91.2%)

## MINUTE ACTION SHEETS



<b>KPI – Timely Update</b>	<b>Benchmark</b>	<b>Result</b>	
Not updated for 30-60 days	NIL	1	☹️
Not updated for > 60 days	NIL	0	😊
<b>KPI – Timely Resolution</b>	<b>Benchmark</b>	<b>Result</b>	
% outstanding rolling total			
Received Y/E 30/11/17	10%	15.9%	☹️
% > 3 months rolling total and past completion date	5%	4.9%	😊

**Background Information November 2016**

Received	43
Complete	47
Not Complete	87
Not Complete > 3 months	34
Not Complete > 3 months & past est. completion date	27
Rolling total received Y/E 30/11/2017	546

## GROUP RESULTS – CORPORATE PLANNING November 2017

<b>CPS SUMMARY</b>	<b>TOTAL</b>	
Target Met	<b>21</b>	<i>Work is achieving all projected milestones. In the case of a process, if the work is progressing as predicted, even though the work is not complete, then it should be 'Target Met'. Target Met includes completed work also.</i>
Partial Met	<b>4</b>	<i>The project is very close to meeting its projected targets. It is not on target, but is recoverable.</i>
Not Met	<b>0</b>	<i>Work is significantly behind targets or, the work has not yet started because it has been held up by another factor that is within the control of the Manager.</i>
Not Commenced	<b>3</b>	<i>The work has not started and is not scheduled to commence until later, or the work has been delayed by factors outside of the Manager's control.</i>
Not Reported Not Required	<b>291</b>	<i>Progress report was not required.</i>
<b>TOTAL</b>	<b>319</b>	

### EXCEPTION REPORT – NOT MET

There are no projects or processes reported to the Policy Committee with the status Not Met.

### EXCEPTION REPORT – PARTIAL MET

There are no projects or processes reported to the Policy Committee with the status Partial Met.

## PRIORITY A PROJECTS November 2017

Project ID	Project Name	Manager	Progress Report	Financial	Resources	Risk	Status/ % Complete
1756	Management of LTP	PSDM	<p>Workstream meetings have continued and milestones are on track. Risk assessment continues at a workstream level and reported up to the Working Party. An initial assessment by Audit New Zealand was generally positive, although some areas of further work for Asset Management Plans have been identified to progress before the formal audit process commences next year. The review of Council's self assessment demonstrated satisfaction with the project structure and Council's processes to deliver the LTP. The final phase of the strategy reviews have been completed. Several workshops have been held in relation to the consolidated financials. There are two more workshops to take place before the end of 2017. The key deliverables over the coming months are the consultation document and supporting documentation.</p>	NA	NA	NA	100% Target Met
2368	Representation Review	CSM	<p>The project was scoped and approved by MT. A cross-organisational team has been formed and external expert advisor engaged. Two workshops for councillors and one for community boards have been held and a decision made regarding Electoral System. Initial work done on community engagement plan for Workstream two:</p>	First payment made to external advisor, no community engagement costs have been incurred at this stage.	No issues	Not meeting legislative deadlines for resolutions to be made.	70% Target Met

7

## PRIORITY A PROJECTS November 2017

Project ID	Project Name	Manager	Progress Report	Financial	Resources	Risk	Status/ % Complete
			<p>Maori Wards and one council workshop held with Partnership Forum chairs present.</p> <p>Community Engagement Plan outline completed for representation arrangements. Work currently underway creating webpage to keep community up to date on the process; content will be utilised for staff.</p> <p>13/11/2017 update report prepared for 21 November Council meeting re establishment of Maori Wards.</p> <p>Timeline prepared for next steps (council workshops and community engagement) post 21 November through to May 2018.</p> <p>8/12/2017 resolution made Maori Wards and publically notified.</p> <p>Engagement plan and discussion document underway for workshop 4 – December. Webpage published and up to date.</p>				
3425	Electronic District Plan	RMM	Pending not commenced. Delayed pending review of GIS systems.	Nil	Nil	Nil	0% Not Commenced.



**MINUTE ACTION SHEETS  
November 2017**

**MINUTE ACTION SHEET REPORT – NOT COMPLETE AND > 3 MONTHS OLD AND PAST COMPLETION DATE**

There were no minute actions sheets for the Policy Committee that are more than 3 months old and past the estimated completion date at 30 November.

Policy Committee - ACTIONCOM – Minute Actions Not Complete or Under Action at 19 January 2018

Remit Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status	Last Maintained Date
PP417.5 15 Jun 2017	Appointment of Directors to Council Controlled Organisations - Policy Review	CHIEF FINANCIAL OFFICER	THAT the Chief Financial Officer's report dated 28 April 2017 and titled 'Appointment of Directors to Council Controlled Organisations Policy Review' lie on the table for further work and be reported back to the next meeting of the Policy Committee.	08/01/2018 - This policy will be presented to the Policy Committee on 8 February 2018 for adoption. There has been system issues with access to this minute action sheet. To be discussed at Management Team meeting on 12 December 2017 and will progress early 2018.	UNDER ACTION	8/01/2018
PP917.2 05 Dec 2017	Adoption of the Waste Management and Minimisation Plan 2017	POLICY AND PLANNING MANAGER	<p>1. THAT the Senior Policy Analyst (Consultant)'s report dated 1 December 2017, and titled "Adoption of the Waste Management and Minimisation Plan 2017" 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 the Waste Management and Minimisation Plan 2017 (shown and circulated as "Deliberation Version Draft" Waste Management and Minimisation Plan 2017) be adopted.</p> <p>4. THAT the Waste Management and Minimisation decision story as approved</p>	The final Waste Management and Minimisation Plan has been adopted by the Policy Committee. The decision story requires endorsement before dissemination.	UNDER ACTION	15/01/2018

		<p>by the Policy Committee be publicly released.</p> <p>5. THAT Council staff be delegated authority to amend typographic errors and make such minor editorial changes as may be required to improve the readability of the WMMP and decision story prior to publication.</p>			
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Policy Committee – ACTIONCOM - Completed Minute Actions by 19 January 2018

Minutes Number	Remit Title	Owner	Remit Description	Owner Comments	Current Status	Last Maintained Date	Complete Date
PP717.3 19 Oct 2017	Adoption of the draft Easter Sunday Shop Trading Policy	POLICY AND PLANNING MANAGER	<p>1. THAT the Policy and Planning Manager's report dated 4 October 2017 and titled "Adoption of the draft Easter Sunday Shop Trading Policy" be received.</p> <p>2. THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and Engagement Policy.</p> <p>3. THAT the draft Easter Sunday Shop Trading Policy statement of proposal and feedback form, as appended to the agenda report, are adopted for community consultation, in accordance with section 83 of the Local Government Act 2002, from 23 October to 23 November 2017.</p>	Special consultative procedure (including Have Your Say opportunity) completed, and final policy adopted by Policy Committee on 5 December.	COMPLETE	11/12/2017	5/12/2017
PP817.1 30 Nov 2017	Recommendatory Report from Joint Governance Committee - Arts and Culture Strategy 2018-2020 Tauranga and Western Bay of Plenty Sub-Region	COMMUNITY RELATIONSHIPS MANAGER	<p>1. THAT Council adopts the Arts and Culture Strategy 2018-2020 Tauranga and Western Bay of Plenty Sub-Region in principle, subject to decisions made in terms of funding and actions being determined via the Long Term Plan process, and that Tauranga City Council be notified of its decision.</p> <p>2. THAT the report relates to an</p>	Information noted.	COMPLETE	8/12/2017	8/12/2017

			issue that is considered to be of low significance in terms of both Tauranga City and Western Bay of Plenty District Councils' Significance and Engagement Policies.				
PP817.2 30 Nov 2017	Making Plan Change 75 to the Western Bay of Plenty District Plan First Review Operative	SENIOR POLICY ANALYST RESOURCE MANAGEMENT	<p>1. THAT the Senior Policy Analyst Resource Management's report dated 20 October 2017 and titled "Making Plan Change 75 to the Western Bay of Plenty District Plan First Review Operative" be received.</p> <p>2. THAT the report relates to an issue that is not considered significant in terms of Council's policy on Significance.</p> <p>3. THAT pursuant to the relevant provisions in the Resource Management Act 1991, Plan Change 75 as shown is approved and made operative on 16 December 2017.</p> <p>4. THAT the public be notified of the operative date at least five working days before the date on which the Plan Change will become operative.</p>	The advert is with the papers. It will appear this weekend.	COMPLETE	7/12/2017	16/12/2017
PP917.1 05 Dec 2017	Adoption for the Easter Sunday Shop Trading Policy	SENIOR POLICY ANALYST	<p>1. THAT the Policy Analyst's report dated 5 December 2017 and titled "Adoption for the Easter Sunday Shop Trading Policy" be received.</p> <p>2. THAT the report relates to an issue that is considered to be of medium significance in terms of Council's Significance and</p>	Policy now finalised. Feedback loop completed - contacted submitters and relevant district businesses.	COMPLETE	15/01/2018	20/12/2017

			Engagement Policy.  3. THAT the Easter Sunday Shop Trading Policy (shown as Attachment B of the agenda report) be adopted and be effective from 6 December 2017.				
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**Minutes of Meeting No. SG17/12 of the SmartGrowth Leadership Group held on 13 December 2017 in the Western Bay of Plenty District Council Chamber, 1484 Cameron Road, Greerton, Tauranga commencing at 9.00am**

**Present****Independent Chairperson**

W Wasley

**Bay of Plenty Regional Council**

Chairman: D Leeder

Councillors: J Nees, S Crosby, A von Dadelszen (alternate)

**Tauranga City Council**

Mayor: G Brownless

Deputy Mayor: Kelvin Clout (alternate)

Councillors: L Baldock, T Molloy

**Western Bay of Plenty District Council**Councillors: D Thwaites, J Scrimgeour,  
Margaret Murray-Benge (alternate)**Tangata Whenua Representatives**

M Tapsell, I Walker, B Mikaere, P Ihaka

**In Attendance****SmartGrowth**

K Tremaine – Strategic Advisor

V Jones – SmartGrowth Administrator

S Rolleston - Tu Pakari Advisor

B Fraser – Strategic Communications Consultant

D Spittle – Planning Consultant

**Bay of Plenty Regional Council**

M McLeod – Chief Executive

F McTavish – General Manager - Strategy

**Tauranga City Council**

M Tucker – Manager – Advisor – Urban Strategy and Growth

**Western Bay of Plenty District Council**

M Taris – Chief Executive Officer

R Davie - Group Manager Policy, Planning &amp; Regulatory Services

**Bay of Plenty District Health Board**Brian Pointon - Portfolio Manager, Population Health and Health Equity,  
Planning and Funding**THESE MINUTES ARE YET TO BE CONFIRMED***To be confirmed by the SmartGrowth Leadership Group on 21 March 2018*

**SG17/12.01 CHAIRPERSON'S REPORT**

Chairperson Bill Wasley welcomed the committee including partner staff, forum members and the public, reflecting the interest in regards to housing.

**SG17/12.02 APOLOGIES**

**Moved A von Dadelszen / Seconded D Thwaites**

**That it be Resolved**

***That apologies from P McLean, Mayor G Webber, Cr M Williams, Cr P Thompson, Cr L Brown be received. Apology for lateness Mayor G Brownless, Cr S Crosby.***

**CARRIED****SG17/12.03 DECLARATION OF CONFLICTS OF INTEREST**

No declarations of conflicts of interest were received:

**SG17/12.04 CONFIRMATION OF MINUTES – SMARTGROWTH LEADERSHIP GROUP (SG17/11) – DATED 15 NOVEMBER 2017**

The Committee considered the minutes of the SmartGrowth Leadership Group (SG17/11) dated 15 November 2017 as circulated with the agenda.

**Moved Cr D Thwaites / Seconded Cr J Nees**

**That it be Resolved**

***That the minutes of the SmartGrowth Leadership Group (SG17/11) dated 15 November 2017 be confirmed as a true and correct record.***

**CARRIED****SG17/12.05 SMARTGROWTH HOUSING NEEDS ASSESSMENT – RESEARCH REPORT**

Chairperson Bill Wasley welcomed Chris Glaudel of Community Housing Solutions and Ian Mitchell of Livingston and Associates.

Doug Spittle provided overview of the context for the Housing Needs Assessment. The work was commissioned in response to a need identified by the Housing Reference Group to consolidate our evidence base regarding the extent of need across the housing spectrum. Page 23 diagram shows how

**THESE MINUTES ARE YET TO BE CONFIRMED**

*To be confirmed by the SmartGrowth Leadership Group on 21 March 2018*



this work stands alone but also will integrate with the work required under the National Policy Statement for Urban Development Capacity.

<http://www.smartgrowthbop.org.nz/media/1966/smartgrowth-leadership-group-agenda-13-december-2017.pdf>

Chris Glaudel and Ian Mitchell outlined the findings of the SmartGrowth Housing Needs Assessment research report. The report will assist SmartGrowth and partners to understand future housing trends in the sub-region across a range of characteristics.

Full report tabled and available on the SmartGrowth website link below:

<http://www.smartgrowthbop.org.nz/media/1971/smartgrowth-housing-need-and-demand-report-final-dec-2017.pdf>

Key findings:

- Households will increase by 43,000 (or 60%) between 2017 and 2047;
- One person and couple only households will dominate the growth;
- By 2047 homeownership rates are projected to be less than 60%;
- Renters aged 65 years+ are expected to experience strong growth - (up 6,830 or 225% in Tauranga and 1,970 or 182% in WBOP);
- Like other regions external drivers impacting on affordability;
- Decline in housing affordability driven by prices increasing faster than incomes;
- Renter stress is increasing across the sub-region;
- Nearly 90% of renters cannot affordably purchase a home (priced at \$500,000).

Chair Bill opened the floor: Key points included.

- Maori have a pronounced issue around housing in the sub-region and this needs to be specifically addressed.
- What sort of stress testing have you done on the projections?  
Looked at higher population growth, how to achieve certain densities for households.
- Ability to access funding to build on own Maori land. Licence to occupy. This should be factored in. Powerful local examples that need to be brought to the table.

Doug Spittle acknowledged the co-funding arrangement between the SmartGrowth partnership, Western Bay of Plenty Council, Tauranga City Council and BayTrust for this project. Also the time given by the steering group to guide the project being Bernie Walsh (SmartGrowth), Simone Cuers (Tauranga City Council), Jodie Rickard (Western Bay of Plenty District Council), Alastair Rhodes (BayTrust) and Anne Pankhurst (PATAG).

SG17/12.06

**NEXT STEPS – RESPONDING TO THE HOUSING NEEDS ASSESSMENT AND OTHER ADVOCACY PRIORITIES**

The next steps outlined in the agenda including responding to the Housing Needs Assessment research report.

**THESE MINUTES ARE YET TO BE CONFIRMED**

*To be confirmed by the SmartGrowth Leadership Group on 21 March 2018*

B Mikaere, I Walker and P Ihaka would like to be involved in discussions going forward.

**Moved A von Dadelszen / Seconded B Mikaere**

**That it be Resolved**

- 1 **Agree** the next steps as set out in the table on page two of the agenda report as a pathway for responding to the Housing Needs Assessment report.
- 2 **Note that** the SmartGrowth Independent Chair is to proceed with preparing advocacy actions including early 2018 Ministerial meetings/visits.
- 3 **Note that** the March 21 meeting of the SmartGrowth Leadership Group will focus on agreeing a more detailed policy advocacy agenda and actions. The Transport Regional Investment Oversight Group will also report on collaborative work at this meeting.

**CARRIED**

Chair Bill expressed thanks to Chris Glaudel and Ian Mitchell.

11:00am The meeting **adjourned** for morning tea.

11:15am The meeting **reconvened.**

SG17/12.07

**UPDATE ON HOUSING AND BUSINESS LAND ASSESSMENT:  
SMARTGROWTH DEVELOPMENT TRENDS REPORT**

Strategic Advisor Ken Tremaine updated the Leadership Group on progress on the Housing and Business Land Assessment; the completion of the SmartGrowth Development Trends report and 2018 steps towards a new Future Development Strategy.

Ken provided presentation an overview of the project.

Draft report will be prepared by 31 December 2017 and presented back to the committee on 21 March 2018.

Development Strategy - Future Development Strategy due by 31 December 2018 and will effectively dovetail into a review of the settlement pattern.

**Key next steps 2018**

- Work on minimum targets for RPS and DPs (Feb/March)
- Identify key settlement pattern amendments (March/April)
- Complete FDS work (incl links with LTPs and other strategies / documents) (Feb-May)
- Work on other RPS / DP amendments to support the FDS (Feb-May)
- Notify the FDS for public input and hear submissions (Aug-Oct)

**THESE MINUTES ARE YET TO BE CONFIRMED**

*To be confirmed by the SmartGrowth Leadership Group on 21 March 2018*

**Moved Chair D Leeder / Seconded P Ihaka****That it be Resolved**

That the SmartGrowth Leadership Group:

1. **Receive** the draft Development Trends Report for 2016/17 attached as Appendix 1 which incorporates the NPS-UDC monitoring requirements.
2. **Note** the progress made to date on the Housing and Business Development Capacity Assessment.
3. **Note** the proposed tasks and timeframes for completing the rest of the NPS-UDC tasks, in particular the Future Development Strategy.

**CARRIED**

Chair Bill Wasley closed the meeting recognising the contribution and debate. Acknowledging Partner Staff, District Health Board, New Zealand Transport Agency, and the input of the Forums and Chairs. Gratitude expressed to the consultants involved with SmartGrowth, partners, Bernie Walsh, Megan Rumble, Vicki Jones.

The Eastern Corridor Tour will take place on 21 February 2018 for The SmartGrowth Leadership Group. The next formal meeting will take place on 21 March 2018 at Bay of Plenty Regional Council, Mauao Rooms.

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The meeting concluded at 11.48 a.m.

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Confirmed as a true and correct record

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W Wasley  
Independent Chairperson

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Date