

NOTICE OF AN ORDINARY COUNCIL MEETING

**Opōtiki District Council Chambers, 108 St John Street, Opōtiki
Tuesday, 18 December 2018
Commencing at 9.00am**

ORDER PAPER

OPENING KARAKIA / PRAYER / INSPIRATIONAL READING – COUNCILLOR YOUNG

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM

Carol Quirk and Jan Willis –Library Relocation and Redevelopment

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PUBLIC EXCLUDED BUSINESS

ITEM 14 CONFIRMATION OF IN-COMMITTEE MINUTES – ORDINARY COUNCIL MEETING 13 NOVEMBER 2018

ITEM 15 MINUTES – TOI-EDA MEETING – 5 NOVEMBER 2018

ITEM 16 LIBRARY RE-ROOF OPTIONS

ITEM 17 32 ELLIOTT STREET OFFICE RE-FIT

ITEM 18 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC

N.B.

THE MEETING WILL ADJOURN FOR A CITIZENSHIP CEREMONY AT 10.00AM.

Chair: His Worship the Mayor – John Forbes

Members: Cr Lyn Riesterer (Deputy Mayor)

Cr Shona Browne

Cr Barry Howe

Cr Haki McRoberts

Cr Arihia Tuoro

Cr Ken Young

Committee Secretary: Gae Newell

Quorum: 4

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Councillors are reminded that if you have a pecuniary or non-pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the Council chamber.

Aileen Lawrie

CHIEF EXECUTIVE OFFICER



**MINUTES OF AN ORDINARY COUNCIL MEETING DATED TUESDAY, 13 NOVEMBER 2018 IN THE
OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, OPOTIKI AT 9.00AM**

PRESENT:

Mayor John Forbes (Chairperson)
Deputy Mayor Lyn Riesterer (Deputy Chairperson)
Councillors:
Shona Browne
Barry Howe
Arihia Tuoro
Ken Young

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Bevan Gray (Finance and Corporate Services Group Manager)
Gerard McCormack (Planning and Regulatory Group Manager)
Ari Erickson (Engineering and Services Group Manager)
Sarah Jones (Corporate Planner and Executive Officer)
Gae Newell (Personal Assistant to CEO and Mayor)

MEDIA:

James Sandbrook and Mike Fletcher (Opotiki News)

PUBLIC:

Len Forrester
Janet Thompson

Deputy Mayor Riesterer opened the meeting with a quote from George Orwell "Either we ALL live in a decent world or NOBODY does". She related the quote to Council's motto "Strong Community. Strong Future".

APOLOGIES

Councillor Haki McRoberts.

RESOLVED

(1) That the apology be sustained.

Riesterer/Young

Carried

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Councillors Young, Howe and Tuoro declared an interest in relation to any items pertaining to the Ōpōtiki Harbour Development Project and Whakatōhea Mussels (Ōpōtiki) Ltd.

PUBLIC FORUM

Len Forrester – Town Maintenance

Len Forrester stated that 25 years ago Ōpōtiki was looking well-kept and tidy. The town is now looking neglected with lawns overgrown and drains filled with rubbish not cleaned out. He queried who is responsible for the horse paddocks between Peria House and the stop bank as it is full of weeds. The paddocks were sprayed three years ago but nothing has been done since.

In concluding, Len Forrester mentioned that there are three road cones in the drain which goes under King Street and a tyre which has been there for some time is trapping rubbish.

Len Forrester left the meeting at 9.04am.

1. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING: 9 OCTOBER 2018 p4

RESOLVED

- (1) That the minutes of the Ordinary Council meeting held on 9 October 2018 be confirmed as a true and correct record.**

Browne/Young

Carried

2. CONFIRMATION OF MINUTES – EXTRA ORDINARY COUNCIL MEETING 30 OCTOBER 2018 p14

RESOLVED

- (1) That the minutes of the Extra Ordinary Council meeting held on 30 October 2018 be confirmed as a true and correct record.**

Young/Browne

Carried

3. MINUTES – COAST COMMUNITY BOARD MEETING 11 SEPTEMBER 2018 p16

RESOLVED

- (1) That the minutes of the Coast Community Board meeting held on 11 September 2018 and any recommendations therein be received.**

HWTM/Tuoro

Carried

4. MINUTES – AUDIT AND RISK COMMITTEE MEETING 13 SEPTEMBER 2018 p20

RESOLVED

- (1) That the minutes of the Audit and Risk Committee meeting held on 13 September 2018 and any recommendations therein be received.**

Tuoro/Young

Carried

5. MINUTES – ŌHIWA HARBOUR IMPLEMENTATION FORUM MEETING 25 SEPTEMBER 2018 p28

RESOLVED

- (1) That the minutes of the Ōhiwa Harbour Implementation forum meeting held on 25 September 2018 be received.**

Riesterer/HWTM

Carried

6. MINUTES – CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MEETING 28 SEPTEMBER 2018 p39

RESOLVED

- (1) That the minutes of the Civil Defence Emergency Management Group Joint Committee meeting held on 28 September 2018 be received.**

HWTM/Browne

Carried

7. MAYORAL REPORT 5 OCTOBER 2018 – 8 NOVEMBER 2018 p43

His Worship the Mayor referred to the request for assistance with repairing the murals at the wharf which is noted in the report. He stated that he has approached various groups in town in relation to restoring the murals but there has been no uptake.

Following a discussion around graffiti in general, the Chief Executive Officer advised that a report with some technical information, and a policy, will be coming to Council.

Council agreed to wait for the report, consider the recommendations and have a discussion on funding.

RESOLVED

(1) That the report titled "Mayoral Report 5 October 2018 – 8 November 2018" be received.

Riesterer/Tuoro

Carried

The Planning and Regulatory Group Manager entered the meeting at 9.13am.

8. ŌPŌTIKI MARINE ADVISORY GROUP (OMAG) UPDATE

p46

RESOLVED

(1) That the report titled "Ōpōtiki Marine Advisory Group (OMAG) Update" be received.

Riesterer/Browne

Carried

9. TE KAHA WATER SUPPLY RIDER-MAIN EXTENSION

p51

RESOLVED

(1) That the report titled "Te Kaha Water Supply Rider-Main Extension" be received.

(2) That Council approves the loan fund of \$30,000 to complete works.

Tuoro/Browne

Carried

10. CHIEF EXECUTIVE OFFICER'S UPDATE

p54

RESOLVED

(1) That the report titled "Chief Executive Officer's Update" be received.

Tuoro/Browne

Carried

The Finance and Corporate Services Group Manager left the meeting at 9.23am and returned at 9.25am.

The Planning and Regulatory Group Manager left the meeting at 9.43am and returned at 9.46am.

11. RESOLUTION TO EXCLUDE THE PUBLIC

p60

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

12. Confirmation of In-Committee Minutes – Ordinary Council Meeting 9 October 2018.

13. In-Committee Minutes – Audit and Risk Committee Meeting 13 September 2018.

14. Draft Minutes – Toi-EDA Meeting 1 October 2018.

15. 2017-18 Capital Expenditure Carry Forwards.

16. Opotiki Water Supply Resilience – St John Street Variation.

17. Land Acquisition Update.

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

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
12.	Confirmation of In-Committee Minutes – Ordinary Council Meeting 9 October 2018	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
13.	In-Committee Minutes – Audit and Risk committee Meeting 13 September 2018	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
14.	Draft Minutes – Toi-EDA Meeting 1 October 2018	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

15.	2017-18 Capital Expenditure Carry Forwards	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
16.	Ōpōtiki Water Supply Resilience – St John Street Variation	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
17.	Land Acquisition Update	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

12.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out negotiations Maintain legal professional privilege Carry out commercial activities Avoid prejudice to measures protecting the health and safety of members of the public Avoid prejudice to measures that prevent or mitigate material loss to members of the public Commercial sensitivity	Section 72(a) Section 7(2)(b)(i) & (ii); (d) & (e) and Section 7(2)(c)(i) & (ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(i) Section 7(2)(g) Section 7(2)(h) Section 7(2)(d) Section 7(2)(e) Section 7(2)(ii)
13.	Maintain effective conduct of public affairs Protection information Protect the privacy of natural persons Protection from improper pressure or harassment Carry out negotiations	Section 7(2)(f)(i) & (ii) Section 7(2)(b)(i) & (ii), (d) & (e) Section 7(2)(a) Section 7(2)(f)(i) Section 7(2)(i)
14.	Protect the privacy of natural persons Protect information	Section 7(2)(a) Section 7(2)(b)(i) & (ii)
15.	Commercial sensitivity Protection from improper pressure or harassment	Section 7(2)(b)(ii) Section 7(2)(f)(i)
16.	Commercial sensitivity	Section 7(2)(b)(ii)

17.	Protect the privacy of natural persons Commercial sensitivity Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(i)
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Young/Riesterer

Carried

Janet Thompson left the meeting at 9.53am.

RESOLVED

- (1) That the in-committee minutes of the Ordinary Council meeting held at on 9 October 2018 be confirmed as a true and correct record.**

Riesterer/Browne

Carried

RESOLVED

- (1) That the in-committee minutes of the Audit and risk Committee meeting held on 13 September and any recommendations therein be received.**

Tuoro/Young

Carried

RESOLVED

- (1) That the report draft minutes of the Toi-EDA meeting held on 1 October 2018 be received.**

HWTM/Tuoro

Carried

RESOLVED

- (1) That the report titled "2017-18 capital expenditure Carry Forwards" be received.**

Tuoro/Riesterer

Carried

RESOLVED

- (1) That the report titled "Ōpōtiki Water Supply Resilience – St John Street Variation" be received.**
- (2) That Council approves changing the Ōpōtiki Raw Water Main Renewal project scope to include a new 200mm pipe main along St John Street on the basis that there is sufficient budget.**

Young/Tuoro

Carried

RESOLVED

- (1) That the report titled "Land acquisition Update" be received.**

Young/Browne

Carried

RESOLVED

- (1) That the resolutions made while the public was excluded, except for clause 2 of Item 15 (2017-18 Capital Expenditure Carry Forwards) and clauses 2-5 of Item 17 (Land Acquisition Update) be confirmed in open meeting.**

- (2) That the public be readmitted to the meeting.**

Browne/Tuoro

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.23AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE COUNCIL HELD ON 18 DECEMBER
2018**

J H FORBES

HIS WORSHIP THE MAYOR



**MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE WHĀNAU A APANUI
COMMUNITY HEALTH CENTRE, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 23 OCTOBER 2018
AT 10.13AM**

PRESENT:

Haki McRoberts (Chairperson)
Jack Parata
Allen Waenga

IN ATTENDANCE:

Ari Erickson (Engineering and Services Group Manager)
Gae Newell (PA to CEO and Mayor)

The Chairperson opened the meeting with a karakia.

APOLOGIES

Mike Collier, Gail Keepa.

RESOLVED

(1) That the apologies be sustained.

Parata/Waenga

PUBLIC FORUM

There were no speakers in the Public Forum.

A letter was tabled by the Board Secretary which Mike Collier had forwarded on from Houpoto Te Pua Trust in relation to a Code of Compliance Certificate for a shed on a property recently purchased by the Trust. The Board Secretary advised that she has passed the letter on to Council's Planning and Regulatory Group Manager for his attention.

**1. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING
11 SEPTEMBER 2018**

p3

RESOLVED

- (1) That the minutes of the Coast Community Board meeting held on 11 September 2018 be confirmed as a true and correct record.**

Waenga/Parata

Carried

2. ACTION SCHEDULE

p7

Water Supply Extension

The Engineering and Services Group Manager provided an update on the Te Kaha Water supply southern extension.

Coast By Nature Signs

The locations for the Coast by Nature signs at Te Kaha and Ōmaio were discussed. The Chairperson confirmed that the Te Kaha sign is to be placed just past the Police Station and the Ōmaio sign where Mike Collier had suggested, along the straight.

Maintenance – Waihau Bay

With regard to the mowing at the Waihau Bay junction and the section next to the Fire Station, the Engineering and Services Group Manager advised that he will arrange for Delta Contracting to undertake the maintenance work until Ike Matchitt is SHE accredited.

Tōrere Water Supply

The Engineering and Services Group Manager stated that this item is being held in abeyance until there is a resolution of the Ngaitai Iwi Authority board.

RESOLVED

- (1) That the Action Schedule be received.**

Waenga/Parata

Carried

3. COAST INITIATIVES WORKSHOP: RESERVES, FACILITIES AND INFRASTRUCTURE

Verbal Item

The Engineering and Services Group Manager tabled maps of the Coast area. He outlined a proposal to work with the Board towards the next Long Term Plan and discuss where the Board would like to see toilets, new infrastructure and anything which would assist economic growth. Not everything goes through with a Long Term Plan but it is worthwhile thinking about items which could be of benefit to the Coast.

There are other avenues of funding such as the Tourism Infrastructure Fund which could be applied to for funding of toilets, water supply systems, car parking, trees etc. The Eastern Bay Energy Trust could be a source of funding for BBQs.

From a discussion it was identified that Schoolhouse Bay has a lot of use and the amenities need an upgrade, such as a couple of extra toilets and BBQs.

Mention was also made that toilets at Hoani Waititi Reserve, Omaio would be well received.

Allen Waenga mentioned that toilets at Oruaiti are needed. The Board acknowledged that there are some historical issues in relation to the provision of land for toilets at Oruaiti and these would need to be resolved.

4. COAST INITIATIVES FUND

p9

RESOLVED

(1) That the report titled "Coast Initiatives Fund" be received.

Parata/Waenga

Carried

The Chairperson closed the meeting with a karakia.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.58AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING
A TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE COAST COMMUNITY BOARD HELD
ON TUESDAY, 4 DECEMBER 2018.**

**HAKI McROBERTS
CHAIRPERSON
COAST COMMUNITY BOARD**

Minutes of the Regional Transport Committee Meeting held in Mauao Rooms, Bay of Plenty Regional Council Building, 87 First Avenue, Tauranga on Friday, 23 November 2018 commencing at 9.30 a.m.

Present:

Chairman: S Crosby (Bay of Plenty Regional Council)

Deputy Chairman: J Nees (Bay of Plenty Regional Council)

Appointees: Deputy Mayor D Donaldson (Alternate, Rotorua Lakes Council), Councillor T Molloy (Alternate, Tauranga City Council), Councillor R Curach (Tauranga City Council), Councillor B Julian (Alternate, Kawerau District Council), Councillor A Iles (Alternate, Whakatāne District Council), Councillor K Young (Alternate, Opotiki District Council), Councillor D Thwaites (Western Bay of Plenty District Council), Councillor J Palmer (Alternate, Western Bay of Plenty District Council), A Talbot (Alternate, New Zealand Transport Agency)

In Attendance: Advisors: Fane Troy – representing Inspector B Crowe (Road Safety Advisor, BOP District Police), John Galbraith – Freight Advisor, Dan Kneebone - Port Advisor/Property & Infrastructure Manager, Port of Tauranga

BOPRC: Cr D Love, Cr K Winters, Namouta Poutasi – General Manager: Strategy & Sciences, Bron Healey – Senior Transport Planner, T Nerdrum-Smith – Committee Advisor,

Others: Adam Francis - NZTA and Alex Jeffcoat – Beca (NZTA) –, John Hutchings – HenleyHutchings, David Cunliffe – Stakeholders Strategies Ltd (via Audio Visual Connection), Jim Paterson - WBOPDC

Apologies: Mayor M Campbell (Kawerau District Council), Mayor S Chadwick (Rotorua Lakes Council), Mayor A Bonne (Whakatāne District Council), Mayor J Forbes (Opotiki District Council), P McLean (Regional Director Waikato/BOP, New Zealand Transport Agency)

1 Apologies

Resolved

That the Regional Transport Committee:

- 1 Accepts the apology/apologies from Mayor S Chadwick (Rotorua Lakes Council), Mayor A Bonne (Whakatāne District Council), Mayor J Forbes (Opotiki District Council), tendered at the meeting.

Crosby/Iles
CARRIED

2 Public Forum

Nil

3 Acceptance of Late Items

Nil

4 General Business

5 Declaration of Conflicts of Interest

Cr Crosby – Quayside Holdings Ltd and Rangiuuru Business Park.

6 Previous Minutes

6.1 Regional Transport Committee Minutes - 14 September 2018

Resolved

That the Regional Transport Committee:

- 1 Confirms the Regional Transport Committee Minutes - 14 September 2018 with the following amendments:
 - John Galbraith: Correct the title to Freight Advisor
 - 7.1 - Update from Committee Members and Advisers (pg. 3 of minutes)
 - John Galbraith – 3rd bullet: “...If successful, the consortium would seek support from the ...”
 - Mayor Bonne – 3rd bullet: “...safe freight alignment...”. 4th bullet: “...working with Tuhoe regarding...”

Nees/Iles
CARRIED

7 Reports

7.1 Update from Committee Members and Advisers

John Galbraith – Freight Advisor

- Toi-Ohomai logistics cadetship had its first five students underway
- Was seeking to expand the cadetship programme across the region

Sought action on the Bay of Plenty Rail Study.

Cr Rick Curach – Tauranga City Council

- TCC Transport Committee was now a ‘Committee of the Whole’
- Noted NZTA’s announcement that the Bayfair underpass would be retained
- Links Avenue bus lane would be ready for the introduction of the enhanced bus service.
- The major gridlock caused by the recent accident on SH29/Maungatapu highlighted the vulnerability of the roading network
- Greerton roading enhancements were causing congestion, which was a challenge for the community
- Work would be commencing on the Elizabeth Street/Takitimu Drive signalisation
- Supported the progression of UFTI through SmartGrowth.

Dan Kneebone – Port of Tauranga Advisor/Property & Infrastructure Manager

- Port had submitted on the SmartGrowth Future Development Strategy, reemphasising the need to invest in urban network to keep traffic moving
- Genesis Energy was importing coal from Indonesia due to uncertainty around availability of gas.
- Handling of the coal was unlikely to be a major contributor to local air pollution due to its high moisture content
- Kāingaroa Timberlands was developing a log de-barker at Murupara which would reduce the amount of Methyl Bromide being used at the Port. It would also reduce the amount of bark and debris on the roads.

Cr Andrew Iles – Whakatāne District Council

- Council staff were working with NZTA regarding possible funding for Long Term Plan 2018-28 projects
- Final repairs following the storm in April 2018 were being carried out
- Horomanga River Bridge rebutment preparation had been completed and the next phase would commence once all required consents had been obtained.

Cr Stuart Crosby – Bay of Plenty Regional Council

- Western Bay of Plenty was working together on an urban form and transport initiative to improve alignment with GPS outcomes.
- Had met with NZTA senior staff/Board Members regarding the interface with the Regional Transport Committee
- Funding was allocated in the 2018-19 Regional Council Annual Plan for the free school bus trial in Welcome Bay and to assess any unintended effects, e.g. students currently walking might choose to use a free bus instead.

Cr Ken Young – Ōpōtiki District Council

- Public consultation with regards to the Wainui Road to Ōpōtiki/SH2 safety upgrade project had previously been undertaken and he was seeking information regarding the next stage

Cr Berice Julian – Kawerau District Council

- Concerned that the new road seal of SH34 at the entry point to Kawerau would not support the heavy traffic

- Deteriorating railway conditions could have a negative impact on the adjacent roading network.

Deputy Mayor Dave Donaldson – Rotorua Lakes Council

- The decline in public transport patronage could to some extent be attributed to Toi-Ohomai withdrawing its funding of student fares
- New parcels of land were ready for development; however was dependent on upgrades to the State Highway network.

Cr Don Thwaites – Western Bay of Plenty Regional Council

- Multi-modal changes were well received by the community e.g. Waihi Beach bus service, with a 'use it or lose it' approach
- Noted the increasing number of cycleways throughout the district
- Concerned regarding the number of accidents on SH2 and SH29.

Fane Troy – Senior Sergeant Taupō Area, NZ Police

- Overall road toll in the Bay of Plenty remained unchanged from the previous year, however there were increases in some areas, e.g. Eastern Bay of Plenty
- Although a number of heavy motor vehicles were involved in fatal crashes, few were attributable to the driver of the heavy vehicle
- There were a number of safety aspects with regards to heavy vehicles that could be more effectively applied, i.e. improved driver training
- The allocation of police resources was determined by Police National Head Quarters
- Recognised that all police staff had a responsibility towards road safety.

Adam Francis - NZTA

- Roundabouts were intended to reduce traffic speed and, in the event of a crash, minimise the impact of the collision due to the angle of the cars.

Cr Jane Nees – Bay of Plenty Regional Council

- Free bus service for students would add a cost of approximately \$40 p.a. per household in the region
- Impatient drivers and significantly increased traffic movements had created challenges with regards to roundabouts in the Tauriko area
- Requested a report back on the \$300,000 funding the Regional Council had previously allocated to route security in the Eastern Bay of Plenty.

Staff Follow-up

- NZTA to provide an update with regards to traffic movements in Tauriko at a future meeting.
- Report back on Eastern Bay of Plenty route security funding.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Update from Committee Members and Advisors.**

Thwaites/lles

7.2 New Zealand Transport Agency Update

Refer PowerPoint Presentation – Objective A3047380

Alistair Talbot, Adam Francis and Alex Jeffcoat (Beca) – NZTA presented this item.

Key Points of Presentation

- Targeted Enhanced Funding Assistance Rates (TEFAR)
- Safe Networks for our Communities
- Provincial Growth Fund applications
- Long term view
- Developing Better Investments Proposal
- Update to Economic Evaluation Model
- State Highway 2 / State Highway 29.

In Response to Questions

- NZTA assessed whether or not projects met the criteria for inclusion in the National Land Transport Programme (NLTP). If not, the Provincial Growth Fund might represent an alternative source of funding
- High traffic volumes was the key generator for the accidents on SH2/SH29
- SH29 was a heavy vehicle route, which was recognised as a contributing factor to incidents.

Staff Follow-up

- NZTA information to be provided in statistical/graph form to identify any trends
- Information to be provided regarding the cost of accidents. The cost should not be limited to the cost of injuries/fatalities, rather include the cost of the roading network being inhibited with the loss of traffic flow; what was being done to minimise incidents and effectiveness assessment of implemented measures
- Regular updates regarding safety information to be provided to the Committee.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, New Zealand Transport Agency Update.**

**Crosby/Nees
CARRIED**

7.3 Regional Land Transport Plan Variations

Cr Crosby **declared an interest** in this item, vacated the Chair and Cr Nees **assumed** the Chair.

Bron Healey – Senior Transport Planner and Jim Paterson – Western Bay of Plenty District Council presented this item.

Presenters in Response to Questions

- Roading developments connected to the Rangiuru Business Park were anticipated to have a positive flow-on effect on the surrounding area.

Key Points – Members

- Port of Tauranga supported the developments of the Rangiuru Business Park.

Staff Follow-up

- Detailed design concept information for the Rangiuru Interchange to be provided to the Committee Members once it is available.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Regional Land Transport Plan Variations;**
- 2 Adds the State Highway 2 Interchange for Rangiuru Business Park activity to the Bay of Plenty Regional Land Transport Plan 2018;**
- 3 Adds the State Highway 29 Ruahihi Bluff Rock Protection Project to the Bay of Plenty Regional Land Transport Plan 2018;**
- 4 Adds the Ngatai Road Cycling and Safety Improvements activity to the Bay of Plenty Regional Land Transport Plan 2018; and**
- 5 Determines that the proposed variations are not significant for the purposes of public consultation.**

Thwaites/Curach
CARRIED

Cr Nees **vacated** the Chair and Cr Crosby **assumed** the Chair.

11.00 am The meeting **adjourned**.

11.20 am The meeting **reconvened**.

7.4 Urban Form and Transport Initiative Update

Refer PowerPoint presentation – Objective A307664

David Cunliffe – Stakeholders Strategies Ltd joined the meeting via audio visual connection.

Key Points of Presentation

- Western Bay of Plenty - Urban Form and Transport Initiative
- The content we present here should be considered preliminary and draft
- The brief: Reconsider WBOP's urban form and transport plans
- Central government's transport policy and priorities have changed
- Growth in the wider bay will impact urban form and transport demand in WBOP

- Local transport issues are identified and becoming increasingly urgent
- Seven transport system priorities have been identified
- Transport corridor interventions have been planned, but gaps exist
- The characteristics of the WBOP combine to form a distinctive planning challenge
- Global trends are creating new opportunities and challenges
- UFTI proposes to deliver high level urban form and transport recommendations throughout 2019
- Through UFTI, local authorities are seeking to deliver on four objectives
- Which depend on three sets of interdependent processes
- Engage with NZTA to reposition and mobilise the near term projects
- Resolve acute transport challenges in the context of a long-term plan
- Develop a revised long-term, integrated, urban form and transport plan
- UFTI setup involves integrating WBOP, NZTA, ministerial and public processes
- Next steps include engaging with NZTA & developing detailed project plan.

Key Points – Members

- Recognised the legal responsibility in accordance with the Land Transport Management Act, as well as the commitment to open communication with the community
- Noted that UFTI would be a standing item on future agendas
- Sought assurance that there was an overall strategy in place to respond to the challenges of regional growth, with recognition of the particular issue of freight movements.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Urban Form and Transport Initiative Update.**

**Crosby/Curach/
CARRIED**

7.5 Bay of Plenty Transport-Related Provincial Growth Fund Proposals

Bron Healey – Senior Transport Planner presented this item.

Key Points

- Any applications to the Provincial Growth Fund which included transport components were required to be referenced in the Regional Land Transport Plan.

Key Points – Members

- Presentations regarding Rotorua’s Lakefront and Whakarewarewa developments had been provided at yesterday’s Rotorua Lakes Council meeting
- A copy of the David Cunliffe – Eastern Bay of Plenty growth report to be provided to the Committee by Kawerau District Council (Cr Julian).

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Bay of Plenty Transport-Related Provincial Growth Fund Proposals.

Nees/Julian
CARRIED

7.6 Regional Land Transport Plan Review

Refer PowerPoint – Objective A3055896

Key Points of Presentation

- Considerations
- Timeline
 - RLTP 2018 implementation
 - RLTP 2021 development
- Implementation
- Review.

Staff in Response to Questions

- A review of the Plan as a result of any changes to the Government Policy Statement would depend on their scope and extent.

Key Points – Members

- The RLTP had been developed with high levels of community engagement and input
- The Plan was a fluid document, subject to regular amendments
- A formal review of the Plan would commence in 2019.

Resolved

That the Regional Transport Committee under its delegated authority:

- 1 Receives the report, Regional Land Transport Plan Review.

Nees/Iles
CARRIED

12.26 pm Cr Iles withdrew from the meeting.

7.7 Other Matters of Interest

John Hutchings – Henley Hutchings presented this item and provided an outline of the separate agenda attachment: Transport and Infrastructure-National Context.

Key Points

- Regional Fuel Tax
- GPS 2
- National Land Transport Programme
- Other Government Initiatives related to Infrastructure.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Other Matters of Interest.**

**Crosby/Julian
CARRIED**

The meeting closed at 12.34

Confirmed DATE

Cr Stuart Crosby
Chairperson Regional Transport Committee



REPORT

Date : 13 December 2018
To : Ordinary Council Meeting, 18 December 2018
From : His Worship the Mayor, J H Forbes
Subject : **MAYORAL REPORT 9 NOVEMBER – 13 DECEMBER 2018**
File ID : A153478

Since 9 November 2018 I have attended or met with the following:

11 NOVEMBER 2018

Armistice Day service, Opotiki

12 NOVEMBER 2018

LGNZ Policy Advisory Group meeting, Wellington

13 NOVEMBER 2018

Library Redevelopment Project workshop

14 NOVEMBER 2018

Mayors' Reflection Workshop, Wellington

15 NOVEMBER 2018

Mayors Taskforce For Jobs Eastern BOP ITO Graduation Ceremony, Whakatane

16 NOVEMBER 2018

Bay of Plenty Triennial Agreement meeting, Rotorua

17 NOVEMBER 2018

Ōpōtiki AgFest

Opening of new Baptist Church building

20 NOVEMBER 2018

Catch up meeting with BOPRC Chair Doug Leeder and CEO Fiona McTavish

22-23 NOVEMBER 2018

Wellington

Rural Provincial Sector Mayors meeting

Rural Provincial Sector meeting

24 NOVEMBER 2018

Hikutaia Domain centennial

27-28 NOVEMBER 2018

NZ Walking Access Commission Board meeting, Wellington

1 DECEMBER 2018

Ōpōtiki Volunteer Fire Brigade honours presentations

3 DECEMBER 2018

Regional Aquaculture Organisation meeting, Tauranga

5 DECEMBER 2018

Met with MBIE officials

6 DECEMBER 2018

Ōpōtiki Community Health Trust meeting

7 DECEMBER 2018

Civil Defence Emergency Management Group Joint Committee meeting, Whakatāne

8 DECEMBER 2018

"Tour of Duty" – welcome to 100 motorbikers, part of the Ōpōtiki Man-up and Legacy programmes

12 DECEMBER 2018

ODC Audit and Risk Committee workshop

Ōpōtiki Marine Advisory Group meeting

REVIEW OF COUNCIL'S CLASS 4 VENUE POLICY (GAMBLING POLICY)

Following a discussion regarding the impact of gaming machines on the community at the 9 October 2018 Ordinary Council meeting, the attached letter has been sent to Minister Martin.

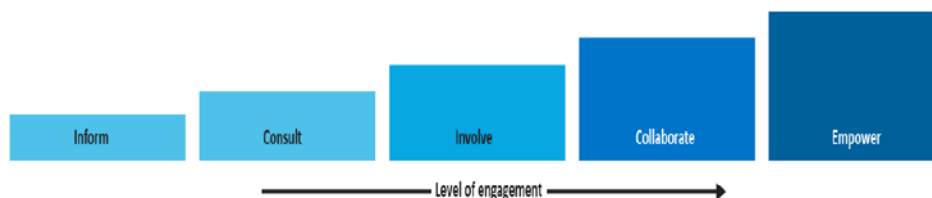
SIGNIFICANCE ASSESSMENT

Assessment of significance

Under Council's Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for the Mayoral Report is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for the Mayoral Report is considered to be of low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



RECOMMENDATION:

- 1. That the report titled "Mayoral Report 9 November 2018 – 13 December 2018" be received.**

John Forbes

HIS WORSHIP THE MAYOR



FROM THE MAYOR'S OFFICE

4 December 2018

Email: t.martin@ministers.govt.nz

Dear Minister Martin

RE: GAMBLING ACT 2003 AND CLASS 4 GAMBLING POLICY

I am writing to you seeking your assistance with gambling issues within our district which has the highest deprivation level.

In 2015 the Council adopted the most restrictive Class 4 gambling policy allowed under the Gambling Act 2003, which included a 'sinking lid' for new machines. Following adoption of this policy the number of venues has reduced from five to four and as a result we now have 57 rather than 69 machines operating within our district. However, despite our best endeavours, our loss from gambling per capita remains at twice the national average and continues to have a detrimental impact on our community.

As a Council we wish to have more control on the number of machines allowed within our district. However, we have exhausted all the avenues available to us under the Gambling Act and we are unable to strengthen the restrictions any further.

It is for these reasons that I write to you as the Minister responsible for gambling to seek your assistance. I understand that Section 314 of the Gambling Act enables you to make regulations to reduce the number of gaming machines that can be operated within our district, reduce the maximum stake, and prize money paid out and introduce harm-minimisation devices, technology, or systems in or associated with gaming machines.

Without your intervention and further regulation being introduced, it is impossible for our Council to achieve the purpose and aims of the Act.

Using the powers available to you we would like to request you regulate to achieve a 50% reduction in the number of gaming machines within our district and reduce the maximum stake and jackpot amounts significantly. We would be happy to work with you to put this regulation in place.

We would also like to request that additional assistance is given to those with gambling problems within our community. In the last twelve months the government collected close to \$50,000 in gambling levies from gaming machine users in this district. Yet in return, during an

Opotiki District Council | PO Box 44 | 108 St John Street | Opotiki 3162 | New Zealand
Telephone 07 315 3030 | Fax 07 315 7050 | www.odc.govt.nz | info@odc.govt.nz

average each year, the Ministry of Health spent less than 20 hours assisting people with gambling problems in our district. In 2016 in particular, I am aware that less than one hour was spent by the Ministry helping members of our community with gambling problems. It is concerning that the Ministry of Health's appears to be focusing their attention and funding on the bigger metropolitan areas rather than seeking to assist smaller regional communities that suffer disproportionately from the worst aspects of gambling addiction. We would encourage you to engage with this issue directly to ensure that funding is allocated more fairly and targeted appropriately at the communities most in need.

I look forward to hearing from you.

Yours faithfully

A handwritten signature in black ink that reads "John Forbes". The signature is written in a cursive style with a prominent "J" and "F".

John Forbes
MAYOR OF ŌPŌTIKI

REPORT

Date : 6 December 2018
 To : Ordinary Council Meeting, 18 December 2018
 From : Chief Financial Officer, Billy Kingi
 Subject : **QUARTERLY REPORT TO 30 SEPTEMBER 2018**
 File ID : A153703

EXECUTIVE SUMMARY

The Quarterly Report for the quarter ended 30 September 2018 provides the Council with an understanding of progress against Year 1 of the LTP 2018-28 for the current financial year.

PURPOSE

The purpose of this report is to present the Quarterly Financial Report to 30 September 2018 to Council.

BACKGROUND

This report is for the three months ending 30 September 2018 and is designed to provide Council with an understanding of progress against year 1 of the LTP 2018-28.

The report provides a concise but comprehensive overview of the Council’s financial position as at 30 September 2018, and is structured as follows:

Financial Overview 2

Capital expenditure..... 5

Treasury Report 6

Rates Arrears..... 8

Financial Overview

1. Financial Overview

This report summarises the key financial highlights for the quarter ended 30 September 2018. Please note that variances stated without brackets are favorable, whereas variances stated with brackets are unfavorable.

1.1. Income Statement

	2017-18 1st Qtr Actual YTD 000's	2018-19 1st Qtr Actual YTD 000's	2018-19 1st Qtr Budget YTD 000's	Variance to Budget YTD 000's	2018-19 Annual Plan Full Year 000's
Income Statement					
Operating Income	3,247	3,576	3,495	81	16,433
Operating Expenditure	3,041	3,312	3,295	(17)	14,283
Net Surplus/(deficit)	206	264	201	64	2,150
Income					
Rates	2,626	2,757	2,652	105	10,607
Fees & charges	337	366	359	7	1,295
Development and FCs	0	0	1	(1)	4
Subsidies & Grants	256	428	460	(32)	4,210
Interest Revenue	10	19	15	4	100
Other Revenue	18	6	8	(2)	217
	3,247	3,576	3,495	81	16,433
Expenditure					
Personnel Costs	806	890	1,047	157	4,658
Depreciation & Amortization	650	760	614	(146)	2,458
Finance Costs	14	51	75	24	297
Other Expenses	1,571	1,611	1,559	(52)	6,870
	3,041	3,312	3,295	(17)	14,283
Net Surplus/(deficit)	206	264	201	64	2,150

1.2. Significant Variances

Revenue

Revenue to date is \$81,000 ahead of budget. Although this is mostly due to rates revenue received to date, this favorable variance is expected to lessen as further rates remissions, adjustments and statute-barred write-offs are processed over the remainder of the year.

Subsidies and grants are slightly less than budget (\$32,000) due to timing differences. The other areas of revenue are as budgeted.

Expenditure

Total expenditure for the year to date is slightly overspent by (\$17,000). This is mostly due to the timing of Building Maintenance, Recruitment, Environmental Health, Resource Management and Software License costs.

Under expenditure in personnel costs occurs mostly as a result of staff numbers being lower than anticipated during the first quarter. Finance costs are less than budget due mostly to the timing and/or delay of a number of loan funded capital projects (refer to the additional commentary in the capital projects section of this report).

Depreciation and amortization expense is tracking higher than budget as a result of the July 2017 asset revaluations on Council's land and buildings, parks and infrastructure assets (comprising three waters, roads and bridges). This is expected to continue throughout the remainder of the year.

1.3. Explanation of Key Variances by Activity

Support Services

Rates remissions are underspent \$15,000 due to timing. There are also timing differences in property maintenance, while software license fees are also up slightly. Depreciation is unfavorable (\$96,000).

Solid Waste

RRC revenue is slightly ahead of budget \$8,000, offset by over expenditure in operational costs (\$24,000).

Regulation and Safety

Revenue is favorable in Animal Control \$23,000, Building Control \$21,000, Resource Management \$14,000 and Compliance \$3,000, partially offset by Liquor Licensing (\$5,000)

Over expenditure occurs in Compliance (\$29,000), Resource Management (\$15,000) and Rural Fire (\$14,000) due mostly to staffing and legal costs.

Community Facilities

Investment property rental revenue is down slightly on budget (\$8,000). Under expenditure occurs in Parks and Reserves \$35,000, Investment Property \$23,000, and Library \$16,000. Depreciation is higher than budget (\$16,000).

Leadership

Under expenditure occurs in subscriptions and memberships \$13,000, election costs \$6,000 and staffing \$15,000.

Community Development

Community Development is underspent \$58,000 due to the timing of grants (\$50,000). This variance is expected to smooth out over the remainder of the year.

Economic Development

The main variance here is the timing of Harbour Development operational costs \$45,000.

Land Transport

Roading subsidies are less than budget (\$32,000) but are expected to pick-up as works are undertaken over the drier months. Unsealed pavement maintenance (\$77,000) and sealed pavement maintenance (\$45,000) are overspent due to weather related remedial works. These are expected to be met within existing budgets over the course of the year. Depreciation is unfavorable (\$22,000).

Three Waters

Depreciation is unfavorable in water supply (\$4,000) and wastewater (\$5,000). Minor under expenditure occurs in wastewater \$16,000 due to savings in staffing and treatment costs.

Finance costs are also less than budget due to the timing and delay of a number of capital projects.

There are other minor variances to budget within the rest of the activities but individually these are not considered significant.

1.4. Cash and Cash Investment Balance

	2017-18 Actual to June 000s	2018-19 1 st Quarter Actual YTD 000s	2018-19* Budget 000s	Variance to Budget 000s
Cash and Short Term Investments	3,630	3,458	4,727	(1,269)
Term Investments	-	-	-	-
Total	3,630	3,458	4,727	(1,269)

**budget is for full year*

The first quarter cash position of \$3.458 million is mainly due to a strong opening cash balance as at 30 June 2018 of \$3.630 million, resulting from lower capital expenditure and no new borrowing last year, than what was planned. Available cash is utilized as much as possible before any new debt is raised. Council has invested the balance into short term investments as per our treasury policy.

1.5. Cash and Cash Investment

Balance Interest and Debt Level

	2017-18 Actual YTD 000s	1 st Quarter Actual YTD 000s	2018-19* Budget 000s	Variance to Budget 000s
Finance Costs	14	51	74	23
Term Loans	5,000	5,000	18,181	13,181

**budget is for full year for Term Loans, Finance Costs are year to date.*

Finance costs are less than YTD budget by \$23,000. A number of debt-funded capital projects were still in progress at year end 2017-18, while current year debt-funded projects are still only on track.

Council borrowing currently remains at \$5m. Council has not yet had to draw down any further debt to fund capital projects this year. As available cash is utilized as much as possible before Council draws on further debt, the expectation is borrowings will increase once capital projects near completion.

Capital expenditure

2. Capital Expenditure

Total capital expenditure completed for the first quarter year to date was \$873,636 compared to a full year budget of \$18.6 million, which includes carry forward budget from 2017-18 of \$835,000. The bulk of the budget is for the three waters and roading projects. We project that we will be underspent at the end of the year for a number of reasons.

Of the \$18.6 million budgeted we expect delays or deferral of approximately \$8.7 million. More information is provided in the commentary to the schedule.

Please refer to Appendix 1 for the detail of significant capital projects. The table below summarises the capital expenditure report

	Carry Forward 2017-18	Budget for 2018/19	Actual to September 2018	% Spent Adjusted for Deferred	Projects to be Deferred
Growth	-	1,807	84	4.5	-
Level of Service	288	7,968	134	1.6	-
Renewal	547	8,014	656	7.7	-
Total	835	17,789	874	13.8	-

Treasury Report

3. Treasury Report

3.1. Debt Position

	Actual 2017-18	YTD Actual 2018-19	Budget 2018-19
	000s	000s	000s
Secured loans – less than 12 months	1,500	1,500	1,500
Secured loans – greater than 12 months	3,500	3,500	16,681
Total Secured Loans	5,000	5,000	18,181

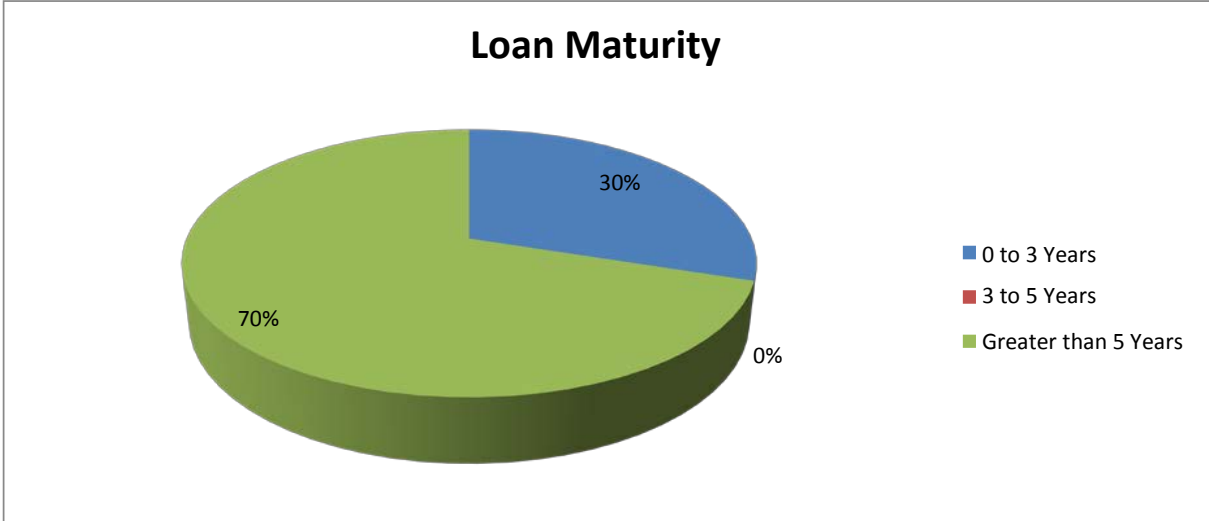
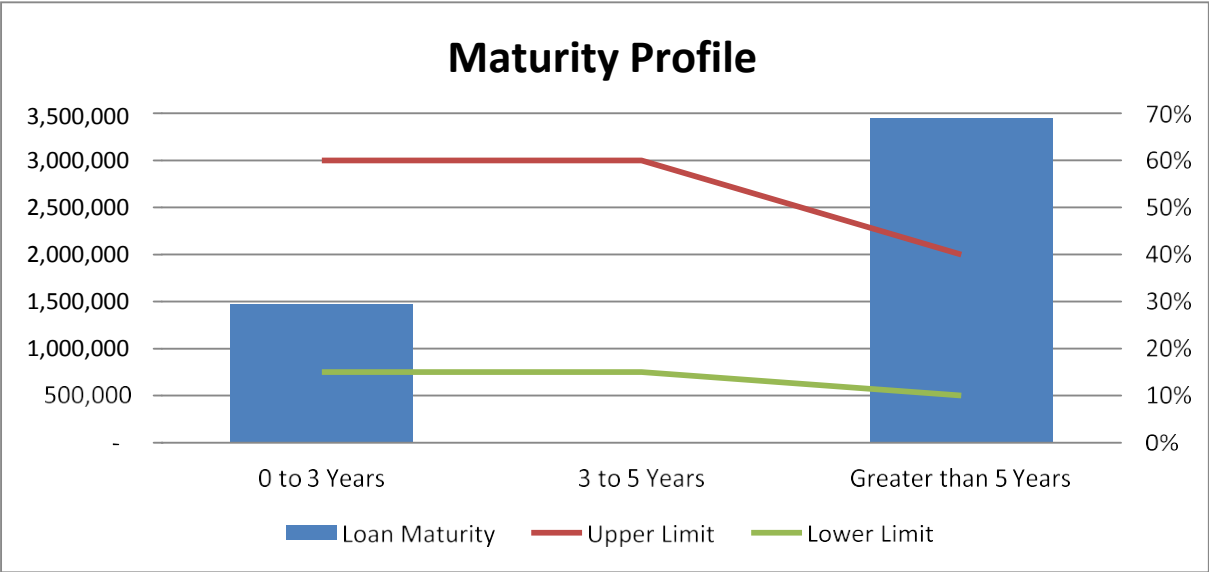
There was no change in Council’s debt position for the first quarter. In December 2017, Council fixed the floating rate loan of \$2 million with LGFA at 4.12%, out to April 2027. There are two other fixed rate term loans of \$1.5 million each, one of which matures in March 2019.

3.2. Funding maturity

The chart below illustrates the funding maturity profile of Council. Council has three loans totaling \$5 million maturing between 0 and 9 years.

Council’s budget in the Annual Plan (year 1 of the LTP) expects further borrowing this year to fund the numerous projects that are planned.

Although the spread between fixed rate loans and floating rate loans is currently 100% on fixed rates and nil% on floating rates, this is expected to come within the 90% fixed rate maximum policy limits (as defined in the Treasury Risk Management Policy, adopted by Council on 30 June 2018) as debt funded capital projects progress throughout the second half of the year.



Compliance with Liability Management Policy

The specific requirements of the Liability Management Policy are detailed below.

Key Performance Targets

The following key performance targets have been set in the Long Term Plan 2018-28:

Measure	Policy Target	Forecast	Actual
Increase in General Rates Revenue	3% + LGCI	1.82%	-5.82%
Increase in Targeted Rates Revenue	10.0%	11.6%	6.68%
Net Interest Expense/Total Revenue	< 10%	1.81%	1.41%
Net Interest Expense/Rates Revenue	< 15%	2.80%	1.83%
Net cash flow from Operating/Interest Expense	≥ 2	15.96	19.87

Council is within policy for all of the measures.

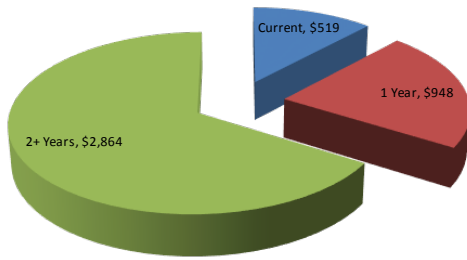
Rates Arrears

4 Report on Rates Arrears

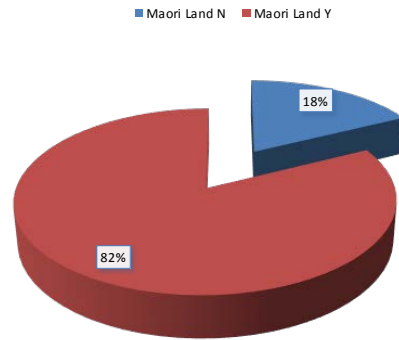
The total rates debtors balance as at 30 September is \$4.33 million. Of this amount, \$3.81 million is in arrears. The aging and demographics of the arrears is displayed in the tables and charts below:

Property arrears report as at 30 September 2018			
Overdue amount 2 years	Overdue amount 1 year	Overdue amount current	Overdue amount total
2,864,460	647,671	518,815	4,330,946
66%	22%	12%	

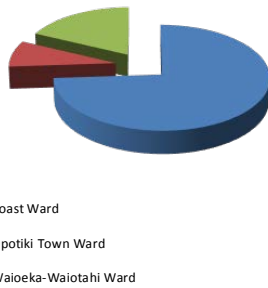
Rates Balance \$000's



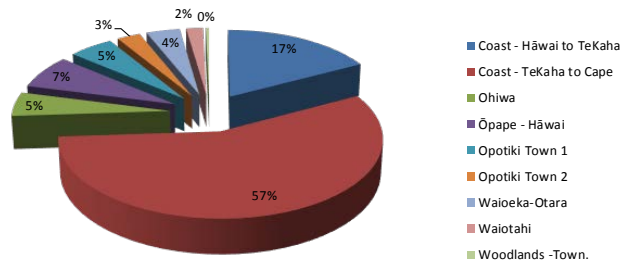
Arrears by Land Type %



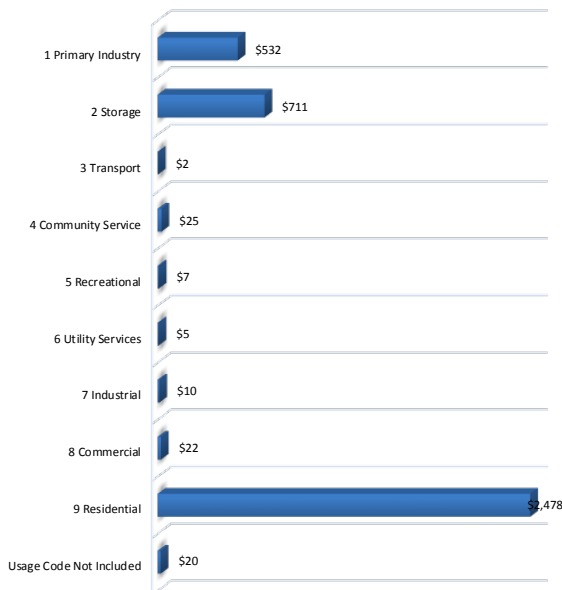
Arrears by Ward %



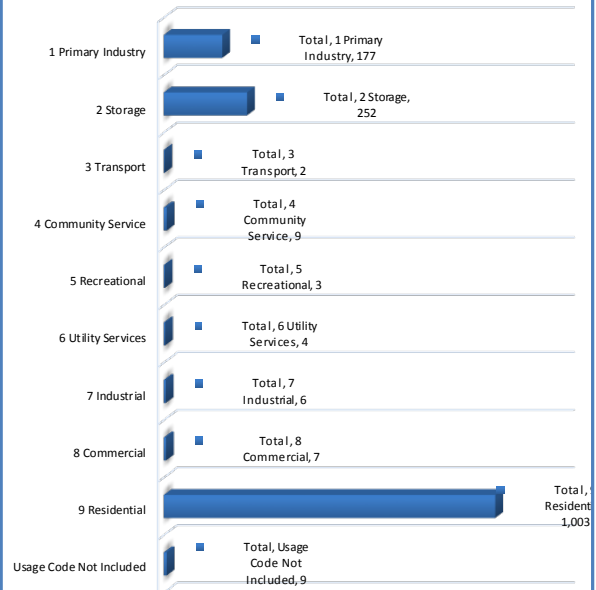
Roll Area %



Arrears by Land Use \$000's



Count



82% of the arrears, \$3.138 million relates to Māori land, as shown above. There are significant issues in dealing with Māori land, not only for Council, but also for the owners. Council is doing what it can through remissions policies to try to ameliorate this problem.

The balance of the arrears of \$673,000 relates to General Title land. Council has debt management procedures in place to ensure timely and active collection of these outstanding debts. BOPLASS is also

looking at a shared debt management solution along with Manawatu-Whanganui Councils.

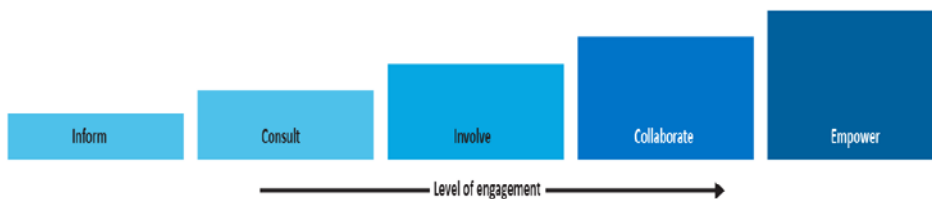
SIGNIFICANCE ASSESSMENT

Assessment of significance

Under Council's Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of significance for the Quarterly Report to 30 September 2018 is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for the Quarterly Report to 30 September 2018 is considered to be low, the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



RECOMMENDATION:

- 1. That the report titled "Quarterly Report to 30 September 2018" be received.**

Billy Kingi

CHIEF FINANCIAL OFFICER

APPENDIX 1 - Significant capital projects

Capex Progress Report YTD September 2018	Proj ID.	2018/19 Total Budget	Approved C'FWDs from 2017-18	2018/19 Forecast	2018/19 YTD Actuals	Remaining Budget			
ACTIVITY		\$	\$	\$	\$	\$	TYPE	STATUS	COMMENTARY
Grand Total		17,789,464	835,000	18,624,464	873,636	17,750,828			
Property		150,000	-	150,000	-	150,000			
Community Facilities/Property	278007	50,000		50,000	-	50,000	LoS	Deferred	Wharf Precinct
Property Development - Potts	278006	100,000		100,000	-	100,000	LoS	Deferred	Other priorities
Cycle Way		1,232,000	-	1,232,000	12,068	1,219,932			
Feasibility Study - EBOP Trail	272006	-		-	12,068	(12,068)	Grwth	On track	Funded by grant. \$20k more to spend. Should be included below
Opo - Waiiotahe Bch - Ohiwa	272001	1,007,000		1,007,000	-	1,007,000	Grwth	Deferred	Likely to be deferred to next year, revised business case to submit Jan 19
Tirohanga Military Track	272004	195,000		195,000	-	195,000	LoS	Slippage	Access negotiations underway, may spend some by end of year.
Trail Enhancements - LOS	272002	30,000		30,000	-	30,000	LoS	On track	Doing some work on it now
District Library		-	80,000	80,000	15,234	64,766			
Library Relocation Costs	278005	-	80,000	80,000	15,234	64,766	LoS	Delays	Incurred costs in moving library to ANZ, budget was originally for the full development project
Playgrounds		80,000	-	80,000	-	80,000			
Play Equipment	271800	80,000		80,000	-	80,000	Ren	Delays	Majority will be spent on Rose Gardens which will be delayed
Public Toilets		480,000	-	480,000	15,388	464,612			
Pipi Beds - Reserve Upgrade	271603	480,000		480,000	8,260	471,740	Ren	Delays	Awaiting BOPRC resource consent
Renew Pipi Beds Disposal Field	271605	-		-	7,128	(7,128)	Ren	Delays	Awaiting BOPRC resource consent
Parks & Reserves		910,000	24,000	934,000	19,617	914,383			
Hukutaia Domain - 2018 Centena	277005	60,000		60,000	7,797	52,203	LoS	On track	Will be spent by year end
Memorial Park - Upgrades	277002	100,000		100,000	-	100,000	Grwth	Deferred	Drainage and carpark, budget insufficient. Project needs to be revisited
Pakowhai Bridge Lighting	277004	-	24,000	24,000	-	24,000	LoS	Complete	Solar lights installed. Spent in 2018 year. Opportunity to look at power supply to bridge
Parks & Reserves Equipment	275200	-		-	2,160	(2,160)	Ren	On track	Pole pruner and planting strategy document

Capex Progress Report YTD September 2018	Proj ID.	2018/19 Total Budget	Approved C'FWDs from 2017-18	2018/19 Forecast	2018/19 YTD Actuals	Remaining Budget			
ACTIVITY		\$	\$	\$	\$	\$	TYPE	STATUS	COMMENTARY
Reserves Improvements 2019	275201	500,000		500,000	9,660	490,340	Grwth	Delays	Rose Garden plan complete. Also covers reserves asset and management planning. Planting strategy. Awaiting BOPRC consenting process
Rose Garden Renovation Implementat	277003	250,000		250,000	-	250,000	LoS	Delays	Report will be in December meeting
Community Development		20,000	-	20,000	713	19,288			
CBD Cameras & Internet Expansi	321201	20,000		20,000	713	19,288	LoS	Delays	Reviewing ownership model
Harbour Development		-	-	-	61,527	(61,527)			
Harbour Dev - Construction	373500	-		-	21,818	(21,818)	Grwth	Deferred	Final part of geotech investigations
Harbour Dev - Project Mgmt	373501	-		-	39,710	(39,710)	Grwth	Deferred	
Tourism Promotion/Visitor Information Centre		-	-	-	12,074	(12,074)			
I-Site Improvements	373400	-		-	12,074	(12,074)	LoS	Complete	Final part of signage and kete install.
Compliance		8,000	-	8,000	-	8,000			
Compliance Equipment	424201	8,000		8,000	-	8,000	LoS	Delays	Not needed
Emergency Management		105,000	-	105,000	-	105,000			
Civil Defence Renewals	424700	20,000		20,000	-	20,000	Ren	Delays	Uncertain if needed
Civil Defence alternative EOC	424702	85,000		85,000	-	85,000	LoS	On track	Scoping solutions now
Refuse Collection		86,800	-	86,800	-	86,800			
Refuse Bins 40 Litre	433602	86,800		86,800	-	86,800	Los	On track	Will need recycling bins as well
Solid Waste Management		20,000	-	20,000	-	20,000			
Te Kaha - Replace Outside Bins	433502	20,000		20,000	-	20,000	Ren	On track	
Stormwater		3,000,000	263,000	3,263,000	28,366	3,234,634			
Opotiki Plant Replacements	469409	-	137,000	137,000	1,701	135,299	Ren	On track	Working on procurement now.
Condition & Performance Assessment	469404	-	10,000	10,000	-	10,000	LoS	On track	Delayed by collaboration opportunity with BOPRC
Comprehensive Discharge RC	469407	-	56,000	56,000	-	56,000	LoS	Delays	Potentially requiring additional budget. Will report to Council in due course.
SW Reticulation Replacements	469418	35,000		35,000	-	35,000	Ren	On track	Normalised renewal budget may not be needed

Capex Progress Report YTD September 2018	Proj ID.	2018/19 Total Budget	Approved C'FWDs from 2017-18	2018/19 Forecast	2018/19 YTD Actuals	Remaining Budget			
ACTIVITY		\$	\$	\$	\$	\$	TYPE	STATUS	COMMENTARY
Tarawa Creek Flood Water	469403	1,550,000		1,550,000	15,108	1,534,892	LoS	Delays	Staged approach being investigated. Will report to Council in due course.
Upgrade Richard Street	469412	1,400,000		1,400,000	10,957	1,389,043	LoS	Deferred	Postponed due to high tender price.
Replacement of section of 900 gavity r	469416	-	60,000	60,000	-	60,000	Ren	Deferred	Postponed due to high tender price.
Wellington/Brabant St Pump Stn	469401	15,000		15,000	600	14,400	LoS	On track	
Opotiki Sewerage		5,695,000	70,000	5,765,000	511,742	5,253,258			
Factory Road Wastewater Ext	549609	50,000		50,000	-	50,000	Los	Deferred	Pending growth
Opotiki WasteWater - Pumps Replace	549614	-	70,000	70,000	301	69,699	Ren	On track	Working on procurement now.
Opotiki WW - Private Laterals	549612	1,000,000		1,000,000	21,395	978,605	Ren	On track	Part of wider contract
Reticulation Renewals	549616	45,000		45,000	-	45,000	Ren	On track	Normalised renewal budget may not be needed
Wastewater Rehabilitation	549605	4,600,000		4,600,000	490,046	4,109,954	Ren	On track	Contract in progress
Waihou Bay Sewerage		72,800	-	72,800	-	72,800			
WW W'Bay Retic Renewals	549701	2,800		2,800	-	2,800	Ren	On track	Normalised renewal budget may not be needed
WWTP Renewals	549617	70,000		70,000	-	70,000	Ren	On track	Normalised renewal budget may not be needed
Ohiwa Water		16,500	-	16,500	-	16,500			
Ohiwa Filtration	583204	15,000		15,000	-	15,000	LoS	On track	Direct procurement
Ōhiwa Treatment Renewals	583205	1,500		1,500	-	1,500	Ren	On track	Normalised renewal budget may not be needed
Opotiki/Hikutaia Water		990,000	140,000	1,130,000	16,640	1,113,361			
Clarks Cross/Otara Rd booster	583013	800,000		800,000	4,663	795,337	LoS	On track	Contract advertised
Hikutaia Booster Station	583001	-	15,000	15,000	-	15,000	Ren	On track	
Opotiki Water - Spare Pumps	583019	-	95,000	95,000	9,085	85,915	Ren	On track	Working on procurement now.
Water Retic Renewals Opotiki	583022	60,000		60,000	-	60,000	Ren	On track	Normalised renewal budget may not be needed
Water Treatment Renewals Opo	583021	50,000		50,000	-	50,000	Ren	On track	Normalised renewal budget may not be needed
WaterS Condition & Performance	583000	80,000		80,000	2,892	77,108	LoS	On track	Undertaking now
WTP Backwash Pump	583010	-	10,000	10,000	-	10,000	Ren	On track	Pump purchased in 2016/17 ready for install. Sweating old pump.

Capex Progress Report YTD September 2018	Proj ID.	2018/19 Total Budget	Approved C'FWDs from 2017-18	2018/19 Forecast	2018/19 YTD Actuals	Remaining Budget			
ACTIVITY		\$	\$	\$	\$	\$	TYPE	STATUS	COMMENTARY
Te Kaha Water		88,000	49,000	137,000	380	136,620			
Southern Ext Stage 2a	583106	-		-	280	(280)	Grwth	Delays	Still working through process with landowners and MLC. 56% funded by MoH
Te Kaha Water - Spare Pumps	583108	-	49,000	49,000	100	48,900	Ren	On track	Working on procurement now.
Water Retic Renew Te Kaha	583110	20,000		20,000	-	20,000	Ren	On track	Normalised renewal budget may not be needed
Water Te Kaha New	583111	50,000		50,000	-	50,000	LoS	On track	Settlement banks
Water Treatment Renew Te Kaha	583109	18,000		18,000	-	18,000	Ren	On track	Normalised renewal budget may not be needed
Subsidised Roading		1,839,364	-	1,839,364	100,240	1,739,124			
Asset Management Planning	626108	-		0	2,633	(2,633)	Ren	On track	To expense out
Drainage Renewals	626100	93,888		93,888	42,244	51,644	Ren	On track	
Minor Improvements	626101	204,864		204,864	7,858	197,006	Ren	On track	
New Roads	626111	800,000		800,000	-	800,000	LoS	Deferred	Harbour dev roads
Pavement Rehabilitation	626102	177,189		177,189	-	177,189	Ren	On track	Contract let
Sealed Resurfacing	626103	398,044		398,044	-	398,044	Ren	On track	Contract let
Street Lighting Upgrade	626110	-		0	31,510	(31,510)	LoS	On track	
Structures Component Replace	626401	20,831		20,831	-	20,831	Ren	On track	
Traffic Services Renewals	626104	44,548		44,548	5,917	38,631	Ren	On track	
Unsealed road metalling	626105	-		0	10,079	(10,079)	Ren	On track	To expense out
Urban Undergrounding	626112	100,000		100,000	-	100,000	LoS	On track	Horizons working on Church St now, and streetlights
Non-Subsidised Roading		302,000	11,000	313,000	-	313,000			
Footpath	628401	50,000		50,000	-	50,000	Ren	On track	Contract let
Seal Extension	628402	220,000		220,000	-	220,000	LoS	Delays	Budget for requests for seal only
Urban Kerb & Channel	628400	32,000	11,000	43,000	-	43,000	Ren	On track	Final seal coats delayed by poor weather
Information Systems		343,000	-	343,000	40,544	302,456			
AssetFinda Upgrade	707508	20,000		20,000	-	20,000	LoS	Deferred	Subject to IT strategy defer to next year

Capex Progress Report YTD September 2018	Proj ID.	2018/19 Total Budget	Approved C'FWDs from 2017-18	2018/19 Forecast	2018/19 YTD Actuals	Remaining Budget			
ACTIVITY		\$	\$	\$	\$	\$	TYPE	STATUS	COMMENTARY
Mobile Capture Project	707504	30,000		30,000	-	30,000	LoS	Delays	Will be carried forward to next year
Online Building Consent Prog	707507	30,000		30,000	24,208	5,792	LoS	On track	
Property File Digitisation	707505	150,000		150,000	-	150,000	LoS	Delays	Subject to IT strategy and other process improvements
Software Systems & Improvement	707400	30,000		30,000	-	30,000	LoS	On track	
Sphere Online Services	707506	43,000		43,000	-	43,000	LoS	Delays	Will be carried forward to next year
Plant Operating		321,000	-	321,000	31,285	289,715			
Fleet Vehicle & Plant renewal	707700	321,000		321,000	359	320,641	Ren	On track	Bulk vehicle and plant purchase in October
Office Equipment	277306	-		0	30,926	(30,926)	Ren	Complete	Office furniture for Regulatory Dept
Admin Buildings		-	-	0	4,151	(4,151)			
Library Site Improvements	707301	-		0	4,151	(4,151)	LoS	Complete	Storage shed complete
Land & Buildings		2,030,000	198,000	2,228,000	3,669	2,224,331			
Additional Office Space	277308	200,000	98,000	298,000	3,669	294,331	LoS	On track	Tenders received, ready to let contract
Earthquake Prone Buildings	278000	130,000	100,000	230,000	-	230,000	Ren	On track	In progress
Investigation - CBD Integration	278001	200,000		200,000	-	200,000	Grwth	Deferred	To tie in with Harbour dev
Redevlop of Mechanics Inst	277600	1,500,000		1,500,000	-	1,500,000	Los	Deferred	Consenting for floor levels

REPORT

Date : 6 December 2018

To : Ordinary Council Meeting, 18 December 2018

From : Chief Executive Officer, Aileen Lawrie

Subject : **BOP CIVIL DEFENCE AND EMERGENCY MANAGEMENT FUNDING**

File ID : A153748

EXECUTIVE SUMMARY

Approval is sought from Council for \$56,536 for Council's contribution to Emergency Management BOP. This amount was not budgeted as part of the Long Term Plan due to a misunderstanding about the effect of the new Bay of Plenty Regional Council targeted rate.

PURPOSE

To seek funding approval for Council's share of Emergency Management BOP.

BACKGROUND

Council has historically funded Civil Defence in two parts – Group Emergency Management Office (GEMO) costs and the additional costs of local services (both sub-regionally and within Council).

Council has a legal obligation to fund our portion of GEMO costs, under the Civil Defence and Emergency Management (CDEM) Act. The group carries out a number of regional activities such as administering the Joint CDEM committee, producing the group plan and a range of other collective activities.

At a local level Councils funded their own internal work and historically the Eastern BOP maintained several FTE positions that worked across the Eastern BOP. These were absorbed into the GEMO, and consequently the funding also transferred to the GEMO.

As part of its LTP the Regional Council consulted on the creation of a Regional targeted rate to fund Group Activities. ODC supported this proposal and on the basis of the information in the BOPRC Consultation Document staff reported to Council that the positive decision of the Regional Council to create this targeted rate meant that ODC no longer needed to fund group activities. The budget was removed prior to the adoption of our Long Term Plan.

Subsequently an invoice was received from the GEMO for services that would see an annual amount of \$56k. Upon further enquiry it transpires that the BOPRC targeted rate was only for one portion of the GEMO costs. The removal of the budget from the LTP was therefore an error and it should only have been reduced by \$10k.

Our subsequent understanding is that there was an intention to move towards the GEMO being fully funded from a targeted rate, but the decision of Rotorua Council to stand outside the GEMO means that such a rate would not be able to be fully regional or would be unfair to Rotorua district ratepayers, hence the targeted rate could only cover the costs that each Council is required under statute to fund. None of this was explicit in the Regional Council's LTP Consultation Document, nor the decision that was communicated to us just before we adopted the Long Term Plan. We also were not advised the amount that needed to be budgeted as is normal practice with joint entities that we contribute to.

A recent review of Civil Defence arrangements has clarified the obligations of Councils as follows:

GEMO – regional services – funded by BOPRC targeted rate

EMBOP – additional services – pay for service by TA's, currently excluding Rotorua

Local resources - local capability funded by each Council.

Further results of the review will be presented to the next meeting of the CDEM Joint Committee.

CURRENT WORK PLAN PROVIDED BY EMBOP

The current work plan of the GEMO/EMBOP provides for the following:

Community Resilience

- Community Resilience work programme for Ōpōtiki
- Agreed KPIs:
 1. Ōpōtiki Township Community Response Plan.
 2. Waioeka Marae.
 3. Te Kaha Community Response Plan.
 4. Ōpōtiki A&P Show.

- Other key activities underway
 1. Integrating Māori into the CDEM Response Framework.
 2. Working with Ngai Tai, Tōrere on their Marae emergency preparedness planning.
 3. Working with Raukōkore Community on their community response plan.
 4. Responding to Ōpōtiki district public enquiries.

Operational Readiness

- Maintenance and development of the EOC facilities and staff.
- Supporting the Local Controller to on-board new people in the EOC roster, engage them in training and to ensure all EOC positions are filled – KPI target of 85% EOC positions filled.
- Delivery of training to identified staff to meet the KPI of 85% EOC staff trained (Standard set by CEG through the Annual Training and Exercise Plan)
- Plan, co-ordinate and deliver EOC Tier 1 and Tier 2 exercises.

Response

- Provide Emergency Management staff to support a response to an emergency event including surge capacity – event dependent.

DISCUSSION AND OPTIONS SECTIONS

Council has options either to either fund this or to decide not to fund it.

Pros of funding

- Civil Defence emergencies are a very real risk in the Opotiki district and receiving services from the group provides capability and brings capacity when it is most needed. Council staff have excellent relationships with the GEMO and these matter in an emergency. GEMO staff are well experienced and qualified and bring capability we couldn't recruit locally.
- Recent reviews of Civil Defence (post Christchurch, Kaikoura and Edgecumbe) point towards more collectivisation in the future, not less. Being part of the group brings the power of the group when it is needed. Legislation to give effect to this is a potential.
- If Council resourced these roles ourselves it would cost significantly more for the same expertise/level of service.
- Council has already agreed to receive the services via the agreed work programme and a commitment to the group approach.

Cons of funding

- There is a vacant position in the Eastern BOP, that the Regional Council have put a hold because of their internal staff restructure, therefore we are seeing reduced services. While this has seen a decrease in level of service, it is expected to be a temporary situation however. Regional Council have declined to make a financial concession because of this vacancy.
- Unbudgeted financial impact

SIGNIFICANCE ASSESSMENT

Assessment of significance

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for this decision is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for this decision is considered to be of low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



COMMUNITY INPUT AND PUBLICITY

Feedback through pop up shops, public events and formal processes show that our community have a keen interest in civil defence and expectations that we can deliver in emergencies.

CONSIDERATIONS

Financial/budget considerations

These costs are unbudgeted.

Authority

Council has the authority to make this decision.

CONCLUSION

Council is receiving good support from the GEMO/EMBOP although the vacancy in the Eastern Bay of Plenty is a short term reduction in service. Confusion and lack of communication in budgeting means that ODC has not budgeted appropriately. The work programme is required and the only matter really in contention is whether the rate is collected by the Opotiki District Council or the Bay of Plenty Regional Council. ODC staff had interpreted their Consultation Document, and LTP decision as stating they would collect all central Civil Defence costs. It is recommended that Council fund this as unbudgeted expenditure.

RECOMMENDATIONS:

- 1. That the report titled "BOP Civil Defence and Emergency Management Funding" be received.**
- 2. That Council agree to allocate \$56,536 in unbudgeted expenditure for Emergency Management BOP.**

Aileen Lawrie

CHIEF EXECUTIVE OFFICER

REPORT

Date : 6 December 2018

To : Ordinary Council Meeting, 18 December 2018

From : Corporate Planner & Executive Officer, Sarah Jones & Engineering and Services Group Manager, Ari Erickson

Subject : **KERBSIDE RECYCLING COLLECTION**

File ID : A153473

EXECUTIVE SUMMARY

Council signalled in the 2018-2028 Long Term Plan that a new kerbside collection service would be put in place in 2019 involving 40 litre wheelie bins for household waste and biodegradable plastic bags for recycling. Biodegradable plastic bags are no longer considered a feasible option. This report presents alternative options for consideration and seeks approval to proceed with Option 3 - Increase recycling capacity using four (three additional) 40L bins, with a fortnightly, alternating collection.

PURPOSE

This report provides Council with updated information on the options for kerbside recycling collection. This report seeks a decision on which option the Council wishes to pursue. It also seeks approval to loan fund the purchase of bins and increase operational budgets to fund increases in contract rates to provide collection services.

BACKGROUND

In 2017 community feedback was sought in respect of solid waste activities. Between April and May 2018 public consultation was also carried out on the kerbside recycling collection service as part of the Long Term Plan process. The following three options were presented:

- Option 1: Maintain the status quo (one 40L bin with rubbish sorted into supermarket bags).
- Option 2: Increase recycling capacity using additional 40L bins (three additional 40L bins provided on top of existing 40L bin)

- Option 3: Increase recycling capacity using 40L bags (provide 4 X 40L recycling bags to each user for every week of the year).

The majority of submitters (47 or 70%) supported Option 2 to increase recycling capacity using additional 40L bins. seven submitters (10%) supported Option 3 to increase recycling capacity using 40L bags and 13 submitters (20%) supported Option 1 of keeping the status quo.

In June 2018 the Council adopted the 2018-2028 Long Term Plan. The Long Term Plan indicates that a change is to be made to the way the kerbside waste collection service is provided, and that a new system will be in place 1 July 2019 involving 40 litre wheelie bins for household waste and biodegradable plastic bags for recycling (pg. 4, LTP). The document also notes that "While [Council] were attracted to the idea of recycling bins, the additional handling costs would have seen a rate rise we considered to be too high. The new bins and bags should help stop the problems with dog strike, will allow for increased recycling capacity, and will decrease the need for non-recyclable one use supermarket bags" (LTP, pg. 6).

In August 2018, the Ministry for the Environment published a document titled "Proposed mandatory phase out of single-use plastic shopping bags: Consultation Document". This document provided background information on the issues with plastic bags, including biodegradable plastic bags. The following is noted:

"...current evidence suggests that 'compostable' or 'biodegradable' plastics made wholly or partly from natural sources or compounds will require specific artificial environments, such as high-temperature controlled composting, to completely break down. Natural environments, including the digestive system of animals, generally do not have conditions necessary to fully break down plastic bag products currently certified as 'biodegradable' or 'compostable;'"... New Zealand does not yet have an effective way of diverting post-consumer 'biodegradable' or 'compostable' plastic bags to high-temperature composting, except where used to line collection bins for food waste taken to commercial composting." (pg. 12).

In November 2018, the Government confirmed its intention to phase out single-use plastic bags, including degradable plastic bags such as oxo-degradable, biodegradable and compostable bags. The mandatory phase out is intended to be in force by 1 July 2019. Staff at MfE have informally confirmed that plastic bags (of any sort) distributed by Councils will not be affected by the first phase of the

regulations (as the reform is aimed at retailers). However, the distribution of plastic bags, biodegradable or otherwise, could be affected by future reform.

The issues associated with biodegradable bags have also become apparent to staff during the process of contacting local providers about their interest in taking biodegradable materials for composting or recycling. At the time of writing, staff have been unable to identify any providers able or willing to compost or recycle biodegradable plastic bags. As such, should Council continue with the plan to distribute biodegradable plastic bags to residents for recycling, these would end up being sent to landfill.

For these reasons, the use of biodegradable plastic bags is no longer considered to be a viable long term solution. As such, the decision set out in the 2018-2028 Long Term Plan in respect of kerbside recycling needs to be revisited.

DISCUSSION AND OPTIONS SECTIONS

Staff have revisited the options set out in the Consultation Document supporting the Long Term Plan and made further inquiries about the costs associated with collection and sorting (the “handling costs” mentioned in the Long Term Plan). Staff have also carried out research looking at the options provided by other district councils tasked with collecting refuse and recycling from a similar sized population. From this information, a new set of options, including updated costings, is presented below:

Option 1 – Do nothing/maintain Status Quo	
The current method of recycling is one 40L bin with recycling sorted into supermarket bags. The bags then go in the bin but are sometimes left around it. Recycling is collected weekly.	Costs No change
Impact on level of service – No change now, but in the near future the availability of free plastic bags for residents to put their recyclables in will be reduced.	

Option 2 – Increase recycling capacity using 4 (three additional) 40L bins. Weekly collection	
<p>This option includes:</p> <ul style="list-style-type: none"> Increasing the number of bins put out to 4 x 40L bins. The four different recycled materials will be sorted into each bin i.e. plastic, paper, tin, glass This will mean 3 additional bins will be provided on top of the existing 40L bin. 	<p>Costs</p> <p>\$29 increase to rates over status quo</p> <p>Resulting from:</p> <ul style="list-style-type: none"> \$104k upfront expense for bins purchase and distribution \$41,600 increase to operational expenses for collection
Advantages	<ul style="list-style-type: none"> Retailers will discontinue bags. This option means bags are no longer required Provides a tidy appearance at the kerb Provides somewhere for residents to store recycling on their properties
Disadvantages	<ul style="list-style-type: none"> Increase in costs due to a change in the collection methodology Increase in costs for the purchase and distribution of additional bins Residents have to put out 5 bins a week
Impact on level of service – Better organisation and storage of waste. Tidy appearance at kerb	

Option 3 – Increase recycling capacity using 4 (3 additional) 40L bins. Fortnightly, alternating collection	
<p>This option includes:</p> <ul style="list-style-type: none"> Same as option 2, but less frequent collection. Fortnightly alternating collection – Residents would put out two bins of recyclables per week i.e. one week glass and paper, the next week, plastic and tin 	<p>Costs</p> <p>\$19 increase to rates over status quo</p> <p>Resulting from</p> <ul style="list-style-type: none"> \$104k upfront expense for bins purchase and distribution \$20,800 increase to operational expenses for collection
<p>Advantages</p> <p>(in comparison to option 2)</p>	<p>Same as option 2 but with additional as follows:</p> <ul style="list-style-type: none"> Residents have to put out less bins per week Collection costs less than option 2 (but more than status quo) Purchase and distribution of additional bins costs less than option 2 (but more than status quo)
Disadvantages	<ul style="list-style-type: none"> Provides less storage of recycling on properties
Impact on level of service – Better organisation and storage of waste. Tidy appearance at kerb	

Option 4 – Increase recycling capacity using 40L plastic bags (LTP selected option)	
<p>This option includes:</p> <ul style="list-style-type: none"> ▪ Distributing 3 X 40L recycling bags to each property for every week of the year. Three different recycled materials will be sorted into each bag i.e. plastic, paper, tin. Existing 40L bins would be used for glass ▪ Regardless of whether bags were “biodegradable” or not, at this stage, they would have to be sent to landfill as staff have been unable to identify any composting facilities willing to take them. 	<p>Costs</p> <p>\$39 increase to rates over status quo</p> <p>Resulting from:</p> <ul style="list-style-type: none"> ▪ \$74,928 increase to operational expenses for annual purchase and distribution of plastic bags
Advantages	<ul style="list-style-type: none"> ▪ Easy to understand and similar to existing service
Disadvantages	<ul style="list-style-type: none"> ▪ Slight increase in collection costs due to minor change in methodology ▪ Significant increase in cost for purchase and distribution of additional bags ▪ Additional waste to landfill (in comparison to options 2 and 3) ▪ Contrary to Governments overall direction
Impact on level of service – No significant change.	

Based on the options outlined above, it is recommended that Council proceed with Option 3. Option 3 provides an increase in onsite recycling capacity for residents, whilst keeping handling costs at a more cost effective level. The provision of 4 recycling bins was the option that received the most support as part of the recent consultation exercise (70% of respondents supported this option). Research conducted by staff has found it is relatively common practice across the country to use fortnightly alternating collections. It is considered that Option 3 is the most efficient, effective and appropriate options in meeting current and future needs. Option 3 is also more aligned with national direction.

SIGNIFICANCE ASSESSMENT

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required.

Council’s Significance and Engagement policy states that a matter shall be determined to be significant if it will have a major and long-term impact on Council’s current level of service. Change to the provision of the kerbside waste and recycling service is of high significance. However, as noted above,

change in the level of service has already been signalled through the Long Term Plan and correspondingly, comprehensive engagement with the community has already been carried out as part of that process.

As a significant decision or matter, the Council must apply greater diligence in regards to the decision making requirements of the Local Government Act 2002 section 76-82. This includes, but is not limited to, the degree to which different options are identified and assessed and the extent to which community views are considered, including whether consultation is required.

COMMUNITY INPUT AND PUBLICITY

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required.

Public engagement on kerbside recycling options has been carried out in itself and as part of the Long Term Plan process. As such, the level of engagement with the public in respect of the options presented in this report has been wide reaching, and included elements of “consult”, “involve”, “collaborate” and “empower”.



The results of those engagement exercises are summarised in the Background section of this report. Given consultation has already been carried out and the results of that consultation are available and remain valid in reaching a decision on this matter, no further input or publicity is considered necessary.

Once Council decides on an option and details are finalised, a comprehensive community information process will be developed to advise residents on the details of the new kerbside recycling service and provide information on how the new service will operate.

CONSIDERATIONS

Financial/budget considerations

Operational Budget Considerations

The recommended option – to increase recycling capacity using four (three additional) 40L bins on fortnightly, alternating collection, results in an increase in annual operational cost of \$20,800 over the

status quo. For the 2018/19 year this additional expense will be less than the anticipated expense budgeted in the LTP for the collection option originally resolved and will be amended through the 2019 Annual Plan.

It is anticipated that recycling collection will change as early as 1st February 2019. The operational cost over the five months to the end of the 2018/19 year will be \$8,000 and is expected to be absorbed into current operational budgets.

Capital Budget Considerations

The cost for procurement and distribution of bins in the current 2018/19 financial year is unbudgeted and requires Council resolution to loan fund. The estimated cost is \$104,139.

Risks

As with any change in service, there are risks. However, the "do nothing/maintain status quo" option also carries risk in this instance as the mandatory phasing out of plastic bags will affect the way the service operates.

With any of the other options set out above there is likely to be an initial unsettled period as the new service beds in. Should Council adopt the recommended option (Option 3), there is likely to be increased uncertainty initially as residents get used to a fortnightly, alternating collection service. However, it is anticipated that the comprehensive community information process will address and reduce this risk.

Should the Council proceed with the alternative Option 2 it should be noted that there is a risk that contract rates will exceed estimates as the collection methodology diverges even further from the status quo and is untested.

CONCLUSION

It is recommended that Council proceed with Option 3 – Increasing recycling capacity using four (three additional) 40L bins, with fortnightly, alternating collection. Option 3 provides an increase in onsite recycling capacity for residents, whilst keeping handling costs at a more cost effective level. The provision of four recycling bins was the option that received the most support as part of the recent consultation exercise (70% of respondents supported this option). Research conducted by staff has found it is relatively common practice across the country to use fortnightly alternating collections. Staff plan to support residents through the change in service with a comprehensive community

information process. This process will ensure that any risks associated with the initial bedding in phase are managed. Option 3 is the most efficient, effective and appropriate option to meet current and future needs and is closely aligned with national direction.

RECOMMENDATIONS:

- 1. That the report titled "Kerbside Recycling Options" be received.**
- 2. That the Council agree to proceed with Option 3 - Increasing recycling capacity using four (three additional) 40L bins, with fortnightly, alternating collection.**
- 3. That Council approves loan funding of \$104,139 for recycling bins procurement and distribution.**

Sarah Jones
CORPORATE PLANNER AND EXECUTIVE OFFICER

Ari Erickson
ENGINEERING AND SERVICES GROUP MANAGER

REPORT

Date : 29 November 2018
To : Ordinary Council Meeting, 18 December 2018
From : Engineering and Services Group Manager, Ari Erickson
Subject : **STATE HIGHWAY 2 WASTEWATER EXTENSION**
File ID : A153460

EXECUTIVE SUMMARY

In December 2017 the owner of 2000 SH2 requested a wastewater extension to enable expansion of their backpacker accommodation. The 2018 LTP plans to extend wastewater past the property in 2026. In light of this, Council approved technical investigation, cost estimation and consultation with the property owner and adjacent land owners. In line with similar projects in the past, the land owner has agreed in principle to pay for consultant costs and the interest on the loan funding for the extension until 2026. This report seeks Council approval for loan funding to carry out the project and approval to enter into an agreement with the property owner, for the property owner to service interest on the loan.

PURPOSE

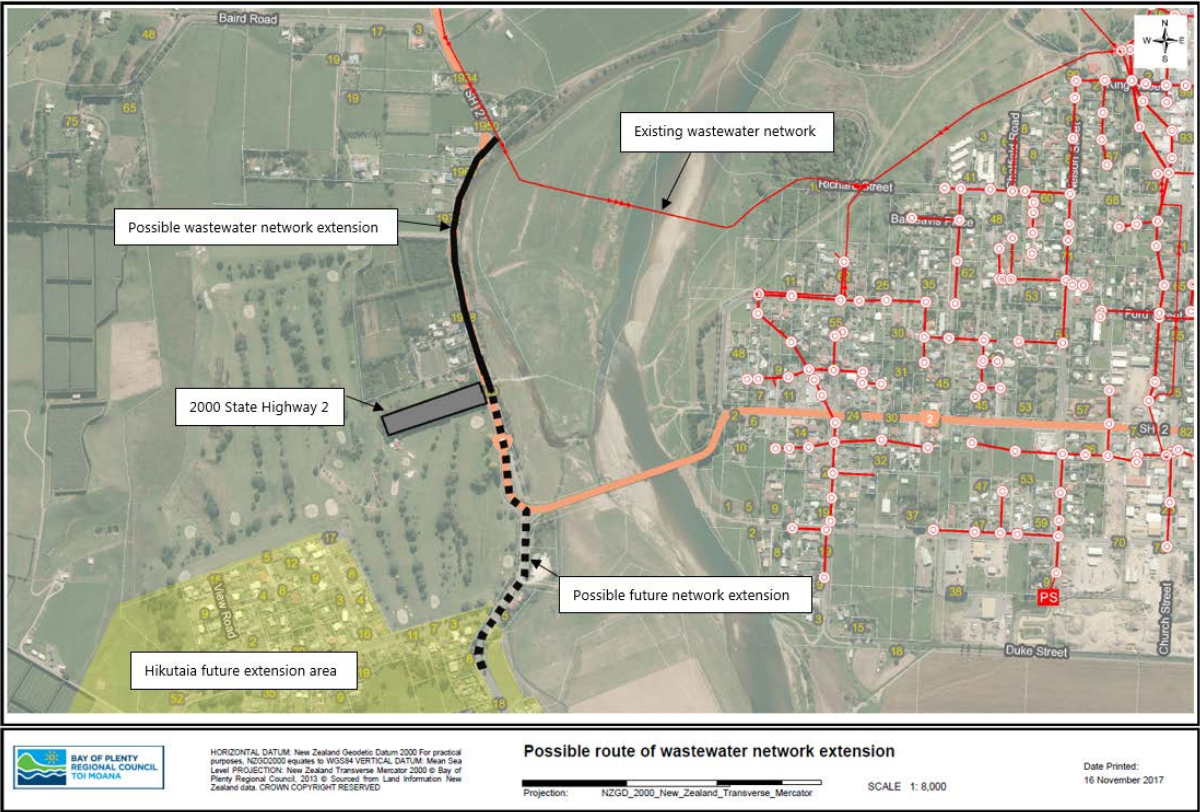
To update Council on the outcome of investigations and consultation for the State Highway 2 wastewater extension and seek Council approval for loan funding to carry out the project and approval to enter into an agreement with the property owner, for the property owner to service interest on the loan.

BACKGROUND

2000 State Highway 2 has historically operated as backpacker accommodation, having received resource consent in 2016. In late 2017, the owner approached the Council about potentially redeveloping the property for motel accommodation and expanding backpacker operations. The site was, however, constrained by the capacity of existing on site wastewater facilities. This property and all

other properties on the western side of State Highway 2 are currently served by on site effluent treatment systems (septic tanks).

In December 2017, Council agreed “in principle” to provide for an extension of the network, subject to further consideration of the financial and technical feasibility. A diagram illustrating the proposed extension in relation to the property is included below.



The 2015 Long Term Plan planned for new reticulation of the Hikutaia area, noting that this would only be implemented if expected growth occurred. The 2018 Long Term Plan signalled that any expansion of the network into this area is likely to proceed in 2026.

TECHNICAL FEASIBILITY

In September 2018 staff completed a preliminary assessment of the success of the township rehabilitation project. Through the course of winter several significant storm events occurred and staff observed a sizable reduction in peak wastewater flows. The second iteration of the wastewater model has recently been completed confirming a definite reduction in inflow & infiltration. Staff are now confident that the system can accommodate the additional flow from the proposed connection.

FUNDING

Extension of the wastewater network to enable direct connection between 2000 SH2 and Councils wastewater network system remains the preferred long term solution for the owner of the site. To this end, the owner has agreed to service the interest on the loan required by the Council to undertake the works including overheads and professional fees. Additional properties along the route may decide to connect in future. Any additional connections to the extension will be required to accept a similar agreement and contribute to the loan fund interest. The term of the agreement would extend from installation, early 2019 till the proposed extension of the wastewater network to Hikutaia in 2026.

COSTS

The estimated cost of the extension, interest rate on the loan, annual contribution cost and total contribution cost are included in the below table. 2000 SH2 would be the primary contributor of wastewater to the extension. For that reason, it is proposed that 2000 SH2 should contribute 50% of the total cost, and each of the 11 other properties should contribute 5% each, should they connect.

	Scheme Total	2000 SH2 contribution (assuming no residential properties connect)	2000 SH2 contribution (assuming all 11 residential properties connect)	Other residential property contributions (5%)
Extension Cost	\$204,175			
Interest Rate	4%			
Annual interest cost	\$8,167	\$8,167	\$3,889	\$389
Total interest over loan period	\$65,336	\$65,336	\$31,112	\$3,111

AGREEMENT IN PRINCIPLE

The owner of 2000 SH2, Mr Steve Nelson has agreed in principle to cover the cost of interest on the loan to the value of \$65,336 over 8 years. Mr Nelson understands that this cost may or may not be reduced as the result of connections from the adjacent residential properties. Mr Nelson understands that \$65,336 is an estimate only, and may be subject to change through the procurement process. He also understands that preliminary costs for professional services already rendered will be at his cost, irrespective of whether the project continues.

SIGNIFICANCE ASSESSMENT

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of significance of extending the wastewater network is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

As the level of significance of investigating the expansion of the wastewater network is considered to be of low significance, the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



COMMUNITY INPUT AND PUBLICITY

Installation of a section of the Hikutaia reticulation extension in 2019 would be seven years in advance of planned in the 2018 LTP (which plans reticulation between 2026-2028). However, as the owner of this property has agreed to service the interest on the loan required to carry out the works, there would be no impact on residents and therefore consultation is not required. Residents along the route have been informed and may choose to connect to the system. Their decision will not affect the financial feasibility of the project.

CONCLUSION

Extension of the wastewater network into the Hikutaia area is provided for in the 2018 Long Term Plan, subject to growth. A request from a property owner on the route between the existing wastewater network and the Hikutaia area provides an opportunity for Council to complete a section of the installation in advance, at no cost to Council and at a reduced total cost to the property owner. Investigation completed through the winter period has confirmed that the townships wastewater system is capable of facilitating the additional wastewater. The property owner has agreed in principle to service the loan to be raised by Council to complete the extension project.

RECOMMENDATIONS:

1. That the report titled "State Highway 2 Wastewater Extension" be received.
2. That Council approves a loan of \$204,175 to fund the extension project.
3. That Council delegate to staff the ability to negotiate and enter into an agreement with the owner of 2000 SH2 and any other owners who choose to connect, to service the interest on the loan for the project until 2026.

Ari Erickson

ENGINEERING AND SERVICES GROUP MANAGER

REPORT

Date : 6 December 2018

To : Ordinary Council Meeting, 18 December 2018

From : His Worship the Mayor, John Forbes

Subject : **POTENTIAL SISTER CITY RELATIONSHIP – EASTERN BAY OF PLENTY WITH JIANXI PROVINCE IN CHINA**

File ID : A153743

EXECUTIVE SUMMARY

A visit by an Eastern Bay of Plenty delegation is proposed to Jiangxi in China in March 2019. Kawerau has a relationship with the region and the Mayors of the Eastern Bay of Plenty propose that we take a collective Eastern Bay-wide approach to formation of a sister city relationship.

PURPOSE

To seek a resolution for Opotiki District Council to take part in the delegation to Jianxi and to agree to sign a Sister City Relationship Agreement, should it be needed, on the trip.

BACKGROUND

Over the last year I have been in discussion with the Mayors of the other Eastern Bay of Plenty Councils in relation to a proposal that we join together to form a sister city relationship in China. Eastern Bridge, a company specialising in Asian relationships reviewed the opportunities for such relationships and identified the province of Jianxi, chosen for its similarities with the Eastern Bay of Plenty. Eastern Bridge have recommended that each Council form a relationship with a Jianxi city – Whakatane and Fuzhou, Kawerau and Yingtan, Opotiki and Xinyu.

The inaugural Eastern Bay of Plenty delegation to the Jiangxi Province is currently proposed for 31 March to 6 April 2019. Meetings with Eastern Bay of Plenty schools and businesses have been held to inform of the opportunities available and extend the invitation to join the delegation. Whakatāne District Council resolved to send their Mayor and CEO on the trip at their recent meeting and allocated

a budget of \$10k. I have been asked to attend and propose I do so to support the other Eastern Bay Councils.

Representatives from North East Asia Centre of Asia-Pacific Excellence (CAPE) and the New Zealand China Friendship Society will also be joining the delegation.

A summary provided by Eastern Bridge describes the region as follows:

Jiangxi is an inland province, approximately four hours on a high-speed train west of Shanghai. The province is less developed than those of the East Coast of China, however this should not deter New Zealand businesses. While in China’s developed cities there is significant competition from international and domestic companies this isn’t the case yet in Jiangxi. Also due to the lag in development the province’s natural environment has been protected from unchecked economic expansion. The economy has a strong base in tourism, horticulture, food and medicine (TCM) processing and forestry. The province is now developing an eco-tourism industry as well as becoming a popular domestic migration destination for families wanting to escape the pressures of the overcrowded East Coast. Other parallels with the Eastern Bay of Plenty are in Jiangxi’s geothermal energy sector and growing ambitions in aquaculture.



DISCUSSION AND OPTIONS SECTIONS

Council can decide whether to take part in the trip or not, and whether to agree to sign the Sister City Agreement or not.

The cost of attending the visit is minimal and the costs of a Sister City relationship are greatly reduced when shared three ways. Kawerau have already visited and consider that there are significant benefits to them, and therefore the Eastern Bay of Plenty.

The Eastern Bay of Plenty Joint Committee considered the proposal on 12 November and resolved to support the visit, but sought approval from each individual Council to sign the proposed MOU (attached as Appendix 1).

SIGNIFICANCE ASSESSMENT

Assessment of significance

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for a decision to enter a sister city relationship is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for is considered to be of low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



COMMUNITY INPUT AND PUBLICITY CONSIDERATIONS

Financial/budget considerations

Likely costs have been assessed by Eastern Bridge as follows:

Flights	\$1,350pp – \$1,700pp (based on a group fare quote, subject to change depending on delays to booking)
Train (Shanghai – Jiangxi return)	\$50-\$100 pp
Visa	\$140 pp
Insurance	\$50 - \$150 pp
Hotels (4 or 5 star)	\$80 - \$200 per room per night

Policy and planning implications

Council has previously taken a relatively proactive approach to engaging with China, having been part of several delegations to different parts of China, and having run a community Asia readiness campaign some years ago.

Authority

Council has the authority to make his decision.

RECOMMENDATIONS:

- 1. That the report titled "Potential Sister City Relationship – Eastern Bay of Plenty With Jianxi Province In China" be received.**
- 2. That the Council approve the participation of the Mayor in the upcoming visit to Jiangxi.**
- 3. That the Council approve the signing of the Sister City relationship MOU.**

John Forbes

MAYOR

APPENDIX 1 – PROPOSED MEMORANDUM OF UNDERSTANDING FOR SIGNING

Memorandum of Understanding

Between

the Eastern Bay of Plenty (Whakatane District Council, Kawerau District Council and Opotiki District Council) of the Realm of New Zealand

and

the Jiangxi Province of the People's Republic of China

Background

In 2017 the three Eastern Bay of Plenty local authorities agreed to work collaboratively to jointly develop a Sister-Province relationship with Jiangxi. The relationship will promote social, cultural, educational and economic activities. The first stage of developing a formal Sister – Province relationship is to sign a Memorandum of Understanding.

Purpose

The signatories of this MOU agree to establish and develop friendship and cooperation between the two regions, and promote cross-regional prosperity and peace through the establishment of economic, social, cultural and educational links and networks.

Implementation

1. Promotion and Support

All signatories will promote regular closer connections between the government, businesses and private citizens of the Eastern Bay of Plenty and Jiangxi Province.

- a. Promotion of economy, commerce and trade – this includes:
 - i. Exchange information on each other's business and economic opportunities including: investment, and trade.
 - ii. Distribute and share information about each other's business and investment opportunities with relevant organisations and businesses.
 - iii. Promote business – business connections between the Eastern Bay of Plenty and Jiangxi Province.
- b. Promotion of tourism
 - i. Exchange information on each other's tourism offerings.
 - ii. Provide a platform to promote each other's regions as a tourism destination.
- c. Promotion of culture
 - i. Encourage exchange programmes between Eastern Bay of Plenty and Jiangxi schools.
 - ii. Promote cultural group exchanges and other cultural activities
- d. Promotion of Education
 - i. Work with local schools and education providers to promote study opportunities for each other's region
 - ii. Encourage opportunities for Eastern Bay English teachers to work in Jiangxi Schools.
- e. Other fields agreed upon

- i. 6.. All signatories can actively promote the establishment individual Friendship City relationships between the Eastern Bay of Plenty Region and Jiangxi Province’s cities.

2. Funding

This MOU is not a commitment of funds. There is an understanding that due to the differences in size and economic power between the Eastern Bay of Plenty Region and Jiangxi province that financial constraints will exist and this will be respected by both parties.

3. Duration

This MOU shall become effective upon signature and will remain in effect until modified or terminated. This MOU may be modified by the mutual consent of the signatories. In the absence of a mutual agreement this MOU shall end on (to be agreed)

Signatories

Signed in *(place)*, *(date)*

Jiangxi Provincial
Government

Whakatāne District
Council

Kawerau District
Council

Ōpōtiki District
Council

REPORT

Date : 6 December 2018
To : Ordinary Council Meeting, 18 December 2018
From : Chief Executive Officer, Aileen Lawrie
Subject : **SCHEDULE OF MEETINGS 2019**
File ID : A154063

EXECUTIVE SUMMARY

Council needs to set a schedule for the coming year for its Ordinary meetings and Extra Ordinary meetings required for the adoption of statutory documents.

PURPOSE

To set a Schedule of Meetings for Council for the coming year (2019).

BACKGROUND

Historically, Council has met on a six weekly basis, with Ordinary meetings being held on a Tuesday and commencing at 9.00am. Extra Ordinary meetings are proposed to provide for the adoption of Council's statutory business documents. The setting of meeting dates requires consideration of the deadlines for a range of statutory processes and dates set for meetings by other organisations.

The Local Government elections will be held in 2019, with Election Day being Saturday, 12 October 2019. There are no Council or Council Committee meetings scheduled in the three week postal voting period, beginning 20 September 2019.

Relevant meetings

The Schedule of Meetings 2019 will be tabled at the meeting.

DISCUSSION AND OPTIONS SECTIONS

Council can adopt the Schedule of Meetings 2019 as presented, or review and amend the Schedule.

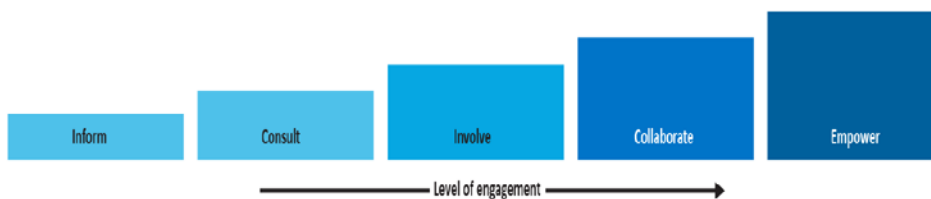
SIGNIFICANCE ASSESSMENT

Assessment of significance

Under Council's Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for the Schedule of Meetings 2019 is considered to be low as determined by the criteria set out in Section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for the Schedule of Meetings 2019 is considered to be of low significance the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



RECOMMENDATIONS:

- 1. That the report titled "Schedule of Meetings 2019" be received.**
- 2. That Council adopts the Schedule of Meetings 2019 as tabled.**

Aileen Lawrie

CHIEF EXECUTIVE OFFICER



REPORT

Date : 6 December 2018

To : Ordinary Council Meeting, 18 December 2018

From : Chief Executive Officer, Aileen Lawrie

Subject : **CHIEF EXECUTIVE OFFICER'S UPDATE**

File ID : A153438

EASTERN BAY REGIONAL LEADERSHIP GROUP

Council has advised Kiri Allan MP of our support for the Stakeholder Strategies Draft Report and anticipates it being signed off as complete in due course. Following the presentation to Council, a public meeting was held with David Cunliffe (Stakeholder Strategies) and David Caselli (MBIE Provincial Development Unity) making presentations to the community. The head count of the meeting was 95. At the conclusion of the presentations was a motion from the floor that was voted on without objection to "press on with the harbour". Applications have been lodged with the Provincial Growth Fund for a number of the projects identified in the Stakeholder Strategies report.

LGOIMA REQUESTS

December 6/12/2018 12:56 LGOIMA Report - 6 weeks			
Month	Count	Submitter – Subject - Status	Due
		New Zealand Taxpayers' Union - Legal defamation payments	Completed
		Stratford District Council - OIA request - Request for GIS Resources versions used	Completed
		Gowing & Co - OIA Request - Request of names & addresses of owners @ Waiotahi Drifts	Completed
		New Zealand Taxpayers' Union - International Travel Expenses for Elected Officials	Completed
October	5	Radio New Zealand - Statistics on the number of bullying or sexual harassment complaints in the past 10 years	Completed

		New Zealand Taxpayers' Union - Membership to Koru Club	*
		New Zealand Taxpayers' Union - Payments made to; chambers of commerce, Property Council branches, Industry or Lobby groups	*
		New Zealand Taxpayers' Union - An amount paid to residence or ratepayer association	*
		New Zealand Taxpayers' Union - Hold Music	*
		Stuff website - Christmas media questions	Completed
		New Zealand Taxpayers' Union - amount of money spent on Koha payments	*
		New Zealand Taxpayers' Union - Copier paper costs	Withdrawn
		New Zealand Taxpayers' Union- Electricity Costs	Withdrawn
		New Zealand Taxpayers' Union -Numbers of Fleet vehicles	*
		New Zealand Taxpayers' Union - Breakdown of gender in higher salary positions	*
		Dawne Brown - number of public toilet buildings cleaned by Council	21/12/2018
		Amber Aramoana - Opotiki Harbour Development and customary use of marine or foreshore resources of tangata whenua	Completed
November	13	Remuneration Authority - Delegations, Budget & Cosst for review of Community Boards	Completed
		Alex Dobie - Request for a copy of the lease document of the land currently leased to Gavin Young	25/01/2019
		Albie Aubrey - Survey on rates and charges made by Councils on Retirement Villages	Completed
December	3	Housing New Zealand - Soak Pit Enquiry HNZ properties	Completed

*In discussion over charges

MEETINGS / EVENTS ATTENDED BY CEO – 9 NOVEMBER 2018 – 13 DECEMBER 2018

9 NOVEMBER 2018

Photo with stakeholders for media release – Driver Licensing Programme, Whakatāne

11 NOVEMBER 2018

Played the Last Post at Armistice Day service, Ōpōtiki

12 NOVEMBER 2018

Meeting via phone with Clinton Naude, Director Emergency Management Bay of Plenty
Eastern Bay of Plenty Joint Committee meeting, Whakatāne

13 NOVEMBER 2018

Library Redevelopment Project workshop

14 NOVEMBER 2018

ODC Tenders Sub-Committee meeting

20 NOVEMBER 2018

Catch up meeting with BOPRC Chair Doug Leeder and CEO Fiona McTavish

22-23 NOVEMBER 2018

Rural Provincial CEs meeting

Rural Provincial Sector meeting

24 NOVEMBER 2018

Arrival of Whakatōhea Mussels (Ōpōtiki) Ltd's new boat, Kukutai, Whakataane

27 NOVEMBER 2018

Met with Mat Taylor, BOPRC Liaison for Ōpōtiki District Council

28 NOVEMBER 2018

Tauranga

BOPLASS Directors' meeting

Bay of Plenty Chief Executives' Forum

BOPLASS Directors' Christmas lunch

29 NOVEMBER 2018

Met with Francis Pauwels, General Manager Toi-EDA

ODC Tenders Sub-Committee meeting

3 DECEMBER 2018

Ōpōtiki Harbour Project teleconference – forward planning

5 DECEMBER 2018

Met with MBIE officials

10 DECEMBER 2018

Toi-EDA meeting, Kawerau

12 DECEMBER 2018

ODC Audit and Risk Committee workshop
Ōpōtiki Marine Advisory Group meeting
Met with Clinton Naude, Director Emergency Management Bay of Plenty

13 DECEMBER 2018

ODC Tenders Sub-Committee meeting

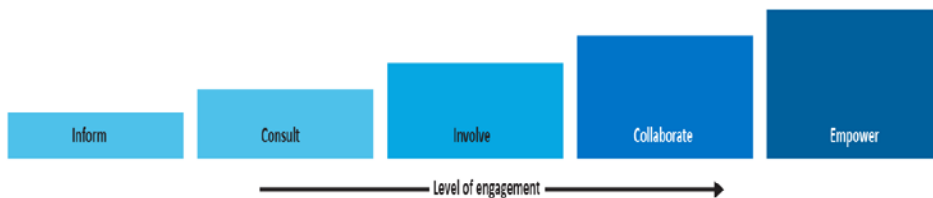
SIGNIFICANCE ASSESSMENT

Assessment of significance

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for the Chief Executive Officer’s Update is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for the Chief Executive Officer’s Update is considered to be of low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



RECOMMENDATION:

- 1. That the report titled “Chief Executive Officer’s Update” be received.**

Aileen Lawrie

CHIEF EXECUTIVE OFFICER

REPORT

Date : 6 December 2018

To : Ordinary Council Meeting, 18 December 2018

From : Chief Executive Officer, Aileen Lawrie

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- 14. Confirmation of In-Committee Minutes – Ordinary Council Meeting 13 November 2018.**
- 15. Toi-EDA Minutes – 5 November 2018.**
- 16. Library Re-Roof Options.**
- 17. 32 Elliott Street Office Re-Fit.**

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

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
14.	Confirmation of In-Committee Minutes – Ordinary Council Meeting 13 November 2018	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
15.	Minutes – Toi-EDA Meeting 5 November 2018	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

16.	Library Re-Roof Options	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
17.	32 Elliott Street Office Re-Fit	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

14.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out negotiations Maintain legal professional privilege Carry out commercial activities Avoid prejudice to measures protecting the health and safety of members of the public Avoid prejudice to measures that prevent or mitigate material loss to members of the public Commercial sensitivity	Section 7(2)(a) Section 7(2)(b)(i) & (ii); (d) & (e) and Section 7(2)(c)(i) & (ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(i) Section 7(2)(g) Section 7(2)(h) Section 7(2)(d) Section 7(2)(e) Section 7(2)(b)(ii)
15.	Protect the privacy of natural persons Protect information	Section 7(2)(a) Section 7(2)(b)(i) & (ii)
16.	Protect information (commercial sensitivity) Avoid prejudice to measures protecting the health and safety of members of the public	Section 7(2)(b)(ii) Section 7(2)(d)
17.	Protect information (commercial sensitivity) Prevent the disclosure or use of official information for improper gain or improper advantage	Section 7(2)(b)(ii) Section 7(2)(j)