NOTICE OF AN ORDINARY COUNCIL MEETING

Via audio visual link
Monday, 30 August 2021
Commencing at 9.00am

ORDER PAPER

OPENING KARAKIA / PRAYER / INSPIRATIONAL READING – DEPUTY MAYOR SHONA BROWNE

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM

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ITEM 20 CONFIRMATION OF IN-COMMITTEE MINUTES – ORDINARY COUNCIL MEETING 1 JUNE 2021

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ITEM 25 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC

Chair:	**Her Worship the Mayor – Lyn Riesterer**
Members:	**Cr Shona Browne (Deputy Mayor)**
	Cr Debi Hocart
	Cr Barry Howe
	Cr David Moore
	Cr Steve Nelson
	Cr Louis Rāpihana
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, 1 JUNE 2021 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 9.04AM

PRESENT:

Mayor Lyn Riesterer (Chairperson)
Deputy Mayor Shona Browne (Deputy Chairperson)
Councillors:
Debi Hocart
Barry Howe
David Moore
Steve Nelson
Louis Rāpihana

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Gerard McCormack (Planning and Regulatory Group Manager)
Glen McIntosh (Engineering and Services Group Manager)
Sarah Jones (Strategic Development Manager)
Peter Bridgwater (Chief Financial Officer)
Garry Page (Reserves Manager)
Dale Clarke (Land Transport Engineer)
Katherine Hall (Policy Planner)
Anna-Marei Kurei (Community Engagement Officer)
Lori Dale (Property Officer)
Esther Wilson (Team Leader – Front of House)
Parehuia Wharepapa (Building Administration Officer)
Barbara MacLennan (Workforce Development Co-Ordinator)
Madeline Dew (Workforce Administrator)
Gae Finlay (Executive Assistant and Governance Support Officer)

GUESTS:

Glenn Webber (Te Arawhiti: Office for Māori-Crown Relations)
Zsofia Hellyer (Te Arawhiti: Office for Māori-Crown Relations)
Rupia Te Ua
Mereaira Hata

MEDIA:

Charlotte Jones (The Beacon)
Mike Fletcher (Correspondent)

PUBLIC:

Several members of the public

Her Worship the Mayor opened the meeting with a blessing.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Councillor Rāpihana declared an interest in Item 5 (Joint Request from Te Arawhiti: Office for Māori-Crown Relations and Te Whānau a Apanui).

PUBLIC FORUM

Nil.

1. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING: 9 MARCH 2021 p4

RESOLVED

(1) That the minutes of the Ordinary Council meeting held on 9 March 2021 be confirmed as a true and correct record.

Browne/Rāpihana **Carried**

2. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 20 APRIL 2021 p14

RESOLVED

(1) That the minutes of the Ordinary Council meeting held on 20 April 2021 be confirmed as a true and correct record.

Hocart/HWTM **Carried**

3. MINUTES – COAST COMMUNITY BOARD MEETING 23 MARCH 2021 p25

RESOLVED

(1) That the minutes of the Coast Community Board meeting held on 23 March 2021, and any recommendations therein, be received.

Rāpihana/HWTM **Carried**

Charlotte Jones entered the meeting at 9.08am.

4. MAYORAL REPORT – 3 APRIL 2021 – 14 MAY 2021 p35

RESOLVED

(1) That the report titled "Mayoral Report – 3 April 2021 – 14 May 2021" be received.

HWTM/Browne **Carried**

5. JOINT REQUEST FROM TE ARAWHITI: OFFICE FOR MĀORI-CROWN RELATIONS AND TE WHĀNAU A APANUI p40

A letter in relation to Hoani Waititi Memorial Reserve from the heirs and successors of Pohatu Kerei was tabled.

Her Worship the Mayor noted the declaration of interest, non-pecuniary, in this item from Councillor Rāpihana and asked him to leave the meeting room.

Councillor Rāpihana, although he did not agree with being asked to leave, left the meeting room at 9.10am.

A suggestion from Deputy Mayor Browne that the bullet points in recommendation 2 be expressed as (a), (b) and (c) was agreed to.

With regard to the Whanarua Bay Recreation Reserve, Councillor Howe felt the wording was not clear and there was no clarity around guaranteeing access to the bay itself. He stated that when the recommendation in relation to the Whanarua Bay Recreation Reserve is considered, he would like to move an amendment.

The Planning and Regulatory Group Manager referred to page 54 of agenda and stated that when the Reserve Management Plan process is undertaken, the expectation is that there will be a resolution in relation to the roadway (Lot 66) within five years.

Councillor Howe said he would like to see the land gifted back to Te Whānau a Apanui in principle until such time as there is clarity over the access to Whanarua Bay. When the public access is resolved then it goes back to the iwi. He added that this affects not just the bach owners but the whānau who have baches there.

Councillor Moore was of the opinion that the Whanarua Bay Reserve should be dealt with separately from the other reserves. He queried what would happen if there was no solution in five years.

The Planning and Regulatory Group Manager stated that there would be a joint management board which would have to follow the Reserve Management Plan and engage with iwi and have consultation with the public, localised consultation, which will probably take five years. That is the vehicle to enable the resolution to happen.

Her Worship the Mayor invited Glenn Webber from Te Arawhiti to address the question raised by Councillor Moore.

Glenn Webber thanked Her Worship the Mayor for the chance to respond. Referring to pages 53 and 54 of the agenda, he noted that each of the sites are valuable to achieving a settlement with Te Whānau a Apanui. There has been a shift towards favouring joint administration which opens the door for a process to allow a resolution to be arrived at. What has been put in place here is an opportunity to resolve the access issues. Hapū members are members of the community as well and they are also users of the accessway. The incentives are there to have these people at the table, the right people and the right process.

Addressing the question of what will happen in five years, Glenn Webber stated that the process is designed to arrive at a place of resolution. The opportunity in front of Councillors is to have a joint administration that will provide the space for the right people and incentives to get a resolution. The issues of access need to be worked through. Glenn Webber did not think the words "in principle" were needed as suggested by Councillor Howe.

Deputy Mayor Browne said the biggest issue for her is access. This is an historic problem that has been landed on our laps by the Crown. Referring to her previous occupation as a Real Estate Agent, Deputy Mayor Browne stated that she does not think her agency ever sold a property without formal access.

Deputy Mayor Browne did not think that clause 2(b) of the recommendations is stated correctly. Councillor Moore agreed with this.

Her Worship the Mayor advised that the meeting will adjourn for Councillors to review clause 2(b) of the recommendations and reconvene.

The meeting adjourned at 9.26am with Her Worship the Mayor, Councillors and staff leaving the meeting room. The meeting reconvened at 9.41am.

Her Worship the Mayor advised that following a discussion, Council agreed that the words "the development of the Reserve Management Plan will focus on resolving access arrangements" will be added to clause 2(b) of the recommendations.

RESOLVED

1. **That the report titled "Proposal to Accept Joint Request from Te Arawhiti and Te Whānau-ā-Apanui" be received.**
2. **That the proposal to accept the Joint Request from Te Arawhiti and Te Whānau-ā-Apanui to transfer the reserves described in Table 1 to the Crown to enable them to be transferred to Te Whānau-ā-Apanui be approved, subject to the following conditions:**
   - **(a) All reserves identified by the Joint Request are transferred to Te Whānau-ā-Apanui (via the Crown) and, with the exception of Whanarua Bay Recreation Reserve, Te Whānau-ā-Apanui are the sole administering body of the reserves.**
   - **(b) In the case of Whanarua Bay Recreation Reserve, the reserves are transferred to Te Whānau-ā-Apanui (via the Crown) and a joint administering body is formed between iwi and Council to administer and manage the reserve. The development of the Reserve Management Plan will focus on resolving access arrangements.**
   - **(c) All other processes necessary to legalise and give effect to the transfer of ownership and reserve administration being carried out.**

Hocart/HWTM **Carried**

Her Worship the Mayor acknowledged the work the Planning and Regulatory Group Manager has put into this very difficult piece of work over the last 18 months, adding that Council appreciates the assistance he has given.

Mike Fletcher entered the meeting at 9.18am.

Councillor Rāpihana rejoined the meeting at 9.54am.

The meeting adjourned for morning tea at 9.57am and reconvened at 10.15am. Glenn Webber, Zsofia Hellyer, the Policy Planner, the Team Leader – Front of House and the Building Administration Officer did not rejoin the meeting at this time.

The Community Engagement Officer, RupiaTe Ua and Mereaira Hata entered the meeting at 10.17am.

6. REPORT TO COUNCIL ON THE AUDIT OF ŌPŌTIKI DISTRICT COUNCIL'S LONG TERM PLAN CONSULTATION DOCUMENT **p40**

RESOLVED

(1) That the Report to Council on the Audit of Ōpōtiki District Council's Long Term Plan Consultation Document be received.

Rāpihana/Hocart **Carried**

7. RENAMING FOR DSTRET RESERVE – PRESENTATION BY WHANAU OF RAWINIA RANGITAKATU **Verbal Item**

Rupia Te Ua, a granddaughter of Rawinia Rangitakatu, said it was a privilege to speak to Council on the whanau's submission. She stated that as children, the grandchildren did not know what their nana did but they knew her love. The whanau recognised that Rawinia Rangitakatu fitted the requirements of the submission and wanted to acknowledge her and recognise her worth as she did so much for everyone and was a founding member of the Delamere Cup which is still thriving today. It is appropriate to name the reserve after our nana.

Mereaira Hata stated "we knew her as nana – we grew up with a patu in the hand'. She noted that Rawinia Rangitakatu grew up and went to school at Waioeka, and her heart was well known by many people. A big contribution nana gave to the community was education to the youth and to prents. She taught the whanau to grow their own food and was brave and courageous in defending her mokopuna and her family. The whanau just like to think that she can be remembered in this small way.

Her Worship the Mayor thanked Rupia Te Ua and Hereaira Hata for speaking to Council.

The Policy Planner entered the meeting at 10.27am.
The Reserves Manager entered the meeting at 10.29am.
Rupia Te Ua and Hereaira Hata left the meeting at 10.33am.

8. ANIMAL CONTROL – ROAMING HORSES WITHIN ŌPŌTIKI TOWNSHIP **p104**

Councillor Howe stated that Council is encroaching on land available for gazing horses. There is adequate land at the end of Duke Street, with a lease about to end. He further stated that the horse issue is not going to go away and suggested that a full workshop on the issue is needed. Councillor Howe added that it seems 'way over the top' to budget $200,000 for a two staff to run around chasing horses.

The Chief Executive Officer noted a dramatic increase in traffic coming through town in the last 12 months and with more people coming to Opotiki, there are more cars.

The Planning and Regulatory Group Manager advised that the onus is on the Chief Executive Officer to ensure her staff are safe. The main problem for Council is horses getting out or being let out on to the road and as a landowner Council's obligation is to ensure stock are secure. The Regional Council does not wish to have any horses on the stop banks.

Councillor Moore queried why the public should pay $2,000 per horse. He was of the opinion that a workshop was needed and acknowledged that some horse owners are letting everyone down.

Councillor Rapihana did not favour banning horses in town. He thought Council needed to work with horse owners in relation to securing them. Councillor Rapihana said he had no problem with an increase in budget for staff to have the ability and skills to deal with roaming horses.

Councillor Moore did not agree that roaming horses was a staffing issue.

Councillor Howe moved a motion that an extra clause be added to the recommendations that there be a Council workshop on the horse problem in order to find a solution and that a decision on recommendations 2, 3 and 4 in the report be deferred.

MOTION
Moved: Howe
Seconded: Nelson
That there be a Council workshop on the horse problem in order to find a solution and that a decision on recommendations 2, 3 and 4 in the report be deferred.

The motion was PUT and LOST.

For: Howe, Nelson, Moore
Against: HWTM, Rāpihana, Browne, Hocart

Her Worship the Mayor was not sure what a workshop would resolve. She believed the problem is with Council's lands, whether or not Council continues with the grazing of horses.

Councillor Howe did not want to add to the rate increase percentage.

Councillor Rāpihana said he would like to see Council do whatever it takes to make the town safe.

Councillor Moore stated that the Police need the ability to deal with horses, they are trained and have the tools.

Councillor Hocart had an issue around the rate increase when the problem is caused by a few. She was in favour of banning horses on reserves and having a workshop with the horse owners.
Deputy Mayor Browne thought the easy option was to ban horses in town.

Councillor Howe noted that he is in favour of having horses in town, but in a controlled situation.

The Chief Executive Officer suggested Council agree to prohibit grazing of horses on reserves and then go into a public consultation process around having the bylaw.

It was agreed that the wording of clause 2 of the recommendations be amended to read as follows:

That in respect of option 1, Council consult the public on increasing the animal control budget by $200,000 to pay for additional animal control officers and after hours service providers.

It was further agreed that each clause of the recommendations will be put separately.

RESOLVED

(1) That the report titled "Animal Control – Roaming Horses Within Ōpōtiki Township" be received.

HWTM/Hocart

(2) That in respect of option 1, Council consult the public on increasing the animal control budget by $200,000 to pay for additional animal control officers and after hours service providers.

Moore/Rāpihana **Carried**

For Moore, Rāpihana, HWTM, Nelson, Browne

Against: Hocart

Abstained: Barry Howe

(3) In respect of option 2, Council agrees to prohibit use of reserves within the Ōpōtiki township for the grazing of horses.

Browne/HWTM

For: Browne, HWTM, Hocart, Moore, Nelson

Against: Rāpihana, Howe

(4) In respect of option 3, Council agrees to undertake a review of the Animal Control Bylaw seeking to ban horses from the Ōpōtiki township.

Browne/Hocart **Carried**

For: Browne, Hocart, HWTM, Rāpihana, Moore, Nelson

Against: Howe

Following a suggestion from the Chief Executive Officer, Her Worship the Mayor moved a motion that a further clause be added as recommendation 5 that Council reserves the right to reconsider resolution 2 as part of the Long Term Plan deliberations.

MOTION

Moved: HWTM

Seconded: Rāpihana

That Council reserves the right to reconsider resolution 2 as part of the Long Term Plan deliberations.

The motion was PUT and CARRIED.

RESOLVED

(5) That Council reserves the right to reconsider resolution 2 as part of the Long Term Plan deliberations.

HWTM/Rāpihana **Carried**

9. PUBLIC TOILETS IN ŌPŌTIKI CBD – ANNUAL OPERATIONAL COSTS p111

During a discussion, the following comments were made:

- The toilets in the centre of town need to be moved or closed.
- There needs to be signage for toilets.
- Close the *i*-SITE toilets.
- Make toilets user pays.
- Memorial Park toilets – do not open during the day.

The Planning and Regulatory Group Manager stated that the costs associated with the CBD toilets can come out of the PGF funding.

Her Worship the Mayor moved a motion that a new clause 3 be added, and considered separately from clauses 1 and 2 of the recommendations, that Council reserves the right to reconsider Clause 2 of the recommendations as part of the Long Term Plan deliberations.

MOTION
Moved: HWTM
Seconded: Rāpihana
That Council reserves the right to reconsider clause 2 of the recommendations as part of the Long Term Plan deliberations.

The motion was PUT and CARRIED.

RESOLVED

(1) That the report titled "Public Toilets in Ōpōtiki CBD – Annual Operational Costs" be received.

(2) That Council resolves to retain all public toilet facilities within the CBD and fund the operational expenditure of the facilities as allocated within the proposed Long Term Plan 2021-31.

Browne/Nelson
Against: HWTM, Rāpihana **Carried**

(3) That Council reserves the right to reconsider Clause 2 of the resolution above as part of the Long Term Plan deliberations.

HWTM/Rāpihana **Carried**

Deputy Mayor Browne and Councillor Howe left the meeting at 11.26am and returned at 11.28am.

The Strategic Development Manager and the Property Officer entered the meeting at this time.

The Workforce Co-ordinator and the Workforce Administrator entered the meeting at 11.30am.

The Planning and Regulatory Group Manager, the Reserves Manager and the Policy Planner left the meeting at 11.38am.

10. 10 POTTS AVENUE – PETITION p116

Councillor Howe thought the report was disrespectful to the petitioners. The demolition of the Potts Avenue building was a hugely significant issue and the majority of the community were against it.

The Chief Executive Officer stated that when the Significance and Engagement Policy is applied to the petition, it is not significant. This means that Council does not have to consult with the community. It is a process related statement.

Her Worship the Mayor noted a conflict if any of the Councillors signed the petition.

Councillor Howe stated that he signed the petition. He was away at the time the decision was made to demolish the building and signing the petition was his vote.

Councillor Moore was grateful this item was on the agenda and thought a phone call to the petition organiser would be appropriate.

RESOLVED

(1) That the report titled "10 Potts Avenue – Petition" be received.

(2) That Council acknowledges receipt of the petition.

Louis/Hocart **Carried**

The Policy Planner and the Community Engagement Officer left the meeting at 11.47am.

11. ŌPŌTIKI WORKFORCE DEVELOPMENT CO-ORDINATION – UPDATE p118

RESOLVED

(1) That the report titled "Ōpōtiki Workforce Development Co-ordination – Update" be received.

Hocart/HWTM **Carried**

The Engineering and Services Group Manager (Acting) and the Land Transport Engineer entered the meeting at 11.48am.

Her Worship the Mayor handed the Chair to Deputy Mayor Browne and left the meeting at 11.49am.

12. ADOPTION OF ŌPŌTIKI DISTRICT COUNCIL SEAL EXTENSION POLICY 2020 **p124**

RESOLVED

(1) That the report titled "Adoption of Ōpōtiki District Council Seal Extension Policy" be received.

(2) That the attached draft seal extension policy be adopted by Council.

Rāpihana/Hocart **Carried**

Her Worship rejoined the meeting at 11.52am and took the Chair at 11.53am.

13. EASTERN BAY ROAD SAFETY OPERATIONS GROUP TERMS OF REFERENCE **p131**

RESOLVED

(1) That the report titled "Eastern Bay Road Safety Operations Group Terms of Reference" be received.

(2) That the Ōpōtiki District Council approves the Terms of Reference for the Eastern Bay of Plenty Operational Road Safety Group.

(3) That the Eastern Bay of Plenty Operational Road Safety Group forward the Terms of Reference to the partnering Councils for approval, noting that this can be done by the Chief Executives.

(4) That the Ōpōtiki District Council appoints Councillor David Moore to be a member of the group as per the Terms of Reference.

Moore/Rāpihana **Carried**

The Engineering and Services Group Manager (Acting) and the Road Transport Engineer left the meeting at 11.59am.

14. CHIEF EXECUTIVE OFFICER'S UPDATE **p140**

Deputy Mayor Browne extended thanks to the Chief Executive Officer for playing the Last Post at the ANZAC Day services.

RESOLVED

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

HWTM/Hocart **Carried**

Charlotte Jones and Mike Fletcher left the meeting at 12.04pm.

15. RESOLUTION TO EXCLUDE THE PUBLICE p147

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:

16. Confirmation of In-Committee Minutes – Ordinary Council Meeting 20 April 2021.

17. Confirmation of Notes – Council Workshop 20 April 2021.

18. In-Committee Minutes – Coast Community Board Meeting 23 March 2021.

19. Renaming Ford Street Reserve.

20. Appointment Recommendation Independent Chair and Member Risk and Assurance Committee.

21. Scout Hall Tenancy and Use, 106 St John Street, Ōpōtiki

22. 113A Church Street (Ex Plunket Rooms) – Lease Agreement.

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
16.	**Confirmation of In-Committee Minutes – Ordinary Council Meeting 20 April 2021**	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.	**Notes – Council Workshop 20 April 2021**	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)
18.	**In-Committee Minutes Coast Community Board Meeting 23 March 2021**	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)

19.	**Renaming Ford Street Reserve**	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)
20.	**Appointment Recommendation Independent Chair and Member Risk and Assurance Committee**	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)
21.	**Scout Hall Tenancy And Use, 106 St John Street, Ōpōtiki**	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)
22.	**113A Church Street (Ex Plunket Rooms) – Lease Agreement**	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:

16.	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	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)
17.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Prevent disclosure or use of official information for improper gain or improper advantage	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(j)
18.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)
19.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)

20.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)
21.	Protect the privacy of natural persons Protect information (commercial sensitivity) Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(i)
22.	Protect the privacy of natural persons Protect information (commercial sensitivity) Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(i)

Rāpihana/Browne **Carried**

RESOLVED

(1) That the resolutions made while the public was excluded, except for the resolutions for Item 19 (Renaming Ford Street Reserve), be confirmed in open meeting.

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

Rāpihana/HWTM **Carried**

RESOLVED

(1) That the in-committee minutes of the Ordinary Council meeting held on 20 April be confirmed as a true and correct record.

Rāpihana/Browne **Carried**

RESOLVED

(3) That the Notes – Council Workshop 20 April 2021 be received.

HWTM/Hocart **Carried**

RESOLVED

(1) That the In-Committee Minutes of the Coast Community Board Meeting held on 23 March 2021, and any recommendations therein, be received.

Rāpihana/HWTM **Carried**

RESOLVED

(1) That the report titled "Appointment Recommendation Independent Chair Risk and Assurance Committee" be received.

(2) That Council confirms the appointment of Philip Jones as the Independent Chair Risk and Assurance Committee.

(3) That Council delegates the negotiation of remuneration, and contract approval to the Chief Executive Officer.

(4) That Council thanks Arihia Tuoro for her dedicated service.

HWTM/Howe **Carried**

RESOLVED

(1) That the report titled Scout Hall Tenancy and Use, 106 St John Street, Opotiki" be received.

(2) That in respect of the current use, Council resolves to proceed with Option 3 – 'Vary Rental Agreement with current tenant (Opotiki Gymnastics Club) and enter into a new Rental Agreement with Omarumutu Jiu Jitsu Club' and delegates to staff the authority to negotiate Rental Agreements based (generally) on the following terms:

Rental Agreement Terms	Ōpōtiki Gymnastics Club	Omarumutu Jiu Jitsu
Length of term	Month-to-month	Month-to-month
Weekly rent	$35.00	$70.00
Days of use	Tuesday, Wednesday and occasional Friday	Monday, Thursday, Friday and Sunday
Clauses of importance	Maintenance will be minimal	Maintenance will be minimal
	If the building suffers permanent / costly damage Agreements may be terminated and users required to vacate without delay.	If the building suffers permanent / costly damage Agreements may be terminated and users required to vacate without delay.
	The building will not be available for Rental beyond June 2023.	The building will not be available for Rental beyond June 2023.
Council to cover costs:	Compliance, building insurance, rates (land and water).	Compliance, building insurance, rates (land and water).

- **That in respect of the future use of the building, Council agrees to proceed with Option 2 – Repair only (cease all capital spending on building maintenance).**

Rāpihana/Hocart **Carried**

RESOLVED

(1) That the report titled 113A Church Street (ex Plunket Rooms) – Lease Agreement" be received.

(2) That Council agrees to enter into a new lease agreement with Radio 1XX and delegates to staff the authority to negotiate and enter into that agreement on behalf of Council.

Rāpihana/Howe **Carried**

Abstained: Moore

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.52PM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE COUNCIL HELD ON 24 AUGUST 2021

L J RIESTERER

HER WORSHIP THE MAYOR

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

MINUTES OF AN EXTRA ORDINARY COUNCIL MEETING DATED TUESDAY, 29 JUNE 2021 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 9.01AM

PRESENT:

Mayor Lyn Riesterer (Chairperson)
Deputy Mayor Shona Browne (Deputy Chairperson)
Councillors:
Debi Hocart
Barry Howe
David Moore
Steve Nelson
Louis Rāpihana

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Gerard McCormack (Group Manager Planning and Regulatory)
Stace Lewer (Group Manager Engineering and Services)
Peter Bridgwater (Chief Financial Officer)
Greg Robertson (Business Analyst)
Sarah Jones (Strategic Development Manager)
Teri Curtis (Executive Support Officer)
Gae Finlay (Executive Assistant and Governance Support Officer)
Bevan Gray
Glen McIntosh

MEDIA:

Mike Fletcher (Correspondent)

GUEST: Warren Goslett (Audit New Zealand)

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO AGENDA ITEMS

Councillor Nelson declared an interest in Item 4 (Risk Report) as he is a property owner at Hukutaia.

The Chief Executive Officer introduced Stace Lewer, Council's new Group Manager Engineering and Services, and Warren Goslett from Audit New Zealand.

Her Worship the Mayor acknowledged the hard work by Councillors, staff, the community and Audit New Zealand in relation to Council's Long Term Plan 2021-2031. She noted that today's Extra Ordinary Council meeting is procedural.

1. CONFIRMATION OF MINUTES – EXTRA ORDINARY COUNCIL MEETING 3 JUNE 2021 **p3**

RESOLVED

That the minutes of the Extra Ordinary Council meeting held on 3 June 2021 be confirmed as a true and correct record.

Rāpihana/Hocart **Carried**

2. ADOPTION OF ŌPŌTIKI DISTRICT COUNCIL 2021-2031 LONG TERM PLAN, SUPPORTING POLICIES AND FEES AND CHARGES FOR 2021/22 **p24**

The Chief Financial Officer tabled some replacement pages with minor amendments following a legal review by Simpson Grierson.

Warren Goslett passed on an apology from Leon Pieterse. He said Audit is pleased to issue an unqualified opinion on Council's 2021-2031 Long Term Plan.

The Audit Report has three Emphasis of Matters:

- Uncertainty over the Three Waters reforms
- Uncertainty over delivery of the capital programme
- Uncertainty over external funding in relation to large scale housing development in the Hukutaia area; funding has not been secured as yet.

The Emphasis of Matters do not imply that these items are unreasonable or unsupported. The development of a Long Term Plan, including the Consultation Document process, is a significant and complex project.

Warren Goslett thanked the Chief Executive Officer, the Chief Financial Officer, the Infrastructure Department and Bevan Gray for the effort put into reaching this point which is the successful adoption of Ōpōtiki's Long Term Plan within the statutory timeframes.

Her Worship the Mayor stated that recommendation 6 will be considered separately due to Councillor Nelson's conflict of interest and not being able to vote on that recommendation.

RESOLVED

1. **That the report titled "Adoption of the Ōpōtiki District Council 2021-2031 Long Term Plan, Supporting Policies, and Fees and Charges for 2021/22" be received.**
2. **That Council reluctantly rescinds the resolution made on 1 June 2021 to consult on funding an additional $200k for our Animal Control activity in the interests of managing rates rises.**
3. **That Council resolves that the budget for the 2024/25 and 2025/26 financial years in the Long Term Plan are not balanced budgets because operating revenues are not at a level sufficient to meet 2024/25 and 2025/26 operating expenses primarily due to the initial operating costs of the harbour being higher than the initial number of ratepayers can afford.**
4. **That Council resolves that setting an unbalanced budget for 2024/25 and 2025/26 is prudent in terms of section 101 of the Local Government Act 2002 given the outsized impact it would have on a small number of ratepayers while these operations are developing.**
5. **That Council adopts the Rates Remission Policies, the Development Contributions and Financial Contributions Policy, the Treasury Risk Management Policy and Procedures including Liability Management and Investment Policies.**
7. **That Council adopts the balance of the Ōpōtiki District 2021-2031 Long Term Plan and allow minor typographical amendments proposed by Audit.**
8. **That Council adopts the Funding Impact Statement contained within the Ōpōtiki District 2021-2031 Long Term Plan.**
9. **That Council adopts the Schedule of Fees and Charges for the 2021/22 year.**

Rapihana/Browne **Carried**

Recommendation 6 was moved for discussion by Her Worship the Mayor and seconded by Deputy Mayor Browne.

Councillor Howe said he could not support the reticulation at Hukutaia on the basis that the vast majority of responders in the submissions were against reticulation. There are major projects being undertaken at present and the Hukutaia proposal would be loading staff up with another major project. Council's staff turnover is because there is too much emphasis on major projects.

Councillor Howe was also of the opinion that nothing will happen at Hukutaia for at least another three years and it could be discussed with the next LTP review. He concluded that he could not support recommendation 6.

The Chief Executive Officer thanked Bevan Gray for his attendance at the meeting.

6. That Council adopts the Hukutaia Growth component of the Ōpōtiki District 2021-2031 Long Term Plan and allow minor typographical amendments proposed by Audit.

HWTM/Browne **Carried**

Her Worship the Mayor called for a division.

For: HWTM, Rāpihana, Hocart

Against: Howe, Browne, Moore

Abstained: Nelson

Due to an equality of votes, Her Worship the Mayor used her casting vote in favour of the recommendation.

The Group Manager Planning and Regulatory left the meeting at 9.19am and returned at 9.24am.

3. SETTING OF 2021-22 RATES, DUE DATES FOR PAYMENT, AND THE PENALTIES REGIME **p88**

The Chief Financial Officer tabled a replacement report. The changes in the report are to bring consistency with the legal review and what is in the LTP.

Councillor Howe stated that at a workshop there was a discussion about rates setting and it was proposed that this be around 5%. The recommendation says the rate increase is going to be 6.3%, with no explanation or options as to where it could be cut back to 5%.

The Chief Financial Officer advised that the figures are directly from the LTP. There is no scope to amend the figures without amending the LTP. The difference is the result of a few amendments to what was

required to include for consistency: the legal review, Audit requirements, funding and land and buildings depreciation.

The Chief Executive Officer said Councillors have been kept updated via e-mails so this should not be a surprise. Council has already adopted the LTP and this report is consequential on the decision just made by Council.

RESOLVED

1. That the report titled "Setting Of 2021-22 Rates, Due Dates for Payment, and the Penalties Regime" be received.

2. That the Opotiki District Council, pursuant to the provisions of the Local Government (Rating) Act 2002, set the following rates for the period 1 July 2021 to 30 June 2022:

1 GENERAL RATES

(a) General Rate

Pursuant to Section 13 of the Local Government (Rating) Act 2002, a general rate of 0.3225 cents in the Dollar of Capital Value on all rateable rating units in the Opotiki District.

Revenue Sought ***$8,565,675***

(b) Uniform Annual General Charge

Pursuant to Section 15 of the Local Government (Rating) Act 2002, a uniform annual general charge of $508.62 per rating unit on every rateable rating unit in the district.

Revenue Sought ***$2,389,651***

2 TARGETED RATES

(a) Water Supply Charges

Pursuant to Section 16 of the Local Government (Rating) Act 2002, a targeted rate for water supply within the following water supply areas as follows:

Supply Name

i) A full charge for the ordinary supply of water in respect of each separately used or inhabited part of a rating unit to which water is supplied.	**Opotiki/ Hikutaia**		**$224.14**
	Te Kaha		**$339.97**
	Ohiwa		**$708.08**
(ii) A half charge in respect of every rating unit to which water can be, but is not supplied, situated within 100m of any part of the waterworks.	**Opotiki/ Hikutaia**		**$112.07**
	Te Kaha		**$169.99**
	Ohiwa		**$354.04**
Revenue Sought:	***Opotiki/ Hikutaia***		***$519,026***
	Te Kaha		***$129,912***
	Ohiwa		***$15,224***
Any property that is connected to one of the above water supplies where there is a water meter, the metered volumes of water used shall be charged at the following marginal rates per cubic meter up to each daily use threshold.	**Opotiki/ Hikutaia**	**0m³**	**65.5c**
		2m³	**98.25c**
		3.5m³	**$1.31**
		4.5m³	**$1.64**
	Te Kaha	**0m³**	**$1.15**
		2m³	**$1.73**
		3.5m³	**$2.30**
		4.5m³	**$2.88**
	Ohiwa	**0m³**	**$1.15**
		2m³	**$1.73**
		3.5m³	**$2.30**
		4.5m³	**$2.88**
Revenue Sought	**Opotiki/ Hikutaia**		**$368,000**
	Te Kaha		**$115,000**
	Ohiwa		**$8,050**

(b) Sewerage rates

Pursuant to Sections 16 of the Local Government (Rating) Act 2002, a targeted rate in each urban drainage area as follows:

	Scheme Name	2021/22
(i) One full charge in respect of every separately used or inhabited part of a rating unit connected to a public sewerage drain.	**Opotiki**	**$506.49**
	Waihau Bay	**$625.60**
(ii) Half of the full charge in respect of each rating unit to which sewer drainage can be, but is not connected, situated within 30m from any part of the public sewerage drain.	**Opotiki**	**$253.25**
	Waihau Bay	**$312.80**
(iii) 80% of the full charge in respect of every separate toilet pan, water closet, or urinal where there are multiple connections on one rating unit.	**Opotiki**	**$405.19**
Revenue Sought	***Opotiki***	***$869,237***
	Waihau Bay	***$15,952***

Note:
A residence of not more than one household shall be deemed to have not more than one water closet, toilet pan, or urinal.
Charge (i) does not apply when charge (iii) does.

(c) Waioeka Wastewater Extension

Pursuant to Sections 16 of the Local Government (Rating) Act 2002, a targeted rate shall be set as a fixed amount per rating unit connected to the Waioeka Wastewater Extension of $22,933.88.

Revenue Sought:	***Waioeka Extension***	***$45,868***

(d) Refuse Collection Charge

Pursuant to Section 16 of the Local Government (Rating) Act 2002, a targeted rate for kerbside refuse collection within the defined Ōpōtiki Ward and Waiotahi/Waioeka Ward collection areas set as follows:

(i) A full charge of $267.15 per separately used or inhabited part of a rating unit (except those not used or inhabited) within the defined Ward collection areas

(ii) A half charge of $133.57 per rating unit that is not used or inhabited within the defined Ward collection areas.

Revenue Sought ***$590,652***

(e) Communities of interest

Pursuant to Section 16 of the Local Government (Rating) Act 2002, a communities of interest targeted rate set as an amount per rating unit as follows:

(i) Residential communities of interest

$69.94 per rateable rating unit within the defined rating areas where land use is residential.

Revenue Sought ***$148,877***

(ii) Rural communities of interest

$35.16per rateable rating unit within the defined rating areas where land use is rural.

Revenue Sought ***$96,260***

(iii) Commercial/industrial communities of interest

$1,199.30per rateable rating unit in the district where land use is commercial or industrial.

Revenue Sought ***$252,289***

3 INSTALMENT DATES

That the Opotiki District Council resolves that all rates are payable in four equal instalments, due on or before:

- **Instalment One : 20 August, 2021**
- **Instalment Two : 26 November, 2021**
- **Instalment Three : 25 February, 2022**
- **Instalment Four : 20 May, 2022**

That the Ōpōtiki District Council resolves that all metered water charges are payable in six monthly instalments based on usage, due on or before:

- **Instalment One : 20 December, 2021**

- **Instalment Two : 20 June, 2022**

4 ADDITIONAL CHARGES ON UNPAID RATES

That the Opotiki District Council authorise the addition of penalties to unpaid rates in accordance with the following regime:

Under the provisions of Sections 57 and 58 of the Local Government (Rating) Act 2002, a penalty of 10% will be added to the amount of the first instalment of rates remaining unpaid after the due date, on 25 August, 2021; of the second instalment of rates remaining unpaid after the due date, on 01 December, 2021; of the third instalment of rates remaining unpaid after the due date, on 02 March, 2022; and of the fourth instalment of rates remaining unpaid after the due date, on 25 May, 2022.

Hocart/Rāpihana **Carried**

Against: Howe

4. RISK REPORT p94

Glen McIntosh spoke to the report. He noted that the report covers off the risk that staff see in pursuing development in Hukutaia.

The Chief Executive Officer stated that there are risks in what could go wrong; however doing nothing is also a risk. She added that Ōpōtiki District Council is head of the queue for the Government's Infrastructure fund funding.

Glen McIntosh that there is potential for Council to set the direction. If aggregation occurs and we lose control of our The Waters, the approach of the new entity will be that they will carry on with whatever is already underway, unless there is good reason not to.

Bevan Gray expanded on the 'do nothing' risk. He referred to the Council workshop on affordability, noting that the issue with affordability is Ōpōtiki is between the two rivers. The only way that can be alleviated is through growth and raising median incomes. Otherwise, you need to grow 80 properties per year.

Councillor Howe did not believe Hukutaia was about affordability as he was of the opinion that million dollar houses will be constructed there. He stated that the development of Hukutaia will not meet the demand for the type of housing projects Ōpōtiki needs.

RESOLVED

(1) That the report titled "Risk Report" be received.

(2) That Council direct staff to proceed with the mitigation activities captured within this report.

(3) Council staff proceed with a closed tender process for the concept design and optioneering contract, as part of the three waters reform funding and delegate award to the Chief Executive Officer.

(4) That staff bring a report to the next Council meeting on governance options.

Browne/HWTM **Carried**

Abstained: Nelson

The Chief Executive Officer extended thanks to Glen McIntosh for the work he has done whilst acting Group Manager Engineering and Services.

The Strategic Development Manager entered the meeting at 10.00am.

5. ANIMAL CONTROL – UPDATE ON ROAMING HORSES WITHIN ŌPŌTIKI TOWNSHIP p104

Deputy Mayor Browne alluded to a recent meeting between some Councillors and responsible horse owners. She asked that the vacating date for those currently occupying Council reserve land by Peria House be moved out from 1 July to allow for a meeting with all horse owners.

The Chief Executive Officer advised that this discussion is only about horses grazing on Council land. Council does not have the staffing resources at present and the resolutions from the last meeting are being implemented.

The Group Manager Planning and Regulatory queried what responsible horse owners have been doing to improve the situation as nothing has changed. He acknowledged that there are different groups and Council cannot favour one group of owners over another.

Councillor Howe said there was an offer from a group in the community to endeavour to get a stable solution to the horse problem in town. He gathered the Group Manager Planning and Regulatory was saying that Council should ban horses from Council properties now.

The Group Manager Planning and Regulatory responded that Council has already resolved to ban horses from Council reserves.

Councillor More stated he was happy with the decision already made by Council, noting that the situation has worsened. He added that Councillors need to know about staffing as in the past Council has had contractors. Councillor Moore queried if the matter could be put into a referendum at the next election. He acknowledged that two staff is not enough.

The Chief Executive Officer said there is risk. If Council wants to extend the date out from 1 July then the risk is on Councillors and staff cannot manage that.

Councillor Howe was keen to give the group who have offered to assist in obtaining a solution a go. It is better to work with the horse owners and give them a chance to get a resolution on the horse problem. If they are unable to provide a solution, then go in 'hard ball'.

The Group Manager Planning and Regulatory noted that Council cannot transfer its responsibility to anyone under the Health and Safety at Work Act.

In response to a query, the Group Manager Planning and Regulatory stated Police will assist but they are not the lead agency and do not have the resources.

Councillor Rāpihana thought that acquiring extra resource should have been put out for tender. Although he voted for the increase in the Animal Control budget, he accepted that at this time Council cannot afford it. There have been years of neglect by this Council to ensure staff have the qualifications and at some stage Council is going to have to take responsibility and put money towards Animal Control. He noted that dogs are also a problem.

Councillor Hocart said she would like to see the horse owner group have a chance to get a solution, for a period of shorter than three months, but be aware of Council being responsible. She thought the Regional Council should also be involved.

Her Worship the Mayor did not want to put the Council at risk.

Councillor Nelson agreed with the thoughts expressed by Councillor Howe, but was aware this is is a Health and Safety issue.

Councillor Howe moved that the community form a horse responsibility group to resolve Ōpōtiki's ongoing roaming horse issue within one month.

MOTION

Moved: Howe

Seconded: Hocart

That the community form a horse responsibility group to resolve Ōpōtiki's ongoing roaming horse issue within one month.

The motion was PUT and CARRIED

RESOLVED

That the community form a horse responsibility group to resolve Ōpōtiki's ongoing roaming horse issue within one month.

Howe/Hocart **Carried**

Against: HWTM, Moore

As there was some concern from staff that the resolution just made was not in accordance with Standing Orders, the meeting adjourned for morning tea at 10.32am, to give staff time to look further at the validity of the procedure leading to the resolution.

The meeting reconvened at 10.43am. The Group Manager Engineering and Services and Glen McIntosh did not rejoin the meeting at this time.

The Chief Executive Officer stated that for transparency, agenda items require proper notification, advertising, a report containing advice and recommendations. Where there are meetings held outside of the Council meeting forum it causes problems. The resolution just made cuts across the resolution passed on 1 June 2021, and has been made without prior notice in the public arena.

The Chief Executive Officer further stated that the Group Manager Planning and Regulatory has a possible solution to the two resolutions which are not quite in line with each other.

The Group Manager Planning and Regulatory stated that in relation to the Peria House paddocks, the time for verbal leases could be extended while Council goes out to tender for leases which could come back to Council in August. He noted that this is only for the Peria House paddocks, not the stop bank on which grazing is prohibited.

RESOLVED

(1) That the report titled "Animal Control – Update on Roaming Horses Within Ōpōtiki Township" be received.

Rāpihana/Hocart **Carried**

Mike Fletcher and Warren Goslett left the meeting at 10.58am.

6. RESOLUTION TO EXCLUDE THE PUBLIC p114

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:

7. Property Matter.

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
7.	**Property Matter**	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:

7.	Protect the privacy of natural persons Protect information (commercial sensitivity)	Section 7(2)(a) Section 7(2)(b)(ii)

Rapihana/Hocart **Carried**

The Group Manager Planning and Regulatory left the meeting at 10.58am.

(1) That the resolutions made while the public was excluded be confirmed in open meeting.

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

Browne/Rāpihana **Carried**

RESOLVED

(1) That the report titled "Property Report" be received.

(2) That in respect of Lots 9 and 10, 109 Church Street, Council agrees to proceed with Option 2.2:

Delegate to staff the ability to enter into a heads of agreement with some, but not all of the prospective tenants, and continue marketing the property.

3. That in respect of 107 Church Street, Council agrees to proceed with Option 3.1:

Delegate to staff the ability to negotiate and enter into a lease agreement with Hospice.

Hocart/Moore **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.29AM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE COUNCIL HELD ON 24 AUGUST 2021

L J RIESTERER

HER WORSHIP THE MAYOR

MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE RUNANGA O TE WHANAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 4 MAY 2021 AT 10.05AM

PRESENT:

Louis Rāpihana (Chairperson)
Mike Collier
Allen Waenga

IN ATTENDANCE:

Peter Bridgwater (Chief Financial Officer)
Teri Curtis (Executive Support Officer)
Gae Finlay (Executive Assistant and Governance Support Officer)

Mayor Lyn Riesterer

The Chairperson opened the meeting with a karakia and extended a warm welcome to everyone.

APOLOGIES

Jack Parata, Gail Keepa

RESOLVED

(1) That the apologies be sustained.

Collier/Waenga **Carried**

PUBLIC FORUM

Nil

1. MINUTES – COAST COMMUNITY BOARD MEETING 23 MARCH 2021 p3

RESOLVED

(1) That the minutes of the Coast Community Board meeting held on 23 March 2021 were confirmed as a true and correct record.

Waenga/Collier **Carried**

2. ACTION SCHEDULE **p13**

The Harbour Project Programme Planner is yet to organise a Harbour visit for the Coast Community Board members with the Whakatōhea Māori Trust Board.

RESOLVED

(1) That the Action Schedule be received.

Rāpihana/Waenga **Carried**

3. COAST INITIATIVES FUND **p15**

RESOLVED

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

Rāpihana/Waenga **Carried**

4. LONG TERM PLAN SUBMISSION **p20**

A draft submission to Councils Long Term Plan was tabled.

The Chief Financial Officer spoke to housing/rates/rate rebate queries. There was also discussion regarding substantial Māori title land at the Cape that could be utilised as a Sports/Events venue for the community. It presents an opportunity to work with the community, monitor progress and reflect on the model used as a sustainable one to roll out for other projects. Mana of the land stays with the owners of the land. Effectively, it's been set aside for the Hapū. The Board queried how Council could assist with this process e.g. engineering advice.

The Chief Financial Officer will look into how Council can support the project.

The Board agreed to make an addition to the tabled draft submission to Councils Long Term Plan by adding in the following:

The Coast Community Board would like to seek support from Council for the establishment of a Rugby Park/Event Centre in partnership with Te Whānau a Kauaetangohia (Whangaparāoa) and the lands trust to help support the 80+ tamariki and adults that train for Rugby and other sports activities on the Coast.

Mike Collier left the meeting at 10.19am and returned 10.21am.

RESOLVED

(1) That the "Long Term Plan Submission" be received.

(2) That the Board make a submission to the Opotiki District Council Long Term Plan in the form tabled with the additional wording agreed to.

Collier/Waenga **Carried**

5. ŌPŌTIKI WORKFORCE DEVELOPMENT CO-ORDINATION - UPDATE p22

The Chair of the Coast Community Board praised the Workforce Development Coordinator for all the work she has done in this area, she is a great asset to Ōpōtiki.

RESOLVED

(1) That the report titled "Ōpōtiki Workforce Development Co-ordination – Update" be received.

Waenga/Collier **Carried**

6. RESOLUTION TO EXCLUDE THE PUBLIC p27

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:

7. Confirmation of In-Committee Minutes – Coast Community Board Meeting 23 March 2021.

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
7.	**Confirmation of In-Committee Minutes – Coast Community Board Meeting 23 March 2021.**	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:

7.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)

Rāpihana/Waenga **Carried**

RESOLVED

(1) That the resolutions made while the public was excluded be confirmed in open meeting.

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

Rāpihana/Collier **Carried**

RESOLVED

(1) That the In-Committee Minutes of the Coast Community Board meeting held 23 March 2021 be confirmed as a true and correct record.

Collier/Waenga **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.00AM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE COAST COMMUNITY BOARD HELD ON TUESDAY, 15 JUNE 2021.

LOUIS RĀPIHANA
CHAIRPERSON
COAST COMMUNITY BOARD

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE RUNANGA O TE WHANAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 15 JUNE 2021 AT 10.00AM

PRESENT:

Louis Rāpihana (Chairperson)
Mike Collier
Allen Waenga

IN ATTENDANCE:

Tanya Moore (Acting Executive Support Officer)

Mayor Lyn Riesterer

The Chairperson opened the meeting with a karakia and extended a warm welcome to everyone.

APOLOGIES

Gail Keepa

RESOLVED

(1) That the apologies be sustained.

Waenga/Collier **Carried**

PUBLIC FORUM

Nil

1. MINUTES – COAST COMMUNITY BOARD MEETING 4 MAY MARCH 2021

RESOLVED

(1) That the minutes of the Coast Community Board meeting held on 4 May 2021 were confirmed as a true and correct record.

Waenga/Collier **Carried**

2. ANGLICAN CHURCH OF RAUKŌKORE RESTORATION AND PRESERVATION TRUST

This item was not tabled. Kevin Winters will be here for the August meeting.

3. ACTION SCHEDULE

Item 1: Coast by Nature Signs

The Coast Community Board are funding the sign.

Item 2: Parekura Hei Road

Progress is good. If staff want records pertaining to this road, they can get in touch with Jack Parata, who is the main contact.

Item 3: Site Visit to the Harbour for Coast Community Board Members

The Harbour Project Programme Planner is yet to organise a joint Harbour visit for the Coast Community Board and members of the Whakatōhea Māori Trust Board.

Item 4: Funding for upgrade of Basketball Court

Louis talked to Paul O'Brien in the weekend. No funding has been paid out for the Basketball Court but the Court has been ordered.

RESOLVED

(1) That the Action Schedule be received.

Waenga/Collier **Carried**

4. COAST INITIATIVES FUND

The Chair will be attending the LGNZ Te Maruata meeting which is tagged onto the LGNZ conference in July. Allen Waenga moved a motion that the registration fee for the LGNZ conference be covered from the Coast Initiatives fund.

MOTION

Moved: Waenga

Seconded: Collier

The registration fee for Louis Rāpihana to attend the LGNZ Conference in Blenheim in July 2021 be covered from the Coast Initiatives Fund.

RESOLVED

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

Rāpihana/Waenga **Carried**

(2) That the Coast Community Board approve funding of $2000 for the Chair of the Coast Community Board to attend the LGNZ Conference in July 2021. The Chair will write and submit a Report at the end.

Waenga/Collier **Carried**

5. ŌPŌTIKI WORKFORCE DEVELOPMENT CO-ORDINATION - UPDATE

Mayor Riesterer reported that a training programme involving career direction, training and licencing for 18-30year-olds has been established on the Coast. Te Whānau-a-Apanui have an agreement with Te Kaha Gold (led by Donna Perese) to run the training programme on the Coast. It is noted that it is important to cover the entire district with training, with the funding we have.

Te Kaha Gold has a current contract with Mayors Taskforce for Jobs to research and deliver a report about future training requirements for industry up the Coast as the basis for future funding applications, and to identify businesses and rangatahi that might be eligible for MTfJ subsidies.

These subsidies are to encourage businesses and companies to create new roles for people under 30 years, and upskill them.

RESOLVED

(1) That the report titled "Ōpōtiki Workforce Development Co-ordination - Update" be received.

Rāpihana/Waenga **Carried**

6. I-SITE MANAGERS UPDATE

Matariki update. Louis will share this on Facebook and with people in the community. Discussion with Ōpōtiki Councils Finance Manager regarding the Coast Community Board budget for events on the coast and policy changes would be beneficial.

Congratulations to i-Site on the great work with the Matariki event coming up for the community.

RESOLVED

(1) That the report titled "I-Site Managers Update" be received.

Rāpihana/Waenga **Carried**

GENERAL BUSINESS

Te Kaha has vaccinated 1210 people which is huge for the district. More vaccines are coming and will be opened up in Whakatōhea for people to be vaccinated there.

The Whanarua Bay Recreation Reserve will be transferred to Te Whānau-ā-Apanui (via the Crown) and a joint administering body will be formed between Iwi and Council to administer and manage the reserve. The development of the Reserve Management Plan will focus on resolving access arrangements.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.52AM

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE COAST COMMUNITY BOARD HELD ON TUESDAY, 15 JUNE 2021.

LOUIS RĀPIHANA
CHAIRPERSON
COAST COMMUNITY BOARD

(Obj: A249132)

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL RISK AND ASSURANCE COMMITTEE MEETING HELD ON WEDNESDAY, 6 APRIL 2021 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 2.03PM

PRESENT:

Arihia Tuoro (Chairperson)
Councillor Debi Hocart
Councillor Steve Nelson

IN ATTENDANCE:

Deputy Mayor Shona Browne
Councillor David Moore

Aileen Lawrie (Chief Executive Officer)
Bevan Gray (Finance and Corporate Services Group Manager)
Greg Robertson (Chief Financial Officer)
Peter Bridgwater (Accountant)
Kris Spencer (Senior ICT Technician)
Gae Finlay (Executive Assistant and Governance Support Officer)

GUEST:

Leon Pieterse (Audit New Zealand)

APOLOGY

Mayor Riesterer.

RESOLVED

That the apology be sustained.

Hocart/Nelson **Carried**

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

The Chairperson and Councillor Nelson declared an interest in Item 3 (Hukutaia Growth Area Risk Report) as they are property owners in the Hukutaia area.

PUBLIC FORUM

Nil.

1. MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 10 FEBRUARY 2021 p5

RESOLVED

(1) That the minutes of the Risk and Assurance Committee meeting held on 10 February 2021 be confirmed as a true and correct record.

Tuoro/Nelson **Carried**

2. RISK AND ASSURANCE ACTION SHEET p10

The Chief Financial Officer spoke to the Action Sheet items which have been completed.

Superusers

The Datacom users have been retained – contractor Emily and the Chief Financial Officer.

Leon Pieterse stated that this will be followed up during the next interim audit. If the Risk and Assurance Committee is comfortable with where it has ended up and accept any residual risk, the item will probably be closed.

Purchase Order System

The Chief Financial Officer stated that he is comfortable where the Purchase Order system is at, adding that the system is constantly monitored to seek to improvement where a Purchase Order is done after the purchase.

Leon Pieterse noted that Audit raise issues to get Council to best practice. The Purchase Order system will be looked at during the interim audit.

The Chief Financial Officer advised that a new system has been introduced for credit card and New World card purchasing. Authorisation is now done through a Smartsheet system. The Chief Financial Officer further advised that the tolerance level for Purchase Orders is being reduced.

The Finance and Corporate Services Group Manager stated that contract payments are done through the Contracts Module.

Conflicts of Interest

The Chief Financial Officer said although it took longer than anticipated to get all of the completed from back from the Coast Community Board members, this is now an item that can be closed off.

The Chairperson, as mover, moved that an addition clause be added to the recommendation to confirm that the Risk and Assurance Committee approves the items noted as complete. This was agreed to by the seconder.

Leon Pieterse stated that the focus of Audit will be:

- Capital works delays
- Central Government funding
- NZTA funding
- Critical asset conditioning.

The Finance and Corporate Services Group Manager advised that in relation to project management, Council has Ian Morton working with its teams to develop some project management frameworks and processes, together with project management software tools to ensure Council gets the most out of its resourcing and any slippages in projects are identified. A number of the projects in Year 1 of the LTP are already in the project management framework.

The Chief Executive Officer referred to Government funded and ratepayer funded capital works and stated that that Council needs to get on with spending Government funding as Government will be looking to take back some funding around the country. In relation to ratepayer funded capital works, Council has rated for the impacts, hence rated unnecessarily.

The Chief Executive Officer advised that Council's new Engineering and Services Group Manager commences on 1 July 2021. She noted that capital projects are reported in the Quarterly Report which shows how Council's spend is going, along with any issues.

RESOLVED

(1) That the Risk and Assurance Action Sheet be received.

(2) That the Risk and Assurance Committee approves the items noted as complete.

Tuoro/Nelson **Carried**

3. HUKUTAIA GROWTH AREA RISK REPORT p12

The Chief Executive Officer passed on an apology from the Engineering and Services Group Manager (Acting). She said that the proposed Hukutaia project is the biggest project Council has ever undertaken. Sewerage is highly technical and technicians can have different opinions. The sewerage system project had an advisory group with an independent engineer on that group. The Hukutaia project is more complicated. There is some uptake in Government around housing and Council is aware of an Infrastructure Fund to be announced.

The Chairperson referred to a recommendation from the last Risk and Assurance Committee meeting that Council consider the implementation of an oversight committee.

The Chief Executive Officer advised that the recommendation will go to the April Council meeting. She added that when this goes back to Council there will need to be an outline of the project and what sort of governance or project management should sit over it.

The Finance and Corporate Services Group Manager noted that mitigating as much of the risk as possible needs to be ensured, e.g. capturing actions on the Action Sheet with some possibly assigned to a Steering Group to mitigate.

During a discussion Committee members and Councillors present made comment and raised questions as follows:

- Lack of demand is a big risk
- The project is high risk with a lot of it being hypothetical
- More information is needed, along with engaging with a lot more people
- If development at Hukutaia was identified in the last District Plan, there could have been development already
- Are the sewerage ponds able to cope?
- Do people want to sell their land?
- Will a developer pick it up?
- What will the cost be to the ratepayer?
- Rural land is hard to develop and that will be a big hurdle.

The Chief Executive Officer said it is known that Ōpōtiki is several hundred houses short. However, there is no report to point to. A document with some expert input and data, which we are comfortable with,

is needed before going ahead with a major project like this. Some thought needs to go into scoping and the type of expertise needed. There are a number of people who can assist with writing up a Project Plan and think about the governance of the project.

The Chief Executive Officer further said she will be interested in feedback from Councillors so that a collective view to plan and move forward can be developed.

The Finance and Corporate Services Group Manager stated that Council has to ensure it has the budget and has considered the design process in Year 1. That will involve talking to the community and developers. Council does not have the commitment but is confined to the LTP process.

The Chief Executive Officer suggested that a start be made on a Business Case for when the Infrastructure Fund comes out in July. She added that end treatment and the consent process need to be built into the technical project.

The Chairperson thanked staff for their input into the report.

RESOLVED

(1) That the report titled "Hukutaia Growth Area Risk Report" be received.

(2) That the Committee recommends to Council that mitigation measures outlined in the appended report (and any other as deemed necessary) be considered and formalised into an action plan, and responsibility for implementation assigned.

Hocart/Nelson **Carried**

4. IT RISK AND ASSURANCE REPORT p25

RESOLVED

(1) That the report titled "IT Risk and Assurance Report" be received.

Tuoro/Hocart **Carried**

5. KOHA REPORT p37

RESOLVED

(1) That the report titled "Koha Report" be received.

Tuoro/Hocart **Carried**

6. RESOLUTION TO EXCLUDE THE PUBLIC p61

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:

7. Confirmation of In-Committee Minutes – Risk and Assurance Committee Meeting 10 February 2021.

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
7.	**Confirmation of In-Committee Minutes – Risk and Assurance Committee Meeting 10 February 2021**	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:

7.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii)

Hocart/Nelson **Carried**

RESOLVED

(1) That the resolutions made while the public was excluded, be confirmed in open meeting.

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

Tuoro/Nelson **Carried**

RESOLVED

(1) That the in-committee minutes of the Risk and Assurance Committee meeting held on 10 February 2021 be confirmed as a true and correct record.

Hocart/Tuoro **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.35PM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD ON 16 AUGUST 2021

PHILIP JONES
CHAIRPERSON

Regional Transport Committee

Open Minutes

Commencing: Wednesday 9 June 2021, 1:00 pm

Venue: Regional House Chambers, 1 Elizabeth St, Tauranga

Chairperson: Cr Lyall Thurston - Bay of Plenty Regional Council

Deputy Chairperson: Cr Jane Nees - Bay of Plenty Regional Council

Members: Mayor Garry Webber - Western Bay of Plenty District Council, Deputy Mayor Andrew Iles – Alternate, Whakatāne District, David Speirs – Director Regional Relationships, Waka Kotahi NZ Transport Agency, Mayor Steve Chadwick - Rotorua Lakes Council (via Zoom), Commissioner Stephen Selwood, Alternate – Tauranga City Council (via Zoom), Cr Norm Bruning – Alternate, Bay of Plenty Regional Council

In Attendance: Bay of Plenty Regional Council: Fiona McTavish – Chief Executive, Namouta Poutasi – General Manager, Strategy and Science, James Llewellyn – Transport and Urban Planning Manager, Lorraine Cheyne – Senior Transport Planner, Rachel Pinn – Contractor, Cr Andrew von Dadelszen (via Zoom), Cr Paula Thompson (via Zoom), Cr Crosby (via Zoom), Amanda Namana – Committee Advisor

External: Inspector Brent Crowe – Road Safety Advisor, NZ Police, Member; Dan Kneebone – Port Advisor, Port of Tauranga; Glen Crowther – Environmental Sustainability Advisor; John Galbraith – Freight Advisor (via Zoom), Cr Don Thwaites – Western Bay of Plenty District Council

Apologies: Chairman Leeder – Ex-Officio, Bay of Plenty Regional Council, Commissioner Anne Tolley – Tauranga City Council Chair, Mayor Judy Turner - Whakatāne District Council, Mayor Lyn Riesterer - Ōpōtiki District Council, Cr David Moore – Alternate, Ōpōtiki District Council, Deputy Mayor David Donaldson – Alternate, Rotorua Lakes Council

Please note that this meeting was recorded via Zoom and is available on Council's YouTube channel for viewing: https://www.youtube.com/watch?v=FgOZSz9A1dA

1. Apologies

Resolved

That the Regional Transport Committee:

1 Accepts the apologies from Chairman Leeder – Ex-Officio, Bay of Plenty Regional Council, Commissioner Anne Tolley – Tauranga City Council Chair, Mayor Judy Turner - Whakatāne District Council, Mayor Lyn Riesterer - Ōpōtiki District Council, Cr David Moore – Alternate, Ōpōtiki District Council and Deputy Mayor David Donaldson – Alternate, Rotorua Lakes Council tendered at the meeting.

Thurston/Webber
CARRIED

2. Public Forum

2.1 Cr Don Thwaites – Western Bay of Plenty District Council

Tabled Document 1 - Public Forum - Cr Don Thwaites: Objective ID A3827379 ⇨

Key Points:

- Had been a member of the Regional Transport Committee (RTC) during the 2018 Regional Land Transport Plan (RLTP) process
- Was a member of the Ōmōkoroa Community Board
- Provided a historic map showing options of a Bethlehem bypass
- Expressed frustration over the ministerial announcement on 4 June 2021, where central government would no longer fund Takitimu Northern Link (TNL) Stage 2, from Te Puna to Ōmōkoroa
- This critically affected two major intersections at Ōmōkoroa and Whakamarama which remained a high priority.

3. Declaration of Conflicts of Interest

None declared.

4. Minutes

Minutes to be Confirmed

4.1 Regional Transport Committee Minutes - 19 February 2021

Matters Arising

Mayor Webber – Western Bay of Plenty District Council expressed displeasure at the amended priority weightings.

Resolved

That the Regional Transport Committee:

1 Confirms the Regional Transport Committee Minutes - 19 February 2021 as a true and correct record.

Iles/Nees
CARRIED

5. Reports

5.1 Chairperson's Report

Transport and Urban Planning Manager James Llewellyn presented this item.

Key Points:

- The Public Transport Operating Model (PToM) review aimed to:
  - Understand barriers to delivery of zero emission buses
  - Consider how to protect drivers' wages and conditions and therefore make bus driving a more attractive career
  - Look at how the different roles and relationships within the public transport industry could work better
  - Consider whether reasons for exempt services under PToM needed to be changed and also how on-demand services would be treated under PToM

Key Points - Members:

- An increasing area of concern was driver and public safety on buses.
- Needed to get a comparative analysis of hourly rates compared to working conditions.

In Response to Questions:

- The preference was that the PToM review would provide a contractual framework with flexibility to implement the types of services and vehicles that were appropriate to the network
- The submission compiled for PToM needed to clearly outline issues and challenges in relation to driver and public safety on buses, and address the importance of investment in security measures.

Resolved

That the Regional Transport Committee:

1 Receives the report, Chairperson's Report.

Thurston/Iles
CARRIED

Decisions Required

5.2 Waka Kotahi Quarterly Update - June 2021

Presentation: Waka Kotahi Quarterly Update: Objective ID A3811425 ⇨

Key Points:

- Changes announced by central government to the New Zealand Upgrade Programme (NZUP) had impacted Stage 2 of the TNL project, which would now only progress with route protection. Anything beyond this would need to go through the National Land Transport Programme (NLTP) process. With guidance from Minister of Transport Hon Michael Wood, staff were looking at a range of options for the Ōmōkoroa intersection and would seek to progress these as a variation through the

NLTP. The specimen design currently in place would continue to be worked upon as it was still considered the best option
- The Rightcar website had been updated to include price ranges of cars and driver safety, and encouraged people to buy the safest, cleanest car they could afford
- The likelihood of death or injury in cars that had low safety ratings (1 or 2 stars) was high compared to accidents occurring in a 5 star rated vehicle
- Highlighted that the One Network Framework was progressing more quickly than expected
- There had been a high level of interest in the Tauriko for Tomorrow engagement
- State Highway 2 (SH2) to Wainui Road safety improvements project had created 15 full time jobs for local people to date.

Key Points - Members:

- Acknowledged local hapū and iwi for their cooperation and consideration to the SH2 to Wainui Road safety improvements within a relatively tight timeframe.

In Response to Questions:

- Looking at alternative funding options and streams was ongoing work, particularly with the move from cars to other modes of transport.

Items for Waka Kotahi Follow Up:

- Provide details on the level of support from the public for the various options that were provided in the Tauriko for Tomorrow engagement.

Resolved

That the Regional Transport Committee:

1 Receives the report, Waka Kotahi Quarterly Update - June 2021;

Speirs/Chadwick
CARRIED

2 Requests Waka Kotahi provide the weightings that were used through the analysis of the NZUP funding to the committee;

Webber/Nees
CARRIED

3 Expresses collective regret that a proposed route development deferral will impact upon the effective workings of the committee.

Chadwick/Selwood
CARRIED

David Speirs **abstained** from voting on resolution 3

5.3 Endorsement of the 2021 - 2031 Regional Land Transport Plan

Presentation: Regional Land Transport Plan Endorsement: Objective ID A3828589

Transport and Urban Planning Manager James Llewellyn, Contractor Rachel Pinn and Senior Transport Planner Lorraine Cheyne presented this item.

Key Points:

- The main challenge was availability of funds, which was caused by a range of factors, particularly the impacts of Covid-19 on Waka Kotahi revenue
- The Bay of Plenty Regional Advisory Group (RAG) included officers from all territorial authorities, along with Waka Kotahi and scored the various activities against the RLTP objectives. The score allocated to the projects was equally important to the weightings placed on the prioritisation criteria. The scores moderated and agreed to by the RAG were first compared with the evidence available around the contribution of each of the activities to the various investment objectives. The final score was then calculated using the prioritised weightings
- Understanding the inter-dependencies of each project significantly strengthened the process as it provided a view of how the prioritised list fit together
- Outlined how each different scenario produced a different prioritised list of activities. Any change to the scenarios had an impact on project sequencing and inter-dependencies
- Noted that Scenario 4 had been added by the RLTP Hearings Subcommittee to consider a higher percentage weighting for integrated freight and regional resilience (correction to page 33 of the agenda – Scenario 4 should read 25% climate change, 30% safety, 15% integrated freight and regional resilience and 30% better travel options)
- The weightings in Scenario 1 were overall reflective of support from public submissions, RAG and Waka Kotahi, along with alignment to the GPS and the climate emergency declared. The weightings also reflected key initiatives such as Urban Form and Transport Initiative (UFTI), Transport Spatial Plan (TSP) and some of the priority activities in Rotorua and Eastern Bay of Plenty for a good balance between sub-regions
- Staff would undertake a 'lessons learned' review in July/ August 2021, i.e. an opportunity to understand how to improve the process in the future.

Key Points - Members:

- One of the issues with early objective weightings which reflected 35% for freight and regional resilience and 15% for better travel options was that they were inconsistent with the Government Policy Statement (GPS). Scenario 4 was put forward at the RLTP deliberations meeting on 28 May 2021 with an increased weighting on freight but was found to push projects out of sequence and affect critical inter-dependencies
- Although it was evident from submissions that there was strong support for the strategy, considered that this better reflected support of the overall objectives of the strategy, which were broader than the GPS criteria
- Emphasised that the Bay of Plenty was not an urban region, but a rural provincial region, therefore public transport would not resolve the roading and transport issues
- Reducing speed on its own was not the solution to making roads safer in the region
- The RTC had a role in influencing policy going forward, using regional advocacy on integrated transport
- Along with priority freight, a strong emphasis on business and commercial trips needed to be recognised.

In Response to Questions:

- Response letters to submitters would be sent out after the adoption of the RLTP by Council on 24 June 2021
- In general, the challenge with rail was that the responsibility lay with KiwiRail – whilst councils could lobby for a rail network, they were not responsible for planning, funding or delivery
- Relatively frequent buses provided in Tauranga and Western Bay of Plenty struggled for patronage, so better use must be made of existing investment before consideration of additional services into the network
- No decision had been made yet by the Public Transport Committee on whether to change from the hub and spoke model, however this would be reviewed over the next couple of years as part of further optimisation and business case work
- Noted that in order to receive funding from Waka Kotahi for projects over $2m, a business case must be prepared.

Items for Staff Follow Up:

- As funding had been withdrawn from TNL Stage 2, a footnote needed to be added to explain the reason for shifting this from Table 16 of the RLTP to the list of significant activities that were not funded or prioritised.

3:07 pm - The meeting **adjourned** and Mayor Chadwick **withdrew** from the meeting.

3:20 pm – The meeting **reconvened.**

Resolved

That the Regional Transport Committee:

1 Agrees to write to the Minister of Transport noting the importance of Ōmokoroa Intersection and Takitimu Northern Link Stage 2 and requesting consideration of solutions and NLTF funding as soon as possible, including the potential for a variation to the NLTP;

Nees/Webber
CARRIED

David Speirs **abstained** from voting

2 Receives the report, Endorsement of the 2021 - 2031 Regional Land Transport Plan;

Thurston/Nees
CARRIED

3 Notes the public consultation submissions received;

Nees/Webber
CARRIED

4 Supports the recommendations of the Regional Land Transport Hearings Sub-Committee in relation to the prioritisation of significant activities;

Iles/Nees
CARRIED

Mayor Webber **opposed** the motion

5 Endorses the Regional Land Transport Plan 2021-2031 as recommended by the RLTP Hearings subcommittee for submission to Regional Council;

Thurston/Nees
CARRIED

Mayor Webber **opposed** the motion

6 Delegates to the General Manager, Strategy and Science authority to make minor numerical, editorial or presentational amendments prior to final publication, including correction of the status of the Takitimu Northern Link Stage 2: Ōmōkoroa to Te Puna in Table 16: Significant expenditure on activities not funded from the NLTF, in the RLTP and movement to Development of the Bay of Plenty Transport Programme.

Nees/Thurston
CARRIED

5.4 Land Transport Rule: Setting of Speed Limits 2021 consultation

Presentation: Speed Management Plan: Objective ID A3828588

Transport and Urban Planning Manager James Llewellyn presented this item.

Key Points:

- The key issue for the committee was the extent to which they considered this was an issue best dealt with at a regional level
- Noted concerns over the way the process was set out and the potential for duplication for a significant amount of coordination work.

Key Points - Members:

- Setting speed limits should continue to be undertaken by each road controlling authority (RCA) in their own areas
- The additional cost that would be incurred could be cumbersome for the committee to manage, therefore was supportive of Waka Kotahi seeking different ways to coordinate across district boundaries
- Supported the letter for raising concerns as this added an unnecessary layer of complexity and it was unclear which problem was attempting to be solved.

In Response to Questions:

- For the amount of work this would entail, it was unknown what the benefit to RTC would be.

Resolved

That the Regional Transport Committee:

1 Receives the report, Land Transport Rule: Setting of Speed Limits 2021 consultation;

2 Notes the key issues and concerns summarised in this report.

3 Recommends that the attached letter be sent as part of the consultation submission;

4 Delegates approval of the Regional Transport Committee consultation submission to the Chair;

5 Confirms the decision has a medium level of significance as determined by the Council's Significance and Engagement Policy. Council has identified and

assessed different options and considered community views as part of making the decision, in proportion to the level of significance.

Nees/Iles
CARRIED

David Speirs **abstained** from voting**.**

6. Verbal Update Opportunity from Committee Members and Advisors

6.1 Verbal Updates from Committee Members and Advisors

Presentation: Update from New Zealand Police: Objective ID A3828586

Brent Crowe – Road Safety Advisor, New Zealand Police:

Key Points:

- The updated figure of road deaths for the year to date after Queens Birthday weekend was 145. Of these there were 21 deaths in the Bay of Plenty region. Provided a breakdown of vehicle user type, location and causation details for each sub-region
- Motorcycle accidents were an emerging trend for the Bay of Plenty, particularly the manner in which they were being operated e.g. aggressively and at excessive speed, lack of safety apparel/ protective gear
- Rural and state highway deaths were a prominent feature across the region
- 'Impairment' included alcohol, illicit or prescription drugs or fatigue
- An impaired driver operation in Western Bay of Plenty was run over four days in May 2021, yielding 180 prosecutions
- Another disturbing trend was inter-district travel, where people had been travelling significant distances in an impaired state, often with family or young children in the vehicle
- Fully supported the concept of speed management but consultation was crucial to get a consistent voice across the Bay of Plenty and noted that NZ Police were the end user as far as implementation / enforcement
- It was important to get speed management right and to be realistic, with in-depth evidence based speed limits set
- Having a sound reason for speed limits was crucial as without it, public trust and confidence were diminished which was a key priority for NZ Police
- Roadwork speeds also needed to be considered in a consistent approach to what was realistic, particularly over the weekends
- In the Bay of Plenty, the target for excessive speed was focused on the deliberate, reckless speeds that were endangering people's lives, rather than the 0-10 km excess
- It was important to take note of the investigations and the data, not just assuming major causes of serious crashes were speed related.

In Response to Questions:

- Every fatality and serious injury crash was attended by a highly trained serious crash analyst, with the investigation being very thorough and

recording all details relevant to the car, driver circumstances and environment.

Glen Crowther – Environmental Sustainability Advisor

Key Points:

- Outlined key findings related to transport from the Climate Change Commission:
  - Reinforcement of the need for compact communities
  - Plans to support substantially increased funding from central government for active and public transport
  - A move to reduce public transport fares (previously for children and community card holders - now suggested for everyone)
  - A move to congestion charging
  - Increased focus on rapid transit and frequent transport.

Dan Kneebone – Port of Tauranga Advisor

Key Points:

- Whilst the Port was continuing to see strong growth, a large portion corresponded with increased growth on rail and increased growth on trans-shipments
- Continuing with plans for a berth extension and had an application for resource consent had been lodged.

Deputy Mayor Andrew Iles – Whakatāne District Council

Key Points:

- Had received strong public support to undertake more work around the public transport system, particularly for the more isolated communities
- Reiterated the importance of a second bridge for Whakatāne as part of spatial planning.

Cr Jane Nees – Bay of Plenty Regional Council

Key Points:

- Outlined some of the decisions made by Council in the LTP:
  - Optimisation of the public transport network in the Western Bay of Plenty (WBOP)
  - Substantial work on upgrading Rotorua public transport network.
  - Funded study on decarbonisation of buses
  - Extended pilot for free fares for children in WBOP and extended the student trial to the Eastern Bay of Plenty to try and increase public transport uptake.

Mayor Garry Webber – Western Bay of Plenty District Council

Key Points:

- Expressed concern over the amount of maintenance funds being spent on local roads by territorial authorities in the region
- Requested a level of independence to the RLTP process review.

4.14 pm – the meeting closed.

CONFIRMED

Cr Lyall Thurston
Chairperson, Regional Transport Committee

Bay of Plenty Mayoral Forum

Open Minutes

Commencing: Friday 18 June 2021, 9.30 am

Venue: Taupō District Council Chambers, Level 1, 107 Heuheu Street, Taupō. (Upstairs above Jetts Fitness)

Chairperson: Deputy Mayor Christine Rankin – Taupō District Council (for this meeting)

Members:
Mayor Steve Chadwick – Rotorua Lakes Council
Mayor Judy Turner – Whakatāne District Council
Chairman Doug Leeder – Bay of Plenty Regional Council Toi Moana
Mayor Garry Webber – Western Bay of Plenty District Council
Mayor Lyn Riesterer – Ōpōtiki District Council
Mayor Malcolm Campbell – Kawerau District Council

In Attendance: Geoff Williams - Chief Executive Rotorua Lakes Council; Miriam Taris - Chief Executive Western Bay of Plenty District Council; Stephanie O'Sullivan - Chief Executive Whakatāne District Council (via Zoom); Fiona McTavish - Chief Executive Bay of Plenty Regional Council Toi Moana; Russell George - Chief Executive Kawerau District Council, Julie Gardyne – Deputy Chief Executive Taupō District Council

Chief Executive Nigel Bickle – Hastings District Council (presenting); Ernst Zollner – Ministry of Housing and Urban Development (attending via Zoom); Darren Toy – Kainga Ora (attending); Two Ministerial Advisors on behalf of Hon Dr Megan Woods (attending via Zoom); Dominic Lepa (attending via Zoom) for Ezra Schuster – Public Service Lead, Ministry of Education, Tone Nerdrum Smith – Committee Advisor Bay of Plenty Regional Council Toi Moana

Apologies: Commission Chair Anne Tolley and Marty Grenfell - Chief Executive – Tauranga City Council; Aileen Lawrie - Chief Executive – Ōpōtiki District Council, Mayor David Trewavas – Taupō District Council, Gareth Green - Chief Executive – Taupō District Council

The recording of this meeting can be accessed via this link https://youtu.be/10WTh_OEdfg

1. Opening Statement

An opening statement and welcome was provided by Deputy Mayor Christine Rankin – Taupō District Council, acknowledging those present, both at the venue and via Zoom.

Advised that the meeting was being recorded and that the recording would be uploaded to the Bay of Plenty Regional Council Toi Moana's website after the meeting.

Noted the strength and challenges currently facing Taupō, including the changes in international tourism due to Covid-19; increasing property costs and the lack of housing overall. However, Taupō had positioned itself well for domestic tourism, which was proving successful.

Some of the key projects currently underway in Taupō were:

- Transformation of the town centre (Shovel Ready Project)
- Destination playground development
- Restructure of the organisational arm of Taupō District Council.

2. Apologies

Resolved

That the Bay of Plenty Mayoral Forum:

1 Accepts the apologies from Commission Chair Anne Tolley and Marty Grenfell - Chief Executive – Tauranga City Council; Aileen Lawrie - Chief Executive – Ōpōtiki District Council, Mayor David Trewavas – Taupō District Council, Gareth Green - Chief Executive – Taupō District Council tendered at the meeting.

Webber/Turner
CARRIED

3. Items not on the Agenda

Mayor Chadwick requested that the following items be added to the Agenda for discussion at the end of the meeting:

- Wider Regional Facilities / Rail & Racecourse.

4. Minutes

Minutes to be Confirmed

4.1 Bay of Plenty Mayoral Forum Minutes - 12 March 2021

Resolved

That the Bay of Plenty Mayoral Forum:

1 Confirms the Bay of Plenty Mayoral Forum Minutes - 12 March 2021 as a true and correct record, subject to the following amendments:

- **In Attendance: Russell George incorrectly listed as Chief Executive Rotorua Lakes Council, change to Kawerau District Council.**

- **Apologies: Mayor Chadwick was present the entire meeting (no partial absence).**

Chadwick/Riesterer
CARRIED

5. Presentations

5.1 Hastings District Council - Housing Action Plan Presentation

Presentation Hastings District Council - Housing Action Plan PDF - Mayoral Forum 18 June 2021: Objective ID A3830947 ⇨

Presented by: Chief Executive Nigel Bickle – Hastings District Council.

Key Points:

- The current market driven economy, based on the highest return possible, did not support affordable housing
- Emphasized the importance of housing developments being suitable for future living and that they did not exacerbate existing issues
- Utilising rates as the only available funding lever did not work well in housing provision scenarios; alternative levers needed to be pursued
- A place-based entity for development of housing at a community level was being explored
- Long-term services and planning direction was currently not well defined in the Housing First model
- Papakāinga housing in Hastings was well established as its District Plan supported this style of housing, with the challenge being long term, sustainable funding streams
- There were significant social and economic disparities in the district
- Supply and demand was not aligned and the 500+ new builds in the district this year; would need to continue annually over the next ten years to cover the existing housing gap
- There was a significant shortage of builders nationwide which made development challenging
- Social procurement was actively applied, e.g. using local resources; encouraging inclusion of local apprentices etc.
- Different thinking in building practices was needed to make a genuine difference to the current supply issues, in particular in the timber industry
- Invited all to attend the housing open day in Hastings on Friday 6 August 2021.

Key Points - Members:

- Recognised the success achieved through the strong partnership between Council, Central Government and Iwi
- Important to recognise housing initiatives as return on investment, rather than a cost to Council
- Contestable funding was being allocated to Māori Housing by Central Government
- Housing initiatives such as this were in their nature the 'bottom of the cliff' interventions and the underlying causes needed to be addressed at a nationwide scale.

10.35am – The meeting **adjourned**.

10.55am – The meeting **reconvened**.

6. Verbal Updates

6.1 Housing: A Verbal Update by Each Mayor/Chair

Kawerau District Council – Mayor Campbell

Key Points:

- High occurrence of homelessness; 3-4 families per house; many living in garages
- The rapidly increasing property values made it challenging for first home buyers to enter the housing market
- Council had purchased the abandoned Talley site and created 100 sections for new builds
- New 29 unit retirement village was currently under construction. These units were sought after by local residents seeking to downsize from their residential properties
- Redundant soccer field of 5ha was being rezoned for housing purposes
- Noted that land was becoming scarce for new builds
- Kawerau Mill closure had meant a loss of 160 jobs
- Of the two motels in Kawerau, one was being used for social housing purposes.

Ōpōtiki District Council – Mayor Riesterer

Key Points:

- A significant number of people were living in unconsented facilities, i.e. cars/garages/sheds
- Had been promised some Kainga Ora housing over the next 18 months, and work undertaken by Council indicated an opportunity for infill development that could create approximately 220 new dwellings
- Had submitted a Housing Acceleration Fund application to enable development of surrounding, high-lying areas currently on septic tanks, in a partnership arrangement between Council and Whakatōhea Iwi
- By developing housing on higher ground/hills, requirements for climate change mitigation was significantly less than in lower-lying areas.

Rotorua Lakes Council – Mayor Chadwick

Key Points:

- Was the second Council to have a housing strategy approved by Central Government and noted the close partnership with Iwi
- Well supported by Government agencies in the emergency housing sector to ensure residents' safety and wellbeing when housed in motels
- Noted the general housing shortage, not limited to affordable/social housing

- Rotorua was a growth area and Council was now focusing on making greenfields available for residential development
- A co-operative approach between Central Government agencies, Local Government and iwi was generating positive outcomes
- Social wellbeing as an outcome should drive developments, rather than 'just' creating additional housing
- Recognised the increasing levels of complexity and costs in infrastructure investment, climate change mitigation etc.

Taupō District Council – Deputy Mayor Rankin

Key Points:

- Significant economic differences within the district
- Rezoning was not the main barrier to progressing developments, rather it was due to the increasing costs of the development itself
- Severe shortage of affordable housing both for rent and to own
- 1200 building consents had been issued in 2020, with the number of applications steadily increasing
- Noted the increase in property values and that the population growth in the area exceeded predictions
- A District Plan review was underway to ensure appropriate zoning was in place to accommodate growth through a number of housing options, e.g. papakāinga housing; pensioner housing etc.
- Concerned regarding the emerging issue of substandard housing being erected on Māori owned land where there was a lack of approved wastewater connections
- Recognised that there was no 'easy fix' to an increasing housing problem.

Western Bay of Plenty District – Mayor Webber

Key Points:

- Western Bay of Plenty was the fifth fastest growing area in New Zealand
- Land/property prices were increasing rapidly, and considered that Central Government intervention was required to achieve affordability
- District Plan changes meant temporary accommodation could be built on site at orchards for up to 200 seasonal workers
- Recognised generational unemployment as a significant issue in areas where industries were closing/down-sizing, e.g. the Norske Skog Mill in Kawerau, tourism ventures in Rotorua etc.
- Local and Central Government should apply all financial levers available to achieve positive outcomes
- Concerned regarding the protracted timeframes when councils were seeking to establish agreements with Kainga Ora in the establishment of affordable housing.

Whakatāne District Council - Mayor Turner

Key Points:

- Whakatāne had become a growth area over the last 18 months, which meant new and different interventions and initiatives were required
- Research indicated that one in ten college students did not know where they would sleep tonight; safe and reliable housing was a significant social issue

- There was a growing homeless population living in cars etc. who, for a number of reasons, were reluctant to interact with support services
- Growth indications estimated that up to 150 new dwellings per year would be required to meet demand
- Majority of current housing development were in the medium/high price range, rather than affordable
- Climate change mitigation was a significant consideration due to the coastal nature of the District
- Elder/social housing was challenging as councils were not recognised as accredited providers and accordingly not entitled to subsidies for repairs and maintenance. Council had as a result sold housing stock to accredited providers to ensure continued care for residents.

Bay of Plenty Regional Council Toi Moana – Chairman Leeder

Key Points:

- Noted that rather than providing housing, Regional Council's role was to address the consequences of housing issues/growth
- Main challenges in Western Bay of Plenty/Tauranga included integrating housing with public transport/carbon reduction requirements
- The lack of available land in Tauranga, and its topography, impacted on the opportunity for housing developments
- Prioritisation within the Regional Land Transport Plan was influenced by the National Land Transport Plan, and recent changes in Waka Kotahi NZ Transport Agency funding were causing concern.

6.2 Three Waters: Verbal Update by Miriam Taris – Chief Executive Western Bay of Plenty District Council

Key Points:

- Noted that the announcement regarding the Water Services Entities was yet to be released
- Recognised the ability for local authorities to actively participate in the reform process, and the strong working relationship with Department of Internal Affairs (DIA)
- Noted that the Three Waters reforms, RMA reforms and Local Government reforms were all currently in progress
- DIA was in charge of communication and consultation with Iwi
- Independent reviews indicated that the data gathered through the Request for Information process should be further explored to create a better understanding of the range of issues that needed to be addressed
- Transfer of water services to the new entities was currently not compulsory
- Both debt and funding reserves held by local authorities in their water service activity areas would be transferred to the new entity, as would existing funding mechanisms, e.g. user pay systems.

6.3 Future of Local Government Workshop - Rotorua - 14 June 2021

An opportunity to discuss the DIA organised Future of Local Government Workshop held in Rotorua on Monday 14 June 2021

Key Points – Members;

- The workshop had provided a forum for open, opportunity focussed discussion and the ideas generated would be distributed as part of the Local Government review
- Encouraged critical thinking around how Local Government had ended up in a position that required this review as well as the three waters reforms
- Access to sufficient funding was a recognised issue. Accordingly, the Local Government funding review that commenced in 2014 and had concluded that existing funding sources were adequate, had caused significant concern
- Recognised that not all local government entities had mismanaged their assets and that some authorities had invested significant funding to future proof their infrastructure. Conversely, other councils had kept rates/funding low, which meant assets were approaching end of life and associated debt was increasing
- There was a high level of complexity in transferring multiple-structured assets to a centralised entity
- The emerging partnership approach between central and local government should be fostered and form the basis for the way forward.

7. Reports

Information Only

7.1 Correspondence: Hon Dr Woods and Chairman Leeder - Housing Solutions - 9 April 2021

Noted the corresponded as included in the agenda.

7.2 Climate Change Monitoring Report

Fiona McTavish – Chief Executive Bay of Plenty Regional Council Toi Moana provided an outline of the report as included in the agenda.

8. Consideration of Items not on the Agenda

Mayor Chadwick – Rotorua Lakes Council provided a verbal update on the following new items:

Wider Regional Facilities/ Rail & Racecourse

- UNISA's focus tended to be on Auckland, Hamilton and Tauranga
- Local Government Caucus had visited Rotorua Lakes Council and thoughts around a wider regional approach to include Waikato, in particular in the context of light rail connectivity to Auckland, had generated interest

- Had discussed the possible establishment of a racecourse in the wider region, which as a regional facility could benefit the region
- Important that both regional and sub-regional opportunities for economic development be pursued.

9. Upcoming Meetings

Next Mayoral Forum to be held on Friday 15 October at Whakatāne District Council, commencing at 9.30am

10. Closing

Deputy Mayor Rankin acknowledged the meeting attendees and their engagement and contribution.

12.03 pm – the meeting closed.

CONFIRMED

DEPUTY MAYOR CHRISTINE RANKIN
TAUPŌ DISTRICT COUNCIL

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

Commencing: Friday 25 June 2021, 10:00am

Venue: Rotorua Lakes Council, Council Chambers, 1061 Haupapa Street, Rotorua

Chairperson: Cr David Love - Bay of Plenty Regional Council (BOPRC Toi Moana)

Members:

Rotorua Lakes Council (RLC): Mayor Steve Chadwick
Whakatāne District Council (WDC): Deputy Mayor Andrew Iles (Alternate)
Ōpōtiki District Council (ODC): Mayor Lyn Riesterer
Western Bay of Plenty District Council (WBOPDC): Mayor Garry Webber
Observer: Jenna Rogers – Manager, Analysis and Planning, National Emergency Management Agency (NEMA)

In Attendance:

Kawerau District Council (KDC): Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer
Emergency Management Bay of Plenty (EMBOP): Clinton Naude – Director; Lisa Glass – Senior Advisor, Communications; Andrea Thompson – Executive Assistant
Tauranga City Council (TCC): Barbara Dempsey – General Manager, Regulatory and Compliance
BOPRC Toi Moana : Chairman Doug Leeder (from 11:30 am); Sarah Omundsen – General Manager, Regulatory Services; Jessica Easton - Legal and Commercial Manager; Merinda Pansegrouw – Committee Advisor
WBOPDC: Miriam Taris – Chief Executive
WDC: David Bewley – General Manager Development and Environment Services

External: Marie Wisker – Partner, Chapman Tripp

Apologies: Deputy Chair Mayor Judy Turner (WDC); Deputy Mayor Shona Browne (ODC); Mayor Malcolm Campbell (KDC); Deputy Mayor David Donaldson (RLC); Commissioner Anne Tolley (TCC); Deputy Mayor Faylene Tunui (KDC); Commissioner Bill Wasley (TCC); NEMA Observer Jane Röllin.

1. Apologies

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1 Accepts the apologies from Deputy Mayor Shona Browne, Mayor Malcolm Campbell, Deputy Mayor David Donaldson, Commissioner Anne Tolley, Deputy Mayor Faylene Tunui, Mayor Judy Turner, Commissioner Bill Wasley and Observer Jane Röllin tendered at the meeting.

Chadwick/Webber
CARRIED

2. Declaration of Conflicts of Interest

None declared.

3. Minutes

Minutes to be Confirmed

3.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 19 March 2021

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1 Confirms the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 19 March 2021 as a true and correct record.

Love/Chadwick
CARRIED

4. Reports

4.1 Correspondence Received

Emergency Management Bay of Plenty Director Clinton Naude presented the report.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1. Receives the report, "Correspondence Received".

Webber/Chadwick
CARRIED

4.2 Bay of Plenty Civil Defence Emergency Management Group - Local Controllers and Recovery Manager Statutory Appointments

Tabled Document 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 25 June 2021: Objective ID A3851895 ⇨

Emergency Management Bay of Plenty Director Clinton Naude presented the report.

An updated *Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers* (refer page 34 of the agenda) was tabled at the meeting.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1 **Receives the report, Bay of Plenty Civil Defence Emergency Management Group - Local Controllers and Recovery Manager Statutory Appointments;**

2 **Approves the appointments of Mike Naude, Nigel McGlone and Sam Fellows as Local Controllers, Tauranga City Council for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27(1) of the Civil Defence Emergency Management Act 2002;**

3 **Rescinds the appointment of Julie Gardyne, Whakatāne District Council as Local Recovery Manager; and**

4 **Rescinds the appointment of Rowan Wallace, Tauranga City Council as Local Controller.**

Webber/Riesterer
CARRIED

4.3 Bay of Plenty CDEM Group Annual Plan 2021/2022

EMBOP Director Clinton Naude presented the report.

Key Points:

- Bay of Plenty CDEM Group Annual Plan 2021/2022 (Annual Plan) set out the key operational work-streams, projects and initiatives that were linked to the delivery of the strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2018-2023 (Group Plan)
- Confirmed that the draft Annual Plan had been workshopped with all local authorities
- The format used for the Annual Plan articulated the activities to be delivered by both local authorities and EMBOP
- Given the unpredictability of the operating environment, the Annual Plan needed to be fluid/flexible. EMBOP needed to be receptive to change, able to review and adapt priorities and efforts to best meet the needs of its communities
- Once completed, the implications of NEMA's Regulatory Framework Review "Trifecta" Programme still needed to be incorporated into the Annual Plan/Group Plan
- In preparation for adoption in 2023, review of the Group Plan would commence in 2022

- The Annual Plan did not include all activities for the year as some projects were still underway: two additional multi-year projects (Tsunami Readiness and Mount Manganui Industrial Zone Readiness) had been identified for inclusion in the work programme. Project scoping for these were still underway. Once scoping had been completed, the Joint Committee would be provided with updates to the Annual Plan
- Since reporting on the Annual Plan would occur on a quarterly basis - Joint Committee members would have the opportunity to provide ongoing input.

Key Points - Members:

- Enquired about the status of the Delegations Manual for the Bay of Plenty Civil Defence Emergency Management Group and highlighted the importance that a delegations manual should clearly distinguish between staff/governance responsibilities.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1 Receives the report, "Bay of Plenty CDEM Group Annual Plan 2021/2022";

2 Approves the Bay of Plenty CDEM Group Annual Plan 2021/2022 for implementation as of 1/7/2021; and

3 Requests staff to provide a report to a future meeting of the Civil Defence Emergency Management Group Joint Committee on a Delegations Manual for the Bay of Plenty CDEM Group.

Webber/Riesterer
CARRIED

4.4 Bay of Plenty CDEM Group New Zealand Response Team Capability

Emergency Management Bay of Plenty (EMBOP) Director Clinton Naude presented the report.

Key Points:

- Acknowledged representatives from the Response Teams in attendance at the meeting
- Recognised that volunteers were an integral part of an emergency response
- Highlighted that the development of a model for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group to incorporate ownership of the three Bay of Plenty based NZ Response Teams (NZRT) had been ongoing. With the analysis and consultation complete, the Coordinating Executive Group (CEG), at its meeting held on 21 May 2021, endorsed the revised CDEM Group capability model of the NZRT via a formal Memorandum of Understanding
- As a next step, the Joint Committee was requested to approve the proposed capability model of NZRT integration into the Bay of Plenty CDEM Group via a formal Memorandum of Understanding.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1 Receives the report, Bay of Plenty CDEM Group New Zealand Response Team Capability;

2 Approves the proposed capability model of New Zealand Response Team integration into the Bay of Plenty CDEM Group via a formal Memorandum of Understanding;

3 Directs the Director Emergency Management Bay of Plenty lead the development and implementation of the formal Memorandum of Understanding; and

4 Approves the allocation of $15,000 per NZRT annually for operational support managed by the Director Emergency Management Bay of Plenty.

Webber/Chadwick
CARRIED

4.5 Tauranga City Council – Update on Operations of Tauranga's Emergency Operation Centres

TCC General Manager, Regulatory and Compliance Barbara Dempsey presented the report.

Key Points:

- Updated members on changes to be made to the operations of Emergency Operating Centres (EOC) in the Western Bay of Plenty area
- TCC was setting up an EOC from 1 July 2021 and was in the process of resourcing its EOC with the required trained staff
- The decision to establish a TCC EOC did not mean that TCC would not continue to work alongside WBOPDC and other councils on day-to-day, business as usual activities. The increased number of trained staff would make working together easier for all parties
- Pointed out that TCC was not building an EOC; rather the focus would be on capacity development, training of staff and introducing appropriate processes
- TCC Commissioners, as part of its Long Term Plan 2021-31 process, had recommended that the project for the installation of Tsunami Sirens in Pāpāmoa be deferred to allow the Commissioners/Council staff the opportunity to engage with the community. A working group, which would include the community, would be established to identify all aspects of tsunami evacuation for Mount Maunganui and Pāpāmoa coastal areas.

Key Points - Members:

- Rotorua Lakes Council, as part of its 2021–2031 Long Term Plan, had approved $500,000 per year across the term for the improvement of community safety. Actions within the community safety plan would include supporting the development of Community Centre Hubs that would enable community-led delivery of social and other services. As a next step, Rotorua Lakes Council was investigating the establishment of an emergency operational centre in Rotorua given that the Fire and Emergency New Zealand (FENZ) National Training Centre and the New

Zealand Police Bay Of Plenty District Headquarters were located in Rotorua. The underlying principle was based on a collaborative approach

11:30am – Chairman Doug Leeder **entered** the meeting.

- As several local emergency operating centres in the Bay of Plenty area were located less than 10 km apart, further discussion on the philosophy/approach to having several emergency operating centres was required
- There was a need to have a clear understanding of the operating procedure/delegations guiding councils in terms of when/which council would be responsible to front an emergency. A flow chart displaying the relationship between local/regional/group/central, as guided by legislation, would be beneficial
- Highlighted that better alignment between councils relating to local emergency operating centres was required; consideration should be given to the advantages/disadvantages of working collaboratively versus working in isolation
- Poor mobile connectivity remained a challenge for the sending of emergency mobile alerts via text messages in rural areas
- Noted that FENZ was in the process of reviewing its boundaries

Key Points - Staff:

- BOPRC Toi Moana was responsible for providing the region with a Group Emergency Coordination Centre (GECC) to enable the CDEM Group Controller to coordinate a regional response to emergency events through the GECC with the assistance of multiple agencies. This was independent from local emergency operating centres
- Having multiple local emergency operating centres would be resource hungry and could potentially strain the capability/resourcing by partner agencies; supported the alignment between local emergency operating centres.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1 Receives the report, "Tauranga City Council – Update on Operations of Tauranga's Emergency Operation Centres", and

2 Requests staff to prepare a paper for submission to a future meeting of the Civil Defence Emergency Management Group Joint Committee, reviewing/ reflecting on the efficiency/structure of local emergency operating centres on a sub-regional level (i.e. in the Western Bay of Plenty area, with Western Bay of Plenty District Council, Tauranga City Council and FENZ) and how the local emergency operating centres at a sub-regional level linked to the Group Emergency Coordination Centre.

Webber/Chadwick
CARRIED

5. Verbal Updates

5.1 Update - Director, Emergency Management Bay of Plenty

Presentation 1 - Emergency Management - Directors Update 2021-06-25: Objective ID A3853051 ⇨

EMBOP Director Clinton Naude presented the report.

Key Points:

- Following the recent retirement of NEMA representative John Titmus, acknowledged his dedicated service and contribution to the sector and the group over the past years
- Covid-19
  - Greater Wellington Region was currently at Alert Level 2
  - Continued close liaison between EMBOP and the relevant District Health Boards
  - Highlighted the importance of vigilance in using the NZ COVID-19 Tracer Application
  - Provided an update on progress with the vaccine rollout
- Whakaari/White Island
  - Recovery was currently transitioning from CDEM Group led to responsible agencies based on a formal transition plan
  - June 2021 hearings in Whakatāne had been postponed to September 2021
  - Since the Department of Internal Affairs (DIA) provided administration on behalf of the Minister of Local Government, a written invitation would be extended to the Chief Executive of DIA for a Senior Official to be co-opted onto the Coordinating Executive Group to represent the Territorial Authority for all off-shore islands within the jurisdiction of the Bay of Plenty CDEM Group
- March 2021 Earthquakes - Tsunami Threat
  - A continuous improvement programme was being developed to incorporate lessons learnt
  - Further detail would be provided in future
- Emergency Mobile Alert
  - The regional text alerting system was being discontinued because newer technology was better at reaching people in an emergency. This has being replaced by the Emergency Mobile Alert (EMA). The public would be alerted automatically by the EMA if there was an emergency in the relevant area
- National Emergency Management Conference 2021 (Hui Taumata o Te Uepū Whakahaere Haumaru) - Wellington 25 - 27 May 2021
  - Theme for the conference was '*Building Safe and Resilient Communities: The Future of the Emergency Management System*'
  - Day one was dedicated to providing a platform for gaining Māori and indigenous perspectives on emergency management, bringing together Māori experts and leaders, practitioners and volunteers, and those interested in supporting improved emergency management outcomes
  - Days two and three built on this through plenary and breakout sessions; explored how the emergency management sector work together – through partnerships, co-creation, and collective effort, across a broad range of organisations, sectors, and communities – to support improved emergency management outcomes for individuals and communities
  - Was a constructive conference which demonstrated to groups/agencies in what manner they could move from the "Why" to the "How"
- Emergency Management Awards presented at the conference
  - Celebrated people, groups or organisations that had made significant contributions to emergency management in New Zealand and were deserving of recognition at a national level

  - A new award, the "Award for Manaakitanga" was an award for demonstrating respect and hospitality to others in a way that upheld mana and enhanced our own, across any aspect of the 4Rs. It recognised exceptional Manaakitanga in the emergency management environment. This award was won by **Te Rūnanga o Ngāti Awa**. The Whakaari/White Island eruption was a tragedy that impacted many people. It was the manaakitanga displayed by Ngāti Awa that gave the grief, anger and despair people were feeling a voice, and enabled the victims, their whanau and first responders to face the horror of the event and find solace
  - The Ministerial Award For Outstanding Contributions to Emergency Management in New Zealand was awarded to Sarah Stuart-Black "Norm", who was involved in the response to, and recovery from, almost every emergency and event in New Zealand since 2003
- Long Service Awards - 2021 recipients:
  - Eric Newman (21 Years) - WBOPDC
  - Peter Brownbridge (30 Years) - RLC
  - Phillip Martelli (30 Years) - WBOPDC
  - Peter McCarthy (30 Years) - NZRT-16
  - Melvern Wainwright (30 Years) - NZRT-16
  - Craig Winters (30 Years) - NZRT-16.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1. **Receives the verbal update provided by EMBOP Director Clinton Naude.**

Love/Iles
CARRIED

5.2 Rotorua Lakes Council

This item was considered under item 5.5 "*Tauranga City Council – Update on Operations of Tauranga's Emergency Operation Centres*".

5.3 Update - National Emergency Management Agency (NEMA)

Presentation 2 - NEMA Update to Bay of Plenty CDEMG Joint Committee 25 June 2021: Objective ID A3853218 ⇨

Presented by NEMA Manager, Analysis and Planning, Jenna Rogers.

Key Points:

- Elaborated on the future of the emergency management system in New Zealand, with a focus on NEMA's transformation
- NEMA's roles were to ensure that the many distributed parts of the emergency management system identified as being a part of the system; exercising collective leadership; and having a shared sense of the strategic direction and goals
- Timeline of key events

- The Strategic Framework, Tā Mātou Anga Rautaki, functions, outcomes and values
- What success would look like for New Zealand
- What success would look like for the emergency management system
- Key partners who helped NEMA achieve its vision
- Regulatory Framework Review "Trifecta" Programme – three projects with significant alignment:
  - Amendments to the Civil Defence Emergency Management Act 2002
  - Review of the National CDEM Plan Order 2015 and accompanying Guide
  - Development of the National Disaster Resilience Strategy (NDRS) Roadmap
- Seven Priority workstreams of the programme:
  - Greater recognition of hapū/iwi Māori perspectives – incorporating te ao Māori in Emergency Management
  - Legal framework – including shaping what regulations may be needed
  - Lead agency – clarifying NEMA's and other agencies roles before, during and after a response
  - Housing recovery – clarifying responsibilities and approach for managed repair programmes
  - Government funding – reviewing financial assistance settings and incentivising preparedness activities
  - People with disabilities – bringing the voice of people with disabilities into the legal framework for the first time
  - Critical infrastructure – clarifying roles for lifeline utilities through events and reducing risks
- Emergency Management Sector Strategy
  - NEMA would like to work with CDEM Groups to co-design a CDEM sector strategy
  - Would build on the National Emergency Management Development Group (NEMDG) Emergency Management Sector Planning document
  - Would ensure CDEM's priorities were integrated into wider Emergency Management System strategy development
  - To define what CDEM partnership meant
  - Supported improved national, regional and local emergency management outcomes
  - Supported NEMA and CDEM Group business planning in future years
  - Funded by NEMA – including travel for CDEM Group representatives, if required, and a dedicated secretariat resource to develop strategy.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1. **Receives the verbal update provided by Jenna Rogers - Manager, Analysis and Planning, NEMA.**

Riesterer/Love
CARRIED

11:30am – Mayor Chadwick **withdrew** from the meeting.

6. Public Excluded Section

Resolved

Resolution to exclude the public

1 Excludes the public from the following parts of the proceedings of this meeting as set out below:

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.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
6.1	Update - Legal Risk Management	Making the information available would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 6 (a); 48(1)(a)(i) Section 7 (2)(g).	On the Chief Executive's approval.

2 That Marie Wisker, Partner Chapman Tripp be permitted to stay in the public excluded section of the meeting due to her knowledge of the matter under discussion as Legal Counsel.

Love/Iles
CARRIED

7. Consideration of General Business

- Wished WBOPDC Chief Executive Officer Miriam Taris well with her retirement commencing in July 2021 and thanked her for the contribution to the region and the Joint Committee over the past years.

- On behalf of the CDEMG Joint Committee, presented a letter of appreciation to EMBOP Director Clinton Naude for his contribution and dedication to EMBOP and the Group over the past years.

12:00 pm – the meeting closed.

CONFIRMED

Cr David Love
Chairperson, Bay of Plenty Civil Defence
Emergency Management Group Joint Committee

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 6 August 2021

To : Ordinary Council Meeting, 24 August 2021

From : Her Worship the Mayor, L J Riesterer

Subject : **MAYORAL REPORT 15 MAY 2021–6 AUGUST 2021**

File ID : A255384

Since 15 May 2021, I have attended or met with the following:

19 MAY 2021

Placed based collaboration for wellbeing meeting

Set up by Ezra Schuster (Regional Lead) to create a collaborative approach between ODC and Government departments to ensure all wellbeings are being catered for within Ōpōtiki.

Creative Communities Scheme meeting

Funding round chaired by Councillor Hocart.

21 MAY 2021

Kāinga Taupua Open Day (Whakaatu Whanaunga Trust housing initiative)

Three houses set up for emergency housing, with more to come on that space. Really good initiative. Councillor Moore in attendance too.

Big Reveal – Whakatōhea Māori Trust Board

The "Muriwai mural" blessing and thanks to Mr G for his help in seeing this project through with help of local rangatahi. Councillor Rāpihana officiated.

25-26 MAY 2021

Women in Leadership Summit, Auckland

A professional development opportunity.

27 MAY 2021

Hosted Waikato University Aquaculture students

Short talk given by Aileen Lawrie and myself. Good to hear, as a result of time spent with these students, that at least three of them had definitely chosen to go to the next level of learning in their field.

LGNZ Three Waters update - Mayors, Chairs and Chief Executives, via Zoom

Ōpōtiki Community Health Trust meeting

1 JUNE 2021

Ordinary Council meeting followed by Council workshop

2 JUNE 2021

Tōrere Marae Mound Fundraiser Raffle Draw

I was asked to draw the winners for this raffle.

Interview with 1XX

3 JUNE 2021

Extra Ordinary Council meeting

4 JUNE 2021

Reconvened Extra Ordinary Council meeting

8 JUNE 2021

Radio New Zealand interview

10 JUNE 2021

Rural Provincial Sector meeting, Wellington

11 JUNE 2021

Rural Provincial Sector meeting, Wellington

Interview with 1XX

The interview was regarding ODC being an LGNZ finalist for the Wellbeing Awards.

14 JUNE 2021

Future For Local Government Workshop, Rotorua

An independent panel set out its plan for the review. They will come to visit ODC in the coming months.

15 JUNE 2021

Coast Community Board meeting, Te Kaha

16 JUNE 2021

Catch up meeting with Councillors

Councillor/CEO catch up meeting

17 JUNE 2021

Mayors Taskforce For Jobs Core Group meeting, Wellington

Always a good agenda and presentations from organisations or Government agencies who play a part in the MTFJ work programme.

18 JUNE 2021

Bay of Plenty Mayoral Forum meeting, Taupō

This Forum moves around to different Territorial Authorities. I had flown back to Rotorua the day before so I could get through easily to attend.

21 JUNE 2021

Mayors Taskforce For Jobs Subsidies

Catch ups with PJ Brown Builders and HEB continuing to "touch base" with the young people assisted into apprenticeships by subsidies given through the MTFJ funding.

22 JUNE 2021

Mahi Ora Opotiki Stakeholder Forum

A good attendance from local businesses/organisations continuing to think through how we succeed in attaining the required workforce needed in coming months and what other risks we have around this.

23 JUNE 2021

Regional Aquaculture Organisation meeting, Tauranga

The organisation that has all matter of organisations, universities, businesses, Local Government and central Government representatives there to further aquaculture in the Bay of Plenty. It was formerly

supported by Bay of Connections and the Bay of Plenty Regional Council but is undergoing a change as an entity. It is considered an incredibly well-respected and useful organisation for the quickly developing aquaculture industry in BOP.

24 JUNE 2021

LGNZ Three Waters update for Mayors, Chairs and Chief Executives, via Zoom

25 JUNE 2021

Civil Defence Emergency Management Group Joint Committee meeting, Rotorua

28 JUNE 2021

Met with Eastern Bay of Plenty Community Foundation representatives

Toi EDA Chair Transition meeting

An opportunity to meet with Wiremu Doherty, the new Chair of Toi-EDA.

29 JUNE 2021

Extra Ordinary Council meeting

Three Waters webinar with DIA

30 JUNE 2021

Ōpōtiki Marine Advisory Group (OMAG) meeting

1XX 50th Birthday client celebration, Whakatāne

1 JULY 2021

Matariki Festival Opening Ceremony, Maraetai Bay

A small tree planting ceremony to mark the start of Matariki at the Te Kaha Reserve. Followed by a quick viewing of the progress on the Te Kaha kura being built.

2 JULY 2021

Whakatōhea Mussels (Ōpōtiki) Ltd – opening of processing factory

5 JULY 2021

Catch up meeting with Councillors

6 JULY 2021

Meeting with Bay of Plenty Collective Impact Group

This was the second meeting and there were at least 10 Government agency representatives at the table discussing with us how best they can help Ōpōtiki realise its economic potential with all the on-going projects.

Opening of Rawinia Rangi Reserve

The newly-named playground at the corner of Church St and Ford St. It is really good to see how well used it is.

8 JULY 2021

Three Waters webinar with DIA

LGNZ Three Waters update for Mayors, Chairs and Chief Executives, via Zoom

8 JULY 2021

Patupaerehe Street Party

Part of the Matariki Winter Festival with our main street closed off. A very cold night but great to note all food establishments were full at the beginning of the street party. Very well organised time although I did not stay for the whole evening.

9 JULY 2021

Pop Up Business School Graduation, Te Kaha

A very interesting last day for our local budding entrepreneurs from both the Coast and Ōpōtiki town. It was lovely to be able to present participation certificates but, especially, to hear everyone's small business aspirations.

11 JULY 2021

Matariki Festival Closing Ceremony

Another fabulous, well-organised event with enjoyable outcomes for those who attended. Particularly pleased to see the Future Leaders community event of teaching and playing traditional Maori games which was really well received by everyone and I am confident this will be run again next year when Matariki has its first official national holiday.

14 JULY 2021

LGNZ Te Maruata meeting, Blenheim

For the first day before Conference, Councillor Rapihana and I attended for ODC. A large gathering and impressive that all of LGNZ's governing body were there for most of the day.

15 JULY 2021

LGNZ Conference 2021, Blenheim

16 JULY 2021

Blenheim

LGNZ Conference 2021

Mayors Taskforce For Jobs Annual General Meeting

Conference Dinner and LGNZ Excellence Awards and a successful evening gaining our Economic Well-being Award then taking out the Supreme Award to a standing ovation by the entire conference attendees. Councillors Browne, Hocart and Rapihana were in attendance. It was a real honour to collect these awards on behalf of our district. Appropriate thanks were voiced. Whakatohea Maori Trust Board Chairman Robert Edwards and CE Dickie Farrar were also present representing our community.

17 JUL 2021

LGNZ Annual General Meeting, Blenheim

The LGNZ Annual General Meeting was held on the Saturday morning. Ōpōtiki District carries two votes for all remits due to the population size of our district.

22-23 JULY 2021

Zone 2 meeting, Taupō

A very good agenda arranged by Zone 2 Chair Mayor Toby with some deliberately provocative speakers for us to consider around the future of Local Government.

26 JULY 2021

Council workshop – Representation Review Workshop

28 JULY 2021

Council workshop – Three Waters Reform

30-31 JULY 2021

Festival For the Future, Wellington

I went in support of our Future Leaders group but I was invited (along with my Tuia rangatahi, Niamh Gedson) to attend by MTFJ. A very full and exciting programme which was thoroughly enjoyed by all attendees. It was the largest Festival for the Future held yet with our local numbers but young people from 14 other countries also zoomed in for the weekend.

3 AUGUST 2021

Mayors Taskforce For Jobs Subsidies – catch up with Wilson Bros.

4 AUGUST 2021

Meeting with Police

Discussed strategic opportunities for future collaborative efforts for the good of our community.

5 AUGUST 2021

Three Waters Workshop for Entity B Councils, Taupō

The first get together of the 22 Councils to be possibly united into B entity. There was a continuation of being told by DIA how things were going to be with very little useful answering of questions from everyone.

Deputy Mayor Shona Browne attended the following on my behalf:

19 JULY 2021

Karakia and opening – Mobile Breast Screening Van

Councillor Louis Rāpihana attended the following on my behalf:

28 JUNE 2021

Opening of Te Kaha Rebel Pop-up Business School

6 JULY 2021

Pop-up Business School Trades Show, Te Kaha

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is Inform.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:

	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

RECOMMENDATION:

1. That the report titled "Mayoral Report 15 May 2021 – 6 August 2021" be received.

Lyn Riesterer

HER WORSHIP THE MAYOR

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 29 June 2021

To : Ordinary Council Meeting, 24 August 2021

From : Group Manager Community (Acting), Julian Sewell

Subject : **STAFF REPORT ON SOCIAL DEVELOPMENT ACTIVITY IMPLEMENTATION**

File ID : A255849

EXECUTIVE SUMMARY

The purpose of the report is to seek a Council resolution to establish a Council Advisory Group to govern the Social Development Activity. On 4 June 2021 Council resolved to adopt the Social Development Activity following public consultation. Council further resolved to establish a governance group to provide oversight and direction. This report outlines a general approach to governance including structure, immediate tasks for the Advisory Group and a draft terms of reference.

PURPOSE

This report is to inform Council of the recommended governance structure of the Social Development Activity (SDA) so that it may fully consider the recommendation and then resolve to establish a Council Advisory Group in order to progress the SDA. The recommendation outlines a general approach to governance of the SDA and includes advice of structure, terms of reference and an implementation timeline.

BACKGROUND

The LTP roadmap included a number of workshops over the last 12 months. The product of this work was reflected in the Consultation Document that was adopted by Council on 1 April 2021.

During the consultation period, Government announced a review of the functions of local government and that the review panel would release a preliminary report-back to Government in September. It is anticipated that the role of place-based leadership will be at the heart of its considerations.

In its consultation, Council informed the community that social development has been undertaken on an *ad hoc* or piecemeal basis, and that it aspired to be more connected with social agencies. By doing so, Council would be better informed and more capable to advocate on behalf of the community, local industries and organisations.

Community feedback provided the public mandate sought by Council's preferred option and Council consequently resolved to create a formal Social Development Activity. Council has further resolved to implement the staff recommendation to establish a governance group. Therefore, there is no requirement for further public consultation.

SDA GOVERNANCE GROUP IMPLEMENTATION

Overview

The following sections make three recommendations to enable the implementation of the SDA. The sections cover SDA structure as a Council Advisory Group that is to be led be elected members; immediate tasks for elected members to establish the Advisory Group and initiate its functions; and finally a draft terms of reference to provide a initiating framework.

Structure

The **staff recommendation** for SDA governance group's structure and role is:

Role	Membership	Rationale
Chair & Deputy Chair	Elected members of Council	• Clear Council leadership • Demonstration of improved community engagement
Members	Iwi representatives for Te Whānau a Apanui, Ngai Tai and Te Whakatōhea Community members x 3 Youth members x 2	• Equitable Iwi representation • Balance with Iwi representation • Educational and foundation for possible Youth Council

The Community Group Manager shall be the principal staff advisor for the Chair, on behalf of the Chief Executive, but shall not be a member of the Advisory Group.

Immediate Tasks

The **staff recommendation** for the SDA governance group's immediate tasks are as follows:

Task	Responsibility
Populate structure	Chair & Deputy Chair
Inform the Mayor and Council on Advisory Group membership implications, in particular any financial impact	Chair & Deputy Chair
Determine an appropriate Advisory Group name	Advisory Group
Agree on the role and purpose of the Advisory Group	Advisory Group
Review the draft Terms of Reference	Advisory Group
Establish the meeting frequency	Advisory Group

Draft Terms of Reference

The **staff recommendation** for the SDA governance group's draft Terms of Reference are as follows:

1.	**Status.** The Social Development Activity governance group (name TBC) is an Advisory Group to the Ōpōtiki District Council
2.	**Objective.** The objective of the Advisory Group is to provide place-based leadership that helps build a strong and cohesive community within the Ōpōtiki District.
3.	**Membership.** The Advisory Group shall consist of two elected members of Council, three Iwi representatives, three community members and two youth members.
4.	**Meetings.** The Advisory Group shall:
4.1	Appoint all community representatives in accordance with an agreed appointment policy.
4.2	Meet at an agreed frequency of not less than quarterly, and as required.
4.3	Require a quorum of four members, which shall consist of the Chair or Deputy, one Iwi member, one community member and one youth member.
4.4	Give notice of meetings in accordance with agreed policy within the Advisory Group.
5.	**Tasks.** The Advisory Group will:
5.1	Conduct itself in accordance with the provisions and intent of the Local Government Act, 2002.
5.2	Provide community leadership to enable meaningful dialogue between Council and its various communities of interest.
5.3	Provide community leadership and advocacy for public housing.
5.4	Provide advocacy advice on social and economic well-being matters.
5.5	Monitor and advise on Benefit Realisation matters expected from the Ōpōtiki Harbour Development Project – Te Ara Moana a Toi, and inter-dependent projects.
5.6	Provide oversight and support to the Social Development Activity portfolio of programmes.

5.7	Provide direction to Council staff on social development actions in consultation with, and through, the Chief Executive.
5.8	Draw to the attention of Council any matters that are appropriate.
5.9	Review these Terms of Reference annually.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

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The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is Inform.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:

	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

RECOMMENDATIONS:

1. **That the report titled "Staff Report on Social Development Activity Implementation" be received.**
2. **That Council adopts the staff recommendations for the Advisory Group:**
   2A. The Structure.

2B. The Immediate Tasks.

2C. The Draft Terms of Reference.

Julian Sewell

COMMUNITY GROUP MANAGER (ACTING)

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 5 August 2021

To : Ordinary Council Meeting, 24 August 2021

From : Group Manager Planning and Regulatory, Gerard McCormack

Subject : **REVIEW OF CONSOLIDATED BYLAWS – PART 8, ANIMAL CONTROL**

File ID : A251110

EXECUTIVE SUMMARY

At the 1 June 2021 Council meeting, Council agreed to undertake a review of the Consolidated Bylaws. Specifically, Part 8 – Animal Control to seek horses are banned from the Ōpōtiki township. The Local Government Act 2002 requires that Council run a Special Consultative Procedure when making or reviewing any bylaws. This report seeks the following recommendations:

1. **That the report titled 'Review of Consolidated Bylaws – Part 8, Animal Control' be received**
2. **That the Statement of Proposal for the review of Part 8 of the Consolidated Bylaws and the draft version of the Consolidated Bylaws 2021 be adopted for public consultation using the special consultative procedure in accordance with section 83 of the Local Government Act 2002.**
3. **Delegate to the following Council officers all responsibilities, duties and powers necessary to undertake the special consultative procedure pursuant to section 83 of the Local Government Act 2002, in accordance with Schedule 7 of that Act: Gerard McCormack (Group Manager Planning and Regulatory); Garry Page (Reserves Manager); Annette Munday (Environmental Health Officer/Compliance Team Leader) and Katherine Hall (Policy Planner).**
4. **That the ability to make minor amendments to the Statement of Proposal for the Ōpōtiki District Council Consolidated Bylaws before its release for public consultation is delegated to the Planning and Regulatory Group Manager.**

PURPOSE

This report seeks adoption of the Statement of Proposal for the review of the Consolidated Bylaws, specifically Part 8 – Animal Control, for public consultation.

BACKGROUND

At the 1 June 2021 Council meeting, Council agreed to undertake a review of the Animal Control Bylaw seeking to ban horses from the Opotiki township.

In December 2020 and twice in June 2021, reports were presented to Council to outline the issues that horses are causing in Ōpōtiki township. These reports highlighted the growing number of complaints received by Council staff from the public; the safety issues caused by roaming horses in the township; the ongoing cost to the wider ratepayer which roaming horses cause, and the low public perception of Council's Animal Control unit in relation to roaming horses.

In December, it was outlined that the measures Council staff had taken at that point included:

- developing a register of horses to identify horses and the owners
- removing stallions from the township
- supporting the police in response to complaints about horses
- meeting with a number of horse owners to discuss the issues and to identify their horses.

At the 1 June 2021 meeting, Council resolved to prohibit horses from Ōpōtiki Council reserves. This has taken effect and was advertised publicly by way of a Council press release (1 July 2021 - https://www.odc.govt.nz/our-council/news?item=id:2ekjwgfex1cxbyk79302); in the Ōpōtiki News (Thursday, 1 July 2021 edition) and on radio station 1XX. At the Council meeting on 29 June 2021 Councillors agreed to allow those horse owners with grazing arrangements on Council reserves to continue for a temporary period. Outside of these arrangements horses continue to be observed grazing on Council land within the township either tethered or untethered. Council staff also continue to receive complaints and are aware of roaming horses being reported on social media outlets. From the perspective of Council staff, it is considered that there has been some improvement with the problem of roaming horses in the Ōpōtiki township since the 1 June Council meeting. However, the issues of horses within the township not being in secured paddocks and therefore still able to access the roads and public places remain.

Council staff understand that some Councillors have met with some horse owners to discuss the concerns in relation to keeping horses in the township.

With regard to staffing Animal Control, Council has recently recruited one Animal Control Officer, and we continue to rely on an external consultant to assist the Animal Control unit. Recruitment of another Animal Control Officer is due to commence shortly.

This report seeks that Council adopt the Statement of Proposal so that Council officers may begin a Special Consultative Procedure, seeking that horses are banned from Ōpōtiki township as a review of the Consolidated Bylaw (Part 8 – Animal Control), to give effect to the other resolution agreed upon at the 1 June meeting.

DISCUSSION AND OPTIONS SECTIONS

The Local Government Act 2002 (LGA) provides territorial authorities with general bylaw making powers for one or more of the following purposes:

(a) protecting the public from nuisance
(b) protecting, promoting, and maintaining public health and safety
(c) minimising the potential for offensive behaviour in public places.

The review of Part 8 of the Consolidated Bylaws has considered:

- The perceived problem addressed by the bylaw: does the issue or problem the bylaw is intended to address still exist?
- Is a bylaw the most appropriate way to address the problem? Is the problem already addressed by existing legislation, or could it be addressed by a better non-regulatory alternative?
- Whether the bylaw is practical and enforceable.

The main change to the bylaw is the inclusion of a new section in Part 8 – Animal Control titled **8.9 Horse keeping.** Three other sections have been renumbered so that the new section fits into the bylaws. The proposed changes are summarised in the attached Statement of Proposal, prepared in accordance with sections 83 and 86 of the LGA.

The following options have been identified and assessed in accordance with section 77 of the LGA.

Option	Advantages	Disadvantages
Retain current Consolidated Bylaws with no changes	Maintains status quo.	Council does not have any statutory tool to address the issue of horses being kept in the township. The issue of roaming horses, and safety of road users in particular, remains an unresolved issue.
Amend the Consolidated Bylaws as set out in the Statement of Proposal (ban horses from being kept within the township, as defined in draft Schedule 2 map).	The risk of roaming horses is reduced as there will be no horses kept in town. Any horses in town will be under effective control of a rider at all times, or as part of an organised event. The health and safety risk of a roaming horse to the public at large (e.g., road users and pedestrians) is reduced within the township. Horses will not be able to graze on the township stop banks, therefore reducing damage and flooding risk	People will not be able to keep horses within the township in secure boundaries.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The Local Government Act requires that councils use the special consultative procedure when making or amending a bylaw. In addition, given that this will generate considerable community interest and Council has not consulted on this matter previously, the matter is considered to have high significance.

Assessment of engagement

As Council is required to use the Special Consultative Procedure when making or reviewing bylaws, Council will be using the level of 'Consult' for this matter.

	Consult	To obtain public feedback abut ideas on rationale, alternatives, and proposals to inform decision making.

The review of the bylaws will follow the special consultative procedure set out in the Local Government Act. Council will use methods including receiving submissions, holding a hearing and providing updates to the public about decision made in relation to this matter.

CONSIDERATIONS

Financial/budget considerations

The costs associated with the review of the consolidate bylaw will be met through existing budgets.

Policy and planning implications

The review of part 8 of the bylaws is consistent with the Ōpōtiki District Council's 2021-31 Long Term Plan (LTP) which notes that the regulation and safety activity includes ensuring "…that public health and safety is protected through the effective and efficient implementation of legislation…and fit for purpose bylaws." The LTP also notes that regulation in relation to the social and economic wellbeing/s could have negative effects including infringing on peoples' way of life and that the cost of regulation is beyond the community's ability to pay. The sustainable solution notes, council staff will continue to prioritise the health and safety of the community at large over individual needs. In adopting the statement of proposal for public consultation, Council is affording an opportunity to the community at large to provide feedback on an issue that, in Council staff's opinion, has not improved despite the various measures which have been implemented since December 2020.

Risks

There are no major risks associated with the decision to adopt the Statement of Proposal and approve it for release for public consultation. Adopting the Statement of Proposal will give effect to Council's recommendation from the 1 June meeting.

Authority

The Council has the authority to make the required decision under the Local Government Act 2002.

RECOMMENDATIONS:

1. **That the report titled "Review of Consolidated Bylaws – Part 8, Animal Control" be received.**
2. **That the Statement of Proposal for the review of Part 8 of the Consolidated Bylaws and the draft version of the Consolidated Bylaws 2021 be adopted for public consultation using the special consultative procedure in accordance with section 83 of the Local Government Act 2002.**
3. **Delegate to the following Council officers all responsibilities, duties and powers necessary to undertake the special consultative procedure pursuant to section 83 of the Local Government Act 2002, in accordance with Schedule 7 of that Act: Gerard McCormack (Group Manager Planning and Regulatory); Garry Page (Reserves Manager); Annette Munday (Environmental Health Officer/Compliance Team Leader) and Katherine Hall (Policy Planner).**
4. **That the ability to make minor amendments to the Statement of Proposal for the Opotiki District Council Consolidated Bylaws before its release for public consultation is delegated to the Planning and Regulatory Group Manager.**

Gerard McCormack

GROUP MANAGER PLANNING AND REGULATORY

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 5 August 2021

To : Ordinary Council Meeting, 24 August 2021.

From : Group Manager Planning and Regulatory, Gerard McCormack

Subject : **DOG CONTROL POLICIES AND PRACTICES REPORT 2020-2021**

File ID : A252248

EXECUTIVE SUMMARY

Council is required to publicly report on its dog control policies and practices each financial year under section 10A of the Dog Control Act. A copy of the Annual Report is to be submitted to the Secretary for Local Government. The Annual Report for the 2020-21 financial year is attached.

PURPOSE

The purpose of this report is to provide Council with the Annual Report setting out Council's dog control practices for the year 2020-21. Following receipt by Council, the Annual Report will be submitted to the Secretary for Local Government. The Annual Report is attached as Appendix 01.

BACKGROUND

The Dog Control Act requires territorial authorities to publicly report on dog control policy and practices under section 10A of the Dog Control Act.

Section 10A of the Dog Control Act 1996 states that the report *".....must, in respect of each financial year, report on the administration of -*

(a) its dog control policy adopted under section 10; and

(b) its dog control practices."

Section 10A(3) specifies that *"the territorial authority must give public notice of the report in one (1) or more daily newspapers circulating in the territorial authority district*."

Section 10A(4) requires the Council, "*within one month after adopting the report, to send a copy of it to the Secretary for Local Government"*.

DISCUSSION

The attached report summarises the key information requirements set out in the Dog Control Act in terms of reporting. Also included below are some of the key statistics for the financial year, and reasoning for any notable changes. More generally, Animal Control staff continue to be proactive within the community. They undertake daily patrols, respond to service requests, and look after the pound. They also spend time with customers on a one-on-one basis talking about the responsibilities of individual dog owners.

Statistical analysis

- 1480 dogs were registered during this financial year which is slightly down from the past two years.

Animal Control Officers phoned dog owners in July 2020 to remind them to re-register their dogs to avoid penalties being applied. This resulted in the lowest number of people being fined for failing to register their dogs and is an initiative we have continued during the current registration period.

- 68 dogs were rehomed during this financial year which represents 27% of all dogs impounded and is the highest number of dogs rehomed within a financial year.

This year we had the highest number of dogs rehomed in any previous financial year, providing evidence that the de-sexing program continues to have a positive impact on dogs impounded in the area as there are less dangerous and menacing dogs. We continue to work alongside the SPCA in rehoming these dogs through their website.

- 229 dogs were impounded, and 43% of these dogs were euthanised. This is the second lowest percentage ever recorded during a financial year, slightly up from last year at 38% in 2019-20 and down from 52% in the 2018-19 financial year.

The de-sexing programme has reduced the amount of unwanted litters of menacing and dangerous dogs being left at the pound. Additionally, there has been an improvement in rehoming rates and increases in return of dogs to owners. Both result in a significant reduction in the number of dogs that have needed to be euthanised in this financial year.

- 61 dogs impounded were returned to their owners which is a slight decrease in the number of dogs returned to owners following impoundment.

Council continues with public incentives such as offering free microchips to all dogs registered prior to 1 August. While there is a slight decrease in dogs returned for the year 2020/2021, the trend for the past five years show continual improvement in responsible dog ownership.

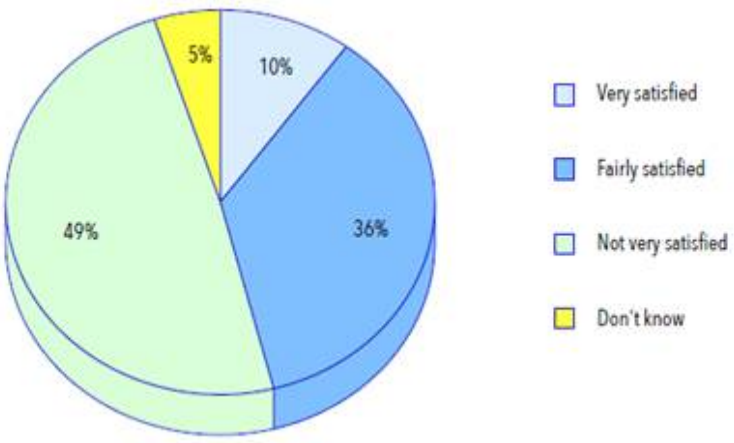
Council undertakes an annual satisfactory survey which includes a question around whether the responder was very/fairly satisfied with Animal Control. Results for the last five years are presented below:

2020-21	2019-20	2018-19	2017/18	2016/17
46%	51%	59%	55%	51%

This year we have 46% satisfaction (fairly to very satisfied) with the Animal Control service, highlighting that Animal Control is a significant issue within the district. Public feedback identifies there are issues with roaming and uncontrolled dogs, as well as response times.

iii. Animal control, including roaming dogs

Overall



SIGNIFICANCE ASSESSMENT

Assessment of significance

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Assessment of engagement

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	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

The Dog Control Act 1996 requires Council to report on dog control policy and practices each year. Public notification of the report is required in one or more daily newspapers circulating within the district. Council must also, within one month of adopting the report, send a copy of it to the Secretary of Local Government.

CONCLUSION

The work of the Animal Control team has resulted in the improvement of a number of our statistical reporting measures during this financial year. Dog Control is an activity of Council that will always require a proactive approach to ensure that dog owners fulfil their responsibilities under the Dog Control Act, in particular to ensure that their dogs are registered, and to ensure dogs do not wander and therefore reducing the likelihood of attacks.

RECOMMENDATIONS:

1. **That the report titled "Dog Control Policies and Practices Report 2020-21" be received.**
2. **That the Dog Control Policies and Practices Report 2020-21 attached in Appendix 01 be adopted by Council and its availability publicly notified in the Ōpōtiki News in accordance with Section 10A(3) of the Dog Control Act.**
3. **That the Dog Control Policies and Practices Report 2020-21 attached in Appendix 01 be filed with the Secretary for Local Government (Department of Internal Affairs) in accordance with section 10A(4) of the Dog Control Act.**

Gerard McCormack

GROUP MANAGER PLANNING AND REGULATORY

Ōpōtiki District Council
Dog Control Policies and Practices Report 2020-21

Section 10A report in accordance with the Dog Control Act 1996

1 Introduction

Ōpōtiki District Council, as a Territorial Authority, is required to manage and enforce the provisions of the Dog Control Act 1996.

This report is to meet the requirements set under Section 10A of that Act which requires Council to report on its dog control policy and practices.

This report contains information and statistics on the Council's dog control activity for financial year 2021 (1 July 2020 to 30 June 2021).

2 Dog Policy, Objectives and Practices – Section 10A (1) (a)

Ōpōtiki District Council has a Dog Control Policy, dated 25 August 2020 which has regard to:

- Minimising the danger, distress and nuisance of dogs to the community generally
- Separating children and dogs in public places
- Enabling, to the extent that is practicable, the public to use streets and public amenities without fear of attack or intimidation by dogs
- The exercise and recreational needs of dogs and their owners

High priority objectives are identified as:

- The need to reduce the number of dogs roaming the streets
- The need to decrease the amount of uncontrolled breeding that occurs

Dog registration and fees are charged annually and used to fund Council's dog control functions along with rates funding given the wider public benefit that is derived by keeping the community safe.

3 Summary of Practices – Section 10A (1) (b)

The Animal control function forms part of the Planning and Regulatory Group of Council.

During the reporting period Council has had 1.5FTE officers dedicated to Dog Control, with officers' also managing horse and stock control.

Limited afterhours support is provided by Independent Security Consultants Ltd (ISCL).

The Opotiki Town Centre is patrolled at least three times a day. The purpose of these patrols is to identify non-compliance with the Dog Control Act, the Dog Control Bylaw and Policy. In this reporting period there have also been some after-hour patrols undertaken.

The patrols are also an opportunity to get out into the community and talk to dog owners about their responsibilities on an individual basis.

Patrols are also carried out to include the wider Opotiki Township, Woodlands and East Coast settlements such as Te Kaha, Waihau Bay, Ohiwa, Bryan's Beach and Paerata Ridge. East of Te Kaha patrols are undertaken on an as needed basis often through a Service Request or via N.Z. Police.

Funding has been approved by Council for the de-sexing dogs classified as dangerous or menacing within the district and also to have all dogs micro-chipped before 1 August 2021, for free. The proven success of the de-sexing scheme has resulted in less dangerous/menacing dogs in the pound and, in turn, a higher number of dogs able to be rehomed.

4 Dog Control Statistics

Section 10A (2) information

The following information is required under section 10A (2) clauses a –g.

	2020-21	2019-20	2018-19	2017-18	2016-17
a. Registered Dogs	1480	1545	1591	1463	1461
b. Probationary owners	0	0	0	0	0
c. Dogs classified as dangerous	5	8	6	5	8
d. Dogs classified as menacing	68	35	28	33	85
e. Number of Infringements issued	103	61	91	100	96

f. Number of service requested	331	256	357	328	332
g. Number of Prosecutions	0	0	0	0	0

Pound Statistics

The table below shows the activity at the pound over the last five years:

Activity	**2020-21**	**2019-20**	**2018-19**	**2017-18**	**2016-17**
Dogs euthanized	99 (43%)	79 (38%)	206 (52%)	181 (64%)	280 (66%)
Dogs stolen from pound	1	0	3	1	5
Dogs returned to owner	61 (24%)	71 (34%)	128 (32%)	87 (31%)	98 (23%)
Dogs rehomed	68 (27%)	61 (28%)	60 (15%)	14 (5%)	39 (9%)
Dogs impounded	**229**	**211**	**397**	**283**	**422**

Infringement notices

There were 103 infringement notices issued by the Animal Control Officers over the 2020-21 year. Details are as follows:

Type of Infringement	**2020-21**	**2019-20**	**2018-19**	**2017-18**	**2016-17**
Failure to register Dog	75	52	72	85	72
Failure to keep dog under control	20	9	13	11	23
Wilful Obstruction of dog control officer or ranger	2	Nil	Nil	Nil	Nil
Failure to comply with effects of classification of dog as dangerous dog	3	Nil	6	1	1
Failure to comply with a Bylaw	Nil	Nil	Nil	Nil	Nil
Falsely notifying death of a dog	Nil	Nil	Nil	Nil	Nil
Wilfully providing false information about a dog	3	Nil	Nil	1	Nil
Failure to implant microchip	Nil	Nil	Nil	2	Nil
TOTAL	**103**	**61**	**91**	**100**	**96**

Customer Service Requests

Animal Control related service requests increased 24% during this period as shown in the following table:

Service request type	2020-21	2019-20	2018-19	2017-18	2016-17
Dog Control	331	265	357	328	332

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 11 August 2021

To : Ordinary Council Meeting 24 August 2021

From : Group Manager Finance and Corporate Services, Peter Bridgwater

Subject : **REPRESENTATION REVIEW INITIAL PROPOSAL**

File ID : A255638

EXECUTIVE SUMMARY

A representation review must be undertaking this year prior to the 2022 triennial election. This process was begun in 2020. A report has been prepared by Dale Ofsoske which details this process and the next steps.

PURPOSE

The purpose of this report is to provide Council with the report on the 2021 Representation Arrangements Review prepared by Opotiki Electoral Officer, Dale Ofsoske. The report contains a number of recommendations that need to be made at this meeting concerning the initial proposal and to conform to the timelines set by the Electoral Act 2001.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

Assessment of engagement

As Council is required to use the consultative procedure set out in the Local Electoral Act, Council will be using the level of 'Consult'.

The representation arrangement review will follow the consultative procedure detailed in the attached report. These methods will include receiving and hearing submissions, as well as public notice.

	Consult	To obtain public feedback abut ideas on rationale, alternatives, and proposals to inform decision making.

CONSIDERATIONS

Financial/budget considerations

Consultation and other costs have been budgeted for within the current long term plan

Risks

There are no major risks associated with the decisions or matters.

RECOMMENDATIONS:

1. **That the report titled "Representation Review Initial Proposal" be received.**
2. **The Ōpōtiki District Council resolves pursuant to sections 19H and 19J of the Local Electoral Act 2001 to adopt, as its initial proposal for the review of representation arrangements for at least the 2022 triennial elections, the following:**
    i. **The Ōpōtiki District Council comprise of the mayor elected 'at large', and six councillors elected from three wards, these being:**
        a) **Coast Ward (represented by one councillor) being the existing ward comprising the area delineated on SO Plan 431773;**
        b) **Ōpōtiki Ward (represented by three councillors) being the existing ward comprising the area delineated on SO Plan 334313;**
        c) **Waioeka-Waiōtahe-Otara Ward (represented by two councillors) being the existing ward comprising the area delineated on SO Plan 334314;**

ii. **The Ōpōtiki District Council retain the Coast Community Board (represented by four elected members and one appointed member being the councillor for the Coast Ward) being the existing community comprising the area delineated on SO Plan 431773;**

In accordance with section 19K(2) of the Local Electoral Act 2001, the reason for the change in the name of the Waioeka-Waiōtahe Ward to the Waioeka-Waiōtahe-Otara Ward to is to reflect the three rivers of Waioeka, Waiōtahe and Otara within the ward;

The three wards, the number of councillors per ward, the ward populations (estimated as at 30 June 2020) and the population per councillor are as follows:

Ward	Population	Councillors	Average	% Variance
Coast	1,510	1	1,510	-9.58
Ōpōtiki	5,230	3	1,743	4.39
Waioeka-Waiōtahe-Otara	3,280	2	1,640	-1.80

In accordance with section 19V(2) of the Local Electoral Act 2001, the population that each councillor represents must be within the population range of 1,670 plus or minus 10% (1,503 - 1,837).

iii. **That the formal legislative consultative process and timetable contained in this report be adopted.**

iv. **That the hearing of any representation arrangements review submissions that may be received be heard by Council in mid-October 2021.**

Peter Bridgwater

GROUP MANAGER FINANCE AND CORPORATE SERVICES

Appendix A

election services

// bringing change

T +64 9 973 5212
E info@electionservices.co.nz
W electionservices.co.nz

PO Box 5135, Wellesley Street, Auckland 1141, New Zealand
Level 2, 198 Federal Street, Auckland

Title:	**2021 Representation Arrangements Review**
Report to:	**Ōpōtiki District Council**
Author:	**Dale Ofsoske, Electoral Officer**
Date:	**6 August 2021**

1.0 Summary and conclusions

A representation arrangements review is required to be undertaken by all local authorities at least once every six years. The last review for the Ōpōtiki District Council was undertaken in 2015 (for the 2016 triennial election) with the next review required in 2021 (for the 2022 triennial election).

A representation arrangements review considers whether councillors are elected by electors from wards, 'at large' or from a mixture (wards and 'at large'), the total number of councillors, whether community boards are retained, altered etc. The current arrangements are the mayor and six councillors elected from three wards, plus one community board electing four members.

Prior to undertaking a representation arrangements review, two other issues required council consideration - the choice of electoral system, and whether Māori wards are introduced.

Both of these issues were considered by council where it was resolved to retain the first past the post (FPP) electoral system (25 August 2020) and not to introduce Māori wards for the 2022 triennial elections (17 November 2020).

The initial proposal of a representation arrangements review must be completed by 31 August 2021, and there appears to be no community or political appetite for change – the current arrangements are considered to best reflect the district's communities of interest and provides

fair and effective representation. However the formal process under the Local Electoral Act 2001 (LEA) is required still to be followed.

This report recommends that council, at its 24 August 2021 meeting, resolves to adopt an initial proposal, this being largely the status quo, as outlined in the recommendations (Section 2.0), with a formal consultation process to occur from 2 September 2021 to 8 October 2021.

2.0 Recommendations

It is recommended that council makes the following resolutions:

1. The Ōpōtiki District Council resolves pursuant to sections 19H and 19J of the Local Electoral Act 2001 to adopt, as its initial proposal for the review of representation arrangements for at least the 2022 triennial elections, the following:

   (i) The Ōpōtiki District Council comprise of the mayor elected 'at large', and six councillors elected from three wards, these being:

   (a) Coast Ward (represented by one councillor) being the existing ward comprising the area delineated on SO Plan 431773;

   (b) Ōpōtiki Ward (represented by three councillors) being the existing ward comprising the area delineated on SO Plan 334313;

   (c) Waioeka-Waiōtahe-Otara Ward (represented by two councillors) being the existing ward comprising the area delineated on SO Plan 334314;

   (ii) The Ōpōtiki District Council retain the Coast Community Board (represented by four elected members and one appointed member being the councillor for the Coast Ward) being the existing community comprising the area delineated on SO Plan 431773;

   In accordance with section 19K(2) of the Local Electoral Act 2001, the reason for the change in the name of the Waioeka-Waiōtahe Ward to the Waioeka-Waiōtahe-Otara Ward to is to reflect the three rivers of Waioeka, Waiōtahe and Otara within the ward;

   The three wards, the number of councillors per ward, the ward populations (estimated as at 30 June 2020) and the population per councillor are as follows:

Ward	Population	Councillors	Average	% Variance
Coast	1,510	1	1,510	-9.58
Ōpōtiki	5,230	3	1,743	4.39
Waioeka-Waiōtahe-Otara	3,280	2	1,640	-1.80

In accordance with section 19V(2) of the Local Electoral Act 2001, the population that each councillor represents must be within the population range of 1,670 plus or minus 10% (1,503 - 1,837).

2. That the formal legislative consultative process and timetable contained in this report be adopted.

3. That the hearing of any representation arrangements review submissions that may be received be heard by council in mid-October 2021.

3.0 Narrative

3.1 Background

The LEA requires every local authority to undertake a representation arrangements review at least once every six years, on the first occasion either in 2003 or 2006. As council's last review occurred in 2015, a review must be undertaken in 2021, effective for at least the 2022 triennial elections.

The current 2015 representation arrangements are the mayor elected 'at large', six councillors elected from three wards and one community board electing four members.

Council has previously considered two other representation issues for the 2022 triennial elections - the choice of electoral system (resolved to retain the FPP electoral system) and Māori wards (resolved not to establish Māori wards).

3.2 Issues

3.2.1 Legislative Requirements

Part 1A of the LEA sets out the requirements for a representation arrangements review. Issues that a local authority is required to consider include:

- whether councillors (other than the mayor) are to be elected by electors of two or more wards, by electors of the district as a whole ('at large'), or by a mix of electors of the district ('at large') and by electors of wards;
- the proposed number of councillors to be elected in each category (at large/ward/mixture - if applicable);
- the proposed name and boundaries for each ward;
- whether there should be communities and community boards, and if so the nature of a community and structure of a community board;
- whether one or more communities should be introduced/retained/abolished/united/or boundaries altered;

- whether a community should be subdivided for electoral purposes;
- the number of members of a community board (including the number elected and appointed);
- whether members of a community board are to be elected by electors of a community as a whole, or by electors of two or more subdivisions, or by electors of each ward (if a community comprises two or more wards);
- the name, boundaries and number of members of each subdivision of a community (if adopted).

3.2.2 Key Principles

In undertaking a representation arrangements review, the following key principles are required to be considered:

- communities of interest
- effective representation
- fair representation

The Local Government Commission Guidelines on undertaking a representation arrangements review contain the following information:

Communities of Interest:

- not defined in legislation
- essential part of review process
- can mean different things to different people
- is an area where one feels a sense of belonging
- is an area where one looks for social, service and economic support
- sense of belonging can be influenced by geographic features such as a roading network
- community of interest can be identified by access to goods and services needed every day
- Rohe, Takiwā area of tangata whenua may also be factors
- defining characteristics may include:
  - sense of community and belonging
  - similarities in demographic, socio-economic and/or ethnic characteristics
  - similarities in economic activities
  - dependence on shared facilities (schools, recreational, retail, cultural)
  - physical and topographical features
  - history of area
  - transport and communication links communities of interest may change over time
- must be able to be defined as a single geographical area i.e. a physical boundary must be able to be defined.

Effective Representation

- once communities of interest are defined by geographical boundaries, need to consider how these communities will be most effectively represented

- does each community of interest require separate representation?
- can communities of interest be grouped together to achieve effective representation?
- is effective representation best achieved by an at large system, a ward system or a mixed system?
- if at large - how many members would provide effective representation for the district as a whole?
- if wards - how many members for each ward would provide effective representation?
- should there be communities and community boards?
- need to ensure ward boundaries coincide with meshblock boundaries

Fair Representation

- if wards, or subdivisions of community boards, are established, population equity applies (plus/minus 10% of average representation) – basically each member represents approximately the same number of people.

3.3 Process

The process to follow when undertaking a representation arrangements review is:

1. identify the district's communities of interest;
2. determine the effectiveness of members by looking at the overall number of members, whether they represent the district as a whole or wards or by a mixture, in order that members are effective (are able to listen to and represent constituents effectively);
3. if wards, or subdivisions of community boards, are adopted, determine that members fairly represent their constituents by ensuring the average population ratio is no more than a +/- 10% variance (noting the provision that this ratio can fall outside the range under certain circumstances);
4. determine whether or not to introduce/retain/abolish/alter communities and community boards.

3.3.1 Communities of Interest

The Ōpōtiki District is a large, generally sparsely populated territorial authority located in the eastern Bay of Plenty, bounded to the west by Whakatāne District and to the east by Gisborne District. Ōpōtiki town is the main service centre located to the western end of the district.

The three current wards of Coast, Ōpōtiki and Waioeka-Waiōtahe are still considered to best reflect the three communities within the district - Ōpōtiki representing the urban service town and Coast and Waioeka-Waiōtahe representing the coastal and large rural/forestry areas of the district.

However, it is proposed to change the name of the Waioeka-Waiōtahe Ward to Waioeka-Waiōtahe-Otara Ward to better describe the ward which contains the three rivers of Waioeka, Waiōtahe and Otara.

3.3.2 Effective Representation

The current number of councillors is six (plus the mayor). In determining the number of councillors, the district's population needs effective representation that enables:

- good public accessibility and availability to councillors; and
- an appropriate share of councillor workload.

The current number of elected representatives is considered to adequately provide for effective representation for individuals and the Ōpōtiki community generally.

3.3.3 Fair Representation

Where wards are established, the principle of fair representation applies (where each councillor represents about the same number of people, plus or minus 10%).

When taking the latest population statistics (Population Estimates as at 30 June 2020) of 10,020 with six councillors, the range of population per councillor is 1,670 +/- 10% being 1,503 – 1,837.

For six councillors, the following table shows the ratio of councillor to population, and all comply with the fair representation criteria (+/-10% rule):

Ward	Population	Councillors	Average	% Variance
Coast	1,510	1	1,510	-9.58
Ōpōtiki	5,230	3	1,743	4.39
Waioeka-Waiōtahe-Otara	3,280	2	1,640	-1.80

3.3.4 Community Boards

At each representation review, council is required to consider whether communities and community boards should be introduced/retained/abolished/united/or boundaries altered.

Section 19 of the LEA sets out the requirements for this consideration. Community boards, where established, must each contain between four and 12 members, of which at least four members must be elected by the electors of that community, and may contain appointed members from the ward in which the community is situated. The number of appointed members must be less than half of the total number of members.

Community boards may be subdivided for electoral purposes – this is generally appropriate when the community board area is made up of a number of distinct communities of interest and

the formation of subdivisions will provide effective representation of these communities of interest. The fair representation requirements (+/- 10% rule) apply in respect of subdivisions of communities.

It is considered appropriate that the Coast Community Board be retained as it provides a local focus for this part of the district and link back to council.

3.3.5 Council Workshops

Council held two workshops on 6 June 2020 and 26 July 2021 to consider the review process.

Consideration at the 26 July 2021 workshop included whether the current number of councillors, current wards and current community board arrangements were still applicable. It was agreed that the current arrangements (the mayor, six councillors elected from three wards and one community board electing four members) still:

- best reflects the district's communities of interest;
- provide greater diversity of views around the council table;
- provide effective representation to constituents (including taking into consideration councillor workload, access to community organisations and constituents).

3.3.6 Initial Proposal

Council at its 24 August 2021 meeting is to adopt its initial representation proposal. It is therefore proposed that the following resolution be resolved:

1. The Ōpōtiki District Council resolves pursuant to sections 19H and 19J of the Local Electoral Act 2001 to adopt, as its initial proposal for the review of representation arrangements for at least the 2022 triennial elections, the following:

    (i) The Ōpōtiki District Council comprise of the mayor elected 'at large, and six councillors elected from three wards, these being:

        (a) Coast Ward (represented by one councillor) being the existing ward comprising the area delineated on SO Plan 431773;

        (b) Ōpōtiki Ward (represented by three councillors) being the existing ward comprising the area delineated on SO Plan 334313;

        (c) Waioeka-Waiōtahe-Otara Ward (represented by two councillors) being the existing ward comprising the area delineated on SO Plan 334314;

    (ii) The Ōpōtiki District Council retain the Coast Community Board (represented by four elected members and one appointed member being the councillor for the Coast Ward) being the existing community comprising the area delineated on SO Plan 431773;

In accordance with section 19K(2) of the Local Electoral Act 2001, the reason for the change in the name of the Waioeka-Waiōtahe Ward to the Waioeka-Waiōtahe-Otara Ward to is to reflect the three rivers of Waioeka, Waiōtahe and Otara within the ward;

The three wards, the number of councillors per ward, the ward populations (estimated as at 30 June 2020) and the population per councillor are as follows:

Ward	Population	Councillors	Average	% Variance
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Ōpōtiki	5,230	3	1,743	4.39
Waioeka-Waiōtahe-Otara	3,280	2	1,640	-1.80

In accordance with section 19V(2) of the Local Electoral Act 2001, the population that each councillor represents must be within the population range of 1,670 plus or minus 10% (1,503 - 1,837).

2. That the formal legislative consultative process and timetable contained in this report be adopted.

3. That the hearing of any representation arrangements review submissions that may be received be heard by council in mid-October 2021.

3.4 Formal Process

The following formal process is recommended:

Council resolution (initial)	24 August 2021	(section 19H, LEA)
Public notice	2 September 2021	(section 19M, LEA)
Public submission period	2 September – 8 October 2021	(section 19M, LEA)
Submissions heard	mid-October 2021	(section 19M, LEA)
Council resolution (final)	16 November 2021	(section 19N, LEA)
Public notice	18 November 2021	(section 19N, LEA)
Public objection period	18 November – 20 December 2021	(section 19N, LEA)
Forward material to LGC	15 January 2022	(section 19V (4), LEA)

3.5 Hearings

The formal consultative process involves the ability for the public to make submissions on the representation arrangements review. Any submissions received over the submission period will need to be heard by council prior to making its final proposal resolution.

3.6 Final Proposal

Once council has resolved its final proposal, public notice of this is required providing the public with a one-month objection/appeal period. Should any objection/appeal be received, the matter is then required to be forwarded to the Local Government Commission for determination.

	Name and title of signatory	Signature
Author	Dale Ofsoske, Electoral Officer	

REPORT

Date : 5 August 2021

To : Ordinary Council Meeting, 24 August 2021

From : Group Manager Finance and Corporate Services, Peter Bridgwater

Subject : **2021 ELECTED MEMBER DETERMINATION**

File ID : A254136

EXECUTIVE SUMMARY

Every year the remuneration of the Mayor and elected members is set by the Remuneration Authority. This determination sets the remuneration for elected members and allowances for expenditure incurred whilst performing their roles.

PURPOSE

To provide the Council with the relevant changes relative to the previous determination in the Local Government Members (2021/22) Determination 2021 from the Remuneration Authority for endorsement, to be applicable from 1 July 2021.

BACKGROUND

Every year Councils receive a determination from the Remuneration Authority which sets the remuneration for elected members across the country. The remuneration levels set in the determination are valid for a term of one year until the next determination.

DISCUSSION AND OPTIONS SECTIONS

The proposed changes in the remuneration determination are outlined below:

Remuneration Determination

Council

Position	2020/21 Remuneration	2021/22 Remuneration
Mayor	$98,000	$99,000*

Deputy Mayor	$52,218	$53,001
Cultural Ambassador / Coast Community Board Chair	$44,750	$45,421
Councillor	$28,750	$29,181

* less deduction for use of motor vehicle of $3,785.82

Community Board

Position	2020/21 Remuneration	2021/22 Remuneration
Member	$4,989	$5,064

Once adopted by Council the new remuneration will be loaded into the system and a back payment processed to 1 July 2021.

ICT Allowance (previously Communications allowance)

The allowance for ICT equipment required by members to perform their functions have increased. These may be paid where the member uses their own equipment rather than that provided by council. The amounts below are for the determination period.

For the use of a personal computer, tablet, or laptop, including any related docking station $400
For the use of a multi-functional or other printer $50
For the use of a mobile telephone $200
For the use of ICT consumables, up to $200
For the use of own internet service $800
Use of own mobile phone service and calls, either $500 or actual cost of calls.

Childcare allowance

A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business. The eligibility requirements were changed to remove any perceived discrimination based on family status.

The upper limit on childcare allowances is unchanged.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is Inform.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:

	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

CONSIDERATIONS

Financial/budget considerations

Any changes to the remuneration will be paid from existing Council operational budget within the representation activity.

Risks

- There are no major risks associated with the decisions or matters

Authority

The Remuneration Authority is the responsible authority for setting the remuneration of elected members. Council can recommend a different apportionment across the Deputy Mayor, Cultural Ambassador and Councillors, within the requirements set by the Remuneration Authority. Its recommendations must be accompanied by reasoning.

RECOMMENDATIONS:

1. **That the report titled "2021 Elected Member Determination" be received.**
2. **That the Council endorse the changes to remuneration and allowances for use:**

<u>Remuneration</u>

Council

Mayor	**$95,214 after vehicle deduction**
Deputy Mayor	**$53,001**
Cultural Ambassador / Coast Community Board Chair	**$45,421**
Councillor	**$29,181**

Coast Community Board

Member	**$5,064**

<u>Allowances</u>

ICT

- **For the use of a personal computer, tablet, or laptop $400 per annum.**
- **For the use of a printer, $50 per annum.**
- **For the use of a mobile phone, $200 per annum.**
- **For the use of ICT consumables, up to $200 per annum.**
- **For the use of own internet service, $800 per annum.**
- **For the use of mobile phone service and calls, either $500 per annum, or actual cost of calls.**

Peter Bridgwater

GROUP MANAGER FINANCE AND CORPORATE SERVICES

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 9 August 2021

To : Ordinary Council Meeting, 24 August 2021

From : Group Manager Engineering and Services, Stace Lewer

Subject : **HUKUTAIA GROWTH – PROGRAMME STEERING COMMITTEE**

File ID : A254392

EXECUTIVE SUMMARY

It was agreed in June 2021 through a council resolution to set up a 'Programme Steering Committee' for the Hukutaia Growth programme of work.

This steering committee will not make formal decisions, all key decisions will be brought back to councillors through council meetings. The purpose of the steering committee is to (i) provide oversight, (ii) provide recommendations, (iii) assess key risks and confirm appropriate mitigations are in place, (iv) allow for robust in depth discussions with independent advisor to support delivery.

This report seeks approval of the Terms of Reference for the Hukutaia Growth - Programme Steering Committee, including Council membership and independent advisor.

PURPOSE

The purpose of this report is to seek approval of the Terms of Reference for the Hukutaia Growth - Programme Steering Committee.

BACKGROUND

On 1 June 2021 a workshop was held with councillors highlighting key risks associated with the development at Hukutaia, key risks included:

(i) Landowners do not want to develop

(ii) Lack of demand for housing from buyers

(iii) Inequitable allocation of costs

(iv) Cost increases for council

(v) Project delivery delays

(vi) Environmental issues with existing septic tanks.

At this workshop key mitigation actions were discussed, with feedback sought from councillors.

On 29 June 2021 a paper was tabled at the Ordinary Council meeting to confirm the actions that staff would undertake to address these key risks. A key recommendation agreed by councillors was for staff to set up a Programme Steering Committee for this Hukutaia growth development.

DISCUSSION AND OPTIONS SECTIONS

The key discussions required to support the set-up of this Programme steering committee is agreement on (i) Councillor membership, (ii) Independent advisor, (iii) Role of this committee, and (vi) frequency of meetings, Options are captured below:

Councillor Membership :	
Consideration	Need to consider any conflict of interest from councillors
Option A	Appoint all councillors to this 'Programme Steering Committee
Option B	Appoint a selection of councillors to represent community views
Option C	Seek nominations from councillors who want to sit on this committee
Recommendation	We recommend Option B:Appoint a selection of councillors to represent community views, still ensuring a range of councillor views, without having to burden each councillor with having to attend. In addition those councillors who have conflict of interests can step out of this group easily.

Independent Advisor :	
Consideration	The purpose of the independent advisor is to provide appropriate independent advice on the Hukutaia development, ideally they will have a good understanding of the implications of this development & provide relevant advice to the committee.
Option A	Technical Advisor (E.g. Glen McIntosh), Glen would provide strong technical advice on the proposal
Option B	Advisor who has an understanding of the political nature of this development, however is independent of council

Option C	Property developer advisor, someone who has run these developments previously
Recommendation	Due to the amount of community feedback on the proposal through the LTP 2021-2031, we recommend Option B as they will be able to provide independent advice. For technical advice, we will seek technical peer reviews. When we move into actual development we will bring in more appropriate property developer advice as required.

Role of Committee :	
Consideration	As agreed through council, this is not a formal sub-committee, it will provide a forum for discussion & feedback on the proposed Hukutaia development.
Option A	Seek formal agreement to set up a sub-committee of council
Option B	Forum for discussion & feedback on the proposed Hukutaia development, with independence advice, results in papers / recommendations coming back through to council for decision making.
Option C	Forum for discussion & feedback on the proposed Hukutaia development, with no feedback through to council. Advice only.
Recommendation	Option B: Forum for discussion, independent advice and appropriate recommendations feeding back to council for formal decision making. This option provides a mechanism to get robust feedback, whilst still retaining councillors as key decision makers.

Frequency of Meetings :	
Consideration	n/a
Option A	Monthly
Option B	6 Weekly
Option C	Quarterly
Recommendation	Option B: Due to the nature of the programme, we recommend that this forum meet 6 Weekly. In the initial set up period, there may some additional meetings.

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 Hukutaia Growth – Programme Steering Group is considered to be Low as determined by the criteria set out in section 17 of the Significance and Engagement Policy.

Assessment of engagement

	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

COMMUNITY INPUT AND PUBLICITY

Engagement with local land owners will occur, as part of the agreed programme of work in 2021/22 to better understand land owners intent to develop this land.

Consultation on this matter is not required, in accordance with Council's Significance and Engagement Policy. However, as noted above additional community consultation may be appropriate given the Communities initial feedback on this proposal through the LTP 2021-2031.

A key component to be discussed & feedback sought from the Programme Steering committee will be relevant communications to our local community. Key decisions around this will come back to councillors for agreement.

CONSIDERATIONS

Financial/budget considerations

Funding for setting up and delivering the 'Hukutaia Growth - Programme Steering Committee' was included in the 2021-2031 LTP. An allocation of $50,000 was included to support funding an independent advisor and meeting administration.

Policy and planning implications

The formation of the 'Hukutaia Growth - Programme Steering Committee' is in accordance with decisions made by council during the LTP2021-2031.

Risks

There are no major risks associated with putting in place a 'Hukutaia Growth - Programme Steering Committee'.

As noted above (See background) the purpose of this Steering group is to provide appropriate feedback / independent advice to address identified risks associated with development in Hukutaia.

RECOMMENDATIONS:

1. **That the report titled 'Hukutaia Growth - Programme Steering Committee' be received.**
2. **That staff proceed with the formation of the 'Hukutaia Growth - Programme Steering Committee', in accordance with the recommendations captured in the 'Discussion and Options' Section of this report.**
3. **Staff provide recommendations / updates through to full Council meetings following the 'Hukutaia Growth - Programme Steering Committee' meetings.**

Stace Lewer

GROUP MANAGAER ENGINEERING AND SERVICES

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 3 August 2021

To : Ordinary Council Meeting, 24 August 2021

From : Land Transport Engineer, Dale Clarke

Subject : **WAINUI ROAD SAFETY IMPROVEMENT PROJECT – BUDGET CARRY OVER**

File ID : A253993 [C4/371]

EXECUTIVE SUMMARY

Weather delays and material shortages pushed completion of this project into the new financial year. This report seeks Council's approval to carry over the remaining $194,400 budget for this project from the 2020/21 to the 2021/22 financial year, to complete the remaining work. This budget is subsidised by Waka Kotahi-NZTA at an enhanced rate of 87.5%, meaning the Council's share is $24,300.00.

PURPOSE

To request Council authorisation for carrying over the remaining budget for the Wainui Road Safety Improvement Project from the 20/21 year to the 21/22 year.

BACKGROUND

The Wainui Road Safety Improvement Project is part of an inter-district road safety improvement programme known as the Whakatāne to Ōpōtiki National Safer Roads and Roadsides Programme (NSRRP). As well as this project, the NSRRP includes other similar sites in the Whakatāne District and along sections of State Highway 2 through the Ōpōtiki district.

As this project was part of a wider push from Waka Kotahi-NZTA for increased road safety along this particular road corridor, they provided an enhanced funding assistance rate (FAR) of 87.5% compared to the normal 75% FAR that ODC receives on transport spending.

Planning and design commenced early in the 2020/21 financial year, and in January 2021 the contract for implementation of the project work was awarded to Splice Construction. Frequent bad weather and unforeseen nationwide shortages in materials, due to COVID-19, caused the completion of this project to be delayed beyond the end of the 2020/21 financial year.

The extent of these delays were not known until the later weeks of the financial year and it was too late to include this as a carryover within the new Long Term Plan (LTP) budgets.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:

	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

The tool that Council will use for the 'Inform' level of engagement is a report in the public agenda of the Council meeting.

CONSIDERATIONS

Financial/budget considerations

The total budget for implementation of this project was $972,100, which was budgeted for in the 2020/21 financial year and approved for funding from Waka Kotahi at a rate of 87.5%. Project spending in 20/21 totalled $777,700 leaving a remaining $194,400.

The proposal is to carry over the unspent budget of $194,400 from the 20/21 year into the 21/22 year to cover the remaining project works. At the FAR of 87.5%, this cost to council will be $24,300. Waka Kotahi has approved funding for the 21/22 year.

The impact that this addition will have on Council rates is minimal and would amount to less than $2,000 over the asset life.

Risks

If this budget is not carried over, we would need to cover these costs using other transport budgets which have not yet been approved for funding by Waka Kotahi this year. This would mean we lose the enhanced funding, putting strain on remaining transport budget for 2021/22.

Authority

As this is an amendment to the already approved LTP budgets, this requires council authority to approve.

RECOMMENDATIONS:

1. **That the report titled "Wainui Road Safety Improvement Project – Budget Carry Over" be received.**
2. **That the unspent 2020/21 project budget of $194,400 be carried over to the 2021/22 financial year.**

Dale Clarke

LAND TRANSPORT ENGINEER

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 5 August 2021

To : Ordinary Council Meeting, 10 August 2021

From : Workforce Development Co-ordinator, Barbara MacLennan

Subject : **ŌPŌTIKI WORKFORCE DEVELOPMENT CO-ORDINATION - UPDATE**

File ID : A254171

EXECUTIVE SUMMARY

This report updates Council on progress of the Workforce Development co-ordination function.

PURPOSE

Ōpōtiki District Council has established a dedicated local co-ordination position and a support role to co-ordinate local stakeholders, plans, and activities. These positions are enabled by Government funding via the Provincial Growth Fund (MBIE) and Mayors Taskforce for Jobs funding (MSD), and the latter has a strong rangatahi to employment focus.

Current functions of the roles are to work closely with Whakatōhea and other Pathways to Work stakeholders to implement the local Pathways to Work Plan which was refreshed in late 2019, and to deliver on the outcomes of the Mayors Taskforce for Jobs Community Recovery Project. The team also have oversight of the Ōpōtiki Community Driver Mentoring Programme which ODC established in 2017.

PROGRESS

Information and Communications

Summary Annual Reports

We've produced brief summaries about our work, and key outcomes of the past year. These are attached as Appendices.

"Workforce Matters" section on ODC Website

As Councillors know, ODC's online services now include a "Workforce Matters" hub where listings of local vacancies, training, and support are updated fortnightly:

Local Jobs, Training and Support - Ōpōtiki District Council (odc.govt.nz)

Over time these listings help us understand key trends, which will help inform planning.

As of the latest update, August 5th, there were 28 local vacancies across 6 sectors: Trades & Driving Jobs, Primary Industries, Retail/Hospitality, Business/Admin Support, Education/Health/Community Services, and Local Government.

Six months of data for these fortnightly listings indicates that:

- The lowest number of vacancies per listing in the last six months is 18, and the highest is 45.
- Most positions advertised are full-time opportunities.
- Average number of vacancies per month has been steadily increasing since March 2021.
- Kiwifruit industry – in addition to the packhouse positions advertised during the main season, positions of varying skill sets and levels are advertised quite steadily across various orchards, and services. Machinery operators, forklift drivers, manager/team leader positions, orchard managers, and supervisor positions, as well as administration and payroll positions, for example.
- Community and Health Services – Whānau support, social workers and nursing positions are advertised each listing from February-June 2021.
- Reflecting the period of rapid growth, Ōpōtiki District Council has advertised a minimum of one position every fortnight for the last six months, across a variety of disciplines.
- Trades and Driving - Mechanic positions have been advertised every fortnight for the last six months across various companies/businesses. Businesses report these are hard to fill positions.
- Retail and Hospitality have seen an increased need for cooks/chefs and general kitchen staff across various local businesses for the past three months.

Promotional Video

"Think Rural – Live Work and Love Ōpōtiki". MSD is supporting three rural communities to make short videos promoting rural work and life, encouraging city dwellers to consider relocating "home" to our great rural communities with their families and skills, especially for our "harder to fill" jobs.

Job Seeker Statistics

It is positive to hear the national unemployment rate being quoted at 4%, however it's also important to note the proviso that the rate for Māori and Pacific is much higher. This is starkly reflected in the Eastern Bay which has persistently had a rate more than double the national average, and strong

advocacy for ongoing investment in programmes, services and opportunities for our local people is important.

Toi EDA monitors Job Seeker statistics in the Eastern Bay via data provided by MSD, and the trend to 30 June certainly mirrored the national downward trend. According to the information available from MSD, presented below, Job Seeker Numbers in the Eastern Bay continue to decline, however across the Eastern Bay, we're still 35% above the numbers at the same time in 2019.

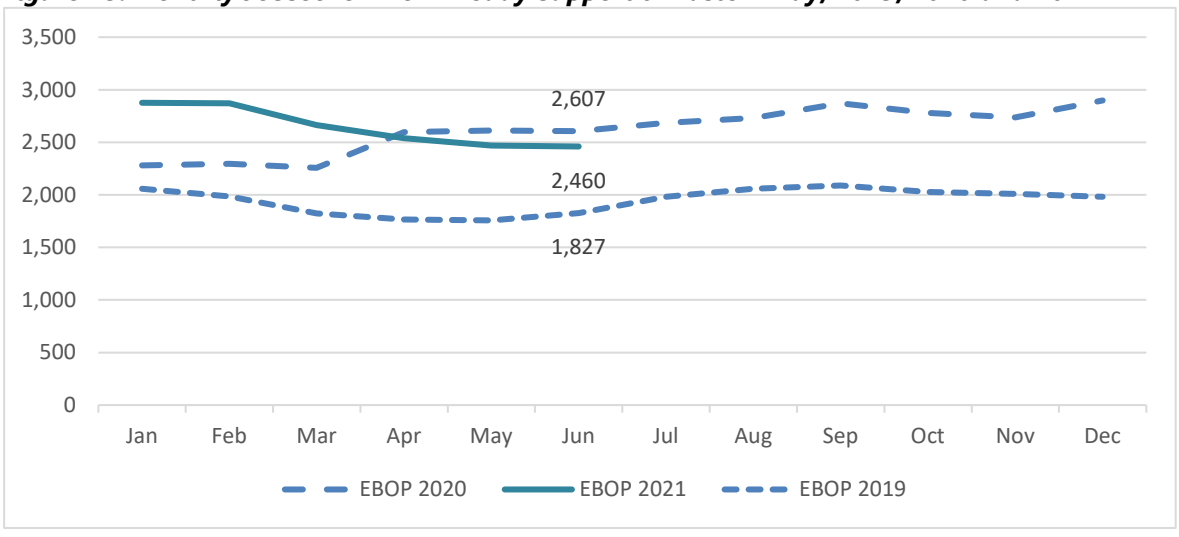
Jobseeker Work-Ready Support trends (extracts from Toi EDA report)

Jobseeker Support is a weekly payment that helps people until they find work. It is available to people unemployed and looking for a job, people in part-time employment seeking more work, and people who have a health condition or disability which affects their ability to work. Data in this report excludes Jobseeker Health Condition or Disability Support grants.

The number of Eastern Bay residents receiving Jobseeker Work-Ready Support remains stubbornly high but starting to trend down. Latest data shows a year-on-year decrease from 2,607 at the end of June 2020, following the COVID-19 national lockdown, to 2,460 in June 2021 (i.e. -6%).

Work-Ready Support across the Eastern Bay remained high throughout 2020. **While now falling, the number of recipients remains 35% above the 2019 level at this time of year.**

Figure 1b: Monthly Jobseeker Work-Ready Support in Eastern Bay, 2019, 2020 and 2021



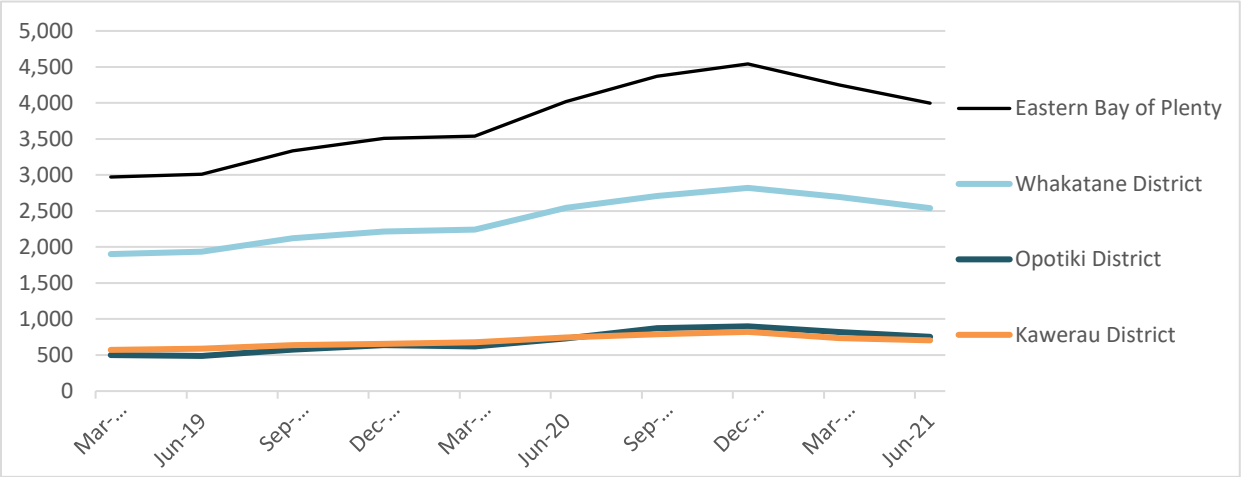
For Ōpōtiki specifically, our June 2021 Ōpōtiki Service Centre total job seeker numbers were actually up by 2% on the June 2020 numbers, at 463. As reported previously, numbers of 18-29 year olds on job

seeker benefits are high, comprising nearly 40% of those registered at the Ōpōtiki Service Centre at June 30th.

The following information is based on MSD quarterly data at the Territorial Authority level (rather than on MSD Service Centre numbers.) The trends are similar:

Jobseeker Support by TA in the Eastern Bay – trend data

In 2020 there was a rapid rise in Jobseeker Support recipients due to the COVID-19 pandemic, and this has been slow to come down. There are signs of recovery in the latest data. The number of Eastern Bay residents receiving Jobseeker Support as at June 2021 was slightly lower than June 2020. Further reduction closer to historical levels is anticipated.

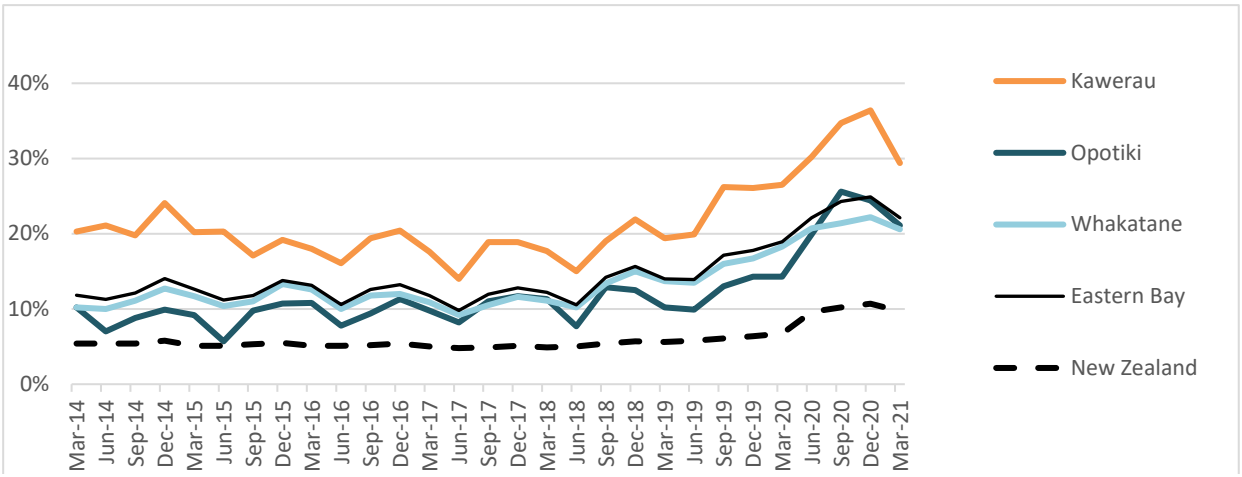


The quarterly information for our 18-24 year olds by TA starkly reinforces the point that a continued focus on initiatives for rangatahi is vital.

JSS Rate by TA in the Eastern Bay – trend data

The JSS Rate for the Eastern Bay overall has historically been in the range 10-15% in any given quarter, substantially higher than the approximately 5% national average. From around 2018, the JSS Rate began rising at both the national and regional level, and this trend was exacerbated by the COVID-19 pandemic in 2020.

Latest figures for the March 2021 quarter show signs of recovery but the JSS Rate remains substantially above historical levels. JSS Rate in the March 2021 quarter was highest in Kawerau (29.4%), followed by Opotiki (21.1%) and Whakatane (20.6%). The Eastern Bay overall JSS Rate was approximately 21.9% compared to the national average of 9.7%.



SUPPORTING KEY SECTORS TO PATHWAY UNDER 30S INTO THEIR WORKFORCES

- Aquaculture: The Tūāpapa Foundation Programme (part funded by MTfJ) has had 90 graduates to date, with 26 of these being Under 30, and another cohort due to graduate on 12th August. Recruitment at the Factory is in full swing.

Tūāpapa graduates and their trainer Ihaka Jaram (far right) after receiving their certificates, July 16 2021

MAYOR'S TASKFORCE FOR JOBS – SUBSIDIES FOR YOUNG RECRUITS

- These subsidies are available to employers who recruit local under 30s into sustainable jobs of twelve months or more. The funds may be used for PPE and training/apprenticeship costs and for tools for the rangatahi, or as a partial wage subsidy. In August we'll also start trialling a new subsidy for jobs of shorter duration.
- To date there are 21 rangatahi subsidy recipients across 9 local businesses, with more applications from new businesses anticipated soon.

- We continue to have Mayoral 'check-ins' with these rangatahi; on Monday 21st July we hosted the MTFJ Subsidy recipients and business owners of HEB and PJ Brown Builders for a Mayoral visit here at Council.
- Paul Brown (PJ Brown Builders) and Lily (MTFJ Subsidy recipient) discussed how busy building work is currently, and Paul shared his perceptions about current local industry gaps/opportunities including aluminium joinery, a local scaffolding service, and local gas fitters.
- David Wyeth (HEB) and Mayor Lyn encouraged the three employed rangatahi to appreciate the scope and longevity of the project on which they're working, the Harbour.

HEB MTFJ Subsidy recipients Steffan, Tahana, and Manaia during their visit with Mayor Lyn

PJ Brown's MTFJ Subsidy recipient Lily, business owner Paul, and Mayor Lyn

- On August 3rd the Workforce Development team and Mayor Lyn hosted Amanda Wilson from Wilson Brothers Earthmovers Ltd and the three rangatahi on MTFJ Subsidies, who had shifted from casual to full time positions. The young men discussed their future plans and the way in which their current work experience and training was crucial, and beneficial, to future plans and opportunities.

Wilson Brothers Earthmovers Ltd MTFJ Subsidy recipients Khemp and Jye talk with Mayor Lyn

Mayor Lyn and Amanda Wilson

Khemp, Jye, and Regan (left to right), the three MTFJ Subsidy recipients at Wilson Brothers Earthmovers Ltd

- These visits provide updates on how the rangatahi are finding work and an opportunity to see their growing skills as employers engage in more training. Additionally, we've received feedback of the rangatahi feeling boosted morale and whakahī when they see their achievements in Council Facebook posts.

LOCALLY AVAILABLE VOCATIONAL TRAINING – INTERIM PLAN

- Councillors will recall that we're co-ordinating a programme of short course training commonly needed by our quickly growing industries, particularly oriented to the under 30s. Our role is co-ordination, and assistance with finding local venues. Participants register and pay directly with the training providers.
- We called into the "Changing Lanes" Empowering Women Programme (MSD-funded) and discussed the experience with the participants; the feedback was overwhelmingly positive. We

later saw one of these participants at the Te Kaha Pop Up Rebel Business School trades show day.

- We have multiple training courses planned for August and September: Site Safe Passport Building Construction, Class 2 Licence, Temporary Traffic Management, and Traffic Management Operative. As well as in our fortnightly emails, we recently promoted this training via the Council Facebook page.
- We're surveying our local businesses in the Primary Industries, Construction/Infrastructure, and Horticulture/Agriculture sectors to ensure they are aware of Workforce Development functions (e.g. MTFJ Subsidies) and to learn what other training they would like to see run regularly in Ōpōtiki. We've had some great responses to date.

New Vocational Training in 2022

- Ōpōtiki Mayors Taskforce for Jobs has been actively supporting Te Pou Oranga ō Whakatōhea's submission to TEC for tertiary funding to deliver Level 3 and 4 industry relevant training courses in 2022. We've also been supporting the development of a business case for Whakatōhea to establish a construction training site at the College grounds. The programme will focus on house construction.

CLASS 1 DRIVER LICENSING

- During 2020-2021 the Ōpōtiki Community Driver Mentoring Programme, contracted by ODC and last year funded by Toi EDA, helped 46 young locals achieve their Restricted Licence, and 29 achieve their Full Licence.
- Additionally, via Mayors Taskforce for Jobs funding, we supported 4 Learners, 9 Restricted and 7 Full Licences for rangatahi who have recently been recruited into local jobs.
- Alongside the continued push for Learners-Restricted and Restricted-Full, we are looking forward to supporting Defensive Driving Courses locally.
- Ōpōtiki College's Drive to Thrive programme, co-funded by Toi EDA, had successfully helped 28 students achieve their Learners, 5 their Restricted and 1 their Full by 30 June 2021. These are great results for a programme just getting underway.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is Inform.

Assessment of engagement

As the level of significance has been determined to be low the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:

	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

RECOMMENDATION:

1. That the report titled "Ōpōtiki Workforce Development Co-ordination – Update" be received.

Barbara MacLennan

WORKFORCE DEVELOPMENT CO-ORDINATOR

Ōpōtiki Workforce Development

Together growing the workforce and good local jobs 2020-2021

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

What and Why?

The big drive for economic development in Ōpōtiki is to enable sustainable jobs and wellbeing for our people.

Since 2015, cross sector stakeholders have proactively supported a "Pathways to Work" strategy that is:

a) Creating new job opportunities
b) Helping local people prepare for, gain, and retain jobs locally

Collective Leadership and Action

Ōpōtiki District Council, Te Pou Oranga ō Whakatōhea, Ōpōtiki College, and Whakaatu Whanaunga Trust, along with key local industry leaders (e.g. Open Ocean Whakatōhea Mussels) have been core local partners to date and it's great to have Te Whānau ā Apanui becoming more actively involved through Te Kaha Group, the mandated workforce lead for that rōhe.

Regional stakeholders like Toi EDA, Eastbay REAP, TPK, MBIE, and MSD have been great supporters, and we also acknowledge the multi-year Todd Foundation partnership around youth to employment which has enabled innovation and co-ordination.

A dedicated Workforce Co-ordination function in Council

With news of government investment in substantial primary industry development in the District, and in the Harbour Development and Mussel Factory, Whakatōhea and ODC created a dedicated co-ordination function here at Council, to work alongside growing industries, Whakatōhea's workforce services, and other stakeholders.

We:

- Collate and publicise local job vacancies
- Share Information about our growing industries, workforce supply and demand
- Co-ordinate commonly needed training for our growing industries
- Support Class 1 Driver Licencing initiatives
- Manage Ōpōtiki's Mayors' Taskforce for Jobs Community Recovery project
- Support practices around social procurement
- Support local Pathways to Work projects
- Connect employers with information and resources to recruit and train personnel
- Promote local employment and support services

See more at https://www.odc.govt.nz/our-services/workforce-matters
You can contact us at workforce@odc.govt.nz

MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

We are LGNZ.

MTFJ
MAYORS TASKFORCE FOR JOBS

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HIKINA WHAKATUTUKI

Ōpōtiki Workforce Development

2020-2021 Outcomes

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Summary

Key Statistics

Mayors' Taskforce for Jobs subsidies, supporting rangatahi training & apprenticeships:

21

Graduates of Tūāpapa course, tailor-made training for recruitment into the mussel factory:

90 (26 Under 30s!)

Class 1 Licensing:

55 Restricted licenses & 19 Full licenses passed

Local jobs created through the Harbour, COVID Recovery, and Community Infrastructure projects:

230

Local rangatahi in sustainable jobs:

57

MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

We are LGNG.

MTFJ
MAYORS TASKFORCE FOR JOBS

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HIKINA WHAKATUTUKI

Ōpōtiki Mayors' Taskforce for Jobs End of Year Summary

Under 30s focussed

July 2020 - June 2021

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

We are. LGNZ.

MTFJ
MAYORS TASKFORCE FOR JOBS

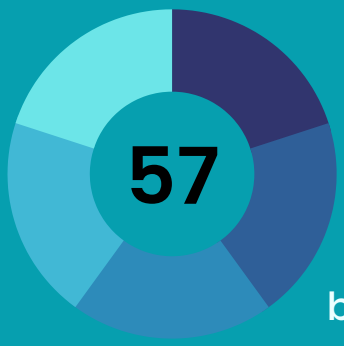
Class 1 Driver Licensing Progress:

20

Learners	Restricted	Full
4	9	7

Sustainable Job Outcomes:

12 months or more, minimum 30hr/week



Across 5 sectors and 15 different local businesses

TOTAL OUTCOMES:

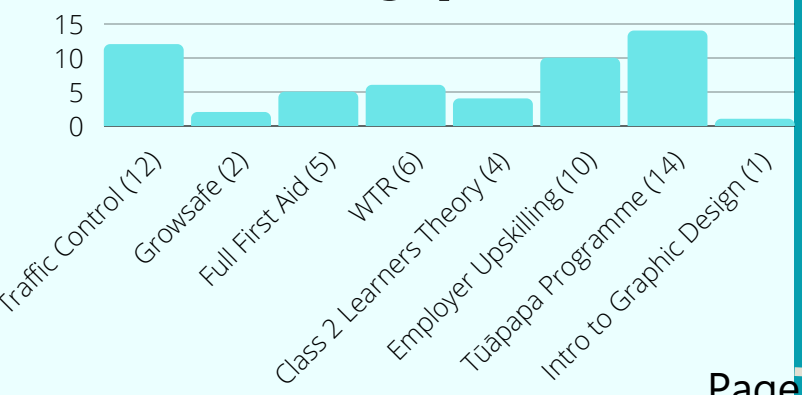
131

Some feedback from local businesses:

"It was beneficial to know that the local community is supportive of the young guys and their careers. I think it gives them a better sense of worth that people are caring and are willing to support them in their careers."

Industry Training Outcomes total:

54



"Our apprentices felt proud of themselves being acknowledged by the Mayor and media."

"Through this process we have found some amazing people with a great work ethic that just needed some time and opportunity to show their worth and dedication."

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 6 August 2021

To : Ordinary Council Meeting, 24 August 2021

From : Chief Executive Officer, Aileen Lawrie

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

File ID : A255620

LGOIMA REQUESTS

LGOIMA Report (27/06/2021-17/08/2021)

Month	Submitter	Subject	Due	User
June 2021	Rowan McCormick	Building consents for owner builders and LBPs.	Completed	
July 2021	Cradle	Decision documents pertaining to change of provider	17/08/2021	Peter Bridgwater
	Helma Fraser	Fly-tipping research project - information request	Completed	
	Federated farmers	Distribution of general and targeted rates and the use of uniform annual charges	19/08/2021	Peter Bridgwater
August 2021	Kevey	Required before 23 August - Correspondance regarding BC3094 from A Templer or HFC	07/09/2021	Gerard McCormack
	N Podgorodnichenko	Human Resource strategy and Resource policies	Completed	
	Atkins Holm Majurey	URGENT REQUEST - Ratings valuations for gold kiwifruit orchards	09/09/2021	Peter Bridgwater

MEETINGS / EVENTS ATTENDED BY CEO – 15 MAY 2021 – 6 AUGUST 2021

17 MAY 2021

Ōpōtiki Harbour Development Project update meeting with MBIE, via Zoom

18 MAY 2021

ODC Tenders Sub-Committee meeting

19 MAY 2021

Morning tea catch up with Kawerau District Council staff

Bay of Plenty CEs Forum meeting, via Zoom

20 MAY 2021

Meeting with Kāinga Ora

21 MAY 2021

Met with Kay Read, MSD

25-26 MAY 2021

Women in Leadership Summit, Auckland

27 MAY 2021

LGNZ Three Waters update - Mayors, Chairs and Chief Executives, via Zoom

31 MAY 2021

Ōpōtiki Harbour Development Project update meeting with MBIE, via Zoom

1 JUNE 2021

Ordinary Council meeting

Council workshop

3 JUNE 2021

Extra Ordinary Council meeting

4 JUNE 2021

Extra Ordinary Council meeting reconvened

9 JUNE 2021

Catch up meeting with Toi Te Ora Public Health, Dr Phil Shoemack and Janet Hanvey

10 JUNE 2021

ODC Tenders Sub-Committee meeting

11 JUNE 2021

LGNZ Three Waters update - Mayors, Chairs and Chief Executives, via Zoom

14 JUNE 2021

Future For Local Government Workshop, Rotorua

15 JUNE 2021

Ōpōtiki Harbour Development Project Steering Group meeting

16 JUNE 2021

Councillor/CEO catch up meeting

Project site visits with MPs Rachel Boyack and Tracey McLellan

21 JUNE 2021

BOPLASS Board meeting, via Zoom

Bay of Plenty CEs Forum meeting, via Zoom

Ōpōtiki Harbour Development Project update meeting with MBIE, via Zoom

22 JUNE 2021

Mahi Ora Ōpōtiki Stakeholder Forum

23 JUNE 2021

Toi-EDA Board meeting

24 JUNE 2021

ODC Tenders Sub-Committee meeting

LGNZ Three Waters update - Mayors, Chairs and Chief Executives, via Zoom

28 JUNE 2021

Toi EDA Chair Transition meeting

Ōpōtiki Harbour Development Project update meeting with MBIE, via Zoom

29 JUNE 2021

Extra Ordinary Council meeting

Resource Management Reform Reference Group meeting, via Zoom

Three Waters webinar with DIA

30 JUNE 2021

Ōpōtiki Marine Advisory Group (OMAG) meeting

1XX 50th Birthday client celebration, Whakatāne

1 JULY 2021

ODC Tenders Sub-Committee meeting

2 JULY 2021

Whakatōhea Mussels (Ōpōtiki) Ltd – opening of processing factory

5 JULY 2021

Meeting with Chorus and Whakatōhea, via Zoom

Ōpōtiki Harbour Development Project update meeting with MBIE, via Zoom

6 JULY 2021

Meeting with Bay of Plenty Collective Impact Group

Opening of Rawinia Rangi Reserve

7 JULY 2021

Chief Executives meeting - Water Reform Area B Central North Island, via Zoom

8 JULY 2021

LGNZ Three Waters update - Mayors, Chairs and Chief Executives, via Zoom

12 JULY 2021

Resource Management Reform Reference Group meeting, Wellington

Introductory Three Waters transition webinar with DIA, via Zoom

13 JULY 2021

Ōpōtiki Harbour Development Project Steering Group meeting, Wellington

15 JULY 2021

LGNZ Conference 2021, Blenheim

16 JULY 2021

Blenheim

LGNZ Conference 2021

Conference Dinner and LGNZ Excellence Awards

19 JULY 2021

Ōpōtiki Harbour Development Project update meeting with MBIE, via Zoom

22-23 JULY 2021

Zone 2 meeting, Taupō

26 JULY 2021

Ōpōtiki Harbour Development Project update meeting with MBIE, via Zoom

28 JULY 2021

Three Waters Reforms – Council workshop

Resource Management System Reform – Sixth Local Government Forum, via Zoom

2 AUGUST 2021

Three Waters Transition webinar with DIA

4 AUGUST 2021

Meeting with Police

5 AUGUST 2021

Three Waters Workshop for Entity B Councils, Taupō

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be.

Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

The level of significance related to the decision in this report is considered to be low. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is Inform.

Assessment of engagement

As the level of significance has been determined to be low, the level of engagement required is Inform according to the Engagement Framework of the Significance and Engagement Policy:

	Inform	To provide balanced and objective information to assist understanding about something that is going to happen.

The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

RECOMMENDATION:

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

Aileen Lawrie

CHIEF EXECUTIVE OFFICER

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 6 August 2021

To : Ordinary Council Meeting, 24 August 2021

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:

20. Confirmation of In-Committee Minutes – Ordinary Council Meeting 1 June 2021.

21. Confirmation of In-Committee Minutes – Extra Ordinary Council Meeting 29 June 2021.

22. Confirmation of Notes – Council Workshop 1 June 2021.

23. Confirmation of Notes – Council Workshop 28 July 2021.

24. In-Committee Minutes – Risk and Assurance Committee Meeting 6 April 2021.

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
20.	**Confirmation of In-Committee Minutes – Ordinary Council Meeting 1 June 2021**	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)
21.	**Confirmation of In-Committee Minutes – Extra Ordinary Council Meeting 29 June 2021**	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)

22.	**Confirmation of Notes – Council Workshop 1 June 2021**	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)
23.	**Confirmation of Notes – Council Workshop 28 July 2021**	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)
24.	**In-Committee Minutes – Risk and Assurance Committee Meeting 6 April 2021**	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:

20.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information for improper gain or improper advantage Carry out negotiations Maintain legal professional privilege Carry out commercial activities	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)
21.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Prevent disclosure or use of official information for improper gain or improper advantage	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(j)
22.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Prevent disclosure or use of official information for improper gain or improper advantage	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(j)
23.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Prevent disclosure or use of official information for improper gain or improper advantage	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(j)

24.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii)