

NOTICE OF AN ORDINARY COUNCIL MEETING

Ōpōtiki District Council Chambers, 108 St John Street, Ōpōtiki
Tuesday, 10 June 2025
Commencing at 10.00am

This meeting will be livestreamed – the link will be available on Council’s website and Facebook page on the morning of the meeting.

ORDER PAPER

OPENING KARAKIA / PRAYER / INSPIRATIONAL READING – COUNCILLOR PETERSEN

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM

	Page
ITEM 01 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 29 APRIL 2025	4
ITEM 02 MINUTES RISK AND ASSURANCE COMMITTEE MEETING 24 FEBRUARY 2025	18
ITEM 03 MINUTES – PERFORMANCE AND DELIVERY COMMITTEE MEETING 7 APRIL 2025	28
ITEM 04 DRAFT MINUTES – COAST COMMUNITY BOARD MEETING 20 MAY 2025	32
ITEM 05 MINUTES – REGIONAL TRANSPORT COMMITTEE MEETING 9 MAY 2025	40
ITEM 06 MAYORAL REPORT 12 APRIL 2025 – 30 MAY 2025	49
ITEM 07 COASTGUARD ŌPŌTIKI BUILDING LEASE – ŌPŌTIKI WHARF RESERVE	54
ITEM 08 WAIHAU BAY MASTERPLAN AND IMPLEMENTATION PLAN	73
ITEM 09 NOMINATION OF TINA GEDSON FOR ENDORSEMENT AS ALTERNATE LOCAL CONTROLLOR	93
ITEM 10 NOMINATION OF ENDORSEMENTS FOR PETER EDWARDS AS RECOVERY MANAGER AND ANNETTE MUNDAY AS ALTERNATE RECOVERY MANAGER	97
ITEM 11 CHIEF EXECUTIVE OFFICER’S UPDATE	102
ITEM 12 RESOLUTION TO EXCLUDE THE PUBLIC	108

(Continued over page)

PUBLIC EXCLUDED BUSINESS

- ITEM 13 CONFIRMATION OF IN-COMMITTEE MINUTES – ORDINARY COUNCIL MEETING
29 APRIL 2025**
- ITEM 14 IN-COMMITTEE MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 24
FEBRUARY 2025**
- ITEM 15 NOTES OF COUNCIL WORKSHOPS**
- ITEM 16 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC**

Chair: His Worship the Mayor – David Moore

Members: Cr Shona Browne (Deputy Mayor)

Cr Tom Brooks

Cr Barry Howe

Cr Maxie Kemara

Cr Steve Nelson

Cr Dean Petersen

Committee Secretary: Gae Finlay

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.

Stace Lewer

CHIEF EXECUTIVE OFFICER



**MINUTES OF AN ORDINARY COUNCIL MEETING DATED, TUESDAY, 29 APRIL 2025 IN THE ŌPŌTIKI
DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.00AM**

PRESENT:

Mayor David Moore (Chairperson)
Deputy Mayor Shona Browne (Deputy Chairperson)
Councillors:
Tom Brooks
Barry Howe
Maxie Kemara
Steve Nelson
Dean Petersen

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Antoinette Campbell (Group Manager Strategy and Development)
Nathan Hughes (Group Manager Service Delivery)
Rachael Burgess (Group Manager Business Support)
Billy Kingi (Finance Manager)
Carol Mio (Manager People and Culture)
Michael Fryer (Strategy and Policy Manager)
Joel Hingston (Strategic Policy Analyst)
Maia Calcott (Spaces and Places Planner)
Hannah Searle (Governance Support Officer)
Gae Finlay (Executive Assistant and Governance Lead)

GUESTS:

David Walker and Warren Goslett (Audit New Zealand), via Zoom
Ian Morton (M Consulting), via Zoom
Andrew Horwood (Martin Jenkins), via Zoom

PUBLIC:

Dot Wilson

Councillor Nelson opened the meeting with inspirational verse.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Dot Wilson – Ōpōtiki Street Signs

Dot Wilson read out the following:

We all know the many good things that happen in Ōpōtiki and strive to let the rest of New Zealand know.

It is apparent that signs make an impression on people travelling through Opotiki, an example being that at a recent exhibition by Ōpōtiki artists 50% of visitors to the exhibition who were passing through, saw the temporary signs and called in. Consequently, much of the art work by Ōpōtiki and District artists was sold and taken back to other places, plus leaving a good impression of Ōpōtiki township. 80%of visitors to the Ōpōtiki Museum are national or international. Many have heard by word of mouth or advertising in the media about our Museum (you may or may not know, we are often told it is one of the best in the country).

At the Museum we are constantly asked where the Information Centre is and told that a more visible Town Centre sign would be helpful.

My request to Council is that you please consider improving the town centre, historic church and Museum signs at Bridge Street and Church Street corner. Thank you for giving me the time to voice this concern.

Dot Wilson also asked if she could have a photo of all past Mayors and Councillors for the Museum.

Dot Wilson left the meeting at 10.08am.

1. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 18 MARCH 2025 p4

RESOLVED

- (1) **That the minutes of the Ordinary Council meeting held on 18 March 2025 be confirmed as a true and correct record.**

Carried

HWTM/Nelson

Carried

2. CONFIRMATION OF MINUTES – EXTRA ORDINARY COUNCIL MEETING 16 APRIL 2025 p12

RESOLVED

- (1) That the minutes of the Extra Ordinary Council meeting held on 16 April 2025 be confirmed as a true and correct record.**

Kemara/Browne

Carried

3. MINUTES – PERFORMANCE AND DELIVERY COMMITTEE MEETING 17 FEBRUARY 2025 p15

RESOLVED

- (1) That the minutes of the Performance and Delivery Committee meeting held on 17 February 2025, and any recommendations therein, be received.**

Brooks/HWTM

Carried

4. DRAFT MINUTES – COAST COMMUNITY BOARD MEETING 8 APRIL 2025 p17

Tairāwhiti Workforce Plan

Councillor Kemara pointed out that the Coast Community Board wanted it noted that an issue will arise if there is another workforce plan developed in the Coast area, adding that everyone needs to be working together and synergised. He extended thanks to the Spaces and Places Planner for the effort she put into her previous role as Workforce Development Co-ordinator. This work did not go unnoticed by the Board and there is also much appreciation on the Coast.

RESOLVED

- (1) That the draft minutes of the Coast Community Board meeting held on 8 April 2025, and any recommendations therein, be received.**

Kemara/HWTM

Carried

5. MINUTES – BAY OF PLENTY MAYORAL FORUM MEETING 6 MARCH 2025 p25

RESOLVED

- (1) That the minutes of the Bay of Plenty Mayoral Forum Meeting held on 6 March 2025 be received.**

HWTM/Browne

Carried

6. MINUTES – BAY OF PLENTY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP p30
JOINT COMMITTEE MEETING 28 MARCH 2025

RESOLVED

- (1) That the minutes of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee meeting held on 28 March 2025 be received.**

HWTM/Kemara

Carried

7. MAYORAL REPORT 1 MARCH 2025 TO 11 APRIL 2025 p39

His Worship the Mayor highlighted the following from the report:

- Bay of Plenty Mayors and Chair meeting on 2 April around the possible changes to the RMA
- The Wainui Road roundabout works blessing.

Deputy Mayor Shona Browne advised that on 25 March she stood in for His Worship the Mayor and presented certificates to Mayors Taskforce For Jobs participants in place of the Mayor.

RESOLVED

- (1) That the report titled “Mayoral Report 1 March 2025 to 11 April 2025” be received.**

HWTM/Browne

Carried

8. ADOPTION OF 2023-2024 ANNUAL REPORT p44
and separate document

Councillor comments:

- The cost of the Audit report is prohibitive.
- Ratepayers in our community cannot afford this; compliance costs are putting a burden on our ratepayers.
- Audit is something which is mandated and it is a cost in staff time.
- How deep is Audit looking – can audits be done in an easier way?
- It would be useful to add up the cost of staff time to give a clear picture of how much audits are costing Council in time and the impact on ratepayers.
- Join with other Councils and present concerns around costs to the Minister.
- A little bit of common sense needs to be considered at the higher level.

The Chief Executive Officer advised that it has been a very robust and long process to get the Long Term Plan and Annual Report audits completed. Staff have worked closely with Audit to track the costs and time. Audit plays an important role but it is not fit for purpose and there should be an easier way.

A meeting has been arranged with Audit New Zealand, Office of the Auditor-General. Philip Jones will also attend that meeting.

His Worship the Mayor, as mover of the recommendations in the report, moved that Council writes to the Minister for Local Government and Local Government New Zealand regarding the challenges with the audit process, and seeks support from neighbouring Councils and the Bay of Plenty Mayoral Forum and this be added to the recommendations as Clause 3. Deputy Mayor Browne, as seconder of the recommendations, was in agreement with the motion.

The motion was PUT and CARRIED.

That Council writes to the Minister for Local Government and Local Government New Zealand regarding the challenges with the audit process, and seeks support from neighbouring Councils and the Bay of Plenty Mayoral Forum.

HWTM/Browne

Carried

The substantive motion was PUT and CARRIED.

RESOLVED

- (1) That the report titled "Adoption of 2023-2024 Annual Report" be received.**
- (2) That Council adopts the Ōpōtiki District Council Annual Report for the year ended 30 June 2024.**
- (3) That Council writes to the Minister for Local Government and Local Government New Zealand regarding the challenges with the audit process, and seeks support from neighbouring Councils and the Bay of Plenty Mayoral Forum.**

HWTM/Browne

Carried

Audit Response

David Walker made reference to some of the comments made during the discussion:

- Fully understand the pressure of costs.
- Focussing on the audit process it really starts with legislation.

- There are different pieces of legislation in the Local Government Act which then quickly drops down into the Accounting Standards and the Auditing Standards. There are also the Auditor-General Standards. Those Standards are more focussed on centres of expenditure, probity and areas that focus on public funds and public functions. A lot of what Audit does is driven by the Standards.
- Suggest Council considers what it is that needs to change with regard to the Standards.
- Audit costs 1 cent per \$100 of rates revenue, not Council's internal costs.

David Walker extended thanks to the Finance Manager and the Chief Executive Officer for the support they have provided to Council's finance team and also acknowledging there are other people in the organisation who provide support.

Audit Opinion

David Walker made the following points in relation to the Audit Opinion:

- The Audit Opinion is qualified:
 - Response times relating to customer service requests.
 - There were changes of contracts and changes of staff.
 - Audit did not have access to some supporting information so could not test and confirm the response times which led to the qualification.

David Walker suggested that Council's key recommendation to Audit would be having an internal Quality Assurance process. Possibly work with a neighbouring Council and exchange staff and take what each other do well so the Quality Assurance process can work in multiple and different ways. A Quality Assurance process can assist with internal reporting and with external audits. It should also provide Councillors with additional comfort that the information they receive has gone through a Quality Assurance process.

His Worship the Mayor stated that Audit needs to give staff the ability to know what is going to be asked before it is asked. It is a frustrating process to watch staff go through. They do not complain and while they are seeing to audit requests, other things are not getting done.

David Walker said he is happy to take that on board. Other Councils have mentioned the same things.

The Chief Executive Officer thanked David Walker for his comments and feedback. He extended special thanks to the Group Manager Business Support, this being her first time managing the audit process.

He added that with regard to a Quality Assurance process, one of the biggest challenges is that this is a small Council with limited resources and the audit process asks a lot of questions of our small staff which puts pressure on the Quality Assurance process.

The Chief Executive Officer further extended thanks to Warren Goslett and Nathan De Munnik for the regular meetings between Audit and Council.

RESOLVED

- (1) That the report titled “Adoption of 2023-2024 Annual Report” be received.**
- (2) That Council adopts the Ōpōtiki District Council Annual Report for the year ended 30 June 2024.**
- (3) That Council writes to the Minister for Local Government and Local Government New Zealand regarding the challenges with the audit process, and seeks support from neighbouring Councils and the Bay of Plenty Mayoral Forum.**

HWTM/Browne

Carried

9. 2025-2026 ANNUAL PLAN INFORMATION DOCUMENT

p49

RESOLVED

- (1) That the report titled “2025-2026 Annual Plan Information Document” be received.**
- (2) That Council approves the 2025-2026 Annual Plan information document “Our Plan in Action” for public release.**

HWTM/Browne

Carried

David Walker and Warren Goslett left the meeting at 10.50am.

10. 2025-2026 FEES AND CHARGES

p53

Councillors expressed concern at charges relating to the following items, noting that Council appears to be undercutting other providers in town:

- Showers
- Printing/photocopying
- Fines.

Councillors also queried the charges around mobile traders and hawker’s licensing, noting that the town centre is struggling.

Council requested a workshop to review the Fees and Charges in-depth ahead of next year's Fees and Charges adoption. The mover and seconder were agreeable to a clause being added to the recommendations to give effect to the request.

RESOLVED

- (1) That the report titled "2025-2026 Fees and Charges" be received.**
- (2) That the Fees and Charges 2025-2026 Schedule attached as Appendix 1 to the report be adopted.**
- (3) That Council requests a workshop to review the Fees and Charges in-depth ahead of next year's Fees and Charges adoption.**

Brooks/HWTM

Carried

11. ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE

p82

The Chief Executive Officer advised that OMAG has played an important role. OMAG supports the proposed new Ōpōtiki Harbour Management Committee. There has been discussion around looking at a Council Controlled Organisation as a governance structure. Over time, if the usage gets up to a certain volume, then there might be an opportunity to review the governance structure.

RESOLVED

- (1) That the report titled "Ōpōtiki Harbour Management Committee" be received.**
- (2) That Council adopts Option 3, the establishment of "Opotiki Harbour Management Committee" and Terms of Reference.**
- (3) That Council thank the Ōpōtiki Marine Advisory Group for the important role they have played through the development and construction phases of the Ōpōtiki Harbour Development Project.**

HWTM/Howe

Carried

Ian Morton and Andrew Horwood joined the meeting via Zoom at 11.02am.

12. LOCAL WATER DONE WELL – SERVICE DELIVERY OPTIONS AND CONSULTATION

p92

The Group Manager Service Delivery advised that the title of the report in clause 1 of the recommendations should be the same as the title of the report – *Local Water Done Well – Service Delivery Options and Consultation*.

Ian Morton provided an introduction including background information, the options and the consultation.

Andrew Horwood high level overview of the work undertaken by Martin Jenkins.

RESOLVED

- (1) That the report titled “Local Water Done Well – Service Delivery Options and Consultation” be received.**
- (2) That Council resolves to use the alternative decision-making and consultation requirements set out in sections 61 to 64 in the Local Government (Water Services Preliminary Arrangements) Act 2024.**
- (3) Council resolves to consult with the public from 6 May 2025 to 3 June 2025, on the following two future water services delivery models.**

Option 1: Continue to deliver through the Council, via an ‘enhanced status quo’ with a standalone internal (water services) business unit, while we continue to explore establishing a joint water services organisation.

Option 2: Joint Water Services Organisation

- (4) Council resolves that Option 1, in Resolution 3 above, is Council’s preferred future water service delivery model.**
- (5) Council approves the Local Water Done Well Community Consultation Document (separately circulated), delegating final approval of any minor changes to the Chief Executive.**
- (6) Council instructs the Chief Executive to continue exploring a potential Joint WSO in the future, aligning with the proposed approach as tabled by Rotorua Lakes Council.**

HWTM/Petersen

Carried

The Manager People and Culture left the meeting at 11.18am and returned at 11.20am.

Ian Morton, Andrew Horwood and the Governance Support Officer left the meeting at 11.28am.

13. EASTERN BAY OF PLENTY ECONOMIC DEVELOPMENT STRATEGY REFRESH

p165

RESOLVED

- (1) That the report titled “Eastern Bay of Plenty Economic Development Strategy Refresh” be received.**

- (2) That the Council adopts the Eastern Bay of Plenty Economic Development Strategy Refresh, as appended to the report.
- (3) That the Council notes the Eastern Bay of Plenty Economic Development Strategy Refresh will be loaded on the Council's website and used to form the basis for the development of future local economic development plans and strategies as appropriate.

HWTM/Kemara

Carried

14. REGIONAL SPACES AND PLACES STRATEGY

p203

RESOLVED

- (1) That the report titled "Regional spaces and Places Strategy" be received.
- (2) That Council adopts the separately circulated Regional Spaces and Places Strategy.

HWTM/Howe

Carried

Deputy Mayor Browne left the meeting at 11.30 am and returned at 11.33am.

15. ŌPŌTIKI PLACES AND SPACES STRATEGY

p208

His Worship the Mayor queried if the Coastguard should be included, adding that this was something to consider.

RESOLVED

- (1) That the report titled "Ōpōtiki Places and Spaces Strategy" be received.
- (2) That Council adopts the separately circulated Ōpōtiki Spaces and Places Strategy.

HWTM/Kemara

Carried

Councillor Howe left the meeting at 11.34am and returned at 11.37am.

16. ŌPŌTIKI MATARIKI FESTIVAL FUNDING APPLICATIONS

p213

RESOLVED

- (1) That the report titled "Ōpōtiki Matariki Festival Funding Applications" be received.
- (2) That council approves a funding application to be lodged with the Aotearoa Gaming Trust to support the Ōpōtiki Matariki Festival 2025 subject to quotes.
- (3) That Council approves a funding application to be lodged with The Lion Foundation to support the Ōpōtiki Matariki Festival 2025 subject to quotes.

- (4) That Council approves Person 1 (Joseph Hayes – Experience and Engagement Manager) and Person 2 (Samantha Gamman – Experience and Engagement Co-ordinator) to apply on behalf of the Ōpōtiki District Council to the Aotearoa Gaming Trust and The Lion Foundation for event funding.**

HWTM/Nelson

Carried

The Strategic Policy Analyst, the Spaces and Places Planner and the Strategy and Policy Manager left the meeting at 11.42am.

17. LGNZ CONFERENCE 2025

P217

RESOLVED

- (1) That the report titled “LGNZ Conference 2025” be received.**
- (2) That His Worship the Mayor together with Councillor Steve Nelson and Councillor Dean Petersen are authorised to attend the LGNZ Conference 2025 in Christchurch.**
- (3) That Council authorises the Chief Executive Officer to attend the LGNZ Conference 2025.**

HWTM/Kemara

Carried

18. CHIEF EXECUTIVE OFFICER’S UPDATE

p221

The Chief Executive Officer advised that a big collaboration effort goes into Council’s interaction with stakeholders such as Local Government, Central Government, iwi and the community. He noted the meeting with Te Whānau a Apanui on 8 April as a highlight from the report.

RESOLVED

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

HWTM/Browne

Carried

19. RESOLUTION TO EXCLUDE THE PUBLIC

p227

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

- 1. 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 18 March 2025.**
- 21. Ōpōtiki Harbour Vessel Usage Fees and Updated Access Agreement.**
- 22. Rates Remission Application.**

23. Notes of Council Workshops.

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 18 March 2025.	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.	Ōpōtiki Harbour Vessel Usage Fees and Updated Access 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)
22.	Rates Remission Application	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.	Notes of Council Workshops	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 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 information (commercial sensitivity) Carry out commercial activities	Section 7(2)(b)(ii) Section 7(2)(h)
22.	Protect information (commercial sensitivity)	Section 7(2)(b)(ii)
23.	Protection from improper pressure or harassment Prevent disclosure or use of official information	Section 7(2)(f)(ii) Section 7(2)(j)

Kemara/Browne

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.**

Kemara/Nelson

Carried

RESOLVED

- (1) That the in-committee minutes of the Ordinary Council meeting held on 18 March 2025 be confirmed as a true and correct record.**

HWTM/Browne

Carrie

RESOLVED

- (1) That the report titled “Ōpōtiki Harbour Vessel Usage Fees and Updated Access Agreement” be received.**
- (2) That the updated draft Ōpōtiki Wharf Access Agreement attached as Appendix A to the report is approved with the removal of Clause 3.7.**
- (3) That Council delegates authority to the Chief Executive to approve minor amendments and update the final Access Agreement, including any replacement clause for clause 3.7.**

HWTM/Browne

Carried

Abstained: Howe, Petersen, Nelson

RESOLVED

- (1) That the report titled “Rates Remission Application” be received.**
- (2) That Council approves Option 1 – Approve a special rate remission of 50% to the properties within Zoe’s Campground to ensure that the rating charges being applied are consistent with other campgrounds in the district. The rate remission will be applied to all future rating years (commencing 1 July 2025) and will remain in place so long as the property (in totality) remains part of Island View Holiday Park campground operations.**

- (3) That Council approves backdating the 50% rates remission to cover the 2023-24 and 2024-25 financial years rates which are currently outstanding, and that any discrepancies identified are rectified, including the inconsistent application of uniform annual general charges (UAGC) where they meet the criteria previously applied.**
- (4) That Council approves the provision for miscellaneous remission circumstances to be included as part of Council's Rates Remission and Postponement Policy, including on General Land, Māori Land and Māori Freehold Land.**

HWTM/Browne

Carried

RESOLVED

- (1) That the report titled "Notes of Council Workshops" be received.**
- (2) That the Council agrees to publicly release the full notes related to the 11 March 2025 and 2 April 2025 workshops.**

HWTM/Kemara

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.43PM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE COUNCIL HELD ON 10 JUNE 2025**

D G T MOORE

HIS WORSHIP THE MAYOR



**MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL RISK AND ASSURANCE COMMITTEE MEETING HELD
ON MONDAY, 24 FEBRUARY 2025, IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN
STREET, ŌPŌTIKI AT 10.30AM**

PRESENT:

Philip Jones (Chairperson)
Councillor Tom Brooks
Mayor David Moore
Councillor Steve Nelson
Councillor Dean Petersen

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Nathan Hughes (Group Manager Service and Delivery)
Rachael Burgess (Group Manager Business Support)
Antoinette Campbell (Group Manager Strategy and Development)
Carol Mio (Manager People and Culture)
Billy Kingi (Finance Manager)
Michael Fryer (Strategy and Policy Manager)
Gae Finlay (Executive Assistant and Governance Support Officer)

GUESTS:

David Walker and Warren Goslett (Audit New Zealand), via Teams

The Chairperson opened the meeting.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

1. MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 16 DECEMBER 2024 **p5**

RESOLVED

- (1) That the minutes of the Risk and Assurance Committee meeting held on 16 December 2024 be confirmed as a true and correct record.**

Jones/Nelson

Carried

2. REVIEW OF RISK AND ASSURANCE ACTION LIST **p10**

1. David Walker commented around Business Continuity Management (page 11). An issue for Audit is that the plans are there, but do we know when it was last tested or where is the plan to test it?
2. The Chairperson responded, making the following points:
 - Worthwhile having a wider discussion about our overall risk management approach.
 - Applies to any controls across the organisation.
 - Report template – possibly some comment under Risk Management as to why it is in that box.
3. The Chairperson suggested a third clause be added to the recommendations stating that the Committee approves the consolidation of the individual items, noting that the items are still outstanding. The mover and seconder were agreeable to the clause being added to the recommendations.

RESOLVED

- (1) That the report titled “Review of Risk and Assurance Action List” be received.**
- (2) That the Committee approves the recommendations pertaining to individual action items.**
- (3) That the committee approves the consolidation of the individual items noting that the items are still outstanding.**

Jones/Brooks

Carried

3. FINANCIAL HEALTH REPORT TO 31 DECEMBER 2024 **p16**

Rates Arrears

4. Referring to clause 10 of the report (Rates Arrears), Councillor Brooks queried if six-monthly rates invoicing has had any impact on income or arrears. He suggested that giving ratepayers a six-month window as opposed to a three-month window is a risk and would like that risk highlighted.

5. The Chief Executive Officer responded, making the following points:
 - It is too early to have data as to whether there has been an improvement with six-monthly rates invoicing
 - Monitoring will continue and the information will be brought back to the Committee
 - There are benefits around reducing operational costs; less administration for staff to process and less cost to the ratepayer
 - It was an area of concern that ratepayers would get a significantly higher invoice in January
 - The results in January were not too far off where things were previously
 - There has been a significant push to get people on to automatic payments
6. The Finance Manager, responding to a query from the Chairperson as to whether there is an active push, advised:
 - Mid last year there was a big push for the Direct Debit option and online payment.
 - There is a plan to have ongoing communications.
 - Making sure the debt management processes and reporting are improved so as not to slip in terms of debt arrears.
7. Councillor Petersen noted that going back to the previous system will create risk.
8. The Chairperson stated:
 - Rates debtors have increased around the country.
 - The risk is that people get significantly behind with their rates.
 - At some point in the future it would be useful to give the Committee more assurance on the age of debtors and that those over a certain date are under active management.
9. The Chief Executive Officer said Council has reached out to DIA around the possibility of doing a roadshow in the more remote areas of the district to educate people regarding the rates rebate etc.

Capital Expenditure

10. The Chairperson queried if Council has achieved 50% of its proposed capex budget, year to date. He also indicated that having some information on debt projections would be worthwhile for the Committee.
11. Staff comments:
 - There have been some significant projects completed in the first half of the year, although there is still a lot to be delivered.

- Work is being done to develop a way to achieve delivery.
- The wharf/harbour redevelopment is a portion that over inflates what is in the capital works programme.
- A Funding Agreement Variation has been entered into with Kanoa for additional funding to assist with the upgrade of the wharf and, similarly, with the capital works dredging a Variation whereby the money comes in and goes back to Kanoa to complete the dredging activity.
- 50% of the programme has not been completed.

RESOLVED

(1) That the report titled “Financial Health Report to 31 December 2024” be received.

Petersen/HWTM

Carried

4. AUDIT NEW ZEALAND LTP MANAGEMENT LETTER REPORT

p2

12. The Group Manager Business Support presented the report, noting the report is presented to the Committee with a risk management lens on.

Emphasis of Matter

13. Many of the recommendations were raised throughout the LTP process and have been addressed. The Infrastructure Strategy and Three Waters have been considered and will be implemented going forward.
14. Following a query from David Walker around the QA process and whether the Risk and Assurance Committee were comfortable with the process and the checks and balances which are in place, there was a discussion around the QA process in which the following points were made:
 - There have been discussions around the quality of information and checks, along with some of the root causes of the process as it has been quite difficult at times.
 - Often many requests are received at one time and Council has limited resources in-house to respond and often they are time-constrained.
 - Previously, a Smartsheet system was used which had checks and balances built in.
 - The Dashboard is now being utilised which does not have the checks and balances built in.
 - There is a range of mechanisms in place for Council to reduce errors:
 - Utilising Council Committees, workshops, internal processes, quality review cycles, policies and how we undertake activities

15. The Chairperson stated there were changes in the Corporate Services team which was a significant risk. He added that once the Annual Report and Annual Plan processes are completed, it would be advantageous to have a discussion around potential improvements to the QA process.
16. The Chairperson queried, on page 38 of the agenda, the reference to a breach by Council. He asked David Walker for further explanation.
17. David Walker advised that Section 100 requires balanced budgets. In Years 1-3 there are some areas where there is an unbalanced budget.
18. The Chairperson did not think that is technically a breach, adding that the use of the word 'breach' is too harsh. He sees it as a breach of legislation.
19. David Walker thought the discussion should be whether Council wants to have an unbalanced budget for one year, two years, three years or four years. Once you get into three years or more it becomes a broader conversation and Audit takes directional travel into account. As to whether using the word 'breach' is too harsh, David Walker's view was that once you get to Years 3 and 4 it is on the edge.
20. The Chairperson stated that, basically, after Year 4 you are in positive territory. He advised that he has looked at depreciation and renewals. They should not agree every year but over a period of time should be mirroring. This Council is at 90% for its total renewals compared to depreciation. The average for the sector is 85%. The direction of travel is in the right space. There is no legal requirement to fund depreciation; there is a requirement to have a balanced budget. If you have an unbalance budget you need a resolution as to why it is prudent to do so.
21. David Walker stated things change quite a lot from the beginning of the LTP to the last years of the LTP which makes the balance budget for the first three years quite important and starts to raise an increased scepticism in the years beyond that.

RESOLVED

- (1) That the report titled "Audit New Zealand LTP Management Letter Report" be received.**

Nelson/HWTM

Carried

22. Responding to a query from the Chairperson around how many issues are still outstanding, the Chief Executive Officer noted the step change in meeting arrangements, with Audit and discussing what the issues are and the record-keeping. He would like to review the process in detail with Audit ahead of the 2025 Annual Report audit.
23. The Chief Executive Officer extended thanks to staff for working hard and closely with Audit New Zealand, adding that it has been a long process.
24. There are only eight outstanding items to be resolved and are progressively being actioned. The deadline was 3 March for a report to go to Council on 18 March. Two items of concern have been Revaluations and items around the Unit Rate Assessment, however progress is being made on those.
25. The Chairperson stated that from a national perspective unit rates are a hot debate across the country. The challenge for Ōpōtiki is coming up with an appropriate unit rate. There is a new valuation guideline coming out which has been looked at by the Office of the Auditor-General and Audit New Zealand.
26. David Walker noted that for some non-financial performance measures, e.g. transport and wastewater fault resolution times, Audit does not have all the information it needs. The consequence of that may well be a qualification to the Audit opinion.
27. Councillor Petersen referred to clauses 18, 19 and 20 under Risks. The items noted in those clauses put a lot of pressure on staff.

28. The Chairperson noted one of risks identified, and it is across the sector, that you end up with an LTP amendment without actually knowing you have an amendment.

29. Staff comments:

- Staff are reasonably confident that Council is on track to meet the Annual Plan deadline.
- A robust process has been undertaken with the LTP, including workshops with Council.
- The direction from Council was not to reduce levels of service.

RESOLVED

(1) That the report titled “Annual Plan 2025-2026 Update” be received.

Jones/Nelson

Carried

7. ORGANISATIONAL RISK REGISTER

p62

30. The Chief Executive Officer advised that the Three Waters Reform is probably one of the highest risks to the organisation as we progress through the reform process, along with changes to legislation.
31. The Chairperson stated he has met with other independent Chairs and representatives from DIA. It was queried that if a Council was going ‘stand alone’ have they considered the risks around the separate reporting requirements that would require a separate financial report for the Three Waters and that, potentially, could be significant for some small Councils. It requires full Balance Sheets and Profit & Loss, including debtors and cash. The Government direction might not be achievable for those going alone. The bar is high for joining with others, which sends a very clear message. This needs to be in the Council’s Risk Register.
32. The Chief Executive Officer advised that the data shows that Councils can manage the infrastructure on their own. Staff will look into that in more details. Financial resilience, resilience over capability and capacity, needs to also to into the Risk Register. There is also another risk as to what happens if the Minister says ‘no’ to Council’s plan.
33. In response to a query regarding the number of staff that would be needed, the Chief Executive Officer stated that would be identified once we get a grasp on the administrative burden, the KPIs and the regulatory reports that will be required. Even if Council went to a Council Controlled Organisation, there will be stranded overheads. Another consideration from a risk perspective is that this is being imposed on Council in a very short period of time and that is a risk in itself.
34. The Chairperson acknowledged that Council is going to have to make a decision on imperfect information.

35. With regard to cyber attacks/data breaches, the Chief Executive Officer advised that Council is recruiting in the IT space to assist and minimise risk.
36. The Group Manager Business Support stated that each of Council's business activity areas have been undertaking recruitment processes and currently recruitment is quite positive. In addition, Council has opportunities to internally appoint people to higher level roles.

RESOLVED

(1) That the Organisational Risk Register update be received.

Jones/Nelson

Carried

8. RESOLUTION TO EXCLUDE THE PUBLIC

p21

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

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:

9. Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 16 December 2024.

10. Health, Safety and Wellbeing Report and Dashboard.

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
9.	Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 16 December 2024.	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)
10.	Health, Safety and Wellbeing Report and Dashboard	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:

9.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Carry out negotiations Prevent disclosure or use of official information Carry out commercial activities	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)
10.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)

Nelson/Brooks

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.**

Brooks/Petersen

Carried

RESOLVED

- (1) That the in-committee minutes of the Risk and Assurance Committee meeting held on 16 December 2024 be confirmed as a true and correct record.**

Nelson/Brooks

Carried

RESOLVED

- (1) That the report titled "Health, Safety and Wellbeing Report and Dashboard" be received.**
- (2) That the Committee notes the information in this reporting period and the associated health, safety and wellbeing indicators included on the dashboard attached to the agenda report.**

Nelson/HWTM

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.56AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE RISK AND ASSURANCE COMMITTEE
HELD ON 5 MAY 2025**

**PHILIP JONES
CHAIRPERSON**



MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL PERFORMANCE AND DELIVERY COMMITTEE MEETING HELD ON MONDAY, 7 APRIL 2025, IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 12.58PM

PRESENT: Councillor Tom Brooks (Chairperson)
His Worship the Mayor David Moore
Councillor Dean Petersen
Councillor Steve Nelson

IN ATTENDANCE: Stace Lewer (Chief Executive Officer)
Nathan Hughes (Group Manager Service Delivery)
Rachael Burgess (Group Manager Business Support)
Maia Calcott (Spaces and Places Planner), via Teams
Natasha Amo (Executive Support Officer)
Gae Finlay (Executive Assistant and Governance Lead)
Hannah Searle (Governance Support Officer)

The Chairperson welcomed everyone to the meeting

APOLOGIES

Nil.

DECLARATION OF CONFLICTS OF INTEREST

Nil.

**1. CONFIRMATION OF MINUTES – PERFORMANCE AND DELIVERY MEETING
17 FEBRUARY 2025**

p5

RESOLVED

- (1) That the minutes of the Performance and Delivery Committee Meeting 17 February 2025 be confirmed as a true and correct record.**

Nelson/Petersen

Carried

2. OPOTIKI WORKFORCE DEVELOPMENT UPDATE

p7

The report was taken as read.

Councillors queried the Site Safe certification training in partnership with MSD and the reason for the attendance rate being so small.

Maia Calcott confirmed that in respect of the training delivered in Te Kaha, there were a few funerals along the coast that week which reduced numbers quite drastically.

RESOLVED

(1) That the report titled “Opotiki Workforce Development Update” be received.

Brooks/Nelson

Carried

3. PERFORMANCE AND DELIVERY - OPERATIONAL AND NON-FINANCIAL PERFORMANCE REPORT

p14

The Group Manager Service Delivery spoke to the report highlighting the updated appendix with how things are tracking for this financial year.

Appendix 01, Performance and Delivery KPI Report 2024-25 NEW key points:

- There are no red dots so there is nothing majorly concerning coming through to date
- There are a few yellow dots where tracking is under target in a couple of places
- Solid Waste Facilities (line 31) is under target but with a high result of 71% tracking which is higher than last year. It shows the positive effect that the weigh bridge is having and Councillors highlighted the positive feedback they have been receiving from the community since it came into operation.

Maia Calcott left meeting at 1.04pm

- Draft WMMP for Consultation will be brought to 16 April 2025 Extra Ordinary Council meeting. Staff are collecting data to inform a review of fees and charges, likely next financial year.

RESOLVED

(1) That the report titled “Performance and Delivery - Operational and Non-Financial Performance Report” be received.

Nelson/Petersen

Carried

4. PERFORMANCE AND DELIVERY - CAPITAL WORKS PROGRAMME UPDATE

p20

The Group Manager Service Delivery spoke to the report. As of the time of writing the report, the Programme Team have spent 33% of the allocated funding for the Year 1 programme with an estimated 53% forecast to be spent by the end of the Financial Year. This is not a surprise with late adoption of the Long-Term Plan 2024-2034 (LTP). A three-year view is starting to be painted and there is nothing to suggest we cannot catch up. The report highlights risks as there is much to achieve over the three-year cycle.

Councillor queries:

- The money proposed to go towards the new or upgrading of various public toilets. Are the new ones needed? The more new public toilets installed, the more it costs to look after and maintain them.
- Taupo have composting toilets, are they a cheaper option?
- Portaloo's could be an option with a contractor to empty them so no need to maintain.
- If there are not enough public toilets, are they in the wrong place?

The Group Manager Service Delivery confirmed that the initial focus for this financial year is to refurbish the public toilets in town which is currently in the LTP. Where we do invest in public toilets, they need to be robust to deal with the frequent use and possible vandalism.

The Chief Executive Officer confirmed that Council wants them to be affordable and needs to consider the upfront cost, maintenance cost and life cycle along with the number of people using them. There are different types of toilets for different uses and locations. The one in town is just a touch up and refurbishment which is required to try and get extended life out of it before a fuller upgrade later in the LTP.

The Group Manager Service Delivery asked for thoughts around installing a new toilet at the harbour entrance. It was noted that a lot of people do visit the area, and a new toilet could be desirable.

RESOLVED

- (2) That the report titled "Performance and Delivery - Capital Works Programme Update" be received.**

Nelson/Petersen

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 1.16PM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE PERFORMANCE AND DELIVERY
COMMITTEE HELD ON 13 MAY 2025.**

**TOM BROOKS
CHAIRPERSON**

MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD, HELD IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, COMMENCING AT 9.59AM ON TUESDAY, 20 MAY 2025.

PRESENT:

Maxie Kemara (Chairperson)
Linda Steel, via Teams
Jack Parata
Michael (Spike) Collier
Allen Waenga

His Worship the Mayor David Moore

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Rachael Burgess (Group Manager Business Support)
Antoinette Campbell (Group Manager Strategy and Development)
Michael Fryer (Strategy and Policy Manager)
Billy Kingi (Finance Manager)
Gwen Helu (Transport Network Engineer)
Nikki Maurirere-Embersson (Project Co-ordinator, Service Delivery)
Gae Finlay (Executive Assistant and Governance Lead)
Hannah Searle (Governance Support Officer)

The meeting was opened with a karakia by the Strategy and Policy Manager.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO MEETING AGENDA ITEMS

Nil.

1. MINUTES – COAST COMMUNITY BOARD MEETING 8 APRIL 2025

p3

Councillor Kemara talked about the drop-in sessions held on 7 and 8 May, noting his attendance at the Te Kaha session and commented on the success of the event. There were close to 60 people who attended and it was positive in terms of feedback from the locals who appreciated having direct access to staff, putting faces to names and making the connection. Councillor Kemara acknowledged the Chief

Executive Officer and the Council staff in terms of the work put into this event to make the Coast community feel valued.

RESOLVED

- (1) That the minutes of the Coast Community Board meeting held on 8 April 2025 are confirmed as a true and correct record.**

Kemara/Collier

Carried

2. HONO MAI CONNECT WITH COUNCIL – TE KAHA POST EVENT FEEDBACK PRESENTED BY NIKKI MAURIRERE-EMBERSON

Verbal item

The Project Co-ordinator, Service Delivery introduced herself to the Board. Her previous role was at ACC, focused on organisational strategy to implement system changes. Currently living in Te Kaha, she saw this as an opportunity to look at improving with how Council engages with the Coast community. She attended the Hono Mai Connect with Council and a Post Event Summary Report was put together (see Attachment 1) and handed out to meeting attendees.

The success of the event was commented on, confirming most of the feedback was positive however the following themes were identified:

1. Improved ODC physical presence on the Coast, including ODC services like Dog Control.
2. More ODC physical engagement opportunities with Coast communities, as being there in person enables two-way conversations that validate the community's concerns in real time.
3. Evaluate current feedback and service issue avenues to identify opportunities to improve and/or implement better ways for Coast communities to engage with ODC that will enable responsiveness.

The Board were asked to provide feedback to assist with enabling improved engagement with the Coast community. The end result is to ensure that communities are seeing Council taking action and being responsive. A test issue was lodged two weeks ago with no response from Council showing that there is room for improvement.

Comments and feedback from Board members:

- Next time a Hono Mai Connect with Council event is being planned, there needs to be consideration to hold one in Torere or Waihou Bay or further down the coast as Te Kaha is a bit far to travel for some of the Coast community.
- The public have noted that the Coast Community Board is valued, making a difference and is moving in a positive direction.

- There is an issue with roaming stock and a suggestion has been made to provide information on the Council website of who to contact in this instance.
- Negative feedback is welcomed and that is the only way Council will be made aware of where improvements are needed, learn and move forward.
- Council currently has staff who are genuinely here for the community and their betterment and who are ready to do the mahi and address the issues.

Comments and feedback from staff:

- Thanks were extended to the Coast Community Board members who have been relied on heavily for reaching out to the Coast community. Councillor Kemara was acknowledged for the important role he plays and his connection with whanau, this being a key contributing factor to the success of the Hono Mai Connect with Council event.
- Feedback is always welcomed and there are always opportunities to improve.
- It was beneficial having the Department of Internal Affairs (DIA) present at the drop-in session and consideration should be made for others to link into future events, even if it is not specifically Council based.

RESOLVED

- (1) That the Hono Mai Connect With Council – Te Kaha Post Event Feedback verbal item be received.**

Kemara/Parata

Carried

3. GROUP MANAGERS' REPORT

p11

The Group Manager Strategy and Development spoke to the report noting the following:

Eastern Bay Economic Development Strategy Refresh key points:

- On 29 April, Council adopted a refreshed Eastern Bay Economic Development Strategy. A development focus area for Ōpōtiki is the aquaculture centre of national significance, however it does not diminish the other economies including agriculture and horticulture industries, among others.
- The Strategy identifies the four cross-cutting constraints to progress in economic development in the Eastern Bay which are housing, transport and connectivity, workforce and capital. Initiatives will be developed to address those constraints.

- One of the key initiatives is the development of the Eastern Bay Special Plan that will particularly look at housing and transport and connectivity. The Plan is aimed to be adopted at the end of next month.
- The Strategy and Policy Manager's team will be developing a Local Economic Development Strategy and an update will be shared in due course.

Community Renewable Energy Funding key points advised by Group Manager Business Support:

- The Community Renewable Energy Funding (CREF) is an exciting opportunity where some funding has become available to install solar panels and battery systems into facilities that provide community resilience in an emergency such as schools, marae, places of worship, and community halls. The funding is up to \$80,000 per site and eight sites have been identified throughout the Ōpōtiki and East Coast District that would be suitable for solar installation.
- Need to work with the Coast Community Board; discussions have been had with Whakatōhea.
- We are reliant on information from the community as to what the most commonly used places are for emergency resilience.
- The funding can be used even if solar is already in place and can be expanded into battery storage on-site.

Board member Linda Steel advised that the evacuation site for Tōrere is Te Kura o Tōrere which is a prime spot for solar. The marae does have solar connected to the toilets, but it is not an evacuation centre because of where it is situated on the beach.

Ōpōtiki Spaces and Places Strategy Overview key points:

- The Strategy was formally adopted by the Council on 29 April 2025. The Spaces and Places Planner and will be leading the implement of these strategies.
- There are five recommendations already underway being the Gymnastics Club facility feasibility study, Tihirau Victory Sports Club sports field feasibility study, Memorial Park enhancements, Waihou Bay Masterplan and Princess Street Reserve grandstand improvements.
- The Waihou Bay Masterplan is still currently in draft format and will go back to Council for formal adoption, planned for next month. There are a number of improvements identified in that area.

Fees and Charges Schedule key points:

- The Fees and Charges Schedule was adopted on 29 April 2025. Most of the fees and charges (unless set by legislation) have increased in line with an inflation index.

Annual Plan Information Document key points advised by Strategy and Policy Manager:

- The purpose of the Annual Plan Information Document is to provide a high-level proposal summary of what Council is intending to do for the upcoming financial year. Traditionally, this paper would be provided with areas where we are seeking thoughts from the community regarding any projects or actions significantly different to what was outlined in the Long-Term Plan (LTP). In this instance, the Annual Plan Information Document is not seeking to substantially change materially or significantly what was in the LTP and trying to maintain the balance set in the LTP which was doing a bit of investment but not wanting to get into big debt.
- Council resolved to publish the Annual Plan Information Document in late April/early May and have had at least eight responses to date. There have been no formal responses from the Coast, however there was much feedback received from the Te Kaha engagement session.
- It is hoped to adopt the Annual Plan on 26 June which still gives time for feedback to be submitted.
- The Group Manager Strategy and Development confirmed that while there were no material changes to Year 2 of the LTP. The team have worked hard to identify budget savings and the proposed rate increase has come down by 1%, from 10.5% which as proposed in the LTP, to 9.5%.
- The Finance Manager noted that paragraph 11 should note the year 2025/26 not 2026/27.

RESOLVED

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

Parata/Waenga

Carried

4. COAST INITIATIVES FUND REPORT

p83

The report was taken as read.

The Finance Manager noted on the transactions on page 87 of the agenda. Funding allocated to date is \$29,065 with the balance at \$20,935 and a closing reserve balance of \$155,724. There is future approved funding for Kauaetangohia Marae of \$4,000.

LGNZ Conference 15-17 July 2025

The Board members agreed it would be beneficial for a Board member to attend the LGNZ Conference 2025 in Christchurch on 15-17 July 2025.

Board member Linda Steel confirmed that she would be available to attend the Conference.

Councillor Kemara moved that Board member Linda Steel attend the LGNZ Conference in Christchurch on 15-17 July 2025 and that the costs of her attendance at the Conference be met from the Coast Initiatives Fund.

The motion was PUT and CARRIED.

RESOLVED

- (1) That Board member Linda Steel is authorised to attend the Local Government New Zealand Conference 2025 in Christchurch on 15-17 July 2025.**
- (2) That the costs of Linda Steel's attendance at the Local Government New Zealand Conference 2025 will be met from the Coast Initiatives Fund.**

Kemara/Waenga

Carried

The substantive motion was PUT and CARRIED.

RESOLVED

- (1) That the report titled "Coast Initiatives Fund Report" be received.**
- (2) That Board member Linda Steel is authorised to attend the Local Government New Zealand Conference 2025 in Christchurch on 15-17 July 2025.**
- (3) That the costs of Linda Steel's attendance at the Local Government New Zealand Conference 2025 will be met from the Coast Initiatives Fund**

Collier/Parata

Carried

5. COAST INITIATIVES FUND PROJECT COMPLETION REPORT – KAIAIO HOLDINGS LIMITED p90

The report was taken as read.

Board member Linda Steel commented on how good it is to get completion reports back and that this event looked very successful.

Councillor Kemara added that he attended this event and there was a lot of fun and laughter. There were many comments about the young committee doing extremely well with the organisation and running of the event.

The Board requested that a letter be sent to Jazmine acknowledging the receipt of the completion report and thanking them for the good report and photos received.

RESOLVED

- (1) That the report titled “Coast Initiatives Fund Project Completion Report – Kaiaio Holdings Limited” be received.**

Kemara/Steel

Carried

The Transport Network Engineer entered the meeting at 10:39am.

The Transport Network Engineer spoke to the Board regarding Māori roadways, noting that there are currently no formal agreements in place.

Key points:

- Along the Coast there are 33 roads that Council maintains, both sealed and unsealed, and just under half are Māori roadways.
- The issue is that, currently, there are no formal agreements for maintaining the Māori roadways with a potential to lose subsidised funding as they are currently maintained without NZTA funding.
- An agreement will be required to be put in place with Māori landowners that will allow Council to continue to maintain these roadways and do any improvements required.
- Parekura Hei Road does not have a proper agreement in place, and further improvements are limited at the moment without this.
- A map/list can be provided highlighting what roadways on State Highway 35 these agreements would apply to.
- The only current agreement in place that staff are aware of is for Opape Beach Road Extension. This agreement is quite recent and can be used as a template for future agreements. The main point to be agreed is allowing public access on the roadway due to using public funding for the maintenance.
- Is there any way the Coast Community Board could assist with reaching out to the landowners?

Board members comments below:

- Parekura Hei Road is a topic from a number of residents in that area.
- The landowners will want to know what the agreement looks like before signing it. If it is not palatable, they will not sign it.
- Te Waiti Road is maintained by Council and it would be good to have a formal agreement in place.
- This is a good segway to organise a hui in Tōrere with Council.
- The Board queried which landowners the Board need to connect with?

The Chief Executive Officer advised that a report confirming the list of roadways eligible for these agreements will come to the next Coast Community Board meeting to get this into the public arena.

This will empower conversations and then Council can articulate what the challenge is and why this pathway has been chosen. NZTA are heavily relied on for external funding and assistance to be able to maintain the wider road network and without that it is very challenging to undertake the work and meet the level of service that those road users are seeking.

Councillor Kemara thanked the Transport Network Engineer for the presentation and is looking forward to receiving the report with names and roadways etc., at next meeting.

Elections

Board member Linda Steel enquired about how to promote the local election process so that whānau understand all the details.

The Group Manager Business Support confirmed there is material that Council can provide, along with help with any promotional opportunities.

The Chief Executive Officer noted that Council is holding candidate information sessions in June for potential candidates to obtain further information. The information will be sent out once confirmed.

A hui with Whakatōhea recently confirmed their interest in assisting to get the messaging out.

His Worship the Mayor noted that via the Council website he has made himself available, particularly for Maori Wards, for in-person or Zoom meetings for anyone interested in standing. Some really good conversations have already been had.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.50AM WITH A KARAKIA.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING
A TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE COAST COMMUNITY BOARD HELD
ON TUESDAY, 1 JULY 2025.**

**MAXIE KEMARA
CHAIRPERSON
COAST COMMUNITY BOARD**

Regional Transport Committee

Open Minutes

Commencing:

Friday 9 May 2025, 2:02 PM

Venue:

Council Chambers, Regional House, 1 Elizabeth Street, Tauranga and via Zoom (Audio Visual Meeting)

Chairperson:

Cr Lyall Thurston - Toi Moana Bay of Plenty Regional Council (BOPRC)

Deputy Chairperson: Cr Ken Shirley - BOPRC

Members:

Mayor Faylene Tunui - Kawerau District Council (KDC), Mayor David Moore - Ōpōtiki District Council (ODC), Andrew Corkill - NZTA Waka Kotahi (NZTA), Cr Andrew von Dadelszen - Alternate, BOPRC (via Zoom), Mayor Tania Tapsell - Rotorua Lakes Council (RLC) (via Zoom), Cr Conan O'Brien - Alternate, RLC (via Zoom), Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC) (via Zoom), Mayor Victor Luca - Whakatāne District Council (WDC), Mayor Mahé Drysdale - Tauranga City Council (TCC), Deputy Mayor Jen Scoular - Alternate, TCC, Lynne Morton and Lisa De Coek - KiwiRail (Non-voting) (via Zoom)

In Attendance:

External: Dan Kneebone - Port of Tauranga Advisor, Scott Merritt - Acting NZ Police Safety Advisor, Greg Pert - Freight Advisor, Jess Andrew - Senior Manager Planning Performance & Safety, System Design, NZTA, Sandra King - Bay of Plenty System Manager, NZTA, Angela Mortlock - Principal Advisor Tolling, NZTA (via Zoom), Stacey Spall - NZ Automobile Association Advisor (via Zoom), Cr Glen Crowther - TCC

BOPRC: Cr Toi Kai Rākau Iti (via Zoom), Cr Stuart Crosby (via Zoom), Oliver Haycock - Director Public Transport, Andrew Williams - Manager, Transport Strategy, Dale Clark - Senior Transport Planner, Amanda Namana - Committee Advisor

Apologies:

Deputy Mayor John Scrimgeour - WBOPDC, Logan Marsh - NZ Police Road Safety Advisor, Cr Berice Julian - KDC, Chairman Doug Leeder - BOPRC

1. Apologies

Resolved

That the Regional Transport Committee:

- 1 **Accepts the apologies from Deputy Mayor Scrimgeour, Logan Marsh, Cr Julian and Chairman Leeder tendered at the meeting.**

**Thurston/Shirley
CARRIED**

2. Chair's Statement

The Chair reminded all present that the meeting was being livestreamed and recorded, and would be made available on the Bay of Plenty Regional Council website following the meeting: [Regional Transport Committee - 9 May 2025](#)

3. Declaration of Conflicts of Interest

None declared.

4. Minutes

Minutes to be Confirmed

4.1 Regional Transport Committee Minutes - 13 December 2024

Resolved

That the Regional Transport Committee:

- 1 **Confirms the Regional Transport Committee Minutes - 13 December 2024 as a true and correct record.**

**Shirley/Luca
CARRIED**

5. Presentations

5.1 Resilience concerns regarding the Matatā to Pikowai section of State Highway 2

Presentation: Highlighting concerns for resilience of Moore's Bridge, SH2 Matatā

Presented by: Cr Gavin Dennis - Whakatāne District Council

Key Points:

- Resident of Matatā since 1986 and Whakatāne District Councillor since 2019
- Patient transfer time between Whakatāne and Tauranga hospitals was approximately one hour, 20 minutes
- A 'debris flood' occurred due to heavy rainfall in March 2025, causing the East Coast Main Trunk Railway line to be closed for 48 hours
- Seeking support to expedite future plans to upgrade the culvert at Moore's Bridge and suggested a similar solution to that used at Waitepuru Stream
- Outlined the critical nature of State Highway (SH) 2 being the key route for emergency services' connection to Waikato Hospital, and for freight between the Port of Tauranga and Te Tairāwhiti

- Keeping the Awatarariki Stream banks clear of trees and scrub below the upstream rail bridge would be of benefit as this exacerbated the issue
- Highlighted associated issues along the SH2 coastline of Matatā Straights, including that the road was frequently closed due to slips, flooding and significant motor vehicle accidents.

Key Points - Members:

- Acknowledged the concerning health and safety implications to the public and questioned the design capacity of the culvert
- Suggested cost estimates be explored for the options and mitigations to address the issues
- Climate change impacts coupled with the unique microclimate surrounding the Matatā Hills were an additional cause for concern and future uncertainty in this location.

In Response to Questions:

- Previous severe debris flow incidents at Matatā had depleted much of the vegetation, creating further concern for future severe weather events
- There had been two major debris flow events observed in the past 20 years, including the severe Awatarariki event in 2005.

In Response to Questions - NZTA:

- There was no funding in the current National Land Transport Plan (NLTP) for works on Moore's Bridge, but could be considered for inclusion in the 2027 NLTP - NZTA would look further into this for options/more information
- Pothole issues and drainage works were planned for Matatā Straights during the next maintenance season (before the end of the year)
- Understood that there was a historic Memorandum of Understanding (MOU) between NZTA, WDC and KiwiRail and all of the elements of these issues could be considered before the next NLTP round
- The NZTA Maintenance and Operations team would try to identify any minor improvements/mitigations that could be undertaken within the current budget
- Recognised the criticality of the assets on this part of the network and would liaise directly with WDC to visit and explore options.

Resolved

That the Regional Transport Committee:

- 1 Receives the Presentation, Resilience concerns regarding the Matatā to Pikowai section of State Highway 2.**

**Shirley/Luca
CARRIED**

6. Reports

Information Only

6.1 Chairperson's Report

Tabled Document 1 - Response from Hon Chris Bishop regarding Tolling letter sent to the Minister by the RTC

Presented by: Oliver Haycock – Director, Public Transport

Key Points:

- Discussed the letter received from Hon Chris Bishop – **Tabled Document 1**
- Outlined the resolution passed at the Tauranga and Western Bay of Plenty Transport Committee (TWTC) meeting held on 14 February 2025 that recommended the Regional Transport Committee write a letter to NZTA requesting they evaluate and/or future-proof a shared cycleway for Stage 2 of the Takitimu North Link.

Key Points - Members:

- There was already a dedicated cycleway from Ōmokoroa to the city. Expressed concern over cost and necessity for a cycleway along a motorway when there were safer and more cost effective options/routes
- The resolution passed by TWTC was more focused on providing a retrofitting option to minimise costs at a later date when priorities changed. The existing cycleway was not a fast commuting option, therefore having one along TNL Stage 2 into Tauranga would have merit.

In Response to Questions - NZTA:

- The current Government Policy Statement for Land Transport (GPS) did not allow adding any 'frills' to Roads of National Significance (RoNS) which significantly reduced walking and cycling being built into the design, however this direction did not change the designation and confirmed that the land was available for a cycleway to be approved in the future.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Chairperson's Report.**

**Thurston/Corkill
CARRIED**

- 2 Write to NZTA requesting they evaluate and/or future-proof a shared cycleway for Stage 2 of the Takitimu North Link, and confirm that sufficient land exists within the designation to allow for a potential future cycleway without further land acquisition or unduly expensive engineering.**

Division

A division was called:

For	Against	Abstained
Denyer	Drysdale	Corkill
Luca	Moore	
Tapsell	Shirley	

Thurston

Tunui

The motion was **LOST**

6.2 Draft Second Bridge Proposal - Whakatāne District Council and Pekatahi Bridge Verbal Update - NZ Transport Agency Waka Kotahi

Tabled Document 2 - Initial Outline Proposal for an Additional River Crossing in Whakatāne

Presentation: Case for an additional River Crossing for Whakatāne

Presented by: Mayor Victor Luca - Whakatāne District Council

2.43 pm – Mayor Drysdale **entered** the meeting.

Key Points:

- Pekatahi Bridge was a 242 metre structure with a single lane and traffic lights at each end, used extensively by heavy traffic
- Outlined the history of bridges in Whakatāne and the significant increases in population, freight and vehicles over time, along with the historic events that had compromised/damaged the Pekatahi Bridge
- The current status of the Pekatahi Bridge was that it was not on the NZTA End-of-Life Bridge register for replacement, although it was scheduled for resurfacing
- Highlighted the many industries, economic activities and growth projections that strongly supported the necessity of a second bridge
- Increasing flood water levels and the effects of climate change jeopardised the future of both the Landing Road and Pekatahi bridges
- Tsunami events and evacuation routes for residents was another key consideration, as was accommodating residential development to accommodate population growth
- Analysis of traffic flows had been undertaken which helped identify the best location for a new bridge was on the south side of town due to the 50 metre span river crossing and resilience benefits of a shorter bridge.

Key Points – NZTA:

- The current NLTP had a SH2 Awakeri to Ōpōtiki resilience project with a probable funding status that was expected to proceed. This may provide an opportunity to further explore the need for a second bridge and wider analysis linking into the Eastern Bay of Plenty Spatial Plan.

Key Points – Members:

- Strongly supported a second bridge and highlighted that economic benefits and cost factors should be expanded to include freight networks travelling through Ōpōtiki to Te Tairāwhiti from/to the Port of Tauranga.

Key Points – Director, Public Transport

- Data on trucking and freight movements continued to improve and greater levels of detail could be achieved if a new feasibility study were to be undertaken

- The strategic level of importance for a second river crossing at Whakatāne was recognised within the current Regional Land Transport Plan and ranked number 12 for the region - the highest priority project outside Tauranga/Western Bay of Plenty.

Resolved

That the Regional Transport Committee:

- 1 **Receives the report, Draft Second Bridge Proposal - Whakatāne District Council and Pekatahi Bridge Verbal Update - NZ Transport Agency Waka Kotahi;**
- 2 **Supports Whakatāne District Council efforts in pursuing this matter further and requesting the Minister of Transport give urgent consideration to the matters raised.**

**Luca/Moore
CARRIED**

6.3 NZ Transport Agency Waka Kotahi Quarterly Update

Presentation: NZTA Waka Kotahi Quarterly Update including Tolling

Presented by: Andrew Corkill – Director Regional Relationships, Jess Andrew – Senior Manager Planning Performance & Safety, System Design, Angela Mortlock – Principal Advisor Tolling, NZTA (via Zoom), Sandra King – Bay of Plenty System Manager, NZTA

Key Points - Tolling:

- Provided a current and historic overview on tolling nationally
- The current GPS had clear expectation that all new roads be considered for tolling to support construction and maintenance
- All new state highways were assessed for tolling, which was a critical part of funding and delivering the RoNS
- Tolling revenue had to be used for the construction, maintenance and operation of the road being tolled, which was reported annually by road through the NZTA Annual Report
- Tolling assessment would take into account the interconnection between roads tolled within journeys across Tauranga and the Western Bay of Plenty.

In Response to Questions:

- Freight carriers would have a light and heavy vehicle toll to recognise the impact on the cost of maintenance. The only exemptions from tolling would be for emergency vehicles
- Monitoring and reporting would be carried out once the tolling was operational, to assess the balance and ensure needs were being met.

3.35 pm – Deputy Mayor Scoular **withdrew** from the meeting.

Key Points - Pekatahi Bridge:

- Provided statistics and background of the bridge, emphasising that it was still considered structurally sound
- The volume of vehicular traffic was high, particularly for heavy high production motor vehicles, and was an important route for Te Tairāwhiti and fuel transport

- Outlined the process involved in repairs and maintenance, with an urgent day closure planned shortly to address protruding screws
- Design work for a deck replacement was being undertaken
- Using a concrete solution was not viable due to the weight, especially considering heavy freight usage of the bridge.

In Response to Questions:

- There were no preliminary engineering or estimates available at this stage for the deck replacement
- Considering ways to accelerate some of the current and planned work.

Key Points – Quarterly Update:

- The volume of road renewals delivered to date was comparable to previous years but there was a significant increase in road building/rebuilding in the current NLTP which would lead to longer term network quality
- Approximately 27 new permanent safety cameras would be installed across the country with NLTP funding - average speed/point to point (P2P) cameras being identified as the most effective in reducing death/serious injury
- Mobile safety cameras would undergo health and safety assessments with the provider and Road Controlling Authorities to consider local knowledge and identify appropriate sites
- Two locations for P2P cameras to assess average speed had been identified in the Bay of Plenty through the national risk assessment – these would be enforced from late 2025:
 - o SH5 Tumunui, Rotorua
 - o SH2 Matatā, Whakatāne
- Two new teardrop roundabouts had been confirmed to be constructed on either side of the Waiōtahe Bridge in relation to the SH2 Wainui Road to Ōpōtiki safety improvements project.

In Response to Questions:

- TNL Stage 2 was in the property acquisition stage, with 70 properties being acquired and designation already set – would provide more detail in the next update
- Revenue from safety cameras went to Central Government's consolidated fund.
- The petition regarding review of the Wright Road right-hand turn was with the Transport and Infrastructure Select Committee.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, NZ Transport Agency Waka Kotahi Quarterly Update.**

**Corkill/Thurston
CARRIED**

- 2 Writes a letter to NZTA in support of Whakatāne District Council expressing concern over the state of the Pekatahi Bridge.**

**Thurston/Moore
CARRIED**

Andrew Corkill **Abstained** from voting

6.4 2024 Regional Land Transport Plan - Implementation Report

Resolved

That the Regional Transport Committee:

- 1 Receives the report, 2024 Regional Land Transport Plan - Implementation Report

Thurston/Luca
CARRIED

8. Verbal Updates

8.1 Verbal Update Opportunity from Committee Members and Advisors

Senior Sergeant Scott Merritt – NZ Police Road Safety Advisor:

- Provided an update on death and serious injury crashes across the region for the period 1 July 2024 – 7 May 2025:
 - o 211 crashes causing serious injury or death (181 serious injury and 30 fatal crashes)
 - o 42 of those crashes were in the Eastern Bay of Plenty, with 55 people injured
 - o Rotorua had 40 crashes with 55 people injured
 - o Western Bay of Plenty had 57 crashes with 63 people injured
- 34 people died in the 30 fatal crashes – 6 in the Eastern Bay of Plenty, 10 in Rotorua (from 7 crashes) and 6 in the Western Bay of Plenty
- Police were focusing on contributing driver behaviours, and during this period had issued:
 - o Over 3,000 infringements for people not wearing their seatbelts
 - o 2,500 infringements for people using their phones whilst driving
 - o Over 39,000 infringements for speed offences
 - o Over 307,000 drivers had been tested for excess breath alcohol, resulting in 794 people receiving infringement notices for impaired driving and 1,742 driver being prosecuted through the court system.

Lisa De Coek – KiwiRail:

- A KiwiRail update would be presented to the next Committee meeting
- Current focus was on progressing the business case for the Golden Triangle Electrification Programme and this aimed to be completed near the end of the year, ready for funding options to be considered.

4.22 pm – the meeting closed.

CONFIRMED

Cr Lyall Thurston
Chairperson, Regional Transport Committee



COUNCIL REPORT

Date : 30 May 2025
To : Ordinary Council Meeting, 29 April 2025
From : His Worship the Mayor, David Moore
Subject : **MAYORAL REPORT 12 APRIL 2025 – 30 MAY 2025**
File ID : A1306450

EXECUTIVE SUMMARY

- This report provides an update to Council on meetings and events attended by His Worship the Mayor for the period 12 April 2025 to 30 May 2025.

RECOMMENDATION

- 1) **That the report titled “Mayoral Report 12 April 2025–30 May 2025” be received.**

PURPOSE

1. To provide an update to Council on meetings and events attended by His Worship the Mayor.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
 - ☒ Community Priority One: Strong relationships and partners
 - ☐ Community Priority Two: Investment in our district
 - ☐ Community Priority Three: Wellbeing is valued
 - ☐ Community Priority Four: Our communities are resilient
 - ☐ Community Priority Five: Growth is sustained over time

DISCUSSION

3. Since 12 April 2025 I have attended or met with the following:

14 April 2025

Ōpōtiki Marine Advisory Group (OMAG) meeting

15 April 2025

Chief Executive's Performance Committee meeting

Property Advisory Group meeting

16 April 2025

Councillor/CEO catch up meeting

Extra Ordinary Council meeting

Eastern Bay of Plenty Spatial Plan workshop

23 April 2025

Bay of Plenty Mayors/Chair and CEs meeting – Resource Management Reforms & related activities, Tauranga

25 April 2025

ANZAC Day parade and service

28 April 2025

Councillor/CEO catch up meeting

Eastern Bay of Plenty Spatial Plan Governance Group meeting, via Teams

Bay of Plenty Regional Council presentation – Evacuation Maps and Natural Hazards

29 April 2025

Ordinary Council meeting

Met with Jo Luxton MP

30 April 2025

Citizenship ceremony

Council workshop

1 May 2025

Local Government New Zealand All of Government meeting, Wellington

2 May 2025

Local Government New Zealand Rural and Provincial Sector meeting, Wellington

5 May 2025

Risk and Assurance Committee meeting

6 May 2025

Councillor/CEO catch up

7 May 2025

Connect with Council drop-in session, Opotiki

8 May 2025

Connect with Council drop-in session, Te Kaha

9 May 2025

Regional Transport Committee meeting, Tauranga

12 May 2025

Bay of Plenty Region Local Water Done Well Forum, Rotorua

13 May 2025

Performance and Delivery Committee meeting

14 May 2025

Councillor/CEO catch up meeting

15 May 2025

Met with Minister of Local Government, Hon. Simon Watts, Rotorua

16 May 2025

Mayors Taskforce For Jobs update meeting, via Teams

19 May 2025

Waihau Bay – site visit re Waihau Bay Masterplan

20 May 2025

Coast Community Board meeting

Property Advisory Group meeting

21 May 2025

Te Tāwharau o Te Whakatōhea Long Term Planning - interview with Martin Jenkins

23 May 2025

Zone 2 meeting, Te Aroha

27 May 2025

LGNZ Zoom meeting re DIA metrics for Councils

"It Starts Before the Quake" – presentation by Science Educator, Kate Boersen

28 May 2025

Council workshop

ODC Tenders and Procurement Sub-Committee meeting

29 May 2025

Councillor/CEO catch up meeting

Te Ao Māori for Professionals - Wānanga Pronunciation

Creative New Zealand meeting

30 May 2025

Meeting with Minister of Local Government, Hon. Simon Watts, Whakatāne

Financial/budget considerations

4. There are no financial/budget considerations associated with this report.

Risks

5. There are no risks associated with this report.

Community wellbeing considerations

6. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').

7. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report.
8. There are no known social, economic, environmental, or cultural considerations associated with this matter.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

9. 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.
10. 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

11. 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.

12. 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.

David Moore

HIS WORSHIP THE MAYOR



COUNCIL REPORT

Date : 27 May 2025
To : Ordinary Council Meeting, 10 June 2025
From : Parks, Reserves and Harbour Operations Manager
Subject : **COASTGUARD ŌPŌTIKI BUILDING LEASE – ŌPŌTIKI WHARF RESERVE**
File ID : A1307808

EXECUTIVE SUMMARY

- To enter into a new lease for Coastguard Ōpōtiki Inc. existing premises located on Council reserve land adjacent to the Ōpōtiki Wharf for a term of 33 years with a right of renewal for a further 33 years
- Securing a longer-term lease will provide the stability necessary for Coastguard Ōpōtiki to secure critical funding for the development and expansion of their Coastguard facility.

RECOMMENDATIONS

- 1) **That the report titled "Coastguard Ōpōtiki Building Lease – Ōpōtiki Wharf Reserve" be received.**
- 2) **That Coastguard Ōpōtiki be granted a 33-year lease with a right of renewal for a further 33 years for reserve land occupied by the Coastguard building (approx. 181m²) Allotment 334 classified as Local Purposes Reserve (Wharf)**
- 3) **That a clause be inserted in the lease document stating that Council will not be responsible for cleaning the site should the building be damaged or Coastguard Ōpōtiki cease to exist.**
- 4) **That Council delegates authority to the CEO to sign the new lease agreement.**

PURPOSE

1. To have Council approve a lease with Coastguard Ōpōtiki for reserve land occupied by the Coastguard building that will enable them to secure funding for the development of their premises

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
 - ☑ Community Priority One: Strong relationships and partners

- ☐ Community Priority Two: Investment in our district
- ☒ Community Priority Three: Wellbeing is valued
- ☒ Community Priority Four: Our communities are resilient
- ☐ Community Priority Five: Growth is sustained over time

BACKGROUND

3. The Ōpōtiki Volunteer Coastguard (Coastguard Ōpōtiki) was established in 1976 and has operated from its current premises since about 1988.
4. As part of their function, they operate a rescue boat; maintain a marine radio set; monitor boating in the locality of the Ōpōtiki Harbour; and undertake other activities that support the practice of safe boating. They do not have any dependable income and rely on the financial support of members, fundraising, grants and some reimbursement of costs associated with actual rescues undertaken.
5. The Coastguard occupies premises located on approximately 181 square metres of reserve land; Allot 334, vested in the Ōpōtiki District Council and classified Local Purpose reserve (wharf). A lease was granted to the Coastguard to occupy the premises in 1988 for a term of 5 years which was renewed for two further terms until it expired in 2003. Their occupancy was rolled over on an annual basis until 2008 when a new lease for 20 years was signed (Refer to Appendix 1).
6. The Ōpōtiki Harbour – Wharf Masterplan and Implementation Plan was adopted by Council in September 2023 as the guiding document for developing the harbour and wharf areas. This masterplan recognised the need of Ōpōtiki Coastguard to provide a building in its existing location to be able to respond to the expected increased recreational boat numbers.



7. Now that Coastguard Ōpōtiki is ready to fundraise for upgrading their existing premises they need surety over a longer tenure of the land their building is on.

OPTIONS

8. The proposal is for Coastguard Ōpōtiki to surrender their current lease that is due to expire in 2028 replacing it with a new 33-year lease.

OPTION 1: Enter into a New Lease	
Description	<i>Council enters into a lease with Coastguard Ōpōtiki for a term of 33 years with a right of renewal for a further 33 years.</i>
Advantages	<i>Ōpōtiki Coastguard is able to continue to respond to the needs of the increased recreational boat numbers in a timely and efficient manner from the site where nearly all of the boat activity will be based.</i>
Disadvantages	<i>The existing site is within the coastal inundation and river flood zones</i>
Impact on mana whenua	<i>The respective hapu are aware that the coastguard operate and apply standard protocols and follow Whakatōhea tikianga as required</i>
Strategic alignment	<i>Service provided that supports the community. Aligns with permitted use of reserve land as defined in the Reserves Act 1977. Aligns with the Master Plan.</i>
Associated risks	<i>Site will not be able to be used during times of extreme flooding and/or inundation. Council being held liable for the premises following a catastrophic event that decimates the building and Coastguard Ōpōtiki no longer exists.</i>

OPTION 2: Decline to enter into a new lease	
Description	<i>Council declines to enter into a lease agreement for this site</i>
Advantages	<i>The risk of Council being held liable for the premises following a catastrophic event that decimates the building is eliminated.</i>
Disadvantages	<i>The Coastguard will not have a conveniently located site to promptly respond to situations they are called to</i>
Impact on mana whenua	<i>There will no impact on mana whenua</i>
Strategic alignment	<i>This option does not contribute to the identified strategic outcomes</i>
Associated risks	<i>The Coastguard will not be able to operate in a timely and efficient manner</i>

DISCUSSION

9. Potential funders for any proposed upgrade of the Coastguard Ōpōtiki premises have already indicated that they would require them to have a longer tenure over the land than the 3 years

remaining the current lease has. This could be achieved by surrendering the current lease and signing up to a new one for the maximum term allowed for.

10. The Reserve Act 1977 allows for a maximum term not exceeding 33 years and may include a provision for similar terms providing Council is satisfied the terms and conditions have been complied with and that there is still a public service requirement for the activity provided.
11. As part of their investigation into the upgrading of Coastguard Ōpōtiki current premises 4 site options were assessed. They were:
 - (a) Snells Beach Rd Site south of the wastewater pond adjacent to lockup compound being utilised by the current harbour construction contractor.
 - (b) New Marina Site on the Petterson Block on the west bank of the Waioweka River where the new marina is to be constructed.
 - (c) Town Centre A dry storage location in the town centre. Exact site still yet to be identified
 - (d) Ōpōtiki Wharf The existing Ōpōtiki Coastguard site located on the western fringe of Ōpōtiki town centre.
12. The four options outlined were checked against the assessment criteria in Table 1 to understand their suitability and likelihood of achieving Coastguard Ōpōtiki's vision and desired outcomes for its future facility.

Table 1: Multi-criteria options analysis

ASSESSMENT CRITERIA	1 SNELL'S BEACH RD	2 NEW MARINA	3 ŌPŌTIKI WHARF	4 TOWN CENTRE
Lot size adequate for coastguard needs	✓	—	✓	?
Location	✓	X	✓	X
Accessibility (including vehicle and pedestrian)	—	X	✓	X
Access to infrastructure	—	—	✓	—
Ability to perform coastguard activities	—	X	✓	X
Developability	—	—	—	—
Consenting complexity (regional and district)	MED-HIGH	MED-HIGH	LOW-MED	MED-HIGH

TICKS OUR BOX? ✓ Yes — Somewhat X No ? Unknown

13. The following was approved at the Extra-Ordinary Council Meeting, 28 June 2022 as per the following excerpt below:

6. REDEVELOPMENT OF WHARF SITE – ŌPŌTIKI VOLUNTEER COASTGUARD p25

RESOLVED

- (1) **That the report titled "Redevelopment of Wharf Site – Ōpōtiki Volunteer Coastguard" received.**

- (2) That in principle Council agrees to a renewal and extension of the existing lease for the Coastguard to occupy local purpose reserve at 1 Wharf Street subject to all regulatory approvals and funding being obtained.
- (3) That the event that the preferred location as specified in the Coastguard Business Case fails to meet the regulatory requirements needed to secure funding, an alternative plan is to identify a suitable location.
- (4) That That Council offer that a Steering Committee be formed that will include a member of Coastguard, Ōpōtiki District Council staff, Iwi and two Councillors to take this project forward.
- (5) That Council notes a detailed ground lease will be brought back in due course for Council's approval.

Browne/Rapihana

Carried

- 14. A Steering Committee has been established and includes Councillors Brooks and Petersen alongside Coastguard representatives and council staff. The group has met once and will continue to meet intermittently to share information and discuss issues or opportunities.
- 15. Coastguard Ōpōtiki are acquiring the necessary approvals required for the proposed redevelopment project. A future modification to the lease may be required to enable the coastguard to occupy a larger footprint over the adjacent land. This will be required to accommodate the future redevelopment including a boat ramp and expanded building envelope.

Financial/budget considerations

- 16. The existing annual lease is \$72.50.
- 17. The review of the lease fee will be guided by the Policy Guidelines on Leases to Community Groups.

Policy and planning implications

- 18. The recommended option is consistent with the adopted Ōpōtiki Harbour – Wharf Masterplan and Implementation Plan.
- 19. The process will be guided by the Reserves Act 1977, the adopted and the Policy Guidelines on Leases to Community Groups.

Impact on mana whenua

- 20. Throughout development of the Ōpōtiki Harbour – Wharf and Implementation Plan there has been extensive consultation with Iwi and Hapu groups representative of the Pakowai Community. There are letters of support from Whakatōhea Māori Trust Board, Ngati Ngahere, Ngāti Patumoana, Ngati Ira, Ngai Tamahaua, Ngati Rua, Opeke Marae and Kura Ki Tai Waka Ama Club.

Climate impact considerations

21. This site is within the coastal inundation and extreme river flood zones. This will need to be considered when any new upgrade works are undertaken.
22. Also, Council will be including a clause in the lease minimising risk of being held liable for cleaning the site if the building gets damaged or Coastguard Ōpōtiki ceases to exist.

Risks

23. There is a risk to Council if the building gets damaged through natural or other events and Coastguard Ōpōtiki ceases to exist. This risk will be minimised, if not eliminated, by an appropriately worded clause in the lease absolving Council of responsibility in this occurrence.
24. A legal professional experienced in these types of leases will be engaged to prepare the appropriate new lease agreement documentation.

Community wellbeing considerations

25. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
26. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report as outlined below.

Social

27. Option one supports the provision of facilities and services that will meet current and future needs of our community. It supports the provision of Emergency management services in a convenient and accessible location.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

28. 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.
29. 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

30. As the level of significance has been determined to be **low**, the level of engagement required is **Inform**.

INFORM

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

31. 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.

CONCLUSION

32. The recommended option is for Coastguard Ōpōtiki to enter into a new a 33-year lease agreement with Council for their premises that are located on approximately 181 square metres of reserve land; vested in the Opotiki District Council and classified Local Purpose reserve (wharf).

Garry Page

PARKS, RESERVES AND HARBOUR OPERATIONS MANAGER

APPENDIX 1

OPOTIKI DISTRICT COUNCIL

the lessor

OPOTIKI VOLUNTEER COASTGUARD

the lessee

LEASE OF PREMISES

LEASE dated first (1st) day of August, 2008

PARTIES

1. **OPOTIKI DISTRICT COUNCIL** a body corporate under the Local Government Act 1974 ("the lessor").
2. **Opotiki Volunteer Coastguard** ("the lessee").

BACKGROUND:

- A. The lessor is the territorial authority for the Opotiki District.
- B. The lessor has vested in it a wide range of powers to grant leases of land vested in it whether for the purposes of a reserve or otherwise.
- C. The lessor wishes to lease to the lessee, and the lessee wishes to take on lease from the lessor, the premises described in the schedule ("**the premises**").

AGREEMENT:

1. **Grant of lease**
 - 1.1 The lessor hereby grants to the lessee and the lessee hereby takes on lease from the lessor the premises subject to the terms of this lease.
 - 1.2 This lease is granted pursuant to powers vested in the lessor under the Local Government Act 2002; the Reserves Act 1977 and; the Public Bodies Leases Act 1969.
 - 1.3 This licence is granted pursuant to Section 61(2) of the Reserves Act 1977and, Public Bodies Leases Act 1969.
2. **Term**
 - 2.1 This lease shall be for a term of five (5) **years** and may be renewed for three further terms of 5 years each as noted in Clause 19.
 - 2.2 The term shall commence on 1 August 2008.
3. **Rent**
 - 3.1 The annual rent shall be \$ 72.50 plus GST.
 - 3.2 The annual rent shall be paid in advance in one sum.
 - 3.3 The first instalment of the annual rent shall be paid on the commencement date, and subsequent instalments shall be paid on each anniversary of the commencement date.

- 3.4 The lessee shall pay the annual rent free of all deductions by bank order or as the lessor may otherwise direct from time to time in writing.

4. **Rent Review**

- 4.1 The lessor may review the annual rent every four years calculated from the commencement date.
- 4.2 The lessor shall commence a rent review by giving to the lessee written notice of the annual rent considered by the lessor to be the current 'Market Rent' as at the review date.
- 4.3 'Market Rent' shall be determined using the following formula:
The Government Valuation¹ for the land at the time of the review divided by the GV for the land at the time of tendering multiplied by the tendered sum.
- 4.4 If within 28 days after receipt of the lessor's notice the lessee has given written notice to the lessor that it disputes the new annual rent proposed by the lessor, such new rent shall be determined by arbitration in accordance with clause 24.3.
- 4.5 If the lessee fails to give such notice (time being of the essence), the lessee shall be deemed to have accepted the annual rent specified in the lessor's notice.
- 4.6 A written notice from the lessor to the lessee for the purposes of any rent review may only be given at any time up to the next rent review date.
- 4.7 Once the new rent has been determined, payment of any adjustment owing to either party shall be made within a further period of no more than 1 month.
- 4.8 Either party may require that the result of a rent review be recorded in a further deed.

5. **Outgoings**

- 5.1 The lessee shall pay the following outgoings for the premises as they fall due:
- a. All rates or levies and service charges payable to any local or territorial authority.
 - b. All charges or levies for water, gas, electricity, telephone and other utilities and services supplied to or used on the premises.
 - c. Insurance premiums and valuation charges.
 - d. The costs incurred and payable by the lessor in supplying to the territorial authority a building warrant of fitness and obtaining reports as required by section 45 of the Building Act 1991.

¹ Government Valuation shall be the land value as determined for rating purposes.

- 5.2 If such outgoings are not payable solely in relation to the premises, but rather in relation to a larger area of land or a larger building of which the premises form part, the amount payable by the lessee shall be such fair proportion as is agreed upon or failing agreement as is determined by arbitration in accordance with clause 24.3.

6. Goods and Services Tax

- 6.1 The lessee shall upon demand pay to the lessor all Goods and Services Tax (or any similar tax levied in substitution therefor) paid or payable in respect of the annual rent or any other payments due by the lessee.

7. Use of premises

- 7.1 The lessee will not use or permit the use of the premises for any purpose other than; as the venue for the Opotiki Coastguard and activities directly associated with this use or; subject to the prior approval of the lessor, as a venue for other meetings or activities that serve the public good.

- 7.2 The lessee will not carry on or permit to be carried on upon the premises any noisy or offensive business or permit anything in or about the premises which is or may become a nuisance or annoyance to either the lessor or the owners or occupiers of land in the vicinity of the premises.

- 7.3 The lessee shall not without the prior written consent of; the lessor and, where necessary; the Minister of Conservation:

- a. Place on the premises any building.
- b. Undertake any modification or development of the land except in accordance with a development plan approved by the lessor. The development plan is to include:
 - i. the layout of the grounds and pathways;
 - ii. a landscape and planting plan;
 - iii. height, colour, design and building materials for any buildings and fences;
 - iv. lighting, layout and provision for carparking and services.
- c. Place or deposit or allow to be placed or deposited any rubbish or other obstruction upon the premises, and shall not disturb or remove the soil in a way inconsistent with the status of the land.
- d. Keep or allow to be kept on the premises any goods of a dangerous or explosive nature.
- e. Erect or paint any sign or advertisement or similar device on the premises.

8. Repair, maintenance and care of the premises

- 8.1 The lessee will at all times keep the premises in a good and tenantable order, repair and condition (fair wear and tear excepted) including but not limited to:
- a. The repair of all broken glass, rotted weather-boards, rusted spouting and roofing iron; and

- b. The painting of all parts of the building when the same reasonably require painting.
- c. Protecting the health and safety of the public from avoidable risk or hazards.

- 8.2 The lessee shall regularly have all rubbish and garbage removed from the premises and will keep any rubbish bins or containers in a tidy condition.
- 8.3 The lessee shall keep the premises free from all weeds and shall keep any grass regularly mowed and the grounds in a tidy condition.
- 8.4 The lessee shall provide adequate safeguards to prevent the destruction of or damage to any natural, scenic, historic, cultural, archaeological, biological, geological or other scientific features, or indigenous flora or fauna.
- 8.5 The lessee shall keep and maintain any car parks and any paved, sealed or surfaced areas in the same order, repair and condition as they were in at the commencement date.
- 8.6 The lessee shall keep and maintain all open parts of the storm and waste water drainage system in the premises so that they are not blocked.

9. **Lessor's right of inspection**

- 9.1 The lessor may at all reasonable times enter upon the premises to view their condition.
- 9.2 If the lessor gives to the lessee written notice of any failure by the lessee to comply with clause 8, and if the lessee fails to remedy such failure within a period of 28 days from the date of receipt of the lessor's notice, the lessor may carry out such works as may be necessary to remedy the default. Any money spent by the lessor in carrying out such work shall be payable by the lessee to the lessor on demand, together with interest at the rate of 10% per annum calculated from the date that the lessor has incurred such cost to the date of payment.

10. **Insurance and destruction**

- 10.1 The lessee will at its own cost and expense forthwith insure and at all times during the lease keep insured against loss or damage by fire for full insurable value with a reputable insurance company all buildings erected or to be erected on the premises and will on demand produce satisfactory evidence to the lessor of such insurance.
- 10.2 If any such building is partially damaged or destroyed, the lessee shall promptly apply all insurance moneys received to reinstate the same.
- 10.3 If any building is totally destroyed, the lessee may choose not to reinstate the building. In such case, the lessee shall promptly remove the remains of the building and shall leave the premises otherwise in their original condition to the reasonable satisfaction of the lessor. Upon such removal and reinstatement, this lease shall be at an end.

11. Compliance with statutes and regulations

- 11.1 The lessee will comply with all statutes, ordinances, regulations and bylaws relating to the use of the premises by the lessee and will also comply with the provisions of all licences, requisitions and notices issued by any competent authority in respect of the premises or their use by the lessee.
- 11.2 The provisions of the Act pursuant to which the lessor has granted this lease to the lessee shall at all times prevail if there is any inconsistency between such provisions and this lease.

12. Indemnity

- 12.1 The lessee shall indemnify and keep indemnified the lessor from and against all actions, suits, claims, demands, fines, penalties and payments arising out of any failure of the lessee to comply with Clause 11.1.
- 12.2 The lessee shall further indemnify and keep indemnified the lessor against all actions, suits, claims, costs and demands arising out of the use of the premises by the lessee, its invitees, employees, workmen, licensees, agents or otherwise.
- 12.3 The indemnity from the lessee shall extend to and include any liability arising from any accident, injury or damage to any person or property arising out of the lessee's use of the premises.

13. Default

- 13.1 If the lessee defaults in payment of the rent or any other outgoing payable under this lease, and the default continues for 14 days after the due date for payment, then the lessor shall be entitled to charge interest at the rate of 10% per annum calculated from the due date until the actual date of payment.
- 13.2 If the annual rent remains unpaid for 28 days, or if the lessee is otherwise in breach of this lease, the lessor without making any demand or giving any notice may re-enter and take possession of the premises. If that occurs, this lease shall be at an end but without releasing the lessee for any liability for rent then due or for any un-remedied breach of this lease.
- 13.3 If the annual rent or other moneys payable by the lessee remain unpaid for 14 days, the same may be levied by distress.

14. Quiet Enjoyment

- 14.1 If the lessee pays the rent and otherwise complies with this lease, the lessee shall be entitled to quietly hold and enjoy the premises without any interruption by the lessor.

15. Acquisition of Freehold

- 15.1 The lessee shall have no right to acquire the freehold of the premises.

16.1 Resource Consent

- 16.1 The grant of this lease is not itself a resource consent enabling the lessee to carry on the permitted use on the premises.
- 16.2 If a resource consent is required, the lessee shall be responsible for making an application to the appropriate consent authority.
- 16.3 The lessee acknowledges that if the lessor is the relevant consent authority, the grant of this lease cannot influence the decision of the lessor as to the merits of the application.
- 16.4 The lessee accepts all risks associated with signing this lease without having obtained any resource consent which may be required.

17. Registration of Lease

- 17.1 The parties acknowledge that it is not their intention that this lease be registered.
- 17.2 The lessor may, at its discretion, agree to registration of this lease at the cost in all respects of the lessee.

18. Termination

- 18.1 This lease shall end if:
- a. The term expires without the lessee accepting in writing an offer for a right of renewal made by the lessor; or
 - b. The lessor exercises its rights under clause 13.2; or
 - c. The lessor is of the opinion that the premises are not being used or are not being sufficiently used by the lessee for the permitted use and, after making such enquiries as it thinks fit and after giving the lessee an opportunity to explain its use of the premises, and if satisfied that the premises are not being used or not being sufficiently used for the permitted use, the lessor gives to the lessee written notice terminating this lease on such terms as the Minister of Conservation approves.
- 18.2 Upon termination of this lease, the lessee will:
- a. Remove any sign, advertisement or other device erected or painted by it pursuant to clause 7.3(e).
 - b. Give up the premises in good tenantable repair, order and condition including, if required by the lessor, any of the lessee's improvements.
 - c. Remove within no later than 1 month from the date of termination any of the lessee's improvements, if required to do so by the lessor, and shall restore the land to the same good and substantial repair order and condition as it was in prior to the construction of the lessee's improvements.

- 18.3 Upon termination of this lease, the land and all improvements will revert to the lessor and the lessor shall not have to compensate the lessee for any of the lessee's improvements provided that:
- a. The lessor may stipulate that any incoming lessee pay the outgoing lessee a fair value for the lessee's improvements, as determined by the Minister of Conservation; and
 - b. The lessor may, at its discretion, pay compensation. The value of such compensation to be determined by the Minister of Conservation.
- 18.4 Any termination of this lease shall not release either party from any obligation to the other for any prior breach.

19. Right of Renewal

- 19.1 The lessee shall not be entitled to require the lessor to grant a right of renewal.
- 19.2 If the lessor is satisfied that:
- a. The lessee has complied with the terms and conditions of the lease; and
 - b. There is sufficient public need for the permitted use; and
 - c. That it is not in the public interest that some other permitted use should have priority, then the lessor may grant, at its discretion, a further term of this lease on such terms and conditions as it may determine.

20. Assignment and Subletting

- 20.1 The lessee will not assign, transfer, mortgage, sublet or part with the possession of the premises without the prior written consent of the lessor.
- 20.2 The lessor may refuse consent entirely at its own discretion without the need to give any reasons for doing so.

21. Inspection prior to end of Lease

- 21.1 The lessee will at all reasonable times during the 2 month period preceding the end of this lease permit the lessor or any duly authorised agent or representative of the lessor to enter upon the premises for the purpose of inspection by any prospective new lessee.

22. Holding Over

- 22.1 If the lessor permits the lessee to remain in occupation of the premises following expiry of this lease or any renewal term, such occupation shall be on a monthly tenancy basis only.
- 22.2 Such monthly tenancy shall otherwise be on the same terms and conditions of this lease.



23. Dispute Resolution

- 23.1 If any dispute arises, the parties shall endeavour to mediate the dispute. If, however, the dispute relates to the rent to be fixed on a rent review, there shall be no obligation to mediate the dispute which shall be immediately referred to arbitration.
- 23.2 If the dispute has not been successfully resolved by mediation within 1 month of it arising, either party may require that the dispute be determined by arbitration.
- 23.3 The arbitration shall be carried out by a sole arbitrator agreed to by the parties. If the parties are unable to agree within a period of 2 weeks as to who the sole arbitrator should be, the appointment shall be made by the President of the Waikato/Bay of Plenty District Law Society (or successor body) or his or her nominee, and such appointment shall be binding on the parties.
- 23.4 The provisions of article 1 of the Second Schedule to the Arbitration Act 1996 shall not apply to the arbitration.

24 Communications

- 24.1 Any communication between the parties shall be in writing.
- 24.2 The lessor's postal address for any communications from the lessee is PO Box 44, Opotiki.
- 24.3 The lessee's postal address for any communications from the lessor is PO Box 498 , OPOTIKI
- 24.4 Either party may give written notice to the other at any time of a change of postal address.



SCHEDULE

The Premises

Address: Opotiki Wharf, Wharf Street, OPOTIKI

Description: Portion (approximately 181sq m) of Allotment 334, Section 1 of Opotiki Town, defined by footprint of the Opotiki Volunteer Coastguard building and courtyard (refer scheduled plan).

Valuation Reference: Portion of 7560/15900

LEASE SIGNED by;**OPOTIKI DISTRICT COUNCIL**as licensor by the affixing of its
common seal in the presence of:.....
Mayor.....
Chief Executive**SIGNED** by
OPOTIKI VOLUNTEER COASTGUARD.....
As licensee.....
As licensee**WITNESSED** by

Witness Signature

Name

Occupation

Address



Handwritten signature or initials in blue ink.

11	Opotiki Volunteer Coastguard Lease Agreement	11.4.15	10.1 – 10.14
----	---	---------	--------------

The Opotiki Volunteer Coastguard occupies premises located on Council reserve land adjacent to the Opotiki wharf. Council granted a lease which commenced in 1988 and expired 2003. Since this date the lease has been deemed to have held over on an annual basis. Coastguard have recently approached Council with plans for an addition to the building. A revised and updated lease is recommended and consideration given to contributing a community grant to equal to the cost of the rent.

488 RESOLVED

- 11.1 That the report dated 8 July 2008 entitled 'Opotiki Volunteer Coastguard, Lease' by the Parks & Reserves Manager be received.
- 11.2 That the draft lease to Opotiki Volunteer Coastguard is approved for signing by HWTM and the CEO and, that the Council seal is applied to the lease.
- 11.3 That Council contribute a community grant to the Opotiki Volunteer Coastguard equivalent to the rent provisions of the lease.

Fisher / Petersen

Carried

Discussion:

The lessee has right of renewal subject to certain conditions.

12	Renewal of Electricity Supply Contract with Bay of	4.5.1.1	12.1 – 12.10
----	---	---------	--------------

Representatives for Opotiki, Whakatane, Kawerau District Councils and Environment Bay of Plenty have combined together to negotiate a renewed electricity supply contract with BOP Energy. Council are requested to waive the tender process in this instance and accept the negotiated rates for the supply period 01 May 2008 to 30 November 2010. On average, the energy cost increases per annum are expected to be less than the 4% annual increase estimated in the LTCCP.

489 RESOLVED

- 12.1 That the report "Renewal of Electricity Supply Contract with Bay Plenty Energy" prepared by the Engineering and Services Manager, dated 01 July be received.
- 12.2 That Council approve the contract for electricity supply for the period 01 May 2008 to 30 November 2010 be established by negotiated rates with Bay of Plenty Energy and the tender process be waived in this instance.
- 12.3 That the rates for electricity supply for the period 01 May 2008 to 30 November 2010 as proposed by BOPE and summarised in this report be accepted.

Petersen / McRoberts

Carried



COUNCIL REPORT

Date : 26 May 2025
To : Ordinary Council Meeting, 10 June 2025
From : Spaces and Places Planner, Maia Calcott,
Subject : **WAIHAU BAY MASTERPLAN AND IMPLEMENTATION PLAN**
File ID : A1290781

EXECUTIVE SUMMARY

- Council undertook public consultation on the Waihou Bay Masterplan in August 2023, engaging with hapū, the community, and other local stakeholders.
- Ongoing consultation with hapū has continued through 2024 and 2025, leading to the refinement of final concepts for the Waihou Bay area.
- The Masterplan is now ready for Council adoption and implementation.

RECOMMENDATIONS

- 1) **That the report titled "Waihou Bay Masterplan and Implementation Plan" be received.**
- 2) **That Council endorses the 'Waihou Bay Masterplan and Implementation Plan' in Appendix 1 as the guiding document for developing the Waihou Bay area.**
- 3) **That the ability to make minor amendments to the 'Waihou Bay Masterplan and Implementation Plan' is delegated to the Group Manager Strategy and Development before being released into the public domain.**

PURPOSE

1. To seek Council's endorsement of the Waihou Bay Masterplan and Implementation Plan as the guiding document for future development in the Waihou Bay area.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
 - ☒ Community Priority One: Strong relationships and partners
 - ☒ Community Priority Two: Investment in our district
 - ☐ Community Priority Three: Wellbeing is valued

- ☐ Community Priority Four: Our communities are resilient
- ☐ Community Priority Five: Growth is sustained over time

BACKGROUND

3. Council has engaged with iwi, hapū, the Waihou Bay Fishing Club, and the local community over several years as part of the Reserve Management Plan consultation and Treaty settlement redress negotiations. These discussions have coincided with increasing visitor numbers, particularly during peak holiday periods and when tuna migrate close to shore.
4. While the rise in visitor numbers has provided economic benefits to the local community, it has also led to challenges such as parking congestion, littering, and other environmental concerns. The masterplan aims to continue collaboration with the Waihou Bay community, creating a clear pathway to achieve community aspirations while addressing the negative impacts that can be associated with increased visitor activity. This process will further strengthen relationships between Council, hapū, the community, and other key stakeholders.

Public consultation

5. The concepts and consultation strategy for the Waihou Bay Masterplan were endorsed in August 2023, with public consultation conducted from 7 to 28 August 2023. During this period, Council staff engaged with key stakeholders through in-person workshops, gathering valuable insights and feedback. Ongoing discussions with Te Whānau-ā-Pararaki have continued through 2024 and 2025, contributing to the refinement and finalisation of the Masterplan concept plan, which is included in Appendix 1.

Feedback from the community

6. The consultation on the Masterplan has included:
 - Ōpōtiki Council website, Facebook page, Antenno, Panui (Council Newsletter)
 - Drop-in sessions on 19 August at Te Maru o Hinemakahō Marae and the Waihou Bay fishing club.
 - Online survey platform (Smartsheet).
 - Feedback via hard copy and direct email.

Council staff also requested and gathered feedback from key stakeholders, including the New Zealand Transport Agency (NZTA), Coast Community Board, and Department of Conservation (DOC).
7. Key themes that emerged from the consultation were:
 - o Parking and traffic management: Need for dedicated boat trailer parking, clearer parking regulations, and improved traffic flow.

- o Boat ramp and jetty improvement: Support for repairs, ramp extension, and breakwater installation for safer launching and retrieval.
- o Traffic safety: Calls for speed reduction, speed bumps, and safer road layouts, particularly near Orete Point Road and the fuel station.
- o Environmental and waste management: Requests for more rubbish bins, better waste collection services, and boat washing restrictions.
- o Facilities and infrastructure: Preference for upgrading the existing toilets, along with additional amenities like boat washdown areas, signage, and security cameras.
- o Community amenities and accessibility: Interest in family-friendly spaces such as, picnic areas, seating for elderly residents, and safer pedestrian crossings.
- o Cultural and social considerations: Emphasis on preserving the area's character while enhancing community connections and recreational opportunities.

Suggested final concept design

8. Taking into account the consultation feedback, a final concept for the Waihou Bay area was prepared after the most recent site visit by the Council to Waihou Bay on the 19th of May 2025, where councillors and Mayor Moore met with Te Whānau-ā-Pararaki to finalise the concept plan. The plan contains the following features:

Northern Waihou Bay area

- Potential overflow parking area for boats and trailers
- Relocation of the weigh station
- Boat ramp improvement
- Upgrade of the existing jetty
- Installation of bollards along the road in front of the lodge to the eastward point
- Upgrade of the existing public toilets, keeping the same location
- Assigned parking space in front of the shop with consideration of time limits
- Potential extra parking space at nearby lodge and opposite side of the petrol station
- New cultural entrance/arrival features
- Navigational safety improvements.

Southern Waihou Bay area

- Additional traffic calming features i.e speed hump/pedestrian crossing
- New arrival features.

Boat ramp arrangement

9. As part of the Treaty settlement, the Crown will acknowledge the enduring mana of the Te Whānau-ā Apanui hapū Te Whānau-a-Pararaki over Tamatari. Public access and use of the boat

ramp will continue as part of the settlement but may be restricted for reasonable periods of time for reasons such as cultural or hapū activities and maintenance (as can currently happen). Details of the ongoing management of the boat ramp will be covered in a hapū document that will be prepared by Te Whānau-a-Pararaki in consultation with ŌDC. This document may include details of a charging arrangement for use of the boat ramp. This is considered to be out of scope for the Masterplan.

OPTIONS

10. To proceed, Council needs to decide upon one of the following two options.

OPTION 1: Endorse the 'Waihou Bay Masterplan and Implementation Plan'	
Description	<i>Council endorses the Waihou Bay Masterplan and Implementation Plan.</i>
Advantages	<i>Provides a strategic framework for managing development in Waihou Bay.</i> <i>Enhances public safety on both land and water through identified improvements.</i> <i>Supports the preservation and enhancement of Waihou Bay's unique character by guiding future development initiatives.</i>
Disadvantages	<i>No disadvantages have been identified for this option.</i>
Impact on mana whenua	<i>Reflects the outcomes of meaningful consultation with Te Whānau-ā-Pararaki.</i> <i>Strengthens the relationship between Te Whānau-ā-Pararaki and Council by ensuring ongoing collaboration throughout implementation.</i>
Strategic alignment	<i>Strong relationship with partners: Supports genuine partnerships with hapū, the community, and stakeholders.</i> <i>Investment in our district: Advocates for high-quality investment that aligns with Council's long-term strategic goals.</i>
Associated risks	<i>There are no identified risks to this option.</i>

OPTION 2: Do not endorse the 'Waihou Masterplan and Implementation Plan'	
Description	<i>Council does not endorse the Waihou Bay Masterplan and Implementation Plan.</i>
Advantages	<i>Allows for further consideration or refinement of the plan, if deemed necessary.</i>
Disadvantages	<i>Lack of coordinated development: Without a guiding framework, future development may proceed in an ad-hoc manner, risking infrastructure pressures and safety concerns.</i> <i>Missed funding opportunities: Endorsement of a masterplan would strengthen applications for external funding, and without it, funding opportunities may be missed.</i>

OPTION 2: Do not endorse the 'Waihou Masterplan and Implementation Plan'**Impact on mana whenua**

No endorsement may be perceived as disregarding community input, weakening the relationship with Te-Whanau-ā-Pararaki and local stakeholders.

Strategic alignment

This option is not aligned with the community priorities defined in the Long-Term Plan.

Associated risks

Without endorsement, safety, parking, and environmental concerns identified by the community are unlikely to be addressed in a cohesive manner.

DISCUSSION

11. The Waihou Bay Masterplan and Implementation Plan have been carefully assessed by ŌDC staff, incorporating feedback from the community, hapū, and key stakeholders. The masterplan responds to challenges identified during consultation, including parking congestion, infrastructure capacity, environmental concerns, and public safety. Also, it supports future development opportunities while preserving Waihou Bay's unique character and cultural values.
12. Given that the masterplan provides a structured approach to guiding improvements in Waihou Bay—ensuring public safety, sustainable growth, and enhanced community amenities—it is recommended that Council adopts Option 1 and endorses the Waihou Bay Masterplan and Implementation Plan as a guiding document for future development.

Financial/budget considerations

13. Funding for the Waihou Bay Masterplan has been allocated through the Better Off Funding provided by central government, along with additional expenditure approved by Ōpōtiki District Council (ŌDC) as part of the Long Term Plan.

Policy and planning implications

14. The Waihou Bay Masterplan will function as a subordinate document to the District Plan and the Reserve Management Plan. While there is no statutory requirement to develop a masterplan for Waihou Bay, the plan has been designed to align with the strategic planning outcomes outlined in both the District Plan and the Reserve Management Plan.

Impact on mana whenua

15. Public consultation on the Waihou Bay Masterplan and Implementation Plan has ensured that Council meets its legislative obligations under section 81 of the Local Government Act, providing Mana Whenua with meaningful opportunities to contribute to the decision-making process.

Climate impact considerations

16. There are no climate impact considerations associated with the recommended option.

Risks

17. There is no risk associated with the recommended option.

Community wellbeing considerations

18. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the four well-beings').
19. The subject matter of this report has been evaluated in terms of the four well-beings during the process of developing this report as outlined below.

Social, Economic, Environmental, and Cultural

20. Endorsing the Waihou Bay Masterplan and Implementation Plan, alongside continued engagement with Te Whānau-ā-Pararaki, supports future development that reflects the aspirations and values of the local community. This endorsement strengthens the foundation for securing the funding required for implementation, while safeguarding cultural significance and integrating Māori heritage into the development process.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

21. 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.
22. 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

23. 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.

24. 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.

CONCLUSION

25. That Council has been through a robust consultation process for the Waihou Bay Masterplan and Implementation Plan which is now presented to Council for adoption.

Maia Calcott

SPACES AND PLACES PLANNER

Waihau Bay Masterplan



Contents table

- Introduction
- Our process
- History and Cultural Values/ Korero tuku iho me tikanga
- Analysis and options
- Site photo
- Feedback summary of public consultation
- Masterplan concepts
- Implementation plan and funding

Produced by:
Drawings - Richard Knott Limited and The Goodfellow Group
Documents - Ōpōtiki District Council (ŌDC) supported by Brighta Consulting Limited

All photos Brighta Consulting or supplied by ŌDC

www.brightaconsulting.co.nz

Introduction

Waihou Bay is a cherished part of the Ōpōtiki District and we are aspiring to make sure this special place continues to flourish as both a local community, and attractive destination for visitors.

The influx of visitors to Waihou Bay to partake in fishing and other marine activities makes an important contribution to our local economy, yet it also poses some challenges that need careful consideration. Challenges such as parking demand, congestion, littering, and environmental concerns have been raised, compelling us to seek sustainable, community-driven solutions. In response, the Council, alongside Te Whanau-ā-Pararaki, the Waihou Bay Sports Fishing Club, and our local community, has prepared a masterplan to help shape the future of this iconic place.

As we commence on this journey, the Waihou Bay masterplan aims to bring to life a shared vision that can provide for a thriving Waihou Bay community.

Our vision for Waihou Bay is:



"To enable a sustainable and vibrant coastal community at Waihou Bay, where cultural heritage is celebrated and a thriving fishing community is enabled, while ensuring the environment is protected".

In preparing this document we note that it is not for ŌDC to suggest or indicate what activities will occur on land that will be handed back to hapū, but the masterplan is identifying opportunities in several places in the area (independent of current or future ownership), and ŌDC will work closely with Te Whanau-ā-Apanui as treaty partners to ensure best outcomes are realised.

Objectives of our masterplan

Enhance facilities



We enhance the existing facilities and access within Waihou Bay to better serve the needs of all users and improve their overall experience.

Improve amenity



We strive to create a welcoming environment that integrates with the natural beauty of our coastal surroundings.

Manage environmental impact



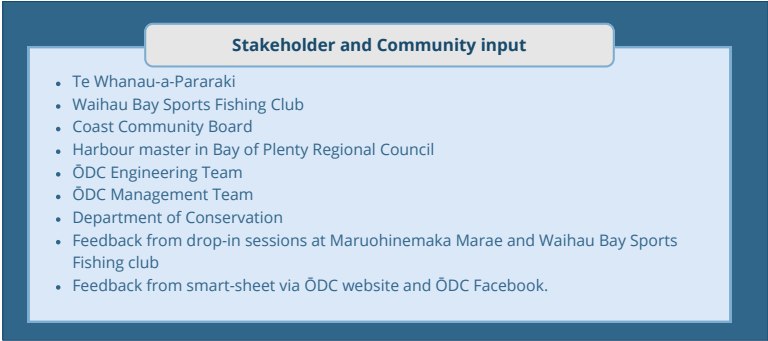
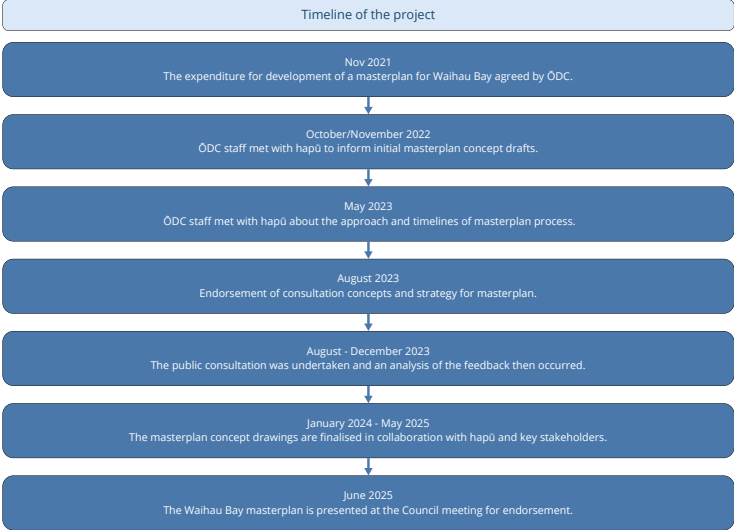
We seek to ensure that Waihou Bay's natural environment is preserved for future generations.

Our process

Based on the information gathered from our visits to Waihou Bay and meetings with Council staff, Te Whanau-a-Pararaki, Waihou Bay Sports Fishing Club, and considering the Council's discussions with stakeholders, we have followed the subsequent steps to prepare the Masterplan:

- 1. **Engagement:** We engaged with Te Whanau-a-Pararaki, the Waihou Bay Sports Fishing Club and the wider public, hosting drop-in sessions and providing platforms for open dialogue and discussion. The online tools such as Council email and Smart sheet were also utilised to ensure accessibility to feedback channels for all stakeholders.
- 2. **Analysis:** Following the engagement sessions, we analysed the feedback provided. This involved considering varied perspectives, suggestions, and ideas shared by stakeholders, forming a solid foundation for subsequent planning and decision-making.
- 3. **Crafting:** Building upon insights gained from engagement sessions and feedback analysis, we drafted the masterplan. This process involved synthesising and integrating feedback and ideas into a cohesive blueprint, ensuring it addressed diverse needs, priorities, and aspirations of the community.
- 4. **Wrapping Up:** Upholding transparency and inclusivity, we shared the finalised masterplan via the Council social media. This approach ensured the community was well-informed about proposed changes and provided an opportunity for further input, fostering a sense of collective ownership in shaping the future of Waihou Bay.

In essence, this sequence of actions has allowed us to take into account the input provided by Council, key stakeholders and the public, crafting it into a masterplan that stands for collaboration, inclusivity, and foresight.



History and Cultural Values/ Korero tuku iho me tikanga

Ko Te Whānau-a-Pararaki Hapū -Mai Ngutuone ki Mangatoetoe



MANA WHENUA-MANA MOANA

Te Whānau-a-Pararaki Hapū, maintains mana over its area from Ngutuone (A rock west of the Waiokaha Stream) to Mangatoetoe inland to the Raukumara (Mana Whenua) from te Takutai ki Paepaeaoatea (Mana Moana)

Pararaki is one of eight children of Apanui Waipapa and Hinemahuru.

We the descendants (14 generations +) hold to those same values of our tipuna (ancestors) who lived on these lands and gained sustenance from the land and the moana. Those values are those of our Rangatira (Leaders) Te Aopururangi, Te Wharau, Te Aomarama and Te Ahiwaru, who signed Te Tiriti o Waitangi Doc at Te Kaha on the 14th June 1840.



The Waihou Bay Shop, Lodge, Jetty and Ramp are icons known beyond our Hapū, throughout Aotearoa and Te Ao.

The above-mentioned areas sit on the land block called Orete N. However prior to Orete N it was called Tamatari. The original owners established by partition were Hohepa Karapaina and Herewini Te Moana. The Waihou Bay Lodge was built in the early 1900s by the Walker Whanau. Today the Orete Incorporation owns the Lodge which supports local employment. The Jetty erected prior to the early 1900s helped with the transportation of produce to the Auckland markets and other destinations. Our tipuna had their own boats like the Olive, the Waihou, the Irish Rose. Today the Jetty is part of the Orete Incorporation. The Waihou Bay Ramp / Railway Tracks established early 1900 by our tipuna. They would launch a clinker called Te Haku using the railway tracks. They would row from Waihou to the Cape, spend the day fishing than return loaded with hāpuku, maomao or moki. Part of the land known as Tamatari (being the Ramp area) was compulsory taken by the Crown using the Public Works Act 1908 for the purpose of establishing a harbour at Waihou Bay. The harbour did not eventuate. The Crown then shifted it on to the Ōpōtiki District Council (1983) to administer.

Since 2017 Te Whānau-a-Apanui Iwi has been engaging with the Crown on Settling Claims under the Treaty of Waitangi. The return to the Hapū of the Waihou Bay Ramp is part of the Treaty Claims. We have had numerous hui with the Crown negotiators, several hui with the Ōpōtiki District Council and the Waihou Bay Fishing Club. The discussions have led to the Hapū, the Fishing Club, Ōpōtiki District Council and the Bay of Plenty Regional Council (BOPRC) working through a Management Plan for Waihou Bay. The Hapu is working on a Management Plan also for the Waihou Bay Ramp. The return of the ramp and the management plans, supports building positive relationships in our community. It also fulfils the aspirations and values our tipuna had to the descendants now and into the future.

Analysis and Options

In shaping the Masterplan for Waihou Bay, it was imperative to conduct a thorough evaluation of the community's future needs and the challenges it faces. This critical assessment serves as the foundation for developing effective strategies that cater to the evolving demands of our community and visitors alike. In this section, we delve into a comprehensive analysis, exploring the current landscape of Waihou Bay while identifying pivotal opportunities for enhancement.

Challenges/Opportunities	Discussion	Potential changes
Traffic congestion	The current traffic congestion at Waihou Bay poses challenges for both local residents and visitors. During peak times, such as holidays and the tuna season, the influx of vehicles exacerbates congestion. Addressing traffic congestion is essential to enhance the overall experience and safety for everyone at Waihou Bay.	- Explore alternative locations for the weigh station to alleviate congestion, specifically at the boat ramp area. - Increase the number of parking spaces available for both residents and visitors, including designated urgent parking spaces during peak times, to mitigate congestion and enhance accessibility. - Assign dedicated parking spaces for the shop to maintain convenient access for customers and alleviate parking pressure in the surrounding area.
Traffic management - calming	Effective traffic management and calming measures are crucial for ensuring road safety and enhancing the pedestrian environment in Waihou Bay. Challenges such as speeding vehicles and inadequate pedestrian facilities can pose significant risks to safety and community well-being. Implementing effective traffic calming initiatives can address these concerns and create a safer, more pedestrian-friendly environment.	- Install additional speed humps strategically to effectively reduce vehicle speeds, enhancing safety for pedestrians and other road users. - Install pedestrian crossings with clear markings to facilitate safe pedestrian movement and encourage drivers to reduce speed accordingly.
Accessibility and safety	Ensuring access and safety in Waihou Bay is essential for residents and visitors alike. Concerns encompass the usability of existing infrastructure and the necessity for enhanced navigational safety measures. Addressing these challenges is imperative to cultivate a safer and more user-friendly environment.	- Improve the boat ramp to enhance accessibility and safety for boat users, ensuring smoother launching and retrieval of vessels. - Upgrade the jetty to improve functionality and safety for all users, catering to various activities such as recreational fishing, boating, and providing a safe area for children's play. - Develop navigational safety measures, including signage, to enhance safety on the water, improving awareness of hazards and navigation guidelines for boaters.
Visual identity and focal point (Character of Waihou Bay)	Enhancing the visual appeal of Waihou Bay presents an opportunity to showcase its unique identity and cultural significance. Leveraging these distinctive aspects can create lasting impressions for both residents and visitors.	- Install entrance features such as vertical pou to enhance the aesthetic appeal and cultural significance of Waihou Bay, creating visually striking landmarks at key entry points. - Integrate cultural elements into the landscape and infrastructure to highlight the unique identity and heritage of Waihou Bay, fostering a deeper connection with the community's history and traditions.
Amenity of the area	Elevating the facilities and attractions at Waihou Bay can enrich the experience for both locals and visitors, contributing to a more welcoming and enjoyable environment. By carefully enhancing various features, the community's diverse needs can be better met, fostering a stronger sense of community and overall satisfaction with the area. *While these elements were identified as potential enhancements, the masterplan vision prioritizes other outcomes aligned with community aspirations. Some considerations may be revisited in future stages of development.	- Review and enhance the location of public toilets to ensure easy access and improve overall quality, enhancing the experience for residents and visitors. - Create additional outdoor dining spaces near the lodge to expand amenities and provide more dining options, catering to the needs of visitors. - Establish family-friendly picnic areas along the shoreline, offering recreational opportunities for families and groups and enhancing the area's appeal as a leisure destination. - Develop a landscape reserve to preserve natural beauty and biodiversity, contributing to the conservation efforts and maintaining the area's ecological balance. - Construct a walking track or footpath along the shoreline, promoting outdoor recreation and providing a safe and scenic route for visitors to explore the coastline.

Site photo





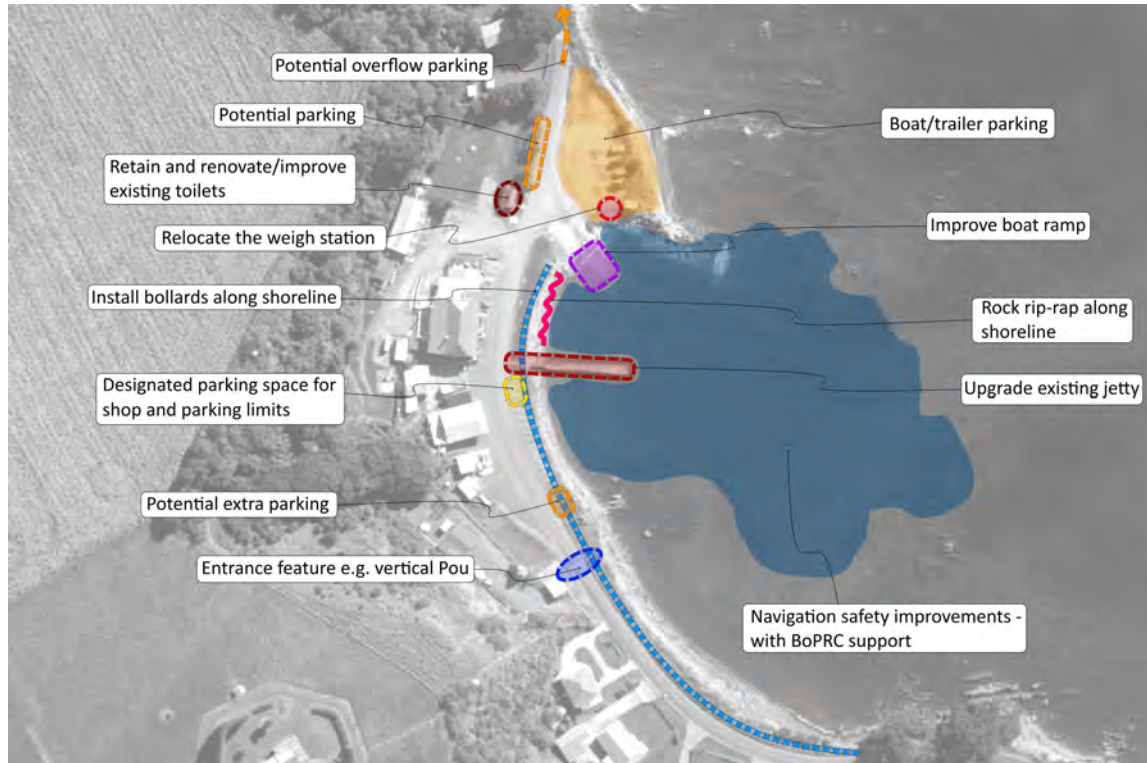
Feedback summary of public consultation

After careful consideration of the community's future needs and challenges, we developed masterplan concepts for consultation. To ensure effective engagement, we conducted public consultation through various initiatives, including Smartsheet, drop-in sessions, and social media platforms. A summary of the feedback gathered from key stakeholders and the public on these concepts is presented below, reflecting their invaluable insights and contributions.



Waihau Bay Masterplan

Taking into account the feedback provided, final masterplan designs have been prepared for Waihau Bay.



Key features

- Potential overflow parking area for boats and trailers
- Relocate the weigh station
- Boat ramp improvement
- Upgrade existing jetty
- Install bollards along shoreline
- Upgrade the existing public toilets, keeping same location
- Assigned parking space in front of the shop an introduce time limits
- Potential extra parking space at nearby lodge and opposite side of the petrol station
- New cultural entrance/arrival features
- Navigational safety improvement

Waihau Bay Masterplan

Taking into account the feedback provided, final masterplan designs have been prepared for Waihau Bay.



Key features

- Additional traffic calming features
i.e speed hump/pedestrian crossing
- Arrival features

Implementation Plan

Work Scope and Details	Expected funding limit
<i>Northern Waihou Bay area</i>	
Potential overflow parking area for boats and trailers	TBC
Relocation of the weigh station	TBC
Boat ramp improvement	TBC
Installation of bollards along the road in front of the lodge to the eastward point	TBC
Upgrade of the existing public toilets, keeping the same location	TBC
Assigned parking space in front of the shop with consideration of time limits	TBC
Potential extra parking space at nearby lodge and opposite side of the petrol station	TBC
New cultural entrance/arrival features	TBC
Navigational safety improvements	TBC
<i>Southern Waihou Bay area</i>	
Additional traffic calming features i.e speed hump/pedestrian crossing	TBC
New arrival features	TBC
Seed funding to support projects to implement the masterplan	200K

Funding

Implementation will be subject to future scope and detailed designs being developed. This will inform budget estimates to be considered in future Long-term Planning and Annual Plan processes.

Note: It is important to recognise that funding sources may vary, and not all projects will be funded by ŌDC.



COUNCIL REPORT

Date : 26 May 2025
To : Ordinary Council Meeting, 10 June 2025
From : Chief Executive Officer, Stace Lower
Subject : **NOMINATION OF TINA GEDSON FOR ENDORSEMENT AS ALTERNATE LOCAL CONTROLLOR**
File ID : A1307222

EXECUTIVE SUMMARY

- The Civil Defence Emergency Management (CDEM) Act 2002 Section 30(1) requires the statutory appointment of a Local Controllor by the Bay of Plenty CDEM Group Joint Committee.

RECOMMENDATIONS

- 1) **That the report titled "Nomination of Tina Gedson for Endorsement as Alternate Local Civil Defence Controllor" be received.**
- 2) **That Council nominates Tina Gedson as the Alternate Local Controllor under the Civil Defence Emergency Management Act 2002.**
- 3) **That the Bay of Plenty Civil Defence Emergency Group (CEG) be advised that Tina Gedson has been nominated by Ōpōtiki District Council as a reserve Local Controllor.**

PURPOSE

1. To seek a resolution from Council to nominate Tina Gedson as Civil Defence Alternate Local Controllor.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long Term Plan 2021-2031:
 - ☐ Development and protection of the natural environment.
 - ☒ Services and facilities meet our needs.
 - ☐ Fair and efficient leadership.
 - ☐ A strong and effective community spirit.
 - ☐ Purposeful work and learning opportunities.

☒ Development supports the community.

☐ Culture and history are treasured.

BACKGROUND

3. Under the Civil Defence Emergency Management Act 2002, Council needs to maintain the appropriate appointments to various Civil Defence positions.
4. All appointments of statutory positions are required to be nominated by the respective Local Authority, endorsed by the Bay of Plenty CDEM Co-ordinating Executive Group and appointed by the Bay of Plenty CDEM Group Joint Committee; they then formally make the appointment under the Civil Defence Emergency Management Act 2002.
5. Tina Gedson, Operations and Office Manager, currently oversees Emergency Management for Ōpōtiki District Council, and is the Response Manager in the Emergency Operations Centre. Tina has been involved in Emergency Management since 2016 and been part of the activation for Ex-Tropical Cyclone Cook, Tropical Cyclone Gita, Covid and Cyclone Gabrielle. Tina holds the required RRANZ (Response and Recovery Leadership Programme) training, which is a requirement for a Controllor, along with training in Logistics, Intelligence and Planning functions.

OPTIONS

OPTION 1: [Appoint Tina Gedson as Alternate Local Controllor]	
Description	<i>Appoint Tina Gedson as Alternate Local Controllor.</i>
Advantages	<i>Fulfils our obligation under the Civil Defence Emergency Management Act.</i>
Disadvantages	<i>There are no identified disadvantages to this option.</i>
Impact on mana whenua	<i>No specific impact from this option.</i>
Strategic alignment	<i>Services and facilities meet our needs by supporting the provision of emergency management services.</i> <i>Contribution to community outcomes by ensuring that the Council and the Community are prepared for a Civil Defence emergency or rural fire event and adequate systems are in place to enable recovery following a Civil Defence emergency.</i>
Associated risks	<i>There are no identified risks to this option</i>

OPTION 2: [Do not appoint Tina Gedson as Alternate Local Controllor]	
Description	<i>Do not appoint.</i>
Advantages	<i>There are no identified advantages to this option.</i>

OPTION 2: [Do not appoint Tina Gedson as Alternate Local Controllor]	
Disadvantages	<i>Not having a alternate local Controllor present in an emergency event, when the lead Controllor is not available.</i>
Impact on mana whenua	<i>No specific impact from this option.</i>
Strategic alignment	<i>With a contracted or substitute Controllor the strategic alignment would still be met, just not by a Council representative.</i> • <i>Services and facilities meet our needs.</i> • <i>Contribution to community outcomes.</i>
Associated risks	<i>We will continue to be reliant on EMBOP to fill the alternate role of local Controllor.</i>

DISCUSSION

6. Recommendation for Option 1, This provides the best opportunity for Council to have a Controllor on-site with local knowledge of Council operations.

Financial/budget considerations

7. There are no financial or budget considerations for the matters in this report.

Policy and planning implications

8. There are no policy and planning implications associated with the recommendation of this report.

Impact on mana whenua

9. There are no identified impacts on mana whenua in relation to the recommendations in this report.

Climate impact considerations

10. The recommendation of this report has no specific climate impact

Risks

11. There are no risks associated with the recommendations of this report

COMMUNITY WELLBEING CONSIDERATIONS

12. There are no known social, economic, environmental, or cultural considerations associated with this matter.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

13. 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.
14. 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

15. 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.

16. 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.

CONCLUSION

17. It is recommended that Council proceed with Option 1 to nominate Tina Gedson as Alternate Local Controllor

Stace Lewer

CHIEF EXECUTIVE OFFICER



COUNCIL REPORT

Date : 26 May 2025
To : Ordinary Council Meeting, 10 June 2025
From : Chief Executive Officer, Stace Lower
Subject : **NOMINATION OF ENDORSEMENTS FOR PETER EDWARDS AS RECOVERY MANAGER AND ANNETTE MUNDAY AS ALTERNATE RECOVERY MANAGER**
File ID : A1307236

EXECUTIVE SUMMARY

- The Civil Defence Emergency Management (CDEM) Act 2002 Section 30(1) requires the statutory appointment of a Local Controller by the Bay of Plenty CDEM Group Joint Committee.

RECOMMENDATIONS

- 1) **That the report titled "Nomination of Endorsements for Peter Edwards as Recovery Manager and Annette Munday as Alternate Recovery Manager" be received.**
- 2) **That Council nominates Peter Edwards as Recovery Manager and Annette Munday as Alternate Recovery Manager under the Civil Defence Emergency Management Act 2002.**
- 3) **That the Bay of Plenty Civil Defence Emergency Group (CEG) be advised that Peter Edwards has been nominated by Ōpōtiki District Council as Recovery Manager.**
- 4) **That the Bay of Plenty Civil Defence Emergency Group (CEG) be advised that Annette Munday has been nominated by Ōpōtiki District Council as Alternate Recovery Manager.**

PURPOSE

1. To seek a resolution from Council to nominate Peter Edwards and Annette Munday as Civil Defence Recovery Officers.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long Term Plan 2021-2031:
 - ☐ Development and protection of the natural environment.
 - ☒ Services and facilities meet our needs.
 - ☐ Fair and efficient leadership.

- ☐ A strong and effective community spirit.
- ☐ Purposeful work and learning opportunities.
- ☒ Development supports the community.
- ☐ Culture and history are treasured.

BACKGROUND

3. Under the Civil Defence Emergency Management Act 2002, Council needs to maintain the appropriate appointments to various Civil Defence positions.
4. All appointments of statutory positions are required to be nominated by the respective Local Authority, endorsed by the Bay of Plenty CDEM Co-ordinating Executive Group and appointed by the Bay of Plenty CDEM Group Joint Committee; they then formally make the appointment under the Civil Defence Emergency Management Act 2002.
5. Peter Edwards is Council's Building and Planning Manager responsible for Building Control, Resource Management, Planning and Consenting. He has established respectful relationships with local community leaders and the business sector. In an emergency event his teams are responsible for rapid building assessments and planning to mitigate hazard risks. It is for these reasons that he is well placed to be a Recovery Manager in the event of a Civil Defence emergency
6. Annette Munday is Council's Environmental Health and Compliance Manager, her role at Council makes her an ideal candidate for Alternate Recovery Manager. She has sat within the Emergency Operations Centre (EOC) since 2018, with her current Civil Defence function being trained as an Intelligence Manager. Annette actively participated in both the SH 35 event in 2022 and Cyclone Gabrielle in 2023, highlighting her experience in Emergency Management.

OPTIONS

OPTION 1: [Appoint Peter Edwards as Recovery Manager]	
Description	<i>Appoint Peter Edwards as Ōpōtiki District Councils Recovery Manager.</i>
Advantages	<i>Fulfils our obligation under the Civil Defence Emergency Management Act.</i>
Disadvantages	<i>There are no identified disadvantages to this option.</i>
Impact on mana whenua	<i>No specific impact from this option.</i>
Strategic alignment	<i>Services and facilities meet our needs by supporting the provision of emergency management services.</i> <i>Contribution to community outcomes by ensuring that the Council and the Community are prepared for a Civil Defence emergency and adequate systems are in place to enable recovery following a Civil Defence emergency.</i>
Associated risks	<i>There are no identified risks to this option.</i>

OPTION 1: [Appoint Peter Edwards as Recovery Manager]**OPTION 2: [Appoint Annette Munday as Alternate Recovery Manager]**

Description	<i>Appoint Annette Munday as Ōpōtiki District Council's Alternate Recovery Manager.</i>
Advantages	<i>Fulfils our obligation under the Civil Defence Emergency Management Act.</i>
Disadvantages	<i>There are no identified disadvantages to this option.</i>
Impact on mana whenua	<i>No specific impact from this option.</i>
Strategic alignment	<i>Services and facilities meet our needs by supporting the provision of emergency management services.</i> <i>Contribution to community outcomes by ensuring that the Council and the Community are prepared for a Civil Defence emergency event and adequate systems are in place to enable recovery following a Civil Defence emergency.</i>
Associated risks	<i>There are no identified risks to this option.</i>

OPTION 3: [Do not appoint Peter Edwards as Recovery Manager]

Description	<i>Do not appoint Peter Edwards as Recovery Manager</i>
Advantages	<i>There are no identified advantages to this option.</i>
Disadvantages	<i>Not having an alternate local Controllor present in an emergency event, when the lead Controllor is not available.</i>
Impact on mana whenua	<i>No specific impact from this option.</i>
Strategic alignment	<i>With a contracted or substitute Controllor the strategic alignment would still be met, just not by a Council representative.</i> <i>Services and facilities meet our needs.</i> <i>Contribution to community outcomes.</i>
Associated risks	<i>We will continue to be reliant on EMBOP to fill the role of Recovery Manager</i>

OPTION 4: [Do not appoint Annette Munday as Alternate Recovery Manager]

Description	<i>Do not appoint Annette Munday as Alternate Recovery Manager</i>
Advantages	<i>There are no identified advantages to this option.</i>

OPTION 4: [Do not appoint Annette Munday as Alternate Recovery Manager]	
Disadvantages	<i>Not having a alternate local Controllor present in an emergency event, when the lead controller is not available.</i>
Impact on mana whenua	<i>No specific impact from this option.</i>
Strategic alignment	<i>With a contracted or substitute Controllor the strategic alignment would still be met, just not by a Council representative.</i> • <i>Services and facilities meet our needs.</i> • <i>Contribution to community outcomes.</i>
Associated risks	<i>We will continue to be reliant on EMBOP to fill the alternate role of Recovery Manager.</i>

DISCUSSION

7. Recommendation for Option 1 and Option 2. This provides the best opportunity for Ōpōtiki District Council to fulfil the Recovery Management Roles that we would require in a Civil Defence recovery event, also ensuring we have someone in this role that has local knowledge of our district and Council operations.

Financial/budget considerations

8. Training requirements will be met within existing training budgets.

Policy and planning implications

9. There are no policy and planning implications associated with the recommendation of this report.

Impact on mana whenua

10. There are no identified impacts on mana whenua in relation to the recommendations in this report.

Climate impact considerations

11. The recommendation of this report has no specific climate impact.

Risks

12. There are no risks associated with the recommendations of this report.

COMMUNITY WELLBEING CONSIDERATIONS

13. There are no known social, economic, environmental, or cultural considerations associated with this matter.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

14. 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.
15. 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

16. 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.

17. 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.

CONCLUSION

18. It is recommended that Council proceed with Option 1 to nominate Peter Edward as Recovery Manager and Option 2 to nominate Annette Munday as Alternate Recovery Manager

Stace Lewer

CHIEF EXECUTIVE OFFICER



COUNCIL REPORT

Date : 30 May 2025
To : Ordinary Council Meeting, 10 June 2025
From : Chief Executive Officer, Stace Lower
Subject : **CHIEF EXECUTIVE OFFICER'S UPDATE**
File ID : A1307340

EXECUTIVE SUMMARY

- To provide an update to Council on LGOIMA requests and meetings attended by the Chief Executive Officer.

RECOMMENDATIONS

- 1) **That the report titled "Chief Executive Officer's Update" be received.**
- 2) **That Council supports the attendance of Deputy Mayor Browne at the Local Government New Zealand Conference in Christchurch on 16-17 July 2025 noting the following:**
 - (a) **That Council attends to the registration process for Deputy Mayor Browne and that she will reimburse Council for that cost.**
 - (b) **That Deputy Mayor Browne will, at her cost, arrange travel and accommodation, and cover any other costs incidental to her attendance at the Conference.**

PURPOSE

1. To provide an update to Council on LGOIMA requests and meetings attended by the Chief Executive Officer.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:
 - ☒ Community Priority One: Strong relationships and partners
 - ☐ Community Priority Two: Investment in our district
 - ☐ Community Priority Three: Wellbeing is valued
 - ☐ Community Priority Four: Our communities are resilient
 - ☐ Community Priority Five: Growth is sustained over time

DISCUSSION

3. LGOIMA Requests

LGOIMA Tracking (14/05/2024-15/05/2025)

Month	Submitter	Subject	Due
March 2025	Stuff Media	Raised pedestrian crossings	14/04/2025
April 2025	Mike Lee	Xls Landfill locations and status	05/05/2025

Meetings / Events Attended by the Chief Executive Officer – 12 April 2025 – 30 May 2025

14 April 2025

Ōpōtiki Marine Advisory Group (OMAG) meeting

WorkWell Group meeting

15 April 2025

Chief Executive's Performance Committee meeting

Property Advisory Group meeting

Local Water Done Well meeting with Department of Internal Affairs, via Teams

16 April 2025

Councillor/CEO catch up meeting

Extra Ordinary Council meeting

Eastern Bay of Plenty Spatial Plan workshop

17 April 2025

Meeting with CEO of Taumata Arowai, Allan Pragnell, via Teams

28 April 2025

Councillor/CEO catch up meeting

Eastern Bay of Plenty Spatial Plan Governance Group meeting, via Teams

Bay of Plenty Regional Council presentation – Evacuation Maps and Natural Hazards

29 April 2025

Ordinary Council meeting

30 April 2025

Citizenship ceremony

Council workshop

1 May 2025

Local Government New Zealand All of Government meeting, Wellington

2 May 2025

Local Government New Zealand Rural and Provincial Sector meeting, Wellington

5 May 2025

Risk and Assurance Committee meeting

6 May 2025

Councillor/CEO catch up meeting

Meeting with Department of Internal Affairs representatives, via Teams

7 May 2025

Connect with Council drop-in sessions, Ōpōtiki

12 May 2025

Bay of Plenty Region Local Water Done Well Forum, Rotorua

13 May 2025

Performance and Delivery Committee meeting

Te Tāwharau o Te Whakatōhea and Ōpōtiki District Council Leadership Teams meeting

14 May 2025

Councillor/CEO catch up meeting

Met with Warren Ulusele, Partnership Director, Central/Local Government Partnerships Group, Department of Internal Affairs

Met with CEO of Priority One, Nigel Tutt, via Teams

15 May 2025

Met with Minister of Local Government, Hon. Simon Watts, Rotorua
Taituarā Online CE meeting

16 May 2025

Met with Peter Vitasovich, CEO Whakatōhea Mussels (Ōpōtiki) Ltd CEO, Peter Vitasovich
Met with Derek Caudwell, Trust Manager, Trust Horizon
Webinar – Resource Management
Mayors Taskforce For Jobs update meeting, via Teams

19 May 2025

Waihau Bay – site visit re Waihau Bay Masterplan

20 May 2025

Coast Community Board meeting
Property Advisory Group meeting
Meeting with Ōpōtiki Coastguard

21 May 2025

Te Tāwharau o Te Whakatōhea Long Term Planning – interview with Martin Jenkins

22 May 2025

Executive Leadership Team leadership training

23 May 2025

Local Government New Zealand Zone 2 meeting, Te Aroha

27 May 2025

Meeting with Te Huata – Te Huata's development initiatives, via Teams
LGNZ Zoom meeting re DIA metrics for Councils

28 May 2025

Council workshop
ODC Tenders and Procurement Sub-Committee meeting

29 May 2025

Councillor/CEO catch up meeting

Te Ao Māori for Professionals - Wānanga Pronunciation

30 May 2025

Bay of Plenty Civil Defence Emergency Management Co-ordinating Executive Group meeting

Meeting with Minister of Local Government, Hon. Simon Watts, Whakatāne

ATTENDANCE AT LOCAL GOVERNMENT NEW ZEALAND CONFERENCE 2025

4. Deputy Mayor Browne has indicated that she would like to attend the Local Government New Zealand Conference 2025 at her own expense. Council will attend to the registration process for Deputy Mayor Browne and she will reimburse Council for that cost. All travel and accommodation bookings will be made by Deputy Mayor Browne. These will be at her own expense, along with any other costs incidental to attending the Conference.

A resolution is sought from Council to support the above arrangement.

Financial/budget considerations

5. There are no financial/budget considerations associated with this report.

Risks

6. There are no risks associated with this report.

Community wellbeing considerations

7. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
8. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report.
9. There are no known social, economic, environmental, or cultural considerations associated with this matter.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

10. 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.

11. 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

12. 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.

13. 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.

Stace Lewer

CHIEF EXECUTIVE OFFICER

REPORT

Date : 30 May 2025

To : Ordinary Council Meeting, 10 June 2025

From : Chief Executive Officer, Stace Lewer

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

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

- 13. Confirmation of In-Committee Minutes – Ordinary Council Meeting 29 April 2025.
- 14. In-Committee Minutes – Risk and Assurance Committee Meeting 24 February 2025.
- 15. Notes of Council Workshops.

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
13.	Confirmation of In-Committee Minutes – Ordinary Council Meeting 29 April 2025.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
14.	In-Committee Minutes – Risk and Assurance Committee Meeting 24 February 2025.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

15.	Notes of Council Workshops.	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:

13.	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)
14.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Carry out negotiations Prevent disclosure or use of official information Carry out commercial activities	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)
15.	Protection from improper pressure or harassment Prevent disclosure or use of official information	Section 7(2)(f)(ii) Section 7(2)(j)