NOTICE OF AN ORDINARY COUNCIL MEETING

Ōpōtiki District Council Chambers, 108 St John Street, Ōpōtiki
Tuesday, 17 March 2026
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 KENO

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM
Alex Le Long – Ōpōtiki Youth Council

(continued over page)

PUBLIC EXCLUDED BUSINESS

ITEM 13 IN-COMMITTEE MINUTES – ORDINARY COUNCIL MEETING 3 FEBRUARY 2026

ITEM 14 IN-COMMITTEE MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 17 NOVEMBER 2026

ITEM 15 APPOINTMENT OF THE EASTERN BAY DISTRICT LICENSING COMMITTEE

ITEM 16 EASTERN BAY OF PLENTY PROVISIONAL LOCAL ALCOHOL POLICY UPDATE

ITEM 17 NOTES FROM COUNCIL WORKSHOPS

ITEM 18 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC

Chair:	**His Worship the Mayor – David Moore**
Members:	**Cr Maude Maxwell (Deputy Mayor)**
	Cr Shona Browne
	Cr Barry Howe
	Cr Curley Keno
	Cr Steve Nelson
	Cr Dean Petersen
	Cr Pāpā Wharewera
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, 3 FEBRUARY 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.050AM

PRESENT:

Mayor David Moore (Chairperson)
Deputy Mayor Maude Maxwell (Deputy Chairperson)
Councillors:
Shona Browne
Barry Howe
Curley Keno
Steve Nelson
Dean Petersen
Pāpā Wharewera, via Teams

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Nathan Hughes (Group Manager Service Delivery)
Antoinette Campbell (Group Manager Strategy and Development)
Rachael Burgess (Group Manager Business Support)
Michael Fryer (Strategy and Policy Manager)
Joel Hingston (Principal Policy Advisor)
Tina Gedson (Operations and Office Manager)
Maheesha Silva (Governance Support Officer)
Ranjini Manoharan (Executive Support Officer)
Gae Finlay (Executive Assistant and Governance Lead)

PUBLIC:

Neil Ericksen
Julie van der Veer
Reg Taia
A member of the public

MEDIA:

Diane McCarthy (Local Democracy Reporter, The Beacon)

His Worship the Mayor asked that a minute's silence be taken as a mark of respect to those affected in the recent events in Tauranga, Welcome Bay and Tairawhiti, along with the tragic passing of local resident, David Rowe.

Councillor Howe opened the meeting with an inspirational thought. He acknowledged the recent passing of a former Council engineer, David Reece, who did a lot for Ōpōtiki and was a good example of the No. 8 wire philosophy.

Councillor Howe also acknowledged the recent passing of Gordon Dennis who was inspirational in what he did for the town. The Dennis family started milling in Toa Toa, and had a sawmill where Mitre 10 is now located. The business was known as Timber Supplies which the sons took over and one of them opened the Mitre 10 store.

APOLOGY

Councillor Keno for lateness.

RESOLVED

(1) That the apology be sustained.

HWTM/Nelson **Carried**

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Julie van der Veer Reg Taia

Neil Ericksen – Cat Policy

Neil Ericksen tabled a handout. He made the following points:

- There is a plague of stray cats and incessantly barking dogs.
- Following complaints to Council there are now only a couple of dogs causing problems – that is because Ōpōtiki District Council has a Dog Control Policy.
- Animal Control staff can do nothing about cats as there is no Cat Control Policy.
- Cat repellent, cayenne pepper and anti-cat mats, along with OSCA's cat trap have been used – although seven felines were trapped in two weeks, the cats continue to come and come.

Julie van der Veer made the following points:

- In the last 12 months Brabant Street has been inundated with cats and kittens from the same property; they are fed by a person who feeds cats all over town.
- The property owner and the person who feeds the cats do not want to know about the problems the cats are causing.

- The cats are ruining gardens and urinating around properties.
- Thanks are extended to Council's Animal Control staff for effective dog control in our street.

Reg Taia made the following points:

- We do not hate cats but hate what dozens of cats do to our properties – ruin lawns and gardens, enter houses and chase away birds.
- Cats can be found on garage roofs.
- The person who feeds the cats does so at least four times per day which encourages other cats to gather.
- There should be a policy restricting the number of cats on a property.

Neil Ericksen drew attention to the recommended wording for a Cat Policy in the tabled handout which he urged Council to adopt.

Councillor comments:

- A good policy for our team to look at.
- If Council adopted a Cat Policy, would the current staff be able to police it or would extra staff be required?
- The problem might self-control if a policy was implemented.
- Can something be done with the person who is feeding the cats and does not reside in the street?

The Group Manager Strategy and Development advised that additional resources would be required if a Cat Policy was to be implemented.

The Chief Executive Officer noted that if Councillors are keen for a Cat Policy to be explored, there is an opportunity with the Long Term Plan.

His Worship the Mayor advised that there is also a horse issue in the town. All of the issues with animals; it is not the animals, it is the owners. Without OSCAR there would be an even bigger problem. The current Government is talking about core business of Councils; do they consider dog control to be core business? Ferral cats are doing a lot of damage to forests and probably needs Government funding. Dog control is easier as there are laws in place. He urged the residents to advise local MPs of the issues raised today.

Councillor Howe stated he would like Council to pursue, or at least look at a Cat Policy. Councillor Petersen agreed and asked that staff come back to Council with what it would take to put a policy in place.

Deputy Mayor Maxwell thanked the presenters and acknowledged they are representing a whole neighbourhood.

Councillor Keno entered the meeting at 10.23am.

The Principal Policy Advisor entered the meeting at 10.15am.

Neil Ericksen, Julie van der Veer, Reg Taia and the one member of the public left the meeting at 10.27am.

1. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 16 DECEMBER 2025 p4

RESOLVED

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

HWTM/Nelson **Carried**

2. CONFIRMATION OF MINUTES – EXTRA ORDINARY COUNCIL MEETING 22 DECEMBER 2025 p13

RESOLVED

(2) That the minutes of the Extra Ordinary Council meeting held on 22 December 2025 be confirmed as a true and correct record.

HWTM/Maxwell **Carried**

3. DRAFT MINUTES – COAST COMMUNITY BOARD MEETING 10 DECEMBER 2025 p13

RESOLVED

(1) That the draft minutes of the Coast Community Board meeting held on 10 December 2025, and any recommendations therein, be received.

HWTM/Wharewera **Carried**

4. MAYORAL REPORT 6 DECEMBER 2025 – 23 JANUARY 2026 p22

RESOLVED

(1) That the port titled "Mayoral Report 6 December 2025 – 23 January 2026" be received.

HWTM/Maxwell **Carried**

The Operations and Office Manager entered the meeting at 10.30am.

5. BAY OF PLENTY MAYORAL FORUM TRIENNIAL AGREEMENT 2025-2028 **p26**

The Group Manager Business Support made the following points:

- The Terms of Reference of the Bay of Plenty Mayoral Forum also need to be endorsed by Council. She suggested the words "and Terms of Reference" be added into clause 3 of the recommendations in the appropriate place.
- The Protocol for Bay of Plenty RMA Policy and Plans has been tabled. It is appropriate that Council notes the roll over of the existing Protocol until the RMA reforms have been confirmed. She suggested a clause to this effect be added to the recommendations.
- It is suggested that a further clause be added to the recommendations giving delegation to the Chief Executive Officer and Mayor to make any minor amendments as required as a result of minor changes requested by Bay of Plenty Local Authorities, as part of the approval process.

The mover and seconder agreed to the addition to Clause 3 of the recommendations and the two further recommendations being added as noted above.

RESOLVED

(1) That the report titled "Bay of Plenty Mayoral Forum Triennial Agreement 2025-2028" be received.

(2) That the Council notes the Local Government Act 2002 requires, not later than 1 March after each triennial general election of members, all Local Authorities within each region to enter into a Triennial Agreement covering the period until the next election.

(3) That the Council endorses the 'Bay of Plenty Mayoral Forum Triennial Agreement 2025-2028' and Terms of Reference for approval and will provide the electronic signature of the Mayor to Bay of Plenty Regional Council by 27 February 2026.

(4) That Council notes the proposed approach to roll-over the existing Protocol for Bay of Plenty RMA Policy and Plans, with any necessary updates to be made to the Protocol document or process once the RMA reforms have been confirmed and are in force.

(5) That Council delegates to the Chief Executive Officer and the Mayor the authority to make any minor amendments as required as a result of minor changes requested by Bay of Penty Local Authorities, as part of the approval process.

HWTM/Maxwell **Carried**

6. CHIEF EXECUTIVE OFFICER'S UPDATE p43

The Chief Executive Officer noted that there was a lot of activity leading up to the end of last year. He extended thanks to Elected Members for their engagement during that time. He further noted the significant weather events at the beginning of this year.

RESOLVED

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

HWTM/Maxwell **Carried**

Diane McCarthy left the meeting at 10.41am.

7. RESEOLUTION TO EXCLUDE THE PUBLIC p48

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:

8. **Confirmation of In-Committee Minutes – Ordinary Council Meeting 16 December 2025.**
9. **Investment Property Lease – 101b Church Street.**
10. **Licence to Occupy Victoria Park and Duke Street Reserves For Horse Grazing.**
11. **Ground Lease for Opotiki Gymnastics Club.**
12. **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 I	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
8.	**Confirmation of In-Committee Minutes – Ordinary Council Meeting 16 December 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)
9.	**Investment Property Lease – 101b Church Street.**	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.	**Licence to Occupy Victoria Park and Duke Street Reserves For Horse Grazing**	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)
11.	**Ground Lease For Ōpōtiki Gymnastics Club**	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)
12.	**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:

8.	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) & I 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)
9.	Protect information (commercial sensitivity) Carry out negotiations	Section 7(2)(b)(ii) Section 7(2)(i)
10.	Protect information (commercial sensitivity) Carry out negotiations	Section 7(2)(b)(ii) Section 7(2)(i)
11.	Protect information (commercial sensitivity)	Section 7(2)(b)(ii)
12.	Protection from improper pressure or harassment Prevent disclosure or use of official information	Section 7(2)(f)(ii) Section 7(2)(j)

HWTM/Howe **Carried**

RESOLVED

(1) That the resolutions made while the public was excluded, except for Clause 2 of Item 9 (Investment Property Lease – 101b Church Street) and clauses 2, 3 and 5 of Item 10 (Licence

to Occupy Victoria Park and Duke Street Reserves for Horse Grazing), be confirmed in open meeting.

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

HWTM/Petersen **Carried**

RESOLVED

(1) That the in-committee minutes of the Ordinary Council meeting held on 16 December 2025 be received.

Nelson/Maxwell **Carried**

RESOLVED

(1) That the report titled "Investment Property Lease – 101b Church Street" be received.

(3) That Council delegates authority to the Chief Executive to execute the lease agreement once the negotiations are complete.

HWTM/Nelson **Carried**

RESOLVED

(1) That the report titled "Licence to Occupy Victoria Park and Duke Street Reserves for Horse Grazing" be received.

(4) That Council delegates authority to the Chief Executive to execute the Licence to Occupy documentation.

Howe/Petersen **Carried**

RESOLVED

(1) That the report titled "Ground Lease for Opotiki Gymnastics Club" be received.

(2) That Council enters into a ground lease with the Opotiki Gymnastics Club for a term of 33 years at War Memorial Park.

(3) That Council delegates authority to the Chief Executive to negotiate and sign the lease.

HWTM/Browne **Carried**

Abstained: Nelson

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 15 December 2025 and 22 December 2025 workshops.

Howe/Petersen **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.58AM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE COUNCIL HELD ON 17 MARCH 2026

D G T MOORE
HIS WORSHIP THE MAYOR

Ōpōtiki District Council

STRONG COMMUNITY STRONG FUTURE

MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD, HELD AT PAHAOA MARAE, TE KAHA, COMMENCING AT 10.00AM ON TUESDAY, 24 FEBRUARY 2026.

PRESENT:

Cr Pāpā Wharewera (Chairperson)
Gaylene Dudek (Deputy Chairperson)
Te Ataarangi Parata
Tullulah Ross
Allen Waenga

IN ATTENDANCE:

His worship the Mayor David Moore
Cr Curley Keno
Cr Mawera Karetai (Bay of Plenty Regional Council)
Cr Sarah McCorkindale (Bay of Plenty Regional Council)

Stace Lewer (Chief Executive Officer)
Antoinette Campbell (Group Manager Strategy and Development)
Michael Fryer (Strategy and Policy Manager)
Maia Calcott (Community Engagement Advisor)
Gae Finlay (Executive Assistant and Governance Lead), via Teams
Maheesha Silva (Governance Support Officer)

PUBLIC:

Ko Moetatua Turoa
Elvis Shepherd
Kohuroa Ruwhiu
Te Rangimarie Ani Park
Emily Heremia

The chairperson opened the meeting with a karakia acknowledging Ko Moetatua Turoa for his whakatau and extending a special welcome to the whānau of Kauaetangohia following the recent passing of Aunty Tuihana Pook.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

CIF Application - Kauaetangohia Marae ANZAC Commemorations

Elvis Shepherd spoke to the application on behalf of the Marae Committee. The event will be held on 25 April and will be led by rangatahi. It will include an exhibition and student performance focusing on the iwi's military history and citizenship from an iwi perspective. Lieutenant Commander Te Kani will be the guest speaker, and invitations have been extended to the German and Turkish Embassies, with representatives yet to be confirmed.

The Board noted the passing of the original applicant, Tuihana Pook. Elvis Shepherd confirmed he would act as the new contact person for the application.

CIF Application - Kauaetangohia Hapū Trust Building Hapū Capability Programme

Kohuroa Ruwhiu spoke to the application, stating the funding will provide koha and food for a four-part wānanga series to train new kaikaranga. The programme is open to the whole community, with 34 people expressing interest and 18 confirmed enrolments.

Board members queried how the funding would be provided. Ruwhiu noted that Te Wānanga o Raukawa provides post-completion funding per student, which could help sustain future wānanga.
Board members performed a mihi to the speakers, acknowledging their important kaupapa.

Annual Plan 2026/27 and Long-Term Plan Amendment

Councillor Sarah McCorkindale, Bay of Plenty Regional Council, presented this update. She began by noting the current Government proposal to disestablish Regional Councils, which would remove local and Māori representation.

Key points from the presentation included:

- The formal submission period is from 23 February to 31 March 2026. Submissions are welcome in any language and from representative groups.
- The Regional Council is awaiting Central Government advice on resource management reforms, expected in May/June.
- The consultation covers three key areas:
    1. Protecting a $3 billion regional investment fund for long-term, region-wide benefit.

2. Proposing an additional $20 million contestable fund for regional benefit projects.
3. Seeking feedback on the current $22.4 million spend on indigenous biodiversity, and whether this should increase or decrease.

- Regarding resource management reforms, the proposed "no net loss" policy for biodiversity is a concern, as it does not allow for environmental enhancement.

Board member Waenga expressed strong concerns, stating the Coast receives little visible value from Regional Council rates, which discourages landowners from paying. He questioned the purpose of feedback when there is no tangible local return. He stated that discussions must include local employment and compare the proposed model's benefits against the current model. He also raised concerns about council contractors causing damage to native trees.

In response, Cr McCorkindale acknowledged that the lack of visible value is a submission and a failing on the Council's part to communicate its role. She agreed that equity and community wellness must be central to how any investment fund is structured.

The Board thanked the Regional Councillors for their attendance and willingness to face the community's concerns, acknowledging it as a positive step towards repairing the relationship.

1. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING 10 DECEMBER 2025 **p3**

RESOLVED

(1) That the minutes of the Coast Community Board meeting held on 10 December 2025 are confirmed as a true and correct record.

Waenga/Ross **Carried**

2. GROUP MANAGERS' REPORT **p10**

The Group Manager Strategy and Development thanked Board members for their crucial response to the weather event of 22–23 January 2026, noting their on-the-ground situational awareness was invaluable to the council's emergency operations centre. A dedicated resource, Moana Te-Awa Mills, has been appointed to Emergency Management to focus on community readiness.

Board member Gaylene Dudek noted the weather event highlighted community gaps which they were able to address using a self-developed data management system. She expressed gratitude for the

Council's governance support and guidance. The Chief Executive acknowledged the Group Manager and her small team for their effective management of the prolonged response.

The Strategy and Policy Manager provided an update on the development of the 2026/27 Annual Plan, noting a mandate will be submitted to the Board in April. A subsequent discussion was held regarding water resilience, with Board members advocating for council support for self-sufficient solutions for marae and homes, rather than only focusing on large constructed schemes.

RESOLVED

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

Waenga/Dudek **Carried**

3. COAST INITIATIVES FUND REPORT p14

The board discussed the report and following comments were made:

- Date and figures of the report are not valid.
- Funding activities need to be validated.

Board requested a revised report be circulated to the Board within a week.

RESOLVED

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

Dudek/ Ross **Carried**

4. COAST INITIATIVES FUND - FUNDING COMPLETION REPORT: TE KURA MANA MAORI O MARAENUI p21

Key Discussion Points:

- A well-written report and a strong competition overall.
- Good coverage through the advertising.
- The project was completed successfully despite difficulties with ticketing and purchasing.

RESOLVED

(1) That the report titled "Coast Initiatives Fund – Funding Completion Report: Te Kura Mana Māori O Maraenui" be received.

Ross/ Dudek **Carried**

5. COAST INITIATIVES FUND - FUNDING COMPLETION REPORT: AURAKI HAERENGA KI TAURANGA MOANA 2025 **p45**

RESOLVED

(1) That the report titled "Coast Initiatives Fund – Funding Completion Report: Auraki Haerenga Ki Tauranga Moana 2025" be received.

Wharewera/Waenga **Carried**

Mayor Moore, Cr McCorkindale, Cr Karetai and Cr Keno left the meeting 12.07pm.

6. COAST INITIATIVES FUND – FUNDING APPLICATION: KAUAETANGOHIA MARAE ANZAC COMMEMORATIONS **p54**

The Board discussed other funding opportunities and the following comments were made:

- Funding will not be provided for marquee hire, pod caster and photographer and administration.
- Official invites and correspondence can be sent via email.

The Board agreed to provide funding in the reduced amount of $9,250.00.

RESOLVED

(1) That the Board receives the report titled "Coast Initiatives Fund – Funding Application: Kauaetangohia Marae ANZAC Commemorations"

(2) That the Board agrees to grant funding at a reduced amount of $9,250.00 to assist with the costs of the Kauaetangohia Marae ANZAC Commemorations, excluding the costs for marquee hire, pod caster and photographer and administration.

Ross/Parata **Carried**

7. COAST INITIATIVES FUND – FUNDING APPLICATION: KAUAETANGOHIA HAPŪ TRUST BUILDING HAPŪ CAPABILITY PROGRAMME **p62**

The Board discussed the application, and the following comments were made:

- Programme should be conducted with the 25 confirmed applicants and the feedback from the applicants are required.
- The progress report for each stage should be submitted to the board.
- The event should be open to the whole community.

The Board agreed that the funding in the amount of $4,200.00

RESOLVED

(1) That the Board receives the application for funding from Kauaetangohia Hapū Trust Building Hapū Capability programme.

(2) That the Board agrees to provide funding to Kauaetangohia Hapū in the amount of $4,200.00 to assist with the costs of Trust Building Hapū Capability Programme with the 25 confirmed applicants.

Ross/Parata **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12:42PM 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, 7 APRIL 2026.

PĀPĀ WHAREWERA
CHAIRPERSON
COAST COMMUNITY BOARD

MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL RISK AND ASSURANCE COMMITTEE MEETING HELD ON MONDAY, 17 NOVEMBER 2025, IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 1.00PM

PRESENT:

Philip Jones (Chairperson)
Mayor David Moore
Councillor Barry Howe
Councillor Steve Nelson
Councillor Dean Petersen

IN ATTENDANCE:

Deputy Mayor Maude Maxwell
Councillor Curley Keno
Councillor Pāpā Wharewera

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

GUESTS:

Leon Pieterse (Audit New Zealand)

PUBLIC:

Two members of the public

The Chairperson welcomed everyone to the meeting and extended congratulations to the new and re-elected Councillors. Further, he welcomed Leon Pieterse, Audit Director – Audit New Zealand, to the meeting.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

1. MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 18 AUGUST 2025 **p6**

RESOLVED

(1) That the minutes of the Risk and Assurance Committee meeting held on 18 August 2025 be received.

Nelson/Jones **Carried**

2. RISK AND ASSURANCE ACTION SHEET **p16**

The Group Manager Business Support advised there are no new items on the Action Sheet, noting that in February a review of actions was undertaken where a number were removed and some were consolidated.

Outstanding Items

- Three of the outstanding items will be part of the Procurement Policy review.
- No actions have been completed since the last meeting.

The Chairperson asked if the 'Next Date Expected' column could be updated. It would also be useful, if there has been a change in the comments, that those are highlighted.

RESOLVED

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

Jones/Petersen **Carried**

3. RISK AND ASSURANCE COMMITTEE WORK PROGRAMME 2026 **p17**

The Group Manager Business Support advised:

- The work programme for 2026 has been based on the 205 programme which has worked well.
- A minor change is proposed in the report – that the number of internal audits being carried out is reduced from two to one. The reason being that the audits are undertaken by the Bay of Plenty Regional Council, with the cost being approximately $30,000 per year. There is also internal resourcing required which is intensive.

The Chairperson acknowledged that there is no problem with tailoring the internal audit requirements to the appropriate budget. In the New Year the major risks, the controls that are in place and what may be required as we go through the Risk Register review and update, need may need to be looked at

The Group Manager Business Support further advised:

- Quarter One Business Reviews for the Year – report coming.
- Project Management is the next one for review.

The Chairperson advised that the Audit Management letter is coming and asked for that to be included.

The Chairperson moved that a clause be added to the recommendation that the Committee recommends to Council that the Internal Audit Work Programme be refined in the new calendar year and brought back to the Committee.

The further recommendation from the Chairperson was agreed to and seconded by Councillor Howe.

RESOLVED

(1) That the report titled "Risk and Assurance Committee Work Programme 2026 be received and, subject to any changes, be recommended to Council for adoption.

(2) That the Committee recommends to Council that the Internal Audit Work Programme be refined in the new calendar year and brought back to the Committee.

Jones/Howe **Carried**

4. FINANCIAL HEALTH REPORT TO 30 SEPTEMBER 2025 p22

The Finance Manager advised:

- Variances are summarised in the report.
- The debt position has not changed since the prior quarter.
- Interest finance costs are less than budget year to date.
- Capex is currently down on budget.
- There is a narrative in the report on progress to date with core projects.

In response to a query, the Group Manager Service Deliver advised that the Performance and Delivery Committee will receive a detailed report on the Capital Works Programme.

The Group Manager Service Delivery introduced John Kerr from Octa who has developed an Improvement Plan covering how Council can increase the certainty on delivering the Capital Works Programme and how to be more transparent around that.

John Kerr made the following points:

- Over a year ago, Octa was invited to work through what the challenges were for Council.
- It is part of Octa's role to bring forward the Improvement Plan and treat three years of the LTP as one delivery programme.
- A lot of time and energy has gone into getting the right resources o the ground to get the work delivered.
- There is an intense programme going forward, however are confident that we will deliver the vast majority of capital projects by June next year.
- The Improvement Plan is about getting the early planning and processes in place.
- Underlying the Plan is to raise issues and risk as soon as possible so assistance can be obtained either from senior management or from Council.
- Close to two-thirds of projects have dedicated Project Managers and that should be at three-quarters by the end of the year.

It was noted that recruitment has been challenging, however Council is on the verge of appointing extra personnel into the team and this will result in the new staff shifting away from using Octa's resources.

The Chairperson advised that Council has an obligation around some key reporting dates. It would be worth reflecting the wider Capital Works Plan through the Annual Plan to signal what Council is going to deliver in the 2026-2027 year, before the next LTP is required. It would be advisable to bring a formal paper to Council so it becomes almost like an amended budget and the reporting is against the revised budget. From a communications and accountability perspective this would be useful.

Responding to a query from the Chairperson around the risk associated with rates debtors, the Finance Manager advised that the change in invoicing, billing it is hard to make a comparison. The delay in last year's rates setting and the first instalment and going to six-monthly had an impact on what is shown in the report.

RESOLVED

(1) That the report titled "Financial Health Report to 30 September 2025" be received.

Nelson/HWTM **Carried**

Deputy Mayor Maxwell and Councillor Keno left the meeting at 1.25pm.

5. RISK REGISTER REVIEW AND UPDATES **P31**

The Group Manager Business Support advised:

- There are currently 15 risks; there is an error in the report with No. 6 missing.
- No. 1 is showing improvement with current recruitments.
- Government reforms are part of the Risk Register to allow the Committee to be kept up to date.

Resource Management Act

- The Chairperson noted the extreme rating at page 36 of the agenda.
- The Chief Executive Officer made the following points:
  - A large amount of effort has been put in by Local Government; then told to stop.
  - Plan changes, industrial needs and Hukutaia area – Council's approach is that the information is needed regardless of the direction of Government.

Local Water Done Well

The Chief Executive Officer stated:

- Council's Water Service Delivery Plan has been approved by DIA.
- The Assessment Report showed Council had done well in a range of different areas.
- Some activities are in play regarding a potential Council Controlled Organisation (CCO) with potential partners.

The Chairperson acknowledged that DIA and the Commerce Commission are monitoring Councils and Audit New Zealand through the audit process. That is different agencies asking for similar information which is a risk and will be a significant cost for Councils.

RESOLVED

(1) That the report titled "Risk Register review and Updates" be received.

Petersen/Nelson **Carried**

Two members of the public entered the meeting at 1.51pm.

6. POLICY REVIEW OVERSIGHT **p39**

The Group Manager Business Support drew attention to the table on page 43 of the agenda.

RESOLVED

(1) That the report titled "Policy Review Oversight" be received.

(2) That the Committee receives Appendix 1: Policy C Overview.

(3) That the Committee provides direction on any Policy Cycle C items that need to be reviewed by the Risk and Assurance Committee prior to adoption.

Jones/Petersen **Carried**

7. ANNUAL REPORT AUDIT PROGRESS FOR 2025 Verbal Item

The Group Manager Business Support advised this is the second week of having auditors on-site. Of particular note is a comment from Warren Goslett (Audit New Zealand). He stated that they are happy with how the audit is progressing and it seems much easier to progress this year.

Leon Pieterse noted that Warren Goslett was unable to attend the meeting. He added that the quality and timeliness of information from staff has been very good and he could not see any reason why the audit will not be completed by Christmas.

The Group Manager Business Support said Audit has signalled that Council will receive a qualification regarding water quality sampling. Some improvements have been worked on which will remove that for next year.

Leon Pieterse noted that internal audits should be based on risk.

The Chairperson thanked Leon Pieterse for attending the meeting in person.

8. CAPITAL WORKS PROGRAMME UPDATE Verbal Item

Wastewater Projects

The Group Manager Service Delivery advised that a presentation is coming to Councillors as part of the induction programme. He further advised that the Abatement Notice for the Wastewater Treatment Plant was cancelled by the Bay of Plenty Regional Council and a new Notice has been issued.

The Chief Executive Officer stated that Council is discharging at an approved discharge point, however the consent has progressively reduced the number of days Council can discharge at that point. There is no adverse impact on the environment at this stage.

9. RESOLUTION TO EXCLUDE THE PUBLIC **p112**

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:**

   10. **Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 18 August 2025.**

   11. **Health, Safety, Wellbeing and Human Resources Report.**

2. **THAT the following persons be permitted to remain at this meeting after the public has been excluded because of their knowledge of the subject item in relation to the following. This knowledge will be of assistance and is relevant to the matters to be discussed:**

   Name: **Leon Pieterse and Warren Goslett (Audit New Zealand)**

   Items: **10 and 11**

   Business: **For Audit New Zealand representatives to gain knowledge of the items presented in the in-committee section of the meeting, noting that Leon Pieterse is Council's new Audit Director.**

   Reason: **To answer any Audit-related queries relating to Items 10 and 11.**

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
10.	**Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 18 August 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)
11.	**Health, Safety, Wellbeing and Human Resources Report**	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:

10.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(h)
11.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)

Petersen/HWTM **Carried**

John Kerr and one member of the public left the meeting at 2.05pm.

The Finance Manager, the Governance Support Officer, the Executive Support Officer and Leon Pieterse left the meeting at 2.06pm.

Due to a member of the public not willing to leave the meeting for Public Excluded, the meeting adjourned at 2.07pm.

Following Police assistance to remove the member of the public who refused to leave the Chambers, the meeting reconvened at 2.22pm in Public Excluded.

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.

Jones/HWTM **Carried**

RESOLVED

(1) That the in-committee minutes of the Risk and Assurance Committee meeting held on 18 August 2025 be received.

Jones/Petersen **Carried**

RESOLVED

(1) That the report titled "Health, Safety, Wellbeing and Human Resources" be received.

Nelson/HWTM **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 2.36PM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD ON 9 MARCH 2026

PHILIP JONES
CHAIRPERSON

Ōpōtiki District Council

STRONG COMMUNITY STRONG FUTURE

MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL PERFORMANCE AND DELIVERY COMMITTEE MEETING HELD ON MONDAY, 22 DECEMBER 2025, IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 1.00PM

PRESENT:	Councillor Dean Petersen (Chairperson) Deputy Mayor Maude Maxewell Councillor Steve Nelson Councillor Pāpā Wharewera His Worship the Mayor David Moore
IN ATTENDANCE:	Stace Lewer (Chief Executive Officer) Nathan Hughes (Group Manager Service Delivery) Rachael Burgess (Group Manager Business Support) Nikki Maurirere-Emberson (Project Lead- Service & Delivery) John Kerr (Project Director -Octa Project Management) Raelyn Rika (Asset Lead – Asset Management), via Teams Ranjini Manoharan (Executive Support Officer) Maheesha Silva (Governance Support Officer)

The Chairperson welcomed everyone to the meeting.

APOLOGY

Nil

DECLARATION OF CONFLICTS OF INTERESTS

Nil

1. MINUTES – PERFORMANCE AND DELIVERY COMMITTEE MEETING 15 SEPTEMBER 2025 **p5**

RESOLVED

(1) That the minutes of the Performance and Delivery Committee Meeting 15 September 2025 be received.

Moore/ Nelson **Carried**

2. OPERATIONAL AND NON-FINANCIAL PERFORMANCE REPORT p10

The Group Manager Service and Delivery presented the report noting the following:

- Item 26, relating to stormwater network connection complaints, is currently showing as not being achieved. The results are interim and will be reviewed. It is expected the complaints will correlate with the weather events experienced through the year.
- Overall KPI performance was noted as largely positive with most measures tracking green.

A question was raised regarding the cemetery performance results. The Group Manager of Service Delivery confirmed that the results are drawn from the customer satisfaction survey.

RESOLVED

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

Petersen/ Moore **Carried**

3. PROJECT DELIVERY IMPROVEMENT PLAN UPDATE REPORT Tabled Item

The Project Director – Octa Project Management spoke to the report noting the following:

- The update report relates to the Programme Delivery Improvement Plan, developed primarily since December last year, with work underway for approximately 18 months overall.
- The improvement plan is structured around three work streams, with actions tracked across each.
- Progress to date shows indicates that work stream one is approximately 90% complete, work stream two is over 85% complete and work stream three is approximately 70% complete.
- Some ongoing questions remain within work stream 3 and will continue to be progresses into the new year.
- A key early action of the plan was improving coordination across the organisation which has progressed well.
- The plan supports clearer project definition, earlier visibility of risks and affordability and is already informing planning for the next LTP.

RESOLVED

(1) That the tabled item "Project Delivery Improvement Plan Update Report" be received.

Moore/ Nelson **Carried**

4. CAPITAL WORKS PROGRAMME UPDATE REPORT p18

The Group Manager Service and Delivery spoke to the report noting the following:

- Approximately 5% of Year 2 funding has been spent to date.

- Some operational projects are included where they directly support capital delivery and asset management.
- The programme has been adjusted across years to improve delivery efficiency, baseline changes will be shown more clearly in future reports.

Councillor Nelson asked whether increased flexibility to move budgets or projects could impact Council-approved programmes or rating decisions. The Group Manager of Service Delivery confirmed there is potential for impact and that keeping both Finance and Council updated is important.

In response to a query about packaging multiple projects under a single contract, the Group of Manager Service Delivery noted that bundling can create efficiencies where Council priorities are clear, with risks managed through staged delivery and performance assessments between stages.

In response to the Chair's query regarding only one tender being received for the public toilet contract, the Group Manager of Service Delivery advised that market engagement and improved procurement processes had been undertaken, and that follow-up with interested contractors who did not submit a tender was planned to seek feedback.

In response to questions about the condition of the netball courts and the proposed works, the Programme Manager confirmed that the structural base is sound, with the primary issues relating to drainage and surface wear, and that further user engagement and scope development are being undertaken.

Queries were raised about whether construction could be completed within the current season, and the Programme Manager advised that weather conditions, curing requirements, and procurement timelines make completion before August unlikely, meaning a staged approach or deferral may be required.

RESOLVED

(1) That the report titled "Capital Works Programme Update Report" be received.

Nelson/ Moore **Carried**

5. TENDER AND PROCUREMENT SUB-COMMITTEE UPDATE REPORT p32

The Group Manager Service and Delivery spoke to the report noting the following:

- The contract variation relates to additional project management support for wastewater treatment plan consent work.
- The engagement with the project manager is a multi-year arrangement, now extending into its third financial year.

- Increased project management support reflects the growing number of projects arising from the wastewater strategy and involvement of the Projects Board.
- Approval was sought to progress resurfacing works earlier that originally programmed.
- Overall programme delivery is expected to ramp up significantly over the next six months.

Queries were raised regarding the approval sought to move resurfacing works forward and to clarify the impact on interest costs. The Group Manager of Service Delivery stated any potential interest costs are expected to be offset across the wider capital programmme.

RESOLVED

(1) That the report titled "Tender & Procurement Sub-Committee Update Report" be received.

Petersen/ Moore **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 01:50pm.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE PERFORAMNCE AND DELIVERY COMMITTEE HELD ON MONDAY, 16 FEBRUARY 2026.

COUNCILLOR DEAN PETERSEN
CHAIRPERSON

Regional Transport Committee

Open Minutes

Commencing: Friday 20 February 2026, 9.30 am

Venue: Regional House Chambers, 1 Elizabeth St, Tauranga and via Zoom (Audio Visual Meeting)

Chairperson: Cr Ken Shirley - Bay of Plenty Regional Council Toi Moana (BOPRC)

Deputy Chairperson: Cr John Scrimgeour - BOPRC

Members: Mayor Faylene Tunui - Kawerau District Council (KDC), Cr Berice Julian - Alternate, KDC, Mayor David Moore - Ōpōtiki District Council (ODC), Cr Curley Keno – Alternate, ODC (via Zoom), Mayor Tania Tapsell - Rotorua Lakes Council (RLC) (via Zoom), Mayor Mahé Drysdale - Tauranga City Council (TCC), Deputy Mayor Jen Scoular – TCC, Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC), Cr Grant Dally – Alternate, WBOPDC, Mayor Nándor Tánczos - Whakatāne District Council (WDC), Susan Collins – Alternate, NZ Transport Agency Waka Kotahi (NZTA) (via Zoom), Ngaire Atmore – Alternate, NZTA (via Zoom)

External Advisors: Inspector Phil Gillbanks – NZ Police Road Safety Advisor, Marie Rutherford – NZ Automobile Association Advisor

In Attendance: BOPRC: Chair Matemoana McDonald, Cr Glen Dougall, Cr Tim Maltby, Cr Kate Graeme (via Zoom), Oliver Haycock – Director, Public Transport, Niki Carling – Team Leader, Transport Planning, Katri Harmoinen – Senior Transport Planner, Amanda Namana – Committee Advisor
External: Michelle McCormick – KiwiRail (via Zoom), Presenters – as listed in the minutes.

Apologies: Andrew Corkill – NZTA, Greg Pert – Freight Advisor, Dan Kneebone – Port of Tauranga Advisor

1. Apologies

Resolved

That the Regional Transport Committee:

1 Accepts the apologies from Andrew Corkill, Greg Pert and Dan Kneebone tendered at the meeting.

Scrimgeour/Moore

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 - 20 February 2026.

3. Public Forum

3.1 Wayne Lowry – Chairman, Kaimai Omanawa Rural Ratepayers Association, supported by Deputy Mayor Margaret Murray-Benge (WBOPDC) and Cr Tracey Coxhead (WBOPDC)

Presentation: SH29 Safety - Keeping Kaimai Families Safe

Key Points:

- Presented on required safety improvements along State Highway 29 (SH29) from the bottom of the Kaimai Hill through to Old Kaimai Road
- The current road layout and speed limit posed a serious threat to turning drivers, with low cost solutions being available to address this
- Suggested the overtaking lanes be shortened and used to facilitate right turning bays into Thorn Road and Old Kaimai Road, which was achievable while maintaining a sufficient length of overtaking lane
- Improved signage was required to be placed before and after Kaimai School on SH29 as the current 'children present' signs were insufficient. Signage needed to clearly indicate that there was a school ahead and to reduce speed
- Ideally, the overtaking lane outside Kaimai School would be removed as by nature they encouraged vehicles to increase speed directly outside the school
- Played a video of Simeon Brown (speaking in the capacity of National Party MP and Transport Spokesperson) addressing the Kaimai community at a meeting held in the Kaimai School Hall on 23 May 2023: Kaimai Community SH29 Roading Issues
- The road was of strategic importance to the region and was a main freight road to the Port of Tauranga. Traffic volumes would continue to increase with future housing developments and growing populations
- Urged The Committee to lobby for rural road safety and work with NZTA to find a solution.

Key Points - Members:

- The community had been lobbying for safety improvements for over 20 years
- Recognised that it was the responsibility of NZTA to resolve the issues
- Obtaining funding for safety issues in rural communities had been substantially more difficult than in urban areas,

In Response to Questions - NZTA:

- Acknowledged the residents' concerns and were aware of them – some safety improvements had been undertaken over the past few years and additional minor improvements were underway. Considering further measures for safety improvements would happen during the next planning cycle.

<u>In Response to Questions – NZ Police:</u>

- Any safety improvements to intersections was welcomed by police and a key issue in this area was traffic and freight volumes. In addition, vehicles needing to turn right had to slow and pull over to the left before crossing three lanes of high speed traffic
- Police enforcement focused on speed and driver behaviour, however drivers needed to be able to safely make turns in and out of the highway which was a major issue at this intersection.

<u>In Response to Questions:</u>

- Requested NZTA update the community with any plans or designs to address these issues, and a timeframe to expect progress/action.

4. Declaration of Conflicts of Interest

None declared.

5. Minutes

Minutes to be Received

5.1 Regional Transport Committee Minutes - 19 September 2025

Resolved

That the Regional Transport Committee:

1 Receives the Regional Transport Committee Minutes - 19 September 2025.

Denyer/Tunui
CARRIED

6. Presentations

6.1 Introduction to Transport and Regional Land Transport Plan (RLTP) Briefing

Presentation: Introduction to Transport and the Regional Land Transport Plan

Presented by: Oliver Haycock - Public Transport Director
Niki Carling - Team Leader, Transport Planning
Katri Harmoinen - Senior Transport Planner

<u>Key Points:</u>

- Outlined the process of strategic transport planning and the transport challenge – influencing the movement of people and goods, not just vehicles
- Displayed the current transport objectives within the Regional Land Transport Plan (RLTP) and the Regional Public Transport Plan (RPTP)
- Overview of the RLTP, including the main two components being the strategic front end and the transport programme
- Although there was uncertainty around the implications the Resource Management Act (RMA) reforms would have on the RLTP, the requirement for RTCs to prepare them currently remained in place
- A draft of the next Government Policy Statement on land transport (GPS) was due to be released in May 2026, and the RLTP had to be consistent with this. NZTA took the RLTP and the GPS to formulate the National Land Transport Programme (NLTP) – effectively the list of projects approved for funding. However, NZTA's role was to <u>take into account</u> the content of the RLTP, whilst <u>giving effect</u> to the GPS
- Explained the importance of the policy lifecycle for RLTP development
- Provided an overview of wider changes in the operating environment influencing transport including
  - Upcoming national elections and legislative changes through reforms
  - Economic pressure
  - Balancing funding between growth and resilience projects
- Outlined the proposed development approach for the 2027 RLTP, which took into account outcomes from a review of the previous process undertaken which included feedback from elected members and the RAG
- Initial RLTP Workshops were scheduled to be held in May, August and November 2026.

<u>**Key Points - Members:**</u>

- Considered the previous RLTP process had been somewhat ambiguous and that RTC members involving their wider council would be beneficial to the process
- Encouraged members to refamiliarise themselves with the targets, outcomes and weightings in the current RLTP to be well positioned for the upcoming workshops.

<u>**In Response to Questions:**</u>

- Current RLTP funding had been affected by significant changes in direction of the GPS
- A shifting emphasis on Roads of National Significance (RoNS) projects left insufficient funding available for many other projects
- Emphasised that whilst projects submitted through the RLTP may not initially be funded, they stood a stronger chance of future funding if they were included on the prioritised projects list for the region e.g. Pekatahi Bridge
- It was the responsibility of the RAG to ensure projects were suggested for inclusion into the RLTP to enable the RTC to prioritise the projects as they saw fit. The responsibility of including these projects into council Long Term Plans sat with each TLA
- NZTA published suggested guidelines for how to develop an RLTP which were broadly followed by the RTC, providing some consistency in the process across the country
- The upcoming draft GPS was not expected to have any fundamental shifts, however it was advisable that the RLTP be as dynamic as possible to enable more flexibility for any unforeseen changes in policy or process

- BOPRC staff intended to present to each TLA on the process of developing the RLTP
- Following feedback received from the RTC around the RLTP development timeline, staff would endeavour to accelerate the development of the strategic front end of the document, in order to allow more time for the transport programme and project prioritisation
- All state highway improvements needed to be included in the State Highway Improvement Proposal (SHIP), which was developed by NZTA. If TLAs wanted specific state highway improvements in their district, they needed to work with NZTA to encourage inclusion.

In Response to Questions - NZTA:

- Projects in the RoRS were an NZTA programme delivered on the state highway network rather than local roads, as were the RoNS. These were specific programmes of work and did not signify the only projects with priority
- The majority of RoNS and RoRS projects were focused on new road development or major improvements/resilience.

10.40 am – The meeting **adjourned**.

10.58 am – The meeting **reconvened.**

6.2 Eastern Bay of Plenty Road Safety Update

Presented by: Cr Gavin Dennis - Whakatāne District Council and Richard Hamer - Eastern Bay of Plenty Road Safety Co-ordinator

Key Points:

- Cr Dennis had been the Chairman of the Eastern Bay of Plenty Road Safety Group since 2017
- Motorcycle campaigns and workshops had been held and the group worked with members of the community to learn basic handling skills and assist in obtaining their learner licences
- Working together with local police and other parts of the community was critical to success
- Changes and inconsistencies in funding support was an ongoing challenge to delivering outcomes, and caused a reduction in projects being undertaken. The group had to adapt and rely on community organisations for funding
- Fatigue stops at Matatā had been in place for approximately nine years to support young drivers travelling back from the Rhythm and Vines concert. An additional fatigue stop was then set up at Ōpōtiki in conjunction with the Fire Service, Lions Club and other local businesses which was also successful and showed a dramatic reduction in crashes at this time of year
- Played a video extract from One News on the evening of 1 January 2026: One News - EBOP Fatigue Stops New Years Day 2026
- Programmes in schools held with NZ Police at Whangaparoa and Te Kaha had also been well received
- A successful E-bike library had been set up with funds from NZTA

- Advocated for safety upgrades for cyclists at Matakerepu roundabout.

Key Points – Members/Advisors:

- Police appreciated the road safety group's efforts with fatigue stops and acknowledged the impact this had on safer travel
- Clarified that BOPRC discontinued funding specifically for road safety promotions, due to NZTA informing that they wanted consistent road safety messaging across the country.

In Response to Questions:

- Electric bike and scooter safety issues were escalating in many areas. Police were working with communities to assist them in addressing this problem.

6.3 Appleton Road/ Paerata Ridge Road Safety Concerns

Presentation: Call for Action - Appleton/Paerata Road Safety

Presented by: Cr Gavin Dennis - Whakatāne District Council on behalf of Maree Scammell

Key Points:

- Displayed a map of the area to the West of Ōpōtiki to highlight the specific issues
- The area contained the Ōpōtiki Surf Club, Paerata Ridge Road, a motor camp and housing subdivisions
- Horticulture and agriculture machinery traffic travelled through regularly, along with motorists, with it being the main route to the East Coast
- Vehicular accidents occurring at this site had nearby residents being first on the scene to assist, causing significant trauma
- Safety issues which needed addressing were:
  - A recurring pothole which was exacerbated by an underground spring
  - Palm tree foliage frequently dropping onto the road
  - Dangerous bus stop location
  - Limited visibility
  - Narrowness and angles of the road – these also caused trucks to cross the centreline to get around the corner
- Suggested actions to improve safety included:
  - Double yellow lines be put in place
  - Covered drainage for stormwater
  - Redesign the entry to Paerata Ridge Road for better visibility
  - Install turning bays on the Ōpōtiki approach side – residents approved using land to facilitate this
  - SH2 currently had a 100 kilometre per hour (km/hr) speed limit at this location - requested speed limit reduction to 80 km/hr, reduced to 65 km/hr for the bend
  - Signage installed warning of the dangerous corner, bus stop and high crash rate
  - Including funding in the RLTP to widen the road.

In Response to Questions - NZTA:

- NZTA and their safety engineer had been engaging with the local community regarding these concerns.

6.4 NZ Transport Agency Quarterly Update

Presentation: NZ Transport Agency Waka Kotahi Quarterly Update

Presented by: Ngaire Atmore – NZTA Regional Advisor, System Design (Waikato and Bay of Plenty)

Key Points:

- Noted that NZTA would no longer provide a written report for the RTC quarterly update, but would submit presentation slides for inclusion in each meeting agenda
- Projects submitted in the RLTP needed to have council funding allocated through Long Term Plans to ensure this was available for their local share
- The SHIP outlined NZTA's proposed investment in the state highway network and was their bid for funding under the National Land Transport Fund (NLTF). The new SHIP would have a ten year outlook, with a three to six year programme for RLTP development
- The NLTP was the three year programme that set out the activities which would be funded by the NLTF
- Funding Assistance Rates (FAR) were expected to be released in August 2026 to assist councils in planning for the 2027-2030 NLTP
- The National Ticketing System (NTS) roll-out was underway in greater Christchurch with other regions phased for roll-out over the next year
- Strategic transport planning work included future plans to consider SH29 Kaimai safety issues
- Provided an update on RoNS projects Takitimu North Link (TNL) Stage One - completion expected in 2028, TNL Stage Two and Tauriko West
- Advised of recovery efforts in the region following the January 2026 severe weather events.

7. Reports

7.1 Chairperson's Report

Presented by: Oliver Haycock – Public Transport Director

Key Points - Members:

- A discussion was held regarding the presentations at the start of the meeting which correlated with Attachment 1 of the report and members agreed to write a letter to NZTA which would address both issues raised.

Resolved

That the Regional Transport Committee:

1 Receives the report, Chairperson's Report;

2 Writes a letter to CEO of NZTA, copied to the Chair of the NZTA Board, highlighting the safety concerns on State Highway 29 and State Highway 2;

3 Delegates responsibility to the RTC Chair to sign a letter on behalf of the committee, in conjunction with the Mayor Denyer and Mayor Moore.

Shirley/Scrimgeour
CARRIED

Decision Required

7.2 Confirmation of External Advisors

Resolved

That the Regional Transport Committee:

1 Receives the report, Confirmation of External Advisors;

2 Confirms Greg Pert as the Freight Advisor to the Regional Transport Committee;

3 Confirms Dan Kneebone as the Port of Tauranga Advisor to the Regional Transport Committee;

4 Confirms Marie Rutherford as the NZ Automobile Association Advisor to the Regional Transport Committee;

5 Confirms Logan Marsh as the New Zealand Police Road Safety Advisor;

6 Notes the currently vacant role of Environmental Sustainability Advisor.

Drysdale/Moore
CARRIED

8. Verbal Update Opportunity from Committee Members and Advisors

Key Points – Michelle McCormick – KiwiRail (via Zoom)

- Work had commenced to prepare the Rail Network Investment Programme, which was included in the NLTP and suggested an update be provided to the Committee at an upcoming meeting, given the significance of the region in this work.

Key Points – Phil Gillbanks, NZ Police Road Safety Advisor:

- There were 33 road fatalities recorded in the region in the past year, one less than the previous year
- The majority of fatal or serious injury accidents were due to driver behaviour, including speed, distraction and impairedness
- Oral drug testing would be rolled out in the region in May/June 2026 and would target all road users, rather than specific members of the community
- Intelligence was being gathered on main causes and victims of road fatalities, for which an update may be provided to the next meeting

- The Road Policing Investment Programme funded this work and there was a national push to identify what the primary target should be. A more intelligence driven approach to how road safety was policed was underway and included in depth data gathering of sub-regions e.g. The Eastern Bay saw a higher proportion of people with drugs in their system, where other areas of the region had speed or intersections as the primary factors.

12.50 pm – the meeting closed.

CONFIRMED

Cr Ken Shirley
Chairperson, Regional Transport Committee

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date	:	6 March 2026
To	:	Ordinary Council Meeting, 17 March 2026
From	:	His Worship the Mayor, David Moore
Subject	:	**MAYORAL REPORT 24 JANUARY 2026 – 6 MARCH 2026**
File ID	:	A1367808

EXECUTIVE SUMMARY

- This report provides an update to Council on meetings and events attended by His Worship the Mayor for the period 24 January 2026 to 6 March 2026.

RECOMMENDATION

1) **That the report titled "Mayoral Report 24 January 2026–6 March 2026" 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 24 January 2026 I have attended or met with the following:

27 January 2026

District Licensing Committee – applicant interviews

2 February 2026

Whakatāne

Water Services Working Group workshop

Eastern Bay of Plenty Mayors – catch up meeting

Met with Jo Luxton MP, via Teams

3 February 2026

Ordinary Council meeting

4 February 2026

Whakatāne

Ratepayer Assistance Scheme briefing

Also attended by other Councillors

Met with Mark Rawson, Regional Director – Waikato and Bay of Plenty, Kāinga Ora

5 February 2026

Met with Chair of Toi-EDA, David Glover

8 February 2026

Bay of Plenty Mayoral Forum informal meeting, Rotorua

16 February 2026

Chief Executive’s Performance Committee informal meeting

Performance and Delivery Committee meeting

17 February 2026

Councillor/CEO catch up meeting

Bay of Plenty Regional Council Annual Plan presentation

18 February 2026

Eastern BOP Road Safety Operations Group meeting

19 February 2026

Eastern Bay of Plenty Joint Committee meeting, via Teams

20 February 2026

Regional Transport Committee meeting, Tauranga

Meeting with LGNZ National Council, via Zoom

23 February 2026

Council workshop

Water Services Working Group meeting

26 February 2026

LGNZ All of Government meeting, Wellington

27 February 2026

LGNZ Rural Provincial Sector meeting, Wellington

2 March 2026

Wastewater wananga with Te Tāwharau o Te Whakatōhea

Met with Chair and CE of Quayside Holdings Ltd

3 March 2026

Simplifying Local Government presentation by Parliamentary Commissioner Simon Upton, via Zoom

6 March 2026

Met with a group of local residents

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 : 10 March 2026

To : Ordinary Council Meeting, 17 March 2026

From : Group Manager Business Support, Rachael Burgess

Subject : **STANDING COMMITTEES TERMS OF REFERENCE - 2025-2028 TRIENNIUM**

File ID : A1368000

EXECUTIVE SUMMARY

This report seeks Council approval of the Terms of Reference for three standing committees for the 2025–2028 triennium:

• Performance and Delivery Committee

• Chief Executive's Performance Committee

• Ōpōtiki Harbour Management Committee

The proposed Terms of Reference set out the purpose, responsibilities, delegations, membership, and operating arrangements for each committee to ensure clarity of governance roles and alignment with Council's statutory responsibilities.

RECOMMENDATIONS

1) **That the report titled "Standing Committees Terms of Reference – 2025–2028 Triennium" be received.**

2) **That Council approves the Terms of Reference for the Performance and Delivery Committee for the 2025–2028 triennium.**

3) **That Council approves the Terms of Reference for the Chief Executive's Performance Committee for the 2025–2028 triennium.**

4) **That Council approves the Terms of Reference for the Ōpōtiki Harbour Management Committee for the 2025–2028 triennium.**

5) **That Council approves the Terms of Reference to take effect immediately and remain in force for the duration of the 2025–2028 triennium unless amended by Council resolution.**

PURPOSE

1. The purpose of this report is to seek Council approval of the updated Terms of Reference for the following standing committees for the 2025–2028 triennium:

• Performance and Delivery Committee, attached as Appendix 1.

• Chief Executive's Performance Committee, attached as Appendix 2.

• Ōpōtiki Harbour Management Committee, attached as Appendix 3.

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. At the commencement of each triennium, it is standard governance practice for Council to confirm the structure, roles, and responsibilities of its standing committees.
4. Terms of Reference provide clarity on the mandate, scope, and authority of each committee and ensure alignment with Council's governance framework and statutory obligations.
5. The three committees covered in this report provide support to Council across key governance areas.
6. The Performance and Delivery Committee provides oversight of operational service delivery, infrastructure programmes, and organisational performance.
7. The Performance and Delivery Committee is a recommendation only committee. This means it does not have any authority to make decisions or allocate funding. The Committee is able to make recommendations to the governing body and ask for (through the CE) expert advice from Council staff.
8. The Chief Executive's Performance Committee assists Council in fulfilling its statutory responsibilities under the Local Government Act 2002 relating to the performance management, remuneration review, and employment of the Chief Executive.
9. The Chief Executive's Performance Committee is a recommendation only committee. This means it does not have any authority to make decisions or allocate funding. The Committee is able to make recommendations to the governing body and ask for (through the CE) expert advice from Council staff.

10. The Ōpōtiki Harbour Management Committee provides advice and stakeholder input to support the governance and management of the Ōpōtiki Harbour and to promote integrated harbour use and economic development opportunities.
11. The Ōpōtiki Harbour Management Committee is a recommendation only committee. This means it does not have any authority to make decisions or allocate funding. The Committee is able to make recommendations to the governing body and ask for (through the CE) expert advice from Council staff.
12. Draft Terms of Reference have been prepared for each committee to clearly define their roles and responsibilities.

OPTIONS

13. The options available to Council are to approve the updated Terms of Reference for the three Council Committees, to amend the proposed Terms of Reference prior to approval, or to not approve them.

OPTION 1: Approve the updated Terms of Reference for the three Council Committees	
Description	*The Council approves the updated Terms of Reference for the three Council Committees (Attached as Appendix 1, 2 and 3).*
Advantages	*This option provides clear governance direction for the committees and supports effective oversight and decision-making.*
Disadvantages	*N/A*
Impact on mana whenua	*N/A*
Strategic alignment	*The updated Terms of Reference align with the fair and efficient leadership community priority.*
Associated risks	*N/A*

OPTION 2: Amend the proposed Terms of Reference for the three Council Committees	
Description	*The Council wishes to amend the updated Terms of Reference prior to approval.*
Advantages	*Council may wish to amend the Terms of Reference to reflect alternative governance arrangements or responsibilities.*
Disadvantages	*N/A*
Impact on mana whenua	*N/A*
Strategic alignment	*The updated Terms of Reference require amendments in order to align with the fair and efficient leadership community priority.*

OPTION 2: Amend the proposed Terms of Reference for the three Council Committees	
Associated risks	*N/A*

OPTION 3: Not approve the updated Terms of Reference for the three Council Committees	
Description	*The Council do not approve the updated Terms of Reference for the three Council Committees (Attached as Appendix 1, 2 and 3).*
Advantages	*This option is not recommended as it would result in a lack of clarity regarding the roles and responsibilities of the committees.*
Disadvantages	*N/A*
Impact on mana whenua	*N/A*
Strategic alignment	*The updated Terms of Reference do not align with the fair and efficient leadership community priority.*
Associated risks	*N/A*

Financial/budget considerations

14. There are no significant financial implications associated with approving the Terms of Reference.

Policy and planning implications

15. The updated Terms of Reference support the overarching objectives of Council to enable effective decision–making.

Impact on mana whenua

16. None identified.

Climate impact considerations

17. None identified.

Risks

18. None identified.

Community wellbeing considerations

19. 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').
20. 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.

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. The approval of Terms of Reference for the Performance and Delivery Committee, Chief Executive's Performance Committee, and Ōpōtiki Harbour Management Committee will provide clarity regarding the role, responsibilities, and operation of these committees during the 2025–2028 triennium.
26. These Terms of Reference support effective governance, oversight of Council operations, and engagement with key stakeholders.

Rachael Burgess
GROUP MANAGER BUSINESS SUPPORT

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Performance and Delivery Committee

Terms of Reference

Purpose

The purpose of the Performance and Delivery Committee is to oversee and monitor the operational performance and delivery of Council services, infrastructure programmes, and organisational activities, and to provide advice and recommendations to Council.

The Primary areas of responsibility of the Committee are assistance with:

A. To monitor and provide recommendations to Council regarding the implementation of Council Infrastructure strategy, capital works programme and operational service delivery.

B. To monitor and provide recommendations to Council regarding the financial and non-financial performance of council and organisational development.

C. To monitor and provide recommendations on the overall organisational performance of Council

Responsibilities

REGULATORY SERVICES

- Animal control services,
- Building consents,
- Environmental health,
- Resource consents,
- Liquor licensing
- Campground operations
- Earthquake-prone buildings,
- Compliance and enforcement activities (e.g notices to fix, breaches of RMA)
- Registration of food premises
- Parking enforcement

INFRASTRUCTURE AND ASSET MANAGEMENT

- Roads, walkways and cycleways
- Three Waters service delivery
- Capital works programmes
- Council-owned property including leases
- Parks and recreation - assets and facilities
- Community facilities
- Operation of ports, wharves and coastal structures
- Workforce initiatives – MTFJ

- Te Tahuhu o Te Rangi
- I-site/event Delivery
- Tender subcommittee
- Other operational delivery programmes as directed by Council

Delegations and Authority

The Committee is authorised to:

- Monitor and review operational performance and service delivery.
- Consider reports relating to the areas within its responsibilities.
- Provide advice and make recommendations to Council.
- Request additional information from Council staff where required to fulfil its responsibilities.

The Committee does not have decision-making authority unless specifically delegated by Council.

Membership

Position	Member
Chair	Dean Petersen
Councillor	Steve Nelson
Councillor	Maude Maxwell
Mayor (Ex Officio)	David Moore

Quorum

The quorum will be two.

Meeting Frequency

The Committee will meet every six weeks, or more frequently if required.

Extraordinary meetings may be convened as necessary.

Reporting

Minutes of all Committee meetings will be circulated to Council for information.

The Committee will report to Council with recommendations where decisions or direction are required.

Review of Terms of Reference

These Terms of Reference will be reviewed at least once each triennium, or earlier if required to reflect changes in Council structure, legislation, or best practice.

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Chief Executive's Performance Committee

Terms of Reference

Purpose

The purpose of the Chief Executive's Performance Committee is to support the Council in fulfilling its governance responsibilities in relation to the performance management, remuneration review, and employment of the Chief Executive.

The Committee will set and monitor performance expectations, undertake performance and remuneration reviews, and provide recommendations to Council on matters relating to the Chief Executive's employment and appointment.

The Primary areas of responsibility of the Committee are assistance with:

1. Setting and monitoring the Chief Executive's performance objectives and key performance measures.

2. Undertaking the periodic performance review of the Chief Executive in accordance with Clause 35, Schedule 7 of the Local Government Act 2002.

3. Providing recommendations to Council regarding the continued employment, vacancy, or recruitment of a Chief Executive under Clause 34, Schedule 7 of the Local Government Act 2002.

Responsibilities

- Agree with the Chief Executive the annual performance objectives and key performance indicators.
- Undertake mid-year performance discussions to review progress against agreed objectives and provide feedback.
- Conduct the annual performance review of the Chief Executive in accordance with the employment agreement.
- Review and recommend adjustments to performance objectives where appropriate.
- Undertake the annual remuneration review and provide recommendations to Council.
- Represent Council in matters relating to the Chief Executive's employment agreement, job description, and performance expectations.
- Undertake a review of the Chief Executive's employment in accordance with Clause 35, Schedule 7 of the Local Government Act 2002.
- Make recommendations to Council regarding the continued appointment or vacancy of the Chief Executive under Clause 34, Schedule 7 of the Local Government Act 2002.

- If required, oversee and conduct the recruitment and selection process for a Chief Executive, noting that the final appointment must be made by Council.

Delegations and Authority

The Committee is authorised to:

- Set and monitor the Chief Executive's performance objectives.
- Undertake performance and remuneration reviews.
- Seek independent professional advice where required.
- Make recommendations to Council regarding the Chief Executive's performance, remuneration, employment review, and recruitment.

Membership

Position	Member
Chair	Mayor David Moore
Councillor	Deputy Mayor Maude Maxwell
Councillor	Steve Nelson
Independent Advisor	Greg Tims

The Independent Advisor provides professional advice to the Committee regarding performance review processes, remuneration benchmarking, and recruitment where required.

Confidentiality

Matters considered by the Committee relating to the Chief Executive's performance, employment conditions, and remuneration are confidential and will be managed in accordance with Council's confidentiality policies and the Local Government Official Information and Meetings Act 1987.

Quorum

A quorum shall consist of three members, including the Chair (or their delegate).

Meeting Frequency

The Committee will meet at least twice annually, including for the mid-year and annual performance review of the Chief Executive.

Additional meetings may be convened as required.

Review of Terms of Reference

These Terms of Reference will be reviewed at least once each triennium, or earlier if required to reflect changes in Council structure, legislation, or best practice.

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Ōpōtiki Harbour Management Committee

Terms of Reference

Purpose

The purpose of the Ōpōtiki Harbour Management Committee is to provide advice and recommendations to Ōpōtiki District Council on the governance, management, and development of Ōpōtiki Harbour.

The Committee supports Council by promoting effective harbour management, facilitating stakeholder engagement, and providing guidance to help achieve both the commercial and non-commercial objectives of the Harbour.

The Primary areas of responsibility of the Committee are assistance with:

The Committee will assist Council by providing advice and recommendations relating to:

- Harbour use and access
- Harbour asset management
- Financial planning and performance relating to harbour operations
- Stakeholder and user engagement
- Opportunities that support economic development associated with harbour activities

Responsibilities

The Committee will:

- Provide advice to Council on the development of long-term budgets and work programmes relating to harbour management.
- Review proposed annual budgets and work programmes and provide recommendations to Council.
- Monitor progress against approved budgets and work programmes.
- Provide advice to Council on navigational safety and operational requirements for the Harbour.
- Act as a forum for harbour stakeholders and user groups to raise issues and share information.

- Promote integrated and sustainable harbour use wherever possible.
- Identify and explore non-rate funding opportunities to reduce reliance on general rates.
- Support collaborative relationships between harbour users and stakeholders to promote the economic success of the Harbour.

Delegations and Authority

The Committee is authorised to:

- Consider matters relating to harbour management and operations within its scope.
- Provide advice and recommendations to Council.
- Request information from Council staff to support its deliberations.

The Committee does not have decision-making authority unless specifically delegated by Council.

Membership

The Committee will consist of seven members, comprising:

Position	Member
Chair	Barry Howe
Councillor	Dean Petersen
Member	One Kanoa Executive or CRHL board representative
Member	One Te Tāwharau o te Whakatōhea representative
Member	One Bay of Plenty Regional Council representative
Member	One commercial operator representative
Member	One non-commercial user representative

Members representing organisations will be nominated by their respective organisations and confirmed by Council.

The Committee may recommend the appointment of additional members where this would provide beneficial expertise or representation.

Any additional appointments must be approved by Council.

Conflicts of Interest

Members must declare any conflicts of interest in accordance with Council's conflict of interest policies.

Quorum

The quorum will be four.

Meeting frequency

The Committee will meet every two months, or more frequently if required.

During the initial establishment phase (first six months), meetings may be held more frequently. Meeting frequency will be reviewed after this period.

Review of Terms of Reference

These Terms of Reference will be reviewed at least once each triennium, or earlier if required to reflect changes in Council structure, legislation, or best practice.

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date : 9 March 2026

To : Ordinary Council Meeting, 17 March 2026

From : Group Manager Business Support, Rachael Burgess

Subject : **EASTERN BAY OF PLENTY JOINT COMMITTEE – TERMS OF REFERENCE**

File ID : A1367386

EXECUTIVE SUMMARY

- At its meeting of 19 December 2025, the Eastern Bay of Plenty Joint Committee received and endorsed its updated Terms of Reference.
- The report recommends that the Council adopts the updated Terms of Reference for the Eastern Bay of Plenty Joint Committee (attached as Appendix 1).

RECOMMENDATIONS

1) **That the report titled "Eastern Bay of Plenty Joint Committee – Terms of Reference" be received.**

2) **That Council notes the following Mayoral appointments to the Eastern Bay of Plenty Joint Committee, were made at an Ordinary Council meeting held on 18 November 2025.**

Committee	Appointment by the Mayor
Eastern Bay of Plenty Joint Committee	**Mayor David Moore** **Deputy Mayor Maude Maxwell (alternate)**

3) **That Council adopts the updated Terms of Reference (Appendix 1) for the Eastern Bay of Plenty Joint Committee, including its membership, for the 2025-2028 triennium, as agreed by the Committee at its meeting held on 19 December 2025.**

4) **That Council appoints a second representative to the Eastern Bay of Plenty Joint Committee in accordance with the Updated Terms of Reference.**

PURPOSE

1. To adopt the updated Eastern Bay of Plenty Joint Committee Terms of Reference as endorsed by the Eastern Bay of Plenty Joint Committee.

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 Eastern Bay of Plenty Joint Committee is formed under the Local Government Act (LGA), and as such, it must comply with the requirements of both the LGA and the Local Government Official Information and Meetings Act 1987 (LGOIMA).
4. At the Eastern Bay of Plenty Joint Committee meeting held on 19 December 2025, members discussed the updated Terms of Reference. It was noted that staff working collaboratively across the councils and with the Group Manager of Strategy and Science, Bay of Plenty Regional Council, have reviewed and updated the Terms of Reference.
5. Following endorsement by the Eastern Bay of Plenty Joint Committee, the updated Terms of Reference must then be adopted by all member Councils.
6. Key points of the updated Terms of Reference of Eastern Bay of Plenty Joint Committee included:
   - The annual rotation of the chair and the secretariat will continue in line with current practice. Existing provisions regarding chair rotation remain unchanged, and the clause stating that the chair does not have a casting vote is retained.
   - The Eastern Bay Spatial Plan has now progressed from the development stage into the implementation phase.
   - The representation arrangements may be reviewed in the future to ensure they align with the needs of the implementation phase.
   - To appoint two representatives from each council, along with an alternate.

OPTIONS

7. The options available to Council are to adopt the updated Terms of Reference - Eastern Bay of Plenty Joint Committee or to not adopt them.

OPTION 1: Adopt the updated Terms of Reference – Eastern Bay of Plenty Joint Committee	
Description	*The Council adopts the updated Terms of Reference – Eastern Bay of Plenty attached as Appendix 1.*

OPTION 1: Adopt the updated Terms of Reference – Eastern Bay of Plenty Joint Committee	
Advantages	*Governance processes will be more streamlined for Eastern Bay of Plenty Joint Committee decisions.*
Disadvantages	*N/A*
Impact on mana whenua	*N/A*
Strategic alignment	*The updated Terms of Reference align with the fair and efficient leadership community priority.*
Associated risks	*N/A*

OPTION 2: Do not adopt the updated Terms of Reference – Eastern Bay of Plenty Joint Committee	
Description	*The Council do not adopt the updated Terms of Reference – Eastern Bay of Plenty attached as Appendix 1.*
Advantages	*Governance processes will not be more streamlined for Eastern Bay of Plenty Joint Committee decisions.*
Disadvantages	*N/A*
Impact on mana whenua	*N/A*
Strategic alignment	*The updated Terms of Reference do not align with the fair and efficient leadership community priority.*
Associated risks	*N/A*

Financial/budget considerations

8. None identified.

Policy and planning implications

9. The updated Terms of Reference of Eastern Bay of Plenty Joint Committee support the overarching objectives of Council to enable effective decision–making.

Impact on mana whenua

10. None identified.

Climate impact considerations

11. None identified.

Risks

12. None identified.

Community wellbeing considerations

13. 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').
14. 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.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

15. 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.
16. 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

17. 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.

18. 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

19. The updated Terms of Reference were presented to the Eastern Bay of Plenty Joint Committee meeting held on 19 December 2025. The committee endorsed the updated Terms of Reference and recommend to each member Council for adoption.

Rachael Burgess
GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Eastern Bay Joint Committee.

Terms of Reference

Membership	**Chairperson** **Deputy Chairperson** **Members*:** Two representatives from each and an alternate: - Bay of Plenty Regional Council (BOPRC) - Kawerau District Council (KDC) - Ōpōtiki District Council (ODC) - Whakatāne District Council (WDC)
Quorum	Four members, being half the number of members, with at least one member from each Council.
Meeting Frequency	Quarterly and as required when significant matters arise
Purpose	To form, explore and make recommendations for strategic collaborative initiatives between the partner councils of Bay of Plenty Regional Council (BOPRC), Kawerau District Council (KDC), Ōpōtiki District Council (ODC) and Whakatāne District Council (WDC) for responding to and managing a range of Eastern Bay of Plenty issues. For the purposes of the Joint Committee, "Eastern Bay of Plenty" is defined as the Territorial Authority areas of Kawerau District Council, Ōpōtiki District Council and Whakatāne District Council.
Role	The Eastern Bay of Plenty Joint Committee (EBOPJC) is guided by the Terms of Reference and the Eastern Bay of Plenty Joint Committee Memorandum of Understanding (MOU) as agreed by the partner councils. To make monitor implementation, provide guidance and recommendations on the following- Opportunities for joint collaboration on initiatives that support the needs of eastern Bay of Plenty communities.

	• Eastern Bay Council joint collaboration initiatives such as Economic Development Plan, Spatial Plan, Regional Deal, Global Cities Relationships, Road Safety and more. • Coordination of and encouragement of beneficial interrelationships and connections across the eastern Bay of Plenty. • Adverse cross boundary effects of decisions, planning and activities on other regions, cities and districts. • Resolution of differences and conflicts, and ensuring no surprises, where activities in one district may affect another. • Encouraging the sharing of information, expertise, databases and research where there is a mutual interest and benefit. Investigating opportunities for achieving cost efficiencies by sharing responsibilities and services. • Developing agreed positions as appropriate on matters of importance and Government initiatives and issuing joint statements
Secretariat and Support	Administrative and secretariat support will continue to be rotated on an annual basis.
Joint Committee Procedures	• Eastern Bay of Plenty Joint Committee is established under the LGA and is therefore obligated to the requirements of the LGA and the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA). • A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote. • Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted. • The quorum at a meeting of EBOPJC is half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd. • The members of the joint committee will engage with their respective councils on strategic issues under discussion and all councils will maintain their own operational inter-council relationships as normal. • The Chief Executive, or the Chief Executive’s representative, of each partner Council shall attend meetings and will act as advisors to the Joint Committee. • Meetings will be coordinated and recorded by staff from the partner Council as scheduled by the Joint Committee.

	• Meetings may be attended by further staff support as considered appropriate by their Chief Executive. • External speakers and participants, including mayors from territorial authorities who are not parties to EBOPJC, with specific interests in the items under discussion, may be invited to attend meetings. • Meetings will be held at times and in places set out in an agreed schedule. • Any formal public communications from meetings will be approved by the Joint Committee prior to release. • The Chairperson and Deputy Chairperson shall be determined, on an annual basis, by the process as set out at Clause 25 of Schedule 7 of the LGA. • Each Chairperson will have a term of one year. • A member cannot be appointed as the Chairperson, if either of the previous two Chairpersons were representatives of that member's constituent Council. • Decisions on recommendations of the Committee shall be made in accordance with Clause 24 of Schedule 7 of the LGA – by vote of majority of members that are present and voting. • The Chairperson will have a deliberative vote. • In the case of equality of votes, the Chairperson does not have a casting vote and the status quo is preserved. • A Deputy Chair shall be determined by the process as set out at Clause 25 of Schedule 7 of the LGA. • The Deputy Chair shall act in the absence of the Chairperson. • If a Chairperson resigns from their position before the end of their term, the Deputy Chair shall take their place and will serve out the remainder of the term as Chairperson. • If a Chairperson resigns and the Deputy Chair becomes Chairperson, Clause 25, Schedule 7, of the LGA does not apply. • Nothing in this Terms of Reference precludes the Joint Committee from appointing an independent Chairperson. • If an independent Chairperson is appointed, they will also be appointed as a member and will continue to be a member until the end of their term.
Power to Act	To make all decisions necessary to fulfil the role of the Joint Committee subject to the limitations imposed. Each Council participating in a joint initiative will fund its own proportion of that joint initiative as determined by the Joint Committee.

Power to Recommend	Eastern Bay of Plenty Joint Committee is a joint committee of councils that make recommendations to the constituent councils.
Limitations of Power	The Joint Committee does not have the authority to commit any of the councils to any course of action or expenditure. In accordance with the current legislative requirements, each council will retain their decision-making and other statutory responsibilities in relation to their functions and responsibilities under the Local Government Act, the Resource Management Act and the Land Transport Management Act.
Relevant Statutes	All of the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.
Review	A review of the terms of reference and its membership will be undertaken once relevant government reforms are more concrete.
Adopted and agreed by	Kawerau District Council, Whakatāne District Council, Ōpōtiki District Council, Bay of Plenty Regional Council,
Version	19 December 2025

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date	:	12 March 2026
To	:	Ordinary Council Meeting, 17 March 2026
From	:	Operations Manager Parks, Reserves and Harbour, Garry Page
Subject	:	**PUBLIC TOILETS REFURBISHMENT AND RENEWAL BUDGET**
File ID	:	A1367658

EXECUTIVE SUMMARY

- The recent refurbishment of the CBD public toilets was successfully completed on time, met all specified requirements, and remained within the approved budget. The value from this project has likely delayed the requirement for a fuller upgrade and refurbishment scheduled for Year 8 in the 10 year Long term Plan.
- Review of the Long-Term Plan (LTP) has shown that the existing budgets for the Surf Club and Hukuwai Beach toilets were based on legacy costing from around 10 years ago. Recent condition assessments now confirm that the refurbishment needs of both buildings far exceed those historic allocations, making consolidated and supplemented funding necessary to deliver the required works.
- The Waiotahe Drifts project is no longer required, while the Surf Club and Hukuwai Beach facilities would achieve better value through a quality refurbishment - mirroring the successful CBD toilet refurbishment, which delivered strong results and deferred the need for full renewal in future years.

RECOMMENDATIONS

1) **That the report titled "Public Toilets Refurbishment and Renewal Budget" be received.**
2) **That Council reallocate the Waiotahe Drifts new toilet budget to supplement refurbishment budgets for the Surf Club and Hukuwai Beach toilet upgrades.**
3) **That Council allocates an additional $50,000 budget by utilising $50,000 of funding from the Council's Reserve Fund.**

PURPOSE

1. The purpose of this report is seek support to consolidate budget allocations for the Waiotahe Drifts, Surf Club, and Hukuwai Beach toilet facilities to support better outcomes from the upcoming refurbishment projects.

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. A combined contract for the CBD Public Toilet Upgrade and the Waiotahe Beach Surf Club toilet refurbishment was publicly tendered, resulting in the appointment of Zodiac Tiles as the contractor. The CBD upgrade (Separable Portion 1) was completed in December 2025 within the approved $220,000 construction budget cap. Separable Portion 2—the refurbishment of the Waiotahe Surf Club toilets—is scheduled to commence on 1 April 2026, with pre-construction activities currently underway.

4. A review of current budgets has identified the following:
   - **Waiotahe Drifts – "New Toilet" allocation ($204,140 in Year 2):** No new toilet planned - this is a legacy budget that was intended to support the Surf Club upgrade.
   - **Surf Club Toilets Upgrade ($156,480 in Year 3):** Project currently included as a separable portion within the Zodiac Tiles engagement. The intended scope is refurbishment, not a full replacement.
   - **Hukuwai Beach Toilets Upgrade ($156,480 in Year 3):** This project is also planned as a refurbishment rather than a full replacement.

5. Recent cost analysis carried out as part of the full building condition assessments has confirmed that the existing LTP budgets for both the Surf Club and Hukuwai Beach toilet facilities were based on legacy cost estimates developed nearly a decade ago. At that time, the budgets reflected the anticipated cost of a full replacement, but they were never updated to account for inflation, construction market escalation, or the progressive deterioration of the facilities. The newly identified refurbishment requirements—including significant structural, roofing, internal lining, and fixture renewals—now far exceed the historic LTP allocations. This has highlighted the need to consolidate

available budgets and supplement the programme to realistically deliver the required level of refurbishment.

6. The proposal to consolidate budgets has received support of the Performance and Delivery Committee. The proposal to supplement the $102,070 that we have not received in external funding was not discussed with the Committee.

7. Current Annual Plan funding confirms the programme's deliverability for the CBD upgrade and Waiotahe refurbishment with 100% of CBD Upgrade coming from loan funding and 50% of Waiotahe refurbishment coming from loan funding and 50% from grants and/or subsidy.

OPTIONS

OPTION 1: Maintain LTP Budget Allocations Separately (Status Quo)	
Description	*Retain all existing public toilet project budget lines in the Long-Term Plan (LTP) without amendment.*
Advantages	• *Requires no changes to current financial planning or approved budgets.* • *Straightforward to administer, as each project proceeds under its existing allocation.*
Disadvantages	• *Funding remains allocated to the Waiotahe Drifts project, which is no longer required.* • *Individual budgets for the Surf Club and Hukuwai Beach upgrades will be insufficient to deliver the necessary refurbishment scope as identified in the recent full building condition assessments for both the Surf Club and Hukuwai Beach toilet facilities that identify substantial renewal works are required, including replacement of roofing and fascia.* • *Overall value for money is reduced.*
Impact on mana whenua	• *No specific impacts have been identified for this option.*
Strategic alignment	• *Partially aligned with strategic outcomes but does not optimise investment for improved community wellbeing or asset condition.*
Associated risks	• *Inefficient use of capital funding due to retention of obsolete budget lines.* • *Potential for project delays, scope reductions, or quality compromises if refurbishment budgets remain constrained.*

OPTION 2: Consolidate the Waiotahe Drifts Budget with Surf Club and Hukuwai Beach Upgrades (Preferred Option)	
Description	*Reallocate the unused Waiotahe Drifts new toilet budget to supplement refurbishment budgets for the Surf Club and Hukuwai Beach toilet upgrades.*

OPTION 2: Consolidate the Waiotahe Drifts Budget with Surf Club and Hukuwai Beach Upgrades (Preferred Option)	
	Opportunity to enhance this approach by making a portion of the $102,070 that we have not received in external funding.
Advantages	• *Enables delivery of higher-quality refurbishments that better meet current asset condition and community needs.* • *Supports a proactive approach to asset management, potentially deferring or reducing the need for more costly future rebuilds.* • *Aligns budgets with actual planned works rather than legacy assumptions no longer relevant to current programmes.*
Disadvantages	• *Requires Council approval to amend existing Long-Term Plan (LTP) allocations.* • *May require refinement of programme sequencing to reflect consolidated funding and adjusted scope.*
Impact on mana whenua	• *No adverse impacts have been identified.*
Strategic alignment	• *Strongly aligned with Council's investment efficiency, community wellbeing, and asset resilience objectives.*
Associated risks	• *Reallocation of budgets requires a formal Council resolution.* • *Some public expectations may need to be managed regarding the removal of legacy budget items from the LTP.*

OPTION 3: Scope Full Rebuilds for Surf Club and/or Hukuwai Beach	
Description	*Use the existing project budgets as seed funding and seek additional capital to undertake full building replacements at the Surf Club and/or Hukuwai Beach toilet facilities, rather than progressing with refurbishments.*
Advantages	• *Provides a comprehensive, long-term renewal solution for both sites, delivering modernised facilities with extended asset life.*
Disadvantages	• *Requires significantly higher capital investment than currently budgeted.* • *Likely to delay delivery while additional funding is identified and secured.* • *Will unlikely leverage the existing Contractual arrangement to achieve similar outcomes to the CBD toilet refurbishment.* • *Not aligned with current operational assessments, which indicate that refurbishment is appropriate and cost-effective at this stage.*
Impact on mana whenua	• *No specific impacts have been identified at this time.*
Strategic alignment	• *Potentially aligned with long-term resilience objectives; however, it is inconsistent with current budget capacity and operational priorities.*
Associated risks	• *Financial sustainability concerns due to the large increase in required capital.* • *High likelihood of cost escalation or overruns, particularly given recent market conditions in construction and materials.*

DISCUSSION

8. **The preferred option is Option 2: Consolidating existing budgets.** Officers have confirmed that the Waiotahe Drifts project is no longer required, and reallocating its associated funding enables both the Surf Club and Hukuwai Beach toilet facilities to be refurbished to a modern and durable standard. This approach is consistent with the recent CBD public toilet upgrade, which delivered high value for approximately $220,000 and demonstrated the benefits of targeted refurbishment over full replacement.

9. By combining the three existing LTP budget lines, Council can proactively improve two higher-use coastal facilities and extend their service life without incurring the significantly higher costs associated with full rebuilds. This approach supports responsible asset management practices and ensures more efficient allocation of capital funding.

10. Recent full building condition assessments for both the Surf Club and Hukuwai Beach toilet facilities identify that substantial renewal works are required, including replacement of roofing and fascia. These works exceed what can be achieved within the currently allocated $156,480 for each facility. Consolidating budgets therefore provides a more realistic funding envelope to address the identified condition issues and deliver refurbishments that will meet community expectations.

Financial/budget considerations

11. When the three project budgets are combined there is a total budget of **$517,100**.

12. However, for the Waiotahe Drifts project, it had been assumed that while 50% of the $204,140 allocation ($102,070) would be loan-funded and the remaining 50% would externally funded under the Government's former Three Waters reform programme. This funding did not materialise.

13. Without the external funding, the combined available budget is **$415,030.**

14. Based on the condition assessments, staff propose that making up the $50,000 required from external funding could be achieved by utilising $50,000 of funding from the Council's Reserve Fund, derived from previously collected Economic Development Contributions.

15. There will be no impact on ratepayers as the required funding is proposed to come entirely from already approved budgets and the existing Reserve Fund allocation.

16. However, there remains a risk that not all required deliverables will be able to be met within the constrained funding envelope. Should this occur, staff will be required to report back to Council to seek approval for any additional funding required, which may need to be sourced through further loan funding or by utilising any remaining Better Off Funding available."

Policy and planning implications

17. Reallocation of budgets requires formal Council approval; however, the proposed adjustments are not inconsistent with existing Council policies or statutory frameworks. Aligning funding with the actual scope and needs of planned projects supports the intent of the Long-Term Plan (LTP) and remains consistent with commitments outlined in the Annual Plan. This approach strengthens the connection between strategic asset management priorities and the funding mechanisms that enable their delivery.

Impact on mana whenua

18. No specific impacts on mana whenua have been identified for the proposed budget reallocations. Routine engagement will continue to occur where works are undertaken on or near coastal environments or culturally sensitive areas, ensuring that mana whenua perspectives and interests are appropriately considered throughout project delivery.

Climate impact considerations

19. Both facilities are located within sensitive coastal environments where exposure to coastal hazards, sea-level rise, and extreme weather events is expected to increase over time. In this context, refurbishing the existing buildings—rather than constructing new facilities—represents a more prudent and lower-impact approach. Refurbishment reduces the embodied carbon associated with new construction, limits disturbance to the surrounding environment, and avoids committing to larger, long-life structures in areas where long-term climate resilience may be uncertain.

Risks

20. **Delivery risk:** Construction market volatility, including fluctuations in material and labour costs, may impact final refurbishment costs. This risk is partially mitigated by the contractor's recent experience delivering the CBD upgrade efficiently and by detailed pre-construction planning already underway.

21. **Public perception risk:** Reallocating budgets away from the Waiotahe Drifts project may cause confusion or concern within the community if not communicated clearly. Transparent messaging and project updates will help manage expectations and clarify the rationale for the preferred option.

22. **Financial risk:** Unforeseen structural issues may be identified once refurbishment work begins, potentially increasing costs. This risk is mitigated through recent full building condition assessments, ongoing pre-construction investigations and the proposal to consolidate budgets so the money can be directed to where it adds most value.

23. **Programme risk:** Consolidating multiple budget lines and updating project sequencing may create short-term programme adjustments. Good project management practices and early contractor involvement will mitigate disruption to delivery timelines.

24. **Regulatory and compliance risk:** Refurbishment works in coastal environments may require additional consents or compliance checks, depending on scope. Early engagement with regulatory staff and integration of consent requirements into the design phase will reduce the likelihood of delays.

25. **Climate and environmental risk:** Coastal facilities face increasing exposure to severe weather events and salt-induced deterioration. While refurbishment reduces embodied carbon and avoids overinvestment in potentially vulnerable locations, long-term monitoring and adaptive planning remain necessary.

26. **Overall mitigation:** These risks are collectively mitigated through detailed pre-construction planning, recent building condition assessments, careful cost estimating, and clear community communication—all of which are already in progress or scheduled.

Community wellbeing considerations

27. The purpose of local government includes the promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future (the "four wellbeings").

    The subject matter of this report has been assessed against the four wellbeings, as outlined below.

28. **Social Wellbeing**

    Refurbished public toilet facilities support community health, dignity, accessibility, and overall user experience—particularly important at high-use coastal locations. Improved amenities also contribute to positive visitor perceptions and support safe, inclusive public spaces.

29. **Economic Wellbeing**

    Well-maintained and reliable public facilities help sustain tourism, local recreation, and coastal business activity. Investment in refurbishment reduces long-term renewal costs and supports efficient asset management, contributing to economic resilience.

30. **Environmental Wellbeing**

    Refurbishment of existing buildings reduces construction waste, minimises embodied carbon, and avoids unnecessary disturbance in sensitive coastal environments. This approach aligns with responsible environmental stewardship and reduces the footprint associated with full rebuilds.

31. **Cultural Wellbeing**

    Maintaining functional and respectful public amenities in coastal areas supports community use and engagement with local spaces that may hold cultural significance. Routine engagement with mana whenua ensures that cultural values and connections to place are appropriately recognised throughout project planning and delivery.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

32. 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.
33. The level of significance related to the decision in this report is considered to be **low**. It reallocates existing budgets without materially changing levels of service, but public interest is likely given the high use of beach facilities.
34. 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

35. 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.

36. The tools Council will use at this level include the publication of this report in the public agenda for the Council meeting, along with follow-up communications as required. These may include public notices in local newspapers and/or digital updates through Council's website and social media channels to ensure the community is kept informed of the decisions made and the rationale behind them.

CONCLUSION

37. A review of current budgets confirms that the Waiotahe Drifts project is neither required at present nor anticipated in the foreseeable future, while the Surf Club and Hukuwai Beach facilities require more substantial refurbishment than originally budgeted.

38. Consolidating the existing LTP allocations provides a practical and efficient means of funding these works and ensures investment aligns with actual project needs. Option 2 delivers the best value for money and supports the continued provision of safe, reliable public amenities.

Garry Page

OPERATIONS MANAGER PARKS, RESERVES AND HARBOUR

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date	:	9 March 2026
To	:	Ordinary Council Meeting, 17 March 2026
From	:	Chief Executive Officer, Stace Lewer
Subject		**BOPLASS LTD STATEMENT OF INTENT FOR 2026-2029 AND HALF YEARLY REPORT**
File ID	:	A1367388

EXECUTIVE SUMMARY

- The BOPLASS draft Statement of Intent sets out the activities and strategic direction of BOPLASS Ltd for the next three financial years. Comment, if any, is required by 30 April 2026.
- The Half Yearly Report to 31 December 2025 is provided for information.

RECOMMENDATIONS

1) **That the report titled "BOPLASS Ltd Statement of Intent for 2026-2029 and Half Yearly Report" be received.**

2) **That Council considers whether it wishes to comment on the Statement of Intent.**

PURPOSE

1. To have Council consider the attached BOPLASS draft Statement of Intent (SOI) and make comment if Council wishes (Appendix 1). The Half Yearly Report is also attached for information (Appendix 2).

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. BOPLASS Ltd is a Council Controlled Organisation owned in equal one-ninth shares by the seven Bay of Plenty councils, along with Gisborne and Taupo. The company was established to investigate, develop and deliver shared services, joint procurement initiatives and collaborative communications for any combination of participating Councils.
4. Since its establishment in 2006, the Chief Executives of the shareholder Councils have served as Directors of BOPLASS. The Board is supported by a Company Chief Executive, who works with advisory groups made up of Council staff with relevant expertise. In recent years, governance has been further strengthened through the appointment of an independent Chair.
5. BOPLASS' most significant achievements have been in the area of joint procurement, with a list of projects outlined in the Statement of Intent. For smaller Councils, in particular, BOPLASS provides considerable value by managing procurement processes, leveraging collective purchasing power, and administering contracts. This generates direct financial savings, while also reducing the staff time required to run procurement processes and providing access to specialist due diligence expertise that may not exist internally. Additional efficiencies are also realised through shared use of familiar systems and processes across participating councils.
6. All of Government (AoG) procurement contracts continue to provide an alternative pathway for bulk procurement. BOPLASS recommends that councils utilise AoG arrangements where appropriate. However, in practise, the standardised nature of some AoG contracts does not always meet the specific needs of local authorities. In these situations, BOPLASS continues to provide a more flexible and locally aligned procurement option.
7. A number of shared service arrangements have also developed across Bay of Plenty Councils through more informal or "bottom up" collaboration, outside of the formal BOPLASS structure. These initiatives are captured through a collaboration portal, which allows Councils to identify existing collaborations, share knowledge, and explore opportunities to participate. This platform supports ongoing collaboration and enables councils to learn from how others have addressed similar challenges. Opportunities for shared services will continue to be explored and promoted where they deliver clear benefits.

OPTIONS

8. The BOPLASS draft Statement of Intent sets out the activities and intentions of BOPLASS Ltd for the next three financial years. Comment, if any, is required by 30 April 2026.

OPTION 1: No comments provided on the draft Statement of Intent.	
Description	*Council has no comments relating to the 2026-2029 BOPLASS draft Statement of Intent.*
Advantages	*No recommended changes to the draft SOI are required.*
Disadvantages	*Nil*
Impact on mana whenua	*There are no identified impacts on mana whenua in relation to the report.*
Strategic alignment	*SOI aligns with the LTP framework.*
Associated risks	*None.*

OPTION 2: Comments provided on the draft Statement of Intent.	
Description	*Council provides comments relating to the 2026-2029 BOPLASS draft Statement of Intent.*
Advantages	*Provide feedback on the draft SOI to the BOPLASS board.*
Disadvantages	*Nil*
Impact on mana whenua	*There are no identified impacts on mana whenua in relation to the report.*
Strategic alignment	*SOI aligns with the LTP framework.*
Associated risks	*None.*

Discussion

9. The 2026-2029 BOPLASS draft Statement of Intent sets out the activities and strategic direction of BOPLASS Ltd for the next three financial years. Council is provided the opportunity to comment on the draft SOI by 30 April 2026.
10. Comment is optional and if not provided it is assumed that the draft SOI 2026-2029 is supported by Council as presented (Appendix 1).
11. The Local Government Act 2002 requires that the BOPLASS Directors deliver to the Shareholders a report within two months of the end of the first six months of the financial year.
12. The Half-Yearly Report to 31 December 2025 reports on performance requirements set out in the current Statement of Intent. The report was approved for presentation to Shareholder Councils by a resolution of the Board on 20 February 2026 (Appendix 2).

Financial/budget considerations

13. There are no financial implications in relation to this report.

Policy and planning implications

14. The SOI 2026-2029 aligns with Council's LTP framework and promotes collaboration, improved levels of service, reduced costs and improved efficiency through joint procurement and shared service opportunities.

Impact on mana whenua

15. There are no identified impacts on mana whenua in relation to the report.

Climate impact considerations

16. There is no identified impact on climate change in relation to the report.

Risks

17. There are no identified risks in relation to the report.

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. There are no identified implications on community well-being in relation to the report.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

20. 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.
21. 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

22. 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.

23. 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

24. BOPLASS provides value through its procurement services, particularly through its ability to leverage bulk purchasing to achieve cost savings, undertake robust due diligence on procurement processes and manage ongoing supplier contracts. The benefits include both direct financial savings and indirect efficiencies, as well as access to quality products and services.
25. While BOPLASS provides a useful vehicle for shared services, it is not the only mechanism available. Opotiki District Council also benefits from a range of shared service arrangements and contracted services with other organisations outside the BOPLASS framework.

Stace Lewer
CHIEF EXECUTIVE OFFICER

APPENDIX 1

"COUNCILS PARTNERING FOR VALUE AND SERVICE"

27 February 2026

Stace Lewer
Chief Executive Officer
Ōpōtiki District Council
PO Box 44
Ōpōtiki 3162

BOPLASS Ltd
Regional House
Elizabeth Street
Tauranga

DX HP40016
Tauranga Central
Tauranga 3141
Phone 07 577 7342
www.boplass.govt.nz

Dear Stace

The primary document setting out the company's strategic direction is the Statement of Intent which is required to be consulted on and approved by Directors each year. Schedule 8 (9) of the Local Government Act 2002 sets out the content of the document which must cover the next three financial years.

A formal draft document has been approved by the Board for circulation to Shareholders by 1 March 2026. The Directors must consider any comments made by Shareholders and approve a final document by 30 June 2026.

The approved draft is attached and is now circulated for Shareholder comment. The council's Chief Executive is the Shareholder representative and will be responsible for representing the views of the council to the Board in writing prior to 30 April 2026.

We believe that the document realistically deals with the challenges facing the company, identifies ways in which it can contribute value to its constituent councils and reflects an awareness of the challenges facing Local Government.

We look forward to any comments your council wishes to make.

Yours sincerely

Stephen Boyle
BOPLASS Ltd

BOPLASS Ltd

STATEMENT OF INTENT FOR 2026-2029

June 2026

"COUNCILS PARTNERING FOR VALUE AND SERVICE"

1. Introduction

This Statement of Intent (SOI), developed under Schedule 8 of the Local Government Act 2002:

- Declares a public statement of the activities and intentions of BOPLASS Ltd and the objectives to which those activities will contribute.
- Provides an opportunity for the shareholders to influence the direction of BOPLASS Ltd, and
- Provides a basis for the accountability of the Directors to the Shareholders for the performance of BOPLASS Ltd.
- Covers BOPLASS Ltd and any subsidiary company established in pursuance of the objectives herein.

2. Background and Benefits

The councils that operate within the Bay of Plenty and Gisborne Regions have formed a Council Controlled Organisation (CCO) to investigate, develop and deliver Joint Procurement and Shared Services projects where delivery is more effective for any combination of some or all of the councils.

Since inception, estimated financial savings of over $38 million have been achieved by the participating councils through undertaking joint initiatives. BOPLASS is forecast to return in excess of $4 million in savings in the 2025-26 financial year.

Other benefits that have been achieved through collaboration are:

- improved levels and quality of service;
- a co-ordinated and consistent approach to the provision of services;
- reductions in the cost of support and administrative services;
- opportunities to develop new initiatives;
- economies of scale resulting from a single entity representing many councils in procurement.

These benefits and opportunities can apply to all councils irrespective of location or size.

Business processes, information architectures and functional tools differ in each council to varying degrees. The BOPLASS strategies facilitate a journey of progressive development using the approach identified in the BOPLASS Strategy and Action Plan to:

- enhance the capability to collaborate;
- encourage the elimination of barriers to collaborative action; and
- identify services that deliver viable business cases.

A generic sequence or stages of collaboration between multiple councils is followed to develop Shared Services, as shown in *Figure 1*.

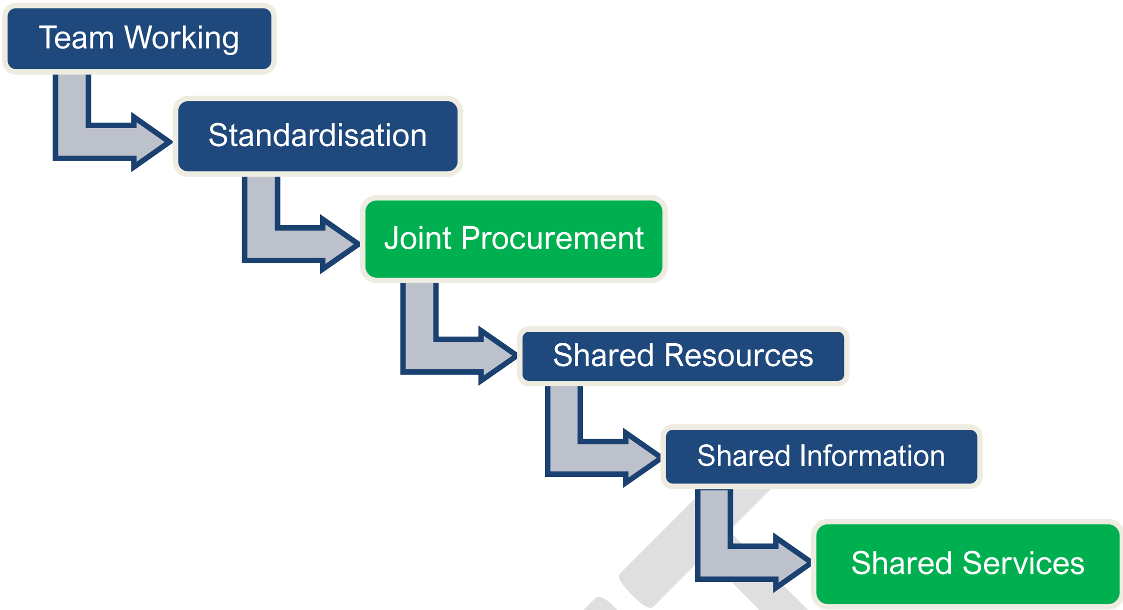

Figure 1

Many of the BOPLASS Joint Procurement projects have supported the development of standard products, services or solutions across the councils. These standards assist in creating a foundation for the delivery of collaboration within the councils.

Examples of Joint Procurement and Shared Service projects are:

- Infrastructure Insurance
- Collective Training
- Aerial Imagery and LiDAR
- Provincial Growth Fund Co-funding for LiDAR Capture
- Standardised Community Engagement App
- Lone Worker Field Solutions
- Robotic Process Automation
- Accounts Payable Automation Software
- Print Media Licencing
- Insurance Valuations
- Contractor Online Inductions
- Health and Safety Management Software
- Radio Telephony (RT) Strategy
- Solid Waste Management
- Health and Safety Inter-Council Audits
- Asbestos Protocols
- Sustainable Public Procurement
- Health and Safety Benchmarking
- Video Conferencing Services
- Archive Services
- Inter-Council Network (ICN) Review, Redesign and Renegotiation
- Debt Collections
- Collaboration Portal
- Capital Construction and Civil Works Projects
- Fortigate Firewall Services
- Wireless WAN
- Inter-LASS Collaboration
- Human Resources Information Systems
- CCTV and monitoring

A full list of projects is provided in Appendix B.

3. Our Vision

"COUNCILS PARTNERING FOR VALUE AND SERVICE"

4. Objectives of BOPLASS Ltd

Working together with the full support and involvement of staff, we will provide benefit to councils and their stakeholders through improved levels of service, reduced costs, improved efficiency and/or increased value through innovation.

These will be achieved primarily through:

Joint Procurement

Being the procurement of services or products by two or more councils from an external provider regardless of whether the service is paid for through BOPLASS or individually by participating councils.

Shared Services

Being the participation of two or more councils in the provision of a common service which may be jointly or severally hosted.

5. Nature and Scope of Activities

The principal nature and scope of the activities of BOPLASS Ltd is to:

- Use Joint Procurement to add value to goods and services sourced for its constituent councils.
- Establish the underlying technology, framework, platform and policies to enable and support collaboration.
- Facilitate initiatives that benefit councils and their stakeholders through improved levels of service, reduced costs, improved efficiency, innovation and/or increased value.
- Pursue best practice in the management of all activities to obtain best value and minimise risk.
- Demonstrate fiduciary responsibility by ensuring that its activities are adequately funded from savings achieved, levies, council contributions, or Government funding where available.
- Allow other councils or organisations to participate in its activities where this will benefit its constituent councils directly or indirectly.
- Actively monitor and engage with Shared Service developments across the public sector to identify opportunities for further development and establishing best practice.
- Represent the collective views of its Shareholders in matters with which it is associated.

6. Sustainable Future: Environmental, Social and Governance (ESG)

The board recognises the importance of ESG in BOPLASS' role and ensuring that integrated risk management, non-financial outcomes, and Te Tiriti are considered in all BOPLASS joint procurement and shared services initiatives.

The company is committed to operating all aspects of its business with a focus on protecting and enhancing our communities today and in the future through sustainable environmentally responsible business practices, social contribution, and good governance.

The company has always had a stakeholder-centric approach, ensuring the company's objectives, goals and the undertaking of business are aligned with our constituent councils, our wider communities and supporting ESG outcomes that have wide-ranging benefits.

While achieving financial savings for member councils through BOPLASS joint procurement is a key objective, the company recognises the importance and responsibility of social procurement and will continue to consider the broader environmental, social and cultural outcomes as part of all BOPLASS procurement processes.

As examples, BOPLASS is working towards satisfying ESG criteria within social procurement by:

- Increasing access to BOPLASS procurement contracts for NZ businesses and local businesses, with particular focus on those groups that may have limited access to opportunities (such as Māori and Pacific Peoples' businesses).
- Giving consideration to organisations that provide employment opportunities to targeted groups and promote inclusion and diversity within their workforce.
- Recognising vendors that will help future-proof the ability of New Zealand businesses to trade.

With a focus on *Social Sustainability*, BOPLASS ensures a balanced approach is taken with the company's activities to create positive social and cultural outcomes for the local communities it serves while also maximising positive outcomes for Māori and the broader community.

Environmental Sustainability is a priority in all BOPLASS business activities – internal and external. Through collaboration and partnership with its constituent councils, BOPLASS will operate in an environmentally responsible way and will embed sustainability considerations and a culture of excellence across its wider business and all joint procurement and shared services initiatives.

Te Tiriti o Waitangi responsibilities and outcomes are a driver for governance and management decisions within BOPLASS, include acknowledging and involving mana whenua as Kaitiaki o Te Taiao in project decisions impacting on land or natural resources. The company is committed to providing and improving opportunities for

Māori to contribute to local government decision-making processes and establishing collaborative partnerships and processes that reflect mutual outcomes.

7. Governance Structure

BOPLASS Ltd will conduct itself in accordance with its Constitution, its annual Statement of Intent, and the provisions of the Companies Act 1993 and the Local Government Act 2002.

The Company is governed by its directors. To ensure total synergy between the Company's activities and its council shareholders' activities, nine Directors are also the current Chief Executives of their respective shareholding councils. The dual roles recognise the interdependence of BOPLASS and its councils in the undertaking of its activities.

The Board also includes an independent Chair, appointed with specific skills and knowledge to add incremental value. This appointment brings experience and specialist skills that are complementary to those held by the other Directors.

Shareholder	Appointed Director
Bay of Plenty Regional Council	Fiona McTavish
Gisborne District Council	Nedine Thatcher-Swann
Kawerau District Council	Morgan Godfery
Ōpōtiki District Council	Stace Lewer
Rotorua Lakes Council	Andrew Moraes
Taupō District Council	Julie Gardyne
Tauranga City Council	Marty Grenfell
Western Bay of Plenty District Council	Miriam Taris
Whakatāne District Council	Steven Perdia
Independent Director and Chair	**Craig O'Connell**

Sub-groups of council subject matter experts have responsibility for regular monitoring of operational aspects of BOPLASS projects, allowing the Board to primarily focus on supporting the strategic development of the organisation.

Each activity or project is managed by an Advisory Group, nominated by the shareholding councils in that particular service. The Board retains the right to approve nominations to the Advisory Groups and all of their material decisions – there is only one Board of Directors and that remains at the umbrella or holding company level.

The Board has established a principle that participation in each initiative is decided by individual councils on an 'opt in' basis.

Services delivered are subject to a formal service level agreement between BOPLASS Ltd and the participating councils, outlining the services and activities provided, where when and how; and reflecting the capital and operational costs being met by each service shareholder.

Joint Procurement initiatives consistent with their nominated role may be undertaken by any advisory group or as approved by the Operations Committee. In considering Joint Procurement initiatives, the Company will take into account the opportunities available through All of Government (AoG) purchasing arrangements and, where there is demonstrated benefit to the Company or its constituent councils, support such initiatives. In assessing the benefits of a Joint Procurement initiative, opportunities for integration shall be considered. The Board has recognised that the availability of All of Government Procurement options has the potential to impact on BOPLASS' ability to provide procurement options in some categories.

Subject to the approval of shareholders in accordance with the shareholder agreement the Directors may decide that a particular activity is best managed as a subsidiary company and proceed accordingly. Any subsidiary company whose objectives are in accordance with the objectives set out in this Statement of Intent shall not be required to have a separate Statement of Intent.

8. Future Developments

The company recognises the importance of remaining adaptive in what is a complex and changing working environment. BOPLASS continues to look at new opportunities or alternative approaches to progressing projects that benefit our shareholding councils.

The Board recognise that the drive for change and/or collaboration in some key areas of council business will often be led by other groups, e.g., waters reform, RMA changes. Although BOPLASS may not be leading these specific projects, the organisation may be considered as one of the vehicles available to assist with managing collective regional outputs from these projects.

BOPLASS Joint Procurement opportunities will continue to be actively pursued to ensure maximum savings and benefits are delivered to the participating councils through existing and new contracts.

Joint Procurement initiatives will be considered by the Board and/or its advisory groups where there is demonstrated support from two or more member councils, with councils participating on an opt-in basis.

BOPLASS will explore opportunities for councils to develop ICT solutions using middleware and cloud technologies that allow for future sharing and the development of Shared Services without the wholesale replacement of IT systems.

Shared Services projects are approved by the board based upon identifying initiatives that will provide genuine value to all participating councils. Shared Services may be delivered by BOPLASS, partnering with a LASS, or in conjunction with multiple LASS.

The Board will be looking for commitment from councils to participate in collaborative services and to provide a lead in the identification and management of opportunities and projects.

9. Inter-Regional Collaboration

The board recognise the benefits of BOPLASS proactively partnering with other local authorities and Shared Services organisations where they are either developing or considering developing cost effective services or Joint Procurement initiatives that are of value to the BOPLASS councils. The Board is constantly looking to expand on this activity and the range of opportunities for inter-regional partnering. BOPLASS will work towards providing improved visibility of projects being undertaken in other regions that may provide opportunities for multiple councils to participate in.

Where practicable, BOPLASS will work with other LASS or councils to leverage off, or participate in, services established by other collective local government groups.

The Collaboration Portal, established by BOPLASS for the sharing of information on Shared Services or Joint Procurement opportunities, has been made available to the wider local government community to provide better visibility of common projects and to encourage further cross-regional collaboration. BOPLASS will continue to market the benefits of inter-region collaboration and assist other councils through providing support and access to the Collaboration Portal.

BOPLASS has provided substantial savings to its shareholding councils through joint procurement undertaken with neighbouring regions. The Board has tasked BOPLASS with leading further inter-regional joint procurement initiatives that will provide benefit to all parties through an aggregated approach.

Significant benefits and savings have been achieved in the placement of councils' insurance through working in conjunction with other LASS. BOPLASS is considered a leader in the development of the interLASS insurance collective. Promoting the size of the aggregated LASSes to provide critical mass and maintain our favourable position within the insurance industry will continue to be leveraged.

10. Stakeholder Engagement

BOPLASS recognises the ambitious plans our constituent councils have for their communities and endeavours to support these aspirations through:

- Regular engagement at project, management, and governance level.
- Including councils' short, medium, and long-term goals within BOPLASS planning.
- Using quality information from councils to guide our decision-making.
- Identifying and developing services that directly benefit councils and/or their communities.
- Monitoring councils' future plans and remaining agile to change to include these aspirations in our own planning.
- Ensuring there are regular communications about individual council's LTP developments to assist BOPLASS with aligning with councils' strategic direction.
- Regularly communicating to ensure stakeholders are aware of what we are doing and why we are doing it.
- Involving councils in our decision-making and planning.

11. Performance Targets

To ensure the Company continues to operate effectively in both governance and management terms over the next three years the targets are to:

Target	How	Measure
Ensure supplier agreements are proactively managed to maximise benefits for BOPLASS councils.	Manage and/or renegotiate existing contracts.	Contracts reviewed annually to test for market competitiveness. New suppliers are awarded contracts through a competitive procurement process involving two or more vendors where applicable.
Investigate new Joint Procurement initiatives for goods and services for BOPLASS councils.	Procure from sources offering best value, service, continuity of supply and/or continued opportunities for integration. (Current identified projects are listed in Appendix B.)	A minimum of four new procurement initiatives investigated. Initiatives provide financial savings of greater than 5% and/or improved service levels to the participating councils.
Identify opportunities to collaborate with other LASS in Procurement or Shared Service projects where alliance provides benefits to all parties.	BOPLASS to regularly engage with other LASS to identify and explore opportunities for further inter-regional collaboration.	Quarterly reporting on engagement and a minimum of one new collaborative initiative undertaken annually.
Implement Shared Services demonstrating best practice and added value to participating councils and stakeholders.	Identify Shared Services projects of benefit to two or more councils and lead the implementation.	Initiate at least one new Shared Service each year and no less than two Shared Services successfully implemented within three years.
Ensure current funding model is appropriate.	Review BOPLASS expenditure and income and review council contributions and other sources of funding.	Performance against budgets reviewed quarterly. Company remains financially viable.

12. Balance Sheet Ratios

The Local Government Act 2002 Schedule 8 (9) requires the SOI to include the projected ratio of shareholders' funds to total assets within the Forecast Statement of Financial Position. As at 30 June 2025 the consolidated Shareholder funds comprised $17,954 and the total assets were $1,566,660. The resulting ratio is 1.15%.

As asset owning Shared Services are approved, the Board will, if appropriate, provide a mechanism for the recognition of each council's contribution.

13. Accounting Policies

13.1 Statement of Accounting Principles

The Company will adopt accounting practices that comply with NZ IFRS, the requirements of the LGA and the Financial Reporting Act 1993.

13.2 IPSAS Accounting Standards

As a Public Sector Public Benefit Entity (PS PBE), the Company has elected to report using International Public Sector Accounting Standards for Public Benefit Entities under Tier 3 PBE standards.

13.3 Measurement Basis

The Company will follow generally accepted international accounting principles for reporting of earnings and financial position.

13.4 Specific Accounting Principles

The following are principles which will have a significant effect on the measurement of financial position:

- Accounts Receivable are stated at their expected realisable value after writing off any known bad debts and providing for doubtful debts.
- Investments are valued at the prevailing market value.
- Fixed assets are recorded at cost, less accumulated depreciation.
- Any liability for overseas funding of equipment, systems or services is based on the prevailing exchange rate as at balance date.
- Where intangible assets are purchased, such as intellectual property, these are capitalised and written off on a straight-line basis over their expected life, but no greater than four years.
- All assets are depreciated over their expected useful lives. Depreciation is provided on a diminishing value basis over the estimated useful life, at the same rate as is allowed by the Income Tax Act 1994.
- It is not envisaged that the Company will hold inventories, other than those that might relate to providing information services to a number of parties. They will be valued at net realisable value.
- Taxation will be provided as required in line with relevant legislation.
- In accordance with the Public Audit Act 2001 and the Local Government Act 2002, the office of the Auditor General will be responsible for the audit of the Company's financial statements.

14. Distributions to Shareholders

The Company is not expected to make profits that would ordinarily be distributed by way of dividends. Any surplus funds (after tax) remaining from an activity, or the annual operations of the Company shall be carried forward to the ensuing year and may be used to reduce service costs, invest in further developing other services, and/or as the Directors may decide.

15. Information to be Provided to Shareholders

The Company will deliver the following statements to shareholders:

- On a three-monthly basis the Financial Position and Cashflow.
- Within two months of the end of the first half of the financial year: Financial Performance and Financial Position.
- Within three months of the end of the financial year the following audited statements: Financial Position, Movements in Equity, Cashflows, Service Performance plus a summary of how the Company has tracked against its objectives and prospects for the next financial year, and a report on the Company's medium to long term plans.
- Six monthly summaries of project activities included in Half Yearly and Annual Reports.

16. Procedures for the Purchase and Acquisition of Shares

The Board will give approval before BOPLASS Ltd subscribes for, purchases, or otherwise acquires shares in any company or other organisation, which is external to the group.

17. Activities for Which the Board Seeks Compensation

The ongoing activities to identify, develop, procure Shared Services will be budgeted for in advance, subject to a business case and either funded by individual councils without BOPLASS Ltd involvement, or agreed by the Board to be funded by BOPLASS Ltd with consequent recovery from participating councils.

Shareholding councils will contribute to the operational costs of the Company on an annually agreed basis.

The Company will also seek contributions by way of a levy or administration charges on services provided or administered. In determining an appropriate charge, the Directors may take into account the cost of running the Company, its future operational requirements, the nature and cost of the service provided, benefits achieved and councils' ability to pay.

The Company may provide services (at a cost recovery or a cost-plus basis) to other non-shareholding councils within or beyond the region. Any surplus from such activity will be used to either reduce service costs and/or invest in further developing of that or other services, as agreed by the Advisory Group and by the Board.

18. Value of Shareholder's Investment

The Directors estimate that, at this stage, BOPLASS Ltd has limited commercial value. As each shareholder's investment in BOPLASS Ltd is less than $20,000, the Board believe that fairly represents the value of their investment. The Directors will reassess the value of this shareholding on or about the 1st of March each year.

19. Financial Forecasts

The Forecast Financial Statements for the years 2026-2029 are included (Appendix A).

The Aerial Photography revenue/expenses reflect the flying programme determined by the participating councils which includes interim flying programmes and extensive region-wide flying programmes over the next five years.

A continued increase in Recoveries has been forecast to reflect the direct recovery of purchases made on behalf of councils through Joint Procurement projects.

It is the company's intention to always fully recover costs incurred on behalf of participating councils.

Appendix A

SOI Forecast 2025/28	Budget 2025/2026	Forecast 2026/2027	Forecast 2027/2028	Forecast 2028/2029
REVENUE				
Revenue - Core	**379,630**	**385,719**	**393,333**	**401,100**
Bank Interest Received	10,000	5,000	5,000	5,000
Council Contribution	369,630	380,719	388,333	396,100
Revenue - Projects	**1,318,500**	**1,286,000**	**1,256,000**	**1,266,000**
Aerial Photography Income	400,000	350,000	320,000	320,000
Bank Interest Received	1,500	1,000	1,000	1,000
Collaboration Portal	45,000	50,000	50,000	50,000
Lease Income - ICN	137,000	130,000	130,000	130,000
Lease Income - Video Confer.	15,000	15,000	15,000	15,000
Recoveries	720,000	740,000	740,000	750,000
Total Operating Revenue	**1,698,130**	**1,671,719**	**1,649,333**	**1,667,100**
EXPENSES				
Expenditure - Core	**444,451**	**467,790**	**475,404**	**483,871**
ACC	950	950	950	950
Accommodation & Travel	4,000	4,000	4,500	4,500
Accounting & Audit	25,000	26,000	26,000	26,000
Administration	20,000	22,000	22,000	22,000
Amortisation	2,000	2,000	2,000	2,000
Bank Fees	200	200	200	200
Conferences	2,500	2,500	2,500	2,500
Depreciation	4,000	4,000	4,000	4,000
Directors' costs	23,000	25,000	25,000	25,000
Fringe Benefit Tax	4,500	3,500	3,500	3,500
General & Catering	1,500	1,500	1,500	1,500
Insurance	16,000	17,000	18,000	18,000
Legal	2,500	1,500	1,500	1,500
Salaries	316,101	311,940	318,054	326,521
Salaries - C'Portal Opex	-10,000	-14,000	-14,000	-14,000
Staff Support Costs	21,000	22,000	22,000	22,000
Staff Training Costs	2,500	2,500	2,500	2,500
Subscriptions	2,200	2,200	2,200	2,200
Superannuation		25,000	25,000	25,000
Tax Advice	5,500	8,000	8,000	8,000
Expenditure - Projects	**1,253,679**	**1,203,929**	**1,173,929**	**1,183,229**
Aerial Photography Expense	400,000	350,000	320,000	320,000
Collaboration Portal Opex	27,979	27,979	27,979	27,979
Lease Expense - ICN	131,600	123,500	123,500	123,500
Lease Expense - Video Confer.	14,100	14,250	14,250	14,250
Projects - Recoveries	680,000	688,200	688,200	697,500
Total Operating Expenditure	**1,698,130**	**1,671,719**	**1,649,333**	**1,667,100**
Operational Surplus/ (Deficit) before Tax	**0**	**0**	**0**	**0**

Undertaken Joint Procurement Projects

Requiring ongoing management for performance, renewal or replacement:

- Accounts Payable automation software
- Advertising services
- Aerial imagery and LiDAR
- Air travel services
- Antivirus software
- Archaeological services
- Asbestos protocols
- Banking
- Cloud services
- Collective training services
- Community engagement app
- Courier services
- Cyber insurance
- Document management – EDRMS
- Document storage
- EFTPOS services
- Electricity
- Electronic purchasing
- EMA membership
- Environmental insurance
- ePlan development
- Firewall Services
- FME Server
- Fuel
- Geospatial training services
- GIS regional technical advisor
- GIS software
- GPS vehicle tracking
- Health & Safety benchmarking
- Health & Safety management software
- Health & Safety training services
- Health & Wellbeing online platform
- Historic imagery digitisation
- HR information systems
- Infrastructure as a Service
- Insurance brokerage services
- Insurance – General
- Insurance – Infrastructure
- IPWEA library
- Media monitoring
- N3/GSB membership
- Office supplies
- Postal services
- Print media copyright services
- Provincial Growth Fund co-funding
- Reprographic – printers/copiers
- Risk management workshops
- Security services
- Staff wellbeing portal
- Telephony – voice, data, mobile, radio
- Tender facilitation
- Transactional banking
- Travel and accommodation services
- Valuation services provider
- Video conferencing services
- Wireless WAN

Shared Services

Managed by BOPLASS or by one or more constituent councils:

- After hours call management
- Archive services
- Building consents
- Contractor H&S prequalification
- Debt management
- Employee benefit schemes
- ESRI GIS software
- FME licensing pool
- GIS imagery data storage
- GIS support (inter-council)
- GIS web services
- Health and safety training
- Historic aerial imagery digitisation
- Insurance COE
- Inter-council network (ICN)
- MahiTahi LG Collaboration Portal
- Media monitoring
- NZAA/ArchSite portal
- Occupational health services
- Radio telephony strategy
- Section 17a reviews
- Shared licence server
- Solid waste services
- Standards NZ
- Te Uru Kahika hub technology infrastructure
- Video conferencing hosting
- Waste Operator and Licensing Data System (WOLDS)

Projects for Consideration

- Accounts payable automation
- Agenda management software
- Archive services
- Asset management
- Building consents
- Business continuity planning
- CCTV monitoring
- Centralised insurance resource
- Contractor online inductions
- Debt Management
- Diversion of putrescible waste from landfill
- Driver training
- Drug & Alcohol testing
- Electoral Officer services
- Engineering Codes of Practice
- Fleet purchasing and management
- Geospatial services
- Health & Safety management system
- Health insurance
- High volume print
- HR management system
- Insurance valuations
- Inter-council secondments
- LGOIMA requests
- Lone worker field solutions
- Payroll
- Property valuation services
- Recruitment management system
- Regional contractor database
- Resident surveys
- Risk and total assurance
- Solid waste regional facilities strategy
- Staff engagement survey systems
- Transactional banking services
- Valuation services provider contract

APPENDIX 2

"COUNCILS PARTNERING FOR VALUE AND SERVICE"

23 February 2026

BOPLASS Ltd
Regional House
Elizabeth Street
Tauranga

DX HP40016
Tauranga Central
Tauranga 3141
Phone 07 577 7342
www.boplass.govt.nz

Stace Lewer
Chief Executive Officer
Ōpōtiki District Council
PO Box 44
Ōpōtiki 3162

Dear Stace

The Local Government Act 2002 requires that the BOPLASS Directors deliver to the Shareholders a report within two months of the end of the first six months of the financial year. The report is required to provide information against the objectives set out in the Statement of Intent.

The attached report and accompanying Chair's letter record the objectives of the Company and reports on performance against the performance requirements set out in the Statement of Intent.

The report was approved for presentation to Shareholder Councils by a resolution of the Board on 20 February 2026.

An electronic copy is attached.

Yours faithfully

Stephen Boyle
BOPLASS Ltd

BOPLASS Ltd

HALF YEARLY REPORT TO SHAREHOLDERS

Period ended 31 December 2025

"COUNCILS PARTNERING FOR VALUE AND SERVICE"

BOPLASS Chair's Report

It is with pleasure that the Directors present their 2025/2026 Half Yearly Report to Shareholders highlighting the continuing value BOPLASS delivers through collaboration and shared services. The first half of the financial year has seen significant progress across a wide range of initiatives.

The BOPLASS collective insurance programme continues to deliver exceptional benefits to our shareholders, with 2025 providing one of the strongest outcomes. This is a reflection of the strategic approach undertaken with insurance and the ongoing proactive engagement within the markets to achieve the best outcomes for member councils. The focus on improved data through group loss modelling and data analysis tools has added to the level of premium savings achieved with this year's renewal.

Collaboration remains central to BOPLASS activities and is reflected in the extensive list of projects in the Half Yearly Report.

The WOLDS project is progressing to deliver a cross-regional licensing and data system for waste operators, building on the earlier work to standardise bylaws and improve data quality. The first phase of this project is due to go live in mid-2026 and will provide benefits to waste operators and councils. Similarly, the joint regional waste strategy and infrastructure plan, supported by Ministry for the Environment funding, reflects the strength of inter-regional partnerships, with BOPLASS and Co-Lab contributing to this important initiative.

The GIS programme continues to deliver efficiencies and innovation. Aerial imagery capture for LiDAR, urban and coastal orthophotography was completed ahead of schedule, and work is underway to produce contours for the entire Bay of Plenty region. BOPLASS is also reviewing GIS software agreements, including opportunities for leveraging the ESRI enterprise agreement for Water Service Organisations, demonstrating BOPLASS commitment to future-focused solutions.

The breadth of activity undertaken in the first six months of this year reflects the dedicated work of the small BOPLASS team, ranging from procurement and insurance, to technology and regulatory alignment. The scope of the work also highlights the strength of collaboration across councils and the tangible benefits delivered through working collectively.

BOPLASS remains committed to identifying new opportunities, supporting innovation, and developing cost-effective solutions for all stakeholders.

On behalf of the Board, I thank our councils, advisory groups and partners for their continued support and engagement. Further details on current projects and initiatives are provided in the attached report.

Yours faithfully

Craig O'Connell
Chair

BOPLASS Ltd

"COUNCILS PARTNERING FOR VALUE AND SERVICE"

HALF YEARLY REPORT TO SHAREHOLDERS

20 FEBRUARY 2026

1 INTRODUCTION

The Local Government Act 2002 requires that the Directors deliver to the Shareholders a report within two months of the end of the first six months of the financial year. The report is required to provide information against the objectives set out in the Statement of Intent. The following report records the objectives of the company and reports on performance against a table of specific performance requirements set out in the Statement of Intent.

2 OBJECTIVES OF BOPLASS LTD

The company exists to provide councils in the Bay of Plenty and Gisborne regions with an umbrella vehicle to investigate, procure, develop, and deliver shared services.

Working together with the full support and involvement of staff, we will provide benefit to councils and their stakeholders through improved levels of service, reduced costs, improved efficiency and/or increased value through innovation.

These will be achieved primarily through:

JOINT PROCUREMENT

Being the procurement of services or products by two or more councils from an external provider regardless of whether the service is paid for through BOPLASS or individually by participating councils.

SHARED SERVICES

Being the participation of two or more councils in the provision of a common service which may be jointly or severally hosted.

3 GOVERNANCE

In the year to date the governance structure has remained stable with no changes to the Board of Directors or Shareholder Representatives.

4 NATURE AND SCOPE OF ACTIVITIES

The principal nature and scope of the activities of BOPLASS Ltd is to:

- Use joint procurement to add value to goods and services sourced for its constituent councils.
- Facilitate shared services that benefit councils and their stakeholders through improved levels of service, reduced costs, improved efficiency, innovation and/or increased value.
- Pursue best practice in the management of all activities to obtain best value and minimise risk.
- Demonstrate fiduciary responsibility by ensuring that its activities are adequately funded from savings achieved, levies, council contributions, or Government funding where available.
- Allow other councils or organisations to participate in its activities where this will benefit its constituent councils directly or indirectly.
- Represent the collective views of its shareholders in matters with which it is associated.

5 FUTURE DEVELOPMENTS

BOPLASS Ltd will continue to work on business cases for joint procurement and shared services that may be provided in the region or cross-regionally.

The Board has adjusted its strategy to ensure a greater focus on shared services opportunities, while continuing to deliver savings and value to councils through new and existing joint procurement initiatives.

Current reviews for joint procurement and shared services cover but are not limited to:

- Agenda management software
- Archive services
- Asset Management
- Building consents
- Business continuity planning
- CCTV monitoring
- Centralised insurance resource
- Chemicals
- Consents processing
- Contractor online inductions
- Debt management
- Diversion of putrescible waste from landfill
- Driver training
- Drug & Alcohol testing
- Electoral Officer services
- Engineering Codes of Practice
- Fleet purchasing and management
- Geospatial services
- Health & Safety management system
- Health insurance
- High volume print
- ICT security policies
- Insurance valuations
- Inter-council secondments
- Joint software support
- LGOIMA requests
- Lone worker field solutions
- Motor vehicle monitoring
- PPE & uniform
- Property valuation services
- Rates collection
- Regional contractor database
- Risk and total assurance
- Solid waste regional facilities strategy
- Staff engagement survey systems
- Vehicle monitoring
- Web services

Other collaborative opportunities may be progressed after the Board has considered individual business cases and formally agreed to take on and deliver (or host/procure etc.) the project.

Joint procurement opportunities will continue to be identified and developed with individual councils engaging under the opt-in principle established by the Board. Joint procurement initiatives will be considered by the Board and/or its advisory groups where there is demonstrated support from two or more member councils.

The Board supports BOPLASS continuing to develop collaboration opportunities outside of the regional boundaries. BOPLASS will continue to proactively explore opportunities to partner with other Local Authorities and shared services organisations within New Zealand where they are developing, or considering developing, cost effective shared services and products that are of value to the Bay of Plenty and Gisborne councils.

BOPLASS development of the Collaboration Portal for the sharing of information on joint procurement or shared services opportunities within the constituent councils has identified a number of duplicate projects across councils which present an opportunity for further collaboration. The BOPLASS Collaboration Portal has become more widely used by other LASS, councils, and local government organisations and provides an opportunity to assist with the identification and management of inter-regional collaboration opportunities. BOPLASS will continue to develop the Collaboration Portal and make it available to the wider local government community.

6 PERFORMANCE TARGETS

To ensure the company continues to operate effectively in both governance and management terms over the next three years the current SOI targets are to:

- Ensure supplier agreements are proactively managed to maximise benefits for BOPLASS councils.
- Investigate new joint procurement initiatives for goods and services for BOPLASS councils.
- Identify opportunities to collaborate with other LASS in Procurement or Shared Service projects where alliance provides benefits to all parties.
- Implement Shared Services demonstrating best practice and added value to participating councils and stakeholders.
- Communicate with each shareholding council at appropriate levels.
- Ensure current funding model is appropriate.

The Board believes that all targets are being achieved or are on-track to be achieved, as is demonstrated by the following list of current initiatives.

7 CURRENT INITIATIVES

The following initiatives have been under consideration or operating during the first part of the year:

HIGHLIGHTS

- NZ Archaeological Association (NZAA) – NZAA implemented new licensing and fees in 2025, resulting in a proposed substantial cost increase for all BOPLASS councils. BOPLASS has negotiated a collective agreement with NZAA ensuring BOPLASS councils now receiving a tailored service with significant financial savings.
- Cross-Regional Waste Strategy and Waste Infrastructure Plan – Bay of Plenty and Waikato councils are collaborating on the development of a joint regional waste strategy and waste infrastructure plan, led by Waikato Regional Council. The Ministry for the Environment has provided funding through the Waste Minimisation Fund to support this initiative. BOPLASS and Co-Lab are both supporting the project.
- Insurance information workshops – BOPLASS has coordinated a series of short, focused online workshops to enhance council staff understanding of insurance processes. Each session addresses a specific topic relevant to council operations. The first workshop, Insurance 101, established a shared baseline of knowledge, followed by sessions on fine arts insurance, covering placement and risk management for art and heritage collections – an area often overlooked due to low premium spend.
- Media Monitoring Service – A collective contract continues to provide BOPLASS councils with a more cost-effective and broader service including print, online, broadcast media, social media and 'social listening' services that analyse social media feedback or sentiment.
- Waste Operator and Licensing Data System (WOLDS) – BOPLASS is leading the collective WOLDS project for BOPLASS and Co-Lab councils: a cross-regional system designed to centralise waste operator licensing and data reporting through a secure portal. This initiative builds on previous collaborative work to standardise waste bylaws and will deliver consistent regulation, improved data quality, and cost efficiencies for councils and operators. Phase 1 councils will incorporate WOLDS licensing into their fees for implementation from 1 July 2026, with operator licensing and data reporting then managed centrally.
- Lone worker field solutions – BOPLASS has been working with the Health and Safety and IT advisory groups to identify new technologies and solutions to support council staff operating in lone worker situations.
- Self-Insurance Options – BOPLASS participated in a project led by MW LASS to assess the viability of councils' self-insuring for high-frequency claims, with the aim of increasing deductibles to reduce premiums. Modelling of current claim scenarios indicated that this approach would not deliver any anticipated savings, as insurers were unwilling to provide premium relief. Current deductible levels remain the most cost-effective option for councils.

- Government procurement rules – BOPLASS has attended recent government webinars on the updated procurement rules and is working closely with council procurement managers to ensure alignment with best practice. While the new rules are not mandatory for local government, they emphasise supporting the New Zealand economy and engaging local suppliers – objectives that are particularly relevant for councils.

- Digital Built Aotearoa Foundation – Underground Asset Register (UAR) – BOPLASS has actively engaged with the Digital Built Aotearoa Foundation to assess regional opportunities associated with the NZ Forward Works Viewer (NFWV) and the emerging Underground Asset Register. This national platform is designed to consolidate underground and above-ground asset information into a single, accessible map, improving safety, reducing asset-strike risk, and supporting better coordination of infrastructure works. As part of this work, BOPLASS has negotiated pricing incentives for our group of councils, however, discounted pricing is contingent on all councils' participation.

- CCTV Monitoring – As a second phase of the BOPLASS CCTV project, BOPLASS is investigating an opportunity to establish CCTV monitoring as a shared service across multiple councils. Centralisation of these services also helps with improved alliance with police requirements.

- Collective Insurance Programme – The BOPLASS collective insurance programme continues to deliver significant benefits to all member councils. The November 2025 renewals provided further improvements in terms, coverage, and premium rates, with over $2.2 million saved across infrastructure and material damage/business interruption policies when compared with premiums for the year prior. The 2025 engagement with the markets was particularly successful and was supported by several proactive initiatives such as group loss modelling (saving over $171,000 by doing this collectively), detailed underwriter presentations, and a focus on enhanced data quality. Additional workstreams that continue to support the collective programme include, the development of an insurance MOU, parametric and disaster waste insurance options, data analysis, and coordination of insurance workshops. These activities ensure councils maintain strong market positioning and continue to secure optimal outcomes.

- Aerial Imagery – Three tenders were awarded for LiDAR, urban and coastal orthophotography covering Tauranga, Rotorua, Western BOP, Whakatāne, Ōpōtiki, and Gisborne regions. Aerial capture was completed ahead of schedule in December 2025.

- Contractor and Employee H&S Inductions – A project continues to be investigated to develop a common platform and standard for the development and management of H&S inductions – for both staff and contractor purposes.

- GIS Software and Services – A number of key contracts for councils' geospatial software have been reviewed and renewed through collective BOPLASS agreements.

- Contours from LiDAR – A project is underway to produce contours for the entire Bay of Plenty region using the LiDAR data that BOPLASS councils have procured collectively for the region. The contours will provide an important complete topography layer for councils' mapping. The collective agreement offers councils a cost-effective solution and improved efficiency for the region under a single process.
- MahiTahi Collaboration Portal – Further growth has been achieved with the MahiTahi Collaboration Portal with additional councils joining and using it as a collaboration tool for sharing information across councils.
- Bulk management tools – BOPLASS is investigating enterprise licencing options for tools to support ArcGIS Online and Portal backup, content migration, and bulk licence allocation. Currently under action.
- Water CCOs GIS Software – BOPLASS is assessing opportunities to utilise its ESRI enterprise agreement to support the establishment of standalone GIS capabilities within Water Service Organisations.
- Health insurance – A project is underway to explore benefits of establishing a group scheme across the BOPLASS group.
- Media Copyright Agency (MCA) – A collective contract providing savings for all BOPLASS councils has been renegotiated with MCA.
- LGOIMA requests – BOPLASS has continued to work in conjunction with the other two LASS in the development of a centralised platform for the sharing of LGOMA information to assist with establishing consistency and best practice with responses.
- Institute of Public Works Engineering Australasia (IPWEA) – BOPLASS has renegotiated a single BOPLASS IPWEA membership covering all councils and providing membership savings.
- Debt Management Services – BOPLASS is working with MW LASS to provide debt management as a shared service to BOPLASS councils.
- Inter-LASS collaboration – LASS leads meet regularly to identify additional opportunities for inter-regional procurement and shared services. It has been agreed that all projects under development or consideration by individual LASS will be made available to the other LASS groups, reinforcing a collaborative approach to collectively achieve efficiencies and improved outcomes. BOPLASS is also working with Co-Lab to offer preferential rates for councils wishing to access existing shared services.
- Communication – BOPLASS continues to regularly engage with our constituent councils, senior management and shareholders to ensure opportunities continue to be developed to the benefit of all stakeholders. Additionally, advisory groups, comprising subject matter experts from each council, meet regularly to identify and lead specific projects to provide benefits to all councils through collaboration.
- Viability of Current Funding Model – The sources of BOPLASS funding and the viability of the funding model are regularly reviewed with financial reporting provided to the BOPLASS Board.

8 FINANCIAL REPORTS

8.1 Financial Support and Accounting Services

Accountancy services and support continue to be provided by Tauranga City Council.

8.2 Accounting Policies

The company is compliant with the accounting policies stated in the Statement of Intent.

8.3 Tier 2 PBE Accounting Standards Applied

The financial accounts are prepared with application of Tier 2 accounting standards.

8.4 Financial Reports

Financial Reports for the period to 31 December 2025 are attached.

8.5 Variations

Aerial photography revenue and expenditure are slightly behind target but this is simply a timing issue with progress payments, with imagery capture often being at the mercy of the weather.

Project revenue is reported as $76,838 ahead of budget. This is due to contributions being received at the commencement of projects and will balance in the second half of the year.

9 STAFFING, ACCOMMODATION AND SUPPORT

Staff

Staffing levels are unchanged with a part-time administrator continuing to provide additional project support and management of existing activities.

Accommodation and Support

We have appreciated the office space provided to us by BOP Regional Council in 2025 and the support that is offered for IT and Accounting services by Tauranga City Council.

BOP LASS LTD STATEMENT OF COMPREHENSIVE INCOME FOR THE MONTH ENDED 31 DECEMBER 2025				
	Actual YTD	**Budget YTD**	**Total Budget**	**YTD Variance**
REVENUE				
Revenue - Core	**187,006**	**189,815**	**379,630**	**(2,809)**
Bank Interest Received	2,191	5,000	10,000	(2,809)
Council Contribution	184,815	184,815	369,630	0
Revenue - Projects	**1,059,635**	**1,006,125**	**1,318,500**	**53,510**
Bank Interest Received	445	125	1,500	320
Aerial Photography Revenue	178,040	200,000	400,000	(21,960)
Collaboration Portal Revenue	19,000	22,500	45,000	(3,500)
Lease Revenue - ICN	70,557	68,500	137,000	2,057
Lease Revenue - Video Conference	14,755	15,000	15,000	(245)
Projects - Recoveries Revenue	776,838	700,000	720,000	76,838
TOTAL OPERATING REVENUE	**1,246,642**	**1,195,940**	**1,698,130**	**50,701**
EXPENSES				
Expenditure - Core	**243,373**	**230,701**	**444,451**	**8,364**
ACC	815	950	950	(135)
Accommodation & Travel	4,142	2,000	4,000	2,142
Accounting & Audit	6,903	12,500	25,000	(5,597)
Administration	14,426	10,000	20,000	117
Amortisation	475	1,000	2,000	(525)
Bank Fees	0	100	200	(100)
Conferences	1,885	1,250	2,500	635
Depreciation	1,383	2,000	4,000	(617)
Directors Costs	10,111	11,500	23,000	(1,389)
Fringe Benefit Tax	1,401	2,250	4,500	(849)
General & Catering	0	750	1,500	(750)
Health & Safety	0	500	1,000	(500)
Insurance	13,530	16,000	16,000	(2,470)
Interest Paid - TCC Loan	0	0	0	0
Legal	0	1,250	2,500	(1,250)
Salaries	181,407	158,051	316,101	23,357
Salaries - Projects OpEx	(6,507)	(5,000)	(10,000(	(1,507)
Staff Support Costs	12,318	10,500	21,000	1,818
Staff Training Costs	552	1,250	2,500	(698)
Subscriptions	533	1,100	2,200	(567)
Tax Advice	0	2,750	5,500	(2,750)
Expenditure - Projects	**1,007,541**	**965,240**	**1,253,679**	**46,610**
Aerial Photography Expense	168,040	200,000	400,000	(31,960)
Collaboration Portal OpEx	11,171	13,990	27,979	(2,818)
Lease Expense - ICN	69,758	65,800	131,600	3,958
Lease Expense - Video Conference	14,053	14,100	14,100	4,262
Projects - Recoveries Expenditure	744,519	671,350	680,000	73,169
TOTAL OPERATING EXPENDITURE	**1,250,914**	**1,195,940**	**1,698,130**	**54,974**
OPERATIONAL SURPLUS / (DEFICIT) BEFORE TAX	**(4,273)**	**0**	**0**	**(4,273)**

BOP LASS LTD STATEMENT OF FINANCIAL POSITION AS OF 31 DECEMBER 2025	
	Actual YTD
Bank	
Cheque Account	529,373
Trust A/c Aerial Photography	211,265
Crime Prevention	1,148
Total Bank	**741,785**
Current Assets	
Trade Debtors	185,058
Accrued Revenue	118,180
Tax Payable (Tax Receivable)	4,228
Prepayments	8,016
Total Current Assets	**315,482**
Non-current assets	
Intangible - Computer Software	79,175
Intangible - Amortisation	(75,546)
Computer Equipment at cost	4,516
Less Accumulated Depreciation on Computer Equipment	(5,223)
Inter Council Network	26,349
Accumulated Depreciation Inter Council Network	(16,991)
Total Non-current assets	**12,280**
TOTAL ASSETS	**1,069,548**
Current Liabilities	
Business Credit Card	223
Trade Creditors	33,570
Accrued Expenses	0
TCC Loan	0
GST Collected, Paid, Payments (Refunds)	(18,413)
Retentions	25,284
Income in Advance	1,002,830
PAYE Accruals Payable	13,627
Total Liabilities	**1,057,121**
NET ASSETS	**12,427**
Equity	
Current Year Earnings	(4,273)
Retained Earnings	(82,303)
Share capital	99,002
TOTAL EQUITY	**12,427**

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date : 6 March 2026

To : Ordinary Council Meeting, 17 March 2026

From : Chief Executive Officer, Stace Lewer

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

File ID : A1367770

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

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 (12/03/2025-13/03/2026)

Month	Submitter	Subject	Due	Total Days Incomplete
January 2026	Federated Farmers	rate revenue	18/02/2026	36
	Stuff Media	Unpaid rates, cost of recovery, council dispute	25/02/2026	31
February 2026	Rhys Hurley - New Zealand Taxpayers Union	Mana whenua/Maori Reports	13/03/2026	19
	Stuff News	Before U Dig costs	24/03/2026	12

4. Meetings / Events Attended by the Chief Executive Officer – 24 January 2026 –6 March 2026:

28 January 2026

Catch up meeting with Bay of Plenty Regional Council Chief Executive, Fiona McTavish

Leadership Panel Discussion - ANZ Waikato Bay of Plenty Magic, Ōhope

National Emergency Management Agency – Governance-Level Co-ordination meeting, via Teams

29 January 2026

Taituara CEs online meeting

2 February 2026

Water Services Working Group workshop, Whakatāne

3 February 2026

Ordinary Council meeting

4 February 2026

Whakatāne

Ratepayer Assistance Scheme briefing

Met with Mark Rawson, Regional Director – Waikato and Bay of Plenty, Kāinga Ora

5 February 2026

ODC Tenders and Procurement Sub-Committee meeting

Met with Chair of Toi-EDA, David Glover

10 February 2026

Water NZ CEs Forum dinner, Auckland

11 February 2026

Water NZ CEs Forum, Auckland

12 February 2026

Citizenship Ceremony

16 February 2026

Chief Executive's Performance Committee informal meeting

Performance and Delivery Committee meeting

17 February 2026

Councillor/CEO catch up meeting

Bay of Plenty Regional Council Annual Plan presentation

18 February 2026

Catch up meeting with Toi Rawhiti Iwi-Led Project Manager, Jodi Porter

Property Advisory Group meeting

National Emergency Management Agency – Governance-Level Co-ordination meeting, via Teams

19 February 2026

Eastern Bay of Plenty Joint Committee meeting, via Teams

Ōpōtiki Harbour Management Committee – non-commercial representative interviews

20 February 2026

Tauranga

BOPLASS Board meeting

Bay of Plenty Chief Executives Forum

23 February 2026

Council workshop

Water Services Working Group meeting

24 February 2026

Coast Community Board meeting, Pāhāōa Marae, Te Kaha

Meeting with MBIE – business impacts SH 2 and SH 35 closures, via Teams

26 February 2026

LGNZ All of Government meeting, Wellington

27 February 2026

LGNZ Rural Provincial Sector meeting, Wellington

2 March 2026

Wastewater wananga with Te Tāwharau o Te Whakatōhea

Met with Chair and CE of Quayside Holdings Ltd

3 March 2026

Bay of Plenty CDEM Co-ordinating Executive Group Meeting, Whakatāne

5 March 2026

Taituara CE Forum - Navigating Reform, Wellington

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

Ōpōtiki District Council

STRONG COMMUNITY STRONG FUTURE

REPORT

Date : 6 March 2026

To : Ordinary Council Meeting, 17 March 2026

From : Chief Executive Officer, Stace Lewer

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

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

13. Confirmation of In-Committee Minutes – Ordinary Council Meeting 3 February 2026.

14. In-Committee Minutes – Risk and Assurance Committee Meeting 17 November 2025.

15. Appointment of the Eastern Bay District Licensing Committee.

16. Eastern Bay of Plenty Provisional Local Alcohol Policy Update.

17. Notes From 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 3 February 2026.**	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 17 November 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.	**Appointment of the Eastern Bay District Licensing Committee.**	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists	Section 48(1)(a)
16.	**Eastern Bay of Plenty Provisional Local Alcohol Policy Update.**	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists	Section 48(1)(a)
17.	**Notes From Council Workshop.**	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 Prevent disclosure or use of official information Carry out, without prejudice or disadvantage, commercial activities	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(h)
15.	Protect the privacy of natural persons	Section 7(2)(a)
16.	Maintain legal professional privilege	Section 7(2)(g)
17.	Protection from improper pressure or harassment Prevent disclosure or use of official information	Section 7(2)(f)(ii) Section 7(2)(j)