



NOTICE OF AN ORDINARY COUNCIL MEETING

**Ōpōtiki District Council Chambers, 108 St John Street, Ōpōtiki
Tuesday, 28 January 2020
Commencing at 9.00am**

ORDER PAPER

OPENING KARAKIA / PRAYER / INSPIRATIONAL READING – COUNCILLOR HOWE

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM

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PUBLIC EXCLUDED BUSINESS

ITEM 09 CONFIRMATION OF IN-COMMITTEE MINUTES – ORDINARY COUNCIL MEETING 17 DECEMBER 2019	
ITEM 10 APPOINTMENT RECOMMENDATION INDEPENDENT CHAIR AND MEMBER RISK AND ASSURANCE COMMITTEE	

(Continued over page)

ITEM 11 PROPERTY TRANSACTION

ITEM 12 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC

CITIZENSHIP CEREMONY

The meeting will adjourn at 10.00am for a Citizenship Ceremony.

Chair: Her Worship the Mayor – Lyn Riesterer

Members: Cr Shona Browne (Deputy Mayor)

Cr Debi Hocart

Cr Barry Howe

Cr David Moore

Cr Steve Nelson

Cr Louis Rāpihana

Committee Secretary: Gae Newell

Quorum: 4

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

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

Aileen Lawrie

CHIEF EXECUTIVE OFFICER



**MINUTES OF AN ORDINARY COUNCIL MEETING DATED THURSDAY, 17 DECEMBER 2019 IN THE
ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 9.07AM**

PRESENT:

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

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Gerard McCormack (Planning and Regulatory Group Manager)
Sarah Jones (Corporate Planner and Executive Officer)
Tina Gedson (Property Officer)
Devon St George (Compliance Officer)
Gae Finlay (Executive Assistant and Governance Support Officer)

GUEST:

Laura Swann (Consultant Planner)

MEDIA:

James Sandbrook (Ōpōtiki News)

PUBLIC:

Len Forrester

Her Worship the Mayor stated that the flag at the Council offices has been flying at half-mast as a mark of respect for the Whakaari White Island victims. She noted that one of the victims, Tipene Maangi, is being put to rest today.

The recent passing of long time Ōpōtiki resident, Vera Oswald, was acknowledged by Her Worship the Mayor, along with that of Mark Lester who was Council's Finance and Corporate Services Manager from 2011-2014.

Her Worship the Mayor said it is with sadness that we reflect on these happenings and the people involved as we start today's meeting.

Councillor Hocart then opened the meeting with an excerpt from a book titled 'A Fire in Your Belly'.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Len Forrester – Ōpōtiki Harbour Development Project

Len Forrester queried whether it was time to put the harbour development to sleep, adding that over the last 10-12 years a lot of money has been spent on the project and "where are we at today?" He also questioned how many people in the township will use the harbour, maybe 1 in 100 or 1 in 200. Len Forrester stated that many people he has spoken to go out of town and he was not sure residents of Te Kaha and Waihou Bay would use the harbour. He thought that putting metal on country roads would be a better use of money, and would be much more appreciated by the community.

Len Forrester also questioned the idea of a camera on the bar. He also stated that the community does not want another Waitahe Bridge scenario where metal and rubbish comes down from the valley and piles up.

Councillor Howe stated that there is a bigger picture around the harbour and what is happening out at sea with the progression of open sea farming.

Her Worship the Mayor likened the harbour development to a sleeping giant which it is hoped will be woken up shortly. She thanked Len Forrester for his attendance, adding that his comments were appreciated and will be taken on board.

Len Forrester left the meeting at 9.18am.

1. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING: 12 NOVEMBER 2019 p3

RESOLVED

- (1) That the minutes of the Ordinary Council meeting held on 12 November 2019 be confirmed as a true and correct record.**

Hocart/Moore

Carried

2. MAYORAL REPORT – 8 NOVEMBER 2019-12 DECEMBER 2019 p12

RESOLVED

- (1) That the report titled “Mayoral Report 8 November 2019-12 December 2019 be received.**

Browne/Rāpihana

Carried

3. ŌPŌTIKI MARINE ADVISORY GROUP (OMAG) UPDATE p16

RESOLVED

- (1) That the report titled “Ōpōtiki Marine Advisory Group (OMAG) Update” be received.**

HWTM/Moore

Carried

4. REDEVELOPMENT OPTIONS – LOTS 9 AND 10 CHURCH STREET, ŌPŌTIKI p31

The Corporate Planner and Executive Officer spoke to the report, in particular giving an overview of each of the options outlined.

Deputy Mayor Browne, being a member of the Property Committee, gave some background to this item.

The Corporate Planner and Executive Officer and the Property Officer answered questions from Councillors.

Councillor Howe thought it would appropriate for the Property Committee to meet, look at options and bring some recommendations back to Council. He noted that a tenant would need to be secured for a new building so that the rent is guaranteed.

The Chief Executive Officer stated that the Long Term Plan gives staff a work programme. This item has been in the Long Term Plan for some time and has been consulted on, budgeted and allocated. Staff are now bringing recommendations and options to Council.

In response to a suggestion that an open space may be a good place to start, the Corporate Planner and Executive Officer said that a lot of cost and resource goes into creating an open space and making it safe. She suggested retail space may be a better option.

Following a discussion, there was a vote on the two options recommended in the report.

Vote:

Option A – Continue with redevelopment of Lots 9 and 10 as was envisaged in the 2019-2028 LTP.

Her Worship the Mayor, Deputy Mayor Shona Browne.

Vote:

Option B – Instruct staff to reconsider opportunities for redevelopment of Lots 9 and 10.

Councillors Hocart, Moore, Nelson, Howe, Rāpihana.

Council agreed that that pulling the buildings down is the first step.

The Corporate Planner and Executive Officer and the Property Officer will arrange a meeting with the Property Committee when options with costings have been explored.

RESOLVED

(1) That the report titled “Redevelopment Options – Lots 9 and 10 Church Street, Ōpōtiki” be received.

Hocart/HWTM

Carried

(2) That Council instructs staff to reconsider opportunities for redevelopment of Lots 9 and 10.

Hocart, Moore, Nelson, Howe, Rāpihana

Carried

The Corporate Planner and Executive Officer and the Property Officer left the meeting at 9.47am.

5. TRIENNIAL AGREEMENT 2019-2022 **p25**
2019

RESOLVED

- (1) That the report titled "Triennial Agreement 2019-2022" be received.**
- (2) That Council notes that 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 Council approves the Bay of Plenty Triennial Agreement 2019-2022.**

HWTM/Browne

Carried

6. SCHEDULE OF MEETINGS 2020 **p41**

An amended Schedule of Meetings was tabled.

RESOLVED

- (1) That the report titled "Schedule of Meetings 2020" be received.**
- (2) That Council adopts the Schedule of Meetings as tabled.**

Browne/Hocart

Carried

7. CHIEF EXECUTIVE OFFICER'S UPDATE **p44**

RESOLVED

- (1) That the report titled "Chief Executive Office's Update" be received.**
- (2) That Council confirms the authorisation given by Mayor Riesterer for Joseph Hayes and Jakob Carter to apply to the Southern Trust for funding on behalf of the Ōpōtiki District Council to assist with the costs of the 2019/20 Ōpōtiki Summer Festival.**

HWTM/ Rāpihana

Carried

8. RESOLUTION 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:

- 9. Confirmation of In-Committee Minutes – Ordinary Council Meeting 12 November 2019.**
- 10. Consenting and Risk Management Options.**

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

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9.	Confirmation of In-Committee Minutes – Ordinary Council Meeting 12 November 2019	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.	Consenting and Risk Management Options	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

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

9.	Protect the privacy of natural persons Protect information 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)
10.	Protect the privacy of natural persons Protect information Maintain legal professional privilege	Section 7(2)(a) Section 7(2)(b)(i) & (ii) and Section 7(2)(e) Section 7(2)(g)

Browne/Nelson

Carried

The meeting adjourned for morning tea at 10.02am and reconvened at 10.19am. The Compliance Officer and James Sandbrook did not rejoin the meeting at this time.

RESOLVED

- (1) That the resolutions made while the public was excluded, except for clauses 2, 3, 4 and 6 of Item 10 (Consenting and Risk Management Options) be confirmed in open meeting.**
- (2) That the public be readmitted to the meeting.**

Hocart/Rāpihana

Carried

RESOLVED

- (1) That the minutes of the In-Committee Ordinary Council meeting held on 12 November 2019 be received.**

Rāpihana/Hocart

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.25AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE COUNCIL HELD ON 28 JANUARY 2020**

L J RIESTERER

HER WORSHIP THE MAYOR

Minutes of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Meeting held in Mataatua Room, Bay of Plenty Regional Council, 5 Quay Street, Whakatāne on Monday, 16 December 2019 commencing at 10.00 a.m.

Present:

Appointees:

Bay of Plenty Regional Council (BOPRC): Councillor D Love
Kawerau District Council (KDC): Mayor M Campbell, Deputy Mayor F Tunui (Alternate)
Ōpōtiki District Council (ODC): Mayor L Riesterer, Deputy Mayor S Browne (Alternate)
Rotorua Lakes Council (RLC): Mayor S Chadwick
Tauranga City Council (TCC): Deputy Mayor L Baldock (Alternate)
Western Bay of Plenty District Council (WBOPDC): Mayor G Webber
Whakatāne District Council (WDC): Deputy Mayor A Iles (Alternate)

In Attendance:

Emergency Management Bay of Plenty (EMBOP): Clinton Naude - Director; Andrea Thompson - Executive Assistant
KDC: Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer
BOPRC: Sarah Omundsen - General Manager, Regulatory Services; Kay Boreham - Marketing & Communications Advisor; Merinda Pansegrouw - Committee Advisor
TCC: Rowan Wallace, Manager Emergency Management
Other: Andrew Hickey - Regional Emergency Management Advisor, National Emergency Management Agency (NEMA); Superintendent Andy McGregor - District Commander New Zealand Police; Paul Blackmore – Powerco & Chair of the Bay of Plenty Lifelines Group

Apologies:

Mayor Tenby Powell (TCC) and Mayor Judy Turner (WDC)

1 Opening

Coordinating Executive Group Chair Russell George opened the meeting and chaired proceedings until the Deputy Chairperson had been elected.

Members acknowledged everyone affected by the Whakaari/White Island eruption: the families and friends of the people who lost their lives and were injured in the eruption on 9 December 2019, and all those involved in the recovery and response efforts.

2 **Apologies**

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies from Mayor Tenby Powell and Mayor Judy Turner tendered at the meeting.

Webber/Chadwick
CARRIED

3 **Public Forum**

Nil

4 **Acceptance of Late Items**

Nil

5 **General Business**

Nil

6 **Declaration of Conflicts of Interest**

Nil

7 **Previous Minutes**

7.1 **Civil Defence Emergency Management Group Joint Committee Minutes - 27 September 2019**

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the Civil Defence Emergency Management Group Joint Committee Minutes - 27 September 2019.

Love/Webber
CARRIED

8 **Reports**

8.1 **Confirmation of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2019 - 2022 Triennium**

Coordinating Executive Group Chair Russell George presented the report.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Confirmation of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2019 - 2022 Triennium;**

Chadwick/Riesterer

- 2 Confirms its membership is:**

- a. Bay of Plenty Regional Council; Councillor David Love and Councillor Stuart Crosby (alternate)**
- b. Kawerau District Council; Mayor Malcolm Campbell and Deputy Mayor Faylene Tunui (alternate)**
- c. Ōpotiki District Council; Mayor Lyn Riesterer and Deputy Mayor Shona Browne (alternate)**
- d. Rotorua Lakes Council; Mayor Steve Chadwick and Deputy Mayor David Donaldson (alternate)**
- e. Tauranga City Council; Mayor Tenby Powell and Deputy Mayor Larry Baldock (alternate)**
- f. Western Bay of Plenty District Council; Mayor Garry Webber and Deputy Mayor John Scrimgeour (alternate)**
- g. Whakatāne District Council; Mayor Judy Turner and Deputy Mayor Andrew Iles (alternate)**

Campbell/Chadwick

- 3 Confirms System B as its voting system to elect a Chairperson and a Deputy Chairperson as set out in Clause 25, Schedule 7 of the Local Government Act 2002;**

Love/Iles

Mr George called for nominations for the position of Group Chairperson. Mayor Webber nominated Mayor Tenby Powell as Group Chairperson; Mayor Campbell seconded the motion. As only one nomination was received for the role of Chairperson, no voting was required.

- 4 Elects Mayor Tenby Powell as Group Chairperson for the 2019-2022 local authority triennium;**

Iles/Chadwick

Mr George called for nominations for the position of Group Deputy Chairperson. Deputy Mayor Baldock nominated Councillor David Love as Deputy Group Chairperson; Mayor Chadwick seconded the motion. As only one nomination was received for the role of Deputy Chairperson, no voting was required.

- 5 Elects Councillor David Love as Deputy Chairperson for the 2019-2022 local authority triennium;**

Coordinating Executive Group Chair Russell George vacated the chair and in the absence of the newly elected chair, Deputy Chairperson Councillor David Love assumed the chair.

- 6 Adopts as its standing orders the document attached as Appendix 2, as adopted by the administrating authority on 26 November 2019 pursuant to Clause 27 (1) and (2), Schedule 7 of the Local Government Act 2002, and Section 19(1) of the Civil Defence Emergency Management Act 2002;**

Webber/Riesterer

- 7 Confirms the following 2020 meeting dates:**

- **Friday, 27 March 2020**
- **Friday, 26 June 2020**
- **Friday, 25 September 2020**
- **Friday, 18 December 2020.**

Love/Riesterer

8.2 **Director Emergency Management Bay of Plenty Update**

National Emergency Management Agency to replace Ministry of Civil Defence & Emergency Management

Director, Emergency Management Bay of Plenty Clinton Naude provided a brief overview on the newly established National Emergency Management Agency (NEMA).

Key Points:

- NEMA became operational 1 December 2019
- On this day, all existing functions and staff of the Ministry of Civil Defence & Emergency Management transferred into NEMA and the Ministry ceased to exist
- NEMA assumed all of the current responsibilities of the Ministry of Civil Defence & Emergency Management (MCDEM) under the Civil Defence Emergency Management Act 2002 and National Civil Defence Emergency Management Plan 2015
- Established as an autonomous Departmental Agency with its own Chief Executive, under the Department of the Prime Minister and Cabinet
- The primary function of NEMA would be to support and enable communities to manage emergencies
- A Chief Executive had been appointed for an interim period, with a primary focus on leading the transition from MCDEM into NEMA, and achieving the strategic shift sought by the government
- Sarah Stuart-Black would continue in her statutory role as the Director of Civil Defence Emergency Management, bringing her wealth of operational excellence, skills and relationships to NEMA in that role and reporting to the Interim Chief Executive.

Members' Comments

- Noted that review of the Civil Defence Emergency Management Act 2002 had been paused to align with the establishment of NEMA and that elected members would be afforded further opportunity to provide input on key proposals relevant to

the Emergency Management System Reform and proposed amendments to the Civil Defence Emergency Management Act 2002.

Items for Staff Follow-up:

- To convene future workshops for members of the Civil Defence Emergency Management Group Joint Committee, enabling consultation/feedback on proposed amendments to the Civil Defence Emergency Management Act 2002, in particular relating to the clarification of the following matters: (1) the role of navigators, and (2) training of staff (capability/costs/resources).

Whakaari/White Island Update

Director, Emergency Management Bay of Plenty Clinton Naude provided a brief overview of the response operation that was currently under way after the Whakaari/White Island volcano erupted on Monday 9 December 2019:

Key Points:

- The Bay of Plenty CDEM Group was the lead agency for this event supported by NZ Police as operational lead for rescue and recovery
- The Local Emergency Operations Centre (LEOC) was established in the Whakatāne District Council Chambers; the Tauranga based Group Emergency Coordination Centre (GECC) was subsequently moved to Whakatāne and integrated with the Local Emergency Operations Centre to ensure efficient co-ordination between all agencies
- Bay of Plenty Harbourmaster had declared a 5 mile exclusion zone for all vessels (except those tasked by NZ Police) around Whakaari/White Island
- Te Rūnanga o Ngāti Awa and Te Tapatoru a Toi Joint Management Committee had introduced a rāhui along areas of the coastline over the tribe's customary coastal boundaries as a result of the eruption at Whakaari / White Island
- Circumstances did not require the declaration of a State of Emergency as the Bay of Plenty CDEM Group Controller had all the necessary powers in place to deal with the issues at hand
- The main objectives of the response were: search and rescue followed by a search and recovery operation and welfare support to victims, their families and friends
- Auckland Civil Defence Emergency Management Group was assisting to provide a seamless continuity of care for the families as they transfer to Auckland to be close-by their loved ones
- The interpretation of the Privacy Act 1993 had been a challenge as some agencies were reluctant to share information. Strict protocols had been introduced to protect individuals
- Acknowledge the huge pressure on staff.

New Zealand Police District Commander: Superintendent Andy McGregor provided a verbal update on the current status of the Whakaari/White Island Response:

Key Points:

- Status of those affected by the eruption
 - There were 47 people on the Island at the time of the eruption
 - As at 16 December:
 - 14 people remain in hospital across New Zealand
 - 3 people have been discharged from hospital in New Zealand
 - 2 people remain unaccounted for on or in the vicinity of White Island
 - 13 people have been transferred from New Zealand to Australia
 - 16 people have been confirmed deceased – this includes 15 people who died in New Zealand and one person in Australia

- All response agencies were absolutely committed to the recovery and return of the two remaining bodies to their loved ones
- NZ Police believed that the two remaining victims were possibly both in the water
- NZ Police were working with partner agencies to examine weather patterns, ocean currents and digital imagery in an attempt to locate them
- Remained deeply committed to that goal, to allow families closure
- It was likely that all of the injured people from the eruption in New Zealand hospitals would eventually be transferred to Middlemore Hospital for ongoing care
- A key focus since the eruption had been wrap around welfare support to victims, their families and friends
- The Whakaari/White Island volcano remained highly volatile and an explosive eruption from the hot gas vent could happen with no precursory activity
- Operations would continue to focus on recovery from the Island. Police would continue to release updates as and when available.

Members' Comments:

- Acknowledged the continuous support given by iwi
- Agreed that future licensing requirements for tourism activities on Whakaari/White Island needed to be addressed at a national level
- Stressed that clinical supervision for all members of staff post the event was of great importance
- Thanked the NZ Police for their dedication.

Items for Staff Follow-up:

- At a future meeting, the Committee to consider lessons learnt from the Whakaari/White Island event to ensure current policies/plans were appropriate
- Staff to be cognisant of planned building alterations at Whakatāne District Council Buildings due to earthquake strengthening requirements and to ensure that alternative venues in Whakatāne was available if required.

8.3 **Bay of Plenty Civil Defence Emergency Management Group Controller Appointments**

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

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Controller Appointments;**
- 2 Rescinds the appointment of the following Bay of Plenty Civil Defence Emergency Management alternate Group Controllers;**
 - a) Chris Ingle, General Manager, Integrated Catchments, Bay of Plenty Regional Council**
 - b) Warwick Murray, Consultant Natural Resource Management Consulting Services**
 - c) Craig Morris, Manager Recovery and Projects, Emergency Management Bay of Plenty**
 - d) Jono Meldrum, Manager Operational Readiness, Emergency Management Bay of Plenty**

8. Presentations

8.1 International Associate Emergency Managers Awards

Presentation of the International Associate Emergency Managers (IAEM) Awards by Kristin Hoskin, Oceania Council Vice President IAEM was deferred to a future meeting of the Committee.

The meeting closed at 11:03 am

Councillor David Love – Deputy Chairperson
Bay of Plenty Civil Defence Emergency Management
Group Joint Committee

Date



REPORT

Date : 16 January 2020

To : Ordinary Council Meeting, 28 January 2020

From : Her Worship the Mayor, L J Riesterer

Subject : **MAYORAL REPORT 9 DECEMBER 2019–16 JANUARY 2020**

File ID : A187782

WHAKAARI WHITE ISLAND ERUPTION

Following the Whakaari White Island eruption, I attended at Whakatāne District Council on 9 December to support our neighbours.

The following day, 10 December, the Chief Executive Officer and myself attended a 6.00am briefing with the Prime Minister at Whakatāne District Council, followed by the national news briefing.

Along with Tamati Coffey MP, I met with a local victim's relatives, followed by a meeting with the Manager of White Island Tours.

I have also attended or met with the following:

13 DECEMBER 2019

Mayors Taskforce For Jobs Core Group meeting, Wellington

The first MTFJ meeting for three new member Mayors and it was a good round up of what the group had achieved throughout 2019. We covered Industry Training Graduations and the growth around ITOs' involvement. The Chair, Max Baxter – Mayor of Otorohanga – will be touring all TAs early this year. There are 26 new Mayors throughout New Zealand. Max and Noa (Taskforce Co-ordinator for MTFJ) will be travelling to meet with us and discuss current programmes.

16 DECEMBER 2019

Civil Defence Emergency Management Group Joint Committee meeting, Whakatāne

There was a full debrief around the Whakaari White Island tragedy and the steps undertaken as this moves from disaster management to recovery management.

17 DECEMBER 2019

Ordinary Council meeting

Met with Office for Maori Crown Relations representatives

This was a "meet and greet" exercise with Glenn Webber giving an update at where both iwi Treaty settlement negotiations/agreements are at.

18 DECEMBER 2019

Met with Jade King-Hazel, Eastern Bay of Plenty Operations Manager, Department of Conservation
Jade advised that there would be an increase in the number of DOC officers "on the ground" and based in Ōpōtiki plus the DOC office at our *i*-SITE will be manned for more hours every day starting soon.

20 DECEMBER 2019

Regional Transport Committee meeting, Tauranga

The first big meeting for myself and Councillor D Moore at the table with Mayors from most Bay of Plenty TAs, BOPRC and NZTA (including the Environmental Advisor and the Freight Advisor). A very fast-paced meeting with little room to ask questions.

22 DECEMBER 2019

Commissioning of new public BBQ at Waiōtahe Beach

A neat new facility for our community. We need to assess how well it is kept clean, maintained and at what cost, but a great addition to the beach space at Waiōtahe.

23 DECEMBER 2019

Christmas radio message, Bridge FM

1XX recorded messages and answers to questions posed by their reporter.

7 JANUARY 2020

Interview with BayTrust media contractor in relation to the BayTrust funding for Te Tahuhu o Te Rangi
This article will appear in the BayTrust newsletter and explains what, where and who for around its grant to Council. We gained \$300,000 from BayTrust.

14 JANUARY 2020

Met with Jane Nees, Deputy Chair Bay of Plenty Regional Council

A relationship building exercise covering quite a few issues.

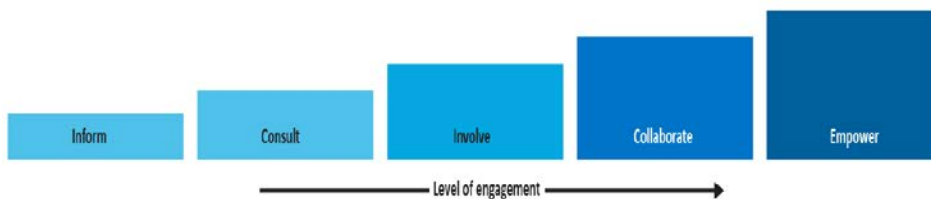
SIGNIFICANCE ASSESSMENT

Assessment of significance

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

Assessment of engagement requirements

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



RECOMMENDATION:

- 1. That the report titled “Mayoral Report 9 December 2019–16 January 2020” be received.**

Lyn Riesterer

HER WORSHIP THE MAYOR

REPORT

Date : 12 January 2020
To : Ordinary Council Meeting, 28 January 2020
From : Engineering and Services Group Manager, Ari Erickson
Subject : **OPOTIKI WASTEWATER TREATMENT UPGRADE**
File ID : A187766

EXECUTIVE SUMMARY

The Opotiki wastewater treatment facilities were planned in the 2018 LTP to be upgraded in 2025 to align with renewal of the current resource consent and growth. In 2019 effluent tests from the oxidation ponds recorded bacteria levels in excess of consented limits. An investigation was commissioned which staff are currently reviewing. Officers believe the primary cause is due to accelerated sludge accumulation resulting from rehabilitation project operations. The ponds were already near due for desludging and were budgeted for in the 2018 LTP. There is potential opportunity to achieve value for Council by bringing the planned treatment upgrade project forward to coincide with desludging, staged over the next 3 years. Furthermore legislative change will soon necessitate treatment upgrade in advance of consent expiry in 2025 and the potential imminent harbour decision will likely drive growth in the immediate future. It is proposed that \$1.93m in planned budgets for desludging, component renewal and treatment upgrade from 2020 to 2028 be amalgamated into a single project budget to be staged over the next 3 years.

PURPOSE

The purpose of this report is to seek Council resolution to bring forward \$1.93m in planned budgets between 2020 to 2028, to fund desludging operations and treatment upgrade over a staged 3 year project.

BACKGROUND

The Opotiki wastewater infrastructure consists of approximately \$25m of reticulation including pipes, manholes and pump stations that serve the township between the two rivers and at Waiotahi Drifts as well as approximately \$5m of treatment infrastructure including an Imhoff tank for primary treatment located next to Tarawa Creek, oxidation ponds for secondary treatment and soakage lines for final discharge to land located at the end of Snell's Rd. For decades Opotiki's wastewater reticulation has suffered severely from the inflow of stormwater and the infiltration of ground water due to advancing age as well as other factors including poor installation quality in the 1950's and Opotiki's susceptibility to flooding. In heavy rainfall events the scheme would experience as much as 10 times the normal dry weather flow, well beyond the scheme's capacity. Historically, with Opotiki's population reasonably stable, this widespread system failure was left unaddressed primarily due to the significant cost associated with its remediation. In more recent years with the long term vision of Council to facilitate growth, improving the wellbeing of the community and its ability to afford infrastructure the wastewater inflow and infiltration (I&) issue needed to be addressed. In 2008 Council set about investigating remediation options culminating in a full performance and condition assessment and subsequent options analysis in 2016. The assessment concluded that the I&I issue was indeed widespread causing system failures resulting in wastewater overflows, loss of service and strain on the treatment system which threatened public health and the environment. The options analysis determined that rehabilitation of the network via pipe relining and on-property repairs was the most affordable option long term.

In 2017 Council resolved to undertake the rehabilitation project for a budget of \$12m. The initial phase of the rehabilitation project is now nearing completion and to date is under budget at approximately \$5m spent. So far staff have assessed that there has been at least a 25% reduction in average daily flows but will not be able to assess the true success of the first phase until full completion. The key reason for this is the level of detriment caused by the direct inflow of stormwater. Put in context, it only takes 28 gully traps exposed to stormwater inflow for the system to reach capacity. Hundreds of gully traps and direct inflow sources have been remediated so far but there are still dozens of properties to be addressed. Council officers believe that a second phase to the project will be required to reach complete resolution and to maintain system function into the future. The second phase being a long term programme of monitoring and identification to flush out any remaining, as well developing sources of inflow and infiltration as pipes continue to age and degrade and illegal connections are potentially installed.

The treatment component of Opotiki's wastewater scheme currently teeters on capacity. Wastewater overflows into the designated overflow pond occasionally exceed consented limits. In prior years exceedance overflows have occurred as many as a dozen times a year due to I&I, last year thankfully only once. Irrespective of I&I the treatment system is very near its design capacity and was as such planned for upgrade in the 2018 LTP for 2025 to align with resource consent renewal and the onset of growth. Growth coming in the form of both infill in the township between the two rivers and extension of reticulation to the Hikutaia area which was planned for the same timeframe.

In 2019 the treatment ponds recorded a bacterial effluent level beyond consented limits which has continued to increase in subsequent tests. It is suspected that the cause is due to flushing operations being undertaken as a part of the rehabilitation project which has caused an accelerated accumulation of sludge in the oxidation ponds which were already close to due for desludging. A full investigation into the cause was commissioned and staff are at present reviewing the findings. The findings are still expected to point at a need to desludge the oxidation ponds as the primary cause.

DISCUSSION

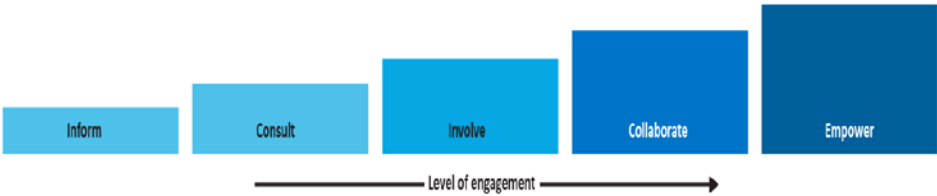
Despite ongoing review into the cause of increases in bacterial levels it is important that a resolution is implemented quickly and clear messaging is maintained with regional council to avoid prosecution. As the pond is due for desludging and budget was set aside in the 2018 LTP Council officers wish to proceed at once. Council officers also believe however that there is potential opportunity to achieve value for Council by bringing the planned upgrade of the treatment facility forward to align with desludging operations. By staging the treatment upgrade over the next three years there are potential options to construct infrastructure that can serve dual purposes, initially providing for desludging and later functioning as components of the treatment system itself. Committing to completing the treatment upgrade ahead of consent expiry is also soon to become a legislative requirement and given a potential imminent harbour decision, growth is also a primary driver in bringing the project forward.

It is proposed that \$1.93m of planned budgets for treatment upgrade, components renewals and desludging be brought forward into a 3 year staged upgrade project. The increased spending sooner rather than later should not result in an increase in rate demand as underspend on the reticulation rehabilitation project planned for the past 3 years is underspent by \$7m and isn't likely to exceed full expenditure before the originally planned treatment upgrade timeframe.

SIGNIFICANCE ASSESSMENT

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for resolution to bring forward \$1.93m in planned budgets for the wastewater treatment upgrade is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

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



COMMUNITY INPUT AND PUBLICITY

As the first stage of the wastewater treatment upgrade will be primarily associated with desludging operations planned in the 2018 LTP, consultation has in effect already been undertaken. Treatment upgrades will proceed next financial year and will be consulted on through the 2020-21 annual plan process.

Authority

Council has the authority to make decisions on the recommendations provided in this report in accordance with the Local Government Act 2002.

CONCLUSION

To resolve current consent non-compliances, adhere to impending legislative change, enable growth in Opotiki and take advantage of potential value it is proposed that \$1.93m in planned budgets between 2020 and 2028 be moved forward to fund upgrade of the Opotiki wastewater treatment plant and complete desludging operations. The work will be staged over 3 years and due to underspend on the wastewater reticulation rehabilitation project will not result in a rate increase.

RECOMMENDATIONS:

1. That the report titled "Opotiki Wastewater Treatment Upgrade" be received.
2. That Council approves bringing forward \$1.93m in planned budgets into 2019/20, 2020/21 and 2021/22 to complete the project.

Ari Erickson

ENGINEERING AND SERVICES GROUP MANAGER

REPORT

Date : 11 January 2020
To : Ordinary Council Meeting, 28 January 2020
From : Engineering and Services Group Manager, Ari Erickson
Subject : **SNELL ROAD UPGRADE 2019/20 – STAGE 1**
File ID : A187754

EXECUTIVE SUMMARY

The Snell Road upgrade was planned in Council's 2018 LTP to be completed in line with a favourable harbour decision. The upgrade was intended to serve a dual purpose, initially to provide access for construction traffic and upon completion of the harbour, to provide access to public facilities. The upgrade sought 75% funding from New Zealand Transport Agency [NZTA] and was included in the Regional Land Transport Plan but unfortunately was not included in the National Land Transport Plan (NLTP). With a harbour decision now imminent the first stage of the upgrade is required to enable transport of construction materials and plant to the construction staging site. A Business Case seeking funding has been submitted to NZTA but award has not been received as yet. Staff expect that funding may not be approved until the subsequent NLTP due to fully allocated funding this planning period and the staging of the project which will not see the intended public benefit till the completion of the harbour. This report seeks Council resolution to underwrite an additional \$400k on top of the existing \$600k Council budget for the first stage of the Snell Rd upgrade in anticipation that NZTA funding will later be approved.

PURPOSE

The purpose of this report is to seek Council resolution to underwrite an additional \$400k on top of the existing \$600k already budgeted by Council to fund for the \$1m first stage of the Snell Rd upgrade.

BACKGROUND

The Snell Road upgrade was planned in Council's 2018 LTP to be completed in line with a favourable harbour decision. The upgrade was intended to serve a dual purpose, initially to provide access for construction traffic and upon completion of the harbour, to provide access to the harbour and facilities for the public. The upgrade sought 75% funding from NZTA and was included in the Regional Long Term Plan but unfortunately, due to the uncertain status of the harbour at the time, was not included in the National Long Term Plan. With a harbour decision now imminent the first stage of the upgrade is required to enable transport of construction material and plant to the construction staging site. Staff intend to complete this first stage by forming a fit for purpose metal road.

A Business Case seeking funding has been submitted to NZTA but award has not been received as yet. Staff expect that funding may not be approved until the subsequent NLTP due to fully allocated funding this planning period and the staging of the project which will not see the intended public benefit till the completion of the harbour. Upon receipt of central Government funding for the harbour, construction is programmed to begin in June with preliminary works starting as soon as March. The Snell Rd upgrade is therefore required to begin in the next few months leaving insufficient time to wait for a funding award from NZTA.

DISCUSSION

The first stage of the Snell Rd upgrade is a critical component of the Harbour construction. The current road terminates some 200m before the proposed staging site and lacks the appropriate width and structural integrity to ensure safe transit of heavy materials. Council officers propose to spend \$1m on the initial upgrade providing a fit for purpose metal road beyond the existing sealed section. A second stage to fully seal the road would be constructed upon completion of the harbour providing access to the harbour and facilities for the public.

Council budgeted \$600,000 in the 2018 LTP for its portion of the total budget to complete the upgrade in anticipation that NZTA would fund the total \$2.4m project cost at 75%. A Business Case has been submitted to NZTA but unfortunately award has not been received as yet. Council officers suspect award may not be received until the 2022 NLTP. This report seeks Council resolution to underwrite an additional \$400k on top of the existing \$600k Council budget for the initial construction stage to enable the Harbour project.

The \$400,000 shortfall will in the first instance be bridge financed pending NZTA funding approval. There is however a risk that NZTA does not approve funding which would result in an additional cost

to rate payers over that which has already been planned of \$3.20. This risk is however considered to be low due to the public benefit outcomes of the project once complete which adheres with NZTA funding criteria.

SIGNIFICANCE ASSESSMENT

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

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



COMMUNITY INPUT AND PUBLICITY

As a decision from central Government to fund the harbour has not yet been announced the intention to fund the Snell Rd upgrade cannot be publicly notified at this time. It is proposed that upon receipt of a decision Council’s resolution be released alongside with the harbour communications.

Authority

Council has the authority to make decisions on the recommendations provided in this report in accordance with the Local Government Act 2002.

CONCLUSION

Upon receipt of the central Government funding harbour construction is programmed to begin in July with preliminary works starting as soon as March. The Snell Rd upgrade is therefore required to begin as soon as practicable to ensure a safe means of transit is available for harbour construction. There is insufficient time to wait on funding award for the road upgrade from NZTA which may not come until the 2022 NLTP. In order to proceed it is proposed that Council underwrite the project for the

additional \$400,000 required on top of the \$600,000 already budgeted to provide a fit for purpose metal road.

RECOMMENDATIONS:

- 1. That the report titled "Snell Road Upgrade 2019/20 - Stage 1: Reconstruction" be received.**
- 2. That Council approves bridge financing of \$400,000 to complete the project.**
- 3. That Council approves loan funding of \$400,000 in the event NZTA funding does not eventuate.**

Ari Erickson

ENGINEERING AND SERVICES GROUP MANAGER

REPORT

Date : 16 January 2020
To : Ordinary Council Meeting, 28 January 2020
From : Planning and Regulatory Group Manager, Gerard McCormack
Subject : **PLANNING, REGULATORY, PARKS AND RESERVES SIX MONTH REVIEW**
File ID : A187706

EXECUTIVE SUMMARY

The report provides an overview of the activities carried out within the Planning, Regulatory, Parks and Reserves Group for the first six months of the 2019-20 financial year.

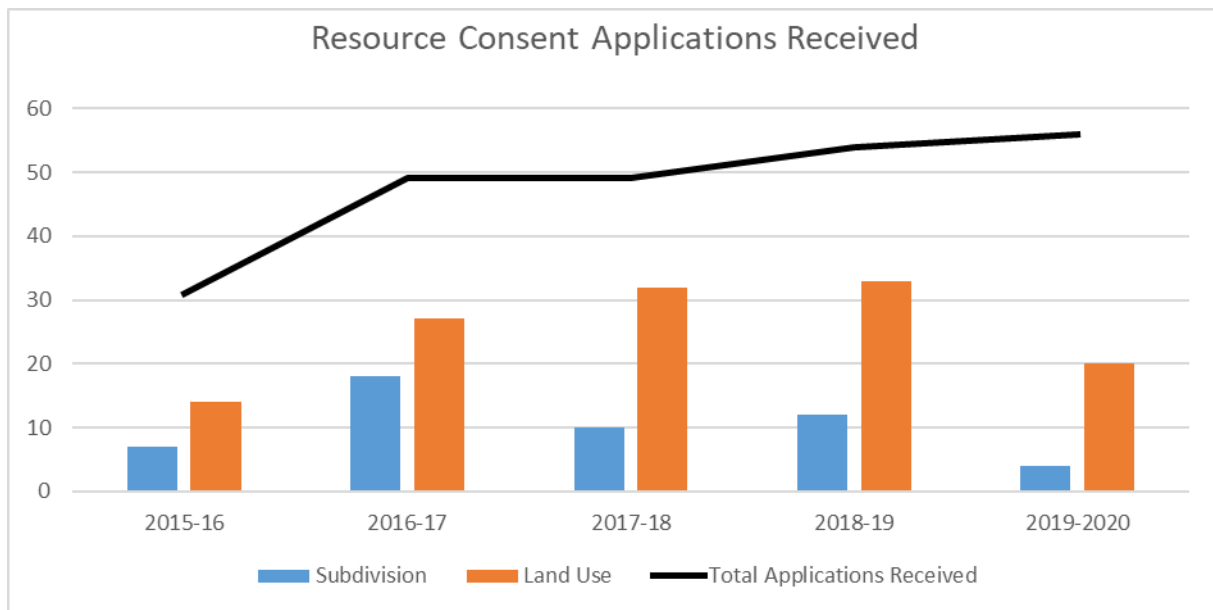
PURPOSE

This report seeks to provide an overview of the work undertaken within the Planning, Regulatory, Parks and Reserve Group during the first half of this financial year 2019-20. This report is for information only.

DISCUSSION

Resource Consents

A total of 24 resource consent applications were received, consistent with the trend since 2016 with approximately 50 applications being received per annum. The number of subdivision and land use consents are on track to be similar in number to the previous three financial years.



We have received and dealt with 188 enquiries relating to resource consents, representing a drop of just over 100 enquiries compared the same period last year.

We currently have one full time resource consent officer processing the majority of resource consents and dealing with all enquiries received. The larger more complicated and time-consuming consents received are being processed by a consultant. At this stage workloads are manageable with enquiries being responded to in a timely manner and all resource consent applications being processed within 20 working days. If application numbers were to increase beyond current levels then we would be reliant on consultants to assist with processing consents in the short term. If application numbers were to remain high then the appointment of another resource consent officer would be considered as a longer term solution.

Following requests from local iwi and community groups, all resource consents applications received and the decisions made in respect of those application from June 2017 have been made available on our website on the following link: <https://www.odc.govt.nz/our-services/planning-guidance-and-resource-consents/Pages/default.aspx>

A student was employed between June and September to update our resource consent database and ensure that all files are scanned into our document management system. As a result all resource consent files back to 2009 have been scanned. The Council has begun back scanning property files and as part of this project all remaining resource consents files will be scanned into the system. This will improve the availability of resource consent files and accuracy of the information held on property files.

District Plan

Following the notification of decisions on the proposed District Plan in May 2018, ten appeals were lodged with the Environment Court. These appeals have all been resolved, subject to one final consent order being agreed and signed off by the Environment Court Judge in the coming weeks. A report summarising the outcome of the appeals will be presented to a future Council meeting.

Town centre revitalisation

The town centre revitalisation project commenced in July, and numerous consultation events carried out with the community. Providing a useful insight as to how they feel about the town centre and what they would like to see happen to it in the future. Work is ongoing to finalise a draft version of the revitalisation plan and this will be presented as part of a workshop to CBD revitalisation working group, followed by a report to Council, prior to going out to public consultation.

Building consents

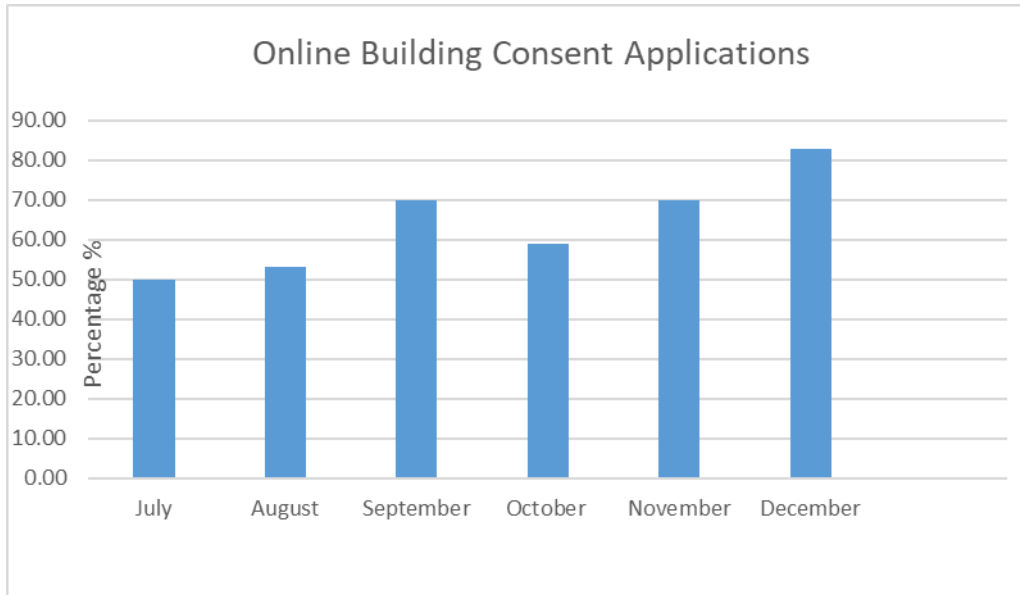
Ninety building consents were received during the reporting period, which represents a 32% increase in the number of applications compared to the same period last year. If the trend continues then it is expected that this year will exceed the previous highest number of applications received in 2017-18.

A total of 74 building consents have been approved, 65 (88%) within 20 working days and 9 (12%) outside. Fifty eight Code for compliance certificates were received and 69 were issued, 77% within 20 working days.

In relation to the estimated work value of building consent applications received this year it is just under \$7.5 million which is consistent with an annual figure of around 15million, achieved over the last five years.

Online applications

So far this year 62% of building consent applications have been received using the online portal, an increase of 12% since last year. The intention is to do more publicity around the availability of the online portal and increase the number of online submissions. Online applications improve efficiency as officers can begin assessing the application on day one rather than having to wait for paperwork to be scanned in and files made up. Vetting of applications is more streamlined and applicants don't have to pay a deposit as they get billed once the consent is ready to be issued.



Notices to fix

Thirteen Notices to Fix have been issued during reporting period as outlined in the table below:

Reason for notice to fix	Number of notices issued
Swimming pool fencing does not comply	2
Drainage works undertaken	1
Works to a residential property	4
Works to an outbuilding	1
No current building warrant of fitness	1
No building consent for change of backpackers to residential accommodation	1
No Building consent for change of use from a bake house to residential unit	1
Failure to meet building code E.1.1(a) by safeguarding people from injury or illness and other property from damage caused by surface water	1
Residential unit built without consent	1

An audit of compliance work was undertaken relating to Building Warrants of Fitness (BWOFs), compliance schedules and swimming pools, by officers from MBIE in August. A number of recommendations were made which are currently being worked through. The intention is to visit the majority of premises with BWOFs over the coming year to increase the levels of compliance within the District. This process of improving compliance is likely to lead to more Notices to Fix and potentially Infringement Notices being issued.

Natural hazards

The Bay of Plenty Regional Council have recently completed work on a coastal calculator which models inundation from the sea. The Regional Council is currently undertaking further studies on coastal erosion and flood modelling for the Ōpōtiki township. This improved knowledge and understanding of natural hazards and the impact on land within the District will impact on the way building consent applications are processed. It is expected that a significant number of consent applications will require a notice under section 73 of the Building Act on the title of the property, before they can be approved, due to the land being subject to one or more natural hazards.

The building consents team currently has one full time administrator, two full-time and one part-time Building Consent Officers. Western Bay of Plenty District Council (WBOP) have agreed to process consents on our behalf where required and are also providing officers to assist with site inspections. We continue to work closely with WBOP to improve our resilience and ability to respond to spikes in application numbers. This relationship is also assisting us to fill the gaps in technical knowledge that arise in a small team. We will continue to monitor application numbers and if the trend continues to rise then consideration will be given to recruiting additional members of staff.

Earthquake prone buildings

As required by legislation Council has identified priority earthquake prone buildings. Letters have been sent to 50 owners requesting that a structural engineer undertake an assessment of the building. Owners have until the end of this year to provide a copy of the assessment carried out. One earthquake prone building notice has been issued on the St John building and they are working on ensuring compliance with it.

Environmental Health

The number of food premises registered within the district has decreased slightly from 64 to 62 we are on track to inspect all food premises, operating under food control plan templates, within the financial year, with 13 having already been visited. Our inspectors are reporting continued improvement in operating practices and compliance with the Food Act requirements.

Premises type	Number registered	Inspection carried out (Revisits not included)
Food (operating under food control plan template)	46	13
Food (Operating under national programmes)	16	n/a*

Campground	12	0
Hairdressers	4	0
Mobile Traders/Hawkers	14	n/a**

*Visits are carried out by third party providers not the Council

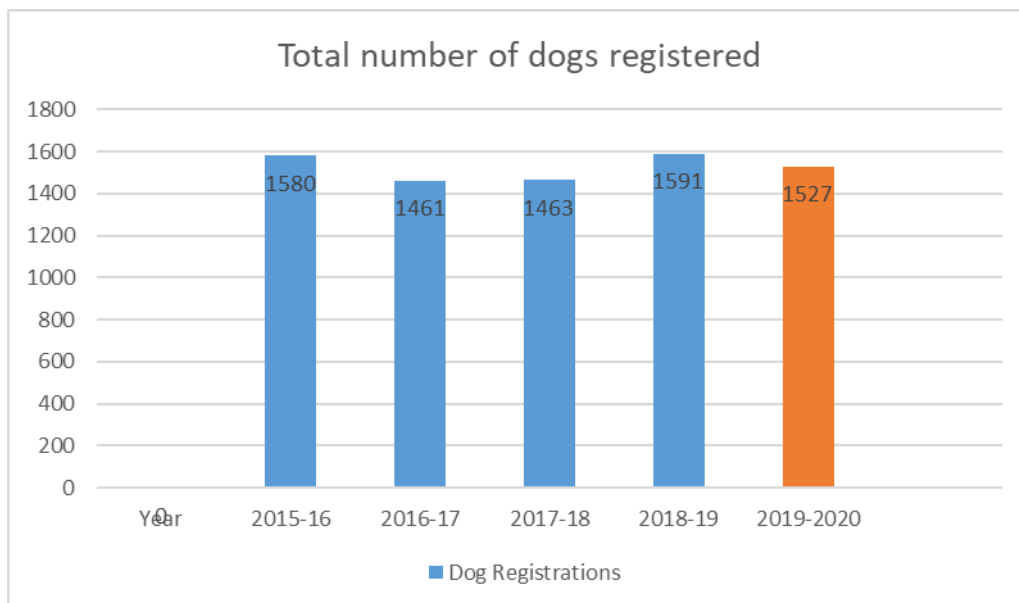
**Council does not proactively visit mobile traders or hawkers operating in the district

Inspections and verification of food control plan templates for food businesses are currently carried out by consultants. The consultants carry out the work over the course of a week every 8-10 weeks.

The annual inspection of all campgrounds and hairdressers is scheduled to be completed by 1 March 2020.

Animal Control

This year 1,527 dogs have already been registered, which is 33 more than last year which had the highest number of registered dogs ever. The graph below shows the total number of dogs registered each year since 2015-16.



In terms of numbers of dogs impounded there has been a decrease compared to previous years. In terms of impounded dogs very few are now of a menacing or dangerous breed, which can be directly attributed to the Council's decision to fund a de-sexing programme over the past five years.

During the reporting period 62% of impounded dogs were either rehomed or returned to their owners which is up from the last year's previous high of 47%. Following the SPCA's decision to leave the

District last year, Animal Control Officers have been pro-actively working with adoption groups and organisations throughout the country to rehome dogs.

The table below provides an overview of the total number of dogs impounded and reason they left the pound, since 2015.

Activity	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
Dogs euthanized	44 (36%)	206 (52%)	181 (64%)	280 (66%)	294 (66%)	426 (70%)
Dogs stolen from pound	2	3	1	5	1	8
Dogs returned to owner	45 (38%)	128 (32%)	87 (31%)	98 (23%)	95 (21%)	134 (22%)
Dogs rehomed	29 (24%)	60 (15%)	14 (5%)	39 (9%)	54 (12%)	34 (6%)
Dogs impounded	120	397	283	422	444	602

As set out in the Long Term Plan the pound facilities will be upgraded in the coming year, which will ensure that it is fully compliant with the Ministry for Primary Industries guidance on care of animals.

Officers have developed a dog education programme that the New Zealand Institute of Animal Management are currently peer reviewing. The programme main focus is on educating children about how to safely interact with dogs to prevent bites that can ultimately lead to serious and life altering ramifications for them and their pets. Once finalised the programme will be presented to schools and community groups within the District. We will be the first Council in New Zealand to provide the option of having our dog education programme available in either te reo Māori or English.

Liquor Licensing

Licensing applications continue to be processed within targeted timeframes. A couple of hearings have been carried out during the reporting period. We currently have half a full-time post allocated to processing licensing applications and carrying out inspections of premises. At present the number of applications received is consistent with previous years and staffing levels are sufficient to cover the workload.

Application type	Number received	Number processed
Specials	13	13
Cubs	1	1
ONS	4	3
OFF	2	1
Manager Certificate	14	14
Temporary	1	1
Total	35	33

Other Regulatory Activities

Council decided in October 2018 to establish infringement fines under the Litter Act 1979. Since then twelve Infringement Notices have been issued to individuals who were found to be illegally dumping rubbish.

Officers continuing to monitor vehicles parked within the township on an ad hoc basis and in response to complaints from members of the public, who are increasingly using the Council Antenno application to report concerns. The table below provides an overview of the reasons for issuing infringement notices and number of notices issued.

Reason for infringement notice	Number of notices
Parking in disabled bay	12
No warrant of fitness	10
No registration	8
Parking on a footpath	16
Inconsiderate parking	7
Double parking	6
Wrong side of the road	3
Total	62

Rapid Numbering Project

In August last year the RAPID Numbering and Road Naming Officer attended a kaumatua hui organised by Te Runanga o Te Whānau to discuss the importance of rapid numbers for rural

communities. Officers from St John and Fire and Emergency New Zealand were present and these organisations are now discussing ways to enable Council to share the addressing data with local emergency services to improve response times.

The rapid numbering project will be completed in the coming weeks once updated addresses for properties along State Highway 35 are sent to Land Information New Zealand. Community groups (such as hapū, iwi and neighbourhood watch) are being helped in developing maps and spreadsheets as they develop address databases to assist with emergency evacuation and neighbourhood safety.

The inclusion of macrons in the spelling of Ōpōtiki District has been approved by the New Zealand Geographic Board and came into effect on 17 January 2020.

Parks and Reserves

Cemeteries

There have been nine burials and four ash lawn interments in the main Te Ranganui Cemetery with 10 burials, and four ash interments at the old Waitangi Cemetery.

	Te Ranganui Cemetery	Waitangi (Ōpōtiki Lawn) Cemetery
Adult Burial	8	9
Infant Burial	1	1
Lawn Ash Interment	4	2
Niche Wall Ash Interment	0	2

Reserve Management Plan

The draft reversion of the Council updated Reserve Management Plan is currently out for public consultation with the final date for submissions being the 28 February. The plan includes 48 specific policies that relate to all reserves and then the more detailed information and future management strategies for each of the 30 specific reserve areas identified in this plan.

Cycle Trail

Staff have been working with the Motu Trails Trust and Department of Conservation to improve and ensure more consistency in the maintenance standards of the Dunes and Pakihi cycle trails. The Pakihi trail was unfortunately closed for almost six months, following a slip on the trail. This had a significant effect in reducing the number of visitors using the trail over this period.

The Trails Trust has constructed two new shelters at the 9km mark on the DOC section of the Dunes Trail and at the shuttle drop off point on the Gisborne District Council's portion of the Motu Rd.

The revised business case for funding the extension of the Motu Cycle Trail from Ōpōtiki to Whakatāne was submitted to MBIE for consideration. In response MBIE have offered to fund half of the cost of the detailed design work and cost estimates for the trail. Officers have responded asking for assurances that if the Council were to fund the remaining 50% of this work that the construction phase would follow. To date we have not received assurances but further enquiries are being made and options being considered. It is expected that a report will be presented to Council in due course to make a decision accordingly.

Te Ahiaua (Pipi Beds) Reserve

Resource consent has been approved and the detailed design for the internal roadway extension and car/ campervan parking areas has been finalised. Officers are now moving forward with tendering for this work and envisage commencement before the end of June.

Church St Reserve (formerly known as the Rose Gardens Reserve)

The roses from this reserve have been relocated to a more compactly set out formal rose garden on the Bridge Street Reserve. Work on the redevelopment of the Church Street Reserve as approved by Council on 23 July is expected to commence by the end of June.

Tree Removals and Pruning

Three of the large Poplar trees located in the section of St John St between Kelly and Victoria Streets were removed with the remaining nine having 20-25% reduction pruning works undertaken. These trees, which are listed as notable trees in the District Plan, had become unsafe and dangerous.

SIGNIFICANCE ASSESSMENT

Assessment of significance

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

Assessment of engagement requirements

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



CONCLUSION

At present, the number of applications being received and general workload within the Planning and Regulatory Group remains similar to previous years and therefore manageable within existing resourcing allowances. Improvements to systems and processes have been carried out and consultants have been brought in to respond to spikes in workload and build resilience within the team.

With potential for further positive announcements in relation to the harbour development and other funding for projects within the Eastern Bay, it is envisaged that more applications will be received over the next 1-3 years. This will put pressure on our small team. However, with improved use of IT, continued development of relationships with other Councils and consultants, we should have sufficient capacity to deal with a small uplift in application numbers in the short term. If larger numbers of applications are received over a longer term, consideration will be given to the recruitment of additional staff.

RECOMMENDATION:

- 1. That the report titled "Planning and Regulatory Six Month Review" be received.**

Gerard McCormack

PLANNING AND REGULATORY GROUP MANAGER

REPORT

Date : 16 January 2020
 To : Ordinary Council Meeting, 28 January 2020
 From : Chief Executive Officer, Aileen Lawrie
 Subject : **CHIEF EXECUTIVE OFFICER'S UPDATE**
 File ID : A187794

WHAKAARI WHITE ISLAND ERUPTION

Following the Whakaari White Island eruption, I accompanied Mayor Riesterer to Whakatāne District Council on 10 December for a 6.00am briefing with the Prime Minister, followed by a national news briefing.

LGOIMA REQUESTS

LGOIMA Report (01/12/2019-21/01/2020)

Month	Submitter	Subject	Due
December 2019	Treecology Tree Consultancy	Trees protected by District Plan	Completed
	Jaime McDorley	Sport & Recreation Funding	27/01/2020
	Mediaworks	Pool regulations	Completed
	Soil & Health Association of New Zealand	Glyphosate herbicide	Completed
	Stuff media	Request for GIS files	12/02/2020
January 2020	Jayne Richards	Nitrates in Drinking Water	07/02/2020
	Nicholas Turoa	LGOIMA Request referred from BOPRC	18/02/2020

MEETINGS / EVENTS ATTENDED BY CEO – 13 DECEMBER 2019 – 16 JANUARY 2020

13 DECEMBER 2019

Meeting with HEB Construction, Mt Maunganui

17 DECEMBER 2019

Ordinary Council meeting

Met with Office for Māori Crown Relations representatives

18 DECEMBER 2020

Met with Jade King-Hazel, Eastern Bay of Plenty Operations Manager, Department of Conservation

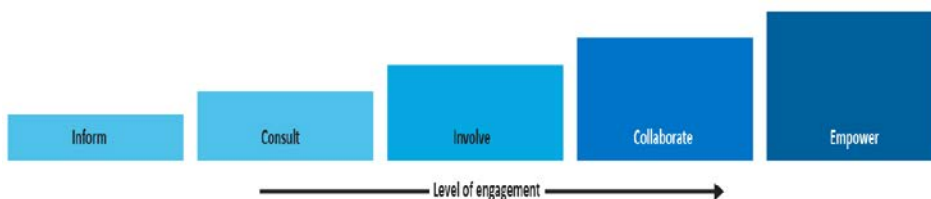
SIGNIFICANCE ASSESSMENT

Assessment of significance

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

Assessment of engagement requirements

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



RECOMMENDATIONS:

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

Aileen Lawrie

CHIEF EXECUTIVE OFFICER

REPORT

Date : 22 January 2020
 To : Ordinary Council Meeting, 28 January 2020
 From : Chief Executive Officer, Aileen Lawrie
 Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

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

- 9. Confirmation of In-Committee Minutes – Ordinary Council Meeting 17 December 2020.**
- 10. Appointment Recommendation Independent Chair and Member Risk and Assurance Committee.**
- 11. Property Transaction.**

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

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9	In-Committee Minutes – Ordinary Council Meeting 17 December 2020	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.	Appointment Recommendation Independent Chair and member Risk and Assurance Committee	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

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

9.	Protect the privacy of natural persons Protect information 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)
10.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)
11.	Protect the privacy of natural persons Commercial sensitivity Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(i)