



KAWERAU DISTRICT COUNCIL

Te Kaunihera ā rohe o Kawerau

TAONGA O TE WHENUA - TREASURE OF THE LAND

**The Ordinary Meeting of the
Kawerau District Council will be held
on Wednesday 27 November 2024
in the Council Chambers
commencing at 9.00am**

A G E N D A

GUIDELINES FOR PUBLIC FORUM AT MEETINGS

1. A period of thirty minutes is set aside for a public forum at the start of each Ordinary Council or Standing Committee meeting, which is open to the public. This period may be extended on by a vote by members.
2. Speakers may address meetings on any subject. However, issues raised must not include those subject to legal consideration, or be issues, which are confidential, personal, or the subject of a formal hearing.
3. Each speaker during the public forum is permitted to speak for a maximum of three minutes. However, the Chairperson has the discretion to extend the speaking time.
4. Standing Orders are suspended for the duration of the public forum.
5. Council and Committees, at the conclusion of the public forum, may decide to take appropriate action on any of the issues raised.
6. With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

**The Ordinary Meeting of the Kawerau District Council
will be held on Wednesday 27 November 2024
in the Council Chambers commencing at 9.00am**

A G E N D A

1 **Karakia Timatanga | Opening Prayer**

2 **Apologies**

3 **Leave of Absence**

4 **Declarations of Conflict of Interest**

5 **Meeting Notices**

6 **Nga Mihimihi | Acknowledgements**

7 **Public Forum**

8 **CONFIRMATION OF COUNCIL MINUTES**

8.1 **Ordinary Council – 30 October 2024**

Pgs. 1 - 7

Recommendation

That the Minutes of the Ordinary Council Meeting held on 30 October 2024 be confirmed as a true and accurate record.

8.2 **Extraordinary Council Meeting – 13 November 2024**

Pgs. 8 - 9

Recommendation

That the Minutes of the Extraordinary Council meeting held on 13 November 2024 be confirmed as a true and accurate record.

9 **RECEIPT OF COMMITTEE MINUTES**

9.1 **Regulatory and Services Committee Meeting – 13 November 2024**

Pgs. 10 - 12

Recommendation

That the Minutes of the Regulatory and Services Committee meeting held on 13 November 2024 be confirmed as a true and accurate record.

9.3 **Iwi Liaison Meeting – 21 October 2024**

Pgs. 13 - 14

Recommendation

That the Minutes of the Iwi Liaison Meeting held on 21 October 2024 be received.

9.3 Accessibility Group Meeting – 7 November 2024

Pgs. 15 - 16

Recommendation

That the Minutes of the Iwi Liaison Meeting held on 7 November 2024 be received.

10 Her Worship the Mayor's Report (101400)

Pgs. 17 - 19

Recommendation

That Her Worship the Mayor's report for the period Thursday 24 October to Wednesday 20 November 2024 be received.

11 Action Schedule (101120)

Pgs. 20 - 22

Recommendation

That the updated Action Schedule of resolutions/actions requested by Council be received.

12 Adoption of Porritt Glade Annual Report for year ended 30 June 2024 (Group Manager, Finance and Corporate Services) (201000)

Pgs. 23 - 38

Attached is a report from the Group Manager, Finance and Corporate Services covering the Adoption of Porritt Glade Annual Report for year ended 30 June 2024.

Recommendations

- 1. That the report "Adoption of Porritt Glade Annual Report for year ended 30 June 2024" be received.*
- 2. That Council adopts the Porritt Glade Annual Report for the year ended 30 June 2024.*
- 3. That the Mayor and Chief Executive Officer are delegated to sign the Porritt Glade Annual Report for the year ended 30 June 2024, following the adoption by Council.*

13 Annual Plan Performance for the three months ended 30 September 2024 (Group Manager, Finance and Corporate Services) (110400)

Pgs. 39 - 69

Attached is a report from the Group Manager, Finance and Corporate Services covering the Annual Plan Performance for the three months ended 30 September 2024.

Recommendations

That the report "Annual Plan Performance for the three months 30 September 2024" be received.

14 Council Meetings Schedule for 2025 (Group Manager, Finance and Corporate Services) (104000)

Pgs. 70 - 72

Attached is a report from the Group Manager, Finance and Corporate Services covering the Council Meetings Schedule for 2025.

Recommendations

1. That the report “Council Meetings Schedule for 2025” be received.
2. That Council adopts the Council meetings, as detailed in Appendix A – “Council Meetings Schedule for 2025”.

15 Naming Policy renaming request: Seeking Council approval for Stoneham Park to be renamed Tūwharetoa Park (Communications and Engagement Manager) (407900)

Pgs. 73 - 89

Attached is a report from the Communications and Engagement Manager covering the Naming Policy renaming request: Seeking Council approval for Stoneham Park to be renamed Tūwharetoa Park.

Recommendations

1. That the report “Naming Policy renaming request: Seeking Council approval for Stoneham Park to be renamed Tūwharetoa Park” be received.
2. That Council either;
 - a) approves the application to rename Stoneham Park to become Tūwharetoa Park.

Or

 - b) declines the application to rename Stoneham Park, and retains the current name. This option is not recommended as this is not the wish of the family of the namesake, nor in keeping with the guidance sought by Council from the Council Iwi Liaison and Cultural Advisor.

16 Appointment of Independent Commissioner for RMA Hearing (Group Manager, Regulatory and Planning) (301500)

Pgs. 90 - 99

Attached is a report from the Group Manager, Regulatory and Planning covering the Appointment of Independent Commissioner for RMA Hearing.

Recommendations

1. That the report “Appointment of Independent Commissioner for RMA Hearing” be received.
2. That Council adopts Option 1, being that in accordance with Section 34A of the Resource Management Act 1991 Council appoints Gina Sweetman as the Independent Commissioner to make decisions under Section 95A-95E, 104, 104A-104D and 108 of the Resource Management Act 1991, in respect to resource consent LL-2024-9983-00 Expansion of vermicomposting activity – 296A Tarawera Drive – Ecocast, being heard by Kawerau District Council (in conjunction with Whakatane District Council) and the Bay of Plenty Regional Council for land recently transferred from Whakatane District Council.

17 Exclusion of the Public

Recommendation

That the public is excluded from the following part of the proceedings of this meeting, namely:

- 1. Minutes for Confidential Meeting Held on 30 October 2024.**
- 2. Stoneham Park Residential Development Heads of Agreement**

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

| General Subject of the 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 |
|---|---|---|
| 1. Minutes for Confidential Meeting held on 25 September 2024. 2. Stoneham Park Residential Development Heads of Agreement | Maintain the effective conduct of public affairs through the free and frank expression of opinions. | 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) (i) |

This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

18 Karakia Whakamutunga | Closing Prayer

M Godfery

Chief Executive Officer

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**Minutes of the Ordinary Meeting of the Kawerau District Council
held on Wednesday 30 October 2024
in the Council Chamber commencing at 9.03am**

Present: Her Worship the Mayor F K N Tunui
Deputy Mayor A Rangihika
Councillor C J Ion
Councillor B Julian
Councillor R G K Savage
Councillor W Godfery
Councillor S Kingi
Councillor J Ross
Councillor R Andrews

In Attendance: Chief Executive Officer (M Godfery)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Operations and Services (R Nel)
Group Manager, Regulatory and Planning (M Glaspey)
Economic & Community Development Manager (L Barton)
Administration Officer (L Kerei)

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

No Apologies were received.

3 Leave of Absence

Received

A Leave of Absence was received from Councillor Kingi for Wednesday 13 November 2024.

**Councillors Ion / Ross
CARRIED**

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Meeting Notices

Chief Executive Officer advised that there were late changes to the Annual Report and Summary Annual Report in agenda item 16 that were required by Audit.

6 Nga Mihimihi | Acknowledgements

Chief Executive Officer acknowledged the Finance and Corporate Services team for all the work that has gone into achieving the completion of the audit sign off.

7 Public Forum

Brent Mitchell

Brent raised concerns about the alleyway that is adjacent to his property and between Pollen and Fenton Street. Dirt bike riders are mistreating and riding in the alleyway. He also raised issues of strangers using the alleyway to go onto his property and his neighbours. A request was made a few years ago for the alleyway to be closed but due to a petition this request was declined.

Deputy Mayor Rangihika, the chair of the Community Safety Committee (formerly known as Crime Reduction Forum) thanked Brent for coming in today and agreed with his concerns.

Her Worship the Mayor gave thanks to Brent and gave assurance for Council Staff to contact Mr Mitchell to discuss a resolution to his concerns and the mistreatment of the alleyway.

Brett Pacey

Brett thanked the Kawerau District Council as individuals and as a team for the year we have had in Kawerau.

8 CONFIRMATION OF COUNCIL MINUTES

8.1 Ordinary Council – 25 September 2024

Resolved

That the minutes of the Ordinary Council Meeting held on 25 September 2024 be confirmed as a true and accurate record.

**Deputy Mayor Rangihika/ Councillor Godfery
CARRIED**

8.2 Extraordinary Council – 16 October 2024

Resolved

That the minutes of the Extraordinary Council Meeting held on 16 October 2024 be confirmed as a true and accurate record.

**Councillors Kingi / Ross
CARRIED**

9 CONFIRMATION OF COMMITTEE MINUTES

9.1 Regulatory and Services Committee Meeting – 16 October 2024

Correction:

Page 12 – Item 10 – Action Item – Elected Members requested a timeline for the Housing Development not specifically the Porritt Galde Lifestyle Village Development.

Resolved

That the minutes of the Regulatory and Services Committee Meeting held on 16 October 2024 be confirmed as a true and accurate record.

**Councillors Ion / Savage
CARRIED**

9.2 Audit and Risk Committee Meeting – 7 October 2024

Resolved

That the minutes of the Audit and Risk Committee Meeting held on 7 October 2024 be received.

**Councillors Julian / Ion
CARRIED**

9.3 Iwi Liaison Meeting – 16 September 2024

Correction:

Page 16 – Item 4.2 – Change Street to Crescent for streets Tiwhatiwha and Piripiri.

Resolved

That the minutes of the Iwi Liaison Meeting held on 16 September 2024 be received.

**Her Worship the Mayor / Councillor Kingi
CARRIED**

9.4 Crime Reduction Forum Meeting – 9 October 2024

Resolved

That the minutes of the Crime Reduction Forum Meeting held on 9 October 2024 be received.

**Deputy Mayor Rangihika / Councillor Godfery
CARRIED**

10 RECEIPT OF REGIONAL MINUTES

10.1 BOP Regional Transport Committee – 13 September 2024

Councillor Julian acknowledged the minute taker. She found it easy and clear to follow the documents.

Resolved

That the minutes of the BOP Regional Transport Committee meeting held on 13 September 2024 be received.

**Councillor Kingi / Deputy Mayor Rangihika
CARRIED**

10.2 BOP Mayoral Forum – 16 September 2024

Resolved

That the minutes of the BOP Mayoral Forum meeting held on 16 September 2024 be received.

**Her Worship the Mayor / Councillor Ross
CARRIED**

10.3 Eastern Bay of Plenty Joint Committee – 19 September 2024**Resolved**

That the minutes of the Eastern Bay of Plenty Joint Committee meeting held on 19 September 2024 be received.

**Her Worship the Mayor / Councillor Ion
CARRIED**

10.4 BOP Civil Defence Emergency Management – 27 September 2024**Resolved**

That the minutes of the BOP Civil Defence Emergency Management meeting held on 27 September 2024 be received.

**Her Worship the Mayor / Deputy Mayor Rangihika
CARRIED**

11 Her Worship the Mayor's Report**Resolved**

That Her Worship the Mayor's report for the period Thursday 19 September to Wednesday 23 October 2024 be received.

**Her Worship the Mayor / Deputy Mayor Rangihika
CARRIED**

12 Action Schedule (Chief Executive) (101120)**Correction:**

Page 63 – R&S 16.10.24 Action item – Elected Members requested a timeline for the Housing Development not specifically the Porritt Galde Lifestyle Village Development.

Resolved

That the updated Action Schedule of resolutions/actions requested by Council is received.

**Councillors Kingi / Savage
CARRIED**

13 Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024 (Chief Executive Officer) (101445)

Council discussed the report on the Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024.

Elected Members acknowledged the excellent work and support provided by Amy Hayes, Mayors Taskforce for Jobs coordinator.

Resolved

That the report “Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024” be received.

**Her Worship the Mayor / Councillor Ross
CARRIED**

14 Funding for Economic Development (Toi-EDA) (Chief Executive Officer) (309101)

Council discussed the report on the Funding for Economic Development (Toi-EDA).

Resolved

1. *That the report “Funding for Economic Development (Toi-EDA)” be received.*
2. *That Council transfers \$18,750 which is the remaining funds tagged for Toi-EDA, to the general economic development budget.*

**Councillor Ion / Deputy Mayor Rangihika
CARRIED**

15 Review of Council’s Investment Policy and Liability Management Policy (Group Manager, Finance and Corporate Services) (110551)

Council discussed the report on Review of Council’s Investment Policy and Liability Management Policy.

Resolved

1. *That the report “Review of Council’s Investment Policy and Liability Management Policy” be received.*
2. *That Council adopts the “Investment Policy” and “Liability Management Policy,” as presented in the appendixes to this report and the policies are effective 1 November 2024.*

**Councillors Savage / Kingi
CARRIED**

16 Adoption of Annual Report and Summary for year ended 30 June 2024 (Group Manager, Finance and Corporate Services) (201000)

Council discussed the report on Adoption of Annual Report and Summary for year ended 30 June 2024.

Group Manager, Finance and Corporate Services gave the following updates/corrections:

Annual Report:

- Page 21 – The cash flow actual figures 2023/24 have minor changes.
- Page 48 – Under 25. Contingencies on the fourth line of paragraph 2 the word “extend” should be “extent”.
- Page 50 – Updated number of Staff for 2023/24
- Page 53 – In the affordability graph data for 2023/24 actual rates income has been changed from being 85% to 61%.
- Page 58 – Operations Control Benchmark Graph, benchmark data updated from 74% to 63% for 2023/24.
- Page 89 – The second part of the commentary for Safety of drinking water has been removed.
- Page 95 – System Adequacy results updated to 0.3 overflows from 2 overflows and only 1 dry weather overflow in the comments section from 2 dry weather overflow.

Summary Annual Report:

- Page 9 – Two minor rounding changes to the Statement of Cash Flows.
- Page 10 – In the first paragraph the Auditors wanted mention that the Summary Financial Statements are for Council and not a group.
- Page 11 – Under Statement of Contingent Liabilities – correct the word “extend” to “extent”.

Councillor Godfery left the meeting at 11.27am

Following Corrections from Elected Members:

- Summary Annual Report – Page 3 – Bullet point 4 – Add the “s” in Māori Investments Limited.

Elected Members have requested the following be double checked:

- The placing of macrons for Māori words in the Annual Report and Summary Annual Report.
- To check the owner of the Otarahanga Farm and update as required.

Councillor Godfery returned to the meeting at 11.31am

Resolved

1. *That the report “Adoption of Annual Report and Summary for year ended 30 June 2024” be received.*
3. *That Council with corrections and amendments adopts the Annual Report and Annual Report Summary for the year ended 30 June 2024.*

4. *With corrections and amendments that the Mayor and Chief Executive Officer are delegated to sign the Annual report for the year ended 30 June 2024 following the adoption by Council.*

**Councillors Savage / Kingi
CARRIED**

17 Exclusion of the Public – 11.39am

Resolved

That the public is excluded from the following part of the proceedings of this meeting, namely:

1. **Minutes for Confidential Meeting Held on 25 September 2024**
2. **Refuse and Greenwaste Collection Contract Review**
3. **Proposed Subdivision and Lease of Circus Paddock**

**Councillors Ion / Ross
CARRIED**

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

| General Subject of the 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 |
|--|--|---|
| 1. Minutes for Confidential Meeting held on 25 September 2024. 2. Refuse and Greenwaste Collection Contract Review 3. Proposed Subdivision and Lease of Circus Paddock | <i>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</i> | <i>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) (i)</i> |

This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

Karakia Whakamutunga

Pastor Mark Kingi closed the meeting with a Karakia at 12.17pm

F K N Tunui

Mayor

**Minutes of the Extraordinary Meeting of the Kawerau District Council
held on Wednesday 13 November 2024
commencing at 11.00am**

Present: Her Worship the Mayor F K N Tunui
Deputy Mayor A Rangihika
Councillor C J Ion
Councillor W Godfery
Councillor B Julian
Councillor R G K Savage
Councillor R Andrews
Councillor J Ross

In Attendance: Chief Executive Officer (M Godfery)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Operations and Services (R Nel)
Economic and Community Development Manager (L Barton)
Administration Officer (L Kerei)

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi led the meeting in prayer.

2 Apologies

Received

Apologies from Councillor Kingi were received (leave of absence approved 30 October 2024).

**Deputy Mayor Rangihika / Councillor Andrews
CARRIED**

3 Leave of Absence

No Leave of Absence were received.

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Meeting Notices

CE Godfery advised since receiving legal advice early this week the Proposed Freedom Camping Bylaw 2024 has been updated.

6 Nga Mihimihi | Acknowledgements

There were no Nga Mihimihi | Acknowledgements.

7 Public Forum

No Public Forum

8 Adoption of the Re-assessed Site Assessments, proposed Freedom Camping Bylaw and Statement of Proposal for Public Consultation (Group Manager, Regulatory and Planning) (320400)

Council discussed the report on the Adoption of the Re-assessed Site Assessments, proposed Freedom Camping Bylaw and Statement of Proposal for Public Consultation.

Resolved

1. *That the report "Adoption of the re-assessed site assessments, proposed Freedom Camping Bylaw and Statement of Proposal for Public Consultation" be received.*
2. *That Council agrees that making a new Freedom Camping Bylaw under the Freedom Camping Act 2011 is the most appropriate way to address freedom camping on Council owned land.*

**Deputy Mayor Rangihika / Councillor Andrews
CARRIED**

Resolved

3. *That Council*
 - a) *Adopts the Draft Freedom Camping Bylaw and Statement of Proposal including the proposed amendments to the Reserves Management Plan as attached for public consultation.*
 - b) *Confirms the proposed Freedom Camping Bylaw as attached*
 - i) *Is in the most appropriate form of the bylaw; and*
 - ii) *Does not give rise to any implications under, and is not inconsistent with, the New Zealand Bill of Rights Act 1990.*
 - c) *Agrees that a summary of the site assessment be included for public understanding of the proposal.*
 - d) *Approves the consultation for the period 18 November 2024 to 20 December 2024.*
 - e) *Authorises the Group Manager Regulatory and Planning to make any necessary minor drafting or presentation amendments to the re-assessed site assessments, the Proposed Bylaw or the Statement of Proposal to correct errors or omissions, or to reflect decisions made by council, prior to final printing and publication.*

**Councillors Godfery / Ion
CARRIED**

9 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a Karakia at 11.32am

F K N Tunui
Mayor

**Minutes of the Regulatory & Services Committee
held on Wednesday 13 November 2024
commencing at 9.00am**

Present: Councillor C J Ion (Chairperson)
Her Worship the Mayor F K N Tunui
Deputy Mayor A Rangihika
Councillor B Julian
Councillor W Godfery
Councillor R G K Savage
Councillor R Andrews
Councillor J Ross

In Attendance: Chief Executive Officer (M Godfery)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Operations and Services (R Nel)
Economic and Community Development Manager (L Barton)
Administration Officer (L Kerei)

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

Received

Apologies from Councillor Kingi were received (leave of absence approved 30 October 2024).

**Her Worship the Mayor / Deputy Mayor Rangihika
CARRIED**

3 Leave of Absence

No Leave of Absence were received.

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Public Forum

No Public Forum was heard

PART A – REGULATORY

6 Monthly Report - Regulatory and Planning Services (Group Manager, Regulatory and Planning Services) (340000)

The Committee discussed a report from the Group Manager, Regulatory and Services covering activities for the month of October 2024.

Elected Members have requested for the meaning of s223 and s224 on page 5 of the agenda, item 8.3 Resource Consents.

Resolved

That the report from the Group Manager, Regulatory and Services for the month of October 2024 is received.

**Her Worship the Mayor / Councillor Savage
CARRIED**

PART B – NON REGULATORY

7 Monthly Report - Finance and Corporate Services (Group Manager, Finance and Corporate Services) (211000)

The Committee discussed a report from the Group Manager, Finance and Corporate Services covering activities for the month of October 2024.

Action Item:

Page 8 – Item 2 – Weather Station – Group Manager, Finance and Corporate Services to confirm the sunshine hours are now being recorded by the new Metservice device.

Resolved

That the report from the Group Manager, Finance and Corporate Services for the month of October 2024 is received.

**Councillor Julian / Deputy Mayor Rangihika
CARRIED**

8 Monthly Report - Operations and Services (Group Manager, Operations and Services) (440000)

The Committee discussed a report from the Group Manager, Operations and Services covering activities for the month of October 2024.

Action item:

Communications and Engagement Manager to put out on all communication platforms to the public what streets are in what zones for the water Reticulation project.

Communication to go out to the public regarding the discoloured water at the Maurie Kjar Aquatics Centre and when the water will clear up.

Resolved

That the report from the Group Manager, Operations and Services for the month of October 2024 is received.

**Councillors Ion / Ross
CARRIED**

9 Monthly Report - Economic and Community Development (Economic and Community Development Manager) (309005)

The Committee discussed a report from the Economic and Community Development Manager covering activities for the month of October 2024.

Correction:

Page 21 – Bullet point 3 – Correction of spelling for Te Whata Tau o Putauaki.

Action item:

Economic and Community Development Manager to provide a link to go to the Mana Mokopuna document.

Resolved

That the report from the Economic and Community Development Manager for the month of October 2024 is received.

**Councillors Ross / Savage
CARRIED**

10 Monthly Report – Communications and Engagement (Communications and Engagement Manager) (340100)

The Committee discussed a report from the Communications and Engagement Manager covering activities for the month of October 2024.

Elected Members requested, when sharing content to the community through our communication channels on behalf of organisations if this can be stated in the narration.

Resolved

That the report from the Communications and Engagement Manager for the month of October 2024 is received.

**Her Worship the Mayor / Deputy Mayor Rangihika
CARRIED**

11 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a prayer at 9.41am

C J Ion

Chairperson

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**Minutes of the Iwi Liaison Committee
Held on Monday 21 October 2024
Commencing at 10.30am
In the Kawerau District Council Mayor's Office**

Present: Kahika | Mayor Faylene Tunui
Iwi Liaison Cultural Advisor Te Haukakawa (Boycie) Te Rire
Koromatua Waha Tuara | Deputy Mayor Aaron Rangihika
Kaiawhina | PA to Mayor and CEO Pari Maxwell

1. Karakia Timatanga | Opening Prayer

Te Haukakawa Te Rire

2. Apologies

Apologies from Tumu Whakarae | CEO Morgan Godfery

3. Confirmation of Minutes – 16 September 2024

That the Minutes of the hui | meeting held on Monday, 16 September 2024 be received.

4. Verbal Update on Council Mahi

Kahika Tunui provided a verbal update to Council's Iwi Liaison & Cultural Advisor Te Haukakawa Te Rire.

4.1 Kawerau Cemetery

- Name Board and Shelter – The concrete foundation for the nameboard and shelter has been laid. Staff were awaiting the arrival of the shelter.
- Long Term Plan - Elected Members asked staff to look at a cemetery seating plan (moveable) and wharepaku (toilet) block upgrade.

4.2 Tiwhatiwha and Piripiri Street Information Signs

- Local company Nexus created two QR code options for both streets. The Committee approved Option 1 - the green and yellow background with large print.
- A small ceremony will be held with residents of Tiwhatiwha and Piripiri
- Long Term – There is an ability to have the whakapapa | history of all streets, parks and reserves shared through the QR code technology.

4.3 Marukaa

- A small relocation and unveiling ceremony of the new Marukaa Plaque was held on Wednesday 25 September 2024 at 1pm. The Ceremony was officiated by Iwi Liaison & Cultural Advisor Te Haukakawa Te Rire and attended by representatives of Tuwharetoa, Rautahi Marae, Council and the Community.
- The Iwi Liaison & Cultural Advisor requested that the area of reserve where the plaque had been located to, be named after the Chief Marukaa. A report will go to the February 2025 Council meeting to consider this.

4.4 Naming Policy

- A report on the Naming Policy was adopted at the September Council. Included in the report was a requirement for Council to consult with Tangata Whenua.

4.5 Bi-lingual Position Titles

- Staff were keen to support use of bilingual position titles for staff use.
- Kahika Tunui will support Iwi Liaison & Cultural Advisor with this work.

4.6 Te Reo, Waiata and Cultural Awareness lessons

- The Committee requested a 2025 calendar that included Cultural Awareness activities such as Waitangi, Te Reo Maori, Matariki etc

4.7 Residential Development – update from October R&S meeting

4.7.1 Porritt Glade – Piripiri Cres

- All unites have now been sold.

4.7.2 Central Cove – Tiwhatiwha Cres

- Of the 12 sections left – three (3) sections will have spec homes built on them, leaving nine (9) undeveloped sections available.

4.7.3 Stoneham Park Residential Development

- A report will go to Council with the proposed name “Tuwharetoa Park” as recommended by the Iwi Liaison & Cultural Advisor.
- Māori and non- Māori names as well as historical and new names will be considered for the streets within the development.

4.7.4 Hine Te Ariki / Bell Street

- The duplex comprises of one (1) three-bedroom and one (1) two-bedroom unit.
- The two-bedroom unit has been sold to a local buyer.

4.8 Māori Wards – 2025 Elections – update from October R&S meeting

Triennial Elections and Poll on Māori Wards – 9 September to 11 October 2025

4.9 Eastern BOP Spatial Plan Governance Group

- Ngāti Tūwharetoa are yet to advise their Iwi representation.
- In the meantime, Kahika Tunui invited Te Haukākawa to attend the Governance Group hui with her as Council’s Iwi Liaison and Cultural Advisor to be held on Wednesday 30 October in the Concert Chamber.

4.10 WDC to KDC Boundary Change

- The landowners of Tuwharetoa Otorohanga, Putauaki, Manukorihi, Te Kori Ngaheu, Ruby Wetini and Tohia o te Rangi Marae were transferred from the Whakatane district into the Kawerau district on 1 September 2024.
- It was agreed to host a ceremony to acknowledge the transfer from the Whakatane district to the Kawerau district. This will be socialised with transferring landowners.

4.11 Other Updates

4.11.1 The organisers of the Kawerau Market have decided to stay where they are at the Circus Paddock.

4.11.2 Kahika Tunui thanked Te Haukākawa for his Mihi and Karakia at the September BOP Civil Defence Emergency Management Group hui and acknowledged Chris Brewer, Emergency Management BOP Manager for his response to the Mihi.

Karakia Whakamutunga

Te Haukākawa closed the meeting with a Karakia | Prayer at 12.30pm

F K N Tunui

Kahika | Mayor

**Minutes of the Kawerau Accessibility Group
Held on Thursday 7 November 2024
Commencing at 3.15pm
In the Kawerau Concert Chambers**

Present: Councillor Warwick Godfery (Chair)
Councillor Rowena Andrews
Raewyn Geary

In Attendance: Liana Kerei (Administration Officer)

1. Apologies

Resolved

Apologies were received from Brian O'Malley.
No apologies were received for Brian Dent.

**Warwick / Rowena
CARRIED**

2. Confirmation of Minutes – 4 July 2024

Resolved

That the Minutes of the Kawerau Accessibility Group meeting held on Thursday 4 July 2024 are confirmed as a true and accurate record.

**Warwick / Rowena
CARRIED**

3. General Business

3.1 Footpaths

A Request for Service to the new Roding Manager will need to be put through for the footpath outside the Concert Chambers on Ranfurly Court as this still hasn't been repaired.

3.2 Parks and Reserves

- It was suggested to trial opening the gates to Stoneham Walk so that wheelchairs and pushchairs can have access to reserve. To hopefully deter dirt bikes entering the park a proposal was given to have signs in the park and stating "No dirt bikes allowed. If you see a dirt bike, please contact Police".
- Raewyn Geary advised that those in wheelchairs and mobility scooters can apply for a key for the reserves. The issue is that the locking system isn't easily accessible to them due to the lock being so low and very hard to reach.

3.3 Kawerau Christmas in the Park

With the Kawerau Christmas in the Park coming up the Chair acknowledged last year's organisers for providing an accessible Portaloo. He has asked if there can be more accessible Portaloo's and a family one. Liana to take to next Christmas in the Park Operations meeting.

Next meeting confirmed for 5 December 2024.

Meeting closed 3.55pm

Councillor W Godfery

Chair

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Meeting Council

Meeting Date: 27 November 2024

Subject: Her Worship the Mayor's Report

File No. 101400

1 **Purpose**

The purpose of this report is to outline meetings, functions and events that I have hosted, attended and/or participated in for the period Thursday, 24 October to Wednesday 20 November 2024.

October

- Tue 29
- Meeting with ISK Chair Jacob Kajavala re: EBOP Economic Development Strategy, at the KFL Paora Street Office
 - Meeting with Putauaki Trust Board re: Kawerau Putauaki Industrial Development and WDC to KDC boundary change, at the Putauaki Trust Office
 - Eastern Bay Spatial Plan for School Students and Youth Workshop including Tarawera High School, at Whakatane District Council
- Wed 30
- Council Monthly Meeting
 - Her Worship the Mayor's Report
 - Action Schedule
 - Mayors Taskforce for Jobs End of Financial Year Report to 30 June
 - Funding for Economic Development
 - Review of Council's Investment and Liability Management Policies
 - Adoption of Annual Report & Summary for year ended 30 June 2024
[COUNCIL AGENDA 2024.10.30.PDF](#)
 - Eastern Bay Spatial Plan Workshop with Iwi enterprises, Industry and Commercial entities, at the Kawerau Concert Chamber
 - Meeting with Miles McConway re: CE Employer/Employee obligations, at Whakatane
 - Eastern Bay Spatial Plan BA5 (Business After 5pm) Workshop for EBOP commercial businesses, at Whakatane District Council
- Thur 31
- Mana Taiohi Wananga and Code of Ethics Training Mihimihi, hosted by Mayors Taskforce for Jobs, at Firmin Lodge
 - Trust Horizon 30th Anniversary Celebration, at Whakatane Library

November

- Fri 1
- Meeting with ISK Chair, Jacob Kajavala re: Economic Development Strategy, in CEO's Office
 - Tarawera High School Senior Prizegiving, at Tarawera High School
 - Meeting with Lyndal Kennedy re: BOP Conservation Board Appointment, (volunteer) offer to coordinate joint Taiao/Environmental workstreams with KDC staff and the Te Tapahoro Campground (Tarawera Outlet), in Mayor's Office
- Mon 4
- Meeting with Kawerau Boxing Secretary, Lisa Ranapia re: Future plans and strategies for Kawerau Boxing Club, in Mayor's Office
 - Tompkins Wake Public Lecture 'Precipice' by the Hon Christopher Finlayson KC, sharing his views on the 'State of the Nation' as former Attorney-General and Minister for Treaty of Waitangi Negotiations as well as holding other portfolios, at The University of Waikato, Tauranga

- Tue 5
- Meeting with ISK Chair Jacob Kajavala and Mercury Manager Phillip Erdbeer re: Economic Development Strategy, held in Committee Room
 - Visit to Digital Native Academy re: creating career pathways to inspire whanau to become makers and innovators of technology, rather than users and consumers of it, with KEA CEO Kevin Power, in Rotorua <https://digitalnatives.academy>
 - Mayors Taskforce for Jobs 6 Monthly Check-In with MTFJ National Office, via MS Teams in CEO's Office
 - Meeting with Te Runanga o Ngāti Awa Manahautu (CEO) Reuben Araroa re: Economic Development Strategy, at the TRONA Tari, Louvain Street, Whakatane
- Wed 6
- Council Workshop, in Council Chamber
 - Stoneham Park Residential Development Update
 - CCTV Upgrades
 - District Rates Revaluation
 - Risk Maturity Improvement Programme
 - Review of Site Assessments
 - Meeting with Miles McConway re: CE Employer/Employee obligations, in Council Chamber
- Fri 8
- Eastern Bay Spatial Plan Workshop with Kawerau Grey Power, in Concert Chamber
- Tues 12
- Public apology to survivors of abuse in (state and faith-based) care from Prime Minister Christopher Luxon, livestreamed from Parliament to the Due Drop Event Centre, Manukau, Auckland [Live updates: Christopher Luxon makes official apology for abuse in state care - NZ Herald](#)
- Wed 13
- Regulatory & Services Committee Meeting, in Council Chamber
 - Monthly Report – Regulatory and Planning Services
 - Monthly Report – Finance and Corporate Services
 - Monthly Report – Operations and Services
 - Monthly Report – Economic and Community Development
 - Monthly Report – Communication and Engagement[REGULATORY & SERVICES 24.11.13.PDF](#)
 - Extraordinary Council
 - Adoption of Re-assessed Site Assessments, proposed Freedom Camping Bylaw and Statement of Proposal for Public Consultation[EXTRAORDINARY 2024.11.13.PDF](#)
 - Community Grants Committee Meeting, in Council Chamber
 - Hearings Committee Meeting, in Council Chamber
- Thur 14
- Meeting with Jared Davis re: Sporting Initiative Proposal for Kawerau Rangatahi, in Mayor's Office
 - Meeting with ISK Chair Jacob Kajavala re: Economic Development Strategy, in Mayor's Office
 - Meeting with Executive Director of Sequal David Turner re: future growth and current operations expansion, at Manukorihi Drive, Kawerau
- Fri 15
- LGNZ Zone Two (Bay of Plenty and Waikato Councils') meeting, at Hamilton Gardens
 - Minister for Local Government, Simeon Brown – Back to Basics
 - Local Government New Zealand Update
 - Department of Internal Affairs Update
 - Tour of Te Ara Pekapeka Bridge
 - Te Waihanga New Zealand Infrastructure Commission, Geoff Cooper

- Hon. Louise Upston Minister for Child Poverty Reduction, Community and Voluntary Sector, Disability Issues, Social Development and Employment.
- Sat 16 • Kawerau Fire Brigade Annual Honours Awards, at Kawerau Bowling Club
- Mon 18 • Karakia at Te Mahoe Kura-School in support of the passing of a student, for the school and Te Mahoe community, at Galatea Road, Lake Matahina
- Iwi Liaison Hui, with Deputy Mayor and the Iwi Liaison and Cultural Advisor, in the Mayor's Office
 - Kawerau Cemetery – Signage Board
 - Street Signs – QR Codes for Tiwhatiwha and Piripiri signs
 - Marukaa –Renaming of Reserve
 - Bilingual staff position roles and titles
 - Te Reo, Waiata and Cultural Awareness - 2025 Calendar
 - Stoneham Park – Development Name
 - Maori Wards – Local Body Elections October 2025
 - WDC to KDC Boundary Change
 - Bay-8 Civil Defence Training
- Wed 20 • Kawerau Local Leadership Group Hui re: council, Iwi and central government agencies working together for Kawerau, at Firmin Lodge

2 Mayoral Correspondence

- Thu 31 Invitation from the Order of St John Central Region to attend the Eastern BOP Service Awards Ceremony on Sunday, 24th November at Whakatane Golf Club
- Mon 4 Invitation from the Kawerau Fire Brigade to attend the Annual Honours Awards Night on Saturday, 16th November at the Kawerau Bowling Club
- Invitation from the Kawerau RSA / Kawerau Branch of Whakatane Women's Section to attend Armistice Day on Monday, 11th November at the Kawerau Ex-Navalmen's Club
- Mon 11 Request from the Minister for Arts, Culture and Heritage, the Honourable Paul Goldsmith to fly the New Zealand Flag at half-mast on Tuesday, 12th November, to mark the burial of Sir Robert 'Bom' Gillies, the last of the 28th Maori Battalion.

3 RECOMMENDATION

That Her Worship the Mayor's report for the period Thursday, 24 October to Wednesday 20 November 2024, be received.



Faylene Tunui
Kahika | Mayor

Action Schedule

| Meeting Date | Resolution / Action Requested | Action | Status | Comments | Estimated Date |
|-----------------|--|---------------------|-------------|---|--------------------------------|
| EC 22.11.23 | 2025 Triennial Elections Council resolved to establish one or more Māori wards for the Kawerau District in the 2025 and 2028 triennial elections. | C&EM | In Progress | Council will work through the review of representation arrangements. Consultation with Tangata Whenua, Iwi and the community has taken place for the initial proposal resolved on 17/7/24. 104 submissions received for the Initial Proposal which was heard and resolved on 11/9/24. The Final Proposal was resolved for public notification on 11/9/24 from 20 September to 4 November for appeals. | November 2024 |
| R&S 15.05.24 | Monthly Report – Operations and Services Staff to present to Elected Members the plans and costings of the new Dog Pound. | GM O&S | In Progress | The facility concepts have been received. Staff are currently reviewing the updated concepts. | December 2024 |
| OC 29.05.24 | Hire Fee Options for Rangī Delamere Centre Elected Members and Leadership Team to return to the table for a resolution and confirmation of block bookings. | CEO / GM F&CS | In Progress | The Hire Fee was approved at the May Council meeting. Meetings have been held by the CEO with the Netball Association and Tennis Club. Netball have confirmed their booking needs going forward. The Tennis Club was keen for a block booking time and once Council receives details of the dates they require, will work with the Tennis club to accommodate them. | Completed December 2024 |
| OC 26.06.24 | Activity Review for Economic Development Staff to return the report with additional information including the return on investment that Council makes to external partners and agencies. | ECDM | On Hold | Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members. | March 2025 |

| Meeting Date | Resolution / Action Requested | Action | Status | Comments | Estimated Date |
|-----------------|--|----------------|---------|--|------------------------------------|
| OC 26.06.24 | Activity Review for Economic Development continued. | ECDM | | Staff provided information from Film BOP demonstrating the return on investment, via the Film BOP annual report. Council resolved to withdraw funding from Toi-EDA. Sub-regional economic development strategy currently circulated for feedback from the business / industrial community. | Completed Completed |
| OC 26.06.24 | Activity Review for Pensioner Housing Staff to return the report with additional information including history of the partnership between Council and Kawerau Social Services Trust (that operates Mountain View) and further detail on the implications of any future expansion plans. <u>R&S 16.10.24</u> Staff to provide a timeline for Housing Development. | C&EM | On Hold | Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members. | LTP process commences October 2024 |
| R&S 13.11.24 | Monthly Report – Economic & Community Development Staff to arrange more communications to go out to the community of the Mana Mokopuna document. | ECDM / C&EM | | The timeline will be provided as part of the Activity Review for Pensioner Housing. Staff will update the Council Youth Development webpage with access to the Mana Mokopuna link. Newsletter article in the New Year will provide a link to the necessary webpage for the document. | December 2024 |

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OC: Ordinary Council
GMF&CS: GM, Finance & Corporate Services
C&EM: Communication & Engagement Manager

EC: Extraordinary Council

A&R: Audit & Risk Committee
GMO&S: GM, Operations & Services
ECDM: Economic & Community Development Manager

R&S: Regulatory & Services Committee
GMR&P: GM, Regulatory & Planning

Completed Items

| | | |
|-----------------|---|---|
| A&R 04.02.20 | <p>Council's Risk Maturity Programme</p> <p>Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress / underway are completed.</p> | <p>Council completed all areas recommended for improvement and engaged a consultant to further assess Council's risk maturity.</p> <p>Risk is now a standard reporting item to the Audit and Risk Committee, which includes a variety of risk formats. Following a workshop review, Elected Members were briefed on Council's full risk profiles and reporting, which they were satisfied with, however a review of the data's presentation format will be completed following external advice.</p> |
| R&S 13.11.24 | <p>Monthly Report – Operations and Services</p> <ol style="list-style-type: none"> 1. Staff to communicate to the public what streets are in what zones for the Water Reticulation Project. 2. Staff to communicate to the public regarding the discoloured water at the Maurie Kjar Aquatics Centre and when the water will clear up. | <p>Maps of the streets and zones will be included in future reports.</p> <p>Communication has been provided to the public.</p> |
| R&S 13.11.24 | <p>Monthly Report – Finance and Corporate Services</p> <p>Staff to confirm that the sunshine hours are recorded by the new Metservice device.</p> | <p>Metservice have confirmed that the sunshine sensor has been replaced and the correct data is being recorded.</p> |

Meeting: Council

Meeting Date: 27 November 2024

Subject: **Adoption of Porritt Glade Annual Report for year ended 30 June 2024**

File No: 201000

1 Purpose

The purpose of this report is to adopt the Porritt Glade annual report for the year ended 30 June 2024 and provide an overview of the village's financial performance for the year.

2 Background

Council, following consultation with the community, resolved in 2020 to develop a 29 unit retirement village as there appeared to be a demand for this type of housing in the community. Council set prices for the units that recovered costs (not make a profit) principally to make them affordable. Also, there would be additional rating income from these units and larger homes would become available in the community for families.

As Porritt Glade Lifestyle Village is a retirement village, Council is required to comply with the Retirement Villages Act 2003, which includes preparing a separate audited annual report, which records the financial performance for the village.

The retirement village is not a Council Controlled Organisation (CCO), which means Council does not have to undertake all the requirements of a CCO listed in the Local Government Act.

As at 30 June 2024, all 29 units had been constructed and 27 were occupied with the other 2 units being occupied shortly after year end. Council constructed the village in 4 stages (6 units for the first 3 stages and 11 units for the final stage).

3 Performance for the year ended 30 June 2024

For the Statement of Financial Performance, there was a deficit of \$46,252 compared to a budgeted surplus of \$114,400 and deficit of \$43,449 in 2022/23.

The reasons for the deficit for the year are:

- Less revenue due to the budget anticipating occupation of the units earlier in the financial year resulting in reduced Fees and Charges of \$34,820 and net amortised payment of \$33,766.
- Increased insurance costs with a full year of insurance for all of the 29 units (\$12k).

- Increased rates as the complex is complete, all 29 units are rateable (\$19k).
- Additional maintenance costs included the agreed of plantings of \$13.6k to provide privacy.
- Increased depreciation (\$14k)
- Additional finance costs due to higher interest rates and units remaining unoccupied until late in the financial year (\$30k).

The Statement of Financial Position shows:

- Net Assets deficit of \$230,597, however this is expected to improve when all the units are fully leased and occupied, (which occurred subsequent to year end 30 June 2024).
- Council has an advance to the village of \$1.4m which will also move closer to being cleared when all the units have occupation lease agreements in place. The advance has decreased from \$2.2m at 30 June 2023, with more units being leased during 2023/24.
- There is a “residents’ liability” of \$8.48m which is the amount Council would need to refund residents if the village ceased operation at 30 June 2024. This has increased from 30 June 2023 due to three additional units being occupied.

The Statement of Cash Flow shows that the village’s cash position went from \$205,264 at the beginning of the year, to \$437,648 at the end of the year. There was a net transfer of funds of \$770,080 from the Village back to Council for the year, reducing the Advance – KDC) which was due to the proceeds from the occupation leases.

Overall, the Village’s financial performance and position at 30 June 2024 is reasonably healthy, with nearly full occupancy, with only 2 units left to be occupied at 30 June 2024. As of 30 September, all units are fully leased and occupied.

It is anticipated that by the end of the 2024/25 financial year, the advance from Council will be closer to being fully repaid and there will not be any contribution from rates.

4 RECOMMENDATIONS

1. That the report “Adoption of Porritt Glade Annual Report for the year ended 30 June 2024” be received.
2. That Council adopts the Porritt Glade Annual Report for the year ended 30 June 2024.
3. That the Mayor and Chief Executive Officer are delegated to sign the Porritt Glade Annual Report for the year ended 30 June 2024, following the adoption by Council.



Lee-Anne Butler, CA, BMS

Group Manager Finance and Corporate Services

Performance Report

Porritt Glade Lifestyle Village
For the year ended 30 June 2024

Contents

- 3** Entity Information
- 4** Statement of Service Performance
- 5** Statement of Financial Performance
- 6** Statement of Financial Position
- 7** Statement of Cash Flows
- 8** Statement of Accounting Policies
- 11** Notes to the Performance Report
- 15** Independent Auditor's Report

Entity Information

Porritt Glade Lifestyle Village For the year ended 30 June 2024

Entity Structure

Porritt Glade Lifestyle Village is a Department of Kawerau District Council. The Porritt Glade Lifestyle Village is managed by the Kawerau District Council. The financial statements of the Porritt Glade Lifestyle Village for the year ended to 30 June 2024. The financial statements are authorised for issue by Council on 27 November 2024.

Entity's Purpose or Mission

To aim to provide secure and low cost accommodation for independent aged people.

Entity's Operational Structure

Porritt Glade Lifestyle Village is a registered Retirement Village. It is operated by the Kawerau District Council.

Main Sources of Entity's Cash and Resources

Maintenance and License Fees - The residents pay a fee that covers the cost of a proportion of the outgoings incurred in the operation of the village. The initial License fee gives the resident the right to occupy a site.

Main Methods Used by Entity to Raise Funds

Services and Rating charges.

Physical Address

Porritt Drive, Kawerau

Solicitors

Holland Beckett
Tauranga

Auditor

Audit New Zealand
Wellington

Statement of Service Performance

Porritt Glade Lifestyle Village For the year ended 30 June 2024

Our Outcomes

To develop infrastructure and to build residential rental units as part of Kawerau District Council operations.

To build units that provide safe, secure and affordable accommodation and grounds for residents.

To allocate units to appropriate residents through License to Occupy Agreements.

Our Outputs

| Output 1 | 2024 (actual) | 2024 (budget) | 2023 (actual) |
|--|----------------------|----------------------|----------------------|
| <u>Dwelling Units Completed</u> | | | |
| To complete the construction of new units and infrastructure | 29 units | 29 units | 29 units |
| <u>License to occupy Agreements</u> | | | |
| To sell License to Occupy Rights for completed units. | 27 Licenses | 29 Licenses | 24 Licenses |

Statement of Financial Performance

Porritt Glade Lifestyle Village
For the year ended 30 June 2024

| \$ 2023 | | NOTES | \$ BUDGET | \$ 2024 |
|--|---|-------|----------------|-----------------|
| Revenue | | | | |
| <u>Revenue from providing goods or services</u> | | | | |
| 123,733 | Fees, charges from residents | | 203,960 | 169,140 |
| 26,769 | Rates Revenue | | 2 | 0 |
| 187,607 | Amenity Fees | | 283,900 | 250,134 |
| 338,109 | Total Revenue from providing goods or services | 1 | 487,862 | 419,274 |
| 5,359 | Interest, dividends and other investment revenue | | 2,008 | 7,384 |
| 343,468 | Total Revenue | | 489,870 | 426,658 |
| Expenses | | | | |
| 215,555 | Costs related to providing goods or service | | 205,970 | 258,718 |
| 40,747 | Financing Costs | | 0 | 30,471 |
| 130,615 | Depreciation | | 169,500 | 183,721 |
| 386,917 | Total Expenses | 2 | 375,470 | 472,910 |
| (43,449) | Surplus/(Deficit) for the Year | | 114,400 | (46,252) |

Statement of Financial Position

Porritt Glade Lifestyle Village
For the year ended 30 June 2024

| \$ | | NOTES | \$ |
|---|--|-------|------------------|
| 2023 | | | 2024 |
| Assets | | | |
| Current Assets | | | |
| 205,264 | Bank accounts and cash | 3 | 437,648 |
| 10,115 | Prepayments | | 11,325 |
| 5,000 | License to Occupy Deposits held at Covenant Trustees | | 10,000 |
| 0 | Deposits for building construction | | 0 |
| 220,379 | Total Current Assets | | 458,973 |
| Non-Current Assets | | | |
| <u>Property, Plant and Equipment</u> | | | |
| 1,475,382 | Land and Improvements | 4 | 1,455,441 |
| 7,970,914 | Buildings | 4 | 7,807,134 |
| 9,446,296 | Total Property, Plant and Equipment | | 9,262,575 |
| 9,446,296 | Total Non-Current Assets | | 9,262,575 |
| 9,666,675 | Total Assets | | 9,721,548 |
| Liabilities | | | |
| Current Liabilities | | | |
| 34,183 | Creditors and accrued expenses | | 25,522 |
| 2,202,085 | Advance – Kawerau District Council | 6 | 1,432,006 |
| 7,609,752 | Residents Liability | 7 | 8,484,617 |
| 5,000 | Licence to Occupy Deposits Received | | 10,000 |
| 9,851,020 | Total Current Liabilities | | 9,952,145 |
| 9,851,020 | Total Liabilities | | 9,952,145 |
| (184,345) | Net Assets | | (230,597) |
| Accumulated Funds | | | |
| (184,345) | Accumulated surpluses/(deficits) | 10 | (230,597) |
| (184,345) | Total Accumulated Funds | | (230,597) |

Statement of Cash Flows

Porritt Glade Lifestyle Village
For the year ended 30 June 2024
Cash Basis

| \$ 2023 | NOTES | \$ 2024 |
|---|---|------------------|
| Statement of Cash Flows | | |
| Cash Flows from Operating Activities | | |
| <u>Cash was received from</u> | | |
| 150,502 | Receipts from providing goods or services | 169,140 |
| 5,359 | Interest, dividends and other investment receipts | 7,384 |
| 2,329,600 | Receipts from Occupation Right Agreements | 1,125,000 |
| 2,485,461 | Total Cash was received from | 1,301,524 |
| <u>Cash was applied to</u> | | |
| (240,495) | Payments to suppliers and employees | (267,614) |
| (40,747) | Interest Payments | (30,471) |
| (281,242) | Total Cash was applied to | (298,085) |
| 2,204,219 | Total Cash Flows from Operating Activities | 1,003,439 |
| Cash Flows from Investing and Financing Activities | | |
| <u>Cash was received from</u> | | |
| 3,315,957 | Movement from Council Advance | 129,920 |
| 0 | Other receipts | 0 |
| 3,315,957 | Total Cash was received from | 129,920 |
| <u>Cash was applied to</u> | | |
| (3,185,232) | Payments to acquire property, plant and equipment | (975) |
| (2,265,600) | Movement to Council Advance | (900,000) |
| (5,450,832) | Total Cash was applied to | (900,975) |
| (2,134,875) | Total Cash Flows from investing and Financing Activities | (771,055) |
| 69,344 | Net increase/(Decrease) in Cash | 232,384 |
| Opening Cash Balance | | |
| 135,920 | Bank accounts and cash | 205,264 |
| 135,920 | Total Opening Cash Balance | 205,264 |
| 205,264 | Closing Cash Balance | 437,648 |
| Bank Accounts and Cash | | |
| 205,264 | BNZ Bank – 001 Account | 437,648 |
| 205,264 | Total Bank Accounts and Cash | 437,648 |

Statement of Accounting Policies

Porritt Glade Lifestyle Village For the year ended 30 June 2024

Statement of Compliance and Basis of Preparation

The Porritt Glade Lifestyle Village is a registered retirement under the Retirement Village Act 2002 and therefore is required to comply with the requirements of this legislation including financial reporting. The Porritt Glade Lifestyle Village is eligible to apply Tier3 PBE Accounting Standards: PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting-Accrual on the basis that it does not have public accountability and had total annual expenses of equal or less than \$2,000,000 in the two previous reporting periods.

The entity has elected to report in accordance with PBE SFR-A (NFP). All transactions in the Performance Report are reported using the accrual basis of accounting.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a going concern basis are followed by the entity, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest dollar.

The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future. The entity began its activities in July 2019.

During the year the Entity incurred a net loss of \$46,252 (2023: \$43,449), and as at 30 June 2024 had net liabilities of \$230,597 (2023: \$184,345). The Entity has obtained financial support from the Kawerau District Council for a period of at least 12 months from the approval of these financial statements.

On the basis of this pledge of financial support Council has agreed that it is appropriate for these financial statements to be prepared on the going concern basis.

Specific Accounting Policies

a) Income Tax

The reporting entity is a Department of the Kawerau District Council and is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

b) Goods and Services Tax

The entity is not registered for GST. Therefore, all amounts are stated inclusive of GST (if any). Any GST transactions are processed within the Kawerau District Council, of which Porritt Lifestyle Village is a department.

GST on infrastructure costs is claimable by the Kawerau District Council and as such these costs are stated in the financial statements net of GST. Any GST that is claimable is claimed by the Kawerau District Council and accounted for by the council, and therefore there is no specific GST balance payable or receivable at year end, instead this balance is reflected in the net balance payable to the Kawerau District Council.

c) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those used last year.

d) Revenue Recognition

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the entity and revenue can be reliably measured. Revenue is measured at fair value of the consideration received.

Fees

Fees and subscriptions from members are recorded evenly over the period the item is provided, or where the value varies recorded proportionally on the basis of value in relation to total estimated value.

Interest

Interest income is recorded as it is earned.

Maintenance Fees

The residents pay a fee, which covers the cost of a proportion of the outgoings, which the Operator incurs in the operation of the village. The Maintenance Fees are recognised as revenue when they are earned.

Amenity Fees

The Occupation Right Agreement (ORA) conferring the right to occupancy are considered leases under PBE IPSAS 13 – Leases. The amenities fee is calculated as a percentage of the ORA amount and accrues monthly, for a set period, based on the terms of the individual contracts and treated as lease income over the period. The current Disclosure Statement and ORA accrues amenity fees at the rate of 3% per annum for a maximum of 10 years.

The amenities fee is recognised on a straight-line basis in the Statement of Comprehensive Revenue and Expense over the average expected length of stay of residents.

The amenities fee is payable by the resident at the time of repayment (to the resident) of the refundable ORA amount due. At year end, the amenities fee receivable that has yet to be recognised in the Consolidated Statement of Comprehensive Revenue and Expense as amenities fee revenue is recognised as deferred amenities fee on the Consolidated Balance Sheet.

The timing of the recognition of amenities fee is a critical accounting estimate and judgement. The management fee is recognised on a straight-line bases in the Statement of Comprehensive Revenue and Expenditure over the average expected length of stay of residents. The current assessments are as follows:

| | | |
|---------------------------------|--------------|--------------|
| Expected average length of stay | 30 June 2023 | 30 June 2024 |
| Independent living units | 10 years | 10 years |

There is uncertainty regarding how long resident stays, as they have complete autonomy to terminate their ORA when and for such reasons as they see fit. As the village is new, there is limited data to determine the length of stay. At 30 June 2024, an increase in the average expected length of stay of residents by one year would reduce the amenities fee revenue by \$22,740 (2023:\$17,055) and a decrease of one year would increase amenities fee by \$27,793 (2023:\$20,845)

e) Expenditure

Administrative Expenses includes overhead cost allocations which are indirect costs. Indirect costs are charged using appropriate cost drivers such as actual usage and staff numbers. Financing costs are an indirect cost. All other costs are direct costs which are directly attributable to the Village.

f) Refundable Occupation Right Agreements

Occupation right agreements (ORA) conferring the right to occupancy are considered leases under PBE IPSAS 13 – Leases. A new resident is charged a refundable security deposit on being issued the right to occupy which is refunded to the resident on termination, after the subtraction of the capital deduction. The Operator (Council) has a legal right to set off any amounts owing to the Operator by a resident against that resident's deposit, including amenities fee, loans receivable, service fees and village fees. As the agreement can be cancelled by the resident with one month's notice, the liability is considered to have a demand feature and is therefore shown at face value and classified in full as a current liability.

The right of residents to occupy the properties of the Operator (Council) are protected by the Statutory Supervisor restricting the ability of the Operator to fully control these assets without undergoing a consultation process with all affected parties. Residents do not have a right to participate in capital gains.

g) Property, Plant and Equipment**Recognition and Measurement**

Items of Property, Plant and Equipment are initially measured at cost, except those acquired through non exchange transactions which are instead measured at fair value as their deemed cost at initial recognition.

All of the entity's items of Property, Plant and Equipment are subsequently measured in accordance with the cost model.

Cost include expenditure that is directly attributable to the acquisition of the asset.

When an item of Property, Plant and Equipment is disposed of, any gain or loss is recognised in the income

statement and is calculated as the difference between the sale price and the carrying value of the item.

Depreciation

Depreciation is calculated on a either a straight line or diminishing value basis over the estimated useful life of the asset as indicated below, except for land. Land is not depreciated.

The following estimated depreciation rates have been used:

Land Improvements - 1% to 8.33%

Buildings Structures - 2% SL and Building Fitouts – 3.33% SL

Depreciation methods, useful lives and residual values are reviewed at each reporting date and are adjusted if there is a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on de-recognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the Statement of Financial Performance in the year the asset is derecognised.

h) Accounting Estimates and Judgements

The preparation of Financial Statements requires management to make judgements, estimates and assumptions. Estimates and judgements are continually evaluated and are based on historical experience and other factors including expectations of future events that are believed to be reasonable under the circumstances.

i) Refundable Occupation Right Agreement Receivables

Occupation right agreement receivables are recognised once an occupation right agreement settles and the funds are held by the Statutory Supervisor. The receivable is recorded at its nominal value and collection terms are based on the specific terms of the individual occupation right agreements.

j) Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

k) Trade and Other Payables

Trade and other payables are recognised when the entity has an obligation which can be reliably measured at balance date as a result of a past event and it is probable that the company will be required to settle the obligation.

Provisions are measured based on a best estimate of the expenditure required to settle the obligation at balance date. Movements in the best estimate are recorded in the Statement of Financial Performance.

l) Loans

Loans are recorded when the amount borrowed has been received and measured at cost. Interest expense is recognised on an accruals basis.

m) Equity

Accumulated revenue and expense is the entities accumulated surplus or deficit since its formation.

Notes to the Performance Report

Porritt Glade Lifestyle Village For the year ended 30 June 2024

| \$ 2023 | | \$ 2024 |
|---|---|----------------|
| 1. Revenue | | |
| <u>Revenue from providing goods or services</u> | | |
| 123,733 | Fees, Charges from Residents | 169,140 |
| 26,769 | Rates Revenue ¹ | 0 |
| 187,607 | Amenities Fee | 250,134 |
| 338,109 | Total Revenue from providing goods or services | 419,274 |
| ¹ Council funded some of the village costs from rates during construction, and now that it is completed costs will be covered by fees. | | |
| <u>Interest, dividends and other investment revenue</u> | | |
| 5,359 | Interest Received | 7,384 |
| 5,359 | Total interest, dividends and other investment revenue | 7,384 |
| 343,468 | Total Revenue | 426,658 |
| 2. Expenses | | |
| <u>Costs related to providing goods or services</u> | | |
| 54,330 | Administration Expenses | 68,650 |
| 25,917 | Audit Fees | 19,094 |
| 20,770 | Insurance | 32,765 |
| 11,823 | Legal Expenses | 4,819 |
| 112,840 | Total Costs related to providing goods or services | 125,328 |
| <u>Costs related to providing goods or services (residents)</u> | | |
| 52,902 | Rates | 72,436 |
| 35,505 | Repairs and Maintenance | 46,718 |
| 11,834 | Statutory Supervision Expenses | 11,723 |
| 2,474 | Sundry Expenses | 2,513 |
| 102,715 | Total Costs related to providing goods or services (residents) | 133,390 |
| <u>Other Expenses</u> | | |
| 130,615 | Depreciation | 183,721 |
| 40,747 | Interest Expense | 30,471 |
| 171,362 | Total Other Expenses | 214,192 |
| 386,917 | Total Expenses | 472,910 |
| 3. Bank Accounts and Cash | | |
| 205,264 | BNZ Bank – 001 Account | 437,648 |
| 205,264 | Total Bank Accounts and Cash | 437,648 |
| 4. Property, Plant and Equipment | | |
| <u>Cost or Valuation</u> | | |
| <u>Land</u> | | |
| 829,531 | As at 1 July | 834,327 |
| 4,796 | Additions | 0 |
| 834,327 | Total Land | 834,327 |

| \$ 2023 | | \$ 2024 |
|------------------|--|------------------|
| | <u>Land Improvements</u> | |
| 702,100 | As at 1 July | 705,987 |
| 3,887 | Additions | 0 |
| 705,987 | Total Land Improvements | 705,987 |
| | <u>Buildings</u> | |
| 4,660,456 | As at 1 July | 8,189,149 |
| 3,528,693 | Additions | 0 |
| 8,189,149 | Total Buildings | 8,189,149 |
| 9,729,463 | Total Cost or Valuation | 9,729,463 |
| | <u>Accumulated Depreciation</u> | |
| | <u>Land Improvements</u> | |
| 45,170 | As at 1 July | 64,932 |
| 19,762 | Depreciation | 19,941 |
| 64,932 | Total Land Improvements | 84,873 |
| | <u>Buildings</u> | |
| 107,382 | As at 1 July | 218,235 |
| 110,853 | Depreciation | 163,780 |
| 218,235 | Total Buildings | 382,015 |
| 283,167 | Total Accumulated Depreciation | 466,888 |
| | <u>Book Value at 30 June</u> | |
| 834,327 | Land | 834,327 |
| 641,055 | Land Improvements | 621,114 |
| 7,970,914 | Buildings | 7,807,134 |
| 9,446,296 | Total Book Value at 30 June | 9,262,575 |

Land and Buildings are presented in the Statement of Financial Position at cost.

The nature of Land Improvements includes Roading, Stormwater, Water and Wastewater and fencing which are land development costs.

5. Related Parties

| | | |
|------------------|---|------------------|
| | Advances | |
| 2,202,085 | Advance from Kawerau District Council (The Porritt Glade Lifestyle Village is a department of the Kawerau District Council) | 1,432,006 |
| 2,202,085 | Total Advances | 1,432,006 |

The administration fee, interest, rates, staffing cost and other overhead cost transactions between Council and the Village is \$180,489 (2023: \$173,336).

\$
2023

\$
2024

6. Advances & Loans

Advance from Kawerau District Council

The advance from Kawerau District Council of \$1,432,006 (2023: \$2,202,085) is unsecured. It is an interdepartmental advance within the Kawerau District Council. The advance is to finance capital and operational funding requirements for the village as one of the business units of Council.

Interest is charged at an effective rate of 1.9% per annum to the Department (Village). Interest is only charges on capital activities and includes capital additions less any capital receipts for new Occupational Right Agreements. No interest is charged on the Advance's running balance pertaining to operational receipts and payments.

7. Liability to Residents

| | | |
|------------------|--|------------------|
| 5,579,000 | Residents liability – refundable Occupational Right Agreements - | 6,366,500 |
| 2,030,752 | Residents liability – refundable amenities fee | 2,118,117 |
| 7,609,752 | Total refundable occupational rights agreements | 8,484,617 |

Refundable Occupational Right Agreements and Amenity fees are liabilities for liquidity purposes as the entity does not have an unconditional right to defer these. A terminating resident occupational license deposit is repaid once the license has been assigned to an incoming resident.

It is expected that the new residents deposits will generally exceed the repaid residents deposits and will represent a positive cash flow for Council

8. Residents Liability - Refundable Occupation Right Agreements

| | | |
|------------------|--|------------------|
| 3,955,000 | Balance at Beginning of Period | 5,579,000 |
| (224,000) | Less Amounts Repaid on Termination | 0 |
| 1,848,000 | Plus Amount Received on New ORAs Issued | 787,500 |
| 5,579,000 | Total Occupation Right Agreements | 6,366,500 |

9. Residents Liability – Refundable Amenities Fee

| | | |
|------------------|---|------------------|
| 1,512,759 | Balance at Beginning of Period | 2,030,752 |
| 705,600 | Amounts Received for new Occupation Right Agreements Licenses | 337,500 |
| (187,607) | Amenities Fees for the Year | (250,135) |
| 2,030,752 | Total Refundable Amenities Fee | 2,118,117 |

10. Accumulated Funds

| | | |
|------------------|-------------------------------------|------------------|
| (140,896) | Opening Balance | (184,345) |
| (43,449) | Accumulated surpluses or (deficits) | (46,252) |
| (184,345) | Total Accumulated Funds | (230,597) |

11. Contingencies

There are no contingencies as at 30 June 2024 (2023: nil).

\$
2023

\$
2024

12. Events after balance date

There were no events after 30 June 2024.

13. Variation from Budget

There was reduced revenue when compared to budget due to a delay in the occupation of the remaining 5 units which resulted in less annual and amenity fees for the village. Also, there were higher interest, insurance, depreciation, audit and administration costs for the year.

Meeting: Council

Meeting Date: 27 November 2024

Subject: Annual Plan Performance for the three months ended 30 September 2024

File No.: 110400

1 **Purpose**

The purpose of this report is to review and compare Council's actual financial and non-financial performance for the three months to 30 September 2024 with the Annual Plan for 2024/25.

Comments are provided where expenditure/revenue is likely to vary from budget, or the performance target is unlikely to be achieved for the year.

2 **Financial Performance**

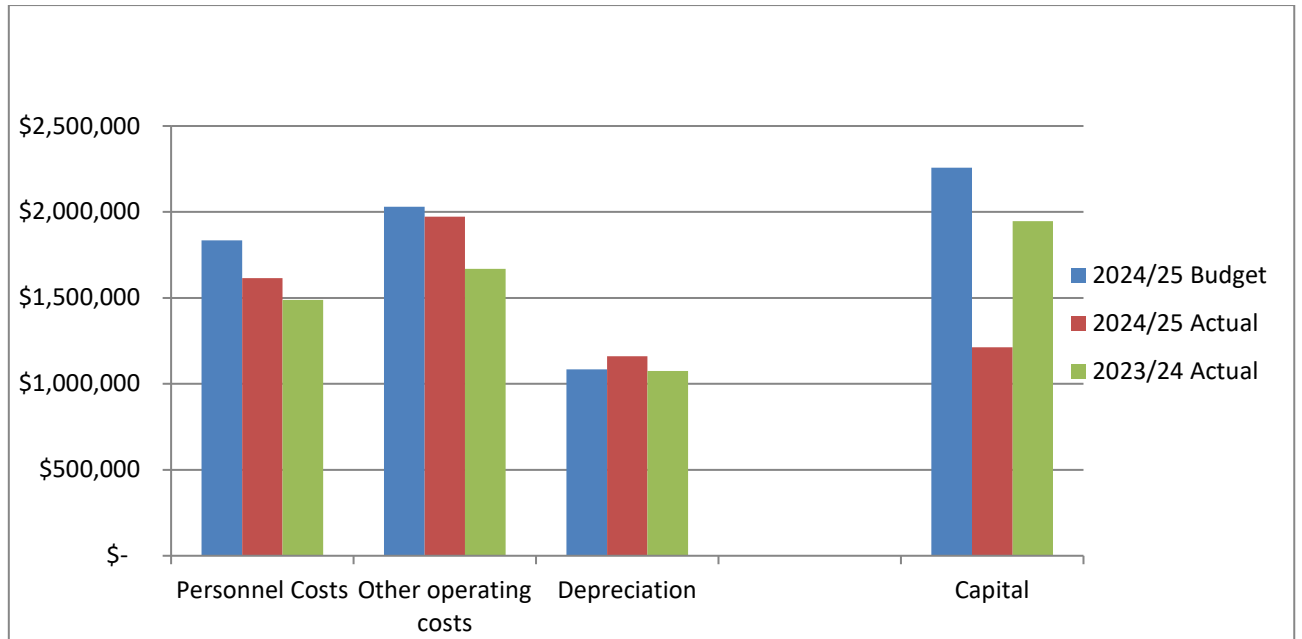
2.1 **Statement of Comprehensive Revenue and Expense**

The following table shows Council's financial performance for the three months compared to the adopted annual budget. The capital budget for 2024/25 has been amended to include the carried forward figures as well as any budget amendments approved by Council. NB: There will be timing differences for some revenue and expenditure.

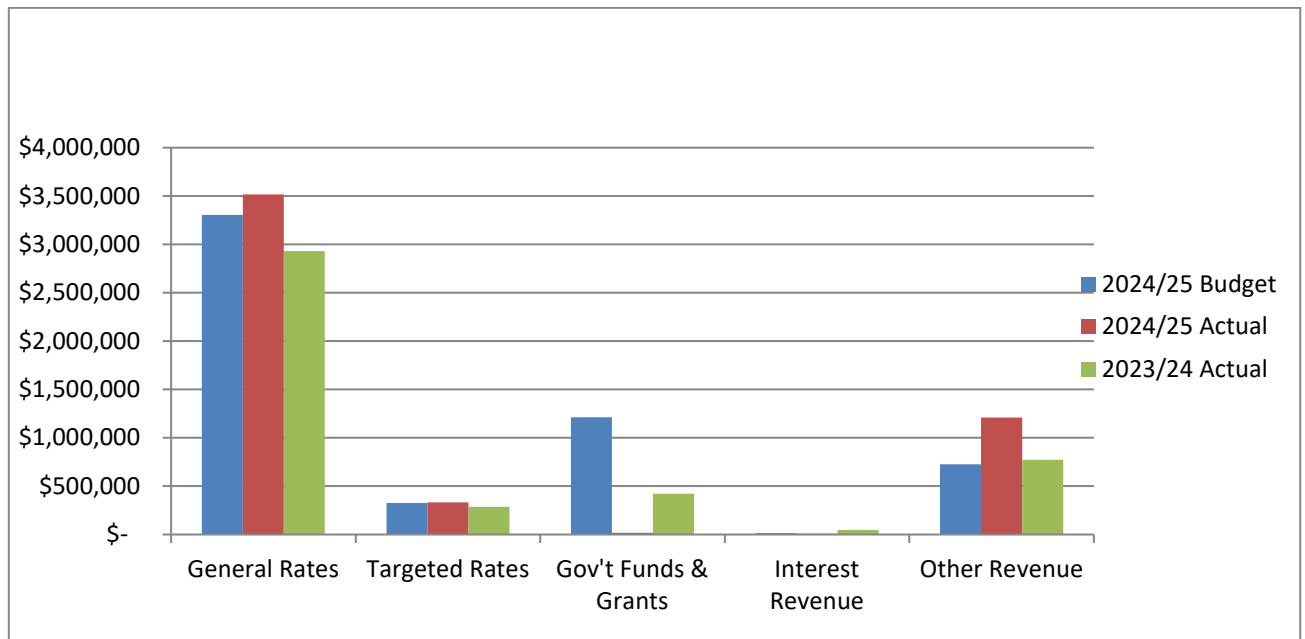
| | Adopted Budget | Actual 30-09-2024 | Comments |
|----------------------------|-----------------------|--------------------------|------------------------------|
| Revenue: | \$ | \$ | |
| Rates | 14,518,750 | 3,848,532 | |
| Subsidies and Grants | 4,852,850 | 18,707 | Includes Stoneham Park Grant |
| Interest Revenue | 52,000 | 8,884 | |
| Fees and Charges | 2,840,680 | 1,192,470 | |
| Other Revenue | 65,000 | 18,198 | Petrol Tax |
| Total Revenue | 22,329,280 | 5,086,791 | |
| Expenditure: | | | |
| Personnel Costs | 7,335,980 | 1,615,459 | |
| Depreciation | 4,338,620 | 1,160,078 | |
| Finance Costs | 350,000 | 110 | |
| Other Expenses | 7,770,210 | 1,971,812 | |
| Total Expenditure | 19,794,810 | 4,747,459 | |
| Surplus (Deficit) | 2,534,470 | 339,332 | |
| | Revised Budget | Actual 30-09-24 | |
| Capital Expenditure | 9,032,139 | 1,212,552 | |

Council's expenditure and revenue for the year to date is shown in the graphs below, compared to the budget and expenditure/revenue for last year 2023/24.

Expenditure to 30 September 2024



Revenue to 30 September 2024



2.2 Statement of Financial Position

The following table shows Council's financial position at 30 September 2024 compared to the budget.

The financial position does not include all the accruals for receivables and payables.

| | Budget @ 30/6/2025 | Actual at 30 September 2024 | Comments |
|--|-----------------------|-----------------------------------|-------------------|
| Assets: | | | |
| Current assets: | | | |
| Cash & cash equivalents | \$3,482,150 | \$2,945,255 | |
| Receivables | \$2,477,970 | \$1,260,471 | |
| Inventories | \$8,742,360 | \$2,728,614 | Sections, Bell St |
| Non-current assets: | | | |
| Property, plant and equipment | \$129,915,267 | \$110,954,140 | |
| Intangible assets | \$106,430 | \$90,741 | |
| Other financial assets | \$286,250 | \$136,252 | |
| Total Assets | \$145,010,427 | \$118,115,473 | |
| Liabilities: | | | |
| Current liabilities: | | | |
| Payables, provisions & employee benefits | \$4,371,777 | \$2,711,265 | |
| Resident's Liability | \$8,245,000 | \$8,484,617 | Porritt Glade |
| Borrowing | \$17,800 | \$8,554 | |
| Non-current liabilities: | | | |
| Provisions & employee benefits | \$142,080 | \$55,866 | |
| Borrowing | \$6,068,810 | \$6,033,982 | |
| Deferred Revenue | \$62,910 | \$131,429 | |
| Total Liabilities | \$18,908,377 | \$17,425,713 | |
| Ratepayers Equity | \$126,102,050 | \$100,689,760 | |
| Total liabilities & ratepayers equity | \$145,010,427 | \$118,115,473 | |

2.3 Statement of Cashflow

The cashflow statement shows an increase of \$143,286 in Council's cash position.

| | Budget @ 30/6/2025 | Actual to 30 Sept 2024 | Comments |
|--|-----------------------|---------------------------|----------|
| Cashflow from operating activities: | | | |
| Rates | \$14,384,170 | \$3,913,432 | |
| Subsidies & Grants | \$4,852,850 | \$245,874 | |
| Fees & Charges & Other Revenue | \$2,969,740 | \$1,382,172 | |
| Interest Received | \$51,990 | \$8,884 | |
| Payments to suppliers and employees | \$(14,859,100) | \$(4,230,166) | |
| Interest paid on debt | \$(350,000) | \$(110) | |
| Net cashflow from Operations | \$7,049,650 | \$1,320,086 | |
| Net cashflow from investing: | | | |
| Disposal of Assets/Contributions ORA | \$0 | \$750,000 | |
| Property, Plant & Equipment/Inventory | \$(8,774,680) | \$(1,926,800) | |
| Net cashflow from investing: | \$(8,774,680) | \$(1,176,800) | |
| Net cashflow from financing: | | | |
| Loans raised | 6,000,000 | \$0 | |
| Debt repayment | \$(4,017,800) | \$0 | |
| Net cashflow from financing | \$1,982,200 | \$0 | |
| Total Net cash inflow/(outflow) | \$257,170 | \$143,286 | |
| Opening balance (1/7) | \$3,224,980 | \$2,801,969 | |
| Closing cash balance | \$3,482,150 | \$2,945,255 | |

3 Capital Expenditure

The following is Council's capital budget (including carry forwards and amendments) and expenditure for the first 3 months.

| Activity | 2024/25 Budget | Actual | Comments |
|----------------------------------|--------------------|--------------------|--|
| Economic & Community Development | \$12,000 | \$0 | |
| Environmental Services | \$596,502 | \$0 | New Dog Pound |
| Roading | \$1,822,900 | \$12,558 | |
| Stormwater | \$0 | \$0 | |
| Water Supply | \$3,579,936 | \$1,004,063 | Pipe renewals |
| Wastewater | \$1,829,392 | \$12,786 | WW pipe renewals |
| Solid Waste | \$65,000 | \$0 | |
| Leisure & Recreation | \$580,049 | \$81,752 | |
| Plant, Depot and Office | \$546,360 | \$101,393 | New plant/vehicles, PCs & office building renewals |
| Total | \$9,032,139 | \$1,212,552 | |

4 Non-Financial Performance

The following is a summary of the non-financial targets performance to date:

| Activity | 2024/25 No. of Targets | On Target to Achieve 2024/25 | 2023/24 Achievement Rate |
|--|------------------------|------------------------------|--------------------------|
| Democracy | 3 | 3 | 67% |
| Economic & Community Development | 5 | 4 | 100% |
| Environmental Services (excludes N/As) | 13 | 10 | 45% |
| Roading (including Footpaths) | 7 | 4 | 43% |
| Stormwater | 3 | 3 | 100% |
| Water Supply | 13 | 13 | 77% |
| Wastewater | 7 | 7 | 86% |
| Solid Waste Management | 2 | 2 | 100% |
| Leisure and Recreation | 13 | 12 | 75% |
| TOTAL | 66 | 58 | 71% |

5 RECOMMENDATION

That the report "Annual Plan Performance for the year ended 30 September 2024" be received.



Lee-Anne Butler, CA, BMS

Group Manager Finance & Corporate Services

ACTIVITY GROUP 1: DEMOCRACY

Funding Impact Statement

| | Budget | Actual | |
|---|-----------------|-----------------|--|
| Operating funding – Rates & Charges (A) | 928,810 | 343,624 | |
| Applications of operating funding – Staff & Suppliers (B) | 911,360 | 311,580 | Includes MTFJs expenditure and funding |
| Surplus (deficit) of operating funding (A - B) | 17,450 | 32,044 | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 0 | 0 | |
| Increase/(decrease) in reserves | 17,450 | 32,044 | |
| Surplus (deficit) of capital funding (C - D) | (17,450) | (32,044) | |
| Funding balance ((A - B) + (C - D)) | 0 | 0 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Results 2023/24 | Comment |
|---|---|---------------|---------------------|---|
| Financial management is prudent, effective and efficient. | Percentage completion of the annual work programme. | >90% | On track to achieve | There were 34 significant projects in the annual work programme, most of which will be completed later in the financial year. |
| Council informs the Community about key issues and activities. | Number of newsletters. | At least 20 | On track to achieve | 6 newsletters were published to 30 September 2024, |
| Council encourages the Community to contribute to Council decision-making. | Provision of a public forum at public Council and Committee meetings. | Every meeting | On track to achieve | Public forums have been available every meeting to 30 September 2024. |
| The community has confidence in the quality of democracy and representation provided by elected members | Community satisfaction with the Mayor and councillors | N/A | N/A | |
| Financial management is prudent, effective and efficient | Community satisfaction with way rates are spent | N/A | N/A | Community Survey conducted every three years, the recent survey was completed for the 2022/23 year. |

ACTIVITY GROUP 2: ECONOMIC AND COMMUNITY DEVELOPMENT

Funding Impact Statement

| | Budget | Actual | Comment |
|---|------------------|------------------|------------------------------------|
| Operating funding – Rates & Charges (A) | 5,265,160 | 751,525 | Includes Stoneham Park Grant |
| Applications of operating funding – Staff & Suppliers (B) | 4,679,570 | 376,591 | Includes Stoneham Park Expenditure |
| Surplus (deficit) of operating funding (A - B) | 585,590 | (374,934) | |
| Sources of capital funding (C) | 0 | 750,000 | Porritt Glade Occupation Lease |
| Less (D): | | | |
| Renewals/capital | 12,000 | 0 | |
| Increase/(decrease) in reserves | 573,590 | 1,124,934 | |
| Surplus (deficit) of capital funding (C - D) | (585,590) | (374,934) | |
| Funding balance ((A – B) + (C – D)) | \$0 | \$0 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|---|---|--|-----------------------|--|
| Economic Development | | | | |
| Council is actively involved in the Eastern Bay of Plenty Regional Economic Development Agency. | Representation at Trustee Meetings. | Representation at 90% of Trustee meetings. | Unlikely to achieve * | Toi EDA Trustee meeting held on: <ul style="list-style-type: none"> 24 July 2023 – ECDM attended Council representation not required as advised by Toi EDA. <i>*Council has withdrawn from Toi EDA financially, which may result in non-attendance at Trustee Board meetings for the remainder of the financial year</i> |
| Council provides a local information centre. | Number of days open each year. | At least 360 days. | On track to achieve | The isite was open 92/92 days from 1 July to 30 September. |
| | Community satisfaction with isite | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| Council encourages positive perceptions of Kawerau by supporting local events. | At least 1 event ¹ held per month from February to December. | At least 1 event held per month from February to December. | On track to achieve | Events were held in each month to date. July <ul style="list-style-type: none"> 13 - Matariki Industrial Day August <ul style="list-style-type: none"> 6 & 7 – Rangitaiki Kapa Haka Festival 26 – Kawerau Mobile Blood Drive September <ul style="list-style-type: none"> 6 – Kawerau Young Achievers Awards 12 – Pūtauaki School Athletics Day 19 – Kawerau Inter-School Athletics Day |

¹ An 'event' is a public gathering of people for a distinctly defined celebratory, educational, commemorative or exhibition purpose. It occurs for a limited time and may be repeated on a cyclical basis (e.g. annually) but is not regularly scheduled (e.g. regular organised Saturday sport, a series of regular meetings, or ongoing gallery or commercial art exhibitions). Conferences are also considered to be events.

| Levels of Service | Measures | Target | Status | Comment |
|--|---|---------------------------|---|---|
| Council supports young people to develop skills and attitudes needed to take a positive part in society. | Youth Council in place. | Annual appointments made. | On track to achieve | Youth Council sworn in usually in March Monthly meetings occurred: • 9 July • 9 August • 13 September |
| | Satisfaction with youth council collaboration from collaborating groups | >78% satisfaction | Not yet started. Anticipate being achieved | Survey is distributed at the end of the financial year to the collaborators |

ACTIVITY GROUP 3: ENVIRONMENTAL SERVICES

Funding Impact Statement

| | Budget | Actual | Comment |
|---|-----------------|------------------|----------------|
| Operating funding – Rates & Charges (A) | 1,556,410 | 465,480 | |
| Applications of operating funding – Staff & Suppliers (B) | 1,521,910 | 304,764 | |
| Surplus (deficit) of operating funding (A - B) | 34,500 | 160,716 | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 596,502 | 0 | Dog Pound |
| Increase/(decrease) in reserves | (562,002) | 160,716 | |
| Surplus (deficit) of capital funding (C - D) | (34,500) | (160,716) | |
| Funding balance ((A - B) + (C - D)) | \$0 | \$0 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|--|---|--|-------------------------|--|
| Building Control | | | | |
| Service users consider Council's Building Control Activity to be effective | Satisfaction survey of service users - building consents processes | >90% | Achievement anticipated | 1/1 satisfied to date. |
| | Satisfaction survey of service users - building inspection processes | >90% | Achievement anticipated | 1/1 satisfied to date. |
| Council provides in-house building consent, inspection and approval services | Bi-annual Building Consent Authority accreditation re-assessment | Accreditation and registration retained. | Achievement anticipated | BCA accreditation retained. |
| Relevant Kawerau buildings comply with Building Warrant of Fitness requirements. | Buildings audited for BWOF requirements | 35% | Achievement anticipated | Inspections yet to commence. 0/28 (28 is 35% of the total 80 registered BWOF) |
| Environmental Health | | | | |
| Registered premises comply with statutory requirements. | Audit of food premises operating Food Control Plans | 100% annually. | Achievement anticipated | 4/27 inspections completed to date. |
| | Inspection of registered premises for compliance with relevant standards. | 100% annually. | Achievement anticipated | 0/6 inspections to date. |
| Premises licenced under the Sale and Supply of Liquor Act 2012 comply with the license conditions. | Inspection of licensed premises for compliance | 100% annually. | Achievement anticipated | 0/13 inspections to date. |

| Levels of Service | Measures | Target | Status | Comment |
|---|---|--|-------------------------|--|
| Council responds to complaints and service requests for environmental health conditions (noise, nuisance and conditions/health risks) complaints. | Response to noise complaints. | 80% within 20 minutes and 98% within 30 minutes. | Unlikely to be achieved | 47.95% within 20 minutes 73.97% within 30 minutes |
| | Response to other environmental health service requests/complaints. | 100% within 1 working day. | Achievement anticipated | 0/0 complaints |
| Dog Registration and Control | | | | |
| Service requests about public nuisance and intimidation by uncontrolled dogs are actioned. | Adherence to complaint response process to respond, investigate and record the complaint and advise complainant of progress or the outcome within 24 hours. | 80% within 20 minutes and 98% within 30 minutes. | Unlikely to be achieved | 64.11% within 20 minutes 71.29% within 30 minutes These results have been affected by requests through antenno which is not monitored afterwards and as they come through email, also can cause delays during the day. |
| Council maintains community satisfaction levels for the dog control service | Community satisfaction with Dog Control Service | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| Civil Defence | | | | |
| Council provides community education initiatives to increase public awareness and readiness for local and regional hazards | % of residents that have an understanding of what the consequences would be if a disaster struck their area | N/A | Achievement anticipated | Survey to be undertaken during May/June 2025. |
| | % of residents that have taken any action to prepare for an emergency | N/A | Achievement anticipated | Survey to be undertaken during May/June 2025. |
| Council will maintain capability to effectively respond to an emergency | Council is prepared for and can respond to an emergency | >80% | Unlikely to be achieved | Ongoing identification of staff and training undertaken. |

ACTIVITY GROUP 4: ROADING

Funding Impact Statement

| | Budget | Actual | Comment |
|---|------------------|------------------|---------|
| Operating funding – Rates & Charges (A) | 1,631,220 | 499,540 | |
| Applications of operating funding – Staff & Suppliers (B) | 1,208,270 | 239,662 | |
| Surplus (deficit) of operating funding (A - B) | 422,950 | 259,878 | |
| Sources of capital funding (C) | 1,313,250 | 9,419 | |
| Less (D): | | | |
| Renewals/capital | 1,822,900 | 12,558 | |
| Increase/(decrease) in reserves | (86,700) | 256,739 | |
| Surplus (deficit) of capital funding (C - D) | (422,950) | (259,878) | |
| Funding balance ((A – B) + (C – D)) | \$0 | \$0 | |

Capital Renewals

| Item | Budget | Actual | Comment |
|--|--------------------|-----------------|---------|
| Kerb replacement | \$84,000 | \$0 | |
| Street light renewals and upgrades | \$62,000 | \$0 | |
| Reseals | \$135,000 | 0 | |
| Pavement treatment | \$75,000 | 0 | |
| Minor safety improvements (speed humps) | \$40,000 | \$0 | |
| Footpath repairs/Paving | \$160,000 | \$12,558 | |
| Reseals Carparks | \$30,000 | \$0 | |
| Hardie/River Dewatering Emergency Works | \$1,000,000 | \$0 | |
| Bins/seating/music system/lights/Cameras | \$36,900 | \$0 | |
| School Zone Speed Management | \$120,000 | \$0 | |
| Stormwater Catch-pit Renewals | \$60,000 | \$0 | |
| Photocell Sensory/Signage | \$20,000 | \$0 | |
| Total | \$1,822,900 | \$12,558 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|---|--|---|--|--|
| Roading | | | | |
| Council provides a network of roads which facilitates the safe movement of people and vehicles around the District. | The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number. | Increase of zero or less. | To be measured | Data is received at the end of the financial year. |
| Road Quality. | The average quality of ride on a sealed local road network, measured by smooth travel exposure. ² | Not less than 95%. | To be measured | The STE - Road Roughness Survey to be undertaken in June 2025. |
| Road maintenance. | The percentage of the sealed local road network that is resurfaced. | Between 5 and 6.5 % per annum. | To be measured | Resealing to be undertaken by April 2025. |
| Response to service requests. (Roads) | The percentage of customer service requests relating to roads to which Council responds within the time frame specified. | Potholes: 90% within 14 days and 100% within 28 days. | Not achieved – due to staffing issues. After 12 th of August target achieved. | 15 potholes reported – 7 repaired within 14 days (47%), 9 within 28 days (60%) and 6 exceeded 28 days to repair, with 0 in progress. |
| | | Streetlights: 90% within 14 days and 100% within 28 days. | Not achieved | 17 Streetlight issues reported - 12 repaired within 14 days (70%), 15 repaired within 28 days (88%) and 0 exceeded 28 and 2 in progress. |

² The percentage of Vehicle Kilometres Travelled in the District exposed to roads with roughness less than the threshold for urban roads set by the National State Highway Strategy

| Levels of Service | Measures | Target | Status | Comment |
|---|---|----------------------|---|--|
| Council maintains community satisfaction levels for roading activity | Community satisfaction with roading assets | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| Footpaths | | | | |
| Footpath condition | Percentage of footpaths that fall within the level of service or service standard for the condition of footpaths set out in the Long Term Plan. | 95%. ³ | To be measured | Independent Survey of footpaths to be undertaken by May 2025. |
| Response to service requests. | The percentage of customer service requests relating to footpaths to which Council responds within the time frame specified. | 100% within 14 days. | Not achieved – Road technician not started yet | 5 footpath issues reported. All on HOLD – delay in repairs due to staffing shortage. |
| Council provides an appropriate network of footpaths for pedestrian use | Community satisfaction with footpaths | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |

³ Against a standard of no more than 20 lips in the 70 km of footpaths (each lip above 20 mm equates to three metres of footpath needing replacement).

ACTIVITY GROUP 5: STORMWATER

Funding Impact Statement

| | Budget | Actual | Comment |
|---|-----------------|-----------------|----------------|
| Operating funding – Rates & Charges (A) | 189,880 | 32,095 | |
| Applications of operating funding – Staff & Suppliers (B) | 109,220 | 6,970 | |
| Surplus (deficit) of operating funding (A - B) | 80,660 | 25,125 | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 0 | 0 | |
| Increase/(decrease) in reserves | (80,660) | 25,125 | |
| Surplus (deficit) of capital funding (C - D) | (80,660) | (25,125) | |
| Funding balance ((A - B) + (C - D)) | \$0 | \$0 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|--|--|-----------------------------------|------------------------------|---|
| Council provides an effective stormwater network which removes stormwater to protect dwellings from flooding (System adequacy) | The number of flooding events that occur in the District. For each flooding event, the number of habitable floors affected. | No more than 0 | Achieved | There were no flooding events where habitable dwellings were flooded. |
| Council provides an effective stormwater network which removes stormwater to protect dwellings from flooding (Customer satisfaction) | The number of complaints received by Council about the performance of its stormwater system. | | Not applicable. ⁴ | |
| Response times | The median response time to attend a flooding event. | Less than one hour. | Achieved | No flooding events were reported. |
| Discharge compliance. | Compliance with Council's resource consents for discharge from its stormwater system, measured by the number of: <ul style="list-style-type: none"> • abatement notices • infringement notices • enforcement orders, and • convictions, received by Council in relation those resource consents. | No notices, orders or convictions | Achieved | Council did not receive any notices, orders or convictions. |

⁴ The mandatory measure per 1,000 properties connected to Council's stormwater system is not applicable, because properties in Kawerau are not permitted by building consents to connect to the stormwater system.

⁵ The mandatory measure per 1,000 properties connected to Council's stormwater system is not applicable, because properties in Kawerau are not permitted by building consents to connect to the stormwater system.

ACTIVITY GROUP 6: WATER SUPPLY

Funding Impact Statement

Both revenue and expenditure are on target.

| | Budget | Actual | Comment |
|---|------------------|------------------|----------------|
| Operating funding – Rates & Charges (A) | 1,872,370 | 445,839 | |
| Applications of operating funding – Staff & Suppliers (B) | 1,424,090 | 323,878 | |
| Surplus (deficit) of operating funding (A - B) | 448,280 | 121,961 | |
| Sources of capital funding (C) | 2,000,000 | 0 | Loan |
| Less (D): | | | |
| Renewals/capital | 3,579,936 | 1,004,254 | |
| Increase/(decrease) in reserves | (1,131,656) | (882,293) | |
| Surplus (deficit) of capital funding (C - D) | (448,280) | (121,961) | |
| Funding balance ((A – B) + (C – D)) | \$0 | \$0 | |

Capital Renewals

| Item | Budget | Actual | Comment |
|-------------------------|--------------------|--------------------|---------------------------------------|
| Pipework replacement | \$2,983,862 | \$566,783 | |
| Toby replacement | \$50,000 | \$8,193 | |
| Valve refurbishment | \$75,000 | \$6,255 | |
| UV Tube Replacement | \$15,000 | \$3,721 | |
| Pump Refurbishment | \$54,815 | \$16,040 | |
| Headworks | \$197,402 | \$53,511 | |
| Lime and Floride System | \$203,857 | \$349,751 | All expenditure funded by MoH Funding |
| Total | \$3,579,936 | \$1,004,254 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|--|--|---|--|--|
| Customer satisfaction. | The total number of complaints received about any of the following: a) drinking water clarity b) drinking water taste c) drinking water odour d) drinking water pressure or flow e) continuity of supply, and f) Council's response to any of these issues expressed per 1,000 connections to the networked reticulation system. | a) No more than 4 per 1,000 connections b) No more than 2 per 1,000 connections c) No more than 1 per 1,000 connections d) No more than 2 per 1,000 connections e) No more than 2 per 1,000 connections f) 0 per 1,000 connections | Achieved to date | Council has 2,903 connections. To date Council received (per 1,000): a) 0.34 water clarity complaints b) 0 water taste complaints c) 0 water odour complaints d) 0 water pressure complaints e) 0 continuity of supply complaints f) 0 complaints regarding Council's responses |
| Safety of drinking water. | The extent to which Council's drinking water supply complies with: a) part 4 of the 2008 drinking-water standards (bacteria compliance criteria), and b) part 5 of the 2008 drinking-water standards (protozoal compliance criteria). | a) No more than 1 instance of bacteria criteria non-compliance, and b) No instances of protozoal criteria non-compliance. | a) Achieved to date b) Achieved to date | There were no instances of bacteria or protozoal non-compliance to date. |
| Maintenance of the reticulation network. | The percentage of real water loss from the Council's networked reticulation system, measured using the minimum night flow (MNF) analysis method contained in the DIA Guidelines. | <200 litres per connection per day ⁶ | On track to achieve | Water loss estimated in June 2025. No variation expected. |
| Demand management. | The average consumption of drinking water per day per resident within the district. | < 0.6 m ³ | On track to achieve | The average daily consumption was 0.40 m ³ per person per day. |
| Fault response times. | Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the median response times are: | | | |

⁶ Measured using the minimum night flow (MNF) analysis method contained in the DIA Guidelines.

| Levels of Service | Measures | Target | Status | Comment |
|---|--|-------------------------|---------------------|--|
| | a) attendance for urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site, and | Less than two hours. | Achieved to date | There was no urgent call outs received. |
| | b) resolution of urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption. | Less than 8 hours. | Achieved to date | There were no urgent call outs received. |
| | c) attendance for non-urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site. | 24 hours. | Achieved to date | 18 non-urgent call outs and median response time 22.5 minutes (all less than 24 hours). |
| | d) resolution of non-urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption | 48 hours. | Achieved to date | 18 non-urgent call outs and median resolution time 1 hour and 39 minutes (all less than 48 hours). |
| The water supply is reliable and has minimal disruptions. | Number of unplanned shutdowns – reticulation. | No more than 12. | Achieved to date | 1 unplanned shutdown occurred. |
| | Number of unplanned shutdowns - pump stations. | None. | Achieved to date | No unplanned shutdowns of the pump stations occurred. |
| | Number of water main breaks. | No more than 8. | Achieved to date | 1 water main break occurred. |
| Water is sourced with minimal environmental effects. | Compliance with BOP Regional Council water supply resource consents as reported in Annual Consents and Compliance Field Sheet. | Compliance ⁷ | On track to achieve | Compliance with all water supply resource consents. |
| Council provides a quality water supply | Community satisfaction with water supply | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |

⁷ BOPRC inspection reports state either compliance or non-compliance.

ACTIVITY GROUP 7: WASTEWATER

Funding Impact Statement

| | Budget | Actual | Comment |
|---|------------------|-----------------|----------------|
| Operating funding – Rates & Charges (A) | 1,960,300 | 481,447 | |
| Applications of operating funding – Staff & Suppliers (B) | 1,534,410 | 387,017 | |
| Surplus (deficit) of operating funding (A - B) | 425,890 | 94,430 | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 1,829,392 | 12,786 | |
| Increase/(decrease) in reserves | (1,403,502) | 81,644 | |
| Surplus (deficit) of capital funding (C - D) | (425,890) | (94,430) | |
| Funding balance ((A - B) + (C - D)) | \$0 | \$0 | |

Capital Renewals

| Item | Budget | Actual | Comment |
|------------------------------------|--------------------|-----------------|----------------|
| Pipework Renewal | \$1,400,946 | \$0 | |
| Milliscreen bearings/replacement | \$58,776 | \$0 | |
| Wastewater treatment plant upgrade | \$369,670 | \$12,786 | |
| Total | \$1,829,392 | \$12,786 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|--|--|---|--|--|
| Customer satisfaction. | The total number of complaints received about any of the following: a) sewage odour b) sewerage system faults c) sewerage system blockages, and d) Council's response to issues with its sewerage system, (expressed per 1,000 connections to the sewerage system). | a) No more than 1 per 1,000 connections b) No more than 15 per 1,000 connections c) No more than 15 per 1,000 connections d) 0 per 1,000 connections | Achieved to date | Council has 2,880 connections a) 0 odour complaint b) 0 connection faults reported c) 2 blockages reported d) No complaints about response to service. |
| System adequacy. | The number of dry weather sewage overflows from Council's sewerage system, expressed per 1,000 connections to that sewerage system. | 0 per 1,000 connections to the sewerage system. | Achieved to date | No dry weather overflow reported. |
| Fault response times. | Where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, the median response times are: a) attendance time: from the time that Council receives notification to the time that service personnel reach the site, and b) resolution time: from the time that Council receives notification to the time that service personnel confirm resolution of the blockage or other fault. | Less than 1 hour. Less than 8 hours. | Achieved to date Achieved to date | No sewage overflow occurred. No sewage overflow occurred. |
| Council provides a reliable domestic wastewater collection and disposal service. | Number of disruptions to wastewater collection service. | No more than 50. | Achieved to date | There have been no disruptions to the wastewater collection service. |
| Discharge compliance. | Compliance with resource consents for discharge from Council's sewerage system measured by the number of: a) abatement notices b) infringement notices | No notices, orders or convictions. | On track to achieve | Council has not received any infringement notices, orders or convictions to date. |

| Levels of Service | Measures | Target | Status | Comment |
|--|---|--------------------------|---------------------|---|
| | c) enforcement orders, and d) convictions, received in relation those resource consents. | | | |
| The wastewater treatment plant operates effectively. | Compliance with BOPRC wastewater treatment plant resource consents as reported in annual Consents and Compliance Field Sheet. | Compliance. ⁸ | On track to achieve | Compliance with all conditions of the resource consent to date. |
| Council provides a domestic wastewater collection and primary treatment system | Community satisfaction with wastewater disposal | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |

⁸ BOPRC inspection reports state either compliance or non-compliance.

ACTIVITY GROUP 8: SOLID WASTE

Funding Impact Statement

Expenditure is likely to exceed the budget due to additional waste management fees.

| | Budget | Actual | Comment |
|---|-----------------|------------------|---------|
| Operating funding – Rates & Charges (A) | 3,555,040 | 804,848 | |
| Applications of operating funding – Staff & Suppliers (B) | 3,519,510 | 704,700 | |
| Surplus (deficit) of operating funding (A - B) | 35,530 | (100,148) | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 65,000 | 0 | |
| Increase/(decrease) in reserves | \$(29,470) | 100,148 | |
| Surplus (deficit) of capital funding (C - D) | (35,530) | (100,148) | |
| Funding balance ((A - B) + (C - D)) | \$0 | \$0 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|--|--|--------------------------------|---|---|
| Refuse Collection and Disposal | | | | |
| Council's refuse collection and disposal services meet the needs of the Kawerau Community and help maintain public health and a clean environment. | Level of compliance with BOP Regional Council refuse disposal resource consents as reported in annual Consents and Compliance Field Sheet. | Compliance. ⁹ | Achieved to date | No notices, abatement notices, enforcement orders or convictions. |
| Provision of a cost effective refuse collection and disposal service that will encourage a healthy, clean and tidy district | Community satisfaction with refuse collection Community satisfaction with refuse disposal | N/A N/A | N/A N/A | The survey is completed every three years and was completed in 2022/23. |
| Levels of Service | Measures | Target | Status | Comment |
| Zero Waste (Recycling) | | | | |
| Material that would otherwise go to landfill as household refuse is collected by the recycling collection service. | Average amount of recyclable material collected from each household. | No less than 178 kg per annum. | On track to achieve – final calculation July 2025 | >178 kg per household per annum is anticipated to be diverted. |
| Council's recycling services meets the needs of the Kawerau community | Community satisfaction with recycling service | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |

⁹ BOPRC inspection reports state either compliance or non-compliance

ACTIVITY GROUP 9: LEISURE AND RECREATION

Funding Impact Statement

| | Budget | Actual | Comment |
|---|------------------|------------------|---------|
| Operating funding – Rates & Charges (A) | 4,920,180 | 1,221,804 | |
| Applications of operating funding – Staff & Suppliers (B) | 4,411,200 | 1,040,589 | |
| Surplus (deficit) of operating funding (A - B) | 508,980 | 181,215 | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 616,049 | 81,752 | |
| Increase/(decrease) in reserves | (107,069) | 99,463 | |
| Surplus (deficit) of capital funding (C - D) | (508,980) | (181,215) | |
| Funding balance ((A - B) + (C - D)) | \$0 | \$0 | |

Capital Renewals

| Item | Budget | Actual | Comment |
|-------------------------------------|------------------|-----------------|--|
| Library: | | | |
| Collection renewals | \$77,000 | \$17,287 | Replacement books |
| Equipment, Fixtures and Fittings | \$13,100 | \$1,750 | |
| Building | \$16,000 | \$0 | |
| Swimming Pool: | \$206,129 | \$31,174 | Filtration system, Spa Pool, Pool Floor, clubrooms & pumps |
| Museum | \$22,000 | \$0 | Museum software |
| Recreation Centre | \$90,000 | \$0 | Roof, Air Extractors |
| Town Hall | \$52,900 | \$0 | |
| Concert Chambers | \$14,500 | \$0 | |
| Rangi Delamere Centre | \$3,600 | \$15,600 | Heatpumps |
| Sports fields and amenity buildings | \$30,000 | \$652 | |
| Passive Reserves | \$56,800 | \$9,341 | Boundary fences, carparks and sprinkler replacements |
| Playgrounds | \$4,020 | \$4,574 | Playground renewal |
| Cemetery | \$30,000 | \$1,374 | Signboard and Shelter, Sexton Shed |
| Total | \$616,049 | \$81,752 | |

Statement of Service Provision

| Levels of Service | Measures | Target | Status | Comment |
|---|--|----------------------------------|-----------------------------|--|
| Library | | | | |
| The library is accessible to the public. | Percentage of the population who are active members of the library. ¹⁰ | >25% | Not anticipated to achieved | Membership at 30 September was 1,358 members. |
| | New items per 1,000 population added to the collection each year. | >500 | Achievement anticipated | 842 (117 Per 1,000 population) were added for the three months to 30 September 2024. |
| | Council provides public library services and resources which suit the community's need | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| Museum | | | | |
| Council provides a museum service which reflects Community needs. | Number of exhibitions held. | 6 | Achievement anticipated | 1 exhibition held to date. |
| | Number of objects accessioned to the museum collection per annum. | 200 | Achievement anticipated | 98 objects accessioned into the museum collection. |
| | Community satisfaction with the museum | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| Swimming Pools | | | | |
| Swimming pool water meets water quality standards. | Level of compliance with standards. | Full compliance in 95% of tests. | Achieved to date | All tests to date have complied with standards. |

¹⁰ Those who have used library services in the past two years.

| Levels of Service | Measures | Target | Status | Comment |
|--|---|--|------------------|--|
| Council provides a Swimming Pool Complex which is accessible to the Community. | Weeks open per year. | At least 48. | Achieved to date | No closures between 1 July and 30 September. |
| | Community satisfaction with the swimming pool | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| Public Halls and Facilities | | | | |
| Four Community halls are available for hire: Ron Hardie Recreation Centre, Town Hall, Concert Chambers and the Bert Hamilton Hall. | Number of weeks public halls available for hire | Each hall is available for 50 weeks. ¹¹ | Achieved to date | All halls were available to date. |
| Clean public toilets are provided in the central business district. | Council provides town centre public toilets. | Open at least 360 days. | Achieved to date | No closures of town centre public toilets, from 1 July to 30 September. |
| Council provides public halls and facilities which reflects community needs | Community satisfaction with public halls | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| | User satisfaction with the public halls | N/A | N/A | |
| | Community satisfaction with public toilets | N/A | N/A | |
| | User satisfaction with the public toilets | N/A | N/A | |
| Parks and Reserves | | | | |
| Playing surfaces at sports fields are maintained to the requirements of the codes for which they are used. | Implementation of recommendations of NZ Sports Turf Institute advisory reports. | 100% | Achieved | All sports fields were inspected in the winter of 2024, and recommendations were implemented. Plans are being made for |

¹¹ Each hall is closed for scheduled maintenance for up to two weeks per year.

| Levels of Service | Measures | Target | Status | Comment |
|---|---|---------------------------------------|-------------------------|--|
| | | | | fertilizing and weed spraying. Dandelions were backpack sprayed in August 2024. |
| Bedding displays are attractive and updated to suit the season. | Number of bedding displays. | 2 (1 summer and 1 winter). | Achievement anticipated | Summer displays to be planted in October 2024 and winter displays will be planted in May 2025. |
| Council provides parks and reserves which meets the community's need | Community satisfaction with parks and reserves | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |
| Playground equipment is safe for children to use. | Monthly inspections of all playground equipment. | 12 inspections conducted. | Achieved to date | 3 Inspections completed to date. |
| | Remediation of all identified ¹² problems. | All repairs completed within 2 weeks. | Achieved to date | All minor repairs completed within 2 weeks. |
| Cemetery | | | | |
| The Kawerau cemetery meets community interment needs in the present and the medium term | Number of burial plots available | Enough for at least 5 years | Achievement anticipated | There are currently enough plots for more than 10 years. |
| | Community satisfaction with the cemetery | N/A | N/A | The survey is completed every three years and was completed in 2022/23. |

¹² Problems can be identified by users, parents, community members or staff at any time.

SUNDRY (VANDALISM, PLANT AND ELIMINATIONS)

Funding Impact Statement

These activities include vandalism, plant and eliminations. Eliminations mostly include the rates charged to Council properties.

Vandalism expenditure to date = \$5,152

| | Budget | Actual | Comment |
|---|------------------|-----------------|------------------|
| Operating funding – Rates & Charges (A) | (967,940) | 224,967 | |
| Applications of operating funding – Staff & Suppliers (B) | (1,101,960) | (165,005) | |
| Surplus (deficit) of operating funding (A - B) | 134,020 | 59,962 | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 415,200 | 99,517 | Plant & vehicles |
| Increase/(decrease) in reserves | (281,180) | (39,555) | |
| Surplus (deficit) of capital funding (C - D) | (134,020) | (59,962) | |
| Funding balance ((A - B) + (C - D)) | 0 | 0 | |

ACCOMMODATION AND CORPORATE OVERHEADS

Funding Impact Statement

These activities include the buildings costs as well as overheads (CEO's and Managers' cost centres). These costs are allocated and are included in the other activities costs, which is required for reporting purposes.

| | Budget | Actual | Comment |
|---|--------------------|--------------------|--------------------------|
| Operating funding – Rates & Charges (A) | 81,000 | 10,727 | |
| Applications of operating funding – Staff & Suppliers (B) | 4,371,900 | 1,101,995 | |
| <i>Less allocated to activities</i> | <i>(4,371,900)</i> | <i>(1,101,995)</i> | |
| Surplus (deficit) of operating funding (A - B) | 81,000 | 10,727 | |
| Sources of capital funding (C) | 0 | 0 | |
| Less (D): | | | |
| Renewals/capital | 261,160 | 1,685 | IT and building renewals |
| Increase/(decrease) in reserves | (180,160) | 9,042 | |
| Surplus (deficit) of capital funding (C - D) | (81,000) | (10,727) | |
| Funding balance ((A - B) + (C - D)) | \$0 | \$0 | |

Meeting: Council
Meeting Date: 27 November 2024
Subject: Council Meetings Schedule for 2025
File Number: 104000

1 Purpose

The purpose of this report is to present to Council the Council and Committee meeting dates for 2025.

2 Council Meeting Dates for 2025

Attached in Appendix A are details of all Council meeting dates for 2025, with all meetings being held on a Wednesday, except for the Audit and Risk Committee meeting, which will continue to be held on a Monday.

The LGNZ Conference for 2025 is from 16 to 17 July 2025, this does not clash with any Council meetings.

With the Council Election in October no meetings have been set. The dates included for November and December are indicative and will be confirmed following the election.

The meeting dates for the Audit and Risk Committee have been reviewed and confirmed by the Independent Chair Mr Philip Jones to ensure availability. The June and August Audit and Risk meetings are the second Monday of the month, instead of the first Monday, as June's meeting clashes with King's birthday and August is a date clash for Chair Jones.

There is no specific inclusion of Extra-ordinary Council meetings, as these are only set for extra-ordinary circumstances that arise when a full Council meeting is required. Extra-ordinary meetings will be required during May for the hearing and deliberation of submissions for the Long Term Plan, these dates will be set once the consultation period is confirmed for the Long Term Plan. The intent is that should an Extra-ordinary meeting be required, where possible the meeting will be scheduled for a Wednesday.

There are three confirmed workshops to cover the Long-Term Plan (LTP) preparations, and four tentative workshop dates should additional workshops be required to meet Council's LTP preparation requirements.

3 RECOMMENDATIONS

1. That the report "Council Meetings Schedule for 2025" be received.

2. That Council adopts the Council meetings, as detailed in Appendix A – “Council Meetings Schedule for 2025”.



Lee-Anne Butler CA, BMS

Group Manager Finance and Corporate Services

Z:\KDC Taxonomy\Governance\Democratic Services\Meetings\Council\Reports\11 November 2024\R-Council Meetings Timetable for 2025 LAB - 2024-11-27.doc

Appendix A - Kawerau District Council - Meeting Dates 2025

| | Regulatory and Services Committee <u>Wednesday</u> Meeting Time: 9.00 am | Ordinary Council <u>Wednesday</u> Meeting Time: 9.00 am | Council Workshops (tentative if required) <u>Wednesday</u> Meeting Time: 9.00 am | Audit and Risk Committee <u>Monday</u> Meeting Time: 1.00 pm |
|-----------|--|---|---|--|
| | Meeting Date | Meeting Date | Meeting Date | Meeting Date |
| January | | | 29** | |
| February | 12 | 26 | 5 & 19** | 10 |
| March | 12 | 26 | 5 & 19** | |
| April | 16 | 30 | 2 & 9** | 7 |
| May | 14 * | 28* | 7 & 21* | |
| June | 11 | 25 | 4 | 9 |
| July | 9 | 30 | 2 | |
| August | 13 | 27 | 6 | 11 |
| September | 10 | 24 | 3 | |
| October | Council Elections | | | |
| November | 12 | 26 | | |
| December | 10 | 17 | | 1 |

* Possible Extra-ordinary meetings required to hear and deliberation on LTP Submissions ** Possible additional workshops due to LTP requirements.

Meeting: Council

Meeting Date: 27 November 2024

Subject: **Naming Policy renaming request: Seeking Council approval for Stoneham Park to be renamed Tūwharetoa Park**

File No.: 407900

1 **Purpose**

The purpose of this report is to seek formal approval of the Council to rename Stoneham Park to Tūwharetoa Park as per the recommendation of Council's Iwi Liaison and Cultural Advisor Te Haukakawa Te Rire.

Tūwharetoa Kaumātua and Council Iwi Liaison and Cultural Advisor, Koro Te Haukakawa is the appropriate person for Council to seek advice regarding the renaming of the residential development that Council is currently undertaking.

The initial request to Council to consider renaming the residential development at Stoneham Park came from the daughter Sally Helyar (nee Stoneham) of the namesake Mayor Roy Stoneham. A long-time Kawerau resident, Mrs Helyar is the spokesperson on behalf of the family with this matter.

Council is the developer of the residential development and is the applicant in this instance for the renaming of the development.

In due course, when the respective resource consents are obtained, the subdivision design will be finalised and another application for naming of the respective public roads within the development will be made to the elected members. This application would be made after further consultation with Tūwharetoa Kaumātua and Council Iwi Liaison and Cultural Advisor, Koro Te Haukakawa.

2 **Background**

Stoneham Park was originally named after the former Mayor Roy Stoneham Park who was Mayor of the Kawerau District from 1965-1983.

When Council commenced consultation with the community about developing Stoneham Park (Lot 1 DPS54056, Lot 39 DPS27247 and 40 DPS27247 off Peter Lippa Drive), we received a request from Roy Stoneham's daughter, Sally Helyar (nee Stoneham) on behalf of her family and that of her brother Paul Stoneham, that Council would consider renaming the residential development and its streets and roadways.

The reason outlined by the family members was that Mr Roy Stoneham had declined to have any streets or roadways carry his name. The preference of Mr Stoneham was for open spaces and reserves – and hence Stoneham Walk (adjacent to the Ruruanga Stream) was an area that the former Mayor consented to carry his name.

The family members consider that Stoneham Walk is a great way to honour the former District Mayor.

In making this request, it is important to point out that the Stoneham Walk reserve adjoining the Ruruanga Stream, does not form part of this application and would continue to be named Stoneham Walk, in honour of the former Mayor Roy Stoneham.

The reserve exchange of Lot 39 DPS27247 and Lot 1 DPS54056 (Stoneham Park off Peter Lippa Drive) has enacted the reserve status of these lots to be put onto the land formerly used and known as the Council Stock Pound on Fenton Mill Road Lot 2 DPS77804.

This report only addresses the renaming of the area that will be utilised for the residential development off Peter Lippa Drive – to be renamed Tūwharetoa Park. However, Council may decide to consider at a suitable time, that the naming of the former stock pound land area and Lot 2 DPS77804 (off Fenton Mill Road), could be considered either to form part of the Stoneham Walk or a new name. Should Council wish for this to be investigated, this could be addressed at a later stage.

3 Policy and Plan Considerations

Council adopted the Naming Policy on 16 October 2024, with the Naming Policy coming into effect on 21 October 2024.

Kawerau District Council's Naming Policy (refer appendix 1) is designed to provide principles and guidelines for considering and making decisions on the naming of local roads, open spaces, features and council facilities.

This policy recognises the importance of names in connecting our people to the land and environment around them. Local names also help provide the identity for our community, encompassing Kawerau's culture, significant people, character, heritage and landscape now and into the future.

Council recognises Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) as holding cultural values, customs and practices associated with the Kawerau Rohe and as such hold the mana to partner in the naming process.

The scope of the naming policy applies to roads, private ways, bridges, open spaces including parks and reserves, open space features, council facilities and developments.

The Naming Policy (12.1) states that renaming of open spaces will be considered in exceptional circumstances where the renaming would meet the objectives of the proposal to promote local identity and Tangata Whenua connections.

In addition, the Naming Policy (12.3) states that applications for renaming may be considered where initiated by a Kawerau ratepayer or resident of the Kawerau District or Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty). Mrs Sally Helyar is a long-time Kawerau resident and as the daughter of the namesake former Mayor Roy Stoneham, it would be considered appropriate and within the scope of the policy to accept the renaming request (12.4.8).

Council will liaise with Council Iwi Liaison and Cultural Advisor, Koro Te Haukākawa to obtain the narrative and reasoning behind the name choice and share this with the community.

Options:

1. That Council approves the application to rename Stoneham Park to become Tūwharetoa Park as the application meets the scope and requirements of the Kawerau District Council Naming Policy (effective on 21 October 2024).
(This option is recommended)

OR

2. That Council declines the application to rename Stoneham Park, and retains the current name.
(This option is not recommended as this is not the wish of the family of the namesake, nor in keeping with the guidance sought by Council from Council's Iwi Liaison and Cultural Advisor Te Haukākawa Te Rire)

4 Financial Considerations

The renaming of the residential development does not incur additional costs. There has been a budget allowance for marketing of the development that is yet to commence, and therefore any upcoming marketing material and signage would capture the new name.

5 Legal Considerations

The legal status of Stoneham Park has been formally revoked via the exchange process with the Department of Conservation. The status of the land is now freehold residential as per the plan to enable the land to be subdivided and sold into freehold ownership.

There are no legal implications of renaming Stoneham Park to Tūwharetoa Park, it is in effect a name that will be utilised widely in communications and marketing with the current residents surrounding the park, and the incoming residents, developers and purchasers.

6 Significance and Engagement

As per the Naming Policy, the guidance of Tūwharetoa Kaumātua and Council Iwi Liaison and Cultural Advisor, Koro Te Haukākawa, has been sought in the first instance with regard to the naming of the residential development.

There is no specific requirement for any additional consultation other than with the Council Iwi Liaison and Cultural Advisor, or engagement with the community with regard to renaming. However, the Council has been open with the community in sharing the wishes of the Stoneham family to change the name of the development as per the wishes of their late father, the former Mayor Roy Stoneham.

7 **Conclusion**

The renaming application to Council meets the Naming Policy criteria in that the request initially came from the long-time Kawerau resident and daughter of the namesake of the park Mrs Sally Helyar (nee Stoneham), and the new name has been suggested by Tangata Whenua from Tūwharetoa Kaumātua and Council Iwi Liaison and Cultural Advisor, Koro Te Haukakawa.

8 **RECOMMENDATIONS**

1. That the report “Naming Policy renaming request: Seeking Council approval for Stoneham Park to be renamed Tūwharetoa Park” be received.
2. That Council either;
 - a) approves the application to rename Stoneham Park to become Tūwharetoa Park.
 - Or
 - b) declines the application to rename Stoneham Park, and retains the current name. This option is not recommended as this is not the wish of the family of the namesake, nor in keeping with the guidance sought by Council from the Council Iwi Liaison and Cultural Advisor.



Tania Humberstone

Manager Communications and Engagement | Residential Development

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Council Policy

Naming Policy

| | |
|------------------------------|--|
| Effective Date: | 21 October 2024 |
| Date First Adopted: | 16 October 2024 |
| Last Reviewed : | New Policy |
| Next Review Date: | October 2029 (Five Yearly Review) |
| Engagement Required: | Special Consultative Procedure (s83 LGA) |
| Document Number: | POL 026 |
| Responsibility: | Group Manager, Regulatory and Planning |
| Associated Documents: | N/A |

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1. INTRODUCTION

- 1.1. Kawerau District Council's Naming Policy is designed to provide principles and guidelines for considering and making decisions on the naming of local roads, open spaces, features and council facilities.
- 1.2. This policy recognises the importance of names in connecting our people to the land and environment around them. Local names also help provide the identity for our community, encompassing Kawerau's culture, significant people, character, heritage and landscape now and into the future.
- 1.3. Council recognises Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) as holding cultural values, customs and practices associated with the Kawerau Rohe and as such hold the mana to partner in the naming process.
- 1.4. Council is responsible for the naming of roads and numbering of land and buildings under s319 and s319A of the Local Government Act 1974. A wide range of people use road names to accurately locate properties, including emergency services, postal and delivery services and utility providers (phone, power, water companies), along with the general public.

2. POLICY PURPOSE

- 2.1. The purpose of this Policy is to:
 - 2.1.1. ensure the names of roads, open spaces, features, and community facilities tell the story of Kawerau and reflect Kawerau's natural, cultural and historic heritage;
 - 2.1.2. encourage locally significant Te Reo Māori names for roads, open spaces, features, and community facilities to enable greater visibility of Tangata Whenua connections to Kawerau;
 - 2.1.3. provide clarity and consistency in the naming of roads, open spaces, features, and community facilities;
 - 2.1.4. ensure names are appropriate and do not duplicate or cause confusion with existing or approved names;
 - 2.1.5. ensure the community is accessible and easily identifiable by facilitating accurate property identification for emergency services;
 - 2.1.6. ensure Council meets its obligations under the Local Government Act 1974 when naming roads and numbering properties.

3. SCOPE

- 3.1. The policy applies to the naming and renaming of:

- a. Roads, including private roads, private ways and bridge;
 - b. Open spaces including parks and reserves and land administered by Council for storm water management;
 - c. Open space features;
 - d. Council facilities, including developments.
- 3.2. This policy does not apply to unformed or paper roads unless Council deems it necessary.

4. DEFINITIONS

Applicant means an individual or entity making an application. This may include Council, a consent holder or the party developing the infrastructure, including but not limited to a developer.

Council means Kawerau District Council.

Council Facility means a facility owned by Council and which is provided for public amenities, including recreational, sporting or cultural, or community facilities. Such facilities may include but are not limited to community halls, civic spaces and centres, including entertainment facilities.

Cultural Significance includes land, water, wāhi tapu, valued flora and fauna, and other taonga significant to Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty).

Dual Naming refers to a reserve or other place that has both a Te Reo Māori name and English name. Dual naming is not considered renaming for the purpose of this policy. A dual name may not be a direct translation of transliteration of an existing English name.

Name means the word or name (excluding the road type) used to identify a road, open space or Council facility.

Open Space includes all parks and reserves administered by Council, and land administered by Council for storm water management.

Open Space Features refers to assets such as tracks, lookouts, sites of cultural significance and natural or historical attributes.

Park Council owned public open space held under the Local Government Act 2002 with a primary recreation, conservation, historic or amenity function.

Private roads and right of way means roads and access ways as defined under section 315(1) of the Local Government Act 1974 (or subsequent amendments), and includes rights-of-way, common access lots,

retirement village roads. Also included is common property within a Unit Title Development as defined under section 5 of the Unit Titles Act 2010.

- Reserve** means any land classified as a reserve under the Reserves Act 1977 (or subsequent amendments).
- Road** means a road as defined under section 315 of the Local Government Act 1974 or subsequent amendments, and includes access ways, service lanes, any square and any public place intended for the use of the public generally.
- Road Type** means the type of road as set out in the Australian/New Zealand Standard on Rural and Urban Addressing AS/NZS 4819:2011 (as outlined in Schedule 1).

5. POLICY PRINCIPLES

- 5.1. Council has a role in ensuring that the district's history, identity, culture and status of Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) is recognised and maintained.
- 5.2. Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) hold mana and traditional associations with places, making them the most appropriate authority when seeking Te Reo Māori names. Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) are a partner in the process of selecting names for roads, open spaces, features and council facilities.
- 5.3. Council shall provide a consistent approach to determining appropriate future names for roads, open spaces, features and council facilities. This policy is not to be applied retrospectively to existing names except where individual renaming applications are received.
- 5.4. Names should be agreed and used as early as possible in any development application process in order to embed those names locally.
- 5.5. This policy complies with the Australian/New Zealand Standard on Rural and Urban Addressing (AS/NZS 4819:2011) and subsequent amendments where names are written in English.
- 5.6. Naming a private road does not mean Council accepts responsibility for that private road, other than ensuring its name complies with this Naming Policy and the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011) and updating Land Information New Zealand.
- 5.7. Property numbering, upon implementation of the policy, will be in accordance with Australian/ New Zealand Standard Rural and Urban Addressing (AS/NZS4819:2011) and in the case of retirement villages, also in accordance with Guideline for addressing in retirement villages LINZG80700 (and any subsequent updates).

- 5.8. Where naming or renaming a reserve vested in Council, Council will comply with s16(10) and s16(10A) of the Reserves Act 1977, by consulting with the New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) and placing a notice in the Gazette.
- 5.9. The New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008 has precedence over this policy where it applies (naming geographic locations).

6. TE REO MĀORI NAMES

- 6.1. Council supports the use of Te Reo Māori names for roads, open spaces, features and council facilities.
- 6.2. All Te Reo Māori names will be initially drafted in partnership with Ngāti Tūwharetoa (Bay of Plenty) as Tangata Whenua.
- 6.3. Te Reo Māori names, in consultation with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty), will be written using the orthographic writing conventions of the Māori language developed by Te Taura Whiri i Te Reo Māori (the Māori Language Commission). Where appropriate, Council will be guided by Ngāti Tūwharetoa (Bay of Plenty) to ensure the integrity of the local dialects and cultural practices with regard to Te Reo Māori names in Kawerau rohe.

7. DUAL NAMING

- 7.1. While Te Reo Māori or English monolingual names are preferred, council supports dual naming in the following circumstances:
 - 7.1.1. where there is an opportunity to promote Te Reo Māori by use of a direct Te Reo/English translation;
 - 7.1.2. where both English and Te Reo Māori names are already in current use in the community for the same road, open space, feature or council facility; and
 - 7.1.3. where dual naming will make visible Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) connections to a place.
- 7.2. When dual naming is used for open spaces and community facilities the Te Reo Māori name will be positioned before the English name.
- 7.3. Dual naming is not supported by Council for roads and will be avoided.

8. GENERAL PROCEDURE FOR SELECTING NAMES (NAMING A NEW ROAD OR PRIVATE WAY)

- 8.1. New roads or private ways usually result from a subdivision. When applying for a resource consent, the developer should apply for any new road name or private way name, by submitting a “Naming Request Application”. Applications must be received prior to the issuing of the s223 certificate.
- 8.2. Applicants are required to consult with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) early and Council will assist with this process. This will help ensure names will meet the requirements of section 9.1 of this policy, before making their application to Council.
- 8.3. It is recommended that applicants provide Council with their preferred name and two alternative names for each road, opens spaces, features and council facilities to be named.
- 8.4. All applications should include supporting evidence of engagement with Tangata Whenua regarding the names proposed (for example, a letter of support, or minutes of a meeting, or a memorandum of understanding etc).
- 8.5. Where no names are proposed, or where council initiates the project, council will facilitate a discussion with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty), the applicant and/or landowner to identify suitable names to be used.
- 8.6. Private roads, including those within retirement complexes, must be named where there are six or more houses on the private road, or if there is the potential to develop six or more houses on the private road. The names of private roads must be consistent with the general naming criteria.
- 8.7. Where a private way has multiple owners, supporting evidence of engagement with all associated owners must be provided.
- 8.8. Council has no responsibility for the signage, maintenance or upkeep of any private road.
- 8.9. Council holds the final decision making authority on the choice of names.

9. NAMING CRITERIA

- 9.1. Proposed names must reflect one or more of the following:
 - 9.1.1. Identity of Kawerau;
 - 9.1.2. Historical significance of the area;
 - 9.1.3. Cultural significance of the area;
 - 9.1.4. People who were important in the history of the area, and/or

characteristics of people important to the Kawerau rohe;

- 9.1.5. Events or places significant to a community or communities locally, nationally, internationally.
- 9.1.6. Flora, fauna and topographical features significant or important to the history or geography of the community, the wider local area or the district.
- 9.1.7. Continuation of existing established theme or creation of a common theme for a development.

9.2. Proposed names should avoid the following:

- 9.2.1. Road name should not repeat or be similar in name or sound, to any name already in use locally or within 5 km of the surrounding districts, as this creates confusion for emergency services, delivery services and maintenance staff.
- 9.2.2. Names that honour a person more than once should be avoided.
- 9.2.3. Qualifying words, such as Upper, West, or generic terms, should not be used to distinguish between associated features with the same specific name.

9.3. Proposed names will be deemed unacceptable if:

- 9.3.1. Council consider they may be regarded as derogatory, discriminatory, frivolous, offensive or in poor taste.

9.4. Roads may not be named after commercial enterprises. For community facilities, open spaces and features, there may be individually negotiated sponsorship agreements including naming rights that may supersede the criteria in clause 9.

10. ADDITIONAL CRITERIA FOR ROAD NAMES

- 10.1. A road name shall consist of two parts: a name, followed by a road type. A road type shall not be used as the first part of a road name.
- 10.2. Where English names are to be used for roads, they shall comply with the road-naming standard used by the Council (AS/NZS4819:2011).
- 10.3. When using Te Reo Māori names, “Ara” and “Te Ara” may be used as the first part of the name. The use of “Te” before “Ara” is not essential unless the road is being named for a person or thing in which “Te” is an integral part. When using “Ara” or “Te Ara”, this replaces the road type (for example: “Ara Tai” not “Ara Tai Lane”).
- 10.4. Road names should be shorter rather than longer and should be less than 15

letters excluding the road type unless deemed culturally significant by Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty).

- 10.5. Road names should change at logical intersections and care should be taken to avoid dividing a single section of road.

11. PROPERTY ADDRESS NUMBERING

- 11.1. Council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building, as set out in Section 319B of the Local Government Act 1974.

- 11.2. Upon implementation of this policy, road numbers will be assigned within the standards set out in the Australian/New Zealand Standards: Rural and urban addressing (AS/NZS 4819:2011).

11.2.1. Urban roads will generally be numbered consecutively from the start of the road with odd numbers on the left and even on the right. Existing number will only be changed where exceptional circumstances exist or to prevent significant numbering inconsistencies.

11.2.2. Rural Roads will usually be numbered using the distance-based address numbering method. Rural roads are generally defined through the zoning of a property and neighbouring properties in the District Plan.

11.2.3. If the zoning of a property changes, consideration will be given to the suitability of the current numbering and renumbering may be required.

11.2.4. Private ways are usually numbered from the adjoining named road which gives access to the private way. The Council will give consideration to issuing separate numbers, only where the private way is officially named. Numbers will only be issued once the road name has been accepted through a resolution of Council.

- 11.3. In cases where Council decides to re-number a road or private way, property owners and residents affected by the renumbering will be given a minimum of four weeks' notice.

12. POLICY ON RENAMING

- 12.1. Only in exceptional circumstances will Council consider renaming roads, open spaces, features or Council facilities.

- 12.2. Council may consider renaming open spaces, features, or Council facilities where a new name would better meet the objectives of the policy to promote

local identity and Tangata Whenua connections.

- 12.3. Council may consider requests for renaming where there are strong reasons for renaming or dual naming of existing streets.
- 12.4. Applications for renaming may be considered where initiated by a Kawerau ratepayer or resident of Kawerau District, or by Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) and where they fall into one of the following categories:
 - 12.4.1. Major changes in road layout or infrastructure and renaming is required to avoid confusion, duplication or ambiguity;
 - 12.4.2. To correct inaccuracies or spelling;
 - 12.4.3. The name is culturally inappropriate;
 - 12.4.4. In circumstances where an incorrect name has become established over time by local usage;
 - 12.4.5. To address a significant wrong or grievance;
 - 12.4.6. Where a new name would better meet the purpose of this policy in promoting local identity and Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) connections.
 - 12.4.7. Where there is a strong reason to support dual naming (e.g. to better promote local identity);
 - 12.4.8. Any other reason Council considers appropriate in the circumstances.
- 12.5. An application for renaming must be supplied with the following information:
 - 12.5.1. Reasoning or justification for a name change; and
 - 12.5.2. Evidence of consultation undertaken by the applicant with affected property owners, including the outcome of the consultation (e.g. signed letters of agreement);
 - 12.5.3. Support for the proposed names from affected property owners;
 - 12.5.4. Any research undertaken to support the application (if applicable).
- 12.6. If renaming, long-term, historically-embedded existing names, or names that are in common local use, may take precedence over new names if they conform to clause 9.
- 12.7. Applicants for renaming of roads, open spaces, features or Council facilities must agree to meet the costs incurred by Council, including costs of signs,

renumbering, administration and any other associated costs. Where Council initiate the renaming, Council will cover the associated costs.

- 12.8. Council will not pursue a renaming application, where the affected residents are not in support of the renaming process.

13. ADDITIONAL CRITERIA FOR OPEN SPACES AND FEATURES WITHIN THEM

- 13.1. Open spaces gifted to Council, may honour the landowner by agreeing on a name in consultation with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty).
- 13.2. Open spaces acquired, at market value, must not include a naming condition as part of the sale and purchase conditions.
- 13.3. Open spaces and/or features are not required to include a name type, such as park or reserve, unless considered appropriate.
- 13.4. Contiguous (adjacent) parks and reserves should be given the same name, unless there is exceptional circumstances to do otherwise.
- 13.5. Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) direction will be sought as to whether feature descriptions such as 'Mount' and 'Lake' are required where Te Reo Māori is used.

14. ADDITIONAL CRITERIA FOR COMMUNITY FACILITIES

- 14.1. Community facilities are not required to include the nature of the facility, unless considered appropriate.
- 14.2. Community facilities should not be named after commercial entities unless a sponsorship agreement is entered into.

15. MONITORING AND IMPLEMENTATION

- 15.1. Implementation of the policy will be the responsibility of, and monitored by, the Group Manager Regulatory and Planning.
- 15.2. The policy will be reviewed every five years, or earlier at the request of Council or in response to changed legislative and statutory requirements.

SCHEDULE 1 – AS/NZS 4819 – TYPES OF ROADS

| Road Type | Abbreviation | Description |
|-----------|--------------|--|
| Alley | Aly | Usually narrow roadway in a city or town. |
| Arcade | Arc | Passage having an arched roof or covered walkway with shops along the sides. |
| Avenue | Ave | Broad roadway, usually planted on each side with trees. |
| Boulevard | Blvd | Wide roadway, well paved, usually ornamented with trees and grass plots. |
| Circle | Cir | Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle. |
| Close | Cl | Short enclosed roadway. |
| Court | Crt | Short enclosed roadway, usually surrounded by buildings. |
| Crescent | Cres | Crescent shaped roadway, especially where both ends join the same thoroughfare. |
| Drive | Dr | Wide roadway without many cross-streets. |
| Glade | Gld | Roadway usually in a valley of trees. |
| Green | Grn | Roadway often leading to a grassed public recreation area. |
| Grove | Grv | Roadway that features a group of trees standing together. |
| Highway | Hwy | Main thoroughfare between major destinations. |
| Lane | Lane | Narrow roadway between walls, buildings or a narrow country roadway. (reserved exclusively for non-public roads) |
| Loop | Loop | Roadway that diverges from and rejoins the main thoroughfare. |
| Mall | Mall | Wide walkway, usually with Shops along the sides. |
| Mews | Mews | Roadway having houses grouped around the end. |
| Parade | Pde | Public roadway or promenade that has good pedestrian facilities along the side. |
| Place | Pl | Short, sometimes narrow, enclosed roadway. |
| Promenade | Prom | Wide flat walkway, usually along the water's edge. |
| Quay | Qy | Roadway alongside or projecting into the water. |
| Rise | Rise | Roadway going to a higher place or position. |
| Road | Rd | Open roadway primarily for vehicles. |
| Square | Sq | Roadway which generally forms a square shape, or an area of roadway bounded by four sides. |
| Steps | Stps | Walkway consisting mainly of steps. |

| | | |
|---------|------|---|
| Street | St | Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides. |
| Terrace | Tce | Roadway on a hilly area that is mainly flat. |
| Track | Trk | Walkway in natural setting. |
| View | View | A road with a view. |
| Walk | Walk | Thoroughfare for pedestrians. |
| Way | Way | Short enclosed roadway. (reserved exclusively for non-public roads) |
| Wharf | Whrf | A roadway on a wharf or pier. |

Meeting: Council

Meeting Date: 27 November 2024

Subject: **Appointment of Independent Commissioner for RMA Hearing**

File No: 301500

1 **Purpose**

The purpose of this report is to seek confirmation from Council on the appointment of an Independent Commissioner for the expansion of vermicomposting activity – 296A Tamarangi Drive - Ecocast.

2 **Background**

Ecocast made a resource consent application to the Bay of Plenty Regional Council and the Whakatane District Council in May 2024, for the extension of their operation. At the time of the application, the land area in question was within Whakatane District boundary (appendix 1).

The application has been processed by Whakatane District Council as it was lodged on 1 May 2024. Whakatane District Council made the decision to notify the resource consent application.

Whakatane District Council received two submissions in opposition to the application from Health New Zealand and Ngāti Tūwharetoa. Whakatane has made a recommendation to refuse the resource consent.

The land subject to the resource consent has since been transferred to Kawerau District Council on 1 September 2024, as part of the Local Government Reorganisation (Whakatane District to Kawerau District) boundary change.

Subject to the Local Government Reorganisation (Whakatane District to Kawerau District) Implementation Order 2024, the Whakatane District Plan rules continue to apply on the land areas that came within Kawerau District boundary from 1 September 2024.

Whakatane District Council and Bay of Plenty Regional Council set and prepared for a joint hearing to be heard on Tuesday 10 December 2024.

On 22 September 2024, Whakatane had appointed Gina Sweetman following their required process to appoint an Independent Commissioner from an accredited pool.

Whakatane District Council and Regional Council have appointed Gina Sweetman as the Independent Commissioner for the hearing. Gina Sweetman is a MfE accredited Independent Commissioner with a Chairman's Certificate and is certified and experienced with resource management act hearings. She has a wide range of

planning experience and has worked in local government, central government and private practice. She has a strong knowledge in all aspects of the RMA.

Kawerau District Council were notified on the appointment on 31 October 2024, requesting Kawerau District Council to confirm the appointment.

Under the Local Government Reorganisation (Whakatane District to Kawerau District) Implementation Order 2024, the legal authority to make the delegation passed from Whakatane District Council to Kawerau District Council on 1 September 2024. Legal advice has been received in regards to this matter to confirm the delegation sits with Kawerau District Council to appoint the Commissioner for the joint hearing with Bay of Plenty regional Council.

Decision made on the Ecocast resource consent prior to 1 September remain valid.

Kawerau District Council now need to consider the options available. To take no further steps at this stage, will result in any decision made being invalid and open to judicial review.

To avoid any later judicial review of the decisions made, Council is recommended to endorse the appointment of Gina Sweetman. Gina Sweetman has the qualification and experience to undertake the role and works across the country. Attached is her Bio for your information (appendix 2).

3 Options

Kawerau District Council has two options available.

Option 1 – Delegate the decision making power to Ms Sweetman under s34A of the Resource Management Act 1991. (Preferred Option)

The appointment of an Independent Commissioners is the standard process used by Kawerau District Council when a resource consents progress to a hearing.

This will enable the resource consent hearing for Bay of Plenty Regional Council and now Kawerau District Council to progress on the current timeline and meet statutory timeframes.

Gina Sweetmen is highly qualified and experience as an Independent Commissioner.

This will ensure the process procedurally sound.

Option 2 - To consider delegating the entire decision to Whakatane District Council under s33 of the Resource Management Act 1991 and undertaken special consultative process based on this consideration. (This option is not recommended)

This options would require Council to undertake a special consultative process prior to making a decision to delegate the authority to Whakatane District Council. As a

result, this will create delays in the statutory processing timeframes and will result in having to delay the hearing dates until next year.

Delegating the decision making to Whakatane will likely result in Ms Sweetmen being re-appointed at the Independent Commissioner. The outcome is likely to be the same as delegating the authority to Ms Sweetmen, with additional delays.

4 Policy and Plan Consideration

The resource consent application must be decided on the Whakatane District Plan until our District Plan incorporates the new land parcels which came into Kawerau District on 1 September 2024.

5 Financial Considerations

The proposal has no financial considerations for Council where endorsing the recommendation.

6 Risks

While the resource consent is being processed by Whakatane District Council, under Whakatane District Plan rules, the land is now located in Kawerau District. Where Council do not delegate the decision making power to Gina Sweetman as the Independent Commissioner, this could delay proceedings or if the Hearing was to go ahead without Council's delegation, the decision would be invalid and will open itself up for a judicial review.

7 RECOMMENDATIONS

1. That the report "*Appointment of Independent Commissioner for RMA Hearing*" be received.
2. That Council adopts Option 1, being that in accordance with Section 34A of the Resource Management Act 1991 Council appointments Gina Sweetman as the Independent Commissioner to make decisions under Section 95A-95E, 104, 104A-104D and 108 of the Resource Management Act 1991, in respect to resource consent LL-2024-9983-00 Expansion of vermicomposting activity – 296A Tarawera Drive – Ecocast, being heard by Kawerau District Council (in conjunction with Whakatane District Council) and the Bay of Plenty Regional Council for land recently transferred from Whakatane District Council.



Michaela Glaspey

Group Manager Regulatory and Compliance





Gina Sweetman

Sweetman Planning Services

Bachelor of Planning, Auckland University, 1993
 Masters of Planning (First Class Honours), Auckland University, 2006
 MNZPI, Distinguished Services Award 2014

I have a wide range of management, planning and policy experience, having worked for over twenty-five years in local government, central government and private practice. I have a strong knowledge of all aspects of Resource Management Act (RMA), and wider natural resources planning in New Zealand, with particular strengths in policy analysis and advice, statutory planning, Māori planning issues training and implementing best RMA practice into everyday practice. Through my work with central government, I have significant experience with policy development and government processes. I have provided expert evidence to both council hearings, the Environment Court and have been involved in central government committee processes. I am also an accredited and experienced RMA Hearings Commissioner (Chair endorsement), one of 20 appointed Development Contribution Commissioners nationwide, independent chairperson and facilitator. I am also a recipient of the NZPI Distinguished Service Award.

Areas of particular expertise:

- ✓ Accredited Hearings Commissioner (Chair endorsement)
- ✓ Development Contributions Commissioner
- ✓ Facilitator
- ✓ Expert witness
- ✓ Policy and plan development and review
- ✓ Development and financial contributions policy and implementation
- ✓ Central and local government processes, including budgeting, reporting, staff development, policy development and advice, development, implementation, evaluation and audits
- ✓ Team and project management and leadership
- ✓ Consent processing and reviews
- ✓ Māori planning issues
- ✓ Best practice, training and guidance
- ✓ RMA, Treaty, Takutai Moana, aquaculture, freshwater and climate change

Professional Affiliations and Responsibilities:

Member New Zealand Planning Institute
 Member Resource Management Law Association
 Chair Certification, Making Good Decisions
 Development Contributions Commissioner

Work History:

| | |
|-------------|---|
| 2010 - | Sweetman Planning Services |
| 2009 – 2010 | Manager, Resource Management Practice and Policy, Ministry for the Environment |
| 2007 – 2009 | Director, Sweetman Planning Services Ltd |
| 2007 | Senior Planner, Beca Planning |
| 2003 – 2007 | Senior Adviser (RMA Implementation), Ministry for the Environment |
| 2000 – 2003 | Senior Specialist Planner, Auckland City Council |
| 1999 – 2000 | Senior Planning Consultant, Barker and Associates Ltd, Auckland |
| 1995 – 1999 | Planner and Team Coordinator Resource Consents, Auckland City Council |
| 1994 – 1995 | Assistant Planner and Planner Consents, North Shore City Council |
| 1993 – 1994 | Assistant Planner, Waikato District Council, North Shore City and Manukau City Councils |

Relevant Experience*Independent Commissioner/Facilitation*

- Hearings Panel Member for Plan Change 6 to Auckland Unitary Plan - new suburb, Auckland Council
- Hearings Panel Member for proposed Bunnings out of zone, Queenstown Lakes District Council
- Rezone Plan Change, Hutt City Council (sole commissioner)
- Residential development under the Housing Accords and Special Housing Area Act, Wellington City (sole commissioner)
- Hearings Panel Member for s128 review of the Te Rere Hau windfarm, Palmerston North [current]
- Hearings Panel Member for Proposed Plan Change 10 to the Bay of Plenty Regional Plan – setting nutrient limits for Lake Rotorua, Bay of Plenty Regional Council
- Hearings Panel Member for new commercial windfarm, South Taranaki District Council
- Hearings Panel Member for Omaha Wastewater Treatment Plant re consenting and expansion, Auckland Council
- Hearings Panel Member for the Proposed Regional Policy Statement for the Canterbury Region, with Judge David Sheppard and Edward Ellison.
- Whitby Rest Home extension resource consent, Porirua City
- Section 357 cost objection, Wellington City (sole commissioner)
- Non-notified recommendation to decline, Wellington City (sole commissioner)
- New bar/restaurant/tavern in a residential area, resource consent, Wellington City (sole commissioner)
- Garage extension resource consent, Kapiti Coast (sole commissioner)
- New Quarry, Kapiti Coast (chair of hearings panel)
- Notable Trees Plan Change, Upper Hutt City
- Medium Density Plan Change, Upper Hutt City
- Rezone Plan Change, Upper Hutt City (sole commissioner)
- New public road, Upper Hutt (sole commissioner)
- Residential subdivision and development (chair of hearings panel); Porirua City Council and Greater Wellington Regional Council
- Renewal of consent for discharge to air from an abattoir and rendering plant (chair of hearings panel); Greater Wellington Regional Council
- Facilitator, pre-hearing meeting for a KiwiRail 181(1) application
- Facilitator, pre-hearing meetings for Greater Wellington Regional, Porirua and Hutt City Councils for a new quarry operation

- Facilitator for Transmission Gully Implementation, on behalf of Greater Wellington Regional, Kapiti Coast District and Wellington, Porirua and Upper Hutt City Councils
- Independent Chairperson, Project Mill Creek Community Liaison Group (May 2012 – June 2015)
- Involved in the development, delivery and review of the Making Good Decisions Programme.

Māori Planning Issues

- Provision of on-going policy advice to Te Puni Kōkiri
- Development and facilitation of a two-day workshop “Understanding Te Ao Māori” for Local Government New Zealand
- Development and delivery of “Planning for Māori Values” training for NZPI
- Development and delivery of training to Ngāi Tahu runanga on “How to make effective RMA submissions”
- Development of Māori Values Guidelines for the New Zealand Wind Energy Association
- Drafting the “Guidance on Council Engagement with Tangata Whenua for RMA processes – A Ngāi Tahu Case Study” guidance note, updating the “Facilitating Consultation with Tangata Whenua” guidance note, peer review of the Māori Values Supplement for the Making Good Decisions Programme and peer review and editing of numerous other related guidance material.
- Independent review of a Regional Council’s resource consent process in terms of legislative and best practice compliance for iwi consultation and engagement
- Delivery of RMA101 training to Iwi
- Organising and facilitating the Māori Planning hui for the New Zealand Planning Institute Conference 2011 and 2012
- Developing and delivering of Preparing for the Making Good Decisions Programme training to Iwi
- Establishment of the Guardians Establishment Committee for the Waikato River and its secretariat and ongoing liaison through the development of the Vision and Strategy
- Working with the Iwi Advisers and Technicians on the New Start for Freshwater Programme
- Drafting a series of guidance pamphlets on the 2004 Aquaculture amendments to the Resource Management Act which were used as a basis of a series of hui.

Treaty settlements

- Author of guidance material on the Foreshore and Seabed Act for the Ministry for the Environment and Ministry of Justice
- Policy input into Foreshore and Seabed negotiations
- Policy input into the Waikato River negotiations, settlement and implementation
- Establishment of the Guardians Establishment Committee for the Waikato River and its secretariat and ongoing liaison through the development of the Vision and Strategy
- Policy input into other negotiations

Central Government Policy Development and Review

- Provision of policy input into:
 - 2005, 2009, 2012, 2013, 2015 and 2017 amendments to the RMA
 - Manager responsible for the delivery of the Resource Management Amendment Act 2009 (policy development, Cabinet approvals, departmental report, select committee)
 - Housing affordability
 - Development Contributions
 - Marine Protected Areas
 - Exclusive Economic Zone Legislation and Regulations
 - Local government reforms
 - Marine and Coastal Areas Act

- Climate change policy – mitigation and adaptation
- Aquaculture Act 2004 implementation and review
- Local Government Auckland Amendment Act 2004
- Project Manager, Sustainable Water Programme of Action (Managing the Cross-Department agreement and Cabinet approval and notification of the NPSFM in particular)
- National Policy Statements for Freshwater Management and Renewable Electricity Generation, including s32
- Proposed National Policy Statements for Indigenous Biodiversity and Flood Management, including s32
- National Environmental Standards on Air Quality and Drinking Water and other proposed national environmental standards
- Regulation for Water Measuring Devices
- RMA Phase 2 (Manager)
- Numerous Treaty Settlements (on RMA and local government matters)
- Foreshore and Seabed Negotiations
- Building Act review
- Unit Titles review
- Co-author of discussion document and s32 on a Proposed National Environmental Standard on Sea Level Rise (unpublished)
- Author of “Public Access under Section 6(d) of the RMA” for the Walking Access Commission 2012 (updated in 2013 and 2015)
- Author of policy position papers on Māori rights and interests in freshwater and opportunities for renewable electricity generation for Māori communities

Council Policy Development and Review

- Development Contribution Policy Review, Kapiti Coast District Council [current]
- District Plan Review Technical Advice and Integration, Porirua City Council [current]
- RPS, Regional and District Plan Review Technical Advice and Integration, Nelson City Council [current]
- Technical input into and review of SNA, landscapes and features, residential reviews; Hutt City Council [current]
- Overall Plan integration, and chapter lead, Infrastructure, Services and Resources and Financial Contributions, Kapiti Coast District Council
- Expert Environment Court Witness and reporting officer for Upper Hutt City Council for Private Plan Change 36 (Environment Court dismissed the appeal in favour of the Council)
- Expert Environment Court Witness for Fish and Game for the Horizons One Plan, on Freshwater (successful)
- Expert Environment Court Witness for the Environmental Defence Society for the Waikato Regional Policy Statement (indigenous biodiversity, landscape, freshwater, infrastructure) (successful)
- Scoping, research, consultation and development of Proposed Plan Changes 7 (Windfarms), 10 (Suburban Zone: Residential Infill Amenity Management) and 11 (Earthworks) to the Porirua City District Plan
- Reporting officer on Private Plan Change (Rezoning) for Hutt City Council (successful)
- Development of a spatial plan for the Hongoeka Community and Marae, Porirua
- Scoping, research, consultation and development of a proposed plan change on network utilities and renewable electricity generation to the Hutt City and Upper Hutt District Plans – as a joint project (no appeals)
- Scoping, research, consultation and development of a proposed plan change on network utilities to the Porirua City District Plan (now operative with appeal resolved without any Court involvement)

- Scoping, research, consultation, development and reporting officer for Plan Change 69 (Contaminated Land) to the Wellington City District Plan (MfE submitted in support)
- Input into development and financial contributions policy for Auckland City Council
- Input into numerous plan changes to the Auckland City District Plan
- Policy research for the Waikato District Plan

Consent Processing

- Lead planner for the Kenepuru redevelopment (800+ lots in a brownfield environment) [current]
- Lead planner for new Summerset retirement village in Lower Hutt [current]
- Preparing evidence and attendance at mediations in preparation for the Environment Court. Applications have included major subdivisions involving iwi issues, contaminated land and multi-million mixed use developments.
- Processing of many complex resource consent applications (such as contaminated site redevelopment, multi-million mixed use developments, major subdivisions, water takes and discharges, historic heritage)
- Peer review of complex consents for various local authorities
- Involvement in applications involving objections to development and financial contributions payable
- Auditing of “off the rail” consents

General guidance

- Drafting, editing, updating and final approval of numerous guidance notes on the Quality Planning Website, including renewable electricity generation, climate change, coastal development, air quality,
- Former member of the Quality Planning Advisory Panel
- Drafting, editing, updating and final approval of numerous guidance documents for the public and business, in particular significant involvement in the Everyday Guide for the RMA series
- Involvement in the drafting and development of the Making Good Decisions Programme, in particular, the Māori Values Supplement
- Developed process and practice manuals for councils

Targetted Assistance and Consent Processing Reviews

- Independent review of a Regional Council’s resource consent process in terms of legislative and best practice compliance for iwi consultation and engagement
- Undertaking reviews of councils against statutory requirements and best practice
- Identifying areas for process and practice improvement

Training

- Delivery of training on plan development and drafting directly to Councils
- Development and delivery of plan drafting, development and review training for NZPI (three different modules)
- Development and delivery of “Planning for Māori Values” training for NZPI
- Delivery of “Who’s afraid of the RMA” for SOLGM
- Delivery of RMA Hearings Administrator and RMA Plan Technician training for SOLGM
- Developed and delivered training on RMA plan review process for SOLGM
- Developed, delivered and facilitated numerous quality nationwide training workshops for RMA practitioners, decision-makers and administrators
- Facilitated Making Good Decisions Programme update workshops
- Former member of the Making Good Decisions Advisory Panel

- Presented at workshops for the New Zealand Institute of Surveyors, the Talk Environment Roadshow, the Ministry for the Environment's Professional Bodies forum, at the New Zealand Planning Institute conference, and to University programmes.

Management

- Manager, Resource Management Practice and Resource Management Reform, Ministry for the Environment
- Acting Manager positions, Ministry for the Environment and Ministry of Agriculture and Forestry
- Acting Project Manager, Sustainable Water Programme of Action, Ministry for the Environment
- Acting Manager Resource Consents and Principal Planner, Auckland City Council