



**The Meeting of the  
Regulatory and Services Committee  
will be held on Tuesday, 16 August 2022  
commencing at 9.00am**

**Meeting ID: 263 978 6884**  
**Passcode: 190208**

**AGENDA**

## **REGULATORY & SERVICES COMMITTEE**

**Mayor M J Campbell**  
**Councillor C J Ion – Chairperson**  
**Councillor W Godfery**  
**Councillor S Kingi**  
**Councillor B J Julian**  
**Councillor A Rangihika**  
**Councillor R G K Savage**  
**Councillor D Sparks**  
**Councillor F K N Tunui**

## **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.

# MONTHLY REPORT REGULATORY & PLANNING SERVICES

July 2022

## 1 Animal Control

### 1.1 Dog Registration

The new dog registration year commenced 1 July 2022 and as of 31 July 2022, 1,208 dogs (1,480 listed in register) had been registered for the 2022/2023 year, representing 81.62% of known dogs.

### 1.2 Dog Control - Ranging, Complaints and Incidents

There were a total of 34 complaints and incidents attended. These largely related to incidents of barking or roaming complaints. There was one report relating to an incident where a dog rushed at a person. The dogs involved were located and an infringement notice issued.

### 1.3 Dog Rehoming

Fifteen dogs/puppies have been rehomed or fostered through animal welfare groups for the month of July.

## 2 Monitoring and Compliance

There were 33 noise complaints in July. Complaints were attended and generally resolved without incident. Five excessive noise notices were issued, and one seizure took place this month.

Council has responded to 1 abandoned vehicle and issued 3 parking related infringements and one warning letter.

## 3 Alcohol Regulation

The Alcohol Control Bylaw consultation commenced on 18 July 2022. During July we received only one submission which is in support of the bylaw.

A joint council workshop has been prepared for Whakatane, Opotiki and Kawerau District Council for 2 August 2022. Aim for workshop is to enable all councils to engage on what outcomes they wish to achieve from the new policy, and obtain some guidance around possible changes.

## **4 Food Safety and Premises**

Kawerau has a total of 33 registered food operators. With all registrations for food premises up to date, this month has been quiet.

One hairdresser renew is overdue and final reminder letter has been issued.

## **5 Environmental Health**

Nothing to report.

## **6 Building Control**

### **6.1 Building Consent Authority (BCA)**

Four building consents were issued in July. The total value of work for all consents was \$14,000.00. All applications related to solid fuel heaters.

A further three building consents were processed however we are awaiting further information to be provided before these can be completed.

Our Senior Building Officer has been assisting Rotorua Lakes Council BCA with building inspections due to staffing issues.

Three swimming pool fencing inspections have been completed for the month of July.

## **7 Civil Defence Emergency Management (CDEM)**

KDC continues to offer a drop-in centre on the first Friday of every month for anyone wanting to discuss civil defence. This will be advertised in the next newsletter.

Preparations are underway for the upcoming Emergency Operations Centre (EOC) audit.

## **8 District Plan**

### **Resource Consents**

Two resource consent applications were processed to a decision for July.

### **Spatial Plan**

The Spatial Plan is progressing with the draft foundation documents prepared. Further work is required to incorporate an Iwi lens to the foundation documents and steps are being taken to enable this.

The project team has recently welcomed a representative from one of the local Eastern Bay Iwi. Although there to represent the goals of their Iwi, the contribution will better inform the project overall. We continue to encourage Iwi participation and are in the process of trying to find better ways of engaging.

## **RECOMMENDATION**

That the report from the Group Manager, Regulatory and Planning Services for the month of July 2022 be received.



Michaela Glaspey

**Group Manager, Regulatory and Planning**

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# MONTHLY REPORT

## MANAGER, FINANCE & CORPORATE SERVICES

### July 2022

## 1 Library and Museum

### 1.1 Library

July was busy with 25 Years of Harry Potter and winter school holiday activities. Eighty youth took home our winter reading packs and 195 entries were received for our competitions. Feedback was very positive from all participants.

A one-off seminar on keeping safe online resulted in great discussions for the six participants.

After a false start due to an internet outage, the APNK service was changed to the new hardware 25<sup>th</sup> July. This is working well, though the new scanner is slightly more complicated for customers.

This month the displays were 25 Years of Harry Potter and memories of the past.

#### Library Statistics

	July 2022	YTD 2021/22	July 2021	YTD 2020/21
Items issued	3,353	3,353	4,020	4,020
People visiting	4,222	4,222	8,688	8,688
New Members	18	18	23	23
Members Active*	1,438			

\*Those people that have used library services in the last 2 years

### 1.2 Museum

July was a busy month with staff launching three new exhibitions. These are:

- How We Used To Live in the Museum Gallery,
- The Story of 16-18 Jellicoe Court in the window displays and
- What's In A Name? in the Library foyer.

A morning tea was held to thank the many people who donated or loaned items for the "How We Used To Live" exhibition. This exhibition received significant publicity and good feedback from visitors who enjoyed the memories the various objects invoked.

There was also lots of positive feedback about the Jellicoe Court displays from those who remember Kawerau Books and Gifts.

What's In A Name? looks at the history of street names from the early days when streets had numbers through to our recent street naming ceremonies.

## Sir James Fletcher Kawerau Museum Statistics

	July 2022	YTD 2021/22	July 2021	YTD 2020/21
Exhibitions	3	3	3	3
Objects – items added to collection	21	21	6	6
Individuals & Organisations	13	13	13	13
Documents	34	34	6	6
Photographs	66	66	9	9

## 2 Payments

There were six payments made in July 2022, which exceeded \$50,000.00:

- Inland Revenue Department (x2) - \$76,078.23 F/E 19/6 & \$55,067.02 F/E 3/7
- Crossroads Construction Ltd - \$64,358.31 Reseals
- Drintech 2018 Ltd - \$115,687.99 Water pipe renewal (zone 1)
- Nolan Drainage Ltd - \$303,175.83 Wastewater pipe renewal (zone 1 & 6)
- Waste Management Ltd - \$63,613.06 June rubbish collection

## 3 Grants

### 3.1 Community Grants Scheme:

Council has budgeted \$20,000 and is currently inviting applications to its community grants scheme – closing 18 August 2022. The committee will meet following the closure of applications and determine the grants for 2022/23.

### 3.2 Creative Community Fund:

There was a balance of \$21,950 unallocated Creative NZ funds as at 30 June 2021. Also, Creative New Zealand has provided grant funding of \$9,643.80 in August and a further \$9,643.80 in February 2022.

Creative New Zealand has agreed that any unspent funds at 30 June 2022 can be carried forward to the 2022/23 financial year.

Two applications totalling \$6,875.00 were approved by the committee at the first funding round Wednesday, 8 December 2021. Further applications were invited during April/May with 10 applications received totalling \$25,761.00. The committee met 16 June 2022 and approved a total of \$17,099.16 to 8 of the applicants. There is a balance of \$15,879.00 in the fund which will be available for the next funding round.

## 4 Residential Developments – Progress to 30 July 2022

The table below shows the surplus/deficit to date for each of Council's residential developments:



	Central Cove	Te Ariki	Porritt Glade	TOTAL
Total Sections / Units	31	4	29	64
Sections / Units Sold	19	0	18	37
Remaining Sections / Units	12	4	11	27
Units completed			18	
Units under construction			11	
Surplus/ (Deficit) to Date	\$140,600	-\$152,100	-\$933,000*	-\$944,500
Value of Remaining Sections/Land	\$1,490,000	\$660,000	\$593,200	\$2,743,200
<b>Breakeven</b>				
Sales still required to break-even	0	1	11	

\*This includes payment of 10% deposit for construction of the last 11 units

Contaminated material was found in 9 lots to date at Central Cove and Council staff have worked with the contractor to remove this material. The housing working party has recently met with Generation Homes Ltd and it has been agreed to proceed with the sale of the remaining 12 sections.

The four sections at Te Ariki Place remain unsold, and Council has registered an alternative section layout and approved the building of 2 spec duplex homes for the development.

## 5 Requests for Service

The following table has the total number of service requests received for July and identifies if they have been completed or still being progressed by the end of the month.

Service	Total	
	Completed	Progressed
Dogs	54	1
Noise	29	
Building Enquiries	9	
Trees* & Parks	13	5
Rubbish (Bins & Collections)	35	6
Water	12	
Wastewater	0	
Roading/Stormwater/Streetlights	2	13
Enforcement/Health/Food/Stock	7	
Council Buildings/Facilities – Maint.	2	4
Other (Events/Consents/Rates)	4	1
<b>Total</b>	<b>167</b>	<b>30</b>

\*Requests relating to the removal of trees are added to a priority list.

Eight requests came via the website/emails, the balance of the requests came from phone calls or visits.

## 6 Funds

The following funds were held at 31 July 2022:

Invested in	\$	Mean Interest	% External
ANZ – on call	832	0.90%	0.02%
BNZ – current & on-call	1,243,843	0.25%	69.46%
Rabobank (on-call)	1,364,149	2.00%	30.52%
Kiwibank – x 3 term investments	301,272	2.15%	
<b>Total Funds (Cash)</b>	<b>2,910,096</b>		<b>100.00%</b>
Internal Loans	1,701,975		
<b>Total Investments</b>	<b>\$4,612,071</b>		

The following table shows Council's reserve and general funds balances as at 31 July 2022:

	July 2022	July 2021
<b>Reserve Balances</b>		
Depreciation Funds	\$5,321,863	\$5,525,000
Development Feasibility	\$11,000	\$11,000
<b>Total Reserve Balances</b>	<b>\$5,332,863</b>	<b>\$5,536,000</b>
General Funds	(\$720,792)	\$1,040,000
<b>Total (comprising funds &amp; internal loans)</b>	<b>\$4,612,071</b>	<b>\$6,576,000</b>

The figures show that overall Council has \$1.9 million less funds than this time last year which is mostly as a result of:

- Programmed pipe renewal for water and wastewater
- Less revenue (than budgeted) from Central Cove section sales, due to asbestos contamination.
- MTFJ and Library funding paid in July 2021 – in advance
- Increased refuse disposal cost during year
- Additional resourcing during COVID – My Vaccine Pass

## 7 RECOMMENDATION

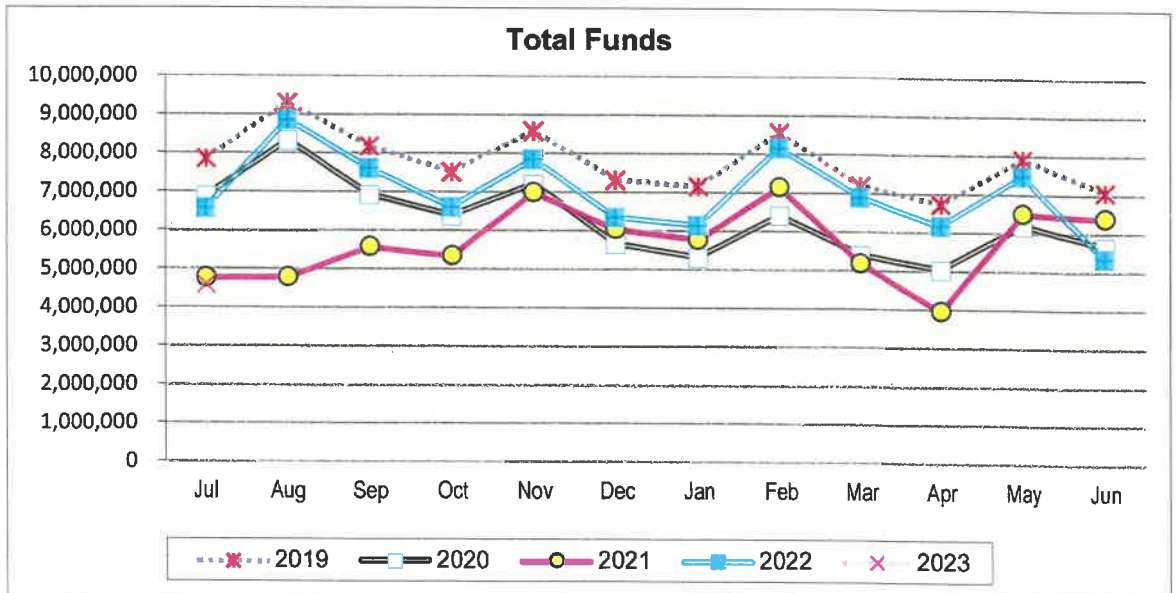
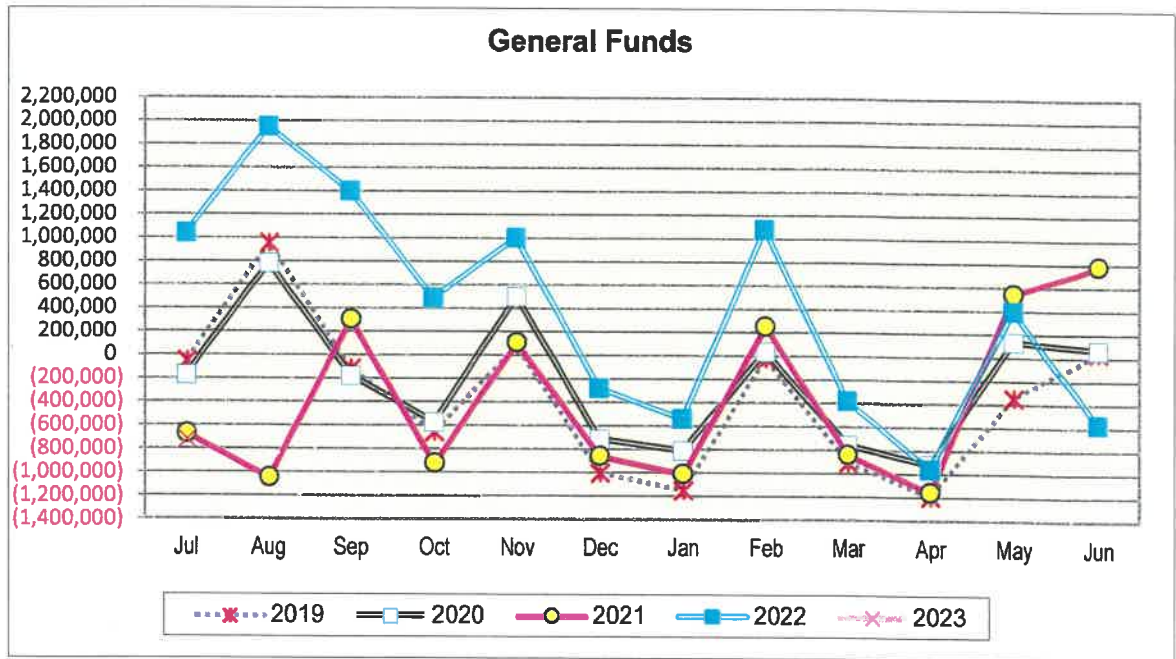
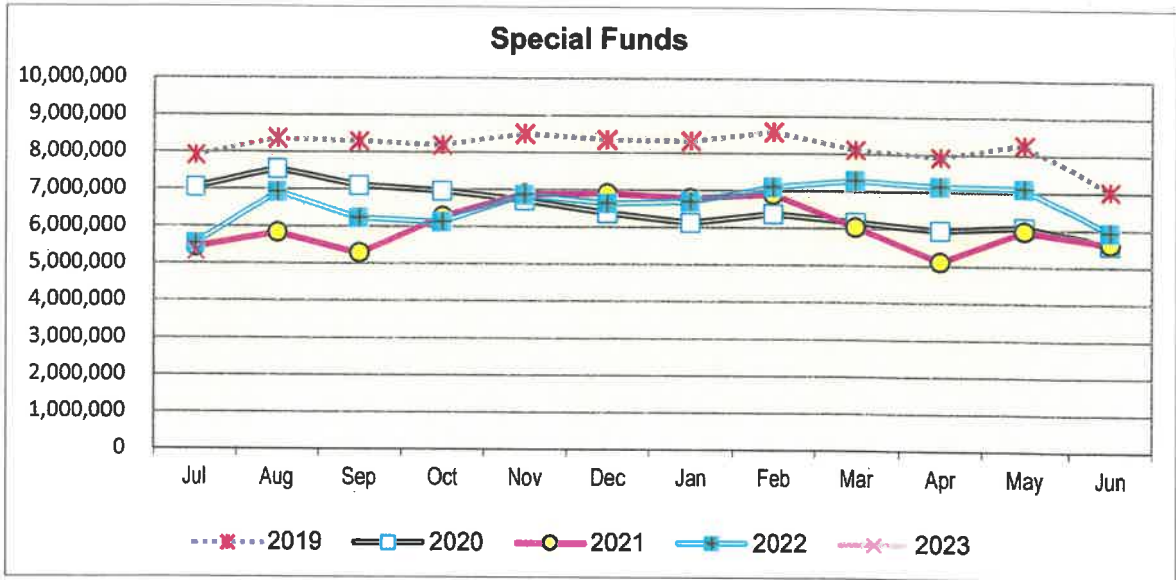
That the report from the Group Manager, Finance & Corporate Services for the month of July 2022 be received.

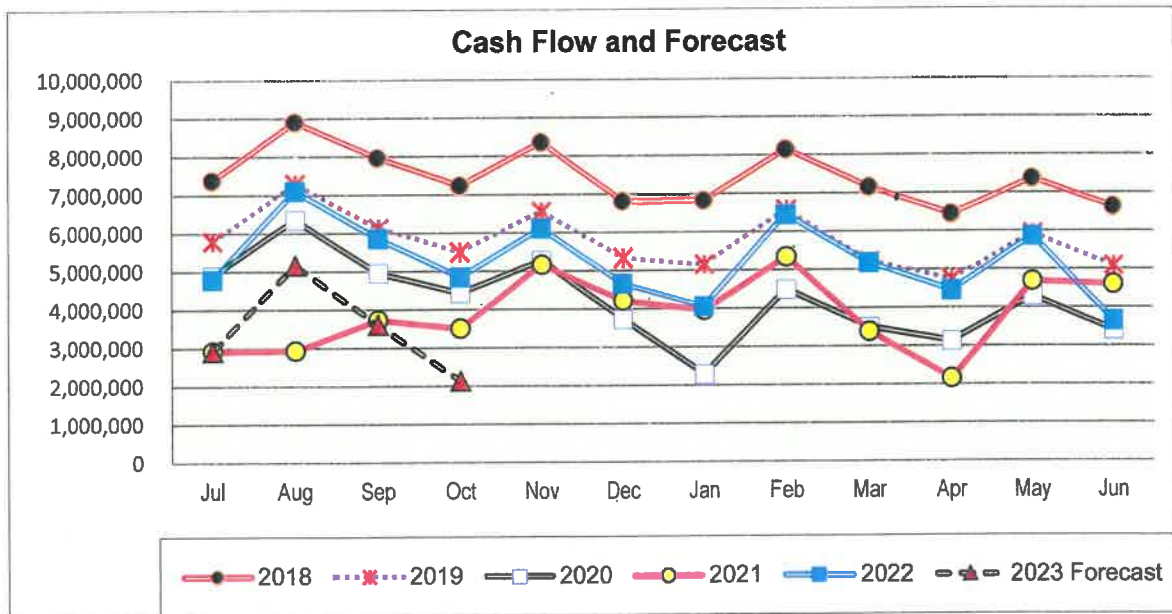


Peter Christophers, BBS, ACA  
**Group Manager, Finance & Corporate Services**

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**Appendix**  
**Funds Monitoring Graphs**  
**July 2022**





# MONTHLY REPORT OPERATIONS AND SERVICES

## July 2022

### 1 Water Supply

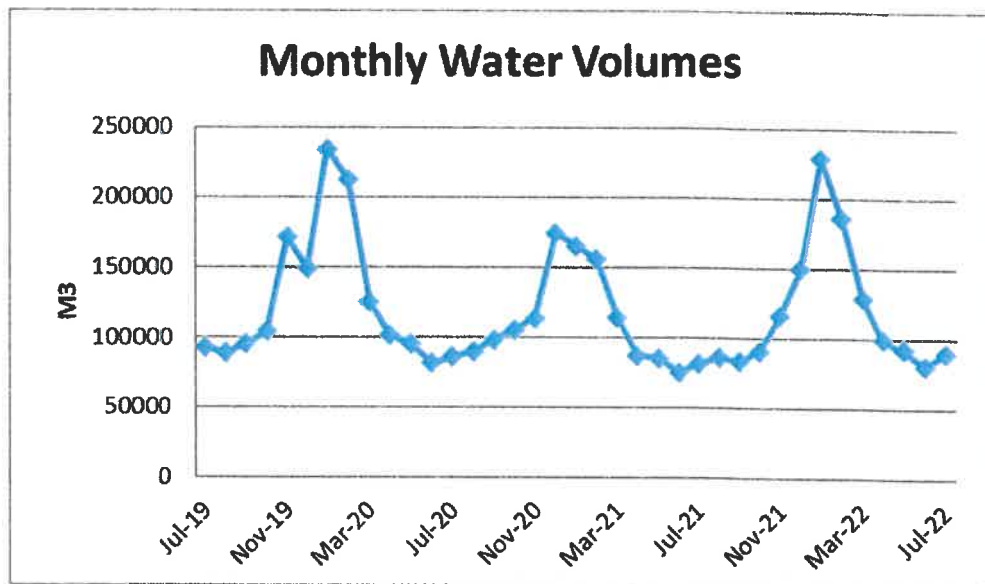
The Pumphouse and Umukaraka Springs have sufficient flow to meet the demands of the community.

All works required to obtain expired Resource Consents are underway and it is expected that all required consents will be applied for this financial year.

#### 1.1 Use

The Town used 89,510m<sup>3</sup> in July 2022.

The graph below shows the monthly volume (in m<sup>3</sup>) of water used for the last 3 years for comparison.



The two unchlorinated outlets are still being used by the public and 18.1m<sup>3</sup> and 17.7 m<sup>3</sup> water was taken from the Pumphouse and New World taps respectively in July. The total daily usage was approximately 1200 litres per day. This is similar to volumes taken during the same time in 2020 and 2021.

#### 1.2 Water Quality

All routine samples taken during July were clear of E.coli.

There were no dirty water or low pressure complaints during the month of July.

### 1.3 Reticulation

The physical reticulation replacement works are continuing and the 2021/22 programme commenced in September 2021. The Zone 1 area is currently being replaced.

The Toby replacement programme is continuing and 8 Tobys were replaced in July.

## 2 **Wastewater**

The Waste Water Treatment Plant had no breaches of its resource consent conditions in July.

Due to increased use of the Firmin Lodge public toilets, the septic tank filled faster than usual and caused toilet blockages. Public vandalised the toilets in response. The septic tank will be emptied fortnightly and a pump station for the block is being considered.

The sewer reticulation replacement in the geothermal areas around the Pools has been completed and the next area to be replaced is the Town Centre.

## 3 **Roading**

Footpath replacements as well as kerb and channel cleaning and replacement have been ongoing in various areas of the town.

The Pool carparks will be resealed in August and September 2022 after the completion of all fencing and landscaping works.

## 4 **Stormwater**

The stormwater network in geothermal areas was evaluated and sections have been identified for replacement.

There was one minor flooding event due to a blocked cesspit.

## 5 **Parks and Reserves**

During July, the parks and reserves team performed the following actions:

- An evaluation was performed of hazardous trees by the arborists.
- The cemetery gardens were planted with new beddings.
- Bollard installation along berms is continuing.
- The team supported the Three Waters team maintaining stormwater drains and the Pools team during staff illness.

## **6 Pool**

The Lottery Community Facilities Committee funded development of the pool complex is continuing. The new office block construction has been completed and garden beds and fenced areas are being prepared.

Due to continued staff shortages and higher levels of illness related absences, the pools had to close on alternative weekends during the month.

## **7 Refuse Collection**

There were no issues with the refuse collection during this reporting period.

## **8 Refuse Disposal**

The pickup and transporting of the residual refuse to Tirohia continued without incident.

## **9 Recycled Collection**

The collection and disposal of recycling continued without incident.

## **10 Vandalism**

Four incidences of graffiti was removed from Council owned walls and properties at a total cost of \$1600.

## **11 Projects & Schedule**

The project and major maintenance works schedule is attached to this report. There are delays in completing the construction projects due to COVID-19 delays in the construction industry. Several projects will need to roll over to the next financial year and these amounts have been listed under "Roll Over" and are included in the total allocated Budget for 2022/23.

### Street and lane realignment

Funding has been obtained to develop three streets in Kawerau: Liverpool, Islington, and Fenton Mill (Putauaki School). Significant development work on Liverpool and Fenton Mill was done by staff and will be workshopped with Elected members in November and December 2022. The 2021/22 realignment of Liverpool was not completed and funding will need to roll over to this financial year.

### Water supply reticulation and upgrades

The water supply reticulation programme is on schedule. The large pump station upgrades were delayed while a new engineer was recruited in May 2022. The pump station upgrades commenced in July 2022.



### Waste Water Reticulation and Upgrades

The waste water reticulation programme is on schedule. The DIA funded treatment plant upgrades have all been completed. Major building and structural works and control upgrades are planned for this financial year.

### Swimming Pool Complex and Clubrooms

The swimming pool complex office building construction was completed in June 2022. The fences, landscaping and room fit out will be completed in July. Additional funding was approved to complete the swimming clubrooms refurbishment. The fit out of all buildings is being done in such a way as to allow a possible move of the I-Site to the new pool office block in future.

### Netball Pavilion Reconstruction

A new building consent has been submitted. The original tender submitted and awarded to the contractor has expired. The tender has been updated and resubmitted by the contractor. Council need to make a decision to accept the updated tender or put the work out to tender again.

### Dog Pound and Rehoming facility

The building plans have been completed and are ready for consent submission. This submission has been delayed while staff evaluate alternative options to utilise the SPCA building and land as a future rehoming facility.

## 12 **RECOMMENDATION**

That the report from the Group Manager, Operations and Services for the month of July 2022 be received.



Hanno van der Merwe, MSc (Eng), PhD  
**Group Manager, Operations & Services**

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**Capital, Renewals and One off Maintenance Items for 2022/23**  
31 July 2022

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Roll Over	Comments
Transport Management	402515 003	Reseals - Roads	\$130,000	\$19,191	Mar-23				
	402515 004	Pavement Treatment	\$114,000	\$36,772	Mar-23			\$24,000	
	402515 009	Minor Safety Improvements	\$46,000	\$400	Jun-23				Traffic Calming Infrastructure
	402515 015	Lane realignment	\$490,000	\$0	Jun-23			\$160,000	Punauaki Sch / Islington St / Liverpool
	402516 001	Reseals - Carparks	\$14,800	\$0	Aug-22				
Stormwater	402601 001	Stormwater Renewals	\$794,800	\$56,363					
			\$290,000	\$52,225	Mar-23			\$140,000	Geothermal areas and Town Centre
Water Supply			\$290,000	\$52,225					
	403001 002	Reticulation Replacement - Zone 2	\$1,900,000	\$0	Mar-23				River Road
	403001 003	Reticulation Replacement - Zone 6	\$230,000	\$0	Dec-22				Actuated Valve and line
	403001 005	Valve Refurbishment	\$42,000	\$0	Mar-23				
	403001 007	Refurbish Pump System	\$222,000	\$0	Dec-22			\$200,000	Pumphouse Pumps
	403001 010	UV Tube replacement	\$17,000	\$0	Feb-23				
	403001 021	Headworks	\$220,000	\$0	Dec-22				Boreholes, lines and telemetry
Wastewater			\$2,631,000	\$0					
	303520 003	Centrifuge	\$20,000	\$0	Feb-23				
	303520 004	Plant Maintenance	\$50,000	\$1,626	Mar-23				
	403520 001	Refurbish Pumps	\$36,000	\$0	May-23				
	403520 002	Reticulation Replacement - Zone 1	\$790,000	\$0	Mar-23				Town Centre
	403520 004	Milliscreens Replacement	\$75,000	\$0	Dec-22			\$60,000	Installation of last screen
	403520 011	Waste Water Treatment Plant	\$510,000	\$0	May-23			\$145,000	Buildings and Structures
			\$1,481,000	\$1,626					
	403522 008	Asbestos Site Preparation	\$50,000	\$0	Dec-22				
			\$50,000	\$0					
Pool	404031 001	Club Rooms	\$110,000	\$35,243	Oct-22			\$110,000	
	404031 016	Fences	\$50,000	\$0	Sep-22			\$50,000	
	404031 002	Spa Pool	\$2,000	\$0	Oct-22				
	404031 003	Shade sails	\$5,000	\$0	Nov-22				
404031 004	Steel Signage - Pools Entrance	\$37,000	\$0	Oct-22				Pools Entrance	
Rec. Centre			\$204,000	\$35,243					
	404035 020	Roof	\$60,000	\$0	Nov-22			\$60,000	
			\$60,000	\$0					
Sportsfields	404041 014	Netball Pavilion Reconstruction	\$780,000	\$10,110	Nov-22			\$600,000	
			\$780,000	\$10,110					
Playgrounds	404046 001	Renewals	\$35,000	\$0	May-23				Hilldale Reserve (Owen/Julian)
			\$35,000	\$0					
Dog Pound	405061 012	New Pound	\$640,000	\$0				\$640,000	To be evaluated later this year
			\$640,000	\$0					
District Offices	405064 020	Flashings and Spoutings	\$140,000	\$0				\$140,000	
			\$140,000	\$0					
Plant	60 80 01 7600	Vehicles	157,800	1,224					

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Roll Over	Comments
			\$157,800	\$1,224					
Economic Development	15 06 01 7600	Renewals - Firmin Field	\$6,300	\$0					
	15 07 01 7600	Renewals - Information Centre	\$5,300	\$0					
	15 05 01 3500	Bowen Street Residential Development	\$950,000	\$3,640					
	15 05 01 xxxx	Stonham Park Residential Development	\$4,200,000	\$0					Tranche 1 Funded - to be confirmed
			\$5,161,600	\$3,640					
		Total	\$12,425,200	\$160,431					1%

# MONTHLY REPORT

## ECONOMIC AND COMMUNITY DEVELOPMENT

**July 2022**

### **1 Economic Development**

#### *Kawerau Trails Trust (KTT)*

Council has assisted the KTT in their search for a new project manager to progress the next stage of the project. After an Expression of Interest (EoI) and Request for Proposal (RfP) process the KTT has now begun to engage the services of Thrive Spaces & Places.

Thrive Spaces & Places specialise in strategic and management solutions, project and programme management, planning, assessments and evidence work for agencies and communities.

Similar projects, which Thrive have undertaken recently include:

- Gordon Carmichael Recreation and Commuter Trails Network (Tauranga City Council)
- Omokoroa to Paihia cycle trail & Omokoroa to Tauranga cycle trail (WBOPDC)
- Waihi Beach Loop Trail (WBOPDC)

### **2 Kawerau i-SITE Visitor Information Centre**

Through the June Qualmark assessment, the Kawerau i-SITE achieved a Qualmark quality assurance certification. Qualmark's certification is now displayed.

Due to recent adverse weather, the i-SITE has experienced a significant decrease in customers and visitors however, an increase in phone enquiries. Tarawera Road was placed under closure, resulting in fewer forestry permits being issued.

#### ***Key Monthly Statistics***

- Visitor inquiries: 865 (10% decrease from the previous month)
- Tarawera Forest access permits: 36 (73% decrease from the previous month).
- Public toilets use: 1718 (5% increase from the previous month)
- Motorhome power users: 21 (13% decrease from the previous month).

### **3 Community Activities**

#### ***Kawerau Neighbourhood Support (KNS)***

KNS have reported 8 commercial/public places, and 5 residential break-ins for the month of July.

## **Completed Events**

### Events in July

- Tuwharetoa Hauora event – Celebrating Chris Marjoribanks, 1 July – The Town Hall was utilised to recognise the outgoing CEO of the Hauora
- Hawkes Bay Canoe Club, 3 July – Canoe Slalom were invited to participate in this dual club event on the Tarawera River
- ETW Christian Outreach Event – A small scale presence in Ranfurly Court, with waiata and a sausage sizzle

## **Future Events**

### Events registered for August 2022

- EBOP Kennel Association Championship Dog Show, 20-21 August – Postponed from July, Prideaux Park is the venue
- JAB Tournament, 20 August – Tarawera Park is the venue, and Council is supporting with resources and a PA system, facilitated by the Youth Council
- Gravity Sports 6HR Adventure Race, 20 August – Council is supporting with marketing, with the Rec Centre as the start and finish line
- CSBOP Club Race, 21 August – Taking place on the Tarawera River
- Kawerau Young Achievers Awards, 26 August – The Town Hall is the venue from 4pm

### Kawerau Christmas in the Park 2022 (CITP) – 17 December 2022

Chris Powley has informed Council (evening show director for 7 years), that he is unable to attend this year's show night due to other work commitments. Progressive discussions have taken place and Mr Powley has indicated that he is available to pre-plan the show and mentor Pari Maxwell into the role for future events. Measures are in place to ensure the transition to a new show director is successful.

This is effectively the last show Mr Powley is involved with for Kawerau, Council acknowledges Mr Powley for his flexibility during the cancelled 2021 event and overall high delivery standard during his time with Kawerau.

## **4 Youth Projects**

### Kawerau Youth Council (KYC)

The KYC met formally on 14 July 2022, apology received from Matariki Turuwhenua. Three local young people attended as guests and after assisting the KYC at recent events, they expressed an interest to join the KYC.

Three KYC members presented to Council around the activities which have taken place in the past 12 months.

Discussions and planning for the Young Achievers Awards took place and the KYC workshopped concepts for an upgrade of the skate park/basketball court area in the CBD.

The schedule for KYC meetings is as follows:

- ~~Thursday July 14th 2022 – Council Chamber~~
- Thursday August 11th 2022 – Council Chamber
- Thursday September 8th 2022 – Council Chamber
- Thursday October 13th 2022 – Council Chamber
- Thursday November 10th 2022 – Council Chamber

#### Kawerau Young Achievers Awards

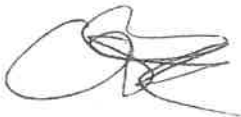
Nominations have now closed for 2022, with over 120 individual tamariki nominated for various award levels.

- Award Ceremony 26 August (Town Hall, 4pm – 7pm)

After two years of virtual awards, the aim is to deliver in attendance physical awards in 2022.

## **5 RECOMMENDATION**

That the report from the Economic and Community Development Manager for the month of July 2022 be received.



Lee Corbett Barton

**Economic and Community Development Manager**

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**Meeting:** Regulatory & Services Committee

**Meeting Date:** 16 August 2022

**Subject:** Funding Applications for CITP 2022

**File No.:** 309305

## 1 **Background**

In 2021, the COVID pandemic and associated governmental hygiene guidelines resulted in the cancellation of the annual Christmas in the Park (CITP).

Discussions took place with funders proposing that grants received for CITP 2021 be re-purposed to a Community Concert in the Park intended for April 2022. The COVID Omicron wave resulted in a cancellation of the proposed April concert.

Additional discussions with funders took place to determine whether grants received in 2021 are required to be returned to the funders or may be re-purposed / carried forward towards CITP 2022 (December 17).

The following provides the status of each fund approved from 2021:

<b>Funder</b>	<b>Description</b>	<b>Grant approved in 2021 (excl. GST)</b>	<b>Decision</b>
<b>NZCT</b>	KOTM/CITP  Logistics, Attractions, Safety, Marketing	<b>\$89,952.18</b>  (Application was \$25,000 – KOTM \$65,000 - CITP)	To be returned to the funder - new application required for CITP 2022
<b>TRUST HORIZON</b>	KOTM/CITP  Sound Systems and audio visuals	<b>\$10,000</b>  \$ 5,000 – KOTM \$ 5,000 - CITP	Funds were not uplifted - new application required for CITP 2022
<b>LION FOUNDATION</b>	KOTM/CITP  Logistics, Attractions, Safety, Marketing	<b>\$50,000</b>  \$ 5,000 – KOTM \$45,000 - CITP	Available for CITP 2022
<b>BAYTRUST</b>	CITP  Logistics, Attractions, Safety, Marketing	<b>\$10,000</b> (Application was \$15,000)	Available for CITP 2022

<b>Funder</b>	<b>Description</b>	<b>Grant approved in 2021 (excl. GST)</b>	<b>Decision</b>
<b>LOTTO</b>	CITP  Logistics, Attractions, Safety, Marketing	<b>\$15,000</b>	Available for CITP 2022
<b>TOTAL RECEIVED</b>		<b>\$174,952.18</b>	
<b>TO BE RETURNED / UNAVAILABLE for 2022</b>		<b>\$ 99,952.18</b>	
<b>AVAILABLE FOR CITP 2022</b>		<b>\$ 75,000.00</b>	

NZCT grant is required to be returned, while at the same time, NZCT advised Council to reapply for 2022.

The Trust Horizon grants were not uplifted; therefore, no grants were paid into Council's account. (Trust Horizon do not pay grants prior to the activity taking place). It should be noted that Trust Horizon continue to cap grants towards community events to a maximum of \$5k.

NZCT and Trust Horizon are fully supportive of Council submitting applications for CITP 2022, and as the 2021 grants have not been uplifted, the application process is an administrative exercise.

#### Cost increases and event budget

Inflation is having an impact on the national and global economy; this has resulted in contractor price increases for CITP 2022. These increases have been taken into account with this year's event budget and subsequently must be included in a potential application to NZCT.

The operational costs to deliver CITP 2022 is \$173.5k, compared to \$165k in 2021 (5% increase).

Council allocates \$20k towards CITP, stallholder fees are estimated to revenue between \$3-5k, these combined with the carried over grants provides a total of \$95-\$100k towards CITP 2022.

Therefore, with the 2021 NZCT and Trust Horizon grants unavailable to carry forward, CITP 2022 has a budget shortfall of \$78.5k.

This shortfall is recoverable by applying to external funders, as follows:

- NZCT - \$70k
- Trust Horizon - \$5k



Any surplus shortfall is covered by stallholder fees and/or event cost cutting.

## **2 Options Considered**

Council has two options to consider:

### 1) Apply to external funding organisations

By applying to funding organisations, Council will be in a position to deliver CITP 2022 to the high standard as in previous years.

*This option is recommended*

### 2) Do not apply to external funding organisations

By not applying to the external funding organisations, this will leave a financial shortfall and places the event at risk of not being delivered to a high standard.

*This option is not recommended*

## **3 Policy and Plan Considerations**

The proposal in this report is consistent with Council's Policies and Plans.

## **4 Risks**

If insufficient funds are received it will put CITP at risk of not being delivered. This has the potential to increase Health & Safety risks and loss of reputation with Council's event delivery.

If other Kawerau organisations apply to the identical funders during the same funding round, Council may receive less or potentially no funds.

The COVID pandemic is presently in a lull; however, a pandemic notice still exists. Future variants could emerge, creating new governmental health guidelines, resulting with postponement or cancellation of any large gathering. This risk is comparative to other natural disasters occurring (earthquake, tsunami, volcanic eruption etc.).

As previously demonstrated, a carefully managed event can respond accordingly, minimising financial risk, while observing health guidelines.

## **5 Financial Considerations**

There are no financial considerations other than those already included in the 2021-2031 Long Term Plan.

## 6 Legal Considerations

Council is required to submit accountability reports for funds received and in larger grants independent audits are required.

Signed minutes passing a resolution to apply for funds are required by NZCT and incomplete applications could be dismissed.

## 7 Significance and Engagement

With the cancellation of the CITP 2021 and ongoing impact of the COVID pandemic, successful delivery of CITP 2022 will provide the local community with an event to enable social cohesion.

## 8 Conclusion

In conclusion, having identified the implications; assessed the degree of risk and significance and undertaken or proposed engagement of a level and form commensurate with the decision to be made, the conclusion/recommendation of this report is that Council should proceed with applying to multiple funding organisations as outlined.

## 9 RECOMMENDATIONS

1. That the report "Funding Applications for CITP 2022" be received.
2. That Council approves funding applications for the Kawerau Christmas in the Park (CITP) 2022 be prepared and submitted to:
  - New Zealand Community Trust for \$70k
  - Trust Horizon for \$5k



L C Barton

**Economic and Community Development Manager**

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**The Meeting of the Regulatory and Services Committee  
will be held on Tuesday, 16 August 2022  
commencing at 9.00am**

**A G E N D A**

**Apologies**

**Declarations of Conflict of Interest**

Any member having a "conflict of interest" with an item on the Agenda should declare it, and when that item is being considered, abstain from any discussion or voting. The member may wish to remove themselves from the meeting while the item is being considered.

**PART A – REGULATORY**

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

**Pgs. 1 - 3**

Attached is the report from the Group Manager, Regulatory and Planning covering activities for the month of July 2022.

**Recommendation**

*That the report from the Group Manager, Regulatory and Planning Services for the month of July 2022 be received.*

**PART B – NON REGULATORY**

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

**Pgs. 5 - 10**

Attached is the report from the Group Manager, Finance and Corporate Services covering activities for the month of July 2022.

**Recommendation**

*That the report from the Group Manager, Finance and Corporate Services for the month of July 2022 be received.*

**3 Monthly Report - Operations and Services (Manager, Operations and Services) (440000)**

**Pgs. 11 - 16**

Attached is the report from the Group Manager, Operations and Services covering the month of July 2022.

**Recommendation**

*That the report from the Group Manager, Operations and Services for the month of July 2022 be received.*

**4 Monthly Report - Economic and Community Development (Economic and Community Development Manager) (309005)**

**Pgs. 17 - 19**

Attached is the report from the Economic and Community Development Manager covering economic and community activities for the month of July 2022.

**Recommendation**

*That the report from the Economic and Community Development Manager for the month of July 2022 be received.*

**5 Funding applications – Christmas in the Park (CITP) 2022 (Economic and Community Development Manager) (340000)**

**Pgs. 21 - 24**

Attached is the report from the Economic and Community Development Manager covering a proposal to source external funds towards CITP 2022

**Recommendation**

1. *That the report "Funding Applications for CITP 2022" be received*
2. *That Council approves funding applications for the Kawerau Christmas in the Park (CITP) 2022 be prepared and submitted to:*
  - *New Zealand Community Trust for \$70K*
  - *Trust Horizon for \$5K*

R B George  
**Chief Executive Officer**

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