

Regional Council

NOTICE IS GIVEN

that the next meeting of the **Regional Council** will be held in **Mauao Rooms, Bay of Plenty Regional Council Building, 87 First Avenue, Tauranga** on:

Thursday, 17 August 2017 commencing at 9.30 am.

Mary-Anne Macleod
Chief Executive
11 August 2017



Regional Council

Terms of Reference

Purpose

- Enable democratic local decision-making and action by, and on behalf of, Bay of Plenty communities.
- Meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- Set the overarching strategic direction for Bay of Plenty Regional Council as an organisation.
- Hold ultimate responsibility for allocating financial resources across the Council.

Membership

All councillors are members of the Regional Council.

Quorum

In accordance with Council standing order 10.1(a), the quorum at a meeting of the Regional Council is seven members, consisting of half the number of members.

Meeting frequency

Six-weekly.

Role of Council

- Address Local Electoral Act matters and Local Government Rating Act matters.
- Oversee all matters relating to identifying and contributing to community outcomes.
- Consider and agree on matters relating to significant new activities or areas of involvement such as infrastructure which are not the responsibility of a specific committee.
- Provide regional leadership on key issues that require a collaborative approach between a number of parties.
- Develop, adopt and review Council's Policy on Significance and decision-making policy and processes.
- Develop, adopt and implement the Triennial Agreement and the Code of Conduct.
- Consider and agree on matters relating to elected members' remuneration matters.
- Appoint the Chief Executive Officer, and review their contract, performance and remuneration at least annually.
- Approve all delegations to the Chief Executive, including the authority for further delegation to staff.
- Establish committees, subcommittees, and working parties and appoint members.
- Receive and consider recommendations and matters referred to it by its committees, joint committees, subcommittees and working parties.

- Approve membership to external bodies and organisations, including Council Controlled Organisations.
- Develop, adopt and review policies for, and monitor the performance of, Council Controlled Organisations.
- Review and approve strategic matters relating to the sale, acquisition and development of property for the purposes of meeting Council's organisational requirements and implement approved Regional Council policy.
- Address strategic corporate matters including property and accommodation.
- Institute any proceedings in the High Court that are not injunctive proceedings.
- Exercise the powers and duties conferred or imposed on Council by the Public Works Act 1981.
- Consider and agree on the process to develop the Long Term Plan, Annual Plan and Annual Report.
- Adopt Council policies as required by statute (for example Regional Policy Statement and Regional Land Transport Strategy) to be decided by Council or outside of Committee delegations (for example infrastructure policy).
- Delegate to commissioners to exercise the powers, functions and duties of the Council as a consent authority under the Resource Management Act 1991 including to hear and decide a consent application.
- Monitor Council's financial and non-financial performance in-year.
- Develop, review and approve Council's Financial Strategy and funding and financial policies and frameworks.

Delegations from Council to Committees

- Full Council has a role to monitor the functioning of all committees.
- Full Council will consider matters not within the delegation of any one Council committee.
- Full Council may at any time, revoke or modify a delegation to a Council committee, either permanently, for a specified time or to address a specific matter, if it considers there is good reason to do so.
- The delegations provided to committees may be further delegated to subcommittees unless the power of further delegation is restricted by Council or by statute.

It is accepted in making these delegations that:

- The committees, in performing their delegated functions, powers or duties, may, without confirmation by the Council, exercise or perform them in a like manner and with the same effect as the Council itself could have exercised or performed them.
- The delegated powers given shall at all times be subject to their current policies and principles or directions, as given by the Council from time to time.
- The chairperson of each committee shall have the authority to exercise their discretion, as to whether or not the delegated authority of the committee be used where, in the opinion of the chairperson, circumstances warrant it.

Powers that cannot be delegated

Under Clause 32 Schedule 7 of the Local Government Act 2002, Full Council must make the following decisions:

- Make a rate.
- Make a bylaw.
- Borrow money or purchase or dispose of assets, other than in accordance with the long-term plan.
- Adopt the long-term plan, annual plan, or annual report.
- Appoint a chief executive.
- Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement.
- Adopt a remuneration and employment policy.

Public Forum

1. A period of up to 15 minutes may be set aside near the beginning of the meeting to enable members of the public to make statements about any matter on the agenda of that meeting which is open to the public, but excluding any matter on which comment could prejudice any specified statutory process the council is required to follow.
2. The time allowed for each speaker will normally be up to 5 minutes but will be up to the discretion of the chair. A maximum of 3 public participants will be allowed per meeting.
3. No statements by public participants to the Council shall be allowed unless a written, electronic or oral application has been received by the Chief Executive (Governance Team) by 12.00 noon of the working day prior to the meeting and the Chair's approval has subsequently been obtained. The application shall include the following:
 - name of participant;
 - organisation represented (if any);
 - meeting at which they wish to participate; and matter on the agenda to be addressed.
4. Members of the meeting may put questions to any public participants, relevant to the matter being raised through the chair. Any questions must be asked and answered within the time period given to a public participant. The chair shall determine the number of questions.

Membership

Chairman:	D Leeder
Deputy Chairman:	J Nees
Councillors:	N Bruning, W Clark, J Cronin, S Crosby, D Love, T Marr, M McDonald, A Tahana, P Thompson, L Thurston, A von Dadelszen, K Winters
Committee Advisor:	R Garrett

Recommendations in reports are not to be construed as Council policy until adopted by Council.

Agenda

E te Atua nui tonu, ko mātau ēnei e inoi atu nei ki a koe, kia tau mai te māramatanga ki a mātau whakarite mō tēnei rā, arahina hoki mātau, e eke ai te ōranga tonu ki ngā āhuatanga katoa a ngā tangata ki tō mātau rohe whānui tonu. Āmine.

“Almighty God we ask that you give us wisdom in the decisions we make here today and give us guidance in working with our regional communities to promote their social, economic, environmental and cultural well-being. Amen”.

1 Apologies

2 Public Forum

2.1 2017 Mashup Competition Presentation

Pascale Hyboud-Peron of Venture Centre will be in attendance to introduce the 2017 Mashup winning team presentation.

3 General Business and Late Items

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be delayed until a subsequent meeting.

4 Declarations of Conflicts of Interests

5 Public Excluded – Deputation

Resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

General Subject of Matter to be Considered	Reason for passing this resolution in relation to this matter	Grounds under Section 48(1) LGOIMA 1987 for passing this resolution
Awatarariki Indicative Business Case Presentation by Whakatane District Council.	To prevent the disclosure or use of official information for improper gain or improper advantage.	Good reason for withholding exists under Section 48(1)(a).

Presentation by Mayor Tony Bonne and Chief Executive Marty Grenfell.

6 Readmit the public

7 Previous Minutes

7.1 Regional Council Minutes - 29 June 2017 **21**

8 Statutory Committee Minutes

8.1 Te Maru o Kaituna River Authority Draft Meeting Minutes - 14 June 2017 **45**

8.2 Rangitāiki River Forum Draft Meeting Minutes - 15 June 2017 **53**

8.3 Regional Transport Committee Draft Meeting Minutes - 30 June 2017 **61**

9 Joint Committee Minutes

9.1 SmartGrowth Leadership Group Draft Meeting Minutes - 21 June 2017 **71**

9.2 Eastern Bay of Plenty Joint Committee Draft Meeting Minutes 5 July 2017 **81**

10 Chairman's Report

10.1 Chairman's Report **89**

11 Chief Executive's Reports

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Resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

General Subject of Matter to be Considered	Reason for passing this resolution in relation to this matter	Grounds under Section 48(1) LGOIMA 1987 for passing this resolution
12.1 Public Excluded Regional Council Meeting Minutes - 29 June 2017	Please refer to the relevant clause in the open meeting minutes.	Good reason for withholding exists under Section 48(1)(a).
12.2 Health & Safety Report - Confidential Appendix 3	To protect the privacy of natural persons, including that of deceased natural persons.	Good reason for withholding exists under Section 48(1)(a).
12.3 Whakatāne District Council - Awatarariki Fanhead Business Case	To prevent the disclosure or use of official information for improper gain or improper advantage.	Good reason for withholding exists under Section 48(1)(a).
12.4 Update on Ōpōtiki Harbour Transformation	To enable any local authority holding the information to carry on,	Good reason for withholding exists under Section 48(1)(a).

	without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	
12.5 Expenditure report for the twelve months to 30 June 2017	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Good reason for withholding exists under Section 48(1)(a).
12.6 Procurement Plan for the Kopeopeo Canal Remediation Project	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Good reason for withholding exists under Section 48(1)(a).
12.7 Update on April 2017 Flood Event	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Good reason for withholding exists under Section 48(1)(a).

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12.2 Health & Safety Report - Confidential Appendix 3 **233**

12.3 Whakatāne District Council - Awatarariki Fanhead Business Case **237**

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12.6 Procurement Plan for the Kopeopeo Canal Remediation Project **297**

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12.7 Update on April 2017 Flood Event **307**

13 Confidential business to be transferred into the open

14 Readmit the public

15 Consideration of General Business

16 Closing karakia

Public Forum

Public Excluded - Deputation

Previous Minutes

Minutes of the Regional Council Meeting held in Council Meeting Room One, Bay of Plenty Regional Council, 5 Quay Street, Whakatāne on Thursday, 29 June 2017 commencing at 9.30 a.m.

Present:

Chairman: D Leeder

Deputy Chairman: J Nees

Councillors: J Cronin, T Marr, L Thurston, D Love, N Bruning, A Tahana, W Clark, S Crosby, K Winters, A von Dadelszen, M McDonald; P Thompson (via Video Conference, Tauranga)

In Attendance: M Macleod (Chief Executive), C Ingle (General Manager Integrated Catchments), M Taylor (General Manager Corporate Performance), E Grogan (General Manager Regulatory Services), J Graham (General Manager Corporate Solutions), D Phizacklea (Regional Integrated Planning Manager), D Hyland (Finance Manager), S Craig (Communications Manager), S Hey (Manager Chief Executive's Office), M Le Comte (Organisational Planning Manager), S Kameta (Committee Advisor)

Apologies: A Tahana (for lateness)

1 **Opening Karakia**

Councillor Marr.

2 **Apologies**

Resolved

That the Regional Council:

- 1 **Accepts the apology for lateness from Councillor Tahana tendered at the meeting.**

**Leeder/Thurston
CARRIED**

3 **General Business and Tabled Items**

The following items were raised for discussion under General Business:

- 1) Public Enquiry Complaints
- 2) Nitrogen Accounting Mechanism Memorandum of Understanding (MOU)

4 **Petition**

Refer Tabled Document Number 1.

Councillor Thurston presented a petition (refer Tabled Document Number 1) on behalf of Karen McKay and other petitioners wanting to save the school buses in Tauranga. Councillor Thurston advised the petition, dated 7 June 2017, acquired a total of 1,785 signatures.

Resolved

That the Regional Council under its delegated authority:

- 1 Receives the Tauranga Bus petition dated 6 June 2017 presented by Councillor Thurston on behalf of Karen McKay.**

**Thurston/Nees
CARRIED**

5 **Public Forum**

Nil.

6 **Declaration of conflicts of interest**

No conflicts of interest were declared.

7 **Previous Minutes**

7.1 **Regional Council Minutes - 1 June 2017**

Resolved

That the Regional Council under its delegated authority:

- 1 Confirms the Regional Council Meeting Minutes of 1 June 2017, as a true and correct record.**

**Leeder/Thurston
CARRIED**

8 **Statutory Committee Minutes**

8.1 **Te Maru o Kaituna River Authority Minutes - 16 May 2017**

Resolved

That the Regional Council under its delegated authority:

- 1 Receives the Te Maru o Kaituna River Authority Meeting Minutes of 16 May 2017.**

**Nees/Winters
CARRIED**

8.2 **Civil Defence Emergency Management Group Joint Committee Minutes - 2 June 2017**

Matters Arising

Minute Item 4.2 (agenda page 35) – regarding the Bay of Plenty Civil Defence Emergency Management Group funding model, it was clarified that cost implications for the activity would be considered as part of the Long Term Plan process.

Resolved

That the Regional Council under its delegated authority:

- 1 Receives the Civil Defence Emergency Management Group Joint Committee Meeting Minutes of 2 June 2017.**

**Love/Nees
CARRIED**

Attendance

Councillor Tahana entered the meeting at 9.41am.

9 **Chairman's Report**

Council was updated on the Chairman's activities, upcoming events and items of interest.

Concern was raised on the future direction of transport in Tauranga and the Western Bay and the need for the SmartGrowth Leadership Group to facilitate discussions to enable key infrastructure and planning.

Attendance

Councillor Love exited the meeting at 9.53 am.

Resolved

That the Regional Council:

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

**Leeder/von Dadelszen
CARRIED**

10 **Chief Executive's Reports**

10.1 **Adoption of the Resource Management Act and Building Act Charges Policy 2017/2018**

The report sought the adoption of the final Resource Management Act and Building Act Charges Policy (Charges Policy), following Council Deliberations held on 19 May 2017.

Attendance

Councillor Love re-entered the meeting 10.05 am.

Explanation was provided regarding the different legislative requirements for fees and charges, which were shown as being inclusive of GST within the Charges Policy and differed to Annual Plan figures and rate settings, which were exclusive of GST.

Resolved

That the Regional Council:

- 1 Receives the report, Adoption of the Resource Management Act and Building Act Charges Policy 2017/2018;**
- 2 Notes that the Council has followed the Local Government Act 2002 special consultation procedure in preparing and consulting on the Resource Management Act and Building Act Charges Policy 2017/2018.**
- 3 Adopts the Resource Management Act and Building Act Charges Policy 2017/2018, to come into effect on 1 July 2017.**
- 4 Confirms that the decision has a low level of significance.**

**Crosby/Bruning
CARRIED**

10.2 Adoption of the Annual Plan 2017/18

The report sought the adoption of the Annual Plan and Annual Plan Summary Document.

Clarification was provided on the following queries:

- A report regarding further resource to manage and prioritise additional work would be provided to the Regional Direction and Delivery Committee.
- Renegotiation of Quayside's 2017/18 three-year forecast would be provided within the 2018/19 Statement of Intent.

Council agreed for minor editorial amendments to be made to the Annual Plan, to include a footnote for tables with rates figures to denote figures were exclusive of GST. Staff confirmed the amendments could be made and clarified in communications to the public.

Resolved

That the Regional Council:

- 1 Receives the report, Adoption of the Annual Plan 2017/18;**
- 2 Notes that Council has followed the Local Government Act 2002 requirements in preparing the Annual Plan 2017/18 including appropriate disclosure and consultation based on the significance and materiality of decisions.**
- 3 Notes that the activities contained in the Annual Plan 2017/18 are consistent with the Council's assessment of existing work programmes and it is satisfied that they meet the current and future needs of communities for good-quality local infrastructure, local public services, and**

performance of regulatory functions, and that the cost-effectiveness of its programmes will be considered on an on-going basis.

- 4 Resolves that it is financially prudent for the Annual Plan 2017/18 to have an unbalanced budget pursuant to s100(2) of the Local Government Act 2002.
- 5 Adopts the Annual Plan 2017/18 to come into effect on 1 July 2017.
- 6 Delegates to the Chief Executive to make minor editorial changes to the Annual Plan 2017/18 before publishing for reasons of consistency or correction, including changes requested at the meeting.
- 7 Confirms that the decision has a medium level of significance as determined by the Council's Significance and Engagement Policy. Council has identified and assessed different options and considered community views as part of making the decision, in proportion to the level of significance.

Love/Nees
CARRIED

10.3 Setting of Rates 2017/18

The report recommended the setting of rates and penalties for 2017/18 and for the respective rates collection delegations to the region's city and district councils.

Members were advised legal advice had been sought and received on accuracy of the recommendations to ensure their clarity and that they would withstand any scrutiny and challenge.

Resolved

That the Regional Council:

- 1 Receives the report, Setting of Rates 2017/18;
- 2 Confirms that the rates for the financial year 1 July 2017 to 30 June 2018 are set and assessed in accordance with the Local Government (Rating) Act 2002.
- 3 Confirms that the significance of the decision has been assessed as MEDIUM, and under Section 79 of the Local Government Act 2002 (LGA) confirms the written record of the manner in which section 77 and section 78 matters have been addressed.
- 4 Notes that, as required by the Local Government Act 2002, Council followed the special consultative procedure on the funding impact statement that was part of the Long Term Plan 2015-2025 process. In terms of section 95 of the Local Government Act 2002, the Council decided in February 2017 to not consult on the rates for the 2017/18 year because no significant or material changes were being made to the funding impact statement for 2017/18 compared to the funding impact statement in the Long Term Plan 2015-2025.

- 5 Confirms that the amounts of the rate specified in the rate tables of the resolution, for the financial year commencing 1 July 2017 to 30 June 2018, includes the Council's Goods and Services Tax component.
- 6 Sets a general rate based on land value, calculated as a rate in the dollar of the rateable land value of each rateable rating unit in the region. The rate in the dollar is different according to the location of the land within each district and city council as land values are equalised.

General Rates Land Value	\$14,215,112
Constituent Authority	Rates expressed as cents per dollar of rateable land value
Kawerau	0.050554
Opotiki	0.032220
Rotorua (Pt)	0.036860
Taupo (Pt)	0.032220
Tauranga	0.042144
Western Bay of Plenty	0.032220
Whakatane	0.032220
Offshore Islands	0.136099

- 7 Sets a uniform annual general charge as a fixed amount per rating unit on all rateable land in the region.

Uniform Annual General Charge	\$12,416,052
Fixed amount per rating unit	\$99.05

- 8 Sets targeted rates for Kaituna Catchment Control Scheme. These rates are set differentially for all rateable land situated in the Kaituna Catchment Control Scheme within the Tauranga, Western Bay of Plenty and Rotorua constituent districts.

The two targeted rates are set as follows;

- (i) Where the land is situated and calculated using the area of land within the rating unit,
(ii) Where the land is situated and calculated using the extent of provision of service to the rating unit.

Kaituna Catchment Control Scheme targeted rates

Category	Rate per hectare \$	Site component \$	Revenue sought \$
A1P	208.12	208.12	427,503
A2P	166.50	187.31	26,297
A3P	124.87	166.50	21,188
A4P	83.25	145.68	22,762
A1	166.50	156.09	104,015
A2	135.28	135.28	48,433
A3	104.06	135.28	48,764
A4	72.84	135.28	28,151

A5	62.44	135.28	48,437
A6	52.03	114.47	19,874
A7	37.46	104.06	20,604
A8	24.97	0.00	2,760
A9	8.32	0.00	719
A10	4.16	0.00	802
A11	2.08	0.00	440
B1	24.97	62.44	21,556
B2	18.73	52.03	6,876
B3	10.41	41.62	19,249
B4	6.24	31.22	32,165
B5	4.16	31.22	33,819
C1	6.24	31.22	6,271
C2	3.64	31.22	102,824
C3	2.50	31.22	29,668
C4	2.08	0.00	4,353
C6R	1.25	0.00	1,337
C8	0.83	20.81	6,544
C5	2.50	20.81	105,328
C6	1.46	16.65	16,222
C7	0.83	62.44	2,204
C9	0.62	16.65	4,182
R01	41.62	83.25	20,856
R02	0.00	62.44	65,219
R03	31.22	26.01	626,129
TP1	20.81	31.22	90,816
Total			2,016,367

- 9 Sets a targeted rate for the Rangitaiki-Tarawera River Scheme. The rate is set differentially for all rateable land situated in the Rangitaiki-Tarawera Rivers Scheme catchment within the Whakatane, Kawerau, Rotorua and Taupo constituent districts.**

The targeted rate is set as follows;

- (i) Where the land is situated and calculated using the area of land within the rating unit.**

Rangitaiki-Tarawera Rivers Scheme targeted rate

Category	Rate per hectare \$	Revenue sought \$
A1	112.42	906,845
A2	79.63	124,946
A3	60.90	112,223
A4	46.84	52,678
A5	39.82	274,840
A6	14.05	2,273
B1	70.26	149,001
B2	56.21	27,283
B3	42.16	29,917
B4	32.79	281,439
B5	23.42	37,544
B6	8.43	312
B7	6.56	1,178

C1	6.09	50,506
C2	4.22	217,316
C3	1.41	133,384
C4	0.94	58,739
C5	0.70	15,295
U1	3,583.50	143,358
U2	3,372.70	193,449
U3	608.96	15,278
U4	398.17	310,419
U5	281.06	28,625
Total		3,166,848

- 10 Sets a targeted rate for Whakatane-Tauranga Rivers Scheme. These rates are set differentially for all rateable land situated in the Whakatane-Tauranga Rivers Scheme catchment within the Whakatane constituent district.

The two targeted rates are set as follows;

- (i) Where the land is situated and calculated using the area of land within the rating unit,
- (ii) Where the land is situated and calculated using the extent of provision of service to the rating unit.

Whakatane-Tauranga Rivers Scheme targeted rates

Category	Rate per hectare \$	Site component \$	Revenue sought \$
A1	144.77	144.77	108,972
A2	122.50	122.50	48,765
A3	100.22	105.79	158,721
A4	83.52	94.66	253,906
A5	61.25	0.00	14,790
A6	44.54	77.95	19,285
A7	33.41	66.82	24,925
A8	22.27	61.25	53,930
A9	11.14	0.00	1,438
B1	50.11	0.00	110,513
B2	27.84	50.11	78,537
B3	22.27	33.41	40,325
B4	16.70	27.84	7,362
B5	2.23	0.00	1,008
C1	6.68	55.68	29,162
C2	4.45	22.27	44,170
C3	3.34	22.27	31,578
C4	2.23	5.57	5,230
C5	1.11	5.57	26,577
U1	501.12	150.34	401,466
U2	367.49	116.93	115,441
U3	194.88	77.95	182,135
U4	122.50	66.82	87,674
U5	11.14	0.00	8
Total			1,845,918

- 11 Sets targeted rates for the Waioeka-Otara Rivers Scheme. The rates are set differentially for all rateable land situated in the Waioeka-Otara Rivers Scheme catchment within the Opotiki constituent district.**

The two targeted rates are set as follows;

- (i) Where the land is situated and calculated using the area of land within the rating unit,
(ii) Where the land is situated and calculated using the extent of provision of service to the rating unit.

Waioeka-Otara Rivers Scheme targeted rates

Category	Rate per hectare \$	Site component \$	Revenue sought \$
A1A	298.76	344.72	17,773
A2	160.87	252.80	21,913
A2A	229.82	287.27	10,384
A3	137.89	206.83	104,047
A3A	183.85	252.80	5,279
A4	114.91	160.87	61,988
A4A	149.38	206.83	3,478
A5	103.42	160.87	47,574
A6	80.44	160.87	732
A7	68.94	160.87	8,308
A8	57.45	160.87	74,849
B1	45.96	0.00	12,395
B2	6.89	0.00	117
C1	11.49	137.89	33,870
C2	6.89	137.89	11,572
C3	4.60	114.91	11,310
C4	3.45	45.96	16,369
C5	2.30	45.96	2,551
C6	0.92	45.96	8,241
R	2.30	0.00	218
U1A C	1,378.89	1,011.19	38,467
U1AR	689.45	505.59	57,602
U1C	1,103.12	827.34	124,138
U1R	551.56	413.67	347,721
U2AC	1,011.19	735.41	13,469
U2AR	505.59	367.71	42,098
U2C	735.41	643.48	8,327
U2R	367.71	321.74	99,173
U3R	91.93	183.85	76,079
Total			1,260,042

- 12 Sets a targeted rate for the Rangitaiki Drainage Rating Area. The rate is set differentially for all rateable land situated in the defined Rangitaiki Drainage Rating Area situated on the Rangitaiki Plains within the Whakatane constituent district.**

The targeted rate is set as follows;

- (i) Where the land is situated and calculated using the area of land within the rating unit.

Rangitaiki Drainage targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	50.03	387,764
B	45.03	50,015
C	42.02	60,631
D	36.52	223,553
E	30.02	79,749
F	22.51	55,570
G	17.01	63,432
H	12.51	1,395
I	6.00	4,397
U1	100.06	35,578
U2	50.03	3,145
Total		965,229

- 13 Sets a targeted rate for passenger transport. The rate is set differentially as an amount per rating unit on all rateable properties within the defined boundaries of Tauranga City and Urban Rotorua.

The passenger transport targeted rate is set as follows;

- (i) Where the rateable unit is situated.

Passenger Transport targeted rate		
Category	Rate per rating unit \$	Revenue sought \$
Tauranga City	62.05	3,396,277
Rotorua Urban	34.55	758,047
Total		4,154,324

- 14 Sets a targeted rate for the Rotorua Lakes Programme. The rate is set differentially as an amount per rating unit on all rateable properties within the Rotorua constituent district.

The Rotorua Lakes programme targeted rate is set as follows;

- (i) Area of land within the rating unit.

Rotorua Lakes Programme targeted rate		
Category - All Properties	Rate per rating unit \$	Revenue sought \$
0 - 1.9999ha	111.64	2,822,288
2 - 9.9999ha	238.17	165,765
10ha and over	763.01	584,464
Total		3,572,517

- 15 Sets a targeted rate for Rotorua Air Action Plan Implementation. The rate is set differentially as a fixed amount per rating unit on all rateable properties within the defined boundary of Urban Rotorua.

The Council sets the Rotorua Air Action Plan Implementation targeted rate as follows;

- (i) Where the rateable unit is situated.

Rotorua Air Action Plan Implementation targeted rate		
Category	Rate per rating unit \$	Revenue sought \$
Rotorua Urban	36.24	794,807

- 16 Sets a targeted rate for Rotorua Air Clean Heat Conversion. The rate is set differentially as an amount per rating unit within the defined boundary of Rotorua Airshed Area with liability to Council.

The Council sets the Rotorua Air Clean Heat Conversion Implementation targeted rate as follows;

- (i) Where the rateable unit is situated, and calculated based on the extent of loans provided by Council under the Clean Heat Conversion scheme.

Rotorua Air Clean Heat Conversion targeted rate		
Category	Rate \$	Revenue sought \$
CH001	680.00	23,120
CH002	660.00	7,920
CH003	640.00	12,160
CH004	620.00	14,260
CH005	600.00	5,400
CH006	580.00	1,740
CH007	560.00	7,280
CH008	540.00	3,240
CH009	520.00	1,560
CH010	500.00	1,000
CH1	460.00	165,140
CH2	455.00	25,480
CH3	450.00	18,450
CH4	445.00	14,240
CH5	440.00	25,080
CH6	435.00	15,660
CH7	430.00	25,370
CH8	425.01	13,600
CH9	420.00	8,400
CH10	415.00	16,185
CH11	410.00	11,070
CH12	405.00	10,530
CH13	400.00	8,400
CH14	395.00	19,355
CH15	390.00	17,940
CH16	385.00	19,250
CH17	379.99	5,700
CH18	375.00	10,125
CH19	370.00	11,840
CH20	365.00	7,300
CH21	360.00	6,120
CH22	355.01	2,840

CH23	350.00	5,250
CH24	345.00	11,730
CH25	340.00	4,080
CH26	335.00	5,695
CH27	330.00	9,570
CH28	325.00	13,975
CH29	320.00	4,160
CH30	315.00	3,780
CH31	310.01	2,480
CH32	305.00	2,135
CH33	300.00	5,700
CH34	295.00	4,720
CH35	290.00	2,610
CH36	285.00	1,140
CH37	280.00	2,240
CH38	275.00	1,100
CH39	270.00	540
CH40	265.00	530
CH41	260.00	520
CH42	255.00	510
CH43	250.00	1,250
CH44	245.00	490
CH45	240.01	480
CH46	235.00	705
CH47	230.00	230
CH48	225.40	1,127
Total		622,502

- 17 **Sets targeted rates for the minor rivers and drainage scheme rates. The rates are set differentially for all rateable land situated in the defined communal pumped drainage and defined minor river and drainage schemes areas.**

The Council sets one targeted rate for each scheme as follows;

- (i) Where the land is situated and calculated using the area of land within the rating unit.**

Waiotahi River District targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	42.37	4,602
B	33.90	5,512
C	25.42	4,860
D	14.12	718
E	8.47	643
F	4.24	800
Total		17,135

Huntress Creek Drainage District targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	19.45	4,098
B	14.91	1,183
C	9.73	706
D	6.48	346
E	4.54	149
F	1.95	649
Total		7,131

Waiotahi Drainage District targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	23.78	2,031
B	19.82	4,119
C	15.85	1,001
D	11.89	534
E	7.93	34
F	3.96	907
Total		8,626

Omeheu West Communal Pumped Drainage Scheme targeted rate

Category	Rate per hectare \$	Revenue sought \$
A	30.91	1,081
B	27.48	467
C	6.87	292
Total		1,840

Awaiti West Pumped Drainage Scheme targeted rate

Category	Rate per hectare \$	Revenue sought \$
A	283.33	3,570
B	130.33	19,184
C	56.67	11,183
D	28.33	1,368
Total		35,305

Withy Communal Pumped Drainage Scheme targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	188.26	12,417

B	112.95	5,257
C	37.65	1,646
Total		19,320

Omeheu Adjunct Communal Pumped Drainage Scheme targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	43.16	444
B	32.37	2,594
C	23.74	1,322
D	12.95	1,131
E	6.47	351
F	2.16	51
URBAN	114.37	4,918
Total		10,811

Lawrence Communal Pumped Drainage Scheme targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	303.44	8,557
B	242.75	1,117
C	151.72	1,074
D	75.86	1,097
Total		11,845

Murray's Communal Pumped Drainage Scheme targeted rates

Category	Rate per hectare \$	Revenue sought \$
A	73.84	11,267
B	53.17	875
C	47.26	2,265
D	20.68	1,119
Total		15,526

- 18 Sets targeted rates uniformly for all rateable land situated in the defined drainage and defined minor river and drainage schemes areas.**

The rates are set as follows;

- (i) Where the land is situated and calculated using the land area of each scheme.**

Minor Drainage Schemes targeted uniform rates

Category	Rate per hectare \$	Revenue sought \$
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Angle Road	58.38	13,398
Awakeri	19.94	5,693
Baird-Miller	45.96	6,325
Foubister	31.78	3,335
Gordon	173.02	17,020
Greigs Road	45.77	32,660
Hyland-Ballie	86.39	20,355
Riverslea Road	224.44	6,900
Kuhanui	42.97	3,565
Longview-Richlands	47.62	5,520
Luxton	12.09	2,645
Massey	47.99	20,470
Nicholas	21.45	6,210
Noord-Vierboon	0.98	115
Omeheu East	92.15	38,640
Reynolds	16.98	2,185
Robins Road	83.06	15,525
Thompson-Ernest	30.09	16,330
Travurzas	24.97	4,945
Poplar Lane	32.72	1,840
Awaiti East	104.10	14,835
Total		238,511

- 19 **Sets the following instalment due dates for all rates other than the Minor River and Drainage Scheme rates as set out below. The due dates for each territorial constituent area are for an equal amount of the rates.**

(i) The respective instalment due dates are as follows;

Kawerau District	
Instalment One	25 August 2017
Instalment Two	24 November 2017
Instalment Three	23 February 2018
Instalment Four	25 May 2018
Opotiki District	
Instalment One	25 August 2017
Instalment Two	24 November 2017
Instalment Three	23 February 2018
Instalment Four	25 May 2018
Rotorua District	
Instalment One	20 August 2017
Instalment Two	20 November 2017
Instalment Three	20 February 2018
Instalment Four	20 May 2018
Taupo District	
Instalment One	21 August 2017
Instalment Two	20 November 2017
Instalment Three	20 February 2018
Instalment Four	21 May 2018
Tauranga City	
Instalment One	31 August 2017
Instalment Two	28 February 2018
Western Bay of Plenty District	
Instalment One	22 September 2017

Instalment Two	23 February 2018
Whakatane District	
Instalment One	25 August 2017
Instalment Two	24 November 2017
Instalment Three	23 February 2018
Instalment Four	25 May 2018

20 Sets the following penalties regime for all rates other than the Minor River and Drainage Scheme rates;

1. Pursuant to sections 57 and 58(1)(a) of the Local Government (Rating) Act 2002, with respect to rates assessed in the 2017/18 year, a penalty of 10% for all areas other than the Kawerau District and 5% for the Kawerau District will be added to the amount of any instalment that has been assessed after 1 July 2017 and which is unpaid after the relevant due date set out in section 19. The penalty will be added on 6 July 2017.
2. Pursuant to sections 57 and 58(1)(b) of the Local Government (Rating) Act 2002, with respect to rates assessed before 1 July 2017, a penalty of 10% for all areas other than the Kawerau District and 5% for the Kawerau District will be added to any rates unpaid on 6 July 2017.

The respective additional penalty dates are as follows;

	Penalty assessed date	Penalty application date
Rotorua District	1 July 2017	6 July 2017
Taupo District	1 July 2017	6 July 2017
Western Bay of Plenty District	1 July 2017	6 July 2017
Kawerau District	4 July 2017	6 July 2017
Tauranga City	1 July 2017	6 July 2017
Whakatane District	1 October 2017	2 October 2017

3. Pursuant to sections 57 and 58(1)(c) of the Local Government (Rating) Act 2002, with respect to rates assessed in previous financial years, a further penalty of 10% for all areas other than the Kawerau District and 5% for the Kawerau District will be added on any rates to which a penalty has been added under (b) if the rates remain unpaid six months after the previous penalty was added.

The respective additional penalty dates are as follows;

	Penalty assessed date	Penalty application date
Western Bay of Plenty District	1 January 2018	6 January 2018
Rotorua District	1 January 2018	6 January 2018
Kawerau District	4 January 2018	6 January 2018
Tauranga City	5 January 2018	6 January 2018

21 Set that Minor River and Drainage Scheme rates shall be payable at the office of the Bay of Plenty Regional Council, Quay Street, P O Box 364, Whakatane in one instalment on or by 20 January 2018.

22 Set the following penalties regime for the Minor River and Drainage Scheme rates:

- (i) Pursuant to sections 57 and 58(1)(a) of the Local Government (Rating) Act 2002, with respect to the Minor River and Drainage Scheme rates assessed in the 2017/18 year, a penalty of 10% will be added to the amount that remains unpaid after the date stated above, on 20 February 2018.
 - (ii) Pursuant to sections 57 and 58(1)(b) of the Local Government (Rating) Act 2002, with respect to Minor River and Drainage Scheme rates assessed before 1 July 2017, a penalty of 10% will be added on any rates that remain unpaid on 6 July 2017. The penalty will be added on 7 July 2017.
 - (iii) Pursuant to sections 57 and 58(1)(c) of the Local Government (Rating) Act 2002, with respect to Minor River and Drainage Scheme rates, a further penalty of 10% will be added on any rates to which a penalty has been added under (ii) if the rates remain unpaid six months after the previous penalty was added. The penalty will be added on 20 February 2018.'
- 23 Pursuant to section 27(7) of the Local Government (Rating) Act 2002, the Council delegates' authority to the constituent district and city councils of the Bay of Plenty region to keep and maintain the rating information database for those areas on its behalf.
- 24 Appoints in accordance with section 53 of the Local Government (Rating) Act 2002 the constituent district and city councils of the Bay of Plenty region, i.e. Kawerau District Council, Opotiki District Council, Rotorua District Council, Taupo District Council, Tauranga City Council, Western Bay of Plenty District Council, Whakatane District Council, to collect the rates assessed by Bay of Plenty Regional Council, excluding Minor River and Drainage Scheme targeted rates.
- 25 Agrees that in respect of the Minor River and Drainage Scheme targeted rates which are collected directly by the Bay of Plenty Regional Council, where the total amount of rates payable, in respect of any property is \$9.99 or less, pursuant to Section 54 of the Local Government (Rating) Act 2002, the rates payable in respect of the property will not be collected.
- 26 Confirms that the decision has a medium level of significance as determined by the Council's Significance and Engagement Policy. Council has identified and assessed different options and considered community views as part of making the decision, in proportion to the level of significance.

Crosby/Cronin
CARRIED

10.4 **Appointment of an Informal Voting Member to Te Maru o Kaituna River Authority**

The report asked Council to appoint an additional member (and alternate) to Te Maru o Kaituna River Authority (the Authority). It was noted that Council's current membership on the Authority comprised Councillor Tahana as the primary member and Councillor Nees as the alternate.

Support was shown to appoint Councillor Nees as the additional primary member and Councillor McDonald to be appointed as the alternate, for the reasons that it provided

fair representation on the Authority and took into account Councillor Nees' existing membership and experience on the Authority as the current alternate.

Resolved

That the Regional Council:

- 1 Receives the report, Appointment of an Informal Voting Member to Te Maru o Kaituna River Authority;**
- 2 Notes the decision by Te Maru o Kaituna River Authority to extend Te Komiti Nui o Ngāti Whakaue informal membership of the Authority with full voting rights and the consequent need to appoint an additional Council member with the same status to the Authority;**
- 3 Appoints Councillor Nees to Te Maru o Kaituna River Authority as the additional primary member and Councillor McDonald as the alternate for the Bay of Plenty Regional Council for a three-year term from the date of appointment.**

**Thompson/Thurston
CARRIED**

10.5 Presentation from Tauranga City Council on the Tauranga Marine Precinct

Refer PowerPoint Presentation Objective ID A2653323.

Tauranga City Council (TCC) Tauranga Marine Precinct Project Director Phil Wardale presented an update on progress made with the Tauranga Marine Precinct. An overview was provided on preparation for civil works, vessel hoist construction, land utilisation and wharf development.

Councillors congratulated TCC and the Project staff on their progress. Mr Wardale commended Council's decision to invest funds into the project, which would enable significant gains for the marine industry and New Zealand as well as allowing the remnant harbour bridge site to be utilised.

Clarification was provided regarding funding contributions and completion date for the vessel hoist anticipated in late 2017. A query was raised regarding height restrictions and potential impacts for the Tauranga Airport, which was noted accordingly.

Resolved

That the Regional Council:

- 1 Receives the report, Presentation from Tauranga City Council on the Tauranga Marine Precinct;**
- 2 Notes the progress achieved for this project.**

**Leeder/Crosby
CARRIED**

Adjournment

The meeting adjourned at 10:55 am and reconvened at 11:18 am.

10.6 **Awatarariki Fanhead Risk Reduction**

The report asked Council to consider a regulatory response to reduce high debris flow risk to people and property in the Awatarariki Fanhead area at Matatā.

Members were advised the recommendations aligned with a report, which Whakatane District Council (WDC) would be considering the same day. Subject to those outcomes, Regional Council could anticipate a private plan change request at the end August.

Councillors acknowledged the emotional toll placed on affected residents, their need for certainty and for the issue to be expedited without delay. Comment was raised that while Council would facilitate a plan change process, no pre-determination should be inferred or made.

It was clarified that while recommendation three was not essential, it provided a clear message to WDC that Regional Council would not be initiating a plan change.

Resolved

That the Regional Council:

- 1 Receives the report, Awatarariki Fanhead Risk Reduction;**
- 2 Notes the direction provided by the Audit & Risk Committee at its meeting on 13 June 2017 in confidence and that the position of Council is as follows:**
 - Whakatane District Council is leading a process to manage the Awatarariki fanhead debris-flow risk.**
 - The state of the Awatarariki fanhead as a high risk debris-flow and the solutions to reduce risk need to be identified by Whakatane District Council.**
 - Planning decisions need to be expedited as soon as possible to give certainty to the Matata community and residents.**
 - Any request to Bay of Plenty Regional Council for a private plan change to introduce a regional rule to extinguish existing use rights will require a public process and independent hearings panel.**
- 3 Advises Whakatāne District Council that if they wish to seek a regional rule extinguishing existing use rights in the Awatarariki Fanhead area, a request for a private change to the relevant regional plan can be made which the Regional Council will consider under Schedule 1 of the Resource Management Act 1991.**

**Cronin/von Dadelszen
CARRIED**

Councillor Marr requested that his vote **AGAINST** be recorded.

10.7 Update on Local Government Act Amendment Bill (No.2)

The report provided an update on the LGA Amendment Bill (the Bill) following the Local Government and Environment Select Committee's report back to the House on 15 June 2017. It was noted that a letter was subsequently received from the Minister of Local Government advising that the substantial proposed changes to the Bill would not change its intention to enable councils to more easily collaborate to deliver services to their communities.

Concern was raised on some points of the Bill relating to council controlled organisations (CCOs). It was also clarified that there was no further opportunity for public submissions to the Bill.

Resolved

That the Regional Council:

- 1 Receives the report, *Update on Local Government Act Amendment Bill (No.2)*.

Crosby/Bruning
CARRIED

Change to Order of Business

The Chairman advised that Public Excluded Item 9.2 'Quayside Holdings Limited – 2017/18 Statement of Intent' would be deferred to later in the meeting to accommodate the delayed arrival of external presenters.

11 Public Excluded Section

Resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

General Subject of Matter to be Considered	Reason for passing this resolution in relation to this matter	Grounds under Section 48(1) LGOIMA 1987 for passing this resolution
9.1 Public Excluded Regional Council minutes - 1 June 2017	Please refer to the relevant clause in the meeting minutes	Good reason for withholding exists under Section 48(1)(a).
9.3 April 2017 Flood Event - Update	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Good reason for withholding exists under Section 48(1)(a).

Leeder/Thurston
CARRIED

12 General Business

1) Public Enquiry Complaints

A member advised of complaints received from members of the public regarding a lack of staff response to requests made, which he asked to be conveyed to staff. It was noted that Council's expectations of staff was to ensure customer's experience was paramount and that requests should be acknowledged and responded to in a timely manner. Consideration was noted in regard to adopting mechanisms to measure customer satisfaction.

2) Nitrogen Accounting Mechanism Memorandum of Understanding (MoU)

Refer PowerPoint Presentation Objective ID A26533395.

Members were informed that at its 27 June 2017 meeting, the Rotorua Te Arawa Lakes Strategy Group (RTALSG) approved a Nitrogen Accounting Mechanism Memorandum of Understanding (MoU) to be signed by all partner members. An overview was provided on the accounting mechanism principles and objective to integrate wastewater treatment plant nitrogen discharge limits with catchment nitrogen accounting, as part of the plan change 10 processes.

Although approval of the MoU was an operational matter, which the Chief Executive had delegated authority to sign on Council's behalf, Council's RTALSG members considered it important for councillors to be made aware of the MoU and be given the opportunity to consider if they were comfortable with the existing approval process. Members were advised that should they wish to formally approve the MoU that it would need to go to the next Council meeting for decision.

Councillors appreciated the matter being brought to their attention and confirmed they were satisfied with the current approval chain, that signing of the MoU should not be delayed and that it proceed as an operational matter.

Adjournment

The meeting adjourned at 1:04 pm and reconvened at 1:35 pm.

13 Public Excluded Section

Resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

General Subject of Matter to be Considered	Reason for passing this resolution in relation to this matter	Grounds under Section 48(1) LGOIMA 1987 for passing this resolution
Quayside Holdings Limited - 2017/18 Statement of Intent	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Good reason for withholding exists under Section 48(1)(a).

**Leeder/Thurston
CARRIED**

The meeting closed at 2:22 pm.

Confirmed

Chairman Bay of Plenty Regional Council

Date

Statutory Committee Minutes

Minutes of the Te Maru o Kaituna River Authority Meeting held in The Council Chamber, Rotorua Lakes Council, Civic Administration Building, 1061 Haupapa Street, Rotorua on Wednesday, 14 June 2017 commencing at 10.30 a.m.

Present:

Deputy Chairman: Councillor A Tahana (Bay of Plenty Regional Council)

Appointees: Councillor K Marsh (Western Bay of Plenty District Council), Deputy Chairman J Nees (Alternate, Bay of Plenty Regional Council), S Morris (Tauranga City Council), M Tapsell (Tapuika/Waitaha), H Maxwell (Alternate, Tapuika/Waitaha), H Paul (Te Pumautanga o Te Arawa), P Callaghan (Alternate, Tapuika Iwi Authority Trust), N Chater (Alternate, Lakes Community Board)

In Attendance: M Horne (Alternate Observer, Te Komiti Nui o Ngati Whakaue), R Pou Poasa (Observer, Te Komiti Nui o Ngati Whakaue), P Tangohou (Chairperson, Te Komiti Nui o Ngati Whakaue), K Wilcox (General Manager, Ngati Whakaue); BOPRC: Councillor K Winters, A Fort (Senior Planner), A Vercoe (Maori Policy Team Leader), D Llewellyn (Legal Specialist), E Grogan (General Manager Regulatory Services), J Barber (Senior Environmental Scientist), K O'Brien (Strategic Engagement Manager), K Pihera-Ridge (Maori Policy Advisor), N Poutasi (Water Policy Manager), P Howe (Senior Advisor (Treaty)), P de Monchy (Kaituna Catchments Manager), R Burton (Senior Planner (Water Policy)), R Fraser (Consents Manager), R Donald (Science Manager), R Garrett (Committee Advisor); Rotorua Lakes Council: J Riini (Partnership Advisor), E Jonker (Senior Policy Advisor, Strategy); Tauranga City Council: C Larking (Consultant Planner); J Fitter (Maketū Ongatoro Wetland Society, Kaituna Freshwater Futures Group).

Apologies: Chairman D Flavell, T Tapsell, P Thomas, T Molloy; A Tahana and R Pou Poasa for lateness

1 **Opening karakia**

The meeting opened at 10.40 am with a karakia provided by H Paul.

2 **Appointment of Chairperson**

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 **Agrees that Councillor Jane Nees assumes the chair in the interim until the arrival of either the Chairman or Deputy Chair;**

- 2 Notes that the Deputy Chair has been delayed due to travel;
- 3 Agrees to delay agenda items that require a decision until the Deputy Chair arrives and a quorum is achieved.

**Marsh/Morris
CARRIED**

Order of Business

The meeting agreed that the following information-only reports would be received next on the agenda:

- Agenda Item 7.3: Groundwater resources in the Kaituna catchment
- Agenda Item 7.4: Resource consenting and water allocation

3 Reports

3.1 Groundwater resources in the Kaituna catchment

Refer Powerpoint presentation Obj reference: A2625477

Senior Environmental Scientist Janine Barber provided members with a summary of current science information on groundwater aquifers in the Kaituna catchment. Ms Barber outlined the natural water cycle, explained the difference between confined and unconfined aquifers and gave an overview of the underlying geology of the Kaituna catchment. Ms Barber noted that, overall, the groundwater system operates with the characteristics of an unconfined aquifer; and clarified that confined aquifers are disconnected from river flows.

Ms Barber updated members regarding the construction of a groundwater flow model for the Kaituna area and noted that, once available (due by December), the Council would be able to model scenarios of different rainfall and abstractions and possible impacts on waterways to help determine sustainable takes. Ms Barber clarified that the model was purely a hydrological model to understand flow and would not take account of water quality. Ms Barber noted that the model was limited by the data input, emphasised the importance of gathering appropriate data, and outlined current groundwater monitoring sites within the catchment. Ms Barber also noted that better information was still needed to effectively analyse the relationship between surface and ground water flows.

Ms Barber demonstrated to members the “*Earth Beneath Our Feet*” GNS website (<http://data.gns.cri.nz/ebof/findLocation.jsp>), which provides geological profiles for selected locations.

Attendance

Deputy Chair A Tahana joined the meeting at 11.20 am and assumed the Chair.

3.2 Resource Consenting and Water Allocation

Refer Powerpoint presentation Obj reference: A2629753

Consents Manager Reuben Fraser updated members on Council’s current resource consent processes for water take applications. Mr Fraser outlined the current rules and the key factors taken into account by Council when considering an application for water abstraction.

Members queried the process for granting of consent in an over-allocated catchment. Mr Fraser clarified that allocation status was taken into account when a consent application was considered, and that applications to take in an over-allocated catchment were publicly notified. Mr Fraser also noted that under Proposed Plan Change 9 the presumption will be that an application to take from an over-allocated catchment will generally be declined.

Mr Fraser responded to members' questions regarding the Kaituna catchment specifically, and explained that surface water was still available for allocation when considered against current limits; and that, while the groundwater aquifer was allocated above the interim levels set, monitoring did not show the aquifer dropping. Mr Fraser noted that cumulative effects were difficult to take into account currently, and that Proposed Plan Change 9 would make it easier to decline an application. Mr Fraser also confirmed that there were currently no water bottling consents in the Kaituna area.

Members expressed concern at over-allocation in the Kaituna catchment and emphasised that a limit must be a limit or the credibility of the process would be undermined. Mr Fraser noted that the strengthened water metering requirements proposed in Plan Change 9 would enable much better information to be gathered on levels of abstraction at any one time.

In response to members' questions, Mr Fraser clarified that, unlike the shallower unconfined aquifers in the catchment, the deeper confined aquifer was under-allocated and had no connection or interaction with the Kaituna River; and explained that the geothermal resource operated under different rules from surface and groundwater.

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Receives the report, Groundwater resources in the Kaituna catchment;**
- 2 Receives the report, Resource Consenting and Water Allocation.**

**Nees/Paul
CARRIED**

3.3 Options : Scope of Ngāti Whakaue on Te Maru o Kaituna, Kaituna River Authority

Council's In-house Legal Counsel Donna Llewellyn summarised the current position regarding Ngāti Whakaue membership of Te Maru o Kaituna River Authority and outlined the three options for scope of informal membership for consideration by the members. Ms Llewellyn emphasised that the decision on scope was in regard to the current informal voting membership status of Ngāti Whakaue, which would be supplanted when formal legal membership status was conferred on Ngāti Whakaue through the settlement of their Treaty negotiation process.

The Chair invited Ngāti Whakaue representatives to comment on the options proposed; Ngāti Whakaue expressed their preference for informal membership with full rights, as being in the spirit of the Deed of Settlement, and were willing to work with members to help further define the scope as needed.

Members discussed the implications and risks of the three options for Te Maru o Kaituna River Authority as an entity, its operations and its decision-making process.

The Chair requested the Ngāti Whakaue representatives present to leave the room while the members voted. It was clarified that Rotorua Lakes Council could not vote as its representative at the meeting was a Community Board member not a member of Council.

The following **MOTION** was moved, seconded and put:

That the Te Maru o Kaituna River Authority under its delegated authority:

Supports the selection of Option 2: “Middle” membership, for Te Komiti Nui o Ngāti Whakaue; with voting rights on all Kaituna River Document processes and all non-constitutional and non-financial business.

Tahana/M Tapsell

A **DIVISION** was requested and recorded as follows:

FOR (2)	AGAINST (3)
Tahana	Callaghan
Tapsell	Marsh
	Paul

Councillor Morris abstained from voting.

The motion was **LOST**.

The following **MOTION** was moved, seconded and put:

That the Te Maru o Kaituna River Authority under its delegated authority:

Supports the selection of Option 3: “Full” membership, for Te Komiti Nui o Ngāti Whakaue; with voting rights on all the Authority’s business.

Marsh/Callaghan

A **DIVISION** was requested and recorded as follows:

FOR (3)	AGAINST (2)
Callaghan	Tahana
Marsh	Tapsell
Paul	

Councillor Morris abstained from voting.

The motion was **LOST**.

The following **MOTION** was moved, seconded and put:

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Receives the report, Options: Scope of Ngati Whakaue on Te Maru o Kaituna, Kaituna River Authority.**
- 2 Endorses the selection of Option 3: informal membership with full voting rights, on the condition that the corresponding Bay of Plenty Regional**

Council member is appointed with the same status (refer clause 5.18.2 of the Tapuika Deed of Settlement).

- 3 Invites Te Komiti Nui o Ngāti Whakaue to advise Te Maru o Kaituna River Authority of its appointed representative and alternate.**

Tahana/Marsh

A **DIVISION** was requested and recorded as follows:

FOR (5)	AGAINST (1)
Tahana	Tapsell
Callaghan	
Marsh	
Paul	
Morris	

As the motion was supported by a 70% majority of those members present and voting, the motion was **CARRIED**.

The Chair invited Ngāti Whakaue representatives to rejoin the meeting and informed them that the decision had been made in favour of informal membership with full voting rights.

Adjournment

The meeting adjourned at 1.05 pm and reconvened at 1.30 pm.

Attendance

H Paul and H Maxwell left the meeting at 1.30 pm.

Order of business

The meeting agreed to resume the notified agenda order, starting with Agenda Item 6: Previous Minutes.

4 Te Maru o Kaituna River Authority minutes - 16 May 2017

Members were reminded that iwi appointees to Te Maru o Kaituna River Authority needed to be confirmed by 17 July.

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Confirms the Te Maru o Kaituna River Authority minutes - 16 May 2017**

**Tahana/Marsh
CARRIED**

5 Reports (continued)

5.1 Kaituna River Document – Update

Senior Planner Adam Fort updated members on progress with the Kaituna River Document. Mr Fort informed members of the notification of the Document, noted the submissions received to date and explained the process through to a hearing. Mr Fort confirmed that letters had been sent to all landowners adjacent to the river.

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Receives the report, Kaituna River Document Update;**

**Tahana/Marsh
CARRIED**

5.2 Freshwater Update

Water Policy Manager Namouta Poutasi updated members on recent freshwater management developments since the last Te Maru o Kaituna meeting; including progress with both Proposed Plan Changes 9 and 12. Ms Poutasi noted that the timeframe for Proposed Plan Change 12 had now been extended by 12 months.

Members noted that a timeline diagram of the various freshwater processes would be useful and requested that this become a standing item at Te Maru o Kaituna meetings.

Members thanked Ms Poutasi and her staff for holding useful and productive meetings with Tapuika whānau.

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Receives the report, Freshwater Update;**

**Tahana/Morris
CARRIED**

5.3 Report to Te Maru o Kaituna River Authority - Te Tumu Structure Plan and Rezoning Project

Refer Powerpoint presentation Obj reference: A2626220

Consultant Planner Campbell Larking updated members with progress made with the Te Tumu Structure Plan and Rezoning Project. Mr Larking outlined the key points of the project and noted that no fatal flaws to urban development in Te Tumu had been identified and that it was considered financially viable to proceed to the next stage of Structure Planning and rezoning. Mr Larking also outlined the stakeholder and iwi engagement undertaken to date.

A member noted that that any matters that come to Te Maru o Kaituna River Authority need to focus on the river and any impacts on the river; any other issues need to be addressed directly with the iwi affected.

In response to members' questions around flooding, Mr Larking explained that the floodable area was not included in the Te Tumu development zone and noted that the maximum extent of any flooding was restrained by the dune ridge, but that there was no guarantee that the current rural zoning of the flood plain would not change. Mr Larking reminded members that there was still a full resource management planning process for the Project to go through.

Mr Larking clarified waste and storm water assumptions being used in the Project.

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Receives the report, Report to Te Maru o Kaituna River Authority - Te Tumu Structure Plan and Rezoning Project**

**Tahana/Callaghan
CARRIED**

5.4 Presentation: Rotorua Lakes Council: Waste Water Treatment Plant Update

Refer Powerpoint presentation Obj reference: A2629589

Rotorua Lakes Council Partnership Advisor Jenny Riini presented to members on the integration of cultural treatment of discharge into the design of the Rotorua Waste Water Treatment Plant (WWTP) upgrade. Ms Riini summarised the current operations of the WWTP and explained the process undertaken to develop the preferred discharge option for the upgrade.

Ms Riini explained that the four key principles for the cultural treatment of the discharge were to restore the mauri of the wai, that water is intrinsic to life, kaitiakitanga and to acknowledge the Te Arawa cultural values framework for water. Ms Riini outlined the key aspects of the design which replicates what happens in nature by the use of cascades and flows, filtration and oxygenation through vegetation and over rocks and the introduction of native aquatic species.

Ms Riini informed members that next steps involved a stakeholder engagement plan through to August with the resource consent application for the WWTP upgrade expected to be lodged August/September 2017.

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Receives the presentation, Rotorua Lakes Council: Waste Water Treatment Plant Update.**

**Tahana/Callaghan
CARRIED**

5.5 Presentation: Kaituna Catchments Operations Update

Refer Powerpoint presentation Obj reference: A2669318

Kaituna Catchments Manager Pim de Monchy updated members on operational activities in the Kaituna catchment since the last Authority meeting. Mr de Monchy informed members of habitat restoration work being undertaken at the Whakapoukorero wetland and noted it was a good example of biodiversity protection. Mr de Monchy discussed the work programme for Papahikahawai Island, noted that removal of a causeway and construction of the bridge had been completed; with an immediate reduction in algae build-up noticeable after the removal. Mr de Monchy explained that shoreline work on the island was currently on hold due to the duckshooting season, and acknowledged the volunteers who had planted just over 6000 plants on the island.

Members congratulated Mr de Monchy and his team on their work and noted how rewarding it was to see immediate results.

Resolved

That the Te Maru o Kaituna River Authority under its delegated authority:

- 1 Receives the presentation, Kaituna Catchments Operations Update.**

**Tahana/Marsh
CARRIED**

The meeting closed with a karakia at 2.30 pm.

Minutes of the Rangitāiki River Forum Meeting held in Council Meeting Room One, Bay of Plenty Regional Council, 5 Quay Street, Whakatāne on Thursday, 15 June 2017 commencing at 10.00 am.

Present:

Chairman: M Vercoe (Te Rūnanga o Ngāti Manawa)

Deputy Chairman: E Rewi (Te Rūnanga o Ngāti Whare)

Appointees: Bay of Plenty Regional Council: Councillors T Marr, K Winters, W Clark, D Love (Alternate), Reverend G Te Rire (Ngāti Tuwharetoa (BOP) Settlement Trust), Te Rūnanga o Ngāti Awa: M Araroa T O'Brien (Alternate), Councillor G Johnston (Whakatāne District Council), E Rewi (Te Rūnanga o Ngāti Whare), I Kahukiwa Smith (Ngāti Hineuru), W Rangiwai (Alternate, Te Rūnanga o Ngāti Whare)

In Attendance: Bay of Plenty Regional Council: Chairman D Leeder, S Stokes (Eastern Catchments Manager), N Willems (Acting Eastern Catchments Manager), I Morton (Science & Strategy Manager), M Lee (Planner - Water Policy), K O'Brien (Kotahitanga – Strategic Engagement Manager), S Hohepa (Māori Policy Advisor), Y Tatton (Interim Governance Manager), A Vercoe (Senior Treaty Advisor), S Kameta (Committee Advisor), B Hughes (Te Rūnanga o Ngāti Awa), B Kerrison (Kokopu Trust), A Davies (Trustpower), J Te Karapa (Hapū representative/Observer)

Apologies: Councillors T Kingi, R Harvey (Alternate) (Taupo District Council)

1 **Opening Karakia**

Provided by Reverend Te Rire.

2 **Apologies**

Resolved

That the Rangitāiki River Forum:

- 1 **Accepts the apologies of Councillor Tangonui Kingi and Councillor Rosie Harvey tendered at the meeting.**

**Vercoe/Marr
CARRIED**

3 **Withdrawal of Item**

The Chair advised that senior staff had recommended withdrawing Public Excluded item 8.1, "Rangitāiki River Scheme Review Verbal Update and Discussion" from the

agenda. Due to the independent nature and sensitivities around the review, it was recommended that the discussion take place after the meeting.

Resolved

That the Rangitāiki River Forum:

- 1 Agrees to withdraw Agenda item 8.1, "Rangitāiki River Scheme Review Verbal Update and Discussion" from the agenda.**

**Vercoe/Winters
CARRIED**

3.1 Declaration of Conflicts of Interest

No conflicts of interest were declared.

4 Previous Minutes

4.1 Rangitāiki River Forum Minutes - 21 March 2017

Te Rūnanga o Ngāti Awa member Miro Araroa noted his apologies to Ngāti Whare for his absence at the last meeting.

Resolved

That the Rangitāiki River Forum:

- 1 Confirms the Rangitāiki River Forum Meeting Minutes of 21 March 2017.**

**Winters/Rewi
CARRIED**

5 Reports

5.1 Chairperson's Report

The report updated the Forum on the Chairperson's activities and potential items of interest to the Forum. The Chair noted she would be speaking to the Forum's submission to Proposed Change 3 (Rangitāiki River) to the Regional Policy Statement on Monday 19 June and invited members to attend.

Resolved

That the Rangitāiki River Forum:

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

**Rewi/Johnston
CARRIED**

5.2 **Change in Membership and Appointment of a new Deputy Chairperson**

The report informed of recent membership changes for Te Rūnanga o Ngāti Whare and Taupo District Council, and the need for the Forum to appoint a new Deputy Chairperson.

Resolved

That the Rangitāiki River Forum:

- 1 Receives the report, Change in Membership and Appointment of a new Deputy Chairperson;**
- 2 Notes Councillor Rosie Harvey has been appointed as the alternate member for Taupo District Council.**
- 3 Notes a change in membership for Te Runanga o Ngāti Whare and the appointment of Earl Rewi as the appointed member and Te Waiti Rangiwai as the alternate member, which took effect on 31 March 2017.**
- 4 Accepts the resignation of Daryl Christie as Deputy Chairman and member of the Rangitāiki River Forum and acknowledges with thanks his valuable contribution to the Forum.**
- 5 Selects System B as the voting system to appoint a new Deputy Chairperson.**

**Winters/Clark
CARRIED**

Appointment of a Deputy Chairperson

Councillor Clark nominated Earl Rewi to the Deputy Chairperson position. Councillor Marr seconded the nomination.

As no further nominations were made the Chair announced nominations closed and called for members to vote for or against the nomination.

Resolved

That the Rangitāiki River Forum:

- 6 Appoints Earl Rewi as the Deputy Chairperson for the Rangitāiki River Forum.**

**Clark/Marr
CARRIED**

Mr Rewi thanked members for their confidence and looked forward to learning and working with Forum members.

Resolved

That the Rangitāiki River Forum:

- 7 Receives the letter from Te Rūnanga o Ngāti Whare (Appendix 1).**

Clark/Marr
CARRIED

5.3 Reimbursement for Alternate Members

The report sought the Forum's endorsement to reimburse those appointed as alternate members to the Rangitāiki River Forum.

The Chair noted the policy change was timely and would enable alternate members to attend meetings and be apprised of matters, while supporting succession planning. It was clarified that the funds for reimbursing appointed and alternate members was borne by the Regional Council.

Resolved

That the Rangitāiki River Forum:

- 1 **Receives the report, Reimbursement for Alternate Members;**
- 2 **Endorses the Chair's recommendation to reimburse members appointed as alternate members to the Rangitāiki River Forum on the same basis as appointed members, as per the Bay of Plenty Regional Council's Elected Members' Allowances and Recovery of Expenses Policy.**
- 3 **Endorses the Chair's recommendation that reimbursement for alternate members have immediate effect.**

Araroa/Marr
CARRIED

5.4 Rangitāiki River Catchment Programme 2016 2017 Update

Acting Eastern Catchments Manager Nancy Willems highlighted points from the report regarding activities in the catchment and key work for the Rangitāiki Catchment Programme Annual Work Programme for 2017/2018. Ms Willems advised programmed works had been significantly impacted by the April flood events and noted concerns about the spread of alligator weed, of which the overall impact was currently unknown.

In response to queries and concerns raised:

- Presence of giant black aphid in willow trees along the Rangitāiki River was evident after the April flood events. As the pest was a national issue, with little information available on how to control it, the issue had become a focus for national scientists who were undertaking investigations at various sites along the river to find long-term solutions.
- Staff undertook to investigate green algae issues observed at Thornton Lagoon culverts however, noted a radio announcement that morning had advised of the opening of the culverts.
- Staff acknowledged weed control issues at Lake Aniwanīwa, affecting recreational use, was an outstanding issue for residents. Staff undertook to explore alternative options for pest control, while proceeding with work that had been initiated with stakeholders and the community on a management plan for the lake. It was noted that biosecurity issues at the lake was not Regional Council's responsibility and that funding a solution needed to be worked through. Staff would provide an update on the matter at the next Forum meeting in August.

Members were advised the Rangitāiki River Catchment Programme Annual Work Plan 2017/18 would be brought to the next Forum meeting in August for endorsement. It was noted that Regional Council's Annual Plan to be adopted on 29 June would set funding for the annual work plan 2017/18, which the prior work of the Forum had fed into. Eastern Catchments Manager Simon Stokes advised that prior to the next meeting, the Forum would need to workshop and feed into the 2018/19 Annual Plan process.

Resolved

That the Rangitāiki River Forum:

- 1 Receives the report, Rangitāiki River Catchment Programme 2016 2017 Update.**

**Rewi/Araroa
CARRIED**

5.5 Freshwater Update

Science & Strategy Manager Ian Morton and Planner (Water Policy) Michelle Lee provided an update on regional and national activity regarding freshwater management developments since the last update to the Forum in March.

Additional information on matters reported was provided as follows:

1. The appointment of a hearing committee for the Region-wide Water Quantity Plan Change would be made by Regional Council's Regional Direction & Delivery Committee on 22 June 2017.
2. The Territory Freshwater Collaboration Advisory Group would be preparing a joint risk assessment for the Bay of Plenty, following the Stage 1 Findings of the Havelock North Water Inquiry, which would be reported to the Forum in due course.
3. The Government's Clean Water 2017 package proposed changes to the NPS for Freshwater Management (NPSFM) on swimmability and exclusion of stock. Minister Smith had requested information from Regional Council on the region's swimmability assessments by October. A report would be brought back to the Forum in due course for information. The Government had received a significant number of submissions (approx. 6,000 to date) on its proposal, with response and outcomes expected at the end of the year.
4. Members were encouraged to share the *Freshwater Flash* e-newsletter that was being circulated to the Forum. Copies of the *Freshwater Booklet May 2017* that gave an overview of how Regional Council manages and monitors the region's water quality and quantity, was made available for information.
5. NPSFM implementation for the Rangitāiki Water Management Area (Plan Change 12) had been extended by 12 months.
6. In terms of freshwater modelling and accounting for the NPSFM, Council had currently only focussed on low flows but were working to incorporate high flows to provide an overall picture.

Regarding the Rangitāiki Freshwater Futures Community Group, member Earl Rewi confirmed he would be replacing Daryl Christie on the group.

The Chair requested that staff arrange Tina Porou (Iwi Leaders Adviser) to brief the Forum at its next meeting in August on freshwater work occurring at the regional level. Chairman Leeder commented on Ms Porou exemplary work and her efforts in assisting LAWF to articulate the tikanga of Te Mana o Te Wai to feed into the NPSFM.

Resolved

That the Rangitāiki River Forum:

- 1 Receives the report, “Freshwater Update”.**

**Johnston/Rewi
CARRIED**

5.6 Tikanga Maori : Rangitāiki River Forum

Kotahitanga - Strategic Engagement Manager Kataraina O'Brien presented the report with Māori Policy Advisor Sandy Hohepa and explained the importance of Tikanga Maori and how it works.

A member thanked staff for reminding them of the values of Tikanga Māori. Ms O'Brien advised that the practice of Tikanga Māori was used at Forum meetings. Staff were also open to arranging Forum meetings to be held on marae however, this was dependent on the availability of marae to host meetings.

Resolved

That the Rangitāiki River Forum:

- 1 Receives the report, Tikanga Maori : Rangitāiki River Forum;**
- 2 Promotes the appropriate use of Tikanga Maori when conducting business for or on behalf of the Rangitāiki River Forum.**

**Te Rire/Clark
CARRIED**

5.7 Weather Report for ex-Cyclone Debbie and Cyclone Cook

Lisa Bevan and Simon Stokes presented the report on the hydro-meteorological aspects of ex-Cyclone Debbie flood event and the following passing of Cyclone Cook across the Bay of Plenty in April 2017.

Comment was raised regarding devastation caused in the upper catchment. It was noted that considerations in relation to dam operations and flood management during the weather events would be covered as part of the Independent Rangitāiki River Scheme Review. The Chair questioned what influence the Forum could have regarding flood management on the river.

Resolved

That the Rangitāiki River Forum:

- 1 Receives the report, Weather Report for ex-Cyclone Debbie and Cyclone Cook.**

**Winters/Johnston
CARRIED**

5.8 Whakatāne District Recovery Project Update

Refer Supporting Document: Draft Whakatāne District Recovery Action Plan (June 2017) and PowerPoint Presentation Objective ID A2631167.

The report provided background on the Whakatāne District Recovery Project and an update on current activity, after widespread damage to the district from ex-Cyclone Debbie and ex-Cyclone Cook. Eastern Catchments Manager Simon Stokes, who was seconded to the Recovery Project Office, gave a presentation on the primary goal of the recovery project to restore and enhance community wellbeing. Advice was provided on the current housing situation of flood affected areas, status of waste, services, roading, natural and rural environment. Mr Stokes noted a range of communications was taking place, which would continue for as long as needed.

Mr Stokes informed that the *Draft Whakatāne District Recovery Project Plan* was a living document with the purpose of providing direction for recovery and restoration and a starting point to work from. He noted the intent to incorporate the recovery plan into the Rangitāiki River catchment work programme.

Resolved

That the Rangitāiki River Forum:

- 1 Receives the report and presentation, Whakatāne District Recovery Project Update.**

**Winters/Rewi
CARRIED**

5.9 Marae and Iwi-Maori Support: Recent Flood Events

Kotahitanga – Strategic Engagement Manager Kataraina O'Brien and Māori Policy Advisor Sandy Hohepa presented the report that highlighted the importance and contribution of local Marae during ex-Cyclone Debbie and ex-Cyclone Cook rain events in April 2017.

Ms O'Brien advised of the crucial role Iwi-Māori had played in the emergency response and noted the concerns voiced by Iwi regarding the legislative barriers of Māori having no official role under the CDEM Act. Ms O'Brien noted a similar report would be provided to Regional Council's Komiti Māori meeting on 20 June, with presentations given by some of the Iwi agencies who had assisted in the response.

Members applauded staff, Rautahi Marae and other local marae who had provided welfare support to affected residents and highlighted an additional resource that could be used to strengthen the community's base and support. Support was noted for having a Māori coordinator within CDEM. Civil Defence Emergency Management Group (CDEMG) Deputy Chair Councillor David Love acknowledged that CDEM would look at the lessons learnt, once the recovery process had finished.

Resolved

That the Rangitāiki River Forum:

- 1 Receives the report, Marae and Iwi-Maori Support: Recent Flood Events.**

**Marr/Rewi
CARRIED**

6 **Closing Karakia**

Provided by Reverend Te Rire.

The meeting closed at 12:08 pm.

Minutes of the Regional Transport Committee Meeting held in Mauao Rooms, Bay of Plenty Regional Council Building, 87 First Avenue, Tauranga on Friday, 30 June 2017 commencing at 9.30 a.m.

Present:

Chairman: S Crosby (Bay of Plenty Regional Council)

Deputy Chairman: J Nees (Bay of Plenty Regional Council)

Appointees: Mayor A Bonne (Whakatāne District Council), Councillor R Curach (Tauranga City Council), Councillor B Julian (Alternate, Kawerau District Council), Mayor S Chadwick (Rotorua Lakes Council), Councillor D Thwaites (Western Bay of Plenty District Council), N Johansson (Alternate, State Highway Manager Waikato/BOP, NZ Transport Agency), Inspector B Crowe (Road Safety Advisor, BOP District Police), J Galbraith (Freight Advisor).

In Attendance: Alternates: L Thurston (Bay of Plenty Regional Council), J Palmer (Western Bay of Plenty District Council); A Iles (Whakatāne District Council); Councillor Bruning (Bay of Plenty Regional Council), F McTavish (General Manager Strategy & Science), G Maloney (Transport Policy Manager), B Healey (Senior Transport Planner), J Mack (Sustainable Transport Officer), A Talbot (Planning and Investment Manager BOP, NZ Transport Agency), S Kameta (Committee Advisor).

Apologies: Mayor M Campbell (Kawerau District Council), P McLean (Regional Director Waikato/BOP, NZ Transport Agency), Mayor J Forbes (Ōpōtiki District Council)

1 Apologies

Resolved

That the Regional Council:

- 1 Accepts the apologies from Mayor Campbell, Parekawhia McLean and Mayor Forbes tendered at the meeting.

Crosby/Thwaites
CARRIED

2 General Business and Tabled Items

Nil.

3 **Declaration of conflicts of interest**

No conflicts of interest were declared.

4 **Previous Minutes**

4.1 **Regional Transport Committee Minutes - 30 March 2017**

Correction

Minutes page 1 (page 11 of the agenda): Insert "J Galbraith (Freight Advisor)" as being in attendance.

Resolved

That the Regional Transport Committee under its delegated authority:

- 1 **Confirms the Regional Transport Committee minutes of 30 March 2017 as a true and correct record, with the foregoing correction.**

Crosby/Nees
CARRIED

4.2 **Public Excluded Regional Transport Committee minutes - 30 March 2017**

Correction

Minute Item 2 (page 17 of the agenda): Resolution to Readmit the Public – replace "NAMES" with Councillor Crosby (mover) and Councillor Nees (second).

Resolved

That the Regional Transport Committee under its delegated authority:

- 1 **Confirms the Public Excluded Regional Transport Committee Minutes of 30 March 2017 as a true and correct record, with the foregoing correction.**

Crosby/Thwaites
CARRIED

5 **Reports**

5.1 **Update from Committee Members and Advisors**

Committee members and external advisors gave a verbal update on transport initiatives and matters impacting their respective areas.

Councillor Curach - Tauranga City Council

- Tauranga City was experiencing an 11% growth in traffic numbers, placing pressure on TCC.
- Shortlisting for the Tauranga Transport business case would be released for public consultation in August/September 2017.

- Uber was planning to come to Tauranga, which may provide some relief for the City's transport congestion issues.
- A one-way system with cycleways is to be trialled around Pilot Bay.
- LED street lighting would be introduced in 2018, with 85% of costs subsidised by NZTA.
- A Tauranga Cycle Action Plan would be released for consultation in October 2017.
- High level preliminary investigations were underway into a Transport CCO.
- An Innovation Lab workshop had been scheduled with key staff to look at parking demand and solutions.
- A joint communication plan with NZTA and Regional Council had been undertaken with positive benefits anticipated to reduce travel time.

Councillor Julian - Kawerau District Council

- The Whakatāne to Tauranga highway remained the key focus, in particular ramifications and impact of commercial truck movements on the network. As no framework was currently in place to monitor the issue, it was considered an advisor from the Port of Tauranga and KiwiRail would be valuable. Councillor Julian emphasised the importance of forward planning.

Mayor Bonne – Whakatāne District Council

- The Pekatahi Bridge and Waimana Gorge recently reopened.
- Meetings were being held with Tūhoe and NZTA to discuss the status of roads and alternate routes in areas still heavily affected by the floods.
- The teardrop solution at Landing Road remained in place to manage traffic congestion. WDC's Project and Services Committee would be receiving a report on future plans and the intention to retain the teardrop barrier.

Councillor Nees – Bay of Plenty Regional Council

- Decision had been made to retain the SH1/29–ECMT Joint Steering Group to maintain core objectives of advocacy, awareness and strategic planning. Terms of Reference changes included alternate chairmanship, quarterly meetings and rotation of venues. A key point of discussion was the potential to utilise and improve alternate routes to alleviate State Highway vulnerability and to consider bringing this forward as a high priority, with potential for Government funding.

Inspector Crowe – NZ Police

- Advised of 185 road deaths nationally with 21 deaths locally, which was up on last year.
- Continuation of education on seatbelts remained a focus.
- Resources had been mobilised for the Lions Tour, with a focus on ensuring high presence, engagement and visibility.
- Red light infringements were noted as an emerging trend. Territorial authorities were asked to ensure correct phasings at installations.

Councillor Crosby – Bay of Plenty Regional Council

- Feedback received on the Western Bay Public Transport Blueprint had noted support for proposed improvements while significant concerns around school buses were raised.
- Superannuation NZ had raised the issue of a growing aged population and how urban form can impact on social outcomes.

John Galbraith – Freight Advisor

- Noted an increase in freight and rail with a change in shape of transport movement seen as positive.
- Transport logistics and operations to be promoted at an upcoming Career Expo.

Mayor Chadwick – Rotorua Lakes Council

- Acknowledged and noted free buses provided during the All Blacks vs Lions match had been a gesture that assisted greatly, with timely pickups.
- Noted Eastern Corridor Stage 1 business case was progressing but the lack of a fully funded corridor business case was a barrier to investment.
- Rotorua spatial plan was almost complete and had identified moderate growth and demand on housing and infrastructure.
- The Mayoral Taskforce was working to establish a free Universal Youth Driver Licensing Programme, as part of NCEA level 2.
- Early indications of research undertaken on cycling had indicated an increase in user uptake, with New Zealand fast becoming known as a cycling culture.

Councillor Thwaites – Western Bay of Plenty District Council

- Substantial number of community meetings were held on the WBOPDC Long Term Plan.
- Te Puna-Ōmokoroa corridor intersection options have significant implications for the WBOPDC LTP. Council was looking for clarity from the NZTA.
- Another section of the Ōmokoroa Cycle track had opened, with the Waihi Bridge walkway opening that day, along with other walkways opening in the following week.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Update from Committee Members and Advisors;**

**Chadwick/Julian
CARRIED**

5.2 Appointment of Port Advisor

The report sought the appointment of a Port Advisor onto the Committee.

It was noted that the recommended representative may not be able to attend some meetings, therefore members agreed to include provision for an alternate Port Advisor to be appointed.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Appointment of Port Advisor; and**
- 2 Appoints Dan Kneebone, Port of Tauranga Property and Infrastructure Manager, as the Port Advisor to the Committee and agrees to include provision for an alternate Port Advisor to be appointed.**

**Nees/Curach
CARRIED**

5.3 New Zealand Transport Agency Update

Refer PowerPoint Presentation and Movie Clip: Obj IDs A2635341, A2635352.

The quarterly report on national and regional initiatives of the New Zealand Transport Agency was presented by NZTA representatives Alastair Talbot and Niclas Johansson.

Members received the following information and advice:

- Good feedback had been received following engagement on options to enhance the Waihi to Tauranga corridor.
- Consultation was still forthcoming on the Tauranga SH2 Northern link, with opportunity for the Committee to input.
- New tolling demand management nuances were being considered, with testing to be undertaken on levels of interest and feedback. The need to incentivise tolling and take a whole network perspective to consider tolling sensitivities, route resilience and susceptibility were raised.
- A presentation and movie clip provided a snapshot of NZTA's draft Long Term Strategic View (LTSV). Key priorities, challenges and outcomes that NZTA wanted to work with partners across the sector were outlined. The LTSV would encompass all transport systems, influence the National Land Transport Programme and set direction for Regional Land Transport Plans (RLTP). The anticipated timeframe for its completion was the end of 2017. Mr Talbot advised that RLTPs would need to be completed prior to the LTSV and that NZTA staff would work with the Committee and Council staff to ensure necessary content was included within the RLTP. Challenges in engaging with Iwi as part of the consultation process were noted. It was suggested that NZTA engage with the Whakatane District Council Iwi Chair's Forum as an avenue.
- An outline was presented on the draft Bay of Plenty State Highway Investment Proposal emphasising a wider transport system approach and early engagement and collaboration with regional partners. The outline included a timeline for submitting and lodging the programme with NZTA by 30 April 2018.

Members looked forward to working with NZTA on the LTSV and RLTP.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, New Zealand Transport Agency Update.**

**Bonne/Curach
CARRIED**

Adjournment

The meeting adjourned at 11.07 am and reconvened at 11.25 am.

5.4 Regional Land Transport Plan Strategic Context and Policies

Refer PowerPoint Presentation Obj ID A2641630

Senior Transport Planner Bron Healey presented four draft chapters of the Regional Land Transport Plan for the Committee's consideration.

Members supported the overall proposed structure and were satisfied with Chapter 9: Monitoring and Review. The following feedback was provided on the remaining chapters for staff consideration:

- Chapter 1: Introduction – amend the vision to “Best transport systems for a growing economy and a safe, healthy and vibrant Bay lifestyle”.
- Chapter 2: Strategic Context
 - a) Section 2.1, consider including Taupo within the wider UNI context. Regarding reflecting other inter-regional journeys, Mr Healey noted the intent to keep key strategic drivers at a high level.
 - b) Society (strategic driver): consider ‘lifestyle’ as an additional bullet. Increased congestion and education of driving rules and behaviours were raised as a consequence of migration. Recognition that activities also impacted on traffic congestion was noted.
 - c) Economy (strategic driver): It was noted that log export figures were increasing in advance of the 2018 figure. Water bottling proposals were also raised as an economic driver.
 - d) Environment (strategic driver): carbon neutrality and opportunities to electrify rail were raised as future offsets to climate change effects. Members requested a stronger driver to reduce carbon emissions.
- Chapter 5: Policies – provision was sought for Iwi development plans and aspirations to be reflected, along with social development aspects to enable transport connectivity.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Regional Land Transport Plan Strategic Context and Policies.**
- 2 Notes the feedback provided by the Committee at the meeting.**

**Crosby/Chadwick
CARRIED**

5.5 Katikati Bypass

The report informed the Committee of the status of the Katikati Bypass and how it would be factored into the current and next Regional Land Transport Plan. Transport Policy Manager, Garry Maloney confirmed that a copy of the report had been provided to Jenny Hobbs and Janet Price, who had spoken in the Public Forum on the matter at the previous Committee meeting on 30 March 2017.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Katikati Bypass.**

**Curach/Thwaites
CARRIED**

5.6 **2017/18 Regional Road Safety Action Plan**

The report sought the Committee's approval of the 2017/18 Regional Road Safety Action Plan (RSAP).

BOP District Police Inspector Crowe reported that police targets for testing of methamphetamine was becoming a big issue of concern however, confirmed that alcohol was still the largest contributing factor for road accidents, which could be easily detected.

It was noted that the RSAP did not mention that one of the biggest barriers to employment for young people was the lack of a driver's licence, which was particularly acute in rural and provincial communities and those with high deprivation. LGNZ had advocated for the implementation of a universal, free and all accessible drivers licensing programme in New Zealand schools, with the Steering Aotearoa initiative launched in Central Hawkes' Bay and being progressed by the Mayoral Taskforce for Jobs (MTFJ).

It was requested that reference to the MTFJ initiative and LGNZ's position be included in the RSAP, to which the Committee agreed.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, 2017/18 Regional Road Safety Action Plan;**
- 2 Approves the 2017/18 Bay of Plenty Regional Council Road Safety Action Plan, with an amendment to reference the Mayoral Taskforce for Jobs' Steering Aotearoa initiative and LGNZ position that there should be a universal, free and all accessible drivers licensing programme in New Zealand schools.**
- 3 Confirms that the decision has a low level of significance.**

**Chadwick/Nees
CARRIED**

The meeting closed at 12.15 pm.

Joint Committee Minutes

**Minutes of Meeting No. SG17/6 of the SmartGrowth Leadership Group held on
21 June 2017 in the Council Chamber, 91 Willow Street, Tauranga commencing
at 9:00am**

Present

Independent Chairperson

W Wasley

Bay of Plenty Regional Council

Councillors: J Nees, S Crosby, A von Dadelszen (alternate)

Tauranga City Council

Councillors: L Baldock, L Brown, T Molloy, K Clout (alternate)

Western Bay of Plenty District Council

Councillors: M Williams, D Thwaites, J Scrimgeour, M Murray-Benge (alternate)

Tangata Whenua Representatives

M Tapsell, B Mikaere, P Ihaka

NZ Transport Agency

P McLean

In Attendance

SmartGrowth

B Walsh – Implementation Manager
K Tremaine – Strategic Advisor
S Rolleston – Tu Pakari Advisor
M Rumble – SmartGrowth Administrator

Tauranga City Council

C Jones – General Manager, Growth & Infrastructure

Bay of Plenty Regional Council

F McTavish – General Manager, Strategy and Science

Bay of Plenty District Health Board

S Davey

NZ Transport Agency

A Talbot

Apologies

Mayor G Webber
Chairman D Leeder
Mayor G Brownless
Cr P Thompson
I Walker
P Ihaka, B Mikaere and Cr L Baldock for lateness

SG17/6.1

APOLOGIES**Moved Cr Thwaites / Seconded Cr Scrimgeour****That it be Resolved**

That apologies be received for Mayor Garry Webber, Chairman Doug Leeder, Mayor Greg Brownless, Cr Paula Thompson, I Walker and apologies for lateness for Puhirake Ihaka, Buddy Mikaere and Cr Larry Baldock.

CARRIED

SG17/6.2

DECLARATION OF CONFLICTS OF INTEREST

No declarations of conflicts of interest were received.

SG17/6.3

PARTNER FORUM CHAIR PRESENTATION

The Chairperson Bill Wasley welcomed Jeff Fletcher the Chairperson of the SmartGrowth Property Developers Forum (PDF). Jeff thanked the group for the opportunity to talk to them. Jeff noted there have recently been a number of council policies, strategies and initiatives being discussed at forum meetings and he wished to put a proposal to the group today as there is a need for bringing all of the work together visually in order to see how everything is linked.

Proposal put Forward

PDF seek a SmartGrowth Partner Strategy and Policy Integration Plan be prepared to show the various project, strategy, policy and research works being carried out by the SmartGrowth Partners together with external agency / authority workstreams either underway or being considered and in turn identify integration linkages between them

This would include regulatory and non-regulatory workstreams.

The purpose of this is to ensure that there are 'join-up' approaches and thinking considered and accommodated, where appropriate, in the numerous project, strategy, policy and research works being carried out by the SmartGrowth Partners.

The plan once developed would be updated bi-monthly.

We see this as a key role for SmartGrowth moving forward.

The PDF isn't suggesting that SmartGrowth and the SmartGrowth Partners are not already seeking to coordinate, collaborate and integrate; the proposal is centred on the sheer volume of activity and works being carried out across the partnership and the risk that:

1. Opportunities for improved coordination, collaboration and integration might be missed particularly as new activities are undertaken.
2. Opportunities to adjust existing activities and projects underway might be missed.
3. Monitoring, reviews and reporting on actions and strategies may miss important linkages and changes.
4. The ability to adjust to the fast changing world we live in and changing circumstances is constrained.

This work will allow for improved governance, management and stakeholder engagement by:

1. Allowing governance to consider strategy direction and decision making to be considered in a continually updated and mapped context.
This is important when considering strategy and decision making against the SmartGrowth Strategy and actions therein; the actions are now four years old, a considerable amount of work has and continues to be done on the actions, however there are also changes that have occurred and are occurring that should be considered moving forward.
2. Allowing management to better consider, integrate and connect the activities and projects underway; this will assist with the planning and resourcing challenges that each of the partners faces.
3. Allowing stakeholders and outside parties to better understand how and where all of the activities and projects fit together and where they can best engage or be directed to engage and contribute.
This is particularly important in the increasingly interconnected world we live in where there are opportunities to connect with a wealth of knowledge, experience and ideas to contribute to the success of the Sub-Region.

Questions and discussion followed around the level of information Jeff is requesting in his proposal and the cost of housing. Jeff confirmed the PDF see this visual plan focussed around the big pieces of work and how these link up, Freshwater Management, Water Quantity and Quality, Transport etc, in line with the SmartGrowth Strategy chapters.

The Chair thanked Jeff for his presentation today and advised that this would be discussed further in agenda item six.

SG17/6.4

PUBLIC FORUM

The Chair welcomed Max Lewis who was present to speak to the group about public transport. Mr Lewis circulated his hand out which was an excerpt from Jarrett Walker's book – Human Transit. Mr Lewis noted that currently 90% of commuters chose not to use public transport and this one pager clearly outlines why. Mr Lewis also wished to highlight that Tauranga is an age friendly city.

However, he feels the bus and public transport networks are not age friendly at all.

Mr Lewis proposed that SLG ask the Regional Council to have BECA price up the cost for driverless buses.

Questions and discussion followed around Mr Lewis's request as well as bus laning and transport connections.

Cr Baldock thanked Mr Lewis for his presentation and passion and noted that the document given from the Human Transit books is the best summary of the challenges facing public transport. There are serious challenges getting people on buses whether it is driverless or driven. Cr Baldock asked Mr Lewis how driverless buses will solve this problem.

Mr Lewis advised there are a number of initiatives that could be included in order to get people using the buses including centralised connection points catering to a number of routes and smart phone apps.

Cr Williams thanked Mr Lewis and commended him for having a future vision. Cr Williams noted that the present issues lie with the people coming into the CBD and parking all day. Those are the people we need to get on public transport he stated.

Mr Lewis agreed and noted the goal of this strategy is to have people asking themselves why they would want to get in their car at all when they have a reliable system that can get them around.

The Chair thanked Mr Lewis for his presentation and passion and noted this will be discussed further during agenda item six.

SG17/6.5

**CONFIRMATION OF MINUTES – SMARTGROWTH LEADERSHIP GROUP
(SG17/4) – DATED 19 APRIL 2017**

The Committee considered the minutes of the SmartGrowth Leadership Group (SG17/4) dated 19 April 2017 as circulated with the agenda.

There were no matters arising.

Moved Cr Williams/ Seconded Cr Thwaites

That it be Resolved

That the minutes of the SmartGrowth Leadership Group (SG17/4) dated 19 April 2017 be confirmed as a true and correct record.

SG17/6.1

BAY OF PLENTY DISTRICT HEALTH BOARD PRESENTATION

Presentation by Sarah Davey, Planning and Project Manager, Planning and Funding, Bay of Plenty District Health Board.

Sarah apologised for Sharlene Pardy who was due to present today however unable to attend due to attending the DHB board meeting which directly clashes with the SLG meetings. Sharlene has been leading this project and Sarah noted that this particular piece of work has been developed with a lot of key stakeholder engagement.

Bernie noted that the DHB is now a member of SLG however Ron Scott who is the deputy chair of the board cannot attend due to the SLG meetings clashing with the DHB board meetings. Bernie also advised that Helen Mason, BOPDHB Chief Executive Officer also sits on the SmartGrowth Chief Executive's group now.

Sarah presented to the group on the Bay of Plenty DHB future plan. This included proposed spend by service, health trends, population and risk factors and emerging models. The key point being that the overall goal is to enable care closer to home.

Sarah noted the three strategic objectives within the Strategic Health Services Plan 2017-27:

1. Empower our populations to live healthy lives
2. Develop a smart, fully integrated system to provide care close to where people live, learn, work and play.
3. Evolve models of excellence across all of our hospital services.

Questions and discussion followed around mental health services, concerns around child obesity and if there is any strategy in place to target the child obesity issue. Discussion also took place around the improvements in the last five years. It was noted there have been huge improvements around immunisations and reductions in smoking rates.

Sarah was asked to note three priorities for Maori. 1. Quality of housing stock and availability of social and affordable housing 2. Smoking is always one of the biggest areas to improve on and 3. Economic wellbeing seeking to reduce inequality.

The group discussed funding and sugar tax. Smoking households presenting with respiratory conditions regularly. Education around healthy eating, nutrition and sugar intake and ageing and declining population.

Discussion followed around the one issue the DHB would choose to focus on if they could choose just one as a priority. Sarah advised housing would be the biggest one. She noted there is a lot that could be done to enable people to live independently in their own homes such as style of housing e.g. Intergenerational. Transport is also a big contributor in this area. It was noted how housing stems back to so many other issues that the area could really improve on. The suggestion was made around the need for quality half way homes for mental health patients to ensure they are not readmitted.

Bernie drew the group's attention to Sarah's report in the SmartGrowth Partnership Bi-Monthly which shows that the DHB are having very early talks in the structure planning process. This is positive and we will see innovative planning around delivering health services in our new areas. Bernie noted how it makes such a huge difference having those strong collaborative relationships.

Moved Cr Nees/ Seconded Cr Scrimgeour

That it be Resolved

That the SmartGrowth Leadership Group:

1. Receive the presentation

CARRIED

SG17/6.2

SMARTGROWTH SUBMISSION – ROTORUA SPATIAL PLAN

Ken Tremaine, SmartGrowth Strategic Advisor spoke to the agenda item and noted that the SmartGrowth submission is responding to a spatial plan document coming out of Rotorua. SmartGrowth are putting our hand up for a conversation with Rotorua on potential linkages with the western Bay of Plenty sub-region and the goal is to have discussions with them.

Jane noted the Regional Council have also submitted with their key points around encouraging a very strong evidence base.

It was asked if there was any specific mention of water quality in the Kaituna River. Ken thought that there is no reference to the water quality in the Kaituna River but agreed he will check and come back to the group.

Moved Cr Baldock/ Seconded P Ihaka

That it be Resolved

That the SmartGrowth Leadership Group:

Retrospectively approve the SmartGrowth Submission on the Rotorua Spatial Plan Discussion Document attached as **Appendix 1**.

CARRIED

10:55am The meeting **adjourned** for morning tea.

11:15am The meeting **reconvened**.

SG17/6.3

NATIONAL POLICY STATEMENT IMPLEMENTATION REPORT

Update on the implementation of the Settlement Pattern Review projects and National Policy Statement on Urban Development Capacity
Presentation by Ken Tremaine, SmartGrowth Strategic Advisor.

Ken gave an overview of the external and monitoring requirements within the National Policy Statement for Urban Development Capacity.

Questions followed and the group discussed corridor width, transport, time periods around responses and housing prices. It was noted that it is very important that developers start to signal what their intentions are.

In depth discussion took place around building central government into working with us. Bernie gave context around how long this process can take and noted the sooner we start the sooner we will have success.

12:00pm Cr Murray-Benge withdrew from the meeting

Moved Cr Baldock / Seconded Cr von Dadelszen

That it be Resolved

That the SmartGrowth Leadership Group (SLG):

1. **Note** the progress made to date on the Settlement Pattern Review and National Policy Statement for Urban Development Capacity implementation projects.
2. **Note** the key pieces of work that will come to the SLG this year.

CARRIED

SG17/6.4

NZ TRANSPORT AGENCY – LONG TERM VIEW AND FUTURE THINKING

Presentations by Parekawhia McLean, Director Regional Relationships, Central North Island and Alistair Talbot, Planning Investment Manager.

Parekawhia and Alistair gave a high level overview of the NZ Transport Agency's Long Term Strategic View which is currently in draft. This is the first time the agency has taken a 30-year look ahead. It is the agencies view of the land transport system, the priority challenges and opportunities it faces, and the interventions needed to enhance it.

12:05pm Buddy Mikaere withdrew from the meeting

Feedback was welcomed and can be provided to nltp@nzta.govt.nz

Questions and discussion followed. The group discussed freight, resilience, road pricing, congestion, toll roading and timeframes for consultation. It was noted that it was good to see the environment considerations included.

The chair proposed a strategic transport workshop for SLG members with the conversation focussed around the legislative framework for transport, funding, financing, pricing and the issues around technology; and issues at a national,

upper North Island, regional and sub-regional level. The group supported and agreed to such a workshop being arranged.

Moved Cr Baldock / Seconded Cr Clout

That it be Resolved

That the SmartGrowth Leadership Group agrees that a workshop be held for committee members to enable a high level strategic discussion on transport, and that the Independent Chair be requested to report back on the nature and scope of such a workshop.

CARRIED

SG17/6.5

PRESENTATION ON TRANSPORT – NORTH AMERICAN INSIGHTS

It was agreed that Fiona McTavish, General Manager Strategy, Bay of Plenty Regional Council would present to the group at a later date given the time constraints.

SG17/6.6

SMARTGROWTH PARTNERSHIP OFFICE – BI MONTHLY REPORT JUNE

Bernie Walsh introduced the SmartGrowth bi-monthly report and noted that the aim of the report is to present an effective update to the group bi-monthly on current projects. Bernie highlighted the upcoming 'Smart Talks' and success of previous events.

Bernie spoke to the group further regarding Jeff Fletcher's request. The SmartGrowth Leadership Group agreed the following in response to the request from Property Developers Forum chair, Jeff Fletcher, detailed in the chair's forum of the meeting:

SmartGrowth Partnership Manager, Bernie Walsh would develop and design a visual map/online tool of SmartGrowth projects at a high level. The aim would be to illustrate how the various projects and activities currently reported on through SmartGrowth were integrated and co-ordinated. This would ensure better monitoring and realisation of alignments and benefits of opportunities as they arose through project implementation and reporting.

This new 'visual' map would generally map the projects reported on in the bi-monthly report – but be designed into an A3 or possibly a visual online map that showed connections and integration and responsibilities. Bernie would also report on integration challenges and opportunities as well as project progress in the bi-monthly SmartGrowth Partnership summary report.

Public forum speaker Max Lewis's request to the SLG around carrying out an assessment of the cost of driverless buses was discussed further. It was agreed that the papers and requests from Mr Lewis lie on the table while work is being

completed by partner councils on the public transport blueprint, the Regional Transport Plan and the Tauranga Programme Business Case.

Moved Cr Nees / Seconded Cr Scrimgeour

That it be Resolved

That the SmartGrowth Leadership Group:

1. **Receive the report**

CARRIED

SG17/6.7

PROGRAMME AND PLAN FOR THE JOINT FORUMS HUI

The Joint Forums Hui is to take place on 28 June 10am-2.30pm.

Bernie Walsh gave an overview of the programme and plan and noted that the SmartGrowth Partnership office have developed an additional draft 'project outcomes engagement framework/checklist' which is to be workshopped at the Joint Hui. Bernie gave an overview of how this can be used by councils, forums and the SmartGrowth Partnership Office. Once finalised it will then come back to SLG for final endorsement.

Moved Cr Brown / Seconded Cr Clout

That it be Resolved

That the SmartGrowth Leadership Group:

1. **Receive the report**
2. **Note** the Strategic Partners Forum support for the Joint Forums Hui format for 28 June, the distribution of the collated position paper summary responses and for work shopping the draft 'outcomes engagement framework/checklist' at the joint hui and subsequently using it across partner councils and implementation partners as an ongoing tool.

CARRIED

The meeting concluded at 1.07 p.m.





Confirmed as a true and correct record

W Wasley
Independent Chairperson

Date

DRAFT

Minutes EBOP Joint Committee 5 July 2017

   	Details of meeting: Council Chambers Kawerau District Council Wednesday 5 th July 2017 at 1.30pm
	Present: Mayor Malcolm Campbell (Chair), Councillor David Sparks (Kawerau District Council) Councillor Norm Bruning (Bay of Plenty Regional Council) Mayor T Bonne and Deputy Mayor J Turner (Whakatane District Council) Mayor J Forbes, Deputy Mayor L Riesterer (Opotiki District Council)
	In attendance: A Lawrie (Opotiki District Council) D Bewley (Whakatane District Council) Ian Morton (Bay of Plenty Regional Council) Russell George, Glenn Sutton (Kawerau District Council) Pam Cooper (Secretary, Kawerau District Council)
	Visitors: Graham Mitchell, Nick Manning (Crown Fibre Holdings) Simon Appleton (Eastern Bridge)
	Apologies: Doug Leeder, Councillor Bill Clark, Mary-Anne McLeod (Bay of Plenty Regional Council), Marty Grenfell (Whakatane District Council) T Bonne, J Turner (Whakatane District Council) for lateness

The Chairperson welcomed everyone and called the meeting to order at 1.35pm.

DECLARATION OF ANY INTERESTS IN RELATION TO OPENING MEETING AGENDA ITEMS

Nil

1 CONFIRMATION OF MINUTES: 14 DECEMBER 2016

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the Eastern Bay of Plenty Joint Committee Minutes – 14 December 2016.

Forbes/Bruning

Carried

2 CROWN FIBRE HOLDINGS PRESENTATION

Nick Manning and Graham Mitchell spoke to a powerpoint presentation entitled "Rural Broadband 2 + Mobile Black Spots".

The presentation covered the following points:

- Introduction and UFB2 recap
- Rural Broadband Initiative extension
- Mobile Black Spots fund
- Benefits of local government involvement
- How to participate
- Key dates

Mayor T Bonne and Deputy Mayor J Turner entered the meeting at 1.50pm.

Discussions are being held with central government to accelerate the programme and Crown Fibre Holdings will provide Councils with a monthly update. It was agreed the timeframe was not conducive to the needs of the districts and work needs to be done to bring this forward.

The need to work with Councils to avail themselves of land to extend coverage was discussed and the opportunity to co-fund and break down digital barriers by subsidising devices into low decile schools. It was agreed there is a lack of understanding in certain areas such as farming communities.

The Chairperson thanked Nick Manning and Graham Mitchell for their presentation.

3 JIANGXI PROVINCE SISTER RELATIONSHIP PRESENTATION

Simon Appleton (Eastern Bridge) spoke to a powerpoint presentation entitled "Jiangxi Province Sister Relationship". The presentation covered the following focus points:

- Education
- Tourism
- Cultural
- Investment
- Trade

Simon Appleton emphasised the importance of an open relationship and developing this slowly, starting with an MOU. Mayor Forbes suggested that Bay of Plenty Regional Council be invited to be part of the EBOP Joint Committee in this regard.

In addition to the relationship between the EBOP Councils and Jiangxi, Simon also proposed that each of the three councils establish an individual relationship with a city in Jiangxi Province, e.g. Kawerau District Council and Yingtan City.

Secondly, Jiangxi Province has offered to establish a Cultural Centre as a free resource for the EBOP that could be used for promotional activities.

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report “Eastern Bay of Plenty – Jiangxi Province Sister Relationship”.
2. Approves the Eastern Bay of Plenty Joint Committee entering into a Memorandum of Understanding with Jiangxi Province as the first step in establishing a “Sister” relationship between the Province and the Eastern Bay of Plenty.
3. Notes that the Bay of Plenty Regional Council be invited to be part of this relationship.

Forbes/Sparks

Carried

4 INDUSTRIAL SYMBIOSIS KAWERAU (ISK) – PROPOSED COMMERCIAL DRIVER & DISTRIBUTION TRAINING PROGRAMME

Glenn Sutton spoke to the report. Industrial Symbiosis Kawerau (ISK) has recognised that there is a significant issue looming regarding an aging commercial driver workforce in the EBOP and there being fewer, younger drivers entering the industry. To meet that need, ISK has been investigating establishing a Commercial Driver and Distribution Training programme in Kawerau in partnership with Toi Ohomai and industry. However, to date there has been a poor industry response to the initiative and it has been difficult finding a suitable training venue.

Councillor Riesterer suggested the defunct trade training centre in Opotiki.

Since then, the issue has broadened to include a wider range of employment requirements to meet the needs of the rapidly expanding industries being established/wanting to establish in Kawerau.

Glenn Sutton felt that the “Pathways to Work” model in Opotiki could be applied across the Eastern Bay of Plenty. KDC and Toi EDA are currently working on an overview of employment needs and numbers to satisfy the requirements of the new industries in Kawerau.

Mayor Bonne suggested that a forum consisting Barbara MacLennan (Kowhai Health Associates), the CEO from Toi Ohomai and some educationalists be coordinated to discuss the broader issues.

Councillor Riesterer suggested that a focus on adult heavy licence training could be an interim quick fix.

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report “Industrial Symbiosis Kawerau (ISK) – Proposed Commercial Driver & Distribution Training Programme.
2. Notes the recommendation to coordinate a forum to discuss broader issues.

Bonne/Riesterer

Carried

5 KAWERAU CONTAINER TERMINAL

Glenn Sutton spoke to the report and advised that a meeting will be held next week with the ISK Steering Group and Container Terminal project funders to discuss the appropriate ownership model for the Terminal. Opotiki District Council and Whakatane District Council have also been invited to the meeting. The ownership options range from purely public to totally private ownership and include a possible public-private ownership model.

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report "Kawerau Container Terminal".

Turner/Sparks

Carried

6 LOCAL GOVERNMENT FUTURES

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report "Local Government Futures".

Forbes/Turner

Carried

7 MARINE AND COASTAL AREA ACT APPLICATIONS UPDATE

Ian Morton spoke to the report. It was felt that iwi still need to talk to each other, particularly over the issue of boundaries and overlapping applications. Ian Morton will provide a larger scale map for committee members to review.

Councillor Reisterer thought the report was trying to "straighten up" very meandering boundaries and that would be problematic.

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report "Marine and Coastal Area Act applications update".

Campbell/Forbes

Carried

8 BAY OF CONNECTIONS AND REGIONAL GROWTH STUDY

Ian Morton spoke to the report.

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report "Bay of Connections and Regional Growth Study".

Riesterer/Campbell

Carried

9 CLIMATE CHANGE INFORMATION UPDATE

Ian Morton spoke to the report and mentioned the "Climate Change" website. It was agreed climate change is a major issue and Regional Council's Long Term Plan will determine how Council will respond to it.

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report "Climate Change Information Update".
2. Notes Bay of Plenty Regional Council will be considering its strategy and action for climate change as part of the Long-Term Plan process.

Forbes/Sparks

Carried

10 FRESHWATERS FUTURES UPDATE

Ian Morton spoke to the report.

Councillor Riesterer asked how soon after the final document is in place and people are involved could a positive result be achieved. Ian Morton responded that it would depend on attributes.

Mayor Forbes thanked Ian Morton for the report and the booklet he tabled which provides a snapshot of the Freshwater work that is being progressed across the region.

RESOLVED

That the Eastern Bay of Plenty Joint Committee under its delegated authority:

1. Receives the report "Freshwater Futures Update"

Riesterer/Turner

Carried

11 GENERAL BUSINESS

Councillor Riesterer requested an update on the proposed WESTERN BAY OF PLENTY SITE VISIT. Ian Morton will discuss with Stephen Lamb at Bay of Plenty Regional Council and come back to Committee members with some dates.

Mayor Campbell thanked the Committee members for their participation.

THE MEETING CLOSED AT 4.15pm

**THE FOREGOING MINUTES ARE CERTIFIED
AS BEING A TRUE AND CORRECT RECORD AT
A SUBSEQUENT MEETING OF THE EASTERN
BAY OF PLENTY JOINT COMMITTEE HELD ON
13 SEPTEMBER 2017.**

Malcolm Campbell
CHAIRPERSON

Chairman's Report



Receives Only – No Decisions

Report To: Regional Council

Meeting Date: 17 August 2017

Report From: Douglas Leeder, Council Chairman

Chairman's Report

Executive Summary

Since the preparation of the previous Chairman's Report (for the 29 June 2017 Council meeting) I have attended and participated in a number of meetings and engagements as Chairman on behalf of the Bay of Plenty Regional Council.

This report sets out those meetings and engagements and highlights key matters of interest that I wish to bring to Councillors' attention.

Recommendations

That the Regional Council:

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

1 Purpose

The purpose of this report is to update Council on meetings and engagements I have attended and participated in as Chairman and to highlight key matters that will be of interest to Councillors.

The following section summarises these meetings and engagements. I will provide further detail at the meeting in response to any questions you may have.

2 Meetings and Engagements

Date	Meeting/Engagement	Comment
23 June	UNISA Mayors/Chairs Meeting: No 2 for 2017 – <i>Auckland</i>	Attended.

Date	Meeting/Engagement	Comment
	Bay of Plenty Export Awards - <i>Tauranga</i>	The awards recognised local exporters' success in 2017, with awards for the following categories: Exporter of the Year, Service to Export, Export Achievement, Innovation in Export and Emerging Exporter of the Year.
24 June	Whakatane Kiwi Trust Annual Trappers Dinner - <i>Whakatane</i>	An annual event for the contractors and volunteers who are part of many of our projects in the Eastern Bay of Plenty.
27 June	Rotorua Te Arawa Lakes Strategy Group Meeting - <i>Rotorua</i>	Attended.
28 June	Bay of Connections Governance Group - <i>Tauranga</i>	Attended.
5 July	Land and Water Forum Small Group meeting – <i>Wellington</i>	Attended.
7 July	One Health Farms Tour: Wellbeing for Land Water People – Te Puke and Pukekauri	Site visits to two farms to showcase the retirement of steep hillsides and vulnerable land, planting of wetlands and riparian zones.
14 July	Bay of Connections Yearly Forum - <i>Rotorua</i>	The progress and actions achieved since the Regional Growth Study Action Plan was launched in 2015, was highlighted. An overview of the Action Plan Refresh was presented and there were round-table discussions with action leads and others.
19 July	SmartGrowth Leadership Group Workshop - <i>Tauranga</i>	Attended.
21-22 July	Regional Sector Group Pre-Conference Tour - <i>Whangarei</i>	Attended.
23 July	National Council meeting – <i>Auckland</i>	Attended.
	Regional Sector Group meeting - <i>Auckland</i>	This is covered in more detail in the following section.
23 to 25 July	Local Government New Zealand Conference and Excellence Awards - <i>Auckland</i>	This is covered in more detail in the following section.
25 July	Local Government New Zealand Annual General Meeting - <i>Auckland</i>	This is covered in more detail in the following section.

Date	Meeting/Engagement	Comment
26 July	Radio 1XX Interview - <i>Tauranga</i>	A radio interview about the Rangitāiki River Scheme Review Panel (requiring more time to process and interpret a large quantity of information), and the wet winter we have been experiencing.
27 July	Video Interview with Fairfax - <i>Edgecumbe</i>	An interview in regards to the flooding event that occurred at Edgecumbe in April 2017.
4 August	Bay of Plenty Triennial Agreement meeting - <i>Rotorua</i>	This is covered in more detail in the following section.
6 August	Dinner with Treaty of Waitangi Symposium Presenters - <i>Tauranga</i>	An opportunity to meet the presenters prior to Treaty Symposium.
7 August	Treaty of Waitangi Symposium - <i>Tauranga</i>	An event to build deeper awareness and understanding of Treaty settlements within the rich Treaty dynamics of the Bay of Plenty region.
8 August	Blue2Green Marine Biotechnology Convention – <i>Tauranga</i>	Attended and presented at the official opening.

3 Matters of Potential Interest

3.1 Regional Sector Group Meeting (RSG)

The RSG meeting for regional/unitary council Chairs/Mayors and Chief Executives, was held just prior to the start of the Local Government New Zealand Conference during the afternoon of 23 July 2017. It was a relatively short meeting which included verbal updates covering:

- Local Government New Zealand Update – The Local Government Excellence Programme has released its first reports of Council performance and are now reviewing the next group of Councils;
- Water - an update on water related activity of relevance to the regional sector; and
- Treaty of Waitangi Settlement Costs – an update of the project, where a working group of regional councils are drafting a report to outline a fair way to assess the costs of administration and implementation of Treaty settlements. The report will be presented to Minister Finlayson.

3.2 Local Government New Zealand Conference

The two day conference over 24 and 25 July 2017 included a number of presentations and speakers on various topics with the overall theme of '*Creating Pathways to 2050*:'

liveable spaces and loveable places'. The theme had a future focus on infrastructure, place making and community engagement.

The conference was attended by over 600 delegates including Mayors, Chairs, Chief Executives, Councillors and senior management from across New Zealand's councils. There were also attendees from the private and business sectors, and government and non-government agencies.

During the conference both the *Local Government Leaders Climate Change Declaration 2017* and the *LGNZ 2050 Local Government Position Statement on Climate Change* were released. The former was signed by the Chairman on behalf of the Bay of Plenty Regional Council.

3.3 **Local Government New Zealand Annual General Meeting (AGM)**

The Local Government New Zealand Annual General Meeting (LGNZ AGM) was held on 23 July 2017.

A new Local Government New Zealand President, Dave Cull, was elected at the LGNZ AGM to replace Lawrence Yule who steps down after nine years in the role.

There were also five remits brought to the LGNZ AGM for consideration, all of which were supported by attendees as follows:

- REMIT ONE: Giving councils greater powers to combat littering - that LGNZ advocates to central government to amend the Litter Act 1979 to enable local authorities to legally issue infringement notices where there is evidence of an offence.
- REMIT TWO: Returning a portion of GST to the district it was generated in - that LGNZ request the Government use the appropriate mechanisms to enable a proportion of the 15 per cent Goods and Services Tax be returned to the territorial authorities and unitary councils where it was generated so that Councils can use this money to pay for the servicing of visitor infrastructure.
- REMIT THREE: National legislation to manage cats – that LGNZ lobby the Government on the importance of implementing the final version of the National Cat Management strategy which recognises both the importance of companion cats and indigenous wildlife to many New Zealanders.
- REMIT FOUR: Development of a Sugar Sweetened Beverages Policy – that all councils should consider the development of a Sugar Sweetened Beverages Policy for their respective workplaces and facilities.
- REMIT FIVE: Drivers licence programme - That the membership of LGNZ advocate to the Government in support of the implementation of a free and all-inclusive universal drivers licence programme for all students at NCEA level two.

3.4 **Bay of Plenty Triennial Agreement Meeting**

The triennial meeting was held in Rotorua on 4 August 2017. The following were the main topics covered:

- Spatial Planning – Ree Anderson, Director at Ree Anderson Consulting Limited presented a potential toolbox for regional spatial planning and shared the

Auckland Plan experience. The presentation will be circulated to councillors when the draft meeting minutes become available.

The outcome of this item was for the Bay of Plenty Mayors/Chair to meet to discuss further the approach put forward by Ree Anderson and to possibly test how a one page spatial plan approach would work. Any further steps would be determined as an outcome of this meeting or following it.

- Local Government Futures – the close-out report was approved which formally documents the closing of the Local Government Futures project.

Each Council will now choose how they communicate back to their Council and community. On 1 June 2017, this Council received an update on the Local Government Futures project that summarised the findings from Phase One of the joint Bay of Plenty councils' Local Government Futures project. This report was substantially the close-out report that was received at the triennial meeting on 4 August. No further reporting to Council is therefore proposed.

Doug Leeder
Chairperson

for Council Chairman

10 August 2017

Chief Executive's Reports



Report To: Regional Council

Meeting Date: 17 August 2017

Report From: Mat Taylor, General Manager, Corporate Performance

Councillor Appointment to the Rangitaiki River Forum and Treaty Settlement Update

Executive Summary

The report asks Council to consider appointing an additional member to the Rangitāiki River Forum (the Forum) and provides a brief update of the recently signed Deed of Settlement between Ngāti Tūwharetoa (Taupō) and the Crown and future implications for Council.

Recommendations

That the Regional Council:

- 1** Receives the report, **Councillor Appointment to the Rangitaiki River Forum and Treaty Settlement Update**;
- 2** Appoints Councillor _____ as an additional member onto the Rangitāiki River Forum.
- 3** Adopts the consequential amendments made to the Rangitāiki River Forum Terms of Reference, as attached at Appendix 1.
- 4** Notes the recent Deed of Settlement signed by Ngāti Tūwharetoa and the Crown on 8 July 2017 and that a further update will be provided to Council, prior to legislation coming into force.

1 Purpose

This report seeks the appointment by Council of an additional member to the Rangitāiki River Forum (the Forum). The report also provides a brief update on the recently signed Deed of Settlement (DoS) between Ngāti Tūwharetoa (Taupō) and the Crown and future implications for Council.

2 Councillor Appointment to the Rangitāiki River Forum

The Tuhoe Claims Settlement Act 2014, provides Tūhoe may appoint one person to the Forum. Correspondingly Council is asked to appoint one elected member to maintain the balance between iwi and local authority representation.

Council received notification from Tūhoe Te Uru Taumata¹ Trustees on 26 June 2017 confirming the appointment of Ngaperera Rangiaho as its member on the Forum.

Therefore Council must now appoint another member to the Forum in accordance with legislative requirements. Council's current members on the Forum are: Councillors Bill Clark, Tīpene Marr, Kevin Winters and David Love (as the alternate member).

With the appointment of the additional members, the Forum's membership will increase from 10 to 12 members comprising:

- One member appointed by Te Rūnanga o Ngāti Whare;
- One member appointed by Te Rūnanga o Ngāti Manawa;
- One member appointed by Ngāti Tūwharetoa (BOP) Settlement Trust;
- One member appointed by Te Rūnanga o Ngāti Awa;
- One member appointed by Ngāti Hineuru;
- One member appointed by Ngāi Tūhoe;
- One member appointed by the Whakatāne District Council;
- One member appointed by the Taupō District Council;
- Four members appointed by the Bay of Plenty Regional Council.

2.1 Consequential amendment to the Forum's Terms of Reference

With the additional appointments, a consequential amendment to the Forum's Terms of Reference is required to be adopted by Council, as attached at Appendix 1.

3 Deed of Settlement signed by Ngāti Tūwharetoa (Taupō) and the Crown

A Deed of Settlement (DoS) was signed by Ngāti Tūwharetoa (Taupō) and the Crown on 8 July 2017. The settlement encompasses parts of the Rangitāiki River headwaters and upper catchment near the Napier-Taupō highway. The settlement is conditional on legislation coming into force, anticipated by mid-late 2018.

In recognition of Ngāti Tūwharetoa (Taupō) interests in the Rangitāiki River the settlement legislation will provide for membership on the Forum, and the corresponding appointment of an additional Council member, thus:

- One member appointed by the Governance Entity (Ngāti Tūwharetoa (Taupō))
- One member appointed by Bay of Plenty Regional Council (which must be an elected member)

¹ The Tuhoe Trust established by Trust Deed, Tuhoe Claims Settlement Act 2014, Part 1 s13.

Subsequently the Forum's membership will increase to a total of seven iwi appointed members and seven local authority members (a total of 14 members, excluding alternate appointees).

A further update will be provided to Council as the settlement legislation is progressed and prior to enactment.

4 Council's Accountability Framework

4.1 Community Outcomes

The appointment of an additional member directly contributes to the Regional Collaboration and Leadership Community Outcome in the Council's Long Term Plan 2015-2025.

4.2 Long Term Plan Alignment

This work is planned under the Governance Services Activity in the Long Term Plan 2015-2025.

Current Budget Implications

The establishment and implementation of Council's governance and decision-making structure is budgeted for in the Governance Services' activity.

Future Budget Implications

Continued implementation of Council's governance and decision making structure is budgeted for under the Governance Services' activity in Council's Long Term Plan 2015-2025.

Yvonne Tatton
Interim Governance Manager

for General Manager, Corporate Performance

9 August 2017

APPENDIX 1

Rangitaiki River Forum Terms of Reference - Consequential amendments for adoption

Rangitāiki River Forum

Terms of Reference

Interpretation

“Rangitāiki River” means the Rangitāiki River and its catchment, including the:

- Rangitāiki River
- Whirinaki River
- Wheao River
- Horomanga River

The scope and delegation of this Forum covers the geographical area of the Rangitāiki River catchment as shown in the attached map.

Purpose

The purpose of the Forum is as set out in Ngāti Manawa Claims Settlement Act 2012 and the Ngāti Whare Claims Settlement Act 2012:

The purpose of the Forum is the protection and enhancement of the environmental, cultural, and spiritual health and wellbeing of the Rangitāiki River and its resources for the benefit of present and future generations.

Despite the composition of the Forum as described in section 108, the Forum is a joint committee of the Bay of Plenty Regional Council and the Whakatāne District Council within the meaning of clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

Despite Schedule 7 of the Local Government Act 2002, the Forum—

- (a) is a permanent committee; and
- (b) must not be discharged unless all appointers agree to the Forum being discharged.

The members of the Forum must act in a manner so as to achieve the purpose of the Forum.

Functions

The principle function of the Forum is to achieve its purpose. Other functions of the forum are to:

- Prepare and approve the Rangitāiki River Document for eventual recognition by the Regional Policy Statement, Regional Plans and District Plans. See Figure 1 Rangitāiki River Document Recognition Process for RPS.
- Promote the integrated and coordinated management of the Rangitāiki River
- Engage with, and provide advice to:
 - Local Authorities on statutory and non-statutory processes that affect the Rangitāiki River, including under the Resource Management Act 1991.
 - Crown agencies that exercise functions in relation to the Rangitāiki River.
- Monitor the extent to which the purpose of the Rangitāiki River Forum is being achieved including the implementation and effectiveness of the Rangitāiki River Document.

- Gather information, disseminate information and hold meetings
- Take any other action that is related to achieving the purpose of the Forum.

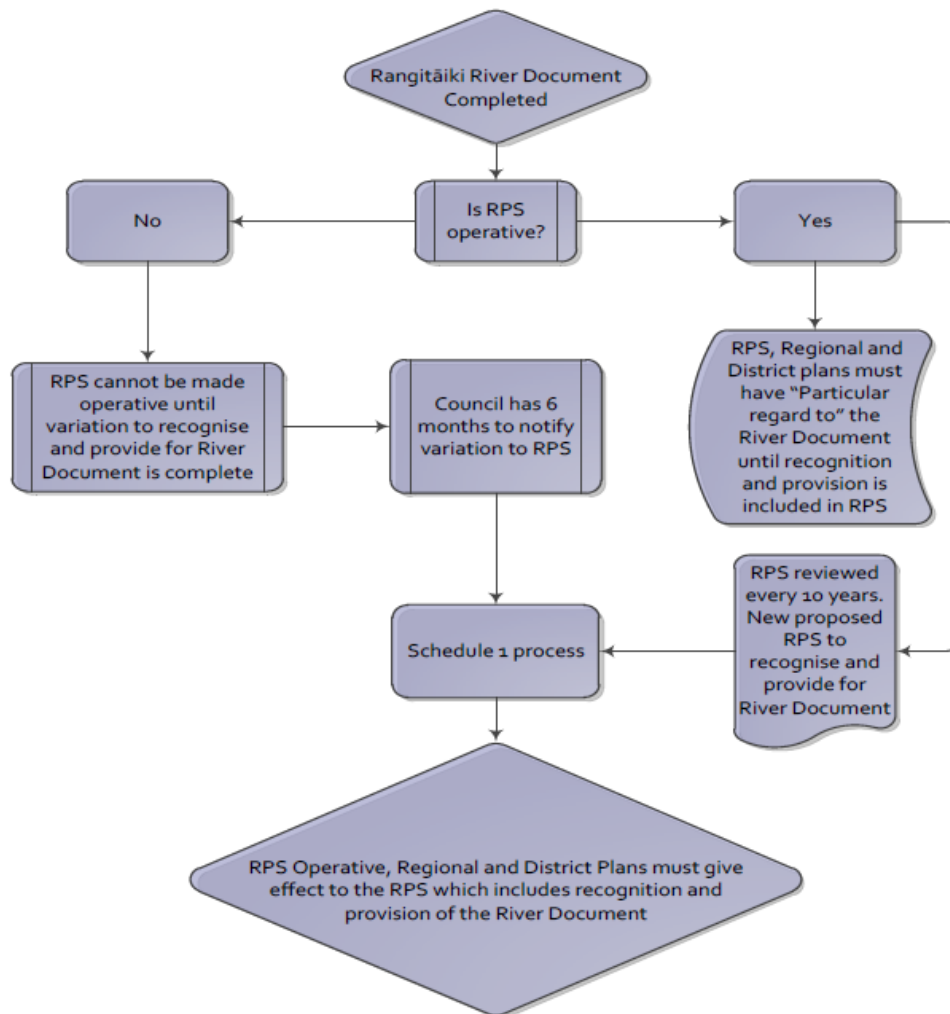


Figure 1 Rangitāiki River Document Recognition Process for RPS

Membership

- One member appointed by Te Rūnanga o Ngāti Whare;
- One member appointed by Te Rūnanga o Ngāti Manawa;
- One member appointed by Ngāti Tūwharetoa (Bay of Plenty) Settlement Trust;
- One member appointed by Te Rūnanga o Ngāti Awa;
- One member appointed by Ngāti Hineuru;
- [One member appointed by Tūhoe Te Uru Taumata](#);
- One member appointed by the Whakatāne District Council;
- One member appointed by the Taupō District Council;
- ~~Three~~ [Four](#) members appointed by the Bay of Plenty Regional Council.

Note:

Despite the composition of the Forum, this is a joint committee of the Bay of Plenty Regional Council and the Whakatāne District Council.

Quorum

In accordance with Rangitāiki River Forum standing orders 2.3.3 and 2.3.4, the quorum for a meeting of the Forum is six members, comprising of:

- Three members appointed by the iwi appointers; and
- Three members appointed by the local authority appointers; and
- Must include a member appointed by Ngāti Whare and a member appointed by Ngāti Manawa.

Term of Committee

This Forum is a permanent committee under the Ngāti Manawa Claims Settlement Act 2012 and the Ngāti Whare Claims Settlement Act 2012 and therefore will not be disbanded at the end of a triennium.

The establishment of the Forum is also supported by the Ngāti Whare Deed of Settlement – Clauses 5.49 (October 2009) and the Ngāti Manawa Deed of Settlement – Clause 5.40 (October 2009).

Ngāti Whare Deed of Settlement

5.49 The Crown and Te Rūnanga o Ngāti Whare acknowledge and agree that:

5.49.1 *the parties are yet to finalise discussions in relation to a framework for the effective participation of Ngāti Whare in the management of the Rangitāiki River;*

5.49.2 *following the signing of this Deed the parties will continue to discuss a framework that provides for the effective participation of Ngāti Whare in the management of the Rangitāiki River (“**Rangitāiki River management framework**”), with the objective of improving the health and wellbeing and sustainable use of the river;*

5.49.3 *the discussions in relation to the Rangitāiki River management framework will:*

a. *be undertaken in good faith, honour and integrity and will reflect the wider commitments set out in the Deed of Settlement;*

b. *be undertaken in accordance with an agreed programme for further engagement and completed by the date of the introduction of the Settlement Legislation;*

c. *where appropriate, reflect a catchment wide and integrated approach to management of the Rangitāiki River and its resources;*

d. *reflect the need to recognise and provide for the interests of other iwi, local authorities, and other entities with interests or statutory roles in relation to the Rangitāiki River;*

e. *develop a programme for engagement with other iwi, local authorities, and other entities with interests or statutory roles in relation to the Rangitāiki River; and*

f. *allow for the Rangitāiki River management framework to be incorporated in the Settlement Legislation as necessary either at the time of introduction to Parliament or by way of a Supplementary Order Paper.*

5.49.4 *the discussions will be based on:*

a. *Ngāti Whare’s principles, to be agreed with the Crown, regarding the Rangitāiki River;*

b. *as appropriate, the principles of other iwi with interests in relation to the Rangitāiki River as agreed with the Crown;*

c. *the need to protect the integrity of existing statutory frameworks; and*

d. *the need to ensure consistency and fairness between settlements.*

Ngāti Manawa Deed of Settlement

5.40 The Crown and Ngāti Manawa acknowledge and agree that:

5.40.1 *the parties are yet to finalise the redress for the effective participation of Ngāti Manawa in the management of the Rangitāiki River;*

5.40.2 *following the signing of this deed the parties will continue to discuss a framework that provides for the effective participation of Ngāti Manawa in the management of the Rangitāiki River (the “Rangitāiki River management framework”), with the objective of improving the health and best use of the river;*

5.40.3 *the discussions will be based on:*

- a. *Ngāti Manawa’s principles regarding the Rangitāiki River as set out in clause 5.41;*
- b. *the need to protect the integrity of existing statutory frameworks; and*
- c. *the need to ensure consistency and fairness between settlements;*

5.40.4 *the discussions will:*

- a. *be undertaken in good faith, honour and integrity and will reflect the commitments set out in the deed of settlement;*
- b. *be undertaken in accordance with an agreed programme for further engagement and completed by the date of the introduction of the settlement legislation;*
- c. *reflect the need to recognise and provide for the interests of other iwi, local authorities, and other entities with interests or statutory roles in relation to the Rangitāiki River;*
- d. *develop a programme for engagement with other iwi, local authorities, and other entities with interests or statutory roles in relation to the Rangitāiki River; and*
- e. *allow for the Rangitāiki River management framework to be incorporated in the settlement legislation as necessary either at the time of introduction to Parliament or by way of a Supplementary Order Paper.*

Specific Responsibilities and Delegations

To avoid doubt, the Forum, except as identified in the functions above, has the discretion to determine in any particular circumstance:

- Whether to exercise any function identified.
- To what extent any function identified is exercised.

Provision for other groups to join the Forum

Other iwi and local authorities through consensus of the Forum, may join the Forum.

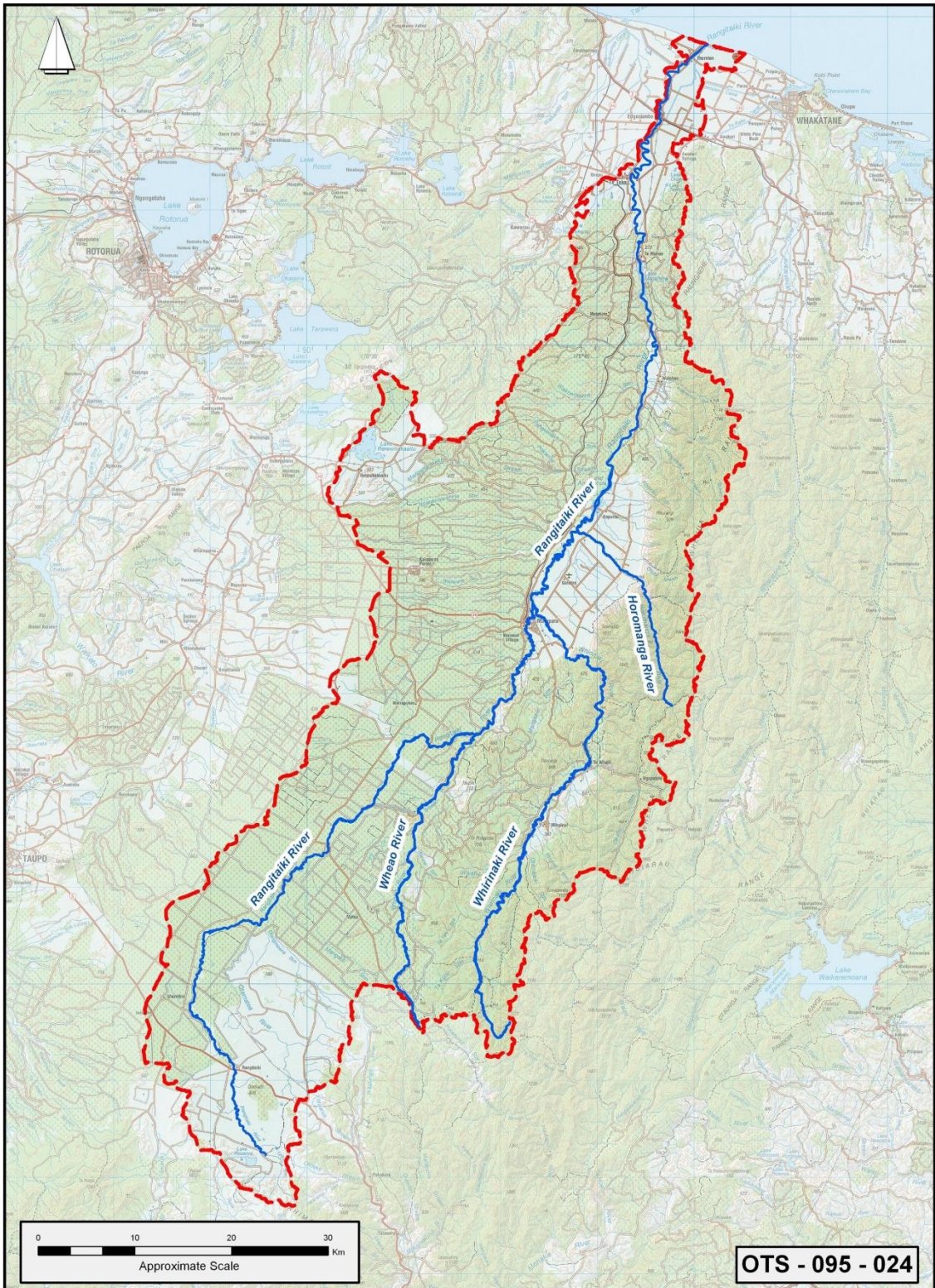
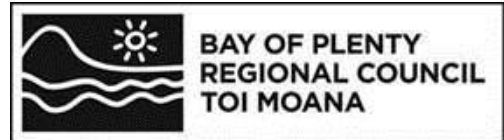


Figure 2 Map of the Rangitāiki River Catchment



Report To: Regional Council

Meeting Date: 17 August 2017

Report From: Mat Taylor, General Manager, Corporate Performance

Electoral System Review and Representation Review Overview

Executive Summary

Council is required to undertake a Representation Review every six years to determine its representation structure. Council last reviewed its representation in 2012 and the consequent Local Government Commission's Determination applied to the 2013 and 2016 elections. Council is therefore required to review its representation and electoral system for the 2019 and 2022 elections.

Recommendations

That the Regional Council:

1 Receives the report, Electoral System Review;

2 Pursuant to section 27 of the Local Electoral Act 2001 agrees to:

Either

(a) Retain the First Past the Post electoral system for the Bay of Plenty Regional Council for the 2019 triennial election;

Or

(b) Change to the Single Transferable Voting electoral system for the Bay of Plenty Regional Council for the 2019 and 2022 triennial elections;

Or

(c) Undertake a poll of electors on the electoral system to be used by the Bay of Plenty Regional Council for the 2019 and 2022 triennial elections;

Or

(d) Do nothing (mandating the status quo of First Past the Post electoral system).

- 3 Notes that public notice be given by 19 September 2017 of the decision and the right of electors to demand a poll on the electoral system to be used.**

1 Representation Review Overview

Sections 19I Part 1A of the Local Electoral Act 2001 requires regional councils to undertake a review of their representation arrangements every six years. The Bay of Plenty Regional Council last conducted a review which took effect for the 2013 and 2016 elections. Council is now required to commence a Representation Review which will come into effect for the 2019 and 2022 elections.

Choosing an electoral system occurs prior to the commencement of the Representation Review. It is not formally part of the representation review and the Local Government Commission's role in appeals and objections does not apply.

A timeline showing the Representation Review process and key dates is identified in [Appendix 1](#).

2 Electoral System

The *Local Electoral Act 2001* provides for local authorities and their communities to choose either of the following as their electoral system for local elections:

- first past the post (FPP) or,
- single transferable vote (STV).

A change of electoral system can be achieved by:

- council resolution, or
- a favourable outcome of a poll of electors. This poll may be:
 - demanded by electors, or
 - the result of a council resolution.

Council is required to consider its electoral system by 12 September 2017.

3 Options

Council may choose any of the following options:

- Retain FPP for the 2019 election
- Change to STV for the 2019 and 2022 elections
- Undertake a poll of electors on the electoral system to be used for the 2019 and 2022 elections
- Do nothing – status quo of FPP remains.

A paper titled "The Local Government Electoral System Option ([Appendix 2](#))" describing the differences between FPP and STV may assist members in determining its electoral system preference.

Council is required to publically notify its decision and the right for electors to demand a poll on the electoral system to be used by 19 September 2017.

This matter is deemed to be of low significance under the Significance Policy.

4 Council's Accountability Framework

4.1 Community Outcomes

This project/proposal directly contributes to the Regional Collaboration & Leadership Community Outcome/s in the Council's Long Term Plan 2015-2025.

4.2 Long Term Plan Alignment

This work is planned under the Governance Services Activity in the Long Term Plan 2015-2025.

Current Budget Implications

This work is being undertaken within the current budget for the Governance Services Activity in the Annual Plan 2017/18, however the cost to undertake a poll has not been provided for and would require additional resourcing.

Future Budget Implications

Future work on the Representation Review is provided for in Council's Long Term Plan 2015-2025.

Yvonne Tatton
Interim Governance Manager

for General Manager, Corporate Performance

9 August 2017

APPENDIX 1

2017-18 Representation Review Timetable

BAY OF PLENTY REGIONAL COUNCIL 2017/2018 REVIEWS ELECTORAL SYSTEM & REPRESENTATION ARRANGEMENTS

Suggested Process and Timetable

	Process	Timetable
Electoral System		
1.	Council resolution on electoral system (FPP/STV)	17 August 2017
2.	Public notice of right to demand poll on electoral system	12 September 2017
3.	Council may resolve to hold poll on electoral system	By 28 February 2018
4.	Council holds poll if demanded or resolved by 28 February 2018	By 21 May 2018
Representation Review		
5.	Council Workshops (representation scenarios)	March/April 2018
6.	Council resolution on 'initial proposal' (preferred representation option)	Mid - May 2018
7.	Public notice of 'initial proposal', submissions invited	1 June 2018
8.	Submission period (1 month)	1 – 30 June 2018
9.	If no submissions – give public notice, process completed	7 July 2018
10.	If submissions received, 6 weeks for: - analysis of submissions - hold hearings (open) - preferred reviewed option - give public notice	2 July 2018 –13 August 2018
11.	Objection/appeal period (1 month)	14 August –11 September 2018
12.	If no objections/appeals – give public notice, process completed	19 September 2018
Local Government Commission Appeals		
13.	If objections/appeals received – forward to LGC	By 15 January 2019
14.	LGC hearing/decision	By 10 April 2019

APPENDIX 2

Local Government Electoral System Option Reference Paper

PART 4

Electoral systems

Code of Good Practice for the management of local authority elections and polls 2016



OBJECTIVE OF PART

All electoral officers and policy advisers are familiar with the statutory requirements and recommended procedural practices relating to electoral systems in order to advise their local authority and notify the community of its rights and to assist achievement of the *Local Electoral Act* principle of fair and effective representation for individuals and communities.

KEY MESSAGES

Electoral officers and policy advisers:

- need to be aware of the options for changing electoral system and the legal requirements associated with each option as they apply to their local authority for the next triennial election
 - need to report to their local authority in a timely fashion on the available options to enable an informed decision to be made
 - need to ensure all information provided on the advantages and disadvantages of each electoral system is provided in a neutral manner.
-

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INTRODUCTION

- 4.1 In line with the purpose to “allow diversity (through local decision-making) in relation to the particular electoral system to be used for local elections and polls”, the *Local Electoral Act 2001 (LEA)* provides local authorities and communities with a choice between first past the post (FPP) or single transferable voting (STV) for local elections and polls. The choice of electoral system is also designed to help achieve the *LEA* principle of “*fair and effective representation for individuals and communities*”.
- 4.2 This Part of the Code sets out the requirements of the *LEA, Local Electoral Regulations 2001 (LER)* and other relevant legislation along with recommended good practices in relation to the following issues:
- (a) changing electoral system
 - (b) demand for a poll
 - (c) timetable and conduct of poll
 - (d) information on electoral systems.

LEGISLATION

- 4.3 The key legislative provisions relating to electoral systems are:

Local Electoral Act 2001

<i>Section 4</i>	<i>Principles</i>
<i>Section 5</i>	<i>Interpretation</i>
<i>Section 5A</i>	<i>General description of First Past the Post electoral system</i>
<i>Section 5B</i>	<i>General description of Single Transferable Voting electoral system</i>
<i>Section 27</i>	<i>Local authority may resolve to change electoral systems</i>
<i>Section 28</i>	<i>Public notice of right to demand poll on electoral system</i>
<i>Section 29</i>	<i>Electors may demand poll</i>
<i>Section 30</i>	<i>Requirements for valid demand</i>
<i>Section 31</i>	<i>Local authority may resolve to hold poll</i>
<i>Section 32</i>	<i>Limitation on change to electoral systems</i>
<i>Section 33</i>	<i>Poll of electors</i>
<i>Section 34</i>	<i>Effect of poll</i>
<i>Section 35</i>	<i>Electoral systems for polls</i>
<i>Section 36</i>	<i>Voting method for elections and polls</i>
<i>Section 37</i>	<i>Consultation</i>
<i>Section 52</i>	<i>Notice of election or poll</i>
<i>Section 54</i>	<i>Additional material to be included in notice in respect of poll</i>
<i>Section 65</i>	<i>Further notice to electors of election or poll</i>
<i>Section 138A</i>	<i>Special provision in relation to ... certain polls</i>

Local Electoral Regulations 2001

<i>Regulation 4</i>	<i>Interpretation</i>
<i>Regulation 8</i>	<i>Authorised electoral systems</i>
<i>Regulation 46</i>	<i>Neutral information on polls</i>

New Zealand Public Health and Disability Act 2000

Schedule 2:

Clause 9A Elections in 2004 and subsequently to be conducted using Single Transferable Voting

Sale and Supply of Alcohol Act 2012

Section 194 Conduct of elections

Section 314 Electoral Roll

Also see Part 3 – Electoral Officers and Electoral Staff for Electoral Officer responsibilities under provisions within the Sale and Supply of Alcohol Act 2012.

REQUIREMENTS AND RECOMMENDED PRACTICES

(a) Changing electoral system

- 4.4 The *LEA* provides the option of either the FPP or STV electoral system for use in local elections and polls, and mechanisms for changing the system currently used by a local authority. *Sections 5A and 5B* provide general descriptions of both systems. The *Appendix* provides further descriptions and information about the two electoral systems.
- 4.5 Any body whose election is governed by the *LEA* is also required to follow the requirements of the *LEA* to change electoral systems.
- 4.6 A change to the electoral system may be initiated in one of two ways:
- (a) a local authority may resolve to change its electoral system (*section 27 LEA*), or
 - (b) a poll of electors may be held to determine a proposal that a specified electoral system be used in the local authority area concerned. A poll can arise from a public demand from a minimum of 5% of electors (*section 29 and 30*) or as a result of a local authority resolution (*section 31*).
- 4.7 *Section 28* provides that a local authority must give public notice of the right for electors to demand a poll on the electoral system whether or not the local authority has resolved to change the electoral system. The notice must be given not later than 19 September in the year that is 2 years before the year in which the next triennial general election is to be held. However this provision does not apply if the local authority has resolved to conduct a poll on whether to change the electoral system in time for the next triennial election, or a previous poll took effect at the last triennial election or takes effect at the next triennial election.
- 4.8 If the electoral system changes as a result of a poll, the new electoral system must remain in use for at least the next two triennial elections and any associated elections. That system then continues in effect for all subsequent elections (following the required two triennial elections) until a resolution of the local authority or a further poll of electors takes effect, whichever occurs first.
- 4.9 If the result of a poll supports the retention of the existing electoral system that system must continue to be used for at least the next two triennial elections and any associated elections. Again, that electoral system continues in effect for all subsequent elections

(following the required two triennial elections) until a resolution of the local authority or a further poll of electors takes effect, whichever occurs first.

- 4.10 If the electoral system changes as a result of a local authority resolution, the new electoral system also takes effect for the next two triennial elections and any associated elections. However, that decision can be reversed after the first triennial election and any associated elections have been held under the new system, by a subsequent local authority resolution or by a poll of electors.
- 4.11 An associated election in this context means any election to fill an extraordinary vacancy in the membership of the local authority that is held between the two successive triennial elections or after the second of those elections but before the subsequent triennial election.
- 4.12 The above provisions do not apply to district health boards which have no discretion to choose electoral system and are required, under the *New Zealand Public Health and Disability Act 2000*, to use the STV system.
- 4.13 Generally a change to the electoral system may be initiated at any time. However, the *LEA* sets constraints which determine when a change can take place and when it becomes effective. The following table shows the change options, requirements and time constraints in relation to the 2016 triennial elections.

OPTIONS AND REQUIREMENTS FOR CHANGING ELECTORAL SYSTEM

No.	Option/requirement	Time constraint	Statutory ref
1	<p>A local authority <u>may</u> resolve that a specified electoral system be used for the next two triennial elections.</p> <p>A resolution will not apply if a poll on the electoral system took effect at the 2013 triennial election or takes effect at the 2016 triennial election.</p>	<p>The resolution must be made by 12 September 2014 relating to the 2016 triennial elections.</p> <p>Unless a poll of electors is demanded, the resolution takes effect for two triennial elections and any associated elections (i.e. by-elections). The resolution continues in effect until either:</p> <ul style="list-style-type: none"> • a further resolution is passed, or • a poll of electors is held. 	s27, s32
2	<p>A local authority <u>must</u> publicly notify the right for electors to demand a poll on the electoral system to be used for the election of the local authority, whether or not a resolution under <i>section 27</i> has been passed.</p> <p>If a resolution has been passed under <i>section 27</i>, the public notice must include notice of the resolution, the electoral system to be used and that a poll will be required to countermand the local authority's resolution.</p> <p>Public notice is not necessary if:</p> <ol style="list-style-type: none"> (a) a resolution has already been passed under <i>section 31</i>, including a poll date by 21 May 2015; or (b) the result of an earlier poll took effect at the 2013 triennial election or takes effect at the 2016 triennial election. 	The notice must be given by 19 September 2014.	s28, s32

3	<p>5% of electors may demand that a poll be held on a proposal to use a specified electoral system for the election of the local authority.</p> <p>A demand may arise at any time, whether or not a resolution has been passed by the local authority under <i>section 27</i>.</p> <p>Electors may not demand a poll if the result of an earlier poll took effect at the 2013 triennial election or takes effect at the 2016 triennial election.</p>	<p>If a valid poll demand is received prior to 28 February 2015, the poll must be held by 21 May 2015. The result of the poll is effective for at least the next two triennial elections (i.e. 2016 and 2019) and any associated elections.</p> <p>If a valid poll demand is received after 28 February 2015, the poll must be held after 21 May 2015. The result of the poll is effective for the next but one triennial election and at least the following triennial election (i.e. 2019 and 2022) and any associated election.</p>	s29, s30, s32, s33
4	<p>A local authority may resolve to hold a poll on a proposal to use a specified electoral system for the election of the local authority.</p> <p>The local authority may not hold a poll if the result of an earlier poll took effect at the 2013 triennial election or takes effect at the 2016 triennial election.</p> <p>If a resolution has been made for the 2013/2016 triennial election a public notice is still required.</p>	<p>The resolution must be made by 28 February 2015 to apply for the 2016 triennial election and the poll must be held by 21 May 2015.</p> <p>If a poll was held in conjunction with the 2013 triennial election or is held at any time not later than 21 May 2015, the result of the poll is effective for the next two triennial elections (i.e. 2016 and 2019) and any associated election.</p> <p>If a poll is held after 21 May 2015, the result of the poll is effective for the next but one triennial election and the following triennial election (i.e. 2019 and 2022) and any associated election.</p>	s31, s32, s33

- 1 **Recommended good practice** on the options and requirements for changing electoral system is that electoral officers and policy advisers:
 - (i) be aware of the options for changing electoral system and the legal requirements associated with each option as they apply to their local authority for the 2016 triennial election
 - (ii) report to their local authority on the implications of the various options and requirements within a timeframe that takes into account the statutory deadlines relating to the electoral system, the impact of decision options on other deadlines in the *LEA* (e.g. on representation reviews) and the local authority's own meeting cycle.

(b) Demand for a poll

4.14 To be valid, a demand by electors must satisfy all of the following criteria (*section 30 LEA*):

- it must be made by notice in writing
- it must be made by people qualified as electors of the local authority concerned and who are enrolled either on the local authority roll (residential or ratepayer) or the most recently published parliamentary roll at an address within the district of the local authority concerned (refer *section 30(2)*)
- it must be signed by 5% or more of the number of electors enrolled as eligible to vote at the previous triennial election of the local authority
- it must be delivered to the principal office of the local authority
- in addition to each elector's signature, it must state the elector's name and the address for which the person is qualified as an elector of the local authority
- it must be received by 28 February in the year before the next triennial election if the result of the poll is to take effect at the next triennial election (i.e. by 28 February 2015 to take effect for the 2016 triennial election).

4.15 Experience has shown that the checking of poll demands can be a slow process. Should the outcome of the poll demand scrutiny process be challenged, the electoral officer will need to demonstrate that the checking process was undertaken carefully and systematically. Electoral officers will need to be aware, for example, that poll demands will include instances where invalid signatures have been included from people:

- who are resident outside the district and are not qualified ratepayer electors
- who are resident within the district, but are not on the current local authority or parliamentary electoral roll
- who have given fictitious names and/or addresses
- who have not included all the relevant details for checking (e.g. no address given)
- who have signed the demand more than once
- whose signature/other details are illegible (if the electoral officer is unable to decipher the details, it is suggested they have someone else review them – a different pair of eyes often bears results).

4.16 Electoral officers should note that some of the signatories may be eligible ratepayer electors, or eligible residential electors whose names are held on the unpublished roll. Electoral officers will be able to check for eligible ratepayer electors (from local authority records) but will need to liaise with the appropriate Registrar/s of Electors and ask them to check for any names that may be on the unpublished roll.

4.17 It should also be noted that the percentage of valid signatures on poll demands will vary. Where possible, persons organising poll demands should be alerted to the fact that they will need to obtain substantially more signatures than the bare 5% minimum, to allow for the fact that many signatures may be invalid.

- 2 **Recommended good practice** on poll demands is that electoral officers:
- (i) when checking poll demands, obtain a fresh listing of electors for their local authority from Enrolment Services, Electoral Commission, at a time as close as possible to the actual date of the lodging of the demand
 - (ii) encourage the persons organising the poll demand to lodge the petition earlier than 28 February 2015 if at all possible
 - (iii) have appropriate arrangements in place at all times to receive and to acknowledge receipt of poll demands with particular attention being paid to those received on or close to the statutory deadline of 28 February 2015
 - (iv) carefully check the demand for a poll to verify that each person signing is eligible to sign the demand
 - (v) commence the checking and verification of elector details as soon as possible
 - (vi) allow adequate time to check the poll demand when received
 - (vii) include the papers associated with a demand for a poll with the voting material lodged with the District Court immediately following the poll.

(c) Timetable and conduct of poll

- 4.18 Following the passing of a *section 31* resolution by a local authority or validation of a demand for a poll under *section 30*, the chief executive under *section 30(4)* or *section 31(3)*, must, as soon as practicable, give notice of the resolution or the valid poll demand to the electoral officer.
- 4.19 The chief executive's notice is important because it is the trigger point for compliance with the timetable requirements of the *LEA*. If a resolution or valid demand for a poll is made/received by 28 February 2015, then the poll must be held on or before 21 May 2015 (i.e. not later than 82 days after the electoral officer receives the chief executive's notice as required by *section 33*). Difficulties in complying with the *LEA* requirements may arise if chief executives are slow to notify electoral officers.
- 4.20 If a valid demand for a poll is received after 28 February 2015 then the poll must be conducted after 21 May 2015. The result of the poll (to either change to a new system or to continue with the existing one) will not take effect until the next but one triennial election and at least the triennial election following that one (i.e. 2019 and 2022) and any associated election. In these circumstances the local authority may wish to consider conducting the poll at the same time as the triennial election. This is likely to save costs for the local authority and may result in a higher turnout for the poll. However, this will require liaison between the electoral officer, chief executive of the local authority and the organiser of the poll demand on the proposed timing. This is because the electoral officer must, as soon as practicable after receiving notice of a valid poll demand, give public notice of the poll and the poll process then commences.
- 4.21 *Section 138A* places timetable constraints over the Christmas/New Year period. This is to ensure that the public is not disadvantaged by the timing of the period for important public processes such as inspection of the electoral roll. The critical dates for such polls are shown in the following table.

CRITICAL DATES RELATING TO POLLS UNDER SECTION 138A OF LEA		
Date of valid poll demand notice	Poll held <u>not earlier than</u> (section 138A)	Poll held <u>not later than</u> (section 33)
Between 28 September and 20 November 2014	10 February 2015	10 February 2015
Between 21 November and 15 December 2014	7 March 2015	7 March 2015
Between 16 December 2014 and 12 January 2015	4 April 2015	4 April 2015
Between 13 January and 28 February 2015		5 April to 21 May 2015
After 28 February 2015		Outcome becomes applicable to 2019 triennial election

4.22 An important point to note in respect of the three periods referred to in *section 138A* is that the “poll held not earlier than” date is 82 days after the valid demand notice date. The notice is deemed to have been received by the electoral officer on the last day of the specified period, i.e. 20 November, 15 December or 12 January. This means that in order to comply with *section 33*, the poll must be held on the “poll held not earlier than” date i.e. 10 February, 7 March or 4 April. These dates are not always Saturdays, which will require polling day to be on a week day.¹ However, *section 138A* will not apply if the chief executive’s notice of a valid demand for a poll is received by the electoral officer after 12 January 2015 (but before 28 February 2015).

4.23 The following table shows key poll dates for the three periods affected by *section 138A* and one further scenario based upon the full 82 days (referred to in *section 33*) between the chief executive’s notice and polling day and, where applicable, in relation to *section 138A*.

¹ If under these dates polling day is a Sunday, *section 35(6) Interpretation Act 1999* may apply moving polling day to the next working day.

	Scenario 1 (CE notice between 28 September & 20 November)	Scenario 2 (CE notice between 21 November & 15 December)	Scenario 3 (CE notice between 16 December & 12 January)	Scenario 4 (CE notice 22 February)
Roll open for inspection	24 November 2011	20 December 2011	17 January 2012	27 February 2012
Roll closes	22 December 2011	17 January 2012	14 February 2012	26 March 2012
Voting documents posted	19 January 2012	14 February 2012	13 March 2012	23 April 2012
Polling day	10 February 2012	7 March 2012	4 April 2012	15 May 2012

- 4.24 Electoral officers should note the following points in relation to timing of polling day:
- polling day is not restricted to a Saturday and can be a weekday
 - it is recommended that Easter weekend is avoided for polling day
 - where Anzac Day falls on a Friday or a Monday it is recommended that weekend be avoided for polling day.
- 4.25 The above examples are given as guidance only. Electoral officers must select a scenario or alternative date that best suits their local authority's situation and complies with the legislative requirements.
- 4.26 *Sections 35 and 36 LEA* provide that polls must be conducted using an electoral system and voting method adopted by resolution of the local authority either for the purpose of the particular poll or for two or more polls conducted at the same time. In the absence of a resolution, the FPP system and postal voting must be used.
- 4.27 Where a poll is to be held in conjunction with the election of one or more territorial authorities, the voting method to be used is the one to be used for the territorial authority election. There are particular consultation requirements on local authorities, set out in *section 37 LEA*, in relation to the voting method for polls in certain circumstances.

- 3 **Recommended good practice** on polling periods is that electoral officers:
- (i) be familiar with the various timetable requirements relating to polls including over the Christmas/New Year period and note that polling day can be a weekday
 - (ii) avoid holiday weekends such as Easter and Anzac Day when setting polling day
 - (iii) maintain close liaison with their chief executive to avoid any delays and consequential difficulties relating to notices
 - (iv) in the case where an anticipated poll demand is not received by 28 February 2012, discuss with the poll demand organiser timing options for the poll with a view to the demand being received by the electoral officer at a time that allows the poll to be held at the same time as the next triennial election.
 - (v) be familiar with the requirements relating to the electoral system and voting method to be used for the conduct of polls.

(d) Information on electoral systems

- 4.28 It is important that local authorities firstly and then communities are provided with sufficient information to enable them to make informed decisions on options for the electoral system for the area. The *LEA* principles include that electors have a reasonable and equal opportunity to cast an informed vote in polls.
- 4.29 *Sections 52, 54 and 65* set out requirements relating to public notices on polls. *Regulation 46* requires any information on polls provided to electors by the electoral officer to be neutral on the matter in question. In this case the advantages and disadvantages of the two electoral systems must be presented in a neutral manner.
- 4.30 To assist electoral officers and policy advisers in advising their local authority and the community on the options for the electoral system for the 2010 elections, the Department of Internal Affairs, *Local Government New Zealand* and SOLGM arranged for the preparation of information on the two electoral systems. This information, entitled *The Local Government Electoral System Option*, was prepared by Dr Janine Hayward, Senior Lecturer at Otago University, and is still relevant for the 2013 triennial elections and is attached as an *Appendix*.
- 4.31 Other sources of information relating to local electoral systems include the Local Government Commission's *Review of the Local Government Act 2002 and Local Electoral Act 2001*, post election surveys by Local Government New Zealand and the STV website www.stv.govt.nz

- 4 **Recommended good practice** on electoral system information is that electoral officers and policy advisers:
- (i) carefully consider the appropriate information to be provided to their local authority on the nature of the two electoral systems that are available and the relative advantages and disadvantages of both systems and this be provided in a neutral manner
 - (ii) in the event of a poll on the electoral system, carefully consider the appropriate information to be provided to electors on the relative advantages and disadvantages of both electoral systems and this be provided in a neutral manner
 - (iii) for the purposes of (i) and (ii), consider using *The Local Government Electoral System Option* paper prepared by Dr Janine Hayward of Otago University in the Appendix.

PART 4: APPENDIX

The local government Electoral system option

Code of Good Practice for the management of local authority elections and polls 2016



This guide was prepared for the Department of Internal Affairs, the Society of Local Government Managers Electoral Working Party and *Local Government New Zealand* by Dr Janine Hayward, Associate Professor/Ahorangi Tuarua, Department of Politics/Te Tari Torangapu, University of Otago/Te Whare Wananga o Otago.

Acknowledgements

In preparing this guide, Dr Hayward acknowledges the input received from Gavin Beattie, Department of Internal Affairs.

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INTRODUCTION

The *Local Electoral Act 2001* offers the choice between two electoral systems for local government elections: first past the post (FPP) and the single transferable vote (STV).

The option was first offered for the 2004 local government elections. As a result of that option, 10 city/district councils used STV at the 2004 elections (Kaipara, Papakura, Matamata-Piako, Thames-Coromandel, Kapiti Coast, Porirua, Wellington, Marlborough, Dunedin and the Chatham Islands). After the 2004 elections, two councils (Papakura and Matamata-Piako) resolved to change back to FPP. The remaining eight councils used STV at the 2007 elections. After the 2007 elections, a further two councils (Thames-Coromandel and Chatham Islands) resolved to change back to FPP.

Councils now have the option to decide, by 12 September 2011, whether to stay with their current electoral system (either FPP or STV), or whether to change to the alternative system for the 2013 elections.¹

Whether or not a council passes a resolution by 12 September 2011, it must give public notice by 19 September of the right for 5% of electors to demand a poll on the electoral system to be used at the 2013 local elections.²

This guide has been developed to help councils reach their decision. It is also intended to provide a basis for information to help local communities understand the issues. Communities have an important role to play in the decision. They must be consulted by way of public notice and may be polled on their preferred electoral system or demand a poll themselves.

The guide includes:

1. a brief description of the two electoral systems including important differences
2. some commonly identified advantages and disadvantages of each electoral system
3. responses to common concerns and questions councils and the public have raised about each electoral system and the electoral option.

This guide does not intend to influence councils either way in their decision-making. It presents arguments for and against both systems and encourages councils to make an informed choice about the electoral system best suited for their community.

¹ The Choice: First Past the Post (FPP) or the Single Transferable Vote (STV)

² This subject to the outcome of any poll that may have been held before or at the time of the 2010 elections resulting in a requirement for the next two elections to be held using a particular electoral system.

(a) How do the two electoral systems work?

FPP	STV
<p>FPP: casting a vote You place ticks equal to the number of vacancies next to the candidate(s) you wish to vote for.</p> <p>In multi-member wards/constituencies you cast one vote for each vacancy to be filled, as above.</p> <p>In single-member wards/constituencies you cast one vote.</p> <p>FPP: counting votes The candidate(s) with the most votes win(s). Each winning candidate is unlikely to have a majority of votes, just the largest number of votes cast.</p>	<p>STV: casting a vote You cast one <i>single</i> vote regardless of the number of vacancies. You cast this <i>single</i> vote by consecutively “ranking” your preferred candidates beginning with your most preferred candidate (‘1’) your next preferred candidate (‘2’) and so on.</p> <p>In multi-member wards/ constituencies you cast a <i>single</i> vote by ranking as few or as many candidates as you wish, as above.</p> <p>In single-member wards/constituencies you cast a <i>single</i> vote by ranking as few or as many candidates as you wish.</p> <p>STV: counting votes The candidate(s) are elected by reaching the “quota” (the number of votes required to be elected).³ Vote counting is carried out by computer.⁴ First preference votes (‘1s’) are counted. Candidates who reach the quota are “elected”. The “surplus” votes for elected candidates are transferred according to voters’ second preferences. Candidates who reach the quota by including second preferences are “elected”. This process repeats until the required number of candidates is elected.⁵</p>

³ The quota is calculated using the total number of valid votes cast and the number of vacancies.

⁴ The New Zealand method of STV uses the ‘Meek method’ of counting votes. Because this method transfers proportions of votes between candidates, it requires a computer program (the STV calculator).

⁵ If at any point there are no surpluses left to transfer, the candidate with the lowest number of votes is excluded and the votes redistributed according to voters’ next preferences. For further information on the details of vote counting, see, for example, STV Taskforce, ‘Choosing Electoral Systems in Local Government in New Zealand: A Resource Document’, (May 2002).

FPP	STV
<p>FPP: announcing results FPP preliminary results can usually be announced soon after voting ends.</p> <p>Official results are announced and published showing the total votes received by each candidate.</p>	<p>In multi-member constituencies, despite voters casting only a <i>single</i> vote, a voter may influence the election of more than one representative (if their vote can be transferred to other candidates according to voters' preferences)</p> <p>STV: announcing results Because all votes must be processed before counting can begin, it may take longer than for FPP preliminary results.</p> <p>Official results are announced and published showing elected candidates in the order they reached the quota and unsuccessful candidates in the reverse order they were excluded. All elected candidates will have the same share of the vote.</p>

(b) What are the most important differences between the two electoral systems?

To understand the important differences between the two electoral systems it is helpful to think about what happens to 'wasted votes' in both cases. A 'wasted vote' is a vote that does not help to elect a candidate. This might be because the candidate was very popular (so did not need all the votes received), or was very unpopular (and had no chance of being elected).

Let's imagine that you vote in a local government FPP election to fill two vacancies, with four candidates standing for election. You vote for Candidates A and B. Imagine Candidate A wins by a landslide and Candidate B is the least popular of all the candidates. The vote for the other candidate to be elected is very close between Candidates C and D; in the end Candidate D wins the second vacancy by a very small margin. Candidate D is your least preferred candidate.

You might think to yourself, once you see the results, 'I wish I had known that Candidate A didn't need my vote to win, and that Candidate B didn't have a chance of being elected as I would have voted differently. I may have still voted for Candidate A, but would have voted for Candidate C instead of Candidate B.'

Now imagine you vote in the same election using STV. You have a single transferable vote even though there are two positions to fill. Again Candidate A wins by a landslide and Candidate B is the least popular candidate. Candidates C and D are very close on first preference votes and so second and subsequent preferences become important.

You cast your vote by ranking the candidates according to your preferences; you rank Candidate A as '1', Candidate B as '2' and Candidate C as '3'. You don't rank candidate D at all because you don't want that candidate to be elected. Under STV:

- Candidate A is very popular and is elected on first preferences
- Candidate A has votes surplus to the number required to reach the quota and these are transferred according to voters' second preferences

- the surplus portion of your vote for Candidate A is transferred to your second preference, Candidate B
- both Candidates C and D are very close to the quota at this point and Candidate B is least popular
- Candidate B is excluded and the proportion of your vote for this candidate is transferred to your third preference, Candidate C
- when preferences are counted again Candidate C reaches the quota and is elected.

Under STV, unlike the FPP election, your ranking of the candidates made your vote more effective and avoided it being 'wasted' on Candidates A (who had a surplus of first preference votes) and B (who was excluded once surplus votes from Candidate A were transferred). In other words, despite Candidates A and B being your most preferred candidates, under STV you were also able to influence the race between Candidates C and D because you showed a preference between them on your voting document.⁶

These election results reveal an important difference between FPP and STV electoral systems. Think again about your FPP vote. You voted for two candidates to fill two vacancies. If you are part of the largest group of like-minded voters, even if that group is not the majority, you could determine the election of both candidates. Other voters (from perhaps only slightly smaller groups) won't have gained any representation at all.

In the STV election, however, you cast only one single transferable vote, even in multi-member wards/constituencies. That vote is used to greater effect as long as you rank all the candidates you like in order of preference. Because your vote is a single vote that can be transferred in whole or in part according to your wishes, you and other voters will not be over-represented or under-represented. This is why STV, unlike FPP, in multi-member wards or constituencies, is called a proportional representation system. The outcomes potentially better reflect community views.

2. WHAT ARE THE ADVANTAGES AND DISADVANTAGES OF EACH SYSTEM?

No electoral system is perfect. Both FPP and STV have advantages and disadvantages.

Overall, the advantages of STV relate to the people who get elected using STV.⁷The system potentially achieves:

- broad proportionality (in multi-member wards/constituencies)
- majority outcomes in single-member elections
- more equitable minority representation
- a reduction in the number of wasted votes.

The disadvantages of STV relate to:

- the public being less familiar with the system and possibly finding it harder to understand
- matters of process such as the way votes are cast and counted (for example perceived complexity may discourage some voters)
- the information conveyed in election results.

⁶ These scenarios oversimplify how the vote count actually works under NZSTV, in order to explain the principle of vote transfers. The STV calculator uses a complex mathematical set of rules to ensure that the appropriate proportions of votes are transferred between candidates.

⁷ For further discussion, see Graham Bush, 'STV and local body elections – a mission probable?' in J. Drage (ed), *Empowering Communities? Representation and Participation in New Zealand's Local Government*, pp 45-64 (Wellington: Victoria University Press, 2002).

The advantages of FPP, on the other hand, relate to the simplicity of the process including the ways votes are cast, counted and announced.

The disadvantages of FPP relate to:

- the results of the election, including the generally 'less representative' nature of FPP councils
- the obstacles to minority candidate election
- the number of wasted votes.

Deciding which electoral system is best for your community may come down to deciding which is more important: process, or outcome. Unfortunately, neither electoral system can claim to achieve well in both.

More detailed advantages and disadvantages

FPP	STV
<p>FPP: casting votes FPP is a straightforward system of voting. FPP is familiar to most people.</p> <p>“Tactical” voting is possible; votes can be used with a view to preventing a candidate from winning in certain circumstances.</p> <p>FPP: counting votes FPP is a straightforward system for counting votes. Votes can be counted in different locations and then aggregated. Election results are usually announced soon after voting ends.</p> <p>FPP: election results Official results show exactly how many people voted for which candidates.</p> <p>Results are easy to understand.</p> <p>A ‘block’ of like-minded voters can determine the election of multiple candidates in multi-member wards/ constituencies, without having a majority of the votes, thereby ‘over-representing’ themselves.</p> <p>The overall election results will not be proportional to voters’ wishes, and will not reflect the electoral wishes of the <i>majority</i> of voters, only the <i>largest group</i> of voters who may not be the majority.</p> <p>In single-member elections, the winner is unlikely to have the majority of votes, just the largest group of votes.</p> <p>There will be more “wasted” votes (votes that do not contribute to the election of a candidate).</p>	<p>STV: casting votes STV is a less straightforward system of voting. There is a need for more information for people to understand the STV ranking system of candidates.</p> <p>It is virtually impossible to cast a “tactical” vote under STV. As a result, voters are encouraged to express their true preferences.</p> <p>STV: counting votes STV vote counting requires a computer program (the STV calculator). Votes must be aggregated first and then counted in one location. Election results will usually take a little longer to produce.</p> <p>STV: election results Official results will identify which candidates have been elected and which have not and in which order. They do not show how many votes candidates got overall, as all successful candidates will have the same proportion of the vote (the quota). This information, at stages of the count, can still be requested. Results can be easy to understand if presented appropriately. STV moderates ‘block’ voting as each voter casts only one single vote, even in multi-member wards/ constituencies.</p> <p>The overall election results reflect the wishes of the majority of voters in proportion to their support for a variety of candidates.</p> <p>In single-member wards/constituencies, the winner will have the majority of votes (preferences).</p> <p>Every vote is as effective as possible (depending on the number of preferences indicated) meaning there are fewer “wasted” votes and more votes will contribute to the election of a candidate than under FPP.</p>

3. COMMON QUESTIONS AND CONCERNS

FPP ain't broke: so why fix it?

For those voters supporting candidates who tend to get elected under FPP, it can appear that there is nothing wrong with this system. But FPP councils do not truly 'represent' their community in terms of their composition. STV is a proportional representation voting system that means (if a diversity of candidates stand for election and a diversity of electors vote) the candidates elected will better represent the wishes of a greater number, and a wider diversity of voters.

FPP is easy to understand. I can't trust a complicated system like STV.

It is true that FPP is a very easy way to vote, and to count votes. Voting under STV is less straightforward, but as long as a voter knows how to rank their preferred candidates, they will find it easy to vote. A post-election survey has found that most people found it easy to fill in the STV voting document and rank their preferred candidates.⁸ The way votes are counted is complicated. That is why it requires a computer program (STV calculator). The STV calculator has been independently certified and voters can trust that it only transfers a vote according to voters' preferences ranked on their voting documents. Nothing (and no person) can influence the transfer of votes set out on voting documents.

Won't voters be put off if the voting system is too complicated?

Voter turnout (the number of people voting) in 2004, 2007 and 2010 in the STV local body elections was mixed. Some councils' turnout was higher than the national average, and some lower.⁹ Turnout for DHB elections (which must use STV) can be seen to be influenced by a range of factors including elections being at large for seven vacancies, the number of candidates (and often less well-known than council candidates) and the fact this issue is usually at the end of the voting document).

Overall, voter turnout has been on the decline for many years. It is possible that more voters would turn out to local elections in the future if they feel with STV they have a better chance of electing a representative who better represents them than FPP has in the past.

Won't there be more blank and informal votes under STV, which is not good for democracy?

Despite voters saying in the Local Government Commission survey that they generally found STV an easy way to vote, some voters did cast an invalid vote in STV elections (including DHB elections). A small proportion of these voters seemed confused by the voting system. But most blank and informal votes are thought to be due to two different voting systems (FPP and STV) appearing on the same voting document and to other factors, rather than being due to the way STV votes are cast.¹⁰

⁸ Local Government Commission, "Report to the Minister of Local Government on the review of the *Local Government Act 2002* and the *Local Electoral Act 2001*: Special topic paper: Representation" (February 2008), p14

⁹ Local Government Commission, "Report to the Minister of Local Government on the review of the *Local Government Act 2002* and the *Local Electoral Act 2001*: Special topic paper: Representation" (February 2008), p14

¹⁰ Local Government Commission, "Report to the Minister of Local Government on the review of the *Local Government Act 2002* and the *Local Electoral Act 2001*: Special topic paper: Representation" (February 2008), pp13–18

STV will not work for our council because of our ward/at large system.

Eight of the 10 councils using STV in 2004 had wards, one used the at large system, and one had a combination of wards and at large. There is no “rule” about the need or otherwise for wards or constituencies, but STV can be seen to provide the greatest benefit in wards or constituencies with between three and nine positions. If there are fewer than three positions, the benefits of the transferable vote in terms of proportionality are not likely to be evident. If there are a very large number of candidates to choose from, voters are likely to find it a more difficult task to rank preferred candidates (though there is no need to rank all candidates).

STV hasn't made any difference to the diversity of representation in STV councils

Until a greater variety of people stand for local body election and a wide diversity of electors vote, no representation system will be able to improve the diversity of representatives elected. There has been some change in the gender, ethnicity and age of some members elected by STV in 2004 and 2007 which may be due to STV. But it will take some time for a diversity of candidates to see the opportunities of standing in an STV election and more electors to see the potential benefits of voting under a proportional representation system. Three elections in a small number of councils is not enough time to judge the difference STV could make over time.

USEFUL RESOURCES

Graham Bush, “STV and local body elections -- a mission probable?” in J. Drage (ed), *Empowering Communities? Representation and Participation in New Zealand's Local Government*, pp 45--64 (Wellington: Victoria University Press, 2002).

Local Government Commission, “Report to the Minister of Local Government on the review of the *Local Government Act 2002* and the *Local Electoral Act 2001*: Special topic paper: Representation” (February 2008)

(Note: this paper has now been withdrawn from the Commission's website but its contents may be found in the Commission's main report on its review of the above legislation which is available on its website at www.lgc.govt.nz)

Justice and Electoral Committee, “Inquiry into the 2004 local authority elections” reported to Parliament in August 2005.

Christine Cheyne and Margie Comrie, “Empowerment or Encumbrance? Exercising the STV Options for Local Authority Elections in New Zealand”, *Local Government Studies*, Vol. 31, No. 2, 185-204, (April 2005).

STV Taskforce (The Department of Internal Affairs, Ministry of Health, SOLGM, Electoral Commission and *Local Government New Zealand*), “Choosing Electoral Systems in Local Government in New Zealand: A Resource Document”, (May 2002).

[http://www.dia.govt.nz/Pubforms.nsf/URL/STV.pdf/\\$file/STV.pdf](http://www.dia.govt.nz/Pubforms.nsf/URL/STV.pdf/$file/STV.pdf)



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Report To: Regional Council

Meeting Date: 17 August 2017

Report From: Mat Taylor, General Manager, Corporate Performance

Elected Members' Allowances and Recovery of Expenses Draft Policy 2017 - 2018

Executive Summary

The Local Government Members (2017/18) (Local Authorities) Determination 2017 issued by the Remuneration Authority requires amendments to be made to the Council's *Elected Members' Allowances and Recovery of Expenses Policy* for 2017-2018.

Recommendations

That the Regional Council:

- 1 Receives the report, Elected Members' Allowances and Recovery of Expenses Draft Policy 2017 - 2018;**
- 2 Adopts the Elected Members' Allowances and Recovery of Expenses 2017-2018 Policy with amendments as shown in Appendix 1 of this report.**

1 Background

The Remuneration Authority has made changes to the Local Government Members (2017/18) (Local Authorities) Determination 2017 following feedback received from a consultation document. This now requires the Elected Members' Allowances and Recovery of Expenses Policy for 2017-2018 to be updated. The draft policy (Appendix 1) has been amended with key changes highlighted.

A significant change is that hearing fees for regional plans and regional policy statements will be treated the same way as fees for resource consent hearings with fees up to \$100 an hour for chairs of hearings and up to \$80 for other members. Further changes are to vehicle mileage and thresholds and travel time with the deletion of the 30 km threshold.

There has been an increase in allowances for the use of mobile phones and internet connections to better reflect fairness between members who supply their own equipment and Councils who choose to supply it.

Further definitions have been added to the policy to provide clarity and interpretation on matters that have arisen during the year.

Council is asked to consider the changes made and any further amendments required prior to adopting the policy.

This matter is deemed to be of low significance under the Council's Significance Policy.

2 Council's Accountability Framework

This project/proposal directly contributes to the Regional Collaboration & Leadership Community Outcome/s in the Council's Long Term Plan 2015-2025.

2.1 Long Term Plan Alignment

This work is planned under the Governance Services Activity in the Long Term Plan 2015-2025.

Current Budget Implications

Some adjustment to the current budget for the increase in Hearing fees is required for the Governance Services Activity in the Annual Plan 2017/18.

Future Budget Implications

Future Councillor expenditure is provided for in Council's Long Term Plan 2015-2025.

Yvonne Tatton
Interim Governance Manager

for General Manager, Corporate Performance

9 August 2017

APPENDIX 1

Elected and Appointed Members' Allowances and Expenses 2017-2018 Policy - Updated



Elected and Appointed Members' Allowances and Recovery of Expenses 2017-2018 Policy

Reviewed:

Next review date:

Approved: Remuneration Authority Date:

1 Introduction

This policy sets out rules on the claiming of expenses by elected and appointed members and the resources that will be available to elected members during their term of office.

Contact person for queries: Governance Manager
 Email:
 Phone: 0800 884 881 ext. 9242

2 Documentation of Policies

In addition to this document, the following documents set out the policies, rules and procedures relating to the expenses and allowances payable to elected members:

Bay of Plenty Regional Council Sensitive Expenditure Policy for Elected Members	Reviewed: July 2014 Next review date:
Local Government Elected Members (2017/18) (Certain Local Authorities) Determination 2017	Gazetted: 27 July 2017

3 Authentication of expense reimbursements and allowances

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
- expense claims are approved by the relevant General Manager (or his/her delegate), and full original receipts are required;
- cost reimbursements will be made via the payroll system;
- all claims must be made within 60 days of expenditure occurring with the aim to keep expenditure within the year in which it occurs and is budgeted for.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

4 Definitions

Actual means as evidenced by the original receipt attached to the claim form.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Regional Council Chairperson and/or Chief Executive.

Council business includes: formal council meetings, committee meetings, workshops, ~~seminars~~, statutory hearings, ~~training courses~~, site visits, tours, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity. Council business in relation to seminars, training courses and conferences etc is where the member is attending as an official representative on the Council's behalf and with the approval of the Chairman.

Member includes elected members (councillors), and Council appointed members to any of its committees, joint committees or subcommittees.

Appointed members refer to Council and co-governance appointed members. Each Council and co-governance appointed member must have their office ratified by resolution of the appropriate approving authority. Appointed members who are eligible to claim mileage, travel time and a meeting fee will be from nonprofitmaking/volunteer/community organisations. The same rules regarding mileage and travel time rates and thresholds, and the requirement to submit a claim form apply to all Council and co-governance appointed members.

Alternate member refers to Council and co-governance members appointed to a committee or co governance group as an alternate member with non voting rights unless the appointed member is absent from the meeting. Alternate members must have their office ratified by resolution of the appropriate approving authority. The same expense rules and eligibility as for appointed members apply.

Professional Development refers to where a Councillor attends a conference/seminar that is of interest to them but not essential to the representation of Council.

Remuneration Authority is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

5 Allowances and expenses

Position	Expense/Allowance	Description
Councillors and appointed members	Vehicle mileage ¹	<p>Vehicle mileage will be paid for all travel on council/committee business, that exceeds, in any one day, the 30 kilometre threshold distance.</p> <p>Elected and appointed members travelling to the meeting location where the round trip is less than 30 kilometres do not qualify for mileage allowance.</p> <p>Mileage will be paid up to the maximum rate per kilometre of 74 <u>73</u> cents (and 81 cents per kilometre for an electric vehicle) for the first 10,000<u>5,000</u> kilometres of council travel, and 37 cents for distances in excess of 5,000<u>10,000</u> kilometres (annually).</p> <p>Mileage will be paid to eligible elected and appointed members on receipt of a completed and signed mileage claim, and approved by the Governance Manager.</p> <p>For completeness the policy entitles one member (either the appointed or alternate) to claim vehicle mileage.</p>
Councillors and appointed members	Travel time	<p>Reimbursement at \$37.50 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend a Council related meeting or event with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.</p> <p><u>The Chairman is eligible to claim travel time.</u></p> <p>For completeness the policy entitles one member (either the appointed or alternate) to claim vehicle mileage.</p>
Councillors	Taxis	<p>Taxis may be used for council business, instead of private vehicles or public transport, for the following reasons:</p> <ol style="list-style-type: none"> safety/security reasons, and when travelling outside the Bay of Plenty Region, if a taxi is the most appropriate form of transport. <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the</p>

¹ The mileage rates and thresholds used by the Remuneration Authority are based on [IRD rates](#).

Position	Expense/Allowance	Description
		<p>most cost effective option. Rental cars booked by Governance Services staff should be considered as an option in such circumstances.</p> <p>Taxi fares can be booked in advance through the relevant Governance services staff. Such taxi fare bookings will be paid directly by Council and there is no need for members to pay for the taxi fare individually.</p> <p>Taxi chits may also be provided to elected members through relevant Governance services staff.</p> <p>Costs paid for directly by the individual for unanticipated taxi travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
Councillors	Travel and attendance at conferences, courses, seminars and training for professional development	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred to attend conferences, courses, seminars or training events for the purpose of their professional development, held both within New Zealand and overseas², subject to:</p> <ol style="list-style-type: none"> a) The event must have justifiable and dominant Council business purpose and contribute to the Councillor's ability to carry out council business. b) Attendance at these events when held in New Zealand must be approved by both the Chairperson (and/or Deputy Chairperson) and the Chief Executive. c) Attendance at these events when held overseas must be approved by the Council. d) Related expenditure being accommodated within existing budgets. <p>A bulk fund of up to \$3,500 per Councillor per year is available to Councillors for the purpose of professional development. Any exceedances to the \$3,500 limit must have the relevant necessary approvals and be within existing budgets.</p> <p>All travel, registration, accommodation and any other costs associated with Councillor attendance to any such approved conference, course, seminar or training are to be made by Governance services staff with the Council's travel provider, at the most economic cost</p>

² Clause 7.1 of the Sensitive Expenditure Policy determines the Eastern Seaboard of Australia is deemed "domestic travel".

Position	Expense/Allowance	Description
		<p>available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p> <p>Any arrangements made exclude the reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p>
Councillors	Travel and attendance at conferences/seminars/training programmes as an official representative of the Council	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred to attend events as an official representative of the Council, held both within New Zealand and overseas³, subject to:</p> <ol style="list-style-type: none"> Attendance at these events when held in New Zealand must be approved by both the Chairperson (and/or Deputy Chairperson) and the Chief Executive. Attendance at these events when held overseas must be approved by the Council. Related expenditure being accommodated within existing budgets <p>All travel, registration, accommodation and any other costs associated with Councillor attendance at any such approved conference, course, seminar or training are to be made by Governance services staff with the Council's travel provider, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p> <p>Any arrangements made exclude the reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p>
Councillors	Meeting fees for resource consent, <u>regional plan or policy statement</u> hearings	<p>Any Councillor sitting as a member of a Resource Consent, <u>Regional Plan (and Changes) or Policy Statement</u> Hearing Committee <u>or Panel</u> is entitled to be paid a fee of:</p> <ol style="list-style-type: none"> \$100 per hour of hearing time for the Chairperson \$80 per hour of hearing time for the Councillor member⁴.

³ Clause 7.1 of the Sensitive Expenditure Policy determines the Eastern Seaboard of Australia is deemed "domestic travel".

⁴ The meaning of hearing and hearing time is that as defined in the Local Government Elected Members (2017/18) (Certain Local Authorities) Determination 2017

Position	Expense/Allowance	Description
		Completion of a daily timesheet is required. For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly. Resource consent Hearing fees are not payable to the Council chairperson.
Councillors	Meeting fees for 'other hearings'	For the avoidance of doubt 'other hearings' includes such forums as plan, regional plan, policy statement, strategy and bylaw hearing processes formally constituted by the Council. Meeting fees of \$200.00 per day or \$100.00 up to 4 hours per day, a vehicle mileage allowance of \$0.734 per kilometre and travel time allowance of \$37.50 per hour (rules surrounding thresholds apply) are claimable by Councillors attending such plan, regional plan, policy statement, strategy and bylaw hearing processes. A maximum pool of \$22,000 16,792 exists to fund other hearing claims in this 2017/18 year.
Councillors	Non-accountable overnight expenses	In order to cover incidental expenses (such as toll calls home, newspapers etc.) when staying away from home overnight on council business, a lump sum reimbursing allowance of \$15.00 per night may be claimed. All claims for non-accountable overnight incidental expenses allowance must be made within 60 days of expenditure occurring with the aim to keep expenditure within the year in which it occurs and is budgeted for.
Councillors	Exceptional circumstances for council related meetings	Governance services staff may arrange overnight accommodation on behalf of elected members when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting. The approval of the Chief Executive is required.
Councillors	Domestic air travel	All elected members are entitled to utilise domestic air travel for council related travel, generally where travel by air is the most cost effective travel option. ⁵
Councillors	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons. International travel at Council expense

⁵ Clause 7.1 of the Sensitive Expenditure Policy determines the Eastern Seaboard of Australia is deemed "domestic travel"

Position	Expense/Allowance	Description
		must be authorised by resolution in a public session of a Council meeting.
Councillors	Air points	No airpoints accumulated while on council business can be used for personal use and best endeavours must be made to utilise those airpoints for future Council-related travel where possible.
Councillors	Parking expenses	Reimbursement of casual carparking costs related to council business will be reimbursed. This will be on receipt of a signed claim accompanied by a receipt.
Councillors	Entertainment and hospitality	<p>Reimbursement of costs incurred while travelling on council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals.</p> <p>The following maximum limits for meals apply:</p> <p>Lunch - must not exceed \$30.00 (incl. GST) per elected member per meal (including any alcohol). Any costs over this limit are the responsibility of the individual to pay.</p> <p>Dinner – must not exceed \$75.00 (incl. GST) per elected member per meal (including any alcohol). Any costs over this limit are the responsibility of the individual to pay.</p> <p>Original documentation and tax invoices are required for reimbursement. Lesser amounts than the maximum allowed will only be reimbursed to the value of the itemised receipt.</p>
Councillors and committee chairperson's	General community related expenses	<p>From time to time councillors and committee chairpersons may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event.</p> <p>Reimbursement of such expenditure must comply with relevant council policy and should be previously approved by the Deputy Chief Executive. The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>
Chairperson	Car	The Chairperson will be provided with a vehicle that will also be available for his private use. The value of the vehicle shall be reasonable for the purpose intended and appropriate for public service use (as per OAG guidelines). A deduction will be made from the Chairman's

Position	Expense/Allowance	Description
		salary as determined by the Remuneration Authority ⁶ . The Chairperson will not be able to claim for vehicle mileage.
Chairperson	Travel and conferences, courses and seminars	<p>The prior approval of the Chief Executive is required for travel within New Zealand for: council business; attendance at conferences/courses/training events/ seminars; other purposes associated with the position of Chairperson.</p> <p>The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by council funds.</p> <p>The Council is required to authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
Chairperson	Telephone costs	<p>Full payment by the council of:</p> <p>a) home telephone line rental and associated toll charges, and</p> <p>b) cellphone based rental and all associated call charges.</p>
Chairperson	Airline club	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
Chairperson	Expenses and entertainment and hospitality	<p>The Chairperson may hold a credit card⁷ to pay directly for any expenses and entertainment or hospitality incurred while carrying out council business and to undertake his/her duties for the Council. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>Private use of the credit card is prohibited.</p> <p>All expenditure on this card is approved by the Chairperson of the Audit and Risk Committee, the Deputy Chairperson of Council and the Chief Executive (or appropriate delegate).</p>
Chairperson and Councillors	Communications equipment	<p>The following communication equipment provision and support will be provided to elected members.</p> <p><u>An electronic tablet will be provided to all members.</u></p> <p>A total communications allowance of \$900 per annum per councillor applies as follows:</p> <p>Councillors will receive the annual RA determined allowance of \$150 for the use of an</p>

⁶ The vehicle deduction is calculated as follows: the value of car (incl. GST) x 41% x 20% full private use

⁷ Refer Sensitive Expenditure Policy for Elected Members – Approved July 2014

Position	Expense/Allowance	Description
		<p>electronic tablet, and \$40 for the use of a printer.</p> <p><u>Printer – Councillors may be supplied with a printer however where a Councillor uses their own printer for Council related purposes an allowance of \$40.00 applies.</u></p> <p>Mobile Phone - The mobile phone device is self-selected and supplied by Councillors to meet their individual needs. Councillors will receive an allowance of: \$60 <u>\$150.00</u> for mobile phone use, and \$400 for council-related toll and mobile phone charges</p> <p>Landline and broadband internet connection - The home landline and broadband internet connection is self-selected and supplied by Councillors to meet their individual needs. Councillors will receive an allowance of \$250 <u>\$400.00</u> for an internet connection (with or without a telephone connection).⁸</p>
Chairperson and Councillors	Rental cars	Rental cars may be utilised when attending meetings, or conferences in other centres, where this is the most cost-effective travel option. Arrangements are to be made via Governance Services staff.
Appointed members	Meeting fee	<p>Each officially appointed member is entitled to reimbursement of a meeting fee of \$200 per meeting attended. For completeness the policy entitles one member (either the appointed or alternate) to claim meeting attendance expenses.</p> <p>Appointed members must have their office ratified by resolution of the Council or appropriate approving authority. Council or other appointed members eligible to claim a meeting fee will be from non-profit making/volunteer/community organisations. Refer to individual co-governance policy around claim eligibility, as it may differ from that outlined in this policy.</p> <p>Meeting fees will be paid to eligible appointed members on receipt of a completed and signed claim form, and approved by the Governance Manager.</p> <p>Claims must be made within 60 days of expenditure occurring with the aim to keep expenditure within the year in which it occurs.</p>
<u>Acting</u>	<u>Allowance</u>	<u>If the Regional Chair is not being paid (either as</u>

⁸ Refer also to the ["Bay of Plenty Regional Council ICT Policy for Councillors 15 November 2016"](#) and ["Councillor's Information and Communication Technology \(ICT\) Support 2016 – 2019"](#)

Position	Expense/Allowance	Description
<u>Regional Chair</u>		<u>a result of resignation or through having been granted formal unpaid leave by the council) then the person acting in the position of regional chair as a result of a vacancy or temporary absence of the incumbent must be paid the full remuneration and allowances attached to the role for the period of their tenure. This package would replace that member's normal remuneration package.</u> ⁹

⁹ [Local Government Elected Members \(2017/18\) \(Certain Local Authorities\) Determination 2017 Explanatory Memorandum](#)

Receives Only – No Decisions



Report To: Regional Council

Meeting Date: 17 August 2017

Report From: Mat Taylor, General Manager, Corporate Performance

Councillor Expenditure - July 2016 to June 2017

Executive Summary

This report presents Councillors' Expenditure for the period 1 July 2016 to 30 June 2017.

Recommendations

That the Regional Council:

- 1 Receives the report, Councillor Expenditure - July 2016 to June 2017.**

1 Background

The previous 2015/2016 annual Councillor Expenditure Report was presented to the Audit and Risk Committee meeting held on 2 March 2017. At the meeting members requested that in future the annual Councillor Expenditure Report be presented to full Council.

Councillors received an individual summary of their expenditure to review prior to the information being presented at this meeting.

2 Compliance with relevant legislation and policies

Under clause 6, schedule 7 of the Local Government Act 2002 and the Remuneration Authority Act 1977, the Remuneration Authority is required to determine the remuneration, allowances, and expenses of elected members of local authorities. Council is required to develop policies to provide guidance on Council allowances and expenses while working within the rates and thresholds set by the Remuneration Authority.

For the 2016 – 2017 financial year, councillor expenditure was managed under two policies: "*Policy on elected and appointed members' allowances and recovery of expenses 2016-2017*" and the "*Bay of Plenty Regional Council Sensitive Expenditure Policy for Elected Members July 2014*". These policies set out the rules and guidelines for councillors when claiming recovery of allowances and expenses.

Councillor expenditure also includes mileage and expenses related to councillor professional development and where approved by the Chairman, expenses incurred while on Council business.

All councillor expenditure for the 2016/17 financial year (including ex councillors who were not re-elected after the 2016 elections) as shown in Appendix 1 was reviewed and approved and is reported in compliance with the above policies.

The matter has been assessed against the criteria and thresholds in Council's Significance and Engagement Policy, and is not considered to be significant.

3 Council's Accountability Framework

3.1 Community Outcomes

This project/proposal directly contributes to the Regional Collaboration & Leadership Community Outcome/s in the Council's Long Term Plan 2015-2025.

3.2 Long Term Plan Alignment

This work is planned under the Governance Services Activity in the Long Term Plan 2015-2025.

Current Budget Implications

Councillors' expenditure was within the budget for the Governance Services Activity in the Annual Plan 2016/17.

Future Budget Implications

Future councillors' expenditure is provided for in Council's Long Term Plan 2015-2025.

Yvonne Tatton
Interim Governance Manager

for General Manager, Corporate Performance

9 August 2017

APPENDIX 1

APPENDIX 1 Councillor Expenditure Report - for Year 2016_2017

Councillor Expenditure - for Year 2016/2017

Councillor		Professional Development	Travel Time	Mileage	Non-Taxable Reimbursements	Meeting fees - other hearings	Council Related Business	Communication Allowance	Total Claim
		\$	\$	\$0.74 <= 5000km \$0.37 > 5000km	\$	\$200/day	\$	\$	\$
5002	Bruning	2,930.41	1,275.00	2,441.26	42.00	-	-	710.00	7,398.67
5080	Clark	-	1,059.75	2,493.80	44.00	-	-	750.00	4,347.55
5051	Cronin	2,455.48	390.00	830.28	191.50	200.00	-	710.00	4,777.26
5082	Crosby	692.15	497.63	964.96	36.00	-	-	750.00	2,940.74
5003	Holmes	-	1,837.50	3,885.00	532.00	-	-	-	6,254.50
5005	Leeder	795.00	-	-	-	-	16,168.00	-	16,963.00
5004	Love	3,302.00	1,485.00	2,772.71	369.50	-	587.82	710.00	9,227.03
5069	Marr	2,305.49	1,950.00	3,624.52	80.00	-	-	710.00	8,670.01
5083	McDonald	-	112.50	112.48	-	-	-	-	224.98
5074	Nees	2,825.84	1,190.63	3,734.41	180.54	200.00	4,296.83	710.00	13,138.25
5070	Oppatt	-	927.67	1,839.04	-	-	-	-	2,766.71
5071	Sherry	-	225.00	271.14	12.00	-	-	-	508.14
5006	Tahana	-	976.88	3,037.70	132.50	100.00	313.04	710.00	5,270.12
5077	Thompson	152.17	187.50	412.92	8.00	-	-	710.00	1,470.59
5076	Thurston	-	2,643.75	4,458.50	187.00	-	75.00	710.00	8,074.25
5079	von Dadelszen	625.42	517.50	906.35	38.80	100.00	-	750.00	2,938.07
5081	Winters	-	2,231.25	3,670.40	80.00	-	-	750.00	6,731.65
	TOTAL	16,083.96	17,507.56	35,455.47	1,933.84	600.00	21,440.69	8,680.00	101,701.52

Receives Only – No Decisions



Report To: Regional Council

Meeting Date: 17 August 2017

Report From: Mat Taylor, General Manager, Corporate Performance

Bay of Plenty Local Authority Shared Services (BoPLASS) Limited's Statement of Intent 2017/18

Executive Summary

This report is to present Council with the Bay of Plenty Local Authority Shared Services (BoPLASS) Limited's Statement of Intent 2017/18. The draft Statement of Intent was presented to Council on 20 April 2017 for review and consideration.

This report is the conclusion of the process to formally receive the final SOI.

Recommendations

That the Regional Council:

- 1 Receives the report, Bay of Plenty Local Authority Shared Services (BoPLASS) Limited's Statement of Intent 2017/18;**
- 2 Notes the Statement of Intent 2017/18.**

1 Background

The Bay of Plenty Local Authority Shared Services Limited is a Council Controlled Organisation (CCO). Schedule 8 of the Local Government Act requires Council Controlled Organisations to deliver to shareholders a draft Statement of Intent for the coming financial year, by 1 March in the preceding financial year. Shareholders then have up to two months to make comments on the draft.

The CCO Board must consider these comments and deliver a final Statement of Intent to shareholders before the beginning of the financial year.

The draft Statement of Intent was reported at the 20 April 2017 Council meeting for review and consideration.

2 2017/2018 Statement of Intent

The BoPLASS final Statement of Intent 2017/18 as adopted by the BoPLASS Board, and is attached as Appendix 2 to this report. It is consistent with the draft Statement of Intent incorporating feedback on the draft received from Councils.

Appendix 1 sets out the covering letter received from BOPLASS confirming that the SOI was adopted by the Board on the 14th June 2017.

3 Council's Accountability Framework

3.1 Community Outcomes

This project contributes to Community Outcomes in the Council's Long Term Plan 2015-2025.

3.2 Long Term Plan Alignment

This work is planned under the Corporate Services Activity in the Long Term Plan 2015-2025.

Current Budget Implications

This work is being undertaken within the current budget for the Activity in the Annual Plan 2017/18 or Year 3 of the Long Term Plan 2015-2025.

Future Budget Implications

Future work on is provided for in Council's Long Term Plan 2015-2025.

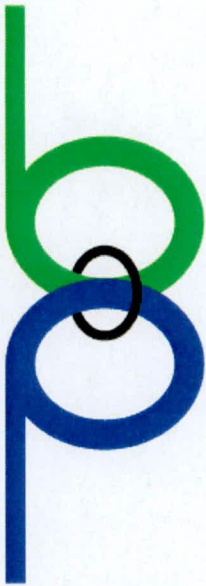
Mat Taylor

General Manager, Corporate Performance

9 August 2017

APPENDIX 1

Cover letter Bay of Plenty Local Authority Shared Services - BOPLASS Ltd - Statement of Intent for 2017 - 2020



"COUNCILS PARTNERING FOR VALUE AND SERVICE"

15 June 2017

Mary-Anne Macleod
Chief Executive Officer
Bay of Plenty Regional Council
PO Box 364
WHAKATANE 3158



BOPLASS Ltd
C/- Tauranga City Council
Willow Street
Tauranga

P O Box 13056
Tauranga Central
Tauranga 3141
Phone 07 577 7342
www.bopllass.govt.nz

Dear Mary-Anne

BOPLASS Ltd Statement of Intent 2017-2020

The Local Government Act 2002 requires a Council Controlled Organisation to circulate a copy of its approved Statement of Intent to Shareholders prior to 30th June.

The Board circulated the draft BOPLASS Ltd Statement of Intent to Shareholders for comment and submissions on 27 February 2017 with submissions closing at the end of April.

The submissions received were discussed in depth by the Board of BOPLASS at a meeting held on the 14 June 2017 and the comments and feedback from shareholders were taken into account before approving the final Statement of Intent for BOPLASS.

At the meeting held on the 14 June 2017 the Board approved the document for circulation to the shareholders. The BOPLASS Ltd Statement of Intent for 2017-2020 is now being circulated to councils and following this will be made public and put on the BOPLASS website.

Councils are requested to add a link to the document on their websites.

The Board has appreciated the support received from your council in the past year and looks forward to another successful year.

Yours faithfully

S. Boyle
BOPLASS Ltd

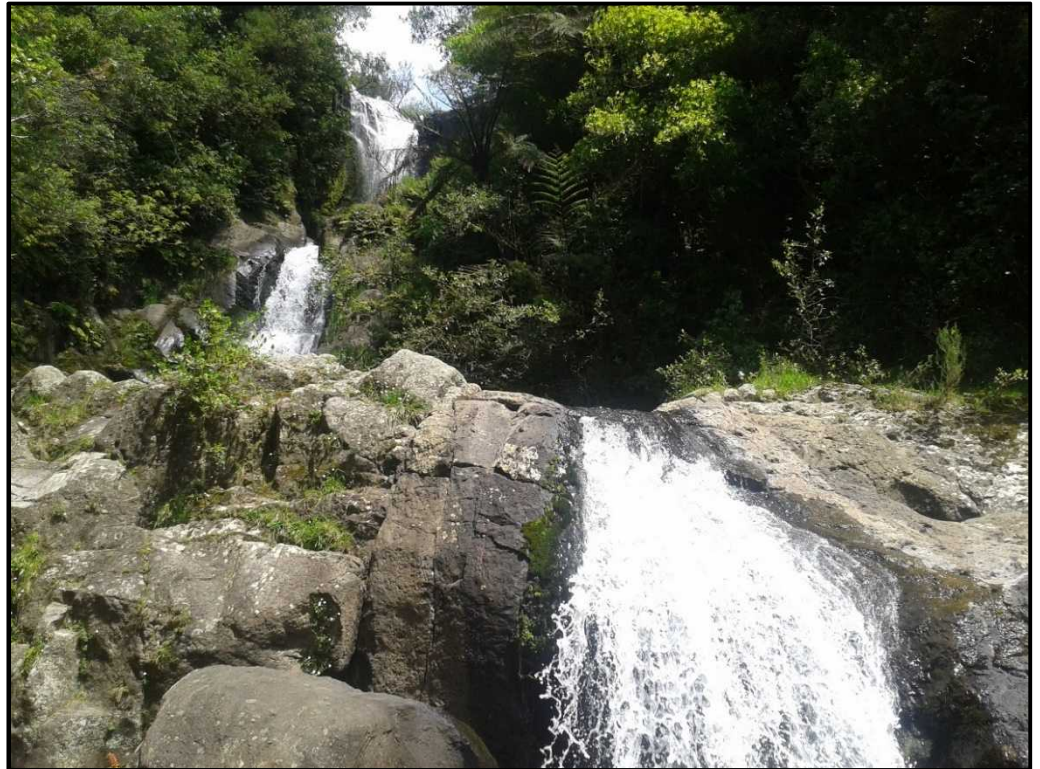
APPENDIX 2

BOPLASS Ltd 2017_2020 Statement of Intent



BOPLASS Ltd

STATEMENT OF INTENT FOR 2017-2020



June 2017

Draft approved 14 June 2017

“COUNCILS PARTNERING FOR VALUE AND SERVICE”

Page 173 of 226

1 Introduction

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

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

2 Background

The councils that operate within the Bay of Plenty and Gisborne Regions have formed a CCO to investigate, develop and deliver Shared Services, Joint Procurement and communications where and when that can be done more effectively for any combination of some or all of the councils.

The expected benefits that can be achieved through Shared Services are:

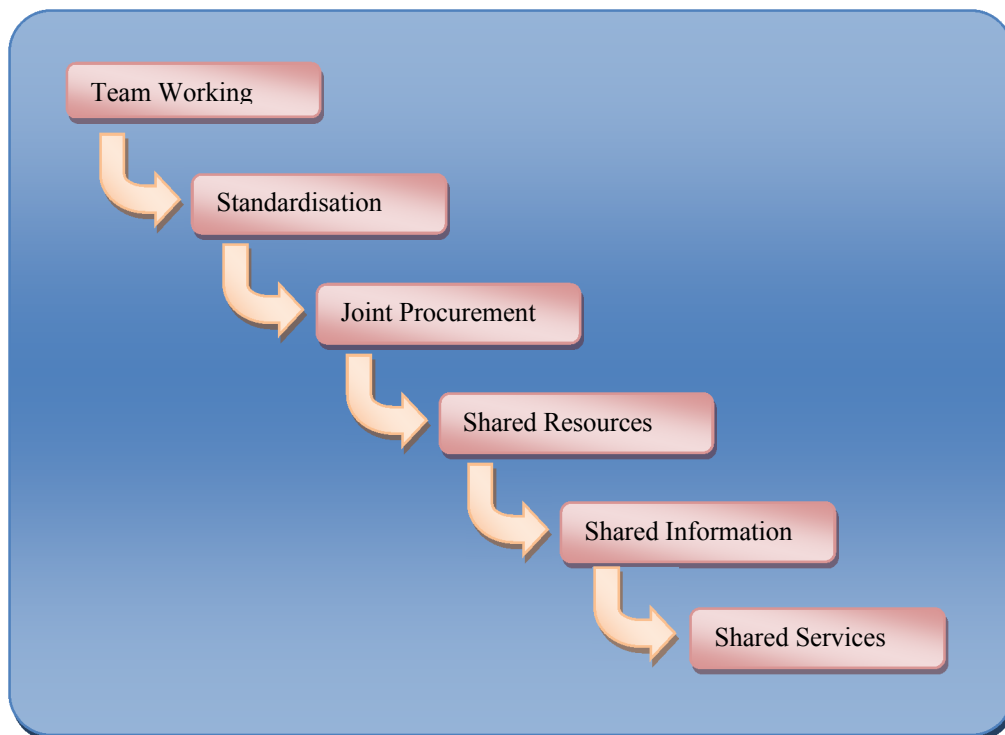
- improved levels and quality of service;
- a co-ordinated and consistent approach to the provision of services;
- reductions in the cost of support and administrative services;
- opportunities to develop new initiatives;
- economies of scale resulting from a single entity representing many councils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

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

Business processes, information architectures and functional tools differ in each council to varying degrees. It is not therefore possible to create Shared Service solutions instantly for these services. The BOPLASS strategies facilitate a journey of progressive development using the approach identified in the BOPLASS Strategy and Action Plan to:

- Enhance the capability to provide Shared Services,
- Encourage the elimination of barriers to collaborative action and
- Provide Shared Services that deliver viable business cases.

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



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

Examples of procurement and projects to support the delivery of Shared Service have been:

- Establishment of 1GB fibre Inter Council Network (ICN)
- Information Services Strategic Plan
- GIS ESRI enterprise agreement
- GIS software standardisation
- Security and technology policies
- Data centre and hosting services
- Electronic purchasing
- Reprographic equipment

- Aerial photography
- Voice and data services
- Video conferencing
- IT applications and software
- Collaboration Portal
- Historic aerial imagery archiving
- After hours call management
- Health and Safety
- Internal audit services
- Solid waste services

3 Our Vision

“COUNCILS PARTNERING FOR VALUE AND SERVICE”

4 Objectives of BOPLASS Ltd

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

These will be achieved primarily through:

Joint Procurement

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

Shared Services

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

5 Nature and Scope of Activities

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

- Establish the underlying technology, framework, platform and policies to enable and support the delivery of Shared Services.
- Use Joint Procurement to add value to goods and services sourced for its constituent councils.

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

6 Governance

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

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

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

Shareholder	Appointed Director
Bay of Plenty Regional Council	Mary-Anne Macleod
Gisborne District Council	Judy Campbell
Kawerau District Council	Russell George
Opotiki District Council	Aileen Lawrie
Rotorua District Council	Geoff Williams
Taupo District Council	Gareth Green
Tauranga City Council	Garry Poole
Western Bay of Plenty District Council	Miriam Taris
Whakatane District Council	Marty Grenfell
Independent Director and Chair	Craig O'Connell

A sub-committee of council delegates has been established by the Directors as an Operations Committee to manage responsibility for regular monitoring and governance of operational aspects of BOPLASS projects, allowing the Board to primarily focus on supporting the strategic development of the organisation.

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

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

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

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

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

7 Future Developments

BOPLASS Ltd will continue to work on business cases for Joint Procurement and Shared Services that may be provided in the region.

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

Joint Procurement initiatives will be considered by the Board and/or its advisory groups where there is demonstrated support from two or more member councils.

Identification of Shared Service opportunities and the development of existing services will continue as a priority, with councils participating on an opt-in basis. The Board will be looking for commitment from councils to participate in Shared Services and to provide a lead in the identification and management of Shared Services projects.

BOPLASS will also proactively explore opportunities to partner with other local authorities and Shared Services organisations within NZ where they are either developing or considering developing cost effective Shared Services or Joint Procurement initiatives involving products or services that are of value to the BOPLASS councils.

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

ICT Shared Services strategy:

BOPLASS has previously been involved in an information services strategy that included an intention to align the member councils' ICT back-office systems as one. This presented an opportunity for standardised in-house IT systems and processes. Although there is no Enterprise Application across all the BOPLASS councils, there has been a certain amount of alignment of systems. For example, eight of the nine BOPLASS councils now use Objective as their electronic document and records management system (EDRMS) system and all councils use ESRI ArcGIS as their GIS platform, along with various GIS add-on packages procured through BOPLASS.

The goal of one-system for all has not been able to be achieved for a number of reasons; primarily being the changes in technology, along with the impact and disruption to council business, plus the cost to change to one-system.

Taking the example of Auckland Council, one of the goals of the amalgamation was to bring all the ICT systems into one-system. However the cost to do this has increased greatly from what was originally estimated, and progress has proved difficult.

There are a number of avenues being explored by BOPLASS and the councils to provide a one-system solution without the need to overhaul all council systems. This can now be achieved through using "middleware" solutions that provide a link from the council application to a shared platform. For example, although councils may have the same GIS software, due to historic council naming schemas for infrastructure it is difficult to combine all council GIS systems. Through using middleware software that provides a "translation" of schemas the

information can be converted without councils needing to change their underlying technologies, which in turn can assist with the delivery of a single platform to the public and for inter-council sharing.

With the advent of cloud services, such as Infrastructure-as-a-Service (IaaS) and Office365, there is scope for councils' services to still be independent but use the same underlying infrastructure, which in turn has the potential to lead to the development of Shared Services.

The BOPLASS Collaboration Portal project is an example of this. The Regional Councils also have a similar project with similar requirements for their member councils. Both projects are delivering their respective solutions as independent services, but they are using the same underlying cloud solution on the Office365 platform and sharing the costs, administration, etc. As these separate instances are using the same platform, this also provides the potential for both of these projects to join in the future as one solution.

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

Where it is practicable, BOPLASS will work with other LASSes or councils in developing shared service ICT strategies and/or leverage off, or participate in services established by other collective local government groups.

8 Performance Targets

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

Target	How	Measure
Investigate new Joint Procurement initiatives for goods and services for BOPLASS councils.	Procure from sources offering best value, service, continuity of supply and/or continued opportunities for integration. (Current identified projects are listed in Appendix B.)	A minimum of four new procurement initiatives investigated. Initiatives provide financial savings of greater than 5% and/or improved service levels to the participating councils.
Provide support to BOPLASS councils that are managing or investigating Shared Services projects.	BOPLASS to provide 0.25 FTE resource and expertise to assist councils in Shared Services developments and projects.	Quarterly satisfaction reviews with participating councils. Resource assignment measured from project job tracking.
Further develop and extend the Collaboration Portal for access to, and sharing of, project information and opportunities from other councils and the greater Local Government community to increase breadth of BOPLASS collaboration.	Provide access to the Collaboration Portal for councils outside of BOPLASS and utilise technologies to provide secure access. Proactively market the benefits to councils.	All NZ councils are made aware of the Collaboration Portal and its benefits. Portal is operational outside of the LASS groups with a minimum of ten additional councils or local government related organisations having utilised the portal.
Ensure appointed vendors remain competitive and continued best value is returned to shareholders.	Manage and/or renegotiate existing contracts.	Contracts due for renewal are tested for competitiveness in the marketplace. New suppliers are awarded contracts through a competitive procurement process involving two or more vendors.
Complete independent review of governance performance and structure to ensure it supports BOPLASS' strategic direction.	Engage external party to complete independent review of BOPLASS governance.	Affirmative feedback received from shareholding councils following 2017/18 governance review.
Communicate with each shareholding council at appropriate levels.	Meeting with each Executive Leadership Team.	At least one meeting per year.
Ensure current funding model is appropriate.	Review BOPLASS expenditure and income and review council contributions and other sources of funding.	Performance against budgets reviewed quarterly. Company remains financially viable.

9 Balance Sheet Ratios

The Local Government Act 2002 Schedule 8 (9) requires the SOI to include the projected ratio of shareholders' funds to total assets within the Forecast Statement of Financial Position. As at 30 June 2016 the consolidated Shareholder funds comprised \$48,297 and the total assets were \$1,060,127. The resulting ratio is 4.6%.

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

10 Accounting Policies

10.1 Statement of Accounting Principles

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

10.2 IPSAS Accounting Standards

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

10.3 Measurement Basis

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

10.4 Specific Accounting Principles

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

- Accounts Receivable are stated at their expected realisable value after writing off any known bad debts and providing for doubtful debts.
- Investments are valued at the prevailing market value.
- Fixed assets are recorded at cost, less accumulated depreciation.
- Any liability for overseas funding of equipment, systems or services is based on the prevailing exchange rate as at balance date.
- Where intangible assets are purchased, such as intellectual property, these are capitalised and written off on a straight line basis over their expected life, but no greater than four years.

- All assets are depreciated over their expected useful lives. Depreciation is provided on a diminishing value basis over the estimated useful life, at the same rate as is allowed by the Income Tax Act 1994.
- It is not envisaged that the Company will hold inventories, other than those that might relate to providing information services to a number of parties. They will be valued at net realisable value.
- Taxation will be provided as required in line with relevant legislation.
- In accordance with the Public Audit Act 2001 and the Local Government Act 2002, the office of the Auditor General will be responsible for the audit of the Company's financial statements.

11 Distributions to Shareholders

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

12 Information to be Provided to Shareholders

The Company will deliver the following statements to shareholders:

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

13 Procedures for the Purchase and Acquisition of Shares

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

14 Activities for Which the Board Seeks Compensation

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

Shareholding councils will make a contribution to the operational costs of the Company on an annually agreed basis.

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

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

15 Value of Shareholder's Investment

The Directors estimate that, at this stage, BOPLASS Ltd has little or no commercial value. As each shareholder's investment in BOPLASS Ltd is less than \$20,000, the Board believe that that fairly represents the value of their investment. The Directors will reassess the value of this shareholding on or about the 1st of March each year.

16 Financial Forecasts

The Forecast Financial Statements for the years 2017-2020 are included. The budget is not adjusted for inflation.

Core revenue includes the recovery of costs for BOPLASS salaried staff when seconded to individual council projects.

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

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

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

Appendix A

SOI Forecast 2017/20				
	Budget 2016/17	Forecast 2017/18	Forecast 2018/19	Forecast 2019/20
REVENUE				
Revenue - Core	336,510	335,510	335,510	335,510
Bank Interest Received	3,000	2,000	2,000	2,000
Council Contribution	273,510	273,510	273,510	273,510
Sales of Service	60,000	60,000	60,000	60,000
Revenue - Projects	1,413,000	1,376,500	1,711,500	1,411,500
Activity Group Fees	32,000			
Aerial Photography Income	400,000	300,000	600,000	300,000
Bank Interest Received	20,000	16,500	16,500	16,500
Collaboration Portal		125,000	140,000	140,000
Lease Income - ICN	310,000	280,000	280,000	280,000
Lease Income - Video Confer.	13,000	13,000	13,000	13,000
Rebates	8,000	12,000	12,000	12,000
Recoveries	630,000	630,000	650,000	650,000
Total Operating Revenue	1,749,510	1,712,010	2,047,010	1,747,010
EXPENSES				
Expenditure - Core	431,900	460,300	460,900	460,900
ACC	3,500	1,500	1,500	1,500
Accommodation & Travel	1,500	1,500	1,500	1,500
Accounting & Audit	15,000	17,500	17,500	17,500
Administration	22,000	24,000	24,000	24,000
Amortisation		21,400	22,000	22,000
Bank Fees	400	400	400	400
Catering Expenses	2,000	2,000	2,000	2,000
Conferences	2,000	2,000	2,000	2,000
Depreciation	0	0	0	0
Directors costs	15,000	18,000	18,000	18,000
Fringe Benefit Tax	8,000	7,800	7,800	7,800
Health and Safety		1,000	1,000	1,000
Insurance	8,000	8,000	8,000	8,000
Interest Paid - TCC Loan	5,000	1,000	1,000	1,000
Legal	2,000	2,000	2,000	2,000
Postage & Stationery	100	100	100	100
Salaries	320,000	325,000	325,000	325,000
Staff Support Costs	20,000	20,000	20,000	20,000
Staff Training Costs	2,000	2,000	2,000	2,000
Subscriptions	600	600	600	600
Tax Advice	4,800	4,500	4,500	4,500
Expenditure - Projects	1,316,610	1,251,710	1,586,110	1,286,110
Aerial Photography Expense	400,000	300,000	600,000	300,000
Collaboration Portal Opex		69,100	83,500	83,500
Consultants	4,000			
Lease Expense - ICN	300,000	270,000	270,000	270,000
Lease Expense - Video Confer.	12,610	12,610	12,610	12,610
Projects - Recoveries	600,000	600,000	620,000	620,000
Total Operating Expenditure	1,748,510	1,712,010	2,047,010	1,747,010
Operational Surplus/ (Deficit) before Tax		0	0	0

Completed Joint Procurement Projects

Requiring ongoing management for performance, renewal or replacement

- × Office supplies
- × Banking
- × Postal services
- × Courier services
- × Fuel
- × Advertising services
- × Travel and accommodation services
- × Air travel
- × Insurance brokerage
- × Aerial photography
- × N3 / GSB
- × ESRI licences
- × GIS software
- × Health insurance
- × Antivirus software
- × Video conferencing
- × GPS vehicle tracking
- × Archaeological services
- × Telephony – voice, data, mobile
- × Reprographic – printers/copiers
- × Infrastructure insurance
- × Media monitoring services
- × EFTPOS services
- × Historical imagery digitisation
- × On-line services
- × Internal audit services
- × Health and safety training services
- × Risk management workshops

Identified Joint Procurement Projects

- × Civil works contracts
- × Civil works materials
- × Infrastructure valuation services
- × High volume print
- × Web services
- × Electronic document management
- × Archives
- × Document storage
- × Document scanning
- × Agenda management software
- × ICT security policies
- × Business continuity
- × IT applications
- × Web services
- × Rates collection
- × Property valuation services
- × GIS software
- × Telephony platform
- × Chemicals
- × Digital signatures
- × Recruitment/candidate management
- × Surveys and research
- × CCTV monitoring
- × EMA membership
- × Security services
- × Fleet purchasing
- × Fleet Management
- × Environmental insurance

Shared Service Projects

Managed by BOPLASS or by one or more constituent councils

- × IT hosting / datacentre
- × Internal audit services
- × GIS web services
- × Project management office
- × Shared licence server
- × Contractor H&S prequalification
- × Radio telephony strategy
- × Collaboration portal
- × After hours call management
- × Archive service
- × Health and safety auditing
- × Inter-council network
- × Smart cities
- × Section 17A reviews – Joint service reviews, cost effectiveness reviews, identification of opportunities for collaboration in delivery of services in accordance with s17A LG Act 2002
- × Video conferencing
- × GIS imagery data storage
- × Solid waste services
- × Historic aerial imagery

Shared Service Projects for Consideration

- × Rates Collection
- × Geospatial services
- × Joint software support
- × Asset Management
- × Web services
- × E-Purchasing
- × Payroll
- × Telephony platform
- × Consents Processing
- × CCTV monitoring
- × Information Services
- × Debt collection
- × Electronic Document and Records Management System
- × Business continuity planning
- × Infrastructure development codes
- × Inter-council H&S audits
- × Document digitalisation

Receives Only – No Decisions



Report To: Regional Council

Meeting Date: 17 August 2017

Report From: Mat Taylor, General Manager, Corporate Performance

Local Government Funding Agency (LGFA) Limited - Statement of Intent 2017/18

Executive Summary

This report is to present Council with the Local Government Funding Agency's Statement of Intent for 2017/18. The draft Statement of Intent (SOI) was presented for Council's review and consideration at the Council meeting on 20 April 2017.

This report is the conclusion of the process to formally receive the final SOI.

Recommendations

That the Regional Council:

- 1 Receives the report, Local Government Funding Agency (LGFA) Limited - Statement of Intent 2017/18;**
- 2 Notes the Statement of Intent 2017/18**

1 Background

The LGFA is a Council Controlled Organisation (CCO). Schedule 8 of the Local Government Act 2002 requires Council Controlled Organisations to deliver to shareholders a draft Statement of Intent for the coming financial year, by 1 March in the preceding financial year. Shareholders then have up to two months to make comments on the draft. The CCO Board must consider these comments and deliver a final Statement of Intent to shareholders before the beginning of the financial year.

2 2017/18 Statement of Intent

The LGFA draft Statement of Intent was reported at the 20 April 2017 meeting for review and consideration.

The LGFA's final Statement of Intent, as adopted by the Board, is attached to this report with the covering letter received, and is consistent with the draft Statement of Intent and feedback provided to the Board of the LGFA.

3 Council's Accountability Framework

3.1 Community Outcomes

This project indirectly contributes to all Community Outcomes in the Council's Long Term Plan 2015-2025.

3.2 Long Term Plan Alignment

This work is planned under the Corporate Services Activity in the Long Term Plan 2015-2025.

Current Budget Implications

This work is being undertaken within the current budget for the Activity in the Annual Plan 2017/18 or Year 3 of the Long Term Plan 2015-2025.

Future Budget Implications

Future work is provided for in Council's Long Term Plan 2015–2025.

Mat Taylor
General Manager, Corporate Performance

9 August 2017

APPENDIX 1

LGFA Letter to shareholders 2017 18 SOI

27 June 2017

Dear Shareholder

Statement of Intent 2017/18

Please find attached the Statement of Intent (SOI) for the 2017/18 year.

LGFA is focused on delivering strong results for both our council borrowers and shareholders.

For our borrowing councils we seek to optimize funding terms and conditions by

- Achieving savings in borrowing costs
- Provide longer dated funding and
- Provide certainty of access to markets.

For our shareholders we are focused on

- Delivering a strong financial performance
- Monitoring asset quality and
- Enhancing our approach to treasury and risk management.

The following points regarding the 2017/18 SOI are worth noting

- The SOI performance targets are similar to the previous year's targets except that we now include short dated lending in the volume and pricing measures.
- There is some uncertainty within the SOI forecasts relating to both Local Government loans and LGFA bonds outstanding as councils will be working through their borrowing assumptions underlying their 2018/28 Draft LTPs in the coming months. We are also unsure what impact the Housing Infrastructure Fund will have on those eligible council's borrowing requirements over the forecast period. Hence we have adopted a conservative approach to forecasting borrowing demand.
- At the request of the Shareholders Council we have added an additional objective that LGFA will take a proactive role to enhance the financial strength and depth of the local government debt market.

Please feel free to contact me if you have any questions or require further clarification on anything relating to the SOI or LGFA in general.

Yours sincerely



Mark Butcher
Chief Executive

APPENDIX 2

2017-18 LGFA Statement of Intent

Statement of Intent 2017/18

1. Introduction

This Statement of Intent (SOI) sets out the intentions and expectations of New Zealand Local Government Funding Agency Limited (LGFA).

The LGFA is enabled under the Local Government Borrowing Act 2011 and is a council-controlled organisation (CCO) for the purposes of the Local Government Act 2002.

The SOI is prepared in accordance with section 64(1) of the Local Government Act 2002.

2. Nature and scope of activities

LGFA will raise debt funding either domestically and/or offshore in either NZ dollars or foreign currency and provide debt funding to New Zealand local authorities, and may undertake any other activities considered by the Board of LGFA to be reasonably related or incidentally to, or in connection with, that business.

The LGFA will only lend to local authorities that enter into all the relevant arrangements with it (Participating Local Authorities) and comply with the LGFA's lending policies.

In lending to Participating Local Authorities, LGFA will:

- Operate in a manner to ensure LGFA is successful and sustainable in the long-term;
- Educate and inform Participating Local Authorities on matters within the scope of LGFA's operations;
- Provide excellent service to Participating Local Authorities;
- Ensure excellent communication exists and be professional in its dealings with all its stakeholders; and
- Ensure its products and services are delivered in a cost-effective manner.

3. Objectives

Principal Objectives

In accordance with the Local Government Act 2002, in carrying on its business, the principal objectives of LGFA will be to:

- Achieve the objectives and performance targets of the shareholders in LGFA (both commercial and non-commercial) as specified in this SOI;
- Be a good employer;
- Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and
- Conduct its affairs in accordance with sound business practice.

Primary Objectives

LGFA will operate with the primary objective of optimising the debt funding terms and conditions for Participating Local Authorities. Among other things this includes:

- Providing savings in annual interest costs for all Participating Local Authorities on a relative basis to other sources of financing;
- Making longer-term borrowings available to Participating Local Authorities;
- Enhancing the certainty of access to debt markets for Participating Local Authorities, subject always to operating in accordance with sound business practice; and
- Offering more flexible lending terms to Participating Local Authorities.

LGFA will monitor the quality of the asset book so that it remains of a high standard by ensuring it understands each Participating Local Authority's financial position and the general issues confronting the Local Government sector. This includes

- LGFA will review each Participating Local Authority's financial position, its financial headroom under LGFA policies and visit each Participating Local Authority on an annual basis;
- LGFA will analyse finances at the Council group level where appropriate;
- LGFA will work closely with the Department of Internal Affairs (DIA), Office of the Auditor General (OAG) and Local Government New Zealand (LGNZ) on sector and individual council issues; and
- LGFA will take a proactive role to enhance the financial strength and depth of the local government debt market.

Additional objectives

LGFA has a number of additional objectives which complement the primary objective. These objectives will be measurable and achievable and the performance of the company in achieving its objectives will be reported annually. These additional objectives are to:

- Operate with a view to making a profit sufficient to pay a dividend in accordance with its stated Dividend Policy set out in section 6;
- Provide at least 50% of aggregate long-term debt funding to the Local Government sector;
- Ensure its products and services are delivered at a cost that does not exceed the forecast for issuance and operating expenses set out in section 4;
- Take appropriate steps to ensure compliance with the Health and Safety at Work Act 2015;
- Maintain LGFA's credit rating equal to the New Zealand Government sovereign rating where both entities are rated by the same Rating Agency;
- Achieve the Financial Forecasts (excluding the impact of AIL) set out in section 4;
- Meet or exceed the Performance Targets outlined in section 5; and
- Comply with its Treasury Policy, as approved by the Board.

4. Financial forecasts

LGFA's financial forecasts for the three years to 30 June 2020 are:

FINANCIAL YEAR (\$M)			
Comprehensive income	Jun-18	Jun-19	Jun-20
Interest income	239.52	248.25	254.29
Interest expense	221.30	230.98	239.95
Net Interest income	18.22	17.27	14.34
Issuance and on-lending costs	2.33	2.36	2.39
Approved Issuer Levy	1.89	1.64	1.23
Operating expenses	3.12	3.22	3.31
Issuance and operating expenses	7.34	7.22	6.94
P&L	10.88	10.06	7.40
Financial position (\$m)			
Jun-18	Jun-19	Jun-20	
Capital	25.00	25.00	25.00
Retained earnings	38.11	46.66	52.57
Total equity	63.11	71.66	77.57
Shareholder funds + borrower notes / Total assets	2.29%	2.38%	2.46%
Dividend provision	1.50	1.50	1.50
Total assets (nominal)	8,266.17	8,324.67	8,443.17
Total LG loans - short term (nominal)	260.00	260.00	260.00
Total LG loans (nominal)	7,868.00	7,928.00	8,131.00
Total bills (nominal)	300.00	300.00	325.00
Total bonds (nominal) ex tsy stock	7,740.00	7,790.00	7,875.00
Total borrower notes (nominal)	125.89	126.85	130.10

Note that there is some forecast uncertainty around the timing of Net Interest Revenue, Net Profit, Total Assets, LG Loans, Bonds and Borrower Notes depending upon council decisions regarding the amount and timing of refinancing of their March 2019 and April 2020 loans. LGFA will work with council borrowers to reduce this uncertainty.

5. Performance targets

LGFA has the following performance targets:

- The average margin above LGFA's cost of funds charged to the highest rated Participating Local Authorities for the period to:
 - 30 June 2018 will be no more than 0.10%.
 - 30 June 2019 will be no more than 0.10%.
 - 30 June 2020 will be no more than 0.10%.

The above indicators include both LGFA Bills and Bonds and short dated and long dated lending to councils.

- LGFA's annual issuance and operating expenses (excluding AIL) for the period to:
 - 30 June 2018 will be less than \$5.45 million.
 - 30 June 2019 will be less than \$5.58 million.
 - 30 June 2020 will be less than \$5.70 million.
- Total lending to Participating Local Authorities¹ at:
 - 30 June 2018 will be at least \$8,128 million.
 - 30 June 2019 will be at least \$8,188 million.
 - 30 June 2020 will be at least \$8,391 million.

- Savings on borrowing costs for council borrowers:

LGFA will demonstrate the savings to council borrowers on a relative basis to other sources of financing. This will be measured by maintaining or improving the prevailing secondary market spread between LGFA bonds and those bonds of a similar maturity issued by (i) registered banks and (ii) Auckland Council and Dunedin Council as a proxy for single name issuance of council financing.

6. Dividend policy

LGFA will seek to maximise benefits to Participating Local Authorities as Borrowers rather than Shareholders. Consequently, it is intended to pay a limited dividend to Shareholders.

The Board's policy is to pay a dividend that provides an annual rate of return to Shareholders equal to LGFA cost of funds plus 2.00% over the medium term.

At all times payment of any dividend will be discretionary and subject to the Board's legal obligations and views on appropriate capital structure.

¹ Subject to the forecasting uncertainty noted previously

7. Governance

Board

The Board is responsible for the strategic direction and control of LGFA's activities. The Board guides and monitors the business and affairs of LGFA, in accordance with the Companies Act 1993, the Local Government Act 2002, the Local Government Borrowing Act 2011, the Company's Constitution, the Shareholders' Agreement for LGFA and this SOI.

The Board will comprise between four and seven directors with a majority of independent directors.

The Board's approach to governance is to adopt best practice² with respect to:

- The operation of the Board.
- The performance of the Board.
- Managing the relationship with the Company's Chief Executive.
- Being accountable to all Shareholders.

All directors are required to comply with a formal Charter, to be reviewed from time to time in consultation with Shareholders.

The Board will meet on a regular basis and no less than 6 times each year.

Shareholders' Council

The Shareholders' Council is made up of between five and ten appointees of the Shareholders (including an appointee from the Crown). The role of the Shareholders' Council is to:

- Review the performance of LGFA and the Board, and report to Shareholders on that performance on a periodic basis.
- Make recommendations to Shareholders as to the appointment, removal, replacement and remuneration of directors.
- Make recommendations to Shareholders as to any changes to policies, or the SOI, requiring their approval.
- Ensure all Shareholders are fully informed on LGFA matters and to coordinate Shareholders on governance decisions.

8. Information to be provided to Shareholders

The Board aims to ensure that Shareholders are informed of all major developments affecting LGFA's state of affairs, while at the same time recognising both LGFA's obligations under NZX Listing Rules and that commercial sensitivity may preclude certain information from being made public.

² Best practice as per NZX and Institute of Directors guidelines

Annual Report

The LGFA's balance date is 30 June.

By 30 September each year, the Company will produce an Annual Report complying with Sections 67, 68 and 69 of the Local Government Act 2002, the Companies Act and Financial Reporting Act. The Annual Report will contain the information necessary to enable an informed assessment of the operations of the company, and will include the following information:

- Directors' Report.
- Financial Statements incorporating a Statement of Financial Performance, Statement of Movements in Equity, Statement of Financial Position, Statement of Cashflows, Statement of Accounting Policies and Notes to the Accounts.
- Comparison of the LGFA's performance with regard to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Auditor's Report on the financial statements and the performance targets.
- Any other information that the directors consider appropriate.

Half Yearly Report

By 28 February each year, the Company will produce a Half Yearly Report complying with Section 66 of the Local Government Act 2002. The Half Yearly Report will include the following information:

- Directors' commentary on operations for the relevant six-month period.
- Comparison of LGFA's performance with regard to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Un-audited half-yearly Financial Statements incorporating a Statement of Financial Performance, Statement of Movements in Equity, Statement of Financial Position and Statement of Cashflows.

Quarterly Report

By 31 January, 30 April, 31 July, and 31 October each year, the Company will produce a Quarterly Report. The Quarterly Report will include the following information:

- Commentary on operations for the relevant quarter, including a summary of borrowing margins charged to Participating Local Authorities (in credit rating bands).
- Comparison of LGFA's performance with regard to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Analysis of the weighted average maturity of LGFA bonds outstanding.
- In the December Quarterly Report only, commentary on the Net Debt/Total Revenue percentage for each Participating Local Authority that has borrowed from LGFA (as at the end of

the preceding financial year).

- To the extent known by LGFA, details of all events of review in respect of any Participating Local Authority that occurred during the relevant quarter (including steps taken, or proposed to be taken, by LGFA in relation thereto).

Statement of Intent

By 1 March in each year the Company will deliver to the Shareholders its draft SOI for the following year in the form required by Clause 9(1) of Schedule 8 and Section 64(1) of the Local Government Act 2002.

Having considered any comments from the Shareholders received by 30 April, the Board will deliver the completed SOI to the Shareholders on or before 30 June each year.

Shareholder Meetings

The Board will hold an Annual General Meeting between 30 September and 30 November each year to present the Annual Report to all Shareholders.

The Company will hold a meeting with the Shareholders' Council approximately every six months – prior to the Annual General Meeting and after the Half Yearly Report has been submitted. Other meetings may be held by agreement between the Board and the Shareholders' Council.

9. Acquisition/divestment policy

LGFA will invest in securities in the ordinary course of business. It is expected that these securities will be debt securities. These investments will be governed by LGFA's lending and/or investment policies as approved by the Board and/or Shareholders.

Any subscription, purchase or acquisition by LGFA of shares in a company or organisation will, if not within those investment policies, require Shareholder approval other than as concerns the formation of wholly-owned subsidiaries and the subscription of shares in such wholly-owned subsidiaries.

10. Activities for which compensation is sought from Shareholders

At the request of Shareholders, LGFA may (at its discretion) undertake activities that are not consistent with its normal commercial objectives. Specific financial arrangements will be entered into to meet the full cost of providing such as activities.

Currently there are no activities for which compensation will be sought from Shareholders.

11. Commercial value of Shareholder's investment

LGFA will seek to maximise benefits to Participating Local Authorities as Borrowers rather than Shareholders.

Subject to the Board's views on the appropriate capital structure for LGFA, the Board's intention will be to pay a dividend that provides an annual rate of return to Principal Shareholders equal to LGFA cost of funds plus 2.00% over the medium term.

As the Shareholders will have invested in the LGFA on the basis of this limited dividend, the Board considers that at establishment the commercial value of LGFA is equal to the face value of the Shareholders' paid up Principal Shares - \$25 million.

In the absence of any subsequent share transfers to the observed share transfers on 30 November 2012, the Board considers the current commercial value of LGFA is at least equal to the face value of the Shareholders' paid up Principal Shares - \$25 million.

12. Accounting policies

LGFA has adopted accounting policies that are in accordance with the New Zealand International Financial Reporting Standards and generally accepted accounting practice. A Statement of accounting policies is attached to this SOI.

The following statement is taken from the Financial Statements presented as part of LGFA's Annual Report 2015-2016 (updated where necessary).

a. Reporting Entity

The New Zealand Local Government Funding Agency Limited (LGFA) is a company registered under the Companies Act 1993 and is subject to the requirements of the Local Government Act 2002.

LGFA is controlled by participating local authorities and is a council-controlled organisation as defined under section 6 of the Local Government Act 2002. LGFA is a limited liability company incorporated and domiciled in New Zealand.

The primary objective of LGFA is to optimise the debt funding terms and conditions for participating local authorities.

The registered address of LGFA is Level 8, City Chambers, 142 Featherston Street, Wellington Central, Wellington 6011.

The financial statements are as at and for the year ended 30 June 2016.

These financial statements were authorised for issue by the Directors on 20 September 2016.

b. Statement of Compliance

LGFA is an issuer in terms of the Financial Reporting Act 1993. The financial statements comply with the Financial Reporting Act 1993, in accordance with the transitional provisions under Section 55 of the Financial Reporting Act 2013 and Schedule 4 of the Financial Markets Conduct Act 2013.

LGFA is a profit orientated entity as defined under the New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS).

The financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice ("NZ GAAP"). They comply with NZ IFRS and other applicable Financial Reporting Standard, as appropriate for Tier 1 for-profit entities. The financial statements also comply with International Financial Reporting Standards ("IFRS").

c. Basis of Preparation

Measurement base

The financial statements have been prepared on a historical cost basis modified by the revaluation of certain assets and liabilities.

The financial statements are prepared on an accrual basis.

Functional and presentation currency

The financial statements are presented in New Zealand dollars rounded to the nearest thousand, unless separately identified. The functional currency of LGFA is New Zealand dollars.

Foreign currency conversions

Transactions denominated in foreign currency are translated into New Zealand dollars using exchange rates applied on the trade date of the transaction.

Changes in accounting policies

There have been no changes in accounting policies.

Early adoption standards and interpretations

NZ IFRS 9: Financial Instruments. The first two phases of this new standard were approved by the Accounting Standards Review Board in November 2009 and November 2010. These phases address the issues of classification and measurement of financial assets and financial liabilities.

Standards not yet adopted

LGFA does not consider any standards or interpretations in issue but not yet effective to have a significant impact on its financial statements. Those which may be relevant to LGFA are as follows: NZ IFRS 9: Financial Instruments (2014) – Effective for periods beginning on or after 1 January 2018. This standard aligns hedge accounting more closely with the risk management activities of the entity and adds requirements relating to the accounting for an entity's expected credit losses on its financial assets and commitments to extend credit.

d. Financial instruments

Financial assets

Financial assets, other than derivatives, are recognised initially at fair value plus transaction costs and subsequently measured at amortised cost using the effective interest rate method.

Cash and cash equivalents include cash on hand; cash in transit, bank accounts and deposits with an original maturity of no more than three months.

Purchases and sales of all financial assets are accounted for at trade date.

At each balance date an assessment is made whether a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired when objective evidence demonstrates that a loss event has occurred after the initial recognition of the asset(s), and that the loss event has an impact on the future cash flows of the asset(s) that can be estimated reliably.

Financial liabilities

Financial liabilities, other than derivatives, are recognised initially at fair value less transaction costs and subsequently measured at amortised cost using the effective interest rate method.

Derivatives

Derivative financial instruments are recognised both initially and subsequently at fair value. They are reported as either assets or liabilities depending on whether the derivative is in a net gain or net loss position respectively.

Fair value hedge

Where a derivative qualifies as a hedge of the exposure to changes in fair value of an asset or liability (fair value hedge) any gain or loss on the derivative is recognised in profit and loss together with any changes in the fair value of the hedged asset or liability.

The carrying amount of the hedged item is adjusted by the fair value gain or loss on the hedged item in respect of the risk being hedged. Effective parts of the hedge are recognised in the same area of profit and loss as the hedged item.

e. Other assets

Property, plant and equipment (PPE)

Items of property, plant and equipment are initially recorded at cost.

Depreciation is charged on a straight-line basis at rates calculated to allocate the cost or valuation of an item of property, plant and equipment, less any estimated residual value, over its remaining useful life.

Intangible Assets

Intangible assets comprise software and project costs incurred for the implementation of the treasury management system. Capitalised computer software costs are amortised on a straight line basis over the estimated useful life of the software (3 to 7 years). Costs associated with maintaining computer software are recognised as expenses.

f) Other liabilities

Employee entitlements

Employee entitlements to salaries and wages, annual leave and other similar benefits are recognised in the profit and loss when they accrue to employees.

g) Revenue and expenses

Revenue

Interest income

Interest income is accrued using the effective interest rate method.

The effective interest rate exactly discounts estimated future cash receipts through the expected life of

the financial asset to that asset's net carrying amount. The method applies this rate to the principal outstanding to determine interest income each period.

Expenses

Expenses are recognised in the period to which they relate.

Interest expense

Interest expense is accrued using the effective interest rate method.

The effective interest rate exactly discounts estimated future cash payments through the expected life of the financial liability to that liability's net carrying amount. The method applies this rate to the principal outstanding to determine interest expense each period.

Income tax

LGFA is exempt from income tax under Section 14 of the Local Government Borrowing Act 2011.

Goods and services tax

All items in the financial statements are presented exclusive of goods and service tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the IRD is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

h. Lease payments

Payments made under operating leases are recognised in profit or loss on a straight-line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

i. Segment reporting

LGFA operates in one segment being funding of participating local authorities in New Zealand.

j. Judgements and estimations

The preparation of these financial statements requires judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. For example, the present value of large cash flows that are predicted to occur a long time into the future depends critically on judgements regarding future cash flows, including inflation assumptions and the risk free discount rate used to calculate present values. Refer note 2b for fair value determination for financial instruments.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these

estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. Where these judgements significantly affect the amounts recognised in the financial statements they are described below and in the following notes.



Receives Only – No Decisions

Report To: Regional Council

Meeting Date: 17 August 2017

Report From: James Graham, General Manager, Corporate Solutions

Health, Safety and People Report

Executive Summary

This purpose of this report is to inform and update Elected Members on organisational health, safety and people matters. The report and attachments cover two separate areas of operations that both sit within the Corporate Solutions Group, these two areas have therefore been collated into one report for efficiency.

The health and safety section provides Elected Members, as Officers under the Health and Safety at Work Act (2015), information on occupational health and safety matters. A health and safety due diligence workshop was held with Elected Members on 3 August 2017. The information received from that workshop will be used to inform future versions of the health and safety quarterly reports to Council. A focus for health and safety this period has been on implementing the new Drug and Alcohol Standard Operating Procedure.

The People section provides Council with key human resource metrics.

Recommendations

That the Regional Council:

- 1 Receives the report, Health, Safety and People Report;**

1 Background

Attached are sub-reports that cover health and safety reporting to help meet Elected Member due diligence requirements of the Health and Safety at Work Act 2015, along with key employee statistics.

Health and Safety

The attached report (Appendix 1) provides an overview of Council's health and safety performance, with a mix of statistical data reported through Council's safety management software, along with staff commentary.

The confidential Health & Safety report (Appendix 3) provides an update on a recent workplace safety event.

People

The People and Capability Team are now in place after their restructure late 2016. The attached report (Appendix 2) contains the key metrics used by the organisation and is provided to give Council information on employee numbers, locations and demographics.

2 Additional Information

This work is being undertaken within the current budget for the Corporate Solutions Activity in the Annual Plan 2017/18.

Chris Woods
Health & Safety Manager

for General Manager, Corporate Solutions

9 August 2017

APPENDIX 1

Council Health and Safety Report April to June 2017



Health and Safety Report

For the period 1 April 2017 to 30 June 2017

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1. Introduction

Elected Members, as “Officers” under the Health and Safety at Work Act 2015 are responsible for ensuring that Council complies with the statutory requirements of the Health and Safety at Work Act and its associated Regulations. Officers meet this requirement by undertaking due diligence at a governance level to satisfy themselves that the six elements of due diligence are being met. The six elements of due diligence are to:

- a. Continuously learn about, and keep up to date with, work health and safety issues
- b. Understand the nature of the work of the organisation
- c. Know the nature of the risks that workers and volunteers may face when working for the organisation
- d. Check that the organisation has appropriate resources and processes to eliminate or minimise risks to health and safety, and that these are used
- e. Check that the organisation has processes in place to communicate and consider information about work health and safety, and to respond to that information
- f. Check that the organisation has processes in place to comply with any duties and requirements under work health and safety law, and uses them.

This report provides an overview of Council’s health and safety performance, with a mix of statistical data reported through Council’s safety management software (Vault) and staff commentary.

2. Executive Summary

A focus for this period has been on implementing the new Drug and Alcohol Standard Operating Procedure. Managers and team leaders have been provided the opportunity to attend ‘Drug and Alcohol’ training arranged in-house and the drug and alcohol programme is now fully in effect.

A health and safety due diligence workshop was held with Elected Members on 3 August 2017, the information received from that workshop will be used to inform future versions of the health and safety quarterly report to Council.

3. Performance Indicators

a. Definitions

Notifiable Event – Fatality, serious injury or illness, or near-miss that presented imminent risk of harm. These events are required to be formally notified to WorkSafe NZ.

Lost Time Event – Harm that resulted in an entire shift or day(s) off work.

Medical Treatment Event – Harm that required treatment by a medical professional.

Incident – A safety event in which no harm occurred but there was damage or loss.

Near Miss – an event that resulted in no harm, damage or loss but that in different circumstances could have done so.

Lag indicator – Historical events that reflect failures in risk controls as some form of harm, damage or loss occurred.

Lead indicator – Proactive events that measure and monitor that safe systems of work are effective and that they are being followed. Lead indicators also include competence and behavioural elements.

b. Lag Indicators

Fatalities	0
Notifiable events	1
Lost time events	0
Medical treatment injury/illness	0
First aid treatment injury/illness	4
No treatment injury/illness	6
Incidents	9

Commentary

- Lag indicator figures do not include contractor statistics, with the exception of the notifiable event.
- The main injury types requiring first aid treatment were cut/lacerations (2), the main injury types with no treatment were discomfort from computer use (5).
- The main incident types were vehicles (6).

c. Notifiable event

An excavator toppled and landed upside down on the Kopeopeo Canal bank while a contractor was unloading it from a transporter, the operator was not injured. Work stopped immediately and WorkSafe NZ was notified. WorkSafe NZ did not attend the scene but authorised scene clearance, the excavator was subsequently lifted out by crane. Primary causes of the incident were the transporter being parked on uneven ground and the transporter deck being wet, resulting in a slippery surface. A minor pollution response was also required due to leaking diesel. BOPRC staff are working with the contractor and subcontractor to investigate this event.



Photo 1 Notifiable Event: Excavator

d. Lead Indicators

Near-misses reported	11
Staff training completed	123
Workers acknowledged by the H&S Committee for good H&S performance.	2
H&S Committee meetings held	3
Elected Member H&S training attended	9
Chief Executive H&S training attended	0
General Managers H&S training attended	0
H&S staff training attended	3

Commentary

- Note that staff training reflects an employee completing a health and safety related course. Much of the training this period has been for the externally delivered 'Managers Drug and Alcohol Training'. All-staff awareness sessions were also held but attendance not tracked.
- The number of near misses reported is considered low and there is work being undertaken to improve this area.

4. Current and Future Work

- The Drug and Alcohol Standard Operating Procedure took full effect on 1 June 2017. Safety sensitive roles were identified in April by managers and approved by General Managers. During May, The Drug Detection Agency (TDDA) provided training to team leaders and managers, while optional drop-in sessions were provided for the rest of staff. Pre-employment drug screening has commenced for new employees and those staff transferring to new roles that are identified as safety-sensitive roles.
- Our Health & Safety Committee representation and processes have been reviewed to ensure they align with the new Act. Our new procedure, 'Worker engagement, participation and representation' has been finalised after consultation and feedback from LT, unions and staff. This will be updated in the BOPRC Health & Safety Manual. Council will be required to increase its number of Health & Safety Representatives to ensure sufficient representation to meet the new Act requirements.
- The Health & Safety team has appointed Michaela Gallear to a new permanent role of Health & Safety Coordinator. She commenced on 24 July.
- Some elected members have asked for benchmarking with other councils. BOPRC's Health and Safety Manager has produced a recommended process to implement and maintain cross-Council benchmarking to BOPLASS and Waikato LASS and it will be up to both LASS Boards to decide if this is something they wish to undertake or not.
- A small project team lead by Health & Safety developed an online tool, 'Developing Resilience and Managing Stress'. This was as a result from feedback that the existing procedure was not helpful to managers or staff. The tool (below) is accessed through Council's intranet and provides a range of self-help tools and resources.

APPENDIX 2

People Report for Council 27 July 2017

Bay of Plenty Regional Council

People Report From: People & Capability Team
As at: 30 June 2017

This report details our people numbers, turnover and length of service, regional allocation of staff and gender as at 30 June 2017.

1 People numbers

1.1 Total number of people

	Headcount	FTE
All people (includes fixed term)	395	377.27
Full time permanent	298	298
Part time permanent	47	33.27
Fixed term positions	-45	-41.78
Parental Leave (includes 1 fixed term)	5	4.22
Total Permanent People	349	331.27

1.2 Key messages

- As at 30 June 2017 there were 331.27 full time equivalent people occupying 349 permanent positions.
- We have 45 fixed term positions with an average length of service of 1.15 years.
- Some people temporarily work on reduced hours, which may not be formally documented.

2 Male to female ratios

2.1 Organisation total

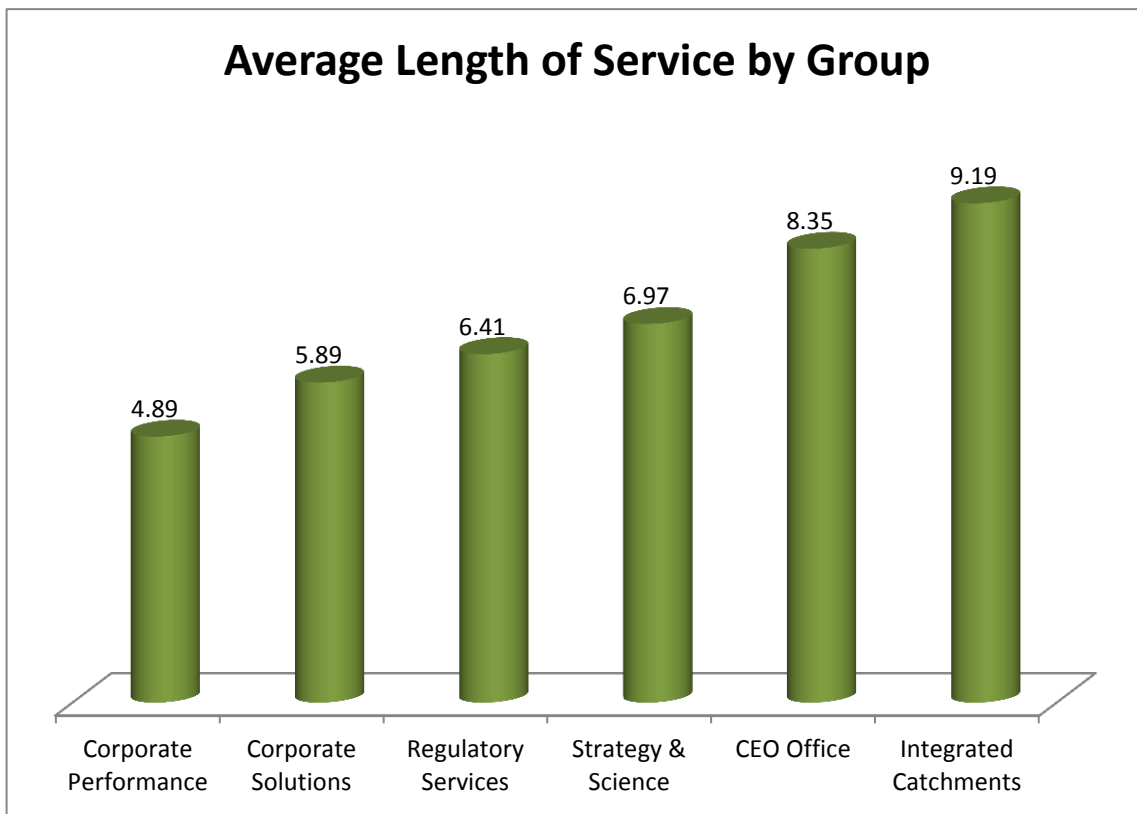


3 Annual turnover

3.1 Turnover – (Excludes fixed term)

Total number of people who left since 1 July 2016	29
Turnover percentage	8.43%
Average 12 months permanent headcount for calculation	344

4 Length of service



The average length of service at Bay of Plenty Regional Council is 6.92 years.

5 Regional allocation of people

	Whakatāne	Tauranga	Rotorua	Ōpōtiki	Mount Maunganui	Edgecumbe
CEO	1	5				
Corporate Performance	8	26				
Corporate Solutions	36	45	2		2	
Integrated Catchments	26	2	26	2	20	12
Regulatory Services	36	54	9		7	
Strategy & Science	39	28	5		4	
Total	146	160	42	2	33	12

