



**The Ordinary Meeting of the
Kawerau District Council will be held
on Wednesday 28 February 2024
in the Council Chambers
commencing at 9.00am**

A G E N D A

GUIDELINES FOR PUBLIC FORUM AT MEETINGS

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

**The Ordinary Meeting of the Kawerau District Council
will be held on Wednesday 28 February 2024
in the Council Chambers commencing at 9.00am**

AGENDA

Opening Prayer

Apologies

Leave of Absence

Public Forum

Declarations of Conflict of Interest

1 CONFIRMATION OF COUNCIL MINUTES

1.1 Ordinary Council – 13 December 2023

Pgs. 1 - 3

Recommendation

That the minutes of the Ordinary Council Meeting held on 13 December 2023 be confirmed as a true and accurate record.

1.2 Extraordinary Council Meeting – 22 November 2023

Pgs. 4 - 5

Recommendation

That the Minutes of the Extraordinary Council meeting held on 22 November 2023 be confirmed as a true and accurate record.

2 RECEIPT OF COMMITTEE MINUTES

2.1 Regulatory and Services Committee Meeting – 13 December 2023

Pgs. 6 - 8

Recommendation

That the Minutes of the Regulatory and Services Committee meeting held on 13 December 2023 be confirmed as a true and accurate record.

2.2 Audit and Risk Committee Meeting – 12 February 2024

Pgs. 9 - 11

Recommendation

That the Minutes of the Audit and Risk Committee meeting held on 12 February 2024 be confirmed as a true and accurate record

2.3 Regulatory and Services Committee Meeting – 14 February 2024

Pgs. 12 - 14

Recommendation

That the Minutes of the Regulatory and Services Committee meeting held on 14 February 2024 be confirmed as a true and accurate record

3 Action Schedule (101120)

Pgs. 15 - 22

Recommendation

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

4 Her Worship the Mayor's Report (101400)

Pgs. 23 - 25

Recommendation

That Her Worship the Mayor's report for the period Monday 15 January 2024 to Wednesday 21 February 2024 is received.

5 Appointment of Chief Executive Officer to BOPLASS (Group Manager, Finance and Corporate Services) (104023)

Pgs. 26 - 28

Attached is a report regarding the appointment of Chief Executive Officer to BOPLASS.

Recommendations

- 1. That the report "Appointment of Chief Executive Officer to BOPLASS" be received.*
- 2. That Council resolves to vacate Russell George from his position as director of BOPLASS Ltd from Thursday 31st October 2023.*
- 3. That Council appoints Morgan Godfery as a director of BOPLASS Ltd on behalf of the Kawerau District Council.*
- 4. That BOPLASS Ltd be advised that Morgan Godfery has been appointed as a director of the company on behalf of Kawerau District Council and the company be requested to advise the Companies Office of the appointment.*

6 Annual Plan Performance for the Six Months Ended 31 December 2023 (Group Manager, Finance and Corporate Services) (104000)

Pgs. 29 - 61

Attached is a report on the Annual Plan Performance for the six months ended 31 December 2023.

Recommendations

That the report "Annual Plan Performance for the six months ended 31 December 2023" be received.

7 Activity Review for the Cemetery Service (Group Manager, Operations and Services) (408700)

Pgs. 62 - 69

Attached is a report on the Activity Review for the Cemetery Service.

Recommendations

1. That the report "Activity Review for the Cemetery Service" be received.
2. That Council review the Section 17A Activity Review (Appendix A).
3. That Council adopt the Cemetery Service as proposed.

8 Activity Review for the Solid Waste Service (Group Manager, Operations and Services) (406000)

Pgs. 70 - 76

Attached is a report on the Activity Review for the Solid Water service.

Recommendations

1. That the report "Activity Review for the Solid Waste Service" be received.
2. That Council adopt the Solid Waste Service as proposed.

9 Exclusion of the Public

Recommendation

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

1. **Minutes for Confidential Meeting Held on 13 December 2023.**
2. **Water Supply Pumphouse Upgrade Tender**
3. **Rangi Delamere Centre: Signage and Carpark**

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

General Subject of the matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Minutes from Confidential Meeting held on 13 December 2023. 2. Water Supply Pumphouse Upgrade Tender	Maintain the effective conduct of public affairs through the free and frank expression of opinions.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48 (1) (a) (i)

3. <i>Rangi Delamere</i> <i>Centre: Signage and</i> <i>Carpark.</i>		
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This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

M Godfery

Chief Executive Officer

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**Minutes of the Ordinary Meeting of the Kawerau District Council
held on Wednesday 13 December 2023
in the Council Chamber commencing at 11.10am**

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

In Attendance: Interim Chief Executive Officer (C Marjoribanks)
Group Manager, Operations and Services (H van der Merwe)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Regulatory and Planning (M Glaspey)
Communications and Engagement Manager (T Humberstone)
Economic and Community Development Manager (L Barton)
Administration Officer (T Barnett)

Apologies

No Apologies were received.

Leave of Absence

No Leave of Absence was received.

Public Forum

There were no speakers for the Public Forum

Declarations of Conflict of Interest

No declarations of conflict of interest were received.

1 CONFIRMATION OF COUNCIL MINUTES

1.1 Ordinary Council – 29 November 2023

Resolved **Councillor Ross / Deputy Mayor Rangihika**

That the minutes of the Ordinary Council Meeting held on 29 November 2023 be confirmed as a true and accurate record.

2 RECEIPT OF COMMITTEE MINUTES

2.1 Audit and Risk Committee – 4 December 2023

Resolved

Councillors Ion / Julian

That the Minutes of the Regulatory and Services Committee meeting held on 4 December 2023 be confirmed as a true and accurate record.

3 Action Schedule (101120)

Resolved

Councillors Kingi / Savage

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

4 Her Worship the Mayor's Report (101400)

Resolved

Her Worship the Mayor / Councillor Julian

That Her Worship the Mayor's report for the period Thursday 23 November to Wednesday 6 December 2023 is received.

5 Stoneham Park Reserve Exchange and Reserve Revocation Process (Communications and Engagement Manager) (110553)

Council discussed the report from the Communications and Engagement Manager regarding the Stoneham Park Reserve Exchange and Reserve Revocation Process.

Resolved

Councillor Ion / Deputy Mayor Rangihika

- 1. That the report "Stoneham Park Reserve Exchange and Reserve Revocation Process" be received.*
- 2. That Council resolves to approve the commencement of the Reserve Revocation Process for the Reserve, being Lot 1 DPS 54056, for the following reasons:

 - a. To enable the reserve status to be revoked and be replaced by freehold status enabling the eventual development and sale of the sections;*
 - b. To maximise the use of recreational reserve no longer required or being used for organized sport;*
 - c. Acknowledging the fee simple land located on Fenton Mill Road being 5.44ha (Lot 2 DPS 77805), has been exchanged, becoming recreational reserve which Will be developed and enhanced for this project.**
- 3. That Council publicly notifies the Reserve Revocation of Lot 1 DPS 54056 on 10 January 2024 for a period of 1 month.*

6 Council Meetings Schedule for 2024 (Group Manager, Finance and Corporate Services) (104000)

Council discussed report on the Council Meeting Schedule for 2024

Resolved**Councillor Savage / Ross**

1. *That the report "Council Meeting Schedule for 2024" be received.*
2. *That Council adopts the Council meetings, as detailed in Appendix A – "Council Meetings Schedule for 2024"*

7 Exclusion of the Public – 11.38am**Resolved****Councillors Kingi / Ross**

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

1. **Minutes for Confidential Meeting Held on 29 November 2023.**
2. **Eastern Bay of Plenty Local Alcohol Policy.**
3. **Chief Executive Recruitment Process**

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

General Subject of the matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. <i>Minutes from Confidential Meeting held on 29 November 2023.</i> 2. <i>Eastern Bay of Plenty Local Alcohol Policy.</i> 3. <i>Chief Executive Recruitment Process</i>	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.</i> <i>Section 48 (1) (a) (i)</i>

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

Meeting closed 1.04pm

F K N Tunui

Mayor

**Minutes of the Extraordinary Meeting of the Kawerau District Council
held on Wednesday 22 November 2023
commencing at 11.06am**

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

In Attendance: Interim Chief Executive Officer (C Marjoribanks)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Regulatory and Planning (M Glaspey)
Group Manager, Operations and Services (H van der Merwe)
Communications and Engagement Manager (T Humberstone)
Economic and Community Development Manager (L Barton)
Administration Officer (T Barnett)
Electoral Services Electoral Officer Dale Ofoske (via Zoom)
Electoral Services Electoral Officer Ben Roser (via Zoom)

Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

Opening Mihi | Welcome

Council Cultural Advisor Ngāti Tūwharetoa Ki Kawerau Kaumātua Te Haukakawa Te Rire led the opening mihi | welcome

Apologies

No apologies were received.

Leave of Absence

No Leave of Absence were received.

Declarations of Conflict of Interest

No conflicts of interest were declared.

Public Forum

Tūwharetoa ki Kawerau Hauora Co-Chair Hone Te Rire – 11.23am – 11.28am

Hone Te Rire gave his submission via zoom in support of Māori wards for the Kawerau District.

Jenny Reynolds – 11.29am – 11.36am

Jenny Reynolds gave her submission in person opposing support of Māori wards for the Kawerau District.

Louise Hiwarau – 11.36am – 11.42am

Louise Hiwarau gave her submission in person in support of Māori wards for the Kawerau District.

Heather Kuka – 11.43am – 11.48am

Heather Kuka gave her submission in person in support of Māori wards for the Kawerau District.

Huia MacDonald – 11.48am – 11.56am

Huia MacDonald gave her submission in person in support of Māori wards for the Kawerau District.

Recess was called at 11.56am

Recess ended and meeting resumed at 11.59am

Trish Brady – 12.00pm – 12.06pm

Trish Brady gave her submission in person for status quo, but signalled support of Māori wards for the Kawerau District.

Brett Pacy – 12.08pm – 12.12pm

Brett Pacy gave his submission in person in support of Māori wards for the Kawerau District.

1 Electoral Decisions – Establishing One or More Māori Wards for the Kawerau District (Communications and Engagement Manager) (110400)

Council considered report from the Communications and Engagement Manager on Electoral Decisions – Establishing One or more Māori Wards for the Kawerau District.

Resolved

Deputy Mayor Rangihika / Councillor Ion

1. *That the report “Electoral Decisions – establishing one or more Māori wards for the Kawerau district” be received.*

Resolved

Deputy Mayor Rangihika / Councillor Kingi

2. *That pursuant to section 19ZA of the Local Electoral Act 2001 Council resolves, 8 to 1 (Councillor Carolyn Ion opposing), to establish one or more Māori wards for the Kawerau District for the 2025 and 2028 triennial elections*

Resolved

Councillors Julian / Kingi

3. *As per an earlier Council resolution on 6 September 2023, that regardless of whether one or more Māori wards are established Council undertakes a representation arrangements review with an initial proposal required no earlier than 20 December 2023 and no later than 31 July 2024.*

Council Cultural Advisor Ngāti Tūwharetoa ki Kawerau Kaumātua Te Haukakawa Te Rire closed the meeting with a karakia at 1.09pm

Following the meeting Her Worship the Mayor invited submitters to share afternoon tea with the Mayor and Councillors.

F K N Tunui

Mayor

**Minutes of the Regulatory & Services Committee
held on Wednesday 13 December 2023
commencing at 9.00am**

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

In Attendance: Interim Chief Executive Officer (C Marjoribanks)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Operations and Services (H van der Merwe)
Group Manager, Regulatory and Planning (M Glaspey)
Communications Manager (T Humberstone)
Economic and Community Development Manager (L Barton)
Administration Officer (T Barnett)

Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

Apologies

No apologies were received

Declarations of Conflict of Interest

No conflict of interest was declared.

Leave of Absence

No Leave of Absence was received.

Public Forum

Tracy Wilson

Spoke about how unhappy she was to find out about the proposed directive of adding fluoride into our water. Has found no information on our website or Facebook page regarding this.

Skarlett Starr

Spoke about fluoridation into the water system, how it is a poison and gave statistics on the potential introduction to the water supply.

Jan Meredith

Presented Council with a petition of 722 signatures opposing the introduction of fluoride into the water system.

Christine Larsen

Spoke about the potential introduction of fluoride in the water. Referred to the Bill of Rights Act, and how people have the right to refuse medication and does not consent to have fluoride introduced to the water supply.

Jonette Nead

Spoke about the potential introduction of fluoride in the water and how when she lived on the Gold Coast, the Council offered fluoride tablets, giving people the choice to have it.

John Meredith

Sent an email to all Councillors regarding the potential introduction of fluoride into the water supply and did not get a response. Mr. Meredith has concerns that the signal Councillors were giving by not responding was they did not care. He does not want fluoride in the water supply and does not see why he should have to pay for it.

ACTION ITEM:

Communications and Engagement Manager to check on the lack of response to Mr Meredith and get back to him.

Derek Spiers

Conveyed his concerns regarding a message he sent to Councils Facebook Messenger regarding the potential introduction of fluoride into the water supply and did not receive a answer back.

Spoke about the scheduling of the water reticulation and how the schedule is not being kept.

He has concerns regarding the potholes in front of Pat Baker reserve. Would like to see them fixed and not just refilled. The entrance into the Transfer Station also needs some work.

Her Worship the Mayor gave a response to submitters.

PART A – REGULATORY**1 Monthly Report - Regulatory and Planning Services (340000)**

The Committee discussed a report covering Regulatory and Planning activities for the month of November 2023.

Resolved

Her Worship the Mayor / Councillor Kingi

That the report on Regulatory and Planning Services activities for the month of November 2023 is received.

PART B – NON REGULATORY**2 Monthly Report - Finance and Corporate Services (211000)**

The Committee discussed a report from the Group Manager, Finance and Corporate Services covering activities for the month of November 2023.

Resolved

Councillors Julian / Godfery

That the report from the Group Manager, Finance and Corporate Services for the month of November 2023 is received.

3 Monthly Report - Operations and Services (440000)

The Committee discussed a report from the Group Manager, Operations and Services covering activities for the month of November 2023.

Action Items:

An update to go in Februarys Community newsletter regarding the reticulation upgrade.

To be included in the Community newsletter, the distinction between the 2 public water outlets at New World carpark and at the pump house at Pat Baker Reserve.

The Group Manager, Finance and Corporate Services report and the Group Manager, Operations and Services Maintenance Schedule needs to match up for payments over 50k. Group Manager, Finance and Corporate Services will include the code in her report to make it easier to match up, however she advised there will be timing differences between payment and reporting.

Resolved

Councillor Savage / Deputy Mayor Rangihika

That the report from the Group Manager, Operations and Services for the month of November 2023 is received.

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

The Committee discussed a report from the Economic and Community Development Manager covering economic and community activities for the month of November 2023.

Resolved

Councillors Kingi / Ion

That the report from the Economic and Community Development Manager for the month of November 2023 is received.

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

The Committee discussed a report from the Communications and Engagement Manager covering communications and engagement activities for the month of November 2023.

Resolved

Her Worship the Mayor / Councillor Andrews

That the report from the Communications and Engagement Manager for the month of November 2023 is received.

Meeting closed at 10.43am

C J Ion
Chairperson

**Kawerau District Council Minutes of an
Audit and Risk Committee held on 12 February 2024
commencing at 1.00pm**

Present: Philip Jones – P J Associates (Chair)
Her Worship the Mayor – F K N Tunui
Deputy Mayor – A Rangihika
Councillor C Ion
Councillor B J Julian

In Attendance: Chief Executive Officer (M Godfery)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Regulatory and Planning (M Glaspey)
Administration Officer (T Barnett)
Audit New Zealand (R van Zyl) via Zoom
Audit NEW Zealand (K Macown) via Zoom

Apologies

No apologies were received.

Declarations of Conflict of Interest

No conflicts of interest were received.

1 CONFIRMATION OF AUDIT AND RISK COMMITTEE MINUTES

1.1 Audit and Risk Committee – 4 December 2023

Resolved **Councillor Julian / Deputy Mayor Rangihika**

That the minutes of the Audit and Risk Committee Meeting held on 4 December 2023 be confirmed as a true and accurate record.

2 Health, Safety and Wellbeing Report for Period 1 November 2023 – 31 January 2024 (Group Manager, Regulatory and Planning (509500))

Attached is the report from the Group Manager, Regulatory and Planning covering Health, Safety and Wellbeing report for period 1 November 2023 – 31 January 2024.

Correction: Page 3 – Third bullet point from the bottom – A total of 38 health and safety incident reported opposed to 29 as per agenda.

Group Manager, Regulatory and Planning spoke of three additional incidents to be added to the table that were not reported. This will be amended by the next meeting.

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

That the report “Health, Safety and Wellbeing report for period 1 November 2023 – 31 January 2024” be received.

3 Audit Management Report for Year Ended 30 June 2023 (Group Manager, Finance and Corporate Services) (201000)

The Committee received an Audit Management report for year ended 30 June 2023 from the Group Manager, Finance and Corporate Services and Audit New Zealand Director Renè van Zyl.

Resolved **Chair Jones / Her Worship the Mayor**

That the report "Audit Management Report for Year Ended 30 June 2023" be received.

4 2024 – 2034 Long Term Plan Update and Timetable (Group Manager, Finance and Corporate Services) (110400)

The Committee received the report for the 2024 – 2034 Long Term Plan Update and Timetable.

Resolved **Councillor Julian / Deputy Mayor Rangihika**

That the report "2024 – 2034 Long Term Plan Update and Timetable" be received.

5 Treasury Report to 30 November 2023 (Group Manager, Finance and Corporate Services) (110551)

The Committee received the Treasury report from the Group Manager, Finance and Corporate Services.

Correction: Page 42 – Background – 1st Paragraph – The report was presented to the Regulatory and Services Committee on 13 December 2023, not 15 as stated in the report.

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

That the report "Treasury Report to 30 November 2023" be received.

6 Insurance Policies for 2023 / 24 (Group Manager, Finance and Corporate Services) (201000)

The Committee received a report for Insurance Policies for 2023 / 24

Resolved **Chair Jones / Her Worship the Mayor**

1. *That the report "Insurance Policies 2023 / 24" be received.*
2. *That the Audit and Risk Committee concluded no more additional insurance(s) were needed.*

7 Financial Contributions Policy Review (Group Manager, Finance and Corporate Services) (110551)

The Committee received the report for the Financial Contributions Policy Review

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

1. *That the report "Financial Contributions Policy Review" be received.*

2. *That the Audit and Risk Committee made no further changes to the Financial Contributions Policy.*

8 Review of Councils Investment Policy and Liability Management Policy (Group Manager, Finance and Corporate Services) (11551)

The Committee received the report for the Review of Councils Investment Policy and Liability Management Policy.

Correction: Page 64 – Interest Rate Exposure – 4th Paragraph – Change to;

“The use of hedging instruments for interest rate risk management on Councils borrowing is not possible, as Council has insufficient debt levels to be using hedging instruments. Should hedging instruments be required, an ordinary resolution approving use of these instruments will be adopted by Council”.

Resolved

Councillor Ion / Chair Jones

1. *That the report “Review of Councils Investment Policy and Liability Management Policy” be received.*
2. *That the Audit and Risk Committee made no further changes to the Investment Policy and Liability Management Policy.*

Meeting closed 2.24pm

P Jones

Chairperson

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**Minutes of the Regulatory & Services Committee
held on Wednesday 14 February 2024
commencing at 9.00am**

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

In Attendance: Chief Executive Officer (M Godfery)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Operations and Services (H van der Merwe)
Group Manager, Regulatory and Planning (M Glaspey)
Communications Manager (T Humberstone)
Economic and Community Development Manager (L Barton)
Administration Officer (T Barnett)

Chair Ion introduced Chief Executive Officer Morgan Godfery, and paid homage to the victims of cyclone Gabrielle, and their families.

Apologies

No apologies were received

Declarations of Conflict of Interest

A Declaration of Conflict of Interest was received from Councillor Julian with page 3 - item 3, Alcohol Regulation – third paragraph.

Leave of Absence

Resolved

Councillors Kingi / Ross

A Leave of Absence was received from Councillor Godfery from Tuesday 27 February 2024 to Tuesday 12 March 2024

Public Forum

Morris Mitchell

Mr. Mitchell gave a written submission for consideration and feedback regarding the Umurakaraka Spring water supply.

PART A – REGULATORY

1 Monthly Report - Regulatory and Planning Services (340000)

The Committee discussed a report covering Regulatory and Planning activities for the months of December 2023 and January 2024.

Resolved**Councillors Julian / Kingi**

That the report on Regulatory and Planning Services activities for the months of December 2023 and January 2024 is received.

PART B – NON REGULATORY**2 Monthly Report - Finance and Corporate Services (211000)**

The Committee discussed a report from the Group Manager, Finance and Corporate Services covering activities for the months of December 2023 and January 2024.

Resolved**Councillors Savage / Godfery**

That the report from the Group Manager, Finance and Corporate Services for the months of December 2023 and January 2024 is received.

3 Monthly Report - Operations and Services (440000)

The Committee discussed a report from the Group Manager, Operations and Services covering activities for the months of December 2023 and January 2024.

Correction: Page 21 – Maintenance Schedule – Date of the top of the page should read December 2023 and January 2024, not November 2023 as presented.

Action Items:

Confirm the date that the SPCA left the building on Spencer Avenue

Confirm the date of the Elected Members site visit to the SPCA and Dog Pound was carried out.

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

That the report from the Group Manager, Operations and Services for the months of December 2023 and January 2024 is received.

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

The Committee discussed a report from the Economic and Community Development Manager covering economic and community activities for the months of December 2023 and January 2024.

Resolved**Councillors Kingi / Savage**

That the report from the Economic and Community Development Manager for the months of December 2023 and January 2024 is received.

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

The Committee discussed a report from the Communications and Engagement Manager covering communications and engagement activities for the months of December 2023 and January 2024.

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

That the report from the Communications and Engagement Manager for the months of December 2023 and January 2024 is received.

Meeting closed at 10.34am

C J Ion

Chairperson

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Action Schedule						
Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date	
A&R 04.02.20	Council's Risk Maturity Improvement Programme Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress / underway are completed.	GM F&CS	Completed In Progress	<p>Council has completed all areas recommended for improvement and will be engaging a consultant to further assess Council's risk maturity.</p> <p>The risk register that was developed is reviewed regularly by the Audit and Risk Committee.</p> <p>A potential provider was identified during July; however, the cost would be significant and more than budgeted for the 2023/24 financial year. Staff are investigating to see if there is a cost-effective option and approach.</p> <p>Completion of a risk assessment should include key input from a Governance and Senior Leadership Team perspective. With the change in CEO and soon to be Group Manager Operations, the recommendation is to do this review in September 2024, when the new roles in the Senior Leadership team are well established. This will also provide further time for staff to find a cost-effective option.</p>	September 2024	
Council 28.06.22	His Worship the Mayor's Report Elected Members agreed to move the cemetery records from the toilet block area to another area of the cemetery.	GM O&S	In Progress	A solution was developed, costed and presented to Elected Members at the May Workshop. A further Workshop was held following the June Regulatory & Services Committee Meeting. A revised plan will be presented to Council.		

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
Council 28.06.22	<p>His Worship the Mayor's Report continued</p> <p><u>22.02.23 Council</u> Staff to communicate to public regarding the relocation of the cemetery records.</p>	C&EM	Pending	<p>Part of the Mayor's Message in the December 2022 newsletter</p> <p>As a new solution is being re-worked, and approved, we will advise the Community.</p>	Community advised once installation is completed
	<p><u>04.10.23 Hui</u></p> <p>Hui in Council Chambers with Mayor, Councillors, Kaumātua, Chief Executive, Dawn Hill, other community members and Council Staff. All agreed that names of loved ones needed to be moved away from the toilet block, onto a stand-alone display area, with a shelter. Kaumātua Tomai Fox and Te Haukākawa Te Rire recommended a simple design to provide a practical and functional area. Design to allow for current and additional names. Seating was also considered.</p>	GM O&S	Complete	<p>Meeting actions included: Group Manager Operations and Services, Hanno van der Merwe and team Steve Houia (both present at the meeting) were tasked with completing further work on possible designs. There was a discussion about a similar names' board at a Napier Cemetery.</p> <p>The next step once plans are drafted, is for the group to meet up at the Kawerau Cemetery to decide and agree on the most suitable placement.</p>	
	<p><u>19.12.24 Site Visit</u></p> <p>The group met at the Kawerau Cemetery to decide and agree on the most suitable location of the signage board and finalise the design of the shelter.</p>		In Progress	The design of the shelter was approved and will be installed in March 2024. The location is being finalised.	March 2024

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
R&S 12.07.22	<p>Monthly Report - Regulatory and Planning Services</p> <p>Iwi consultation for the Spatial Plan.</p>	GM R&P	In Progress	<p>The Eastern Bay of Plenty Spatial Plan (Our Spaces) is being developed in partnership with central government and Iwi from Whakatane, Opotiki and Kawerau. Tūwharetoa Settlement Trust has been invited to join, but declined as they do not believe they speak for all the Iwi. Tūwharetoa Kaumatua, Te Haukākawa (Boycie) Te Rire has agreed to sit at the Governance level (once established) and will liaise with Tūwharetoa Kaumātua on who may be the appropriate person to sit at the leadership level.</p> <p><u>Update – 27 April 2023</u> Meeting with Ngāti Tūwharetoa (Bay of Plenty) Settlement Trust re: Stoneham Park Residential Development covered the Spatial and raised involvement of NTST engagement, particularly, with regard to the vision and aspirations for their whanau.</p> <p><u>Update – 22 May 2023</u> Hui was scheduled for 22 May with our Iwi Kaumātua (who unfortunately was ill) but attended by Mayor Faylene Tunui, Deputy Mayor Aaron Rangihika, Cr Warwick Godfery, CEO Russell George and C&EM Tania Humberstone who had invited Eastern BOP Spatial Plan Iwi Facilitators Tipene Wilson and Te Riria Potiki to give an understanding of their role within the project to assist Council and Iwi engagement; and to establish next steps in the engagement process with Council and Ngāti Tūwharetoa (Bay of Plenty) Settlement Trust.</p>	Ongoing

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
R&S 12.07.22	Monthly Report – Regulatory and Planning Iwi consultation for the Spatial Plan continued	GM R&P	In Progress	<p><u>Update – 24 May 2023</u> Raised at the hui with Tūwharetoa ki Kawerau Hauora, comprising various Māori Land Trust members. Request to return and present specifically on the Spatial Plan, Stoneham Park update and potential partnering opportunities.</p> <p><u>Update – 24 July 2023</u> Met with Tūwharetoa ki Kawerau Kaumatua (Hahuru), Ngāti Tūwharetoa (BOP) Settlement Trust and Tūwharetoa ki Kawerau Hauora to seek guidance on Iwi representation on Spatial Plan Committees.</p> <p>Our Places – eastern bay spatial plan Iwi liaison team (Tipene Wilson and Te Riria Potiki) have offered hui dates to discuss directly with Iwi and Tangata Whenua. Iwi liaison can carry this out independently of Council as part of their role to support Iwi involvement.</p> <p><u>Update 17 October 2023</u> Letter sent to Tūwharetoa requesting feedback and introducing the availability of Spatial Plan Iwi Facilitators Tipene Wilson and Te Riria Potiki, to help them understand the process and be able to answer any questions they may have. Council has received no response to date.</p>	
EC 22.11.23	2025 Triennial Elections Council resolved to establish one or more Māori wards for the Kawerau District in the 2025 and 2028 triennial elections.	C&EM	In Progress	Council will work through the review of representation arrangements. Consultation with Tangata Whenua and Iwi (meeting) and the community (via a survey) will take place.	February 2024

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
R&S 13.12.23	Monthly Report – Operations and Services Staff were asked to include in the Community newsletter, the distinction between the two public water outlets at New World carpark and at the pump house at Pat Baker Reserve.	C&EM	In Progress	Information about the two drinking water outlets is periodically advised via the newsletter and also on social media (15/11/23) with regards to the New World carpark drinking water tap having the chlorine removed via a filter, and the River Road Pumphouse outlet only being UV treated (pre-chlorination). Further updates will continue to be made in the coming issues of the newsletter.	March 2024
R&S 14.02.24	Monthly Report – Operations and Services Staff to confirm the date that the SPCA left the building on Spencer Avenue Staff to confirm the date of when the Elected Members site visit to the SPCA and Dog Pound was carried out.	GM O&S	In Progress	An update will be provided at the next Regulatory & Services Committee meeting.	March 2024

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

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

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

Completed Items

Meeting Date	Action	Comments
Council 26.05.20	<p>Results of 2020 NRB Survey (Community Satisfaction Survey)</p> <p>Elected Members agreed to review the way in which Council engages community satisfaction.</p>	<p>After assessing providers, and discussion with Whakatāne and Ōpōtiki, SIL Research a New Zealand based (Hawkes Bay) registered market research company with 25-plus years' experience in local government market undertake this project. SIL Research has been the provider of resident surveys for both Whakatāne and Ōpōtiki for a number of years.</p> <p>Timing of the survey moved from January (the traditional timing for the survey) to April/May with the results available by the end of May/June 2023.</p> <p>Plan to use multiple methods for data collection including phone, mail, social media, and targeted approaches. Project Outline available.</p> <p>Opportunity to assess Triennial Residents' Survey with SIL Research; and to assess electronic methods for ongoing monthly customer satisfaction survey online.</p> <p>19 October – 2023</p> <p>Council requested staff to investigate the frequency of the survey, which will be wrapped up with an operational review of the monthly internal customer survey. Expected to have more details in 2024.</p> <p>February 2024</p> <p>Cost of approximately \$20k p/a for annual survey. This is not a current budgeted item. Issues around 'survey fatigue' of small pool of loyal respondents – as annual survey carried out throughout the year.</p>

<p>Council 26.04.23</p>	<p>2025 Triennial Elections</p> <p>Timetable to be distributed to Elected Members regarding upcoming events.</p> <ul style="list-style-type: none"> - Overview comms' plan - Dates of engagement hui - Communications material <p>Note; Third reading of the Local Electoral Acts 2022 has gone through parliament on 24 August 2023.</p> <p>Some changes of date to the process.</p> <p><u>06.09.23 Extraordinary Council</u> Council resolved to retain First Past the Post (FPP)</p> <p>Electoral System decision first of the three-step decision-making process for Council. Election Services outlined further detail of FPP and STV electoral systems.</p> <p>23 November 2023 decision deadline for Māori Representation to establish for the 2025 and 2028 triennial elections.</p>	<p><u>31.05.23 Council Workshop</u> Electoral Officer, Dale Ofoske, presented to Elected Members following the May Council meeting, specifically regarding Electoral System, Māori Representation and Representation.</p> <p><u>30.08.23 Council Workshop</u> Further work will be completed to finalise the communications material that will be presented and made public.</p> <p>Hui were organised with Tangata Whenua and the Community. Election Services' Electoral Officer Dale Ofoske presented facts on Māori Wards (and the wider question of Māori Representation) and the upcoming representation arrangements review in 2024.</p> <p>22.09.23 Council met with Tūwharetoa ki Kawerau Hauora Trust at their offices.</p> <p>25.09.23 Rautahi Marae hosted Council for a public hui.</p> <p>25.09.23 Council convened a public meeting at the Concert Chambers.</p> <p>09.10.23 Council presented to 50-plus students and teachers at Tarawera High School.</p> <p>09.10.23 An evening meeting was held at Tarawera High School; attendance was low.</p> <p><u>08.11.23 Council Workshop</u> Elected Members discussed responses of engagement with Tangata Whenua and Community.</p> <p>14.11.23 Ngāti Tūwharetoa (BOP) Settlement Trust hosted Election Services to present at their Board meeting.</p> <p>165 plus online and hardcopy surveys were received. Information sent to residents via Council Pānui 22 September, 3 and 19 October. Closing date was extended to Friday, 17 November 2023.</p>
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R&S 15.11.23	<p>Monthly Report – Operations and Services</p> <p>Staff to provide an update to Hardie Avenue residents on progress and work moving forward.</p> <p>Staff to include a graph showing the usage of the unchlorinated water taps.</p>	<p>A workshop was held on Wednesday 6 December. An update was provided to Elected Members on Wednesday 13 December. A public meeting was held on Thursday 18 January 2024.</p> <p>A Public meeting was held on Thursday 18 January in the Concert Chamber and the long-term engineering solutions presented. A panui was sent to all residents outlining the scope of the solutions and the funding application pending.</p>
R&S 13.12.23	<p>Public Forum</p> <p>Staff were asked to check Council's response to Mr John Meredith's email and let him know.</p>	<p>Mr John Meredith's email to elected members was forwarded to staff following the public forum on 13.12.23. An email response to Mr Meredith was sent on 13.12.23 with regards to fluoridation of the district's drinking water supply.</p>
R&S 13.12.23	<p>Monthly Report – Operations and Services</p> <p>Both Group Managers, Finance & Corporate Services and Operations & Services were asked to align their reports namely for payments over 50k.</p>	<p>For the monthly report from Finance and Corporate Services, under payments over \$50k for asset renewals, the asset code number is included which will link to the Schedule of Capital Works. There will likely be timing differences between the payment and reporting date, but this code will show the link to the capital expenditure.</p>

Meeting Council

Meeting Date: 28 February 2024

Subject: Her Worship the Mayor's Report

File No. 101400

1 **Purpose**

The purpose of this report is to outline meetings, functions and events that I have hosted, attended and/or participated in for the period Monday, 15 January to Wednesday 21 February 2024. This report also includes Mayoral correspondence for the same period.

January

- Thurs 18
- Meeting with Bernie Joyes re: application for Eastern BOP District Trust (formerly Whakatane Racing Club)
 - Meeting with Hardie Ave residents re: mitigation proposal, held in the Concert Chambers.
- Tues 23
- Farewell for former CEO of 18 years, Russell George, held at Firmin Lodge
- Thurs 25
- Powhiri | Welcome for new CEO, Morgan Godfery, held at Rautahi Marae
- Wed 31
- Elected member Only Workshop re: Committees review

February

- Thurs 1
- Catch-up with Louise Te Rire re: health service provision in Kawerau.
- Fri 2
- Bay of Plenty Mayoral Forum, held at BOP Regional Council, Tauranga
[Bay of Plenty Mayoral Forum \(boprc.govt.nz\)](https://www.boprc.govt.nz)
- Wed 7
- Council Workshop, held in Council Chamber
 - Economic Development Enquiry
 - NZTA Road Safety Subsidy
 - S17A Review for Public Facilities
 - Funding Depreciation Levels
 - LTP Budget Overview
- Thurs 8
- Meet & Greet with Council's CEO Morgan Godfery and National's MP for the East Coast Dana Kirkpatrick, held in Whakatane.
 - Meeting with Mayors Taskforce for Jobs (MTFJ) Programme Advisor Tammie Metcalfe, re: MTFJ's employment programme for 2023-2024, held online.
- Fri 9
- Regional Transport Committee Meeting, held in Tauranga and attended by alternate member Councillor Berice Julian.
[Agenda of Regional Transport Committee - Friday, 9 February 2024 \(boprc.govt.nz\)](https://www.boprc.govt.nz)
- Mon 12
- Meet & Greet with Darren Toy and Sandra Jones of Kainga Ora re: Kainga Ora work in the Eastern Bay of Plenty, held in CEO's Office.
 - Audit & Risk Committee Meeting, held in Council Chamber
[Audit and Risk Committee Meeting | Kawerau District Council \(kaweraudc.govt.nz\)](https://www.kaweraudc.govt.nz)
- Tues 13
- Hui with Delamere whanau and Heke Collier re: Rangi Delamere Pavilion, held at Rangi Delamere Pavilion.

- Wed 14
- Regulatory & Services Committee Meeting, held in Council Chamber [Regulatory & Services Committee Meeting | Kawerau District Council \(kaweraudc.govt.nz\)](https://www.kaweraudc.govt.nz/regulatory-services-committee-meeting)
 - Meeting with Te Kori Ngahehu whanau re: Boundary Change from Whakatane district to Kawerau district, held in Committee Room.
- Thurs 15
- Meeting with Nyrelle Peters and Taylor Middleton, Social Workers in Schools from Tuwharetoa ki Kawerau Hauora re: Children's Day event on Sunday 3 March, held in Mayor's Office
 - Meet & Greet with John O'Brien and Tiaki Hunia of Maori Investment Limited (MIL), re: Umukaraka Spring water source, held at MIL Office.
- Fri 16
- Tarawera Awa Restoration Strategy Group (TARSG) Hui held at BOP Regional Council, Whakatane. [Agenda of Tarawera Awa Restoration Strategy Group - Friday, 16 February 2024 \(boprc.govt.nz\)](https://www.boprc.govt.nz/agenda-of-tarawera-awa-restoration-strategy-group-friday-16-february-2024)
- Mon 19
- Monthly Tangata Whenua Iwi Liaison Hui, held in Mayor's Office
 - Kawerau Cemetery Board Shelter Update
 - Signage / Plaque for Tiwhatiwha, Piripiri and Te Marukaa
 - Bilingual position titles
 - Te Reo Māori lessons and cultural awareness training for staff and Elected Members.
 - Residential Development Update
 - Representation Review
 - Eastern BOP Spatial Plan Governance Group
 - Boundary Change – from Whakatane district to Kawerau district.
 - Rangi Delamere Pavilion
 - Long Term Plan 2024-2034 Iwi Engagement
 - Hui with Tohia o te Rangi Marae Trustees re: Boundary Change from Whakatane district to Kawerau district, held in Committee Room
 - Meet & Greet with Carol Ngawati and Christina Diamond of Kanoa | MBIE, re: the current governments regional infrastructure fund, formally Provincial Growth Fund (PGF), held in Committee Room
- Tues 20
- Meeting with Tarawera Awa Restoration Strategy Group (TARSG) and Oji Fibre Solutions, re: TARSG project work, held in Council Chamber.
- Wed 21
- Council Workshop Day, held in Council Chamber
 - 2024 Representation Review with Dale Ofoske and Ben Roser from Election Services
 - S17A Review – Cemetery
 - Kawerau Social Services Trust Board proposal
 - Presentation by BOP Regional Council on its Long-Term Plan

2 Mayoral Correspondence

- Fri 19/1 Invitation from Waterwheel to attend the Opening of the new Waterwheel buildings, held on Saturday 27 January at 2pm at 54A SH35 (Kawerau Straight). Attended by Deputy Mayor Aaron Rangihika.
- Fri 26/1 Email request from National Symbols to fly the NZ Flag at half mast position on Wednesday 31 January in memorial of Sir Michael Hardie Boys former Governor General.
- Thurs 1/2 Invitation from Toi Ohomai to attend their Graduation Ceremony on Wednesday 13 March at Whakatane Baptist Church. Regrettably declined due to a Council Committee meeting.

- Fri 2/2 Letter of Support to Eastern BOP District Trust (formerly Whakatane Racing Club) for their application for funding.
- Wed 7/2 Invitation from BayTrust to attend BOP Housing Equity Fund launch on Wednesday 28 February at Kollektive, Tauranga. Regrettably declined due to a Council meeting. Will be attended by Council's Communications & Engagement Manager, Tania Humberstone.
- Fri 9/2 Letter to BOP CDEM Coordinating Executive Group (CEG) advising of the appointment of Kawerau District Council's CEO Morgan Godfery.

3 RECOMMENDATION

That Her Worship the Mayor's report for the period Monday, 15 January to Wednesday 21 February 2024 be received.



Faylene Tunui
Kahika | Mayor

Meeting: Council

Meeting Date: 28 February 2024

Subject: **Appointment of Chief Executive Officer to BOPLASS**

File No.: 104023

1 Purpose

Morgan Godfery was appointed as Tumu Whakarae | Chief Executive Officer, commencing on Thursday 25 January 2024. This report is to formally appoint the new CEO as a Director to BOPLASS.

2 Background

BOPLASS is a company formed to promote collaboration in the Bay of Plenty/Gisborne Regions through joint procurement and shared services. For the past 13 years Kawerau District Council has been a member of the BOPLASS Ltd. Mr Russell George was both Council's CEO and BOPLASS Director, and played a valuable role in ensuring that the collaborative approach between Kawerau District Council and BOPLASS had been encouraged and resourced.

With the end of Mr George's contract on Thursday 31st October 2023, Council must retrospectively resolve to vacate Mr George from his position as Director of BOPLASS.

3 Structure of BOPLASS

The Governance of BOPLASS is provided by a Board of Directors comprising the Chief Executives of the nine councils and an independent Chair. A shareholding agreement exists between the councils that specifies that each Council will appoint their Chief Executive as Shareholder Representative and Director.

The nine councils are:

1. Kawerau District Council
2. Whakatāne District Council
3. Ōpōtiki District Council
4. Rotorua Lakes Council
5. Tauranga City Council
6. Western Bay of Plenty District Council
7. Taupo District Council
8. Gisborne District Council
9. Bay of Plenty Regional Council

It is acknowledged that each Chief Executive will have three roles:

1. Director of BOPLASS Ltd

This carries with it the responsibilities that normally apply for Directors including the requirement to act in the best interests of the company.

2. Council Shareholder Representative

The Chief Executive is the primary point of contact with the council and is expected to champion BOPLASS within the council and to communicate back to the Board any relevant decisions or concerns of their council. They are also the nominated shareholder representative and vote on behalf of the council at shareholder meetings.

3. Chief Executive Officer

The Chief Executive Officer is ultimately responsible for the operation of their council.

The Chair of BOPLASS has the responsibility of ensuring that the Board members are clear about their roles and that any decisions of the Board are made in accordance with Directors' responsibilities. However, Directors may indicate during discussion, their council or their own (Chief Executive) viewpoints.

4 **Policy and Plan Considerations**

The appointment of Morgan Godfery as Director of BOPLASS is consistent with Council's Policies and Plans.

5 **Risks**

There are no notable risks arising from appointing Morgan Godfery as Director of BOPLASS.

6 **Financial Considerations**

Currently Kawerau District Council makes an annual contribution apportioned approximately by size, making Council's contribution \$15,828.

7 **Legal Considerations**

Council is required to appoint a Director to BOPLASS.

8 **Significance and Engagement**

The level of significance and engagement related to the decision in this report is considered to be low.

9 **Summary**

The benefits to Kawerau District Council gained from its involvement in BOPLASS Limited continue to outweigh the costs. The benefits gained, additional to savings achieved are access to services and expertise that would otherwise be unaffordable and higher levels of service.

10 **RECOMMENDATIONS**

1. That the report 'Appointment of Chief Executive Officer to BOPLASS' be received.
2. That Council resolves to vacate Russell George from his position as director of BOPLASS Ltd from Thursday 31st October 2023.
3. That Council appoints Morgan Godfery as a director of BOPLASS Ltd on behalf of the Kawerau District Council.
4. That BOPLASS Ltd be advised that Morgan Godfery has been appointed as a director of the company on behalf of Kawerau District Council and the company be requested to advise the Companies Office of the appointment.



Lee-Anne Butler CA, BMS

Group Manager Finance and Corporate Services

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Meeting: Council

Meeting Date: 28 February 2024

Subject: Annual Plan Performance for the six months ended 31 December 2023

File No.: 110400

1 Purpose

The purpose of this report is to review and compare Council's actual financial and non-financial performance for the six months to 31 December 2023 with the Annual Plan for 2023/24.

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

2 Financial Performance

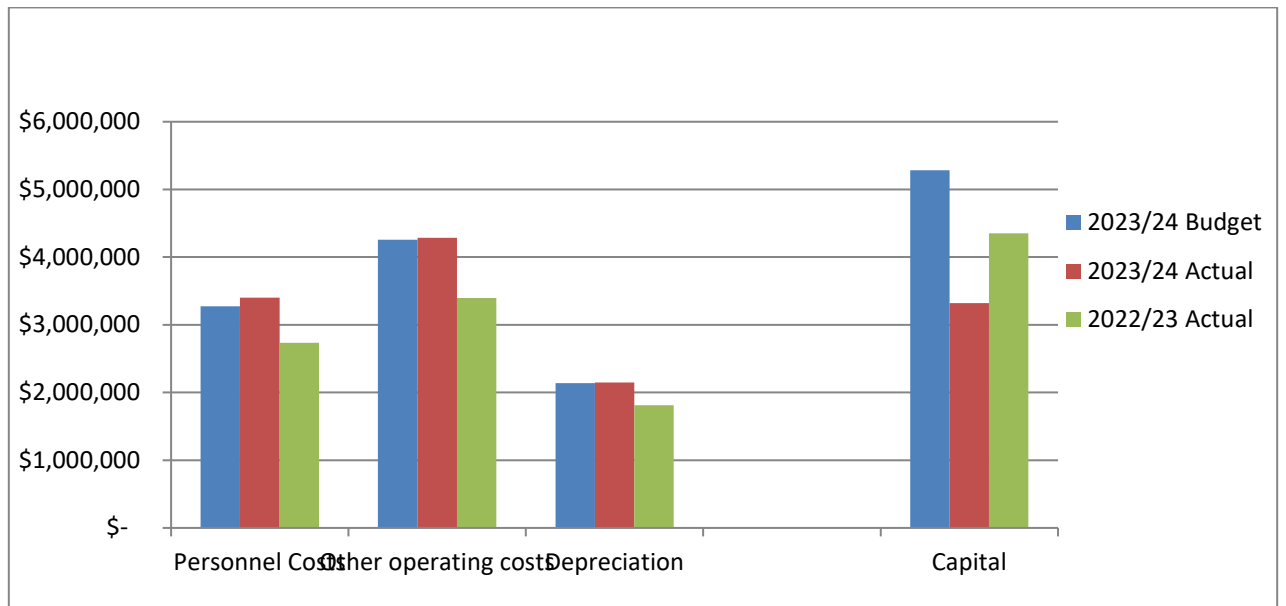
2.1 Statement of Comprehensive Revenue and Expense

The following table shows Council's financial performance for the six months compared to the adopted annual budget. The capital budget for 2023/24 has been amended to include the carried forward figures as well as any budget amendments approved by Council. NB: There will be timing differences for some revenue and expenditure.

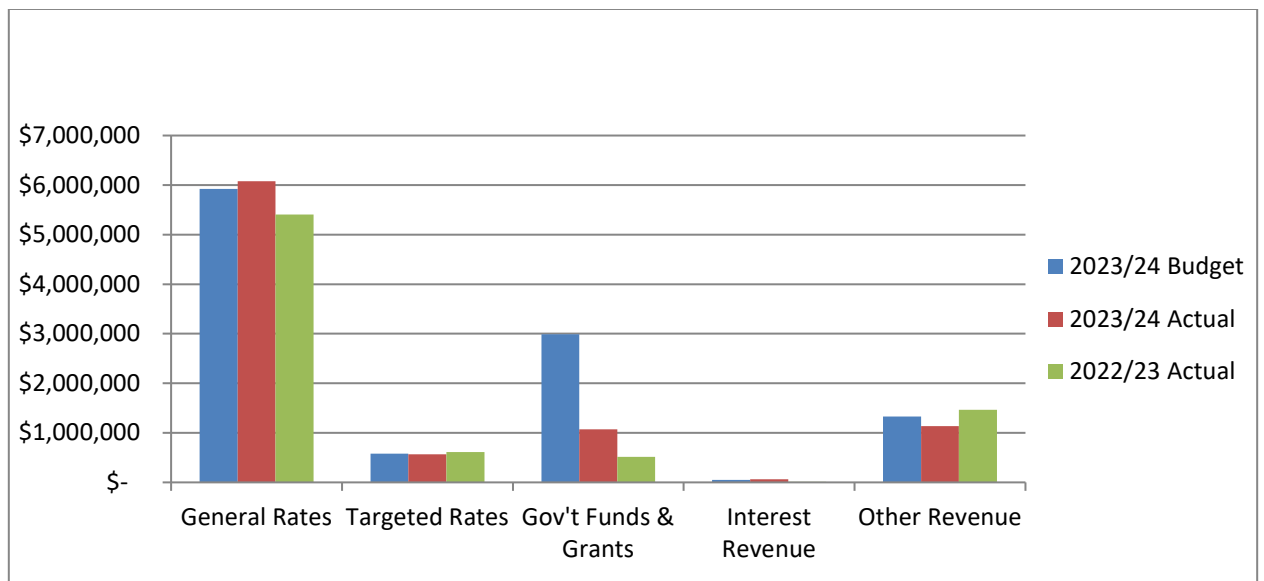
	Adopted Budget	Actual 31-12-2023	Comments
Revenue:	\$	\$	
Rates	12,938,210	6,616,778	
Subsidies and Grants	5,596,530	1,067,953	Includes Stoneham Park Grant \$4.5m
Interest Revenue	97,530	60,359	
Fees and Charges	2,802,160	1,108,212	
Other Revenue	65,000	26,496	Petrol Tax
Total Revenue	21,499,430	8,879,798	
Expenditure:			
Personnel Costs	6,579,380	3,401,591	
Depreciation	3,973,210	2,145,993	
Finance Costs	177,500	66,529	
Other Expenses	11,553,390	4,217,500	Includes Stoneham Park costs \$4.5m
Total Expenditure	22,283,480	9,831,613	
Surplus (Deficit)	(784,050)	(951,815)	
	Revised Budget	Actual 31-12-2023	
Capital Expenditure	10,734,953	3,320,263	

Council's expenditure and revenue for the year to date are shown in the graphs below, compared to the budget and expenditure/revenue for last year 2022/23.

Expenditure to 31 December 2023



Revenue to 31 December 2023



* The majority of Government Funds & Grants relates to Stoneham Park funding, which is received once expenditure is incurred.

2.2 Statement of Financial Position

The following table shows Council's financial position at 31 December 2023 compared to the budget.

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

	Budget @ 30/6/2024	Actual at 31/12/2023	Comments
Assets:			
Current assets:			
Cash & cash equivalents	\$4,225,340	\$2,248,757	
Receivables	\$2,413,360	\$1,735,997	
Inventories	\$417,910	\$1,946,397	Includes sections
Non-current assets:			
Property, plant and equipment	\$114,957,740	\$110,657,016	
Intangible assets	\$85,500	\$99,379	
Other financial assets	\$36,250	\$136,252	
Total Assets	\$122,136,100	\$116,823,798	
Liabilities:			
Current liabilities:			
Payables, provisions & employee benefits	\$4,272,580	\$2,480,695	
Resident's Liability	0	\$7,609,752	*Porritt Glade
Borrowing	\$2,000,000	\$4,000,000	
Non-current liabilities:			
Provisions & employee benefits	\$241,410	\$61,678	
Borrowing	\$2,000,000	0	
Residents Liability & Deferred Revenue	\$8,380,490	\$142,857	*Budget is Porritt Glade Liability
Total Liabilities	\$16,894,480	\$14,294,982	
Ratepayers Equity	\$105,241,620	\$102,528,816	
Total liabilities & ratepayers equity	\$122,136,100	\$116,823,798	

2.3 Statement of Cashflow

The cashflow statement shows a decrease of \$1,530,744 in Council's cash position.

	Budget @ 30/6/2024	Actual at 31/12/2023	Comments
Cashflow from operating activities:			
Rates	\$12,261,580	\$6,523,520	
Subsidies & Grants	\$5,596,530	\$1,347,871	
Fees & Charges & Other Revenue	\$2,867,160	\$956,631	
Interest Received	\$97,530	\$60,359	
Payments to suppliers and employees	\$(16,654,010)	\$(8,357,502)	
Interest paid on debt	\$(177,500)	\$(66,529)	
Net cashflow from Operations	\$3,991,290	\$464,350	
Net cashflow from investing:			
Disposal of Assets/Contributions ORA	\$0	\$0	
Property, Plant & Equipment/ Inventory/Purchase Investments	\$(6,727,700)	\$(3,995,094)	
Net cashflow from investing:	\$(6,727,700)	\$(3,995,094)	
Net cashflow from financing:			
Loans raised	2,000,000	\$2,000,000	
Debt repayment	\$(16,500)	\$0	
Net cashflow from financing	\$1,983,500	\$2,000,000	
Total Net cash inflow/(outflow)	\$(752,910)	\$(1,530,744)	
Opening balance (1/7)	\$4,978,250	\$3,779,501	
Closing cash balance	\$4,225,340	\$2,248,757	

3 Capital Expenditure

The following is Council's capital budget (including carry forwards and amendments) and actual capital expenditure for the first six months to 31 December 2023.

Activity	2023/24 Budget	Actual at 31 Dec 2023	Comments
Economic & Community Development	\$61,800	\$869	
Environmental Services	\$600,000	\$0	New Dog Pound
Roading	\$1,384,500	\$193,984	
Stormwater	\$380,000	\$66,409	
Water Supply	\$3,772,600	\$565,830	Pipe renewals
Wastewater	\$2,278,600	\$893,964	WW pipe renewals
Solid Waste	\$30,000	\$6,291	
Leisure & Recreation	\$1,733,650	\$1,245,038	Rangi Delamere Pavilion
Plant, Depot and Office	\$493,800	\$347,878	New plant/vehicles, PCs & office building renewals
Total	\$10,734,950	\$3,320,263	

4 Non-Financial Performance

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

Activity	2023/24 No. of Targets	On Target to Achieve 2023/24	2022/23 Achievement Rate
Democracy	3	2	33%
Economic & Community Development	5	5	80%
Environmental Services (excludes N/As)	11	8	64%
Roading (including Footpaths)	7	3	57%
Stormwater	3	3	100%
Water Supply	13	13	83%
Wastewater	7	7	43%
Solid Waste Management	2	2	50%
Leisure and Recreation	13	11	58%
TOTAL	64	54	65%

5 RECOMMENDATION

That the report "Annual Plan Performance for the year ended 31 December 2023" be received.



Lee-Anne Butler, CA, BMS

Group Manager Finance & Corporate Services

ACTIVITY GROUP 1: DEMOCRACY

Funding Impact Statement

	Budget	Actual	
Operating funding – Rates & Charges (A)	837,510	742,452	
Applications of operating funding – Staff & Suppliers (B)	819,760	588,606	Includes MTFJs expenditure and funding
Surplus (deficit) of operating funding (A - B)	17,750	153,846	
Sources of capital funding (C)	0	0	
Less (D):			
Renewals/capital	0	0	
Increase/(decrease) in reserves	17,750	153,846	
Surplus (deficit) of capital funding (C - D)	(17,750)	(153,846)	
Funding balance ((A - B) + (C - D))	0	0	

Statement of Service Provision

Levels of Service	Measures	Target	Results 2023/24	Comment
Financial management is prudent, effective and efficient.	Percentage completion of the annual work programme.	>90%	Unlikely	The staffing changes within the Operation Services team is impacting on service delivery of projects, therefore unlikely 90% of projects will be completed by 30 June 2024.
Council informs the Community about key issues and activities.	Number of newsletters.	At least 20	On track to achieve	12 newsletters were published to 31 December 2023, which includes consultation on the Long Term Plan Survey and the two consultation hui on the Māori Wards for Kawerau.
Council encourages the Community to contribute to Council decision-making.	Provision of a public forum at public Council and Committee meetings.	Every meeting	On track to achieve	Public forums have been available every meeting to 31 December 2023.
The community has confidence in the quality of democracy and representation provided by elected members	Community satisfaction with the Mayor and councillors	N/A	N/A	
Financial management is prudent, effective and efficient	Community satisfaction with way rates are spent	N/A	N/A	Community Survey is conducted every three years. The last survey was completed in June 2023.

ACTIVITY GROUP 2: ECONOMIC AND COMMUNITY DEVELOPMENT

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	6,601,840	1,001,787	Budget includes Grant for Stoneham Park
Applications of operating funding – Staff & Suppliers (B)	6,147,710	1,545,818	Includes expenditure on Stoneham Park
Surplus (deficit) of operating funding (A - B)	454,130	(544,031)	
Sources of capital funding (C)	0	0	
Less (D):			
Renewals/capital	61,800	869	
Increase/(decrease) in reserves	392,330	(544,900)	
Surplus (deficit) of capital funding (C - D)	(454,130)	544,031	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Statement of Service Provision

Levels of Service	Measures	Target	Status	Comment
Economic Development				
Council is actively involved in the Eastern Bay of Plenty Regional Economic Development Agency.	Representation at Trustee Meetings.	Representation at 90% of Trustee meetings.	On track to achieve	Toi EDA meetings held on: <ul style="list-style-type: none"> • 24 July 2023 – ECDM attended. • 10 October 2023 – Toi EDA Board only. • 7 December 2023 – ECDM attended.
Council provides a local information centre.	Number of days open each year.	At least 360 days.	On track to achieve	The isite was open 183/184 days from 1 July to 31 December 2023, only closed Christmas day.
	Community satisfaction with isite	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.

Levels of Service	Measures	Target	Status	Comment
Council encourages positive perceptions of Kawerau by supporting local events.	At least 1 event ¹ held per month from February to December.	At least 1 event held per month from February to December.	On track to achieve	<p>Events were held in each month to date.</p> <p><u>July</u></p> <ul style="list-style-type: none"> • Matariki Events x 6 events <p><u>August</u></p> <ul style="list-style-type: none"> • 16/17 – Motorhome rally • 19/20 - Canoe Slalom Club race • 20 – Rugby tournament • 30 - Career Expo <p><u>September</u></p> <ul style="list-style-type: none"> • 1 - Pūtauaki School athletics • 23/24 – Dinosaur Discovery • 30 Waiāriki Whanau Mentoring Hauora Day <p><u>October</u></p> <ul style="list-style-type: none"> • 13-15 – Tarawera Kids Hunting & Fishing • 21 – Nightmare on Onslow Street • 28/29 Canoe Slalom BOP Club race • 31 – Kawerau Light Party <p><u>November</u></p> <ul style="list-style-type: none"> • 31 – Kawerau Light Party • 3-5 – Art Exhibition • 11-12 – EBOP Kennel Assn. All Breeds Dog Show • 12 – NZ Highwaymen concert • 18/19 – Canoe Slalom BOP Club race • 21 – White Ribbon Day • 24-26 – Championship Obedience Trials <p><u>December</u></p> <ul style="list-style-type: none"> • 15-17 – NZMCA Xmas Rally • 16 – Santa Parade & Christmas in the Park

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

Levels of Service	Measures	Target	Status	Comment
<p>Council supports young people to develop skills and attitudes needed to take a positive part in society.</p>	<p>Youth Council in place.</p>	<p>Annual appointments made.</p>	<p>On track to achieve</p>	<p>Youth Council sworn in March 2023 Monthly meetings occurred:</p> <ul style="list-style-type: none"> • 13 July • 10 August • 14 September • 12 October • 9 November • No meeting in December – End of year break up and KYC summer recess. <p>Annual appointments are made in March each year.</p>
	<p>Satisfaction with youth council collaboration from collaborating groups</p>	<p>>78% satisfaction</p>	<p>Not yet started. Anticipate being achieved</p>	<p>Survey is distributed at the end of the financial year to collaborating groups.</p>

ACTIVITY GROUP 3: ENVIRONMENTAL SERVICES

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	1,495,470	867,696	Includes dog fees 2023/24
Applications of operating funding – Staff & Suppliers (B)	1,471,360	629,480	
Surplus (deficit) of operating funding (A - B)	24,110	238,216	
Sources of capital funding (C)	0	0	
Less (D):			
Renewals/capital	600,000	0	
Increase/(decrease) in reserves	(575,890)	238,216	
Surplus (deficit) of capital funding (C - D)	(24,110)	(238,216)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Statement of Service Provision

Levels of Service	Measures	Target	Status	Comment
Building Control				
Service users consider Council's Building Control Activity to be effective	Satisfaction survey of service users - building consents processes	>90%	Achievement anticipated	1/1 satisfied to date.
	Satisfaction survey of service users - building inspection processes	>90%	Achievement anticipated	2/2 satisfied to date.
Council provides in-house building consent, inspection and approval services	Bi-annual Building Consent Authority accreditation re-assessment	Accreditation and registration retained.	Achievement anticipated	BCA accreditation retained. Inspections have commenced.
Relevant Kawerau buildings comply with Building Warrant of Fitness requirements.	Buildings audited for BWOF requirements	35%	Achievement anticipated	7/28 (28 is 35% of the total 80 registered BWOF)
Environmental Health				
Registered premises comply with statutory requirements.	Audit of food premises operating Food Control Plans	100% annually.	Achievement anticipated	13/26 inspections completed to date.
	Inspection of registered premises for compliance with relevant standards.	100% annually.	Achievement anticipated	0/6 inspections.
Premises licenced under the Sale and Supply of Liquor Act 2012 comply with the license conditions.	Inspection of licensed premises for compliance	100% annually.	Achievement anticipated	0/14 inspections.
Council responds to complaints and service requests for environmental health conditions (noise, nuisance and conditions/health risks) complaints.	Response to noise complaints.	80% within 20 minutes and 98% within 30 minutes.	Unlikely to be achieved	50.8% within 20 minutes 73.8% within 30 minutes
	Response to other environmental health service requests/complaints.	100% within 1 working day.	Not achieved	1/5 complaints (July) exceeded 1 working day.

Levels of Service	Measures	Target	Status	Comment
Dog Registration and Control				
Service requests about public nuisance and intimidation by uncontrolled dogs are actioned.	Adherence to complaint response process to respond, investigate and record the complaint and advise complainant of progress or the outcome within 24 hours.	80% within 20 minutes and 98% within 30 minutes.	Unlikely to be achieved	71.1% within 20 minutes 8.42% within 30 minutes
Council maintains community satisfaction levels for the dog control service	Community satisfaction with Dog Control Service	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.
Civil Defence				
Council provides community education initiatives to increase public awareness and readiness for local and regional hazards	% of residents that have an understanding of what the consequences would be if a disaster struck their area % of residents that have taken any action to prepare for an emergency	N/A N/A	N/A N/A	Survey undertaken every 2 years – completed end of 2022/2023. Survey undertaken every 2 years – completed end of 2022/2023
Council will maintain capability to effectively respond to an emergency	Council is prepared for and can respond to an emergency	>60%	Achievement anticipated	Ongoing identification of staff and training.

ACTIVITY GROUP 4: ROADING

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	1,520,870	617,022	
Applications of operating funding – Staff & Suppliers (B)	1,128,260	488,385	
Surplus (deficit) of operating funding (A - B)	392,610	128,637	
Sources of capital funding (C)	992,200	102,262	
Less (D):			
Renewals/capital	1,384,500	193,984	
Increase/(decrease) in reserves	310	36,915	
Surplus (deficit) of capital funding (C - D)	(392,610)	(128,637)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Capital Renewals

Item	Budget	Actual	Comment
Kerb replacement	\$110,000	\$0	
Street light renewals and upgrades	\$47,000	\$0	
Reseals	\$310,000	\$56,926	
Pavement treatment	\$160,000	\$0	
Minor safety improvements (speed humps)	\$80,000	\$0	
Footpath repairs/Paving	\$190,000	\$25,287	
Lane realignment	\$320,000	\$0	
Hardie/River Dewatering Emergency Works	\$136,000	\$111,063	
Bins/seating/music system/lights	\$31,500	\$708	
Total	\$1,384,500	\$193,984	

Statement of Service Provision

Levels of Service	Measures	Target	Status	Comment
Roading				
Council maintains community satisfaction levels for roading activity	Community satisfaction with roading assets	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.
Council provides a network of roads which facilitates the safe movement of people and vehicles around the District.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.	Increase of zero or less.	To be measured	Data is received at the end of the financial year.
Road Quality.	The average quality of ride on a sealed local road network, measured by smooth travel exposure. ²	Not less than 95%.	To be measured	The STE - Road Roughness Survey to be undertaken in June 2024.
Road maintenance.	The percentage of the sealed local road network that is resurfaced.	Between 5 and 6.5 % per annum.	To be measured	Resealing to be undertaken by March 2024.
Response to service requests. (Roads)	The percentage of customer service requests relating to roads to which Council responds within the time frame specified.	Potholes: 90% within 14 days and 100% within 28 days.	Not achieved	16 potholes reported – 6 responded to within 14 days and 5 within 28 days. Four exceeded 28 days and 1 in progress to be repaired.

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

Levels of Service	Measures	Target	Status	Comment
		Streetlights: 90% within 14 days and 100% within 28 days.	Not achieved	24 streetlight outages reported, 13 responded within 14 days (54%), 5 responded within 28 days (75%) - 3 exceeded 28 days and 3 still work in progress.
Footpaths				
Footpath condition	Percentage of footpaths that fall within the level of service or service standard for the condition of footpaths set out in the Long Term Plan.	95%. ³	To be measured	District-wide independent survey to be undertaken in June 2024.
Response to service requests.	The percentage of customer service requests relating to footpaths to which Council responds within the time frame specified.	100% within 14 days.	Not achieved	1/8 responded within 14 days, 7 in progress as scheduled works.
Council provides an appropriate network of footpaths for pedestrian use	Community satisfaction with footpaths	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.

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

ACTIVITY GROUP 5: STORMWATER

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	98,110	38,503	
Applications of operating funding – Staff & Suppliers (B)	34,470	15,437	
Surplus (deficit) of operating funding (A - B)	63,640	23,066	
Sources of capital funding (C)	285,000	0	
Less (D):			
Renewals/capital	380,000	66,409	
Increase/(decrease) in reserves	(31,360)	(43,343)	
Surplus (deficit) of capital funding (C - D)	(63,640)	(23,066)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Capital Renewals

Item	Budget	Actual	Comment
Stormwater pipe renewals	\$380,000	\$66,409	Pipe renewal

Statement of Service Provision

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

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

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

ACTIVITY GROUP 6: WATER SUPPLY

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	1,509,410	883,256	
Applications of operating funding – Staff & Suppliers (B)	1,087,630	590,627	
Surplus (deficit) of operating funding (A - B)	421,780	292,629	
Sources of capital funding (C)	2,000,000	2,000,000	Loan
Less (D):			
Renewals/capital	3,772,600	565,830	
Increase/(decrease) in reserves	(1,350,810)	1,726,799	
Surplus (deficit) of capital funding (C - D)	(421,780)	(292,629)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Capital Renewals

Item	Budget	Actual	Comment
Pipework replacement	\$2,770,000	\$393,846	
Toby replacement	\$50,000	\$10,640	
Valve refurbishment	\$44,100	\$1,351	
UV Tube Replacement	\$14,500	\$10,517	
Pump Refurbishment	\$69,000	\$12,469	
Reservoir, Headworks, Control & Hydrants	\$400,000	\$134,619	
Lime and Floride System	\$425,000	\$2,388	
Total	\$3,772,600	\$565,830	

Statement of Service Provision

Levels of Service	Measures	Target	Status	Comment
Customer satisfaction.	The total number of complaints received about any of the following: a) drinking water clarity b) drinking water taste c) drinking water odour d) drinking water pressure or flow e) continuity of supply, and f) Council's response to any of these issues expressed per 1,000 connections to the networked reticulation system.	a) No more than 4 per 1,000 connections b) No more than 2 per 1,000 connections c) No more than 1 per 1,000 connections d) No more than 2 per 1,000 connections e) No more than 2 per 1,000 connections f) 0 per 1,000 connections	Achieved to date	Council has 2,800 connections. To date Council received (per 1,000): a) 2.1 water clarity complaints b) 0 water taste complaints c) 0 water odour complaints d) 0.4 water pressure complaints e) 0 continuity of supply complaints f) 0 complaints regarding Council's responses
Safety of drinking water.	The extent to which Council's drinking water supply complies with: a) part 4 of the 2008 drinking-water standards (bacteria compliance criteria), and b) part 5 of the 2008 drinking-water standards (protozoal compliance criteria).	a) No more than 1 instance of bacteria criteria non-compliance, and b) No instances of protozoal criteria non-compliance.	a) Achieved to date b) Achieved to date	a) There were no instances of bacteria criteria non-compliance to date. b) There were no instances of protozoal criteria non-compliance to date.
Maintenance of the reticulation network.	The percentage of real water loss from the Council's networked reticulation system, measured using the minimum night flow (MNF) analysis method contained in the DIA Guidelines.	<200 litres per connection per day ⁶	Achievement anticipated	Average water loss for the year to 30 June was 154 litres per connection per day – no variation expected when assess in June 2024.
Demand management.	The average consumption of drinking water per day per resident within the district.	< 0.6 m ³	Achievement anticipated	The average daily consumption was 0.409 m ³ per resident per day.

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

Levels of Service	Measures	Target	Status	Comment
<p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the median response times are:</p> <p>a) attendance for urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site, and</p> <p>b) resolution of urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption.</p> <p>c) attendance for non-urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site.</p> <p>d) resolution of non-urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption</p> <p>Number of unplanned shutdowns – reticulation.</p>	<p>Number of unplanned shutdowns - pump stations.</p>	<p>None.</p>	<p>Achieved to date</p>	<p>No unplanned shutdowns of the pump stations occurred.</p>
	<p>Number of water main breaks.</p>	<p>No more than 8.</p>	<p>Achieved to date</p>	<p>1 water main break occurred.</p>
	<p>Fault response times.</p>	<p>Less than two hours.</p>	<p>Achieved to date</p>	<p>There was one urgent call out received and response time was 30 minutes.</p>
	<p>Fault response times.</p>	<p>Less than 8 hours.</p>	<p>Achieved to date</p>	<p>One urgent call out received resolved in 2 hours.</p>
<p>The water supply is reliable and has minimal disruptions.</p>	<p>Number of unplanned shutdowns – reticulation.</p>	<p>No more than 12.</p>	<p>Achieved to date</p>	<p>1 unplanned shutdown occurred.</p>
	<p>Number of unplanned shutdowns - pump stations.</p>	<p>None.</p>	<p>Achieved to date</p>	<p>No unplanned shutdowns of the pump stations occurred.</p>
	<p>Number of water main breaks.</p>	<p>No more than 8.</p>	<p>Achieved to date</p>	<p>1 water main break occurred.</p>
	<p>Fault response times.</p>	<p>Less than two hours.</p>	<p>Achieved to date</p>	<p>There was one urgent call out received and response time was 30 minutes.</p>
<p>The water supply is reliable and has minimal disruptions.</p>	<p>Number of unplanned shutdowns – reticulation.</p>	<p>48 hours.</p>	<p>Achieved to date</p>	<p>49 non-urgent call outs and median resolution time 2 hours and 25 minutes.</p>
	<p>Number of unplanned shutdowns - pump stations.</p>	<p>None.</p>	<p>Achieved to date</p>	<p>No unplanned shutdowns of the pump stations occurred.</p>
	<p>Number of water main breaks.</p>	<p>No more than 8.</p>	<p>Achieved to date</p>	<p>1 water main break occurred.</p>
	<p>Fault response times.</p>	<p>Less than two hours.</p>	<p>Achieved to date</p>	<p>There was one urgent call out received and response time was 30 minutes.</p>

Levels of Service	Measures	Target	Status	Comment
Water is sourced with minimal environmental effects.	Compliance with BOP Regional Council water supply resource consents as reported in Annual Consents and Compliance Field Sheet.	Compliance ⁷	On track to achieve	Achieved to date
Council provides a quality water supply	Community satisfaction with water supply	N/A	N/A	The survey is completed every three years and was last completed in June 2023.

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

ACTIVITY GROUP 7: WASTEWATER

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	1,794,700	906,979	
Applications of operating funding – Staff & Suppliers (B)	1,434,890	740,291	
Surplus (deficit) of operating funding (A - B)	359,810	166,688	
Sources of capital funding (C)	0	0	
Less (D):			
Renewals/capital	2,278,600	893,964	
Increase/(decrease) in reserves	(1,918,790)	(727,276)	
Surplus (deficit) of capital funding (C - D)	(359,810)	(166,688)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Capital Renewals

Item	Budget	Actual	Comment
Pipework Renewal	\$1,176,100	\$540,155	
Pump refurbishment	\$37,000	\$24,003	
Milliscreen bearings/replacement	\$161,000	\$3,849	
Wastewater treatment plant upgrade	\$854,500	\$279,322	
Reticulation Replacement/Pump Station	\$50,000	\$46,635	
Total	\$2,278,600	\$893,964	

Statement of Service Provision

Levels of Service	Measures	Target	Status	Comment
Customer satisfaction.	The total number of complaints received about any of the following: a) sewage odour b) sewerage system faults c) sewerage system blockages, and d) Council's response to issues with its sewerage system, (expressed per 1,000 connections to the sewerage system).	a) No more than 1 per 1,000 connections b) No more than 15 per 1,000 connections c) No more than 15 per 1,000 connections d) 0 per 1,000 connections	Achieved	Council has 2,880 connections a) 1 odour complaint (0.3 per 1,000) b) 0 connection faults reported c) 3 blockages reported (1.0 per 1,000) d) No complaints about response to service.
System adequacy.	The number of dry weather sewage overflows from Council's sewerage system, expressed per 1,000 connections to that sewerage system.	0 per 1,000 connections to the sewerage system.	Achieved	No dry weather overflow reported.
Fault response times.	Where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, the median response times are: a) attendance time: from the time that Council receives notification to the time that service personnel reach the site, and b) resolution time: from the time that Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.			
Council provides a reliable domestic wastewater collection and disposal service.	Number of disruptions to wastewater collection service.	No more than 50.	Achieved	There have been no disruptions to the wastewater collection service.
Discharge compliance.	Compliance with resource consents for discharge from Council's sewerage system measured by the number of: a) abatement notices b) infringement notices	No notices, orders or convictions.	On track to achieve	Council has not received any infringement notices to date.

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

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

ACTIVITY GROUP 8: SOLID WASTE

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	3,177,050	1,485,878	
Applications of operating funding – Staff & Suppliers (B)	3,139,240	1,472,744	
Surplus (deficit) of operating funding (A - B)	37,810	13,134	
Sources of capital funding (C)	0	0	
Less (D):			
Renewals/capital	30,000	6,291	
Increase/(decrease) in reserves	7,810	6,843	
Surplus (deficit) of capital funding (C - D)	(37,810)	(13,134)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Statement of Service Provision

Levels of Service	Measures	Target	Status	Comment
Refuse Collection and Disposal				
Council's refuse collection and disposal services meet the needs of the Kawerau Community and help maintain public health and a clean environment.	Level of compliance with BOP Regional Council refuse disposal resource consents as reported in annual Consents and Compliance Field Sheet.	Compliance. ⁹	On track to achieve	No notices, abatement notices, enforcement orders or convictions to date.
Provision of a cost effective refuse collection and disposal service that will encourage a healthy, clean and tidy district	Community satisfaction with refuse collection Community satisfaction with refuse disposal	N/A N/A	N/A N/A	The survey is completed every three years and was last completed in June 2023.
Levels of Service	Measures	Target	Status	Comment
Zero Waste (Recycling)				
Material that would otherwise go to landfill as household refuse is collected by the recycling collection service.	Average amount of recyclable material collected from each household.	No less than 178 kg per annum.	On track to achieve	>178 kg per household per annum is anticipated to be diverted.
Council's recycling services meets the needs of the Kawerau community	Community satisfaction with recycling service	N/A	N/A	The survey is completed every three years and was last completed in June 2023.

⁹ BOPRC inspection reports state either compliance or non-compliance

ACTIVITY GROUP 9: LEISURE AND RECREATION

Funding Impact Statement

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	4,508,960	2,227,075	
Applications of operating funding – Staff & Suppliers (B)	4,008,020	2,088,420	
Surplus (deficit) of operating funding (A - B)	500,940	138,655	
Sources of capital funding (C)	0	300,000	NZCT Grant for Rangī Delamere
Less (D):			
Renewals/capital	1,733,650	1,245,038	
Increase/(decrease) in reserves	(1,232,710)	(806,383)	
Surplus (deficit) of capital funding (C - D)	(500,940)	(138,655)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Capital Renewals

Item	Budget	Actual	Comment
Library:			
Collection renewals	\$75,800	\$31,969	Replacement books
Equipment, Fixtures and Fittings	\$12,750	\$340	
Building	\$90,500	\$8,436	Air conditioner, majority for replacement of Climate Control System
Swimming Pool:	\$291,600	\$111,808	Changing rooms, Fences, Pool floor, clubrooms & filtration
Recreation Centre	\$76,900	\$780	Roof, Air Extractor
Town Hall	\$68,600	\$0	
Concert Chambers	\$29,300	\$0	
Sports fields and amenity buildings	\$1,023,200	\$1,059,175	Rangī Delamere Pavilion
Public Toilets	\$5,000	\$10,142	Door
Passive Reserves	\$56,000	\$7,013	Boundary fences, carparks and outlet
Playgrounds	\$4,000	\$0	Playground renewal
Cemetery	\$0	\$15,375	Cemetery Footings
Total	\$1,733,650	\$1,245,038	

Statement of Service Provision

Levels of Service	Measures	Target	Status	Comment
Library				
The library is accessible to the public.	Percentage of the population who are active members of the library. ¹⁰	>25%	Not anticipated to achieved	There were 1,038 (13.8%) active members of the library at 31 December 2023. NB We believe there was a glitch with the system, as the membership has increased back to 1,367 for January 2024 (18.2%).
	New items per 1,000 population added to the collection each year.	>500	Achievement anticipated	1,603 (224 Per 1,000 population) were added to the collection for the six months to 31 December 2023.
Council provides public library services and resources which suit the community's need	Community satisfaction with the library	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.
Museum				
Council provides a museum service which reflects Community needs.	Number of exhibitions held.	6	Achievement anticipated	2 exhibitions held to date.
	Number of objects accessioned to the museum collection per annum.	200	Achievement anticipated	168 objects accessioned into the museum collection.
	Community satisfaction with the museum	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.

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

Levels of Service	Measures	Target	Status	Comment
Swimming Pools				
Swimming pool water meets water quality standards.	Level of compliance with standards.	Full compliance in 95% of tests.	Achievement anticipated	>98% of test complied to date.
Council provides a Swimming Pool Complex which is accessible to the Community.	Weeks open per year.	At least 48.	Achievement anticipated	23/52 weeks open – the pool was closed 3 weeks for annual maintenance shut.
	Community satisfaction with the swimming pool	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.
Public Halls and Facilities				
Four Community halls are available for hire: Ron Hardie Recreation Centre, Town Hall, Concert Chambers and the Bert Hamilton Hall.	Number of weeks public halls available for hire	Each hall is available for 50 weeks. ¹¹	Not Achieved Anticipate achievement for all halls except for Ron Hardie Rec Centre	Ron Hardie Rec Centre – 12 weeks closed due to gas monitor malfunction. All other halls were available to date. (26/52 weeks)
Clean public toilets are provided in the central business district.	Council provides town centre public toilets.	Open at least 360 days.	Achieved to date	No closures of town centre public toilets, were available 184 days.
Council provides public halls and facilities which reflects community needs	Community satisfaction with public halls	N/A	N/A	
	User satisfaction with the public halls	N/A	N/A	
	Community satisfaction with public toilets	N/A	N/A	
	User satisfaction with the public toilets	N/A	N/A	
				The survey is completed every three years and was last completed in 2022/23.

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

Levels of Service	Measures	Target	Status	Comment
Parks and Reserves				
Playing surfaces at sports fields are maintained to the requirements of the codes for which they are used.	Implementation of recommendations of NZ Sports Turf Institute advisory reports.	100%	Achievement anticipated	NZ Turf Institute inspected in August 2023
Bedding displays are attractive and updated to suit the season.	Number of bedding displays.	2 (1 summer and 1 winter).	Achievement anticipated	Summer displays to be planted in October 2023 and winter displays will be planted in May 2024.
Council provides parks and reserves which meets the community's need	Community satisfaction with parks and reserves	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.
Playground equipment is safe for children to use.	Monthly inspections of all playground equipment.	12 inspections conducted.	Achieved to date	6 Inspections completed to date.
	Remediation of all identified ¹² problems.	All repairs completed within 2 weeks.	Achieved to date	All minor repairs completed within 2 weeks.
Cemetery				
The Kawerau cemetery meets community interment needs in the present and the medium term	Number of burial plots available	Enough for at least 5 years	Achievement anticipated	There are currently enough plots for more than 10 years.
	Community satisfaction with the cemetery	N/A	N/A	The survey is completed every three years and was last completed in 2022/23.

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

SUNDRY (VANDALISM, PLANT AND ELIMINATIONS)

Funding Impact Statement

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

Vandalism expenditure to date = \$9,319

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	(988,250)	(419,029)	
Applications of operating funding – Staff & Suppliers (B)	(1,150,470)	(481,241)	
Surplus (deficit) of operating funding (A - B)	162,220	62,212	
Sources of capital funding (C)	0	0	
Less (D):			
Renewals/capital	301,700	301,261	New vehicles & plant
Increase/(decrease) in reserves	(139,480)	(239,048)	
Surplus (deficit) of capital funding (C - D)	(162,220)	(62,212)	
Funding balance ((A - B) + (C - D))	0	0	

ACCOMMODATION AND CORPORATE OVERHEADS

Funding Impact Statement

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

	Budget	Actual	Comment
Operating funding – Rates & Charges (A)	101,928	151,106	Additional D/A funding
Applications of operating funding – Staff & Suppliers (B)	3,973,486	2,260,473	
<i>Less allocated to activities</i>	<i>(3,973,486)</i>	<i>(2,260,473)</i>	
Surplus (deficit) of operating funding (A - B)	101,928	151,106	
Sources of capital funding (C)	0	0	
Less (D):			
Renewals/capital	192,100	46,618	IT and building renewals
Increase/(decrease) in reserves	(90,172)	104,488	
Surplus (deficit) of capital funding (C - D)	(101,928)	(151,106)	
Funding balance ((A - B) + (C - D))	\$0	\$0	

Meeting: Council

Meeting Date: 28 February 2024

Subject: **Activity Review for the Cemetery Service**

File No.: 408700

1 Purpose

The Local Government Act requires that a local authority must review the cost effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.

This review must consider the governance, funding and delivery of services, and requires specified options to be considered. Governance relates to how decisions are made about a service, Finance relates to how funding is provided to the service, and Delivery is how the service is operated.

This activity review is also undertaken as part of the development of Council's 2024-34 the Long-Term plan.

2 Activity Goals

This activity does not currently have a clearly defined vision or goal. Staff propose the following vision and goals for this activity.

Council's vision is to provide a Cemetery Service that provides a Burial Service and a Cemetery that provides for the social, cultural, and environmental wellbeing of our community.

This requires the provision of a clean, scenic, quiet and safe cemetery accessible to all members of the community. This includes the provision of suitable amenities such as public toilets, parking, seating and gardens, while considering the social and emotional needs of our community and ensuring continued operation of all facilities and infrastructure in a sustainable way.

3 Service and Scope

The Cemetery Service provides a cemetery and burial service within the Kawerau District. The cemetery includes an amenities block, gardens and trees. The Cemetery Service improves the quality of life of the community.

The current services are delivered:

- A burial service is provided 6 days a week, Mondays to Saturdays. Sundays and public holidays are accommodated on special request.
- An appropriate cemetery is provided.

Council does not provide funeral and cremation services. There are local private funeral service providers available.

4 Current Governance and Service Delivery

Council governs the Cemetery Service.

The burial services and infrastructure provision and maintenance of the cemetery are provided by Council staff.

5 Current Performance Measures for Level of Service

The Cemetery Service has the following Levels of Service:

- Community is satisfied with the Cemetery Service
Customer satisfaction is measured through a Triennial Residents survey. The 2023 Triennial Residents survey achieved an approval rating of 91% (79% NZ benchmark). The community is very satisfied with the service.
- Sufficient number of burial plots are available.
There are sufficient burial plots and cremation ashes locations at the cemetery for the next 10 years.

6 Current cost of Service

The Cemetery Service has a budget of \$110,000 per year and is funded through rates (\$52,000), fees, and charges (\$58,000). Burial plots may be purchased, and all burial and other sexton services are available at a fee set annually in the Annual Plan. A Remembrance Wall is available where ashes may be placed.

7 Analyses of the Service

Need of the Service

The provision of a cemetery by Council is required under the The Burial & Cremation Act 1964. It states that “It shall be the duty of every local authority, where sufficient provision is not otherwise made for the burial of the bodies of persons dying within its district, to establish and maintain a suitable cemetery.”

The Act requires that “every cemetery shall be open for the interment of all deceased persons, to be buried with such religious or other ceremony, or without any ceremony, as the friends of the deceased think proper.”

During the previous four years, 20 to 30 new burial plots and 4 to 9 ash locations in the Remembrance Wall were used every year.

Efficiency and Effectiveness of the Service

The service is efficient utilising local staff for burial services. The layout of the cemetery has been optimised to provide sufficient burial sites while maintaining a scenic and relaxing environment.

The service is cost effective, and fees and charges are comparable with similar services in the region.

Improvements of the Service

Minor improvements to the Cemetery infrastructure have been proposed (addition of an external name board and additional seating) and are being developed.

Staff are developing a Management Plan – Cemetery, where the operations, layout and seating options, and all future improvements are developed.

The development of a natural burial service may be considered. Kawerau has a significant Māori and growing Hindu population and additional burial methods may be considered to accommodate cultural practices. Staff are developing requirements for such burials in the Management Plan – Cemetery.

Funeral and cremation services may be considered. Kawerau population is small with a small number of deaths every year. Funeral services are available in Kawerau and cremation services in Whakatāne and Rotorua.

No reduction in services have been identified that may significantly improve the cost effectiveness or efficiency of the service.

Constraints of the service

There are 130 burial sites remaining in the lower cemetery and a further 300 burial sites are available in the hill area. There are 210 ash niches left in the Remembrance Wall. There are sufficient burial and ash sites for at least 10 years.

The cemetery is surrounded by private properties and cannot be expanded. Areas in Delamere Drive have been identified for possible future extensions of the cemetery. (See attached map).

Risks of the service

There are no significant risks identified with this service.

8 Delivery Options of the Service

Current arrangement

The service is governed, funded and delivered by Council.

Governance

There are currently no options identified for alternative governance of the service.

Funding

The service is funded equally through rates and by charging fees. Council's Revenue & Financing Policy states that availability costs are funded by General Rates and Use charges are funded by Fees & Charges. 'Availability' relates to the costs incurred to keep a service or asset in a condition that it can become operational within a short start-up period (e.g. costs to have a cemetery ready to accept burials including depreciation). 'Use' relates to costs incurred as a result of the asset being used (e.g. the burial).

Delivery

The service is delivered by Council staff and all infrastructure is developed and maintained by Council.

There are no identified external agencies or contractors that could be considered to provide this service.



Figure 1. Current and proposed cemetery layout (enlarged view on back page)

RECOMMENDATIONS

1. That the report “Activity Review for the Cemetery Service’ be received.
2. That Council review the Section 17A Activity Review (Appendix A).
3. That Council adopt the Cemetery Service as proposed.



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

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PART I: PRESENT ARRANGEMENTS	
<i>Name of the service and scope</i>	<u><i>Cemetery Service</i></u> <i>To provide a Burial Service and a Cemetery within the Kawerau District.</i>
<i>Rationale for service provision</i>	<i>The provision of a cemetery by Council is required under the Burial & Cremation Act 1964.</i>
<i>Present arrangements</i>	<i>The service is governed by Council.</i> <i>All operations, management and maintenance of the service are provided by Council staff.</i> <i>The service is funded through rates, fees and charges.</i>
<i>Last review</i>	<i>July 2017</i>
<i>Performance</i>	<i>Performance is currently measured by:</i> <i>Community satisfaction surveys conducted every three years.</i> <i>Sufficient burial plots available for the next 10 years.</i>
<i>Cost</i>	<i>The Service is provided at an annual cost of \$110,000.</i>
PART II: DECISION TO REVIEW	
<i>Why is a review considered?</i>	<i>It has been 6 years since the previous review and a full review is required.</i>
<i>Are there any exceptions to undertake this review?</i>	<i>There are no exceptions that may be considered to undertake this review.</i>
<i>Is a full or a partial review required</i>	<i>It has been 6 years since the previous review and a full review is required.</i>
PART III: ANALYSES OF OPTIONS	
<i>Governance options</i>	<i>The cemetery is a Council controlled activity as required by The Burial & Cremation Act 1964.</i> <i>There are therefore no other governance options that may be considered.</i>
<i>Funding options</i>	<i>The service is funded by rates and fees and charges as determined by Council's Revenue & Financing Policy.</i> <i>The costs to maintain the facility in a useable state is funded by rates.</i>

	<p><i>The costs to operate the service are funded by fees and charges</i></p> <p><i>External funding may be available for cemetery expansions or enhancements and are applied for when available.</i></p> <p><i>External funding is not available for operational costs.</i></p>
<p><i>Operational options</i></p>	<p><i>The cemetery and the burial services are managed, maintained and operated by Council staff. This is highly cost effective and gives direct control of the service to Council.</i></p> <p><i>There are no shared services with other Councils or organisations that can manage, maintain or operate this service.</i></p> <p><i>The cemetery may be maintained by an external gardening contractor, however no current service provider has been identified that may provide this service at a cost lower than the Council's Parks & Reserves team.</i></p> <p><i>There are no other entities identified that may manage, maintain or operate the cemetery and burial service.</i></p>



Enlarged view of image

Meeting: Council

Meeting Date: 28 February 2024

Subject: **Activity Review for the Solid Waste Service**

File No.: 406000

1 Purpose

The Local Government Act requires that a local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.

This review of the Solid Waste Service must consider the governance, funding and delivery of services, and requires specified options to be considered. Governance relates to how decisions are made about a service, Finance relates to how funding is provided to the service, and Delivery is how the service is operated.

2 Activity Goals

The activity's primary goal is to provide solid waste services and maintain solid waste infrastructure and plant in the District in order to meet the social, cultural, and environmental requirements of our community. The overall aim is to minimise the presence of refuse within the District and to minimise the amount of local waste that goes to landfill.

This requires the provision of refuse, green waste and recycling collection services from all households and businesses, solid waste drop off services at the transfer station and processing sites, and processed solid waste sales services. Providing this service requires effective, efficient and sustainable infrastructure and plant, in order to collect, store, sort, process, sell reusable products, and transport of materials to be processed or disposed elsewhere.

3 Service and Scope

This Service provides:

- A weekly 60/80 litre refuse bin collection.
- A weekly 60 litre recycling crate collection.
- A fortnightly 240 litre green waste collection.
- A transfer station drop off service of selected solid waste materials
- A transfer station sales service of selected processed materials

The kerbside refuse collection service allows all general household waste excluding hazardous (batteries, bio-waste, chemicals etc.).

The recycling crate collection service allows all clean glass, plastics no 1 and 2, paper and cardboard and all metal containers.

The transfer drop-off service allows all general household waste, recycling, green waste, wood, topsoil, other soils, concrete, tyres, oil and whiteware. Asbestos, chemicals, bio-waste and large items such as cars and tractor tyres are not accepted at the transfer station.

Processed green waste, as either mulch or compost, processed wood chip, crushed concrete, topsoil and clean fill are for sale at the transfer station.

The transfer station is open 7 days a week, from 12 pm to 4 pm. The facility is closed on Christmas day with reduced hours during staff annual events.

4 Current Governance and Service Delivery

Council governs the Solid Waste Service and all services are provided by Council.

Council utilises in-house Asset Management and Project Management to deliver the service as needed.

An external contractor delivers the kerbside refuse and green waste collection service under a 7-year contract.

Council staff provide the kerbside recycling collection service in-house.

Council staff operate the transfer station.

Council staff transport solid waste materials between Council facilities. Contractors transport solid waste materials to external facilities.

Final disposal of all waste is contracted to external contractors.

5 Current Performance Measures for Level of Service

The current levels of service, performance measures, current performance, targets and sources of information are as follows.

Performance Measures and Targets

Levels of Service	Measures	Current performance target	Status	Data source
Refuse collection and disposal				
Provision of a cost effective refuse collection and disposal service	Community satisfaction with solid waste services	>80%	Met. 90% achieved	Community survey (3 yearly)
Refuse and collection service meet the needs of the community and help maintain public and a clean environment	Level of compliance with resource consents	No abatement notices, enforcement orders or convictions issued	Compliance achieved	Regional Council
Recycling				
Provision of a cost effective recycling collection and disposal service	Community satisfaction with solid waste services	>80%	Met. 81% achieved	Community survey (3 yearly)
Material diverted from landfill by the recycling collection service	Average amount of recyclable material collected	178 kg per household per annum	Met. 220 kg collected	Council records

6 Current cost of Service

The service is provided at an annual operational cost of \$3,280,000 excluding depreciation reserves and asset renewals.

Staff costs	\$370,000
Collections	\$160,000
Processing	\$210,000
Transport	\$380,000
Disposal	\$900,000
Other costs	\$370,000
Overheads	\$890,000

The cost of the service is funded through rates (\$1,930,000), and fees and charges (\$1,350,000). External funding is applied for projects when applicable and available.

This service also provides processing of Council wastewater bio solids; however, this is funded through wastewater services.

7 Analyses of the Service

Need of the Service

Council is required through the Local Government Act of 2002 to provide sanitary services and a waste management plan.

The Solid Waste service is highly appreciated by ratepayers. The 2023 Triennial Residents survey achieved an approval rating of 90% for the collection service (73% NZ benchmark) and 78% (66% NZ benchmark) for the transfer station.

Efficiency and Effectiveness of the Service

The collection service is tendered every 7 years and analyses is performed against in-house services.

Council staff provide the transfer station service in-house. Waste processing and sorting is also performed on site leading to a very cost effective and efficient operation.

Asset and Project management of the Solid Waste service is relatively small and appropriately managed by staff.

Improvements of the Service

The following improvements have been identified:

- Wood processing and alternative disposal
Wood and timber waste is evaluated during delivery and staff recover useful material. Clean, untreated wood may be set aside as firewood and collected by the public. Treated timber or wood with significant nails is not suited to be used as firewood and may be sent to cement kilns to be used as fuel. A trial is currently underway to evaluate the costs for both treated and untreated wood products.
- Asbestos and clean fill site
There is currently no asbestos landfill site and very few clean fill sites in the eastern Bay of Plenty. The valley between the first and second landfills at the closed Kawerau landfill site is an ideal location to develop an asbestos and clean fill landfill site. Preliminary designs for such a facility have been completed. This facility will significantly decrease future costs for Council and its residents, and could potentially be a significant source of income.
- Mulching of green waste
Green waste is currently collected and piled into windrows to break down into compost. The collected green waste however contains various organic materials and the compost needs to be screened. This creates a significant amount of by-product that is usually contaminated and needs to be disposed of as general refuse at great cost.
An alternative processing option would be to mulch all green waste after collection, ensuring that all contamination is removed, and that all material composts at the same rate.
This will however require an additional mulch chipper and staff costs.
- Food waste collection and processing
Council will need to collect and process food as mandated by new legislation by July 2027. Staff are collaborating with other councils in the Bay of Plenty to develop collection, processing and final disposal options. Workshops will be held with elected members on the options developed that will need to be included in the annual consultation program.
- Crushing of glass recycling
Glass is collected during the recycling collection and at the transfer station. In order for glass to be recycled, the material needs to be accurately sorted into different colours. This requires significant additional staff labour and a secondary vehicle with bays for different colours. There are further costs to bunker glass and transport to Auckland for reprocessing.
An alternative processing option would be to crush all glass at the transfer station to produce a high quality sand. This will however require additional plant by way of a commercial glass crusher and staff costs.

Constraints of the service

Disposal costs to landfill are rapidly increasing due to government levies while transport costs to landfill and recycling centres are also rapidly increasing. During the previous decade the total cost of the service has significantly increased and is expected to continue to increase faster than inflation.

The current consents covering landfill sites in the North Island are expiring between 2028 and 2032. There are no new landfills being actively developed at this stage.

There is no export market for most kerbside recycling materials, especially plastics and domestic reprocessing facilities are still in the planning phases.

Risks of the service

The future for final disposal of non-recyclable waste, as well reprocessing of most recyclable materials, is uncertain and may become difficult and very expensive in the next decade.

8 Delivery Options of the Service

Current arrangement

The service is governed, and delivered by Council.

Governance

There are no other governance options.

Funding

The cost of the service is funded through rates, fees and charges. External funding is applied for projects when applicable and available.

Delivery

The kerbside refuse and green waste service is delivered by contractors under long-term (7-year) contracts.

Kerbside recycling is collected by Council staff.

All three collection services will be tendered in 2024 and delivery options will be based on economic analyses and societal requirements.

The operation of the transfer station could be contracted out to suitable solid waste management contractors.

RECOMMENDATIONS

1. That the report "Activity Review for the Solid Waste Service" be received.
2. That Council adopt the Solid Waste Service as proposed.



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

PART I: PRESENT ARRANGEMENTS	
<i>Name of the service and scope</i>	<u><i>Solid Waste Service</i></u> <i>To provide a solid waste service and maintain solid waste infrastructure and plant for the Kawerau District.</i>
<i>Rationale for service provision</i>	<i>Council is required under the Local Government Act of 2002 to provide sanitary services and a waste management plan.</i>
<i>Present arrangements</i>	<i>The service is governed by Council.</i> <i>All operations, management and maintenance of the service are provided by Council staff and long-term contractors.</i> <i>The service is funded through rates, fees and charges.</i>
<i>Last review</i>	<i>July 2017</i>
<i>Performance</i>	<i>Performance is currently measured by:</i> <i>Community satisfaction surveys conducted every three years.</i> <i>Compliance with resource consents.</i> <i>Amount of recyclable material collected.</i>
<i>Cost</i>	<i>\$3,280,000</i>
PART II: DECISION TO REVIEW	
<i>Why is a review considered?</i>	<i>It has been 6 years since the previous review and a full review is required.</i>
<i>Are there any exceptions to undertake this review?</i>	<i>There are no exceptions that may be considered to undertake this review.</i>
<i>Is a full or a partial review required</i>	<i>It has been 6 years since the previous review and a full review is required.</i>
PART III: ANALYSES OF OPTIONS	
<i>Governance options</i>	<i>The provision of sanitary services and waste management activities are required under the Local Government Act of 2022.</i>
<i>Funding options</i>	<i>The service is funded by rates and fees and charges as determined by Council's Revenue & Financing Policy.</i> <i>The costs to maintain facilities and plant in a useable state is funded by general rates.</i> <i>The costs to operate the service are funded by</i>

	<p><i>targeted rates, fees and charges.</i></p> <p><i>External funding may be available for facility and plant expansions or enhancements and are applied for when available.</i></p> <p><i>External funding is available for operational costs and is accessed through waste levy funding.</i></p>
<p><i>Operational options</i></p>	<p><i>The solid waste services are managed, maintained and operated by Council staff. This is highly cost effective and gives direct control of the service to Council.</i></p> <p><i>Collection, transport and disposal services are provided by long-term contractors.</i></p> <p><i>There are no shared services with other Councils or organisations that can manage, maintain or operate this service.</i></p> <p><i>The transfer station may be operated by an external contractor, however no current service provider has been identified that may provide this service at a cost lower than the Council's Parks & Reserves team.</i></p> <p><i>There are no other entities identified that may manage, maintain or operate the solid waste service.</i></p>