



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

A G E N D A

GUIDELINES FOR PUBLIC FORUM AT MEETINGS

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

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

A G E N D A

Opening Prayer

Apologies

Leave of Absence

A Leave of Absence was received from Councillor Ion from Tuesday 21 May 2024 to Tuesday 28 May 2024

Public Forum

Declarations of Conflict of Interest

1 CONFIRMATION OF COUNCIL MINUTES

1.1 Ordinary Council – 28 February 2024

Pgs. 1 - 6

Recommendation

That the minutes of the Ordinary Council Meeting held on 28 February 2024 be confirmed as a true and accurate record.

1.2 Extraordinary Council Meeting – 20 March 2024

Pgs. 7 - 8

Recommendation

That the Minutes of the Extraordinary Council meeting held on 20 March 2024 be confirmed as a true and accurate record.

2 RECEIPT OF COMMITTEE MINUTES

2.1 Regulatory and Services Committee Meeting – 13 March 2024

Pgs. 9 - 11

Recommendation

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

3 Action Schedule (101120)

Pgs. 12 - 17

Recommendation

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

4 Her Worship the Mayor's Report (101400)

Pgs. 18 - 20

Recommendation

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

5 Activity Review for Museum Services (Group Manager, Finance and Corporate Services) (508100)

Pgs. 21 - 29

Attached is a report in the Activity Review for Museum Services.

Recommendations

- 1. That the report "Activity Review for Museum Services" be received.*
- 2. That Council adopt the Museum Services S17a review as proposed in the report and Appendix A.*

6 Activity Review for Library Services (Group Manager, Finance and Corporate Services) (103015)

Pgs. 30 - 38

Attached is a report on the Activity Review for Library Services.

Recommendations

- 1. That the report "Activity Review for Library Services" be received.*
- 2. That Council adopt the Library Services S17a review as proposed in the report and Appendix A.*

7 Activity Review for the Water Supply Service (Acting Group Manager, Operations and Services) (404410)

Pgs. 39 - 45

Attached is a report on the Activity Review for the Water Supply Service.

Recommendations

- 1. That the report "Activity Review for the Water Supply Service" be received.*
- 2. That Council adopt the Water Supply Service as proposed.*

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

Pgs. 46 - 51

Attached is a report on the Activity Review for Waste Water Service.

Recommendations

- 1. That the report "Activity Review for the Waste Water Service" be received.*
- 2. That Council adopt the Waste Water 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 28 February 2024.**
- 2. Kawerau Bowling Club – Rent / Rate Review**

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
<i>1. Minutes from Confidential Meeting held on 28 February 2024. 2. Kawerau Bowling Club – Rent / Rate Review</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. 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.

M Godfery
Chief Executive Officer

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**Minutes of the Ordinary Meeting of the Kawerau District Council
held on Wednesday 28 February 2024
in the Council Chamber commencing at 9.00am**

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

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

Mayor Tunui acknowledged whānau of Kawerau who were dealing with the loss of family members at this time.

Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

Mayor Tunui introduced newly appointed Chief Executive Officer Morgan Godfery.

Apologies

Resolved

Councillors Julian / Ross

Apologies from Councillor Kingi were received.

Leave of Absence

Resolved

Councillors Ion / Savage

A Leave of Absence from Councillor Godfery was received.

Chief Executive Godfery made the following announcements.

- *Group Manager, Operations and Services Hanno van der Merwe's departure from the organisation.*
- *Riaan Nel to be appointed Acting Group Manager, Operations and Services for the month of March.*

- *Apologies from Communications and Engagement Manager Tania Humberstone were received.*

Public Forum

Derek Speirs

Mr. Speirs spoke of the condition of the Blue Bridge and repairs that needed to be undertaken to resolve the issue.

Declarations of Conflict of Interest

No declarations of conflict of interest were received.

1 CONFIRMATION OF COUNCIL MINUTES

1.1 Ordinary Council – 13 December 2023

CORRECTION:

- Page 2 – Item 2.1 – Change wording to ‘That the minutes of the Audit and Risk Committee meeting...’

Resolved

Councillors Savage / Ross

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 – 22 November 2023

CORRECTIONS:

- Addition of Mayor and Councillors all spoke to the public.
- Include the reasoning behind Councillors Ion objection to Maori Wards.
 - *Legislation was set up in July 2022 with the intent to increase Maori representation throughout New Zealand. The way that this legislation is set up may not achieve that, and this has led to doubts of the legislations effectiveness.*
 - *Through the Public Consultation Process, the majority of those who put in written submissions were opposed to Maori Wards.*

Resolved

Deputy Mayor Rangihika / Councillor Andrews

That the minutes of the Ordinary 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

CORRECTIONS:

- Page 1 – Change the order of Declaration of Conflict of Interest and Leave of Absence, so the latter come after Declaration of Conflict of Interest.
- Page 7 – Change sentence ‘Her Worship the Mayor gave a response to submitters’ for a more detailed response.
- Page 8 – Item 3 – Third paragraph under Action Items - Change out the word ‘her’ for ‘the’, and also change out the word ‘she’ for ‘the Group Manager, Finance and Corporate Services’

Resolved

Councillors Ion / Ross

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

Chief Executive Godfery gave the following Update regarding the proposed introduction of fluoride into the water system.

In light of a meeting had with MP Dana Kirkpatrick, CE Godfery and Her Worship the Mayor were informed of the process of registering complaints around the proposed introduction of fluoride into the water system.

A further update was also given around the High Court case on 10 November 2022, regarding the process error that was made by not explicitly considering the section 5 under the New Zealand Bill of Rights Act 1990 in making a decision on each direction.

2.2 Audit and Risk Committee Meeting – 12 February 2024

Resolved

Deputy Mayor Rangihika / Councillor Julian

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

CORRECTIONS:

- Page 12 – add the wording ‘one year on’ to Chair Ion paying homage to the victims of Cyclone Gabrielle.
- Page 12 Declarations of Conflict of Interest – add the narrative to Councillor Julian’s Declaration of a conflict of interest to Page 3 – Item 3, Alcohol Regulation – third paragraph “Chair Ion advised information was information only in the report, so Councillor Julian was not required to step out.
- Public Forum – Morris Mitchell – add the narrative “Chair Ion acknowledged receipt of Mr. Mitchell's letter and contact would be made regarding his concerns”

Resolved**Councillors Ion / Ross**

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)**Resolved****Councillor Savage / Deputy Mayor Rangihika**

1. *That the updated Action Schedule of resolutions/actions requested by Council is received.*
2. *Chief Executive Godfery gave the following updates:*
 - *That a formal meeting held with Councils Iwi Liaison and Chris Majoribanks, former Interim CE for Kawerau District Council, regarding Cemetery Records.*
 - *Follow up to be done with submitters regarding the High Court case regarding the proposed introduction of fluoride into the water system.*
 - *Comms went out last year regarding the taps available to the public at New World carpark and at the pump house at Pat Baker Reserve.*

4 Her Worship the Mayor's Report (101400)**Resolved****Her Worship the Mayor / Deputy Mayor Rangihika**

1. *That Her Worship the Mayor's report for the period Monday 15 January 2024 to Wednesday 21 February 2024 is received.*
2. *Chief Executive Godfery gave an update regarding following:*
 - *Rangi Delamere Centre*
 - *Eastern Bay of Plenty District Trust.*

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

Council discussed the report regarding the appointment of Chief Executive Godfery to BOPLASS.

Resolved**Councillors Ion / Andrews**

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 Tuesday 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.*
5. *Invite of BOPLASS CEO Stephen Boyle to present to Council on what the directorship involves.*

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

Council discussed the report on the Annual Plan Performance for the six months ended 31 December 2023.

Resolved

Councillor Ross / Deputy Mayor Rangihika

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)

Council discussed the report on the Activity Review for the Cemetery Service.

Resolved

Councillors Ion / Savage

1. *That the report "Activity Review for the Cemetery Service" be received.*
2. *That Council reviewed the section 17A Activity Review.*
3. *That Council adopts the Cemetery Service as proposed.*

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

Council discussed the report on the Activity Review for the Solid Waste Service.

CORRECTION:

Report to be amended to include the collection of plastics 1, 2 and 5.

Resolved

Councillors Savage / Julian

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

9 Exclusion of the Public – 10.03am

Resolved

Councillors Ross / Savage

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 2024**
- 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:

<i>General Subject of the matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
1. <i>Minutes from Confidential Meeting held on 13 December 2023</i> 2. <i>Water Supply Pumphouse Upgrade Tender</i> 3. <i>Rangi Delamere Centre: Signage and Carpark</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 10.52am

F K N Tunui

Mayor

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**Minutes of the Extraordinary Meeting of the Kawerau District Council
held on Wednesday 20 March 2024
commencing at 9.00am**

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

In Attendance: Chief Executive Officer (M Godfery) (via Zoom)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Regulatory and Planning (M Glaspey)
Group Manager, Operations and Services (Dean Lye)
Acting Group Manager, Operations and Services (R Nel)
Communications and Engagement 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.

Her Worship the Mayor welcomed newly appointed Group Manager, Operations and Services Dean Lye to the table.

Apologies

Resolved

Councillors Ross / Kingi

Apologies from Deputy mayor Rangihika were received.

Leave of Absence

No Leave of Absence were received.

Declarations of Conflict of Interest

No conflicts of interest were declared.

Public Forum

No Public Forum was heard.

1 Transitional Option to Prepare an Annual Plan for 2024 / 25 (Group Manager, Finance and Corporate Services) (201600)

Council considered report from the Group Manager, Finance and Corporate Services on the Transitional Option to Prepare an Annual Plan for 2024 / 25.

Resolved

Councillors Kingi / Ion

1. That the report "Transitional Option to Prepare an Annual Plan for 2024 / 25" be received.

2. That Council resolves under clauses 48 and 49 of Schedule 1AA of the Local Government Act 2002 (inserted by the Water Services Acts Repeal Act 2024), to prepare and adopt:

- An Annual Plan for 2024/25;
- An Annual Plan Consultation Document 2024/25; and
- A nine-year Long-Term Plan for 2025-2034, which will be adopted in 2025.

2 Proposed Budget for the Annual Plan 2024 / 25 (Group Manager, Finance and Corporate Services) (110400)

Council considered report from the Group Manager, Finance and Corporate Services on the Proposed Budget for the Annual Plan 2024 / 25

Resolved

Councillors Savage / Godfery

1. That the report "Proposed Budget for the Annual Plan 2024 / 25" be received.
2. That Council adopt the draft 2024 / 25 budget and the proposed rates for inclusion in the preparation of the Annual Plan Consultation Document which will be adopted by Council on 10 April 2024.

F K N Tunui

Mayor

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**Minutes of the Regulatory & Services Committee
held on Wednesday 13 March 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 S Kingi
Councillor R G K Savage
Councillor R Andrews

In Attendance: Group Manager, Finance and Corporate Services (L Butler)
Acting Group Manager, Operations and Services (R Nel)
Group Manager, Regulatory and Planning (M Glaspey)
Communications Manager (T Humberstone)
Economic and Community Development Manager (L Barton)
Administration Officer (T Barnett)

Apologies

Resolved

Councillors Andrews / Savage

Apologies from Councillors Godfery and Ross were received.

Chair Ion welcomed Acting CE Butler to the table in CE Godferys absence.

Leave of Absence

No Leave of Absence were received.

Declarations of Conflict of Interest

A Declaration of Conflict of Interest was received from Councillor Julian with page 2 - item 3, Alcohol Regulation.

The Chair advised there was no direct conflict and there was no requirement for Councillor Julian to step out during the tabling of that report.

Public Forum

There was no Public Forum to be heard.

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 February 2024.

Resolved

Councillor Kingi / Deputy Mayor Rangihika

That the report on Regulatory and Planning Services activities for the month of February 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 month of February 2024.

Resolved **Councillor Savage / Deputy Mayor Rangihika**

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

Chair Ion welcomed Acting Group Manager, Operations and Services Riaan Nel to the table.

3 Monthly Report - Operations and Services (440000)

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

Action Item:

Page 12 – Item 1 – Water Supply – Last paragraph to be re-worded from ‘These up-grades should satisfy.....’ to ‘These upgrades will satisfy.....’

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

That the report from the Acting Group Manager, Operations and Services for the month of February 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 month of February 2024.

Action Items:

Arrange a meeting with the developers of the OHR (Off Highway Road) to discuss plans moving forward.

Arrange a meeting with ISK (Industrial Symbiosis Kawerau) to discuss future endeavors for the Kawerau District.

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

That the report from the Economic and Community Development Manager for the month of February 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 month of February 2024.

Action Item:

Seek clarity and a clear definition on Mana Whenua and Tangata Whenua Iwi inside a resource Consent space.

Resolved

Councillors Savage / Kingi

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

Meeting closed at 9.41am

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	Part of the Mayor's Message in the December 2022 newsletter	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>	GM O&S	In Progress	The design of the shelter was approved and will be installed in March 2024. The location was being finalised.	
	<p><u>18.03.24 Iwi Liaison Hui</u></p> <p>A hui was held with Mayor, Deputy Mayor and Council's Cultural Advisor and Kaumātua, Te Haukākawa Te Rire</p>			Two location options were considered and it was agreed that the most suitable location was next to the wharepaku (toilets). GM Operations and Services, Dean Lye to install shelter in confirmed location.	April 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.	Ongoing March to September 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.	April 2024
R&S 13.03.24	Monthly Report – Economic & Community Development Staff were asked to:- Arrange a meeting with the developers of the Off Highway Road to discuss plans moving forward. Arrange a meeting with ISK (Industrial Symbiosis Kawerau) to discuss future endeavours for the Kawerau District.	ECDM		OHR investor has been sent a request from ECDM to update Council . No date confirmed as yet. ISK Board meet on April 10. A request to ISK Chair has been sent to consider a change of date to allow KDC CEO to attend (due to a Council meeting day). Waiting a reply, depending on response, an invite will be extended to ISK to meet and update Council on future ISK plans.	April 2024

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OC: Ordinary Council EC: Extraordinary Council A&R: Audit & Risk Committee R&S: Regulatory & Services Committee
GMF&CS: GM, Finance & Corporate Services GMR&P: GM, Regulatory & Planning
C&EM: Communication & Engagement Manager ECDM: Economic & Community Development Manager

Completed Items

R&S 13.03.24	Monthly Report – Operations and Services Staff were asked to reword the last paragraph of Page 12 – Item 1 – Water Supply – from ‘These upgrades should satisfy.....’ to ‘These upgrades will satisfy.....’	Completed
R&S 13.03.24	Monthly Report – Communications & Engagement and Residential Staff were asked to seek clarity and a clear definition on Mana Whenua and Tangata Whenua Iwi inside a Resource Consent space.	A verbal response was given at the meeting.

Meeting Council

Meeting Date: 27 March 2024

Subject: Her Worship the Mayor's Report

File No. 101400

1 **Purpose**

The purpose of this report is to outline meetings, functions and events that I have hosted, attended and/or participated in for the period Thursday, 22 February to Wednesday 20 March 2024. This report also includes Mayoral correspondence for the same period.

February

- Tues 27
- Meet & Greet with Regional Public Service Commissioner, Ezra Schuster re: the coordination of Central Government Services in achieving outcomes for Kawerau families | whanau, held in Mayor's Office
- Wed 28
- February 2024 Council Meeting Day, held in Council Chamber
[Council Agenda 2024.02.28.pdf](#)
 - Acknowledgement of final Council meeting for departing Group Manager, Operations & Services, Hanno van der Merwe, held in Committee Room
- Thurs 29
- Meeting with resident Morris Mitchell re: written submission provided to February 2024 Regulatory & Services Committee meeting, held in Mayor's Office
 - Farewell | Poroporoaki for departing Group Manager, Operations & Services, Hanno van der Merwe, held in Concert Chamber, attended by Mayor Tunui and Councillor Savage

March

- Fri 1
- Signing Ceremony for new owner partnership between Ngāti Tūwharetoa BOP Settlement Trust, Te Puna Ora o Mataatua, and Green Cross Health, for the Tarawera Medical Centre, held at Rautahi Marae.
- Mon 4
- Hui with Paul Delamere and Heke Collier re: signage for Rangī Delamere Centre, held in Mayor's Office.
- Wed 6
- Elected Member Workshop, held in Council Chamber
 - NINJIO Cyber Security Session – how to keep safe from cyber attacks
 - Review of Governance Portfolios
 - Follow-up hui with Paul Delamere, Heke Collier and Cultural Advisor Te Haukakawa (Boycie) Te Rire re: signage for Rangī Delamere Centre, held in Committee Room followed by a site visit to Rangī Delamere Centre
- Thurs 7
- LGNZ Rural & Provincial Meeting held via Zoom, attended by Mayor Tunui and Councillor Julian.
[Provincial sector - LGNZ](#)
- Fri 8
- LGNZ Zone 2 Meeting, held at Sir Don Rowlands Centre, Karapiro, attended by Mayor Tunui and Councillor Julian
[Zone Two - LGNZ](#)
- Tues 12
- Civil Defence Emergency Management Group Joint Committee Chair pre-agenda discussion in preparation for Friday 5 April meeting, held via Zoom

- Wed 13
- Regulatory & Services Committee Meeting, held in Council Chamber [Regulatory & Services Committee Agenda 2024.03.13.pdf](#)
 - Elected Member meet and greet with East Coast MP, Dana Kirkpatrick, post 2023 Elections, held in Committee Room
 - Crime Reduction Forum re: CCTV Camera Review, held in Council Chamber
 - Meeting with Sequal Ltd CEO, David Turner re: E Tu Tangata - a movement to shift the culture of criticism in New Zealand and celebrate individual success and achievements. [E Tū Tāngata - \(etutangata.nz\)](#) A link was made with Tarawera High School Principal Marissa Peters.
- Thurs 14
- LGNZ Te Maruata Hui, held via Zoom [Te Maruata: Network and committee - LGNZ](#)
 - Meeting with Creative Communities Scheme Senior Advisor, Rebecca Kunin, re: 2024 funding and Assessor Training Development, held via Zoom in the Council Chamber.
- Fri 15
- Hosted potential new business enquiry in the wood industry. Details of which are confidential and commercially sensitive.
 - Kawerau Youth Council Swearing In Ceremony, held in the Concert Chamber
- Mon 18
- Mihi Whakatau for new Group Manager, Operations & Services Dean Lye
 - Dedication of a new Ambulance, kindly funded by Trinity Lands, held at St John Kawerau
 - 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 Centre
 - Long Term Plan 2024-2034 Iwi Engagement
- Tues 19
- Introduction to Eastern BOP Area Commander, Nicky Cooney, held in Mayor's Office
- Wed 20
- Extraordinary Council Meeting, held in Council Chamber [Extraordinary Council Agenda 2024.03.20 0.pdf](#)
 - Council Workshop
 - Development of the Kowhai Park land parcel adjacent to Stoneham Park.

2 Mayoral Correspondence

- Fri 23/2
- As Chair of BOP Civil Defence Emergency Management, a letter was sent to Hon Mark Mitchell, Minister for Emergency Management and Recovery re: Draft BOP Civil Defence Emergency Management Group Plan 2024-2029
- Joint Media Release with Ngāti Tūwharetoa BOP Settlement Trust, Te Puna Ora o Mataatua, and Green Cross Health, re: the new owner partnership for the Tarawera Medical Centre.

- Mon 26/2 As Chair of BOP Civil Defence Emergency Management, a letter of invitation was sent to Hon Mark Mitchell, Minister for Emergency Management and Recovery to attend BOP Civil Defence Group Joint Committee
- Mon 4/3 Email received from Mayors for Peace Secretariat re: Membership
- Tue 12/3 Request received from EBOP Road Safety Operational Group Chair, Gavin Dennis, to co-sign letter to Ministers Mark Mitchell and Simeon Brown and East Coast MP, Dana Kirkpatrick requesting increased road policing in the Eastern BOP. Ultimately the letter was signed by Opotiki Mayor David Moore and Chair Gavin Dennis.

3 RECOMMENDATION

That Her Worship the Mayor's report for the period Thursday, 22 February to Wednesday 20 March 2024 be received.



Faylene Tunui
Kahika | Mayor

Meeting: Council

Meeting Date: 27 March 2024

Subject: **Activity Review for Museum Services**

File No.: 508100

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 for Museum Services and is also undertaken as part of the development of Council's 2025-2034 the Long-Term Plan.

2 Activity Goal

The primary goal for providing Museum Services, is to collect, preserve and communicate the history of the Kawerau community. Also, to provide a museum service that meets the social, cultural, economic, and emotional requirements of the community.

There are no national goals for Museums, however there are New Zealand Standards and Ethics that guide the museum operations.

3 Service and Scope

Prior to 2009, the museum service was operated by the Kawerau Historical Museum Trust, who created the Sir James Fletcher Kawerau Museum. In 2008 the Trust requested the Council to take on the management of the museum. When Council took over the management of the museum, the Council acquired approximately 16,000 objects and a manual system of documentation.

With the closure of Norske Skog and local schools' donations, the collections have continued to grow. Council's present collections holds approximately 30,000 objects.

Council has continued to develop the service and a dedicated Council Archives and Museum Storage space was established in 2017 at 16-18 Jellicoe Court.

The Kawerau District Council owns and operates the Sir James Fletcher Kawerau Museum. This consists of a public Museum Gallery and display/storage spaces in the Kawerau District Library, and exhibition windows,

workroom, a digitisation suite and a temperature/humidity-controlled storage facility in the Archives & Museum Storage Building. Staff are available to assist with Museum queries five days a week.

Traditionally, Museums are buildings or institutions dedicated to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, cultural or artistic value. Council's Museum has a narrower focus of collecting, preserving and communicating the history of the Kawerau community and surrounds. This is achieved through the following core roles:

- **Collections.** Collect and conserve past and current historical material relevant to the community of Kawerau. Vernon is the electronic system used to record all objects, individuals, organisations, documents and photographs.
- **Public Programmes.** Educate, exhibit and provide the community with information relating to the community of Kawerau. The Museum delivers a minimum of six exhibitions a year and also offers a variety of events and activities ie: Matariki events.
- **Customer Services and Community Relationships.** Support customers with study, research and learning queries, and develop relationships with the local community and heritage sector.

In the last few years, the number of items donated to the museum has been significant, particularly in relation to objects from Norske Skog and closures/changes to local schools and kindergarten. The important responsibility of recording and then storing these objects is taken on by Council, through the Museum team.

The Museum collects material directly connected to Kawerau District's cultural, social, and industrial heritage. This includes art and objects from the early 1950s when Kawerau was first established, to current reflections of Kawerau's continuing history. Under Council's collection guidelines, material is acquired through a variety of sources (donation, purchase, active collection and loans). Criteria is applied to these items assessing relevance, significance, ownership, copyright, condition, rarity, interpretation relevance, representativeness, duplication, capacity of Council's facility and resourcing, before an item is then accepted into Council's collections.

Below are the details of the specific work completed annually by the Museum Team which is reported monthly to the Regulatory and Services Committee.

Sir James Fletcher Kawerau Museum Statistics

	Year to 30 June 2023	Year to 30 June 2022	Year to 30 June 2021	Year to 30 June 2020
Exhibitions	6	6	7	6
Vernon Records	Year to 30 June 2023	Year to 30 June 2022	Year to 30 June 2021	Year to 30 June 2020
Objects – items added to collection	234	224	65	84
Individuals & Organisations	523	207	90	207
Documents	783	282	270	315
Photographs	668	603	364	590

Objects – items added to Vernon Museum Collection, *People* – records added to Vernon on individuals and organisations, *Documents* – a document added to Vernon like newspaper articles, forms, etc., and *Photographs* – photos added to Vernon.

The Community survey completed in June resulted in 77% of users being satisfied with the Museum’s service, however the satisfaction of the community was 37%. The 37% satisfaction result is reflective that 44% of the respondents were “unsure” and is consistent with low general knowledge about the facility. On looking back at past surveys, “the don’t knows” has consistently been between 33% and 36%. Part of the “don’t know” could be attributed to the main gallery being located in the library, so difficult to differentiate the space from the Library. The museum space being small, doesn’t necessarily fulfill the public’s expectations of what a museum looks and feels like. For those who did express dissatisfaction the top reasons were old/ outdated/ too small/ need more displays/ haven’t used it/ little promotion.

The Early Community Engagement survey for the Long-Term Plan 2024-2034, for the Library and Museum asked “whether the Library and Museum meets the Community’s needs”, the responses were 86.25% stating about right, 11.25% not enough and 2.5% too much. Having the Library and Museum combined in this question, likely sways the responses being more in relation to the library. There were additional comments regarding the museum suggesting it should be bigger and visible and a suggestion to extend the isite to include the museum, so the museum is open weekends.

4 Current Governance and Service Delivery

The Museum Service is governed by Council.

Council delivers the museum service activity under a variety of legislation with the most significant being the Public Records Act 2005 and the Protected Objects Act 1975. For guidance, Council also refers to the New Zealand

Museums Standards Scheme and the Museums Aotearoa Code of Ethics and Guide to Professional Practice.

5 Current Performance Measures for Level of Service

The Museum service activity is measured on the following levels of service:

Levels of Service	Measures	Performance Targets and Results 2022/23	Target 2023/24
Council provides a museum service which reflects Community needs	Number of exhibitions held	Target = 6 Achieved 6 Exhibitions	At least 6 exhibitions
	Number of objects accessioned to the museum collection annually	Target = 200 Achieved 234 objects accessioned	>200
	Community satisfaction with the Museum	Target of >62% Not achieved Community Satisfactions = 37% User Satisfaction = 77%	N/A Survey completed every 3 years, completed in June 2023

The above performance measures reflect the key work undertaken by the Museum team. The performance targets of the number of exhibitions held, and objects accessioned are regularly achieved and progress is reported monthly to the Regulatory and Services Committee.

For the 2022/23 performance targets, the only performance target not achieved was the Community Satisfaction survey. Important to note regarding the survey is that 44% of respondents weren't aware of the Museum and this was the first year of the new survey provider and survey criteria.

6 Current cost of Service

The Museum Services activity has a budget of \$305,494 for 2023/24 and is fully funded from the general rates. There are only minor fees and charges which are for the cost of photographs.

7 Analyses of the Service

Need of the Service

Kawerau District Council provides Museum Services with in-house resources. The Waterwheel Heritage Trust is a provider of an industrial archaeology of New Zealand Museum, however their primary focus is not Kawerau. There is no legislative requirement to provide Museum Services, however Council's provision of this service to the community can be seen as preserving the past and present for future generations.

Also, it could be viewed that the museum has a greater well-being component, to promote the social, economic, emotional and cultural well-being of communities.

Efficiency and Effectiveness of the Service

Council provides an efficient and effective service, within the current 2.4 full-time equivalent (FTE) staffing and other resources available. As stated earlier the Museum service is not the full traditional museum service and to provide a full service would require further significant resources, including specialist museum building space.

Improvements or Additional Services

The following potential improvements have been identified. These options will need further investigation if Elected Members are interested in exploring any of these options:

- Progressing the installation of the new climate control system and ensuring future funding to maintain a quality working system.
- To further enhance the Museum with a purpose build space is an excellent opportunity for the future. As suggested for the Library, Council could develop this as part of the re-vitalisation of the Central Business District, by leading with a new purpose-built Library, Museum and Research Centre Building.
- A lack of storage space for the museum collection, will become an issue in the next three to five years, as Council continues to accept collection items. Archive storage also increases as time passes requiring additional storage space.
- To provide accessibility and enhance user experience with the Museum collections, particularly in this digital age, the replacement of the web browser (ex- Kete Kawerau), is key.
- To ensure that all archives and collections are kept safe from any potential flooding at the front of the building, a regular maintenance programme and replacement of the drain as part of Council's asset management renewal will assist.
- Some works have just been completed to refresh the main museum space in the library, further enhancements could be made with specialist lighting and display cabinets. Additional specialised gallery space would allow for larger comprehensive displays.
- The Museum is still very young compared to many Museums and being part of the library makes it difficult to develop a separate perception of the Museum. Investment in additional separate Museum space and public programmes, will over time develop the community's positive perception of the Museum.

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

Constraints of the service

Museum storage space is already at a premium, even with the new building and archive space set aside. For the Museum to continue to grow and accept objects from the community for safe keeping for the future, there will be a requirement for additional storage space.

The Museum displays and exhibitions are part of the library building and there are the separate display windows at the museum and archives building. While there is a narrower focus of the Museum services available, there are still challenges with having space restrictions on what can be displayed to the community. Also with a small team, staff resourcing restrictions do limit how much can be achieved.

Risks of the service

Climate control, particularly humidity is key to maintaining the integrity of the archives and Museum collection. Council has received a grant for 2023/24 to upgrade the humidity control which is an important project. The maintenance of an adequate climate control system moving forward will be required.

A risk to the current museum's operations in the main building is the susceptibility of flooding at the front of the building. Some of this risk can be mitigated with regular maintenance. The replacement of the drain as part of Council's asset renewals programme will also assist with any potential issues.

A potential risk is losing trained Museum staff, over the last few years Council has struggled to attract and keep a Museum Curator and Museum Technician. At present the Museum Curator role is vacant, however the Library and Museum Manager with her team are diligently working to continue business as usual.

8 Delivery Options of the Service

There are other options that could potentially be used to deliver the Museum Services. These are:

Shared services (provided by another Council)

The delivery of the service could be provided by another Council, who could essentially provide the staffing resources for the Museum.

This option would require finding another Council, willing to undertake the museum service activity on behalf of Council. To make this a cost-effective service, it is likely that the Council providing the service would need to be within a reasonable proximity. With staffing costs being the most significant cost, obtaining direct savings would be difficult. One benefit could be that larger Councils can attract specialist staff and spread the specialist staff skills across a number of locations, however there might still be competing priorities between different Councils. The current model allows Council to have autonomy over the current levels of service provided and the ability to adapt services to suit the community's needs without being tied to a shared service.

Trust or Council Controlled Organisation

Up until the end of 2008 the Sir James Fletcher Kawerau Museum was operated by the Kawerau Historical Museum Trust. The Trust's struggles then resulted in Council taking over the management of the Museum service.

A Trust could deliver the museum service to the community, however this would likely still require Council to fund the service by way of a grant. This option

would not necessarily provide Council with any cost savings and/or increase the level of service.

A Trust could possibly source additional grants funding however, this is not always guaranteed and still requires resources to apply for the funding.

There are no trusts within the region providing Museum services. There is potential to attract more volunteers and move towards a Trust format, however attracting volunteers has become even more difficult, since the initial Museum Trust stopped in 2008.

Contracted Service

Council could invite tenders from companies/organisations to provide Museum services. The nature of the Museum services provided does not lend itself to being a service that could be easily, efficiently and effectively provided by a contracted service. There are no other specific businesses within the region that provide museum services.

In-house Delivery

Council currently provides in-house Museum service delivery, which enables Council to maintain full control over the level of Museum services provided to the community.

There are additional opportunities to promote and grow the Museum service levels provided, which is dependent on Council's and the community's desires regarding the level of service provided and the level of ratepayer funding to be input into the Museum.

While there are other options available to provide the Museum services, they are not necessarily cost effective or practical options. The advantages of the current in-house service delivery are that Council has the ability to manage the level of services provided and has the autonomy to deliver a quality service within the resources available.

9 RECOMMENDATIONS

1. That the report "Activity Review for the Museum Services" be received.
2. That Council adopt the Museum Services S17a review as proposed in the report and Appendix A.



Lee-Anne Butler CA, BMS

Group Manager Finance and Corporate Services

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PART I: PRESENT ARRANGEMENTS	
<i>Name of the service and scope</i>	<i>The provision of Museum Services is to collect, preserve and communicate the history of the Kawerau Community.</i>
<i>Rationale for service provision</i>	<p><i>The Museum collects material directly connected to Kawerau District's cultural, social, and industrial heritage. This achieved through the core roles of:</i></p> <ul style="list-style-type: none"> <i>• Collections</i> <i>• Public Programmes</i> <i>• Customer Services and Community Relationships.</i>
<i>Present arrangements</i>	<p><i>The service is governed and provided by Council.</i></p> <p><i>All operations and management of the Museum are provided by Council staff.</i></p> <p><i>The service is funded through the general rate.</i></p>
<i>Last review</i>	<i>July 2017</i>
<i>Performance</i>	<p><i>Performance is currently measured by:</i></p> <ul style="list-style-type: none"> <i>• The number of exhibitions provided each year (target of six).</i> <i>• The number of objects accession to the museum collection annually (>200).</i> <i>• Community satisfaction survey conducted every three years (>62%).</i>
<i>Cost</i>	<i>The Service is provided at an annual cost of \$305,500 for 2023/24 financial year.</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>	<p><i>The Museum is governed by Council.</i></p> <p><i>Council delivers the Museum Service under a variety of legislation, the most significant being the Public Records Act 2005 and the Protected Object Act 1975.</i></p>
<i>Funding options</i>	<p><i>The service is funded by the general rate.</i></p> <p><i>There is little to no option to charge for the service.</i></p> <p><i>External funding may be available should there be Museum expansions or enhancements that may attract a community grant.</i></p> <p><i>External funding is not available for operational costs.</i></p>
<i>Operational options</i>	<p><i>The Museum service is managed and operated by Council staff. This is 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 currently available for Museum services. There are no trusts within the region providing Museum services.</i></p> <p><i>While there are other options available to provide the Museum services, they are not necessarily cost effective or practical options.</i></p> <p><i>The advantages of the current in-house service delivery are that Council has the ability to manage the level of services provided and has the autonomy to deliver a quality service within the resources available.</i></p>

Meeting: Council

Meeting Date: 27 March 2024

Subject: **Activity Review for Library Services**

File No.: 103015

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 for Library Services and is also undertaken as part of the development of Council's 2025-2034 the Long-Term Plan.

2 Activity Goal

The primary goal for providing Library Services, is to ensure an accessible, equitable environment for literacy and life-long learning, that meets the social, cultural, economic, and emotional requirements of the community.

The Public Libraries of New Zealand's vision is "Literacy for all, for Life" and their Strategic Framework 2020-2025, includes the follow objectives:

- ❖ Pānui/Read – Literacy for all, Reading for Pleasure.
- ❖ Pāngia/Relate – People connected to knowledge and each other.
- ❖ Parakitahi/Rehearse – Creative learning, a rehearsal for life.
- ❖ Pupuri/Remember – valuing the past to inform the future.

3 Service and Scope

The Library was one of the first services provided to the community of Kawerau, opening in September 1954. Libraries are a public space that is viewed as one of the trusted safe spaces in any community. The service is valued by the community with the recent Community Survey, ranking the library the second highest Council service with a 90% user satisfaction rate (national benchmark is 87%).

The Early Community Engagement survey for the Long-Term Plan 2024-2034, for the Library and Museum asked "whether the Library and Museum meets the Community's needs", the responses were 86.25% stating about right, 11.25% not enough and 2.5% too much.

Over the last four years an average of 55,912 visitors per annum have visited the library. While active membership numbers and people visiting the library reduced following Covid, in particular during 2022, these numbers are starting to increase again.

	Year to 30 June 2023	Year to 30 June 2022	Year to 30 June 2021	Year to 30 June 2020
Items issued	39,313	38,286	45,562	40,371
People visiting	50,835	42,978	66,715	63,119
New members	190	151	222	305
Active members*	1,354	1,459	1,726	1,744

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

The library is a public place that is accessible to all in the community. The library is open six days a week, from 10.00 am to 5.00 pm weekdays and from 10.00 am to 1.00 pm on a Saturday. The key services provided are grouped as followed:

- **Library Services:** provides community-based services for all with programming, activities and venue. This includes:
 - Activity holiday programmes and activities, as well as the summer reading programme.
 - Adult reading programmes and activities – adult book club, mindfulness group and one-off learning and craft activities.
 - Promoting reading and literacy.
 - Digital services and support.
 - E-books and e-resources.
 - Venue for schools and other groups to utilise library resources.
 - Inter-loan books.
 - Photocopying and scanning services.
 - Special events ie Matariki

For 2022/23 there were 285 reading programme participants (2021/22: 288 participants).

- **Collections:** Collect, curate and provide a wide range of content to the community in multiple formats. For 2022/23 the collection size was 44,871 physical and 883 electronic, with a total collection size of 45,754. The library is also part of the regional e-consortiums that offer additional material.
- **Reading and Literacy:** Encourage reading for pleasure and support literacy in all its forms. The library builds reading confidence through programming and activities which promote reading and literacy as enjoyable and fun, particularly with children. Examples are the Summer Reading Programme, Book Clubs and Write on Kawerau. There is also customer support with reader advisory services and collections to support reading development, as well as assisting with the changes in technology such as e-book set-ups.

- **Lifelong Learning:** Support individuals with lifelong learning and research needs, with staff assistance to support self-improvement, independent learning and attainment of new skills, including internet banking, antenno, digital skills, etc.
- **Community Identity, Culture and Local History:** Collect, create, celebrate, and make available local content and history.

The provision of these library services is provided by the skilled and trained Library team, of the Library and Museum Manager, plus six staff, equating to 4.5 full-time equivalent staff members.

The library team run programmes (adult and youth), partnerships and outreach services to promote and enable the wider use of the library. Digital services are integral to the services offered but there is still strong community demand for the traditional library services as well.

4 Current Governance and Service Delivery

The Library Service is governed by Council.

Council delivers the library service activity under a variety of legislation with the most significant being the National Library of New Zealand Act 2003, plus the Copyright Act 1994 and the Privacy Act 2020. Council also refers to the Public Libraries of New Zealand Strategic Framework 2020-2025 and the LIANZA Statement on Freedom of Information as guides.

5 Current Performance Measures for Level of Service

The library services activity is measured on the following level of service:

Levels of Service	Measures	Current performance (2022/23)	Target 2023/24
The library is accessible to the public	Percentage of the population who are active members of the library ¹	Target = >25% Not achieved – 18.1% were active members of the library	>25%
	New items per 1,000 population added to the collection each year.	Target = 500 Not achieved – 411 new items per 1000 population were added to collection.	>500
Council provides public library services and resources which suit Community needs	Community satisfaction with the Public Library	Target of > 86% Community satisfaction 73% User satisfaction 90%	N/A Survey completed every 3 years, completed in June 2023.

¹ Those who have used library services in the past two years.

The library performance target for active members has not been achieved, for the last four years and has declined since covid lockdowns. With the Library continuing to provide a wide range of activities, including a target such as the number of visitors to the library each year (has been used in the past) or the number of books issued, are targets worth considering, as this more accurately reflects that level of service and engagement with the community.

The library programmes provided to the community are well supported and provide good engagement with the community. A performance target regarding the number of programmes to the community could be added or be an alternative performance target. eg: Adult activity & reading programmes – four provided every year and Children’s reading and holiday activity programmes – four provided every year (this has also been a performance target in the past).

6 Current Service Delivery Costs

The Library Services activity has a budget of \$654,974 for 2023/24 and is funded primarily from the general rates (\$647,974) with a minimal contribution from Library fees, charges and other revenue (\$7,000).

There is capital expenditure each year for the Library Collection, which includes \$59,100 for the adult collection, \$16,700 for the children and young persons collection and \$12,750 for library furniture such as shelving and chairs.

From 1 July 2022, the overdue fines for the library were removed from the Fees and Charges, as they acted as a disincentive for residents to continue to use the library and usually cost more to collect than the money received. This same approach has continued for the 2023/24 financial year with no overdue fines.

There is a significant public benefit from providing a Library that is accessible to all in the community. To have high user fees to cover costs would be cost prohibitive to the community and limit the community’s access to the Library Services. Equity of access is an important value of Library Services.

Where possible, the library applies for additional funding to provide additional services to the community. An example was the recent New Zealand Partnership Agreement grant that Council received post covid. This allowed the library to increase the number of programmes provided through staffing and additional resource materials.

7 Analyses of the Service

Need of the Service

Kawerau District Council is the only provider of Public Library services available to the community. While there is no specific regulatory requirement to provide a Library, Section 142 of the Local Government Act 2002 requires that should a Council provide a Library for public use, the residents in the district or region are entitled to join the library free of charge.

Offering Library Services is seen as an important Council service provided to the community, for the greater well-being of the community, to promote the

social, economic, emotional and cultural well-being of communities in the present and for the future.

Efficiency and Effectiveness of the Service

Council provides an efficient and effective service, currently operating six days a week, for 38 hours per week, with 4.5 effective full time equivalent staff. Providing the service on a Saturday, also ensures those in the community who work during the week, can still have access to the library services on a Saturday.

Improvements or Additional Services

The following potential improvements have been identified. These options will need further investigation if Elected Members are interested in exploring any of these options:

- To further enhance the library with a purpose-built space is an excellent opportunity for the future. Council could develop this as part of the revitalisation of the Central Business District, by leading with a new purpose-built Library and Research Centre Building.
- A lack of space continues to be raised as an issue by customers and staff, as well as a lack of storage facilities. Development of additional spaces and meeting rooms would enhance the library as a learning hub. Without separate private spaces groups can be interrupted by other noises by general library users (and vice versa). With additional space, there would be the ability to have space for an increase in the library collections, and the current collections can be better utilised.
- Develop more digital capabilities – TV set up, DVD's, more visual interaction, e.g. ability to provide coverage of the events.
- Increase investment in IT resources with quiet workspace areas. The availability of the free Wi-Fi continues to be a valuable resource available at the library.

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

Constraints of the service

Library space is at a premium and having limited space restricts the level of library resources that can be available at any one time. It is difficult to provide for larger groups or displays, due to limited space.

Staffing is key to ensuring the library is open and available to the community to use. Staffing levels are managed to ensure efficiencies, however on the odd occasion, due to staff illness or annual leave, the library may have to close over lunchtimes, when there are staff shortages to cover lunch breaks.

Risks of the service

The main risk to the current Library operations is the current building. The building provides challenges with the roof leaks, no open spaces to effectively manage library users and managing the upstairs library area which needs to be monitored. There is a risk of damage or loss of the library collection, which would impact service delivery.

A potential risk is losing trained Library staff, although the library staff are very stable with the Library Manager and one full time staff member having worked in the library for over 30 years.

8 Service Delivery Options

There are other options that could potentially be used to deliver the Library Service. These are:

Shared services (provided by another Council)

The delivery of the service could be provided by another Council, who could essentially provide the resources for the library.

This option would require finding another Council, willing to undertake the library service activity on behalf of Council. To make this a cost-effective service, it is likely that the Council providing the service would need to be within a reasonable proximity. With staffing costs being the most significant cost, obtaining direct savings would be difficult. The current model allows Council to still have autonomy over the current levels of service provided and the ability to adapt services to suit the community's needs without being tied to a shared service.

At present Council works collaboratively with other Councils by providing shared e-book collections, digital resources, and the inter-loan service, which allows books to be borrowed from other Libraries.

Further enquiries can be made if Council wishes to consider this option going forward.

Trust or Council Controlled Organisation

A Trust could deliver the Library service to the community, however this would still require Council to fund the service by way of a grant. This option would not necessarily provide Council with any cost savings and/or increase the level of service. A Trust could possibly source additional grants funding however, this is not always guaranteed and still requires resources to apply for the funding.

There are no trusts within the region providing Library services. It is interesting to note that only one Library Trust in New Zealand has been successful. All other attempts reverted back to Council control after a few years of operation.

Contracted Service

Council could invite tenders from companies/organisations to provide Library services. The nature of the Library services provided does not lend itself to being a service that could be easily, efficiently and effectively provided by a contracted service. There are no other specific businesses within the country that provide Library services.

In-house Delivery

Council currently provides in-house Library service delivery, which enables Council to maintain full control over the level of Library services provided to the community. Overall, community satisfaction is high with the level of service provided (90% user satisfaction in 2022/23).

While there are other options available to provide the library services, they are not necessarily cost effective or practical options. The advantages of the

current in-house service delivery are that Council has the ability to manage the level of services provided and has the autonomy to deliver a quality service within the resources available.

9 RECOMMENDATIONS

1. That the report “Activity Report for Library Services” be received.
2. That Council adopt the Library Services S17a review as proposed in the report and Appendix A.



Lee-Anne Butler CA, BMS

Group Manager Finance and Corporate Services

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PART I: PRESENT ARRANGEMENTS	
<i>Name of the service and scope</i>	<i>The provision of Library services to ensure an accessible equitable environment for literacy and life-long learning, that meets the social, cultural, economic and emotional needs of the community.</i>
<i>Rationale for service provision</i>	<p><i>Council delivers the library service activity under a variety of legislation with the most significant being the National Library of New Zealand Act 2003, plus the Copyright Act 1994 and the Privacy Act 2020</i></p> <p><i>The key services provided by the Library Service are:</i></p> <ul style="list-style-type: none"> <i>• Library Services – community-based services for all with programming, activities, and venue.</i> <i>• Collections – Collect, curate, and provide a wide range of content to the community in multiple formats.</i> <i>• Reading and Literacy – encouraging reading for pleasure and supporting literacy in all its forms.</i> <i>• Lifelong Learning – support individuals with lifelong learning and research needs.</i> <i>• Community Identity, Culture and Local History – collect, create, celebrate and make available local content and history.</i>
<i>Present arrangements</i>	<p><i>The Library Service is governed and provided by Council.</i></p> <p><i>All operations and management of the Library Service are provided by Council staff.</i></p> <p><i>The service is funded primarily through the general rate. There is a small contribution from Library fees and charges (\$7,000).</i></p>
<i>Last review</i>	<i>July 2017</i>
<i>Performance</i>	<p><i>Performance is currently measured by:</i></p> <ul style="list-style-type: none"> <i>• Percentage of the population who are active members of the Library (>25%)</i> <i>• New items per population added to the collection each year (>500 items).</i> <i>• Community satisfaction survey conducted every three years (>86%).</i>

Cost	<i>The Service is provided at an annual cost of \$654,974 (2023/24 financial year).</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>	<p><i>The Library Service is governed by Council.</i></p> <p><i>Council delivers the library service activity under a variety of legislation with the most significant being the National Library of New Zealand Act 2003, plus the Copyright Act 1994 and the Privacy Act 2020.</i></p>
<i>Funding options</i>	<p><i>The service is funded by the general rate.</i></p> <p><i>External funding may be available should there be Library expansions or enhancements that may attract a community grant.</i></p> <p><i>External funding is not primarily available for operational costs, however, there have been Government grants some years to fund Library activity programmes. Any opportunities for grants funding are applied for, to enable the provision of additional Library services for the community where possible.</i></p>
<i>Operational options</i>	<p><i>The Library Service is managed and operated by Council staff. This is 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 currently available for Library services. There are no trusts within the region providing Library services.</i></p> <p><i>While there are other potential options available to provide the Library Services, they are not necessarily cost effective or practical options.</i></p> <p><i>The advantages of the current in-house service delivery are that Council has the ability to manage the level of services provided and has the autonomy to deliver a quality service within the resources available.</i></p>

Meeting: Council

Meeting Date: 27 March 2024

Subject: **Activity Review for the Water Supply Service**

File No.: 404410

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 Water Supply Service must consider the governance, funding and delivery of services, and requires specified options to be considered (see Appendix A). 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 goal is to provide a quality water supply in sufficient quantities to meet the social, cultural, economic and environmental requirements of our community.

This requires securing long-term water sources, adhering to all consent, cultural, environmental and water safety requirements, and ensuring continued operation of all facilities and infrastructure, in a sustainable way.

3 Service and Scope

This Service provides a supply system that comprises a network of springs, boreholes, pumps, treatment facilities, reservoirs and pipes that produce and distribute potable water to 2,692 households, four large industries and approximately 160 businesses, serving a population of almost 8,000 people.

The current services are delivered by:

- Securing and maintaining suitable water sources and resource consents
- Extraction, treatment and distribution of drinking water
- Management of water supply assets and monitoring water quality
- Repairing or replacing pipes, structures and plant
- Planning to meet future requirements and improve operations

4 Current Governance and Service Delivery

Council governs the Water Supply Service.

All Water Supply Service operations are provided by Council staff.

Council utilises in-house Asset Management and Project Management Offices to provide and maintain all infrastructure and supply systems.

Consultants and contractors provide specific specialist engineering services as needed.

Large infrastructure upgrades, replacements and installations are contracted to external contractors.

5 Current Performance Measures for Level of Service

The Water Supply Service have the following Levels of Service:

- **Community is satisfied with the Water Supply Service.**
Customer satisfaction is measured through a Triennial Residents survey.
The 2023 Triennial Residents survey achieved an approval rating of 40% (73% NZ benchmark). The low community satisfaction was caused by dirty water in the supply network. This issue has been resolved.
- **Total number of complaints received.**
Complaints are registered in the Request for Service database. Complaints are categorised as follows:
 - Clarity, no more than 4 per 1000 connections.
 - Taste, no more than 1 per 1000 connections.
 - Odour, no more than 1 per 1000 connections.
 - Pressure, no more than 2 per 1000 connections.
 - Continuity, no more than 2 per 1000 connections.
 - Response time, no more than 1 per 1000 connections.
- **Safety of drinking water.**
Council water supply has to comply with the Taumata Arowai drinking standards, specifically Part 4 and Part 5. Compliance is measured through independent water testing and plant records.
 - Part 4, bacterial compliance, not more than 1 instance of non-compliance
 - Part 5, protozoal compliance, no instances of non-compliance
- **Maintenance of the reticulation network.**
The loss of water from the reticulation is calculated using the minimum night flow method.
 - Loss of water from the reticulation is less than 200 litres per connection per day.
- **Demand management.**
The total water production is metered and includes losses and unauthorised used.

- Average consumption is less than 0.6 m³ per resident per day.
- **Fault response times.**
The time it takes to attend a request for service or fault/unplanned interruption is recorded in the Request for Service database.
 - Urgent call outs, attendance less than 2 hours
 - Urgent call outs, resolution less than 8 hours
 - Non-urgent call outs, attendance less than 24 hours
 - Non-urgent call outs, resolution less than 48 hours
- **Reliability of water supply.**
The number of planned and un-planned supply interruptions are recorded in the Water Team Leader Work Roster
 - Number of unplanned reticulation shutdowns, no more than 12 per year.
 - Number of unplanned pump station shutdowns, no more than 1 per year.
 - Number of water reticulation breaks, no more than 8 per year.
- **Environmental effects.**
Water is taken from the sources under consents granted by the Regional Council.
 - Compliance with all consent conditions.

6 Current cost of Service

The Water Supply Service is provided at an annual operational cost of \$1,509,416. A capital renewals budget of \$3,772,600 is planned for the current financial year.

Staff costs	\$ 192,570
Plant and Material	\$ 301,000
Internal Charges	\$ 176,000
Depreciation	\$ 639,620
Depreciation not funded	\$(233,867)
Overheads	\$ 251,593

The cost of the service is funded through rates (\$1,207,825 general and \$155,200 targeted) and fees and charges (\$78,520), interest income \$67,871. External funding is applied for projects when applicable and available.

7 Analyses of the Service

Need of the Service

Kawerau District Council is the only provider of potable drinking water in the District. There are no other potential suppliers.

Efficiency and Effectiveness of the Service

The service is efficient utilising local staff.

The service is cost effective and rates and charges are the lowest in the region.

Improvements of the Service

The Water Service is heavily regulated and there are limited opportunities to improve the service.

Constraints of the service

There are ample water sources available and volume supply of water to residents is the highest in the region. One source is on private land and may have future access restrictions and one source causes brown water when chlorinated. There are other sources that may be developed or the existing source may be treated to remove the cause of brown water.

Risks of the service

One water source is on private land and may not be available in the future. A second source has variable levels of manganese and is unsuitable to be chlorinated and will require additional treatment. Additional water sources are being developed to manage this risk.

Water supply infrastructure may be damaged by natural events (earthquakes and floods). Critical infrastructure is evaluated on a regular basis to assess vulnerabilities to natural events. Upgrades to infrastructure are designed and implemented to increase resilience.

Water supply may be contaminated with harmful pathogens and risk health of users. Water is treated with redundant safety processes (defence in depth) and continuously monitored and regularly tested to reduce contamination risks.

8 Delivery Options of the Service

The Water Supply Service was legislated in 2023 to be included in the planned water reform. This legislation was repealed in 2024 and it is expected that the Water Supply Service will remain a Council function for the next six years. This S17a review will be reviewed if there is any change to the legislation before the next review is due in 2030.

Current arrangement

The service is governed, funded and delivered by Council.

Governance

There are no other governance options.

Funding

The service is funded through rates and by charging fees to significant users.

Delivery

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

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

RECOMMENDATIONS

1. That the report “Activity Review for the Water Supply Service” be received.
2. That Council adopt the Water Supply Service as proposed.

Riaan Nel B. Tech (Mech), H. Bsc

Acting Group Manager, Operations & Services

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PART I: PRESENT ARRANGEMENTS	
<i>Name of the service and scope</i>	<u><i>Water Supply Service</i></u> <i>To provide a quality water supply service and maintain water supply 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 water supply services. There are no other suppliers of potable water in the District.</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>Number of complaints received.</i> <i>Water safety according to Taumata Arowai drinking standards.</i> <i>Availability of the water supply.</i> <i>Reliability of the water supply.</i> <i>Efficiency of the water supply system.</i> <i>Compliance with resource consents.</i>
<i>Cost</i>	<i>\$1,509,416</i>
PART II: DECISION TO REVIEW	
<i>Why is a review considered?</i>	<i>It has been 6 years since the previous full 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 full review and a full review is required.</i>

PART III: ANALYSES OF OPTIONS	
<i>Governance options</i>	<i>Council is required under the Local Government Act of 2002 to provide water supply services.</i>
<i>Funding options</i>	<p><i>The service is funded by rates and fees and charges as determined by Council's Revenue & Financing Policy.</i></p> <p><i>The costs to maintain facilities and plant in a useable state is funded by general rates.</i></p> <p><i>The costs to operate the service are funded by 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>
<i>Operational options</i>	<p><i>The service is 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>There are no other entities identified that may manage, maintain or operate the service.</i></p>

Meeting: Council

Meeting Date: 27 March 2024

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

File No.: 405300

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 Wastewater Service must consider the governance, funding and delivery of services, and requires specified options to be considered (see Appendix A). 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 goal is to provide an effective, efficient and sustainable Wastewater collection, treatment and disposal service in order to prevent harm, reduce nuisance and protect people's health and safety.

This requires managing and maintaining infrastructure and operational capabilities, adhering to all consent, cultural, environmental and wastewater safety requirements, ensuring continued operation of all facilities and infrastructure, in a sustainable way.

3 Service and Scope

This Service provides a collection network of connection points, pipes, pump stations, and access points to collect wastewater from 2,742 households, four large industries and approximately 160 businesses, serving a population of almost 8,000 people. This service treats all collected wastewater and disposes of it in an appropriate manner.

The current services are delivered:

- Providing sewerage access points at all required locations
- Collection and transport of all sewerage to the treatment plant
- Treatment and disposal of treated wastewater and produced solids
- Management of wastewater assets and monitoring disposal compliance
- Repairing or replacing pipes, pumps, structures and plant
- Planning to meet future requirements and improve operations

4 Current Governance and Service Delivery

The Wastewater Service is governed by Council.

The wastewater service and infrastructure provision and maintenance of the system are provided by Council staff. Contractors are utilised for large projects and specialised engineering and monitoring activities.

5 Current Performance Measures for Level of Service

The Wastewater Service has the following Levels of Service:

- **Community is satisfied with the Wastewater Service.**
Customer satisfaction is measured through a Triennial Residents survey. The 2023 Triennial Residents survey achieved an approval rating of 82% (74% NZ benchmark).
- **Total number of complaints received.**
Complaints are registered in the Request for Service database. Complaints are categorised as follows:
 - Odour, no more than 1 per 1000 connections.
 - Faults, no more than 15 per 1000 connections.
 - Blockages, no more than 15 per 1000 connections.
 - Response time complaints, no more than 1 per 1000 connections.
- **System adequacy.**
Council wastewater system is able to deal with normal operational requirements. This is measured by the number of non-weather related sewage overflows.
 - No more than 4 dry weather overflows per year.
- **Fault response times.**
The time it takes to attend a request for service or fault/unplanned interruption is recorded in the Request for Service database.
 - Call out attendance less than 1 hour.
 - Call outs resolution less than 8 hours
- **Reliability of the service.**
The number of planned and un-planned service interruptions are recorded in the Water Team Leader Work Roster
 - Number of unplanned service interruptions, no more than 50 per year.
- **Environmental effects.**
Wastewater is treated and disposed of under resource consents.
 - Compliance with all consent conditions.
 - No notices, orders or convictions.

6 Current cost of Service

The Wastewater Service is provided at an annual operational cost of \$1,794,100. A capital renewals budget of \$2,278,000 is planned for the current financial year.

Staff costs	\$ 278,200
Plant and Material	\$ 359,600

Internal Charges	\$ 382,500
Maintenance	\$ 110,000
Depreciation	\$ 537,200
Depreciation not funded	(\$188,021)
Overheads	\$ 313,621

The cost of the service is funded through rates (\$1,290,730 general rate and \$378,080 targeted rate), fees and charges (\$60,000) and interest income \$65,290. External funding is applied for projects when applicable and available.

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.

Kawerau District Council is the only provider of wastewater services in the District. There are no other potential suppliers.

Efficiency and Effectiveness of the Service

The service is efficient utilising local staff.

The service is cost effective and fees and charges are the lowest in the region.

Improvements of the Service

The Wastewater Service is heavily regulated and there are limited opportunities to improve the service.

Constraints of the service

The current wastewater infrastructure (reticulation, treatment plant and disposal sites) have a capacity for 10,000 residents and 300 businesses. There is ample wastewater treatment capacity available for Kawerau's immediate future developments.

The reticulation can be expanded in new areas with additional pumping stations. The treatment plant can be expanded to accommodate 12,500 and eventually 15,000 residents with the addition of additional treatment vessels inside the current plant.

Risks of the service

There are risks that new industries may release industrial sewerage into the wastewater system that may cause the system to fail or breach its consent conditions. This is managed through the Trade Waste bylaw.

8 Delivery Options of the Service

The Wastewater Service was legislated in 2023 to be included in the planned water reform. This legislation was repealed in 2024 and it is expected that the Wastewater Service will remain a Council function for the next six years. This S17a review will be reviewed if there is any change to the legislation before the next review is due in 2030.

Current arrangement

The service is governed, funded and delivered by Council.

Governance

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

Funding

The service is funded through rates and by charging fees to significant users.

Delivery

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

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

RECOMMENDATIONS

1. That the report “Activity Review for the Wastewater Service” be received.
2. That Council adopt the Wastewater Service as proposed.

Riaan Nel B. Tech (Mech), H. Bsc

Acting Group Manager, Operations & Services

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PART I: PRESENT ARRANGEMENTS	
<i>Name of the service and scope</i>	<u>Wastewater Service</u> To provide an effective, efficient and sustainable wastewater collection, treatment and disposal service for the Kawerau District.
<i>Rationale for service provision</i>	Council is required under the Local Government Act of 2002 to provide sanitary services. There are no other suppliers of wastewater services in the District.
<i>Present arrangements</i>	The service is governed by Council. All operations, management and maintenance of the service are provided by Council staff and long-term contractors. The service is funded through rates, fees and charges.
<i>Last review</i>	July 2017
<i>Performance</i>	Performance is currently measured by: Community satisfaction surveys conducted every three years. Number of complaints received. Availability of the service. Reliability of the service. Efficiency of the service. Compliance with resource consents.
<i>Cost</i>	\$1,794,100
PART II: DECISION TO REVIEW	
<i>Why is a review considered?</i>	It has been 6 years since the previous full review and a full review is required.
<i>Are there any exceptions to undertake this review?</i>	There are no exceptions that may be considered to undertake this review.
<i>Is a full or a partial review required</i>	It has been 6 years since the previous full review and a full review is required.

PART III: ANALYSES OF OPTIONS	
<i>Governance options</i>	<i>Council is required under the Local Government Act of 2002 to provide sanitary services.</i>
<i>Funding options</i>	<p><i>The service is funded by rates and fees and charges as determined by Council's Revenue & Financing Policy.</i></p> <p><i>The costs to maintain facilities and plant in a useable state is funded by general rates.</i></p> <p><i>The costs to operate the service are funded by 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>
<i>Operational options</i>	<p><i>The service is 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>There are no other entities identified that may manage, maintain or operate the service.</i></p>