



AGENDA

Strategy, Finance and Risk Committee Meeting Monday, 12 September 2022

**I hereby give notice that a Strategy, Finance and Risk Committee
Meeting will be held on:**

Date: Monday, 12 September 2022

Time: 9.30am

**Location: Bay of Plenty Regional Council Chambers
Regional House
1 Elizabeth Street
Tauranga**

*Please note that this meeting will be livestreamed and the recording will be publicly available on
Tauranga City Council's website: www.tauranga.govt.nz.*

**Marty Grenfell
Chief Executive**

Terms of reference – Strategy, Finance & Risk Committee

Membership

Chairperson	Commission Chair Anne Tolley
Deputy chairperson	Dr Wayne Beilby – Tangata Whenua representative
Members	Commissioner Shadrach Rolleston Commissioner Stephen Selwood Commissioner Bill Wasley Matire Duncan, Te Rangapū Mana Whenua o Tauranga Moana Chairperson Te Pio Kawe – Tangata Whenua representative Rohario Murray – Tangata Whenua representative Bruce Robertson – External appointee with finance and risk experience
Quorum	Five (5) members must be physically present, and at least three (3) commissioners and two (2) externally appointed members must be present.
Meeting frequency	Six weekly

Role

The role of the Strategy, Finance and Risk Committee (the Committee) is:

- to assist and advise the Council in discharging its responsibility and ownership of health and safety, risk management, internal control, financial management practices, frameworks and processes to ensure these are robust and appropriate to safeguard the Council's staff and its financial and non-financial assets;
- to consider strategic issues facing the city and develop a pathway for the future;
- to monitor progress on achievement of desired strategic outcomes;
- to review and determine the policy and bylaw framework that will assist in achieving the strategic priorities and outcomes for the Tauranga City Council.

Membership

The Committee will consist of:

- four commissioners with the Commission Chair appointed as the Chairperson of the Committee
- the Chairperson of Te Rangapū Mana Whenua o Tauranga Moana
- three tangata whenua representatives (recommended by Te Rangapū Mana Whenua o Tauranga Moana and appointed by Council)
- an independent external person with finance and risk experience appointed by the Council.

Voting Rights

The tangata whenua representatives and the independent external person have voting rights as do the Commissioners.

The Chairperson of Te Rangapu Mana Whenua o Tauranga Moana is an advisory position, without voting rights, designed to ensure mana whenua discussions are connected to the committee.

Committee's Scope and Responsibilities

A. STRATEGIC ISSUES

The Committee will consider strategic issues, options, community impact and explore opportunities for achieving outcomes through a partnership approach.

A1 – Strategic Issues

The Committee's responsibilities with regard to Strategic Issues are:

- Adopt an annual work programme of significant strategic issues and projects to be addressed. The work programme will be reviewed on a six-monthly basis.
- In respect of each issue/project on the work programme, and any additional matters as determined by the Committee:
 - Consider existing and future strategic context
 - Consider opportunities and possible options
 - Determine preferred direction and pathway forward and recommend to Council for inclusion into strategies, statutory documents (including City Plan) and plans.
- Consider and approve changes to service delivery arrangements arising from the service delivery reviews required under Local Government Act 2002 that are referred to the Committee by the Chief Executive.
- To take appropriate account of the principles of the Treaty of Waitangi.

A2 – Policy and Bylaws

The Committee's responsibilities with regard to Policy and Bylaws are:

- Develop, review and approve bylaws to be publicly consulted on, hear and deliberate on any submissions and recommend to Council the adoption of the final bylaw. (The Committee will recommend the adoption of a bylaw to the Council as the Council cannot delegate to a Committee the adoption of a bylaw.)
- Develop, review and approve policies including the ability to publicly consult, hear and deliberate on and adopt policies.

A3 – Monitoring of Strategic Outcomes and Long Term Plan and Annual Plan

The Committee's responsibilities with regard to monitoring of strategic outcomes and Long Term Plan and Annual Plan are:

- Reviewing and reporting on outcomes and action progress against the approved strategic direction. Determine any required review / refresh of strategic direction or action pathway.
- Reviewing and assessing progress in each of the six (6) key investment proposal areas within the 2021-2031 Long Term Plan.
- Reviewing the achievement of financial and non-financial performance measures against the approved Long Term Plan and Annual Plans.

B. FINANCE AND RISK

The Committee will review the effectiveness of the following to ensure these are robust and appropriate to safeguard the Council's financial and non-financial assets:

- Health and safety.
- Risk management.
- Significant projects and programmes of work focussing on the appropriate management of risk.
- Internal and external audit and assurance.
- Fraud, integrity and investigations.
- Monitoring of compliance with laws and regulations.
- Oversight of preparation of the Annual Report and other external financial reports required by statute.
- Oversee the relationship with the Council's Investment Advisors and Fund Managers.
- Oversee the relationship between the Council and its external auditor.
- Review the quarterly financial and non-financial reports to the Council.

B1 - Health and Safety

The Committee's responsibilities through regard to health and safety are:

- Reviewing the effectiveness of the health and safety policies and processes to ensure a healthy and safe workspace for representatives, staff, contractors, visitors and the public.
- Assisting the Commissioners to discharge their statutory roles as "Officers" in terms of the Health and Safety at Work Act 2015.

B2 - Risk Management

The Committee's responsibilities with regard to risk management are:

- Review, approve and monitor the implementation of the Risk Management Policy, Framework and Strategy including the Corporate Risk Register.
- Review and approve the Council's "risk appetite" statement.
- Review the effectiveness of risk management and internal control systems including all material financial, operational, compliance and other material controls. This includes legislative compliance, significant projects and programmes of work, and significant procurement.
- Review risk management reports identifying new and/or emerging risks and any subsequent changes to the "Tier One" register.

B3 - Internal Audit

The Committee's responsibilities with regard to the Internal Audit are:

- Review and approve the Internal Audit Charter to confirm the authority, independence and scope of the Internal Audit function. The Internal Audit Charter may be reviewed at other times and as required.
- Review and approve annually and monitor the implementation of the Internal Audit Plan.
- Review the co-ordination between the risk and internal audit functions, including the integration of the Council's risk profile with the Internal Audit programme. This includes assurance over all material financial, operational, compliance and other material controls.

This includes legislative compliance (including Health and Safety), significant projects and programmes of work and significant procurement.

- Review the reports of the Internal Audit functions dealing with findings, conclusions and recommendations.
- Review and monitor management's responsiveness to the findings and recommendations and enquire into the reasons that any recommendation is not acted upon.

B4 - External Audit

The Committee's responsibilities with regard to the External Audit are:

- Review with the external auditor, before the audit commences, the areas of audit focus and audit plan.
- Review with the external auditors, representations required by commissioners and senior management, including representations as to the fraud and integrity control environment.
- Recommend adoption of external accountability documents (LTP and annual report) to the Council.
- Review the external auditors, management letter and management responses and inquire into reasons for any recommendations not acted upon.
- Where required, the Chair may ask a senior representative of the Office of the Auditor General (OAG) to attend the Committee meetings to discuss the OAG's plans, findings and other matters of mutual interest.
- Recommend to the Office of the Auditor General the decision either to publicly tender the external audit or to continue with the existing provider for a further three-year term.

B5 - Fraud and Integrity

The Committee's responsibilities with regard to Fraud and Integrity are:

- Review and provide advice on the Fraud Prevention and Management Policy.
- Review, adopt and monitor the Protected Disclosures Policy.
- Review and monitor policy and process to manage conflicts of interest amongst commissioners, tangata whenua representatives, external representatives appointed to council committees or advisory boards, management, staff, consultants and contractors.
- Review reports from Internal Audit, external audit and management related to protected disclosures, ethics, bribery and fraud related incidents.
- Review and monitor policy and processes to manage responsibilities under the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020 and any actions from the Office of the Ombudsman's report.

B6 - Statutory Reporting

The Committee's responsibilities with regard to Statutory Reporting relate to reviewing and monitoring the integrity of the Annual Report and recommending to the Council for adoption the statutory financial statements and any other formal announcements relating to the Council's financial performance, focusing particularly on:

- Compliance with, and the appropriate application of, relevant accounting policies, practices and accounting standards.
- Compliance with applicable legal requirements relevant to statutory reporting.
- The consistency of application of accounting policies, across reporting periods.
- Changes to accounting policies and practices that may affect the way that accounts are presented.

- Any decisions involving significant judgement, estimation or uncertainty.
- The extent to which financial statements are affected by any unusual transactions and the manner in which they are disclosed.
- The disclosure of contingent liabilities and contingent assets.
- The basis for the adoption of the going concern assumption.
- Significant adjustments resulting from the audit.

Power to Act

- To make all decisions necessary to fulfil the role, scope and responsibilities of the Committee subject to the limitations imposed.
- To establish sub-committees, working parties and forums as required.
- This Committee has **not** been delegated any responsibilities, duties or powers that the Local Government Act 2002, or any other Act, expressly provides the Council may not delegate. For the avoidance of doubt, this Committee has **not** been delegated the power to:
 - o make a rate;
 - o make a bylaw;
 - o borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan (LTP);
 - o adopt the LTP or Annual Plan;
 - o adopt the Annual Report;
 - o adopt any policies required to be adopted and consulted on in association with the LTP or developed for the purpose of the local governance statement;
 - o adopt a remuneration and employment policy;
 - o appoint a chief executive.

Power to Recommend

To Council and/or any standing committee as it deems appropriate.

Order of Business

1	Opening karakia	11
2	Apologies	11
3	Public forum	11
4	Acceptance of late items	11
5	Confidential business to be transferred into the open	11
6	Change to order of business	11
7	Confirmation of minutes	12
7.1	Minutes of the Strategy, Finance and Risk Committee meeting held on 1 August 2022	12
7.2	Minutes of the Strategy, Finance and Risk Committee meeting held on 15 August 2022	32
8	Declaration of conflicts of interest	41
9	Business	42
9.1	Mainstreets' Monitoring Reports for the period to 30 June 2022	42
9.2	Deliberations on Easter Sunday Shop Trading Policy.....	48
9.3	Refreshed outline plan of Committee's upcoming work programme	62
9.4	Strategic framework refresh - Action and Investment Plans update.....	65
9.5	Revocation of Policies	71
9.6	Draft Annual Report	93
9.7	Long-term Plan 2021-31 actions tracker.....	100
9.8	Annual Residents' Survey 2021/22.....	102
9.9	Growth & Land Use Projects Progress Report - September 2022	105
9.10	Housing Sufficiency and Affordability, Tauranga City	108
10	Discussion of late items	117
11	Public excluded session	118
11.1	Public Excluded Minutes of the Strategy, Finance and Risk Committee meeting held on 1 August 2022.....	118
11.2	Cybersecurity Update - 2022 Q1-Q2	118
12	Closing karakia	120

- 1 OPENING KARAKIA**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 ACCEPTANCE OF LATE ITEMS**
- 5 CONFIDENTIAL BUSINESS TO BE TRANSFERRED INTO THE OPEN**
- 6 CHANGE TO ORDER OF BUSINESS**

7 CONFIRMATION OF MINUTES

7.1 Minutes of the Strategy, Finance and Risk Committee meeting held on 1 August 2022

File Number: A13907496

Author: Sarah Drummond, Governance Advisor

Authoriser: Sarah Drummond, Governance Advisor

RECOMMENDATIONS

That the Minutes of the Strategy, Finance and Risk Committee meeting held on 1 August 2022 be confirmed as a true and correct record.

ATTACHMENTS

1. Minutes of the Strategy, Finance and Risk Committee meeting held on 1 August 2022



MINUTES

Strategy, Finance and Risk Committee Meeting

Monday, 1 August 2022

Order of Business

1	Opening Karakia	4
2	Apologies	4
3	Public forum.....	4
4	Acceptance of late items	5
4.1	Acceptance of late items	5
5	Confidential business to be transferred into the open.....	5
6	Change to order of business.....	5
7	Confirmation of minutes.....	5
7.1	Minutes of the Strategy, Finance and Risk Committee meeting held on 16 May 2022.....	5
7.2	Minutes of the Strategy, Finance and Risk Committee meeting held on 20 June 2022	6
7.3	Minutes of the Strategy, Finance and Risk Committee meeting held on 8 June 2022.....	6
8	Declaration of conflicts of interest	6
9	Business.....	6
9.2	Waste Management and Minimisation Plan 2022-2028 - Hearings.....	6
9.1	Waste Management and Minimisation Bylaw 2022 - Hearings	7
9.3	Review of Public Art Policy.....	8
9.9	Revised Draft Local Alcohol Policy	10
9.4	Submissions to the Exposure Draft on the National Policy Statement for Freshwater Management 2020 and National Environment Standard on Freshwater, the Exposure Draft on the National Policy Statement for Indigenous Biodiversity 2022 and Draft Regional Public Transport Plan 2022-2032.....	12
9.5	Open Space Provision - Policy Review to Assist City Growth Planning	12
9.6	Draft Use of Council Land Policy Adopt for Consultation Report	13
9.7	Tauranga City Council Draft Annual Results for the year ended 30 June 2022	14
9.8	Audit New Zealand Report and Letter to Commissioners on the Long Term Plan Amendment.....	15
9.10	Annual report and Q4 report for 2021/22 LGOIMA and Privacy requests	15
9.11	2022 Q4 Apr-Jun Health and Safety Report	16
10	Discussion of late items	16
11	Public excluded session	16
11.1	Public Excluded Minutes of the Strategy, Finance and Risk Committee meeting held on 16 May 2022	17
11.2	Litigation Report.....	17
11.3	Internal Audit - Quarterly Update	18
11.4	Corporate Risk Register - Quarterly Update	18

11.? Public Excluded minutes of the Strategy, Finance and Risk Committee meeting held on 20 June 2022.....	18
11.? Public Excluded minutes of the Strategy, Finance and Risk Committee meeting held on 20 June 2022.....	19
12 Closing Karakia.....	19

UNCONFIRMED

MINUTES OF TAURANGA CITY COUNCIL**STRATEGY, FINANCE AND RISK COMMITTEE MEETING
HELD AT THE BAY OF PLENTY REGIONAL COUNCIL CHAMBERS, REGIONAL HOUSE, 1
ELIZABETH STREET, TAURANGA
ON MONDAY, 1 AUGUST 2022 AT 9.30AM**

PRESENT: Commission Chair Anne Tolley, Dr Wayne Beilby, Commissioner Shadrach Rolleston, Commissioner Stephen Selwood, Commissioner Bill Wasley, Ms Matire Duncan, Mr Te Pio Kawe, Ms Rohario Murray, Mr Bruce Robertson

IN ATTENDANCE: Marty Grenfell (Chief Executive), Paul Davidson (Chief Financial Officer), Barbara Dempsey (General Manager: Community Services), Nic Johansson (General Manager: Infrastructure), Christine Jones (General Manager: Strategy, Growth & Governance), Alastair McNeil (General Manager: Corporate Services), Steve Pearce (Acting General Manager: Regulatory and Compliance), Gareth Wallis (General Manager: City Development & Partnerships), Josh Logan (Team Leader: Corporate Planning), James Wilson (Manager: Arts & Culture), Andy Mead (Manager: City Planning & Growth), Alastair Talbot (Team Leader: Structure Planning & Strategic Transport), Brad Bellamy (Project Leader: Urban Planning), Sharon Herbst (Policy Analyst), Clare Abbiss (Open Space & Community Facilities Planner), Vicky Grant-Ussher (Policy Analyst), Kathryn Sharplin (Manager: Finance), Tracey Hughes (Financial Insights & Reporting Manager), James Woodward (Finance Lead Projects Assurance), Jane Barnett (Policy Analyst), Jeremy Boase (Manager: Strategy & Corporate Planning), Nigel McGlone (Manager: Environmental Regulation), Coral Hair (Manager: Democracy Services), Robyn Garrett (Team Leader: Committee Support), Sarah Drummond (Committee Advisor), Anahera Dinsdale (Committee Advisor)

1 OPENING KARAKIA

Commissioner Shadrach Rolleston opened the meeting with a karakia.

2 APOLOGIES

Nil

3 PUBLIC FORUM

Nil

4 ACCEPTANCE OF LATE ITEMS

4.1 Acceptance of late items

COMMITTEE RESOLUTION SFR7/22/1

Moved: Mr Bruce Robertson

Seconded: Commissioner Bill Wasley

That the Council:

Accepts the following late items for consideration at the meeting:

- Minutes of the Strategy, Finance and Risk Committee meeting held on 20 June 2022 (open and confidential)
- Minutes of the Strategy, Finance and Risk Committee meeting held on 8 June 2022 (open and confidential)

The above items were not included in the original agenda because it they were not available at the time the agenda was issued, and discussion cannot be delayed until the next scheduled meeting of the Committee because a decision is / decisions are required in regard to this item / these items.

CARRIED

5 CONFIDENTIAL BUSINESS TO BE TRANSFERRED INTO THE OPEN

Nil

6 CHANGE TO ORDER OF BUSINESS

Nil

7 CONFIRMATION OF MINUTES

7.1 Minutes of the Strategy, Finance and Risk Committee meeting held on 16 May 2022

COMMITTEE RESOLUTION SFR7/22/2

Moved: Commissioner Shadrach Rolleston

Seconded: Commissioner Stephen Selwood

That the minutes of the Strategy, Finance and Risk Committee meeting held on 16 May 2022 be confirmed as a true and correct record.

CARRIED

7.2 Minutes of the Strategy, Finance and Risk Committee meeting held on 20 June 2022**COMMITTEE RESOLUTION SFR7/22/3**

Moved: Commissioner Bill Wasley

Seconded: Commissioner Stephen Selwood

That the minutes of the Strategy, Finance and Risk Committee meeting held on 20 June 2022 be confirmed as a true and record once amended to remove the wording from item 9.1. bullet point five , (under discussion points raised) *but would cause cost to business.* .

CARRIED

7.3 Minutes of the Strategy, Finance and Risk Committee meeting held on 8 June 2022**COMMITTEE RESOLUTION SFR7/22/4**

Moved: Commissioner Shadrach Rolleston

Seconded: Ms Rohario Murray

That the minutes of the Strategy, Finance and Risk Committee meeting held on 8 June 2022 be confirmed as a true and correct record.

CARRIED

8 DECLARATION OF CONFLICTS OF INTEREST

Nil

9 BUSINESS**9.2 Waste Management and Minimisation Plan 2022-2028 - Hearings**

Staff Josh Logan, Team Leader: Corporate Planning

COMMITTEE RESOLUTION SFR7/22/5

Moved: Ms Rohario Murray

Seconded: Commissioner Shadrach Rolleston

That the Strategy, Finance and Risk Committee:

- (a) Receives the report.
- (b) Receives the written submissions on the draft Waste Management and Minimisation Plan 2022-2028 (**Attachment 1**).
- (c) Receives the verbal submissions from those submitters that wish to speak to their submission.

CARRIED

The following members of the public spoke to their submission to the draft Waste Management and Minimisation Plan 2022-2028.

(1) Submission 25 – Ms Mary Rose**Key points**

- Ms Rose thanked the Committee for the opportunity to speak. Her presentation came following from a workshop six weeks prior that had a recycling theme.
- Ms Rose was very impressed with what had been done and the concept and development of sustainable ways to dispose of rubbish.
- Disappointed to hear some waste was still going to Indonesia.
- Heart-warming to hear of the effective ways of dealing with climate change being used.
- Ms Rose presented the Committee with handmade signs that read - Thank You and Much More is Needed.
- The Committee acknowledged the thank you and also the work down by staff on this issue.

(2) Submission 33 – Ms Cathryn Taylor (EnviroWaste)**Key points**

- Ms Taylor advised that she had previously worked for Council.
- The aim was to reduce waste going to landfill; so far some great results had been achieved.
- Waste per capita had reduced to 100L from 200L.
- Ms Taylor was ready for diversion streams at Te Maunga transfer station.
- Envirowaste worked with other authorities and in other areas depending on what contracts it held.
- Opportunities to recycle and re use household goods was an area that Envirowaste had been working on, and may look to relocate area as Te Maunga was now a very cramped space.

(3) Submission 36 – Mr Owen Douglas supported by Dr Doug Miers**Key points**

- Mr Douglas spoke to the Committee regarding the issue of end of life for tyres.
- He noted that previously there had been no scheme to deal with these tyres that then became stock piles and an environmental problem; regardless of electric vehicles, tyres would continue to be a problem.
- Mr Douglas advised that the Minister had now taken up this problem. Mr Douglas had found a site north of Morrinsville to process end of life tyres and had been working with real estate agents to try to further this process.
- New legislation on storage, Tyre Derived Fuel machines had been approved and sourced; however, a funding source would have to be found.
- Mr Douglas asked the Committee if they were able to help in discussions with other territorial authorities to find new funding sources and thanked them for their consideration.
- Dr Miers spoke on other waste problems.
- In his experience he had observed many companies go bankrupt in waste management. Some processes did not work and profit margins could not be achieved to change the product into other things, in particular relating to glass recycling.
- He would like options such as processing on ships in harbour as an option and to look to empty landfills to return to healthier environments.

9.1 Waste Management and Minimisation Bylaw 2022 - Hearings

Staff Josh Logan, Team Leader: Corporate Planning

COMMITTEE RESOLUTION SFR7/22/6

Moved: Commissioner Bill Wasley

Seconded: Dr Wayne Beilby

That the Strategy, Finance and Risk Committee:

- (a) Receives the report.
- (b) Receives the written submissions on the draft Waste Management and Minimisation Bylaw 2022 (**Attachment 1**).
- (c) Receives the verbal submissions from those submitters that wish to speak to their submission.

CARRIED

The following members of the public spoke to their submission to the draft Waste Management and Minimisation Bylaw 2022.

(1) Submission 12 – Deborah Crowe**Key points**

- The work completed and ongoing work were achievements to be acknowledged; especially noted the engagement staff had completed across internal and external groups.
- Agreed and emphasised the last speakers' points on the need to focus on the next best life and value recovered from resources. For example the reuse of textiles, especially use in the hospitality industry. Their use of combined fabrics (polycotton etc) could be repurposed in injection moulding.
- Noted ongoing work on other processes like the sorting of resources for re-use.
- Congratulations to the staff and Tauranga City Council on the collaborative process and hard work to date. Keep working with a collaborative focus on regional solutions.

Discussion.

- Committee Chair Anne Tolley thanked Ms Crowe and all submitters for their presentations and advised that at the last Mayoral forum, the issues of regional waste were picked up for discussion. Noted that there was the need to put the same effort into infrastructure development on a region-wide basis.
- Current plan consents and definitions around construction were being worked through with Industry, it was not envisioned that single dwellings would require this at this point. The plan would initially focus on large developments and commercial activity then in time work to single dwellings.

9.3 Review of Public Art Policy

Staff Barbara Dempsey, General Manager: Community Services
James Wilson, Manager: Arts & Culture
Ellie Smith, Marketing Coordinator

Key points

- Staff provided a presentation to the Committee with an overview of the need for a policy and what this could provide.
- Creative and heritage sector had commended the Tauranga City Council in their novel and bold approach to aspirational artworks being developed over the next ten years.
- The presentation took the Committee through examples of public artwork and how they were initiated, processed and developed.

In response to questions

- Framework was needed to enable a strong vision and strategy, and would provide for community-initiated art.
- Partnerships to consult and work with iwi and hapū.
- The assessment process was envisaged as being able to be used quickly.
- Significant works may need a possible art panel process like urban design.

Discussion points raised

- Glad to see a policy in place as there had been a dearth of public art previously in the city.
- Decision making must be clear and concise and not become a political football.
- The plan contained a set of frameworks for decision making and significant artworks would require a full matrix for decision making.
- The team would work over the coming year on engaging with iwi funding priorities and projects, and developing the storytelling narrative for the city.
- The Committee noted it would like to see ongoing work and that any potential panels should include local artists.
- There would be funding of artworks from existing budgets with a firm process for large work decisions; ongoing maintenance would also come from existing budget.
- The fund was contestable.
- Formal reporting back to the Committee on the delegation process was envisaged.
- It was noted that this was an in principle decision and, as the process moved forward, it would be formally reported back for further direction.

COMMITTEE RESOLUTION SFR7/22/7

Moved: Mr Bruce Robertson

Seconded: Commissioner Bill Wasley

That the Strategy, Finance and Risk Committee:

- (a) Receives the Report titled 'Review of Public Art Policy'.
- (b) Rescinds the existing Public Art Policy (2015).
- (c) Adopts in principle the structure of the Public Art Framework, to include public art guidelines, a public art toolkit, assessment process and public art fund, a public art advisory panel and public programming activities.
- (d) Adopts the objectives of the framework:
 - (i) To enhance the public spaces of Tauranga by the introduction of artworks to the city environment, enhancing city and community identity and cultural wellbeing.
 - (ii) To support the expression of Māori whakapapa and history throughout the city through public art that celebrates and platforms traditional and contemporary Ngā toi Māori.
 - (iii) To promote the city as a centre of artistic and cultural excellence.
 - (iv) To celebrate and showcase the work of local and nationally recognised artists.
 - (v) To enable the delivery and resourcing of a planned programme of public art for the city.
 - (vi) To encourage and enable public art through a partnership approach with Tauranga City Council.
- (e) Adopts in principle a 'percent for art' funding mechanism which will require all Council-led above ground capital projects to allocate at least 1% of total budget towards public art outcomes, noting that this funding mechanism will be included in the development

of the 23/24 Annual Plan.

CARRIED

At 11.06am Committee Member Matire Duncan left the meeting

At 11.07am the meeting adjourned.

At 11.30am the meeting reconvened.

CHANGE THE ORDER OF BUSINESS

COMMITTEE RESOLUTION SFR7/22/8

Moved: Commissioner Bill Wasley

Seconded: Dr Wayne Beilby

Amends the order of business so the next item of business is Agenda Item 9.9 – Revised Draft Local Alcohol Policy.

CARRIED

9.9 Revised Draft Local Alcohol Policy

Staff Jane Barnett, Policy Analyst
Jeremy Boase, Manager: Strategy & Corporate Planning
Nigel McGlone, Manager: Environmental Regulation

Key points

- A brief overview of the Local Alcohol Policy process completed to date was provided, including consultation and hearings, and noted the proposed changes to the Policy agreed at the 20 June 2022 Committee meeting.
- Staff had used the social deprivation index to inform their recommendation. The index looked at factors including: income, social issues, dwellings and overcrowding.
- Staff had recommended that no new off licences be issued in areas with a social deprivation index number of 7; people in more socially deprived areas were often more vulnerable to harm.

COMMITTEE RESOLUTION SFR7/22/9

Moved: Commissioner Bill Wasley

Seconded: Commissioner Stephen Selwood

That the Strategy, Finance and Risk Committee:

- (a) Confirms the following proposed changes to the draft Local Alcohol Policy (LAP) that were agreed at the Committee meeting on the 20 June 2022:
 - (i) Final sales time changed to 3am from the proposed 2am for all on-licensed premises in the central city
 - (ii) A reduction in the opening sales time for all off-licensed premises with a proposed opening time of 10:00am instead of 7:00am
 - (iii) Removal of the one-way door provision for on-licensed premises
 - (iv) No new on-licensed premises to be established in areas zoned industrial in the City Plan
- (b) Agrees to the following proposed changes to be included in the revised draft LAP for

community consultation:

- (i) No new licences issued for bottle stores located within suburbs with a social deprivation index of 7 or more. This does not apply to new licences for an existing premises that has been sold, or for an existing premises that relocates to a new site within the same suburb.
- (ii) The inclusion of the following discretionary conditions for off-licensed premises:
 - (1) Signs detailing statutory restrictions on the sale of alcohol to minors and intoxicated persons adjacent to every point of sale;
 - (2) The maintenance of an alcohol-related incidents book;
 - (3) The installation and operation of CCTV cameras on the exterior of, and within, premises;
 - (4) Provision of effective exterior lighting;
 - (5) No single sales of beer or ready to drink spirits (RTDs) in bottles, cans or containers of less than 440 mls in volume may occur except for craft beer;
 - (6) No single sales of shots or premixed shots;
 - (7) Restrictions on sales based on the type of product and/or its price;
 - (8) Restrictions on the display of RTDs at principal entrance to the store or within 3 meters of the front window; and
 - (9) Restrictions on the display of product or price specials.
- (c) Adopts the revised draft Tauranga Local Alcohol Policy (**Attachment One**) and the Statement of Proposal (**Attachment Two**) for community consultation from 16 August 2022 until 16 September 2022.
- (d) Authorises the Chief Executive to make any necessary minor drafting or presentation amendments to the revised draft Local Alcohol Policy, the Statement of Proposal and the related consultation material prior to the commencement of consultation.

CARRIED

9.4 Submissions to the Exposure Draft on the National Policy Statement for Freshwater Management 2020 and National Environment Standard on Freshwater, the Exposure Draft on the National Policy Statement for Indigenous Biodiversity 2022 and Draft Regional Public Transport Plan 2022-2032

Staff Andy Mead, Manager: City Planning & Growth
Alastair Talbot, Team Leader: Structure Planning & Strategic Transport
Brad Bellamy, Project Leader: Urban Planning

Key points

- A short presentation that focused on water and biodiversity was provided by staff.
- Staff noted the suggested new wording in the submission and its implications.
- There would not be any further Schedule One process.
- The Committee hoped that the submission would be read in full at central government level and the concerns noted.

Discussion points raised

- Challenges ahead in the area of work as a whole. Environmental outcomes needed to be balanced with issues of housing and infrastructure provision, while not being overly

burdensome to authorities.

COMMITTEE RESOLUTION SFR7/22/10

Moved: Commissioner Bill Wasley

Seconded: Dr Wayne Beilby

That the Strategy, Finance and Risk Committee:

- (e) Receives the submission (Attachment 1) on the exposure draft on the National Policy Statement for Freshwater Management and National Environmental Standards on Freshwater lodged with Ministry for the Environment on 8 July 2022.
- (b) Receives the submission (Attachment 2) on the exposure draft on the National Policy Statement for Indigenous Biodiversity lodged with Ministry for the Environment on 21 July 2022.
- (c) Receives the submission (Attachment 3) on the draft Regional Public Transport Plan - 2032 lodged with Bay of Plenty Regional Council on 29 July 2022.

CARRIED

9.5 Open Space Provision - Policy Review to Assist City Growth Planning

Staff Sharon Herbst, Policy Analyst
Clare Abbiss, Open Space & Community Facilities Planner
Ruth Woodward, Team Leader: Policy

Key points

- The report was prepared as it had become apparent to staff that there would be challenges in growth planning with the current policy.
- Small and technical changes were proposed with the regard to access and closeness of reserves to housing areas.
- Minor corrections had been included to bring the policy to date with current practice.

COMMITTEE RESOLUTION SFR7/22/11

Moved: Commissioner Bill Wasley

Seconded: Commissioner Shadrach Rolleston

That the Strategy, Finance and Risk Committee:

- (a) Adopts for consultation an amended Open Space Level of Service Policy (Attachment 1) with:
 - (i) A revised open space quantity standard for the Open Space Level of Service Policy, of 1.7 hectares per 1000 persons for New Comprehensive Development Areas and New Urban Growth Areas, that removes the requirement that at least 50% of that quantity must comprise neighbourhood reserves, provided that the accessibility standards in the policy are still achieved for neighbourhood area open space.
 - (ii) Minor policy reformatting amendments to align with the current council policy template, update definitions and correct cross references.

CARRIED

At 12.30pm the meeting adjourned.

At 1.16pm the meeting reconvened.

At 1.37pm, Mr Bruce Robertson entered the meeting.

9.6 Draft Use of Council Land Policy Adopt for Consultation Report

Staff Vicky Grant-Ussher, Policy Analyst
Sharon Herbst, Policy Analyst

Key points

- Brief update on what had been included as options for consultation and a brief explanation of the options.
- If the land use was not meeting sports objectives the priority would be for community sports.
- Any conflicts that arose were with the use of land by more professional sports teams which displaced community activity.
- Pre engagement was planned to ensure no unintended consequences occur prior to full consultation.
- At present there was no centralised reporting and no data on how many times community activity had been displaced e.g. at Blake Park and Gordon Spratt Reserve by more professional or semi-professional sport.

In response to questions

- Consultation could look at what was the best use for an area, for example whether margin areas could be used more appropriately e.g. boot camps held on a green space in a reserve that does not need to be a field.
- Termination clauses in the marine reserve gave need to source funding. Therefore the lease term had been walked back and now included a termination clause
- Whether land should have an economic benefit could/would be included as a question for consultation, as would be fees and charges, mobile shops numbers and limits.

Discussion points raised

- Staff would ensure waka ama was included.

COMMITTEE RESOLUTION SFR7/22/12

Moved: Commissioner Bill Wasley

Seconded: Commissioner Shadrach Rolleston

That the Strategy, Finance and Risk Committee:

- (a) Agrees that the Draft Use of Council Land Policy is to include the following:
 - (i) Updated purpose and principles.
 - (ii) Principles of the policy being utilised as a decision-making framework while retaining operational discretion.
 - (iii) A provision regarding high-performance sport use of sports fields
 - (iv) Retention of the current selection process for commercial activities.
 - (v) A termination clause in lease agreements for council land.
- (b) Approves the draft Use of Council Land Policy (Attachment 1) for consultation.

CARRIED

9.7 Tauranga City Council Draft Annual Results for the year ended 30 June 2022

Staff Kathryn Sharplin, Manager: Finance
Tracey Hughes, Financial Insights & Reporting Manager
James Woodward, Finance Lead Projects Assurance

Key points

- Staff noted that with a surplus of \$3million and a carry forward of \$1.4m, 73% of budget had been spent.
- A report on the year in review would be provided at the next meeting.
- There was a portion of uncompleted capital work to be moved to the financial year 22/23 budget.
- Current spending variation was driven largely by transport and maintenance contracts.
- Last financial year there was 73% to 90% of budget hitting targets, then due to external influences three larger underspends created a surplus.

In response to questions

- Transport contract renewals were anticipated.
- Further refinements to budgets and forecasting would be completed.
- The Cameron Road project had ongoing impacts from Covid and supply disruptions.
- Staff would provide the Committee with some further information on the Te Maunga project.
- Time delays were anticipated to have created a flow on effect to timeline and cost of other projects.

COMMITTEE RESOLUTION SFR7/22/13

Moved: Commissioner Bill Wasley

Seconded: Dr Wayne Beilby

That the Strategy, Finance and Risk Committee:

- (a) Receives the report Tauranga City Council Draft Annual Results for the year ended 30 June 2022.
- (b) Agrees to carry forward additional unspent rates of \$1.4m to cover digital, financial, planning and parks operational projects not completed.
- (c) Notes that, at this stage, a small rates surplus remains with further capitalisation and the review and audit process likely to impact on the final rates surplus.
- (d) Agrees to carry forward an additional \$6m of capital projects not completed at year end.

CARRIED

9.8 Audit New Zealand Report and Letter to Commissioners on the Long Term Plan Amendment

Staff Kathryn Sharplin, Manager: Finance
Paul Davidson, Chief Financial Officer

- The Committee received a brief overview; there had been no change to the items noted by Audit NZ between the draft and final letter.

COMMITTEE RESOLUTION SFR7/22/14

Moved: Commissioner Stephen Selwood

Seconded: Mr Bruce Robertson

That the Strategy, Finance and Risk Committee:

- (a) Receives the following correspondence from Audit New Zealand regarding the Long - term Plan Amendment
 - (i) Letter to the Commissioners on the findings from the final LTPA audit
 - (ii) Tauranga City Council LTP Amendment – Report to the Commissioners - Final

CARRIED

9.10 Annual report and Q4 report for 2021/22 LGOIMA and Privacy requests

Staff Christine Jones, General Manager: Strategy, Growth and Governance

Key points

- The Committee appreciated the new format of the report, that trends were identified and that it narrowed and focused the report.

COMMITTEE RESOLUTION SFR7/22/15

Moved: Commissioner Stephen Selwood

Seconded: Commissioner Bill Wasley

That the Strategy, Finance and Risk Committee receives the Annual Report 2021/22 LGOIMA and Privacy Requests including Quarter 4 data report.

CARRIED

9.11 2022 Q4 Apr-Jun Health and Safety Report

Staff Alastair McNeil, General Manager: Corporate Services
Tony Aitken, Manager: Human Resources
Darren West, Team Leader: Health, Safety & Wellbeing

Key points

- Investigations noted in the report looked to be higher this quarter but this reflected a new reporting method and audit.
- Staff were pleased to advise that the City Waters team was selected as a finalist in the national health and safety awards by creating a solution for replacing and repairing valves at the three waters worm farm that reduced not only the number of staff needed but also the risk. The team was placed second in the awards; the process is now in use throughout councils and a patent was being considered.

In response to questions

- Work in progress would be reported to the committee next quarter.

Discussion points raised

- Well done to the team for their nomination and their solution.

COMMITTEE RESOLUTION SFR7/22/16

Moved: Commission Chair Anne Tolley

Seconded: Commissioner Bill Wasley

That the Strategy, Finance and Risk Committee:

- (a) Receives the 2022 Q4 Health and Safety Report
- (b) Receives the 2022 Q4 Mental Health and Wellbeing Report

CARRIED

10 DISCUSSION OF LATE ITEMS

Nil

11 PUBLIC EXCLUDED SESSION**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION SFR7/22/17**

Moved: Commissioner Shadrach Rolleston

Seconded: Dr Wayne Beilby

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - Public Excluded Minutes of the Strategy, Finance and Risk Committee meeting held on 16 May 2022	<p>s6(b) - The making available of the information would be likely to endanger the safety of any person</p> <p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(d) - The withholding of the information is necessary to avoid prejudice to</p>	<p>s48(1)(a) - 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 would exist under section 6 or section 7</p>

	<p>measures protecting the health or safety of members of the public</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(h) - The withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	
11.2 - Litigation Report	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(i) - The withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a) - 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 would exist under section 6 or section 7
11.3 - Internal Audit - Quarterly Update	<p>s6(b) - The making available of the information would be likely to endanger the safety of any person</p> <p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(d) - The withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	s48(1)(a) - 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 would exist under section 6 or section 7
11.4 - Corporate Risk Register - Quarterly Update	<p>s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	s48(1)(a) - 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 would exist under section 6 or section 7

	<p>s7(2)(h) - The withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<p>Public Excluded Minutes of the Strategy, Finance and Risk Committee meeting held on 20 June 2022</p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(d) - The withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(h) - The withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a) - 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 would exist under section 6 or section 7</p>
<p>Public Excluded Minutes of the Strategy, Finance and Risk Committee</p>	<p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p>	<p>s48(1)(a) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the</p>

meeting held on 8 June 2022		disclosure of information for which good reason for withholding would exist under section 6 or section 7
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CARRIED

12 CLOSING KARAKIA

Commissioner Shadrach Rolleston closed the meeting with a karakia.

Resolutions transferred into the open section of the meeting after discussion

Nil

The meeting closed at 3.57pm.

The minutes of this meeting were confirmed as a true and correct record at the Strategy, Finance and Risk Committee meeting held on 15 August 2022.

.....
CHAIRPERSON

7.2 Minutes of the Strategy, Finance and Risk Committee meeting held on 15 August 2022

File Number: A13907498

Author: Sarah Drummond, Governance Advisor

Authoriser: Sarah Drummond, Governance Advisor

RECOMMENDATIONS

That the Minutes of the Strategy, Finance and Risk Committee meeting held on 15 August 2022 be confirmed as a true and correct record.

ATTACHMENTS

- 1. Minutes of the Strategy, Finance and Risk Committee meeting held on 15 August 2022**



MINUTES

Strategy, Finance and Risk Committee Meeting

Monday, 15 August 2022

Order of Business

1	Opening Karakia	3
2	Apologies	3
3	Public forum.....	3
4	Acceptance of late items	3
5	Confidential business to be transferred into the open.....	3
6	Change to order of business.....	3
7	Declaration of conflicts of interest	3
8	Business.....	4
8.1	Hearings for Easter Sunday Shop Trading Policy	4
8.2	Deliberations on draft Waste Management and Minimisation Bylaw 2022	5
8.3	Deliberation and Adoption Report - Waste Management and Minimisation Plan 2022-2028.....	8
9	Discussion of late items	9
10	Closing Karakia.....	9

MINUTES OF TAURANGA CITY COUNCIL**STRATEGY, FINANCE AND RISK COMMITTEE MEETING
HELD AT THE BOP REGIONAL COUNCIL CHAMBERS, REGIONAL HOUSE, 1 ELIZABETH
STREET, TAURANGA ON MONDAY, 15 AUGUST 2022 AT 2pm**

PRESENT: Commission Chair Anne Tolley, Commissioner Shadrach Rolleston, Commissioner Stephen Selwood, Commissioner Bill Wasley, Ms Matire Duncan, Mr Te Pio Kawe, Ms Rohario Murray, Mr Bruce Robertson

IN ATTENDANCE: Nic Johansson (General Manager: Infrastructure), Christine Jones (General Manager: Strategy, Growth & Governance), Jeremy Boase (Manager: Strategy & Corporate Planning), Ruth Woodward (Team Leader: Policy) Sharon Herbst (Policy Analyst), Sam Fellows (Manager: Sustainability and Waste), Josh Logan (Waste Planning Manager), Coral Hair (Manager: Democracy Services), Robyn Garrett (Team Leader: Committee Support), Sarah Drummond (Committee Advisor), Anahera Dinsdale (Committee Advisor), Janie Storey (Committee Advisor)

1 OPENING KARAKIA

Provided as part of the preceding Council meeting.

2 APOLOGIES**COMMITTEE RESOLUTION SFR8/22/1**

Moved: Commissioner Bill Wasley

Seconded: Commissioner Stephen Selwood

That the apology for absence from Dr Wayne Beilby be received and accepted.

CARRIED

3 PUBLIC FORUM

Nil

4 ACCEPTANCE OF LATE ITEMS

Nil

5 CONFIDENTIAL BUSINESS TO BE TRANSFERRED INTO THE OPEN

Nil

6 CHANGE TO ORDER OF BUSINESS

Nil

7 DECLARATION OF CONFLICTS OF INTEREST

Nil

8 BUSINESS

8.1 Hearings for Easter Sunday Shop Trading Policy

Staff Sharon Herbst, Policy Analyst
Ruth Woodward, Team Leader: Policy
Christine Jones, General Manager: Strategy Growth and Governance

COMMITTEE RESOLUTION SFR8/22/2

Moved: Commissioner Bill Wasley

Seconded: Commissioner Stephen Selwood

That the Strategy, Finance and Risk Committee:

- a) Receives the written submissions on the draft Easter Sunday Shop Trading Policy (**Attachment 2**).
- b) Receives the verbal submissions from those submitters who wish to speak to their submission.

CARRIED

The following members of the public spoke to their submission to the draft Easter Sunday Shop Trading Policy.

(4) Submission 110 – Roz Irwin, Fashion Island Shopping Centre

Key points

- Ms Irwin introduced herself and gave an overview of her role to the Committee; she noted that there were 16 tenancies at Fashion Island on Gravatt Road which represented global brands, and included both landlords and tenants.
- Fashion Island would like the current policy to remain in place.
- Trading on Sunday in the previous five years had increased. Trading in the current year showed a 10% increase to date and data showed many of the customers over the Easter period were visitors from places like Rotorua, Hamilton and Auckland.
- There had been a marked impact on tenants and landlords during the Covid epidemic shutdowns, this problem was still ongoing and had impacted on sales revenue.
- Ms Irwin noted that while it was not compulsory for stores to open on Easter Sunday it was a lease condition to trade in the Centre.
- The Committee Chair thanked Ms Irwin for attending the hearing online from Australia and acknowledged the difficulty that Covid had and was still having in the retail sector; and that the Committee was encouraged by the increase seen in trading to date.

(5) Submission 013 – Matt Cowley, Tauranga Chamber of Commerce

Key points

- Mr Cowley thanked the Committee for the opportunity and acknowledged that, although the Chambers submission was short, it was primarily reflecting the attached letter that contained a list of businesses that had provided extensive feedback on Easter trading.
- The Chamber noted a desire to have consistency of legislation not only across territorial authorities but to also include online businesses which, under current rules, could operate on Easter Sunday.
- Mr Cowley advised that the Chamber and members as employers were open and willing to acknowledge and support employee wellbeing, and in that capacity were supporting the proposed review.

- Mr Cowley acknowledged, in response to questions from the Committee, that there was only limited opportunity for the Tauranga City Council to influence other territorial authorities but noted that most appeared open to having consistency of policy across the region, and that Tauranga City Council was the 'first cab off the rank' to review the current policy.
- The Committee expressed concern that online trading could occur regardless of the current policy, and that the point from Mr Cowley and the Chamber to ensure consistency across bricks and mortar and online trading was well made.
- The Committee discussed that shortly there would be a return of tourism and cruise ships would be arriving at Tauranga Harbour, and that travellers on the ships would expect to be able to shop and purchase things both on and off boat when in port.
- The policy being consistent would also provide support to events occurring on Easter Sunday (such as markets).
- There was concern expressed by the Committee that the issue of staff working on those days was compounded currently with illness and Covid restrictions, and noted that this would likely be a short term issue and that there had been an introduction of new sick leave provisions by the current Government.

8.2 Deliberations on draft Waste Management and Minimisation Bylaw 2022

Staff Josh Logan, Waste Planning Manager
Sam Fellows, Manager : Sustainability and Waste
Nic Johannson, General Manager: Infrastructure

Key points

- Staff provided an update on the change proposed following the hearing of submissions and reminded the Committee that the Bylaw was a recommendation to Council.
- Changes proposed included: clear definitions on the meaning of and difference between construction and demolition waste; replacement of the word "flies" with "pest insects".
- There was also change in wording from "will" to "may" in response to a submission by a building company which would allow more flexibility to change process quickly and to allow better implementation of the bylaw.

In response to questions

- The proposed changes would provide adequate power to staff for implementation.
- Drive to change for industry would be created through efficiency gains and reduced costs.
- The Te Maunga transfer station would also benefit in any further design process for expansion.
- The policy was similar to others in the region and in this iteration was not designed to look at single dwelling construction waste but multiple and commercial buildings. Smaller projects would be part of the ongoing development of policy and strategy.
- Work was being completed in consultation with industry on waste streams and reducing what was sent to straight landfill.

Discussion points raised

- The Committee thanked staff for the work completed to date and commented that they supported the direction and were impressed by the quality of the submissions received and the level of detail they had contained.
- The Committee was also reassured by the culture developed of working with industry to achieve good outcomes that worked for both industry and Council.
- Working relationships should be developed with both the waste management and building industry to set a workable playing field for all.

COMMITTEE RESOLUTION SFR8/22/3

Moved: Commissioner Bill Wasley

Seconded: Commissioner Stephen Selwood

That the Strategy, Finance and Risk Committee:

- (a) Receives the report: Deliberations on draft Waste Management and Minimisation Bylaw 2022.
- (b) That in relation to the following key deliberations matters that arose from feedback in the consultation period, the Strategy Finance and Risk Committee resolves:

Construction and Demolition Waste

- (i) **Option 1A:** Amend the wording of clause 16.1 Construction and Demolition Waste of the bylaw to reflect the suggested change. So that clause 16.1 of the bylaw would be replaced by:

“16.1 Council may make a control under this Bylaw to require any person that is applying for a building consent for building work exceeding a set estimated value to submit a site waste management plan to the Council for approval as part of the building consent application process and prior to the commencement of any building work.

”CARRIED

COMMITTEE RESOLUTION SFR8/22/4

Moved: Commissioner Bill Wasley

Seconded: Commissioner Stephen Selwood

- (b) That in relation to the following key deliberations matters that arose from feedback in the consultation period, the Strategy Finance and Risk Committee resolves:

Sub Definition of Waste Streams

- (iii) **Option 2A:** Amend 10.2 of the draft Bylaw to replace the word ‘flies’ with “pest insects.”

CARRIED

COMMITTEE RESOLUTION SFR8/22/5

Moved: Commissioner Bill Wasley

Seconded: Commissioner Stephen Selwood

- (c) Recommends to Council that:
 - (i) The Waste Management and Minimisation Bylaw 2022, as released for consultation and included as **Attachment 3** of the agenda report, be adopted and come into force on 01 October 2022.
 - (ii) That pursuant to section 155 of the Local Government Act 2002, the bylaw is the most appropriate way of addressing the perceived problems, is the most appropriate form of bylaw, and does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
 - (iii) That pursuant to section 56 of the Waste Minimisation Act 2008, the bylaw must be consistent with the territorial authority’s waste management and minimisation plan.
 - (iv) To delegate to General Manager: Infrastructure the authority to make any typographical changes or minor editorial changes for the purposes of correction

or clarity, before the bylaw comes into force.

CARRIED

8.3 Deliberation and Adoption Report - Waste Management and Minimisation Plan 2022-2028

Staff Josh Logan, Waste Planning Manager
Sam Fellows, Manager : Sustainability and Waste
Nic Johansson, General Manager: Infrastructure

In response to questions

- Staff recommended minor changes to the Plan following the submission process.
- At present construction and commercial waste and the development of Te Maunga were the key areas of focus.
- The Committee queried if the quantity of textiles and the complexity of recycling or providing on going use were being looked at; staff were abreast of the issue and areas where work is being completed with regard to a sustainable end market for collection. Tauranga City Council could provide help to parties with connections to the test market for use of textiles in roading in Wellington.
- Central government had changed policy with positive benefit for the recycling and removal of used tyres.
- There was a need for central government to provide further stewardship and advocacy.
- Technology was evolving at a fast pace and staff were working to be aware of this.
- To achieve more aspirational 'outside of the plan work' the plan had been deliberately written with a broad outlook. This provided the ability to look at a range of alternative solutions from textiles to roading trials using tree sap.
- There were enquiries from two to three parties per week on these sort of solutions and staff had been dedicated as a resource to look further at the questions raised and possible solutions.

Discussion points raised

- Staff were working on better education and signage resources.
- Staff were also working for a 'a big push' over summer months to look for improvement especially around event management and entertainment areas.

COMMITTEE RESOLUTION SFR8/22/6

Moved: Commissioner Stephen Selwood

Seconded: Commissioner Shadrach Rolleston

That the Strategy, Finance and Risk Committee:

- (a) Receives the report, Deliberation and Adoption Report - Waste Management and Minimisation Plan 2022-2028 .
- (b) That in relation to the following key deliberations matters that arose from feedback in the consultation period, the Strategy Finance and Risk Committee resolves to approve the recommendations in **Attachment 2**, including:
 - (i) To be in alignment with the city vision, amend the of the wording of the Waste Management and Minimisation Plan vision to:
"Tauranga, together we can reduce waste to landfill."
 - (ii) That the following action is added to the action plan as action 17 and then the remaining actions are renumbered from action 18-52:

“Continue to deliver and optimise household kerbside collection service that supports increased diversion and a cost-effective service for households.”

- (iii) That the wording for action 26 regarding energy from waste schemes be updated to the following:

“Consider information, investigate, and develop a position for Council on, energy from waste schemes. This includes bioenergy from biomass, which is energy largely derived from the by-products and residues of plants and animals.”

- (iv) That in relation to the matters that arose from feedback in the consultation period, the Strategy Finance and Risk Committee adopts the revised action plan (**Attachment 3**).

- (c) Adopts the draft Waste Management and Minimisation Plan with amendments contained in **Attachment 4**.

CARRIED

9 DISCUSSION OF LATE ITEMS

Nil

10 CLOSING KARAKIA

Commissioner Shadrach Rolleston closed the meeting with a karakia.

The meeting closed at 2.40pm.

The minutes of this meeting were confirmed as a true and correct record at the Strategy, Finance and Risk Committee meeting held on 12 September 2022.

.....
CHAIRPERSON

8 DECLARATION OF CONFLICTS OF INTEREST

9 BUSINESS

9.1 Mainstreets' Monitoring Reports for the period to 30 June 2022

File Number: A13525416

Author: Kendyl Sullivan, City Partnerships Specialist

Authoriser: Gareth Wallis, General Manager: City Development & Partnerships

PURPOSE OF THE REPORT

1. For mainstreet organisations to report to Council on their activities for the period 1 January to 30 June 2022, to highlight issues, to provide a financial update, and to outline plans for future activities.

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- a) Receives the Mainstreets' Monitoring Report for the period to 30 June 2022.
- b) Receives the Greerton Village Community Association Report to 30 June 2022 and Annual Plan for 2022/23.
- c) Receives the Mount Business Association Report to 30 June 2022 and Annual Plan for 2022/23.
- d) Receives the Mainstreet Tauranga Report to 30 June 2022 and Annual Plan for 2022/23.
- e) Receives the Papamoa Unlimited Report to 30 June 2022 and Annual Plan for 2022/23.

EXECUTIVE SUMMARY

2. Mainstreet organisations receive a targeted rate through Council.
3. As part of Council's agreement with the four mainstreet organisations, they are required to report every six months on activities achieved, activities planned, and any issues they want to bring to the attention of Council. They are expected to provide a financial update for each reporting period, and audited financials after the end of the financial year.
4. This report reflects the period 1 January 2022 to 30 June 2022.
5. A summary of performance – both financial and non-financial – is provided for Mainstreet Tauranga, Greerton Village Community Association, Mount Business Association, and Papamoa Unlimited. All mainstreet organisations are in good financial health.
6. Despite the ongoing impact of COVID-19 on foot traffic, event cancellations, and business staffing, businesses have, for the most part, stuck it out and been rewarded with economic vibrancy through mainstreet activations, events, and promotions.
7. The four mainstreets have submitted their Annual Plans for 2022/23 and all have complied with the requirements in Council's Letters of Expectation, including setting Key Performance Indicators, and alignment with Council's Long-term Plan.
8. Annual Plans show a range of activities and promotions across the respective areas and the mainstreets are achieving a lot with the budgets they have. Staff will continue to work with the mainstreets on refining information, developing strategic plans, and greater transparency.
9. The appointment of a City Partnerships Specialist as the one point of contact within Tauranga City Council (TCC), anecdotally, appears to have been well received by the mainstreets.

BACKGROUND

10. There are agreements in place between TCC and the four mainstreet organisations for the delivery of services. The intent of the agreements is to the effect that:
 - a) The mainstreet organisations will contribute to the achievement of a strong and vibrant city and town centres, by promoting the appeal of their respective areas to residents and visitors through events, promotions, and other means.
 - b) That TCC will provide funding for these mainstreet services by way of a targeted rate on commercial property within each of the mainstreet business areas.
 - c) The mainstreet organisations are incorporated societies and all business operators within their respective targeted rates areas are regarded by the mainstreet organisations as being their members.
 - d) A summary of the mainstreet reports, including issues to present to Council, is provided at Attachment 1.

DISCUSSION

11. Audited financial accounts are due from all mainstreet organisations by 30 September 2022.
12. Draft financial statements provided by Mainstreet Tauranga, and Greerton Village indicate they are in good financial health, showing annual operating surpluses and positive equity.
13. Draft financial statements from Mount Business Association show a net loss of \$15,819 over the last twelve months due to the Board approving additional spend for specific initiatives to improve service to their members. This is taken out of reserves left over from previous years' underspend, and supports the greater level of activity now taking place compared to previous years.
14. Draft financial statements from Papamoa Unlimited show a net loss of \$99 over the last 12 months. This was taken out of reserves left over from previous years' underspend and they anticipate a greater level of activity this financial year.
15. **Greerton Village Community Association:**
 - a) The Greerton Village Community Association Monitoring Report and draft Financial Statements to 30 June 2022 are provided at Attachment 2.
 - b) The Greerton Village Community Association Annual Plan and Budget 2022/23 is provided at Attachment 3.
 - c) The current agreement for the delivery of mainstreet services has been in place since 1 July 2011. Funding of \$134,672 from targeted rates is provided by TCC under the agreement for the year ended 30 June 2022.
 - d) Greerton Village Mainstreet employs a manager who is responsible to the organisation's Board for the day-to-day delivery of the mainstreet programme in Greerton, including a range of events and promotions designed to attract people to the Greerton business area.
 - e) Greerton have recently employed a part time assistant, which has enabled a greater focus on social media, membership database accuracy and support, including the regular e-newsletters and a website directory.
 - f) Highlights from this reporting period include the website upgrade being completed and the associated 'go live', the biggest buy-in for the midwinter madness promotion, and the 'what matters most' collaboration campaign with Downtown Tauranga.
 - g) There continue to be issues with cleaning relating to pavements, deep cleans, and streetlights. Greerton acknowledges that TCC staff are excellent at prompt responses to enquiries and have been advised that the streetlights will be cleaned later this year.*
 - h) Concerns were also raised about the audited accounts being due by 30 September as per the agreement between TCC and the Mainstreets. Greerton suggests that 31 October is a more reasonable timeframe.

- i) Greerton are looking forward to their upcoming activities, which include their annual yarn bombing, Cherry Festival, Christmas events, a welcome pack for new businesses, and the Giant Christmas Hamper Promotion.
- j) The Greerton report also includes an update on topics raised at the last meeting with Council, including culture, sustainability, and turnover.

16. Mount Business Association:

- k) The Mount Business Association Monitoring Report and draft Financial Statements to 30 June 2022 are provided at Attachment 4.
 - l) The Mount Business Association Annual Plan and Budget 2022/23 is provided at Attachment 5.
 - m) The current agreement for the delivery of mainstreet services has been in place since 1 July 2011. Funding of \$188,550 from targeted rates is provided by TCC under the agreement for the year ended 30 June 2022.
 - n) Mount Mainstreet contracts a Marketing Manager for 25 hours per week, responsible for implementing the strategy of the Board, and an Operations Manager, working 4-6 hours per week in a support and oversight role.
 - o) Members have continued to navigate COVID-19 restrictions and have come back in full swing once restrictions eased, just in time for Easter, Anzac and Matariki long weekends.
 - p) Whilst winter is a slower period for the Mount, the Mainstreet has taken this time to implement upskilling events for their members.
 - q) Many events, activations, initiatives, and communications have been initiated over this time including; Matariki education posters, outdoor cinema, micro-activations, video marketing creation, a new website build, AED installation, and member events and communications.
 - r) Issues were raised around safety, cleaning and graffiti, and proactive steps have been taken in relation to these concerns, both individually by the mainstreet and through collaboration with others. Mainstreet advises a great response from the TCC contractor that manages the graffiti.*
 - s) Mount Mainstreet is looking forward to hiring a new digital marketing manager, their upcoming member events – particularly their next event focusing on mental health – hosting the return of cruise ships and the AIMS Games, as well as the launch of their new website and marketing videos, alongside school holiday activities and promotions.
- * *The City Partnerships Specialist facilitated meetings with a staff member from TCC's Transport team and Greerton and Mount mainstreet in early August in relation to concerns about cleaning.*

17. Mainstreet Tauranga:

- t) The Mainstreet Tauranga Monitoring Report and draft Financial Statements to 30 June 2022 are provided at Attachment 6.
- u) The Mainstreet Tauranga Annual Plan and Budget 2022/23 is provided at Attachment 7.
- v) The current agreement for the delivery of mainstreet services has been in place since 1 July 2009. Funding of \$353,934 from targeted rates is provided by TCC under the agreement for the year ended June 2022.
- w) Mainstreet Tauranga contracts Tuskany Agency for the day-to-day management and delivery of the mainstreet programme in downtown Tauranga. The Tuskany Agency Manager reports to the Board of Mainstreet Tauranga.
- x) Highlights from the last six months include the Rediscover Your City Centre and Buy Local Tauranga marketing campaigns, Who's on The Street member profiling, School Holiday Programmes, and representing their members through engagement, promotion, advocacy, and support.
- y) Key issues for Mainstreet Tauranga are:
 - Lack of foot traffic data

- Accurate city centre parking data
 - Increase in graffiti – on the plus side, this is removed promptly when reported
 - Increase in criminal activity
 - Staff shortages due to COVID-19.
- z) Mainstreet Tauranga are looking forward to expanding their marketing campaigns, school holiday programmes, Christmas in the City Centre, and working collaboratively over the next six months in relation to City Centre activations and events.

18. Papamoa Unlimited:

- a) The Papamoa Unlimited Monitoring Report and draft Financial Statements to 30 June 2022 are provided at Attachment 8.
- b) The Papamoa Unlimited Annual Plan and Budget 2022/23 is provided at Attachment 9.
- c) The current agreement for the delivery of mainstreet services has been in place since 1 July 2014. Funding of \$50,000 from targeted rates is provided by TCC under the agreement for the year ended 30 June 2022.
- d) Papamoa Unlimited is managed by a volunteer chair who engages a contractor to assist with the running of events. The sole focus of Papamoa Unlimited is to hold three or four community events each year. An element of each event occurs within the Papamoa business area and, as such, attracts people to that location and in doing so, promotes the business area as well as the vibrancy of Papamoa generally.
- e) Highlights over this period include Pedal and Pump, and Matariki – Light up the Waterway. The Matariki event was particularly successful with over 15,000 people in attendance, whilst Pedal and Pump was also popular with over 800 participants registered and being entertained on the Papamoa waterways.
- f) No issues were raised in the monitoring report.

STRATEGIC / STATUTORY CONTEXT

- 19. Tauranga City Council's City Centre Action and Investment Plan, which outlines an overarching plan for the city centre and the programmes of work required to bring it to life, is relevant to Mainstreet Tauranga to the extent that the vision '*Te Rapunga Ora ki Te Papa – a great place to live, work, learn and play*' aligns with the aspirational vision of Mainstreet Tauranga. Mainstreet Tauranga is considered a key strategic stakeholder in the Council's Plan.
- 20. In terms of TCC's community outcomes that were in the Long-term Plan 2021-2031, well-run mainstreet programmes make a worthwhile contribution to city centre vibrancy and to "a city that is well planned with a variety of successful and thriving compact centres and resilient infrastructure."
- 21. Well-run mainstreet programmes also have a key role in making a significant contribution "to the social, economic, cultural and environmental well-being of the region."

FINANCIAL CONSIDERATIONS

- 22. Mainstreet organisations receive a targeted rate through Council, as detailed above, totalling \$727,156 per annum across the four organisations.
- 23. It is difficult to measure the outcomes achieved by the mainstreet programmes in economic terms. However, informal measures, such as pedestrian counters, EFTPOS data, and estimated numbers of people at events can be useful to ascertain the effectiveness of mainstreet events and promotions.
- 24. City Development and Partnerships staff have been working with the Digital team and external stakeholders to look at available data collection in the CBD to enable measurability of outcomes.

LEGAL IMPLICATIONS / RISKS

25. Each of the mainstreet organisations has met their funding agreement requirements by providing Council with their half yearly reports for 1 January 2022 to 30 June 2022, and Annual Plan for the period to June 2023.
26. Mainstreets were asked to consider their organisational risks and how those risks may impact on their relationship with Council, with any risks being raised with the City Partnerships Specialist and/or included in TCC's Risk Register.

CONSULTATION / ENGAGEMENT

27. It is not required or expected to consult on half yearly reports under the Local Government Act 2002.

SIGNIFICANCE

28. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's [Significance and Engagement Policy](#). Council acknowledges that in some instances a matter, issue, proposal, or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
29. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the matter.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
30. In accordance with the considerations above, criteria and thresholds in the Significance and Engagement policy, it is considered that the decision is of low significance as the receipt of the half yearly reports and activities of the mainstreet organisations would have an impact on a subgroup of people within the city, and it is likely these documents will be of moderate public interest.










ENGAGEMENT

31. Taking into consideration the above assessment, that the matter is of low significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

NEXT STEPS

32. Feedback will be provided to the mainstreet organisations at the Strategy, Finance and Risk Committee meeting on 12 September 2022, when representatives from the four mainstreets will speak to their reports.
33. Mainstreet documentation relating to six-monthly reports, annual plans and budgets, and letters of expectation will be published on the TCC website, to showcase the actions of the mainstreets and ensure transparency for ratepayers. This is a new initiative that has been led by the City Partnerships Specialist.
34. An independent survey of businesses within the mainstreet areas is currently being drafted, with a focus on ascertaining whether businesses are aware of the organisation within their area and how the organisation can support them. Again, this is a new initiative.
35. A review of the existing agreements has recently been undertaken, and the City Partnerships Specialist will be working with the mainstreets on proposed changes, intended to provide clarity around accountability between the mainstreet organisations and Council.

ATTACHMENTS

1. **Mainstreet Monitoring Summary - 1 January to 30 June 2022 - A13801784 (Separate Attachments 1)** 
2. **Greerton Village Community Association - Monitoring Report to 30 June 2022 and draft financials - A13867951 (Separate Attachments 1)** 
3. **Greerton Village Community Association - Annual Plan and Budget 2022/23 - A13867958 (Separate Attachments 1)** 
4. **Mount Business Association - Monitoring Report to 30 June 2022 and draft financials - A13867953 (Separate Attachments 1)** 
5. **Mount Business Association - Annual Plan and Budget 2022/23 - A13867960 (Separate Attachments 1)** 
6. **Mainstreet Tauranga - Monitoring Report to 30 June 2022 and draft financials - A13867952 (Separate Attachments 1)** 
7. **Mainstreet Tauranga - Annual Plan and Budget 2022/23 - A13867959 (Separate Attachments 1)** 
8. **Papamoa Unlimited - Monitoring Report to 30 June 2022 and draft financials - A13867954 (Separate Attachments 1)** 
9. **Papamoa Unlimited - Annual Plan and Budget 2022/23 - A13867961 (Separate Attachments 1)** 

9.2 Deliberations on Easter Sunday Shop Trading Policy

File Number: A13671722

Author: Sharon Herbst, Policy Analyst

Authoriser: Christine Jones, General Manager: Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. To consider submissions received and recommend the adoption of the revised Easter Sunday Shop Trading Policy 2022.

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) In relation to the key deliberation matters that arose from feedback during the consultation period:
 - (i) Agree to continue with the current policy, to allow trading in all of Tauranga on Easter Sunday and include a minor change to show support for events and markets held on Easter Sunday and clarify that 'shops' also include markets.
 - (ii) Amend the draft Easter Sunday Shop Trading Policy to include as an appendix a map of the Tauranga City area.
 - (iii) Does not advocate to Central Government to review the Shop Trading Hours Act
 - (iv) Does not advocate to Central Government to review the Sale and Supply of Alcohol Act to allow unrestricted sale and supply of alcohol on Easter Sunday.
- (b) Recommend to Council to adopt the proposed Easter Sunday Shop Trading Policy included as **Attachment 1** in this report.

EXECUTIVE SUMMARY

2. The Easter Sunday Shop Trading Policy (the policy) was adopted on 23 November 2017 and allows shops in Tauranga to trade on Easter Sunday if they wish to.
3. The policy was made under the Shop Trading Hours Act 1990 (the Act), with a review required no later than five years after it was first adopted.
4. On 16 May 2022, the Strategy, Finance and Risk Committee approved a draft Easter Sunday Shop Trading Policy for community consultation.
5. Community consultation was undertaken from 15 June 2022 to 15 July 2022. 271 submissions were received, and two submitters presented at the Committee meeting on 15 August 2022.
6. A summary of submissions is included in this report, outlining the issues raised by submitters, and options for the Committee to consider. The full copy of submissions and the consultation material can be found in the agenda for the 15 August 2022 Committee meeting.
7. The majority of submitters (75%) support the proposed policy to allow shops to trade. Reasons noted are because it supports individual choice for employers and employees to choose if they trade or work, and it supports tourism and the local economy. They also acknowledge our diverse secular society with many religions, and that those who are religious could still choose not to trade or work. A smaller number of submitters (21%) voted to remove the policy stating their support for families to spend time together, workers to have a day off, and because of the religious and historical significance of Easter Sunday. Only 3% opted to only allow trading in specific areas of the city such as Downtown Tauranga and Downtown Mount and suggested other limitations which are outside the scope of the policy.

8. The Committee is now asked to make decisions on the issues raised by submitters. Depending on the decisions made, the draft policy could be recommended to Council for adoption or direction could be given to make amendments to the policy.

BACKGROUND

The draft Easter Sunday Shop Trading Policy

9. On 16 May 2022, the Committee considered early feedback which suggested the policy was generally working well and proposed to retain the status quo to allow shops to trade on Easter Sunday if they wish to. A small change was proposed to indicate that the policy shows support for events and markets held on Easter Sunday and clarifying that 'shops' include markets.
10. The Committee approved the draft policy and Statement of Proposal for community consultation, in accordance with the Special Consultative Procedure.

Community submissions

11. The community was asked for their views on the proposed changes to the policy. 271 submissions were received, and two submitters presented at the Committee meeting on 15 August 2022.
12. The community was specifically asked:
Should we continue to allow trading on Easter Sunday:
- Option 1: Keep the policy as it is - Allow trading in all of Tauranga on Easter Sunday and include a minor change to indicate that the policy shows support for events and markets held on Easter Sunday and clarifying that 'shops' also include markets (proposed option).
 - Option 2: Remove the policy - Have no policy and trading on this day reverts to being regulated by the Shop Trading Hours Act 1990, which means only certain shops can open.
 - Option 3: Amend the policy - Only allow trading in specific areas in our city.
13. An analysis of the submissions showed 75% of submitters supported option 1, 21% option 2, 3% option 3 and 1% did not select an option.
14. The following table outlines the key themes of the rationale provided for each of the options.

Rationale for Option 1	Rationale for Option 2	Rationale for Option 3
Supports individual choice, for employers/employees to choose if they trade/work (50)	Shows respect for families to spend time together (25)	Time for families to be together (3)
We have a diverse secular society with multiple religions, so why should some be restricted based on another's religious beliefs (32)	Workers need a break/ a day of rest is important (19)	It is a special celebration for Christians
Times have changed and it is outdated or a backward step to stop trading for religious reasons (12)	A special and holy religious day, part of our Christian heritage (16)	Staff suffer when malls and big retailers open
Holiday weekends attract many tourists and locals to shop (12)	Although employees can refuse to work, they may feel forced, coerced, persuaded, or duty-bound to work (7)	Although it is voluntary, workers often feel they have no option but to work

Provides opportunities for increased income (12)	Preference for no trading at all on Easter Sunday (2)	
Consistent with neighbouring territorial authorities (11)	Boosting trade and meeting visitor demands is not a reason for change (2)	
Consistency with online and physical stores (11)	It is refreshing to have a day where nothing is open (2)	
Specifically mention the clarification that markets are included is helpful (11)	Employees and families are more important than the economy (2)	
Sends a clear message to visitors and residents we are open for business (10)	Other cities in NZ and Australia larger than Tauranga respect Easter Sunday and do not allow trade	
Have recently been additional entitlements like Matariki public holiday and additional sick leave (10)	Many countries observe Easter as significant for reflection	
Those who have religious objections can still choose not to trade/work (8)	Dairies and garages are always open for essentials	
Important to ensure the protection of employees' rights not to work (6)	Economic benefit is minimal	
Businesses have had it tough due to Covid (4)	Rather encourage visitors to enjoy our environment instead of shopping	
Trade would bring much needed vibrancy to the city centre (3)	If we make a stand other councils might reconsider as well	
Confusion about whether Mount Maunganui and Pāpāmoa are included (2)	People can survive two days a year without the shops open	
Current miscommunication around who can or can't open is confusing to customers	Bars and restaurants should only be allowed to operate	
Shop owners can make minor arrangements for staff who prefer not to work	Once Easter Sunday trading is completely liberalised the assault on Easter Friday will be next in line	
	Central Government places too many impositions on local government, this shouldn't be a local government decision	

15. Submitters who chose option 3 were also asked to list the specific areas they think trading should be allowed. The following comments were received:

Please list the specific areas you think trading should be allowed:
Food places be allowed to open certain hours
Trading kept to a minimum, only essential services such as pharmacy and petrol stations
Only events, family entertainment and stalls and markets
Food and hospitality only
Allow shops to open after 12:30 like ANZAC day
Only markets, downtown Mount and downtown Tauranga
Trading should only be allowed if traders only sell products and packaging that do not harm the environment because of climate change and pollution

16. The legislation only allows the Council to develop a local policy to allow shop trading across the entire city or in specific areas on Easter Sunday. The Council cannot adopt a policy that permits shops to open for only some purposes, permits only some types of shops to open, specifies hours a shop can be open and closed, or imposes other conditions in which a shop may open.

Other Issues Raised by Submitters

17. In addition to the general rationale to support each option, submitters also commented on other issues outside the scope of this policy review relating to the Shop Trading Hours Act 1990 and the Sale and Supply of Alcohol Act 2012.
18. Three submitters suggested that Central Government should amend the Shop Trading Hours Act so it is a nationwide approach, and not left for local governments to decide. Council could consider options to advocate to Central Government to amend the Shop Trading Hours Act.
19. Three submitters asked if the alcohol laws could be changed to allow unrestricted sale and supply of alcohol on Easter Sunday. The Sale and Supply of Alcohol Act generally prohibits the sale or supply of alcohol to anyone from any off-licenced and on-licenced premises, although there are identified exceptions. Council could consider options to advocate to Central Government to amend the Sale and Supply of Alcohol Act 2012.
20. It is important to note that an ACT Party member's bill was introduced to Parliament on 19 May 2022 on the issues above. The 'Repeal of Good Friday and Easter Sunday as Restricted Trading Days (Shop Trading and Sale of Alcohol) Amendment Bill', sought to remove an extra burden on businesses by removing the restriction on trading and selling alcohol on Good Friday and Easter Sunday. This bill intended to revoke all existing local Easter Sunday shop trading policies. The bill had its first reading on 3rd August 2022 and was defeated 81-37.

Hearings

21. At the hearings meeting, the Committee heard from two submitters who were both in favour of option 1, retaining the status quo to allow shops to trade on Easter Sunday if they wish to.

Deliberations

22. The Committee are now asked to make decisions on the issues raised by submitters. Depending on the decisions made, the draft policy could be recommended to Council for adoption, or direction could be given to work on further amendments to the draft policy.
23. All the issues raised by submitters are outlined above. The options for responding are outlined below.
24. When making decisions on the options, Council must consider the limitations of the Act outlined below.

STRATEGIC / STATUTORY CONTEXT

25. Currently the council is refreshing its strategic framework and has recently adopted the Vision for Tauranga: 'Tauranga, together we can', which has three pillars of prioritising the environment, lifting up our communities, and fuelling opportunities. The council's strategic framework outlines council's response to the vision for Tauranga. The framework will allow both the organisation and the community to see how the council's day to day operations deliver on strategic outcomes for the city.
26. The policy aims to bring broader benefits to increase the economic opportunities for Tauranga as a destination city. It aligns with our adopted Community Outcomes and the strategic framework that states we support business and education, we are inclusive, and we work beyond Tauranga.
27. The policy was adopted on 23 November 2017 and must be reviewed no later than five years after the date on which it was adopted.
28. The Act only provides for councils to consider three options:
 - a) Have no policy,
 - b) Implement a policy that is city-wide, or
 - c) Specify areas that allow trading.
29. If no policy is in place, then Easter Sunday remains a restricted trading day under the Act. This means general shops must be closed, except for certain shops set out in the Act, such as restaurants and cafes, garden centres, dairies, petrol stations, pharmacies, souvenir shops, duty free shops, and shops in public transport terminals, shows or exhibitions. Certain services may open (e.g. hairdressers and real estate agencies). Shops not permitted to open include shopping malls, supermarkets and clothing, appliance, homeware, sports and recreation retailers.
30. The legislation has the following parameters:
 - (a) Councils cannot require shops to open, this is the choice of each business.
 - (b) Easter Sunday is not a public holiday. Employees are not entitled to be paid time and a half or to an alternate paid day off.
 - (c) All employees have a right to refuse to work on Easter Sunday, and can bring a personal grievance if they are compelled to work or treated adversely for refusing to work.
 - (d) Councils cannot decide shop trading hours, liquor licencing parameters, and the types of shops that can open.
 - (e) Policies will not apply to the sale and supply of alcohol from licenced premises on Easter Sunday, which is regulated by the Sale and Supply of Alcohol Act 2012.
 - (f) Councils will not have to enforce the policies. Enforcement will continue to be undertaken by the Ministry of Business, Innovation and Employment (MBIE).
 - (g) Councils must use the special consultative procedure under the Local Government Act 2002 to adopt, review or revoke the policy.
 - (h) Delegation of power in relation to local Easter Sunday shop trading policies:
 - (i) A territorial authority may not delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to make a final decision whether to adopt, amend, revoke, or replace a local Easter Sunday shop trading policy, or to continue a local Easter Sunday shop trading policy without amendment following a review.
 - (ii) Nothing in this section restricts the power of a territorial authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the territorial authority the power to do anything before the exercise by the territorial authority (after consultation with the committee or body

or person) of the power to adopt, amend, revoke, or replace a local Easter Sunday shop trading policy, or to continue a local Easter Sunday shop trading policy without amendment following a review.

OPTIONS ANALYSIS

31. The options for responding to the issues raised are set out below.

Issue One: The proposed policy

32. Based on the results of the formal submission process, it is recommended that the Committee recommend to Council to adopt the proposed policy for public notification.

Options	Advantages	Disadvantages
<p>Option 1: Keep the policy as it is.</p> <p>Allow trading in all of Tauranga on Easter Sunday and include a minor change to indicate that the policy shows support for events and markets held on Easter Sunday and clarify that 'shops' also include markets (proposed option).</p> <p>(Recommended)</p>	<ul style="list-style-type: none"> Aligns with the majority of feedback received from community consultation Provides freedom for shops to make their own decisions if they open or not Provides benefit for locals and visitors to have more shops open for leisure convenience and choice Provides uniformity across the city Supports broader benefits to increase the economic opportunities for Tauranga as a destination city Aligns with what other councils in our region are doing More employees can choose to work and gain an additional day's wages or revenue Businesses not penalised for breaking the law if they open 	<ul style="list-style-type: none"> Continues the status quo of one less guaranteed day off than could be available (2.5 instead of 3.5) May impact ability to engage in cultural, religious or whānau activities Some employees potentially unaware of and unlikely to use the protections in the law (to refuse to work and take a personal grievance) Some businesses may feel compelled to open
<p>Option 2: Remove the policy.</p> <p>Have no policy and trading on this day reverts to being regulated by the Shop Trading Hours Act 1990, which means only certain shops can open.</p>	<ul style="list-style-type: none"> Social, cultural and recreational benefits of a guaranteed day off are supported for rest, cultural, religious or whānau activities Respects the sacredness to some of Easter Sunday Aligns with what other big city councils are doing (e.g. Auckland, Hamilton, Christchurch, Wellington) Locals and tourists can still access shops selling essential supplies, attractions, restaurants and cafes which 	<ul style="list-style-type: none"> Does not align with the majority of feedback received from community consultation Potential to create division in the community when some businesses can trade and others cannot Some businesses may still choose to open Potential transfer to online spending Customers may choose to spend their money in nearby council districts

	can all legally open for trade	<p>where shops are permitted to trade</p> <ul style="list-style-type: none"> • Does not support Tauranga as a destination city • Potential loss of revenue for businesses • Potential loss of leisure or convenience for those wishing to shop on Easter Sunday • Potential loss of income for those who prefer to work and receive a day's wages (is not a paid Public Holiday)
<p>Option 3: Amend the policy.</p> <p>Only allow trading in specific areas in our city.</p>	<ul style="list-style-type: none"> • Opportunity to focus trading in specific areas • Retains a guaranteed day off for some retail employees for rest, cultural, religious or whānau activities 	<ul style="list-style-type: none"> • Does not align with the majority of feedback received from community consultation • Complexity in defining which areas should be given priority to trade over others • Potential confusion for retailers and customers as to which shops may or may not open • Potential to create division in the community when some businesses can trade and others cannot • Some businesses may choose to open regardless • Potential transfer to online spending • Customers may choose to spend their money in nearby council districts where shops are permitted to trade • Does not support Tauranga as a destination city • Potential loss of leisure or convenience for those wishing to shop on Easter Sunday • Potential loss of income for those who prefer to work and receive a day's wages (is not a paid Public Holiday)

Issue Two: Uncertainty around the scope of the current policy

33. Although the policy has been in place for five years, there appears to still be some confusion around which shops are permitted to open and whether this includes Mount Maunganui and Pāpāmoa. The Act requires that the local Easter Sunday shop trading policy must include either or both of the following: a) a map of the area, b) a clear description of the boundaries of the area so that they are easily identifiable in practice. The current policy states that the policy covers 'the whole of Tauranga City'. Council could consider adding a map to make the scope clearer.

Options	Advantages	Disadvantages
Option 1: Include as an appendix to the policy a map of the Tauranga City area (as well as the existing statement that the policy covers the whole of Tauranga City). (Recommended)	<ul style="list-style-type: none"> Provides clarity about the boundaries of the city and where shops can trade so it is more easily identifiable in practice 	<ul style="list-style-type: none"> Nil
Option 2: Continue with the current policy which only outlines in words that the policy covers the whole of Tauranga City.	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> May continue to be misunderstandings about the scope of the policy

Issue Three: Advocating for Central Government to change the Shop Trading Hours Act

34. A small number of submitters suggested that the Shop Trading Hours Act should be amended. Council could consider options to advocate to Central Government to amend the Shop Trading Hours Act on these issues.

Option	Advantages	Disadvantages
Option 1: Advocate to Central Government to review the Shop Trading Hours Act (Note this would require options to be brought back to the Committee for further direction and may require further community consultation)	<ul style="list-style-type: none"> Potential to have national consistency in Easter Sunday Shop Trading Reduce the need for Council to review the policy every five years if it becomes a national policy 	<ul style="list-style-type: none"> Does not acknowledge that similar issues have recently been taken to Parliament and were defeated at the first reading Allocation of staff time and more community consultation on an issue with little perceived benefit Was only raised by a very small number of submitters and may not be a matter of significance to the wider community
Option 2: Do not advocate to Central Government to review the Shop Trading Hours Act (Recommended)	<ul style="list-style-type: none"> Maintains the status quo which supports local communities to make local decisions Acknowledges similar issues have recently been taken to Parliament and were defeated at the first reading. 	<ul style="list-style-type: none"> Inconsistencies and some confusion nationwide about which shops can open on Easter Sunday Need to review the policy every five years

Issue Four: Advocating for Central Government to change the Sale and Supply of Alcohol Act

35. A small number of submitters suggested that the Sale and Supply of Alcohol Act should be changed to allow unrestricted sale and supply of alcohol on Easter Sunday. The Committee could consider advocating to Central Government to change the Act.

Option	Advantages	Disadvantages
<p>Option 1: Advocate to Central Government to review the Sale and Supply of Alcohol Act to allow unrestricted sale and supply of alcohol on Easter Sunday.</p> <p>(Note this would require options to be brought back to the Committee for further direction and may require further community consultation)</p>	<ul style="list-style-type: none"> Provides freedom for consumers to make their own decision about the purchase of alcohol on Easter Sunday 	<ul style="list-style-type: none"> Does not acknowledge that similar issues have recently been taken to Parliament and were defeated at the first reading Potential to increase alcohol harm in the community Inconsistent with the Local Alcohol Policy which applies restrictions to attempt to decrease alcohol harm in Tauranga Staff time and community consultation to allocate towards this with little perceived benefit Was only raised by a small number of submitters and may not be a matter of significance to the wider community
<p>Option 2: Do not advocate to Central Government to review the Sale and Supply of Alcohol Act to allow unrestricted sale and supply of alcohol on Easter Sunday.</p> <p>(Recommended)</p>	<ul style="list-style-type: none"> Maintains the status quo of the object of the Sale and Supply of Alcohol Act: that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised. Consistent with the Local Alcohol Policy which applies restrictions to attempt to decrease alcohol harm in Tauranga Acknowledges similar issues have recently been taken to Parliament and were defeated at the first reading 	<ul style="list-style-type: none"> Restricts freedom for consumers to make their own decision about the purchase of alcohol on Easter Sunday

FINANCIAL CONSIDERATIONS

36. There are no financial considerations from the recommended options.
37. If the Committee prefers to remove the policy or only allow trading in specific areas in our city, there is potential that some businesses would lose revenue as people would not be able to patronise their business. This may also impact support for events over Easter weekend.

LEGAL IMPLICATIONS / RISKS

38. The policy is required to be reviewed every five years.

CONSULTATION / ENGAGEMENT

39. In accordance with the Act the special consultative procedure was used to consult on the draft policy. Targeted consultation was carried out with the business, hospitality and tourism sector, main street organisations and with churches and previous submitters.

SIGNIFICANCE

40. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
41. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the issue.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
42. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the issue is of medium significance.

ENGAGEMENT

43. Taking into consideration the above assessment, that the issue is of medium significance, officers are of the opinion that no further engagement is required prior to the Committee considering the issues raised by submitters.

NEXT STEPS

44. Depending on the decisions made by the Committee, a provisional Easter Sunday Shop Trading Policy could be recommended to Council for adoption, or direction could be given to work on developing amendments to the policy.
45. The Committee may direct staff to seek further investigation into other issues raised by submitters that are outside the scope of this policy.

ATTACHMENTS

1. **Revised Draft Easter Sunday Shop Trading Policy 2022 - A13782065**  

EASTER SUNDAY SHOP TRADING POLICY



Policy type	City		
Authorised by	Council		
First adopted	23 November 2017	Minute reference	M17/105.2
Revisions/amendments	N/A	Minute references	N/A
Review date	The Policy must be reviewed no later than five years after the date on which it was adopted		

1. PURPOSE

- 1.1 The purpose of this Policy is to enable shops in Tauranga city to trade on Easter Sunday if they wish to.
- 1.2 This Policy is made under the Shop Trading Hours Act 1990. The Act was amended in 2016 to allow territorial authorities to have a policy to permit shops to open on Easter Sundays. The change in legislation only enables Council to develop a policy regarding Easter Sunday and does not include any other holiday dates such as Good Friday.
- 1.3 The Policy aims to meet demand for goods and services from visitors and residents in Tauranga during the Easter holiday weekend.
- 1.4 The Policy shows support for events and markets held on Easter Sunday, noting that markets are included in the definition of a shop.

2. SCOPE

- 2.1 This policy covers the whole of Tauranga City, as indicated in Schedule 1 of this policy.

3. DEFINITIONS

Term	Definition
The Act	Shop Trading Hours Act 1990
Council	refers to Tauranga City Council - the elected member body representing Tauranga City
Shop	Has the same meaning as in the Shop Trading Hours Act 1990, that is: "a shop is a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include-

	<p>(a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or</p> <p>(b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or</p> <p>(c) a building or place where the only business carried on is that of selling goods to people who are dealers and buy the goods to sell them again."</p>
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4. PRINCIPLES

4.1 This Policy does not:

- a) Control the types of shops that may open, or their opening hours¹;
- b) Limit Council's ability to undertake its duties, powers or functions under any other Act (e.g. the Sale and Supply of Alcohol Act 2012); and/or
- c) Address shop employee rights which are governed by the requirements of the Shop Trading Hours Act 1990 (the 'Act')². For the avoidance of doubt, shop employees have the right to refuse to work on Easter Sunday.

4.2 Council is not responsible for the enforcement of this Policy. Enforcement will continue to be undertaken by the Ministry of Business, Innovation and Employment (MBIE), which enforces current legislation.

4.3 This Policy does not apply to the sale and supply of alcohol on Easter Sunday from licenced premises, which is regulated by the Sale and Supply of Alcohol Act 2012.

5. POLICY STATEMENT

5.1 Tauranga City Council will permit unrestricted shop trading in Tauranga on Easter Sunday as provided for by the Act.

6. RELEVANT DELEGATIONS

6.1 The implementation of this policy is delegated to the Chief Executive and his/her delegates.

7. REFERENCES AND RELEVANT LEGISLATION

7.1 Shop Trading Hours Act 1990.

7.2 The Policy must be reviewed **no later than five years** after the date on which it was adopted.

7.3 Section 5C (4) of the Shop Trading Hours Act requires the use of the Special Consultative Procedure when undertaking a review and determining whether to amend, revoke, replace or continue the Policy.

7.4 Council cannot delegate the power to make the final decision on whether to adopt, amend or revoke the Policy.

7.5 Section 5E requires Council to provide a copy of any decision to adopt, amend or revoke the Policy to the Chief Executive of the Ministry of Business, Innovation and Employment within 10 days of the decision being made.

¹ As per the requirements of Part 2, subpart 1, 5A (1A) of the Act.

² Refer to Part 2, subpart 2, 5G – 5L of the Act.

8. ASSOCIATED POLICIES/PROCEDURES

N/A

9. SCHEDULES

Schedule 1- The whole of Tauranga City as defined in the Easter Sunday Shop Trading Policy

Schedule 1



9.3 Refreshed outline plan of Committee's upcoming work programme

File Number: A13731186

Author: Jeremy Boase, **Manager:** Strategy and Corporate Planning

Authoriser: Christine Jones, **General Manager:** Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. To present an update on the Committee's outline work programme that was last considered at the Strategy, Finance and Risk Committee meeting of 16 May 2022.

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) Notes the updated outline work programme for the Committee per Attachment 1.

BACKGROUND

2. One of the responsibilities of the Committee, noted in the scope section of its terms of reference, is to 'adopt an annual work programme of significant strategic issues and projects to be addressed'. The scope also notes that this programme should be reviewed on a six-monthly basis.
3. On 20 September 2021, the Committee resolved to adopt such a work programme. Updates to the work programme have subsequently been considered by the Committee at its meetings of 13 December 2021 and 16 May 2022.
4. An updated version of the adopted outline work programme is now included as **Attachment 1** to this report.
5. Changes made to the outline work programme since it was last updated in May include:

Structure

- (a) Removal of reference to now-passed May, June and August 2022 meetings.
- (b) Inclusion of the April-June 2023 quarter to maintain a four-quarters perspective.

Strategy framework, development and reviews

- (c) Removal of the Vision line item as the Vision for Tauranga was adopted by Council on 13 June 2022.
- (d) Removal of the events line item as the action and investment plan was adopted by the Committee at its 20 June 2022 meeting.
- (e) Removal of the city centre strategy line items as the action and investment plan was adopted by Council at its 15 August 2022 meeting.
- (f) Reworking of the previous 'strategy development' and 'strategy reviews' sections to reflect the revised terminology of 'primary strategies and strategic approaches' and the supporting 'action and investment plans'.
- (g) Addition of action and investment plans not previously separately identified: accessible Tauranga; safer communities; nature & biodiversity; play, active recreation & sport; parks & reserves; and urban design.
- (h) Renaming of other action and investment plans.

- (i) Note that the timelines for the action and investment plans assumes that these documents will be workshopped with the Committee prior to formal adoption of the draft documents – scheduling for this is being actively considered.

Growth management

- (j) Merger of the growth and land-use projects progress report line item and the transport strategy and planning projects progress report line item into a single report each quarter. This is due to the reduced number of transport projects now being led from the City and Infrastructure Planning team (who compile these reports).
- (k) Addition of the Mount industrial / Mount Spatial Plan line item, and incorporation within it of the line item previously shown as 'Whareroa Marae project'.
- (l) Addition of a line item regarding the appointment of the urban design panel.

Waste management

- (m) Removal of the Waste Management and Minimisation Plan which was adopted by the Committee on 15 August 2022, and the Waste Management Bylaw which was considered by the Committee on 15 August and recommended to Council for adoption, which subsequently occurred on 5 September 2022.

Policy development

- (n) Removal of the smokefree places policy review, as determined by the Committee at its 16 May 2022 meeting.
 - (o) Removal of the Gambling Venues Policy following the Committee's review of the policy at its 16 May 2022 meeting and confirmation that the current policy should be retained.
 - (p) Removal of the Rates Postponement and Remission Policies line item as the three policies were adopted by the Committee at its 20 June 2022 meeting.
 - (q) Amendment of the Public Art Policy line item to now reference the public art framework, with adoption scheduled for the fourth quarter of calendar year 2022.
 - (r) Addition of reviews of the new policies on grants to cover development contributions for papakainga housing and housing provided by registered community housing providers. These reviews are consistent with the terms of the policies as adopted by Council in October 2021.
 - (s) Addition of a review of the Protected Disclosures Policy to reflect the newly-enacted Protected Disclosures (Protection of Whistleblowers) Act 2022 and the consequent repeal of the Protected Disclosures Act 2000 (which council's policy was consistent with).
6. In reading the outline work programme it should be noted that for many projects the timing of 'next steps' will be determined by feedback on, and decisions about, earlier stages in the project. This makes timing of latter stages difficult to determine. This difficulty is recognised in Attachment 1 by the annotation "(?)" as part of various elements of the work programme.
7. As projects and initiatives are reported to the Committee, each report will have a better indication of the timing of subsequent steps than can be provided by this report.

STRATEGIC / STATUTORY CONTEXT

8. Many of the priority projects on the outline work programme relate to the city vision and the associated refresh of council's strategy documents. Others relate to the management of growth or the government's reform programme. Each of these matters are of high strategic importance to the city.

SIGNIFICANCE

9. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and

Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.

10. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the matter.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
11. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the matter of the Committee's work programme is of high significance. However, the decision to note the updated outline work programme is of low significance as it is an update on a previous decision and simply collates existing work programmes into one place.


ENGAGEMENT

12. Taking into consideration the above assessment, that the decision is of low significance, officers are of the opinion that no further engagement is required prior to Council making a decision.
13. Note that for many of the projects listed on the outline work programme specific engagement plans and approaches will be prepared that are suitable to that project.

NEXT STEPS

14. Work will continue on each of the projects listed on the outline work programme. A further updated outline work programme will be brought to the Committee in early 2023.

ATTACHMENTS

1. **Outline of topics to SFR Committee 2022-23 (Sept 2022) - A13732434 (Separate Attachments 1)** 

9.4 Strategic framework refresh - Action and Investment Plans update

File Number: A13868405

Author: Anne Payne, Principal Strategic Advisor
Jeremy Boase, Manager: Strategy and Corporate Planning

Authoriser: Christine Jones, General Manager: Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. This report outlines next steps for the strategic framework refresh, including the role of this Committee. This report also notes that a brief status update report on Action & Investment Plan development will be provided to each meeting of this Committee through to adoption of all plans and strategies in early-mid 2023.

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) Receives the report "Strategic framework refresh - Action and Investment Plans update".

EXECUTIVE SUMMARY

2. The strategic framework refresh project aligns Council's strategies and plans so that Council's strategic direction – what we are aiming to achieve for our communities – is clearer and more understandable for our communities and for our own staff
3. The Committee has provided input to the strategic framework refresh throughout the project, most recently through informal briefings in March and April 2022.
4. On 27 June, the draft strategic framework and high-level direction, summarised in *Our Direction – Tauranga 2050*, draft *Tauranga Taurikura – Environment Strategy*, and draft *Tauranga Mataraunui – Inclusive City Strategy*, were adopted by Council as drafts for consultation.^{1,2}
5. On 5 September, Council received the 16 submissions received through the consultation process, along with initial draft responses to the submissions. Council also considered proposed next steps for the project.³
6. The next steps include a change to the original process in that all three consultation documents will now be retained in draft while the supporting Action & Investment Plans are developed over the next six months. This is to highlight our intention to update the three draft documents to be consistent with the developing Action & Investment Plans, and to take into account consultation feedback, throughout the process.
7. The next steps for the project are provided in this report, as this Committee is proposed to have a key role in reviewing and endorsing for adoption the suite of Action & Investment Plans now under development.
8. A brief status update report on the Action & Investment Plans under development will be provided to each Committee meeting for the duration of this project, until early-mid 2023.

¹ Draft strategic framework report, agenda item 11.7: [Council agenda 27 June 2022](#)

² Draft Environment Strategy and Draft Inclusive City Strategy, agenda item 11.8: [Council agenda 27 June 2022](#)

³ Strategic framework and draft strategies – consultation feedback report, agenda item 11.1: [Council agenda 5 September 2022](#)

BACKGROUND

9. The strategic framework refresh project has been underway since mid-2021. The project seeks to refresh and align Council's strategies and plans within a comprehensive framework. The aim of the project is to ensure Council's strategic direction is clear and coherent, and to enable a clear line of sight between what Council is aiming to achieve for our communities, now and in the future, and our day-to-day operations.
10. The project has run in parallel with the City Vision project to ensure that Council's refreshed strategic framework incorporates and reflects the new Vision for Tauranga, which was endorsed for the city and adopted as Council's Vision for Tauranga on 13 June 2022.
11. Our draft strategic framework is based around our five community outcomes (what we seek to achieve for our communities) and our three approaches (*how* we do everything), which taken together identify how and what Council contributes to help achieve the Vision for Tauranga.
12. The draft framework comprises our Vision, primary strategies (one for each community outcome), and a set of action and investment plans to deliver the strategies. This project will ensure all strategies and plans are current and can be used to identify the right projects and initiatives to drive into the Long-term Plan 2024-2034, and potentially into the 2023/24 Annual Plan. The project will also put in place monitoring, reporting and review processes, to ensure our streamlined suite of strategies and plans are implemented and remain current over time.
13. More detail on the background to this project is provided in the report to Council on 27 June 2022, agenda item 11.7, entitled 'Draft Strategic Framework'.⁴
14. More detail on the feedback received through the consultation process for the draft *Our Direction – Tauranga 2050*, draft *Tauranga Taurikura – Environment Strategy 2022-2032*, and draft *Tauranga Mataraunui – Inclusive City Strategy 2022-2032*, is provided in the report to Council on 5 September 2022, agenda item 11.1, entitled 'Strategic framework and draft strategies – consultation feedback'.⁵

DISCUSSION – NEXT STEPS FOR THE STRATEGIC FRAMEWORK REFRESH

15. Our original plan was that on 5 September Council would receive updated drafts of *Our Direction – Tauranga 2050*, *Tauranga Taurikura – Environment Strategy 2022-2032*, and *Tauranga Mataraunui – Inclusive City Strategy 2022-2032* to consider for adoption as final documents, with the goals approved 'in principle' until supporting Action & Investment Plans are completed in February – March 2023.
16. It is now intended to retain all three documents as adopted drafts until early 2023, at which time we will provide all updated strategies and plans to Council for adoption as a comprehensive package. This provides more clarity on our intention to continue engaging on and updating these documents while developing the Action & Investment Plans that will deliver on them.
17. Under the revised proposal, next steps for the remainder of the project are as follows:
 - (a) Develop or update 12 Action & Investment Plans, referenced in the table below. For simplicity the plans are grouped by the community outcome each *primarily* contributes to, in reality most plans contribute to more than one community outcome.

Primary Community Outcome	Action & Investment Plan (A&IP)	
Inclusive city	Accessible Tauranga A&IP	Includes but not limited to a review of, and incorporation of key content from, the Age-Friendly Strategy (2013) and the Disability

⁴ Draft strategic framework report, agenda item 11.7: [Council agenda 27 June 2022](#)

⁵ Strategic framework and draft strategies – consultation feedback report, agenda item 11.1: [Council agenda 5 September 2022](#)

Primary Community Outcome	Action & Investment Plan (A&IP)	
		Strategy (2013).
	Safe Communities A&IP	Includes a review of, and incorporation of key content from, City Safety Action Plan (2018) and the Tauranga/Western BoP Safe Communities Plan (both joint plans).
	Toi Moana Arts & Culture Strategy (joint)	Review and update of existing strategy with partners.
Environment	Climate A&IP	New. Addresses both climate mitigation and adaptation. City-wide and council-specific foci.
	Nature and Biodiversity A&IP	Includes a review of, and incorporation of key content from, the Vegetation Management Strategy – Growing Tauranga Green (2006).
Well-planned city	Our Public Places Strategic Plan	Provides the over-arching principles and goals for a number of related Action & Investment Plans. Draws on and refreshes high-level work from the Open Space Strategy (2012), the Aquatic Network Strategy (2012), the Our Community Places Strategy (2008) and the Sport & Active Living Strategy (2006).
	Active Recreation and Play A&IP	Will include relevant content from the four strategies listed under the Our Public Places Strategic Plan item above (and draft Marine Facilities Framework (2022)).
	Neighbourhood Reserves A&IP	
	Marine Facilities A&IP	
	Urban Design A&IP	Includes a review of, and incorporation of key content from, the Urban Design Strategy (2006). <i>Scheduled to start in late 2022.</i>
	Water Sustainability Strategy for WBOP sub-region 2010 (joint plan, BOPRC-led process)	BOPRC review underway, likely to incorporate TCC's draft Water Supply Strategy 2021-2051 and draft Wastewater Network Strategy 2021-2051. <i>(NB: potential 3-Waters' impact.)</i>
	Mount Spatial Plan	New. <i>Early planning has commenced, scheduled for project scoping Oct/Nov 2022.</i>

- (b) From now through to Christmas, we will engage informally as widely as possible with any interested parties and communities of interest on the Action & Investment Plans.
- (i) We are taking an overarching communications and engagement approach for development of these plans and aim to 'bundle' our engagement according to communities' areas of interest. Our primary community outcomes seem, at this early stage, to provide some practical 'bundling' options but this is still a work in progress.
 - (ii) As a first step, we have asked a range of groups, organisations and individuals who have been involved in the project to date whether they want to be involved in developing these plans – including options for levels of involvement and signals on which plans are of interest. On 16 August, Te Rangapū Mana Whenua o Tauranga Moana provided initial guidance on how they wish to be involved.
- (c) Formal processes for consultation and adoption of the TCC-led Action & Investment Plans will start in early 2023 (except for the Urban Design Action & Investment Plan and the Mount Spatial Plan, which won't get underway until late 2022). We are still developing the timeframes for the formal processes, which are also dependent on results from the pre-Christmas engagement, but initial thinking is:

- (i) February 2023 – draft Action & Investment Plans, along with proposed amendments to draft strategies and Our Direction, received by the Strategy, Finance and Risk Committee to adopt as drafts for consultation.
 - (ii) March 2023 – four weeks' consultation on all draft Action & Investment Plans, updated draft strategies, and Our Direction documents.
 - (iii) April 2023 – submissions received by the Committee or Council, followed by hearings and deliberations.
 - (iv) Final updates and recommendations prepared, including any amendments flowing through to the two draft strategies and Our Direction document.
 - (v) May-June 2023 – Council to receive recommended final drafts of all strategy and plan documents, to adopt as Council's comprehensive strategic framework.
- (d) Throughout this time, work will continue on developing and implementing:
- (i) The kupenga concept for Council's strategic framework, which tells the story of how the framework fits together and reinforces everyone's role in delivering on the Vision for Tauranga.
 - (ii) Council's approaches to working beyond Tauranga, sustainability, and Te Ao Māori (in partnership with Te Rangapū Mana Whenua o Tauranga Moana).
 - (iii) The web pages that will house Council's strategic framework and its updated strategies and plans.
 - (iv) The governance, monitoring, reporting and review processes required to ensure the refreshed strategies and plans are implemented and stay current over time.
18. While the Action & Investment Plans will not be fully complete until mid-2023, projects and initiatives emerging will be incorporated into the 2023/24 Annual Plan where appropriate.

Ongoing status update reports to this Committee

19. We will provide a brief status update report on all of the Action & Investment Plans under development to each future Committee meeting, through to completion of this project in early-mid 2023.
20. This may be in addition to separate project update reports on specific Action & Investment Plans, which will still be provided to the Committee as required.

STRATEGIC / STATUTORY CONTEXT

21. The strategic framework project is a process (alongside the development of a vision for Tauranga) to align all of Council's strategies and plans.
22. The framework will provide a clear line of sight between the Vision for Tauranga, Council's community outcomes and the 'what and how' of Tauranga City Council delivering on its commitments. The framework process will also allow Council to identify any gaps in its strategies and plans, enabling these gaps to be acknowledged and addressed.
23. The framework comprises the Council's community outcomes interwoven with three approaches to Te Ao Māori, sustainability, and working beyond Tauranga – which together form Council's contribution to the Vision for Tauranga. Council's primary strategies and Action & Investment Plans (under development) identify how Council will deliver on its community outcomes and approaches.

FINANCIAL CONSIDERATIONS

24. The costs of engagement and consultation processes have been anticipated within the wider strategic framework project budget. The potential costs of implementing the strategies and plans will be addressed at a project level in the action and investment plans, and during development of subsequent long-term plans and annual plans.

LEGAL IMPLICATIONS / RISKS

25. Potential legal implications for this project relate primarily to meeting the Local Government Act 2022 significance and engagement requirements for public consultation. These implications have been carefully considered and mitigated, as outlined in the Consultation section of this report.
26. Risks associated with the project have been considered during planning and implementation of the workstreams for each 'strand' of the framework.
27. A key risk to delivery of the project within targeted timeframes continues to be potential Covid-19 impacts on staff, consultants, and key stakeholders for the project. While we continue to manage around the people impacts from Covid-19 as far as possible, our reality is that if key people are impacted at critical times, some timeframes may need to move as a result. At this stage no major targets have been missed for this reason, but this risk will remain for the duration of the project.

CONSULTATION / ENGAGEMENT

28. As outlined in the Discussion section of this report, *Our Direction – Tauranga 2050* and the two new strategies are proposed to be retained in draft until supporting Action & Investment Plans have been developed in early 2023. All new or updated strategic documents, strategies and plans, will then be adopted as a comprehensive suite in early-mid 2023. This will ensure consistency throughout the framework and the timing will enable the content to inform the upcoming Long-term plan and annual plan processes.
29. In this way, consultation feedback received will help inform the final strategies and the Action & Investment Plans that support them. During this period, staff will also continue to work with groups, organisations and individuals that have expressed an interest in this work, including our Tangata Whenua partners through Te Rangapū Mana Whenua o Tauranga Moana, to develop the more detailed Action & Investment Plans, and to update *Our Direction – Tauranga 2050* and the two draft strategies accordingly.

SIGNIFICANCE

30. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
31. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the matter.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
32. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the matter of Council's strategic framework and Action & Investment Plans specifically are of high significance. However, the decision to receive the next steps for this project is considered to be of low significance.

ENGAGEMENT

33. Taking into consideration the above assessment, that the decision sought within this report are considered to be of low significance, staff are of the opinion that the nature of this project requires our communities' involvement as outlined in this report.

34. There has been considerable engagement with our communities in recent years, which has informed Council's strategic framework, summary of strategic direction and two new draft strategies, as referenced in earlier reports to Council. Further involvement with both the general community and key stakeholders is outlined in the discussion (proposed next steps) and in the consultation / engagement sections of this report.

NEXT STEPS

35. Next steps are as outlined in the Discussion section of this report.

ATTACHMENTS

Nil

9.5 Revocation of Policies

File Number: A13628687

Author: Sandy Lee, Policy Analyst
Ruth Woodward, Team Leader: Policy

Authoriser: Christine Jones, General Manager: Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. To consider revoking some council policies.

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) **Revoke the** Elder Housing Tenant Eligibility Policy 2007
- (b) **Revoke the** Stewart Trust and Carruthers Trust Funds Policy 2013
- (c) **Revoke the** Community Partnerships – Relationships – Other Cities Policy
- (d) **Revoke the** Fluoridation Policy 1992
- (e) **Revoke the** Exclusive Burial Areas in Council Cemeteries Policy 2010

EXECUTIVE SUMMARY

2. A second tranche of policies for possible revocation has been identified through analysis of existing Tauranga City Council (council) policies. Five policies are considered either no longer relevant, covered by other strategic documents or legislation, or out-of-date. It is recommended that these five policies are revoked and removed from the council website (see attached).

BACKGROUND

3. Reviews of existing council policies are undertaken on a regular basis to ensure those that are no longer required are revoked. The reviews are conducted alongside relevant subject matter expert teams in the organisation to ensure that they support the recommendations to revoke. Six policies were revoked through this process last year.
4. All current council policies are on the public website:
<https://www.tauranga.govt.nz/council/council-documents/policies>

DISCUSSION

5. Two of the five policies identified for revoking are no longer relevant to the council and therefore no longer necessary (Table One).

Table One: Policies that are no longer relevant

Policy	Advantages of revoking	Disadvantages of revoking
Elder Housing Tenant Eligibility 2007	This policy was developed in 2007 to provide guidance for council staff assessing the eligibility of persons wanting to access and live in council owned elder housing. In 2018, Council made the decision to sell its elder housing portfolio. This policy is therefore no longer relevant as the council will not have any involvement in social or	None.

	elder housing. Recommended to revoke.	
Stewart Trust and Carruthers Trust Funds 2013	This policy provides guidance for community organisations applying for assistance from the Stewart Trust and Carruthers Trust funds. The two funds were transferred to the Acorn Foundation in April 2021 to manage and administer the endowments. Recommended to revoke.	None.

6. Two policies developed by Council resolution in the early 1990s and are no longer used and have been superseded by other strategic or legislative documents (Table Two).

Table Two: Policies now covered by other strategic documents or legislation

Policy	Advantages of revoking	Disadvantages of revoking
Community Partnerships – Relationships – Other Cities	This policy sets out the aims and objectives of the six Sister and Friendship City relationships the council established during the late 1980s and early 1990s, only three of which are still current. Relationship city arrangements are now guided by the joint Western Bay of Plenty International Strategy. This strategy is currently being reviewed and will include more details on Sister and Friendly Cities as well as specific criteria for assessing future relationship city requests. Recommended to revoke.	None.
Fluoridation 1992	This policy was put in place in 1992 after a Council resolution to cease the fluoridation of the public water supply. With the introduction of the Health (Fluoridation of Drinking Water) Amendment Act 2021, decisions about whether to fluoridate public water or not, are now made by the Director-General of Health. The council received a directive on 27 July 2022 to fluoridate Tauranga's water supply by 31 July 2024. Recommended to revoke.	None.

7. One policy is dated, does not align with the new strategic vision for the city and no longer adds value. The last time a situation arose where a decision on the matter was necessary was approximately five years ago (Table Three).

Table Three: Policy out of date

Policy	Advantages of revoking	Disadvantages of revoking
Exclusive Burial Areas in Council Cemeteries 2010	Pyes Pa Memorial Park is currently managed as a non-denominational, all-inclusive public cemetery. When Council brought the management of the cemetery back in-house in 2009, staff received several requests from cultural, ethnic and/or religious groups for	None.

	<p>separate burial areas. Only requests for a specific Muslim burial area were approved on the basis that their physical burial protocols could not be accommodated for in the general management of the cemetery.</p> <p>The policy was developed to clarify these specific conditions under which such requests would be approved by council staff. Similar requests for exclusive burial areas have been rare over recent years.</p> <p>In addition, a key focus of the new strategic vision for Tauranga is on creating an inclusive city that recognises and celebrates its diversity. The current policy limits this recognition to differences that are not able to be physically accommodated for.</p> <p>It is expected that any future requests for exclusive burial areas will be considered by Council (rather than under delegated authority via a policy) in relation to this new strategic vision as well as the relevant provisions under the Burials and Cremations Act.</p> <p>Recommended to revoke.</p>	
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SIGNIFICANCE

8. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
9. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the decision.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
10. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the decision is of low significance.

CONSULTATION / ENGAGEMENT

11. Based on the low level of significance of the recommendations it is not considered necessary to undertake community engagement as there is no significant anticipated impact from revoking the policies.

NEXT STEPS

12. The Council website will be updated to reflect the decisions.

ATTACHMENTS

1. **Elder Housing Tenant Eligibility Policy - A13727046** [↓](#) 

2. **Stewart and Carruthers Trust Funds Policy - A13727066** [↓](#) 
3. **Community Partnerships - Relationships - Other Cities Policy - A13727042** [↓](#) 
4. **Fluoridation Policy 1992 - A13727053** [↓](#) 
5. **Exclusive Burial Areas in Council Cemeteries - A13727049** [↓](#) 



COUNCIL LEAD POLICY

POLICY TITLE: ELDER HOUSING TENANT ELIGIBILITY POLICY

Minute Ref: M07/30.7

Date of Adoption: 18 April 2007

1. POLICY OBJECTIVES

To provide clear guidelines on tenant eligibility for persons wanting to access and live in Council owned Elder Housing.

2. PRINCIPLES

There is a genuine need for long term affordable accommodation for elder persons in Tauranga and Council has a role in helping to meet this need.

3. DEFINITIONS

Elder Housing refers to the housing units owned and managed by Council for the purposes of providing long-term affordable accommodation to older aged persons.

Elder Housing Committee comprises of appropriate persons appointed by Council to assist in processing and assessing applications for Elder Housing Units in line with the criteria stipulated in this policy.

4. BACKGROUND

In 2004 Western Bay of Plenty District Council and Tauranga City Council worked together to review options for the future of our public rental housing. The purpose of the review was to look at ways to:

- adequately meet the longer term needs for public housing in the Western Bay of Plenty sub-region;
- leverage maximum funds from central government for the upgrading, refurbishment and redevelopment of social housing in the WBOP sub-region;
- implement the intensification goals of the Smartgrowth Strategy.

An evaluation of options was completed and presented to the two councils in September 2004. It was resolved by Tauranga City Council that:

- Council's role in the provision of social housing is in respect to older aged persons only;
- Council reviews its policy around tenant eligibility for older aged persons wanting to access Council owned housing;
- Council continues to manage its housing stock and tenancies through "in-house" management;

TCC Ref: 1372282

- Council will look at opportunities to develop new housing on existing land and redevelop existing housing to better utilise land and meet tenant needs as long as these operate on a cost neutral basis. Council will attempt to secure funding assistance from central government for this.

5. POLICY STATEMENT

5.1 Eligibility Criteria

To be eligible for Elder Housing prospective tenants must meet the following criteria:

- a) Must be a New Zealand resident;
- b) Must be aged 65 years or over (in cases where a couple apply for an Elder Housing unit, it is only necessary for one person to meet the age criteria of 65 years or over. Should the person aged 65 years or over no longer occupy the unit, their spouse/partner can continue to occupy the unit provided all other criteria are met);
- c) Must be a recipient of New Zealand Superannuation, a New Zealand War Disablement Pension or New Zealand Veterans Pension;
- d) Assets held must not exceed the original asset limits set by Housing New Zealand applicable to the tenant's status (e.g. single (\$17,500), married (\$20,000)). This includes any assets derived from being a beneficiary of a family trust. These figures will be adjusted on an annual basis to accommodate inflation;
- e) Cannot be in receipt of an annual income higher than an additional 30% net of the level set for New Zealand Superannuation applicable to the tenant's status (e.g. single, married, sharing). This includes any income derived from being a beneficiary of a family trust. The exemption to this is tenants with special circumstances who are entitled to receive a government benefit (e.g. disability allowance) to compensate for costs associated with these special circumstances;
- f) Be able to demonstrate they can live independently (this can mean they can live independently with assistance from a support network);
- g) Have a good tenant history. The names of two referees must be supplied by the applicant who can comment on the applicant's previous tenant history. If this applicant has not been in a tenancy situation previously, the names of two character referees must be supplied. If there are reasonable grounds to suspect that the applicant does not have a good tenant history, a credit check may be carried out by Council (after advising the applicant) and the right to occupy a unit may be declined;
- h) Fully complete the tenant application form.

If more than one person is to occupy an Elder Housing unit (e.g. married, sharing), both persons must meet the above eligibility criteria (with the exception of 5.1(b) above).

Where ongoing vacancies exist, The Chief Executive has discretion to approve tenants who do not meet criteria b and/or c above, but meet the other criteria, provided they are 60 years of age or over.

TCC Ref: 1372282

5.2 Eligibility Criteria for Existing Tenants

Tenants and those on the waiting list at the date this policy is adopted are not required to meet the age requirement component of 5.1(b) and 5.1 (c) of the eligibility criteria.

5.3 Priority

Demand for Elder Housing is often in excess of the number of units available. Therefore priority will be given in the following order to:

- applicants who are already living in the Western Bay of Plenty sub-region
- applicants who have family living in the Western Bay of Plenty sub-region.

5.4 Location Options

Applicants' preferences for living in Tauranga or Mount Maunganui will be taken in account and accommodated where possible, however applicants cannot select the specific Elder Housing Village.

Tenants are able to request to transfer Villages for family or health reasons. When transfers occur, the set administration costs must be met by the tenant. Applicants can generally only transfer once during their occupancy period. Subsequent transfers are at the discretion of the Group Manager of the Elder Housing activity.

5.5 Changes in Circumstances

A tenant's eligibility to occupy an Elder Housing unit will be re-assessed if reasonable grounds exist to suspect a tenant's eligibility to occupy the unit may have changed.

Where it is apparent that there are existing or impending eligibility issues for medical reasons, Council will in the first instance seek to facilitate the provision of the appropriate social service support. Subsequent to this, if the tenant is clearly unable to meet the eligibility criteria on an ongoing basis Council will give the tenant notice to vacate. This is based on the need to:

- protect the interests and wellbeing of the tenant and their personal safety;
- protect the interests and wellbeing of other tenants;
- ensure Council continues to have housing available to those most in need.

5.6 Smoking

Tenants will not be permitted to smoke within the Elder Housing units. The exception to this is tenants who were occupying units prior to the adoption of this policy. For these existing tenants, upgrades to the units will only occur if they agree not to smoke in them.

TCC Ref: 1372282

5.7 Application Process

To apply for an Elder Housing unit, applicants must complete all questions on the application form, supply copies of the requested material and sign the declaration form, in front of a Justice of the Peace or other such persons authorised to witness such declarations, verifying that the information provided in the application form is true and correct to the best of the applicant's knowledge.

5.8 Assessment Process

The Elder Housing Committee will conduct applicant assessments and recommend to Council's Property Tenancy Coordinator the appropriate allocation of Council's Elder Housing Units. The assessment process will include an interview with the applicant upon a vacancy becoming available.

5.9 Support for the Elder Housing Committee

Training, recruitment, succession plans and a service level agreement will be developed to support the Elder Housing Committee fulfil their role.

6. RELEVANT DELEGATIONS

The implementation of this policy is delegated to the Chief Executive or his/her delegates.

7. REFERENCES AND RELEVANT LEGISLATION

Tenancy Act (1988)

TCC Ref: 1372282



File No.: 2013-1.1

COUNCIL SUPPORT POLICY

POLICY TITLE: STEWART TRUST AND CARRUTHERS TRUST FUNDS

LEAD POLICY: COMMUNITY INVESTMENT

Minute Ref: M03/70.3

Review Date

1. POLICY OBJECTIVES

- To enable effective distribution of the Stewart Trust and Carruthers Trust Funds.
- To provide guidelines for Community Organisations applying for assistance from the Stewart Trust and Carruthers Trust Funds.

2. PRINCIPLES

Council has a responsibility to ensure Stewart Trust and Carruthers Trust funds are applied in accordance with the Trust Deeds.

Council will be the final decision maker in regard to the allocation of Trust funds.

3. DEFINITIONS

Aged means a person, or their spouse, who is 60 years or older.

Community Organisation is a voluntary or not-for-profit organisation that serves a public benefit; that relies on volunteers for at least its governance; and has values, purpose and objectives independent of government or commercial institutions. It must be a registered trust or incorporated society with IRD charitable status. Unless there are clearly justified reasons, membership or participation in its activities should be available to everyone who wishes to join.

Conflict of Interest occurs when a private or personal interest may appear to influence the ability of a member of the assessment committee to carry out duties in an objective manner.

Essential Maintenance is maintenance that is required for the protection of a House or its occupants.

Grant is a sum of money provided to a Community Organisation for the purpose of funding particular services or projects where certain conditions, outlined in a formal agreement, need to be met, that support the broad objectives of the recipient organisation.

House means any house, or part of a house, occupied as a separate dwelling; and includes a residential flat or lodging house; and also includes out-buildings, paths and fences, and any land which belongs to a house.

Loan is a sum of money lent under specified conditions, as determined by Council, for a stipulated period of time. A Loan is required to be paid back to Council.

Loan Guarantee means a formal assurance, in writing, that Council will be responsible for monies lent to an organisation by a third party or parties, should that organisation, for any reason, default on Loan repayments.

Needy - means a person who, in the opinion of Council, has been unable to obtain (rent/own) or furnish homes suitable for their basic needs by reasonable use of their own resources.

Poverty is a condition where a person, in the opinion of Council, does not have essential items such as food, housing, heating, clothing, and doctors visits.

4. POLICY STATEMENT

4.1 What the Trust Funds can be used for

Funds from either of the Trusts can only be used in the Tauranga District.

Stewart Trust income is to be used for the relief of Poverty.

Carruthers Trust income is to be used for providing Essential Maintenance to Houses predominately occupied by Aged or Needy persons.

Stewart Trust capital and Carruthers Trust capital will not be distributed.

4.2 Types of Assistance Available

The types of assistance available through the Stewart Trust are:

- Grants for services or projects, or
- Loan Guarantees, or
- Loans.

The types of assistance available through the Carruthers Trust are:

- Loans, or
- Loan Guarantees, or
- Grants (limited to Council owned housing).

Community Organisations and Council may apply for one, or a combination of, the types of assistance available.

4.3 Eligibility

Eligibility is restricted to Community Organisations rather than individuals. In order to be eligible for assistance, Community Organisations must:

- provide evidence of the organisation's legal status, and
- satisfy Council of their ability to adequately manage finances and provide quality service delivery, and
- be able to show that any funds previously received from the Stewart Trust and/or Carruthers Trust were used for the purposes requested, and
- demonstrate how the service or activity for which the funds will be applied; address a need in the community; relate to the Stewart Trust or Carruthers Trust Fund criteria, and
- identify the specific outcomes of the service or project, and

- specify the period for which the service or project will occur, and
- identify how the achievement of outcome will be measured.

Priority will be given to services or projects that:

- contribute to the community's social wellbeing outcomes, and/or
- applicants who engage in partnership arrangements, so as to avoid duplication of Services or Projects, to encourage more efficient use of resources.

In all instances Council retains the right to determine whether a service or project merits financial assistance.

Council is eligible to apply for the Trust funds.

4.4 Allocation and Distribution of Funds

Council will determine the appropriate financial allocation available for the Stewart Trust and Carruthers Trust Funds on an annual basis. This is based on income earned from investments, minus expenses associated with the administration of the Trust Funds. There is no requirement that all available income be distributed in any one given year.

Council staff will assess applications to ensure that they meet the policy criteria. An assessment committee will be responsible for assessing applications, distributing funds and determining the appropriate method of payment. These decisions will be reported to Council as soon practical after each funding round is completed. From time to time the assessment committee may wish to appoint external members or advisors to the committee. In such cases, participation will be on a voluntary basis.

The decision of Council on the allocation of funds is final and no appeal will be entered into.

Where an application presents a Conflict of Interest for a member of the assessment committee, then the interest is to be declared and the member be excused from the relevant decision making process.

Council recognises the need for transparency where Council itself is an applicant.

4.5 Application Process

Funds are to be assessed and distributed in one funding round per year to allow all applicants to be considered together so that funding decisions can best reflect priorities for allocation of resources.

In exceptional circumstances, Council may allocate funds, as required, outside the annual funding round.

4.6 Funding Mechanisms

Grants

A Grant is to be used where a cash payment is made to a Community Organisation. A formal agreement will be used and will set out the following:

- the purpose of the Grant and the agreed outcomes, and
- the amount and method of funding, and
- the period the Grant is to cover, and

- reporting and accountability requirements, and
- any specific obligations which have been agreed to by both parties, and
- outcome measurements, and
- reference to disputes resolution.

Loan Guarantees

Where Stewart Trust and Carruthers Trust funds are used to guarantee Loans, the conditions outlined in Council's Guarantees Loans Policy will apply.

Loans

A Loan is to be used where it is intended for the monies to be paid back to Council by the Community Organisation. Council will determine the appropriate rate of interest to be charged on an individual application basis. A formal agreement will be used and will set out the following:

- the purpose of the Loan and the desired outcome(s), and
- the amount of the Loan, and
- the period of the Loan, and
- the conditions associated with the Loan, and
- any specific obligations which have been agreed to by both parties, and
- reporting and accountability requirements, and
- outcome measurements, and
- reference to disputes resolution.

4.7 Reporting and Accountability

To enable Council to monitor the use of the Stewart Trust and Carruthers Trust funds all recipients are required to provide:

- audited accounts that show how the financial assistance was used,
- level of achievement against agreed outcomes,
- an evaluation report.

The evaluation report will enable both Council and the Community Organisation to learn from what was accomplished with the assistance of Trust funding. The reporting requirements will be proportional to the size of the funding and the capacity of the organisation.

5. RELEVANT DELEGATIONS

The assessment committee has the authority to assess applications, distribute funds and determine the appropriate method of payment. These decisions will be reported to Council as soon practical after each funding round is completed.

The decisions of Council will be delegated to the Chief Executive and his/her delegates to implement.

6. REFERENCES AND RELEVANT LEGISLATION

- Stewart Trust Deed and the Supreme Court Amendment
- Carruthers Trust Deed

- Part 32 of the Local Government Act 1974
- The Trustees Act 1956
- Lead Policy – Community Investment
- Relevant Policy - Guarantees Loan Funding

COMMUNITY PARTNERSHIPS**Relationships - Other Cities**FRIENDSHIP CITY

M97/40.6 Corporate Strategy 21.4.97 (DC 146) 4520-1

That The Tauranga District Council And Port Stephens Council, Australia Develop A "Friendship City" Agreement To Be Based On People To People Exchanges.

That Any Costs Associated With Promotion Of The Agreement Be Available From The Sister City Budget 1996/97, And Will Not Exceed \$200.00.

SISTER CITYShimonoseki City Japan

M 22.16 Policy 20.2.90

That the Tauranga District Council support and recognise the relationship with Shimonoseki in its present form.

SISTER CITIES

M 8.13 Policy 12.12.89

That the Tauranga District Council maintains its Sister City links with San Bernadino, Hitachi and Yantai under the same arrangements that existed previously with the Tauranga City Council.

Aims:

M 22.17(a) Policy 20.2.90

That the aims, objectives, structure and Tauranga District Council role for the Council's Sister City Relationship with Hitachi, Yantai and San Bernardino as set out below.

- (a) To promote goodwill and mutual understanding between the citizens of each nation.
- (b) To contribute to the peace of the world.

The benefits attributed from these links is in accordance with the Council's Statement of Principles to "Promote the District as an alternative destination and area for investment".

Objectives:Economic Development

It is obvious the future advantages can be measured in the wealth generated reciprocally between the three countries.

The political differences between China, Japan, USA and New Zealand necessitate the terms of agreement to be in accordance with Government policies.

Specifically, the Sister City Relationships should aim to generate extensive contact between all sectors of the economy in Tauranga and Hitachi, Yantai and San Bernardino to ensure that the economy of all areas benefit from the Sister City relationships.

Trade

TCC Ref: 2325580

- There is tremendous opportunities for greater trading ties between Hitachi and Tauranga. The Ports of Hitachi and Yantai and the Port of Tauranga Ltd can expand their shipping ties.
- The awareness of New Zealand products available in the USA to be encouraged through the people of California and San Bernardino.
- Trade missions to be regularly hosted in each country.
- To actively promote to local businesses the benefits of establishing trading links with each Sister City link.

Tourism

- To increase the number of tourists from California, San Bernardino, Hitachi and Japan.
- Create greater liaison with travel agents to include Tauranga on the itineraries of groups from California and Japan.
- To promote the awareness of Tauranga to the people of Yantai.
- To promote tourism from Tauranga to each Sister City.

Educational Exchanges

- To foster and advance the knowledge of our people.
- To ensure more language exchanges occur on a regular basis.
- To promote business familiarisation tours of California.

Sporting Exchanges

- To enhance the participation of all sports between the three nations.

Art and Recreational Exchanges

- To establish reciprocal exchanges between interested groups and individuals to develop new and existing pursuits.

Publicity

- To actively promote continued support from the News Media, and other promotional groups to increase citizen awareness and benefits of each Sister City relationship.

Civic Contacts

- To strengthen the Official Associations between Hitachi, Yantai and San Bernardino.

Common Aspirations

- To encourage community involvement, involving recreational and other pursuits particularly in activities and areas where common activities and pursuits are identified.

Culture Exchanges

- To host and exchange culture groups from the three nations. Also promoting our Maori and western culture to each country.

Information Exchanges

- To foster the ongoing people to people exchange of knowledge and ideas.

Employment Exchanges

TCC Ref: 2325580

- To encourage specialised areas of employment opportunities, e.g. chefs, artists, teachers and tradesmen.

Structure

To ensure that the Sister City relationships are operated in an active and positive way, it is important for a local Committee to be established to ensure the achievement of the Council's aims and objectives. It is important that people from groups that would have an influence on each of the objectives be included on the Committee.

The Committee may comprise representatives of the following:

Tauranga District Council
BOP Japan Society
NZ China Friendship Society
San Bernardino Sister City Committee
Kiwifruit Coast Chamber of Commerce
Port of Tauranga Ltd
Export Institute of NZ
Retailers Association
Kiwifruit Coast Promotion Board
Bay of Plenty Polytechnic
Representative from Colleges
Intermediate and Primary Schools
Service Club Representative
Public Relations Office
Maori Community
Community Arts Council.

Representation on the Committee to be three from the District Council and one each from the other groups.

The purpose of the Committee:

- (a) To ensure active relationships are established and maintained.
- (b) To promote awareness of the Sister City relationships.
- (c) To foster and encourage exchanges.
- (d) To generate tangible returns.
- (e) To identify non-tangible returns.
- (f) To co-ordinate activities.
- (g) To advise on protocol, arrangements and procedures.
- (h) To ensure that each sector represented on the Committee actively promotes involvement in the Sister City programme and to report back on, and quantify achievements.

TAURANGA DISTRICT COUNCIL'S ROLE

The following sets out the specific role to be performed by the Tauranga District Council:

TCC Ref: 2325580

- (1) To set up and ensure the successful operation of the Sister City Committee.
- (2) To have the final say, i.e. to approve exchanges, visits and activities.
- (3) To undertake "Official Delegation" visits by representatives of the District Council and for them to have as their brief:
 - (a) To discuss and finalise policies and aims for exchanges.
 - (b) Set the scene for exchanges to occur between the many sectors of the communities.
 - (c) Promote and negotiate to achieve the objectives set out above for:
 - Economic development
 - Trade
 - Employment
 - Tourism
 - Educational Exchanges
 - Sporting, art recreational and cultural exchanges.
 - (d) Identify and agree on areas of common interest and aspiration.
- (4) To ensure that regular "trade visits" sanctioned by the Sister City Committee and the Council occur to:
 - (a) Actively promote and sell business exchanges and contacts.
 - (b) To achieve contact between representatives of the commerce, manufacturing and agricultural sectors.
 - (c) Foster trade and exchange with each of the Sister Cities.
- (5) Ensure that educational visits occur to promote amongst the young people of the district, knowledge and understanding of the relationships and the culture of people in other countries.

SISTER CITY PROFESSIONAL EXCHANGE

That the Tauranga District Council commit to the individual Professional/Business exchange with our Sister City San Bernardino, California.

That the initial exchange be offered to a member of the Tauranga District Council Staff.

That subsequent exchanges be offered on a Community to Community basis.

STUDY AWARD EXCHANGE

M 59.5 Policy 21.7.92

M 66.10 Council 30.7.92

M97/109.26 Council 28.8.97 (DC 660) 4520-2

That the Tauranga District Council continue to support the Tauranga-San Bernardino Sister City Study Award by the selection of a community person every two years.

TCC Ref: 2325580

SISTER CITY VISITS COUNCIL FUNDING

M 65.10 Policy 15.6.93

- (a) That the Tauranga District Council meet the costs of His Worship the Mayor on Sister City visits.
- (b) That the Tauranga District Council meet the cost of the Chief Executive (or his staff or elected representative nominee) on Sister City visits.
- (c) That elected members receive a meeting allowance for each day on which they represent Council on official business during Sister City visits.

TCC Ref: 2325580

FLUORIDATION

M 102.10 Special Council 19.11.92

That the Tauranga District Council cease the fluoridation of the Tauranga District's water supply, the removal of which shall be in a managed and structured manner



COUNCIL LEAD POLICY

POLICY TITLE:	EXCLUSIVE BURIAL AREAS IN COUNCIL CEMETERIES
Minute Ref:	M10/64.2
Date of Adoption	25 August 2010

1. POLICY OBJECTIVES

To recognise the diversity of the population of Tauranga City and the various physical burial requirements of different religious denominations.

2. PRINCIPLES

The ethnic, cultural and religious diversity of the population of Tauranga is increasing.

Council will, where possible, accommodate the diverse needs of the population with regards to burial protocols.

Council, as owner of the cemeteries, is responsible for their overall management.

3. DEFINITIONS

Burial Protocols means the customs and rituals followed by a religious denomination during the physical burial process. This includes, but is not limited to, the orientation and size of a plot.

Cemetery means any land held, taken, purchased, acquired, set apart, dedicated or reserved under the provisions of any Act, exclusively for the burial of the dead generally and includes a closed cemetery now or in the future established by or under control of the Council.

Crematorium means a building and plant established by the Council for the cremation of the deceased and any buildings used in connection therewith.

Plot means a gravesite as shown on a Cemetery plan held available for public inspection at a Cemetery and /or office of the Council.

4. BACKGROUND

Tauranga City Council's cemetery at Pyes Pa has been run as a non-denominational cemetery where plots are allocated on an as-required basis with no allocation for exclusive use by any groups. With the changing cultural/ethnic/religious make up of the city, requests to accommodate the burial protocols of various groups were made to Council.

5. POLICY STATEMENT

5.1 Exclusive Burial Areas

Tauranga City Council cemeteries are generally non-denominational with burial plots allocated on an as-required basis. When a plot is purchased, a second plot alongside may also be pre-purchased for the future use of a close relative of the deceased.

If a religious/cultural/ethnic group has specific physical burial protocols which cannot be accommodated within the general management of the cemetery, they may request that an area is allocated within the cemetery whereby these burial protocols can be met. An exclusive area will not be allocated for other reasons.

The size of the exclusive burial area will be agreed with Council and the religious/cultural/ethnic group based on population projections and the projected life of the cemetery.

Exclusive burial areas allocated to religious/cultural/ethnic groups can not be pre-purchased. Individual plots within the exclusive burial area will be paid for and allocated on an as-required basis.

If a religious/cultural/ethnic group does not have specific physical burial protocols, an exclusive burial area will not be allocated and a plot in the general cemetery must be purchased.

5.2 Burial Protocols for Exclusive Burial Areas

The rules of the cemetery also apply to plots in exclusive burial areas. Council will endeavour to accommodate specific burial protocols with any additional costs being met by the plot holder.

6. RELEVANT DELEGATIONS

The implementation of this policy is delegated to the Chief Executive or his/her sub-delegate.

7. REFERENCES AND RELEVANT LEGISLATION

Burial and Cremation Act 1964

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Cremation Regulations 1973

Health (Burial) Regulations 1946

Health Act 1956

Tauranga City Council Cemetery Rules

9.6 Draft Annual Report

File Number: A13459310

Author: Sheree Covell, Treasury & Financial Compliance Manager

Kathryn Sharplin, Manager: Finance

Jolene Nelson, Team Leader: Corporate Planning

Authoriser: Paul Davidson, General Manager: Chief Financial Officer

PURPOSE OF THE REPORT

1. The purpose of this report is to provide the committee with the proposed presentation of the front sections of the annual report which discuss the year in review and key outcomes and issues. This discussion provides the committee with an opportunity to provide feedback on the presentation of the draft annual report.
2. The secondary purpose of this report is to provide an update on the financial section. At this stage the unaudited draft is incomplete and still subject to internal review with changes to the financials still likely to occur. The following items are not yet included and will impact the final consolidated group accounts:
 - CCOs impact on consolidation
 - Land & Building Revaluation
 - Statement of Cashflows
 - Statement of Movements in Equity

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) Receives the Report – Tauranga City Council Draft unaudited Annual Report 2021/22
 - (i) Agrees the proposed presentation of the annual report including the year in review
 - (ii) Agrees that the interest rate variance is transferred to a contingency reserve to assist in managing variability in interest rates over the next few years.
 - (iii) Notes that there is a risk that a waters revaluation will delay the adoption of the 2021/22 Annual Report or result in a modified audit opinion.

EXECUTIVE SUMMARY

3. This report and accompanying attachments identify key areas of highlights for the year ended 30 June 2022, along with challenges and opportunities that bridge into the future years of the Long Term Plan (LTP) and Long Term Plan Amendment (LTPA).
4. The financial statements and notes to accounts are still in progress as asset revaluations are being not yet finalised. The financial information contained within this report indicative drafts and likely to change as a result of the following:
 - Asset revaluations for Roading, Land & Buildings and Investment Properties
 - Consolidation of CCO's
 - Final audit adjustments
5. Overall, the indicative key financial results for TCC (unconsolidated) are as follows:

\$303m total operating revenue (TCC)	\$306m total operating expenditure (TCC)
\$52m capital & operating subsidies	\$701m net debt
\$208m capital expenditure	205% debt to revenue ratio (TCC)

6. The overall result of the non financial performance measures for the full financial year show a total of 60 measures achieved (60%), 37 not achieved (37%), and 3 not able to be measured (3%).
7. At this stage the draft is still in progress, unaudited and subject to ongoing internal review which is likely to lead to some amendments to the financial and non-financial information summarised above. The draft will be presented to Audit New Zealand on 5 September 2022 to commence their final audit. There are some figures not yet available in section two which have been presented in pink text. A final version of the financial results will be presentation to the committee on 14 November 2022 and the final documents will be presented to the committee for adoption in late November or early December 2022 along with the audit opinion for final consideration and adoptions.

BACKGROUND

Purpose and Presentation of the Annual Report

8. The Tauranga City Council (Group) Annual Report is prepared consistent with requirements of the Local Government Act 2002 (LGA)
9. The purpose of the Annual Report is to report back to the community on the performance of the Council against its levels of service budgets and capital programme agreed in year one of the Long-term Plan (LTP). It also promotes accountability to the community for the decisions made during the year.
10. The front sections of the document provide a review of the year and aim to tell the story of the Council's operations and other key events in a way that is readable by the community. It is an opportunity to discuss the highlights, opportunities and challenges of the year and provide a bridge to the future including the issues and investments included in the LTP.
11. The detailed financial accounts and notes to the accounts are presented at the back of the document.
12. Key highlights, challenges and opportunities for 2021/22 are summarised under the following themes:
 - (a) addressing housing needs, including affordability:
 - (i) the notification of the public submission period for Plan Change 33 to align with the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021
 - (ii) the development of the Ōtūmoetai Spatial Plan through Take me to the future: Ōtūmoetai 2050
 - (iii) the finalisation of the sale of seven elder housing villages to Kāinga Ora: Homes and Communities
 - (iv) the progression of planning for the development at Te Tumu, Tauriko West, Wairakei, Smiths Farm and Pōteriwahi
 - (b) land review of the port and industrial land:
 - (i) the progression of the Housing and Business Assessment and Future Development Strategy to help with planning to provide sufficient development capacity for the next 30 years

- (ii) the establishment of the Mount Maunganui Industrial Air Quality Working Party
 - (iii) the progress being made to understand the potential off-site risks of hazardous facilities in the Mount Maunganui Industrial Zone
- (c) city centre refresh:
 - (i) the Elizabeth Street streetscape enhancements as part of the city centre revitalisation programme
 - (ii) the conceptual support of a community stadium at Tauranga Domain
 - (iii) the Te Manawataki O Te Papa Masterplan that provides an opportunity for urban transformation for three sites within the CBD
- (d) moving around our city easily:
 - (i) the transition of the Western Bay of Plenty Transport System Plan from a planning focus to a delivery focus
 - (ii) the transforming of Cameron Road to include part-time bus lanes, a two-way cycleway and aesthetic improvements
 - (iii) the Links Avenue cul-de-sac trial
 - (iv) the approval of the Tauriko Enabling Works business case by Waka Kotahi
 - (v) the progression of the Takitimu North Link project to connect Tauranga and Te Puna
 - (vi) the progression of the Totara Street safety upgrade
- (e) environmental leadership
 - (i) the introduction of kerbside collections for recycling, food, garden and waste
 - (ii) the finalisation of Plan Change 27 to introduce a new rule framework to manage the effects of flooding
 - (iii) the release of the decisions of the hearings panel on Plan Change 30 regarding earthworks
 - (iv) pond-edge planting in the Palm Beach West area of Te Ara o Wairākei stormwater following the development of a revised collaborative plan
 - (v) the Water Watchers Plan was launched and introduced a year-round plan to help maintain the city's water supply
- (f) a delivery focused organisation
 - (i) upgrades at Kulim Park
 - (ii) the installation of Ātea-ā-Rangi on Mauao as part of stage one of the project led by Ngā Poutiriao ō Mauao
 - (iii) the construction of the first stage of the Pyes Pa Connections Cycleway
 - (iv) the construction of the Bay Street boardwalk

Capital Funding from Central Government (Crown Infrastructure Partners (CIP) & Housing Infrastructure Fund (HIF))

13. CIP: Post 2019 lockdown, government made available through its stimulus package \$45m for the upgrade of Cameron Road through to 11 Avenue to enable better multi modal transportation options and \$14.9m for various approved three waters projects. To date \$19.2 of this funding has been claimed.
14. HIF: Two major waters projects, Waiari and Te Maunga are eligible for interest free loans from the Housing Infrastructure Fund (HIF). To date, a total of \$158m has been drawn from the fund, \$12.5m repaid and a remaining \$17m to be drawn. The balance remaining on the TCC balance sheet and makes up 19% of total gross debt.

Operational Results for TCC

15. The underlying operational result (operating revenue less operating expenses) is favourable to budget showing an operational surplus of \$4m compared to a budgeted deficit of \$25m. The main contributor to the favourable variance is lower than expected expenditure on operational projects across digital, planning and community grants such as the \$1.5m grant to Bay Oval Trust. Most of this has been carried forward to 2022/23 along with rates funding.
16. In most cases council aims to balance its operational budget so that operational costs are funded through rates or another form of operational revenue such as user fees or subsidy. However, in recent years it has budgeted for an overall operational deficit for a number of reasons. The operational deficit is due to specific circumstances where council does not budget revenue to cover operational costs. These are:
 - (a) Non-funding depreciation (\$12.2m) in transportation to reflect the amount of renewal costs funded by Waka Kotahi (51%)
 - (b) Loan funded expenditure on long term structure planning for our growing city to reflect intensification, transport planning and new growth areas. While this expenditure is recognised as operational, council has chosen to loan fund it as it is providing long term benefit to the community and so is more fairly contributed to by future ratepayers as well as current ratepayers.
 - (c) Loan funding of project expenditure that could not be capitalised so recognised in the accounts as operating expenditure.
 - (d) Loan funding of community grants that are paid to community organisations to fund capital projects
 - (e) Funding of expenditure from a reserve such as the stormwater reserve or the risk reserve
 - (f) Deficits in operations in user fee funded activities
17. Prior to finalisation there is a net external interest favourable interest rate variance of \$730k which has been largely due to achieving favourable interest margins on both external debt and short term investments. It is recommended that rather than transfer this surplus to offset debt, the committee approves this favourable interest variance to be placed in a contingency reserve to manage future interest rate exposures. This will allow some flexibility to manage net interest budgets (and setting of rates) in the event market interest rates increase faster than forecast. This change is proposed recognising the relative uncertainty of interest rate movements over the next few years and its impact of the high debt levels at TCC.

Surplus before tax

18. The surplus before tax reflects total revenue against total expenditure. This includes asset revenue and other gains and other expenditure. This surplus is \$120m, which is \$40m greater than budgeted. This is likely to change as a result of asset revaluations. The main contributor to the draft favourable variance is a \$40m fair value gain on interest rate swaps as a result of recent increases in interest rates.
19. Lower than budgeted vested assets (assets provided to council by developers during the year) and capital subsidies and contributions received were substantially offset by higher development contributions received.

Council Assets & Debt

20. At 30 June 2021 TCC (Group) assets total \$5.5bn. This year the marine and roading assets were revalued in cycle. Assets have increased by \$397m as a result of these revaluations.
21. Land & Building assets are currently being revalued out of cycle due to market conditions having a material and significant impact. The result of this revaluation will be included in the final accounts.

22. Waters assets were revalued in the 2020/21 year but due to the increase in unit rates in the construction industry it is expected that waters assets will also increase by a significant amount. A fair value assessment of waters assets has been provided to Audit NZ to assess whether a formal revaluation will be required.
23. In the case that a waters revaluation is necessary by Audit NZ it will likely result in a modified audit opinion on the 2021/22 Annual Report due to limited resource in TCC, Audit NZ and valuers constraining the ability to turn this around within statutory deadlines for adopting the Annual Report.
24. \$1m has been written off in relation to the civic rebuild programme. This relates mainly to the fixtures and fittings in the willow street admin building and the library building. The bulk of the admin building was written off in previous years.

Key Non-Financials

25. Within the Long-term Plan, the level of service that the council will deliver is agreed upon by the council in consultation with the public. The Local Government Act 2002 stipulates that local authorities are required to report on how well they are performing in delivering these levels of service to their communities as measured by the non-financial performance measures. In the 2021-31 Long Term Plan there were 100 non-financial performance measures that were agreed upon, of which 23 are mandatory per regulations supporting section 261B of the Local Government Act 2002.
26. The draft annual report presents the position of how the council achieved the non-financial performance measures and ultimately the levels of service during the financial year. Of the 100 non-financial performance measures, 97 of them have been measured during the financial year.
27. The result of the full financial year is that a total of 60 non-financial performance measures have been achieved (60%) and 37 were not achieved (37%) with 3 not able to be measured (3%)
28. The following high-level observations can be made:
 - Community Relations and Arts and Culture achieved all their targets.
 - Of the 37 measures off track, 16 measures (43%) across seven activity groups have been affected by the COVID-19 pandemic and subsequent restrictions. Of the 16 measures impacted by COVID-19, 'Venues and Events' has been most severely affected with seven out of ten of their measures directly impacted.
 - 3% (3) of our targets were not able to be assessed. These targets were all related to user satisfaction determined by surveys. In summary these include:
 - *Percentage of customers satisfied with fish unloading facilities and access to existing ice loading facilities.* This survey was not carried out as feedback from the fishing fleet was sought as part of the Tauranga Marine Facilities Strategy development, rather than through a regular user satisfaction survey.
 - *Customer satisfaction with airport facilities as measured by point of user survey.* This point of user survey was not carried out due to staffing shortages caused by COVID-19.
 - *Public attendees are satisfied or very satisfied (via survey) with the Council-delivered event they attended.* Venues and Events usually conduct a satisfaction survey for Council-delivered event(s), but in 2021 this primary event, being the New Years' Eve community event and fireworks, was cancelled due to COVID-19 restrictions.

STRATEGIC / STATUTORY CONTEXT

29. The annual report is prepared consistent with requirements of the Local Government Act 2002.

OPTIONS ANALYSIS

30. There are no options presented in this report. The committee is able to provide feedback on the presentation of the annual report, in particular the matters to be highlighted in the front sections of the annual report.

FINANCIAL CONSIDERATIONS

31. The financial statements and information presented is for the financial year ended 30 June 2022. The presentation of the financials section is guided by the requirements of the Local Government Act 2002, accounting standards (International Public Sector Accounting Standards (IPSAS)) and generally agreed accounting policies. It is audited by Audit New Zealand. The financial statements and note to accounts are prepared on a going concern basis and any incidence or allegations of fraud, non compliance or misstatement should be disclosed.

LEGAL IMPLICATIONS / RISKS

32. Due to resourcing constraints in Audit New Zealand the timing of the final audit and therefore adoption of the Annual Report may not meet statutory deadlines. Staff are working with the relevant government and lending agencies to determine the implication.

CONSULTATION / ENGAGEMENT

33. The annual report will be made publicly available after adoption. The 2021-31 Long-term Plan which the years results are measured against were consulted on before being adopted. There is no consultation on the annual report itself.

SIGNIFICANCE

34. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
35. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
- (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the matter.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
36. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the matter is of medium significance.

ENGAGEMENT

37. Taking into consideration the above assessment, that the matter is of medium significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

NEXT STEPS

38. Audit New Zealand are will be undertaking the final audit of the annual report working with staff to ensure all requirements are met.
39. The final annual report will be presented to Council / the Committee for adoption on in December 2022.

ATTACHMENTS

1. **Annual Report Completed Draft - A13871676 (Separate Attachments 2)** 

9.7 Long-term Plan 2021-31 actions tracker

File Number: A13688399

Author: Jolene Nelson, Team Leader: Corporate Planning

Authoriser: Christine Jones, General Manager: Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. The purpose of this report is to report back and inform Council and the public of the status of progress on the actions list that arose from the deliberations of the Long-term Plan 2021-2031 (LTP) and the Annual Plan 2022/23 (incorporating the Long-term Plan Amendment 2021-31).

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) Receives the Long-term Plan 2021 – Actions Report.
- (b) Notes the progress to date as reported in **Attachment 1**.

BACKGROUND

2. In order for Council to improve transparency and also be able to track the actions of decisions made during the course of the Long-term Plan, this actions report is presented to the Strategy, Finance and Risk Committee providing an update as of mid-August 2022. Two similar updates have been provided over the past year.
3. At the May 2022 Council meeting it was requested that actions from the Long-term Plan Amendment 2021-31 also be reflected into this process moving forward.
4. **Attachment 1** provides an update on each of the actions that arose from the LTP/LTPA deliberations and how they are tracking as 18 August 2022.
5. **Attachment 1** has been separated into three parts. Part A encompasses progress on actions that were incomplete as at May 2022. Part B includes the actions from the Long-term Plan Amendment/Annual Plan 2022/23 process. Also as requested at the May 2022 meeting, those actions that have been completed prior to May 2022 have been moved to the end of the attached report, to Part C, but retained for completeness.
6. Of the 120 actions that arose from the LTP deliberations, 75 (63%) have been completed, 40 (33%) have commenced and are on track, 5 (4%) are off track and 0 (0%) not yet started.
7. Of the 71 actions that arose from the LTPA deliberations in May 2022, 33 (46%) have been completed, 38 (54%) have commenced and are on track, 0 (0%) are off track and 0 (0%) not yet started.
8. The report states which activity is responsible for the action and provides the status, expected delivery date where possible and supporting commentary.

STRATEGIC / STATUTORY CONTEXT

9. Monitoring performance of the LTP is a key function of the committee.

SIGNIFICANCE

10. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and

Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.

11. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the matter.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
12. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the matter is of medium significance, though the decision (to receive the report) is of low significance.


ENGAGEMENT

13. Taking into consideration the above assessment, that the matter is of medium significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

NEXT STEPS

14. The actions of the past 12 months work will be formally reported in the Annual Report 2021/22, that is presented as a separate item on this agenda.
15. This report is an ongoing six-monthly report back to the Strategy, Finance and Risk Committee. The next report will be prepared in February 2023.

ATTACHMENTS

1. **LTP Actions Tracker - August 2022 - A13512516 (Separate Attachments 1)** 

9.8 Annual Residents' Survey 2021/22

File Number: A13869857

Author: Jolene Nelson, Team Leader: Corporate Planning

Authoriser: Christine Jones, General Manager: Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. The purpose of this report is to present the Annual Residents' Survey 2021/22.
-

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) Receives the report "Annual Residents' Survey 2021/22".
 - (b) Endorse the staff exploring other options to gain more meaningful insights into community sentiment and satisfaction of council services, including consideration of an online citizen panel and bespoke activity surveys.
-

EXECUTIVE SUMMARY

2. Each year, Council seeks feedback from its residents' regarding their perception on various aspects of Council provided services and initiatives. This survey is carried out over four waves during the year and is collated into an annual report. The results of the most recent survey are reported to this Committee.

BACKGROUND

3. The Annual Residents' Survey 2022 forms part of a wider set of information we have around engagement with the Tauranga community and their wants, needs and perceptions of Council and of Tauranga as a place to live.
4. Survey results help Council staff assess the performance of the Council against a set of pre-determined actions and performance levels, including those outlined in the Long-term Plan.
5. *Key Research* has undertaken an annual residents survey from 2006 to 2022, on behalf of the Council, by collecting responses via a mail-out with an option to complete the questionnaire online.
6. Data collection for the 2021/22 year took place by *Key Research* between 9th August 2021 and 10th June 2022 in four waves. A statistically robust sample of n=669 residents across the Tauranga City Council area was collected and the resulting data analysed.
7. Residents were contacted via a mixed method approach to data collection, consisting of a postal invitation to an online survey, with a hard copy survey available on request. A reminder letter was sent two weeks after the initial invitation posted.
8. The sample selection was based on a random selection from the Electoral Roll. This method ensures each member within the population has an equal probability of selection, thereby minimising the opportunity for bias.
9. Through the postal to online method, data collection cannot be managed to quota targets, being a self-selection method. Therefore, post data collection, the sample is weighted to align with the known population distributions as per the Census 2018, based on age, gender, ward and ethnicity. If required, the survey company will carry out a small number of telephone interviews, however for the 2021/22 report this was not required as enough responses for the demographics were collected for the weighting to be accurate.

10. The report, included as **Attachment 1**, by *Key Research* explores these findings in more detail, looking at trends and how the results to individual questions contribute to residents' overall perception of Council.

KEY FINDINGS

11. Overall satisfaction with the Council remains at the same as for 2021 at 32%. As a general comparative, most Council's in New Zealand have seen a reduction in the overall levels of satisfaction this past year.
12. Image and reputation has seen a slight increase to 23% from 19%. Satisfaction with Council has been on a declining trend from 2018 to 2021, and has plateaued in 2022.
13. Outdoor spaces remain the highest evaluated area for Tauranga City Council with over seven in ten residents being satisfied (73%).
14. There are aspects of the survey that continue to present low community satisfaction results. Many of these are in areas Council has acknowledged need investment and have already committed to as part of the Long-term Plan 2021-31. Lower levels of satisfaction are not unexpected at this time given the early stages of investment. Examples include:
 - (a) Satisfaction with roads and footpath safety is lower than recent years. Considerable funding has been committed to improve the transport network and to account for future growth through initiatives such as the Cameron Road upgrade, Papamoa East Interchange and the Accessible Streets programme. Some of these projects are in planning and early construction phases so are not yet complete and available for the community to use.
 - (b) Satisfaction with the quality of playgrounds and green spaces has declined. Through the Long-term Plan, Council has committed to invest into our spaces and places activity with the intent to catch up on underinvestment in recent years; to replace older facilities and to secure land for future community spaces and places. The smaller scale projects are rolling out across the city, and the larger scale (such as increased and upgrade active reserves) are still in the planning phases.
 - (c) Satisfaction with Tauranga being a quality destination for visitors and business has declined from 61% in 2021 to 58% in 2022. The investment made in the Long-term Plan Amendment to implement the Civic Precinct masterplan of Te Manawataki o Te Papa is expected to transform the heart of the city centre and encourage private investment and hence attract visitors and business alike. This will include enhanced visitor experiences of a museum and exhibition centre.
 - (d) The issue of homelessness is the highest reported through this survey since 2017. Regulatory staff continue to play a role in connecting those homeless in our community with social services agencies, and Council has also confirmed a full-time role to coordinate with the Kāinga Tupu programme to address homelessness issues.

LOOKING FORWARD

15. Consideration has been given to the usefulness of the survey to inform decision making and operational improvement. This has identified the need to:
 - Consider other options to source community views; and
 - Review the survey content and approach.
16. The endorsement of this Committee to sought for staff to explore other options to gain more meaningful insights into community sentiment and satisfaction of council services. Establishing an online citizen panel, utilising the potential reach and functionality of a new Customer Relationship Management tool (CRM), and bespoke activity surveys are all options which are proposed to be explored.
17. In preparation for the 2023/24 survey, staff will review the survey approach, which includes reassessing:

- (a) the types of questions asked – is the data being collected of most use to us as an organisation and does the length of the survey encourage higher completion rates? Are we collecting similar information via other surveys e.g. the Vital updates survey or the Quality of Life survey?
- (b) does the survey align as best as it could with the Long-term Plan, the City Vision and the Strategic Framework?
- (c) the frequency of the survey – does quarterly provide us the level of reporting we require for our decision making?
- (d) the incentivisation provided – do the five \$100 grocery vouchers provide the best incentive?
- (e) the method of reporting received – can results be received in a more timely manner via dashboards?
- (f) would targeted user surveys be more appropriate for activities such as libraries?

SIGNIFICANCE

- 18. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
- 19. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the matter.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
- 20. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that while the services that are covered by the satisfaction survey are of high significance to the community, the matter of receiving the report is of low significance.


ENGAGEMENT

- 21. Taking into consideration the above assessment, that the matter is of low significance, officers are of the opinion that no further engagement is required prior to Council making a decision to receive this report.

NEXT STEPS

- 22. The results of the report will inform reporting in the Annual Report 2021/22 and will be published on our website.
- 23. The survey for 2022/23 is currently taking place with invitations having been distributed the first week of September to a sample of 800 residents. Wave two is programmed for Dec 2022/Jan 2023; Wave three March 2023 and Wave 4 May 2023.
- 24. Undertaking the review of the survey and assessing other options as outlined in paragraphs 15 to 17 above.

ATTACHMENTS

- 1. **TCC Residents Survey 2022 - A13869908 (Separate Attachments 1)** 

9.9 Growth & Land Use Projects Progress Report - September 2022**File Number: A13211833****Author: Andy Mead, Manager: City & Infrastructure Planning****Authoriser: Christine Jones, General Manager: Strategy & Growth****PURPOSE OF THE REPORT**

1. Tauranga City is continuing to experience rapid growth. Managing this growth is a significant issue for Council. The report enables the Committee to monitor progress on key projects related to managing growth in a sustainable manner including land use planning projects and related transport, infrastructure and funding workstreams.

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- (a) Receives the Growth and Land Use Projects Progress Report – September 2022.

EXECUTIVE SUMMARY

2. Managing growth is a significant issue for Council, particularly the challenge of ensuring growth is sustainable in a four well-beings context for both current and future communities.
3. The attached report outlines the progress being made in relation to a number of projects necessary to manage this continued growth. This information is also regularly reported to the SmartGrowth partners.
4. Previously this report went alongside a companion report focused on strategic and growth-related transport projects. Lead responsibility for a number of these transport projects now rests with the Infrastructure Group eg Cameron Road stage 2, Hewletts Rd and Turret/15th TSP business cases. As such reporting will occur separately.
5. Growth-related and strategic transport workstreams that remain the lead responsibility of the City Planning & Growth Division have been incorporated into this report eg Tauriko and Te Tumu business cases.
6. Key points to note in this update are:
 - (a) Plan Change 33 to implement the Medium Density Residential Standards (MDRS) and intensification around centres has been notified for submissions.
 - (b) Further technical work and engagement on cultural and landscape matters to determine whether additional height in the Mount town centre area could be supported has been agreed as will commence immediately. This will support the PC33 submissions and hearings processes. As notified PC33 only enables the MDRS with 11m height provisions.
 - (c) The work referred above will be the first phase of a Mount Maunganui spatial plan that will address both the residential and port/industrial areas, including current issues such as reverse sensitivity effects. A substantive report for the inception of this project will come to the SFR Committee in Q4 2022.
 - (d) Linked to the Mount industrial area is the SmartGrowth future development strategy work which will take a 30+ year view of development capacity requirements including for industrial land. A separate industrial land workstream has been scoped and it contains a specific focus on current and future needs for heavy and emitting businesses.

- (e) The Otumoetai Spatial Plan is now substantively complete and will be reported for adoption in October. It is strongly linked to PC33.
- (f) The Greerton Maarawaewae study continues to advance with further consultation on a narrower set of options, including a preferred option involving a new health precinct, central part and retaining the Tauranga golf course. The next step is to hear submissions.
- (g) A MOU between TCC and Ngati Kahu around Poteriwahi is in its final stages. Once agreed the next step is to work through site options including sportsfields, cultural sites and values, housing and other opportunities.
- (h) Much is happening in the Western Corridor, including:
 - (i) TCC requesting Kainga Ora to consider a Specified Development Project under the Urban Development Act for the wider western corridor area to enable a more joined up long-term planning approach between councils, the government and developers.
 - (ii) Further progress on resolving government freshwater policy challenges affecting Tauriko West (and also Te Tumu)
 - (iii) Commencement planning of rezoning of the Keenan Road urban growth area
 - (iv) Further advancement of the design, land purchase and consenting of the Tauriko West enabling works which are currently on track for procurement early 2023 subject to funding certainty
 - (v) Funding has remained a key focus across IFF, IAF and development funding opportunities with resolution a key priority. This includes agreeing when funding can be released subject to milestones, including those associated with rezoning.
 - (vi) Staff are working on the assumption of a standard RMA plan change process for Tauriko West to be notified in the first or second quarter of 2023. However, we also recommend seeking agreement to use a faster and more certain process if available – potentially the Streamline Planning Process where Environment Court appeals do not feature. We will report separately on this matter later in 2022.
 - (vii) Waka Kotahi continue to progress the long-term business case for the Western Corridor / SH29 area. This is taking more time than anticipated and will not be completed until 2023. We are currently waiting on further information around proposed staging, timing and funding for the preferred option. This investment is a key catalyst for development of the Western Corridor at scale and without it development opportunities will remain highly constrained.
- (i) The Government is moving at pace with its Resource Management reforms. The Spatial Planning Bill and the Natural & Built Environment Bill are expected to be introduced into parliament in October this year with a select committee submissions process ahead of Christmas to support enactment by mid 2023.
- (j) On 2 September TCC lodged the TSP IFF Levy Proposal. This is the first Levy Proposal lodged with MHUD under the IFF legislation.

STRATEGIC / STATUTORY CONTEXT

7. The projects covered in this report are framed under the strategic direction of SmartGrowth and UFTI, the proposed Future Development Strategy, the 30-year Infrastructure Strategy and Long-Term Plan.

OPTIONS ANALYSIS

8. There is no options analysis; this report is for information only.


SIGNIFICANCE

9. While growth is a significant issue for Tauranga City, this report does not require any decisions and is not significant in itself.

NEXT STEPS

10. Council will continue to progress the projects and works as identified in the report attachments.

ATTACHMENTS

1. **Appendix A - Quarterly Update - Growth, Land Use Planning and Transport Strategy Projects - September 2022 - A13803518 (Separate Attachments 1)** 

9.10 Housing Sufficiency and Affordability, Tauranga City

File Number: A13801002

Author: Andy Mead, Manager: City Planning & Growth
Ayv Greenway, Team Leader: Growth Research & Analytics

Authoriser: Christine Jones, General Manager: Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. To update the Strategy, Finance and Risk Committee on current and projected residential development capacity and housing affordability in Tauranga City.

RECOMMENDATIONS

That the Strategy, Finance and Risk Committee:

- a. Receives the report "Housing Sufficiency and Affordability, Tauranga City"
- b. Receives the memorandum titled "Tauranga Land Supply, Update Overview" by Veros (**Attachment 1**)
- c. Receives the report titled "Impact of a housing shortage, An update of effects on Tauranga City" by the NZ Institute of Economic Research (NZIER) (**Attachment 2**)
- d. Notes the estimated shortfall in housing provision in the short to medium term (next 10 years), its potential economic impact, and its potential broad implications for the Council and our community.
- e. Notes the urgency of addressing these matters in partnership with the other SmartGrowth Partners and the Government by enabling new residential development capacity in the City and broader Western Bay sub-region as quickly as possible.

EXECUTIVE SUMMARY

2. As required under the NPS on Urban Development (NPS-UD) a Housing and Business Capacity (HBA) is currently being prepared by SmartGrowth partner staff. The HBA will be completed in late 2022 in time to inform the Future Development Strategy (FDS) and 2024-34 Long Term Plan (LTP).
3. As part of the development of the HBA, housing capacity sufficiency tables have been prepared comparing projected housing demand with estimated realisable housing supply. A base scenario along with best and worst case sensitivity tests have been prepared which all estimate a housing sufficiency shortfall in the short to medium term (next 10 years) where required NPS-UD competitiveness margins (+20% added to demand projections) are included.
4. NZIER assessed the potential economic impacts of identified housing capacity supply shortfalls. NZIER estimate that with NPS-UD competitiveness margins included it could lead to foregone GDP of \$1.609 billion in 10 years, median house prices rising from \$1.000m to \$1.612m and weekly rent rising from \$620 to \$998 in ten years.
5. NZIER estimates that the housing market is not in equilibrium at present and there is an existing housing shortage at 2021 which ranges from 4,300 to 5,300 houses. This is in addition to forward estimates of housing shortages.
6. A survey of dwellings 185 new build dwellings listed for sale in Tauranga City in June 2022 found an average asking price of \$1.167 million.

7. The Infometrics housing affordability index shows worsening housing affordability across the Western BOP subregion.

BACKGROUND

8. This report provides an update to the “Residential Development Capacity Review” report to the Urban Form & Transport Development Committee on 11 June 2019 (DC121), followed by the Impact of Housing Shortage for Tauranga City (NZIER Report) report to the Policy Committee on 4 March 2020 (Item 7.2).
9. SmartGrowth completed the Housing Capacity Assessment (HA) for the Western Bay of Plenty Subregion required by the NPS-UD in July 2021. The HA calculated sufficiency by deducting estimated housing supply from projected housing demand over set time periods, from a base date of 30 June 2020.
10. For Tauranga City a short term (3 year) housing supply shortfall was identified approximately 400 dwellings, increasing to over 1,100 dwellings when the required competitiveness margin of +20% was applied – Table 1.

Table 1: Housing Sufficiency Table for Tauranga, SmartGrowth Housing Assessment 2021.

	short	medium	long	Total
Housing Demand	3,589	7,882	15,062	26,533
Housing Demand incl margin	4,307	9,458	17,321	31,087

	Short term	Medium term	Long term	Total
Housing Supply				
Infill/ Intensification	718	2,838	7,230	10,785
Greenfield UGA's	2,470	6,245	9,949	18,664
Total	3,188	9,083	17,179	29,449

	Short term	Medium term	Long term	Total
Supply-Demand	-401	1,201	2,117	2,916
Supply-Demand incl. Margin	-1,119	-376	-143	-1,637

Note: As at 30 June 2020. Figures are additional except for “Total” column. To calculate cumulative results for a specific period the results need to be added together across the row, for instance the short and medium term shortage including required margin across the short and medium term (next 10 years) is 1,495 dwellings (1,119 + 376).

HOUSING SHORTAGE

11. The NPS-UD requires that a full Housing and Business Assessment (HBA) be completed in time to inform the 2024 LTP. This work is underway and scheduled for completion late 2022.
12. Housing sufficiency calculations have recently been updated by Council staff, rebased to from 30 June 2020 to 30 June 2022. The results, base data, and methodological approach were independently reviewed by Veros (Attachment 1). As part of this work Veros provided commentary on general market conditions, future urban growth areas, relevant legislation and policy changes, intensification, funding and inter-regional demand and supply, as well as recommendations.
13. The base scenario assumes that projected growth is accommodated across the balance of existing Greenfield areas (Bethlehem, Pyes Pa West, Pyes Pa, Ohauiti, Welcome Bay, Papamoa, and Wairakei), within new Greenfield Urban Growth areas in the medium to longer term (Te Tumu, Tauriko West, Keenan Road and Ohauiti South), and within the older established parts of the Tauranga City via infill and intensification development. For infill intensification the proportion of projected growth is assumed to increase from 25% in the short term (Years 1-3), to 36% in the medium term (Years 4-10), and to 46% in the long term (Years 11-30) – Table 2.

Table 2: Draft Housing Sufficiency Table for 2022 HBA (Base Scenario) at 30 June 2022, Tauranga.

	Short	Medium		Long
	Y 1-3	Y 4-7	Y 8-10	Y 11-30
Demand	8,590	11,252	8,561	33,926
Demand + Competitiveness Margin	10,308	13,503	10,274	39,015
Supply - Infill/ Intensification	2,138	4,051	3,653	15,606
Supply - Operative Greenfield	4,640	4,573	3,595	2,888
Supply – Future Greenfield	0	1,500	2,088	24,533

Assumed Infill/ Intensification in established areas

Supply-Demand

Supply-Demand incl. Margin

	Short	Medium		Long	
	Y 1-3	Y 4-7	Y 8-10	Y 11-30	
	25%	36%	36%	46%	Total
	-725	-452	310	3,640	2,773
	-1,412	-1,352	-375	1,604	-1,535

14. As is evident the housing shortage has grown compared to the earlier assessment set out in paragraphs 9 and 10. This is primarily because the sufficiency table has been rebased from June 2020 to June 2022 meaning that a portion of supply has been taken up by two years of housing development, and development timeframes for new greenfield areas have been pushed further out to align with ongoing challenges facing these projects. Most notably the Te Tumu urban growth area is now expected to commence development from around 2030 as opposed to the previous assumption of 2025.
15. In addition to the base scenario, sensitivity tests were also prepared.
- **Sensitivity Test 1 (best case scenario)** – Higher Intensification: increases the assumption around the proportion of projected growth assumed to be accommodated via infill intensification to 30% in the short term, 45% in the medium term, and to 55% in the long term.
 - **Sensitivity Test 2 (worst case scenario)** – Lower intensification (20% short term, 30% medium term, 40% long term), release of Te Tumu delayed slightly further, and Western Corridor growth capped at 2,000 homes in Tauriko West due to transport constraints, hence no release of Keenan Road or other new western corridor growth areas.
16. A summary of the results from the HBA sufficiency calculations and sensitivity tests (with competitiveness margin applied), are tabled below for comparison. In the short to medium term (Years 1-10) sufficiency tests all reveal a housing sufficiency shortfall.

Table 3 – Comparison of Housing Sufficiency Assessment Results, Tauranga

	Short	Medium		Long	Subtotal	Total
	Y 1-3	Y 4-7	Y 8-10	Y 10 - 30	Y 1-10	Y 1-30
2021 HBA (as at 30/6/2020)	-1,119	-376		-143	-1495	-1637
2022 Revised base (as at 30/6/2022)	-1,391	-1,243	-369	1,493	-3,003	-1510
Sensitivity 1	-1,215	-838	-289	2,715	-2,342	372
Sensitivity 2	-1,559	-1,543	-988	-2,606	-4090	-2,606

Note: these figures are for Supply - Demand with competitiveness margin added on (i.e.: +20% added to the demand projection for years 1-10, +15% for years 11-30).

17. In addition to this forward looking assessment of the housing shortage, we asked NZIER to assess whether the housing market is currently in equilibrium regarding supply and demand for housing, and if not quantify an existing shortage (or surplus) of housing.
18. NZIER estimated the current housing shortage in Tauranga at 2021 to be from 4,267 to 5,295 houses. NZIER estimated the range based on different assumptions applied to various parameters underpinning its estimates as outlined in its report in Attachment 2.

19. This is the first time that this metric has been calculated for Tauranga.
20. It is important to note that the current housing shortage is in addition to forward estimates of housing shortages provided in the table above. The total housing shortage is a sum of the current housing shortage and the future housing shortage projection as per table 4 below.

Table 4 - Total Housing Sufficiency Assessment including NZIER Current Shortage Estimate, Tauranga

	Current	Short	Medium		Long	Subtotal	Total
		Y 1-3	Y 4-7	Y 8-10	Y 10 - 30	Current -10	Current -30
2021 HBA (as at 30/6/2020)	-4,750	-1,119	-376		-143	-6,245	-6,387
2022 Revised base (as at 30/6/2022)	-4,750	-1,391	-1,243	-369	1,493	-7,753	-6,260
Sensitivity 1	-4,750	-1,215	-838	-289	2,715	-7,092	-4,378
Sensitivity 2	-4,750	-1,559	-1,543	-988	-2,606	-8,840	-7,356

Note: Table assumes mid point of NZIER current housing shortage range of 4,750 homes.

21. The implication of the current housing shortage will be considered through the HBA, FDS and LTP processes and essentially requires planning for around 4,000 - 5,000 more houses than have been considered to date.
22. The dynamic of a current housing shortage is not unexpected and anecdotally aligns with experiences in other parts of New Zealand. For example, in Auckland population growth has recently turned slightly negative while new housing consents remain at elevated levels relative to long-term averages indicating the housing demand has got ahead of supply and is now starting to catch up.

ECONOMIC IMPACT OF HOUSING SHORTFALL

23. NZIER prepared an economic impact assessment of shortfall calculations for Tauranga in 2019. NZIER were commissioned to update and expand this assessment across a range of metrics and provided with housing shortage projections following Veros peer review – Attachment 2.
24. Under the baseline projections (ie: housing shortage growing to 867 dwellings by 2032) without NPS-UD competitive margins, NZIER estimate this would lead to:
- Forgone GDP of \$224 million in three years and \$540 million in ten years. This reflects the cumulative population of 3,355 people who could not reside in Tauranga due to this projected housing shortfall - Table 5.
 - Tauranga median house prices rise from \$1.000 to \$1.169 million and weekly rent rise from \$620 to \$724 in ten years' time.
25. Under the baseline projections of the housing shortage growing to 3,140 dwellings in 2032 with NPS-UD competitive margins, NZIER estimates this would lead to:
- Forgone GDP of \$436 million in three years and \$1.609 billion in ten years. This reflects the cumulative population of 14,951 people who could not reside in Tauranga due to this projected housing shortfall.
 - Tauranga median house prices rise to \$1.612 million and weekly rent rise to \$998 in ten years' time.
 - Potential impact on construction employment and construction GDP, which is particularly severe over the short term for baseline shortage scenario with competitive margins (-300 to -634 employees and construction GDP -\$39 to -\$82 million); Table 6.
26. NZIER market discussions indicate deteriorating housing affordability will encourage more Tauranga residents to move to neighbouring regions such as Rotorua, Matamata and Katikati (or presumably people wishing to move to Tauranga locating in these places instead).

27. Table 5: Impact of Housing Shortage on GDP, Tauranga.

Years with shortage	Cumulative population impact	Cumulative GDP impact \$m	Cumulative population impact (With margins)	Cumulative GDP impact \$m (With margins)
Year 1	-582	-37	-1134	-73
Year 2	-1,747	-112	-3403	-218
Year 3	-1,747	-224	-3403	-436
Year 4	-3,329	-325	-6771	-652
Year 5	-1,418	-416	-3331	-865
Year 6	-2,671	-496	-6625	-1,076
Year 7	-3,759	-566	-9884	-1,284
Year 8	-4,236	-596	-12357	-1,443
Year 9	-4,102	-588	-14047	-1,551
Year 10	-3,355	-540	-14951	-1,609

Source: NZIER

28. Table 6: Impact of Housing Shortage and Construction Employment and Construction GDP, Tauranga.

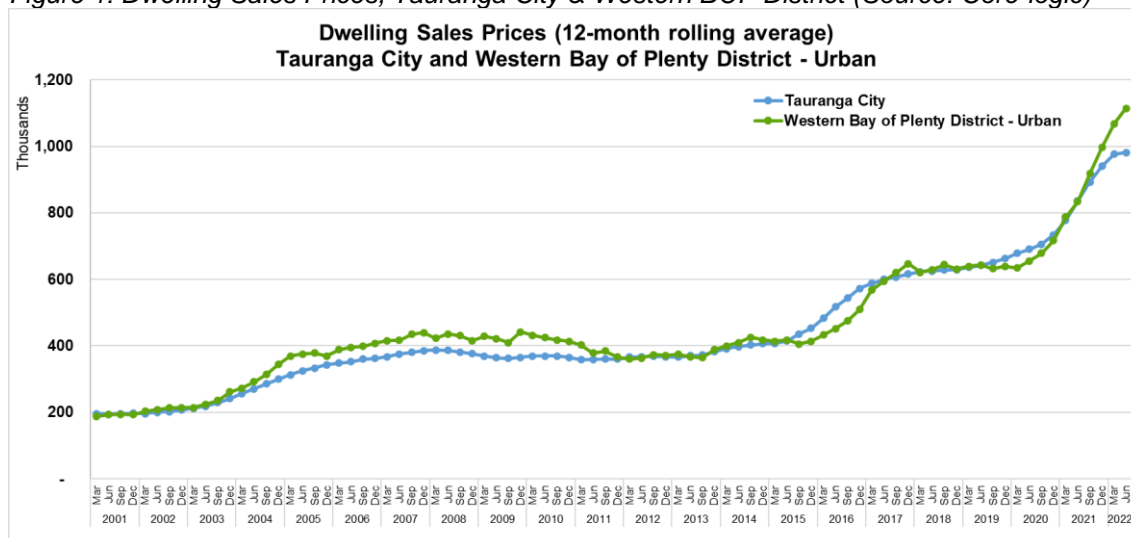
Years with shortage	Construction employment impact	Construction GDP impact \$m	Construction employment impact (With margins)	Construction GDP impact \$m (With margins)
1-3 years	-154 to -325	-20 to -42	-300 to -634	-39 to -82
4-7 years	-96 to -203	-12 to -26	-288 to -607	-37 to -78
8-10 years	66 to 139	8 to 18	-80 to -168	-10 to -22

Source: NZIER

HOUSING AFFORDABILITY

29. Average dwelling sales prices have increased to around 1 million for Tauranga City as at June 2022 - Figure 1.

Figure 1: Dwelling Sales Prices, Tauranga City & Western BOP District (Source: Core-logic)



30. There are limited sources of information available around prices for new homes. As such we have undertaken a survey of new dwellings listed for sale at June 2022. This found an

average asking price of \$1.167 million for the 185 dwellings with sales price listed. The listings were validated against the relevant information that Council holds for each property including dwelling typology, location, number of bedrooms and floor area. As illustrated in the figures below, average house prices generally increases as floor area and number of bedrooms increase, while asking price for stand-alone dwellings is higher on average than other housing typologies – Figure 2, Tables 7, 8, 9.

31. With no new housing being offered at less than \$700,000 and very limited stock at less than \$1m, new housing stock is relatively unaffordable compared to incomes in Tauranga. The average household income in Tauranga is \$99,492 in 2022 (source: Infometrics). Further commentary on the affordability challenge is set out later in this report.

Figure 2: New dwellings: Asking Price Band & Number of Bedrooms, Tauranga.

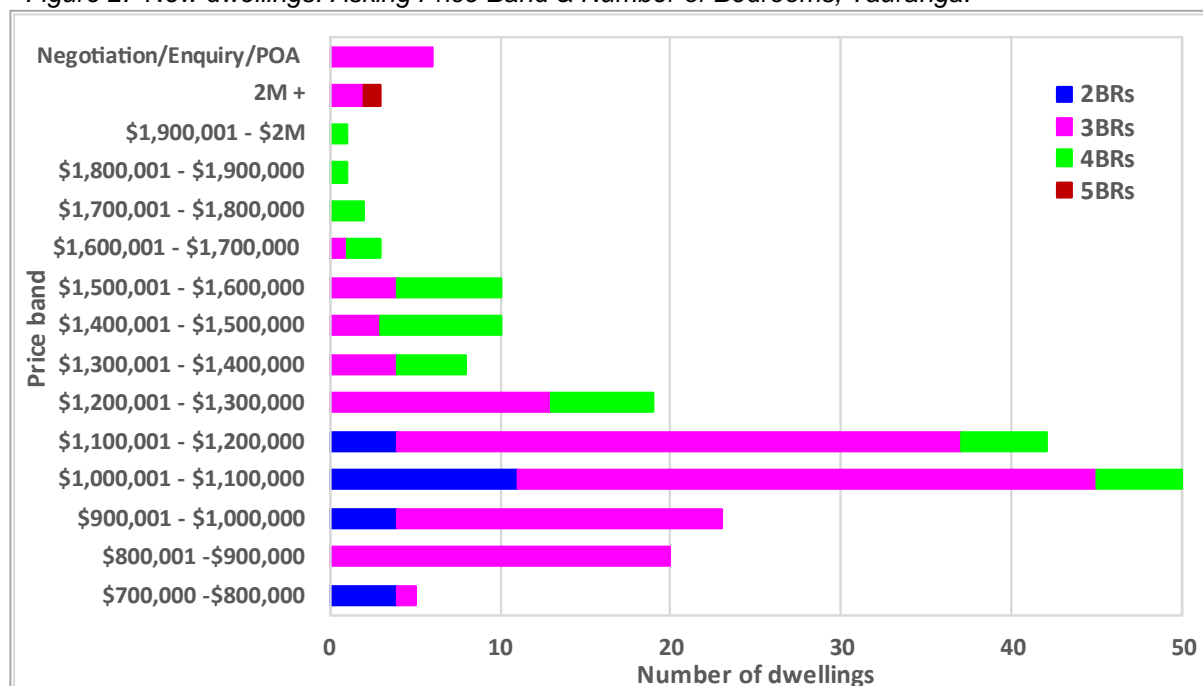


Table 7: New Dwellings: Asking Price by Floor Area, Tauranga.

Floor area (m ²)	Proportion (%)	Average asking price (\$)	Average asking price (\$ per m ²)
100 & below	7.9	981,933	11,844
101 to 125	10.3	912,710	8,162
126 to 150	30.0	1,050,183	7,552
151 to 175	24.6	1,167,305	7,124
176 to 200	11.8	1,254,112	6,663
201 to 225	7.9	1,425,700	6,730
226 to 250	4.9	1,706,000	7,137
251 to 275	1.5	1,998,467	7,476
276 to 300	0.5	1,635,000	5,487
above 300	0.5	2,890,000	9,323
Total/Average	100%	1,166,686	7,652

Table 8: New Dwellings: Asking Price by Location, Tauranga.

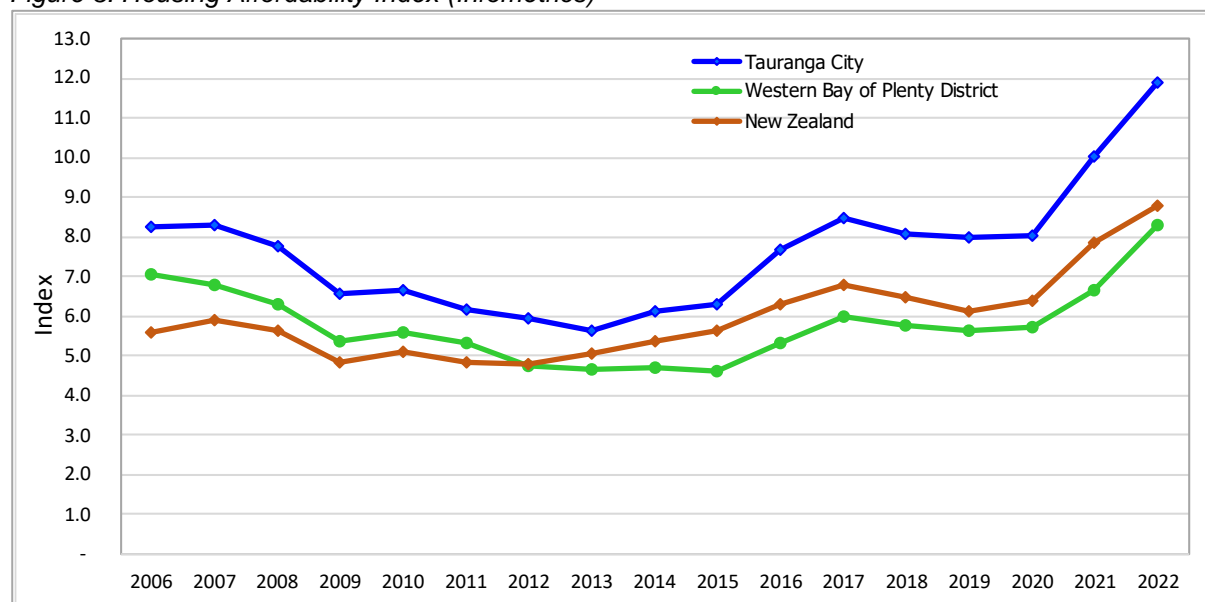
Growth area	Number	Proportion (%)	Average asking price (\$)
Bethlehem	12	5.9	1,352,118
Ohauti	30	14.8	1,236,770
Papamoa	13	6.4	1,024,192
Pyes Pa	1	0.5	1,750,000
Pyes Pa West	19	9.4	1,294,100
Tauranga Infill	50	24.6	1,056,214
Wairakei	76	37.4	1,157,636
Welcome Bay	2	1.0	1,300,000
Total	203	100	1,166,686

Table 9: New dwellings: Asking Price by Typology, Tauranga.

Dwelling type	Proportion (%)	Average asking price (\$)	Average price (\$ per m ²)
Apartment	2.0	977,808	7,269
Attached dwellings	19.7	1,010,458	9,128
Duplex	3.9	923,533	7,037
stand alone house	74.4	1,223,362	7,280
Total/Average	100	1,166,686	7,652

32. Infometrics produce a “housing affordability index” that is the ratio of the average current house value to average household income. A higher ratio suggests that median houses cost a greater multiple of typical incomes, which indicates lower housing affordability. For Tauranga City this ratio has risen significantly since 2020 indicating housing has become less affordable. – Figure 3

Figure 3: Housing Affordability Index (Infometrics)



33. Key factors affecting the affordability of current and new homes include increasing land costs, interest rate increases, and rising construction and development costs.
34. While house prices have currently eased and started to fall, land development and house construction costs continue to rise driven by increasing materials costs eg fuel, labour, building materials and infrastructure costs. This points to further increases in the cost of new housing product over time to achieve profitable outcomes for the development and construction sectors.

35. Staff are working with a number of developers as well as public and community housing providers with a focus on achieving commitment for more affordable housing outcomes in new greenfield and intensification housing developments. The factors set out above are creating fundamental barriers to securing these outcomes and there remains a substantial disconnect between incomes and new house prices that is likely to prevail into the future.
36. The issues are especially prevalent for multi-level product where development cost structures remain especially challenging. In the foreseeable future this is likely to result in:
- Smaller scale projects eg two level terrace housing instead of multi level apartment buildings
 - Larger scale projects being focused on more unique opportunities eg the retirement market or where sub market financial returns may be acceptable (eg public sector housing)
 - A focus on the higher end of the market where additional costs can be more easily absorbed in higher sale prices.
37. Proposed Tauranga City Plan Change 33 (PC33) – Enabling Housing Supply, was released for public submission on 20 August 2022. Market Economics (M.E) was commissioned to produce a development capacity assessment as part of the supporting evidence base required under Section 32 of the RMA 1991. The M.E capacity assessment, which compared City Plan enabled dwelling capacity with that potentially enabled through proposed PC33 changes, identified significant uplift – Table 10.
38. Under PC33, plan enabled capacity for attached dwellings, increases significantly compared to Status Quo:
- Horizontally attached dwellings +87,720,
 - Vertically attached dwellings +127,100 (+74,510 if the Commercial zone is excluded).

Table 10: Estimated Plan Enabled Dwelling Capacity by Housing Typology, Tauranga City (M.E)

	Plan Enabled Capacity		
	Detached	Attached (horizontal)	Attached (vertical)
Status Quo (SQ)	21,600	15,470	52,400
Intensification (PC33)	21,680	103,190	189,500

Note: Capacity is estimated & expressed for different typologies -Typology results cannot be summed.

39. However, it is important to note that feasibility is a crucial consideration because there is a difference between plan enabled and feasible capacity i.e., plan enabled capacity is not anticipated to meet all the necessary (financial and other) requirements to support development. Further, a development could be feasible at a price point, but that price point might not be affordable. Several factors must be worked through in estimating capacity. These include height, potential limitation on infrastructure, site constraints (e.g., geotechnical) and covenants, to name a few.
40. As such we are reluctant to assume that intensification rates will be substantially higher than our assumptions set out earlier in this report and in fact Veros suggest that in the short term intensification may be lower than the 25% assumption we have for the next 3 years. This will continue to be monitored, reported and adjusted as appropriate.

FINANCIAL CONSIDERATIONS

41. This report does not contain any financial considerations for TCC.

SIGNIFICANCE

42. The matters outlined in this report are likely to be of moderate to high significance and public interest, being they relate to the capacity of the City to meet growth demand and highlight

that there are real challenges in this regard. There is no substantive decision on this matter as part of this report, as the report is for receipt only.

NEXT STEPS



Staff will:

43. Continue progressing planning for the following residential land and development projects with urgency:
 - Tauriko West
 - Te Tumu
 - Keenan Road
 - Ohauiti South
 - Intensification plan changes (ie: PC33 Enabling Housing Supply) / spatial plans
 - Smiths Farm
 - Parau Farm / Poteriwhi
 - Rowsdale Drive
 - And a range of other initiatives.

Given the challenges of private sector delivery of affordable product, this will be a focus for TCC owned sites.

44. TCC will continue engagement with Government Ministers and officials to progress more efficient planning and zoning processes, and funding commitment to necessary infrastructure to unlock new housing. This will reflect TCC Commissioner led discussion and commitment of partners through the SmartGrowth urban growth partnership.

ATTACHMENTS

1. **Independent Review of TCC Land Supply Updates, July 2022, Veros Ltd - A13801522 (Separate Attachments 1)** 
2. **Impact of a housing shortage, an update of the effects on Tauranga City, August 2022, NZ Institute of Economic Research (NZIER) - A13771493 (Separate Attachments 1)** 

10 DISCUSSION OF LATE ITEMS

11 PUBLIC EXCLUDED SESSION**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATIONS**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - Public Excluded Minutes of the Strategy, Finance and Risk Committee meeting held on 1 August 2022	<p>s6(b) - The making available of the information would be likely to endanger the safety of any person</p> <p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(d) - The withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(h) - The withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	s48(1)(a) - 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 would exist under section 6 or section 7
11.2 - Cybersecurity Update - 2022 Q1-Q2	s7(2)(c)(ii) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to	s48(1)(a) - the public conduct of the relevant part of the proceedings of the meeting would be likely

	provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
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12 CLOSING KARAKIA