



# **MINUTES**

**City Delivery Committee meeting  
Monday, 7 April 2025**

**Order of Business**

<b>1</b>	<b>Opening karakia</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Public forum</b> .....	<b>4</b>
3.1	Barry Scott - Establishment of a Trial Community Committee .....	4
3.2	Deborah Turner - Bus Stops and Road Safety .....	4
<b>4</b>	<b>Acceptance of late items</b> .....	<b>4</b>
<b>5</b>	<b>Confidential business to be transferred into the open</b> .....	<b>5</b>
<b>6</b>	<b>Change to order of business</b> .....	<b>5</b>
<b>7</b>	<b>Confirmation of minutes</b> .....	<b>5</b>
7.1	Minutes of the City Delivery Committee meeting held on 10 March 2025 .....	5
<b>8</b>	<b>Declaration of conflicts of interest</b> .....	<b>5</b>
<b>9</b>	<b>Business</b> .....	<b>5</b>
9.1	Film Bay of Plenty - Update.....	5
9.2	Local Government Funding Agency - Half Year Report 2024/25 .....	6
9.3	Tauranga City Council Bespoke LGFA Borrowing Covenant and S&P update on Credit Rating .....	6
9.4	Local Government Funding Agency - Draft Statement of Intent 2025/28 and Letter of Expectations 2025/26 .....	7
9.5	Annual Residents Survey - Wave Three Results .....	8
9.6	Play Space Investment Prioritisation for FY25-26.....	8
9.7	Aspen Reserve Upgrade Options .....	9
<b>10</b>	<b>Discussion of late items</b> .....	<b>10</b>
<b>11</b>	<b>Closing karakia</b> .....	<b>10</b>

**MINUTES OF TAURANGA CITY COUNCIL  
CITY DELIVERY COMMITTEE MEETING  
HELD AT THE BAY OF PLENTY REGIONAL COUNCIL CHAMBERS, 1 ELIZABETH STREET,  
TAURANGA  
ON MONDAY, 7 APRIL 2025 AT 9.32AM**

**MEMBERS PRESENT:** Cr Kevin Schuler (Chair), Deputy Mayor Jen Scoular, Cr Hautapu Baker, Cr Glen Crowther, Cr Rick Curach, Cr Steve Morris, Cr Marten Rozeboom, Cr Rod Taylor (online), Mayor Mahé Drysdale, Tangata Whenua Member Jacqui Rolleston-Steed.

**IN ATTENDANCE:** Gareth Wallis (General Manager: City Development & Partnerships), Barbara Dempsey (General Manager: Community Services), Kathryn Sharplin (Finance Manager), Sheree Covell (Treasury and Financial Compliance Manager), Jeremy Boase (Manager: Strategy & Corporate Planning), Lisa Gilmore, (City Partnerships Specialist), Caroline Lim (CCO Specialist), Emily McLean (Programme Lead: City Development), Sonya McCall (Open Space & Community Facilities Planner), Alison Law (Manager: Spaces & Places), Ana Hancock (Team Leader: Design), Clare Sullivan (Team Leader: Governance Services), Caroline Irvin (Governance Advisor).

**EXTERNAL:** Jade Kent, Office Executive - Film Bay Of Plenty

Timestamps are included beside each of the items and relate to the recording of the meeting held on 7 April 2025 at [Council Website](#).

### **CO-CHAIR TO CHAIR THE MEETING**

The City Delivery Chair, Deputy Mayor Jen Scoular, vacated the chair in order for the Committee's Co-Chair, Cr Kevin Schuler, to chair the meeting.

### **WELCOME TO TANGATA WHENUA MEMBER JACQUI ROLLESTON-STEED**

The Chair welcomed Tangata Whenua Member Jacqui Rolleston-Steed to the Committee.

## **1 OPENING KARAKIA**

Cr Schuler opened the meeting with a prayer.

## **2 APOLOGIES**

Nil

Cr Taylor (attending online) advised he had to leave the meeting at 10.30am.

### 3 PUBLIC FORUM

TIMESTAMP 8:

#### 3.1 Barry Scott - Establishment of a Trial Community Committee

##### Key Points

- Connecting with the community was an election campaign promise. Trust and confidence between Council and the public was crucial.
- Previously, the Commission had declined establishing community boards and community forums.
- This was now a direct request to the new Councillors to establish a joint Arataki/Papamoa Community Committee on a trial basis. There were many local people prepared to support this.

##### In response to questions

- A community committee would do a supplementary job to Council, working at a grass roots level, dealing with issues such as parking and parks that affect lives on a daily basis. They would form a collaborative working relationship with Council.

##### Action

- That Community Relations staff organise a workshop for Councillors to discuss the benefits of community committees and connect with Mr Scott.

TIMESTAMP 22:

#### 3.2 Deborah Turner - Bus Stops and Road Safety

##### Key Points

- Mount Maunganui bus stops needed more space to improve safety as there had been a big increase in school and other buses.
- There needed to be bigger signs and not small stickers at every bus stop to tell people to wave to stop the bus.
- Papamoa Plaza and Greerton only had one bus stop that serviced many buses. Papamoa needed a park n' ride facility. The bus stop on corner of 17<sup>th</sup> Avenue and Clarke Street was dangerous as it was a blind corner.
- It was Council's responsibility to make bus stops safe. This was important for passengers, in particular children and the elderly.

##### Action

- That the transport team look at bus stop safety around the Mount Hot Pools.
- That Ms Turner be provided with an opportunity to speak to the BOPRC Joint Transport Committee.

Amended by City  
Delivery Committee  
resolution CDC/25/3/[2]  
on 4 June 2025

### 4 ACCEPTANCE OF LATE ITEMS

Nil

**5 CONFIDENTIAL BUSINESS TO BE TRANSFERRED INTO THE OPEN**

Nil

**6 CHANGE TO ORDER OF BUSINESS**

Nil

**7 CONFIRMATION OF MINUTES**

TIMESTAMP 30:40

**7.1 Minutes of the City Delivery Committee meeting held on 10 March 2025****Action**

That staff provide an updated action schedule as with this item going forward.

**COMMITTEE RESOLUTION CDC/25/2/1**

Moved: Deputy Mayor Jen Scoular

Seconded: Cr Marten Rozeboom

That the Minutes of the City Delivery Committee meeting held on 10 March 2025 be confirmed as a true and correct record.

**CARRIED****8 DECLARATION OF CONFLICTS OF INTEREST**

Nil

**9 BUSINESS**

TIMESTAMP 33:30

**9.1 Film Bay of Plenty - Update**

**Staff** Lisa Gilmore, City Partnerships Specialist  
Gareth Wallis, General Manager: City Development & Partnerships

**External** Jade Kent, Film Bay of Plenty, Manager

**Action**

- That Film BOP include additional information on quantification of direct and indirect spending in the Bay of Plenty as a result of their activities, in their future Annual Reports.

**COMMITTEE RESOLUTION CDC/25/2/2**

Moved: Cr Kevin Schuler

Seconded: Cr Steve Morris

That the City Delivery Committee:

- (a) Receives the report "Film Bay of Plenty - Update".

**CARRIED**

TIMESTAMP 51:30

**9.2 Local Government Funding Agency - Half Year Report 2024/25**

**Staff** Caroline Lim, CCO Specialist  
Sheree Covell, Treasury & Financial Compliance Manager  
Kathryn Sharplin, Finance Manager

**Actions**

- That staff inform Councillors on how to access the four sustainability videos mentioned in this report.
- That staff provide information on Local Government Funding Agency KPI's and whether they are being met in the executive summary of these reports and, the specific examples of advantages gained in terms of Local Government Funding Agency financing (e.g; green loans), in reporting going forward.

**COMMITTEE RESOLUTION CDC/25/2/3**

Moved: Cr Glen Crowther  
Seconded: Cr Marten Rozeboom

That the City Delivery Committee:

- (a) Receives the report "Local Government Funding Agency - Half Year Report 2024/25".
- (b) Receives the Local Government Funding Agency's report on its performance for the six months to 31 December 2024 (Attachment 1), and the Local Government Funding Agency's Letter to its shareholder members regarding its Half Year Report (Attachment 2).

**CARRIED**

At 10.35am, Cr Rod Taylor left the meeting.

TIMESTAMP 1:01:20

**9.3 Tauranga City Council Bespoke LGFA Borrowing Covenant and S&P update on Credit Rating**

**Staff** Kathryn Sharplin, Finance Manager  
Sheree Covell, Treasury & Financial Compliance Manager

**COMMITTEE RESOLUTION CDC/25/2/4**

Moved: Deputy Mayor Jen Scoular  
Seconded: Mayor Mahé Drysdale

That the City Delivery Committee:

- (a) Receives the report "Tauranga City Council Bespoke LGFA Borrowing Covenant and S&P update on Credit Rating".
- (b) Notes that Council has received approval from LGFA for a bespoke borrowing covenant of up to 350% net debt to revenue ratio, with an effective limit of 330%. This

lower effective limit reflects a condition of the covenant that Council retains a minimum of 20% debt headroom.

- (c) Approves the change to the Liability Management section of the Treasury Policy to recognise the 330% LGFA covenant increase.
- (d) Notes one of the conditions of the covenant is to maintain a balanced budget (over 100%) as calculated under the Local Government (Financial Reporting and Prudence) Regulations 2014. TCC complies with this condition for the draft 2025/26 Annual Plan.
- (e) Notes that the LGFA borrowing covenant is higher than Tauranga City Council's existing limit on borrowing as set in the Financial Strategy to the 2024-34 Long-term Plan which is 280%, and that the draft 2025/26 Annual Plan projects a debt to revenue ratio of 258% which is within Council's existing borrowing limits.
- (f) Agrees that decisions yet to be made on local waters done well and future decisions around the capital programme through the following year's (2026/27) Annual Plan and the 2027-37 long-term plan will have an impact on future Council decisions regarding its borrowing limit.

**CARRIED**

TIMESTAMP 1:26:23

#### **9.4 Local Government Funding Agency - Draft Statement of Intent 2025/28 and Letter of Expectations 2025/26**

**Staff** Caroline Lim, CCO Specialist  
Kathryn Sharplin, Finance Manager

#### **COMMITTEE RESOLUTION CDC/25/2/5**

Moved: Tangata Whenua Member Jacqui Rolleston-Steed

Seconded: Cr Marten Rozeboom

That the City Delivery Committee:

- (a) Receives the report "Local Government Funding Agency - Draft Statement of Intent 2025/28 and Letter of Expectations 2025/26".
- (b) Receives the Local Government Funding Agency's draft Statement of Intent 2025/28 (Attachment 1).
- (c) Receives the Local Government Funding Agency Shareholders' Council Letter of Expectations 2025/26 to the Local Government Funding Agency Board (Attachment 2).
- (d) Receives the Local Government Funding Agency's Letter to its Shareholders on its draft Statement of Intent 2025/28 (Attachment 3).
- (e) Notes that Tauranga City Council may provide feedback on the draft Statement of Intent either directly to LGFA, or through the Shareholders Council if there are matters it would like to be considered before the Statement of Intent is finalised.

**CARRIED**

At 11.09am the meeting adjourned.

At 11.25am the meeting reconvened.

TIMESTAMP 1:55:20

## 9.5 Annual Residents Survey - Wave Three Results

**Staff** Jeremy Boase, Manager: Strategy & Corporate Planning

### COMMITTEE RESOLUTION CDC/25/2/6

Moved: Cr Glen Crowther

Seconded: Cr Steve Morris

That the City Delivery Committee:

- (a) Receives the report "Annual Residents Survey - Wave Three Results". Include net scores
- (b) Requests that the Annual residents survey reports in future include net scores, being the total of satisfied minus dissatisfied.

**CARRIED**

TIMESTAMP 2:11:55

## 9.6 Play Space Investment Prioritisation for FY25-26

**Staff** Sonya McCall, Open Space & Community Facilities Planner  
Ross Hudson, Manager Strategic Planning and Partnerships, Spaces and Places  
Alison Law, Manager: Spaces & Places

### Actions

- That staff ensure grass roots decisions (e.g. playground investment) are included in the next Annual Plan consultation.
- That staff provide a list of the projects Council is currently consulting on, on its website.

### COMMITTEE RESOLUTION CDC/25/2/7

Moved: Cr Kevin Schuler

Seconded: Cr Glen Crowther

That the City Delivery Committee:

- (a) Receives the report "Play Space Investment Prioritisation for FY25-26".
- (b) Agrees the Financial Year 2026 play investment programme, which allocates existing budgets, and approves engagement to commence following adoption of the Annual Plan 2026.
- (c) Endorses the Financial Year 2027 play investment programme, which allocates existing budgets, pending Annual Plan 2027, to enable engagement to commence.

**CARRIED**

TIMESTAMP 2:38:38

## 9.7 Aspen Reserve Upgrade Options

**Staff** Ana Hancock, Team Leader: Design  
Emily McLean, Programme Lead: City Development

### Action

- That staff organise a workshop for Councillors to agree on an acceptable scope for the Aspen Reserve work/upgrades from a safety and security perspective, consistent with a value for money approach and provide information on the operational expenditure.

### RECOMMENDATIONS

That the City Delivery Committee:

- (a) Receives the report "Aspen Reserve Upgrade Options".
- (b) Approves Option 2 for the development of Aspen Reserve.

A MOTION WAS PROPOSED:

Moved: Cr Curach

Seconded: Cr Morris

- (b) Approves option (3); do not undertake any enhancement of Aspen Reserve.

A PROCEDURAL MOTION WAS THEN MOVED

Moved: Mayor Drysdale

Seconded: Cr Baker

- (a) That the report lie on the table in order for Councillor's to discuss more value-for-money options for the upgrade of Aspen Reserve.

**CARRIED UNANIMOUSLY**

### COMMITTEE RESOLUTION CDC/25/2/8

Moved: Mayor Mahé Drysdale

Seconded: Cr Hautapu Baker

- (a) That the report lie on the table in order for Councillor's to discuss more value-for-money options for the upgrade of Aspen Reserve.

**CARRIED**

Reasons for the report to lie on the table:

- Staff will organise a workshop for Councillors to enable them to agree on an acceptable scope for the Aspen Reserve work/upgrades from a safety and security perspective, consistent with a value for money approach and provide information on the operational expenditure.
- A need for Councillors to understand broader decisions around the Annual Plan and the

impact on City Centre budgets before making a decision

## **10 DISCUSSION OF LATE ITEMS**

Nil

## **11 CLOSING KARAKIA**

Cr Steve Morris closed the meeting with a karakia.

**The meeting closed at 12:50pm.**

**The minutes of this meeting were confirmed as a true and correct record at the City Delivery Committee meeting held on 4 June 2025.**

.....  
Cr Kevin Schuler  
**CHAIR**