



# **AGENDA**

## **City Delivery Committee Workshop meeting Tuesday, 16 June 2026**

**I hereby give notice that a City Delivery Committee Workshop meeting  
will be held on:**

**Date: Tuesday, 16 June 2026**

**Time: 3:00 pm or at the conclusion of the City  
Delivery Committee meeting prior**

**Location: Tauranga City Council  
L1 90 Devonport Road  
Tauranga**

**Marty Grenfell  
Chief Executive**



## Order of Business

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## 1 BUSINESS

### 1.1 Annual Report 2025/26

**File Number:** A20379630

**Author:** Rachel Burt, Corporate Planner

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

**Presenter(s):**

Josh Logan, Team Leader Policy &  
Corporate Planning  
Rachel Burt, Corporate Planner

**External presenter(s):**

N/A

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## Workshop information

### Purpose of workshop

1. The purpose of this workshop is to seek feedback and guidance on key messaging, structure and content approach for the 2025/26 Annual Report front sections (Sections 1–5).
2. The workshop will test what worked well in the 2024/25 Annual Report, identify what should change or be strengthened for 2025/26, and align on the story the report should tell the community.

### Executive summary

3. This workshop seeks feedback and guidance on the proposed approach for the 2025/26 Annual Report front sections. It takes into account informal guidance staff have received that the Annual Report is to be concise and reflective of a ‘minimum compliance’ type approach, rather than the more expansive story telling and information sharing approach applied to the 2024/25 report.
4. Direction is needed now so drafting can proceed in line with statutory, audit and presentation requirements.
5. The outcome sought is clear feedback and guidance from the mayor and councillors on the proposed approach for Sections 1–5.
6. Further detail is provided in the attached workshop presentation (**Attachment 1**).

### Background Information

7. 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 the annual plan 2025/26 and year two of the 2024-34 Long-term Plan (LTP). It also promotes accountability to the community for the decisions made before and during the year.
8. 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.

9. The detailed financial accounts and notes to the accounts are presented at the back of the document.
10. The previous year's annual report can be found on our website at:  
<https://www.tauranga.govt.nz/Portals/0/data/council/annual-reports/2025/files/annual-report-2024-25.pdf>

## Next Steps

11. If the mayor and councillors confirm staff's assessment of what to reduce at this workshop, staff will bring back a first draft on 4 August to gain City Delivery Committee's endorsement of the new approach to the front five sections.

## Attachments

1. **Annual\_Report\_2025-26\_Workshop\_Deck - A20424372**  



# Annual Report 2025/26

Workshop — Key Messaging & Direction

Tauranga City Council | 16 June 2026



## Purpose & Scope

### Why we are here today

- Seek your direction on key messaging for the 2025/26 Annual Report front sections
- Test what worked well last year and what to change or strengthen
- Align on the story this report tells the community
- This is a direction-setting session — not a page turn content review – anything specific happy to take it offline

### What we are not covering today

- Council Controlled Organisations
- Financial Statements

#### **Pre-feedback**

You have recently provided informal direction that this year's annual report needs to be more concise and closer to the legislative minimum than previous years' versions. That direction is reflected in the following slides.

# Annual Report Legative Requirements — What You Must Have

## Schedule 10 Part 3 (LGA 2002)

- Groups of activities — link to community outcomes, report progress & wellbeing effects
- Capital expenditure — audited, budgeted vs actual, split by demand/performance/renewal
- Statement of Service Performance (SSP) — audited, actual vs target, explain variances
- Funding Impact Statement — audited, actual vs LTP/Annual Plan per activity group
- Internal borrowing & reserve fund disclosures
- Audited financial statements (entity + consolidated) with prior-year comparatives
- Remuneration & severance payment disclosures
- Statement of compliance
- CCO performance reporting
- Financial prudence benchmarks (2014 Regulations)

## Tangata whenua Involvement (s 81, LGA 2002)

- Not a Schedule 10 requirement, but s 81 obliges councils to report on processes for Māori contribution to decision-making; typically included under community outcomes/wellbeing

## Required by legislation - locked in

- ✓ KPIs — Statement of Service Performance
- ✓ Audited financial statements
- ✓ Capital expenditure — actual vs budget
- ✓ Funding impact statements
- ✓ Statutory disclosures — financial prudence benchmarks, remuneration
- ✓ Council Controlled Organisation reporting
- ✓ Statement of compliance & responsibility
- ✓ Māori involvement - working with Tangata Whenua

Note that the Groups of Activities and Council Controlled Organisations sections account for pages 113 – 239 of the Annual Report (total 125 pages)

## Discretionary Sections – proposed

### Keep / refine

- ✓ Mihi / Tauranga snapshot
- ✓ Mayor's Message — keep (sets tone)
- ✓ About This Report — keep (reader context)
- ✓ Planning Cycle/Strategic Framework — keep (context)
- ✎ Year in Review — refine: add 2-3 case studies, with benefits to the city, lead section with January weather event
- ✎ Summary financial and non-financial overview
- ✎ Infographics — refine: strengthen, tells a story
- ✎ City events – refine: 1-2 top stories with benefits to the city include a list of top 10 events (sports, music, other)
- ✎ Mayor and councillors details and committee attendance under the glossary appendix

### Drop the following:

#### 02 Year in Review

- ✗ Who we are; location, history, economy, environment
- ✗ City events calendar and Awards

#### 03 Civic Leadership

- ✗ How We Govern, committee structure

#### 04 Our Organisation

- ✗ Management team, structure, workforce
- ✗ H&S, engagement, risk, community engagement

#### 05 Groups of Activities

- ✗ Highlights, challenges and looking ahead

## Mayor's Message & Introduction — Key Themes

Theme	Proposed Angle
Opening reflection	Acknowledge the January weather event and community resilience
The year in Tauranga	Continued growth, balancing investment with affordability
Highlights	Transport/infrastructure progress, community facilities, Te Manawataki o Te Papa, Regional Deal, new waters entity
Challenges	Rising costs, growth pressures, weather event impact, climate resilience
Financial stewardship	Prudent financial management, rates discipline, capital delivery
Community voice	Annual Resident Survey results — improving satisfaction, but more to do
Looking ahead	LTP 2027–2037 preparation, continued investment in city's future

## Next Steps & High-level Timeline

Action	Who	When
Summarise workshop direction (1-pager)	Corporate Planning	Within 1 week
Draft Mayor's Message	Mayor's office	Late June
Draft the Annual Report	Corporate Planning	Late June – July
Exec approval of the front sections (in word)	Exec, Corporate Planning	15 July
Design phase	Designer, Corporate Planning, Finance	29 July – 29 August
First draft front sections to City Delivery Committee (in Word)	Corporate Planning	4 August
Audit begins	Audit NZ, Finance. Corporate Planning	1 September
First draft Financials to City Delivery Committee	Finance	15 September
Final Annual Report adoption	Council	20 October

