



# MEETING — AGENDA —

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Western Bay of Plenty  
District Council

# KATIKATI COMMUNITY BOARD

*Poari Hapori*

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**K11**

**Wednesday, 14 March 2018**  
**Katikati Library and Service Centre**  
**7.00pm**

# Notice of Meeting No K11 Te Karere

## Katikati Community Board Poari Hapori

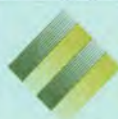
**Wednesday, 14 March 2018**  
**Katikati Library and Service Centre**  
**7.00pm**

Members:

- J Hobbs (Chairperson)
- B Gibbs (Deputy Chairperson)
- N Mayo
- B Warren
- Councillor P Mackay
- Councillor M Williams

Media  
Staff

Miriam Taris  
**Chief Executive Officer**  
**Western Bay of Plenty District Council**



*Western Bay of Plenty  
District Council*

Te Kaunihera a rohe mai i nga Kuri-a-Whare ki Otamarakau ki te Uru

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# **Katikati Community Board**

## **Mangai o Te Kaunihera**

### **Role and Purpose of Community Boards**

- To represent, and act as an advocate for, the interests of their communities
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the community board
- To maintain an overview of services provided by Council within the community
- To prepare an annual submission to the Council for expenditure within the community
- To communicate with community organisations and special interest groups within the community
- To undertake responsibilities as delegated by Council or its Committees

### **Delegated Functions**

Subject to compliance with Council strategies, policies, plans and legislation:

- To maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions
- To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing respective communities to promote public participation and communication within respective communities
- To undertake tasks, powers and functions as may be delegated by Council or its Committees in accordance with their delegated functions from time to time
- To control, expend and monitor funds as allocated by Council
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land

Or

In accordance with allocations which have been approved through the annual plan process:

- To have input into Council and its Committees on issues and plans affecting the respective communities
- To provide an effective mechanism for community feedback to Council
- To receive reports from Council appointees on Council matters relevant to the Community Boards

# Agenda for Meeting No. K11

Pages

**Present  
In Attendance  
Apologies**

## **Public Forum (If Required)**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to three minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

## **Recommendation**

*THAT the meeting adjourn for the purpose of holding a public forum.*

K11.1

## **Presentation - Tourism Bay of Plenty**

Kristin Dunne, the Chief Executive Officer of Tourism Bay of Plenty will give a presentation to the Board.

## **Recommendation**

*THAT the presentation from the Chief Executive Officer of Tourism Bay of Plenty be received.*

K11.2	<p><b>Minutes of Meeting No. K10 of the Katikati Community Board held on 31 January 2018</b></p> <p>A copy of the minutes are attached.</p> <p><b>Recommendation</b></p> <p><i>THAT the minutes of meeting no. K10 of the Katikati Community Board held on 31 January 2018 as circulated with the agenda, be confirmed as a true and accurate record.</i></p>	7-16
K11.3	<p><b>Code of Conduct - Item Lying on the Table</b></p> <p>Reference K10.2.4 –31 January 2018 Katikati Community Board Meeting Minutes - "THAT the motion lie on the table at this point and this Community Board convene a meeting with the assistance of an independent mediator in order to resolve the issue in question."</p> <p><b>Recommendation</b></p> <p><i>THAT the Board agree that the motion of censure proposed in Resolution K10.2.4 of the meeting held on 31 January 2018 be suspended at this time as an outcome of the independent mediation process.</i></p>	
K11.4	<p><b>Council Decisions on Board Recommendations - March 2018 - Accommodation Options - Old Katikati Library and Area Office</b></p> <p>Attached is a report from the Democracy Advisor dated 27 February 2018.</p>	17-18
K11.5	<p><b>New Katikati Library - Project Update</b></p> <p>Attached is a report from the Customer Relationships Manager dated 28 February 2018.</p>	19-21
K11.6	<p><b>Chairperson's Report</b></p> <p>Attached is a report from the Chairperson dated 27 February 2018.</p>	22-25

K11.7	<b>Councillor's Report</b>	26
	Attached is a report from Councillor Williams dated 28 February 2018.	
K11.8	<b>Infrastructure Services Report Katikati - March 2018</b>	27-50
	Attached is a report from the Deputy Chief Executive dated 21 February 2018.	
K11.9	<b>Financial Report Katikati - January 2018</b>	51-53
	Attached is a report from the Management Accountant dated 22 February 2018.	
K11.10	<b>Council, Standing Committee and Community Board Meetings</b>	54
	Attached is a schedule of meetings for the months of March, April and May 2018.	
	<b>Recommendation</b>	
	<i>THAT the schedule of meetings for March, April and May 2018 be received.</i>	

## Western Bay of Plenty District Council

**Minutes of Meeting No. K10 of the  
Katikati Community Board held on 31 January 2018  
in the Katikati Library and Service Centre  
commencing at 7.00pm**

### **Present**

Members J Hobbs (Chairperson), B Gibbs (Deputy Chairperson), N Mayo and B Warren and Councillors P Mackay and M Williams

### **In Attendance**

Eric Holtsbaum (Group Manager Technology, Customer and Community Services), B Williams (Strategic Property Manager), and A Alty (Democracy Advisor)

### **Others**

18 members of the public, His Worship the Mayor Garry Webber, Councillor D Marshall, and Waihi Beach Board Member Brian Hepenstall

### **Public Forum**

**Resolved:** Member Hobbs / Councillor Mackay

*THAT the meeting adjourn for the purpose of holding a public forum.*

The Chairperson clarified the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Katikati Community Board. She then invited the advised speakers and any other attending members of the public to take part in the Public Forum.

### **New Zealand Transport Agency (NZTA) Update on Current Progress and Intention in Relation to the State Highway**

Sam Dunlop tabled a list of questions directed to the New Zealand Transport Agency that in summary requested what were the intentions of NZTA relating to the State Highway Two safety retrofit between Omokoroa and Waihi, the speed limit, the high crash rates, the proposed safety treatments and the proposed bypass for Katikati.

Mr Dunlop advised that he had sent a copy of his questions to Western Bay of Plenty District Councillor Don Thwaites (Western Bay of Plenty District Council representative on the Joint Road Safety Committee) in anticipation of receiving answers to the question raised.

### **Digglemann Park Toilets**

Graham Mankelow advised that signage indicating the new public toilet on Digglemann Park was needed. The specific location(s) of the signage would need to be considered to ensure both north and south travelling traffic was able to see the Public Toilet sign in plenty of time to safely pull over if needed.

A service request for this action would be instigated.

### **Communication**

George Van Dyke spoke to the Board in regard to communication within the community. He made reference to Jacqui Knight and commended her for being an expert communicator in regard to social communication relating to Katikati and the immediate surrounding area.

It was his opinion that he did not see the same communication from the Katikati Community Board in relation to the community itself and he stated that the proposed censure of Member Mayo was out of line and should be dealt within the Board not in a public meeting.

He related the instance that in association to the Maori Ward referendum, Member Mayo and others had walked 32 streets and approached 600 homes and received a welcoming approach and this was what community members should be doing to find out what was happening in the community.

### **New Zealand Transport Agency - Proposed Katikati Bypass**

Roger Stiles gave an overview of the timeframes that he had been dealing with the New Zealand Transport Agency in regard to a proposed bypass for Katikati – again asking why it was taking so long to get any firm designs for the proposed work.

Plans shown to-date have been previous plans developed many years ago when the then bypass was first mooted, noting that the need for a bypass was recognised in the 1950's and it was worrying that we had been at the starting post before with a bypass proposal – and then the rules had changed and here we are years down the track and nothing has changed.

The Chairperson thanked those who had participated in the public forum section of the meeting.

**Resolved:** Member Mayo / Councillor Williams

*THAT the meeting be re-convened in formal session at 7.23pm.*



The Chairperson advised that the meeting was now under formal process and members of the public were most welcome to stay but may not interject or speak to members during the course of the formal meeting.

**K10.1 Minutes of Meeting No. K9 of the Katikati Community Board held on 22 November 2017**

The Board considered the minutes of K9 of the Katikati Community Board held on 22 November 2017 as circulated with the agenda.

**Resolved:** Councillor Mackay / Member Gibbs

*THAT the minutes of meeting no. K9 of the Katikati Community Board held on 22 November 2017 as circulated with the agenda, be confirmed as a true and accurate record with the following noted amendments:*

*Katikati College Sustainability Project*

*Page 7 Amend sentence to read:*

*The Board was supportive of the placement of the models on stormwater grates in the future which **would highlight aspects of environmental protection that needed to be considered in the management of our stormwater system and protection of our bio systems as well as adding a decorative aspect to the stormwater grates in Katikati township.***

*Community Board Grant Application*

*Page 9*

*Remove to following sentence in second paragraph – **The Board had committed a proportion of their funding to the purchase of new chairs for the hall** and replace with *The Katikati Hall Committee had committed a proportion of their funding to the purchase of new chairs for the hall.**

**K10.2 Chairperson's Report**

The Board considered a report from the Chairperson dated 17 January 2018 as circulated with the agenda.

**K10.2.1 Long Term Plan Feedback**

The Board received a memo update from the Policy and Planning Manager that provided an outline of the future consultation process and proposed 'have your say' opportunities relating to the 2018 - 2028 Long Term Plan.

The Board would take the opportunity to further discuss their input to the Long Term Plan at their next workshop to be held on Friday 23 February 2018.

#### K10.2.2 **Community Engagement**

The next Katikati Community Board meet and greet event would be held on Sunday 4 March 2018 at the Katikati Memorial Hall starting at 1.00pm.

#### K10.2.3 **Katikati - State Highway Two Proposed Road Improvements and Bypass**

The item within the Chairpersons Report relating to the Katikati - State Highway Two Proposed Road Improvements and Bypass was taken as read noting that at this time there had been nothing guaranteed for the road improvements except an approval in principle for NZTA to undertake some safety improvements.

The Board would further discuss this topic at their next workshop and send a letter from the Katikati Community Board to NZTA requesting urgent action for the installation of the proposed safety improvements on the Katikati to Tauranga highway corridor.

Councillor Williams advised that there was a lot of work being undertaken by the Chief Executive Officer and the Mayor behind the scenes in liaison with representatives from the New Zealand Transport Agency in regard to the Katikati to Tauranga highway.

It was also noted that there needed to be a change in the attitude and behaviors of some drivers to recognise that the Katikati to Tauranga corridor was a challenging highway.

#### K10.2.4 **Code of Conduct**

Member Mayo raised a Point of Order stating that under Section 52 of the meetings act Item 5 stating that he did not intend to respond to any points raised in the following item in the Chairpersons Report.

The Chairperson spoke to Item 4 of her report with the statement that the reputation of the Board was at stake and in her leadership role it was her responsibility to take action for the mistruths and inaccuracies that were out in the community following an email that had been sent from Member Mayo to the Chief Executive Officer and copied members of the public. One of the most important responsibilities of any governance group was to protect the reputation of that organisation.

The Chairperson stated that she would take the information in her report under this item as read and put the following recommendation.

**Recommendation:** Members Hobbs / Gibbs

THAT the Katikati Community Board notes with concern public statements made by Member Mayo in relation to Board decisions which in particular do not support the majority decisions of the Board and hereby censure Member Mayo for his public statements to this effect by way of email.

Councillor Mackay spoke to the motion advising that every so often elected members were subject to conflict between individuals and while differing views may be well intentioned there was pain when no-one backs down.

He felt that the item under discussion needed to be addressed in a different forum and asked if the Board would be willing to accept the opportunity to work through the issues under discussion through mediation.

Member Gibbs reiterated that there had been statements made that intimated that Council and the Community Board had not followed procedures and these had to be on record.

Member Warren felt that it was inappropriate to discuss the issue relating to the Code of Conduct in a public meeting.

Councillor Williams spoke in support of Councillor Mackay and Member Warren reiterating that the Board would be better off to talk this item through with an independent mediator and he believed that the issue could be resolved amicably without bringing it to a public arena.

The Chairperson advised that the proposed action would never had been taken if Member Mayo had restricted his comments to the Board, but the emails that he had sent were also circulated to members of the public and this was in breach of the Code of Conduct.

At this point Council Mackay put forward an amendment to the motion.

**Moved amendment:** Councillor Mackay / Member Mayo

THAT the motion lie on the table at this point and this Community Board convene a meeting with the assistance of an independent mediator in order to resolve the issue in question.

*The amendment was put and carried.*

*The amendment as follows became the SUBSTANTIVE MOTION and was put and carried.*

**Resolved:** Councillor Mackay / Member Mayo

*THAT the motion lie on the table at this point and this Community Board convene a meeting with the assistance of an independent mediator in order to resolve the issue in question.*

**K10.2.5 Dog Control on Haiku Park**

The Board had received information relating to further incidents of uncontrolled dogs in the vicinity of Haiku Park. The concerns had been reported to the Compliance and Monitoring Manager at Council and the Board had been advised that further 'dogs under control' signage would be installed on the Haiku Park walkway in the near future.

The Board was advised that there was not an option to change the Dog Control Bylaw requirements on a temporary basis but officers would be making a recommendation to Council in the coming weeks to include approval to undertake work on an amendment to the Dog Control Bylaw in the Council's forward work programme.

**Resolved:** Member Hobbs / Councillor Williams

*THAT the Katikati Community Board note for Council information that the Board supported any proposal to include approval (on the forward work programme) to undertake work on an amendment to the Dog Control Bylaw to require leash control on the Haiku Walkway.*

**K10.2.6 History Board for Diggleman Park**

It was suggested that a history board be developed depicting the history of Kaimai bushmen and their huts for location next to the current installations by the kauri dam in Digglemann Park.

The Board was advised that the Communications Team Leader was happy to work with the Katikati Community Board in the development of a history/information board about Kaimai Bushmen and their huts to be located in Digglemann Park alongside the current boards for the Kauri Dam.

The Board agreed that the Chairperson work with the Communications Team and take professional advice in regard to the development of a suitable Instagram hashtag name that could be linked to social media sites, that in turn would contribute to the promotion of Katikati as a tourist destination.

**K10.2.7 Security Lighting for the Diggleman Park Toilet**

The Board had been advised of concerns that the back of the new toilets were dark, and it was suggested that uplighting be placed at strategic spots to illuminate the building and to also show off the native trees at night.

The Board was aware that the local Rotary Club had been responsible for uplighting the kauri tree in Digglemann Park noting that additional lighting in the immediate vicinity of the new toilet block could be a community project and an approach would be made to them in this regard.

It was also suggested that some protective barriers be placed around the native trees, to protect them as much as possible.

#### K10.2.8 **Motor Home Parking at Kotahi Lane**

A request for signage indicating the availability of motor home parking in Kotahi Lane had been received. The placement of the signage needed to take into consideration the sight lines for both the north and south traffic approaches on Main Street to Kotahi Lane. The Roading Engineer (East/West) had advised that the request for signage would be actioned, with discussion for the placement of the requested signage undertaken with the Chairperson before installation.

Member Mayo advised that the Taylor Bros signage still up on Kotahi Lane needed to be removed.

A Service Request for removal of the signage would be instigated.

#### K10.2.9 **Hammer Hardware Footpath and Parking Confusion**

The Board was advised that parking outside the Hammer Hardware store on Main Street needed to be clearly identified as people were parking on the footpath incorrectly, causing inconvenience to other footpath users. The Roading Engineer (East/West) would inspect and consider the management and viability of the parking spaces of the immediate area.

A Service Request to inspect and rectify the correct parking indications in the vicinity would be instigated.

**Resolved:** Members Hobbs / Mayo

*THAT the Katikati Community Board Chairperson's Report dated 17 January 2018 be received.*

#### K10.3 **Councillor's Report**

The Board considered a report from Councillor Mackay dated 15 January 2018 as circulated with the agenda.

#### **December / January Happening Over the District**

Councillor Mackay spoke of the storm event that affected the Western Bay District in January 2018 reiterating that he had been very impressed by the operation of the emergency management team that had been set up at Barkes Corner during the course of the extreme weather. From the emergency center, staff sent through regular situation updates back to Councillors who were in turn able to report back to the public throughout

the event timeframe. The communications were very much appreciated and it was hoped that this was how emergency event management updates would be undertaken in the future.

**Resolved:** Councillor Mackay / Member Mayo

*THAT the report from Councillor Mackay dated 15 January 2018 be received.*

#### K10.4

#### **Anzac Day Commemoration 2018**

The Board considered a report from the Democracy Advisor dated 15 January 2018 as circulated with the agenda.

**Resolved:** Members Hobbs / Gibbs

1. *THAT the Democracy Advisor's report dated 15 January 2018 and titled Anzac Day Commemoration 2018 be received.*
2. *THAT the Katikati Community Board provide a wreath for the ANZAC Day Service, to be paid from the Katikati Community Board Contingency Account (up to the value of \$200).*
3. *THAT Deputy Mayor Williams and Member Warren represents the Katikati Community Board at the ANZAC Day Service at Katikati on 25 April 2018.*

#### K10.5

#### **Accommodation Options - Old Katikati Library and Area Office**

The Board considered a report from the Strategic Property Manager dated 16 January 2018 as circulated with the agenda.

Member Mayo noted that the term of a 30-year lease seemed long in these times. The Board was advised that Council would debate the finer terms of the lease in regard to the terms within the lease and the overall use of the building and the indicated 30-year timeframe would give assurance to the occupier of the building.

**Resolved:** Councillors Mackay / Williams

1. *THAT the Strategic Property Manager's report dated 16 January 2018 and titled "Accommodation Options - Old Katikati Library and Area Office" be received.*
2. *It be recommended to Council,*

*THAT the Old Katikati Library Building be leased to Katch Katikati, acknowledging they will have the ability to sub let the premises to Katikati Arts Collective and the information centre.*

**K10.6 Infrastructure Services Report Katikati - January 2018**

The Board considered a report from the Deputy Chief Executive dated 15 January 2018 as circulated with the agenda.

**K10.6.1 Digglemann Park Toilet Block - MAS Reference K18.16 10.1**

The Board agreed that the Chairperson should write and thank the people who made significant donations of material, time and expertise to ensure the completion of the Digglemann Park Toilet block. It was important to acknowledge those people who gave materials and time to complete the public toilet building in keeping with the Kauri theme of Digglemann Park.

**K10.6.2 Carisbrooke Street - Outcome of Feedback Relating to Parking Options - MAS Reference K9 17 4.2**

The Board noted that the future traffic management of Carisbrooke Street would be re-evaluated after the New Zealand Transport Agency town center improvements and new Katikati library construction had been completed.

It was suggested that another flyer informing residents who received the first survey where the traffic management situation was currently at. An article in the local newspaper would also help in informing the public about this item.

**Resolved:** Member Hobbs / Councillor Mackay

*THAT the Deputy Chief Executive report dated 15 January 2018 and titled Infrastructure Services Report Katikati - January 2018 be received.*

**K10.7 Financial Report Katikati - November 2017**

The Board considered a report from the Management Accountant 5 January 2018 as circulated with the agenda.

**Resolved:** Councillor Williams / Member Mayo

*THAT the Management Accountant's report dated 5 January 2018 and titled Financial Report Katikati - November 2017 be received.*

**K10.8 Council, Standing Committee and Community Board Meetings**

The Board considered a schedule of meetings for the months of January and February 2018.

**Resolved:** Members Hobbs / Gibbs

*THAT the schedule of meetings for January and February 2018 be received.*

The meeting concluded at 8.23pm.

Confirmed as a true and correct record.

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J Hobbs  
Chairperson  
Katikati Community Board

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Date

K10



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## Western Bay of Plenty District Council

### Katikati Community Board

## Council Decisions on Board Recommendations – March 2018 – Accommodation Options – Old Katikati Library and Area Office

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### Executive Summary

The following is are decisions adopted by Council based on the recommendations from the Katikati Community Board Meeting held on 31 January 2018. Also included is the Council decision relating to item C13.5 – Lease of the Old Katikati Library and Service Centre to Katch Katikati Incorporated.

**The report is provided for information purposes only.**

### Remit from Council – Meeting held on 23 February 2018

C13.4      **Recommendatory Report from the Katikati Community Board - Accommodation Options for the Old Katikati Library and Area Office**

Council considered a report from the Democracy Advisor dated 2 February 2018 as circulated with the agenda. In response to questions relating to concerns about the lease and the process used to decide between applicants the Strategic Property Manager advised as follows:

- The thirty-year lease had a six-month notice clause for either party to end the lease.
- Heirs and successors clauses were also standard.
- The Council had directed the community board to consider the applications which they had done, and the Strategic Property Manager had established that Katch Katikati would work together with the Arts Collective.
- After today's meeting the other applicants would be advised by letter of Council's decision.
- The financial responsibility for the internal maintenance of the building would lie with Katch Katikati and costs for the external maintenance and building insurance would remain the responsibility of Council.

**Resolved:**      Murray-Benge / Williams

1. *THAT the recommendation from the Katikati Community Board regarding the Old Katikati Library Building be received.*

- 
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*

C13.5

### **Lease of the Old Katikati Library and Service Centre to Katch Katikati Incorporated**

Council considered a report from the Strategic Property Manager dated 31 January 2018 as circulated with the agenda. In response to a question the Strategic Property Manager advised that Council would need to approve any sub lease arranged by Katch Katikati.

**Resolved:** Williams / Mackay

1. *THAT the Strategic Property Manager's report dated 31 January 2018 and titled Lease of the old Katikati Library and Service Centre to Katch Katikati Incorporated be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT Council, in exercise of the powers conferred on it by Section 61(2) of the Reserves Act 1977 grants Katch Katikati Incorporated a lease for the building located at 34-36 Main Road Katikati, being part of Lot 11 DP 16034 for up to 30 years.*
4. *THAT such approval must not be construed by Katch Katikati as guarantee that all other consents required by policy, bylaw, regulation or statute, would be forthcoming.*
5. *THAT it be noted that Katch Katikati Incorporated would have the ability to sublease to the Katikati Arts Collective and the Information Centre.*

## **Recommendation**

***THAT the report of the Democracy Advisor dated 27 February 2018 titled Council Decisions on Board Recommendations – March 2018 in regard to Accommodation Options Old Library and Area Office be received.***

Aileen Alty  
**Democracy Advisor**

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**Western Bay of Plenty District Council****Katikati Community Board****New Library Project Update**


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**Purpose and Summary**

This report has been prepared to update the Katikati Community Board on the progress of the new library, service centre, and community hub project.

**Recommendation**

- |  |
|--|
| <p><b><i>1. THAT the Customer Relationships Manager report dated 27 February 2018 and titled New Library Project Update be received.</i></b></p> |
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Barbara Whitton  
**Customer Relationships Manager**

## 1. Current status

Construction for the new library, service centre and community hub began in September 2017; since that time the project has progressed smoothly and is currently on time and within the \$4.5m budget set. The early contractor involvement (ECI) and value engineering (VE) processes and the exclusion of some items have contributed to this success. There have also been other savings made since the build began, notably:

\$16,000	precast material
\$6,500	spine paint finish
\$6,800	plasterboard (pending).

The latest financial report (from Crowther & Company), supplied to the project control group for the 20 February meeting shows expenditure at expected levels for this stage of the project:

Construction budget	30%
Professional fees	74%
Consents & council fees	100%
Fit-out (FF&E)	0%
Contingency	34%

There is a project plan in place to manage the streams of work associated with the transition to, and opening of the new facility; to ensure that technology, communications, opening celebrations and logistics are all taken care of. Community groups will be invited to participate in helping with planning where practical.

## 2. Future plan to remain within budget

Although cost savings have been made, as indicated in earlier reports to Council's Operations Committee (August 2017) it will be necessary to exclude some items from the project until alternative funding is found. At this point these will include:

Item	Cost	'Drop dead' decision date
Operable walls (tracking included in contract)	\$40,000	6 April 2018
Community hub joinery, sink & tapware (kitchen)	\$10,800	18 May 2018
Community hub appliances (kitchen)	\$18,800	18 May 2018

Staff are currently waiting to hear of a funding application result for the three items above.

In addition, there will be some smaller value items also excluded from the project until alternative funding is found such as: meeting room blinds, art exhibition display system, and public noticeboards.

The fit-out (FF&E) budget will be prioritised to ensure that the items required to meet health and safety standards and facility standards – of attractive, durable, comfortable furnishings which will encourage the community to utilise the services and facilities to the maximum, are purchased first e.g. library shelving, reception desks, meeting room furniture, public seating.

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## Western Bay of Plenty District Council

### Katikati Community Board

#### Chairperson's Report – March 2018

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##### 1. Community Board Open Day – 4<sup>th</sup> March

The Board held an 'open day' on the 4<sup>th</sup> March at the Memorial Hall. Also participating on the day was Katikati Red Cross Community Relief Team who set up a mini evacuation centre, and St John's Ambulance who provided free blood pressure checks. Both groups were available to speak with community members about volunteering opportunities in their organisations.

##### 2. Earl Drive

I have been advised that the Roothing Engineer (East/West) will be taking over the project to look at re-shaping Earl Drive to become a more functional roadway for the industrial area it serves.

The Roothing Engineer (East/West) has indicated he was happy to meet with Board members to discuss this project going forward.

##### 3. CCTV update

The approved CCTV provider has the Board's instructions for the placement of the CCTV units at Moore Park Skate Park, Vesey Stewart Reserve near the Scout Den and Park Road/Beach Road, Katikati as per MAS K22.16 3.9. There have been unforeseen delays in getting the units installed and a further report will be provided to the Board in the near future. Some new software capable of giving operators the tools to provide successful results in regards to real time monitoring tracking is now available and will be outlined in the presented report.

##### 4. Photo ID

The Board has been approached by Ms Eris Boyack from the Katikati Community Response Team for assistance with getting photo ID lanyards made for each of their team to identify them in their role in the community. The Board seeks advice on whether it would be pertinent for Board Members to also hold photo ID for use in the event of an emergency.

**Staff Comment**

A representative of the Katikati Community Response Team should liaise with the Manager Community Resilience of Emergency Management Bay of Plenty in the first instance. The Katikati Community Response Team have been provided with HiViz jackets that identifies that the wearer is a member of the Community Response Team.

**5. Lindemann Road Slip**

I have been advised via a letter to an affected property owner that Westlink has been engaged by Western Bay of Plenty District Council to design and supervise the reconstruction of Lindemann Road, approximately 3.30 km from the intersection of State Highway 2. A slip occurred during a heavy rain event in June 2016 and was now threatening the existing sealed surface of the road. Preliminary design drawings to lower the existing sealed surface and move the edge of the road away from the surface of the slip have been sent to affected property owners.

The Deputy Chief Executive has advised that the slip repairs were to be undertaken under the Emergency Works category. The current status for repairs to the Lindemann Road slip area is 'in design' and the repair date is subject to design and resourcing. It is noted that there is a lot of slip damage throughout the Western Bay of Plenty District, and these were being worked through. The number of slip sites that needed attention had resulted in the overall programme being behind at this time.

**5. Long Term Plan – Consultation Document and 'Have Your Say' Events**

Please find attached an Update from the Policy and Planning Manager in regard to the future place-based have your say events that will be used to raise awareness about the Consultation Document. Members of the public are encouraged to attend events in their area and 'have their say'. **Attachment A**

**Recommendation**

***THAT the Chairperson's Report to the Katikati Community Board for March 2018 be received.***

Jenny Hobbs  
**Chairperson**  
**Katikati Community Board**

# Memorandum

<b>To:</b>	Community Board Chairs and Members
<b>Copy:</b>	Elected Members, Management Team, Aileen Alty
<b>From:</b>	Emily Watton
<b>Date:</b>	27/02/2018
<b>Subject</b>	Update to Community Boards on the Long Term Plan 2018-28

In February 2018, Community Boards received a memorandum about the indicative approach for the Long Term Plan 2018-28 consultation. The memorandum noted the requirement for Council to undertake formal consultation that meets the requirements of s83 of the Local Government Act 2002 – otherwise known as the special consultative procedure. This will take place between 23 March and 4 May 2018. Council is required to produce a Consultation Document, which provides the basis for conversation with our communities. This will be adopted on 15 March 2018.

The Long Term Plan Committee considered the approach for this consultation in a workshop on 8 February, and confirmed the following:

- The first three weeks of the consultation period (23 March to 13 April) will be used to raise awareness about the Consultation Document and promote the upcoming events around the District.
- From 14 April until 3 May, place-based 'have your say' events will be run in the main centres across the district. Previously a greater number of events were intended to be run (incorporating the smaller centres), but given the nature of the proposals in the Consultation Document, it was considered that a smaller number of events in the main centres would be a more appropriate approach. The following dates, times and venues are now confirmed:

14 April	Katikati	St Peters Anglican Church	10am-12pm
15 April	Te Puke	Te Puke Sports Club	10am-12pm
19 April	Council Chambers	Barkes Corner – general public	5pm-7pm
19 April	Council Chambers	Barkes Corner – key stakeholders	10am-4.30pm (as required)
21 April	Omokoroa	Omokoroa Community Church	10am-12pm
28 April	Waihi Beach	RSA	10am-12pm

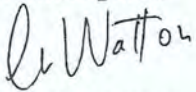
- These events will act as both a drop in day (information sharing) and an opportunity to 'have your say' the community. They will replace formal hearings. Ward Councillors and Community Board members are encouraged to attend the events in their area, and may attend any other events as they wish.
- Events will include a registration area, informal information area and a separate area for a roundtable discussion between the community and Councillors/Community Board Chairs.



- Community Boards may make a written submission during the consultation period. If Community Boards wish to make a verbal presentation, they are invited to do this at the event in Council Chambers on 19 April, and can request a 15 minute timeslot by the Community Board Chair by contacting Charlotte Brisby (Planning Administration Officer) at [charlotte.brisby@westernbay.govt.nz](mailto:charlotte.brisby@westernbay.govt.nz). The opportunity to present in this forum will be made to Community Boards, Service Delivery Contract holders and other community groups or agencies that wish to present to Council about the Long Term Plan.

There will also be a range of online and print media to promote the consultation period and upcoming events. Online submissions can be made throughout the consultation period, as well as information at each of Council's service centres.

Kind regards



Emily Watton

**Policy and Planning Manager**

## **Western Bay of Plenty District Council**

### **Katikati Community Board**

#### **Councillors Report – March 2018**

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Councillor Williams will provide a verbal update on the following topics:

- Pacifica communities in the Western Bay
- Transport update, SH2, Katikati bypass, Bay of Plenty Regional Transport Plan
- Visit to Omokoroa and Katikati
- Smartgrowth update, visit to the Western Bay of Plenty District Council east region.
- Scoping of new or existing policies or processes
- Representation Review
- Katikati/Waihi Beach Reserve Management Plan.

Mike Williams  
**Councillor**  
**Katikati Community Board**

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**Western Bay of Plenty District Council**  
**Katikati Community Board**  
**Infrastructure Services Report Katikati**  
**March 2018**

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### **Purpose and Summary**

This report provides specific information on infrastructure activities of interest to the Board.

### **Minute Action Sheets**

The current Board Minute Action Sheets are attached to this report. The resolution to receive this report includes receipt of the Minute Action Sheets. **Attachment A**

### **Recommendation**

- 1. THAT the Deputy Chief Executive Officer's Report dated 21 February 2018 and titled Infrastructure Services Report Katikati March 2018 be received.***



Approved

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Gary Allis  
**Deputy Chief Executive**

## 1.0 Utilities

### 1.1 Water Meter Installation Project - WSZ (Western Supply Zone)

The installation of water meters in the Waihi Beach, Pio Shores, Athenree and Katikati towns continues. The work crews are also installing meters and removing cross connections, and upgrading backflow devices in the surrounding rural areas to complete the project. The project is still on track to be completed by 1 July 2018.

Council will be sending letters to approximately 120 individual customers in Waihi Beach and Katikati areas to notify that their connection may be connected to a neighbouring property. These are referred to as cross connections and Council will be sending installation teams to remove these cross connections so that each customer will have their own meter and water supply pipe to their house. There will be no charge to the customer for this work.

### 1.2 Ongare Point Wastewater Scheme Preliminary Investigations

Currently a Septic Tank Effluent Pump (STEP) wastewater system is proposed for the Ongare Point community. Land for the treatment plant and disposal site has now been secured and the preliminary design is complete. Pattle Delamore Partners (PDP) technical consultants have been appointed to assist with the next stages of the scheme (including Consent application, finalise design and updated engineers estimate). The Resource Consent was lodged with Regional Council in August 2017. Submissions have closed and all submissions received were in favour of the scheme. Currently awaiting Regional Council Consents approval.

Once all Consents are obtained, construction will begin. Provided everything runs smoothly and Consents are granted, our projected construction start date is March 2018.

### 1.3 Katikati Wastewater Treatment Plant Resource Consent Renewal

In May 2016, Council lodged an application with the Regional Council to renew the Consent for discharge of treated wastewater for a 20-year term. One appeal was received objecting to the discharge from TKC holdings. Staff have been working to negotiate with TKC Holdings to address their concerns. TKC have now agreed to proceed with the Consent without going to a hearing. Consent conditions are now being finalised and are awaiting Regional Councils final approval. - No change

The draft Consent conditions submitted with the application requires Council to look at alternative options for the long-term discharge of the treated wastewater from the Katikati Wastewater Treatment Plant.

A working group has been formed which includes Tangata Whenua, Councillors and Community Board representatives. The group will meet on a regular basis to assess the various options available. Meetings held to date have discussed beneficial reuse of wastewater and were productive. A site visit was undertaken in August 2017. Potential sites have been narrowed down for the beneficial reuse option and these sites will be investigated further. The team will now move on to look at other disposal options such as disposal to wetlands. Due to the delay in obtaining the resource consents it is likely scheme construction will be deferred to October 2018, to ensure construction does not occur over the wet season. An update will be provided to the community in March 2018.

### 1.4 Review of Waste Minimisation Management Plan (WMMP)

The reviewed WMMP was adopted by Council on 5 December 2017 and came into effect on 12 December 2017. A copy of the plan is available at <http://www.westernbay.govt.nz/our-council/policies-plans-bylaws/Pages/default.aspx>

The plan allows Council to address four main actions with the biggest priority for action to actively investigate alternative rubbish and recycling collection models to achieve better oversight and management of solid waste in the district. During the months of March and April, feedback from the community will be sought on potential improvements or changes to the current levels of service.

### 1.5 Youngson Road Water Main.

The new water main along Youngson Road from Old Highway, beneath SH2 and connecting to the new main along Omokoroa Road is commissioned and is now operating.

### 1.6 Home Worm Composting Workshops

New dates for 2018 are now available on the website at

<http://www.westernbay.govt.nz/our-services/rubbish-recycling-waste/Pages/Worm-Composting.aspx>

All bookings are now made through [www.eventfinda.co.nz](http://www.eventfinda.co.nz)

### 1.7 Report on Findings from Surveillance at Thompson's Track

The Board requested that consideration be given to the installation of portable CCTV cameras at various points along Thompsons Track to identify incidents of fly tipping, damage from vehicles racing and gouging out the roadway and anti-social behaviours in the area.

Marty Hoffart from Waste Watchers Ltd was tasked with planning and undertaking a sting operation in the area and use surveillance equipment to catch illegal dumpers/vandals in the act.

The sting and surveillance was undertaken over the two months, December 2017 and January 2018. A report is attached for your information. **Attachment B**

To summarise the findings, surveillance and visits to the site indicated legacy dumping and vandalism. During the two-month surveillance, no new dumping was witnessed. Evidence gathered over the two months suggests that the installation of cameras are not required and that dumping be assessed on a case-by-case basis.

## 2.0 Reserves

### 2.1 Kauri Point Jetty – Walkway Re-Decking

No change from previous update. The timing for the completion of the jetty re-decking is dependent on the outcome of the Kauri Point Jetty access road landslip repairs implementation. The unfinished section of the jetty walkway deck replacement is assessed as safe to use in the interim.

#### Haiku Park to Henry Road Cycleway/Walkway

An information sign design concept has been prepared by a local Katikati artist and is being reviewed by staff. Final design and installation will be determined by the end of March 2018.

## 3.0 Strategic Property

### 3.1 Katikati Library

The Hub is almost waterproof at this stage and portal framing for the Library mezzanine floor is complete.

## **4.0 Development Engineering and Projects**

### **4.1 Katikati Town Centre Improvement**

NZTA have recently sent letters and plans to affected residents along the bypass designation.

The Government expects to release its Government Policy for Transportation by the end of March 2018. This statement gives funding direction to NZTA.

## **5.0 Emergency Management**

### **5.1 Training**

ITF Intermediate training: Eight staff from the Western Zone EOC attended training on 13 and 14 February in Tauranga (3 from WBOPDC, 5 from TCC).

CDEM Induction training: Ten staff from the Call Centre/Reception at WBOPDC attended CDEM Induction training on 15 February. Two staff from WBOPDC attended CDEM Induction training on 11 January.

### **5.2 Cyclone Gita**

Preparation for ex-tropical Cyclone Gita: The Operational Readiness team and the wider EMBOP team undertook pre-event planning for the arrival of Tropical Cyclone Gita including maintaining regular contact with the MetService and the BOPRC Flood Team for information on any potential impacts for our region. We have also distributed an Action Plan and SitReps and worked to ensure Controllers, emergency services and partner agencies are ready to respond; and ensured public awareness through delivery of consistent public messaging.

### **5.3 Coming up**

Exercise Ruapehu focusing on a volcanic ash fall event. On 7 March, the Western Zone EOC will be involved in an exercise focused on managing the response to a volcanic ash fall event originating from Mount Ruapehu.

## **6.0 Roothing**

### **6.1 SH 2 North – NZTA Te Puna Roundabout**

This project is now complete.

### **6.2 Community Roothing Katikati**

Fairview Road kerb and channelling and Stewart Street widening are currently being designed and priced by WestLink for Community Board consideration. This has been delayed by current high workloads.

### 6.3 Community Road Budget

<b>Current Account:</b>	
Current Account Opening Balance 1 July 2017	\$169,974
Allocation for 2017/18	<u>\$158,945</u>
<b>Subtotal</b>	<b>\$328,919</b>
<b>Less:</b>	
Library Footpath and Plaza - Resolutions K18.9	\$150,000
Commitments – street tree planting	\$10,000
Flag Trax System K21.7	\$17,116
Fairview Road Kerb & Channel K617.7	\$96,000
Stewart Street Widening K617.7	\$140,000
Indicative NZTA Minor Improvement Subsidy	-\$118,000
Projected Current Account Balance 30 June 2018	\$33,803
<b>Talisman Drive Loan:</b>	
Loan fully repaid as at 30 June 2017	NIL

# Community Board Report

## KATIKATI COMMUNITY BOARD 19/07/2017

Remit Title	Installation of Portable CCTV
Remit Number	K617 3.1.1
Owner	UM
Status	COMPLETE
Complete Date	1 March 2018
Confidential	
Resolution	The Board requested that consideration be given to the installation of portable CCTV cameras at various points along Thompson's Track to try and identify incidents of fly tipping, damage from vehicles racing and gouging out the roadway and anti-social behaviors' in the area. The fly tipping seemed to happen on a regular basis and the anti-social behavior contributed to the track being hazardous and unsafe.
Actions	<p><b>1 March 2018: Report received from Councils Solid Waste consultant. Refer to Item 1.7 of the Infrastructure Report.</b></p> <p>17 January 2018: An update will be provided at the next meeting.</p> <p>6 Dec 2017: A report on the sting operation will be provided in January 2018 as monitoring of the area is being undertaken in the month of December 2017.</p> <p>Nov 2017: Sting operation planned for end of November. Outcome to be provided back to Councilors and management team.</p> <p>12th October 2017: Staff have been monitoring hotspot areas in the District where illegal dumping has taken place. Sting operation rescheduled and planned for November 2017.</p> <p>25 September 2017: The planned sting operation has been delayed until October. The area will be monitored over several days and a report will be forwarded to the Community Board once completed.</p> <p>15 August 2017: Council staff plan to have a sting operation during the months of August/September 2017, with the intention of identifying offenders.</p>



**KATIKATI COMMUNITY BOARD 19/07/2017**

Remit Title	<b>Options for Changing Designation from Road Reserve to Recreation Reserve</b>
Remit Number	K617 3.1.2
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	That the Chief Executive Officer be requested to provide a report on the options relating to move a change in the designation from road to recreation reserves for further consideration by the Board.
Actions	<p><b>28 Feb 2018: Staff have prioritised the report to go to the next Community Board meeting.</b></p> <p>17 January 2018: No change.</p> <p>7 Nov 2017: The report has been delayed due to the current staff workload.</p> <p>13 Sept 2017: The report is in the process of being prepared.</p> <p>15 August 2017: A report will be provided to the Community Board once the background information has been gathered on the process to change Thompson's Track unformed road to reserve. Note that this process will require consultation.</p>

## KATIKATI COMMUNITY BOARD 19/07/2017

Remit Title	Katikati Community Roding Programme
Remit Number	K617 7
Owner	RE1
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>1. THAT the Transportation Operations Manager's report dated 23 June 2017 and titled Katikati Community Roding Programme be received.</p> <p>2. THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.</p> <p>3. THAT Fairview Road kerbing along the frontage of Moore Park be adopted as first priority at a total estimated cost of \$96,000 in the Minor Improvement Project category, with \$48,000 to be covered by the Katikati Community Roding Account.</p> <p>4. THAT Stewart Street Widening to 8m with kerbing and a footpath be adopted as second priority at a total estimated cost of \$140,000 in the Minor Improvement Project category, with \$70,000 to be covered by the Katikati Community Roding Account.</p> <p>5. THAT staff report back to the Katikati Community Board on options and more detailed estimates for widening Henry Road and for constructing a footpath on Beach Road between Prospect Drive and McMillan reserve.</p>
Actions	<p><b>1 March 2018: Henry Road and Beach Road footpath options are currently on hold as Council's priority for WestLink at this time is to focus on the Omokoroa to Tauranga Cycleway Project due to the timing of funding.</b></p> <p>15 January 2018: No change due to work overload.</p> <p>1 Nov 2017: Awaiting pricing from WestLink.</p> <p>4 Oct 2017: No change since last month's update. WestLink are still in the process of finalising pricing for Fairview Road kerb and channel and Stewart Street widening.</p> <p>12 Sept 2017: WestLink are finalising pricing for Fairview Road kerb and channel and Stewart Street widening. A report and price options for Henry Road and Beach Road Cycleways will be provided at the next Community Board meeting in November.</p> <p>11 August 2017: Staff are undertaking final negotiations relating to price and programming for the Fairview Road kerb and channel project and the Stewart Street widening and will report back to the Community Board on priced options for Henry Road and Beach Road footpath/cycleways.</p>

**KATIKATI COMMUNITY BOARD 11/10/2017**

Remit Title	<b>Bird Walk Erosion</b>
Remit Number	K817 3.4
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Chairperson advised that at a recent meeting of the Katikati Trails Committee an option to re-shape the walkway around the slip area, with consideration given to installing a bridge or double pipe crossing to alleviate erosion was now being considered. The proposed re-shape of the area would involve removing and replanting some of the flaxes around the bottom of the proposed pathway.</p> <p>It was important to consider the long term vision for the area and give consideration to the present bird life and future habitat environs.</p>
Actions	<p><b>22 Feb 2018: A site meeting is still being arranged.</b></p> <p>15 January 2018: No change to previous update.</p> <p>7 Nov 2017: Staff have met with the BoP Regional Council to discuss the proposed erosion protection works. It was concluded, based on water flow modelling, that the existing pipe was undersized and needed to be replaced with two larger pipes in order to reduce the water velocity as it flows with the tides. Reducing the velocity of flow ultimately reduces the erosion.</p> <p>WBoPDC and BoPRC staff are arranging to meet the owner of the adjoining wetland to discuss the matter further.</p>

**KATIKATI COMMUNITY BOARD 22/11/2017**

Remit Title	<b>Relocation of Loading Zone Parking Space in Main Street</b>
Remit Number	K917 4.1
Owner	EO2
Status	COMPLETED
Complete Date	
Confidential	
Resolution	THAT the Katikati Community Board recommend to the Operations and Monitoring Committee that the current loading zone outside the Good Life Op Shop be relocated to the very last parallel parking space at the northern end of Main Street Katikati.
Actions	<p><b>Jan 2018: The Roading Engineer East/West has advised that the suggested changes to be parking will be considered at the next Traffic and Parking By-Law Enforcement review.</b></p> <p>28 Nov 2017: Referred for consideration - advice to be taken from Transport Operations.</p>

## KATIKATI COMMUNITY BOARD 22/11/2017

Remit Title	Dog Control on Haiku Pathway
Remit Number	K917 4.4
Owner	CMM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Board had earlier highlighted a number of incidents where dogs on the Haiku Pathway had not been under control. In light of the changing use of the Haiku Pathway due to new housing construction, additional subdivisions and the new cycle and walkway bridge at Henry Road, use of the Haiku Pathway had greatly increased.</p> <p>The Board had been advised that additional Dog Control signage would be installed along the walkway. It had also been suggested that the area would be monitored by Dog Control and Compliance Officers.</p> <p>The Board requested that a summary report on monitoring and infringements relating to dog control in the immediate Haiku Pathway area over the next three months be presented to the Board at their March 2018 meeting.</p>
Actions	<p><b>22 Feb 2018: Signage is under action, with installation due by end Feb early March, subject to signs being printed and installed by Council contractors.</b></p> <p><b>Monitoring is underway subject to resourcing. Officers note that infringements will only be issued where dog owners do not comply on request. report will be provided for March meeting as requested</b></p> <p>16 January 2018: Additional signage has been arranged and will be installed early in the new year (January/February).</p> <p>Monitoring of the walkway as resources allow will be undertaken. Officers note that infringements will only be issued where dog owners do not comply when advised by Officers to control dogs.</p>

**KATIKATI COMMUNITY BOARD 31/01/2018**

Remit Title	<b>Code of Conduct</b>
Remit Number	K1018 2.4
Owner	GM2
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>Moved amendment: Councillor Mackay / Member Mayo</p> <p>THAT the motion lie on the table at this point and this Community Board convene a meeting with the assistance of an independent mediator in order to resolve the issue in question.</p> <p>The amendment was put and carried.</p> <p>The amendment as follows became the SUBSTANTIVE MOTION and was put and carried.</p> <p>Resolved: Councillor Mackay / Member Mayo</p> <p>THAT the motion lie on the table at this point and this Community Board convene a meeting with the assistance of an independent mediator in order to resolve the issue in question.</p>
Actions	<p><b>13 Feb 2018: Mediation has taken place. The Community Board will determine the next steps.</b></p>

## KATIKATI COMMUNITY BOARD 31/01/2018

Remit Title	Security Lighting for the Diggelman Park Toilet
Remit Number	K1018 2.7
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Board had been advised of concerns that the back of the new toilets were dark, and it was suggested that uplighting be placed at strategic spots to illuminate the building and to also show off the native trees at night.</p> <p>The Board was aware that the local Rotary Club had been responsible for uplighting the kauri tree in Diggelmann Park noting that additional lighting in the immediate vicinity of the new toilet block could be a community project and an approach would be made to them in this regard.</p> <p>It was also suggested that some protective barriers be placed around the native trees, to protect them as much as possible.</p>
Actions	<p><b>28 Feb 2018: Staff are investigating options on how best to light up the area around the back of the toilets. Up-lighting will require excavation for the cabling.</b></p> <p><b>With regards to erecting protective barriers around the trees, this is not recommended as digging holes for the barriers exposes the tree roots to disease e.g. Kauri dieback disease and would detract from the aesthetics of the tree and create additional maintenance costs.</b></p>

**KATIKATI COMMUNITY BOARD 31/01/2018**

Remit Title	<b>Motor Home Parking at Kotahi Lane</b>
Remit Number	K1018 2.8
Owner	EO2
Status	COMPLETED
Complete Date	21 February 2018
Confidential	
Resolution	<p>A request for signage indicating the availability of motor home parking in Kotahi Lane had been received. The placement of the signage needed to take into consideration the sight lines for both the north and south traffic approaches on Main Street to Kotahi Lane. The Roading Engineer (East/West) had advised that the request for signage would be actioned, with discussion for the placement of the requested signage undertaken with the Chairperson before installation.</p> <p>Member Mayo advised that the Taylor Bros signage still up on Kotahi Lane needed to be removed.</p> <p>A Service Request for removal of the signage would be instigated.</p>
Actions	<p><b>13 Feb 2018: Service Request referred to Transportation Engineer. To be reviewed with WestLink and confirmed back to the Board.</b></p>



**KATIKATI COMMUNITY BOARD 31/01/2018**

Remit Title	<b>Hammer Hardware Footpath and Parking Confusion</b>
Remit Number	K1018 2.9
Owner	EO2
Status	COMPLETED
Complete Date	21 February 2018
Confidential	
Resolution	<p>The Board was advised that parking outside the Hammer Hardware store on Main Street needed to be clearly identified as people were parking on the footpath incorrectly, causing inconvenience to other footpath users. The Roading Engineer (East/West) would inspect and consider the management and viability of the parking spaces of the immediate area.</p> <p>A Service Request to inspect and rectify the correct parking indications in the vicinity would be instigated.</p>
Actions	<b>13 Feb 2018: Service Request referred to Transportation Engineer.</b>

**KATIKATI COMMUNITY BOARD 31/01/2018**

Remit Title	<b>Anzac Day Commemoration 2018</b>
Remit Number	K1018 4
Owner	MA1
Status	COMPLETED
Complete Date	12 February 2018
Confidential	
Resolution	<p>1. THAT the Democracy Advisor's report dated 15 January 2018 and titled Anzac Day Commemoration 2018 be received.</p> <p>2. THAT the Katikati Community Board provide a wreath for the ANZAC Day Service, to be paid from the Katikati Community Board Contingency Account (up to the value of \$200).</p> <p>3. THAT Deputy Mayor Williams and Member Warren represents the Katikati Community Board at the ANZAC Day Service at Katikati on 25 April 2018.</p>
Actions	<b>12 Feb 2018: Advised Aileen to code to 11-02-02-0330 Katikati Community Board Contingency.</b>

**KATIKATI COMMUNITY BOARD 31/01/2018**

Remit Title	Digglemann Park Toilet Block - MAS Reference K18.16 10.1
Remit Number	K1018 6.1
Owner	EO2
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	The Board agreed that the Chairperson should write and thank the people who made significant donations of material, time and expertise to ensure the completion of the Digglemann Park Toilet block. It was important to acknowledge those people who gave materials and time to complete the public toilet building in keeping with the Kauri theme of Digglemann Park.
Actions	<b>13 Feb 2018: The Community Board Chairperson to write a thank you letter to those who donated material, time and expertise that assisted in the completion of the Digglemann Park Toilet block.</b>

**KATIKATI COMMUNITY BOARD 31/01/2018**

Remit Title	<b>Carisbrooke Street - Outcome of Feedback Relating to Parking Options - MAS Reference K9 17 4.2</b>
Remit Number	K1018 6.2
Owner	EO2
Status	COMPLETED
Complete Date	21 February 2018
Confidential	
Resolution	The Board noted that the future traffic management of Carisbrooke Street would be re-evaluated after the NZTA town centre improvements and new Katikati Library construction had been completed. The Board Chairperson would organise a flyer informing residents who received the first survey where the traffic management situation was currently at. An article in the local newspaper would also help in informing the public about this item.
Actions	<b>21 Feb 2018: Noted. Service Request referred to Roading Engineer.</b>

WASTE AUDITS • CLEANER PRODUCTION • RESOURCE EFFICIENCY • WASTE MINIMISATION

WASTE  
**WATCHERS** LTD

## Western Bay of Plenty District Council

Contract 13-1061

### Business Waste Minimisation Professional Services

December 2017 & January 2018

WASTE  
**WATCHERS** LTD

Waste Watchers Ltd  
Suite A, 184 Cameron Rd  
PO Box 2523,  
Tauranga, 3140  
Phone: 07 578 7025  
Email: [marty@wastewatchers.co.nz](mailto:marty@wastewatchers.co.nz)  
Website: [www.wastewatchers.co.nz](http://www.wastewatchers.co.nz)

### Report on Surveillance at Thompson's Track

The Thompsons Track Sting was undertaken during December 2017 and January 2018. Although it was primarily an illegal disposal issue, there were also complaints regarding vehicles driving erratically. This was taken into consideration when undertaking the project.

Time for this project was spent trying to engage the services of a security company to undertake the surveillance. The company recommended by council, (HI-TECH) Surveillance Systems do not undertake this type of work. They only do surveillance where they can be hard wired into a power supply.

A decision was made to undertake the surveillance ourselves. This required researching appropriate camera(s) and then visiting the site. A trail camera was purchased and it was taken to the site. Unfortunately, after some photos were taken on the first attempt to capture images, they were unsuitable as was the location. It was very hard to hide the camera at the end of the road as people park their cars and either go off tramping or they appear to hang around and drink and smoke cigarettes. The camera needs to be in a tree, but undetectable. It is very difficult to do this as the camera needs to have a unobstructed view of the area being photographed, which means people can also see the camera.

#### **Visit 1 – December 15<sup>th</sup>**

During the visit to the site, several spots were considered for the security camera, however none were suitable. There were essentially three spots found with illegally dumped rubbish. None of it was able to be tracked to an owner. The first spot was the turnaround spot just before the end of the road and the parking area, at the end of the road where the walking track starts. The rubbish dumped in this area was essentially historical litter. Most of it would have been sitting around for some length of time. It would be classified as litter that has been left there over time. The photos below show some of the litter with evidence of gun being used as items had holes shot through them. Shot gun cartridges were also collected from the ground. Although council would prefer to have a NO DUMPING or AREA UNDER SURVEILLANCE sign erected at the end of the road, there is really no suitable location other than up in a tree. A post would need to be put in the ground. The activity in the area with 4x4's and guns would suggest that sign would not last long. It would likely be pulled down by hooking a chain to a winch or shot to bits with a gun.

There is not really anywhere appropriate for the signs except a few kilometres from the end of the track, where there are houses and fences.

<p><b>End of the road parking area</b></p>	<p><b>Items shot with a gun</b></p>
	
<p><b>Historical rubbish collected</b></p>	<p><b>End of the road trail head</b></p>
	
<p><b>Litter</b></p>	<p><b>Larger items dumped</b></p>
	
<p><b>Larger items</b></p>	<p><b>Larger items</b></p>
	
<p><b>Looking for camera site</b></p>	<p><b>Larger items</b></p>
	
<p><b>Looking for suitable camera sites</b></p>	<p><b>Vacuume cleaner and other litter</b></p>
	



### Visit 2 – December 30<sup>th</sup>






During the second visit, a check was made of the areas that were cleaned during the first visit. This included the car parking area at the end of the track and the turn-around area just prior to the end of the track. There was no evidence of any new litter or illegal dumping, which was encouraging. The road was also checked over the last three km to see if there was any evidence of cars doing burnouts. None was found.

The focus of the second visit was to continue to look for suitable sites for the camera and to remove illegally dumped rubbish that was identified on the first visit, but not taken out due to lack of space. The rubbish removed on this trip was not new dumping. It was the same illegally dumped material sited on the first visit, that could not be removed due to lack of space in collection vehicle. It is located down the bank approximately one kilometre from the end of the road. It was marked for recovery on the first visit.

The rubbish removed on the first visit weighed 0.13 tonnes. EnviroWaste weighbridge receipts was submitted to Council as proof. The second disposal weight was 0.05 tonnes. The volume of the first clean-up was approximately 1.2 m<sup>3</sup> while the second clean-up was a half that amount in volume.

There were four scrap tyres left behind, which will be collected on the third visit in January. The tyres are not visible from the road as all of the material was thrown down a bank. If a sign were to be put up by council it is suggested someone would need to talk to the residents at the end of the road to choose a suitable location. It should be erected prior to the bush starting so that it could be monitored by the residents. There are no suitable options once the bush begins. The sign would likely be vandalised so the decision was made not to proceed at this point.



<p><b>Possible sign location – end of houses</b></p> 	<p><b>Road evidence of no burnouts</b></p> 
<p><b>Disposal site number 2</b></p> 	<p><b>Disposal site number 2</b></p> 
<p><b>Scrap tyres requiring disposal</b></p> 	<p><b>Cars parked at the end of the road</b></p> 

The sting operation for Thompsons Track Road showed no evidence of any additional illegal dumping from the first visit. None of the illegal disposal was in a pre-paid kerbside rubbish bag and much of it was litter or car parts such as scrap tyres (four) and the inside upholstery of a car door. There were a few other large items such as a steel box and plastic bin as well as a few vacuum cleaners.

The third and final visit was made in January 2018 to recover the scrap tyres, check for any evidence of new dumping and inspect road surface for anything that looks like burnouts by cars.

### **Visit 3 – January 18<sup>th</sup>**

During the visit to the site this month, the last of three spots initially found with illegally dumped rubbish was cleaned up. The material removed was large bulky items. There were four car tyres and some sidewalls of tyres as well as an old chilly bin. These items were identified on the first visit in December, but were unable to be removed then. The will be taken to one of the Tauranga transfer stations for disposal.

During the third visit, there was no evidence of any new disposal or evidence of burnouts by cars. The area was quiet and clean and tidy. There were a few small pieces of rubbish (packaging and tissues).

<p><b>End of the road parking area</b></p> 	<p><b>Tyres and chilly bin</b></p> 
<p><b>Minor amount of litter</b></p> 	

**Summary**

Surveillance and visits to the site indicated legacy dumping and vandalism. During the two-month surveillance, no new dumping was witnessed. Evidence gathered over the two months suggests that the installation of cameras are not required and that dumping be assessed on a case by case basis.

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**Western Bay of Plenty District Council**  
**Katikati Community Board**  
**Financial Report Katikati – January 2018**

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**Purpose and Summary**

This report provides the Community Board with a six-weekly monitoring of its operational budget.

Attached are the financial statements for the period up to 31 January 2018 (**Attachment A**).

Total operational costs are lower than budget for the year, including contingency, grants, mileage allowance, security, street decoration and inter-department charges.

Salaries are over budget year to date.

**Grant payments made to date:**

	\$
Christina Productions	500
Katikati Memorial Hall	3,404
<b>Total grants to date</b>	<b>\$3,904</b>

**Committed - Operational expenditure**

	\$
ANZAC Day Commemoration Wreath	200
<b>Total outstanding operational commitments</b>	<b>\$200</b>

**2017/18 reserve analysis:**

2017/18 Opening balance	\$117,329
<b>2017/18 Closing balance</b>	<b>\$117,329</b>

Date  
Subject

22 February 2018  
Financial Report Katikati – January 2018

Open Session

### Committed - Reserve expenditure

Council undertake a feasibility study (up to \$30,000) for the environmental enhancement of the Highfields Stormwater Detention Pond. To date \$19,950 has been spent [K11.3.6].	Up to \$(10,050)
CCTV cameras at the following locations [K4.7.2]: Beach Road and Park Road roundabout Moore Park Skatepark George Vesey Stewart Reserve	\$(16,098)
Allocate funding (up to \$10,000) for roof tiles on Diggleman Park public toilet block [K9.6.1]	\$(10,000)
<b>2017/18 Closing balance after committed</b>	<b>\$81,181</b>

### Recommendation

***THAT the Management Accountant's report dated 22 February 2018 and titled "Financial Report Katikati – January 2018" be received.***

  
Christie Tromans  
**Management Accountant**

Approved

  
Ian Butler  
**Finance Manager**

Minute Action Sheet	Position Code
For Action	MA1
For Info	FM

**Western Bay of Plenty District Council  
Draft Income and Expenditure Statement  
For the period ended 31 January 2018**

**Katikati Community Board**

	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
<b>Direct Costs</b>						
Additional Levels of Service	0	0	0	<input checked="" type="checkbox"/>	0	0
Contingency - [see breakdown below]	150	3,206	3,056	<input checked="" type="checkbox"/>	5,500	6,706
Grants	3,904	4,669	765	<input checked="" type="checkbox"/>	8,000	8,000
Mileage Allowance	934	1,169	235	<input checked="" type="checkbox"/>	2,000	1,557
Salaries	15,556	14,739	(817)	<input checked="" type="checkbox"/>	25,435	26,570
Security	0	1,169	1,169	<input checked="" type="checkbox"/>	2,000	0
Street Decoration	2,181	2,744	563	<input checked="" type="checkbox"/>	4,700	5,448
Inter Department Charges	22,848	22,848	0	<input checked="" type="checkbox"/>	39,169	39,168
<b>Total Operating Costs</b>	<b>45,572</b>	<b>50,544</b>	<b>4,972</b>	<input checked="" type="checkbox"/>	<b>86,804</b>	<b>87,448</b>
Interest Expense	0	0	0	<input checked="" type="checkbox"/>	0	(7,204)
<b>Total Direct Costs</b>	<b>45,572</b>	<b>50,544</b>	<b>4,972</b>	<input checked="" type="checkbox"/>	<b>86,804</b>	<b>80,244</b>
<b>Total Costs</b>	<b>45,572</b>	<b>50,544</b>	<b>4,972</b>	<input checked="" type="checkbox"/>	<b>86,804</b>	<b>80,244</b>
<b>Income</b>						
Rate Income	51,750	50,638	1,112	<input checked="" type="checkbox"/>	86,804	97,502
<b>Total Direct Income</b>	<b>51,750</b>	<b>50,638</b>	<b>1,112</b>	<input checked="" type="checkbox"/>	<b>86,804</b>	<b>97,502</b>
<b>Net Cost of Service</b>	<b>6,178</b>	<b>94</b>	<b>6,084</b>	<input checked="" type="checkbox"/>	<b>0</b>	<b>17,259</b>
	0	0	0		0	0
<b>Contingency - breakdown</b>						
Katikati Hall Hire	23					
Advertisement for grant applications	127					
<b>Year to date contingency costs</b>	<b>150</b>					
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>117,329</b>					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>117,329</b>					

**Western Bay of Plenty District Council  
Formal Meeting Schedule 2018**

<b>MARCH 2018</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Joint Road Safety Committee	6 March	10.00am	Chambers
Waihi Beach Community Board	12 March	6.30pm	Waihi Beach Community Board
Omokoroa Community Board	13 March	7.00pm	Omokoroa Community Church
Katikati Community Board	14 March	7.00pm	Katikati Library and Service Centre
Long Term and Annual Plan Committee	15 March	9.30am	Chambers
Community Committee	15 March	10.00am	Chambers
Maketu Community Board	20 March	7.00pm	Maketu Community Centre
Te Puke Community Board	22 March	7.00pm	Te Puke Library and Service Centre
Operations and Monitoring Committee	28 March	9.30am	Chambers
<b>Good Friday - 30 March and Easter Monday - 2 April</b>			
<b>APRIL 2018</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Council	5 April	9.30am	Chambers
Rural Committee	10 April	9.30am	Chambers
Waihi Beach Community Board	23 April	6.30pm	Waihi Beach Community Board
Omokoroa Community Board	24 April	7.00pm	Omokoroa Community Church
<b>ANZAC Day - 25 April</b>			
Community Committee	26 April	9.30am / 10.00am	TBC
<b>MAY 2018</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Maketu Community Board	1 May	7.00pm	Maketu Community Centre
Policy Committee	2 May	9.30am	Chambers
Katikati Community Board	2 May	7.00pm	Katikati Library and Service Centre
Te Puke Community Board	3 May	7.00pm	Te Puke Library and Service Centre