

MEETING – AGENDA –

Ngā Take



MAKETU COMMUNITY BOARD Poari Hapori

MC1
Tuesday 26 November 2019
Maketu Community Centre
7:00pm



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

Notice of Meeting No MC1 Te Karere

Maketu Community Board Poari Hapori

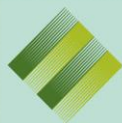
Tuesday, 26 November 2019
Maketu Community Centre
7.00pm

Members:

S Beech (Chairperson)
L Rae (Deputy Chairperson)
W Anaru
S Simpson
Councillor K Marsh
Councillor J Scrimgeour

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

www.westernbay.govt.nz



Maketu Community Board

Mangai 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

Notice is hereby given that a Maketu Community Board Meeting will be held
in the Maketu Community Centre on:
Tuesday, 26 November 2019 at 7.00pm

Order Of Business

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1 PRESENT**2 IN ATTENDANCE****3 APOLOGIES****4 CONSIDERATION OF LATE ITEMS****5 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

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.

8 PRESENTATIONS

8.1 NEW ZEALAND TRANSPORT AGENCY

File Number: A3624676

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

The Community Engagement Manager for Safe Roads will be in attendance to give a presentation on the national programme of level crossing safety upgrades on or near the state highway network. Reference will be made to level crossings at Paengaroa, Pongakawa School Road and Ohinepanea Road.

RECOMMENDATION

That the presentation from New Zealand Transport Agency representative be received.

9 REPORTS

9.1 MINUTES OF THE INAUGURAL MEETING NO. MC-IN OF THE MAKETU COMMUNITY BOARD HELD ON 7 NOVEMBER 2019

File Number: A3622101

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

RECOMMENDATION

That the Minutes from meeting no. MC-IN of the Inaugural Maketu Community Board held on 7 November 2019 as circulated with the agenda, be confirmed as a true and correct record.

ATTACHMENTS

1. Minutes from meeting no. MC-IN of the Maketu Community Board Inaugural Meeting held on 7 November 2019 [!\[\]\(4decd7f4d36b8b21e9f05326cc7983ef_img.jpg\)](#)

Western Bay of Plenty District Council

Minutes of Meeting No. MC-IN Inaugural Meeting of the Maketu Community Board held on 7 November 2019 in the Council Chamber, Barks Corner, Tauranga commencing at 2.38pm

Present

Members W Anaru, S Beech, L Rae, and S Simpson and Councillors K Marsh and J Scrimgeour

In Attendance

M Taris (Chief Executive Officer), K Elder (Governance Manager), B Clarke (Senior Governance Advisor), and A Alty (Senior Governance Advisor)

Others

126 people including Western Bay of Plenty District Council Mayor and Councillors, invited guests, members of the public and media.

Opening of Meeting

The Chief Executive Officer opened the meeting.

MC-IN.1 Declarations by Maketu Community Board Members

Members Anaru, Beech, Rae, and Simpson, and Councillors Marsh and Scrimgeour took their oaths and signed their declarations.

The making and attesting of the Declarations by Maketu Community Board Members was witnessed by the Chief Executive Officer.

MC-IN.2 Elected Members' Legislative Obligations

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.

Resolved: Member Simpson / Member Rae

1. *THAT That the Chief Executive Officer's Report dated 21 October 2019 and titled Elected Members Legislative Obligations be received.*
2. *THAT the Maketu Community Board notes that the Western Bay of Plenty District Council maintains a register of members interests pursuant to the provisions of the Local Authorities (Members' Interests) Act 1968.*
3. *THAT the Maketu Community Board Members disclose any actual, potential or perceived interests they or their spouse/partner may have in relation to their dealings with the Western Bay of Plenty District Council and update their disclosures annually or as required.*

MC-IN.3

Election of Chairperson of the Maketu Community Board

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.

Resolved: Member Beech / Member Simpson

1. *THAT the Chief Executive Officer's report dated 21 October 2019 titled Election of Chairperson of the Maketu Community Board be received.*
2. *THAT in accordance with Clause 25(4), Schedule 7 of the LGA 2002 the Maketu Community Board adopts System B for the election of the Chairperson.*

The Chief Executive Officer then called for nominations for Chairperson. One nomination was received for Shane Beech. There were no further nominations.

Resolved: Member Simpson / Member Rae

3. *THAT the Maketu Community Board elects Shane Beech as the Chairperson of the Maketu Community Board.*

MC-IN.4

Election of Deputy Chairperson of the Maketu Community Board

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.

Resolved: Member Simpson / Member Anaru

1. *THAT the Chief Executive Officer's report dated 21 October 2019 titled Election of Deputy Chairperson of the Maketu Community Board be received.*

2. *THAT in accordance with Clause 25(4), Schedule 7 of the LGA 2002 the Maketu Community Board adopts System B for the election of the Deputy Chairperson.*

Nominations were called for Deputy Chairperson. One nomination was received for Laura Rae. There were no further nominations

Resolved: Member Anaru / Member Beech

3. *THAT the Maketu Community Board elects Laura Rae as the Deputy Chairperson of the Maketu Community Board.*

MC-IN.5 **First Business Meeting of the Maketu Community Board**

The Board considered a report from the Chief Executive Officer dated 21 October 2019 as circulated.

Resolved: Member Rae / Member Simpson

THAT pursuant to Clause 21(5)(d), Schedule 7 of the Local Government Act 2002 the first business meeting of the Maketu Community Board be held on Tuesday 26 November 2019 at 7.00pm at the Maketu Community Centre.

MC-IN.6 **Christmas and New Year Rubbish Collection**

The Board considered a report from the Deputy Chief Executive/Group Manager Infrastructure Services dated 21 October 2019 as circulated.

Resolved: Member Beech / Member Rae

THAT the Deputy Chief Executive's Report, dated 30 October 2019 and titled Christmas & New Year Rubbish Collection be received.

[REMITTS]

The meeting concluded at 2.44pm.

Confirmed as a true and correct record.

S Beech
Chairperson
Maketu Community Board

Date

9.2 CHAIRPERSON'S REPORT - NOVEMBER 2019

File Number: A3624639

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

It is a privilege to be elected and nominated to be Chairperson of the Maketu Community Board for a third triennium. I would like to acknowledge all the people that put their name forward to stand on the Maketu Community Board. My commiserations to those who did not get elected. Six people applying to four positions on the Board shows the need for a good and efficient Community Board. To the three new elected members Laura, Stephan and William, welcome aboard and I look forward to working with you all over the next three years to keep Maketu moving forward in hand with representation through to the Western Bay of Plenty District Council. I welcome back to Kevin Marsh and John Scrimgeour as our two elected Councillors assigned to the Maketu Community Board. Together they bring many years of experience and understand the needs and wants of the Maketu residents.

RECOMMENDATION

That the Chairperson's Report to the Maketu Community Board for November 2019 be received.

UPDATES

The Board requests updates on the following items: Cycleway, Spencer Ave pedestrian gates, Surf club car park reserve, Bells road ramp tie off points, Beach Road intersection.

Spencer Avenue Reserve – Walkway Access (Pedestrian Gates)

Refer to the Infrastructure Service Report.

Surf Club Car Park Reserve Rock Revetment

Refer to the Infrastructure Services Report

Bell Road Boat Ramp

In reference to Item Bell Road Boat Ramp Tie off point - MC22.3.6 the Board requested that “...*some tie off bollards to be mounted to the large rocks at the Bell Road Boat Ramp. This would allow easier tying off of boats when launching and retrieving*”.

Refer to the Infrastructure Services Report

Beach Road Intersection

Refer to the Infrastructure Service Report

Maketu Fire Brigade Building – Road Markings and Signage

Talking to the local fire chief, he appears to be happy with the recent new signs been erected and the yellow no parking road markings. This hopefully will continue to restrict cars parking near the fire station entrance.

Tsunami Signs

The Board will be pleased to hear that the new Tsunami signs are finished and ready to be installed shortly.

Community Hub Feasibility

The two independent people conducting the feasibility study say they have completed 90% of the community consultation. They are currently composing all the input they have received from the many groups, organisations, business and public meetings. They hope to make a presentation to a future Community Board meeting summarising their findings and outcomes. The Board looks forward to their report as this has been quite a complex undertaking.

Surf Club Building

The lessee of the Maketu Surf Club building have informed me that they could not understand why their power bills had been so high. After further investigation it appears that they have been paying for all the power consumption including public toilet lighting, the sewage grinding pumps and the carpark street lighting. They are asking for a separate power meter to be installed so that they can be reimbursed for that usage of power.

Staff comment: There are a number of options available to resolve this matter.

1. The lessee installs a separate check meter at the switchboard. The check meter will identify the power consumption of the lessee versus the power used for community assets eg toilet lights, grinder pump. Council can then pay it's share of the monthly invoice. NB: Council can assist with the cost of installing a check meter.
2. That a review of the last 12 months of power costs for the building is undertaken to work out an average monthly cost, following which an agreed annual lump sum payment could be made to the Surf Club as a contribution towards power consumption.
3. That the annual TECT cheque dividends remains with the Maketu Surf Club as a means of funding their activities.

Delegations

At a recent workshop, job delegations have been given to all Board Members in regards to utilities, assets, organisations. This hopefully will encourage better communication to and from the Community Board back to the Maketu residents.

Communication

The new Board has made it quite clear that good accurate communication needs to be in place and there has to be better interaction between organisations and tangata whenua in the future.

Boating Channel

The Board has received more complaints about the Maketu boat ramp and channel that is unusable, consideration needs to be put forward regarding to the channel becoming more useable for the boating and emergency services.

Staff comment: Council had previously applied for a resource consent for the dredging of the channel as a part of the Maketu Surf Club Carpark erosion protection project. The dredging of the channel was objected to by several of the local hapu and with the Community Board's agreement, was subsequently withdrawn from the resource consent process to enable a focus on the surf club carpark erosion protection project.

Boating access to the sea from Maketu needs to be considered in the context of the new two lane all tide boat ramp that has been constructed at Ford road. It is anticipated that the new boat ramp will become the preferred launching site for mid to larger trailer boats.

Letter of Thanks from Maketu EduCare Trust

A letter of thanks from the Maketu EduCare Trust is attached for information. Attachment 1

Management of the Maketu Community Centre Bookings

During the 2016-19 triennium Wendy McFadyen managed the bookings and day-to-day running of the Maketu Community Centre.

Wendy did a great job, ensuring the community centre was clean and tidy at all times and I extend my grateful thanks to her on behalf of the Board. The booking system now in place works well and I have asked Wendy to continue in this role and I am pleased to advise that she has agreed to do this.

The bookings have been steadily increasing, and the Maketu Community Centre is becoming more of a focal point as the community grows.

ATTACHMENTS**1. Attachment 1 - Maketu Educare**

Maketū EduCare Trust

School Road
R D 9
Maketu 3189
Email: maketu.educare@gmail.com
Phone 0272845275
CC48044
Incorporation No: 2589104

Senior Teacher: Kelsi Lawrence
Service Provider: Michele North

Phone 5333433 or 027 2845275



<https://www.facebook.com/search/top/?q=Maketu+EduCare&it=public>

27th August 2019

Western Bay of Plenty District Council
Private Bag 12803
Tauranga Mail Centre
TAURANGA
3143



Dear Aileen Alty

Thank you for your generous donation for Maketū EduCare Trust for purchasing materials to construct a pataka/kai cupboard that now involves the whole of Maketū Community in

Offering a simple "Thank You" for your donation never quite feels like it's enough, because what you've done is to help us provide funds to ensure children receive quality education involving their whānau and iwi. The best I can do is to say how much we appreciate your support. We hope we can continue to demonstrate to you how much we value this

support and that we use it wisely.

You will be hearing more about the pataka/kai in the future. The project is underway with a whānau member constructing the pataka/kai with our tamariki help. Your generosity will be acknowledged on the side of the pataka/kai structure and also verbally in Maketū community for providing funding to help make this project a reality for us.

I have enclosed the invoice of payment, with cheque details and a donation receipt so you have a record of your contribution with this written acknowledgement of your donation.

We invite you to our centre to meet our kaiako and tamariki. We are always proud to show off our centre. Just let us know when you might be available.

Yours sincerely

Michele North
Service Provider
Maketū EduCare Trust
c/- 185 Pukehina Parade
RD 9
Te Puke 3189

Centre Address
Maketū EduCare Trust
School Road
Maketu
RD 9
TE PUKE
3189
maketu.educare@gmail.com

**RECEIPT**

GST No: 110 - 937 - 857

27-Aug-19

TO
Aileen Aly
Senior Governance Advisor
Maketū Community Board
Private Bag 12803
Tauranga Mail Centre
Tauranga 3145

DESCRIPTION		
Donation from Maketū Community Board to Maketū EduCare Trust to purchase materials to construct a pataka/kai for the community		\$ 500.00
	TOTAL	\$ 500.00

Maketū EduCare Trust

**RECEIVED WITH
THANKS**



Bunnings Limited

TAX INVOICE

MAKETU EDUCARE TRUST
185 PUKEHINA PARADE
RD 9
TE PUKE 3189

GST NO. 24-882-403
www.bunnings.co.nz

Te Puke
Main Road
Po Box 71
Te Puke 3153

Phone: (07) 573-9993

Fax: (07) 573-4885

Invoice Date: 09/08/2019

Time: 16:40:03

Invoice No: 943000181022

Customer No: 680316

Page 1 of 1

Reg.	Order No.	Job No.	Estimate	Served by
01 R4 Charge Sale	KELSi	Taken		Lloyd
Deliver to:		Special Instructions:	Signature:	
		CASH CARDS		

SKU	DESCRIPTION	UOM	QTY	PRICE	DISC.	NET	TOTAL
00470035	FENCE POST H4 100X100X2100 SAWN	Each	4	\$74.17	SPG G	\$29.81	\$55.24
00130288	90X45 RAD SG8 H3.2 KD GAUG 4.8-6.0 Length 4 * 4.80	L/M	19.2	\$6.18	SPG G	\$6.00	\$715.20
00241402	CEMIX FASTCRETE 20KG FSC020	Each	4	\$7.18	NETT	\$7.18	\$28.72
00329407	140X45 RAD SG8 H3.2 KD GAUG 4.8-6.0 NI Length 2 * 1.20	L/M	2.4	\$10.62	SPG G	\$10.30	\$24.72
00329407	140X45 RAD SG8 H3.2 KD GAUG 4.8-6.0 NI Length 1 * 4.80	L/M	4.8	\$10.62	SPG G	\$10.30	\$49.44
00327868	PLYWOOD STRUCT H3.2 2440X1200 7MM DD	Each	3	\$33.48	NETT	\$33.48	\$100.44
00195766	88X21 RAD PREM H3.2 H3.2 GPT DECK RL Length 4 * 4.80	L/M	19.2	\$2.93	SPG G	\$2.63	\$50.50

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Bunnings Limited bank account 03 - 0104 - 0296555 - 04. Please quote your customer number as the payment reference

IMPORTANT: All claims for credit must be made within 10 days, quoting invoice number and date

pd 25/8/19
chg 1103

Sub Total	\$424.26
GST	\$63.65
Total	\$487.91

BUNNINGS LIMITED 2019/08/09

9.3 COUNCILLOR'S REPORT

File Number: A3622068

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

A verbal report from Councillors Marsh and Scrimgeour will be given at the meeting.

RECOMMENDATION

That the Councillor's Report to the Maketu Community Board for November 2019 be received.

9.4 APPOINTMENT OF MAKETU COMMUNITY BOARD MEMBERS ON OUTSIDE BODIES**File Number: A3621574****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

With the commencement of the new triennium it is necessary for the Maketu Community Board to appoint members to outside bodies.

Community Groups which have in the past had a Community Board representative include the following:

- Eastern (Te Puke) Safer Communities Committee
- Maketu Estuary / Kaituna River Management Workshop
- Maketu Project Team

RECOMMENDATION

1. That the Senior Governance Advisors report dated 8 November 2019 and titled “Appointment of Maketu Community Board Members on Outside Bodies” be received.
2. That Maketu Community Board members be appointed to outside bodies as follows:
 - Eastern (Te Puke) Safer Communities Committee
 - Maketu Estuary / Kaituna River Management Workshop
 - Maketu Project Team

REASONS FOR INCLUSION IN AGENDA

Included in agenda for:

1. Information and communication
2. Decision making

DELEGATED AUTHORITY OF MAKETU COMMUNITY BOARD

The Maketu Community Board has the delegated authority to appoint Board Members to outside bodies.

9.5 LOCAL GOVERNMENT NEW ZEALAND - CALL FOR NOMINATIONS FOR THE ELECTIONS OF THE NEW ZEALAND COMMUNITY BOARDS' EXECUTIVE COMMITTEE (NZCBEC)

File Number: A3621974

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

Nominations for representatives and deputies are being sought for the New Zealand Community Boards Executive Committee by Local Government New Zealand. The Executive Committee is made up of six geographic zones. The Western Bay of Plenty District Council is part of Zone 2 which incorporates the following authorities:

Environment Bay of Plenty	Rotorua District Council
Environment Waikato	South Waikato District Council
Gisborne District Council	Taupo District Council
Hamilton City Council	Tauranga City Council
Hauraki District Council	Thames-Coromandel District Council
Kawerau District Council	Waikato District Council
Matamata-Piako District Council	Waipa District Council
Opotiki District Council	Waitomo District Council
Otorohanga District Council	Whakatane District Council

Every person who holds office as a Community Board member is qualified to be appointed to the Executive Committee and nominators and seconders must be from within the Zone in which the election is taking place. Details are provided in the attached memo and nomination form (Attachment 1). A copy of the role of CBEC and Conduct of Elections is also included.

Nominations for the Executive Committee were to be received by the returning officer not later than **Friday 6 December 2019** accompanied by a brief curriculum vitae. The Community Board may have nominated a member, and any nominations were to be seconded by another Community Board in the Zone 2 District.

RECOMMENDATION

1. That the report from the Senior Governance Advisor dated 11 November 2019 regarding Local Government NZ – Zone 2 representation be received.
2. (a) That the information from Local Government New Zealand be received.

OR

(b) That the Maketu Community Board advise their nomination of for the Zone 2 representative and for Deputy Representative to the New Zealand Community Boards Executive Committee.

ATTACHMENTS

- 1. Memorandum: Community Board Executive Elections: call for nominations**

MEMORANDUM

**We are.
LGNZ.**

Date: 6 November 2019
To: Community Board Members
CC: Mayors, Chief Executives, Community Board Co-ordinators
From: Malcolm Alexander, Chief Executive, LGNZ
Subject: Community Board Executive Elections: call for nominations

Introduction

Nominations for representatives and deputies on the New Zealand Community Boards' Executive Committee (CBEC) are now due and must be received by LGNZ by **5.00pm Friday 6 December**.

The Executive Committee is made up of six representatives, one from each of the six LGNZ zones which are described in the LGNZ rules (please check the [LGNZ website](#) if you are not sure what Zone your board and council is located in). A description of CBEC and its role is attached.

Following the close of nominations, voting papers, where a contested election is required, will be sent to all community boards by **Friday 13 December 2019**.

Nominations

A nomination form is attached. Please note that your nomination form must be signed by two community board members from within your zone. The form must be **received** by the Returning Officer no later than **5.00pm Friday 6 December**. It is recommended that nominations are accompanied by a brief curriculum vitae (CV) outlining the nominee's relevant experience for the position being sought. CVs will be distributed to members along with the voting papers. Please note that late nominations will not be accepted.

Nominations and CVs can, if you wish, be returned by email to leanne.brockelbank@lgnz.co.nz.

Elections

If more than one nomination for a position is received, voting papers and CVs will be sent out to community boards by **Friday 13 December**. Completed voting forms are due back to the Returning Officer by **5:00pm Friday 7 February 2020**. Please note that late votes will be declared informal.

We recommend that you make provision for voting for the Zone CBEC representative on the agenda of your next community board and, once voting papers are sent out, delegate the authority to exercise the board's vote to the Chairperson or a sub-committee prior to the close of voting on Friday 7 February 2020.

Lewke
171 Lambton Quay
Wellington 6141

PO Box 104
Wellington 6140
New Zealand

P: 644 504 1100

www.lgnz.co.nz

Information for Nominees

For more information on what it means to be a member of CBEC, please contact:

- The current CBEC chair, Mick Lester, mickandjanelester@gmail.com or 027 546 0755;
- Your current CBEC Zone representative; or
- Mike Reid, Local Government New Zealand, 04 924 1204.

Please direct any general enquiries regarding the nomination and election process to Leanne Brockelbank, phone 04 924 1212, or email leanne.brockelbank@lgnz.co.nz.



Malcolm Alexander
Chief Executive
Local Government New Zealand

Attachment 1: The role of CBEC

The Executive Committee meets four times a year, usually in Wellington and travel expenses will be reimbursed by Local Government New Zealand. Since mid 2002 the Executive Committee has been working with Local Government New Zealand. A Memorandum of Understanding has been negotiated which gives the Executive Committee the status of an advisory committee to the National Council of Local Government New Zealand. This role involves:

1. Providing advice to the National Council of Local Government New Zealand on all matters involving community boards;
2. Liaising between Local Government New Zealand and community boards to gather information on issues and matters of national interest;
3. Keeping the National Council of Local Government New Zealand informed of current and future issues of concern to community boards that may have implications for local government generally; and
4. Advising on training needs of community boards and their members that might be included in a national capacity building strategy.

Attachment 2: Conduct of elections

The election of the Executive Committee members will be conducted in accordance with these guidelines:

1. The Returning Officer for the elections is Malcolm Alexander, Chief Executive, LGNZ. He will appoint a Deputy Returning Officer.
2. Nominations are being called for by LGNZ.
3. Successful candidates assume office following the completion of the election in each zone and serve in office until their successor assumes office.
4. Nominators and seconders must be from within the Zone in which the election is taking place. Nominations will be accepted only from members of the Zone in which the election is taking place. Every person who holds office as a community board member is qualified to be elected to the Executive Committee.
5. If only one nomination is received, that person will be declared elected and no voting will take place. If no nominations are received by the date nominations close, the Executive Committee shall consider the action required to fill the position at its next meeting.
6. If more than one nomination is received for any position, elections will be held and will be conducted by way of a postal vote. Each community board has a single vote for the purpose of the elections (Rule E6(c)). Your community board may now wish to consider the procedures it will follow to ensure that the matter is given attention and any nomination and your voting papers are completed on time.
7. Candidates may stand for both positions, but if they are elected to both positions they are required to vacate the Deputy's position.
8. Voting papers must be signed by the Community Board Chair or notified alternative. If the voting paper is signed by a person other than the Chair, the notification of approval must be either forwarded to the Returning Officer prior to the election taking place, or attached to the voting paper. Approval may take the form of a signed approval from the Chair or a resolution from the relevant community board.
9. Voting papers will be destroyed by the Returning Officer after the results have been declared.

**We are.
LGNZ.**

**Nomination for office of
New Zealand Community Boards' Executive Committee
Zone Representative**

To: Leanne Brockelbank
Local Government New Zealand
PO Box 1214
Wellington
leanne.brockelbank@lgnz.co.nz

to be received by LGNZ by 5.00pm, Friday 6 December 2019.

We, the undersigned acting on behalf of the Community Boards shown below, hereby nominate

.....[name] of

.....[address/council]

as a candidate for election to the office of Zone.....(please complete) Representative on the New Zealand Community Boards' Executive Committee.

Nominated by:
[Community Board]

Signed by:

Title:

Nomination is seconded by:
[Community Board]

Signed by:

Title:

ACCEPTANCE: I,[name],
being a community board member, hereby accept the above nomination

Signed:

Date:

9.6 INFRASTRUCTURE SERVICES REPORT MAKETU - NOVEMBER 2019**File Number: A3624711****Author: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****Authoriser: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****EXECUTIVE SUMMARY**

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

RECOMMENDATION

That the Deputy Chief Executive Officer's Report dated 12 November 2019 and titled Infrastructure Services Report Maketu November 2019 be received.

UTILITIES**Plastic Free July 2019****What Has Happened Since July 2019**

Plastic Free July is a global challenge to give up single use plastic for the month of July. The challenge has been running in New Zealand for several years with different councils and community groups supporting it locally but this year for the first time WasteMINZ will be coordinating councils and community groups to run a national Plastic Free July campaign.

Why?

With markets for plastics 3-7 disappearing it is more important than ever before to be promoting the message of reduction not just recycling. In addition, with the government's plastic bag ban that came into effect on 1 July 2019 but only covering shopping bags and the collapse of the soft plastics recycling scheme, it is a key opportunity to promote the *#choosetorefuse* message for other types of bags such as produce bags; and encourage buying items not packaged in soft plastic.

What is Council Doing?

Council is promoting the challenge through Council's social media channels and staff have been encouraged to join the challenge to have plastic free lunches for the month of July 2019.

Activities of making beeswax wraps form part of the challenge.

Kerbside Rubbish & Recycling Collection**What has Happened Since July 2019**

Council has considered the decision for the following:

To continue with the procurement of contracted kerbside services for the District for:

- pay-per-pick-up scheme for rubbish;
- targeted-rate funded glass collection;
- targeted-rate funded recycling collection;
- targeted-rate funded food scraps collection (urban areas only).
- To work through kerbside service design elements, raised by submitters, with industry as part of the procurement process
- To not investigate a Council contracted kerbside garden waste service.

- To trial a rural recycling drop-off point over the next two years, in the Eastern area of the District.
- To explore the establishment of a community-led reuse facility with interested parties.
- To increase the opening hours of Athenree Community Recycle Centre to cover long-weekends.

What is Next

The intention is to now secure the contract(s) by July 2020 for services to become operational in July 2021.

The key opening hours and rubbish and recycling collections in your respective areas of the District.

The only recycling centre affected by the summer holiday period is Athenree. Its opening hours are as follows:

- 24 December: 1pm-4pm
- 28 December: 9am-4pm
- 29 December: 9am-4pm
- 2 January: 9am-4pm
- 4 January: 9am-4pm
- 5 January: 9am-4pm
- 9 January: 9am-4pm
- 11 January: 9am-4pm
- 12 January: 9am-4pm
- 16 January: 9am-4pm
- 18 January: 9am-4pm
- 19 January: 9am-4pm
- 23 January: 1pm-4pm
- 25 January: 9am-12 noon
- 26 January: 1pm-4pm
- 27 January: 10am-4pm
- 30 January: 1pm-4pm

These summer hours will be updated on Council's website under holiday hours for recycle centres and rubbish collection in the coming weeks.

Otherwise, all other recycle centres – **Katikati, Omokoroa Greenwaste and Te Puke** – will operate under usual opening hours which can be found at <https://www.westernbay.govt.nz/property-rates-and-building/rubbish-and-recycling/community-recycling-and-greenwaste-centres>

Note, all centres, including Omokoroa Greenwaste drop-off will be closed on Wednesday, 25 December (Christmas Day) and Wednesday, 1 January 2020 (New Year's Day).

Rubbish pick up will occur as per normal but there will be no kerbside collections on Wednesday, 25 December and Wednesday, 1 January.

Affected areas in our District are **Te Puna, Minden, Omokoroa and Kaimai**. These areas will be serviced on the Saturday following – Saturday, 28 December and Saturday, 4 January.

Further collection information can be found on the Waste Management Ltd website at <https://www.wastemanagement.co.nz/my-region/tauranga>

ASSET & CAPITAL

Stormwater Network Upgrade

What's Happened Since July 2019

There has been little change since the previous update in July 2019.

The Catchment Management Plan for the Eastern Catchment was lodged with the Bay of Plenty Regional Council prior to Christmas. The Eastern Zone includes the urban areas of Maketu, Te Puke, Pukehina and Paengaroa. The plan will form the basis for the Comprehensive Stormwater Consent Application.

Consultation with the community was held on the Catchment Management Plan prior to it being lodged and positive feedback was received.

Eastern Comprehensive Stormwater Consent Application - Application lodged in December 2018. Two submissions have been received. Currently working with submitters to resolve issues.

What is Next

Staff will continue to work with submitters to address concerns.

RESERVES

Spencer Avenue Reserve – Walkway Access (Pedestrian Gates)

The Roding Engineer (East) advised that he would look at options to facilitate opening the access for walkers across the Spencer Avenue Reserve. He would look at options for an 'off-set' gate and in liaison with the Reserves and Facilities Manager advise a plan and cost as soon as practicable.

The Roding Engineer (East) has advised that following discussion with the Chairperson and Clester Eru, the installation of a gate to the Spencer Avenue Reserve was currently on hold.

Surf Club Car Park Reserve Rock Revetment

As reported to the previous Maketu Community Board, there have been several objections from local hapu about the proposed erosion protection works in front of the Surf Club Carpark. Council agreed to proceed to a formal Resource Consent hearing with the Regional Council. Council's lawyers advised that an attempt at mediation with the two objectors should be undertaken before attending a formal hearing process. On this basis, a site meeting was held between the two objectors and staff to listen to their concerns. There were a number of issues raised, some of which have been clarified. It was agreed to have an independent coastal expert review the design of the proposed erosion protection structure. The process for the review is currently underway and should be completed in the New Year.

Bell Road Boat Ramp

In reference to Item Bell Road Boat Ramp Tie off point - MC22.3.6, the Board requested that *"...some tie off bollards to be mounted to the large rocks at the Bell Road Boat Ramp. This would allow easier tying off of boats when launching and retrieving"*.

The location of the tie off points and method of fixing is under review

STRATEGIC PROPERTY

Nothing new to report this month.

ENGINEERING/ SPECIAL PROJECTS

Nothing new to report this month.

ROADING**Maketu Community Roding****What Has Happened Since Oct 2019**

All projects (listed below) are currently under review by local iwi/hapu for archaeological assessment.

- a. Maketu Cycleway: Road use / shared use pathway between Kaituna road and the town centre.
- b. Rauparoa Kerb & Channel: Stormwater currently scoring sealed edge of the road. Kerb & Channel will correct this issue.
- c. Arawa Avenue Footpath: Residents have requested a footpath on Arawa Avenue between No's 16 and 82.
- d. Beach Road Kerb & Channel: Kerb & Channel to clearly define the corner of Beach Road intersection.

What is Next

Upon reaching agreement with local iwi/hapu for the projects and approval of a Heritage NZ Consent, works can begin. Timing of the works is subject to budget allocation.

LED Street Lighting Conversion**What has happened since October 2019**

Western Bay of Plenty District Council (WBOPDC) and WestLink have been in consultation with Tauranga City Council (TCC), PowerCo and Horizons to establish areas where further details will be required and the finished look of converted street lighting.

What is Next

Further consultation is required with Council to explore decorative street lights prior to any decision by staff being made. The standard "like for like" replacements begin early 2019 and works are predicted to go for approximately 12-18 months.

9.7 FINANCIAL REPORT MAKETU - SEPTEMBER 2019**File Number:** A3621591**Author:** Ian Butler, Finance Manager**Authoriser:** Kumaren Perumal, Group Manager Finance and Technology Services**EXECUTIVE 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 30 September 2019 (**Attachment A**).

Total operational costs are under budget year-to-date with the exception of mileage allowance. This overspend is still within the full year budget.

RECOMMENDATION

That the Finance Manager's report dated 20 November 2019 and titled "Financial Report Maketu – September 2019" be received.

GRANT PAYMENTS MADE TO DATE:

	\$
Maketu Educare [MC.21]	500
Total grants to date	\$500

COMMITTED – OPERATIONAL EXPENDITURE:

	\$
Wreath for ANZAC Day Service	200
Total outstanding operational commitments	\$200

2019/20 RESERVE ANALYSIS:

2019/20 Opening balance	\$159,659
No transactions to date	
2018/19 Closing balance	\$159,659

COMMITTED RESERVES EXPENDITURE:

Maketu Community Hub Feasibility Study [MC14.3.5]	Up to \$(20,000)
Entrance signs into Maketu [MC14.3.6]	Up to \$(5,000)
An 'off-set' gate for the entrance to the Spencer Avenue Reserve [MC22.5.3]	Up to \$(5,000)
2019/20 Closing balance	\$129,659

ATTACHMENTS

1. **Attachment 1 - Maketu Community Board Financial Report - September 2019** [↓](#)

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 September 2019						
Maketu Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Additional Levels of Service	0	0	0	☑	0	0
Bylaw Enforcements	0	0	0	☑	0	0
Conference Expenses	0	0	0	☑	0	0
Contingency - [see breakdown below]	1,131	4,251	3,120	☑	17,000	2,416
Grants	500	1,251	751	☑	5,000	3,500
Maintenance Misc Roading	0	0	0	☑	0	0
Mileage Allowance	319	249	(70)	⊗	1,000	0
Miscellaneous Expenses	0	0	0	☑	0	0
Public Relations	0	0	0	☑	0	0
Salaries	3,378	3,795	417	☑	16,644	14,292
Security	252	1,005	753	☑	4,020	12,750
Inter Department Charges	8,406	8,406	0	☑	33,627	33,624
Street Decoration	0	0	0	☑	0	0
Total Operating Costs	13,985	18,957	4,972	☑	77,291	66,581
Interest Expense	0	0	0	☑	0	0
Depreciation	0	0	0	☑	0	0
Total Direct Costs	13,985	18,957	4,972	☑	77,291	66,581
Costs Allocated	0	0	0	☑	0	0
Costs Recovered	0	0	0	☑	0	0
Total Costs	13,985	18,957	4,972	☑	77,291	66,581
Income						
Financial Contributions	0	0	0	☑	0	0
Interest Received	0	0	0	☑	0	0
Other Income	0	0	0	☑	0	0
Rate Income	18,660	19,323	(663)	⊗	77,291	74,232
Service Charges	0	0	0	☑	0	0
Subsidies & Grants	0	0	0	☑	0	0
User Fees	0	0	0	☑	0	0
Total Direct Income	18,660	19,323	(663)	⊗	77,291	74,232
Net Cost of Service	4,674	366	4,308	☑	0	7,651
Contingency - breakdown						
Fence and gate work to Te Kohanga Reo	1,131					
Year to date contingency costs	1,131					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	159,659					
No transactions to date	0					
(Decrease) Increase in year	(0)					
Closing Balance - Surplus (Deficit)	159,659					

☑ *Favourable Variance*
 ⊗ *Unfavourable Variance*

9.8 DRAFT 2020/21 ANNUAL OPERATING BUDGET**File Number: A3622006****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

The Community Board is required to review its Annual Plan and make a recommendation on what the Board considers its operational budget should be for the upcoming financial year.

The Board is aware that the Annual Plan will be subject to Council review and consultation. The Board should give consideration to their work programmes going forward and commitment of any Reserve funding for future projects.

RECOMMENDATION

1. That the report from the Senior Governance Advisor dated 12 September 2019 and titled Draft 2020/2021 Annual Operating Budget be received.
2. That it be recommended to the Long Term and Annual Plan Committee that the Maketu Community Board Draft 2020/2021 Annual Operating Budget be:

Operating Costs	2020/21	
Contingency	17,000	
Grants	5,000	
Mileage Allowance	1,000	
Security	4,020	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

3. That this report relates to issues which are not considered significant in terms of Council's Policy on Significance.

BACKGROUND

Under the role and purpose of Community Boards, subject to compliance with Council strategies, policies, plans and legislation, the Community Board has the delegated function to:

- Control, expend and monitor funds as allocated by Council.

The salary component of all Community Boards has been determined by the Remuneration Authority and the Board has no control over this figure. Under the new process used by the Remuneration Authority the increment will be assessed annually.

The Maketu Community Board set their 2019/20 Budget in October 2018 (Reference MC16) as outlined below. The actual totals for 2019 are shown below along with the 2020/21 Budget.

	2018/19 Actual	2019/20 Budget
<u>Maketu</u>		
Contingency	2,415	17,000
Grants	3,500	5,000
Mileage allowance	-	1,000
Security	12,750	4,020
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Costs Allocated</i>	

STATUTORY COMPLIANCE

The Local Government Act 2002 required that Community Board prepare an annual submission to Council for expenditure within their community.

Funding/Budget Implications

Budget Funding Information	Relevant Detail
Council	The Maketu Community Board does not have the delegated authority to make funding allocations outside of the adopted budget. The Community Board may make recommendations to Council.

CONSULTATION AND COMMUNICATION

Interested / Affected Parties	Completed / Planned Consultation / Communication	Notes
General Public	The public may comment on Board's budget during the Annual Plan/Long Term Plan consultation process.	

9.9 COUNCIL, STANDING COMMITTEE AND COMMUNITY BOARD MEETINGS

File Number: A3622029

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

RECOMMENDATION

That the schedule of meetings for November and December 2019 be received.

ATTACHMENTS

1. Formal Meeting Scedule 2019 [↓](#)

**Western Bay of Plenty District Council
Formal Meeting Schedule 2019**

NOVEMBER 2019			
Meeting	Date	Time	Venue
Inaugural Meeting Council and Community Boards	7 November	1.00pm	Council Chamber
Te Puke Community Board	14 November	7.00pm	Te Puke Library and Service Centre
Waihi Beach Community Board	18 November	6.30pm	Waihi Beach Community Centre
Omokoroa Community Board	19 November	7.00pm	Omokoroa Community Church Hall
Katikati Community Board	20 November	7.00pm	The Centre Pātuki Manawa
DECEMBER 2019			
Meeting	Date	Time	Venue
Regulatory Hearings Committee	5 December	9.00am	Council Chamber
Council	5 December	9.30am	Council Chamber
Annual Plan and Long Term Plan Committee	17 December	9.30am	Council Chamber
Council	17 December	Following Annual Plan and Long Term Plan Committee meeting.	Council Chamber