



# MEETING — AGENDA —

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Western Bay of Plenty  
District Council

# MAKETU COMMUNITY BOARD

*Poari Hapori*

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**MC16**  
**Tuesday, 16 October 2018**  
**Maketu Community Centre**  
**7.00pm**

# Notice of Meeting No MC16 Te Karere

## Maketu Community Board Poari Hapori

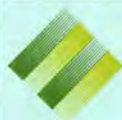
**Tuesday, 16 October 2018**  
**Maketu Community Centre**  
**7.00pm**

Members:

S Beech (Chairperson)  
G Cantlon (Deputy Chairperson)  
R Clark  
W McFadyen  
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-Wharei ki Otamarakau ki te Uru

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# 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

# Agenda for Meeting No. MC16

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.*

MC16.1      **Minutes of Meeting No. MC15 of the Maketu Community Board Held on 4 September 2018**      7-15

A copy of the minutes is attached.

## **Recommendation**

*THAT the minutes of Meeting No. MC15 of the Maketu Community Board held on 4 September 2018 as circulated with the agenda be received and confirmed as a true and correct record.*

MC16.2      **Chairperson's Report**      16-18

Attached is a report from the Chairperson dated 3 October 2018.

MC16.3	<b>Councillor's Report</b>	19
	Attached is a report from Councillor Scrimgeour dated 2 October 2018.	
MC16.4	<b>Community Matching Fund - 2018 Successful Recipients</b>	20-22
	Attached is an information report from the Community Relationship Advisor dated 19 September 2018.	
MC16.5	<b>Community Board Grant Application - October 2018</b>	23-24
	Attached is a report from the Democracy Advisor dated 2 October 2018.	
MC16.6	<b>Update to Community Boards on upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw Reviews</b>	25
	Attached is a memorandum from the Roading Engineer (East/West) and the Policy and Planning Manager dated 25 September 2018.	
MC16.7	<b>Infrastructure Services Report Maketu - October 2018</b>	26-57
	Attached is a report from the Deputy Chief Executive dated 1 October 2018.	
MC16.8	<b>Financial Report Maketu - August 2018</b>	58-60
	Attached is a report from the Management Accountant dated 18 September 2018.	
MC16.9	<b>Draft Annual Budget - October 2018</b>	61-62
	Attached is a report from the Democracy Advisor dated 19 September 2018.	
MC16.10	<b>Council, Standing Committee and Community Board Meetings</b>	63-64
	Attached is a schedule of meetings for the months of October, November and December 2018.	

## Recommendation

*THAT the schedule of meetings for October, November and December 2018 be received.*

## Local Government Official Information and Meetings Act

### Exclusion of the Public

#### Schedule 2A

**Resolved:** /

*THAT the public be excluded from the following part of this meeting namely:*

- *Minutes of Maketu Community Board Meeting MC15 (Closed)*

*The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<b><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<i>Minutes of Closed Minutes MC15 – 4 September 2018</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>For reasons previously stated on the relevant minutes.</i>

## Western Bay of Plenty District Council

**Minutes of Meeting No. MC15 of the  
Maketu Community Board held on 4 September 2018  
in the Maketu Community Centre  
commencing at 7.00pm**

### Present

Members S Beech (Chairperson), G Cantlon (Deputy Chairperson), R Clark, and W McFadyen and Councillors K Marsh and J Scrimgeour

### In Attendance

M Taris (Chief Executive Officer), P Watson (Reserves and Facilities Officer) and A Alty (Democracy Advisor)

### Others

One member of the press.

#### MC15.1 **Minutes of Meeting No. MC14 of the Maketu Community Board Held on 24 July 2018**

The Board considered the minutes of meeting MC14 of the Maketu Community Board held on 24 July 2018 as circulated with the agenda.

**Resolved:** Councillor Marsh / Member Cantlon

*THAT the minutes of Meeting No. MC14 of the Maketu Community Board held on 24 July 2018 as circulated with the agenda be received and confirmed as a true and correct record.*

#### MC15.2 **Chairperson's Report**

The Board considered a report from the Chairperson dated 22 August 2018 as circulated with the agenda.

**MC15.2.1 Upgrade Intersection Beach / Little Waihi Road**

The Board had received a price from Westlink to do the upgrade of the intersection of Beach Road and Little Waihi Road. The first quote for the Beach Road Kerb and Channel construction work had been priced at \$33,000 and the Board wished to see two further quotes for the required work.

The Roding Engineer had advised at a recent site meeting he would make inquiries regarding the requested extra quotes.

The Roding Engineer had advised that he would provide a report on the design/costings and timing for the requested work for the next meeting.

The Board reiterated that they wished to see this work completed by Christmas.

**MC15.2.2 Graffiti Art**

The Board had received designs and pricing from a local graffiti artist for a mural on the Park Road toilet block and the Maketu Information Centre wall. Design suggestions and costings for a mural on the water tanks on the corner of Wilson Road North and Arawa Avenue had also been received and these would be considered at a later date.

The Board agreed to go ahead with the mural design as shown for the Park Road toilet block and seek ideas from the community as to what they may want for a mural on the information centre. It was suggested that the Board initiate assistance from a community arts group and/or engage in the community seeking options favoured by the 'people's choice' for mural ideas.

The Board was advised that the Reserves and Facilities Officer (East) would liaise with the Chairperson and the artist to facilitate the painting of the mural on the Park Road Toilet Block.

**Resolved:** Members Cantlon / McFadyen

*THAT the Maketu Community Board commit to the graffiti art mural design as shown for the Park Road Toilet Block for \$4,349.00 funded from the Maketu Community Board Reserve Fund.*

**MC15.2.3 Council Representation**

The Chairperson made comment relating to the recent "have your say about community boards" as part of the Representation Review noting that over 70 members of the public attending, a very clear picture was indicated to Council that the Maketu community wanted to retain its community board.



**MC15.2.4 Kaituna Boat Ramp Closure**

With the closure of the Kaituna boat ramp there were more vehicles and boat trailers using the Maketu boat ramp. On a recent Sunday, the culmination of beautiful weather, the Maketu Sunday Market and ideal fishing conditions showed that parking was at a premium.

The Reserves and Facilities Manager advised that a key for the padlock for the extra identified parking site would be provided to the Chairperson to open and close the area as/when required.

**MC15.2.5 Kaituna Re-Diversion Works****A. Impact of Heavy Traffic**

The Chairperson advised that a number of concerns had been raised relating to heavy trucks using local roadways while working on the Kaituna Re-Diversion project being undertaken by the Bay of Plenty Regional Council. Concerns had been voiced about the speed of the trucks, damage to the roads, incidents of pot holes caused by the frequency of heavy traffic using the roadways in association with the re-diversion work.

The Board would like an assurance that the local roadways would be monitored and maintained as required during the course of the works and brought back to the required standard by the Bay of Plenty Regional Council at the conclusion of the re-diversion work.

The Chief Executive Officer advised that the Deputy Chief Executive Officer had had discussions relating to the heavy vehicles on the roadways during the Kaituna Re-Diversion work. Discussions were ongoing and the designation of the affected roads was to be clarified.

**B. Bell Road - Suggestion to Install a Jetty**

It was suggested that the installation of a basic jetty at the end of Bell Road would assist boaties who were now using this boat ramp/access. The Maketu Boat ramp was not suitable for bigger boats and this would be a welcome alternative during the Kaituna Re-Diversion works.

The Reserves and Facilities Manager advised that he would advise the Kaituna Catchment Manager, Bay of Plenty Regional Council of this suggestion.

**MC15.2.6 St Thomas Anglican Church 150 Years Celebration**

The Board extended congratulations to the St Thomas Anglican Church congregation at Maketu for the recent celebration of their 150 year

establishment anniversary on August 25 and 26 2018. It was a huge milestone to be able to celebrate the inception of the oldest church in the Western Bay of Plenty and one of the oldest in New Zealand. The significant occasion had been very well attended and was extremely well run, and given due acknowledgement of the auspicious commemoration that it had been.

**Resolved:** Member Beech / Councillor Marsh

*THAT the Chairperson's Report to the Maketu Community Board for September 2018 be received.*

### MC15.3

#### **Councillor's Report**

The Board considered a report from Councillor Marsh dated 22 August 2018 as circulated with the agenda.

#### **Representation Review**

Council were currently process for determining representation across the district and Council Marsh advised of his requirement to remain impartial in this matter. Hearings of submissions on the Representation review took place on 3 September 2018, and Council would determine the final decision at the Council meeting on 20 September 2018.

Member Cantlon asked that it be recorded in the minutes of this meeting at this point, that he was disappointed in the manner in which the Mayor cut short the speaking time for the verbal submission from David Campbell at the Representation Review submission hearing held in the Council chamber on Monday 3 September 2018.

**Resolved:** Councillor Marsh / Member Beech

*THAT the report from Councillor Marsh dated 22 August 2018 be received.*

### MC15.4

#### **Infrastructure Services Report Maketu - September 2018**

The Board considered a report from the Deputy Chief Executive dated 20 August 2018 as circulated with the agenda.

### MC15.4.1

#### **Emergency Management**

The Board was working through the development of their community response plan and were at the point that they needed to discuss the plan with Emergency Management staff. The Reserves and Facilities Manager advised that he would contact the Emergency Management Manager and ask her to contact the Chair or Deputy Chairperson.

MC15.4.2      **Water Tank Face Life - Minute Action Sheet Reference MC22 16 3.11**

The Board had been presented with some mural designs for the Park Road Toilet Block, the Maketu Information Centre and the water tanks. The Board had resolved to commit funding for a mural on the Park Road Toilet Block and this would be facilitated in liaison with the Reserves and Facilities Officer (East) and the Chairperson to have the mural painted as soon as possible.

Development of a mural for the water tanks would be considered at a later date. Board members noted that the equipment shed in front of the water tank should also be considered as a future canvas for a mural.

MC15.4.3      **Kohanga Reo Parking Issues - Minute Action Sheet Reference MC8 17 2.4**

The Reserves and Facilities Manager advised that the parking issues continued to be monitored.

The Board made reference to the agreement reached in September 2017 with Kohanga Reo representatives to achieve improvements to parking access for the Kohanga Reo. At the meeting on 27 September 2017 (Maketu Community Board Minutes Reference MC8.2.4) referred "It had been agreed that an entrance gate to the premise be relocated and an overhead shelter from the designated car park area to the Kohanga Reo entrance be constructed. At the meeting, it had been indicated that the Community Board would financially assist the Kohanga Reo to achieve improved parking arrangements and access."

Improvements to the parking area had not yet been put in place as liaison with Kohanga Reo representatives had been difficult to achieve.

The Board advised that there were large pot holes at the entrance area to the reserve and the area also needed to be metalled. Members stressed that children were being put at risk having to walk on the road due to the dangerous parking of vehicles on the footpath outside the Kohanga Reo. The Board would like to see some movement to try and resolve this ongoing issue as soon as possible.

The Reserves and Facilities Manager advised that a formal letter would be sent to the Kohanga Reo summarising the previous meeting agreement (as per Minute Reference MC8.2.4) advising that the Board was willing to progress the agreed actions, with a request for a formal response from the Kohanga Reo representatives to reaffirm that the Kohanga Reo were willing to undertake the agreed actions as discussed on 27 September 2017.

MC15.4.4 **Removal of Gum Tress - Minute Action Reference MC6 17 4.4.5 and MC8 17 5.18**

The Reserves and Facilities Manager advised that negotiations for the removal of the gum trees were being finalised and parties associated with the land and the trees had recently met on site and agreed that the trees should be removed as soon as possible.

The Reserves and Facilities Manager would now implement the required road stopping notice to enable the work to be undertaken in November/December 2018.

MC15.4.5 **Maketu Project Team - Cycleway into Maketu - Minute Action Reference MC8 17 5.3 and MC9 17 4.9**

The Board thanked Councillor Marsh for meeting with Council staff and the landowner to discuss options to construct the cycleway partly over private property. In light of the decision by the landowner not to surrender any land for the proposed cycleway, the Deputy Chief Executive Officer had advised that cycleway alignment would be designed with estimates based on three options being:

- a) Wetlands side Maketu to Kaituna
- b) Estuary side Maketu to Kaituna Road (previously designed and estimated)
- c) Wetland side from Maketu to a crossing point with good visibility then coastal side to Kaituna Road.

The Board advised that they would like to see another two options for a proposed cycleway (d) and e)) - noting their earlier statement that immediate residents along the route, cycling groups who regularly used the roadway, members of Maketu Projects Team and locals were clear that they did not want the cycleway to be on the left hand side of the roadway coming into Maketu.

The Board looked forward to receiving the options report as soon as possible.

MC15.4.6 **Improvement to Culvert Capacity - Spencer Avenue - Minute Action Reference MC12 18 5.2**

The Board was advised that the parallel pipe with fish friendly flaps was being assessed before approaches were made to the Bay of Plenty Regional Council with a proposal for consideration of funding options.

The Board was clear that they wanted to see the increased capacity to remove accumulated stormwater (- meaning increased culvert capacity -) specifically for the management of Spencer Avenue stormwater and flood protection agreed and installed as soon as possible.

The Reserves and Facilities Manager advised that the Kaituna Catchment Manager was waiting for further input from the Western Bay of Plenty Utilities Manager with progress on this matter reported back to the Board.

**MC15.4.7 Closing of the Kaituna Boat Ramp for the Period of the Kaituna Re-Diversion Project - Minute Action Reference MC13 18 2.2**

The Board noted that while the Bay of Plenty Regional Council had upgraded navigational aides in anticipation of the increased boat usage at the Maketu Boat Ramp, these were totally independent to the dredging of the channel which the Board wished to be undertaken.

**MC15.4.8 Placement of Drinking Fountain on Maketu Reserve - Minute Action Reference MC13 18 5.6**

The Board was advised that verbal approval from Te Arawa Lakes Trust had been given for a drinking fountain to be installed on Te Arawa land on the grassed area to the left of the surf club near the footpath.

**Resolved:** Members Cantlon / McFadyen

*THAT the Deputy Chief Executive Officer's Report dated 20 August 2018 and titled Infrastructure Services Report Maketu - September 2018 be received.*

**MC15.5 Financial Report Maketu - July 2018**

The Board considered a report from the Management Accountant dated 13 August 2018 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / Member McFadyen

*THAT the Management Accountant's report dated 13 August 2018 and titled "Financial Report Maketu - July 2018" be received.*

**MC15.6 Council, Standing Committee and Community Board Meetings**

The Board considered a schedule of meetings for the months of September and October 2018 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / Member McFadyen

*THAT the schedule of meetings for September and October 2018 be received.*

## Local Government Official Information and Meetings Act

### Exclusion of the Public

#### Schedule 2A

**Resolved:** Member Beech / Councillor Marsh

*THAT the public be excluded from the following part of this meeting namely:*

- *Upgrade of CCTV Equipment at Maketu - September 2018*

*The general subject to each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:*

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Upgrade of CCTV Equipment at Maketu – In Confidence</i>	<i>THAT the public conduct of the relevant part of the proceedings of the meeting would likely result in the disclosure of information for which good reason for withholding would exist.</i>	<i>To enable the Council to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>

### Transferred to Open Business

#### MC15.7 Upgrade of CCTV Equipment at Maketu - September 2018 (In Confidence)

**Resolved:** Members Clark / Cantlon

1. *THAT the In Confidence report from the Democracy Advisor dated 22 August 2018 and titled Upgrade of CCTV Equipment at Maketu - September 2018 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 the Board approve the upgrade and replacement of the CCTV cameras for the Park Road Reserve at Maketu funded from the Maketu Community Board Reserves Account as follows:*
  - a. *New Hikvision 2MP DarkFighter PTZ (\$3,172.50) and associated costs as indicated in the quote provided to the total of \$5,502.08 + GST.*

*Subject to confirmation of the final placement of the new camera following consultation between the Board Chairperson and the security provider.*

4. *THAT the recommendation be transferred into the Open Section of the Maketu Community Board meeting held on 4 September 2018 forthwith.*

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# Western Bay of Plenty District Council

## Maketu Community Board

### Chairperson's Report – October 2018

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#### 1. Gum Trees

An onsite meeting was held between Contractors, Council staff, Te Arawa Trust representatives and Community Board to discuss the removal of the Arawa Ave gum trees. It was unanimously agreed that these trees were dangerous and causing concern to the public and road users, with several motor vehicle accidents already occurred and power lines taken down by falling limbs and a lot of traffic users refusing to use that stretch of road. A price was supplied by the contractors to remove the trees, so we look forward to this happening in the near future.

#### 2. Upgrade CCTV Camera

The Maketu Community Board chairman has meet with the CCTV camera supplier about relocating the new camera at the village green on the existing light pole. This is achievable and can be installed at the same price that was quoted.

#### 3. Maketu Expos

There were two successful expos held in Maketu last month. A two and a half day expo was held at the local Marae where volunteer groups, paid organisation and business's got to show off what they have to offer. This it was a huge success with many people passing through. Well done to the organisers that held that event.

The other expo was a careers expo held by the local Hauora, showcasing several organisations business's allowing them to explain and show what they have to offer. Another great event and well done by the organisers.

#### 4. Upgrade intersection Beach/Little Waihi Road

The board is looking forward to work starting shortly on the upgrading of the intersection of Beach Road and Little Waihi Road.

A recommendation is included in the Infrastructure Services Report for this work and the item is also reference under the Minute Action Sheet Reference MC15 18 2.1.



I have requested a break down of the costs for the upgrade work.

## 5. Council Representation

The Board would like to acknowledge the Council in its decision to retain the Maketu Community Board. I am extremely pleased with the large amount of submitters from the community showing their faith and supporting the retainment of their Community Board.

## 6. TECT Supreme Award

What a huge achievement Maketu Volunteer Coastguard have achieved in the last month. At the recent Coastguard Gala Awards they won the Youth Volunteer awards, Rescue of the Year award and Unit of the Year award, and to top this off they won the TECT Supreme award at the recent district awards night.

On Sunday 30 September 2018 the Maketu Volunteer Coastguard launched their new rescue boat "Kohinui Rescue" to a community crowd of over 300 people with both mayors from Western Bay of Plenty District Council and Rotorua praising their commitment and support to their community.

## 7. Maketu Memorial Monument

The Community Board has had discussions with Te Arawa Lakes Board about re-furbishing, levelling and preserving the monument on Beach Road. The Board would like to assist Te Arawa Lakes Board in achieving this in the near future. I have attached for your information a copy of the Maketu Projects booklet page that shows a photograph of the Memorial Monument. **Attachment A**

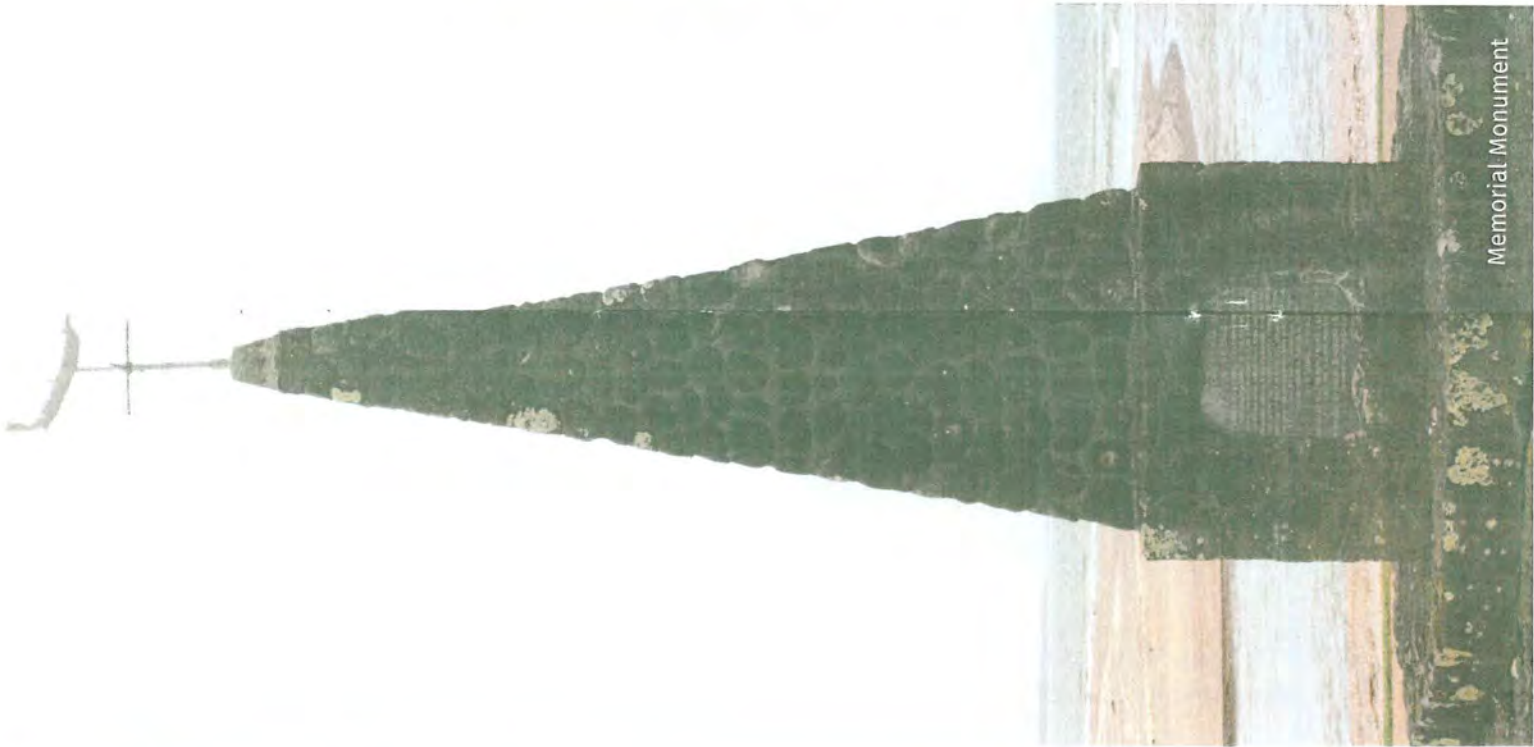
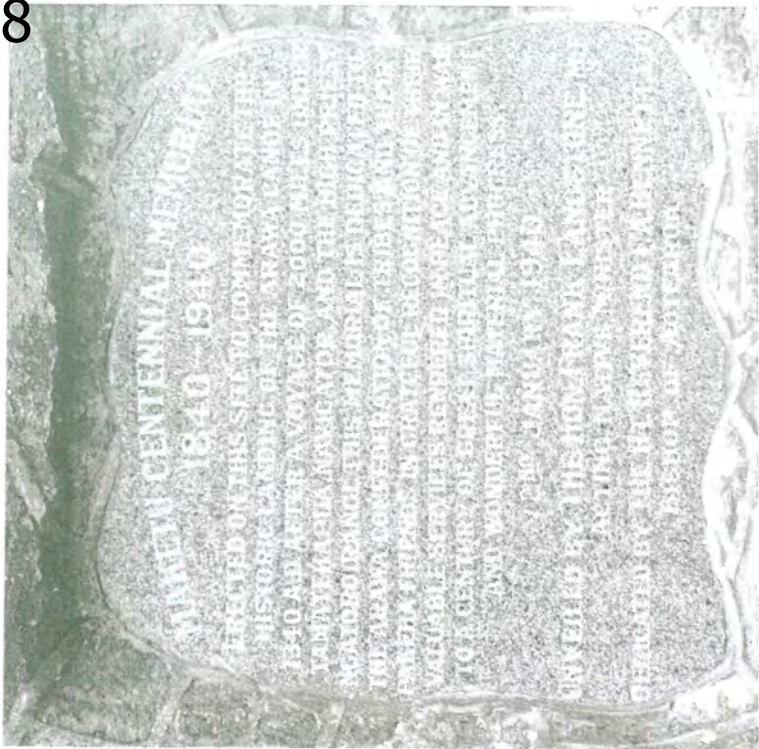
## Recommendation

***THAT the Chairperson's Report to the Maketu Community Board for October 2018 be received.***

Shane Beech  
**Chairperson**  
**Maketu Community Board**



Cannon from Tapsell's ship, the "Valcona"



Memorial Monument



Pou Whakarae

Photography supplied by  
Neisha Connor Photography

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## Western Bay of Plenty District Council

### Maketu Community Board

### Councillors Report – October 2018

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Councillor Scrimgeour will provide a verbal update relating to the following topics:

- Annual Report
- Kiwi Camp Facility
- Roading Repairs

John Scrimgeour  
**Councillor**  
**Maketu Community Board**

## **Council Community Matching Fund 2018/2019 Successful Applications**

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### **1. Executive Summary**

The purpose of this information report is to identify groups who have successfully applied to Councils Community Matching Fund for the 2018/2019 year.

This is relevant because of Council policy CPM 04.09.00 which states that a group cannot receive a grant from Council and also from a Community Board in the same financial year.

### **2. Background**

This is the fourth year that Council has made available the Community Matching Fund, which is an annual contestable fund of \$100,000. The criteria are such that applicant groups will "match" any cash grant from Council, with an equivalent amount, which can be made of volunteer hours, cash in hand and other similar matching.

The guiding principle of the fund is that of providing public benefit.

The Community Matching Fund was open to receive applications from the 12<sup>th</sup> of June to the 12<sup>th</sup> of July 2018 inclusive. A total of 45 applications were received.

Eight applications were suitable for consideration in the "Environmental" portion of the fund (\$40,000). The remaining 37 were directed for consideration to the "General" fund (\$60,000).

The delegated Community Matching Fund Working Party met on 14 August 2018 to consider all applications.

Working Party members are;

1. Councillor Mackay - Chair (Katikati/Waihi Beach)
2. Councillor Murray Bengé (Kaimai)
3. Councillor Scrimgeour (Maketu/Te Puke)
4. Community Relationship Advisor Ben Wilson (staff)
5. Community Relationship Advisor Glenn Ayo (staff).

### **3. Methodology**

The delegated Community Matching Fund Working Party used a scoring guide to assess all applications received. This aligned applications against Councils Long Term Plan, grants policy (A72276), and other community orientated strategies.

Date 19 September 2018

Open Session

Subject Information Report to Maketu Community Board Meeting MC16 October 2018

The scoring guide criteria are outlined, in brief, below:

- a) Building strong resilient communities (Degree of benefit)
- b) Developing the skills of individuals (Capacity building: training and education)
- c) Build the planning capacity of communities (Community plans)
- d) Demonstrate partnering with other groups/agencies
- e) Outcomes consistent with the Welcoming Communities strategy
- f) Outcomes consistent with the Safer Communities strategy
- g) Criteria as per Community section of the Long Term Plan (ethnic diversity; aging population; young people; disadvantaged groups)

The Working Party recommendations, were submitted to Councils Community Committee whom met on the 30<sup>th</sup> of August (2018) in Katikati at the Patuki Manawa community hub. The Committee provided delegated approval to the listed applicants as follows:

<b>Environmental</b>	
Aongatete Forest Project	\$4,000.00
Aongatete Outdoor Education Centre	\$8,000.00
Friends of Puketoki Reserve Whakamarama	\$2,000.00
Kotukutuku Gully Maketu	\$6,000.00
Rotehu Ecological Trust	\$10,000.00
Te Whakakaha Conservation Trust	\$10,000.00
<b>General</b>	
<b>Kaimai</b>	
BOP Garden and Art Fest Trust	\$2,000.00
Loved 4 Life (Omokoroa Community Chapter 15)	\$1,800.00
The Oropi Settlers Incorporated	\$ 4,200.00
<b>Katikati/Waihi Beach</b>	
Citizens Advice Bureau	\$ 500.00
Katikati Community Centre	\$1,000.00
Katikati Long Journey Band Group	\$5,000.00
Katikati Mpowa Youth	\$4,100.00
Katikati Sport and Recreation Centre	\$1,000.00
Katikati Welcoming Communities	\$5,000.00
Pakeke Lions Club	\$4,000.00
St Peter's Anglican Church	\$2,000.00
<b>Maketu/Te Puke</b>	
Maketu Community Led Development and Projects	\$5,000.00
Maketu Rotary	\$4,000.00
Te Ara Kahikatea Incorporated	\$2,000.00
Te Puke Centre Steering Committee	\$5,000.00
Te Puke Community Events	\$3,150.00
Te Puke Community Garden	\$1,000.00
Te Puke Community Menz Shed	\$1,750.00
Te Puke Toy Library	\$1,000.00
The Search Party Charitable Trust	\$3,500.00
Vector Group Charitable Trust	\$3,000.00

Date 19 September 2018

**Open Session**

Subject Information Report to Maketu Community Board Meeting MC16 October 2018

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Glenn Ayo  
**Community Relationship  
Advisor**

**Western Bay of Plenty District Council****Maketu Community Board****Community Board Grant Application – October 2018****Purpose and Summary**

The Maketu Community Board is required to make a decision regarding applications for Community Board Grant Funding. One application has been received for consideration at the Community Board meeting to be held on 16 October 2018. The application and supporting information for a Community Board Grant has been forwarded to members separate to this agenda.

**Funding Implications for Maketu Community Board**

Grants will be funded from the Maketu Community Board Grants Account.

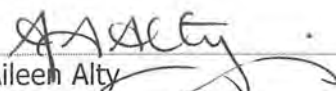
**Delegated Authority of Maketu Community Board**

The Community Board has delegated authority.

**Recommendation**

- 1. THAT the report from the Democracy Advisor dated 2 October 2018 titled Community Grant Application – October 2018 be received.**
- 2. THAT the Maketu Community Board approve /not approve the following grant to be funded from the Maketu Community Board Grants 2018/2019 Account subject to all accountabilities being met.**

..... \$.....

  
Aileen Alty  
Democracy Advisor

## 1. Background

The Maketu Community Board has funding of \$5,000 for disbursement to community organisations for the 2018/19 financial year. To date fund allocations of \$1,500 have been made for this financial year.

ONE application have been received for the Board's consideration at the meeting to be held on 2 October 2018.

- **Maketu Volunteer Fire Brigade** has applied for funding assistance for the purchase of replacement chairs and tables for the local fire brigade rooms.

## 2. Statutory Compliance

Under the Local Government Act 2002 – Schedule 7 – Delegated Authority to Boards – the Maketu Community Board has delegated authority.

### Funding/Budget Implications

Budget Funding Information	Relevant Detail
Community Board Grant Funds	The Community Board will consider applications for the distribution of the balance of funding before the end of the current financial year.
	Annual Budget \$5,000.00
	Total Allocated \$1,500.00
	Total Available <u>\$3,500.00</u>

## 3. Consultation and Communication

Interested/Affected Parties	Completed/Planned Consultation/Communication	Notes
Maketu Volunteer Fire Brigade	The applicants will be advised of the outcome of the grant application.	



# Memorandum

<b>To:</b>	Community Board Chairs and Members
<b>Copy:</b>	Elected Members, Management Team, Aileen Alty
<b>From:</b>	Stuart Harvey and Emily Watton
<b>Date:</b>	25/09/2018
<b>Subject</b>	Update to Community Boards on upcoming Speed Limits Bylaw and Traffic and Parking Enforcement Bylaw reviews

Council has previously undertaken regular reviews of the schedules to both the Speed Limits Bylaw 2012 and Traffic and Parking Enforcement Bylaw 2008, which outline the specific speed, parking and traffic restrictions at locations across the District. As part of these processes, Council has ordinarily received feedback from Community Boards to inform the proposed amendments to these bylaws. The purpose of this memorandum is to provide an update on these review processes and the next steps.

#### Speed Limits Bylaw 2012 review

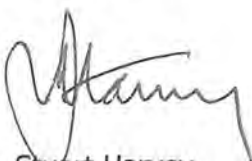
The Land Transport (Speed Limits Validation) Act in 2015 set expectations that in amending speed limits, Council must use the bylaw review process prescribed by the Local Government Act 2002. This means the review process used will be more consistent with the way that Council reviews its other bylaws.

Council has given direction that it intends to start a district-wide bylaw review process in early 2019. A scoping workshop with the Policy Committee will be held on 18 October to seek direction on the timeframes, process and agreed community engagement approach. An update on these matters will be provided to the next round of Community Board meetings in late November, as well as the opportunity for each Community Board to make recommendations for any speed limits changes it considers appropriate for its area. These recommendations will be considered for inclusion in the district wide review process early next year.

#### Traffic and Parking Bylaw 2008 review

This bylaw is due for substantive review in 2018, as it has reached the 10 year review period required by the Local Government Act 2002. It will lapse if not reviewed by 2020. Like the Speed Limits Bylaw review, a Policy Committee workshop will be held on 18 October, with an update on the review process and opportunity for Community Board recommendations at the November meetings round. It is intended that consultation on this bylaw review (at a district-wide level) will be undertaken in early 2019.

Kind regards



Stuart Harvey  
**Roading Engineer (East/West)**



Emily Watton  
**Policy and Planning Manager**

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**Western Bay of Plenty District Council****Maketu Community Board****Infrastructure Services Report Maketu October 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 1 October 2018 and titled Infrastructure Services Report Maketu October 2018 be received.***
- 2. THAT the Board approves the construction of Beach Road intersection kerb and channel at the estimated cost of \$33,000 funded from the Maketu Community Roding account.***

Approved



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Gary Allis  
**Deputy Chief Executive**

## 1.0 Utilities

### 1.1 Maketu Stormwater Catchment Areas

Inspections are complete, spraying to commence once auditing has finished.

### 1.2 Home Worm Composting Workshops

Dates for the next workshops will be available on the website from 1 October once venues and dates have been secured 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)

### 1.3 Te Puke Recycling Centre Extended Opening Hour Trial

Te Puke Recycling Centre extended its opening hours in September for a three-month trial. Initial survey results has shown an overwhelming support for earlier opening and later closing times on a Tuesday and Thursday.

The centre will open from 8am to 5pm on Tuesdays and Thursdays with Saturday hours remaining the same from 8am until 4pm. Western Bay of Plenty District Council has been granted resource consent to extend the hours in response to community demand.

The extended hours on Tuesdays and Thursdays will enable people to drop off their recyclables on their way to or from work. The three-month trial started on Tuesday, 4 September 2018 and ends on 29 November 2018.

### 1.4 Christmas & New Year Rubbish Collection

Christmas and New Year fall on a Tuesday this year. There will be no rubbish or recycling collected from the kerbside on Tuesday, 25 December 2018 or Tuesday, 1 January 2019.

Waste Management has advised that the collection for the affected areas will be on the Saturdays prior to Christmas Day and New Year's Day. Collection will be on Saturday, 22 December (for Christmas Day) and Saturday 29 December (for New Year's Day). The areas affected are: Upper Papamoa, Maketu, Paengaroa, and rural Welcome Bay. All other areas in the District's rubbish will be collected on the usual collection day.

### 1.5 Christmas & New Year Opening Day - Changes Omokoroa Greenwaste Drop-off

The Omokoroa green waste drop-off will be closed on Christmas Day and Boxing Day this year (Tuesday, 25 Wednesday, 26 December 2018) but will be open on Thursday, 27 December 2018 from 2 pm to 4 pm. The centre will also be closed on the public holiday on Tuesday, 1 January and Wednesday, 2 January 2019 but will reopen on Thursday, 3 January 2019. Saturdays remain unchanged with normal operating hours.

## 2.0 Reserves

### 2.1 Dotterel Point Reserve Capital Development (Pukehina)

The septic tank effluent discharge beyond consented limits continues, but usually only during the weekends. The minor improvements implemented will be monitored to observe only change in discharge volumes.

Monitoring of the system will remain ongoing and likely to remain this way until the Surf Club begin construction of their new facilities, the timing of which is subject to their funding being secured.

## 3.0 Strategic Property

Nothing new to report this month.

## 4.0 Development Engineering and Projects

### 4.1 Te Puke Highways – Pah Road Slip Reinstatement

Opus have completed documentation for the procurement of the physical works construction contractors. However, this can not proceed until the Resource Consent is approved by BOPRC.

## 5.0 Emergency Management

### 5.1 Community Champions initiative

Emergency Management Bay of Plenty has commenced a 'community champions' initiative across the Western Bay of Plenty to increase the involvement of community individuals within emergency management. The initiative is seeking individuals who are prepared to take the lead and help pull volunteers together so that community response teams are ready to help others in times of need. Community champions are also essential for ensuring that community response plans are owned and developed by the community.

### 5.2 Emergency Response Seminar

Emergency Management Bay of Plenty hosted the Bay of Plenty Civil Defence Emergency Management Response Seminar in Tauranga on 5 September 2018. This free seminar was aimed at officials in the Emergency Management sector in the BOP region and included elected officials of Civil Defence Emergency Management Group Joint Committee, Coordinating Executive Group, Councils, Emergency Services, Emergency Management Professionals and partner agencies. The seminar's theme was about understanding the roles of Support Agencies in Emergency Management. Great presentations were received from the New Zealand Defence Force, Department of Corrections, St John Ambulance, New Zealand Red Cross and Bay of Plenty Regional Council Flood Management. There was great attendance from across the Bay of Plenty emergency management sector, along with colleagues from Waikato Civil Defence and Emergency Management and Emergency Management Auckland. This seminar was a key catalyst to enhancing relationships and raising collective awareness of support agency response capabilities.

### 5.3 Te Puke Community Update

Emergency Management Bay of Plenty have been supporting the Te Puke Community Response Team to finalise their Community Response Plan; it is now in final formatting prior to approval for community distribution. It has been finalised and the Community response team is presenting the plan on 20th September at a public meeting.

### 5.4 Maketū Community Update

Emergency Management Bay of Plenty have been in contact with the Maketū community to start the process of reviewing their community plan and Marae preparedness plan.

### 5.5 Training

Psychological First Aid. In August 2018, two WBOPDC staff received psychological first aid training. Psychological first aid is the mental and emotional equivalent of medical first aid. It can be provided by both members of the public and professional helpers. Psychological first aid builds organisational and community resilience, and people's capacity to respond well to traumatic events.

CDEM Inductions. In the period between August and September 2018, nine WBOPDC staff received CDEM Induction training. Two of those staff are the Emergency Operations Centre's new Iwi Liaison representatives, Chris Nepia and Petera Tapsell.

ITF Intermediate training took place in Tauranga on 21-22 August 2018. Four staff from the Western Zone EOC participated. The next ITF Intermediate course is scheduled for 23-24 October 2018 in Tauranga.

Exercise Ranginui – 19 November 2018. This will be a Tier 1 exercise facilitated by EMBOP, centred on the scenario of severe weather, flooding and landslides. The exercise will take place in the Western Zone Emergency Operations Centre (EOC) Chambers, and will involve all EOC staff. The aims of the exercise are for EOC staff to use EMBOP's recent developed Checklist Compendium to become familiar, practiced and confident with their roles, and with the key EOC processes involved in the development of their function team's outputs.

## 6.0 Roding

### 6.1 Maketu Road Proposed Cycle Trail

Refer to Minute Action Sheet resolution MC 917 4.9 and MC 1817 5.3.

The design review and estimate is underway and will be reported to the Board when complete.

### 6.2 Beach Road Intersection Kerb & Channel

WestLink have now completed the design work. Cost estimate of \$33-35k. Alternative contractors have been approached but are unavailable for this work. It is recommended that WestLink's price be accepted.

**6.3 Community Roading Account**

<b>Current Account</b>	<b>Costs (\$)</b>	<b>Status</b>
Current Account Opening Balance 1 July 2018	\$100,933	
Allocation for 2018/19	\$66,360	
<b>Subtotal</b>	<b>\$167,293</b>	
<b>Committed Projects for 2017/18</b>		
Beach Road K & C Survey and Design	\$7,000	Complete
Debt Funding for year	\$26,688	
<b>Subtotal</b>	<b>\$33,688</b>	
<b>Proposed Projects for 2018/19</b>		
Beach Road K & C Construction	\$33,000	Awaiting Community Board approval
Arawa Avenue Footpath	\$ TBA	Price estimate to be provided - WestLink
Williams Crescent Lookout Point	\$ TBA	Price estimate to be provided - WestLink
Rauporoa Road K & C	\$ TBA	Price estimate to be provided - WestLink

# Community Board Report

## MAKETU COMMUNITY BOARD 9/08/2016

Remit Title	<b>Water Tank Face Lift</b>
Remit Number	MC2216 3.11
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	The Chairperson advised that he would contact a local graffiti artist, and liaise with the Community Engagement Team to see if some designs could be applied to Council's water tank, subject to funding being made available for the work to be undertaken.
Actions	<p><b>1 Oct 2018: The Board has agreed to proceed with a mural on the Park Road Toilet. The water tank mural option is on hold.</b></p> <p>20 August 20148: Staff have received a proposal from a local graffiti artist. A copy of the proposal will be sent to Board members prior to the meeting.</p> <p>6 July 2018: Staff and the Chairperson are working with a local graffiti artist in a proposal. The Utilities Manager will be consulted once the proposal is received.</p> <p>25 May 2018: The Chairperson will provide a progress update at the Community Board meeting in June 2018.</p> <p>16 April 2018: The Chairperson will provide a progress update at the Community Board meeting in May 2018.</p> <p>5 March 2018: The Chairperson will provide a progress update at the Community Board meeting in February 2018.</p> <p>15 January 2018: The Chairperson will provide a progress update at the Community Board meeting in February 2018.</p> <p>26 Oct 2017: The Chairperson will provide a progress update at the Community Board meeting in November.</p> <p>13 Sept 2017: The Chairperson will provide a progress update at the Community Board meeting in October.</p> <p>22 August 2017: The Chairperson will provide a progress update at the Community Board meeting in September.</p> <p>7 July 2017: The Chairperson will provide a progress update at the Community Board meeting in July.</p> <p>22 May 2017: The Chairperson will provide a progress update at the Community Board meeting in June.</p> <p>13 April 2017: The Chairperson will provide a progress update at the Community Board meeting in May.</p> <p>27 February 2017: The Chairperson will provide a progress update at the Community Board Meeting in March.</p> <p>13 January 2017 – No change. Chairperson to contact local graffiti artist. Utilities Manager has been advised about the proposal to paint the council owned water tank.</p>

1/12/16- No change

17/11/16 - No change.

15/10/16 - No Change

14/9 16 - No change, Chairperson to contact local graffiti artist. Utilities Manager has been advised about the proposal to paint the council owned water tank



**MAKETU COMMUNITY BOARD 5/04/2016**

Remit Title	<b>Spencer Avenue Reserve Levelling</b>
Remit Number	MC1916 3.2
Owner	RFO2
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>In discussion of the Spencer Avenue Reserve levelling, the Board considered that the proposed cost of up to \$10,000, comprising of \$2,000 for one site and \$8,000 for the other site, was unacceptably high for the work required. Following advice from the Group Manager Customer and Community Services, it was agreed that three further quotes could be obtained for the Board's consideration</p> <p>Resolved:       Members Beech / Cantlon</p> <p>THAT the Maketu Community Board commits to funds from the Maketu Community Board Reserves Account to undertake levelling work on two sites of the Spencer Avenue Reserve, subject to an acceptable quote for the work being provided, and noting that three quotes would be obtained and provided to the Maketu Community Board for their consideration.</p>
Actions	<p><b>1 Oct 2018: Ongoing discussion with Tonkin And Taylor to ascertain the impact of the recent installation of the culverts by Regional Council from Maketu Road on the hydrology of the Reserve for the Resource Consent. Also finalizing agreement with Tonkin and Taylor.</b></p> <p>20 August 2018: Staff have been in contact with Tonkin and Taylor who have advised that they are still compiling the report.</p> <p>6 July 2018: On going correspondence with Tonkin and Taylor. Recent work completed by the Regional Council included battering back the drain within the Reserve and planting which will impact the processing of the Consent. Tonkin and Taylor have been informed.</p> <p>25 May 2018: Tonkin &amp; Taylor have been engaged to undertake the assessment of effects for the area shown as floodable on the District Plan.</p> <p>17 April 2018: Reserves and Facilities Officer East has requested a quote form the Engineer for the Resource Consent.</p> <p>14 Feb 2018: Reserves Officer East is waiting for input from an Engineer internally so a Resource Consent can be completed. No timeframe has been set.</p> <p>The draft LTP includes funding of \$..... per annum to assist with progressive filling and levelling of the area.</p> <p>15 January 2018: No change</p> <p>10 Nov 2017: Resource Consent is required from WBoPDC and will be obtained as and when resources permit.</p> <p>25 Sept 2017: It has been ascertained that no consent is required through the Regional Council. However, one is required from WBoPDC for quantities greater than 5m<sup>3</sup>. That quantity will be arranged as soil becomes available.</p>

22 August 2017: It was agreed that peat from Papamoa was not a suitable fill for this site. If there were local truckloads of clean fill then they could be deposited in the reserve on the basis that the quality of fill was closely monitored

7 July 2017: No change.

22 May 2017: To be progressed as and when resources permit.

10 April 2017: No changes to comments below.

8 March 2017: No change due to other unexpected staff resources.

12 January 2017: A resource consent application to add fill to the site is being prepared. Construction timing dependent on the resource consent and funding.

8 December 2016: Resource Consent is still required

17 November 2016: Initial levelling is completed and grass sown. The next step involves import of fill to increase the surface height.

The timing of this dependent on Resource Consent application preparation and processing, which is unlikely to be completed until early 2017.

25 October 2016: Processing resource consent.

15 September 2016: Levelling is completed and grass seed sown. Staff are also in the process of obtaining the appropriate consents for additional fill in the future.

22. August 2016: Colin Amrein Contracting has been asked to commence the levelling asap. No date has been set.

12 July 2016 - New quote received (\$5K). Purchased order issued and work will be undertaken when ground conditions are suitable.

15 June 2016 -Still waiting additional quotes.

23 May 2016 - Staff are currently waiting for a second quote for the levelling work before reporting back to the Board.

18 April 2016: The Reserves and Facilities Manager met with the Chair, Shane Beech and Gus Cantlon on 13 April regarding other matters. This was discussed at the meeting. Meeting scheduled with CB Chair to clarify scope of works for Spencer Avenue.

## MAKETU COMMUNITY BOARD 17/10/2017

Remit Title                    **Kohanga Reo**  
 Remit Number                MC817 2.4  
 Owner                         RFM  
 Status                         UNDER ACTION

Complete Date

Confidential

Resolution

THAT the Maketu Community Board provide funding from the Maketu Community Board Contingency Account to the Maketu Kohanga Reo for materials required to achieve improvements to parking and access for the Kohanga Reo as agreed at the meeting held on 27 September 2017.

*“MAS Reference MC817 2.4 The Board expressed their frustration in regard to the lack of action relating to the agreement reached in September 2017 with Kohanga Reo representatives to achieve improvements to parking access for the Kohanga Reo. The Board had been advised that in order to achieve the agreed improvements the matter had been referred to the Chairperson of the Kohanga Reo but at this time no progress had been made.*

*The Reserves and Facilities Manager would consult with the Workforce Development and Cultural Advisor and organise a meeting with Kohanga Reo representatives.”*

Actions

**1 Oct 2018: No significant change to last month’s update. The parking issues continue to be monitored.**

17 August 2018: The parking issues continue to be monitored.

6 July 2018: The Reserves & Facilities Manager visited Kohanga Reo on 6 July 2018 to discuss progress of the Kohanga Reo’s actions resulting from the 27 September 2017 meeting.

MC1318 5.2 The Reserves and Facilities Manager will talk through the present situation with the Chief Executive Officer and the Group Manager Planning and Regulatory Services and report back to the Board.

A verbal update will be provided at the Community Board meeting.

25 May 2018: A meeting is being organized with Kohanga Reo. MAS MC817 2.4 has also been incorporated into this MAS.

16 April 2018: A verbal update on progress will be provide at the May Community Board Meeting.

5 March 2018: Staff are still liaising with the Kohanga Reo on progressing the proposed improvements.

17 January 2018: Staff continue to liaise with the Kohanga Reo on progressing the proposed improvements.

13 Nov 2017: Funding to be confirmed once the quotes for the work have been received.

**MAKETU COMMUNITY BOARD 17/10/2017**

Remit Title	<b>Outdoor Fitness Equipment</b>
Remit Number	MC817 2.6
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Chairperson advised that he and Councillors Marsh and Scrimgeour had met with a Maketu Rotary representative at the Park Road Reserve and discussed the most suitable site for the future placement of outdoor fitness equipment.</p> <p>It was reiterated that Maketu Rotary needed to contact the Reserves and Facilities Manager in regard to the preferred siting of the equipment before any placement was confirmed.</p>
Actions	<p><b>1 Oct 2018: Council has agreed to provide a \$4,000 grant from the matching fund.</b></p> <p><b>The Rotary Club will need to raise the balance of the required funds before installing the equipment.</b></p> <p>17 August 2018: The Rotary Club have made an application to Council's matching fund. The outcome of the application will be provided at the meeting.</p> <p>6 July 2018: There has been no further development since last month's update.</p> <p>25 May 2018: There has been no further development since last month's update.</p> <p>16 April 2018: A letter of support has been provided to Rotary who will contact staff once their funding is in place.</p> <p>5 March 2018: Staff have been in discussions with the Rotary Club and will provide a letter of support for inclusion in funding applications.</p> <p>15 January 2018: No Change</p> <p>13 Nov 2017: Councillor Marsh has confirmed the location of the proposed outdoor fitness equipment. Staff have been advised that the Kaimoana Festival has been cancelled for 2018. On this basis, the funding for the equipment may be delayed.</p>

**MAKETU COMMUNITY BOARD 17/10/2017**

Remit Title **Removal of Gum Trees - MAS Reference MC6 17 4.5.5**

Remit Number MC817 5.18

Owner RFM

Status COMPLETE

Complete Date 1 October 2018

Confidential

Resolution

The Chairperson advised that he understood that a local forestry contractor had been given permission to drop the large gum trees onto the Te Arawa Lakes Trust land on the corner of Bledisloe Park Avenue and Arawa Avenue.

Council staff advised that the work to cut down the gum trees would have to be undertaken with the required notifiable work safe and road safety and traffic management plans in place.

The Reserves and Facilities Manager would contact Mr Walters in the first instance to confirm the Te Arawa Trust Board permissions were in place for a private and independent contractor to fell the trees directly onto Te Arawa Lakes Trust land. Council may offer to put the required traffic management plans in place for the work and it would be made clear that Council would not be engaging the contractor directly to do the work.

The contractor would be required to liaise with Council staff in advising when the work was to be done.

Actions

**1 Oct 2018: This MAS will be reported on in MAS MC 1518 4.4.**

20 August 2018: Planning for the tree removal is nearing completion. A verbal update will be provided to the Board at the meeting.

26 June 2018: The site meeting has been organised with WestLink.

25 May 2018: A site meeting is being co-ordinated to discuss the logistics of removing the trees.

16 April 2018: Staff are preparing a methodology for removing the trees, before meeting on site with Trust representatives to seek their input and to ensure all parties agree and understand the proposal for removing the trees.

Estimates for the work have yet to be fully determined.

6 March 2018: Arrangements are being progressed. The intention is to drop the gum trees onto Te Arawa Land with their permission before used as firewood.

15 January 2018: RFM still liaising with Te Arawa Lakes Trust.

14 Nov 2017: Staff are liaising with Te Arawa Lakes Trust to clarify arrangements regarding the felling of trees on to Te Arawa Lakes Trust land.

**MAKETU COMMUNITY BOARD 17/10/2017**

Remit Title	<b>Surf Club Car Park Reserve Rock Revetment - MAS Reference MC20 16 2.1</b>
Remit Number	MC817 5.7
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Board was advised that the required Resource Consent was currently on hold due to objections to the proposed channel dredging associated with nourishment and improving navigable access from the boat ramp at Park Road.</p> <p>Further consideration was required to understand the concerns from Tangata Whenua.</p> <p>The Board requested that the option to remove the channel dredging component from the Resource Consent application so that it (future channel dredging) may be considered as a separate matter in the future.</p> <p>It was also noted that repairs and safety improvements to the rock revetment needed to be undertaken as soon as possible as there were now some hazardous areas of the structure that presented specific health and safety risk issues.</p>
Actions	<p><b>1 Oct 2018: Staff continue to work with the Regional Council on the issue of Limited Notification. WBOPDC will need to consider whether or not if it continues to a hearing stage, following the Limited Notification process, as a hearing process would be costly and has the potential to go to the Environmental Court.</b></p> <p>17 August 2018: There has been no significant change. The Regional Council is assessing navigation issues given the expected increase in boat usage at Park Road Boat Ramp.</p> <p>6 July 2018: Council is still working through the requirement for limited notification with BOPRC.</p> <p>25 May 2018: The Regional Council has sent the application to a Christchurch based consultant for processing.</p> <p>The Consultant has recommended that the Consent be processed as a Limited Notification Consent as there have been objections from several local hapu representatives.</p> <p>Council's consultant is meeting with BoPRC to challenge the need for a Limited Notification.</p> <p>16 April 2018: Bay of Plenty Regional Council are processing the Resource Consent. There have been no requests for further information.</p> <p>13 March 2018: Tangata whenua consultation for the revised resource consent application has been held on site. Feedback from Ngati Whakauae was positive and feedback from Ngati Pikiau was not. The responses have since been forwarded to BOPRC for consideration and processing of the RC application.</p> <p>5 Feb 2018: Council's consultant and staff have been working with local hapu on various issues they have raised.</p> <p>Once a position is reached, the revised application will be re-submitted to the Regional Council.</p>

16 January 2018: A revised "Assessment of Environmental Effects" report has been drafted, which excludes the originally proposed channel dredging. Before this revised application is lodged, a Hui is being organized to present the revised application and conclude feedback.

A date for the Hui is likely to be late February.

It is noted that the recent storm surge event of 5 January has lowered the beach level in this location, further exposing the car park foundations; however, there is no increase of risk to the structure at this stage.

6 Dec 2017: Noted that the preference by the Board is to remove the proposed boat ramp channel dredging from the Resource Consent application. The draft Resource Consent application will be edited accordingly and a meeting will be arranged to meet with Tangata Whenua early in 2018 to discuss the application.

14 Nov 2017: Staff are reviewing the site to ensure any hazards are mitigated. The channel dredging component of the consent application is to be removed at this point in time.

27 Oct 2017: There has been no change from the previous update in September as there has been no further consultation with Tangata Whenua. The Board may wish to comment on the current status as per the previous update.

11 Sept 2017: Resource Consent is processing is currently on hold due to objections to the proposed channel dredging associated with beach nourishment and improving navigable access from the boat ramp at Park Road.

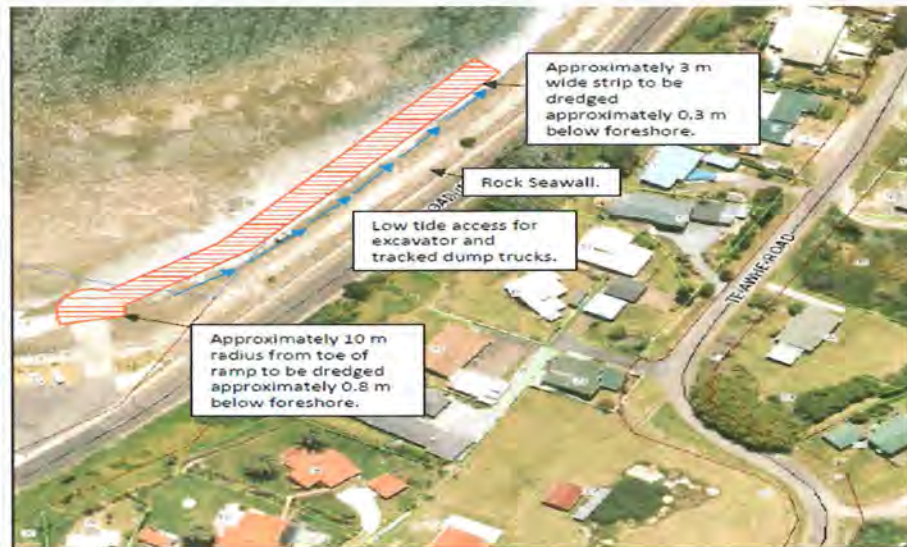
Further consultation is required to understand the concerns from Tangata Whenua. Other options to consider include:

1. Removing the channel dredging component from the Resource Consent application so that it may be considered as a separate matter in the future
- OR
2. Withdrawal of the application in its entirety. This means that planned future remedial reconstruction to the Surf Club car park seal wall will not occur and nature will determine the future of the asset.

9 August 2017: No change from the previous report as we are waiting for the Resource Consent application to be processed.

28 July 2017: No change from the previous update because consent application has been lodged.

3 July 2017: The Board has acknowledged (remit MC517 6.3) that other projects have been taking priority over this one and that project risk from time delay is low. Note that this consent application is also seeking approval for future minor dredging of sand adjacent the Park Rd Boat ramp for the purposes of both improving navigable access to the ramp and as a sand resource for beach nourishment in front of the Surf Club carpark revetment. The area of dredging proposed (which was consulted with the Board Chairman), indicated overleaf:



22 May 2017: No change from last month's update. The Resource Consent application process is under action by the consultant, noting that other projects have been taking priority over this one. Project risk from time delay is low.

24 April 2017: Detailed design plans and resource consent application for the erosion protection concrete steps, are being prepared by the consultant and will be submitted to BOPRC in due course. The current focus is on upgrading the Omokoroa and Opueroa Boat Ramp for the new larger barge / ferry, which is due in June/July 2017.

9 February 2017: Detailed design plans and resource consent application for erosion protection concrete steps are being prepared by the consultant and will be submitted to BOPRC in due course.

12/1/2017: A revised concept design draft for the preferred concrete steps option was distributed to stakeholders (Community Board, Tangata whenua, Surf Club) for feedback by 16 December.

The only feedback received was from Ngati Pikiāo Hapu. Detailed design and a resource consent application is now being prepared for submission to the BOP Regional Council. Construction timing dependent on the consent process, construction pricing and budget.

8/12/2016: The revised Maketu Surf Club carpark seawall design based on the preferred option has been distributed to all stakeholders for feedback before detailed design and resource consent application process is undertaken.

17/11/2016: A revised concept design draft for the preferred concrete steps option has now been completed and will be distributed to stakeholders (Community Board, Tangata whenua, Surf Club) for feedback. Feedback and a price estimate will inform the final design which will then be priced and construction works scheduled from there, subject to consenting processes.

14/10/2016: Preferred concrete design and pricing underway which will be presented to the Board and Tangata whenua when available.

14/9/2016: The preferred concrete steps option has been referred back to the consultant for detailed design and construction price estimation. The Board, Tangata whenua and community will be provided a copy of the detailed design to confirm as soon as it becomes available.

12/8/2016: assessment report was presented to Tangata whenua with the preferred option identified to extend the concrete steps down below beach level. The Community have recently agreed with this so on that basis, staff will now proceed with detailed design, pricing and consenting processes. Timing of works will depend on consenting process and cost. Construction is unlikely to occur before Christmas.



13/7/2016: Erosion assessment report is being present to the Maketu Community on the 14th July. Feedback from this meeting will inform the preferred option/resource consent and detailed design. Implementation of preferred option is subject to consent process.  
15/6/2016: Maketu Surf Club car-park erosion options assessment report has been sent out to MCB and Tangata whenua for comment. A date is yet to be set for a community meeting to discuss and conclude preferred option.

23/5/2016: Maketu Surf Club car-park erosion options assessment report draft has been reviewed by staff. The final report will be forwarded to the Community Board and Tangata whenua then prepared for presentation to the Maketu community at a date yet to be advised.

**MAKETU COMMUNITY BOARD 28/11/2017**

Remit Title **Maketu Project Team - Cycleway into Maketu - MAS Reference MC8 17 5.3**

Remit Number MC917 4.9

Owner GM1

Status UNDER ACTION

Complete Date

Confidential

Resolution The Board received the Safety Review on the Cycleway into Maketu from the Westlink Senior Transportation and Safety Engineer and noted that Option 1 Alignment along the estuary side of Maketu Road was the preferred option indicated by the Deputy Chief Executive.

The Chairperson and Board members expressed their frustration in regard to the indicated route for the proposed cycleway into Maketu as they felt that none of their input had been given proper consideration.

The Chairperson noted the following points:

- A meeting had been held with residents (along the proposed route) and a Council staff member some 12 months ago and nothing had been heard from Council since
- It was the opinion of the Board that the Safety Review should have been done by an independent contractor not a Westlink staff member.
- The Safety Review had been done without a visit to the proposed site.
- The points raised by the community had not been listened to and the recommendation relating to the options were against what the community wanted.

Board Members had spoken to immediate residents along the route, cycling groups who regularly used the roadway, members of the Maketu Projects Team and locals who were clear that they did not want the cycleway to be on the left hand side of the roadway coming into Maketu.

The Board Chairperson summarised road accident numbers reported over the past seven years along Maketu Road.

The Board and the community at large were very much in favour of the cycleway and wanted to see it completed as soon as possible. The Board would like a meeting to be organised with Board members, Council staff and affected residents, local cyclists and the author of the safety assessment report in order to ensure that an informative and consultative process was undertaken in regard to the future route for the Maketu Road cycleway.

The Reserves and Facilities Manager advised that he would provide the Board's feedback to the Deputy Chief Executive with a suggestion that a meeting be held in the new year to review the safety assessment and proposed options.

Actions

**2 Oct 2018: The design review and estimate is underway and will be advise to the Board once complete.**

20 August 2018: Staff and Councillor Marsh met the landowner on 10 August to discuss options to construct the cycleway partly over private property. This was unsuccessful.

The cycleway alignment will be designed and estimated based on three options:

- a) Wetlands side Maketu to Kaituna Road
- b) Estuary side Maketu to Kaituna Road (previously designed and estimated)
- c) Wetland side from Maketu to a crossing point with good visibility then coastal side to Kaituna Road.

The options and estimate will be reported back to the Board when completed.

26 June 2018: A meeting is being arranged with Councillor Marsh, staff and the landowner.

16 May 2018: The plan for the private land requirement has been provided to Councillor Marsh, who will contact the owner.

9 April 2018: Board Members, staff and members of the public met on site on 16 March to discuss options relating to the route for the proposed cycleway into Maketu.

The Reserves and Facilities Manager advised that it had been agreed to fully cost the cycleway route along the eastern side (wetland side - right-hand side) of the roadway into Maketu.

The Chairperson noted that the site meeting was very positive and the decision to locate the proposed cycleway into Maketu on the right-hand side of the roadway into Maketu had been unanimously supported.

The revised design and estimate is expected mid-year and will be presented back to a similar community meeting.

26 Feb 2018: A site/tour of the proposed cycleway has been organized to take place on 16 March.

17 Jan 2018: Arrangements are currently being made for a consultation meeting with the Board and locals to review both the route options and the safety report.  
NOTE: This action sheet replaces MC116.6.4

**MAKETU COMMUNITY BOARD 1/05/2018**

Remit Title **Improvements to Culvert Capacity - Spencer Avenue**

Remit Number MC1218 5.2

Owner GM1

Status UNDER ACTION

Complete Date

Confidential

Resolution The Chairperson referred to the presentation from Pim De Monchy (Kaituna Catchment Manager, Bay of Plenty Regional Council) and item reported to at the last meeting Maketu Community Board meeting (MC11 20 March 2018) in regard to the management of culverts - as outlined below:

#### Management of the Culverts

Mr De Monchy explained that the 12 box culverts linking the Kaituna River to the estuary would be operable remotely by the Flood Duty Officer. They would open and close on every tidal cycle to enable the re-diversion, as well as during very large flood events to comply with condition 26.4(c).

Regional Council was also trying to improve flap-gated culverts around the lower Kaituna and Waihi Estuary catchments to ensure compliance with the Freshwater Fisheries Regulations 1983, which state that no structure shall prevent the passage of indigenous fish. To date, fish-friendly attachments have been fitted to the culverts under Maketu Rd at Spencer Ave (Otumakoro Stream), and at both ends of the Whakapoukorero wetland (un-named drain and Waitipuia Stream). These operate by using a cantilever and a counter-weight to hold the gate open for about 60 minutes on the incoming tide to allow fish passage, but also had the benefit of reducing resistance for outgoing flows and thus increasing outflow capacity.

As detailed in an engineer's assessment of the Otumakoro Stream structure several years ago, the main issue with flooding due to stormwater ponding at Spencer Ave was the lack of capacity through the culvert under the road (described by Chairman Beech as the plughole of Maketu). The fish-friendly attachments were not to blame.

Councillor Marsh asked if Regional Council would still contribute to the installation of extra culvert capacity at this location, and Mr De Monchy responded that they would. He asked Western Bay of Plenty staff to bring a proposal to him for consideration.

The Board advised that they had included a request to upgrade this culvert in their final Long Term Plan submission.

The Board was advised that staff would liaise with Pim De Monchy (Kaituna Catchment Manager, Bay of Plenty Regional Council) in regard to future requirements to increase the culvert capacity specifically for the management of Spencer Avenue stormwater and flood protection measures.

Actions **2 Oct 2018: The pipe consenting is under discussion with BoPRC.**

20 August 2018: The assessment of the parallel pipe has not yet been received.

26 June 2018: Discussed with Pim de Monchy the option of a parallel pipe with the flap being assessed.

25 May 2018: This is under review with BoPRC.

**MAKETU COMMUNITY BOARD 12/06/2018**

Remit Title                    **Car Parking on Reserve Land**

Remit Number                MC1318 5.1

Owner                         RFM

Status                         COMPLETE

Complete Date                1 October 2018

Confidential

Resolution                    Board members asked if reserve land could be opened up to accommodate trailer boat and car parking that would be required due to increasing use of the Maketu Boat Ramp during the Kaituna River Re-Diversion works.

The Reserves and Facilities Manager advised that this could be accommodated and he would liaise with the Board to advise future arrangements for this.

Actions                        **1 Oct 2018: A key has been provided to the Chair of the Board.**

20 August 2018: Staff recommend that a key for the padlock be provided to the Chairman who can then assess the need for the area to be opened up when required.

6 July 2018: The recommended approach is to wait and see if there is sufficient demand as a result of the re-diversion works. It is likely that a local person will need to open and close the area as and when required. Parking would be for boat trailers only.

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**MAKETU COMMUNITY BOARD 12/06/2018**

Remit Title	<b>Removal of Gum Trees - MAS Reference MC6 17 4.5.5</b>
Remit Number	MC1318 5.3
Owner	RFM
Status	COMPLETE
Complete Date	1 October 2018

## Confidential

Resolution The Reserves and Facilities Manager advised that he was still negotiating the logistics of removing the large gum trees on the corner of Bledisloe Park Avenue and Arawa Avenue.

## Actions

Board members asked that priority be given to removing three large trees that were considered particularly dangerous and overhanging the road. This work needs to be undertaken as soon as possible. Negotiation with Te Arawa lakes Trust representatives to remove the remaining trees would continue.

**1 Oct 2018: This MAS will be reported in MAS MC 1518 4.4.**

20 August 2018: Staff will raise the timing of removing the three trees overhanging the road with WestLink and tree removal contractor and consider prioritising these trees.

6 July 2018: Site meeting has been organised with WestLink to look at the staged removal of the trees.

25 May 2018: A site meeting is being co-ordinated to discuss the logistics of removing the trees.

16 April 2018: Staff are preparing a methodology for removing the trees, before meeting on site with Trust representatives to seek their input and to ensure all parties agree and understand the proposal for removing the trees.

Estimates for the work have yet to be fully determined.

6 March 2018: Arrangements are being progressed. The intention is to drop the gum trees onto Te Arawa Land with their permission before used as firewood.

15 January 2018: RFM still liaising with Te Arawa Lakes Trust.

14 Nov 2017: Staff are liaising with Te Arawa Lakes Trust to clarify arrangements regarding the felling of trees on to Te Arawa Lakes Trust land.

**MAKETU COMMUNITY BOARD 12/06/2018**

Remit Title                    **Placement of Drinking Fountains on Maketu Reserves**

Remit Number                MC1318 5.6

Owner                         RFM

Status                         UNDER ACTION

Complete Date

Confidential

Resolution                    At the Maketu Community Board Meeting MC12 1 May 2018 the Board approved funding of up to \$2,500 allocated from the Maketu Community Board Reserve Fund for the purchase and installation of two drinking fountains to be located by the public barbeque on Park Road and on the wing wall of the Maketu Surf Club.

The Reserves and Facilities Manager advised that the purchase and arrangements for the installation of the drinking fountains was underway.

Actions                        **1 Oct 2018: Te Arawa Lakes Trust representative has provided verbal approval to install one of the drinking fountains on their land adjacent to the surf club building.**

**Arrangements have been made for the installation prior to November 2018.**

17 August 2018: The drinking fountains have been ordered and should be available soon for installation before summer.

The Chairperson is liaising with Te Arawa Lakes Trust to seek permission to place one of the fountains on their land next to the surf club.

6 July 2018: The Chairperson and Reserves & Facilities Officer have been working through requirements to establish the two drinking fountains.

**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Upgrade Intersection Beach / Little Waihi Road</b>
Remit Number	MC1518 2.1
Owner	RE1
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Board had received a price from Westlink to do the upgrade of the intersection of Beach Road and Little Waihi Road. The first quote for the Beach Road Kerb and Channel construction work had been priced at \$33,000 and the Board wished to see two further quotes for the required work.</p> <p>The Roding Engineer had advised at a recent site meeting he would make inquiries regarding the requested extra quotes.</p> <p>The Roding Engineer had advised that he would provide a report on the design/costings and timing for the requested work for the next meeting.</p> <p>The Board reiterated that they wished to see this work completed by Christmas.</p>
Actions	<p><b>1 Oct 2018: Staff have made informal enquiries regarding alternative quotes. Other contractor not available to tender for work at this stage. Recommend to the Board to accept the WestLink price.</b></p>



**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Kaituna Boat Ramp Closure</b>
Remit Number	MC1518 2.4
Owner	RFM
Status	COMPLETE
Complete Date	1 October 2018
Confidential	
Resolution	<p>With the closure of the Kaituna boat ramp there were more vehicles and boat trailers using the Maketu boat ramp. On a recent Sunday, the culmination of beautiful weather, the Maketu Sunday Market and ideal fishing conditions showed that parking was at a premium.</p> <p>The Reserves and Facilities Manager advised that a key for the padlock for the extra identified parking site would be provided to the Chairperson to open and close the area as/when required.</p>
Actions	<b>1 Oct 2018: A key has been provided to the Chair of the Board.</b>

**MAKETU COMMUNITY BOARD 4/09/2018**Remit Title **Kaituna Re-Diversion Works**

Remit Number MC1518 2.5

Owner GM1

Status UNDER ACTION

Complete Date

Confidential

Resolution **A. Impact of Heavy Traffic**

The Chairperson advised that a number of concerns had been raised relating to heavy trucks using local roadways while working on the Kaituna Re-Diversion project being undertaken by the Bay of Plenty Regional Council. Concerns had been voiced about the speed of the trucks, damage to the roads, incidents of pot holes caused by the frequency of heavy traffic using the roadways in association with the re-diversion work.

The Board would like an assurance that the local roadways would be monitored and maintained as required during the course of the works and brought back to the required standard by the Bay of Plenty Regional Council at the conclusion of the re-diversion work.

The Chief Executive Officer advised that the Deputy Chief Executive Officer had had discussions relating to the heavy vehicles on the roadways during the Kaituna Re-Diversion work. Discussions were ongoing and the designation of the affected roads was to be clarified.

**B. Bell Road - Suggestion to Install a Jetty**

It was suggested that the installation of a basic jetty at the end of Bell Road would assist boaties who were now using this boat ramp/access. The Maketu Boat ramp was not suitable for bigger boats and this would be a welcome alternative during the Kaituna Re-Diversion works.

The Reserves and Facilities Manager advised that he would advise the Kaituna Catchment Manager, Bay of Plenty Regional Council of this suggestion.

Actions

**2 Oct 2018:****A. Heavy Traffic**

This issue is being addressed through the project designation and discussions between Council, BoPRC, contractors and WestLink.

**B. The Kaituna Catchment Manager, BoPRC is considering extending the car parking area at the end of Bell Road to enable more capacity.**

With regards to the suggestion of a jetty at Bell Road, there is no specific funding set aside and it is not BoPRC core business. Council does not have provision of a jetty at Bell Road boat ramp in its work programme. The Board may wish to raise this as an Annual Plan submission.

**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Water Tank Face Life - Minute Action Sheet Reference MC22 16 3.11</b>
Remit Number	MC1518 4.2
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Board had been presented with some mural designs for the Park Road Toilet Block, the Maketu Information Centre and the water tanks. The Board had resolved to commit funding for a mural on the Park Road Toilet Block and this would be facilitated in liaison with the Reserves and Facilities Officer (East) and the Chairperson to have the mural painted as soon as possible.</p> <p>Development of a mural for the water tanks would be considered at a later date. Board members noted that the equipment shed in front of the water tank should also be considered as a future canvas for a mural.</p>
Actions	<p><b>1 Oct 2018: Staff in conjunction with the Chair are progressing the new mural on Park Road toilets.</b></p>

**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Kohanga Reo Parking Issues - Minute Action Sheet Reference MC8 17 2.4</b>
Remit Number	MC1518 4.3
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Reserves and Facilities Manager advised that the parking issues continued to be monitored.</p> <p>The Board made reference to the agreement reached in September 2017 with Kohanga Reo representatives to achieve improvements to parking access for the Kohanga Reo. At the meeting on 27 September 2017 (Maketu Community Board Minutes Reference MC8.2.4) referred "It had been agreed that an entrance gate to the premise be relocated and an overhead shelter from the designated car park area to the Kohanga Reo entrance be constructed. At the meeting, it had been indicated that the Community Board would financially assist the Kohanga Reo to achieve improved parking arrangements and access."</p> <p>Improvements to the parking area had not yet been put in place as liaison with Kohanga Reo representatives had been difficult to achieve.</p> <p>The Board advised that there were large pot holes at the entrance area to the reserve and the area also needed to be metalled. Members stressed that children were being put at risk having to walk on the road due to the dangerous parking of vehicles on the footpath outside the Kohanga Reo. The Board would like to see some movement to try and resolve this ongoing issue as soon as possible.</p> <p>The Reserves and Facilities Manager advised that a formal letter would be sent to the Kohanga Reo summarising the previous meeting agreement (as per Minute Reference MC8.2.4) advising that the Board was willing to progress the agreed actions, with a request for a formal response from the Kohanga Reo representatives to reaffirm that the Kohanga Reo were willing to undertake the agreed actions as discussed on 27 September 2017.</p>
Actions	<b>1 Oct 2018: A letter has been sent to the Kohanga Reo.</b>

**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Removal of Gum Trees - Minute Action Reference MC6 17 4.4.5 and MC8 17 5.18</b>
Remit Number	MC1518 4.4
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Reserves and Facilities Manager advised that negotiations for the removal of the gum trees were being finalised and parties associated with the land and the trees had recently met on site and agreed that the trees should be removed as soon as possible.</p>
Actions	<p>The Reserves and Facilities Manager would now implement the required road stopping notice to enable the work to be undertaken in November/December 2018.</p> <p><b>1 Oct 2018: Roading staff are working with the tree felling contractor on the logistics for removing the trees.</b></p> <p><b>There has been some feedback from some locals who believe the trees have some historic significance and question the need to remove all of the trees.</b></p> <p><b>Updates from MAS MC 1318 5.3</b>  20 August 2018: Staff will raise the timing of removing the three trees overhanging the road with WestLink and tree removal contractor and consider prioritising these trees.</p> <p>6 July 2018: Site meeting has been organised with WestLink to look at the staged removal of the trees.</p> <p>25 May 2018: A site meeting is being co-ordinated to discuss the logistics of removing the trees.</p> <p>16 April 2018: Staff are preparing a methodology for removing the trees, before meeting on site with Trust representatives to seek their input and to ensure all parties agree and understand the proposal for removing the trees.</p> <p>Estimates for the work have yet to be fully determined.</p> <p>6 March 2018: Arrangements are being progressed. The intention is to drop the gum trees onto Te Arawa Land with their permission before used as firewood.</p> <p>15 January 2018: RFM still liaising with Te Arawa Lakes Trust.</p> <p>14 Nov 2017: Staff are liaising with Te Arawa Lakes Trust to clarify arrangements regarding the felling of trees on to Te Arawa Lakes Trust land.</p> <p><b>Updates from MC1318 5.3</b>  20 August 2018: Planning for the tree removal is nearing completion. A verbal update will be provided to the Board at the meeting.</p> <p>26 June 2018: The site meeting has been organised with WestLink.</p> <p>25 May 2018: A site meeting is being co-ordinated to discuss the logistics of removing the trees.</p> <p>16 April 2018: Staff are preparing a methodology for removing the trees, before meeting on site with Trust representatives to seek their input and to ensure all parties agree and understand the proposal for removing the trees.</p>

Estimates for the work have yet to be fully determined.

6 March 2018: Arrangements are being progressed. The intention is to drop the gum trees onto Te Arawa Land with their permission before used as firewood.

15 January 2018: RFM still liaising with Te Arawa Lakes Trust.

14 Nov 2017: Staff are liaising with Te Arawa Lakes Trust to clarify arrangements regarding the felling of trees on to Te Arawa Lakes Trust land.

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**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Maketu Project Team - Cycleway into Maketu - Minute Action Reference MC8 17 5.3 and MC9 17 4.9</b>
Remit Number	MC1518 4.5
Owner	GM1
Status	COMPLETE
Complete Date	2 October 2018
Confidential	
Resolution	<p>The Board thanked Councillor Marsh for meeting with Council staff and the landowner to discuss options to construct the cycleway partly over private property. In light of the decision by the landowner not to surrender any land for the proposed cycleway, the Deputy Chief Executive Officer had advised that cycleway alignment would be designed with estimates based on three options being</p> <p>a) Wetlands side Maketu to Kaituna</p> <p>b) Estuary side Maketu to Kaituna Road (previously designed and estimated</p> <p>c) Wetland side from Maketu to a crossing point with good visibility then coastal side to Kaituna Road.</p> <p>The Board advised that they would like to see another two options for a proposed cycleway (d) and e)) - noting their earlier statement that immediate residents along the route, cycling groups who regularly used the roadway, members of Maketu Projects Team and locals were clear that they did not want the cycleway to be on the left hand side of the roadway coming into Maketu.</p> <p>The Board looked forward to receiving the options report as soon as possible.</p>
Actions	<b>2 Oct 2018: Refer to MAS MC 817 5.3. Clarification of options (d) and (e) is required from the Board.</b>

**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Improvement to Culvert Capacity - Spencer Avenue - Minute Action Reference MC12 18 5.2</b>
Remit Number	MC1518 4.6
Owner	UM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Board was advised that the parallel pipe with fish friendly flaps was being assessed before approaches were made to the Bay of Plenty Regional Council with a proposal for consideration of funding options.</p> <p>The Board was clear that they wanted to see the increased capacity to remove accumulated stormwater (- meaning increased culvert capacity -) specifically for the management of Spencer Avenue stormwater and flood protection agreed and installed as soon as possible.</p> <p>The Reserves and Facilities Manager advised that the Kaituna Catchment Manager was waiting for further input from the Western Bay of Plenty Utilities Manager with progress on this matter reported back to the Board.</p>
Actions	<p><b>1 Oct 2018: Staff have arranged a meeting with Bay of Plenty Regional Council to progress an option for a second culvert pipe of similar size to the existing culvert with a flood gate. A detailed plan and costing will be prepared for consideration and arrangement of funding.</b></p>



**MAKETU COMMUNITY BOARD 4/09/2018**

Remit Title	<b>Closing of the Kaituna Boat Ramp for the Period of the Kaituna Re-Diversion Project - Minute Action Reference MC13 18 2.2</b>
Remit Number	MC1518 4.7
Owner	RFM
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	The Board noted that while the Bay of Plenty Regional Council had upgraded navigational aides in anticipation of the increased boat usage at the Maketu Boat Ramp, these were totally independent to the dredging of the channel which the Board wished to be undertaken.
Actions	<b>1 Oct 2018: An update on the Regional Council's response to the request for channel dredging will be provided at the Board meeting.</b>

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**Western Bay of Plenty District Council**  
**Maketu Community Board**  
**Financial Report Maketu – August 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 August 2018 (**Attachment A**).

Total operational costs are under budget and include contingency expenses, grants, mileage allowance, salaries and inter-department charges.

Security expenses are over budget year to date.

**Grant payments made to date:**

	\$
Maketu Youth Development Team	500
St Thomas Anglican Church Maketu	1,000
<b>Total grants to date</b>	<b>\$1,500</b>

**Committed – Operational expenditure**

	\$
Upgrade of CCTV equipment at Maketu	8,675
<b>Total outstanding operational commitments</b>	<b>\$8,675</b>

**2018/19 reserve analysis:**

2018/19 Opening balance	\$158,857
Placement of drinking fountains on Maketu Reserves [MC12.2.2]	\$(1,192)
<b>2018/19 Closing balance</b>	<b>\$157,665</b>

**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)
Placement of drinking fountains on Maketu Reserves [MC12.2.2]	\$(1,308)
Graffiti art mural design for Park Rd toilet block [MC15.2.2]	\$(4,349)
<b>2018/19 Closing balance</b>	<b>\$127,008</b>

**Recommendation**

***THAT the Management Accountant's report dated 18 September 2018 and titled "Financial Report Maketu – August 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  
Income and Expenditure Statement  
For the period ended 31 August 2018**

**Maketu Community Board**

	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
<b>Direct Costs</b>						
Contingency - [see breakdown below]	0	0	0	<input checked="" type="checkbox"/>	17,000	3,332
Grants	1,500	1,500	0	<input checked="" type="checkbox"/>	5,000	3,565
Mileage Allowance	0	0	0	<input checked="" type="checkbox"/>	1,000	61
Salaries	2,206	2,530	324	<input checked="" type="checkbox"/>	16,644	14,074
Security	68	68	(0)	<input type="checkbox"/>	4,020	1,007
Inter Department Charges	0	5,604	5,604	<input checked="" type="checkbox"/>	33,627	33,624
<b>Total Operating Costs</b>	<b>3,774</b>	<b>9,702</b>	<b>5,928</b>	<input checked="" type="checkbox"/>	<b>77,291</b>	<b>55,663</b>
Interest Expense	0	0	0	<input checked="" type="checkbox"/>	0	(8,965)
<b>Total Direct Costs</b>	<b>3,774</b>	<b>9,702</b>	<b>5,928</b>	<input checked="" type="checkbox"/>	<b>77,291</b>	<b>46,698</b>
<b>Total Costs</b>	<b>3,774</b>	<b>9,702</b>	<b>5,928</b>	<input checked="" type="checkbox"/>	<b>77,291</b>	<b>46,698</b>
<b>Income</b>						
Rate Income	12,372	12,882	(510)	<input type="checkbox"/>	77,291	76,145
<b>Total Direct Income</b>	<b>12,372</b>	<b>12,882</b>	<b>(510)</b>	<input type="checkbox"/>	<b>77,291</b>	<b>76,145</b>
<b>Net Cost of Service</b>	<b>8,598</b>	<b>3,180</b>	<b>5,418</b>	<input checked="" type="checkbox"/>	<b>0</b>	<b>29,447</b>
<b><u>Contingency - breakdown</u></b>						
Year to date contingency costs	<b>0</b>					
<b><u>Community Board Reserves</u></b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>158,857</b>					
Placement of drinking fountains on Maketu Reserves [MC12.2.2]	(1,192)					
<b>(Decrease) Increase in year</b>	<b>(1,192)</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>157,665</b>					

## Western Bay of Plenty District Council

### Maketu Community Board

## Draft 2019/2020 Annual Operating Budget – October 2018

### Purpose and 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 Democracy Advisor dated 19 September 2018 and titled Draft 2019/2020 Annual Operating Budget be received.**
- 2. THAT it be recommended to the Long Term and Annual Plan Committee that the Maketu Community Board Draft 2019/2020 Annual Operating Budget be:**

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

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

Aileen Alty  
Democracy Advisor

## 1. 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 2018/19 Budget in October 2017 (Reference MC817) as outlined below. The actual totals for 2018 are shown below along with the 2018/19 Budget.

	2017/18 Actual	2018/19 Budget
<b>Maketu</b>		
Contingency	3,332	17,000
Grants	3,565	5,000
Mileage allowance	61	1,000
Security	1007	4,020
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Costs Allocated</i>	

## 2. 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
<b>Council</b>	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.

## 3. 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.	

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

<b>OCTOBER 2018</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Waihi Beach Community Board	8 October	6.30pm	Waihi Beach Community Centre
Omokoroa Community Board	9 October	7.00pm	Omokoroa Community Church
Katikati Community Board	10 October	7.00pm	Katikati Library and Service Centre- Meeting Room
Community Committee	11 October	9.30am / 10.00am	Paengaroa Community Centre
Maketu Community Board	16 October	7.00pm	Maketu Community Centre
Policy Committee	18 October	9.30am	Chambers
Te Puke Community Board	18 October	7.00pm	Te Puke Library and Service Centre – Board Room
<b>Labour Day - 22 October</b>			
Operations and Monitoring Committee	23 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	30 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	31 October	9.30am	Chambers
<b>NOVEMBER 2018</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Council	1 November	9.30am	Chambers
Joint Road Safety Committee	6 November	10.00am	Chamber
Waihi Beach Community Board	19 November	6.30pm	Waihi Beach Community Centre
Omokoroa Community Board	20 November	7.00pm	Omokoroa Community Church
Katikati Community Board	21 November	7.00pm	Katikati Library and Service Centre – Meeting Room
Community Committee	22 November	9.30am / 10.00am	Chamber
Rural Committee	27 November	9.30am	Chamber
Maketu Community Board	27 November	7.00pm	Maketu Community Centre
Policy Committee	29 November	9.30am	Chambers
Te Puke Community Board	29 November	7.00pm	Te Puke Library and Service Centre – Board Room

<b>DECEMBER 2018</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Operations and Monitoring Committee	6 December	9.30am	Chambers
Council	13 December	9.30am	Chambers