

MEETING - AGENDA -

Ngā Take



TE PUKE Community Board Poari Hapori

TP1
Thursday 14 November 2019
Te Puke Library and Service Centre
7:00pm



**Western Bay of Plenty
District Council**

Notice of Meeting No TP1

Te Puke Community Board

Poari Hapori

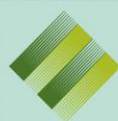
Thursday, 14 November 2019
Te Puke Library and Service Centre
7.00pm

Members:

- R Crawford (Chairperson)
- T Rolleston (Deputy Chairperson)
- K Ellis
- D Snell
- Councillor G Dally
- Councillor M Lints

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-Whareki ki Otamarakau ki te Uru

www.westernbay.govt.nz



Te Puke Community Board

Role and Purpose of Community Boards

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

Delegated Functions

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

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

Or

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

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

Notice is hereby given that a Te Puke Community Board Meeting will be held
in the Te Puke Library and Service Centre on:
Thursday, 14 November 2019 at 7:00pm

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

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

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

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

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

Recommendation

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

8 REPORTS

8.1 MINUTES OF THE INAUGURAL MEETING NO. TP-IN OF THE TE PUKE COMMUNITY BOARD HELD ON 7 NOVEMBER 2019

File Number: A3618183

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

RECOMMENDATION

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

ATTACHMENTS

- 1. Minutes from meeting no.TP-IN of the Te Puke Community Board Inaugural Meeting on 7 November 2019** [↓](#) 

Western Bay of Plenty District Council

**Minutes of Meeting No. TP-IN Inaugural Meeting of the
Te Puke Community Board held on 7 November 2019
in the Council Chamber, Barkes Corner, Tauranga
commencing at 2.45pm**

Present

Members R Crawford, K Ellis, T Rolleston, and D Snell and Councillors G Dally and M Lints

In Attendance

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

Others

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

Opening of Meeting

The Chief Executive Officer opened the meeting.

TP-IN.1 **Declarations by Te Puke Community Board Members**

Members Crawford, Ellis, Rolleston, and Snell, and Councillors Dally and Lints took their oaths and signed their declarations.

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

TP-IN.2 **Elected Members' Legislative Obligations**

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

Resolved: Member Rolleston / Member Crawford

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

TP-IN.3

Election of Chairperson of the Te Puke Community Board

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

Resolved: Member Snell / Member Ellis

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

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

Resolved: Member Rolleston / Councillor Dally

3. *THAT the Te Puke Community Board elects Richard Crawford as the Chairperson of the Te Puke Community Board.*

TP-IN.4

Election of Deputy Chairperson of the Te Puke Community Board

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

Resolved: Member Crawford / Member Snell

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

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

Nominations were called for Deputy Chairperson. One nomination was received for Tupaea Rolleston. There were no further nominations.

Resolved: Member Ellis / Member Crawford

3. *THAT the Te Puke Community Board elects Tupaea Rolleston as the Deputy Chairperson of the Te Puke Community Board.*

TP-IN.5 **First Business Meeting of the Te Puke Community Board**

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

Resolved: Member Crawford / Member Rolleston

THAT pursuant to Clause 21(5)(d), Schedule 7 of the Local Government Act 2002 the first business meeting of the Te Puke Community Board be held on Thursday 14 November 2019 at 7.00pm at the Te Puke Library and Service Centre.

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

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

Resolved: Member Crawford / Member Snell

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

The meeting concluded at 2.53pm.

Confirmed as a true and correct record.

R. Crawford
Chairperson
Te Puke Community Board

Date

8.2 APPOINTMENT OF TE PUKE COMMUNITY BOARD MEMBERS ON OUTSIDE BODIES**File Number: A3617961****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

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

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

- Creative Te Puke Forum
- Dr Leonard Randall Memorial Scholarship Trust (Chairperson's position)
- Te Puke Community Gardens
- Te Puke Community Hub
- Te Puke Economic Development Group
- Te Puke Environmental Forum
- Te Puke War Memorial Hall Committee
- Te Puke (YEP) Youth Employment Project
- Western Bay of Plenty Safer Communities Forum

It has been requested that a Community Board member also be appointed to the:

- Te Puke RSA Anzac Committee
- Te Puke Emergency Response Team

RECOMMENDATION

1. That the report from the Senior Governance Advisor dated 8 November 2019 and titled "Appointment of Te Puke Community Board Members on Outside Bodies" be received.
2. That Te Puke Community Board members be appointed to outside bodies as follows:

Creative Te Puke Forum	_____
Dr Leonard Randall Memorial Scholarship Trust (Chairperson)	_____
Te Puke Community	_____
Te Puke Community Hub	_____
Te Puke Economic Development Group	_____
Te Puke Environmental Forum	_____
Te Puke War Memorial Hall Committee	_____
Te Puke (YEP) Youth Employment Project	_____
Western BOP Safer Communities Forum	_____
Te Puke RSA Anzac	_____
Te Puke Emergency Response Team	_____

REASONS FOR INCLUSION IN AGENDA

Included in agenda for:

- Information and communication
- Decision making

DELEGATED AUTHORITY OF TE PUKE COMMUNITY BOARD

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

8.3 CHAIRPERSON'S REPORT - NOVEMBER 2019**File Number: A3617992****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager**

RECOMMENDATION

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

INTRODUCTION

It is with my pleasure to be elected the new Te Puke Community Board Chairperson along with Deputy Chair Tupaea Rolleston and fellow board members Dale Snell and Kassie Ellis. I am also pleased to have Councillors Grant Dally and Monique Lints who make up our Board. Together I think we will make a great team representing our town of Te Puke. I have a saying "we are better together" so look forward to us working as a team being a voice for our area to Western Bay District Council and to achieving positive outcomes

I would like to acknowledge those board members who have gone before us and those things they have achieved already or have put in place those things yet to be accomplished.

Thank you to all those who voted us. This was an endorsement of the community's desire to have a Board that is positive and forward thinking acknowledging that all new board members are people who have already contributed to the community in so many ways

Our Board met for our first workshop meeting on 7th November at the Daily café Te Puke where all shared with each other our top 5 things we would like to see happen in the next three years. There was clear sense of unity and common goals.

OPERATIONAL MATTERS – PROJECTS PENDING OR IN PROGRESS**McLouglin Drive Up-Grade**

This work is near completion with road markings yet to be painted on. Great to have these improvements and more parking space outside the Orchard Church

Jellicoe Street Rubbish Tin Refurbishment

The 18 main street rubbish bins are being refurbished. The MenzShed are striping them back and putting primer on them 4 at a time, while Creative Te Puke Forum are sourcing local artists for not for profit work through our committee's connections. Each bin will be Te Puke Kiwifruit Capital of the World inspired/themed.

COMMUNITY ISSUES

Christmas Tree Refurbishment and Relocation

The North end Xmas tree has been taken down due to the railway station developments of the two kiwifruit slices. Creative Te Puke Forum will refurbish this and relocate it closer to the north end Te Puke Kiwifruit Capital of the world signage.

Te Puke Memorial Swimming Pool

The Memorial Pools open day on Saturday November 2nd was very successful, well received by all demographics and ethnicities in Te Puke. "Friends of the Te Puke Memorial Pool Committee" (this is the name that the pool committee has decided on to call themselves) helped facilitate an inclusive space for all alike

FUTURE DIRECTIONS

Disability Park Shelters

Options for a Disability Park Shelter refer this to future workshop for further consideration

ANZAC Day Commemorations

It was recommended by the previous Board that the Te Puke Community Board add to its annual budget a line item of approximately \$1,500.00 to cover the cost of the sound system, advertising, donation to bugler, pianist and hall hire for the annual Anzac Day civic service. **The Te Puke Community Board will review this recommendation when discussing the Draft Annual Operating Budget.**

Central Business District Flags

The flag designs approved by the previous Community Board are now in production and will be erected in the New Year when this year's Christmas flags come down.

Te Puke Genealogy Group – Request for Information Sign Board

The Board would like an update from staff on the request from Te Puke Genealogy Group Chairperson Graham Black for permission to produce an information board that displays all the grave sites to make it easier for people to find their way around the 'Old Te Puke Cemetery'.

In addition, could staff provide a response to the group's request to rename the 'Old Te Puke Cemetery' either 'Te Puke Early Settlers Cemetery' or 'Te Puke Settlers Cemetery'.

Staff Comment:

The Te Puke Genealogy Group would be asked to contact Reserves and Facilities staff to clarify exactly what they were seeking in regard to an information board located at the old Te Puke Cemetery.

Staff would also provide advice on the suggested name change.

8.4 COUNCILLOR'S REPORT

File Number: A3618226

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

A verbal report from Councillors Dally and Lints will be given at the meeting.

RECOMMENDATION

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

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

File Number: A3618010

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

EXECUTIVE SUMMARY

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

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

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

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

RECOMMENDATION

1. That the report from the Senior Governance Advisor dated 8 November 2019 regarding Local Government NZ – Zone 2 representation be received.
2. (a) That the information from Local Government New Zealand be received.

OR

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

ATTACHMENTS

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

MEMORANDUM

**We are.
LGNZ.**

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

Introduction

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

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

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

Nominations

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

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

Elections

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

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

Information for Nominees

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

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

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



Malcolm Alexander
Chief Executive
Local Government New Zealand

Attachment 1: The role of CBEC

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

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

Attachment 2: Conduct of elections

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

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



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

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

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

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

.....[name] of

.....[address/council]

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

Nominated by:
[Community Board]

Signed by:

Title:

Nomination is seconded by:
[Community Board]

Signed by:

Title:

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

Signed:

Date:

8.6 INFRASTRUCTURE SERVICES REPORT TE PUKE - NOVEMBER 2019**File Number: A3618022****Author: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****Authoriser: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****EXECUTIVE SUMMARY**

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

RECOMMENDATION

That the Deputy Chief Executive Officer's Report dated 6 November 2019 and titled Infrastructure Services Report Te Puke November 2019 be received.

TRANSPORTATION**Te Puke Main Street Traffic Modelling**

Stantec Consultants have been engaged to undertake the traffic modelling of Te Puke Main Street and the approaches to understand the current traffic flows and delays through the Town Centre. This work primarily involves traffic data collection and modelling of traffic movements through Jellicoe Street and approaches in order to assess the current level of service, compare with pre-TEL (Tauranga Eastern Link) traffic model and assess whether further consideration is required to improve the network performance.

The outcome of the findings will be presented to the Council and the Te Puke Community Board in due course.

Te Puke Community Roading

Station Road Footpath is currently in design phase by West Link. Construction works will occur in combination with the planned rehabilitation of Station Road carriageway in early 2020.

No.1 Road Walkway and Cycleway

Cycle way project is currently in early concept design phase Western Bay of Plenty District Council (WBOPDC) and WestLink are working in consultation with Smythe Contractors during the underground drilling of No.1 Road for the Waiari water main project. Upon completion of concept design, WBOPDC will consult with land owners adjacent to No.1 Road, who are encroaching onto the legal road boundaries.

UTILITIES ASSETS**Stormwater Network Upgrade**

Western Comprehensive Stormwater Consent Application – the application was lodged in 2012 and two submissions were received. Council has been working with submitters to resolve issues raised however no resolution could be found. A hearing is set for 27th November.

Central Comprehensive Stormwater Consent Application – the application was lodged in 2017. One submission has been received by Te Puna Heartlands. Hearing dates are to be set by Bay of Plenty Regional Council (BOPRC).

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

Te Puke Wastewater Treatment Plant – Resource Consent

The Resource Consent for the Te Puke Wastewater Treatment Plant was granted on the 17 May for a 35-year term. No appeals have been received.

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

A working group has been formed, which includes Tangata Whenua, Councillors and Community Board representatives.

The group has been working to narrow down suitable sites for different disposal options including wetlands, pasture, forestry and reserve land. They have reduced the lists based on a set of criteria to a short list for each option.

Consent has been granted and no appeals received. Currently working through alternative discharge options assessment. Meetings with working group have been put on hold until February 2020 to enable engineering assessments to be undertaken.

Western Solid Waste

Athenree Recycle Centre will be open on Labour Monday, 28 October 2019 from 10 am to 4 pm. This is an additional open day for the public holiday. The centre will still be open on its usual open hours on a Thursday from 1 pm to 4 pm; Saturday from 9 am to 12 pm and Sunday from 1 pm to 4 pm.

Residents and holidaymakers can recycle their bottles, plastics #1 & #2, paper and cardboard at the centre for free. Greenwaste drop-off is charged for. No rubbish bags accepted onsite. Pre-paid rubbish bags can be purchased from supermarkets and dairies in the Waihi Beach area and put out for collection by 7:30 am on Mondays.

Te Puke Wastewater Treatment Plant Improvements

A study is currently underway to review the Te Puke Wastewater Treatment Plant capacity and upgrades required in order to accept wastewater from the Rangiora Business Park.

The study will look at upgrades required for both future growth at Te Puke, to meet discharge consent requirements and to accept additional flow from the industrial park. The first stage of the study is due to be completed by the end of October and be a high level concept plan.

UTILITIES OPERATIONS

Rural Recycling Drop off point

The trial rural recycling drop-off will start on Saturday 30 November and run for six months. The service will consist of a manned trailer to take domestic recycling, which will be at BP Pongakawa 9am-1pm every second Saturday. Advertising will start soon, please see the attached leaflet.

Through the Annual Plan and Long Term Plan Amendment last year, we introduced a new project to trial a rural recycling drop-off point. The intention was to make it easier for our rural communities to be able to recycle.

The proposal was consulted on and submitters mostly supported the proposal, although some concern about illegal dumping at the sites was raised. Through the deliberations process Council chose to trial one site in the east of the district, as this was the area with the greatest opportunity to reduce travel times to recycling facilities.

Considering submitters' concerns around illegal dumping a new methodology was developed consisting of a manned trailer that is there for set hours only, rather than having permanent sites with converted shipping containers in place. We currently use this approach for some of our events. See the attached photo of trailer set-up

During the trial, we will be seeking community input to determine if the concept is working for the residents. Towards the end of the six month trial, the results of the trial will be brought to Council to determine its future direction.

Waste Watchers Ltd (Mary Hoffart) will deliver the service on behalf of Council, with recyclables taken to Te Puke Community Recycling Centre.

KiwiRail Bridge

The works will require the existing Community cycle/walkway being closed off from the middle of August 2019 to the end of January 2020. The existing railway line is to remain operational through the entire construction period with a 36-hour shutdown of the lines in late December.

Works will include not only the piling operation for the new bridge supports, but also a significant widening of the embankment that the current tracks are located on. Parts of the existing walkway will need to be shifted as part of the contractor's scope of work. The Utilities Manager is the main point of contact for this project.

The construction programme appears to be on track with the establishment of contractor huts and the arrival of machinery. There are no issues to report at this time from KiwiRail.

RESERVES & FACILITIES

Nothing of significance to report.

8.7 FINANCIAL REPORT TE PUKE - SEPTEMBER 2019**File Number: A3618039****Author: Ian Butler, Finance Manager****Authoriser: Kumaren Perumal, Group Manager Finance and Technology****EXECUTIVE SUMMARY**

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

Attached are the financial statements for the period up to 30 September 2019 (**Attachment A**).

Total operating costs are under budget year-to-date, with the exception of overspends on mileage allowance and salaries.

Both overspends are still within the full year budget and occur due to timing.

RECOMMENDATION

That the Finance Manager's report dated 14 November 2019 and titled "Financial Report Te Puke – September 2019" be received.

GRANT PAYMENTS MADE TO DATE:

	\$
Te Puke Art Society Inc [TP22.5]	1,149
Advertisement – Dr Leonard Randall Memorial Scholarship	208
Total grants paid to date	\$1,357

COMMITTED – OPERATIONAL EXPENDITURE

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

2019/20 RESERVE ANALYSIS:

2019/20 Opening balance	\$125,088
No transactions to date	
2018/19 Closing balance	\$125,088

COMMITTED – RESERVES EXPENDITURE

Jubilee Park Skate Park [TP20.1.1 & TP6.6.4] \$25,901 funded in 2017-18	Up to \$(19,099)
Te Puke Sports and Recreation Grandstand project [C22.5]	\$(60,000)
Te Puke Street Flags [TP22.3.11]	\$(3,500)
2019/20 Closing balance after committed expenditure	\$42,489

The decision by the Te Puke Board to retain a minimum reserve balance of \$50,000 [TP1.11] now no longer applies [TP8.5.1].

ATTACHMENTS

1. Te Puke Community Board Financial Report - September 2019 [↓](#) 

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 September 2019						
Te Puke Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Additional Levels of Service	0	0	0	☑	0	0
Bylaw Enforcements	0	0	0	☑	0	0
Conference Expenses	0	501	501	☑	2,000	0
Contingency - [see breakdown below]	450	1,251	801	☑	5,000	2,437
Grants	1,357	2,751	1,394	☑	11,000	5,210
Maintenance Misc Roading	0	0	0	☑	0	0
Mileage Allowance	261	249	(12)	⊕	1,000	689
Miscellaneous Expenses	0	0	0	☑	0	0
Public Relations	0	0	0	☑	0	0
Salaries	6,351	5,973	(378)	⊕	26,198	27,175
Security	(1,041)	1,890	2,931	☑	7,560	4,061
Street Decoration	0	2,499	2,499	☑	10,000	5,175
Inter Department Charges	11,796	11,796	0	☑	47,181	47,184
Total Operating Costs	19,174	26,910	7,736	☑	109,939	91,931
Interest Expense	0	0	0	☑	0	0
Depreciation	0	0	0	☑	0	0
Total Direct Costs	19,174	26,910	7,736	☑	109,939	91,931
Costs Allocated	0	0	0	☑	0	0
Costs Recovered	0	0	0	☑	0	0
Total Costs	19,174	26,910	7,736	☑	109,939	91,931
Income						
Financial Contributions	0	0	0	☑	0	0
Interest Received	0	0	0	☑	0	0
Other Income	0	0	0	☑	0	0
Rate Income	28,408	27,486	922	☑	109,939	111,421
Service Charges	0	0	0	☑	0	0
Subsidies & Grants	0	0	0	☑	0	0
User Fees	0	0	0	☑	0	0
Total Direct Income	28,408	27,486	922	☑	109,939	111,421
Net Cost of Service	9,234	576	8,658	☑	0	19,490
Contingency - breakdown						
Hall hire	59					
Members photoshoot - Jodie Beattie Photography	391					
Year to date contingency costs	450					
Check	0					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	125,088					
No transactions to date	0					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	125,088					

☑ Favourable Variance
⊕ Unfavourable Variance

8.8 DRAFT 2020/21 ANNUAL OPERATING BUDGET**File Number: A3618069****Author: Aileen Alty, Senior Governance Advisor****Authoriser: Kirstie Elder, Governance Manager****EXECUTIVE SUMMARY**

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

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

At the last meeting of the Te Puke Community for the 2016/19 triennium, the previous Community Board passed the following resolution:

TP22.3.10

“THAT the Te Puke Community Board add to its annual budget, a line item of approximately \$1,500.00 to cover the cost of the sound system, advertising, donation to bugler, pianist and hall hire for the annual Anzac Day civic service.”

RECOMMENDATION

1. That the report from the Senior Governance Advisor dated 8 November 2019 and titled Draft 2020/21 Annual Operating Budget be received.
2. That it be recommended to the Long Term and Annual Plan Committee that the Te Puke Community Board Draft 2020/21 Annual Operating Budget be:

Operating Costs	2021	
Conference/Training	2,000	
Contingency	5,000	
Grants	11,000	
Mileage Allowance	1,000	
Security	7,560	
Street Decoration	10,000	
Anzac Day Civic Service		
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Department Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COST		

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

BACKGROUND

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

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

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

The Te Puke Community Board set their 2019/20 Budget in October 2018 (Reference TP16.9) as outlined below. The actual totals for 2019 are shown below along with the 2020/21 Budget.

	2019/20 Actual	2020/21 Budget
<u>Te Puke</u>		
Conference Expenses	-	2,000
Contingency	1,819	5,000
Grants	10,973	11,000
Mileage allowance	578	1,000
Security	1,459	7,560
Street Decoration	6,800	10,000
<i>Anzac Day Civic Service</i>		
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Costs Allocated</i>	

STATUTORY COMPLIANCE

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

Funding / Budget Implications

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

CONSULTATION AND COMMUNICATION

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

8.9 COUNCIL, STANDING COMMITTEE AND COMMUNITY BOARD MEETINGS

File Number: A3618120

Author: Aileen Alty, Senior Governance Advisor

Authoriser: Kirstie Elder, Governance Manager

RECOMMENDATION

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

ATTACHMENTS

1. **Formal Meeting Schedule 2019** [!\[\]\(2cbb40928a34ecf5ce700a63c52aa374_img.jpg\) !\[\]\(ce05ba64c497267b6ad2e23c0c6ca4e1_img.jpg\)](#)

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

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