



# MEETING - AGENDA -

Ngā Take

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# TE PUKE COMMUNITY BOARD

*Poari Hapori*



**TP15**  
**Thursday, 6 September 2018**  
**Te Puke Library and Service Centre**  
**7.00pm**

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

# Notice of Meeting No TP15

## Te Puke Community Board Poari Hapori

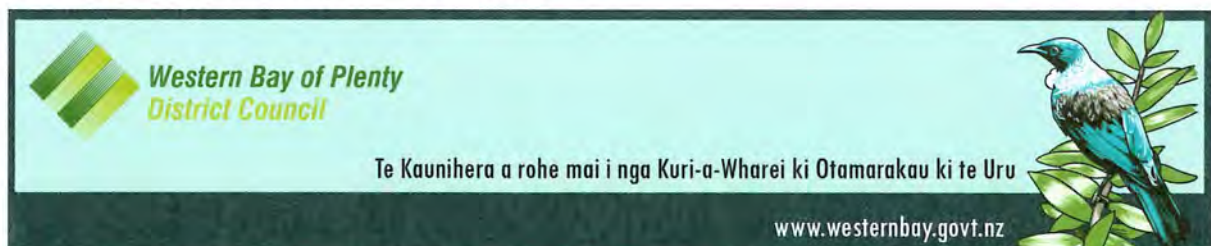
**Thursday, 6 September 2018**  
**Te Puke Library and Service Centre**  
**7.00pm**

Members:

P Miller (Chairperson)  
B Button (Deputy Chairperson)  
J Dugmore  
R Spratt  
Councillor G Dally  
Councillor J Scrimgeour

Media  
Staff  
Miriam Taris

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





# 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

# Agenda for Meeting No. TP15

Pages

**Present  
In Attendance  
Apologies**

## **Public Excluded Items**

The Community Board may by resolution require any item of business contained in the public excluded section of the agenda to be dealt with while the public are present.

## **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.*

TP15.1

## **Minutes of Meeting No. TP14 of The Te Puke Community Board Held on 26 July 2018**

7-22

A copy of minutes is attached.

## **Recommendation**

*THAT the Minutes from meeting no. TP14 of the Te Puke Community Board held on 26 July 2018 as circulated with the agenda, be confirmed as a true and correct record.*



## 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:*

- *Commerce Lane Toilet CCTV Camera Upgrade*

*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>Commerce Lane Toilet CCTV Camera Upgrade – 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>



## Western Bay of Plenty District Council

**Minutes of Meeting No. TP14 of the  
Te Puke Community Board held on 26 July 2018  
at the Te Puke Library and Service Centre  
commencing at 7.00pm**

### **Present**

Members P Miller (Chairperson), B Button (Deputy Chairperson), J Dugmore and R Spratt, and Councillors G Dally and J Scrimgeour

### **In Attendance**

K Perumal (Chief Financial Officer), B Whitton (Customer Relationships Manager), S Harvey (Roading engineer (East/West)), C Ertel (Project and Design Engineer Team Leader) and A Alty (Democracy Advisor)

### **Others**

Councillor Lally and ten members of the public and others as named in the minutes.

### **Public Forum**

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

**Resolved:** Councillor Dally / Member Spratt

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

### **Littering on Beattie Avenue - Between Te Puke High School and MacDonalds Resturant**

Councillor Mike Lally advised the Board that he had received concerns from Beattie Avenue residents in the immediate vicinity of Te Puke High School. School pupils were repeatedly dropping litter on a daily basis during school times, between the MacDonalds fast food outlet and the High School. Residents had stated that the discarded rubbish was a disgrace and residents should not have to put up with the constant littering. The Chairperson advised that he had received an email from the Head Girl of Te Puke High School, requesting rubbish bins along Beattie Avenue in an effort to try and reduced the dropped rubbish between the

fast food outlet and the school. Ratepayers should not have to be covering the cost of picking up litter constantly dropped by school pupils. To try and find a solution it was suggested Councillor Lally make an approach to the local Te Puke MacDonalds Resturant to see what their views were on the matter and report back to the Chairperson.

The Board thanked Councillor Lally for bringing this matter to their attention. The Board would further discuss this item at their next workshop.

### **Proposal for Dog Park at Lawrence Oliver Park**

Jo Reid spoke in support of a proposal to develop a fenced dog exercise area at Lawrence Oliver Park. She circulated a concept drawing of the proposal that was ideally suited for the park area that was not used by others. The dog exercise park would be built by volunteers, just as the Kahikatea walkway had been developed. The supporters of the dog exercise park realised that there would be detractors against the proposal (just as there were for many new proposals) but they would continue to lobby for support in the community.

Tracy Burt a local veterinarian and dog trainer spoke in support of the proposal, noting that:

- Dog ownership in the Te Puke urban area was very high and the availability of an area where dogs were able to run free for physical exercise and socialisation was very positive.
- It had been shown that dog exercise areas encouraged better dog behaviour and provided the opportunity for learning and teaching by like minded people with their pets.
- A positive outlook from owner interaction was the opportunity to talk about animal health, training and the importance of dog registration and community responsibility.

The Chairperson thanked the speakers and advised that the Board would further discuss the proposal at their next Community Board workshop.

### **Traffic Concerns in Glenn Terrace - Moehau Street**

Tom Howie spoke to the Board about his concerns regarding traffic use along Glenn Terrace particularly in the vicinity of the Kindergarten. He advised:

- There was no signage indicating the Kindergarten
- No speed limit or indication signage to reduce speed when approaching the kindergarten
- Trucks were using the immediate area daily
- School buses using the area during 8.00pm-10.00pm and after 3.15pm contributed to the congestion.

Mr Howie asked that an evaluation of the traffic use of the area particularly during school and 'kindy' days be undertaken. The attending Roading Engineer (East/West) advised that he would receive the information tabled by Mr Howie and contact him in the near future about his concerns.

The Board thanked Mr Howie for bringing his concerns to their attention.



## **Te Puke Community Events**

Monique Lints advised the Board of forthcoming events in Te Puke, notably:

- Saturday 4 August 2018 - Te Puke Community Expo
- Saturday 3 November 2018 - Te Puke International Festival
- Saturday 1 December 2018 – Te Puke Christmas Parade
- Saturday 8 December 2018 - Te Puke Christmas in the Park

Ms Lints noted that there were some exciting events coming up that would encourage interaction, connection and cohesion in the community.

The Chairperson thanked Ms Lints for the information conveyed to the meeting.

**Resolved:** Councillor Scrimgeour / Member Button

*THAT the meeting be re-convened in formal session at 7.29pm.*

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

### **TP14.1. Presentations**

#### **TP14.1.1 Waiari Water Scheme Project**

The Chairperson welcomed Howard Severinson, Manager Infrastructure Delivery from Tauranga City Council and Jennifer Pearson, the Community Engagement Officer for the Waiari Water Scheme Project.

Howard Severinson advised the Board that Monique Lints was also in attendance as a community liaison team member for the Waiari Water Scheme project. The following items within the presentation were noted:

- The project blessing at the Waiari Stream had been held – it was noted at the blessing that the stream was very special precious, and while it could be used, it must be taken care of.
- Construction of stream access roads had started
- Consultation with landowners would be undertaken during August and December 2018
- Consultation about proposed vegetation plan and future planting with tangata whenua, environmental groups and local landowners would be undertaken
- A project blessing for the eastern side of the stream would be held
- Community consultation was continuing with information meetings being held and information available on website and social media avenues
- The works timeline indicated
  - No.1 Road access track and Bridge
  - Pipeline route and design finalised
  - Tender process to be undertaken in August/September 2018
  - Work to begin December 2018/January 2019

- Consultants would work with the Western Bay of Plenty District Council in the development of the best route for a future potential cycleway.

Members of the Waiari Water Supply project team advised that they would be attending the Te Puke Community Expo on 4 August 2018 to meet and greet members of the community and provide an update on the project.

The representatives from Tauranga City Council thanked the Board for the opportunity to provide an update and asked Board members to contact them if they had any concerns or queries about the project.

The Chairperson thanked the project team members for their attendance.

**Resolved:** Councillor Dally / Member Button

*THAT the update presentation from Tauranga City Council representative in regard to the Waiari Water Scheme Project be received.*

#### TP14.1.2

#### **Te Puke Stormwater Catchment Management Plan**

The Western Bay of Plenty District Council Project and Design Engineer Team Leader and the Associate Director (Water) and Principal Planner from consulting partners to Council were in attendance and gave an update on the Western Bay of Plenty Draft Catchment Management Plan for Eastern Catchments.

The presenters noted the following:

- The Catchment Management Plan had been prepared and the Comprehensive Stormwater Consent lodged with the Bay of Plenty Regional Council in April 2013 to address expired consents.
- Due to lack of community consultation and iwi engagement prior to lodgement the application was placed on hold.
- Further research and investigations had been undertaken to prepare a more comprehensive management plan to accompany the Comprehensive Stormwater Consent.
- Thirty individual consents were combined into one overall consent.
- The Catchment Management Plan would allow better control of stormwater discharge from land within the four urban catchment area.
- The Catchment Management Plan could be updated to incorporate new information and implement actions for protection of the environment.
- The consultants were working with the Western Bay of Plenty District Māori Relationships and Engagement Advisor in association with their consultation with iwi and hapu.
- The presenters advised that they had made a presentation at the After 5 Business Event hosted by the Te Puke Economic Development Group on 25 July 2018 which had prompted a lot of discussion.
- Future public open days and community consultation events would be held. It was suggested that the presenters attend the next Te Puke

Community Board community consultation meeting on 20 September 2018.

The Deputy Chairperson thanked the attendees for their presentation.

**Resolved:** Member Spratt / Councillor Dally

*THAT the update presentation from Western Bay of Plenty District Council staff in regard to the Stormwater Catchment Management Plan for the eastern areas of the district be received.*

#### TP14.2

#### **Minutes of Meeting No. TP13 of The Te Puke Community Board held on 14 June 2018**

The Board considered the minutes no. TP13 of the Te Puke Community Board for the meeting held on 14 June 2018 as circulated with the agenda.

**Resolved:** Councillor Scrimgeour / Member Spratt

*THAT the minutes from meeting no. TP13 of the Te Puke Community Board held on 14 June 2018 as circulated with the agenda, be confirmed as a true and correct record.*

#### TP14.3

#### **Representation Review Update**

The Board considered a report from the Customer Relationships Manager dated 4 July 2018 as circulated with the agenda.

The Customer Relationships Manager summarised the process relating to the Representation Review as outlined in the report advising the following:

- Every six years Western Bay of Plenty District Council reviewed the way its communities were represented
- Council had been talking with Western Bay communities to get a feel of how our diverse District could be better represented
- The Representation Review had three decision-making components: Electoral System, Māori Wards and Representation Arrangements
- August 2017 Council adopted a resolution to maintain the status quo (First Past the Post)
- November 2017 Council passed a resolution to establish Māori Wards
- February 2018 More than five percent of electors demanded a poll to decide the final outcome of Māori Wards
- March – April 2018 Informal public engagement was undertaken asking people to identify their communities of interest and comment on our current representation arrangement.
- May 2018 The result of a poll was that that Māori Wards would not be established for the Western Bay for at least the 2019 and 2022 elections
- July 2018 Council passed a resolution to adopt the initial proposal for the 2019 and 2022 local elections:



- Retaining 11 councillors elected from three wards, plus the Mayor elected District-wide
- Replacing our five community boards with three community committees, aligned to the three ward boundaries.
- Make a slight boundary adjustment that involves the boundary between the Katikati-Waihi Beach and Kaimai wards.
- Disestablish five current community boards and establish three community committees

It was envisaged that the three ward community committees would include the elected ward councillors with representatives from the community appointed by a Council process from candidates nominated by the community.

- Community committees would allow residents and ratepayers to have a greater voice in determining the needs of their community and assist Council in its responsibilities to the community and the district.
- Respective community committees would have a key role to partner with communities of interest (as identified via community feedback and by councilors during workshops) and citizens to act as a liaison point with council.

The terms of reference for each community committee would cover:

- Membership
- Tenure - generally three years to match the election cycle
- Delegations
- Meeting schedules
- Voting arrangements
- Work programme

The Customer Relationships Manager noted that the population dynamic of the Western Bay district had greatly changed and grown since the district community boards were first formed in 1989. Our current community boards represent just 58 percent of our District's resident electors. This equated to; 100% representation for Waihi Beach-Katikati ward, 20% representation for Kaimai ward and 67% representation for Maketu-Te Puke ward. Residents were more mobile and they moved between communities while they 'live, work and play'. Many people lived in one community and worked in another.

The Board was advised that the community committee would be representative of all communities of interest. Specific sub-committees would be able to be formed for specific community projects bringing in qualified people with specific expertise from those who live in the community for a community/ward project.

It was stressed that the community consultation was a process that Council was required to undertake, and that consultation was the opportunity for the community to put forward their views.

The following comments were noted:

- Would community board member remuneration be added to the 'pool' of funding for councillors – resulting in an increase for them?

- There was a view that the proposal was replacing community boards for another committee
- Did Council really believe that the community would be better served by inviting/shoulder tapping people to be on a community committee?
- Are we not just putting aside the ability of elected members to represent our community by 'shoulder tapping'?
- The short notice of the community consultation meeting on Friday 27 July at the Daily Café would not attract a lot of community participation.

The Board was advised that the terms of reference for the proposed community committees would include the elected ward councillors and representatives from the community appointed by a Council process from candidates nominated by the community.

The Customer Relationships Manager advised the Board that publication of the initial proposal on the Representation Review consultation booklet was available to the public at all Western Bay of Plenty District Library and Service Centers and other specific community points and also on the Council website. Community Consultation was open until 24 August 2018 and there would be specific consultation events at:

Te Puke	Friday 27 July	The Daily Café	5.00pm-7.00pm
Te Puna	Saturday 28 July	The Gallery	10.00am-2.00pm
Maketu	Tuesday 31 July	Maketu Community Centre	4.00pm-8.00pm
Waihi Beach	Saturday 4 August	Waihi Beach Community Centre	10.00am-2.00pm
Omokoroa	Tuesday 7 August	Omokoroa Community Church	4.00pm-8.00pm
Oropi	Friday 10 August	Oropi Community Hall	6.00pm-8.00pm
Katikati	Saturday 11 August	Katikati War Memorial Hall	9.00am-1.00pm
Paengaroa	Saturday 15 August	Paengaroa Community Hall	5.00pm-7.00pm
Kaimai	Friday 17 August	Tauriko Settlers Hall	5.30pm-8.30pm

The Chairperson asked the Board if they wished to hold a community forum on the representation review. He advised that he would ring Board members after the community consultation meeting at Maketu to be held on 31 July 2018 and make a decision from that point.

The Chairperson thanked the Customer Relationships Manager for her presentation and thoroughness on the points of concern raised.

**Resolved:** Member Spratt / Button

*THAT the report from the Customer Relationships Manager dated 4 July 2018 and titled Representation Review Update be received.*

8.51pm            The Customer Relationships Manager left the meeting.

TP14.4            **Chairperson's Report**

The Board considered a report from the Chairperson dated 11 July 2018 as circulated with the agenda.

TP14.4.1        **Slater Place Porches**

Two of the porches have now been completed and the occupants are very appreciative of the improvement this has made to the comfort of their units. Once again our thanks to the Strategic Property Manager who has implemented this standardisation of the Slater Place units in respect to entranceway porches.

TP14.4.2        **Armistice Day Memorial Proposal**

Following the presentation to the Board at the 14 June 2018 meeting this proposal was discussed at the last workshop meeting of the Board. It was felt that the idea was commendable but it was important that the group liaise with the local RSA as they move forward with the project.

TP14.4.3        **Palmer Place Parking**

It had been suggested that the tree and bark garden in Palmer Place be removed and the space they currently occupy be reinstated as a parking space.

The Roothing Engineer (East/West) provided an initial cost estimate of \$10,000 to \$12,000 for the work noting that it would not be carried out for at least six to nine months, due to the work load and time requirements for other priority programmed works.

The Board felt that the quote was exorbitant and requested that an alternative quote for the required work be sought.

Once the information on the costs were available, they would be provided to the Board, who may choose to put forward a resolution to proceed with the work which would be funded from the Te Puke Community Roothing Budget.

TP14.4.4        **Annual Speed Limit Review**

The Board requested that the following speed limit changes be forwarded to the Roothing Engineer (East/West) for inclusion in the Annual Speed Limit Review that was to be presented to Council for confirmation later in the year:



- No 1 Road: 50kms one kilometre up the road from the Te Puke Highway intersection
- No 2 Road: 50kms to extend a further 100m up the road
- No 3 Road: 50kms from McLoughlin Drive to Te Puke Highway
- Washer Road: 50km
- Te Puke Highway: Extend 50km speed limit to the Waiari Bridge.

#### TP14.4.5 **Annual Parking and Bylaw Review - Heavy Vehicle Parking**

In hand with the forthcoming annual Parking and Bylaw Review the Board would still like to recommend to Council that a bylaw be enacted to prohibit the parking of heavy vehicles in urban streets of Te Puke. The parking of heavy vehicles in urban streets continued to be a concern in Te Puke. Footpaths and road berms were being damaged, and the vehicles parked in unlit street areas were a danger to other road users. Random parking of heavy trucks and motorhomes was getting worse and the Board would like to see some clear direction from Council, with an assurance that complaints can be acted on when received.

Board members also noted that campers in the vicinity of Commerce Lane were leaving rubbish strewn about the roadway and reserve area, and left the public toilets and the barbecues in a very unclean and untidy state.

#### TP14.4.6 **Park Bench Renovations**

The Board was advised that the first renovation of one of the park benches had been completed. The workmanship of the Menz Shed volunteers was commended and the first renovated park bench would be installed under Council staff instruction on Cannell Drive. Two other benches were in the process of being renovated and the Board had suggested that they be re-sited back to their original placement in the Memorial Courtyard on Jellicoe Street.

It was intimated that the Te Puke War Memorial Hall Committee did not want the two remaining benches re-sited in the Memorial courtyard. The Chairperson advised that he would wait to hear directly from the Hall Committee about this.

The Chairperson acknowledged and thanked Board member Dugmore for her work on this specific project in association with the Te Puke Menz Shed.

#### TP14.4.7 **Township Footpath Deficit List**

It had been recommended to the Board that following the last Town Centre walk-about it did seem that the entire list, (with the exception of the Station Road footpath which had now been approved) be revisited and that members bring their revised lists to the next workshop meeting for discussion. As part of this revision the Board needed to consider the

mobility scooter use of footpaths and road crossings and tactile paving for visually challenged residents.

**TP14.4.8 MacLoughlin Drive**

As a result of on-going development in the immediate vicinity, MacLoughlin Drive was becoming a main thoroughfare road that needed widening and kerb and channel work installed on the southern side of the roadway.

The Roading Engineer (East/West) advised that he would seek costing for the required work and report back to the Board.

**TP14.4.9 Community Consultation Programme 2018**

The Chairperson advised that the Board's second Community Consultation Meeting was planned for mid September. The draft Te Puke Emergency Response Plan should be ready for presentation to the public by that time.

The Chairperson advised that he would also liaise with Council staff to determine if information on the Te Puke Stormwater Catchment Management Plan could also be presented at this consultation meeting.

**TP14.4.10 Te Puke Emergency Response Plan**

The Chairperson advised his expectation that the draft Community Response Plan would be signed off at the next Te Puke Community Response meeting to be held Thursday 2 August 2018, 7.00pm in the Board Room of the Te Puke Library and Service Centre. The Chairperson thanked all who had contributed to the development of the important emergency response plan. The plan could be the subject of our next Community Consultation Meeting.

**TP14.4.11 Three Seeds Refurbishment**

At the last meeting representatives from Creative Te Puke advised the Board that they would like to undertake the refurbishment of the three seeds sculpture. The Board discussed this further at their workshop and gave permission for the refurbishment in support of this significant community project.

**TP14.4.12 Te Puke Transitional Signage**

Member Dugmore advised that she had the first draft of drawings for the proposed transitional signage to be installed next to the 70km/h speed signs at the north and south approaches to Te Puke.

Member Dugmore would ensure the design was conveyed to the Roding Engineer (East/West) before being finalised.

#### TP14.4.13 **Long Term Plan**

The Long Term Plan was adopted by Council on 28 June 2018 and the Board extends thanks to all those who took part in the process.

**Resolved:** Members Miller / Spratt

*THAT the Te Puke Community Board Chairperson's Report dated 11 July 2018 be received.*

#### TP14.5 **Councillor's Report**

The Board considered a report from Councillor Dally dated 13 July 2018 as circulated with the agenda.

#### **Long Term Plan (2018-2028)**

Council adopted our 2018-2028 Long Term Plan on the 28 June 2018. I believe we ended up with a very good outcome in terms of keeping rates increases within a very tight band while also providing for significant infrastructure projects that will become necessary to accommodate growth and increasing government regulation within the district over the next ten years. We have also listened to what our people have been telling us in terms of what we can do to improve the lives of our existing residents by improving community amenities and support in the areas of the environment, recreation, community building and social responsibility.

Our guiding target was no more than a 4.0% increase to existing rates including inflation (LGCI – which is forecast to rise from 2.0% to 2.7% in year 10). We have managed to achieve this with a 10-year average increase of 2.7% to existing ratepayers. Strong growth has provided very welcome extra income over recent years, but this is forecast to slow down over the next ten years.

The media statement relating to the Long Term Plan outlined the following:

#### **Council adopts Long Term Plan 2018 - 2028 "Steady as we grow"**

"Western Bay of Plenty District Council has today adopted its Long Term Plan (LTP) 2018 – 2028.

The plan sets an average rates increase of 2.7 percent for existing ratepayers across the ten years of the LTP (of which inflation accounts for



2.3 percent). The increase for the 2018/19 year is 3.6 percent (of which inflation accounts for 2.0 percent).

Council aims to keep average rate increases below four percent for the 10-year period (excluding growth in population). This will be achieved by continuing to take a prudent approach to managing its operational and capital work programmes, to ensure the services its communities expect are provided for in a way that balances the affordability of delivering them.

The Long Term Plan was developed following comprehensive community engagement with Western Bay residents, with Council taking a 'steady as we grow' approach. Mayor Garry Webber says the message ratepayers gave was for Council to plan appropriately for growth, while making sure rates remain affordable and debt is reduced. Council asked for feedback on four key proposals: walkway and cycleway investment; Western Bay Museum funding; arts and culture investment; and the approach to debt management. Taking into account all the feedback received through the consultation process, Council made the following decisions:

**Walkway and cycleway investment** - implement a stepped increase in funding over the next three years to enable faster development, which includes \$350,000 in year one, \$400,000 in year two, and \$450,000 in years three to ten.

**Western Bay Museum funding** - provide \$70,000 annually in support through District-wide rates for the next ten years.

**Arts and Culture investment** - enable implementation of the sub-regional Arts and Culture Strategy by increasing Creative Bay of Plenty's funding by \$50,000 for the ten years, and grant The Incubator Creative Hub \$10,000 in year one, \$15,000 in year two, and \$20,000 in year three of the LTP.

**Debt management approach** - reduce ratepayers' contribution to interest and debt repayments to \$1m for 2018/19, recognising the positive financial impacts of growth, and review this decision annually.

In the 2018/2019 financial year \$61.66m in total rates is budgeted to be collected - an increase of \$280,000 on the initial estimate for the first year of this Long Term Plan.

Total rates of \$61.66m are made up of District rates (\$38.18m); community board rates (\$430,000); water treatment and supply (\$6.30m); wastewater (\$10.36m); stormwater (\$4.21m) and other targeted rates (\$2.18m). Council's net debt was \$140m in 2013. It was currently below \$100m and was forecast to reduce to \$75m by 2028. Net debt per property was \$6,937 in 2013, and was projected to reduce to \$2,896 per property by 2028.

Mayor Webber stated: "We know that in the coming years we will need to be continually proactive in planning for the development and growth of our District. We are firmly committed to the 'steady as we grow' philosophy. We believe this Long Term Plan strikes the right balance between looking ahead and planning for change, while balancing rates increases and prudently reducing Council's debt."

### **Representation Review**

Councillors had decided the direction they thought our communities should be represented across the district. Council's initial representation proposal would be open for formal public consultation between 24 July and 24 August 2018.

As Councils had become more proficient at communicating issues and options and eliciting feedback from the community through improved electronic communications, social media and informal 'have your say' meetings, the traditional community board model had been questioned.

Council were proposing to replace the current five community boards with three ward-based community committees. A community committee would actually provide broader representation across the district and should encompass all our identified communities of interest. The community was now asked to decide between the status quo or moving to the new community committee model.

### **Draft Reserves and Facilities Bylaw 2018**

The Western Bay of Plenty District Council was amending this 2012 bylaw and the 2018 draft bylaw was available for consultation between 14 May and 9 July 2018. Council had received a considerable amount of feedback on the new bylaw because of a proposal to remove the permission to ride horses on Tuapiro Point (located between Katikati and Athenree) in order to protect significant cultural and ecological values in this area.

There were five other areas where horses may be ridden on beaches in the Western Bay district:

1. Waihi Beach/Athenree Estuary
2. Waihi Beach/Three Mile Creek
3. Matahui Crossing
4. Pahoia Beach
5. Rogers Road.

There would be a full day of submitters (over 100 people from a total of 571 submissions) wishing to speak to their submissions at the bylaw hearing in Katikati on the 6 August 2018. It had been suggested that Councillors had a pre-determined position on this matter, but Councillors read all submissions and listen to all submitters with an open mind.

### **Community Committee**

At the 6 June 2018 meeting Council met with representatives from all the organisations that had a community service contract with council on hand for a "speed dating" session with two councillors at a time. The format was very informative, and Council were able to ask more questions and find out a bit more about them than would normally happen with a traditional powerpoint presentation with limited Q&A at the end. The

organisations Council met were: - Citizens Advice Bureau, Creative BOP, EPIC Te Puke, Katch Katikati, Katikati Community Centre, Sport BOP, Surf Life Saving NZ, Tauranga Art Gallery, Te Puke EDG, Waihi Beach Events and Promotions and Wild About NZ.

### **Policy Committee**

#### **a. Draft Housing Action Plan**

The policy team was continuing to develop this plan with the overall direction being, 'All Western Bay residents are well housed. Residents have access to homes that are: Affordable; Accessible; Habitable; and with Security of Tenure.' This was an aspirational plan that would require partnerships with other organisations and be aligned with the SmartGrowth Future Development Strategy.

#### **b. Katikati Future Urban Growth Study**

Katikati was running out of land zoned for housing and more needs to be made available to meet demand. There was currently only enough land available for 300 new lots or about 600 new people and most of this was currently under development. The Katikati population was projected to grow to 6,810 by 2043 which would require provision for another 1,400 people. Staff have been consulting with the Katikati community on options for future urban growth and as a result of this the target areas have been narrowed down to two preferred locations.

### **Three Waters Update on Central Government Direction**

As a result of the Havelock North Water Supply Inquiry the government was investigating alternative delivery models for mainly drinking water. The options proposed at this stage came down to new CCO's based on either the current regional council boundaries or reduced down to just five cross-regional areas for the whole of New Zealand. These would be compared to the current standard council model. It had been suggested that the appointment of an independent water regulator as opposed to the current regulator which is the Ministry of Health would be a good first step.

### **Seal Extension Programme Delivery**

Council's seal extension programme was re-prioritised a few years ago after submissions to council on the prioritisation criteria and weightings given to different aspects. The ordered list was published on council's website which indicated when roads would be sealed. Seal extension was very important to many of our rural residents living on gravel roads and when expectations were dashed because of ongoing delays or a change to the order of delivery then understandably people got upset.

Unfortunately, delays occur due to unforeseen design and construction issues which may lead to budget blow-outs or archaeological investigations which were required every time earth was moved for new construction in our district. Councillors were briefed on these issues and certainly



sympathised with people affected and had given direction that priority should be given to the advertised list as much as possible.

**Resolved:** Councillors Dally / Scrimgeour

*THAT the report from Councillor Dally dated 13 July 2018 be received.*

#### TP14.6 **Community Board Grant Application - July 2018**

The Board considered a report from the Democracy Advisor dated 5 July 2018 as circulated with the agenda.

One Community Board Grant Application from Te Puke Gymsport seeking funding of \$3,220.00 for the purchase two landing mats was received and considered.

**Resolved:** Members Miller / Dugmore

1. *THAT the report from the Democracy Advisor dated 9 July 2018 titled Community Grant Application - July 2018 be received.*
2. *THAT the Te Puke Community Board approve the following grant to be funded from the Te Puke Community Board Grants 2018/2019 Account subject to all accountabilities being met.*

*Te Puke Gymsport .....\$1,000.00*

#### TP14.7 **Infrastructure Services Report Te Puke - July 2018**

The Board considered a report from the Deputy Chief Executive dated 26 June 2018 as circulated with the agenda.

##### TP14.7.1 **Jellicoe Street Industrial Service Lane**

The Roading Engineer (East/West) advised that he would undertake the design and survey work for the Jellicoe Street Industrial Service Lane. This may reduce costs but the work would still take some months, and even longer if the required work was to be put out for tender.

**Resolved:** Councillor Dally / Member Spratt

*THAT the Deputy Chief Executive report dated 26 June 2018 and titled Infrastructure Services Report Te Puke - July 2018 be received.*

#### TP14.8 **Draft Financial Report Te Puke - June 2018**

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

The Chief Financial Officer noted that it was important for the Board to show some upcoming projects committed against their Community Board Reserve Account.

**Resolved:** Councillor Scrimgeour / Member Button

*THAT the Management Accountant's report dated 5 July 2018 and titled Draft Financial Report Te Puke - June 2018 be received.*

TP14.9

**Council, Standing Committee and Community Board Meetings**

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

**Resolved:** Members Spratt / Button

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

The meeting concluded at 9.42pm.

Confirmed as a true and correct record.

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P Miller  
Chairperson  
Te Puke Community Board

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Date

TP14

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# Western Bay of Plenty District Council

## Te Puke Community Board

### Chairperson's Report – September 2018

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#### 1. Operational Matters – Projects Pending or in Progress

##### 1.1 Palmer Place Parking

At the last Community Board meeting, the Board was advised of an initial cost estimate of \$10,000 to \$12,000 for requested work in Palmer Place. The Board indicated that that in their view this price was exorbitant and requested that an alternative quote for the work be sought.

I hope that we will have at least one additional quote in so that a resolution can be passed to recommend to Council that the tree and bark garden in Palmer Place be removed and the parking space they currently occupy be reinstated as such.

The Roding Engineer (East/West) has advised that WestLink do not provide alternate quotes for works of such small scale. He would contact the company referred to by the Chairperson and request Health and Safety documentation and insurances to ensure they are certified to work on the road and ask for a fixed price quote.

Comment from the Roding Engineer (East/West) is noted in the Minute Action Sheet for this item (Attachment A) of the Infrastructure Services Report.

##### 1.2 Annual Parking and Bylaw Review

The Board would like to recommend to Council once again, that it consider a bylaw be enacted to prohibit the parking of heavy vehicles in urban Te Puke. This problem is still a concern in Te Puke and as I have said in the past this is a serious safety issue particularly around Dunlop Road and Raymond Avenue.

##### 1.3 Park Bench Renovations

The first of the park benches has now been installed on Cannell Farm Road and I note that it is well used by residents walking into the CBD. I intend to check on the progress of the next two park benches destined for the Remembrance Plaza on Jellicoe Street. I have no doubts that they will be completed to the high standard of the first one.



#### 1.4 Township Footpath Deficit List

The Board was aware that there was a high risk area for pedestrians passing through this very busy commercial area in the vicinity of the Te Puke Vet Clinic to King Street and the feasibility of the installation of a footpath in this vicinity needed to be considered.

The Board discussed proposed footpath works at their last workshop and confirm the following:

***Recommendation:***

***THAT the Te Puke Community Board approve the following footpath priorities to be included in the Council minor works programme funded from the Community Roding Budget for completion in the near future as:***

- 1. Station Road  
From Jellicoe Street intersection west to recycling centre (South side)***
- 2. Beatty Avenue  
From Tui Street to Brown Terrace (West Side) stopping at the cricket oval.***
- 3. Washer Road From Station Road to the southern carpark of Eastpack (subject to discussion with Eastpack)***
- 4. Te Puke Quarry Road from Te Puke Highway to Eastpack Pack House***
- 5. No.1 Road From Te Puke Highway to the Trevelyan's Pack House***
- 6. Collins Lane from Te Puke Highway to Eastpack Pack House***
- 7. Te Puke Veterinary Clinic to King Street***

***And that feasibility and construction estimates for the above works be reported back to the Board.***

#### 1.5 MacLoughlin Drive

At the last Te Puke Community Board meeting the Board highlighted the need for kerb and channel work to be installed on the southern side of McLoughlin Drive.

The Roding Engineer (East/West) has advised that he had requested a quote from Westlink for the design and construction of the requested work.

Comment from the Roding Engineer (East/West) is noted in the Minute Action Sheet for this item (Attachment A) of the Infrastructure Services Report.



## 2. Community Issues

### 2.1 Tactile Paving

I recently met with the Rehabilitation Instructor from the Blind Institute who demonstrated for me the difficulties that blind people have moving about their respective communities. She showed me the tactile paving that had been installed in the recent upgrade of Jellicoe Street at each of the three pedestrian crossings. We were however, disappointed to see that in the repaving of some areas of Jellicoe Street the directional tactiles had been uplifted but were not re-laid when the new pavers went down. I have attached photographs for your reference. We would recommend that the contractors be asked to come back to reinstate the directional pavers at the main pedestrian crossing. **Attachment A**

I would recommend that we investigate the installation of tactile paving on one pathway into the CBD from the Boucher Ave crossing by the Fire Station, down Jocelyn Street to Jellicoe Street. I would suggest that the Roothing Engineer (East/West) work with the Rehabilitation Instructor to ascertain what is needed for this pathway and to cost it out. I am sure the Community Board would look favorably at funding this worthwhile community project which, depending on the cost could be done in two stages. I was left with the NZTA document RTS-14 which I am sure Council has.

Staff Comment:

Comment from the Roothing Engineer (East/West) is noted in the Minute Action Sheet for this item (Attachment A) of the Infrastructure Services Report.

The Development Engineering Manager has suggested that the directional tactile paving that should be in place on the three pedestrian crossings on Jellicoe Street be installed as part of the main street renovation safety audit to be undertaken in the first quarter of the new year.

### 2.2 Parking Lines Jellicoe Street

With the high volume of traffic movement in and out of the parking spaces in this business precinct the parking lines are fading badly and the old lines are beginning to show through again. This is particularly so on the southern side of Jellicoe Street, between Oxford Street and Jocelyn Street.

Could the parking lines in this area be remarked as soon as possible so as to alleviate the confusion that currently exists?

Staff Comment

A Service Request has been instigated for this item. The Roothing Engineer (East/West) has advised that the Road Marking (white lining) team would be moving through the Eastern end of the Western Bay of Plenty district in September and the re-marking of the parking lines should be marked at that time.

### 2.3 **EPIC Te Puke**

The Board received a letter dated 7 August 2018 from Epic Te Puke suggesting that the Board might consider Naming Sponsor and Gold Level Sponsorship of the 2018 Treat Trail, a very successful event that this group organizes for Halloween afternoon in the CBD. The Board declined to take up sponsorship but encouraged the group to submit an application for a Community Grant to assist with the traffic management on this day.

The Board Chair has written a letter of support of EPIC Te Puke to accompany any application this group might make for financial assistance with their annual Christmas parade.

### 2.4 **Beatty Avenue Litter**

Since our last Community Board meeting I have had an opportunity to walk Beatty Avenue and view the concern and talk with students. I have also had a positive meeting with the Deputy Principal at Te Puke High School.

I have since been advised that there were previously rubbish bins along this route but due to them being used to dump residential rubbish they were removed.

The Board recommends that two rubbish bins be placed on Beatty Avenue to be funded by the Te Puke Community Board and serviced by the Council Contractor. The placement of the rubbish bins will be undertaken with the approval of the Reserves and Facilities staff.

Staff Comment:

The Reserves and Facilities Manager has advised that staff are arranging a quote to supply and install two new rubbish bins along Beatty Avenue. The quote and further information will be provided at the Board meeting for consideration.

## 3. **Future Directions**

### 3.1 **Te Puke Emergency Response Plan**

The draft Community Response Plan was signed off at the last meeting of the Response Plan Committee. The draft of the plan will be presented to the public at a combined community meeting to be held in the Settlers Lounge on Thursday 20 September 2018. Once again I thank all who have contributed to this important plan.

### 3.2 **Council Funding for Freedom Camping**

The Board is pleased to see Government funding to assist Council to manage freedom camping in the Western Bay district. We would however like to remind Council that we here in Te Puke have a freedom camping issue all year around and not just the summer months. We note that some of this funding will be used to monitor freedom camping which is great. We have a real need to monitor freedom

camping in our Commerce Lane carpark which is now an all year round problem not just one that arises in our Kiwifruit Season.

We would like to see the rules pertaining to Commerce Lane enforced and at the same time Council investigate the setting up of a Kiwicamp in conjunction with one or more of our post harvest kiwifruit companies.

#### Staff Comment

Staff are currently negotiating an increased level of service for freedom camping monitoring with the Compliance and Monitoring Services Contractor. The increased level of service will include regular patrols of the Commerce Lane carpark, Donovan Park, and will include daily visits by the contractor to areas that have emerging freedom camping issues. CCTV cameras will be used as a tool to assist with monitoring and the collection of non-compliance evidence.

Once negotiations have been completed, staff will respond to Central Government and confirm the conditions of drawing down the proposed funds prior to initiating the increased level of service.

## Recommendation

- 1. THAT the Chairperson's Report to the Te Puke Community Board for September 2018 be received.***
- 2. That the Te Puke Community Board fund the cost of the supply and installation of two new rubbish bins up to a value of \$..... funded from the Te Puke Community Board Reserves Fund***

Peter H Miller  
**Chairperson**  
**Te Puke Community Board**



## Tactile Paving Te Puke

Beverly Stowers

Rehabilitation Instructor

Blind Foundation [bstowers@blindfoundation.org.nz](mailto:bstowers@blindfoundation.org.nz)

578 2825 ext 5825

Further to my Chair Report of TP 15 September I would recommend to Council that it look into a visual pathway into the CBD from the Boucher Ave/Jocelyn Street intersection for visually impaired persons. To also reinstate directional paving at the main pedestrian crossing on Jellicoe Street and install it at the two new crossings on the same street.



directional paving on Jellicoe Street

I would suggest that once costings have been done that the project be done in two stages.

**Stage One:** The Jellicoe Street Upgrade contractor be asked to reinstate the directional paving on both sides of the main Jellicoe Street pedestrian crossing. (see above photo)

The starting point for the pathway at Boucher Ave. be upgraded to comply with the RTS 14 Guidelines. ie tactile paving be installed at both sides of this crossing and at the existing median. (see photo below)



Boucher Avenue starting point.



**Stage Two:** Directional paving be installed at the two new pedestrian crossings on Jellicoe Street.

Tactile paving be installed on the Stewart Street and Queen Street road crossings. These are not pedestrian crossings but tactile paving here would be very beneficial to the visually impaired.

This would complete a visual pathway into the CBD. It would be most important to keep in touch with the Blind Foundation throughout this process and to use their expertise in respect to the visually impaired.

As mentioned in my Chair Report I am sure that the Te Puke Community Board would look favourably at the funding of this project.

Peter Miller  
Te Puke Community Board Chair  
22 August 2018

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## Western Bay of Plenty District Council

### Te Puke Community Board

## Councillors Report – September 2018

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Councillor Scrimgeour will give a verbal update on the following items:

- Te Puke Gymsport - proposal to lease land at Centennial Park
- Community Matching Fund Applications
- Seal Extension programme
- Animal Shelters

John Scrimgeour  
**Councillor**  
**Te Puke Community Board**

**Western Bay of Plenty District Council**  
**Te Puke Community Board**  
**Community Board Grant Applications**  
**– September 2018**

**Purpose and Summary**

The Te Puke Community Board is required to make a decision regarding applications for Community Board Funding. Two applications have been received. The applications and supporting information for a Community Board Grant has been forwarded to members separate to this agenda.

**Funding Implications for Te Puke Community Board**

Grants will be funded from the Te Puke Community Board Grants Account.

**Delegated Authority of Te Puke Community Board**

The Community Board has delegated authority.

**Recommendation**

1. ***THAT the report from the Democracy Advisor dated 21 August 2018 titled Community Grant Application September 2018 be received.***
2. ***THAT the Te Puke Community Board approve /not approve the following grants to be funded from the Te Puke Community Board Grants 2018/2019 Account subject to all accountabilities being met.***

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

  
Aileen Alty  
Democracy Advisor

**1. Background**

The Te Puke Community Board has funding of \$11,000 for disbursement to community organisations for the 2018/19 financial year. To-date a total of \$1,000.00 has been allocated from the grants fund leaving a balance of \$10,000.00

TWO applications have been received for the Board's consideration at their meeting to be held on 6 September 2018.

**Te Puke Events and Promotions (EPIC)** has requested funding of \$500.00 to assist with costs for fees required for the traffic management plan associated with the Te Puke Treat Trail event to be held on 31 October 2018.

**Karyl-Gunn Thomas** has requested funding assistance for her 'My Story' Book Launch for which any profit would be directed to the "Its Not Okay" Campaign.

**2. Statutory Compliance**

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

**Funding/Budget Implications**

<b>Budget Funding Information</b>	<b>Relevant Detail</b>						
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.						
Te Puke Community Board Grant Fund	<table> <tr> <td>Annual Budget</td> <td>\$11,000.00</td> </tr> <tr> <td>Total allocated</td> <td>1,000.00</td> </tr> <tr> <td>Total Funding Available</td> <td><b><u>\$10,000.00</u></b></td> </tr> </table>	Annual Budget	\$11,000.00	Total allocated	1,000.00	Total Funding Available	<b><u>\$10,000.00</u></b>
Annual Budget	\$11,000.00						
Total allocated	1,000.00						
Total Funding Available	<b><u>\$10,000.00</u></b>						

**3. Consultation and Communication**

<b>Interested/ Affected Parties</b>	<b>Completed/Planned Consultation/Communication</b>	<b>Notes</b>
Te Puke Events and Promotions Group (EPIC) Karyl Gunn-Thomas	The applicants will be advised of the outcome of the grant application.	



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**Western Bay of Plenty District Council****Te Puke Community Board****Infrastructure Services Report Te Puke September 2018**

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**Purpose and Summary**

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

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**

***THAT the Deputy Chief Executive Officer's Report dated 22 August 2018 and titled Infrastructure Services Report Te Puke September 2018 be received.***

Approved



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Gary Allis  
**Deputy Chief Executive**

## 1. Utilities

### 1.1 Muttons Water Treatment Plan

Improvements to treatment plant including pressure sustaining valve to raw water supply pipeline commenced in July 2018 for completion late August – early September.

### 1.2 Dudley Vercoe Drive, Te Puke

A new pump station is to be constructed to boost water supply to the upper urban area of Te Puke including new developing areas of Boucher Avenue and No 2 Road. Construction commenced in June with completion due late August - early September.

### 1.3 Home Worm Composting Workshops

New dates for 2018 are now available on the website at:

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

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

### 1.4 Licensing Waste Collectors - Waste Management and Minimisation Bylaw 2013

Letters have been sent to known waste collectors to apply and pay to operate as a licenced waste collector in the District as per the requirements of the Waste Management and Minimisation Bylaw 2013.

A Public Notice to Licence appeared in the District newspapers during May 2018. Information to this effect was also placed on Council's website on 16 May 2018.

Applications are being processed and where required further information is sought. JJ Richards & Sons, Kleana Bins and Katikati Bin Hire have been approved for a licence and are in the process of being issued.

### 1.5 Waste Free Living Workshop by Kate Meads

Waste Free Living workshop at Waihi Beach on 9 August 2018 and at Te Puke on 12 December 2018.

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

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

Trial Te Puke Recycling Centre is extending opening hours in September for a three- month trial.

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 starts on Tuesday, 4 September 2018 and ends on 29 November 2018.

### **1.7 Opuereora Marae Public Toilet**

Repairs are being scheduled with the Reserves & facilities maintenance contractor to bring the facility up to a serviceable standard.

## **2. Reserves**

Nothing new to report this month.

## **3. Strategic Property**

### **3.1 Te Puke War Memorial Hall**

The work on the earthquake strengthening of the Hall is complete. However, the final account for this work still remains in dispute and being worked through.

## **4. Development Engineering and Projects**

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

Opus is currently preparing documentation for the procurement of suitable contractors to commence with the construction of this project. It is expected that this project will be completed by the end of this year.

## **5. Emergency Management**

### **5.1 Update Te Puke**

The Te Puke Community Response team are in the process of developing their draft Community Response Plan. On Thursday 2 August Emergency Management Bay of Plenty staff attended a meeting with the Community Response Team and received a presentation on the final draft Community Response Plan. The plan is now with Emergency Management Bay of Plenty for final formatting and minor amendments.

### **5.2 Training**

CDEM Inductions. Since 1 June 2018, two WBOPDC staff have received CDEM Induction training. One of those staff is now an EOC Volunteer Coordinator in the Operations Team, and the other is in a back-up role for the Intelligence Team.

ITF Intermediate training in Whakatāne on 25-26 July, which included two Intelligence Team (GIS) staff from the Western Zone EOC. The net course is scheduled for 21-22 August in Tauranga.

Exercise Ruapehu II: This was a facilitated desktop discussion centred on the scenario of a volcanic ash fall. The exercise took place in the Western Zone EOC Chambers on 29 June 2018, and involved the Incident Management Team. The key objectives for the exercise were firstly to introduce the newly developed Checklist Compendium, which we have produced over the past year in response to demand for more structured guidance to managing the response to emergencies. Secondly, we discussed key principles of successful function team

management; and finally we integrated these two objectives through exercising an Incident Management Team (IMT) meeting and developing an Incident Action Plan.

Checklist Compendium: The Emergency Operations Centre Incident Management Team each have a copy of the Checklist Compendium, and several copies are also located in each of the Team boxes in the CDEM storeroom at WBOPDC. Future exercises will focus on staff familiarity with this key resource.

November 2018 Exercise: Planning is underway for a Tier 1 exercise in November which will involve all of the Bay of Plenty Emergency Operation Centres participating independently on separate days. The focus of the training will be on staff gaining familiarity with the Checklist Compendium, principally their Emergency Operations Centre roles and function team processes.

### **5.3 New Community Resilience Staff**

Over July Nick Barnes and Theo Ursum both started with the Emergency Management Bay of Plenty, Community Resilience team. Theo and Nick are welcome arrivals and fill two long standing vacancies left within the team. Theo will be taking the lead working with the community response teams in the Western Bay of Plenty to continue the great work that has been done in this space to date.

### **5.4 Diverse Response Seminar**

On Wednesday 27 June 2018 the annual welfare forum was hosted in Tauranga themed "Diverse Response". The seminar was designed to highlight the importance of understanding our increasingly diverse communities in the Bay of Plenty. A number of speakers from Korea, Indonesia, China, India and Pacifika shared their cultural and religious beliefs with the group. The Bay of Plenty Interpreting Services also demonstrated how CDEM could access the service which currently supports over 40 different languages. The day provided Civil Defence Emergency Management staff the opportunity to establish connections with some of the ethnic communities particularly in the Tauranga and Western Bay of Plenty.



## 6. Roothing

### 6.1 Community Roothing Account

<b>Current Account:</b>	<b>Cost \$:</b>	<b>Status:</b>
Current Account Opening Balane 1 July 2018	\$137,778	
Allocaiton for 2017/18	\$283,564	
<b>Subtotal</b>	<b>\$421,342</b>	
<b>Committed Projects 2018/19</b>		
<b>Subtotal</b>	<b>\$0</b>	
<b>Proposed Projectes 2018/19</b>		
Station Road Footpath	\$88,000	WestLink request postponement until 2019/20 due to road rehabilitaiton
Beatty Avenue Footpath	\$ TBA	Rejected due to Cricket Club objection – Location to be confirmed by the Board
Washer Avenue Footpath	\$ TBA	To be reviewed by the Board
MacLoughlin Drive K & C	\$ TBA	WestLink to provide cost estimate
Jellicoe Street – Industrial Service Lane	\$ TBA	Business object to one-way option – Board to review
<b>Loan Information</b>		
2002 Main Street Upgrade – Repaid end of 2018	\$0	
2011 Hertitage Walkway – Repaid end of 2017	\$0	

Options to consider are new footpaths, e.g. to the pack houses, kerb and channel, cycle trails e.g. to Waitangi and additional parking.

There is potential to link with the TCC Wairari Water Main Project and proceed with a cycleway footpath on No.1 Road. An initial scoping survey has been undertaken which has identified a potential route and constraints.

# Community Board Report

## TE PUKE COMMUNITY BOARD 22/03/2018

Remit Title	<b>Parking Outside Primary School - Boucher Avenue</b>
Remit Number	TP1118 3.9
Owner	RE1
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	The Roding Engineer (East/West) had been in touch with the Principal of the Fairhaven Primary School on Boucher Avenue in regard to options for improving traffic congestion during drop-off and pick-up times.
Actions	<p><b>14 August 2018: Will be included in annual Traffic and Parking Bylaw Review later this year.</b></p> <p>26 June 2018: Parking restrictions to be modified and sent through to the Te Puke Community Board for approval.</p> <p>17 May 2018: The Roding Engineer met with Board members on site on 1 June and discussed the parking restrictions outside Fairhaven School. The Roding Engineer will also attend the June Te Puke Community Board meeting to further discuss the current parking restrictions prior to taking any action.</p> <p>11 April 2018: Roding Engineer to discuss current parking restrictions with Community Board prior to taking any action.</p>

**TE PUKE COMMUNITY BOARD 3/05/2018**

Remit Title                    **Roading - Te Puke Foot Path Priorities**

Remit Number                TP1218 6.2

Owner                         RE1

Status                         UNDER ACTION

Complete Date

Confidential

Resolution                    The Board asked when the following identified approved footpath projects included in the Council minor works programme would be started/completed:

Station Road  
From Jocelyn Street to Recycling Centre (South Side)

Beatty Avenue  
From Tui Street to Brown terrace (West Side) stopping at the cricket field

Jocelyn Street  
From the Anglican Church to Boucher Avenue (West Side) past the rose garden to join Boucher Avenue path.

Actions                        **14 August 2018:**

**a) Station Road**

**WestLink have requested this be put back to 2020 financial year in line with the road rehabilitation.**

**b) Beatty Avenue**

**Revised footpath request has been put through to WestLink for offer of service.**

**c) Jocelyn Street**

**Te Puke Community Board have now requested this be removed from the list.**

26 June 2018: Seaview Road and Boucher Avenue have been put through to WestLink as an offer of service.

It has been decided to remove Jocelyn Street from the proposed options.

10 May 2018: Roading Engineer has arranged to meet Board members on site to discuss requirements.

**TE PUKE COMMUNITY BOARD 14/06/2018**

Remit Title	<b>Traditional Speed Signage</b>
Remit Number	TP1318 2.7
Owner	RE1
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	Member Dugmore advised the Board that she had given thought to the design and structure proposed to be placed next to the transitional signage (70 kilometres per hour) at the approaches to Te Puke. She would continue to develop a design concept and report back to the next Community Board Workshop. Before any decisions relating to the signage were finalised, the Roding Engineer would be fully informed of the proposal to ensure final approval for the signage and roading requirements were met.
Actions	<b>14 August 2018: Awaiting design and structure proposal from Member Dugmore.</b>  26 June 2018: No information has been received from Member Dugmore to date.



**TE PUKE COMMUNITY BOARD 14/06/2018**

Remit Title                    **Speed Limits in the Te Puke Area**

Remit Number                TP1318 3.6

Owner                         RE1

Status                         UNDER ACTION

Complete Date

Confidential

Resolution                    Board members were aware that a number of people from the Te Puke district had asked for speed limit reductions in their immediate area.

At their next workshop, the Board would compile a list of the roads where lowering the speed limit had been specifically requested and ensure this was forwarded to the Roding Engineer (East/West) for inclusion in the annual adoption of speed limits to be confirmed by Council later in the year.

Actions                        **14 August 2018: To be dealt with at the annual Traffic and Parking Bylaw Review to be held later this year.**

26 June 2018: The speed limit review is currently underway by WestLink.

Recommendations from the Board have been added to the list for consideration.

**TE PUKE COMMUNITY BOARD 14/06/2018**

Remit Title	<b>Tactile Paving to Assist Persons with Limited Sight</b>
Remit Number	TP1318 5.2
Owner	RE1
Status	UNDER ACTION
Complete Date	
Confidential	
Resolution	<p>The Chairperson advised that he would meet with the Te Puke representative from the Blind Foundation who had made the initial inquiry about the installation of tactile paving to ascertain exactly what was required. The Roading Engineer (East/West) advised that there were 47 people in Te Puke that were registered with the Blind Foundation so broader requirements for those needing assistance relating to safe footpath/road access may have to be considered.</p>
Actions	<p><b>14 August 2018: No update on meeting between the Board Chair and the Blind foundation received as yet.</b></p> <p>26 June 2018: Awaiting the outcome of the meeting with Board Chair, Peter Miller and the Blind Foundation.</p>

**TE PUKE COMMUNITY BOARD 26/07/2018**

Remit Title **Palmer Place Parking**

Remit Number TP1418 4.3

Owner RE1

Status UNDER ACTION

Complete Date

Confidential

Resolution It had been suggested that the tree and bark garden in Palmer Place be removed and the space they currently occupy be reinstated as a parking space.

The Roading Engineer (East/West) provided an initial cost estimate of \$10,000 to \$12,000 for the work noting that it would not be carried out for at least six to nine months, due to the work load and time requirements for other priority programmed works.

The Board felt that the quote was exorbitant and requested that an alternative quote for the required work be sought.

Once the information on the costs were available, they would be provided to the Board, who may choose to put forward a resolution to proceed with the work which would be funded from the Te Puke Community Roading Budget.

Actions **14 August 2018: Roading Engineer to request price quotes from alternative contractors.**

**TE PUKE COMMUNITY BOARD 26/07/2018**

Remit Title                    **Annual Speed Limit Review**

Remit Number                TP1418 4.4

Owner                         RE1

Status                         UNDER ACTION

Complete Date

Confidential

Resolution                    The Board requested that the following speed limit changes be forwarded to the Roothing Engineer (East/West) for inclusion in the Annual Speed Limit Review that was to be presented to Council for confirmation later in the year:

- No 1 Road: 50kms one kilometre up the road from the Te Puke Highway intersection
- No 2 Road: 50kms to extend a further 100m up the road
- No 3 Road: 50kms from McLoughlin Drive to Te Puke Highway
- Washer Road: 50km
- Te Puke Highway: Extend 50km speed limit to the Waiari Bridge.

Actions                        **14 August 2018: Will be addressed at the annual Traffic and Parking Bylaw Review to be held later this year.**



**TE PUKE COMMUNITY BOARD 26/07/2018**

Remit Title                **MacLoughlin Drive**

Remit Number            TP1418 4.8

Owner                     RE1

Status                     UNDER ACTION

Complete Date

Confidential

Resolution                As a result of on-going development in the immediate vicinity, MacLoughlin Drive was becoming a main thoroughfare road that needed widening and kerb and channel work installed on the southern side of the roadway.

The Roding Engineer (East/West) advised that he would seek costing for the required work and report back to the Board.

Actions                    **14 August 2018: Roding Engineer has sent Notice to WestLink requesting quote for design and construction.**

**TE PUKE COMMUNITY BOARD 26/07/2018**

Remit Title                    **Community Consultation Programme 2018**

Remit Number                TP1418 4.9

Owner                         UAM

Status                         COMPLETE

Complete Date              10 August 2018

Confidential

Resolution                    The Chairperson advised that the Board's second Community Consultation Meeting was planned for mid September. The draft Te Puke Emergency Response Plan should be ready for presentation to the public by that time.

The Chairperson advised that he would also liaise with Council staff to determine if information on the Te Puke Stormwater Catchment Management Plan could also be presented at this consultation meeting.

Actions                        **10 August 2018: Staff have liaised with the chairperson and confirmed the Te Puke Stormwater Catchment Management Plan could be presented at the Board's Community Consultation meeting.**

**TE PUKE COMMUNITY BOARD 26/07/2018**

Remit Title                    **Jellicoe Street Industrial Service Lane**

Remit Number                TP1418 7.1

Owner                         RE1

Status                         UNDER ACTION

Complete Date

Confidential

Resolution                    The Roading Engineer (East/West) advised that he would undertake the design and survey work for the Jellicoe Street Industrial Service Lane. This may reduce costs but the work would still take some months, and even longer if the required work was to be put out for tender.

Actions                        **14 August 2018: Design still in progress. Further discussions to be held with local businesses.**

**Western Bay of Plenty District Council**  
**Te Puke Community Board**  
**Financial Report Te Puke – July 2018**

**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 July 2018 (**Attachment A**).

Total operating costs are under budget and include conference expenses, contingency, grants, mileage allowance, security, street decoration and inter-department charges.

Salaries are over budget year to date. Security charges reflect an accrual for CCTV monitoring in 2018.

**Grant payments made to date:**

	\$
<b>Total grants paid to date</b>	<b>\$0</b>

**Committed – Operational expenditure**

	\$
Te Puke Gymsport grant	1,000
<b>Total outstanding operational commitments</b>	<b>\$1,000</b>

**2018/19 reserve analysis:**

2018/19 Opening balance	\$118,612
Storyboard installation at eastern entrance to Te Puke [TP7.6.2]	\$(1,623)
<b>2018/19 Closing balance</b>	<b>\$116,989</b>




### Committed - Reserves expenditure

Jubilee Park Skate Park [TP20.1.1 & TP6.6.4] \$25,901 funded in 2017-18	Up to \$(19,099)
Storyboard installation at eastern entrance to Te Puke [TP7.6.2] \$834 funded in 2017-18	\$(544)
Refurbishment and installation of three park benches at the Memorial Courtyard [TP13.2.4]	\$(5,000)
<b>2018/19 Closing balance after committed expenditure</b>	<b>\$92,346</b>


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].

### Recommendation

***THAT the Management Accountant's report dated 13 August 2018 and titled "Financial Report Te Puke – July 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 July 2017**

**Te Puke Community Board**

	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
<b>Direct Costs</b>						
Conference Expenses	0	167	167	<input checked="" type="checkbox"/>	2,000	0
Contingency - [see breakdown below]	1,623	417	(1,206)	<input type="checkbox"/>	5,000	1,819
Grants	0	917	917	<input checked="" type="checkbox"/>	11,000	10,973
Mileage Allowance	0	83	83	<input checked="" type="checkbox"/>	1,000	578
Salaries	2,091	1,991	(100)	<input type="checkbox"/>	26,198	26,734
Security	(252)	630	882	<input checked="" type="checkbox"/>	7,560	1,459
Street Decoration	0	833	833	<input checked="" type="checkbox"/>	10,000	6,800
Inter Department Charges	0	0	0	<input checked="" type="checkbox"/>	0	47,184
<b>Total Operating Costs</b>	<b>3,462</b>	<b>5,038</b>	<b>1,576</b>	<input checked="" type="checkbox"/>	<b>62,758</b>	<b>95,547</b>
Interest Expense	0	0	0	<input checked="" type="checkbox"/>	0	(7,452)
<b>Total Direct Costs</b>	<b>3,462</b>	<b>5,038</b>	<b>1,576</b>	<input checked="" type="checkbox"/>	<b>62,758</b>	<b>88,096</b>
Costs Allocated	0	0	0	<input checked="" type="checkbox"/>	0	0
<b>Total Costs</b>	<b>3,462</b>	<b>5,038</b>	<b>1,576</b>	<input checked="" type="checkbox"/>	<b>62,758</b>	<b>88,096</b>
<b>Income</b>						
Rate Income	0	9,162	(9,162)	<input type="checkbox"/>	109,939	108,416
<b>Total Direct Income</b>	<b>0</b>	<b>9,162</b>	<b>(9,162)</b>	<input type="checkbox"/>	<b>109,939</b>	<b>108,416</b>
<b>Net Cost of Service</b>	<b>(3,462)</b>	<b>4,124</b>	<b>(7,586)</b>	<input type="checkbox"/>	<b>47,181</b>	<b>20,320</b>
<b>Contingency - breakdown</b>						
Storyboards	1,623					
<b>Year to date contingency costs</b>	<b>1,623</b>					
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>118,612</b>					
Storyboard installation at eastern entrance to Te Puke [TP7.6.2]	(1,623)					
<b>(Decrease) Increase in year</b>	<b>(1,623)</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>116,989</b>					

**Western Bay of Plenty District Council**

**Formal Meeting Schedule 2018**

<b>SEPTEMBER 2018</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Policy Committee	4 September	9.30am	Chambers
Maketu Community Board	4 September	7.00pm	Maketu Community Centre
Te Puke Community Board	6 September	7.00pm	Te Puke Library and Service Centre
Operations and Monitoring Committee	13 September	9.30am	Chambers
Council	20 September	9.30am	Chambers
Rural Committee	25 September	9.30am	Chambers
Policy Committee	27 September	9.30 am	Chambers
<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 Board
Omokoroa Community Board	9 October	7.00pm	Omokoroa Community Church
Katikati Community Board	10 October	7.00pm	The Centre – Pātuki Manawa 21 Main Road Katikati
Community Committee	11 October	9.30am / 10.00am	Chambers
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
<b>Labour Day - 22 October</b>			
Operations and Monitoring Committee	25 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	30 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	31 October	9.30am	Chambers