

Mā tō tātou takiwā
For our District

Te Puke Community Board

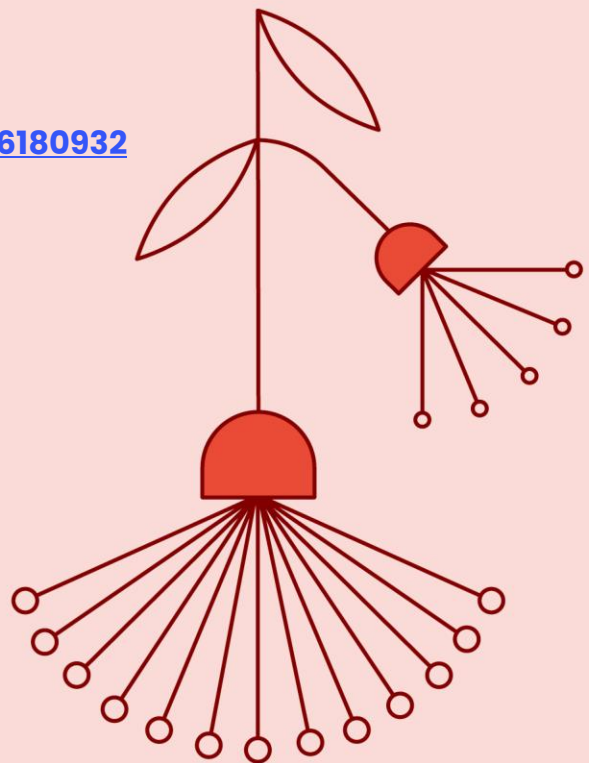
Komiti Taiwhenua

TP22-1

Thursday, 10 February 2022, 7.00pm

Zoom only

<https://westernbay-govt-nz.zoom.us/j/88926180932>



Te Puke Community Board

Membership:

Chairperson	Richard Crawford
Deputy Chairperson	Tupaea Rolleston
Members	Kassie Ellis Dale Snell Cr Grant Dally Cr Monique Gray
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

- To represent, and act as an advocate for, the interests of their communities.
- To provide an effective mechanism for community feedback to Council.
- 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 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 the respective communities to promote public participation and communication within respective communities.
- To undertake tasks, powers and functions 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 receive reports from Council appointees on Council matters relevant to the Community Board.
- To have input into Council and its Committees on issues and plans that affect communities within the Community Board area.

Notice is hereby given that a Te Puke Community Board Meeting will
be held in the Zoom only on:
Thursday, 10 February 2022 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 five 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.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 18 NOVEMBER 2021

File Number: A4444932

Author: Pernille Osborne, Senior Governance Advisor – Community Boards

Authoriser: Barbara Whitton, Customer Services and Governance Manager

RECOMMENDATION

That the Minutes of the Te Puke Community Board Meeting held on 18 November 2021, as circulated with the agenda, be confirmed as a true and accurate record.

ATTACHMENTS

1. Minutes of the Te Puke Community Board Meeting held on 18 November 2021

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
TE PUKE COMMUNITY BOARD MEETING NO. TP21-5
HELD VIA ZOOM (AUDIO / VISUAL LINK) UNDER COVID-19 LEVEL 2
AND LIVESTREAMED ON THURSDAY, 18 NOVEMBER 2021 AT 7.00PM**

1 PRESENT

Chairperson R Crawford, Member T Rolleston, Member K Ellis, Cr G Dally and Cr M Gray.

2 IN ATTENDANCE

J Pedersen (Group Manager People and Customer Services), C McLean (Senior Transportation Engineer), H Wi Repa (Governance Technical Support) and P Osborne (Senior Governance Advisor)

Councillor Denyer was also in attendance.

3 APOLOGIES

APOLOGY

RESOLUTION TP21-5.1

Moved: Member K Ellis

Seconded: Member T Rolleston

That the apology for lateness from Cr Dally and the apology for absence from Member D Snell be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 29 JULY 2021

RESOLUTION TP21-5.2

Moved: Member T Rolleston

Seconded: Member K Ellis

That the Minutes of the Te Puke Community Board Meeting held on 29 July 2021, as circulated with the agenda, be confirmed as a true and accurate record.

CARRIED

Councillor Dally entered the meeting at 7.03pm.

9 REPORTS

9.1 COUNCIL DECISION ON TE PUKE COMMUNITY BOARD RECOMMENDATION - EXPRESSIONS OF INTEREST SOUGHT FOR A NEW LESSEE OF THE OLD GIRL GUIDES HALL ON TE PUKE DOMAIN

The Board considered a report from the Senior Governance Advisor. The report was taken as read.

RESOLUTION TP21-5.3

Moved: Chairperson R Crawford

Seconded: Member T Rolleston

That the Senior Governance Advisor's report dated 18 November 2021, titled 'Council Decision on Te Puke Community Board Recommendation – Expressions of Interest Sought for a New Lessee of the Old Girl Guides Hall on Te Puke Domain', be received.

CARRIED

9.2 TE PUKE COMMUNITY BOARD CHAIRPERSON'S REPORT - NOVEMBER 2021

The Board considered a report from the Chairperson. The report was taken as read with further discussion around the CCTV funding request.

The Board was advised that the requested funds would be for the one-off cost of the purchase and installation of the cameras. The Board was not being asked to commit to any on-going costs.

The Board sought clarification from Councillor Gray, who was a member of the CCTV Working Party, around the CCTV application for the Welcome Bay round-about. The Board was advised that the CCTV working party had only received indicative costs at this stage, and this funding was to support the submission to Council. It was clarified that once approved by Council, the application for funding would come back to the Board with final costs.

MOTION

1. That the Chairperson's report dated 18 November 2021, titled 'Te Puke Community Board Chairperson's Report – November 2021', be received.

AMENDMENT

That No. 1 remains the same.

That a second recommendation be added as follows:

2. That the Te Puke Community Board support, in principle, to approve up to 50% of the cost for one (1) ANPR and one (1) PTZ camera at the Welcome Bay round- about, from the Te Puke Community Board Reserve account, subject to the outcome of the CCTV submission and final approval of cost.

The amendment was put and carried.

SUBSTANTIVE MOTION

RESOLUTION TP21-5.4

Moved: Member K Ellis

Seconded: Chairperson R Crawford

1. That the Chairperson's report dated 18 November 2021, titled 'Te Puke Community Board Chairperson's Report – November 2021', be received.
2. That the Te Puke Community Board support, in principle, to approve up to 50% of the cost for one (1) ANPR and one (1) PTZ camera at the Welcome Bay round-about, from the Te Puke Community Board Reserve account, subject to the outcome of the CCTV submission and final approval of cost.

CARRIED

9.3 TE PUKE COMMUNITY BOARD COUNCILLOR'S REPORT – NOVEMBER 2021

The Board considered a report from Councillor Dally. The report was taken as read. The Draft Local Alcohol Policy (LAP) and Draft Alcohol Control Bylaw was highlighted by Councillor Dally, as there had been a number of submissions made.

RESOLUTION TP21-5.5

Moved: Member T Rolleston

Seconded: Member K Ellis

That the Councillor's report dated 18 November 2021, titled 'Te Puke Community Board Councillor's Report – November 2021', be received.

CARRIED

9.4 TE PUKE COMMUNITY BOARD GRANT APPLICATIONS

The Board considered a report from the Senior Governance Advisor. The report was taken as read. The Board spoke in support of both applications presented.

RESOLUTION TP21-5.6

Moved: Member K Ellis

Seconded: Member T Rolleston

1. That the Senior Governance Advisor's report dated 18 November 2021, titled 'Te Puke Community Board Grant Applications', be received.
2. That the Te Puke Community Board approve the Grant application from EPIC Te Puke for \$500 to be funded from the Te Puke Community Board Grants account, subject to all accountabilities being met.
3. That the Te Puke Community Board approve the Grant application from Manaaki Mushrooms for \$1,000 to be funded from the Te Puke Community Board Grants account, subject to all accountabilities being met.

CARRIED

9.5 2022/23 ANNUAL OPERATING BUDGET

The Board considered a report from the Financial Business Advisor. The report was taken as read.

The Board discussed the 'Street Decoration' budget line and clarified that this could be used for other street decoration projects alongside the flags. The Board decided to workshop ideas for other projects that could be progressed against this budget.

RESOLUTION TP21-5.7

Moved: Chairperson R Crawford

Seconded: Member T Rolleston

1. That the Financial Business Advisor's report dated 18 November 2021, titled '2022/23 Annual Operating Budget', be received.
2. That it be recommended to the Annual Plan and Long Term Plan Committee that the Te Puke Community Board 2022/23 Annual Operating Budget be:

OPERATING COSTS	2022/23	
Contingency	5,000	
Grants	11,000	
Mileage Allowance	2,000	
Public Safety	7,560	
Street Decorations	10,000	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COSTS		

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

CARRIED

9.6 INFRASTRUCTURE SERVICES REPORT TE PUKE COMMUNITY BOARD NOVEMBER 2021

The Board considered a report from the Deputy Chief Executive. The report was taken as read with further discussion on the below items.

RESOLUTION TP21-5.8

Moved: Cr G Dally
Seconded: Member K Ellis

1. That the Deputy Chief Executive's Report, dated 18 November 2021 and titled 'Infrastructure Services Report Te Puke Community Board November 2021' be received.

CARRIED

RESOLUTION TP21-5.9

Moved: Chairperson R Crawford
Seconded: Member T Rolleston

2. The Te Puke Community Board approve up to \$5,000 from the Te Puke Community Board Roothing Account for the removal and replacement of mosaics with gold pavers outside the Library and Memorial Hall, in order to match what is existing.

CARRIED

RESOLUTION TP21-5.10

Moved: Member K Ellis
Seconded: Cr G Dally

3. The Te Puke Community Board approve for the padlocks **not** to be installed on the main street rubbish bins, and that an education and enforcement approach is taken.

CARRIED

RESOLUTION TP21-5.11

Moved: Member K Ellis
Seconded: Member T Rolleston

4. The Te Puke Community Board supports the Te Puke and Old Te Puke Cemeteries Information Sign Boards project and approve up to \$5,000 from the Te Puke Community Board Reserve Account, for two Information Sign Boards to be built and installed at the Te Puke and Old Te Puke Cemeteries.

CARRIED

9.6.1 MOSAIC ARTWORK OUTSIDE THE LIBRARY AND MEMORIAL HALL

The Board was advised that the work on this project had already begun, due to the Health and Safety concern raised.

The Board discussed looking at local contractors for smaller projects around town. The local contractors would need to go through Council's accreditation process, however the Board was advised that appropriate Council staff could talk the local contractors through the process of getting SHE qualified.

9.6.2 STOCK ROAD / JUBILEE PARK FOOTPATH

The Board was advised that this project sat with Council's Reserves team. The Board noted that Reserves staff had identified a preferred route that they would obtain quotes for.

9.7 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT SEPTEMBER 2021

The Board considered a report from the Financial Business Advisor. The report was taken as read, noting the below project as being complete.

RESOLUTION TP21-5.12

Moved: Member K Ellis

Seconded: Cr G Dally

That the Financial Business Advisor's report dated 18 November 2021 and titled 'Te Puke Community Board – Financial Report September 2021', be received.

CARRIED

9.7.1 JUBILEE PARK SKATE PARK DEVELOPMENT

The Board noted that they would still like to see Stage 2 of the project completed in the future, noting the Board could commit further funds if needed.

RESOLUTION TP21-5.13

Moved: Cr G Dally
Seconded: Member K Ellis

The Te Puke Community Board approve the release of all remaining funds (\$19,099) from the Te Puke Community Board Committed Reserves expenditure back into the Reserve Account, due to the Jubilee Park Skate Park project now being complete.

CARRIED

9.8 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS

The Board considered a report from the Senior Governance Advisor. The report was taken as read.

RESOLUTION TP21-5.14

Moved: Member K Ellis
Seconded: Chairperson R Crawford

That the draft schedule of meetings for November 2021, December 2021, January 2022 and February 2022, be received.

CARRIED

The Meeting closed at 7.41pm.

The minutes of this meeting were confirmed at the Te Puke Community Board Meeting held on 10 February 2022.

.....
Chairperson R Crawford

CHAIRPERSON

9 REPORTS

9.1 TE PUKE COMMUNITY BOARD CHAIRPERSONS REPORT – FEBRUARY 2022

File Number: A4442499

Author: Richard Crawford, Community Board Chairperson

Authoriser: John Holyoake, Chief Executive Officer

RECOMMENDATION

1. That the Chairperson's report dated 10 February 2022, titled 'Te Puke Community Board Chairpersons Report – February 2022', be received.
2. That the Te Puke Community Board approve \$1,879.91 from the Te Puke Community Board Reserve Account for costs relating to the Te Puke Library and Service Centre Boardroom lighting upgrade.

BACKGROUND

Happy New Year 2022

Our Board met for the first time this year on 21 January 2022 after a great break from everything and look forward to the year which includes the elections. All of us are reviewing our options but are committed to continuing work on behalf of our town and district. These are trying times with COVID-19 restrictions and changes to local government, especially around Three Waters, Reserve Management Act (RMA) and the local government reforms.

There is also expedient growth and development happening in Te Puke, which is bringing changes, and new people and business into our area. Also, with CoLab (our community development group) signing a 5-year partnership with the Department of Internal Affairs (CLDP) we are going to experience considerable resourcing towards community development initiatives which our Board is excited about and are fully supportive of.

Community Board public meetings

The Te Puke Community Board would like to see our public meetings allow local representation in the public forum to be both present and / or via Zoom. We are happy for the required Council staff to attend via Zoom, as we believe it worked OK, however it would be of preference to have everyone present. Now that we are under the Red Traffic Light it may cause some further changes.

CCTV

The Board is appreciative of the ANPR and PTZ camera that has been approved for the Welcome Bay roundabout. The agreement was that the Board would pay 50% of the actual costs, with proof provided from Council staff before any final payments are approved.

Community Plan Review

The Board is wanting to start a review of the towns Community Plan. We have been talking with CoLab in regard to part of their requirement for the partnership deal with the Department of Internal Affairs (DIA), they are required to develop a community development plan, and their desire is to see this align with the Te Puke Community Plan.

Our proposal is to work alongside CoLab to review the Community Plan. CoLab could lead this in conjunction with the WBOPDC Community Team.

Staff Comment:

Te Puke's Community Plan was initially developed in 2003/2004 to signal the direction the community wished to take economically, socially, environmentally and culturally, and detail the actions needed to achieve the goals. A 2016 review sought comments and suggestions to further progress the plans aspirations. Council staff conducted a table top review, of Council actions, in mid-2021. The request to review and develop a new plan has the support of Council's Community Team who would be happy to assist.

Digital Enablement in the Eastern Community – Consultation for Te Puke / Maketu

Our Board plans to meet with the Team Leader Libraries Eastern on Thursday 27 January 2022, to discuss digital enablement in the eastern community. We are pleased that wider consultation with other groups is happening.

Public Toilet Renovations – Te Puke Library

The Board would like an update on the building work being carried out on the public toilets. They have been blocked off for months, and the community would like to know what is happening. It is not a good look on our main street with construction site fencing and no work happening. Alongside this we have no access to one of the main public toilets.

Staff Comment:

The initial work has exposed significant rot and structural damage to floor joists. This has necessitated architectural and structural engineering advice which had been delayed due to under resourcing.

Staff are working with new consultants who have been given firm deliverable timeframes. It is anticipated that plans for building consent will be completed next month.

Story Boards

The Board is still working towards engaging the community to start establishing history story boards to tell our distant and more recent history of our town. We are committed to see at least two of those story boards completed and erected by the end of our term as a Community Board. Our goal is to help finance seven in total from the Community Board Reserve Account.

Communication regarding 2021 grant- Youth Encounter Ministries Trust

In April 2021 the Te Puke Community Board awarded grant funding to Youth Encounter Ministries Trust. This assisted with sponsorship costs associated with their leadership programme and was subject to all accountabilities being met, including;

- That the recipient comes from the Te Puke Ward; and
- That the recipient presents their experience back to the Community Board following the conclusion of the programme.

Attachment 1 is a letter of thanks from Youth Encounter Ministries and the sponsored youth to fulfil the requirements.

Te Puke Library & Service Centre Boardroom Lighting

As a result of the Community Board meetings now requiring Zoom technology for the foreseeable future, it has been highlighted that the boardroom requires a lighting upgrade. The new light fittings would be LED panels that would spread the light more evenly rather than push the light downwards, providing an overall better image over Zoom. **Attachment 2** is the quote that has been received from Conway & Carpenter Electrical.

Resolution:

That the Te Puke Community Board approve \$1,879.91 from the Te Puke Community Board Reserve Account for costs relating to the Te Puke Library and Service Centre Boardroom lighting upgrade.

ATTACHMENTS

1. **Attachment 1 – Letter of thanks from Youth Encounter Ministries** 
2. **Attachment 2 – Te Puke Library Lighting Upgrade Quote** 



196 Roydon Down Road, RD 9, Te Puke 3189

e. info@youthencounter.co.nz

p. 07 218 2113

18 November 2021

The Chairman
Te Puke Community Board
Via email

Dear board members

Thank you for granting Youth Encounter \$950 earlier in the year enabling one of our young clients from Maketu to be able to attend our dirt bike camp over Queen's Birthday weekend. Te Rangi thoroughly enjoyed the experience, fully participated in camp and is now engaged in our one-on-one Mentoring program with one of our volunteer staff who also lives in Maketu. We are thrilled with Te Rangi's desire to ensure he gets his Level 1 NCEA credits before the end of the year. He is exploring possible career choices with his mentor who will organise some work experience for Te Rangi.

Our mentor asked Te Rangi a few questions about his camp experience which I have summarised in to the attached letter for you.

Thank you again for joining with us in helping to make a positive difference in this young man's life.

Kind regards

A handwritten signature in black ink, appearing to read "Maree Rauhala".

Maree Rauhala
Administrator
Youth Encounter Ministries Trust
www.youthencounter.co.nz
m. 021 540 910
e. admin@youthencounter.co.nz



196 Roydon Down Road, RD 9, Te Puke 3189

e. info@youthencounter.co.nz

p. 07 218 2113

18 November 2021

The Chairman
The Te Puke Community Board
Sent via email

Dear Te Puke Community Board

I am very grateful for the opportunity I got to go on a Youth Encounter camp because of your support. I got to ride motorbikes and meet new friends. We also did other activities.

I liked the camp and would recommend it to others. The best part was riding motorbikes and learning about them. A challenge was to keep going when you were hot and tired. I would go on another camp to meet with the same people and ride again.

I'd like to thank you for making it possible for me to attend this camp and I think it's awesome you give people these opportunities.

Te Rangi
Maketu



Conway & Carpenter Electrical
 Aotea Electric Te Puke Limited
 152 Jellicoe Street
 Te Puke, 3119
 office@concar.co.nz
 07 573 9826

**Western Bay of Plenty District
 Council**
 Private Bag 12803
 Tauranga

Site Address
 130 Jellicoe Street
 Te Puke Library
 Te Puke, 3119

Job Number: #9406
 GST Number: 130-889-530
 Estimate Date: 22nd Nov 2021
 Valid Until: 22nd Dec 2021

Estimate | Library Lighting

Thank you for the opportunity to price the work on your property.

Our mission is to make every customer a repeat customer. As part of our service all estimated work comes with a 12 month workmanship guarantee. Customer service is everything to us and we have the systems in place so that we deliver on our promises.

We have provided you with our best value price based on the information we have, we are always open to a conversation on our estimated amount, please call or email the office if you have any queries about this price.

Name	Quantity	Price	Total
Upgrade Library Lighting			
Remove the existing fluorescent troffer light fittings Install new 1200x300 LED panel Lights These light fittings are LED panels, the existing lighting pushes the light downwards these fittings will be "spread" the light more evenly. The lighting will not be "over bright" - new fittings are only 28w each.			
Labour, materials and certification	1.00	\$1,634.70	\$1,634.70
			\$1,634.70
Subtotal			\$1,634.70
GST Amount			\$245.21
Total			\$1,879.91

All our work is covered by a 12 month guarantee on workmanship. Materials supplied by us have a manufacturer guarantee of not less than one year.

We look forward to working with you on your project. Please let us know if you have questions or comments.

All estimates are valid for 30 days. All our work is kept on record.

If additional work/parts are required parts and labour will be charged out at normal rates.

9.2 TE PUKE COMMUNITY BOARD COUNCILLOR'S REPORT – FEBRUARY 2022**File Number: A4458814****Author: Monique Gray, Councillor****Authoriser: John Holyoake, Chief Executive Officer****RECOMMENDATION**

That the Councillor's report dated 10 February 2022, titled 'Te Puke Community Board Councillor's Report – February 2022', be received.

BACKGROUND

As we roll into the New Year it is a great time to reflect on what was and what we have coming up. I hope everyone had a fruitful and joyous break. At this time of year, it is all about family time, making memories and overindulging. It is also a good time to regain focus, take a deep breath and think about the mahi at hand. My family have appreciated the sunshine and time together, and as a Mum of three boisterous boys it has been great to have them out and about in the great outdoors of this district, we call home.

There has been limited time in the chambers towards the end of last year. Loose ends were being tied up and we finished the end of the year with a council meeting and further discussion on the Three Waters Reform.

A decision has also been made that any unvaccinated staff and elected members would not be able to attend chambers in person, however facilities are available to engage electronically.

Staff will be engaging on the draft Te Puke Maketu Reserve Management Plan in 2022, this will give the public opportunity to provide feedback on the draft before it is finalized.

Pukehina Community Hall and the Ratepayers Association will have held their Annual General meeting with much to discuss – I look forward to the updates.

Many have been enjoying the Memorial Pools that reopened for the new season.

We hope to see the return of some community events in the future; however we understand the pressures for event organiser's under the COVID-19 restrictions.

I would like to make a special mention of EPIC Te Puke. Their concept of 'Te Puke Christmas Town' and the participation from the community, individuals and businesses gave our community something to look forward to. I can see this concept growing with popularity regardless of the COVID-19 restrictions.

Our Community Board have been out and about, lodging Antenna repairs and hazards that need attention. The big discussions over the next few months will be preparation for those intending to run for the elections, which will be held in October 2022. It was good to re-group early January 2022 and catch up about plans as a Board for the year ahead.

9.3 TE PUKE COMMUNITY BOARD – ANZAC DAY COMMEMORATION 2022**File Number: A4458981****Author: Pernille Osborne, Senior Governance Advisor – Community Boards****Authoriser: Barbara Whitton, Customer Services and Governance Manager****EXECUTIVE SUMMARY**

The Te Puke Community Board is required to make a decision regarding attendance and presentation of a wreath at the ANZAC Service in Te Puke on ANZAC Day, Monday 25 April 2022.

RECOMMENDATION

1. That the Senior Governance Advisor's report dated 10 February 2022, titled 'Te Puke Community Board – ANZAC Day Commemoration 2022', be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That the Te Puke Community Board provide / do not provide a wreath for the ANZAC Day Service, to be paid from the Te Puke Community Board Contingency Account (up to the value of \$200).
4. That represents the Te Puke Community Board at the ANZAC Day Service in Te Puke on 25 April 2022.

BACKGROUND

Community Boards participate in ANZAC Day Services in their respective areas. Community Board Chairpersons are requested to liaise with their appointed Board Councillors to co-ordinate the representation at services across the Western Bay of Plenty District Council region on Monday 25 April 2022.

SIGNIFICANCE AND ENGAGEMENT

1. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

2. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
3. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it does not meet the threshold of the significance policy.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Te Puke Returned Services Association	Governance Services will inform the Te Puke Returned Services Association of the Te Puke Community Board representatives attending the Te Puke ANZAC Services to be held on 25 April 2022.
General Public	No consultation is planned. The report recommendation and Community Board decision are publicly available.

ISSUES AND OPTIONS ASSESSMENT

Option A To fund an ANZAC Wreath	
Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental Costs (including present and future costs, direct, indirect and contingent costs).	<p>Each Community Board has funded the cost of an ANZAC Day Wreath in previous years. The cost of a wreath is considered to be minor and provides economic, social and cultural support to the community for this event. The wreath will be prepared by a local florist. There would be no environmental impact.</p>
Option B To not fund an ANZAC Wreath	

<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental <p>Costs (including present and future costs, direct, indirect and contingent costs).</p>	<p>The Community Board may choose to not fund an ANZAC Day Wreath. This would not provide the same level of economic, social and cultural support to the community for this event. There would be no environmental impact.</p>
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STATUTORY COMPLIANCE

The Board has delegation to allocate funding from their Corporate Budget – Contingency Account.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Up to \$200.00 allocated from the Board Contingency Account.	The funding of up to \$200.00 for a wreath to be laid by Te Puke Community Board Representatives on ANZAC Day 2022.

9.4 TE PUKE COMMUNITY BOARD GRANT APPLICATIONS – FEBRUARY 2022**File Number: A4442718****Author: Pernille Osborne, Senior Governance Advisor – Community Boards****Authoriser: Barbara Whitton, Customer Services and Governance Manager****EXECUTIVE SUMMARY**

1. The Te Puke Community Board is required to make a decision regarding an application for Community Board Grant Funding. Two applications have been received.
2. The applications and supporting information relating to the Community Board Grants have been forwarded to members, separate to this agenda.

RECOMMENDATION

1. That the Senior Governance Advisor's report dated 10 February 2022, titled 'Te Puke Community Board Grant Application – February 2022', be received.
2. That the Te Puke Community Board approve/not approve the Grant Application from Blue Light Ventures Inc for \$... for the printing costs of 200 Street Smart Handbooks for Year 13 Te Puke Highschool students. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.
3. That the Te Puke Community Board approve/not approve the Grant Application from the Te Puke Scout Group for \$... for the costs relating to the installation of security cameras and repainting of the building. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

BACKGROUND

3. The Te Puke Community Board has funding of \$11,000 available for disbursement to community organisations for the 2021/2022 financial year. The balance as of 10 February 2022 is \$9,500.
4. **Blue Light Ventures Inc** has submitted an application for funding of \$700 for costs relating to the printing of 200 Street Smart Handbooks for Year 13 Te Puke Highschool students.
5. **Te Puke Scout Group** has submitted an application for funding of \$5,000 for costs relating to the installation of security cameras and repainting of the building.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Blue Light Ventures Inc	The applicant will be advised of the outcome of their respective Grant Application.
Te Puke Scout Group	The applicant will be advised of the outcome of their respective Grant Application.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail				
Community Board Grant Funds	<p>The Community Board will consider applications, for distribution of grant funding before the end of the financial year.</p> <table><tr><td>Annual Budget</td><td>\$11,000.00</td></tr><tr><td>Current Balance</td><td>\$9,500.00</td></tr></table>	Annual Budget	\$11,000.00	Current Balance	\$9,500.00
Annual Budget	\$11,000.00				
Current Balance	\$9,500.00				

9.5 INFRASTRUCTURE SERVICES REPORT TE PUKE COMMUNITY BOARD FEBRUARY 2022**File Number: A4457397****Author: Tracy Harris, Executive Assistant****Authoriser: Gary Allis, Deputy Chief Executive & Group Manager Infrastructure Services****EXECUTIVE SUMMARY**

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

RECOMMENDATION

That the Deputy Chief Executive's Report, dated 10 February 2022 and titled 'Infrastructure Services Report Te Puke Community Board February 2022', be received.

ROADING**Transportation – Te Puke Community Roading**

Description: Funding for the development and implementation of the Community Roading Plan approved by Te Puke Community Board.

Te Puke Community Board Roading Current Account	Project Cost	Paid in 2021	Te Puke Community Board \$	Status
Current Account:				
Current Account Opening Balance 1 July 2021			\$484,742	
Interest 2021/22			\$15,996	
Allocation for 2021/22			\$289,802	
Subtotal			\$790,540	
Approved Projects				
Station Road Footpath	\$110,000	\$102,493	\$7,507	Complete Finalising costs
Stock Road Footpath	\$21,000	\$21,096	-	Complete
TP20-5.6 22-10-20 Queen and Jellicoe CCTV hardware and installation	\$7,952	\$7,952	-	Complete
Tactile pedestrian marking at Jellicoe St crossings	\$27,600	-	\$27,600	Started Nov 2021

TP20-5.14 22-10-20 Boucher Ave / Fenton Terrace Walkway	\$7,000	-	\$7,000	Complete Finalising costs
Dudley Vercoe Footpath and Drainage	\$120,000	\$104,208	\$15,792	Started May 2021 Finalising costs
		Paid in 2022		
Cameron Rd Speed Bump removal and Te Puke Intermediate School Safety Improvements including a Bus Stop outside Te Puke High School.		\$11,259	\$80,000	Speed bump removed
Main Street Median Island Plant Reinstatement		\$1,301	\$5,026	Work started
Subtotal	\$293,552.00	\$247,514	\$142,924	
Proposed Projects	Priority			
Library Mosaic Replacement	1		\$4,588	Board Approved
Te Puke Quarry Road Footpath and Bridge (Stage 1 cnr Jellicoe to Eastpack packhouse)	2		\$300,000	Board Approved
Better Street Lighting - cnr Quarry Road and Jellicoe Street	2		-	Board Approved
Commerce Lane Pedestrian Safety	3		\$20,000	Board Approved
Jellicoe Street – Industrial Service Lane	4		\$120,000	Board Approved
King Street Pedestrian Improvements	4		\$50,000	Board Approved
Cycleway Footpath Extensions to improve connectivity	-		\$100,000	Under Review
Redesign of Queen and Jocelyn Street Roundabout	-	-	-	Under Review
Beattie Ave Road Crossing	-	-	-	Under Review
Raymond Avenue	-	-	-	Under Review
Subtotal			\$594,588	
Forecasted Current Account Closing Balance 30 June 2022			\$53,028	

Transportation – Road Improvements LED Lighting

Description: Council owns and operates 2,500 streetlights on local roads. Close to 100 of these are LED. Installation of LED lights reduces power consumption by 60%. Cost reduction is on the energy charges as line charges are a fixed fee. Waka Kotahi are offering an 85% subsidy to invest in the street light conversion conditional upon it being completed by June 2021. Council has decided to participate in this.

What's Happened:

Works to install LED luminaires in the west and east sections of the District is complete.

What's Next:

There has been no change to this item since the previous update due to the delay of material supply for the upgrading of decorative lighting, mainly recent subdivisions, still being an issue and is likely to commence early 2022.

Specific lighting design, which is required for "V" category lighting on high volume roads, such as Te Puke Highway and Omokoroa Road, will be considered once the installation of decorative lighting is complete.

Bus Stop for Hopper Buses on Cameron Road

Description: The principal of Te Puke High School asked the Board if the bus stop on Cameron Road by the High School could be clearly marked on the road.

What's Happened:

It is believed there is a safety issue with the number of students from Papamoa being dropped off by the bus and the increase in traffic along Cameron Road. This has been conveyed to Travel Safe. The Roading Engineer (East) has discussed this issue with Travel Safe who have contacted the school to further discuss.

What's Next:

Staff are liaising with WestLink who will advise staff when the bus stops will be marked.

Note, the application of markings has been delayed due to the Covid 19 Pandemic.

Safety Improvements on Cameron Road

Description: With the Board resolving to remove the Speed Bump outside Te Puke Intermediate School on Cameron Road, it has been identified that there would need to be safety improvements made to this stretch of road.

What's Happened:

The Speed Bump has been removed. The Senior Transportation Engineer has provided the Board with a scoping/design plan of safety improvement options.

What's Next:

The Board are yet to review and agree on the improvements that they would like to make.

Mosaic Artwork outside the Library and Memorial Hall

Description: The Board have identified a trip hazard outside the Library and Memorial Hall, due to some of the tiles from the mosaic artwork lifting.

What's Happened:

A stockpile of gold pavers has been located at Te Puke Recycling Centre.

What's Next:

The mosaic tiles have been removed to waste and replaced with gold pavers to match the existing footpath. This is now complete.

Padlocks on Rubbish Bins

Description: At the Te Puke Community Board meeting held 8 April 2021 the Board requested for the rubbish bins on the main street to have locks installed. The Roading Engineer (East) was looking into the possibility of having this done.

What's Happened:

Due staff resignation, this request has not progressed to date.

What's Next:

No further action is required.

UTILITIES**Eastern Solid Waste**

Description: Waste management that meets the needs of the community and protects the environment for present and future generations.

What's Happened:

Kerbside Collection tonnage continues to grow

WBOP Kerbside Collection Tonnes								
Month		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD Total
Refuse		229.32	402.23	376.00	330.41	355.20	388	2,081
Glass		86.30	47.67	135.13	94.46	127.50	147	639
Food Waste		37.50	32.68	53.60	57.72	58.50	58	298
Recyclables		113.42	62.18	0.00	120.42	143.16	170	609
Total tonnage		466.54	544.76	564.73	603.01	684.36	764	3,627
Recycling Breakdown								
Month		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD Total
Paper	55%	62.49	34.26	0.00	66.35	78.88	93.71	336

Cardboard	25%	28.01	15.36	0.00	29.74	35.36	42.01	150
Aluminium	1%	1.36	0.75	0.00	1.45	1.72	2.04	7
Tin	3%	3.63	1.99	0.00	3.85	4.58	5.44	19
Plastics Type 1	2%	2.27	1.24	0.00	2.41	2.86	3.40	12
Plastics Type 2	4%	4.31	2.36	0.00	4.58	5.44	6.46	23

What's Next:

Kerbside Rubbish and Recycling Service Policy 2022 is being prepared for the Policy Committee Workshop on 8 February. This Policy will provide guidance for the extension of the service throughout the District.

ASSET & CAPITAL**Wastewater – Te Puke Renewals and Capital Upgrades**

Description: Asset renewals and capital upgrades for the Te Puke Wastewater Treatment Plant and water reticulation network.

What's Happened:

Te Puke WWTP Upgrade: Mott MacDonald is busy with the design of the upgrade for the WWTP. They have refined the process design modelling and provided a report that is under review for comments. Mott Macdonald will select the process for the design of the upgrade based on these comments.

Wastewater Reticulation Network: PDP Consulting Engineers have been appointed to undertake the design for the upgrade of the incoming wastewater main to the Te Puke WWTP. They are currently busy with optioneering to find the best solution for the upgrade.

What's Next:

Te Puke WWTP Upgrade: Mott Macdonald will prepare the Basis of Design Report once the treatment process has been selected. It is expected that the design will take Mott MacDonald 8 months to complete, after which tenders will be called for construction. The target date for commissioning of the new plant has now been rescheduled for June 2024.

Wastewater Reticulation Network: PDP will proceed with the design of the upgrade once the best option has been confirmed. The contract period is 6 months.

RESERVES**Reserves – Pools Te Puke Aquatic Centre**

Description: Implement the pool facility health & safety improvements.

What's Happened:

- New plantroom has been commissioned with improved water quality, pool staff training completed and pool opened for the summer swim season.
- The pool covers reels have been modified for manual or motorised pool cover handling have been installed
- New low dive board has been installed and is proving to be very popular
- A higher performing heat exchanger (for heating pool water) has been ordered.
- The pool operational service delivery contract has been reviewed to incorporate both the service delivery and plant operations contract into one.

What's Next:

- Undertake repairs to the disability chairlift and reposition adjacent the new disabled ablutions building.
- Continue to monitor the performance of the new filtration system.

Te Puke Genealogy Group – Request for Information Sign Board – Te Puke and Old Te Puke Cemeteries

Description: The Te Puke Genealogy Group requested that Council organise a design and price for Information Sign Boards to be installed at both the Te Puke and Old Te Puke Cemeteries.

The idea was to install the Information Sign Boards underneath a weatherproof structure, on top of a concrete pad.

The double-sided Boards would measure approximately 1.2m² in size and would include plot numbers and the designated area detail (e.g. Service's and Children's rows), where applicable. Additional historical information can be added, that may be of interest to the community. The plot number detail would originate from Council's Cemeteries Database.

What's Happened:

A purchase order has been issued to the Te Puke MenzShed for the construction of the shelters.

What's Next:

The MenzShed anticipate having the structures built by March 2022, subject to the availability of supplies, after which Council will arrange for the structures to be installed by the Reserves Maintenance Contractor, on a concrete pad for each shelter.

Stock Road / Jubilee Park Footpath

Description: The Board have requested a footpath from Stock Road to Jubilee Park.

What's Happened:

The area in which the Board is seeking to create a footpath falls within Reserve jurisdiction. Reserve staff have identified a preferred route.

What's Next:

Reserves Staff to obtain quotes for the preferred route.

ENGINEERING / SPECIAL PROJECTS**Te Puke Highways – Pah Road Slip Reinstatement**

Description: Update on Te Puke Highways – Pah Road Slip Reinstatement to Community Boards and Operations & Monitoring Committee.

What's Happened:

Work is underway to strengthen a small section of the Kaituna riverbank alongside Te Puke Highway. Waka Kotahi NZ Transport Agency has awarded this contract to Waiotahi Contractors and is working in partnership with mana whenua, Tapuika, and the Western Bay of Plenty District Council to create a safer, more resilient road and stabilise the riverbank opposite Tuhourangi Marae.

As part of the work, forty two meters of retaining wall will be constructed along the river's edge near the Te Puke Highway and Pah Road intersection, using a combination of sheet piles and soil anchors. The area will be reinforced to minimise the impact of ongoing erosion and to help preserve a significant habitat for indigenous fish in the Kaituna River. Upon completion of the works, the area will be revegetated in association with mana whenua.

Temporary concrete barriers have been installed to protect construction workers from live traffic, prior to construction getting underway.

A small section of Te Puke Highway outside Tuhourangi Marae is being temporarily widened and traffic will be relocated there for the duration of the works. A 30km/h temporary speed limit will be in place for the safety of both motorists and road workers. Road users are advised to drive with caution through the project site, reduce speed and follow directions provided.

All works are scheduled to be complete by late summer (2022).

Waka Kotahi and Western Bay of Plenty District Council thanks the residents and road users for their patience.

What's Next:

Continue with the construction of the retaining wall until it is finished in late summer 2022.

EMERGENCY MANAGEMENT*What's Happened:*

The Community Resilience Advisor has been attending Te Puke Co-Lab meetings to identify any concerns in the community regarding Covid 19 and self isolation etc.

Communications have been sent as part of the Community Response Team email distribution list network.

What's Next:

Regular Education opportunities at Te Puke Library commencing in February 2022 to offer information on personal preparedness to the Community.

ATTACHMENTS

1. **MAS Te Puke Community Board Feb 2022 PDF**  

<div> <div>Division: Infrastructure Services Group</div> <div>Committee: Te Puke Community Board</div> <div>Officer:</div> </div>			
Action Sheets Report		Printed: January 2021	
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 8 August 2019	Julie Webb	Reports	Te Puke Genealogy Group – Request for Information Sign Board
<p>January 2022: This MAS has been closed out as it is being updated in the Infrastructure report.</p> <p>November 2021: A report is being drafted for the November meeting. This includes a design briefing and costs.</p> <p>September 2021: The construction design and estimate will be provided and feedback requested from the next Community Board Meeting.</p> <p>July 2021: The quote and construction design have been received.</p> <p>May 2021: Staff are still in the process of organisation a construction design.</p> <p>March 2020: Staff will continue with organising a construction design and researching with the cemetery name.</p> <p>January 2021: Staff have confirmed a design style for the Information Sign Board. Construction design is to be drawn up and quoted. Staff are investigating the history behind the naming of the Old Te Puke Cemetery name, to determine if the cemetery can be renamed.</p> <p>November 2020: Staff have been in contact with the Te Puke Genealogy Group and are currently investigating the history behind the naming of the Old Te Puke Cemetery, to be determine if the cemetery can be renamed. Investigating construction costs and design options for an Information Sign Board/Interpretation Panel.</p>			

Division: Infrastructure Services Group
Committee: Te Puke Community Board
Officer:

Action Sheets Report**Printed:** January 2021**July 2020:**

Staff are in the process of contacting the Te Puke Genealogy Group to discuss the establishment of an interpretation panel.

June 2020:

Now that we have moved down through the Covid-19 alert levels staff will follow up with the Genealogy Group.

April 2020:

Staff to follow up with Genealogy Group on progress.

Action Sheets Report	<div> <div>Division:</div> <div>Committee:</div> <div>Officer:</div> </div> <div> <div>Infrastructure Services Group</div> <div>Te Puke Community Board</div> <div></div> </div> <div>Printed: January 2021</div>
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Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3 December 2020	Calum McLean	New Item	HERITAGE WALKING CROSSING – COMMERCE LANE / JUBILEE PARK
The Board has requested a review of the Heritage walking crossing, to see if there is a possibility of turning this into a designated pedestrian crossing.			
<p>January 2022: Recommend that WestLink be asked to provide a price proposal to develop a design for traffic calming on Commerce Lane.</p> <p>November 2021: The Project has been delayed by the suspension of Community Board Meetings.</p> <p>September 2021: Staff will present a proposal for street calming at the next Community Board Meeting.</p> <p>July 2021: There has been no progress on this action due to the resignation of the Roding Engineer (East). Staff are in the process of familiarising themselves with current projects and will provide an update at the next meeting.</p> <p>May 2021: The Board have requested that the Heritage Crossing be changed into a Zebra Crossing. It was explained to the Board that isolated activities do not result in lower average speeds or overall road safety improvements. The Board have asked for road safety ideas and staff advise that changing the Heritage Walkway to a pedestrian crossing would not be a simple process. There will be public consultation as part of the review and \$20,000 for alternative options.</p> <p>March 2021 The Community Board Roding Programme includes the option of a Commerce Lane Road Safety Project to be approved by the Board, which would address this issue.</p>			

Division: Infrastructure Services Group
Committee: Te Puke Community Board
Officer:

Action Sheets Report

Printed: January 2021

January 2021:

The Heritage Crossing should be discussed with staff (Roading Engineer) to understand special expectations, before any changes are made.

Division: Infrastructure Services Group Committee: Te Puke Community Board Officer:	Action Sheets Report Printed: January 2021
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Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3 June 2021	Calum McLean	New Item	Tree blocking signal – Washer Road

There was a discussion around a Service Request (CCR) that was raised in relation to the tree by Washer Road and Bainbridge Avenue affecting KiwiRail's signal. The Roading Engineer (East) will check the status of the CCR.

January 2022:

No further action is required from Staff as this item is to be undertaken by KiwiRail.

November 2021:

The tree has yet to be removed by KiwiRail.

September 2021:

Tree removal will be undertaken by KiwiRail.

July 2021:

Council has granted KiwiRail permission to trim or remove the tree.

<div>Division: Infrastructure Services Group Committee: Te Puke Community Board Officer:</div> <div>Action Sheets Report</div> <div>Printed: January 2021</div>			
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3 June 2021	Calum McLean	New Item	Te Puke Quarry Road Footpath & Bridge
<p>The Te Puke Community Board approve Stage One (Corner of Jellicoe Street to EastPack Packhouse) of the Te Puke Quarry Road Footpath and Bridge project, noting that the Board would like to see Stage Two (EastPack to Manoeka Road) explored in the future.</p> <p>January 2022: Geometric design of the footpath continues, and consultation has been undertaken with the adjacent property owner.</p> <p><i>Note: WestLink have not been instructed to develop a street light design.</i></p> <p>November 2021: The survey and geometric design of the footpath is underway.</p> <p>September 2021: OOS received from WestLink:</p> <ol style="list-style-type: none">1. Survey and geometric design = \$13,9902. Lighting design = \$4,625 (to provide compliant levels of luminance) <p>July 2021: WestLink have been instructed to develop a street light design for stage one. Staff have noted the Board's comments regarding stage 2.</p>			

<div><div>Division: Infrastructure Services Group</div><div>Committee: Te Puke Community Board</div><div>Officer:</div></div> <div>Action Sheets Report</div> <div>Printed: January 2021</div>			
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3 June 2021	Calum McLean	New Item	Speed Bump on Cameron Road
<p>The Board agreed that, despite import delays with the Digital Speed Signs, the Board would like to proceed with the removal of the speed bump prior to the Digital Speed Signs being installed. The current update provided by WestLink was that the signs should be installed late July 2021, noting that this is subject to change due to the delays occurring.</p> <p>The Roding Engineer (East) advised the Board that a pedestrian crossing outside Te Puke Primary School is one of the safety improvements that could be considered in the future.</p> <p>January 2022: Recommend that WestLink be asked to provide a price proposal to develop a design for road safety improvements outside Te Puke Intermediate School.</p> <p>November 2021: The Project has been delayed by suspension of the Community Board Meetings.</p> <p>September 2021: The speed bump has been removed. Staff will submit a proposal for safety improvements at the next Community Board Meeting.</p> <p>July 2021: The speed bump is programmed for removal week commencing 19 July 2021.</p>			

<div><div>Division: Infrastructure Services Group</div><div>Committee: Te Puke Community Board</div><div>Officer:</div></div> <div>Action Sheets Report</div> <div>Printed: January 2021</div>			
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 18/11/2021	McLean, Calum	Reports	Infrastructure Services Report Te Puke Community Board November 2021
The Te Puke Community Board approve up to \$5,000 from the Te Puke Community Board Roading Account for the removal and replacement of mosaics with gold pavers outside the Library and Memorial Hall, in order to match what is existing.			
December 2021: Work has been completed.			

<div>Division: Infrastructure Services Group</div> <div>Committee: Te Puke Community Board</div> <div>Officer:</div>			
Action Sheets Report		Printed: January 2021	
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 18/11/2021	Cave, Alison	Reports	Te Puke Community Board Chairperson's Report - November 2021
<p>That the Te Puke Community Board support, in principle, to approve up to 50% of the cost for one (1) ANPR and one (1) PTZ camera at the Welcome Bay round-about, from the Te Puke Community Board Reserve account, subject to the outcome of the CCTV submission and final approval of cost.</p> <p>January 2022:</p> <p>The installation of the cameras (ANPR and PTZ) situated at the Welcome Bay Roundabout has been organised and we are currently waiting on the availability of traffic management to enable the installation to go ahead.</p> <p>We anticipate the cameras will be installed early February 2022.</p>			

9.6 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT DECEMBER 2021**File Number:** A4457830**Author:** Allan Carey, Financial Business Advisor**Authoriser:** Sarah Bedford, Financial Controller**EXECUTIVE SUMMARY**

This report is a financial report for the year ended 31 December 2021.

This report provides the Community Board with monitoring of its operational budget.

Attached are the financial statements for the period ended 31 December 2021 **(Attachment 1)**.

Grant payments made to date:

Resolution	Description	\$
21-5.6	EPIC – Te Puke	435
	2021/22 Total grants paid to date	435

Committed – Operational expenditure

Resolution	Description	\$
21-5.6	Grant – Manaaki Mushrooms	1,000
	2020/21 Total operational commitments	1,000

2020/21 Reserve analysis:

Resolution	Description	\$
	2021/22 Opening balance	90,439
	<i>No transactions in current year</i>	0
	2021/22 Closing balance as at 31 December 2021	90,439

Committed – Reserves expenditure

Resolution	Description	\$
	2021/22 Opening balance before committed expenditure	90,439
TP21-5.4	Approve up to 50% of the cost for one (1) ANPR and one (1) PTZ camera at the Welcome Bay round-about, subject to the outcome of the CCTV submission and final approval of cost.	TBC
TP21-5.11	Te Puke and Old Te Puke Cemeteries Information Sign Boards project up to \$5,000 for two Information Sign Boards to be built and installed at the Te Puke and Old Te Puke Cemeteries.	5,000
TP21-5.13	Fund up to \$45,000 required for Jubilee Park Skate Park development. (Note: \$25,901 funded in 2017-18). Excess funds released from committed spend as at Dec 21 as project now completed.	0.00
	2021/22 Closing balance after committed expenditure	85,439

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 Financial Business Advisor's report dated 10 February 2022 and titled 'Te Puke Community Board – Financial Report December 2021', be received.

ATTACHMENTS

- Te Puke Community Board – Financial Report December 2021** 

Western Bay of Plenty District Council						
Income and Expenditure Statement						
For the period ended 31 December 2021						
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
Conference Expenses	0	0	0	☑	0	2,025
Contingency - [see breakdown below]	231	2,502	2,271	☑	5,000	612
Grants	435	5,502	5,067	☑	11,000	14,596
Mileage Allowance	0	1,002	1,002	☑	2,000	0
Salaries	13,641	14,034	393	☑	28,070	27,841
Public Safety	671	3,780	3,109	☑	7,560	16,481
Street Decoration	4,025	4,248	223	☑	10,000	0
Inter Department Charges	23,592	23,592	0	☑	47,181	47,184
Total Operating Costs	42,595	54,660	12,065	☑	110,811	108,738
Interest Expense	0	0	0	☑	0	0
Depreciation	0	0	0	☑	0	0
Total Direct Costs	42,595	54,660	12,065	☑	110,811	108,738
Costs Allocated	0	0	0	☑	0	0
Costs Recovered	0	0	0	☑	0	0
Total Costs	42,595	54,660	12,065	☑	110,811	108,738
Income						
Financial Contributions	0	0	0	☑	0	0
Interest Received	0	0	0	☑	0	0
Other Income	0	0	0	☑	0	0
Rate Income	60,569	60,906	(337)	⊗	121,811	112,116
Service Charges	0	0	0	☑	0	0
Subsidies & Grants	0	0	0	☑	0	0
User Fees	0	0	0	☑	0	0
Total Direct Income	60,569	60,906	(337)	⊗	121,811	113,158
Net Cost of Service	17,974	6,246	11,728	☑	11,000	4,420
Contingency - breakdown						
Neonlogic - Dr Randell Scholarship Advert (Aug)	116			☑	Favourable Variance	
Neonlogic - Dr Randell Scholarship Advert (Sep)	116			⊗	Unfavourable Variance	
Year to date contingency costs	231					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	90,439					
<i>No transactions in current year</i>	<i>0</i>					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	90,439					

9.7 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS

File Number: A4458636

Author: Pernille Osborne, Senior Governance Advisor – Community Boards

Authoriser: Barbara Whitton, Customer Services and Governance Manager

RECOMMENDATION

That the schedule of meetings for February, March and April 2022, be received.

ATTACHMENTS

- 1. Meeting Dates for Community Board Agendas – February**  

Western Bay of Plenty District Council Meeting Schedule 2022

External (joint) meetings are highlighted in blue.

FEBRUARY 2022			
Meeting	Date	Time	Venue
Waitangi Day (observed) - 7 February			
Katikati Community Board	2 Feb	7.00pm	Via Zoom
Policy Committee	8 Feb	9.30am	Chambers
Policy Workshop	8 Feb	1.00pm	Chambers
Ōmokoroa Community Board	8 Feb	7.00pm	Via Zoom
Performance and Monitoring Committee	10 Feb	9.30am	Chambers
Te Puke Community Board	10 Feb	7.00pm	Via Zoom
Te Maru o Kaituna River Authority	11 Feb	TBC	TBC
Annual Plan Workshop	15 Feb	9.30am	Chambers
Maketu Community Board	15 Feb	7.00pm	TBC (Details to come on WBOPDC website)
Te Ihu o te Waka o Te Arawa (Te Arawa)	16 Feb	10.00am	Chambers
Regional Transport Committee	18 Feb	TBC	TBC
Waihī Beach Community Board	21 Feb	6.30pm	TBC (Details to come on WBOPDC website)
Citizenship Ceremony	22 Feb	10.00am	Chambers
Te Kāhui Mana Whenua o Tauranga Moana (TKMW)	23 Feb	10.00am	Chambers
Council	24 Feb	9.30am	Chambers
MARCH 2022			
Meeting	Date	Time	Venue
District Plan Committee (if required)	1 Mar	9.30am	Chambers
Katikati-Waihī Beach Ward Forum	1 Mar	7.00pm	TBC
District Plan Committee (if required)	2 Mar	9.30am	Chambers

Annual Plan Committee	8 Mar	9.30am	Chambers
Waiāri Kaitiaki Advisory Group	9 Mar	TBC	TBC
Policy Committee	10 Mar	9.30am	Chambers
Policy Workshop	10 Mar	1.00pm	Chambers
Kaimai Ward Forum	10 Mar	7.00pm	TBC
BOP Mayoral Forum	11 Mar	TBC	TBC
Audit & Risk Committee	15 Mar	9.30am	Chambers
Maketu–Te Puke Ward Forum	15 Mar	7.00pm	TBC
SmartGrowth Leadership Group	16 Mar	TBC	TBC
Public Transport Committee	17 Mar	TBC	TBC
Civil Defence Emergency Management Group	18 Mar	TBC	TBC
District Plan Committee (if required)	22 Mar	9.30am	Chambers
District Plan Committee (if required)	23 Mar	9.30am	Chambers
Performance & Monitoring	24 Mar	9.30am	Chambers
Citizenship Ceremony	29 Mar	10.00am	Chambers
Katikati Community Board	30 Mar	7.00pm	The Centre. Patuki Manawa
APRIL 2022			
Meeting	Date	Time	Venue
Policy Committee	5 Apr	9.30am	Chambers
Policy Workshop	5 Apr	1.00pm	Chambers
Ōmokoroa Community Board	5 Apr	7.00pm	Ōmokoroa Library & Service Centre
Council	6 Apr	9.30am	Chambers
Te Puke Community Board	7 Apr	7.00pm	Te Puke Library & Service Centre
Tauranga Moana Advisory Group	8 Apr	TBC	TBC
Maketu Community Board	12 Apr	7.00pm	Maketu Community Centre
Regulatory Hearings Committee (if required)	13 Apr	9.30am	Chambers

District Plan Committee (if required)	14 Apr	9.30am	Chambers
Good Friday – 15 April			
Easter Monday – 18 April			
Waihī Beach Community Board	19 Apr	6.30pm	Waihī Beach Community Centre
Citizenship Ceremony	20 Apr	10.00am	Chambers
ANZAC Day – 25 April			
Te Kāhui Mana Whenua o Tauranga Moana (TKMW)	27 Apr	10.00am	Chambers

*Please note that these meetings are subject to change