

Mā tō tātou takiwā
For our District

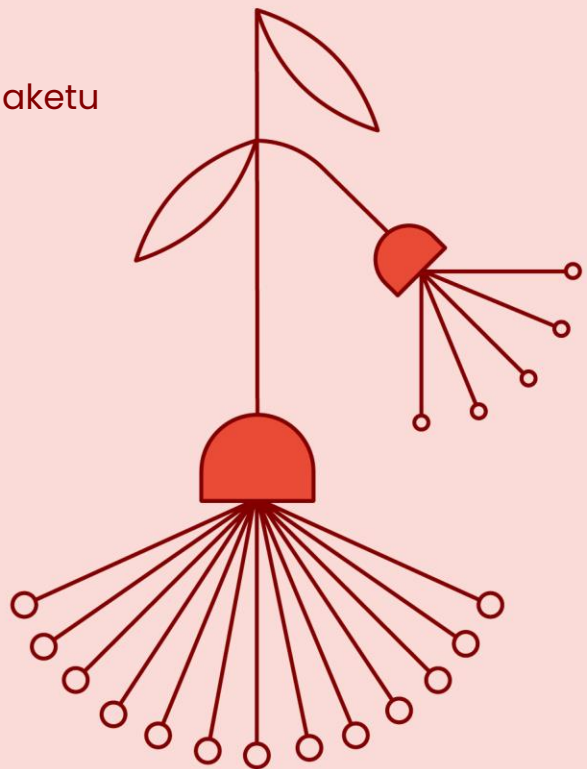
Maketu Community Board

Poari ā Hapori o Maketu

MKC23-4

Tuesday, 13 June 2023, 7.00pm

Maketu Community Centre, Wilson Road, Maketu



Maketu Community Board

Membership:

| | |
|---------------------------|-----------------------------------------------------------------------------------------|
| Chairperson | Laura Rae |
| Deputy Chairperson | Rewi Boy Corbett |
| Members | Tippany Hopping Donna Walters Cr Richard Crawford Deputy Mayor John Scrimgeour |
| 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 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 have input into Council and its Committees on issues, services, plans and policies that affect communities within the Community Board Area.
- To provide an effective mechanism for community feedback to Council.
- To receive reports from Council appointees on Council matters relevant to the Community Board.
- 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.

Notice is hereby given that a Maketu Community Board Meeting will be held in the Maketu Community Centre, Wilson Road, Maketu on:
 Tuesday, 13 June 2023 at 7.00pm

Order Of Business

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

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

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to 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 MAKETU COMMUNITY BOARD MEETING HELD ON 18 APRIL 2023

File Number: A5345271

Author: Carolyn Irvin, Senior Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 18 April 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

ATTACHMENTS

1. Minutes of the Maketu Community Board Meeting held on 18 April 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC23-3
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU
ON TUESDAY, 18 APRIL 2023 AT 7.00PM**

1 PRESENT

Chairperson L Rae, Deputy R Corbett, Member T Hopping, Member D Walters, Cr R Crawford and Deputy Mayor J Scrimgeour.

2 IN ATTENDANCE

E Watton (Strategic Policy and Planning Programme Director), G Golding (Governance Manager), S Bedford (Finance Manager) and C Irvin (Senior Governance Advisor).

OTHERS IN ATTENDANCE

Cr A Wichers.

KARAKIA

The Chairperson opened the meeting with a karakia.

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

A. Max Johnson – Maketu Resident

- There was a lot of water going through Maketu Road, with water going around to the back of some houses. When there was a king tide, the water was very high.
- Sediment was a metre deep in the drains. These drains should not be blocked.

The Chairperson advised she had an on-site meeting last week regarding this. The ground water was very high which made the area wet for a long time. An Antenna request had been put in and they were yet to hear back about it.

Deputy Corbett advised that the drain had been opened. Iwi were working towards finding a balance between allowing the wetlands to survive and not flooding houses. He was in communication with Charles Tapsell.

The Chairperson advised the Board was considering holding a meeting between the parties to find a way forward together.

B. Trisha Hains – Maketu Resident

Pou

- Was there anyone in Maketu appointed to look after the two Pou at the entranceway to Maketu?
- At the very least, they needed to be stained as soon as possible so they did not disintegrate any further.

The Chairperson advised that she would contact the appropriate people to ask what the plan was going forward. This was not a Council matter – another group would have to pick this up.

Wifi Connections

- There was a lot of concern about the lack of wifi connections for the village. There was no longer capacity for the number of residents.
- It was seen as a matter of health and safety in terms of emergencies.

The Chairperson advised she had recently contacted the person in charge of fibre networks in New Zealand. Her concerns about the lack of connections in Maketu had been noted however, there was a shortage of technicians at this time due to them being redirected to the cyclone affected areas in the Hawkes Bay region. Something would be done, and the Chairperson would provide an update.

Otimi Street

- There was no escape route from Otimi Street, especially in the event of serious flooding or a civil defence emergency.

The Chairperson advised that this would be raised through Civil Defence. Options were being looked at for a paper road to come down through Hapimana Road and/or some sort of access ability.

C. Brett Waterhouse – Plate Island

- Plate Island Astrolab reef research was shut down in 2021.
- It was thought there would be some continued base line research done for reef improvement.
- As the commercial local cray fishers, we had obtained twenty years of research at the Astrolab reef, but this was halted because it was shut down in 2021. However, we were wanting to go back out to continue our research.
- We have asked various entities including in Tauranga but could not obtain any information. Could someone please ask if any form of base line data had been collected and/or if any changes had occurred.

Deputy Corbett advised he was 'in the loop' about this issue and that it would take time to address. He and the Chairperson would make enquiries about it.

8 MINUTES FOR CONFIRMATION**8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 21 FEBRUARY 2023****RESOLUTION MKC23-3.1**

Moved: Member T Hopping

Seconded: Deputy Mayor J Scrimgeour

1. That the Minutes of the Maketu Community Board Meeting held on 21 February 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the following amendments be made to the Maketu Community Board 21 February 2023 minutes:
 - a) Present/Absent:
 - Deputy Corbett was not in attendance and no apology was received so this was to be recorded as 'absent without leave'; and
 - b) Public Forum: Item 7.2:
 - Laureen should read Lauri; and
 - First bullet point, second sentence: She considered that Council had a moral, if not legal, responsibility to make sure the culvert was clear.

CARRIED

9 REPORTS

9.1 MAKETU COMMUNITY BOARD – CHAIRPERSON'S REPORT – APRIL 2023

The Board considered a report dated 18 April 2023 from the Chairperson, who took the report as read.

RESOLUTION MKC23-3.2

Moved: Chairperson L Rae

Seconded: Deputy R Corbett

That the Chairperson's report dated 18 April 2023 titled 'Maketu Community Board Chairperson's Report – April 2023' be received.

CARRIED

9.1.1 CORRECTIONS TO CHAIRPERSON'S REPORT

CORRECTIONS TO CHAIRPERSON'S REPORT

- The following item should have been noted under 'Maintenance - Roading' (not Mowing):
 - a) The board would like to explore options to fix the drainage issues on Wilson Road north as discussed previously with staff and will look to pass a resolution on this tonight.
 - Item 6: ANZAC Day: the Dawn Service will be at 5.30am.
-

9.1.2 WIDENING OF ROAD – CORNER MAKETU SCHOOL TO CORNER OF ARAWA AVENUE

- The Chairperson advised she would like to see this section of the road widened and the drainage issues sorted out at the same time and as such would like to pass a resolution on this tonight.
 - Cr Crawford advised he would mention this resolution in his report to the Community Committee.
-

RESOLUTION MKC23-3.3

Moved: Chairperson L Rae

Seconded: Member T Hopping

That the Maketu Community Board requests a quote for the widening of the road from the corner of Maketu School to the corner of Arawa Avenue to address health and safety and drainage issues.

CARRIED

9.1.3 PRUNING OF THE MACROCARPA TREE

- The tree was a risk in particular in an extreme weather event where health and safety issues and power related issues were now a significant risk.
- There were many different people/groups connected to the land and technically, there were six 'land administrators' that had to be contacted and approval sought.
- It was hoped that this could be organised within the next two weeks.
- The Governance Manager advised she would assist the Board with obtaining appropriate written approval from land owners.

RESOLUTION MKC23-3.4

Moved: Deputy R Corbett

Seconded: Member D Walters

That the Maketu Community Board approve the quote to trim down the macrocarpa tree on Te Awhe Road, conditional upon the Board obtaining appropriate approval, and having the site blessed before any works proceed.

CARRIED

9.1.4 MOWING - WILSON ROAD

The Chairperson advised that even though Wilson Road north was in the mowing contract it was not being mowed, despite many requests being put through to Council. Going forward the Board would like to see this get done regularly.

Mowing - Wilson Road

That staff review the contract for the mowing of Wilson Road north and provides the Board with an update.

9.1.5 SPENCER RESERVE MOWING

- Member Hopping advised it may be better to look more holistically at the mowing of Spencer Avenue Reserve.
- There were a lot of matters centred around Spencer Avenue Reserve and it was perhaps time for the Board to consider this.
- It was suggested that the Reserves and Facilities Manager be asked to speak about this matter at an upcoming workshop.

SPENCER RESERVE MOWING

That the Reserves and Facilities Manager speak about this matter at an upcoming Maketu Community Board Workshop.

9.2 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – APRIL 2023

The Board considered a report dated 18 April 2023 from Deputy Mayor Scrimgeour, who took the report as read with the following items noted:

Draft Annual Plan:

- The draft Annual Plan was out for consultation this month. An open forum meeting had taken place for anyone in the community to attend and workshops were being held over the next few days. People were also encouraged to submit their submissions online. Submissions closed 30 April 2023.

Long Term Plan:

- The Long Term Plan was updated every three years and was a long process for long term consideration. The real work got underway Thursday of this week.

Waiari Water Plant:

- The Waiari Water Plant was now open and operational. An open day had been held. It had been a privilege to speak on behalf of Council.

Te Ohu Parawai O Te Waiari:

- Rather than discharging back into the Waiari, the favoured option was deemed to be discharge it back to wetland. Discussions were ongoing as to whether land needed to be purchased to facilitate this.

Maketu Te Puke Community Forum:

- Generally, positive feedback was received. This had been a positive opportunity for people to express their concerns and feelings.

RESOLUTION MKC23-3.5

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr R Crawford

That the Deputy Mayor's report dated 18 April 2023 titled 'Maketu Community Board – Councillor's Report – April 2023' be received.

CARRIED

9.2.1 PARKS AND RESERVES MOWING

- There had been a lot of disquiet about mowing performance. Rain and fast growth had exacerbated the problem, but some issues were more long standing. However, it was felt that there was now some headway being made.
 - When considering local contractors, consideration had to be given to the fact that the current Council mowing contract did not expire until 2027.
-

PARKS AND RESERVES MOWING

That staff provide the Maketu Community Board with clarification of the expiry date for the Maketu mowing contract.

9.2.2 PARKS AND RESERVES MOWING

The Strategic Policy and Planning Programme Director advised she would add this to the Annual Plan submission.

MAKETU PARKS AND RESERVES MOWING

That the Strategic Policy and Planning Programme Director add the Maketu parks and reserves mowing plan to the Annual Plan.

9.2.3 LITTLE WAIHI RESERVE

- Member Hopping advised that this was not on the Board's radar at all at the moment, but it would be good to know what the management and maintenance plans were.
 - Deputy Mayor Scrimgeour advised that Council was not on the Bledisloe Park Board anymore, but that he could ask for clarity from Council.
-

LITTLE WAIHI RESERVE

That staff provide the Maketu Community Board with information regarding the current representatives on the Bledisloe Park Board and the management and maintenance plans for the reserve.

9.2.4 PROCESS FOR QUERIES RAISED IN AND AROUND MAKETU

The Chairperson advised that queries were put through to the Community Forum and taken to a formal meeting of the Community Committee. The Chairperson advised she was a member of the Community Committee and as such could take part in discussions. This would be a good opportunity to bring to the attention any issues such as the rock wall that went along Beach Road and Spencer Reserve. These items could also be put forward at the Annual Plan hearing for submissions on 4 May 2023.

9.3 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD APRIL 2023

The Board considered a report dated 18 April 2023 from the Executive Assistant, Infrastructure Group. The report was taken as read.

RESOLUTION MKC23-3.6

Moved: Chairperson L Rae

Seconded: Member T Hopping

That the Deputy Chief Executive and Group Manager Infrastructure Group's report dated 18 April 2023 titled 'Infrastructure Group Report Maketu Community Board April 2023' be received.

CARRIED

9.3.1 MAKETU CYCLEWAY

Member Hopping would like to have a timeline for the implementation of the pathway/cycleway. It was thought the culvert capacity on Spencer Avenue was holding up the development of the footpath. The stormwater issue had also not been resolved.

MAKETU CYCLEWAY

That staff provide the Maketu Community Board with an update on the status of the Maketu Cycleway and the drainage issues.

9.3.2 STORMWATER DRAIN ISSUES

The spraying regime was migrating through the district. Diggers needed to clear out the drains. Could the Maketu Community Board organise its own separate contractors to do this work before another big weather event?

STORMWATER DRAIN ISSUES

That staff provide the Maketu Community Board with an update on the program it has in place to clear the stormwater drains and provide information on timeframes.

9.3.3 ROCK REVETMENT

- At the last meeting a resolution was passed asking how a permanent solution could be found. Currently, the Board was still waiting for this information.
- To note – the Minute Action Sheets needed to be updated to reflect the current status of this item.

ROCK REVETMENT

1. That staff provide the Maketu Community Board with information on a possible permanent solution for the rock revetment.
 2. That the Minute Action Sheets for this item be updated to reflect their current status.
-

9.3.4 VEGETATION TRIM AND CLEAN UP

- The Board no longer required WestLink to undertake the vegetation trimming at Arawa Avenue and requested this be cancelled.
-

VEGETATION TRIM AND CLEAN UP

1. That the request from the Maketu Community Board for a quote from WestLink to undertake vegetation trimming at Arawa Avenue be cancelled.
 2. That the Minute Action Sheets for this item be updated to reflect their current status.
-

9.3.5 MAKETU URUPA

The Reserves and Facilities Manager provided the following updates:

- A meeting had taken place with a contractor to look at handrail options. Currently, staff were waiting for design and costings to provide a suitable handrail for the steep section of the driveway/accessway;
 - Staff were waiting for a price for an extension of the water down to the lower part;
 - One of the berms intended as a children's berm had been removed with the remaining one now available for an adult or children's plot; and
 - The maintenance contractor had tidied up the Urupa.
-

MAKETU URUPA

That the Minute Action Sheets for this item be updated to reflect their current status.

9.3.6 LIST OF COMMUNITY ASSETS FOR MAKETU

That staff provide the Maketu Community Board with a list of Maketu Community Assets.

9.4 MAKETU COMMUNITY BOARD – FINANCIAL REPORT FEBRUARY 2023

The Board considered a report dated 18 April 2023 from the Financial Business Advisor's. The report was taken as read.

RESOLUTION MKC23-3.7

Moved: Deputy Mayor J Scrimgeour

Seconded: Member D Walters

1. That the Financial Business Advisor's report dated 18 April 2023 titled 'Maketu Community Board – Financial Report February 2023' be received.
-

CARRIED

KARAKIA

The Chairperson closed the meeting with a karakia.

The Meeting closed at 8:38pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 13 June 2023.

.....
Chairperson L Rae
CHAIRPERSON / MAYOR

Unconfirmed

9 REPORTS

9.1 MAKETU COMMUNITY BOARD – CHAIRPERSON’S REPORT – JUNE 2023

File Number: A5345172

Author: Laura Rae, Community Board Chairperson

Authoriser: Rachael Davie, General Manager Strategy and Community

EXECUTIVE SUMMARY

The purpose of this report is for the Maketu Community Board’s Chairperson to provide the Board with information and updates on events and matters within the community.

RECOMMENDATION

1. That the Chairperson’s report dated 13 June 2023 titled ‘Maketu Community Board Chairperson’s Report – June 2023’ be received.
2. That the Maketu Community Board agree to pay the invoice to trim the Macrocarpa tree (**Attachment 1** of the report), to be paid out of the Board’s contingency account.

ITEMS

Kia ora everyone and welcome.

The weather has certainly cooled down a lot lately.

Firstly, I would like to congratulate and acknowledge the seven Western Bay of Plenty District Council Elected Members who have now been appointed as Honorary Rangers under the Reserves Act 1977, section 93. We have two from the Maketu Community Board, myself and Councillor Crawford, and two from the Te Puke Community Board, Chairperson Kassie Ellis and Councillor Dally. Congratulations to all.

Annual Plan Submission

The Maketu Community Board provided its written submission for the Annual Plan, and I spoke to it on behalf of our community. We also had endorsements from Mark Boyle from EDG Te Puke in reference to our submission. We are very interested in the results of the Annual Plan process.

Long Term Plan

This week, the Maketu version of the Long-Term Plan consultation, Stage 1, has been advertised. This will be coordinated by our very capable ladies from the Maketu Surf Lifesaving Club and includes a free community event with loads of fun activities and prizes. We cannot wait to see our community out in full force. This event will be held at Whakaue Marae on 18 June.

Workshops

We have had some very important workshops, both in conjunction with the Bay of Plenty Regional Council (BOPRC) around various concerns raised multiple times by residents. Some positive outcomes are on the horizon. Special mention goes to Charles Tapsell, our wonderful staff member who took the time from his evening to attend. Thank you, we look forward to further work together.

Civil Defence Emergency Preparedness

A huge thank you also to everyone who came to our next stage of our civil defence emergency preparedness workshops. It's wonderful to see the community getting involved in such matters. We look forward to the next meeting in June where we will be inviting Council staff along to provide us with feedback and assist where they can. We are working in a timely manner to get this information out to the community, so everyone is on the same page.

Goal Posts

Thank you to Sue Hammond and the Parks and Reserves Team for finally getting our goal posts up for all to enjoy. It has been a huge success for us and has already been well used by everyone.

Macrocarpa Tree

We engaged contractors who successfully trimmed down the dangerous macrocarpa tree near Te Awhe Marae. We would like to acknowledge Max Johnson, a long time resident of Maketu, for all his help until the very end that included organising a contractor and the blessing. Thank you to Manu Pene for giving the site a blessing before the works began, to the landowners who gave their permission for the tree to be trimmed in the interests of the safety of our community and to Council staff for allowing this to proceed.

Thank you too everyone involved. It is amazing what can be achieved when we all work together towards a common goal.

At the previous meeting, the Community Board resolved to go ahead with the trimming of the Macrocarpa tree (see **Attachment 1** quote/invoice). The Community Board will need to confirm which budget this is to be paid out of.

ITEMS FOR CLARIFICATION

1. Spencer Ave Reserve

The Board would like a Council staff member to come and speak about the development of Spencer Ave Reserve so that they are better informed about this project. We would like to seek clarification around timing, existing services in the area and where the implications will lie in the future in terms of financial contributions.

2. Maketu Sea Wall

The Board would like to know if a date has been set for our key stakeholders meeting about the plan for the wall going forward? We are aware it is in need of attention as soon as possible.

3. Maketu Asset List

Could we please be provided with a Maketu specific Council assets list. We would like our newer members to have a clear overview of everything we manage.

4. Lease Agreement for the Maketu Sports Field

We would like to investigate the lease agreement for the Maketu sports field, and the possibility of the netball courts being reinstated as per the lease agreement.

5. Wilson Road North

We look forward to a cost estimate of works planned for Wilson Road North from our recommendation at the last meeting.

6. Skateboard Bowl at Maketu Sports Reserve

The Board would like to know if anyone has investigated drainage options for the skateboard bowl at Maketu sports reserve.

ATTACHMENTS**1. Maketu Community Board - Quote/Invoice for Macrocarpa Tree Trimming**  



QUOTE

Maketu Community Board - Western Bay of Plenty District Council

Date
12 May 2023

Expiry
9 Apr 2023

Quote Number
QU-0345

Reference
Maketu

GST Number
134-157-747

Tree Control Limited
52C Pyes Pa Road
Pyes Pa
Tauranga 3112
NEW ZEALAND

| Description | Quantity | Unit Price | Amount NZD |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|-----------------|
| Reduce the height of the Macrocarpa tree to the height of the crown using a controlled tree grab for the safe removal. Place all the debris off to the side and leave for residents to use as firewood | 1.00 | 3,000.00 | 3,000.00 |
| Transport of heavy machinery | 1.00 | 493.20 | 493.20 |
| | | Subtotal | 3,493.20 |
| | | TOTAL GST 15% | 523.98 |
| | | TOTAL NZD | 4,017.18 |

Terms

Please note a 50% deposit is required prior to work commencing and the remaining 50% is to be paid on completion.

This quote reflex the work being completed and all the debris being chipped and larger wood place in a pile.

The spotter/groundsman cost includes the use of a chain saw and any other power equipment.

This quote is subject to change if any unforeseen circumstances may arise that have not previously been disclosed.

This quote does not include any service isolation costs, remedial ground or landscape work and no allowance for damage. All due care will be taken.

Payment to be made on completion of job

9.2 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – JUNE 2023**File Number:** A5345238**Author:** Richard Crawford, Councillor**Authoriser:** Rachael Davie, General Manager Strategy and Community**EXECUTIVE SUMMARY**

The purpose of this report is for the Maketu Community Board's Councillor to provide the Board with updates on the items listed below.

RECOMMENDATION

That the Councillor Crawford's report dated 13 June 2023 titled 'Maketu Community Board – Councillor's Report – June 2023' be received.

ITEMS**Annual Plan**

Council is in the process of finalising the Annual Plan, where Council will decide on what to adopt into this current year's plan. This includes the setting of the rates for this year. Council has acknowledged the hardships everyone is currently experiencing, so as Elected Members, we are working hard to try and keep the rates down as low as possible.

Long Term Plan

Council is also in the process of developing the Long Term Plan. This is a long process, so we are in early days. In June this year there will be a series of public consultations across the Rohe (District), where Council will ask for thoughts and feelings from the community on what matters to them in the long term. There will be a process where groups and individuals can make submissions to the Long Term Plan. This will be communicated to the communities in due course.

Recent Flooding Events

As we all know this year has been one of the wettest seasons this area has experienced. This summer has been the wettest season on record. There have been many major slips and flooding events all over the district with some places worse than others. This has put a lot of pressure on Council service contractors and roading contractors to keep up with repairs and maintenance, not only with planned schedules but also with unplanned damage needing urgent attention. Across the whole Western Bay of Plenty district, we have experienced extensive damage which in time will need to be repaired or structures replaced.

Maketu / Community Ward Forum

On Monday 22 May we had our second Community Forum held in Te Puke. This was well attended by residents throughout our part of Western Bay of Plenty. The Mayor and Councillors, with some Community Board members, were in attendance. We got to hear about current concerns from the public. These meetings are informal, allowing anyone to come and talk about their concerns (which are noted). There is a process where matters raised will be processed by Council and eventually responded to. We would love to see a wider range of people from the community attend these meetings so that the community is better represented.

ANZAC Day Celebrations

Once again it was great to be able to attend both the Maketu and Te Puke ANZAC day memorial services. This is special time to remember those that served in the armed forces to protect our shores and way of life. The dawn parade at Maketu was quite special (and a bit cold) and great breakfast at Ngāti Whakaue Marae was had afterwards. It was great to see so many people make the commitment and attend the service.

9.3 ADOPTION OF MAKETU COMMUNITY BOARD STANDING ORDERS FOR THE 2022-2025 TRIENNIUM

File Number: A5446568

Author: Carolyn Irvin, Senior Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The purpose of this report is for the Maketu Community Board to adopt new Standing Orders for the 2022-2025 triennium.

The Local Government Act 2002 requires Community Board's to adopt Standing Orders for the orderly conduct of meetings of the Community Board.

RECOMMENDATION

1. That the Senior Governance Advisor's report dated 13 June 2023 titled 'Adoption of Maketu Community Board Standing Orders for the 2022-2025 Triennium' 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, pursuant to Clause 27 of Schedule 7 of the Local Government Act 2002, the Maketu Community Board **adopts** the Western Bay of Plenty District Council Community Board Standing Orders for the 2022-2025 triennium as per **Attachment 1** of this report by a vote in support of not less than 75% of members present and voting.

OR

4. That the Maketu Community Board **does not adopt** the Western Bay of Plenty District Council Community Board Standing Orders for the 2022-2025 triennium as per **Attachment 1** of this report.

BACKGROUND

1. The Local Government Act 2002 requires Community Board's to adopt Standing Orders for the orderly conduct of meetings of the Community Board.
2. Standing Orders must not contravene the Local Government Act 2002 (LGA 2002), the Local Government Official Information and Meetings Act 1987 (LGOIMA 1987) or any other Act. They define the rights of chairpersons, the participation of members in meetings and provide guidance on discretionary matters.

3. The Standing Orders template is updated every three years by LGNZ to ensure it reflects new legislation and incorporates evolving standards of good practice.
4. The Maketu Community Board is currently using the Standing Orders they adopted for the 2019–2022 triennium. Pursuant to Clause 27, Schedule 7 of LGA 2002, the current Standing Orders remain in force until at least 75% of Community Board members present approve to adopt a new set.

SIGNIFICANCE AND ENGAGEMENT

5. 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.
6. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
7. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it is a legislative requirement affecting the operation of Community Boards.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

8. Staff have engaged with the Maketu Community Board members through a Standing Orders workshop.

ISSUES AND OPTIONS ASSESSMENT

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Option A | |
| That the Maketu Community Board adopts the Western Bay of Plenty District Council Community Board Standing Orders for the 2022–2025 triennium as per Attachment 1 of this report. | |
| Assessment of advantages and disadvantages including impact on each of the four well-beings | <ul style="list-style-type: none"> • Ensures the Community Board fulfils its statutory obligation to have in place Standing Orders. • Will ensure the Community Board remains aligned with standards of good practice. |
| Costs (including present and future costs, direct, indirect and contingent costs). | None |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above). | None |
| Option B That the Maketu Community Board does not adopt the Western Bay of Plenty District Council Community Board Standing Orders for the 2022–2025 triennium as per Attachment 1 of this report. | |
| Assessment of advantages and disadvantages including impact on each of the four well-beings <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental | <ul style="list-style-type: none"> • The Community Board Standing Orders 2019–2022 may not reflect new legislation and/or incorporate evolving standards of good practice. |
| Costs (including present and future costs, direct, indirect and contingent costs). | None |
| Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above). | None |

STATUTORY COMPLIANCE

9. The draft Community Board Standing Orders included as **Attachment 1** to this report comply with the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

FUNDING/BUDGET IMPLICATIONS

10. Financial considerations not applicable.

ATTACHMENTS

1. **Standing Orders - Community Boards - 2022–2025 Triennium**  



Ngā tikanga whakahaere hui

**Standing Orders
(2022-2025)**

Community Boards



**Western
Bay of Plenty**
District Council

Preface

Standing Orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

In doing so the application of Standing Orders contributes to greater public confidence in the quality of local governance and democracy in general.

These Standing Orders have been designed specifically for local authorities, their committees, subcommittees, subordinate decision-making bodies. They fulfil, with regard to the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Although it is mandatory that local authorities adopt Standing Orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local review their Standing Orders within at least the first (6) six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, schedule 7, clause 27).

For clarity's sake whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a local authority must abide by Standing Orders.

Rārangi upoko

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9.4 MAKETU COMMUNITY BOARD – FINANCIAL REPORT APRIL 2023**File Number:** A5431366**Author:** Ezelle Thiart, Financial Business Advisor**Authoriser:** Allan Carey, Finance Business Partner Lead**EXECUTIVE SUMMARY**

This report provides the Community Board with two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 30 April 2023 (**Attachment 1**).

Total operational costs are under budget YTD.

RECOMMENDATION

That the Financial Business Advisor's report dated 13 June 2023 titled 'Maketu Community Board – Financial Report April 2023' be received.

Grant payments made to date:

| Resolution | Description | \$ |
|------------|------------------------------------------|--------------|
| MC22-4.6 | Maketu Volunteer Coastguard | 1,500 |
| MC22-4.8 | Maketu Community Led Development | 1,000 |
| MKC22-1.5 | Maketu ANZAC Services Committee | 700 |
| MKC23-2.8 | Maketu Surf Lifesaving Club Grant | 2,160 |
| | 2022/23 Total grants paid to date | 5,360 |

Committed – Operational expenditure:

| Resolution | Description | \$ |
|------------|----------------------------------------------|----------|
| | No transactions | 0 |
| | 2022/23 Total operational commitments | 0 |


2022/23 Reserve analysis:

| Resolution | Project/Description | \$ (Payments made) |
|------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | 2022/23 Opening Reserve balance | 183,174 |
| MC21-3.6 | Up to \$50,000 as contribution to the refurbishment of the Maketu Community Building. (Note: project completed) | (50,000) |
| MC22-1.3 | Up to a further \$8,000 for the completion of the refurbishment of the Maketu Community Building. (Note: Project completed) | (8,000) |
| | 2022/23 Closing Reserve balance before commitments | 125,174 |

Remaining commitments from Maketu Community Board Reserve Account

| Resolution | Description | \$ (Remaining Funds) |
|------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| | Opening balance before commitments | 125,174 |
| MC20-6.7 | Up to \$30,000 for the installation of an additional BBQ by the Surf Club. (Note: Project received approval and is going ahead) | (30,000) |
| | 2022/23 Closing balance after the committed expenditure | 95,174 |

ATTACHMENTS

- Maketu Community Board – Financial Report April 2023** 

9.5 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD JUNE 2023

File Number: A5385042

Author: Tracy Harris, Executive Assistant, Infrastructure Group

Authoriser: Gary Allis, Deputy Chief Executive & General Manager Infrastructure Group

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Deputy Chief Executive and Group Manager Infrastructure Group's report dated 13 June 2023 titled 'Infrastructure Group Report Maketu Community Board June 2023' be received.

ROADING**Transportation - Maketu Community Roading**

Description: Develop and implement the community roading plan approved by the Maketu Community Board.

| Maketu Community Board Roading Current Account | Maketu Community Board \$ | Status |
|----------------------------------------------------------------|---------------------------|--------|
| Current Account: | | |
| Current Account Opening Balance 1 July 2022 | \$95,377 | |
| Interest 2020/21 | \$3,324 | |
| Allocation for 2020/21 | \$69,372 | |
| Subtotal | \$168,073 | |
| Approved Projects | | |
| Nil | - | |
| Subtotal | - | |
| Proposed Projects | | |
| Nil | - | |
| Subtotal | - | |
| Forecasted Current Account Closing Balance 30 June 2023 | \$168,073 | |

Maketu Cycleway

Description: Construct a 2.5m wide cycleway between Kaituna Road and the Maketu Township.

What's Happened:

Stage 1 (Rural Section) of the cycleway is complete.

Stage 2: The Urban section is still currently in the design phase. Public consultation will occur with residents in due time. Timing is subject to prioritisation of funding.

Consenting issues have been addressed and WestLink has been asked to finalise the design.

What's Next:

WestLink have been instructed to extend the cycle path between the Spencer Avenue intersection and Tapiti Marae. Construction timing to be confirmed.

Improvement to Culvert Capacity – Spencer Avenue – Minute Action Reference MC12 18 5.2

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

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

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

The Board are seeking an update to ensure that this project had not been left unfinished.

What's Happened:

Cone Penetration Testing (CPT) has been carried out to determine the properties of the ground beneath the culvert.

What's Next:

WestLink have evaluated the geotechnical investigation findings and confirmed that a bridge is not necessary. Work is now focussed on designing a solution that will include a new culvert and extension of the existing culvert, to provide additional road width for a shared path. The Design of the new culvert and embankment is underway.

OPERATIONS

Emergency Management

Description: Support the Maketu Community to be Resilient in the event of an Emergency.

What's Happened:

Staff continue to keep the Maketu Community updated with Emergency Response information. A review of the Community Response Team is underway in Maketu, and staff have made themselves available to support the review.

What's Next:

Continue to offer support to the Community in the review of the Community Response Team. Continue communication between council and the Community Response team to deliver preparedness messages to the community and offer support where necessary. Work on roll out of new tsunami maps for the community will take place in June and July along with a public education campaign of what to do and where to go in a tsunami response.

Eastern Solid Waste

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

PAYT Tag

The newly designed PAYT (Pay as you Throw) tag has been introduced and to date no negative feedback has been received.

Illegal Dumping

Western Bay of Plenty District Council (WBOPDC) is still collaborating with other councils and agencies to create a plan with consistent education and communication messages as well as sharing best practices to reduce the cost of illegal dumping to all stakeholders. WBOPDC designed a new sign to be installed at scenic look-out areas to deter littering and illegal dumping, see below signage.

**Mobile Recycling Trailers****What Happened:**

Two mobile recycling trailers continue to make their rounds in the rural part of the District on a rostered basis. The trailers visit Omanawa Hall, Te Ranga School and BP Pongakawa. The next outing and what can be recycled can be found [here](#).

What's Next:

Council consulted with the customers at each site during April 2023 and new rostered hours were introduced at the beginning of May 2023. To date the two trailers have diverted 3,425 tonnes of recyclables from Pongakawa site, 2,247 tonnes from Te Ranga School and 4,372 tonnes from Omanawa Hall site. That is a total of 10,044 tonnes of recyclables diverted from landfill since July 2022.

Recycling & Greenwaste Centres

What's Happened:

The three recycle centres continue to operate with business as usual.

| WBOPDC Kerbside Tonnes | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | Total Tonnes | Total Tonnes Diverted from landfill |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|-------------------------------------|
| Waste Tonnes | 359 | 415 | 394 | 386 | 402 | 515 | 496 | 415 | 433 | 395 | 4210 | |
| Recycle Tonnes | 125 | 135 | 124 | 117 | 158 | 182 | 168 | 145 | 194 | 142 | 1490 | |
| Glass Tonnes | 75 | 97 | 101 | 105 | 103 | 150 | 191 | 144 | 147 | 117 | 1230 | |
| Food Tonnes | 32 | 37 | 47 | 31 | 45 | 42 | 53 | 57 | 42 | 37 | 423 | |

Establishing Community Resource Recovery Centres

What Happened:

The feasibility study into Community-led Resource Recovery for the current recycling centres went to Council on 7 March 2023. Council recommendations copied below.

COUNCIL APPROVED DIRECTION

1. That the 'Community-Led Resource Recovery Feasibility Study' be received, as per Attachment 1.
2. That community-led resource recovery initiatives are delivered, and the initial actions be:
 - a. That Te Puke and Katikati/Athenree be progressed as two separate processes to recognise the different community groups and tangata whenua interests.
 - b. That a Council operated Community supported approach is progressed, whereby Council continues to operate the site(s) in the short-medium term (12-18 months) while working with industry experts and potential operator(s), for Te Puke and for Katikati/Athenree, with community groups being invited to take on the community activator role and community and tangata whenua invited onto advisory boards, and industry expertise is sought to work alongside the current team to expand activities on the existing sites; and
 - c. That a Community and Council hybrid approach, whereby Council continues to operate the current activities on the sites and community operates reuse retail activities, be progressed as soon as possible for Te Puke, through conversations with community groups.

What's Next:

Staff are currently working with Envision to progress the recommendations and continue conversations with community groups and Tangata whenua.

ATTACHMENTS

1. **Minute Action Sheets - Maketu Community Board June 2023**  

9.6 MAKETU COMMUNITY BOARD OPERATIONAL REPORT

File Number: A5440285

Author: Jahneisha Osborne, Governance Support Administrator

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

This report is an operational update from across Council for matters that relate to the Maketu Community Board area.

RECOMMENDATION

That the Governance Support Administrator's report dated 13 June 2023 titled 'Maketu Community Board Operational Report' be received.

SERVICE REQUESTS

This section is to provide an overview of Service Requests for the Maketu Community Board area since the last meeting.

There has been one of each of the following subtypes of Service Requests raised and **completed**.

- Damaged Bin – Replace/repair
- Reserves general (debris)

There has been one of each of the following subtypes of Service Requests raised and is **under investigation**.

- Detritus – Local Roads
- Local Road Signs – damaged/graffiti
- Vegetation/mowing local roads
- Flooding/open drain/culvert (raining)
- No water
- Water pressure too high/low

The table below shows Services Request's that are higher in numbers and have a mix of statuses.

| Service Request Subtype | Notes | Completed | Under Investigation/Scheduled for Completion |
|-------------------------------------------|-----------------------------------------|------------------|-----------------------------------------------------|
| Freedom camping | All Park Road | 3 | 0 |
| Māori Land Enquiries | Across Maketu | 2 | 1 |
| Kerbside General | Across Maketu | 2 | 0 |
| Missed Collection | 2 for Spencer Ave | 2 | 1 |
| Corporate properties | Repair/construction queries | 0 | 2 |
| Illegal Dumping and carcasses | Across Maketu | 1 | 1 |
| Public toilets – reserves (hygiene/paper) | Across Maketu | 2 | 0 |
| Urban Stormwater general | Across Maketu. Drains/culverts flooding | 4 | 0 |
| Grinder pump/septic tank issue | Across Maketu | 0 | 6 |

MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS (NOT MINUTE ACTION SHEETS)

| Date raised | Issue | Comment |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 2023 | Corrections to Chairs report. | Completed 11/05/2023 |
| | 9.2.3 That staff provide the Maketu Community Board with information regarding the current representatives on the Bledisloe Park Board and the management and maintenance plans for the reserve. | <p><u>Members:</u></p> <ul style="list-style-type: none"> • Kevin Marsh • Wendy McFadyen • Ron Spratt <p><u>Per email from the Bledisloe Park Board 30.05.2023:</u> The Board met today and agreed that it will dismantle and remove the wharf, and the</p> |

| | | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| | | potholes will be addressed when the weather permits. |
| | <p>Item 9.3.4</p> <p>That the request from the Maketu Community Board for a quote from WestLink to undertake vegetation trimming at Arawa Avenue be cancelled.</p> <p>That the Minute Action Sheets for this item be updated to reflect their current status.</p> | <p>June 2023:</p> <p>The request has been cancelled.</p> |
| | <p>Item 9.3.6</p> <p>That staff provide the Maketu Community Board with a list of Maketu Community Assets.</p> | There will be a verbal update at the Community Board meeting. |

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS

| Date raised | Issue | Comment |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| April 2023 | <p>MKC23-3.1</p> <p>That the following amendments be made to the Maketu Community Board 21 February 2023 minutes:</p> <p>1. Present/Absent:</p> <p>Deputy Corbett was not in attendance and no apology was received so this was to be recorded as 'absent without leave'; and</p> <p>2. Public Forum: Item Laureen should read Lauri; and</p> <p>First bullet point, second sentence: She considered that Council had a moral, if not legal, responsibility to make sure the culvert was clear.</p> | Amendments made 11.05.23 |

| | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| | <p>MKC23-3.3</p> <p>That the Maketu Community Board requests a quote for the widening of the road from the corner of Maketu School to the corner of Arawa Avenue to address health and safety and drainage issues.</p> | <p>See Infrastructure MAS page 25</p> |
| | <p>MKC23-3.4</p> <p>That the Maketu Community Board approve the quote to trim down the macrocarpa tree on Te Awhe Road, conditional upon the Board obtaining appropriate approval, and having the site blessed before any works proceed.</p> | <p>The Macrocarpa tree was successfully trimmed by contractors and a blessing was given beforehand.</p> |