

Mā tō tātou takiwā
For our District

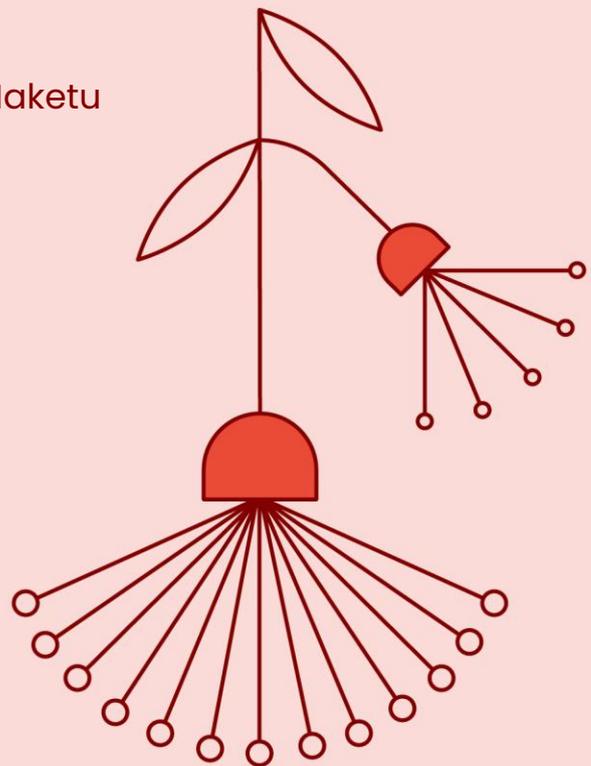
Maketu Community Board

Poari ā Hapori o Maketu

MKC23-6

Tuesday, 3 October 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, 3 October 2023 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 relationship management system as a service request, while those requiring further investigation will be referred to the Chief Executive.

8 PRESENTATIONS

8.1 PRESENTATION – REGIONAL COUNCIL PROPOSED MAKETU ROAD CULVERT

File Number: A5743134

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

Pim De Monchy (Bay of Plenty Regional Council Coastal Catchments Manager) will present an overview of the community's feedback on the proposed Maketu Road culvert.

9 MINUTES FOR CONFIRMATION

9.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 8 AUGUST 2023

File Number: A5732067

Author: Rosa Leahy, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 8 August 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 8 August 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC23-5
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU
ON TUESDAY, 8 AUGUST 2023 AT 7.00PM**

1 PRESENT

Chairperson L Rae, Member T Hopping, Member D Walters and Deputy Mayor J Scrimgeour.

2 IN ATTENDANCE

R Davie (Deputy CEO/General Manager Strategy and Community), C McLean (Senior Transportation Engineer), S Prendergast (Roading Engineer East), G Golding (Governance Manager) and C Irvin (Senior Governance Advisor).

OTHERS IN ATTENDANCE

Councillor A Wichers

KARAKIA

Chairperson L Rae opened the meeting with a karakia.

3 APOLOGIES

APOLOGY

RESOLUTION MKC23-5.1

Moved: Deputy Mayor J Scrimgeour

Seconded: Member T Hopping

That the apology for absence from Cr Crawford and Member R Boy-Corbett be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 MARCEL SWERERYNEN - FLUORIDATION

Mr Swererynen was in attendance on behalf Kane Titchener and provided his following comments:

- Currently, there was no requirement for public consultation on fluoridation, but Mr Titchener believed there should be more engagement with communities.
- On Monday 12 June 2023, legal proceedings were filed by New Health New Zealand against Ministry of Health directives to make local councils fluoridate their water supplies. Western Bay of Plenty District Council (WBOPDC) could choose to join these proceedings to enforce an injunction on fluoridation starting.
- There were many researched findings on the adverse affects of fluoridation on the human body.

7.2 DR CRONE - FLUORIDATION

Dr Crone spoke to a PowerPoint presentation regarding fluoridation, and stated his following beliefs:

- Fluoride was a toxic industrial waste product.
- Fluoride lowered IQ in children, and caused conditions such as dental and skeletal fluorosis.
- Fluorine had no known metabolic role in mammals.
- That the issues with teeth were due to poor nutrition and exposure to sugar, and that fluoridating the water was not the solution.

7.3 MAX JOHNSTON – WILSON ROAD NORTH/DRAINS/CEMETARY

Maketu resident Max Johnston provided the following comments:

Wilson Road:

- Maketu residents were annoyed with the state of Wilson Road North. There was some repair done last week which was not effective, as the water was not draining from the road.
- It was also long overdue for curbing, as there was an excessive amount of heavy traffic using the road. Speeding was also an issue.
- The road was not adequate and residents wanted these issues to be addressed.

Drains:

- Culvert 900 was cleared but not adequately.
- Was a resource consent needed to clear drains? If this was the case there needed to be an annual programme in place before winter 2024.

Pukemaire:

- This was a very special place that needed looking after.
- Funding was needed to help with the upkeep of the area. It was important not to let it become neglected.

Cemetery:

- The new part of the cemetery appeared not to be finished. There was a river of water coming off the cemetery that came from the paddocks behind it which was flooding residents properties.
- There was also flooding in the old cemetery, which had not been categorised as a flood plain but should be because every gully took on water. The dirt that was removed from this area needed to be put back and built over the row to stop the water going over it.

7.4 SHANE GOURLAY – WILSON ROAD NORTH

Maketu resident Shane Gourlay provided the following comments:

- Heavy trucks were ruining Wilson Road North, by creating holes in the road which filled up with water during heavy rain. This made it dangerous to drive on.

- Drains were not being cleared and there was no curbing, making this a high risk accident area.
- As ratepayers, this was very frustrating and people in Maketu felt that nothing was being done and becoming angry. The state of the roading in Maketu in general was not good enough.

7.5 HARIATA AND DOUGLAS REWI – WILSON ROAD NORTH/WHAREKAHU CEMETERY

Maketu Resident Hariata Rewi spoke on behalf of herself and her husband Douglas, tabled [Item 1](#) (Wilson Road North) and [Item 2](#) (Wharekahu Cemetery), and provided the following comments:

Wilson Road North:

- Mrs Rewi resided at 595 Wilson Road North, Maketu, and had the following concerns regarding the road:
 - Poor roading infrastructure and lack of regular maintenance;
 - Lack of road side curbing and inadequate drainage;
 - Speed limits being ignored by heavy truck drivers creating a danger to residents and children;
 - Heavy truck drivers destroying the road.
- Mrs Rewi requested that Council:
 - Erect a sign that signalled 'No engine braking at the junction of Arawa Avenue and Wilson Road';
 - The speed limit sign between Arawa Avenue and the Maketu shops should be changed from 70 to 50 km/h;
 - Widen the road between Arawa Avenue and the Primary School; and
 - Put in proper curbing and drainage to remove the water from the road.

Wharekahu Cemetery:

- There was no water tap, no rubbish bin, no handrails and poor maintenance at the cemetery. There was a lack of mowing and rubbish scattered around the area.
- The cemetery boundary was an issue.
- It was hazardous for people to visit the cemetery due to a dangerous slope and formation on an upward hill.
- Mrs Rewi's family was unable to celebrate a buried family members anniversary with family members due to flooding.
- Council was requested to address these serious concerns.

Mrs Rewi requested that the Board provide residents with an update in three months' time.

7.6 SHEREE WALKER – WILSON ROAD NORTH

Maketu resident Sheree Walker provided the following comments:

- Ms Walker's house shook and had cracks in it because of the heavy traffic on the road.
- Her house was in terrible condition and she requested that Council please do something about the road.

7.7 RUNA MORRISON – DRAINAGE

Maketu resident Runa Morrison provided the following comments:

- Ms Morrison's insurance had increased by \$500 because it was now zoned as a 'floodable area'.
- Rates were being paid however, residents were not getting what they paid for and were considering hiring a contractor to clear the drains.
- Residents in the immediate area were now becoming anxious due to the thought of more flooding and they needed something done about this.

7.8 COMMENTS FROM MAKETU RESIDENCE IN ATTENDANCE

- It was hard to believe a resource consent was required to clear the drains. Residents had not been informed of this. It needed to be sorted out adequately so that the drains could be cleared effectively.
- Some residents had been up to their knees in water in their own back yards. It was not good enough.
- Council needed to look at the 'bigger picture' in terms of where the flooding started and went, and what caused it in the first place. It would help to consult with the locals who knew the ecology of the land very well.

The General Manager Strategy and Community advised that a resource consent was not always required to clear drains but in some areas/cases it was, and was a requirement of tangata whenua because of the ecology in drains.

The Chairperson made the following comments:

- The concerns raised tonight from residents regarding Wilson Road North, the drainage in Maketu, speeding, Wharekahu Cemetery and mowing in general in Maketu, were acknowledged by the Board.
- Council staff had also heard the concerns raised by residents.
- Site meetings had been held with staff members and it had been acknowledged that these issues were causing hazards and were dangerous for the community.
- Recommendations had been put forward to reduce all 70km/h areas to be dropped down to 50km/h.
- It was important for the Maketu community to know that these issues were a high priority for the Board and were not being ignored. They were being worked on, however, some could take a little more time due to details and costings being sorted, as well as the process Council had to follow.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 13 JUNE 2023

RESOLUTION MKC23-5.2

Moved: Deputy Mayor J Scrimgeour

Seconded: Member T Hopping

1. That the Minutes of the Maketu Community Board Meeting held on 13 June 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.

CARRIED

9 REPORTS

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

The Board considered a report from the Chairperson who spoke to the report, summarising the main points:

Bus Shelter:

- It was felt that one new bus shelter may not be enough to accommodate the children. The Board agreed to purchase one, get it installed and then assess if another was needed.
-

Cemetery Hand Rails:

- Council had received a second quote for handrailing at the cemetery at a cost of \$21,500. It was felt that, although slightly more expensive than the first quote, this might be a more sustainable option.

Tear Drop Flag:

- The Board would like to purchase a new tear drop flag with Western Bay of Plenty District Council's updated branding on it and would like to pass a resolution on this tonight.
-

RESOLUTION MKC23-5.3

Moved: Chairperson L Rae

Seconded: Member T Hopping

PART 1

That the Chairperson's report dated 8 August 2023 titled 'Maketu Community Board Chairperson's Report – August 2023' be received.

CARRIED

RESOLUTION MKC23-5.4

Moved: Member D Walters

Seconded: Chairperson L Rae

PART 2

That the Maketu Community Board approve the funding for the new bus shelter on Arawa Avenue for \$7,500, to come from the reserves account.

CARRIED

RESOLUTION MKC23-5.5

Moved: Member T Hopping

Seconded: Member D Walters

PART 3

That the Maketu Community Board approve up to \$600 (excluding GST) from the Maketu Community Board contingency account for the purchase of a Maketu Community Board tear drop flag with Western Bay of Plenty District Council Branding.

CARRIED

9.2 MAKETU COMMUNITY BOARD – COUNCILLOR’S REPORT – AUGUST 2023

The Board considered a report from Deputy Mayor Scrimgeour who spoke to the report, summarising the main points:

Annual Plan:

- The Annual Plan was due to be approved at the 30 August 2023 Council meeting. The Annual Plan process had been delayed due to Cyclone Gabrielle and delayed district revaluations.

Mayoral Relief Fund:

- Council had been allocated \$200k for the Mayoral Relief fund for Cyclone Gabrielle. This would be used for properties in and around the Te Puke area, including Marae.

District Revaluations:

- Council had received concerns from ratepayers about rate increases, which it had put up on it’s website.

Maketu-Te Puke Community Forum:

- The Maketu-Te Puke Community Forum would take place on 21 August 2023 at the Pongakawa Hall.
-

RESOLUTION MKC23-5.6

Moved: Deputy Mayor J Scrimgeour

Seconded: Member T Hopping

That Deputy Mayor Scrimgeour’s report dated 8 August 2023 titled ‘Maketu Community Board – Councillor’s Report – August 2023’ be received.

CARRIED

9.3 OPERATIONAL REPORT – AUGUST 2023

The Board considered a report dated 8 August 2023 from Governance Advisor. The report was taken as read.

RESOLUTION MKC23-5.7

Moved: Member T Hopping

Seconded: Member D Walters

That the Governance Advisor's report dated 8 August 2023 titled 'Operational Report – August 2023' be received.

CARRIED

9.4 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD AUGUST 2023

The Board considered a report dated 8 August 2023 from the Executive Assistant Infrastructure. The report was taken as read, with the following points noted:

Rubbish Bin Tags:

- An instructional video on rubbish tags was being planned as per the request of the Maketu Community Board.

Signage at Surf Club:

- Te Arawa Lakes Trust had requested that the Board install signage at the new BBQ area by the Surf Club. The Board agreed to discuss this matter at a later date.
-

RESOLUTION MKC23-5.8

Moved: Member T Hopping

Seconded: Chairperson L Rae

That the General Manager Infrastructure Group's report dated 8 August 2023 titled 'Infrastructure Group Report Maketu Community Board August 2023' be received.

CARRIED

9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT JUNE 2023

The Board considered a report dated 8 August 2023 from the Financial Business Advisor. The report was taken as read.

RESOLUTION MKC23-5.9

Moved: Chairperson L Rae

Seconded: Member T Hopping

That the Financial Business Advisor's report dated 8 August 2023 titled 'Maketu Community Board – Financial Report June 2023' be received.

CARRIED

The Meeting closed at 8.57pm

Confirmed as a true and correct record at the Maketu Community Board meeting held on 3 October 2023.

.....
Chairperson L Rae

CHAIRPERSON

10 REPORTS

10.1 MAKETU COMMUNITY BOARD – CHAIRPERSONS REPORT

File Number: A5656481

Author: Laura Rae, Community Board Chairperson

Authoriser: Rachael Davie, Deputy CEO/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 3 October 2023 titled ‘Maketu Community Board Chairperson’s Report – October 2023’ be received.
2. That the Maketu Community Board approve up to \$17,021.50 for a new **timber** handrail (supplied and installed by Downer) at the Urupa, to be funded from the Maketu Community Board Reserve Account.
OR
3. That the Maketu Community Board approve up to \$21,356.63 for a new **stainless steel** handrail (installed by Downer and supplied by FRP) at the Urupa, to be funded from the Maketu Community Board Reserve Account.
OR
4. That the Maketu Community Board approve up to \$25,032.95 for a new **stainless steel** hand railing (supplied and installed by Paramount Stainless Steel), at the Urupa, to be funded from the Maketu Community Board Reserve Account.
5. That the Maketu Community Board approve up to \$5,500 for an upgrade to the Beach Road carpark bike rack, to be funded from the Maketu Community Board Reserve Account.
6. That the Maketu Community Board approve a further \$3,320 of additional funding for the installation of the new bus shelter on Arawa Avenue, to be funded from the Maketu Community Board Reserve Account.

Welcome all, I can definitely feel that spring is in the air, and much warmer days and nights with the start of daylight saving right around the corner. I'm looking forward to those late evening barbeques in the park or at the beach. We cannot wait for our new barbeque being installed at Monument Reserve to add to the existing three barbecues already in our village.

1. Māori Wards

I would like to acknowledge the Western Bay of Plenty District Councillors for their decision and adoption of Māori wards for our next two trienniums (2025 and 2028 local body elections). All the best for this process, and all I can say is I hope it truly works out for Māori, given that this is what they wanted. I am proud of all our Councillors for their words expressed on the matter as I watched the decision very closely. A lot of it was spoken from the heart and in a non-biased way - well done.

2. LGNZ Young Elected Members Conference

We are also very privileged to be invited to the Young Elected Members meeting in December 2023 with LGNZ. Two members of the Maketu Community Board would be eligible to go and meet like-minded individuals and add to our professional development. Thank you to Mayor James for organising this.

3. Regional Council's Kaituna River Rediversion and proposed culvert

We would like to extend a thank you to the Bay of Plenty Regional Council's Pim De Monchy, for his annual update to the community regarding the Kaituna River Rediversion on 1 September 2023. These updates are very important to our community and Tangata Whenua alike. Pim agreed to present to the Board tonight with the feedback and comments from the first meeting we coordinated, on behalf of concerned residents many months ago around both the rediversion and the proposed new culvert under the roadway along Maketu Road. The proposed culvert would service a freshwater flush to Whakapoukōrero wetland and allow our stormwater drain to function to maximum capacity. We thank Pim and his team for their transparent engagement and work they have done for Maketu thus far.

4. Urupa

We would also like to thank Steven White (Reserves and Facilities Team Leader Operations) and his team. As many may be aware our urupa has been extended by Council. Residents got involved as they were not happy with some of the new area, as well as the older section. A public meeting was called and has developed into what is now known as the 'Urupa Taskforce', which is a group set up to finalise Council works and make sure they align with what the community's needs are, and the preferred options of

many who are closely connected to this Urupa. Steven has been a huge help and has assisted in a very timely manner. This is something which we appreciate as we know some of Council's process can be very slow (with good reason). We had our first Taskforce meeting on 6 September 2023, which was a very productive meeting with two very important decisions made. There were 10 community members, five Community Board members, and two apologies.

Our top priority item is to fix the drainage issue, that at our most recent weather event under-cut and washed out some of the graves in the lower area. The decision was made by the Taskforce, along with staff recommendations, to remove the headstones of the affected row and add some fill, raising it up out of the floodable zone and then reinstating the headstones. For this to proceed, the Taskforce have asked that the Community Board meet face-to-face with affected families to seek their permission to carry out the work. This will be done within the next two weeks. There are eight grave sites that this will affect, three of which already have headstones and three that are awaiting to be unveiled. It will be up to the families to agree to this process; however, we feel it is a permanent solution to this unfortunate issue and hope that everyone supports this.

Our second priority was the installation of a handrail within the old section, to allow for some of our community's oldest members to still be able access the lower area. The lay of the land presents a very steep incline with a concrete surface that is currently not safe. The Taskforce had the option of three quotes sourced by Council staff. The wooden option had six votes and is the cheaper option of the three. A stainless-steel option had five votes, something that is a little more expensive, but potential may last longer. The Community Board will make the final decision regarding this, given that the Board agree to fund this for the community The Board will seek to pass a resolution on this tonight.

We look forward to seeing this project out with Steven and his team.

The Reserves and Facilities Team Leader provided the following quotes for the urupa handrails:

Option 1: Downer

Timber poles and timber handrails installed with concrete finished to level of old existing drive.

Total cost for Option 1 : **\$17,021.50**

Option 2: Downer/ FRP (suppling handrail)

\$14,762.90. For just timber posts installed with concrete finished to same level of existing concrete drive as shown In picture, with Council to provide Stainless Steel handrails.

\$5,593.73 for Stainless Steel handrails supplied by FRP Mount Maunganui.

\$1,000.00 estimate for CAD drawing of the handrails to be supplied to FRP Mount Maunganui for construction.

Total cost for Option 2 : **\$21,356.63.**

Paramount Stainless Steel

Original quote supplied by Paramount Stainless Steel– This is for Stainless Steel handrails installed onto wooden posts set into the concrete drive.

Total cost for Option 3: **\$25,032.95**

5. Arawa Avenue Bus Shelter

At the August 2023 meeting, the Board agreed to fund \$7500 towards the new bus shelter on Arawa Avenue. Staff have since received a final quote for the shelter and installation costs, which exceeds the amount originally resolved.

The costs below were provided by the Roading Engineer East as follows:

Service/Item	Price
Total Span kitset bus shelter (delivered to site)	\$3,515.00
Installation	\$5,380.00
Temporary Traffic Management (assumes three days and includes two days contingency)	\$1,925.00
Total	\$10,820

BOARD REQUESTS

Beach Road Carpark Bike Rack:

It has been brought to my attention that with the increase in cyclists to the area and the introduction of e-bikes, an upgrade to the bike rack at the Beach Road carpark near the Beachside Café was required. The existing bike rack was no longer fit for purpose due to bikes being built with a larger tyre width (*existing bike rack pictured below*).



The costs below were provided by the Roading Engineer East as follows:

Item	Price per item	Quantity	Total
Olympus Bike stand with bike symbol plate	\$475.00	2	\$950.00
Olympus Bike stand without bike symbol plate	\$375.00	3	\$1,125.00
Delivery of bike stands to site	\$138.00	1	\$138.00
Installation including removal and disposal of old rack, cable location prior to digging, digging in grassed area by hand, and mesh fence installation around wet concrete until its hardened and removed the next day.	\$3,000.00	1	\$3,000.00
Total			\$5,213

Concept design for bike racks as pictured below.



Staff Comment:

It is recommended installing bike racks as pictured above. The reason for this is because wicket style bike racks often aren't wide enough to fit larger heel width. Wicket style racks can also cause damage to a bike wheel if the rack falls overs.

It is best practice to install the bike rack with a bike symbol on either end so visually impaired people can easily identify what they are.

To slightly improve existing spaces for parks (which is currently 7) it is recommended installing 5 bike stands which will take it up to 10 parks.

10.2 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – OCTOBER 2023**File Number:** A5732037**Author:** Richard Crawford, Councillor**Authoriser:** Rachael Davie, Deputy CEO/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 Councillor Crawford's report dated 3 October 2023 titled 'Maketu Community Board – Councillor's Report – October 2023' be received.

Māori Wards

On the 17 August 2023, Western Bay of Plenty District Council voted 9–3 in favour of adopting Māori wards for the next two elections. Every six years, the Council can review whether to have Māori wards, and this time around it was up to the Mayor and the 11 Councillors to decide, with no referendum to contest it. Even though it is not everyone's decision, I hope this will bring better representation of Māori around the Council table and decision-making process. It has not been decided how many wards there will be, but there will be a process on how that is decided.

Speed Management Plan

Council is in the process of a speed review for the district. This could mean a change to the speed limits in our area. Waka Kotahi (NZTA) has provided recommendations to Council on the new speed limits, and through a consultation process changes will be made accordingly.

Maketu–Te Puke Community Forum

The Maketu–Te Puke Community Forum was held on the 21 August 2023 at Pongakawa Community Hall. This was well attended by locals. The Forum is for residents in the eastern part of the district to bring their queries and concerns to Councillors in an informal way, so they have an opportunity to be heard and can be discussed as a group. The information gathered is recorded and taken back to Council, and before going on to the Community Committee agenda to be actioned further as required.

Emergency Management

Emergency management has become a bigger part of Council activity this year, especially due to the weather events. Council has taken on a new staff member to work in this space, so I would like to welcome Kurt Waugh (Community Resilience Advisor). He is not new to Emergency Management, as he has just finished 18 years with New Zealand Police. He has already been out to Maketu and other areas, co-ordinating emergency response teams to be better prepared for future events.

10.3 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD OCTOBER 2023

File Number: A5697449

Author: Tracy Harris, Executive Assistant Infrastructure Group

Authoriser: Cedric Crow, General Manager Infrastructure Services

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Executive's Assistant Infrastructure Group's report dated 3 October 2023 titled 'Infrastructure Group Report Maketu Community Board October 2023' be received.

ROADING**Transportation – Maketu Community Roothing**

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

Maketu Community Board Roothing 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.

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.

WestLink Have been instructed to extend the cycle path between the Spencer Avenue intersection and Tapiti Marae. Construction expected to start mid-September.

Staff met with the contractor on site and are waiting for a revised start date.

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.

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

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. A concept design has been developed and will be included in the (BoPRC) consent application, which is currently being compiled and includes the following:

- Application form
- Construction drawings
- Record of Consultation (with key stakeholders)
- Construction Methodology
- Construction Noise and Vibration Mitigation Plan
- Construction Erosion and Sediment Control Plan
- Ecological assessment

The drawings are complete and going through a review process. Staff are waiting on the ecology report prior to submitting a resource consent. Iwi /hapu consultation is complete, and the project team are working to finalise the construction methodology.

Wilson Road North widening

The section of Wilson Road North is due for rehabilitation. The upgrade to the pavement and stormwater facilities through this section is proposed within the rehabilitation design. Design has commenced and the team are aiming to go to public consultation on the designs before Christmas. This project is proposed for completion within the 24/25 construction season.

OPERATIONS**Emergency Management**

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

Maketu Community Response Team have now received a resource supply box to assist them in the event of an emergency. Maps will be produced to go into this resource box for the Maketu Community.

Online training is available now through the Civil Defence Emergency management training portal. The CDEM team at WBOPDC are able to provide the link to enable access to members of Community Response Teams.

A bespoke training programme is being developed specifically for Community Response Teams covering the basic CIMS (Co-ordinated Incident Management System) training, how a Community Response Team may be activated and how to ensure claims for reimbursements will take place. It will also include some personal resilience training for our Community Response Teams and local Marae. The intention is for this training to be available from later this year/early next year.

Work is taking place to provide sector specific emergency preparedness information. Preparedness information for those living with a disability is being printed for Maketu and will be delivered by the end of September to their Community Response Team.

All Community Response Teams are being issued with a new cell phone by the end of September to better able them access to the WBOPDC before and during an emergency. The new Community Resilience Advisor will be working with Community Response Teams to support community initiatives including market day attendance, community open days and other initiatives which the Community Response Teams may require support with.

Continued communication between council and the Community Response team to deliver preparedness messages to the community and offer support where necessary.

Solid Waste

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

SeatSmart event – Sunday, 24 September 2023 – Te Puke Recycling Centre

Over 10,000 baby car seats expire each year in New Zealand. Most of these car seats end up in landfill. Council is partnering with SeatSmart to run two one-day amnesty events at the Te Puke Recycle Centre on 24 September 2023 and at the Katikati Recycle Centre on 1 October 2023 for Western Bay of Plenty residents to bring in their expired baby car seats to be recycled. The event will run from 10 am to 3 pm. Residents will need proof of address in the Western Bay to drop off car seats. The waste minimisation levy will be used to cover the cost for recycling the car seats collected. Residents can drop-off any number of expired car seats at no cost on the day. We cannot accept mouldy car seats, 'snap and go' seats, polystyrene, or car seat accessories such as mirrors. The event is open to our all our residents in Te Puke, Maketu, Pukehina and Paengaroa residents.

Residents that miss the two amnesty events will still be able to take their car seats to "Baby on the Move" in Tauranga but will need to pay a subsidized \$20 recycling fee for each expired car seat they drop off.

Teams at SeatSmart dismantle the seats and separate out the materials to go on to be repurposed and recycled. For example, seatbelt straps can be used to make bags. Up to 67 percent of the car seat's materials by weight are recyclable. Please note that the Te Puke Recycle Centre is usually closed on Sundays and will not be accepting recycling or green waste on the day. This event is for car seat drop-off only.

Mobile Recycling Trailers

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](#).

Mobile trailers continue with their regular outing to designated sites using the winter hours.

Establishing Community Resource Recovery Centres (CRRC)

Establishing community resource recovery centres at the Te Puke Recycle Centre working with Iwi and community groups.

The feasibility study into Community-led Resource Recovery for the current recycling centres went to Council on 7 March 2023. Staff in process of establishing a partnership with Tapuika Iwi Authority to move forward with the implementation of the CRRC at the Te Puke Recycling Centre. A field trip with Council staff, Tapuika and others to Crew in Whakatane was undertaken on Monday, 28 August to gather information on the practical side of establishing a CRRC.

Kerbside Collection Data

Kerbside Tonnes	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2024	Total Tonnes
Waste Tonnes	394	386	402	515	496	415	433	395	404	456	373	396	5065
Recycle Tonnes	124	117	158	182	168	145	194	142	146	143	155	139	1813
Glass Tonnes	101	105	103	150	191	144	147	117	112	116	102	106	1494
Food Tonnes	47	31	45	42	53	57	42	37	27	37	19	28	465
Total Tonnes Diverted from Landfill:							3724						
Tonnes Diverted from Landfill Percentage:							39%						

ATTACHMENTS

- MAS Maketu Community Board October 2023**  

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 17 October 2017	Scott Parker	Reports	Surf Club Car Park Reserve Rock Revetment – MAS Reference MC20 16 2.1

October 2023:

Summarising a staff email to the Board Chairman, dated 21 August in response to a request for more background as follows:

- An erosion issue to the front edge of the carpark (constructed on rock gabions) was identified some years ago. The initial design solution proposed by coastal experts Tonkin & Taylor, was a rock revetment as offering the overall best protection. However, this was rejected by the community because of its appearance.
- Community and iwi feedback from that consultation produced a concrete stepped structure which offered a much better beach access point, erosion protection and was aesthetically appropriate with surrounding infrastructure and landscape. A BOPRC resource consent for this design was then submitted at which point Ngati Pikiao voiced their opposition.
- In order to avoid protracted hearings and cost, staff met with Pikiao to clarify their objections. This resulted in Council agreeing to a peer review of the design by Coastal Scientist Jim Dahm (who Pikiao respect). Jim’s consequent seawall design was similar to Council’s design except that it would be built inland from the front edge of the carpark, resulting in the loss of some car-parking real-estate. The Board informally rejected this alternative.
- An alternative suggestion from Jim was for an ongoing maintenance approach where rather than building anything new, Council would regularly reshape/restore the beach to enable easy access and also reduce erosion effects to the carpark.
- **CURRENT SITUATION:** Until Council has unchallenged Community and Tangata whenua support for a Resource Consent application and hard structure design, our approach is to maintain beach sand levels as a low-cost way to ensure safe, accessible access onto the beach from the carpark.
- Please note that separately but in the same place, there is a design process going on in the background to replace the old broken sand-bag steps onto the beach beside the café. These large sandbag steps are a consented structure so the replacement will be the same. These works will also address associated storm water infrastructure there (which was blocked up and caused major beach scour during that brief intense rain bomb they experienced 18 June).

July 2023:

The sand has since been replaced, following the 29 May 2023 weather event, which stripped a lot of the beach away from the carpark, A Service request was also generated for the clearing of the nearby stormwater infrastructure to ensure drainage is functioning correctly. Consultants have not yet completed a higher spec sandbag steps design (to replace the damaged bags at the eastern end of the carpark).

Staff note that the Board have also requested the history to this MAS be contained to just one page.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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May 2023:

Design work is underway to address replacement of the sandbag steps onto the beach with new and improved sand containers. Works will be scheduled once the design is ready, but we cannot predict when that will be at this stage. Works also aim to repair/improve the storm water outlet adjacent to the sand containers, in liaison with Utilities staff.

It appears that the beach nourishment undertaken prior to Christmas 2022 has not been adversely affected by the recent bad weather. However, staff will continue to monitor, program repairs, and replenish beach sand as and when required.

An information pack involving previous reports and direction from Council on this topic is being prepared and will be provided to the Board members once available.

April 2023:

Staff continue to monitor the site following the recent cyclones and will program repairs as and when required.

February 2023:

Beach sand nourishment was undertaken just prior to Christmas 2022 as a temporary solution along the front of the carpark and for the damaged sandbags until their replacement. This seems to have held up quite well over the recent storm/rain events. Repairs and improvements to the stormwater outfall infrastructure that is contributing to the undermining and erosion at the café end of the carpark are also required, which will be co-ordinated through Utilities staff.

November 2022:

Beach sand nourishment is being arranged as a temporary solution along the front of the carpark and for the damaged sandbags until their replacement in the new year. Repairs and improvements to the stormwater outfall infrastructure that is contributing to the undermining and erosion at the café end of the carpark are also required, which will be co-ordinated through Utilities staff.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 21 February 2023	Scott Parker	New Item	Cycleway

RESOLUTION MKC23-2.11

That the Maketu Community Board requests that Council approach the landowner (Te Arawa Lakes Trust), regarding the possibility of the end of the existing cycleway extending through Te Arawa Lakes Trust land onto Spencer Avenue reserve land.

October 2023:

A request to Te Arawa Lakes Trust (Cassandra Cowly) was emailed on 6 September 2023 about the possibility of accessing their land as shown in the aerial plan below and we now await their response.

July 2023:

The Board has confirmed the proposed route options for staff to consult with Te Arawa Lakes Trust as shown below:



Staff will contact Te Arawa Lakes Trust about this soon.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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May 2023:

An email request has been made to the Board Chair requesting confirmation of the route described in the resolution. No inquiries to Te Arawa Lakes Trust have been made at this stage. Staff have had some preliminary discussion with BOP Regional Council staff who were involved with the wetlands project about connecting the cycleway to the wetlands.

April 2023:

The Cycleways Manager will contact Te Arawa Lakes Trust.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board		Updated: September 2023
Meeting	Officer/Director	Section	Subject
Maketu Community Board 1 December 2020	Sue Hammond	Reports	Maketu Community Board Annual Plan 2020 Requests
<p>That the Maketu Community Board approve funding of up to \$30,000 from the Maketu Community Board Reserve Account for the installation of an additional BBQ by the Surf Club.</p>			
<p>October 2023: The Archaeological Authority is subject to a 15 day appeal period (which expires on 29 September 2023). Staff are preparing for the work to be programmed with the aim to having it in place prior to Christmas 2023.</p> <p>July 2023: The Archaeological Authority is still in the process of being progressed in preparation for lodgement.</p> <p>May 2023: The Archaeological Authority is being progressed in preparation for lodgement.</p> <p>April 2023: Unfortunately, the project has been delayed by the need to obtain an Archaeology Authority. The Archaeological Authority process is underway and once completed the project will proceed.</p> <p>February 2023: The BBQ has been ordered and a site visit with a contractor completed. It is expected this project will commence early March 2023</p> <p>November 2022: The conditions and terms from received from Te Arawa Lakes have been questioned, Council is waiting for a response. Staff have suggested to the Board that a shelter should be constructed to cover the BBQ, which was agreed. Staff are waiting on quotes from suppliers for the shelter and installation of the BBQ.</p> <p>July 2022: Approval (with conditions) has been received. Site visit completed. Planning to follow.</p> <p>May 2022: There has been no change from previous update. Council has yet to receive approval from Te Arawa Lakes.</p> <p>March 2022: There has been no change from previous update. Council has yet to receive approval from Te Arawa Lake.</p>			

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
<p>January 2022: There has been no change since the update in July 2021. The Board are waiting on approval from Te Arawa Lakes.</p> <p>November 2021: There is no change from the previous update.</p> <p>September 2021: There has been no change since the previous update in July 2021.</p> <p>July 2021: The Maketu Board Chairperson has advised that the Board are waiting on approval from Te Arawa Lakes.</p> <p>Jan 2021: Added to committed reserve expenditure for December 2020 report.</p>		

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 15 February 2022	Sue Hammond	New Item	Cemetery Development / Pest Control

The Board requested an update on where this project was at, noting that several members of the community had noted a high number of pests in this area. The Board would like to see what Council may be able to do, to help remedy this issue for locals.

October 2023:

All quotes have been supplied to the Board (handrail + water line upgrade). Staff are waiting on direction from the Board.

No further action has been taken at this point with the "Give and Take" boundary adjustment.

July 2023:

Rubbish bins have been installed.

Prices are still being sought for the handrail and water pipe installation.

No change to the status of the boundary fence.

May 2023:

A site meeting was held with adjoining property owner, Max Johnstone on 5 May 2023 to look at a potential 'Give and Take' boundary alignment for a replacement fence that could facilitate better access down to the lower section of the cemetery/urupa. Staff will prepare a 'Give and Take' boundary agreement and continue to work through the process with Mr Johnstone.

Staff are also seeking further quotes for the installation of a handrail beside the driveway and for an extension to the water line to the bottom of the cemetery. The initial quotes are quite high and there is insufficient budget to cover these costs.

A new additional rubbish bin is being installed and the old bin replaced with a new bin. i.e. two new bins

Staff are happy to meet with the taskforce that was being set up to progress improvements to the cemetery /urupa.

April 2023:

After meeting with locals one of the child's beams has subsequently been removed. Investigations have commenced with regards a water tap and rubbish bin in the new area. The new area is transferring from the construction contractor and will now be added to the Reserves Maintenance contract for ongoing maintenance.

Investigations are also underway for a design for a handrail to be installed on the steep section of the driveway. The handrail will assist people going up and down the steep part of the driveway.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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February 2023:

Concrete and seat are completed. Final site completion in progress.

November 2022:

Earthworks are mostly complete with concrete to be finished and a seat installed.

Staff confirm that there has not been any evidence of pest issues, should this occur, it will be dealt with on a case by case basis through regular maintenance of the cemetery.

July 2022:

The project is still at earthworks stage.

May 2022:

Earthworks are continuing. Archaeologists and cultural monitors on site.

March 2022:

The blessing has been completed with earthworks starting over the next few weeks.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 21 February 2023	Peter Watson	New Item	Surf Club Carpark Reserve Rock Revetment

RESOLUTION MKC23-2.12

That Maketu Community Board seeks clarification from staff regarding how the permanent solution for the Maketu Surf Club Carpark Reserve rock revetment may now be progressed.

October 2023:

Response copied from **Surf Club Car Park Reserve Rock Revetment - MAS Reference MC20 16 2.1:**

Until Council has unchallenged Community and Tangata whenua support for a Resource Consent application and hard structure design, our approach is to maintain beach sand levels as a low-cost way to ensure safe, accessible access onto the beach from the carpark.

July 2023:

The background information is being collated as staff resources allow.

May 2023:

An information pack involving previous reports and direction from Council on this topic is being prepared and will be provided to the Board members once available.

April 2023:

Staff will need to undertake a review of the project before reporting back to the Board, however due to current heavy workloads this may take a few months to complete as we are focused on completing several significant capital projects across the wider District.

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Meeting	Officer/Director	Section	Subject
Maketu Community Board 18 April 2023	Sam Prendergast	New Item	Maketu Cycleway

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

October 2023:

Staff have met with contractor staff and are waiting on revised commencement date.

July 2023:

Staff have been advised by WestLink that:

- The cycleway is programmed for construction early September. Staff will update on this item when construction on the cycleway commences.
- The hydro-excavation of the blocked stormwater pipe has been fixed.

May 2023:

Staff have been advised by WestLink that:

- The cycleway is programmed for construction early September, and
- Hydro-excavation of the blocked stormwater pipe will be undertaken late June.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 18 April 2023	Sam Prendergast	New Item	Widening of Road – Corner Maketu School to Corner of Arawa Avenue

RESOLUTION MKC23-3.3

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.

October 2023:

The design will be developed as part of the rehabilitation project (to be undertaken within the next 2 years).

July 2023:

Price sought from WestLink to construct 225m length of kerb and channel on eastern side of road.

May 2023:

Road width influences the speed at which vehicles can travel safely and comfortably. Increasing the road width of Wilson Road North would encourage drivers to travel faster for the following reasons:

- i. Wider lanes generally allow for higher speeds as drivers have more manoeuvring space and may feel more comfortable driving at higher speeds. Narrow lanes, on the other hand, can make drivers feel constrained encouraging them to drive slower.
- ii. Wide roads with clear sightlines provide better visibility, allowing drivers to see obstacles, pedestrians, or other vehicles from a greater distance. Improved visibility can increase the comfort level and confidence of drivers leading to higher speeds.
- iii. Wider roads facilitate better cornering and turning movements. Drivers can navigate curves more comfortably on wider roads which can allow for higher speeds while maintaining control.
- iv. The width of a road can also influence traffic volume. Wider roads often have capacity and can accommodate more vehicles, reducing congestion. When traffic flows smoothly, drivers may feel more inclined to travel at higher speeds.

Staff do not believe that widening Wilson Road North will achieve the safety benefits desired. Furthermore, Council is currently developing a speed management plan for the district which is likely to recommend that the posted speed limit on Wilson Road North be reduced. Widening the road would run contrary to the aim of improving road safety by reducing vehicle operating speed.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 13 June 2023	Peter Watson	New Item	Funding for the Installation of Handrails at the Cemetery

RESOLUTION MKC23-4.9

That the Board approves expenditure of up to \$26,000, funded from the Board’s Reserve account, for the purpose of installing handrails at the Maketu Cemetery (Wharekahu), provided that a second quote is sought in a timely manner by Council staff, and the Board maintains the right to engage on the final design with the Urupa Task Force.

October 2023:

Quotes have been supplied to the Board for consideration. Reserves staff are awaiting confirmation of which option the Board wish to proceed with.

July 2023:

Staff are working through a procurement process to obtain further pricing for this project and will advise the results of the procurement process. Staff will bring back to the Board the proposed design and pricing options that meet the procurement criteria where the Board can then engage with the Urupa Task Force as appropriate.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board		Updated: September 2023
Meeting	Officer/Director	Section	Subject
Maketu Community Board 13 June 2023	Peter Watson	New Item	Maketu Asset List
<p>Maketu Asset List That Council's infrastructure staff provide a list of Council-owned buildings (above ground infrastructure) to the Maketu Community Board (excluding obvious assets such as playgrounds and BBQs).</p>			
<p>October 2023: Staff are waiting on clarification from the Board Chair on the information requested before providing the list of building assets.</p> <p>July 2023: Staff has sought clarification from the Board Chair on the information requested before providing the list of building assets.</p>			

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 13 June 2023	Sam Prendergast	New Item	WestLink Roothing Contract
Westlink Roothing Contract That staff advise the Board the total spend from roading operational budgets within the Board boundaries for the financial year 2022/2023.			
October 2023: No Further action required. This MAS has been closed out.			
July 2023: Staff are unable to confirm the total amount spent from roading operational budgets within the political boundaries of Maketu due to the cost of routine maintenance and renewals is included within the lump sum paid to WestLink. However, analysis of the Maintenance Cost Table in Council's transportation asset database RAMM (which uses assumed cost values for road maintenance activities) indicates that the average assumed maintenance cost/km for Maketu is slightly higher than the average assumed maintenance cost for all the District.			
Average maintenance cost (all district) = \$8,354,552.87*/1355.73km = \$6,162.40/km Average maintenance cost (Maketu) = \$93,080.07*/13.89km = \$6701.23/km			

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: September 2023	
Meeting	Officer/Director	Section	Subject
Maketu Community Board 13 June 2023	Kerrie Little	New Item	New Rubbish Bin Tags
<p>New Rubbish Bin Tags</p> <p>That Staff investigate the issue with the new rubbish bin tags, which were breaking before being used, and that staff create another demonstration video for the community of how to correctly use the new tags.</p>			
<p>October 2023:</p> <p>Staff visited the Te Puke Service Centre on the 19 June and demonstrated how to use the new PAYT tag and where the appropriate place was to tear the tag of the roll.</p> <p>There have been no issues with the tag tearing in the wrong spot once the service centres understood where to tear the new tag off the roll and they are now able to demonstrate this procedure to customers.</p> <p>Missing or torn PAYT tag complaints have significantly reduced since the introduction of the new PAYT. Staff attended the library in person and gave instruction. Staff do not plan to provide an educational video. This MAS has been closed out.</p> <p>July 2023:</p> <p>It would appear tags were being ripped in the wrong place. Staff have also visited the Area Office to provide guidance on correct place to rip tags. Demonstration video is being planned.</p>			

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board		Updated: September 2023
Meeting	Officer/Director	Section	Subject
Maketu Community Board 8 August 2023	Sam Prendergast	Reports	Maketu Community Board - Chairperson's Report - August 2023
<p>RESOLUTION MKC23-5.4 That the Maketu Community Board approve the funding for the new bus shelter on Arawa Avenue for \$7,500, to come from the reserves account.</p>			
<p>October 2023: The bus shelter quote has been obtained from Total Span. Staff are waiting on a quote from contractor for installation.</p>			

10.4 OPERATIONAL REPORT – OCTOBER 2023

File Number: A5731215

Author: Rosa Leahy, Governance Advisor

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 Advisor's report dated 3 October 2023 titled 'Operational Report – October 2023' 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
- Kerbside General Enquiry
- Illegal dumping/carcasses
- Wastewater General

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

- Cemeteries
- Harbour Structures
- Water Meter Issue (not leak)

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
All Water Leaks	Across Maketu	2	0
Complaints about freedom camping (reserves or roads)	All reports from Park Road, Maketu	3	0
Building Services	General building enquiries	4	1
Grinder Pump/ Septic Tank issue	Across Maketu	36	0
Kerbside Dwelling Query	Queries relating to new bins	1	1
Litter Bins or dumping in Reserve	Across Maketu	1	1
Maketu Cemetery	Headstone/plot enquiries	5	1
Kerbside Missed Collection	Across Maketu	2	0
No Water	Both on Arawa Avenue, Maketu	2	0
Duty Planner	General planning enquiries	4	0
Sewage Overflow/Spill	Across Maketu	4	0
Water Pressure	Across Maketu	1	1

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

This section relates to any matters arising from prior Community Board meeting where a Minute Action Sheet was not raised.

Nil

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS (NOT INFRASTRUCTURE)

This section relates to any Minute Action Sheets that are currently outstanding, as well as completed Minute Action Sheets since the last Community Board meeting. This list excludes Minute Action Sheets that are included in the Infrastructure Report.

Date raised	Issue	Comment
June 2023	PAYT Bin Tags	The Board requested a demonstration video for the new tags. This Minute Action Sheet will be reopened and redirected to the Communications Team for their action. This matter continues to be worked on.
June 2023	MKC23-4.4 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.	Invoice received and sent to Accounts 23 August 2023. This invoice has been paid and action completed.
August 2023	MKC23-5.5 That the Maketu Community Board approve up to \$600 (excluding GST) from the Maketu Community Board contingency account for the purchase of a Maketu Community Board tear drop flag with Western Bay of Plenty District Council Branding.	This is in progress with staff. A quote and design options will be circulated to the Board once they have been received.