

Mā tō tātou takiwā
For our District

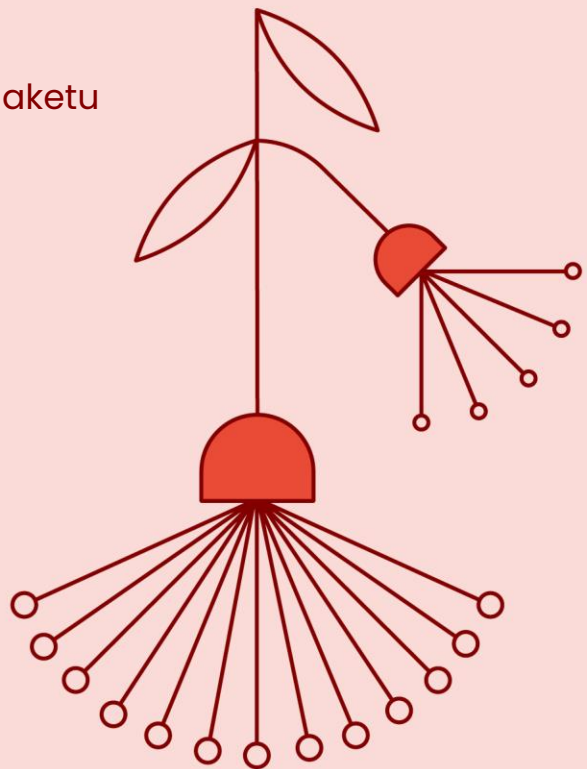
Maketu Community Board

Poari ā Hapori o Maketu

MKC23-7

Tuesday, 28 November 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, 28 November 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 SPENCER AVENUE RESERVE PRESENTATION

File Number: A5855708

Author: Carolyn Irvin, Senior Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The Reserves and Facilities Assets Manager will be in attendance to provide the Maketu Community Board with a presentation on Spencer Avenue Reserve.

RECOMMENDATION

That the Spencer Avenue Reserve presentation dated 28 November 2023 from the Reserves and Facilities Assets Manager be received.

9 MINUTES FOR CONFIRMATION

9.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 3 OCTOBER 2023

File Number: A5790174

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 3 October 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 3 October 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC23-6
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU
ON TUESDAY, 3 OCTOBER 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

R Davie (Deputy CEO/General Manager Strategy and Community), S Prendergast (Transportation Area Engineer West) and R Leahy (Governance Advisor).

OTHERS IN ATTENDANCE

5 Members of the public including Cr Dally and P De Monchy (Bay of Plenty Regional Council).

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

7.1 HEATHER JOHNSON – RUBBISH AND MOWING

Ms Johnson, Maketu resident, attended and provided the following comments:

- She had noticed a lot of rubbish on Arawa Avenue near the 70km/h sign and requested an additional rubbish bin be installed at the bus shelter on Arawa Avenue.
- Rubbish had also been dumped in the drains on Spencer Avenue.
- The grass near the drains was overgrown and only mowed twice a year, noting that long grass encouraged people to dump their rubbish as it could not be easily seen on the road.
- The drains needed to be skimmed and grass mowed/sprayed to prevent people from dumping rubbish.
- Ms Johnson requested information on the level of service for mowing on Arawa Avenue.

The Chairperson noted that the drain on Spencer Avenue was scheduled to be cleared.

7.2 MAX JOHNSTON – WILSON ROAD/HEAVY TRUCKS/DRAIN CLEARING

Mr Johnston, Maketu resident, attended and provided the following comments:

- He raised concerns that no action had been taken to improve the safety of Wilson Road.
- Heavy trucks were using Wilson Road as a bypass to avoid a nearby weigh station, creating dangerous conditions for local road users.
- There were issues with the drains in Maketu, noting contractors had cleaned one part of culvert 900 but not the entire drain.
- Mr Johnston questioned if Council was awaiting consent from Bay of Plenty Regional Council (BOPRC) before it could clear the drain.
- Council needed to clear the drain prior to winter 2024.

The Chairperson had contacted Fonterra and requested that dairy tankers use the longer route.

7.3 STEPHAN SIMPSON – SPORTS FIELD ENTRANCEWAY AND FACILITIES

Mr Simpson, Maketu resident, attended and provided the following comments:

- The entranceway to the Maketu Sports Field was not suitable.
- The works for the Sports Field had been signed off, however, they did not meet community expectations.
- A steel gate, no camping sign and seat should be installed at the sports field.
- The picnic table by the monument should be relocated to the sports field to save costs of installing a new one.

The Chairperson suggested that the Board meet onsite to discuss further works to the Sports Field entranceway and facilities.

7.4 CR G DALLY – DRAFT SPEED MANAGEMENT PLAN

Cr Dally, Te Puke-Maketu Councillor, was in attendance and provided the following comments:

- Council had approved the Draft Speed Management Plan for public consultation.
 - Cr Dally had put in a submission to the Speed Management Plan.
 - In previous meetings there had been a number of public forum members in attendance to speak to the speeding issues in Maketu.
 - He encouraged the Board and members of the community to put in a submission to the Draft Speed Management Plan.
-

8 PRESENTATIONS

8.1 PRESENTATION – REGIONAL COUNCIL PROPOSED MAKETU ROAD CULVERT

Pim De Monchy spoke to a PowerPoint presentation that provided an update on the Kaituna re-diversion and proposed Maketu Road culvert. The following updates were provided:

- As a result of the Kaituna re-diversion, there had been significant issues with algae, which had affected the cultural and ecological health of the estuary.
 - BOPRC had been conducting land survey monitoring and agreed to extend some of the monitored cross sections.
 - A member of the public commented that the sand build-up near the sandspit needed to be monitored.
 - If the level of sand got too low on the sandspit, Regional Council had permission to move more sand onto it.
 - The Community Board expressed interest in seeing an investigation into dredging the estuary to increase hydraulic capacity and re-introducing old channels.
 - Water salinity in the estuary had improved since the upgrades were completed.
-

- Regional Council was proposing to rock line an additional 300m of the Kaituna river to prevent further erosion.
 - Regional Council would investigate closing some of the gates on the Ford Road culvert to prevent some of the sediment from the river travelling into the estuary.
 - Regional Council could assist with removing debris following flood events if they were a navigational hazard.
 - Tauranga City Council ratepayers paid for beach grooming, if the Maketu Community wanted this service, it would need to be paid for through a targeted rate.
 - The Maketu Road culvert was currently in the design phase and would not be completed by Christmas.
 - There was a need to balance development and consent requirements when issuing consents. Resource Management Act reform may alleviate issues that regional and district councils faced.
-

9 MINUTES FOR CONFIRMATION

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

RESOLUTION MKC23-6.1

Moved: Member T Hopping

Seconded: Deputy Mayor J Scrimgeour

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.

CARRIED

10 REPORTS

10.1 MAKETU COMMUNITY BOARD – CHAIRPERSONS REPORT

The Board considered a report from the Chairperson who took the report as read, with requests made as listed below.

RESOLUTION MKC23-6.2

Moved: Member T Hopping

Seconded: Cr R Crawford

That the Chairperson's report dated 3 October 2023 titled 'Maketu Community Board Chairperson's Report – October 2023' be received.

CARRIED

RESOLUTION MKC23-6.3

Moved: Member D Walters

Seconded: Member T Hopping

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.

CARRIED

RESOLUTION MKC23-6.4

Moved: Chairperson L Rae

Seconded: Deputy R Corbett

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.

CARRIED

RESOLUTION MKC23-6.5

Moved: Chairperson L Rae

Seconded: Member D Walters

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.

CARRIED

10.1.1 BEACH ROAD BIKE RACK

The Board requested that the existing bike rack on Beach Road be removed and placed next to or nearby the new one.

10.1.2 ARAWA AVENUE RUBBISH BIN

The Board requested a quote for an additional rubbish bin to be installed at the bus shelter on Arawa Avenue.

10.2 MAKETU COMMUNITY BOARD – COUNCILLOR’S REPORT – OCTOBER 2023

The Board considered a report from Cr Crawford who spoke to the report, providing the following comments:

- Council had agreed to expand the role of the Community Committee.
 - Operational issues raised at the Community Forums were progressed as service requests by staff, with more strategic issues addressed by the Committee.
-

RESOLUTION MKC23-6.6

Moved: Cr R Crawford

Seconded: Deputy Mayor J Scrimgeour

That Cr Crawford’s report dated 3 October 2023 titled ‘Maketu Community Board – Councillor’s Report – October 2023’ be received.

CARRIED

10.3 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD OCTOBER 2023

The Board considered a report dated 3 October 2023 from the Executive Assistant Infrastructure. The report was taken as read with further discussion on items as listed.

RESOLUTION MKC23-6.7

Moved: Cr R Crawford

Seconded: Deputy Mayor J Scrimgeour

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

CARRIED

10.3.1 WILSON ROAD NORTH - MAKETU

- The Roothing Account could be used to fund an interim fix on Wilson Road North, however, the Board was advised against this as it may complicate the existing design process that was being undertaken.
 - It is expected that public consultation on the Wilson Road North design would take place prior to Christmas.
 - Upgrades to Wilson Road North were scheduled for the 2024/2025 construction season.
 - The Board requested an onsite workshop with the Transportation Area Engineer to discuss the Wilson Road North project. The Transportation Area Engineer would discuss the project with the designers prior to the workshop.
-

10.3.2 ROADING INFRASTRUCTURE PRICE GUIDE

The Board requested an estimate price guide on basic roading infrastructure like kerbing/channelling (per metre).

10.3.3 SPENCER AVENUE CYCLEWAY

Construction on Stage 2 of the Spencer Avenue Cycleway was expected to take place this month. The Transportation Area Engineer would email the Board once the work commenced.

10.3.4 GLASS RECYCLING

- There were issues with glass recycling in Maketu, data showed that there was an increase in the amount of glass recycled over the holiday period.
-

- The Board requested information from the Solid Waste Team on whether an extra glass recycling service or mobile trailer could be arranged for Maketu over the holiday period.

10.4 OPERATIONAL REPORT – OCTOBER 2023

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

RESOLUTION MKC23-6.8

Moved: Member T Hopping

Seconded: Deputy R Corbett

That the Governance Advisor’s report dated 3 October 2023 titled ‘Operational Report – October 2023’ be received.

CARRIED

The Meeting closed at 9.07pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 28 November 2023.

.....
Chairperson L Rae

CHAIRPERSON

10 REPORTS

10.1 MAKETU COMMUNITY BOARD CHAIRPERSONS REPORT – NOVEMBER 2023

File Number: A5790156

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

That the Chairperson's report dated 28 November 2023 titled 'Maketu Community Board Chairperson's Report – November 2023' be received.

Welcome everyone to our last official meeting for the year. I would like to congratulate the Board for a successful first year, and welcome the next two years, which will involve getting more and more of the things done that our community want and need. We also would like to thank staff who have helped us to get to where we are today because without them on our side, we are not able to achieve much at all.

Civil defence

Our community-led Civil Defence plan is ready to be unveiled to our community and will happen at our next Maketu Market Day on 19 November 2023. Personally, I am very humbled and privileged to play a leading role in this important piece of work. We have officially taken our response plan from zero to 100 quite quickly.

One thing we would like to receive some clarification on is the alternative access for emergencies for Little Waihi residents. We understand some works have progressed to stabilize and strengthen the current 4WD only track to exit Little Waihi, in the event that the banks along the roadway have slipped away. What we also understand is that the flat land along the bottom is an extremely wet area.

We would like to assist in any way possible and potentially get some pumice fill and culverts to divert water away from the area to make that more accessible to residents, should they ever need this. We look forward to a discussion around potential options for this.

It is understood the work done on the driveway was due to the water mains becoming exposed during this years' weather events. The flat land along the bottom is very boggy. This is Te Arawa land and conversations will need to take place with Te Arawa before any further work can be undertaken.

Wharekahu Cemetery

As we are aware, some significant issues have arisen at our urupa, concerning both the new development and the older, existing area.

Our Board was grateful to have received help with the recommendations made to us by the urupa taskforce and to have approved a quote for hand railing to be installed, making it safer for our elderly community to access the lower part and new parts of the urupa. However, we were disappointed to see that not long after installation our new rubbish bin was destroyed, we hope to have this reinstated, but in a slightly different location to make sure this does not happen again.

The Board is still working through the drainage issues to the lower part with staff and affected residents. We would like to strongly recommend to Council that they take this matter very seriously and look to fund the cost of this project in a timely matter as residents are waiting on the decisions in order to unveil their loved one's headstones. After all the work we had put into this we were very disappointed to hear that this is not something that is guaranteed and that it may not happen until approximately the middle of 2024, even if approved and funded.

We would really like to agree on a funded plan sooner rather than later as it has been in progress for over eight months now, with little to no movement, other than the items that the Board approved funding for. We understand the other factors that have come to light during this time, but we urge Council to produce a solid plan as soon as possible.

It is heart-breaking for some our whānau, who feel they are not being listen to nor cared about.

Maketu Sports Field Reserve

The Board would like to pass a resolution to install a gate at the beginning of the seasonal roadway across to the skate bowl. The bollards currently blocking this area are not sufficient to keep users out and we have already seen people not following the rules. We believe installing a locked gate, one that could be locked when not in use, would help this matter.

Secondly, we would like to get a sign installed with some clear rules bullet pointed such as 'No Freedom Camping', 'No Vehicle Access' onto the Reserve. We feel that if we have signs up indicating the rules, people cannot say they were unaware.

Once those two things are complete, we would like to see this roadway opened for the summer months.

Staff Comment:

The Reserves and Facilities Manager advised that it would be prudent to establish exactly what the issues were but could:

- *Obtain a quote to install a low steel bar-type gate, however it is unlikely this will be completed before Christmas 2023. The Maketu Community Board would need to pass a resolution approving up to \$5000 towards the installation of a new gate; and*
- *Look into getting some signage installed with aerial images of where access is permitted and not permitted.*

Permission to open/unlock the bollards sits with Council and staff as Lessee for the Reserve.

Wilson Road North

The Roading Engineer East has agreed to an onsite meeting with me for an update and walk over of the planned works along Wilson Road North. We understand that the road is due to be rehabilitated within the next two years, however we need our roading team to understand the issues that some of our residents face every time it rains. We would love to see if we could put something in place that helps with addressing these issues, prior to the roadway being rehabilitated.

Surf Club Building

The Board would still like to receive an asset list. One of the main reasons for this is to understand who owns the Surf Club building and other buildings in Maketu in order for us to manage these accordingly.

We were shocked to see this week that a sign was put up on the side of the Surf Club building indicating that it is an earthquake prone building. This raises questions such as who is responsible for the building repairs and does this mean that our surf club is not able to continue using the building until the work has been completed? The Board seek some clarity on this issue.

Staff Comment:

Council's Principal Building Control Officer-Special Projects provided the following information:

- *Access to the building is not restricted.*
- *The building can continue to be used in the same way it has been previously.*
- *Any decisions relating to the management of the building or who may be responsible for carrying out any required building work rests solely with Council's Property Team.*
- *There is a timeframe to complete any required structural upgrade. The deadline for completing this work is 28 February 2036. Council's Property Team will work with the relevant interested parties to ensure this is achieved.*

Thank You

Lastly, we would like to thank all the residents who have taken the time out of their evenings to attend our Board meetings and workshops, engage with our members at events in the village, or just simply in the streets as we go about our lives. It is vital to have this engagement with our community in order to achieve the best outcomes. Even if it is something as simple as logging a service request, we highly commend you for this and thank you for caring for our beautiful village.

Have a safe and wonderful Christmas and New Year's, and we will see you all again next year.

Ngā mihi nui kia koutou katoa.

10.2 MAKETU COMMUNITY BOARD COUNCILLOR'S REPORT – NOVEMBER 2023**File Number:** A5790161**Author:** John Scrimgeour, Deputy Mayor**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 Deputy Mayor's report dated 28 November 2023 titled 'Maketu Community Board Councillor's Report – November 2023' be received.

ITEMS FOR UPDATE AND DISCUSSION

1. Roading Contract;
2. Long Term Plan challenges;
3. Three Waters uncertainty;
4. Elder housing – Katikati;
5. Tawhitinui Marae -Unformed Road return; and
6. Pencarrow Estate.

10.3 MAKETU COMMUNITY BOARD – 2024/2025 ANNUAL OPERATING BUDGET**File Number:** A5841777**Author:** Carolyn Irvin, Senior Governance Advisor**Authoriser:** Sarah Bedford, Finance Manager**EXECUTIVE SUMMARY**

The purpose of this report is for the Maketu Community Board to review its annual budget and make a recommendation on what the Board considered its operations budget should be for the upcoming financial year, as required in accordance with the Local Government Act 2002.

The Board is aware that the budget will be subject to Council review and consultation.

The Board should give consideration to their work programme going forward and commitment of any Reserve funding for future projects.

RECOMMENDATION

1. That the Senior Governance Advisor's report dated 28 November 2023 titled 'Maketu Community Board 2024/2025 Annual Operation Budget' 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 it be recommended to the Annual Plan and Long Term Plan Committee that the Maketu Community Board 2024/2025 Annual Operating Budget be:

OPERATING COSTS	2024/2025	
Conference	0	
Contingency	21,020	
Grants	5,000	
Milage Allowance	1,000	
Security	0	
Street Decorations	0	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COSTS		

BACKGROUND

1. Under the role and purpose of Community Boards, subject to compliance with Council strategies, policies and legislation, the Community Board has the delegated function to:
 - Control, expend and monitor funds as allocated by Council.
2. The salary component of all Community Boards has been determined by the Remuneration Authority and the Board has no control over this figure. Under the process used by the Remuneration Authority the increment will be assessed annually.
3. The Maketu Community Board Budget for 2022/2023, as adopted in the Long Term Plan (LTP) is shown below:

OPERATING COSTS	2022/2023 Actual	2022/2023 Budget
Conference	0	0
Contingency	174	17472
Grants	5,360	5,136
Milage Allowance	1,878	1,032
Security	239	4,128
Street Decorations	0	0
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COSTS		

SIGNIFICANCE AND ENGAGEMENT

4. 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.
5. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
6. In terms of the Significance and Engagement Policy this decision is considered to be low significance because it is only considering the distribution of funds between the operational budget lines, as the overall total has already been approved through the Annual Plan and Long Term Plan Committee.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

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

ISSUES AND OPTIONS ASSESSMENT

Option A		
That it be recommended to the Annual Plan and Long Term Plan Committee that the Maketu Community Board 2024/2025 Annual Operating Budget be:		
OPERATING COSTS	2024/2025	
Conference	2,570	
Contingency	2,000	
Grants	12,645	
Milage Allowance	500	
Security	0	
Street Decorations	0	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COSTS		
<p>Reasons why no options are available:</p> <ul style="list-style-type: none"> Section 79 (2) (c) and (3) Local Government Act 2002 	<p>Local Government Act 2002 Section 52(d):</p> <p>The role of a community board is to prepare an annual submission to the territorial authority for expenditure within the community.</p>	

STATUTORY COMPLIANCE

- The Local Government Act 2002 requires the Community Board prepare an annual submission to Council for expenditure within the community.

FUNDING/BUDGET IMPLICATIONS

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

10.4 MAKETU COMMUNITY BOARD – FINANCIAL REPORT OCTOBER 2023**File Number:** A5824923**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 31 October 2023 (**Attachment 1**).

1. Total operational costs are under budget YTD.

Attached are also the final financial statements for the period ending 30 June 2023. Previously submitted financials were not final and additional salary costs were recognised before the period was closed. (**Attachment 2**)

RECOMMENDATION

That the Financial Business Advisor's report dated 28 November 2023 titled 'Maketu Community Board – Financial Report October 2023' be received.

Financial Report year to date – October 2023:**Grant payments made to date:**

Resolution	Description	\$
	<i>No transactions year to date</i>	0
	2023/24 Total grants paid to date	0

Committed – Operational expenditure:

Resolution	Description	\$
MKC23-5.5	Approve up to \$600 (excluding GST) from the contingency account for the purchase of a Maketu Community Board tear drop flag with Western Bay of Plenty District Council Brand	600
	2023/24 Total operational commitments	600

2023/24 Reserve analysis:

Resolution	Project/Description	\$ (Payments made)
	2023/24 Opening Reserve balance	157,363
	No transactions year to date	0
	2023/24 Closing Reserve balance before commitments	157,363

Remaining commitments from Maketu Community Board Reserve Account

Resolution	Description	\$ (Remaining Funds)
	Opening balance before commitments	157,363
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)
MKC23-4.9	Approves expenditure of up to \$26,000, 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 reserves the right to engage on the final design with the Urupa Task Force.	(26,000)
MKC23-5.4	Approve the funding for the new bus shelter on Arawa Avenue for \$7,500.	(7,500)
	2023/24 Closing balance after the committed expenditure	93,863.35

ATTACHMENTS

- 1. Maketu Community Board – Financial Report October 2023** 
- 2. Maketu Community Board – Final Financial Report June 2023** 

Western Bay of Plenty District Council						
Income and Expenditure Statement						
For the period ended 31 October 2023						
Maketu Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
Direct Costs						
Additional Levels of Service	0	0	0	<input checked="" type="checkbox"/>	0	0
Contingency - [see breakdown below]	3,493	6,104	2,611	<input checked="" type="checkbox"/>	22,332	0
Grants	0	1,796	1,796	<input checked="" type="checkbox"/>	5,388	2,500
Mileage Allowance	0	360	360	<input checked="" type="checkbox"/>	1,080	0
Salaries	5,675	5,000	(675)	<input checked="" type="checkbox"/>	15,000	4,842
Security	0	1,444	1,444	<input checked="" type="checkbox"/>	312	239
Inter Department Charges	12,076	12,076	0	<input checked="" type="checkbox"/>	36,228	0
Operating Costs	9,168	26,780	17,612	<input checked="" type="checkbox"/>	80,340	7,581
Total Operating Costs	21,244	26,780	5,536	<input checked="" type="checkbox"/>	80,340	7,581
Total Direct Costs	21,244	26,780	5,536	<input checked="" type="checkbox"/>	80,340	7,581
Total Costs	21,244	26,780	5,536	<input checked="" type="checkbox"/>	80,340	7,581
Income						
Rate Income	26,776	26,776	0	<input checked="" type="checkbox"/>	80,328	23,006
Total Direct Income	26,776	26,776	0	<input checked="" type="checkbox"/>	80,328	23,006
Net Cost of Service	5,532	(4)	5,536	<input checked="" type="checkbox"/>	(12)	15,424
Contingency - breakdown						
MKC23-4.4 Invoice to trim the Macrocarpa tree, to be paid out of the Board's contingency account.	3,493			<input checked="" type="checkbox"/>	<i>Favourable Variance</i>	
Year to date contingency costs	3,493			<input checked="" type="checkbox"/>	<i>Unfavourable Variance</i>	
Community Board Reserves						
Opening Balance - Surplus (Deficit)	157,363					
No transactions year to date	0					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	157,363					

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 June 2023						
Maketu Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Contingency - [see breakdown below]	174	17,472	17,298	<input checked="" type="checkbox"/>	21,492	431
Grants	5,360	5,136	(224)	<input checked="" type="checkbox"/>	5,136	0
Mileage Allowance	1,878	1,032	(846)	<input checked="" type="checkbox"/>	1,032	0
Salaries	15,216	14,784	(432)	<input checked="" type="checkbox"/>	14,784	14,849
Security	239	4,128	3,889	<input checked="" type="checkbox"/>	108	4,917
Inter Department Charges	34,572	34,572	0	<input checked="" type="checkbox"/>	34,572	33,624
Operating Costs	81,601	77,124	(4,477)	<input checked="" type="checkbox"/>	77,124	53,821
Total Operating Costs	57,439	77,124	19,685	<input checked="" type="checkbox"/>	77,124	53,821
Total Direct Costs	57,439	77,124	19,685	<input checked="" type="checkbox"/>	77,124	53,821
Total Costs	57,439	77,124	19,685	<input checked="" type="checkbox"/>	77,124	53,821
Income						
Rate Income	69,085	77,124	(8,039)	<input checked="" type="checkbox"/>	77,124	69,085
Total Direct Income	69,085	77,124	(8,039)	<input checked="" type="checkbox"/>	77,124	69,085
Net Cost of Service	11,646	0	11,646	<input checked="" type="checkbox"/>	0	15,264
<u>Contingency - breakdown</u>						
<i>MKC23-2.5 Wreath payment for ANZAC Day Service</i>	174			<input checked="" type="checkbox"/>		
Year to date contingency costs	174					
<u>Community Board Reserves</u>						
Opening Balance - Surplus (Deficit)	183,174					
MC21-3.6 Up to \$50,000 as contribution to the refurbishment of the Maketu Community Building.	(50,000)					
MC22-1.3 Up to a further \$8,000 for the completion of the refurbishment of the Maketu Community Building.	(8,000)					
To fund C22-4.22 of \$23k + installation cost estimated of \$10K from MK CB reserve account for the purchase and installation of 2 new CCTV cameras.	(13,295)					
To fund C22-4.22 of \$23k + installation costs estimated at \$10k from MK CB reserve account for the purchase and installation of 2 CCTV cameras.	(10,868)					
Fund surplus at year end to community board reserve	56,351					
(Decrease) Increase in year	(25,811)					
Closing Balance - Surplus (Deficit)	157,363					

Favourable Variance
 Unfavourable Variance

10.5 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD NOVEMBER 2023

File Number: A5819195

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 28 November 2023 titled 'Infrastructure Group Report Maketu Community Board November 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: The 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.

Construction of the path alongside the Maketu Sports Ground is complete.

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.

Delivery of the pre-implementation phase has been impacted by the WestLink contract ending. Staff are currently seeking considering different options for completing the pre-implementation phase to allow the works to progress to construction.

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.

Delivery of the design and public consultation has been impacted by the WestLink contract ending. The design is currently at 60% complete and staff are currently considering different options for completing the design and consultation.

OPERATIONS**Emergency Management**

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

Support has been given to the Maketu Community Response during the establishment of a wider team.

Work has taken place to provide sector specific emergency preparedness information. Preparedness information for those living with a disability has been printed for Maketu and will be delivered by the 16 November to their Community Response Team. A Maketu Preparedness Flyer was created by the community and council arranged the printing. A te Reo version has been translated by council and is awaiting printing.

A Maketu Guide to Emergencies and a Little Waihi Guide to Emergencies flyer has also been produced as is awaiting printing.

Online training is available now through the Civil Defence Emergency management training portal. The CDEM team at WBOPDC can 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 early next year.

Members of the Community Response Team recently attended psychological first aid training.

All Community Response Teams have been issued with a new cell phone to better able them access to the WBOPDC before and during an emergency.

A handheld radio unit has been issued to both Little Waihi and the Maketu Community Response Team to enable access between both areas if there is damage to the access in and out of Little Waihi.

Continued communication between council and the Community Response team to deliver preparedness messages to the community and offer support where necessary. Staff 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. Support has been offered to Whakaue Marae to provide emergency preparedness information specific to the marae.

Establishing Community Resource Recovery Centres (CRRC)

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

Staff are working in partnership with Tapuika Iwi Authority to move forward with the implementation of the CRRC at the Te Puke Recycling Centre. Andy Gowland-Douglas is working with Cath De Monchy on a business plan for the centre and is currently putting together a budget and a timeline with key tasks and will submit to Council when ready.

Report on SeatSmart Car Seat Recycling Event from Sunday, 24 September 2023 at the Te Puke Recycling Centre

WBOPDC held its first event to take back car seats at Te Puke. The event was not well supported, and we only took back 6 car seats for the day. We believe the wet weather, the beginning of school holidays and daylight saving starting may all have been contributing factors. The customers that dropped off car seats did hear about the event from various media sources, so we believe the advertising was not the issue. The seats were recycled in Auckland by 3R – SeatSmart, using the Waste Minimisation Levy.

ATTACHMENTS

- 1. MAS Maketu Community Board November 2023 PDF** 

