

Mā tō tātou takiwā  
**For our District**

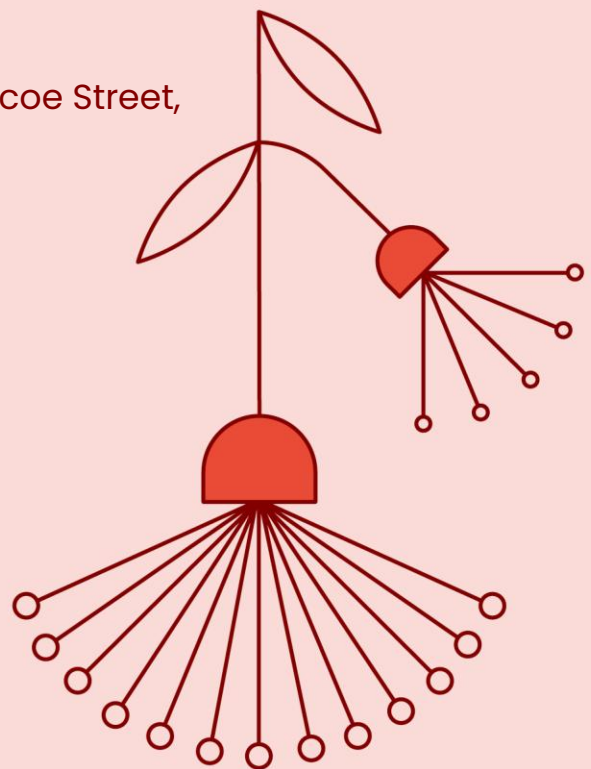
## **Te Puke Community Board**

Poari ā Hapori o Te Puke

TPC25-1

Thursday, 20 February 2025, 7.00pm

Te Puke Library and Service Centre, 130 Jellicoe Street,  
Te Puke (Boardroom).



# Te Puke Community Board

## Membership:

<b>Chairperson</b>	Kassie Ellis
<b>Deputy Chairperson</b>	Dale Snell
<b>Members</b>	Karen Summerhays Neena Chauhan Cr Grant Dally Cr Andy Wichers
<b>Quorum</b>	3
<b>Frequency</b>	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 Te Puke Community Board Meeting will be held in the Te Puke Library and Service Centre, 130 Jellicoe Street, Te Puke (Boardroom) on: Thursday, 20 February 2025 at 7.00pm

## Order Of Business

<b>1</b>	<b>Present .....</b>	<b>4</b>
<b>2</b>	<b>In Attendance.....</b>	<b>4</b>
<b>3</b>	<b>Apologies .....</b>	<b>4</b>
<b>4</b>	<b>Consideration of Late Items.....</b>	<b>4</b>
<b>5</b>	<b>Declarations of Interest.....</b>	<b>4</b>
<b>6</b>	<b>Public Excluded Items.....</b>	<b>4</b>
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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 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 21 NOVEMBER 2024**

**File Number:** A6631797

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

#### **RECOMMENDATION**

1. That the Minutes of the Te Puke Community Board Meeting held on 21 November 2024 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 Te Puke Community Board Meeting held on 21 November 2024**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
TE PUKE COMMUNITY BOARD MEETING NO. TPC24-6  
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE, 130 JELlicoe STREET, TE PUKE  
ON THURSDAY, 21 NOVEMBER 2024 AT 7.00PM**

**1 PRESENT**

Chairperson K Ellis, Member N Chauhan, Member K Summerhays, Cr G Dally and Cr A Wichers.

**2 IN ATTENDANCE**

C Crow (General Manager Infrastructure Group), E Logan (Governance Advisor), and J Minchington (Senior Project Engineer Transportation).

**OTHERS IN ATTENDANCE**

Cr D Thwaites and 1 Member of the Media.

**3 APOLOGIES**

**3.1 APOLOGIES**

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**RESOLUTION TPC24-6.1**

Moved: Member K Summerhays

Seconded: Member N Chauhan

That the apology for absence from Member D Snell be accepted.

**CARRIED**

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**4 CONSIDERATION OF LATE ITEMS**

Nil

**5 DECLARATIONS OF INTEREST**

Nil

**6 PUBLIC EXCLUDED ITEMS**

Nil

**7 PUBLIC FORUM**

Nil

## 8 MINUTES FOR CONFIRMATION

### 8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 26 SEPTEMBER 2024

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#### RESOLUTION TPC24-6.2

Moved: Chairperson K Ellis

Seconded: Cr A Wichers

1. That the Minutes of the Te Puke Community Board Meeting held on 26 September 2024 as circulated with the agenda be confirmed as a true and correct record subject to the below amendment being made:

That the following amendment be made to item 7:

Correction of spelling be made as follows: *Trees of Te Puke Project* instead of *Trees on Te Puke*

2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**CARRIED**

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## 9 REPORTS

### 9.1 TE PUKE COMMUNITY BOARD - WORKSHOP NOTES - NOVEMBER 2024

The workshop notes were received.

No further discussion was had.

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### 9.2 TE PUKE COMMUNITY BOARD - CHAIRPERSONS REPORT - NOVEMBER 2024

The Board considered a report from the Chairperson. The report was taken as read, with further discussion on the following:

#### Te Puke Community Fund

- Member K Summerhays provided an update on the progress of the Te Puke Community Fund, noting that they were in the process of creating a Memorandum of Understanding with ACORN.
-

Trees of Te Puke Report

- The Board requested a response from staff regarding the Trees of Te Puke Report.
- The General Manager Infrastructure Services would seek feedback from staff and share this with the Board.

Strategic buildings

- Board members encouraged Council to invest in strategic buildings within Te Puke. Noting that most charitable organisations within Te Puke had to pay commercial rent, due to the lack of Council owned buildings within the area.
- The General Manager Infrastructure Services would discuss this with the relevant staff members and feed the outcomes through to the Board.
- It was noted that the Te Puke Spatial Plan would highlight the needs within the community.

**RESOLUTION TPC24-6.3**

Moved: Member K Summerhays

Seconded: Member N Chauhan

1. That the Chairperson's report dated 21 November 2024 titled "Te Puke Community Board – Chairpersons Report – November 2024" be received.

**CARRIED**

**RESOLUTION TPC24-6.4**

Moved: Chairperson K Ellis

Seconded: Cr G Dally

1. That the Te Puke Community Board note its intent to have elected representation on the distribution panel for the proposed Te Puke Fund Community fund, subject to the Board's approval of the Memorandum of Understanding (MOU).

**CARRIED**

**9.3 TE PUKE COMMUNITY BOARD – COUNCILLOR'S REPORT – NOVEMBER 2024**

The Board considered a report from Councillor Dally. The report was taken as read, with further discussion on the following:

Representation Review

- Council had made a decision on its final Representation Review proposal 20 November 2024.
- Cr G Dally outlined the next steps within the process, noting that the appeals/objections period of the process closed 13 December 2024. Only those



that had submitted to the initial proposal had the ability to appeal/object the final proposal.

- The Board (excluding Councillors) would submit an appeal/objection to the final proposal.
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### RESOLUTION TPC24-6.5

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

1. That the report from Councillor Dally dated 21 November 2024 titled 'Te Puke Community Board – Councillor's Report – November 2024' be received.

**CARRIED**

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### 9.4 TE PUKE COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – NOVEMBER 2024

The Board considered a report from the General Manager Infrastructure Services. The report was taken as read, with further discussion on the below:

#### Landscape Road Footpath

- It was noted that the Board did not want to approve a design option until an onsite hui with Council staff and the Squash Club had taken place.
  - The Governance Advisor would arrange an onsite hui with the inclusion of the Te Puke Squash Club, dependant on the Club's availability.
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#### Pedestrian Safety Improvements

- The Board collectively agreed to include the removal of a second tree outside the Intermediate into the scope of the project as part of the enablement of the pedestrian crossing on Cameron Road.
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#### Level of Service within the CBD

- Staff had held internal meetings to discuss and review the level of service, not only in Te Puke, but across the entire district.
  - Staff would present their Level of Service review to Council's Projects and Monitoring Committee.
  - Levels of service would continue to be delivered throughout the Christmas/New Year period.
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### History Boards

- The Board had received approval to progress with two history boards, however, the final design needed to be confirmed before installation.

### Powered Christmas Tree Site

- The Christmas Tree would be installed at the western entrance of Te Puke next to the 'Kiwifruit Capital of the World' sign on 25 November 2024.

### Community Resource Recovery Centre

- It was queried where the funding for this project came from and if it would be part of the CoLAB service contract.
- The General Manager Infrastructure Services would feed this information back to the Board.

### Heritage Plaza

- Board members noted their appetite to engage with Tangata Whenua on the art incorporated in the area.
- The Governance Advisor would meet with Council's Kaupapa Māori Team to create an engagement plan.
- The Governance Advisor noted that the detailed design had been completed and was with Council staff for review. Once the internal review had been completed, the detailed design would be circulated to the Board.
- The Board requested that local suppliers be used for the installation.

### Te Puke Quarry Road Bridge Pedestrian Crossing

- The outcome of the feasibility study showed that the bridge was not equipped to hold a pedestrian foot bridge.
  - Council staff were investigating alternative options, and would share this with the Board when the information was available.
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## **RESOLUTION TPC24-6.6**

Moved: Member K Summerhays

Seconded: Chairperson K Ellis

1. That the General Manager Infrastructure Service's report dated 21 November 2024 titled 'Te Puke Community Board – Projects and Operations Report – November 2024' be received.
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2. That the Te Puke Community Board approve a budget of up to \$15,000 from the Roothing Account for the installation of a standard footpath on George Street to improve the safety of pedestrians.

**CARRIED**

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**9.5 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT OCTOBER 2024**

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

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**RESOLUTION TPC24-6.7**

Moved: Member K Summerhays

Seconded: Chairperson K Ellis

1. The Financial Business Advisor’s report dated 21 November 2024 titled ‘Te Puke Community Board – Financial Report October 2024’ be received.

**CARRIED**

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The Te Puke Community Board wished its community a very Merry Christmas and a safe and happy New Year.

**The Meeting closed at 8.41pm.**

**Confirmed as a true and correct record at the Te Puke Community Board meeting held on 20 February 2025.**

.....  
Chairperson K Ellis

**CHAIRPERSON**

## 9 REPORTS

### 9.1 TE PUKE COMMUNITY BOARD – CHAIRPERSON'S REPORT – FEBRUARY 2025

**File Number:** A6624170

**Author:** Kassie Ellis, Community Board Chairperson

**Authoriser:** Cedric Crow, General Manager Infrastructure Services

#### EXECUTIVE SUMMARY

1. The purpose of this report is for the Te Puke 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 20 February 2025 titled 'Te Puke Community Board – Chairperson's report – February 2025' be received.
2. That the Te Puke Community Board approves a budget of \$130.00 from the Reserves Account for the purchase and installation of a Liquor Ban Sign that will be installed outside the Te Puke War Memorial Hall.

Welcome to the first Te Puke Community Board meeting of 2025, the following report will include recommendations on prior initiatives and projects.

The Te Puke Community Board would like to take this opportunity to offer our sincerest apologies to Te Kapu O Waitaha and Tapuika Iwi Authority for the lack of appropriate engagement needed for the Heritage Plaza refurbishment. We understand the significance of this area, and the desire to provide true cultural representation, which can only be met through meaningful engagement. I suggest we move forward with the overarching support of Council's Kaupapa Māori Team to enable the Te Puke Community Board to meet expectations of this project.

#### TE PUKE COMMUNITY BOARD – APPEAL TO THE REPRESENTATION REVIEW 2024

An acknowledgement of Chairwoman Kassie Ellis, Deputy Chair Dale Snell, Member Karen Summerhays and Member Neena Chauhan for the Te Puke Community Board's Appeal to the Representation Review on Thursday December 12, 2024.

#### THE ACKNOWLEDGEMENT OF MICHAEL PITTAR – FORMER MAYOR OF TE PUKE

Through discussions with whānau and friends of Michael Pittar, it has been suggested that a memorial plaque be installed in the Library of the Te Puke War Memorial Hall to acknowledge his commitment and dedication to Te Puke. I support this idea and am investigating the potential of either the Board or Council funding this.

**TE PUKE MEMORIAL HALL – LIQUOR BAN**

As per the request from the Board, Council staff have provided a cost estimate for the purchase and installation of an additional Liquor Ban Sign to be installed outside of the Te Puke War Memorial Hall. Staff have contacted the Hall Committee who are in support of the idea.

**TE PUKE EMERGENCY HUB MEETING**

The Te Puke Emergency Hub meeting was held Wednesday 19 February. The hui covered the following:

- How the hub works;
- the different roles of the hub; and
- Ensuring that the hub can look after the community in an emergency.

**THE INSTALLATION OF HISTORY BOARD**

The Te Puke Community Board wishes to install at least two history boards before the end of July 2025.

**TE PUKE COMMUNITY BOARD ROADING PROJECTS/BUDGET**

The Board is seeking a compiled list of roading projects that we have committed to, along with costings, outside of our projects and operations report. We feel that there may be some discrepancies that need clarification.

**EXTERNAL COMMITTEE UPDATES**

At the beginning of the triennium, members of the Te Puke Community Board were appointed to external committees. I would like to provide each member the opportunity to provide updates on their relevant committees.

**9.2 TE PUKE COMMUNITY BOARD – COUNCILLOR’S REPORT – FEBRUARY 2025****File Number: A6631803****Author: Andy Wichers, Councillor****Authoriser: Cedric Crow, General Manager Infrastructure Services****EXECUTIVE SUMMARY**

1. The purpose of this report is for Councillor Wichers to provide the Board with updates on the items listed below.

**RECOMMENDATION**

1. That the report from Councillor Wichers dated 20 February 2025 titled ‘Te Puke Community Board – Councillor’s Report – February 2025’ be received.

**WELCOME TO 2025**

This year promises to be busy with several key initiatives to progress: Local Waters Done Well, Resource Management Act 1991 (RMA) Reform, Local Government Reform, Building Consent, changes from Fast Track Legislation, and other National Direction changes.

On top of that, we have the Local Government Elections in October, with our current Council and Community Boards being renewed.

**CEO TRANSITION**

Our current Chief Executive Officer (CEO), John Holyoake, has decided to move on, leaving big shoes to fill. The mayor expressed Councils gratitude for John, stating that “he has guided our Council during a time of significant change, and I thank him for what he has achieved.” An interim CEO will be appointed while Council carries out the process of appointment a new CEO.

**ANNUAL PLAN 2025/26**

Work has begun on the next Annual Plan, updating plans for the coming year and modifying projects and funding from the Long-Term Plan (LTP) 2024-34. The Annual Plan 2025/26 is Year two of the LTP (which was adopted by Council 26 September 2024). Consultation will occur only if there are significant or material differences from what is in the LTP.

**YOUR PLACE TŌ WĀHI – LOCAL INFORMATION**

There is now a resource available that can provide up to date information about on-going projects happening across the district.

This digital hub provides up-to-date information on key projects, community details, and Council services. It clarifies Council's role and contributions, enhances community pride, and strengthens through 12 standalone community hubs.

Bookmark Your place Tō wāhi: <https://yourplace.westernbay.govt.nz>

### **BYLAW POLICIES REVIEW**

Council will review the following policies over the next few months:

- Traffic and Parking Enforcement
- Animals (excluding dogs)
- Cemeteries – Natural Burials
- Public Places
- Livestock Movements
- Setting Land Rentals for Club Buildings on Council Land

### **REPRESENTATION REVIEW UPDATE**

On 20 November 2024, Council decided on the way the district would be represented in local decision making for the next six years.

The arrangements for the 2025 and 2028 elections responds to community feedback and provides for enhanced localism in decision-making.

These decisions were made following public consultation on Council's initial representation proposal. The representation arrangements that were considered in the initial proposal included the number of general and Māori Ward Councillors and the way they are elected, ward boundaries, and community representation.

You can read a [summary of the final proposal here](#).

As the proposal has had objections, the Local Government Commission (LGC) will be having a hearing to consider the objections. It is likely that this hearing will be held in March 2025. Once the LGC has made its final decision, it will be adopted by Council for the election in October.

### **PLAN CHANGE 96: PAPAĀINGA**

With a critical housing shortage affecting the district, and particularly impact Māori communities; papakāinga development presents a unique and culturally aligned solution to respond to this crisis.

The proposed changes are in response to the unique situations that multiple Māori owned land blocks face with the current rules. The changes are designed to reduce barriers to ensure these land blocks are better placed to be developed in a way that reflects the owners' aspirations, while also contributing to the wider housing supply across the district.

Feedback highlighted the need for more flexible rules that support a holistic approach to housing on Māori land, allowing for the development of housing alongside associated community facilities that serve broader needs.



### 9.3 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – FEBRUARY 2025

**File Number:** A6624283

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

#### EXECUTIVE SUMMARY

1. The purpose of this report is to enable the Te Puke Community Board to make a decision regarding the applications for Community Board Grant Funding as applied for by the Citizens RSA Te Puke ANZAC Committee and Te Puke Gymsport Incorporated.

#### RECOMMENDATION

1. That the Governance Advisor's report dated 20 February 2025 titled 'Te Puke Community Board – Grant Applications – February 2025' be received.
2. That the Te Puke Community Board **approves** the grant application from the Citizens RSA Te Puke ANZAC Committee for \$....., to contribute towards catering and other operational expenses for the Te Puke ANZAC Day Service. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

OR

That the Te Puke Community Board does not approve the grant application from the Citizen RSA Te Puke ANZAC Committee.

3. That the Te Puke Community Board **approves** the grant application from the Te Puke Gymsport Incorporated for \$....., to contribute to the club's 2025 operational costs, including overhead costs, power, rent, insurance, phone and internet. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

OR

That the Te Puke Community Board does not approve the grant application from Te Puke Gymsport Incorporated.

#### BACKGROUND

2. The Te Puke Community Board has funding of \$11,000 for disbursement to community organisations for the 2024/25 financial year. The balance as of 20 February 2025 is \$7,156.00.

### 3. **Citizen RSA Te Puke ANZAC Committee**

The Citizen RSA Te Puke ANZAC Committee has submitted an application for funding of \$1,000.00 to contribute towards catering and other operational expenses for the Te Puke ANZAC Day Service.

### 4. **Te Puke Gymsport Incorporated**

Te Puke Gymsport Incorporated submitted an application for funding of \$3,000.00 to contribute to the club's 2025 operational costs, including overhead costs, power, rent, insurance, phone and internet.

## ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication	
Citizen RSA Te Puke ANZAC Committee	The applicant will be advised of the outcome of their respective Grant Application.	Planned
Te Puke Gymsport Incorporated	The applicant will be advised of the outcome of their respective Grant Application.	

## FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail	
Community Board Grant Funds	The Community Board will consider applications for distribution of grant funding before the end of the financial year.	
	Annual Budget	\$11,000
	Current Balance	\$7,156
	Balance if Grant Applications are approved	\$3,156

**9.4 TE PUKE COMMUNITY BOARD – ANZAC DAY COMMEMORATION 2025****File Number:** A6626862**Author:** Ella Logan, Governance Advisor**Authoriser:** Robyn Garrett, Governance Manager**EXECUTIVE SUMMARY**

1. The Te Puke Community Board is required to make a decision regarding attendance and presentation of a wreath at the ANZAC Service in Te Puke on ANZAC Day, Friday 25 April 2025.

**RECOMMENDATION**

1. That the Governance Advisor's report dated 20 February 2025, titled 'Te Puke Community Board – ANZAC Day Commemoration 2025', be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That the Te Puke Community Board approves up to \$200 to provide a wreath for the ANZAC Day Service, to be paid from the Te Puke Community Board Reserves Account.  
  
OR  
  
That the Te Puke Community Board does not provide a wreath for the ANZAC Day Service.
4. That ..... represents the Te Puke Community Board at the ANZAC Day Service in Te Puke on 25 April 2025.

**BACKGROUND**

Community Boards participate in ANZAC Day Services in their respective areas. Community Board Chairpersons are requested to liaise with their appointed Board Councillors to co-ordinate the representation at services across the Western Bay of Plenty District Council region on Friday 25 April 2025.

**SIGNIFICANCE AND ENGAGEMENT**

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

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

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>
Te Puke Returned Services Association	Governance Services will inform the Te Puke Returned Services Association of the Te Puke Community Board representatives attending the Te Puke ANZAC Services to be held on 25 April 2025.
General Public	No consultation is planned.  The report recommendation and Community Board decision are publicly available.

### ISSUES AND OPTIONS ASSESSMENT

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

**STATUTORY COMPLIANCE**

The Board has delegation to allocate funding from their Reserves Account.

**FUNDING/BUDGET IMPLICATIONS**

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
Up to \$200.00 allocated from the Board's Reserves Account.	The funding of up to \$200.00 for a wreath to be laid by Te Puke Community Representatives on ANZAC Day 2025.

## 9.5 TE PUKE COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – FEBRUARY 2025

**File Number:** A6618056

**Author:** Tracy Gaby, Executive Assistant Infrastructure Group

**Authoriser:** Cedric Crow, General Manager Infrastructure Services

### EXECUTIVE SUMMARY

1. The purpose of this report is to provide the Te Puke Community Board with an overview of the Community Board Infrastructure Projects currently being undertaken in the Te Puke area as well as to provide an overview of engagement and operational matters from across the Council that relate to the Te Puke Community Board.

### RECOMMENDATION

1. That the Executive Assistant Infrastructure Group's report dated 20 February 2025 titled 'Te Puke Community Board – Projects and Operations Report – February 2025' be received.
2. That the Te Puke Community Board approves to spend up to \$10,000 from the Roading Account on the Road Safety Audit of Bramble bridge to determine what actions need to be taken to improve pedestrian safety on the bridge.

### COUNCIL LED PROJECTS

Work has been done to create an online engagement platform 'Your Place Tō wāhi' which communities can access to find out information on Council-led projects in their area. For Te Puke, this includes the Te Puke Spatial Plan, No.1 Road Rehabilitation, No.4 Road Bridge, Rangioru Business Park, and Local Water Done Well.

### Your Place Tō wāhi

In response to the successful creation of Western Bay's 12 communities (through the recent Long-Term Plan and District Plan Review processes), and community desire for real-time updates and visible deliver of mahi, Council has updated its existing 'Have Your Say Western Bay' online community engagement platform to 'Your Place Tō wāhi'.

Your Place Tō wāhi serves as a holistic, one-stop digital hub where communications about key projects, community details, and Council services are seamlessly integrated with community consultation efforts. The dual approach not only clarifies Council's role and contributions but also enhances the community pride and strengthens community connections.

This has been achieved through the creation of 12 standalone 'community hubs' allowing for Council to prioritise and manage projects and community updates directly within their respective communities rather than on Council's main website. Doing so allows a wider understanding of what's happening in their community and provide a layer of education about Council's role in the community, while allowing the opportunity to add in community engagement tools such as quick polls, blogs, ideas boards and surveys all in one place.

### Communities

- Waihi Beach/Athenree
- Katikati/Aongatete
- Matakana Island
- Ōmokoroa
- Whakamarama
- Te Puna/Minden
- Omanawa/Lower Kaimai
- Oropi/Ohauti/Pyes Pa
- Te Puke
- Paengaroa
- Pukehina/Pongakawa
- Maketu

By updating this platform, we believe that we can foster a deeper connection between Council and the community through accessible, meaningful, and effective communications and engagement. This approach will make Council more understood and supported, allowing us to better serve the community efficiently.

### What success looks like

- **Neighbourhood recognition and engagement:** increased levels of community engagement – digital and kanohi ki te kanohi – and subscriptions to our 'stay informed' widget, allowing people to receive regular updates and actively participate in their specific neighbourhoods and projects.
- **Digital footprint expansion:** a consistent rise in impressions and click-through rates not only to the main Your Place Tō wāhi page but also to the unique URLs dedicated to each of the 12 communities and their specific project pages.
- **Community pride and trust:** people take pride in their local areas and consistently turn to Your Place Tō wāhi as their primary resource for local information – deepening their trust and connection with the Council.

## Timing

Your Place Tō wāhi was launched 17 October 2024: [Your Place Western Bay of Plenty](#)

## Te Puke Community Board Roding Account

The Te Puke Community Board Roding Account has been moved from the Projects and Operations Report to the Financial Report.



**PROJECT UPDATES – ROADING**

<b>SAFETY IMPROVEMENTS ON CAMERON ROAD</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>With the Board resolving to remove the Speed Bump outside Te Puke Intermediate School on Cameron Road, it has been identified that there would need to be safety improvements made to this stretch of road.</i>	<p><b>Latest Update:</b></p> <p>Detailed design was delayed, however, is now completed. Staff have received quotes from contractors for the pedestrian crossing and the removal of one tree for the footpath. Staff have since requested a price for the additional oak tree to be removed, as well as a third tree to be removed (which will be paid for by Te Puke Intermediate).</p> <p>This project is expected to be completed within this current financial year.</p>	In progress.

<b>HERITAGE PLAZA</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Refurbishment of the Heritage Plaza and procurement of local services.</i>	<p><b>Latest Update:</b></p> <p>Detailed design has been completed. Staff are working with lighting suppliers on possible lighting solutions. The detailed design has been passed on to contractors to price.</p> <p>Staff are engaging with Tapuika and Waitahi to seek feedback and input on the designs.</p>	In progress

COMMERCE LANE SAFETY PROPOSALS		
Project Description	Staff Comment/Update	Progress Level
<i>Safety upgrades to Commerce Lane.</i>	<p><b>Latest Update:</b></p> <p>Safety Improvements have been completed. Staff are working with contractors on snag items (e.g. removing the 'pedestrian give way' signs).</p>	In progress.

LANDSCAPE ROAD FOOTPATH		
Project Description	Staff Comment/Update	Progress Level
<i>Installation of a footpath along Landscape Road along the road reserve in McCloughlin Park.</i>	<p><b>Latest Update:</b></p> <p>Two concept designs have been provided to the Board. Staff and Board members met onsite to carry out consultation with representatives from the Te Puke Squash Club.</p> <p>The Board are to advise staff on its preferred concept design.</p>	In progress.

FAIRHAVEN PARK FOOTPATH		
Project Description	Staff Comment/Update	Progress Level
<i>Installation of a footpath through Fairhaven Park.</i>	<p><b>Latest Update:</b></p> <p>Contractors have been engaged to provide a quote for the work. The project is expected to be completed within the current financial year.</p>	In progress.

GEORGE STREET FOOTPATH		
Project Description	Staff Comment/Update	Progress Level
<i>Installation of a footpath on George Street to Improve Pedestrian Safety.</i>	<p><b>Latest Update:</b></p> <p>Staff have engaged contractors for quotes and completion of the work. A start date has yet to be confirmed.</p> <p>The project is expected to be completed within the current financial year.</p>	In progress.

**MINUTE ACTION SHEETS – ROADING**

<b>Removal of Pedestrian Sign on Jellicoe Street</b>		
<b>Meeting Date</b>	<b>Description</b>	<b>Latest Update</b>
21 November 2024	The Board have requested the removal of a pedestrian sign on Jellicoe Street.	Transport staff are investigating the costings to remove the sign.

<b>Road Safety Audit on Bramble Bridge</b>		
<b>Meeting Date</b>	<b>Description</b>	<b>Latest Update</b>
23 January Workshop	The Board discussed safety improvements on Bramble bridge. The Director Transportation suggested that the Board fund a Road Safety Audit to determine the improvements that would be needed to improve pedestrian safety.	The Senior Project Engineer has provided a cost estimate for a Road Safety Audit on Bramble bridge. A recommendation has been included in the recommendation section of this report.

**PROJECT UPDATES – RESERVES**

<b>HISTORY BOARDS</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Installation of History Boards</i>	The Board has received approval to progress with two history boards, however, the final design needs to be confirmed before installation.	In progress.

**PROJECT UPDATES – OPERATIONS**

<b>ESTABLISHING COMMUNITY RESOURCE RECOVERY CENTRES (CRRC)</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Establishing community resource recovery centres at the Te Puke Recycle Centre, working with Iwi and community groups.</i>	Council staff are meeting with CoLAB on Wednesday, 19 February 2025 to understand how they are positioned to contribute to establishing a resource recovery centre at the Te Puke Recycling Centre Site. Feedback from this meeting will be provided in the next report.	In progress.

**SERVICE REQUESTS**

This section is to provide an overview of Service Request for the Te Puke Community Board area since the last meeting.

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

<ul style="list-style-type: none"> <li>• Animal Services - ANIMAL - Dog attacked (and made contact)</li> <li>• Cemeteries - District Wide Cemetery - Plot Enquiry</li> <li>• Cemeteries - Old Te Puke Cemetery - Headstone/Plaque</li> <li>• Kaupapa Maori - General Enquiry</li> <li>• Local Road - Footpaths on Local Road - Replacement/Maintenance Asset Requests</li> <li>• Reserves &amp; Facilities - Trees (only)</li> <li>• Roads Network Management - Local Road Signs - Request for new/additional</li> <li>• Roads Network Management - Road Network Compliments</li> <li>• Wastewater - Grinder Pump/Septic Tank issue</li> <li>• Wastewater - Pumpstation Issue or Blockage</li> <li>• Water - Flush hydrant request</li> </ul>	<ul style="list-style-type: none"> <li>• Building Act Compliance - Building Warrant of Fitness Enquiries</li> <li>• Cemeteries - District Wide Cemetery - Interment</li> <li>• Customer Service Planning - Natural Hazards Enquiries</li> <li>• Customer Service Planning - Vegetation</li> <li>• Reserves &amp; Facilities - Plumbing: Toilets/Taps/Waitui/Irrigation</li> <li>• Reserves &amp; Facilities - TE PUKE OR DAVE HUME POOLS</li> <li>• Roads Network Management - Local Rds-NON-URGENT tree requests - Request for removal</li> <li>• Stormwater - Urban Stormwater General/Info Request</li> <li>• Wastewater - Sewer pipe block/damaged/broke</li> <li>• Water - Taste/Smell/Quality of Water</li> <li>• Water Revenue - Water connection application</li> </ul>
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

<ul style="list-style-type: none"> <li>• Water Revenue - Water leak remission application</li> </ul>	<ul style="list-style-type: none"> <li>• Building Counter Enquiry - Vetting</li> <li>• Animal Services - Animal Welfare</li> </ul>
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The table below shows Service Requests that are higher in numbers and have a mix of statuses.

<b>Service Request Subtype</b>	<b>Notes</b>	<b>Completed</b>	<b>Under Investigation/ Scheduled for Completion</b>
Animal Services – Dog Barking	Reports from across the Te Puke Community, multiple from Donovan Street	4	0
Animal Services – Dogs Roaming	Reports from across the Te Puke Community, multiple from Princess Street	12	3
Animal Services – Found/Picked Up	Reports from Jellicoe Street and Seddon Street	5	0
Animal Services – Lost Dog	Reports from NO 3 Road and Te Puke Highway	2	0
Animal Services – Other Enquiries	Enquiries from across the Te Puke Community	3	1
Building Act Compliance – General	Enquiries from across the Te Puke Community, multiple from Jellicoe Street	4	3
Building Admin – General	Enquiries from across the Te Puke Community	10	0
Building Counter Enquiry – General	Enquiries from across the Te Puke Community	4	0
Cemeteries – Headstones/Plaque	Enquiries regarding Headstones/Plaque	22	1
Compliance and Enforcement – Abandoned Vehicle	Reports from across Te Puke. Multiple reports from NO 2 Road	8	0
Compliance and Enforcement – Bylaw Issues	Reports of Smell/Smoke/Vermin/Insect issues from Boucher Avenue and Hookey Drive	3	1
Compliance and Enforcement – General	Multiple enquiries from Jocelyn Street	4	2

Compliance and Enforcement – Freedom Camping Complaints	Reports from across Te Puke.	8	1
Compliance and Enforcement – Noise Complaint (Afterhours)	Reports from across Te Puke. Multiple reports from Oxford Street, Stewart Street and Seddon Street	42	0
Customer Service Planning – General	Enquiries from across the Te Puke Community	25	4
Kaupapa Maori – Maori Land	Land enquiries from Te Puke Highway	2	0
Kerbside Collective – Damaged Bin	Replace or Repair requests from across Te Puke	22	2
Kerbside Collective – General	Enquiries from Wiltshire Place, Clydesburn Avenue and Mountbatten Place	2	1
Kerbside Collective – Lost/Stolen Bin	Reports from Oxford Street, Boucher Avenue and Moehau Street	2	0
Kerbside Collective – Missed Collections	Reports from across the Te Puke Community	7	0
Local Roads – Cesspit/Grill/Gutters & Drains (sealed road)	Replacement or Maintenance requests from across Te Puke	6	1
Local Roads – Detritus	Reports from across the Te Puke Community	3	1
Local Roads – General	Enquiries from across the Te Puke Community	12	6
Local Roads – Lighting	Replacement/maintenance requests from across Te Puke	4	0
Local Roads – Tree Requests	Request for trimming or removal of fallen tree/branch from across Te Puke	6	4
Local Roads – Road Surface Defects	Reports from across Te Puke	6	0



Local Roads – URGENT – Slip/Flood/Crash/s pill/Trees Down	Reports from across the Te Puke Community.	2	3
Local Roads – Vegetation (not trees)/mowing	Reports from across Te Puke, multiple from Boucher Avenue and Jellicoe Street	10	1
Pensioner Housing – 56 Lee Street	Property enquiries regarding maintenance	5	1
Refuse – Illegal Dumping + Carcasses	Reports from across the Te Puke Community	21	4
Refuse – General	Enquiries from Jellicoe Street	2	0
Reserves and Facilities – Litter/Litter Bins or dumping in Reserve	Reports from across the Te Puke Community	4	1
Reserves and Facilities – Mowing and Vegetation/Gardens (NOT Trees)	Requests from Jellicoe Street, Te Puke Highway, Tynan Street and Clydesburn Avenue	7	0
Reserves and Facilities – Public Toilets	Reports regarding Hygiene and Paper from Jocelyn Street	3	0
Reserves and Facilities – General	Enquiries from Landscape Road, Marata Lane and Stock Road	3	1
Water – Leaks	Leak reports from across Te Puke	20	5
Water – Leaks – Known Issue	Reports from Cameron Road in Te Puke	2	0
Water – Meter/Toby issue	Reports not including leaks from across Te Puke	4	0
Water – No Water	Reports from Fleur Place, NO 1 Road and Te Matai Road	3	0
Water – General	Enquiries from Te Kahika Road West and Jellicoe Street	2	1

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Water – Pressure	Reports of water pressure being too high or low from NO 2 Road	2	0
Water Revenue – General	Enquiries from Gray Avenue and Dunlop Road	2	0

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

This section relates to any matters arising from prior Community Board meetings where a Minute Action Sheet was no raised.

<b>Date raised</b>	<b>Matter/Issue</b>	<b>Comment</b>
23 November 2023	History Board Project	This item has been moved to the projects section of the report as it is an on-going project.
26 September 2024	Trees of Te Puke report	The Board has requested a response from Council staff regarding the Trees of Te Puke report.  The report has been passed on to infrastructure staff and the Te Puke Spatial Plan Team for feedback.

**COMPLETED/OUTSTANDING MINUTE ACTION SHEETS (NOT INFRASTRUCUTRE RELATED)**

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.

**NIL**

## 9.6 TE PUKE COMMUNITY BOARD - LANDSCAPE ROAD FOOTPATH OPTIONS - FEBRUARY 2025

**File Number:** A6647172

**Author:** Sam Prendergast, Project Engineer Transportation

**Authoriser:** Cedric Crow, General Manager Infrastructure Services

### EXECUTIVE SUMMARY

1. Staff seek direction from the Te Puke Community Board in relation to the Landscape Road Footpath Project.
2. During a site visit, various options for potential footpath routes were considered. An options assessment was then undertaken as summarised below.

### RECOMMENDATION

1. That the Project Engineer Transportation report dated 20 February 2025 titled 'Te Puke Community Board - Landscape Road Footpath Options - February 2025' be received.
2. That the Te Puke Community Board resolves to proceed with design of Option 1: Footpath along Landscape Road (more direct route).  
OR
3. That the Te Puke Community Board resolves to proceed with design of Option 2: Footpath along Landscape Road (meander feel).  
OR
4. That the Te Puke Community Board resolves to proceed with design of Option 3: Footpath through McLoughlin Park and approves an additional budget of up to \$45,000.00 from the Roding Account to the Landscape footpath project.  
OR
5. That the Te Puke Community Board resolves not to proceed with design of a footpath.

### BACKGROUND

3. The Te Puke Community Board passed Resolution TPC24-4.8 on 01 August 2024: *"That the Te Puke Community Board approves a budget of \$100,000.00 from the Roding Account for the design and installation of a footpath along Landscape Road along the road reserve in McLoughlin Park as shown in Attachment 1."*

4. On Monday 10 February, a site meeting was undertaken to consult with the Te Puke Squash Club and an option to construct the footpath through McLoughlin Reserve, rather than along the road, was discussed.
5. During the site meeting, attendees walked a potential route through the reserve. The general feeling from staff, Board members and the Squash Club was that the route "*felt like a nicer, more attractive experience compared to Landscape Road*", and that it could be routed to avoid/mitigate swampy ground/drainage issues and steeper sections. Some tree trimming may be required to ensure visual safety for path users through the tree landscape.
6. Staff raised the following concerns:
  - (i) The reserve is often very wet with soggy ground conditions especially during winter months.
  - (ii) The 'entrance' on Landscape Road to where the proposed path through the reserve would be located is currently marked with 'no parking' lines. Parking is still often observed here. This would obscure the entrance/exit to the path creating a safety concern when exiting the path from this location due to reduced visibility caused by the parked cars.
  - (iii) The main area that 'dog walkers' park is in the parking area against the cemetery. They then 'naturally' walk down the road (this is particularly the case if they are walking Te Ara Kahikatea as a whole).
  - (iv) The cost to construct the footpath along the road compared with through the reserve is estimated to cost 60%-80% more. With a footpath located through the reserve, access to get into the reserve with plant and machinery will be more complicated than working from the road. An access track may also need to be constructed and then removed following the completion of the path which will incur additional costs compared with the option along the road.
  - (v) A path through the reserve is more likely to experience path lift due to tree roots. This will add maintenance cost as grinding will need to occur when lift occurs to reduce the health and safety risk. Flexible and porous concrete can be used through sections where tree routes may be a higher concern, however, the cost of this product is much higher than regular concrete.
7. Staff recommend progressing with Option 1 - Footpath along Landscape Road (more direct route). This option best follows the current desire line of pedestrian traffic. It considers CPTED (Crime Prevention Through Environmental Design) by having the path sited in a more visible location and whilst the route is not well lit, there is street lighting. Option 1 is less likely to be affected by tree roots and wet ground conditions resulting in less future maintenance requirements. Option 1 is

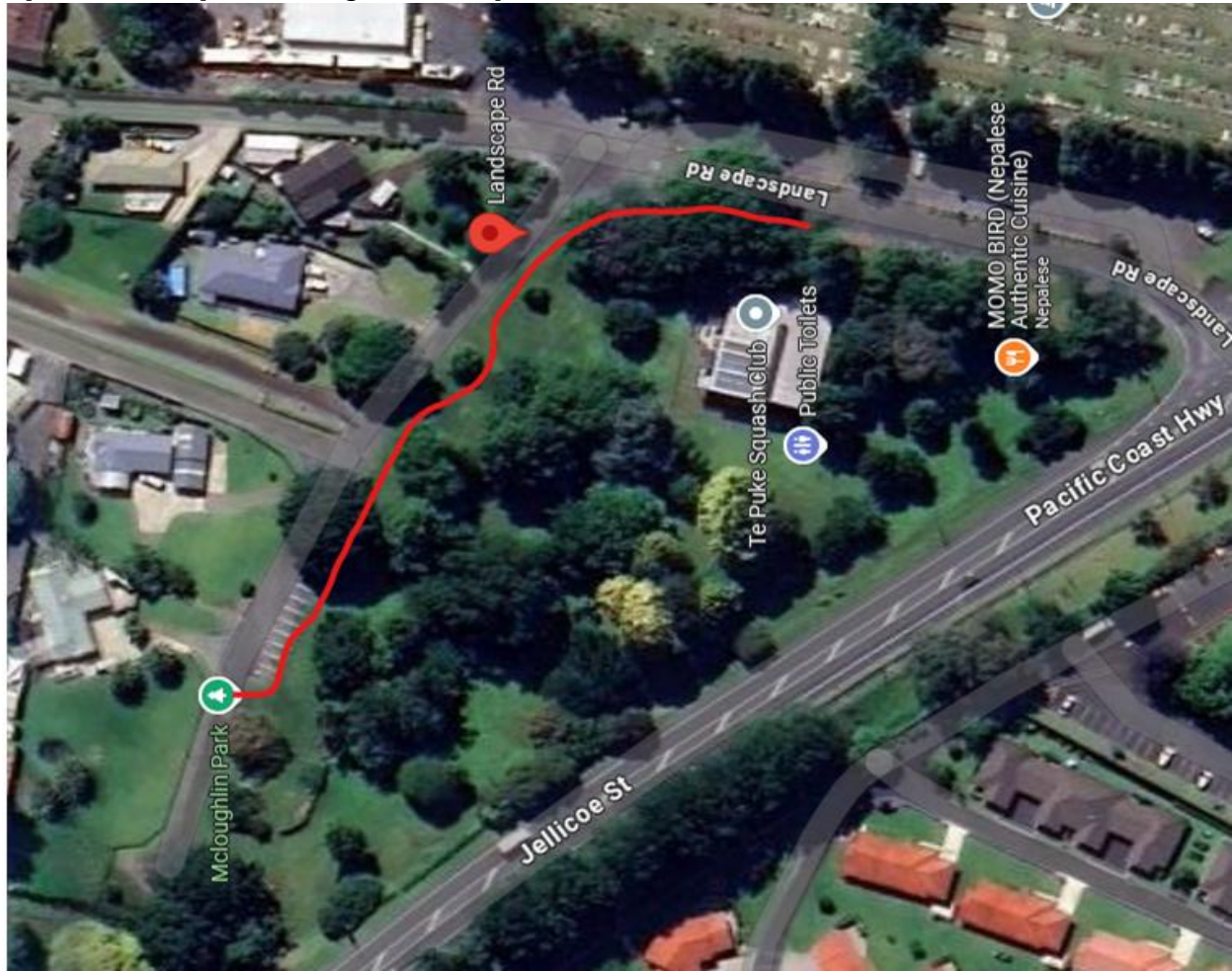
also considered to be the least expensive cost option due to the ease of constructability.

### ENGAGEMENT, CONSULTATION AND COMMUNICATION

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>
Name of interested parties/groups	Te Puke Squash Club – raised some concerns with the path being located along the road due to the proposed alignment being located where Squash members currently park as well as crossing where the squash club are proposing a vehicle crossing on Landscape Road. The squash club are also concerned with how their service and delivery vehicles will operate with the addition of a footpath along the road. The squash club are in favour of a footpath being installed, however, are more in favour with the footpath located through the reserve.
Tangata Whenua	<p>Staff contacted Waitaha and Tapuika iwi.</p> <p>Waitaha responded with the comment, <i>“It seems like this footpath is proposing to keep pedestrians off the road who utilise “Te Ara Kahikatea Pathway”. Cutting a track through the park may take away the garden landscape that the park provides, it seems practical to have the path run alongside the road.”</i></p> <p>Staff have not yet received a response from Tapuika at the time of writing this report.</p>
General Public	<p>Councillor Grant Dally and Councillor Andy Wichers completed random questioning of public using Landscape Road as their walking route during the site consultation meeting with the Te Puke Squash Club and generally, public expressed an interest in a path being located through the reserve. It is noted they were currently using the road.</p> <p>In 2023 Tui Atkinson present to the Community Board and her submission to the Community Board was in support of a footpath along Landscape Road.</p>

**ISSUES AND OPTIONS ASSESSMENT**

**Option 1: Footpath along Landscape Road (more direct route)**



<p><b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b></p> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<ul style="list-style-type: none"> <li>• Follows the existing desire line of pedestrian traffic.</li> <li>• Is in a space more visible to the public.</li> <li>• Easier and less expensive to construct.</li> <li>• There is 1 tree that may be affected by this design. Flexible concrete can be used in this location to mitigate the risk of the tree route to the footpath.</li> </ul>
<p><b>Costs (including present and future costs, direct, indirect and contingent costs).</b></p>	<p>Estimated cost of \$85,000.00 to \$95,000.00 (expected to be within budget of what is currently committed).</p>

**Option 2: Footpath along Landscape Road (meander feel)**



**Assessment of advantages and disadvantages including impact on each of the four well-beings**

- **Economic**
- **Social**
- **Cultural**
- **Environmental**

**Costs (including present and future costs, direct, indirect and contingent costs).**

- Provides a more “meander feel” however is still closer to the road
  - More earthworks and fill may be required compared to Option 1 which will increase the cost.
  - May still be subjected to some wet ground conditions.
  - This option has not been discussed with the squash club
  - There is 1 tree that may be affected by this design. Flexible concrete can be used in this location to mitigate the risk of the tree route to the footpath.
- Estimated Cost of \$90,000.00 to \$100,000.00. (may exceed already committed budget).



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**Option 3: Footpath through Mcloughlin Park**



**Assessment of advantages and disadvantages including impact on each of the four well-beings**

- **Economic**
  - **Social**
  - **Cultural**
- Environmental**

- Provides a “meander feel” through the reserve.
- A path in the reserve may see the reserve more utilised.
- Does not consider CPTED (Crime Prevention Through Environmental Design).
- Formal design has not been undertaken
- Will be 60-80% more expensive due to constructability (getting plant and machinery access into the reserve to construct the footpath).

	<ul style="list-style-type: none"> <li>• The risk of footpath lift due to tree roots is higher. This will significantly increase maintenance cost to the reserves team.</li> <li>• Would be in an area that currently experiences boggy and wet ground conditions during the winter period due to the nature of the land.</li> <li>• Steep grade down the embankment near the squash club may require retaining to ensure acceptable footpath grades.</li> <li>• Less TTM may be required due to path being away from the road, however, construction vehicles will still need TMP for access and parking.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	Estimated cost of \$135,000.00 to \$155,000.00. (could exceed already committed budget).
<b>Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above).</b>	The path would be handed over to the Reserves team for maintenance upon completion.

### FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Te Puke Community Board Resolution	At the Te Puke Community Board Meeting on 01 August 2024 Resolution TPC24-4.8 was passed. This resolved "That the Te Puke Community Board approves a budget of \$100,000.00 from the Roding Account for the design and installation of a footpath along Landscape Road along the road reserve in McLoughlin Park as shown in Attachment 1."

**9.7 TE PUKE COMMUNITY BOARD – STREETLIGHT PAINTING – FEBRUARY 2025****File Number: A6644324****Author: Heleenke Barnard, Asset Engineer Transportation****Authoriser: Cedric Crow, General Manager Infrastructure Services****EXECUTIVE SUMMARY**

1. The purpose of this report is to advise the Board of the estimated cost of painting 138 streetlight columns in Te Puke.

**RECOMMENDATION**

1. That the Asset Engineer Transportation’s report dated 20 February 2025 titled “Te Puke Community Board – Streetlight Painting – February 2025” be received.
2. That the report relates to an issue that is of low significance in terms of Council’s Significance and Engagement Policy.
3. That the Te Puke Community Board approves a budget of \$155,000 (excl. GST) from the Roothing account for the repainting of 138 streetlight columns as shown in **Attachment 2**, and as detailed in **Attachment 1**.  
  
OR
4. That the Te Puke Community Board does not approve the repainting of streetlight columns.

**BACKGROUND**

2. During a joint streetscape inspection by Board members and staff in December 2024, Board members requested that staff seek rates for repainting streetlight columns.
3. Staff obtained a quote from Graffiti Busters to repaint 138 streetlight columns. The rate quoted for each column was \$1,103.32 (excl. GST, incl. TTM & H&S management). For 138 columns the total cost is expected to be \$152,257.50. If the Board resolves to proceed with the project staff expect that the project will take 10-12 weeks to complete (weather dependant).
4. A second quote was sought from Horizon Energy however they declined to quote.

**ENGAGEMENT, CONSULTATION AND COMMUNICATION**

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>
Nil	N/A

**ISSUES AND OPTIONS ASSESSMENT**

<b>Option A</b>	
That the Board approves a budget of \$155,000 (excl. GST) from the Roothing account for the repainting of 138 streetlight columns as shown in Attachment 2 - Te Puke Streetlights Map and as detailed in Attachment 1 - Quote: Repainting 138 Street Lights in Te Puke.	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	Advantages: <ul style="list-style-type: none"> <li>- Improves aesthetic of streetlight columns and streetscape.</li> <li>- Potentially extends life of streetlight columns.</li> </ul> Disadvantages: <ul style="list-style-type: none"> <li>- Disruption to road users due to temporary traffic management.</li> <li>- Cost</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	\$152,257.50 (EXCL GST)
<b>Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above).</b>	NA
<b>Option B</b>	
That the Board does not approve repainting of streetlight columns.	
<b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	Advantages: <ul style="list-style-type: none"> <li>- Funding can be allocated to other projects.</li> </ul> Disadvantages: <ul style="list-style-type: none"> <li>- Appearance of streetlight columns will remain tired.</li> </ul>

	- Asset life continues to deteriorate.
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	\$0
<b>Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above).</b>	NA

### STATUTORY COMPLIANCE

The repainting of 138 streetlight poles does not trigger any legislative requirements or statutory compliance under the Local Government Act 2002, as assessed using the Report Writers Checklist.

- No Legal or Policy Obligations: This is a maintenance activity, not a change in service levels or infrastructure.
- Low Community & Financial Impact: The project does not introduce new rates, exceed financial thresholds, or alter council services.
- No Environmental or Cultural Considerations: It has no impact on Māori heritage, waterways, or land use, requiring no special consultation.

This is a low-significance maintenance task and does not require further statutory approvals or engagement.

### FUNDING/BUDGET IMPLICATIONS

4. Te Puke Community Board will use their Roding budget for the funding of this project.

<b>Budget Funding Information</b>	<b>Relevant Detail</b>
Closing Balance for Roding Budget as of 14 <sup>th</sup> of February 2025.	Budget remaining: \$1,225,513 Project cost: \$152,257.50 Remaining budget if project approved: \$1,073,255.50

### ATTACHMENTS

1. **Quote: Repainting 138 Street Lights in Te Puke**  
2. **Te Puke Streetlights Map**  



## QUOTE

Western Bay District Council  
Private Bag 12803  
Tauranga Mail Centre 3143  
Greerton  
NEW ZEALAND

**Date**  
10 Feb 2025

**Expiry**  
10 Apr 2025

**Quote Number**  
QU-00358

**Reference**  
Repainting 138 Street  
lights in Te Puke

**GST Number**  
128-174-869

GRAFFITI BUSTERS  
LIMITED  
Unit 18, The Hatch  
Turiwhatu Street  
Papamoa  
3118  
NEW ZEALAND  
+64 277 058 229  
info@graffitibusters.co.nz

### Request Ffor quote - Repainting 138 Street lights in Te Puke

Graffiti Busters have been engaged to provide a quote to repaint 138 street lights in Te Puke. We have attended site to assess the current condition of the street lights.

Our quotation includes cleaning, sanding and a rust treatment as part of the preparation followed by one coat of steel primer and two coats of Resene Super Gloss Enamel.

We have also allowed for a scissor lift and have calculated that we will be able to complete two of these a day subject to weather.

Item	Description	Quantity	Unit Price	Amount NZD
Paint	Remove Lichen Rust Treatment Sand Apply 1 coat of Resene Pre Coated Steel Primer Apply 2 coats of Resene Super Gloss Enamel as per manufacturers specification.	135.00	894.50	120,757.50
LABOUR	Set-Up Type: Various Set-Ups Road Level/Category: Level 1/Cat A Speed Limit: 50km/h  STMS & Truck + Driver & Tail Pilot + 2x TMO  This day rate crew is capable of all set-ups required for the scope of work provided, this is subject to variation if the scope changes significantly  Price is per day and have estimated 10 days for the street light posts where TM is required	10.00	3,150.00	31,500.00
			Subtotal	152,257.50
			TOTAL GST 15%	22,838.63
			<b>TOTAL NZD</b>	<b>175,096.13</b>

**Terms**

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Quotation is valid for 60 days



**Legend**

★ Streetlight

Te Puke  
Streetlights To Repaint





**9.8 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT DECEMBER 2024****File Number:** A6641948**Author:** Allan Carey, Finance Business Partner Lead**Authoriser:** Sarah Bedford, Finance Manager**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 December 2024 (**Attachment 1**).

Total operational costs are over budget year to date for 2024/25 by \$1,713 but still within the full year budget.

The Te Puke Community Board Roading Current Account has now been incorporated into the financial report. The opening balance of \$1,268,300, has been reduced by spending on projects and now has a balance of \$1,225,513 as at December 2024 excluding commitments and has a balance available for future projects of \$807,547 after including commitments for current approved projects. Attached is a more detailed report for the period ended December 2024 (**Attachment 2**).

**RECOMMENDATION**

- i. The Financial Business Partner Lead's report dated 20 February 2025 titled 'Te Puke Community Board – Financial Report December 2024' be received.

**Grant payments made to date:**

Resolution	Description	\$
TPC24-5.23	Approved \$1,000 from the Grants Account for the Community Patrols - Te Puke Branch	1,000
TPC24-5.4	Approved \$1,200 from the Grants Account to the Rangioru Sports Club	1,200
TPC24-5.25	Approved \$2,500 from the Grants Account for the Te Ara Kahikatea Incorporated	2,500
	<b>2024/25 Total grants paid to date</b>	<b>4,700</b>

**Committed – Operational expenditure:**

Resolution	Description	\$
TPC23-2.4	Approve the funding for the installation of power for a second Christmas tree at the Te Puke west entrance at an estimated cost of \$15,000 to be funded from their Street Decoration account. (\$6044 spent).	8,956
TPC23-4.4	Approves the installation of public Wi-Fi in Jubilee Park at an estimated cost of \$3,061, funded from the contingency account.	3,061
TPC24-1.5	Citizens RSA Te Puke ANZAC Committee – to contribute towards catering and other operating expenses for the annual Te Puke Civic ANZAC Day Commemoration.	1,000
TPC24-4.12	Approve \$2,945 from the Te Puke Community Board Contingency Account, for Member N Chauhan to attend the 2024 Local Government New Zealand Conference. (Spent = \$2,322)	623
TPC24 – 3.9	Approve the grant application from the Made in Te Puke Trust for \$2,258.00, to cover the cost of Waste Watchers LTD for the Te Kete Matariki 2024. This grant will be funded from the Te Puke Community Board Grants Account	2,258
TPC24-1.3	Approve the amount of \$2,300.00 from the Te Puke Community Board contingency account to fund the painting of a mural on the Rangioru Sports Club fence line, to be done by Millie Olive Pidwell.	2,300
TPC24-3.9	Approve the grant application from Tauranga and Western Bay Indian Association Inc for \$1,500 from the Te Puke Community Board grant account to help cover the cost of the Teej Musical Evening	1,500
TPC24-5.15	Approve up to \$7,000 from the contingency account for new main street event flags. (Spent = \$6,012)	988
	<b>2024/25 Total operational commitments</b>	<b>20,686</b>

**2024/25 Reserve analysis:**

Resolution	Description	\$ (Payments made)
	2024/25 Opening balance	163,764
TPC24-3.2	Disc Golf Course at Donovan Park	(1,811)
TPC24-1.3	Installation of a shade sail for the Te Puke Dog Park	(1,270)
	<b>2024/25 Closing Reserve balance before commitments</b>	<b>160,682</b>

**Remaining commitments from Te Puke Community Board Reserve Account**

Resolution	Description	\$ (Remaining funds)
	2024/25 Closing balance before committed expenditure	160,682
TP22-4.5	Approve up to \$30,000 to be paid from Te Puke Community Board Reserve Account for costs relating to the Te Puke Story Boards Project.	(30,000)
TP22-4.6	Approve up to \$20,000 to be paid from the Te Puke Community Board Reserve Account for costs relating to the new dog park at Laurence Oliver Park, Te Puke.	(20,000)
TPC24-1.3	Approve the amount of \$1,550.00 from the Te Puke Community Board reserves account to put towards the cost of the installation of a shade sail for the Te Puke Dog Park, with an upgraded design being sought to include steel poles. (Spent \$1,270.42)	(280)
	<b>2024/25 Closing balance after the committed expenditure</b>	<b>110,402</b>

**ATTACHMENTS**

- 1. Te Puke Community Board – Financial Report December 2024** 
- 2. Te Puke Community Board – Roading Account December 2024** 

<b>Western Bay of Plenty District Council</b>						
<b>Income and Expenditure Statement</b>						
<b>For the period ended 31 December 2024</b>						
<b>Te Puke Community Board</b>						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
<b>Direct Costs</b>						
Contingency - [see breakdown below]	8,194	10,824	2,630	<input checked="" type="checkbox"/>	21,648	400
Grants	4,700	6,738	2,038	<input checked="" type="checkbox"/>	13,475	9,958
Mileage Allowance	0	528	528	<input checked="" type="checkbox"/>	1,056	0
Salaries	15,504	15,270	(234)	<input checked="" type="checkbox"/>	30,540	28,957
Security	632	0	(632)	<input checked="" type="checkbox"/>	0	1,365
Street Decoration	6,044	0	(6,044)	<input checked="" type="checkbox"/>	0	5,451
Inter Department Charges	24,250	24,252	2	<input checked="" type="checkbox"/>	48,504	50,832
<b>Total Operating Costs</b>	<b>59,325</b>	<b>57,612</b>	<b>(1,713)</b>	<input checked="" type="checkbox"/>	<b>115,223</b>	<b>96,963</b>
<b>Total Costs</b>	<b>59,325</b>	<b>57,612</b>	<b>(1,713)</b>	<input checked="" type="checkbox"/>	<b>115,223</b>	<b>96,963</b>
<b>Income</b>						
Rate Income	57,932	57,612	320	<input checked="" type="checkbox"/>	115,224	127,733
<b>Total Direct Income</b>	<b>57,932</b>	<b>57,612</b>	<b>320</b>	<input checked="" type="checkbox"/>	<b>115,224</b>	<b>127,733</b>
<b>Net Cost of Service</b>	<b>(1,393)</b>	<b>0</b>	<b>(1,393)</b>	<input checked="" type="checkbox"/>	<b>1</b>	<b>30,770</b>
<b>Contingency - breakdown</b>						
Credit received for 2024 Hall rental	(140)			<input checked="" type="checkbox"/>	<i>Favourable Variance</i>	
TPC24-4.12 Approve \$2,945 from the Te Puke Community Board Contingency Account, for Member N Chauhan to attend the 2024 Local Government New Zealand Conference.	2,322			<input checked="" type="checkbox"/>	<i>Unfavourable Variance</i>	
TPC24-5.15 Approve up to \$7,000 from the contingency account for new main street event flags.	6,012					
<b>Year to date contingency costs</b>	<b>8,194</b>					
<b>Te Puke Community Board Reserve</b>						
Opening Balance - Surplus (Deficit)	163,764					
Disc Golf Course at Donovan Park (TPC24-3.2)	(1,811)					
Installation of a shade sail for the Te Puke Dog Park (TPC24-1.3)	(1,270)					
(Decrease) Increase in year	(3,082)					
Closing Balance - Surplus (Deficit)	160,682					
<b>Other Reserves</b>						
<b>Te Puke Town Centre Development Reserve</b>						
Opening Balance - Surplus (Deficit)	79,688					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	79,688					
<b>Te Puke Community Board Rooding Current Account</b>						
Opening Balance - Surplus (Deficit)	1,268,300					
(Decrease) Increase in year	(42,787)					
Closing Balance - Surplus (Deficit)	1,225,513					

Te Puke Community Board Roading Current Account As at 31 December 2024					Status
Current Account Opening Balance 1 July 2024				1,268,300	
Interest 2025				-	To be calculated at the end of the financial year
Roading rate allocation for 2025				-	No allocation for the 2025 financial year
<b>Subtotal</b>				<b>1,268,300</b>	
Less: Completed projects	Total committed for project:	Total spent over life of project:	Total spent in current financial year:	Balance remaining:	Status:
TP21-2.7 <b>Jellicoe Street - Industrial Service Lane footpath project</b> - That the Te Puke Community Board approve the Community Roading Programme and Order of priority of the projects listed: "2. King Street Vet Clinic / Jellicoe Street Industrial Service Lane, \$120,000, priority 4"	120,000	(61,309)	-	-	Jellicoe Street - Industrial Service Lane footpath project completed
TP21-2.7 <b>Cycleway Footpath extensions to improve connectivity (Stock Road footpath)</b> - That the Te Puke Community Board approve the Community Roading Programme and Order of priority of the projects listed: "6. cycleway Footpath Extensions to Improve Connectivity, \$100,000"	100,000	(37,970)	-	-	Cycleway Footpath extensions project completed
TPC24-3.12 <b>Cameron Road Pedestrian Crossing outside Te Puke Intermediate (Speed Bump on Cameron Road)</b> - That the Te Puke Community Board approves up to \$12,000.00 if required out of the roading account for a concept design of the crossing facilities on Cameron Road outside of Te Puke Intermediate.	12,000	(7,805)	(7,805)	-	Cameron Road Pedestrian Crossing concept design completed
TP21-2.7 <b>Commerce Lane Pedestrian Safety Improvements (Heritage Walkway Pedestrian Crossing)</b> - That the Te Puke Community Board approve the Community Roading Programme and Order of priority of the projects listed: "4. Commerce Lane Pedestrian Safety, \$20,000"	20,000	(20,000)	-	-	Commerce Lane Pedestrian Safety Improvement Project Design is complete.
TPC23-6.6 <b>Te Puke Street Chair Refurbishment</b> - That the Te Puke Community Board approve up to \$9,000.00 (excluding GST) from the Te Puke Community Board roading budget, for the refurbishment of 20 bench seats along the main street of Te Puke, to be carried out by the MenzShed, and the removal and installation of these seats (as per the quote from the Transportation Area Engineer dated 27 September 2023).	9,000	(3,597)	(1,978)	-	This project is completed.
TPC23-6.7 <b>Commerce Lane Pedestrian Safety Improvements (Heritage Walkway Pedestrian Crossing)</b> - That the Te Puke Community Board approve additional funding of \$7,000 (excluding GST) that is required to progress the plans for public consultation relating	7,000	(7,000)	-	-	Commerce Lane Pedestrian Safety Improvement Project Design is complete.
TPC24-5.29 <b>Quarry Road Bridge Pedestrian Crossing</b> - That the Te Puke Community Board approves to spend up to \$9,000 from the Roading Account on the feasibility study of adding a pedestrian bridge to the Te Puke Quarry Road Bridge.	9,000	(7,445)	(7,445)	-	Completed
<b>Subtotal</b>	<b>277,000</b>	<b>(145,126)</b>	<b>(17,228)</b>	<b>-</b>	

	<b>Total committed for project:</b>	<b>Total spent over life of project:</b>	<b>Total spent in current financial year:</b>	<b>Balance remaining:</b>	<b>Status:</b>
<b>Less: Projects in progress</b>					
TPC24-4.10 <b>Commerce Lane Pedestrian Safety Improvements (Heritage Walkway Pedestrian Crossing)</b> - That the Te Puke Community Board approves a budget of \$110,000.00 from the Roothing Account for safety improvement installations on Commerce Lane as shown in Attachment 3.	110,000	(1,279)	(1,063)	108,722	Construction planned to begin the week beginning 25 November 2024
TP21-2.7 <b>Cameron Road Pedestrian Crossing outside Te Puke Intermediate (Speed Bump on Cameron Road)</b> - That the Te Puke Community Board approve the Community Roothing Programme and Order of priority of the projects listed: "5. Te Puke Intermediate School Safety Improvements, \$80,000)	80,000	(21,606)	(10,347)	58,394	Detailed design for flat ped crossing is completed. Waiting for direction on the Board regarding removal of an extra tree to be included in the scope.
TPC24-5.27 <b>Cameron Road Pedestrian Crossing outside Te Puke Intermediate</b> - That the Te Puke Community Board approves an additional budget of \$30,000 from the Roothing Account for the safety improves on Cameron Road outside of Te Puke Intermediate, subject to the pedestrian crossing being flat.	30,000			-	
TPC24-4.7 <b>Heritage Plaza</b> - That the Te Puke Community Board approves a budget of up to \$100,000.00 out of the Roothing Account for the costs relating to the design and installation of the Heritage Plaza, contingent on the concept design being approved by the Board.	100,000	(8,200)	(8,200)	91,800	Detailed design is in review and will be shared with the community board in due course
TPC24-4.8 <b>Landscape Road Footpath</b> - That the Te Puke Community Board approves a budget of \$100,000.00 from the Roothing Account for the design and installation of a footpath along Landscape Road along the road reserve in McLoughlin Park as shown in Attachment 1.	100,000	(5,950)	(5,950)	94,050	Options report presented to community board, waiting for direction
<b>Subtotal</b>	<b>420,000</b>	<b>(37,035)</b>	<b>(25,560)</b>	<b>352,965</b>	
<b>Net Balance Roothing Current Account excluding Commitments</b>			<b>1,225,513</b>		
<b>Less: Approved projects not yet started</b>					
TPC24-4.9 <b>Fairhaven Park Footpath</b> - That the Te Puke Community Board approves a budget of \$50,000.00 from the Roothing Account for the design and installation of a footpath through Fairhaven Park as shown in Attachment 2.	50,000				Communications with sport field users have been undertaken.
TPC24-6.6 <b>George Street Footpath</b> - That the Te Puke Community Board approve a budget of up to \$15,000 from the Roothing Account for the installation of a standard footpath on George Street to improve the safety of pedestrians.	15,000				
<b>Total commitments</b>	<b>65,000</b>		-		
<b>Less: Committed funds on Started Projects unspent</b>			(352,965)		
<b>Less: Committed funds on Unstarted Projects</b>			(65,000)		
<b>Closing Balance Roothing Current Account</b>			<b>807,547</b>		Total uncommitted funds available for future projects