

Mā tō tātou takiwā
For our District

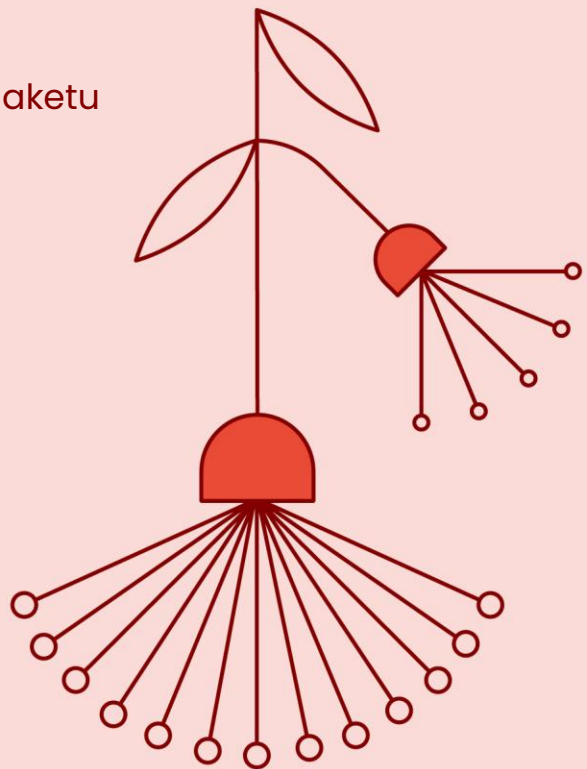
Maketu Community Board

Poari ā Hapori o Maketu

MKC25-3

Tuesday, 17 June 2025, 7.00pm

Maketu Community Centre, Wilson Road, Maketu



Maketu Community Board

Membership:

Chairperson	Tippany Hopping
Deputy Chairperson	Rewi Boy Corbett
Members	Donna Walters Brett Waterhouse Cr Laura Rae 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, 17 June 2025 at 7.00pm

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

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

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 15 APRIL 2025

File Number: A6735479

Author: Ella Logan, Governance Advisor

Authoriser: Robyn Garrett, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 15 April 2025 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 15 April 2025

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL MAKETU COMMUNITY BOARD
MEETING NO. MKC25-2 HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD,
MAKETU ON TUESDAY, 15 APRIL 2025 AT 7.00PM**

1 PRESENT

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

2 IN ATTENDANCE

A Curtis (General Manager Regulatory Services) and E Logan (Governance Advisor).

OTHERS IN ATTENDANCE

Cr A Wichers

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 COUNCILLOR ANDY WICHERS – REPRESENTATION REVIEW OUTCOME

Cr Wichers was in attendance to discuss the Representation Review outcome. He extended his congratulations to Maketu for retaining its Community Board.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 4 MARCH 2025

RESOLUTION MKC25-2.1

Moved: Deputy R Corbett

Seconded: Member B Waterhouse

1. That the Minutes of the Maketu Community Board Meeting held on 4 March 2025 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

CARRIED

9 REPORTS

9.1 MAKETU COMMUNITY BOARD - CHAIRPERSON'S REPORT - APRIL 2025

The Board considered a report from the Chairperson dated 15 April 2025. The report was taken as read, with further discussion of the below.

RESOLUTION MKC25-2.2

Moved: Deputy R Corbett

Seconded: Member B Waterhouse

1. That the Chairperson's report dated 15 April 2025 titled 'Maketu Community Board – Chairperson's Report – April 2025' be received.

CARRIED

9.1.1 MAKETU PROJECTS LIST

Members queried when the Maketu Project list information would be made publicly available, noting that there was a strong desire within the community to receive this information.

The General Manager Regulatory Services would discuss this with staff, noting that Councils [Your Place Tō wāhi](#) website was potentially the most appropriate place for this information.

9.1.2 SPENCER AVENUE CULVERT UPGRADE

The Board expressed an interest in paying for the Spencer Avenue Culvert Upgrade (Council-led Project) with the remainder of their Roading Account to ensure that the project was completed.

RESOLUTION MKC25-2.4

Moved: Cr L Rae

Seconded: Member D Walters

1. That the Maketu Community Board approve up to \$150,000 from the Maketu Community Board Roading Account as a contribution for the completion of the Council-led project 'Culvert Upgrade on Spencer Avenue'.

And

2. That the Maketu Community Board request for a provision to be included in the project design to allow access for a shared pathway on Maketu Road.

CARRIED

9.2 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – APRIL 2025

The Board considered a report from Deputy Mayor Scrimgeour dated 15 April 2025. The report was taken as read, with further discussion on the below.

RESOLUTION MKC25-2.5

Moved: Deputy Mayor J Scrimgeour

Seconded: Member B Waterhouse

1. That Deputy Mayor Scrimgeour's report dated 15 April 2025 titled 'Maketu Community Board – Councillors Report – April 2025' be received.

CARRIED

9.2.1 LOCAL WATERS DONE WELL

It was noted that the reason Council's preferred option was to create a joint Council-Controlled Organisation (CCO) was based on the projections within the Long-Term Plan (LTP), as Council would not be able to meet the legislative parameters that had been put in place by Central Government to continue with an inhouse model.

9.2.2 EASTER TRADING BY-LAW

Council had reviewed the Easter Trading By-Law and were not expecting any changes to be made.

9.2.3 COMMUNITY MATCHING FUND

- The Community Matching Fund (CMF) would be open for applications between 1-31 July 2025.
 - The CMF was available for community groups and organisations in the district with \$140,000 (\$100,000 general fund and \$40,000 environmental fund) available.
 - The CMF was 'matched' on a 50/50 basis. Council's half was in a cash grant, most commonly between \$1,000 - \$10,000. The community group contribution could be made up of any combination of volunteer labour, donated professional services, funds raised through other means and/or donations of materials.
 - Further information could be found on Council's [website](#).
-

9.2.4 DISTRICT PLAN - TE PUKE SPATIAL PLAN

- The Te Puke Spatial Plan Sub-Committee were approaching the final stages of discussion.
 - Staff were in the process of preparing a Draft Te Puke Spatial Plan that would be presented to the community for consultation.
-

9.3 MAKETU COMMUNITY BOARD - PROJECTS AND OPERATIONS REPORT - APRIL 2025

The Board considered a report from the General Manager Infrastructure Services dated 15 April 2025. The report was taken as read, with further discussion on the below.

RESOLUTION MKC25-2.6

Moved: Member D Walters

Seconded: Deputy R Corbett

1. That the General Manager Infrastructure Service's report dated 15 April 2025 titled 'Maketu Community Board - Projects and Operations Report - April 2025' be received.

CARRIED

9.3.1 MURAL PROJECT

Board members raised concerns regarding the lack of progress on the mural project, noting that it was important to have this completed before the end of the triennium.

9.4 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – FEBRUARY 2025

The Board considered a report from the Financial Business Partner Lead dated 15 April 2025. The report was taken as read.

RESOLUTION MKC25-2.7

Moved: Cr L Rae

Seconded: Member B Waterhouse

1. That the Financial Business Partner Lead's report dated 15 April 2025 titled 'Maketu Community Board – Financial Report – February 2025' be received.

CARRIED

10 INFORMATION FOR RECEIPT

Nil

The Meeting closed at 7.56pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 17 June 2025.

.....

Chairperson T Hopping

CHAIRPERSON

9 **REPORTS**

9.1 **MAKETU COMMUNITY BOARD – WORKSHOP NOTES – FEBRUARY 2025**

File Number: A6748321

Author: Ella Logan, Governance Advisor

Authoriser: Robyn Garrett, Governance Manager

EXECUTIVE SUMMARY

1. The Maketu Community Board workshop notes from 4 February 2025 have been provided as **Attachment 1** for transparency.

ATTACHMENTS

1. **Maketu Community Board – Workshop Notes – 4 February 2025**  

**MAKETU COMMUNITY BOARD
WORKSHOP**

DATE:	Tuesday 04 February 2025
HELD:	Maketu Community Centre
TOPICS:	<ol style="list-style-type: none">1. Community Board Projects Update and Other Issues2. CCTV Grant Application Outcome3. Community Centre
MEMBERS PRESENT:	Chairperson T Hopping, Deputy Chairperson R Corbett, Member D Walters, Cr L Rae, and Deputy Mayor J Scrimgeour
APOLOGIES:	Nil
OTHERS IN ATTENDANCE	Mayor J Denyer
STAFF IN ATTENDANCE	R Garrett (Governance Manager)

Community Board Projects Update and Other Issues
<p>Board members provided an update on projects and discussed other relevant issues.</p> <p><u>Wilson Road North</u></p> <ul style="list-style-type: none">• Members noted that they were expecting the Wilson Road North Footpath Extension project to be completed by the end of the triennium.

- The Board expressed concern regarding the progress that had been made to the rehabilitation of Wilson Road North, noting that it was of high priority to the community.

Book Shelter

- The book shelter project was still in progress.
- Board members noted that a budget of up to \$15,000 had been committed, however, it was their hope that final costs would come to around \$10,000.

Traffic Mirrors

- Staff had previously advised against the installation of Traffic Mirrors on Maketu Road as they were not considered an effective safety measure.
- The Board requested that staff send a letter to the resident that originally proposed the installation of traffic mirrors, to inform them of why the project will not be progressed.
- Members were interested in exploring alternative options that could be used to improve the safety of pedestrians and cyclists.

Urupā

- Members noted that there had been good progress made with the Urupā project. However, work was yet to commence on the installation of a rubbish bin/compost bin.
- Staff were in the process of designing stage two of the project which would be shared with the taskforce upon its completion.

Mural

- The Local Artist had informed members that the mural would be completed by Waitangi Day (06 February 2025).
- The final payment would be provided once the project had been completed.

Skatepark

- Concerns were raised about the skateparks drainage issues. Members noted that it was unusable during high tides or rainy weather.
- Members had previously discussed the possibility of funding the refurbishment of the skatepark. However, the project was not a high priority.

Rubbish Bins

- Members raised concern about littering and suggested that larger bins be installed in the village to help combat this issue.
- It was noted that there was an issue with domestic rubbish being dumped into public bins.

Hapimana Road Culvert

- The Hapimana Road culvert improvement project would have to be actioned by the Bay of Plenty Regional Council (BOPRC).
- It was suggested that the Board could submit to the BOPRC's Annual Plan to encourage the development of a Wetland in this area to help with the flooding issues.

DIRECTION	RESPONSIBLE
<ul style="list-style-type: none"> • Investigate alternatives for Traffic Mirrors to improve the safety of pedestrians and cyclists. 	Project Engineer Transportation
<ul style="list-style-type: none"> • Investigate the possibility of including in the Projects and Operations report the feedback from contractors operating in Maketu regarding re-occurring issues to provide further visibility/transparency to the community. 	Governance Advisor
<ul style="list-style-type: none"> • Explore larger rubbish bin options with the Reserves and Facilities Team. 	Governance Advisor

RELEVANT ACTIONS	RESPONSIBLE
<ul style="list-style-type: none"> • Suggest that the book shelter architect aim for a target of \$10,000. 	Chairperson T Hopping
<ul style="list-style-type: none"> • Send a letter to relevant resident regarding the outcome of the Traffic Mirror installation proposal. 	Project Engineer Transportation
<ul style="list-style-type: none"> • Contact local skateboarder to discuss 'vision' for a skatepark refurbishment. 	Cr L Rae

CCTV Cameras
<p>The Board discussed the possibility of installing new CCTV Cameras.</p> <ul style="list-style-type: none">• Otaiparia Reserve was not within the Maketu Community Board boundary area; therefore, the Board would not fund the installation of a CCTV Camera outside of its area of benefit.• It was noted that the CCTV Camera that had been installed at the round about within the village was vandalised within 24 hours after installation.• Members queried whether the vandalised CCTV Camera could be installed and refitted to the Community Centre.

RELEVANT ACTIONS	RESPONSIBLE
<ul style="list-style-type: none">• Discuss with property staff the possibility of repairing and refitting vandalised CCTV Camera to Community Centre.	Chairperson T Hopping

Community Centre

The Board discussed the work that was being done on the Community Centre and future improvements that could be undertaken.

- Staff were planning on installing a new roof, repainting the inside of the centre, and were looking into installing a 'bump strip' where the chairs and tables were stacked.
- The centres custodian was scheduled to meet with the Operations Manager to develop a monthly cleaning program.
- It was noted that the keypad code needed to be change regularly to prevent unauthorised users entering the centre.
- There was a discussion around the need for a booking form, with the inclusion of restrictions such as 'no smoking/vaping'. However, it was important that the booking of the centre was not over complicated.

The workshop closed at 9.19pm.

9.2 MAKETU COMMUNITY BOARD – CHAIRPERSON’S REPORT – JUNE 2025**File Number:** A6781231**Author:** Tippyany Hopping, Community Board Chairperson**Authoriser:** Alison Curtis, General Manager Regulatory Services**EXECUTIVE SUMMARY**

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

RECOMMENDATION

1. That the Chairperson’s report dated 17 June 2025 titled ‘Maketu Community Board – Chairperson’s Report – June 2025’ be received.
2. That the Maketu Community Board endorses the restoration of the Te Arawa Monument as a priority project to be funded from the \$80,000 allocated from Council’s Residual Town Centre Development Fund for the development of the Maketu Town Centre.

And

Requests that staff produce a decision report with cost estimates and options for the project, including any work on the monument planned to be undertaken and funded by Council separately from the Town Centre Development Fund.

And

Notes the opportunity for the restoration of the monument to be a collaborative project between the Maketu Community Board, Council and tangata whenua.

3. That the Maketu Community Board approve an additional \$50,000, in principle, toward the ‘Culvert Upgrade on Spencer Avenue’ project (MKC25-2.3), from the Maketu Community Board Reserve Account, subject to a formal decision report being provided at their next meeting scheduled 12 August 2025.

Community Projects Update

The Maketu Community Board (the Board) are still waiting for the document from Council staff that can be shared with our community to outline the active and cancelled projects in the area.

ANZAC Day

The Board would like to thank the Maketu ANZAC Committee for another very successful ANZAC service including breakfast at Whakaue. The Board are glad the Community Board Grant can be utilised to support the ANZAC commemorations and the community breakfast.

The service honoured the Māori Battalion's, and the guest speaker was Marian Jamieson, niece of Sir Charles Bennett, the Māori Battalion's Colonel.

Book Shelter

The Book Shelter is very close to completion with the final stage seeing the shelter being wrapped and fitted with solar lighting. The Board are looking forward to the community benefiting from free access to books to encourage book reading, especially given we have a couple of very talented local authors.

Spencer Avenue Culvert Capacity Upgrade

The Board resolved to make a funding contribution of \$150,000 at its April 2025 meeting to progress the Spencer Avenue Culvert Upgrade. The Board will need to discuss committing an additional \$50,000 to cover the costs of the resource consents required to complete the project. A report that provides history of the project and a breakdown of costs will be provided by staff to support the Boards decision making.

Wilson Road North Rehabilitation

At the Boards workshop on 20 May 2025 the Transportation Team provided update on the progress of the Wilson Road North Rehabilitation project. The update gave the Board the fantastic news; the rehabilitation project will be progressing in the upcoming construction season. The next steps will be to finalise the design, seek approval from Te Arawa Lakes Trust, progress with community consultation and engage with individual residents in the area to discuss the options for their driveways, considering the placement of the Board funded footpath.

Improving this road to a safer width from Maketu Schol to the 100km/hr speed sign will support safer travel on the road, especially with the volume of heavy vehicles using the road.

Enhancing the flow of stormwater in a more controlled manner will help prevent surface flooding that occurs when it rains.

The Board has already resolved to install a 200metre footpath alongside this road, scheduled to be completed at the same time as the road rehabilitation.

Stormwater Assessment

Thank you to Council staff for providing the Board with a comprehensive water report. To understand and clarify some key issues around stormwater and drinking water quality in Maketu, the Board would like to meet with the Waters Team for an onsite hui. The

desired outcome of this meeting would be to identify options that could help improve stormwater flow and ways to troubleshoot the drinking water quality that affects some areas of Maketu (longstanding issues). This information will then be discussed at our next workshop to determine whether there are any potential solutions that the Board could consider at its final meeting in August 2025.

Town Centre Development Funds Distribution

Updated quotes for the stabilisation of the Te Arawa Monument are underway with Council staff. The Board requires assistance from Council staff to gain permission from Te Arawa Lakes Trust to conduct works on the monument.

Spencer Avenue Reserve Cycleway Link

As with the Te Arawa Monument, the Board requires assistance from Council staff to gain permission from Te Arawa Lakes Trust to install a cycleway track alongside the tidal creek and to allow users to cross over the culvert into the Spencer Avenue Reserve.

Council already has a cycleway in the Spencer Avenue Reserve included in the Long-Term Plan. It would be great to link these projects together as soon as possible, alongside the Spencer Avenue Culvert project to give users an enjoyable and safe experience.

Wharekahu Urupā

The design for the new section of the Urupā is laid out ready for Taskforce review and community approval. The works need to be completed within the 2024/25 Financial Year.

Kotukutuku Gully

We are please to hear that Te Rūnanga o Ngāti Whakaue ki Maketū have been appointed as the kaitiaki of the Kotukutuku Gully. The Board are very thankful for the tireless effort that Lauri and Jim Russell have co-ordinated and conducted for a significant duration. The walkway through the gully is a lovely nature trail, a real testament to Lauri and Jim's pride and passion.

Dog Control

There have been multiple significant dog related events occur in the past few months within the village. The Board has requested a workshop session with The Compliance and Monitoring Manager to discuss this.

9.3 MAKETU COMMUNITY BOARD – COUNCILLOR’S REPORT – JUNE 2025**File Number:** A6781244**Author:** Laura Rae, Councillor**Authoriser:** Alison Curtis, General Manager Regulatory Services**EXECUTIVE SUMMARY**

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

RECOMMENDATION

1. That the report from Councillor Rae dated 17 June 2025 titled ‘Maketu Community Board – Councillor’s Report – June 2025’ be received.

Upcoming Local Government Elections

There will be a candidate information night held Te Puke at the War Memorial Hall on 12 June 2025 at 6pm. This evening will provide an opportunity for those thinking of standing for our upcoming Local Government Elections together all the necessary information to encourage the next steps. Guest speaker Hautapu Baker from Tauranga City Council will be present to speak on his experiences as an Elected Member.

Website update

A chat bot named, Awhi has been introduced onto our website making it easier to find information. Awhi is available 8.30am–4.00pm Monday–Friday.

Annual Plan

Council will not consult on the full Annual Plan 2025/26 as there are no significant material changes made from what is already outlined within the Long-Term Plan (LTP) However, we did carry out public consultation on Fees and Charges, as well as Financial Contributions (FINCO’s). This consultation brought in a very low number of submitters, none of which were from Maketu

Local Water Done Well

Council is due for deliberation on this matter on the 27 May 2025. I wish to thank those who took the time to formally submit, especially those who chose to speak to their submission during the hearings. Awesome input from Maketu well done.

The Maketu – Te Puke Ward Forum Expo was successfully held on Wednesday 21 May 2025 in Paengaroa, the last one of its kind for the triennium. I was pleased to see a couple of residents from Maketu in the room. We received wonderful updates from community

leaders in the eastern rural areas of our district. Thank you to Councillor Wichers for organising this.

9.4 2025 TRIENNIAL ELECTIONS – UPDATE AND PROTOCOLS

File Number: A6790012

Author: Rosa Leahy, Senior Governance Advisor

Authoriser: Robyn Garrett, Governance Manager

EXECUTIVE SUMMARY

This report updates Community Board members on the triennial elections process and notes expectations around current member behaviour in the lead up to the election.

RECOMMENDATION

That the Senior Governance Advisor's report dated 17 June 2025 titled '2025 Triennial Elections – Update and Protocols' be received.

BACKGROUND

1. The local government triennial elections will be held this year in September and October, with 11 October 2025 the last day for voting. Key election dates are outlined in the table below:

Wednesday 11 June	Candidate Information Session – Ōmokoroa
Thursday 12 June	Candidate Information Session – Te Puke
Friday 4 July	Nominations open
Thursday 10 July	Māori Electoral Option closes
Friday 11 July (3 months prior)	Pre-election period starts
Friday 1 August	Nominations close at 12 noon
Tuesday 9 – Tuesday 22 September	Delivery of voting papers
Sunday 11 October	Close of voting at 12 noon
Sunday 12 October	Preliminary results announced
Thursday 16 October	Final results announced

2. Details regarding the election and information for voters and candidates can be found on Council's website: [Elections 2025 | Your Place Western Bay of Plenty](#).
3. Council must remain neutral during an election. While Council must manage the election process and is required to facilitate and foster elector participation, it cannot support or promote any candidate. This also means that current elected

members who are candidates in this year's election cannot use any Council resources or their position as a councillor or community board member to promote their re-election. They must balance between the business-as-usual of being an elected member and campaigning as a candidate.

ELECTED MEMBER PROTOCOLS

4. To help current elected members standing for re-election understand their role in the lead up to the election, protocols around expected behaviour have been developed. Members are expected to follow these protocols in the three-month pre-election period.
5. Accepted protocols include:
 - Elected members cannot use Council resources for re-election purposes (logo, branding, colours, Council FB or twitter feed, photos, council buildings).
 - Elected members standing for re-election may not be photographed/quoted in any media release and any standard media slots paid for by Council.
 - No campaigning or electioneering in Council Chambers or on Council premises, or in the same premises as an orange ballot bin.
 - No articles or columns in local publications in the pre-election period by members standing for re-election.
 - Members cannot use council-taken photos in campaigning.
 - Council staff will not assist with electioneering activities.
 - Use personal email addresses (not Western Bay of Plenty District Council email address) for campaigning.
 - Voting papers may not be collected from electors by candidates or their assistants.

SOCIAL MEDIA GUIDELINES

6. Council's social media channels will remain neutral. Council will promote elections and the importance of voting but will not associate these posts with any candidates. Any post – positive or negative – made by any individual specifically relating to their own or someone else's nomination, intention to run for Council or election campaign, will be removed.
7. Council's social media channels will unlike / unfollow all candidate social media channels.
8. Candidates must not link their own social media channels to the Council's social media channels. Candidates must ensure that any social media posts used for campaigning purposes have the appropriate campaign authorisation.

9. Council social media channels cannot be used for electioneering by candidates or members of the public, Council channels will be constantly monitored, and activity strictly enforced. Examples of social media use that will not be permitted include:
- No posting on Council pages / accounts.
 - No comments / replies on Council pages.
 - No mentions with a tag (e.g., @westernbaycouncil).
 - No picture tagging.
 - No rating or reviewing Council pages or posts.
 - It is illegal to post a photo of your completed voting papers on social media.
10. Any questions can be directed to Council's Deputy Electoral Officer Robyn Garrett, or Council's independent Electoral Officer Warwick Lampp at electionz.com.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication	
Current elected members	Protocols session delivered to current Mayor and councillors by Electoral Officer; elections report provided to community boards.	Ongoing
General Public – voters and possible candidates	Elections information on Council's website, candidate information sessions scheduled.	

ISSUES AND OPTIONS ASSESSMENT

That the Senior Governance Advisor's report dated 3 June 2025 titled '2025 Triennial Elections – Update and Protocols' be received	
Reasons why no options are available	Legislative or other reference
Report is for information and process-based, no decision required.	Informs elected members of electoral legislation requirements.

STATUTORY COMPLIANCE

11. Impartial management of elections meets Council's legislative obligations under the Local Electoral Act 2001, Local Electoral Regulations 2001 and the Local Government Act 2002.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Nil	Election management is budgeted for in Council’s Annual Plan

9.5 MAKETU COMMUNITY BOARD – GRANT APPLICATIONS – JUNE 2025

File Number: A6789358

Author: Ella Logan, Governance Advisor

Authoriser: Robyn Garrett, Governance Manager

EXECUTIVE SUMMARY

1. The purpose of this report is to enable the Maketu Community Board to make a decision regarding the applications for Community Board Grant Funding as applied for by the Maketu Surf Life Saving Club.

RECOMMENDATION

1. That the Governance Advisor's report dated 17 June 2025 titled 'Maketu Community Board – Grant Applications – June 2025' be received.
2. That the Maketu Community Board **approves** the grant application from the Maketu Surf Life Saving Club for \$....., to purchase three 10'4 Boards for the Junior Surf Programme. This grant will be funded from the Maketu Community Board Grants Account, subject to all accountabilities being met.

AND

Identifies that, while this decision aligns with nearly all aspects of the Community Board Grant Policy – including the criteria to provide public benefit within the Board's area of benefit – it remains inconsistent with Part 2 of the policy's Eligibility Criteria; however, as this was the only application received and allocated grant funding is designated for spending within the 2024/24 Financial Year, approval has been granted.

OR

That the Maketu Community Board does not approve the grant application from the Maketu Surf Life Saving Club.

BACKGROUND

The Maketu Community Board (the Board) has funding of \$5,000 for disbursement to community organisations for the 2024/25 financial year. The balance as of 17 June 2025 is \$3,800.

Maketu Surf Life Saving Club

The Maketu Surf Life Saving Club has submitted an application for funding of \$3777.75 to purchase three 10'4 Boards for the Junior Surf Programme.

IDENTIFICATION OF INCONSISTENT DECISIONS

The Community Board Grant Application Eligibility Criteria states that an applicant will only be eligible for a Community Board Grant if they have not received any Council Grant or funding for community assistance in the same financial year.

The Maketu Surf Life Saving Club does not meet this eligibility requirement as it has already received funding from Council's Community Matching Fund in this current Financial Year (2024/25).

However, under Part 6, Section 81 of the Local Government Act 2002 (the Act), a Local Authority (the Authority) has the discretion to make decisions that deviate from an established policy. When doing so, the Authority must explicitly identify the following:

- a. the inconsistency; and
- b. the reasons for the inconsistency; and
- c. any intention of the authority to amend the policy or plan to accommodate the decision.

Therefore, the Board has the discretion to deviate from the Community Board Grant Policy if it determines that there is sufficient justification for doing so. There is no intention to amend the policy.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication	
Maketu Surf Life Saving Club	The applicant will be advised of the outcome of their respective Grant Application	Planned

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	\$5,000
	Current Balance	\$3,800

	Balance if Grant Applications are approved	\$22.25
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9.6 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – JUNE 2025**File Number:** A6759944**Author:** Cedric Crow, General Manager Infrastructure Services**Authoriser:** Alison Curtis, General Manager Regulatory Services**EXECUTIVE SUMMARY**

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

RECOMMENDATION

1. That the General Manager Infrastructure Service's report dated 17 June 2025 titled 'Maketu Community Board – Projects and Operations Report – June 2025' be received.

PROJECT UPDATES – ROADING

MAKETU CYCLEWAY		
Project Description	Staff Comment/Update	Progress Level
<i>The Board requests that Council approach Te Arawa Lakes Trust, regarding the possibility of the end of the existing cycleway extending through Te Arawa Lakes Trust land onto Spencer Avenue reserve land.</i>	<p>The landowner through Wakapoukorero working Komiti has declined the request for a public trail connection across their land. The reasoning behind this being that the Wakapoukorero working Komiti believe that Te Arawa iwi would disapprove of a dedicated cycleway across this part of their whenua.</p> <p>The Whakapoukorero working Komiti will be in touch regarding a proposal that does not require access across Te Arawa Whenua.</p>	Closed

WILSON ROAD NORTH FOOTPATH EXTENSION		
Project Description	Staff Comment/Update	Progress Level
Installation of a footpath extension along Wilson Road North	<p>Latest Update:</p> <p>The Archaeology Authority has been granted by Heritage New Zealand for these works along with the rehabilitation works.</p> <p>The Board have decided that the footpath works can be undertaken at the same time as the Wilson Road North rehabilitation project works.</p>	In progress.

	The expected completion for this is within the 2025/26 Construction Season.	
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MINUTE ACTION SHEETS – ROADING**Nil****PROJECT UPDATE – WATER SERVICES**

MAKETU WASTEWATER TREATMENT PLANT		
Project Description	Staff Comment/Update	Progress Level
Maketu Wastewater Treatment Plant – Irrigation Field	Latest Update: The WWPT disposal field is currently non-compliant and needs to be renewed as soon as possible. Design and investigation are underway identifying repairs that the team have started with. Once these repairs are completed, further testing will be completed to assist with the design.	In progress.

MAKETU WATER RETICULATION		
Project Description	Staff Comment/Update	Progress Level
Water main renewals- Little Waihi Road	Latest Update: Watermain renewals in Little Waihi Road were undertaken to replace old steel pipes, work completed by contractor June 2025.	Complete

PROJECT UPDATES – RESERVES

MAKETU CEMETERY		
Project Description	Staff Comment/Update	Progress Level
Maketu Cemetery/Urupā concerns.	<p>The Board and the Urupā Rōpū met with staff onsite on 22 May 2025 to discuss the suggested improvements to the Eastern side of the cemetery.</p> <p>Although there was general acceptance of the proposed improvements, it was suggested that a Panui be circulated in the community to seek any feedback on the proposed mahi.</p> <p>The Panui (Attachment 1) has been circulated in the community. The outcome of any feedback will be verbally reported back to the board at its next meeting.</p>	In progress

SPENCER AVENUE RESERVE		
Project Description	Staff Comment/Update	Progress Level
Spencer Avenue Reserve	<p>Work has commenced, with planning, seating and specimen trees being the focus currently. The project is on track for this Financial Year (2024/25) and will recommence in July 2025 when the 2025/26 Financial Year begins.</p>	In progress

MAKETU BOOK SHARING SHELTER		
Project Description	Staff Comment/Update	Progress Level
To create a small central reading space within the village.	Designs for the exterior surface of the book sharing shelter were presented to the Board at the 20 May 2025 workshop. The project is expected to be completed in the coming months.	In progress.

MAKETU INFORMATION CENTRE MURAL		
Project Description	Staff Comment/Update	Progress Level
A local artist to paint a mural on the side of the information centre.	The local mural artist is in the process of completing the mural.	In progress.

MINUTE ACTION SHEETS – RESERVES**Nil****PROJECT UPDATES – OPERATIONS****Nil**

SERVICE REQUESTS

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

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

<ul style="list-style-type: none"> • Animal Services - Dog Barking (address of dog required) • Compliance & Enforcement - Compliance & Enforcement General • Kerbside Collective - Damaged Bin - Replace/Repair • Land Development Engineering - General enquiry/Call back • Local Road - Slip/Flood/Crash/Spill/Trees Down on Local Road--All URGENT!RING! • Wastewater - Sewage overflow/spill on ground/dump station • Water Revenue - Water leak remission application 	<ul style="list-style-type: none"> • Building Admin - General enquiry/Call back • Compliance & Enforcement - Noise Complaint (After Hours - Watchdog) • Kerbside Collective - Missed Collection - Investigation • Local Road - Vegetation (not trees)/mowing Local Roads • Rates - General enquiry/call back • Roads Network Management - Barriers and Rails - New Asset Requests • Water - Emergency Shutdown • Water - Taste/Smell/Quality of Water
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

- Building Counter Enquiry - General Enquiry/Call back
- Customer Service Planning - District Plan advice
- Health - New Application for Food Business Registration
- Local Road - Detritus (Loose Chips/Sand/Dead Animal) - NO Illegal Dumping
- Local Road - GENERAL/Miscellaneous - Local Roads
- Local Road - Local Road Signs (damaged/graffiti) - Replacement/Maintenance Asset Requests

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

Service Request Subtype	Notes	Completed	Under Investigation/ Scheduled for Completion
Building Inspectors – General	Enquiries from Williams Crescent	2	0
Customer Service Planning – General	Enquiries from Little Waihi Road and Ngaroma Lane	3	0
Maori land enquiries	Enquiries from Wilson Road North and Kauri Place	1	1
Online – Email Enquiries	Enquiries from across Maketu	2	1
Wastewater – Grinder Pump/Septic Tank issue	Reports from across the Maketu Community	8	0
All water leaks	Reports from Ngaroma Lane and Town Point Road	3	0
No Water	Reports from Town Point Road and Arawa Avenue	2	2
Water General	Enquiries and reports from across the Maketu Community	6	2
Water – Water pressure too high or low	Reports from Town Point Road	0	2
Wastewater – Pumpstation Issue or Blockage	Reports from Bledisloe Park Avenue and Little Waihi 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 meeting where a Minute Action Sheet was not raised.

Date raised	Matter/Issue	Comment
April 2024	Mowing quality control	Staff continue to monitor the mowing quality within the Maketu area.

COMPLETED/OUTSTANDING MINUTE ACTION SHEETS (NOT INFRASTRUCTURE 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

ATTACHMENTS

1. Panui – Maketu Urupā  

Panui – Western Bay of Plenty District Council Maketū Urupā – Wharekahu

About the project

We are looking to re-contour the eastern side of the urupā, to improve the area for future burials. This work will increase capacity, while providing better access for both maintenance of the site and those visiting their loved ones.

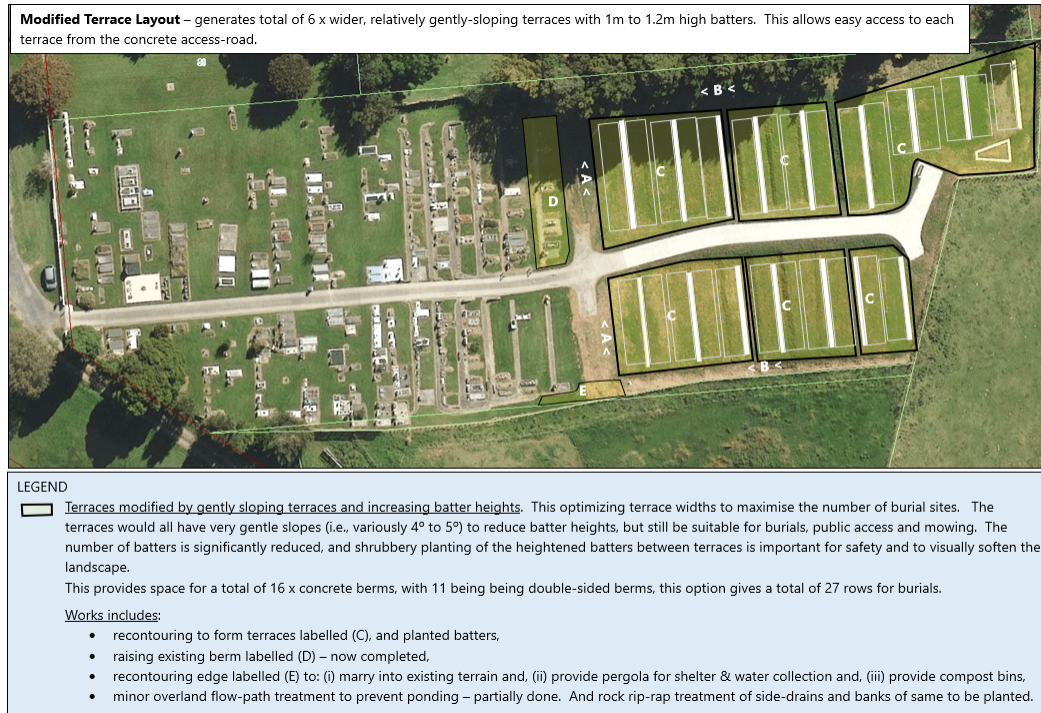
We have been working closely with a local taskforce group, made up of community representatives and the Maketū Community Board, to plan this work.

What's being planned?



- Using an excavator to recontour the terraced areas
- Bringing in new soil to help raise the terrace areas to make them more level with the existing driveway
- Improving the stormwater runoff down the side of the cemetery to protect future grave sites
- Planting with native shrubs and groundcovers on the four embankments between the terraces to prevent erosion and enhance the site
- Installing concrete berms for future headstones

Below is an aerial plan that shows the area we are talking about (sections labelled 'C' on the right-hand side).



We are also planning some new structures down in the bottom area, such as a small shelter with water tanks to capture rainwater for hand cleansing, and a compost bin for greenwaste.

When will the work happen?

We are proposing to finish the work by the end of Council's financial year, which is 30 June 2025.

A drop-in session will be held at the urupā on Saturday 31 May 2025, between 10am and 12 midday, where you can find out more, ask any pātai (questions) you may have, and give us your feedback.

You can also email your feedback to yourplace@westernbay.govt.nz

Feedback closes 5pm, Sunday 8 June 2025.

9.7 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – APRIL 2025**File Number:** A6768820**Author:** Charille–Ann Schoeman, Finance Partner**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 30 April 2025 **(Attachment 1)**.

Total operational costs are under budget year-to-date by \$26,309.

Details of the Maketu Community Board Rooding Current Account has now been included in the financial report. The opening balance of \$248,488, has not changed as at 30 April 2025 excluding commitments. There is a balance available for future projects of \$48,988 after allowing for commitments for current approved projects. These details are attached for the period ended 30 April 2025 **(Attachment 2)**.

RECOMMENDATION

1. That the Financial Business Partner's report dated 17 June 2025 titled 'Maketu Community Board – Financial Report – April 2025' be received.
2. That the Maketu Community Board approves to release the following unspent funds from outstanding operational commitments:
 - a. MC20-6.7 \$30,000
 - b. MKC23-4.9 \$21,770
 - c. MKC23-5.4 \$7,500

Committed – Operational expenditure:

Resolution	Description	\$
25-1.4	Approves the grant application from the Maketū ANZAC Dawn Committee for \$1,200 to contribute to the costs of breakfast after the dawn parade service and commemorations for ANZAC Day. (spent \$1,043.48)	157
	2024/25 Total operational commitments	157

2024/25 Reserve analysis:

Resolution	Project/Description	\$ (Payments made)
	2024/25 Opening Reserve balance	171,369
MKC23-4.9	Approves expenditure of up to \$26,000, for the purpose of installing handrails at the Maketū Cemetery (Wharekahu)	(4,230)
MKC25-1.6 (Amended MKC24-4.3)	Approve Maketū Surf Life Saving Club for \$6,000.00 to contribute to the costs of a detailed seismic assessment and concrete scanning of the building funded from the Maketū Community Board Reserves Account	(6,000)
	2024/25 Closing Reserve balance before commitments	161,139

Remaining commitments from Maketu Community Board Reserve Account:

Resolution	Description	\$ (Remaining Funds)
	Opening balance before commitments	161,139
MC20-6.7	Up to \$30,000 for the installation of an additional BBQ by the Surf Club. (Note: The 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 Maketū 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 Urupā Task Force. (Spend: \$4,230)	(21,770)
MKC23-5.4	Approve the funding for the new bus shelter on Arawa Avenue for \$7,500.	(7,500)
MKC24-1.4	Approve up \$8,000 for costs relating to the Maketū Information Centre mural.	(8,000)
MKC24-1.3	Approve up to \$15,000 for costs relating to the Book Sharing Shelter subject to approval from the Reserves and Facilities Manager.	(15,000)
	2024/25 Closing balance after the committed expenditure	78,869

ATTACHMENTS

1. **Maketu Community Board – Financial Report – April 2025**  
2. **Maketu Community Board Rooding Current Account**  

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 April 2025 Maketu Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
Direct Costs						
Contingency - [see breakdown below]	0	20,020	20,020	<input checked="" type="checkbox"/>	24,024	3,753
Grants	1,043	4,170	3,127	<input checked="" type="checkbox"/>	5,000	1,000
Mileage Allowance	0	830	830	<input checked="" type="checkbox"/>	996	0
Salaries	11,150	13,480	2,330	<input checked="" type="checkbox"/>	16,176	15,619
Inter Department Charges	28,808	28,810	2	<input checked="" type="checkbox"/>	34,572	36,228
Total Operating Costs	41,001	67,310	26,309	<input checked="" type="checkbox"/>	80,768	56,601
Total Direct Costs	41,001	67,310	26,309	<input checked="" type="checkbox"/>	80,768	56,601
Total Costs	41,001	67,310	26,309	<input checked="" type="checkbox"/>	80,768	56,601
Income						
Rate Income	67,301	67,300	1	<input checked="" type="checkbox"/>	80,760	70,606
Total Direct Income	67,301	67,300	1	<input checked="" type="checkbox"/>	80,760	70,606
Net Cost of Service	26,300	(10)	26,310	<input checked="" type="checkbox"/>	(8)	14,006
<u>Contingency - breakdown</u>						
No transactions year to date	0			<input checked="" type="checkbox"/> Favourable Variance		
Year to date contingency costs	0			<input checked="" type="checkbox"/> Unfavourable Variance		
Check	0					
<u>Community Board Reserves</u>						
Opening Balance - Surplus (Deficit)	171,369					
MKC23-4.9 Approves expenditure to install handrails at the Maketu Cemetery	(4,230)					
MKC25-1.6 - Approves contribution to Maketu Surf Life Saving Club for a detailed seismic assessment and concrete scanning.	(6,000)					
Amendment to MKC24-4.3 - to be funded from the Reserves Account instead of Grants						
(Decrease) Increase in year	(10,230)					
Closing Balance - Surplus (Deficit)	161,139					
<u>Other Reserves</u>						
<u>Maketu Community Board Rooding Current Account</u>						
Opening Balance - Surplus (Deficit)	248,488					
(Decrease) Increase in year	(199,500)		see detailed report for breakdown			
Closing Balance - Surplus (Deficit)	48,988					

Maketu Community Board Roading Current Account as at 30 April 2025				
Current Account Opening Balance 1 July 2024			248,488	Status <i>To be calculated at the end of the financial year</i> <i>No allocation for the 2025 financial year</i>
Interest 2025			-	
Allocation for 2025			-	
Subtotal			248,488	
Less: Completed projects	Total committed for project:	Total spent over life of project:	Total spent in current financial year:	Balance remaining: Status:
MKC23-5.4 That the community Board approve funding for the new bus shelter on Arawa Avenue for \$7,500, to come from the reserves account	7,500	(7,500)	-	- Completed
MKC23-6.5 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.	3,320	(2,970)	-	- Completed
MKC23-6.4 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 Reserves Account	5,500	(4,788)	-	- Completed
Subtotal	16,320	(15,258)	-	-
Less: Projects in progress	Total committed for project:	Total spent over life of project:	Total spent in current financial year:	Balance remaining: Status:
<i>No projects in progress currently</i>				-
				-
Subtotal	-	-	-	-
Net Balance Roading Current Account excluding Commitments			248,488	
Less: Approved projects				
MKC24-7.8 Approved up to \$49,500 from the Roading Account for the installation of a 1.5 metre wide, 250-metre-long footpath extension on Wilson Road North	49,500			
MKC25-2.4 Approved up to \$150,000 from the Roading Account for completion 'Culvert Upgrade on Spencer Avenue' and to ensure access to existing pathway on Spencer Avenue.	150,000			
Total commitments	199,500		-	
Less: Committed funds on Started Projects unspent			-	
Less: Committed funds on Unstarted Projects			(199,500)	
Closing Balance Roading Current Account			48,988	Total uncommitted funds available for future projects

10 INFORMATION FOR RECEIPT