

Mā tō tātou takiwā  
**For our District**

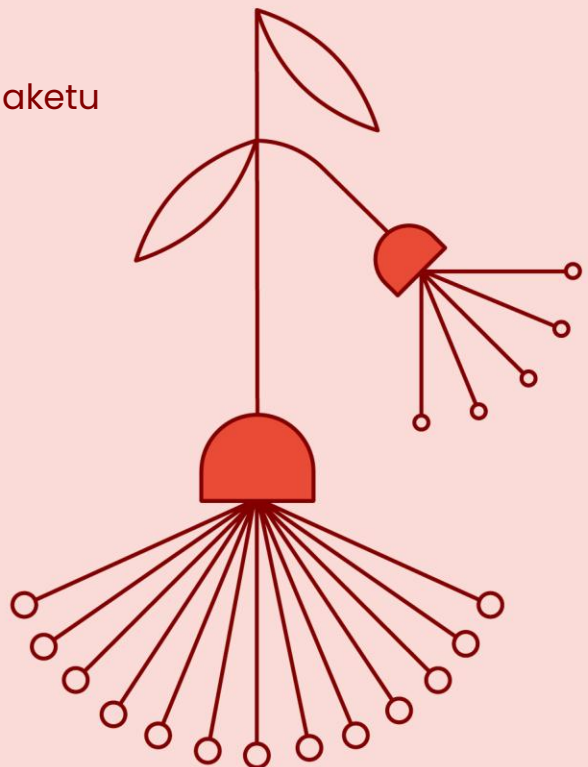
## Maketu Community Board

Poari ā Hapori o Maketu

MKC25-4

Tuesday, 12 August 2025, 7.00pm

Maketu Community Centre, Wilson Road, Maketu



# Maketu Community Board

## Membership:

<b>Chairperson</b>	Tippany Hopping
<b>Deputy Chairperson</b>	Rewi Boy Corbett
<b>Members</b>	Donna Walters Brett Waterhouse Cr Laura Rae Deputy Mayor John Scrimgeour
<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 Maketu Community Board Meeting will be held in the Maketu Community Centre, Wilson Road, Maketu on:  
Tuesday, 12 August 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>
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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 17 JUNE 2025**

**File Number:** A6851154

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

#### **RECOMMENDATION**

1. That the Minutes of the Maketu Community Board Meeting held on 17 June 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 17 June 2025

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**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
MAKETU COMMUNITY BOARD MEETING NO. MKC25-3  
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU  
ON TUESDAY, 17 JUNE 2025 AT 7.00PM**

**1 PRESENT**

Chairperson T Hopping, Cr L Rae, Deputy Mayor J Scrimgeour, and Member B Waterhouse

**2 IN ATTENDANCE**

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

Cr A Wichers, Cr G Dally and 5 members of the public

**3 APOLOGIES**

**4.1 APOLOGIES**

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**RESOLUTION MKC25-3.1**

Moved: Cr L Rae

Seconded: Member B Waterhouse

That the apology for absence from Deputy R Corbett and Member Walters 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**

**7.1 SUE MATTHEWS – KIWIFRUIT CAPITAL OF THE WORLD**

Ms Matthews was in attendance to provide an update on the Kiwifruit Capital of the World Te Puke Heritage Visitor Hub. She noted the below points:

- The Kiwifruit Capital of the World Te Puke Heritage Visitor Hub (Hub) had signed a three year lease at the old Te Puke Cinema.
  - Ms Matthews emphasised that the Hub was not a museum but a heritage focused space.
  - 10 unique communities in the Te Puke area had been identified.
  - Hub members aimed to facilitate community engagement under the heritage banner.
  - The Hub had secured \$100,000 in pledges for the next three years.
  - The Hub would celebrate the kiwifruit story and then as time went on, further community stories would be developed.
  - Each community would be unique with their own hero's and stories.
- 

**7.2 TANIA REWI – VARIOUS TOPICS**

Ms Rewi was in attendance to speak to the Board regarding the below topics:

Maketu Community Centre

- Ms Rewi, custodian of the Maketu Community Centre, spoke in support of keeping the existing manual booking system.
- She presented a petition (tabled item 1) with numerous signatures, submissions and letters from local residents and regular users backing the current system.
- She noted the community's dissatisfaction with the lack of consultation around the proposed shift to an online booking system.

The Governance Advisor would pass the petition on to Council's property team, who would follow up with Ms Rewi.

Tabled Item 1 - Petition to maintain the existing manual booking system for the Maketu Community Centre.

Wharekahu Urupā

- Ms Rewi requested an update on the ongoing works at the Wharekahu Urupā.

Members provided the following update:

- The Board and the Urupā Rōpū met with staff onsite on 22 May 2025 to discuss proposed improvements to the eastern side of the cemetery. While the plans were generally accepted, it was recommended that a Panui be distributed to gather community feedback.

- The Panui was circulated, and the outcome of the feedback would be verbally reported to the Board at the next meeting.
- All gravesites were to be oriented facing east.

#### Wilson Road North Rehabilitation

- Ms Rewi requested an update on the rehabilitation of Wilson Road North.

Members provided the following update:

- The archaeology authority assessment was completed, with works expected to begin during the 2025/26 construction season.
  - The Board-funded footpath extension was scheduled to be completed alongside the road rehabilitation works.
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### **7.3 TEPORA OWENS – HOUSING DEVELOPMENT**

Ms Owens was in attendance to raise concerns about a large-scale housing development of approximately 8,000 homes which she had read about on Facebook.

She highlighted that Maketu would be unable to cater for that amount of growth and the development would inevitably have a negative impact on the whenua.

Members noted that, to the best of their knowledge, the proposed development was not a matter for Western Bay of Plenty District Council.

## **8 MINUTES FOR CONFIRMATION**

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

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#### **RESOLUTION MKC25-3.2**

Moved: Cr L Rae

Seconded: Member B Waterhouse

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.

**CARRIED**

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## 9 REPORTS

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

The workshop notes were noted.

No further discussion was had.

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### 9.2 MAKETU COMMUNITY BOARD – CHAIRPERSONS REPORT – JUNE 2025

The Board considered a report from the Chairperson dated 17 June 2025. The report was taken as read and the Chairperson outlined the rationale behind the recommendations.

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#### RESOLUTION MKC25-3.3

Moved: Member B Waterhouse

Seconded: Deputy Mayor J Scrimgeour

1. That the Chairperson's report dated 17 June 2025 titled 'Maketu Community Board – Chairpersons Report – June 2025' be received.

**CARRIED**

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#### RESOLUTION MKC25-3.4

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr L Rae

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.

**CARRIED**

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**RESOLUTION MKC25-3.5**

Moved: Member B Waterhouse

Seconded: Cr L Rae

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.

**CARRIED**

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**9.2.1 DOG CONTROL**

- The Board requested a workshop with the Compliance and Monitoring Manager to develop a dog control plan for Maketu, noting they felt the situation had worsened.
  - Council did not respond to complaints made via Facebook or other informal platforms; only information provided through formal service requests were actioned.
  - Since January 2025, Council received 22 dog-related complaints from Maketu through its service request system, compared to over 1,000 complaints annually across the district.
  - Council operated with limited resources under current budgets, employing four Animal Service Officers to cover the entire district.
  - Numerous incidents in Maketu were not being reported through Council's formal channels.
- 

**9.2.2 TOWN CENTRE DEVELOPMENT FUND**

- The Board noted that monument works would not commence until written approval was received from Te Arawa Lakes.
  - Staff advised that a decision report would clarify the project's scope, costs, and required process.
  - Board members would consult with the community once the report had been received.
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**9.2.3 SPENCER AVENUE CULVERT UPGRADE**

- The Board emphasised the importance of including options for a shared pathway in the decision report as part of the overall project.
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**9.3 MAKETU COMMUNITY BOARD – COUNCILLORS REPORT – JUNE 2025**

The Board considered a report from Council Rae dated 17 June 2025. The report was taken as read. There was further discussion on the below:

- Council was looking at forming a multi-council controlled organisation (multi-CCO).
  - Hui was scheduled with Tauranga City Council and Thames District Council to further discuss the possibility of forming a multi-CCO.
  - It was noted that meeting the requirements with a single CCO would be extremely, difficult, if not impossible.
  - There remained flexibility for Council to opt out of progressing with the multi-CCO if the final agreement was unsatisfactory.
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**RESOLUTION MKC25–3.6**

Moved: Member B Waterhouse

Seconded: Deputy Mayor J Scrimgeour

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

**CARRIED**

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**9.4 2025 TRIENNIAL ELECTIONS – UPDATE AND PROTOCOLS**

The Board considered a report from the Senior Governance Advisor dated 17 June 2025. The Governance Advisor provided an overview of the report.

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**RESOLUTION MKC25–3.7**

Moved: Member B Waterhouse

Seconded: Deputy Mayor J Scrimgeour

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

**CARRIED**

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**9.5 MAKETU COMMUNITY BOARD – GRANT APPLICATIONS – JUNE 2025**

The Board considered a report from the Governance Advisor dated 17 June 2025. The report was taken as read.

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**RESOLUTION MKC25-3.8**

Moved: Cr L Rae

Seconded: Deputy Mayor J Scrimgeour

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 \$3777.75, 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.

**CARRIED**

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**9.6 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – JUNE 2025**

The Board considered a report from the General Manager Infrastructure Service's dated 17 June 2025. The report was taken as read.

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**RESOLUTION MKC25-3.9**

Moved: Member B Waterhouse

Seconded: Cr L Rae

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

**CARRIED**

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**9.6.1 MAKETU WASTEWATER TREATMENT PLANT**

- The Board requested that staff provide detailed updates on the work that was needed to be undertaken at the Maketu Wastewater Treatment Plant and any other updates that were relevant to wastewater within Maketu.
- 

**9.6.2 MAKETU WATERMAIN RENEWAL**

- The Board expressed concern about the Maketu watermain renewals, noting ongoing issues that remained unresolved.

The Governance Advisor would follow this up with the relevant staff and report back to the Board with an update.

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**9.6.3 PLAYGROUND EQUIPMENT**

- The Board requested that the Reserves and Facilities Team provide playground equipment options and indicative costs for Ngaparaoa Drive.
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**9.7 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – APRIL 2025**

The Board considered a report from the Financial Business Partner Lead dated 17 June 2025. The report was taken as read.

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**RESOLUTION MKC25–3.10**

Moved: Member B Waterhouse

Seconded: Deputy Mayor J Scrimgeour

1. That the Financial Business Partner's report dated 17 June 2025 titled 'Maketu Community Board – Financial Report – April 2025' be received.

**CARRIED**

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**RESOLUTION MKC25–3.11**

Moved: Member B Waterhouse

Seconded: Cr L Rae

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2. That the Maketu Community Board does not approve the release of unspent committed expenditure at this time, and confirms that the unspent committed expenditure will be reviewed at its scheduled meeting on 12 August 2025.

**CARRIED**

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#### **9.7.1 FINANCIAL QUERIES**

- The Board queried why their mileage budget showed no expenditure, despite members claiming mileage for each meeting.
- The Board also raised concern regarding completed projects that had not been charged to their accounts.

The Governance Advisor would investigate the mileage matter with the finance team, do a reconciliation on the Board's finances and provide clarification at the final meeting of the triennium to enable any unspent committed funds to be released in the reserves account.

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## **10 INFORMATION FOR RECEIPT**

Nil

**The Meeting closed at 9.17pm.**

**Confirmed as a true and correct record at the Maketu Community Board meeting held on 12 August 2025.**

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Chairperson T Hopping

**CHAIRPERSON**

## 9 REPORTS

### 9.1 MAKETU COMMUNITY BOARD – WORKSHOP NOTES – MARCH, MAY AND JULY 2025

File Number: A6881195


Author: Ella Logan, Governance Advisor

Authoriser: Robyn Garrett, Governance Manager

#### EXECUTIVE SUMMARY

1. The Maketu Community Board workshop notes from 25 March, 20 May and 22 July 2025 have been provided as **Attachment 1, 2, and 3** for transparency.

#### ATTACHMENTS

1. **Maketu Community Board – Workshop Notes – 25 March 2025**  
2. **Maketu Community Board – Workshop Notes – 20 May 2025**  
3. **Maketu Community Board – Workshop Notes – 22 July 2025**  

**MAKETU COMMUNITY BOARD  
WORKSHOP**

<b>DATE:</b>	Tuesday 25 March 2025 at 6.00pm
<b>HELD:</b>	Maketu Community Centre
<b>TOPICS:</b>	1. Maketu Projects Update
<b>MEMBERS PRESENT:</b>	Chairperson T Hopping, Member D Walters, Cr L Rae, Member B Waterhouse and Deputy Mayor J Scrimgeour
<b>APOLOGIES:</b>	Member R Corbett
<b>STAFF IN ATTENDANCE</b>	R Davies (General Manager Strategy and Community/Deputy CEO), P Watson (Reserves and Facilities Manager) and E Logan (Governance Advisor)

Maketu Projects Update
<p>The Deputy CEO/General Manager Strategy and Community, supported by the Reserves and Facilities Manager, presented a Maketu Projects Update. It was noted that this particular item was brought to the workshop due to concerns raised by some Board members.</p> <p>The Chairperson and staff discussed two separate issues that had arisen and provided some clarity over why there had been some confusion.</p> <p>The Maketu Projects Update report stemmed from a conversation that took place at a community hui held in November 2024. Due to some of the feelings in the room around “failed expectations”, staff committed to producing a report that provided an update on the projects that were taking place in Maketu, including being transparent about those projects that would not be taking place. The reason</p>

Maketu Community Board Workshop Notes – 25 March 2025

that waters information had not been included in this report, was due to the work that Councils Team Lead Asset Management was undertaking separately, following the second request.

At the last hui, there were discussions around the water quality in Maketu, which resulted in the Board requesting for the water services team to come out to a workshop. Prior to a workshop, they had sent through a list of pātai to the waters team. It was confirmed that there was a huge amount of work being undertaken by staff to provide the Board with the technical information requested, noting that appropriate staff would need to come out to explain this information with the Board, once it had been provided.

6.12pm Cr L Rae and Member B Waterhouse entered hui

The following points were noted by the Deputy CEO/General Manager Strategy and Community regarding the 'Maketu Projects Update' report:

**Transportation/Roading**

- It provided context of what was included in the activity, but also how Council rated for it, as these were both important foundational considerations for the Board to understand.
- There were a range of rates that Council levied in relation to transportation. The first being a fixed charge through a Uniform Annual General Charge (UAGC), then a roading targeted rate (which was set by Council through the Annual Plan) that was charged based on the zoning of land.
- The rural works charge was a levelling tool to ensure that higher valued rural properties did not end up paying a disproportionate or unfair rate for roading.
- A lot of the growth infrastructure that was occurring out in Ōmokoroa was funded by the financial contributions (FinCos) that was paid by developers for each additional lot that they created.
- Another way that Council funded transportation activities was through subsidies received from Waka Kotahi for certain roading projects, acknowledging that the categories of work that Waka Kotahi would fund, as well as the size of the funding envelope, had been significantly cut. This had a huge impact on the work that Council could progress within the transportation activity.

Maketu Community Board Workshop Notes –25 March 2025

- A lot of the work that the Community Board roading allocation budget tended to pay for was classified as 'low cost low risk', which no longer attracted a Waka Kotahi subsidy. This was due to the re-directing of funds to other Central Government priorities.
- For Maketu transportation and roading projects, the current project updates were:
  - The Improvement of the culvert capacity at Spencer Avenue – The design of this project was largely completed, with the next step being an application for resource consent, however this project was now on hold due to Waka Kotahi no longer subsidising the 'low cost low risk' category of work.
  - Wilson Road North – Council was currently undertaking design work with a view to undertake construction in the 2025/26 financial year (early September). The Board had previously requested 'holding maintenance' be progressed in the interim, however staff noted that when pavement rehab was imminent, Council only undertook pavement maintenance as necessary to keep road users safe, as it would eventually get ripped up.
  - Maketu School to Arawa Avenue – Council would be widening the carriageway that would be rehabbed, noting that this was the approach taken for many years. There was no funding to do the full length. The Board were happy with this as this was the section that they had been requesting.
  - Kerb and Channel – The Board noted that it was important that the need was determined by whether the stormwater needed to be controlled in that particular rural area. It was acknowledged that there was a huge cost to adding kerb and channelling to a project.
  - Bledisloe Park Avenue – This was about alternative access in the case of intense rainfall resulting in slips. The current 4Wheel-Drive access road through Te Arawa land needed to have some additional metal placed on this drive, to help stabilise the ground in an emergency, noting that it could not be accessed at all in its current state. The Board expressed concern regarding the undercutting of the road and asked for an assessment of the road to be undertaken to ensure that this road was still considered safe.
  - Road Closures and Weather Events (2017 floods) – Generally if a road was flooded and posed a hazard to road users, it would be closed, regardless of whether there was a detour or not.
  - Beach Road Seawall – As a transportation asset there was no plan to upgrade or replace this wall. This was due to no budget.

- Traffic Mirrors – An explanation was provided to the Board. Staff would follow up on the letter that was meant to be sent out providing the explanation on why the traffic mirrors would not be considered.
- Request for a map for urban and rural mowing areas – The transportation team would provide the Board with a link to an app that had all this information.

**Recreation and Open Spaces**

- This activity was mostly funded by General Rates, except when new reserve or recreation assets were required as a result of population growth, in which case FinCos were used as a funding source. Occasionally Council could access external funding like TECT.
- The Project and Monitoring Committee made a decision regarding the district wide Town Centre Development Fund, noting that this meant there would be a distribution to the Maketu Community of \$80,000.
- For Maketu recreation and open spaces, the current project updates were:
  - Wharekahu urupā – Staff understood the imperative for Tangata Whenua to seek the change of status of cemetery to an urupā, and awaited progress from Whakaue on this matter.
  - Te Arawa Monument straightening – Staff believed that council could fund this project if it was in or around the quote sourced in 2021, noting that it would need to be refreshed due to inflation. Staff would need to liaise with Te Arawa Lakes Trust to seek approval for the straightening of the monument. Staff suggested that the Board could look at funding the re-installation of the carvings after the straightening work had been undertaken.
  - Maketu Skatepark flooding – Concerns were raised with the skatepark in relation to its vulnerability to flooding. Staff had previously undertaken remedial work to reduce the risk of flooding, however due to its location, few actions could be taken to fully mitigate the risk of flooding without cost prohibited engineering.
  - Maketu School – Council awarded a grant to the school through the Facilities in the Community Fund, that the school did not uplift.
  - Kotukutuku Gully – The conversations involved the Councils Community Outcomes Advisor and Te Arawa Lakes Trust (TALT), noting that Council Reserves and Facilities Team currently undertook the maintenance in the gully with potential to undertake mowing and track maintenance in the future. The decision around who would hold the contract sat with TALT. Once that decision was made, staff indicated that some financial assistance for pest control and restoration could be supported by the Community and Strategic Relationships team.

- Surf Club Carpark Reserve Rock Revetment Wall – As part of the Coastal Marine Structure, council had a survey undertaken. Council noted that all of the wiring needed to be pulled out, re-caged and wired and put back in. This was programmed to come out in the 2025/26 financial year.
- Park Road Reserve – There were funds put aside for this renewal, noting that staff were awaiting the outcome of the river diversion, including any effects that might have occurred because of it. The intention was to create something similar to Waihi Beach where they strategically placed large flat rocks that could be used as steppingstones from the beach.
- Spencer Avenue – The idea would be to have the accessway over to the wetland as natural as possible, noting that this would not be concreted. At this point staff were needing to progress the land approval, to which Councillor Rae said that she would send an email to create that connection and help that kōrero take place.

**Other activities**

- CCTV – It was clarified that there was a preference for Community Boards not to fund CCTV, due to the ongoing cost of renewal and maintenance, which was controlled by Council. This was the rationale behind the establishment of the CCTV Management Plan. The CCTV camera that the Board were after would be discussed further with appropriate staff, noting that it was not something that was in the Community Board boundary, and should not be funded by the Community Board themselves.
- Mapping of Cultural Heritage Sites – This was not a piece of work that would be appropriate for Council to undertake, so they had offered Whakaue some funding for someone to undertake this work, noting that they would be taught how to use the Councils GIS system.

Staff responded to pātai as follows:

- The Board was interested to understand what the cost of the remaining works for the Spencer Avenue Culvert project was, and whether there was anything the Board could contribute to that would help take this project off hold. Staff were happy to follow this up to understand what that would look like, or what the Boards best options were to help this project along.
- The decision to progress the Wilson Road North project was a pātai that needed to be asked of the Director Transportation, to which the Board asked for clarification on.
- Queries in relation to the Wilson Road North project, would be best channelled through the Governance Advisor who would find the best/most appropriate staff member to liaise with.



- The Board could view the design for the Wilson Road North project, however it was clarified that they would not have the ability to co-design the road, as this was a job for the technical engineers.
- Staff suggested that if there were particular roads that the community felt should be closed during an emergency, of which they wanted to have the road cones available for the community to use, this could be highlighted in the Maketu Community Response Plan, noting that this could be done through the Team Lead Emergency Management. Councillor Rae noted that she would follow this one up.
- In relation to Wharekahu urupā, staff were still undertaking the requested work in relation to the steps. The compost bins that had been requested for all the weeds were still being considered and staff noted that there was an option of having a structure that collected the rainwater as well.
- In relation to the piece of land at the urupā, it was noted that this was still sitting with Council's legal team, as an application needed to be submitted to Toitū Te Whenua – Land Information New Zealand. The Board requested that someone come to speak to the Urupā Taskforce around this particular request and how it was progressing. Staff agreed to putting together a summary of facts in relation to this, that could be shared with the taskforce.
- Staff acknowledged the lease agreement in relation to the Netball Courts and how old it was.
- In relation to the Park Road Reserve rock wall, the Board expressed concern that the locals would be upset about disrupting the oysters. It was the hope of staff that the rocks would help to bring back the natural environment but noted it was a good point that they would ensure was taken into consideration.
- There was concern raised regarding the Spencer Avenue Reserve Concept Plan and managing community expectations around what was planned versus what would be delivered due to funding. Staff clarified that the intention was still to deliver what was planned, but staff were happy to have an onsite meeting with the Board if they wanted to ensure their understanding of the project was still correct.
- In relation to the new playground at Kiokio Reserve, this project was in the Long Term Plan. Staff clarified that funding was included in the current financial year for the design, however there were regulation changes in relation to the installation of a flying fox. This did not mean that a flying fox was off the cards, but rather understanding through the design phase what was required. Staff would follow this up to see where it was scheduled in the work programme.

The Board expressed thanks to staff for their time and information, noting that it was thorough and detailed.

Relevant actions	Responsible
<ul style="list-style-type: none"><li>• Request for an assessment of the road to be undertaken to ensure that Bledisloe Park Road was still considered safe due to all the under slipping occurring.</li><li>• Ensure the Board was provided with a link to the app that had a map of the urban and rural mowing areas.</li><li>• Follow up regarding letter to resident communicating outcome of Traffic Mirrors proposal.</li><li>• Further discussion with appropriate staff regarding the CCTV camera that the Board requested.</li></ul>	Governance Advisor
<ul style="list-style-type: none"><li>• Investigate the potential for the Board to fund some of the Spencer Avenue Culvert project, to allow the project to come off hold.</li><li>• Provide the Board with information in relation to Wilson Road North project progression.</li></ul>	Transportation Director
<ul style="list-style-type: none"><li>• Provide the Board with a summary of facts in relation to the urupā land parcels, so that it could be shared with the Urupā Rōpū.</li><li>• Follow up to see where the Kiokio Reserve Playground project was at, particularly in relation to having a flying fox.</li></ul>	Reserves and Facilities Manager

The workshop closed at 8.17pm

Maketu Community Board Workshop Notes – 25 March 2025

**MAKETU COMMUNITY BOARD  
WORKSHOP**

<b>DATE:</b>	Tuesday 20 May 2025 at 6.00pm
<b>HELD:</b>	Maketu Community Centre
<b>TOPICS:</b>	<div><div>1. Book Shelter</div><div>2. Financials: Releasing of Unspent Funds</div><div>3. Wilson Road North Rehabilitation</div></div>
<b>MEMBERS PRESENT:</b>	Chairperson T Hopping, Cr L Rae, and Deputy Mayor J Scrimgeour, Member R Corbett
<b>APOLOGIES:</b>	Member D Walters, B Waterhouse
<b>STAFF IN ATTENDANCE</b>	S Dunstan (Project Engineer Transportation), J Minchington (Senior Project Engineer Transportation) and E Logan (Governance Advisor)

Book Sharing Shelter
<p>The Architect was in attendance to present exterior design concepts for the book-sharing shelter, showcasing ideas for each side of the structure.</p> <ul style="list-style-type: none"><li>• The Board reviewed and discussed the proposed exterior designs, offering feedback and suggestions.</li><li>• Board members debated the potential installation of a solar light to enhance visibility and usability of the shelter during nighttime hours.</li><li>• Various methods of sourcing books for the shelter were discussed, noting that there were many individuals within the community that would likely be willing to contribute.</li></ul>

Direction	RESPONSIBLE
<ul style="list-style-type: none"><li>• Proceed with exterior design phase of project.</li><li>• Incorporate solar lighting within the interior of the shelter to enhance visibility during the nighttime.</li></ul>	Architect

Financials: Releasing Unspent Funds
<ul style="list-style-type: none"><li>• The Community Board was advised that there were several commitments for projects that remained as unspent in their financial report. They were advised that they should resolve to commit the funds back into their reserves budget before the end of the financial year.</li><li>• The Board were advised that a resolution to release unspent commitments for the following recommendations would be included in the next financial report: MC20-6.7 \$30,000, MKC23-4.9 \$21,770, MKC23-5.4 \$7,500.</li><li>• Board members asked when staff planned to engage with them regarding the upcoming budget, noting that such engagement had occurred in previous years.</li></ul>

RELEVANT ACTIONS	RESPONSIBLE
Confirm the timing of staff engagement with Board members regarding the annual budget.	Governance Advisor
Include a recommendation into the 17 June 2025 Board meeting Agenda to release unspent committed funds into the Reserves Account.	

**Wilson Road North Rehabilitation**

Transportation staff were in attendance to discuss the Wilson Road North Rehabilitation project.

- Staff presented draft design concepts to the Board, noting that further details were yet to be resolved.
- Staff had held an onsite meeting with Te Arawa Lakes Trust to inform them about the stormwater discharge, noting that discussions had been positive so far.
- Approval from Heritage New Zealand had been received and was able to be used.
- Staff advised that the installation of the footpath was not expected to significantly impact the roadway or nearby residents.
- It was noted that introducing a heavy vehicle ban could be pursued through the Traffic and Parking By-law.
- Staff and Board members discussed organising a community hui to engage with residents on the rehabilitation project and the Board-funded footpath, once designs had been finalised.

DIRECTION	RESPONSIBLE
<ul style="list-style-type: none"><li>• Install Board-funded footpath concurrently with the road rehabilitation.</li><li>• Organise for final design to be presented to the Board once completed.</li></ul>	Transportation Staff

RELEVANT ACTIONS	RESPONSIBLE
<ul style="list-style-type: none"><li>• Staff and Board members to organise a hui with residents to discuss the confirmed design.</li></ul>	Transportation staff and Board members.

The workshop closed at 7.55pm

**MAKETU COMMUNITY BOARD  
WORKSHOP**

<b>DATE:</b>	Tuesday 22 July 2025 at 6.00pm
<b>HELD:</b>	Maketu Community Centre
<b>TOPICS:</b>	<ol style="list-style-type: none"><li>1. Dog Control and Compliance</li><li>2. Information Centre Mural</li><li>3. Ngaparaoa Drive Playground</li></ol>
<b>MEMBERS PRESENT:</b>	Chairperson T Hopping, Member R Corbett, Member D Walters, Cr L Rae, and Deputy Mayor J Scrimgeour
<b>APOLOGIES:</b>	Nil
<b>STAFF IN ATTENDANCE</b>	D Elvin (Compliance and Monitoring Manager), R Garrett (Governance Manager)

**Dog Control and Compliance**

The Compliance and Monitoring Manager was in attendance to facilitate a discuss with the Board about developing a strategic approach to address ongoing dog related within Maketu.

- Staff advised Board members to actively engage with the community and encourage residents to lodge Attenno/Service Requests to report dog-related concerns, instead of posting on social media platforms such as Facebook.
- The Board expressed interest in organising a community hui to connect with residents and gain insight into local concerns regarding dogs.
- Staff noted that if initial educational outreach proved ineffective, an escalated compliance response was required.

Maketu Community Board Workshop Notes – 22 July 2025

RELEVANT ACTIONS	RESPONSIBLE
<ul style="list-style-type: none"> <li>The Compliance and Monitoring Manager would attend a community engagement hui alongside Board members to discuss the dog relation issues within Maketu.</li> </ul>	

Information Centre Mural
<p>The Local Artist was in attendance to provide the Board with an update on the progress of the mural project on the information centre.</p> <ul style="list-style-type: none"> <li>That artist advised that the mural would require a couple of additional days to complete.</li> <li>The Board noted that including a plaque or QR code beside the mural would be beneficial to explain its meaning and background to the public.</li> </ul>

DIRECTION	RESPONSIBLE
<ul style="list-style-type: none"> <li>The Board instructed the local artist to proceed with the mural work and complete the painting in full, as previously planned.</li> </ul>	Local Artist

Ngaparaoa Drive Playground
<p>The Board led a brainstorming session to identify preferred play equipment for installation at Ngaparaoa Drive playground, and to discuss a funding allocation it is comfortable committing.</p> <ul style="list-style-type: none"> <li>Interest was expressed in including a basketball hoop as part of the new equipment.</li> <li>The Board indicated a willingness to allocate approximately \$50,000 toward the purchase of playground infrastructure.</li> </ul>

DIRECTION	RESPONSIBLE
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Maketu Community Board Workshop Notes –22 July 2025

<ul style="list-style-type: none"><li>• Staff were requested to attend the upcoming Board workshop to assist members in assessing what play equipment configurations are feasible within the space available.</li><li>• Staff to provide the Board with cost estimates for installing a basketball hoop, with consideration also given to quoting for a half court installation.</li></ul>	Reserves and Facilities Team
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The workshop closed at 8.01pm

Maketu Community Board Workshop Notes – 22 July 2025



**9.2 MAKETU COMMUNITY BOARD – CHAIRPERSON’S REPORT – AUGUST 2025****File Number:** A6860771**Author:** Tippiany Hopping, Community Board Chairperson**Authoriser:** Adele Henderson, General Manager Corporate Services**EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

1. That the Chairperson’s report dated 12 August 2025 titled “Maketu Community Board – Chairperson’s Report – August 2025” be received.

This Chairperson’s report marks the final Maketu Community Board meeting of the 2022–25 triennium. Working with the Board this term has been a unique opportunity to contribute to local decision-making and support progress on issues important to our community. I would like to take this opportunity to sincerely thank each member of the Board for their contributions toward achieving positive outcomes for Maketu. In particular, I want to acknowledge Councillor Laura Rae for her dedication and tireless advocacy on behalf of our community. Her strong voice, evident leadership, and pride in our place has made a visible impact throughout the term. We are proud of her election to Council last year—an important achievement and a significant win for local representation.

For many of us on the Board, this was our first time in such a role. I am hopeful that this experience has brought growth, both personally and collectively, and that we leave with pride in what we have accomplished. We are especially grateful to the voters and community members whose trust and ongoing support empowered us to do this mahi on behalf of our community.

A heartfelt thank you to the many local legends, volunteers, emergency services and community groups who contribute their time and energy to keeping Maketu magical, safe and proud. Your work is deeply appreciated by our community.

Special thanks to the Council staff, who have worked alongside us, often through complex and long-standing issues, to help deliver outcomes that matter to our community. Your collaboration has been invaluable. Thank you to the Governance Team, particularly our Advisor, for her consistent support, clear guidance, and follow-through on key projects. Her efforts to keep the Board informed and on track have been genuinely valued.

We also acknowledge the passing of Councillor Richard Crawford in 2024. His loss was a moment for the Board to reflect and adjust. We remember his contributions with sincere respect.

Below is a summary of some of the key activities and projects the Maketu Community Board has been involved with over the triennium.

**Community Infrastructure & Emergency Resilience:**

- Te Arawa Monument Reserve BBQ installed, and picnic table relocated to the coastal edge of Whakaue Sports Ground.
- New rugby goal posts and a footpath along Whakaue Sports Ground to improve access to the school and pedestrian safety.
- New bus shelter on Arawa Ave, providing safe, dry space for Tamariki & Rangatahi to wait for the school bus.
- Electric bike rack installed at Surf Club carpark.
- Macrocarpa tree removal, eliminating safety risks to several homes and remove a source of power outages.
- Wilson Road North Footpath extension project approved to improve pedestrian connectivity back into the village & school.
- Spencer Avenue Culvert resolved to improve, to enhance and support natural drainage flow out of the village.
- Surf Club area improvements, including rock revetment for coastal protection and safer pedestrian areas by fencing off rocks.
- Drainage improvements to reduce surface flooding risk.
- Wharekahu Urupā upgrades including improved contouring to better channel the stormwater, implementation of handrails and improved water collection and rubbish facilities.
- Maketu Emergency Response Plan updated with significant work and leadership from Tricia Haines.
- Support for Spencer Avenue tidal creek culvert by progressing discussions with Regional Council to consider an alternative culvert for Wharepoukōrero wetlands.
- Maketu Spit renourishment in collaboration with Regional Council.
- Stormwater assessment walkabout with Council's Waters Team.
- Hapimana Road Culvert project idea to scope this as a wetland to support the natural water flow.
- Managed retreat conversations initiated with our community, in response to climate resilience needs.

- Wilson Road North rehabilitation; final design is underway for 2025–2026 roading season implementation.
- School Road carpark upgrades to improve drainage and accessibility.
- Boat ramp remedial work completed.
- Cycleway connections scoped from Maketu Road to Spencer Avenue Reserve; although concepts were not accepted by Te Arawa Lakes Trust, initial groundwork has been laid.

**Planning & Submissions:**

- Annual Plan and Long-Term Plan submissions to shape Council priorities.
- Representation Review victory, with a strong submission and presentation to the Local Government Commission that successfully helped overturn Council's decision to form Community Ward Boards and retain the Maketu Community Board—a proud moment for Maketu.
- Local Waters Done Well submission supporting sustainable, single Council-led water services. Council has since decided to progress a multi-Council Control Organisation.
- CCTV grant application submitted to enhance safety at Ford Road Carpark. Although declined, it highlighted the need for coverage in this area.

**Grants & Community Engagement:**

- Ongoing communication and consultation with the Maketu community to support Council projects and necessary works.
- Advocated for more rubbish bins and tidier public spaces.
- Mural "Baskets of Knowledge" by Robyn Williams commissioned.
- Book Shelter implemented to enable people to swap books and encourage reading in our community.
- Requested full transparency and public communication from Council for an updated Maketu Projects List.
- ANZAC Committee Grant to support commemorations and community breakfast.
- Maketu Surf Lifesaving Club Grant for essential gear and Junior Surf programme.
- Endorsed that the Town Centre Development Fund be used toward the restoration of the Te Arawa Monument, recognising Maketu historical & cultural significance.

As this term ends, I leave this role filled with gratitude for the chance to serve, for the lessons learned, and for the meaningful progress made. I am proud of what we have achieved together and confident that Maketu is in a strong position for the future and look forward to seeing this momentum continue with the next Board. Good luck to all the candidates running in the upcoming election.

Thank you again, Maketu.

Ngā mihi nui.

**9.3 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – AUGUST 2025****File Number:** A6860684**Author:** John Scrimgeour, Deputy Mayor**Authoriser:** Adele Henderson, General Manager Corporate Services**EXECUTIVE SUMMARY**

1. The purpose of this report is for Deputy Mayor Scrimgeour to provide the Board with updates on the items listed below.

**RECOMMENDATION**

1. That Deputy Mayor Scrimgeour's report dated 12 August 2025 titled "Maketu Community Board – Councillor's Report – August 2025" be received.

**TOPICS FOR UPDATE AND DISCUSSION**

- Annual Plan/Rate Setting
- Te Puke Wastewater Treatment Plant Upgrade
- Local Water Done Well Project
- Local Government Reform/Amalgamation Conversations
- Upcoming Elections/Interregnum Period

#### 9.4 MAKETU COMMUNITY BOARD – OTUMAKORO STREAM CULVERT UPGRADE – MAKETU ROAD – AUGUST 2025

File Number: A6887868

Author: Calum McLean, Director Transportation

Authoriser: Peter Watson, Acting General Manager, Infrastructure Group

##### EXECUTIVE SUMMARY

1. The purpose of this report is to provide the Maketu Community Board with detailed information about the Council-led Otumakoro Stream Culvert Upgrade project and seek the Boards approval to proceed. The report summarises project progress, outlines funding requirements, and highlights key considerations to support the Board in its decision to either reconfirm or rescind its commitment to funding and delivering the project outcome.

##### RECOMMENDATION

1. That the Transportation Director's report dated 12 August 2025 titled 'Maketu Community Board – Otumakoro Stream Culvert – Maketu Road – August 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 Maketu Community Board:
  - a. **Reconfirms** its previous decision (Resolution MKC25-2.4) to allocate up to \$150,000 from the Maketu Community Board Roading Account as a contribution towards the completion of the Council-led project titled 'Culvert Upgrade on Spencer Avenue', now referred to as the Otumakoro Stream Culvert Upgrade; and
  - b. **Notes** that Resolution MKC25-3.5, which approved an additional \$50,000 toward the project from the Maketu Community Board Reserve Account, was conditional upon a decision report being presented at the Board's meeting scheduled for 12 August 2025; and
  - c. **Confirms** its approval to proceed with the additional expenditure of \$50,000 from the Maketu Community Board Reserve Account, in accordance with Resolution MKC25-3.5, as this decision report has been received and considered by the Board.

OR

That the Maketu Community Board does not approve to progress funding for the Council-led Otumakoro Stream Culvert Upgrade project and therefore rescinds resolutions MKC25-2.4 and MKC25-3.5, which previously approved contributions toward the project from the Maketu Community Board Roding Account and Reserve Account.

## BACKGROUND

1. The Otumakoro Stream Culvert Upgrade project is a Council-led project that intends to enhance the ecological function and hydraulic performance of the Otumakoro stream crossing beneath Maketu Road (**Attachment 1**). It aims to improve stream health outcomes, including better fish passage, reduce scour and erosion, as well as alleviate localised flooding issues that have been raised by the community. The project scope also allows for the future construction of a cycleway extension along Maketu Road across the Otumakoro stream location.
2. The total (estimated) cost to deliver the culvert upgrade is estimated at \$150,000 (excluding GST) for the construction costs, and an additional \$50,000 (excluding GST) to cover the remaining professional services costs, including the consenting processes, procurement and MSQA. Due to budget constraints within Council, the project has been put on hold for several years.

## Project Detail

3. The investigation and design phase of the project is largely complete. The technical scope of the project includes the extension of the existing culvert, and the construction of a new culvert structure positioned adjacent to it. This approach will improve water flow capacity and resilience. To future-proof the crossing for active transport, the culvert will be lengthened to accommodate a future cycleway. The project also involves the installation of a new combined inlet and outlet structure to enhance water management. Importantly, fish-friendly flap valves will be installed to facilitate aquatic passage while guarding against tidal intrusion. Full design drawings are provided in **Attachment 2**.
4. Before construction can commence, key regulatory approvals must be secured. These include an Archaeological Authority from Heritage New Zealand and a permit from the Bay of Plenty Regional Council for in-stream works. Details of these requirements are outlined in **Attachment 3**.

## Community Board Involvement

5. At a Maketu Community Board workshop in April 2025, Board members expressed their interest in providing the remaining funding that was required to complete the project. Members also advocated for the inclusion of design features that would

allow for a future shared pathway along Maketu Road, crossing the Otumakoro Stream.

6. Following discussions with Council staff about the estimated remaining costs, the Maketu Community Board passed resolution MKC25-2.3 at its meeting on 15 April 2025. Through this resolution, the Board committed up to \$150,000 from its Roothing Account to support the construction phase of the project and also requested that a provision for a shared pathway along Maketu Road be incorporated into the final design.

#### Resolution MKC25-2.3

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

AND

*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.*

7. Additionally, on 17 June 2025, through resolution MKC25.3.5, the Board approved, in principle, a further commitment of \$50,000 from the Maketu Community Board Reserve Account to cover the projects remaining professional service costs, which include the consenting processes, procurement and MSQA. This funding decision was made subject to a formal report being presented at the Board's final meeting of the triennium (12 August 2025).

#### Resolution MKC25-3.5

*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.*

8. This report has been prepared to assist the Board in its decision-making to date. It also presents the Board with an opportunity to either confirm or rescind its funding commitment for the remaining project costs, using all available information as the foundation for its decision.

### **SIGNIFICANCE AND ENGAGEMENT**

9. The Local Government Act 2002 (LGA) 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.



10. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
11. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it does not require a significant alteration to a level of service, a transfer of ownership or control of a strategic asset, or a special consultation procedure under the LGA, and its impacts are confined to the Maketu Community.

### ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication	
Tangata Whenua	Engagement with Ngati Makino, Ngati Pikiao, Ngati Rangitihi, Ngati Whakakaue ki Maketu, and Te Arawa Lakes Trust will be undertaken prior to submission of resource consent and archaeological authority applications.	Planned
Maketu Road Residents living near site	A written notification will be provided to neighbouring residents prior to commencement of construction.	

### ISSUES AND OPTIONS ASSESSMENT

<p><b>Option A (Recommended)</b></p> <p>That the Maketu Community Board:</p> <ul style="list-style-type: none"> <li>Reconfirms its decision to 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', now known as the Otumakoro Stream Culvert upgrade, as per resolution MKC25-2.4; and</li> <li>Approves to progress with the additional expenditure commitment of \$50,000 from the Maketu Community Board Reserve Account as per resolution MKC25-3.5.</li> </ul>	
<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> </ul>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>Facilitates the construction of a future cycleway extension.</li> <li>Improves stream health outcomes.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<ul style="list-style-type: none"> <li>• Improves the hydraulic capacity of the culvert crossing.</li> <li>• Decision likely to be positively perceived by the community.</li> </ul> <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Cost</li> <li>• Disruption during construction</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	\$200,000 (excluding GST) for construction and professional services costs.
<p><b>Option B</b></p> <p>That the Maketu Community Board <u>does not</u> approve to progress the funding of the Council-led Otumakoro Stream Culvert Upgrade project.</p>	
<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>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• No cost</li> <li>• No disruption</li> </ul> <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Does not facilitate the construction of a future cycleway extension.</li> <li>• Does not improve stream health outcomes.</li> <li>• Does not improve the hydraulic capacity of the culvert crossing.</li> <li>• Decision likely to be negatively perceived by the community.</li> </ul>
<b>Costs (including present and future costs, direct, indirect and contingent costs).</b>	Nil

## STATUTORY COMPLIANCE







12. The recommendation(s) meets:

- (a) Local Government Act 2002
- (b) Land Transport Management Act 2003
- (c) Resource Management Act 1991

**FUNDING/BUDGET IMPLICATIONS**

<b>Budget Information</b>	<b>Funding</b>	<b>Relevant Detail</b>
<ul style="list-style-type: none"><li>• Maketu Community Board Rooding Account</li><li>• Maketu Community Board Reserve Account</li></ul>		<p>The project will be funded as follows:</p> <ul style="list-style-type: none"><li>• \$150,000 from the Maketu Community Board Rooding Account for construction costs (as per resolution MKC25-2.3).</li><li>• \$50,000 from the Maketu Community Board Reserve Account for professional services costs (as per resolution MKC25-3.5).</li></ul>

**ATTACHMENTS**

1. **Stormwater Assessment**  
2. **Design Drawings**  
3. **Planning Assessment**  



Memorandum

To	Western Bay of Plenty District Council (WBoP)
Copy	Paul Anderson, Michelle Windsor, Isla Simmonds, Josiah Simmonds
From	Anand Kumar
Office	Hamilton
Date	15 February 2024
File/Ref	2-91W83.97-01
Subject	Culvert Upgrade Assessment – Maketū Road / Otumakoro Stream

1 Introduction

1.1 Background

The Otumakoro Stream Culvert on Maketū Road, near Spencer Avenue West (property location: 643 Maketū Road), has been proposed to be upgraded by Western Bay of Plenty District Council (WBoP). This is shown in Figure 1-1.

WBoP and WestLink BoP engaged WSP to carryout out design and consenting for this culvert upgrade. The culvert upgrade has been proposed due to following reasons:

- To facilitate the construction of a future cycleway extension along Maketū Road across the Otumakoro Stream location.
- To improve stream health outcomes including better fish passage and reduced scour and erosion.
- To improve the hydraulic capacity of the culvert crossing to address customer flooding complaints.



Figure 1-1: Location of Otumakoro Stream Culvert



## 1.2 Purpose of Technical Memorandum

The purpose of this technical memorandum is to outline the proposed culvert upgrade works at the Otumakoro Stream Culvert on Maketū Road and to confirm that the works will have no adverse stormwater effects.

## 1.3 Scope of works

The scope of this project is detailed, and an overview shown in Figure 1-2.

- Extension of the existing culvert
- Duplication of a new culvert adjacent to the existing culvert
- Culvert lengthening to accommodate a future cycleway
- New combined inlet structure
- New combined outlet structure
- New fish-friendly flap valves to protect against high tide levels while providing fish passage through the culvert pipeline.

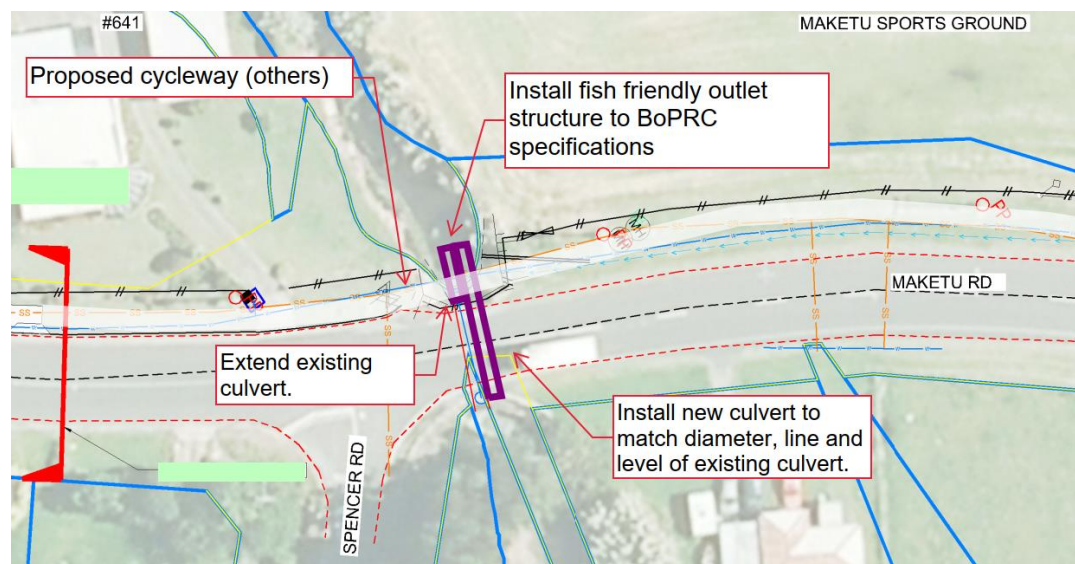


Figure 1-2 : Sketch of Proposed Works for Otumakoro Stream Culvert Upgrade

## 2 Site Description

### 2.1 Catchment

The Otumakoro Stream culvert has an upstream catchment of approximately 1.41 km<sup>2</sup> (According to Flood memo Rev 5, see Appendix A). The catchment area consists of predominantly pastoral land and rural residential area (see WBoP District plan map Appendix B). Regarding water courses in Maketū, the town is surrounded by several significant water bodies, including rivers, streams, and estuaries. The Otumakoro stream discharges in the Maketū Estuary which connects the Bay of Plenty to the catchment.

The culvert outlets at the margins of the Maketū Estuary and is subject to tidal processes that affect the hydraulic performance of the culvert to convey stream flows to the estuary during high tide events.

Stormwater from Spencer Ave flows through a culvert, draining into the nearby stream, preventing flooding and ensuring proper drainage in Maketū.

## 2.2 Flood Hazards

It is understood from previous flooding assessments undertaken by Waterline Engineering and Tonkin and Taylor (see Appendices A and C respectively), that this catchment is prone to coastal inundation and stormwater flooding events, with Maketū Road and the surrounding area estimated to flood during a 1 in 20-year storm event. The Maketū township is identified as a flood hazard zone in the WBoP District Plan (see Appendix B).

The flooding is due to the flat topography and relatively low-lying area near the Maketū Estuary, with the estuary high sea levels leading to inundation and flooding events.

The coastal conditions impact on the hydraulic performance of Otumakoro Stream culvert, especially during high tidal events, prevent storm flows from discharging freely to the estuary; causing flooding to upstream areas.

The existing 900 mm dia. culvert has been previously identified as being undersized to cater for the estimated peak flows during design storm events, contributing to flooding upstream properties.

## 2.3 Topographic survey

A topographic survey has been carried out at this location as part of Maketū Cycleway design. The level of the road, fence and culvert has been provided in the topographic survey drawing (See topographic survey drawing snapshot below in Figure 2-1).

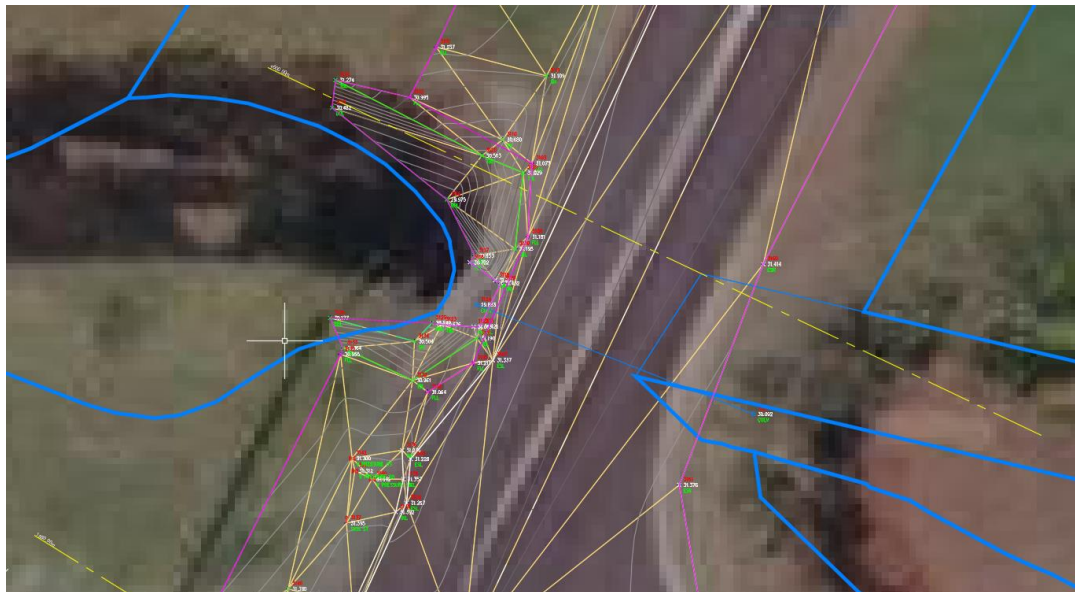


Figure 2-1 : Combined existing topographic survey

## 2.4 Geotechnical Assessment

The Geotechnical assessment has been carried out at two locations, as shown in Figure 2-2. Refer to Appendix D for the test results.



Figure 2-2 : CPT test locations

The assessment suggests that the total static settlement which would occur under the load of embankment fill is 40 mm. The static settlement will be 10 mm immediately, and 30 mm over the long term, providing total settlement as 40 mm.

## 2.5 Site visit and Assessment of Existing Culvert

The site was visited by a WSP Engineer on 12 October 2022 to assess the condition of existing culvert pipe, wingwall, flap etc. See Figure 2-3 for inlet and outlet, and internal pipe conditions, as at the time the site was visited. The existing concrete culvert (installation date circa July 1979 based on council GIS data, see Appendix E) appears to be in reasonable condition based on the visual inspection and does not require immediate replacement. The culvert outlet is fitted with a flap valve to protect against tidal backflow. The flap gate is understood to be fish-friendly, with a delayed shutting mechanism to enable fish to pass through the culvert prior to completely closing during high tide events.





Figure 2-3 : Site Visit Photographs (12/10/2022). Top left: Inlet; Top right: Outlet; Bottom left: pipe interior; Bottom right: pipe interior

### 3 Stormwater Design

The key stormwater design elements are outlined below:

- **Culvert Extension**
  - The existing 900 mm dia. culvert is proposed to be extended approximately 2.5 m (total length of 12.5 m) to facilitate the future cycleway.
  - The existing culvert was found to be in reasonable condition which did not require immediate repairs or replacement.
- **Culvert Duplication**
  - An additional 12.5 m long 900 mm dia. culvert is proposed alongside the existing culvert to create additional hydraulic capacity to the Maketū Road crossing and address customer complaints by improving stormwater flooding in the Otumakoro Stream catchment. The culvert size has been selected to suit the project budget.
  - The additional culvert is also lengthened to facilitate the future cycleway.
- **Inlet Structure Upgrade**
  - A new combined concrete wingwall structure is proposed to accommodate the new culvert structure adjacent to the existing culvert. The proposed inlet will replicate the existing inlet conditions including the allowance of an inlet grille to prevent unauthorised entry into the culvert (Safety by Design consideration).
- **Outlet Structure Upgrade**
  - A new combined concrete wingwall structure and riprap apron is proposed to accommodate the new culvert structure and existing culvert extension.

- The structure is intended to provide energy dissipation to protect against scour and to prevent slumping / rilling of the embankment fill material behind the culvert outlet ends.
- Flap valves are proposed to prevent high estuary levels reaching upstream. Fish passage considerations are outlined in the section below.
- **Fish Passage Treatment**
  - Torrent fish friendly floodgates are proposed on both culvert outlets to provide best-practice fish passage treatment while maintaining protection from high estuary water levels, as recommended by the ecological assessment of 4 sight in 2023.
  - Embedment of the culvert diameter by 25% as a fish passage treatment measure is not feasible for this situation as the flap valves would become blocked and cease to function as intended.
  - The culvert alignments more or less follow the same longitudinal gradient of the Otumakoro Stream

## 4 Assessment of Stormwater Effects

Due to the nature of the catchment characteristics, the stormwater effects of the works can be assessed at a qualitative level only. As demonstrated below – the conclusion that the project works will have no adverse effects and largely yield positive stormwater effects can be derived through applying theory and first principles.

The stormwater effects assessed were:

- 1 Flooding hazards to roads and neighbouring properties
- 2 Erosion and scour to Otumakoro Stream
- 3 Water quality to Otumakoro Stream

### 4.1 Flooding

The proposed works to extend the existing 900 mm dia. culvert and to install an additional 900 mm dia. culvert adjacent to, and at a similar invert level to, the existing culvert will increase the hydraulic capacity of the road crossing and have the following flood effects:

- Reduced headwater levels during storm events and reduced frequency of flooding to upstream properties during large storm events.
- Reduced frequency of Maketū Road being overtopped during storm events.
- Increased tailwater levels during routine storm events. Given the few residential properties and dwellings are at a similar level to that of Maketū Road, the risk of flooding to these properties because of the upgrade will slightly decrease. This is because these properties will only experience flooding from the Otumakoro Stream if the Maketū Road is also in flood. Given Maketū Road being overtopped by stormwater flows will be reduced, the flooding to downstream properties will therefore also be reduced.
- The extension of the existing culvert to facilitate the cycleway will slightly reduce the hydraulic capacity due to the additional head losses from a longer pipeline, however the additional 900 mm culvert will provide significantly more hydraulic capacity than what is lost from this extension alone, yielding a net positive.

### 4.2 Erosion and Scour

The proposed works will increase the peak flow discharge to the Otumakoro Stream at the outlet. The flow velocities can lead to localised scouring without the inclusion of suitable energy dissipation at the outlet structure. A concrete wingwall and rip rap apron is provisioned as part of the works to dissipate flow velocities such that the risk of scour and accelerated erosion is mitigated. The outlet structure energy dissipator has been designed in accordance with Hydraulic Design of Energy Dissipators for Culverts and Channels - Hydraulic Engineering

Circular Number 14, Third Edition (HEC 14) which is considered an acceptable best-practice method.

While the duplication of the 900 mm culvert will increase the hydraulic capacity of the system, the additional cross-sectional area available to convey stormwater flows will reduce flow velocities especially for routine and intermediate storm events.

4.3 Water Quality

During construction there is a risk of contaminating the downstream environment with sediment laden runoff. Erosion and sediment control measures are required to mitigate against the risk of erosion and sediment transportation into the Maketū Estuary. Refer to the project Erosion and Sediment Control Plan (ESCP), see Appendix F.

Once the culverts are fully operational (including the fitting of the flap valves), there will be no impact on the water quality of the stream.

4.4 Fish Passage

Currently, prolonged closure or high-water speed impedes fish passage. Fish prefer still or slight head currents over swimming against strong flows. Improving fish passage extends migration chances for upstream movement. Due to their effectiveness, and to avoid potential blockage, WSP recommend flexible baffles, as the best practical option. Additionally, flexible baffles have the function to “bend over” in high flows, thereby maintaining close to 100% capacity.

ATS Environmental<sup>[1]</sup> recommends a 100 mm x 450 mm Flex baffles at a 1200 mm spacing for both pipes.

5 Conclusion

The proposed culvert upgrade works at Otumakoro Stream / Maketū Road culvert will largely have positive stormwater effects and have no adverse stormwater effects as summarised in Table 1.

Table 1: Summary of Assessed Effects

Stormwater Assessment Area	Effect
Flooding to Upstream Properties	Net positive
Flooding to Maketū Road	Net positive
Flooding to Downstream Properties	Net positive
Scour and Erosion - Stream	Negligible
Water Quality	Negligible

On this basis, it is recommended that the proposed works can proceed without the need for any additional mitigation measure other than what is already provisioned for within the scope of works.

## 6 Bibliography

- [1] A. Environmental, "SPECIFIERS GUIDE – FLEXI BAFFLE," 13 February 2023. [Online]. Available: <https://www.ats-environmental.com/specifiers-guide-flexi-baffle-in-round-culvert/>.

# Appendices

Appendix A –  
Waterline Engineering Consultant  
Flood Memo Rev 5

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21<sup>st</sup> May 2014

## KAITUNA RIVER REDIVERSION AND WETLAND CREATION PROJECT SUMMARY OF EFFECTS RESULTING FROM WATER LEVEL CHANGES

### 1 INTRODUCTION

The proposed Kaituna River re-diversion will alter the existing regime of water levels in the lower Kaituna River and the Ongatoro/Maketu Estuary. The effects of the Project on water levels in the estuary and in the lower river have been investigated by DHI in their modelling report<sup>1</sup>.

This Memorandum summarises these changes and the resulting effects on flood risks, land drainage and water supplies.

### 2 FLOOD RISKS

There are three locations where water levels, if raised by the Project, could have potentially adverse effects. The three locations are:

1. In the lower Kaituna River which is protected and drained by a flood protection and drainage scheme consisting of stopbanks, drains and pump-stations. Any rise in the water levels in this location would put at risk the land protected by and benefiting from this scheme.
2. Farmland around the upper and middle reaches of the estuary which is protected by and benefiting from similar facilities.
3. Around the Maketu township foreshore which is un-protected and already at risk of flooding, primarily from high seas.

#### 2.1 Water levels in the River

Section 8.2 of the DHI report provides results for six flood scenarios and the resulting water levels at four different locations in the lower Kaituna River. The five scenarios are listed in their Table 8-1 and are various combinations of high river flows and normal and high sea levels, with and without climate change increases.

Table 8-3 lists the change in water levels caused by the Project for each scenario at each location. In all cases the water level drops. Flood waters coming down the river are able to escape more easily through the larger culverts in addition to the river mouth at Te Tumu (DHI has undertaken morphological studies that conclude the river mouth will remain at its existing flood release capacity (Section 7)).

#### 2.2 Water Levels in the Upper Estuary

The upper estuary is defined as that upstream of the Singleton's drain outlet (points 1, 2, 3 and 4 on DHI Figure 8-6).

As described in Section 2.1 above, the DHI report details the resulting water levels at the four different locations.

<sup>1</sup> Kaituna River Rediversion and Wetland Creation Project, Numerical Modelling, DHI 8<sup>th</sup> April 2014

Table 8-2 lists the change in water levels caused by the Project for each scenario at each location. In all cases the water level rises. This is because the estuary will receive more flood water coming from the river through the larger culverts. The magnitude of this rise varies between 5cm and 40cm depending on the scenario and generally persists for 3 to 4 high tides.

Around this section of the estuary the southern shore is protected with stopbanking with a crest level of generally greater than RL2.5m and at least RL2.0m. (Table 8-2 indicates that the stopbanks presently may not have sufficient freeboard for the worst cases).

The maximum post-Project water level predicted<sup>2</sup> is RL2.06m which is 6cm above the existing flood level and is a negligible effect.

### 2.3 Water Levels in the Lower Estuary

Around the Maketu township, the shoreline ground levels are as low as RL1.0m and already at risk of inundation from high water levels in the estuary. DHI has investigated and reported on expected water levels in this area defined by Points 5 and 6 in their Figure 8-6 and shown in their Table 8-2.

These results have been used to prepare plans of the township showing existing flood risks and expected flood risks for various scenarios. These are presented in the following figures:

- Critical*
- Sheet 1 – 5%AEP (1 in 20yr) flow in the Kaituna River with normal sea levels
  - Sheet 2 – 1%AEP (1 in 100yr) flow with elevated sea level (5%)
  - Sheet 3 – 1%AEP river flow with normal sea level
  - Sheet 4 – 5%AEP river with elevated sea level (1%)

Referring to Sheet1, the dark blue shading indicates land at risk of flooding at present from this frequent event and the red area shows the increase in the area after the Project has been completed. Importantly, however, most of these areas are protected by the raised formation of Maketu Rd which at about RL1.5m is above the predicted highest level of RL 1.22m. The area protected is shown cross-hatched. This indicates the importance of the road acting as a stopbank and the flapgates on the end of the culverts under Maketu Rd.

Of note on Sheet 1 is the small area shaded red between Maketu Rd and the estuary (Nos 631 to 641 Maketu Rd). From a site visit this area appears to be at risk due to a low point in the land at its northern end adjacent to the ?????? stream (See Figure 1 below). This will be rectified, if agreed with landowners, by the Project with some minor earthworks.

<sup>2</sup> 5%AEP river flow during a 1%AEP sea





*Figure1 Extract from Sheet 1 showing properties at risk and low land that can be raised. Photo below shows length of low land that should be raised*

Referring to Sheet 2, which is one of the standard combinations of river and sea levels used to describe the 1%AEP event for a coastal community, it can be seen that the township is already at risk of inundation. At present, this might be prevented by Maketu Rd acting as a stopbank but its crest level appears to have no freeboard compared to the predicted estuary water level. As a result of the Project the area at risk is increased a little but the critical risk to be addressed is shown on Sheet 4.

Sheet 3 is the flood risk posed by a 1%AEP flood in the river during normal sea levels. As in Sheet 1 the area is protected by Maketu Rd and the increase in area at risk caused by the Project is either grassed reserve, or houses that can be protected by raising the small piece of land referred to above.

Sheet 4 is the second standard 1%AEP combination of sea and river levels and is more critical than that shown in Sheet 2 because water levels are higher. This combination is that which would be applied to any flood defences (ignoring any increases demanded by climate change). It is obvious from this Sheet that the existing flood level of RL1.99 inundates quite significant areas. It is well above the level of Maketu Rd. The increase caused by the Project is negligible as the red indicates (see Figure 2).



*Figure 2 Flood inundation area of Maketu during worst case scenario showing present area in blue and increased area in red.*

### **3 LAND DRAINAGE**

#### **3.1 From the Farmland**

The other effect considered is on the drains that empty into the estuary. These rely on both gravity, particularly at low and mid-tides, and pumps to drain the farmland around the southern shore. DHI's Figure 8-7 indicates water levels in the estuary will be higher after a flood peak in the river and remain higher for longer, particularly during low tides. Intuitively this will likely lengthen the time it takes for floodwaters to drain off the surrounding farmland. The critical drain potentially affected is Singleton's Gravity Drain and other drains potentially

affected are McKenzie/Burgess, Armstrong and Brain. Additionally DHI have looked at the May 2005 flood event, which is representative of floods that occur more frequently, and the results are similar (Section 8.3, Figure 8-13).

Approximate investigations have been undertaken of the potential adverse effect of these higher water levels on the drainage network and how it operates. Rough estimates have been made of water volumes discharged from both the McKenzie/Burgess and Singleton's Gravity drains, during an extreme flood event<sup>3</sup>. Post-project, the volume discharged under gravity decreases by between 5% and 25%. Mitigating this effect is the lower water levels predicted in the river which will result in increased discharge through the Ford Rd gravity drain and pumpstation (see Section 2.1 above "Water Levels in the River").

These results indicate a potential adverse affect, which once confirmed, will be mitigated by the Project by one of or a combination of four options:

- i) Increase the gravity discharge capacity by increasing culvert sizes or numbers
- ii) Increase the drainage capacity of the internal drains by increasing their size or numbers
- iii) Increasing the flow toward the Ford Rd gravity outfall and pumpstation
- iv) Increasing the pumping capacity of the pump stations by increasing the pump sizes or numbers.

### 3.2 From Maketu Township

The effect of higher estuary water levels has been investigated as it relates to drainage out of the catchment above Spencer Ave. This area presently floods during heavy rain.

The culvert under Maketu Rd at Spencer Ave is a 900mm diameter concrete pipe with a downstream flapgate to prevent high estuary levels reaching upstream. The catchment drained has an area of about 1.4km<sup>2</sup> and is a combination of housing, roads and grassland. An estimation of peak rainfall runoff has been made using the Rational Method using a Time of Concentration of 20 minutes and a 2%AEP (50yr) rainfall event generated by HIRDS (with a 2% increase for climate change). The catchment has been split into 90% grass and 10% impermeable roofs, roads etc.

The peak flowrate has been estimated at 15 cumecs .

The 900mm culvert is not large enough to pass this flow and the stream will overtop Maketu Rd and cause water to back up to a level of the road crest when it overtops (estimated between 1.5m and 1.7m RL). This occurred most recently on the 18<sup>th</sup> April 2014 and is an ongoing problem that should be addressed by the District Council.

For the sake of this study into the effects of higher estuary levels caused by the Project, it has been assumed that a large rectangular crossing is constructed by the District Council, effectively a bridge, of 10 metres span and 1 metre water way height. It is also assumed Maketu Rd crest will be raised to RL1.8m and the downstream channel to the estuary is widened. A design flow of 15 cumecs has been used. The two following Scenarios have been assessed to compare the effect of the Project induced increased water levels in the estuary.

- a) Scenario 2 (5%AEP Kaituna river flow and normal sea level) – the resulting headwater level is RL 1.53m both pre-Project and post-Project and so no effect requires mitigation.
- b) Scenario 4 (5%AEP river and 1%AEP sea) – the headwater level is 2.02m RL and 2.07 respectively. The roadway is well flooded and overtopping and the increase in upstream water level is 5cm which will produce less than minor effects.

<sup>3</sup> 1%AEP river flow and 5%AEP sea level



#### 4 WATER SUPPLIES

Investigations by DHI have confirmed that water levels in the river will be lowered by the Project during day-to-day river flows as well as flood flows. The magnitude of lowering is not great (approximately 5cm) under the worst circumstances. Lower water levels have the potential to adversely affect water supplies drawing from the river.

Three water supplies rely on river water as follows:

- i) Mr Allan Titchmarsh's stockwater supply and irrigation water supply – these extract water from the river via two floating intakes just upstream of the inlet to the new diversion channel. There is no effect on the volume to these supplies.
- ii) The Lower Kaituna Wetland Management Reserve – the Reserve relies on high river levels for water through three intakes of flapgated culverts. In Section 9.2 DHI report that during low flows in the river, over a spring tide, the volume will reduce by about 10%. DHI has suggested installing a second culvert at Intake No 2 of 900mm diameter with an invert at RL -0.5m. This has to be agreed with the stakeholders (DOC, Fish and Game and BoPRC Nat Hazards) but it does form the basis of discussions and further analysis. There is an indication from some of the stakeholders that the location may be of greater benefit to the wetland if it is further upstream.

#### 5 CONCLUSIONS

The proposed re-diversion of more river water into the estuary during floods has been investigated to determine changes to water supplies and flood hazards in the lower Kaituna River and the Maketu Estuary.

In the lower Kaituna River the Project lowers the water levels during floods, hence providing some benefit to the flood protection and drainage scheme. It also lowers water levels during low flows, reducing water into the Lower Kaituna Wetland Management Reserve but this can be mitigated.

In the upper estuary the Project raises water levels during floods a less than minor amount.

Along the estuary shoreline from Waitipuia Stream through Maketu township to the boat ramp the Project results in higher water levels during floods. In the more frequent events the increase is approximately 20cm and the increase in flooded land is small and of grass reserve or can be prevented with some minor earthworks. In the less frequent events (1%AEP) during which some areas of Maketu are presently at risk of severe flooding, the increase caused by the Project is not significant.

Drainage of farmland around the estuary might be potentially affected. This requires further investigation but options exist for its mitigation.

At the outlet of the Spencer Ave drain an upgraded culvert crossing is necessary now to alleviate flooding in the area and is under consideration by the District Council. The increased water levels in the estuary caused by the Project will have a negligible effect on water levels upstream of this culvert if it is appropriately sized.

#### 6 CLIMATE CHANGE

This discussion has ignored the effect of increased flows and sea levels arising from climate change. DHI have reported on this. In the lower river the effect of the Project is to reduce flood levels. Around the township there is no provision at present to accommodate hazards of this nature. The Project increases the existing risk by similar amounts described above.

Prepared by S C Everitt, 21<sup>st</sup> May 2014.



Appendix B –  
Western Bay of Plenty - District Plan  
Flood Hazard Zone Mapping

<p>--- Airport Approach Surface</p> <p><b>Infrastructure</b></p> <p> Designation</p> <p> Formed Roads</p> <p> Limited Access</p> <p> Stop Bank</p>	<p> Coastal Erosion Area - Primary Risk (3)</p> <p> Coastal Erosion Area - Secondary Risk (3)</p> <p> Coastal Erosion Area - Access Yard</p> <p> Coastal Erosion Area - Rural</p> <p> Coastal Inundation Area</p> <p> Flood Hazard</p> <p><b>Land Hazards</b></p> <p> Stability Area - Minden A</p> <p> Stability Area - Minden B1</p> <p> Stability Area - Minden B2</p> <p> Stability Area - Minden C</p> <p> Stability Area - Minden U</p> <p> Stability Area - General</p> <p> Stability Area - Landslip</p>
<p><b>Reserves</b></p> <p> Esplanade Strip</p> <p> Priority proposed esplanade strip/reserve</p> <p> Proposed esplanade strip/reserve</p> <p> Kaimai - Mamaku Forest Park Boundary</p> <p> Reserve</p> <p> Reserve, Department of Conservation</p>	<p><b>Zones</b></p> <p> All Terrain Park (ATP)</p> <p> Commercial</p> <p> Commercial Transition</p> <p> Horticultural Post Harvest</p> <p> Industrial</p> <p> Residential</p> <p> Medium Density Residential</p> <p> Rural Residential</p> <p> Rural</p> <p> Lifestyle</p> <p> Future Urban</p>
<p><b>Significant Features</b></p> <p> Viewshaft</p> <p> Significant Ecological Feature / RAP</p> <p> Outstanding Landscape Feature - 50m (S7a &amp; S8a) - 40m (S9a)</p> <p> Outstanding Landscape Feature</p> <p> Cultural Heritage Feature Boundary</p> <p> Built Heritage Feature</p> <p> Cultural Heritage Feature</p>	<p><b>Zone Overlays</b></p> <p> District Boundary</p> <p> Electricity Transmission Line</p> <p> Electricity Transmission Line Buffer 16m (1)</p> <p> Firing Range Exclusion Zone</p> <p> Identified Area (2)</p> <p> Quarry Effects Management Area</p> <p> TNL 100m Building Line Setback</p> <p> Town Centre Boundary</p> <p> Matakana Island Forested Sand Barrier</p>
<p><b>Structure Plan</b></p> <p> Notable Trees</p> <p> Structure Plan Boundary</p> <p> Greenlane</p> <p> Road</p> <p> Stormwater</p> <p> Wastewater</p> <p> Water Supply</p> <p> Walk/Cycleway</p> <p> Reserve Area</p> <p> Stormwater Pond</p> <p> Minden Lifestyle Structure Plan Area Overland Flowpaths &amp; Local Ecological Features</p>	

Bay of Plenty Regional Council should be consulted before undertaking any activity in the vicinity of Mean High Water Springs to establish the actual line of Mean High Water Springs. Formed roads are indicated as white shading on the road land parcels. Unformed roads have the underlying zone indicated.

(1) Compliance with NZECP 34:2001 is required in this area for *buildings/structures* and *earthworks*. The distance quoted is from the centreline of the transmission line.

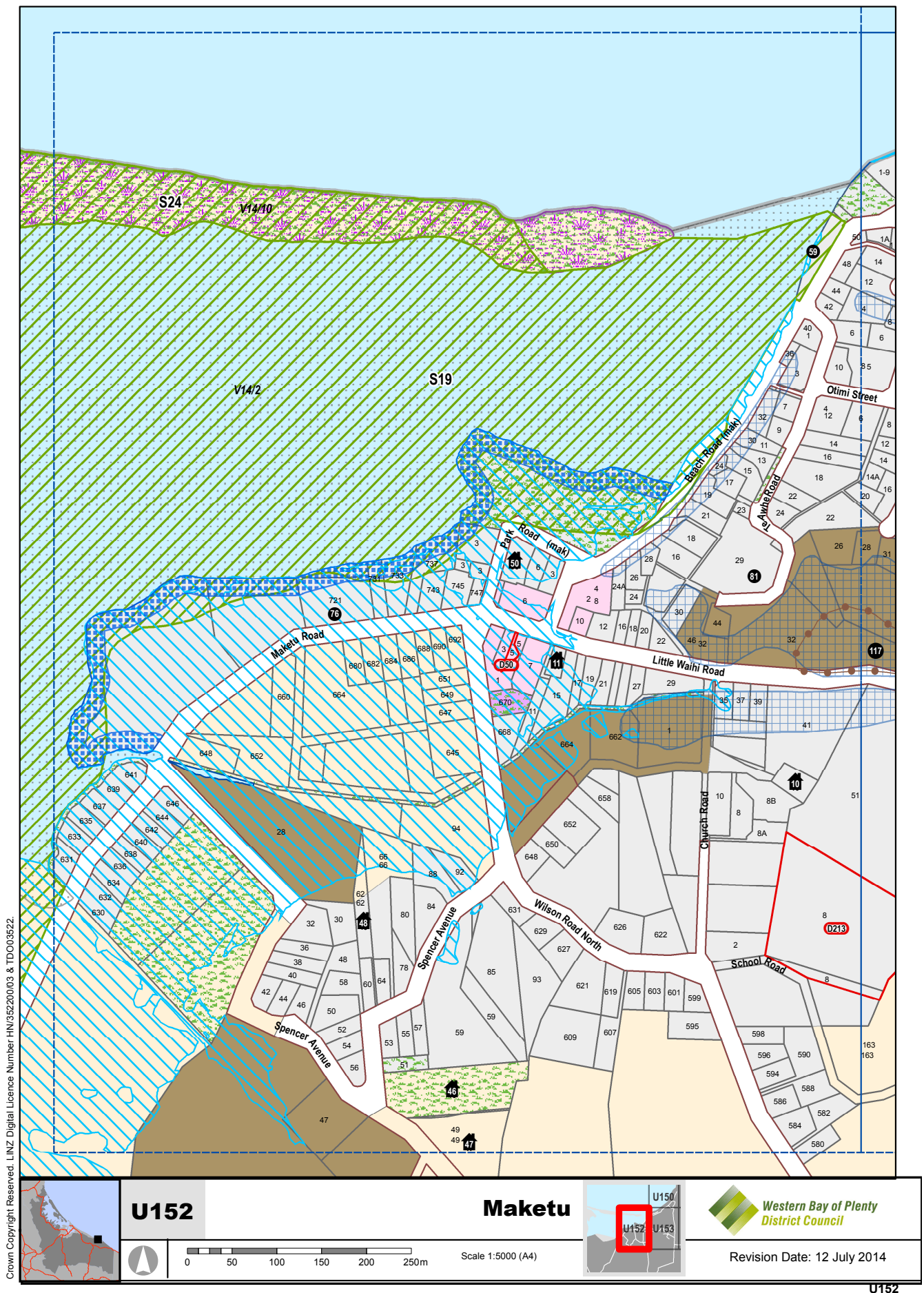
(2) The identified areas include; the community service area at Rangiora, the central hub site within the All Terrain Park and buffer zones in Stage 2 Omokoroa and Binnie Road.

(3) Primary risk includes the whole of the red line and the land towards the sea. Secondary risk includes the whole of the green line up to the edge of the red line.

## Legend

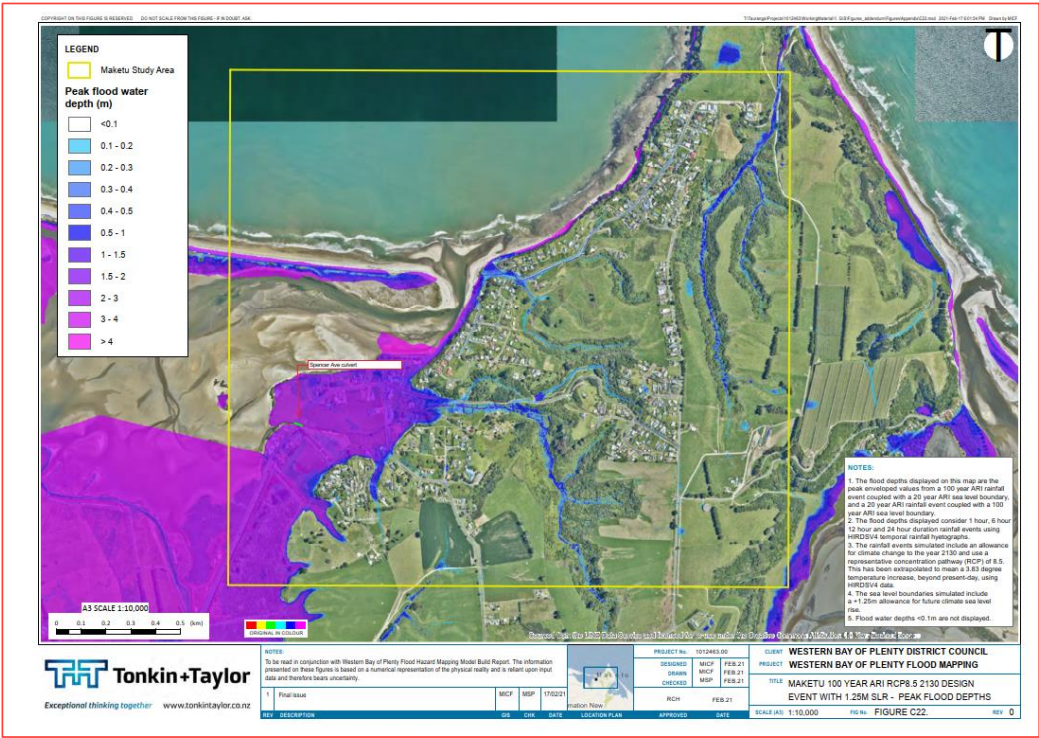
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Appendix C –  
Tonkin and Taylor  
flood map for Maketū





## Appendix D – Geotechnical Investigations

### CONE PENETRATION TEST REPORT



Client : **Wester Bay Of Plenty District Council**  
 Project : **Spencer Ave Culvert Upgrade**  
 Location : **Maketu Rd - Maketu**  
 Hole Number: **1**  
 Tested by : **J Kavanaugh/ L Curtis**  
 Date tested : **09/11/22**  
 Coordinates : **1903738 E**  
                   **5815198 N**  
 Elevation : **5m**  
 Water level : **EOH - Dipped - GWL @ 0.7m**

Project No : **2-91W83.97**  
 Lab Ref No : **HA9911.01**  
 Client Ref No :

Test Results	
Start Time	12:26:00 PM
Time at penetration	12:47:01 PM
Total Time Taken	12:21:01 AM
Reference level	0
Ground level	0
Predrill	0
Penetration Depth	25
Remarks	Target Depth
GPS Type	Garmin eTrex 20
GPS Accuracy	+ / - 3m
GPS Reference Grid	NZTM
GPS Datum	MSL
Rig Type	GeoMil Panther 100/ Flex 200
Rig ID	CPT03
Reaction Force	Dead weight 10/22 tonnes
Data Acquisition ( Digitizer )	GeoMil GME500
Acquisition Program	GeoMil CPTest
Reporting Program	GeoMil CPTask
Cone Type	C10 ( 10 Tonne Compression )
Cross Sectional Area	10cm <sup>2</sup>
Cone Area Ratio	0.8
Fluid Type	Silicone Fluid
Friction Reducer	0.55m behind base of cone
Application Class ( ISO 22476-1 )	3
Test Type ( ISO 22476-1 )	TE2 ( Measured Cone and Sleeve )
Back Fill Method	Bentonite
Observations During Testing	None
Test Methods: ASTM D5778-12	
ISO 22476-1:2012	

Date tested : 09/11/22  
 Date reported : 09/11/22

This report may only be reproduced in full, including  
 corresponding calibration data, daily logs, and CPT graphs.

IANZ Approved Signatory

Designation : *CPT North Island Manager*  
 Date : 09/11/22



All tests reported herein  
 have been performed in  
 accordance with the  
 laboratory's scope of  
 accreditation

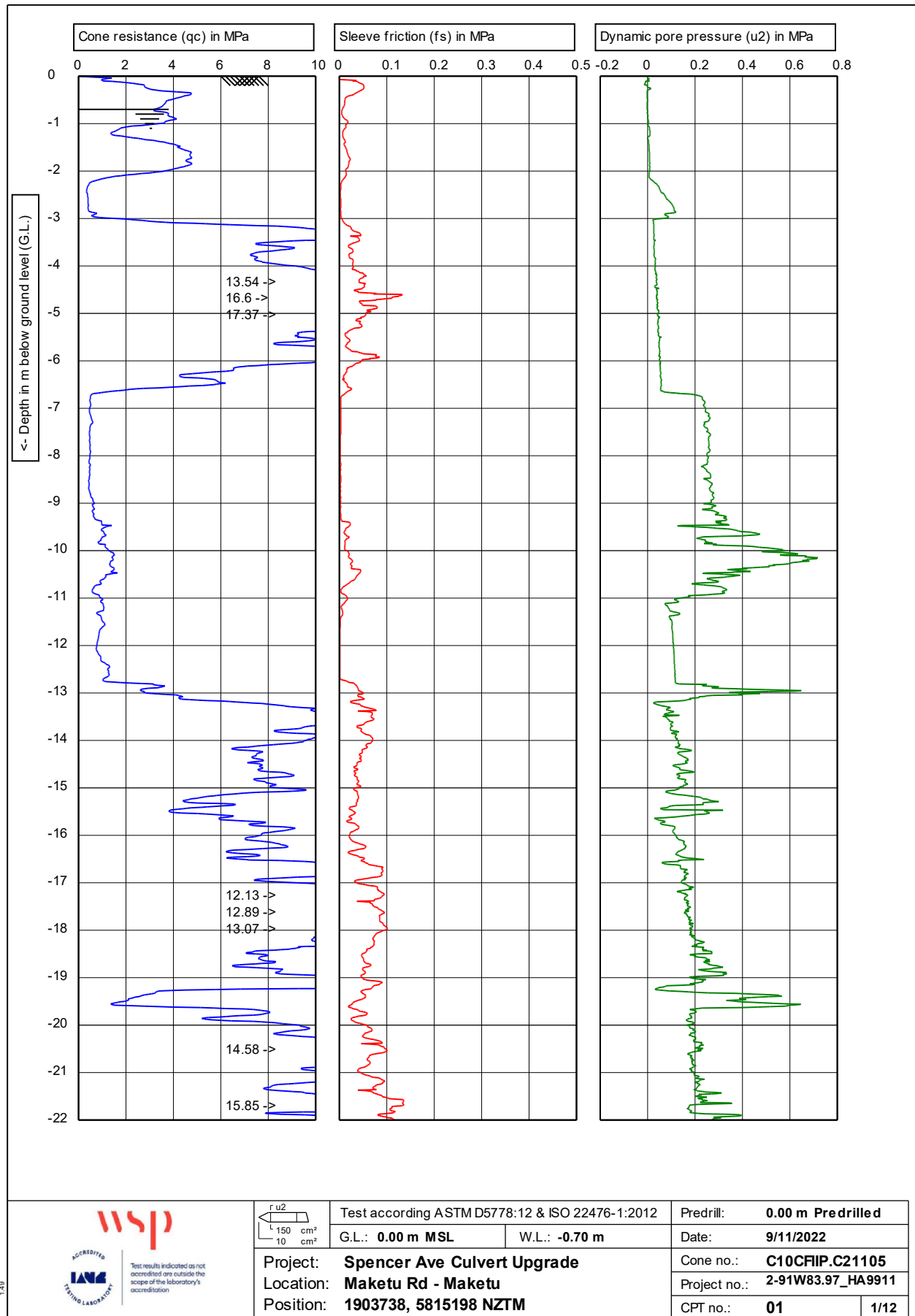
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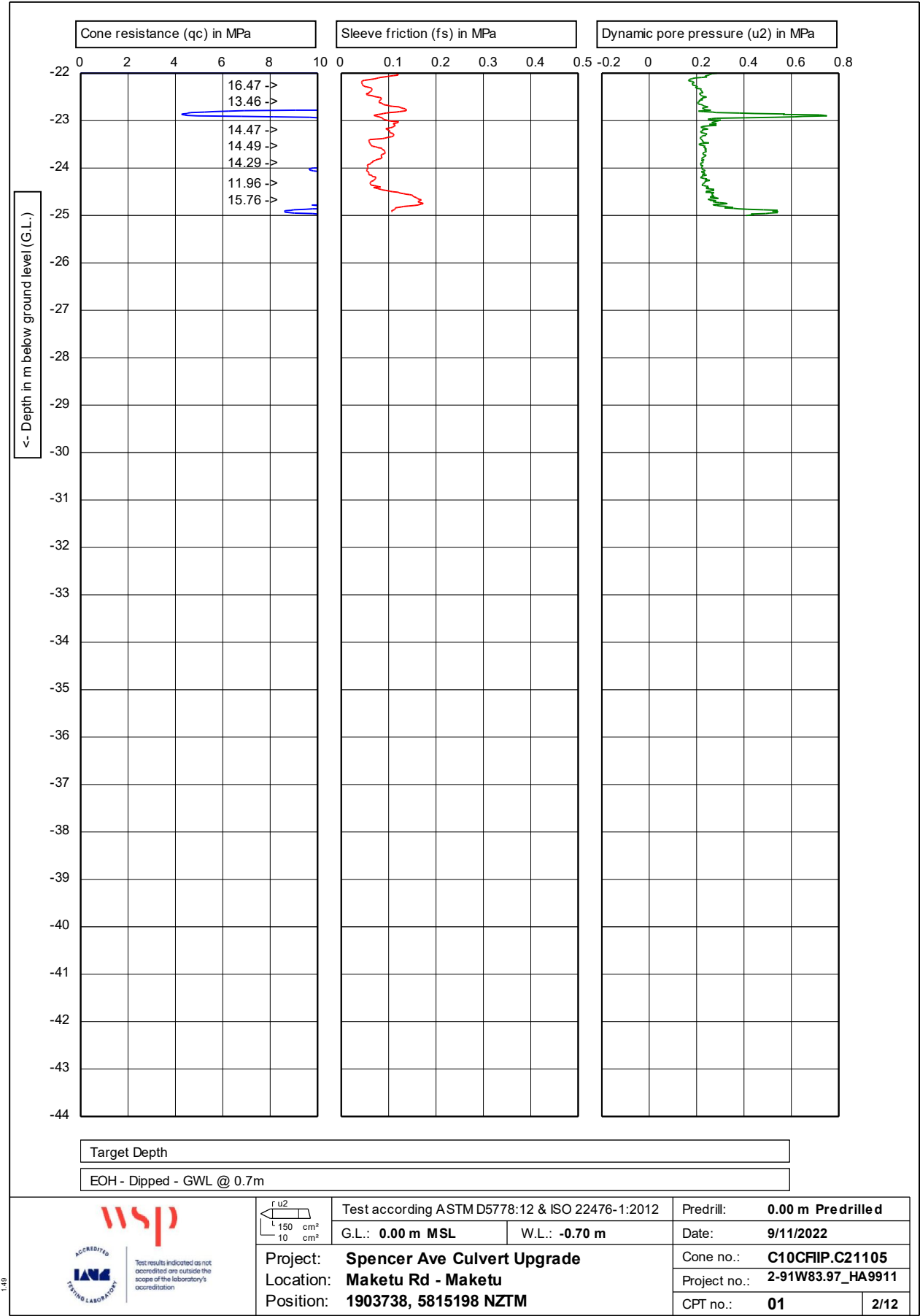
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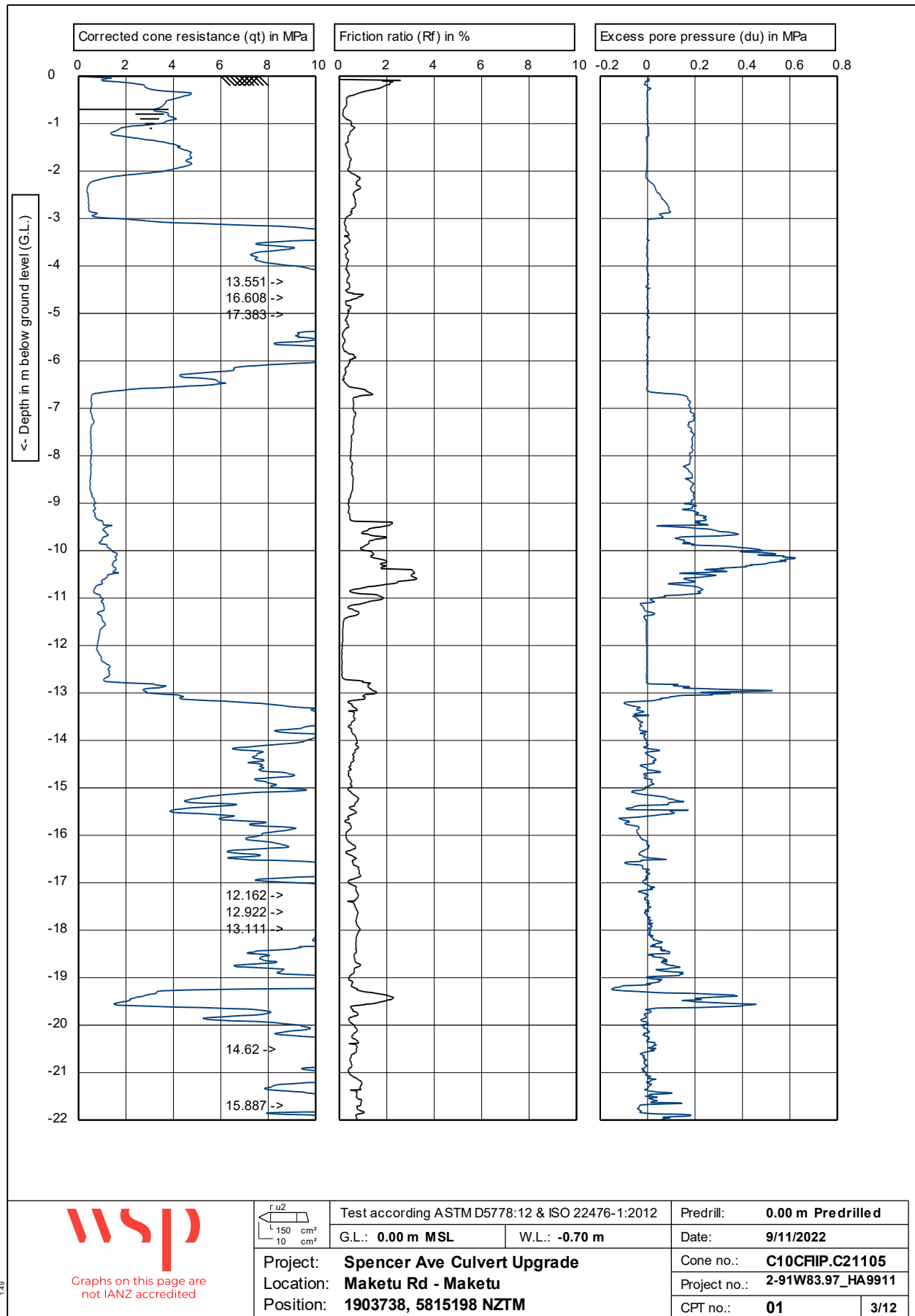
WSP  
 Hamilton (Fox St)  
 Quality Management Systems Certified to ISO 9001

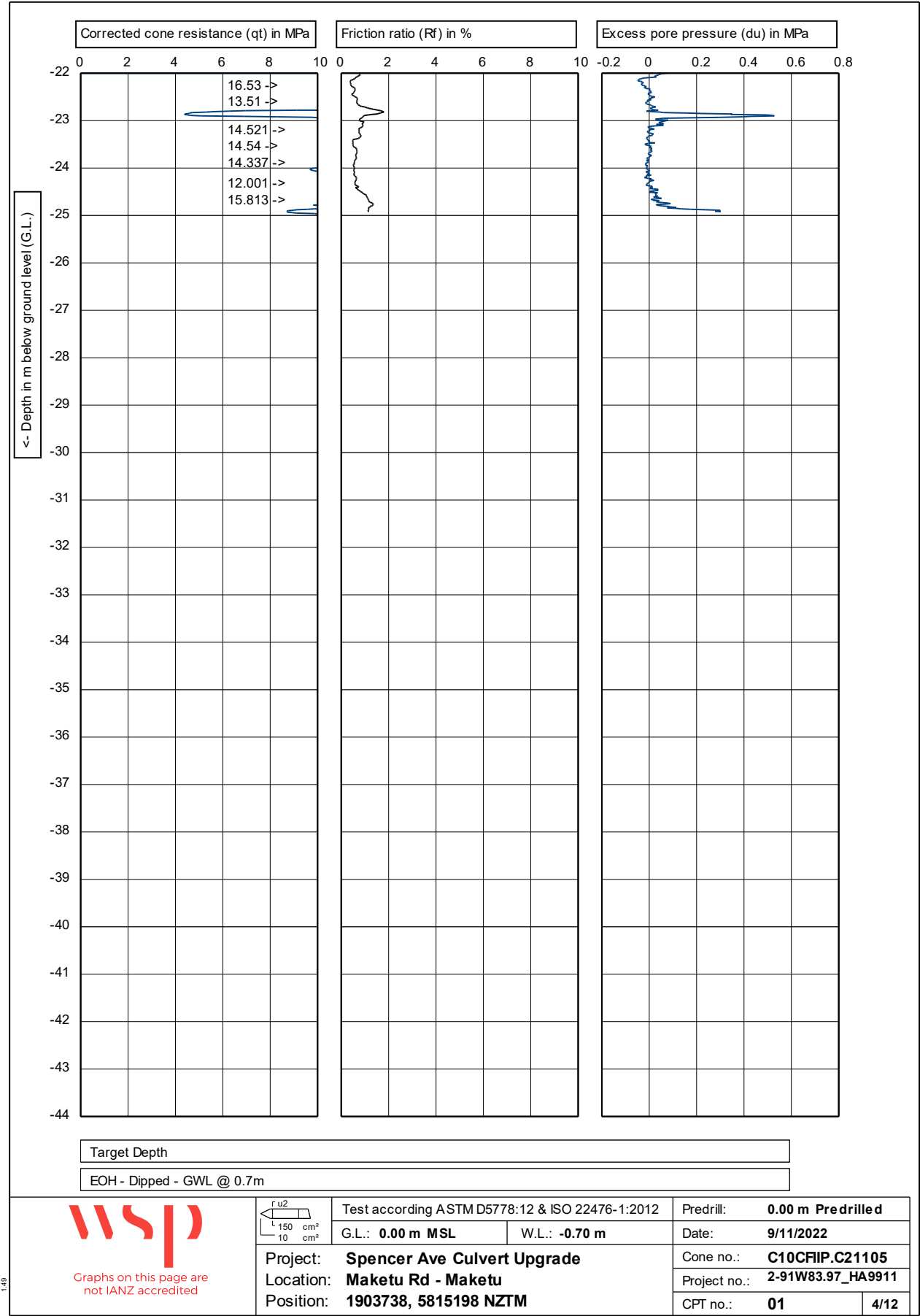
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 Private Bag 3057, Waikato Mail Centre,  
 3240, Hamilton, New Zealand

Telephone +64 7 856 2870  
 Website [www.wsp.com/nz](http://www.wsp.com/nz)



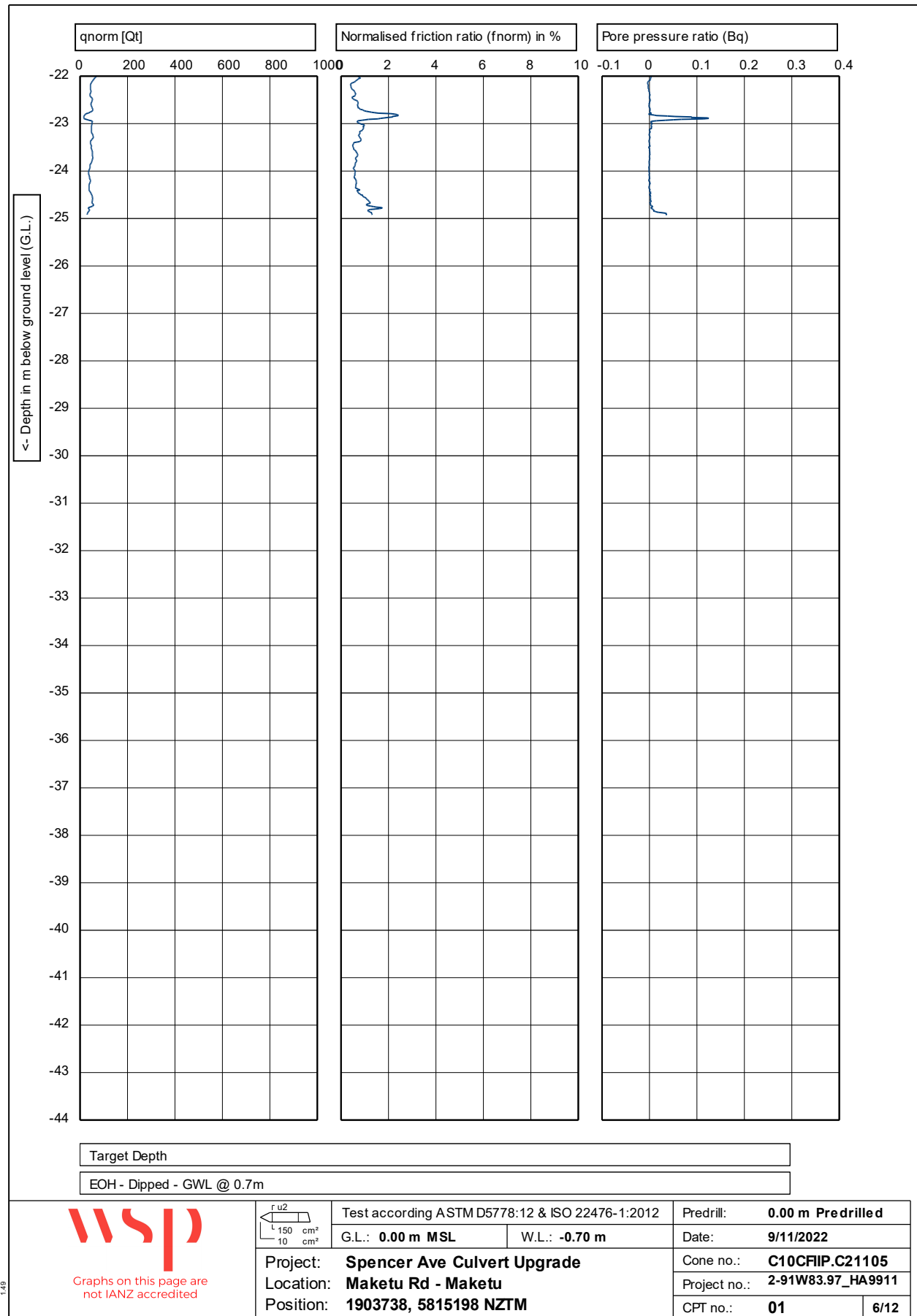


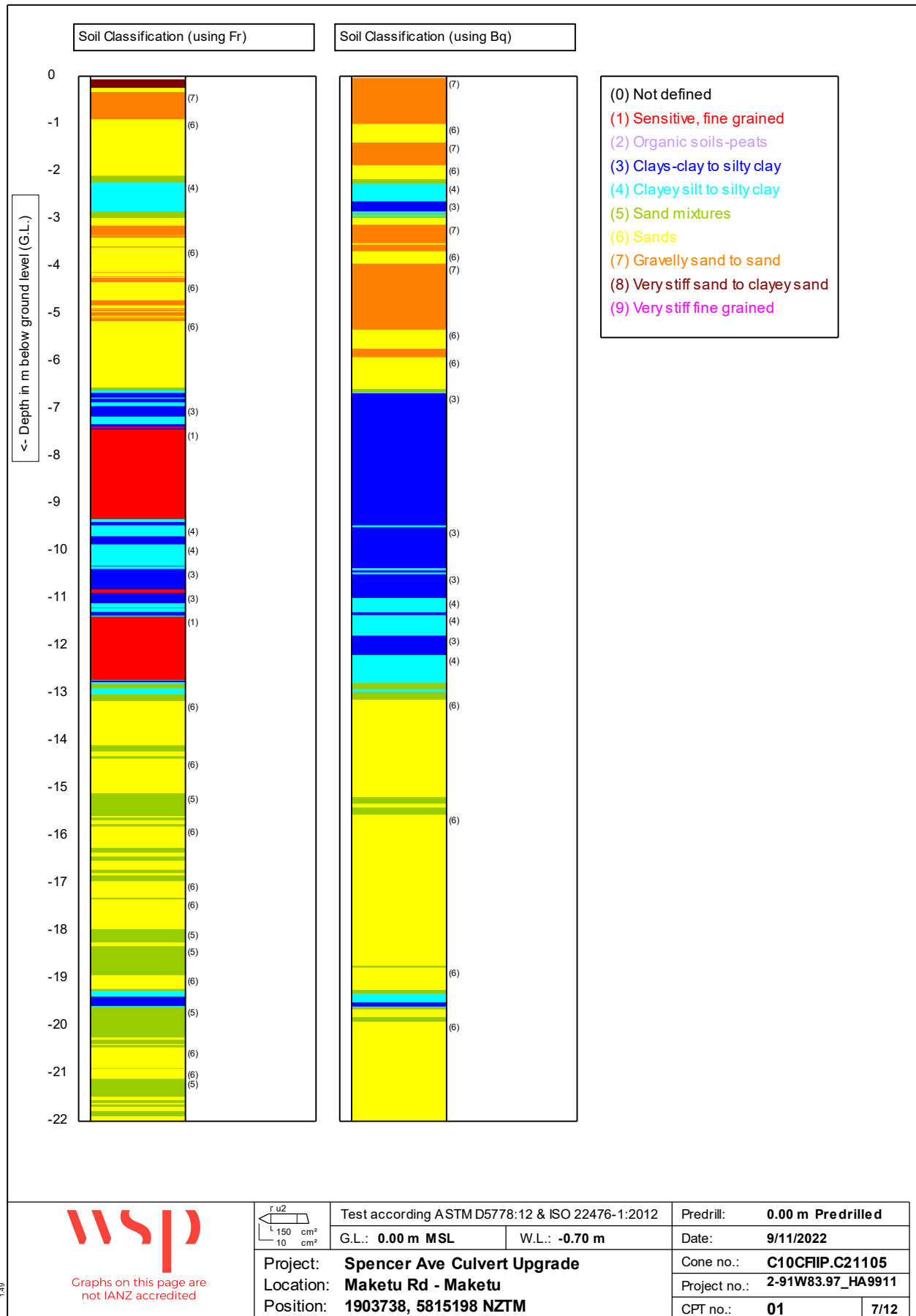


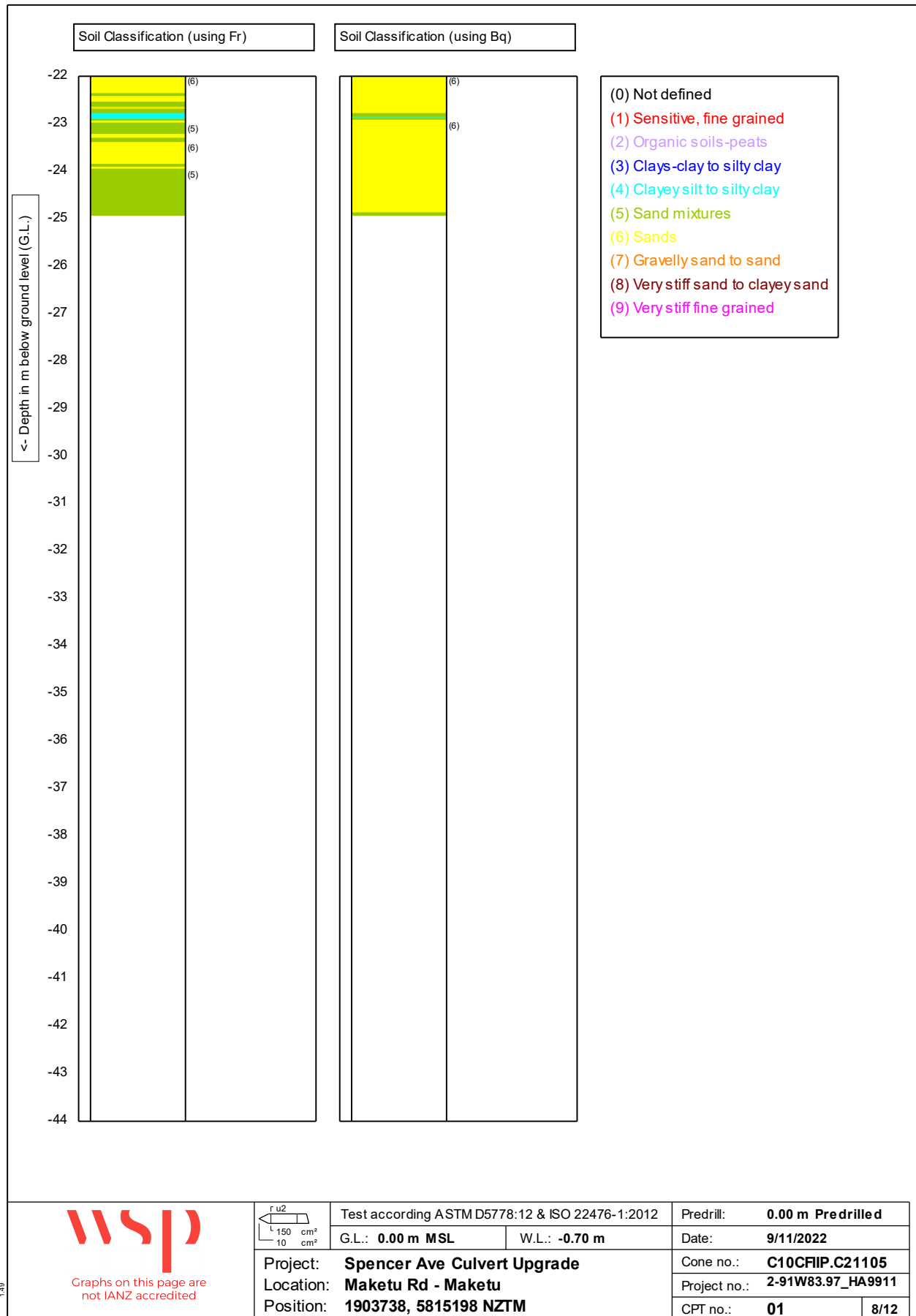


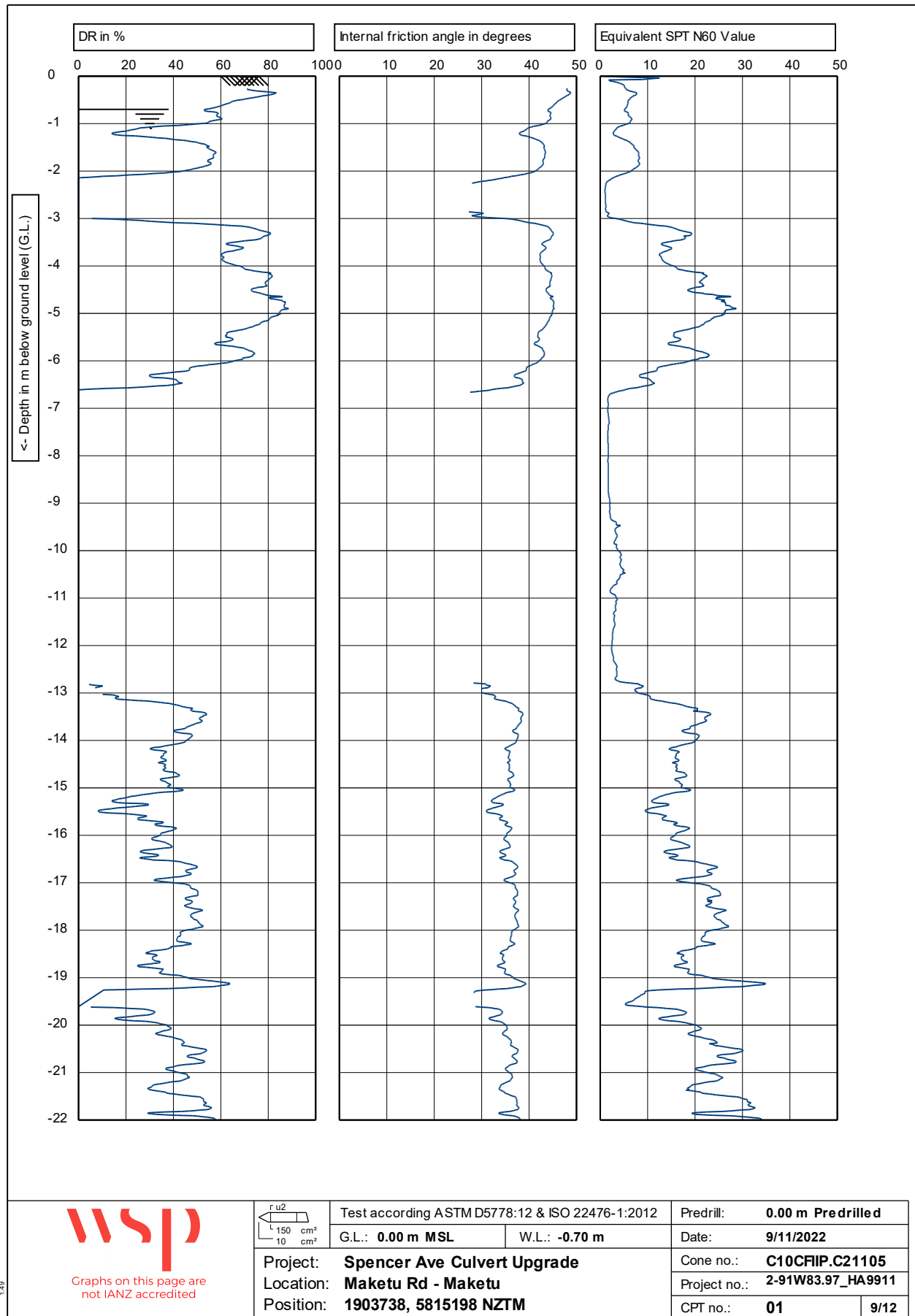


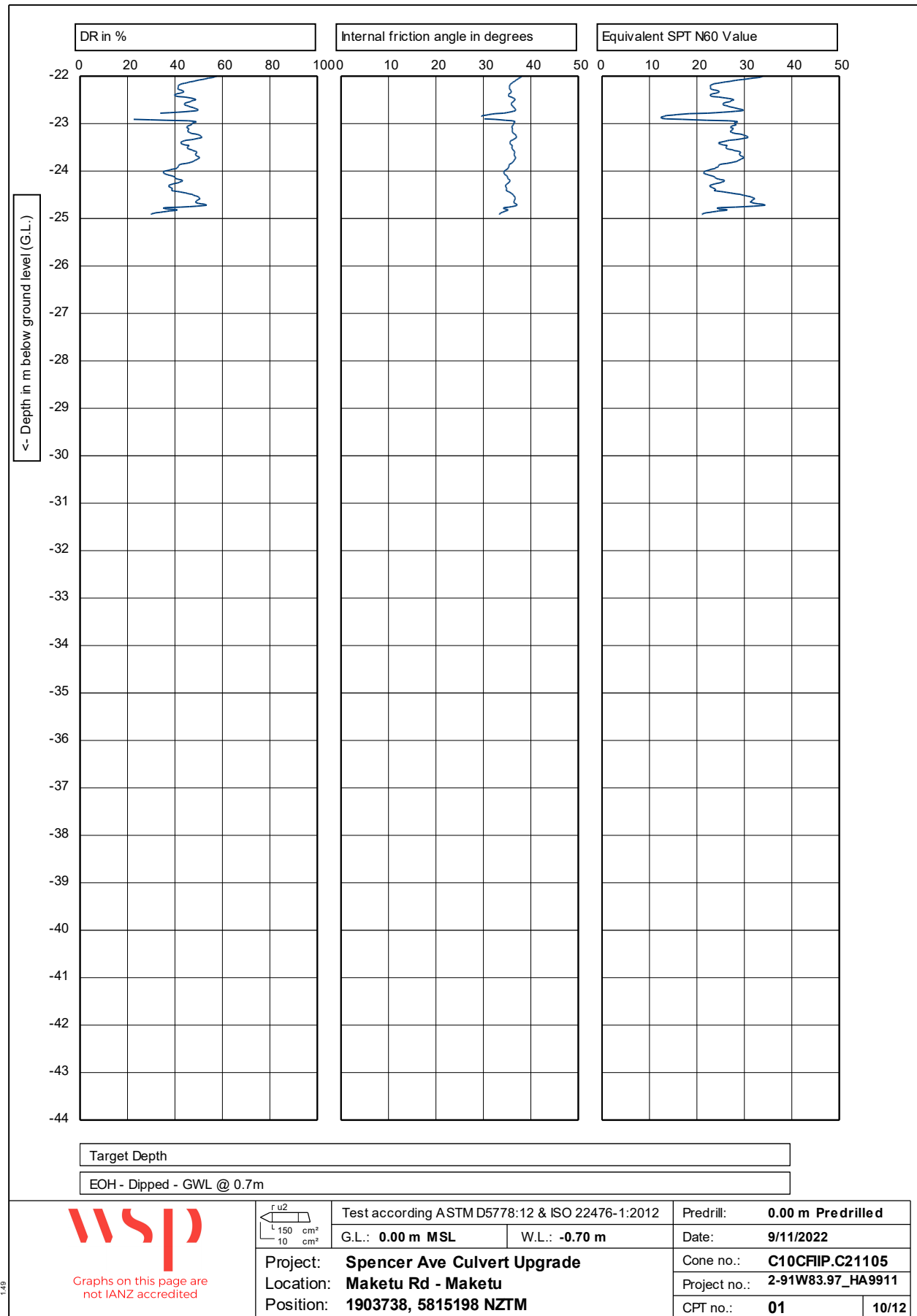


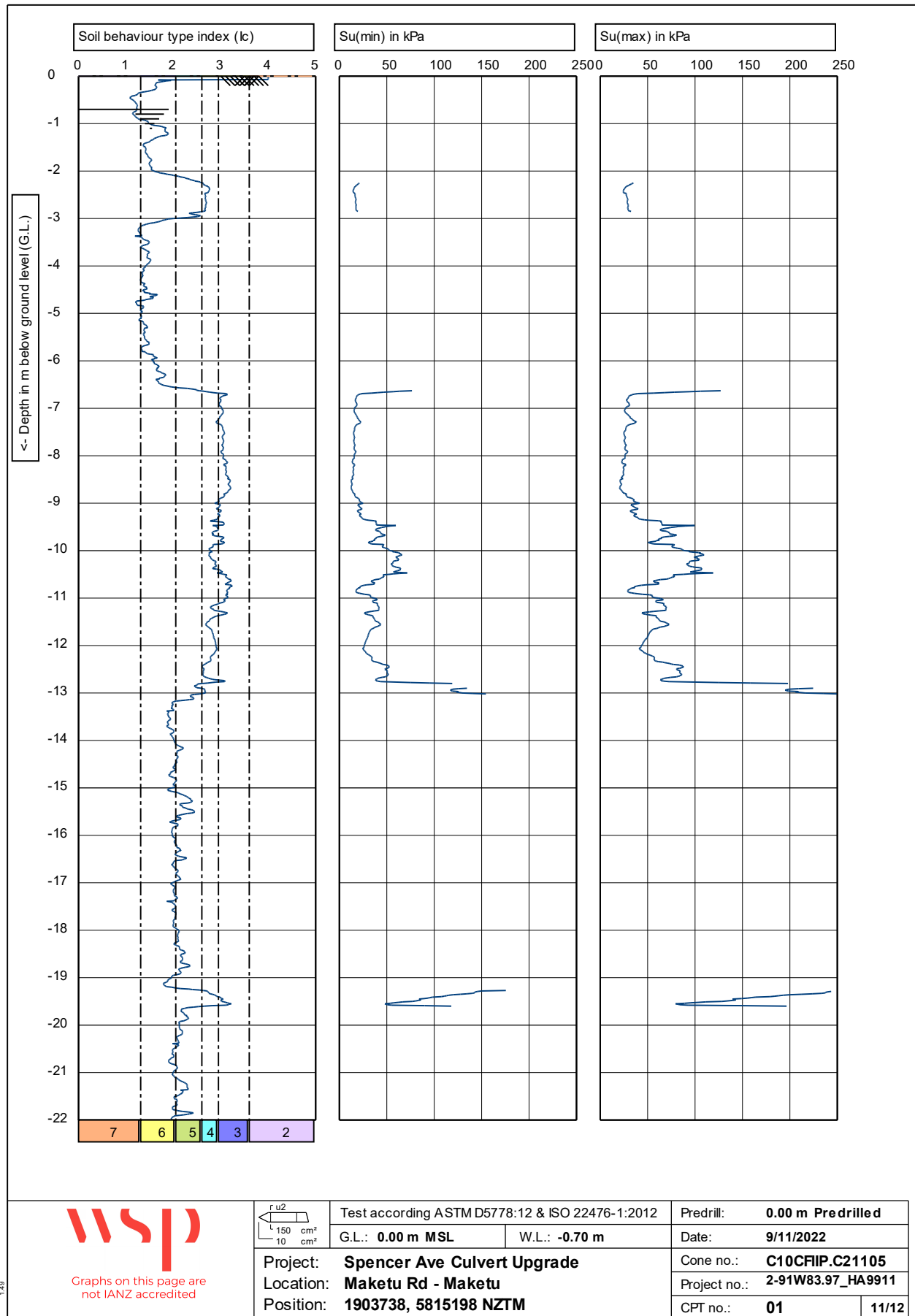


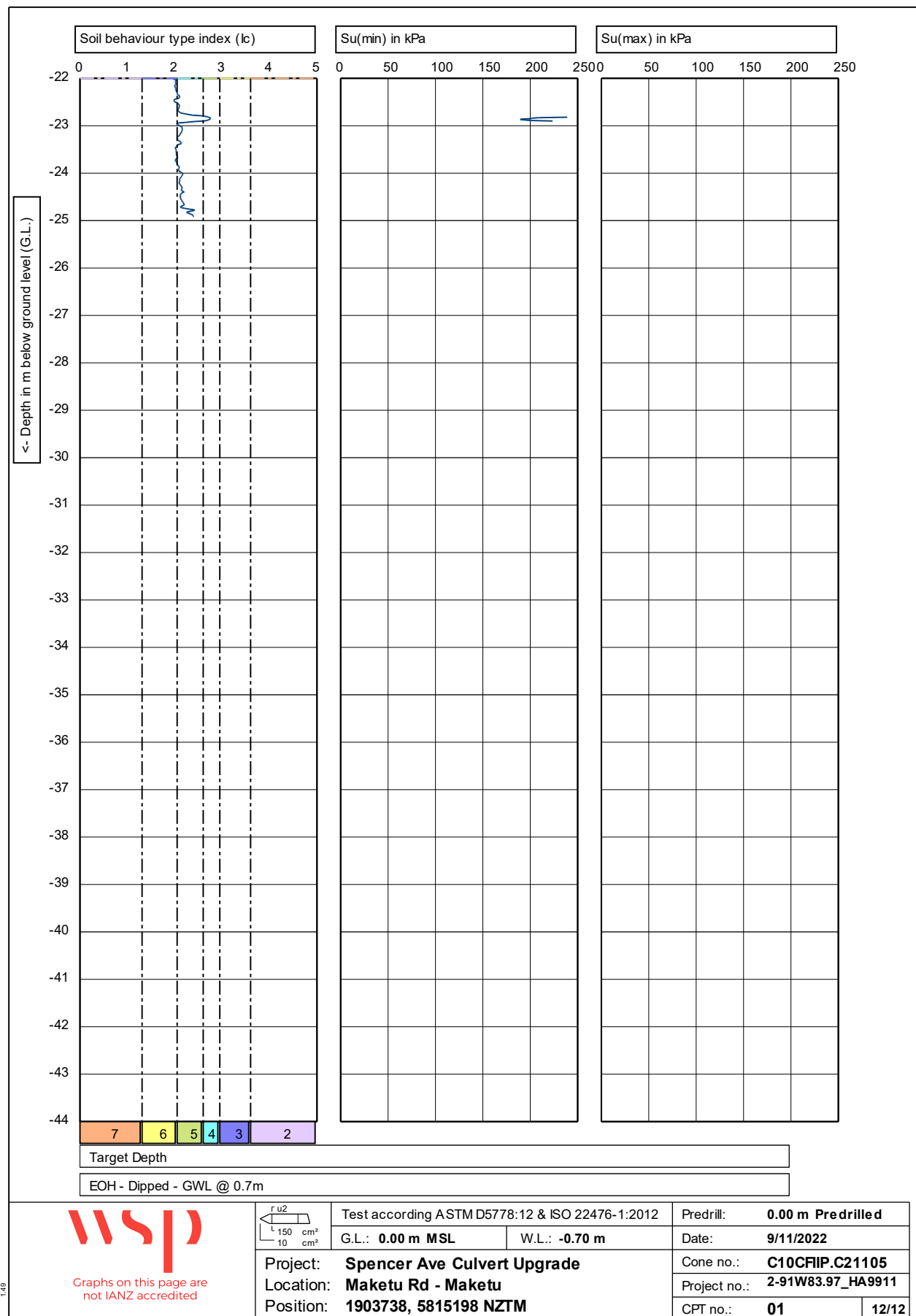












### CONE PENETRATION TEST REPORT



Client : **Wester Bay Of Plenty District Council**  
 Project : **Spencer Ave Culvert Upgrade**  
 Location : **Maketu Rd - Maketu**  
 Hole Number: **2**  
 Tested by : **J Kavanaugh/ L Curtis**  
 Date tested : **09/11/22**  
 Coordinates : **1903736 E**  
                   **5815180 N**  
 Elevation : **7m**  
 Water level : **EOH - Dipped - Collapsed dry @ 0.7m**

Project No : **2-91W83.97**  
 Lab Ref No : **HA9911.02**  
 Client Ref No :

Test Results	
Start Time	11:32:00 AM
Time at penetration	11:53:57 AM
Total Time Taken	12:21:57 AM
Reference level	0
Ground level	0
Predrill	0
Penetration Depth	25
Remarks	Target Depth
GPS Type	Garmin eTrex 20
GPS Accuracy	+ / - 3m
GPS Reference Grid	NZTM
GPS Datum	MSL
Rig Type	GeoMil Panther 100/ Flex 200
Rig ID	CPT03
Reaction Force	Dead weight 10/22 tonnes
Data Acquisition ( Digitizer )	GeoMil GME500
Acquisition Program	GeoMil CPTTest
Reporting Program	GeoMil CPTask
Cone Type	C10 ( 10 Tonne Compression )
Cross Sectional Area	10cm <sup>2</sup>
Cone Area Ratio	0.8
Fluid Type	Silicone Fluid
Friction Reducer	0.55m behind base of cone
Application Class ( ISO 22476-1 )	3
Test Type ( ISO 22476-1 )	TE2 ( Measured Cone and Sleeve )
Back Fill Method	Bentonite
Observations During Testing	None
Test Methods: ASTM D5778-12	
ISO 22476-1:2012	

Date tested : 09/11/22  
 Date reported : 09/11/22

This report may only be reproduced in full, including  
 corresponding calibration data, daily logs, and CPT graphs.

IANZ Approved Signatory

Designation : *CPT North Island Manager*  
 Date : 09/11/22



All tests reported herein  
 have been performed in  
 accordance with the  
 laboratory's scope of  
 accreditation

LHF 2520 (09/20)

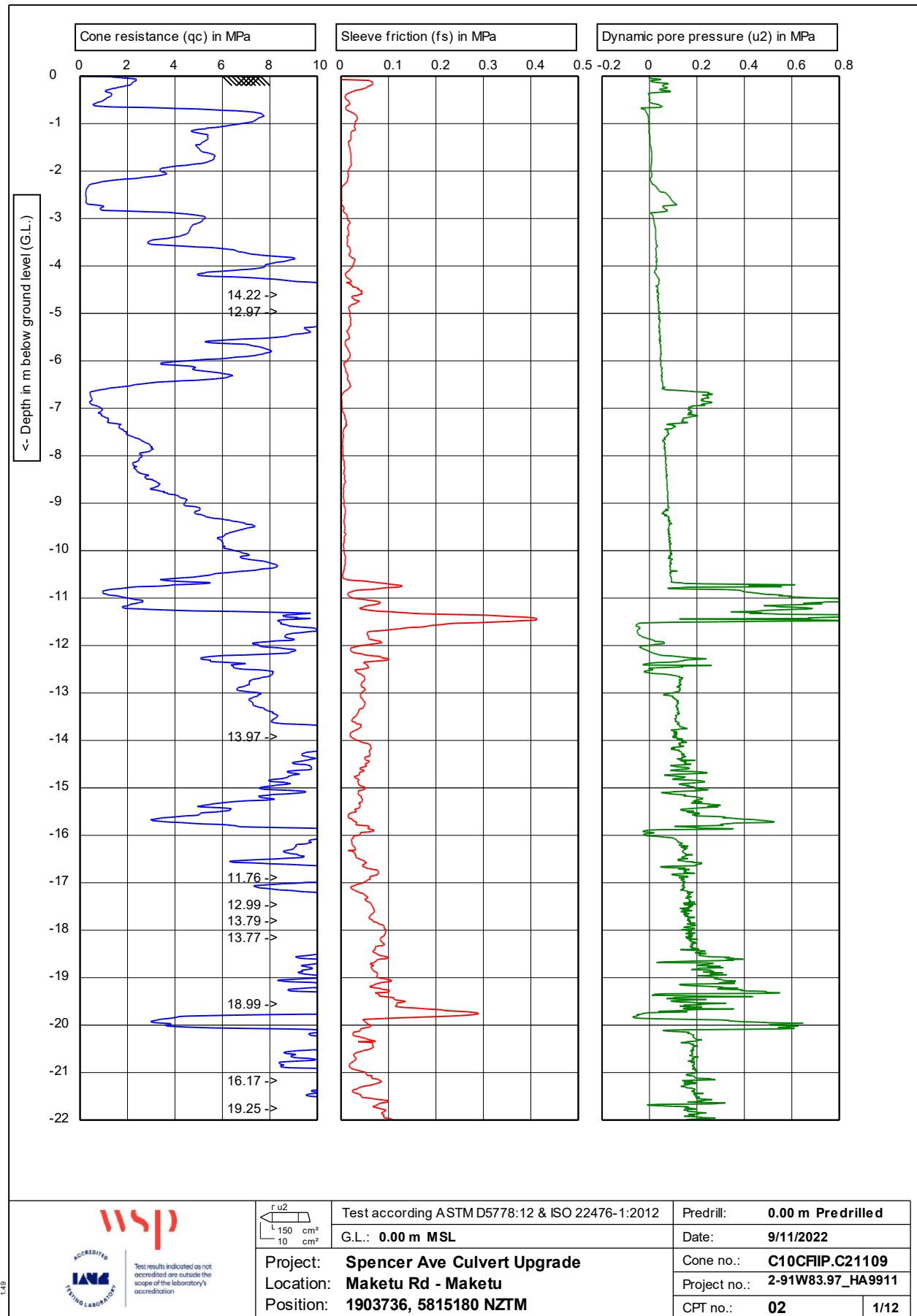
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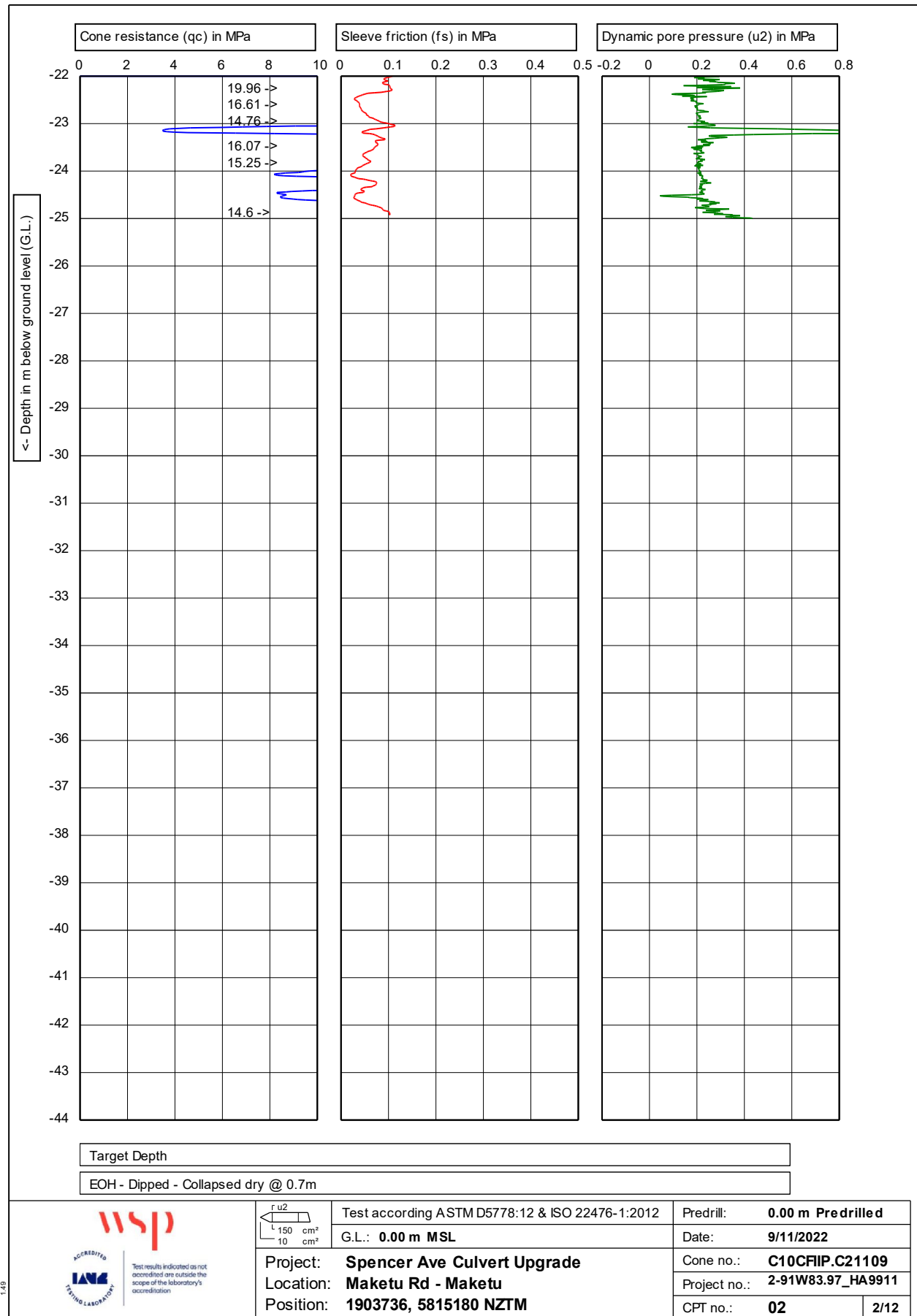
WSP  
 Hamilton (Fox St)  
 Quality Management Systems Certified to ISO 9001

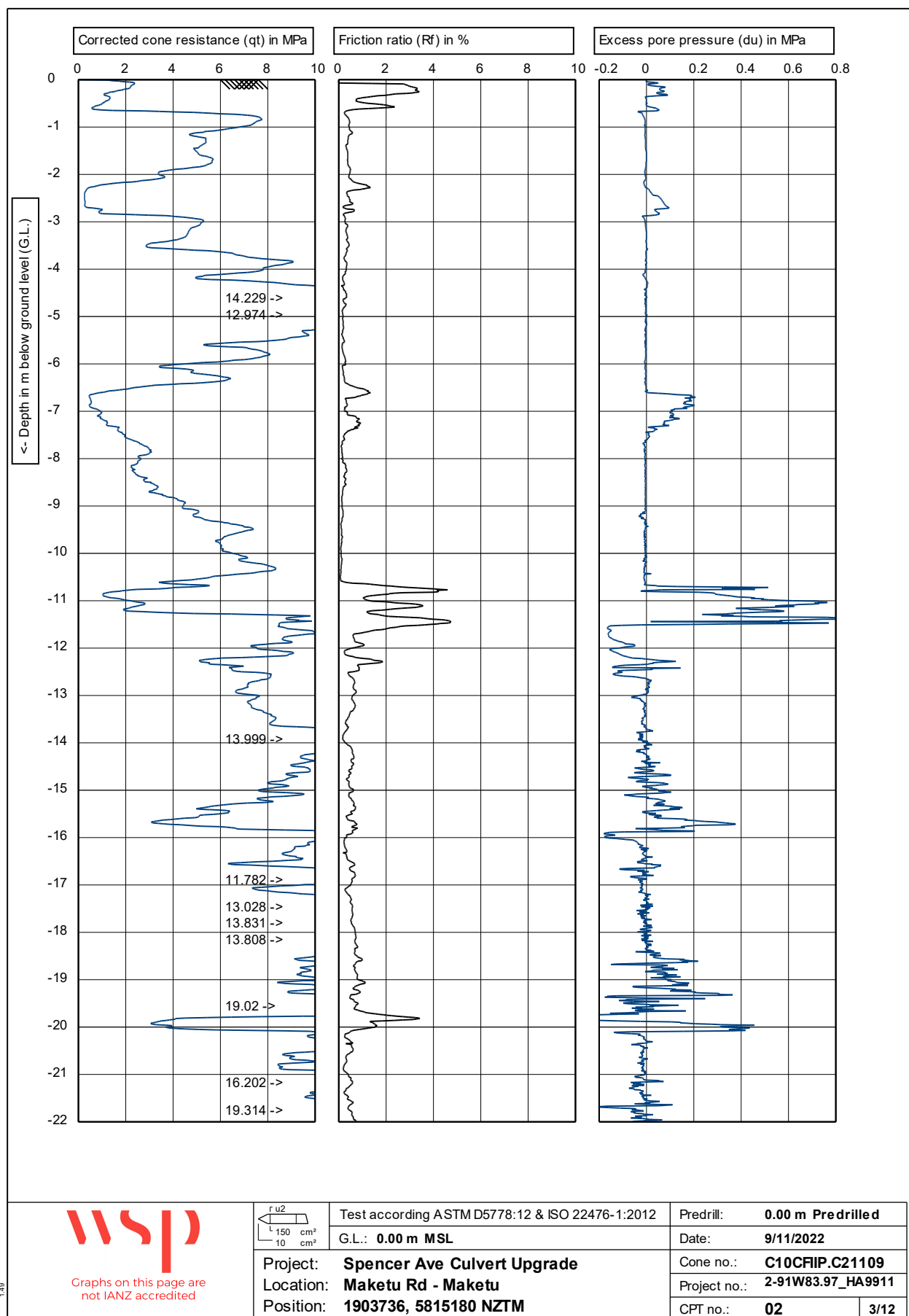
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 3240, Hamilton, New Zealand

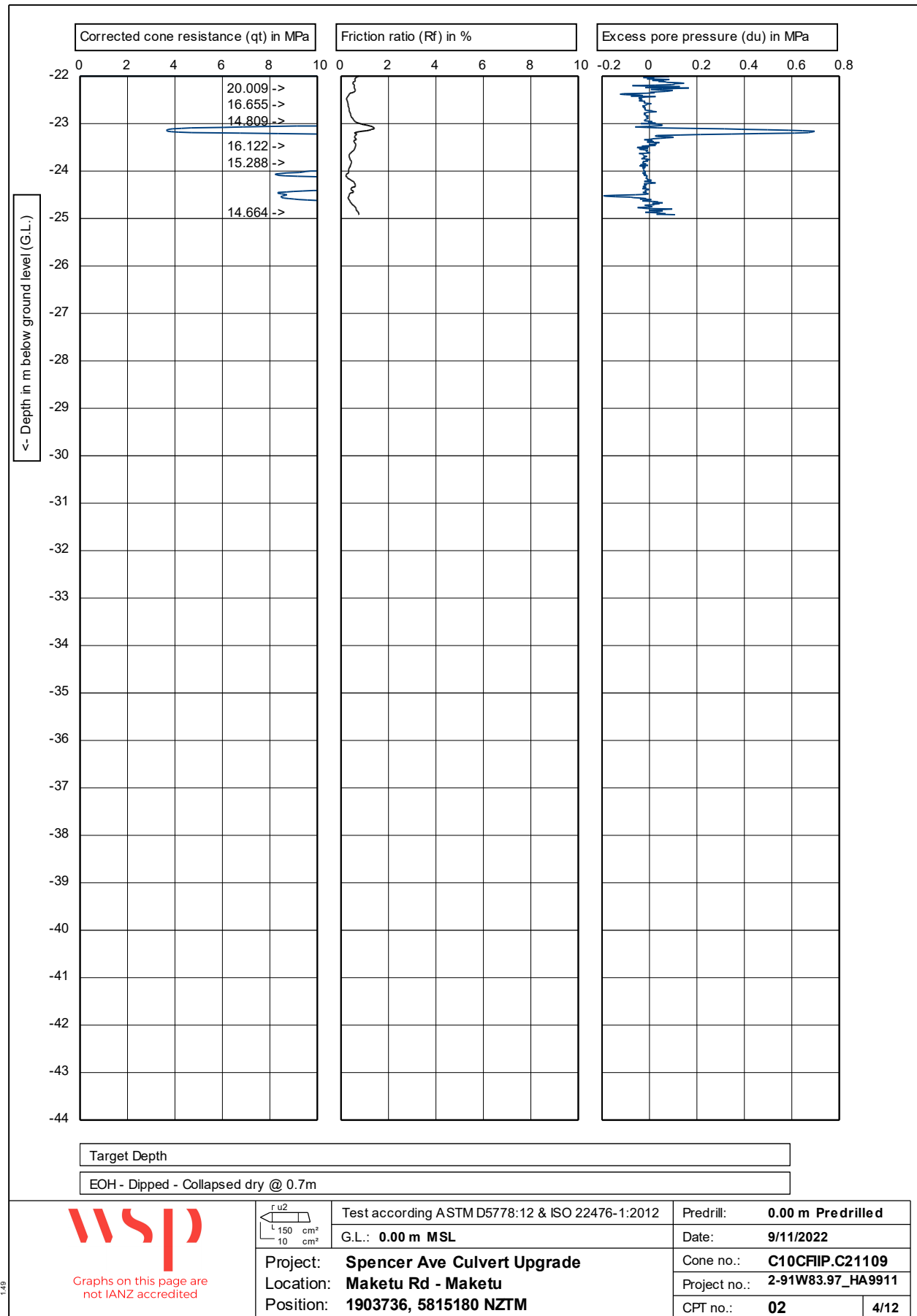
Telephone +64 7 856 2870  
 Website [www.wsp.com/nz](http://www.wsp.com/nz)

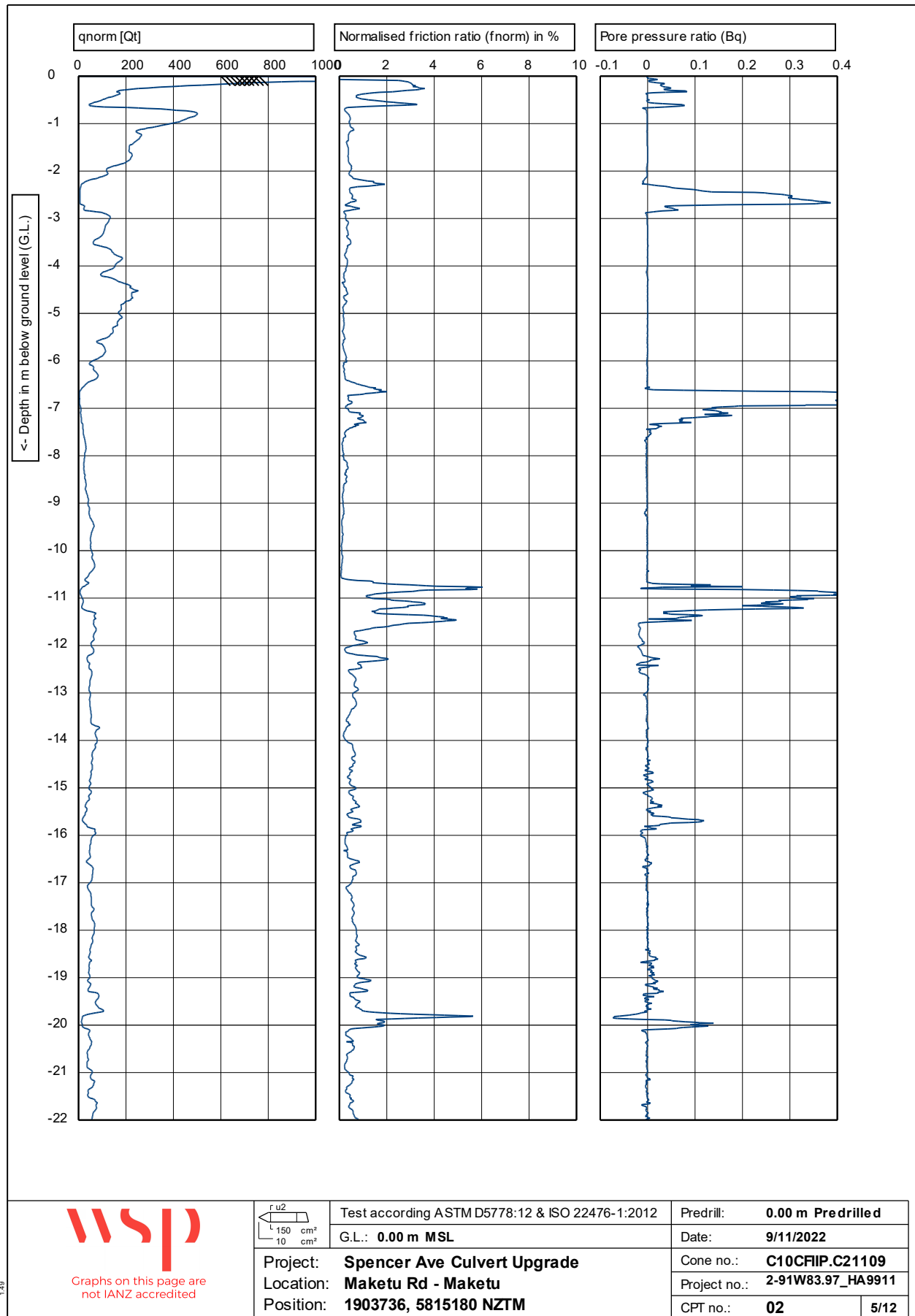


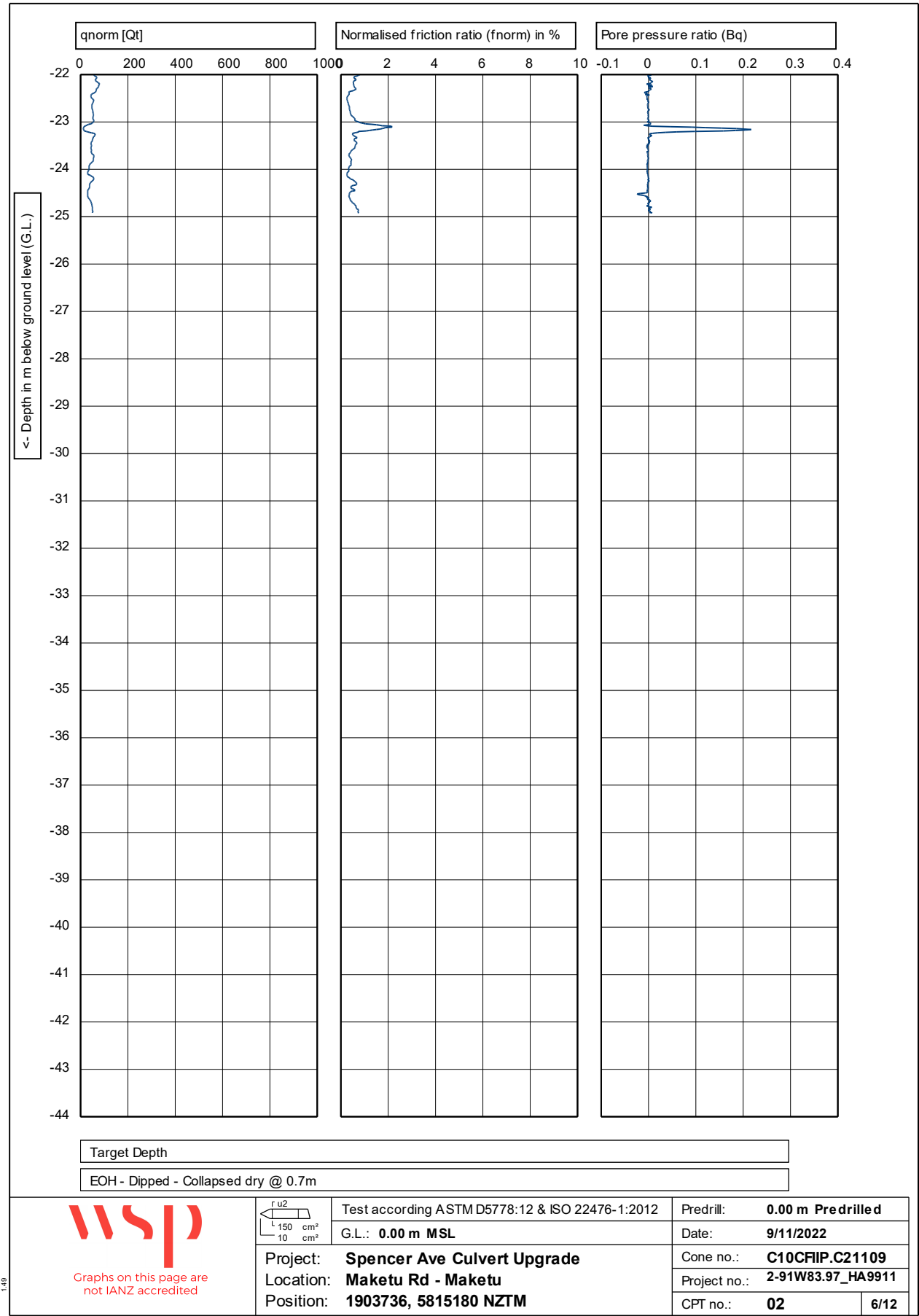




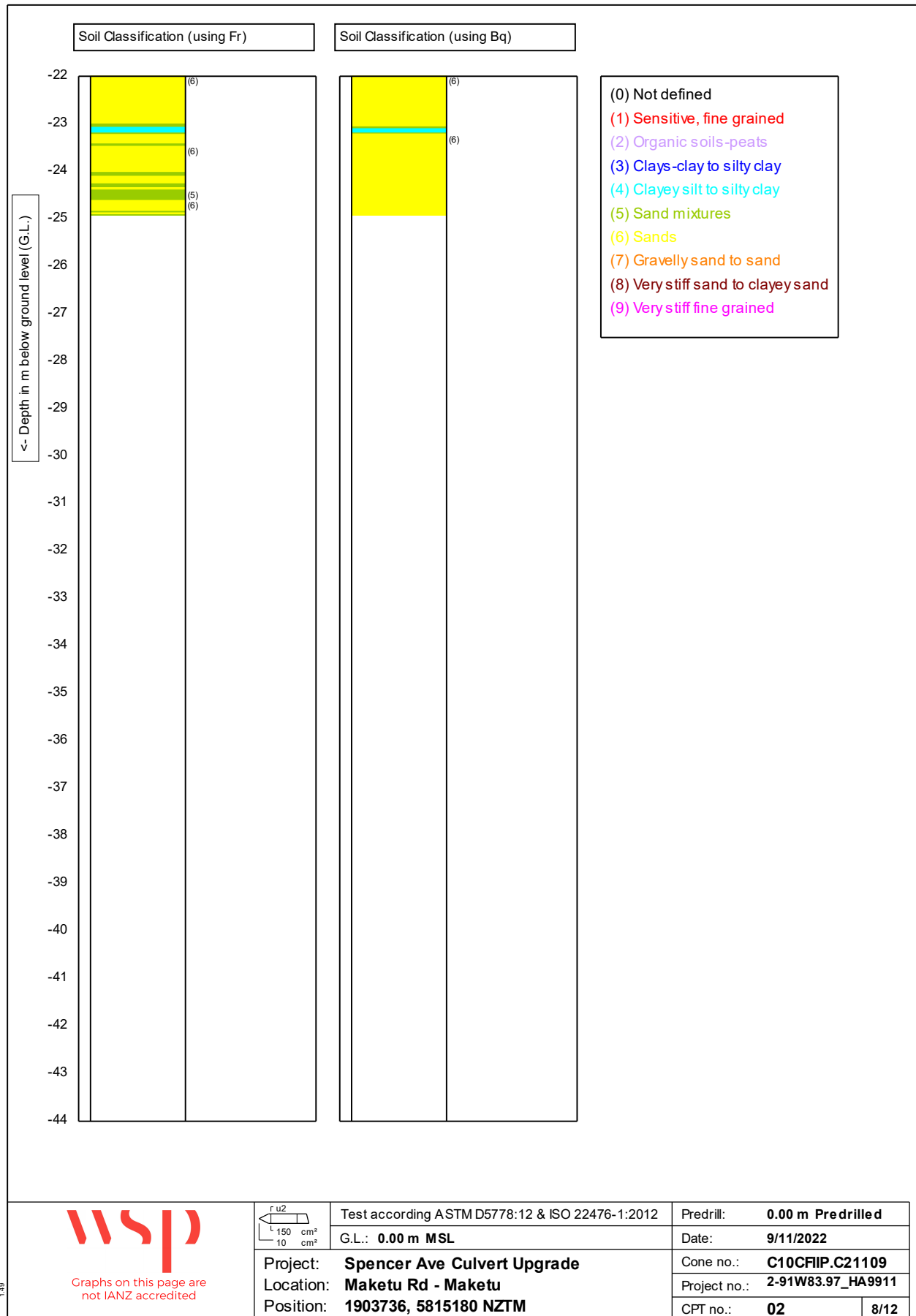




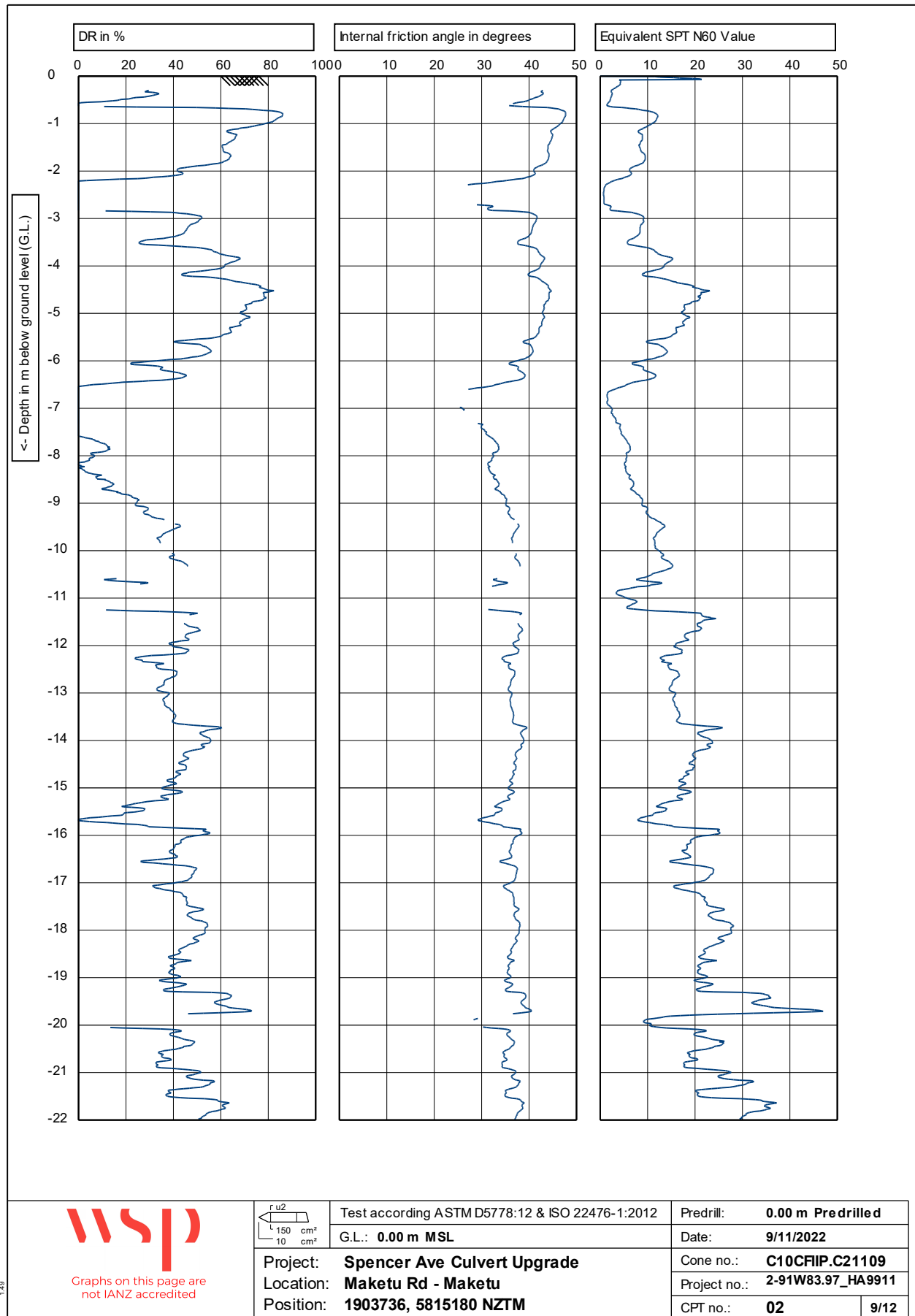


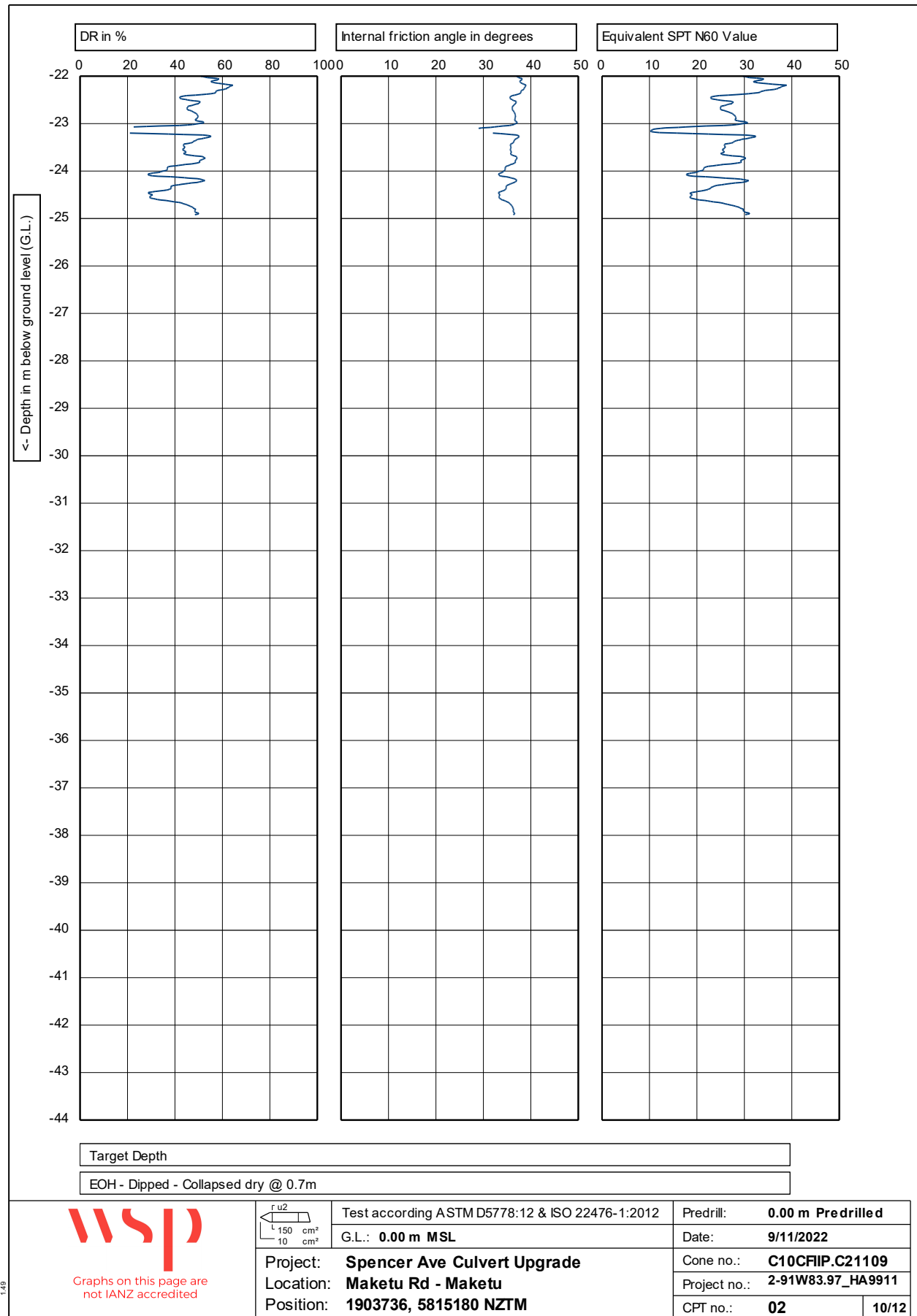


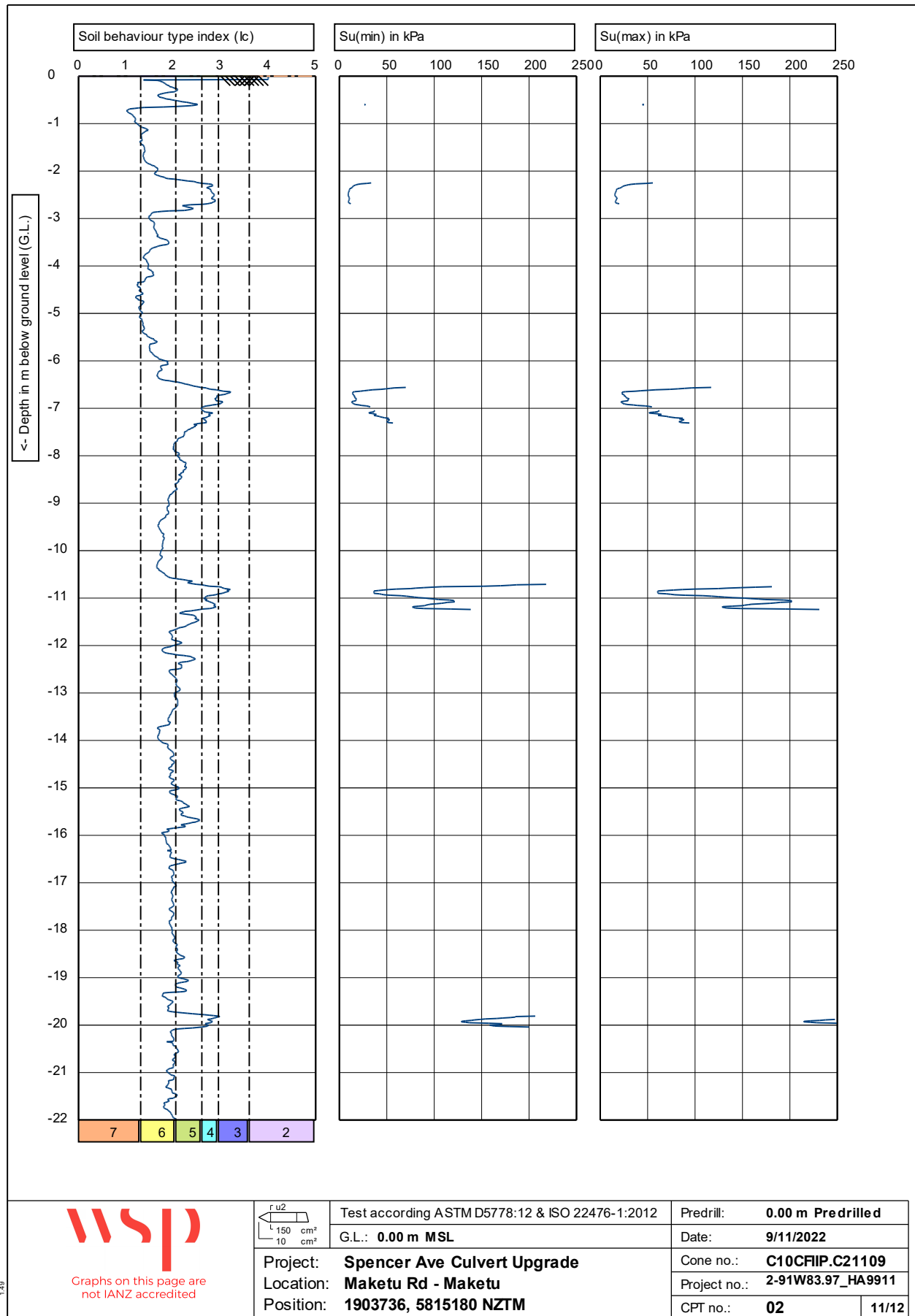






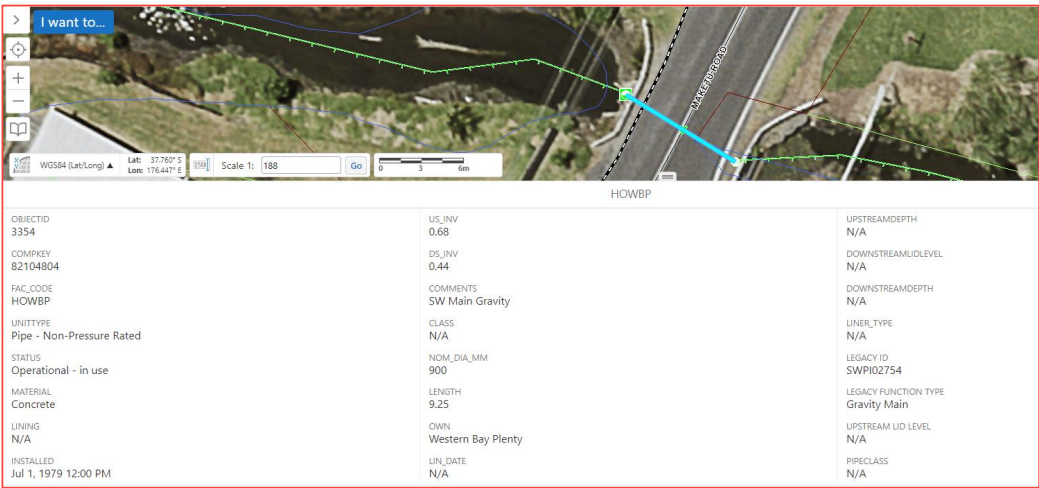




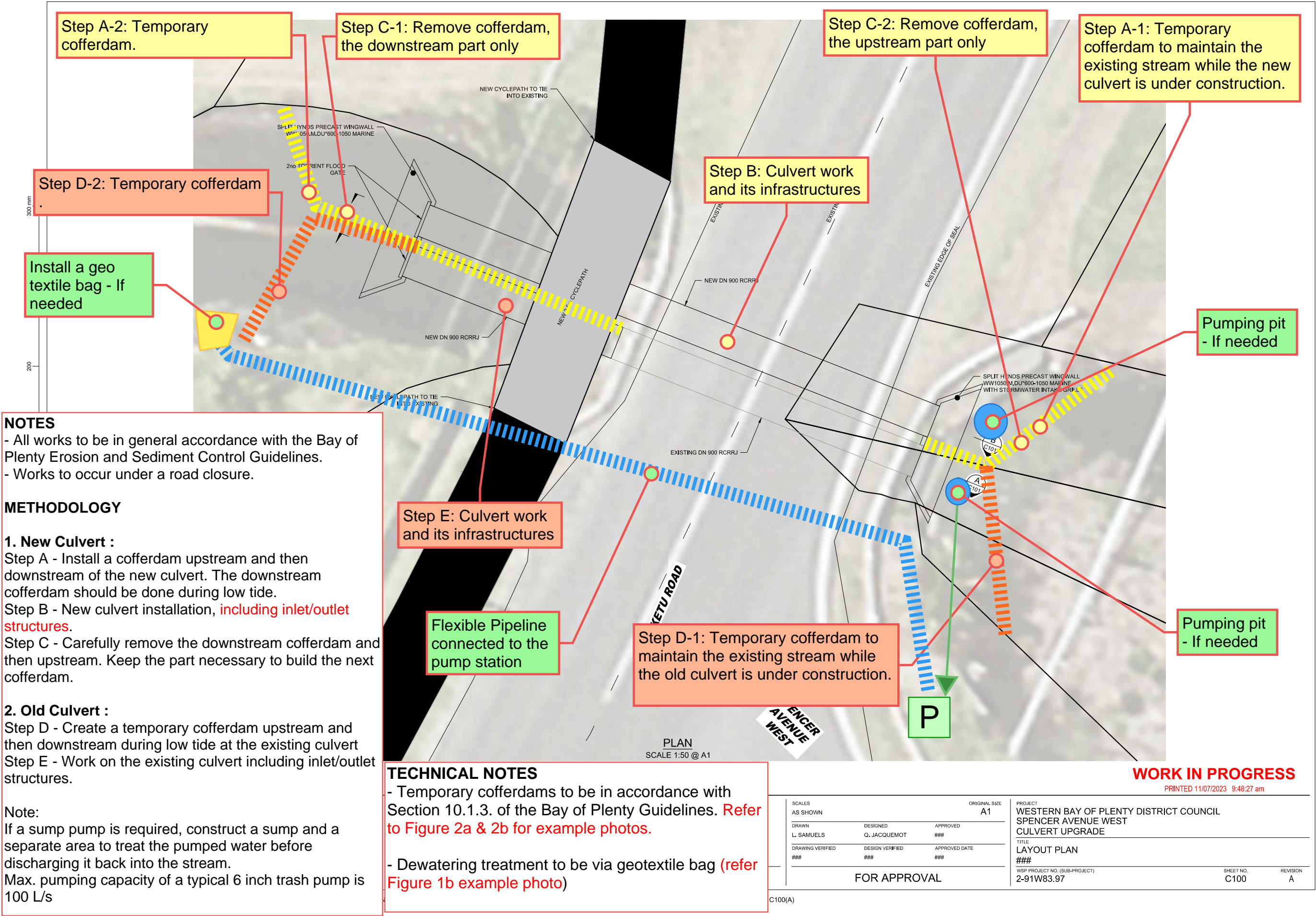




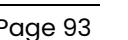
Appendix E –  
GIS data of existing culvert from  
council web mapping



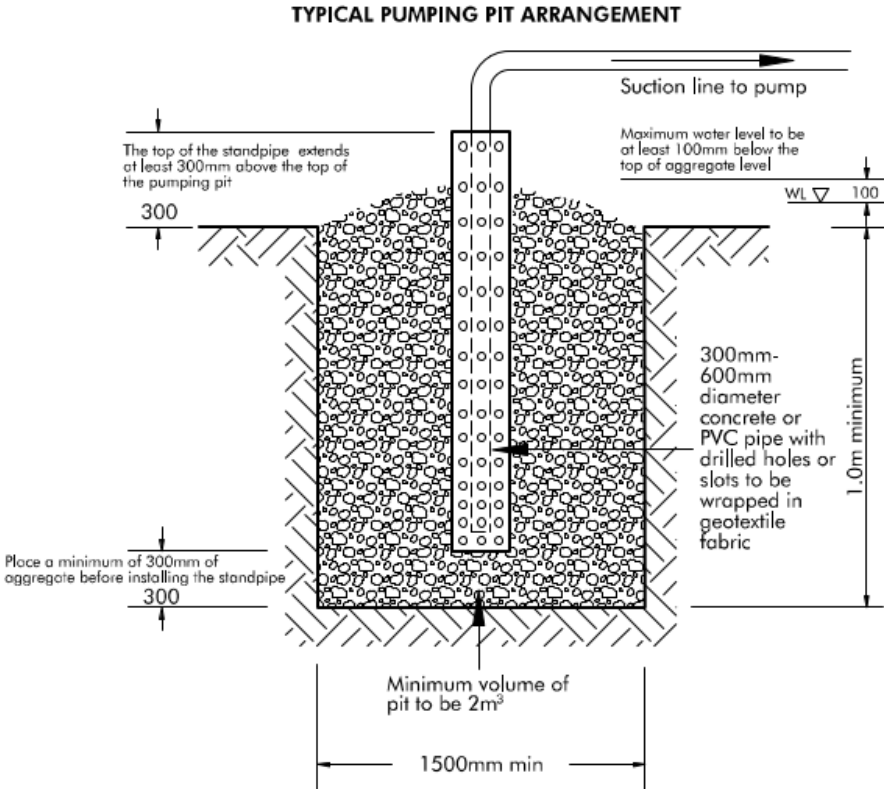
Appendix F –  
Erosion and Sediment Control Plan  
(ESCP) Maps







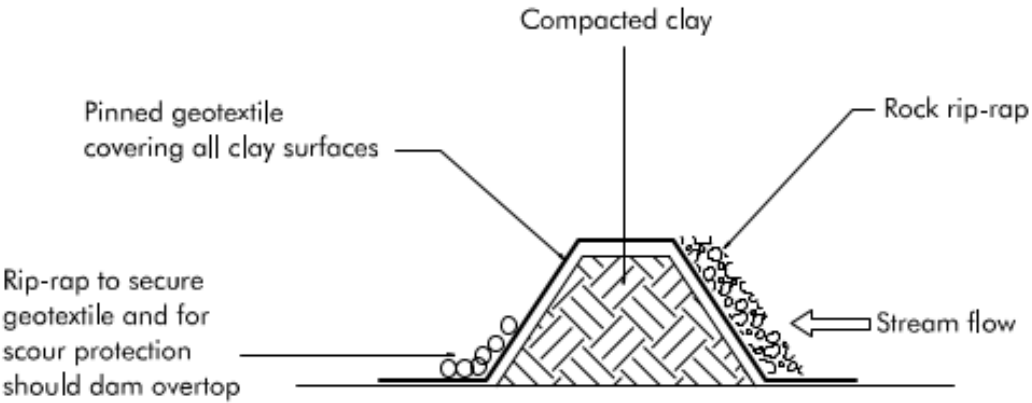




**Figure 1a - Typical Pumping Pit Arrangement**  
Source: Image Courtesy of Waikato Regional Council



**Figure 1b - Geotextile bag example.**  
Photo credit: <https://ph7.co.nz/products/ultra-dewatering-bag-4247/>



**Figure 2a - Stabilised earth cofferdam example**  
Source: Image courtesy of Auckland Regional Council



**Figure 2b - Sandbag cofferdam example**  
Photo credit: <https://escanterbury.co.nz/project/diversions-task/>



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**WESTERN BAY OF PLENTY DISTRICT COUNCIL  
MAKETU  
SPENCER AVENUE WEST CULVERT RENEWAL**

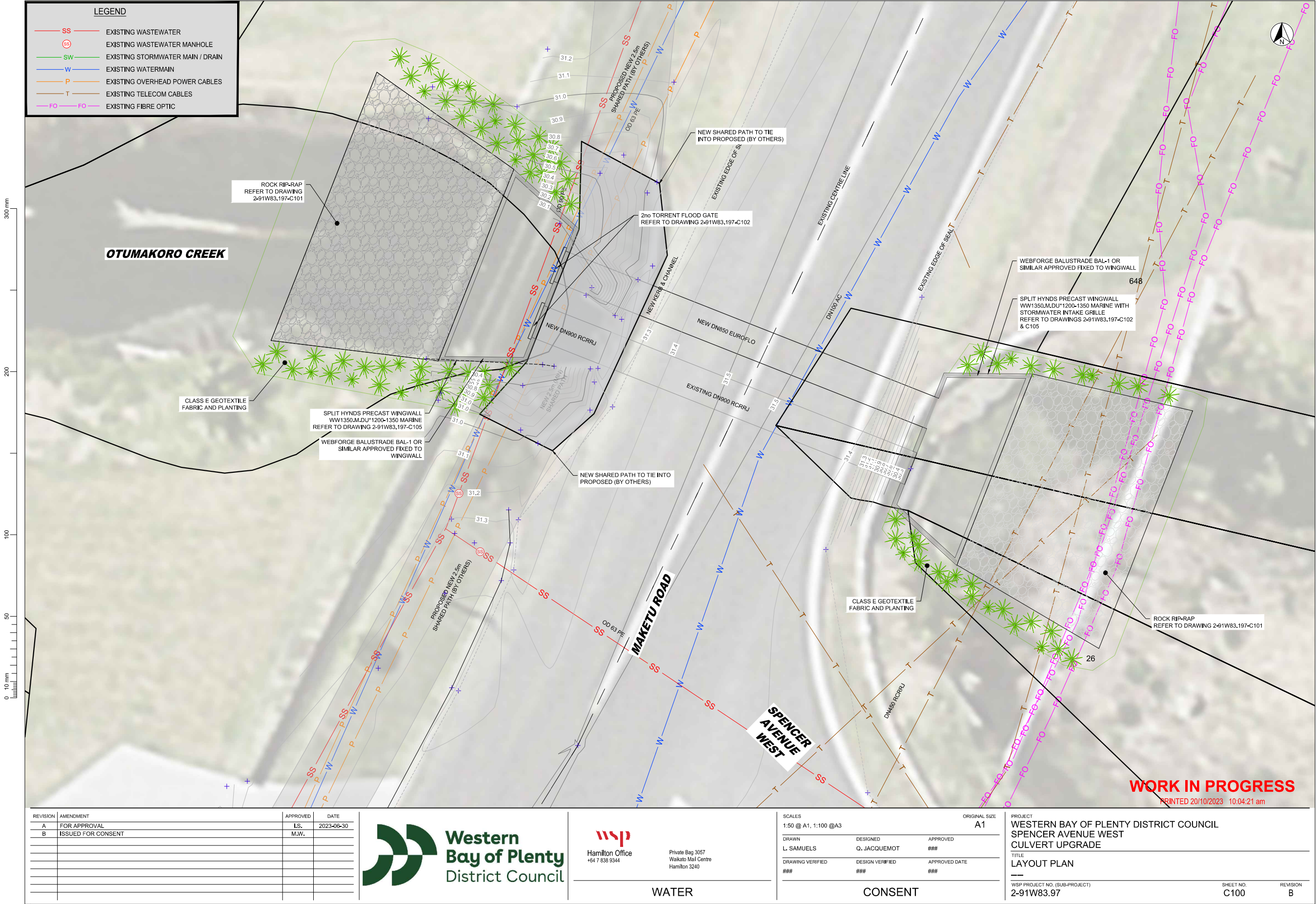
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**CIVIL  
FOR CONSENT**

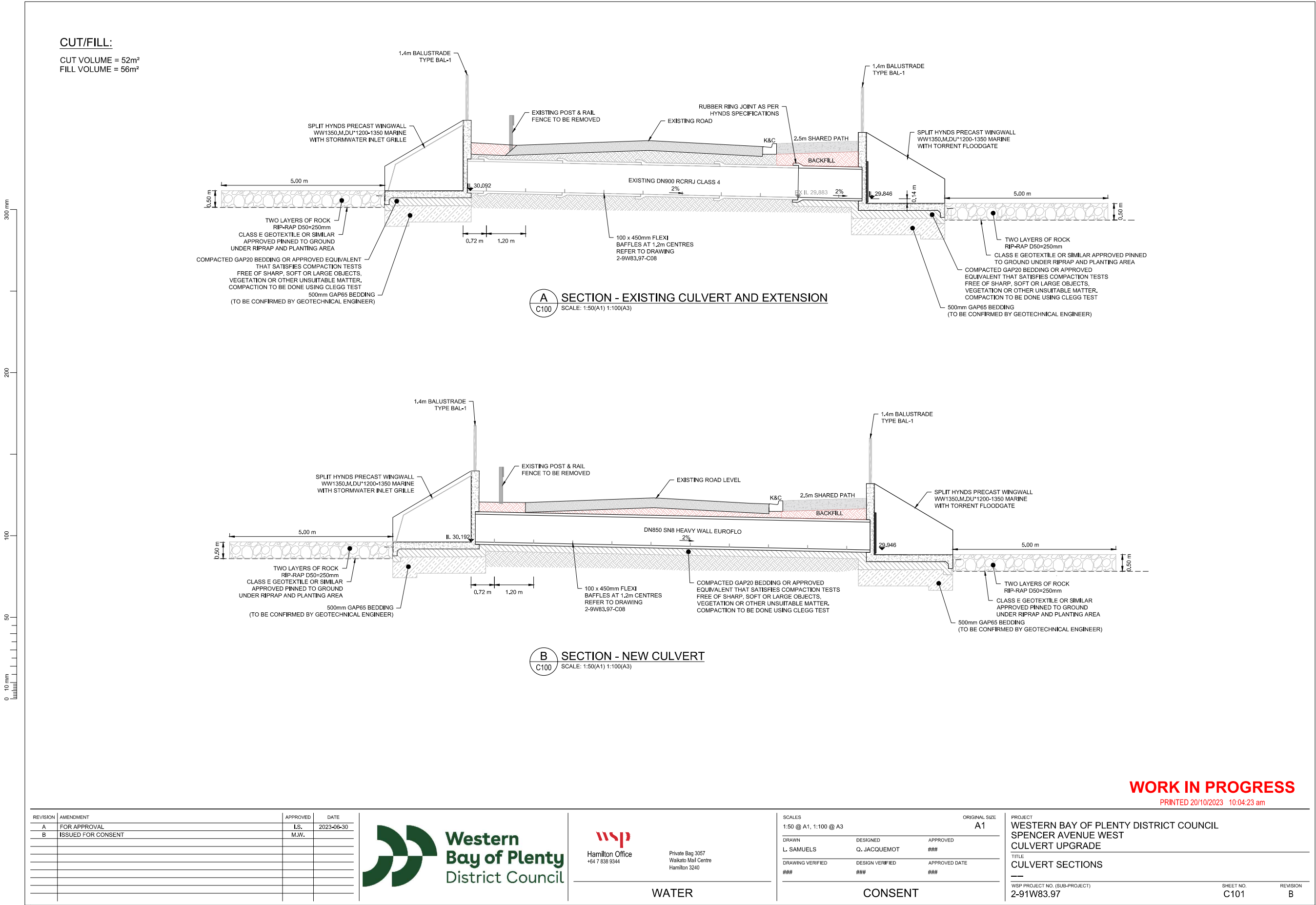
Project No: 2-9W83.97  
Date: 2023-06-30

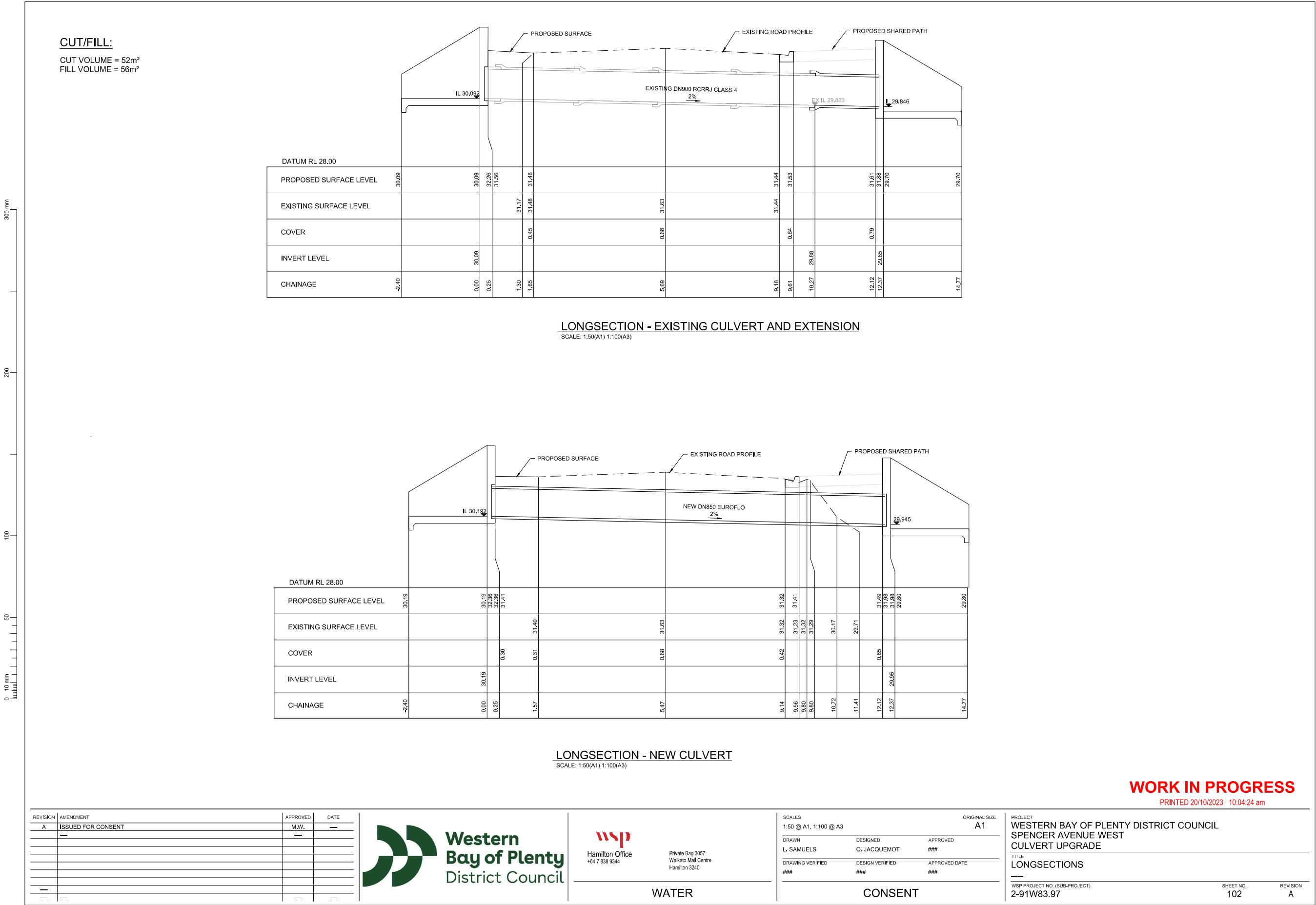


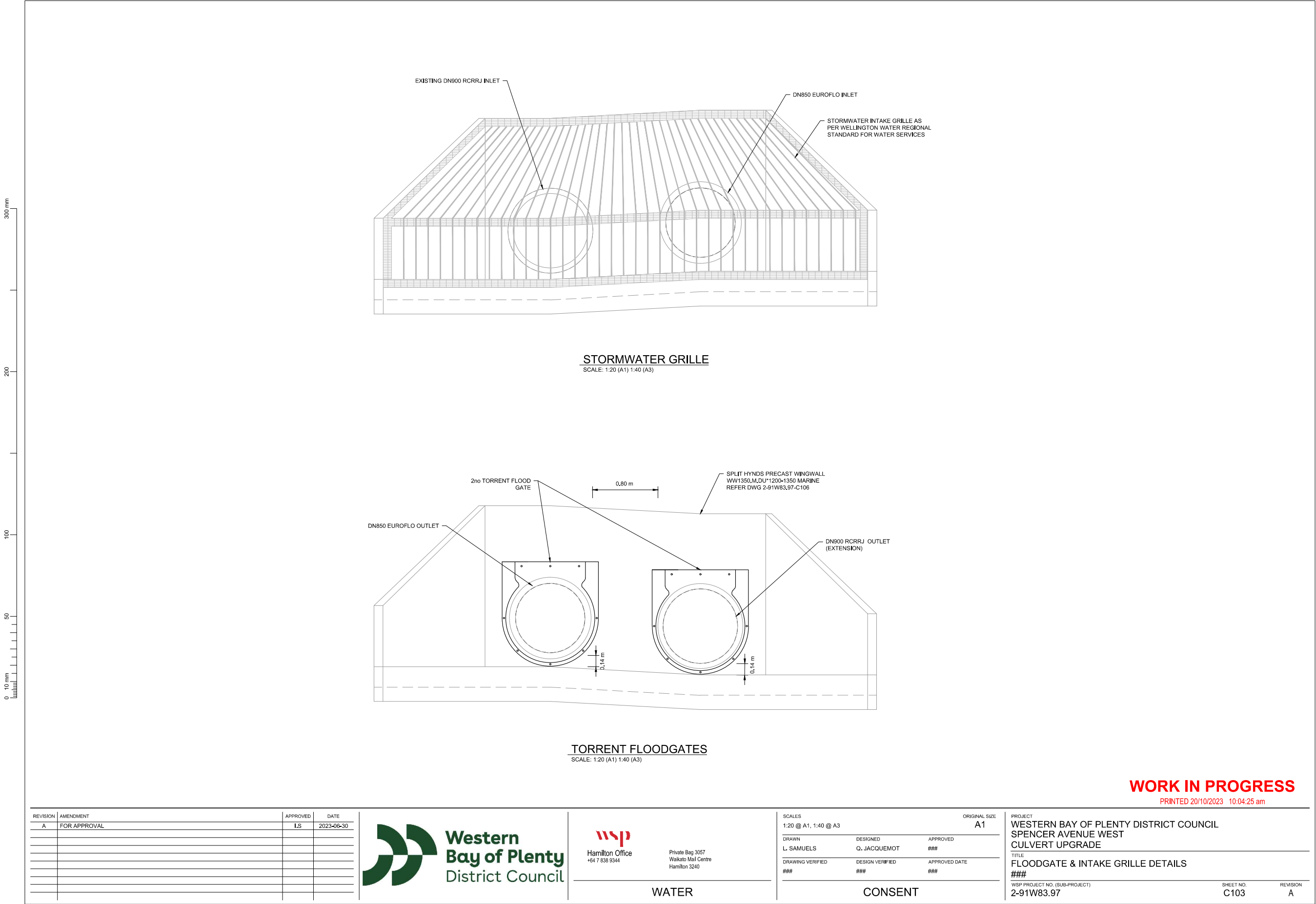




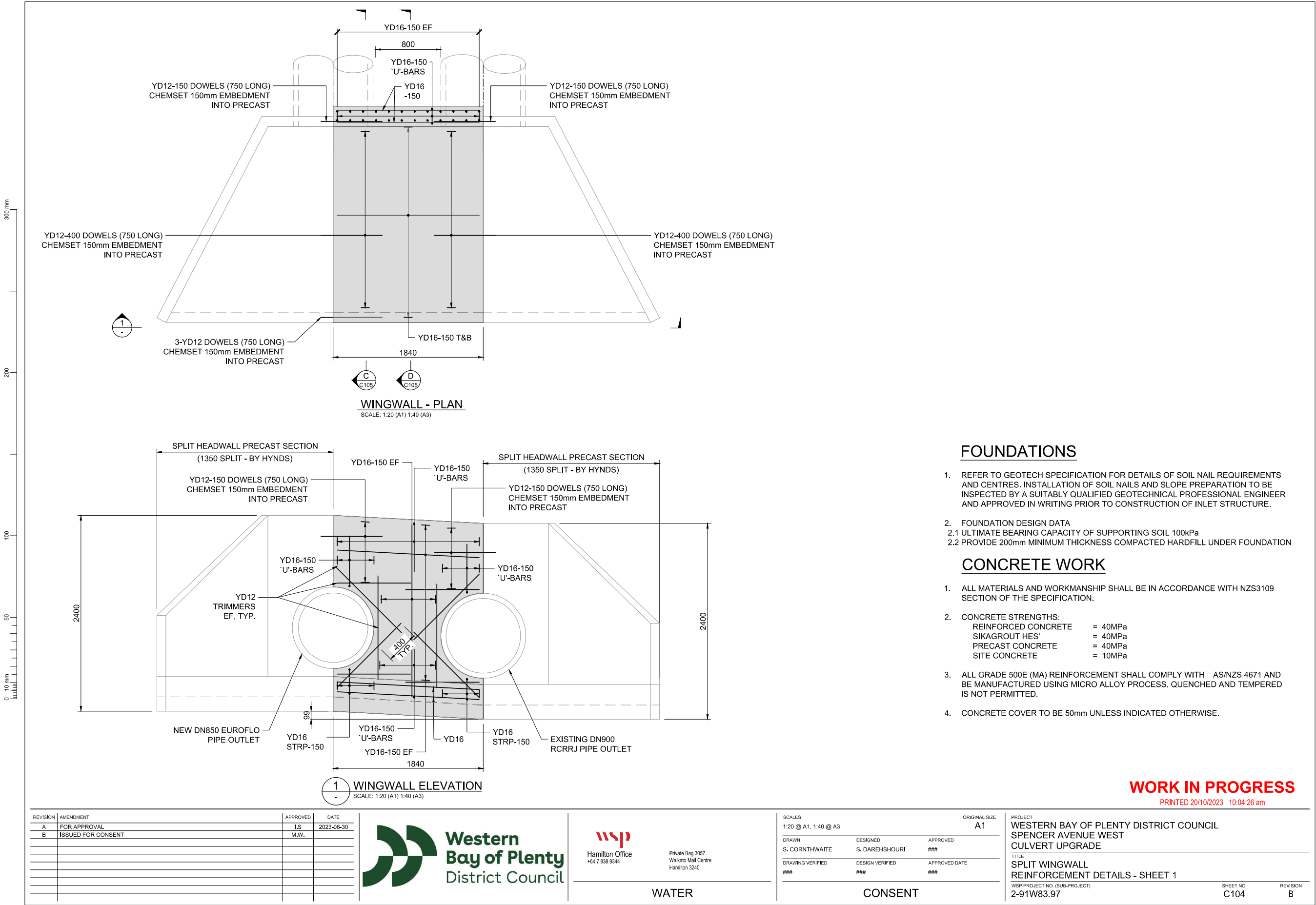


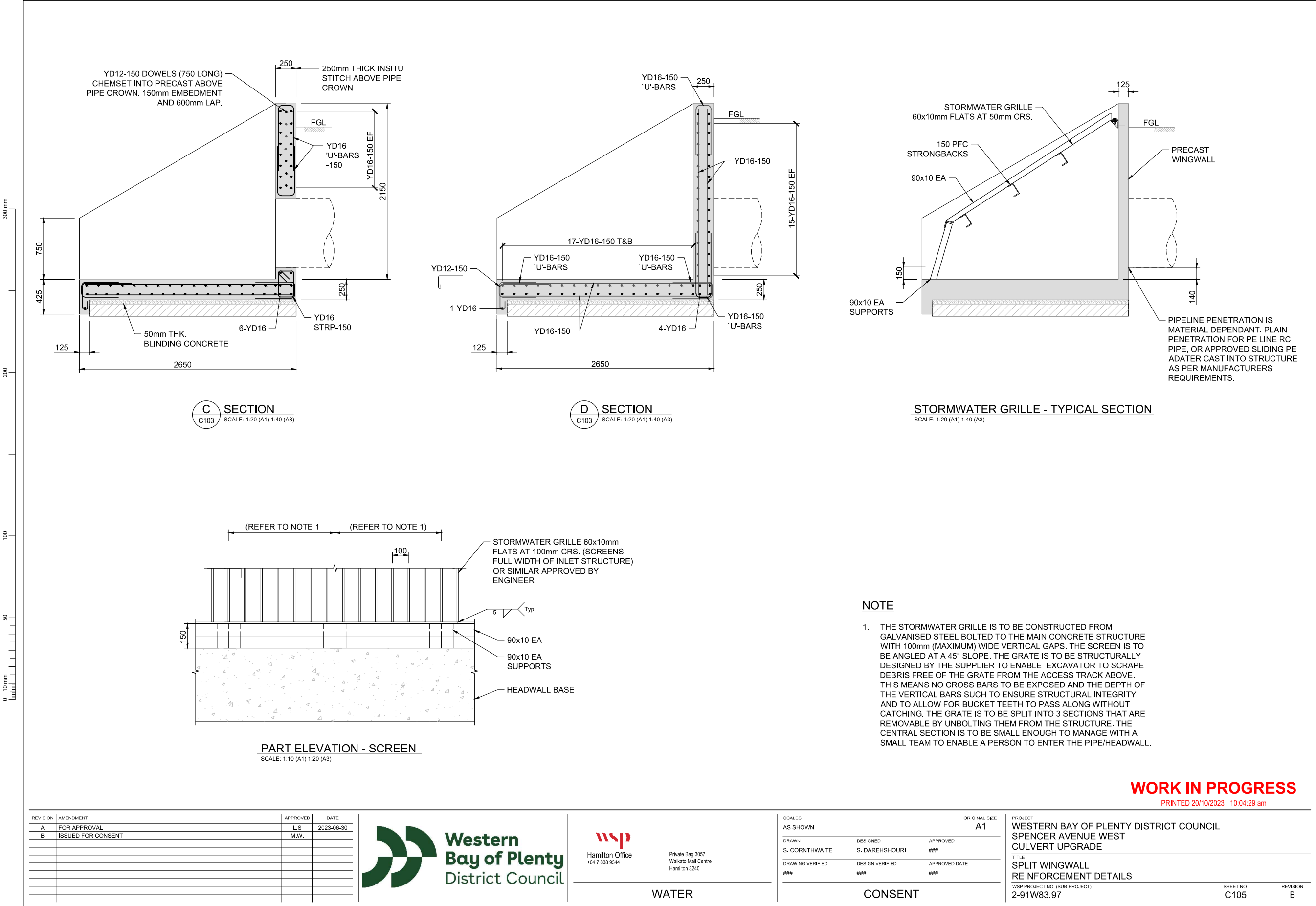


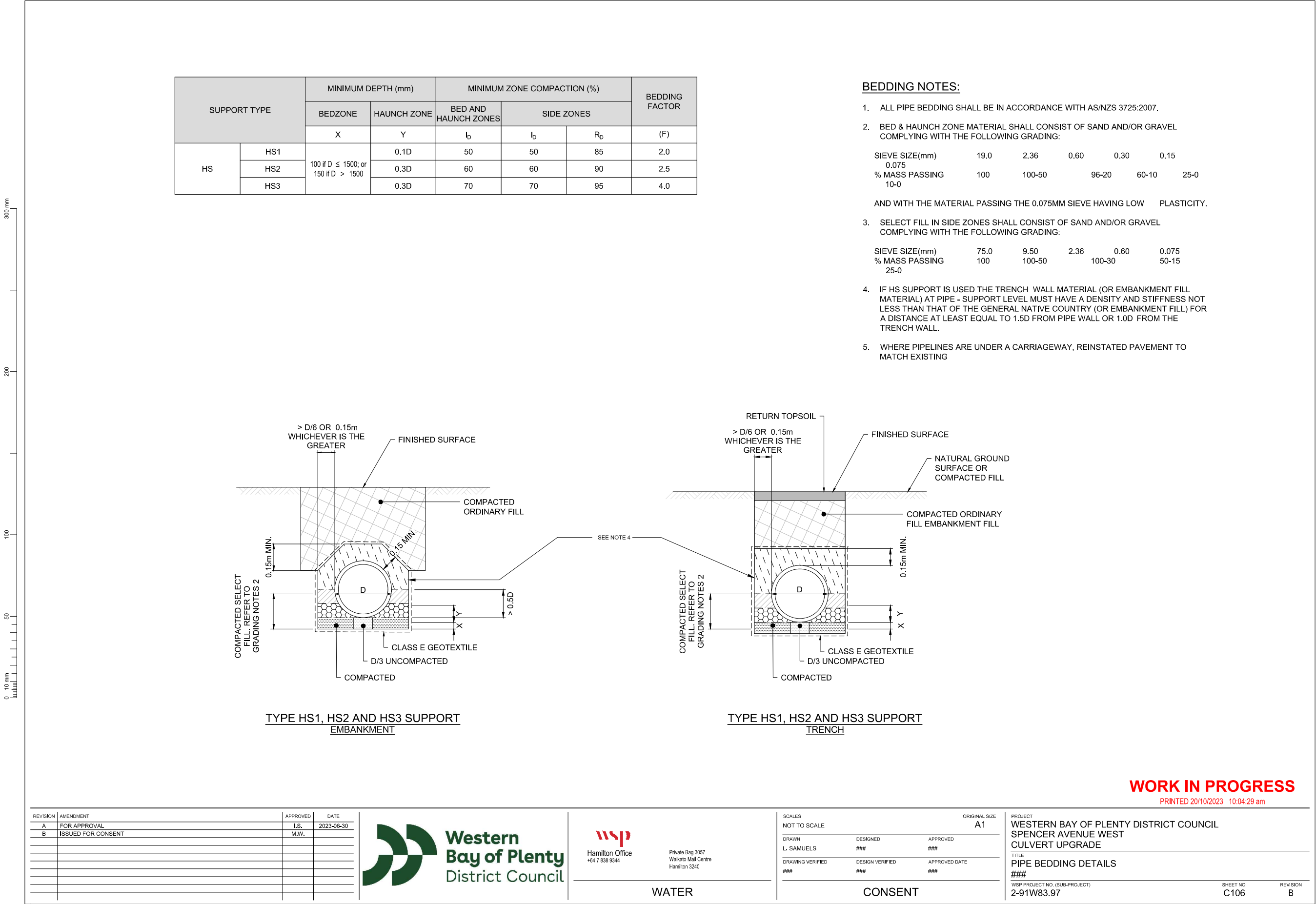


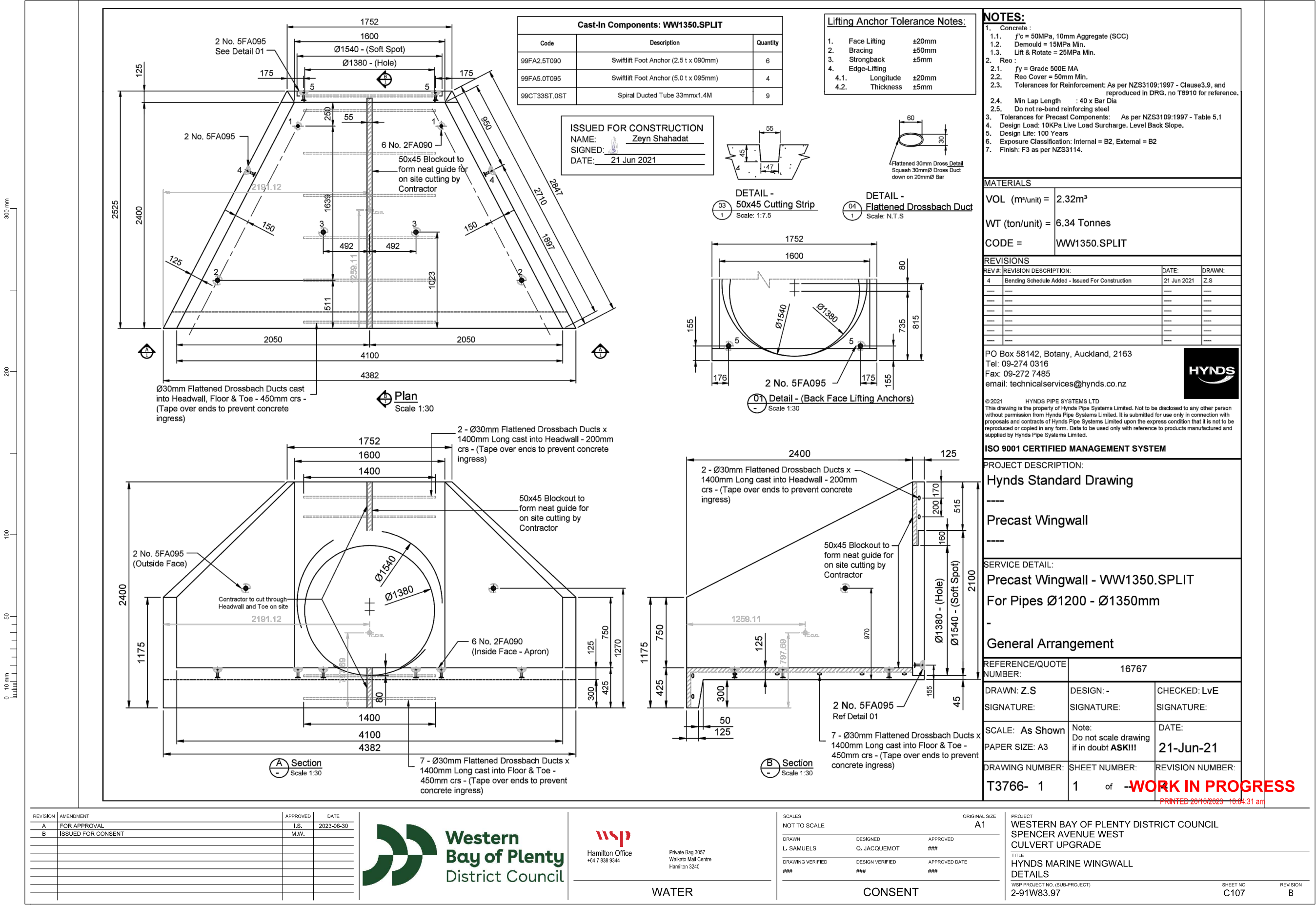


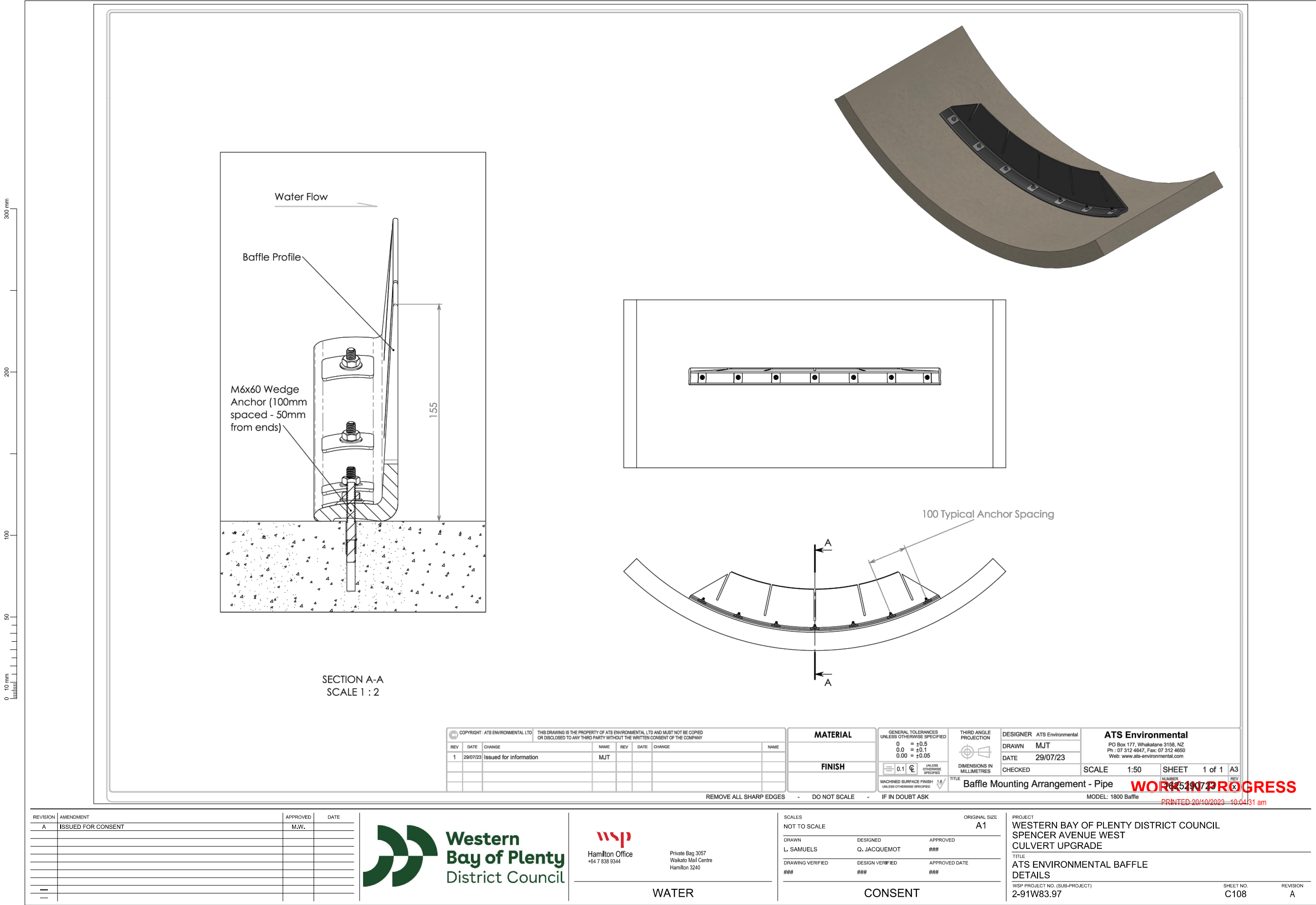
















## Memorandum

<i>To</i>	Isla Simmonds
<i>Copy</i>	Paul Anderson
<i>From</i>	Steve Goodwin
<i>Office</i>	Tauranga
<i>Date</i>	12 May 2023
<i>File/Ref</i>	Click or tap here to enter text.
<i>Subject</i>	Otumakoro Stream Culvert Maketu Rd – Statutory Assessment

## Introduction

WSP have been commissioned by Western Bay of Plenty District Council (the client) to assist with a culvert upgrades to the existing stretch of Maketu Road that crosses the Otumakoro Stream near 643 Maketu Road and 646 Maketu Road. This work incorporates a new 900mmØ culvert and the extension of the existing 900mmØ culvert to allow for better drainage of the surface catchment area and increased cycle pathway construction between kerb and culvert above, the solution also includes fish friendly culvert structures that meet the Bay of Plenty Regional Council (BoPRC) standards.

The purpose of this memorandum is to provide an assessment of the relevant statutory and regulatory documents and to establish a feasibility for consents and additional approvals that may be required to progress the Project. The assessment is based on the concept design drawings prepared by WSP which are attached at **Appendix A**.

## Existing Resource Consents

### Overview

A search of the Bay of Plenty Regional Council website reveals there are no current or previous resource consents relating to the road (subject site) or existing structures. Western Bay of Plenty District Council were also not able to provide details of any consent history for the stretch of road. However, more detailed analysis of property specific data could be ordered at an additional cost.

## Statutory Approvals Assessment

The purpose of this section is to identify the relevant statutory provisions that need to be considered and to provide a high-level assessment of these respective provisions.

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These provisions are identified and assessed under the respective subsections below.

## Western Bay of Plenty District Council

### Zoning and Features

The project site consists of an existing crossing and single culvert referred to in this assessment as Culvert 1. Culvert 1 (C1) is located within or under the road corridor and spans the width of the Otumakoro Stream. The immediate surrounding area under the Western Bay of Plenty District Council District Plan (WBoPDC DP) is zoned Residential, Rural Residential, Rural and Rural Reserve (refer to Figure 1 below). There is also a flooding area overlay over most of the area as it sits approximately 100m from the Maketu Estuary coastal line. The Otumakoro Stream flows into the Maketu Estuary and the WBoPDC DP identifies this area as a significant ecological feature being V14/2 - Maketu Estuary - Saltmarsh and Wetlands. The Estuary has also been identified as S19 a LANDSCAPE AREA LANDWARD.

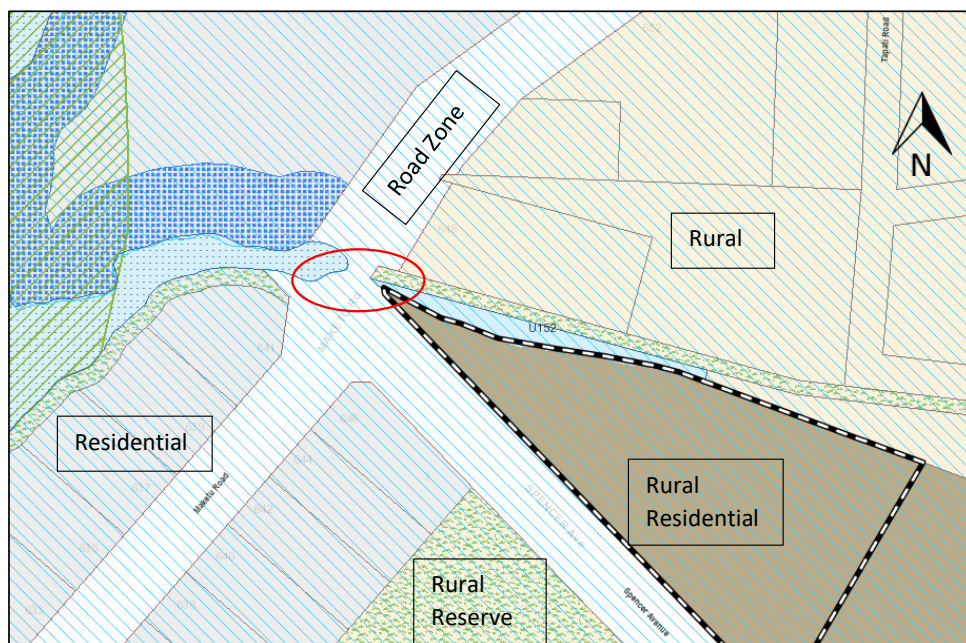


Figure 1. Culvert 1. Zoning Map Source: WBoPDC Website.

### Consent Triggers under the WBoPDC

Under the WBoPDC DP section 10.3(a) activities relating to existing Infrastructure and Network Utilities including the operation and maintenance of existing infrastructure is a permitted activity in the Road Zone and in accordance with 10.3 (ab) new underground pipelines conveying water, stormwater, wastewater and associated pump stations (with above ground dimensions less than 50m<sup>2</sup> gross floor area) is also a permitted activity in the Road Zone.

The construction of road widening, cycle lanes in the road zone is also a permitted activity under 10.3(ah).

There will be no associated works within the adjoining residential zones. Please refer to the Figure 1a below to see that all works sits within the boundary of the road zone.

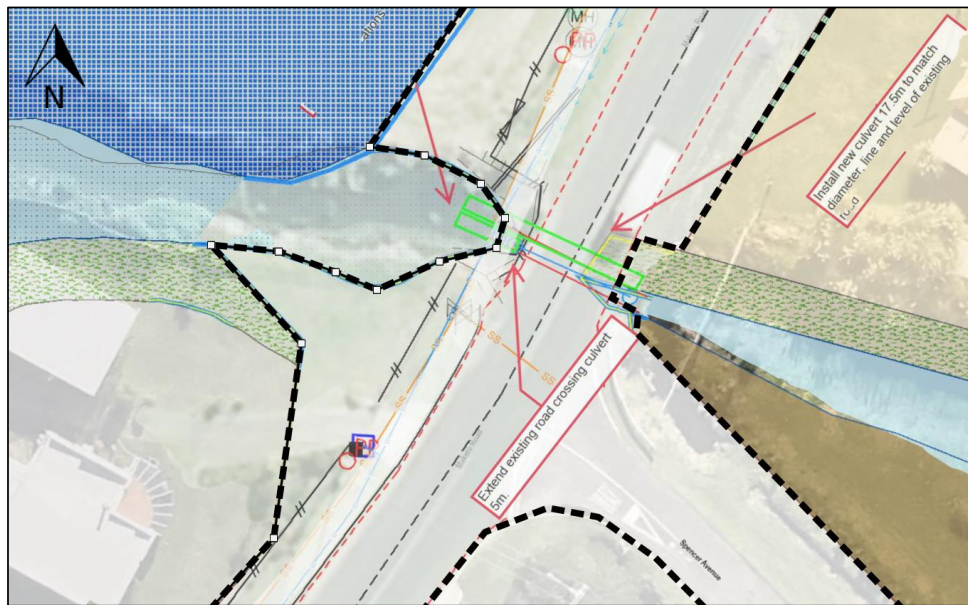


Figure 1a. Overlay of Proposed Works to Zoning Boundaries (Source WSP)

### Bay of Plenty Regional Council - Regional Natural Resources Plan

Unlike the District Plan for the WBoPDC, the Bay of Plenty Regional Council Regional Natural Resources Plan (RNRP) does not allocate zones to areas of land; however, it does identify natural features, and other human made features such as watercourses specifically around the Otumakoro Stream as shown in Figure 2, or Wetlands Figure 4. The RNRP identifies the land area as surface drainage catchment and water management area for the Maketu area.



Figure 2. Bay of Plenty Regional Councils Rivers and Streams (Source: Bay eXplorer)

C1 is identified as being over a watercourse or stream (by definition).





Figure 3. Bay of Plenty Regional Councils Wetland Extents (Source: Bay eExplorer)

The Whakapoukorero wetland exists to the south of the C1 site location. C1 will directly impact on the flow of the Otumakoro Stream and watercourse but will have little impact on the natural character and function of the wetland which is over 150m away.

### Hazardous Activities and Industries List (HAIL)

The Bay eExplorer does identify three HAIL sites within the area. It is not considered that these sites will have any significant environmental impact on the coastal area as a result of the culvert upgrade or expansion. These are all considered to be within the catchment drainage area but are existing and not effected by the proposal.



Figure 4. BoPRC Proximity of HAIL Inventory To Project Site (Source: Bay eExplorer)



Figure 5 BoPRC Drainage By Law Overlay (Source: Bop.maps.argis.com)

As shown in the Fig5. Above. The C1 site sits outside of the flood protection and drainage bylaw area. However, it is still recommended that the topic of drainage bylaws be checked with regional council during any pre application discussions.

Statutory Acknowledgements

Within the Bay of Plenty region, there are five statutory acknowledgment areas, none of these statutory acknowledgements apply to the subject site.

Land Ownership

The land in question (project site) is an asset of the WBoPDC however, the surrounding land is owned by Te Arawa Lakes Trust, Te Arawa Management Limited and private landowners. There are no Māori owned land blocks within the immediate surrounding vicinity of the proposal. However, Whakaue Kaipapa Marae is circa 120m to the north.

Regional Plan Rules

The Bay of Plenty Regional Natural Resources Plan (RNRP) is the relevant planning document to be considered for the Project. A high-level summary of the relevant RNRP consent requirements based on the Project are set out in Table 3-1.

Table Error! No text of specified style in document.-1: Regional Rule Assessment

Relevant Plan	Activity	RMA	Rule	Rule Description	Activity Status
BoPRC RNRP	Extension of existing culvert and placement of additional twin culvert.  Authorised Structures	s13	BW R18	The use, erection, reconstruction, placement, alteration or extension of a culvert in, on under or over the bed of a river, stream, or lake, where the crossing involves more than one culvert.	Restricted Discretionary

Relevant Plan	Activity	RMA	Rule	Rule Description	Activity Status
	Activity in the Beds of Streams, Rivers and Lakes	S13	BW R36	Use, erection, reconstruction, placement, alteration, extension, removal, or demolition of any structure or part of any structure in, on, under, or over the bed of a stream, river or lake	Discretionary
	Discharge of contaminants to Water	S13	DW R8	Discharge of a contaminant to water, including the discharge of water to water	Discretionary
NES-FM	The placement of, use, alteration extension or reconstruction of a Culvert		S70 or 71	The culvert upgrade will be located within 100m	Permitted/ Discretionary

### Otumakoro Stream

Under the RNRP the term Land Drainage Canal is used to describe a modified water course that is part of a land drainage scheme. By definition the CI is not included in the local network of drains. But still drains the surface catchments of the area.

### Bay of Plenty Regional Council Drainage Bylaw

Under section 5.1.1 of the bylaw no person may undertake certain activities within the watercourse or drain or within 12m of the lip of the drain. In this instance the project proposes a culvert upgrade and extension within the Stream which drains the surface catchment area which would trigger (c) *"interfere with any structure or equipment relating to any drain"*, or (i) *"construct any structure in or under any drain..."*. It is therefore, concluded that a drainage bylaw authority would be required.

### National Environment Standard for Freshwater

The NES-F provides national standards around works that can be done within freshwater bodies. Included in the NES are rules relating to the construction use and maintenance of culverts. Section 70 and 71 relate to the conditions the installation use and maintenance of culverts must adhere to to be considered as permitted activities or (if works cannot meet the standards of s70), discretionary activities under section 71. It is recommended that the engineering team and designers review these conditions to ensure the design of the proposed works can meet the permitted requirements. If not then resource consent will be required under section 71 of the NES-F.

### Iwi Engagement

As is required and recommended for all works that involves fresh water streams and rivers, engagement for co management solutions around cultural issues with local iwi or hapu is

recommended prior to application for consent. Confirm with BoPRC who the registered contacts are for the relevant hapu for this location.

### Asset Owners Approval

The plans show a number of assets that will require relocation or removal. The following have been noted:

**Power Poles** – There are 4 power poles that may need to be relocated to allow a 2.5m concrete bicycle/footpath through between the kerb and the front boundary of the nearest residential properties. There is also a to be relocated this will require discussions with the relevant Service Provider.

**Water Main Access** – There looks to be two watermain boxes that overlap with the extended pathway that may need to be looked at in terms of access following the completion of the works.

### Other Approvals

#### Archaeological Authority

There are no recorded sites in the immediate vicinity. With reference to the below image sourced from the NZ Archaeological Association, and with reference to the Bay eXplorer records. The Archsite Map shows a huge number of record locations at a very high scale which suggests that the area has a rich archaeological background. The more macro analysis of the Bay Explorer records shows two records V14/38, and V14/21 south east of the project site but also about at least 220m away to the nearest boundary of the recorded sites.



Figure 6: Archaeological sites. Source: <https://archsite.eaglelegis.co.nz/NZAAPublic>

It is noted that the area that would need to be modified is already a heavily modified area where an existing bridge and culvert exists and the wider area has been developed for housing. It is however, still suggested that an archaeologist be consulted in this instance and asked whether further assessment would be recommended if works outside of the extent of the stream and drainage channel were being proposed. It is suggested that an archaeologist be notified and the potential for an authority to be discussed.

Based on the outcome of the assessment, an Archaeological Authority may be required from Heritage New Zealand Pouhere Taonga (HNZPT).



### Summary of statutory approvals required:

The proposed works include construction of an additional culvert pipe at 900mmØ within the existing stream course and stream bed, plus the extension of the existing pipe is being proposed. The works would also include widening the bridge with a new footpath to allow for walking and cycling within the road zone.

The works would be classified under BoPRC RNRP as discretionary as the onerous rule being the works within the stream bed BW R36, also discharges of contaminants to water DW R8, which bundles also the restricted discretionary activity of rule BW R18 for the culvert works to the crossing having two culvert pipes.

There are sites of Archaeological significance within the vicinity, it is suggested that an archaeologist be consulted as to whether it is advisable to prepare an assessment to address this matter as part of the resource consent application.

Iwi engagement will be required prior to lodging the application to address the consideration of impacts on cultural issues Kaitiakitanga under s7(a) of the RMA.

### Technical Assessments Required

The subsections below identify the technical assessments required for the purpose of supporting the RMA statutory applications and any archaeological authority application.

- Erosion and sediment control Plan
- Ecological assessment – fish passage
- Construction methodology

### Summary

Having undertaken the review, the proposed culvert maintenance and upgrades, would require resource consent under rule BW R18 of the BoPRC RNRP.

The WBoPDC identifies earthworks and network utility upgrades as sitting outside the definitions of land use activities that would require resource consent.

There is no contaminated land (HAIL) activity that would impact on the site or proposed works, therefore consent is not required under the NES-CS.

It is recommended that the project team and designer engineers review the proposal against the requirements of section 70 of the NES-F to make sure the design can meet the permitted activity controls. If not then resource consent will be required as a discretionary activity under the NES-F

The project site is more than 150m away from the Whakapoukorero wetland and is contained within the Otumakoro Stream and therefore, does not impact on the drainage of the wetland. It is therefore not considered relevant and an ecological assessment regarding the wetland is not required. However, there is likely going to be a ecological assessment required for the works within the Otumakoro Stream.

### Next Steps

Based on the above assessment, and if the project proceeds to the next stage, we can provide an indication of costs and timeframes to undertake pre-application meetings with BoPRC, and an Archaeologist, and liaison with internal/external specialists regarding specialist

technical reports for example an archaeological authority, or ecologist for works within the stream.

It is also recommended that as soon as practicable BoPRC should be contacted to get iwi/hapu details and initiate engagement

## **9.5 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – AUGUST 2025**

**File Number:** A6866111

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Peter Watson, Acting General Manager, Infrastructure Group

### **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 12 August 2025 titled 'Maketu Community Board – Projects and Operations Report – August 2025' be received.
2. That the Maketu Community Board approves, in principle, a budget allocation of up to \$50,000 from the Community Board Reserves Account for the installation of additional playground equipment at Ngaparaoa Drive, noting that final expenditure is subject to the Boards approval of the design.

AND

Requests that Reserves and Facilities staff investigate and present design options for expanding the playground equipment at Ngaparaoa Drive, with indicative costings provided for each proposal. All designs should align with a budget of up to \$50,000, taking into account the existing equipment and the available space for development.

**PROJECT UPDATES – ROADING**

<b>WILSON ROAD NORTH FOOTPATH EXTENSION</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
Installation of a footpath extension along Wilson Road North	<p><b>Latest Update:</b></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> <p>The expected completion for this is within the 2025/26 Construction Season.</p>	In progress.

**MINUTE ACTION SHEETS – ROADING****Nil**



**PROJECT UPDATE – WATER SERVICES**

<b>MAKETU WASTEWATER TREATMENT PLANT – IRRIGATION FIELD</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
Maketu Wastewater Treatment Plant – Irrigation Field	<p><b>Background:</b></p> <p>The Maketu Wastewater Treatment Plant has struggled to meet compliance for a number of years – specifically related to the performance of the irrigation field. Last year a renewal project was started to assess options and begin renewal of the field to bring the irrigation field back into compliance. Since the field needs to remain operational and there are several smaller operational challenges it is difficult to assess the root cause of the problem. Most likely this is many factors. Council has engaged specialists to undertake detailed testing of the field to determine specifically what components or elements need replacement or upgrades.</p> <p><b>Progress Update:</b></p> <p>Fulton Hogan have been engaged to begin preliminary renewals with the aim of getting the irrigation field operational to perform more extensive testing. The testing should tell us whether or not the entire irrigation field needs to be replaced or if there is existing useful life. Fulton Hogan are also completing minor upgrades so that Council has better control over the operation of the irrigation field. We have been keeping Bay of Plenty Regional up to date who are pleased to see some action and the recent progress.</p> <p><b>Next Steps:</b></p> <p>The focus for the team over the next month is to clear the pipes of any biofilm or grit, commission the Clean In Place chlorination system for ensuring the</p>	In progress.

	<p>pipes remain clear of biofilm. Undertake testing of each irrigation zone and assess performance while also addressing any leaks.</p> <p>Once performance testing is complete, we will assess the results and look at what the best option is for progressing with the renewal.</p>	
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LITTLE WAIHI ROAD WASTEWATER PUMP STATION RENEWAL		
Project Description	Staff Comment/Update	Progress Level
Little Waihi Road Wastewater Pump Station Renewal.	<p><b>Background:</b></p> <p>There are two booster pumpstations that pump wastewater from the properties to the wastewater treatment plant. Due to the long time it takes for wastewater to travel through the network from the grinder pumps and into the pumpstations it leaves the pump station susceptible to corrosion from hydrogen sulphide which breaks down concrete and can cause structural failure. We have also received reports of odour from the pump station – this is a symptom of the high levels in hydrogen sulphide.</p> <p><b>Progress Update:</b></p> <p>We have completed assessments on the pump stations and have identified options to refurbish and look at improving the odour. The team are pulling together a scope for a contractor to undertake the work.</p> <p><b>Next Steps:</b></p> <p>Progress with procurement and engagement of a contractor to complete</p>	In progress.

	refurbishment of the pumpstation – dates to be confirmed but the work will be completed in the 2025/26 financial year.	
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MAKETU GRINDER PUMPS RENEWAL		
Project Description	Staff Comment/Update	Progress Level
Maketu Grinder Pumps Renewal.	<p><b>Background:</b></p> <p>The grinder pumps and network were installed in 2011 and consist of 554 residential pumps. As expected, the first generation of pumps have begun to fail. A project has been set up to look at the best options for undertaking renewals to minimise customer disruption, overflows and the best value for money.</p> <p><b>Progress Update:</b></p> <p>The grinder pumps have been assessed and an upgrade recommended which will allow Council to manage the assets with the intent to extend the operational life of the pump. The upgrade is to add level sensors to the grinder pumps to allow visibility over the grinder pumps and allow operations to attempt to fix pumps before they fail completely and therefore extend their life.</p> <p><b>Next Steps:</b></p> <p>Intent is to undertake an initial trial and install a small number of level sensors to existing grinder pumps. Once this is complete and successful the plan would be to roll out upgrades to all grinder pumps in the 2027 financial year.</p>	In progress.

STORMWATER		
Project Description	Staff Comment/Update	Progress Level
Stormwater	Council is carrying out stormwater investigations in Maketu to assess whether any dwellings are at risk of flooding or whether properties are susceptible to hazardous stormwater flows. As part of this work, Council will identify potential options to reduce these risks. In line with discussions held with the Community Board, we will also investigate options to address health and safety concerns related to open drains and the risks they pose to the public.	In progress.

## 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>Subsequent to the meeting there was a Panui prepared and a period of community engagement, which included a 'drop-in session' on 31 May 2025. Feed back from the community engagement was positive and supportive of the proposed improvements.</p> <p>For further information please go to To wahi – Your Place on the link below.</p> <p><a href="https://yourplace.westernbay.govt.nz/maketu-urupa">https://yourplace.westernbay.govt.nz/maketu-urupa</a></p>	In progress

SPENCER AVENUE RESERVE		
Project Description	Staff Comment/Update	Progress Level
Spencer Avenue Reserve	<p>The BMX track construction is programmed for the 2026/27 Financial Year. The 2025/26 programme includes the completion of the track around the park.</p> <p>The 2024/25 Financial Year programme included the construction of the first section of the track around the park. Trees and seating were completed with consideration of the houses bordering the Reserve and with discussion with some residence.</p>	In progress

MAKETU BOOK SHARING SHELTER		
Project Description	Staff Comment/Update	Progress Level
To create a small central reading space within the village.	This project has been completed.	Completed

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

Date raised	Matter/Issue	Comments
17 June 2025	<p>At the Board meeting on 17 June 2025, members requested that Reserves and Facilities staff investigate and present design options for additional playground equipment at Ngaparaoa Drive. The Board has requested that these designs take into consideration the current playground infrastructure and the available space for expansion and that all designs remain within a \$50,000 budget.</p> <p>The Board noted that there are a high number of children residing nearby who would benefit from enhanced play facilities.</p> <p>Findings and proposed options will then be presented to the incoming Board for consideration.</p>	A recommendation has been included in this report.

### 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"> <li>• Animal Services – Lost Dog</li> <li>• Building Act Compliance – General Enquiry</li> <li>• Community and Strategy – General Enquiry</li> <li>• Customer Service Planning – Minor Dwellings</li> <li>• Kerbside Collective – Damaged Bin – Replace/Repair</li> <li>• Reserves &amp; Facilities – Bollards</li> <li>• Reserves &amp; Facilities – General Enquiry/Call back</li> <li>• Roads Network Management – ALL Cesspit/Grill/Gutters &amp; Drains (sealed road) – New Asset Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Building Admin – General Enquiry/Call back</li> <li>• Building Processing – General Enquiry/Call back</li> <li>• Customer Service Planning – District Plan Advice</li> <li>• Local Roads – Detritus (Loose Chips/Sand/Dead Animal) – NO Illegal Dumping</li> <li>• Privacy &amp; LGOIMA – General Privacy Enquiries</li> <li>• Reserves &amp; Facilities – Trees (only)</li> <li>• Wastewater – Wastewater General</li> <li>• Water – All water leaks</li> <li>• Water Revenue – General enquiry/call back</li> </ul>
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

- Animal Services – Animal Welfare
- Animal Services – Roaming Stock (Not State Highways)
- Kerbside Collective – Kerbside General Enquiry
- Local Road – Local Roads–NON-URGENT tree requests – Request for trimming or removal of fallen tree/branch
- Reserves & Facilities – Reserves General

The table below shows Services Request's 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 attacked (and made contact)	Reports from Town Point Road, Maketu Road and Little Waihi Road	2	2
Animal Services – Dog Roaming	Reports from Maketu Road and Little Waihi Road	1	1
Animal Services – Other Enquiries	Reports from Town Point Road	2	0
Building Warrant of Fitness Enquiries	Multiple reports from Little Waihi Road	4	0
Customer Service Planning – General	Enquiries from across the Maketu Community	4	0
ALL Cesspit/Grill/Gutters & Drains (sealed road)	Multiple reports from across the Maketu Community	5	0
Kerbside Collective – Missed Collection	Reports from Maketu Road and Wilson Road	2	0
Local Roads – General	Enquiries from across the community	3	0
Local Road Signs (damaged/graffiti)	Replacement or Maintenance Asset Requests from across the Maketu Community	4	0
Rates – General	Enquiries from across the Maketu Community	5	1
Wastewater – Grinder Pump/Septic Tank issue	Reports from across the Maketu Community – Multiple from Arawa Avenue	8	5
Water – Water pressure too high or low	Reports from across the Maketu Community	2	1



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

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

<b>Date raised</b>	<b>Matter/Issue</b>	<b>Comment</b>
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**

**9.6 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – JUNE 2025****File Number:** A6875181**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. Due to the timing of this report and Councils year end Audit process the content of these financials are yet to be finalised and reviewed by Audit New Zealand. However, to provide the latest information to the Community Board the draft unaudited financial statements for the period ended 30 June 2025 are attached. **(Attachment 1)**.

Total operational costs are under budget year-to-date by \$25,416.

Details of the Maketū Community Board Roding Current Account has now been included in this financial report. The opening balance of \$248,488, has increased with \$14,087 of interest earned in the year to 30 June 2025. There is a balance available for future projects of \$63,075 after allowing for commitments for current approved projects. These details are attached for the period ended 30 June 2025 **(Attachment 2)**.

**RECOMMENDATION**

1. That the Financial Partner's report dated 12 August 2025 titled 'Maketū Community Board – Financial Report – June 2025' be received.
2. That the Maketū Community Board approves the additional cost of \$1,638.08 for the installation of an additional BBQ at the Surf Club to be funded from the Reserve Account – MC20–6.7
3. That the Maketū Community Board approves to release the following unspent funds from outstanding operational commitments:
  - a. MKC23–4.9 \$11,945
  - b. MKC23–5.4 \$350

**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
	<b>2024/25 Total operational commitments</b>	<b>157</b>

**2024/25 Reserve analysis:**

Resolution	Project/Description	\$ Transactions
	2024/25 Opening Reserve balance	171,369
MC20-6.7	Approves up to \$30,000 for the installation of an additional BBQ by the Surf Club. Note: Currently overspent by \$1,638.08 requiring approval of additional funding as noted above.	(31,638)
MKC23-4.9	Approves expenditure of up to \$26,000, for the purpose of installing handrails at the Maketū Cemetery (Wharekahu)	(14,055)
MKC23-5.4	Approves funding for a new bus shelter on Arawa Avenue for \$7,500	(7,500)
MKC23-6.5	Approves additional funding for new bus shelter on Arawa Avenue for \$3,320	(2,970)
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)
	Year-end funding surplus (draft)	25,410
	<b>2024/25 Closing Reserve balance before commitments</b>	<b>134,616</b>

**Remaining commitments from Maketū Community Board Reserve Account:**

Resolution	Description	\$
	Opening balance before commitments	134,616
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: \$14,055)	(11,945)
MKC23-6.5	Approves a further \$3,320 of additional funding for the installation of the new bus shelter on Arawa Avenue	(350)
MKC24-1.4	Approve up \$8,000 for costs relating to the Maketū Information Centre mural.	(4,000)
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)
	<b>2024/25 Closing balance after the committed expenditure</b>	<b>103,321</b>

**ATTACHMENTS**

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

<b>Western Bay of Plenty District Council</b> <b>Draft and Unaudited Income and Expenditure Statement</b> <b>For the period ended 30 June 2025</b> <b>Maketu 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]	4,317	24,024	19,707	☑	24,024	3,753
Grants	1,043	5,000	3,957	☑	5,000	1,000
Mileage Allowance	0	996	996	☑	996	0
Salaries	15,422	16,176	754	☑	16,176	15,619
Inter Department Charges	34,569	34,572	3	☑	34,572	36,228
<b>Total Operating Costs</b>	<b>55,352</b>	<b>80,768</b>	<b>25,416</b>	☑	<b>80,768</b>	<b>56,601</b>
<b>Total Direct Costs</b>	<b>55,352</b>	<b>80,768</b>	<b>25,416</b>	☑	<b>80,768</b>	<b>56,601</b>
<b>Total Costs</b>	<b>55,352</b>	<b>80,768</b>	<b>25,416</b>	☑	<b>80,768</b>	<b>56,601</b>
<b>Income</b>						
Rate Income	80,762	80,760	2	☑	80,760	70,606
<b>Total Direct Income</b>	<b>80,762</b>	<b>80,760</b>	<b>2</b>	☑	<b>80,760</b>	<b>70,606</b>
<b>Net Cost of Service</b>	<b>25,410</b>	<b>(8)</b>	<b>25,418</b>	☑	<b>(8)</b>	<b>14,006</b>
<b><u>Contingency - breakdown</u></b>						
Handrails at Maketu Cemetery	4,230			☑ <b>Favourable Variance</b>		
ANZAC Day wreath	87			☒ <b>Unfavourable Variance</b>		
<b>Year to date contingency costs</b>	<b>4,317</b>					
Check	0					
<b><u>Community Board Reserves</u></b>						
Opening Balance - Surplus (Deficit)	171,369					
MC20-6.7 Approves up to \$30,000 for installation of BBQ by Surf Club	(31,638)					
MKC23-4.9 Approves expenditure to install handrails at the Maketu Cemetery	(14,055)					
MKC23-5.4 Approves funding for new bus shelter on Arawa Avenue for \$7,500	(7,500)					
MKC23-6.5 Approves additional funding for new bs shelter on Arawa Avenue for \$3,320	(2,970)					
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	25,410					
Year-end funding surplus						
(Decrease) Increase in year	(36,753)					
Closing Balance - Surplus (Deficit)	134,616					
<b><u>Other Reserves</u></b>						
<b><u>Maketu Community Board Roding Current Account</u></b>						
Opening Balance - Surplus (Deficit)	248,488					
(Decrease) Increase in year	(185,413)					<i>see detailed report for breakdown</i>
Closing Balance - Surplus (Deficit)	63,075					

Maketu Community Board Roding Current Account as at 30 June 2025 (Draft and Undaudited)				
<b>Current Account Opening Balance 1 July 2024</b>			248,488	<b>Status</b>
Interest 2025			14,087	<i>To be calculated at the end of the financial year</i>
Allocation for 2025			-	<i>No allocation for the 2025 financial year</i>
<b>Subtotal</b>			<b>262,575</b>	
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.	3320	(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
<b>Subtotal</b>	<b>16,320</b>	<b>(15,258)</b>	<b>-</b>	<b>-</b>
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>				-
				-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Balance Roding Current Account excluding Commitments</b>			<b>262,575</b>	
Less: Approved projects				
MKC24-7.8 Approved up to \$49,500 from the Roding 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 Roding Account for completion 'Culvert Upgrade on Spencer Anvenue' and to ensure access to existing pathway on Spencer Avenue.	150,000			
<b>Total commitments</b>	<b>199,500</b>		<b>-</b>	
<b>Less: Committed funds on Started Projects unspent</b>			<b>-</b>	
<b>Less: Committed funds on Unstarted Projects</b>			<b>(199,500)</b>	
<b>Closing Balance Roding Current Account</b>			<b>63,075</b>	Total uncommitted funds available for future projects

**10      INFORMATION FOR RECEIPT**