



NOTICE OF A COAST COMMUNITY BOARD MEETING

**Te Whānau a Apanui Community Health Centre,
State Highway 35, Te Kaha
Tuesday, 23 October 2018
Commencing at 10.00am**

ORDER PAPER

APOLOGIES

PUBLIC FORUM

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Members: Cr Haki McRoberts (Chairperson)
Michael (Spike) Collier
Gail Keepa
Jack Parata
Allen Waenga

Committee Secretary: Gae Newell

Quorum: 3

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Councillors are reminded that if you have a pecuniary or non-pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting room.

**Aileen Lawrie
CHIEF EXECUTIVE OFFICER**



MINUTES OF A MEETING OF THE COAST COMMUNITY BOARD HELD AT TE RUNANGA O TE WHĀNAU OFFICES, STATE HIGHWAY 35, TE KAHA ON TUESDAY, 11 SEPTEMBER 2018 AT 10.13AM

PRESENT:

Haki McRoberts (Chairperson)

Mike Collier

Gail Keepa

Jack Parata

Allen Waenga

Deputy Mayor Lyn Riesterer

IN ATTENDANCE:

Ari Erickson (Engineering and Services Group Manager)

Gae Newell (PA to CEO and Mayor)

The Chairperson welcomed everyone to the meeting and thanked Deputy Mayor Riesterer for attending.

KARAKIA

The Chairperson opened the meeting with a karakia.

APOLOGIES

Nil.

PUBLIC FORUM

Nil.

1. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING 31 JULY 2018 p3

RESOLVED

- (1) That the minutes of the Coast Community Board meeting held on 31 July 2018 be confirmed as a true and correct record.**

Parata/Collier

Carried

2. ACTION SCHEDULE

p14

The Engineering and Services Group Manager spoke to the Action Schedule.

Tōrere School Walking Track

It was noted that the track has been tidied up and a gate installed. Mike Collier will follow up regarding further development of a footpath up to the school.

Te Kaha Water Supply

The southern extension is still in negotiations. Staff are investigating the potential to move the infrastructure which will come at a substantial cost if the families still in negotiation do not agree.

The Te Kaha water supply has turbidity issues that could be resolved by moving. There are, however, technical solutions at the current location that could also resolve the issues, such as flocculation. Council is looking at all options.

RESOLVED

- (1) That the Action Schedule be received.**

Waenga/Parata

Carried

3. 2018 ELECTED MEMBER DETERMINATION

p11

RESOLVED

- (1) That the report titled "2018 Elected Member Determination" be received.**
(2) That the changes to remuneration and allowances be endorsed for use:

Coast Community Board

Member

\$4,891

Allowances

Vehicle Mileage

- a rate of 73 cents per km for petrol and diesel vehicles up to 10,000km.
- a rate of 81 cents per km for electric and hybrid vehicles up to 10,000km.
- a rate of 37 cents per km for travel over 10,000km.

Travel Time

- a reimbursement of \$37.50 per hour of travel after the first hour per day.
- a maximum reimbursement of 8 hours travel time per day.

Communications

- For the use of a personal computer, tablet, or laptop \$200 per annum.
- For the use of a printer, \$40 per annum.
- For the use of a mobile phone, \$150 per annum.
- For the use of own internet service, \$400 per annum.
- For the use of mobile phone service and calls, either \$400 per annum, or actual cost of calls.

Waenga/McRoberts

Carried

4. COAST INITIATIVES FUND

p15

RESOLVED

- (1) That the report titled "Coast Initiatives Fund" be received.**

Parata/Waenga

Carried

5. COAST INITIATIVES FUND APPLICATION – TAUIRAMAITAWHITI KAPA HAKA

p20

The Board approved the application from Tauramaitawhiti Kapa Haka to assist with the costs associated with the group's attendance at Te Matatini 2019. It was agreed that funding be provided in the sum requested of \$10,000.

RESOLVED

- (1) That the funding application from the Tauramaitawhiti Kapa Haka be received.**
- (2) That the sum of \$10,000 be paid to Tauramaitawhiti Kapa Haka to assist with the costs associated with the group's attendance at Te Matatini 2019.**

Waenga/Parata

Carried

6. COAST INITIATIVES FUND APPLICATION (RE-SUBMITTED) –MĀORI GIRLS CHARITABLE TRUST

p27

The Board agreed that they would not reconsider the re-submitted funding application from Maori Girls Charitable Trust.

The Board members agreed that as the building is located on private Maori title, the application does not meet the criteria. The decision to decline the application made at the last Board meeting stands.

The Secretary will advise the applicant of the Board's decision.

RESOLVED

- (1) That the re-submitted funding application from Māori Girls Charitable Trust be received.**
- (2) That the secretary advise the applicant that the Board's original decision stands and the application is declined.**

Collier/Parata

Carried

The Chairperson closed the meeting with a karakia.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.18AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING
A TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE COAST COMMUNITY BOARD HELD
ON TUESDAY, 23 OCTOBER 2018.**

HAKI McROBERTS

CHAIRPERSON

COAST COMMUNITY BOARD

General Items Raised	13 Feb. 2018	<i>Coast By Nature Signs</i> In response to a query, the Community Facilities Manager will follow up on progress with the installation of Coast by Nature signage on the Coast.	ESGM	Can we confirm Te Kaha and Ōmaio locations: Te Kaha – Maraetai Bay? Ōmaio along straight?
Water – Update on Tōrere Water Supply	8 May 2018	In response to a query from the floor, the Engineering and Services Group Manager will follow up on where the matter of the water supply at Tōrere got to.	ESGM	The Engineering and Services Group Manager made contact with the Ministry of Health which advised that the water supply is awaiting resolution of the Ngaitai Iwi Authority board. Once resolved the contract with MoH can be renewed and the project can commence.
General Items Raised	19 June 2018	<i>Maintenance</i> Allen Waenga advised that, to date, he has not been able to find someone to do maintenance mowing at the Waihau Bay junction and the section next to the Waihau Bay Fire Station.	RM	Reserves manager working with Ike Matchitt to get him Health and Safety – SHE accredited.

REPORT

Date : 11 October 2018

To : Coast Community Board Meeting, 23 October 2018

From : Chief Financial Officer, Billy Kingi

Subject : **COAST INITIATIVES FUND**

File ID : A148043

EXECUTIVE SUMMARY

Council will include a brief report on the Coast Initiatives Fund to every Coast Community Board meeting to provide information on the expenditure and balance of the fund.

PURPOSE

To provide a report on actual expenditure and the balance of the Coast Initiatives Fund.

BACKGROUND

Council has provided funds in the Annual Plan for coastal initiatives over a number of years. Regular reports will be made to the Coast Community Board meeting to enable decision-making on any new projects to be funded from the Coast Initiatives Fund.

CRITERIA

The Coast Community Board has adopted the following **criteria in assessing funding** for projects:

1. Marae facility development and upgrades excluding projects, or components of projects, that can attract funding from other funding sources.
2. Community facilities and sports fields.
3. Pride and beautification projects within the community.
4. Community events.
5. Coastal access excluding private access.

6. Infrastructure projects specific to coastal communities that may be outside of Council immediate priorities or that may add value to existing initiatives.
7. Education and training for organisations, or members of organisations, resulting in ongoing benefit or increased opportunities to the coast community.
8. Each application would be considered by the Board on a case by case basis.
9. If approved funding is not utilised within two years from the date of approval the applicant must reapply for funding consideration
10. Applications must be received by the Ōpōtiki District Council a minimum of 3 weeks before the Coast Community Board meets, at which a grant decision is required.
11. Grant applications will only be considered from organisations and not (an) individual(s).
12. Applications will only be accepted from those organisations that are established within the Coast Community Board ward. If such organisation proposes to provide assistance funding from a CIF grant then the reasons shall be outlined in the application.
13. In preparing to assess applications to the CIF the Community Board Members shall at all times give due consideration to:
 - (a) the **Coast Community Board Standing Orders** on the matter of financial conflicts of interest:

19.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s.6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.

Neither the Chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

AND (b) The Ōpōtiki District Council **Code of Conduct** in regard to Conflicts of Interest:

8. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse contracts with the authority or has a pecuniary interest.

Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the chief executive *immediately*. Members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the council. Failure to observe these requirements could also leave the elected member open to prosecution (see Appendix A). In the event of a conviction, elected members can be ousted from office.

14. To meet the Council's **transparency and accountability requirements:**

- (i) Grant money shall only be paid on submission of an invoice with bank account and GST number (if GST registered) details on the organisation's invoice.
- (ii) Where applicable (e.g. where items are purchased) receipts and/or written quotes shall be provided to Council.

Coast Community Board Reserve	
Opening Balance 31 July 2018	107,784
Balance from Activity Statement as at 30 September 2018	40,000
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Closing Reserve Balance 30 September 2018	147,784
Estimated interest on balance	958
Estimated closing reserve balance 30 September 2018	148,743
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Community Board Initiative Activity Statement as at 30 September 2018		
		\$
Revenue Received	Community Development Grant 2018-19	50,000
Less Funding Activities		
Te Kapa Haka O Te Whānau a Apanui - provision of kapa haka teaching & funding		10,000
Total grants / funding allocated		10,000
		<hr/>
Balance Community Board Initiatives activity as at 30 September 2018		40,000
		<hr/>

Community Board Initiative - Future Approved Funding	
Technology & Research Centre - Pledge (2018/19)	10,000

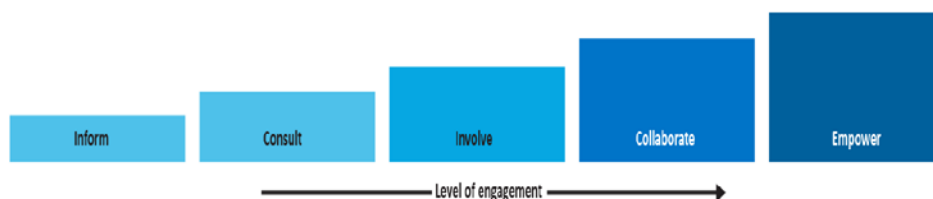
SIGNIFICANCE ASSESSMENT

Assessment of significance

Under Council's Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for the Coast Initiatives Fund report is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

Assessment of engagement requirements

As the level of significance for the Coast Initiatives Fund report is considered to be low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



RECOMMENDATION:

1. That the report titled "Coast Initiatives Fund" be received.

Billy Kingi

CHIEF FINANCIAL OFFICER